



# Development Application Submission Guideline | 2013

Hornsby Shire Council Development Application Submission Guideline  
prepared by Planning and Compliance Division

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# PART A. About these Guidelines

These Guidelines identify what forms, supporting information and documents are needed when a Development Application is lodged with Hornsby Council.

## What is a DA?

Development Applications (DAs) are formal requests for consent to carry out a development such as:

- A new building
- Subdividing land or strata subdividing a building
- Making alterations and additions to a building or property
- Changing the use of a building or place
- Demolishing a building or structure; or
- Any other form of development

All development, except for Exempt or Complying Development, requires a DA.

## Do I need to submit a DA?

The type and scale of your proposed development determines whether you need to submit a DA.

Some developments have a low impact and do not require a DA. These are categorised as Exempt or Complying Development and are defined by *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

To access the policy, refer to:

- <https://www.legislation.nsw.gov.au/#/view/EPI/2008/572>

For further information regarding Exempt and Complying Development, refer to:

- [planning.nsw.gov.au](http://planning.nsw.gov.au)

A development application (DA) is required for all developments that do not meet all the nominated criteria for either Exempt or Complying Development.

## How do I prepare and lodge a DA?

Follow these Guidelines and any advice from Council to prepare and lodge a DA. In summary, the process is:

- Prepare plans and technical information including a Statement of Environmental Effects
- Complete the Council's Owners' consent form and checklist
- Lodge your DA 'package' on the planning portal and pay the required fee\*

If your proposal is large or complex you are encouraged to engage a town planning consultant to assist with preparing technical information and ensuring the DA includes all the required documentation. You may wish to organise a Pre-DA lodgement meeting with a planning officer to identify issues and options for your proposal. Council Pre-DA forms can be found on council's website available under the menu 'Property' and 'Building and Development' at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au)

If you need general help or advice, review our Frequently Asked Questions or you can book an appointment with Council's Duty Planner through our online booking system at [hornsby.nsw.gov.au/property/build/duty-planner](http://hornsby.nsw.gov.au/property/build/duty-planner).

\* A DA is not formally 'lodged' and cannot be assessed until the required fee is fully paid, and credit card payments have been cleared. Partial or staged payments are not accepted.

# PART B. Overview of Submission Requirements

The matrix below identifies the plans and supporting information needed with a DA for common types of development proposals.

- ✓ A tick in the matrix indicates that the information **must** be submitted with the DA
- A dot in the matrix indicates that the information **may** be required, depending on your proposal

Certain applications may need additional technical or supporting information, so you should always check with Council or your Town Planning consultant prior to lodging your application.

**All DA plans and supporting documents must be submitted via the ePlanning Portal in a digital format (PDF).**

Figure 1: Matrix of Information to Accompany a Development Application

DA documentation, plans and supporting material required	Alts and adds to dwelling house	Dwelling house	Multi-dwelling housing	Residential flats	Seniors housing	Shop Top Housing	Subdivision of land	Change of use (commercial)	Retail / commercial	Educational Establishment/ Child care centres	Hospital/ Place of Worship	Industrial development	Intensive rural landuses
1 Owner's Consent Form (all owners)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2 Digital Copies of DA Documents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Advise if Integrated Development or other concurrences required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4 Section 7.12 (formally 94A) Cost Report	✓	•			✓	✓			✓	✓	✓	✓	✓
5 Modification Application	•	•	•	•	•	•	•	•	•	•	•	•	•
6 Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7 Request to contravene development standard	•	•	•	•	•	•	•		•	•	•	•	•
8 Survey Plan	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
9 Proposed Site Plan	✓	✓	✓	✓	✓	✓	✓	•	✓	✓	✓	✓	✓
10 Floor Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11 Elevation and Section Plans	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
12 Subdivision Plan							✓						
13 Tree Protection Plan	✓	✓	✓	✓	✓	•	✓		✓	✓	✓	✓	✓
14 Arboricultural Impact Assessment	•	•	•	•	•	•	•		•	•	•	•	•
15 Landscape Plan	•	✓	✓	✓	✓	✓			•	✓	✓	✓	•
16 Landscape Maintenance Plan			✓	✓	✓	•							
17 Shadow Diagrams	•	•	✓	✓	✓	✓			•	•	•		

DA documentation, plans and supporting material required		Alts and adds to dwelling house	Dwelling house	Multi-dwelling housing	Residential flats	Seniors housing	Shop Top Housing	Subdivision of land	Change of use (commercial)	Retail / commercial	Educational Establishment/ Child care centres	Hospital/ Place of Worship	Industrial development	Intensive rural landuses
18	Soil and Water Management Plan/ Erosion and Sediment Control Plan (construction phase)	●	✓	✓	✓	✓	✓	✓		●	●	●	●	●
19	Stormwater Concept Plan	●	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
20	Water Sensitive Urban Design Strategy			●	●	●	●	●		●	●	●	●	●
21	Flood Study	●	●	●	●	●	●	●		●	●	●	●	●
22	Basix Report	●	✓	✓	✓	✓	✓							
23	Bushfire Report	●	●	●	●	●	●	●	●	●	●	●	●	●
24	Waste Management Plan	✓	✓	✓	✓	✓	✓	●	●	✓	✓	✓	✓	✓
25	Sewage Management Plan (unsewered areas)	●	✓	✓	✓	✓	✓	✓	●	✓	✓	✓	✓	✓
26	Traffic and Parking Report			●	●	●	●	●	●	●	●	●	●	●
27	Flora and Fauna Report	●	●	●	●	●	●	●		●	●	●	●	●
28	Geotechnical Report	●	●	●	●	●	●	●		●	●	●	●	●
29	Acid Sulfate Soil Management Plan	●	●	●	●	●	●	●		●	●	●	●	●
30	Land Contamination Assessment	●	●	●	●	●	●	●	●	●	✓	✓	●	●
31	Acoustic Report	●	●	●	●	●	●	●	●	●	✓	✓	●	●
32	Air Quality Report			●	●	●	●		●	●	●	●	●	●
33	Heritage Report	●	●	●	●	●	●	●		●	●	●	●	●
34	Aboriginal Heritage Assessment	●	●	●	●	●	●	●		●	●	●	●	●
35	Access Report			●	●	✓	✓		●	✓	✓	✓		
36	Crime Risk Assessment			●	●	●	●		●	●				
37	Fire Safety Schedule								✓					
38	Environmental Management Plan							●	●	●	●	✓	●	●
39	Schedule of External Finishes	●	●	✓	✓	✓	✓			✓	●	●	●	
40	Photomontage			✓	✓	✓	✓			✓	●	●	●	
41	Preliminary Construction Management Plan	●	●	✓	✓	✓	✓	●		✓	✓	✓	✓	●
42	Green Walls and Roofs (if proposed)			●	●	●	●			●	●	●	●	
43	Water Cycle Management Plan (WCMP)													●
44	Food Premises					●	●		●	●	●	●		
45	Skin Penetration Floor Plan and Schedule of Internal Finishes								●	●				

# PART C. Details of Required Plans and Supporting Material

This section of the Guidelines provides more detail about the required content of plans and supporting information, and if further approvals or concurrence by a State Agency is needed to approve the DA.

A digital copy of each document, plan or other supporting material is to be uploaded to the planning portal with your application.

## 1. Owner's Consent Form

A completed Owner's Consent Form is required for all applications. You must have the written consent of **all** current owners. For further information, see the owner's consent form at [hornsby.nsw.gov.au](https://hornsby.nsw.gov.au).

- If there is more than one landowner, every owner must sign.
- If the owner is a company/organisation, you must provide signatures of directors and an up to date ASIC company extract (i.e. dated within six months of date of lodgement).
- The applicant must provide the names and positions of those signing the consent and a current company extract from the Australian Securities and Investments Commission ([asic.gov.au](https://asic.gov.au)) dated the day of lodgement or the day before.
- If the property has recently been sold, you must provide evidence of the sale by either a copy of the Certificate of Title, a letter from the solicitor confirming settlement or previous owners(s) consent.
- If the property falls within a Strata Plan, you must provide written consent from the Owners' Corporation under the Strata Seal.
- Proposed works to properties located within Community Title Estates are affected by Community Management Schemes, which may require the written consent of the Executive Committee of the relevant Community Association. This includes Torrens title, strata title and neighbourhood lots within a Community Title Estate.

Council cannot accept or determine your application if the application form is not correctly signed by all landowner(s).

## 2. Digital Copies of DA Documents

Digital copies of all documentation is required to be submitted for all DAs, except for change of use where consent is not being sought for any other external or internal changes, modifications or works (including signage).

