



HAWKESBURY CITY COUNCIL DOCUMENT AND PLAN REQUIREMENTS FACTSHEET

Please use Council's application requirements checklist to help you prepare the relevant plans and supporting

documents required to submit your application via the NSW Planning Portal. Documents not meeting the following

requirements will not be accepted and the application returned via the NSW Planning Portal.

- All documentation must be lodged in PDF format.
- Your application must contain the 'required items' as per Council application checklist for the development proposed. For any 'required items' not supplied you must include a comment in the Statement of Environmental Effects as to why this item is not required. For confirmation of 'may be required' items please contact Hawkesbury City Council on (02) 4560 4444.
- Previously approved plans bearing Council's stamps must not be submitted for further approval.
- Plans must be professionally prepared using Computer Aided Drafting (CAD). Hand-drawn, scanned, or illegible plans will not be accepted by Council.

All documents and plans should be named appropriately with the heading names used in the application checklist and as individual documents, e.g.:

- Site Plan
- Elevation and Section Plans
- Floor Plans
- Statement of Environmental Effects
- Survey Plan
- All plans must have a title block which includes north point, project name, drawing title, project address, scale, date, drawing no. revision details, contact details who prepared the plans.
- Documents are not to be password protected, in folders or zip files.

PLAN REQUIREMENTS

- Drawn to minimum A3 size at a scale of 1:100 (preferred) or 1:200.
- Highlight proposed works to distinguish from existing structures.

SITE PLAN

Site Plan (to scale) including but not limited to:

- The location, boundary dimensions, site area and north point of the land.
- The location and uses of existing structures on the land.
- The location of any proposed structures or works in relation to the land's boundaries and adjoining development.
- Proposed and finished levels of the land in relation to existing and proposed works.
- Existing vegetation and trees on the land.
- Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate).
- The location and uses of buildings on sites adjoining the land.

FLOOR PLANS

Floor Plans (to scale) including:

- Dimensions.
- Layout.
- Partitioning.
- Room sizes.
- Intended uses of each part of the building.
- Access for disabled, where relevant.
- BASIX commitments e.g. Skylight, solar panel, rainwater tank.

ELEVATION AND SECTION PLANS

Elevation and Section Plans (to scale) including:

- Dimensions.
- Existing levels of the land in relation to buildings and roads (AHD).
- Relevant Orientation e.g. North, South.
- Calculated roof pitch and ridge height in AHD.

Please Note: Council may ask for additional information of a technical nature or require clarification of the information submitted during assessment of the application.



Interpreter Service available, call 131 450 131 450 خدمة الترجمة الشفوية متاحة، اتصل على رقم 131 450 可提供傳譯服務，請致電 131 450 Hemm servizz tal-interpretu, cempel 131 450