



Development Application Glossary

Development Applications Submission Requirements

Explanatory Information

A1 Application Form and this completed checklist

The Development Application form is to detail what type of approval is being sought, including a description of the proposed development, providing consent of the owner/s of the property, contact phone numbers and email address for the applicant.

To assist in ensuring that you have all the information necessary to submit your application a number of Checklists have been prepared for various common types of development. The Checklists provide details relating to the type of information required and the number of copies of each document to be provided. It is requested that you read the relevant Checklist carefully and sign and submit the Checklist with your application.

A2 Owner's Consent

Individual ownership

The registered owner is to sign this form or provide a separate letter. In instances where the owner is not the applicant, the letter should name and give consent to the applicant to lodge the application.

Joint ownership

All registered owners are required to sign the form. When the owners are not the applicant the letter should name and give consent to the applicant to lodge the application.

Company's ownership

A company director or secretary must either sign or stamp the application form with the company seal or sign on the company's letterhead. If the company does not have a company seal or letterhead, the director or secretary is to sign and is to provide the company's ACN. When the owning company is not the applicant, the letter should name and authorise the applicant to lodge the application.

Owner's Corporation

For Strata lots, consent from the Owner's Corporation is to be provided when the works affect common property (including the external fabric of the building). The Owner's Corporation must either sign and stamp the application form with the corporation seal or sign and stamp on the corporations letterhead. If the corporation does not have a corporation seal or letterhead, the corporation secretary is to sign a letter stating this. When the owner's corporation is not the applicant, the letter should name and authorise the applicant to lodge the application.

Legal Representative

Where a person is legally authorised to provide consent on behalf of the registered owners in a Power of Attorney, Executer or Trustee capacity, documentary evidence of that legal authority must be attached with the application. In the case of a Power of Attorney they must provide their Power of Attorney Number.

Crown Land

In the case of leased Crown land above mean high water mark owners consent is given by Crown Lands (on behalf of the Minister for Lands as landowner). If your development involves land below mean high water mark you may require approval from NSW Maritime or NSW Fisheries.



A2 Council Owned Land

When the land is in the ownership of Hawkesbury City Council (Council) the application form or a letter of authority must be signed by the General Manager of Council.

Recent Change in Ownership

If the property has recently changed ownership a settlement letter from a conveyancer or solicitor stating that settlement has taken place and the date of settlement must be provided. Alternatively, the current land owners should name and authorise the applicant to lodge the application.

More information:

The Environmental Planning and Assessment Regulation 2000 details [persons who can make development applications](#) and [information to be included in development applications](#) (Clause 49 and Schedule 1 Part 1 (1)(i)).

Crown Lands have prepared fact sheets [Policy for Landowners Consent for Development on Crown Land](#) and [Development and Crown Land](#) to assist persons seeking to carry out development on Crown land, land adjoining or near Crown land and former Crown land (now sold), where ongoing conditions or restrictions apply. In addition, the application form [Landowner's Consent: Landowner's Consent Application](#) is required to be forwarded and approved by Crown Lands prior to lodging the application with Council.

A3 **Cost Estimate**

The cost of works must include both the cost of materials and the market value of labour. The stated value of works will be compared with industry cost guides and should your estimate significantly depart from these standards you may be required to provide a signed builders quotation or report from a suitably qualified person to substantiate the value of work provided.

Please note that the base construction cost of a building may not be the only work involved with the entire proposal. The cost of decks, garages, driveways and retaining walls for example, must be included as part of estimated cost.

More information:

The [Estimated Cost Guide](#) explains how Council determines the estimated cost of works.

The Environmental Planning and Assessment Regulation 2000 details [how a fee based on estimated cost is determined](#) (Clause 255).

A4 **Political Gifts and Disclosure Statement**

The planning legislation requires that a person who makes a relevant planning application to a council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing two years before the application is made and ending when the application is determined. The application form requires you to answer 'yes' or 'no' for:

- a) all reportable political donations made to any local Councillor of that council
- b) all gifts made to any local Councillor or employee of that council.

If you answered 'yes', then you will also need to make a declaration.

More information:

The [Political Donations and Gifts Disclosure Statement](#) provides further detail on what constitutes a political donation or gift.

The Environmental Planning and Assessment Act 1979 contains information on [the disclosure of political donations and gifts](#) (Clause 147).

A5 **Australian Bureau of Statistics information**

The statistical information on the Development Application form inclusive of materials proposed to be used in construction, existing/proposed floor area, number of existing dwellings, number of dwellings demolished and number of storeys is to be completed.

This information is required to meet the application reporting requirements of the Australian Bureau of Statistics and Department of Planning and Infrastructure.



A6 Fees

To obtain a fee quote please contact Council's Customer Service Centre on (02) 4560 4444, providing the cost of works of your proposal and details of any other approvals being sought such as [Integrated Development](#), Construction Certificate or appointment of Principal Certifying Authority.

More information:

Council's adopted [Operational Plan](#) contains details of applicable fees.

B1 Detail Survey Plan (drawn to scale of 1:100 (preferred) or 1:200)

A detail survey is a plan that locates features and improvements located on a property. A detail survey plan is prepared by a Registered Surveyor and is to be submitted with most applications.

The detail provided on the plan is to include:

- Location of any proposed building or works in relation to the land and boundaries and adjoining development.
- location and use of all existing building/structures on the subject land;
- location and use of adjacent buildings/structures on adjoining land;
- levels of the land (contour and spot levels) - provided to Australian Height Datum (AHD) if land subject to flooding;
- existing building height (provided to AHD if land subject to flooding);
- location of all trees greater than 4m in height and/or 3m in branch spread and/or trunk circumference of greater than 500mm when measured 1m above ground level on the subject property;
- location of all trees greater than 4m in height and/or 3m in branch spread and/or trunk circumference of greater than 500mm when measured 1m above ground level on adjoining properties within 6m of any proposed development; and
- easements and rights of way including common or party walls.

Note: An assumed datum may sometimes be sufficient for minor development. The assumed datum point must be shown on the site plan and relative levels (RLs) shown on all plans.

More information:

Please confirm with planning staff if use of an assumed datum is appropriate for your development application.

B2 Detail Survey to Australian Height Datum (AHD)

A detail survey plan relative to the Australian Height Datum is to be prepared by a Registered Surveyor for development located on flood prone land and development that involves building over a sewer main or within the zone of influence of a sewer main.

This is required in order to accurately determine the flood risk associated with development situated on flood prone land or the impact upon existing sewer infrastructure to determine appropriate construction measures.

More information:

A [S149 Zoning Certificate](#) issued for the property will identify land that is affected by flooding.

An application for a [Drainage Diagram](#) will detail the position of the main sewer line for properties located in Council sewered areas.



C Plan Requirements – Title Block

Plans that are submitted to Council in conjunction with development applications are legal documents and in order to identify and provide relevant information in relation to proposed development are required to contain a Title Block. A Title Block is a set of information that identifies the drawing as well as containing details relating to the author, contact details and date that the drawing was prepared.

As a guide a Title Block should provide the following information:

North Point: Provides information relating to orientation of the building/works so that the direction the building is facing is clearly able to be identified.

Project Name: Identifies what the proposed development is such as New House at (Property Address) or Alterations and Additions at (Property Address).

Drawing Title: This describes the drawing and what is displayed such as Ground Floor Plan, Roof Plan, Elevations, Sections etc.

Project Address: Details relating to the property address of the building to be constructed or altered.

Project Number: Generally refers to a reference number assigned to the project by the company preparing the drawings. Whilst not mandatory it assists in identifying individual projects when being prepared by architects/building designers.

Scale: Details the scale that the drawing has been prepared or printed. Scale information enables use of a scale ruler to determine an approximate dimension.

Date: - Date at which the drawing was drawn.


Drawing No.: Refers to a number given to a drawing for identification and reference purposes. Each drawing is required to have a unique drawing number and you may use any unique system. An example could include drawings that start at A00 then the next would be A01, A02, A03 etc.

Revision Details: - If a change is made to a drawing the revision part of the title block refers to these changes. Each time a change is made and submitted to Council the revision letter refers to a particular change that is made to a particular drawing. For instance the first revision will be marked as A then the next would be B etc. The a record of revisions is also to include the date of the revision and a basic description of what the revision was for.

Contact Details: - These are the details of the person/company that prepared the drawings. This information is to be included to enable further clarification regarding the drawing to be undertaken. Contact details are to include contact name and telephone number.



Example Title Block

 <h2 style="margin: 0;">SITE PLAN DRAWING DETAIL</h2>					
Revisions			Project Name Proposed Dwelling	Author / Company Details	
Number	Date	Description	Project Number 001	HC Dwellings - Ph:4560 4444	
A01A	1/02/2019	Setback	Project Address Lot 1 DP100000	Drawing No. A00	
A01B	2/03/2019	Design	366 George Street Windsor NSW	Date 1/01/2019	
			Drawing Title Site Plan	Scale 1:100	
				Page Size A3	

C1 Site Plan (drawn to scale of 1:100 (preferred) or 1:200)

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 is to include:

- the location, boundary dimensions, site area and north point of the land;
 - the location and type of all trees located within the proposed building footprint and adjacent to the proposed works, including trees on neighbouring properties, public places or road reserve;
 - the location and uses of existing buildings on the land;
 - the location and uses of buildings on sites adjoining the land;
- existing levels of the land in relation to buildings and roads;
- the building footprint and the distance of the proposal to boundaries and all other buildings on the site;
 - any easements affecting the subject land;
 - proposed parking arrangements, entry and exit points for vehicles; and
 - provision for vehicle access within the site (including dimensions where appropriate).

