

Chapter 3

Submitting a Development Application



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CHAPTER 3

SUBMITTING A DEVELOPMENT APPLICATION

Development, as described in the *Environmental Planning and Assessment Act, 1979*, constitutes a range of works including building works, subdivision of land, use of land or a building and even demolition of an existing building.

Types of Development

Exempt Development

Certain small scale development that has minimal environmental impact is exempt from requiring development approval but only if it meets certain specified requirements. Types of development that may be exempt from obtaining development approval include awnings, balconies, decks, pergolas, carports, garden sheds, certain farm buildings, and home business to name a few. The State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 details what is exempt development and under what circumstances exemptions apply. Additionally, some developments may also be classed as Exempt Development under Councils Local Provisions identified in Appendix 1 of this Plan.

Complying Development

If what you are proposing does not fit into development that is exempt, it may be categorised as complying development. Complying development is a simpler and quicker form of approval process aimed at certain development that can once again, meet specific requirements. Types of complying development include internal building alterations and change of use (such as converting a garage to a bedroom).

Development that is complying development is listed in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. Additionally, some developments may also be classed as Complying Development under Councils Local Provisions identified in Appendix 2 of this Plan.

Local Development

If your development does not meet the exempt or complying development provisions, or is a major proposal (examples include but not limited to redevelopment of a commercial or industrial site, major internal renovation or extension of a dwelling or building, large subdivision, intensive agricultural use etc), it will require the submission of a development application.

Integrated Development

Integrated development is development that, in order for it to be carried out, requires development consent and a permit from Government Department/s as defined under Section 91 of the *Environmental Planning & Assessment Act 1979* (EP&A Act). Accordingly, any application that falls under the provisions of Integrated Development will need to be referred to the relevant Government Department/s for approval prior to Council determining the application.

Such applications will be processed in accordance with the specific requirements of the *Environmental Planning and Assessment Act, 1979* and the *Environmental Planning and Assessment Regulation 2000*. It is recommended that contact be made with Council's Planning & Environmental Services Department, as to the specific requirements for Integrated Developments, which Council or any other relevant Government Department may need to consider at the time of determining an application. Additional fees apply to integrated development applications.

Currently, the typical types of development that are integrated development and the referral agency include: Development located within 40 metres of a creek or river (NSW Office of Water), Subdivision, seniors development, hospital or similar project located on bushfire prone land (NSW Rural Fire Service); and new road/driveway connections to an arterial or main road, (Roads and Maritime Services);

Designated Development

Types of development in this category are defined by Section 77A of the EP&A Act and listed in schedule 3 of the EP&A Regulations 2000. These developments may include aircraft facilities, certain hazardous industries, more intensive agricultural uses such as cattle feedlots, other livestock establishments housing large numbers of animals and extractive industries to name a few.

If your development is deemed designated development, there are different requirements that must be followed and different advertising requirements. For example, an Environmental Impact Statement (EIS) must be prepared and the development advertised for a minimum period of 30 days.

An EIS is a comprehensive document that covers a large number of issues on how the development manages and mitigates against environmental, economic and social impacts of the development. The requirements of an EIS are prescribed by legislation.

Council staff can advise you on whether your development is designated development and explain the additional requirements.

Certificates

Construction Certificates

All building works and subdivision works (extensions of sewer and water mains, new road works) are required to obtain a construction certificate prior to work commencing.

Building Certificates

A Building Certificate is a certificate that is issued by Council which states that Council will not take any action under the Environmental Planning & Assessment Act 1979 or the Local Government Act 1993, to order or take proceedings for an order to have the building (covered by the certificate) to be demolished, altered, added to or rebuilt, or to take proceedings in relation to any encroachment by the building onto land under the control of Council, for a period of seven (7) years. A certificate is usually applied for when selling houses or other property.

Subdivision Certificates

A Subdivision Certificate is granted to a proposed subdivision once all conditions of consent have been complied with. This document is also a confirmation to the Land & Property Information Office that Council is satisfied the Plan can be legally created.

Pre-Lodgement Meetings

To minimise the delays in processing development applications, Council requires all applicants to have a pre-lodgement meeting with Council staff. The purpose of the meeting is to ensure applicants are aware of the level of information required to be submitted with a development application.

For proposed developments such as subdivision (excluding strata development), commercial, industrial developments, residential development (such as dual occupancies, townhouses), a pre-lodgement meeting must be attended with draft plans. This meeting may involve staff from other Council departments.

Once your application has been determined, it may be beneficial for some people to go through the issues raised in the notice of determination with relevant Council staff. This can involve explaining what is specifically required by certain conditions or why a condition has been imposed. Development consents are legally enforceable documents and if explained early can minimise issues later, such as obtaining an occupation certificate or subdivision certificate.

Fees and Charges

Statutory charges apply to all development applications and construction certificates (both building and subdivision). These fees are based on the commercial cost of the proposed works. Fees for development applications for subdivision depend on the number of new allotments created and whether a new road is required.

Construction Certificates for building works are charged on the estimated cost of works. Construction Certificate for subdivision works will depend on the location and amount of work involved.

Construction certificates for building works can only be obtained either from Council or an accredited certifier. Subdivision construction certificates must be obtained from Council.

Refer to Council's current Management Plan for current fees and charges. Development application and construction certificate fees must be paid on lodgement of your application.

There may be other Council fees and charges associated with your development application. These may include advertising charges or charges to refer your application to State Government departments if your development application requires concurrence from an agency.

Heritage Fee Reduction Policy

Councils Heritage Fee Reduction policy is to provide assistance for owners of properties subject to statutory heritage listings by reducing the cost of lodging development applications.

Objectives and Coverage of the Policy

- provide conservation incentives for owners of heritage properties through reduction of development application fees.
- encourage investment of savings from the refund to be put towards the cost of any conservation work completed by an owner of a heritage property and thus provide a conservation incentive.

For the purpose of the policy:

“Conservation work” means the restoration of the fabric of a heritage item or property within a heritage conservation area and its setting.

Eligibility

This heritage incentive is offered to owners of privately owned residential and commercial properties that are listed as Heritage Items or are within Heritage Conservation Areas under the Narromine Local Environmental Plan 2011.

Government owned properties have been excluded from a refund of DA fees as they are rate exempt or have access to other financial assistance.

Funding Limits

A reimbursement of development application fees for conservation work will be given provided the following requirements are complied with:

- The development is proposed on a privately owned residential property listed as a Heritage Item or is within a Conservation Area under the Narromine Local Environmental Plan 2011;
- The proposed development involves conservation work as all or part of the application;
- A development application has been approved for the proposed conservation work;
- The conservation work has been completed in accordance with the development consent and any conditions of development consent;
- An inspection to ensure the conservation work has been completed has been undertaken by a Council Officer;
- Copies of receipts received by the applicant for work undertaken (including any labour and material costs) have been supplied to Council;
- Where the conservation work costs less than the development application fee, the amount refunded will be for the cost of the conservation work only; and
- The reimbursement of fees is to be limited to that part of the development directly associated with the conservation work. Please refer to the following table for examples.

Table – % Reimbursement of DA fees for conservation work

Total Development Cost	Development Cost Involving Conservation Work	Percentage of Reimbursement of DA Fees (not total development cost)
\$10,000	\$5,000	50%
\$100,000	\$25,000	25%
\$200,000	\$20,000	10%
\$250,000	\$10,000	4%

The percentage of the reimbursement of fees is equivalent to the proportion of the cost of works involving conservation to the total development costs.

Approval Process

Legislative Requirements

The reduction of development application fees, which are statutory charges, is considered 'financial assistance' in terms of Section 356 (2) of the Local Government Act 1993. Therefore, applications for fee reduction will require Council resolution. The application for fee reduction will be notified to Council and require approval by Council resolution. Section 377 (1) of the Local Government Act 1993 requires that applications to provide financial assistance must be resolved by Council.

The Application Process

The process of applying for a heritage fee reduction is as follows:

1. An applicant approaches Council for guidance on conservation and redevelopment of a heritage item/site;
2. Inspection by staff and the Heritage Adviser at the development site held to determine scope of works and required information (pre-lodgement meeting);
3. Development application lodged with Council including cost estimate of conservation works as well as total development cost;
4. If approval is given, the applicant carried out the work in compliance with all conditions of development consent;
5. Post development, the applicant completes the for "Application for a heritage DA fee reduction" and includes information to support the cost estimate of the conservation work;
6. A report is prepared for the next available meeting of Council and a determination is made on the application.
7. Council notifies the applicant of its decision and the relevant refund amount is paid.

Developer Contributions

Certain development that increases the number of allotments or dwellings or increases the amount of floor space (commercial/industrial) may attract developer contributions. This is because these types of development increase the demands on services and infrastructure (the sewerage treatment works and water system).

The developer contributions fall into two categories: Section 94 (of the Environmental Planning and Assessment Act, 1979) contributions (for upgrades to community facilities, upgrades to open space and the like) and Section 64 (of the Local Government Act, 1993) contributions for upgrades to the sewerage treatment works and water treatment facilities because of increased demands. These charges do not cover services such as provision of water and sewer pipes to a building, upgrade to existing water and sewer pipes because of redevelopment, or the provision or upgrade of water meters.

Developer contribution charges collected by Council must be accounted for separately and must be used for the purpose collected. Such money is not to be used for general maintenance or general revenue. Contributions are subject to inflation pressures and will change on the 1st July every year with CPI (Consumer Price Index).

If developer contributions are to apply, they will be imposed as conditions placed on the relevant development consent issued and are generally payable prior to the completion of the project. That is either the occupation certificate or subdivision certificate being issued.

Principal Certifying Authority

Once you have obtained a development consent and construction certificate, you must appoint a principal certifying authority (PCA). For building works only, the PCA can either be Council or an accredited certifier; however, Council must undertake certain plumbing related inspections. For subdivision works only, Council must be appointed the PCA because the associated construction work becomes Council assets once handed over.

The PCA is required to undertake certain inspections (some are mandatory) at various stages of the works. Council staff can advise you of what inspections are required and current fees.

The Benefits of Engaging Professionals

The services of professional consultants will not only enhance the quality of the development, but will assist in gaining the required approvals from the relevant decision making agencies. The following services are most likely required:

- *Architectural and design services*, can design and draw the required plans for your development. Note: for certain types of development, such as Residential Flat Buildings as defined under State Environmental Planning Policy No 65 Design Quality of Residential Flat Buildings, plans must be prepared by a Registered Architect;
- *Engineers*. Civil engineers can draw certain plans for stormwater, sewer and water services. If a project involves alterations to an existing building or structural works, plans may need to be drawn by or certified by a structural engineer;
- *Heritage advisors*. If your project involves work to a listed heritage item, you should consider engaging the services of a qualified architect, designer or town planner who specialises in heritage issues.
- *Land Surveyors*. These professionals can assist you with subdivisions, including strata plans and in certain situations setting out buildings to ensure they comply with any approvals. Final plans of subdivision must be prepared by a registered surveyor.
- *Town Planners*, can prepare statement of environmental effects and environmental impact statements (The latter is only required for designated developments). Town Planners may be particularly helpful for more complex developments.

This list is not comprehensive. A more complex proposal may require the services of more than one professional.



Submitting a Development Application

The Lodgement Process

Applications may be lodged by post, over the counter at the Council office or by email to the designated email address. Council can accept payment by cheque, credit card (in person or over the telephone) or by cash (counter lodgements only).

Information to be included in an Application

A development application must contain the following information:

- (a) The name and address of the applicant,
- (b) A description of the development to be carried out,
- (c) The address, and formal particulars of title, of the land on which the development is to be carried out,
- (d) An indication as to whether the land is, or is part of, critical habitat,
- (e) an indication as to whether the development is likely to significantly affect threatened species, populations or ecological communities, or their habitats, unless the development is taken to be development that is not likely to have such an effect because it is biodiversity compliant development,
- (f) A list of any authorities from which concurrence must be obtained before the development may lawfully be carried out,
- (g) A list of any approvals of the kind referred to in section 91 (1) of the Act that must be obtained before the development may lawfully be carried out,
- (h) The estimated cost of the development,
- (i) Written approval of all owners of the property. If there is more than one property owner, ALL owners consent must be provided with the application. This can be a letter signed by the relevant people or body (businesses, companies and the like) indicating that they have no objection to the lodgement of the development application.
- (j) A list of the documents accompanying the application.

Note: Council cannot accept faxed information for development applications. This includes the application form as well as plans and related documents.

Documentation Requirements

There are statutory requirements for the supporting information that must accompany various applications. These are detailed in schedule 1 of the *Environmental Planning and Assessment Regulations 2000* (EP&A). Incomplete development applications may be returned to the applicant. Council staff will assist where possible to ascertain whether additional information is required to be submitted with your application.

Table 1 - Approvals Application Documentation

	Development					Certificates					Activities				
	Exempt Development	Local Development	Integrated Development	Designated Development	Subdivision	Demolition	Rezoning or Change of Min. Lot Size	Complying Development	Construction Certificate (Building)	Construction Certificate (Subdivision)	Building Certificate	Subdivision Certificate	Sect 68 (Transportable Dwellings)	Sect 68 (OSMS)	Other
Fees		◆	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Site Plan	✓	◆	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
Floor Plan	✓	◆	✓	✓		✓		✓	✓		◆	✓	✓	◆	
Elevation Plan	✓	◆	✓	◆	◆	✓		✓	✓		◆	✓		◆	
Section Plan	✓	◆	✓	✓	◆	◆		✓	✓	✓		✓	✓	◆	
Bracing & Tie Down		◆	✓	◆				✓	✓		✓	✓	✓	◆	
Disabled Access Plan		◆	◆	◆	◆	◆		◆	◆			◆		◆	
Statement of Environmental Effects (Basic)	✓	◆			◆	◆		✓						◆	
Statement of Environmental Effects (Comprehensive)		◆	✓		◆	◆	✓							◆	
Specifications		◆	◆	◆	◆			✓	✓			✓	✓	◆	
BASIX Certificate		✓	◆	◆				✓							
Part J Report Energy Efficiency		◆	◆	◆					◆			◆			
Owner Builder Permit/Home Owners Warranty Insurance		✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓	
Shadow Diagrams		◆	◆	◆				◆							
Stormwater Design		◆	◆	◆	◆			◆		✓	◆	◆		◆	
Road Design		◆	◆	◆	◆		◆			✓					
Geotechnical Report		◆	◆	◆	◆		✓	◆	◆			◆	◆	◆	
Environmental Impact Statement				✓										◆	
Heritage Impact Statement		○	○	○	○	○	○	○						○	
Public Liability Insurance										◆				◆	
Sewer Drainage Plan		◆	◆	◆				◆	◆		◆	◆	✓	◆	
Engineering Certification		◆	◆	◆				✓	✓		◆	✓	✓	◆	
Flood Impact Study					◆		◆							◆	
Plan of Survey		◆	◆	◆	✓		✓	◆	◆		◆	✓	◆	◆	
Bushfire Assessment		◆	◆	◆	◆		◆	◆							

Legend

- Compulsory
- ◆ May be required
- Required if development is or near a heritage item or item of interest

NOTE 1: This is not an exhaustive list; additional information may be required depending on the complexity of the development.

NOTE 2: Plans submitted are to be either A4 or A3 size; alternatively, plans can be submitted electronically.

Site Plan

This section gives a more detailed list of the requirements for a site plan.

The site plan must be drawn to scale and include the following:

- The location, boundary dimensions, site area and north point of the land;
- Legal description of the property: Lot, Deposited Plan (DP), Street number (if available) street name and location. This information can be found on the rates notice for the property;
- The location and uses of existing buildings on the land;
- Existing levels of the land in relation to buildings and roads;
- The location and uses of buildings on sites adjoining the land;
- The location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development;
- Contours or spot levels (especially on flood prone land and where cut or fill will be required);
- Existing vegetation and any proposals to remove vegetation;
- Vehicle access, parking and turning areas (including construction details);
- Drainage and services (location of existing and proposed)(including on site sewerage systems);
- Fences boundaries and easements (if any);
- Any notable features e.g. waterways/dams (natural and artificial);
- Existing and proposed landscaping.
- Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate); and
- Proposed methods of draining the land;

The following are required for all two storey developments, multi unit residential development, commercial, mixed use development and some industrial/ hazardous developments:

- Location and use of adjacent buildings;
- Adjoining private open space;
- Windows of habitable rooms of adjoining dwellings along the shared boundaries;
- Solar access of adjoining dwellings (including open space);
- Significant trees on adjoining properties;
- Location and height of walls built to the side boundaries; and
- Where relevant difference in levels between adjoining properties.

Site Plans can be submitted in 2 parts – one being the existing site, and the other being the site showing the proposed development.

An example site plan is included at the end of this section.

Floor Plan

The floor plan of any proposed building should show:

- Existing and/or proposed layout;
- Partitioning;
- Room sizes; and
- The intended uses of each part of the building.

An example floor plan is included at the end of this section.

Elevations

Elevation plans should show:

- Proposed external finishes;
- Heights of any proposed buildings (other than temporary structures); and
- Proposed finished levels of the land in relation to other existing and proposed buildings and roads.

An example Elevation plan is included at the end of this section.

Section Detail

An example Section plan is included at the end of this section.

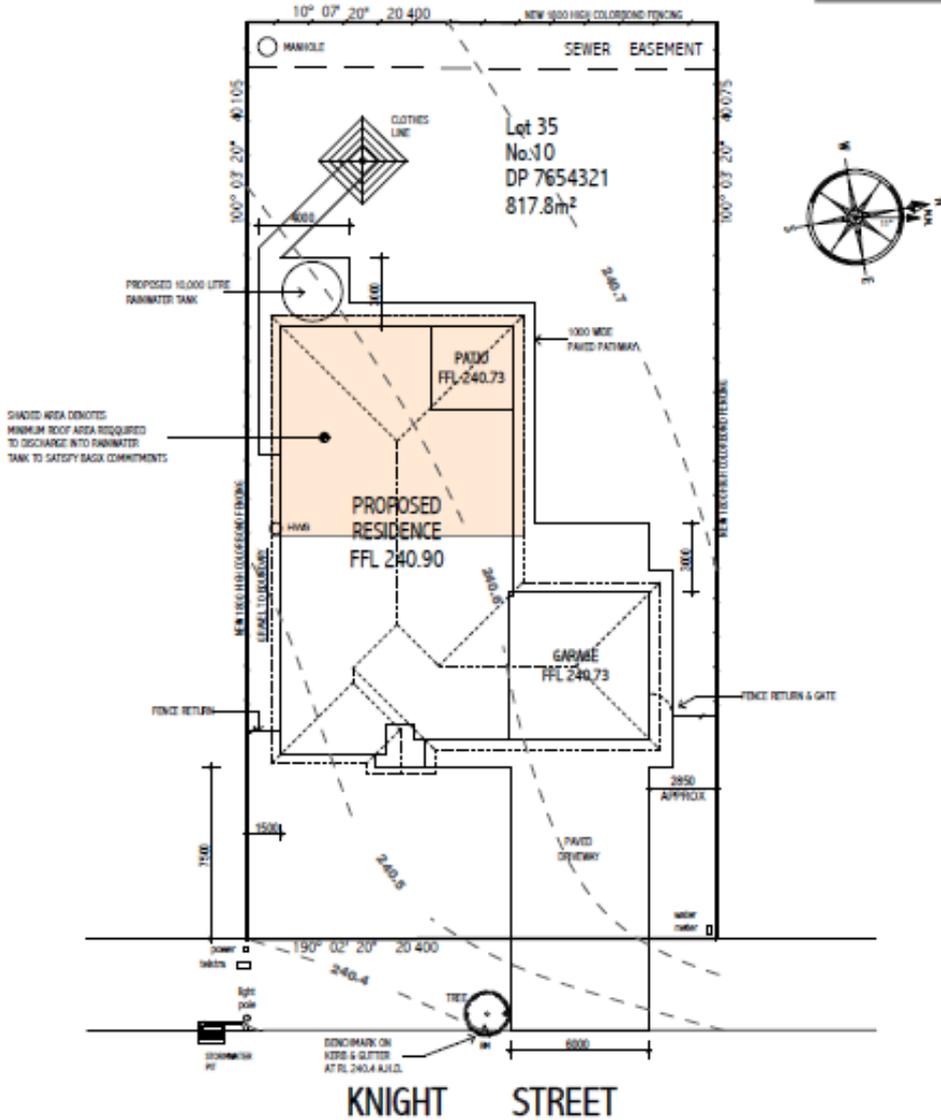
Bracing & Tie Down

An example Bracing & Tie Down plan is included at the end of this section.

SITE PLAN

TOTAL SITE AREA:	817.8m²
HOUSE FOOTPRINT/SHEDS ETC.:	224.9m ²
PATHS/DRIVEWAYS/HARDSTAND AREAS:	147.0m ²
LAWNS/GARDENS (REMAINDER):	445.9m ²
TOTAL:	817.8m²
(INDIGENOUS/LOW WATER GARDENS):	(0.0m ²)

THE PROPOSED RESIDENCE SLAB IS TO BE CONSTRUCTED ON A LEVEL BUILDING PAD PREPARED IN ACCORDANCE WITH THE STRUCTURAL ENGINEER'S SPECIFICATIONS. THE MAIN FINISHED FLOOR LEVEL IS TO BE SET MINIMUM 300mm ABOVE THE CONSTRUCTION PAD LEVEL. FINISHED SURFACE LEVELS ARE TO GRADE AWAY FROM THE BUILDING PERIMETER AT 1:150 MINIMUM AND FURTHER DIVERTED AROUND THE BUILDING PERIMETER TO DISCHARGE TO LOWER GROUND SURFACES TO PREVENT WATER PONDING NEAR EXTERNAL WALLS. THE BUILDER IS TO CONFIRM AVAILABLE FALLS TO SEWER CONNECTION POINTS & STORMWATER DISCHARGE POINTS PRIOR TO ESTABLISHING THE BUILDING FINISHED FLOOR LEVEL.



Example Plan Only

SITE PLAN
SCALE 1:200

Narromine
Design
Services

Client B. SMITH	Notes All dimensions are to be confirmed by the builder prior to commencement of construction. Do not scale from drawings. Building setback & site boundary details are to be confirmed by a registered surveyor.	Sheet No. 4 of 6
Project PROPOSED RESIDENCE AT No. 10 KNIGHT STREET NARROMINE, N.S.W.	Drawn WLK/CLK	Disc
	Date 31-1-2011	Ref 11/005a
	Amendments	

FLOOR PLAN



FLOOR PLAN
SCALE 1:100

BASIX AREA SCHEDULES:
 CONDITIONED FLOOR AREA: 139.3m²
 UNCONDITIONED FLOOR AREA: 12.7m²
 WINDOW GLAZING AREA: 30.0m²
 ROOF AREA: 267.7m²

Example Plan Only

FLOOR AREAS	SC M	IMP SC
LIVING	169.70	18.27
GARAGE	39.20	4.22
VERANDAHS	16.07	1.73
TOTAL	224.97	24.22

Narromine
Design
Services

Client
B. SMITH

Project
PROPOSED RESIDENCE AT
No. 10
KNIGHT STREET
NARROMINE, N.S.W.

Drawn
WLK/CIK

Date
31-1-2011

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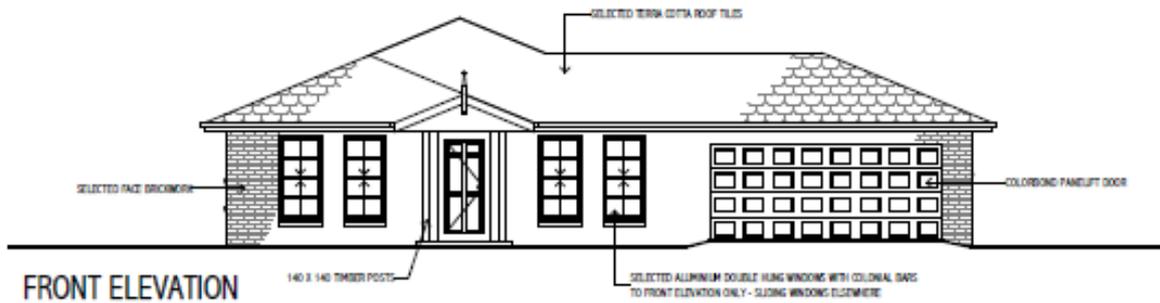
Amendments

Sheet No.
1 of 6

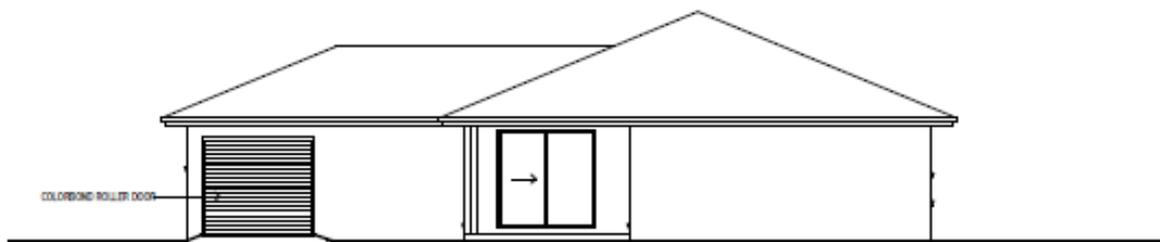
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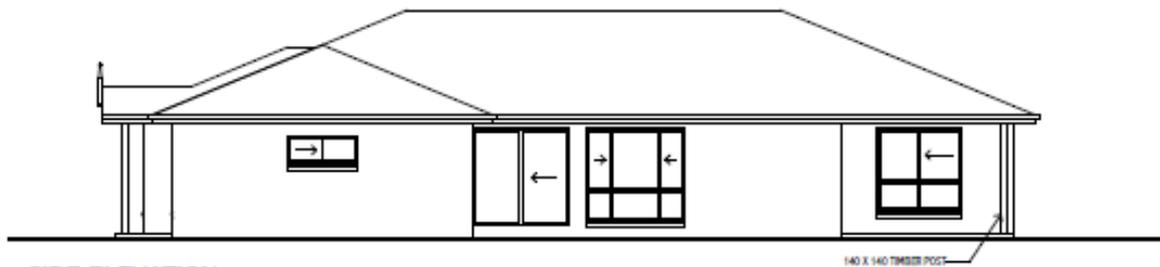
ELEVATIONS



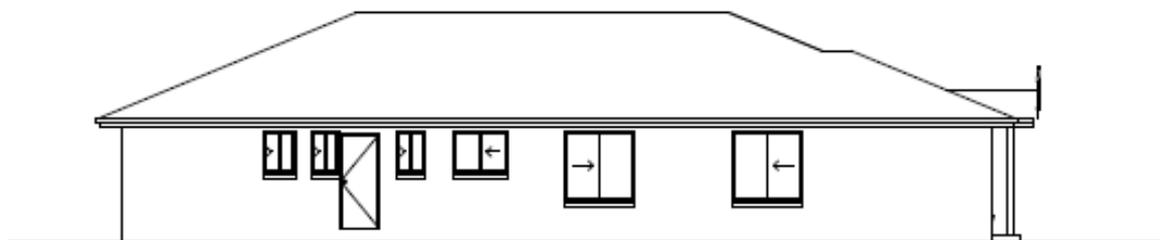
FRONT ELEVATION
SCALE 1:100



REAR ELEVATION
SCALE 1:100



SIDE ELEVATION
SCALE 1:100



SIDE ELEVATION
SCALE 1:100

Example Plan Only

Narromine
Design
Services

Client
B. SMITH

Project
PROPOSED RESIDENCE AT
No. 10
KNIGHT STREET
NARROMINE, N.S.W.

Drawn
WLK/CIK
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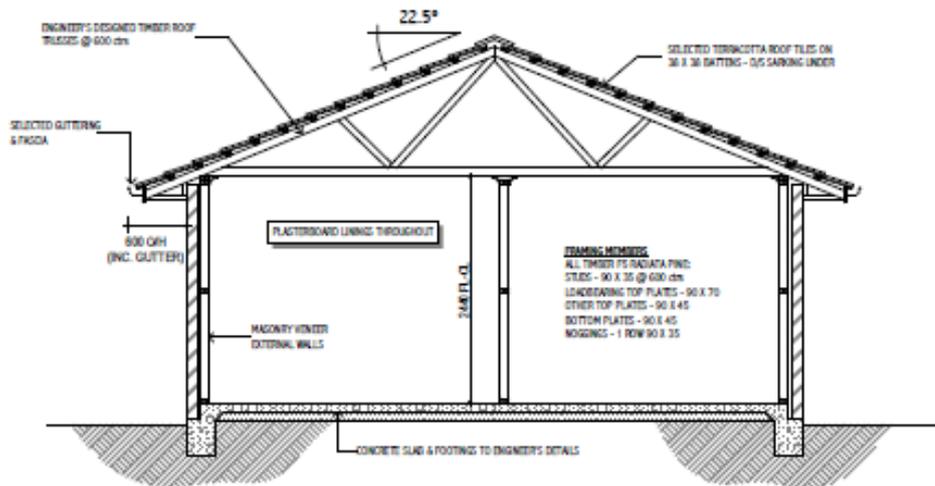
Amendments

Sheet No.
2 of 6

Drawn

Sheet
11/005a

SECTION DETAIL



SECTION - TYPICAL
SCALE 1:50

Example Plan Only

<p>Narromine Design Services</p>	<p>Client B. SMITH</p>	<p>Notes All dimensions are to be confirmed by the builder prior to commencement of construction. Do not scale from drawings. Building setback & site boundary details are to be confirmed by a registered surveyor.</p>	<p>Sheet No. 3 of 6</p>									
	<p>Project PROPOSED RESIDENCE AT No. 10 KNIGHT STREET NARROMINE, N.S.W.</p>	<p>Drawn WLK/CIK</p>	<p>Amendments</p> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									<p>Rev</p>
<p>Date 31-1-2011</p>	<p>Date 11/005a</p>	<p>Rev 11/005a</p>	<p>Rev 11/005a</p>									

TIE DOWN & BRACING DETAIL

<p>WIND CLASSIFICATION:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>REGION</td><td>A</td></tr> <tr><td>TERRAIN CATEGORY</td><td>2.5</td></tr> <tr><td>TOPOGRAPHIC CLASSIFICATION</td><td>1</td></tr> <tr><td>SHIELDING CLASSIFICATION</td><td>PS</td></tr> <tr><td>WIND CATEGORY</td><td>NO</td></tr> </table> <p>DESIGN DATA</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>ROOF COVERING</td><td>TERRAZZOTA TILES</td><td>UNIT GRADE</td></tr> <tr><td>ROOF BATTENS</td><td>SAKATA PINE</td><td>024</td></tr> <tr><td>ROOF TYPE</td><td>TILE/GUTS</td><td></td></tr> <tr><td>ROOF MATERIAL</td><td>SAKATA PINE</td><td>024</td></tr> <tr><td>ROOF PITCH</td><td>22.5°</td><td></td></tr> <tr><td>FRAME MATERIAL</td><td>SAKATA PINE</td><td>024</td></tr> <tr><td>FLOOR TYPE</td><td>CONCRETE SLAB</td><td></td></tr> </table> <p>BRACING DESIGN: (WIND FORCES DERIVED FROM CLAUSE 8.3.4)</p> <p>BRACING FORCE - DIRECTION A ↑</p> <p>PROJECTED AREA & LATERAL WIND PRESSURE 46.2m² x 0.65kPa = 30.23kN</p> <p>STRUCTURAL BRACING PROVIDED: 26.2kN NOMINAL BRACING PROVIDED: 6.0kN TOTAL: 26.2kN</p> <p>BRACING FORCE - DIRECTION B →</p> <p>PROJECTED AREA & LATERAL WIND PRESSURE 53.8m² x 0.67kPa = 36.2kN</p> <p>STRUCTURAL BRACING PROVIDED: 37.9kN NOMINAL BRACING PROVIDED: 6.0kN TOTAL: 37.9kN</p> <p>BRACING LEGEND:</p> <p>B1-1.8 B1-2.7</p> <p>TIMBER OR METAL ANGLE BRACE (SEE TABLE 8.18(c)) - CAPACITY 1.5kN/m 1800 minimum LENGTH = 2.7m 2700 maximum LENGTH = 4.05m FLOOR FINISH 25k x 3.05k NAILS EACH END OR 1.75mm MAGNOLY NAIL FOR CONCRETE FLOOR.</p> <p>B2-1.8 B2-2.7</p> <p>DOUBLE DIAGONAL METAL STRAP BRACES (SEE TABLE 8.18(e)) - CAPACITY 3.0kN/m 1800 minimum LENGTH = 5.4m 2700 maximum LENGTH = 8.1m FLOOR FINISH 25k x 3.05k NAILS EACH END OR 1.75mm MAGNOLY NAIL FOR CONCRETE FLOOR.</p> <p>HBA-0.9 HBA-1.2</p> <p>HARDBOARD SHEET BRACE TYPE A (SEE TABLE 8.18(f)) - CAPACITY 3.4kN/m 900 minimum LENGTH = 3.0m 1200 minimum LENGTH = 4.05m FLOOR FINISH 25k x 3.05k NAILS EACH END OR 1.75mm MAGNOLY NAIL FOR CONCRETE FLOOR.</p> <p>HBB-0.9 HBB-1.2</p> <p>HARDBOARD SHEET BRACE TYPE B (SEE TABLE 8.18(f)) - CAPACITY 6.0kN/m 900 minimum LENGTH = 5.4m 1200 minimum LENGTH = 7.2m FLOOR FINISH 1.9M10 BOLT AT EACH END AND AT 1200 max INTERMEDIATE pts.</p> <p>HBC-0.9 HBC-1.2</p> <p>HARDBOARD SHEET BRACE TYPE C (SEE TABLE 8.18(f)) - CAPACITY 9.0kN/m 900 minimum LENGTH = 8.1m 1200 minimum LENGTH = 10.8m FLOOR FINISH 1.9M12 ROD AT EACH END AND SPLIT INTO SLAB OR FIXED THROUGH FLOOR SYSTEM AND BOLTED THROUGH TOP PLATE.</p> <p>NOMINAL BRACING - 50% NAIL OF 3000 TENSILE STRENGTH 348N/12 x 3000 = 0.79kN/m 348N/10 x 3000 = 0.69kN/m</p> <p>TIE DOWN DETAILS</p> <p>BATTENS TO RAFTERS OR TRUSSES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>BATTEN c/s (NAIL)</td><td>330</td></tr> <tr><td>FIXING c/s (NAIL)</td><td>600</td></tr> <tr><td>NET UPLIFT FORCE:</td><td></td></tr> <tr><td>- CENTRAL AREA</td><td>0.12kN</td></tr> <tr><td>- EDGES</td><td>0.28kN</td></tr> </table> <p>TE DOWN DETAIL: 1/63 x 2.88 NAIL 36 PENETRATION (TABLE 9.21(a)) TE DOWN CAPACITY: 3.32kN</p> <p>RAFTER OR TRUSS TO PLATES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>LEAF</td><td>5475</td></tr> <tr><td>FIXING c/s (NAIL)</td><td>600</td></tr> <tr><td>NET UPLIFT FORCE:</td><td>0.5kN</td></tr> </table> <p>TE DOWN DETAIL: 1 FRAMING ANCHOR - 40.88 NAILS EACH END (TABLE 9.21(b)) TE DOWN CAPACITY: 3.5kN</p> <p>PLATES TO STUDS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>FIXING c/s (NAIL)</td><td>1800</td></tr> <tr><td>NET UPLIFT FORCE:</td><td>1.5kN</td></tr> </table> <p>TE DOWN DETAIL: 3/4 x 0.8 GL. STRAP 232.88 NAILS EACH END (TABLE 9.19(d)) TE DOWN CAPACITY: 3.5kN</p>	REGION	A	TERRAIN CATEGORY	2.5	TOPOGRAPHIC CLASSIFICATION	1	SHIELDING CLASSIFICATION	PS	WIND CATEGORY	NO	ROOF COVERING	TERRAZZOTA TILES	UNIT GRADE	ROOF BATTENS	SAKATA PINE	024	ROOF TYPE	TILE/GUTS		ROOF MATERIAL	SAKATA PINE	024	ROOF PITCH	22.5°		FRAME MATERIAL	SAKATA PINE	024	FLOOR TYPE	CONCRETE SLAB		BATTEN c/s (NAIL)	330	FIXING c/s (NAIL)	600	NET UPLIFT FORCE:		- CENTRAL AREA	0.12kN	- EDGES	0.28kN	LEAF	5475	FIXING c/s (NAIL)	600	NET UPLIFT FORCE:	0.5kN	FIXING c/s (NAIL)	1800	NET UPLIFT FORCE:	1.5kN		<p>Framing/Bracing Notes:</p> <p>This drawing is prepared in conjunction with and conforms to AS 1684.2. The contractor should obtain a copy of this standard in order to reference Table and Figure numbers indicated for particular specified tie down and bracing details. The contractor may offer alternate bracing details or tie down methods to those indicated if tracking/uplift capacities meet or exceed the stated design values for the given element. Tie down details indicated are for general wall tie down purposes. Large window or door openings, glider trusses or the like may require further tie down treatment for compliance with the standard. The contractor is to confirm these requirements with the standard or the truss & frame manufacturer prior to frame and roof truss erection. Extra wall bracing may be added as required for wall straightening etc. without affecting the structural adequacy of the building.</p>
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<p>Narrromine Design Services</p>	<p>Example Plan Only</p>																																																				

BASIX Certificate & Report

What is BASIX?

BASIX is an on-line program that assesses a house or unit design, and compares it against energy and water reduction targets. The design must meet these targets before a BASIX Certificate can be printed.

Every development application for a new home must be submitted to Council with a BASIX Certificate. When programming a report, BASIX uses information such as site location, house size, type of building materials and fittings for hot water, cooling and heating.

It is important to realise that the commitments made during the BASIX process are shown on the final certificate and must be marked on the plans, and adhered to during the building process. Any changes made to the house design means another BASIX assessment must be completed and a new BASIX Certificate submitted to Council.

Why is a BASIX Certificate required?

Council will not accept a development application for the following types of developments without the submission of a BASIX certificate, as required under State Environmental Planning Policy (SEPP) (Building Sustainability Index: BASIX) 2004:

- A development containing one or more dwellings (including dwelling houses);
- For alterations or additions with a value greater than \$50 000; or
- For pools or spas with a capacity greater than 40 000 litres.

Certain minor developments including garages, storerooms, carports are exempt from these requirements.

The SEPP and EP&A Regulations 2000 require that any BASIX certificate must:

- Have been issued no earlier than 3 months before the date on which the application is made; and
- If the proposed development involves the alteration, enlargement or extension of a BASIX affected building that contains more than one dwelling, a separate BASIX certificate is required for each dwelling concerned.

Where can a BASIX Certificate and Report be obtained?

The BASIX Certificate can be completed online at www.basix.nsw.gov.au or Council staff can assist in producing a BASIX Certificate and Report; however this service can incur additional fees.

Statement of Environmental Effects

WHAT IS A STATEMENT OF ENVIRONMENTAL EFFECTS?

A Statement of Environmental Effects (SEE) is a report outlining the likely impacts of the proposal, and the proposed measures that will mitigate these impacts.

A statement of environmental effects must indicate the following matters:

- 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 matters required to be indicated by any guidelines issued by the Director-General for the purposes of this clause.

All development applications (except designated development) must be accompanied by a statement of environmental effects (SEE). Small scale developments such as carparks, sheds and dwellings located on residential areas (village and residential zones) can use the basic SEE template attached to the development application form. All other types of development must provide a separate written SEE covering the matters referred to below.

- Details of compliance with all relevant Environmental Planning instruments (EPI's). This includes any State Environmental Planning Policies (SEPP) and the Narromine Local Environmental Plan (LEP);
- Details of compliance with the relevant sections of this Development Control Plan (DCP);
- Suitability of the land for the development. Issues such as past use, potential contamination (especially for sites that have been used in the past for uses such as certain agricultural uses, industrial uses, service stations and any past use that may have used or even stored hazardous chemicals) and surrounding land uses (current and past) are best covered in this section;
- Whether the site is affected by natural hazards such as bushfire or flooding and how the proposal complies with the relevant standards (such as planning for bushfire protection documents and AS 3959- 2009, or Councils flood policy);
- Whether the site is affected by issues such as salinity, contamination and threatened species located on site or near the site;
- Traffic impacts of the proposed development such as vehicular access, manoeuvring and car parking. Loading and unloading facilities are to be detailed for commercial and industrial development;
- The physical character, location, siting, bulk, scale, shape, height, density and external appearance of any building;
- On site disposal of waste;
- Waste management for large residential developments, commercial and industrial developments.

If your proposal is defined as designated development under the provisions of the EP&A Act, then an Environmental Impact Statement (EIS) is required. Please consult with Council's Planning Department regarding the required information for an EIS.

WHY SHOULD I PREPARE AN SEE?

It is Legally Required

Council staff are obliged to ensure all assessments are carried out in accordance with a wide range of legislation, regulations, policies, plans and strategies as well as community expectations. The principles underlying the requirement for an SEE is that applications should provide Council with sufficient information to enable a proper determination. Council has the authority to reject an application that it regards as inadequate or incomplete, or to seek additional information. It is in both the applicants and Council's interest that fully documented applications are submitted.

It Assists in Assessing your Application

A thoughtful, well-prepared SEE is an excellent opportunity to demonstrate the merits of your proposal. It allows a timely identification of the issues, ensuring they are processed quickly. By contrast, a poorly prepared SEE often leads to requests for more information and referrals to other agencies and some matters may only be identified in the final stages, stalling the process until they have been resolved. The SEE is your chance to bring all matter to the fore and provide Council with logical, rational and reasonable arguments to support your application. Experience has shown objectors will often give lengthy, detailed statements and without reasonable counter arguments, Council support can be hard to justify.

It Ensures the Protection of the Environment

Importantly, identifying adverse impacts in a SEE does not mean that Council will automatically refuse the application. Rather, it is your chance to demonstrate that the environment has been considered in the design stage by highlighting concerns and the means proposed to avoid, minimise, mitigate or manage them.

HOW DO I PREPARE A SEE?

Over the next few pages you will find a few resources to assist in the preparation of a statement of environmental effects. These do not represent a limit and you are encouraged to expand upon the material provided in any way you perceive as relevant. As long as your statement shows a genuine attempt to satisfy these legal requirements Council will accept the SEE as valid.

Context and setting

How does the proposal relate to neighbouring developments in terms of height, size, bulk, appearance, architectural style, colours schemes, materials used, setbacks, fencing, landscaping, function or activities (both proposed and surrounding)?

Public Domain

What public lands and publicly accessible spaces are nearby or adjoining? Are views, sunlight, acoustic amenity, access (including disabled access) or convenience interfered with? Does the public domain (including the road reserve) remain a safe place as a result of the development? Are motorists likely to be impeded or distracted by the proposal?

Infrastructure

Where are the pipes, drains, cables, wires and easements in relation to the proposal? Where are the water meters? In what condition is the street surface, kerbing, footpaths, street trees, street furniture, vehicle and pedestrian crossings and other visible infrastructure? Are any of these affected by the proposal?

Heritage & Archaeology

What is the known history of the site? What was its previous use? How old are any existing structures? Are there any relics, artefacts or items of interest (including Aboriginal items) evident on the site?

Land Resources

Are there any known deposits of minerals or other extractable materials evident on the site? Is the site presently viable for agricultural purposes? What water resources exist on the site? What is the topography like (flat, undulating, steep)? Is there any risk of slippage or erosion?

Soils

What is the soil type? Is there any evidence of salinity, water logging, or acid sulphate soils? What is the extent of vegetation cover? Are gullies, drainage lines and other erodible areas protected or exposed? How well does the site drain? How will the proposal affect drainage?

Air & Microclimate

Does the proposal have or produce any emissions? What is the distance to sources of air pollution? What are those sources? What is the prevailing wind direction? Are there any windbreaks or wind funnels (natural or artificial) affecting the site? How does the proposal affect air circulation?

Flora & Fauna

What flora and fauna has been seen on the site (including nocturnal animals)? Have you successfully identified all species? Are any of the species found endangered, critically endangered or threatened? Are any of the species likely to serve as habitat or food sources for endangered, critically endangered or threatened species?

Waste

Does the proposal produce any solid or liquid wastes? Are there any airborne emissions? How are wastes to be minimised? How are wastes to be treated? How are wastes to be stored? How are wastes to be disposed?

Noise

What are the hours of operation? What is the ambient background noise like pre-development? What will they be like post development? Can the noise be avoided? Or muffled/insulated? Can the noise be confined within a building? Would that cause echo and reverberation?

Natural Hazards

Is the site bushfire prone? Or flood liable? Or excessively steep? Is erosion evident on the site? Or soil salinity? Is there any natural hazard evident on lands surrounding the site? Is regrowth likely to create a bushfire hazard in the future?

Social Impact

Will the amenity (visual, acoustic, recreational or social) of neighbours be affected? Will the proposal overshadow neighbours? How is privacy between sites maintained? What is the social character of the area? Will the proposal introduce a discordant element to the area?

Economic Development

Will the proposal generate jobs - Full-time, part-time, permanent or temporary? Impacts during Construction phase or operational phase? Is the proposal in direct competition with established local businesses? Is this appropriate? Are there supplementary or flow on effects likely? Who wins and who loses if the proposal proceeds?

Design

What is the character of the area? Does one style predominate? Or is there a wide mixture of designs? Are there any adverse impacts from the proposal that could be reduced with an alternative design? Are the requirements of the DCP (setbacks, fences and building heights, building envelopes, parking provisions and so on) fully satisfied? If not why?

Construction

Does the proposal comply with the Building Code of Australia? Has construction site safety been addressed? How? Will any cranes or heavy lifting equipment be needed? If so is the site near the Airport, and has the airport been consulted? Will all construction materials, vehicle parking and personnel be contained on the site? How will the amenity of neighbours be protected during construction? How will surrounding structures be protected during construction? What measures are proposed to protect soil erosion, drainage lines and waterways during construction?



SEE Checklist

YES	NO	SITE SUITABILITY
		Property dimensions/contours/slope.
		Existing development.
		Details of the character and amenity of the locality and surrounding streetscape and all structures on adjacent land.
		Details on any natural hazards affecting the site (ie bush fire prone, flooding).
		Details on any heritage matters. Significance of items, landscapes, areas, places or relics and practices.
		Details on any natural features including native vegetation, fauna habitat, land formations, rivers and streams,
		Details of existing services, easements, right of way.
		Business hours, no. of employees etc (industrial/commercial/change of use/home business development).
		Safety, security and crime prevention issues (industrial/commercial developments).
YES	NO	CURRENT AND PREVIOUS USES
		Details of any previous or existing land uses/activities.
		Details of land use/activities of adjoining properties.
		Details of any potential contamination from past uses or practices, (known or suspected)
YES	NO	ACCESS & TRAFFIC
		Details of accessibility for vehicles, pedestrians, bicycles and disabled persons.
		Details or road hierarchy/width proposed.
		Details of traffic generation/movements.
		Number and type of car parking spaces.
		Off street loading (industrial/commercial development).
YES	NO	PRIVACY, VIEWS & OVERSHADOWING
		Details on visual and acoustic privacy maintenance/controls for the development and adjoining properties.
		Sunlight (solar) access and overshadowing.
		Views/vistas. From, across and/or towards the site.
		Edge conditions ie landscaping / fencing / retaining walls, etc.
YES	NO	SOIL & WATER
		Details on water conservation measures (ie AAA water saving shower heads, dual flush 3/6 litre toilets etc.)
		Details on soil conservation measures. (silt traps and filters, spillage prevention, storage/disposal of wastes)
		Proposed method of stormwater disposal and quality controls.
YES	NO	FLORA & FAUNA
		Existing vegetation (must be clearly identified on a plan).
		Is native vegetation and/or fauna habitat present
		Adjacent to National Parks/State Recreation Area/Native Reserve.
		Proposed landscaping treatments.
YES	NO	ENERGY
		Details of proposed energy conservation i.e. design, materials, solar lighting and heating, ventilation, shading elements, insulation, appliances and machinery.
		Does the proposal require a BASIX certificate? (www.BASIX.nsw.gov.au)
YES	NO	WASTE
		Details of proposed waste facilities and control (during and after construction).
		Detail prevention of soil contamination
		Detail prevention of waterway, drainage line, pond or dam contamination
		Detail prevention of airborne emissions or contaminants
		A Site and Soil Assessment for a sewerage management system (rural dwellings).

