

Information	Dwelling houses & Secondary Dwellings	Swimming Pools	Outbuildings and Minor Works (including decks, awnings, sheds and the like)	Alterations and Additions	Home Business/ Home-based child care	Demolition	Subdivision/boundary adjustment/strata/Torrens/comm unity title	Dual Occupancy	Multi dwelling housing	Residential Flat Building/ Mixed use	Commercial	Industrial	Change of use	Boarding House	Signage	Modification	Applicant check- Supplied	Council check- Supplied
<b>Legend</b>																		
● Required																		
○ May be required																		
<b>Administration</b>																		
Correct applicant, owner/s and property address details entered into the portal.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
All relevant boxes have been ticked. E.g., Development type, integrated development, tree works etc.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
<b>Owners Consent</b>																		
Consent of owner/owners, Owners Corporation/Company Seal. Must be provided in Council's <a href="#">Owner/s Consent form</a> .	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans</b>																		
Survey	●	○	○	○	○		●	●	●	●	○	○		○		○	<input type="checkbox"/>	<input type="checkbox"/>
Location	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site</b>																		
Scale	●	●	●	●	○	●	●	●	●	●	●	●	●	●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
Setback dimensions	●	●	●	●	○		●	●	●	●	●	●		●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
Location of easements	●	●	●	●			●	●	●	●	●	●		●	●		<input type="checkbox"/>	<input type="checkbox"/>
Contours to AHD (existing & proposed)	●	●		●			●	●	●	●	●	●		●			<input type="checkbox"/>	<input type="checkbox"/>
Location of structures (existing & proposed)	●	●	●	●	●	●	●	●	●	●	●	●		●			<input type="checkbox"/>	<input type="checkbox"/>
Location of roads, driveways, vehicle manoeuvring/crossing areas, footpath (existing & proposed) with levels to RLs	●			○			●	●	●	●	●	●		●			<input type="checkbox"/>	<input type="checkbox"/>
Location of trees/vegetation (existing & proposed)	●	●	●	●	●	●	●	●	●	●	●	●		●			<input type="checkbox"/>	<input type="checkbox"/>
Location of fences (existing & proposed)	●	●	○	●	○	○	●	●	●	●		●		●			<input type="checkbox"/>	<input type="checkbox"/>
Location of drainage facilities & services (existing & proposed)	●	●		●			●	●	●	●	●	●		●			<input type="checkbox"/>	<input type="checkbox"/>

