

Development Application Requirements for Lodgement Checklist

What Information do I need to submit a Development Application (DA)?

A development application must be submitted on the NSW Planning Portal - [Welcome to the NSW Planning Portal | Planning Portal - Department of Planning and Environment](#). Once the application is submitted, Council will be notified to conduct a review. The information required for development application types varies. The below checklist details the documentation required for development types frequently lodged with Council and is to be read in conjunction with the 'Plans and Supporting Information Guideline' below. Please note not all development types or site constraints are captured. Please contact Council on 1300 293 111 to determine what information is required to be submitted for other application types or for specific site constraints. Additional documentation may be required prior to lodgement of the application. A development application will progress to lodgement when the relevant fees are paid. Further information may be requested post lodgement, including items listed as not required in the table below, to facilitate an assessment of the proposed development under the provisions of Section 4.15 of the *Environmental Planning and Assessment Act 1979*.

When do I need a prelodgement meeting?

A prelodgement meeting is required to be undertaken for larger development proposals. Please request a prelodgement meeting by submitting a prelodgement advice request [displaydoc.aspx \(nsw.gov.au\)](#). The advice provided by Council is required to be included with your development application.

| Development Type | Estimated Development Cost | Owners Consent | Statement of Environmental Effects | Waste Management Plan | Colours and Materials Schedule | Site Plan | Site Analysis Plan | Sediment and Erosion Control Plan | Survey Plan | Floor Plans | Elevation Plans | Section Plans | Shadow Diagrams | Landscape Plans | Subdivision Plans | Stormwater Drainage Concept Plan | Demolition Plans | Notification Plans | BASIX Certificate / NABERS | Fire Safety Schedule | Bushfire Report | Biodiversity Values Threshold Report | Heritage Impact Statement | Flood Planning Certificate | Acoustic Report | Wastewater / Effluent Report | Access Report | Clause 4.6 Variation Statement | Traffic and Parking Assessment | Design Verification Statement | Plan of Management |
|--|--|--------------------------------|--|---------------------------------------|--|---------------------------|------------------------------------|---|-----------------------------|-----------------------------|---------------------------------|-------------------------------|---------------------------------|---------------------------------|-----------------------------------|--|----------------------------------|------------------------------------|--|--------------------------------------|---------------------------------|--|---|--|---------------------------------|--|-------------------------------|--|--|---|------------------------------------|
| Residential | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Alterations/Additions | ● | ● | ● | ● | ● | ● | ? | ? | ? | ● | ● | ● | ? | ? | - | ● | ? | ● | ? | - | ? | ● | ? | ? | - | ? | - | ? | - | - | - |
| Decks/Pergolas etc. | ● | ● | ● | ● | ● | ● | ? | ● | ? | - | ● | ● | ? | - | - | ● | ? | - | - | - | ? | ● | ? | ? | - | - | - | ? | - | - | - |
| Dual Occupancy/Multi Dwelling | ● | ● | ● | ● | ● | ● | ? | ● | ● | ● | ● | ● | ● | ● | - | ● | ? | ● | ● | - | ? | ● | ? | ? | - | ? | - | ? | ? | - | - |
| Dwelling/Secondary Dwelling | ● | ● | ● | ● | ● | ● | ? | ● | ● | ● | ● | ● | ? | - | - | ● | ? | ● | ● | - | ? | ● | ? | ? | - | ? | - | ? | - | - | - |
| Fences | ● | ● | ● | ● | ● | ● | ? | ● | ● | - | ● | ? | ? | - | - | - | ? | - | - | - | ? | ● | ? | ? | - | - | - | - | - | - | - |
| Garage/Shed/Carport | ● | ● | ● | ● | ● | ● | ? | ? | ? | ? | ● | ? | ? | ? | - | ● | ? | - | - | - | ? | ● | ? | ? | - | - | - | ? | - | - | - |
| Retaining Walls | ● | ● | ● | ● | - | ● | ? | ? | ? | - | ● | ● | ? | - | - | ● | ? | - | - | - | ? | ● | ? | ? | - | - | - | - | - | - | - |
| Swimming Pools/Spas | ● | ● | ● | ● | - | ● | ? | ? | ● | - | ● | ● | - | ? | - | - | ? | - | ? | - | ? | ● | ? | ? | - | - | - | - | - | - | - |
| Residential Flat Buildings | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | - | ● | ? | ● | ● | - | ? | ● | ? | ? | ? | ? | ● | ? | ● | ● | ? |
| Seniors Housing | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | - | ● | ? | ● | ● | - | ? | ● | ? | ? | ? | ? | ● | ? | ? | ? | ? |
| Shop Top Housing | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | - | - | ● | ? | ● | ● | - | ? | ● | ? | ? | ? | ? | ● | ? | ? | ? | ? |
| Commercial/ Industrial | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Signage | ● | ● | ● | ● | ● | ● | ? | ? | ? | ? | ● | - | - | - | - | - | ? | - | - | - | ? | ● | ? | ? | - | - | - | ? | - | - | - |
| Alterations and/or Additions | ● | ● | ● | ● | ● | ● | ? | ● | ? | ● | ● | ● | ? | ? | - | ● | ? | ● | - | - | ? | ● | ? | ? | - | ? | ● | ? | ? | - | - |
| Change of use | ● | ● | ● | ● | ? | ● | ? | - | - | ● | - | - | - | - | - | - | ? | ● | - | ● | ? | - | ? | - | ? | ? | ● | - | ? | - | ? |
| Internal fitout | ● | ● | ● | ● | - | ● | - | - | - | ● | - | ● | - | - | - | - | ? | ● | - | - | - | - | ? | - | - | ? | - | - | - | - | - |
| New commercial/ industrial | ● | ● | ● | ● | ● | ● | ? | ● | ● | ● | ● | ● | ● | ● | - | ● | ? | ● | - | - | ? | ● | ? | ? | ? | ? | ● | ? | - | - | - |
| Centre Based Child Care Centre | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | - | ● | ? | ● | - | - | ? | ● | ? | ? | ● | - | ● | ? | ● | - | ● |
| Tourist and Visitor Accommodation | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ? | ● | - | ● | ? | ● | ● | - | ? | ● | ? | ? | - | ? | - | ? | ? | - | - |
| Community Facility | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ? | ● | - | ● | ? | - | - | - | ? | ● | ? | ? | ? | ? | ● | ? | ? | - | ? |
| Medical Centres | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ? | ● | - | ● | ? | - | - | - | ? | ● | ? | ? | ? | ? | ● | ? | ? | - | ? |
| Place of Public Worship | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ? | ● | - | ● | ? | - | - | - | ? | ● | ? | ? | ? | ? | ● | ? | ? | - | ● |
| Mixed Use Development | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ? | ? | - | ● | ? | ● | ? | - | ? | ● | ? | ? | ? | ? | ● | ? | ? | ? | ● |
| Events | ● | ● | ● | ● | ● | ● | ● | ? | ● | ? | ? | - | - | - | - | - | - | ● | - | - | ? | ● | ? | ? | ? | ? | ● | - | ? | - | ● |
| Subdivision | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Boundary Adjustment/ Consolidation | ● | ● | ● | - | - | ● | ? | - | ● | - | - | - | - | - | ● | ? | ? | - | - | - | ? | ? | ? | ? | - | ? | - | ? | - | - | - |
| Strata and Community Title Subdivision | ● | ● | ● | - | - | ● | ? | - | ● | ? | - | - | - | - | ● | ● | ? | - | - | - | ? | ? | ? | ? | - | - | - | ? | - | - | - |
| Torrens Title Subdivision | ● | ● | ● | - | - | ● | ? | - | ● | - | - | - | - | - | ● | ● | ? | - | - | - | ? | ? | ? | ? | - | ? | - | ? | ? | - | - |
| Other | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Home Based Business | ● | ● | ● | ● | ? | ● | ? | ? | ? | ● | - | ? | - | - | - | - | - | ● | - | - | - | ? | ? | ? | ? | ? | - | ? | - | - | ? |
| Demolition | ● | ● | ● | ● | - | ● | ? | ? | ● | ? | ? | ? | - | - | - | - | ● | ● | - | - | - | ● | ? | - | - | - | - | - | - | - | - |
| Use of Unauthorised Work | ● | ● | ● | ● | ? | ● | ● | - | ● | ? | ● | ? | ? | ? | - | ● | - | ● | ? | ? | ? | - | ? | ? | ? | ? | ? | ? | ? | ? | ? |
| Earthworks | ● | ● | ● | ● | - | ● | ? | ● | ● | - | - | - | - | - | - | ? | - | ● | - | - | - | ● | ? | ? | - | - | - | - | - | - | - |
| Jetty | ● | ● | ● | ● | - | ● | ? | ● | ● | - | ● | ● | - | - | - | - | - | ● | - | - | ? | ● | ? | ? | - | - | - | - | - | - | - |

Vegetation Removal: Please note that if tree removal is proposed as part of your development application, information may be required prior to lodgement as specified below.

Plans and Supporting Information Requirements

The following table details the specific requirements for each document listed in the Development Application Requirements Checklist above.

All documents are to be submitted on the NSW Planning Portal in .pdf format.

Plans – Required Information

Plans must be submitted as a single set of consolidated plans (.pdf). Photographs of plans will not be accepted. The required plans must include a title block containing the following information:

- Scale (either 1:100 (preferred) or 1:200 or at an appropriate scale for larger or rural lots)
- Date drawn
- Plan title
- Plan number (including revision numbers)
- Site address and Lot and DP
- North point (true solar north)

| Document | What is required? | When is it required? | Recommended Consultant |
|------------------------|--|---|-------------------------------|
| Plan Type | | | |
| Demolition Plan | A plan which details: <ul style="list-style-type: none"> • Structures to be demolished shown via a dotted line. • Elevations indicating the height of the structure above ground level and the distance from the structure to the boundary. • A description of the building use. • Details of proposed hoardings, fencing, overhead protection and scaffolding. | Required for development applications proposing demolition works. | Draftsperson Architect |
| Elevation Plans | Plans which detail: <ul style="list-style-type: none"> • An elevation of each side of the development, the locations of all doors and windows, existing and finished ground levels (to Australian Height Datum), and eave and ridge levels and roof pitches. • Cardinal directions for each elevation. • Ground level (existing) line indicated. • Maximum height measurement (measured from ground level (existing)). • Maximum depth of proposed cut/fill (measured from ground level (existing)). • Any services located on the roof of the proposed buildings. • Any air conditioning services or gas systems located on balconies or external walls. • Retaining wall elevation plan (indicating maximum height). | Required for proposed developments that include buildings or structures, including proposed retaining walls. | Draftsperson Architect |
| Floor Plans | Plans which detail: <ul style="list-style-type: none"> • Each level in the building(s) must include existing and proposed 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. • Finished floor levels to Australian Height Datum or assumed datum. • Wall construction and dimensions. • Notated section lines showing the location of all sectional elevations. | Any development proposing a new building or structure or alterations and additions to an existing building or structure. <u>Note:</u> For proposed alterations and additions to an existing building, it may be more clear to provide a separate existing floor plan and proposed floor plan | Draftsperson Architect |
| Landscape Plan | Plans which detail: <ul style="list-style-type: none"> • Location and identification of existing trees and other significant vegetation on site, and confirmation of those to be retained and those to be removed. • Location and identification of existing trees and other significant vegetation on adjoining sites that are likely to be affected by the proposed works. • Natural and finished ground levels to AHD, and details of all surface treatments and hard landscape elements. • Include a schedule which indicates proposed plant species, quantities, and pot size planting. | Required for developments requiring landscaping softening and screening. Refer to Shoalhaven Development Control Plan 2014 – Chapter G3 for information on landscaping requirements – Chapter G3.1 FINAL COMBINED.pdf (nsw.gov.au) | Draftsperson Architect |

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| | <ul style="list-style-type: none"> Layout and construction details of all garden beds, turf areas, edging, paving, and fencing. Method of tree protection for those trees to be retained. Location of any drainage works proposed. | | |
| Notification Plans | <p>A separate combined notification plan set is required which includes a site plan, elevation plans and shadow diagrams (where required). Sensitive plan details (sections and floor plan information) are to be excluded from the notification plan set.</p> <p>The details to be provided on the site and elevation plans are detailed in this document.</p> | Required for all development applications which are sensitive in nature (i.e., residential development). A separate notification plan set is required which removes sensitive details (internal floor plans and section plans) as all development applications are viewable on Council's Development Application Tracking webpage. | <p>Draftsperson</p> <p>Architect</p> |
| Section Plans | <p>A section plan shows a cut through the development at the most critical point(s).</p> <p>The plan is to detail:</p> <ul style="list-style-type: none"> Section names and location on the plan, i.e. A/A, B/B. Longitudinal section of proposed driveway/ramp, including transitions, levels, and height clearance, where basement parking is proposed. Ceiling heights. Room names. Room and window heights. Roof pitch. Finished and floor and ground levels in long section. Ground level (existing) line indicated. Maximum height measurement (measured from ground level (existing)). Depth of any proposed cut/fill (measured from ground level (existing)). | <p>Required for proposed developments that include buildings or structures, including retaining walls.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> Additional site plan requirements for proposed swimming pool/spa plans listed in Swimming Pool and/or Spa Plans section of table. Section plan is to include retaining wall details (where proposed). | <p>Draftsperson</p> <p>Architect</p> |
| Sediment and Erosion Control Plan | <p>A plan demonstrating the prevention of erosion and the control of sediment designed in accordance with Landcom's publication Managing Urban Stormwater - Soils and Construction (2004) detailing the following:</p> <ul style="list-style-type: none"> proposed design and location of the sediment and erosion control details. onsite construction waste storage area. onsite storage of construction materials. | <p>All development applications proposing soil disturbance.</p> <p><u>Note:</u> Please refer to and address Shoalhaven Development Control Plan 2014 – Chapter G2: Sustainable Stormwater Management and Erosion/Sediment Control in the Statement of Environmental Effects.</p> | <p>Draftsperson</p> <p>Architect</p> <p>Engineer</p> |
| Shadow Diagrams | <p>Diagrams which demonstrate:</p> <ul style="list-style-type: none"> the extent of shadows that will result from the development (including fencing) between 9 am and 3 pm on 21 June, and the extent of shadows that will impact the development from surrounding development (including fencing) between 9 am and 3 pm on 21 June. | <p>Required for two storey development that is likely to impact surrounding residential development. The shadow diagrams will also need to demonstrate adequate solar access for proposed residential development.</p> <p>In certain circumstances, existing and proposed shadow diagrams may be required.</p> <p><u>Note:</u> Elevation shadow diagrams (such as those showing shadows cast onto adjoining property windows) may be required dependent upon the level of affectation to adjoining and/or proposed development.</p> | <p>Draftsperson</p> <p>Architect</p> |
| Site Analysis | <p>A plan required to include:</p> <ul style="list-style-type: none"> North arrow, Legend, and scale bar. Lot number, Deposited Plan number, and street address. Overall lot dimensions: area, length, and width. Sun movement patterns in summer and winter. Prevailing wind direction. Setback pattern of existing development on the street. Existing developments on the site. Location and details of façade wall, entries, windows, vehicle entries, awnings, public footpath, and street furniture for proposed and adjoining developments. Location and type of fencing used on the site. Location of infrastructure servicing the site. Identification of existing and proposed buildings/structures. Location of passive solar elements on adjoining properties. Height of adjoining buildings/structures and shadows cast by them over the site. Direction of views to and from the site, considering | <p>Required for large development types (i.e. centre-based child care facility, seniors housing, residential flat building, large scale subdivisions). May also be required for low and medium scale developments, dependent on site specific circumstances.</p> | <p>Draftsperson</p> <p>Architect</p> |

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| | <p>scenic values and land features.</p> <ul style="list-style-type: none"> • Position, height, and width of trees and vegetation on the site, adjoining lots, and streets. • Slope of the site. • Proposed driveway position and location of adjoining driveways. • Existing or proposed water bodies, waterways, wetlands, or drainage lines on the site. • Areas of ecological value or nearby ecological corridors. • Easements, covenants, and/or restrictions. • Noise and/or air pollution sources. • Heritage items (Natural, European, or Aboriginal) within or near the site. | | |
| Site Plan | <p>A plan which details:</p> <ul style="list-style-type: none"> • Site address (Lot and DP). • North point. • Site area. • Contour levels to AHD. • Boundary dimensions. • Dimensions of proposed building/s. • Existing vegetation and trees (indicate removal/retention). • Outline of existing building/development on the site, shown dotted. • Location of proposed development including retaining walls. • Proposed setbacks of the development to existing structures on the site. • Proposed setbacks of the development to existing/proposed property boundaries. • Distance of retaining walls to property boundaries and proposed structures i.e., dwelling house. • Location and uses of existing buildings on the land • Location and uses of all building/development on adjoining sites, including location of any windows contained within adjoining buildings. • Location of powerlines/power poles. • Details of existing and proposed fencing. • Distance from proposed external walls and outermost part of proposed building to all boundaries. • Existing and/or proposed rainwater tanks. • Driveway/access location and width. • Proposed impervious areas dimensioned. • Asset Protection Zones distances. • On-site wastewater disposal systems. • Easements, rights of way, sewer mains. • Dimensioned existing/proposed effluent disposal areas (distance to boundaries and proposed/existing development). • Location of grease traps (commercial). • Location of bin storage and washdown areas (commercial/industrial). • Location of proposed lighting (large scale residential, commercial and industrial). • Location of substations and fire fighting infrastructure. • Bin servicing bay location (commercial/large scale residential). | <p>Required to provide the context of the proposed development.</p> <p>For large sites, the full extent of the site is required to be shown. However, the full extent of the site could be shown on a less detailed site plan or an inset plan.</p> <p>For complex developments, it may be clearer if a separate existing site plan and proposed site plan is provided.</p> <p>If tree removal is proposed, it may be clearer to provide a separate tree removal/retention plan that clearly shows vegetation proposed to be removed/retained in accordance with Shoalhaven Development Control Plan 2014 – Chapter G4: Tree & Vegetation Management.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> • Additional site plan requirements for proposed swimming pool/spa plans listed in Swimming Pool and/or Spa Plans section of table. • Council will not accept a site plan that uses aerial images. | <p>Draftsperson</p> <p>Architect</p> |
| Signage Plan | <p>Plan is required to detail:</p> <ul style="list-style-type: none"> • the locations of all proposed signage (site plan). • Elevation plans showing signage dimensions and areas, signage materials, colours, wording, graphics / logos, and lighting. | <p>Required for proposed developments that include signage.</p> <p><u>Note:</u> The Statement of Environmental Effects must address:</p> <ul style="list-style-type: none"> • State Environmental Planning Policy (Industry and Employment) 2021 – Chapter 3 and Schedule 5. • Shoalhaven Development Control Plan 2014 – Chapter G22. | <p>Applicant</p> <p>Draftsperson</p> <p>Architect</p> |
| Stormwater Drainage Concept Plan | <p>Stormwater Drainage Concept Plan is required to be prepared in accordance with Shoalhaven Development Control Plan 2014 – Chapter G2 and detail how stormwater is drained to a gutter, pipe in the street or a piped drainage easement. The following information is required:</p> <ul style="list-style-type: none"> • 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 | <p>Required for proposed developments to demonstrate compliance with Shoalhaven Development Control Plan 2014 – Chapter G2.</p> | <p>Draftsperson</p> <p>Architect</p> <p>Engineer for complex/large scale developments</p> |

