

## DEVELOPMENT APPLICATION - SUPPLEMENTARY INFORMATION

This document defines the Willoughby City Council standard submission requirements for Development Application plans/documents. This document should be used in conjunction with the relevant DEVELOPMENT APPLICATION CHECKLIST.

### ACCESS AND MOBILITY STATEMENT

An access and mobility statement is to address Part C.6 of WDCP, Building Code of Australia and the Disability (Access to Premises – Buildings) Standards 2010. For minor works, this statement can be provided in the Statement of Environmental Effects.

The main principle involved in WDCP (Part C.6) is that of “a continuous accessible path of travel” which is fundamental to the provision of access to all people. It may be defined as an uninterrupted path of travel to or within a building, providing access to areas normally used by the building occupants.

### ARBORIST REPORT

A report prepared by a qualified arborist with minimum qualifications equivalent to AQF Level 5. The report is to incorporate an assessment of trees on the site as well as discussing the impact of the proposed development on the trees. The report will also include recommendations on the protection, management and replacement of trees.

### ACOUSTIC REPORT

A report that outlines the potential noise impact to surrounding properties as a result of a proposed use or the potential impact to a residential property from outside noise sources such as traffic and railways.

The acoustic report is to be carried out by an appropriately qualified and practicing acoustical consultant and shall include but may not be limited to the following:

- Project description.
- Relevant guidelines or policy that has been applied
- Background noise measurements.
- Details of instruments and methodology used for noise measurements.
- A site map showing noise sources, measurement locations and noise receivers.
- Noise criteria applied to the project.
- Noise predictions for the proposed activity.
- A comparison of noise predictions against noise criteria.
- A discussion of proposed noise mitigation measures, the noise reduction likely and the feasibility and reasonableness of these measures and

- How compliance can be practically determined.

All reports and assessments must consider the following policy:

- Office of Environment and Heritage (OEH) – NSW Industrial Noise Policy.

Other relevant policies/guidelines/standards that may need to be referred to depending on the proposal or situation are:

- SEPP (Infrastructure) 2007.
- NSW Department of Planning – Development near Rail Corridors and Busy Roads Interim Guideline.
- Office of Environment and heritage (OEH) – NSW Road Noise Policy.
- Australian Standard AS2107:2000 Acoustics – Recommended design sound levels and reverberation times for building interiors.

### ADAPTABLE UNIT PLAN

A plan of the adaptable housing units showing the housing/s unit in its pre-adaptation and post-adaptation stages at a scale of 1:50. A description of how the adaptation is to be achieved shall also be provided. Adaptable housing plan should demonstrate how the dwelling can easily be adapted, if required, to cater for the changing needs and capabilities of an older or disabled occupant, and then be re-adapted to a conventional configuration if that person moves out. For more details see WDCP C.6.3.

### APPLICATION TO VARY A DEVELOPMENT STANDARD

An Application to vary a Development Standard is a written request from the applicant that seeks to justify the contravention of a development standard, in accordance with Clause 4.6 of WLEP 2012, by demonstrating:

- a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
- b) that there are sufficient environmental planning grounds to justify contravening the development standard.

Guidelines for the preparation of an Application to vary a Development Standard are available on Council’s website at [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au).

An application form to request a variation to a development standard can be found in Schedule 2.

### **ARCHAEOLOGICAL ASSESSMENT REPORT**

A report prepared by a qualified archaeologist incorporating an assessment of significance and an assessment of potential impact on the archaeological resource.

### **Who to contact for an Aboriginal heritage assessment**

If an Aboriginal heritage assessment is required, the applicant should consult the Metropolitan Local Aboriginal Land Council (MLALC), who will undertake the cultural and Aboriginal community assessment, and a qualified archaeologist specialising in Aboriginal heritage, who will undertake the archaeological or scientific assessment.

Should a site be identified and the proposed development will impact the site, then the development becomes an integrated development and the Department of Environment and Climate Change becomes an approval body of the development (refer Aboriginal Site Management Plan for further information).

### **ARCHITECTURAL PLANS**

Includes site plan, floor plans, sections and elevations.

ALL PLANS ARE TO INCLUDE NORTH POINT (true north), SCALE AND TITLE and NEW WORK IS TO BE COLOURED.

#### **Site Plan:**

A plan showing the location of the proposed work in relation to existing buildings and boundaries. The plan is to be at a scale not less than 1:200 and is to show:

- Date, plan number, true north.
- The location and setbacks of the proposed work in relation to existing buildings and boundaries (dimensioned where the setbacks are being modified).
- Finished site levels (to AHD) where excavation or filling is required.
- Details of car parking and loading/unloading facilities (where applicable).
- Vehicle entrance/exit driveways.
- Proposed retaining walls and fences.
- In the case of a commercial or industrial complex, the site plan is to indicate the location of the premises in the complex and is to include loading docks.

#### **Floor plans:**

A plan showing the layout, room sizes and intended uses of each area. The plan is to include the date, plan number including amendment/issue no., true north and is to be at a scale not less than 1:100. It is to show the following:

*For single dwellings, dual occupancies and secondary dwellings*

- Layout, room sizes and intended use of each area.
- All floor, eaves and ridge heights to AHD.
- Roof plan.
- Details of open space areas.
- Details of car parking on site (see WDCP Part C.4.2.D for parking rates).

*For Commercial/Industrial Occupation and Fitout*

- Layout, room sizes and intended use of each area.
- In the case of food premises/beauty salons, skin penetration and hair dressers, the floor plan is to include the location of specialised equipment including grease traps and mechanical exhausts.
- Details of any chimneys, flues, exhaust vents and ducts, air conditioning units and
- Existing and proposed fire safety measures.
- Bunded areas for industrial developments.

*For all other Commercial/Industrial/Mixed use development/Residential Flat Buildings*

- Layout, room sizes and intended use of each area.
- All floor, eaves and ridge heights to AHD.
- Roof plan.
- WDCP setback lines.
- Details of open space areas (communal/private).
- Details of chimneys, flues, exhaust vents and ducts, air conditioning units, racking, hoists, grease traps.
- Details of lifts including lift overruns.
- Existing and proposed fire safety measures.
- Waste and storage facilities.
- Substations.
- Security gates or access control system.
- 1:50 scale plan of adaptable units.

#### **Elevations and Sections**

*Note: not required for commercial / industrial occupation and internal fitouts.*

Sections (at least one horizontal or vertical view dissecting the proposed work) and Elevations (an elevation of the building/structure viewed from each direction) showing:

- Scale of 1:100 or 1:200.
- Date, plan number.
- Natural and existing ground levels.
- Finished ground levels, floor levels, ceiling levels, roofline levels (show driveway grade).
- Building envelope for single dwellings, dual occupancies and secondary dwellings (see WDCP Part D.1.7).
- Proposed retaining walls and fences (indicate height, material and elevations).
- Extent of excavation or filling of the site.
- Details of chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels).

### **BASIX AFFECTED DEVELOPMENT**

Development that involves any building that contains one or more dwellings but does not include a hotel or motel. It includes development for the erection of a dwelling, change of use by which a building becomes a dwelling and development that involves the alteration, enlargement or extension of a dwelling where the costs exceed \$50,000.

It also includes development for the purpose of a swimming pool and/or spa that services one dwelling and that has a capacity or combined capacity of 40,000 litres or more.

It does not involve development for the purpose of a garage, storeroom, carport, gazebo, verandah or awning. It also excludes alterations or additions to state heritage items and spaces that cannot be fully enclosed (for example a verandah enclosed by mesh that permits free or uncontrolled flow of air).

### **BASIX CERTIFICATE**

BASIX is a NSW Government initiative that ensures residential dwellings are designed and built to use less potable water and produce fewer greenhouse gas emissions. BASIX is a flexible tool which allows the user to select from a range of options in order to meet the energy and water reduction targets. Each development application or a residential dwelling must be submitted with a BASIX Certificate unless exempted. A Certificate is issued once a BASIX assessment has been satisfactorily completed using the on line tool. The building applicant (e.g. architect, builder, owner builder) is responsible for completing the assessment, ensuring the BASIX commitments are clearly marked on the plans and submitting the BASIX Certificate with the development application.

Applicants can generate the BASIX Certificate only on the NSW Department of Planning's BASIX website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) or for more information call the BASIX Help Line on 1300 650 908.

### **BUSHFIRE HAZARD ASSESSMENT**

A report that determines the level of bushfire risk and the protection measures required to minimise the risk. The report is required where the development site is located within a bushfire prone area. Where minimal change of an ancillary structure is proposed a statement within the State of Environmental Effects is required. For all other development a separate report addressing matters identified in the publication "Planning for Bushfire Protection, 2006" prepared by the NSW Rural Fire Service is to be submitted.

Alternatively, a Bushfire Hazard Self Assessment (single dwelling application kit) available on the Rural Fire Service website may also be used. (see [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au))

The Bushfire Prone Property map can be viewed on Council's website [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au). For further details refer to Part C.7 of Willoughby Development Control Plan.

