



# **Building & Development on the Central Coast for land subject to Gosford Local Environmental Plan 2014 (GLEP 2014)**

## ***A Guide for Applicants on Supporting Document Requirements***

# CONTENTS

*[To open, select a section and Click]*

General .....	1
Application Forms & Public Viewing of Electronic Documents .....	1
Need Assistance or More Information? .....	2
Notification/Advertising Plans .....	2
Contact Details .....	2
Architectural Plans .....	3
Architectural 3D Computer Model (Major Development Only) .....	3
Elevations & Sections .....	3
Extent of Cut & Fill Plan .....	3
Floor Plans / Building Specifications .....	4
Landscape Plan .....	4
Lighting & Illumination Plan .....	5
Photomontage .....	5
Schedule of External Finishes .....	5
Shadow Analysis Diagrams .....	5
Site Plan / Site Analysis .....	5
Survey Plan .....	7
Tree Locations & Schedule .....	7
Statement of Environmental Effects .....	8
What is a Statement of Environmental Effects (SEE)? .....	8
What is a SEE used for? .....	8
What information must a SEE include? .....	8
Character Statement .....	9
Objection Under Clause 4.6 of Gosford GLEP 2014 .....	9
Site Photograph .....	9
Preparing a Statement of Environmental Effects .....	9
Engineering Plans .....	17
Access, Parking & Roadworks Plan .....	17
Erosion & Sediment Control Plan .....	17
Stormwater Management Plan .....	18
Water & Sewer Plan .....	18
Water Cycle Management Plan .....	18
Subdivision Plan .....	19
Supporting Reports .....	20
Acid Sulphate Soil Assessment .....	20
Acoustic Report .....	20
Arborist Report .....	20
BASIX CERTIFICATE (Building Sustainability Index) .....	20
Bushfire Report - (Bushfire Risk Assessment) .....	21
Coastal Hazard / Beach Frontage Information .....	21
Cost Estimate .....	22
Crime & Safety Report .....	22
Design Verification Statement .....	23
Disability Access Report .....	23
Flora & Fauna Report .....	24
Fire Safety Schedule .....	24
Geotechnical Report .....	24
Heritage Impact Statement .....	25
On-Site Sewage Management - Wastewater Report .....	25
Site Contamination Assessment .....	26
Traffic & Parking Report .....	26
Waste Management Plan - (GDCP 2013 - Chapter 7.2) .....	26
Wind Effects Report .....	27
Attachments .....	28
Attachment A - Sample Site Plan .....	28
Attachment B - Application Checklist (Information identified as required) .....	29

## GENERAL

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

The checklist at Attachment B provides guidance on documents required for Development Applications or Complying Development Applications.

The Planning Enquiry tool for land subject to the Gosford Local Environmental Plan 2014 (GLEP 2014) within Central Coast Council's ePlanning 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. In addition, this tool can provide the GLEP 2014 and the Gosford Development Control Plan 2013 (GDGP 2013) planning controls relevant to your proposed home-based business.

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 developments and the Development Application approval process, refer to the Building and Development section of council's website at <https://plan.gosford.nsw.gov.au>

## APPLICATION FORMS & PUBLIC VIEWING OF ELECTRONIC DOCUMENTS

All applications must have Part A and Part B forms completed as part of the application. These two documents must be provided in hard copy as well as being saved as separate documents and submitted electronically on a USB flash drive *[preferred]* or a CD or DVD.

### Part A - Application for Approval

This form will be published as part of the development application.

### Part B - Application Detail and Owner(s) Consent

When submitted electronically as a separate document, this form will not be published.

It is the applicant's responsibility to ensure all other documents do not contain any personal or financial information. All registered owners of the property must sign this consent. If the owner is a company or association, an authorised person under common seal must sign the application and must state their position within the company.

The *Government Information (Public Access) Act 2009*, known as the GIPA Act, applies to development and related applications. Development documents can be accessed online at council's ePlanning portal.

Please note that Engineering-related applications and applications under the Roads Act require specific application forms which can be downloaded from the Building and Development Forms section of council's website. These applications do need to be submitted in printed format as well as on a USB/CD/DVD.

## 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 (Gosford) ePlanning portal and council's website at <https://www.centralcoast.nsw.gov.au/>. Alternately, you can contact Customer Service via email at [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au), by telephone on 1300 463 954, or visit the Customer Service Centre at 49 Mann Street, Gosford from 8:30am to 5:00pm weekdays. Customer Service staff 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 appropriate council Officer/s.

## NOTIFICATION/ADVERTISING PLANS

Council is required to notify adjoining owners in accordance with the Gosford Development Control Plan Chapter 7.3 Public Notification of Development Applications.

Applications requiring advertising must include:

- Site plan and proposed elevations. The plans must be reduced to A4 size  
(Note: site plans should not have residential floor layout or owner(s) details).
- Notification plans should include dimensions, height, setbacks etc.

Notification plans are published to council's website as lodged with the application. It is the applicant's responsibility to ensure residential floor plans or owner(s) details are not included.

## CONTACT DETAILS

**Mailing Address :** PO Box 20  
WYONG NSW 2259

### Main Customer Service

**Centre Address:** 2 Hely St,  
WYONG NSW 2259  
and  
91-99 Mann St,  
GOSFORD NSW 2250

**Telephone:** 02 4306 7900

**Email:** [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au)

**ePlanning portal:** [Online services | Central Coast Council \(nsw.gov.au\)](#)  
(Track a development application, view a planning document or complete an interaction)

**Web:** <https://www.centralcoast.nsw.gov.au>

# ARCHITECTURAL PLANS

## ARCHITECTURAL 3D COMPUTER MODEL (MAJOR DEVELOPMENT ONLY)

An architectural three dimensional virtual reality (3D VR) computer model and a separate photomontage are required for developments over five (5) storeys within the Gosford City Centre and Terrigal Bowl area. The 3D computer model is to be compatible with council's 3D modelling system.

For further details on the computer model requirements, please contact council's Team Leader Major Projects on Tel: 1300 463 954.

## ELEVATIONS & SECTIONS

Elevations are drawings showing the appearance of all the external walls of the building. Sections show cuts through the building to show the internal construction and levels.

The plans must include:

- The scale to which they are drawn
- The existing and proposed levels of the land, finished floor levels and height of the building relative to Australian Height Datum
- The external finishes of buildings on the site and adjoining properties
- The location and sizes of windows and doors
- The building height limit (as defined in the Planning Controls) as a dotted line

The following must be provided for all applications, except minor internal alterations, and should include:

- All building elevations, external door and window positions and roof profiles;
- External materials, finishes and heights of existing and proposed finished ground, floors, walls, windows, eaves and ridges;
- A minimum of two sections indicating levels of ground, all floors (including basements), ceilings, eaves and ridges to Australian Height Datum (AHD). Additional sections may be required for more complex buildings;
- Levels of existing and proposed ground in relation to buildings and roads to AHD; and
- Proposed parking arrangements including entry and exit points for vehicles and provision for the movement of vehicles within the site including necessary levels to AHD and dimensions. All parking and vehicle access must comply with AS 2890.1-2004.

