



CUMBERLAND
CITY COUNCIL

APPLICATION GUIDE FOR LODGEMENT

Effective date: 31/12/2020

Contents

1. About this Guide	4
1.1 Application Checklist	5
1.2 Title block.....	5
1.3 Orientation	5
1.4 Scale.....	5
1.5 Relative Levels.....	5
1.6NSW Planning Portal Submission Requirements	5
2. Steps to lodging an application	6
2.1 Check relevant controls and policies	6
2.2 Contact Council to ascertain whether a Pre-Lodgement Meeting is required.....	6
2.3 Prepare drawings and plans.....	6
2.4 Create NSW Planning Portal account and lodge application online.....	7
3. Explanation of Plans/Reports	8
3.1 Cost Calculation Form.....	8
3.2 Quantity Surveyors (QS) Report.....	8
3.3 Statement of Environmental Effects	8
3.4 Survey Plan.....	9
3.5 Notification Plan	9
3.6 Erosion and Sediment Control Plan.....	9
3.7 Waste Management Plan	10
3.8 Site Plan.....	10
3.9 Site Analysis Plan	11
3.10 Demolition Plan	11
3.11 Floor Plans.....	11
3.12 Elevation Plans	12
3.13 Section Plans	12
3.14 Shadow Diagrams – Plan Form.....	13
3.15 Shadow Diagrams – Elevational.....	13
3.16 Streetscape Elevations.....	14
3.17 BASIX Certificate	14
3.18 Landscape Plans.....	14
3.19 Concept Drainage Plans.....	15
3.20 Detailed Stormwater/On-Site Detention (OSD) Plans	15
3.21 Stormwater and On-Site Detention (OSD) Drawing Submission Checklist	15
3.22 OSD Calculation Sheet	15
3.23 Schedule of External Colours and Finishes	15
3.24 Street Numbering Plan or Schedule	16
3.25 Photographic Record.....	16

3.26 Subdivision Plan..... 16

3.27 Environmental Impact Statement (EIS)..... 16

3.28 Contamination Reports..... 16

3.29 Heritage Report..... 17

3.30 Arborist Report/Pre-DA Lodgement Advice 17

3.31 Assessment of Significance/Species Impact Statement 17

3.32 Archaeological Report..... 18

3.33 Geotechnical Report..... 18

3.34 Flood Level Advice/Flood Study/Electronic Flood Model 18

3.35 Acoustic Report..... 18

3.36 Acid Sulfate Soils Management Plan..... 18

3.37 View Corridor Analysis 19

3.38 Traffic and Parking Study 19

3.39 Mechanical Ventilation Details..... 19

3.40 Bushfire Report 19

3.41 Engineering Plans 19

3.42 Access Report..... 20

3.43 Social Impact Comment/Assessment 20

3.44 Adaptable Housing 20

3.45 Photomontages or 3D Perspectives 20

3.46 Flood Evacuation Plan 20

3.47 SEPP 64 Statement 20

3.48 SEPP 65 Documentation..... 20

3.49 National Construction Code (NCC) (formally known as BCA) Fire Safety Report 21

3.50 National Construction Code (NCC) (formally known as BCA) Upgrade/Fire Safety Measures 21

3.51 Wind Tunnel Testing Report..... 21

3.52 Plan of Management 21

3.53 Evacuation Plan 21

3.54 Salinity Management Plan..... 21

3.55 Odour Assessment..... 22

3.56 Building Envelope Plan 22

3.57 Pool Plan and Details 22

3.58 Site Isolation Documentation 22

1. About this Guide

This guide provides an overview of the steps to lodge an application. This guide also provides a detailed explanation of the required plans and documents on the checklists to ensure you fully understand Council's requirements. You should use this guide in conjunction with the relevant checklists to ensure that you provide the correct information, plans and the other necessary documents with your selected application. If your application includes all the required plans and details, Council is more likely to assess and determine the application quickly.

Please note that not all development requires Council approval. If your development falls into the category of exempt or complying development, you do not need to continue with the development application process.

Examples of exempt and complying development include (but are not limited to):

- Decks, pergolas, residential additions and small commercial work – see State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
- Secondary dwellings – see State Environmental Planning Policy (Affordable Rental Housing) 2009.
- Satellite dishes and solar water heaters – see State Environmental Planning Policy (Infrastructure) 2007.

The NSW Government recently passed the Environmental Planning and Assessment Amendment (Planning Portal) Regulation 2020. This amendment introduces requirements for certain planning applications to be made through the [NSW Planning Portal](#)

From 31 December 2020, anyone lodging a development application will be required to upload their application electronically through the [Planning Portal](#) that is managed by the NSW Government.

This includes applications and post consent certificates such as:

- Development Applications
- Section 4.55 Modification Applications
- Complying Development Certificates
- Construction Certificates
- Occupation Certificates
- Subdivision Certificates
- Appointments of Council as a Principal Certifier

As a result of these changes, applications can no longer be submitted to Council over the counter or by email.

To submit an application through the [Planning Portal](#) you will need to register and verify an account.

Further information on how to lodge applications on the portal is available on www.planningportal.nsw.gov.au

1.1 Application Checklist

If your proposal requires Council approval, use the correct checklist to help you identify all the relevant plans and documents that are required for the submission of:-

- A development application.
- An application to modify a consent.
- An application to review a determination of consent.
- An application to satisfy deferred commencement conditions.
- Combined development and construction certificate application

You must clearly show the following details described in Points 1.2- 1.5 below on your plans and documents.

1.2 Title block

Include a title block on every plan showing:

- Name of architect or designer.
- Plan number and date (amendment number and date if relevant).
- Applicant's name.
- Address and title description of the property.

1.3 Orientation

Include an accurate true north point on every plan. This allows Council to relate your plans to the actual site.

1.4 Scale

Show the scale on every plan with a scale bar. This allows Council to assess your plans efficiently.

1.5 Relative Levels

Your plans and elevations must show relevant vertical information from natural ground level (NGL) to finished floor levels (FFL). These plans must also include ceiling heights including floor to ceiling heights and roof ridge levels. You must show levels and contours relative to the Australian Height Datum (AHD) or Reduced Levels (RL). The use of a datum point on the site as a reference for levels is not acceptable.

1.6 NSW Planning Portal Submission Requirements

You must provide all documents and plans in electronic format..

- **PDF Format** – All documents, plans, application forms etc. must be submitted as separate PDF files for each document, plan or application form e.g. site plans must be on one pdf document, elevations must be on another separate PDF document. PDF documents can consist of numerous pages and must be labelled in accordance with Council's file naming convention. Security settings must not be applied to electronic documents.
- **Documents** - must be in A4 format and optimised for minimum size (online publishing). Files larger than 4MB should be broken up into logical parts and supplied as separate files.
- **Plans** - must be to scale and rotated to landscape.
- **File Names** - file naming conventions will apply to all electronic documents, including the completed application form, plans and all supporting documentation in accordance with the following example:
 - Development Application form – 16 Memorial Ave Merrylands
 - Cover Letter - 16 Memorial Ave Merrylands
 - Plan – Survey -16 Memorial Avenue Merrylands
 - Plan – Notification - 16 Memorial Avenue Merrylands
 - Plan – Site Plan - 16 Memorial Avenue Merrylands
 - Plan – Site Analysis - 16 Memorial Avenue Merrylands
 - Plan – Floor - 16 Memorial Avenue Merrylands
 - Plan – Elevations - 16 Memorial Avenue Merrylands
 - Plan – Sections - 16 Memorial Avenue Merrylands
 - Plan – Streetscape - 16 Memorial Avenue Merrylands

- Plan - Shadow Diagrams – Plan Form - 16 Memorial Avenue Merrylands
- Plan - Shadow Diagrams – Elevation & Section Form - 16 Memorial Avenue Merrylands
- Plan - Landscape - 16 Memorial Avenue Merrylands
- Plan – Stormwater - 16 Memorial Avenue Merrylands
- Report - Statement of Environmental Effects/Environmental Impact Statement – 16 Memorial Avenue Merrylands
- Report - BASIX Certificate – 16 Memorial Avenue Merrylands
- Report – Flooding – 16 Memorial Avenue Merrylands
- Cost Calculation Form and/or Quantity Surveyors (QS) report – 16 Memorial Avenue Merrylands
- Photographic Record – 16 Memorial Avenue Merrylands
- Photomontage – 16 Memorial Avenue Merrylands
- Schedule of External Finishes – 16 Memorial Avenue Merrylands
- Waste Management Plan – 16 Memorial Avenue Merrylands

If you are submitting revised plans:

- Plan - Revised (name of plan) – 16 Memorial Avenue Merrylands
- Report - Revised (name of report) – 16 Memorial Avenue Merrylands

2. Steps to lodging an application

2.1 Check relevant controls and policies

You should obtain a Section 10.7 Certificate from Council, which contains important information about your land including the zoning, and policies that may apply to it. You can also search for planning information on the NSW Planning Portal <https://www.planningportal.nsw.gov.au/>. You will need to check the controls in the relevant planning policies and plans, determine whether your proposal is permitted under the relevant Local Environmental Plan (LEP) and identify all site constraints such as heritage, flooding, salinity, trees etc.

Your proposal may also require concurrence from another approval body such as Sydney Trains or be an integrated application requiring separate approval from a State agency such as the NSW Office of Environment and Heritage. A more detailed guide to integrated development is available from the Department of Planning (phone 02 9228 6333 or email information@planning.nsw.gov.au). If you are unsure whether another approval is required, please consult with the relevant agency.

Similarly, if your proposal involves any of the above matters, we strongly recommend that you consult with the agency concerned before you lodge a development application. Council will refer applications for integrated development to the relevant agency to obtain their 'general terms of approval'. Council will incorporate their requirements into any forthcoming approval issued by Council. Please note that an additional fee applies for each referral to a government department, under integrated development. You need to ensure cheques are made payable to the relevant agency concerned.

2.2 Contact Council to ascertain whether a Pre-Lodgement Meeting is required

The pre-lodgement meeting is a key stage in the development process to enable Council to provide specific information and advice regarding your proposal. Pre-Lodgement Meetings are highly recommended for all Major Development and are encouraged for all other development types. You can discuss this further with Council and application forms are available on Council's website.

2.3 Prepare drawings and plans

You will need to prepare several types of plans and drawings. The actual plans required for your proposal will depend on the type of development proposed. Please refer to the relevant application checklist, which identifies the plans and documents required to accompany the application.

2.4 Create NSW Planning Portal account and lodge application online

The following documents require particular care and attention: -

2.4.1 Owner(s) consent

You must obtain the consent of all landowner(s). If there is more than one landowner, every owner must sign. If the owner is a company/organisation, you must provide signatures of directors and an up to date ASIC company extract (i.e. dated within six months of date of lodgement).

If the property has recently been sold, you must provide evidence of the sale by either a copy of the Certificate of Title, a letter from the solicitor confirming settlement or previous owners(s) consent. If the property falls within a Strata Plan, you must provide written consent from the Owners' Corporation under the Strata Seal.

Proposed works to properties located within Community Title Estates are affected by Community Management Schemes, which may require the written consent of the Executive Committee of the relevant Community Association. This includes Torrens Title, Strata Title and neighbourhood lots within a Community Title Estate. Council cannot accept or determine your application if the application form is not correctly signed by all landowner(s).

2.4.2 Proposed development

You must describe the proposed development in detail. Tell us exactly what you propose to do. Make sure you tell us about relevant operational details in your Statement of Environmental Effects.

2.4.3 Gifts and donations

You must declare if you or anyone with a financial interest in this application made one or more political donations or gifts to a Councillor or political party, with a total value of or exceeding \$1000 within the past two years. Persons having a financial interest include:

- You or any person on whose behalf is lodging this application.
- The property owner or owner(s).
- Any person who has entered into an agreement to acquire the site or any part of it.
- Any members of the family of the persons previously mentioned including developers, architects, designers, engineers, landscape architects, traffic consultants, planning consultants, heritage consultants, builders or any person likely to obtain a financial gain if the proposed development is authorised or carried out.

If one or more donations or gifts with a total value of or exceeding \$1000 is made to a Councillor or political party by you or anyone with a financial interest in this application after the application has been made and prior to the determination of the application, those donations or gifts must be disclosed by completing Council's Political Donations and Gifts Disclosure Statement. If a gift is made to a Council officer after the date of lodgement of the application and prior to determination of the application, that gift must also be disclosed by completing the above statement. This requirement is in accordance with section 10.4 of the NSW Environmental Planning and Assessment Act 1979.

