

Guide to Preparing a Statement of Environmental Effects

Privacy Statement

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What is a Statement of Environmental Effects?

A Statement of Environmental Effects is a report that details and explains the likely impacts of the proposed development both during and after the development, and the proposed measures that will mitigate these impacts. It also includes a detailed assessment of the proposed development having regard to all policies and planning controls that apply to the land or type of development.

The Statement includes written information about your proposal and any other factor of your proposal that cannot be readily shown by your plans. A high quality Statement of Environmental Effects is an important component to a development application as well as high quality well designed plans.

When is a Statement of Environmental Effects Required?

All development applications no matter how minor must be accompanied by a thorough Statement of Environmental Effects, including those development applications seeking amendments to existing development consents.

What must be included within a Statement of Environmental Effects?

The Statement of Environmental Effects is to address all the relevant planning policy and controls (SEPPs, IDOs, LEPs and DCPs) as well as environmental issues that are applicable to your proposal, and must indicate as a minimum the likely environmental and social impacts of the development, how the environmental and social impacts of the development have been identified and the steps to be taken to protect the environment and community or to lessen the expected harm to the environment and community.

Who can help prepare a Statement of Environmental Effects?

Council's duty town planner can provide planning and building assistance at a general level but if this is insufficient to allow you to produce a thorough Statement of Environmental Effects you should seek out the services of a suitably qualified and experienced town planning consultant to assist you in preparing the necessary documentation to accompany your development application.

General Checklist

The following is a general checklist of the issues relevant to a range of different types of development proposals that must be discussed within your statement.

Please note that if your application is incomplete it will be returned to you by mail

RELEVANT ISSUES	PROVIDED		
	Yes	No	N/A
<p>1. Compliance with Local Environmental Plan (LEP), Interim Development Order (IDO), State Environmental Planning Policy (SEPP)</p> <p>Show how your proposal complies with the relevant objectives and any applicable development standards that are contained in the Council's Local Environmental Plan(s), IDO and any other LEP's or SEPP's.</p> <p>If your proposal does not comply with a relevant development standard(s), Council may consider a variation to the standard. An objection to a development standard must be made in writing justifying why the variation should be supported.</p> <p>Objections can only be made on the basis that strict compliance with the standard is unreasonable or unnecessary in the circumstances of the case.</p> <p><i>NB: A compliance table MUST be provided within the statement of environmental effects outlining the LEP objectives and other relevant provisions and demonstrating how your proposal has satisfied the objectives and provisions.</i></p> <p>Required for all applications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Compliance with Development Control Plan</p> <p>Show how your proposal complies with the relevant aims, objectives and numerical requirements that are contained in the Council's Development Control Plans (DCP).</p> <p>If your proposal does not comply with relevant numerical requirements, Council may consider a variation to the requirement where sufficient justification to the variation of the requirement can be demonstrated.</p> <p><i>NB: A compliance table MUST be provided within the statement of environmental effects outlining the aims, objectives and numerical requirements of the relevant DCP, and demonstrate how your proposal has satisfied the relevant requirements.</i></p> <p>Required for all applications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. The Suitability of the Site</p> <p>Show that the site is suitable for the proposed development.</p> <p>Relevant considerations include:</p> <ul style="list-style-type: none"> • site constraints such as slope, flooding, geo-technical, bushfire, native vegetation and ground water issues (provide a hydrological and geo-technical report by a qualified engineer where the proposal involves excavation exceeding 2 metres); • proximity to transport services, shops, community and recreational facilities • compatibility with adjoining development • compatibility with visual setting (streetscape) • compatibility with land zoning • size and shape of the allotment • local planning objectives (check with Council for your area) • size and shape of the allotment • age and condition of buildings. <p>Required for all applications except minor internal additions and alterations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	N/A
<p>4. Present and Previous Land and Building Uses</p> <p>Provide the following details:</p> <ul style="list-style-type: none"> • present use of the site • date the present use commenced • previous uses of the site (if known) • present uses of adjoining land • whether the present or any previous use of the site is a potentially contaminating activity (eg. Workshop, service station, land filling, lead paint removal, termite treatment) • a statement as to whether or not you are aware that the site is contaminated land • whether there has been any testing/assessment of the site for land contamination • whether the Fire Safety Measures of the existing building is appropriate to its proposed new use. <p>Required for all applications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Operational and Management</p> <p>Describe how the establishment will operate:</p> <ul style="list-style-type: none"> • type of business • number of staff • expected number of customers or clients • hours and days of operation • plant, machinery, production processes • type and quantity of goods handled: raw materials, finished products, waste products • arrangements or transport, loading and unloading of goods (give details of frequency of truck movements and size of vehicles) • hazardous materials and processes • noise control • complaints management • servicing arrangements. <p>Council may require a detailed Plan of Management for proposals that may adversely impact on residential amenity. A Plan of Management may therefore be required for proposals such as entertainment facilities, boarding houses, backpacker accommodation and industrial developments adjoining residential areas.</p> <p>Required for all hotel, guesthouse, entertainment, commercial and industrial properties.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Traffic, Parking and General Accessibility</p> <p>If your proposal is likely to be a major traffic generator you must submit a traffic impact assessment report prepared by a qualified transport consultant. If your proposal is not a major traffic generator you will still need to show that there is adequate provision for access, including:</p> <ul style="list-style-type: none"> • vehicle access to a public road (indicate grade) • parking calculations • resident, staff, customer, client and visitor parking arrangements • existing public transport services • proposed traffic management measures to resolve any conflicts between vehicles, pedestrians and cyclists • pedestrian amenity (paving, seats, weather protection, security lighting) • proposed bicycle facilities (racks, lockers, showers). <p>Required for all developments that generate traffic, commercial and industrial proposal, except internal alterations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>7. Privacy, Views and Overshadowing</p> <p>Show how the proposed development will affect privacy, views and sunlight access:</p> <ul style="list-style-type: none"> • Visual Privacy <ul style="list-style-type: none"> – window placement relative to adjacent dwellings and common areas – views between living rooms and the private yards of other dwellings – use of scree planting, hedges, walls, or fences to improve privacy – headlight glare, light spillage. • Acoustic privacy <ul style="list-style-type: none"> – placement of active use outdoor areas relative to bedrooms – separation of roads, parking area and driveways from bedroom and living room windows – noise transmission between dwellings/buildings – measures to mitigate external noise sources (eg. Traffic noise, placement of air conditioners, exhaust systems, pool pumps). • Views <ul style="list-style-type: none"> – impact of the proposed development on views from adjoining or nearby properties – design options for protecting views i.e. minimising the loss of views – views from the proposed development. • Overshadowing <ul style="list-style-type: none"> – provide an analysis of your shadow diagrams prepared by your architect or surveyor – consider shadows from adjoining buildings as well as from the proposed development. <p>Required for all residential, hotel, entertainment, commercial and industrial proposals that impact on residential properties.