## EXTENT OF CUT & FILL PLAN

All areas subject to cut and fill require the depth of both to be shown. This information is available on the council's website under Gosford Development Control Plan No 2013.

## FLOOR PLANS / BUILDING SPECIFICATIONS

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 eg; 1:50, 1:100, 1:200.

1:200 is the minimum acceptable scale for floor plans, elevations and section.

The plans must clearly identify:

- The scale to which they are drawn and the true north point
- 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
- Setback from boundaries

Information must include:

- Location of the proposed building, including extensions or additions to existing buildings in relation to the site boundaries and adjoining developments. **Note:** For additions and alterations, new work must be uniquely coloured to differentiate the new work on the plans from the existing building;
- Floor plan of the proposed buildings showing building layout and its use, room sizes, windows and door locations;
- Wall thicknesses and structure type;
- All floor levels and steps in floor levels (to the Australian Height Datum);
- Total floor area; and
- Floor Space Ratio (FSR) i.e. Ratio of Gross Floor Area to Site Area.

## LANDSCAPE PLAN

For multi residential and commercial buildings a Landscape Plan is required. This must be prepared by a qualified Landscape Architect or Landscape Designer.

The plans must clearly identify:

- The scale to which they are drawn and the true north point
- The location, size and species of all existing trees to be retained.
- The location, size and species of any existing trees proposed for removal
- The location of the proposed buildings, boundary lines and mature size all proposed trees, shrubs and ground cover.
- The finished ground levels relative to Australian Height Datum (AHD)
- A Planting Schedule including:
  - Botanical and common names of all proposed plant species;
  - Mature height and diameter of all proposed species.
  - The pot size and number of all proposed species.

## LIGHTING & ILLUMINATION PLAN

A plan showing the proposed external lighting for the development may be required to demonstrate that the proposal will not have a potentially adverse impact upon adjoining properties nor result in any light spill from the site.

## PHOTOMONTAGE

Is a graphic representation of how the building will look within its context? A photomontage is required for all multi-unit dwellings, retail and commercial developments.

## SCHEDULE OF EXTERNAL FINISHES

A schedule of external finishes is required for all new developments, alterations and additions.

## SHADOW ANALYSIS DIAGRAMS

Must be prepared for all new buildings or additions of more than one storey or where the lot size, orientation, slope or adjoining buildings create potential for additional over-shadowing. Shadow diagrams are required for all DAs that seek to justify non-compliance with setback and building height controls. Diagrams should show:

- Position of existing and proposed buildings on site;
- Position of buildings and open space on adjoining sites;
- Shadows cast by proposed development at equinoxes (21st March and September) and winter solstice (21st June) for 9am, Noon and 3pm; and
- Drawn to true north and based on a survey of levels of the site and adjoining property.

## SITE PLAN / SITE ANALYSIS

A site plan shows the proposed layout for the entire site.

The site plan must clearly identify:

- The scale to which they are drawn and the true north point
- The location and uses of existing and proposed buildings on the site
- Floor levels of existing buildings
- The location and uses of existing buildings on adjoining properties
- The location, boundary dimensions and area of the site
- The setback of the proposed work from the boundaries
- The existing and proposed levels of the land, buildings on the site and buildings on adjoining properties relative to Australian Height Datum (AHD)
- The location of existing vegetation and trees on the site and adjoining properties
- The location of easements and rights of way on the site and adjoining properties
- The location of services (sewer pipes, water pipes etc.) on the site and adjoining properties
- Measures to prevent soil and sediment leaving the site



- Coastal building development lines
- Top and toe of a watercourse
- Contours at 1 metre intervals, or spot levels, relative to the Australian Height Datum;
- Location, uses, structures and natural features on the site and surrounding land;
- Location and spread of all trees and existing vegetation and natural features (such as rock outcrops) on the site;
- Existing gradients and levels of the site in relation to buildings, roads and natural features;
- Location of the proposed development on the site;
- Any easements, restrictions, covenants, rights-of-carriageway or rights-of access;
- Location and proximity to any watercourses, and areas subject to acid soil risk;
- Details of existing and proposed flooding / drainage requirements;
- Areas of proposed cut and fill;
- Details of proposed and existing car parking and vehicle manoeuvring areas.

**Note:** *Dimension, levels and grades to demonstrate compliance with Australian Standard 2890.1-2004. Off Street Parking;*

- Bushfire Asset Protection zones;
- Proposed landscaping and treatment of the land including plant species and height at maturity;
- Location of all roads must be shown. Where a public road does not adjoin the development site, the nearest public road should be shown on the site plan; and
- A site analysis to ensure your development will have a minimal impact on the environment and the neighbourhood. The site analysis should be carried out **before** the design process begins and will help you make the best use of your site.

It should include:

- Details of all open space and other recreation areas, including private open space on the site and adjoining properties;
- Potential constraints such as over-shadowing, overlooking, views, building bulk and landscaping;
- Views to, from and through the site;
- Sunshine, prevailing winds and other climatic conditions; and
- A description of the streetscape and its predominant elements supported by photographs.

**Note:** A sample site plan showing how you might locate a house to make the most of the site is attached at the end of this guide (Attachment A).



## SURVEY PLAN

An essential part of your preliminary investigation is a site survey, showing the location and relative levels of the natural and built features of the site and adjoining properties. The survey plan must be prepared by a registered surveyor and is required for most developments. 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, and trunk diameter and spot level at base of 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 water mark, where applicable; and
- Location of easements, or rights of access / carriageway, benefiting or burdening the site.

## TREE LOCATIONS & SCHEDULE

Gosford Development Control Plan 2013 Chapter 6.6 applies.

Tree locations & schedule is required when:

A Development Application involves works which may affect trees on the property, and/or trees within 5 metres of the proposal on an adjoining property.

A Tree Locations & Schedule locates, identifies and provides basic data on existing trees on and adjacent to a site. It must include all trees that maybe affected by proposed buildings, access, services and bushfire asset protection zones.

Tree Locations & Schedule is to indicate the proposed action of the identified trees (remove or retain). Crown spread of trees is to be drawn on plan and shown as a dashed line for trees to be removed, or an unbroken line for trees to be retained.

All trees are to be plotted (by land survey) and numbered on a Development Applications; Site analysis plan, Survey plan and Landscape plan. The tree schedule (sample below) can be on the plan or attached to the applications documentation. The number of each tree on plan is to correspond with the numbered tree schedule and the tag of each tree on site.

*Sample tree schedule corresponding to tree survey plan*

No	Botanical Name	Common Name	Height(m)	DBH(mm)	Action
1	Eucalyptus punctata	Grey Gum	12	600	remove
2	Corymbia maculata	Spotted Gum	22	700	retain
3	Eucalyptus robusta	Swamp Mahogany	18	900	retain

# STATEMENT OF ENVIRONMENTAL EFFECTS

## WHAT IS A STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)?

A Statement of Environmental Effects 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 related to Schedule 1, Part 1, Clause 2(1)(c) of the *Environmental Planning and Assessment Regulation 2000* ([www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au))

The planning legislation requires all Development Applications, except for designated development, to include a Statement of Environmental Effects.

Only a very brief statement is required for proposals likely to have little impact (e.g. internal alterations) and certain minor residential building work (except heritage items or a heritage conservation area). You must however explain why there will be little impact.

## WHAT IS A SEE USED FOR?

The *Environmental Planning and Assessment (EP&A) Regulations 2000* specify that a development application must be accompanied by a SEE (except in the case of designated development, which requires a greater level of rigor in the form of an Environmental Impact Statement).

Council is required to assess the impacts of the proposed development, and by having all the necessary information outlined in the SEE, it makes the process easier and run more coherently for us to make an informed judgement 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
- Reference to any environmental planning instruments (state environmental planning policies, regional environmental plans, local environmental plans – including the zoning of the land) that are applicable
- Reference to any draft environmental planning instruments (that are or have been placed on public exhibition) that are applicable
- Reference to any development control plans that are applicable

## CHARACTER STATEMENT

Applications for new dwellings and alterations that change the appearance of a dwelling need to contain a statement detailing how the development complies with council's Development Control Plan 2013 – Chapter 2.1. This is available from council's ePlanning portal, under the Planning Rules (GLEP/GDCP) heading: <https://plan.gosford.nsw.gov.au>

## OBJECTION UNDER CLAUSE 4.6 OF GOSFORD GLEP 2014

An objection must be provided for all applications that propose non-compliance with a development standard. State Environmental Planning Policy No 1 – Development Standards may be required for objections to old planning instruments or SEPPS.

The objection must include the following information:

- Identify the development standard;
- Identify the objectives of the standard;
- Establish how each objective will be met if the standard is varied;
- Establish how non-compliance with the standard is still consistent with the aims of the policy; and
- Demonstrate why compliance with the standard is unreasonable and unnecessary.

The 'Objection to a Development Standard (GLEP Clause 4.6)' form can be obtained by contacting Council's Customer Service Centre on Tel: 1300 463 954.

## SITE PHOTOGRAPH

We are able to assess your application quicker when you provide us with photographs of the site and its context. The photographs should clearly show existing features of the site, neighbouring land and the streetscape. A site map should be used to indicate the locations of the photographs.

## PREPARING A STATEMENT OF ENVIRONMENTAL EFFECTS

The following is a general list of the issues relevant to a range of different types of development proposals that must be discussed within your statement.

### **1. Compliance with Local Environmental Plan (GLEP 2014), Interim Development Order (IDO), and/or State Environmental Planning Policies (SEPP)**

*Required for all applications.*

Show how your proposal complies with the relevant statutory development standards. You will need to determine the planning instrument that is applicable to your land (whether your land is subject to the GLEP 2014 or SEPP).

A check of the online maps on the Central Coast Council website will help you with this.

## 2. Compliance with Gosford Development Control Plan 2013 (GDCP 2013)

*Required for all applications.*

Show how your proposal satisfies the relevant site planning and design guidelines. Relevant considerations include streetscape, topography, setbacks, building envelope and fences. Also, you need to consider local context and building character, including massing, roof design, verandas, balconies, windows, materials and decorative detailing.

Our design guidelines are contained in the GDCP 2013 found in the ePlanning portal on our website.

## 3. The Suitability of the Site

*Required for all applications except minor internal additions and alterations.*

Show that the site is suitable for the proposed development. Relevant considerations include:

- Site constraints such as slope, flooding, geo-technical, bushfire, native vegetation and ground water issues (provide a hydrological and geotechnical report by a qualified engineer where the proposal involves excavation exceeding 2 metres);
- Proximity to transport services, shops, community and recreational facilities;
- Compatibility with adjoining development;
- Compatibility with visual setting (streetscape);
- Compatibility with land zoning;
- Size and shape of the allotment;
- Local planning objectives;
- Size and shape of the allotment;
- Age and condition of buildings.

## 4. Present and Previous Land and Building Uses

*Required for all applications.*

This helps council understand the history of development on the site. It is particularly important for applications proposing a change of land use. You will need to provide the following details:

- Present use of the site;
- Date the present use commenced;
- Previous uses of the site (if known);
- Present uses of adjoining land;
- Whether the present or any previous use is a potentially contaminating activity (e.g. workshop, service station, land filling, lead paint removal, termite treatment);
- A statement as to whether or not you are aware that the site is contaminated land;
- Whether there has been any testing or assessment of the site for land contamination;
- Whether the Fire Safety Measures of the existing building is appropriate to its proposed new use.

## 5. Operational and Management

*Required for commercial and industrial proposals, hotels, guesthouses and entertainment facilities.*

Describe how the establishment will operate:

- Type of business;
- Number of staff;
- Expected number of customers or clients;
- Hours and days of operation;
- Number of patrons and building safety (for entertainment venues);
- Plant, machinery, production processes;
- Type and quantity of goods handled such as raw materials, finished products, waste products;
- Arrangements for transport, loading and unloading of goods (give details of frequency of truck movements and size of vehicles);
- Hazardous materials and processes;
- Noise control;
- Complaints management;
- Servicing arrangements.

Council may require a detailed Plan of Management for proposals that may adversely impact on residential amenity (e.g. operating late at night). The Plan of Management must show how your activity will be managed to minimise adverse amenity impacts.

## 6. Access and Traffic

*Required for all developments that generate traffic, commercial and industrial proposal, except internal alterations.*

If your proposal is likely to be a major traffic generator you must include a traffic impact assessment report prepared by a qualified transport consultant. If your proposal is not a major traffic generator you will still need to show that there is adequate provision for access, including:

- Vehicle access to a public road (indicate grade);
- Parking calculations;
- Resident, staff, customer, client and visitor parking arrangements;
- Existing public transport services;
- Proposed traffic management measures to resolve any conflicts between vehicles, pedestrians and cyclists;
- Pedestrian amenity (paving, seats, weather protection, security lighting);
- Proposed bicycle facilities (racks, lockers, showers).

## 7. Generally Accessibility

*Required for all development that is likely to have an impact on accessibility.*

Show how the proposed development provides easy access and useable areas for everyone in accordance with the Disability Discrimination Act. Consider the needs of people with walking difficulties or sensory impairments, wheelchair users and people with young children.

You should consider:

- Parking arrangements.
- Access to and within the development.
- Toilet facilities.
- Certain types of developments (e.g. aged persons housing) may need a Building Code of Australia assessment.

## 8. Privacy, Views and Overshadowing

*Required for all residential, hotels, entertainment, commercial and industrial proposals that impact on residential properties.*

Shows how the proposed development will affect privacy, views and sunlight access:

### Visual Privacy

- Window placement relative to adjacent dwellings and common areas;
- Views between living rooms and the private yards of other dwellings;
- Use of scree planting, hedges, walls, or fences to improve privacy;
- Headlight glare, light spillage.

### Acoustic Privacy

- Placement of active use outdoor areas relative to bedrooms;
- Separation of roads, parking area and driveways from bedroom & living room windows;
- Noise transmission between dwellings/buildings;
- Measures to mitigate external noise sources (e.g. traffic noise, placement of air conditioners, exhaust systems, pool pumps).

### Views

- Impact of the proposed development on views from adjoining or nearby properties;
- Design options for protecting views (i.e. minimising the loss of views);
- Views from the proposed development.

