



CHECKLIST FOR ALTERATIONS AND ADDITIONS

Made under the Environmental Planning and Assessment Act 1979 (Section 4.12)
Roads Act 1993 (Section 138) and Local Government Act 1993 (Section 68)

Disclaimer: The information provided by you on this form will be used by City of Parramatta Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to

Accompanying Documentation Checklist for Alterations and Additions to Dwellings

Requirement	Description	Supplied:
Owner's Consent	ALL owners of the property MUST sign the application form; if the property has been recently purchased; a letter from your solicitor/ conveyancer may be required to confirm ownership as Council's records may not be up to date.	<input type="checkbox"/>
Site Plan	Birds eye view of the property – existing and proposed development.	<input type="checkbox"/>
Floor Plan	Internal floor plans – showing existing and proposed development	<input type="checkbox"/>
Elevations	External elevations showing works to be completed. Window placement and any privacy screening devices should be clearly noted on these plans	<input type="checkbox"/>
Sections	Cross sections through the dwelling	<input type="checkbox"/>
BASIX Certificate	Required for works \$50,000 or greater. Certificate must have been generated less than 3 months before lodgement. Please refer to: https://www.planningportal.nsw.gov.au/planning-tools/basix	<input type="checkbox"/>
Shadow Diagrams	Required for two storey developments, showing the shadowing impact on neighbouring properties, their rear yards and windows	<input type="checkbox"/>
Statement of Environmental Effects & Compliance Table	Document detailing the development proposal and how it complies with the Council's controls. Template is available at: https://www.cityofparramatta.nsw.gov.au/development-buildingforms	<input type="checkbox"/>
Drainage Plan	Plan of the stormwater disposal system – existing and/or proposed	<input type="checkbox"/>
Stormwater Checklist	Document detailing how stormwater from the property will be disposed of. Template is available at: https://www.cityofparramatta.nsw.gov.au/development-buildingforms	<input type="checkbox"/>
Waste Management Plan	Document detailing waste management during any demolition stage, the construction stage and then occupation stage. Template is available at: https://www.cityofparramatta.nsw.gov.au/development-buildingforms	<input type="checkbox"/>
Heritage Impact Statement (HIS)	Required for properties that are Heritage listed or within a Heritage Conservation Area (HCA). A HIS details the potential impacts of the proposal on the Heritage listing of the property, neighbouring property or how the proposal meets the requirements of the HCA.	<input type="checkbox"/>
Erosion & Sediment Control Plan	Plan showing methods undertaken to ensure that soil disturbed during the development does not leave the site	<input type="checkbox"/>

Privacy & Personal Information Protection Notice

Purpose of collection: Council is collecting your personal information in order to enable Council or its agents to process this application.

Intended recipients: The intended recipient of the information is City of Parramatta Council.

Supply: While the supply of this information is compulsory, the personal information you provide will enable Council to process this application.

Access/Correction: The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's Access to Information Policy and Privacy Management Plan.

Your personal information may be disclosed to third parties where legislation requires or where you give permission for third party access.

You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Council is the agency that holds the personal information. Council may be contacted on 9806 5050 or at 126 Church Street, Parramatta NSW 2150