

## What you need for development applications

We're all invested in streamlining the development application process and improve the planning and building outcomes for everyone involved.

We want to get planning decisions right, so there's a lot of information that's needed in your application. There's now one website used state-wide that enables you to lodge and monitor your application – the [NSW Planning Portal](#).

### Save time by getting it right.

To ensure that your documents can be reviewed, you have to lodge them in specific formats.

- All documents must be A4 size, optimised for minimum size and submitted as a PDF.
- All security settings such as password protection and editing restrictions must be disabled.
- Documents must be exact and fully legible.
- The plans and documentation should not be scanned.
- Do not zip files or include subfolders when lodging in the [NSW Planning Portal](#).

**TIP:** If we at Council, have requested a file from you can submit it as a zip file. This could include flood, water and traffic modelling and other file types not supported by the NSW Planning Portal. These files can be zipped and uploaded via the [NSW Planning Portal](#).

### Lodging your plans properly.

Plans must also be saved as a PDF file and grouped together with their relevant plan type as detailed in the respective development assessment matrix.

Each document should be titled using the required naming convention such as Plan or Report Type - Property Address. Examples of this for a development application for a property at 91, Queen Street, Campbelltown, would have files named:

- Architectural Drawings – 91 Queen Street, Campbelltown.
- Stormwater Concept Plan – 91 Queen Street, Campbelltown.
- Statement of Environmental Effects – 91 Queen Street, Campbelltown.

Plans must be to scale and the scale should be clearly displayed on every page. The scale needs to state the original plan size, for example:

- 1:100 and separately state the original sheet size (e.g. A3), or 1:100@A3.

Plans must be rotated to landscape, not be scanned and must be directly created or converted into a PDF file.

Colour plans are highly desirable and are to have a resolution between 300 and 900dpi.

Black and white plans may be accepted on the basis that they are created in grayscale at a resolution of at least 300dpi. Photos / photo montages are to be provided as a PDF file.

## **Make sure you've signed documents to release information.**

Development applications that require public notification or exhibition will have all relevant plans and documents (excluding floor plans for residential areas of buildings) published on the Council website. Documentation provided with an application will also be accessible in accordance with the requirements of the *Government Information Public Access (GIPA) Act 2009*.

The applicant must acknowledge that materials submitted with any application may be made available to the public. The applicant must also state that they are authorised by the copyright owner of any material submitted with the application to provide the material to Council for its use as the consent authority and display (either digitally or by hard copy) during the application's assessment.

These acknowledgements should be provided using the separate forms, which are available on Council's website.

**Note:** Consult with our [Community Participation Plan](#) to determine the type of notification required for your development application.

## **You should get a Planning Certificate.**

A 10.7 Planning Certificate lets any landowner or any potential land purchaser obtain information about which controls and conditions apply to the land they're wanting to develop or buy.

There are two types of 10.7 certificates: A 10.7(2), which is a shorter 'basic' certificate and a 10.7(5) Certificate, which contains additional information specific to the property.

While both certificates provide a substantial amount of information, a 10.7(5) goes further and includes details of advice on any other matters affecting the land of which Council is aware including:

- Surrounding major roadworks or within a rail corridor
- Affected by tree and vegetation controls
- Whether there is the potential for loose fill asbestos to be found on properties in Council's precinct.

It is strongly recommended that an applicant obtain a 10.7(2) certificate at a minimum, prior to considering any development potential of the land.

## **We can help.**

Before you lodge a development application (DA), you can have a pre-DA lodgement meeting with our specialists staff so that, wherever possible, we can identify and resolve issues in advance. Early advice on more complex proposals may avoid unnecessary delays with the processing of any future development application.

For **larger scale** and **more complex** development applications, you can submit a request for a pre-lodgement meeting to: [council@campbelltown.nsw.gov.au](mailto:council@campbelltown.nsw.gov.au). A fee applies for this service.

When submitting such a request, please include the following plans and documents which must be accurate, include true north and drawn to scale:

- Site Plan/Site Analysis Plan
- Floor Plans
- Elevation Plans
- Cross Section
- Relevant Policy Compliance Checklist.

The level of information required is not as extensive as that required for a development application and is dependent on the site constraints.

**Note:** We don't offer pre-lodgement meetings for low scale developments such as single dwelling houses, alterations and additions including swimming pools and retaining walls or fitouts of existing commercial/industrial premises. You can contact our Duty Planner for advice on these: (02) 4645 4608.

### **We want the best designs for our city.**

We have a panel of design experts who provide independent advice about some development proposals in our city. The Campbelltown Design Excellence Panel (CDEP) has qualified architects, urban designers and landscape architects who advise us on significant residential and/or commercial development within the Campbelltown LGA.

Due to the scale and complexity in assessing these types of developments, it is imperative that the principles of design excellence are incorporated at an early stage in the assessment process, particularly when other relevant technical or merit-based requirements need to be taken into consideration.

The following applications are referred to the CDEP:

- New residential apartment development above three storeys.
- Medium density developments, including shop top housing of 20 units or more.
- New commercial buildings over three storeys or with a floor area of 2000sqm or more.
- Boarding houses.
- Any other development/proposal that in the opinion of Campbelltown City Council's General Manager or Director City Development should be referred to the panel.

- Any modification of a consent for a development that meets the qualifying referral criteria and proposes a significant change to the approved built form and public interface of the development.

You can get more information about the design excellence panel on our website:

[www.campbelltown.nsw.gov.au/BuildAndDevelop/DesignExcellencePanel](http://www.campbelltown.nsw.gov.au/BuildAndDevelop/DesignExcellencePanel)

The fees associated with the CDEP can be found at:

[www.campbelltown.nsw.gov.au/CouncilandCouncillors/FinancialInformation](http://www.campbelltown.nsw.gov.au/CouncilandCouncillors/FinancialInformation)

### **Understand the impact of flooding on your property.**

It's recommended that you get information about the impact of flood events on your property prior to lodging a development application.

We provide 1% AEP flood advice (the one in 100 year storm event) for all properties in our LGA for a nominal fee.

Stormwater Advice Request Form can be found on our website:

[www.campbelltown.nsw.gov.au/BuildAndDevelop/ObtainingApprovalToBuild/DevelopmentFormsAndChecklists](http://www.campbelltown.nsw.gov.au/BuildAndDevelop/ObtainingApprovalToBuild/DevelopmentFormsAndChecklists)

### **You may be asked to provide more information.**

Once a development application is accepted, an initial assessment may indicate the need for an amended design or for the submission of additional reports and studies to assess the impact of the proposal. Under Clause 54 of the *Environmental Planning and Assessment Regulation 2000*, Council may request additional information not already requested at the time of lodgement through the [NSW Planning Portal](#).

All documents submitted in response to a request for additional information issued by Council must follow the same document controls as initial lodgement (Page 1).

### **Details of the plans and reporting requirements start now**

<b>General Documents</b>	
Owner's Consent Form	<p>The written consent of all registered land owners must accompany all development applications. Council's Owner's Consent Form can be found at:</p> <p><a href="http://www.campbelltown.nsw.gov.au/BuildAndDevelop/ObtainingApprovalToBuild/DevelopmentFormsAndChecklists">www.campbelltown.nsw.gov.au/BuildAndDevelop/ObtainingApprovalToBuild/DevelopmentFormsAndChecklists</a></p> <p>If the owner is a company or owners association, the consent must be given by an authorised person of the company, on company letterhead or under common seal.</p>