More information:

The Environmental Planning and Assessment Regulation 2000 [details the information to be included with development application](#) (Schedule 1 Part 1 Clause 2(2) & (3))

C2 Floor Plans (drawn to scale of 1:100)

A **floor plan** is a birds-eye view of the layout of rooms within a building. Floor plans are to include:

- layout, partitioning, dimensions and intended uses of each part of the building;
- applications involving alterations and additions to an existing building must show existing room layout including all existing windows, doors, openings, access corridors; and
- new work is to be clearly distinguishable.

C3 Elevations (drawn to scale of 1:100)

Elevation plans are a side-on view of a building and are to include:

- all faces of the building;
- type of material used in construction;



- existing and proposed windows/door openings;
- existing and finished floor levels;
- height above natural ground level;
- details of any retaining walls including height, type of construction and proposed materials; and
- new work is to be clearly distinguishable.

C4 Sections (drawn to scale of 1:100)

A **section** is a diagram showing a cut through the development at the most typical point. Section plans are to include:

- section names and where they are shown on plan (i.e. A/A, B/B, etc);
- outline of existing building/development on site;
- floor to ceiling heights;
- room and window heights;
- roof pitch and covering;
- site works, finished and proposed floor and ground levels in long section (detailing any cut and fill); and
- construction material details.

Sections are to show the proposed method of construction and are to be fully dimensioned.

C5 Architectural Plans

Council's DCP contains controls relating to building height, building height plane and setbacks. The type and location of the development that you are proposing will determine what planning controls apply.

When preparing your architectural plans it is requested that details demonstrating the degree of compliance with the applicable building height, building height plane and setback controls are clearly shown.

More information:

For information relating to the controls that apply for specific forms of development please refer to [Part D Specific Development](#) (for residential development, industrial development and sheds) and [Part E Specific Area](#) (for development proposed in any of the following areas: Kurrajong Heights Village, Macdonald Valley, Grose Wold, Pitt Town, Macquarie & Bridge Streets and the Windsor District Baptist Church Site) of Council's DCP.

C6 Cross Section - Earthworks

A **cross section** relating to proposed earthworks shows the extent of cut or fill relative to existing ground levels. A cross section is to include:

- height of fill and/or depth of excavation; and
- section names and where they are shown on plan (i.e. A/A, B/B, etc.).

D Statement of Environmental Effects

This is a written statement which explains the likely impacts of the proposed development both during and after construction and how any impacts will be minimised. The statement must also demonstrate whether the proposal complies with Council's planning controls.

The aim of the Statement of Environmental Effects is to appraise the suitability of the land for the development and should detail, (where applicable) the following issues:

- the environmental impacts of the development;
- how the environmental impacts of the development have been identified;
- the steps to be taken to protect the environment or to lessen the expected harm to the environment; and
- whether or not the development complies with Council's planning policies being [Hawkesbury LEP](#) and [DCP](#) and any other applicable legislation.



Justification is to be included in the statement for any part of the proposal that does not comply with relevant policies or legislation.

More information:

For information relating to the matters that are to be considered in the preparation of a statement of environmental effects please refer to [Appendix B Lodging a Development Application](#) in Council's DCP.

E Landscape Plan (drawn to scale of 1:100 (preferred) or 1:200)

A landscape plan is to be submitted with most applications (except where the proposal involves minor works that do not affect the existing landscaping situated on the site, a change of use of an existing building or installation of signage). Where required, the landscape plan is to relate to the associated development plans having regard to the height, size, and location of all existing and proposed buildings, car parking areas, access roads, paths etc.

The landscape plan is to consider the following matters during its preparation:

- existing significant vegetation showing location, species, height, and spread, both on and adjacent to the site (detailing whether the vegetation is to be retained or removed);
- location of all proposed planting including species (botanical and common), height and spread;
- details of ongoing management and maintenance;
- details of specific purpose of planting where relevant - e.g. privacy, reduction of visual impact, shading, wind screening;
- details of plant numbers and pot size at time of planting;
- details of any proposed boundary or courtyard fencing; and
- details of any retaining walls including location and height.

The table below characterises broad development types and the level of professional input required in preparation of the landscape plan. The level of professional input is directly related to the scale of the proposal and its likely environmental and visual impact.

Note: Where the proposed development is on bushfire prone land and an Asset Protection Zone (APZ) is required to be established / maintained in accordance with the relevant [Bushfire Assessment Report](#), the landscape plan is to clearly detail the provision of the required APZ and identify all trees to be retained and removed.

Trees proposed for removal must be marked onsite for Council staff to inspect.

The table below characterises broad development types and the level of professional input required in preparation of the landscape plan. The level of professional input is directly related to the scale of the proposal and its likely environmental and visual impact.

Development Type

Landscape Plan

Professional Design Level



<ul style="list-style-type: none"> • Dwelling houses (including alterations and additions) • Minor alterations and additions to commercial and industrial development • Other minor development 	<p>A Landscape Concept Plan is to show a basic layout of the proposed landscaped areas illustrating key layout and design elements.</p>	<p>Design can be undertaken by the building designer or owner of the property.</p> <p>The landscape works are to demonstrate compliance with the landscape design standards contained in Part C of Council's DCP.</p>
<ul style="list-style-type: none"> • Dual occupancy or small scale medium density residential • Commercial and industrial development having a value less than \$2 million • Development involving a locally listed heritage item 	<p>A Landscape Plan provides a planting species list, height at maturity and number of plants provided as part of the design.</p>	<p>Design to be prepared by a professional designer with relevant professional experience.</p>

E	Development Type	Landscape Plan	Professional Design Level
	<ul style="list-style-type: none"> • Residential flat buildings or high density residential • Commercial or industrial development having a value exceeding \$2 million • Development of a significant site • Development involving a State heritage listed item 	<p>A Detailed Landscape Design involves the preparation of a detailed plan and associated specifications providing a planting species list, height at maturity and number of plants provided for landscape design works.</p>	<p>Landscape Plans are to be prepared by a suitably qualified consultant. Landscape design consultants who are members of accredited organisations should be engaged to ensure professional standards are achieved. Accreditation from either of the following organisations is considered suitable:</p> <ul style="list-style-type: none"> • Australian Institute of Landscape Architects • Australian Institute of Landscape Designers and Managers

More information:

For information relating to the controls that apply for specific forms of development, please refer to [Part C - Landscaping](#) in Council's DCP.

Species lists are included in [Appendix D – Landscaping Species](#) detailing trees, shrubs, palms, cycads, ferns, ground covers and planting suitable for wastewater irrigation absorption areas.

F	<h2>Colours and Materials Schedule</h2> <p>Details are required to be provided of all external finishes and materials that you propose to use for walls, roofs, hard paved areas including the type, colour and name of all materials to be used. The external materials proposed to be used in conjunction with the building are to be nominated on the plans or on a separate schedule.</p> <p>Where a separate schedule is provided, the Colours and Materials Schedule is required to contain the following information:</p> <ul style="list-style-type: none"> • project or proposal name, • drawing title, • project address; and • schedule date.
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G Stormwater Drainage Concept Plan (drawn to a scale of 1:100 or 1:200)

If your proposal involves the construction of any new buildings or changes to on-site drainage, a concept drainage plan will be required. The plan shall show (as applicable):

- proposed building locations and finished floor and ground levels;
- general drainage pattern, flow details, all natural water courses and water channels on site;
- location of all points of discharge from the site;
- location and size of any rainwater tanks;
- location of any existing or proposed on-site detention or absorption areas;
- location of any Council controlled pipelines;
- location of any overland flow paths or flood prone land; and
- location of any existing or proposed easements.

All excess stormwater runoff from roof and paved areas shall be directed into the street stormwater drainage system or an inter-allotment drainage easement.

Note: Detailed drainage plans are not generally required when a DA is lodged. Rather, conditions will be included in the approval detailing site drainage requirements. However, in some circumstances Council may require additional information in relation to site drainage before an application can be determined.

More information:

For information relating to the requirements relating to stormwater design please refer to Part 8 Stormwater Drainage [Appendix E – Civil Works Specification](#) in Council's DCP.

If you require further information in relation to the preparation of a stormwater drainage concept plan please contact Council's Development Engineers.

H On-Site Stormwater Detention

On-site stormwater detention is to be provided for certain development that will result in an increase of hard surfaces such as roofed or paved areas. This is required to avoid the potential for flooding caused by increased stormwater flows entering the drainage system.

On-site detention is required to be provided in the following areas if you propose the type of development specified below:

Location	Development Type			
	Industrial	Commercial	Multi-Unit Housing	Residential increase hard paved/roof area >50m ²
McGraths Hill	Yes	Yes	Yes	Yes
Mulgrave Industrial Area	No			
Windsor and South Windsor	Yes	Yes	Yes	Yes
Wilberforce	Yes	Yes	Yes	Yes
East Richmond				
Residential areas	Yes	Yes	Yes	Yes
Bowman St industrial area*	Yes	Yes		
Lukis Ave industrial area*	Yes	Yes		
Richmond				
Area within S94 Catchment No.1*	No	No	No	No
Area outside S94 Catchment No. 1*	Yes	Yes	Yes	Yes
North Richmond				
Area within S94 Catchment No. 6*	No	No	No	No
Area outside S94 Catchment No. 6*	Yes	Yes	Yes	Yes

* Refer to attachments at end of glossary for area maps

More information:

For information relating to on-site stormwater detention, please refer to Part 8.21 – On-Site Stormwater Detention [Appendix E – Civil Works Specification](#) of Council's DCP.



If you require further information in relation to Council's requirements in relation to on-site stormwater detention or the preparation of an on-site stormwater detention concept plan please contact Council's Development Engineers.

I Erosion and Sediment Control Plan

This plan shall show how you will prevent erosion and sediment washing onto adjoining land or into Council's drainage system during construction. The plan is to include the following details:

- area of earthworks, soil stockpiles;
- existing drainage lines;
- straw bale barriers, diversion banks and channels;
- sediment fences/traps;
- run-off detention and sediment interception measures;
- dust control measures; and
- revegetation and stabilisation of disturbed areas.

More information:

For information relating to the preparation of an erosion and sediment control plan please refer to Chapter 4 Soil Erosion and Sediment Control in [Part C](#) of Council's DCP.

J Waste Management Plan

Council's DCP – Management of Construction and Demolition Waste requires the submission of a Waste Management Plan. Guidelines have been prepared by Council to assist with the preparation of the Waste Management Plan. The Waste Management Plan is to include the following information:

- type and amount of waste / recyclable materials which will be generated;
- how waste / recyclable materials will be stored and treated on site;
- how disposal of waste / management or resale of recyclable materials will take place; and
- how on-going waste management will be accommodated in the design of the building or use.

More information:

To assist in preparation the [Waste Management Plan](#) form is available for use.

K BASIX Certificate

BASIX stands for Building Sustainability Index. BASIX is an initiative that was introduced by the NSW Government to ensure homes are designed to be more energy and water efficient.

Every development application for a new home must be submitted to Council with a BASIX Certificate.

What is BASIX?

BASIX is an online program that enables the user (usually the building designer) to enter data relating to the house or unit design – such as location, size, building materials, method of cooling and heating etc. – into the BASIX tool. BASIX analyses this data and determines how it scores against the Energy and Water Targets. The same targets are in place across all NSW Council areas.

The design must pass specific targets (which vary according to location and building type) before the user can print the BASIX Certificate.

Who is responsible for BASIX?

BASIX is administered by the NSW Government. Council does not make or control the requirements of BASIX.



Council's role with BASIX is to ensure that a Certificate is lodged with each Development Application where relevant, and check that that all BASIX commitments are adhered to at each stage of construction.

Do I need a BASIX certificate?

BASIX applies to:

- New residential dwellings with a total cost of \$50,000 or above.
- Alterations or additions to existing residential dwellings with a total cost of \$50,000 or above.
- Swimming pools (inclusive of any spa area) with a capacity greater than 40,000 litres.

If your proposal falls into any of the above three categories, then you will need to submit a BASIX Certificate with your Development Application or application for a Complying Development Certificate.

Note: If you are proposing a 'manufactured home' or 'moveable dwelling' then the requirements of BASIX will not apply.

How do I obtain a BASIX Certificate?

You can obtain a BASIX Certificate yourself or you can ask your building designer to obtain it on your behalf. Following the steps below:

- Go to the [BASIX website](#) and login to the BASIX assessment tool.
- Complete the assessment form by entering the design details of your home. The tool demonstrates how your proposed design is scoring, according to its potential to save energy and water.
- Once your design meets the target, you can print your BASIX Certificate.
- Lodge your proposal at Council with your BASIX Certificate.

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The commitments made during the BASIX process are shown on the final certificate and must be marked on the plans, and adhered to during the building process. The BASIX certificate or certificates must have been issued no earlier than three months before the date on which the application is lodged with Council.

More information:

Further information on the requirements of BASIX can be found on the [BASIX website](#).

NSW Government has also provided a BASIX helpline – 1300 650 908.

Information relating to manufactured homes or moveable dwellings may be found in the Circular - [Approval to install relocatable and flat-pack homes outside a caravan park or manufactured home estate](#).

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Bushfire Assessment Report

Planning for Bush Fire Protection (PBP) 2019 requires that all types of development located on bushfire prone land must satisfy the aims and objectives of PBP.

Accordingly, any development application involving the following types of development on bushfire prone land must be accompanied by a Bushfire Assessment Report:

- dwellings;
- dwelling additions;
- ancillary development attached to or located within 6 metres of an existing dwelling (such as a carport, garage, awning, deck, shed or similar); and
- Commercial and industrial development.

The [NSW Rural Fire Service website](#) provides access to an online mapping tool which will assist you to identify if the land subject of the development proposal is identified as bushfire prone.

Section 4.14 'Consultation and development consent – certain bush fire prone land' of the *Environmental Planning and Assessment Act 1979* requires that Council is to be satisfied that the proposed development conforms to the specifications and requirements of *Planning for Bush Fire Protection 2019* prepared by the NSW Rural Fire Service. In order for council to be satisfied, a Bushfire Assessment Report is required to be prepared by a qualified consultant and submitted to Council as part of the Development Application.

The Bushfire Assessment Report is required to demonstrate that the development conforms with and



satisfies the aims and objectives of *Planning for Bushfire Protection 2019* and *AS3959 - Construction of buildings in bushfire-prone areas*. This provides the basis for which bush fire protection measures are required to be incorporated into a proposed development to minimise the bush fire impact on life and property.

The bush fire protection measures that are required to be considered include:

- Asset Protection Zones and defensible spaces
- Maintenance of bushfire protection measures, fuel loads and Asset Protection Zones
- Access and egress for occupants
- Access and egress for emergency services personnel
- Building and Construction
- Adequacy of Water Supply and Utilities
- Landscaping
- Emergency Management Arrangements

The assessment must include the applicable Bushfire Attack Level (BAL) certification and the required asset protection zones (APZ).

Notes: The BAL certificate shall be attached to the Bushfire Assessment Report and must state that the development conforms to the relevant specifications and requirements, that being; *Planning for Bushfire Protection 2019* and *AS3959 – 2018* (inclusive of NSW variations. These variations can be found in part 7.5 of PBP 2019)

AND clearly indicate the highest applicable BAL level for the proposal, provide a description of the works proposed, and should reference the applicable plans, including the Landscape and Stormwater plans, as utilised for the bush fire risk assessment. All plans for the proposal are to be certified by the bushfire consultant to ensure all plans have been reviewed and are in accordance with *Planning for Bushfire Protection 2019*.

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ALL of the above required documents shall be provided by a person who is recognised by the NSW Rural Fire Service as a [qualified consultant](#) in bush fire assessment (details of accreditation to be included on the certificate and in the report).

Development for a Special Fire Protection Purpose (SFPP)

Special protection developments require a "Bushfire Safety Authority" to be issued, and are categorised as integrated development for the purposes of the *Environmental Planning and Assessment Act 1979*. A Bushfire Assessment Report is required to be prepared and submitted with the application that meets the Integrated Development lodgement requirements prepared by the NSW Rural Fire Service.

A special fire protection purpose development includes any of the following:

- residential subdivision;
- school;
- child care centre;
- hospital (including a hospital for the mentally ill or mentally disordered);
- hotel, motel or other tourist accommodation;
- building wholly or principally used as a home or other establishment for mentally incapacitated persons;
- seniors housing within the meaning of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004;
- group home within the meaning of State Environmental Planning Policy No 9-Group Homes;
- retirement village.

More information:

- [Check if you're in bush fire prone land](#) – NSW Rural Fire Service
- [Planning for Bushfire Protection](#) - NSW Rural Fire Service
- [List of Qualified Consultants](#) - NSW Rural Fire Service

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Acoustic Report - General

Certain types of development have the potential to generate noise in conjunction with any process or activity that is carried out on the land or associated with the public using the premises. In order to demonstrate that a proposed noise generating activity would not have an unacceptable impact on



neighbouring noise sensitive land, such as residential properties, an acoustic report is required to be prepared.

Acoustic reports are generally required for all developments that have the potential to have a noise impact on the surrounding area for example premises that operate outside of normal business hours or are likely to generate significant noise due to their operation. An acoustic report must be prepared by an Acoustic Consultant.

The acoustic report would generally cover the following matters:

- existing and proposed noise sources such as main roads, industries, loading bays, heavy vehicles, restaurants, entertainment facilities, clubs, hotels, amplified music systems, car parks, ventilation and air conditioning units; and
- noise control measures such as noise barriers, building layout and setback, building materials and insulation.

More information:

Information relating to noise and relevant legislation may be found on the [Noise](#) section on the NSW EPA webpage. The [Office of Liquor Gaming & Racing](#) has information relating to the control of noise associated with licensed premises. The [Australian Association of Acoustic Consultants](#) provides information relating to acoustic assessment and lists professional acoustic consultants. The [Australian Acoustical Society](#) provides a list of acoustic consultants that are grouped by specialist fields.

N Acoustic Report - Aircraft Noise

On land affected by aircraft noise applications involving new development may require acoustic treatment measures as part of the construction process. All applications for development situated on land significantly affected by aircraft noise shall be accompanied by a report from an acoustic consultant. This report is to demonstrate that the proposed use would be able to be carried out so that the movement of aircraft would not cause significant disturbance.

The areas that are affected by aircraft noise may be found on the Australian Noise Exposure Forecast (ANEF) map prepared by the Department of Defence. This map is available at Council and you should confirm whether your property is affected by aircraft noise and understand the requirements that apply.

The following table indicates what types of development are considered suitable for various ANEF noise levels.

Building Site Acceptability Based on ANEF Zones in AS 2021—2000			
Building Type	ANEF Zone of Site		
	Acceptable	Conditionally acceptable	Unacceptable
House, home unit, flat, caravan park	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Hotel, motel, hostel	Less than 25 ANEF	25 to 30 ANEF	Greater than 30 ANEF
School, university	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Hospital, nursing home	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Public building	Less than 20 ANEF	20 to 30 ANEF	Greater than 30 ANEF
Commercial building	Less than 25 ANEF	25 to 35 ANEF	Greater than 35 ANEF
Light industrial	Less than 30 ANEF	30 to 40 ANEF	Greater than 40 ANEF
Other industrial	Acceptable in all ANEF zones		

Source: AS2021 - Acoustics - Aircraft noise intrusion - Building siting and construction

An acoustic report is required for any type of development situated within an ANEF noise area that is identified as conditionally acceptable or unacceptable. In summary, an acoustic report would need to accompany the following general types of development:

- Residential development - greater than 20 ANEF.
- Commercial development - greater than 25 ANEF.
- Light industrial development - greater than 30 ANEF.

For other types of development refer to the table to confirm the category of your proposal and whether specialist acoustic advice must be submitted. Alterations and additions to existing development may be able to be undertaken without the need to prepare an acoustic report depending upon the scale of works proposed. Please contact Council for advice in relation to the preparation of an acoustic report for development involving alterations and additions.



Generally Council would not support a new development situated on land situated within an unacceptable ANEF noise area. Alterations and additions to existing development may be able to be considered.

More information:

For more information relating to areas that are affected by significant levels of aircraft noise please refer to the [ANEF 2014 map](#).

The [Australian Association of Acoustic Consultants](#) provides information relating to acoustic assessment and lists professional acoustic consultants.

The [Australian Acoustical Society](#) provides a list of acoustic consultants that are grouped by specialist fields.

O Heritage Impact Statement

Under the heritage provisions contained in Hawkesbury LEP, Council must not grant consent to an application involving a heritage item or to an application involving a building or property located adjacent to a heritage item or situated in a conservation area unless it has considered a statement of heritage impact. A statement of heritage impact provides information that is used to assist Council with its assessment and determination of development applications involving heritage affected properties.

The statement must:

- address the relevant matters listed in [Clause 5.10](#) of Hawkesbury LEP; and
- assess the extent to which the carrying out of the proposed development would affect the heritage significance of the item, adjacent item/s, conservation area, site or relic.

O More information:

For information relating to the requirements relating to heritage listed properties please refer to Chapter 10 [Heritage Conservation](#) in Part C of Council's DCP.

[Schedule 5 Environmental Heritage](#) in Hawkesbury LEP lists properties that have been identified as having heritage significance.

[State Heritage Register](#) (under the *Heritage Act, 1977*) provides details of properties that have been recognised as having state heritage significance.

A [S149 planning certificate](#) issued for the property will identify whether a property is an identified heritage item or situated within a heritage conservation area.

[Guidelines for the Preparation of a Statement of Heritage Impact](#) – NSW Department of Environment and Heritage.

[Heritage Consultants](#) - NSW Department of Environment and Heritage.

P On-site Wastewater Disposal Assessment

What is an on-site sewage management system?

An on-site sewage management system is the process used to treat domestic sewage and may include a septic tank, an aerated waste treatment system or composting system. The treated product, being referred to as effluent, is then gravity-fed or pumped to an effluent disposal area. The effluent is disposed of either by direct absorption into the land, irrigated onto the land or directed to a holding well to be collected by a tanker.

If you are proposing to build on land that cannot be connected to a reticulated sewerage system it will be necessary for you install an on-site sewage management system. This is likely to be the case if you are building outside of Windsor, South Windsor, Richmond, North Richmond, McGraths Hill, Wilberforce, Glossodia, Freemans Reach, Agnes Banks, Bligh Park, McGraths Hill, Hobartville, Pitt Town or in a rural areas and outlying townships.

The on-site sewage management system must be designed, operated and maintained in a manner that will:

- prevent public health risk;
- prevent environmental damage (particularly to land, soil, groundwater and surface waters); and
- protect community amenity (e.g. odours).



It is also important that an on-site sewage management system is designed, installed and operated so that it works well into the future.

What type of system do I install?

There is no specific requirement to install any particular type of on-site sewage management system. The type of system that will be most suitable for your property will depend on a number of factors. Site characteristics including soil type, soil depth, slope, proximity to water and water balance will determine the most appropriate type of on-site sewage management system for your land.

How do I make an application to install an on-site sewage management facility?

If you are installing a new system, an approval to install must be obtained from Council by submitting an application to [Install an On-site Sewage Management Facility](#). This application must be submitted to Council prior to commissioning or moving into your new home. The system must be inspected by Council before you can occupy your house to ensure that it has been installed correctly.

The details accompanying the application are to be site specific and must address the ability of the land to adequately dispose of effluent.

In order to demonstrate that the system is suitable the following information is required to be provided:

P Plans

Plans drawn to a scale of either 1:100 or 1:200 detailing the following information:

- the location of the proposed building on the site and identification of the proposed effluent disposal area/s;
- the sewage management facility proposed to be installed or constructed on the site;
- any related effluent disposal areas;
- location of any boreholes;
- any buildings or facilities existing on, and any environmentally sensitive areas of land, located within 100 metres of the sewage management facility or associated effluent disposal areas;
- any related drainage lines or pipework (being either natural or constructed);
- the location of any existing sewage management facility and effluent disposal area (if applicable);
- contour plan of the land.

Specifications

The application is to include full specifications of the sewage management facility to be installed or constructed on the site. This is to include a full copy of any certificate of accreditation and associated conditions.

Site assessment

The site assessment is to have regard to topography, soil composition and vegetation of any related effluent application areas.

Effluent disposal area

Calculations are to be provided confirming the adequacy of the disposal area.

Geotechnical Report

A geotechnical report will only be required after an initial assessment of the application identifies that the proposal has a high risk due to site conditions and/or proposed volume of effluent generated by the proposal.



Note: An 'Approval to Operate a System of Sewage Management' must also be issued by Council prior to commissioning the system or occupying the development. The installation must be inspected by Council before occupation to ensure that it has been installed correctly. An 'Approval to Operate' will be issued following a satisfactory inspection of the system.

More information:

For information relating to the requirements relating to on-site wastewater disposal please refer to [Chapter 7 Effluent Disposal in Part C](#) of Council's DCP.

[Local Government \(General\) Regulation 2005](#)

[Environment and Health Protection Guidelines – On-site Sewage Management for Single Households](#)

If you would like further information about on-site sewage management please contact Council's SMF Team.

Q Acid Sulfate Soils Management Plan

Acid sulfate soils are naturally occurring soils and sediments that contain high levels of iron sulphide (pyrite). Left undisturbed, acid sulfate soils do not pose any harm. However, if they are disturbed and exposed to oxygen through activities such as excavation or lowering of the water table, sulfuric acid may be produced in large quantities. This can cause corrosion of buildings and other structures and result in damage to the environment.

Q Sulfuric acid can have detrimental effects on the natural or built environment by:

- corroding and weakening concrete, iron, steel and certain aluminium alloys;
- dissolving certain essential elements from the soil, making it toxic and adverse to plant growth;
- affecting biodiversity and ecological integrity by degrading habitat, soil and water quality, potentially resulting in the death or disease of fish and other organisms.

If you are proposing to build or develop land containing acid sulfate soils, you may need to engage a qualified environmental scientist to prepare an acid sulfate soils management plan. [Clause 6.1](#) in Hawkesbury LEP provides further guidance as to when an Acid Sulfate Management Plan is required.

Council's [Acid Sulfate Soils Map](#) provides details relating to areas affected by such soils. A S149 Certificate issued for the property will assist in the identification of land that is affected by Acid Sulfate Soils.

Class of soil	Works to which this clause applies
1	Any works.
2	Works below the natural ground surface. Works by which the water table is likely to be lowered.
3	Works more than 1m below the natural ground surface. Works by which the water table is likely to be lowered more than 1m below the natural ground surface.
4	Works more than 2m below the natural ground surface. Works by which the water table is likely to be lowered more than 2m below natural ground surface.
5	Works within 500m of adjacent Class 1, 2, 3, or 4 land that is below 5m Australian height Datum and by which the water table is likely to be lowered below 1m Australian Height Datum on adjacent Class 1, 2, 3, or 4 land.

Works means any disturbance of more than one tonne of soils such as occurs in carrying out agriculture, the construction or maintenance of drains, extractive industries, dredging, the construction of artificial water bodies (including canals, dams and detention basins), foundations or flood mitigation works, or the works are not likely to lower the water table. For other exclusions see Clause 6.1 of [HLEP 2012](#).

