PORT STEPHENS COUNCIL

Development Application supporting documentation

Port Stephens

This guide outlines the documentation and information you'll need to prepare your Development Application (DA) for Council.

What is required for your DA

Supporting documentation requirements

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

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

* Can be incorporated on site plan

2** For 2+ Storey Structure

Mandatory. Application will not be accepted without this documentation.

BASIX certificate is also required for residential alteration/additions with a value greater than $50,000 and pools with more than 40,000 litres.

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

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

Plans

Cut and fill plan

A detailed plan showing how the land will be reshaped by removing (cutting) or adding (filling) soil. It includes information on:

- The amount and location of soil to be removed or added.
- The type of material used for filling.
- The design of retaining walls to support changes in land level.
- The impact on driveway access and surrounding areas.

Elevation plans

Drawings showing the external appearance of the building from different sides. They include details about:

- Building height and shape.
- Window and door placement.
- Roof design and materials.
- External finishes (e.g., brick, weatherboard).
- Relationship to the surrounding environment.

Erosion and sedimentation plan

A plan to prevent soil erosion and water pollution during construction. It includes details about:

- Methods to control soil and water runoff.
- Protection of existing vegetation.
- Management of stormwater.
- Storage of materials.

Notification plan

A simple plan to inform neighbours about a proposed development. It includes basic information about the project.

Photomontage

Images that show how a proposed development will look in its surroundings

Floor plans

Drawings showing the layout of rooms and spaces within a building. They include information about:

- Room sizes and shapes.
- Door and window locations.
- Building services (e.g., plumbing, electrical).
- Relationship between rooms.

A floor plan example is illustrated in Figure 1.

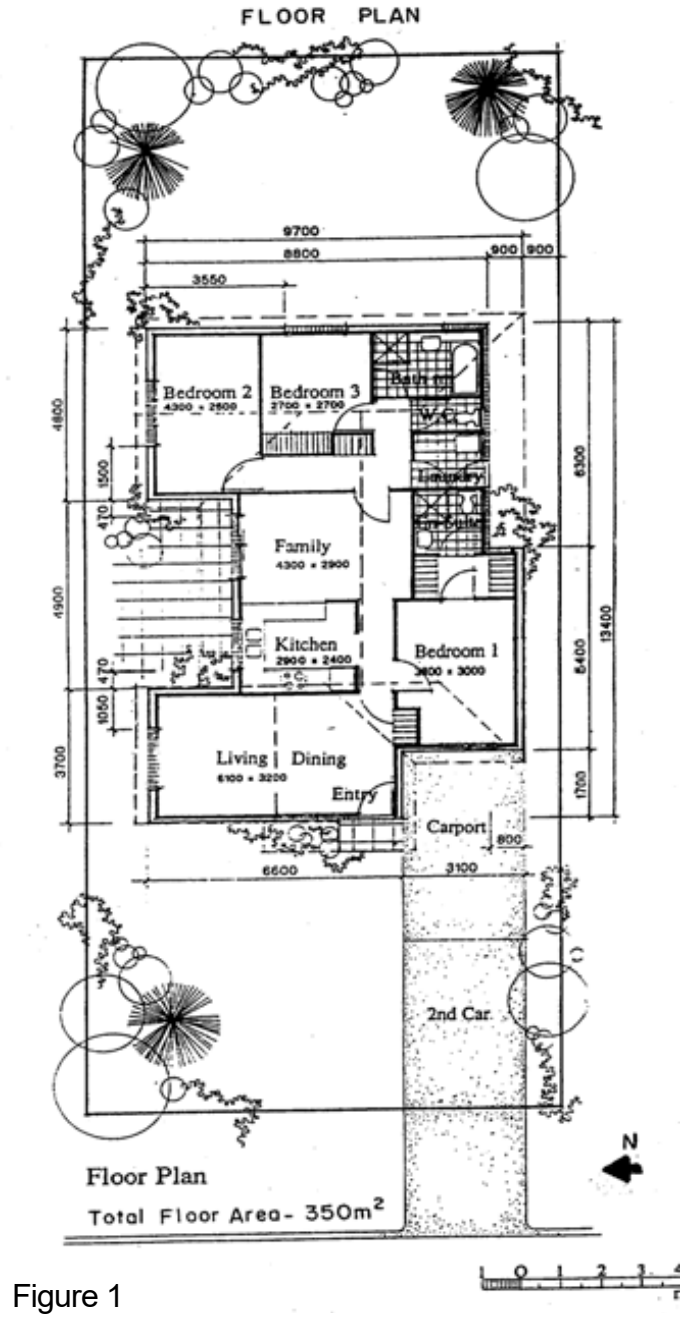

Figure 1

Landscape plan

A design for the outdoor areas of a property, including:

- Plant selection and placement.
- Paving and retaining walls.
- Water features (if any).
- Integration with the building and surrounding environment.

