

APPENDIX A - Supporting plans, reports and documents

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Accessibility Detail

An audit to establish how well a building performs in relation to access and ease of use by a wide range of potential users, including people with physical mobility and sensory impairments. It seeks to ensure that non-discriminatory access is to be provided to and from a building from adjoining roads and paths.

The report is to be commensurate to the scope of the proposed works / land use and is to be have specific regard to the relevant Environmental Planning Instrument provisions, the Disability Discrimination Act 1992, the relevant Australian Standards and provisions of the Building Code of Australia (BCA). Specific detail is to be provided as to how the development will ensure equitable access (including any required building upgrade works for change of use and alteration and addition applications) for persons with a disability or less mobile persons.

Acoustic Report

A report carried out to detail the noise or vibration intrusion related to aircraft, railway, restaurants, childcare centres, industrial buildings and any noise emitting uses. It must address Australian Standard 2021-2015 and be prepared by a suitably qualified person. The Singleton *Development Control Plan 2014* also contains requirements specifically relating to requirements for aircraft noise.

Arborist Report

A technical report prepared by a qualified arborist that adequate assesses the health of a tree or other vegetation.

Aboriginal Heritage Assessment

The Aboriginal heritage assessment aims to provide an integrated Aboriginal cultural heritage assessment, incorporating identified cultural, historical, landscape and archaeological values, to build an understanding of opportunities and constraints to future development and appropriate land use layout of the study area.

BASIX Certificate (Class 1 & 10)

A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters ,gas space heaters, roof eaves / awnings and wall / ceiling insulation.

The applicant must submit the BASIX Certificate with the Development Application or Complying Development Application. The plans and specifications must also identify the BASIX commitments that will be checked by a professional building certifier during construction.

It is required for the following categories of development:

- all new residential dwellings and component of mixed commercial/residential buildings
- residential alterations and additions over \$50,000 estimated value
- swimming pools over 40,000 litres or more

Note: Applicants can generate the BASIX Certificate at the BASIX website: <http://www.basix.nsw.gov.au> or contact the BASIX Help line on 1300 650 908.



Bushfire Report

A bushfire prone area is an area of land that can support a bushfire or is likely to be subject to bush fire attack. Bush fire prone areas are identified on a bush fire prone lands map, the map identifies bush fire hazards and associated buffer zones within a local government area. Bush fire prone land maps are prepared by local councils across the State of NSW and are certified by the Commissioner of the NSW Rural Fire Service (RFS). Planning law in NSW now requires new development on bush fire prone land to comply with the provisions of Planning for Bush Fire Protection 2006 and must be designed to improve the survivability of the development and the occupants that are exposed to a bush fire hazard.

The assessment report determines the suitability of a proposal with regards to bushfire through consideration of the requirements contained within the Planning for Bush Fire Protection 2006 document prepared by the Rural Fire Service.

The bushfire assessment report must demonstrate how the proposal will comply with Planning for Bushfire Protection 2006 and contain:

- aim and objectives
- specific objectives for the development type
- performance criteria for the bushfire protection measures
- a site plan indicating the proposed asset protection zones on the land

A Single Dwelling Application Kit (available from the NSW RFS website www.rfs.nsw.gov.au/) can be used for residential infill development (dwellings and alterations/additions in pre-existing subdivisions).

A suitably qualified person must prepare the bushfire assessment report for:

- developments which have been identified as being a Special Fire Protection Purpose (Section 4.2 of the Planning for Bushfire Protection 2006); or
- any other development type which proposes an alternate solution as part of the design.

If the development has been certified by an accredited Certifier, under the Planning for Bush Fire Protection 2006, then a written declaration and supporting information may be submitted in place of a report.

For further information on the preparation of bushfire assessment reports please refer to Appendix 4 of Planning for Bush Fire Protection 2006. Appendix 4 outlines the requirements for development applications and integrated development.

