

Development Application Documentation Requirements

This guide aims to assist proponents in lodging their development application (including modification or review applications). This document details the minimum requirements for information required by Council's Application Checklist Matrix and/or council staff. Failure to submit the information may lead to your application being rejected.

NOTE: all plans, survey, etc should be at a scale of 1:100 or 1:200 (signage plans @ 1:50 scale)

Access Report

An Access Report describes how the development will comply with the provisions of the Building Code of Australia, Disability Discrimination Act and Australian Standard 1428.1 - Access to Premises and should be prepared by a suitably qualified consultant.

Acoustic Report / Noise Impact Assessment

A Noise Impact Assessment must be prepared by a suitably qualified and experienced acoustic consultant and must assess the noise impacts of and to the development in accordance with the Strathfield Consolidated Development Control Plan 2005 and other relevant/applicable environmental planning instruments.

Arborist Report

An Arboricultural Impact Assessment Report & Tree Protection Plan need to be submitted to Council where trees (either on the site subject to the development application or on adjoining properties including street and park trees) may be affected by a proposed development.

NOTE: The report shall be prepared by a suitably qualified arborist with a minimum qualification equivalent of AQF Certificate 5 or above in Arboriculture.

BASIX Certificate

A valid BASIX certificate for all new BASIX affected building/development is to be submitted. All BASIX commitments are required to be shown on DA plans.

NOTE: All BASIX Certificates must be generated/issued within three months from the date of lodgement.

Car Parking and Vehicle Access Plans

The plans must demonstrate the following:

- a. compliance with AS2890.1-2004 "Off-Street Parking"
- b. floor levels, relative to adjacent road gutter levels
- c. longitudinal sections through the parking area, driveway and through both sides of the driveway
- d. swept paths detailing parked cars and vehicles entering and exiting from both directions

Clause 4.6 Variation Statement

A written request is to be provided for all applications seeking to contravene/vary a development standard.

The request must adequately address the relevant matters in Clause 4.6 of the Strathfield Local Environmental Plan.

Cost Summary Report/Quantity Surveyors Cost Report

A cost summary report/quantity surveyors report is required for all development applicants in accordance with Council's Contribution Plans.

- a. A cost summary report must be completed by a suitably qualified professional where the genuine estimated cost of works are less than \$1 million.
- b. A Quantity Surveyors Detailed Costs Report must be completed by a registered Quantity Surveyors for works with a genuine estimate equal to or greater than \$1 million.

the cost of works summary report must be in accordance with and include all matters as set out in Clause 108 of the Environmental Planning and Assessment Regulations 2021.

Design Verification Statement (SEPP 65)

Prepared by a suitably qualified designer and must:

- a. verify that the qualified designer designed, or directed the design of, the development
- b. explain how the development addresses –
 - a. the design quality principles, and
 - b. the objectives in Parts 3 and 4 of the Apartment Design Guide

Detailed Site Contamination Investigation (Stage 2)

Must be prepared by a suitably qualified consultant, in accordance with the requirements of the relevant NSW EPA Guidelines.

The investigation report must include a statement which details whether the site is suitable for the proposed use or if remediation is necessary to make the site suitable for the proposed use.

If remediation is required, the report should also list the feasible remediation options available to remediate the site.

Elevations & Sections

The following details must be provided:

- a. an elevation of each side of the development (should reference the compass points)
- b. street elevation must show the two adjoining developments on opposite sides of the site
- c. the locations of all doors and windows
- d. existing and finished ground levels (to Australian Height Datum)
- e. eave and ridge levels
- f. elevations and sections must show proposed external finishes any proposed buildings (other than temporary structures)
- g. proposed new works must be shown in colour
- h. cross section & longitudinal section

Flood Assessment Report

A Flood Assessment Report must be submitted for applications that are on flood-affected land in the LGA. You are advised to contact council's Development Engineer regarding this matter.

The report must be informed by flood information relevant to the subject property and surrounds, including the 1% AEP flood level, Flood Planning Level, Probable Maximum Flood (PMF) level and the Flood Hazard Category, as obtained from Council.