2.4.4 Public notification of the proposal/Copyright Declaration

Council requires notification of most applications lodged. To do this Council displays (for viewing only) applications at our Service Centres and in some cases at the local library. Council publishes plans (excluding internal layouts) and documents on Council's website under the Application Tracking portal. Council also provides A4-sized copies of the notification plan to adjoining properties. Furthermore, these plans are used for requests made under the Government Information Public Access (GIPA) Act 2009.

3. Explanation of Plans/Reports

3.1 Cost Calculation Form

For proposed development within the **Minor Residential Development** and **Change of use Commercial/Industrial & Signage** categories, you must complete and submit Council's Cost Calculation Form. Council uses the estimated cost of development to determine your application fees. Council reserves the right to charge additional fees if the stated cost of development is considered to be undervalued.

3.2 Quantity Surveyors (QS) Report

For proposed development within the **Major Development** categories, a registered Quantity Surveyor (QS) must prepare a QS Report confirming the costs associated with the construction of the building, and the costs associated with the preparation of the building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment). The report must also include a genuine estimate of the costs of demolition if included in the proposal in accordance with Clause 255 of the Environmental Planning and Assessment Regulation 2000.

3.3 Statement of Environmental Effects

A Statement of Environmental Effects is required for all applications, which addresses all potential environmental impacts associated with the proposed development. The statement shall include the following information:

- Reference to all relevant statutory and non-statutory (DCP) controls.
- Table of calculations showing compliance or otherwise with the relevant development standards.
- Planning justification for any non-compliance with non-statutory controls if applicable.
- Where non-compliance is proposed, you must submit an objection under the provisions of Clause 4.6 of the relevant LEP. As a minimum standard, you must provide answers for the questions set out in Council's **Clause 4.6 Exemptions to development standards** template, available to download from Council's website.
- Details of the environmental impacts of the developments and how these impacts have been identified including:
 - Details of any demolition.
 - Details of any removal or introduction of vegetation.
 - Details about waste production and removal.
 - Details on the potential impact of noise, overshadowing, overlooking, odour, the impact on utilities, impacts on soil and water management, impacts on traffic and parking.
 - Potential non-residential impact for relevant development and any other environmental impact this development might produce.

- Steps taken to mitigate any identified environmental impacts and to protect the environment generally.
- Matters required as per any guidelines issued by the Director of the Department of Planning.
- Address the planning principles established by the Land and Environment Court, where relevant.

For applications that do not propose any work, such as change of use applications, a Statement of Environmental Effects is still required. The statement must outline permissibility of the use, compliance with Council's codes, controls and polices and how the use shall operate if consent is forthcoming. This includes staff numbers, hours of operation, vehicular access, loading/unloading and waste management. You should also check for any specific requirements applicable to your proposal or your site.

3.4 Survey Plan

A registered surveyor with the NSW Board of Surveying and Spatial Information (BOSSI) must prepare the survey plan. The plan should not be more than 12 months old at the time of lodgement.

The survey plan must show the exact location of buildings and other features on the site, at the same scale as the plans and elevations. The plan must include the following details:

- Plan title, address and name of registered surveyor within the title block.
- Address of the property within the title block.
- North point (true north).
- Scale (show ratio and bar scale), lot dimensions and areas.
- Date, plan number, amendment number.
- Boundary dimensions and site area.
- Topography (existing and proposed spot levels to Australian Height Datum (AHD) to all corners of the site, and contours at 0.5 m intervals including that of adjoining properties where relevant.)
- Existing services (drainage lines, sewer, etc.) and natural drainage within the site.
- Easements and right of ways (if any).
- Location of existing buildings, structures on the site and adjoining sites, including window locations in adjoining buildings with top and bottom sill heights relative levels to AHD).
- Position of existing vegetation/trees greater than 3.6m in height located on, overhanging or within 5m of the subject site, including exact trunk location and diameter, and reduced level at their base, height and canopy spread.
- Relative levels to AHD for both the subject land and adjacent streets/footpaths.
- Street features and traffic devices immediately adjoining the property such as kerbs, crossings, pits, telegraph poles, roundabouts, traffic signals, line marking etc.

3.5 Notification Plan

Notification plans are reduced copies of the site plan, elevations and shadow plans of a proposed development. The reduced elevations should be exact copies of the elevations submitted with the application, and the reduced site plan must not show any of the internal layout of the proposed development. Ideally, you should provide this information on one sheet (back and front).

3.6 Erosion and Sediment Control Plan

Required for all applications involving demolition, construction works or drainage works, prepared in accordance with Council's relevant Development Control Plans (DCP), detailing proposed methods of controlling erosion during work, excavation and construction, site access, division of water, sediment basins, pump-outs, sediment fences, gutter protection, stockpiles and dust control. You must include the following details:

Basic Site Information

- North point (true north) and scale (show ratio and bar scale).
- Title, date, plan number, amendment number.

- Applicant's name (if relevant) and address of subject property.
- Contours both initial and final.
- Location of all vegetation to be retained/removed on the site and any protection measures required for such vegetation.
- Existing and proposed boundaries.

Construction Details

- 'Site' or 'disturbed area'.
- Dust control.
- Location of stockpiles and secure chemical storage area.
- Location of temporary and permanent Soil and Water Management Controls and vehicle access point/s.

Stormwater Management

- Location of drains, downpipes, pits and watercourses.
- Proposed integration with on-site detention/infiltration and stormwater discharge point (if proposed).

3.7 Waste Management Plan

You must complete and submit Council's Waste Management Plan Template for any application proposing demolition, construction works and change of use applications. This plan shall detail proposed waste management and minimisation activities during demolition, construction and operation of the premises/development. This plan will need to specify:

- Waste by type and volume and nominate reuse and recycling potential;
- Siting of waste storage and recycling facilities for demolition, construction and final use;
- How and where residual wastes will be disposed of (provide name and address of facility to be used); and
- Ongoing waste management strategies.

3.8 Site Plan

This plan must clearly document the proposed building/s or works, and include the following minimum details:

- North point (true north) and scale (show ratio and bar scale).
- Title, date, plan number, amendment number.
- Applicant's name (if relevant), address of subject property and adjoining properties.
- Boundary dimensions and site area.
- Removal of existing buildings/development shown dotted.
- Show new work, easements, right-of-way and existing structures.
- Fully dimensioned setbacks to front, side and rear boundaries.
- Existing and proposed fences, landscaping, swimming pools, retaining walls (including top of wall and bottom of wall heights), paved areas and driveways with RLs.
- Spot levels to Australian Height Datum (AHD) for natural ground levels (NGL) and finished ground levels
- Finished Floor Levels (FFLs) for all buildings.
- All existing vegetation to be removed or retained and in particular significant trees covered by Council's Development Control Plans (DCPs) as per survey plan.
- Location of pedestrian and vehicle access points (indicating extent of cut and fill).
- Where manoeuvrability is likely to be an issue, driveways and parking areas must indicate turning circles to the Australian standard - for further information please see the RTA Guide to Traffic Generating Development.
- Garbage storage areas designed in accordance with Council's minimum requirements (for further information please contact Council's Customer Service Centre).

- Services within the site and adjoining footpath including fire-fighting boosters/hydrant systems/electrical substations.
- Width of road reserve adjoining site boundaries.
- Natural features.
- Letterboxes, clotheslines and waste bin storage.
- Existing or proposed rainwater tanks.
- Buildings on adjoining sites including the location of windows (with top and bottom sill heights relative levels to AHD).

3.9 Site Analysis Plan

This plan should identify existing site constraints and opportunities and demonstrate how the proposal addresses these constraints. Draw the plan to scale and include the following details, which are relevant to your proposal:

- North point (true north) and scale (show ratio and bar scale).
- Title, date, plan number, amendment number.
- Applicant's name (if relevant) and address of subject property.
- Easements, right of way, sewer mains as per survey plan.
- Site area and dimensions.
- Topography and spot levels.
- Existing and proposed buildings on site with footprints dimensioned to boundaries.
- Buildings on adjoining sites.
- Existing vegetation/trees as per survey plan.
- Neighbours' views and sunlight.
- Overshadowing from neighbouring structures.
- Items of heritage on or within the vicinity of the subject site.
- Significant streetscape features, built form and character.
- Existing and proposed pedestrian and vehicle access.
- Direction and distance to local facilities.
- Potential sources of nuisance such as noise, dust, traffic, lighting etc.
- Areas of potential overlooking.
- Prevailing winds.
- Zone boundaries.
- Public open space.
- Views (both impact of proposed development on existing views and views from the proposed development).
- Fences/boundaries.

3.10 Demolition Plan

The demolition plan will consist of a site plan identifying the buildings to be demolished, location of security fencing, waste storage areas, temporary toilet facilities, erosion and sediment control fencing, stabilised vehicle access point and tree protection measures. The Waste Management Plan will identify the hazardous materials in the building, methods of demolition and waste disposal and the requirements for asbestos clearance certificates.

3.11 Floor Plans

Floor plans must clearly document the proposed building/s or works, and include the following details:

- North point (true north) and scale (show ratio and bar scale).
- Title, date, plan number, amendment number.
- Applicant's name (if relevant) and address of subject property.
- Location of proposed new buildings, alterations or works and coloured to show new work.

- Room layout, partitioning, room dimensions and sizes, and internal uses of each part of the building.
- Location and sizes of windows and doors.
- Levels of floors, steps in floor levels and terraces to AHD.
- Wall construction type and thickness.
- Location of plumbing fixtures (where applicable).
- Spot levels of natural ground to AHD.
- Dimensions of exterior walls to all boundaries.
- Pre and Post adaptation plans for Adaptable dwellings as per the relevant Australian Standard and DCP requirement.
- Change of use or commercial/industrial development shall also include:
 - Internal layouts, storage, machinery, racking etc.
 - Egress, existing and proposed fire safety.
 - Food shop safety details.
- Ground floor plans to also include:
 - Courtyard dimensions and areas.
 - Walls and fences.
 - Total floor area and floor space ratio.
 - Disabled persons access (if required).
 - Vehicle entrance and exit driveways.
 - Car parking and loading areas (show dimensions).

3.12 Elevation Plans

Elevation plans must clearly document the proposed building/s or works, and include the following details:

- North point (true north) and scale (show ratio and bar scale).
- Title, date, plan number, amendment number.
- Applicant's name (if relevant) and address of subject property.
- Fully dimensioned elevations of all sides of the building or structure, and coloured to show new work.
- Indicate the outline of existing buildings.
- Clear indication of proposed materials and finishes.
- Window sizes, sill heights and locations.
- Door locations and sizes.
- Existing natural ground level (NGL) and finished ground level (FGL) to Australian Height Datum (AHD).
- Heights of eaves, ridge, finished floor levels and ceiling levels including floor to ceiling height to AHD.
- Location of adjoining buildings in front and rear elevations indicating their address, ridge height, setback and other relevant features.
- Chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels).
- Retaining walls and fences (indicate height).
- Extent of excavation or filling of the site.
- Stormwater drainage pipes (downpipes and gutter).
- Elevations of any heritage item relevant to the development.

3.13 Section Plans

Section Plans must clearly document the proposed building/s or works, and include the following details:

- North point (true north) and scale (show ratio and bar scale).
- Title, date, plan number, amendment number.
- Applicant's name (if relevant) and address of subject property.
- At least two fully dimensioned sections, one of which being a long section.
- Section through significant level changes, such as under-croft areas and the like.
- Plans to show section line and location on the plan.

- Room names.
- Adequate representation of site works, natural ground level (NGL), finished floor levels and finished ground levels to Australian Height Datum (AHD).
- Longitudinal sections of proposed driveway/ramp including transitions, levels and height clearances. Where driveways/vehicular crossings or other alterations are proposed, detailed sections of gradients and levels must be provided sufficient for assessment purposes. This may necessitate long sections of the footpath or sections to the centre lane of the road reserve.
- Indication of areas of cut and/or fill.
- Show height or levels to AHD.