### **CAR PARKING PLAN**

- Scale of not less than 1:100.
- Date, plan number, true north.
- Details of all levels of car parking on site, including driveway crossovers, egress/ingress, access ramps, fire stairs etc.
- Details of car parking spaces showing car spaces allocated to each tenancy, visitors spaces, disabled spaces, security access (see WDCP Part C.4 for parking rates).

### **COST REPORT**

Either a "cost summary report" prepared by a suitably qualified person or a "detailed cost report" prepared by a quantity surveyor. The detailed cost report is required where works exceed \$500,000. (See "Guide to Estimating Cost of Works and Section 94A contributions" for further information.)

### **DEMOLITION PLAN**

A site plan which identifies all structures, or parts of structures, to be removed (see WDCP Part C.1 Demolition).

### **DEMOLITION REPORT**

A statement which outlines the method of demolition and addresses issues such as sediment control, safety fencing and hoardings, traffic management, waste management, tree protection, noise and dust control, hazardous substances (e.g. asbestos), and protection of public and adjoining properties. See AS 2601 for further details (see WDCP Part C.1 Demolition). This may form part of the Statement of Environmental Effects.

### **DIAL BEFORE YOU DIG**

Dial Before You Dig is a FREE national referral service designed to assist in preventing damage and disruption to Australia's vast infrastructure networks which provide essential services we use every day.

A single point of contact to request information about any infrastructure networks at the planned project site from registered Dial Before You Dig Members without the need to contact them individually.

Asset owners provide information about the presence, approximate location (usual in the form of plans) and instructions about working around their registered infrastructure asset.

### **DIGITAL COPY OF PLAN**

A pdf document viewable in Adobe Acrobat contained on a CD or USB device. Each sheet of a set of plans shall be a separate pdf. The pdf shall not have security settings applied including no passwords. Each pdf

shall be accurately named capturing plan description, drawing number and address, for example "Site plan – A01 – 2 Pacific Highway Chatswood". The plan should clearly display the scale and the original sheet size and it is preferred that plans be converted electronically from its original source rather than printed and scanned.

#### **DRIVEWAY DESIGN STATEMENT**

An engineering assessment of the proposed driveway to determine whether a vehicle will bottom out once the crossover is constructed.

#### **DRIVEWAY PLAN / LONGITUDINAL SECTION**

Design plans showing the location of the proposed driveway in relation to the proposed parking slab which include longitudinal sections provided along each side of the proposed driveway drawn at 1:20 Natural Scale. The section shall show horizontal distance, both existing and proposed levels to AHD along the vehicle path from the centre of the road through the gutter/layback to the proposed parking slab.

The driveway is to be designed using Council's standard vehicle profile (drawing SD100) and is to be in accordance with Council's standards and specifications. Council's standard layback is 500mm deep and back of layback is 100mm above the gutter invert. For design levels within the property, the existing levels across the nature strip (which form part of the proposed crossing) must remain unaltered. The footpath section (which form part of the proposed crossing) shall have a maximum crossfall of 2.5%. All driveway grades and transitions must comply with AS2890.1.

#### **ENGINEERS DESIGN COMPLIANCE CERTIFICATE**

Certification from the stormwater design Engineer for hydraulic compliance. A template of the Certificate is available in WCC Technical Standard No. 1 on Council's website [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au)

#### **EROSION / SEDIMENT CONTROL PLAN (ESCP)**

A plan detailing where soil has been disturbed and the proposed method of controlling erosion. The ESCP must account for all aspects of development of the site and must be effective from the initial clearing of the site through to the completion of the development.

The standard format for an ESCP consists of:

- A site plan.
- Supporting information.

The erosion/sediment control plan shall include as a minimum the following:

- To be a recognised scale (1:100, 1:200 for a general plan).
- Locality.
- Contours.
- Existing vegetation.
- Existing site drainage.

- Land slope gradient.
- Location of stockpiles.
- Erosion control measures.
- Sediment control measures.
- Location of roads, driveways, access ways and all impervious surfaces.
- Details of site revegetation program.
- Outline of maintenance program for erosion and sediment control.
- Details for method of pumping out / removal of excess water from the site.
- Name of person responsible for implementing ESCP.

The supporting information to be submitted along with the plan may include:

- A brief description of any areas on site that have the potential for serious erosion or sedimentation, together with the proposed management details.
- Maintenance strategy for all control measures, including the nomination of responsibility for the follow-up maintenance required.
- A brief description of the overall site rehabilitation program.

#### **EXTERNAL FINISHES AND MATERIALS**

Details of external building materials and finishes shown on elevations. This is to include manufacturers brochures, paint colours, swatches etc (where external works are proposed). Samples and/or colour charts are suitable.

#### **FIRE SAFETY SCHEDULE**

A fire safety schedule lists the existing and proposed fire and other safety measures installed within the premises together with the standard of performance they have been installed or proposed to be installed to. These standards of performance are to generally be in accordance with the Building Code of Australia. The Fire Safety Schedule is to relate to the whole of the premises.

#### **FLOODING OVERLAND FLOW IMPACT STATEMENT**

A statement of fact which analyses whether the property is affected by creek Flooding/Overland Flow. Some plans/information are held by Willoughby Council, however, these do not cover all properties within the Willoughby Local Government Area. This information can also be sought from a consultant / engineer.

#### **FLOOR PLANS**

See Architectural Plans.

#### **FLOOR SPACE RATIO (FSR) CALCULATION PLAN**

A floor space ratio calculation plan is a floor plan of each floor of the dwelling/building clearly delineating the gross floor area of that floor and the associated calculation. If clearly discernable, this information may be provided on the floor plans for the development.

The floor space ratio of buildings on a site is the ratio of the gross floor area of all buildings within the site to the site area. The following land must be excluded from the site area:

- a) land on which the proposed development is prohibited, whether under this Plan or any other law.
- b) community land or a public place.

As defined by WLEP, gross floor area means the sum of the floor area of each floor of a building measured from the internal face of external walls, or from the internal face of walls separating the building from any other building, measured at a height of 1.4 metres above the floor, and includes:

- a) *the area of a mezzanine, and*
- b) *habitable rooms in a basement or an attic, and*
- c) *any shop, auditorium, cinema, and the like, in a basement or attic.*

*But excludes:*

- d) *any area for common vertical circulation, such as lifts and stairs, and*
- e) *any basement:*
  - i) *storage, and*
  - ii) *vehicular access, loading areas, garbage and services, and*
  - f) *plant rooms, lift towers and other areas used exclusively for mechanical services or ducting, and*
  - g) *car parking to meet any requirements of the consent authority (including access to that car parking), and any space used for the loading or unloading of goods (including access to it), and*
  - h) *any space used for the loading or unloading of goods (including access to it), and*
  - i) *terraces and balconies with outer walls less than 1.4 metres high, and*
  - j) *voids above a floor at the level of a storey or storey above.*

## **HERITAGE IMPACT STATEMENT**

Means a document which assesses the heritage significance of a heritage item or of a building, work, relic, tree or place within a conservation area. Heritage significance means historic, scientific, cultural, social, archaeological, natural or aesthetic significance. A heritage item means a building, work, place, relic, tree, object or archaeological site the location and nature of which is described in Schedule 5 of the WLEP.

Heritage impact statements must:

- Describe the significance of the Heritage Item or component of the Conservation Area as part of the heritage of the City of Willoughby.
- Demonstrate that consideration has been given to the retention of that significance.
- Address the impact that the proposed development will have on the heritage significance of the item and its setting, including any landscape or horticultural features.
- Set out the steps to be taken to mitigate any likely

adverse impact on the heritage significance of that Heritage Item or Conservation Area.

- Record details of the building, its setting, its relationship to other buildings in the area and its contribution to the special character of the streetscape (sketches, plans and photographs should clearly illustrate the existing and proposed situations).
- Identify whether any archaeological site or potential archaeological site would be adversely affected by the proposed development.
- In respect to the development in the vicinity of a Heritage Item, assess whether the development will:
  - Have an impact on the setting of a heritage item, for example, by affecting a significant view to or from the item or by overshadowing.
  - Undermine or otherwise cause physical damage to a Heritage Item.
  - Otherwise have any adverse impact on the heritage significance of a heritage item or of any heritage conservation area within which it is situated.

The matters listed as characteristics for individual areas in Part H Conservation Areas are a guide to the heads of consideration that need to be addressed in describing the heritage significance of a building. Examination of these heads of consideration will assist in demonstrating that consideration has been given to the conservation and heritage of the item or component of a Conservation Area.

Selection of a suitably qualified consultant to prepare your Heritage Impact Statement may be cost effective in reducing delays and achieve a better design. Examples of Heritage Impact Statements are available for viewing at Council's Environmental Services Division.

It should be noted that while the majority of buildings in a conservation area contribute to the heritage significance of the area, an individual building may not be contributing, in which case they would not need to be retained. Any infill development however would need to respect the heritage value and character of the area.

See also Clause 5.10 of WLEP and WDCP Part H (Heritage and conservation) and Part C.1 (Demolition).

