Applicants Checklist Appendix
Information requirements and minimum standards

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A. SURVEY PLAN

This plan should be prepared by a registered surveyor and show the exact location of existing buildings and other features on the site. The plan should include the following details:

- Scale (either 1:100 (preferred) or 1:200 or at an appropriate scale for larger or rural lots) within the title block
- Date of survey within the title block
- Plan number (including any amendments) within the title block
- Plan title within the title block
- Address of the property within the title block
- Name of the Registered Surveyor who prepared the plans within the title block
- Boundary dimensions
- Site area
- North point (true solar north)
- Location of existing buildings, structures, and site features
- Topography (plans to accurately plot existing and proposed spot levels to Australian Height Datum to all corners of the site, and contours at 0.5 m intervals including that of adjoining properties where relevant)
- Natural drainage of site
- All easements and rights of way (if any)
- Significant vegetation (indicating location, height spread, and species)
- Location, height, and use of any adjoining buildings or structures, such as swimming pools
- Street features (immediately adjoining the property such as kerbs, crossings, pits, significant trees, telegraph poles, etc)

B. SITE PLAN

This plan should include the following details:

- Scale (either 1:100 (preferred) or 1:200 or at an appropriate scale for larger or rural lots) within the title block
- A title block on each plan containing:
  i) the date
  ii) plan number (including any amendments)
  iii) plan title
  iv) address of the property
  v) applicant's name
- Boundary dimensions
- Site area
- North point (true solar north)
- Easements, rights of way, sewer mains
- Location and use of proposed and existing buildings and setbacks from site boundaries
- Location and use of buildings on sites adjoining the land and the location of windows in walls facing the site
- Spot levels or contours to Australian Height Datum in critical locations, such as flood prone land, or in other cases to an assumed datum, showing the existing levels of the land in relation to buildings and roads

- Existing vegetation and trees on the land and in particular significant trees covered by Council's Tree Preservation Order and whether they will be removed or retained
- Existing or proposed rainwater tanks

The following additional requirements are also required for commercial, industrial and medium density development where applicable:

i) private and communal open space indicating paved areas and soft landscaped areas both existing and proposed
ii) driveway entry and exit points (for large developments or where manoeuvrability is likely to be an issue driveways to parking areas must indicate turning circles to the Australian standard - for further information please see the RTA guide to Traffic Generating Development)
iii) garbage storage areas designed in accordance with Council's minimum requirements
iv) letter boxes

C. SITE ANALYSIS PLAN

This plan should include the following details:

- Scale (either 1:100 (preferred) or 1:200 or at an appropriate scale for larger or rural lots) within the title block
- A title block on each plan containing:
  i) the date
  ii) plan number (including any amendments)
  iii) plan title
  iv) address of the property
  v) applicant's name
- Site dimensions
- Site area
- Easements, rights of way, sewer mains
- North point (true solar north)
- Contours and spot levels
- Existing and proposed buildings on site with footprints dimensioned to boundaries
- Buildings on adjoining sites
- Existing vegetation
- Neighbours' views and sunlight
- Items of heritage or significant streetscape features
- Existing and proposed pedestrian and vehicle access
- Potential noise sources
- Areas of potential overlooking
- Prevailing winds
- Fences/boundaries
- Written analysis of the constraints and opportunities of the site (as revealed by the site analysis plan)

The following information additional should be included where relevant:

- Traffic routes, footpath/cycleways and open space in the vicinity of the development
- Watercourses, water bodies, wetlands and drainage lines

- Endangered Ecological Communities, known habitat (e.g. Bristlebird Habitat, Yellow Bellied Glider Home Range), hollow bearing and feed trees
- Flood levels on site and affecting access
- On or in the vicinity of the subject land:
  - sensitive coastal zone
  - coastal hazard lines
  - buffers to designated development e.g. quarries
- Services, existing and proposed easements and restrictions
- Potentially contaminated lands

D. FLOOR PLANS

This plan should include the following details:

- Scale (1:50/1:100 (preferred) or 1:200 as appropriate) within the title block
- A title block on each plan containing:
  i) the date
  ii) plan number (including any amendments)
  iii) plan title
  iv) address of the property
  v) applicants name
- A plan of each level in the building(s) and is to include existing and new work
- Clear and fully dimensioned plans, coloured or marked to show new work
- Layout, partitioning, room sizes and internal uses of each part of the buildings
- Kitchen, laundry and bathroom layouts including the location of fittings and fixtures
- Location of windows, doors and other openings
- Levels of floors, terraces, etc to Australian Height Datum or assumed datum (see “Site Plan” above)
- Wall construction and dimensions
- Notated section lines showing the location of all sectional elevations

E. ELEVATIONS

This plan should include the following details:

- Scale (1:50/1:100 (preferred) or 1:200 as appropriate) within the title block
- A title block on each plan containing:
  i) the date
  ii) plan number (including any amendments)
  iii) plan title
  iv) address of the property
  v) applicants name
- Fully dimensioned elevations of all sides of the building or structure, showing existing and new work and coloured or marked to show new work
- Notation of exterior materials and finishes, including colours where necessary, to be used
- Location and dimensions/size window, doors and other openings
- Height of the ridge above existing natural ground level.

