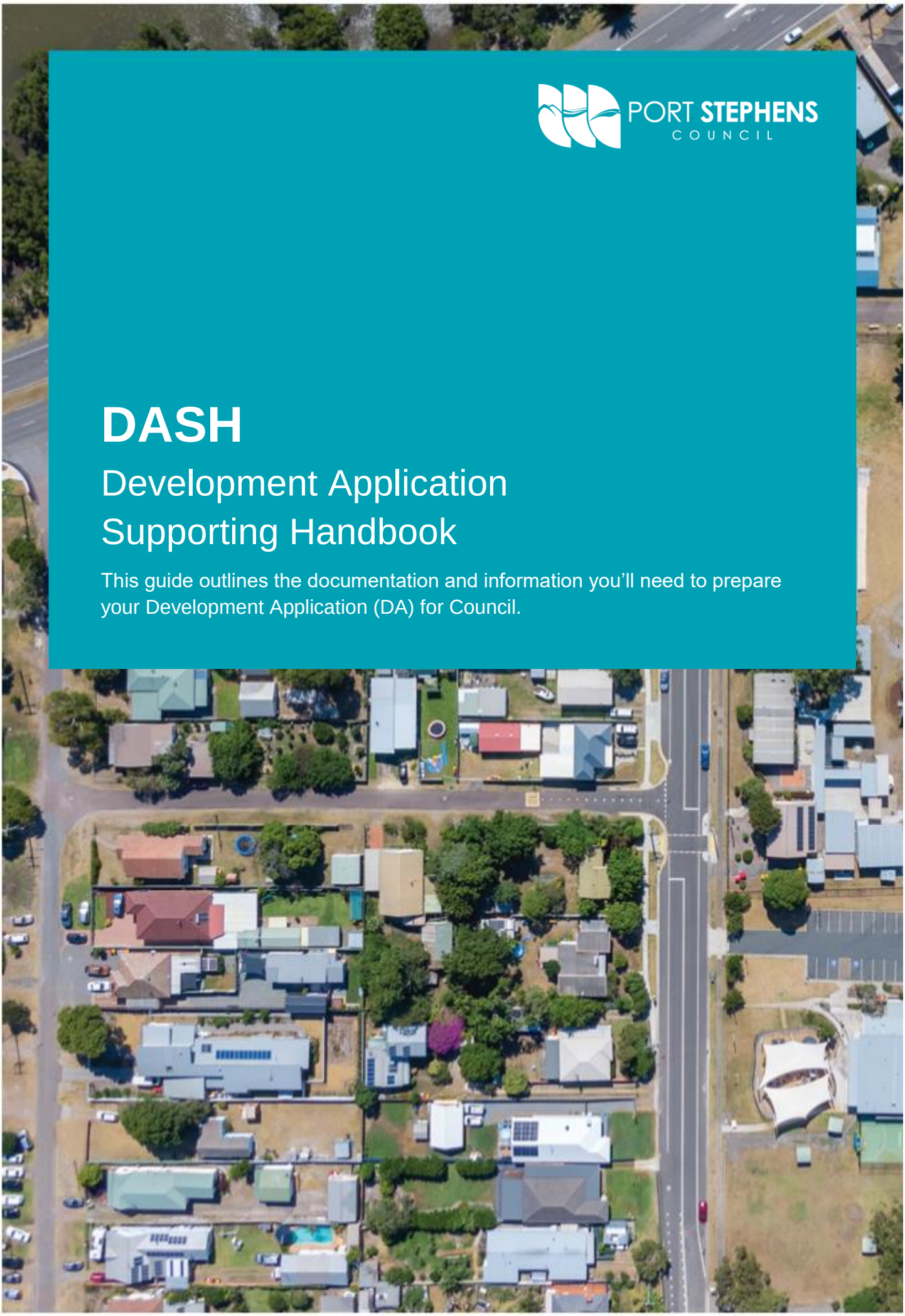
PORT STEPHENS COUNCIL

DASH

Development Application Supporting Handbook

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



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Supporting Documentation Matrix

Residential Development

This development matrix shows the supporting documentation you need to include when you submit a standard development application. If your project is more complex or unique, you may need to provide further information. Refer to the Development Application Supporting Handbook (DASH) for details on what is to be provided as part of each documentation.

	Residential Development Type (all names known by)	Dwelling house	Semi-detached dwellings	Attached dwellings	Multi-dwelling housing / townhouse / terrace	Secondary dwelling / granny flat	Dual occupancy / duplex	Residential flat building / apartments / units	Alterations and additions (residential)	Subdivision
	Owner's Consent Form	●	●	●	●	●	●	●	●	●
Architectural plans	Elevations and Sections	●	●	●	●	●	●	●	●	
	Floor Plans	●	●	●	●	●	●	●	●	
	Site Plan	●	●	●	●	●	●	●	●	●
	Construction Specifications							○		
	Landscape Plan		●	●	●		●	●		
	Shadow diagrams	○	●	●	●		○	●	○	
	Signage Plan							○		
	Site Analysis Plan	○	●	●	●	●	●	●	○	●
	Survey Plan	●	●	●	●	●	●	●	●	●
	Hunter Water Stamped Plans	●	●	●	●	●	●	●	●	
Engineering plans	Cut and Fill Plan	○	○	○	○	○	○	○		○
	Erosion and Sediment Control Plan	●	●	●	●	●	●	●	○	○
	Flood Assessments, Management and Studies	○	○	○	○	○	○	○	○	○
	Site-based Overland Flow Report									○
	Stormwater Drain Management Plan	○	●	●	●	●	●	●	○	●
	Structural Engineering Report									
	Subdivision Plan				○		○	○		●
	Traffic Impact Assessment				●			●		○

Residential Development Type (all names known by)		Dwelling house	Semi-detached dwellings	Attached dwellings	Multi-dwelling housing / townhouse / terrace	Secondary dwelling / granny flat	Dual occupancy / duplex	Residential flat building / apartments / units	Alterations and additions (residential)	Subdivision
Supporting reports	Aboriginal Heritage Information Management System	●	●	●	●	●	●	●	●	●
	Aboriginal Heritage Assessment				○			○		○
	Acid Sulfate Soil Report	○	○	○	○	○	○	○	○	○
	Acoustic Report				○			○		○
	Air Quality Impact Report									
	Arborist Report	○	○	○	○	○	○	○	○	○
	BASIX certificate	●	●	●	●	●	●	●	○	
	Biodiversity Development Assessment Report	○	○	○	○	○	○	○	○	○
	Bulk Earthworks Plan	○	○	○	○	○	○	○	○	●
	Bush Fire Assessment Report	○	○	○	○	○	○	○	○	○
	Clearing Method Statement	○	○	○	○	○	○	○		○
	Contamination Report				○			○		○
	Demolition Plan	○	○	○	○	○	○	○	○	○
	Ecological Impact Assessment	○	○	○	○	○	○	○	○	○
	Emergency Management Plan									
	Estimated Development Cost	○	○	○	○	○	○	●	○	○
	Geotechnical Report	○	○	○	○	○	○	○	○	○
	Heritage Reports	○	○	○	○	○	○	○	○	○
	Hollow Tree Assessment	○	○	○	○	○	○	○	○	○
	Lighting Design Plan									○
	Precinct Art									
	Section J Energy Efficiency Report				●			●		
	Statement of Environmental Effects	●	●	●	●	●	●	●	●	●
	Stock Refuge Need Assessment									
	Tree Removal and Retention Plan	○	○	○	○	○	○	○	○	○
	Vegetation Management Plan	○	○	○	○		○	○		○
	View Corridor Analysis	○			○			○		
	Visual Impact Assessment				○			○		
	Waste Management Plan	●	●	●	●	●	●	●	●	●
	Wastewater Management Report	○	○	○	○	○	○	○	○	○

● Mandatory. Application will not be accepted without this documentation.
○ This information may be required. Refer to the Development Application Supporting Handbook (DASH).
(e) Elevations only.