### Overshadowing

- Provide an analysis of your shadow diagrams prepared by your architect or surveyor;
- Consider shadows from adjoining buildings as well as from the proposed development.

## 9. Air and Noise

*Required for all residential, hotel, entertainment, commercial and industrial proposal, except internal alterations.*

Show how the proposal will not cause, or be affected by, air or noise emissions.

### Air

- Existing or proposed sources of odour or fumes (on-site or nearby): industries, food premises, exhaust systems, waste storage, oil or wood burning stoves or heaters;
- Proposed mitigation measures, including odour control: placement and height of flues or chimneys, location of waste storage areas and compost heaps.

### Noise

- Where noise is a major design issue, a report prepared by a qualified acoustic consultant;
- Existing and proposed noise sources (on-site and nearby): main roads, industries, transport terminals, loading bays, heavy vehicles, restaurants, entertainment facilities, clubs, hotels, amplified music systems, car parks, ventilation and air conditioning units, pumps and pool filters;
- Proposed noise reduction measures: noise barriers, building layout and setback, room layout and window placement, building materials, insulation, double glazing;
- Construction noise: hours of operation, type of equipment, maximum noise levels, compliance with EPA guidelines.

## 10. Drainage

*Required for all new buildings and other proposals involving changes to stormwater drainage.*

Show how the proposal will deal with all aspects of drainage on the site:

- Have you proposed measures to maximise infiltration and minimise water runoff? (e.g. porous pavements, mulching and ground covers, low water demand native plants, rainwater tanks for garden watering);
- Stormwater drainage: proposed management controls for flows entering within and leaving the site, proposed on-site detention calculations prepared by a consulting engineer, justification that the proposed design measures will not increase stormwater runoff or adversely affect flooding on other land;
- Easements: provide copies of letters on intention to grant inter-allotment drainage easements across downstream properties;
- Local flood mitigation measures.



## 11. Erosion and Sedimentation Control

*Required for all proposals that involves disturbance of, or placing fill on, the soil surface. Soil and Water Management Plans may also be required for large allotments or non-urban areas.*

Refer to *Chapter 6.3 Erosion Sedimentation Control* of the GDCP 2013 that aims to achieve and maintain a healthy, productive and diverse catchment where erosion of soil, disturbance and mismanagement of land has been controlled and reduced.

Show how you propose to prevent erosion and control sediment on the site, including soil and erosion hazard characteristics, and potential for impact on adjacent land and waterways.

Explain how your erosion and sediment control strategy will work. Consider areas requiring special management, including proposed dust control measures and proposed site maintenance strategy.

For large building allotments or in non-urban areas, Central Coast Council will determine the appropriate soil and water management plan requirements in consultation with the proponent. Where the work site is located near sensitive sites or areas such as a watercourse, drainage line or bush land, the proponent shall supply details of erosion and sediment control measures to be undertaken for council approval.

## 12. Heritage

*Required for all development identified as heritage items or within a conservation zone.*

If your proposal involves work on a heritage item, moving or excavating an Aboriginal relic or object, or subdivision of land that contains a heritage item, a Statement of Heritage Impact is required. If an Aboriginal Heritage Assessment has previously been conducted for the property, a copy of this should be provided.

Where a Heritage report is required, a professional heritage advisor should prepare it. The report must address:

- Historical development of the site;
- Description of the item and its setting (e.g. garden, fence, ancillary building, etc.);
- Contribution to the streetscape: height, scale, mass, setback, fenestration, architectural style and period;
- Heritage significance (use Heritage Manual criteria);
- Effect of proposal on the heritage significance of the building and its setting;
- Design options and rationale for the preferred option.

Heritage maps can be found in the Map Index of the *Gosford Local Environmental Plan 2014*, located within the ePlanning portal of the Central Coast Council website.

### 13. Energy Efficiency

*Required for all residential development (including alterations and additions).*

Show how the proposal promotes energy efficiency:

- Orientation: does the design maximise living areas facing north? Will windows and solar collectors have good solar access? Show how energy efficiency requirements have influenced the siting, design and landscaping of the proposal.
- Sun Control: proposed awnings, pergolas, blinds, and trees to maximise summer shade and minimise winter shade.
- Insulation: proposed roof, ceiling, wall and floor insulation; double glazing, door and window seals.
- Natural Ventilation: will window placement maximise cross ventilation?
- Heating, cooling and lighting: have energy efficient heating, cooling and lighting systems been specified?
- Clothes Drying: is there an outdoor drying space with solar access?
- Water Heating: has a hot water system with a greenhouse score of 3.5 or greater been specified? (contact your energy supplier or the Sustainable Energy Development Authority).

### 14. Waste Management

*Required for all applications requiring consent, including residential, industrial, commercial and accommodation proposals.*

For further details, refer to the Waste Management Plan section within the Supporting Reports chapter of this Guide. A copy the Waste Management Plan template is available for [download](#) from council's website.

### 15. Site Management

*Required for all proposals involving building works except minor alterations and additions and outbuildings.*

Show how the construction site will be managed to ensure public safety and to minimise public inconvenience:

- Perimeter fencing to restrict public access to the construction site;
- Proposed hoardings or other enclosures to the site;
- Location of proposed site amenity facilities, storage of building materials and equipment, bulk waste containers and material stockpiles;
- How will you maintain safe pedestrian access adjacent to the site?
- Access points for construction;
- Method(s) of demolition;
- Dust control methods.

## 16. Photographs

It is recommended that where you are proposing to do external works, photographs be included with your application. This information is invaluable to the assessing officers and to other persons involved in the processing of your development application.

In the case of applications for development of three storeys or greater, they must be accompanied by photomontages of the proposal. This should be in the form of computer-generated images, or other such technology, showing how the proposed building sits into the existing streetscape.

### Additional Requirements for SEPP 65 Developments

In addition to the items listed above for inclusion in your Statement of Environmental Effects, there are additional items required where the building is defined in the *Environmental Planning and Assessment Regulations* as a “residential flat building”.

Please note that Central Coast Council considers that a model is appropriate, and therefore a massing model meeting the requirements listed below must be included with any development application for a residential flat building (as defined in SEPP 65: Design Quality of Residential Apartment Development – [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)).

#### Submission Requirements for Detailed Facade Sections:

Detailed facade sections are important as they allow for an understanding of the appropriateness of the materials used in the development. They also assist in the assessment of solar access, privacy impacts and other impacts of the proposal.

#### Submission Requirements for Massing Models:

A three dimensional (3D) block form model of a building design and the site on which it is proposed to be located on is required to be submitted, at a minimum scale of 1:500. It is generally utilised in the preliminary stage of a building design as either a constructed scaled model or a 3D digital model that can be easily adjusted for the benefit of exploring other ideas and concepts for the building design. Such a model will provide a clear visual understanding of the form and proportions of a building design, and its relationship within the environment that surrounds it.

More information regarding SEPP65 requirements can be found in the *Apartment Design Guide* (<http://www.planning.nsw.gov.au/apartmentdesignguide>), which provides consistent planning and design standards for apartments across NSW. It provides design criteria and general guidance about how development proposals can achieve the nine design quality principles identified in SEPP 65.

