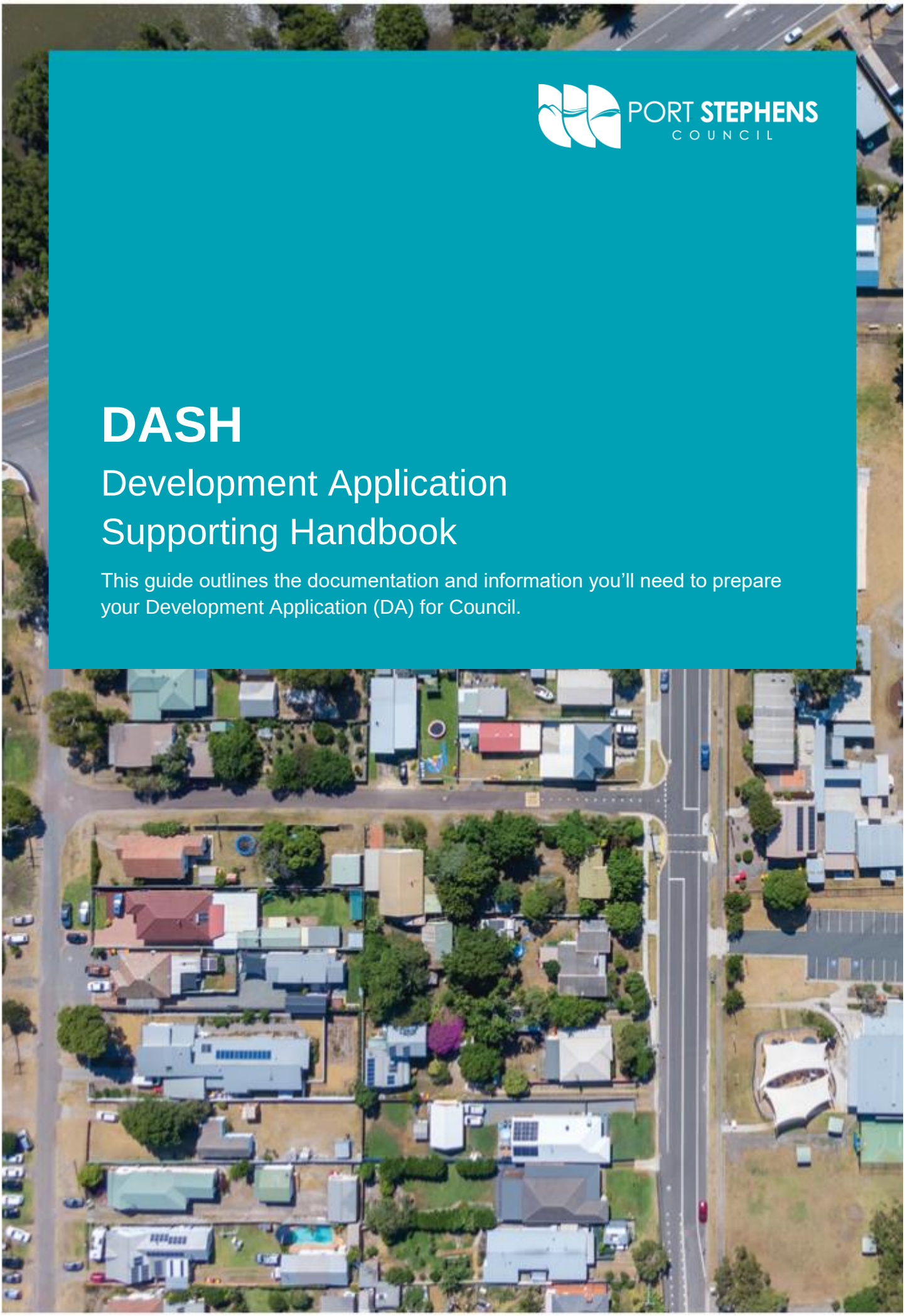
PORT STEPHENS COUNCIL

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
Architectural plans	Elevations and Sections	●	●	●	●	●	●	●	●	
	Floor Plans	●	●	●	●	●	●	●	●	
	Site Plan	●	●	●	●	●	●	●	●	●
	Construction Specifications							○		
	Landscape Plan			●	●		●	●		
	Photomontage				○			○		
	Shadow diagrams	●	●	●	●		●	●	●	
	Signage Plan							○		
	Site Analysis Plan	○	●	●	●	●	●	●	○	●
	Survey Plan	●	●	●	●	●	●	●	●	●
Engineering plans	Cut and Fill Plan	○	○	○	○	○	○	○		○
	Erosion and Sediment Control Plan	○	○					○		○
	Flood Assessments, Management and Studies	○	○	○	○	○	○	○	○	○
	Preliminary Site Investigation Report				○			○		○
	Site-based Overland Flow Report									○
	Stormwater Drain and 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				○			○		○
	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	○	○	○	○	○	○	●	○	○
	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.

For further information go to our website:

pscouncil.info/demystifying-development-applications

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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
Architectural plans	Elevations and Sections	●	●	●		● (e)
	Floor Plans	●				
	Site Plan	●	●	●	●	●
	Construction Specifications					
	Landscape Plan					
	Photomontage					
	Shadow diagrams					
	Signage Plan					
	Site Analysis Plan	○				
	Survey Plan	●	●	●	●	●
Engineering plans	Cut and Fill Plan	○	○	○	○	○
	Erosion and Sediment Control Plan	○	○	●	○	●
	Flood Assessments, Management and Studies	○	○	○	○	○
	Preliminary Site Investigation Report			○		○
	Site-based Overland Flow Report			○		
	Stormwater Drain and 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		○	○	○	○
	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	○	○	○	○	○
	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.

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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
Architectural plans	Elevations and Sections	●	○		●		●	● (e)		●	●	●
	Floor Plans	●	○	●	●	●	●			●	●	●
	Site Plan	●	○	●	●	●	●	●	●	●	●	●
	Construction Specifications				○					○		
	Landscape Plan	●	○		●		●				●	●
	Photomontage	○			○			●		○	○	