The plan must be prepared by an appropriately qualified person and include the following information:

- Identification of the extent of excavation and groundwater disturbance;
- Establish whether acid sulfate soils are present on a site and if so whether the proposed works are likely to disturb those soils;



- Establish whether a comprehensive acid sulfate soils management plan should be prepared, that outlines mitigation and/or monitoring strategies;
- Provides information to assist with the design of a soil and water assessment program.

More information:

A [S149 Certificate](#) issued for the property will assist in the identification of land that is affected by Acid Sulfate Soils.

Council has prepared a series of [Acid Sulfate Soils Maps](#) that identify the likely risk category of land.

The [Acid Sulfate Soils Assessment Guidelines](#) have been developed for proponents of activities that are likely to disturb acid sulfate soils, and for councils and government authorities responsible for assessing these proposals providing a framework for identification and management.

Consultants who may be able to assist with the preparation of a preliminary assessment or an Acid Sulfate Soils management plan, please search for "Soil Testing & Investigation" or "Geotechnical Engineers &/or Consultants".

R Geotechnical Report

Landslip Areas

Certain land situated adjacent to escarpment and foothill areas is subject to instability and potential landslip. Due to the fragmented nature of underlying soils, any development proposal that is to be located on land that may be subject to slope instability is to be supported by appropriate geotechnical advice.

The report is to be prepared by a geotechnical engineer detailing the existing site conditions and is to demonstrate that the proposal will not have an adverse impact upon the stability of the land or adjacent properties.

- R** Council has identified a number of areas located in Kurrajong Heights that are subject to potential landslip. It is highlighted that whilst your property may not be in an identified landslip area it does not mean that a landslip risk may not be present. During the assessment of your application Council may require you to prepare a geotechnical report.

Deep Excavation

Proposals involving deep excavation adjacent to a property boundary are to be accompanied by geotechnical advice that is to include the following information:

- method of excavation;
- stabilisation of the excavated face;
- noise and vibration management;
- potential for damage to adjoining buildings and properties; and
- recommendations to address the potential for structural damage.

More information:

A [S149 zoning certificate](#) issued for the property will assist in the identification of land that is located in an area affected by potential landslip.

Geotechnical Engineers &/or Consultants will be able to assist with sites affected by landslip or ground stability associated with excavation.

S1 Flora and Fauna Assessment

A Flora and Fauna Assessment is an ecological study that documents the known and potential biodiversity of a development site. It assesses the nature and extent of impacts of a particular development proposal. It then makes recommendations on how any impacts can be avoided, minimised, or mitigated to avoid unacceptable impacts on biodiversity.

Where a site is mapped under Clause 6.4 Terrestrial Biodiversity of Hawkesbury LEP 2012, a Flora and Fauna Assessment is required. A Flora and Fauna Assessment Report must be prepared if the property to be developed:

- contains native vegetation, being defined as, "any species of vegetation that existed before European settlement including trees, saplings, shrubs, scrub, understorey, groundcover or plants in a wetland";



- contains remnant native trees;
- is adjacent to native vegetation if the study area has been extensively cleared; and/or
- contains sensitive environmental areas likely to contain important habitat resources for fauna such as tree hollows, watercourses, wetlands or swamps, and rocky outcrops, caves or cliffs.

and if the proposed development:

- will directly or indirectly impact on **native vegetation** by clearing, runoff, waste-water irrigation, Bushfire Asset Protection Zone's or natural features that sustain native species;
- may directly or indirectly have a significant impact on native vegetation or sensitive environmental areas that may contain habitat for threatened species, populations or ecological communities; and/or
- there is likely to be a significant impact on matters of national environmental significance under the (Commonwealth) *Environment Protection and Biodiversity Conservation Act 1999*.

The Flora and Fauna Assessment Report must address the requirements of Clause 6.4 Terrestrial Biodiversity of Hawkesbury LEP 2012. Any tree removal is considered to be of an environmental impact and is to be assessed accordingly. Should any trees be found to be part of the endangered ecological community and/or are identified as high retention value and landscape significance, this is to be addressed.

If the land exceeds 1 hectare in size the Flora and Fauna Assessment is required to identify whether 'potential koala habitat' or 'core koala habitat' is present.

Flora and Fauna Assessment Reports must be prepared in accordance with Council's Flora and Fauna Assessment Guideline by an appropriately qualified consultant.

S1 Please Note: Where any tree removal is proposed due to the proposal, an arboricultural impact assessment is required to be carried out. Please refer to S2 below for details required of an arboricultural impact assessment.

If any threatened species, population or ecological communities are likely to occur on the land proposed to be affected by the proposed development, then the assessment will need to have regard to Part 5 of the Environmental Planning and Assessment Act 1979 and the Biodiversity Conservation Act 2016, which details the factors that need to be considered to assess whether a development is likely to significantly affect threatened species, populations, ecological communities or their habitats.

S2 Arboricultural Impact Assessment

An Arboricultural Impact Assessment report is to be prepared by a qualified AQF Level 5 Arborist and must provide, at a minimum but not limited to, the following information:

- i. Description of the assessment techniques employed by the arborist;
- ii. Tree identification plan numbering all trees (including any neighbouring trees within proximity to the development – minimum 5m), and an identification schedule, at a scale of no less than 1:200;
- iii. The botanical and common name of each tree;
- iv. Tree height, size – trunk diameter and canopy spread,
- v. Detailed description of health, vitality and longevity, safe useful life expectancy, retention value and landscape significance on the site;
- vi. Identification of all trees to be removed onsite (including any C/EEC communities) and its likely impact;
- vii. Tree protection Zones and Structural Root Zones in accordance with AS4970 of each tree;
- viii. Likely impact of proposed works on existing trees and make any recommendations to mitigate any tree impacts;
- ix. Tree protection measures for all impacted trees to be retained;
- x. What encroachment into the Structural Root Zones (SRZ) and Tree Protection Zones (TPZ) the proposed works will have on trees to be retained;
- xi. Tree protection measures for all trees to be retained in close proximity to the proposal and ancillary works such as internal driveway; and
- xii. Recommendations on what trees should be retained and replacement canopy plantings,



including species within the relevant mapped endemic community i.e. Cumberland Plain Woodland.

Where sites are mapped as Bushfire Prone Land and a Bushfire Hazard Assessment has been carried out, the Arboricultural Impact Assessment report must include the following:

- a. Potential impacts of any bushfire Asset Protection Zone (APZ) and Inner Protection Zone (IPZ) applicable to the site. Where sites are to be managed as an IPZ, recommendations by the bushfire consultant are to be provided to the arborist as to how the site is to be managed and whether trees and vegetation are likely to be removed / pruned as a result of this IPZ. The arborist is to carry out an assessment of the IPZ requirements and include in the tree identification plan.

Note: Please ensure that the arboricultural impact assessment is carried out prior to all other reports, documentation and plans are prepared. Consultation with all other consultants, such as the Bushfire and Flora and Fauna consultants, with the Arborist is highly recommended as this will ensure consistency with the development and compliance with the asset protection zone recommendations particularly where vegetation is required to be removed for the IPZ.

All proposed tree removal and / or pruning is required to be accompanied by an Arboricultural Impact Assessment report.

T Site Contamination Assessment

Where land is contaminated or potentially contaminated, the following information is to 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.

State Environmental Planning Policy No 55 – Remediation of Land contains requirements for contaminated land investigations. Site Contamination Assessments are required where there is known or likely contamination due to a previous use, or where a residential use is proposed in an area that could have previously been exposed to contamination.

More information:

The [Managing Land Contamination Planning Guidelines](#) prepared by the Department of Planning & EPA establish the 'best practice' for managing land contamination through the planning and development control process.

The regulatory framework for the management of contaminated or potentially contaminated land may be found in [SEPP 55 – Remediation of Land](#).

U Shadow Diagram

A shadow diagram shall clearly show the shadow impacts of your proposed development. The shadow diagrams should be drawn at the same scale as the plans and elevations and shall detail in plan view the shadowing impacts of the proposal on 21 June (winter solstice) at 9am, 12noon and 3pm (inclusive) and indicate:

- the location of existing and proposed buildings on the development site;



- existing and proposed shadows;
- the footprint of buildings and location of solar panels on adjoining properties; and
- the impact on adjoining living areas and adjoining private open space areas.

Elevation views are to be prepared where windows to living areas on adjoining buildings are overshadowed by the proposed development.

More information:

For information relating to the requirements relating to solar access standards please refer to [Chapter 6 Energy Efficiency in Part C](#) of Council's DCP.

V Notification Plan (drawn to a scale of not less than 1:200)

A4 size plans including site plan, elevations, dimensions of the proposal and all relevant setbacks. These are sent with notification letters to nearby property owners.

Note: Under the provisions of the Act, the internal layout of the building is not required to be provided for notification purposes of residential properties. Inclusion of the internal layout on notification plans will result in these details being notified.

W Disability Access Report

The Disability (Access to Premises – Buildings) Standards 2010 came into force across Australia in May 2011. These standards control the requirements for access to new buildings and buildings undergoing significant upgrade. The Standards were introduced in line with an updated National Construction Code (NCC).