	<p>Should the development be on land within a strata complex or building, the consent of the body corporate must be provided.</p> <p><b>TIP:</b> If the development involves works on a property boundary such as retaining wall or connection to stormwater pipes on an adjacent property (in the absence of any existing easements), the consent of the adjoining land owner must also be provided.</p> <p>Should development involve encroachments over Council land such as an awning overhang a road reserve, the consent of Council must be provided to enable lodgement of the application. It is suggested the developer contact our Property Team on (02) 4645 4000.</p>
Applicant's Copyright Declaration	<p>The applicant must acknowledge that documents submitted with any application may be made available to the public at Council's offices and/or on the website and that they are authorised by the copyright owner of any material submitted with the application to provide the material to the Council for its use as the consent authority and display (either digitally or by hard copy) during the application's assessment.</p> <p>The applicant must further declare any pecuniary interests, such as if the applicant or landowner is a Council staff member or has a relationship to a staff member within Council or has made any political donations.</p> <p>A template form can be found at:  <a href="http://www.campbelltown.nsw.gov.au/BuildAndDevelop/ObtainingApprovalToBuild/DevelopmentFormsAndChecklists">www.campbelltown.nsw.gov.au/BuildAndDevelop/ObtainingApprovalToBuild/DevelopmentFormsAndChecklists</a></p>
Cost of Works	<p>The development application assessment fee, s7.11/7.12 contributions and the Building Industry Long Service Leave Levy are calculated from the proposed cost of works of the development.</p> <p>Developments with a construction cost estimated under \$3 million must provide evidence of this cost through the submission of builders' quote or contract or other cost of works summary prepared by a building professional. However, should the initial calculation be deemed significantly undervalued, we will request the submission of a cost of works report prepared by a registered Quantity Surveyor.</p> <p>Developments over \$3 million must provide a registered quantity surveyor's detailed cost report verifying the cost.</p> <p><b>TIP:</b> Cost of works are not limited to just a building and include the cost of all site works as well. However, the cost of works do not include the fittings and furnishings such as tables and chairs within a restaurant etc. where there is no expansion of that business. For</p>

	<p>further detail on what is included or excluded from the cost of works, please refer to Division 1B Development consent contributions of the <i>Environmental Planning and Assessment Regulation 2000</i>.</p>
Survey Plan	<p>A contour and detail survey plan less than 12 months old must accompany all applications except:</p> <ul style="list-style-type: none"> <li>• Where a change of use is proposed with no external works</li> <li>• Where the application relates to an internal fitout</li> <li>• Where the application relates to signage mounted on an existing structure.</li> </ul> <p>The plan must be prepared by a registered surveyor and show their name, signature, Surveyors ID number and date. The plan must be in in a scale of 1:100 or 1:200 with scale bar shown and demonstrate the minimum following information:</p> <ul style="list-style-type: none"> <li>• True north point, or relationship to true north.</li> <li>• Position of all existing structures, with floor levels and ridge height to Australian Height Datum (AHD).</li> <li>• Position of all existing structures on adjoining land within 3 metres of the boundary, including description, street number, floor level, ridge height, and window levels and locations in the walls closest to the side boundaries.</li> <li>• Spot levels and existing contours related to AHD with bench mark details and origin of levels shown.</li> <li>• The exact position and trunk diameter (if greater than 200mm) of all trees including the height, spread and species (if known) – both on the subject site, and on adjoining land within 3 metres of the site boundaries.</li> <li>• All visible services within the site and council footway area, including stormwater pits and invert levels, hydrants, sewer manholes, Telstra pits etc.</li> <li>• Concrete paths, vehicle crossings, kerb position with top of kerb levels, and kerb outlets.</li> <li>• Title boundaries with dimensions, location and type of all existing easements and rights of way including party and common walls.</li> <li>• Current documentary evidence (Section 88B instrument or dealings) relating to any easements or rights of carriageway which are to be relied upon.</li> </ul>
Development Control Plan (DCP) Compliance Statement and Declaration	<p>For development applications located in Menangle Park and Figtree Hill at Gilead, a DCP compliance statement is required if you would like to take advantage of reduced notification timeframes provided for by the Campbelltown Community Participation Plan.</p> <p>The statement must provide adequate detail to demonstrate compliance with the applicable DCP. Full compliance with the DCP will negate the need for notification and a delay in determination timeframes of at least 21 days. It is strongly recommended that non-</p>

	<p>compliances are identified up front so that notification of the development application can commence immediately.</p> <p><b>TIP:</b> Should the assessment process determine the declaration to be false, the proposal will be placed on hold for fees to be sought and a notification period of 21 days to commence.</p>
<b>Plans</b>	
<p>Architectural Drawings</p> <ul style="list-style-type: none"> <li>• Site Plan</li> </ul>	<p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring development. The plan must provide the site area, length and width of the allotment, including:</p> <ul style="list-style-type: none"> <li>• Location of the new and existing buildings in relation to site boundaries</li> <li>• Location of any existing and proposed fences and landscaping features such as vegetation, swimming pool, retaining walls, paved areas and driveways</li> <li>• Relative location of adjoining buildings (new dwellings and first floor additions only)</li> <li>• Contour lines of the site and spot levels at all the corners of the building (new dwellings only)</li> <li>• Location of any adjoining owners windows facing your development (new dwellings and first floor additions only)</li> <li>• Location of vehicle access and car parking where applicable (driveway profile required for new garages and driveways)</li> <li>• The location of stormwater drainage pipes including downpipes and gutter, connection and discharge points must be shown</li> <li>• BASIX commitments where a BASIX Certificate is required</li> <li>• Method of stormwater disposal including all roof and surface water run-off.</li> </ul>
<ul style="list-style-type: none"> <li>• Site Analysis/ Location Plan</li> </ul>	<p>A context and site analysis plan must accompany all applications, demonstrating that consideration has been given to site constraints and the context of the immediate locality, including:</p> <ul style="list-style-type: none"> <li>• Views to and from the site and views enjoyed by adjacent properties</li> <li>• Solar access to the site and that enjoyed by adjacent properties;</li> <li>• Adjoining and nearby land uses such as distance to schools, public transport etc.</li> <li>• Orientation, microclimate/prevaling winds and noise sources</li> <li>• Significant vegetation.</li> </ul>
<ul style="list-style-type: none"> <li>• Demolition Plan</li> </ul>	<p>A demolition plan must be submitted with all applications involving demolition and is to clearly identify all structures or internal walls to be demolished.</p>
<ul style="list-style-type: none"> <li>• Floor Plans (Residential)</li> </ul>	<p>A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within a building. Floor plans for <b>residential</b> purposes must include:</p>

	<ul style="list-style-type: none"> <li>• An outline of existing building and/or proposed development on site (shown dotted)</li> <li>• Room names, areas and dimensions</li> <li>• Window and door locations and sizes</li> <li>• Floor levels and steps in floor levels (RLs)</li> <li>• Wall structure type and thickness</li> <li>• Location of any new or replacement hot water systems, plumbing fixtures or any other BASIX requirements</li> <li>• Location of any solid fuel heater</li> <li>• Any arrangements and facilities for persons with a disability (if relevant i.e. commercial use).</li> </ul>
<ul style="list-style-type: none"> <li>• Floor Plans (Commercial)</li> </ul>	<p>A fit out for a food premises must provide a detailed description of the types of food related procedures and practices that will take place, such as preparation, handling, storage, packaging, cleaning etc.</p> <p>A fit out for a skin penetration/hairdresser/beauty salon premises must detail the types of beauty and skin penetration procedures and practices that will take place, such as hairdressing, waxing, facials, microdermabrasion, pedicures, manicures, tattooing etc.</p> <p>Floor plans for <b>commercial</b> purposes must be a professionally prepared and detailed plan that demonstrates exactly how the proposed development complies with the requirements of the Australia New Zealand Food Standards Code and AS4674-2004: Design, construction and fit-out of food premises.</p> <p>The plans must be drawn to scale and must include the following:</p> <ul style="list-style-type: none"> <li>• The proposed floor layout and use of each room/area</li> <li>• Details of all construction materials and other materials that will be used within the premises (i.e. finishes of all floors, coving, walls and ceilings)</li> <li>• Elevations of the walls and floor finish, showing the type and method of installation of coving to be used</li> <li>• Locations and design details of proposed hand washing facilities</li> <li>• Locations and design details of proposed washing facilities and any floor wastes</li> <li>• Proposed location and details of all fixtures, fittings and appliances (including the proposed method of installation)</li> <li>• Details showing location, capacity and clearance of hot water services</li> <li>• Design and construction details of cool rooms and/or freezer rooms, including condensation collection and disposal</li> <li>• Proposed location and details of storage facilities for cleaning equipment and staff personal belongings</li> <li>• Proposed location and details of all waste storage areas</li> <li>• Proposed location of the Grease Trap.</li> </ul>



	<p><b>TIP:</b> Hand drawn plans will not be accepted. Plans submitted must be consistent with the detailed description of the proposal.</p>
<ul style="list-style-type: none"> <li>Elevations</li> </ul>	<p>Elevation plans are a side-on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application and labelled accordingly.</p> <p>Elevation plans must include:</p> <ul style="list-style-type: none"> <li>Proposed levels (RLs) (metres AHD) for all ridge lines, ceilings, floors and ground</li> <li>Existing natural ground levels, including street levels (metres AHD)</li> <li>Outline of existing buildings/development on site (shown dotted) and side boundaries</li> <li>The maximum applicable building height as measured from the existing natural ground level including any chimneys, flues, exhausts etc. including levels (RLs) to metres AHD at their highest point</li> <li>Window sizes and location</li> <li>Roof pitch and width of eaves</li> <li>Location/position of all buildings/structures</li> <li>Exterior cladding type and roofing material/colour</li> <li>Existing and finished ground level to ceiling and ridge height.</li> </ul>
<ul style="list-style-type: none"> <li>Sections</li> </ul>	<p>A section is a diagram showing a cut through the development at the most typical point. Sections must include:</p> <ul style="list-style-type: none"> <li>Outline of existing building/development on site (shown dotted)</li> <li>Section names and where they are shown on plan (i.e. A/A, B/B, etc.)</li> <li>Floor to ceiling height</li> <li>Room names</li> <li>Room and window heights</li> <li>Roof pitch and covering</li> <li>Site works, finished and proposed floor and ground levels in long section (indicate cut and fill)</li> <li>Construction material details.</li> </ul> <p>Where new driveways and/or garages or other alterations are proposed to Council's infrastructure, detailed sections of gradients and levels must be provided. This may necessitate long sections of the driveway to the footpath or to the centre line of the road.</p>
<ul style="list-style-type: none"> <li>Shadow Diagrams</li> </ul>	<p>Shadow diagrams should include:</p> <ul style="list-style-type: none"> <li>Location of proposed development</li> <li>Location of adjoining buildings and land (showing street number and street)</li> <li>Shadows cast by the new development on 21 June at 9am, 12 noon and 3pm on adjoining sites and street areas</li> <li>Shadow Diagrams to be prepared by a suitably qualified person, such as surveyor, architect or draftsman.</li> </ul>

	<p><b>TIP:</b> Elevation shadow diagrams (such as those showing shadows cast onto adjoining property windows) may be required depending upon level of affectation to adjoining properties. These plans may indicate that any adjoining property is affected by an existing fence shadow rather than by the proposed development.</p>
<ul style="list-style-type: none"> <li>• Cut and Fill Plan</li> </ul>	<p>A Cut and Fill Plan must be submitted for all developments showing the extent, depth and volume of any cut, and fill proposed by the development.</p> <p>The plan shall show existing and proposed surface level contours, and depths categorised, at intervals no greater than 200mm.</p> <p>Only two contrasting colours are to be used to categorise fill or cut depths, with changes shown as different shades of those two colours.</p>
<p>Stormwater Concept Plans</p>	<p>Stormwater Concept Plans must include, but not be limited to, the following detail:</p> <ul style="list-style-type: none"> <li>• Existing and proposed surface contours and spot levels to AHD</li> <li>• Existing and proposed building locations and floor levels (habitable and garage)</li> <li>• Existing and proposed stormwater drainage location for downpipes, rainwater tanks, pipes, pits and discharge points</li> <li>• Sizes, minimum grades and capacities of proposed stormwater pipes and pits</li> <li>• If OSD (On-Site Detention) measures are proposed include details and preliminary calculations</li> <li>• If overland flow paths exist or proposed include details and preliminary calculations</li> <li>• Existing and proposed drainage easements</li> <li>• Low level property requirements must be met if the property falls away from the street</li> <li>• Must be consistent with the requirements of Council's <i>Engineering Design for Development</i> and the applicable <i>Development Control Plan</i>.</li> </ul> <p><b>TIP:</b> We will not accept development applications where the proposal involves the disposal of stormwater via pipes contained within adjoining lands where there is no easement or where the benefitting of any existing easement has not been demonstrated.</p> <p>Written consent from the downstream property owners for the proposed drainage easement, associated works and agreement for the lodgement of the development application must accompany any development application to Council that proposes work on other land.</p>

<p>Construction Management Plans / Erosion Sediment Control Plan</p>	<p>An Erosion Sediment Control Plan must provide details that minimises the amount of sediment and contaminated water which leaves a sites as well as minimising the disturbance of sites during land use development activities and preserve, wherever possible, existing vegetation on development sites from either damage or removal as a result of the construction works.</p> <p>The details (depending on the level of works) proposed should include but not be limited to the following details:</p> <ul style="list-style-type: none"> <li>• Designated wash out areas</li> <li>• Stabilised Entry / Exit Points</li> <li>• Air Pollution</li> <li>• Location of stockpiles of sand and soil in sheltered positions where possible and covered or watered to prevent material from being blown off the site</li> <li>• Early Roof Water Connection</li> <li>• Revegetation.</li> </ul>
<ul style="list-style-type: none"> <li>• Site Waste Minimisation Plan</li> </ul>	<p>Site Waste Minimisation Management Plans should provide the following information:</p> <ul style="list-style-type: none"> <li>• Volume and type of waste to be generated and how building and demolition waste will be used, recycled or disposed of</li> <li>• How waste will be stored and treated on site proposed at-source waste separation program and facilities i.e. aluminium, steel, glass, plastics, food and organic waste, etc.</li> <li>• Proposed waste storage areas how ongoing waste management will operate</li> <li>• Domestic food and organic waste composting</li> <li>• Proposed recycling collection from hotel, entertainment, commercial and industrial premises</li> <li>• Litter control program (for activities such as take-away food, sporting venues, etc.)</li> <li>• Arrangements for hazardous building wastes such as asbestos and contaminated soil.</li> </ul> <p>A sample Waste Management Plan can be found at: <a href="http://www.campbelltown.nsw.gov.au/BuildAndDevelop/ObtainingApprovalToBuild/DevelopmentFormsAndChecklists">www.campbelltown.nsw.gov.au/BuildAndDevelop/ObtainingApprovalToBuild/DevelopmentFormsAndChecklists</a></p>
<p>Landscape Plan</p>	<p>A Landscape Plan, prepared by a suitably qualified professional, must be submitted with all development applications, except where works are of minor nature or works are wholly within an existing building. This will be at the discretion of Council staff.</p> <p>The plan must include:</p> <ul style="list-style-type: none"> <li>• Calculations of the landscaped area and open space as per the definition of the relevant DCP</li> <li>• An outline of all existing and/or proposed buildings, driveways, swimming pools, walls, fences etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Schedule of plantings cross-referenced to site plan indicating species, massing and mature height</li> <li>• Location and heights of any existing or proposed retaining walls that are to form part of any consent issued</li> <li>• Existing trees within the site whether or not they are to be retained/removed, existing street trees and any trees on neighbouring properties where the development is proposed to be within the dripline of that tree</li> <li>• Details of any proposed replacement plantings, which should be like for like species</li> <li>• All trees must be identified by species name and numbered and shall be consistent with any Arborists Report submitted</li> <li>• Plant species selection as per the Campbelltown City Council’s Native Gardening Guide</li> <li>• All BASIX landscape commitments where relevant are to be clearly indicated on the landscape plan</li> <li>• Stormwater harvesting techniques to be utilised onsite, irrigation, surface treatments and materials etc.</li> <li>• Consideration of Australian Standards: <ul style="list-style-type: none"> <li>- AS 4419 Soils for Landscaping and Garden Use</li> <li>- AS 4454 Compost, Soil Conditions and Mulches</li> <li>- AS 4373 Pruning of Amenity Trees.</li> </ul> </li> <li>• Name of Landscape Architect or Consultant</li> <li>• Stormwater harvesting techniques to be utilised onsite.</li> </ul> <p>Larger scale developments such as Mixed Use Developments, Residential Apartments, Multi-dwelling Housing, Retirement Villages, Aged Care Facilities, and Industrial Development shall submit a deep soil plan to demonstrate the soil volumes can accommodate the proposed planting.</p> <p>A Landscape Design Statement may be required to demonstrate the impact of the proposal on streetscape amenity, how the landscape design integrates with the existing streetscape, the impact of the proposal on the neighbouring properties, and how the landscape design considers and addresses this.</p> <p><b>TIP:</b> We will not accept notations on plans such as <i>‘retaining wall to be done by owner’</i>. If retaining walls are proposed or will need to be provided to facilitate the development, then retaining wall details and engineering specifications must be submitted with the application.</p>
Subdivision Plan	<p>Subdivision plans must include the following details:</p> <ul style="list-style-type: none"> <li>• A plan showing the proposed subdivision with land title details</li> <li>• Location, width dimensions and area of all proposed and existing land uses</li> </ul>