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Supporting Documentation Matrix

Ancillary Development

This development matrix shows the supporting documentation you need to include when you submit a standard development application. If your project is more complex or unique, you may need to provide further information. Refer to the Development Application Supporting Handbook (DASH) for details on what is to be provided as part of each documentation.

	Ancillary Development Type (all names known by)	Pergolas, sheds, water features, ponds and retaining walls, etc.	Pools and spas	Flood mounds	Demolition	Earthworks: cut / fill / dam construction
	Owner's Consent Form	●	●	●	●	●
Architectural plans	Elevations and Sections	●	●	●		● (e)
	Floor Plans	●				
	Site Plan	●	●	●	●	●
	Construction Specifications					
	Landscape Plan					
	Shadow diagrams					
	Signage Plan					
	Site Analysis Plan	○				
	Survey Plan	●	●	●	●	●
	Hunter Water Stamped Plans	●	●			
Engineering plans	Cut and Fill Plan	○	○	○	○	○
	Erosion and Sediment Control Plan	●	●	●	●	●
	Flood Assessments, Management and Studies	○	○	○	○	○
	Site-based Overland Flow Report			○		
	Stormwater Drain Management Plan	○	○	○		
	Structural Engineering Report	○		○		
	Subdivision Plan					
	Traffic Impact Assessment					

Ancillary Development Type (all names known by)		Pergolas, sheds, water features, ponds and retaining walls, etc.	Pools and spas	Flood mounds	Demolition	Earthworks: cut / fill / dam construction
Supporting reports	Aboriginal Heritage Information Management System	●	●	●	●	●
	Aboriginal Heritage Assessment		○	○	○	○
	Acid Sulfate Soil Report					
	Acoustic Report					
	Air Quality Impact Report				○	○
	Arborist Report	○	○	○	○	○
	BASIX certificate		○			
	Biodiversity Development Assessment Report	○	○	○	○	○
	Bulk Earthworks Plan			●		●
	Bush Fire Assessment Report	○	○	○	○	○
	Clearing Method Statement	○	○	○		○
	Contamination Report			○		○
	Demolition Plan				●	
	Ecological Impact Assessment	○	○	○		○
	Emergency Management Plan					
	Estimated Development Cost	○	○	○	○	○
	Geotechnical Report	○	○	○		○
	Heritage Reports	○	○	○	○	○
	Hollow Tree Assessment	○	○	○	○	○
	Lighting Design Plan					
	Precinct Art					
	Section J Energy Efficiency Report					
	Statement of Environmental Effects	●	●	●	●	●
	Stock Refuge Need Assessment			●		
	Tree Removal and Retention Plan	○	○	○		○
	Vegetation Management Plan	○		○		○
	View Corridor Analysis					
	Visual Impact Assessment					
	Waste Management Plan	●	●		●	
	Wastewater Management Report					

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Supporting Documentation Matrix

Business Related / Other Development

This development matrix shows the supporting documentation you need to include when you submit a standard development application. If your project is more complex or unique, you may need to provide further information. Refer to the Development Application Supporting Handbook (DASH) for details on what is to be provided as part of each documentation.

	Business Related / Other Development type (all names known by)	Commercial / retail / office / business	Wedding / function / event	Change of use	Industrial / manufacture / industry	Home industry / home business	Tourist and Visitor Accommodation	Signage	Temporary event or land use / market	Mixed use development / shop-top housing	Community facility	Child care centre
	Owner's Consent Form	●	●	●	●	●	●	●	●	●	●	●
Architectural plans	Elevations and Sections	●	○		●		●	●(e)		●	●	●
	Floor Plans	●	○	●	●	●	●			●	●	●
	Site Plan	●	○	●	●	●	●	●	●	●	●	●
	Construction Specifications				○					○		
	Landscape Plan	●	○		●		●				●	●
	Shadow diagrams	○	○		○		○			○	○	○
	Signage Plan	○	○	○	○	○	○	●	○	○	○	○
	Site Analysis Plan	●	●		●		●			●	●	●
	Survey Plan	●	○		●		●			●	●	●
	Hunter Water Stamped Plans	●	○		●		●	○		●	●	●
Engineering plans	Cut and Fill Plan	○	○		○		○			○	○	○
	Erosion and Sediment Control Plan	●	●		●		○			○	○	○
	Flood Assessments, Management and Studies	○	○	○	○		○		○	○	○	○
	Site-based Overland Flow Report	○	○	○	○	○	○	○	○	○	○	○
	Stormwater Drain Management Plan	●	○		●		●			●	●	●
	Structural Engineering Report				○							
	Subdivision Plan									○		
	Traffic Impact Assessment	○	○	○	○		○		○	○	○	○

Business Related / Other Development type
(all names known by)

Supporting reports	Commercial / retail / office / business	Wedding / function / event	Change of use	Industrial / manufacture / industry	Home industry / home business	Tourist and Visitor Accommodation	Signage	Temporary event or land use / market	Mixed use development / shop-top housing	Community facility	Child care centre
Aboriginal Heritage Information Management System	●	●		●		●	○	●	●	●	●
Aboriginal Heritage Assessment	○	○		○		○			○	○	○
Acid Sulfate Soil Report	○	○		○		○	○	○	○	○	○
Acoustic Report	○	○		○	○	○			○	○	●
Air Quality Impact Report				○							
Arborist Report	○	○		○	○	○			○	○	○
BASIX certificate									○		
Biodiversity Development Assessment Report	○	○	○	○	○	○	○	○	○	○	○
Bush Fire Assessment Report	○	○	○	○	○	○		○	○	○	○
Clearing Method Statement	○			○	○	○	○		○	○	○
Contamination Report	○	○	○	○		○			○	○	○
Demolition Plan	○	○		○		○			○	○	○
Ecological Impact Assessment	○	○		○		○	○	○	○	○	○
Emergency Management Plan		●				●		●		●	●
Estimated Development Cost	●	○	●	●	●	●	●	●	●	●	●
Geotechnical Report	○	○		○		○		○	○	○	○
Heritage Reports	○	○	○	○		○			○	○	○
Hollow Tree Assessment	○			○	○	○			○	○	○
Lighting Design Plan		○		○		○	○				
Precinct Art	●										
Section J Energy Efficiency Report	●			●		●			●	●	●
Statement of Environmental Effects	●	●	●	●	●	●	●	●	●	●	●
Stock Refuge Need Assessment											
Tree Removal and Retention Plan	○	○		○	○	○			○	○	○
Vegetation Management Plan	○			○	○	○			○	○	○
View Corridor Analysis											
Visual Impact Assessment	○			○		○	○		○	○	○
Waste Management Plan	●	●	○	●	○	●		○	●	●	●
Wastewater Management Report	○	○	○	○					○	○	

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A Introduction

Quick Start Guide

This handbook provides straightforward guidance to support you through the development application (DA) process. Using it as your primary reference throughout the DA process may help your application move forward smoothly and efficiently.

Step 1: Understand the process

Read the introduction section to familiarise yourself with key stages, terms, and planning concepts involved in lodging a DA.

Step 2: Identify your supporting documentation

Identifying early what you need to provide with your application may save you time and money. The matrices at the front of this handbook identify the supporting documentation that must, and may, need to be submitted with different development type applications. If the matrix indicates that a report or plan may be required, further information on that particular item and the circumstances that make it necessary can be found in this handbook. If you are still uncertain on its requirement, contact Council for further guidance.

Step 3: Use checklists and templates provided

Throughout the handbook, you'll find practical tools like document templates and links to useful resources. Utilise these to simplify your application preparation.

Step 4: Clarify questions early

Refer to the FAQs section at the back of this handbook for common questions.

Step 5: Who's in your team?

To help get your DA ready, you may need to engage a team of professionals such as an architect or building designer to prepare (and cost) your plans, plus some specialists, depending on your site and your proposal, e.g. land surveyor, engineer, town planner.

You will also need a principal certifying authority which can be either Council or a private planning consultant.

A principal contractor (builder) and relevant subcontractors will be required for the construction phase of your development.