	Shadow diagrams	○	○		○		○			○	○	○
	Signage Plan	○	○	○	○	○	○	●	○	○	○	○
	Site Analysis Plan	●	●		●		●			●	●	●
	Survey Plan	●	○		●		●			●	●	●
Engineering plans	Cut and Fill Plan	○	○		○		○			○	○	○
	Erosion and Sediment Control Plan	○	○		●		○			○	○	○
	Flood Assessments, Management and Studies	○	○	○	○		○		○	○	○	○
	Preliminary Site Investigation Report	○	○	○	○		○			○	○	○
	Site-based Overland Flow Report				○							
	Stormwater Drain and 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	○	○		○		○			○	○	○
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	●	○	●	●	●	●	●	●	●	●	●
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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PORT STEPHENS COUNCIL

A Introduction

Quick Start Guide

This handbook provides straightforward guidance to support you through the development application (DA) process with Port Stephens Council. 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 preparation and ensure your application is complete.

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 may be required for the construction phase of your development.

You can find experienced people by:

- Talking to friends and neighbours who have done similar work.
- Looking at similar designs locally and asking the owners.
- Searching professional organisation registration websites.
- Looking at consultants used by others on council’s DA tracking system.

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 and Council's planning controls and to assemble your expert team. The supporting documentation matrixes in this document provide guidance on what documentation is needed with your development application. Speak to Council if you are still unsure of these requirements.

Stage 2: Lodgement and initial administration by Council, of your application
The lodgement stage of a development application (DA) is the formal submission of your application. You'll submit your DA online through the NSW Planning Portal.

Council will review your application for completeness and compliance. The initial steps Council takes in its processing include neighbour notification and advertising, referral and allocation to an assessment officer.