Floor & Roof Plans

The floor plans must include:

- a. all site boundaries, all buildings on subject and neighbouring properties including openings adjoining the subject site and location of trees

- b. floor levels to Australian Height Datum (AHD)
- c. room layouts, partitioning, door and window location and new works including dimensions
- d. annotation of each room use
- e. wall structure type and thickness
- f. clear dimensions of all driveways, parking spaces, aisle widths and height clearances
- g. in the case of alts & adds, new works must be shown in colour

NOTE: Each floor plan, elevation and section must clearly delineate between the existing and proposed works. Colouring and annotations are to be utilised. There should be a clear indication where the existing fabric finishes and the new works begin.

Geotechnical Report

The geotechnical report must be prepared and certified by a qualified and practising Geotechnical Engineer and must address the following:

- a. vibrations and vibration monitoring
- b. dilapidation reporting
- c. groundwater (including shallow hydrological conditions)
- d. excavation support
- e. acid sulphate soils

Heritage Impact Statement (HIS)

A Heritage Impact Statement must identify the heritage significance, assesses impact on that significance and measures to minimise that impact. A Heritage Impact Statement must:

- a. demonstrate that all possible means of mitigating any negative impact on the item have been addressed and that the proposed works will not

significantly alter the heritage significance of an item or the character of the locality

- b. be prepared by a qualified heritage consultant and in the case of Heritage Impact Statements, Council may accept statements from any other appropriately qualified or experienced person for minor development
- c. assist Council in its assessment of the development but Council may decide not to adopt, or not to fully adopt, the particular recommendations of the documents submitted

NOTE: A Heritage Conservation Management Plan may still be required.

Landscape Plan

Must include the following:

- a. proposed levels, finished levels to the top and bottom of any proposed structures (i.e. retaining wall, pool coping, paving, etc.)
- b. existing trees and other vegetation to be retained or removed on site
- c. proposed new planting (indicating species (both botanic and common names), location, massing, mature height, proposed pot size and numbers in plant schedule)
- d. proposed surface treatments (e.g. turf, paving, bank stabilisation, mounds, etc.)
- e. clearly defined areas for deep soil landscaping
- f. BASIX landscape commitments
- g. identify existing and proposed landscaped area calculations

For developments that involve at least two dwellings (i.e. dual occupancy) or more and other significant development, the landscape plan must be prepared by a suitably qualified or registered landscape designer/architect.

NCC (BCA) Report

A National Construction Code of Australia report must outline the classification of the development and address all relevant sections of the NCC relating to the proposal.

Operational Plan of Management

A Plan of Management must describe how the ongoing operation of the premises will be managed in the most efficient manner and reduce adverse impacts to the amenity of surrounding properties. It includes but is not limited to detailing objectives, operational details, hours of operation, staffing details and guidelines, delivery arrangements, customer handling, security, complaint handling and a review process.

Photomontage

A photographic impression of how the building will look within its context upon completion within the streetscape and from other relevant perspectives.

Some applications for complex alterations and additions will benefit from the preparation of a photomontage.

Preliminary Site Contamination Investigation (Stage 1)

Must be prepared by a suitably qualified consultant, in accordance with the requirements of the relevant NSW EPA Guidelines.

Remedial Action Plan

Must be prepared by a suitably qualified consultant, in accordance with the requirements of the relevant NSW EPA Guidelines.

The RAP is required when the DSCI (Stage 2) concluded that the site is not suitable for the proposed use in its present state.

Schedule of Materials, Colours and Finishes

Details and samples/photos of the external finishing materials and colours to be used in the construction of the development. Elevations showing the location of each material should be provided.

Shadow Diagrams

Shadow diagrams must distinguish the extent of shadows cast by existing and proposed buildings, including fences and buildings on adjoining land and areas of private open space of those buildings where relevant. They must correctly show the following:

- a. the extent of shadows that will result from the development (including fencing) between 9am and 3pm on 21 June
- b. the extent of shadows that will impact the development from surrounding development (including fencing) between 9am and 3pm on 21 June
- c. in the case of alts & adds, two sets of shadow diagrams showing the extent of shadows that result from the existing structures on the site and from the proposed development between 9am and 3pm on 21 June

NOTE: Elevation shadow diagrams may be requested at the discretion of council.

