

Supplement

**Documents required to be Submitted
with Development Applications,
Construction Certificates and
Complying Development Certificates**



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PLANS

Plans or drawings describing the proposed development are required. These drawings are to clearly indicate the proposed buildings or works and are to be drawn at a standard scale such as 1:100, 1:200 or 1:500 which is to be nominated on the plan. At minimum the following plans are required:

- a. Site plan – showing survey spot heights or elevations
 - b. Floor plan
 - c. Elevations
 - d. Sections and other construction detail
-
- a. The site plan is needed to clearly identify the land in relation to property boundaries, adjoining buildings, existing landforms and vegetation, nearby streets and access ways.

The plan must also indicate the location of the proposed new buildings, alterations or works, showing the setback distances from boundaries and any adjoining buildings.

Note: All plans are to be drawn at a standard scale such as 1:100, 1:200 or 1:500 and the scale is to be nominated on the plan.

The location plan is to include the following:

- Street location and property number of the subject land;
- Property boundaries, site area and north point
- Any easements, rights of way, public roads, laneways, pathways and possible future subdivision boundaries which apply to the land;
- Any existing vegetation including all trees over 3 metres in height or having a branch spread of 3 metres or more in width, grassland, cultivated land, bushland, shrubland, wetlands, sedge land, disturbed areas etc.,
- Other landscape features including retaining walls, cuttings, embankments, outcrops, sand dunes, riverbanks, swamps, cliffs, rock outcrops, etc.,
- Any existing buildings on the land, including their distance from the proposal and the boundary including existing fences, walls, yards and any other improvements;
- Any existing driveways, parking areas, loading bays, kerb lines, vehicular crossings, kerb inlet pits or power poles, should also be included;
- Any existing outdoor advertising signs; and
- Existing levels of the land (including contours or spot levels which should extend into adjoining properties and roads).



b. The floor plan is to clearly indicate:

- Room layout
- Partitioning
- Location of windows and doors
- Disabled access where appropriate
- Room and courtyard dimensions and areas
- Finished surface levels, walls and fences

Any proposed use of the buildings and outdoor area plus floor areas for individual areas and total floor areas are also required.



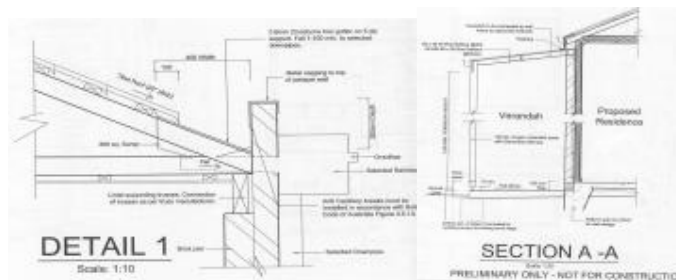
c. Elevations are to include the building façade, windows, roof profile and external finishes (e.g. wall, roof, window, door and fence materials, paint colour etc).

Elevation plans should include:

- Proposed finished levels of the land in relation to buildings and roads
- Must show the lowest floor level relative to finished ground level.



d. Sections and other Construction Detail



Fire Safety and Fire Resistance

Your plans need to indicate the height, design, construction and provision for fire safety and fire resistance (if any). These measures shall also be addressed within the Building Specification.

SPECIFICATIONS

The specification is required to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply.

The specification should also state whether the materials proposed to be used are new or second hand and give particulars of any second hand materials used.

BUILDING PERSPECTIVES, WHERE NECESSARY TO ILLUSTRATE THE PROPOSED BUILDING

For significant proposals or sites of particular interest a perspective drawing or artist's impression should be prepared. You should consult with Council Officers to determine when this may be required.

PROPOSED PARKING ARRANGEMENTS, ENTRY AND EXIT POINTS FOR VEHICLES AND PROVISION FOR MOVEMENT OF VEHICLES WITHIN THE SITE (INCLUDING DIMENSIONS WHERE APPROPRIATE)

The plan should clearly illustrate the proposed arrangements for vehicular access to, from and within the site.

The plan is to include, where relevant,

- a. any pedestrian and bicycle facilities,
- b. bus passenger facilities,
- c. traffic management measures,
- d. signposting,
- e. Vehicle entrance and exit driveways, including proposed driveway widths and grades
- f. car parking areas (showing the direction of traffic movement; including dimensions for parking spaces, aisles and driveways, numbering for each parking space and the provision of disabled car parking spaces),
- g. any loading areas (showing the dimensions),
- h. heavy vehicle turning circles,
- i. waste bin storage and collection facilities,

PROPOSED METHODS OF DRAINING THE LAND

The plan should illustrate in concept form the proposed stormwater drainage system and may require the provision of on-site detention. It should demonstrate that adequate drainage measures can be successfully incorporated within the proposed development. This shall include provision for failure of the proposed system (overland flow paths).

The plan is to include any catchment boundaries, existing surface contours, proposed finished surface contours and any discharge points to the Council's drainage system (indicate the levels at these locations).

Any proposed building and finished floor levels, overland flow paths or flood liable areas present on the land, should also be included.

The location of any proposed or existing drainage pits and lines, location and approximate area of any proposed on-site detention facilities and any proposed drainage easements across adjoining land are also required to be included on the plan.

Ensure your drainage concept plan is consistent with your landscape plan. The plan should also provide details to reduce environmental impacts. This would include any necessary water quality control measures.

HOME WARRANTY INSURANCE

Home Warranty Insurance is required for residential building work, which is being constructed by a licensed builder. It must be provided for any residential building work costing more than \$12,000.00. Evidence of Home Warranty Insurance must be provided prior to commencement of construction works.

If an Owner Builder is undertaking the residential building work, no Home Warranty Insurance is required. However, Home Warranty Insurance may be required if the property is sold in the subsequent six years after completion of the works.

STATEMENT OF ENVIRONMENTAL EFFECTS

Statement of Environmental Effects is required for all development applications (apart from Designated Development, which requires an Environmental Impact Statement). The information required in a Statement of Environmental Effects will vary according to the type of development. If you are not sure what details to include please ask our Town Planner for advice.

The Statement of Environmental Effects must demonstrate that you have considered the environmental impact of the development and it should set out any steps to be taken to mitigate any likely adverse environmental impact. The type of details that should be included in a Statement of Environmental Effects are provided below:

(A) Site Analysis

The site analysis should provide relevant details of your site together with its relationship to adjoining land. Things to consider include any constraints such as slope, existing vegetation, incompatible adjoining land uses, flooding, allotment shape, mine subsidence, etc. Opportunities such as utilities, services, recreational facilities, open spaces, vegetation, views and heritage matters should also be included.

It is recommended that this type of information may be best illustrated in a clearly notated plan, or with photographs of the site.

(B) Existing Uses

Any existing uses on the land need to be identified. You should provide details of the date and the present use commenced and any previous uses of the site. If there are existing buildings on the site that are to be demolished, the age and condition of these buildings should be included.

(C) Operational Details

A description of the proposed use is required. This may include:-

- The type of activity involved and the equipment to be used
- The number of employees
- Hours of business / use
- Maximum numbers of customers or clients expected at any one time
- Type of goods / raw materials / finished products
- Areas set aside for storage and waste disposal whether internal or external to a building
- Likely noise sources

(D) Access and Traffic

Provide details on:-

- Locations, number and dimensions of car parking bays
- Access arrangements including driveways, and crossovers
- Details of street features such as trees, power poles, Telstra pits, bush shelters, telephone booths, garbage bins, seats, post boxes, constructed footpaths and drainage pits, etc. especially where it is proposed to install, alter or widen accesses.

- For major traffic generating proposals a traffic and parking impact assessment report prepared by a consulting traffic engineer is likely to be required.
- Impacts on pedestrian movements may also be required
- Access for disabled persons

(E) Utility Services and Waste

Waste collection, treatment and disposal arrangements need to be identified. Where amplification of utility services are required, details of arrangements / consultation with relevant public authorities should be included.

(F) Energy Efficiency

You need to demonstrate that your proposal has been designed taking into consideration energy efficiency. Details should include siting of buildings in relation to boundaries and adjoining buildings, orientation of buildings, windows, living areas etc. construction materials and passive design measures.

(G) Privacy, Views, Overshadowing

You may need to demonstrate how your building / proposal will relate to your neighbours property. Issues to consider include:-

Visual privacy – positioning of windows, views between living areas and private adjoining spaces.

Acoustic privacy – noise transmission into the development and the need for separation from noise sources and the need to mitigate noise sources from your proposal.

Views – impact of the development on views from adjoining properties as well as views from the proposed development.

Overshadowing – where overshadowing is possible or likely you should provide diagrams where the shadows will be cast. Such diagrams need to be done accurately and properly showing shadows cast onto walls and windows, not just those falling on the ground.

(H) Flooding and Drainage

Provide details on how your proposal is compatible with flooding and justification that the proposed design will not adversely affect either downstream, or upstream flooding. Council also requires information on the proposed stormwater management controls for water entering, within and leaving the site. If relevant, calculations prepared by a consulting engineer should be included.

(I) Erosion and Sediment Control

Measures for a general erosion and sediment control strategy, including the proposed construction sequence, critical areas that require special management and proposed rehabilitation measures and on-going maintenance are to be included.

(J) Heritage Conservation

You should identify if there is any heritage significance associated with the land or any buildings located upon it, or if your proposal will have any impact on other heritage buildings in the locality.

If your proposal involves alterations to a heritage building or is located within a Heritage Conservation Area you will need to demonstrate design measures that will retain the heritage significance of the site. It is recommended that you consult with Council's Heritage Advisor. If your proposal involves a heritage item of State or Regional Significance a conservation plan prepared by a professional heritage architect will generally be required.

(K) Other Environmental Impact

Specify any other matter which has the potential to impact upon air or water quality, native flora, fauna or habitats, the local community, public health or safety, the local economy, soil or groundwater contamination or existing noise levels.

(L) Other Impact Mitigation Measures

Where your proposal is likely to impact upon the environment provide details of the measures that will be undertaken to mitigate these impacts. Where these impacts are likely to be significant, a report from a professional consultant will be required. Such reports may include an acoustic assessment, preliminary hazard analysis or a fauna impact statement.

NOTIFICATION PLANS

Notification plans are required in order to inform adjoining property owners and other relevant stakeholders of your development proposal. Notification plans are to be either A3 or A4 in size and **must show a site plan and elevations**.

SITE ASSESSMENT – NEW DWELLINGS ONLY

Prior to the footings and / or slab for a structure being designed by a suitably qualified person, it will be necessary to undertake an assessment of the site to determine its geotechnical classification for construction purposes in accordance with Australian Standard 2870.1 (Residential Slabs and Footings) The Site Assessment (soil test and site classification report) should be undertaken by a qualified Geotechnical engineer.

If it is proposed to install an on-site waste water management system (Sewage Management Facility) a Geotechnical Engineer will also be required to undertake an assessment of the site in accordance with Australian Standard 1547 – 2000. This assessment will determine the suitability of the site to accommodate an on-site sewage management facility and may also include recommendations for soil improvement.

FOOTINGS

After completion of the site assessment, a suitably qualified person, e.g. a Structural Engineer, must prepare the design of footings and / or slabs for construction purposes. For residential slabs / footings, the design should be in accordance with Australian Standard 2870.1 (Residential Slabs and Footings) or as otherwise determined by a Certified Structural Engineer.

LANDSCAPE PLANS

For development proposals other than single dwellings and associated outbuildings, a landscape plan is to be prepared for the development by an appropriate person, such as an architect, building designer, engineer, landscape architect or landscaper.

The plan should illustrate in concept form the proposed landscape design principles. The plan needs to demonstrate an understanding of the site and its context.

The plan is to include any finished surface levels, embankments and grades (indicating the extent of crust and fill).

All existing trees to be retained or any trees to be removed are to be indicated on the plan, including proposed planting principles (indicative species, location, approximate quantity and mature height).

Any proposed surface treatments (e.g. turf, paving, bank stabilisation) and proposed fences and retaining walls (indicating the height and materials to be used), are also required to be indicated on the plan.

Ensure your landscape plan is consistent with your drainage plan.

DRAINAGE PLANS

A stormwater drainage plan, which incorporates on-site detention, should be prepared by a qualified engineer to ensure that rainwater run-off from the site is controlled to reduce impact on the public drainage system. Councils Subdivision / Development Engineer can provide advice on design specifications.