

## DEVELOPMENT APPLICATION CHECKLIST

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### Overview

This checklist has been prepared to assist applicants in identifying the documents required to accompany development applications made to Central Coast Council. Applicants are advised to consider the requirements of this checklist before submitting an application on the NSW Planning Portal.

This checklist will also be used by Council's Development Assessment Review Team when undertaking a preliminary review of an application to determine if all relevant information has been provided. Applications lodged without the required information will be returned or rejected. By providing adequate and correct information at the time of lodgement, you will avoid the need for Council to request additional information. Submission of all required information at lodgement can ensure your application is processed in a timely manner.

While this checklist captures the majority of requirements necessary for a development application, it should be noted that every site and development is different, and there may be additional requirements that apply to a development beyond what is detailed within this document.

Council has introduced this checklist to provide maximum efficiency in the assessment of a development application.

This checklist outlines Council's minimum requirements for lodgement of a development application in accordance with the provisions of Sections 24, 36 and 39 of the *Environmental Planning and Assessment Regulation 2021*.

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### Format of this Checklist

This checklist comprises two parts:

- Part 1 comprises a Lodgement Matrix of different development types identifying what documentation is required to be submitted to Council in conjunction with a development application.
- Part 2 comprises a summary of each document identified in the Lodgement Matrix and includes additional context as to when it may or may not be required.

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## Important Information for all Applications

- All development applications, modifications and review applications must be submitted via the NSW Planning Portal website. Council is unable to accept any applications via email, in person, post, or through Council's website.
- Council will publish all information provided with the development application on its website, except for the Application Form generated by the NSW Planning Portal. It is the applicant's responsibility to ensure that the documents submitted do not contain any signatures, confidential or financial information that you do not want published.
- All documents must be submitted in a PDF format. Documents in word, pages, or other formats will not be accepted.
- All technical reports must match the revision of plans submitted with the application. Council will return an application if accompanying technical reports reference a superseded version of plans.
- Whilst every effort has been made to ensure that this checklist covers all potential documents that may be required to accompany your application, there may be additional information that Council requires in order to progress the assessment of your application. If this is the case for your application, you will be contacted by Council's Development Assessment Review Team prior to your application being formally accepted.

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## Important Information for Drawings and Plans

- All plans and drawings require a scale of 1:50, 1:100 or 1:200, and shown on every page submitted.
- All measurements in metric.
- Hand-drawn sketches will not be accepted.
- All drawings / plans must include the details of who prepared them (e.g., architect or draftspersons name or company), a title (e.g. Ground Floor Plan), the date drawn, revision number, and the address of the property (including Lot and DP).
- All site plans and floor plans must be orientated to true north.
- All elevation plans to specify the orientation (e.g., north, south, east, west). Elevation plans are not to be labelled otherwise (e.g., side 1).
- Section lines are to be shown on all site and floor plans.
- All architectural drawings are to be submitted in one single PDF document named Plans – **Master Set**.

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## Important Information for Modification Applications

- An updated Statement of Environmental Effects or cover letter is required to be submitted that addresses the amended proposal having regard to s. 4.55 or s4.56 of the *Environmental Planning and Assessment Act 1979*. Resubmission of the original Statement of Environmental Effects will not be accepted.
- The revised Statement is to clearly describe what changes are proposed and what impacts are likely.

- Amendments to plans / drawings must be clearly detailed, with all modifications highlighted accordingly.
  - Council is unable to approve any building works retrospectively under a modification application. If works have been completed without development consent, it will be necessary to apply for a Building Information Certificate.
  - An updated BASIX Certificate is required if the original development application included one.
  - An updated Design Verification Statement is required if the original application included one.
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### **Further Information**

Central Coast Council offers a range of services, free of charge, to discuss preliminary development and zoning matters.

Paid services including written advice, pre-development meetings and post-consent can also be requested.

Should you require clarification on any component of this document further assistance can be provided by Councils Development Advisory Services Section.

# Part 1: Lodgement Matrix

Development Type		Single Dwellings						Other Applications																						
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Supporting Information		New Dwellings	Alterations and Additions	Ancillary Structures	Fences	Secondary Dwellings	Swimming Pools	Advertising Signs	Bed and Breakfast	Brothels	Child Care Centre	Change of Use/First Use	Clearing	Demolition	Dual Occupancy	Education Establishment	Filling of Land	Home Business	Housing for Seniors	Hydroponics	Jetties, Wharves and Boat Ramps	Health Service Facilities	Recreation Area/Facility	Multi Dwelling Housing	Residential Flat Building / Shop Top	New Commercial/Retail Development	New Industrial/Warehouse Development	Plant Nursery	Subdivision	Tree Removal (not clearing)
	Mandatory Requirements for Architectural Plans																													
1	Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Site Analysis (for development over 40m <sup>2</sup> )	x	x	x	x	x	x	○	✓	✓	✓	x	x	x	✓	✓	x	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Demolition Plan	✓	✓	✓	x	✓	x	x	✓	✓	✓	✓	x	x	✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Floor Plan	✓	✓	✓	x	✓	x	x	✓	✓	✓	✓	x	x	✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Roof Plan	○	○	○	○	○	○	○	○	○	○	x	○	x	○	○	x	x	○	○	○	○	○	○	○	○	○	○	✓	✓
6	Elevations &/or Sections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	x	x	✓	✓	○	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	x
7	Schedule of Building Finishes and Materials	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	x	x	x	✓	✓	x	x	✓	x	✓	✓	○	✓	✓	✓	✓	✓	x	x
8	Shadow Diagrams	○	x	○	x	○	x	x	○	x	○	x	x	x	○	○	x	x	○	x	x	○	○	○	✓	○	○	○	x	x
9	Notification Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

10	Erosion and Sedimentation Control Plan or Soil and Water Management Plan	✓	✓	✓	✓	✓	✓	○	✓	✓	✓	×	✓	○	✓	✓	✓	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	
<b>Mandatory Reports and Documentation</b>																													
11	Boundary Identification and Detail Survey	○	○	○	○	○	○	○	○	○	✓	×	✓	○	✓	✓	✓	×	✓	✓	○	✓	✓	✓	✓	✓	✓	○	
12	Cost Summary Report / Quantity Surveyors Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
13	Owners Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
14	Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
15	Housing & Productivity Contribution Form	○	○	○	×	○	○	○	○	○	○	✓	×	×	✓	✓	✓	×	✓	×	×	✓	✓	✓	✓	✓	○	×	×
16	Waste Management Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Additional Reports and Documentation</b>																													
17	Aboriginal Cultural Heritage Assessment	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	
18	Access/ BCA Report	×	×	×	×	×	×	×	○	○	✓	○	○	×	○	✓	○	○	✓	○	○	✓	✓	✓	✓	✓	✓	×	
19	Acid Sulphate Soil Assessment	○	○	○	○	○	○	○	○	○	○	×	○	×	○	○	×	×	○	○	○	○	○	○	○	○	○	×	
20	Acoustic Assessment	○	○	×	×	○	×	×	×	×	○	○	×	×	○	○	×	○	○	×	×	○	○	○	○	○	○	×	×
21	AHIMS Search	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
22	Arboricultural Impact Assessment Report	○	○	○	○	○	○	○	○	○	○	×	✓	×	○	○	○	×	○	○	○	○	○	○	○	○	○	○	
23	Aquatic Ecology Assessment	○	○	○	○	○	○	○	○	○	○	×	✓	×	○	○	○	×	○	○	○	○	○	○	○	○	○	○	
24	BASIX Certificate	✓	○	×	×	✓	○	×	✓	×	×	×	×	×	✓	×	×	×	○	×	×	○	○	○	○	○	○	×	×

25	Biodiversity Assessment	○	○	○	○	○	○	○	○	○	○	×	✓	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○
26	Bush Fire Risk Assessment Report	✓	✓	✓	×	✓	×	×	✓	✓	✓	✓	×	×	✓	✓	×	×	✓	✓	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	×
27	Variation to a Development Standard	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×
28	Coastal Risk Management Report	○	○	○	○	○	○	○	○	×	○	×	×	×	○	○	○	×	○	×	○	○	○	○	○	○	○	○	×	○	×
29	Contamination Report	○	○	×	×	○	○	×	×	○	○	×	○	○	○	○	✓	×	○	○	×	○	○	○	○	○	○	○	○	○	×
30	Construction Traffic Management Plan	×	×	×	×	×	×	×	×	✓	✓	×	×	×	×	✓	×	×	○	×	×	✓	○	○	○	○	○	×	○	×	
31	CPTED Report	×	×	×	×	×	×	×	×	✓	✓	×	×	×	×	✓	×	×	○	×	×	✓	○	○	○	○	○	×	○	×	
32	Due Diligence Assessment	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○
33	Driveway Plan / Longitudinal Section	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	×
34	Fire Safety Schedule	×	×	×	×	×	×	×	○	○	○	✓	○	×	○	○	×	○	○	○	×	○	○	○	○	○	○	○	○	○	×
35	Flood Study Report	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○
36	Geotechnical Report	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○
37	Heritage Impact Statement	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○
38	Landscape Plan	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○
39	Landscape Design Statement	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○
40	Sustainability Statement	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	×
41	Nathers Certificate	×	×	×	×	×	×	×	×	×	×	×	×	×	✓	×	×	×	✓	×	×	×	×	✓	✓	×	×	×	×	×	
42	On-site Wastewater Management System	○	○	×	×	○	×	×	○	×	×	×	×	×	○	×	×	×	×	×	×	×	×	×	×	×	×	○	×	×	

43	Photomontage	x	x	x	x	x	x	x	x	x	o	x	x	x	o	o	x	x	o	x	x	o	o	o	✓	o	o	x	x	x	
44	Plan of Management	x	x	x	x	x	x	o	o	✓	✓	o	o	o	o	o	x	x	o	o	o	o	o	o	o	o	o	o	x	x	
45	Design Verification Statement	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	o	x	x	x	x	✓	✓	x	x	x	x	x	
46	Social Impact Assessment	x	x	x	x	x	x	o	o	✓	✓	o	o	o	o	o	x	x	o	o	o	o	o	o	o	o	o	o	x	x	
47	Stormwater Management Plan	✓	✓	✓	x	✓	x	x	✓	✓	✓	o	x	x	✓	✓	x	x	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	x
48	Subdivision Plan	x	x	x	x	x	x	x	x	x	x	x	x	x	o	x	x	x	o	x	x	x	o	o	o	o	x	✓	x		
49	Swimming Pool Plan	o	o	o	o	o	o	o	o	o	o	x	o	o	o	o	o	x	o	o	o	o	o	o	o	o	o	o	o	x	
50	Traffic and Parking Impact Assessment	x	x	x	x	x	x	x	x	x	✓	o	x	x	x	✓	x	x	o	x	x	o	✓	o	o	o	o	o	o	x	
51	Vegetation Management Plan	o	o	o	o	o	o	o	o	o	o	x	✓	o	o	o	o	x	o	o	o	o	o	o	o	o	o	o	o	o	
52	View Sharing Analysis	o	o	o	o	o	o	o	o	o	o	x	o	o	o	o	o	x	o	o	o	o	o	o	o	o	o	o	o	x	
53	Water Cycle Management Plan	o	o	o	o	o	o	o	o	o	o	x	o	o	o	o	o	x	o	o	o	o	o	o	o	o	o	o	o	x	
54	Wind Effects Report	x	x	x	x	x	x	o	o	o	o	x	o	o	o	o	o	x	o	o	o	o	o	o	o	o	o	o	o	x	x

✓ Information **IS** Required  
 o Information **MAY BE** Required  
 x Information **NOT** Required

## Part 2: Supporting Document Requirements

The following supporting document requirements have been categorised below as follows:

- Part 2.1: Mandatory Requirements for Architectural Plans
- Part 2.2: Mandatory Reports and Documentation
- Part 2.3: Additional Reports and Documentation