You can find experienced consultants by:

- Asking friends, neighbours or colleagues who have completed similar projects.
- Looking at similar developments locally and contacting property owners for recommendations.
- Searching professional organisation registration websites.
- Reviewing applications on Council's DA tracker to see which consultants others have used.
- Searching consultants on Google, checking their websites and reviews.

Development assessment and construction approval processes

Stage 1: Pre-lodgement

This is the most important stage in preparing all your application requirements. It's where you will need to understand your land constraints, Council's planning controls and to assemble your team of qualified professionals. The supporting documentation matrices in this document provide guidance on what documentation is needed with your development application. If you are unsure about any of the requirements, contact Council for further advice. (maybe include CSC number?)

Stage 2: Lodgement and initial administration by Council, of your application

The lodgement stage of a DA is the submission of your application. You'll submit your DA online through the NSW Planning Portal.

Council will review your application to ensure it is complete and meets relevant planning requirements. If additional information is needed, you will receive a Request for Information (RFI) via the NSW Planning Portal. Please note, applications may be returned or rejected if information is not provided in the allocated timeframe.

If all required documentation is provided, Council will issue a fee quote. Once payment is received, your application will be formally accepted and lodged.

The initial steps Council takes in its processing include neighbour notification and advertising (if applicable), internal and external referrals (if applicable) and allocation to an assessment officer.

Stage 3: Assessment (what happens to my DA now?)

Once your DA is lodged, Council will begin a preliminary assessment to ensure it aligns with all relevant planning controls and legislation. Should further information be required during the preliminary assessment, a RFI will be issued via the NSW Planning Portal.

During assessment, a site inspection will be undertaken, referrals assessed by internal specialists or external agencies (if required) and any submissions considered. Council staff will then complete the assessment report, draft conditions of consent and include recommendations for approval or refusal.

Stage 4: Determination (the Decision)

There are three possible outcomes for a DA:

1. Development consent – granted, with conditions that council might place on your development.
2. DA refusal – with reasons.

3. Deferred commencement consent – a consent not operating until matters are resolved.

Stage 5: After the Decision – obtain a Construction Certificate (approval to build) and commence building works

Development consent is your formal approval to carry out the proposed development. However, before any building working can begin, you must obtain a Construction Certificate (CC). A CC confirms that the detailed construction plans and specifications comply with the Building Code of Australia and are consistent with the conditions of your development consent.

Before applying for a CC, you must appoint a Principal Certifier (PCA). The PCA is responsible for assessing your CC application, carrying out mandatory inspections during construction and issuing the final Occupation Certificate. The PCA can be either Council or a registered private certifier. The choice is entirely at the discretion of the landowner.

If you choose to appoint Council as your PCA, you will need to complete Council's PCA Application Form and apply for your CC through the NSW Planning Portal. A CC application will require the lodgement of detailed building plans, engineering details and specifications.

Stage 6: Get your Occupation Certificate

Before you can lawfully occupy or use your building, you must obtain an Occupation Certificate (OC). The OC confirms that the development has been completed in accordance with the DA, CC and relevant building standards.

Your appointed PCA is responsible for issuing the OC after a satisfactory final inspection is completed. For more information, refer to the Development section of Council's website here.

General

This handbook provides summary information on supporting document requirements for applicants submitting a Development Application, Construction Certificate or Complying Development Application.

The matrices at the start of this document, will assist you in identifying the required information for your Development Application.

The Port Stephens online mapping portal allows you to view the following information related to your property: bushfire status, flooding status, maximum building height, maximum floor space ratio, and minimum lot size.

Applications lodged without the required information will be returned or rejected. By providing adequate and correct information at the time of lodgement, you will avoid the need for Council to request additional information. Submission of all required information at lodgement can ensure your application is processed in a timely manner.

To determine if approval is required, and for information relating to Exempt and Complying development and the Development Application approval process, refer to the Development section of Council's website here.

Need assistance or more information?

Most questions relating to lodging a development application can be answered by referring to this guide and by accessing Council's online mapping portal and website at www.portstephens.nsw.gov.au. The NSW Planning Portal Spatial Viewer also provides zoning, lot size, and height of buildings etc.

Council's Duty Officer can provide general advice and procedural guidance relating to your DA. However, they cannot confirm site suitability or guarantee that the proposal will be approved. Where more detailed advice is required, you may be referred to a building surveyor or private planning consultant.

A formal pre-lodgement meeting with Council staff is available upon request for more complex or large-scale developments that require advice or clarification on requirements prior to submitting a DA. To request a pre-lodgement meeting, you must complete the relevant form, provide indicative plans and a detailed overview of the proposed development and payment of a fee. Once received, Council staff will contact you to arrange a meeting with the appropriate Council officer(s).

Alternately, you can contact Council's Customer Experience Team via the online form, by telephone on 4988 0255, or by visiting the Customer Experience Centre at 116 Adelaide Street, Raymond Terrace from 8:30am to 4:30pm weekdays.

B Statement of Environmental Effects

What's a Statement of Environmental Effects?

A Statement of Environmental Effects (SEE) is a report that recognises and explains the likely impacts of the proposal and how you will minimise these impacts.

It should address:

- The environmental impacts of the development;
- How the environmental impacts of the development have been identified;
- The steps to be taken to protect the environment or to lessen the expected harm to the environment;
- Any other matters as required by the *Environmental Planning and Assessment (EP&A) Regulation* 2021.

Why is a SEE required?

The *EP&A Regulation 2021* specifies that a development application must be accompanied by a SEE.

Council is required to assess the impacts of the proposed development, and having all the necessary information outlined in the SEE, makes the process smoother and helps us to make an informed judgment about your proposal.

What information must a SEE include?

The SEE includes written information about the proposal that cannot be readily shown on the proposed plans and drawings. The amount of information required will depend on the type and scale of your application, but at a minimum should address the following:

- A description of the site and surrounding locality;
- Present and previous uses of the site;
- Existing structures on the land;
- A detailed description of the proposal;
- If any demolition is proposed;
- Operational and management details (if applicable);
- The likely environmental impacts of the development;
- How the environmental impacts of the development have been identified;
- The steps to be taken to protect or to lessen the expected harm to the environment;
- The provisions of any applicable Environmental Planning Instrument (EPI), including:
    - State Environmental Planning Policies (SEPP's)
    - Local Environmental Plans (LEP's);

- The provisions of any applicable draft EPI (that is or has been placed on public exhibition); and
- Any applicable chapters within the Development Control Plan (DCP).

Council has developed the following SEE templates for minor applications:

1. Statement of Environmental Effects for Minor Residential Development – applicable to dwellings, secondary dwellings, dual occupancies, minor subdivision, demolition, alterations and additions, and ancillary structures (including sheds, carports, pools, deck, patios, etc.).

2. Statement of Environmental Effects for Minor Commercial Development – applicable to minor commercial, industrial, alterations and additions, home business and home industry.

3. Statement of Environmental Effects for Signage (advertising and signage) - to address potential environmental impacts and to outline specific mitigation strategies.

C Architectural Plans

2.1 CONSTRUCTION SPECIFICATIONS

Construction Specifications are required to ensure the proposed building work will comply with the National Construction Code (NCC). The level of information required at the DA stage is to satisfy that compliance with the NCC is achievable.

Detailed construction specifications require:

- Construction methods, materials, and compliance with relevant standards.
- Material origin (new or recycled/reclaimed) with details of any recycled or reclaimed 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 the National Construction Code (NCC) requirements.
- Evidence of accredited building products or systems used.

Engaging an architect, draftsperson or building designer to prepare construction specifications is recommended.

2.2 ELEVATIONS AND SECTIONS

Elevations show the external appearance of the building. Sections show cuts through the building to show the internal construction and levels. The plans must include:

- Building height, shape and structure.
- Window and door placement.
- Roof design and materials.
- External finishes (e.g., brick, weatherboard).
- Relationship to the surrounding environment.
- Showing the highest point of the building measured from “natural ground level”.
- Land levels and slopes.
- Relationship between different parts of the building or site.