3.14 Shadow Diagrams – Plan Form

Shadow diagrams – plan form must show the effect, in plan form of any existing shadows and any additional shadows cast by your proposal. This is particularly in respect of the proposals overshadowing effect on any adjoining residential properties windows, private yard spaces, clothes drying areas, and any solar hot water or similar systems. You must include the following details:

- North point (true north) and scale (show ratio and bar scale).
- Title, date, plan number, amendment number.
- Applicant's name (if relevant) and address of subject property.
- Position of existing and proposed buildings on the site.
- Position of buildings, windows with associated room use, private open space and any solar panels on adjoining land
- Proposed and existing shadows superimposed to indicate the area of increased shadow on adjacent properties private open space and dwellings.
- Indication of the location and nature of shadows from existing and/or proposed fencing.
- Shadows cast at 9am, noon and 4pm on 21 June. Additional times and dates, e.g. hourly at mid-winter, may also be required. Provide shadow diagrams drawn to the equinox where overshadowing is likely to be a significant issue.
- Provide an analysis of your shadow diagrams prepared by a consulting architect/designer. Consider shadows from adjoining buildings as well as the proposed development.

To maintain solar access to neighbouring properties, developments must ensure that all adjoining residential properties and their private open space areas will receive their required solar access as per the ADG or relevant DCP (whichever is applicable) midwinter.

Please note: Plan form shadow diagrams are always required for dual occupancy and new dwellings. If the alterations/additions, outbuildings or secondary dwellings comprise changes or additions to the second storey, then shadow diagrams - plan form will also be required for these development types. Shadow diagrams – plan form are sometimes required for commercial and industrial development including alterations/additions if the site adjoins or affects any residential development.

3.15 Shadow Diagrams – Elevational

In addition to the above requirements for shadow diagrams – plan form, elevational shadow diagrams must show the elevational effect of existing shadows and any additional shadows cast by your proposal. This is particularly in respect of the proposals overshadowing effect on any adjoining residential developments windows, balconies/terraces/private open space areas and internal living areas.

Elevational shadows superimposed to indicate the area of increased shadow on adjacent properties private open space and dwellings. These are usually required on an hourly basis midwinter between 9am and 4pm midwinter, to determine compliance with the prescribed solar access requirements.

Elevational shadow diagrams are also required for any 2-storey development (or greater) on east/west lots or where compliance with the prescribed solar access requirements cannot be determined in plan form.

Please note: For residential flat buildings, a 'suns eye view' must be prepared by a suitably qualified person addressing the solar access requirements in the Apartment Design Guide/DCP. The report should contain information about the methodology of modelling, the date/time of the images and orientation of shadows cast. You must also provide a compliance table demonstrating the performance of each individual unit with reference to the diagrams.

3.16 Streetscape Elevations

A streetscape elevation must show the proposed building in the context of the buildings on either side. The streetscape elevation shall include:

- Roof pitch of proposed and neighbouring buildings.
- Fencing type and height.
- Materials and colours of proposed and neighbouring buildings.
- Position and front elevation details of neighbouring buildings.
- Trees and other significant vegetation on site.
- Adjoining open spaces.
- Any slope of the land.
- Level differences between your site and adjacent properties.
- Finished floor levels, ceiling levels, roof levels and ridge height of proposed and neighbouring buildings to AHD.

3.17 BASIX Certificate

If you are proposing alterations or additions to an existing dwelling valued at \$50,000 and above or a swimming pool (or spa) with a volume greater than 40,000 litres a BASIX Certificate is required. BASIX Certificates require different commitments to be shown on the plans at different stages of the development, either 'On DA Plans' or 'On CC/CDC Plans', with some commitments needing a 'Certifier Check'. Plans must be consistent with the BASIX Certificates at all times and must be issued no more than 3 months prior to date of lodgement. Further information on BASIX can be obtained from www.basix.nsw.gov.au or by calling 1300 650 908.

3.18 Landscape Plans

Landscape plans must be prepared by a qualified landscape architect or consultant and illustrate the proposed landscape design for your proposal. The plan shall include as a minimum:-

- Title, date, plan number, amendment number.
- Applicant's name (if relevant) and address of subject property.
- Name of the landscape designer or company, their contact details and professional qualifications;
- Finished surface levels, embankments and grades (indicate extent of cut and fill);
- Location, species, height and canopy spread of all existing trees to be retained or removed both on and adjacent to the site, and on Council's nature strip. Reduced levels shall also be provided at the base of all trees. This must include ALL trees covered by Council's Development Control Plans.
- Arboriculture advice detailing the protection or removal of trees.
- Proposed tree and shrub planting as per Council's Native Tree Species List, including number of each species, their location, pot size, staking requirements, massing and mature height, and any proposed edging and mulching.
- Details of commercial grade automated drip irrigation system servicing all common planting areas.
- Proposed surface treatments and restoration e.g. turf, paving, bank stabilisation, mounds.
- Driveways and car parking areas.
- Existing and proposed ancillary structures on the site including sheds, letterboxes, drying areas and garbage receptacles.

- Location of surface features such as stormwater pipes, pits, and any onsite detention details shown on building and drainage plans.
- Proposed fences and retaining walls (including sectional elevations of retaining walls, planter boxes, showing proposed height and material).
- Details of proposed exterior lighting plan.
- Details of ongoing management and maintenance.
- Location of power poles, streetlights and street furniture.

3.19 Concept Drainage Plans

Concept drainage plans must include the following: -

- How stormwater is proposed to be drained to a gutter, a pipe in the street or a piped drainage.
- Any existing and proposed easement/s.
- Overland flow paths.
- Existing surface contours (AHD values).
- Spot levels to AHD.
- Proposed building locations and finished floor/surface contour levels (AHD values).
- General layout of the proposed drainage system including location of all downpipes, kerbs, channels, open drains, pits and pipes.
- Minimum pipe sizes.
- Points of discharge.
- Demonstration of compliance with Council's requirements as per the relevant Development Control Plan for the management of stormwater.

3.20 Detailed Stormwater/On-Site Detention (OSD) Plans

A suitably qualified engineer must prepare these plans and include the information detailed above for concept drainage plans plus the following additional information: -

- Location and details of on-site detention systems and internal piped systems.
- Name, signature and qualifications of the Design Engineer shall be included on all drawings.
- Fully detailed drawings.
- Flood Study, where required.

A diagram is to be provided showing the location, size, shape and longitudinal sections of the propose driveway extending from the centre line of the road to the proposed design level of the basement or garage floor to demonstrate that the proposed driveway design complies with Australian and New Zealand standards – AS/NZS 2890.1 2004 'Off Street Parking' Code.

Council will also use this plan to check that the stormwater drainage system will not permit water to enter a garage or basement parking area, particularly where the entrance to such parking is below existing road or footpath levels.

3.21 Stormwater and On-Site Detention (OSD) Drawing Submission Checklist

Your engineer shall sign and complete the Stormwater and On-Site Detention (OSD) Drawing Submission Checklist (available from Council's website) confirming they have read and are familiar with Council's On-Site Stormwater Detention Policy. Note: Council will not accept inaccurate or incomplete checklists.

3.22 OSD Calculation Sheet

Your engineer shall provide an OSD design summary calculation sheet to support your OSD plans.

3.23 Schedule of External Colours and Finishes

You must include all the proposed colours and finishes of all materials for the external façade of the proposed building/s. For minor developments, drawings, brochures or swatches may be sufficient to indicate this

information, while for major developments a coloured sample board/schedule is required. The schedule should include the following details:

- The composition of the materials or colours
- The architectural features that will comprise the materials and colours
- The location of the materials and colours on the façade.
- The manufacturer and product name and range.

3.24 Street Numbering Plan or Schedule

You need to indicate how a new dual occupancy, residential flat building, multi-unit or factory development or similar is to be numbered. The plan or schedule is also required for all subdivision applications and shall follow Council's Street Numbering Policy/Allocation of Property Numbers.

The proposed numbering can be marked on the plans or submitted as a clear written schedule.

3.25 Photographic Record

Where you propose demolition you must submit a completed **Photographic Record of Building for Demolition** form, together with required photographs.

3.26 Subdivision Plan

You must include:

- Existing and proposed lot boundaries, land title details and new lot numbers.
- Distance to boundaries from all structures (existing and proposed).
- Proposed boundary dimensions (metres) and lot areas (square metres)
- Relationship of the lot(s) to existing roads.
- Location and width of nearby roads.
- Existing and proposed restrictions, covenants, easements and right of ways (e.g., maintenance easements, restrictions as to use, access handle, etc.).
- Proposed public reserves and drainage reserves.
- Existing and proposed finished levels (contours and spot heights to AHD) if works are proposed.
- Relative levels for both the subject land and adjacent streets/footpaths (as per Survey Plan).
- Location of existing/proposed water, sewerage, electricity, gas and telephone and associated easements, where applicable.
- Details of consultation with public authorities responsible for provision or amplification of utility services required by the proposed subdivision, if relevant.
- Existing and proposed points of entry and exit for each proposed lot.
- Party walls, if relevant.
- If applicable, you should include each unit/dwelling lot size, associated private open space area, car parking allocation as well as communal space.
- Existing trees and vegetation to be removed/retained as per Survey and Site Analysis plans.

3.27 Environmental Impact Statement (EIS)

An EIS is required for Designated Development as listed in Schedule 3 of the *Environmental Planning and Assessment Regulation 2000*. An EIS for designated development must be prepared in accordance with the Planning Secretary's requirements. To request the Planning Secretary's Environmental Assessment Requirements (SEARs), you must complete the Form A on the NSW Government's Planning & Environment website www.planning.nsw.gov.au. All applications for Designated Development shall include an additional EIS and USB containing all the information in accordance with Section 1.7 Electronic Submission Requirements of this Guide.

3.28 Contamination Reports

Where land is contaminated or potentially contaminated, you must provide the following information: -

- 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 prepared by a suitably 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 remediation is required, the proposed method of remediation must be detailed.

Please Note: For more information refer to Council's Contaminated Land Policy, which is available on Council's website.

3.29 Heritage Report

You must provide Council with sufficient information to determine the impact of the proposed development on the heritage item concerned. To determine the level of detail required and who should prepare the Heritage Impact Statement (HIS), please consult Council's Heritage Adviser before submitting the application. A HIS must address the following:

- Summarise the historical development of the heritage item and its setting (the setting is the immediate area or locality in which the item is situated).
- Describe the heritage item and its setting (the description of the item should address the period and style of the heritage item, its materials and finishes, its form, and its setbacks and orientation on the property).
- Assess the condition and integrity of the heritage item (integrity refers to how original the heritage item is and how much change has occurred to it over time).
- State why the heritage item is significant*;
- Describe the proposed development and specify the changes proposed to the heritage item and its setting.
- Assess the impact which the changes would have on the heritage item and its setting including both positive and negative impacts (if any);
- Describe measures designed to mitigate negative impacts (if any) on the heritage item and its setting.
- Detail alternative development options.

For sites of State significance (listed on the State Heritage Register), or of exceptional significance to the local area, a Conservation Management Plan (CMP) may also be required. Check with Council's Heritage Adviser to confirm whether a CMP is required.

*For guidance on assessing the significance of a heritage item, refer to the publication titled Assessing Heritage Significance, available from www.heritage.nsw.gov.au.

3.30 Arborist Report/Pre-DA Lodgement Advice

For removal of trees not exempt under Council's relevant Development Control Plan, you must submit an Arborist report (prepared by an AQF Level 4 or 5 Consulting Arborist) to support your application. If you are located in the former Holroyd LGA, you can submit either an Arborist report and/or Pre-DA Lodgement Advice. For further information, please discuss this with Council's Development Enquiry Officer.

3.31 Assessment of Significance/Species Impact Statement

You must submit an Assessment of Significance where a proposal may significantly affect threatened species, populations or ecological communities and their habitats. The report must identify the author and their qualifications (to demonstrate their technical expertise in the areas of flora and fauna). If the assessment identifies a significant impact, you must prepare and submit a Species Impact Statement.

3.32 Archaeological Report

If your site is identified in the relevant LEP/DCP as being affected by archaeological heritage, you will need to submit an archaeological report prepared by a suitably qualified person. You will need to consult with the Heritage Council of NSW and/or Council’s Heritage Advisor for further information.

3.33 Geotechnical Report

A qualified geotechnical engineer must prepare this report detailing: -

- The proposed method of excavation.
- Shoring and/or pile construction vibration emissions.
- Any possible damage to adjoining/nearby premises.
- Include recommendations or measures to prevent/minimise structural damage to nearby premises.