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<b>Legend</b> ● Required ○ May be required																		
Cut & fill (area, type, level to RLs retaining walls (height, setbacks, materials and sections required)	●	●	○	●				●	●	●	●	●		●			<input type="checkbox"/>	<input type="checkbox"/>
Location of sewer	●	●	●	●			●	●	●	●	●	●		●			<input type="checkbox"/>	<input type="checkbox"/>
Fire hydrants							●		○	●		●		●			<input type="checkbox"/>	<input type="checkbox"/>
Substations							●			●	○	○		○			<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor</b>																		
Gross Floor Area calculations for FSR calculation	●			●			○	●	●	●	●	●	○	●		○	<input type="checkbox"/>	<input type="checkbox"/>
Scale	●		●	●	●	●		●	●	●	●	●	●	●		●	<input type="checkbox"/>	<input type="checkbox"/>
Room dimensions	●		●	●	●			●	●	●	●	●	●	●		●	<input type="checkbox"/>	<input type="checkbox"/>
Room usage	●		●	●	●			●	●	●	●	●	●	●		●	<input type="checkbox"/>	<input type="checkbox"/>
Location of windows and doors	●		●	●				●	●	●	●	●	●	●		●	<input type="checkbox"/>	<input type="checkbox"/>
Location of principal private open space and private open space	●			●				●	●	●							<input type="checkbox"/>	<input type="checkbox"/>
Floor/levels to AHD	●			●			○	●	●	●	●	●		●		●	<input type="checkbox"/>	<input type="checkbox"/>
Wall, floor materials	●							●	●	●	●	●		●		●	<input type="checkbox"/>	<input type="checkbox"/>
Waste, recycling facilities	●				●			●	●	●	●	●	●	●		○	<input type="checkbox"/>	<input type="checkbox"/>
Storage facilities	●			●				●	●	●	●	●	●	●		○	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations</b>																		
Scale	●	●	●	●	○	○	○	●	●	●	●	●	○	●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
Sections depicting boundary conditions	●	●		●				●	●	●	●	●		●		●	<input type="checkbox"/>	<input type="checkbox"/>
Floor & ceiling height dimensions to AHD	●			●	○			●	●	●	●	●		●		●	<input type="checkbox"/>	<input type="checkbox"/>
Overall building height dimensions to AHD	●			●	○	○		●	●	●	●	●		●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
Existing & proposed ground levels, adjacent road & footpath levels at driveways to AHD	●			○				●	●	●	●	●		●		○	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent buildings/structures	●	●		●	○	○		●	●	●	●	●		●	●	○	<input type="checkbox"/>	<input type="checkbox"/>
External building materials, finishes & colours	●		●	●				●	●	●	●	●		●	●	○	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Legend</b> ● Required ○ May be required																		
<b>Other plans</b>																		
Shadow diagrams (Two storey developments)	○		○	○				●	●	●	○	○		●		○	<input type="checkbox"/>	<input type="checkbox"/>
Landscape concept	●							●	●	●	●	●		●		○	<input type="checkbox"/>	<input type="checkbox"/>
Drainage concept	●			●			○	●	●	●	●	●		●		○	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision							●	○	○	○	○	○		○			<input type="checkbox"/>	<input type="checkbox"/>
Swept Path Plans for largest vehicle entering the site	○								●	●	●	●		○		○	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Pools (volumes, fencing and gates, pumps, specifications)		●															<input type="checkbox"/>	<input type="checkbox"/>
Notification Plans	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
Developer Approval / stamped plans	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reports</b>																		
Aboriginal due diligence/ Cultural Heritage Assessment Report (When Aboriginal Items recorded on AHIMS)	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
Acid Sulfate Soils (Clause 6.1 SLEP2013)	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
Arborist Report (When tree removal proposed)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
Access Report (When accessibility concerns present or land use warrants such as for respite care facility)										○	○	○	○	○			<input type="checkbox"/>	<input type="checkbox"/>
Acoustic Assessment (when noise generating land use proposed adjacent sensitive receivers or sensitive receivers proposed near noise generating use such as road, rail or commercial premises and industry)					○			○	○	○	○	○		○		○	<input type="checkbox"/>	<input type="checkbox"/>
Adaptable housing plans (Chapter 3.13 SDGP and ADG)									○	●				●		○	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire Report (Bushfire Prone Land)	○	○		○	○		○	○	○	○				○		○	<input type="checkbox"/>	<input type="checkbox"/>
CPTED Assessment in Statement of Environmental Effects (Chapter 17 SDGP13)										●	●	●	●	●		○	<input type="checkbox"/>	<input type="checkbox"/>

