



# Minor Residential Developments

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The following template is to be used for minor development types, including: dwelling houses, dual occupancies, minor subdivisions, secondary dwellings, alterations and additions and ancillary structures (including sheds, carports, pools, deck and/or patio, etc). Additional specialist assessments, reports and plans may be required to be submitted, where indicated.

## PART A

### PROPERTY DETAILS

Unit/Street Numbers	Street Name	Suburb	Postcode	Lot Number	DP/SP

## PART B

### PROPOSED DEVELOPMENT AND SITE PARTICULARS

#### Proposed development

Describe the development, including details such as whether new buildings are proposed, whether the development will use whole or part of the building(s)/property, physical features of the building, nature/general use of the buildings, materials and colour scheme, signage, etc).

### Subject site and adjoining properties

Describe the subject site including details including the total site area in m<sup>2</sup>, and physical features, such as slope, vegetation, existing services and existing structures. Also describe the use and development on adjoining properties.

### Site history

Detail the existing and historic uses of the site, including existing structures and activities

Note: Where potentially contaminating activities have occurred, a contamination assessment should be provided in support of your application.

**State Environmental Planning Policies (SEPPs)**

List any State Environmental Planning Policies (SEPPs) applicable to your proposed development and provide details demonstrating compliance with the associated provisions of the relevant SEPP(s).

Note: The regularly applicable SEPP(s) have been included in the table below, amend where necessary.

Applicable SEPP	Comments
<p><b>SEPP (Building and Sustainability Index: BASIX 2004)</b></p> <p><u>Note:</u> To determine whether a BASIX certificate needs to be submitted with your application, please refer to <a href="http://www.basix.nsw.gov.au/information/index.jsp">www.basix.nsw.gov.au/information/index.jsp</a></p>	
<p><b>State Environmental Planning Policy (Coastal Management) 2018</b></p>	
<p><b>State Environmental Planning Policy No 55 – Remediation of Land</b></p> <p><u>Note:</u> Provide details of any potential contaminating activities that have previously occurred on the site.</p>	
<p><b>State Environmental Planning Policy No 44 – Koala Habitat Protection</b></p> <p><u>Note:</u> Provide details of any koala feed trees to be removed. If removal is required an Ecological Assessment Report shall be submitted with your application.</p>	
<p>[INSERT ADDITIONAL SEPPs HERE]</p>	

## Port Stephens Local Environmental Plan

List the provisions of the Port Stephens Local Environmental Plan (LEP) applicable to your proposed development and provide details demonstrating compliance.

Note: The regularly applicable LEP provisions have been included in the table below, amend where necessary to ensure all relevant provisions applicable to the proposed development have been addressed.

Applicable LEP provision	Comments
<p><b>2.1 Land use zones</b>  <u>Note:</u> Detailed assessment against the zone objectives is required.</p>	
<p><b>4.1 Minimum lot size</b>  <u>Note:</u> This clause applies to application for the subdivision of land or boundary realignment.</p>	
<p><b>4.1B Minimum lot sizes for dual occupancies, multi-dwelling housing and residential flat buildings</b>  <u>Note:</u> Development types listed above must meet the minimum lot size requirements within this clause.</p>	
<p><b>4.1C Exceptions to minimum lot sizes for certain residential development</b>  <u>Note:</u> This clause provides exceptions to the minimum lots sizes referred to in Clause 4.1.</p>	
<p><b>4.2B Erection of dwelling houses on land in certain rural, residential and environment protection zones</b></p>	
<p><b>4.3 Height of Buildings</b>  <u>Note:</u> If the structure is two storeys or greater, or has the potential to overshadow neighbouring properties, shadow diagrams will need to be submitted.</p>	
<p><b>4.6 Exceptions to development standards</b></p>	<p><u>Note:</u> The standard Clause 4.6 variation request form must be completed and submitted with the proposed development application.</p>
<p><b>7.1 Acid sulfate soils</b>  <u>Note:</u> Provide details of acid sulfate soil class and details of any proposed excavation.</p>	

<p><b>7.2 Earthworks</b>  <u>Note:</u> A detailed cut and fill plan must be submitted with the proposed development application</p>	
<p><b>7.3 Flood planning</b>  <u>Note:</u> Is your land categorised as flood prone land? If yes, consult Council's Flooding Engineer to discuss development proposal, prior to submitting development application.</p>	
<p><b>7.5 Development in areas subject to aircraft noise</b>  <u>Note:</u> Is your land subject to the Australian Noise Exposure Forecast 2012/2025? If yes, the development needs to comply with Section B7 of the Port Stephens Development Control Plan.</p>	
<p><b>7.6 Essential services</b>  <u>Note:</u> Adequate supply of water, electricity, sewage management, stormwater drainage and suitable vehicle access must be available.</p>	
<p>[INSERT ADDITIONAL CLAUSES HERE]</p>	

### Other relevant legislation

List the other relevant legislation applicable to your proposed development (i.e. Rural Fires Act 1997, Water Management Act 2000 etc.) and provide an assessment against the relevant requirements.

Note: The regularly applicable provisions have been included in the table below, amend where necessary.

<p><b>Bushfire – Rural Fires Act 1997</b>  <u>Note:</u> Is your land categorised as bushfire prone land? If yes, the development will need to be accompanied by a bushfire report demonstrating compliance with the Planning for Bushfire Protection 2006.</p>	
<p>[INSERT ADDITIONAL PROVISIONS HERE]</p>	

## Port Stephens Development Control Plan (DCP)

List the provisions of the Port Stephens Development Control Plan (DCP) applicable to your proposed development and provide details demonstrating compliance. Should an objective or requirement not be met, justification and an alternative solution should be provided.

<b>Chapter B – General provisions</b>	
<u>Note:</u> The regularly applicable controls have been included in the table below, amend where necessary.	
<b>Provision</b>	<b>Compliance and comment</b>
<b>B1 – Tree Management</b> <u>Note:</u> Vegetation to be removed must be identified on the submitted plans (i.e. site plan, landscape plan, vegetation removal plan).	
<b>B2 – Natural Resources</b> <u>Note:</u> If the land is identified as containing critical habitat, threatened species, populations or ecological communities, an Ecological Assessment Report shall be submitted with your application.	
<b>B3 – Environmental Management</b> <u>Note:</u> Earthworks, acid sulfate soils and pollution must be addressed.	
<b>B4 – Drainage and Water Quality</b> <u>Note:</u> A stormwater drainage plan must be submitted with your application.	
<b>B5 – Flood Prone Land</b> <u>Note:</u> If your land is flood prone, a flood certificate should be obtained from Council and submitted with your development application.	
<b>B9 – Car parking</b> <u>Note:</u> Provide details of how many on-site car parking spaces will be provided. Provide details demonstrating adequate vehicle manoeuvring.	
<b>[INSERT ADDITIONAL PROVISIONS HERE]</b>	

## Chapter C – Development types

Note: The regularly applicable controls have been included in the table below, amend where necessary.

Provision	Compliance and comment
C1 – Subdivision	
C4 – Dwelling houses, secondary dwelling, dual occupancy or ancillary structures	Setbacks:
	Building height:
	Privacy:
	Private open space:
C5 – Multi-dwelling housing or seniors housing	

## Chapter D – Specific areas

Provision	Compliance and comment
[INSERT CHAPTER HERE]	

**Other comments (where applicable):**

## YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** The purpose of this form is address the documentation and lodgement requirements of the Environmental Planning and Assessment Act 1979 and Regulations 2000.

**Intended recipients:** Council employees, contractors and other third parties where appropriate.

**Supply:** Required to be provided for any development application under the Environmental Planning and Assessment Act 1979 and Regulations 2000.

**Consequence of Non Provision:** Council may not take action on the development application or reject the application.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on 02 4988 0255 to enquire how you can access information.