### Part 1.1: Mandatory Requirements for Architectural Plans

<p><b>Site Plan</b></p>	<p>A Site Plan of the proposed development is required for development applications (except where only a change of operating hours is proposed) and is to include (where relevant):</p> <ul style="list-style-type: none"> <li>➤ Site boundaries with all site measurements (length, width and area) extracted from a Boundary Identification and Detail Survey Plan.</li> <li>➤ Dimensions of new and existing works in relation to all site boundaries.</li> <li>➤ Minimum setback / building lines (shown dotted or dashed) as prescribed by the relevant plan or policy.</li> <li>➤ The location of: <ul style="list-style-type: none"> <li>○ All buildings, structures and vegetation on adjoining land, including levels (from Survey) and any openings (doors or windows) or decks / balconies facing the site.</li> <li>○ Any street trees or features on the road reserve.</li> <li>○ All existing and / or proposed hard surface areas including driveways, patios, side-pathways, decks, and the like.</li> <li>○ All proposed landscape / garden features including proposed swimming pools, fencing, rain-water tanks (including capacity), air-conditioning units, retaining walls, pathways, and the like.</li> <li>○ Existing and proposed on-site car parking, driveways, vehicle turning areas, and driveway crossovers to the street.</li> <li>○ Existing and proposed stormwater infrastructure including easements and manholes, both within the site and adjacent road reserve.</li> <li>○ Existing and proposed electrical infrastructure including easements, kiosks, power poles, substations, and the like, both within the site and adjacent road reserve.</li> </ul> </li> <li>➤ Any Asset Protection Zone (APZ) or Inner Protection Area (IPA) required by a bushfire report (where applicable).</li> <li>➤ Any European or Aboriginal heritage and archaeological features.</li> <li>➤ Width of road reserve.</li> </ul>
<p><b>Site Analysis Plan</b></p>	<p>A Site Analysis Plan is required for all development applications proposing external works. The Site Analysis Plan is to identify relevant constraints and opportunities of the site, including (but not limited to):</p> <ul style="list-style-type: none"> <li>➤ Orientation, angle of the sun, and any significant overshadowing from neighbouring structures.</li> <li>➤ Major noise sources (i.e., nearby railway, centre-based childcare centres, arterial roads).</li> <li>➤ Potential view corridors from the subject and neighbouring properties.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Topographical changes on the site and road reserve.</li> <li>➤ Significant vegetation.</li> <li>➤ Hazards (i.e., bushfire, flood, coastal mapping).</li> <li>➤ Any Asset Protection Zone (APZ) or Inner Protection Area (IPA) required by a bushfire report (where applicable).</li> </ul>
<b>Demolition Plan</b>	A Demolition Plan is required for all development applications that require partial or full demolition of a building, structure, driveway or other built feature on the site. The plan is to outline all parts of the building to be demolished in a hatched or dotted line.
<b>Floor Plan</b>	<p>Floor Plan(s) of each level in a building are required for all development applications involving internal works and must include (where relevant):</p> <ul style="list-style-type: none"> <li>➤ Location of proposed building works. (Note: For alterations and additions, new work must be uniquely coloured to differentiate the new work on plans from the existing building).</li> <li>➤ Boundary locations with setback measurements of new works.</li> <li>➤ Minimum setback / buildings lines (shown dotted or dashed) as prescribed by the relevant plan or policy.</li> <li>➤ Finished floor levels relative to Australian Height Datum.</li> <li>➤ Proposed room names, areas and dimensions.</li> <li>➤ Any openings include windows, door, skylights and the like.</li> <li>➤ Wall structure type and indicative thickness of walls.</li> <li>➤ Access arrangements and facilities for persons with a disability.</li> <li>➤ Total Floor Space Ratio (FSR) (i.e., ratio of gross floor area to site area).</li> </ul>
<b>Roof Plan</b>	<p>A Roof Plan is required for all applications involving external works. The plan must include (where relevant):</p> <ul style="list-style-type: none"> <li>➤ The pitch and finish material of the proposed and existing roof.</li> <li>➤ The location, angle and wattage of all photovoltaic panels.</li> <li>➤ The location, size and operability of all skylights or clerestory windows.</li> <li>➤ The location and height of any chimney structure or flue.</li> </ul>
<b>Elevation Plans</b>	<p>Elevations of all relevant facades of the building/s are required for all applications involving external works. The plan must (where relevant):</p> <ul style="list-style-type: none"> <li>➤ Be titled as north / south / east / west elevation.</li> <li>➤ Show the entire elevation – except in circumstances where the building is large and it is suitable to split the elevation across two (2) pages.</li> <li>➤ Include a measurement of building height in metres Australian Height Datum (AHD).</li> <li>➤ Include a marking showing natural ground level.</li> <li>➤ Include an outline of existing buildings on the site.</li> <li>➤ Include an outline of the maximum applicable building height.</li> <li>➤ Include any window or door openings, including annotations to indicate whether any opening is finished in obscure glazing.</li> <li>➤ Include details of the materiality of the façade.</li> <li>➤ (where a wall is within 2m of a boundary) include a marking of property boundary.</li> <li>➤ Include roof pitch and eave width.</li> </ul>

<b>Section Plans</b>	<p>Section Plans are required for all applications involving external works. The plan must (where relevant):</p> <ul style="list-style-type: none"> <li>➤ Correlate to a section line through the site plan and floor plans.</li> <li>➤ Provide a minimum of two (2) different sections through the building.</li> <li>➤ At a minimum, provide a cross-section through the highest part of the building.</li> <li>➤ Include any proposed or existing basement.</li> <li>➤ Include a measurement of building height in metres AHD.</li> <li>➤ Include a marking of natural ground level.</li> <li>➤ Include an outline of existing buildings on the site.</li> <li>➤ Include an outline of the maximum applicable building height.</li> <li>➤ Include any window or door openings, including annotations to indicate whether any opening is finished in obscure glazing.</li> <li>➤ Include roof pitch and eave width.</li> </ul>
<b>Excavation and Fill Plan</b>	<p>A plan showing the extent and volume of excavation and / or fill (in cubic metres or tonnes) is required for all developments involving excavation and / or fill, except where the excavation is only for the provisions of foundations or a swimming pool.</p>
<b>Schedule of Building Finishes and Materials</b>	<p>A plan detailing the proposed scheduled of building finishes and materials to be used it required to be submitted for all development applications proposing the alteration or construction of any building. The schedule must detail, as a minimum, the primary external wall cladding materials and colours, the roof material and colour, and any other significant feature of the building.</p>
<b>Shadow Diagrams</b>	<p>Certified shadow diagrams are required to be provided for all development applications (excluding swimming pools and internal alterations only) which demonstrate compliance with the relevant DCP guidelines.</p> <p>The <a href="#">Certification of Shadow Diagrams Form</a> must accompany all applications where shadow diagrams are required.</p> <p>Diagrams are to be provided showing the existing and proposed shadows cast by development on 21 June at 9am, 12pm (noon) and 3pm.</p> <p>The diagrams are to include:</p> <ul style="list-style-type: none"> <li>➤ Certification of accuracy by a suitably qualified person (e.g. draftsman or architect).</li> <li>➤ The location of the proposed development, consistent with other plans submitted.</li> <li>➤ The location and relationship to adjoining buildings and land (showing street number and address).</li> <li>➤ The location of all property boundaries.</li> <li>➤ Extent of existing and proposed shadows.</li> <li>➤ Diagrams must be based on a Survey Plan that is prepared by a registered surveyor and drawn to true north.</li> </ul> <p>Note: Where there is an overshadowing impact, Council may request additional hourly shadow diagrams or elevational shadow diagrams.</p>

<b>Erosion and Sediment Control Plan / Soil and Water Management Plan</b>	<p><b>Sediment and Erosion Control Plan</b></p> <ul style="list-style-type: none"> <li>➤ For developments disturbing less than 2,500m<sup>2</sup> of land, an Erosion and Sediment Control Plan must be prepared in accordance with Chapter 2.2 of Landcom’s Managing Urban Stormwater: Soils and Construction – Volume 1 – 4th Edition (2004) blue book.</li> </ul> <p><b>Soil and Water Management Plan</b></p> <ul style="list-style-type: none"> <li>➤ For developments disturbing more than 2,500m<sup>2</sup> of land, a Soil and Water Management Plan must be prepared in accordance with Chapter 2.3 of Landcom’s Managing Urban Stormwater: Soils and Construction – Volume 1 – 4th Edition (2004) blue book. The plan must be certified by a suitably qualified Civil Engineer, who has membership to the Institution of Engineers Australia, National Professional Engineers Register (NPER-3).</li> </ul>
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## Part 2.2: Mandatory Reports and Documentation