### Additional Requirements for Development on Bush Fire Prone Land

Development Applications on bush fire prone land must be accompanied by a Bush Fire Assessment Report demonstrating compliance with the aim and objectives of *Planning for Bushfire Protection 2006* (published by the Rural Fire Service) and the specific objectives and performance criteria for the land use proposed. For most single dwellings, the report can be done using the Single Dwelling Application Kit available from the NSW Rural Fire Service. For more information, please refer to the Rural Fire Service website ([www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)).

# ENGINEERING PLANS

## ACCESS, PARKING & ROADWORKS PLAN

### Access Plan

Required for any development that requires new or upgraded vehicular access to a site. The plan must include:

- Plan and dimensions of the driveway/access; and
- A longitudinal section through the centreline of the driveway from the kerb of the road to the proposed garage/parking showing grades and suitable transitions at changes of grades;

Refer to Central Coast Council Civil Works Specification and Development Control Plan 2013 Chapter 3 – Specific Controls and Development Types.

Refer to Development Control Plan 2013 Chapter 3.1.14 – Driveway Grades for example longitudinal sections and allowable access profiles.

### Parking Plan

Required for developments where need is created for on-site car parking. The plan must include:

- Plan of parking geometry; and
- Stormwater drainage design;

The following may also be required:

- Vehicular swept paths and dimensions of clear manoeuvring areas; and
- Vertical clearance dimensions;

Refer to AS2890:2002, Central Coast Council Civil Works Specification, Development Control Plan 2013 Chapter 3 – Specific Controls and Development Types and Chapter 7.1.4 – General Controls – Car Parking Design Criteria.

### Roadworks Plan

Required for developments with internal road works. The plan must include:

- Road network geometry including carriageway and verges; and
- Stormwater drainage design;

Refer to Central Coast Council Civil Works Specification and Development Control Plan 2013 Chapter 3.5.6 – Specific Controls and Development Types.

## EROSION & SEDIMENT CONTROL PLAN

Development Control Plan 2013 Chapter 6.3 applies to any activity that involves or could involve: disturbance of or placing fill on the soil surface, and/or changes to the contours of the land, change in the rate and/or volume of runoff flowing over land, or directly or indirectly entering "waters".

The adoption and application of conditions for erosion and sediment control give a uniform basis for development in the region.

## **STORMWATER MANAGEMENT PLAN**

Required for all new proposals and for alterations in excess of 50m<sup>2</sup> additional area.

The plan must include:

- All existing and proposed stormwater drainage;
- How the proposed drainage will be achieved; and
- All methods of stormwater detention or retention, levels, discharge rates, pipe sizes and grades.

Refer to Gosford Development Control Plan 2013 Chapter 6.7 - Water Cycle Management for council's requirements.

## **WATER & SEWER PLAN**

Indicate the location of council's Water and Sewer Mains on the site plan. If mains do not burden the property, please indicate its location (e.g. in street or laneway or adjacent property).

Note:

- Council's Building Over / Adjacent to Water and Sewer Main Guidelines may apply where new development is within the Zone of Influence of the sewer main.
- A condition of development consent may require the developer to obtain a Section 307 Certificate under the Water Management Act 2000.
- Where a site is unsewered, refer to the On-Site Sewage Management - Wastewater Report section in the Supporting Reports chapter of this Guide.

## **WATER CYCLE MANAGEMENT PLAN**

The Water Cycle Management Plan refers to the installation of controls such as infiltration trenches, wet detention basins, constructed wetlands or other such 'designed' nutrient control devices. A suitably qualified person must prepare the plan. In many situations, a combined Nutrient Control and Erosion and Sediment Control Plan would be appropriate.

Refer to Gosford Development Control Plan 2013 Chapter 6.7- Water Cycle Management for council's requirements.

# SUBDIVISION PLAN

A subdivision plan is required for subdivisions and boundary adjustments.

The plan must include:

- Existing and proposed boundaries;
- Relationship of the lots to existing roads;
- Proposed boundary dimensions and lot areas;
- Proposed easements and rights of access / carriageway;
- Existing and proposed finished levels to the Australian Height Datum (AHD) extending into adjoining properties;
- Location of water, sewerage, electricity and telecommunication cable; and
- Proposed method of stormwater disposal.

## SUPPORTING REPORTS

### ACID SULPHATE SOIL ASSESSMENT

Sites located close to a water body may be subject to acid sulphate soil and may require the submission of an Acid Sulphate Soil Assessment or an Acid Sulphate Soil Management Plan.

Acid sulphate soil is the common name given to naturally occurring sediments and waterlogged soils containing iron sulphides. Every estuary along the NSW coastline has potential acid sulphate soils. When potentially acid sulphate soils are exposed to oxygen, due to excavation or lowering of the water table, pyrite is oxidised to form actual acid sulphate soils.

Sulphuric acid can severely damage the environment and infrastructure. Sulphuric acid leachate can result in fish kills, plant death and can corrode culverts, bridges, weirs and drains.

### ACOUSTIC REPORT

For noise-generating developments and developments in close proximity to main roads and railway lines an Acoustic Report is required. The report must be prepared by a suitably qualified consultant indicating the proposed development will not adversely affect adjoining land uses or be affected by adjacent noise-generating activities.

The report is to be prepared in accordance with the NSW EPA's *New South Wales Industrial Noise Policy (2000)*.

### ARBORIST REPORT

An Arborist Report is required when:

- More than ten (10) trees (over 3 metres in height) are nominated for removal;
- Works are to occur within 5 metres of trees to be retained, that have a DBH (Diameter at Breast Height) greater than 500mm;
- Requested by council's Tree Assessment Officer.

An Arborist Report provides technical comment on specific tree-related issues, particularly regarding the health, condition and significance of trees and includes recommended strategies for retaining and protecting trees close to proposed developments. An Arborist report must be prepared by a qualified arborist who has the experience and expertise in preparing such a report and it should consider the guidance provided within Australian Standard - *Protection of trees on development sites AS 4970 - 2009*.

### BASIX CERTIFICATE (BUILDING SUSTAINABILITY INDEX)

You must provide a BASIX (Building Sustainability Index) certificate for all new multi-unit residential buildings and for alterations and additions to 'BASIX affected buildings'. The Building Sustainability Index is a web based planning tool put in place by the State Government to assess and improve the energy and water efficiency of residential developments.

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 at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

The BASIX Certificate must:

- Be created no more than 3 months prior to 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

## **BUSHFIRE REPORT - (BUSHFIRE RISK ASSESSMENT)**

If your property has been mapped as being bushfire prone, a bushfire risk assessment report will be required with any development application. This report should be prepared in accordance with the document *Planning for Bushfire Protection* prepared by NSW Rural Fire Service and available on their website at <http://www.rfs.nsw.gov.au/>

To help in the preparation of the bushfire risk assessments required by the NSW Rural Fire Service Development Application Packs for single dwellings and simple subdivisions are available from the NSW Rural Fire Service website. Search for *Single Dwelling Application Kit*.

