Guide to Development
Step 1 – Your idea

The process of developing a block of land starts with you. Council will never tell you what to do with your land. You need to have an idea and be able to explain it to us so we can help.

At Council, we occasionally get phone calls from land owners who want us to tell them what they can do with their property. Fortunately, in most of Wollondilly there are many things people can do on their land. This means that it is impossible for a Council officer to list every possible thing you might want to do with your land. The best way to approach developing your land is to start with your idea.

My Idea

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Step 2 — Talk to Council

Preparing plans and other documents can be a costly process. Before you start this process you should call us at Council so that we can tell you if your idea is possible and if it needs an approval.

If your idea needs an approval the process can be expensive. It is best to talk to Council early in the process so we can give you advice. At this stage a Council Building Certifier or Duty Planner will be able to tell you three important pieces of information. Firstly, they can tell you if your idea is prohibited (that means you can’t legally proceed). Secondly, they can tell you if it will need an approval. Thirdly, they can tell you if there are any obvious issues that you will need to be thinking about.

STOP

If your project does not need an approval then you do not need to read the rest of this guide. You can start right away!
Step 3 — Sketch your idea

Now that you know that your idea can legally be done, it’s time to start working through the details. Drawing a sketch will help you think through the different aspects of your idea. It also helps Council give you more advice before you pay for professionally drawn plans.

A sketch is particularly important if you plan to build something. If your idea is a use of land (like a business) you should also prepare an outline of how it would run.

Step 4 — Come and see us with your sketch

Once your sketch is finished we can give you more detailed advice. There is a form on the next page of this guide where you can record the advice that our building certifier or duty town planner gives you.

The duty town planner is available from 8:00am to 12:00pm on business days and our building certifiers are available from 8:00am to 10:00am. If these times do not work for you then you can call and make an appointment for another time during business hours.
Step 5 — Prepare your application

Most of the problems and delays our customers experience come from inadequate plans and documents. The plans and information that you give Council with your application are legal documents and this means that there are standards we must follow. Over the next few pages we explain the types of documents that you might need to provide and what standards apply.

Every development application that comes through Council is a legal document. This means that we need to make sure that the documents are clear and detailed. While it is very rare, any development application can end up in the Land and Environment Court of NSW. The court expects Council to ensure that all documents for development applications are:

- Clear enough that it can only be read or interpreted one way.
- Detailed enough that we can understand any impact the development might have on others

If the information you provide does not meet these standards Council will give you time to provide us with more plans and information. Council cannot, however, approve an application without adequate information.
Property Details

Address: ___________________________________________________

Lot: ______ Sec: ______ DP: ________________________

Forms

☐ Development Application Form
☐ Statement of Environmental Effects Form
☐ Objection to Development Standards Form
☐ Waste Management Plan Form
☐ Bushfire Self Assessment Form

BASIX Certificate

☐ Alterations and Additions (> $50,000)
☐ New Single Dwelling
☐ Multi Dwelling
☐ Swimming Pool (> 40,000L)

Plans

☐ PROFESSIONALLY DRAWN
☐ Site Plan
☐ Floor Plan
☐ Elevations
☐ Sections
☐ Landscaping Plan
☐ Cut and Fill Plan
☐ Erosion and Sediment Control
☐ Subdivision Plan
☐ Shadow Diagrams
☐ Concept Stormwater Plan
☐ Wastewater Disposal Area Plan
☐ Food preparations areas elevation plan
☐ Essential Services (fire fighting/evacuation) list

NSW Government Referrals

☐ Mine Subsidence Board — Before applying
☐ Department of Planning — Designated
☐ Heritage Office — Integrated
☐ Environmental Protection Authority — Integrated
☐ Office of Environment — Integrated
☐ Fisheries — Integrated
☐ Minerals — Integrated
☐ Office of Water — Integrated
☐ Rural Fire Service — Integrated

Number of Copies

☐ Forms
☐ Plans
☐ Notification Plans (A4)
☐ Reports
☐ Digital documents on CD
Proposed Development

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Type of Development

Expert Reports

☐ Statement of Environmental Effects
   (Town Planner or Development Consultant)

☐ Aboriginal Archaeological
   (Archaeologist)

☐ Air Quality
   (Environmental Engineer/Scientist)

☐ Bushfire
   (Bushfire Consultant)

☐ Contaminated Site Assessment
   (Environmental Engineer/Scientist)

☐ Disabilities Access
   (Architect or Specialist Designer/Assessor)

☐ Economic Impact Assessment
   (Economist)

☐ Flood Study
   (Civil or Flood Engineer)

☐ Flora and Fauna Report
   (Ecologist)

☐ Geotechnical
   (Geotechnical Engineer/Scientist)

☐ Heritage Impact
   (Heritage Planner/Consultant)

☐ Noise Impact
   (Acoustic Engineer/Scientist)

☐ Odour Impact
   (Environmental Engineer/Scientist)

☐ Security Management Plan
   (Architect, Designer Experienced in CPTED)

☐ Social Impact Assessment
   (Social Planner)

☐ Soil and Water Management
   (Civil Engineer)

☐ Stormwater Quality — MUSIC Model
   (Engineer or Environmental Scientist)

☐ Structural Engineering
   (Civil or Structural Engineer)

☐ Traffic
   SIDRA
   TRACKS
   (Traffic Engineer/Planner)

☐ Variation Report
   __________________________
   (Town Planner)

☐ Waste Management Plan
   (Waste/Development Consultant)

☐ Wastewater
   (Environmental Engineer/Scientist)

Council Officer: ____________________________ Date: _____/_______/__________
Forms

These forms are available from Council. If you need any help filling them in please call the us and ask to speak to someone in development. In some cases you may need to talk to our building certifiers or duty planner. Often these forms will be completed by your architect, builder or surveyor.