The main purpose of these Standards is to detail the required access provisions associated with the design and construction of new buildings and upgrade to existing buildings.

The new Standards aim to improve access to buildings for everyone and include a range of requirements as follows:

- increases in the minimum number of accessible entrances and doorways to buildings;
- increases in the minimum circulation space required in lifts, accessible toilets and at doorways;
- provision of signage in relation to accessible facilities i.e. entrances, toilets and hearing augmentation to assist people with hearing impairment;
- the need for passing and turning spaces on passageways in some situations;
- increases in the areas covered by hearing augmentation systems in rooms with a built in PA system;
- the types of lifts and access features within lifts;
- the number and distribution of accessible spaces in cinemas and theatres;
- access to certain common areas in new apartment blocks;
- accessible facilities in some specified new or upgraded holiday accommodation such as bed and breakfasts or cabins in holiday parks;
- increases to the number of accessible units in hotels and motels;
- access into certain public swimming pools;
- increases in the number and location of unisex accessible toilets; and
- ambulant accessible toilet cubicles in standard toilets.

In general, the Premises Standards and new NCC requirements apply to any new public buildings or building upgrades for which an application for building approval is made after 1 May 2011.

An access report should be prepared by an appropriately qualified and experienced person, and



should explain in detail how the proposed development meets the requirements outlined in:

- The National Construction Code;
- The Australian Standards; and
- The Disability Discrimination Act 1992.

Note: If access is provided to the extent covered by the Disability (Access to Premises - Buildings) Standards 2010 then such access cannot be viewed as unlawful under the Disability Discrimination Act 1992.

X Fire Safety Measures

Applications for a change of use or works to a building should be accompanied by a list of all existing and proposed fire safety measures.

Fire Safety Measures are any components or type of construction that have been incorporated into the building to ensure the safety of the occupants within the building in the event of a fire or other emergency, and may include such measures as fire extinguishers, fire exit signage, sprinkler systems, emergency lighting, etc.

In order to determine what fire safety measures you may require as part of your proposal the assistance of a qualified building consultant may be necessary so as to address the relevant requirements of the National Construction Code.

Y Digital Copy of the Application

It is requested that a digital copy of your application (inclusive of the application form, all plans and supporting documents) be provided in support of Council's commitment for public access to information. On receipt of digital copies of applications Council will provide access to all submitted plans and documents on its website to the extent permitted by legislation.

In order to preserve the integrity of documentation across multiple platforms, files must be supplied in Portable Document Format (PDF). All documents supplied on PDF must be exact reproductions of the original source documents. To ensure accuracy between source and digital copies, documents should be exported from CAD, Vector, Bitmap or word processing software directly to PDF. This method is most likely to preserve the accuracy and quality of your submission.

A PDF copy of all documents and plans contained in the application shall be provided on a non-returnable CD-ROM or DVD that is capable of being read by any computer. Examples of the appropriate naming requirements of documents, are detailed below:

- Application Form – (Insert SUBJECT PROPERTY ADDRESS)
- Environmental Impact Statement – (Insert SUBJECT PROPERTY ADDRESS)
- Floor Plans – (Insert SUBJECT PROPERTY ADDRESS)
- BASIX Certificate – (Insert SUBJECT PROPERTY ADDRESS)

Note: Should a digital copy of your application not be provided or the file naming not be consistent with the requirements detailed above a scanning or file conversion fee will be charged in accordance with the fees set out in Sections A4.4 and A4.5 of [Council's Operational Plan](#).

More information:

Details about how files are to be formatted can be found in the document titled [File Format and File Name Requirements – Hawkesbury Council](#)

Z Integrated Development Consent / Concurrence Required

Certain development applications require approval (such as a permit or license) from a NSW Government agency (also called an approval body) before a determination can be made by Council. These are called integrated development. Other development applications may not be integrated development, though still require concurrence from an approval body before the application can be



determined. Council is required to refer any relevant development application to the necessary Government agency so that there is an assessment of the proposal by the relevant agency.

Approval will need to be obtained from the Government agency (e.g. the Environmental Protection Agency) before development consent can be granted. Integrated development applications require an approval listed in Section 4.46 of the Environmental Planning and Assessment Act 1979 (EP&A Act). For example, this may include an aquaculture permit, pollution licence, Aboriginal heritage impact permit. See the below table for an outline of the types of activities that would trigger the integrated development approval process and the relevant legislation that apply.

Once Council has referred the development application to the relevant Government agency and 'general terms of approval' have been received, these requirements will be incorporated into the conditions of any development consent issued by Council. Council must not approve a development application if the Government agency recommends refusal.

The Department of Planning Industry and Environment has developed an online service, through the NSW Planning Portal, to facilitate State Government agency consultation on development applications. The new service will make it easier for applicants to pay fees online and track the consultation process.

If your Development Application is Integrated development or requires concurrence from an approval body, you will be required to register with the NSW Planning Portal and create your own account. This account will enable you to pay the relevant fees to approval bodies online and to track the progress of the concurrence and referral request in real time.

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Fee's Payable for Integrated Development and Concurrence Referrals – A referral fee of \$140 is to be paid to Council where any Integrated or Concurrence referrals are required to be made to an approval body. In addition, any referrals are to be accompanied by a payment of \$320 to approval body. An email address will be required to be provided with your Development Application so that you may be notified of fees payable to that approval body. Payments are to be made online through the NSW Planning Portal.

For more information on referral requirements and payment methods please see the NSW Governments Planning Portal Website – <https://www.planningportal.nsw.gov.au/online-concurrence-and-referral>.

Legislation/ Relevant Agency	Section/s	Approval Requirement
Legislation: Fisheries Management Act 1994 Agency: NSW Department of Primary Industries	S144 S201 S205 S219	Aquaculture permit Permit to carry out dredging or reclamation work Permit to cut, remove, damage or destroy marine vegetation on public water land or an aquaculture lease, or on the foreshore of any such land or lease Permit to: a) set a net, netting or other material, or b) construct or alter a dam, floodgate, causeway or weir, or c) otherwise create an obstruction, d) across or within a bay, inlet, river or creek, or across or around a (river) flat.

Types of Activities Affected

- Fish hatcheries or grow out facilities (including fish, prawn or freshwater crustacean grow out ponds, intensive tank recirculation aquaculture facilities, 'fish out' facilities and oyster farms, but not including aquariums for display or pet shops).
- Jetties – where part of the structure includes a rock or concrete groyne extending into the water (i.e. reclamation) or where marine vegetation may be harmed during construction (e.g. by establishing piles or dredging an access channel) or subsequently (e.g. by shading underlying seagrasses).
- Boat ramps.
- Causeways (both piped and unpiped) or other road-crossings of waterways (temporary or permanent) which require placing material on the bed of the waterway (i.e. reclamation) and/or which may obstruct the free



- passage of fish.
- e) Bridges which require construction of a temporary low level crossing or coffer dam during the construction period (i.e. reclamation and/or obstruction of fish passage) or which employ batter protection that extends into the waterway.
 - f) Dams, weirs, floodgates or levee banks (i.e. obstruction of fish passage).
 - g) Marinas (e.g. dredging for access, reclamation for a wall, harming marine vegetation).
 - h) Dredging navigation channels (whether for maintenance of an existing channel or construction of a new one) or to open an intermittently-opening waterway.
 - i) Dredging for winning sand, gravel or other materials for private or commercial use.
 - j) Channelisation, relocation or realignment of waterways.
 - k) Foreshore stabilisation (e.g. seawalls, retaining walls) where 'water land' may be filled or marine vegetation may be harmed.
 - l) Boardwalks or walking tracks that cross intertidal areas, mangrove wetlands, seaweeds or seagrasses.
 - m) Development that may affect marine vegetation by cutting, removing, destroying, transplanting, shading or damaging in any way (e.g. cutting mangroves or shading seagrasses for jetties or moorings).

Legislation:
[Heritage Act 1977](#)

Agency:
[NSW Department of Environment & Heritage](#)

[S58](#)

Approval in respect of the doing or carrying out of an act, matter or thing referred to in S57(1).

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Types of Activities Affected

- a) Demolish the building or work.
- b) Damage or despoil the place, precinct or land, or any part of the place, precinct or land.
- c) Move, damage or destroy the relic or moveable object.
- d) Excavate any land for the purpose of exposing or moving the relic.
- e) Carry out any development in relation to the land on which the building, work or relic is situated, the land that comprises the place, or land within the precinct.
- f) Alter the building, work, relic or moveable object.
- g) Display any notice or advertisement on the place, building, work, relic, moveable object or land, or in the precinct.
- h) Damage or destroy any tree or other vegetation on or remove any tree or other vegetation from the place, precinct or land.

Legislation:
[Mining Act 1992](#)

Agency:
[NSW Trade & Investment-Division of Resources & Energy](#)

[S63](#) and [S64](#)

Grant of a mining lease

Legislation/

Relevant Agency

Section/s

Approval Requirement

Types of Activities Affected

Mining lease in respect of a mineral or minerals.

Legislation:

[National Parks and Wildlife Act 1974](#)

Agency:
[NSW Department of Environment & Heritage](#)

[S90](#)

Consent to knowingly destroy, deface or damage or knowingly cause or permit the destruction or defacement of or damage to, a relic or Aboriginal place.