	<ul style="list-style-type: none"> <li>• Location of water, sewerage, electricity and telephone connections</li> <li>• Proposed points of entry and exit for each proposed lot</li> <li>• Proposed method of stormwater disposal</li> <li>• Proposed new roads (if any) including long section and cross section drawings</li> <li>• Indicate the plan of proposed development on any new lot(s) i.e. building envelope</li> <li>• Relative levels of both the subject land and adjacent streets/footpaths</li> <li>• Any onsite sewerage management systems or water storage tanks in the event a site is not serviced by Sydney Water.</li> </ul>
<p>Building Envelope Plan (BEP)</p>	<p>A Building Envelope Plan (BEP) provides a basis to assess matters relating to potential future buildings to be constructed on proposed allotments within the prescribed parameters including setbacks from boundaries, building height, floor levels, solar access, private open space and the like.</p> <p>For larger allotments such rural an environmental zoned allotments that are not service by town water and sewer, suitable effluent disposal areas must also be demonstrated on the BEP.</p> <p>A BEP is required for all subdivision applications in particular when the lot is irregularly shaped or subject to natural or built constraints.</p>
<p>Schedule of Materials, Colours and Finishes</p>	<p>If your application involves a new building or additions to an existing building, a coloured schedule of materials, colours and finishes must accompany the application.</p> <p>The schedule must include details of proposed brick styles and colours, roof tiles, Colorbond, doors and window frames, balustrading, colour schemes for painted areas and details of hard-paved surfaces.</p> <p>While details of the manufacturer and product name is required, brochures from the manufacturer will not be accepted.</p>

Photo montage	<p>A photo montage must be submitted for any development involving residential buildings such as residential flat buildings, boarding houses/backpackers accommodation and multi dwelling development and new commercial premises.</p> <p>Photo montages are to show the key contextual streetscape, and neighbourhood settings of the proposed development and other relevant images, such as impacts on critical/sensitive views from both the public (including waterways) and private domains.</p> <p>The montages are to be generated from a survey and must be accurately detailed 3-dimensional computer models of the proposed development.</p>
3D Model	<p>A digital 3D model (3DS/DWG format) is required for all residential or mixed commercial/residential developments that contain four or more dwellings, and/or exceed two storeys in height and all non-residential developments, such as commercial, institutional, educational that are more than two storeys in height.</p> <p>The model must include but not be limited to the following detail:</p> <ul style="list-style-type: none"> <li>• The subject building and clearly show all adjoining buildings in block form and those buildings adjacent and opposite the site. Location of windows and balconies of adjacent buildings facing the site are also required to be included in the model.</li> <li>• Must show all architectural features such as: <ul style="list-style-type: none"> <li>- Protrusions and indents, window and door openings and entry points, balconies and balustrades, awnings and verandahs, blade or fin wall, sun shading devices</li> <li>- Roof features including roof pitch, plant enclosures, service and fire stair protrusions, terraces, flag poles or similar, shade and signage structures</li> <li>- Where communal or private open space is proposed on the roof or interim floors of a building all proposed roof structures, pergolas, stairs and lift over runs are also to be shown.</li> </ul> </li> <li>• Car parking, vehicle access and egress points</li> <li>• Signage that requires development consent</li> <li>• Landscaping features of significance such as large planter boxes however the vegetation should not obscure building features</li> <li>• Roads adjacent and bordering the development are to be included and named in the model to give the development context within the Campbelltown LGA and a clear indication of true north</li> <li>• The model should be a realistic representation of the exterior of the development showing coloured materials and textures with the subject building being easily differentiated from the surrounding buildings or structures</li> </ul>

	<ul style="list-style-type: none"> <li>• Site topography should be modelled from an accredited and recent survey based on AHD levels</li> <li>• The site boundary and transition to adjacent public domain.</li> </ul> <p>Interior details are not required.</p>
<b>BASIX</b>	
BASIX Certificate	<p>If you are proposing alterations or additions to an existing dwelling valued at \$50,000 and above or a swimming pool (or spa) with a volume greater than 40,000 litres, a BASIX Certificate is required. All residential uses such as dual occupancy, multi dwelling housing such as residential flat buildings, secondary dwellings, boarding houses etc., also require the submission of BASIX Certificates.</p> <p>BASIX Certificates require different commitments to be shown on the plans at different stages of the development, either on <b>DA Plans</b> or on <b>CC/CDC Plans</b>, with some commitments needing a <b>Certifier Check</b>.</p> <p>Plans submitted for the purpose of a development application must ensure all items ticked under the column '<b>Show on DA Plans</b>' are identified on the architectural plans.</p> <p>A BASIX certificate is valid for 3 months from the date of issue only.</p> <p>Council will <u>not</u> accept applications that are lodged without a valid BASIX Certificate or with plans that do not show the commitments.</p> <p>Visit the <a href="#">NSW Planning Portal</a> to find out more about applying for a BASIX Certificate.</p>
Energy Assessor Certificate	Should the BASIX Certificate be prepared by an accredited energy assessor, the energy assessor's certificate must also accompany the development application.
Energy Assessor Stamped Plans	Should the BASIX Certificate be prepared by an accredited energy assessor, a full set of endorsed/stamped energy assessor's plans must accompany the development application.
	<b>TIP:</b> We will scan the QR Code shown on the energy assessor stamped plans or certificate to check validity.
Energy Efficiency Report – Section J Reports	<p>Section J Reports highlights the energy efficiency requirements for Class 3, 5, 7, 8 and 9 non-residential commercial buildings.</p> <p>Section J Reports are also used for all new residential and commercial developments that are not covered under Class 1 or 2 buildings including boarding houses, guest houses, hostels, lodging houses, commercial/retail, apartments and backpacker accommodation.</p>

	<p>Such reports are also required for schools, hotels and new building extensions and refurbishments.</p> <p>The reports must be prepared by an accredited energy consultant and should discuss how the proposal incorporates energy efficient design principles.</p>
<b>Reports</b>	
<p>Statement of Environmental Effects (SEE) for all new development applications</p>	<p>A Statement of Environmental Effects (SEE) must be included with all development applications and <u>must</u> at a minimum:</p> <ul style="list-style-type: none"> <li>• Describe the site in accurate detail (current use, aspect, slope, vegetation etc.)</li> <li>• Describe the proposed development in detail, using appropriate land use definitions</li> <li>• Demonstrate that the environmental impacts of the development have been considered</li> <li>• Address all relevant provisions of any applicable State Environmental Planning Policies (SEPP's), Campbelltown Local Environmental Plan and any Council policies</li> <li>• Include a compliance table that demonstrates numerical compliance with the applicable development controls as contained within the applicable Development Control Plan</li> <li>• Provide justification for any areas of non-compliance with any relevant objectives, standards or controls</li> <li>• Discuss any likely impacts and identify any mitigation measures to reduce those impacts</li> <li>• Depending on the type of development, additional details such as hours of operation, trading hours and/or delivery times, staff numbers, plant and machinery to be installed, including hours of plant operation, type, size and quantity of goods to be made, stored or transported, noting that these details should be consistent within any Plan of Management proposed for the site.</li> </ul> <p>If the application seeks to vary a development standard within an Environmental Planning Instrument (EPI), a separate 4.6 Variation Statement is required as detailed later in this table.</p>
<p>Statement of Environmental Effects (SEE) for all modification applications</p>	<p>The type of statement submitted in support of a Section 4.55 Modification application differs greatly to that detailed above. A modification statement must be prepared in accordance with the requirements as listed under Clause 115 of the <i>EPA &amp; A Regulation 2000</i>. In this regard, the statement must:</p> <ul style="list-style-type: none"> <li>• Identify the type of modification sought, such as s4.55(1), (1A) or (2);</li> <li>• Demonstrate that the proposed modification is of minimal environmental impact</li> </ul>



	<ul style="list-style-type: none"> <li>• Demonstrate that the development to which the consent as modified relates is substantially the same development as the development for which the consent was originally granted and before that consent as originally granted was modified (if at all)</li> <li>• Address any potential conflicts in ensuring compliance with applicable development controls and any mitigation measures</li> <li>• Must identify what conditions are sought for amendment, how they read at present and how they should read should the proposed modification be supported.</li> </ul> <p><b>TIP:</b> Red clouds should also be provided to highlight any changes to the approved plan. You <u>must</u> submit new plans, not submit the original stamped plans. A copy of the original consent must also be included in any modification application.</p>
<p>Statement of Environmental Effects (SEE) for all Division 8.2 Review Applications</p>	<p>Where an applicant is dissatisfied with a determination made by the consent authority the applicant may, under Division 8.2 of the <i>EPA &amp; A Act 1979</i>, request a review of the determination.</p> <p>While the statement will be generally similar to that required under the original application, the statement must:</p> <ul style="list-style-type: none"> <li>• If in the case of a refusal, identify how appropriate changes have been made to address each of the reasons for refusal; or</li> <li>• In the case of disputed conditions of consent, how changes have been made to the proposed development, or provide evidence as to why the conditions are unreasonable or irrelevant.</li> </ul> <p>Please note that that review applications don't apply to complying development, designated development, integrated development or a determination made about Crown land applications.</p> <p><b>TIP:</b> Division 8.2 review applications must be <u>determined</u> within 6 months of the date of determination. It is strongly recommended that you submit the review to us at Council as early as possible to enable an accurate assessment. We do not prioritise 8.2 review applications over existing applications and also need to consider notification and exhibition requirements, which can extend the time it takes to make a decision.</p>
<p>4.6 Variation Statement</p>	<p>Clause 4.6 provides flexibility to vary development standards within an LEP or SEPP, where it can be demonstrated that the development standard is unreasonable or unnecessary in the circumstances of the case and where there are sufficient environmental grounds to justify the departure.</p> <p>We at Council, cannot consider a departure to a development standard without a written request to do so. Matters that must be considered in a 4.6 variation include:</p>

	<ul style="list-style-type: none"> <li>• Assessing whether compliance with a development standard is unreasonable or unnecessary. The NSW Land and Environment Court has established a five part test to address if compliance with a development standard is unreasonable/unnecessary</li> <li>• Justifying whether there are sufficient environmental planning grounds to vary a development standard</li> <li>• Whether the proposed development will be in the public interest.</li> </ul> <p>A predetermined development standard such as those contained in Exempt and Complying Development cannot be varied. Clause 4.6 does not apply to BASIX Certificates and cannot be applied to the following clauses within Campbelltown Local Environmental Plan (CLEP) 2015, being:</p> <ul style="list-style-type: none"> <li>• 4.1D Minimum lot sizes for certain land uses in certain environment protection zones</li> <li>• 4.2A Erection of dwelling houses or dual occupancies (attached) on land in certain rural and environment protection zones</li> <li>• 4.2B Erection of rural workers’ dwellings on land in Zones RU2 and E3</li> <li>• 4.2C Exceptions to minimum subdivision lot sizes for certain land in Zones RU2 and E3</li> <li>• 5.4 Controls relating to miscellaneous permissible uses</li> <li>• 6.1 Arrangements for designated State public infrastructure</li> <li>• 6.2 Public utility infrastructure.</li> </ul> <p>Given the complexity in the preparation of this document, it is strongly recommended that this statement is prepared by a suitably qualified town planning consultant.</p> <p>Please note: the submission of such a statement does not guarantee development consent.</p>
<p>Building Code of Australia (BCA) Compliance Report</p>	<p>A BCA Report authored by an appropriately qualified person must be submitted for all commercial/industrial/mixed use or large scale residential development (all Class 2 - 9 buildings), demonstrating the building is capable of compliance with all relevant sections of the BCA.</p> <p>As required under Clauses 93, 94 &amp; 94A of the <i>Environment Planning and Assessment Regulation 2000 (EPA&amp;A Regulation 2000)</i>, applications involving an existing building must be accompanied by a BCA Report that reviews both the existing buildings’ compliance regarding Structural and Fire Safety capability, and also that required for the proposed development.</p> <p>Where not up to current standard/s, the report is to detail what measures are proposed to enable the building to be brought into compliance with the BCA or a level of compliance suitable for the proposed use.</p>

	<p>Development applications involving alterations and additions to, or the change of use of Class 2-9 buildings must provide a BCA Report that demonstrates compliance with the relevant sections of the BCA (e.g. Clauses 93, 94 &amp; 94A regarding fire upgrades of development) or if not up to standard, then how it may be brought into compliance. The report is to be authored by an appropriately qualified person, such as a building code practitioner.</p>
Access Report	<p>Development applications involving Class 2-9 buildings are to address access provisions of the BCA, Disability (Access to Premises - Buildings) Standards 2010 and relevant Australian Standards. Access reports must be prepared by a suitably qualified access professional and must:</p> <ul style="list-style-type: none"> <li>• Demonstrate equitable access to the main entrance of the building and within all areas of the building required to be accessible to the occupants of the building and the general public</li> <li>• Demonstrate parking spaces, and access thereto, consistent with the relevant provisions of AS2890.6 or AS4299 (as applicable)</li> <li>• Demonstrate adaptable housing units (including plans in pre and post adaptable stage) in accordance with AS4299.</li> </ul>
Fire Safety Schedule	<p>A Fire Safety Schedule must be submitted for applications involving any development which includes alterations and additions to, or the change of use of, BCA Class 2 - 9 buildings.</p> <p>The Fire Safety Schedule shall list all existing fire safety provisions that apply to the current development, those that are to apply to the proposed development, and any upgrade works required, as prescribed by Clauses 93 and 94 of the <i>EPA&amp;A Regulation 2000</i>.</p>
SEPP 65 – Design Verification Statement, Design quality principles assessment and an assessment against the Apartment Design Guide	<p>If the development application relates to a residential flat building or other development such as seniors housing or shop top housing to which State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development applies, a design verification statement must be submitted.</p> <p>The statement must be prepared by a registered architect that certifies the building achieves:</p> <ul style="list-style-type: none"> <li>• The design quality principles as set out in Schedule 1 of SEPP 65</li> <li>• Provides an assessment of the proposal against all relevant provisions of the Apartment Design Guide.</li> </ul>
Affordable Rental Housing Report	<p>An Affordable Rental Housing Report must be prepared by qualified designer or a person accredited as a building designer by the Building Designers Association of Australia that verifies that the designer or person designed, or directed the design of, the development, and addresses how the design is consistent with the relevant design criteria set out in the Low Rise Housing Diversity Design Guide.</p>