Engaging an architect, draftsperson or building designer to prepare elevation and section drawings is recommended.

2.3 FLOOR PLANS

Floor plans show the layout of each floor of the building, including any basement car parking. The plans must be drawn to a recognised architectural scale, e.g. 1:50, 1:100, 1:200. 1:200 is the minimum acceptable scale for floor plans, elevations and sections.

The plans must identify:

- The scale to which they are drawn and the true north point.
- Location of the proposed building, extensions or additions.
- The layout, room sizes and intended uses of each part of the building.
- The finished floor levels of the building relative to Australian Height Datum (AHD).
- The location and sizes of windows and doors.
- Total floor area.
- Floor Space Ratio (FSR) (required in Nelson Bay Centre only).
- Setback from boundaries.

Note: For additions and alterations, new work must be uniquely coloured to differentiate the new work on the plans from the existing building.

Engaging an architect, draftsperson or building designer to prepare floor plans is recommended.

2.4 LANDSCAPE PLAN

Landscape plans are mostly required for infill and large-scale development.

They can be prepared by a builder/architect for smaller applications, but must be prepared by a qualified Landscape Designer (TAFE Diploma of Landscape Design or equivalent) or a Landscape Architect for larger proposals.

The plan or document should be prepared in accordance with Council's Biodiversity Technical Specification and must outline the extent, type and location of hard and soft landscape works proposed for a development. It should be prepared at the same scale as the site plan and site analysis plan, and must be consistent with the stormwater drainage plan.

2.5 SHADOW DIAGRAMS

Shadow diagrams are needed to assess the impact of the proposed development on sunlight access to neighbouring properties. They are mostly required for residential development that is 2+ storeys but are also necessary when lot size, site slope, or the orientation of existing buildings create the potential for overshadowing.

They can be prepared by various professionals, including architects, building designers, landscape architects, draftspersons, and specialist shadow diagram consultants.

The shadow diagrams should:

- Illustrate shadows cast at midwinter (22 June) at 9 am, 12 noon, and 3 pm in plan form at a scale of 1:200.
- Detail hourly shadow patterns in both plan and elevation views if shadows affect neighbouring windows.
- 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 9 am and 3 pm.
- Consider existing overshadowing conditions when calculating shadow impacts.
- Be oriented to true north.

2.6 SIGNAGE PLAN

This plan is required where signage is proposed.

The following information needs to be provided:

- Details of the proposed structure and construction materials.
- Size, colours, type and overall design of the sign, including overall height dimension.
- Proposed sign wording and method of any illumination.
- Location/s of proposed signs to be shown on a site plan.
- Type of sign to be stated, as defined in the Port Stephens Development Control Plan 2025.

2.7 SITE PLAN

Engaging an architect, draftsperson or building designer to prepare a site plan is recommended.

The site plan must be drawn to scale at either 1:100 or 1:200 and depict the following:

- 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 and for all building floors.
- 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.

2.8 SITE ANALYSIS PLAN

A comprehensive site analysis plan is essential to inform design decisions, optimise site utilisation, address environmental factors, and ensure compatibility with the surrounding area. An example of a Site Analysis Plan is shown on the next page.

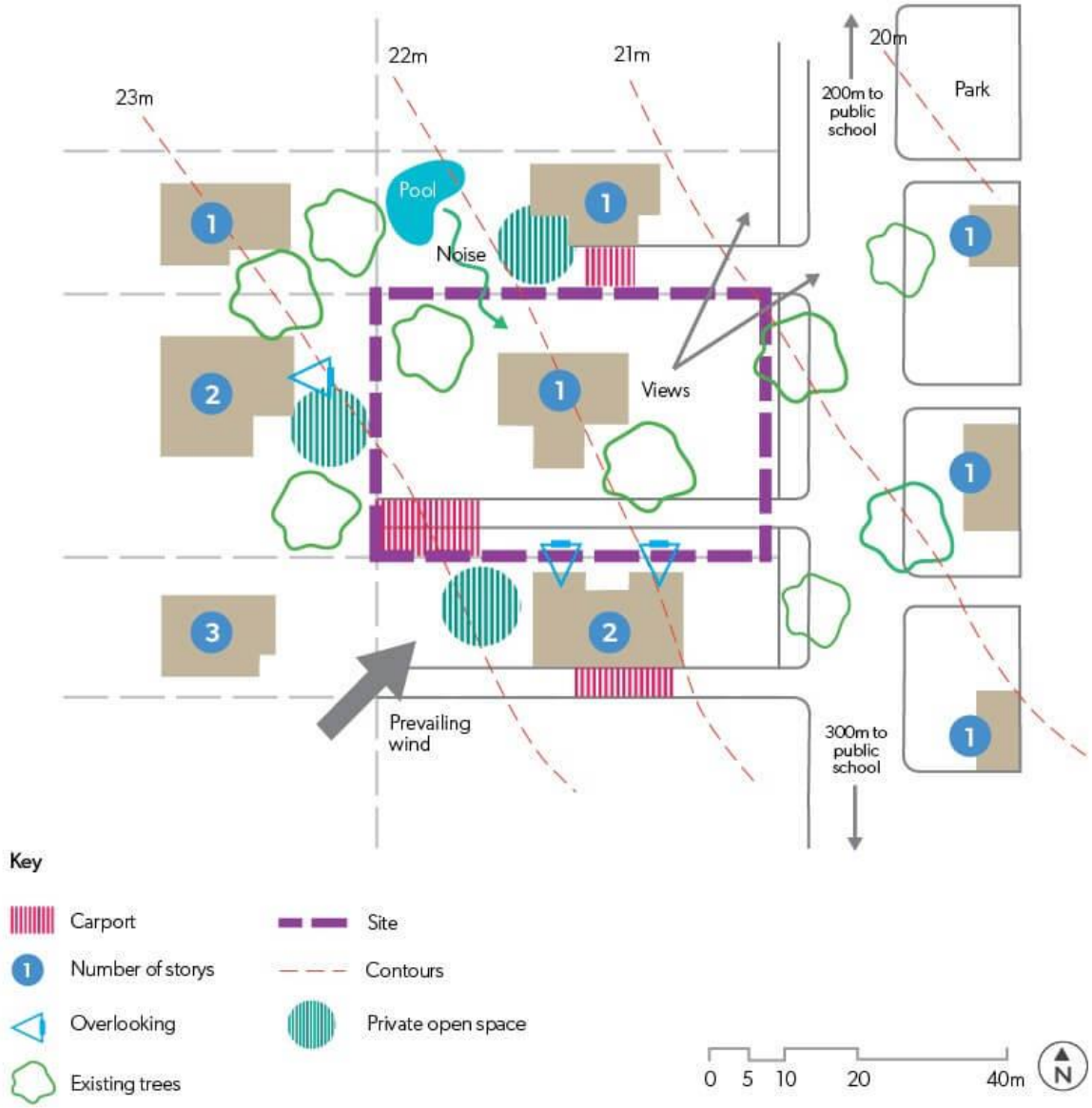
Engaging an architect, draftsperson or building designer to prepare a site plan analysis is recommended.

The Site Analysis Plan should precede building design and inform development decisions. Information in the analysis should include:

- **Site Orientation**: Indicate true north.
- **Topography**: Depicts 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. 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, odour, 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:

Figure 2: Site analysis is the key to good design (DPHI, 2018)



2.9 SURVEY PLAN

A registered surveyor must prepare the survey plan, which is required for most developments. This is an essential part of your preliminary investigation to show the location and relative levels of the natural and built features of the site and adjoining properties. It provides council with important information to enable a proper assessment of the development proposal and needs to show the following information:

- Location and length of all site boundaries;
- Location of new and existing buildings in relation to site boundaries;
- Driveways, paths, fences, retaining walls and other structures;
- Location of rock outcrops and other natural features;
- Location, species, canopy spread, height, trunk diameter and spot level at the base of the trunk of all trees on the site.
  Note: A separate Arborist report may also be required if the development affects large trees.
- Contours at 1 metre intervals, or spot levels, relative to the Australian Height Datum;
- Location of all creeks, water bodies and drainage channels on the site, including mean high watermark, where applicable; and
- Location of easements, or rights of access/carriageway, benefiting or burdening the site.