F. SECTIONS

This plan should include the following details:

- Scale (1:50/1:100 (preferred) or 1:200 as appropriate) within the title block
- A title block on each plan containing:
  i) the date
  ii) plan number (including any amendments)
  iii) plan title
  iv) address of the property
  v) applicant's name
- At least one fully dimensioned section of each building detailing the proposed materials and method of construction
- Section through significant level changes, such as under-croft areas and the like.
- Room names
- Adequate representation of existing and natural ground level
- Indication of areas of cut and/or fill

G. PLAN OF SUBDIVISION

This plan should be at a scale that is suitable to adequately demonstrate the size of the development and include the following details:

- Existing deposited plan numbers
- Existing and proposed lot numbers
- Lot dimensions
- Proposed easements and restrictions
- All car parking and storage allocations with lot numbers and letterbox structures

Additional information for strata subdivisions shall include:

- All Common Areas
- Open space distinguishing common landscape areas and those attached to strata lots

H. PRELIMINARY ENGINEERING PLANS

This plan should be at a scale that is suitable to adequately demonstrate the size of the development and all associated engineering works. The plans may include one or more of the following where relevant:

- Proposed roads and modifications to existing roads
- Proposed and existing stormwater drainage network
- External stormwater catchment boundaries
- Overland stormwater flow paths
- Culvert crossings
- Earthworks (extent of cut and fill)
- Retaining walls
- Car parking in accordance with Shoalhaven DCP 2014 – Chapter G21

I. STATEMENT OF ENVIRONMENTAL EFFECTS

Note: *Council does provide a tick-a-box proforma template that can be used to prepare a Statement of Environmental Effects for single dwelling developments and minor buildings/structures.* ***A full Statement of Environmental Effects, originally written & prepared in accordance with the requirements of the Environmental Planning & Assessment Regulations, 2000, is required for all other types of development****.*

Schedule 1 of the Environmental Planning and Assessment Regulation, 2000 requires the submission of a Statement of Environmental Effects with a development application that indicates the following matters:

a) The environmental impacts of the development.
b) How the environmental impacts of the development have been identified.
c) The steps to be taken to protect the environment or to lessen the expected harm to the environment.
d) Any matters required to be indicated by any guideline issued by the Director-General.

The process followed for the preparation of a Statement of Environmental Effects should be no different whether the proposal is for the subdivision of land, the erection of a new house, townhouse or apartment building, a new industrial or commercial building, or the change from one use in a building to another use.

However, the environmental and planning considerations identified will mean that the length and complexity of the Statement of Environmental Effects may vary considerably for proposals of different scale or where they may be locations that are more sensitive.

The Statement of Environmental Effects provides information for Council to assess the proposal and should include the following information:

- Description of the proposal
- The location including:
  - i) a description of past and present uses on the site and the current surrounding land uses
  - ii) outline of any environmental constraints (site analysis) such as flood, slope, bushfire or coastal hazards, native vegetation, conservation or heritage values.
- Review of the relevant planning controls contained in legislation and policy guidelines and provide details of how the proposal meets the requirements
- Assessment of the likely impacts of the proposal taking into consideration:
  - i) the likely impacts of the development on both the natural and built environments, and social and economic impacts in the locality
  - ii) the suitability of the site for the development
  - iii) the public interest including the views of the neighbours and the community.
- Conclusion including justification for undertaking the development taking into consideration any proposed steps to avoid, minimise or manage any adverse impacts on the environment or to improve environmental outcomes

J. ENVIRONMENTAL IMPACT STATEMENT (EIS)

If your proposal will have a high potential risk to the environment and is listed in Schedule 3 of the Environmental Planning and Assessment Regulation 2000 or in a planning instrument made under the Environmental Planning and Assessment Act 1979, it is known as designated development.

If your development is designated development, an Environmental Impact Statement (EIS) must be submitted with your application.