Sections

Drawings that show a vertical slice through a building or the land. They provide information about:

- Building height and structure.
- Land levels and slopes.
- Relationship between different parts of the building or site.

Site plan

The Site Plan must be drawn to scale at either 1:100 or 1:200 and clearly depict the following:

Site details

- North point indication.
- Legal description including lot and DP number, property boundaries with dimensions, site area (m^2), and any easements, rights-of-way, or sewer mains.
- Accurate representation of existing and proposed buildings/developments with clear distinctions.
- Location and details of all buildings/ developments on adjoining properties, including window positions.
- Existing and proposed fencing.
- Precise distances from external walls and outermost parts of the proposed building to all boundaries.
- Detailed topography with contours or spot levels referenced to Australian Height Datum, extended into adjoining areas.
- Clear identification of ground level differences with adjoining land to assess potential overshadowing, privacy, drainage, and view impacts.
- Drainage infrastructure including stormwater drains, flow paths, easements, watercourses, and channels.
- Proposed and existing driveways, parking, and manoeuvring areas.
- Extent of any landfill, retaining walls, and contaminated soil areas.
- BASIX commitments, such as rainwater tank specifications.

Summary and calculations

A tabulated summary of site area, floor area, landscaped area, and other relevant measurements.

A typical site plan for a new dwelling house is illustrated in Figure 2 for reference.

Site analysis plan

A comprehensive site analysis plan is essential to understand the site's characteristics and its relationship with the surrounding environment. It should precede building design and inform development decisions.

Plan requirements:

Scale: Match the site plan scale.

Content:

- Site Orientation: Indicate true solar north.
- Topography: Clearly depict landscape features (cliffs, rock outcrops, embankments, retaining walls, foreshores) and their potential impact on building design.
- Views: Identify view corridors from the site and adjoining properties to inform privacy and visual amenity considerations.
- Vegetation: Detail existing trees and vegetation on the site and adjoining properties, including

protected species (over 3m height or canopy width). Provide species names, spot levels, and canopy spread.

- Infrastructure: Show public roads, laneways, pathways, driveways, parking, loading bays, and pedestrian/vehicle access points.
- Buildings and structures: Indicate existing and proposed buildings, including location, distance from boundaries, height, use, and entrances.
- Surroundings: Map overshadowing from adjacent buildings, fences, walls, private open spaces, facing doors, and windows within 15m.
- Environmental factors: Identify prevailing air movements, noise, odor, and light spillage sources.
- Services and amenities: Locate service poles, street trees, kerb crossovers, footpaths, crossings, street furniture, bus stops, and services.
- Context: Analyse the built form and character of adjacent and nearby development, including fencing and garden styles.
- Heritage: Indicate heritage items, conservation areas, and archaeological features, assessing potential impacts.
- Waterfront: If applicable, show swimming pools, slipways, jetties, and foreshore structures.

Additional requirements:

- For developments of 2 or more stories, include street elevations showing the proposal and 2 adjacent buildings.
- For larger or visually prominent developments, provide photomontages of key perspectives.

Purpose: The site analysis plan should inform design decisions to optimise site utilisation, address environmental factors, and ensure compatibility with the surrounding area.

Example of a site analysis plan is found in Figure 3.

