

# Development Application Guide



Information to be submitted with a  
Development Application

April 2024

<b>Acknowledgement of country .....</b>	<b>4</b>
<b>Introduction .....</b>	<b>5</b>
1. About this guide .....	5
2. What is our approach to DA assessment? .....	5
3. Will DA's compliant with numerical controls get Council approval? .....	5
4. What is a DA?.....	6
5. Do I need to submit a DA? .....	6
6. Exempt and Complying Development.....	6
7. Where can I get more information?.....	7
<b>Development Application Documentation Requirements .....</b>	<b>8</b>
1. Basic information to be provided on all plans and drawings submitted to Council .....	8
2. DA lodgement checklist table.....	9
3. Application Lodgement Process.....	9
4. Plans and drawings to be submitted .....	9
4.1 Site and context analysis plan and report .....	9
4.2 Site plan .....	11
4.3 Survey plan .....	12
4.4 Floor plans existing & proposed.....	12
4.5 Elevations & sections.....	13
4.6 Landscape plan .....	14
4.7 Deep soil plan.....	14
4.8 Driveway Profile.....	14
4.9 Stormwater drainage concept plan .....	15
4.10 Stormwater/OSD Checklist .....	16
4.11 Flood study / overland flow analysis.....	16
4.12 Shadow diagrams existing and proposed.....	17
4.13 Subdivision / strata plan.....	18
4.14 Environmental site management plan .....	19
4.15 GFA & building height certification .....	19
4.16 Streetscape character analysis.....	19
4.17 Erosion and sediment control plan .....	20
4.18 Schedule of colours & external finishes.....	21
4.19 Photomontage .....	21
4.20 A4 size notification plans .....	21
4.21 S4.55 and S4.56 Modification Applications .....	21
4.22 Land Owners Consent .....	22
5. Supporting materials and documentation.....	22
5.1 Access report .....	22



5.2	Acid sulfate soils management plan .....	23
5.3	Acoustic report / noise assessment .....	23
5.4	Preliminary tree assessment .....	24
5.5	Arborist report .....	24
5.6	Assessment of significance (5 part test) .....	26
5.7	BASIX certificate .....	26
5.8	Bushfire report .....	26
5.9	Clause 4.6 variation .....	27
5.10	Contamination / remediation action plan .....	27
5.11	Construction management plan .....	27
5.12	Crime risk assessment .....	28
5.13	Design verification statement .....	28
5.14	Excavation plan .....	28
5.15	Fire safety schedule .....	29
5.16	Geotechnical report .....	29
5.17	Heritage impact statement .....	29
5.18	NCC (BCA) report .....	30
5.19	Plan of management .....	31
5.20	Statement of environmental effects .....	33
5.21	Structural engineers report / party wall consent .....	35
5.22	Social impact comment or assessment .....	36
5.23	Solar access report .....	36
5.24	Swept paths / Driveway long section .....	36
5.25	Traffic and parking assessment report .....	37
5.26	Vegetation management .....	38
5.27	Waste management plan .....	38
5.28	Environmental sustainability calculator .....	40
	<b>Appendix 1 – DA lodgement requirements checklist .....</b>	<b>41</b>



## Acknowledgement of country

Georges River Council acknowledges that the Biddegal people of the Eora Nation are the traditional inhabitants and custodians of all land and water in which the Georges River region is situated.

Council recognises Aboriginal people as an integral part of the Georges River community and highly values their social and cultural contributions.

Georges River Council is committed to showing respect for Aboriginal people as Australia's first peoples. Council has adopted the practice of acknowledging the Traditional Custodians of Country at events, ceremonies, meetings and functions.

# Introduction

## 1. About this guide

The Development Application Guide (DA Guide) has been produced to assist applicants to prepare a Development Application (DA) and provide an explanation of the DA submission requirements.

The DA guide is not the definitive document outlining your minimum lodgement requirements – it is simply a guide that helps to explain the kind of information that is needed. Every site is different and a matter relevant to your site may not be covered in this document.

Included in this guide, is a checklist table which identifies the required plans, documentation and other material for different types of development. Refer to this checklist (Appendix 1) to identify your application requirements.

By providing all the required plans and information, you will enable us to deal with your application more quickly and efficiently. Your application will not be accepted if it does not include all relevant information.

## 2. What is our approach to DA assessment?

Prior to explaining DA submission requirements it is important for you to have an understanding of Council's approach to assessing DA's. This may be of particular relevance if you have experience with different councils. Georges River Council is conscious of community expectations for DA's to be determined as quickly and efficiently as possible and recognises the processes intended by the legislation.

Council will not accept incomplete, insufficient or poor quality submissions and therefore will return submissions to the applicant. Once a DA is formally lodged with the required documentation, Council operates on the assumption that the application submitted is complete and final and you propose to undertake the development precisely as described.

It is suggested that you resolve any issues with your application before it is formally lodged. If the proposal is not reasonably close to what council would be prepared to approve the application is likely to be refused. You would then need to lodge a new application and pay new fees.

## 3. Will DA's compliant with numerical controls get Council approval?

Whilst a fully compliant DA is encouraged and more likely to be supported compared with a non-compliant DA, approval is not decided solely on whether it satisfies all of the controls contained in the Local Environmental Plan (LEP) or Development Control Plan (DCP).

When Council considers your development application we must assess it against all relevant planning laws. These laws dictate the procedure that we must follow in our assessment, as well as



how our final decision is made. Over time this legal framework has been moulded by decisions from the Land and Environment Court (LEC) and guidelines from the NSW Ombudsman and the Independent Commission Against Corruption (ICAC).

A critical feature of the DA assessment system is that each proposal is decided on its individual merit. Many criteria must be considered by the Council. Controls contained in a LEP and DCP are very important but the Council must also consider the adequacy of the proposal in relation to the particular site and the neighbourhood. In some instances a proposal may comply with all of the relevant numeric standards but still be refused.

Conversely, there may be a proposal that fails to satisfy some controls but has enough merit to warrant approval.

## **4. What is a DA?**

A Development Application (DA) is a formal request for permission to carry out various types of development such as:

- Building a residential, commercial or industrial building;
- Making an alteration or addition to a residential, commercial or industrial property;
- Subdividing land;
- Strata subdividing a building;
- Changing the use of a building; and
- Demolishing a building or structure.

## **5. Do I need to submit a DA?**

This depends on the type and scale of your proposed development. Some developments do not require a DA. These types of developments are categorised as exempt or complying development. If your development falls into the category of exempt or complying development, you do not need to continue with the DA process.

## **6. Exempt and Complying Development**

State Government Policies, especially the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, and our Local Environmental Plan include a list of minor permissible development that does not need development consent. This form of development is split into two categories:-

- Exempt Development; and
- Complying Development.

### *Exempt development*



Is minor or small-scale development that will have minimal environmental impact and therefore does not need a development consent. Exempt development is identified using a description and a set of standards that the development must meet in order to be carried out without consent.

### *Complying Development*

Is generally larger in scale, but of minor enough impact to not need development consent. Providing that it complies with the minimum standards contained or listed in a relevant plan, a Complying Development Certificate is all that is needed to carry out the proposal.

Complying Development Certificates have the same value as a development consent, but they certify that the development proposal complies with all the pre-set standards. Council or an Accredited Certifier can issue a Complying Development Certificate.

Examples of exempt and complying development include (but are not limited to):

- Decks, pergolas, residential additions and small commercial work – see State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
- Secondary dwellings – see State Environmental Planning Policy (Housing) 2021.
- Solar water heaters – see State Environmental Planning Policy (Transport and Infrastructure) 2021.

Check the Department of Planning website [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au) for further details and the assessment criteria for exempt and complying development under SEPP Exempt and Complying Development Codes 2008. Also check the relevant LEP available on our website - [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

## **7. Where can I get more information?**

Council's Duty Planner can assist you with planning guidance and direct you to relevant controls and explain the assessment process. If you need assistance or advice, please contact Council on 9330 6400 or visit one of our customer service centres located at:-

- Georges River Civic Centre  
Corner MacMahon & Dora Streets, Hurstville  
Open: 8.30am – 5.00pm, Monday to Friday
- Clive James Library and Service Centre  
Kogarah Town Square Belgrave Street, Kogarah  
Open: 9.00am – 5.00pm, Monday to Friday



# Development Application Documentation Requirements

This guide outlines the minimum requirements for each development application. Development application checklists specific to particular types of development form part of development applications and requirements listed in them must be completed. Failure to provide documentation addressing all of the required information will lead to rejection of the application at lodgement.

## 1. Basic information to be provided on all plans and drawings submitted to Council

### *Title block*

A title block on every plan must show:

- Name of architect or draftsman; Plan number and date;
- Amendment number and date (if relevant); Applicant name;
- Title of the plan; and
- Location and description of property.

### *Orientation*

A true north point on every plan will help Council relate the plans to the site.

### *Scale*

Every plan must show the scale in ratio figures and a bar scale so dimensions can be easily determined on photocopy reductions.

*Note: All plans, survey etc, should be at a scale of 1:100. A scale of 1:200 can be used only in the event it cannot be accommodated with 1:100 scale.*

### *Levels*

Plans and elevations must show relevant information such as contours, ground levels, eave level and roof levels. Levels and contours should be shown relative to Australian Height Datum (AHD).

### *List of existing and proposed fire safety measures*

The Environmental Planning and Assessment Regulation 2000 (the EP&A Regulation) requires:

- A list of fire safety measures already installed in the building (not just the part of the building to be occupied); and
- A list of any proposed fire safety measures to be installed.





## 2. DA lodgement checklist table

DA lodgement checklist table summarises the minimum information requirements for lodging a development application. However, a full review of the Georges River DCP 2021 is recommended to ensure all necessary supporting information is lodged. The checklist table does not cover all types of development. Please contact council's duty Planner to determine the minimum information required to be lodged in support of a specific development application not listed in the checklist table.

Additional documentation for a specific type of development may be requested at the formal pre-lodgement meeting with Council staff (where such a meeting is required) or through a written request following the preliminary assessment of the development application by Council staff.

**Note** *The information listed in the checklist table is generally required for new development or alterations and additions that would compromise a requirement under this DCP. For example, a landscape plan is not required for development involving minor alterations and additions where the proposal would not reduce the minimum required landscaped areas.*

## 3. Application Lodgement Process

Development applications can only be accepted via the NSW Planning Portal.

To lodge an application, you must first register an account with the Portal. After registering, you will be able to submit the application and then follow the prompts to upload the required information and documentation.

For more information on online lodgement with the Department of Planning, Industry and Environment, please visit [www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au).

## 4. Plans and drawings to be submitted

### 4.1 Site and context analysis plan and report

The Site Analysis and Context Analysis (drawing and text) must contain information, where appropriate, about the site and its surrounds, including:-

#### *Site:*

- Site dimensions (length and width);
- Scale of 1:100 or 1:200;
- Topography (spot levels and/or contours);
- Contours at 2m-5m intervals and levels to Australian Height Datum (AHD)
- True North Point (not Magnetic North);
- Natural drainage;
- Any contaminated soils or filled areas;



- Services (easements, connections for drainage and utility services);
- Existing vegetation (location, height, spread of established tree species);
- Micro-climates (orientation of prevailing winds);
- Location of buildings and other structures, heritage features and items, fences, property boundaries, pedestrian and vehicular access;
- Views to and from the site; and
- Overshadowing by neighbouring structures.

*Surrounds:*

- Neighbouring buildings (location, height, use);
- Privacy (adjoining private open spaces, living rooms, and windows overlooking the site, location of any facing doors and/or windows);
- Walls built to the site's boundary (location, height, materials);
- Difference in levels between the site and adjacent properties at their boundaries;
- Views and solar access enjoyed by neighbouring properties;
- Major trees on adjacent properties, particularly those within 3 metres of the site;
- Street frontage features (poles, trees, kerb crossovers, bus stops, other services);
- The built form and character of adjacent development (architectural character, front fencing, garden styles);
- Heritage features of surrounding locality and landscape;
- Community facilities and public open space (location, use);
- Adjoining bushland or environmentally sensitive land;
- If on bushfire prone land the bushfire hazard (bushland or vegetation that could threaten properties in a bushfire) and
- Sources of nuisance (flight paths, noisy roads, significant noise sources, polluting operations).

The site analysis and context analysis plan must be accompanied by a declaration that the information provided is correct and true in every detail. A site and context analysis report must also be prepared explaining how the development design has responded to the site and context analysis.

Figure 1: Example of a Site Analysis Plan



## 4.2 Site plan

The site plan must include the following information:-

- Location of existing buildings and features on the site and adjoining land. (Note: Identify parts of the building to be removed by using dotted lines);
- Proposed alterations and additions must be shown coloured to distinguish them from the existing structures to remain unaltered which will be in black and white;
- Existing trees on the site and adjoining land with a height of 3m or greater;
- Setback distances from boundaries. (dimensioned);
- Levels over the site and in the road frontage;
- Clearly defined areas for landscaping/deep soil;
- Location of all existing infrastructure services;
- Retaining walls and fences and areas of exposed bedrock;
- Areas proposed for cut and/or fill; and
- Details of proposed and existing car parking and vehicular manoeuvring areas.

### 4.3 Survey plan

A current survey plan must be prepared by a registered surveyor and give levels to Australian Height Datum (AHD). The survey plan must show the exact location of buildings and other features. The plan must include following information:-

- True north point;
- Location of boundaries, paths, driveways, fences, retaining walls and other structures;
- Position of structures on adjoining land;
- Edge of road pavement adjacent to the site;
- A boundary survey is to be provided or boundary offset measurements are required to be provided for all existing buildings within 1 metre of the boundary;
- Roof ridge heights, eave heights, setbacks of major structures, and window/door openings on the subject and adjoining sites;
- Spot levels on the site and adjoining sites relative to AHD that are indicative of the overall site and/or that identify topographical features;
- Levels in the frontage roadway, footpath and kerb and gutter;
- Levels at 0.5 metre intervals along all development site boundaries;
- Location of all rock outcrops and other natural features, including trees on the site and on adjacent properties.
- Location, spot height at the base of each tree (to AHD), canopy spread, height and trunk diameter (measured 1.0 metres from the base of the trunk) of all trees on site;
- Position of existing trees that require Council's consent for removal or pruning;
- Location of Mean High Water Mark, where applicable;
- Location and type of all easements burdening and / or benefiting the site; and
- A copy of any easements or rights-of-carriageway the proposed development relies on.

### 4.4 Floor plans existing & proposed

Floor plans must include:-

- True north point;
- Scale (show ratio and bar scale);
- Location of proposed new buildings, alterations or works (show setback distances from boundaries and adjoining buildings);
- Existing buildings (show outline only) room layout, partitioning, location of windows and doors, room dimensions, areas and proposed uses;
- Courtyard dimensions and areas;
- Walls and fences;
- Total floor area and floor space ratio;
- Access for persons with a disability (this does not apply to dwelling houses);
- Vehicle entrance and exit driveways – where applicable;



- Car parking and loading areas – where applicable (show dimensions);
- Recycling and waste (bin) storage and collection areas;
- Floor levels to Australian Height Datum. (AHD);
- Room layouts, partitioning, door and window location and new works including dimensions;
- Wall structure type and thickness;
- Proposed clear internal dimensions between obstructions in all parking modules. (height clearance, length and width);
- Clear dimensions of all driveways, parking spaces, aisle widths and height clearances; and
- Demolition.

**Note:** *Each floor plan must clearly delineate between the existing and proposed works. This should be clearly depicted through annotations and colouring of the plans with a key which provides an explanatory list of colours used in the plans and what they represent. It is important to identify what parts of each element (i.e. floor, wall, roof etc.) are either proposed to be retained or are new works. There should be a clear indication where the existing fabric finishes and the new works begin.*

## 4.5 Elevations & sections

An elevation viewed from each direction, as well as longitudinal and cross sections of each proposed building must show:-

- Existing buildings (outline only);
- Proposed new works (shown coloured for alterations and additions);
- Building facade, external door and window positions and roof profile;
- Existing and proposed ground levels (indicate height to AHD);
- Proposed floor levels, ceiling levels, eave levels, roofline levels, structures above roof line and ridge e.g. chimneys;
- Existing and proposed driveway grade;
- Chimney flues, exhaust vents and ducts (show height in relation to adjoining roof levels);
- Retaining walls and fences (indicate height to AHD);
- The extent of excavation or filling of the site; and
- Cross Section & Longitudinal Section.

**Note:** *Each floor elevation must clearly delineate between the existing and proposed works. This should be clearly depicted through annotations and colouring of the plans with a key which provides an explanatory list of colours used in the plans and what they represent. It is important to identify what parts of each element (i.e. floor, wall, roof etc.) are either proposed to be retained or are new works. There should be a clear indication where the existing fabric finishes and the new works begin.*



## 4.6 Landscape plan

The landscape plan must be prepared by a suitably qualified and experienced landscape architect or AQC Level 5 Landscape Designer. The plan must demonstrate an understanding of the site and its context. The landscape plan should be drawn in colour and to the same scale as the plans, elevations and survey plan. The landscape plan must show:-

- Existing levels, finished levels and contours to AHD, embankments and grades. (indicating the extent of cut and fill);
- Existing trees and other vegetation to be retained or removed on site and within 3 m of proposed works, including information on species, height, spread of canopy, diameter of trunk and spot height at base of trunk as shown on the prepared site survey plan;
- All trees are to be numbered and, where relevant, the numbers are to coincide with the arborist's report;
- Proposed new planting in accordance with the Tree Management Policy (indicating species both botanic and common names), location, massing, mature height, proposed pot size and numbers in plant schedule;
- Proposed surface treatments (e.g. turf, paving, bank stabilisation, mounds, etc.);
- Clearly defined areas for deep soil landscaping;
- BASIX landscape commitments; and
- Identify existing and proposed landscaped area calculations.

## 4.7 Deep soil plan

The deep soil plan must show:-

- Proposed surface treatments (e.g. turf, planting, paving and etc.);
- Defined areas for deep soil landscaping, this should be clearly depicted through annotations and colouring of the plans with a key which provides an explanatory list of colours used in the plans and what they represent; and
- Provide numerical calculation of existing and proposed areas for:
  - Deep soil landscaped areas.
  - Hard paved areas.
  - Building footprint.
  - Swimming pool area.

## 4.8 Driveway Profile

Applications proposing a new driveway, or regrading of an existing driveway, are required to submit a driveway profile as follows:



- A profile (longitudinal section) demonstrating access clearance by the B85 Design Vehicle (85% percentile vehicle in accordance with AS2890.1 2004)” for the entry
- This profile (scale 1:20) is to show levels and grades from road centreline to the proposed internal garage floor level including but not limited to levels of, Road centreline, changes of grade on road surface, lip of gutter, invert of gutter, back of vehicular crossing (gutter layback), front of path, back of path and boundary. The profiles provided are to also include the natural surface of the land as well as the proposed design including cut and fill dimensions.
- Additional profiles are to be provided on either side of driveway when longitudinal grade of road exceeds 8%.

The profile will be used to assess suitability of proposed internal driveway levels and does not represent final footpath or road levels. The levels on Councils Road related area including boundary level will be provided follow the submission of an “Application for Driveway Crossing and Associated Works on Council Road Reserve” issued under Section 138 Roads Act.

#### 4.9 Stormwater drainage concept plan

A drainage plan is required for all new buildings and for alterations and additions. The plan must illustrate how rainwater will be managed on site and it must be prepared by a qualified and experienced hydraulic engineer as follows:-

- Drawn to the same scale as the Architectural plans;
- With Existing surface contours to Australian Height Datum;
- Site drainage system layout for all pits and pipelines;
- Catchment calculations, and all pit details and pipeline data (surface level, pit and pipe invert levels, pipe diameter and grade) on site and for the point of disposal;
- Proof of being a beneficiary over an easement to drain water where drainage over a downstream property is proposed;
- The production of proof of entitlement to connect to an existing pipeline in a private easement and calculations to prove appropriate spare capacity exists in the pipeline;
- Drainage systems either existing, or proposed, within an easement for drainage (pipe size, grade, materials, indicative levels);
- silt arrestor pit with litter screen;
- Cleaning/flushing/access facilities for the maintenance of charged systems and On Site Detention systems;
- Location of subsoil drainage systems;
- Direction of overland flows;
- All infrastructure (footpaths, driveways and/or trees in the road reserve) affected by the proposed drainage line connection between the site boundary and point of discharge;
- Any other site specific requirements as described in the relevant Development Control Plan and/or Stormwater Management Policy;
- On-Site detention (OSD) and retention facilities details including:





- Calculations indicating 80% (min.) site area runoff, including all impervious area, is proposed to be directed to the OSD system;
- Proof of gravity drainage from the OSD system to Council's drainage system;
  - The proposed location of any required OSD basin(s), rainwater tanks and retention systems and site drainage system.
  - Volume of proposed detention and retention facilities and derivative calculations.
  - Inlet and outlet locations at tank/basins and indicative levels.
  - Reduced levels at base, top water levels, overland flow paths and overflow facilities.
  - Details of discharge control facilities including trash screens, levels, orifice sizing and connection details, sump details.
  - Typical sections through the tanks and/or basins including discharge pit.
- The OSD facilities must be designed by an appropriately qualified civil engineer providing full calculation for the volume of storage and permissible site discharge and orifice size; and
- Details of water quality devices (where required).

If a development is required to address environmental sustainability considerations under *Clause 6.11 Environmental sustainability* of the Georges River Local Environmental Plan 2021, additional inclusions must be shown on the Stormwater Drainage Concept Plan in accordance with the requirements of the Environmental Sustainability Calculator (which will come into effect 1 January 2024).

#### 4.10 Stormwater/OSD Checklist

This checklist, to be completed by the Design Engineer, is prepared to assist the engineer delivering a design consistent with the requirements of Council's Stormwater Management Policy.

The checklist is available at [DA-Stormwater-and-OSD-Documentation-Checklist.aspx \(nsw.gov.au\)](https://www.nsw.gov.au/da-stormwater-and-osd-documentation-checklist.aspx)

Please note, completion of the checklist may necessitate amendments to the stormwater design. Where relevant, this must be shown consistently across all relevant drawings submitted with the application.

#### 4.11 Flood study / overland flow analysis

Flood Studies are usually creek or river oriented. An Overland Flow Analysis (OFA) provides an assessment of the overland flow characteristics in the vicinity of a watercourse, and Council and Sydney Water maintained drainage systems.

OFA's are required to accompany development proposals for sites identified in Council's Local Government Area flood studies to be prone to a depth of overland flow greater than 150mm during a 1:100yr ARI storm event.





Should Council's Development Control officers determine that a Flood Study or Overland Flow Analysis is required for the subject development site, having regard to Council's flood study, or due to runoff emanating from more localized uphill properties of significant area, the study shall include:-

- A detailed flood computer model, as determined by software such as HEC-Ras, is to be prepared to determine the extent and depth of flooding along the overland flow path and its impact on adjoining properties;
- A Pre- and Post-development assessment including maps of the extent of the overland flow path for both scenarios;
- A determination of the hazard level;
- Design Finished Floor Level and garage and basement slab levels that reflect Council's required free board above overland flows;
- An emergency evacuation plan;
- The protection of utility facilities and electrical outlets;
- Erosion protection from surface flows of the sub-floor structure to provide structural soundness, and
- The use of building materials suitable for contact with surface flows.

If a site is identified as flood affected, a flood advice letter must be obtained from Council's Assets and Infrastructure Unit prior to the design of the development, and the letter must be included in the documentation submitted with the DA.

The flood advice letter can be obtained by emailing [flood@georgesriver.nsw.gov.au](mailto:flood@georgesriver.nsw.gov.au)

#### 4.12 Shadow diagrams existing and proposed

Shadow diagrams must distinguish the extent of shadows cast by existing and proposed buildings, including fences and buildings on adjoining land and areas of private open space of those buildings where relevant. They must correctly show the following:-

- Position of existing and proposed buildings on the site including boundary fencing but excluding shadows cast by trees;
- Position of buildings, fences and all site boundaries on adjoining land;
- If new shadows will fall upon any neighbouring property, elevation and vertical shadow diagrams are required;
- Existing and proposed shadows cast at winter solstice (21 June) upon the site, adjoining land and buildings on adjoining land (show altitude and azimuth angles). These are required for 9am, 12noon and 3pm at minimum however adequate information to demonstrate compliance with the relevant controls must be submitted;
- Where the proposal does not comply with the applicable overshadowing controls additional hourly shadow diagrams at the winter solstice and equinoxes (21 September/March) are required;



- The positioning and levels of windows and openings on the walls neighbouring buildings must be identified from the submitted survey plan;
- The entire area that is/will be cast in shadow must be identified;
- Site boundaries of each affected property must be shown, not just portions of the sites; and
- A compliance table demonstrating the performance of each individual unit with reference to the diagrams is also required to be submitted.

The following additional solar access requirements are required for residential flat buildings and mixed use developments comprising of residential use:-

- A suns eye view must be prepared by a suitably qualified person addressing solar access requirements in the Residential Flat Design Code. The report should contain information about the methodology of modelling, the date/time of the images and orientation of shadows cast.

#### 4.13 Subdivision / strata plan

The plan must include:-

- Existing and proposed lot boundaries;
- Lot and deposited plan numbers;
- Relationship of the lot(s) to existing roads and subdivision boundaries (show width of roads);
- Proposed boundary dimensions (metres);
- Proposed lot areas (square metres);
- Proposed easements and rights-of carriageway;
- Proposed common property areas;
- Proposed public reserves and drainage reserves;
- Existing and proposed finished levels (contours and spot heights to AHD) if works are proposed;
- Indicative sketch (footprint) of proposed development(s) for the new lot(s), if not accompanied by development application for building(s) on the new lot(s);
- Proposed roads or pathways (indicate width);
- Long sections and cross sections of proposed roads or driveways in rights of carriageways; and
- Any environmental constraints.



#### 4.14 Environmental site management plan

Must demonstrate the means by which the site will be maintained throughout the construction process to ensure optimum environmental outcome. It must include:-

- Location of all site boundaries and adjoining roads;
- Location of all existing and proposed buildings on the site;
- Existing site contours/grade, existing watercourses and drainage structures;
- Proposed changes to above-ground and subsoil drainage and location of discharge points;
- Location of all existing vegetation, showing items to be retained and removed;
- The proposed position of tree protection fencing consistent with recommendations in an arborist's report;
- Location of land where groundcover must, as far as is practicable, be maintained;
- Location of any proposed site access, vehicular crossings and proposed temporary and permanent roads, including information on how sediment transfer from the site will be prevented;
- Nature and extent of proposed earthworks;
- Location of all stockpiles and description of proposed containment method(s);
- Location and type of all erosion and sediment control measures;
- Where applicable, proposed diversion routes for runoff around disturbed areas;
- Proposed stormwater discharge points;
- Location of any waste bins and proposals for waste minimisation and handling practices;
- Design of a shaker pad (if required);
- Nominated route for vehicles disposing of waste materials (site to disposal);
- Staging of works;
- Site rehabilitation proposals; including timing schedules; and
- Frequency and nature of any required maintenance program.

#### 4.15 GFA & building height certification

Council will require submission of diagrams and calculations, prepared and certified by a registered practising land surveyor, that certify the accuracy of gross floor area, resultant floor space ratio and maximum heights of the proposed development.

#### 4.16 Streetscape character analysis

The streetscape character analysis should comprise an analysis of both the existing streetscape and the future desirable streetscape. It should consider the overall neighbourhood character and the potential impact of your development.

The streetscape character analysis is to include the subject property, as well as five (5) sites on either side of the proposed site on both sides of the street. Where the site is a corner site, the



streetscape character analysis is to include the subject property, as well as three (3) sites on either side of the primary frontage of the subject property on both sides of the street, and five properties (on both sides of the street for the secondary frontage).

Where this cannot be achieved due to the configuration of the corner, the streetscape character analysis is to include the subject property and all dwellings (partially or wholly) within a radius of 75m (taken from the centre of the primary street frontage).

The streetscape character analysis should also include the following information:-

- (a) A street context plan showing your site, neighbouring dwellings and the immediate street landscaping and development. This plan may be based on a composite aerial photo that has allotment boundaries, contours and other relevant information.
- (b) Relevant photos with explanatory notes of the site as viewed from the street, its adjoining neighbours and the immediate streetscape.
- (c) An analysis of the existing streetscape. This should focus on both the positive and negative elements of the streetscape and locality. The key character elements that need to be analysed include the following:-
  - (i) Relationships between buildings and landscape in the immediate locality;
  - (ii) The scale, height and built form character of buildings;
  - (iii) Architectural character and dominant materials/finishes;
  - (iv) The landscape character;
  - (v) Character of spaces between buildings including vehicular and pedestrian entries;
  - (vi) Typical roof scape and forms of roofs;
  - (vii) Front setback treatment, fencing and front garden area characteristics and
  - (viii) Architectural style and composition.

#### 4.17 Erosion and sediment control plan

The erosion and sediment control plan must show how erosion will be prevented from a construction site and how washing or blowing of sediment into adjoining land or into Council's stormwater drainage system will be avoided. The erosion and sediment control plan must show:-

- The location of site boundaries and adjoining roads;
- Approximate grades and indications of direction(s) of fall;
- The nature and extent of earthworks, position of stockpiles;
- The location of site access (stabilised access points), proposed roads and other impervious areas;
- Existing and proposed drainage patterns with stormwater discharge points and where applicable, the diversion of runoff from upslope lands around the disturbed areas;
- The location and extent of sediment trapping devices such as sediment fences, geo-textile fabric filters, stockpiles covers, sediment traps, sediment basins and grade stabilising structures; and



- Proposed revegetation and stabilisation areas.

#### 4.18 Schedule of colours & external finishes

Development applications for all external works must include a schedule of external colours and finishes. The colours and materials must be clearly referenced to all proposed elevations.

#### 4.19 Photomontage

A photomontage is a photographic impression of how the building will look within its context upon completion within the streetscape and from other relevant vantage points. Some applications for complex alterations and additions will benefit from the preparation of a photo montage especially where there is likely to be view loss issues. Photo montages should be certified by a suitably qualified person.

#### 4.20 A4 size notification plans

A4 plans are required for all development applications to assist public consultation. They must illustrate the site location, height and external configuration of the proposal on A4 sheets and must be legible. The A4 plan must show:-

- North point (true north);
- A plan view showing proposed buildings and works;
- In relation to boundaries and adjoining buildings, setback distances from boundaries and adjoining buildings and all access ways and parking areas; and
- Elevations showing proposed finished levels and heights in relation to adjoining outbuildings and roads.

#### 4.21 S4.55 and S4.56 Modification Applications

Section 100 Content of modification application of the Environmental Planning and Assessment Regulation 2021 specifies the information that is to accompany a modification application. Modification applications must be accompanied by a Statement of Environmental Effects or a Modification Cover Letter, and the following is to be supplied:

- A description of the modification to the development consent, including the name, number and date of plans that have changed, to enable the consent authority to compare the development with the development originally approved,
- A statement of whether the modification is intended to—merely correct a minor error, misdescription or miscalculation, or have another effect specified in the modification application,



- A description of the expected impacts of the modification,
- A statement that indicates that the modified development will remain substantially the same as the development originally approved,
- For a modification application that is accompanied by a biodiversity development assessment report—the biodiversity credits information,
- Whether the modification application is being made to— the Court under the Act, section 4.55, or the consent authority under the Act, section 4.56.

Note: If a modification application under the Act, section 4.55(1A) or (2) relates to BASIX development, or BASIX optional development if the development application was accompanied by a BASIX certificate, the application must be accompanied by the BASIX certificate, or a new BASIX certificate if the current BASIX certificate is no longer consistent with the development.

## 4.22 Land Owners Consent

Pursuant to Clause 23(1)(b) of the Environmental Planning and Assessment Regulation 2021, written owner’s consent for all land owners must be submitted with every application. A form can be found on Council’s website at [Owners-Consent-Form-for-Development-Applications.aspx \(nsw.gov.au\)](http://www.nsw.gov.au/Owners-Consent-Form-for-Development-Applications.aspx) or by following the links from the home page to the Forms tab.

## 5. Supporting materials and documentation

### 5.1 Access report

An appropriately qualified and experienced person must prepare an access report, and should explain in detail how the proposed development meets the requirements/standards outlined in:-

- Council’s relevant DCP;
- The Building Code of Australia;
- The Australian Standards;
- The Disability Discrimination Act and provide the following details:-
  - suitable lighting along footpaths and entries;
  - suitable signage to clearly identify specific areas;
  - the use of international symbology;
  - suitable gradients with limited use of stairs;
  - access to the public road and common areas;
  - access to recreational facilities;
  - all existing driveway cross-overs in relation to the proposed footpath;
  - gradients, widths and indicative levels of the proposed footpath indicating acceptable grades of 1:14; and
  - any other infrastructure requirements such as proposed ramps, bus shelters etc.

**Please note:** On 1 May 2011, the Disability (Access to Premises - Buildings) Standards 2010 became effective. Access provided as per this standard cannot be viewed as unlawful under the Disability Discrimination Act 1992.



## 5.2 Acid sulfate soils management plan

Acid sulfate soils are usually found in low-lying parts of coastal floodplains, rivers and creeks. If these soils remain underwater, they are stable and do not cause problems, however, if they are exposed to oxygen by disturbance of the soil or lowering of groundwater levels, sulphuric acid is generated and can cause environmental damage.

Clause 6.1, of the relevant Local Environmental Plan (LEP) nominates the different classes of land affected by Acid Sulfate Soils in Georges River Council. These include Classes 1 to 5. Depending on the class of soil and proposed works, you may be required to prepare a preliminary soil assessment report. A suitably qualified geotechnical engineer or equivalent must prepare this report. Such reports are required in the following circumstances:-

### **Class of land Works**

- |   |   |
|---|---|
| 1 | Any works.  |
| 2 | Works below the natural ground surface.<br>Works by which the watertable is likely to be lowered.   |
| 3 | Works more than 1 metre below the natural ground surface.<br>Works by which the watertable is likely to be lowered more than 1 metre below the natural ground surface.  |
| 4 | Works more than 2 metres below the natural ground surface.<br>Works by which the watertable is likely to be lowered more than 2 metres below the natural ground surface.  |
| 5 | Works within 500 metres of adjacent Class 1, 2, 3 or 4 land that is below 5 metres Australian Height Datum and by which the watertable is likely to be lowered below 1 metre Australian Height Datum on adjacent Class 1, 2, 3 or 4 land. |

\*\* Works on Class 5 areas only require a preliminary soil assessment report if the work is carried out on land within 500 metres of adjacent Class 1, 2, 3 or 4 land that is below 5 metres Australian Height Datum and by which the watertable is likely to be lowered below 1 metre Australian Height Datum on adjacent Class 1, 2, 3 or 4 land.