The Director-General of NSW Department of Planning has a number of requirements for what must be included in an EIS. The requirements depend upon the nature of the proposed development. Further information can be obtained from NSW Department of Planning www.planning.nsw.gov.au

K. SUBMISSION DEMONSTRATING COMPLIANCE WITH DCP PERFORMANCE CRITERIA AND/OR RELEVANT COUNCIL POLICIES

The majority of Council's Development Control Plans (DCP) are performance-based policies. These policies contain provisions known as "Performance Criteria" that are required to be achieved in order to comply with the DCP.

The documentation submitted in the development application should include a submission demonstrating how the proposal will comply with all DCPs applicable to the development.

The DCPs also contain "Acceptable Solutions" that are prescriptive provisions that, if complied with, are deemed to comply with the relevant Performance Criteria of the policy.

In cases where a development proposal does not comply with an Acceptable Solution, it is necessary for the applicant to demonstrate, in a written submission with the development application, how the development will still achieve compliance with the relevant Performance Criteria.

The submission should include the following:

- Identify the Acceptable Solution(s) proposed to be varied
- Describe how the proposal does not comply with the Acceptable Solution(s)
- Outline the reasons for seeking the variation
- Identify the Performance Criteria that are relevant to the Acceptable Solution(s) in question
- Explain how the proposal will achieve compliance with the objectives of the Performance Criteria

L. WASTE MINIMISATION AND MANAGEMENT PLAN

This plan should include the following information:

- Volume and type of waste to be generated
- Estimate of the number, type and size of containers to store waste
- How waste is to be stored and treated on site
- How residue is to be disposed of
- How recyclable materials will be separated and managed

- On-going management strategies (including identification of bin storage areas and sizes)

Shoalhaven DCP 2014 Chapter G7 provides guidance for preparation of a Waste Minimisation and Management Plan (WMMP). Note: The WMMP proforma included with the development application form may not be suitable for all development proposals.

M. SOIL AND WATER MANAGEMENT PLAN

A Soil and Water Management Plan is designed to control erosion and sedimentation on a building site from leaving the site and potentially polluting our waterways and affecting our drainage systems. This plan should include the following information:

- North point
- Scale (1:100 (preferred) or 1:200 as appropriate)
- Date, plan number and title and name of person who prepared the plan
- Final ground levels
- Existing and/or proposed boundaries
- Location of stockpiles and secure chemical storage area (if required)
- Location of temporary and permanent Soil and Water Management Controls
- Vehicle access points during construction and their dimensions and treatment
- Location of all vegetation to be retained on the site and any protection measures required for such vegetation
- Location of all drains, downpipes, pits and watercourses

The following additional information should be provided for large development sites:

- Details on the staging of works
- Location of any vegetation to be removed
- Integration with on-site detention/infiltration

It is the responsibility of the construction site manager to ensure that the soil and water management measures shown on the above plan are inspected and maintained on a daily basis.

N. NOTIFICATION PLANS

An A3 or A4 size reduction of the Site Plan and Elevations is required for notification to neighbouring property owners and occupiers who may be affected by your proposal. All information on the plans must be clearly legible.

O. BASIX CERTIFICATE

A BASIX certificate is currently required for all new development and complying development applications associated with new residential buildings, such as:

- Single dwellings
- Dual occupancy dwellings
- Villas
- Townhouses
- Unit & Multi unit developments
- Alterations & additions greater or equal to $50,000

- Swimming pools and/or outdoor spas with a water capacity greater or equal to 40,000 Litres

Commencement dates and details of types of development subject to BASIX requirements can be obtained at www.basix.nsw.gov.au

The Building Sustainability Index (BASIX) is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indices.

A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

The applicant is required to submit the BASIX Certificate with the Development Application or Complying Development Certificate application. The plans and specifications must also identify the BASIX commitments which will be checked by a professional building certifier during construction.

Applicants can generate the BASIX Certificate using the NSW Department of Planning BASIX website: www.basix.nsw.gov.au.

P. SCHEDULE OF COLOURS AND MATERIALS

This should indicate the colours and finishing of all materials used on the external façade of the proposed building(s). For relatively minor developments, drawings, brochures or swatches may be sufficient to indicate this information, while for larger scale developments a sample board may be necessary. The schedule should describe or show the following details:

- The composition of the materials or colours
- The architectural features that will comprise the materials and colours
- The location of the materials and colours on the façade

Q. LANDSCAPE PLANS

This plan should be at a scale of 1:100 (preferred) or 1:200 or at an appropriate scale for larger or rural lots, be consistent with other plans with respect to the height, size, and location of the buildings, and include the following information:

- A title block on each plan containing:
  - i) the date
  - ii) plan number (including any amendments)
  - iii) plan title
  - iv) address of the property
  - v) applicant's name
- Scale within the title block
- Existing significant trees showing their location, species, height, and spread, both on and adjacent to the site. It should also indicate whether they will be retained or removed
- Details of all boundary and courtyard fencing and walls
- Details of proposed exterior lighting in plan and elevation

