## DOCUMENTATION REQUIRED TO BE SUBMITTED WITH A DEVELOPMENT APPLICATION

Note: Where information is listed as 'May be Required' it would depend on the proposed development, site constraints or the surrounding area.

| This information is required     | This information may be required |
|----------------------------------|----------------------------------|
| Can be included on the site plan | This information is not required |

| FOR DWELLINGS AND OUTBUILDINGS                       | Dwellings /<br>Secondary<br>Dwellings | Alterations and<br>Additions to<br>Dwellings | Outbuildings<br>(Sheds,<br>Pergolas,<br>Decks etc.) | Swimming<br>Pool | Demolition |
|--|---------------------------------------|--|---|------------------|------------|
| BASIX Certificate                                    |                                       |  |   |                  |            |
| Bushfire Report                                      |                                       |  |   |                  |            |
| Cut/Fill and<br>Retaining Walls                      |                                       |  |   |                  |            |
| Demolition Plan                                      |                                       |  |   |                  |            |
| Effluent<br>Management Plan/<br>Wastewater<br>Report |                                       |  |   |                  |            |
| Elevation Plan                                       |                                       |  |   |                  |            |
| Erosion and<br>Sediment Control<br>Plan              |                                       |  |   |                  |            |
| Floor Plan   |                                       |  |   |                  |            |
| Heritage<br>Management<br>Document                   |                                       |  |   |                  |            |
| Notification Plan                                    |                                       |  |   |                  |            |
| Section Plan   |                                       |  |   |                  |            |
| Site Plan  |                                       |  |   |                  |            |
| Statement of<br>Environmental<br>Effects             |                                       |  |   |                  |            |
| Stormwater Plan                                      |                                       |  |   |                  |            |
| Waste<br>Management Plan                             |                                       |  |   |                  |            |

| FOR OTHER DEVELOPMENTS   | Dual Occupancy/<br>Multi Dwellings | Subdivision | Ancillary Rural<br>Outbuildings | Temporary Uses | Commercial | Tourist<br>Accommodation | Change of use (no<br>Building Works) | Industrial/Rural<br>Industrial | Signage |
|--|------------------------------------|-------------|---------------------------------|----------------|------------|--------------------------|--------------------------------------|--------------------------------|---------|
| Accessibility Detail   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Acoustic Report  |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Arborist Report  |                                    |             |                                 |                |            |                          |                                      |                                |         |
| BASIX Certificate  |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Biodiversity Development Assessment Report (BDAR) Biodiversity Offset Scheme Threshold |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Report Bushfire Report   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Contamination Report   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Cut/Fill and Retaining walls   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Demolition Plan  |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Effluent Management<br>Plan/ Wastewater<br>Report                                      |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Elevation Plan   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Emergency Management Plan Erosion and Sediment Control Plan                            |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Fire Safety Measures   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Floor Plan   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Flora and Fauna<br>Assessment  |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Heritage Management Document/ Impact Statement   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Landscape Plan   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Notification Plan  |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Section Plan   |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Shadow Diagrams  |                                    |             |                                 |                |            |                          |                                      |                                |         |
| Signage details  |                                    |             |                                 |                |            |                          | _                                    |                                |         |

| Site Plan                          |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|
| Statement Of Environmental Effects |  |  |  |  |  |
| Stormwater Plan                    |  |  |  |  |  |
| Subdivision Plan                   |  |  |  |  |  |
| Survey                             |  |  |  |  |  |
| Traffic management<br>Plan         |  |  |  |  |  |
| Traffic Report                     |  |  |  |  |  |
| Waste Management<br>Plan           |  |  |  |  |  |