Contamination Report

Where land is contaminated or potentially contaminated, the following information should be provided:

- a report specifying the finding of a preliminary investigation of the land carried out by an Environmental Protection Authority (EPA) accredited person and in accordance with the Contaminated Land Planning Guidelines
- if the findings of the preliminary investigation indicate contamination a, detailed investigation report as referred to in the Contaminated Land Planning Guidelines must be submitted, and carried out by a suitable qualified EPA accredited person
- the investigation is to demonstrate that, if the land is contaminated, the land is suitable in its contaminated state (or will be suitable after remediation), for the purpose for which the development is proposed



- if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, the method by which the land will be remediated to ensure the land will be suitable for the proposed use

Cut/Fill and Retaining Walls

A plan that details the process of cut and fill, including proposed cutting and filling and any proposed loads or the type and source of landfill being used.

The plan is to address the following:

- location of retaining walls to be shown on the site plan
- height of retaining wall/filling to showing existing and proposed levels to AHD, including levels of the area surrounding the affected land
- details of material to be utilised for construction of retaining wall
- elevation of retaining wall/cross-section of batters

Demolition Plan and Statement

A demolition plan should contain the following details:

- the location of the structure to be demolished, shown via a dotted line
- elevations indicating the height of the structure above ground level and the distance from the structure to the boundary, or alternatively, a series of photographs indicating this information
- a description of the type of building, e.g. house, shops
- a description of the methods of demolition proposed to be used, and the number of types of major items of equipment to be used in demolition

- a description of the methods proposed for handling and disposing of demolished materials and any hazardous materials
- a description of the proposed sequence of carrying out the demolition works, and an estimate of the time, in days, that it is likely to take to complete all or each of the stages of the work
- details of the proposed hoardings, fencing, overhead protection and scaffolding

Elevation Plan

Elevation plans must be provided for all four views of the building labelled with relevant orientation (e.g. north, southwest) and show:

- building façade
- windows
- roof profile and calculated roof pitch
- external finishes (including wall, roof, window, door and fence materials, and paint colour) and building finishes
- existing buildings if they are in close proximity to development or if development involves extensions to existing buildings
- natural ground levels, floor levels and ceiling levels to AHD
- any services located on the roof of the proposed buildings
- any air conditioning services or gas systems located on balconies or external walls

Emergency Management Plan

The plan should consider matters such as:

- evacuation route and emergency relief
- area of highest ground where it is safe to move vehicles and/or equipment



- hazardous substances management
- power, water and gas
- insurance
- emergency kits
- communication

Erosion and Sediment Control Plan

To be prepared in accordance with Council's engineering requirements for development and Landcom's *The Blue Book—Managing Urban Stormwater; Soils and Construction/Planning for Erosion and Sediment Control on Single Residential Allotments*. In general, it is required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.

This plan should include the following information:

- north point
- scale (1:100 (preferred) or 1:200 as appropriate)
- date, plan number and title and name of person who prepared the plan
- final ground levels
- existing and/or proposed boundaries
- location of stockpiles and secure chemical storage area (if required)
- location of temporary and permanent soil and water management controls
- vehicle access points during construction and their dimensions
- location of all vegetation to be retained on the site and any protection measures required for such vegetation
- location of all drains, downpipes, pits and watercourses

The following additional information should be provided for large development sites:

- details on the staging of works
- location of any vegetation to be removed
- integration with on-site detention/infiltration

Flood Impact Assessment Report

A report that measures and details the impacts of flooding on a particular parcel of land. This report is prepared to Council's specifications and may be required to be prepared by a suitably qualified person.

Floor Plan

Floor plans must show:

- room layout and usage
- partitioning
- location of windows and doors
- disabled access where appropriate
- room and courtyard dimensions and areas
- the finished ground levels and finished floor levels
- BASIX commitments e.g. skylight, rainwater tank
- layout of building, all processes, storage areas, location of machinery, racking layout and height
- existing and proposed fire safety measures
- shop fitout details

Biodiversity Assessment Report

A survey to identify ecological and biological diversity of the site. It should include a 5-Part Test of Significance (Flora & Fauna Assessment) under the *Environmental Planning and Assessment Act 1979* to investigate whether a development proposal has a significant effect on any threatened species, populations, or



endangered ecological communities, or their habitats, and whether a SIS is required.

Geotechnical Report

This report should be prepared by a qualified geotechnical engineer and include the following information:

- proposed method of excavation
- shoring or pile construction vibration emissions
- any possible damage to adjoining/nearby premises
- include recommendations of measures to prevent/minimise structural damage to nearby premises

Prior to the footings and/or slab for a structure being designed by a suitably qualified person, it will be necessary to undertake an assessment of the site to determine its geotechnical classification for construction purposes in accordance with Australian Standard 2870.1 (residential slabs and footings).

The site assessment should be undertaken by a qualified Geotechnical Engineer. If it is proposed to install an on-site waste water management system (sewage management facility) a Geotechnical Engineer must undertake an assessment of

the site in accordance with Australian Standard 1547–2000. This assessment will determine the suitability of the site to accommodate an on-site sewage management facility and may also include recommendations for soil improvement.

Heritage Impact Statement (Statement of Heritage Impact)

A statement that conveys what impact or impacts the proposed development will have on the item of heritage significance.

The statement addresses:

- a. what impact the proposed works will have on that significance
- b. what measures are proposed to mitigate negative impacts
- c. why more sympathetic solutions are not viable
- d. why the item is of heritage significance

The heritage impact statement demonstrates how the proposed development conserves and mitigates for the protection of the identified heritage significance, based on the following principles:

- development is consistent with the statement of heritage significance for that item
- development protects the setting of the heritage item
- development retains the significant internal and external spaces and is to recycle, re-purpose and re-use fabric and building elements
- development avoids facadism by using all of the components of the building including, but not limited to, the structure, floor, roof, floor and wall framing, fittings and finishes, fabric and materials
- development removes alterations and additions that are unsympathetic to the heritage significance of the heritage item
- reinstates missing building elements and details
- uses materials, finishes and colours that are appropriate to the architecture, stylistic period of the heritage item
- reinforces the dimensions, pattern, scale and style of the original windows, door openings and features of the heritage item
- maintains and repairs building elements in order to retain the heritage item in a serviceable condition commensurate with the statement of heritage significance
- reference to the *Heritage Act 1977* is required where potential to yield highly significantly archaeological items and relics are



discovered and there is likely to be disturbance, damage or an item destroyed by excavation.

The preparation of heritage reports is to be undertaken by a suitably qualified consultant who has experience in heritage

conservation matters and is registered on the NSW Office of Environment and Heritage Consultants Directory.

Landscape Plan

A plan or document outlining the extent, type and location of hard and soft landscape works proposed for a development.

It must be prepared by a qualified Landscape Designer (TAFE Diploma of Landscape Design or equivalent) or a Landscape Architect. The plan should be prepared at the same scale as the site plan and site analysis plan and must be consistent with the drainage plan. Do not plant large shrubs/trees over the top of infiltration systems, etc.

The Landscape Plan must clearly document and detail:

- height, spread and species and condition of existing trees and vegetation, nominating those to be removed and those to be retained
- proposed method of protection of trees to be retained on site during construction
- proposed earthworks including mounding, filling and retaining walls
- proposed surface treatments (such as turf, paving, planting beds) and proposed fencing or retaining wall materials and construction
- location, numbers, stock size and species of trees and vegetation to be introduced

- drainage and irrigation details
- dimensions and volumes of all planter boxes
- finished surface levels of paving, fences, walls, embankments
- extent and depth of cut and fill
- details of any structures or footings, or level changes more than 100mm within the drip zone of any tree to be retained
- details and specifications are to be provided for all elements of the design

Note 1: Any fill material must be Virgin Excavated Natural Material (VENM) as defined by the *Protection of the Environment Operations Act 1997*.

Note 2: The *Singleton Development Control Plan 2014* includes details and controls for preparation of a landscape plan.

Notification Plan

Notification plans are required in order to inform adjoining property owners and other relevant stakeholders of your development proposal. Notification plans are to be A4 in size and must show a site plan and elevations. They must not show interior layouts/floor plans of residential development.

Schedule of Colours and Finishes

The schedule shall specify colours and finishes, and include the manufacturer's details and a sample.