- The location of any additional planting to be carried out including species name (botanical and common), spread, height and other features
- Details of plant numbers, pot size, and staking requirements
- Details of root barriers and support/protective structures
- Details of ongoing management and maintenance
- The location, dimensions and height of any water feature, or decorative feature
- Existing and proposed ancillary structures, on the site including sheds, car parks and garbage bays, etc
- Details of specific purpose of planting where relevant – e.g.: privacy, perimeter treatments, shading, wind screening

R. SHADOW DIAGRAMS

This plan must be drawn to true north (not magnetic north) and should include the following information:

- Scale (1:100 (preferred) or 1:200 as appropriate) within the title block
- A title block on each plan containing:
  - i) the date
  - ii) plan number (including any amendments)
  - iii) plan title
  - iv) address of the property
  - v) applicant's name
- North point (true solar north)
- Shadow diagrams in plan-view for 9.00 am, 12.00 noon, 3.00 pm, on 21 June showing the following:
  - i) the location of all boundaries of the subject site
  - ii) the location and outline of existing and proposed building on the site
  - iii) the location of existing buildings on adjoining allotments
  - iv) the extent of the shadow cast of the proposed development, in plan-view, for each specified time period
- Shadow diagrams, in elevation-view and for each specified time period, detailing the extent of shadowing of windows and glazed doors of north-facing living areas of existing buildings on adjoining properties, if necessary
- Indication of the location and nature of shadows from existing and/or proposed fencing

S. HERITAGE IMPACT STATEMENT

A Heritage Impact Statement is a document that assesses the impact of any proposed development/building works on the heritage significance of a heritage listed building on the site or heritage listed buildings in the vicinity of the proposed development or within a heritage conservation area.
The NSW Heritage Office have produced guidelines for the preparation of Heritage Impact Statements which are available on their website at: www.heritage.nsw.gov.au

A Heritage Impact Statement must be submitted with any applications for development that is a:

- heritage item
- property adjacent to heritage items where the works may impact upon the item
- property within a heritage conservation area or heritage streetscape, including applications for demolition

- fire safety upgrading of a heritage item or contributory buildings in heritage conservation
  areas and heritage streetscapes; and
- building that has a current Conservation Management Plan.

You are advised to contact Council's Planning & Development Services Group, before submitting a development application, to clarify if a Heritage Impact Statement will be required.

T. STORMWATER DRAINAGE CONCEPT PLANS

This plan should be at a scale of 1:100 (preferred) or 1:200 as appropriate and must show at a minimum how stormwater is drained to a gutter, a pipe in the street or a piped drainage easement and should include the following information:

- Overland flow paths up to the major storm event
- Location of required easements (if any)
- Existing surface contours (AHD values)
- Spot levels to AHD
- Proposed building locations and finished floor/surface contour levels (AHD values)
- General layout of the proposed drainage system including location of all downpipes, kerbs, channels, open drains, pits and pipes
- Location and details of onsite detention systems and internal piped systems
- Minimum pipe sizes
- Points of discharge

On Site Detention (OSD) Requirements:

- Location and details of the system are required
- A Geotechnical investigation and supporting calculations are required

Rainwater Reuse:

- A rainwater tank must have an overflow and the stormwater concept plan must show where this will discharge to

Infill Subdivision:

A drainage concept plan is required for infill subdivision for lots that cannot drain to a Council approved discharge point.

When preparing the plan, it must be noted that:

- Interallotment drainage easements are Council's preferred mechanism for stormwater disposal in these circumstances
- Council does not support charged systems or stormwater pump outs
- On-site disposal of stormwater will only be supported on suitable sites and compliance with AS1289 "Methods of testing soils for engineering purposes" must be demonstrated

Any application for subdivision requiring interallotment drainage over land in separate ownership must be accompanied by either:

- Proof of registration of the easement; or
- A letter of agreement from the owner/s of the lot to be burdened that clearly demonstrates an understanding of the nature and extent of the proposed easement

U. GEOTECHNICAL REPORT

This report should be prepared by a qualified geotechnical engineer and include the following information:

- Proposed method of excavation
- Shoring or pile construction vibration emissions
- Any possible damage to adjoining/nearby premises
- Include recommendations of measures to prevent/minimise structural damage to nearby premises

V. DISABILITY ACCESS REPORT

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

- The Building Code of Australia
- Disability (Access to Premises – Buildings) Standard 2010
- Appropriate Australian Standards
- Disability Discrimination Act 1992