Stage 3: Assessment (what happens to my DA now?)
Your application will be formally assessed against local planning rules and regulations. Council will conduct a site inspection and may consult with other relevant bodies or agencies, after which they will draft reports and make a recommendation.

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 decision – get your construction certificate (approval to build) and start
Your development consent is an approval for the carrying out of development as proposed in your DA. You also need to get a construction certificate for any building work, which considers how your building will be built to ensure it is safe, healthy and in accordance with the development consent. You can obtain your construction certificate from Council or an accredited certifier.

Stage 6: Get your occupation certificate

You must obtain an Occupation Certificate to certify that you have met the requirements of your development consent and construction certificate, and that the building is now ready to occupy and enjoy. 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: land zone; bushfire status; flooding status; maximum building height; maximum floor space ratio; and minimum subdivision 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.

Council's Duty Officer can answer most procedural questions about your building and development application. Where more detailed advice is required, you may be referred to a building surveyor or town planner.

A formal pre-lodgement meeting service with Council staff is available on request and upon payment of a fee. Plans and relevant documentation are required to be included with the request, and you will be contacted 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.

WHAT IS A SEE USED FOR?

The *EP&A Regulation 2021* specify 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 easier and runs more coherently for 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 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;
- Operational and management details;
- 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 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, 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. 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.

C Architectural Plans

2.1 CONSTRUCTION SPECIFICATIONS

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

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.

2.2 ELEVATIONS AND SECTIONS

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

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 and shape.
- Window and door placement.
- Roof design and materials.
- External finishes (e.g., brick, weatherboard).
- Relationship to the surrounding environment.
- Building height and structure.
- Land levels and slopes.
- Relationship between different parts of the building or site.

2.3 FLOOR PLANS

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

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.
- The thickness and structure/type of walls.
- Total floor area and Floor Space Ratio (FSR).
- 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.

2.4 LANDSCAPE PLAN

Landscape plans must be prepared by a qualified Landscape Designer (TAFE Diploma of Landscape Design or equivalent) or a Landscape Architect.

The plan or document 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 drainage plan.

2.6 PHOTOMONTAGE

Photomontages are to show the key contextual streetscape and neighbourhood settings of the proposed development and other relevant images, such as impacts on critical/sensitive views from both the public and private domain. The montages are to be generated from a survey-accurate and detailed 3-dimensional computer model of the proposed development.

2.7 SHADOW DIAGRAMS

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

They are mostly required for development that is 2+ storeys and 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 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.

2.8 SIGNAGE PLAN

This plan is required where signage is proposed.

The following needs to be submitted:

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

2.9 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.
- 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.