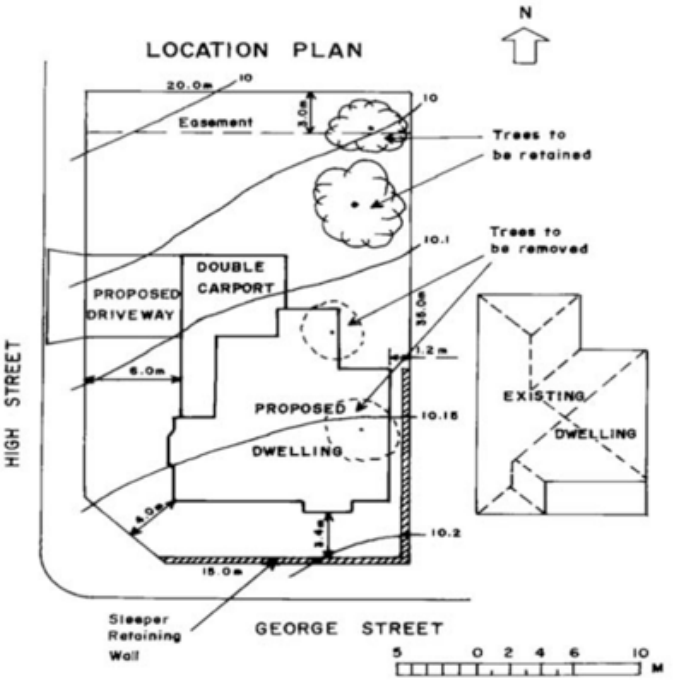

Figure 2

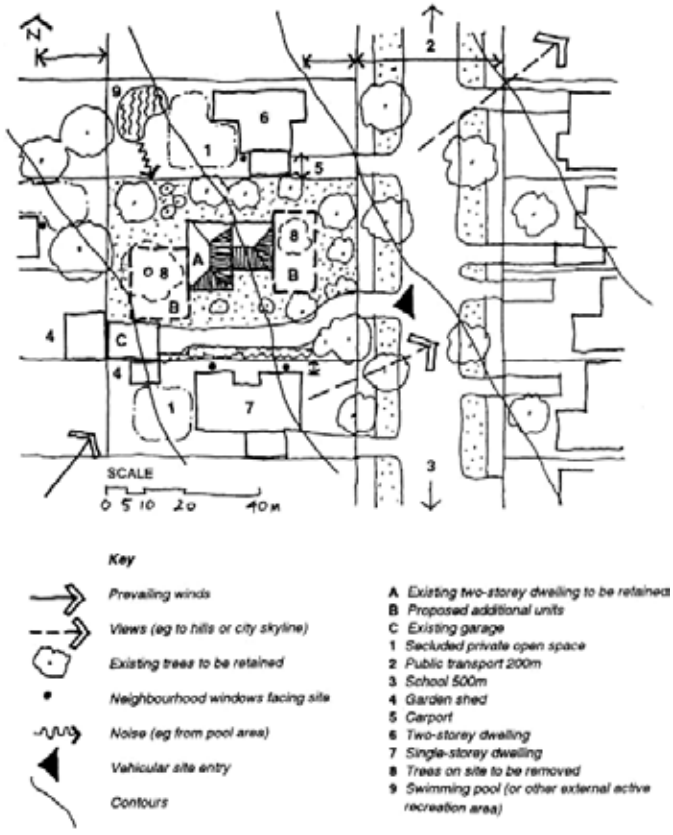

Figure 3

Shadow diagrams

Shadow diagrams are needed to assess the impact of the proposed development on sunlight access to neighbouring properties. These diagrams should:

- Illustrate shadows cast at midwinter (22 June) at 9am, 12 noon, and 3pm in plan form at a scale of 1:200.
- Detail hourly shadow patterns in both plan and elevation views if shadows affect neighbouring windows.
- Clearly indicate the location of the proposed and existing developments.
- Quantify the impact of shadows on habitable room windows and private open spaces, including percentage calculations for sunlight reduction at midwinter between 9am and 3pm.
- Consider existing overshadowing conditions when calculating shadow impacts.
- Be oriented to true north.

Signage plan

Where signage is proposed, the following details need to be submitted:

- Signage plan indicating the location of proposed signs.
- Detailed description of the signage structure, materials, size, colors, design, and illumination method.
- Sign wording and compliance with the *Port Stephens Development Control Plan 2014* signage types.

Construction specifications

Detailed construction specifications are required, including:

- Construction methods, materials, and compliance with relevant standards.
- Material origin (new or second-hand) with details of any second-hand materials.
- Fire safety and resistance measures, including height, design, and construction details.
- For modifications to approved specifications, clear identification of changes and supporting documentation for alternative solutions meeting BCA requirements.
- Evidence of accredited building products or systems used.

Structural and engineering requirements

Footings/Slab:

A structural engineer-certified design or a design complying with AS2870 is required.

Termite protection

Termite protection measures must adhere to AS3660.1.

Frame construction

- Steel frames and beams require structural engineer certification.
- Timber frames must specify component sizes, spacing, stress grading, bracing, tie-downs, and joint schedules according to AS1684. For roof trusses, general specifications are sufficient until the frame inspection.