Digital documentation is to be saved without a PDF security lock, and must be submitted in accordance with the NSW Planning Portal Submission Requirements and the following specifications:

- Owner's Consent Form (all owners)
- Statement of Environmental Effects
- Basix Certificate
- Basix Exemption Request and Copy of Contract
- ABSA Assessor Energy Documents (scanned as one document) including the following:
  - ABSA Assessor Energy Certificate
  - ABSA Assessor Energy Certificate and Plans
  - ABSA Assessor Energy Certificate - Including Floor Plans
  - Nathers Certificate
- Reports (saved as separate documents):
  - Access Report
  - Acoustic Report
  - Sewage Management Plan
  - Air Quality Report
  - Acid Sulfate Soil Management Plan
  - Construction Management Plan
  - Landscape Maintenance Plan
  - Waste Management Plan (Including Construction and Demolition Plans)
- Plans Architectural (scanned as one document) including the following:
  - Site Plan
  - Floor Plans (if not residential)
  - Elevations
  - Sections
  - Smoke Detector Details
  - Window Schedule and Glass Thickness

- Bushfire Assessment Report
- Bushfire Protection Plans
- Environmental Management Plan
- Flora and Fauna Report
- Geotechnical Assessment Report
- Hazardous Materials Survey Report
- Heritage Report
- Site Analysis
- Site Contamination Report
- Traffic and Parking Report
- Tree Assessment Report
- Work Method Statement
- Plans (saved as separate documents):
  - Residential Floor Plans
  - Survey Plan
  - Tree Protection Plan
  - Shadow Diagrams
  - Schedule of Finishes
  - Soil and Water Management Plan/ Erosion and Sediment Control Plan
  - Landscape Plan
  - Stormwater Concept Plan
  - Water Sensitive Urban Design (WSUD) Strategy

### Image Requirements

- Size - standard A4 unless plans size are A3 to AO
- Colour
  - Plans must be able to be reproduced in black and white (monochrome)
  - Graphic images and the schedule of finishes can be monochrome, grayscale, or colour
- Resolution - 200 dots per inch (dpi)
- An image of a document comprising more than one sheet must be created as a multi-page file.

### How Should Files be Named?

Digital files lodged on the planning portal should be provided using the naming convention outlined below:

- Property address format: 296 Peats Ferry Road, Hornsby
- Document type and description:

Document Type	Document Description (Example)
■ Acoustic Report	■ Acoustic Report - 296 Peats Ferry Road, Hornsby
■ Owner's Consent Form	■ Owner's Consent Form - 296 Peats Ferry Road, Hornsby
■ Architectural Plans	■ Architectural Plans - 296 Peats Ferry Road, Hornsby
■ Basix Certificate	■ Basix Certificate - 296 Peats Ferry Road, Hornsby
■ Revised plans	■ Revised Architectural Plans - 296 Peats Ferry Road, Hornsby

### File Size

- Each plan must be supplied in PDF files that are no larger than 34MB in size and optimised for publishing to the web.
- PDF files larger than 4MB should be separated into logical parts, adopting the same naming convention with parts identified. Example Part 1, Part 2 and Part 3.

## 3. Integrated Development and other State Government Notifications

Integrated Development - Some developments need an approval from a State Government Agency as well as all development consent from Council. These are classed as integrated development. Where possible, we will help you to identify which (if any) other approvals will be needed. However, it is your responsibility to determine which approvals are needed before you lodge your DA. It is recommended that you engage a consultant town planner when your application is integrated development.

If your application is integrated, Council will raise requests to the relevant agency through the Online Concurrence and Referral system. The system will notify you of any payment advice. You must pay Council **any required fee in accordance with Council's Fees and Charges**.

The proposal constitutes integrated development if it requires approval under the following Acts:

- *Fisheries Management Act 1994*
- *Heritage Act 1977*
- *Mine Subsidence Compensation Act 1961*
- *Mining Act 1992*
- *National Parks and Wildlife Act 1974*
- *Petroleum (Onshore) Act 1991*
- *Protection of the Environment Operations Act 1997*
- *Roads Act 1993*
- *Rural Fires Act 1997*
- *Water Management Act 2000*

For referrals under State Environmental Planning Policies (SEPPs) - In addition to the integrated development provisions, certain developments require Council to seek comments from other public authorities. Where possible, we will help you to identify which (if any) other referrals and concurrences will be needed. If your application requires referral or concurrence, you must **pay any required fee in accordance with Council's Fees and Charges**.

The proposal may require referral or concurrence under:

- State Environmental Planning Policy (Transport and Infrastructure) 2021 - to Transport for NSW, Sydney Trains and/or Ausgrid.
- State Environmental Planning Policy (Industry and Employment) 2021 - to Transport for NSW

Further information regarding integrated development and concurrence and referral requirements can be found at:

<https://www.planningportal.nsw.gov.au/online-concurrence-and-referral>

Other Notifications - For all multi-unit residential and residential subdivision Ausgrid is required to be contacted prior to lodging a DA. Please provide a copy of this required email to Ausgrid with your DA.

The following information is required to be emailed to [northDA@ausgrid.com.au](mailto:northDA@ausgrid.com.au):

- Developer's details (e.g. developer's name, telephone fax, address, etc)
- Development details, including:
  - Development property address;
  - The number of lots before/after a subdivision;
  - How many dwellings before/after development;
  - The type of building proposed e.g. houses, duplex, units, etc);
  - Whether the buildings will be air conditioned or have an allowance for its connection;
  - Whether the buildings have gas for kitchens and/or hot water; and
  - Whether any of the proposed construction will be closer than 4 metres to the street alignment.
- A simple sketch of the site showing the proposed buildings.

For further information contact the relevant public authority.

## 4. Section 7.12 (formally 94A) Cost Report

On 5 September 2013, the Hornsby Shire Council Section 7.12 Development Contributions Plan (formally S94A) commenced. The Plan applies to all development types with development cost equal to or greater than \$100,000.



An application for Development Consent or a Complying Development Certificate is also to be accompanied by a report, prepared at the applicant's cost, setting out an estimate of the proposed cost of carrying out the development in accordance with the procedure for determining the cost of proposed development for the purposes of Section 208 of the Environmental Planning and Assessment Regulation 2021.

The following type of report is required:

- Where the estimate of the proposed cost of carrying out the development (EDC) is less than \$3,000,000 - a cost summary in accordance with Appendix 1.
  - For development costed up to \$100,000, the EDC should be estimated by the applicant or a suitably qualified person\*, and the methodology used to do this be submitted with the application.
  - For development costed between \$100,000 and \$3 million, the EDC should be estimated by a suitably qualified person\*, and the methodology used to do this be submitted with the application.
- Where the estimate of the proposed cost of carrying out the development is \$3,000,000 or more - a Quantity Surveyors Detailed Cost Report must be completed by a registered Quantity Surveyor in accordance with Appendix 2.

A suitably qualified person is a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed (Planning Circular PS 24-002, Department of Planning, Housing and Infrastructure).

Please refer to Council's website: <https://www.hornsby.nsw.gov.au/property/build/application/development-contributions> for further information regarding development contributions and access to Council's Section 7.11 and 7.12 Contribution Plans.

## 5. Modification Application

Your modification application must clearly explain the amendments that you wish to make and address the provisions of Section 4.55 or 4.56 of the *Environmental Planning and Assessment Act 1979*. If the amendments involve changes to the design, the application must include copies of plans that show these changes plus all relevant supporting documentation that justify the change/s.

- Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks; A Statement of Modification must be submitted with all modification applications that describes in detail all the proposed modifications that form part of the application and discusses any impacts these changes have on the relevant planning controls and on adjoining or nearby properties.
- Plans indicating all proposed modifications to the approved development. The modifications must be clearly highlighted and should be in colour. Every plan from the original development consent that needs to be modified by the Modification Application must be provided.
- Reports - If the original development application is supported by reports (i.e. Bushfire, Geotechnical, Flood Risk Assessment, Statement of Heritage Impact, etc) the reports must be updated so that they are relevant to the development as modified. Alternatively, a letter may be provided from the original author of the report/s stating that the recommendations of the original report, are still current for the proposed modification.
- BASIX Certificate - An amended BASIX Certificate is required if the original application included one.

## 6. Statement of Environmental Effects

This is a written statement which demonstrates the applicant has considered the impact of the proposed development on the natural and built environments both during and after construction and the proposed method of mitigating any adverse effects. The statement, in appraising the suitability of land for development, should detail (where applicable):

- Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks
- Effect on the landscape, streetscape or scenic quality of the locality
- Impact on existing and future amenity of the locality
- Amount of traffic generated, particularly in relation to the adequacy of existing roads and present volumes of traffic carried.
- Car access, parking and availability of public transport

- Waste disposal arrangements. Location of garbage and storage areas
- Availability of utility services, power, telephone, water/sewer
- Social effects and economic effects
- Anticipated impact of noise levels to the site locality.
- Effect on historical and archaeological aspects.
- Effect on flora and fauna.
- Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site.
- How the privacy, daylight and views of other dwellings will be affected (i.e. do they overlook or overshadow each other)
- Access for the disabled; and
- Any special circumstances.

For shops, offices, commercial or industrial development, the SEE should also include the following information in describing the proposal:

- The hours of operation.
- The number of staff to be employed.
- The plant and machinery to be installed.
- The type, size and quantity of goods to be made, stored or transported.
- Any hazardous materials or processes (including an inventory of all Dangerous Goods to be held on the property); and
- The loading and unloading facilities that will be available (including details of frequency of truck movements and size of vehicles).

If the application seeks to vary a development standard within an Environmental Planning Instrument, a separate document is required (see below).

*Note: Other matters may be relevant depending upon the nature of the development proposal. In the case of a designated development, an environmental impact statement is required to be submitted in the manner outlined by Environmental Planning and Assessment Act 1979.*

## 7. Request to contravene a development standard

This document (separate to the Statement of Environmental Effects) must be submitted for all applications where a development standard, within an Environmental Planning Instrument, is proposed to be contravened (this document is not required to vary a control in any development control plan). The request must be a separate document identifying the development standard to be contravened and the grounds for the request, pursuant to clause 4.6 of the Local Environment Plan.

## 8. Survey Plan

A survey plan prepared by a registered surveyor at 1:100 or 1:200 scale, showing:

- The location of the land, the measurements of the boundaries of the land, the size of the land and which direction is north.
- Existing vegetation and trees greater than 3m in height on the land.
- The location and uses of buildings that are already on the land.
- The existing levels of the land in relation to buildings and roads (to established Australian Height Datum (AHD)).
- The location and uses of buildings on adjoining properties (showing street number and street address).
- Existing drainage, including the location of any waterways and watercourses within 10m of the site.
- Location and type of all easements burdening and/ or benefiting the site; and

- Location of Mean High Water Mark, where applicable.

For most developments this would require the above to be a survey plan prepared by a registered surveyor (except for the following works:

- small alterations and additions to dwelling houses
- where the application relates to an internal fitout
- where a change of use is proposed with no external works
- where the application relates to signage mounted on an existing structure

## 9. Proposed Site Plan

A proposed site plan is an aerial view of the land, at 1:100 scale showing:

- Scale and north point
- Site boundaries
- The location and uses of buildings, structures, retaining walls, swimming pools and fences that are proposed and already on the land, (Identify if any existing structure or part thereof is proposed to be removed by using dotted lines)
- Setback of proposed buildings to boundaries and adjoining buildings
- The existing and proposed levels of the land (provide established AHD levels)
- The extent of any cut or fill across the site and details relating to the proposed retaining walls
- The extent of additional fill required to be imported to the site to meet proposed levels
- The location of any trees (including street trees and those on neighbouring properties within 10m of the proposed works), their species names and canopy diameter
- The location and width of any easement, right of ways and watercourses/ drainage lines
- The location of driveways, carparking, laybacks and utility installations (such as light poles) where applicable
- Areas used for private open space together with dimensions (residential developments)
- The location of any required waste storage and/or collection areas
- The location of any existing and/or proposed on-site waste water treatment area (rural properties); and
- What trees are proposed to be removed and how the land will be landscaped or otherwise treated.

## 10. Floor Plans

This provides an aerial view of the internal configuration of the building at 1:100 scale and must include:

- Site boundaries
- Existing building and structure to be distinguished from additions
- Proposed and existing floor levels to AHD levels including finished floor, finished external ground and finished driveway
- Existing rooms, windows and door locations to be distinguished from proposed alterations and additions
- Proposed use of buildings, rooms and outdoor areas
- Window and door location
- Room dimensions and floor areas and floor space ratio calculation; and
- Proposed fencing and screening.

For alterations and additions, the plans shall be coloured or clouded to highlight the proposed modifications.

## 11. Elevation and Section Plans

An elevation plan shows the profile of the building and landform when viewed from all sides. This plan should be prepared at 1:100 scale and must include:

- Proposed levels including existing ground, finished floor, finished external ground, ridge height and ceiling heights (AHD levels for existing ground are to include one AHD level that vertically corresponds with the highest point of proposed works measured from the existing ground below)
- Window and door locations
- Retaining walls (including AHD levels for top and bottom wall height)
- External finishes including material and colour
- Roof profile and building facade; and
- Aspect i.e. north east elevation etc.

## 12. Subdivision Plan

A proposed plan of subdivision is required to be prepared by a registered surveyor for all applications seeking development consent for subdivision. A proposed Torrens title subdivision plan is an aerial view of the land, at 1:100 or 1:200 scale, showing:

- Scale, north point, and existing site boundaries
- The proposed lots including the lot boundary dimensions and proposed lot areas
- All existing buildings, and structures proposed to be retained as part of the application
- All existing vegetation or trees on the site and trees on neighbouring properties within 10m of the property boundaries
- Potential developable areas of each vacant lot
- Proposed easements and rights-of-way
- Existing and proposed finished levels (established AHD) of the lots and adjacent streets/ footpaths
- Extent of cut and fill and additional imported fill if required to meet proposed finished levels (established AHD)
- Location and dimensions of any proposed accessway and/or road to each proposed lot
- Landscape features to be retained and/ or modified
- Proposed method of stormwater disposal
- Proposed Bushfire Asset Protection Zone/s (where relevant); and
- Location of any utility services required.

## 13. Tree Protection Plan

**When** A Tree Protection Plan will be required for applications proposing works within 10m of an existing tree(s).

**What** A Tree Protection Plan should contain the following information:

- The Plan is to be provided on an accurate site plan of the property, prepared by a registered surveyor at 1:100 or 1:200 scale
- The location of existing trees within 10m of any proposed development (including trees within adjoining sites)
- The trees proposed to be removed
- The trees proposed to be retained
- Any trees proposed to be transplanted
- The Tree Protection Zone (TPZ) and Structural Root Zone (SRZ) of each tree in accordance with Australian Standard AS4970
- Trees must be numbered on the plans

- The proposed location of tree protection fencing
- Full details of the proposed development including building envelopes, driveways, parking spaces, drainage lines, services, bushfire asset protection zones, wastewater system tank and irrigation location (if required) and substantial excavation or land filling for any other reason.
- The location of storage areas for construction waste and construction materials.

A Tree Inventory should contain corresponding tree numbers to the Plan, showing the following:

- Tree botanical and/or common name/s
- Trunk diameter/s at breast height (DBH at 1.4m) and at ground (DGL);
- Tree height/s and canopy spread; and
- Trees proposed to be retained, removed or transplanted.

**Who** The Tree Protection Plan must be prepared by a Consulting Arborist with a Qualification Framework (AQF) Level 5 in Arboriculture or Horticulture (Arboriculture).

## 14. Arboricultural Impact Assessment

**When** An Arboricultural Impact Assessment (AIA) report is required when there may be potential development impacts to trees located on the site or neighbouring properties which are protected by Hornsby Development Control Plan Tree Preservation Measures Part 1B.6. The AIA should be consistent with the Tree Protection Plan provided as part of the DA.

An Arboricultural Impact Assessment is required where trees greater than 3 metres are to be removed or where works are within the canopy/drip line of trees over 3 metres.

**What** This Arboricultural Impact Assessment should be used to assist in the design of the proposal and overall development process to avoid, minimize or mitigate impacts to trees being retained and it will also encompass the necessary tree management strategy for that particular proposal.

In some cases, Council may request a specific type of report such as Root Mapping to be reviewed in conjunction with the AIA to assist with the development assessment process.

All required Arboricultural Impact Assessments (AIA) or Root Mapping Reports must be in accordance with Council's Arboricultural Report Guidelines which is located on Council's website at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au).

The Arboricultural Impact Assessment should be used to assist in the design of the proposal to avoid, minimise or mitigate impacts to trees on the development site, on adjoining sites and within the public domain.

The Arboricultural Impact Assessment report is to be prepared in accordance with Council's Arboricultural (Tree) Report Guidelines which is located on Council's website at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au).

**Who** The Arboricultural Assessment report must be provided by a Consulting Arborist with a Qualification Framework (AQF) Level 5 in Arboriculture or Horticulture (Arboriculture).

## 15. Landscape Plans

**When** A detailed Landscape Plan may be required for large scale developments as indicated in Part B of this guide.

**What** The landscape plan should be provided on an accurate site plan of the property, at 1:100 scale, showing:

- Existing levels, proposed finished levels and contours to established AHD, indicating the extent of cut and fill);
- Existing trees and other vegetation to be retained or removed, 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 existing trees are to be numbered and, where relevant, the numbers are to coincide with the arborist's report

- Proposed new planting (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);
- Proposed finished levels including pavement and hard landscape, soft landscape and top and bottom of walls etc. sufficient to explain the proposed landform
- Existing and proposed fences and retaining walls and their proposed heights and materials
- Services such as meters, substations/ power kiosk, letterboxes, hydrants, garbage storage and holding areas
- Clearly defined areas for deep soil landscaping
- Drainage structures, onsite detention basins, watercourses and riparian zones; and
- BASIX landscape commitments (where relevant) are to be indicated clearly on the landscape plan.
- Details at an appropriate scale for any Green Walls or Green Roof proposals including planting, watering and drainage details; and
- Details of any irrigation system proposed including:
  - location of pipes and other fittings (which should be underground where possible); and
  - control of timing of the watering system.

*Note: The irrigation system should be selected on the basis of physical features of the site, soil type and be designed to cater for the varying needs of plants. Automatic watering systems are recommended that detect rainfall and adjust water regime accordingly.*

**Who** A qualified practising landscape architect is required to prepare plans for developments. For single dwelling house, a qualified Landscape Architect, Landscape Designer or Horticulturist may prepare a plan.

## 16. Landscape Maintenance Plan

**When** A Landscape Maintenance Plan is required for developments for multi-dwelling housing and residential flat buildings that include landscaped areas on common property. The Landscape Maintenance Plan is to form part of the landscape plan referred to in Section 13 of this Guide.

**What** The Landscape Maintenance Plan is to set out the minimum landscape maintenance works required for a minimum period of two years from the issue of a final Occupation Certificate.

- The landscape maintenance plan is to include a schedule of maintenance works, summarising the minimum landscape maintenance tasks and the general frequency of these tasks. Such categories of tasks include, but are not limited to:
  - Watering
  - Weeding
  - Mulching
  - Plant fertilizer
  - Pest and disease control
  - Pruning and trimming
  - Replacement of failing plants
  - Turf management
  - A statement acknowledging that compliance with the plan and the associated ongoing maintenance of the common landscaped areas will be the responsibility of the strata corporation.
- The Landscape Maintenance Plan is to set out the minimum landscape maintenance works and ongoing management required for the on-site landscaping. This is to include:
  - Details of landscape maintenance infrastructure to be installed, including:
  - The location of sprinklers or other irrigation systems to be installed

- The operational details of irrigation systems (e.g. automated watering systems, etc)
- Details of the water efficiency of the irrigation system
- Tree protection measures to be installed for new trees (e.g. tree guards)
- A landscape management statement that details the ongoing maintenance regime that will be implemented for the communal areas within the development. This is to include:
  - Details of watering, pruning and trimming, mulching, weeding, tree replacement and other relevant task that will be undertaken to ensure the ongoing maintenance of the landscape areas.
  - A statement confirming that the ongoing compliance with the Landscape Maintenance Plan will be the responsibility of the strata corporation.

**Who** A qualified practicing horticulturist or Landscape Architect is required to prepare the landscape maintenance plan.

## 17. Shadow Diagrams

**When** Shadow diagrams are required for new buildings more than one storey in height and first floor additions as indicated in Part B of this guide.

**What** The shadow diagram should be provided on an accurate site plan of the property, at a scale of not less than 1:500, showing:

- An outline of the proposed building, and location of adjacent buildings, and levels to AHD
- Shadows cast by the new development on 22 June at 9 am, 12 noon and 3 pm on plan and elevation on adjoining sites and street areas
- Shadows cast by existing buildings on and adjoining the site; and
- Drawn to true north and based on a site survey of levels.

For residential flat developments, a solar access report is to be prepared by a suitably qualified person including solar access diagrams/ 3D modelling addressing solar access requirements in the SEPP 65 Apartment Design Guide available at [planning.nsw.gov.au](http://planning.nsw.gov.au)

The report should contain information about the methodology of modelling, the date/ time of the images and orientation of shadows cast. A compliance table demonstrating the performance of each individual unit referable to the solar access diagrams/ 3D modelling.

**Who** An architect or draftsman with appropriate qualifications/ experience is required to prepare accurate shadow diagrams.

## 18. Soil and Water Management Plan/ Erosion and Sediment Control Plan (construction phase)

**When** Erosion and Sediment Control Plan (ESCP)

An ESCP is required for development that disturbs less than 2500m<sup>2</sup> of land on environmentally sensitive sites (such as steep land (>20%) or works in the vicinity of waterways (i.e. LPI Creek Layer or drainage/ stormwater lines) or bushland). Note: For less sensitive sites this plan may also be required at assessment stage (dependent on proposed works).

### Soil and Water Management Plan (SWMP)

A SWMP is required for development that disturbs more than 2500m<sup>2</sup> of land.

**What** An ESCP or SWMP is to be prepared in accordance with Landcom's Managing Urban Stormwater (2006) also known as 'The Blue Book' available at [environment.nsw.gov.au](http://environment.nsw.gov.au)

**Who** An ESCP is to be prepared by a suitably qualified and experienced person. A SWMP is to be prepared by a suitably qualified civil engineer or similar.

## 19. Stormwater Concept Plan

**When** A stormwater concept plan is to be submitted for all applications involving new work and alterations and additions where there is an increase in impervious area showing how stormwater will be managed and disposed of.

**What** The stormwater concept plan should be provided on an accurate site plan of the property, at a scale of not less than 1:500, showing as a minimum:

- The location of existing and/or proposed stormwater pipes and pits
- The location and direction of overland flows
- The location, level and volume of any on-site detention (OSD) facilities or water quality devices (where applicable).

Where an inter-allotment drainage easement is required, proponents should negotiate the creation of easement/s over downstream properties for drainage purposes. A letter of consent from the owner/s of the downstream properties is to be submitted with the DA.

If connecting to an existing system, this should be shown on plan demonstrating capacity for increased flow.

**Who** A stormwater concept plan is to be prepared by a suitably qualified and experienced person, relative to the scale and complexity of the proposal.

## 20. Water Sensitive Urban Design Strategy

**When** A Water Sensitive Urban Design (WSUD) Strategy may be required for:

- Major redevelopment on sites greater than 2,000m<sup>2</sup>
- Other development that increases the impermeable area on a site by more than 2,000m<sup>2</sup>
- Medium to high density residential developments with a site area between 1000m<sup>2</sup> and 2000m<sup>2</sup> that are not using Deem to Comply Solutions.

Deemed to Comply Solutions prescribed in the HDCP are either:

- 80% of the roof area of the development is to drain to a tank(s) that has a capacity of 3,000 litres per 100m<sup>2</sup> of roof area of the development. The tank(s) is to be connected to the communal water system, and to all dwellings for toilet flushing and laundry; or
- Provide a bioretention system(s) which is at least 1.5% of the total impervious area and drains all of the impervious areas.

**What** A WSUD Strategy is to address the stormwater hydrology, stormwater quality and water conservation targets that have been established for the Hornsby LGA as detailed within the DCP. The application is to be accompanied by a Model for Urban Stormwater Improvement Conceptualisation (MUSIC) demonstrating compliance with the prescriptive controls adopted by Council.

**Who** A WSUD strategy is to be prepared by a suitably qualified and experienced civil engineer.

For further information on Deemed to Comply Solutions refer to Clause 1C.1.2 (j) Stormwater Management of the HDCP available at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au).

## 21. Flood Study

**When** A flood study may be required for development of land that is below the flood planning level, being the 1:100 ARI (average recurrent interval) flood event plus 0.5m freeboard.

**What** A flood study should be prepared in accordance with the Floodplain Development Manual 2005 available at [environment.nsw.gov.au](http://environment.nsw.gov.au)

**Who** A flood study is to be prepared by a suitably qualified and experienced civil engineer or similar.



## 22. BASIX Certificate

- When** A Basix assessment certificate is required to be submitted for:
- All new single dwellings and multi-unit residential developments including boarding houses
  - Additions and alterations to dwellings with an estimated cost of \$50,000 or more; and
  - Swimming pools (or pool and spa) with a capacity greater than 40,000 litres.
- Basix commitments should be indicated on the DA plans and the certificate must have been issued no greater than 3 months prior to lodgement of the DA.
- What** Refer to [basix.nsw.gov.au](http://basix.nsw.gov.au) for more information and use this website to complete your certificate.
- Who** As required by [basix.nsw.gov.au](http://basix.nsw.gov.au)

## 23. Bushfire Report

- When** A Bushfire Risk Assessment (BRA) is required for non-integrated development on Bushfire prone land.
- A detailed bushfire report is required for integrated development.
- What** A BRA is required for non-integrated developments such as single dwelling houses. The report and certification will state the applicable Bushfire Attack Level (BAL) that applies 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 2019.
- A detailed bushfire protection plan is required to be provided for Integrated Development under the *Rural Fires Act 1997*, including for example the subdivision of land. The report must address the requirements of the NSW Rural Fire Service (RFS) and Planning for Bushfire Protection 2019. The Council will refer this plan to the RFS for their consideration. The RFS has advised that referrals with inadequate information will be returned.
- Who** A BRA can be prepared by Council or a suitably qualified Bushfire Planning and Design (BPAD) accredited consultant.
- A detailed bushfire report must be prepared by a suitably qualified Bushfire Planning and Design (BPAD) accredited consultant.

For further information refer to:

- Planning for Bushfire Protection 2019 on the RFS website at [rfs.nsw.gov.au](http://rfs.nsw.gov.au)

## 24. Waste Management Plan

- When** A Waste Management Plan (WMP) is required for all developments that will generate waste.
- During the demolition and construction phase; and/or
  - Will generate waste that needs to be managed on an ongoing basis.
- What** The WMP is to address the following and be prepared in accordance with Appendix 3 of this Guideline and include:
- Demolition, excavation (inclusive of any associated required remediation works), construction and operational (ongoing) phase of the development and include estimations of quantities and types of materials to be reused, recycled or left over for removal from the site; and
  - Plans and drawings of the proposed development that highlight the location of, operation of and space allocated to the ongoing occupant disposal, storage of bins, and collection of waste.
- Who** The applicant or a suitably qualified/ experienced person.

For further information refer:

- Clause 1C.2.3 Waste Management of the HDCP at [hornsby.nsw.gov.au](https://hornsby.nsw.gov.au) and Council's Waste Management Guidelines available at [hornsby.nsw.gov.au](https://hornsby.nsw.gov.au)

## 25. Sewage Management Plan (unsewered areas)

**When** An on-site sewage management plan is required for applications involving new work in the unsewered areas of the shire, including for example:

- The subdivision of land; or
- The erection of new or enlarged habitable buildings; or
- Other work that requires modification to the existing on-site sewage management system.

**What** The on-site sewage management plan should include, as a minimum:

- Scaled site plan, illustrating the existing and/or proposed system including irrigation disposal areas (<https://www.hornsby.nsw.gov.au/property/myproperty/developing-my-property/sewage-management>).
- Capacity of existing and/or proposed tanks.
- Anticipated hydraulic load; and
- The location of any pump-out point and tanker standing location.

In addition to the above, a detailed site sewage management report may be required to ascertain the most suitable system for the site and/or what modifications are required to the existing system to cater for the development.

**Who** The sewage management plan and report is to be prepared by a suitably qualified/experienced person.

## 26. Traffic and Parking Report

**When** A Traffic and Parking Assessment Report would generally be required for traffic generating development as defined by State Environmental Planning Policy (Transport and Infrastructure) 2021; or

A parking assessment may be required for a development that has a shortfall in parking in accordance with Council's adopted parking rates. Your planning consultant can help advise you if this is necessary.

**What** A traffic and parking report should address issues that are relevant to the type, scale, and location of the development proposal.

**Who** A Traffic and Parking Assessment Report is to be prepared by a suitably qualified traffic engineer. A parking assessment should be prepared by a suitably experienced person.

## 27. Flora and Fauna Report

**When** A flora and fauna assessment may be required for a development that involves the clearing, removal or alteration of indigenous vegetation and other fauna habitat. It may also be required where the proposal involves the removal of remnant indigenous trees that maybe defined as an Endangered Ecological Community.

**What** The flora and fauna assessment should:

- Address the Council's Flora and Fauna Assessment Guidelines, and
- Include a "Threatened species test of significance" where the proposal has the potential to impact on a threatened species habitat, population or ecological community pursuant to Section 1.7 of the *Environmental Planning and Assessment Act 1979*,

In addition to the above, a vegetation management plan may be required where it is likely that a proposal will impact either directly or indirectly on areas of remnant native bushland and/or riparian areas. The VMP should be consistent with the recommendations of the flora and fauna assessment and bushfire risk assessment and prepared in accordance with Council's guidelines.

**Who** A Flora and Fauna Report is to be prepared by a suitably qualified ecological consultant.

For further information refer to:

- Flora and Fauna Assessment Guidelines for Development Applications at [hornsby.nsw.gov.au](https://hornsby.nsw.gov.au)
- Guidelines for the preparation of Vegetation Management and Restoration Plans at [hornsby.nsw.gov.au](https://hornsby.nsw.gov.au)

## 28. Geotechnical Report

- When** A geotechnical report may be required for a development that proposes:
- Work on land with topographical constraints, such as steep slopes (>20%);
  - To build on existing fill; and
  - To undertake extensive excavation below the existing ground level.
- What** A geotechnical report is to certify the structural adequacy of the site for the proposed development. Consideration shall also be given to the impact of the proposed works on the structural adequacy of the existing and adjoining structures to be retained.
- Who** The geotechnical assessment report should be prepared by a suitably qualified Geotechnical Engineer or Engineering Geologist.

## 29. Acid Sulfate Soil Management Plan

- When** An acid sulfate soil assessment is required to be provided for prescribed development types in accordance with the provisions of Clause 6.1 of the HLEP.
- What** A preliminary investigation of the proposed development site must be prepared. Should it be found that acid sulfate soil conditions are present, an Acid Sulfate Soil Management Plan must be prepared and submitted to Council. The investigation and management plan preparation must be undertaken in accordance with the Acid Sulfate Soil Manual (1998).
- Who** An Acid Sulfate Soil report is to be prepared by a suitably qualified environmental consultant. Should an Acid Sulfate Soils Management Plan be required due to the presence of acid sulfate soil conditions, the report is to be prepared by a suitably qualified environmental consultant in consultation with a chartered Structural Engineer.

For further information, refer to:

- The Acid Sulfate Soil Manual (1998) is available at the NSW Environment Protection Authority at [epa.nsw.gov.au](https://epa.nsw.gov.au)

## 30. Land Contamination Assessment

- When** A contamination assessment report may be required for development that involves land that is suspected to be contaminated, and
- The application proposes a change of use to a sensitive land use such as residential, educational, recreational or child care purposes, or for the purposes of a hospital; or
  - Work is proposed that may impact on contaminated land (e.g., earthworks at a petrol station)
  - The site is known to contain imported fill material of unknown origin or content.
- What** A contamination assessment should be prepared in accordance with the requirements of State Environmental Planning Policy (Resilience and Hazards) 2021, Consultants reporting on contaminated Land: Contaminated land guidelines 2020 and the associated guidelines. Where a preliminary (Phase 1) contamination assessment suggests that the land might be contaminated or that further enquiry is warranted on the site, a detailed (Phase 2) investigation of the site should also be prepared as part of the Development Application.
- A Remedial Action Plan, remediation environmental management plan, validation report and a site audit or interim site audit statement may be required to be completed.

Where imported fill material is identified on land forming part of the proposed development, a waste classification report for the fill material should be prepared in accordance with the NSW Environment Protection Authority's Waste Classification Guidelines and associated NSW legislation.

**Who** Land Contamination Assessments are to be prepared by a suitably qualified contaminated land environmental consultant as recognised under the Certified Environmental Practitioners Scheme - Site Contamination (CEnvP(SC)) or the Certified Professional Soil Scientist Contaminated Site Assessment and Management (CPSS CSAM) certification.

For further information refer to:

- State Environmental Planning Policy (Resilience and Hazards) 2021 at [legislation.nsw.gov.au](http://legislation.nsw.gov.au)
- State Environmental Planning Policy (Biodiversity and Conservation) 2021 at [legislation.nsw.gov.au](http://legislation.nsw.gov.au)
- NSW Environment Protection Authority's Contaminated Sites - Sampling Design Guidelines at [epa.nsw.gov.au](http://epa.nsw.gov.au)
- NSW Environment Protection Authority's Consultants reporting on contaminated Land: Contaminated land guidelines 2020 at [epa.nsw.gov.au](http://epa.nsw.gov.au)
- Protection of the Environment Operations Act 1997 at [legislation.nsw.gov.au](http://legislation.nsw.gov.au)
- NSW Environment Protection Authority's Waste Classification Guidelines at [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

## 31. Acoustic Report

**When** An acoustic report may be required for development that involves the following:

- Noise sensitive landuses near or above rail corridors and busy roads as identified in State Environmental Planning Policy (Transport and Infrastructure) 2021; or
- Noise generating activities.

**What** The acoustic report should:

- Detail existing noise and any vibration levels within the proximity of the proposed development site.
- Detail the predicted noise and vibration levels to be emitted to/from the proposed development inclusive of mechanical equipment where possible.
- Detail proposed noise and vibration mitigation measures to be implemented that will meet acoustic standards and guidelines.
- Have regard to NSW legislation, published guidelines and Hornsby Shire Council's Policy and Guidelines for Noise and Vibration Generating Development.

**Who** The acoustic report should be prepared by a qualified acoustical engineer who is a member of the Association of Australasian Acoustical Consultants (AAAC).

For further information refer to:

- Development near rail corridors and busy roads - Interim guideline at [planning.nsw.gov.au](http://planning.nsw.gov.au)
- Noise Policy for Industry (2007) at [epa.nsw.gov.au](http://epa.nsw.gov.au)
- Council's Policy and Guidelines for Noise and Vibration Generating Development (2000) at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au)

## 32. Air Quality Report

**When** An air quality report may be required for development that involves the following:

- Sensitive landuses with frontage to a classified road as identified in SEPP (Transport and Infrastructure) 2021. Sensitive landuses include medium and high density residential buildings, places of worship, hospitals, schools, child care centres etc; and
- Potentially air polluting developments.

**What** The air quality report should:

- Provide an assessment of the ambient air quality on the site, including but not limited to carbon monoxide, hazardous substances (lead), inspirable dust, volatile organise compounds (benzene) and total bacteria as yeast and mould; and
- Have regard to published guidelines.

**Who** The air quality report should be prepared by a suitably qualified environmental consultant.

For further information refer to:

- Development near rail corridors and busy roads - Interim guideline at [planning.nsw.gov.au](http://planning.nsw.gov.au)
- Other best practice guidelines for air polluting developments at [planning.nsw.gov.au](http://planning.nsw.gov.au)

### 33. Heritage Report

**When** A Heritage Impact Assessment report is be provided for:

- Works to a heritage item or draft heritage item (including demolition); or
- The demolition of a building within a heritage conservation area.

For other development in the vicinity of a heritage item, the Statement of Environmental Effects should include an assessment of the effect the proposal may have on heritage item in the vicinity of the property.

**What** A Heritage Impact Assessment report is to include:

- 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
- A description and assessment of the proposed work, outlining the positive and negative impacts on the heritage significance of the item; and
- Details of the methods used to mitigate the impact of the work.

For development in the vicinity of a heritage item, the assessment in the Statement of Environmental Effects should demonstrate how the proposal will integrate with the heritage item and its setting.

