Maitland DCP 2025

Appendix B:

Application Requirements-Minor Development

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Supporting document requirements matrix – Minor 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 Error! Reference source not found. 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 Application Requirements (2022) 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.

	DWEELLINGS (<2 STOREYS)	SECONDARY DWELLINGS	ALTERATIONS AND ADITIONS (UNDER $1,000,000 CIV)	DUAL OCCUPANCIES / SEMI-DETACHED DWELLINGS	OUTBUILDINGS AND MINOR WORKS (I.E. DECKS, AWNINGS, PERGOLAS ETC)	SWIMMING POOLS	MINOR SUBDIVISION (UNDER 10 LOTS)*
Aboriginal Heritage Due Diligence Assessment	O	O	X	O	X	O	O
Arborist Report	O	O	O	O	O	O	O
Archaeological report	X	X	X	X	X	O	O
BASIX Certificate	✓	✓	O C	✓	X	O C	X
Bulk Earthworks Plan	✓	✓	✓	✓	✓	✓	✓
Bushfire Assessment Report (BAR)	O	O	O	O	O	O	O
Civil Plans	✓	✓	✓	✓	✓	✓	✓
Colour, Materials and Finishes Schedule	✓	✓	✓	✓	O	X	X
Construction Waste Management Plan	✓	✓	✓	✓	✓	✓	✓
Contamination Report (PSI or DSI)	O	O	O	O	O	O	O
Demolition Plan	O	O	O B	O	O	O	O
Driveway Profile	✓	O	X	✓	X	X	O
Elevation Plans	✓	✓	✓	✓	✓	X	✓
Erosion and Sediment Control Plan (ESCP)	A	A	A	A	A	A	A
Flood Impact Risk Assessment	O	O	O	O	O	O	O
Floor Plans	✓	✓	✓	✓	✓	O	X

	DWEELLINGS (<2 STOREYS)	SECONDARY DWELLINGS	ALTERATIONS AND ADITIONS (UNDER $1,000,000 CIV)	DUAL OCCUPANCIES / SEMI-DETACHED DWELLINGS	OUTBUILDINGS AND MINOR WORKS (I.E. DECKS, AWNINGS, PERGOLAS ETC)	SWIMMING POOLS	MINOR SUBDIVISION (UNDER 10 LOTS)*
Flora and Fauna Assessment (FFA)	O	O	O	O	O	O	O
Landscape Plan	✓	✓	✓	✓	✓	✓	✓
Notification Plans	✓	✓	✓	✓	✓	✓	✓
Operational Waste Management Plan	✓	✓	✓	✓	X	X	X
Owner(s) Consent	✓	✓	✓	✓	✓	✓	✓
Photomontage	X	X	X	O	X	X	O
Section Plans	✓	✓	✓	✓	✓	X	X
Shadow Diagrams	O	O	O	O B	X	X	X
Site Plan	✓	✓	✓	✓	✓	✓	✓
Soil and Water Management Plan (SWMP)	A	A	A	A	A	A	A
Statement of Environmental Effects (SEE)	✓	✓	✓	✓	✓	✓	✓
Statement of Heritage Impact (SoHI)	O	O	O	O	O	O	O
Stormwater Management Plan	✓	✓	✓	✓	✓	✓	✓
Structural Assessment Report	O	O	O	O	O	X	X
Subdivision Plan	X	X	X	O	X	X	✓

	DWEELLINGS (<2 STOREYS)	SECONDARY DWELLINGS	ALTERATIONS AND ADITIONS (UNDER $1,000,000 CIV)	DUAL OCCUPANCIES / SEMI-DETACHED DWELLINGS	OUTBUILDINGS AND MINOR WORKS (I.E. DECKS, AWNINGS, PERGOLAS ETC)	SWIMMING POOLS	MINOR SUBDIVISION (UNDER 10 LOTS)*
Surface Water Assessment Report	O	O	O	O	X	X	O
Survey Plan	O	O	O	✓	O	O	✓
Visual Impact Assessment (VIA)	O	O	O	O	O	X	O
✓ Information required. Application will not be accepted without this documentation			O Information may be required (refer to Information Guide)			X Information not required	

Notes:
A: Required before issue of construction certificate stage
B: Beneficial. It will facilitate and speed up the assessment process. May be requested during assessment if not provided at lodgement.
C: BASIX certificate is also required for residential alteration/additions with a value greater than $50,000 and pools with more than 40,000 litres.
*: Minor subdivision may also be subject to additional studies within Appendix A2 Application Requirements – Other Development – Subdivision (over 10 + Lot).

Supporting information and documentation guide

1. 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.

2. 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.

3. 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 NSW Heritage's Archaeological Assessments: Guidelines.

4. 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

4. BASIX CERTIFICATE

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.

5. 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

6. 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.

6. BUSHFIRE ASSESSMENT REPORT (BAR)

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* .

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.

7. 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.

8. COLOUR, MATERIALS AND FINISHES SCHEDULE

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

9. 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,

9. CONSTRUCTION WASTE MANAGEMENT PLAN

- provide a site plan identifying:
    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,
- describe how construction waste will be removed to an appropriate waste management facility,
- provide a waste and materials collection procedure for any materials unexpectedly removed from the site by weather conditions, such as wind or rain.

10. CONTAMINATION REPORT (PSI OR DSI)

Where land is contaminated or potentially contaminated, the following information should 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.

11. DEMOLITION PLAN

A demolition plan should contain the following details:

- The location of the structure 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, or alternatively, a series of photographs indicating this information
- A description of the type of building, e.g. house, shops

11. DEMOLITION PLAN

- 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

12. 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.

13. ELEVATION PLANS

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

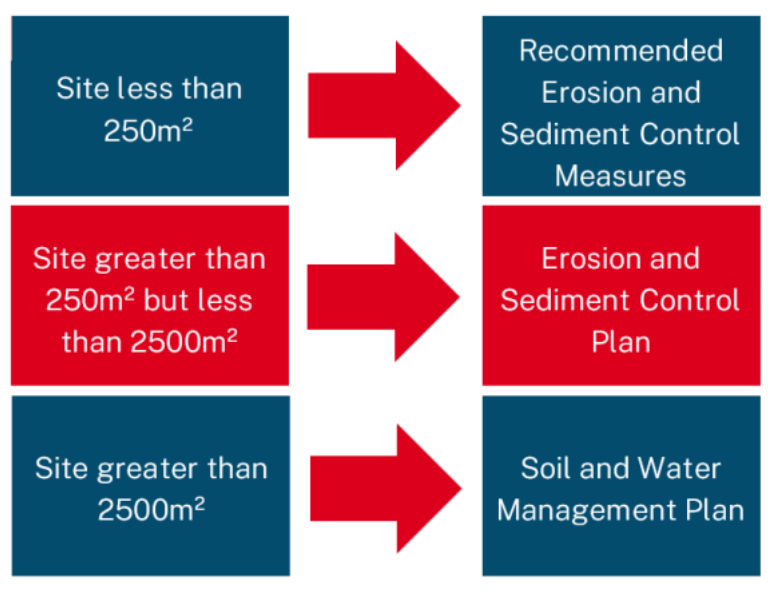
- Building façade.
- Windows.
- Roof profile and calculated roof pitch.
- External finishes (including wall, roof, window, door and fence materials, and paint colour) and building finishes.
- Existing buildings if they are near development or if development involves extensions to existing buildings.
- 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.

14. 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:



15. 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.

16. FLOOR PLANS

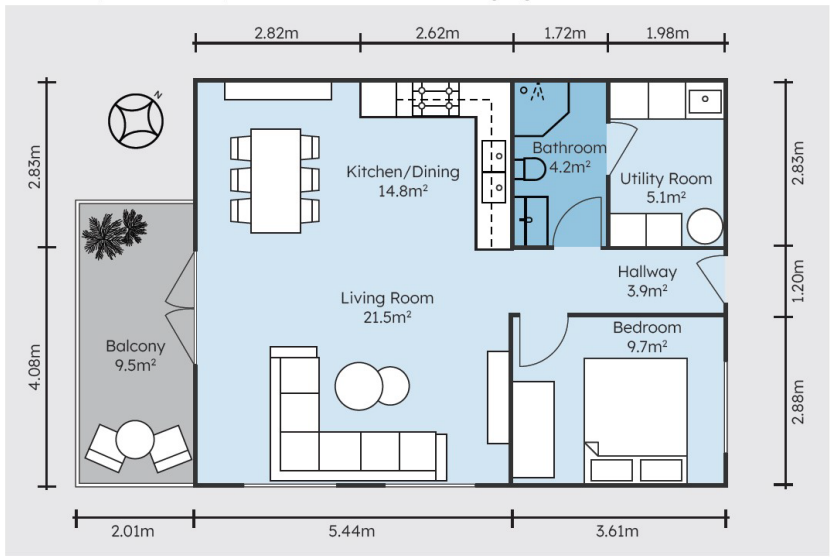
Floor plans must show:

- Room layout and usage.
- Partitioning.
- Location of windows and doors.
- Disabled access where appropriate.
- Room and courtyard dimensions and areas.

16. FLOOR PLANS

- 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:



17. 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.

18. LANDSCAPE PLAN

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

Drawings of the proposed landscape area must be submitted, including species selected and materials to be used, presented in the context of the proposed building or buildings, and the surrounding development and its context.

19. 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 A4 in size and must show a site plan and elevations. They must not show interior layouts/floor plans of residential development.

20. 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.

21. OWNERS CONSENT

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

22. 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.

23. 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).
- 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).

24. 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:**

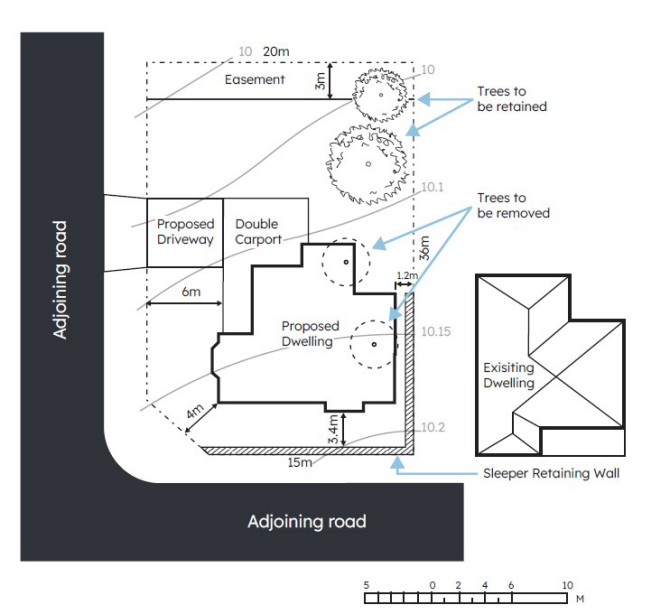
- Shadows cast at midwinter (22 June) at 9am, 12noon and 3pm in plan form, at a scale of 1:200.
- Shadows in plan and elevation form on an hourly basis, if shadows fall on neighbouring windows.
- Location of proposed development and the location of existing development on adjoining site/s.
- Where shadows 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.

25. 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^2) 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:



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26. 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.

A SWMP is 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.

27. 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.

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.

27. STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)

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 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:

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 149 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

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

27. STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)

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.

28. 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.

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.

29. 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.

30. 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.

30. STRUCTURAL ASSESSMENT REPORT

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.

31. 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.

32. 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.

33. SURVEY PLAN

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

33. SURVEY PLAN

- 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.

34. 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.