Additional requirements

- Smoke alarms: Indicate smoke alarm locations on floor or electrical plans complying with BCA Part 3.7.2.
- Subfloor clearance: Clearly show subfloor clearance dimensions on elevation plans to meet BCA Part 3.4.1 requirements.
- Masonry construction: Detail subfloor pier construction, masonry articulation joints, and bearer tie-downs as per BCA Part 3.3.
- Stair construction and balustrade: Provide plans demonstrating compliance with BCA Parts 3.9.1 and 3.9.2.

Stormwater drainage plan

A comprehensive Stormwater Drainage Plan is required to manage rainwater runoff on the site. The plan should:

- Clearly illustrate proposed stormwater infrastructure, aligning with the landscape plan.
- Detail on-site detention systems, overland flow paths, and water quality control measures (e.g., planting areas, swales).
- Include catchment boundaries, existing and proposed surface conditions, building flood levels, discharge points, drainage pits, lines, and detention easements.
- Provide calculations for the stormwater system, drainage methods, and water quality measures (SSSQM or MUSIC Modelling).
- Outline operational and maintenance procedures.
- Consider consultation with Council's Development Engineers for urban developments or subdivisions.
- Adhere to hydrological/hydraulic calculations and design standards outlined in Australian Rainfall and Runoff Guidelines using Port Stephens Hydrologic Soil Mapping data.

Subdivision plan

A subdivision plan is necessary to define property boundaries and site features. It must include:

- Existing and proposed property boundaries and lot dimensions.
- Existing structures, vegetation, and levels (AHD), including contours and spot levels.
- North point, easements, restrictions, services, and nearby traffic devices.
- Preliminary engineering drawings of proposed works.

Survey plan/reference levels

A detailed survey plan is required to establish site boundaries and topography. It must:

- Be prepared by a registered surveyor at a scale of 1:100 or 1:200.
- Clearly define property boundaries, existing structures, and vegetation.
- Include levels (AHD), contours, spot levels, north point, easements, restrictions, services, and nearby traffic devices.

Reports

Aboriginal Heritage Assessment

An Aboriginal Heritage Assessment (AHA) is required to identify and assess the potential impact of a proposed development on Aboriginal cultural heritage. The AHA should incorporate cultural, historical, landscape, and archaeological values to inform development planning and land use decisions.

Access Audit

An Access Audit evaluates a building's accessibility for people with disabilities. It ensures compliance with the Disability Discrimination Act 1992, Australian Standards, and the Building Code of Australia (BCA). The audit should detail how the proposed development will provide equitable access, including necessary modifications for existing buildings.

Acid Sulphate Soil (ASS) Assessment

Acid Sulphate Soils (ASS) are potentially hazardous soils that can cause environmental damage if disturbed. A preliminary ASS assessment may be required depending on the soil classification and proposed development. This assessment, conducted by a qualified geotechnical engineer, determines the potential risks and necessary management measures.

Acid Sulphate Soil Management Plan

If the ASS assessment identifies significant risks, an Acid Sulphate Soil Management Plan may be required to outline strategies for mitigating potential impacts.

Note: Refer to the *Port Stephens Development Control Plan 2014* and *Port Stephens Local Environmental Plan 2013* for specific requirements related to ASS.

Acoustic and/or Vibration Report

This report assesses potential noise or vibration disturbances from sources like aircraft, railways, restaurants, childcare centers, and industrial buildings. Prepared by a qualified professional, it must comply with Australian Standard 2021-2015 and address Port Stephens Development Control Plan 2014 requirements for aircraft noise.

Air Quality Report

This report evaluates construction, operational, and occupational air quality impacts. It identifies emissions and mitigation measures to protect nearby residences, especially sensitive receptors. The report should be prepared in accordance with the NSW Department of Environment and Conservation's 2001 "Approved Methods for Modelling and Assessment of Air Pollutants in New South Wales."

Arborist report

A qualified arborist prepares this technical report to assess the health and condition of trees and other vegetation on the development site.

BASIX Certificate

This certificate identifies sustainability features required in the building design, such as rainwater tanks, water-saving fixtures, native landscaping, energy-efficient appliances, and insulation. Applicants must submit the BASIX Certificate with their development application. It's required for:

- New residential dwellings and mixed commercial/residential buildings.
- Residential alterations and additions exceeding $50,000.
- Swimming pools over 40,000 litres.

Bushfire Assessment Report

This report assesses the suitability of a development in a bushfire-prone area. It ensures compliance with "Planning for Bush Fire Protection 2006" and aims to improve the survivability of the development and occupants in the event of a bushfire. The report typically includes:

- Aim and objectives for the development type.
- Performance criteria for bushfire protection measures.
- Site plan indicating proposed asset protection zones.

