

Development Application Checklist

Baseline documentation for development applications requiring building rules consent

When development applications are lodged under the *Planning, Development and Infrastructure Act 2016*, baseline documentation may need to be provided with the application. Baseline documentation is required for any application that requires a Building Rules Consent. The documentation required depends on the type of development that is proposed and is outlined in Schedule 8 (Plans) of the Planning, Development and Infrastructure Regulations 2017. If an application is lodged without its required baseline documentation, the relevant authority may request additional information before proceeding further. Alternatively, a Relevant Authority may choose to waive the documentation requirement if it is deemed appropriate to do so.

**Relevant Authority - the decision-maker who assesses the development application. This could be an Assessment Manager from council, an independent accredited professional, State Planning Commission or relevant panel.*

Key: ✓ Required ○ May be requested		Application for building consent	Accepted Development	Swimming pool, spa, safety fence	Retaining wall	Demolition
Site Plan, drawn to scale not less than 1:500 showing	boundaries, dimensions, any relevant easements	✓		✓ (1:200)	✓ (1:200)	
	positions and dimensions of any proposed and existing buildings	✓		✓		✓
	existing and proposed building purpose	✓		✓		
	levels of the site and floors of the proposed building in relation to any street drainage channel or council drain	✓				
	method of drainage and services proposed	✓				
	location and gradient of any existing/proposed driveway and access point	✓	○			
	location of any regulated tree on the site or on adjoining land	✓				
	north point	✓				
	existing or proposed tanks for on-site sewerage or waste disposal system	✓				

Key: ✓ Required ○ May be requested		Application for building consent	Accepted Development	Swimming pool, spa, safety fence	Retaining wall	Demolition
Drawings drawn to a scale not less than 1:200	floor plans	✓				
	elevations	✓		✓	✓	
	sizes and locations of footings and other structural components	✓				
Specifications		✓				
Compliance documents		✓				
Foundation investigations		○				
Documentary evidence of an authorised new access point			○			
Materials and colours			✓	✓	✓	
Details of any proposed swimming pool, spa or safety fence/barrier, including setbacks and location of the pump and other equipment		✓		✓ (1:200)		
Roof trusses - Details relating to the truss required by the Minister's Schedule 8 list of roof truss information		✓				
Retaining walls – plans and elevations not less than 1:200		✓			✓	
Minister designations - details required by the Minister in that same notice		✓				
Description of the construction of the building		✓				✓
For partial demolition - calculations or other information to show that the remainder of the building will comply		✓				✓
Demolition procedure and safety on site		✓				✓