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Air and Noise</p> <p>Show how the proposal will not cause, or be affected by, air or noise emissions.</p> <ul style="list-style-type: none"> • Air <ul style="list-style-type: none"> – existing or proposed sources of odour or fumes (on-site or nearby): industries, food premises, exhaust systems, waste storage, oil or wood burning stoves or heaters – proposed mitigation measures, including odour control: placement and height of flues or chimneys, location of waste storage areas and compost heaps. • Noise <ul style="list-style-type: none"> – where noise is a major design issue, a report prepared by a qualified acoustic consultant – existing and proposed noise sources (on-site and nearby): main roads, industries, transport terminals, loading bays, heavy vehicles, restaurants, entertainment facilities, clubs, hotels, amplified music systems, car parks, ventilation and air conditioning units, pumps and pool filters – proposed noise reduction measures: noise barriers, building layout and setback, room layout and window placement, building materials, insulation, double glazing – construction noise: hours of operation, type of equipment, maximum noise levels, compliance with EPA guidelines. <p>Required for all residential, hotel, entertainment, commercial and industrial proposal, except internal alterations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>9. Drainage, Soil and Water</p> <p>Show how the proposal will deal with all aspects of drainage on the site.</p> <ul style="list-style-type: none"> • Have you proposed measures to maximise infiltration and minimise water runoff? (eg Porous pavements, mulching and ground covers, low water demand native plants, rainwater tanks for garden watering) • Stormwater drainage: proposed management controls for flows entering within and leaving the site, proposed on-site detention calculations prepared by a consulting engineer, justification that the proposed design measures will not increase stormwater runoff or adversely affect flooding on other land. • Easements: provide copies of letters on intention to grant inter-allotment drainage easements across downstream properties. • Have you proposed water efficiency appliances that are at least AA rated? (eg water efficient shower heads, toilets and hand basins) • Local flood mitigation measures. <p>Required for all new buildings and other proposals involving significant earthworks.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Heritage</p> <p>A Heritage Impact Assessment is required for any work to a heritage item. Where a Heritage Report is required a professional heritage advisor should prepare it. The report must address:</p> <ul style="list-style-type: none"> • why the item, place or area is of heritage significance • historical development of the site • description of the item and its setting (eg. Garden, fences, ancillary buildings etc); • contribution to the streetscape: height, scale, mass, setback, fenestration, architectural style and period • effect of proposal on the heritage significance of the building and its setting • identify and describe any measures being proposed to lessen negative impacts of the proposed changes. <p>Required for all development identified as heritage items or within a conservation zone.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Energy Efficiency</p> <p>Show how the proposal promotes energy efficiency:</p> <ul style="list-style-type: none"> • Orientation: does the design maximise living areas facing north? Will windows and solar collectors have good solar access? Show how energy efficiency requirements have influenced the siting, design and landscaping of the proposal. • Sun control: proposed awnings, pergolas, blinds and trees to maximise summer shade and minimise winter shade. • Insulation: proposed roof, ceiling, wall and floor insulation; double glazing, door and window seals. • Natural ventilation: will window placement maximise cross ventilation? • Heating, cooling and lighting: have energy efficient heating, cooling and lighting systems been specified? • Clothes drying: is there an outdoor drying space with solar access? • Water heating: has a hot water system with a greenhouse score of 3.5 or greater been specified? (contact your energy supplier or the sustainable Energy Development Authority). <p>Development Applications for new dwelling and multi-unit housing require the submission of a certificate from a qualified practitioner setting out the performance levels achieved in relation to solar access and energy efficiency including the energy performance of each typical unit measured by the National Housing Energy Rating System (NatHERS) or similar. Council requires that each new dwelling and unit in a multi-unit development achieve a minimum 3.5 star rating under the NatHERS system.</p> <p>Required for all residential, hotel, guest house, entertainment, commercial, industrial development, except minor additions or alterations</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>12. Waste Management</p> <p>Show how the proposal promotes waste minimisation: avoid, re-use, recycle:</p> <ul style="list-style-type: none"> • proposed at-source waste separation program and facilities: aluminium, steel, glass, plastics, food and organic waste, etc • proposed recycling collection from hotel, entertainment, commercial and industrial premises • domestic food and organic waste composting • litter control program (for activities such as take-away food, sporting venues, etc) • proposed waste storage areas • how will building and demolition waste be used, recycled or disposed? • arrangements for hazardous building wastes such as asbestos and contaminated soil • volume and type of waste to be generated • how waste is to be stored and treated on site • how residual waste is to be disposed of • how ongoing waste management will operate • proposed at-source waste separation program and facilities. <p>Your Waste Management Plan should demonstrate that you have included the above objectives in your proposal.