<b>Boundary Identification and Detail Survey</b>	<p>A Boundary Identification and Detail Survey that is less than 24 months old is required for all development applications, except:</p> <ul style="list-style-type: none"> <li>➤ Where the application proposes no external modification.</li> <li>➤ Where the application is for a change of use.</li> <li>➤ Where the application relates to wall-mounted signage on an existing building.</li> </ul> <p>The survey must be prepared and signed by a registered surveyor and is to include details of their name and Registration Number.</p> <p>The survey must include the following:</p> <ul style="list-style-type: none"> <li>➤ True north point, or relationship to true north.</li> <li>➤ Scale, at 1:100 or 1:200, except in circumstances where the site area is large.</li> <li>➤ Any offsets should be annotated clearly, showing the position of fences and walls in relation to boundaries.</li> <li>➤ Boundaries are not to be taken from title dimensions. Survey notes must stipulate that ‘Boundary Identification (or definition) has been undertaken’.</li> <li>➤ Title boundaries with dimensions.</li> <li>➤ Position of all existing structures including floor levels and ridge height of buildings / structures on site.</li> <li>➤ Position of structures on adjoining land within 3m of the boundary, including description, street number, floor level, ridge height, and window levels and locations in the walls closest to the side boundaries.</li> <li>➤ Levels – spot levels and existing contours related to Australian Height Datum (AHD) with bench mark details and original of levels shown.</li> <li>➤ Trees – exact position and trunk diameter (if greater than 200mm), height, spread and species (if known) on both the subject site and all adjoining land within 3 metres of the site boundaries.</li> <li>➤ All visible services within the site and road reserve, including stormwater pits, hydrants, sewer manholes, Telstra pits and the like.</li> <li>➤ Paths and vehicle crossings on the road reserve, including kerb position with top of kerb levels and kerb outlets.</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Location and type of all existing easements and rights of way, including party and common walls.</li> <li>➤ Current documentary evidence (Section 88B instrument or dealings) relating to any easements or rights of carriageway which are to be relied upon by the development.</li> </ul>
<b>Cost Summary Report / Quantity Surveyors Report</b>	<p>The following documentation is required to be submitted with all applications:</p> <ul style="list-style-type: none"> <li>➤ <b>Development with an estimated cost under \$100,000</b> – A cost estimate prepared by the applicant or a builder’s quote must be provided.</li> <li>➤ <b>Development for a detached dwelling with an estimated cost under \$500,000</b> – A cost estimate prepared by the applicant or a builder’s quote must be provided.</li> <li>➤ <b>Development for a detached dwelling with an estimated cost between \$500,000 and \$1 million</b> - A suitably qualified person should prepare a cost estimate including the methodology used to calculate the cost.</li> <li>➤ <b>All other developments</b> - a report prepared by a registered Quantity Surveyor verifying the cost of development must be submitted.</li> </ul> <p>Please note that Council will undertake a review of estimated costs upon lodgement of an application. The understatement of the cost of development will delay the assessment of your application.</p>
<b>Owners Consent</b>	<p>Written Owners Consent is required for all development applications and must be signed by all registered property owners. Where a landowner is one of the following, the below additional supporting information is also required:</p> <ul style="list-style-type: none"> <li>➤ <b>Company / Corporation / Organisation:</b> An ASIC Current Company Extract document.</li> <li>➤ <b>New Owner:</b> If you are the new owner of a property a copy of the Notice of Sale or Settlement Letter must be provided.</li> <li>➤ <b>Legal Authority:</b> If owners’ consent is being provided on behalf of someone else your legal authority must be provided (i.e., power of attorney, executor, trustee, company director etc).</li> </ul>
<b>Statement of Environmental Effects</b>	<p>A Statement of Environmental Effects (SEE) is required for all development applications unless that application is for designated development (in which case an Environmental Impact Statement is required instead).</p> <p>The SEE must include:</p> <ul style="list-style-type: none"> <li>➤ A description of the site, including street and legal address, current use, slope, vegetation, existing buildings and the like.</li> <li>➤ A description of the proposed development in detail, including any proposed physical works, vegetation removal, or operational matters (e.g., hours of operation, staff numbers).</li> <li>➤ A land use description of the proposal taken from the Local Environmental Plan Dictionary.</li> <li>➤ The environmental impacts of the development, including impacts to neighbouring properties (i.e., overshadowing, privacy, view loss, building bulk).</li> <li>➤ How the environmental impacts of the development have been identified.</li> <li>➤ The steps taken to protect the environment or to lessen the expected harm to the environment.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Identification of all applicable planning instruments and controls, and sufficient justification for any variations requested to the controls.</li> <li>➤ Details and photographs of all trees on the site more than 3 metres in height, or within 3 metres of any of the property boundaries, including a note as to whether they are proposed to be retained or removed.</li> <li>➤ A table of all architectural plans (including dates and revisions) that were reviewed when authoring the SEE.</li> <li>➤ A table of all technical reports (including dates and revisions) that were reviewed when authoring the SEE.</li> <li>➤ The name of the person who authored the SEE and the date.</li> <li>➤ Where relevant, an assessment against any applicable guidelines (e.g., Apartment Design Guide; Child Care Centre Guidelines) or applicable SEPPs.</li> </ul> <p>If the application seeks to vary a development standard within an Environmental Planning Instrument (including the Local Environmental Plan), a separate Clause 4.6 Variation to Development request document is required.</p>
<p><b>Housing and Productivity Contribution (HPC) Form</b></p>	<p>The HPC came into effect on 1 October 2023 and applies to development applications and complying development certificates across 43 council areas in the Greater Sydney, Illawarra-Shoalhaven, Lower Hunter and Central Coast regions. The HPC will be required to be paid prior to issue of a construction certificate/CDC/Subdivision Certificate, depending on the type of work consented to.</p> <p>The NSW Planning Portal will automatically identify whether the Housing and Productivity Contribution will apply to your development when applying for a complying development certificate (CDC) or development application (DA). During the application process, the portal will identify if a contribution may be payable. You will be directed to input further information for the development on the 'contributions case' to identify the contribution details. After entering the information into the contributions case, you will be directed to the DA or CDC application to review and submit the information. Once submitted, the application will be assessed and the information in the 'contributions case' will be checked against the development details. The system will assist the certifier or consent authority in calculating the Housing and Productivity Contribution. The contribution amount will be applied to your application approval as a condition of consent.</p>
<p><b>Resource and Waste Management Plan</b></p>	<p>A Waste Management Plan must be submitted to accompany all applications proposing physical works address demolition, earthworks, and construction waste. The Waste Management Plan must be completed in accordance with the <a href="#">DA Guidelines: Resource and Waste Management Planning</a> and must detail the reuse, recycling and disposal methods for all demolition and construction waste. In addition, waste servicing associated with the proposed development once complete must be addressed.</p> <p>A <a href="#">Resource and Waste Management Plan Form</a> is available for use on Council's website.</p>

