



Development Assessment Panel (DAP) application lodgement

Property Address:		
REQUIREMENT	COMPLIES / N/A	DOES NOT COMPLY
DAP application form (admin to confirm owner details)		
COS application form (admin to confirm owner details)		
Completed MRS Form 1 (admin to confirm owner details)		
DAP and CoS fee (to be checked by admin)		
BAL assessment (if required)		
1 set of hard copy plans printed to scale and supporting documentation		
1 electronic copy of the complete submission (CD or USB)		
1 copy of a reduced (NTS) version of the plans at A3		
Site survey endorsed by licensed land surveyor		
Proposed design levels of car parking areas, driveways and crossovers		
Top of wall levels for retaining		
Overshadowing diagram/s		
Parking bays to be dimensioned and manoeuvring shown (where necessary)		
All proposed crossovers shown on site plan		
All verge infrastructure to be shown on site plan		
Natural ground level on all elevations		
Lot boundaries to be shown on all floor plans		
Elevations (all sides)		
Landscaping plan (Refer to Local Planning Policy 6.6 – Landscaping)		
Traffic report (if required)		
Certificate of Title		
Justification (Planning report)		
Waste Management Plan		
Acoustic report required for developments with the potential to impact noise sensitive developments (e.g. Mixed Use Developments, located on major traffic routes etc.)		
Colour Schedule/Perspectives		
Applicant's full name: _____	Applicant's signature: _____	
	Date: _____	

Disclaimer

Please refer to the Development Applications – Submission Checklist for further detailed guidance. The City has 7 days from receipt to review the application and “stop the clock” should the application be incomplete.



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Please note that DAP applications CANNOT be lodged electronically as payment is required at the same time as lodgement.

This checklist intends to assist applicants in ensuring their DAP application is complete and contains all necessary information to allow for an assessment to be undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications where required.

This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.

Applicants should also refer to the Development Assessment Panel's Guidance note: Lodging a DAP application available [here](#).

I have undertaken a preliminary review of the information provided with the subject application and advise as follows:

THE APPLICATION CAN BE ACCEPTED

OR

THE APPLICATION IS INCOMPLETE AND MUST BE PAUSED

Checked by:

Date:
