



PORT STEPHENS
COUNCIL

Port Stephens **Development Application** **supporting documentation**

Support documentation requirements

The following table shows the documentation that must be provided with your DA based on the development type

		DEVELOPMENT TYPE																					
		Dwelling House (1storey)	Dwelling House (2+ storey)	Semi-detached dwelling	Secondary Dwelling	Dual Occupancy	Attached Dwellings	Multi-Dwelling Housing	Residential Flat Building	Alterations /Additions	Outbuildings (i.e. pergolas)	Pools	Commercial / Retail / Office	Change of Use	Industrial	Home Business/ Home Industry	Community Facility	Tourism	Signage	Demolition	Earthworks	Temporary Event / Land Use	Subdivision
SUPPORTING DOCUMENTATION PLANS	Elevation Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Erosion Sedimentation Plan	B	B	B	B	B	B	B	B	B	B	B	B		B		B	B		B	✓		
	Floor Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Landscape Plan					✓	✓	✓	✓				✓		✓		✓	✓					
	Notification Plan (A4)		✓	✓	✓	✓	✓	✓	2**				✓	✓	✓	✓	✓	✓					✓
	Sections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓				✓	
	Signage Plan																		✓				
	Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Site Analysis Plan*	B	B	✓	✓	✓	✓	✓	✓	B	B		✓		✓		✓	✓					✓
	Stormwater Drainage Plan	B	B	✓	✓	✓	✓	✓	✓	B		B	✓		✓		✓	✓					✓
	Survey Plan/ Reference Levels	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓				✓	✓
	BASIX Certificate	✓	✓	✓	✓	✓	✓	✓	✓	C		C											
	Demolition Plan																				✓		
	Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Waste Management Plan	B	B	B	B	B	B	B	B	B	B	B	B		B		B	B						

* Can be incorporated on site plan

2** For 2+ Storey Structure

✓ Mandatory. Application will not be accepted without this documentation.

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.

B: Beneficial. It will facilitate and speed up the assessment process. May be requested during assessment if not provided at lodgement

DCP: The DCP contains specific lodgement requirements for these documents and development types. Please refer to the relevant section of the DCP.

PLANS

1. Cut and fill plan

A plan that details the process of cut and fill, including proposed cutting and filling and any proposed loads or the type and source of landfill being used.

The plan is to address the following:

- location of retaining walls to be shown on the site plan
- height of retaining wall/filling to showing existing and proposed levels to and, including levels of the area surrounding the affected land
- details of material to be utilised for construction of retaining wall
- elevation of retaining wall/cross-section of batters

2. 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 your driveway location and grade complies 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.

3. Elevation plans

Elevation plans must be provided for all four views of the building labelled with relevant orientation (e.g. north, south-west) 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 in close proximity to development or if development involves extensions to existing buildings
- natural ground levels, floor levels and ceiling levels to and
- any services located on the roof of the proposed buildings
- any air conditioning services or gas systems located on balconies or external walls

4. Erosion and sedimentation plan

To be prepared in accordance with Council's engineering requirements for development 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.

This plan should include the following information:

- north point
- scale (1:100 (preferred) or 1:200 as appropriate)
- date, plan number and title and name of person who prepared the plan
- final ground levels
- existing and/or proposed boundaries
- location of stockpiles and secure chemical storage area (if required)

- location of temporary and permanent soil and water management controls
- vehicle access points during construction and their dimensions
- location of all vegetation to be retained on the site and any protection measures required for such vegetation
- location of all drains, downpipes, pits and watercourses

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

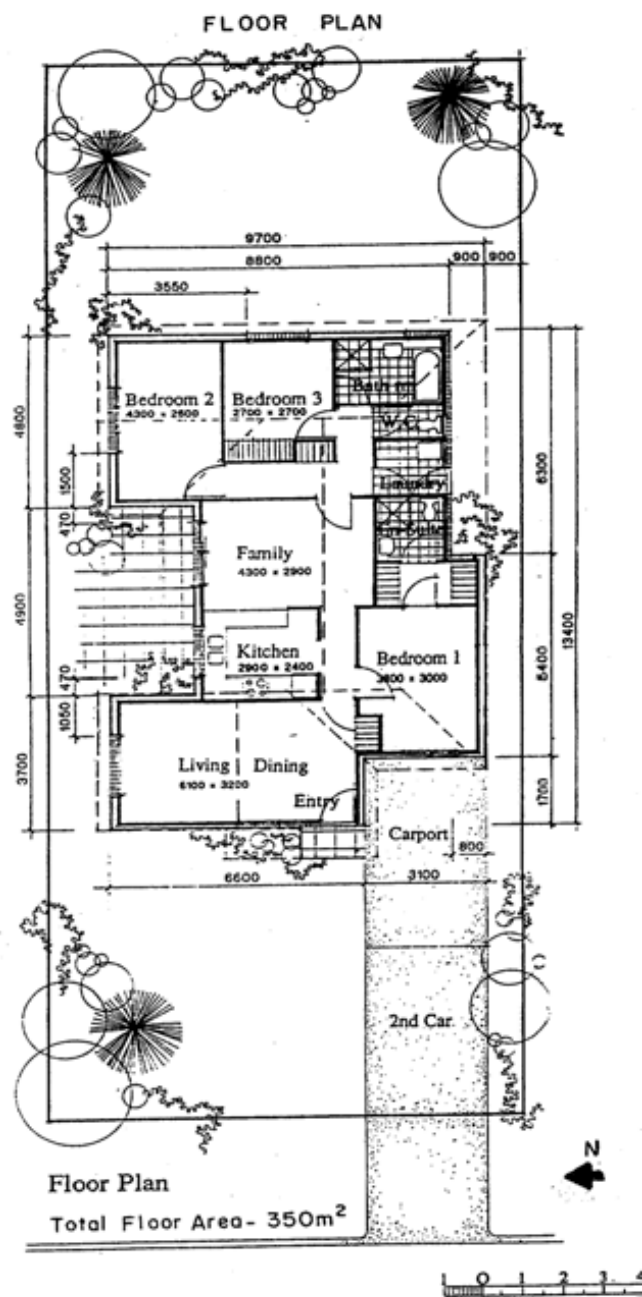
- details on the staging of works
- location of any vegetation to be removed
- integration with on-site detention/infiltration

5. 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
- 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 site plan is shown in the following figure:



6. 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 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
- 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 1: Any fill material must be Virgin Excavated Natural Material (VENM) as defined by the *Protection of the Environment Operations Act 1997*.

Note 2: The *Port Stephens Development Control Plan 2014* includes details and controls for preparation of a landscape plan.

7. Notification plan (A4)

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.

8. 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. The montages are to be generated from a survey - accurate and detailed 3-dimensional computer model of the proposed development.

9. Sections

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)

10. Shadow diagrams

Shadow diagrams to address the following:

- 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

11. 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
- type of sign to be stated, as defined under the *Port Stephens Development Control Plan 2014*

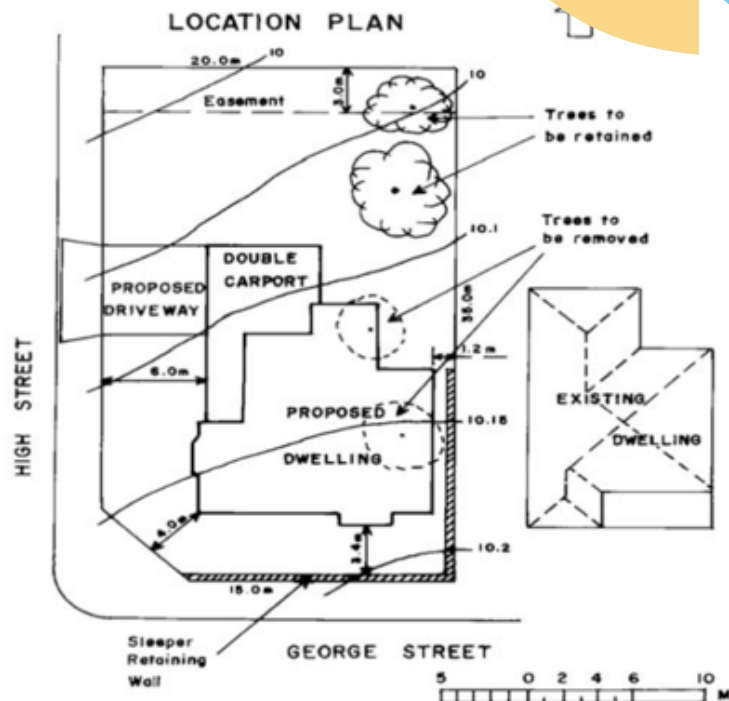
12. Site plan

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 (m²) 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:



13. 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.

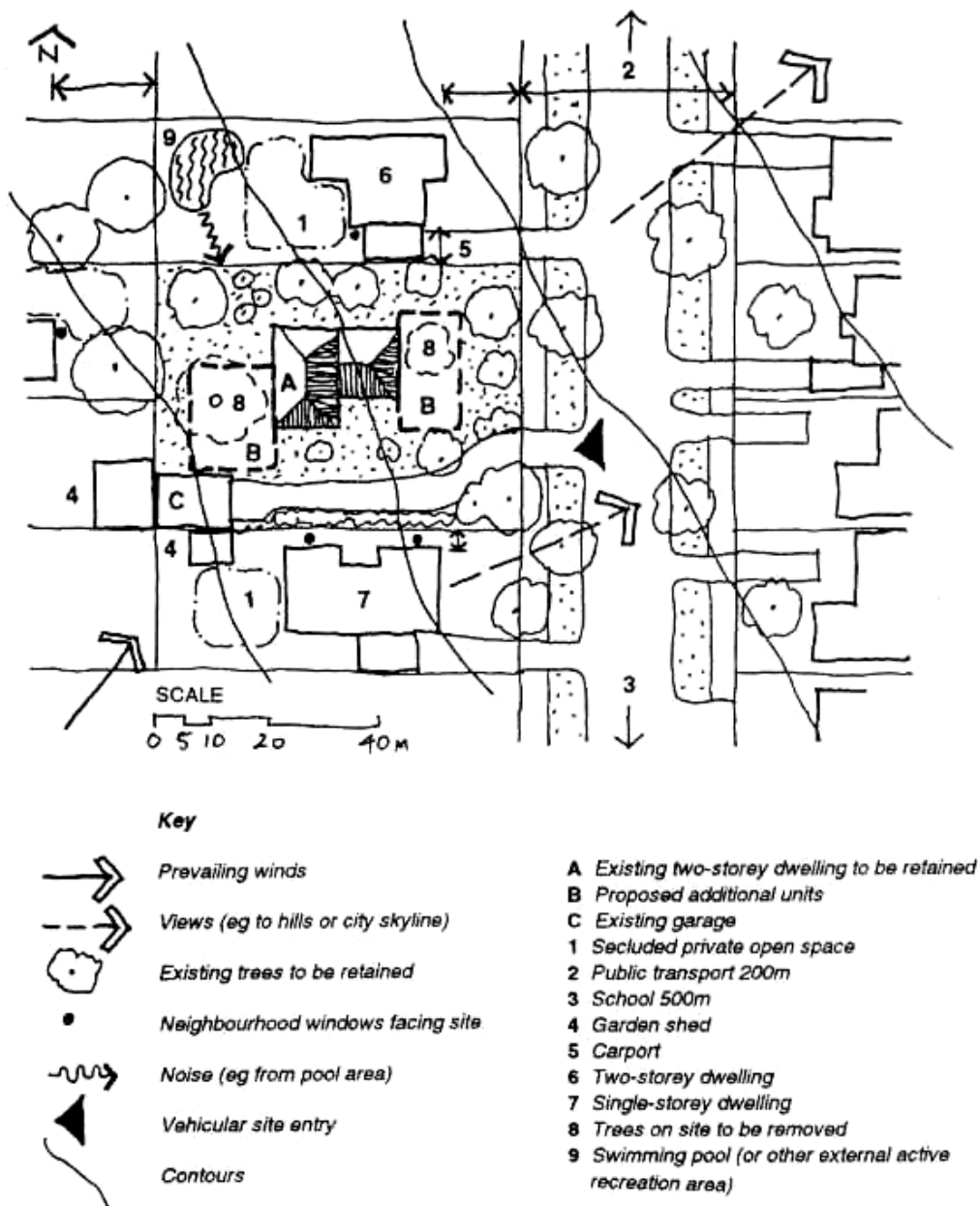
For larger development or visually prominent sites, site analysis must include photomontages that show each of the key perspective views of the proposal from the street and nearby open space.

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

- North point (true solar north) – to understand the site orientation.
- Landscape features, such as cliffs, rock outcrops, embankments, retaining walls and foreshores – how can building design best respond to important site features?
- Views from the site and from adjoining land – how can you avoid blocking neighbours' views?
- Numbering and location of all existing trees and vegetation on the site and on the adjoining property boundaries that are protected by Council's Tree Preservation Order (over 3m in height or having a canopy width exceeding 3m), as well as common name and botanical name, spot level and canopy spread to scale.
- Trees and vegetation on adjacent properties, within 5m of the site boundary – how will you affect other people's vegetation?
- Existing public roads, laneways, pathways, driveways, parking areas, loading bays and pedestrian and vehicle access points – access may need to be improved.
- Existing buildings and structures on the site and on immediately adjoining land (show location, distance from boundary, height, current use, front and rear entrances) – how will they fit into the new development and which buildings are to be demolished?
- Proposed buildings (show outline only) – how much change is proposed?
- Overshadowing by adjoining buildings – how will this affect the location of habitable rooms and private open space?
- Fences and walls – these may be important to the streetscape.
- Adjoining private open spaces, facing doors and windows within 15m of the site – these will have privacy implications for both new residents and neighbours.
- Prevailing air movements – are there beneficial breezes or adverse winds?

- Noise, odour and light spillage sources (such as main roads, railway lines, tennis courts, sports fields, air conditioning units, pool pumps) – can the effects be reduced?
- Location of existing service poles, street trees, kerb crossovers, footpaths, pedestrian crossings, street furniture, bus stops and services.
- The built form and character of adjacent and nearby development, including characteristic fencing and garden styles – does the new development fit in with the area?
- The location of on-site and nearby heritage items, heritage conservation areas and archaeological features – how will the development affect the heritage qualities of the site and neighbourhood?
- Swimming pools, slipways, jetties and other foreshore structures – alterations may be subject to special development controls.

An example of a site analysis plan is shown in following picture:



14. Specifications and construction details

The specifications are to:

- describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply
- state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used
- indicate the fire safety and fire resistance measures (if any), and their height, design and construction

Where you propose to modify specifications that have already been approved, please mark the approved specifications (by colour or otherwise) to show the modification. If an alternative solution is proposed to meet the performance requirements of the BCA, the application must also be accompanied by a copy of the alternative solution. Evidence of any accredited building product or system on which you seek to rely.

a. Footing/slab design

Submit a design certified by a structural engineer or alternatively a design that demonstrates compliance with AS2870 Residential Slabs and Footings Construction.

b. Termite protection

Details on the proposed method of termite protection are to be specified in accordance with AS3660.1 Termite Management.

c. Frame construction design/detail

- Steel frames and beams - will be required to be certified by a structural engineer in accordance with any relevant Australian Standards.
- Timber frames - applicants will be required to specify the size, spacing and stress grading of all timber components in accordance with AS1684 Residential Timber-Framed Construction. Bracing, tie down and joint schedules required for construction certificate applications.

Note: If the roof construction incorporates steel or timber roof trusses, simply indicate roof trusses to be provided to manufacturer specifications and Council will not require any further information on the trusses until prior to the frame inspection.

d. Additional information to be provided

- smoke alarm location(s) - the location of the smoke alarm(s) are to be indicated on a floor and/or electrical plan demonstrating compliance with BCA Part 3.7.2
- subfloor clearance (where applicable) - the elevation plans are to clearly indicate the clearance dimension between the underside of the bearer and the finished ground level demonstrating compliance with BCA Part 3.4.1
- masonry construction (where applicable) - information is to be provided on the relevant plans indicating subfloor pier construction, location of masonry articulation joints and method of bearer tie-down as required by the BCA Part 3.3
- stair construction and balustrade (where applicable) - information is to be provided on the relevant plans demonstrating the proposed stair construction complying with BCA Part 3.9.1 and balustrade construction to BCA Part 3.9.2.

15. Stormwater drainage 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 using the current Hydrologic Soil Mapping data for Port Stephens available from Council. Other current Australian published design guides may also be applied to particular design situations.

16. 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

17. Survey plan/reference levels

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 (AHD), 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

REPORTS

1. Aboriginal heritage assessment

The Aboriginal heritage assessment aims to provide an integrated Aboriginal cultural heritage assessment, incorporating identified cultural, historical, landscape and archaeological values, to build an understanding of opportunities and constraints to future development and appropriate land use layout of the study area.

2. Access audit

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 be have specific regard to the relevant Environmental Planning Instrument provisions, the Disability Discrimination Act 1992, the relevant Australian Standards and provisions of the Building Code of Australia (BCA). 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.

3. Acid sulphate soil (ASS) preliminary assessment

Acid sulphate soils are naturally occurring sediments and soils containing iron sulphides (principally pyrite) and their precursors or oxidation products, where exposure to oxygen leads to the generation of sulphuric acid (for example, by drainage or excavation). If these soils remain underwater, they are stable and do not cause problems, however, if sulphates are exposed to oxygen by disturbance of the soil or lowering of groundwater levels, sulphuric acid is generated and can cause environmental damage.

The *Port Stephens Local Environmental Plan 2013* includes an Acid Sulphate Soils Map which shows 4 different Classes of land affected by acid sulphate soil. These are identified as Classes 2, 3, 4 and 5. Depending on the Class of soil and the proposed works, you may be required to prepare a preliminary soil assessment report. This report must be prepared by a suitably qualified geotechnical engineer or equivalent and lodged with your development application. Such reports are required in the following circumstances:

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

Please refer to the *Port Stephens Development Control Plan 2014* and *Port Stephens Local Environmental Plan 2013* for further information on the steps to take should the development be undertaken on acid sulphate soils.

4. Acid sulphate soil management plan

Subject to the recommendation of the geotechnical report (described above), an "Acid sulphate Soil Management Plan" may be required.

5. Acoustic and/or vibration report

A report carried out to detail the noise or vibration intrusion related to aircraft, railway, restaurants, childcare centres, industrial buildings and any noise emitting uses. It must address Australian Standard 2021-2015 and be prepared by a suitably qualified person. The *Port Stephens Development Control Plan 2014* also contains requirements specifically relating to requirements for aircraft noise.

6. Air quality report

The air quality report is to:

- address construction, operation and occupational impacts
- identify emissions and measures to mitigate against impact on any nearby residences, especially on sensitive receivers
- prepared in accordance with the NSW Department of Environment and Conservation, 2001 'Approved Methods for Modelling and Assessment of Air Pollutants in New South Wales'

7. Arborist report

A technical report prepared by a qualified arborist that adequately assesses the health of a tree or other vegetation.

8. 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.

9. Bushfire assessment report

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 2006 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 2006 document prepared by the Rural Fire Service.

The bushfire assessment report must demonstrate how the proposal will comply with Planning for Bushfire Protection 2006 and contain:

- aim and objectives
- 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 2006); 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 2006, then a written declaration and supporting information may be submitted in place of a report.

For further information on the preparation of bushfire assessment reports please refer to Appendix 4 of Planning for Bush Fire Protection 2006. Appendix 4 outlines the requirements for development applications and integrated development.

10. Contamination report

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

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

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

11. Construction management plan

A management plan that details how construction will be managed. The plan takes into account relevant safety concerns, including how the works will interfere with the public domain.

The purpose of a construction management plan is to ensure that the impacts 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 plans must ensure that public safety is maintained at all times and that whenever possible interruption to the use of public space is minimised.

12. Cost summary report

A cost summary report is to be prepared by a suitably qualified person when the estimated cost of the development is between \$100K and \$3M (see detailed cost summary report for developments over \$3M).

13. Director General's requirements

Applicants must obtain the Director General's requirements from the Department of Planning for the preparation of an Environmental Impact Statement (EIS) for designated developments.

Applicants must obtain the Director General's requirements from the Office of Environment and Heritage for the preparation of any Statement Impact Statement (SIS) for threatened species developments.

14. 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
- 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

15. Design Verification Report (SEPP 65)

Required for residential flat development to which *State Environmental Planning Policy No. 65 - Design Quality of Residential Flat Development* (SEPP65) applies.

The following shall be submitted:

- design verification statement from a qualified designer, addressing the requirements of SEPP 65
- additional details contained within the Statement of Environmental Effects, as required in accordance with SEPP 65

16. Detailed cost summary report

A detailed cost summary report must be prepared by a registered quantity surveyor when the estimated the estimated cost of the development is over \$3M.

17. 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 and Environment and in completing the EIS must have regard 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 www.planning.nsw.gov.au.

18. Flora and fauna survey

A survey to identify ecological and biological diversity of the site. It should include a 7-Part Test of Significance (Flora & Fauna Assessment) under the *Environmental Planning and Assessment Act 1979* to investigate whether a development proposal has a significant effect on any threatened species, populations, or endangered ecological communities, or their habitats, and whether a SIS is required.

19. Flood study

A report that measures and then details the impacts of flooding on a particular parcel of land. This report is prepared to Council's specifications and may be required to be prepared by a suitably qualified person.

20. Flood evacuation/management plan

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.

21. Flood risk management plan

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.

22. 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 Standard 2870.1 (residential slabs and footings).

The site assessment should be undertaken by a qualified Geotechnical Engineer. If it is proposed to install an on-site waste water management system (sewage management facility) a Geotechnical Engineer must undertake an assessment of the site in accordance with Australian Standard 1547–2000. 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.

23. Heritage conservation management plan

Where an application seeks approval or exemption for an item listed on the State Heritage Register under the *Heritage Act 1997*, a Heritage Conservation Management Plan prepared in accordance with the Heritage Division of the Office of Environment and Heritage Conservation Management Planning Review and Endorsement Strategy.

The document is to be prepared by a professional heritage consultant as listed by The Heritage Division, Office of Environment and Heritage in the Heritage Consultants Directory:

<http://www.environment.nsw.gov.au/heritageapp/HeritageConsultantsDirectory.aspx>

24. Heritage impact statement

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

- a. what impact the proposed works will have on that significance
- b. what measures are proposed to mitigate negative impacts
- c. why more sympathetic solutions are not viable
- d. 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 Office of Environment and Heritage Consultants Directory.

25. Hollow tree assessment

An assessment undertaken to uncover the quality and quantity of tree hollows present on a site.

26. Schedule of colours and finishes

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

27. Section J Report

Section J Reports relate to Energy Efficiency measures for new commercial developments. They are typically required for Building Code of Australia (BCA) Classification 2 to 9. Residential developments which are classified as 2-9 under the BCA will also require Section J reports. Examples of such developments are:

- boarding houses
- accommodation

28. Species Impact Statement (SIS)

If a Flora and Fauna Assessment Survey determine that the development is likely to affect threatened species, populations, ecological communities or their habitats, a SIS must be prepared. A SIS must:

- fully describe the nature, extent, location, timing and layout of the proposed action
- present a general description and assessment of the threatened species, populations or ecological communities known or likely to be found in the area affected by the activity – this description should include habitat requirements, conservation status, estimates of abundance, key threatening processes, whether there are threat abatement or recovery plans available
- fully describe the location, type, size and condition of the habitats (including critical habitat) of threatened species, populations and ecological communities – this description should include details of the distribution and condition of similar habitats in the area likely to be affected
- present any feasible alternatives to the action that are likely to have a lower impact - reasons justifying the proposed implementation of the action must be outlined
- contain a list of any approvals that must be obtained under any other Act or law before the action may be lawfully carried out, including any existing approvals
- state the detailed qualifications and experience in threatened species conservation of the individuals involved in preparing the SIS

The Director General's requirements must be obtained from the Office of Environment and Heritage by proponents before the preparation of any SIS.

29. Social impact assessment

An assessment that includes the processes of analysing, monitoring and managing the intended and unintended social consequences, both positive and negative, of planned interventions – policies, programs, plans and projects- and any social changes processes invoked by those interventions.

30. Statement of Environmental Effect (SoEE)

This is a written statement that addresses the matters for consideration contained within Section 79C 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 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
- justification for variation to development standards
- 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.

For minor developments such as single story dwellings, additions or any development which will have only a minor impact, Council can provide a standard SEE form to complete and submit with your application.

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
- expected 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 *Port Stephens Local Environmental Plan 2013* 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 impacts 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

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.

31. Traffic 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 person.

31. Traffic impact assessment

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

32. View corridor analysis

This analysis should be 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.

33. Visual impact assessment

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.

34. Waste management plan

A plan that details the amount, type and disposal of waste during demolition, construction and 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

35. Waste water 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:

- a. submit a Section 68 application concurrently with the DA, or;
- b. 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.



Port Stephens
Development Application
supporting documentation



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