If a preliminary report is prepared and reveals that an Acid Sulfate Soils Management Plan is required for the works, then this plan must be prepared in accordance with the Acid Sulfate Soils Manual and submitted to Council with your application.

## 5.3 Acoustic report / noise assessment

Acoustic reports look at proposed noise sources and the background noise and how the noise source will impact surrounding properties.

An acoustic report is required if:-

- The site is located in close proximity to arterial roads and railway corridors;



- Where operations are outside standard hours of operation and adjoining residential properties;
- Where development may create noise impacts on residential properties;
- When development requires an acoustic report under SEPP (Infrastructure) 2007;
- If the location is nominated in the relevant DCP; and
- A Noise Management Plan is also required for boarding house development, childcare centres, place of public worship, licensed premises and the like.

Acoustic reports and Noise Impact Assessments must be prepared by an Acoustic Consultant and be dated within 6 months of lodgement of the application.

## 5.4 Preliminary tree assessment

*Note: The following is provided as information only that will guide the layout of the development. A Preliminary Tree Assessment is not required to be submitted with a DA.*

A preliminary arboricultural assessment report is undertaken at the pre-design stage once all existing trees have been accurately plotted on a survey map. The purpose of the report is to identify design opportunities and constraints by evaluating tree retention values and determining Tree Protection Zones (TPZ) and Structural Root Zones (SRZ).

General information collected for each individual tree should include a tree number, botanical name, height, canopy spread, vigour, structure, age class, tree significance, estimated life expectancy, heritage / cultural matters, ecological and habitat matters, function (screening or feature tree), other relevant matters e.g. surface roots, priority for retention, trunk diameter at breast height (DBH), TPZ and SRZ.

The information contained within a preliminary arboricultural assessment report is used by planners, architects, and designers, in conjunction with planning controls and other legislation, to develop the design layout in such a way that trees selected for retention are provided with enough space to remain viable.

## 5.5 Arborist report

Where works (such as excavation and building works) are proposed within close proximity of a tree not exempt under Council policy, an Arboricultural Impact Assessment Report (AIA) and/or Tree Protection Plan will be required (prepared by an AQF Level 5 Consulting Arborist).

The AIA must be written in accordance with Australian Standards 'Trees on development sites' AS4970-2009 and the Georges River Tree Management Policy and include the following information:

- a) the AIA must be based on and make reference to the most up-to-date plans (inc. Stormwater, Landscape etc.) being assessed by Council;





- b) include all trees that will be impacted by development (indirectly and directly) e.g. trees within the site, neighboring trees and street trees;
- c) a site specific scaled Tree Protection Plan (TPP) that shows the Tree Protection Zone (TPZ), Structural Root Zone (SRZ), Canopy Spread (in all directions) and development encroachments within those zones;
- d) percentage of TPZ encroachments to all existing trees;
- e) recommendations to reduce tree impacts i.e., design modifications and/or work methods;
- f) a detailed discussion and site-specific tree protection measures;
- g) accurate Useful Life Expectancy (ULE), Landscape Significance and Retention Value ratings using a recognized method e.g. IACA Significance of a Tree Assessment Rating System (STARS);
- h) where a major TPZ encroachment occurs, the AQF Level 5 Arborist must demonstrate the tree(s) would remain viable into the future e.g. non-destructive root investigations;
- i) a Pruning Specification must be provided for any proposed pruning to existing trees (including neighboring trees) for construction activity e.g., hoarding, scaffolding, piling and rigging etc. A Pruning Specification must include the following and be written in accordance with Georges River Tree Management Policy:
  - Number of branches and orientation, branch diameter, percentage of canopy removal,
  - Clear photos of individual branches recommend for pruning,
  - Pruning works must be specified in accordance with Australian Standard 4373-2007, Pruning of Amenity Trees.

(Note: branches impacted by temporary structures e.g. scaffolding must be temporarily tied/brushed back or scaffolding build around them.)

#### Tree Root Investigation Minimum Requirements (if required by (h) above)

- a) Exploratory root investigations must be undertaken by a AQF5 Arborist. Any tree sensitive excavation techniques employed must be non-destructive (i.e. by hand, pneumatic, hydraulic); ground penetrating radar will not be considered sufficient.
- b) During the root mapping procedure, any roots with a diameter of at least 20mm must be preserved and safeguarded against moisture loss, physical, and solar damage.
- c) Excavations for root mapping must be conducted to a minimum depth of 700 mm below the existing grade or to the depth of excavation specified in, or would be required to facilitate, the proposal.
- d) The results must be collated and presented in report form and include:
  - A site plan showing the line, length and width of excavation, exact location of tree(s) and proposed buildings/structures or underground services;
  - Photographs of the excavation lines clearly showing their location on the site plan and close up shots of trenches with an article to show scale;
  - Findings from the results of excavation detailing, for example, exact location, depth and size of roots, soil profile presence of pipes etc;
  - Site specific recommendations based on the findings and discussion. An explanation of why options are recommended must be included; and



- References used in the preparation of the report.

## 5.6 Assessment of significance (5 part test)

You must submit an Assessment of Significance where a proposal is likely to significantly affect a threatened species, ecological communities, or their habitats.

The test of significance (5 part test) will only need to be applied if the proposed development is not located in an area mapped as containing 'Biodiversity Values' and does not exceed the Biodiversity Offsets Scheme thresholds.

If the assessment identifies a significant impact, you must prepare and submit a Species Impact Statement under the NSW Biodiversity Conservation Act 2016 or the Environmental Planning and Assessment Act 1979. The species impact statement must identify the author and their qualifications (to demonstrate their technical expertise in the Ecology field).

## 5.7 BASIX certificate

If you are proposing alterations or additions to an existing dwelling valued at \$50,000 and above or a swimming pool (or spa) with a volume greater than 40,000 litres a BASIX Certificate is required. BASIX Certificates require different commitments to be shown on the plans at different stages of the development, either 'On DA Plans' or 'On CC/CDC Plans', with some commitments needing a 'Certifier Check'. Plans must be consistent with the BASIX Certificates at all times and must be issued no more than 3 months prior to date of lodgement. Further information on BASIX can be obtained from [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au).

## 5.8 Bushfire report

From 25 February 2011 all development applications on bush fire prone land will require a Bush Fire Risk Assessment and certification prepared by a suitably qualified consultant. Applications lodged with Council that do not meet this requirement will be rejected.

A Bush Fire Risk Assessment and certification is prepared by a person who is recognised by the NSW Rural Fire Service as a qualified consultant in bush fire risk assessment. The report and certification will state the applicable Bushfire Attack Levels (BAL) that apply and the relevant Asset Protection Zones (APZ) required, and that the development conforms to the relevant specifications and requirements, AS3959 and Planning for Bushfire Protection 2017.

For further information please refer to the NSW Rural Fire Service website:  
[www.rfs.nsw.gov.au/dsp\\_content.cfm?cat\\_id=1051](http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=1051)



Contact details for consultants that have received formal accreditation can be found on the Fire Protection Association of Australia website: [www.fpa.com.au/certification/index.php?certification=program&program\\_id=2&type\\_id=1](http://www.fpa.com.au/certification/index.php?certification=program&program_id=2&type_id=1)

For information regarding the requirements for Rural Fire Service recognised/qualified consultants:

[www.rfs.nsw.gov.au/file\\_system/attachments/State08/Attachment\\_20101216\\_3ADC3801.pdf](http://www.rfs.nsw.gov.au/file_system/attachments/State08/Attachment_20101216_3ADC3801.pdf)

## 5.9 Clause 4.6 variation

A written request must be provided for all applications that propose non-compliance with a development standard (in an Environmental Planning Instrument ie, LEP, SEPP or a SREP). The request must:-

- Identify the development standard;
- Identify the stated objectives of the standard;
- Establish how each of the objectives are met if the standard is to be varied;
- Establish how non-compliance with the standard is still consistent with the objectives of the Environmental Planning and Assessment Act 1979;
- Demonstrate why compliance with the standard is unreasonable or unnecessary, in the circumstance, utilising case law where appropriate; and
- Demonstrate sufficient environmental planning grounds to justify the non-compliance.

## 5.10 Contamination / remediation action plan

If as a result of your preliminary investigation, you identify that the site is contaminated, a site remediation will be required before the land may be used. Should this be the case, a Phase 2 Detailed Site Investigation (DSI) and Remedial Action Plan (RAP) must be prepared. The RAP must set remediation objectives, determine the appropriate remedial strategy and identify the necessary approvals to be obtained from regulatory authorities.

You will need to provide your remedial action plan with your development application. See State Environmental Planning Policy No. 55 – Remediation land. Council will not condition that these documents be prepared after determination.

## 5.11 Construction management plan

A construction traffic management plan must be provided for mixed use development, residential flat developments, seniors living, new commercial/business/retail developments (generally not for change of use), new or enlarged hospital/school/church/childcare centre and other developments involving bulk excavation or large concrete pours. A construction traffic management plan may also be required for smaller scale development on arterial and collector roads.



## 5.12 Crime risk assessment

A formal crime assessment is needed for any development that is likely to create a risk of crime. Examples would include:-

- A new/refurbished shopping centre or new mixed use development;
- A large scale residential development (more than 20 new dwellings), or
- The development or re-development of a mall or other public place, including the installation of new street furniture.

There are four principles that need to be addressed in the report to minimise the opportunity for crime:-

- Surveillance;
- Access control;
- Territorial reinforcement; and
- Space management.

## 5.13 Design verification statement

In accordance with the requirements of State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development, any DA for a residential flat building\* 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 are achieved for the residential flat development; and
- That the 9 design quality principles are individually addressed.

*\* A residential apartment building is defined in SEPP 65 to mean a building that: comprises or includes 3 or more storeys (not including levels below ground level provided for car 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).*

## 5.14 Excavation plan

An excavation plan must be submitted with the development applications for developments including, in ground swimming pools and for all developments involving basement parking.



## 5.15 Fire safety schedule

A fire safety schedule is required for all change of use applications where no construction works are proposed, new commercial/business/retail developments and SEPP (Housing for Seniors or People with a Disability and boarding house) developments. It must be prepared by a suitably qualified professional, listing all existing and proposed essential fire services including:-

- 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.

## 5.16 Geotechnical report

The geotechnical report must be prepared and certified by a qualified and practising geotechnical engineer. Issues to be addressed are:-

- The proposed method of excavation;
- Dilapidation reporting;
- Groundwater (including shallow hydrological conditions);
- Vibrations and vibration monitoring;
- Shoring and/or pile construction vibration emissions;
- Any possible damage to adjoining/nearby premises; and
- Include recommendations or measures to prevent/minimise structural damage to nearby premises.

Generally a geotechnical report is required when it is proposed to excavate to a depth of more than one (1) metres below the existing ground level. It may also be required in other instances depending on the nature of the development and site circumstances. The contents and conclusions of the report will be used to enable Georges River Council and the designer to verify the structural or geotechnical stability of the site and adjoining land.

**Note:** *The assessment of the effect of basement excavations on shallow hydrological conditions is a highly specialised field and may require a hydro-geological expert's report, together with an ecologist's report.*

## 5.17 Heritage impact statement

Any application for a property identified as a heritage item or "within the vicinity" of a heritage item or heritage conservation area identified in the LEP must be accompanied by a heritage impact statement. A heritage impact statement must also be prepared for works relating to or in the vicinity of draft heritage items and for proposals within a draft conservation area.



A list of heritage consultants who can prepare the HIS is available from the NSW Heritage Office. The information that must be in the heritage impact statement includes:-

- A short history of the site, a description of the item, an analysis of the significance of the item and a succinct statement of its heritage significance (see Heritage Office guideline on 'Assessing Heritage Significance' – this document can be downloaded at [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au));
- A description and assessment of the proposed work, outlining the positive and negative impacts on the heritage significance of the item;
- The reasons that other, more sympathetic, options were not followed and what measures have been taken to reduce the negative impacts;
- Details of the methods used to ensure conservation of the heritage item; and
- For large sites or applications proposing major change, a conservation plan is necessary all elements of the item should be graded into relative significance levels.

**Note:** A Conservation Management Plan (CMP) is required for items of State significance or works to items of archaeological significance.

## 5.18 NCC (BCA) report

### *National Construction Code (NCC) (formally known as BCA) Fire Safety Report*

Commencing with classification and size of the development, the report must address all issues that affect the development detailed in the NCC, including the NSW appendix. Alternative solutions must be provided if the proposal does not comply with the 'Deemed-to-Satisfy' provisions of the NCC. These must be prepared in accordance with the requirements of A0.8 of the former BCA. A schedule of the fire safety measures must be submitted detailing existing AND proposed measures to comply with the relevant Australian standards.

### *National Construction Code (NCC) (formally known as BCA) Upgrade/Fire Safety Measures*

When changing the use of a building or undertaking works to a building, you must submit a list of all existing and proposed fire safety measures. These include items such as fire extinguishers, fire exit signage, emergency lighting, etc. You will need the assistance of an appropriately qualified building consultant to prepare the fire safety measures schedule.



## 5.19 Plan of management

A plan of management (POM) is a written document which describes how the ongoing operation of the premises will be managed in the most efficient manner and to reduce any adverse impacts upon the amenity of surrounding properties. A POM is generally required for premises that, if poorly managed, may have an unacceptably adverse impact upon the amenity of surrounding properties. A POM allows Council to exercise control over the ongoing operation of a premises by requiring, as a condition of consent, that the premises operate in accordance with the POM. A condition of consent may require that a POM be regularly revised and submitted to Council.

### *When a POM is required*

The following land uses are most likely to require a POM:-

- Twenty four (24) hour operation of commercial or industrial premises close to residential or other sensitive land uses;
- Industries with high levels of noise, fumes or vibration close to residential or other sensitive land uses;
- Commercial or industrial land uses that involve a high volume of vehicular traffic;
- Sex services premises and restricted premises;
- Premises that offer on-site alcohol consumption including proposals to extend the trading hours of such premises;
- Educational establishments, including proposals to increase their population;
- Boarding houses, tourist and visitor accommodation;
- Group homes;
- Places of public worship;
- Events/festivals;
- Large scale commercial or retail land use (with more than 1,000m<sup>2</sup> of commercial or retail floor area); and
- Any other land use that in Council's opinion has the potential to adversely impact on the amenity of surrounding land uses.

### *Details to include in a POM*

The contents and levels of details for a POM will depend on the nature and intensity of the land use. The following information is provided as a guide only.

#### *Title*

The POM must have a clear title providing:-

- Street address and lot number of the land to which it applies;
- Development consent number where applicable;
- Name of the approved land use activity (in most cases it should be the title of the consent); and



- Date of preparation.

### *Objectives*

Each POM must have a set of objectives clearly reflecting the need for its preparation and the outcomes it intends to achieve.

### *Operational details*

Full operational details must form part of a POM including, but not limited to:-

- A brief description of surrounding land uses;
- Type of activities at different locations within the premises;
- Identification and location of such activities that have the potential to adversely impact the amenity of surrounding land uses; and
- Any variation to the above activities at different times of the day or week, or in different seasons.

### *Hours of operation*

Complete hours of operation must be shown, including a breakdown, where applicable, on the type of activities taking place and number of staff involved at different times of the day and different days of the week.

### *Staffing details*

Total staff working on the premises must be shown, including any variation to the staffing level at different times of the day or week, or in different seasons.

### *Guidelines for staff*

Where the premises is close to residential or other sensitive land uses, clear guidelines for staff to quietly enter and leave the premises should be included in the POM. Other guidelines must include the use and management of any indoor and outdoor amenities or services, such as parking areas. All staff must receive a copy of the POM.

### *Deliveries and loading/unloading*

Details of all deliveries, frequency and type of vehicles associated with deliveries and loading or unloading and clear guidelines for staff and service providers on how to mitigate any adverse impacts should be included in the POM. All service providers must be made aware of the POM.

### *Customers and patrons*

Details on handling customers or patrons, where applicable, must be included in the POM. Such details, as a minimum, must involve:-

- 
- Customers' and patrons' orderly entry and exit to and from the premises;





- Premises where customers or patrons have to wait before being served must include a designated waiting area and the POM must include details on the management of such waiting areas;
- Location of the premises where customers or patrons will mainly concentrate;
- Location of internal amenities exclusive to customers or patrons; and
- Assistance available to customers or patrons for their safety and enjoyment while on the premises.

### *Security*

Details of safety and security of staff and customers or patrons both on the premises and around the premises must be included in the POM. This is particularly important where the premises deal with large number of customers or patrons, or operates late hours or close to residential or other sensitive land uses.

### *Complaint recording and handling process*

Premises close to residential or other sensitive land uses must highlight the process for receiving, recording and handling complaints from surrounding neighbours. Council may wish to inspect the register of complaints by giving a reasonable notice to the operators.