W. CONTAMINATION REPORTS

Where land is contaminated or potentially contaminated, the following information must be provided in accordance with State Environmental Planning Policy No. 55 Remediation of Land:

- A report specifying the finding of a preliminary investigation of the land carried out by an Environmental Protection Authority (EPA) accredited person and in accordance with the Contaminated Land Planning Guidelines
- If the findings of the preliminary investigation indicate contamination, a detailed investigation report as referred to in the Contaminated Land Planning Guidelines must be submitted, and carried out by a suitable qualified EPA accredited person
- The investigation is to demonstrate that, if the land is contaminated, 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 to be made suitable for the purpose for which the development is proposed to be carried out, the method by which the land will be remediated to ensure the land will be suitable for the proposed use

X. ACID SULFATE SOILS PRELIMINARY ASSESSMENT

Acid sulphate soils are sediments and soils containing iron sulfates that are usually found in low-lying parts of coastal floodplains, rivers and creeks. If these soils remain underwater, they are stable and do not cause problems, however, if sulfates are exposed to oxygen by disturbance of the soil or lowering of groundwater levels, sulphuric acid is generated and can cause environmental damage.

The Shoalhaven Local Environmental Plan 1985 includes an Acid Sulfate Soils Map which shows 4 different Classes of land affected by Acid Sulfate Soil. These are identified as Classes 2, 3, 4 and 5. Depending on the Class of soil and the proposed works, you may be required to prepare a preliminary soil assessment report. This report must be prepared by a suitably qualified geotechnical engineer or equivalent and lodged with your development application. Such reports are required in the following circumstances:-

Class of Land	Depth of Works Below Natural Ground Surface	Depth Watertable Likely To Be Lowered Below Natural Ground Surface
2	Any	Any
3	1 metre +	1 metre +
4	2 metres +	2 metres +
5	See ** Below	See ** Below

** Works on Class 5 areas only require a preliminary soil assessment report if the work is carried out on land within 500 metres of an adjacent Class 2, 3 or 4 area where this adjacent area is below 5 metres Australian Height Datum (AHD) and where the works are likely to lower the watertable below 1 metre AHD.

If a preliminary report is prepared and reveals that an Acid Sulfate Soils Management Plan is required for the works, then such a plan should be prepared again by a suitably qualified geotechnical engineer or equivalent in accordance with the Acid Sulfate Soils Manual and submitted to Council with your development application.

Please refer to Shoalhaven Local Environmental Plan 1985, Shoalhaven Local Environmental Plan 2013 and the accompanying Acid Sulfate Soils Map for further information.

Y. PROPOSED & EXISTING FIRE SAFETY MEASURES

When changing the use of a building or undertaking works to a building, a list of all existing and proposed fire safety measures for the building may be required to be submitted with your application. These include items such as fire extinguishers, fire exit signage, emergency lighting, hose reels and hydrants etc. You may need the assistance of an appropriately qualified building consultant to assist in formulating the list as it will need to fully address the relevant requirements of the Building Code of Australia.

Z. FLORA AND FAUNA ASSESSMENT

The provisions of Section 5A(1) of the Environmental Planning and Assessment Act, 1979 (EPA Act) require a consent authority to take into account whether a proposed development is likely to have a significant effect upon any threatened species, endangered population or

endangered ecological community or their habitats listed under the Threatened Species Conservation Act, 1995 or under the Fisheries Management Act, 1994.

If the proposed development is likely to have a significant impact, a Flora and Fauna Assessment will be required to be submitted with your development application. The Assessment will be prepared by a suitably qualified person and will include an assessment of the proposal under the guidelines and factors (i.e. 7 Part Test) stated in Section 5A(2) of the Environmental Planning and Assessment Act. The 7 Part Test will determine whether a Species Impact Statement is required for the proposed development

If the proposed development will involve removal of native vegetation (including native grasses, shrubs, trees that may be habitat for Threatened Species) or is located adjacent to an area of native bush then it is likely that you will need a Flora and Fauna Assessment.

If you have any questions about whether your application requires a Flora and Fauna Assessment, you should contact Council on 4429 3111.

AA. ABORIGINAL HERITAGE IMPACT ASSESSMENT

The National Parks and Wildlife Act, 1974, administered by the Office of Environment and Heritage, is the primary legislation for the protection of Aboriginal cultural heritage in New South Wales. Consideration of the potential impacts of development on Aboriginal heritage is also a key part of the environmental impact assessment process under the Environmental Planning and Assessment Act, 1979.

Any proposed development that may harm an Aboriginal object or a declared Aboriginal place would require the submission to Council of an Aboriginal Heritage Impact Assessment report. You should also contact the Office of Environment and Heritage for advice on your responsibilities under the National Parks and Wildlife Act.