	<p>The report must:</p> <ul style="list-style-type: none"> <li>• Demonstrate whether the design of the development is compatible with the character of the local area;</li> <li>• Address the requirements of Part 2, Division 1 In-fill affordable housing including but not limited to: <ul style="list-style-type: none"> <li>- The land does not contain an identified heritage item</li> <li>- The percentage of the gross floor area of the development that is to be used for the purposes of affordable housing is at least 20%</li> <li>- All or part of the development is within an accessible area.</li> </ul> </li> <li>• Details of the agreements between the developer and a registered community housing provider who will manage the dwellings to be used for the purposes of affordable housing.</li> </ul>
Operational Plan of Management	<p>All applications involving child care centres, boarding houses/backpacker accommodation, hotels/registered clubs, restricted premises and the like must submit an Operational Plan of Management. The plan must include but not be limited to the following detail:</p> <ul style="list-style-type: none"> <li>• Details of any onsite manager who is over the age of 18, including name and contact information,</li> <li>• Maximum numbers of staff/patrons/residents</li> <li>• Management commitments required to: <ul style="list-style-type: none"> <li>- Mitigate disturbances in terms of noise or anti-social behaviour upon adjoining businesses/residences</li> <li>- Ensure staff/patron/resident numbers are not exceeded</li> <li>- Ensure the premises remain in a clean, safe and tidy manner, graffiti maintenance and provisions of industrial waste services including professional cleaning and pest/vermin control arrangements including at least weekly servicing of communal bathroom and kitchen facilities</li> </ul> </li> <li>• Maintenance of any registers such as incident reporting and register of guests (including information on length of stay, address etc.)</li> <li>• Maintaining the premises in a 'fire safe' manner</li> <li>• After-hours access</li> <li>• Siting of public notices etc.</li> </ul>
Heritage Impact Assessment • AHIMS Search	<p>The Aboriginal Heritage Information Management System (AHIMS) contains records of Aboriginal places and objects, referred to as Aboriginal sites. To become a registered user and undertake your own search, please refer to the following link:  <a href="https://www.environment.nsw.gov.au/awssapp/Login.aspx?ReturnUrl=%2fawssapp">https://www.environment.nsw.gov.au/awssapp/Login.aspx?ReturnUrl=%2fawssapp</a></p>
• Aboriginal Cultural Heritage Report	<p>An Aboriginal Cultural Heritage Assessment Report is a written report documenting the process of investigation, consultation and assessment described in section 2 of the Guide to Investigating, Assessing and Reporting on Aboriginal Cultural Heritage in NSW.</p>

	<p>Section 3 of the same guide shows how to compile this report. To access the guide, please refer to the following link:  <a href="http://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Aboriginal-cultural-heritage/guide-to-investigating-assessing-reporting-aboriginal-cultural-heritage-nsw-110263.pdf">www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Aboriginal-cultural-heritage/guide-to-investigating-assessing-reporting-aboriginal-cultural-heritage-nsw-110263.pdf</a></p>
<ul style="list-style-type: none"> <li>• European Heritage Impact Statement</li> </ul>	<p>A Heritage Impact Statement (HIS) is required where works are proposed to or are located on land associated with heritage items or heritage conservation area.</p> <p>The HIS will generally be required where demolition of significant elements or a change of use is proposed and substantial intervention in significant fabric is proposed. It will also be required where a substantial change is expected to the setting of a place or when subdivision is proposed. See Clause 5.10 of the CLEP 2015 for more details.</p> <p>The minimum information provided must address the following matters:</p> <ul style="list-style-type: none"> <li>• The heritage significance of the building and its contribution to the heritage conservation area generally</li> <li>• A description of the proposed works and what affect those works will have on the heritage significance of the heritage item or the heritage conservation area</li> <li>• How any negative impacts arising from the proposal will be minimised</li> <li>• A site context analysis, which must consider how the development will affect the setting of the heritage item or the heritage conservation area</li> <li>• Any opportunities for adaptation and whether it is economically feasible to renovate the building</li> <li>• Whether the building or any works constitutes a danger to its users, occupiers or the public</li> <li>• Whether, in the case of an application for total demolition, redevelopment is a reasonable option, having regard to heritage significance and contribution to the heritage conservation area</li> <li>• In the case of total demolition, the preparation of an archival recording of the building and its setting by a qualified heritage practitioner.</li> </ul>
<p>Bushfire Impact Assessment</p>	<p>A Bushfire Impact Assessment Report must be submitted with all applications on bushfire prone land.</p> <p>Bushfire prone land can be land that is covered by hazard overlay mapping or may be identified during the assessment process and a subsequent site inspection.</p>

	<p>The Bushfire Hazard Assessment Report must:</p> <ul style="list-style-type: none"> <li>• Be prepared by a Level II/II BPAD Accredited Certifier</li> <li>• Demonstrate that the development conforms to the relevant specifications and requirements of Planning for Bush Fire Protection (PBP) 2019</li> <li>• Nominate the BAL rating for the development</li> <li>• Identify whether the proposal complies with the Acceptable Solutions as contained in PBP 2019 or relies upon an alternate solution</li> <li>• Identify whether the application should be referred to the NSW RFS.</li> </ul> <p><b>TIP:</b> While applicants can choose to rely on the NSW RFS self-assessment tool to provide a Bushfire Assessment Report, Council has the ability to determine and impose a BAL rating inconsistent with a self-assessment report. It is always strongly encouraged that applicants submit a report prepared by a Level III BPAD accredited consultant.</p> <p>To know if your property is within a known mapped bushfire area, refer to your 10.7 Planning Certificate, refer to <a href="#">NSW Planning Portal Mapping</a> or contact our Duty Planner on (02) 4645 4608.</p>
<p>Arborist Arboricultural Impact Assessment Report</p>	<p>An Arboricultural Impact Assessment (AIA) Report, prepared by a consulting Arborist with a minimum qualification of AQF5 (or higher), must be submitted when works are proposed within the Tree Protection Zone (TPZ) (i.e. dripline of a tree) irrespective of property boundaries. The report must be dated and should be lodged with Council no later than 6 months of the date of preparation.</p> <p>No Arborist Report is required for trees and species within the development site that can be removed without approval under the relevant planning instruments or exempt tree species guidelines.</p> <p>Please note that a Dead or Dying Trees are not exemptions unless Council has issued a Dead or Dying Declaration to confirm that the tree is in fact dead or dying and is not required as habitat for native animals. Alternatively, this process could be addressed as part of a development application process.</p> <p>The AIA report must include:</p> <ul style="list-style-type: none"> <li>• Who commissioned the report and why was the report commissioned</li> <li>• The address of the site containing or adjacent to the trees</li> <li>• A plan of the site showing the exact location of the trees and the trees numbered to correspond with the text as well as correspond with any Landscape Plan to be submitted</li> <li>• The methods or techniques used in the inspections</li> </ul>

	<ul style="list-style-type: none"> <li>• The scientific name, common name, height, canopy spread, trunk diameter at breast height, SULE, landscape significance, and form of each tree, as well as a discussion of whether they are hollow bearing contain evidence of fauna use (i.e. nests)</li> <li>• Discussion of the data collected, which may include information regarding wounds, cavities, cracks, splits, forking, root zone or diseases</li> <li>• Supporting evidence such a photographs</li> <li>• Details of what measures where employed to avoid and minimise impacts to existing trees Specific details of whether the Tree Protection Zones and Structural Root Zones of existing adjoining trees will be impacted and the extent of proposed impact. In addition, the SRZ and TPZ and any identified incursions for each tree should be mapped</li> <li>• A discussion of all options relating to tree retention or removal, including tree protection measures and construction techniques to minimise impacts upon root systems</li> <li>• Justification for any proposed tree removal</li> <li>• If required, a tree construction impact statement and recommendations for construction methodology</li> <li>• May include root mapping</li> <li>• Demonstrate compliance with the relevant Australian Standards.</li> </ul> <p>The Arborist is to review all architectural, engineering plans and landscaping plans and take into account all impacts including but not limited to the proposed development footprint and handstand areas, landscaping works, fencing, stormwater and sewerage infrastructure, proposed cut and fill works/bulk earthworks, bushfire protection measures etc.).</p>
<p>Flora and Fauna Assessment Report/ Biodiversity Development Assessment Report</p> <ul style="list-style-type: none"> <li>• Threatened Species Assessment</li> </ul>	<p>A Flora and Fauna Assessment Report is required to be lodged with development applications where one or more of the following criteria is met:</p> <ul style="list-style-type: none"> <li>• The development site contains native vegetation or sensitive environmental areas likely to contain important habitat for native fauna such as riparian areas, rivers, creeks, wetlands or swamps, rocky outcrops, caves and cliffs</li> <li>• There are proposed direct or indirect impacts on native vegetation or other native fauna habitats</li> <li>• There is a potential impact on threatened species, populations, ecological communities or their habitats either directly or indirectly.</li> </ul> <p>This report is to be prepared by a suitability qualified ecologist in accordance with relevant threatened species survey and assessment guidelines available on the Department of Planning Industry and Environment’s website. Or in the case of impacts to matters listed under the <i>Fisheries Management Act 1994</i> the Department of Primary Industry’s website.</p>