Who prepares the reports?

Acoustic and/or Vibration Report: A suitably qualified person.

Air Quality Report: Prepared according to NSW Department of Environment and Conservation guidelines.

Arborist Report: A qualified arborist.

Bushfire Assessment Report:

- Single Dwelling Application Kit (residential infill development)
- Suitably qualified person (special fire protection purposes or alternate solutions)
- Accredited Certifier (written declaration and supporting information)

Additional resources:

- BASIX website: basix.nsw.gov.au
- NSW Rural Fire Service website: rfs.nsw.gov.au
- Appendix 4 of *Planning for Bush Fire Protection 2006.*

Contamination Report

If your development site may be contaminated, you'll need to submit reports by EPA-accredited professionals:

- Preliminary Investigation Report: This initial assessment identifies potential contamination.
- Detailed Investigation Report (if required): If contamination is found, this report details the extent and remediation plan to ensure the land is suitable for the proposed development.

Cost Summary Report

- **For developments between $100,000 and $3 million:** Prepare a cost summary report by a qualified person.
- **For developments exceeding $3 million:** Submit a detailed cost summary report by a registered quantity surveyor.

Director General's requirements

- Environmental Impact Statement (EIS): For designated developments, obtain the Director General of the Department of Planning and Environment's requirements for preparing an EIS.
- Statement of Impact Statement (SIS) for Threatened Species: Obtain requirements from the Office of Environment and Heritage for a SIS if your development may impact threatened species.

Demolition Plan (if applicable)

This plan details the demolition process, including:

- Location and height of the structure to be demolished.
- Building type (for example, house or shop).
- Demolition methods and equipment.

- Disposal plan for demolished materials and hazardous materials.
- Demolition sequence and estimated timeframe.
- Hoarding, fencing, and safety measures.

Design Verification Report (SEPP 65) (if applicable)

For residential flat development subject to SEPP 65, submit:

- Design verification statement addressing SEPP 65 requirements from a qualified designer.
- Additional details in the Statement of Environmental Effects as required by SEPP 65.

Environmental Impact Statement (EIS)

An EIS provides a comprehensive assessment of the proposed development's environmental impacts. You must consult with the Director-General of the Department of Planning and Environment before preparing an EIS and consider their requirements regarding its form, content, and public availability.

Flora and Fauna Survey

This survey identifies the site's ecological diversity and includes a 7-Part Test of Significance to determine potential impacts on threatened species, populations, or ecological communities. This helps assess the need for a Species Impact Statement (SIS).

Additional resources:

- Council's Contaminated Lands Policy
- Department of Planning and Environment website: planning.nsw.gov.au

Flood Study

A Flood Study is a detailed assessment of the potential impacts of flooding on a specific property or area. It typically includes:

- Measurement and analysis of floodwater levels and flow rates.
- Identification of flood-prone areas.
- Assessment of potential damage and risks.
- Recommendations for flood mitigation measures.

Flood studies should be conducted by a qualified hydrologist or engineer.

Flood evacuation/ management plan

A flood evacuation/management plan is a personal or business preparedness strategy for handling flood emergencies. It should include:

- Identification of evacuation routes and safe areas.
- Procedures for protecting property and valuables.
- Emergency contact information and supplies.
- Communication plans.

If you live or work in a flood-prone area, you must develop a flood evacuation/management plan. Local councils and emergency management agencies can provide additional guidance and resources.

Flood risk management plan

A flood risk management plan is a comprehensive strategy for reducing the impact of floods on a community. It involves:

- Assessing flood risks and vulnerabilities.
- Developing flood mitigation and response measures.
- Implementing and monitoring flood management strategies.
- Engaging with the community to build awareness and resilience.

Local governments or regional authorities, in collaboration with other stakeholders, typically develop these plans.

Note: The *NSW Floodplain Development Manual* provides detailed guidelines for flood-related planning and management.

Geotechnical report

A geotechnical report, prepared by a qualified engineer, is essential for understanding the soil conditions on your development site. It typically includes:

- **Recommended excavation methods:** This considers factors like soil type and depth.
- **Shoring or pile construction details:** This ensures safe and stable excavation for foundations.
- **Vibration emission assessment:** Anticipates and mitigates potential vibration impacts on nearby structures.
- **Recommendations for minimising damage to adjoining properties:** Outlines measures to protect neighbouring buildings and infrastructure during construction.

Before designing footings or slabs, a geotechnical engineer assesses the site classification using Australian Standard 2870.1 (residential slabs and footings).