The advice of a suitably qualified consultant in bushfire risk assessment recognised by the NSW Rural Fire Service and/or the NSW Rural Fire Service should be sought when preparing bushfire risk assessments.

## **COASTAL HAZARD / BEACH FRONTAGE INFORMATION**

GDCP 2013 Chapter 6.2 'Coastal Frontage' sets out requirements for development on all land affected by coastal processes of coastal and/or cliff erosion.

Gosford City Open Beaches include the suburbs of Forresters Beach, Wamberal, Terrigal, North Avoca, Avoca, Copacabana and MacMasters Beach. Information to be supplied with a development application and the allotments affected by coastal process within these suburbs are shown Chapter 6.2.10 of the Gosford Development Control Plan.

Broken Bay Beaches include the suburbs of Putty Beach, Umina Beach, Pearl Beach and Patonga. Allotments affected by coastal process within these suburbs are shown in Sheets 5, 6 and 7 of Chapter 6.2.6 of the Gosford Development Control Plan. Information to be supplied with a development application in these areas is included in Chapter 6.2.6.2.

## COST ESTIMATE

A cost estimate is required to support the value of the estimated costs of works.

For applications under \$100,000 the cost can be estimated by the applicant or a suitably 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.

- For development between \$100,000 and \$3 million, a suitably qualified person should prepare the cost estimate and submit it, along with the methodology, with the DA.
- For development more than \$3 million, a detailed cost report prepared by a registered Quantity Surveyor verifying the cost of the development is to be submitted with the DA.

**Note:** A Quantity Surveyor cost estimate is required for all development subject to Section 94 contributions within the Gosford City Centre and Terrigal Bowl area.

Please note that understatement of the cost can delay assessment of an application.

## CRIME & SAFETY REPORT

A report is required to ensure the proposal has been designed following consideration of the *Crime Prevention through Environmental Design* (CPTED) strategies relating to surveillance, access control, territorial reinforcement and space management.

CPTED is a crime prevention strategy that focuses on the planning, design and structure of cities and neighbourhoods. It reduces opportunities for crime by using design and place management principles that reduce the likelihood of essential crime ingredients (law, offender, victim or target, opportunity) from intersecting in time and space. Further information can be found on the [NSW Police website](#).

CPTED refers to the principles specified under the *Crime Prevention and the Assessment of Development Applications* published by Department of Urban Affairs and Planning Guidelines for consideration under section 79C of the Environmental Planning and Assessment Act 1979 as amended. Under this section, all councils are required to consider and implement CPTED principles when assessing Development Applications.

If a development application presents a crime risk, the guidelines can be used to justify modification of the development to minimise crime risk, or, refusal of the development on the grounds that crime risk cannot be appropriately minimised.

## DESIGN VERIFICATION STATEMENT

State Environmental Planning Policy No 65 - Design Quality of Residential Flat Development.

Residential Flat Development is defined in State Environmental Planning Policy (SEPP) 65 to mean a development that comprises or includes 3 or more storeys (not including levels below ground level provided for parking or storage, that protrude less than 1.2 metres above ground level); and comprises 4 or more self-contained dwellings (whether or not the building includes uses for other purposes such as shops), but does not include a Class 1a building or a Class 1b building under the *Building Code of Australia*.

Any development application for a residential flat development **must** be accompanied by a Design Verification Statement prepared by a qualified designer (being a person registered as an architect in accordance with the Architects Act 1921, as amended).

The qualified designer must verify:

- That they designed or directed the design of the residential flat development;
- That the Design Quality Principles set out in part 2 of SEPP 65 for residential flat development are achieved. Note: Consideration of Principle 5 - Resource, energy and water efficiency need not be addressed once BASIX becomes operational in respect of Multi-unit Dwellings on 1 October 2005;
- That the 9 Design Quality Principles are individually addressed;
- Comply with the requirements of SEPP 65 and the Apartment Design Guide; and
- Include a photomontage and scale model demonstrating the context of the development proposal in accordance with the Environmental Planning Assessment Regulation 2000 (clause 50).

## DISABILITY ACCESS REPORT

A Disability Access Report describes how the development will comply with provisions of the *Disability Discrimination Act 1992* and the *Disability (Access to Premises – Buildings) Standards 2010*.

A Disability Access Report is required for all *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004* developments. Property types include (but are not limited to) commercial, retail, residential, hospitals, healthcare, aged care, aviation, public transport and industrial properties.

For specific requirements for new building works, please refer to *Part 2 Scope of Standards* of the *Disability (Access to Premises – Buildings) Standards 2010* available on the Australian Government ComLaw website - <https://www.comlaw.gov.au/Details/F2010L00668>.

For new building work, designs must comply with *Australian Standard AS 1428: Design for access and mobility*, which provide design requirements for buildings encompassing the specific needs of people with disabilities.

For alterations or additions to an existing building, the *Disability Access* requirements from the *Disability (Access to Premises – Buildings) Standards 2010* which contains performance requirements from the Building Code of Australia must be applied,

For requirements for accessible and adaptable units in multi-unit residential developments, please refer to Central Coast Council's Development Control Plan.

*The Liveable Housing Australia Guidelines* exist to ensure the development of housing which caters for persons with disabilities and an ageing population by applying principles of Universal Housing Design - <http://www.livablehousingaustralia.org.au/>

## FLORA & FAUNA REPORT

A Flora and Fauna Report is required when the clearing of trees and native vegetation is proposed. The Flora & Fauna Report must address Section 5A of the *Environmental Planning and Assessment Act 1979*.

A Flora and Fauna Report is to be included with a development application if any of the following apply:

- The proposed development involves clearing of native vegetation.
- The proposed development is likely to have a significant impact on matters of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999*.
- The proposed development is likely to have a significant impact on threatened species, populations or ecological communities listed under the *Threatened Species Conservation Act 1995* or the *Fisheries Management Act 1994*.
- When council requests the applicant to provide supporting information to enable a determination as to whether the proposed development will have the impacts referred to above.

The Flora & Fauna Report is to be prepared in accordance with *Flora and Fauna Survey Guidelines: Lower Hunter Central Coast Region (2002)* (*Lower Hunter Central Coast Regional Environmental Management Strategy*) or any guidelines prepared by the NSW State Government for assessment of matters under the *Threatened Species Conservation Act 1995*.

Bushland Management Plans may be applied under any consent granted for the clearing of native vegetation to protect and manage critically and endangered ecological communities, regionally significant vegetation, rainforests, wetlands, creeks, riparian vegetation and any significant natural environmental feature.

## FIRE SAFETY SCHEDULE

A fire safety schedule is required for all establishment-of-use applications where no construction work is proposed, for new commercial, industrial, community, residential flat buildings (BCA class 2-4), bed & breakfast, business or retail developments and for SEPP Senior Living developments.

The schedule must be prepared by a suitably qualified professional and include:

- A list of the Category 1 fire safety provisions that currently apply to all existing buildings on the site; and
- A list of the Category 1 fire safety provisions that are to apply to the development.

## GEOTECHNICAL REPORT

A Geotechnical Report may be required for development on a site located within a landslip area, situated close to an estuarine floodplain and coastal lowlands (subject to acid sulphate soil or coastal processes) or not connected to council's sewer system.