	<p>It is important to note that this report will need to take the form of a Biodiversity Development Assessment Report (BDAR) in circumstances where impacts to terrestrial biodiversity exceed the Biodiversity Offset Scheme Thresholds or the proposed development is likely to significantly affect threatened species (based on the test of significance in section 7.3 of the <i>Biodiversity Conservation Act 2016</i>). A BDAR can only be prepared by an appropriate accredited assessor and must meet the requirements of the Biodiversity Assessment Method, <i>Biodiversity Conservation Act 2016</i> and the <i>Biodiversity Conservation Regulation 2017</i>.</p> <p><b>TIP:</b> For further information on the Biodiversity Offset Scheme Thresholds refer to:  <a href="http://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity-offsets-scheme/about-the-biodiversity-offsets-scheme/when-does-bos-apply">www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity-offsets-scheme/about-the-biodiversity-offsets-scheme/when-does-bos-apply</a></p> <p>Please contact us if further guidance is required.</p>
<ul style="list-style-type: none"> <li>• Campbelltown Koala Plan of Management (CKPoM) Report</li> </ul>	<p>We have a Comprehensive Koala Plan of Management (CKPoM) for the Campbelltown LGA. The plan has been developed to provide a consistent and holistic approach to development within areas of core koala habitat, and negates the need for assessment under the Koala SEPP 2021.</p> <p>Instead, all applications must address the requirements under Councils CKPoM, and where applicable, produce the relevant reports as necessary to demonstrate compliance with the plan. Accordingly, applications are to include an assessment of the proposed development against the development assessment flowchart located in Figure 6 of CKPoM.</p> <p>Council cannot approve a DA that does not conform to the required controls and standards arising from this part unless:</p> <ul style="list-style-type: none"> <li>• There are proven to be extenuating circumstances</li> <li>• The overarching objectives of the plan are not unduly compromised</li> <li>• Any proposed deviation has the support of the Koala Management Committee.</li> </ul> <p><b>TIP:</b> To know if your property is within an area that is identified as potential or core koala habitat, refer to your 10.7 Planning Certificate, or the <a href="#">NSW Planning Portal</a> Mapping or contact a town planner on (02) 4645 4608.</p>
<p>Flood Report and Modelling</p>	<p>Electronic modelling for water quantity and quality is required for subdivision works or large infill developments that exceed 2,500sqm.</p>



It's important to note that flood modelling should be submitted in one of the formats identified below to streamline the assessment process. We also have a range of models and data sources available at Council, which you can find out about if you contact someone in the City Delivery team about baseline or predevelopment conditions before preparing your DA.

### **Water quantity**

#### **Application requirements**

- 2D modelling sufficient to identify the developable area within whole release area and major drainage network to support the indicative layout plan demonstrating the following:
  - Distribution and areas of each land use
  - Model must cover the whole catchment, not just the stage subject of the current DA
  - Modelling must show the extent of the 1% AEP flood and freeboard
  - Modelling must show the extent of the PMF.
- Major system must convey all flows that cannot be drained by minor system up to the 1% AEP with allowance for freeboard
- Flows excess of 1% AEP must be considered in terms of safety and impact but are not required to be fully contained within major system
- Safe passage of PMF storm event must be demonstrated
- Modelling output:
  - Existing flood extents
  - Changes in landform
  - Future flood extents with required detention shown
  - Flood difference mapping
  - Flood Hazard mapping
  - Hydraulic category mapping.
- Modelling scenarios:
  - Storm events: 20% AEP, 1% AEP and PMF
  - Standard blockage
  - 100% blockage
  - With no blockage
  - Sensitivity analysis with climate change factor
  - Dam break assessment if required in consultation with Dam Safety NSW.
- Construction staging plans for trunk drainage infrastructure may be required depending on the location of the DA
- DRAINS modelling (run in Premium mode) to show that the road drainage system can safely convey minor and major flood events and sensitivity analysis for climate change
- Concept design of any complex and large drainage assets
- Pipe diameter is to be shown on plans.

	<p><b>Acceptable software</b></p> <ul style="list-style-type: none"> <li>• Rafts only for areas not including pipe networks.</li> <li>• Drains for assessing pipe networks, flow in roads and detention basins.</li> <li>• HEC-RAS 1D/2D modelling.</li> <li>• TUFLOW 1D/2D modelling.</li> </ul> <p><b>Water quality</b></p> <p><b>Application requirements</b></p> <ul style="list-style-type: none"> <li>• The water quality treatment train is to ensure all flows up to the 4EY (3 month) flow are treated. The water quality treatment train is to address flows up to the 4EY (3 month) flow</li> <li>• The treatable flow rate must achieve the water quality objectives load reductions on an annual basis with storage capacity to allow for cleaning at 3 monthly intervals (on average)</li> <li>• A water management plan is to be submitted which details the full treatment train</li> <li>• Water quality objectives are to meet the following criteria as detailed in Figure 1 of this guide.</li> <li>• All models are to be submitted at the DA stage including all relevant catchment plans</li> <li>• SEI calculations and MUSIC model are to be submitted at the DA stage</li> <li>• The type of water quality treatment devices proposed are to be submitted at the DA stage MUSIC modelling to identify the actual size of water quality treatment systems</li> <li>• Adequate provision for safe maintenance of the system which is located off road and off pedestrian and cycle paths</li> </ul> <p><b>Acceptable software</b></p> <ul style="list-style-type: none"> <li>• MUSIC</li> </ul> <p><b>Refer to Figure 1 at the end of this guide for the water quality table.</b></p>
Traffic Impact Assessment	<p>A Traffic Impact Assessment, prepared by a suitably qualified traffic consultant, is required for all applications that generate significant additional traffic and/or parking requirements, or seek to reduce existing parking provisions.</p> <p>The report must address all traffic and parking related issues including potential conflicts with vehicles, pedestrians and cyclists (all road users) and must demonstrate compliance with relevant RMS Guidelines and Australian Standards.</p>
Traffic Modelling	<p>Electronic traffic modelling is required for subdivision works or large infill developments that exceed 2,500sqm.</p>

	<p><b>Application requirements</b></p> <ul style="list-style-type: none"> <li>• Swept path check drawings and Autodesk Vehicle Tracking files for critical intersections and road bends</li> <li>• Traffic signs and line marking plans</li> <li>• Network SIDRA modelling for large developments which are not consistent with the zoning or where concentrated traffic will be generated. Please contact City Delivery if unsure if this applies</li> <li>• Design Road safety audit.</li> </ul> <p><b>Acceptable software</b></p> <ul style="list-style-type: none"> <li>• Sidra</li> <li>• Autodesk Vehicle Tracking.</li> </ul>
Acoustic Report	<p>Acoustic reports prepared by a suitably qualified Acoustic Engineer must be submitted for all development applications involving allotments within 100m of a state road or rail corridor, licensed premises, childcare centre, non-residential mechanical ventilation, industrial uses bordering residential zones and indoor recreational facilities (e.g. gyms).</p> <p>Acoustic reports may be requested for other uses at Council's discretion. These reports must at least include:</p> <ul style="list-style-type: none"> <li>• The project description, including proposed or approved hours of operation</li> <li>• Relevant guidelines or policies that have been applied</li> <li>• The results of any background and other noise measurements</li> <li>• Meteorological conditions and other relevant details at the date/time of the measurements</li> <li>• Details of instruments and methodology used for noise measurements (including reasons for settings and descriptors used, calibration details)</li> <li>• A site map showing noise sources, measurement locations and potential noise receivers</li> <li>• Noise criteria applied to the project</li> <li>• Noise predictions for the proposed activity</li> <li>• A comparison of noise predictions against noise criteria</li> <li>• A discussion of proposed mitigation measures, the noise reduction likely and the feasibility and reasonableness of these measures</li> <li>• How compliance can be determined practically.</li> </ul>
Geotechnical Investigation	<p>Any land identified as being susceptible to landslip or where the works involved include a basement or are within 900mm of an adjoining building must supply a Geotechnical Report prepared by a suitably qualified, practicing and experienced geotechnical engineer. The report must stipulate site specific requirements to ensure: <del>that the site is:</del></p> <ul style="list-style-type: none"> <li>• The site is geotechnically stable and is suitable for the proposed development;</li> </ul>