For items of state significance proposing a major change, a conservation management plan may be required.

**Who** A Heritage Impact Assessment report should be prepared by a suitably qualified/ experienced person.

For further information refer to:

- Guidelines on preparing Heritage Impact Assessment at [environment.nsw.gov.au](http://environment.nsw.gov.au)

### 34. Aboriginal Heritage Assessment

**When** An aboriginal heritage assessment may be required for applications that will disturb:

- Culturally modified trees, or
- Land that contains recorded Aboriginal objects (AHIMS database); or
- Undisturbed land that contains certain landscape features, being land: within 200m of waterways, or located within a sand dune system, or located on a ridge top, ridge line or headland, or located within 200m below or above a cliff face, or within 20m of or in a cave, rock shelter, or a cave mouth.

**What** An Aboriginal Heritage Assessment report should be prepared in accordance with the published guidelines.

**Who** An Aboriginal Heritage Assessment should be prepared by a suitably qualified/experienced person.

For further information refer to:

- Guide to Investigating, Assessing and Reporting on Aboriginal Cultural Heritage in NSW (2011) by NSW Office of Environment and Heritage at [environment.nsw.gov.au](http://environment.nsw.gov.au)

- NPWS Aboriginal Heritage and Information Management System (AHIMS) database at [environment.nsw.gov.au](http://environment.nsw.gov.au)

## 35. Access Report

- When** An access report may be required for development that involves the following:
- Medium to high density residential developments with 10 or more dwellings;
  - State Environmental Planning Policy (Housing) 2021 developments; and
  - Other developments that are required to comply with the Disability (Access to Premises - Buildings) Standards.
- What** An access report should:
- Describe how the development will facilitate access for people with disabilities;
  - Comply with the provisions of the BCA and the Disability Discrimination Act 1992; and
  - Comply with the provisions of any applicable planning instrument and the DCP.
- Who** An Access Report should be prepared by a suitably qualified/ experienced person.

## 36. Crime Risk Assessment

- When** A crime risk assessment may be required for development that involves the following:
- Developments with 20 or more dwellings
  - Major commercial/ retail developments
  - Major community facilities, hospitals and schools
  - New industrial complexes
  - Clubs/ hotels, or other liquor outlets
  - Service stations; and
  - Other sensitive landuses, such as sex services premises.
- What** The crime risk assessment should be incorporated into the Statement of Environmental Effects and address how the development incorporates the principles of CPTED (Crime Prevention Through Environmental Design).
- The Council will refer this assessment to the Police for comment as part of the DA process.
- Who** A Crime Risk Assessment should be prepared by a suitably qualified/ experienced person.

For further information refer to CPTED guidelines at [planning.nsw.gov.au](http://planning.nsw.gov.au)

## 37. Fire Safety Schedule

- When** A fire safety schedule is required for all change of use applications where no construction works are proposed.
- What** The fire safety schedule should list 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.
- Who** A Fire Safety Schedule should be prepared by a suitably qualified professional.

## 38. Environmental Management Plan

**When** An Environmental Management Plan is required for developments that require active ongoing management of pollution risks, such as industrial activities, intensive rural activities or large food business proposals. An Environmental Management Plan may also be required to ensure works associated with the remediation of contaminated land are undertaken in a manner that protects the surrounding environment.

**What** The Plan is to identify all potential pollution risks in accordance with the *Protection of the Environment Operations Act 1997* and propose mitigation measures.

In addition, an application for a potentially hazardous industry must include a preliminary hazard analysis in accordance with the current circulars or guidelines published by the Department of Planning and submit the analysis with the development application, pursuant to the provisions of State Environmental Planning Policy (Resilience and Hazards) 2021.

**Who** An Environmental Management Plan should be prepared by a suitably qualified environmental consultant.

## 39. Schedule of External Finishes

**When** A schedule of external finishes may be required for development that involves significant buildings fronting an established streetscape(s). As a guide this should be required for the following development types:

- Development of Heritage Items and within Heritage Conservation Areas
- Medium and high density residential developments; and
- All significant commercial, retail, mixed use and industrial developments.

**What** Provide an A4 or A3 colour schedule.

**Who** The applicant.

## 40. Photomontage

**When** A photomontage showing the relationship of the buildings to the adjoining buildings may be required for development that involves new buildings fronting an established streetscape(s). As a guide this should be required for the following development types:

- Medium and high density residential developments; and
- All commercial, retail, mixed use and industrial development with an estimated cost of work in excess of \$2 million.

**What** Provide an A4 or A3 coloured photomontage, at an approximate scale of not less than 1:200.

**Who** An architect or draftsman with appropriate qualifications and experience.

## 41. Preliminary Construction Management Plan (CMP)

**When** A Preliminary Construction Management Plan (PCMP) is required for multi dwelling houses, residential flat buildings, seniors housing, shop top housing, child care centres, boarding houses, educational establishments, places of public worship, and intensive rural uses. It will also be required for retail, commercial and industrial developments involving new buildings, substantial alterations and additions and demolition, and any other developments as requested by Council. A PCMP may also be required to ensure the amenity of the surrounding neighbourhood, environment and/or Council's assets are not unreasonably impacted due to site constraints of the proposed development. PCMP's may be required for one or more stages of works.

**What** The PCMP assists with the protection of the public, the environment and Council's assets during all stages of construction works and must include the following:

- Description of the works
  - A general description of the scope of works

- Details of the extent of earthworks including estimated quantities of excavated and imported material to be transported to and from the site.
- Details of any staging of the works.
- Construction traffic and management
  - The likely number and frequency of truck movements per day over the duration of the project (i.e. throughout demolition, earthworks and construction phases).
  - The vehicle traffic routes to and from the site, including any queuing locations. The vehicle routes should be identified on a plan attached to the PCMP
  - Size and types of construction vehicles.
  - Access and egress into the site, including any limitation on access for certain types of vehicles (swept path analysis) due to site constraints.
  - Any potential road closures/openings; work zones, crane permits and traffic control.
  - Potential impacts on existing traffic as a result of demolition and construction traffic (for example road closures, site constraints and the types of vehicles used).
  - Potential impacts on cyclist routes and movements.
  - Management measures to be implemented to minimise disruption to, and maintain the safety, of all road users.
- Pedestrian management
  - Potential impacts on pedestrian movements. This includes consideration of locations or times where footpaths are heavily trafficked (e.g. school arrival and departure; commuter peaks).
  - Management measures to be implemented to minimise disruptions to pedestrians and maintain safety.
- Car parking
  - Impacts on on-street parking (work zones, construction access, etc).
  - Details of construction working parking. where limited car parking is available on site or nearby, details of alternative arrangements/ transport to the site must be provided, including public transport or satellite parking.
- Tree management and protection
  - Trees to be removed and retained on site, including tree protection measures. Details to be provided on a Tree Protection Plan (Refer to Sections 11 and 12 of this Guide).
- Stormwater Management
  - Details of stormwater management and disposal, including diversion routes and stormwater discharge points or disposal from detention basins.
  - Location of existing watercourses.
  - Sediment and erosion control (Refer to Section 16 of this Guide)
- Noise and Vibration
  - Expected sources of noise and vibration during demolition, earthworks and construction at sensitive receiver locations.
  - Duration of works that are expected to emit higher than average levels of noise and vibration.
  - Details of mitigation measures to minimise noise and vibration impacts and ensure compliance with acoustic guidelines.
  - Where construction noise and vibration are likely to be a significant issue due to the site conditions and construction techniques, a Construction Noise and Vibration Management Plan is required to be submitted.
- Waste Management
  - Detail the reuse, recycling and disposal methods for all demolition and construction waste on site.
- Site plan



A site plan is to be prepared which identifies the following information at each stage of the development:

- Existing and proposed buildings
- Site boundary fence
- Extent of proposed earthworks
- Existing trees and vegetation to be removed and retained and tree protection measures (consistent with TPP)
- Vehicle access and egress
- On-site vehicle parking
- Hard-stand areas for loading and unloading materials, including the location of cranes and concrete pumps
- Location of material storage on-site, stockpiles, site sheds, hoardings; waste storage
- Location of sediment control measures
- Potential works zones

**Who** A PCMP is to be prepared by a suitably qualified environmental consultant in consultation with a qualified traffic engineer.

## 42. Green Roofs and Walls

**When** A Green Roofs and Wall Plan is required to be submitted with any development involving the installation of a green roof or wall.

**What** **Green Roofs**

Any proposal for a green roof should:

- Undertake a detailed site analysis to assess the site suitability, including consideration of the climate conditions (e.g. solar orientation and wind loads), surrounding environment and the structural capacity, age, and condition of the roof
- Identify roof access (e.g. frequency and types of access), growing medium type and depth, function and type of green roof and plant schedule in accordance with the roof structural capacity;
- Select native and drought/heat tolerant plant species.
- Be designed with high standard components, including waterproofing membrane, growing medium, vegetation layer, root barrier, insulation and drainage system.
- Maximise the retention and reuse of stormwater.
- Identify the most suitable irrigation system based on growing medium characteristics and plant needs.
- Consider integration of solar panels on the green roof; and
- Provide a maintenance plan including inspection arrangements and maintenance of the waterproofing roof membrane.

