

Planning / Development Application Document Checklist



What you'll typically need to apply, across all Australian states and territories

Also known as a Planning Permit, Town Planning approval, Development Application (DA) or Development Approval depending on your state or territory. Requirements vary by council/authority. Always confirm specifics before lodging.

APPLICATION FORM & FEE

- ☐ Completed application form for your council/authority
- ☐ Application fee (based on estimated development cost)
- ☐ Clear description covering everything needing approval

SUPPORTING REPORTS (AS REQUIRED)

- ☐ Written planning report / statement of environmental effects
- ☐ Native vegetation or arborist report, if vegetation is affected
- ☐ Technical reports as required (traffic, bushfire, flood, heritage, stormwater, engineering)

OWNERSHIP & TITLE

- ☐ Current title / land ownership documents
- ☐ Site or feature survey plan (prepared by a licensed surveyor)
- ☐ Copy of any registered covenants or restrictions
- ☐ Owner's consent, if applicant isn't the landowner

APPLICATION-TYPE SPECIFICS

- ☐ Fast-track / streamlined pathway eligibility check, if available (varies by state)
- ☐ Subdivision documentation, if applicable
- ☐ Council property information certificate, if requested

PLANS & DRAWINGS

- ☐ Site plan (with dimensions, levels & north point)
- ☐ Floor plans
- ☐ Elevation drawings
- ☐ Any other plans requested (e.g. landscape, shadow diagrams)

ADMINISTRATIVE

- ☐ Current mailing address and phone number
- ☐ Confirm the responsible/consent authority for your state (council, panel or state agency)

GOOD TO KNOW

- If anything requested is missing, your application likely won't be processed. Authorities need everything upfront.
- Ask about a pre-lodgement meeting with council; it can reduce delays from requests for further information.
- A planning approval is not a building permit. You may need both before you build.
- Terms vary: Planning Permit / Town Planning (VIC) • Development Application (NSW/SA/TAS/NT/ACT) • Development Approval (QLD/WA).

General information only. Always verify current requirements with your council/authority.