



HUNTER'S HILL COUNCIL MATRIX CHECKLIST

INFORMATION REQUIRED

Prior to lodging your Development or Construction Certificate Application, we recommend that you discuss your proposal with Council staff. General advice can be obtained from our Customer Service between 8.00am – 5.00pm by telephone or 8.30am – 4.30pm in person weekdays or by appointment.

HOW TO USE THIS MATRIX

The matrix indicates the minimum information you need to supply for your particular type of application. Certain applications may require the submission of specific details not identified below, so we emphasise the importance of contacting Council prior to lodging your application.

First look down the "DEVELOPMENT TYPE" listings until you find your type. Then read across the column. The columns with the ✓ indicate the information you will need to supply. ➤ Indicates the information that may be required. ◆ Required if construction certificate approval is requested. ■ Required if more than four dwellings are proposed, or a major development with more than 500m² in floor space.

NOTE: *A4 plan reductions are required in each case to facilitate processing. **This table represents the minimum information required. Additional information may be supplied to support your application.

INFORMATION REQUIRED

| | ● Site Analysis | ● Site Plan | ● Floor Plan | ● Elevation Plan | ● Section Plans | ● Landscape Area Calculation Plan | ● Vegetation/Landscape Plan | ● Subdivision Plan | ● Specification | ● Heritage Management Document (refer to Guidelines for Heritage Management Document) | ● Statement of Environmental Effects | ● Model | ● Survey | ● Shadow Diagrams | ● Basis | ● Essential Services Schedule | ● Colour Samples |
|---|-----------------|-------------|--------------|------------------|-----------------|-----------------------------------|-----------------------------|--------------------|-----------------|---|--------------------------------------|---------|----------|-------------------|---------|-------------------------------|------------------|
| Construction of Residential dwelling | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ◆ | ➤ | ✓ | ■ | ✓ | ✓ | ✓ | | ✓ |
| Alterations and additions to residential dwelling | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ➤ | | ◆ | ➤ | ✓ | ■ | ➤ | ✓ | ✓ | | ✓ |
| Garage, Outbuilding or Carport etc | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ➤ | | ◆ | ➤ | ✓ | | | | | | ➤ |
| Swimming Pool | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | ◆ | ➤ | ✓ | | ✓ | | ✓ | | |
| Construction/alteration of commercial/industrial building | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ◆ | ➤ | ✓ | ■ | ✓ | ✓ | | ✓ | ➤ |
| Construction/alteration of residential flat building/ attached dwelling | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ◆ | ➤ | ✓ | ■ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Subdivision of land/strata/ community title | ✓ | ✓ | ➤ | ➤ | ➤ | ➤ | ➤ | ✓ | | ➤ | ✓ | | ✓ | | | | |
| Boundary adjustment | ✓ | ✓ | | | | ➤ | ➤ | ✓ | | ➤ | ✓ | | ✓ | | | | |
| Erection of Advertising Signs | ✓ | ✓ | | ✓ | ✓ | | | | ✓ | ➤ | ✓ | | ➤ | ➤ | | | ✓ |
| Shop fit-out | ✓ | ➤ | ✓ | ✓ | ➤ | | | | ◆ | ➤ | ✓ | | | | ✓ | ✓ | |
| Change of use for shop/offices | ✓ | ✓ | ✓ | ➤ | ➤ | | | | | ➤ | ✓ | | | | | ✓ | |
| Landscaping (including filling/ clearing of land) | ✓ | ✓ | | | ➤ | ✓ | ✓ | | | ➤ | ✓ | | ✓ | | | | |
| Demolition of structure | ✓ | ✓ | ✓ | | | | | | ✓ | ➤ | ➤ | | ➤ | | | | |