### *Review process*

As a POM aims to reduce any adverse impacts on the amenity of surrounding land uses, it will be subject to periodic reviews to address any operational issues. A reviewed POM must be submitted to Council for its approval through a development application.

## 5.20 Statement of environmental effects

A Statement of Environmental Effects (SEE) outlines the full nature of the proposed development, addresses its relationship with relevant environmental planning instruments and includes a detailed environmental impact assessment of the proposal. A SEE is required for all development applications except where a proposal is classified as a 'designated development' under Schedule 3 of the EP&A Regulation in which case the development application must be accompanied by an environmental impact statement (EIS).

### *What to include in a SEE*

The SEE must address all applicable issues, the most common of which are discussed below. Check with Council for requirements specific to the proposal or site.

### *Site suitability*



Required for all development applications.

*Present and previous uses of the land*

Required for all development applications.

*Compliance with development standards*

Required for all development applications.

*Compliance with development controls*

Required for all development applications.

*Operation and management*

Generally required in the form of a plan of management (POM) for development applications for backpackers' accommodation, boarding houses, brothels and sex services premises, entertainment facilities, events/festivals or commercial and industrial proposals with extended trading hours or close to residential land uses. Refer to Section A.2.6.18 for more details.

*Access and Parking*

Required for all development applications including alterations and additions that change existing parking and access arrangements.

*General accessibility*

Required for all new buildings and alterations and additions other than for attached dwellings, dwelling houses, or secondary dwellings.

*Privacy, views and overshadowing*

Required for all new buildings and alterations and additions, except internal alterations.

*Waste Management*

Required for all development applications where waste management is involved.

*Noise generation*

Required for all hotel, entertainment, commercial and industrial proposals, except minor alterations and additions.

*Drainage*



Required for all new buildings, alterations and additions that involve changes to stormwater drainage.

#### *Erosion and sediment control*

Required for all proposals that involve excavation, earthworks or clearing.

#### *Heritage*

A separate statement of heritage impact is required if the proposal involves work on a heritage item, moving or excavating an Aboriginal relic or object, or subdivision of land that contains a heritage item.

For proposals in the vicinity of a heritage item or in conservation areas, the SEE must refer to the heritage item or conservation area and show how the proposed development would not impact on the significance of heritage item or conservation area.

#### *Energy efficiency*

Required for all new buildings (including alterations and additions) where BASIX is not applicable.

#### *Site management*

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

## 5.21 Structural engineers report / party wall consent

A report from a suitably qualified Structural Engineer is required where there is substantial demolition of an existing building is proposed, or excavation under or in close proximity to an existing building that is proposed to be retained.

The assessment shall include:-

- A fully detailed construction methodology assessment accompanied by certified structural drawings;
- Confirm the proposed method of demolition, excavation and / or construction of the proposed development on the site;
- Specify how the areas of the building that are nominated on the architectural plans as being retained can and will be retained; and
- This Structural Engineers report is to reference the architectural plans.



Where the proposed works rely on or are constructed adjacent to a party wall you are required to submit to Council:-

- a) The written consent of the owners of the adjoining properties which share ownership of the subject party wall. This consent is to be **unconditional** and is to specify that as joint owners of the party wall, they have no objection to use of the party wall for either vertical or lateral support.
- b) If such consent cannot be obtained, the following information is to be submitted to Council:-
  - Plans (coloured) clearly showing the manner in which the proposed works will be constructed without relying upon the party wall for vertical or lateral support; and
  - Written certification of the plans by a practising, suitably qualified structural engineer. This certification must state that the works do not rely on the party wall for vertical or lateral support.

## 5.22 Social impact comment or assessment

A social impact assessment or comment should outline the envisaged positive and negative impacts that the development or land use changes may have on people's way of life and provide appropriate strategies to mitigate, minimise and resolve any negative impacts.

## 5.23 Solar access report

Independent certification and report by a registered architect, or other appropriately qualified consultant, that confirms solar diagrams provided in a DA submission (that is subject to SEPP 65 requirements) comply with the adopted solar access requirements, utilising solar penetration software acceptable to Council including access diagrams/3d modelling.

## 5.24 Swept paths / Driveway long section

The report should be prepared by a qualified traffic engineer and include:-

- A Driveway Profile views as 'elevation' of the driveway commencing at the centre of the road to the finished garage or carport level. Driveway Profiles are prepared at the scale of 1:20 and detail the change in level at intervals to demonstrate compliance with AS2890.1 – Parking Facilities – Off-Street Parking;
- The width of the lane where access to parking is accessed from a lane;
- The location of any existing on street parking that may impact on manoeuvring into/out of the parking space;
- Longitudinal sections through the parking area, driveway and through to the road level. A section is required through both sides of the driveway; and



- Swept paths detailing parked cars and vehicles entering and exiting from both directions.

## 5.25 Traffic and parking assessment report

A traffic and parking assessment report must be provided for all types of residential developments, new commercial/business/retail developments (generally not for minor change of use), new or enlarged hospital/school/church/childcare centre and other developments involving a significant change in on-site parking or traffic generation.

The report is to be prepared by a traffic engineer and is to include the following minimum information:-

### *Traffic generation*

- Recommendations for any special measures eg mirrors at bends, etc;
- Intersection analysis using INTANAL or equivalent;
- Detailed explanation of how measurements were taken – i.e. what day, what times, how many times, by how many people/machines;
- Existing traffic conditions within the vicinity of the site throughout various periods of the day (peak and non-peak hours);
- Estimated traffic impact arising from the proposal throughout various periods of the day (peak and non-peak hours);
- Estimated traffic generation of proposal using the Road and Traffic Authority (RTAs) Guide to Traffic Generating Development (As amended) or where 'traffic' generated by 'similar' developments; and
- Maps showing where survey points were taken and survey results must be included in the Appendix to the report.

### *Parking*

- A plan showing all proposed off street parking facilities at 1:100 scale (preferably) or at 1:200 scale (minimum);
- All parking spaces fully dimensioned and visitor spaces indicated;
- All dimensions of aisles, driveways, circulation roadways, particularly at the minimum thresholds;
- driveway gradients and transitions including reduced levels at transition points;
- grades of parking areas where sloped (perpendicular to angle of parking);
- minimum vehicular height clearance to all basement areas;
- radii (inner and outer) of all curved driveways and circulation ramps or sections thereof;
- where internal waste collection is required under the DCP, specific confirmation that access will be available for Council's small waste collection vehicle ie headroom, ramp grades and manoeuvring areas;



- Whether the proposed development achieves the minimum required on-site parking and if not, what justification is there for Council to support a non-compliant proposal estimated traffic generation and effects on the surrounding road network;
- Existing demands for parking on site and within the vicinity of the site;
- What existing parking facilities exist on site and within the vicinity of the site;
- Parking demands generated by the proposed development based on Council's Car
- Parking Rates; and
- Whether the car park layout, access driveways, location of accessible spaces and the like comply with AS2890.1 -2004 – Off Street Parking.

## 5.26 Vegetation management

A vegetation management plan and report are required where it is likely that a proposal will impact either directly or indirectly on areas of remnant native vegetation and/or riparian areas. The plan and report must provide an inventory of the state of remnant vegetation on the site and analysis of its potential for regeneration and recommendations and actions in regard to regeneration of the vegetation.

The plan and report must include the following:-

- A plan showing the extent of occurrence of the remnant vegetation on site as a suitable scale such as 1:200 and areas relevant to the vegetation management plan;
- An analysis of the site including identification of the vegetation community and an analysis of the condition of the vegetation;
- A list of weed species and native species found on the site
- The plan must include regeneration techniques and works to be undertaken appropriate having regard to site conditions;
- Where an assessment of significance (fauna & flora) report is required the vegetation management plan must be consistent with the findings of the report;
- A vegetation management plan for bushfire prone land must take into account the requirements of Planning for Bushfire Protection;
- The vegetation management plan must have regard to the requirement for riparian areas as specified in Council's Riparian Policy; and
- The plan must also recommend maintenance tasks and a schedule of works both immediate and ongoing.

## 5.27 Waste management plan

Development applications for all development types must comply with demolition, construction and general waste management requirements as outlined in Appendix 4 of the Georges River DCP 2021.



If a development is required to address environmental sustainability considerations under *Clause 6.11 Environmental sustainability* of the Georges River Local Environmental Plan 2021, additional commitments must be included within the Waste Management Plan in accordance with the requirements of the Environmental Sustainability Calculator (which will come into effect 1 January 2024).

The table below specifies the required information to be provided with your development application (*Note: Attachment 1 can be found in Appendix 4 of the Georges River DCP 2021*):

<b>Development Type</b>	<b>Specific On-going Waste Management Requirement (if applicable)</b>	<b>Waste Management Plan Type</b>
<i>Alterations and additions (residential)</i>	<i>Refer 4.4.2 Single Unit Dwellings</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>Carports, garages</i>	<i>Not applicable</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>Swimming pools</i>	<i>Not applicable</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>New single dwellings, secondary dwellings</i>	<i>Refer 4.4.2 Single Unit Dwellings</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>Multi dwellings (not residential flat buildings)</i>	<i>Refer 4.4.1 Multi-Unit Dwellings and 4.4.3 Non-Residential Developments</i>	<i>A suitably qualified waste management professional is required to complete the WMP for this development type.*</i>
<i>Boarding houses</i>	<i>Refer 4.4.1 Multi-Unit Dwellings</i>	<i>A suitably qualified waste management professional is required to complete the WMP for this development type.</i>
<i>Residential flat buildings</i>	<i>Refer 4.4.1 Multi-Unit Dwellings</i>	<i>A suitably qualified waste management professional is required to complete the WMP for this development type.</i>
<i>Mixed use developments that include a residential component</i>	<i>Refer 4.4.1 Multi-Unit Dwellings 4.4.3 Non-Residential Developments</i>	<i>A suitably qualified waste management professional is required to complete the WMP for this development type.</i>
<i>Childcare centres, places of public worship</i>	<i>Refer 4.4.3 Non-Residential Developments</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>Alterations and additions (non-residential)</i>	<i>Refer 4.4.3 Non-Residential Developments</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>Commercial fit out, change of use where building works will be carried out</i>	<i>Refer 4.4.3 Non-Residential Developments</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>Commercial, retail, and industrial buildings</i>	<i>Refer 4.4.3 Non-Residential Developments</i>	<i>A suitably qualified waste management professional is required</i>



<b>Development Type</b>	<b>Specific On-going Waste Management Requirement (if applicable)</b>	<b>Waste Management Plan Type</b>
		<i>to complete the WMP for this development type.</i>
<i>Demolition of dwelling, outbuilding and/or other buildings</i>	<i>Not applicable</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>Subdivision of land where the removal of vegetation and excavation activities are carried out</i>	<i>Not applicable</i>	<i>Refer to <b>Attachment 1*</b></i>
<i>Special events (such as festivals, circuses, sporting, cultural or musical events)</i>	<i>Not applicable</i>	<i>Refer to <b>Attachment 1*</b></i>

## 5.28 Environmental sustainability calculator

All applicable DAs submitted on and/or after **1 January 2024** must be accompanied by the Environmental Sustainability Calculator.

An **Environmental Sustainability Calculator** (the Calculator) must be submitted for the specific development types and scales defined in *Clause 6.11 Environmental sustainability* of the Georges River Local Environmental Plan 2021 – i.e. gross floor area of 1,500sqm or greater in employment zones (E1, E2, E4, and MU1) and high density residential (R4) zone. The Calculator does not apply to change of use and internal alterations that do not increase the external building footprint or envelope.

The Calculator must be completed online via the link on Council’s website. A copy of the completed Calculator will be available for download in PDF format. The PDF copy of the completed Calculator must be submitted as part of the DA documentation package.

Mechanisms selected within the Calculator must be illustrated on the accompanying architect's drawings, civil engineering drawings, and/or landscape plans where required. For example, window attributes, sun shading and materials should be noted on elevations and finishes schedules, green roofs and renewable energy devices should be shown on plans. Additional documentation must also be submitted where required by the Calculator.

*Note: the completion of the Calculator is only optional for development applications that demonstrate a certified Green Star Building rating.*





# Appendix 1 – DA lodgement requirements checklist

Georges River Council DA Lodgement Requirements Checklist		Alts & Adds / Residential	Carports & Garages	Swimming Pools	Single (new) Dwellings / Secondary Dwelling	Dual Occupancy	Multi-Dwellings (not RFB)	Boarding House	Residential Flat Buildings	Mixed Use Development	Childcare Centres / Place of Public Worship	Alts & Adds Commercial	Change of Use / Commercial Fit out	Commercial / Retail / Industrial	Signage	Subdivision Only	Applicant Check	Applicant to Indicate if N/A	Council Officer Check
Plans and Drawings	Site Analysis Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓			
	Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Survey Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	●	✓			
	Floor Plans - Existing and Proposed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
	Elevations & Sections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Landscape Plan				✓	✓	✓	✓	✓	✓	✓	✓		✓	●				
	Deep Soil Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	●				
	Stormwater Drainage Concept Plan / OSD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		●			
	Stormwater/OSD Checklist	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		●			
	Flood Study	●	●	●	●	●	●	●	●	●	●	●		●	●	●			
	Flood Advice Letter	●	●	●	●	●	●	●	●	●	●	●		●	●	●			
	Shadow Diagrams – Existing and Proposed	●			●	✓	✓	✓	✓	✓	●	●		●	●				
	Subdivision / Strata Plan						●		●	●				●		✓			
	Environmental Site Management Plan	●	●	●	●	✓	✓	✓	✓	✓	✓	✓		✓					
	GFA & Building Height Certification						●	●	✓	✓	●	●		●					
	Streetscape Character Analysis	●	●	●	●	✓	✓	✓	✓	✓	✓	●		✓					
	Erosion & Sediment Control Plan	●	●	●	✓	✓	✓	✓	✓	✓	✓	●		●					
	Schedule of Colours & External Finishes	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Photo Montages					✓	✓	✓	✓	✓	✓	●		✓	✓					



Georges River Council DA Lodgement Requirements Checklist		Alts & Adds / Residential	Carports & Garages	Swimming Pools	Single (new) Dwellings / Secondary Dwelling	Dual Occupancy	Multi-Dwellings (not RFB)	Boarding House	Residential Flat Buildings	Mixed Use Development	Childcare Centres / Place of Public Worship	Alts & Adds Commercial	Change of Use / Commercial Fit out	Commercial / Retail / Industrial	Signage	Subdivision Only	Applicant Check	Applicant to Indicate if N/A	Council Officer Check	
																				✓ = Required
	A4 size Notification Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	3D Model								●	●										
	Land Owners Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Supporting documentation	Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	BASIX Certificate	●	●	●	✓	✓	✓	✓	✓	✓										
	Arborist Report	●	●	●	●	●	●	●	●	●	●	●		●	●	●				
	Assessment of Significance (5 part test)	●	●	●	●	●	●	●	●	●	●	●		●	●	●				
	Bushfire Report	●	●	●	●	●	●	●	●	●	●	●		●	●	●				
	Vegetation Management	●	●	●	●	●	●	●	●	●	●	●		●		●				
	Heritage Impact Statement	●	●	●	●	●	●	●	●	●	●	●		●	●	●				
	Waste Management Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
	Clause 4.6 Variation	●	●		●	●	●	●	●	●	●	●		●		●				
	Fire Safety Schedule						●	●	●	●	●	●	●	●						
	Access Report						✓	✓	✓	✓	✓	✓	✓	✓						
	Design Verification Statement								✓	✓										
	Geotechnical Report	●	●	✓	●	●	●	●	✓	✓	●	●		●						
	Excavation Plan	●	●	✓	●	●	●	●	✓	✓	●	●		●						
	Acid Sulphate Soils Management Plan	●	●	●	●	●	●	●	●	●	●	●		●						
	Contamination / Remediation Action Plan	●	●	●	●	●	●	●	●	●	●	●		●						
	Traffic and Parking Assessment Report						✓	✓	✓	✓	✓	✓	✓	✓						
	Acoustic Report / Noise Assessment						●	✓	●	✓	✓	●	●	✓						
	Construction Management Plan						✓	✓	✓	✓	✓	✓		✓	●					
	Crime Risk Assessment						✓	✓	✓	✓		●	●	✓						
Structural Engineers Report / Party Wall Consent	●	●		●	●	●	●	●	●	●	●	●	●	●						



Georges River Council DA Lodgement Requirements Checklist		Alts & Adds / Residential	Carports & Garages	Swimming Pools	Single (new) Dwellings / Secondary Dwelling	Dual Occupancy	Multi-Dwellings (not RFB)	Boarding House	Residential Flat Buildings	Mixed Use Development	Childcare Centres / Place of Public Worship	Alts & Adds Commercial	Change of Use / Commercial Fit out	Commercial / Retail / Industrial	Signage	Subdivision Only	Applicant Check	Applicant to Indicate if N/A	Council Officer Check
	Swept Paths / Driveway Long Sections		✓		✓	✓	✓	✓	✓	✓	✓	●		✓		●			
	NCC (BCA) Report					●	●	✓	✓	✓	✓	✓	✓	✓					
	Social Impact Comment or Assessment							✓	✓	✓	✓			✓					
	Environmental Sustainability Calculator							●	●	●	●	●		●					
	Solar Access Report					●	●	●	✓	✓									
	Plan of Management							✓			✓								
Modification plans – all changes clouded/bubbled and coloured																			