3.34 Flood Level Advice/Flood Study/Electronic Flood Model

If your site is identified as being potentially or flood affected (to be determined in consultation with Council), you will need to arrange for your suitably qualified engineer to prepare all of the required documentation based on any estimated flood levels and recommended flood requirements. For sites affected by flooding, you will need to submit a request for the Flood Level Advice from Council prior to the lodgement of the Development Application. The Flood Level Advice must be within 6 months of the date of the lodgement of the Development Application. Where the site is identified as being medium and/or high flood affectation and the building footprint is proposed to be changed then electronic flood modelling is required to be lodged with the Development Application. Council recommends you discuss your proposed development with Council as part of a Pre-DA Meeting.

3.35 Acoustic Report

An acoustic report is required if:

- The site is located in close proximity to arterial roads and railway corridors.
- Where operations are outside standard hours of operation and adjoining residential properties.
- Where development may create noise impacts on residential properties.
- When development requires an acoustic report under SEPP (Infrastructure) 2007.
- If the location is nominated in the relevant DCP.
- A Noise Management Plan is also required for childcare centres, licensed premises and the like.

An acoustic consultant must prepare this report and be dated within 6 months of lodgement of the application.

3.36 Acid Sulfate Soils Management Plan

Acid sulfate soils are usually found in low-lying parts of coastal floodplains, rivers and creeks. If these soils remain underwater, they are stable and do not cause problems, however, if they are exposed to oxygen by disturbance of the soil or lowering of groundwater levels, sulphuric acid is generated and can cause environmental damage.

Clause 6.1, of the relevant Local Environmental Plan (LEP) nominates the different classes of land affected by Acid Sulfate Soils in Cumberland City Council. These include Classes 2, 3, 4 and 5. Depending on the class of soil and proposed works, you may be required to prepare a preliminary soil assessment report. A suitably qualified geotechnical engineer or equivalent must prepare this report. Such reports are required in the following circumstances:-

Class of Land	Depth of works below natural ground surface	Depth water table likely to be lowered below natural ground surface
2	Any	Any
3	1 metre+	1 metre+
4	2 metre+	2 metre+

5	See** below	See** below
---	-------------	-------------

** Works on Class 5 areas only require a preliminary soil assessment report if the work is carried out on land within 500 metres of an adjacent Class 2, 3 or 4 area where this adjacent area is below 5 metres Australian Height Datum (AHD) and where the works are likely to lower the water table below 1 metre AHD.

If a preliminary report is prepared and reveals that an Acid Sulfate Soils Management Plan is required for the works, then this plan must be prepared in accordance with the Acid Sulfate Soils Manual and submitted to Council with your application.

3.37 View Corridor Analysis

If your site has the potential to impact on views (both to or from), you will need to submit an analysis demonstrating the impact of the development on views currently available from potentially affected properties. This must be a photographic and/or elevational view analysis based on survey data prepared by a registered surveyor. The analysis is to identify current views obstructed from neighbouring properties, the extent of any view loss and the analysis should then be used to identify suitable design responses to building heights, setbacks and siting to ensure the development satisfies the Land and Environment Court view sharing Planning Principle of 'Tenacity Consulting v Warringah Council'. Height poles may be used to demonstrate view impacts.

3.38 Traffic and Parking Study

You are required to submit a traffic and parking study for: -

- Child-care centres, places of public worship, schools and the like.
- Where you are seeking a variation to the required car parking, loading/unloading or any other traffic related provisions under Council's DCP/relevant planning instrument.
- When development requires a traffic and parking study under the SEPP (Infrastructure) 2007.

The traffic and parking study must demonstrate whether the proposed operation of the development will have an impact on the movement of vehicles and traffic in the surrounding road system. The report may need to include measures to mitigate the impact of vehicular movements from the proposal, in order to ensure the efficient operation of the surrounding road network. A suitably qualified traffic engineer must prepare this report and be dated within 6 months of lodgement of the application.

3.39 Mechanical Ventilation Details

Where mechanical ventilation is required, you shall include details of intended ducting, location of air conditioning units and other relevant features (e.g., stacks and intake) on the floor, elevation and section plans.

3.40 Bushfire Report

If your site has the potential to be affected by bushfires (even if not bushfire prone on the relevant LEP map), a bushfire assessment may be required. Council recommends you discuss your proposed development with Council.

3.41 Engineering Plans

If you are proposing major earthworks, roadworks, or land subdivision and the like, you will need to provide engineering plans and details. These consist of design details for the structural elements, electrical services, hydraulic services, mechanical services, stormwater drainage systems and sediment and erosion control measures relevant to the development. You need to address the following: -

- Proposed method of stormwater disposal.
- Proposed new roads (if any) including long section and cross section drawings.
- Preliminary engineering drawings detailing proposed infrastructure including roads, stormwater, sewerage and earthwork.
- Natural and finished surface levels.

- Details of retaining walls including sections and all levels.

Please note: Separate approval is required for vehicular crossings.

3.42 Access Report

Compliance with the Disability (Access to Premises - Buildings) Standards 2010 is required for most non-residential development to ensure disabled access into and around a building. It is important to consider disability access at the initial time of planning to minimise subsequent re-designs.

An appropriately qualified and experienced person must prepare this report, and should explain in detail how the proposed development meets the requirements/standards outlined in:-

- Council's relevant DCP.
- The Building Code of Australia.
- The Australian Standards,
- The Disability Discrimination Act 1992.

Please note: On 1 May 2011, the Disability (Access to Premises - Buildings) Standards 2010 became effective. Access provided as per this Standard cannot be viewed as unlawful under the Disability Discrimination Act 1992.

3.43 Social Impact Comment/Assessment

A social impact comment/assessment is required where the development is identified under Council's "Social Impact Assessment Policy for Development Applications" (available from Council's website), unless directed otherwise by Council.

3.44 Adaptable Housing

An adaptable housing checklist and associated drawings are required for development containing adaptable dwellings (e.g., Residential Flat Buildings or multi-unit dwellings) as per the relevant DCP. You must also submit:

- A checklist demonstrating compliance with Class A or B Building under AS 4299-1995.
- Pre- and post-adaptation drawings.

3.45 Photomontages or 3D Perspectives

For all other residential and commercial development not specified above, high quality photomontages and 3D images/perspectives of the proposal in the context of surrounding development is required.

3.46 Flood Evacuation Plan

You must submit a Flood Evacuation Plan for development within a flood affected lot to demonstrate the proposed evacuation method(s) during a flood. Council recommends you discuss your proposed development with Council as part of a Pre-DA Meeting.

