

ITEM DEVELOPMENT APPLICATIONS SUBMISSION REQUIREMENTS | Explanatory Information

A1 Application Form and Completed Checklist

The Development Application form details the type of approval that has been requested. This must include:

- A description of the proposed development,
- Property owner/s consent,
- Applicant's contact phone number/s and email address.

To assist you please refer to our Development Application Checklist which provides details relating to the type of information required and the number of copies of each document required. Please read the checklist carefully; ensure you sign and submit the checklist with your application.

A2 Owner's Consent

Required for all Development Applications (DA's). The land owner/s are required to sign the relevant section of the development application form or provide a separate letter of consent for a DA to be lodged on their behalf. This must be lodged with the application.

The types of ownership and the consent required are as follows:

Individual/Joint Ownership - All registered owners

Company Ownership - Two company directors

For sole directors who are also company secretary's a statement from the director stating their position is also required.

Owner's Corporation

For Strata lots, consent from the Owner's Corporation is to be provided.

- The Owner's Corporation must either sign and stamp the application form with the corporation seal or sign and stamp on the corporation's letterhead.
- If the corporation does not have a corporation seal or letterhead, the corporation secretary is to sign a letter stating this.
- When the owner's corporation is not the applicant, the letter should name and authorise the applicant to make the application.

Legal Representative

Where a person is legally authorised to provide consent on behalf of the registered owner/s in a Power of Attorney, Executor or Trustee capacity, documentary evidence of that legal authority must be attached with the application. A Power of Attorney must provide their Power of Attorney Number.

Crown Land

- Above Mean High Water Mark - Crown Lands on behalf of the Minister for Lands as landowner.
- Below Mean High Water Mark - You may require approval from Roads and Maritime Services or NSW Fisheries.

Council Owned Land

The application form or a letter of authority must be signed by Council officers who are delegated by the General Manager to execute Council's land owners consent for applicants to make a development application.

A2 **Recent Change in Ownership**

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A letter from a conveyancer or solicitor stating that settlement has taken place and the date of settlement. If settlement has not occurred the current land owners must name and authorise the applicant to lodge the application in writing.

FOR MORE INFORMATION: *The Environmental Planning and Assessment Regulation 2000 details persons who can make development applications and information to be included in development applications (Clause 49 and Schedule 1 Part 1 (1)(i)).*

Crown Lands have prepared fact sheets Policy for Landowners Consent for Development on Crown Land and Development and Crown Land to assist persons seeking to carry out development on Crown land, land adjoining or near Crown land and former Crown land (now sold), where ongoing conditions or restrictions apply. In addition, the application form Landowner's Consent: Landowner's Consent Application is required to be forwarded and approved by Crown Lands prior to lodging the application with Council.

A3 **Cost Estimate**

The cost of works must include both the cost of materials and the market value of labour. The stated value of works will be checked against requirements of Planning Circular PS 13-002. You may be required to provide a signed builder's quotation or a report from a suitably qualified person to substantiate the value of work provided.

Please include any additional costs such as decks, garages, driveways and retaining walls in your estimate.

FOR MORE INFORMATION: *The Environmental Planning and Assessment Regulation 2000 details how a fee based on estimated cost is determined (Clause 255).*

A4 **Political Gifts and Disclosure Statement**

The planning legislation requires that a person who makes a relevant planning application to Council must disclose any reportable political donations and gifts made by a person/s with a financial interest in the application. This applies to the period commencing two years before the application is made and ends when the application is determined. You must answer this question on the application form.

If you have made a reportable political donation you need to make a declaration and complete a disclosure statement. This document is available from Council's Customer Service Counter.

FOR MORE INFORMATION: *The Political Donations and Gifts Disclosure Statement provides further detail on what constitutes a political donation or gift. The Environmental Planning and Assessment Act 1979 contains information on the disclosure of political donations and gifts (Clause 147).*

A5 **Conflict of Interest Statement**

The public is entitled to expect the business of Wollondilly Shire Council to be conducted with impartiality. To meet this expectation it is important that a Council employee/Councillor or relative of an employee/Councillor acknowledge any conflict of interest.

A6 **Australian Bureau of Statistics information**

The statistical information shown below must be included on the DA form:

- Materials to be used in construction
- Proposed floor area
- Number of existing dwellings
- Number of dwellings demolished
- Number of storeys.

This information is required to meet the application reporting requirements of the Australian Bureau of Statistics and Department of Planning and Environment.

A6 **Fees**

Council's adopted Fees and Charges contains details of applicable fees.

Fee quotes are available from our Customer Service Centre on (02) 4677 1100. You will need to provide an estimate cost of your proposed works and details of any other approvals requested, such as Integrated Development, Construction Certificate or appointment of Principal Certifying Authority.

B1 Detail Survey Plan (Drawn to scale of 1:100 (preferred) or 1:200)

A detail survey is a plan that locates features and improvements on a property. A survey is prepared by a Registered Surveyor and must be submitted with most applications (except where the proposal involves minor works, a change of use of an existing building or installation of signage).

The detail provided on the plan must include:

- Location and use of all existing building/structures;
- Location and use of adjacent buildings/structures on adjoining land;
- Levels of the land (contour and spot levels) - provided to Australian Height Datum (ahd) if the land is subject to flooding;
- Existing building height - provided to ahd if the land is subject to flooding;
- Location of all trees with the following characteristics:
 - Greater than 4m in height; and/or
 - 3M in branch spread; and/or
 - Trunk circumference of greater than 500mm when measured 1m above ground level.
- Location of all trees on adjoining properties within 6m of any proposed development with the following characteristics:
 - Greater than 4m in height; and/or
 - 3M in branch spread; and/or
 - Trunk circumference of greater than 500mm when measured 1m above ground level.
- Easements and rights of way including common or party walls.

NOTE: An assumed height datum may be sufficient for minor development. The assumed datum point must be shown on the site plan and relative levels (RLs) shown on all plans. Please confirm with planning staff if an assumed datum is appropriate for your development application.

B2 Detail Survey Plan for Flood Prone Land or Land affected by a Sewer Main

A detail survey plan relative to the Australian Height Datum is to be prepared by a Registered Surveyor for development located on flood prone land and development that involves building over a sewer main or within the zone of influence of a sewer main.

This is required in order to accurately determine the flood risk associated with development situated on flood prone land or the impact upon existing sewer infrastructure to determine appropriate construction measures.

MORE INFORMATION: A S149 Zoning Certificate issued for the property will identify land that is affected by flooding. An application to Sydney Water for a Drainage Diagram will detail the position of the main sewer line for properties located in sewered areas.

C1 Site Plan (Drawn to scale of 1:100 (preferred) or 1:200)

A site plan is a birds-eye view of the existing and proposed development and its position in relation to boundaries and neighbouring development. The plan must show the:

- Location, boundary dimensions, site area and north point;
- Location and type of all trees located within the proposed building footprint and adjacent to the proposed works, including trees on neighbouring properties, public places or road reserve;
- Location and uses of existing buildings;
- Location and uses of buildings on adjoining sites;
- Existing levels of the land in relation to buildings and roads.
- Building footprint and the distance of the proposal to boundaries and all other buildings;
- Location of any easements;
- Entry and exit points for vehicles;
- Proposed and existing parking arrangements, and
- Provision for vehicle movement within the site (include dimensions).

MORE INFORMATION: The Environmental Planning and Assessment Regulation 2000 detail the information to be included with a development application (Schedule 1 Part 1 Clause 2(2) and (3)).

C2 Floor Plans (Drawn to scale of 1:100)

A floor plan is a birds-eye view of the layout of rooms within a building. Floor plans are to include:

- Layout, partitioning, dimensions and intended uses of each part of the building;
- Existing room layout including all existing windows, doors, openings, access corridors for all applications involving alterations and additions to an existing building; and
- Clearly marked new work.

C3 Elevations (Drawn to scale of 1:100)

Elevation plans are a side-on view of a building and must include:

- All faces of the building;
- Type of material used in construction;
- Existing and proposed windows/door openings;
- Existing and finished floor levels;
- Height above natural ground level;
- Details of any retaining walls including height, type of construction and proposed materials; and
- Clearly marked new work.

C4 Sections (Drawn to scale of 1:100)

A section is a diagram showing a cross section of the proposed development at the most typical point.

Section plans must include:

- Section names and where they are shown on plan (i.e. a/a, b/b, etc);
- Outline of existing building/development on site;
- Floor to ceiling heights;
- Room and window heights;
- Roof pitch and covering;
- Site works, finished and proposed floor and ground levels in long section (detailing any cut and fill); and
- Construction material details.

Sections must show the proposed method of construction and must be fully dimensioned.

C5 Architectural Plans (ie floor plans, elevations, section plans etc)

Council's DCP contains controls relating to building height, and setbacks. The type and location of the proposed development will determine the planning controls that apply.

Architectural plans must have building heights clearly shown.

C6 Cross Section - Earthworks

A cross section of proposed earthworks must show the extent of cut or fill relative to existing ground levels.

A cross section must include:

- Height of fill and/or depth of excavation; and
- Section names and where they are shown on plan (i.e. a/a, b/b).

D Statement of Environmental Effects

This is a written statement which explains the likely impacts of the proposed development both during and after construction and how any impacts will be minimised.

The statement should also demonstrate whether the proposal complies with all the relevant planning controls.

The aim of the Statement of Environmental Effects is to appraise the suitability of the land for the development and should detail, (where applicable) the following issues:

- Must describe the site, surrounds, existing development and proposed development;
- The environmental impacts of the development and how they have been identified;
- The steps proposed to protect or lessen the impact to the environment;
- *Whether the development complies with all the relevant planning controls and policies.*

Any part of the proposal that does not comply with relevant planning policies must be identified and the variation justified in the Statement of Environmental Effects.

E Landscape Plan (Drawn to scale of 1:100 (preferred) or 1:200)

A landscape plan shall be submitted with applications (except where the proposal involves minor works that do not affect the existing streetscape or built environment, a change of use of an existing building or installation of signage). The landscape plan shall relate to the associated development plans including the height, size and location of all existing and proposed buildings, car parking areas, access roads, paths etc.

The landscape plan shall detail the following matters:

- Existing significant vegetation showing location, species, height, and spread, both on and adjacent to the site (identifying vegetation that will be retained or removed);
- Location of all proposed planting including species (botanical and common), height and spread;
- Details of ongoing management and maintenance;
- Details of specific purpose of planting , e.g. Privacy, reduction of visual impact, shading, wind screening;
- Details of plant numbers and pot size at time of planting;
- Details of any proposed boundary or courtyard fencing; and
- Details of any retaining walls including location and height.

The table below details broad development types and the level of professional input required in preparation of the landscape plan.

| Development Type | Landscape Plan | Professional Design Level |
|---|---|---|
| <ul style="list-style-type: none"> • Dwelling houses (including alterations and additions) • Minor alterations and additions to commercial and industrial development • Other minor development. | <p>A Landscape Concept Plan is to show a basic layout of the proposed landscaped areas with key layout and design elements.</p> | <p>Design can be undertaken by the building designer or owner of the property.</p> <p>The landscape works are to demonstrate compliance with the landscape design standards contained in Council's DCP.</p> |
| <ul style="list-style-type: none"> • Dual occupancy or small scale medium density residential • Commercial and industrial development with an estimated cost of less than \$2 million • Development involving a locally listed heritage item. | <p>A Landscape Plan provides a planting species list, height at maturity and number of plants proposed.</p> | <p>Design to be prepared by a professional designer with relevant experience.</p> |
| <ul style="list-style-type: none"> • Residential flat buildings or high density residential development • Commercial or industrial development with an estimated cost of \$2 million or more • Development of a significant site (eg. gateway site) • Development involving a State heritage listed item. | <p>A Detailed Landscape Design with specifications providing a planting species list, height at maturity, number of plants provided for landscape design works, maintenance details (check standard condition).</p> | <p>Landscape architect who is a member of an accredited organisation such as:</p> <ul style="list-style-type: none"> • Australian Institute of Landscape Architects • Australian Institute of Landscape Designers and Managers. |

F Colours and Materials Schedule

Please describe the materials you wish to use for walls, rooftops, hard paved areas, retaining walls and fencing. This should include the type, colour and name of all materials to be used. The proposed external materials should be shown on the plans or in a separate table.

G Stormwater Drainage Concept Plan (Drawn to a scale of 1:100 or 1:200)

If your proposal involves the construction of any new buildings or changes to on-site drainage, a concept drainage plan will be required. The plan must show (where applicable):

- Proposed building locations and finished floor and ground levels;
- General drainage pattern, flow details, all natural water courses and water channels on the site;
- Location of all points of discharge (stormwater exit) from the site;
- Location and size of any rainwater tanks;
- Location of any existing or proposed on-site detention or absorption areas;
- Location of any council controlled pipelines;
- Location of any overland flow paths or flood prone land; and
- Location of any existing or proposed easements.

NOTE: You may be required to lodge detailed drainage plans at a later date.

H Erosion and Sediment Control Plan

This plan shows how you will prevent erosion and sediment washing onto adjoining land or into Council's drainage system during construction. The plan should include the following details:

- Area of earthworks, soil stockpiles;
- Existing drainage lines;
- Straw bale barriers, diversion banks and channels;
- Sediment fences/traps;
- Run-off detention and sediment capturing measures;
- Dust control measures; and
- Re-vegetation and stabilisation of disturbed areas.

J Waste Management Plan

Management of construction and demolition waste requires the submission of a Waste Management Plan. The Waste Management Plan should include the following information:

- Type and amount of waste / recyclable materials which will be generated during construction;
- How waste / recyclable materials will be stored and treated on site;
- How disposal of waste / management or resale of recyclable materials will take place; and
- How ongoing waste management will be accommodated in the design or use of the building.

K BASIX Certificate

What is BASIX?

Building Sustainability Index (BASIX) is an initiative that was introduced by the NSW Government to ensure homes are designed to be more energy and water efficient.

Every development application for a new home must be submitted to Council with a BASIX Certificate.

BASIX is an online program that enables the user (usually the building designer) to enter data relating to the house or unit design – such as location, size, building materials, method of cooling and heating etc. – into the BASIX tool. BASIX analyses this data and determines how it scores against the Energy and Water Targets. The same targets are in place across all NSW Council areas. The design must pass specific targets (which vary according to location and building type) before the user can print the BASIX Certificate.

Who is Responsible for BASIX?

BASIX is administered by the NSW Government. Council does not make or control the requirements of BASIX.

Council's role with BASIX is to ensure that a Certificate is lodged with every relevant Development Application, and check that all BASIX commitments are followed at each stage of construction.

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Do I Need a BASIX Certificate?

BASIX applies to:

- New residential dwellings.
- Alterations or additions to existing residential dwellings with a total cost of \$50,000 or above.
- Swimming pools (inclusive of any spa area) with a capacity greater than 40,000 litres.

If your proposal falls into any of these categories, you will need to submit a BASIX Certificate with your Development Application or application for a Complying Development Certificate.

NOTE: *If you are proposing a 'manufactured home' or 'moveable dwelling' then the requirements of BASIX will not apply. See Department of Planning website for further information.*

How Do I Obtain a BASIX Certificate?

You can obtain a BASIX Certificate yourself or you can ask your building designer to obtain it on your behalf, following the steps below:

- Go to the BASIX website and login to the BASIX assessment tool.
- Complete the assessment form by entering the design details of your home. The tool demonstrates how your proposed design is scoring, according to its potential to save energy and water.
- Once your design meets the target, you can print your BASIX Certificate.
- Lodge your proposal at Council with your BASIX Certificate.

The commitments made during the BASIX process are shown on the final certificate and must be marked on the plans and adhered to during the building process. The BASIX certificate/s must be completed no earlier than three months before you lodge an application with Council.

I Bushfire Assessment Report

A Bushfire assessment report is required for construction in bushfire prone areas or for subdivision of Bushfire prone land. This is part of the NSW Rural Fire Service (RFS') Planning for Bushfire Protection guidelines. The following types of development located on bushfire prone land must be accompanied by a Bushfire Assessment Report:

- Dwellings;
- Dwelling additions; and
- Ancillary development attached to or located within 10 metres of an existing dwelling (such as a carport, garage, awning, deck, shed or similar).

The NSW RFS has prepared a self-assessment report for development involving the building or modifying of an existing dwelling. This bushfire assessment report may be downloaded [here](#).

If you are not confident in undertaking this assessment Council advises that you should engage the services of a suitably qualified consultant to determine the bushfire threat level associated with your property.

For subdivision applications, complex development proposals, or where a proposal does not comply with the minimum requirements specified in the Planning for Bushfire Protection Guidelines, a qualified consultant may also need to be engaged to prepare a detailed integrated development and bushfire risk assessment.

Subdivisions and Special Protection Developments require referral to the NSW RFS and a "Bushfire Safety Authority" to be issued.

A Special Protection Development includes any of the following:

- School;
- Child care centre;
- Hospital (including a hospital for the mentally ill or mentally disordered);
- Hotel (which provides overnight accommodation only), motel or other tourist accommodation;
- Building wholly or principally used as a home or other establishment for mentally incapacitated persons;
- Seniors housing within the meaning of state environmental planning policy (housing for seniors or people with a disability) 2004;
- Group home within the meaning of state environmental planning policy no 9 - group homes;
- Retirement village;
- Manufactured home estate
- Sheltered workshop
- Respite care centre
- Student or staff accommodation associated with schools, universities or other educational establishments; and
- Community bush fire refuge approved by the commissioner.

A bushfire assessment report is required to be prepared and submitted with the application that meets the Integrated Development lodgement requirements issued by the NSW RFS.

M Acoustic Report - General

Certain types of developments have the potential to generate noise which could impact the surrounding neighbourhood. In order to demonstrate that a proposed noise generating activity would not have an unacceptable impact on neighbouring land, such as residential properties, an acoustic report must be prepared.

Acoustic reports are generally required for all developments that have the potential to have a noise impact on the surrounding area, for example, premises that operate outside of normal business hours or may generate significant noise due to their operation. An acoustic report must be prepared by an Acoustic Consultant.

The acoustic report would generally cover the following matters:

- Existing and proposed noise sources such as main roads, industries, loading bays, heavy vehicles, restaurants, entertainment facilities, clubs, hotels, amplified music systems, car parks, ventilation and air conditioning units; and
- Noise control measures such as noise barriers, building layout and setback, building materials and insulation.

Also acoustic reports may be required for certain development which itself may have the potential to be effected by noise, such as:

- Residential development proposed near busy roads and railways; and
- Sensitive land uses.

N Acoustic Report - Aircraft Noise

On land affected by aircraft noise applications involving new development may require acoustic treatment measures as part of the construction process. All applications for development situated on land significantly affected by aircraft noise shall be accompanied by a report from an acoustic consultant. This report should demonstrate that the proposed use can be carried out so that aircraft noise would not cause significant disturbance.

O Heritage Impact Statement

A Heritage Impact Statement is used to assist Council with its assessment and determination of development applications involving heritage affected properties, adjacent to properties containing heritage items or with heritage conservation zones. For example heritage listed items or properties adjacent to a heritage item or properties within a heritage conservation area.

Heritage Items in Wollondilly are Listed Here

Schedule 5 Environmental Heritage in Wollondilly LEP lists properties that have been identified as having heritage significance.

The NSW Office of Environment and Heritage provides guidelines for the preparation of Heritage Impact Statements and a list of Heritage consultants.

The statement must:

- Address the relevant matters listed in Clause 5.10 of Wollondilly LEP; and
- Assess the extent to which the carrying out of the proposed development would affect the heritage significance of the item, adjacent item/s, conservation area, site or relic.

State Heritage Register (under the Heritage Act, 1977) provides details of properties that have been recognised as having state heritage significance.

A S149 planning certificate issued for the property will identify whether a property is an identified heritage item or situated within a heritage conservation area.

P Wastewater Disposal Assessment

What is an On-site Sewage Management System?

An on-site sewage management system is the process used to treat domestic sewage and may include a septic tank, an aerated waste treatment system or composting system. The treated product, being referred to as effluent, is then gravity-fed or pumped to an effluent disposal area. The effluent is disposed of either by direct absorption into the land, irrigated onto the land or directed to a holding well to be collected by a tanker.

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If you are proposing to build on land that cannot be connected to a reticulated sewerage system it will be necessary for you install an on-site sewage management system. This is likely to be the case if you are building in rural areas and outlying townships.

The on-site sewage management system must be designed, operated and maintained in a manner that will:

- Prevent public health risk;
- Prevent environmental damage (particularly to land, soil, groundwater and surface waters); and
- Protect community amenity (e.g. Odours).

It is also important that an on-site sewage management system is designed, installed and operated so that it works well into the future.

What Type of System Do I Install?

There is no specific requirement to install any particular type of on-site sewage management system. The type of system that will be most suitable for your property will depend on a number of factors. Site characteristics including soil type, soil depth, slope, proximity to water and water balance will determine the most appropriate type of on-site sewage management system for your land.

How do I make an application to install an on-site sewage management facility?

If you are installing a new system, an approval to install must be obtained from Council. This application must be submitted to Council prior to commissioning or moving into your new home. The system must be inspected by Council before you can occupy your house to ensure that it has been installed correctly.

The details accompanying the application are to be site specific and must address the ability of the land to adequately dispose of effluent.

In order to demonstrate that the system is suitable the following information is required to be provided:

Plans

Plans drawn to a scale of either 1:100 or 1:200 detailing the following information:

- The location of the proposed building on the site and identification of the proposed effluent disposal area/s;
- The sewage management facility proposed to be installed or constructed on the site;
- Any related effluent disposal areas;
- Location of any boreholes;
- Any buildings or facilities existing on, and any environmentally sensitive areas of land, located within 100 metres of the sewage management facility or associated effluent disposal areas;
- Any related drainage lines or pipework (being either natural or constructed);
- The location of any existing sewage management facility and effluent disposal area (if applicable);
- Contour plan of the land.

Specifications

The application is to include full specifications of the sewage management facility to be installed or constructed on the site. This is to include a full copy of any certificate of accreditation and associated conditions.

Site Assessment

The site assessment is to have regard to topography, soil composition and vegetation of any related effluent application areas.

Effluent Disposal Area

Calculations are to be provided confirming the adequacy of the disposal area.

Geotechnical Report

A geotechnical report will only be required after an initial assessment of the application identifies that the proposal has a high risk due to site conditions and/or proposed volume of effluent generated by the proposal.

NOTE: An 'Approval to Operate a Sewage Management System' must also be issued by Council prior to commissioning the system or occupying the development. The installation must be inspected by Council before occupation to ensure that it has been installed correctly. An approval to operate will be issued following a satisfactory inspection of the system.

MORE INFORMATION: Local Government (General) Regulation 2005. Environment and Health Protection Guidelines – On-site Sewage Management for Single Households. If you would like further information about on-site sewage management please contact Council's Environmental Health Officer.

Q Acid Sulfate Soils Management Plan

Acid sulfate soils are naturally occurring soils and sediments that contain high levels of iron sulphide (pyrite). Left undisturbed, acid sulfate soils do not pose any harm. When disturbed and exposed to oxygen through activities such as excavation, sulfuric acid may be produced in large quantities.

This can cause corrosion of buildings and other structures and result in damage to the environment. Where Acid Sulphate Soils are present a Acid Sulfate Soils Management Plan is/may be required?

R Geotechnical Report

Landslip Areas

Land adjacent to escarpment and foothill areas may be subject to instability and potential landslip. Any development proposal with potential slope instability may require supporting geotechnical report.

This report must be prepared by a geotechnical engineer. It must detail the existing site conditions and demonstrate that the proposal will not have an adverse impact on the stability of the land or adjacent properties.

Deep Excavation

Proposals involving deep excavation adjacent to a property boundary must be accompanied by geotechnical advice that includes:

- Method of excavation
- Stabilisation of the excavated face
- Noise and vibration management
- Potential for damage to adjoining buildings and properties
- Recommendations to address the potential for structural damage.

S Flora and Fauna Assessment

A Flora and Fauna Assessment is an ecological study that documents the known and potential biodiversity of a development site. It assesses the nature and extent of impacts of a particular development proposal. It then makes recommendations on how any impacts can be avoided, minimised, or mitigated to avoid unacceptable impacts on biodiversity.

A Flora and Fauna Assessment Report must be prepared if the property to be developed:

- Contains native vegetation, defined as, “any species of vegetation that existed before European settlement including trees, saplings, shrubs, scrub, understorey, groundcover or plants in a wetland”
- Contains remnant native trees
- Is adjacent to native vegetation if the land has been extensively cleared
- Contains sensitive environmental areas likely to contain important habitat such as tree hollows, watercourses, wetlands or swamps, and rocky outcrops, caves or cliffs.

and if the proposed development:

- Will directly or indirectly impact on native vegetation by clearing, runoff, waste-water irrigation, bushfire asset protection zones or natural features that sustain native species
- May directly or indirectly have a significant impact on native vegetation or sensitive environmental areas that may contain habitat for threatened species, populations or ecological communities; and/or
- Is likely to have a significant impact on matters of national environmental significance under the (Commonwealth) Environment Protection and Biodiversity Conservation Act 1999.

If the land exceeds one hectare in size the Flora and Fauna Assessment is required to identify whether ‘potential koala habitat’ or ‘core koala habitat’ is present (see SEPP44 – Koala Habitat Protection).

Flora and Fauna Assessment Reports should be prepared by an appropriately qualified consultant.

If any threatened species, population or ecological communities are likely to be affected by the proposed development, then the assessment will need to consider the Environmental Planning and Assessment Act 1979. Part 5 of the Environmental Planning and Assessment Act 1979.

The NSW Department of Environment and Heritage have provided Threatened Species Assessment Guidelines to help applicants and proponents of a development or activity to interpret and apply the factors of assessment.

The NSW Department of Environment and Heritage’s webpage NSW Threatened Species that provides sighting records and profiles of species, populations and communities.

Atlas of NSW Wildlife (Bionet) is a portal for accessing government held information about the location of threatened plants and animals in NSW.

T Site Contamination Assessment

Where land is contaminated or potentially contaminated, a preliminary investigation must be carried out by a person accredited by the Environmental Protection Authority (EPA) and in accordance with the Contaminated Land Planning Guidelines and reported on.

- If the findings of the preliminary investigation indicate contamination a detailed investigation report must be submitted
- The investigation is to demonstrate that the land is suitable in its contaminated state (or will be suitable after remediation), for the purpose for which the development is proposed
- If the land requires remediation the method by which the land will be remediated (SEPP 55 – Remediation of Land).

State Environmental Planning Policy No 55 – Remediation of Land contains requirements for contaminated land investigations. Site Contamination Assessments are required where there is known or likely contamination due to a previous use, or where a residential use is proposed in an area that could have previously been exposed to contamination.

The Managing Land Contamination Planning Guidelines prepared by the Department of Planning and EPA establish the 'best practice' for managing land contamination through the planning and development control process.

U Shadow Diagram

A shadow diagram shall accurately show the shadow impacts of your proposed development. The shadow diagrams should be drawn at the same scale as the plans and elevations and shall detail in plan view the shadowing impacts of the proposal on 21 June (winter solstice) at 9am, 12noon and 3pm (inclusive) and indicate:

- The location of existing and proposed buildings on the development site
- Existing and proposed shadows
- The footprint of buildings and location of solar panels on adjoining properties
- The impact on adjoining living areas and adjoining private open space areas.

Elevation views are to be prepared where windows to living areas on adjoining buildings are overshadowed by the proposed development.

V Notification Plan (Drawn to a scale of not less than 1:200)

A Notification Plan is a series of A4 size plans including site plan, elevations, dimensions of the proposal and all relevant setbacks which are sent with notification letters to nearby property owners.

NOTE: *Under the provisions of the Act, the internal layout of the building is not required to be provided for notification purposes of residential properties. If the internal layout is provided on notification plans nearby property owners will be notified of these details.*

W Disability Access Report

The Disability (Access to Premises – Buildings) Standards 2010 details the standard that control the requirements for access to new buildings and buildings undergoing significant upgrades.

The Standards aim to improve access to buildings for everyone and include a range of requirements as follows:

- Increases in the minimum number of accessible entrances and doorways to buildings
- Increases in the minimum circulation space required in lifts, accessible toilets and at doorways
- Provision of signage in relation to accessible facilities i.e. Entrances, toilets and hearing augmentation to assist people with hearing impairment
- The need for passing and turning spaces on passageways
- Increases in the areas covered by hearing augmentation systems in rooms with a built in pa system
- The types of lifts and access features within lifts
- The number and distribution of accessible spaces in cinemas and theatres
- Access to common areas in new apartment blocks
- Accessible facilities in some specified new or upgraded holiday accommodation such as bed and breakfasts or cabins in holiday parks
- Increases to the number of accessible units in hotels and motels
- Access into public swimming pools
- Increases in the number and location of unisex accessible toilets
- Ambulant accessible toilet cubicles in standard toilets.

W (Cont.) In general, the Premises Standards and National Construction Code requirements apply to any new public buildings or building upgrades made after 1 May 2011.

An access report should be prepared by an appropriately qualified and experienced person, and should explain in detail how the proposed development meets the requirements outlined in:

- The National Construction Code;
- The Australian Standards; and
- The Disability Discrimination Act 1992.

NOTE: *If access is provided to the extent covered by the Disability (Access to Premises - Buildings) Standards 2010 then such access cannot be viewed as unlawful under the Disability Discrimination Act 1992.*

X Fire Safety Measures

Applications for a change of use or works to a building should be accompanied by a list of all existing and proposed fire safety measures.

Fire Safety Measures include fire extinguishers, fire exit signage, sprinkler systems, emergency lighting or the use of materials in construction such as masonry or fire-rated gyprock. This is to ensure the safety of the occupants within the building in the event of a fire or other emergency.

To determine what fire safety measures are required you may need the assistance of a qualified building consultant to address the National Construction Code.

Y Digital Copy of the Application

A digital copy of your application (inclusive of the application form, all plans and supporting documents) must be provided in Portable Document Format (PDF) format. Council may provide access to all submitted plans and documents on its website to the extent permitted by legislation.