**What** **Green Walls**

Any proposal for a green wall should:

- Design and locate green walls to suit the orientation and microclimatic conditions and enable access for maintenance.
- Select a mix of native and ornamental species.
- Provide details of the support system, demonstrating that the green wall can be removed without affecting the structural integrity or waterproofing of the building.
- Ensure green walls are designed to function with an irrigation system using non-potable water.
- Establish control and timing of the watering system; and

- Prepare a maintenance plan detailing the maintenance arrangements.

**Who** A Green Roofs and Wall Plan is to be prepared by a suitably qualified architect, engineer or green roof provider.

### 43. Water Cycle Management Plan (WCMP)

**When** A WCMP should be submitted with an application for any intensive rural activity and when a number of rainwater tanks results in the total capacity of all dams and rainwater tanks on the property exceeding 1 megalitre.

**What** A WCMP should be submitted with an application for any intensive rural activity detailing how water will be sourced, stored, used, treated and recycled for use.

**Who** A WCMP is to be prepared by a suitably qualified and experienced civil engineer.

### 44. Food Premises

**When** The floor plan and schedule of internal finishes is required for the development of retail food and food manufacturing premises.

**What** The fit out of a food premises must be in accordance with Australian Standard AS4674-2004 Design and fit out of food premises.

A floor plan providing an aerial view of the internal configuration of the food premises at 1:100 scale and must include:

- Proposed location of hand wash basins. Food preparation must be carried out within 5 metres of a hand wash basin.
- Proposed location of a double bowl sink or a single sink and a commercial dish washer.
- Proposed location of the floor waste inlet located in the food preparation area.
- Proposed location of the waste storage area, the floor waste inlet and the hose connection.
- Proposed location of employee toilets with adjacent handwash basin.
- Proposed location of the grease trap.
- Proposed location and details of an oil and chemical storage area inclusive of a bund.
- Proposed location of the mechanical ventilation exhaust and outlet.

*Note: Mechanical ventilation is required:*

- *if any single apparatus has:*
  - *a total maximum electrical power input exceeding 8 kilowatts (kW), or*
  - *a total gas power input exceeding 29 megajoules per hour (MJ/h), or*
- *the total maximum power input to more than one apparatus exceeds:*
  - *0.5kW electrical power for each 1m<sup>2</sup> of floor area of the room or enclosure, or*
  - *1.8MJ gas for each 1m<sup>2</sup> of floor area of the room or enclosure.*
- Schedule of Internal Finishes
  - A schedule of internal finishes is required for all areas of the food premises including the waste storage area to ensure that all surfaces are smooth and washable. Please refer to Australian Standard AS4567-2004 for specifications.

*Note: Drop in ceiling panels will not be accepted.*

**Who** The applicant or a suitably qualified/ experienced person.

For further information:

- Australian Standard 4674-2004 Design, construction and fit out of food premises
- [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au) for information on bunding

- Contact Council's Public Health Team on 9847 6039

## 45. Skin Penetration Floor Plan and Schedule of Internal Finishes

- When** The floor plan and schedule of internal finishes is required for to be submitted with an application for a skin penetration premises.
- What** The fit out must be in accordance with the *Local Government Act 1993*, Local Government (General) Regulation 2005, *Public Health Act 2010* and Public Health Regulation 2012.
- A floor plan providing an aerial view of the internal configuration of the skin penetration premises to scale of 1:100 and must include:
    - Proposed location of hand washing facilities. A hand washing facility must have a supply of clean, warm and potable water provided via single mixer tap. A hand washing facility must be in each treatment room.
    - Proposed location of a sink provided with warm water to be used for cleaning skin penetration equipment
    - Proposed location of an appropriate sharps container. The sharps container must be compliant with the appropriate Australian Standard. Refer to Australian Standard AS4261:1994 Reusable container for the collection of sharp items used in human and animal medical applications and Australian Standard 4031-1992 Non-reusable containers for the collection of sharp medical items used in health care areas.
    - Proposed location of the waste disposal bin.
    - Proposed location of a bench top autoclave. A designated cleaning and sterilisation work area must be provided within the premises and designed in accordance with Australian Standard AS4815:2006 Office based health care facilities Reprocessing of reusable medical and surgical instruments and equipment and maintenance of the associated environment. This work area must be separated from a skin penetration/beauty treatment room.
    - Proposed location of client toilet in the immediate vicinity of the room used for colonic lavage if the said service is provided at the premises.  
*Note: All foot spa chairs and closed colonic lavages must be connected to the sewer in accordance with Sydney Water requirements. Please contact Sydney Water on 132 092 for further information.*
  - Schedule of Internal Finishes
    - A schedule of internal finishes is required for all areas of the skin penetration premises to ensure that all surfaces are smooth and washable.
- Who** The applicant or a suitably qualified/ experienced person.

For further information refer to NSW Health and/or contact the Public Health Team on 9847 6039.

# PART D. Development Application Checklist

Applicant to Complete					
		Required		Supplied	
DA Documentation, Plans and Supporting Material		Yes	No	Yes	No
1	Signed Owner's Consent Form ( <b>all owners</b> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Notify Council if Integrated Development or other concurrences are required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Section 7.12 Cost Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Modification Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Statement of Environmental Effects (SEE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Request to vary development standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Survey Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Proposed Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Elevation and Section Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Subdivision Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Tree Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Arboricultural Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Landscape Maintenance Plan				
17	Shadow Diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Soil and Water Management Plan/ Erosion & Sediment Control Plan (construction phase)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Stormwater Concept Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Water Sensitive Urban Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Flood Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Basix Report (within 3 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Bushfire Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Sewage Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Traffic and Parking Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Flora and Fauna Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant to Complete					
		Required		Supplied	
DA Documentation, Plans and Supporting Material		Yes	No	Yes	No
29	Acid Sulfate Soil Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Land Contamination Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Acoustic Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Air Quality Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Heritage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Aboriginal Heritage Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Access Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Crime Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Fire Safety Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Environmental Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Schedule of External Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Photomontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Preliminary Construction Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Green Walls and Roofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Water Cycle Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Food Premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Skin Penetration Floor Plan and Schedule of Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that if the information is inaccurate or incomplete, the application may be delayed or rejected or more information may be requested.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Applicant name (PLEASE PRINT)

# Appendix 1 - Cost Summary Report

## ESTIMATED DEVELOPMENT COST (Development Cost of \$3,000,000 or less)

DEVELOPMENT APPLICATION No:		REFERENCE:	
COMPLYING DEVELOPMENT CERTIFICATE APPLICATION No.			
CONSTRUCTION CERTIFICATE No:		DATE:	

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

For all cost estimates for development costed under \$3 million:

- For development costed up to \$100,000, the EDC should be estimated by the applicant or a suitably qualified person\*, and the methodology used to do this be submitted with the application.
- For development costed between \$100,000 and \$3 million, the EDC should be estimated by a suitably qualified person\*, and the methodology used to do this be submitted with the application.

\* A suitably qualified person is a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed.

### Analysis of Development Costs (Note if works do not form part of your application insert 'N/A'):

Land subdivision costs such as planning, execution and registration of covenants and easements	\$
Change of use	\$
Demolition	\$
Remediation and decontamination	\$
Excavation costs such as shoring, tanking, filling and waterproofing	\$
Preliminaries such as scaffolding, hoarding, fencing site sheds, waste management	\$
Construction costs such as engineering works, footings, slabs, walls, floors, roof, beams windows, doors, staircases, balustrades, handrails and miscellaneous structures such as decks, terraces, verandahs, carport, garages, sheds, shopfronts, etc.	\$
Supply and installation of services such as electrical, plumbing, drainage, mechanical, fire, hydraulic, gas, communications and related plant equipment	\$
Fittings and furnishings - where the development involves an enlargement, expansion or intensification of a current land use	\$
Wall, floor and ceiling finishes including carpeting, tiles and painting etc.	\$
External works such as landscaping, driveways, parking, fencing, pools, retaining walls, paving etc.	\$
Other miscellaneous work	\$
<b>Sub-total</b> in accordance with Clause 251 of the Environmental Planning and Assessment Regulation 2021	<b>A \$</b>

<i>The following costs are not subject to S.7.12 Levy (pursuant to Clause 208) but subject to cost of development (pursuant to Clause 251) of the Environmental Planning and Assessment Regulation 2021.</i>		
Consultant Fees/ Project Management costs associated with the development		
Fittings and furnishings, (including any refitting or refurbishing) where there is no enlargement, expansion or intensification of a current use (Excludes base building works)		\$
Disabled access measures		
Energy efficiency measures		
Affordable housing costs		
Adaptive reuse of a heritage item		\$
<b>Sub-total</b>	<b>B</b>	<b>\$</b>
<b>Estimated Development Cost (EDC)</b>	<b>A + B</b>	<b>\$</b>
Goods and Services Tax (GST)		\$
<b>TOTAL DEVELOPMENT COST (from which DA fee is calculated)</b>		<b>\$</b>

I certify that I am a Suitably Qualified Person\* as defined in Planning Circular PS 24-002 and I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in Section 208 of the Environmental Planning and Assessment Regulation 2021 at current prices.
- Included GST in the calculation of development cost.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Profession \_\_\_\_\_ License / Accreditation No. \_\_\_\_\_