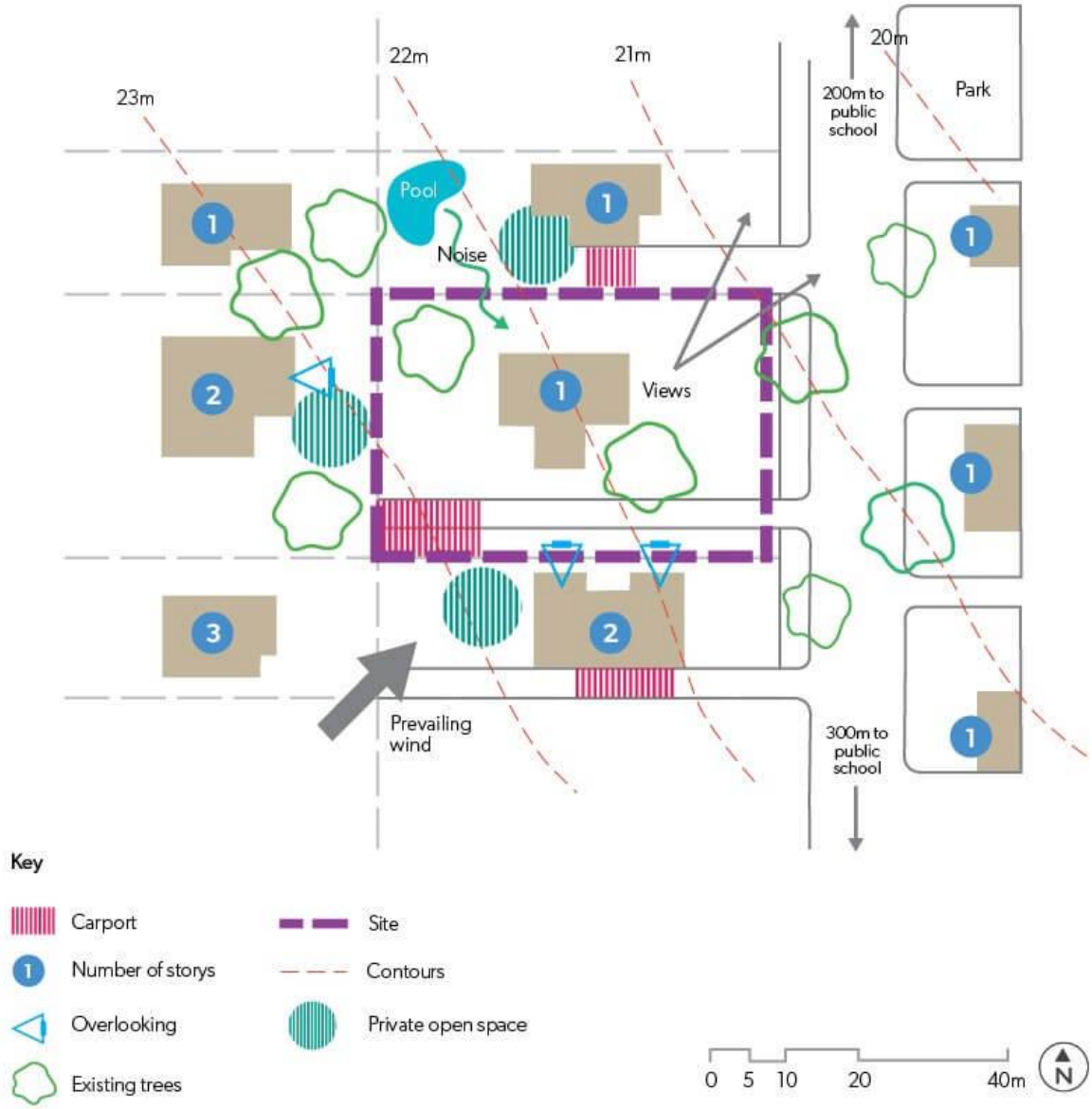
2.10 SITE ANALYSIS PLAN

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

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:
- For developments of 2 or more stories, include street elevations showing the proposal and 2 adjacent buildings.

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



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

This 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.

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

3.1.1 CUT AND FILL PLAN

Cut-and-fill 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. A plan is required when bulk earthworks are being undertaken. Information of the proposed cut and fill is to be provided that includes the process, proposed loads, type and source of landfill being used.

A detailed plan (to an appropriate scale) showing 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.

3.2 EROSION & SEDIMENT CONTROL PLAN

The Erosion and Sediment Control Plan can be prepared by several qualified individuals, including Registered Soil Practitioners (RSPs), environmental consultants, engineers, or other professionals with relevant expertise.

A control plan is required where there are earthworks or wherever there is ground disturbance to determine the most suitable location for control measures to be positioned.

The plan mitigates the risk of soil erosion and water pollution during construction. It includes details about 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.

3.3 FLOOD ASSESSMENTS, MANAGEMENT & STUDIES

The Flood Risk Management Manual and supporting guidelines provide all the information required to enable people to understand what is involved in a Flood Impact and Risk Assessment, a Flood Risk Management Plan and Flood Studies.

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 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.

3.4 GEOTECHNICAL REPORT

A geotechnical report, prepared by a qualified geotechnical 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.

