

# NATIONAL CAPITAL DISTRICT COMMISSION

## PHYSICAL PLANNING DIVISION *NCD PHYSICAL PLANNING BOARD*

### APPLICATION FOR **FULL PERMISSION**

## APPLICATION CHECK LIST

NOTE: Applicant to assess and complete checklist prior to lodgment, Application will not be accepted until checklist is complete

Completed by Applicant	Completed by Commission	Documentation	Notes Office Use Only
		Completed Application Form in Triplicate.	
		Three (3) Sets of Plans including the following: - Location Plan at a Scale of not less than 1:500 - Site Plan showing all site dimensions, siting of buildings, all building dimensions, front and side boundary setbacks, onsite car parking arrangements and access driveways at a Scale of 1:100 or 1:200.	
		Building Floor Plans of all levels, Elevations & Cross Sections at a Scale of 1:50, 1:100 or 1:200 and plans of Engineering Works where applicable.	
		A Brief description of the Proposal & Statement of Uses for Minor proposals and a Comprehensive report for Major Proposals.	
		Evidence of land ownership (title copy) and letter of Consent from owner of land if an agent is making the application or letter of notification notifying the owner of the application made.	
		Contour information & Utility Services (Roads, drainage & sewerage).	
		Confirmation from Eda Ranu on Water & Sewerage Services capacity and availability.	
		Information on types of external finishing materials to be used.	
		Previous decision notices (copy of notification)	
		Evidence of correct Planning Fees paid (copy of receipt).	
		Copy of receipt of Payment -NCDC Land Tax.	

Checked by: \_\_\_\_\_ Counter Signed: