

Jerberra Estate Development Application Checklist

Planning, Environment & Development Group

Environmental Planning and Assessment Act 1979

Guidance

Use this checklist for Development Applications within Jerberra Estate.

- The items in this checklist are in addition to the requirements of the [Environmental Planning and Assessment Act 1979](#) and are provided to guide and assist applicants undertaking development in Jerberra Estate. More information can be found on [Council's website](#).
- The items required are non-negotiable.
- The checklist forms part of the application and must be completed and submitted.
- Guidance for completing this application can be found within the [Planning, Environment & Development Group HUB](#) located on Council's website.
- Refer also to the [Shoalhaven Local Environmental Plan \(Jerberra Estate\) 2014](#) (LEP) and, relevant Development Control plans, including but not limited to, Shoalhaven [Development Control Plan 2014 Chapter N20 \(Jerberra Estate\)](#) (DCP N20).
- All documents submitted with this application must be listed on the [Transmittal Sheet](#).
- The application must be submitted in accordance with the Electronic Lodgement Guidelines.
- To facilitate prompt processing, all relevant information must be provided. Incomplete applications may be delayed or returned


Abbreviations used in this checklist

| | |
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| APZ | Bushfire Asset Protection Zone |
| BCA | Bushland Conservation Area |
| BMA | Bushland Management Area |
| DCP N20 | Development Control Plan 2014 Chapter N20 (Jerberra Estate) |
| LEP | Local Environmental Plan |
| OMA | Orchid Management Area |
| OSSMS | Onsite Sewage Management System |
| SEE | Statement of Environmental Effects |

1. Development Site – Location and Title Details

| | | |
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| Lot: | DP: | Section (where relevant): |
| Portion No: | Parish: | |
| Unit / Street No: | Street name: | |
| Suburb: | Postcode: | |

Office use only

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| Related Policies: |  F O R M D E V 0 0 2 | |
| Issue Date: 1/12/2019 | | Review Date: 1/12/2020 |
| Owned by (section): Development | | |

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| 2. Applicant | | | |
| Company Name (if applicable): | | | |
| First Name: | | | |
| Last Name: | | | |
| 3. Statement of Environmental Effects (SEE) | Reference | Applicant | Office |
| 3a. A detailed Statement of Environmental Effects that addresses the specific circumstances of the development proposal and the site. In addition to the legislative requirements, use the items in this checklist as a guide to the required content. | Schedule 1 Environmental Planning and Assessment Regulation 2000 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 4. Detailed Site Plan | | | |
| 4a. Site Plans must be clear, legible, fully dimensioned, drawn to scale and <i>show as a minimum</i> : i. location, boundary dimensions, site area, north point ii. existing vegetation and trees on the land, refer to part 12 requirements. The site may need to be surveyed by a registered surveyor to establish their location. iii. existing ground levels in relation to buildings and road(s) iv. proposed finish levels of the land in relation to buildings and roads v. buildings (existing and proposed) in relation to the land's boundaries vi. setbacks to all boundaries vii. location and uses of any buildings on adjoining land viii. location of any easements ix. stormwater management, refer to part 17 requirements x. effluent application area(s), refer to part 18 requirements xi. roads, driveways and parking areas xii. utility infrastructure, including but not limited to electricity and telecommunication infrastructure xiii. any land mapped in DCP N20 as bushland management area (BMA), Bushland Conservation Area (BCA), Orchid Management Area (OMA), Bushfire Asset Protection Zone (APZ) and Building Envelope | Schedule 1 Environmental Planning and Assessment Regulation 2000 DCP N20 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 5. Engineering | | | |
| 5a. Engineering details for driveway and access points: i. decommissioning of existing driveways/access if they do not align with Council infrastructure ii. section 138 approval | DCP N20 Section 138 Application | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 6. Floor Plans, Elevations and Sections | | | |
| 6a. Floor plans, elevations and sections: i. showing layout, partitioning, room sizes and intended uses. | | <input type="checkbox"/> Yes | <input type="checkbox"/> |

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| <p>ii. include existing unauthorised buildings that are proposed to be retained and or demolished.</p> <p>iii. elevations of the proposed building(s) showing proposed external finishes, heights, floor levels, existing ground levels and sections.</p> | | | |
| 7. Permissibility | | | |
| <p>7a. Is your proposal permissible in the zone and consistent with the zone objectives?</p> | <p>SLEP (Jerberra)</p> | <p><input type="checkbox"/> Yes</p> | <p><input type="checkbox"/></p> |
| <p>7b. Does the land comply with the minimum lot size requirements of the Jerberra Local Environmental Plan?</p> | <p>N20 Supporting Doc.1 DCP N20</p> | <p><input type="checkbox"/> Yes</p> | <p><input type="checkbox"/></p> |
| <p>7c. For development within lots 132 to 141, provide a written request to vary the minimum lot size under Clause 4.6 of the Jerberra LEP.</p> | <p>SLEP (Jerberra) DCP N20</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p> | <p><input type="checkbox"/></p> |
| <p>7d. Demonstrate on the detailed site plan and in your SEE how the proposed dwelling and all other development including any associated bushfire APZ's is located entirely within the 'development area' shown in the Jerberra LEP.</p> | <p>Figure 11 of DCP N20.</p> | <p><input type="checkbox"/> Yes</p> | <p><input type="checkbox"/></p> |
| 8. Infrastructure | | | |
| <p>8a. If the property is located to the north of Invermay Avenue, detail on plan and in your SEE that a perimeter fire trail has been established, or that an easement can be achieved.</p> <p><i>A deferred commencement could be issued; however, these lots cannot be developed until the perimeter fire trail has been created which requires an easement to be established. Easements will need to be prepared by a registered surveyor and registered prior to development.</i></p> | <p>Figure 2 of DCP N20.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p> | <p><input type="checkbox"/></p> |
| 9. Consolidation and Subdivision | | | |
| <p>9a. Are two or more lots being combined (i.e. the development application is over more than one lot).</p> <p><i>A deferred commencement could be issued; however, lots must be consolidated prior to commencement of development. The plan of consolidation will need to be prepared by a registered surveyor and registered prior to development.</i></p> <p>If you answered 'Yes' answer below, or 'No' move to 10.</p> | <p>Section 5.1 of DCP N20</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><input type="checkbox"/></p> |
| <p>Is the configuration of these lots consistent with the layout shown in Figure 2 and Figure 11</p> | <p>Figure 2 of DCP N20</p> | <p><input type="checkbox"/> Yes</p> | <p><input type="checkbox"/></p> |
| <p>If the lots are in separate ownership, <i>all owners</i> need to consent to, and sign the application form.</p> | | <p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p> | |
| 10. Building Envelopes and Setbacks | | | |
| <p>10a. Demonstrate on the detailed site plan that the dwelling is located within the Building Envelope shown in DCP N20 and the side boundary setbacks in Table 11. Refer also to bushfire requirements in Section 5.3.</p> | <p>Section 5.8 of DCP N20</p> | <p><input type="checkbox"/> Yes</p> | <p><input type="checkbox"/></p> |

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| | Figure 11 of DCP N20 | | |
| <p>10b. Demonstrate on the detailed site plan and in your SEE how the proposed development complies with the performance criteria and the acceptable solutions.</p> <p><i>Buildings are appropriately sited and sized to provide sufficient area for Onsite Sewage Management System (OSSMS) application, stormwater management and outdoor recreation areas for occupants.</i></p> | Sect 5.5 and 5.6 of DCP N20 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 11. Rights of Way | Reference | Applicant | Office |
| <p>11a. Does the application involve Lot 92, 93, 156 or 166? <i>If you answered 'Yes' answer below, or 'No' move to 12.</i></p> | Sec 5.5 of DCP N20 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| Demonstrate on plan and in your SEE how coincidental legal and practical access is provided. | | <input type="checkbox"/> No | <input type="checkbox"/> |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 12. Trees and Other Native Vegetation | Reference | Applicant | Office |
| <p>12a. A Tree and Vegetation Plan detailing:</p> <ul style="list-style-type: none"> i. existing trees and vegetation which will be removed/retained. ii. any non-native trees or shrubs within the BMA or BCA. iii. how the land will be landscaped or otherwise treated and what types of vegetation will be used. iv. any important habitat trees, such as hollow bearing trees and threatened species feed trees to be removed. v. existing trees (including important habitat trees) and vegetation on any adjoining land if your APZ extends onto that land and will require vegetation removal. <p><i>Depending on the site, you may be required to engage an ecologist to prepare your tree and vegetation plan to ensure all important habitat trees are mapped.</i></p> | Sec 5.2 of DCP N20 Table 4 of DCP N20 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| <p>12b. Demonstrate on plan and in your SEE that any driveways and/or access roads have been located to minimise impacts on important vegetation.</p> <p><i>Driveways are not permitted within the Bushland Conservation Area (BCA).</i></p> | | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| <p>12c. Will noxious and/or environmental weeds be removed? <i>If you answered 'Yes' answer below, or 'No' move to 12d.</i></p> | N20 Supporting Doc.4 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| Provide details within the SEE regarding the location of identified weeds and proposed disposal methodology. | | <input type="checkbox"/> No | <input type="checkbox"/> |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 12d. Detail in your SEE how retained trees and vegetation will be protected from potentially damaging activities during construction. | | <input type="checkbox"/> Yes | <input type="checkbox"/> |

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| <p>12e. Does the land contain any Bushland Management Area (BMA) or Bushland Conservation Area (BCA)?</p> <p>If you answered 'Yes' answer below or 'No' move to 13.</p> | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| <p>Demonstrate on plan and in your SEE that the BMA and/or BCA will be retained as bushland into the future.</p> <p><i>Native trees and vegetation can only be removed/cleared under the circumstances described in Sec 5.2.4 of DCP N20</i></p> | <p>Sec 5.2.4 of DCP N20</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| <p>Has the BMA or BCA been disturbed?</p> <p>If you answered 'Yes' answer below or 'No' move to 12d.</p> | <p>Sec 5.2.4 of DCP N20</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| <p>Provide details within the SEE on how the area will be rehabilitated.</p> <p><i>Depending on the site, you may be required to engage an ecologist or bush regenerator to prepare a BMA/BCA Rehabilitation Plan as part of your Development Application.</i></p> | | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| <p>Will any non-native vegetation and/or structures be removed from the BMA or BCA?</p> <p>If you answered 'Yes' answer below or 'No' move to 13.</p> | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| <p>Provide details within the SEE on how the area will be rehabilitated.</p> | | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| <p>13. Threatened Orchids (<i>Pterostylis ventricosa</i>)</p> | <p>Reference</p> | <p>Applicant</p> | <p>Office</p> |
| <p>13a. For lots 104, 132, 133, and 147:</p> <p>If the proposed development affects any areas not surveyed in 2013 for the threatened orchid <i>Pterostylis ventricosa</i>, has the proposed development site been surveyed during the orchid's flowering season?</p> <p><i>The orchid's flowering season in generally April to May. Surveys must be undertaken by a qualified ecological consultant.</i></p> <p>If you answered 'Yes' answer below or 'N/A' move to 13b.</p> | <p>Figure 2 of DCP N20</p> | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> |
| <p>Provide a Threatened Orchid Survey Report prepared by a qualified ecological consultant that details the methodology undertaken and results of the survey. Surveys must be undertaken in accordance with the <i>NSW Guide to Surveying Threatened Plants</i> (OEH 2016). Mapping including shapefiles must be provided to Council of any threatened orchids located.</p> | | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| <p>13b. Does the proposed development overlap with, or adjoin any of the Orchid Management Areas (OMA) or other areas containing habitat for this species?</p> <p>If you answered 'Yes' answer below or 'No' move to 14.</p> | <p>Figure 3 of DCP N20</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| <p>Provide an Orchid Management Plan and address in your SEE how the orchids will be retained, protected and monitored over time.</p> | | <input type="checkbox"/> Yes | <input type="checkbox"/> |