Types of Activities Affected

Any activity that may impact a known Aboriginal archaeological relic or place.

Legislation:

[Protection of the Environment Operations Act 1997](#)

Agency:

[S43\(a\)](#), [S47](#) and [S55](#)

[S43\(b\)](#), [S48](#) and [S55](#)

Environment protection licence to authorise carrying out of scheduled development work at any premises.

Environment protection licence to authorise carrying out of scheduled activities at any premises (excluding any



	<p>NSW Environmental Protection Authority</p>	<p>S43(d), S55 and S122</p>	<p>activity described as a “waste activity” but including any activity described as a “waste facility”). Environment protection licences to control carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity.</p>	
	<p>Types of Activities Affected</p>			
	<p>Matters listed in Schedule 1 of the Protection of the Environment Operations Act 1997.</p>			
	<p>Legislation: Roads Act 1993 Agency: NSW Roads and Maritime Services</p>	<p>S138</p>	<p>Consent to:</p> <ul style="list-style-type: none"> a) erect a structure or carry out a work in, on or over a public road, or b) dig up or disturb the surface of a public road, or c) remove or interfere with a structure, work or tree on a public road, or d) pump water into a public road from any land adjoining the road, or e) connect a road (whether public or private) to a classified road. 	
<p>Types of Activities Affected</p>				
<p>Where works are proposed within a classified road (being a main or arterial road), Council requires the concurrence of NSW Roads and Maritime Services prior to giving approval for nominated works likely to impact such a road.</p>				
<p>Legislation: Rural Fires Act 1997 Agency: NSW Rural Fire Service</p>	<p>S100B</p>	<p>Authorisation under section 100B in respect of bush fire safety of subdivision of land that could lawfully be used for residential or rural residential purposes or development of land for special fire protection purposes</p>		



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Types of Activities Affected

- a) Subdivision of land for residential or rural residential purposes.
- b) School.
- c) Child care centre.
- d) Hospital (including a hospital for the mentally ill or mentally disordered).
- e) Hotel, motel or other tourist accommodation.
- f) Building wholly or principally used as a home or other establishment for mentally incapacitated persons.
- g) Seniors housing within the meaning of *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*.
- h) Group home within the meaning of *State Environmental Planning Policy No 9—Group Homes*.
- i) Retirement village.
- j) Any other purpose prescribed by the regulations.

Legislation: Water Management Act 2000	S89, S90 and S91	Water use approval, water management work approval or activity approval under Part 3 of Chapter 3.
Agency: Department of Industry - Natural Resource Access Regulator		

Legislation/ Relevant Agency	Section/s	Approval Requirement
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Types of Activities Affected

Works within, on, under or within 40 metres of waterfront land being a creek, river, lake or estuary (measured at mean high water mark). A controlled activity means:

- a) the erection of a building or the carrying out of a work (within the meaning of the Environmental Planning and Assessment Act 1979); or
- b) the removal of material (whether or not extractive material) or vegetation from land, whether by way of excavation or otherwise; or
- c) the deposition of material (whether or not extractive material) on land, whether by way of landfill operations or otherwise; or
- d) the carrying out of any other activity that affects the quantity or flow of water in a water source.

If you require any specific information regarding the requirements relating to approvals listed above please contact the relevant agency. Similarly, if your proposal involves any of the above approvals, we strongly recommend that you consult with the agency concerned as early as possible to understand their requirements before you lodge your application.

Z1

State Environmental Planning Policy 33 – Hazardous and Offensive Development

This planning policy requires certain matters to be considered where a development is categorised as “potentially hazardous” or “potentially offensive.” It provides an approach to the identification of developments which must be assessed under SEPP 33, and explains the assessment requirements of the policy.

For development proposals categorised as ‘potentially hazardous industry’ the policy requires applicants to prepare a preliminary hazard analysis (PHA) to estimate the risk to people, property and the environment at the proposed location. This must be taken into account by the consent authority.

Should such risk exceed set criteria, the development is classified as ‘hazardous industry’, which would not be permissible within most industrial zones in NSW.

More information:

The regulatory framework for the development of potentially hazardous or potentially offensive development may be found in [State Environmental Planning Policy \(SEPP\) No. 33](#).

The Department of Planning has prepared [Hazardous and Offensive Development Application Guidelines - Applying SEPP 33](#) to provide advice on interpreting and implementing the policy.

A number of Hazardous Industry Planning Advisory Papers (HIPAPs) and other guidelines have been issued by the Department to assist being available on the [Planning guidelines for hazardous development webpage](#).



Z2 State Environmental Planning Policy 64 – Advertising and Signage

This planning policy applies to all signage that can be displayed with or without development consent and is visible from any public place or reserve.

Any application for signage is required to demonstrate consideration of the provisions of this policy including the assessment criteria in Schedule 1 of this Policy.

The assessment criteria are detailed below:

SCHEDULE 1 – Assessment criteria

1. Character of the area

- Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?
- Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?

2. Special areas

- Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?

3. Views and vistas

- Does the proposal obscure or compromise important views?
- Does the proposal dominate the skyline and reduce the quality of vistas?
- Does the proposal respect the viewing rights of other advertisers?

4. Streetscape, setting or landscape

- Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?
- Does the proposal contribute to the visual interest of the streetscape, setting or landscape?
- Does the proposal reduce clutter by rationalising and simplifying existing advertising?
- Does the proposal screen unsightliness?
- Does the proposal protrude above buildings, structures or tree canopies in the area or locality?
- Does the proposal require ongoing vegetation management?

5. Site and building

- Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?
- Does the proposal respect important features of the site or building, or both?
- Does the proposal show innovation and imagination in its relationship to the site or building, or both?

6. Associated devices and logos with advertisements and advertising structures

- Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?

7. Illumination

- Would illumination result in unacceptable glare?
- Would illumination affect safety for pedestrians, vehicles or aircraft?
- Would illumination detract from the amenity of any residence or other form of accommodation?
- Can the intensity of the illumination be adjusted, if necessary?
- Is the illumination subject to a curfew?



Z2 8. Safety

- Would the proposal reduce the safety for any public road?
- Would the proposal reduce the safety for pedestrians or bicyclists?
- Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?

More information:

The Department of Planning has prepared [explanatory information](#) in relation to State Environmental Planning Policy No. 64.

Z3 Pitt Town Development Area

Certain parts of the Pitt Town Development Area are serviced by [Pitt Town Water](#) having regard to wastewater and recycled water services. Pitt Town Water is licensed under the [Water Industry Competition Act \(WIC Act\)](#) to provide these services to the recently subdivided properties situated outside of the Council sewer catchment areas* located in the Pitt Town Development Area.

If your property is within the Pitt Town Water area of operations you are required to contact Pitt Town Water prior to lodging your application with Council to ensure that your plans satisfy their requirements.

The portion of the Pitt Town Development Area that is serviced by a recycled water network does not require a mandatory rainwater tank installation under the Building Sustainability Index [BASIX](#) requirements. During the preparation of your BASIX certificate you will need to identify that your property is serviced by a *Recycled Water System Connection*.

Before lodging your application with Council you will need to have your building plans and BASIX certificate stamped by Pitt Town Water (a copy of the stamped plans and stamped BASIX certificate will be required to be submitted with your application).

Pitt Town Heritage and Conservation Area

The Pitt Town Development Area contains the Pitt Town Heritage Conservation Area and a number of heritage listed items. Under the heritage provisions contained in Hawkesbury LEP, Council must not grant consent to an application involving a property situated in a conservation area unless it has considered a statement of heritage impact.

The statement shall:

- address the relevant matters listed in [Clause 5.10](#) of Hawkesbury LEP; and
- assess the extent to which the carrying out of the proposed development would affect the conservation area.

Please refer to Appendix O – Heritage Impact Statement in the Glossary for further information relating to the requirements for the preparation of heritage impact statements.

** Refer to the attachment at end of glossary for the Pitt Town Heritage Items and Conservation Area.*

Vermont Design Review Panel

The Vermont Precinct within the Pitt Town Development Area is subject to the Design Guidelines prepared by Johnson Property Group. Any application for development within this precinct is to be submitted to the Vermont Design Review panel for review prior to lodging your application with Council.

To confirm that the Vermont Design Review Panel have considered your application a copy of the plans stamped by this Panel are to be submitted with your application.