For on-site wastewater management systems, a geotechnical engineer conducts an assessment based on Australian Standard 1547-2000. This determines site suitability and may recommend soil improvement techniques.

Heritage reports

When required:

- Development impacting an item on the State Heritage Register needs a Heritage Conservation Management Plan.
- Development affecting an item of heritage significance requires a Heritage Impact Statement.

Heritage Conservation Management Plan:

- Prepared by a professional heritage consultant.
- Ensures conservation and protection of the heritage item.
- Follows guidelines set by the Office of Environment and Heritage.

Heritage Impact Statement:

- Details the impact of the proposed development on the heritage item.
- Proposes measures to mitigate negative impacts.
- Explains why solutions that are more sympathetic are not feasible.
- Demonstrates how the development will conserve and protect the heritage significance.
- Follows principles outlined in the *Heritage Act 1997*.

Who prepares heritage reports?

Both reports must be prepared by a suitably qualified consultant registered on the NSW Office of Environment and Heritage Consultants Directory.

Additional resources:

NSW Office of Environment and Heritage website: environment.nsw.gov.au/heritageapp/HeritageConsultantsDirectory.aspx

Hollow tree assessment

A hollow tree assessment evaluates the number and condition of tree hollows on a site, providing information for wildlife habitat management.

Schedule of colours and finishes

This document specifies the colours and finishes used in a project, including manufacturer details and samples.

Section J Report

A Section J Report addresses energy efficiency requirements for commercial and some residential buildings under the Building Code of Australia (BCA). It's mandatory for building classifications 2 to 9.

Species Impact Statement (SIS)

A SIS is required if a Flora and Fauna Assessment identifies potential impacts on threatened species or their habitats. It includes:

- detailed description of the proposed development
- assessment of threatened species and their habitats
- identification of alternative options
- required approvals and qualifications of the assessment team
- compliance with the Director General's requirements.

Social impact assessment

This assessment analyses the potential social consequences of a project, both positive and negative. It includes monitoring and managing these impacts.

Statement of Environmental Effect (SoEE)

A SoEE outlines the environmental impacts of a proposed development and how they'll be managed. It includes:

- Assessment of environmental impacts.
- Compliance with development control plan requirements.
- Justification for deviations from development standards.
- Mitigation measures.
- Information on pre-existing uses, operational details, access and traffic, utility services, waste, privacy, views, overshadowing, flooding, drainage, erosion, and heritage conservation.

Note: For minor developments, a standard SoEE form may be sufficient. For larger projects, a more detailed assessment is required.

Construction Traffic Management Plan:

A Construction Traffic Management Plan (CTMP) is essential to minimize disruptions to the public during construction. It outlines how traffic flow will be maintained, pedestrian safety ensured, and public spaces protected. The CTMP must prioritize public safety and minimize disruptions to daily life.

Other environmental impacts

Applicants must identify potential environmental impacts beyond traffic, including but not limited to:

- air and water quality
- impacts on native flora, fauna, and habitats
- public health and safety concerns
- effects on the local community and economy
- soil or groundwater contamination
- noise pollution.

Other impact mitigation measures

To address potential environmental impacts, applicants must outline specific mitigation strategies. For significant impacts, a report from a qualified consultant may be required, such as an acoustic assessment, preliminary hazard analysis, or flora and fauna assessment.

Traffic Impact Assessment (TIA)

A TIA quantifies the traffic and parking impacts of a proposed development. It must be prepared by a qualified traffic engineer and assess the potential effects on local roads and intersections.

View corridor analysis

A view corridor analysis visually evaluates the impact of a proposed building on existing views from neighboring properties. It typically involves photographs and elevation drawings prepared by a registered surveyor.

Visual Impact Assessment (VIA)

A VIA assesses the visual impact of a development, focusing on its bulk, height, and relationship to surrounding buildings. It is required for projects that significantly alter the streetscape and should be prepared by a qualified urban designer or architect.

Waste management plan

A waste management plan outlines how waste is handled during the development's construction and operation. It includes details on waste generation, storage, treatment, disposal, and recycling.

Wastewater management

Developments without access to a public sewer must have an on-site wastewater management system. To demonstrate site suitability, applicants can either:

- Submit a Section 68 application concurrently with the development application.
- Provide a report and plans within the Statement of Environmental Effects (SoEE) showing adequate space for the system, including required buffer distances.

For complex sites or non-domestic uses, a detailed wastewater management report prepared by a qualified engineer may be required.

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