## Part 2.3: Additional Reports and Documentation

<p><b>Aboriginal Cultural Heritage Assessment Report</b></p>	<p>An Aboriginal Cultural Heritage Assessment Report, prepared in accordance with the NSW Office of Environment and Heritage’s <i>Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW</i>, <b>must be submitted</b> for any development application on land:</p> <ul style="list-style-type: none"> <li>➤ Which an Aboriginal heritage item is located, and</li> <li>➤ That is to be affected by any proposed works.</li> </ul> <p>An Aboriginal Cultural Heritage Assessment Report, prepared in accordance with the NSW Office of Environment and Heritage’s <i>Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW</i>, <b>may be required</b> for any development application on land:</p> <ul style="list-style-type: none"> <li>➤ That is in the vicinity of an Aboriginal heritage site or conservation area.</li> <li>➤ That is in the proposed impact area.</li> </ul> <p>An Aboriginal Cultural Heritage Assessment Report, prepared in accordance with the NSW Office of Environment and Heritage’s <i>Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW</i> <b>must include</b>:</p> <ul style="list-style-type: none"> <li>➤ An assessment of the boundary and extent of the Aboriginal site.</li> <li>➤ An assessment of the heritage significance of the site.</li> <li>➤ A discussion of the impacts of the proposed works on the significance of the item.</li> <li>➤ Details of the mitigation methods.</li> </ul> <p>The Aboriginal Cultural Heritage Assessment Report is to demonstrate that all possible means of mitigating any negative impact on the site have been addressed and that the proposed works will not harm or damage the site, unless an Aboriginal Heritage Impact Permit has been issued from the NSW Office of Environment and Heritage authorising such work.</p> <p>At Council’s discretion, additional documentation that provides guidelines for the on-going management and conservation of Aboriginal heritage sites and conservation areas may be required.</p>
<p><b>Access / BCA Report</b></p>	<p>An Access Report, prepared by a suitably qualified person, is required for all applications relating to Class 2-9 buildings, and is to demonstrate compliance with access provisions of the Building Code of Australia, and Disability (Access to Premises – Buildings) Standards 2010, and any relevant Australian Standards.</p> <p>The reports are to (where relevant):</p> <ul style="list-style-type: none"> <li>➤ Include a schedule of the architectural plans (including revision numbers and dates) that were reviewed in the preparation of the Access Report.</li> <li>➤ Demonstrate that equitable access is available to the main entrance of the building and within all areas of the building that are required to be accessible to occupants and the general public.</li> <li>➤ Demonstrate that an adequate provision of accessible car parking spaces is provided, and that those spaces are compliant with the relevant provisions of the Australian Standards.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ (for larger residential development) demonstrate the location and configuration of adaptable units (both pre and post adaption).</li> <li>➤ Demonstrate consistency with the relevant minimum requirements of the Liveable Housing Design Guidelines.</li> </ul>
<b>Acid Sulfate Soils Report / Acid Sulfate Soils Management Plan</b>	If the property is affected by acid sulfate soils and if Clause 7.1 of the <i>Central Coast Local Environmental Plan 2022</i> requires, an Acid Sulfate Soil Report and / or Management Plan prepared in accordance with the Acid Sulfate Soils Manual (ASSMAC, 1998) must be submitted.
<b>Acoustic Report</b>	<p>An Acoustic Report, prepared by a current member of the Association of Australasian Acoustical Consultants, is required for the following types of applications:</p> <ul style="list-style-type: none"> <li>➤ Licensed premises (e.g. bars, restaurants).</li> <li>➤ Childcare centres and educational establishments.</li> <li>➤ Non-residential mechanical ventilation (e.g. restaurant exhaust fans).</li> <li>➤ Industrial land-uses within 200 metres of a residential zone.</li> <li>➤ Indoor recreational facilities (e.g. a gym) within 200 metres of a residential property.</li> <li>➤ Development for the purpose of residential accommodation, a place of public worship, a hospital, or an educational establishment or centre-based child care facility, that is located on land adjacent to a rail corridor or a roadway with an annual average daily traffic volume of 20,000 vehicles (Clause 2.120 of SEPP (Transport and Infrastructure) 2021).</li> </ul>
<b>AHIMS Search</b>	<p>The first step in the development assessment process which involves vegetation removal and/ or excavation is an <a href="#">AHIMS search</a> and if required, a Due Diligence Aboriginal Impact Assessment. For your information, Items and places listed under the NPW Act are listed on the AHIMS website and available to the public with a free login. The assessment process involves a free <a href="#">AHIMS search</a> within 200m of the proposed disturbance site. This ‘Basic Search’ simply provides a Yes or Nil (No) result, indicating whether or not a record of Aboriginal objects or places exist within the defined area of the search. These results can be viewed immediately online and are identified as a ‘Basic Search’. Where the AHIMS basic search does not identify any registered sites or declared Aboriginal places within the area of search, and where prior substantial disturbance is adequately demonstrated, no further information is required to be submitted with a development application other than a saved copy of the ‘Basic Search’.</p> <p>The second step applies where an item or place is located within 200m of the high risk areas, as identified by the required AHIMS search or in the coastal zones identified in <i>State Environmental Planning Policy (Resilience and Hazards) 2021</i>. In this instance, the ‘Basic Search’ request will come back with a ‘Yes’ result (that registered Aboriginal sites or Aboriginal places are present), and the user is then asked to request an ‘Extensive Search’. ‘Extensive Searches’ provide more detailed information about the identified site, including the type of site (e.g. scarred tree, burial, midden), in some cases who recorded the site, or whether a report exists about the site. The Department of Climate Change, Energy, the Environment and Water (DCCEEW) decides what information about a registered site is to be given out as a result of an Extensive Search and what information is to be kept confidential. A fee is currently charged by the DCCEEW for an ‘Extensive Search’ request, with additional costs for GIS or express services. These fees are able to be waived by DCCEEW for Aboriginal organisations and Local Aboriginal Land Councils. Following the completion of the ‘Extensive Search’, an Aboriginal Heritage Due Diligence</p>