BB. VIEW CORRIDOR ANALYSIS

This analysis should be a photographic and/or elevational view analysis based on survey data demonstrating the impact of the proposed first floor addition or two or more storey building on views currently available from potentially affected properties.

CC. VISUAL ANALYSIS AND PHOTOGRAPHIC ASSESSMENT

Development Control Plan No.62 – Residential Development in Foreshore Areas in Section 2.3 specifies in the Acceptable Solutions that a building is to be sited within a building envelope determined by planes that are projected at 45 degrees from a height of 3.5 metres above natural ground level at the front, sides and rear boundaries, to a maximum height of 6 metres above natural ground level with a 1.5m concessional zone above.

Encroachment into the concessional zone will only be considered where the following details are provided:

- A visual analysis, including a photographic assessment, that outlines how the proposal will not be visually prominent from the foreshore, or adversely affect the visual amenity of the locality
- Details outlining how the proposal will not adversely affect privacy of adjoining development

- Shadow diagrams demonstrating that living areas and useable open space of neighbouring dwellings do not have their sunlight reduced to less than 3 hours between 9.00am and 3.00pm on June 21

The Visual Analysis and Photographic Assessment should describe, in words and photographs, the scale and character of existing development in the vicinity of the proposed development identifying features such as:

- Heights
- Scale
- Prominent or consistent architectural features or styles
- Setbacks

The assessment should also identify how the proposed development is consistent with or complementary to existing development adjoining the foreshore and in the streetscape.

DD. FLOOD COMPLIANCE REPORT

Where required by Development Control Plan No. 106 (Development on Flood Prone Land), a Flood Compliance Report prepared in accordance with the Development Control Plan is to be submitted when the development application is lodged.

EE. SEPP 71 MASTERPLAN OR MASTERPLAN WAIVER

State Environmental Planning Policy No. 71 Coastal Protection requires the submission of a Master Plan for subdivision of lands in the coastal zone in accordance with Clause 18.

Clause 18 states as follows:
Master plan required before certain consents may be granted

(1) A consent authority must not grant consent for:
- *(a) subdivision of land within a residential zone, or a rural residential zone, if part or all of the land is in a sensitive coastal location, or*
- *(b) subdivision of land within a residential zone that is not identified as a sensitive coastal location into:*
  - *(i) more than 25 lots, or*
  - *(ii) 25 lots or less, if the land proposed to be subdivided and any adjoining or neighbouring land in the same ownership could be subdivided into more than 25 lots, or*
- *(c) subdivision of land within a rural residential zone that is not identified as a sensitive coastal location into more than 5 lots, unless:*
- *(d) the Minister has adopted a master plan for the land, including any adjoining or neighbouring land in the same ownership, as referred to in paragraph (b) (ii), or*
- *(e) the Minister, after consulting the Natural Resources Commission, has, under subclause (2), waived the need for a master plan for the whole or a specified part of the land referred to in paragraph (d).*

(2) The Minister may waive the need for a master plan to be adopted because of the nature of the development concerned, the adequacy of other planning controls that apply to the proposed development or for other such reasons as the Minister considers sufficient.

(3) For the purposes of this clause, areas of land that are adjoining or neighbouring are in the same ownership if:
- *(a) the registered proprietor of all the areas of land is the same person, or*

(b) the registered proprietor of part of the areas of land is a body corporate and the registered proprietor of the other part is, or the registered proprietors of the other parts are, a director or shareholder of the body corporate, or a related body corporate of the body corporate.

Where a Master Plan Waiver is sought from the Minister, an application must be submitted to the Department of Planning & Infrastructure and a copy provided with the application for subdivision. Alternatively, a copy of the Master Plan Waiver and the plan, subject of the Waiver, is to be provided with the application for subdivision.

FF. ON-SITE SEWAGE MANAGEMENT ASSESSMENT REPORT AND PLAN

- The report is to address the following requirements of Shoalhaven DCP 2014 Chapter G8:

  - Section 3.4.2 for developments that are not in environmentally sensitive areas and are for:
    - dwellings; or
    - subdivisions creating 4 allotments or less; or
    - development capable of housing an Equivalent Population of 12 or less.

  - Section 3.4.3 for subdivisions or dwellings in environmentally sensitive locations and:
    - subdivisions creating more than 4 allotments; or
    - tourist developments; or
    - developments capable of housing an Equivalent Population of 12 or more.

