

# PERMIT CHECKLIST

PROPERTY DETAILS:                      LOT: \_\_\_\_\_ STREET NO: \_\_\_\_\_  
 STREET/ROAD: \_\_\_\_\_ SUBURB: \_\_\_\_\_  
 APPLICATION NUMBER: \_\_\_\_\_ PID: \_\_\_\_\_

## BUILDING / PLUMBING

Counter Check			
Rec'd <small>(mandatory)</small>	To Follow	No. of Copies	<b>NEW BUILDINGS &amp; ADDITIONS (INCLUDING DECKS &amp; VERANDAHS)</b>
		1	Permit Application Forms <input type="checkbox"/> Accreditation Details <input type="checkbox"/> Signature <input type="checkbox"/> Owner Builder
		3	Architectural Plans, including site plan with site levels
		3	Drainage Plans – <i>NB Special Plumbing Permit (septic tank, trade waste etc)</i>
		3	Structural Plans
		1	Structural Certificate (Form 55)
		1	Certificate of Title, Schedule & Plan
		3	<i>If privately certified</i> , Certificate of Likely Compliance and All documents referred to on the certificate of Likely Compliance
		3	
		1	Soil Report & wind classification (generally for new dwellings)
		1	If the builder is an Owner Builder - Owner Builder Statutory Declaration (Form 34)
			Plumbers details
			Fees (obtain copy of receipt)
<b>GARAGES, CARPORTS, SHEDS, RETAINING WALLS, SWIMMING POOLS, FENCES, ETC</b>			
		1	Permit Application Forms <input type="checkbox"/> Accreditation Details <input type="checkbox"/> Signature <input type="checkbox"/> Owner Builder
		3	Architectural Plans, including site plan with site levels
		3	Drainage Plans
		3	Structural Plans
		1	Structural Certificate (Form 55)
		1	Certificate of Title, Schedule & Plan
		3	<i>If privately certified</i> , Certificate of Likely Compliance and All documents referred to on the certificate of Likely Compliance
		3	
		1	If the builder is an Owner Builder - Owner Builder Statutory Declaration (Form 34)
			Plumbers details
			Fees (obtain copy of receipt)
<b>DEMOLITIONS</b>			
		1	Permit Application Forms <input type="checkbox"/> Accreditation Details <input type="checkbox"/> Signature <input type="checkbox"/> Owner Builder
		3	Outline plan and procedure of demolition works
		3	Drainage Plans, disconnection and sealing of services
		1	Certificate of Title, Schedule & Plan
		3	<i>If privately certified</i> , Certificate of Likely Compliance and All documents referred to on the certificate of Likely Compliance
		3	
		1	If the builder is an Owner Builder - Owner Builder Statutory Declaration (Form 34)
			Plumbers details
			Fees (obtain copy of receipt)

Customer Service Officer:

Date:

## PLANNING APPLICATION CHECKLIST

PROPERTY DETAILS:                      LOT: \_\_\_\_\_                      STREET NO: \_\_\_\_\_

STREET/ROAD: \_\_\_\_\_ SUBURB: \_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_ PID: \_\_\_\_\_

ZONE: \_\_\_\_\_ LAND USE: \_\_\_\_\_

### PLANNING

Counter Check			
Rec'd (mandatory)	To Follow	No. of Copies	<b>USE AND DEVELOPMENT</b>
		1	Permit Application Form <input type="checkbox"/> Signature(s) <input type="checkbox"/> Crown land – Signature of Minister Required <input type="checkbox"/> Council land – Signature of General Manager Required
		1	If Industrial or Commercial use - Waste Management
		3	Site Plan – All plans fully dimensioned - <b>must</b> show property boundaries and existing and proposed buildings/structures on site.
		3	Floor Plans - fully dimensioned
		3	Elevations- <b>must</b> show final heights of building from ground level.
		3	Drainage Plans
		1	Certificate of Title, Schedule of Easements & Plan
		3	Supporting information – Description of use and other relevant information.
		1	Fees (obtain copy of receipt)
			<b>SUBDIVISION</b>
		1	Permit Application Form <input type="checkbox"/> Signature(s) <input type="checkbox"/> Crown land – Signature of Minister Required <input type="checkbox"/> Council land – Signature of General Manager Required
		3	Draft Survey Plan – fully dimensioned - <b>must</b> show property boundaries, land areas.
		3	Draft Drainage Plan
		1	Certificate of Title, Schedule of Easements & Plan
		3	Supporting information- Purpose of subdivision.
		1	Fees (obtain copy of receipt)

Customer Service Officer:

Date: