

# DEVELOPMENT APPLICATION

Made under Section 78A of the Environmental Planning and Assessment Act 1979

## FOR NEW DWELLING HOUSES, MAJOR ALTERATIONS TO EXISTING DWELLINGS, FIRST FLOOR ADDITIONS AND DUAL OCCUPANCIES (INCLUDES WATERFRONT DEVELOPMENT)

- ✓ **Read our DA Guide.** It gives information on the requirements for lodging a development application.
- ✓ **Lodge all relevant information in the correct format.** This will minimise delay in receiving a decision. Most information is required in e-format. See last page of this form.

- ✓ **Lodge your DA between 8.30am-4.00pm.**  
Applications received after this time will be processed the following working day. Payments left with Council after 4pm must be by cheque only.
- ✓ **If you need help, please consult one of our Development Enquiry Officers.**

OFFICE USE ONLY	
DA No.	
Date Received	
JRPP	ARAP

Have you spoken to a Council Officer before lodging your application?

NO YES ► Was it - Pre Application Discussion (PAD) or a  
Duty Officer enquiry  
If you have, who was it? \_\_\_\_\_  
What was the date? \_\_\_\_\_

### 1. Details of the applicant

(these details are to be of the person/s signing this application as applicant on page 8 of this form)

Mr  Ms  Mrs  Dr  Other \_\_\_\_\_

Given Name or Company Name

Family Name (or ACN)

Unit/Street No. Street Name (postal address)

Suburb State Postcode

If postal address is to be a c/-, please provide Company Name

Daytime telephone / Mobile Email Approval/refusal documentation will be emailed to this address

Contact person and Contact number (person who may be contacted to discuss the application during business hours)

- Council Application
- Staff Member

## 2. Identify the land you propose to develop

OFFICE USE ONLY

Unit/Street No.

Street Name

Suburb

Postcode

Lot no.

DP / SP / MPS no.

Is access to the site available?    Yes    No ▶ If No, state why  
(e.g. dog, tenant, locked gate, difficult terrain)

## 3. Describe what you propose to do

Will this proposed work involve (you may need to make more than one selection) :

constructing, altering or adding to a building or structure

▶ Is it a temporary building or structure?    Yes    No

subdividing land

boundary adjustment

subdividing a building into strata units

other work  
(without building, subdividing or demolishing)?

demolition (part or whole)

changing the use of  
land or a building or the  
classification of a building  
under the Building Code of  
Australia (without building,  
subdividing or demolishing)

Please give a detailed description of your proposal:

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### **Estimated cost of the development**

(this is needed to determine the fees to be paid when the application is lodged).    \$

Please complete the Cost Assessment Sheet attached to the end of this form.

The estimated cost of work must be based on industry recognised prices, including cost for materials and all labour for construction and/or demolition and GST. If the estimate is understated, the figure will need to be adjusted. Additional application fees may then be needed.

## 4. Driveway construction and road opening approvals

Use this part of the form to apply for driveway levels so you can construct a driveway in accordance with the levels, gradients and conditions set by Council.

You can also apply for Road Opening Approval if doing public utility service connections or works, such as connections to electricity, water, gas or stormwater that need digging of the road or verge to gain access.

I wish to apply for a new driveway

I wish to apply for a road opening

**Note:** Each application requires payment of the relevant fee, which covers a site inspection.

The driveway application includes design, the provision of levels and grades, as well as formwork and final inspections.

## 5. Staged development

You can apply for development consent for only part of your proposal now, and for the remaining part(s) at a later stage.

Please tick if you are applying for development consent in stages?

- Yes  Please attach:
- information that describes the stages of your development
  - a copy of any consent you already have for part of your development.

## 6. Environmental effects of your development (see Section 2 of the DA Supplement)

To assess your proposal, the Council needs to understand the impacts it will have. Depending upon the nature and scale of your proposal, you need to provide one or more of the statements listed below to explain the environmental effects of your proposal. See Council's DA Guide for further information.

Is your proposal categorised as **designated development**?

Yes  Please attach an **environmental impact statement**.

No  Please attach a **statement of environmental effects**.

Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats or is it located on land identified as critical habitat?

Yes  Please attach a **species impact statement**.

No

## 7. Approvals from state agencies (see Section 3 of the DA Supplement)

If you need development consent and one or more of the approvals listed in Attachment A of the DA Supplement, your development is known as integrated development. The relevant state agency will be involved in the assessment of your proposal.

Is your application for integrated development?

YES  Please include **Attachment A** of the **DA Supplement** with your application and attach enough information for the approval body(s) to assess your application.

You need to include a one-off administration fee of \$140, plus an additional fee of \$320 for each agency that will look at your proposal.

NO

OFFICE USE ONLY	
No. of referrals	
IDA Type(s)	

## 8. Concurrences from state agencies

Please list any state agency concurrences that you need to carry out the development?

Please attach sufficient information for the agency(s) to assess your application.

## 9. Supporting information

Please complete the Required Information Checklist for your development type. You can also support your application with additional material to illustrate your proposal. Please list any additional material that you have attached:

## 10. Please complete the following details for all proposals

Site Area (m<sup>2</sup>) \_\_\_\_\_ Area of any access handle in the case of a battleaxe block (m<sup>2</sup>) \_\_\_\_\_

Existing Gross Floorspace (m<sup>2</sup>) \_\_\_\_\_ Proposed Gross Floorspace (m<sup>2</sup>) \_\_\_\_\_

Floorspace Ratio  $\frac{\text{(Gross Floor Area)}}{\text{(Site Area)}}$  \_\_\_\_\_ : 1 Landscaped Area \_\_\_\_\_ (m<sup>2</sup>) \_\_\_\_\_ (%) \_\_\_\_\_

### B. Dual Occupancy Proposals:

Number of existing dwellings? \_\_\_\_\_

Number of proposed dwellings? \_\_\_\_\_

## 11. Lodgement requirements for all proposals

For use by the applicant

Office use only

One electronic copy of all documentation in accordance with Council's electronic lodgement requirements.

One paper copy of the completed development application form and checklist.

Where alterations and additions are proposed, all new work must be shown coloured on the site plan, floor plans and elevations

One A4 size paper copy of building plans and site plan for Neighbour Notification indicating heights and external configuration (Note: do not show internal layout). **This is to include all setbacks and a height dimension from ground level to the highest point of the building.**

One paper copy of a **Statement of Environmental Effects** considering the likely impacts of the proposal and how these impacts will be minimised. For more information, refer to Section 3 of the *DA Guide*.

One paper copy of the site plan (scale not less than 1:200) with dimensions showing:

- the location of the proposed work in relation to existing buildings and all boundaries
- proposed parking arrangements
- the proposed location of any footpath crossings for driveway access, footpath paving, kerb and gutter, kerb ramps and road shoulder
- all levels, both existing and proposed, must be to Australian Height Datum (AHD)
- Location and type of significant trees, rock outcrops and easements

One paper copy of all relevant elevations and sections with outline of existing structures and existing ground line to be shown dotted on the elevations and dimensioned at scale not less than 1:100, including all floor, ceiling and ridge / roof levels to AHD. The elevations are to also indicate the permissible overall height lines, location of windows, doors, and roof pitch and eaves overhang.

One paper copy of the proposed floor plans, including roof plan, at a scale of not less than 1:100 showing layout, dimensions, room sizes and intended uses including all floors to AHD. The floor plans are to include the floor space ratio calculation through hatching, highlighting or colour.

Details of external building materials and finishes. This is to include manufacturer's brochures, colour paint swatches etc.

A Survey Plan prepared by a registered Surveyor, indicating all existing and proposed levels (AHD), including where excavation or filling is proposed.

The position and uses of buildings on adjoining properties within 10m of the proposed work with setbacks to site boundaries indicated and relative levels to Australian Height Datum for adjoining property roof ridges.

Northpoint (true north) and scale shown on all plans and diagrams, including floor plans

Details of any existing covenants, easements, or other restrictions on the title of the subject property.

A development application for the following development types must be accompanied by a BASIX Certificate:

- any new dwelling (such as a house, “granny flat”, villas, townhouses or a residential flat building, including a change of building use from non-residential to a dwelling)
- residential alterations and additions with a cost of \$50,000 or more
- a swimming pool or spa of greater than 40,000 litres capacity

The BASIX Certificate is obtained from the BASIX web-site (<http://www.basix.nsw.gov.au>)

The Certificate contains a list of the commitments which the applicant has made to promote the sustainability of the proposed development. **All commitments that the Certificate requires to be shown on the development application plans must be shown on the plans.**

One paper copy of the shadow diagrams, showing the effect upon adjoining properties at 9a.m., 12 noon, and 3p.m. on June 21, the equinox (March 21 or September 21) and December 21. The **minimum** level of information to be provided is specified in Section 2 of the DA Guide.

Where significant views are likely to be affected by the proposal (such as nearby development that has water views), we recommend including photomontages of the proposal that show the proposal's impact on views from affected properties.

One paper copy of a concept drainage plans showing how stormwater will be drained from the site to the council stormwater system. Where an on-site detention system is required, the type and location must be shown and must be integrated with the proposed landscape design.

#### **Construction Management Details**

One paper copy of a concept plan that includes the following:

- Location of material storage on-site, any site sheds, hoardings and site fences.
- Locations and types of sediment control fencing;
- All-weather vehicle egress, including cattle-grid or similar;
- Hard-stand areas for loading and unloading materials, including the location of crane and concrete pumps;

One paper copy of the **Site and Context Analysis** indicating:

In relation to the site:

1. **Contours** - at 1m intervals and related to Australian Height Datum.
2. **Existing vegetation** - in particular major trees on the site and street trees, identified by size and botanical names or common names.
3. **Buildings** - location and uses of existing buildings.
4. **Views** to and from the site.
5. Location of **utility services** and stormwater drainage lines and street crossings.
6. **Orientation**, microclimate and noise sources.
7. Any **contaminated soils** and filled areas.
8. Fences, **boundaries** and easements.
9. Any **other significant site features** eg rock outcrops.
10. Where relevant, the location of **foreshore building lines**.

In relation to the surrounding area:

1. Location, use and height of **adjacent buildings** - locating window openings facing the site boundary, private open space and shadows cast on development site;
2. **Views and solar access** enjoyed by adjacent residents;
3. **Major trees** on adjacent properties;
4. The **built form and character** of adjacent and nearby development;
5. The **difference in levels** between the site and adjacent properties.

A written statement indicating how the development's design has responded to the findings of the analysis must accompany the site analysis.

## Additional requirement for Waterfront Development

### Site Analysis

- identifies existing natural and man-made elements of the site, such as existing vegetation and seagrass, property dimensions, slope and topography and all adjoining structures (jetties, pools, dwellings, boatsheds, reclamation). It must include photos of the site as viewed from the water at low and high tides.

### Survey Plan prepared by a registered surveyor, including:

- the location of the Foreshore Building Line and Mean High Water Mark (MHWM) as defined in Sutherland Shire Local Environmental Plan 2015 (0.515M AHD)
- existing site levels at the corners of the proposed site
- site contours at 0.5 metre intervals and the proposed floor levels using a fixed benchmark related to the Australian Height Datum (AHD)
- the location of existing structures, easements and services, trees and general site features, as well as north point
- existing levels and improvements within the public road to the frontage of the site.
- If the development is below MHWM a hydrographic survey is required to determine depth of water and extent & type of seagrass and other aquatic vegetation.

## Additional requirement for sites affected by acid sulphate soils

- An Acid Sulphate Soils Management Plan may be required where the proposed development is identified in Clause 6.4 of SSLEP 2015 as requiring the report. You should check the Council's Acid Sulphate Soils Planning Maps to determine whether the subject site is included.

## Required for all proposals

Calculations that specify the amount of natural landscaping to remain after the proposed works are completed. The area of landscaping must also be shown in the form of cross-hatching or colour on a 1:100 or 1:200 scaled copy of the site-plan.

## Required ONLY for a new single dwelling house

One paper copy of a landscape concept plan is required showing:

- north point;
- a scale of either 1:100 or 1:200;
- all existing trees to be retained and removed, including those on adjoining sites within 5m of the boundary;
- all proposed landscaped areas;
- existing natural landscape features of a site such as cliffs or rock outcrops;
- all existing natural site levels (contours) and proposed finished levels to AHD;
- all hard paved surfaces including materials;
- the planting layout of proposed vegetation, including paved, turfed and planted areas;
- any BASIX commitments regarding planting, including any required area for low-water use planting.

## Required ONLY for a dual occupancy

One paper copy of a detailed Landscape Plan is required showing:

- north point;
- a scale of either 1:100 or 1:200;
- all existing trees to be retained and removed, including those on adjoining sites within 5m of the boundary;
- a suitable plant schedule with appropriate symbols;
- all proposed landscaped areas;
- existing natural landscape features of a site such as cliffs or rock outcrops;
- all existing natural site levels (contours) and proposed finished levels to AHD;
- all hard paved surfaces including materials;
- the planting layout of proposed vegetation, including paved, turfed and planted areas;
- maintenance details for the establishment period;
- details of proposed drainage and irrigating systems;
- details of any soil mixes, topsoil and mulch; and
- any BASIX commitments regarding planting, including any required area for low-water use planting.

### Required ONLY for Heritage Items (as listed in Council's LEP)

- Heritage Impact Statement prepared by a suitably experienced practitioner;
- Conservation Plan prepared by a suitably experienced practitioner where changes to individually listed Heritage Items are extensive and complex;

### Additional requirements for swimming pools

- A development application for a swimming pool over 40,000 litres capacity **MUST** be accompanied by a BASIX Certificate. The BASIX Certificate contains a list of the commitments which the applicant has made to promote the sustainability of the proposed development. This certificate is obtained from the BASIX website (<http://www.basix.nsw.gov.au>)
- One paper copy of proposed plans, dimensioned at a scale not less than 1:100 showing:
  - ◆ layout and pool section
  - ◆ coping RL
  - ◆ the location of child restraint barriers and swimming pool equipment
  - ◆ the location of the pool filter
  - ◆ the height in millimetres that each corner of the pool is above or below existing ground level.

### Required ONLY on bush fire prone land

Development applications on bush fire prone land must be accompanied by a Bush Fire Assessment Report demonstrating compliance with the aim and objectives of *Planning for Bushfire Protection 2006* (published by the Rural Fire Service) and the specific objectives and performance criteria for the land use proposed.

### Required ONLY for development with a value greater than \$1 million and needing referral to the Independent Hearing and Assessment Panel (IHAP)\*

- a. A 3D digital Google Sketchup model of the proposed development (external configuration) on an accurate topographical and cadastral boundary base, including the existing built form of the immediately adjoining and neighbouring context of the proposal;
- b. (Optional) A physical model of the proposed development including the existing built form of the immediately adjoining and neighbouring context of proposal.

## 12. Other Considerations

YES No N/A

- i. Has the applicant consulted adjoining landowners and residents about the proposal?  
(Note: This often allows an early resolution of any problems).

- ii. Does the proposal comply with each of Council's numerical controls contained in any Development Control Plan applying to the proposal?

If your answer is No then any variation must be justified in writing.

- iii. Does the proposal comply with each of the numerical controls contained in the Sutherland Shire Local Environmental Plan 2015, or relevant State Environmental Planning Policy (SEPP)?

If your proposal does not comply with a development standard in SSLEP 2015, you will need to lodge a variation under Clause 4.6 of SSLEP 2015. If the variation relates to a development standard in a SEPP, you will need to lodge a written objection under SEPP No 1. See below for more information.

- iv. If required, have you attached your Clause 4.6 Variation or SEPP 1 objection?

Where an applicant wishes to depart from any standard contained in a Local Environmental Plan or State Environmental Planning Policy (eg. site area requirements, maximum height, landscaped area), a written statement **must** be lodged. This statement **must** indicate which development standard(s) would be varied, specify why compliance with the standard(s) is unnecessary or unreasonable in the circumstances and demonstrate that there are sufficient environmental planning grounds to justify varying the standard.

You should consult Council's DA Guide before preparing a Clause 4.6 Variation. Please note that Clause 4.6 and SEPP 1 do not apply to variations of controls contained in a Development Control Plan (DCP).

**IMPORTANT NOTE: If an application is lodged without a Clause 4.6 Variation or SEPP 1 objection when required, it is likely to need additional public exhibition. This will result in additional costs and delays for applicants. It is therefore important to accurately determine if a variation is required before lodging your application.**

## 13. Signatures

### All owner(s) of the land to be developed must sign the application

Owners' names must match those included in Council's rates system. If the owner is a company or corporation, then a director, secretary or authorised delegate must sign. If the land is Crown land, an authorised officer of the relevant Crown authority must sign the application. For Strata buildings, the consent of the Owners Corporation is needed for development on common property.

**As the owner(s) of the above property, I/we consent to the making of this application and authorise and consent to entry of the property site by Council officers for the purpose of processing this application and inspecting the site during development/building works.**

### Owner(s) details

Mr Ms Mrs Dr Other

First Name(s)

Family name / Company Name

Unit/Street No. Street Name

Suburb State Postcode

Daytime Phone / Mobile Email

#### Owners Signature <sup>1</sup>

#### Owners Signature <sup>2</sup>

Name/ Position (e.g. John Smith/ Director)

Date

Name/ Position (e.g. John Smith/ Director)

Date

If signing on behalf of a company, include signatory's capacity to sign. Please refer to the DA Guide for more information about owners' consent.

## 14. Applicant's Declaration

The applicant must sign the application. This signature must be of the person/s nominated on page 1 of this form as applicant.

***I hereby apply for the proposal described in section 3 and I consent to Council copying this application, and any supporting material, for the purpose of obtaining public comment which includes publishing this information electronically on Council's web-site.***

***I also understand that if the information is incomplete the application may be delayed or rejected, or more information may be requested. I acknowledge that if the information provided is misleading any approval granted may be void.***

***I accept that Council cannot be held liable for delays in processing arising out of inadequacies in the material submitted in support of this application.***

#### Applicants Signature <sup>1</sup>

#### Applicants Signature <sup>2</sup>

Name

Date

Name

Date

## 15. Privacy policy

The information you provide in this application will enable your application to be assessed by the Council and any relevant state agency. Your application will be advertised to the public for comment if the development is designated development, advertised development or is required to be advertised by a development control plan. The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information you have provided in your application is incorrect or changes.



## 16. Owners/Applicants Declaration of Affiliations



### General Declaration

You should declare all affiliations or associations with Councillor/s or Council staff which may lead a reasonable person to believe that a Councillor or staff member may not be able to deal with your application in an impartial manner. This includes all affiliations or association with a Councillor/s or member/s of staff where you:

- are a Council employee;
- have a friendship, personal or family relationship;
- have a shared membership in a club, political party or organisation ;
- have business dealings with a Councillor/s or member/s of staff outside their official Council role; or
- have provided a gift, benefit, loan, payment or hospitality .

Name of Councillor or Staff	Nature of Affiliation or Association
_____	_____
_____	_____
_____	_____

### Lobbying

If you have business dealings with or if you lobby Council, Council's Statement of Business Ethics and Code of Conduct for Lobbyists outlines Council's expectations for managing those relationships.

### Political Donations or Gifts

If you have made a political donation or a gift within two (2) years of the date of this application, you must comply with Section 147 of the *Environmental Planning & Assessment Act 1979*. This requires the disclosure of political donations and gifts made by the applicants or persons with a financial interest in this application. The information about political donations that must be disclosed is the same as that required by the Election Funding Authority. You must disclose: the name of the person to whom each donation/ gift was made; the date, name, address of the person making the donation/ gift; and the amount or value of that donation/ gift where accumulative value is \$1,000 or more.

The Act requires that this information is posted and publicly available on Council's website.

Indicate Donation or Gift	Name of Party or Person for whose benefit the Donation / Gift was made	Date of Benefit	Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, I/ We certify that the above declaration & details below are accurate at the time of signing. I understand that it is an offence under Sections 125 and 147 of the *Environmental Planning and Assessment Act 1979* if a person fails to make a disclosure of a political donation or gift that is required to be disclosed.

Name of Person/s making the Declaration

\_\_\_\_\_

Name of Entity & ABN  
(If donation / gift not by an individual)

\_\_\_\_\_

ABN

\_\_\_\_\_

Signature/s

\_\_\_\_\_

Residential Address of Person or Registered / Official address of Entity

\_\_\_\_\_

Date

\_\_\_\_\_

For additional information contact the Customer Service Centre for Sutherland Shire Council on 9710 0333 and ask for "Political Donations & Gift Disclosure Requirements" or go to **www.sutherlandshire.nsw.gov.au** building & development.

A guide to the information you need to include with your development application  
(to be read in conjunction with the DA Guide)

## Section 1. How to use this supplement

This supplement provides information to help you to complete your development application. Each section relates to a question in the form where you may need to attach additional information.

## Section 2. Assessing the environmental impacts of your proposal (Question 6)

Council needs to assess the impacts of your proposal. You need to attach one or more environmental reports to your application so this assessment can be made. The type of report will depend upon whether your proposal is designated development or will impact upon threatened species.

### Designated development

If your proposal is listed in Schedule 3 of the Environmental Planning and Assessment Regulation 2000 it is known as designated development. Few developments fall into this category.

If your development is designated development, please attach an environmental impact statement (EIS) to your application.

The Secretary of the Department of Planning and Environment has a number of requirements for what must be included in an EIS. The requirements depend upon the nature of the proposed development. Contact the Department's Major Project Assessment Branch on 1300 305 695 to find out what you need to include in your EIS.

### All other types of development

If your development is not designated development, please attach a Statement of Environmental Effects. Council's DA Guide outlines all the information required.

### Threatened species

Please use the test set out in Section 5A of the Environmental Planning and Assessment Act 1979 to work out whether your proposal is likely to significantly impact threatened species, populations, ecological communities or their habitats. If you need help to do the test, please contact Council, the National Parks and Wildlife Service or NSW Office of Environment & Heritage.

If your development will impact threatened species, populations, ecological communities or their habitats, please include a species impact statement (SIS). If you are also required to include an EIS, you can address the requirements of the SIS in your EIS. Contact the National Parks and Wildlife Service and/or NSW Office of Environment and Heritage for more information.

## Section 3. Approvals from state agencies (Question 7)

If you need development consent and one or more of the approvals listed in **Attachment A** of this Guide, your development is known as integrated development. Please complete Attachment A to identify the approvals you need and the agency(s) from which you need the approvals.

If your proposal is integrated development, Council will refer your application to the agency(s) you identify. The agency(s) will inform us whether or not it will approve your application and, if so, what the general terms of the approval will be. If your application is approved, the conditions of the consent will include those general terms.

If your property is located within the medium or high Aboriginal archaeology sensitivity areas, your development may be integrated development. This can generally only be determined during the assessment of your proposal. We will liaise with you about this.

Please include Attachment A with your application if you have identified that you need one or more approvals.

## Section 4. Concurrences from state agencies (Question 8)

Your development may need the agreement of a state agency. For example, development adjacent to a railway line often needs concurrence from Transport for NSW. We will refer a copy of your application to the relevant agencies to seek their agreement. We can tell you whether the application needs to be referred.

Please include enough information with your application for the agency(s) to assess your proposal.

## Contact details for state agencies

### NSW Department of Primary Industries

Web: [www.dpi.nsw.gov.au/fisheries](http://www.dpi.nsw.gov.au/fisheries)

Ph: 1300 550 474 E: [information-advisory@dpi.nsw.gov.au](mailto:information-advisory@dpi.nsw.gov.au)

### NSW Office of Environment and Heritage

Web: [www.environment.nsw.gov.au/topics/heritage](http://www.environment.nsw.gov.au/topics/heritage)

Ph: 9995 5000 E: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

### NSW National Parks and Wildlife Service

Web: [www.nationalparks.nsw.gov.au](http://www.nationalparks.nsw.gov.au)

Ph: 1300 072 757

E: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

### NSW Environment Protection Authority

Web: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

Ph: 131 555 E: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

### NSW Department of Planning & Environment

Web: [www.planning.nsw.gov.au/](http://www.planning.nsw.gov.au/)

Ph: 9228 6333 E: [information@planning.nsw.gov.au](mailto:information@planning.nsw.gov.au)

### NSW Maritime Authority

Web: [www.rms.nsw.gov.au/maritime/](http://www.rms.nsw.gov.au/maritime/)

Ph: 13 12 36 <https://secure.rms.nsw.gov.au/contact-us/>

### NSW Roads and Maritime Services

Web: [www.rms.nsw.gov.au/roads](http://www.rms.nsw.gov.au/roads)

Ph: 13 22 13 <https://secure.rms.nsw.gov.au/contact-us/>

### NSW Rural Fire Service

Web: [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

Ph: 8741 5555 F: 8741 5550

## Attachment A

### Integrated development - approvals from state agencies

Some proposals, because of their nature, need other kinds of approvals (eg licences, permits). Your proposal is known as integrated development if you need development consent and one or more of the approvals that have been set out in this attachment. Follow through each group of questions to decide whether you need any of these approvals. If you have identified you need one or more approvals, please include this attachment with your application.

#### Aquaculture

Does your proposal involve the cultivation of fish, shellfish, crustaceans, seaweeds, or other aquatic organisms for commercial purposes (but not including a pet shop or aquarium)?

No

Yes ▶ You will need a permit under Section 144 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

#### Excavation or filling of a waterway

Does your proposal involve any excavation or filling of the bed of a natural or semi-natural waterway whether permanently or intermittently inundated or flowing (including a bay, estuary, lake, river, creek, lagoon or wetland), with any earth, soil, rock, rubble, concrete, timber or bricks etc? This does not include works within farm dams, urban ponds, irrigation channels, stormwater ponds, sewage treatment ponds, - etc.

No

Yes ▶ You will need a permit under Section 201 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

#### Harm to Marine Vegetation

Does your proposal involve any disturbance, damage or harm to marine vegetation (including seagrasses, mangroves and seaweeds) on public water land or private land which is adjacent to public water land, including by shading them with an overhead structure (eg jetty or pontoon)?

No

Yes ▶ You will need a permit under Section 205 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

#### Obstruct Fish Passage

Does your proposal involve the construction of any structure such as a weir, dam, floodgate, culvert or causeway across any natural or semi-natural waterway whether permanently or intermittently inundated or flowing (including a bay, estuary, lake, river, creek, lagoon or wetland)?

No

Yes ▶ You will need a permit under Section 201 or 219 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

#### Heritage\*

Does your development involve a building, a place or land that has a permanent conservation order, an interim conservation order or an interim heritage order protecting it, or which is listed on the State Heritage Register?

No

Yes ▶ You need an approval under section 57 of the *Heritage Act 1977* from the NSW Heritage Office. (If the council can give this consent, however, the development is not integrated development.)

#### Mining

Does your development require you to apply for a mining lease?

No

Yes ▶ You will need an approval under Section 63 or 64 of the *Mining Act 1992*.

#### Petroleum

Does your development involve prospecting for or mining petroleum?

No

Yes ▶ You will need an approval under Section 9 of the *Petroleum (Onshore) Act 1991*.

#### Aboriginal relics and places

Do you want to destroy, damage or otherwise harm an Aboriginal relic that is known to exist on the land you want to develop?

No

Yes ▶ Are you going to do so in accordance with Aboriginal tradition?

Yes

No ▶ You need an approval under section 90 of the *National Parks and Wildlife Act 1974* from the National Parks and Wildlife Service

Do you want to destroy, damage or otherwise harm land that has been declared to be an Aboriginal place?

No

Yes ▶ You need an approval under section 90 of the *National Parks and Wildlife Act 1974* from the National Parks and Wildlife Service.

If your property is located within the medium or high Aboriginal archaeology sensitivity areas, these questions and your responses may be revisited during the assessment of your proposal. This will depend on the outcome of any Aboriginal Heritage Assessment that may be required.

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## Pollution\*

Is your development categorised as designated development?

- No
- ▶ Will the development cause the pollution of water?  
No
  - Yes ▶ You can apply for a licence under section 43(d) of the Protection of the *Environment Operations Act 1997* from the Environment Protection Authority so that you cannot be convicted of an offence of polluting water.
- Yes
- ▶ You are likely to need a licence from the Environment Protection Authority. Is your land already designed to carry out the activity?  
No ▶ You need a licence under section 47 of the *Protection of the Environment Operations Act 1997* from the Environment Protection Authority.  
Yes ▶ You need a licence under section 48 of the *Protection of the Environment Operations Act 1997* from the Environment Protection Authority.

## Rivers, lakes and aquifers\*

Does your development interfere with an aquifer (for example, an extractive industry, or a project requiring de-watering for a basement car park)?

- No
- Yes ▶ You will need an aquifer interference approval under Section 91 of the *Water Management Act 2000* from the NSW Office of Water\*?

Is your development within 40 metres of a stream, river, lake or lagoon?

- No
- Yes ▶ Are you going to excavate the land, remove material from the land or do anything which will obstruct or detrimentally affect the water flowing in a stream, river, lake, lagoon or aquifer?  
No
- Yes ▶ Unless your development is one of those listed below, you need an *activity approval* under Section 91 of the *Water Management Act 2000* from NSW Road and Maritime Service if the development will affect Botany Bay (east of Captain Cook Bridge), and from the NSW Office of Water\* in any other case.

An *activity approval* is not required within 40 metres of a stream, river, lake or lagoon, if your development is:

- A single dwelling house or a dual occupancy
- Any alteration, addition or ancillary development to a single dwelling house or a dual occupancy,

**Note:** An activity approval is required for all development on freehold land (not Crown Land) below the mean high water mark, or in the bed of a stream, river or lake.

## Roads

Will your development affect a public road, a Crown road, a highway, a main road, a freeway or a tollway?

- No
- Yes ▶ You need consent under section 138 of the Roads Act 1993 from NSW Roads and Maritime Services, the NSW Department of Primary Industries or the council. If the council can give this consent, however, the development is not integrated development.

## Bush Fire (Rural Fire Services)

1. Is your property located within the bushfire interface or bushfire prone areas as shown on Council's Bushfire Interface and Bushfire Prone Areas maps?  
No
  - Yes ▶ Go on to question 2
  2. Is the proposed development for a single dwelling or works related to a single dwelling (e.g. new house, swimming pool, alterations and additions etc)?  
No ▶ Go on to question 3
  - Yes ▶ Your proposal is not Integrated Development, however you will need to include a Bush Fire Assessment Report demonstrating compliance with the aim and objectives of Planning for Bushfire Protection 2006 (published by the Rural Fire Service) and the specific objectives and performance criteria for the land use proposed.
  3. Is your development included on the following list?
    - Subdivision of land for residential or rural residential purposes \*;
    - Strata subdivision of buildings not previously subject to bushfire assessment\*;
    - Schools;
    - Child care centres;
    - Hospitals (including a hospital for the mentally ill
    - Hotels, motels or other tourist accommodation; (except B&B accommodation in an existing building more than 30m from native vegetation)
    - Buildings wholly or principally used as a home or other establishment for mentally incapacitated persons;
    - Housing for older people or people with disabilities within the meaning of SEPP (Housing for Seniors or People with a Disability);
    - Group homes within the meaning of SEPP (Infrastructure) 2007;
    - Retirement villages;
    - Manufactured home estates
    - Sheltered workshops
    - Respite care centres
    - Student and staff accommodation
    - Community bushfire refuges
- (\*refer to Clause 45 of Rural Fires Regulation 2013 for exceptions)
- No      Yes      ▶ Your application will require referral to the Rural Fire Service as it is integrated development.

\* 30 Day advertising period.

# COST ASSESSMENT FOR DEVELOPMENT

Adapted from assessment sheets provided in Circular PS13-002: Calculating the genuine estimated cost of development, published by the NSW Department of Planning and Infrastructure

The estimated cost of work must be based on industry recognised prices, including cost for materials and all labour for construction and/or demolition and GST. Please note that Council will check the estimated cost provided on the application form. If the estimate is understated, the figure will need to be adjusted. Additional application fees may then be needed.

Council has endorsed the NSW Government's recommended approach to estimating the cost of development:

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VALUE OF DEVELOPMENT	METHOD OF COST ASSESSMENT
Equal to or less than \$100,000	Estimated cost and methodology provided by either the applicant or a suitably qualified person*
Greater than \$100,000 and equal to or less than \$3 million	Estimated cost and methodology provided by a suitably qualified person*
Greater than \$3 million	A detailed cost report provided by a registered quantity surveyor

\*a suitably qualified person is: a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a registered quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing development works at least to a similar scale and type as is proposed.

**Use either of the two options below or over the page to estimate the cost of the proposal:**

OPTION 1: ESTIMATED COST OF WORKS - BASED ON WORKS COMPONENTS	COSTS
Demolition works (including cost of removal from site and disposal)	\$
Site preparation (eg clearing vegetation, decontamination or remediation)	\$
Excavation or dredging including shoring, tanking, filling and waterproofing	\$
Preliminaries (eg scaffolding, hoarding, fencing, site sheds, delivery of materials, waste management)	\$
Building construction and engineering costs: <ul style="list-style-type: none"> <li>• concrete, brickwork, plastering</li> <li>• steelwork/metal works</li> <li>• roofing</li> <li>• carpentry/joinery</li> <li>• windows and doors</li> </ul>	\$
Internal services (eg plumbing, electrics, air conditioning, mechanical, fire protection, plant, lifts)	\$
Internal fit out (eg flooring, wall finishing, fittings, fixtures, bathroom, equipment)	\$
Other structures (eg landscaping, retaining walls, driveways, parking, boating facilities, loading area, pools)	\$
External services (eg gas, telecommunications, water, sewerage, drains, electricity to mains)	\$
Professional fees (eg architects and consultant fees, excluding fees associated with non-construction components)	\$
Other (specify)	\$
Parking/garaging area	\$
GST	\$
<b>TOTAL</b>	<b>\$</b>

I certify that:

- I have provided a genuine estimate of the costs of the proposed development and that those costs are based on industry recognised prices.
- I acknowledge that Council may review the information provided and may seek further information or make its own cost estimate.