D Engineering Plans

3.1 BULK EARTHWORKS PLAN

A bulk earthworks plan is required when a cut exceeds 2m in depth, fill has a total area of 100 m2 or more, or when earthworks are within 40m of the top bank of a riparian corridor as defined under the *Water Management Act 2000*. The controls apply to all development that involves earthworks.

This plan is prepared by a surveyor or engineer and details the removal, moving, or adding of large amounts of soil or rock to prepare land for construction.

The plan typically includes:

- Setout, such as ground levels (existing and finished)
- Clearing vegetation
- Removing topsoil (cut and fill)
- Removing and replacing unsuitable material
- Cuttings and embankment construction
- Spoil or borrow activities
- Processing selected material
- Total cubic metres of fill imported
- Total cubic metres of fill exported

A Cut and Fill Plan is required to accompany a Bulk Earthworks Plan.

3.2 CUT AND FILL PLAN

Cut-and-fill plans are required when bulk earthworks are being undertaken. The plans must be prepared by a surveyor or engineer and are used in projects to calculate the amount of earthwork that is required to modify the existing terrain to match the design requirements of the project.

Details of the proposed cut and fill are to include the process, proposed loads, type and source of landfill being used. A detailed plan (to an appropriate scale) is to show how the land will be reshaped by removing (cutting) or adding (filling) soil. It includes information on:

- The amount (volume) 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, drainage features and surrounding areas.
- The current and proposed ground levels (AHD), including contours and details on how it will blend back to natural surface levels.

Where retaining walls are proposed, the following information must be included:

- Location of the retaining wall on the site plan;

- Height of the retaining wall, showing existing and proposed levels to AHD, including the areas surrounding the proposed wall;
- Details of the material to be utilised to construct the retaining wall; and
- Elevation of the retaining wall/cross section of the batters.

3.3 EROSION AND SEDIMENT CONTROL PLAN

An Erosion and Sediment Control Plan is required when earthworks or ground disturbance is proposed in order to determine the most suitable location for control measures.

A control plan can be prepared by several qualified individuals, including Registered Soil Practitioners (RSPs), environmental consultants, engineers, or other professionals with relevant expertise.

The control plan mitigates the risk of soil erosion and water pollution during construction. It includes details of methods to control soil and water runoff, vegetation protection, stormwater management and material storage.

Refer to Council's Infrastructure Specifications and Landcom's "Managing Urban Stormwater – Soils and Construction" (the Blue Book) for details on preparing an Erosion and Sediment Control Plan.

3.4 FLOOD ASSESSMENTS, MANAGEMENT & STUDIES

Flood assessments, management and studies are required for sites situated on flood prone land.

These reports must be prepared by an appropriately qualified engineer to support a development proposal that may alter flood behaviour or introduce additional flood risk.

The Flood Risk Management Manual and its supporting guidelines provide detailed information of what is involved in a Flood Impact and Risk Assessment, a Flood Risk Management Plan and Flood Studies.

The NSW Government released the manual and supporting guidelines to assist in preparing these reports. This package of information includes the Flood Impact and Risk Assessment Guideline LU01, which provides all the details needed by development applicants to prepare a FIRA.

3.5 SITE-BASED OVERLAND FLOW REPORT

A site-based overland flow report may be required if the site is situated on flood prone land.

Prepared by a qualified chartered engineer experienced in hydraulics and floodplain management, the report is essential in understanding if the development will change flood levels, flood velocities or flood hazard for surrounding properties and whether the development will acceptably manage risk to life and property.

The report should as a minimum:

- Consider a range of flood events, including the 1% AEP flood event.
- Preserve existing overland flow paths as far as practical.
- Include details of existing or created overland flow paths and make due provision in the design for the site stormwater system.

The design of the proposed development shall ensure that the maximum overland flow velocity at the 1% AEP flood event does not exceed 1.5m/s and does not exceed 250mm in depth, and that impacts of the proposed development on localised flood hazards are mitigated and surrounding properties are not adversely affected.

Note: Hydrological/hydraulic calculations and designs shall be prepared in accordance with the current Australian Rainfall and Runoff Guidelines.

3.6 STORMWATER DRAIN MANAGEMENT PLAN

A Stormwater Drain Management Plan is required when development either increases impervious surfaces or drains to the public drainage system. It can be prepared by a civil engineer.

A comprehensive plan should include stormwater mitigation, as per DCP Chapter B3 Stormwater Management – 'B3.1 General requirements for all other development'. It is to be prepared in accordance with Councils Infrastructure Specifications and needs to detail how stormwater is drained from the site to a legal point of discharge.

The plan should, as a minimum:

- Clearly illustrate the layout of proposed stormwater infrastructure (including minimum sizing and dimensions), aligning with the landscape plan.
- Include catchment boundaries, existing and proposed surface conditions, building floor levels, discharge points, drainage pits, drainage lines, and detention basins.
- Detail on-site detention systems, on-site infiltration systems, overland flow paths and water quality control measures (where applicable).

- Provide details of discharging/managing stormwater where the property slopes away from the street.
- Identify the location of required easements (if any).
- Provide calculations for the sizing and dimensions of proposed stormwater infrastructure, drainage methods and water quality measures.
- Outline operational and maintenance procedures.
- Identify levels (to AHD) for all existing and proposed pits and pipes.

Note: DRAINS and MUSIC model files must be submitted on lodgement. ZIP files can be utilised to upload MUSIC/DRAINS files to the NSW Planning Portal.

Note: Hydrological/hydraulic calculations and designs shall be prepared in accordance with the current Australian Rainfall and Runoff Guidelines, utilising Hydrologic Soil Mapping data or site-specific data.

3.7 STRUCTURAL ENGINEERING REPORT

A structural engineering report is required to identify the current condition of a structure, any problems that may exist, and to assess its structural integrity, stability, and safety.

Prepared by a qualified structural engineer, the report will outline the building's construction, load-bearing capacity, materials used, and any existing damage or defects. The report will also make recommendations for necessary repairs or modifications.

3.8 SUBDIVISION PLAN

Where subdivision is proposed, a subdivision plan must be provided. A subdivision plan is necessary to define property boundaries and site features and is prepared by a registered land surveyor.

A plan showing the proposed subdivision of land must include the following details:

- Existing and proposed property boundaries, dimensions and areas of all proposed lots.
- Existing structures, vegetation, and levels (AHD), including contours and spot levels.
- North point, easements, restrictions, services, and nearby traffic devices.
- Proposed method of stormwater disposal.
- Proposed new roads (if any), including road width.
- Where the site has significant constraints, proposed building envelopes, including distances to property boundaries from the building envelope should be shown.

- Effluent disposal area dimensions (if applicable).
- Proposed public reserves and drainage reserves (if applicable).
- Preliminary engineering drawings of all proposed works and servicing arrangements.

3.9 TRAFFIC IMPACT ASSESSMENT

A Traffic Impact Assessment (TIA) is required for:

- Development of 20 or more dwellings;
- Development defined as traffic-generating development, or
- Development deemed in Council's opinion to impact the existing road network.

A qualified traffic engineer must prepare a TIA which includes the process of compiling, analysing information, and documenting the effect the proposed development will likely have on the safety, operations, and efficiency of adjacent roads, intersections, parking, and the transport network. It needs to consider the impacts on all classes of road users, both motorised and non-motorised.

Refer to the Austroads Guide to Traffic Management Part 12: Integrated Transport Assessments for Developments for more detailed information.

SIDRA modelling files must be submitted on lodgement.

In addition to a TIA, other assessments may be needed to examine the impacts on the road network, including a Road Safety Audit, Safe System Assessment, Swept Path Analysis for the largest proposed vehicle, and a Car Parking Survey.