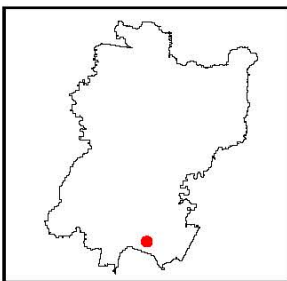
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HAWKESBURY CITY COUNCIL

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Phone: 02 4560 4444

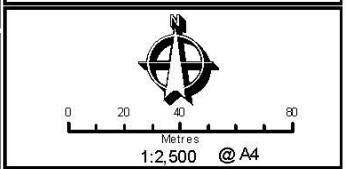


OSD - Bowman St & Lukis Ave Industrial

Date: Monday, January 13, 2014

Legend

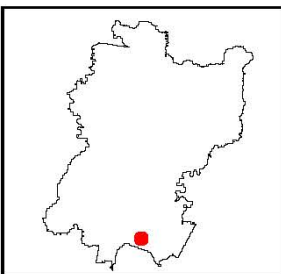
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On-site Stormwater Detention - Catchment No. 1

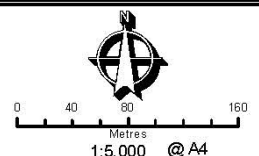
Date: Wednesday, November 27, 2013

Legend

- Road Names : : Land Parcels
- Section 64
- Drainage
- Catchment 1

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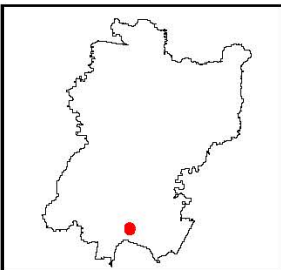
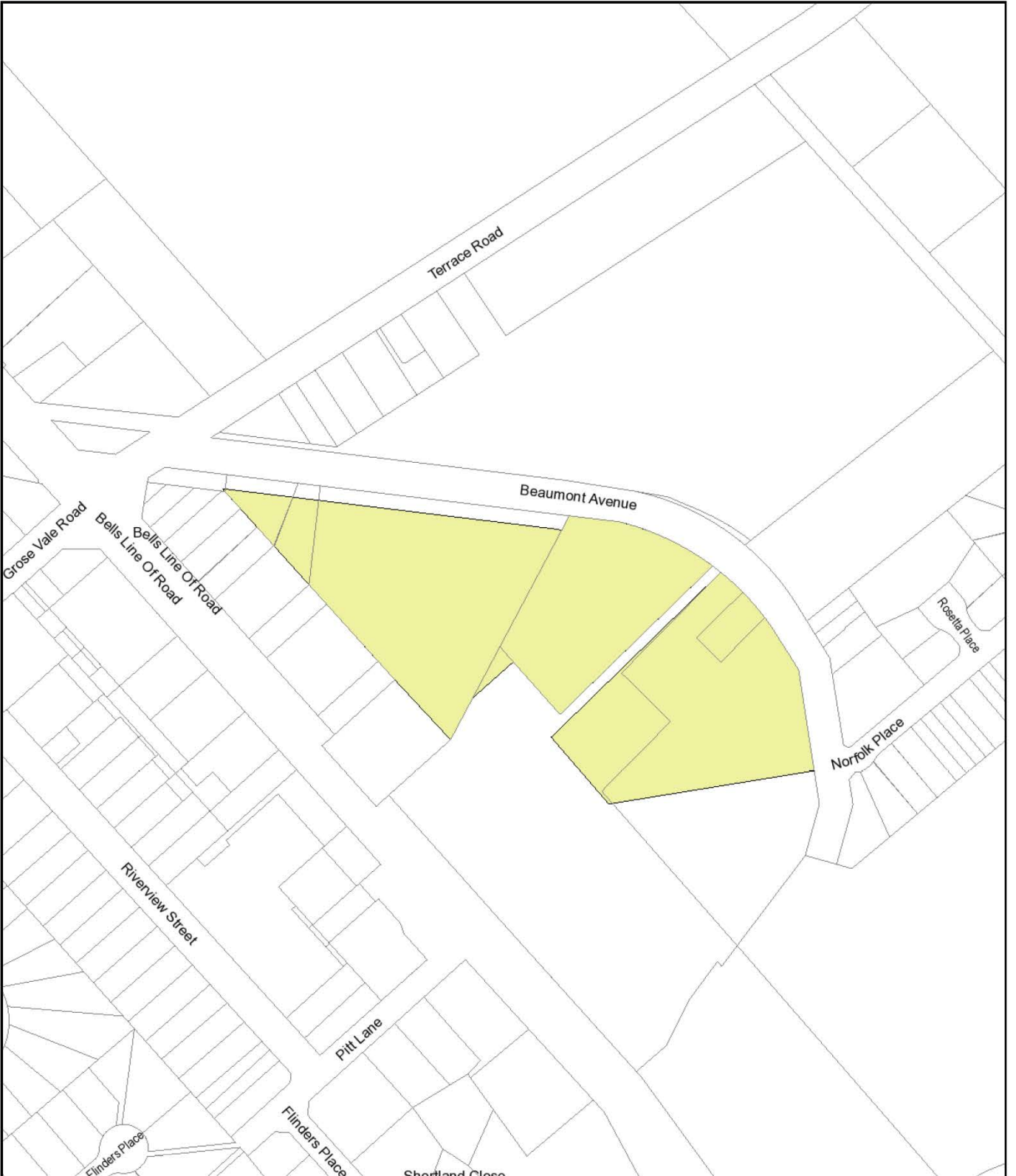
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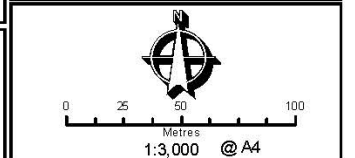
On-site Stormwater Detention - Catchment No. 6

Date: Wednesday, November 27, 2013

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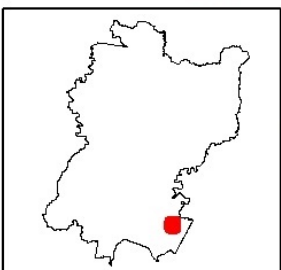
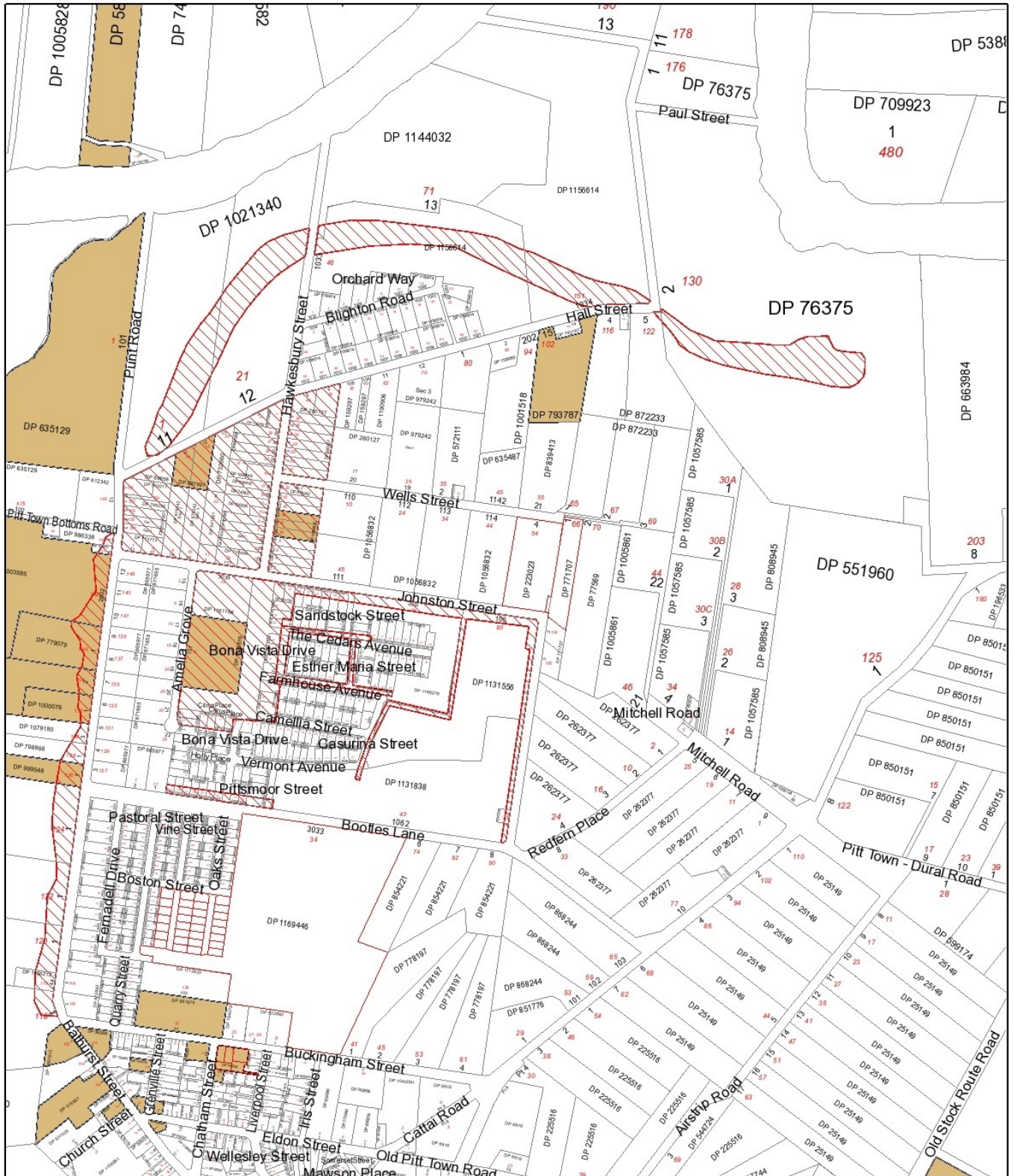
Road Names	• • •	Pending Subdivisions	• • •	Land Parcels	— — —	Section 64 Drainage Catchment 6
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Pitt Town - Heritage Items & Conservation Areas

Date: Tuesday, April 1, 2014

Legend

- Pending Subdivisions
- Conservation Area - General
- Item - General

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