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| <i>Failure to adequately address this item will potentially require a Biodiversity Development Assessment Report to be undertaken.</i> | | | |
| 14. Fencing | Reference | Applicant | Office |
| 14a. Detail all fencing types and locations on the plans including any required dog proof fencing around the APZ, wildlife friendly fencing around the BMA and BCA. | Figure 6 of DCP N20 Figure 3 of DCP N20 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 15. Bushfire Risk Management | Reference | Applicant | Office |
| 15a. Demonstrate in your Bushfire Report and SEE that the proposal complies with Planning for Bushfire Protection and AS3959 (Building in Bushfire Prone Areas). | | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 15b. Demonstrate in your Bushfire Report and SEE how any APZs be legally maintained in perpetuity. <i>If the APZ extends onto adjoining land and requires the removal of native trees or shrubs, approval will be required. Discuss options with Council's development assessment staff.</i> | Section 5.4 of DCP N20 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 15c. Demonstrate in your Bushfire Report and SEE that the APZs will not overlap onto the BMA or BCA. | | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 16. Stormwater Management | Reference | Applicant | Office |
| 16a. Stormwater plan detailing: i. rainwater collection tanks with at least 20,000 litres capacity provided for each dwelling. <i>This is in addition to any water storage requirements needed to satisfy bush firefighting requirements.</i> ii. stormwater infiltration trench/rain garden cross section iii. location of rainwater tanks, stormwater pipes and stormwater absorption trench iv. how excess roof runoff will be directed to an onsite stormwater infiltration trench or bioretention system before being discharged to the roadside drainage network. v. how the driveway is designed to minimise impacts on hydrology and water quality. | Section 5.7 of DCP N20 Figure 10 of DCP Chapter N20 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 17. Onsite Sewage Management System (OSSMS) | Reference | Applicant | Office |
| 17a. Drainage application form: Approval for drainage works under s68 of the Local Government Act 1993 <i>You can include details of your stormwater infiltration system to avoid having to submit two separate drainage applications.</i> | Drainage Application | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 17b. Onsite Sewage Management System (OSSMS) plan detailing: i. location of Aerated Wastewater Treatments System | | | |

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| <ul style="list-style-type: none"> ii. current NSW Health Accreditation for the proposed system iii. how effluent will be treated to at least secondary standard before land application. iv. how treated effluent will be applied to an appropriately sized and located sub-surface application area. v. an Onsite Wastewater Management report and a detailed layout plan addressing the details listed in Section 5.6 of DCP N20. <p><i>Nutrients (N) and (P) must be contained within the effluent application area.</i></p> <p><i>The effluent application must be consistent with buffer distances and setbacks from buildings, property boundaries, driveways, paths watercourse and water bodies including street table drains etc.</i></p> <ul style="list-style-type: none"> vi. how treated effluent will be excluded from the BMA/BCA and not impact on important habitat trees and vegetation including any OMA's. vii. details of all components of the sub-surface application system correctly sized and configured to provide for adequate effluent pumping and even distribution of effluent, effluent filtration, line flushing and maintenance of the effluent application system. viii. Demonstrate on the detailed site plan a reserve area for expansion and contingencies to be protected from any development in perpetuity ix. how the area will be protected from stormwater and groundwater ingress. <p><i>A diversion drain should be provided directly above the effluent application area.</i></p> <ul style="list-style-type: none"> x. how the soil profile in the effluent application area will be improved so that it is better able to absorb the treated wastewater. <p><i>Gypsum should be applied and an organic soil mix conforming to AS4419 should be spread over the effluent application area to a minimum depth of 100mm.</i></p> | <p>DCP Chapter G8 Figure 7 of DCP N20 Section 5.6 of DCP N20 Table 8 of DCP N20</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 18. Waste Management Plan. | Reference | Applicant | Office |
| 18a. Waste Management Plan. | Waste Management Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 19. Erosion and Sediment Control Plan | | | |
| 19a. Erosion and Sediment Control Plan. | Supporting document No.3 DCP Chapter G2 | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 20. Applicant's declaration | | | |
| <p>I have read and understand the requirements for lodgement of this application. I declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my knowledge, true and correct.</p> | | | |

I understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request for additional information;
I understand that I am responsible for obtaining all necessary clearances from the copyright owner of any documents prior to submission of this application.
I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The landowner has been advised accordingly.

Applicant signature:

Date:

Important information

Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information. Council is obliged to make information available on its website excluding the following:

- the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected; or
- commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of the *Privacy Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning (02) 4429 3111

Lodgement details

You can lodge the completed application in person at Council offices at Bridge Rd, Nowra or Deering St, Ulladulla between 9am and 11am.

Once your application is received, a Council Officer will contact you if further information is required.