Plans

Plans provide a lot of information about your project. It is important that they are clear, drawn to scale and dimensioned. If the Council Officer ticks the “Professionally Drawn” box, that means the plans needed are likely to be quite complicated. We encourage you to have a draftsperson, building designer, engineer or surveyor draw the plans for you in those cases. If the professionally drawn box is not ticked, it means that the project is simple enough that a non-expert could draw the plans with a ruler, pen and grid paper. If you are not confident to draw the plans yourself please arrange for an expert to draw them.

BASIX certificate

The NSW Government issues BASIX certificates to show that a building achieves a required level of environmental efficiency. If one of these boxes is ticked then you should make sure your building designer/architect provides the correct certificate for your project. Your plans may also need to have BASIX information included on them.
Expert reports

These reports must be prepared by an expert who is qualified in the specific field. If one of these boxes is ticked you will need to engage an expert to do the work for you. The type of expert to look for is provided in brackets underneath the type of report. If your expert needs assistance please ask them to contact Council directly and speak to a technical officer in their field.

NSW Government referrals

If the Mine Subsidence Board box is ticked then you need to take your plans to them for approval before lodging your application with Council.

If the Department of Planning box is ticked then you will need to contact them to obtain special requirements for your project. Projects of this type will require ongoing communication with Council and we will endeavour to assign a contact officer for your project as early as possible in the project.

If an Integrated box is ticked that means we will need to send your application to an agency for a license as part of the process. There are additional fees you will need to pay to the agency. This will be explained in your fee quote.
Step 6 — Cost your project and call Council for a fee quote

The calculation of fees for development applications is a complicated process. Fortunately, we can give you a quote over the phone, by email and at our offices in Picton. We can only do this if we know the cost of the project and the information on pages 6 and 7 of this guide. You will need to pay when you lodge and in some cases you will need cheques made out to government departments. It is always best to know the fees before trying to lodge your application.

Step 7 — Land owner’s signatures

It is a legal requirement to have the approval of all land owners before Council can approve your application. If the property is jointly owned then every owner needs to sign the form or a letter of consent for the application. For land owned by companies, 2 directors or a director and the secretary must authorise the application or the application must be made under common seal. Applications on public land have special requirements and you should contact a duty planner if you are unsure about how to get the consent from a public agency.
Step 8 — Lodge your application

You are now ready to lodge your application. This can be done by post or at Council’s offices in Picton. We encourage you to lodge in person rather than by post. This allows us to give you feedback if anything is missing. It takes about half an hour to receive a development application so please try to arrive between 8:00am and 3:30pm.

Your application needs to include:

- Your application form
- The other information required on pages 6 and 7. Please make sure you provide us with enough copies of the documents and with digital documents on CD if that box has been ticked.
- A set of A4 sized plans that we can send to neighbours (if this box was ticked.)
- A set of your plans approved by the Mine Subsidence Board (if this box was ticked.)
- Your land owner’s consent
Contacting Council

Talk to a Council planner or building certifier

Council has a duty planner available each day from 8:00am to 12:00pm. Council’s building certifiers are available each day between 8:00am to 10:00am. If you describe your project or idea to a customer service officer they will be able to direct you to the correct officer.

We do not charge a fee for this service. There are, however, a small proportion of projects that are too complex for this service and we have paid alternatives for those cases.

While our officers can provide you with advice, they can’t design the project for you. They also cannot guarantee that an application will be approved or provide advice that will legally bind Council.

Meet with the whole development team

Some larger projects need expert input from a range of Council staff early in the process. The team at Council that assess developments includes building certifiers, town planners, engineers, scientists and social planners. We offer a formal pre-lodgement meeting service where you can meet with the relevant members of that team and talk about your project. There is a fee for this service and we provide you with written minutes of the meeting afterwards.

Written advice

Some properties and projects have complex issues that need to be researched. We offer a service where we can research the issues and write back to you. There is a fee for this service.

Fee quotes

When you are ready to get a fee quote from Council you do not need to talk to the planner or building surveyor. Our customer service and administration teams have specialist staff who can organise this for you and are available from 8:00am to 4:00pm on business days.

Starting a Business in Wollondilly?

If you want to start a business or learn more about industry development opportunities in Wollondilly then you should contact our Economic and Development Tourism Manager, Tate Ryan. Tate’s team is not involved in the development application process but can provide support and guidance in starting, developing and investing in new business and investment projects within Wollondilly. To make the most of the opportunities in our shire please contact 02 4677 1100 or tate.ryan@wollondilly.nsw.gov.au.

Our contact details

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