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| | <ul style="list-style-type: none"> contour levels (AHD values). General layout of the proposed drainage system including location of all downpipes, kerbs, channels, open drains, pits and pipes. Details of discharging/managing stormwater where property slopes away from street. On-site detention systems and internal piped systems. Minimum pipe sizes. Points of discharge. | | |
| Swimming Pool and/or Spa Plans | <p>Plans are required to detail:</p> <p><u>Elevation and/or Section Plans</u></p> <ul style="list-style-type: none"> Maximum depth from ground level (existing). Maximum height of the pool from ground level (existing). Maximum depth of proposed cut and/or fill. Ensure ground level (existing) is shown on all elevation and section plans. Details of pool fencing and/or decking <p><u>Site plan:</u></p> <ul style="list-style-type: none"> Pool location and dimensions (length and width). Include setback distances to buildings and all property boundaries. Location and details of pool fencing, gate/s, filter type and pool pump and/or water heater location and any associated enclosures. Volume of the pool. Show BASIX Commitments (if required). Location of adjoining development. | Required for all developments which include a proposed swimming pool/spa to ensure compliance with Shoalhaven City Council Development Control Plan 2014 – Chapter G12 and <i>Swimming Pool Act 1992</i> . | <p>Architect</p> <p>Draftsperson</p> |
| Subdivision plan (Torrens title or Strata title) | <p>A plan showing the proposed subdivision of land including the following details:</p> <ul style="list-style-type: none"> Detail the type of subdivision proposed. Width dimensions and proposed area of all proposed lots. Proposed points of entry and exit for each proposed lot. Proposed method of stormwater disposal Proposed new roads (if any) including road widths, long section, and cross section drawings. Indicate the proposed building envelopes including distances to properties boundaries from the building envelope. Distance of proposed/existing structures to proposed subdivision line/boundary. Relative levels of both the subject land and adjacent streets/footpaths Effluent disposal area dimensions (if applicable). Proposed public reserves and drainage reserves (if applicable). Concept servicing arrangements for water, power, sewer, gas and telecommunications | Required for all development applications involving subdivision. | <p>Surveyor</p> <p>Draftsperson</p> <p>Architect</p> |
| BASIX (Building Sustainable Index: BASIX) affected development | | | |
| BASIX Certificate | <p>A certificate which certifies that the proposed development will comply with the NSW Government's energy and water reduction targets subject to certain commitments. The certificate must be obtained via the online BASIX assessment tool.</p> | <p>If you are proposing alterations or additions to an existing dwelling valued at \$50,000 and above or a swimming pool (or spa) with a volume greater than 40,000 litres, a BASIX Certificate is required. All residential uses such as dual occupancy, multi dwelling housing such as residential flat buildings, secondary dwellings, boarding houses etc., also require the submission of BASIX Certificates.</p> <p>A BASIX certificate is valid for 3 months from the date of issue only. Council will not accept applications that are submitted without a valid BASIX Certificate or with plans that do not show the commitments.</p> | <p>Applicant</p> <p>BASIX accredited assessor</p> |
| BASIX Stamped Plans | The proposed plans must be supported by a valid BASIX compliance table or stamp verifying the certified plans. | Plans submitted for the purpose of a BASIX affected building must ensure all items ticked under the column 'Show on DA Plans' are identified on the architectural plans. Further, a valid BASIX compliance table or stamp verifying the plans is to be provided. | <p>Draftsperson</p> <p>Architect</p> |

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| Energy Assessor Certificate and Plans | An Energy Assessor's Certificate (Nationwide House Energy Rating Scheme Certificate) and stamped plans. | Energy Assessor Certificate (Nationwide House Energy Rating Scheme Certificate) and stamped plans must accompany a development application when the BASIX Certificate has been prepared by an accredited energy assessor. | Energy Assessor |
| Other Supporting Documentation | | | |
| Access Report | An Access Report describes how the development will comply with the provisions of the Building Code of Australia, Disability Discrimination Act and Australian Standard 1428.1. Access to Premises. | Accessibility must be assessed for new high-density development (residential flat buildings and mixed-use development), new commercial (including centre-based child care facilities) and industrial development. | Qualified Access Consultant |
| Acoustic Report | A report which provides an assessment of the noise environment either affecting a proposed development or affected by a development. The report must be prepared by a suitably qualified and experienced acoustic engineer. | <p>Required for certain developments near significant existing or future noise sources including major roads, railway lines and noisy commercial/industrial developments.</p> <p>Required for certain development that will potentially impact upon existing residential development and sensitive noise receivers for example, centre-based child care facility, service stations, and uses proposing amplified entertainment or noisy activity that could impact sensitive receivers.</p> | Suitably qualified and experienced Acoustic Consultant |
| Biodiversity Values Threshold Report | <p>The Biodiversity Values (BV) Map and Threshold Tool identifies land with high biodiversity value, particularly sensitive to impacts from development and clearing.</p> <p>The map forms part of the Biodiversity Offsets Scheme threshold, which is one of the factors for determining whether the Biodiversity Offset Scheme (BOS) applies to a clearing or development proposal. You can use the Threshold Tool in the map viewer to generate a BV Threshold Report for your nominated area. The report will calculate results for your proposed development footprint and determine whether or not you will need to engage an accredited assessor to prepare a Biodiversity Development Assessment Report (BDAR) for your development.</p> | <p>The Biodiversity Values Map and Threshold Tool is used to produce a report that states whether a development proposal occurs on land on the BV Map and if the Biodiversity Offsets Scheme is triggered.</p> <p>For assistance using this map tool see the Biodiversity Values Map and Threshold Tool User Guide. or contact the Map Review Team at map.review@environment.nsw.gov.au or on 02 8000 0258.</p> | Applicant |
| Bush Fire Report | A report which demonstrates how development on bush fire prone land will comply with Planning for Bush Fire Protection 2019 . | <p>Required for certain developments on bush fire prone land.</p> <p>Single Dwelling Kit – Less than BAL 29</p> <p>For single residential dwellings and associated ancillary structures less than BAL 29, please refer to the following link to assist you - http://www.rfs.nsw.gov.au/_data/assets/pdf_file/0017/4355/Guidelines-for-Single-Dwelling-Development-Applications.pdf</p> <p>Bush Fire Assessment Report (BFAR) – All Other Development</p> <p>Proposed development on bush fire prone land must be accompanied by a Bush Fire Assessment Report (BFAR) which explains how compliance with PBP 2019 is to be achieved.</p> | <p>Applicant/Draftsperson (self-assessment)</p> <p>BPAD Qualified consultant</p> |
| Clause 4.6 Variation Request | Clause 4.6 of Shoalhaven Local Environmental Plan 2014 is the path in which to propose a variation to development standards within a Local Environmental Plan (LEP) or State Environmental Planning Policy (SEPP), where it can be demonstrated that the development standard is unreasonable or unnecessary in the circumstances of the case and where there are sufficient environmental grounds to justify the departure. | Required as a standalone document where a development application proposes a departure to a development standard. | Town Planner |
| Colours and Materials Schedule | Details showing the materials and colours proposed for the development. | All proposed development involving the construction of a new building/structure or alterations and additions to an existing building/structure. | <p>Draftsperson</p> <p>Architect</p> |

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| Estimated Development Cost | <p>Council has adopted the NSW Government's recommended approach to estimating the cost of development as set out in https://www.planning.nsw.gov.au/sites/default/files/2024-02/planning-circular-ps-24-002.pdf</p> <p>An assessment table is provided within Council's Cost of Works form to assist you in calculating the genuine estimated cost of development.</p> <p>The form is available on Council's website: https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=FM24/13</p> | All development applications are required to include an estimated development cost. | <p>In accordance with Council's Cost of Works Form</p> <p>Quantity Surveyor</p> |
| Fire Safety Schedule | A Fire Safety Schedule is to be prepared by a suitably qualified person listing all existing and proposed essential fire services. The Schedule should include a list of the Category 1 fire safety provisions that currently apply to all existing buildings on site and a list of the Category 1 fire safety provisions that are to apply to the development. | A Fire Safety Schedule is required for all change of use of a building application (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house and other than temporary structure). | Suitably qualified person |
| Flood Planning Certificate Flood Compatibility Report | <p>A flood planning certificate and/or flood compatibility report in accordance with Shoalhaven City Council Development Control Plan 2014 – Chapter G9: https://dcp2014.shoalhaven.nsw.gov.au/sites/default/files/Chapter%20G9%20Development%20on%20Flood%20Prone%20Land.pdf</p> | <p>Required for certain developments on flood prone land.</p> <p>Follow the below link to purchase your flood certificate: https://secure.shoalhaven.nsw.gov.au/SCCEnquirer/FloodInfoReq.aspx</p> <p>Note: For proposed minor residential development, Council is willing to progress your application if evidence of a Flood Certificate Request to Council is provided.</p> | Civil Engineer |
| Heritage Impact Statement | <p>A document which assesses and manages the development's heritage impacts. This may be in the form of one or more of the following:</p> <ul style="list-style-type: none"> Where an application seeks approval or exemption for an item listed on the State Heritage Register under the <i>Heritage Act 1977</i>, a Heritage Conservation Management Plan prepared in accordance with the Heritage Division of the Office of Environment and Heritage Conservation Management Planning Review and Endorsement Strategy. Where an application is likely to have an impact on the heritage significance of a heritage item or heritage conservation area, a Heritage Impact Statement prepared in accordance with the following guidelines: Guidelines for preparing a statement of heritage impact (nsw.gov.au) | <p>Required for developments involving:</p> <ul style="list-style-type: none"> heritage items or on sites within heritage conservation areas, development within the vicinity of heritage items or heritage conservation areas, or development within an identified significant view corridor. | Heritage Consultant |
| Owner's Consent | <p>A document which provides evidence that the owner of the land on which the proposal is to be carried out consents to the application.</p> <p>Council's Owner's Consent form can be used and is available on the Shoalhaven City Council website: https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=FM21/77</p> | <p>It is Council policy that all development applications be accompanied by current owners' consent from all relevant parties prior to lodgement.</p> <p>Please review Council's Owners Consent form for details regarding specific information required for different ownership types.</p> <p>Note: If works (i.e. stormwater or tree removal etc.) on adjoining sites are required to facilitate the proposed development, the adjoining sites are required to be part of the development site as listed in the NSW Planning Portal. Owners consent from all effected property owners is required to be submitted.</p> | Owner |
| Plan of Management | <p>The plan is to include, but not be limited to, the following details:</p> <ul style="list-style-type: none"> Maximum numbers of site users including staff/patrons/residents. Details of any onsite manager who is over the age of 18, including name and contact information. Information regarding after-hours access. Management commitments required to mitigate disturbances in terms of noise or anti-social behavior upon adjoining businesses/residences. | A Plan of Management is a document which details how the development will be operated to minimise potential environmental impacts. | Town Planner |

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| | <ul style="list-style-type: none"> Maintenance of any registers such as incident reporting and register of guests (including information on length of stay, address etc.). Operational management details as specified in other supporting documents i.e. Acoustic Report. | | |
| SEPP (Housing) 2021 – Design Verification Statement | <p>A development application that relates to residential apartment development must be accompanied by a statement by a qualified designer.</p> <p>The statement must:</p> <p>(a) verify that the qualified designer designed, or directed the design of, the development, and</p> <p>(b) explain how the development addresses—</p> <ul style="list-style-type: none"> (i) the design quality principles, and (ii) the objectives in Parts 3 and 4 of the Apartment Design Guide. | <p>Required for development applications for the purpose of a residential flat building, shop top housing or mixed-use development with a residential accommodation component in accordance with clause 4 of State Environmental Planning Policy (Housing) 2021.</p> <p><u>Note:</u> A Design Verification Statement Template is provided by the Department – Design Verification Statement Template – Development Applications form (nsw.gov.au)</p> | Registered Architect |
| Statement of Environmental Effects | <p>The Statement of Environmental Effects must:</p> <ul style="list-style-type: none"> describe the site and development, detail the development's consistency with all applicable legislation, environmental planning instruments and plans, describe the environmental impacts of the development, and describe the steps to be taken to protect the environment or lessen the expected harm to the environment. | <p>Required for all development applications.</p> <p>For all commercial, industrial and large-scale residential development the statement must provide a detailed compliance statement against all relevant legislation, including SEPPs, LEP, DCP and other Council policies is required to be provided.</p> <p><u>Note:</u> If a development is seeking a departure from an acceptable solution contained within Shoalhaven Development Control Plan 2014, a variation statement is required in accordance with Shoalhaven City Council Development Control Plan 2014 – Chapter 1.</p> | Town Planner |
| Survey Plan | <p>This plan should be prepared by a registered surveyor and show the current location of existing buildings and other features on the site.</p> <p>The plan should include the following details:</p> <ul style="list-style-type: none"> Name of the Registered Surveyor who prepared the plans Boundary dimensions Site area 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 and native 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.). | <p>A contour and detail survey plan must accompany all applications as identified in the above lodgement checklist.</p> <p><u>Note:</u> Survey information for any development type may be required post lodgement.</p> | Registered surveyor |
| Traffic and Parking Assessment | <p>A report which assesses the traffic, access, and parking impacts of the development upon the surrounding road and intersection network and models traffic generation. The report must address all traffic and parking related issues including potential conflicts with vehicles, pedestrians and cyclists (all road users) and must demonstrate compliance with relevant RMS Guidelines and Australian Standards.</p> <p>Please refer to Shoalhaven Development Control Plan – Chapter G21: Car Parking and Traffic for further information.</p> | <p>Required for developments likely to have more than minor traffic, access and / or parking impacts or classed as traffic generating developments in accordance with Schedule 3, Chapter 2 of <i>State Environmental Planning Policy (Transport and Infrastructure) 2021</i>.</p> | Traffic Consultant |

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| Waste Management Plan | A report which demonstrates how demolition, construction and/or operational waste will be managed. | <p>A Waste Management Plan is required for all developments generating waste. Council's Waste Management Plan form can be used: https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=FM21/75</p> <p>A comprehensive Waste Management Plan for ongoing waste management is required for large scale developments (i.e. multi-dwelling development, residential flat building, centre-based child care facility).</p> | <p>Applicant</p> <p>Draftsperson</p> <p>Architect</p> <p>Builder</p> |
| Wastewater / Effluent Report | <p>Please provide an onsite sewage management report demonstrating compliance with Shoalhaven Development Control Plan 2014 – Chapter G8. Please refer to https://dcp2014.shoalhaven.nsw.gov.au/sites/default/files/Chapter%20G8.1%20v3%20-%202021%20LG%20Regs%20Minor%20Am.pdf</p> | A report which demonstrates that the existing/proposed on-site sewerage management system has the capacity to manage the increased load generated by the proposed development. | Professional Engineer or Environmental/Soil Scientist |
| Vegetation Removal | | | |
| Biodiversity Development Assessment Report (BDAR) | A report which assesses the biodiversity impacts of the development in accordance with the <u>Biodiversity Assessment Method</u> , or exceeds area clearing threshold, or the impact is considered Significant after application of the Test of Significance (5 part test). | <p>Prescribed Impacts (Section 6.1 Biodiversity Conservation Regulation 2017), including the removal of non-native vegetation on the Biodiversity Values Map, will trigger the Biodiversity Offset Scheme (BOS) and require a BDAR.</p> <p><u>Note:</u> Please see the Shoalhaven Development Control Plan 2014 – Chapter G5: Biodiversity Impact Assessment, for further information. Chapter G5.1 FINAL COMBINED.pdf (nsw.gov.au)</p> | <p>The report must be prepared by an <u>accredited assessor</u>.</p> <p>https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity-offsets-scheme/developers/biodiversity-development-assessment-report-waiver</p> |
| Flora and Fauna Report | <p>A Flora and Fauna Report must include the following information:</p> <ul style="list-style-type: none"> • A locality features map that shows the study area in relation to any significant landform, other topographical features or existing remnant vegetation communities, creek lines or intermittent watercourses. • A vegetation communities map that shows the extent and location of all vegetation communities (especially any TECs) within the study area, and the location of any identified threatened flora or fauna species or population. Where the submitted vegetation mapping differs from existing published maps, these differences should be justified with vegetation plot/quadrant data. • A survey map that shows the flora transects and quadrants, fauna trap sites and any incidental sightings of fauna species. This map should also be cross-referenced with the written survey results in the report. • Flora and fauna maps that identify the exact location (i.e. with GPS co-ordinates and datum) of each identified threatened flora and fauna species or population and/or threatened ecological community within the study area. • An aerial photograph of the study area and adjoining lands. | The proposal includes removal of native vegetation. A Flora and Fauna Report is required for any development on land that either contains native vegetation or is near an area of native vegetation. The Flora and Fauna Report shall identify and consider all direct, indirect and cumulative impacts from the development on each threatened species, population, TEC and their habitats. | Ecologist |
| Modification to an existing consent – Section 4.55 of the <i>Environmental Planning and Assessment Act 1979</i> | | | |
| What is a s4.55 modification? | | | |
| <p>Section 4.55 of the <i>Environmental Planning and Assessment Act 1979</i> facilitates modifications to be made to an existing development consent. The supporting documentation required to be submitted with a section 4.55(1, 1A and 2) and section 4.56 modification application for lodgement purposes is detailed below. Further information may be requested post lodgement.</p> | | | |
| Cover Letter | <p>A cover letter is required to be provided detailing the following in accordance with Section 100 of <i>Environmental Planning and Assessment Regulation 2021</i>:</p> <ul style="list-style-type: none"> • (a) the name and address of the applicant, (b) a description of the development that will be carried out under the development consent, (c) the address and folio identifier of the land on which the development will be carried out, (d) a description of the modification to the development consent, including the name, number and date of plans that have changed, to enable the consent authority to compare the development with | Required for all modification type applications. | <p>Applicant</p> <p>Suitably qualified planning consultant for large scale, complex proposals</p> |

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| | <p>the development originally approved (i.e. include a list of condition/s of consent that are proposed to be amended),</p> <p>(e) whether the modification is intended to—</p> <p>(i) merely correct a minor error, misdescription or miscalculation, or</p> <p>(ii) have another effect specified in the modification application,</p> <p>(f) a description of the expected impacts of the modification,</p> <p>(g) an undertaking that the modified development will remain substantially the same as the development originally approved,</p> <p>(h) for a modification application that is accompanied by a biodiversity development assessment report—the biodiversity credits information,</p> <p>(i) if the applicant is not the owner of the land—a statement that the owner consents to the making of the modification application,</p> <p>(j) whether the modification application is being made to—</p> <p>(i) the Court under the Act, section 4.55, or</p> <p>(ii) the consent authority under the Act, section 4.56.</p> | | |
| Plans | <p>Plans clearly identifying the details of the development which are proposed to be amended are required to be highlighted with a red bubble or shown in a different colour.</p> <p>A separate notification plan set is also required to be provided.</p> | Required when an amended design is proposed. | <p>Draftsperson</p> <p>Architect</p> |
| Owners Consent | <p>Council's Owners' Consent form can be accessed via the following link: https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=FM21/77</p> | It is council policy that all Development Applications be accompanied by a current owner's consent prior to lodgement. | <p>Applicant</p> <p>Owner</p> |
| Amended BASIX Certificate | <p>A certificate which certifies that the development will comply with the NSW Government's energy and water reduction targets subject to certain commitments. The certificate must be obtained via the online BASIX assessment tool.</p> <p>The amended plans must be supported by a valid BASIX compliance table or stamp verifying the certified plans.</p> | An amended BASIX Certificate is required if the proposed design amendments impact the approved BASIX Certificate considerations. | <p>Draftsperson</p> <p>Architect</p> |