E Supporting Reports

4.1 ABORIGINAL CULTURAL HERITAGE ASSESSMENT

An Aboriginal Cultural Heritage Assessment (ACHA) is required when a proposed activity is likely to harm Aboriginal objects or items identified on the subject site.

Prepared by a qualified archaeologist or heritage consultant, the assessment is used to identify and assess the potential impact of a proposed development on Aboriginal cultural heritage. The ACHA should incorporate cultural, historical, landscape, and archaeological values to inform development planning and land use decisions.

4.2 ABORIGINAL HERITAGE DUE DILIGENCE ASSESSMENT

Before carrying out of any on-ground work or activity, including developments that will disturb the ground surface or any culturally modified trees, due diligence is required to determine if Aboriginal sites may be harmed by the activity (this is not required if the development will be undertaken on a recently subdivided lot for which a report has previously been completed and accepted by Council.)

The initial step in the due diligence process if to check for Aboriginal sites on the Aboriginal Heritage Information Management System (AHIMS) which can determine if any relevant items have been recorded in the search area and if further investigation is needed.

If the results show there is an Aboriginal site in the area of proposed activity, you will need to do an extensive search to gather more information about the identified site/s. This process can be completed by a suitably qualified and experienced Aboriginal heritage consultant and must detail the due diligence assessment of the site's Aboriginal heritage in accordance with the Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW. If the consultant recommends the preparation of an Aboriginal Cultural Heritage Assessment, it must be submitted with the DA.

4.3 ACID SULFATE SOIL ASSESSMENT

An Acid Sulfate Soil (ASS) Assessment may be required depending on the soil classification and proposed development.

Conducted by a qualified geotechnical engineer, it determines the risks and necessary management measures from potentially hazardous soils that can cause environmental damage if disturbed.

Refer to the national guideline, NSW Acid Sulfate Manual (1998), for details on how to set up a soil assessment program (see Assessment Guidelines, item 4).

4.4 ACID SULFATE SOIL MANAGEMENT PLAN

If an ASS assessment identifies significant risks, an Acid Sulfate Soil Management Plan will be required to outline strategies for mitigating potential impacts. The Port Stephens Local Environmental Plan 2013 provides specific requirements related to ASS.

Refer to the national guideline, NSW Acid Sulfate Soil Manual (1998) for details on preparing an Acid Sulfate Soil Management Plan.

4.5 ACOUSTIC REPORT

Acoustic Reports are required to assess development that has the potential to produce offensive noise (defined in the *Protection of the Environment Operations Act 1997*), which is typically industrial and some commercial development.

An acoustic assessment is required to determine potential noise sources from the proposed development and the likely impacts on neighbouring or nearby sensitive receivers of that noise. An acoustic report can also be written to assess the suitability of development where there is an existing noise source.

Acoustic Reports are prepared by qualified acoustic consultants or acousticians. The following information must be detailed in the report:

- Author and qualifications
- Scope of report criteria
- Reference sources
- Monitoring equipment used
- Background noise measurements and measurement procedure
- Monitoring location/s including time/date, weather conditions and duration of monitoring
- Detailed extraneous noise
- Images and mapping used
- Analysis
- Noise attenuation measures to be adopted
- Comment on foreseeable likely exceedances.

Due to the RAAF Base Williamtown, Australian Standard AS2021-2015 – Acoustics – Aircraft Noise Intrusion – Building Siting and Construction which is specific to aircraft noise, applies to development situated within the 2025 ANEF. Development must satisfy the maximum internal sound levels shown in Table 3.3 (Indoor Design Sound Levels for Determination of Aircraft Noise Reduction) in AS 2021— 2015 and in Figure 14 of DCP Chapter B6 ‘Aircraft Noise and Safety’ by providing an Acoustic Report.

An acoustic assessment undertaken in accordance with the AS2021-2015 requires that the aircraft noise level (ANL) is established at the development site. Given that

military aircraft operate from Newcastle Airport, appropriate noise levels are to be obtained from the Department of Defence. These can be obtained by emailing: ep.aircraftnoisemgt@defence.gov.au

4.6 AIR QUALITY IMPACT REPORT

An Air Quality Impact Reports is required for proposals that impact air quality, or result in exposure to potential pollutants.

Prepared by an environmental consultant or suitably qualified professional, Air Quality Impact Reports identify emissions and mitigation measures to protect nearby residences and sensitive receivers.

An Air Quality Impact Report must:

- Address construction, operation and occupational impacts.
- Identify emissions and measures to mitigate against the impact on any nearby residences, especially on sensitive receivers.
- Be prepared in accordance with the NSW Department of Environment and Conservation 'Approved Methods for Modelling and Assessment of Air Pollutants in New South Wales (2022)'.

4.7 ARBORIST REPORT

An Arborist Report is required when trees are proposed to be removed, retained or where impacts to trees are likely.

The report is prepared by a qualified arborist to identify and assess the potential impacts on trees as part of a development application, or used to demonstrate that impacts will not occur to retained trees.

The Arborist Report assesses:

- The impacts on trees proposed to be removed.
- Trees within 5m of the development footprint, (including any ancillary development, retaining walls, driveways, stormwater, connections to services or associated excavations).
- Trees that are likely to be impacted by the development (10% or greater encroachment within the Tree Protection Zone*).

*Note: The size of a Tree Protection Zone is calculated by multiplying the tree trunk's diameter (measured at 1.4m above ground level) by 12.

This report is to be prepared in accordance with Section 3 of Council's Biodiversity Technical Specification.

4.8 BASIX CERTIFICATE (BUILDING SUSTAINABILITY INDEX)

All development applications lodged for new 'BASIX affected buildings', i.e. single dwellings and dual occupancy buildings as well as for alterations and additions to BASIX affected buildings where the work is valued at $50,000 or more, or where a swimming pool (or spa) of 40,000 litres or more is proposed, must be accompanied by a relevant BASIX certificate issued within three months from lodgement of the development application. Any amendments made to the development application prior to determination will require a new BASIX certificate, if BASIX commitments are altered.

Homeowners can perform their own BASIX certificates for relatively simple projects that do not require extensive technical expertise. For such projects, the BASIX tool provided by the NSW Government's Planning Portal can be used. This online tool was put in place by the State Government to assess and improve the energy and water efficiency of residential developments and guides users through the process of entering data and generating a BASIX certificate.

The generation of a BASIX certificate, including any amendment, is subject to a fee payable to the NSW State Government. A BASIX assessment can only be generated online through the BASIX Portal.

The BASIX Certificate must:

- Be created no more than 3 months before lodgement of the development application.
- Contain the correct address, lot and DP number.
- State the correct BASIX project type (alterations and additions / new dwelling etc.)
- Ensure the BASIX provisions are clearly identified on the plans.

For developments not covered by BASIX, energy and water efficiency are still important, and you must describe how the proposal promotes energy efficiency in terms of:

- Orientation
- Sun and shade control
- Insulation
- Natural ventilation
- Heating and cooling
- Water recycling and minimisation, and
- Water heating.

4.9 BIODIVERSITY DEVELOPMENT ASSESSMENT REPORT

A Biodiversity Development Assessment Report (BDAR) is required where the biodiversity impacts of the development exceed the Biodiversity Offset Scheme (BOS) thresholds defined in accordance with the Biodiversity Conservation Act 2016. To determine whether the proposed development exceeds a BOS threshold, please go to the NSW Government webpage on Biodiversity assessments and calculation of the scheme entry requirements.

This report must be completed by an ecological consultant accredited to apply the NSW Biodiversity Assessment Method.

Where a development is located within or in proximity to land identified on Council's Koala habitat mapping, a Koala Habitat Assessment and Performance Criteria Assessment must be included in the BDAR and prepared in accordance with Appendix 6 and Appendix 4 of the Port Stephens Comprehensive Koala Plan of Management (CKPoM).

More information about the Koala habitat assessment process, habitat mapping and to access a copy of Council's CKPoM can be found on Council's website.

4.10 BUSHFIRE ASSESSMENT REPORT (BFAR)

A Bushfire Assessment Report is required if your property has been mapped as bushfire prone. The NSW Rural Fire Service (RFS) bushfire mapping can be accessed here.