3.47 SEPP 64 Statement

Required for applications involving signage to which State Environmental Planning Policy (SEPP) No 64 - Advertising and Signage applies.

3.48 SEPP 65 Documentation

Required for residential flat development, shop top housing or mixed use development with a residential accommodation component to which State Environmental Planning Policy (SEPP) No. 65 – Design Quality of Residential Flat Development applies (i.e., 3 or more storeys and at least 4 or more dwellings):-

- Design verification statement from a qualified designer verifying that he or she has designed or directed the design, and that the design quality principles set out in Part 2 of SEPP 65 are achieved.
- Explanation of the design in terms of the design quality principles set out in Part 2 of SEPP 65.
- Drawings of the proposed development in the context of surrounding development, including the streetscape.

- Development compliance with building heights, building height planes, setbacks and building envelope controls (if applicable) marked on plans, sections and elevations.
- Drawings of the proposed landscape area, including species selected and proposed materials, presented in the context of the proposed building or buildings, and the surrounding development
- If the proposed development is within an area, in which the built form is changing, statements of the existing and likely future contexts.
- Photomontages of the proposed development in the context of surrounding development.
- A sample board of the proposed materials and colours of the façade.
- Detailed sections of proposed facades.

3.49 National Construction Code (NCC) (formally known as BCA) Fire Safety Report

Commencing with classification and size of the development, the report must address all issues that affect the development detailed in the NCC, including the NSW appendix. Alternative solutions must be provided if the proposal does not comply with the 'Deemed-to-Satisfy' provisions of the NCC. These must be prepared in accordance with the requirements of A0.8 of the former BCA. A schedule of the fire safety measures must be submitted detailing existing AND proposed measures to comply with the relevant Australian standards.

3.50 National Construction Code (NCC) (formally known as BCA) Upgrade/Fire Safety Measures

When changing the use of a building or undertaking works to a building, you must submit a list of all existing and proposed fire safety measures. These include items such as fire extinguishers, fire exit signage, emergency lighting, etc. You will need the assistance of an appropriately qualified building consultant to prepare the fire safety measures schedule.

3.51 Wind Tunnel Testing Report

If your proposed development is ten or more storeys in height, you need to provide a wind tunnel testing report including any required wind amelioration measures included on the architectural plans. Council recommends you discuss your proposed development with Council's officers as part of a Pre-DA Meeting for further clarification.

3.52 Plan of Management

A Plan of Management (POM) must describe the ongoing operation of the premises in order to minimise adverse impacts on surrounding neighbours. The POM must include hours of operation, staffing details, operating guidelines, delivery arrangements, customer handling, safety and security, noise mitigation measures, complaint handling and a review process. A POM must be submitted for: -

- Child care centres
- Boarding houses
- Entertainment venues
- Hotel/club/pubs etc.

3.53 Evacuation Plan

An evacuation plan is required for childcare centres, boarding houses, places of public worship or similar sensitive residential development complying with AS3745-2002 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces.

3.54 Salinity Management Plan

If affected by "Known Salinity", "High Salinity Potential" or "Moderate Salinity Potential" as per Clause 6.8 of the Holroyd LEP 2013/Salinity Potential in Western Sydney 2002 map, for subdivision applications or major developments Council requires the submission of a salinity assessment to quantify the risk before any ground disturbance. If risks are identified, a Salinity Management Plan will be required detailing how these risks are to be managed.

3.55 Odour Assessment

An odour assessment or air quality report may be required for industrial/commercial applications with potential impacts on air quality, or for residential development close to pollution sources.

You need to demonstrate:

- That the proposal will not cause, or be affected by existing or proposed sources of air emissions (on-site and nearby) from industries, spray painting booths, food premises, exhaust systems, waste storage, oil or wood burning stoves or heaters, major roads.
- Proposed mitigation measures including the placement and height of flues or chimneys, filters and treatment devices, location of waste storage areas and compost heaps.

3.56 Building Envelope Plan

If you are building in Pemulwuy, you will need to design your dwelling/dual occupancy in accordance with the endorsed Building Envelope Plan (BEP). The BEP sets out the maximum building envelope for each site in Pemulwuy nominating approved minimum setbacks, location of vehicular access, finished ground levels, building pad levels and the like.

If you do not have a copy of your approved BEP, you will need to apply for a copy by either completing the Informal Access Application (Informal Release) or Formal Access Application under section 41 of the Government Information (Public Access) Act 2009 (GIPA Act). Please refer to Council's website for further information.

3.57 Pool Plan and Details

If a pool is proposed, you must provide detailed plans of the proposed pool, including cross sections, volume, dimensions, fencing details and structural details.

3.58 Site Isolation Documentation

You must ensure adjoining sites do not become landlocked or isolated as a result of your proposed development. This means adjoining sites must be able to be developed in such a way that complies with Council's development standards and controls. Development proposals that create land locking or site isolation shall provide documentation that demonstrates you have made a reasonable attempt to purchase the land locked site(s).

Documentation shall include as a minimum:

- Two written valuations that represent the affected sites potential value. These are to be undertaken by two independent valuers registered with the Australian Institute of Valuers.
- Evidence that a genuine and reasonable offer has been made to the owner(s) of any adjoining lands likely to be landlocked as a result of your development. This may include evidence of the offer being sent to the owners' of the isolated site(s) through registered post and evidence of the offer being rejected.
- Concept /building envelope plans shall be submitted demonstrating how future development on the isolated site could be achieved. The plans shall include the following:
 - Height
 - Carparking access
 - Site coverage (both building and basement)
 - Constructability
 - Envelope separation
 - Open Space

This plan should be schematic but of sufficient detail to understand the relationship between the subject application and the isolated site. The plan must address the likely impacts the developments would have on each other, particularly in relation to streetscape, solar access, privacy and traffic impacts.

Note

- Potential value can include, (but is not limited to) the land locked site developed jointly with adjoining properties, or on its own.
- A reasonable offer shall be a fair market value decided by the independent valuations, and include for all expenses that would be incurred by the owner in the sale of the land locked site. The offer shall be at a minimum the higher of the two independent valuations including expenses incurred by the owner in the sale of the land locked site.

Please note that the submission of this information does not suggest Council's acceptance of landlocking or site isolation.