Note: *For allotments 4000m2 or less and for highly constrained lots (e.g. steep slopes, flood affected lands, lands affected by extensive drainage lines), an alternative effluent disposal system is to be identified in the report and shown on the plan.*

- A plan is to accompany the On-Site Sewage Management Assessment Report or an application to construct a sewage management facility and is to include:
  areas of land on which effluent is to be applied:
  - reserve areas
  - water course and drainage lines
  - slope, direction and gradient
  - any environmentally sensitive land within 100m of the proposed facility and effluent application areas
  - building envelope or dwelling site
  - existing buildings or facilities within 100m of the proposed facility of effluent application area
  - details of any proposed or required levelling of the site
  - buffer distances, see Table 1 Shoalhaven DCP 2014 Chapter G8

The plan for the construction of a sewage management facility must also include:

  - A hydraulic balance of effluent application components, for example balance between pump size and number of sprinklers for an AWTS

- All components of the system, including, but not limited to, the treatment tank, irrigation lines, the exact number of sprinklers proposed, absorption trenches, diverter valves, rotor valves and moisture sensors.

GG. NEUTRAL OR BENEFICIAL EFFECTS TEST

State Environmental Planning Policy (Sydney Drinking Water Catchments) 2011 - Neutral of Beneficial Effects test (NorBE).

The outcome of the NorBE test must accompany any application for development or subdivision and may be included within the On-Site Sewage Management Assessment Report.

The Neutral of Beneficial Effect on Water Quality Assessment Guidelines identify the following information as necessary for a NorBE assessment:

- Slope
- Location of watercourses
- Proximity to water courses
- Soil characteristics such as:
  - i) permeability
  - ii) depth
  - iii) type
  - iv) soil loss class
  - v) rainfall
  - vi) salinity
  - vii) phosphorus absorption capacity
- Subdivision layout, roads and rights of way
- Area and increase in area of impervious surfaces, e.g. driveways, sheds, roof area and paved areas
- Size, slope and erosivity of impervious areas; BASIX requirements
- For subdivision creating 4 or more lots or where impervious areas equal to or greater than 2500m2 stormwater modelling based on Model for Urban Stormwater Improvement Conceptualisation (MUSIC)
- Area available for Effluent management Area (EMA)

3.5.1 d. of the Guidelines gives underlying considerations and assumptions affecting the NorBE assessment that include but are not limited to:

- access by the assessor to modelling tools such as MUSIC and Development Assessment Module (DAM)
- comparison between the predicted effect of the proposal on water quality with the estimated effect of the current (legal) use and condition of the site – the benchmark should be based on conditions that, for example, exclude breaches of the Protection of the Environment Op
- possible discrepancies between consultant’s reports and information provided by the SCA
- satisfaction of a neutral or beneficial effect for certain, low risk developments based upon the adoption of current recommended practices
- ensuring any existing wastewater systems are taken into account
- ensuring any effluent management area is located wholly within each lot

- assuming that any proposed roads and/or rights of way are defined as including roads and associated drainage works; and
- minimising the number of lots fronting a watercourse in a subdivision proposal.

HH. TRAFFIC IMPACT ASSESSMENT

Traffic Impact Assessments are to address the following issues:

- Existing proposals for improvements to the adjacent road network and hierarchy.
- Impact on road safety.
- Impact of traffic noise.
- Annual average daily traffic (AADT) volumes and historical trends on key adjacent roads.
- Peak period traffic volumes and congestion levels at key adjacent intersections.
- Existing parking supply and demand in the vicinity of the proposed development.
- Existing public transport services in the vicinity of the proposed development (i.e. bus stops, etc).
- Parking provisions appropriate to the development (in relation to demand and statutory requirements).
- Traffic generation/attraction and trip distribution of the proposed development.
- Safety and efficiency of internal road layout including service and parking areas.
- Impact of generated traffic on key adjacent intersections, streets in the neighbourhood of the development, the environment and other major traffic generating development sites in close proximity.
- Safety and efficiency of access between the site and the adjacent road network.
- Identify all works required to mitigate any adverse impacts of the proposal.
- Provision for public transport.
- Provision for Long Vehicle or trailer parking (where appropriate).
- Provision for Motor cycle parking.
- Provision for Pedestrian and cyclist safety and convenience.
- Provisions that encourage alternative modes of transport other than the private motor car.
- Swept path analysis for all design vehicles to demonstrate access and manoeuvrability is safe and efficient.

Other information that must accompany the traffic assessment:

- Location plans showing surrounding street system.
- Land uses immediate to the proposal.
- Location and dimensions of driveways.
- Schedules of areas of the site and the buildings.
- Location of parking, loading/unloading and manoeuvring areas.