The report must be prepared by a bushfire consultant accredited by the RFS and should be prepared in accordance with the document Planning for Bush Fire Protection 2019.

To help in the preparation of the bushfire assessments, a development application kit for single dwellings and simple subdivisions is available from the RFS website. The kit takes you through each step of the process and explains how to complete the Bushfire Assessment Report.

4.11 CLEARING METHOD STATEMENT

A Clearing Method Statement is required where the proposed clearing involves the removal of 10 or more trees with a diameter at breast height (DBH) greater than 30cm.

The statement must be prepared by an ecologist in accordance with Section 4.5 of the Port Stephens Biodiversity Technical Specification, detailing the process which will be followed for removing vegetation from a development site.

All vegetation removal must follow the Vegetation Clearing Protocols outlined in Section 4.4 of Council's Biodiversity Technical Specification.

Depending on the scale of the development, the Clearing Method Statement may be a stand-alone report or incorporated within the Ecological Impact Assessment, or other relevant documentation.

4.12 CONTAMINATION REPORTS

There are varying degrees of information required when assessing land contamination:

- A preliminary site investigation (PSI) assessment can be sufficient for minor development and to identify land contamination.
- A detailed site investigation (DSI) involves a more rigorous assessment of site suitability. It will be used to determine the extent of contamination by sampling and analysing results to recommend remediation measures. Remediation measures will be documented in a remediation action plan (RAP).

If a Site Audit Statement is required, NSW EPA have accredited professionals able to write this type of report.

4.12.1 PRELIMINARY SITE INVESTIGATION

A Preliminary Site Investigation (PSI) is required if contamination is considered to be likely found on a site.

It is an initial assessment to assess land suitability for development and to determine if further investigations, such as a detailed site investigation or an acid sulphate soil assessment and management plan, are required.

The PSI, undertaken and prepared by an environmental consultant, is aimed at identifying environmental conditions such as soil quality, water tables, vegetation, site history, and potential contamination risks associated with a property.

4.12.2 DETAILED SITE INVESTIGATION

A Detailed Site Investigation (DSI) is required for development proposed on land that has been subject to potentially contaminating land use activities, or is known to be contaminated.

The report, prepared by a qualified environmental consultant, assesses the suitability of the site for the proposed activity in accordance with Chapter 4 of the Resilience and

Hazards SEPP. It should provide information about the extent and degree of contamination and include an assessment of the risk posed by the contaminants to health and the environment.

4.13 ESTIMATE DEVELOPMENT COST

An Estimated Development Cost (EDC) is a requirement for all DAs and must be submitted on lodgement. This enables Council to determine the appropriate development pathway, calculate assessment fees and apply specific DA requirements.

The EDC should be prepared in accordance with the Department of Planning, Housing and Infrastructure - Planning Circular PS 24-002.

- Applications for development costing **under $100,000** need only provide a total figure.
- Applications for development costing **between $100,000 - $500,000** can be estimated by a suitably qualified person, with the methodology used to calculate that cost also submitted with the DA.
- Applications for development costing **over $1 million** requires an EDC prepared by a quantity surveyor.

4.14 DEMOLITION PLAN

A demolition plan is required for development applications that include demolition.

The 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.
- Waste management and disposal plan for demolished materials and hazardous materials.
- Demolition sequence and estimated timeframe.
- Hoarding, fencing, and safety measures.
- Hazard identification.

4.15 EMERGENCY MANAGEMENT PLAN

An Emergency Management Plan (EMP) is required when the proposed development involves the public and may involve significant risk to people or property.

The EMP is a personal or business preparedness strategy for handling emergencies.

It can be prepared by the applicant, a consultant or a relevant government agency and should include the following information:

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

The State Emergency Services provides detailed guidance and resources on how to create an emergency plan. Refer to their website to use their Emergency Planning Tool.

4.16 ENVIRONMENTAL IMPACT STATEMENT (EIS)

An EIS is required for development proposals that are designated under Schedule 3 of the *EP&A Regulation 2021* or under an environmental planning instrument, and are deemed likely to significantly affect the environment. An EIS is typically triggered for projects located within, or near, environmentally sensitive areas such as Coastal Wetlands or Littoral Rainforests.

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, Housing and Infrastructure before preparing an EIS and consider their requirements regarding its form, content, and public availability.

4.17 ECOLOGICAL IMPACT ASSESSMENT

An Ecological Impact Assessment is required where a proposed development is likely to impact upon threatened species habitat, threatened ecological communities or important habitat features such as hollow bearing trees, but does not trigger entry into the Biodiversity Offsets Scheme (BOS). Common triggers for this report are a combination of the extent of impacts/clearing, the type of vegetation being cleared/impacted and the past disturbance history of the site.

The Ecological Impact Assessment, prepared by a qualified ecologist, must identify and assess:

- The site's ecological values.
- The cumulative, direct and indirect impacts of the proposed development in accordance with Council's Ecological Impact Assessment Guideline.
- Any other clearing required to facilitate the development.

Where a development has Koala feed trees present, or is located on land mapped as Koala habitat under the Port Stephens Comprehensive Koala Plan of Management

(CKPoM), a Koala Habitat Assessment and Performance Criteria Assessment must be prepared in accordance with Appendix 6 and Appendix 4 of the CKPoM. The CKPoM provides information about the Koala habitat assessment process and Koala habitat mapping. Council's Biodiversity Corridors Planning Guidance provides specific information on biodiversity corridors.

Additional targeted surveys may also be required if the Ecological Impact Assessment identifies potential threatened species habitat. This must be undertaken in accordance with the relevant approved State or Federal guidelines.

4.18 GEOTECHNICAL REPORT

A geotechnical report is required when a development involves building, excavation, or earthworks that could be affected by subsurface conditions.

Prepared by a qualified geotechnical engineer, the report 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.

Where earthworks are proposed, the geotechnical report must identify the groundwater levels on the site and determine if dewatering is required. If the dewatering is required and exceeds WaterNSW's exemptions, approval from WaterNSW will be required. The development application will be referred to WaterNSW during the assessment of the application to obtain General Terms of Approval.

Further information on the dewatering process can be found here.

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

4.19 LIGHTING DESIGN PLAN

A fauna-friendly lighting design plan is required where a proposed commercial, industrial, subdivision or seniors housing development is located adjacent to an area of threatened fauna habitat or migratory shorebird habitat.

The plan is prepared by a suitably qualified professional and it details the location and design specification for outdoor lighting. It is to be prepared in accordance with the objectives and design principles detailed in the Department of Climate Change, Energy, the Environment and Water of Australia (DCCEEW) 2023 National Light Pollution Guidelines for Wildlife.

4.20 HERITAGE REPORTS

A Heritage Conservation Management Plan is required for development impacting an item on the State Heritage Register. Development affecting an item of heritage significance requires a Heritage Impact Statement.

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

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 more sympathetic solutions are not feasible.
- Demonstrates how the development will conserve and protect the heritage significance.
- Follows principles outlined in the *Heritage Act 1997*.

Additional resources can be found on the NSW Office of Environment and Heritage website.

4.21 HOLLOW TREE ASSESSMENT

A hollow tree assessment is required where hollow-bearing trees on the site are proposed to be removed, or are likely to be impacted.

The assessment is a technical report prepared by a qualified ecologist to evaluate the number and condition of tree hollows on a site, and to provide information for wildlife habitat management.

Hollow bearing trees are to be identified on a Tree Removal and Retention Plan and accompanied by a Hollow Bearing Tree Schedule which identifies the species of tree, number of hollows, size and nature of hollows, along with observations of usage.

For information on hollow bearing trees, please refer to the following fact sheets:

- Hollow Bearing Trees
- Identifying Hollow Bearing and Recruitment Trees

4.23 PUBLIC ART

Public art is required to be provided by commercial development with a capital investment value over $5 million that provides frontage to the public domain.

