

AMENDED DEVELOPMENT, COMPLYING DEVELOPMENT AND/OR CONSTRUCTION CERTIFICATE CHECKLIST

This checklist is to be completed and submitted with your application.

For detailed information on plan/document requirements please consult the DEVELOPMENT APPLICATION – SUPPLEMENTARY INFORMATION document or COMPLYING DEVELOPMENT SUPPLEMENTARY INFORMATION and to Council's ELECTRONIC APPLICATION REQUIREMENTS when lodging your application.

NOTE: Your Application will not be accepted by Council unless ALL required documentation is provided at the time of lodgement.

Property Address: _____

Q1:	Have you had a meeting with a Council officer regarding amendments to the development? If yes, a) what was the date of the meeting? ___ / ___ / ___ b) what was the name of the officer you met with? _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q2:	Is the proposal for an amended Complying Development Certificate (CDC) or Construction Certificate (CC)? If yes, go straight to the Submissions Requirements on Page 3.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q3	Is the development to which the consent as modified relates, substantially the same as the original development? If yes, you are required to provide a modification description (itemised list) which accurately describes all proposed amendments and demonstrates that the development is substantially the same. If no, do not proceed with your amended development application. A new Development Application will be required.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q4:	Has the amended development application form correctly identified the relevant type of Section 4.55 application? (see notes below) a) 4.55(1) application – to correct a minor error, misdescription or miscalculation. You will need to describe the error etc. in the modification description. b) 4.55(1A) application – for a modification that will have a minimal environmental effect. Examples include internal design changes, drainage design amendments, amended landscape plans, changes to approved schedule of finishes, change in unit mix. These amendments do not impact on privacy, height, overshadowing and the like. Description of changes shall be in the modification description and discussion or impacts shall be included in the Statement of Environmental Effects. c) 4.55(2) application - used for more complex amendments involving greater environmental impact. Typically used where external impacts are expected or possible and includes changes to windows, floor levels, height, carparking, generation and roof forms. Description of changes shall be in the modification description as discussion of impacts shall be included in the Statement of Environmental Effects. d) 4.55(8) application – to modify a consent issued by the Land and Environment Court.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q5:	Does the amended development involve a change to the approved building? If yes, you are required to provide architectural plans.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q6::	Does the amended development alter the footprint of the approved building? If yes, you are required to provide the following: a) Floor space ratio calculation plan b) Details of external finishes and materials	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q7:	Does the amended development involve additional demolition to that previously approved? If yes, you are required to lodge an amended demolition plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q8:	Does the modification alter previously submitted documentation? E.g. traffic reports, acoustic reports, SEPP65 Design verification Statement, OSD design etc. If yes, you are required to submit the amended documents.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Q9:	Is the site: a) a Heritage Item listed in Willoughby Local Environment Plan (WLEP)? b) located within the vicinity of a Heritage Item? c) located within a Conservation Area? If yes to any of the above , you are required to provide an amended Heritage Impact Statement.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q10:	Is the site located within a Bushfire Prone Area? If unknown, check with the Council's Customer Service or website. If yes , you are required to provide an amended Bushfire Hazard Assessment, or if minor works, (e.g. ancillary structures) provide a statement in your Statement of Environmental Effects.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q11:	Is the site affected by Flooding / Overland Flow and do the amendments include development at or below ground level? If yes , an amended Flooding Overland Flow Impact Statement will be required.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q12:	Are you altering any previously approved landscape areas? If yes , then an amended natural landscaped area calculation plan is required for the whole site and a landscape plan is required which, depending on the extent of the works, may be required for the whole site or just the area in the vicinity of the works.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q13:	Are the amendments likely to alter the extent of overshadowing to neighbouring residential properties? If yes , you are required to provide shadow diagrams.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q14:	Does the amended proposal alter Original BASIX commitments? (e.g. changes to window sizes or location, cladding materials, skylights etc) If yes , you are required to submit an amended BASIX Certificate and show the BASIX commitments on the plans.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q15:	Does the amended development alter a dwelling house or a secondary dwelling and also alter the total post development impervious area of the site? If yes , please specify (See definition of impervious area in the Development Application – Supplementary Information). a) Is the impervious area between 50% and 55%? If yes , you are to provide an on-site detention system or a 3,000 litre rainwater tank. b) Is the impervious area greater than 55%? If yes , you are required to provide an on-site detention system or a 10,000 litre rainwater tank and to submit a Stormwater/Drainage Plan prepared by a suitably qualified Civil Engineer. The impact of the Stormwater/Drainage Plan on the root system of existing trees (both to the subject and adjacent sites) is to be addressed in the Statement of Environmental Effects. If an on-site detention tank is proposed, you are required to complete Council's Standard Design Checklist and provide an Engineer's Design Compliance Certificate.	_____ % of site	
Q16:	Does the amended proposal include changes to the previously approved car parking; driveway; and/or vehicular crossings? If yes , a) is the grade of the proposed driveway and/or vehicular crossing greater than 9%? b) is the cross fall of the road pavement greater than 3%? If yes to either (a) or (b) , you are required to submit a driveway plan/longitudinal section.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q17:	Does the amended proposal result in any additional impact on any large rock outcrops or overhanging rocks or any archaeological or potential archaeological sites? If yes , you are required to address the potential impacts in your amended Statement of Environmental Effects and depending on the significance of the features you may be required to submit an Archaeological Assessment Report and the development may be an Integrated Development under the National Parks and Wildlife Act.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