| DOCUMENT  | REQUIRED INFORMATION  |
|---|---|
| ACCESSIBILITY<br>DETAIL                                       | Required in accordance with the Disability (Access to Premises - Buildings) Standards 2010. Information is required to demonstrate compliance with the Standards.   |
| ACOUSTIC<br>REPORT  | Required where:  Residential development is proposed adjacent to noise sources, including railway lines and arterial roads  Other type of development is proposed adjacent to residential properties, e.g. use of an existing commercial building as a restaurant with extended trading hours, located adjacent to dwellings.  Depending on nature of proposal, such as where noise may be significantly increased eg child care centre, mechanical car wash, industrial processing, development with heavy vehicles.  To be prepared by a suitably qualified person.   |
| ARBORIST<br>REPORT  | Required where proposal may impact on the health of existing trees that Council deems worthy of retention.  Report to be prepared by a suitably qualified person.   |
| BASIX<br>CERTIFICATE  | Required for:  All development that contains all types of new residential dwelling/s, including alterations and additions to existing dwellings valued at \$50,000 or more, and swimming pools and outdoor spas with a minimum 40,000L capacity.  Class 1b tourist accommodation buildings.  Class 4 caretaker's residence within a commercial building.  Relocated dwellings and manufactured homes do not require a BASIX certificate.  The following information is to be provided in accordance with Clause 97A of the Environmental  Planning and Assessment Regulation 2000:  BASIX Certificate.  All BASIX commitments to be identified on the plans.  Where applicable, ABSA Certification and a set of stamped plans. The BASIX Certificate must be generated on the Department of Planning and Environment BASIX website: www.basix.nsw.gov.au, issued no earlier than 3 months before the date on which the application is lodged. |
| BIODIVERSITY<br>DEVELOPMENT<br>ASSESSMENT<br>REPORT<br>(BDAR) | A Biodiversity Development Assessment Report (BDAR) is required where a development is likely to have any biodiversity impacts (clearing and/or prescribed) on threatened species and/or threatened ecological communities and is located on the Biodiversity Values Map, or exceeds area clearing threshold, or the impact is considered Significant after application of the Test of Significance (5 part test).  Prescribed Impacts (Section 6.1 BC Regulation 2017), including the removal of non-native vegetation on the Biodiversity Values Map, will trigger the Biodiversity Offset Scheme (BOS) and require a BDAR.  A BDAR must be prepared by an accredited assessor https://customer.lmbc.nsw.gov.au/assessment/AccreditedAssessor.  |
| BIODIVERSITY<br>OFFSETS<br>SCHEME<br>THRESHOLD<br>REPORT      | The Biodiversity Offsets Scheme Threshold is a test used to determine when is necessary to engage an accredited assessor to apply the Biodiversity Assessment Method (the BAM) to assess the impacts of a proposal.  The Biodiversity Conservation Regulation 2017 sets out threshold levels for when the Biodiversity Offsets Scheme (BOS) will be triggered. The threshold has two elements:  |
|   | <ul> <li>whether the amount of native vegetation being cleared exceeds a threshold area</li> </ul>  |

whether the impacts occur on an area mapped on the Biodiversity Values map published by the Minister for the Environment. The Biodiversity Values Map and Threshold Tool is used to produce a report that states whether a development proposal occurs on land on the BV Map and if the Biodiversity be Offsets Scheme trigaered accessed is and can https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap Required where land is identified as bushfire prone on Council's Bushfire Prone Land Map or is subject to grassland hazard (Note: Council's current mapping for bushfire prone land does not include land identified as predominately grasslands which is now identified as vegetation hazard under Planning for Bushfire Protection 2019). The bushfire assessment report must demonstrate how the proposal will comply with Planning for Bushfire Protection 2019 and contain: o Aim and objectives. o Specific objectives for the development type. o Performance criteria for the bushfire protection measures. A site plan indicating the proposed asset protection zones on the land. Single Dwelling Application Kit (available from the NSW RFS **BUSHFIRE** www.rfs.nsw.gov.au/) can be used for residential infill development (dwellings and **REPORT** 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 6.3 of the Planning for Bushfire Protection 2019); or Any other development type which proposes an alternate solution as part of the desian. OR If the development has been certified by an Accredited Certifier, under the Planning for Bush Fire Protection, then a written declaration and supporting information may be submitted in place of a report. The initial evaluation can be based on readily available factual information and should be carried out regardless of the nature of the proposed use or the current use. Readily available information may include: current zoning and permissible uses, records from previous re-zonings, aerial photographs, information contained in development applications, building applications and property files for the site. The information should be as detailed as possible and certified by qualified professionals where possible. The onus is on the applicant to demonstrate that the information is adequate for Council to determine the application. In considering the adequacy of the site's history, Council will take into account: CONTAMINATI ON REPORT If the descriptions of activities on the site are sufficiently detailed. o If there are any large gaps in the history of the site. If the sources are reliable. o If the information is verified by a professional. The Council may seek further information to make a planning decision such as a Preliminary Investigation (Stage 1) that indicates if the land is/was contaminated or used for listed activities. Listed activities are specified in Table 1 of Managing Land Contamination - Planning Guidelines SEPP55- Remediation of Land. Council may also require site sampling to be undertaken in accordance with the EPA's guidelines. Required where application proposes cut/fill and/or retaining walls. Plan to address the following: CUT/FILL AND o Plan at 1:100, or 1:200 for larger sites. RETAINING o Location of retaining walls to be shown on the site plan. WALLS Height of retaining wall/filling to showing existing and proposed levels, 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.