Geotechnical Report requirements are detailed in Gosford Development Control Plan 2013 Chapter 6.4 - Geotechnical Requirements and Chapter 6.2 - Coastal Frontage. Additional information can be obtained from council's Customer Service Centre.

### Landslip

Sites identified as being in a medium, high or immediate high hazard landslip area will require a Geotechnical Report submitted to establish the stability of the site's landform.

## HERITAGE IMPACT STATEMENT

All proposed development involving heritage items or within their vicinity must have a Heritage Impact Statement attached or included within the Statement of Environmental Effects. The statement must:

- Be prepared by a suitably qualified person in order to assess the impact of the proposed works on the heritage item; and
- Address items listed in the publication "Statement of Heritage Impact" a copy of this is available on website <https://www.environment.nsw.gov.au/topics/heritage>

## ON-SITE SEWAGE MANAGEMENT - WASTEWATER REPORT

Developments where sewer is not available to the site will require an Onsite Sewage Management System. A Wastewater Management Report is required to be submitted demonstrating the ability to manage onsite disposal of wastewater. This report must be prepared in accordance with *AS 1547 – Onsite domestic wastewater management (2012)*, *Environment & Health Protection Guidelines – Onsite Sewage Management for Single Households (1998)*, *Sydney Catchment Authority, Designing and Installing Onsite Wastewater Systems, A Sydney Catchment Authority Current Recommended Practice (2012)*.

Development Applications for additions/alterations to existing dwellings, proposed outbuildings, swimming pools, retaining walls and/or any other site works involving excavation/filling must be submitted with the following information on a scaled site plan:

- Existing – wastewater treatment tank/s (e.g. septic tank/s, aerated wastewater treatment system (AWTS) tank/s)
- Location and dimensions of land application area/s e.g. absorption trench/s, surface or sub-surface irrigation areas.
- Buffer distances from the existing wastewater treatment tank/s and land application area to the property boundaries, existing and proposed structures, driveways, paving, retaining walls, swimming pools etc.
- Easements

Any development which increases the hydraulic loading to the existing on-site sewage management system i.e. additional bedrooms will require the submission of a wastewater report which is to be prepared in accordance with the requirements of *AS 1547:2012 On-site domestic wastewater management* and the Department of Local Government (1998) *Environment and Health Protection Guidelines On-site Sewage Management for Single Households*.

The report is to evaluate the existing wastewater treatment system and provide recommendations to upgrade the system to comply with current standards.

Development Applications for subdivision of single lots, realignment of boundaries, multiple lot subdivision and new dwellings must be submitted with a wastewater report which addresses the proposed wastewater management system for all lots within the development.

In the event that an existing dwelling will remain on one of the subdivided lots, the report must provide comments/recommendations for upgrade works to the on-site sewage management system servicing the existing dwelling to ensure it complies with current standards. The report is to include a scaled site plan as detailed above.

The abovementioned reports are to be in accordance with AS 1547:2012 *On-site domestic wastewater management* and the Department of Local Government (1998) Environment and Health Protection Guidelines *On-site Sewage Management for Single Households*. These reports must be prepared by a wastewater consultant or similarly qualified professional experienced in on-site disposal of wastewater to support the proposal. A hydraulic loading of 1.5 persons per bedroom is to be used in calculations to allow for peak loading/periods.

## **SITE CONTAMINATION ASSESSMENT**

You will need to identify present and previous uses of the site and adjoining sites, if known. Whether you are aware of any contamination and whether there has been any testing or assessment of the site for contamination.

Possible contaminating activities could include dry cleaning shops, chemical or petroleum industries, engine and vehicle repairs, scrap yards, asbestos production, land fill, agriculture and horticulture.

## **TRAFFIC & PARKING REPORT**

Traffic and parking assessment is required for all developments that fall within Schedule 1 and 2 of State Environmental Planning Policy Infrastructure. Such developments require referral to the Regional / Local Traffic Committee, and includes representatives of the NSW Roads and Maritime Services, NSW Police and council.

## **WASTE MANAGEMENT PLAN - (GDCP 2013 - CHAPTER 7.2)**

A Waste Management Plan is required for all applications requiring consent, including residential, industrial, commercial and accommodation proposals.

Accurate, site-specific details in relation to demolition / site preparation, construction, use of premises and on-going management as applicable is to be provided within the required Waste Management Plan. Additional details may be requested subject to the complexity, scale and nature of a proposal.

The Waste Management Plan should show how the development handles and minimizes waste through submission of the following information:

- The type and amount of waste/recyclable material to be generated by the development site;
- Any requirements of the Environment Protection Authority;
- Enclosure details need to be provided demonstrating how the waste / recyclable material is to be stored and treated on site;
- How waste/recyclable material is to be disposed of;
- How ongoing waste management will operate from the completed development;
- Proposed storage, recycling and collection services;
- Arrangements for any hazardous waste;
- Domestic waste collection, recycling and composting;
- Truck access details related to servicing waste / recyclables.

A copy of the Waste Management Plan template is available for [download](#) from council's website. Further information and/or details on the requirements for large developments can be obtained from council's Waste Management Assessment Officer.

## WIND EFFECTS REPORT

Tall buildings can concentrate and tunnel winds and create dangerous, gusty and unpleasant conditions for pedestrians in public areas. New buildings must be designed to ensure pedestrian comfort in streets and public spaces is not adversely affected by wind.

Where a building is over 40 metre high a Wind Effect Report is required with the development application. Council may also require a Wind Effects Report for other application where wind due to buildings could have a detrimental impact on streets and particularly in public spaces such as parks and pedestrian plazas.

The shape, location and height of buildings are to be designed to satisfy wind criteria for public safety and comfort at ground level.