A geotechnical report will also identify the sites groundwater levels and if dewatering is required. Dewatering requires a permit from Water NSW after the development application has been submitted. 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.

3.4.1 ACID SULPHATE SOIL (ASS) ASSESSMENT

Acid Sulphate Soils (ASS) assessment, conducted by a qualified geotechnical engineer, determines the risks and necessary management measures from 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. Refer to the national guideline, NSW Acid Sulfate Manual (1998), for details on how to set up a soil assessment program (see section 4 of the NSW manual).

3.4.2 ACID SULPHATE SOIL MANAGEMENT PLAN

If an ASS assessment identifies significant risks, an Acid Sulphate 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.

3.5 SITE-BASED OVERLAND FLOW REPORT

A site-based overland flow report, prepared by a qualified chartered engineer experienced in hydraulics and floodplain management, 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 can be prepared by a hydraulics engineer to ensure a stormwater drainage plan is submitted when development either increases impervious surfaces or drains to the public drainage system.

Provide a stormwater management plan that includes stormwater mitigation (as per DCP Chapter B3 Stormwater Management – 'B3.1 General requirements for all other development').

A comprehensive Stormwater Drainage Plan is required 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 (if any), on-site infiltration systems (if any), overland flow paths, and water quality control measures.
- Details of discharging/managing stormwater where the property slopes away from the street.
- 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.
- Levels (to AHD) for all existing and proposed pits and pipes.
- DRAINS and MUSIC model files must be submitted on lodgement.

Note: 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, prepared by a qualified structural engineer, identifies the current condition of a structure, any problems that may exist and assesses its structural integrity, stability, and safety. It will also outline the building's construction, load-bearing capacity, materials used, and any existing damage or defects. The report will make recommendations for necessary repairs or modifications

3.8 SUBDIVISION PLAN

A subdivision plan, prepared by a registered land surveyor, is necessary to define property boundaries and site features. 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.
- Indicate the proposed building envelopes, including distances to property boundaries from the building envelope.
- 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 qualified traffic engineer must prepare a Traffic Impact Assessment (TIA). The assessment is 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.

A 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.

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 HERITAGE ASSESSMENT

An Aboriginal Heritage Assessment (AHA), prepared by a qualified archaeologist or heritage consultant, 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.

4.2 ABORIGINAL HERITAGE DUE DILIGENCE ASSESSMENT

The report can be prepared by a suitably qualified and experienced Aboriginal heritage consultant. The report 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 Report, it must be submitted with the application. For developments that will disturb the ground surface or any culturally modified trees. Not required if the development will be overlaid on a subdivision for which a report has previously been completed and accepted by Council.

4.3 ACOUSTIC REPORT

Acoustic reports, prepared by qualified acoustic consultants or acousticians, assess development that has the potential to produce offensive noise (defined in the *Protection of the Environment Operations Act 1997*), 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.

The report must detail:

- 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, may apply. Development must satisfy the maximum internal sound levels specified in Figure 14 in DCP Chapter B6 'Aircraft Noise and Safety' by providing an acoustic report.

4.4 AIR QUALITY IMPACT REPORT

Air quality reports, prepared by an environmental consultant or suitably qualified professional, identify emissions and mitigation measures to protect nearby residences and sensitive receivers. Proposals that impact air quality, or result in exposure to potential pollutants, must be supported by an air quality assessment.

An air quality impact assessment 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)'.

4.5 ARBORIST REPORT

A qualified arborist prepares this report to identify and assess the impacts on existing trees as part of a development application or to support a tree permit application. An arborist report for a tree permit will typically assess the health of a tree and the potential risk of the tree to property. Whereas an arborist report for a DA assesses the potential impact of the development on surrounding trees, or will be used to demonstrate that impacts will not occur to retained trees. This is required when trees are proposed to be removed, retained or where impacts to trees are likely.

The arborist report is to assess the impacts on trees:

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

*Note: The size of a Tree Protection Zone is calculated by multiplying the Tree's trunk 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.