Public art is creative work or activities that are located in, or visible, from the public domain and readily accessible to the broader community. They are to be incorporated in accordance with Council's Public Art Policy and Guidelines which provides more information on the criteria and assessment framework.

An indicative plan of the proposed artwork should be provided with the development application which will require Council's approval of the final design prior to issue of the construction certificate.

4.24 RISK SCREENING AND PRELIMINARY HAZARD ANALYSIS

A development that is considered to be a 'potentially hazardous industry' or a 'potentially offensive industry', in accordance with Chapter 3 of the State Environmental Planning Policy (Resilience and Hazards) 2021, requires a Risk Screening to be undertaken in accordance with the Hazardous and Offensive Development Application Guidelines.

Should the risk screening identify the development is 'potentially hazardous' or 'potentially offensive' a Preliminary Hazard Analysis will be required with the development application. An engineer or environmental consultant will prepare this.

4.25 SECTION J ENERGY EFFICIENCY REPORT

Section J Energy Efficiency Reports are required for Class 2 to 9 buildings, including commercial, retail, apartments and industrial buildings.

The reports are to be prepared by a qualified energy consultant or building professional with National Construction Code (NCC) compliance knowledge.

4.26 STOCK REFUGE NEEDS ASSESSMENT

A Stock Refuge Needs Assessment is required if you're proposing a flood refuge mound for livestock.

The assessment is to demonstrate there's a risk to livestock during flood events. It considers factors such as flood risk, the number and type of livestock, seasonal use of the land, and whether there is existing high ground available. Council may require this assessment as part of the DA to ensure mounds are necessary, well-planned, and won't create environmental or land use issues.

The assessment can be prepared by the landowner, town planner, an agricultural consultant, or another suitably qualified professional.

While refuge mounds are a valuable tool for flood preparedness, they may not be suitable for all properties or livestock types. For more information, review the Livestock flood refuge mounds fact sheet.

4.27 TREE REMOVAL AND RETENTION PLAN

A tree removal and retention plan is required to detail the trees on site that are proposed to be removed and retained.

This plan must clearing identify which trees are to be removed and which trees are to be retained and is to be accompanied by a tree schedule prepared in accordance with Section 4.3 of Council's Biodiversity Technical Specification.

This plan is prepared by a qualified arborist or experienced environmental professional and can be provided as a standalone plan or part of other documentation, including the site analysis plan, ecological impact assessment, clearing method statement, etc.

There is further information on Councils website including frequently asked questions and a Tree Pruning and Removal Assessment Form to help determine if you'll need Council-issued approval to remove or prune your tree.

4.28 VEGETATION MANAGEMENT PLAN

A Vegetation Management Plan (VMP) is required where the retention or rehabilitation of native vegetation and/or habitat is required in relation to a proposed development.

A VMP details how vegetation is to be protected, rehabilitated, and managed before, during, and after construction, and includes progress reporting/monitoring.

The plan must be prepared by a suitably qualified ecologist in accordance with Section 7 of Council's Biodiversity Technical Specification.

4.29 VIEW CORRIDOR ANALYSIS

This analysis is required to demonstrate the impact of the proposed first-floor (or higher) addition of the development on views currently available from potentially affected properties.

The analysis should be a photographic and/or elevation view analysis and be based on survey data prepared by a registered surveyor.

4.30 VISUAL IMPACT ASSESSMENT

A visual impact assessment is required to examine the visual impact of a development in situations where it presents significant bulk, height or variations to setbacks.

The assessment must be prepared by a built environment professional, such as a landscape architect, architect, urban designer, environmental planner, or other visual assessment specialists with demonstrated experience and capabilities.

Photomontages should also be incorporated/used in the assessment to show the key contextual streetscape and neighbourhood settings of the proposed development, including impacts on critical/sensitive views from both the public and private domain.

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

4.31 WASTE MANAGEMENT PLAN

A Waste Management Plan should be provided where any physical works are proposed, as well as for operational purposes of larger scale developments.

It is used to detail the amount, type, and disposal of waste during demolition, construction, and ongoing facility management and to ensure appropriate

consideration has been given to the management of waste, in line with the following objectives and the waste hierarchy:

1. Minimise the amount of waste generated as part of the development;
2. Maximise the amount of material which is sent for reuse, recycling or reprocessing;
3. Minimise the amount of material sent to landfill.

The plan should include the following information:

- Volume and type of waste to be generated.
- How waste is to be stored and treated on-site.
- How residue is to be disposed of.
- How recyclable materials will be separated and managed.
- Ongoing management strategies.

The applicant, town planner, or development specialist can prepare a waste management plan.

Further guidance on how to prepare a plan may be found in the EPA Better Practice guide for resource recovery in residential developments.

4.32 WASTEWATER MANAGEMENT

An onsite wastewater management report is required for development on unsewered sites that cannot connect to Hunter Water Corporation reticulated wastewater services and those located on a high or very high hazard classified site.

The report is an assessment of the site's suitability to manage wastewater-generating activities and must be prepared by a wastewater consultant.

NSW Health will issue a Certificate of Accreditation to approved systems.

Council's On-site Sewage Development Assessment Framework (DAF) details the minimum standards on page 49.

Frequently Asked Questions (FAQS)

FAQS

Where do I lodge my Development Application (DA)?

All DAs must be submitted online to the NSW Planning Portal. The portal requires you to first register and create an account. For more information, refer to 'Step 3: Lodge your DA' on Council's website.

How can I monitor the progress of a development application (DA)?

The DA tracker on Council's website provides information on all development proposals with Council, from the time they are lodged until a decision is made.

I have a development that is complex, detailed and/or large-scale. How do I make a pre-lodgement Development Application (DA) meeting?

Speaking to Council at the pre-lodgement stage is a great way to understand what is needed for your development and to be advised on the information required for your DA. A pre-lodgement meeting can be booked online to meet with Council staff.

How can I find out if my site is on flood-prone land?

Mapping of flood-prone land and the flood planning area is shown on Council's online mapping portal.

My property is on flood-prone land. How can I access more detailed flood information?

A flood certificate, applied for on Council's website, can provide information on the flood planning level and flood hazard category for a particular lot. This defines the minimum finished floor level for proposed habitable rooms on the lot. More flooding information can be found on the Flood safety page on Council's website.

How do I know if my site is located within a Heritage Conservation Area?

Both the NSW Planning Portal Spatial Viewer and a Section 10.7 (2) & (5) Planning Certificate from Council will inform if a site is located within a Heritage Conservation Area or is a heritage item. The Planning certificate page on Council's website has more information and provides a link to the online application process.

How can I find out if my site is on bushfire-prone land?

You can identify if your site is located on bushfire-prone land by accessing Council's Bushfire mapping or on the NSW Planning Portal mapping.

I want to remove a tree, and/or vegetation. What do I need to do?

If the tree removal is not associated with a DA, you can complete the online Tree Removal and Pruning Form to find out what type of Council issued approval (if any) is required prior to any tree removal.

I want to install a swimming pool on my property. Do I need approval?

If the spa or swim spa contains less than 2000L, and meets all of the development standards outlined in the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for swimming pools, it does not require approval. You will however require a fence or other child-resistant barrier around spas that are 300mm (30cm) or more in depth, and pool owners must register their spas and pools online through the NSW Swimming Pool Register. Refer to the NSW Government Swimming pools and spas page for more information.

Do I need council approval to install a spa on my property?

If the spa or swim spa contains less than 2000L, it does not require approval. You will however require a fence or other child-resistant barrier around spas that are 300mm (30cm) or more in depth, and pool owners must register their spas and pools online through the NSW Swimming Pool Register. Refer to the NSW Government Swimming pools and spas page for more information.

Can I construct a new driveway or modify an existing one without council approval?

Council approval is required to construct a driveway from your property line to the road. A Driveway Application will also need to be applied for to ensure the driveway meets safety and accessibility standards. Refer to the Driveway construction page on Council's website for more information.

How do I know if I have Koala habitat on my land?

You can use Council's Koala Habitat Map to check if your land is mapped as Koala habitat and what species may be present on your property.

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COUNCIL

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