### Provisions

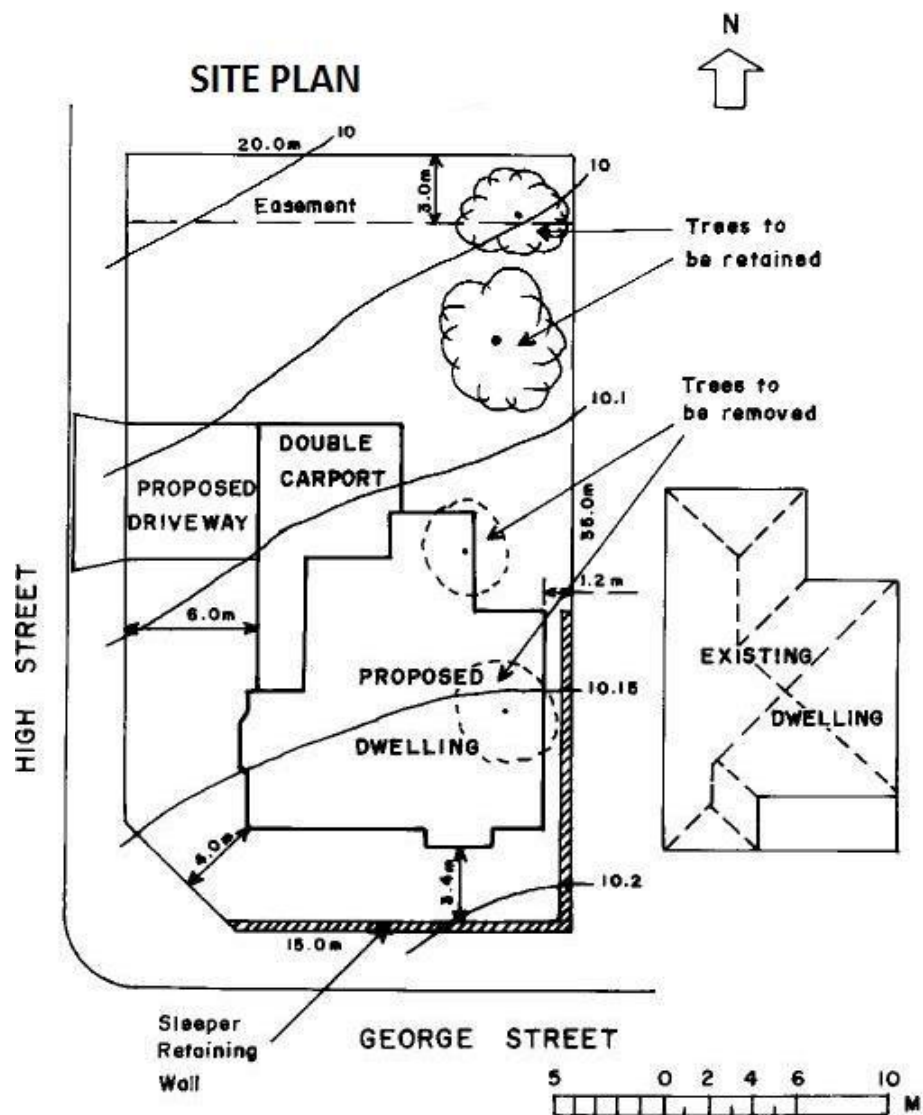
A wind effects report is to be submitted with a development application for buildings higher than 40 metres above existing ground level and for other buildings at the discretion of council. The report is to be prepared by a suitably qualified engineer and is to:

- (a) Analyse the current wind conditions and the wind conditions created by the proposed building;
- (b) Developments should not result in the wind speed exceeding 10 metres /second in publicly accessible outdoor spaces such as pedestrian plazas, outdoor eating areas and parks.
- (c) Developments should not result in the wind speed exceeding 13 metres/second in footpaths.
- (d) Building design is to minimise adverse wind effects on streets and publicly accessible open spaces both outside and within the development.



# ATTACHMENTS

## ATTACHMENT A - SAMPLE SITE PLAN



**ATTACHMENT B - APPLICATION CHECKLIST** (INFORMATION IDENTIFIED AS REQUIRED)

▲ = Check constraints on the land and then refer to the Guide to Development to determine whether the supporting documentation is required. Constraints can be checked either by referring to council's online mapping, southern ePlanning portal or 149 Planning Certificate.

Supporting Document	Documents required				Applicant Check
	Complying Development Certificate	DA - Building Class 1, 10 (Dwelling, carport, deck, shed etc.)	DA - Building Class 2 - 9 (RFB, commercial)	DA - Integrated / Designated	
General					
Part A – Application for Approval form	✓	✓	✓	✓	<input type="checkbox"/>
Part B – Application Detail and Owner(s) Consent form	✓	✓	✓	✓	<input type="checkbox"/>
Notification & Advertising Plans		▲	▲	✓	<input type="checkbox"/>
Architectural Plans					
Elevations and Sections	✓	✓	✓	✓	<input type="checkbox"/>
Extent of Cut & Fill Plan	▲	▲	▲	▲	<input type="checkbox"/>
Floor Plans / Building Specifications	✓	✓	✓	✓	<input type="checkbox"/>
Landscape Plan		▲	▲	▲	<input type="checkbox"/>
Lighting & Illumination Plan			▲	▲	<input type="checkbox"/>
Photomontage			▲	▲	<input type="checkbox"/>
Architectural 3D Computer Model			▲		<input type="checkbox"/>
Schedule of External Finishes	✓	✓	✓	✓	<input type="checkbox"/>
Shadow Analysis Diagrams		▲	▲	▲	<input type="checkbox"/>
Site Plan/Site Analysis	✓	✓	✓	✓	<input type="checkbox"/>
Survey Plan		▲	▲	✓	<input type="checkbox"/>
Tree Locations & Schedule	▲	▲	▲	▲	<input type="checkbox"/>
Statement of Environment Effects		✓	✓	✓	<input type="checkbox"/>
Character Statement		✓	✓	✓	<input type="checkbox"/>
LEP Clause 4.6/SEPP 1 Objection		▲	▲	▲	<input type="checkbox"/>
Site Photograph		▲	▲	▲	<input type="checkbox"/>
Engineering Plans					
Access, Parking & Roadworks Plan		▲	✓	✓	<input type="checkbox"/>
Erosion & Sediment Control Plan	▲	▲	✓	✓	<input type="checkbox"/>
Stormwater Management Plan	✓	✓	✓	✓	<input type="checkbox"/>
Water & Sewer Plan	✓	▲	✓	✓	<input type="checkbox"/>
Water Cycle Management Plan		✓	✓	✓	<input type="checkbox"/>
Subdivision Plan	▲		✓	✓	<input type="checkbox"/>
Supporting Reports					
Acid Sulphate Soil Assessment		▲	▲	▲	<input type="checkbox"/>
Acoustic Report		▲	▲	▲	<input type="checkbox"/>
Arborist Report		▲	▲	▲	<input type="checkbox"/>
BASIX Certificate	▲	▲	▲	▲	<input type="checkbox"/>
Bushfire Report	▲	▲	▲	▲	<input type="checkbox"/>
Coastal Hazard/Beach Frontage		▲	▲	▲	<input type="checkbox"/>
Cost Estimate	✓	✓	✓	✓	<input type="checkbox"/>
Crime & Safety Report			▲	▲	<input type="checkbox"/>
Design Verification Statement (SEPP 65)			▲	▲	<input type="checkbox"/>
Disability Access Report			▲	▲	<input type="checkbox"/>
Flora & Fauna Report	▲	▲	▲	▲	<input type="checkbox"/>
Fire Safety Schedule	▲		▲	▲	<input type="checkbox"/>
Flooding Assessment		▲	▲	▲	<input type="checkbox"/>
Geotechnical Report		▲	▲	▲	<input type="checkbox"/>
Heritage Impact Statement		▲	▲	▲	<input type="checkbox"/>
On-Site Sewage Management - Waste Water Report	▲	▲	▲	▲	<input type="checkbox"/>
Site Contamination Assessment		▲	▲	▲	<input type="checkbox"/>
Traffic & Parking Report		▲	▲	▲	<input type="checkbox"/>
Waste Management Report	✓	✓	✓	✓	<input type="checkbox"/>
Wind Effects Report			▲		<input type="checkbox"/>

**Privacy & Personal Information:** To protect the applicant and the owner(s) privacy, personal details are recorded only on the Part B - Application Detail and Owner(s) Consent form which is not published. It is the applicant's responsibility to ensure other documents do not contain any personal or financial information.