A PDF copy of all documents and plans contained in the application shall be provided on a non-returnable CD or USB. Documents must be named as shown in the examples below:

- Application Form – (Insert SUBJECT PROPERTY ADDRESS)
- Environmental Impact Statement – (Insert SUBJECT PROPERTY ADDRESS)
- Floor Plans – (Insert SUBJECT PROPERTY ADDRESS)
- BASIX Certificate – (Insert SUBJECT PROPERTY ADDRESS)

Z Integrated Development

Integrated Development is where approval is required from other government agencies under other Acts, before Council can determine an application under the Environmental Planning and Assessment Act 1979. It is your responsibility to determine which approvals are required under Section 91 of the Environmental Planning and Assessment Act 1979.

| Legislation/Relevant Agency | Section/s | Approval Requirement |
|--------------------------------------|-----------|--|
| Fisheries Management Act 1994 | S144 | Aquaculture permit. |
| | S201 | Permit to carry out dredging or reclamation work. |
| | S205 | Permit to cut, remove, damage or destroy marine vegetation on public water land or an aquaculture lease, or on the foreshore of any such land or lease. |
| | S219 | Permit to: (a) Set a net, netting or other material, or (b) Construct or alter a dam, floodgate, causeway or weir, or (c) Otherwise create an obstruction, across or within a bay, inlet, river or creek, or across or around a flat. |

Z
(Cont.)

| Legislation/Relevant Agency | Section/s | Approval Requirement |
|--|----------------------|--|
| Heritage Act 1977 | S58 | Approval in respect of the doing or carrying out of an act, matter or thing referred to in s 57 (1). |
| Mine Subsidence Compensation Act 1961 | S15 | Approval to alter or erect improvements within a mine subsidence district or to subdivide land therein. |
| Mining Act 1992 | SS63, 64 | Grant of mining lease. |
| National Parks and Wildlife Act 1974 | S90 | Grant of Aboriginal heritage impact permit. |
| Petroleum (Onshore) Act 1991 | S16 | Grant of production lease. |
| Protection of the Environment Operations Act 1997 | SS43 (a), 47 and 55 | Environment protection licence to authorise carrying out of scheduled development work at any premises. |
| | SS43 (b), 48 and 55 | Environment protection licence to authorise carrying out of scheduled activities at any premises (excluding any activity described as a “waste activity” but including any activity described as a “waste facility”). |
| | SS43 (d), 55 and 122 | Environment protection licences to control carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity. |
| Roads Act 1993 | S138 | Consent to: (a) Erect a structure or carry out a work in, on or over a public road, or (b) Dig up or disturb the surface of a public road, or (c) Remove or interfere with a structure, work or tree on a public road, or (d) Pump water into a public road from any land adjoining the road, or (e) Connect a road (whether public or private) to a classified road. |
| Rural Fires Act 1997 | S100B | Authorisation under section 100B in respect of bush fire safety of subdivision of land that could lawfully be used for residential or rural residential purposes or development of land for special fire protection purposes. |
| Water Management Act 2000 | SS89, 90, 91 | Water use approval, water management work approval or activity approval under Part 3 of Chapter 3. |

If your proposal requires Integrated Development approval, we recommend you consult with the relevant agency/ies to understand their requirements before lodging your application.

Applications for Integrated Development will be referred by Council to the relevant agency to obtain their ‘general terms of approval’ (GTA). GTA requirements will be incorporated in the conditions of development consent issued by Council.

The following additional items/information are required for each agency:

- Cheque for \$320 made payable to the relevant agency listed in the table above.
- \$140 administration fee payable to Council at the time of lodgement of the development application.
- Additional two sets of all documents submitted with your application.

Z1 State Environmental Planning Policy 33 – Hazardous and Offensive Development (SEPP 33)

This planning policy provides a framework to identify developments that must be assessed under State Environmental Planning Policy (SEPP) No. 33 and explains the assessment requirements.

SEPP 33 sets out the steps for assessing a proposal for an industrial development that is a potentially hazardous and/or potentially offensive industry.

Potentially hazardous industries requires applicants to prepare a preliminary hazard analysis (PHA) to estimate the risk to people, property and the environment at the proposed location. This must be taken into account by the consent authority.

If the risk exceeds the set criteria, the development is classified as 'hazardous industry', which would not be permissible within most industrial zones in NSW.

The Department of Planning has prepared Hazardous and Offensive Development Application Guidelines - Applying SEPP 33 to provide advice on interpreting and implementing the policy.

A number of Hazardous Industry Planning Advisory Papers (HIPAPs) and other guidelines have been issued by the Department to assist being available on the Planning guidelines for hazardous development webpage.

Z2 State Environmental Planning Policy 64 – Advertising and Signage (SEPP 64)

SEPP 64 applies to all signage visible from any public place or reserve.

Any application for signage must demonstrate that the provisions of this policy have been considered. This includes the assessment criteria in Schedule 1.

PRIVACY NOTICE

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.