Section Plan

Section plans must show:

- section names and location on plan, e.g. A/A, B/B etc. and room names
- a structural section through the building and parallel to the street
- structural section from front to back of the building
- outline of existing building/development on site (shown dotted)
- undisturbed Natural Ground Levels (NGL)
- finished Floor Levels (FFL)
- finished Ground Levels (FGL)
- ceiling levels
- roof levels
- retaining wall levels (top)
- fence heights at front, side and rear
- footway and kerb/road levels
- longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed
- insulation details (where applicable)

Section J Report (Class 2 to 9)

Section J Reports relate to Energy Efficiency measures for new commercial developments. They are typically required for Building Code of Australia (BCA) Classification 2 to 9. Residential developments which are classified as 2-9 under the BCA will also require Section J reports. Examples of such developments are:

- boarding houses
- accommodation

Shadow Diagrams

Shadow diagrams to address the following:

- shadows cast at midwinter (22 June) at 9am, 12noon and 3pm in plan form, at a scale of 1:200
- shadows in plan and elevation form on an hourly basis, if shadows fall on neighbouring windows
- location of proposed development and the location of existing development on adjoining site/s
- where shadows affect habitable room windows, details of the percentage of the window to receive sunlight at each hour at midwinter (22 June) between 9am and 3pm
- where shadows affect principal areas of private open space, details of the area and percentage of the open space to be overshadowed, at each hour at midwinter (22 June) between 9am and 3pm - calculations to include details of existing overshadowing
- diagrams to be drawn to true north

Signage Details

Required where signage is proposed. The following shall be submitted:

- details of the proposed structure and construction materials
- size, colours, type and overall design of the sign, including overall height dimension
- proposed sign wording and method of any illumination
- location/s of proposed signs to be shown on a site plan
- type of sign to be stated, as defined under the *Singleton Development Control Plan 2014*



Site Analysis Plan

The site analysis plan must show the relevant details of the site and its relationship to the street and neighbouring development.

A site analysis is essential in order to understand the site and its context and should be undertaken before the design of a building. For development that is two storeys or more the site analysis should also include a street elevation that shows the proposal and the street elevation of two neighbouring buildings on each side, drawn to scale.

For larger development or visually prominent sites, site analysis must include photomontages that show each of the key perspective views of the proposal from the street and nearby open space.

The site analysis plan must be drawn to the same scale as the site plan and include:

- North point (true solar north) – to understand the site orientation.
- Landscape features, such as cliffs, rock outcrops, embankments, retaining walls and foreshores – how can building design best respond to important site features?
- Views from the site and from adjoining land – how can you avoid blocking neighbours' views?
- Numbering and location of all existing trees and vegetation on the site and on the adjoining property boundaries that are protected by Council's Tree Preservation Order (over 3m in height or having a canopy width exceeding 3m), as well as common name and botanical name, spot level and canopy spread to scale.
- Trees and vegetation on adjacent properties, within 5m of the site boundary – how will you affect other people's vegetation?
- Existing public roads, laneways, pathways, driveways, parking areas, loading bays and pedestrian and vehicle access points – access may need to be improved.
- Existing buildings and structures on the site and on immediately adjoining land (show location, distance from boundary, height, current use, front and rear entrances) – how will they fit into the new development and which buildings are to be demolished?
- Proposed buildings (show outline only) – how much change is proposed?
- Overshadowing by adjoining buildings – how will this affect the location of habitable rooms and private open space?
- Fences and walls – these may be important to the streetscape.
- Adjoining private open spaces, facing doors and windows within 15m of the site – these will have privacy implications for both new residents and neighbours.
- Prevailing air movements – are there beneficial breezes or adverse winds?
- Noise, odour and light spillage sources (such as main roads, railway lines, tennis courts, sports fields, air conditioning units, pool pumps) – can the effects be reduced?
- Location of existing service poles, street trees, kerb crossings, footpaths, pedestrian crossings, street furniture, bus stops and services.
- The built form and character of adjacent and nearby development, including characteristic fencing and garden styles – does the new development fit in with the area?



- The location of on-site and nearby heritage items, heritage conservation areas and archaeological features – how will the development affect the heritage qualities of the site and neighbourhood?
- Swimming pools, slipways, jetties and other foreshore structures – alterations may be subject to special development controls.