Legal References

- Section 78A(9) of the Environmental Planning and Assessment Act 1979 states that the regulations may specify what is required to be submitted with a development application.
- Section 50(1)(a) of the Environmental Planning and Assessment Regulation 2000 states that development applications must contain information and documents specified in schedule 1, part 1.
- Schedule 1, part 1, subclause 2(1)(c) of the Environmental Planning & Assessment Regulation 2000 requires the submission of Statements of Environmental Effects (SEE's) with all Development Applications (other than designated development)
- Schedule 1, part 1, subclause 4 of the Environmental Planning & Assessment Regulation 2000 states that such SEE's must show:
 - The environmental impacts of the development
 - How the impacts have been identified
 - The steps to be taken to protect the environment or lessen the expected harm to the environment
 - Any matters required to be indicated by any guidelines issued by the Director-General.

Environmental Impact Statement/Environmental Assessment

What is an EIS/EA and what is it used for?

An Environmental Impact Statement or Environmental Assessment (EIS/EA) is a document prepared to accompany an application for Designated Development (ie intensive agriculture). The document is used by the applicant, the community and government agencies to review and assess the potential environmental impacts of a development.

What information is required?

Information to be included in an EIS/EA should sufficiently address matters relevant to the development. These matters may include:

- Effluent disposal
- Soil degradation
- Surface and groundwater quality issues
- Air quality issues
- Noise
- Traffic
- Natural hazards ie flooding and bushfire
- Relevant approvals and licences required

Consultation

Relevant Government agencies should be consulted early in the development planning stage. These agencies can provide valuable information in relation to the operation of the development, and assist in mitigating any potential risks early. Relevant Government agencies may be those responsible for environment, water, agriculture, planning and national parks.

Additionally, during the development assessment stage, the community will have an opportunity to comment on the development, in line with Councils consultation and notification procedure, outlined in Chapter 4.

Heritage Impact Statement

When is a Heritage Impact Statement (HIS) Required?

The following brief questions can assist in determining whether a HIS is required.

- Q1 Is the proposal on the site of a locally listed heritage item or item of Heritage Interest?
- Yes – Go to Q3
 - No – Go to Q2
- Q2 Is the proposal in the vicinity (within viewing distance) of a locally listed heritage item OR an item of local heritage interest?
- Yes – Go to Q3
 - No – No further action required.
- Q3 Is the activity normally 'permissible without consent' from Council?
- Yes - No further action required.
 - No – Go to Q4
- Q4 Would the activity normally be classed as 'Exempt Development' under SEPP (Exempt & Complying Development Codes) 2008?
- Yes – A letter is provided and no further action is required
 - No – Go to Q5
- Q5 Is the activity classed as 'Complying Development' under SEPP (Exempt & Complying Development Codes) 2008?
- Yes – Complete an application as per the Complying Development requirements.
 - No – A Development Application (DA) is required at this point – Council will require a Heritage Impact Statement.

What should be Included in a Heritage Impact Statement?

- An assessment of the heritage significance of the building or feature and its surroundings and a 'Statement of Heritage Significance'. Landscaping, internal features and moveable objects may form part of the heritage significance of a building or item;
- Details of the contribution of the item to the heritage conservation area or historical landscape, generally contextual analysis, considering the setting of the item and its contribution to the heritage significance of the area;
- A detailed description of the proposed works, change of use and / or any physical alterations to the place;
- Details of whether or not the additions / changes are sympathetic to the character of the item and the historical landscape in which the item is placed;

- Description of how any negative impacts of the proposal are to be mitigated. This should include a justification of the proposal including alternative options; and
- A justification of the proposal.

What is the process for the submission of a Heritage Impact Statement?

If the development is of a minor nature, a brief HIS is required. See Council staff to determine what is identified as a 'minor' development. If the development is of a major nature, a comprehensive HIS is required. See Council staff to determine what is identified as a 'major' development.

A brief one to two page account included in the Statement of Environmental Effects' will usually be sufficient for minor works that will have minimal impact on the heritage significance of an item. A comprehensive report is required for more complex proposals or those that have potential for a major impact on the item or place, such as additions and new buildings. Physical condition reports and any consultant reports, relevant to the application, should be included. Photographic records of the existing heritage item may be required.

The HIS will be assessed as part of the development assessment process, and a recommendation will be made as a result of the assessment. If it is determined that there will be no negative impact as a result of the development, the application Statement will be supported. If it is determined that there will be negative impacts on the heritage item as a result of the development, a recommendation for refusal may be made.

Issues that may need to be considered include:

- Have options for retention or adaptive reuse been considered;
- Can additions be included within an existing structure, if not why;
- Will the development visually dominate the existing development and how has that impact been minimized;
- Why has the location of the specific development been chosen;
- What alternatives have been considered;
- If trees are part of the heritage significance, why are the trees important;
- If any trees are to be removed why;
- Has a report by a suitably qualified arborist been prepared (a copy should be included); or
- If a tree is proposed to be removed because of management issues (dropping limbs, seeds etc) – what alternate management practices have been undertaken to minimize the issues and what measures are proposed to replace any trees proposed to be removed?

Other Plans

Other plans may be required depending on the development. For example, development (including internal works) of commercial or industrial buildings may require:

- Detailed fire services;
- Drainage plans;
- Hydraulics plans;
- Compliance with the energy efficiency component (Part J) of the Building Code of Australia (BCA) and National Code of Construction (NCC);
- Landscaping Plans; and
- Shadow Diagrams.

Specific requirements can be discussed at the pre-lodgement meeting to minimize delays in the processing of your development application.



Development Assessment

Section 79(c)(1) of the Environmental Planning and Assessment Act, 1979 outlines the matters for consideration when assessing development applications.

79 (c) (1) Matters for consideration—general

In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:

(a) the provisions of:

(i) any environmental planning instrument, and

(ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Director-General has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and

(iii) any development control plan, and

(iiia) any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and

(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), and

(v) any coastal zone management plan (within the meaning of the Coastal Protection Act 1979),

that apply to the land to which the development application relates,

(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,

(c) the suitability of the site for the development,

(d) any submissions made in accordance with this Act or the regulations,

(e) the public interest.

While Council staff seek to assess development applications as quickly as possible, development applications may take up to 40 days for assessment.