	assessment is often required and must be conducted by an Archaeologist which will then dictate if further consideration is required.
<b>Arboricultural Impact Assessment Report</b>	<p>An Arboricultural Impact Assessment Report, prepared by a qualified AQF5 (or higher) arborist is required when:</p> <ul style="list-style-type: none"> <li>➤ More than ten (10) trees (over 3 metres in height) are nominated for removal.</li> <li>➤ Works are to occur within 5 metres of trees to be retained, that have a DBH (Diameter at Breast Height) greater than 500mm.</li> <li>➤ Requested by Council's Tree Assessment Officer.</li> </ul> <p>The report must include:</p> <ul style="list-style-type: none"> <li>➤ Who commissioned the report and why the report was commissioned.</li> <li>➤ The address of the site containing the trees.</li> <li>➤ A schedule of the architectural and engineering plans (including revision numbers and dates) that were reviewed by the arborist when drafting the Arboricultural Impact Assessment Report.</li> <li>➤ A plan showing of the site showing the exact location of trees, with each tree numbered to correspond with the report content.</li> <li>➤ The methods or techniques used in the inspections.</li> <li>➤ The scientific name, common name, height, canopy, spread, trunk diameter at breast height, SULE, landscape significant and form of each tree.</li> <li>➤ Discussion of data collected regarding quality and health of each tree and general observations.</li> <li>➤ Supporting evidence of discussion including photographs.</li> <li>➤ A discussion of all options relating to tree retention or removal, including construction techniques to minimise impacts upon root systems (note: Council may request non-invasive root investigations).</li> <li>➤ A statement confirming compliance with the relevant Australian Standards including AS - <i>Protection of trees on development sites AS 4970 - 2009</i>.</li> </ul>
<b>Aquatic Ecology Assessment</b>	<p>An Aquatic Ecology Assessment, prepared by a suitably qualified aquatic ecologist, is required for all developments below the mean high-water mark in accordance with Part 7 of the <i>Fisheries Management Act 1994</i>. An assessment may also be requested for works on land adjacent to estuarine wetlands including saltmarsh, seagrass beds, mangroves and estuarine habitat.</p>
<b>BASIX Certificate</b>	<p>A BASIX Certificate (issued no earlier than 3 months before the day on which the development application is submitted on the NSW Planning Portal) is required for all 'BASIX Buildings' and 'BASIX Development' (see the Dictionary under the <i>Environmental Planning and Assessment Regulation 2021</i> for more information).</p> <p><b>BASIX building</b> means a building that contains at least 1 dwelling, but does not include the following—</p> <ul style="list-style-type: none"> <li>(a) hotel or motel accommodation,</li> <li>(b) a boarding house, hostel or co-living housing that— <ul style="list-style-type: none"> <li>(i) accommodates more than 12 residents, or</li> <li>(ii) has a gross floor area exceeding 300 square metres.</li> </ul> </li> </ul> <p><b>BASIX development</b> means the following types of development:</p> <ul style="list-style-type: none"> <li>(a) development that involves the erection, but not the relocation, of a BASIX building,</li> </ul>

	<ul style="list-style-type: none"> <li>(b) development that involves a change of building use by which a building becomes a BASIX building,</li> <li>(c) development that involves the alteration of a BASIX building, if the estimated construction cost of the development is \$50,000 or more (but excluding development for the purpose of garage, carport, and most outbuildings),</li> <li>(d) development for the purposes of a swimming pool or spa, or combination of swimming pools and spas, that— <ul style="list-style-type: none"> <li>(i) services 1 dwelling only, and</li> <li>(ii) has a capacity, or combined capacity, of 40,000 litres or more.</li> </ul> </li> </ul>
<b>Biodiversity Assessment</b>	<p>A Flora and Fauna Assessment or Biodiversity Development Assessment Report may be required for developments which involve the clearing, removal or modification of native bushland / vegetation and fauna habitats. This includes impacts associated by with bush fire Asset Protection Zone (where relevant).</p> <p>To identify whether a Flora and Fauna Assessment or a Biodiversity Development Assessment Report applies to your development, refer to <a href="#">Biodiversity</a> on Councils website.</p>
<b>Bush Fire Risk Assessment Report</b>	<p>A Bush Fire Risk Assessment Report is required to be submitted for all developments on bush fire prone land and must demonstrate compliance with the aim and objectives of <i>Planning for Bushfire Protection 2006</i> (published by the NSW Rural Fire Service) and the specific objectives and performance criteria for the land use proposed.</p> <p>In most circumstances, applications for a single dwelling can be accompanied by a report by using the Single Dwelling Application Kit available from the NSW Rural Fire Service. For more information, please refer to the Rural Fire Service website. (<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>).</p> <p>You are advised that the advice of a suitably qualified bushfire consultant recognised by the NSW Rural Fire Service (i.e., a BPAD Accredited consultant) should be sought when preparing bush fire risk assessments.</p>
<b>Clause 4.6 Variation to a Development Standard</b>	<p>A Clause 4.6 Variation to a Development Standard request must be submitted for any development that seeks to vary any development standard under an Environmental Planning Instrument (including the Local Environmental Plan, SEPPs and the like, but not including controls under the Development Control Plan).</p> <p>This request must be lodged separately to a Statement of Environmental Effects. The request must identify the standard/s to be varied and the grounds for the request pursuant to Clause 4.6 of the Local Environmental Plan.</p>
<b>Coastal Risk Management Report</b>	<p>A Coastal Risk Management Report is required for development that is proposed to be carried out in the Coastal Zone. The Report must be prepared to meet the objectives and requirements of clauses 5.7 and 7.3 of the <i>Central Coast Local Environmental Plan 2022</i>, and Chapter 3.2 of the Central Coast Development Control Plan 2022.</p> <p>The Report is to be prepared and signed by a qualified coastal engineer.</p>

## Contamination Report

A Phase 1 Contamination Report (also known as a Preliminary Site Investigation), prepared by a suitably qualified professional, must be submitted if the answer is 'yes' to any of the below questions:

- Has the site ever been used for any activity which may have resulted in the contamination of the site, or land near the site?
- Has the site or land near the site ever been used for any of the activities listed below?
- Has the site or land near the site ever been remediated or investigated for contamination?
- Are you aware of any contamination of the site, or land near the site, no matter when and no matter who caused that contamination?

### Existing or previous activities on or near the site:

- Acid / alkali plant and formation
- Agricultural / horticultural activities
- Airports
- Asbestos production and disposal
- Boatyards
- Chemical or paint manufacture and formulation
- Council works depot
- Defence works
- Drum re-conditioning works
- Dry cleaning establishments
- Electrical manufacturing (transformers)
- Electroplating and heat treatment premises
- Engine works
- Explosives industry
- Funeral parlors
- Gas, iron and / or steel works
- Landfill sites
- Metal treatment
- Mining and extractive industries
- Oil production and storage
- Panel beating
- Pesticide manufacture and formulation
- Power stations
- Railway yards
- Scrap yards
- Service stations
- Sheep and cattle dips
- Smelting and refining
- Spray painting substations (electrical)
- Tanning and associated trades
- Waste storage and treatment
- Water board plant or depot
- Wood preservation

Subject to the findings of the Phase 1 Contamination Report, a Phase 2 Contamination Report (also known as a Detailed Site Investigation) may be required, and may require the preparation of a Remediation Action Plan (RAP) prepared in accordance with the requirements of the *SEPP (Resilience and Hazards) 2021* and the *Contaminated Land Guidelines* within Schedule 6 (3) of the *Environmental Planning and Assessment Act 1979*.

<b>Construction Traffic Management Plan</b>	<p>A Construction Traffic Management Plan (CTMP) is required to be submitted where, in the opinion of Council, the construction of the development is likely to have an impact on the location road network. Generally, a CTMP will be required for large projects that generate large volumes of construction traffic, or for site with difficult access.</p>
<b>CPTED Report</b>	<p>A Crime Prevention Through Environmental Design (CPTED) report may be required for (but not limited to) commercial, industrial, multi-residential and larger-scale applications to ensure that the proposal has been designed with consideration given to CPTED strategies relating to surveillance, access control, territorial reinforcement and space management.</p>
<b>Due Diligence Assessment (Aboriginal Heritage)</b>	<p>Where a proposal has been assessed under the Aboriginal Heritage Due Diligence assessment and is confirmed as potentially harming Aboriginal heritage. In this instance, an Aboriginal Cultural Heritage Report (ACHAR) will be required to inform the requirement for an AHIP. If the ACHAR confirms Aboriginal objects are present or likely to be present and an activity will harm those objects, then an AHIP application will be required as prescribed under section 90a of the <i>National Parks and Wildlife Act 1974</i>. An AHIP application may be accepted before a decision or determination under the EP&amp;A Act is made, but as a general rule an AHIP will not be issued (where it is determined that an application should be granted) before any necessary development consent has been obtained or determination made.</p>
<b>Driveway Plan / Longitudinal Section</b>	<p>A driveway plan / access plan is required for any development that requires new or upgraded vehicular access to the site. The plan must include:</p> <ul style="list-style-type: none"> <li>➤ Location and dimensions of the driveway and / or access.</li> <li>➤ A longitudinal section through the centreline of the driveway from the kerb of the road to the proposed garage or parking, showing grades and suitable transitions at changes of grades.</li> </ul> <p>Refer to Central Coast Council Civil Works Specification and Development Control Plan 2013 Chapter 3 – Specific Controls and Development Types.</p> <p>Refer to Development Control Plan 2013 Chapter 3.1.14 – Driveway Grades for example longitudinal sections and allowable access profiles.</p>
<b>Fire Safety Schedule</b>	<p>A Fire Safety Schedule is required to be submitted for all change-of-use and internal fit-out applications for Class 2-9 developments.</p> <p>The Fire Safety Schedule must be prepared by a suitably qualified professional and is to include:</p> <ul style="list-style-type: none"> <li>➤ A list of the Category 1 fire safety provisions that currently apply to all existing buildings on the site.</li> <li>➤ A list of the Category 1 fire safety provisions that apply to the development.</li> </ul>
<b>Flood Study Report</b>	<p>A Flood Study Report is required to be submitted for applications on land identified as a flood control lot as specified on a Section 10.7 Planning Certificate, or as intersected by the flood planning area layer on online mapping.</p>

<b>Geotechnical Report</b>	<p>A Geotechnical Report, prepared by a qualified and practising geotechnical engineer, is required for all development on land in Hazard Category 2, 3 and 4, or on land in Category 1 if significant excavation or groundworks are required.</p> <p>Chapter 3.7 Geotechnical Requirements for Development of the Central Coast Development Control Plan 2022 set out the minimum requirements for the report.</p>
<b>Heritage Impact Statement</b>	<p>A Heritage Impact Statement, prepared by a suitably qualified heritage consultant, is required for all sites that are or contain heritage items, are adjoining or adjacent to a heritage item, or, where in the opinion of the Council, the development is in close proximity to a heritage item.</p>
<b>Landscape Plan</b>	<p>A detailed Landscape Plan, prepared by a qualified Landscape Architect or Landscape Designer, must be submitted for all multi-residential and commercial developments, except where there are no external works.</p> <p>The Landscape Plan must detail:</p> <ul style="list-style-type: none"> <li>➤ The scale to which they are drawn and the true north point.</li> <li>➤ Calculations of the landscaped area (and open space) on the site. This can be shown on a separate plan for clarity. Larger developments to which SEPP Housing apply shall include a separate plan detailed deep soil zones.</li> <li>➤ Proposed surface treatments and materials, including but not limited to structures, features, walling/retaining walls, fences, pavements, gardens, lawns, ground stabilisation, drainage features, etc.</li> <li>➤ Existing and proposed ground levels relative to Australian Height Datum.</li> <li>➤ Location, height and materiality of any proposed fencing and retaining walls.</li> <li>➤ Any existing trees on the property, on the road reserve, or on neighbouring properties within 5m of the boundaries that may be impacted by the development.</li> <li>➤ Existing trees and other vegetation to be retained or removed. All trees are to be located, identified and numbered, and shall coincide with any Arboricultural Impact Assessment report.</li> <li>➤ Proposed plantings scheme including species selection, location, quantities, mature heights and pot sizes.</li> <li>➤ Rock outcrops and other landscape features.</li> <li>➤ Outline of the location of any basement or underground service (including but not limited to sewer, stormwater pipes, tanks etc).</li> <li>➤ Internal dimensions (width and depth) of any on-structure planter boxes and rooftop gardens.</li> </ul>
<b>Landscape Design Statement</b>	<p>A Landscape Design Statement, prepared by a qualified Landscape Architect or Landscape Designer, must be submitted for applications that:</p> <ul style="list-style-type: none"> <li>➤ Are required to provide communal open space.</li> <li>➤ Include a public pedestrian through-site link or colonnade.</li> <li>➤ Have a capital investment value of more than \$20 million.</li> </ul> <p>The Landscape Design Statement should explain the rationale behind the landscape design approach and demonstrate how consideration has been given to the context and location of the site.</p>

<p><b>Sustainability Statement</b></p>	<p>A Sustainability Statement must be submitted for development to which the provisions of Chapter 3 of the <i>SEPP (Sustainable Buildings) 2022</i> applies. Generally, this applies to non-residential buildings with a value over \$5 million for a new building, or \$10 million for a renovation.</p> <p>The Sustainability Statement must detail, at a minimum, how the building is designed to enable the following:</p> <ul style="list-style-type: none"> <li>(a) the minimisation of waste from associated demolition and construction, including by the choice and reuse of building materials,</li> <li>(b) a reduction in peak demand for electricity, including through the use of energy efficient technology,</li> <li>(c) a reduction in the reliance on artificial lighting and mechanical heating and cooling through passive design,</li> <li>(d) the generation and storage of renewable energy,</li> <li>(e) the metering and monitoring of energy consumption,</li> <li>(f) the minimisation of the consumption of potable water.</li> </ul> <p>You are advised that, pursuant to clause 3.3(3) of the <i>SEPP (Sustainable Buildings) 2022</i>, the above requirements are satisfied if the development application is accompanied by a NABERS commitment agreement.</p>
<p><b>NatHERS Certificate</b></p>	<p>A NatHERS Certificate (Nationwide House Energy Rating Scheme), prepared by an accredited assessor, is required for all new developments with multiple dwellings.</p>
<p><b>On-Site Wastewater Management System</b></p>	<p>An On-Site Wastewater Management System Report (OSWWMS) is required for any property that does not have access to a reticulated sewer system.</p> <p>Documentation on the type and location of OSWWMS must be provided with an application.</p> <p>Further approvals for the installation of a OSWWMS may be required. Please refer to Council’s on-site sewage management page for further information: <a href="#">On-site sewage management</a></p>
<p><b>Photomontage</b></p>	<p>Council will require a photomontage of developments for residential flat buildings, shop top housing, and large-scale commercial or industrial developments. Photomontages may also be requested for development on prominent sites.</p> <p>Photomontages will be considered for informative purposes only, unless they are accompanied by a statement consistent with the Land and Environment Court’s Photomontage Policy.</p>
<p><b>Plan of Management</b></p>	<p>A Plan of Management is required for a first-use or change of use application, where that application has a high potential to cause nuisance to surrounding properties.</p> <p>Such types of applications include:</p> <ul style="list-style-type: none"> <li>➤ Licensed premises.</li> <li>➤ Night-time venues.</li> <li>➤ Gymnasiums near residential areas.</li> <li>➤ Childcare centres near residential areas.</li> <li>➤ Certain recreational facilities.</li> </ul> <p>For further detail please review the appended Plan of Management Requirements document.</p>