The above is a general guide only. For any development that must be referred to RMS as required by SEPP (Infrastructure) 2007, a traffic impact study must be provided that has been prepared in accordance with RMS guidelines (noting Section 2 (Traffic Impact Studies) in the RMS (RTA) “Guide to Traffic Generating Developments”) including addressing any additional specific requirements of Council and RMS The study shall consider all relevant RMS guidelines and technical directions, all relevant Australian Standards and AUSTROADS requirements, and all relevant Council policies and guidelines.

II. BUSHFIRE ASSESSMENT REPORT

If the subject site is mapped as bushfire prone land, a Bushfire Assessment Report is required to be submitted with the development application demonstrating how the proposal complies with the provisions of Planning for Bush Fire Protection 2006 (Refer to the NSW Rural Fire Service website www.rfs.nsw.gov.au)

JJ. PLANS COMPLYING WITH THE BUILDING CODE OF AUSTRALIA

If the application includes an application for a Construction Certificate, the architectural plans, including site plan, floor plans, elevations and sectional elevations, must include sufficient details that demonstrates that, if the building is constructed in accordance with those plans, the building will comply with the Building Code of Australia.

The Building Code of Australia includes, but is not limited to, the following matters:

- structural stability
- weatherproofing
- drainage/dampness
- fire safety
- health and amenity
- safe movement
- access and egress
- energy efficiency

KK. SPECIFICATIONS

If the application includes an application for a Construction Certificate, copies of a construction specification are required to be submitted.

A construction specification contains the technical directions and conditions describing the quality of materials and standard of workmanship of a project. It deals with those items that cannot be shown on drawings or in schedules and is normally presented in a sequence of trades. The Specification is complementary to the plans and contains information, amongst other things, that demonstrates compliance with the Building Code of Australia and relevant Australian Standards.

General Specification booklets are available from a number of suppliers and are suitable for small scale residential development and ancillary buildings. A custom Specification is required for more complex and larger scale development.

LL. SEWER CONCEPT PLAN

Concept plan formats may vary, ranging from a basic layout sketch to a complete system specification. The concept plan will generally provide notification of the point of connection for a development or constraints and special requirements applicable.

This plan should be at a scale of 1:250 (preferred) or 1:500 as appropriate and must show at a minimum how sewage is drained to the existing system and should include the following information (but not limited to):

- Lot and/or subdivision layout (including North Point)

- General layout of the proposed sewage drainage system including location of all manholes, lampholes, pipes, pits, junctions, pumping stations, pressure sewer units and boundary kits
- Location of all existing and proposed services structures and geographical aspects (eg, gas, telecommunications, stormwater, power, roads, footpaths, pits, water courses, etc)
- Existing surface contours (AHD values)
- Spot levels to AHD
- Proposed building locations and finished floor/surface contour levels (AHD values)
- Minimum pipe sizes & types
- Provision for future extensions (if any)
- Location of required easements and width of easement (if any)
- Location of inter-allotment drainage (if any)
- Demonstration of compliance with Council's Building Over Sewer Policy
- Demonstration of compliance with Council's Supplement to the Water Services Association of Australia (WSAA) Sewerage Code of Australia (WSA02-2002 V2.3), V1 Sept 2011 and the WSAA Sewerage Code of Australia (WSA02-2002 V2.3).
- Design calculations showing that the proposed development can be supported (capacity and capable) by the existing sewerage system
- Any other information which is pertinent to the concept design

MM. ELECTRONIC LODGEMENT REQUIREMENTS

Council will not accept applications unless they are accompanied by electronic copies of all supporting documents, including plans and completed application forms. Hard copies will continue to be required as per the checklist together with a CD or USB or similar device containing electronic copies.

All electronic documents submitted with your application must satisfy the following criteria:

1. **PDF format** – all documents, plans, application forms etc must be submitted as separate PDF files for each document or plan or application form in accordance with Council's file naming protocol. ***Note: Documents, plans etc must not be submitted as a single combined PDF document***. Security settings must not be applied to electronic documents, this includes passwords. Photographs in JPEG format.
2. **Documents** – to be optimised for minimum size (on-line viewing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files.
3. **Plans** – All plans shall state the scale and the original plan size e.g. 1:200@A3 and rotated to landscape.
4. **File names** – file naming conventions will apply to all electronic documents, including plans and application forms. File names are to match the document requirements listed in this DA checklist, for example, Appendix A – Survey Plan, Appendix B – Site Plan etc.
5. **Accuracy** – electronic documents must be exact reproductions of the original hard copy documents or plans.
6. **Nomenclature** – All copies of plans shall include the plan name, plan number, version number/revision number and date. Professional prepared plans should also include the author/company name.

Note: Electronic documents lodged with Council will be displayed on Council's DA tracking tool on council's web page. Your electronic device will be returned to you once your development application has been determined by Council.