Qualifications:

Category of suitably qualified person relied upon, as defined below:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 2 - Registered\* Quantity Surveyor's Detailed

## ESTIMATED DEVELOPMENT COST (Development Cost greater than \$3,000,000)

\*A member of the Australian Institute of Quantity Surveyors (AIQS) or Royal Institution of Chartered Surveyors (RICS)

DEVELOPMENT APPLICATION No:		REFERENCE:	
COMPLYING DEVELOPMENT CERTIFICATE APPLICATION No.			
CONSTRUCTION CERTIFICATE No:		DATE:	

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

### Development Details:

Gross Floor Area - Commercial	m <sup>2</sup>	Gross Floor Area - Other	m <sup>2</sup>
Gross Floor Area - Residential	m <sup>2</sup>	Total Gross Floor Area	m <sup>2</sup>
Gross Floor Area - Retail	m <sup>2</sup>	Total Site Area	m <sup>2</sup>
Gross Floor Area - Car Parking	m <sup>2</sup>	Total Car Parking Spaces	
<b>Total Development Cost</b>	<b>\$</b>		
<b>Total Construction Cost</b>	<b>\$</b>		
<b>Total GST</b>	<b>\$</b>		

### Estimate Details:

Professional Fees	\$	Excavation	\$
% of Development Cost	%	Cost per m <sup>2</sup> of site area	\$ /m <sup>2</sup>
% of Construction Cost	%	Car Park	\$
Demolition and Site Preparation	\$	Cost per m <sup>2</sup> of site area	\$ /m <sup>2</sup>
Cost per m <sup>2</sup> of site area	\$ /m <sup>2</sup>	Cost per space	\$ /space
Construction - Commercial	\$	Fit-out - Commercial	\$
Cost per m <sup>2</sup> of commercial area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of commercial area	\$ /m <sup>2</sup>
Construction - Residential	\$	Fit-out - Residential	\$
Cost per m <sup>2</sup> of residential area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of residential area	\$ /m <sup>2</sup>
Construction - Retail	\$	Fit-out - Retail	\$
Cost per m <sup>2</sup> of retail area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of retail area	\$ /m <sup>2</sup>

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quantity Surveyors.
- Calculated the development costs in accordance with the definition of development costs in the Hornsby Shire Council Indirect Development Contributions Plan at current prices.
- Included GST in the calculation of development cost.
- Measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1, Appendix A2.



Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Qualifications: \_\_\_\_\_  
Membership body and number: \_\_\_\_\_  
Date: \_\_\_\_\_

# Appendix 3 - Waste Management Plan

To facilitate waste management and reduction, Council requires on-site sorting and storage of waste products pending re-use, recycling or collection. Council's goal is that at least 76% of all demolition and construction waste is to be re-used or recycled.

The applicable sections of the following waste management plan must (at a minimum) be completed and submitted with applications which involve the demolition, design and construction, the use of a building and on-going management.

Larger developments should include the level of detail which reflects the scale of the development. The NSW Environmental Planning Authority website [epa.nsw.gov.au/waste](http://epa.nsw.gov.au/waste) contains a number of best practice publications that may be of assistance for more detailed waste management planning activities.

The information provided in the waste management plan will enable an assessment of how it is intended to re-use, recycle and dispose of waste. The information will be assessed against prescribed targets for the minimisation of waste disposal.

## Outline of Proposal:

Site Address \_\_\_\_\_

Applicant's Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Buildings and Other Structures Currently on the Site: \_\_\_\_\_

Brief Description of Proposal: \_\_\_\_\_

## Commitment to this Waste Management Plan:

When any construction and/or demolition waste is removed from the site, written records will be made by the principal contractor and submitted to the Principal Certifying Authority within 14 days demonstrating consistency with this Waste Management Plan. This is to include tip docket/receipt from the site to which the waste was taken (noting date and time of delivery, description (type and quantity) of waste).

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

For further information on completing the waste management plan, refer to Council's Waste Minimisation and Management Guide that is available at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au)

# Section One - Demolition Stage

To be completed for applications involving demolition, excavation or residential subdivision (where involving 6 or more lots).

## General Demolition Waste

How will you manage this waste?						
Type of material	Estimated volume (m3) *see A2.01	Estimated weight (kg) *see A2.01	Re-use on-site * see A1.02 for suggestions Quantity (kg)	Use	Recycle off -site * see A1.04 for outlets Quantity (kg)	Landfill * see A1.03 for landfills Quantity (kg)
Excavation material						
Green waste						
Bricks						
Concrete						
Tiles						
Timber (specify)						
Plasterboard						
Metals (specify)						
Other (specify)						
<b>TOTAL GENERAL WASTE</b>		_____kg (100%)	_____kg (_____%)		_____kg (_____%)	_____kg (_____%)
Material containing Asbestos			N/A		N/A	

Principal off -site recycler (address)	Principal licensed landfill for general waste (address)	Licensed landfill for asbestos waste (address)

Does the combined re-use and recycling of general waste materials meet the target of 76% or greater (Yes/No)\_\_\_\_\_. If no, revisit the table to see where improvements may be achieved. If the target is still not possible, please state reasons why.

For further information: The Council's Waste Minimisation and Management Guide available at [hornsby.nsw.gov.au](https://www.hornsby.nsw.gov.au), provides help in completing this plan. For example, reference \*A2.01 is included in the Waste Minimisation and Management Guide at Page 88 and helps you to estimate demolition volumes.

## Section Two - Construction Stage

To be completed for all applications involving construction of buildings.

### Expected Waste Materials

HOW WILL YOU MANAGE THIS WASTE?						
Type of material	Estimated volume (m3)	Estimated weight (kg)	Re-use on-site * see A1.02 for suggestions	Recycle off -site * see A1.04 for outlets	Landfill * see A1.03 for landfills	
	*see A4.01	*see A4.01	Quantity (kg)	Use	Quantity (kg)	Quantity (kg)
Excavation material						
Green waste						
Bricks						
Concrete						
Tiles						
Timber (specify)						
Plasterboard						
Metals (specify)						
Other (specify)						
		_____ kg		_____ kg	_____ kg	_____ kg
<b>TOTAL WASTE</b>		(100%)	(_____%)	(_____%)	(_____%)	(_____%)

Principal off -site recycler (address)	Principal licensed landfill site (address)

Does the combined re-use and recycling of waste materials meet the target of 76% or greater (Yes/No) \_\_\_\_\_. If no, revisit the table to see where improvements may be achieved. If the target is still not possible, please state reasons why.

For further information The Council's Waste Minimisation and Management Guide available at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au), provides help in completing this plan. For example, reference \*A2.01 is included in the Waste Minimisation and Management Guide at Page 88 and helps you to estimate demolition volumes.

## Section Three - Use and On-Going Management

To be completed for all applications involving the construction of residential accommodation and commercial and industrial developments or for the change of use of same.

Describe how you intend to ensure on-going management of waste on-site. Issues which may require to be addressed include maintenance, signage and responsibilities.

ISSUE	PROPOSED ARRANGMENTS
<b>Size and Location</b>	
Use of premises.	
Number of dwellings/units.	
Estimated garbage generation (See A6.01).	
Estimated recycling generation (See A6.01).	
Number of and capacity of waste storage bins and volume handling and reduction equipment to be used for managing garbage.	
Number of and capacity of waste storage bins and volume handling and reduction equipment to be used for managing recyclables.	
Number of and capacity of waste storage bins and volume handling and reduction equipment to be used for managing garden organics (if applicable).	
Area/s allocated for waste storage and recycling area and volume handling and reduction equipment (highlight on plan drawings).	
<b>On-site Access</b>	
Describe arrangements for on-site access by residents to waste facilities (highlight on plan drawings)	
Describe arrangements for on-site access by collection contractors to waste facilities (highlight on plan drawings)	
<b>Design and Construction</b>	
Describe the fire safety features and protection equipment provided.	
Describe how noise associated with residents using the bins, collection contractors emptying the bins and waste falling through and out of the bottom of a garbage chute has been minimised.	
Describe any features for preventing ingress of vermin into waste storage areas.	
Describe measures taken to ensure waste storage areas are aesthetically consistent with the rest of the development.	
Describe the light source and method of ventilation within waste storage areas.	
Describe facilities for washing bins, waste storage areas and garbage chute systems.	
Describe the features incorporated in the design of the volume handling and reduction	

equipment to ensure its safe and efficient operation.	
<b>On-going Waste Management</b>	
Identify the time frame that it will take to introduce an environmental management system (i.e. waste minimisation and management strategy).	
Describe arrangements for the cleaning and maintenance of waste storage areas and volume handling and reduction equipment.	
Describe arrangements for ensuring appropriate signage and ensuring residents/tenants are aware of how to use the waste management system correctly.	
Identify each stage of waste transfer between residents'/tenants' units and loading into the collection vehicle. Who is responsible for each transfer?	
Describe arrangements for the disposal of hazardous waste (if applicable) (See A6.02).	

Submit a scaled plan referenced in the table at Section 3 above showing the location of waste storage and collection facilities and access thereto.