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Legend																		
● Required																		
○ May be required																		
Demolition details	○	○	○	○	○	●	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
Clause 4.6 Request for departures from development standards (When variation to Environmental Planning Instrument proposed)	○		○	○	○		○	○	○	○	○	○		○		○	<input type="checkbox"/>	<input type="checkbox"/>
DRAINS Model (when onsite detention required)							○		○	○	○	○					<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impact Statement (Designated Development)											○	○	○				<input type="checkbox"/>	<input type="checkbox"/>
Flood Certificate/ Flood Report (Flood Prone Land)	○	○	○	○	○		○	○	○	○	○	○		○		○	<input type="checkbox"/>	<input type="checkbox"/>
Modification Statement. Must include address, modification type, DA number, reason for changes and justification for changes.																○	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety Report / Fire Safety Schedule (Change of use with no Construction Certificate)													○				<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report (On sloping land and land subject to instability or where absorption trenches proposed or subject to coastal hazards)	○	○	○	○			○	○	○	○	○	○		○		○	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Statement (where proposed on site of heritage item or adjoining)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
NCC (BCA) building compliance report (for unauthorised works, change of use, or where BCA upgrade required).				○						○	○	○	●			○	<input type="checkbox"/>	<input type="checkbox"/>
Plan of management (Hotel/boarding house/restricted premises/childcare centres)					○						○	○	●	●			<input type="checkbox"/>	<input type="checkbox"/>
Social Impact Assessment (Chapter 29 SDCP13)							○			○	○	○	○	○		○	<input type="checkbox"/>	<input type="checkbox"/>
Statement of environmental effects	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
Threatened species assessment (S7.2, 7.3, 7.4 of Biodiversity Conservation Act 2016) or Biodiversity Development Assessment Report (Biodiversity Values Map or where clearing thresholds reached)	○	○		○			○	○	○	○	○	○		○		○	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Legend</p> <ul style="list-style-type: none"> <li>● Required</li> <li>○ May be required</li> </ul>																		
Traffic & parking impact assessment/SIDRA modelling							○	○	○	○	○	○	○	○		○	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Report (Where onsite sewerage management system – OSSMS proposed)	○			○				○	○	○	○	○	○	○			<input type="checkbox"/>	<input type="checkbox"/>
Variation statement/s in SEE under SDCP2013 or other applicable development control plans (when controls varied)	○	○	○	○	○		○	○	○	○	○	○		○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan (Chapter 15 SDCP13)	●	●	●	●	●	●	○	●	●	●	●	●	●	●	●	○	<input type="checkbox"/>	<input type="checkbox"/>
Vegetation Management Plan (When embellishment or maintenance of riparian or bushland areas proposed)	○						○	○	○	○	○	○	○			○	<input type="checkbox"/>	<input type="checkbox"/>
Visual Impact Assessment (Chapter 34 SDCP)	○		○	○				○	○	○	○	○		○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
<b>SEPP (Housing) 2021</b>																		
Design verification statement										●							<input type="checkbox"/>	<input type="checkbox"/>
Design quality principles assessment										●							<input type="checkbox"/>	<input type="checkbox"/>
Photo montages in the setting										●							<input type="checkbox"/>	<input type="checkbox"/>
Sample of finishes & materials										●							<input type="checkbox"/>	<input type="checkbox"/>
<b>SEPP (Resilience and Hazards) 2021</b>																		
Preliminary site assessment (when required by Clause 4.6)	○						○	○	○	○	○	○	○	○			<input type="checkbox"/>	<input type="checkbox"/>
Detailed site investigation (when identified by preliminary site investigation)	○						○	○	○	○	○	○	○	○			<input type="checkbox"/>	<input type="checkbox"/>
Remediation action plan (when contamination identified by detailed site investigation).	○						○	○	○	○	○	○	○	○			<input type="checkbox"/>	<input type="checkbox"/>
<b>SEPP (Sustainable Buildings) 2022</b>																		
BASIX Certificate dated no earlier than 3 months before lodgement. When assessor details have been addressed, provide NatHERS Certificates with accompanying NatHERS stamped plans.	●	○		○				●	●	●			○			○	<input type="checkbox"/>	<input type="checkbox"/>

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Legend																		
● Required																		
○ May be required																		
Property description	●	○		○				●	●	●			○			○	<input type="checkbox"/>	<input type="checkbox"/>
Suburb & postcode	●	○		○				●	●	●			○			○	<input type="checkbox"/>	<input type="checkbox"/>
Lot & DP	●	○		○				●	●	●			○			○	<input type="checkbox"/>	<input type="checkbox"/>
LG area is Shellharbour	●	○		○				●	●	●			○			○	<input type="checkbox"/>	<input type="checkbox"/>
Project type matches description of development	●	○		○				●	●	●			○			○	<input type="checkbox"/>	<input type="checkbox"/>
<b>Miscellaneous</b>																		
Cost estimate prepared by suitably qualified person (\$100,000 - \$3,000,000)	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	<input type="checkbox"/>	<input type="checkbox"/>
Quantity surveyor report (if works exceed \$3,000,000)	○	○	○	○	○	○	○	○	○	●	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Please note that the cost of works will be assessed against Rawlinson's Cost Guide. If there is a discrepancy, Council may request your consent to update the cost of works in the Portal to reflect the Rawlinson's valuation. This ensures consistency and fairness in invoicing across all applications.

Applicants must ensure that all the required information requested is attached before submitting the application with Council through the NSW Planning Portal.

**Note:** Council may require additional information to that listed in the matrix due to site constraints, unique development proposals and evolving policy requirements. In addition, detailed assessment of your application may require the provision of additional information.