## **IMPERVIOUS AREA**

Impervious area is the area of a site which contains any built structures such as roofs (including eaves); swimming pools (if overflow is not connected to the sewer); driveways and pathways; and paved/concreted areas but not open slatted timber decks or a natural surface.

For more information see Part C.5 – Water Management of the Willoughby Development Control Plan.

### **IMPERVIOUS AREA CALCULATION PLAN**

A site plan (at a minimum scale of 1:200) indicating the area of the site calculated as impervious area and the associated calculation. See definition of impervious area above and Part C.5 – Water Management of the Willoughby Development Control Plan for further information.

### **INTEGRATED DEVELOPMENT**

See Schedule 1

### **LANDSCAPE PLAN**

A plan which may include supporting documentation outlining the extent, type and location of proposed landscaping and planting that includes:

- A scale at 1:100 or 1:200 and 1:10, 1:20 or 1:50 for section information.
- All existing trees to be retained and removed, including those on adjoining sites within 5m of the boundary.
- Plant schedule including species, pot size and maturity height with appropriate symbols.
- Location of planting of proposed species.
- All proposed natural/soft landscaped areas.
- Existing natural landscape features of a site such as cliffs or rock outcrops.
- All existing natural site levels (contours) to AHD.
- Proposed finished levels to AHD.
- Proposed hard paved surfaces including materials.
- Planting layout of proposed vegetation.
- Location, height, construction details and materials of fencing and retaining walls.
- Sectional details of retaining walls, paving, edging turf, mulched gardens and other relevant works.
- Proposed drainage and irrigating systems.

See WDCP for more information and specific controls: Part D.1.8 – single dwellings, dual occupancies, secondary dwellings; Part D.2.10 – attached dwellings, multi-dwelling housing, and residential flat buildings; Part E.1.6 – commercial and shoptop development; Part F.3.6 – industrial development.

### **LOW-RENTAL RESIDENTIAL BUILDING REPORT**

A report which takes into account the guidelines entitled “guidelines for the Retention of Existing Affordable Rental Housing” prepared by the Department of Planning, State environmental Planning Policy (Affordable Rental Housing) 2009 and the following:

- (a) whether there is likely to be a reduction in affordable housing on the land to which the application relates,
- (b) whether there is available sufficient comparable accommodation to satisfy the demand for such accommodation,
- (c) whether the development is likely to cause adverse social and economic effects on the general community,
- (d) whether adequate arrangements have been made

to assist the residents (if any) of the building likely to be displaced to find alternative comparable accommodation,

- (e) the extent to which the development contributes to any cumulative loss of affordable housing in the local government area,
- (f) the structural soundness of the building, the extent to which the building complies with any relevant fire safety requirements and the estimated cost of carrying out work necessary to ensure the structural soundness of the building and the compliance of the building with the fire safety requirements,
- (g) whether the imposition of a condition requiring the payment of a monetary contribution for the purposes of affordable housing would adequately mitigate the reduction of affordable housing resulting from the development,
- (h) in the case of a boarding house, the financial viability of the continued use of the boarding house.

### **NATURAL LANDSCAPED AREA CALCULATION PLAN**

A site plan (at a minimum scale of 1:200) is to be provided indicating the area of the site calculated as Natural Landscaped Area and the associated calculation indicated on the plan. Areas excluded from the natural landscaped area calculation include:

- The footprint of all buildings on site.
- The area of swimming pools.
- The area of all paved surfaces including terraces/patios, pathways, swimming pool surrounds, etc.
- The area of all decks.
- The area of all driveways and parking spaces.
- Any areas surfaced with gravel, grass cells/grasscrete, or artificial grass.
- Any garden area with a dimension of less than 1 metre.

If clearly discernable, this information may be provided on a site plan incorporating other required information.

### **PRELIMINARY CONTAMINATION REPORT**

The preliminary contamination report is to be carried out by an appropriately qualified and practising contaminated land consultant and shall contain sufficient and appropriate information.

The preliminary site investigation report shall include but may not be limited to the following:

- Identification of all past and present potentially contaminating activities.
- Identification of potential contamination types.
- Discussion of the site conditions.
- A preliminary assessment of site conditions.
- Assessment of the need for further investigations.

Where a complete site history clearly demonstrates that the site activities have been non-contaminating there may be no need for further investigation or site

sampling. In this case a clear statement that the land is suitable for the proposed use must be provided by the consultant. However, where contaminating activities are suspected or known to have occurred, or if the site history is incomplete, it may be necessary to undertake a preliminary sampling and analysis program to assess the need for a detailed investigation.

#### **PRIVATE OPEN SPACE PLAN**

A site plan at a scale of not less than 1:200 which shows the area of the site calculated as private open space (as defined in Willoughby Development Control Plan). The associated calculation is to be indicated on the plan.

#### **SEPP 65 DESIGN VERIFICATION STATEMENT**

See SEPP 65 – Design Quality of Residential Flat Development.

#### **SETBACK PLAN**

A site plan at a scale of not less than 1:200 which shows existing and proposed boundaries, dimensions, easements, drainage reserves, rights of carriageway and the like. The plan shall also show the location of all proposed and existing structures and their setback from proposed and existing boundaries.

#### **SHADOW DIAGRAMS**

Plans that show the shadowing effect of the proposal upon adjoining properties at 9.00am, 12 noon and 3.00pm on June 22 (winter solstice). Include the following:

- Diagrams drawn to the same scale as the architectural plans.
- Date, plan number, north point (true north).
- Position of existing and proposed buildings on the site.
- Position of buildings on adjoining land including window locations in affected areas.
- Shadows cast on June 22<sup>nd</sup> at 9.00am, 12 noon and 3.00pm.
- If the proposal is replacing an existing building, show change in shadows from the existing to the proposed development.
- Depending upon the orientation of the site and likely impacts, it may also be appropriate to provide elevational shadow diagrams (diagrams showing the shadow impact on the wall/windows of the adjoining property). If not provided and determined to be necessary for assessment, elevational shadow diagrams may be required to be submitted during the processing of an application.

#### **SIGNAGE PLAN**

Elevations and design plans to scale showing the design and placement of signage on a building or site.

#### **SITE PLAN**

See Architectural Plans.

#### **SITE & CONTEXT ANALYSIS**

A plan that uses a survey plan or site plan as a base, showing the existing structures on the site and illustrating the development constraints of the site.

The plan is to include:

- North point (true north).
- Contours and levels to Australian Height Datum.
- The location and use of existing structures on the site and surrounding properties.
- Fences, boundaries, easements and rights of way.
- Natural features such as rock outcrops.
- Location of existing vegetation within the site, including species, height, spread of established trees, and spot levels at their base.
- Significant noise sources, such as main roads and railway lines.
- Significant views to and from the site.
- Drainage services (including overland flow paths and existing detention systems).
- Street frontage features such as telegraph poles, street trees, kerb crossovers (driveways), bus stops, services.
- Wind directions.
- Any other notable features and where relevant the location of foreshore building lines.

#### **STATEMENT OF ENVIRONMENTAL EFFECTS**

A statement of environmental effects is a detailed report of the proposal with comments on possible impacts to surrounding properties/streetscape and how you will minimise these impacts.

The statement should include, but not necessarily be limited to, the following:

*For commercial & industrial occupation/change of use*

- Detailed description of proposed use.
- A company profile with an explanation of what is happening in each use area within the tenancy.
- For Industrial uses provide office/showroom calculations to demonstrate compliance with Part F.2.2 of the WDCP.
- Description of current / previous use of the site including when the use ceased operating.
- Details of the hours and days of operation.
- Details of the maximum number of staff (full-time/part-time) on the site at any one time.
- Details of numbers of car parking spaces allocated to tenancy (including staff, visitors and disabled parking).
- Is the proposed car parking compliant with the car parking requirements of Part C4 of the Willoughby Development Control Plan? If not, please justify the non-compliance.
- Access and Mobility Statement (see definition above).
- What loading / unloading facilities are available on site? If none, please justify.
- Details of the hours and days of collection and delivery of goods and materials to/from the premises.
- Details of the size of vehicles and the number of

- vehicle movements anticipated per day.
- What goods will be manufactured and / or stored on the site.
- Will the proposed use generate any noise / odours? If yes, detail the measures taken to mitigate these impacts.
- What type and amount of waste will be generated by use and how will it be stored and disposed of?

*For all other applications including residential, commercial and industrial development*

- Detailed description of the proposal.
- Reference to all relevant considerations under the applicable State Environmental Planning Policy (SEPP), State Regional Environmental Plan (SREP), Local Environmental Plan ((LEP), any Draft Local Environmental Plan, WDCP and council policies.
- Impacts of the proposal on existing vegetation on the site and surrounding properties.
- Impact of the proposal on the existing streetscape.
- Visual and acoustic privacy impacts on surrounding properties and any mitigation measures proposed.
- View impacts to/from neighbouring properties.
- Solar access impacts to neighbouring properties.
- A compliance table, listing the relevant development standards applicable to the development and highlighting any non-compliances.
- Details of car parking, impacts on local traffic, access for garbage trucks.
- Impacts of the proposal on existing infrastructure.

A guide to preparing a Statement of Environmental Effects is available on Council's website or from Council's Customer Services.

### **STORMWATER DRAINAGE PLAN**

Stormwater / Drainage plans should indicate all stormwater lines and locations of any existing / proposed on-site detention (OSD)\*, rainwater tank or other stormwater device where required. Plans are to include:

- A scale of 1:100 for detail plans and 1:200 for site plans.
- Property boundaries and dimensions.
- Existing proposed contours or reduced levels extended to approx. 5m into adjoining road reserve and properties showing the differences in ground levels between the site and adjoining land.
- Site area including pervious and impervious. Please see definition of impervious area above.
- Easements, rights-of-way, covenants.
- Location of sewer mains, water, stormwater, gas, electricity and telecommunications services.
- Landfill, embankments, rock outcrops, retaining walls.
- Existing trees on and adjoining the site (location height, species).
- Overland flow paths, watercourses or channels.
- Site access – existing public roads, laneways, bus

- stops, vehicular crossings, driveways, parking areas, footpaths.
- Location of buildings, fences, walls, trees, poles etc. Both on and adjoining the site.
- OSD or Rainwater Tank details and calculations.

NOTE1: Stormwater must flow by gravity to the nearest Council stormwater line – generally in the street.

NOTE 2: All Stormwater Drainage Plans are to be accompanied by an Engineer's Design Compliance Certificate.

- \* On-Site Detention refers to the control of stormwater from a site by using a storage device with a controlled outlet to reduce the rate of flow.

For additional information please refer to WDCP (Part C.5) Water Management, and WDCP Attachment 19 (Stormwater Design Elements), Attachment 20 (On-Site Detention), Attachment 21 (Rainwater Tanks) and Attachment 29 (Alterations to Existing On-Site Detention Tanks for the Retention of Water for Non-Potable Purposes).

### **SUBDIVISION CONCEPT PLAN**

A Subdivision Concept Plan is a plan required for submission with a dual occupancy development where subdivision is likely to be sought at a future date. The concept plan is to be submitted at a minimum scale of 1:200 and is required to show the possible future line of subdivision relative to existing boundaries and relative to the proposed development on site demonstrating that the dual occupancy provisions of WLEP and WDCP (Part D.1) will be achieved relative to each newly created allotment with the future subdivision.

NOTE: Subdivision of dual occupancy development is not permissible until 5 years after the issue of an Occupation Certificate for the dual occupancy dwellings.

### **SURVEY PLAN**

A plan prepared by a Registered Surveyor showing contours and spot levels to AHD, location of buildings, significant trees, rock outcrops, and any easements which are within 5m of the proposed works. Floor, eaves, ridge heights and window locations for buildings on adjoining sites are to be indicated.

### **SUSTAINABILITY SCORECARD**

See Willoughby Development Control Plan – Attachment 1 – Sustainable Development Information to be submitted with Development Applications and Sustainability Scorecards.

### **TRAFFIC AND PARKING ASSESSMENT**

A traffic and parking assessment is a report on the traffic and parking implications of the development and outlining the impacts to the surrounding road



network and how these impacts will be minimised. It should include:

- The size and nature of the development, amount of additional floor area relative to the existing floor area and the parking demand generated.
- The existing and likely future traffic volumes generated by the site and how the generated traffic will be dispersed on the surrounding road network. Any measures proposed to manage the traffic impact of the development should also be outlined.
- Parking surveys and other support material to justify demand for the proposed use and any departures from the car parking rates detailed in Part C.4.2.D of the WDCP.
- Turning path analysis for the loading bays and other critical access points demonstrating how large vehicles will turn around and enter and exit the parking areas.
- The provisions made for loading/unloading, bicycle parking, motor cycle parking, disabled parking, other parking.
- The provisions made for pedestrian, cyclist and motor vehicle access to and through the site.
- Availability and accessibility of other public parking.
- Accessibility of public transport and the probable transport mode of users.
- Proximity to bicycle routes and detailing provisions to be made for bicycle parking, change / shower facilities etc.
- Details of any Green Travel Plan (if proposed) and how the implementation of measures detail in the Green travel plan will be implemented post construction.

#### **TRAFFIC MANAGEMENT PLAN**

A plan drawn/written by an accredited traffic controller to indicate the manner in which the vehicular and pedestrian traffic surrounding the development site is to be managed during the construction process.

#### **WASTE MANAGEMENT PLAN**

Your Waste Management Plan should outline:

- Type and amount of waste to be generated.
- On-site storage and treatment of waste.
- Disposal of leftover waste.