PREPARED BY	
PHONE NO	
POSITION/ QUALIFICATION	
ADDRESS	
SIGNATURE	
DATE	

# COST ASSESSMENT FOR DEVELOPMENT

Adapted from assessment sheets provided in Circular PS13-002: Calculating the genuine estimated cost of development, published by the NSW Department of Planning and Infrastructure

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OPTION 2: ESTIMATED COST OF WORKS BASED ON FLOOR SPACE ESTIMATES			
	AREA* *unless otherwise indicated	COST PER M <sup>2</sup>	TOTAL COST
PROFESSIONAL FEES			\$
DEMOLITION AND SITE PREPARATION	m <sup>2</sup>	\$	\$
EXCAVATION			
Area or	m <sup>2</sup>	\$	\$
Volume	m <sup>3</sup>	\$	
CONSTRUCTION Commercial	m <sup>2</sup>	\$	\$
CONSTRUCTION Residential	m <sup>2</sup>	\$	\$
CONSTRUCTION Retail	m <sup>2</sup>	\$	\$
CONSTRUCTION Industrial	m <sup>2</sup>	\$	\$
CONSTRUCTION other	m <sup>2</sup>	\$	\$
FITOUT Commercial	m <sup>2</sup>	\$	\$
FITOUT Residential	m <sup>2</sup>	\$	\$
FITOUT Retail	m <sup>2</sup>	\$	\$
FITOUT Industrial	m <sup>2</sup>	\$	\$
FITOUT other	m <sup>2</sup>	\$	\$
CARPARK	Cost per space	\$	\$
	m <sup>2</sup>	\$	
<b>TOTAL CONSTRUCTION COST</b>			\$
<b>TOTAL GST</b>			\$
<b>TOTAL DEVELOPMENT COST</b>			\$

I certify that:

- I have provided a genuine estimate of the costs of the proposed development and that those costs are based on industry recognised prices.
- I acknowledge that Council may review the information provided and may seek further information or make its own cost estimate.

PREPARED BY	
PHONE NO	
POSITION/ QUALIFICATION	
ADDRESS	
SIGNATURE	
DATE <sub>1</sub>	

Various commercial entities publish building and construction cost guides/calculators which can be referenced. One of these cost guides is available to view in the reference section of the Sutherland Library. Also, the Australian Institute of Quantity Surveyors provides technical guidance on estimating costs and methods of measurement in the Australian Cost Management Manuals.

## ELECTRONIC LODGEMENT OF DOCUMENTS/ FILES



- The application form must be in paper copy. One paper copy of all plans and one paper copy of the Statement of Environmental Effects is also required in order to assist assessment of the application when on site.
- Electronic documents must be exact reproductions of the original paper copy documents or plans.

### • FORMAT

All information must be provided in PDF format on a CD/DVD/USB. The CD/DVD/USB will become the property of Sutherland Shire Council.

The PDF files must be viewable in Adobe Acrobat. Security settings must not be applied to electronic documents, **this includes no passwords**.

The only exception is 3D models. These must be in the format .skp

### • PLANS

Plans must be to scale, rotated to landscape and provided in PDF format. It is preferred that plans be converted electronically rather than printed and scanned.

The following requirements must be met-

- The scale should be clearly displayed on all plan sheets as:
  - Showing a scale eg 1:100 and separately state the original sheet size eg A3; or
  - Showing scale as 1:100@A3
- Black and white plans are to be at a resolution of 300dpi whether they are A4 or A1 etc
- Coloured plans may be at a lower resolution.
- Plans and drawings each require a separate PDF file (please refer to Council's required naming conventions as listed later in this document).

### • OTHER DOCUMENTS

Must be A4 formatted and optimised for minimum size (online publishing). Files larger than 5Mb should be broken up into logical parts and supplied as separate files, eg a Statement of Environmental Effects may need to be split into separate sections for larger applications.

### • MULTI-PAGE DOCUMENTS

Multiple paged documents should be provided as a single complete document and not as single images. Multiple paged documents must contain bookmarks to indicate the relevant sections of the document.

### • IMAGES

Photos / photomontages are to be provided as JPEG (.jpg) images or in PDF format.

### • WEB PUBLISHING

Council publishes development applications on its website via Council's "Track-It" page. Documentation provided with an application may also be accessed in accordance with the requirements of the Government Information Public Access (GIPA) Act 2009.

• FILE NAMING

**Plans and Drawings:**

Site Plan*
Elevations*
Floor Plan*
Site Analysis Plan*
Neighbour Notification Plan
Colours and materials
Survey Plan
Shadow diagrams
Stormwater Plan
Construction management Plan
Landscape Plan
Subdivision Plan
Google Sketchup Model

**Documents, Reports, Certificates & Statements:**

Landowner authorisation letter (if not on form)
Statement of environmental effects
Clause 4.6 variation – building height
Clause 4.6 variation –floor space ratio
Clause 4.6 variation landscaped area
DCP variation request
SEPP 65 Design Verification Statement
BASIX Certificate
Energy Assessor Certificate and stamped plans
Access Report

Adaptable housing report
Acoustic report
Arborist report
BCA assessment
Bushfire assessment
Geotechnical report
Traffic and parking report
Heritage Impact Statement
Plan of Management
Fire Safety Schedule
Lodgment photos

\* Nominated plans can be combined into the one file.

Office Use Only		Information required	
		Address _____	Date _____
No	Yes	Date Received	Deficiencies / Notes
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**Development Enquiry Officer:**