

**TYPE OF APPLICATION** (please tick)

- PRE SUBMISSION REVIEW
- NEW DWELLINGS (A1)
- ALTERATIONS & ADDITIONS TO MAIN BUILDING (A2)
- POOLS, ANCILLARY STRUCTURES & LANDSCAPING (A3)

**FEE** (excl. GST)

\$ 400  
\$1000  
\$1000  
\$ 600

**PROPERTY DETAILS**

**LOT OWNER DETAILS**

Name: \_\_\_\_\_ Twin Creeks Lot Number: \_\_\_\_\_

Twin Creeks Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT / BUILDER DETAILS**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Builder: \_\_\_\_\_

Licence No: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated value of work proposed: \$ \_\_\_\_\_

*As the owner/s of the property the subject of this application I / we consent to the application. I /we grant permission for the Twin Creeks Design Review Panel to enter the premises for the purpose of assessment of the application and to conduct inspection relative to this application.*

Owners Name/s \_\_\_\_\_ Date: \_\_\_\_\_

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

**Pecuniary Interest:**

Is the applicant a member of the Twin Creeks Community Association Committee?

Yes / No

*If the answer is yes to the above question, the relationship must be disclosed*

## LODGEMENT

Electronic lodgement removes the need for multiple hard copies of plans and documents and helps us assess your application more efficiently. You need to provide:

- 1 complete set of all plans and documentation in hard copy format
- 1 complete set of all plans and documentation in electronic format

Upon release of the determination of the Design Review Panel we will send all documentation and stamped plans in an electronic format to the email address you have provided in this application.

If you require hard copy documents and plans with your determination, a printing and postage fee will apply. Hardcopy plans will be provided up to an A3 sized print format. We will contact you prior to release of the hardcopy documentation to confirm the fee.

Electronic Documents must be:

- Virus free
- Submitted in PDF format

Electronic documents must not be:

- Protected by security settings or passwords
- Stored within folder structures

Please note that any USB device provided for assessment becomes the property of the Design Review Panel. File names must include the name of the file/document first, followed by the address of the property.

## SUBMISSION REQUIREMENTS

This matrix identifies the minimum information (plans and supporting documents) required for the most common types of developments. ✓ Indicates this information must be provided.

	Residential Dwellings	Alterations or Additions to Residential Dwelling	Awnings, Carports, Ancillary Structures	Swimming Pools	landscaping	Applicant checklist	DRP Checklist – Supplied Y/N
Site Plan (1:500 scale)	✓	✓	✓	✓	✓		
Landscape Plans by landscape designer or horticulturist indicating fences and external structures (1:200 scale)	✓	✓	✓	✓	✓		
Floor Plans, Elevations and Sections (1:100 scale)	✓	✓	✓				
Colour Board or PDF image schedule of external material	✓	✓	✓				
Coloured Elevations (preferred but not requisite)							
Work Practices or Construction management plan	✓	✓	✓	✓	✓		
DRP Fee	\$1000	\$1000	\$600	\$600	\$600		

*excl. GST*

**SUBMISSION REQUIREMENTS**

I declare that all particulars supplied are correct and all information required, as outlined in the above matrix have been supplied. I also certify that all information supplied electronically is a true copy of all plans and documents submitted with this application and that electronic data is not corrupt and does not contain any viruses.

I am authorised by the copy right owner of any material submitted with this application to provide this material to the Design Review Panel. In doing so I understand that the copyright owner acknowledges that this material may be made publically available at the Design Review Panels office or meeting place, on the Design Review Panels portal of the Twin Creeks Residential website and to third parties on requires both during and after the assessment process.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit your application to:**

**In person:** Twin Creeks Golf & Country Club Administration Office  
**By post:** Twin Creeks Golf & Country Club  
C/O Design Review Panel  
2-8 Twin Creeks Drive Luddenham NSW 2745

*At the time of submission an invoice will be generated. The DRP fee must be paid in full prior to accessing the design review process. Proof of payment must be emailed to [drp@twincreeks.com.au](mailto:drp@twincreeks.com.au). Please ensure your strata levies are up-to-date. Lot owners with levies in arrears will be refused access to the Design Review Process until arrears are paid in full.*

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**Office Use Only**

List of documents received:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Satisfactory to lodge?                      Yes / No

Receiving Officer Name: \_\_\_\_\_ Date \_\_\_\_\_