Developments for at least two storeys will need to be accompanied by shadow diagrams.

Site Plan

A site plan must indicate:

- a. the location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development
- b. in the case of alterations and additions, proposed buildings or works must be shown in colour

Statement of Environmental Effects

A Statement of Environmental Effects must document:

- a. the environmental impacts of the development
- b. how the environmental impacts of the development have been identified
- c. the steps to be taken to protect the environment or to lessen the expected harm to the environment
- d. any matters required to be indicated by any guidelines issued by the Planning Secretary
- e. drawings of the proposed development in the context of surrounding development, including the streetscape
- f. development compliance with building heights, building height planes, setbacks and building envelope controls (if applicable) marked on plans, sections and elevations
- g. if the proposed development is within an area in which the built form is changing, statements of the existing and likely future contexts

Please see Section 4.15 of the *Environmental Planning & Assessment Act 1979* for details on what council must consider when assessing applications.

Stormwater Drainage Concept Plan

The purpose of the Stormwater Drainage Concept Plan is to demonstrate how stormwater will be managed on the site and at a minimum show how it

will be collected, conveyed and disposed from the site.

Please see Strathfield Council's Stormwater Management Code: [Stormwater-Management-Code-1994 \(1\).pdf](#)

Subdivision Plan

The plan must include:

- a. existing and proposed lot boundaries
- b. relationship of the lot(s) to existing roads
- c. proposed boundary dimensions (metres) and lot areas (square metres)
- d. proposed easements and rights of carriageway
- e. existing and proposed finished levels (contours and spot heights to AHD) if works are proposed

Note: strata subdivision may have less information required to be provided

Survey Plan

The survey plan must be prepared by a registered surveyor within the last 5 years and is to provide levels in Australian Height Datum (AHD).

The survey plan must indicate:

- a. the location, boundary dimensions, site area and the true north point of the land
- b. existing vegetation and trees on the land (including tree height, canopy spread, trunk diameter)
- c. the location and uses of existing buildings on the land (including paths, driveways, fences, retaining walls and other structures)
- d. the levels of existing buildings on the land (roof ridge heights, windows, etc)
- e. existing levels of the land in relation to buildings and roads

- f. spot levels on neighbouring lands immediately adjoining the common boundaries
- g. the location and uses of buildings on sites adjoining the land
- h. location and type of all easements burdening and/or benefitting the site

Traffic and Assessment Report

The report is to be prepared by a traffic engineer and is to include:

- a. a plan showing all proposed off street parking facilities
- b. all parking spaces fully dimensioned and visitor spaces indicated
- c. all dimensions of aisles, driveways, circulation roadways, particularly at the minimum thresholds
- d. driveway gradients and transitions including reduced levels at transition points.
- e. grades of parking areas where sloped (perpendicular to angle of parking)
- f. minimum vehicular height clearance to all basement areas
- g. radii (inner and outer) of all curved driveways and circulation ramps or sections thereof.
- h. recommendations for any special measures eg mirrors at bends, etc.
- i. parking assessment if a departure from the relevant rates is proposed
- j. estimated traffic generation and effects on the surrounding road network

Waste Management Plan

A Waste Management Plan that is prepared in accordance with Part H Waste Minimisation and Management Plan of the Strathfield Consolidated

Development Control Plan and demonstrates how construction and ongoing waste are dealt with.

[Part-H-Waste-Minimisation-and-Management2.pdf](#)

File Naming Convention

The applicant is responsible to upload the documents required on to the NSW Planning Portal with file names that are consistent, easily distinguishable and suitable to be published online. Please follow the sample below with a combination of the document title and address of the property.

Example:

Statement of Environmental Effects – 65 Homebush Road, Strathfield

Revisions	Author	Reviewed by	Date
<i>Revision A – prepared the populated the guideline</i>	<i>TX</i>	<i>PS</i>	<i>22/12/2022</i>
<i>B – taken into consideration the feedback provided by the Planners</i>	<i>PS</i>	<i>PS</i>	<i>9/02/2023</i>
<i>C – updated to include provision for cost of works/QS report</i>	<i>GA</i>	<i>GA</i>	<i>11/03/2024</i>

