



# APPLICATION Checklist

## Requirements for Plans and Other Documentation

As per Schedule 1 of the *Environmental, Planning and Assessment Regulation 2000*.

**Please use this document to help you prepare required plans and supporting documents for small scale residential development and associated structures to be submitted with your application.**

**NOTE:** Officers will review your application prior to lodging to ensure that the required information is provided. Additional information may be necessary for larger scale residential, commercial or industrial developments.

Council Officers may ask for additional information of a technical nature or require clarification of the information submitted should the development fall outside the minimum documentation requirements as identified in this checklist.

### Standard Plan Requirements

- (a) Must be clear and legible, drawn to A4 or A3 size at a suitable scale (*1:100 or 1:200 preferred*), in ink on unlined paper.
- (b) Must have a title block on each page including the following details:
  - Property identification: Lot, Section, DP, Street and Street Number, Suburb,
  - Name of Architect / Draftsperson or Company who drew the plans,
  - Plan Name (*e.g. Site Plan, Elevations etc.*), and
  - Plan number and date, amendment number and date (*if applicable*).

BASIX Certificate commitments **MUST** be shown on plans (*if development is BASIX affected*)

### Copies of Plans

Two (2) hard copies and one (1) digital copy (**optional**) of all plans and documentation

#### ***If submitting digital copies:***

- (a) Name digital files using the plan title and property address e.g. '*Site Plan - 136 Church Street, GLEN INNES NSW 2370*'.
- (b) Digital copy to be provided via email or USB.  
**Note:** USB's will become the property of Council upon submission.

### Specifications

*(Required for all types of Development)*

A specification is a written statement that details all building materials and methods of construction. This document is to include:

- The materials to be used, type, size and spacing.
- The construction and installation methods.
- Compliance with, or reference to, any relevant Australian Standards and the National Construction Code (Building Code of Australia).
- Method of termite control.
- Engineer's details where applicable.
- Any other details as required based on the type of development.

## **MINIMUM AMOUNT OF INFORMATION REQUIRED TO BE PROVIDED WITH ALL APPLICATIONS**

### **Site Plan**

*(to scale)*

- Site Details**
  - Location of site (*Address, Lot, Section and Deposited Plan number*),
  - Boundary dimensions,
  - Setback dimensions of proposed and existing buildings from boundaries and other buildings,
  - Site area, and
  - North Point.
  
- Existing levels / contours of the land in relation to buildings and roads and proposed finished floor levels**

Shown by using either Relevant Levels (RLs) with an associated Datum Point, or to Australian Height Datum (AHD) in relation to:

  - Existing and proposed buildings, heights and distances from boundaries, including retaining walls and fences.
  - The extent of cut and/or fill proposed, including proposed batter (as applicable).
  
- Location and uses of existing buildings on the land**

Including;

  - Floor areas of all existing buildings / structures, and
  - Existing levels of any retaining walls and fences (either RLs or to AHD) in relation to buildings and roads.
  
- Location of existing vegetation, trees and landscaping on the land**

Identifying heights (*current and once fully matured*), types / species and what vegetation is to be removed (*if any*).
  
- Location and uses of buildings on sites adjoining the land**
  
- Driveways**

Proposed and / or existing location along with driveway materials (*e.g. concrete, aggregate or the like*).
  
- Proposed parking arrangements**

Entry and exit points for vehicles and provision for movement of vehicles within the site (*including dimensions where appropriate*).
  
- Registered easements and / or areas of restriction**

(*refer to the Deposited Plan and associated Section 88b Instrument to determine easements and restrictions*).
  
- Builder's waste storage areas**

Show location of temporary builder's waste receptacle (*i.e. skip bin, pile, garbage bins*).
  
- Proposed swimming pool / spa**

Show swimming pool and/or spa pool location, capacity, along with any fence / barriers and pool pump location (*if applicable*).
  
- Plumbing and Drainage**

Show location of all proposed plumbing and drainage lines, including stormwater.

If it is proposed to install an On-Site Sewage Management System any details, as per the site plan requirements of Council's Local Approval application - "*Application for S.68 Water, Sewer, Stormwater & On-site Sewage Management Systems*", are to be shown for the applicable system. If unable to meet requirements additional information may be required.

## Architectural and Engineering Plans

(to scale)

- Existing / proposed floor plan**  
Showing:
  - Room layout, dimensions, partitioning,
  - Rooms / areas intended for demolition (*clearly identified by a legible dotted line*),
  - Intended uses of each part of the building,
  - Window and door locations (*must match BASIX Certificate as required*), and
  - BASIX Certificate commitments (*as required*).
- Elevation plan for each side of building (i.e. North, South, East and West)**  
Showing:
  - Proposed and existing external finishes,
  - Building heights measured from ground level to finished floor level, ceiling, eaves and ridgeline,
  - Retaining walls and fences, and
  - Services (*roof and wall mounted as required*).
- Section plan**  
Showing internal building elements, roof pitch, floor and room heights, etc.
- Engineering plans**  
Footing design as per site classification (*Alternatively provide Council with a copy of the Geotechnical Report*).  
  
*Additional plans as required:*
  - *Frame and Truss details (spans, tie downs and bracing).*
  - *Connection Details for extensions and additions.*
  - *Retaining wall design.*
- Window / Door schedule and Skylights if installed**  
As required (*to include information such as sizes, design, materials, etc*).

## Additional Plans

(as required)

- Demolition Plan**  
Detailing:
  - A description of the methods of demolition, handling and disposal proposed to be used,
  - Each stage to undertake works and the proposed timeframe to complete each stage, and
  - Any proposed hoardings, fencing, overhead protection and scaffolding.
- Erosion and Sediment Control Plan**  
To be prepared in accordance with Landcom's *The Blue Book - Managing Urban Stormwater, Soils and Construction / Planning for Erosion and Sediment control on Single Residential Allotments*.
- Notification Plan**  
Required for all applications requiring neighbour notification and/or advertisement as outlined in Council's Development Control Plan - "*Glen Innes Severn Council Development Control Plan 2014 (Chapter 2: Notification Procedures)*".  
Showing (on no more than two (2) pages):
  - Site Plan,
  - Elevations, and
  - Shadow Diagram (*if required*).

**DO NOT INCLUDE** any floor plans of the proposed / existing development.

## **ADDITIONAL INFORMATION WHICH MAY BE REQUIRED WITH AN APPLICATION**

### **Bushfire Prone Land**

If any part of the land is identified as bushfire prone, as per the NSW Planning Portal, one of the following may be required:

**1. Self-Assessment**

Single Dwelling Application Kit (*Available on Council's and the NSW RFS website*). This document is required for any proposed development on land identified as being bushfire prone.

**2. Bushfire Attack Level (BAL) Assessment Report**

This is an assessment that can only be undertaken by a BPAD Accredited Consultant or Council. This report is required:

- For Complying Development as required under clause 1.19A of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.
- OR
- If an applicant is unable to undertake a Single Dwelling Application Kit, or
- If a Single Dwelling Application Kit is unsuitable (*i.e. a secondary dwelling*).

If you plan to lodge with Council an application form is to be completed with any applicable fee's paid.

### **Additional Documentation**

*(as required based on type and scale of proposed development)*

Please contact Council's Department of Development, Planning and Regulatory Services to identify if your larger scale, type of development requires any of the following additional information and to discuss further:

**Statement of Environmental Effects Report**

A comprehensive report will be required for all Development Applications beyond the scope of minor impact development.

**Landscape Plan**

A comprehensive plan may be required for certain developments.

**Contaminated Land Report**

Required when the proposed development site has been identified as contaminated land or on land that has had previous uses (i.e. service stations, stock dips, landfills, industrial uses, etc). Preliminary Site Investigation and Details Site Investigation Reports to be undertaken by a suitably qualified person.

**Flood Impact Statement**

The development site is affected by flooding or is likely to be affected by flooding/localised drainage.

**Biodiversity Development Assessment Report**

Land identified as being affected. Undertaken by a suitably qualified person.

**Heritage Impact Statement**

Required if the proposed development effects a heritage item.

**Noise / Acoustic Report**

Required if the proposed development has the potential to emit potential additional noise.

**Traffic Impact Study**

Required if the proposed development has the potential to generate traffic.

**Visual Impact Assessment**

Required if the proposed development has the potential to impact views from both the immediate and distance surroundings.

## Additional Documentation

(Cont...)

- Environmental Impact Statement**  
Required if the proposed development is designated or state significant.
- Species Impact Statement**  
Required if the proposed development has the potential to impact critical habitat or affect threatened species, populations, ecological communities or their habitats. Not applicable to State significant development.
- Subdivision Works**  
The following information will be required;
  - Existing and proposed pattern plan/s indicating the number of lots and locations of any roads.
  - Evidence of consultation with public authorities as to the provision of utility services.
  - Detailed engineering plans relating to the following matters (*as required*);
    - a) Earthworks,
    - b) Roadworks,
    - c) Road Pavement,
    - d) Road Finishing's,
    - e) Stormwater Drainage,
    - f) Water Supply Works,
    - g) Sewage Works,
    - h) Landscaping works,
    - i) Erosion control works, and
    - j) copies of any compliance certificates relied on.
- Boundary Adjustment / Consolidation Works**
  - Survey Report prepared by a Registered Surveyor.
- Evidence of Essential Services**  
If required, is to be provided with application.
- Fire Safety Services (Existing and Proposed)**  
Any proposed change of use to a commercial premises (excluding temporary structures) must supply, with the application, a list of all fire safety provisions / measures that currently apply to the existing building and any new provisions that the new building use is required to supply.
- Wilderness Area**  
If an area is identified as being the subject of a wilderness protection agreement or conservation agreement as per the *Wilderness Act 1987*, a copy of consent from the Minister for the Environment to carry out the development is required.
- Use as an Entertainment Venue**  
A statement is required that specifies the maximum number of persons proposed to occupy the venue at any one time.
- Walls within 900mm of Proposed Boundary Wall**  
A report is required if a wall is proposed to be constructed / demolished on a boundary and there is currently a wall within 900mm of that boundary. The report must be from a suitably qualified Structural Engineer outlining the proposed method of supporting the adjoining wall.
- Waste Management Plan**  
Required with any application for multi-residential development and commercial sites.