<b>Design Verification Statement</b>	<p>Development applications to which Chapter 4 in <a href="#">State Environmental Planning Policy (Housing) 2021</a> applies, must be accompanied by a Design Verification Statement pursuant to Clause 29(2) of the <i>Environmental Planning and Assessment Regulation 2021</i>.</p> <p>Clause 29 (2) of the <i>Environmental Planning and Assessment Regulation 2021</i> requires a statement by a qualified designer, which must ‘<i>verify that the qualified designer designed, or directed the design of, the development</i>’ and ‘<i>explain how the development addresses – (i) the design principles for residential apartment development, and (ii) the objectives in Parts 3 and 4 of the Apartment Design Guide</i>’. Please also ensure that the architectural plans accompanying the development application are referenced in the required Design Verification Statement.</p> <p>It is noted development to which Chapter 2, Part 2, Division 1, 5 or 6 or Chapter 5 applies per <i>State Environmental Planning Policy (Housing) 2021</i> may also be residential apartment development and requires the provision of a Design Verification Statement.</p>
<b>Social Impact Assessment</b>	<p>A Social Impact Assessment (SIA) is required when a development has any positive or negative impact to a particular group of people or the community as a whole. The SIA is intended to address the requirements of Section 4.15(1)(b) of the <i>Environmental Planning and Assessment Act 1979</i>. The SIA should identify and assess possible social and economic impacts of the proposal in the area and be prepared by a suitably qualified person.</p> <p>Typically, an SIA should include an assessment of the local area including demographics and crime data, and consultation with the affected neighbourhood and interested stakeholders. It should outline all possible and perceived social impacts and how these will be mitigated.</p>
<b>Stormwater Management Plan</b>	<p>A Stormwater Management Plan is required for all applications proposing new buildings, alterations and additions to existing buildings, or significant excavation and hard-landscaping works.</p> <p>The Stormwater Management Plan is to consist of plans and a written report detailing, as a minimum:</p> <ul style="list-style-type: none"> <li>➤ The direction of water flows on all surfaces.</li> <li>➤ Any existing or proposed water collection points / methods.</li> <li>➤ Any existing or proposed water reuse systems.</li> <li>➤ Any existing or proposed connections to Council’s stormwater infrastructure.</li> <li>➤ The size, location and design of any on-site detention tank, rainwater tank, rain garden or the like.</li> <li>➤ Quality of stormwater discharge.</li> <li>➤ Existing and proposed impervious area and percentage change in existing and proposed impervious area.</li> <li>➤ Any existing or proposed stormwater easements benefitting or burdening the site.</li> <li>➤ Consistency with any BASIX requirements.</li> </ul> <p>Refer to the Water Cycle Management Guidelines and requirements in <a href="#">Chapter 3.1 Floodplain Management and Water Cycle Management</a> of the Central Coast Development Control Plan 2022 for further details.</p>

<b>Subdivision Plan</b>	<p>A Subdivision Plan is required for all applications proposing subdivision. The plan must include:</p> <ul style="list-style-type: none"> <li>➤ All proposed boundaries, including dimensions.</li> <li>➤ The areas of all proposed lots, both inclusive and exclusive of any access handles or rights of way.</li> <li>➤ All existing structures, improvements, and significant vegetation on the site.</li> <li>➤ True-north arrow.</li> <li>➤ The location of any existing or proposed easements / restrictions / services.</li> </ul> <p>For any development that proposes lots that are less than 500m<sup>2</sup>, an additional plan is required which shows a concept footprint for a dwelling of at least 10m by 15m that complies with Council's DCP controls for setbacks, private open space and landscaped area.</p>
<b>Swimming Pool Plan</b>	<p>A Swimming Pool Plan is required for all development applications that propose the construction of, or modification to, any swimming pool or spa.</p> <p>The plan is required to show the location of the swimming pool or spa, distances to boundaries and structures, and is to include a section showing the maximum depth. The plan shall also detail the maximum volume of the swimming pool or spa (note that if the volume exceeds 40,000 litres, a BASIX Certificate is required).</p>
<b>Traffic and Parking Impact Assessment</b>	<p>A Traffic and Parking Impact Assessment, prepared by a suitably qualified traffic consultant, is required for all applications to that are expected to generate a significant increase in traffic or vehicle movements, significantly modify existing parking arrangements (excluding those associated with individual dwellings), or propose a new or modified crossover to a classified road.</p> <p>The report must address all traffic and parking related issues including potential conflicts with vehicles, pedestrians and cyclists and must demonstrate compliance with the relevant RMS Guide to Traffic Generating Developments and all relevant Australian Standards.</p>
<b>Vegetation Management Plan</b>	<p>A Vegetation Management Plan (VMP) prepared by a suitably qualified person is required for applications on sites that contain, or are adjacent to, land that contains:</p> <ul style="list-style-type: none"> <li>➤ Remnant native vegetation (including scattered remnant trees).</li> <li>➤ Threatened native flora and fauna species, endangered ecological communities or their habitats.</li> <li>➤ Permanent or ephemeral watercourses.</li> <li>➤ Threats to native flora and fauna such as weeds.</li> </ul>
<b>View Sharing Analysis</b>	<p>A View Sharing Analysis is required when a development is likely to cause a loss of views (particularly water or headland views) from surrounding and nearby properties. The View Sharing Analysis should include photos of the view to be impacted, and an assessment of potential impact against the 'four step assessment' set out in the Land and Environment Court judgement of <i>Tenacity v Warringah</i> [2004] NSWLEC 140. This can be included in the Statement of Environmental Effects or as a separate document.</p>

<b>Water Cycle Management Plan</b>	Refer to Chapters 3.1 and 3.3 of the Central Coast Council DCP for applicability.
<b>Wind Effects Report</b>	<p>A Wind Effects Report is required to be submitted when a building is proposed to be over 40 metres in height, or where a building is likely to funnel or redirect wind into/through public spaces.</p> <p>The report is to be prepared by a suitably qualified engineer and is to:</p> <ul style="list-style-type: none"> <li>➤ Analyse the current wind conditions and the wind conditions created by the proposed building.</li> <li>➤ Developments should not result in the wind speed exceeding 10metres /second in publicly accessible outdoor spaces such as pedestrian plazas, outdoor eating areas and parks.</li> <li>➤ Developments should not result in the wind speed exceeding 13metres/second in footpaths.</li> <li>➤ Building design is to minimise adverse wind effects on streets and publicly accessible open spaces both outside and within the development.</li> </ul>