|   | Required where demolition work is proposed.  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| DEMOLITION<br>PLAN<br>AND<br>STATEMENT                  | Demolition plan to contain the following details:  |  |  |  |  |  |
|   | <ul> <li>Plan at 1:100, or 1:200 for larger sites.</li> <li>The location of the structure to be demolished, shown via a dotted line.</li> <li>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.</li> <li>A description of the type of building, e.g. house, shops.</li> <li>A description of the methods proposed for handling and disposing of demolished materials and any hazardous materials.</li> <li>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.</li> <li>Details of the proposed hoardings, fencing, overhead protection and scaffolding.</li> </ul> |  |  |  |  |  |
|   | Required where a lot does not have access to the reticulated sewer system.   |  |  |  |  |  |
|   | An on-site wastewater management system is required to treat and dispose of wastewater effluent associated with the development.   |  |  |  |  |  |
| EFFLUENT<br>MANAGEMENT<br>PLAN/<br>WASTEWATER<br>REPORT | 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 is required to submit: -   |  |  |  |  |  |
| KEFORT  | 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.  |  |  |  |  |  |
|   | To address the following:  |  |  |  |  |  |
| ELEVATION<br>PLAN                                       | <ul> <li>Plan at 1:100, or 1:200 for larger sites.</li> <li>Plan to show all elevations of the proposed buildings and to be labelled with relevant orientation (e.g, north, south-west).</li> <li>Elevations to include existing buildings if existing buildings are in close proximity to development or if development involves extensions to existing buildings.</li> <li>Calculated roof pitch.</li> <li>Building materials to be stated on the plan.</li> <li>Natural ground levels, floor levels and ceiling levels to AHD.</li> <li>Any services located on the roof of the proposed buildings.</li> <li>Any air conditioning services or gas systems located on balconies or external walls.</li> </ul>  |  |  |  |  |  |
| EMERGENCY<br>MANAGEMENT<br>PLAN                         | An emergency management plan detailing procedures to be implemented in the event of an emergency event. The plan should include but not be limited to:  o Procedure of evacuation, including designated evacuation point.  o Procedure for notifying emergency services  |  |  |  |  |  |
|   | Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.  |  |  |  |  |  |
| EROSION AND<br>SEDIMENT<br>CONTROL<br>PLAN              | To be prepared in accordance with Council's Engineering Requirements for Development and Landcom's <i>The Blue Book – Managing Urban Stormwater; Soils and Construction/Planning for Erosion and Sediment Control on Single Residential Allotments.</i>  |  |  |  |  |  |
|   | Plan to address the following at a minimum:  |  |  |  |  |  |
|   | Plan at 1:100 or 1:200 for larger sites.   |  |  |  |  |  |

Location of appropriate sedimentation and erosion control measures, including but not limited to, sediment fences, all weather access points, gutter and stormwater pit protection measures, stock pile location, and dust control measures. Required to enable Council to consider Clauses 93/94 of the Environmental Planning and Assessment Regulation 2000. Required for applications involving: Change of building use, and/or Alterations to an existing building. If the proposal involves a change of use of a building: **FIRE SAFETY MEASURES** A list of Category 1 fire safety provisions that currently apply to the existing buildina. A list of Category 1 fire safety provisions that are to apply to the building following its change of use. If the proposal involves additions or alterations to an existing building: A scaled floor plan of the whole of the building showing existing and proposed fire safety measures. Plan to address the following: Plan at 1:100, or 1:200 for larger sites. o Room names, areas and dimensions. All existing and proposed works. **FLOOR PLAN**  Access for disabled, where relevant. o BASIX commitments eg. 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. Required where a site is identified as containing native vegetation or potential habitat for threatened flora or fauna and the application does not trigger the Biodiversity Offset Scheme. The Biodiversity Values Map and Threshold Tool can be used to produce a report that states whether a development proposal occurs on land on the BV Map and if **FLORA AND** Biodiversity Offsets Scheme is triggered and can be accessed **FAUNA** https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap. **ASSESSMENT** A 5 Part Test of Significance (s.7.3 of the Biodiversity Conservation Act 2016), is to be completed if any threatened species, populations, communities or their habitats, are identified or considered likely to occur within the area of direct or indirect impact. Report to be prepared by a suitably qualified person. Required where specified within the Cabonne Local Environmental Plan 2011. This may be in the form of one or more of the following: Where an application seeks approval or exemption for an item listed on the State Heritage Register under the Heritage Act, a Heritage Conservation Management Plan prepared in accordance with the Heritage Division of the Office of Environment and Heritage Conservation Management Planning Review and **HERITAGE** Endorsement Strategy. **MANAGEMENT** Where an application is likely to have an impact on the heritage significance of a DOCUMENT/ heritage item or heritage conservation area, a Heritage Impact Statement prepared **HERTIAGE IMPACT** in accordance with the guidelines: Statements of Heritage Impact, The Heritage **STATEMENT** Division, Office of Environment and Heritage found on the following link: http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/hmstatem entsofhi.pdf The Heritage Management 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 LANDSCAPE Required for new development, and alterations/additions that result in changes to the **PLAN** landscaped area of the site.