4.6 BASIX CERTIFICATE (BUILDING SUSTAINABILITY INDEX)

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.

All development applications lodged for new 'BASIX affected buildings', i.e. single dwellings and dual occupancy buildings, must be accompanied by a relevant BASIX certificate issued within the previous three months. Any amendments made to the development application prior to determination will require a new BASIX certificate, if BASIX commitments are altered.

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.
- 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.

4.7 BIODIVERSITY DEVELOPMENT ASSESSMENT REPORT

A Biodiversity Development Assessment Report (BDAR) must be completed by an ecological consultant accredited to apply the NSW Biodiversity Assessment Method.

This report 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.

Please note that 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). For more information about the Koala habitat assessment process, habitat mapping and to access a copy of Council's CKPoM please go to Council's website.

4.8 BUSHFIRE ASSESSMENT REPORT (BFAR)

A Bushfire Assessment Report must be prepared by a bushfire consultant accredited by the NSW Rural Fire Service (RFS). If your property has been mapped as bushfire-prone, a bushfire risk assessment report will be required with any development application. RFS bushfire mapping can be accessed here.

To help in the preparation of the bushfire assessments required by the RFS, 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.

This report should be prepared in accordance with the document Planning for Bush Fire Protection 2019 prepared by NSW RFS.

4.9 CLEARING METHOD STATEMENT

A Clearing Method Statement must be prepared by an Ecologist, detailing the process which will be followed for removing vegetation from a development site.

This report is required where the proposed clearing involves the removal of 10 or more trees with a diameter at breast height (DBH) greater than 30 cm, and must be prepared in accordance with Section 4.5 of the Port Stephens Biodiversity Technical Specification.

Please note that 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.

4.10 CONTAMINATION REPORT

A contaminated land report, prepared by a qualified environmental consultant, assesses the suitability of the site for the proposed activity. Development proposed on land that has been subject to potentially contaminating land use activities, or is known to be contaminated, will require a contaminated land report to support the proposed activity or land use.

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. The detailed site investigation 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.

4.11 ESTIMATE DEVELOPMENT COST

The Estimated Development Cost (EDC) 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 - the cost can be estimated by the applicant or qualified person with the methodology used to calculate that cost also submitted with the DA. This can be a quote from a registered builder or an estimate prepared by the owner.
- 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 $500,000 requires an EDC prepared by a quantity surveyor.

4.12 DEMOLITION PLAN

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.

4.13 EMERGENCY MANAGEMENT PLAN

An Emergency Management Plan can be prepared by the applicant, a consultant or a relevant government agency. The Emergency Management Plan is a personal or business preparedness strategy for handling emergencies. It should include:

- 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.

4.14 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.

4.15 ECOLOGICAL IMPACT ASSESSMENT

An Ecological Impact Assessment, produced by a qualified ecologist, is used to identify and assess the site's ecological values. The report 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) (refer to section 5.6). 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 must identify and assess the impacts of the proposed development in accordance with Council's Ecological Impact Assessment Guideline, including cumulative, direct and indirect impacts and 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.

Note: Guidance from Council is recommended if you're unsure if these reports are required.

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.

4.16 LIGHTING DESIGN PLAN

A fauna-friendly lighting design prepared by a suitably qualified professional details the location and design specification for outdoor lighting.

This 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 fauna-friendly lighting design plan 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.

4.17 HERITAGE REPORTS

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

4.18 HOLLOW TREE ASSESSMENT

A hollow tree assessment is a technical report prepared by a qualified ecologist that evaluates the number and condition of tree hollows on a site, providing information for wildlife habitat management.

This assessment is required where hollow-bearing trees on site are proposed to be removed or are likely to be impacted.

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

4.19 PUBLIC ART

Public art is the term used to describe creative work or activities that are located in or visible from the public domain and readily accessible to the broader community.

Commercial development with a capital investment value over $5 million that provides frontage to the public domain will be required to incorporate public art in accordance with Council's Public Art Policy and Guidelines.