WEBSITES & REFERENCE MATERIAL: WLEP, WDCP, Sydney Regional Environmental Plan (Sydney Harbour Catchment) – See www.planning.nsw.gov.au; Planning for Bushfire Protection – See www.rfs.nsw.gov.au; BASIX Certificate – See www.basix.nsw.gov.au

SUBMISSION REQUIREMENTS	S4.55 (Amended DA)	S67 (Amended CDC)	Amended CC	Applicant to complete✓	OFFICE USE ONLY	
					Hard	Soft
<ul style="list-style-type: none"> ✓ Documents / plans required • Documents / plans may be required (as per Q1-15) × No documents required <p>Note: All plans and documents should be collated into full sets for submission.</p>						
Plans (3 copies plus 1 electronic copy)						
Architectural Plans*(Q5)	•	✓	✓			
Floor Space Ratio Calculation Plan(Q6)	•	•	×			
Demolition Plan(Q7)	•	•	•			
Natural Landscape Area Calculation Plan (Q12)	•	•	×			
Shadow Diagrams (Q13)	•	×	×			
BASIX commitments shown on plans (Q14)	•	•	✓			
Stormwater/Drainage Plan & Engineering Design Compliance Certificate (Q15)	•	•	•			
Driveway Plan / Longitudinal Section (Q16)	•	•	•			
SUPPORTING DOCUMENTATION (1 copy plus 1 electronic copy)						
Statement of Environmental Effects	✓	×	×			
Modification description(itemised list)(Q3)	✓	×	×			
External Finishes & Materials(Q6)	•	•	×			
Amended Reports & Statements(Q8)	•	•	×			
Heritage Impact Statement (Q9)	•	×	×			
Bushfire Hazard Assessment (Q10)	•	•	•			
Flooding / Overland Flow Impact Statement (Q11)	•	•	•			
BASIX Certificate (Q14)	•	•	•			
Archaeological Assessment Report (Q17)	•	×	×			
ADDITIONAL DOCUMENTATION (1 copy plus 1 electronic copy)						
Completed Application Form	✓	✓	✓			

*All plans are to show new work in colour

DECLARATION

I (Applicant to print name) _____ declare that:

- a) the digital copy of plans and all supporting documentation are identical (including colouring) to the hard copy of plans and supporting documentation submitted with the development application and has been prepared and submitted according to Council's Electronic Application Requirement
- b) I confirm my consent to receiving my Notice of Determination documents and electronically stamped plans in an electronic format via Council's secure web link.
- c) I have completed the all parts of this CHECKLIST and submitted all required documentation.

Applicants Name (Please Print)

Applicants Signature

Date

OFFICE USE:

Checked by: _____ Date: _____

Disclaimer – This CHECKLIST identifies the main requirements for lodging an amended development application or complying development certificate. Any person using the checklist must do so on the basis that not every scenario and issue can be addressed, and discussion with the relevant Council staff may be required. These documents are subject to change without notice.