</p> <p>Required for all residential, hotel, guest house, entertainment, commercial and industrial proposals except minor alterations and additions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Reflectivity</p> <p>For buildings that have potential to have solar glare effects, a reflectivity report that analyses the reflectivity impacts from the façade of new development and demonstrates compliance with the relevant provisions of Council's policies.</p> <p>Required for proposals that are likely to have solar glare on adjacent developments.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Colour Schedule</p> <p>Show a sample board of external finishes and textures for all external elements of the building, retaining walls fencing and hard surfaced areas.</p> <p>Required for residential, commercial and industrial developments, except minor additions and alterations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. Generally Accessibility</p> <p>Show how the proposed development provides easy access and useable areas for everyone in accordance with the Disability Discrimination Act. Consider the needs of people with walking difficulties or sensory impairments, wheelchair users and people with young children. You should consider:</p> <ul style="list-style-type: none"> • parking arrangements • access to and within the development • toilet facilities • the Building Code of Australia. <p>Required for all development that are likely to have an impact on accessibility.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>16. Site Management</p> <p>Show how the construction site will be managed to ensure public safety and to minimise public inconvenience:</p> <ul style="list-style-type: none"> • perimeter fencing to restrict public access to the construction site • proposed hoardings or other enclosures to the site • location of proposed site amenity facilities, storage of building materials and equipment, bulk waste containers and material stockpiles • how will you maintain safe pedestrian access adjacent to the sit • builders waste storage area • dust control methods. <p>Required for all residential, commercial and industrial development except minor alterations and additions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>17. Demolition</p> <p>A detailed demolition work plan designed in accordance with Clause 1.7.3 of Australian Standard AS 2601-2001 - The Demolition of Structures, prepared by a person with suitable expertise or experience, and shall include the identification of any hazardous materials, method of demolition, precautions to be employed to minimise any dust nuisance and the disposal methods for hazardous materials.</p> <p>Required for all residential, commercial and industrial development that proposes demolition of existing structures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. Erosion and Sedimentation Control</p> <p>Show how you propose to prevent erosion and control sediment on the site, including Soil and erosion hazard characteristics and the potential for impact on adjacent land and waterways.</p> <p>Explain how your erosion and sediment control strategy will work. Consider areas requiring special management, including proposed dust control measures and proposed site maintenance strategy.</p> <p>Required for all residential, commercial and industrial development that propose earthworks.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. Land Contamination</p> <p>For proposals that involve a change in land use and/or where contamination is known to be a potential issue of concern a contamination report must be prepared.</p> <p>This report must be prepared by a suitably qualified environmental consultant in accordance with State Environmental Planning Policy 55 - Remediation of Land (SEPP 55) and the associated guidelines.</p> <p>Where a preliminary investigation (Stage 1) demonstrates the potential for, or the existence of contamination a detailed investigation should be undertaken as per the protocols of SEPP 55.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	N/A
<p>20. Flora and Fauna</p> <p>For all applications affecting native vegetation or sensitive environmental areas detail any direct or indirect impacts your proposal will have on native flora and fauna. Where impacts are anticipated a flora and fauna report must be provided.</p> <ul style="list-style-type: none"> • This report must be prepared by a suitably qualified ecologist in order to adequately assess the impact of the proposed works on the flora and fauna that occurs in the area. • The report must show how the design of the proposal minimises any impacts to biodiversity and must factor in impacts associated with bushfire management. • The report must be prepared in accordance with the NSW Office of Environment and Heritage's Threatened Survey and Assessment Guidelines. • An Assessment of Significance shall be undertaken for each threatened species, population and ecological community which is likely to be directly or indirectly impacted, by the proposal. • Details of the size, type (including species name, health and location of any vegetation proposed to be removed must be provided and detailed on a map. • Any impacts to flora and fauna that cannot be avoided, or mitigated must be offset. Details of that offsetting must also be outlined within the report. • A Vegetation Management Plan or Biodiversity Management Plan may be required to guide the management of native vegetation, including any offsetting areas and/or weeds on the property. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation of submission of all required documentation and plans

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Signature of applicant/person submitting application

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Signature of council officer