Site Plan

The Site plan must be drawn to scale at either 1:100 or 1:200 and include:

- north point
- the legal description of the site – including the lot and DP number, property boundaries and dimensions, site area (m²) and any easements, rights of way or sewer mains
- location of proposed new building/development with outline of existing building/development on site, shown dotted
- location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings
- details of existing and proposed fencing
- distance from external walls and outermost part of proposed building to all boundaries
- contours or spot levels to Australian Height Datum (extended contours into adjoining roads and properties)
- differences in ground level between the site and adjoining land to identify potential overshadowing, privacy, drainage and view sharing issues
- drainage and services including stormwater drains, flow paths, drainage easements, watercourses and channels

- location of proposed and existing driveways and vehicle parking and manoeuvring areas
- extent of any existing landfill and retaining walls and any contaminated soil areas
- BASIX commitments e.g. rainwater tank
- summary table calculations of site area, floor area, landscaped area etc.

SEPP65 Documentation

Required for residential flat development to which *State Environmental Planning Policy No. 65 - Design Quality of Residential Flat Development* (SEPP65) applies.

The following shall be submitted:

- design verification statement from a qualified designer, addressing the requirements of SEPP 65
- additional details contained within the Statement of Environmental Effects, as required in accordance with SEPP 65

Statement of Environmental Effects

This is a written statement that addresses the matters for consideration contained within Section 4.15 of the *Environmental Planning and Assessment Act 1979*.

A Statement of Environmental Effects (SEE) is required for all development applications (apart from Designated Development).

See Council's Statement of Environmental Effects Fact Sheet and template which can be used for simple development application for dwellings, sheds, carports etc.



Stormwater Management Plan

The plan must clearly illustrate stormwater infrastructure and be consistent with the Landscape Plan. It should show in concept form the proposed stormwater drainage system and provisions for on-site detention, identify overland flow paths and include any water quality control measures (such as planting areas and swales).

The stormwater drainage plan and written description must include information on:

- catchment boundaries
- existing surface conditions
- proposed surface contours
- proposed building flood or floor levels
- location and levels of discharge points
- overland flow paths and flood liable areas
- location of drainage pits and lines
- location and area of on-site detention easements
- calculations for any proposed stormwater system
- methods of draining the land
- water quality measures identified by Small Scale Stormwater Water Quality Model (SSSQM) or water quality modelling, such as MUSIC Modelling
- operational plan
- maintenance plan

If you are proposing urban development or subdivision, consultation with Council's Development Engineers is advised.

Note: Hydrological/hydraulic calculations and designs shall be prepared in accordance with the approaches outlined in the current Australian Rainfall and Runoff Guidelines using the current Hydrologic Soil Mapping data for Port

Stephens available from Council. Other current Australian published design guides may also be applied to particular design situations.

Photo Montage Evaluation

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 and private domain. The montages are to be generated from a survey - accurate and detailed 3-dimensional computer model of the proposed development.

Subdivision Plan

A subdivision plan must include:

- the existing and proposed boundaries
- accurate areas of proposed lots and access handles
- all existing structures on site
- all existing vegetation on site
- levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject
- site and adjacent footpath/Council reserve
- the north point, drawn to true north
- the location of any easements/restrictions/services affecting the site
- the location of any traffic devices within proximity of the subject site, and any services within the footpath area
- details of preliminary engineering drawings of the work to be carried out Survey

A survey plan and reference levels by a registered surveyor must:

- be at a scale of 1:100 or 1:200
- clearly nominate property boundaries



- show all existing structures on site
- show all existing vegetation on site
- include levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve
- show north point, drawn to true north
- show the location of any easements/restrictions/services affecting the site
- show the location of any traffic devices within proximity of the subject site, and any services within the footpath area

- how residue is to be disposed of
- how recyclable materials will be separated and managed
- on-going management strategies

Traffic Impact Assessment/ Management Plan

An assessment to quantify the traffic impacts and associated parking requirements that result from proposed development.

To be prepared by a suitably qualified person.

Visual Impact Assessment

A report that examines the visual impact of a development in situations where a development presents significant bulk, height or variations to setbacks. To be prepared by a suitably qualified person.

Waste Management Plan

A plan that details the amount, type and disposal of waste during demolition, construction and through the ongoing management of the facility.

This plan should include the following information:

- volume and type of waste to be generated
- how waste is to be stored and treated on site