	<ul style="list-style-type: none"> <li>• Both property and life will be protected within and adjoining the sites;</li> <li>• <b>The inclusion of recommendations</b> to ensure that the existing rock formations and substrate on the site are capable of withstanding;</li> <li>• The proposed loads to be imposed and extent of the proposed excavation, including any recommendations for shoring works that may be required to ensure the stability of the excavation;</li> <li>• The provision of appropriate subsoil drainage to prevent adverse impacts on the existing subsurface flow conditions; and</li> <li>• Details demonstrating the development will conform to relevant Australian Standards.</li> </ul>
<p>Contaminated Land Assessment – SEPP 55</p> <ul style="list-style-type: none"> <li>• Preliminary Site Investigation (PSI)</li> <li>• Detailed Site Investigation (Phase 1 and 2 Reports)</li> <li>• Remediation Action Plan</li> </ul>	<p>All development applications regardless of how minor they are must address SEPP 55.</p> <p>In this first instance, a desktop audit or Preliminary Site Investigation (PSI) should be done based on an inspection and answers to the following questions:</p> <ul style="list-style-type: none"> <li>• Has the site ever been used for any activity which may have resulted in the contamination of the site, or land near the site? Yes/No;</li> <li>• Has the site or land near to a site been used for any of the activities listed below at any time? Yes/No;</li> <li>• Has the site or land near the site has ever been remediated or investigated for contamination? Yes/No;</li> <li>• Are you aware of any contamination of the site, or land near the site, no matter when and no matter who caused that contamination? Yes/No.</li> </ul> <p>Should you answer YES to any of the above, a Detailed Site Investigation also known as a Phase 1 report should be undertaken. The reports must be carried out in accordance with relevant Department of Planning, Industry and Environment Guidelines and undertaken by a suitably qualified consultant.</p> <p>Subject to the findings of the Phase 1 Report, a Phase 2 Report may be required. The Phase 2 Report may require a Remediation Plan prepared in accordance SEPP 55 Contamination of Land and Schedule 6 of the <i>EP&amp;A Act 1979</i>.</p>
<p>Onsite Sewerage Management</p>	<p>Allotments that are not connected to Sydney Water sewer, likely their own on-site system. Additions to an existing developed site will need to demonstrate that the existing system is capable of supporting the expected additional load. If not and in cases where subdivision is proposed, a new system will need to be installed. A section 68 application must be lodged at the same time as any development application for land where a waste water system is proposed. The forms and schedule of fees can be found at: <a href="http://www.campbelltown.nsw.gov.au/Business/OperatingYourBusiness/onsitesewagemanagement">www.campbelltown.nsw.gov.au/Business/OperatingYourBusiness/onsitesewagemanagement</a></p>

Salinity Report	<p>Should a development site be recognised as being affected by salinity, a salinity report must accompany the development application. The report must address:</p> <ul style="list-style-type: none"> <li>• Whether the development is likely to have any adverse impact on salinity processes on the land</li> <li>• Whether salinity is likely to have an impact on the development</li> <li>• Any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.</li> </ul>
Acid Sulfate Soils Assessment	<p>If the property is mapped as being affected by acid sulfate soils, a preliminary assessment prepared in accordance with the Acid Sulfate Soils Manual (ASSMAC, 1998) must be submitted.</p>
Mine Subsidence Stamped Plans	<p>Subsidence Advisory NSW regulates development within mine subsidence districts (districts) to help protect homes and buildings from potential subsidence damage.</p> <p>If you are planning to build or subdivide within a district, you will need approval from Subsidence Advisory NSW prior to commencing work. Further information can be found at: <a href="http://www.subsidenceadvisory.nsw.gov.au/development">www.subsidenceadvisory.nsw.gov.au/development</a></p>
Dam De-watering Plan/Report	<p>A de-watering plan/report must accompany any development application involving the de-watering and backfilling of a dam. To manage the environmental impacts that may arise from the de-watering of a dam, a plan is required to be submitted to us at Council that considers the following matters:</p> <ul style="list-style-type: none"> <li>• The quality and quantity of the water to be released</li> <li>• The fate of the water/methods of water disposal</li> <li>• Details of aquatic surveys including methodology pre and during dewatering and any preliminary survey results and details of fauna likely to be encountered during dewatering works</li> <li>• Any impacts to native, threatened or protected species</li> <li>• Relocation of displaced native fauna including a detailed description of methods used for fauna transport and release</li> <li>• Measures to prevent the spread of nuisance flora and fauna species or disease</li> <li>• A detailed program of the scheduled process to dewater the dam (including a timeline) and contingencies that may be required Salinity management, sedimentation and erosion control measures (if applicable)</li> <li>• Detailed description of dewatering procedures pre dewatering, during dewatering and post dewatering</li> <li>• Details of the methods that will be used to capture and rescue fauna residing in the dam and measures to ensure that any fauna inhabiting the water bodies are treated humanely during capture, storage and release</li> <li>• Measures to prevent injuries to fauna during pumping of water from the dam including the requirement for dewatering to occur</li> </ul>

	<p>under the supervision of an appropriately qualified ecologist and the installation of mesh netting over pumps</p> <ul style="list-style-type: none"> <li>• Details of how problems associated with low dissolved oxygen in the final dam dewatering stage will be managed</li> <li>• Protocol for dealing with any injured fauna</li> <li>• Details of how any exotic pest species will be humanely euthanised in a manner consistent with the <i>Prevention of Cruelty to Animals Act 1979</i></li> <li>• Evidence of appropriate community engagement in the development of the dam dewatering plan</li> <li>• Details of required licences and approvals</li> <li>• Details of aquatic habitat availability on site before and after dam watering.</li> </ul> <p>The plan must be prepared by a suitably qualified and experienced ecologist, who has relevant experience in aquatic survey and impact. The ecologist should have:</p> <ul style="list-style-type: none"> <li>• A current Scientific Licence from the Office of Environment and Heritage</li> <li>• Animal Research Authority for handling wildlife</li> <li>• Section 37 Permit under the <i>Fisheries Management Act 1994</i>.</li> </ul>
Odour Report	<p>The NSW Environment Protection Authority uses the <i>Technical framework: Assessment and management of odour from stationary sources in NSW</i> to manage odours from industry in NSW and prevent and minimise bad smells from industrial activities.</p> <p>The framework contains tools for assessing odour impacts from new developments and a system to help protect the environment and community from bad smells while enabling fair and equitable outcomes for odour-emitting activities.</p> <p>An odour report must be prepared in accordance with this framework as well as the <i>Protection of the Environment Operations Act 1997</i>. Such reports are required for developments including at a minimum:</p> <ul style="list-style-type: none"> <li>• Agricultural uses such as piggeries, chicken broilers etc.</li> <li>• Food preparation factories/warehouses</li> <li>• Any other odour generating uses as deemed by Council.</li> </ul> <p>The framework can be downloaded at the following link: <a href="http://www.epa.nsw.gov.au/your-environment/air/industrial-emissions/managing-odour/technical-framework-odour">www.epa.nsw.gov.au/your-environment/air/industrial-emissions/managing-odour/technical-framework-odour</a></p>

**Figure 1: Water Quality Table**

Site drains to:    v	Gross pollutants	Total Suspended Solids	Total Phosphorus	Total Nitrogen	SEI
Bow Bowing Creek or tributaries	99	80	45	45	≤2
Nepean River (Menangle Park development only)	99	85	70	55	1-2
Georges River and direct tributaries	99	90	85	65	≤1
Noorumba Reserve (Gilead development only)	90	85	70	55	≤1