For occupation/change of use applications this can be provided in the Statement of Environmental Effects.

For multi-dwelling, commercial and industrial development, an ongoing waste management plan is to be provided in accordance with Attachment 11 of WDCP.

For more information see WDCP (Part C.8).

## SCHEDULE 1

Section 4.46 of the Environmental Planning and Assessment Act defines integrated development as development (not being State significant development or complying development) that in order for it to be carried out, requires development consent and one or more of the following approvals.

Act	Provision	Approval
<a href="#">Fisheries Management Act 1994</a>	s 144	aquaculture permit
	s 201	permit to carry out dredging or reclamation work
	s 205	permit to cut, remove, damage or destroy marine vegetation on public water <a href="#">land</a> or an aquaculture lease, or on the foreshore of any such <a href="#">land</a> or lease
	s 219	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,across or within a bay, inlet, river or creek, or across or around a flat
<a href="#">Heritage Act 1977</a>	s 58	<a href="#">approval</a> in respect of the doing or carrying out of an act, matter or thing referred to in s 57 (1)
<a href="#">Coal Mine Subsidence Compensation Act 2017 - Long Title</a>	s 22	<a href="#">approval</a> to alter or erect improvements within a mine subsidence <a href="#">district</a> or to subdivide <a href="#">land</a> therein
<a href="#">Mining Act 1992</a>	ss 63, 64	grant of mining lease
<a href="#">National Parks and Wildlife Act 1974</a>	s 90	grant of Aboriginal heritage impact permit
<a href="#">Petroleum (Onshore) Act 1991</a>	s 16	grant of production lease
<a href="#">Protection of the Environment Operations Act 1997</a>	ss 43 (a), 47 and 55	<a href="#">Environment</a> protection licence to authorise carrying out of scheduled <a href="#">development</a> work at any <a href="#">premises</a> .
	ss 43 (b), 48 and 55	<a href="#">Environment</a> protection licence to authorise carrying out of scheduled activities at any <a href="#">premises</a> (excluding any <a href="#">activity</a> described as a “waste <a href="#">activity</a> ” but including any <a href="#">activity</a> described as a “waste facility”).
	ss 43 (d), 55 and 122	<a href="#">Environment</a> protection licences to <a href="#">control</a> carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the <a href="#">activity</a> .
<a href="#">Roads Act 1993</a>	s 138	consent to:(a) erect a structure or carry out a work in, on or over a <a href="#">public road</a> , or(b) dig up or disturb the surface of a <a href="#">public road</a> , or(c) remove or interfere with a structure, work or tree on a <a href="#">public road</a> , or(d) pump water into a <a href="#">public road</a> from any <a href="#">land</a> adjoining the road, or(e) connect a road (whether public or private) to a classified road
<a href="#">Rural Fires Act 1997</a>	s 100B	authorisation under section 100B in respect of bush fire safety of <a href="#">subdivision of land</a> that could lawfully be used for residential or rural residential purposes or <a href="#">development</a> of <a href="#">land</a> for special fire protection purposes
<a href="#">Water Management Act 2000</a>	ss 89, 90, 91	water use <a href="#">approval</a> , water management work <a href="#">approval</a> or <a href="#">activity approval</a> under Part 3 of Chapter 3

SCHEDULE 2

Application Form to vary a development standard

Written application providing grounds for variation to development standards

To be submitted together with the development application (refer to EP&A Regulation 2000 Schedule 1 Forms).

1. What is the name of the environmental planning instrument that applies to the land?

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2. What is the zoning of the land?

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3. What are the objectives of the zone?

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4. What is the development standard being varied? e.g. FSR, height, lot size

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5. Under what clause is the development standard listed in the environmental planning instrument?

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6. What are the objectives of the development standard?

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7. What is the numeric value of the development standard in the environmental planning instrument?

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8. What is the proposed numeric value of the development standard in your development application?

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9. What is the percentage variation (between your proposal and the environmental planning instrument)?

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10. How is strict compliance with the development standard unreasonable or unnecessary in this particular case?

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11. How would strict compliance hinder the attainment of the objects specified in Section 5(a)(i) and (ii) of the Act?

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**Note:** If more than one development standard is varied, an application will be needed for each variation (eg FSR and height).

12. Is the development standard a performance based control? Give details.

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**Additional matters to address**

*As outlined in "Varying Development Standards: A Guide" there are other additional matters that applicants should address when applying to vary a development standard.*

13. Would strict compliance with the standard, in your particular case, would be unreasonable or unnecessary? Why?

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14. Are there sufficient environmental planning grounds to justify contravening the development standard? Give details.

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