

Documentation Checklist



Description	Copies	Applicant (Please tick)	Authorising Officer (Select one)	
Design Review Panel				
Architectural Plans (to scale) • Site Plan • Floor Plan • Elevations & Sections • Landscape Plan	1		YES	NO
Colours & Materials Schedule	1		YES	NO
Development Application				
Application Form and Completed Checklist	1		YES	NO
Owners Consent letter from Developer	1		YES	NO
Cost Estimate (to include both the cost of materials and the market value of labour)	1		YES	NO
Payment of Fees (Hawkesbury City Council's customer service to provide fee quote prior to lodgement)	1		YES	NO
Architectural Plans (stamped & endorsed by Design Review Panel) • Site Plan • Floor Plan • Elevations & Sections • Landscape Plan	4		YES	NO
Colours & Materials Schedule (stamped & endorsed by Design Review Panel)	4		YES	NO
Statement of Environmental Effects	4		YES	NO
Basix Certificate	4		YES	NO
Waste Management Plan	4		YES	NO
Stormwater Drainage Concept Plan	4		YES	NO
BAL Assessment Report	4		YES	NO
Heritage Impact Statement (If required by Hawkesbury City Council)	4		YES	NO
Digital Copy of the Application (PDF copy)	1		YES	NO

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Driveway Layback				
Application Form	1		YES	NO
Payment of Fees	1		YES	NO
Copy of Public Liability Policy from nominated concrete contractor	1		YES	NO
Construction Certificate				
Primary Certifying Authority or Hawkesbury City Council Application Form	1		YES	NO
Primary Certifying Authority or Hawkesbury City Council Contract Agreement	1		YES	NO
Payment of Fees	1		YES	NO
DA Consent	1		YES	NO
Hawkesbury City Council Stamped Plans & Supporting Documents <ul style="list-style-type: none"> • Site Plan • Floor Plan • Elevations & Sections • Landscape Plan • Statement of Environmental Effects • Basix Certificate • Waste Management Plan • Stormwater Drainage Concept Plan • BAL Assessment Report (specifications) 	1		YES	NO
Structural Engineers Details	1		YES	NO
Building Specifications	1		YES	NO
Long Service Levy Receipt	1		YES	NO
HOW Insurance Certificate or Owner Builder Permit	1		YES	NO
Sydney Water Stamped Site Plan	1		YES	NO
Occupation Certificate				
Primary Certifying Authority or Hawkesbury City Council Application Form	1		YES	NO
Compliance Certificates: <ul style="list-style-type: none"> • Water Proofing • Glazing • Windows/Shower Screen Installation • Tapware/Fixtures installed Certificate • Termite Treatment Certificate 	1		YES	NO