## Plan to address the following: Plan at 1:100 or 1:200 for larger sites. Location and identification of existing trees and other significant vegetation on site. and confirmation of those to be retained and those to be removed. Layout and construction details of all garden beds, turf areas, edging, paving and Method of tree protection for those trees to be retained. Location of any drainage works proposed. Details of planter boxes, if proposed. Required for all applications requiring notification and/or advertising, as outlined within Cabonne Community Participation Plan. **NOTIFICATION** The plans to address the following: **PLAN** A3 or A4 size. Site plan, elevations and shadow diagrams on one page or double sided. Plan must not show interior layout/floor plan of residential development. A plan to address the following: Plan at 1:100, or 1:200 for larger sites. Section names and location on plan, e.g. A/A, B/B etc. Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed. Drawings to a suitable scale (i.e. 1:100 OR 1:200) Outline of existing building/development on site (shown dotted) **SECTION PLAN** Ceiling heights Room names Room and window heights Roof pitch and covering Site works, finished and proposed floor & ground levels in long section (indicate cut, fill and access grades) Construction material details Insulation details (where applicable) Required for the following: All two storey development, including alterations/additions. Any development that adjoins residential development and has the potential to overshadow such development. Shadow diagrams may be required for single-storey development that are situated on an east/west oriented site or highly sloped sites. 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 SHADOW neighbouring windows. DIAGRAMS 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.

## SIGNAGE Required where signage is proposed. The following shall be submitted: DETAILS 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. A plan to address the following: Plan at 1:100, or 1:200 for larger sites. Lot and DP, site address, boundary dimensions, orientation of boundaries, site area, contour levels to AHD, existing vegetation and trees (indicate removal/retention), north point drawn to true north. Outline of existing building/development on site, shown dotted. Location of proposed new building/development with dimensions to boundaries Existing and/or new vehicular access to be shown SITE PLAN Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings. Details of existing and proposed fencing. BASIX commitments eg. rainwater tank. Distance from external walls and outermost part of proposed building to all boundaries. Summary table calculations of site area, floor area, landscaped area etc. The stormwater plan should include: Location of any drainage easement Proposed drainage lines, depth, fall and location Existing stormwater drainage location including downpipes, connection and **STORMWATER** discharge points **PLAN** If stormwater run-off will increase, show proposed drainage details. Details of discharging/managing stormwater where property slopes away from street. Rainwater tank drainage and plumbing plans and specification to AS HB230-2006. On-site stormwater details prepared by a suitably qualified engineer (if applicable). On-site dispersal details prepared by a suitably qualified engineer (if applicable). A Statement of Environmental Effects is required for all types of development. This is a written statement that addresses the matters for consideration contained within Section 4.15 of the Environmental Planning and Assessment Act 1979. The Statement of Environmental Effects must indicate the following matters: o 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 **STATEMENT** to the environment. Any matters required to be indicated by any guidelines issued by the Director-**ENVIRONMENT** AL General. **EFFECTS** 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 accordance with Planning and Environment Guidelines. 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.

|   | Note: A pro forma Statement of Environmental Effects may only be submitted where works are considered to be minor and adverse environmental impacts are unlikely. This includes development such as signage, single dwellings, change of use applications, strata subdivision.  |
|---|---|
| SUBDIVISION<br>PLAN                                   | A plan to address the following:  O Plan at 1:100, or 1:200 for larger sites. O Clearly nominate existing and proposed boundaries. O Detail accurate areas of proposed lots and access handles. O Plan to show all existing structures on site. O Plan to show all existing vegetation on site. O Plan to show north point, drawn to true north. O Plan to show location of any easements/restrictions/services affecting the site.   |
| SURVEY  | <ul> <li>A plan to address the following:</li> <li>Plan at 1:100, or 1:200 for larger sites.</li> <li>Clearly nominate property boundaries.</li> <li>Plan to show all existing structures on site.</li> <li>Plan to show all existing vegetation on site.</li> <li>Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve.</li> <li>Plan to show north point, drawn to true north.</li> <li>Plan to show location of any easements/restrictions/services affecting the site.</li> <li>Plan to show location of any traffic devices within proximity of the subject site, and any services within the footpath area.</li> </ul> |
| TRAFFIC<br>REPORT/<br>TRAFFIC<br>IMPACT<br>ASSESSMENT | Required for traffic generating development, as defined within SEPP (Infrastructure) 2007, or where Council deems the type of development proposed requires submission of a site specific traffic report.  To be prepared by a suitably qualified person.   |
| WASTE<br>MANAGEMENT<br>PLAN                           | <ul> <li>The Waste Management Plan should detail:</li> <li>The types and amounts of materials to be reused, recycle and disposed of off site (including the location of disposal) during the demolition phase</li> <li>The types and amounts of materials to be reused, recycle and disposed of off site (including the location of disposal) during the construction phase</li> <li>Details of how waste will be stored on site.</li> </ul>  |