

Maitland DCP 2025

Appendix A: Application Requirements – Other Development



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VERSION	DATE ADOPTED	CHANGES
1.0		New DCP Appendix

## Supporting document requirements – Matrix – All other Development

## **Application requirements matrix**

This Application Requirement Guideline shows documentation that must or may be provided with your Development Application based on the development type, as demonstrated in the Matrix below. Details on what is to be provided as part of each documentation is provided in the **Supporting information and documentation guide** section.

**Note:** Council at its discretion may request additional studies either not being needed under a specific development use or not identified at all within the matrix. This occurrence may be due to the unique elements of a proposed development or its scale and/or size.

## Further information on development application requirements

The Department of Planning, Housing and Infrastructure (or current equivalent) has prepared an <u>Application Requirements (2022)</u> guideline, for all development applications. This document provides explanation and additional information regarding conditions within the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2021* applying to all development. This document should be read in conjunction with Council's Application Requirements and be considered as a **baseline only** for supporting information to support development applications.



	ATTACHED DWELLING	MULTI-DWELLING HOUSING	RESIDENTIAL FLAT BUILDING	COMMERCIAL / RETAIL / OFFICE	CHANGE OF USE	INDUSTRIAL	HOME BUSINESS / HOME INDUSTRY	COMMUNITY AND/OR RECREATION FACILITY	TOURISM	SIGNAGE	DEMOLITION	EARTHWORKS AND RETAINING WALLS	TEMPORARY EVENT (S)	SUBDIVISION (OVER 10+ LOTS)	ALTERATIONS AND ADDITIONS (OVER \$1,000,000 CIV)
Aboriginal Cultural Heritage Assessment Report (ACHA)	0	0	0	0	х	0	х	0	0	Х	0	0	Х	0	0
Aboriginal Heritage Due Diligence Assessment	0	0	0	0	х	ο	x	0	0	х	0	0	Х	0	0
Access Audit Report	0	0		$\checkmark$	0	$\sim$	X	0	$\checkmark$	х	х	х	0	x	0
Acoustic and/or Vibration Report	0	0	0	0	x	0	0	0	0	х	0	0	0	0	0
Agricultural Property Management Plan	х	Х	X	x	0	X	x	х	х	х	х	х	х	х	х
Air Quality Report	0	0	0	0	0		0	0	0	Х	0	0	Х	0	0
Arborist Report	0	0	0	0	X	0	x	0	0	0	0	0	Х	0	0
Archaeological report	Х	Х	Х	Х	х	X	Х	Х	Х	Х	0	0	Х	0	0
BASIX Certificate	$\checkmark$	$\sim$	$\checkmark$	х	0	x	х	х	х	Х	Х	Х	Х	х	0
Biodiversity Development Assessment Report (BDAR)	0	0	0	0	x	0	Х	0	0	Х	Х	0	Х	0	0
Bulk Earthworks Plan	$\checkmark$		$\checkmark$	$\checkmark$	х	$\checkmark$	Х		0	х	0	$\checkmark$	Х	$\checkmark$	0



	ATTACHED DWELLING	MULTI-DWELLING HOUSING	RESIDENTIAL FLAT BUILDING	COMMERCIAL / RETAIL / OFFICE	CHANGE OF USE	INDUSTRIAL	HOME BUSINESS / HOME INDUSTRY	COMMUNITY AND/OR RECREATION FACILITY	TOURISM	SIGNAGE	DEMOLITION	EARTHWORKS AND RETAINING WALLS	TEMPORARY EVENT(S)	SUBDIVISION (OVER 10+ LOTS)	ALTERATIONS AND ADDITIONS (OVER \$1,000,000 CIV)
Bushfire Assessment Report (BAR)	0	0	0	0	Х	0	x	0	0	х	х	х	0	0	0
Civil Plans	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	x	$\checkmark$	х		0	0	х	0	0	$\checkmark$	$\checkmark$
Colour, Materials and Finishes Schedule	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	х		x	$\checkmark$	0	$\checkmark$	х	х	х	х	0
Construction Waste Management Plan	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	0	$\checkmark$	0	$\checkmark$	0	$\checkmark$	$\checkmark$	$\checkmark$	0	$\checkmark$	$\checkmark$
Contamination Report (PSI or DSI)	0	0	0	0	Х	0	х	0	0	х	0	0	Х	0	0
Cost Estimate Report	$\checkmark$	$\checkmark$	$\checkmark$			$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
CPTED Statement	х	0	$\checkmark$		0	0	х	$\checkmark$	0	х	Х	х	0	Х	0
Demolition Plan	0	0	0	0	x	0	x	0	0	0	$\checkmark$	0	Х	0	0
Design Verification Statement	х	x	$\checkmark$	X	x	х	x	х	х	х	х	х	х	х	х
Driveway Profile	$\checkmark$	$\checkmark$	$\checkmark$	0	x		Х	0	0	х	Х	х	Х	0	0
Economic Impact Assessment (EIA)	Х	х	Х	ο	х	0	х	0	0	х	Х	х	Х	0	Х
Elevation Plans	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	Х	$\checkmark$	0	$\checkmark$	0	$\checkmark$	Х	0	0	Х	$\checkmark$
Erosion and sediment control plan (ESCP)	0	0	ο	0	х	0	0	0	0	0	0	0	0	0	0



	ATTACHED DWELLING	MULTI-DWELLING HOUSING	RESIDENTIAL FLAT BUILDING	COMMERCIAL / RETAIL / OFFICE	CHANGE OF USE	INDUSTRIAL	HOME BUSINESS / HOME INDUSTRY	COMMUNITY AND/OR RECREATION FACILITY	TOURISM	SIGNAGE	DEMOLITION	EARTHWORKS AND RETAINING WALLS	TEMPORARY EVENT(S)	SUBDIVISION (OVER 10+ LOTS)	ALTERATIONS AND ADDITIONS (OVER \$1,000,000 CIV)
Flood Impact Assessment	0	0	0	0	х	0	x	0	0	Х	х	0	0	0	0
Flood Risk Management Plan (FRMP)	0	0	0	0	x	0	х	0	0	Х	Х	х	0	0	0
Floor Plans	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$	0	Х	Х	Х	0	Х	$\checkmark$
Flora and Fauna Assessment (FFA)	0	0	0	0	x	0	х	0	0	х	х	0	х	0	0
Geotechnical Report	0	0	0	0	x	0	х	0	0	Х	Х	0	Х	0	0
Landscape plan	$\checkmark$	$\checkmark$	$\sim$		x	$\checkmark$	x	$\checkmark$	0	х	х	х	Х	$\checkmark$	$\checkmark$
National Construction Code Assessment Report	х	Х	X	0	0	0	x	0	0	х	х	х	х	х	ο
Odour Report	0	0	0	0	X	0	0	0	0	Х	Х	Х	Х	0	Х
Operational Plan of Management	х	х	х	0	0	$\checkmark$	0	0	$\checkmark$	Х	Х	Х	$\checkmark$	Х	0
Operational Waste Management Plan	$\checkmark$	$\checkmark$		$\checkmark$	х		$\checkmark$	$\checkmark$	0	Х	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Owner(s) Consent	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Photomontage	0	0	0	0	x	0	х	0	0	0	х	Х	Х	х	0
Preliminary Hazard Analysis	Х	Х	х	0	x	0	х	Х	х	Х	Х	х	Х	Х	0



	ATTACHED DWELLING	MULTI-DWELLING HOUSING	RESIDENTIAL FLAT BUILDING	COMMERCIAL / RETAIL / OFFICE	CHANGE OF USE	INDUSTRIAL	HOME BUSINESS / HOME INDUSTRY	COMMUNITY AND/OR RECREATION FACILITY	TOURISM	SIGNAGE	DEMOLITION	EARTHWORKS AND RETAINING WALLS	TEMPORARY EVENT(S)	SUBDIVISION (OVER 10+ LOTS)	ALTERATIONS AND ADDITIONS (OVER \$1,000,000 CIV)
Remediation Action Plan	0	0	0	0	0	0	X	0	0	х	0	0	х	0	0
Riparian Land Assessment	0	0	0	0	х	0	х	0	0	х	0	0	х	0	0
Section Plans	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	х	$\checkmark$	Х	$\sim$	0	0	х	0	0	0	$\checkmark$
Section J report	Х	Х	х	0	Х	0	x	0	0	Х	Х	Х	Х	Х	0
Shadow Diagrams	0	0	$\checkmark$	0	x	0	x	0	0	0	х	Х	Х	Х	0
Signage Plan	Х	х	0	$\checkmark$	0	0	0	0	0	$\checkmark$	х	х	0	0	0
Site Analysis Plan	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$		$\checkmark$	$\checkmark$	0	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Site Plan	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Social Impact Assessment (SIA)	х	0	0	0	x	0	x	0	0	х	х	х	х	0	0
Soil and Water Management Plan (SWMP)	Ο	0	0	0	х	0	х	0	0	х	0	0	0	0	0
Statement of Environmental Effects (SEE)	$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Statement of Heritage Impact (SoHI)	0	0	0	0	x	0	ο	0	0	0	ο	0	0	0	0



	ATTACHED DWELLING	MULTI-DWELLING HOUSING	RESIDENTIAL FLAT BUILDING	COMMERCIAL / RETAIL / OFFICE	CHANGE OF USE	INDUSTRIAL	HOME BUSINESS / HOME INDUSTRY	COMMUNITY AND/OR RECREATION FACILITY	TOURISM	SIGNAGE	DEMOLITION	EARTHWORKS AND RETAINING WALLS	TEMPORARY EVENT(S)	SUBDIVISION (OVER 10+ LOTS)	ALTERATIONS AND ADDITIONS (OVER \$1,000,000 CIV)	
Stormwater Management Plan	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	Х	$\checkmark$	x	$\checkmark$	0	х	х	х	0	$\checkmark$	$\checkmark$	
Structural Assessment Report	0	0	0	0	x	0	х	0	0	Х	Х	Х	Х	х	0	
Subdivision Plan	0	0	0	Х	х	х	X	Х	х	Х	Х	Х	Х	$\checkmark$	Х	
Surface Water Assessment Report	0	0	0	0	х	0	x	0	0	х	х	0	х	0	0	
Survey Plan	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	0	$\checkmark$	$\checkmark$		$\sim$	0	$\checkmark$	$\checkmark$	0	$\checkmark$	0	
Swept path diagram	х	0	$\checkmark$	$\checkmark$	x	$\checkmark$	x	0	0	Х	х	х	Х	0	0	
Transport Impact Assessment (TIA)	0	0	0	0	х	0	x	0	0	х	0	0	0	0	0	
Traffic Management Plan	0	0	0	0	x	0	x	0	0	Х	0	0	0	0	0	
Vegetation Management Plan	0	0	0	0	х	0	x	0	0	х	х	0	х	0	0	
Visual Impact Assessment (VIA)	0	0	$\checkmark$	ο	х	o	х	0	0	0	х	0	Х	0	0	
Wastewater Report	0	0	0	Ο	Х	0	х	0	0	Х	Х	Х	0	0	Х	
Information required. Application will not be accepted without this documentation						Informat	O ion may be	e required		X Information not required						

## Supporting information and documentation guide

## 1. ABORIGINAL CULTURAL HERITAGE ASSESSMENT REPORT (ACHA/ACHAR)

A report which completes a detailed investigation and assessment of Aboriginal cultural heritage that may be affected by the development in accordance with the Guide to Investigating, Assessing and Reporting on Aboriginal Heritage Culture in NSW. The report typically results from a recommendation of an Aboriginal Heritage Assessment Due Diligence Report and is a requirement of the Environment, Energy and Science Group before granting general terms of approval to a development application. The report must be prepared by a suitably qualified and experienced Aboriginal heritage consultant.

For developments that will harm Aboriginal objects or declared Aboriginal places. Not required if Heritage NSW has previously issued an Aboriginal Heritage Impact Permit for the site that remains valid and whose conditions will be complied with.

## 2. ABORIGINAL HERITAGE DUE DILIGENCE ASSESSMENT

A report that completes a due diligence assessment of the site's Aboriginal heritage in accordance with the Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW. The report must be prepared by a suitably qualified and experienced Aboriginal heritage consultant. If the consultant recommends the preparation of an Aboriginal Cultural Heritage Assessment Report it must be submitted with the application.

For developments that will disturb the ground surface or any culturally modified trees. Not required if the development will be overlaid on a subdivision for which a report has previously been completed and accepted by Council.

## **3. ACCESS AUDIT REPORT**

An audit to establish how well a building performs in relation to access and ease of use by a wide range of potential users, including people with physical mobility and sensory impairments. It seeks to ensure that non-discriminatory access is to be provided to and from a building from adjoining roads and paths.

The report is to be commensurate to the scope of the proposed works / land use and is to have specific regard to the relevant Environmental Planning Instrument provisions, the *Disability Discrimination Act 1992*, the relevant Australian Standards and provisions of the National Building Code Construction Code of Australia. Specific detail is to be provided as to how the development will ensure equitable access (including any required building upgrade works for change of use and alteration and addition applications) for persons with a disability or less mobile persons.



## 4. ACOUSTIC AND/OR VIBRATION REPORT

A report carried out to detail the noise and/or vibration intrusion related to aircraft, railway, restaurants, childcare centres, industrial buildings and any noise emitting uses. It must address Australian Standards and be prepared by a suitably qualified person.

## 5. AGRICULTURAL PROPERTY MANAGEMENT PLAN

A plan prepared for agricultural uses that includes the following information:

- Existing development within the property boundary.
- Any machinery to be used during the use of the land for the proposed agricultural purpose.
- Any handling, processing, and storage facilities.
- Any internal fencing.
- Adequacy of road access to and within the lot.
- The location of any existing and/or proposed dwelling.
- The economic impact and any benefits of the proposal.
- Annual water demand for the proposed use, the preferred water supply, and any alternative source of water supply.
- Irrigation system and how any impact on waterways and ground water will be managed.
- Measures proposed to mitigate adverse impacts on ground water aquifers.
- Any proposed drainage works and measures to mitigate pollutants entering waterways and/or aquifers.
- The impact of bushfire, flooding and any other hazards.
- The location of any ground water, dam, river, creek, or other water source.
- Potential impact on ground water levels and water quality and methods to mitigate impacts.
- Details of potential odours, vibration and noise.
- Possible exclusion zones around chemical or flammable liquid storage.
- Safety measures for spill containment and backup provisions.
- Details of the quantity, use, and management of chemicals and fertilisers.

## 6. AIR QUALITY IMPACT ASSESSMENT

An air quality impact assessment is to be provided for development that has the capacity to measurably deteriorate air quality of its surrounds during construction and/or operation. It is to:

- Address construction, operation and occupational impacts,
- Identify emissions and measures to mitigate against impact on any nearby residences, especially on sensitive receivers, and
- Be prepared in accordance with the NSW Environmental Protection Agency 'Approved Methods for the Modelling and Assessment of Air Pollutants in New South Wales (2022)'.



## 7. ARBORIST REPORT

A technical report prepared by a AQF Level 5 qualified arborist that adequate assesses the health of a tree or other vegetation. This report is to detail:

- Tree health
- Tree characteristics
- Tree location, including Tree Protection Zones and Structural Root Zones
- Arborist impact assessment and recommendations.

Further information can be found in Section 3 of this guide containing to information on tree pruning and removal.

#### 8. ARCHAEOLOGICAL REPORT

An archaeological report is to be prepared by a qualified archaeologist. An archaeological report is a document that summarises the results of an archaeological investigation and provides an objective account of the findings. It includes information about the research questions, methods, data, and artifacts, and uses this information to draw conclusions about past human life.

Additional information can be found at the <u>NSW Heritage's Archaeological Assessments:</u> <u>Guidelines</u>.

#### 9. BASIX CERTIFICATE

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

It is required for the following categories of development:

- All new residential dwellings and component of mixed commercial/residential buildings
- Residential alterations and additions over \$50,000 estimated value
- Swimming pools over 40,000 litres or more

Note: Applicants can generate the BASIX Certificate at the BASIX website: http://www.basix.nsw.gov.au or contact the BASIX Help line on 1300 650 908.



## **10. BIODIVERSITY DEVELOPMENT ASSESSMENT REPORT (BDAR)**

A Biodiversity development assessment report (BDAR) is an official document that identifies how you (as the developer or their delegate) will propose to avoid, minimize and offset impacts from your proposed development upon native vegetation or biodiversity listed under the *Biodiversity Conservation Act 2016.* A BDAR is required when certain vegetation clearing thresholds are triggered.

Additional information can be found on the Department of Environment and Heritage's <u>Guidance</u> for the Biodiversity Development Assessment Report Template.

## **11. BULK EARTHWORKS PLAN**

A bulk earthworks plan involves the removal, moving, or adding of large amounts of soil or rock to prepare land for construction. The plan typically includes:

- Setout, such as ground levels (existing and finished)
- Clearing vegetation
- Removing topsoil (cut and fill)
- Removing and replacing unsuitable material
- Cuttings and embankment construction
- Spoil or borrow activities
- Processing selected material
- Total cubic metres of fill import
- Total cubic metres of fill export

## 12. BUSHFIRE ASSESSMENT REPORT (BAR)

A bushfire prone area is an area of land that can support a bush fire or is likely to be subject to bush fire attack. Bush fire prone areas are identified on a bush fire prone lands map, the map identifies bush fire hazards and associated buffer zones within a local government area. Bush fire prone land maps are prepared by local councils across the State of NSW and are certified by the Commissioner of the NSW Rural Fire Service (RFS). Planning law in NSW now requires new development on bush fire prone land to comply with the provisions of *Planning for Bush Fire Protection 2019* and must be designed to improve the survivability of the development and the occupants that are exposed to a bush fire hazard.

The assessment report determines the suitability of a proposal with regards to bushfire through consideration of the requirements contained within the *Planning for Bush Fire Protection 2019* document prepared by the RFS.

The bushfire assessment report must demonstrate how the proposal will comply with *Planning for Bushfire Protection 2019* and contain:

• Aim and objectives



## 12. BUSHFIRE ASSESSMENT REPORT (BAR)

- Specific objectives for the development type
- Performance criteria for the bushfire protection measures
- A site plan indicating the proposed asset protection zones on the land

A Single Dwelling Application Kit (available from the NSW RFS website www.rfs.nsw.gov.au/) can be used for residential infill development (dwellings and alterations/additions in pre-existing subdivisions).

#### A suitably qualified person must prepare the bushfire assessment report for:

- Developments which have been identified as being a Special Fire Protection Purpose (Section 4.2 of the *Planning for Bushfire Protection 2019*); or
- Any other development type which proposes an alternate solution as part of the design.

If the development has been certified by an Accredited Certifier, under the *Planning for Bush Fire Protection 2019*, then a written declaration and supporting information may be submitted in place of a report.

## **13. CIVIL PLANS**

Civil Engineering Plans encompass all information relating to the in-ground services of a site. This includes storm water connections, pumps, pits, and drains. Civil plans can include section views, which are detailed cross sections, providing further clarification on the height positions of elements. In conjunctions with the plan views, these are necessary for an accurate positioning of the many components and their relation to each other.

## 14. COLOUR, MATERIALS AND FINISHES SCHEDULE

The schedule shall specify colours and finishes and include the manufacturer's details.

## **15. CONSTRUCTION WASTE MANAGEMENT PLAN**

A Construction Waste Management Plan (CWMP) is required to be submitted with every development application which includes physical work, including demolition works and must:

- identify waste streams likely to be generated onsite,
- provide estimate volumes of the identified waste streams (generally by cubic metres),
- identify the condition of materials and any possible contamination by hazardous items such as asbestos containing material,
- detail any opportunities to reuse and recycle excess construction materials,
- provide a site plan identifying:



#### **15. CONSTRUCTION WASTE MANAGEMENT PLAN**

- a. the location of sorting area/s onsite where waste will be sorted for disposal or recycling, and
- b. the location of storage area/s where waste, soil, and material stockpiles will be stored onsite, and
- c. the location of a collection area clear of any obstructions, including associated swept path diagrams with indicated clearances for the relevant waste collection vehicle/s,
- describe how construction waste will be removed to an appropriate waste management facility, including a mapped route to the facility,
- provide a waste and materials collection procedure for any materials unexpectedly removed from the site by weather conditions, such as wind or rain, and demonstrate how site disturbance is minimised by limiting unnecessary excavation where materials are not to be used on site as part of development.

## 16. CONTAMINATION REPORT (PSI OR DSI)

Where land is contaminated or potentially contaminated, the following information will be provided:

- A report specifying the finding of a preliminary site investigation (PSI) 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 PSI indicate contamination a, detailed site investigation (DSI) 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, a remediation action plan (RAP) is to be prepared.

Note: For more information refer to Maitland City Council's Contaminated Lands Policy.

#### **17. COST ESTIMATE REPORT**

A cost estimate report is utilised to ensure the correct application fees are applied to developments and to provide an accurate reading of the capital investment value (CIV) of a proposed development. There are three different assessment tiers with varying requirements for each:



**17. COST ESTIMATE REPORT** 

CAPITAL INVESTMENT VALUE (CIV) RANGE	REQUIREMENTS FOR COST ESTIMATE REPORT
Under \$100,000	To be estimated by an applicant or a suitably qualified person*, with the methodology of cost calculation to be submitted with a DA.
\$100,000 - \$500,000	To be estimated by a suitably qualified person*, with the methodology of cost calculation to be submitted with a DA.
Over \$500,000	A detailed cost report is to be prepared by a registered quantity surveyor and is to be submitted with a DA.*

\*Further details around cost estimate reports, including requirements and suitably qualified persons, are provided in <u>Planning Circular PS 21-022 – Calculating the genuine estimated cost of development</u>.

## 18. CPTED STATEMENT (CRIME RISK ASSESSMENT)

A CPTED Statement, or Crime Risk Assessment report, is an evaluation of the potential for crime in an area. It provides an indication of both the likely magnitude of crime and likely crime type. The consideration of these dimensions (crime amount and type) will determine the choice and appropriate mix of Crime Prevention Through Environmental Design (CPTED) strategies.

A CPTED Statement generally includes the following features:

- An overview of the existing site and its surrounding context,
- Description of the proposed development,
- Existing crime profile of the local context (through BOCSAR Crime Statistics)
- Matters to consider through the lens of the four CPTED Principles, and
- A crime risk rating and recommended mitigation measures to reduce risk.

#### **19. DEMOLITION PLAN**

A demolition plan should contain the following details:

• The location of the structure to be demolished, shown via a dotted line



#### **19. DEMOLITION PLAN**

- Elevations indicating the height of the structure above ground level and the distance from the structure to the boundary, or alternatively, a series of photographs indicating this information
- A description of the type of building, e.g. house, shops
- A description of the methods of demolition proposed to be used, and the number of types of major items of equipment to be used in demolition
- A description of the methods proposed for handling and disposing of demolished materials and any hazardous materials
- A description of the proposed sequence of carrying out the demolition works, and an estimate of the time, in days, that it is likely to take to complete all or each of the stages of the work
- Details of the proposed hoardings, fencing, overhead protection and scaffolding

## **20. DESIGN VERIFICATION STATEMENT TEMPLATE**

Required for residential flat building development to which *State Environmental Planning Policy (Housing) 2021* Chapter 4 Design of residential apartment development (Housing SEPP) applies.

#### The following will be submitted:

- Design verification statement from a qualified designer, addressing the requirements of Housing SEPP and Apartment Design Guidelines.
- Additional details contained within the Statement of Environmental Effects, as required in accordance with Housing SEPP and Apartment Design Guidelines.

## **21. DRIVEWAY PROFILE**

Plan to address, at a minimum, detailed sections of gradients and levels for assessment purposes. This may necessitate long sections of the footpath or sections to the centre line of the road reserve. It is important that driveway locations and grades comply with Council's requirements, and that the level of the garage floor in relation to the road kerb allows vehicle access that complies with Council's Standards within MOES.

#### 22. ECONOMIC IMPACT ASSESSMENT

Economic impact assessments are typically required for industrial or commercial developments that have the capacity to generate significant employment opportunities and/or require significant infrastructure, support services and facilities. The key considerations are:



#### 22. ECONOMIC IMPACT ASSESSMENT

- The Economic Impact Assessment report should be written so that any conclusions reached can be independently assessed and should focus on the salient features of the proposal and the economic issues associated with it.
- The Economic Impact Assessment should include references and list individuals and organisations consulted.
- Relevant maps, diagrams and figures should also be included where necessary and detailed technical information contained in the report should be clearly cross-referenced.
- An economic impact assessment may be requested at the discretion of Council.

## 23. ELECTROMAGNETIC ENERGY REPORT

For telecommunications facility developments. A report which calculates the maximum level of radiofrequency electromagnetic radiation that will emanate from the development in accordance with the <u>Guide to the Environmental EME Report</u>.

## **24. ELEVATION PLANS**

Elevation plans must be provided for all four views of the building labelled with relevant orientation (e.g. north, southwest) and show:

- Building façade.
- Windows.
- Roof profile and calculated roof pitch.
- External finishes (including wall, roof, window, door and fence materials, and paint colour) and building finishes.
- Existing buildings if they are near development or if development involves extensions to existing buildings.
- Natural ground levels, floor levels and ceiling levels to AHD.
- Any services located on the roof of the proposed buildings.
- Any air conditioning services or gas systems located on balconies or external walls.

## **25. ENVIRONMENTAL IMPACT STATEMENT**

An Environmental Impact Statement (EIS) provides a comprehensive assessment of the impacts of the proposal. Prior to preparing the EIS you are required to consult with the Director General of the Department of Planning, Housing and Infrastructure and in completing the EIS must have regard



## **25. ENVIRONMENTAL IMPACT STATEMENT**

to the Director General's requirements in relation to the form, content and public availability of the EIS. A consultation form can be found on the Department's website at <u>www.planning.nsw.gov.au</u>.

## 26. EROSION AND SEDIMENT CONTROL PLAN (ESCP)

To be prepared in accordance with Council's MOES and Department of Planning, Housing and Infrastructure's Guidelines for erosion and sediment control on building sites, and Landcom's The Blue Book – Managing Urban Stormwater; Soils and Construction/Planning for Erosion and Sediment Control on Single Residential Allotments. In general, it is required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.

#### The size of the site will trigger a number of different plan requirements:



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

- A soil and water management plan rather than an ESCP
- Details on the staging of works.
- Location of any vegetation to be removed.
- Integration with on-site detention/infiltration.



## 27. FLOOD EVACUATION / MANAGEMENT PLAN (FEMP)

It is important that you are prepared in the event of a flood. Emergency flood evacuation / management plans should be developed for your household or business in high hazard flood areas. It is important to know your local area, particularly if there is a history of flooding and you should also be aware of the specific flood risk to your property.

The plan should consider matters such as:

- Evacuation route and emergency relief.
- Area of highest ground where it is safe to move vehicles and/or equipment.
- Hazardous substances management.
- Power, water and gas.
- Insurance.
- Emergency kits.
- Communication.

Refer to the NSW Floodplain Development Manual for further information.

## 28. FLOOD IMPACT ASSESSMENT (FIA)

A report that measures and then details the impacts of flooding on a particular parcel of land. This report is prepared to by a qualified professional consultant.

For detailed information about the preparation of a FIA please see Appendix E: Flooding Guidelines.

## 29. FLOOD RISK MANAGEMENT PLAN (FRMP)

A study and subsequent plan to understand flood risk, assess how it can be managed and implement projects to reduce the threat to the community. Refer to the NSW Floodplain Development Manual for further information <u>www.planning.nsw.gov.au</u>.

## **30. FLOOR PLANS**

Floor plans must show:

- Room layout and usage.
- Partitioning.
- Location of windows and doors.



## **30. FLOOR PLANS**

- Disabled access where appropriate.
- Room and courtyard dimensions and areas.
- The finished ground levels and finished floor levels.
- BASIX commitments e.g. skylight, rainwater tank.
- Layout of building, all processes, storage areas, location of machinery, racking layout and height.
- Existing and proposed fire safety measures.
- Shop fitout details.

An example of a floor plan is shown in the following figure:



## 31. FLORA AND FAUNA ASSESSMENT (FFA)

The purpose of the Flora and Fauna Assessment is to assess potential impacts on biodiversity and ensure compliance with relevant environmental legislation and policies. A Flora and Fauna Assessment is required when the Biodiversity Offset Scheme is not triggered but impacts to biodiversity still require evaluation.

Note: For more information on who can prepare a FFA and what will be required, refer to Appendix C – Biodiversity Guidelines.



#### **32. 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.

Prior to the footings and/or slab for a structure being designed by a suitably qualified person, it will be necessary to undertake an assessment of the site to determine its geotechnical classification for construction purposes in accordance with Australian Standards.

The site assessment should be undertaken by a qualified Geotechnical Engineer. If it is proposed to install an on-site wastewater management system (sewage management facility) a Geotechnical Engineer must undertake an assessment of the site in accordance with Australian Standards. This assessment will determine the suitability of the site to accommodate an on-site sewage management facility and may also include recommendations for soil improvement.

#### **33. LANDSCAPE PLAN**

A plan or document outlining the extent, type and location of hard and soft landscape works proposed for a development.

It must be prepared by a qualified Landscape Designer (TAFE Diploma of Landscape Design or equivalent) or a Landscape Architect. The plan should be prepared at the same scale as the site plan and site analysis plan and must be consistent with the drainage plan. Do not plant large shrubs/trees over the top of infiltration systems, etc.

#### The Landscape Plan must clearly document and detail:

- Height, spread and species and condition of existing trees and vegetation, nominating those to be removed and those to be retained.
- Proposed method of protection of trees to be retained on site during construction.
- Proposed earthworks including mounding, filling and retaining walls.
- Proposed surface treatments (such as turf, paving, planting beds) and proposed fencing or and retaining wall materials and construction.
- Location, numbers, stock size and species of trees and vegetation to be introduced.
- Drainage and irrigation details.
- Dimensions and volumes of all planter boxes.
- Finished surface levels of paving, fences, walls, embankments.



#### **33. LANDSCAPE PLAN**

- Extent and depth of cut and fill.
- Details of any structures or footings, or level changes more than 100mm within the drip zone of any tree to be retained.
- Details and specifications are to be provided for all elements of the design.

**Note:** Any fill material must be Virgin Excavated Natural Material (VENM) as defined by the *Protection of the Environment Operations Act 1997.* 

#### **34. NATIONAL CONSTRUCTION CODE ASSESSMENT REPORT**

For complex developments or those on constrained sites where the ability to comply without significant modification is unclear. A report which demonstrates how the development will comply with the requirements of the National Construction Code (including any performance solutions to the deemed to satisfy provisions). The report must be prepared by a suitably qualified and experienced accredited certifier.

## **35. NOTIFICATION PLANS**

Notification plans are required in order to inform adjoining property owners and other relevant stakeholders of your development proposal. Notification plans are to be A3 or A4 in size and must show a site plan and elevations. They must not show interior layouts/floor plans of residential development. Additionally, they must include the following details:

- A site plan indicating:
  - a. The dimensions of each boundary of the allotment;
  - b. The distance between each park of the building and the allotment boundary; and,
  - c. The effect of the proposed building on any existing building, trees, landscaping and fences.
- An elevation of each side of the proposed building indicating:
  - a. The gradient of the land adjacent to the elevation and the existing ground surface;
  - b. The overall height of the wall measured from the existing ground level;
  - c. The height of the proposed roof measured for the top of the wall to the ridgelines or highest point;
  - d. The size, position and shape of any openings, windows and doors, whether such windows or doors are openable and the type of glass used; and
  - e. The position, size and shape of any verandahs, landings and decking.

## **36. ODOUR REPORT**

For developments on sites in areas with odour producing sources including poultry farms, piggeries and horticulture. A report which assesses the odour impact to the development in accordance with



#### **36. ODOUR REPORT**

the Technical Notes and Technical Framework - Assessment and Management of Odour from Stationary Sources in NSW. The report is to include, where necessary, level 2 or 3 assessment involving dispersion modelling. The report must be prepared by a suitably qualified and experienced odour consultant.

#### **37. OPERATIONAL PLAN OF MANAGEMENT**

A document which details how the development will be operated after the construction stage, which specifies hours of operation and how other operational impacts (such as noise etc.) will be mitigated and monitored. This may include, but is not limited to, the following:

- Maximum capacity of people;
- Range of facilities offered including meals and entertainment;
- Management and booking system;
- Vehicle access, traffic and parking impacts and requirements;
- Disabled accessibility and parking (as required);
- Environmental impacts, natural hazards & safe refuge or evacuation routes;
- Drinking water provision & safety;
- Food preparation and safety (if required);
- Wastewater (effluent) management;
- Solid waste management;
- Electricity provision (grid or solar power);
- Fire safety and smoke detector systems (if required)

## **38. OPERATIONAL WASTE MANAGEMENT PLAN**

A plan that details the amount, type and disposal of waste through the ongoing management of the facility.

#### This plan should include the following information:

- Volume and type of waste to be generated.
- 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.



## **39. OWNERS CONSENT**

A document providing owner(s) consent of the land to which the development application relates.

## 40. PHOTOMONTAGE

Photomontages are to show the key contextual streetscape and neighbourhood settings of the proposed development and other relevant images, such as impacts on critical/sensitive views from both the public and private domain.

#### 41. PRELIMINARY HAZARD ANALYSIS (PHA)

A Preliminary Hazard Analysis is to be prepared and submitted with any DA for a potentially hazardous industry. A PHA methodology is to include:

- Hazard analysis
- Consequence analysis
- Frequency analysis
- Risk assessment and reduction
- Reporting

Further information and guidelines can be found at the Department of Planning, Housing, Infrastructure website:

https://www.planning.nsw.gov.au/policy-and-legislation/hazards

## 42. REMEDIATION ACTION PLAN (RAP)

For developments on sites that require contaminated land to be remediated.

A report which details a strategy to remediate contaminated land in accordance with *State Environmental Planning Policy (Resilience and Hazards) 2021* and Council's Contaminated Lands Policy. The report must be prepared by a suitably qualified and experienced geotechnical consultant. If the consultant recommends the preparation of a remediation action plan this must be submitted with the application.



#### 43. RIPARIAN LAND ASSESSMENT

A Riparian Land Assessment is to be prepared by a suitably qualified and experienced person and assess the following matters:

- Impacts on water quality and stream flow
- Impacts on aquatic and riparian species, habitats and ecosystems
- Impacts on stream bed and stream bank stability
- Impacts on Key Fish Habitat, including the free passage of fish and other aquatic organisms
- Any required future rehabilitation of the watercourse and riparian areas
- Impacts on water extraction from the watercourse
- Proposed measures to avoid, minimise or mitigate the above impacts.
- Consultation with relevant NSW Government agencies (currently Department of Primary Industries (Fisheries) and NSW Office of Water) in relation to proposed works within riparian corridors or buffers
- Evidence of water licences and other entitlements where this is relevant to achieving the objectives of this part and LEP requirements, particularly in relation to subdivisions creating additional dwelling entitlements.

## 44. SECRETARY'S ENVIRONMENTAL ASSESSMENT REQUIREMENTS (SEARS)

Applicants must obtain the Secretary's Environmental Assessment Requirements from the Department of Planning, Housing and Infrastructure for the preparation of an Environmental Impact Statement (EIS) for designated developments.

Applicants must obtain the SEARs requirements from the NSW Department of Planning, Housing and Infrastructure for the preparation of any Statement Impact Statement (SIS) for threatened species developments.

## **45. SECTION PLANS**

#### Section plans must show:

- Section names and location on plan, e.g. A/A, B/B etc. and room names.
- A structural section through the building and parallel to the street.
- Structural section from front to back of the building.
- Outline of existing building/development on site (shown dotted).
- Undisturbed Natural Ground Levels (NGL).
- Finished Floor Levels (FFL).



#### **45. SECTION PLANS**

- Finished Ground Levels (FGL).
- Ceiling levels.
- Roof levels.
- Retaining wall levels (top).
- Fence heights at front, side and rear.
- Footway and kerb/road levels.
- Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed.
- Insulation details (where applicable).

#### **46. SECTION J REPORT**

Section J Reports relate to Energy Efficiency measures for new commercial developments. They are typically required for National Construction Code (NCC) Classification 2 to 9. Residential developments which are classified as 2-9 under the NCC will also require Section J reports.

#### **47. SHADOW DIAGRAMS**

Shadow diagrams seek to display the overshadow from development on the proposed development and surrounding urban environment.

#### Shadow diagrams are to demonstrate that:

- Shadows cast at midwinter (22 June) at 9am, 12noon and 3pm in plan form, at a scale of 1:200.
- Shadows in plan and elevation form on an hourly basis, if shadows fall on neighbouring windows.
- Location of proposed development and the location of existing development on adjoining site/s.
- Where shadows affect habitable room windows, details of the percentage of the window to receive sunlight at each hour at midwinter (22 June) between 9am and 3pm.
- Where shadows affect principal areas of private open space, details of the area and percentage of the open space to be overshadowed, at each hour at midwinter (22 June) between 9am and 3pm calculations to include details of existing overshadowing.
- Diagrams to be drawn to true north.



#### **48. SIGNAGE PLAN**

Required where signage is proposed. The following shall be submitted:

- Details of the proposed structure and construction materials.
- Size, colours, type and overall design of the sign, including overall height dimension.
- Proposed sign wording and method of any illumination.
- Location/s of proposed signs to be shown on a site plan.

#### **49. SITE ANALYSIS PLAN**

The site analysis plan must show the relevant details of the site and its relationship to the street and neighbouring development. A site analysis is essential in order to understand the site and its context and should be undertaken before the design of a building. For development that is two storeys or more the site analysis should also include a street elevation that shows the proposal and the street elevation of two neighbouring buildings on each side, drawn to scale.

For larger development or visually prominent sites, site analysis must include photomontages that show each of the key perspective views of the proposal from the street and nearby open space.

#### The site analysis plan must be drawn to the same scale as the site plan and include:

- Orientation, north point (true solar north)
- Scale
- Property boundaries and dimensions
- Site area
- Easements and services
- Contour information
- Differences in ground levels between the site and adjoining land
- Stormwater drains, flow paths, drainage easements, watercourses and channels
- Extent of any known filling or contaminated soil
- Landscape features such as cliffs, rock outcrops, retaining walls
- Views to the site from adjoining land and views from the site to adjoining land
- Existing vegetation on the site and adjoining land, along roads and any sensitive areas (showing location, height, canopy spread, species and relevant communities)
- Roads, laneways and pathways
- Driveways, parking areas and loading bays
- Buildings on the site and on adjoining land showing location, distance from the boundary
- Overshadowing by adjoining buildings
- Wall locations, heights and materials of construction
- Adjoining private open spaces, doors and windows
- Noise, odour and light spillage sources
- Street/road frontage features (e.g. poles, trees, crossings street furniture etc)
- Heritage or archaeological features



## **50. SITE PLAN**

The site plan must be drawn to scale at either 1:100 or 1:200 and include:

- North point
- The legal description of the site including the lot and DP number, property boundaries and dimensions, site area (m<sup>2</sup>) and any easements, rights of way or sewer mains.
- Location of proposed new building/development with outline of existing building/development on site, shown dotted.
- Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings.
- Details of existing and proposed fencing.
- Distance from external walls and outermost part of proposed building to all boundaries.
- Contours or spot levels to Australian Height Datum (extended contours into adjoining roads and properties).
- Differences in ground level between the site and adjoining land to identify potential overshadowing, privacy, drainage and view sharing issues.
- Drainage and services including stormwater drains, flow paths, drainage easements, watercourses and channels.
- Location of proposed and existing driveways and vehicle parking and manoeuvring areas.
- Extent of any existing landfill and retaining walls and any contaminated soil areas.
- BASIX commitments e.g. rainwater tank.
- Summary table calculations of site area, floor area, landscaped area etc.

An example of a typical site plan for a new dwelling house is shown in the following figure:



## **50. SITE PLAN**



## 51. SOCIAL IMPACT ASSESSMENT (SIA)

A Social Impact Assessment includes the processes of analysing, monitoring and managing the intended and unintended social consequences, both positive and negative, of proposed development. Broadly, it should include:

- A description of the project
- The site's immediate context
- The development's social locality and baseline (being the local area's demographics)
- Stakeholder engagement and associated methodology (if any)
- Assessment of the positive and negative social impacts
- Mitigation, enhancement, and residual impacts.



## 52. SOIL AND WATER MANAGEMENT PLAN (SWMP)

A soil and water management plan is a set of specific site plans or drawings that detail sediment and erosion control measures on building and construction sites. The Soil and Water Management Plan (SWMP) shows the type, location, design, installation and maintenance schedule for all these measures and should be considered as the blueprint for controlling all anticipated erosion and for preventing sediment from leaving a site.

Soil and water management plan contain to site's that are over 2,500m2.

To be prepared in accordance with Council's MOES and Department of Planning, Housing and Infrastructure's Guidelines for erosion and sediment control on building sites, and Landcom's The Blue Book – Managing Urban Stormwater; Soils and Construction/Planning for Erosion and Sediment Control on Single Residential Allotments. The maintenance program of the sediment and erosion controls.

## 53. STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)

This is a written statement that addresses the matters for consideration contained within Section 4.15 of the *Environmental Planning and Assessment Act 1979*.

#### The Statement of Environmental Effects must indicate the following matters:

- The environmental impacts of the development.
- How the environmental impacts of the development have been identified.
- Details of requirements under Council's Development Control Plan.
- Justification for variation to development standards under the MLEP 2011.
- Justification for variations to Development Control Plan.
- The steps to be taken to protect the environment or to lessen the expected harm to the environment.
- Any matters required to be indicated by any guidelines issued by the Director-General.
- If an environmental planning instrument requires arrangements for any matter, such as arrangements for the provision of utility services, to be made before development consent may be granted, documentary evidence that such arrangements have been made.
- In the case of a development involving the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant, a statement that specifies the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies.

A Statement of Environmental Effects (SEE) is required for all development applications (apart from Designated Development, which requires an Environmental Impact Statement). The information required will vary according to the type of development. If you are not sure what details to include, please contact Council for advice.



## **53. STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)**

The SEE must demonstrate that you have considered the environmental impact of the development and it should set out any steps to be taken to mitigate any likely adverse environmental impact.

The type of details that should be included in a Statement of Environmental Effects is provided below:

#### Pre-existing uses

Any pre-existing uses on the land need to be identified. You should provide details of the date that the present use commenced and any previous uses of the site. If there are existing buildings on the site that are to be demolished, the age and condition of these buildings should be included.

#### **Operational details**

A description of the proposed use is required. This may include:

- The type of activity involved and the equipment to be used.
- The number of employees.
- Hours of business/use.
- Maximum numbers of customers or clients.
- How many people expected on site at any one time.
- Type of goods/raw materials/finished products.
- Areas set aside for storage and waste disposal whether internal or external to a building.

#### Access and traffic

Provide details on:

- Location, number and dimensions of car parking bays, and manoeuvring areas.
- Access arrangements including driveways, and footway crossovers.
- Details of any street features such as trees, footpaths, pipes and drainage pits, should be shown.
- For major traffic generating proposals a traffic and parking impact assessment (TIA) report prepared by a consulting traffic engineer is likely to be required.
- Impacts on pedestrian movements, and access for disabled persons should be considered.

#### Utility service and waste

Waste collection, treatment and disposal arrangements need to be identified. Where amplification of utility services is required, details of arrangements/consultation with relevant public authorities should be included.

#### Privacy, views and overshadowing

You need to demonstrate how your building/proposal will relate to your neighbours' buildings. Issues to consider include:



## **53. STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)**

- Visual privacy positioning of windows, views between living areas and private adjoining spaces.
- Acoustic privacy noise transmission into the development and the need for separation from noise sources and the need to mitigate noise sources from your proposal.
- Views impact of the development on views from adjoining properties as well as views from the proposed development.
- Overshadowing where overshadowing is possible or likely you should provide diagrams where the shadows will cast, such diagrams need to be done accurately and properly indicate shadows cast onto walls and windows.

#### Flooding and drainage

Detail how your proposal is compatible with flooding levels and demonstrate that the proposed design will not adversely affect either downstream, or upstream flooding. Council also requires information on the proposed stormwater management controls for water entering, within and leaving the site and where relevant, calculations prepared by a consulting engineer (see Stormwater Drainage Plan).

#### Erosion, sediment and nutrient control

Detail measures for general erosion and sediment control, including the proposed construction sequence, critical areas that require special management and proposed rehabilitation measures and on-going maintenance.

#### Heritage conservation

Identify if the site includes a heritage item or is within a heritage precinct or if there is any heritage significance associated with the land or any buildings located on the site. Detail measures to address any impact your proposal would potentially have on heritage items on site, on neighbouring sites or within the Heritage Conservation Area. To check if the site is affected by heritage considerations you can look at the Maitland Local Environmental Plan 2011 for the area or obtain a 10.7 Certificate for the site.

If your proposal involves alterations to a heritage building or is located within a Heritage Conservation Area, you will need to demonstrate design measures that will retain the heritage significance of the site.

It is recommended that you consult with Council's Heritage Advisor. If your proposal involves a heritage item of State or Regional Significance a conservation plan prepared by a professional heritage architect will generally be required.

#### Construction traffic management

The purpose of a Construction Traffic Management Plan is to ensure that the impact of construction works on the public domain, in particular with respect to temporary interruptions to vehicular and pedestrian traffic are considered by the proponent and reviewed by Council. The Construction Traffic Management Plan must ensure that public safety is maintained at all times and that whenever possible interruption to the use of public space is minimised.

#### Other environmental impacts

## 53. STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)

Specify any other matter that has the potential to impact upon air or water quality, native flora, fauna or habitats, the local community, public health or safety, the local economy, soil or groundwater contamination or existing noise levels.

#### Other impact mitigation measures

Where your proposal is likely to impact upon the environment, provide details of the measures that will be undertaken to mitigate these impacts. Where these impacts are likely to be significant, a report from a professional consultant will be required. Such reports may include an acoustic assessment, preliminary hazard analysis or a flora and fauna assessment.

## 54. STATEMENT OF HERITAGE IMPACT (SOHI)

A statement that conveys what impact or impacts the proposed development will have on the item of heritage significance.

The statement addresses:

- What impact the proposed works will have on that significance.
- What measures are proposed to mitigate negative impacts.
- Why more sympathetic solutions are not viable.
- Why the item is of heritage significance.

The heritage impact statement demonstrates how the proposed development conserves and mitigates for the protection of the identified heritage significance, based on the following principles:

- Development is consistent with the statement of heritage significance for that item.
- Development protects the setting of the heritage item.
- Development retains the significant internal and external spaces and is to recycle, re-purpose and re-use fabric and building elements.
- Development avoids facadism by using all of the components of the building including, but not limited to, the structure, floor, roof, floor and wall framing, fittings and finishes, fabric and materials.
- Development removes alterations and additions that are unsympathetic to the heritage significance of the heritage item.
- Reinstates missing building elements and details.
- Uses materials, finishes and colours that are appropriate to the architecture, stylistic period of the heritage item.
- Reinforces the dimensions, pattern, scale and style of the original windows, door openings and features of the heritage item.
- Maintains and repairs building elements in order to retain the heritage item in a serviceable condition commensurate with the statement of heritage significance.



## 54. STATEMENT OF HERITAGE IMPACT (SOHI)

Reference to the *Heritage Act 1977* is required where potential to yield highly significantly archaeological items and relics are discovered and there is likely to be disturbance, damage or an item destroyed by excavation.

The preparation of heritage reports is to be undertaken by a suitably qualified consultant who has experience in heritage conservation matters and is registered on the NSW Heritage's Consultants Directory.

## 55. STORMWATER MANAGEMENT PLAN

The plan must clearly illustrate stormwater infrastructure and be consistent with the Landscape Plan. It should show in concept form the proposed stormwater drainage system and provisions for on-site detention, identify overland flow paths and include any water quality control measures (such as planting areas and swales).

The stormwater drainage plan and written description must include information on:

- Catchment boundaries.
- Existing surface conditions.
- Proposed surface contours.
- Proposed building flood or floor levels.
- Location and levels of discharge points.
- Overland flow paths and flood liable areas.
- Location of drainage pits and lines.
- Location and area of on-site detention easements.
- Calculations for any proposed stormwater system.
- Methods of draining the land.
- Water quality measures identified by Small Scale Stormwater Water Quality Model (SSSQM) or water quality modelling, such as MUSIC Modelling.
- Operational plan.
- Maintenance plan.

If you are proposing urban development or subdivision, consultation with Council's Development Engineers is advised.

Note: Hydrological/hydraulic calculations and designs shall be prepared in accordance with the approaches outlined in the current Australian Rainfall and Runoff Guidelines. Other current Australian published design guides may also be applied to particular design situations.



## **56. STRUCTURAL ASSESSMENT REPORT**

A structural assessment report is a document that evaluates a building or structure's condition and safety. The report is to be prepared by a qualified structural engineer who examines the building's structural elements, including the foundation, walls, roof, and floors. The report also includes the building's history, such as any past renovations.

A structural assessment report's purpose is to identify any potential safety hazards or structural deficiencies. It outlines the building's construction, load-bearing capacity, materials used, and any existing damage or defects. The report also makes recommendations for necessary repairs or modifications.

## **57. SUBDIVISION PLAN**

A subdivision plan must include:

- The existing and proposed boundaries.
- Accurate areas of proposed lots and access handles.
- All existing structures on site.
- All existing vegetation on site.
- Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve.
- The north point, drawn to true north.
- The location of any easements/restrictions/services affecting the site.
- The location of any traffic devices within proximity of the subject site, and any services within the footpath area.
- Details of preliminary engineering drawings of the work to be carried out.

#### **58. SURFACE WATER ASSESSMENT REPORT**

A surface water assessment report is a comprehensive evaluation of the quality and condition of surface water bodies, such as rivers and lakes. It includes monitoring the physical, chemical, and biological aspects of the water to: Assess water quality, identify potential sources of pollution, and determine the health of aquatic ecosystems.

Surface water assessment reports can help with identifying emerging issues, managing surface water resources, making informed water resource management decisions, and planning future water needs.



## **59. SURVEY PLAN**

A survey plan and reference levels by a registered surveyor must:

- Be at a scale of 1:100 or 1:200.
- Clearly nominate property boundaries.
- Show all existing structures on site.
- Show all existing vegetation on site.
- Include levels to Australian Height Datum, including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve.
- Show north point, drawn to true north.
- Show the location of any easements/restrictions/services affecting the site.
- Show the location of any traffic devices within proximity of the subject site, and any services within the footpath area.

#### **60. SWEPT PATH DIAGRAM**

For developments that require access by commercial or industrial size vehicles.

Diagrams which demonstrate that the largest vehicle that will access the site can manoeuvre into, through and out of it in accordance with Australian Standard.

#### **61. TRANSPORT IMPACT ASSESSMENT**

An assessment to quantify the traffic impacts and associated parking requirements that result from proposed development. This assessment is to be prepared by a suitably qualified professional.

#### **62. TRAFFIC MANAGEMENT PLAN**

For certain temporary events. A report which details temporary traffic control for the development.

#### 63. VEGETATION MANAGEMENT PLAN (VMP)

For developments on sites containing natural areas or waterfront land to be rehabilitated.



## 63. VEGETATION MANAGEMENT PLAN (VMP)

A report which details a strategy to rehabilitate natural areas. Reports for riparian areas must be prepared in accordance with the Guidelines for Vegetation Management Plans on Waterfront Land. The report must be prepared by a suitably qualified and experienced ecological consultant.

Note: For more information on who can prepare a VMP and what will be required, refer to Appendix C – Biodiversity Guidelines.

## 64. VISUAL IMPACT ASSESSMENT (VIA)

A report that examines the visual impact of a development in situations where a development presents significant bulk, height or variations to setbacks. To be prepared by a suitably qualified person. The analysis should also provide a photographic and/or elevation view analysis based on survey data prepared by a registered surveyor demonstrating the impact of the proposed first floor addition or two or more storey building on views currently available from potentially affected properties.

#### **65. WASTEWATER REPORT**

When a lot does not have access to the reticulated sewer system an on-site wastewater management system (or on-site sewerage management system) is required to treat and dispose of wastewater effluent associated with the development.

For the purposes of development application assessment, Council must be satisfied that the lot is capable of accommodating an on-site wastewater management system based on the circumstances of the proposed development and constraints of the site. To demonstrate this (at DA stage) an applicant may elect to either:

- Submit a Section 68 application concurrently with the DA, or;
- Provide evidence in the form of a report and plans within the Statement of Environmental Effects which demonstrates
- To Council that there is sufficient area available for effluent disposal from the development. Include the required buffer distances to watercourses, boundaries, buildings.

Option B is suitable only for lots which are not significantly constrained. In the event Council considers the lot to be heavily constrained for the development in question, a Section 68 application will be requested to be lodged at DA stage. When assessing Section 68 applications for non-domestic systems, Council will consider these applications on a site specific basis and will require a wastewater management report to be prepared by a suitably qualified and experienced designer.