See the guidelines for more information on the criteria and assessment framework.

4.20 STOCK REFUGE NEED ASSESSMENT

This assessment helps demonstrate whether a refuge mound is necessary to protect animals during flood events. The assessment can be prepared by the landowner, town planner, an agricultural consultant, or another suitably qualified professional. 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.

You may need to submit a stock refuge need assessment with your DA if you're proposing a flood refuge mound for livestock. If the assessment shows there's a real risk to livestock during floods and no natural high ground available, then a refuge mound may be justified. Council may require this assessment as part of the DA to ensure the mound is necessary, well-planned, and won't create environmental or land use issues.

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.

4.21 SECTION J ENERGY EFFICIENCY REPORT

Section J Energy Efficiency Reports, prepared by a qualified energy consultant or building professionals with National Construction Code (NCC) compliance knowledge, relate to energy efficiency measures for new commercial developments. They are typically required for NCC building classification 2 to 9.

Residential developments that are classified as 2-9 under the BCA will also require Section J reports, such as:

- Boarding houses
- Accommodation

4.22 TREE REMOVAL AND RETENTION PLAN

A tree removal and retention plan prepared by a qualified arborist or experienced environmental professional, details which trees on site are proposed to be removed and those proposed to be retained.

This plan can be provided as a standalone plan or part of other documentation, including the site analysis plan, ecological impact assessment, clearing method statement, etc.

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.

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.

4.23 VEGETATION MANAGEMENT PLAN

A Vegetation Management Plan (VMP) must be prepared by a suitably qualified ecologist in accordance with Section 7 of Council's Biodiversity Technical Specification.

This plan is required where the retention or rehabilitation of native vegetation and/or habitat is required in relation to a proposed development. A vegetation management plan details how vegetation is to be protected, rehabilitated, and managed before, during, and after construction and includes progress reporting/monitoring.

4.24 VIEW CORRIDOR ANALYSIS

This analysis should be a photographic and/or elevation view analysis based on survey data prepared by a registered surveyor, demonstrating the impact of the proposed first-floor addition or two or more-storey building on views currently available from potentially affected properties.

4.25 VISUAL IMPACT ASSESSMENT

A visual impact 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. The report examines the visual impact of a development in situations where a development presents significant bulk, height or variations to setbacks.

4.26 WASTE MANAGEMENT PLAN

The applicant, town planner, or development specialist can prepare a waste management plan. The plan will detail the amount, type, and disposal of waste during demolition, construction, and ongoing facility management.

This is 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.

For applicants or professionals seeking further guidance, please review the EPA Better Practice guide for resource recovery in residential developments.

4.27 WASTEWATER MANAGEMENT

An onsite wastewater management report must be prepared by a wastewater consultant who assesses site suitability for unsewered sites to manage wastewater-generating activities. Developments that cannot connect to Hunter Water Corporation reticulated wastewater services that are located on a high or very high hazard classified site. NSW Health will issue a Certificate of Accreditation to approved systems.

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

Frequently Asked Questions

FAQS

Where do I lodge my Development Application (DA)?

All DAs must be submitted online to the NSW Planning Portal. Register for a NSW Planning Portal account to complete the online DA form. If you require more information, refer to the Development section of 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 with Council.

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 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?

A Section 10.7 (2) & (5) Planning Certificate will inform if a site is located within a Heritage Conservation Area or is a heritage item.

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.

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

Complete the online Tree Removal and Pruning Form to find out if you need development consent for tree removal or pruning.

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

To build or install a swimming pool containing over 2,000L of water will need approval. This is applicable to any in-ground, above-ground, portable or temporary type swimming pool. Refer to Council's swimming pools page for more information.

Do I need council approval to install a spa pool 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. A driveway permit 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.

PORT STEPHENS
COUNCIL

council@portstephens.nsw.gov.au | 02 4988 0255 | **PORTSTEPHENS.NSW.GOV.AU**