



DA Guide

Contents

DA Guide	1
1. Why use this guide?.....	7
1.1 Introduction	7
1.2 What Planning Controls apply?	8
1.3 Site Analysis	8
2. Core information required for all DAs	10
2.1 Owner’s Consent, Application Fees and Submission Matrix.....	10
2.2 Site Plan.....	10
2.3 Statement of Environmental Effects	10
2.4 Plans, Elevations and Sections.....	11
2.5 Site Waste Minimisation and Management Plan	12
2.6 Survey Plan	13
2.7 Disclosure statement of a responsible political donation or gift.....	14
3. Core and additional document checklist.....	15
4. Lodging and tracking your application.....	19
4.1 Lodgment requirements	19
4.2 Lodging your applications	19
4.3 Tracking your application	19
4.4 Determination	20
5. Additional Information	21
5.1 Landscape Plan.....	21
5.2 Shadow Diagrams	21
5.3 Construction Management Plan	22
5.4 Stormwater Layout Plan	22
5.5 Flood Risk Management Report.....	22
5.6 Traffic and Parking	23
5.6.1 Electric vehicle circuitry and charging points	23
5.7 Subdivision Plan.....	24
5.8 Access Report	24
5.9 Photomontages, 3D Images and 3D Digital Model	25
5.10 Design Verification Statement.....	26
5.11 Sample boards/schedules of external materials and colours.....	27
5.12 Standard Colours for Architectural Plans	28
5.13 Affordable Housing Report	29
5.14 Acoustic Report	30
5.15 Public Art Plan	31

Separate Attachments

1. Site Waste Minimisation and Management Plan
2. Heritage Impact Statement
3. Demolition Report
4. Tree Reports
5. Acid Sulfate Soils Report
6. Geotechnical and Hydrogeological Report
7. Social Impact Statement
8. Quantity Surveyor's Report
9. 3D Digital Model Requirements
10. Aboriginal Heritage Impact Assessment

1. Why use this guide?

1.1 Introduction

Development Applications (DA) are required for a wide range of projects from starting a new business to building a new home. Every proposal is unique and requires different information to facilitate a proper assessment. Please use this Guide to collect the information that is relevant to your site and your proposed project.

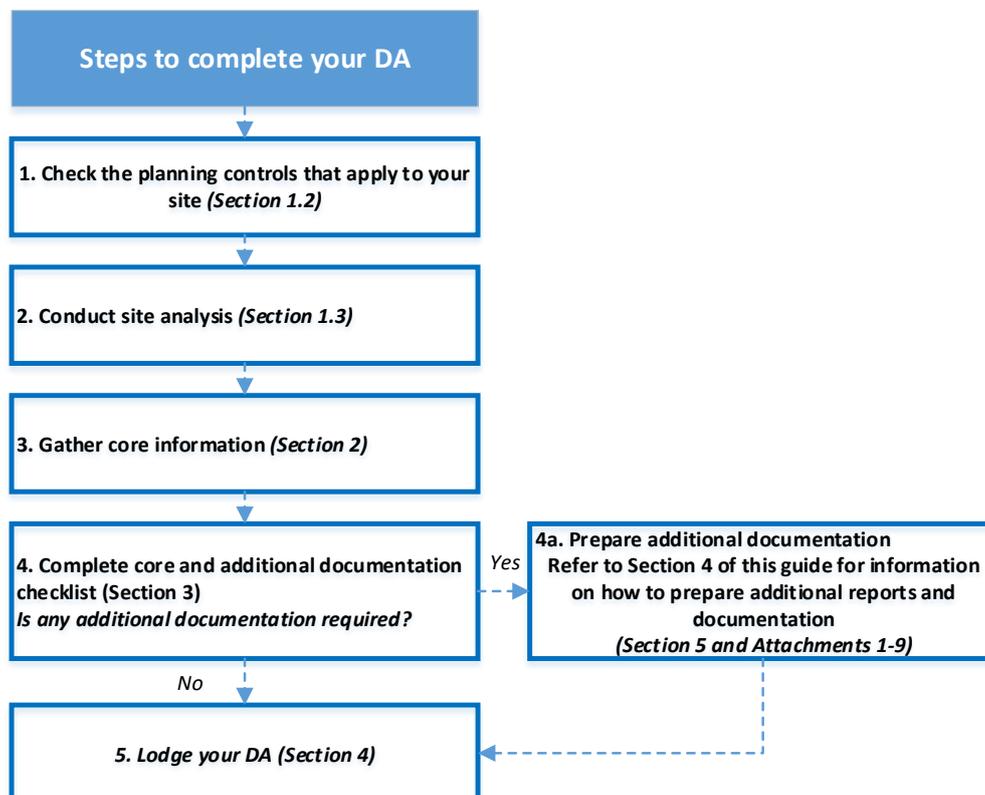
However, minor and small scale development often does not require development assessment by Council. This type of development is identified as ‘exempt development’ or ‘complying development’. Take the time to firstly ascertain whether you actually need to submit a DA by checking whether your development may be classified as either ‘exempt’ or ‘complying’. For more information see the Building and Development section of Council’s website.

If a DA is required, it is important to provide a complete suite of documents when you submit your application as missing information can cause delays in the assessment process. In the preparation of more complex DAs, Council encourages applicants to use the services of a professional town planner. A list of consultant town planners is available from the Planning Institute of Australia - www.planning.org.au

If you need more information or advice, phone **Council’s Customer Service Centre or Duty Planner** on 9391 7000 to discuss your proposal.

For further information on a specific proposal, we suggest that you book a pre-DA (pre-DA) meeting, where development control staff can provide you with detailed advice. If you choose to have a pre-DA meeting, Council will provide written minutes.

Following below is a step-by-step guide to the steps you will need to follow to submit your DA.



1.2 What Planning Controls apply?

The first step in preparing a DA is to identify the relevant controls, policies and guidelines. Before you start designing your proposal, you need to know about:

- ▶ Woollahra Local Environmental Plan 2014
- ▶ Woollahra Development Control Plan 2015
- ▶ State Environmental Planning Policies (SEPPs) and Regional Environmental Plans (REPs)
- ▶ Other relevant Acts and Regulations

What's an LEP?

An LEP or 'local environmental plan' is Council's main legal document for controlling development and guiding planning decisions made by Council to ensure that growth and development occurs in a planned and coordinated manner consistent with Council and community expectations and needs.

An LEP contains land use zones which establish where residential, commercial, recreation and other uses can occur. It has development controls for buildings and land, including controls for height, floor space and subdivision. An LEP also provides protection for trees, heritage items, heritage conservation areas and environmentally sensitive areas.

What's a DCP?

A DCP or 'development control plan' is a document prepared by Council to provide more detailed guidance for regulating development. It applies to any development which requires consent under the LEP.

The DCP contains seven parts, and comprises chapters within each part. Applicants and designers must read all applicable parts of the DCP to ensure they have met the DCP's requirements.

You may wish to obtain a Section 149 Planning Certificate from Council to determine some of the key planning requirements and restrictions that apply to your parcel of land. For example, the land use zone.

1.3 Site Analysis

Once you have established what controls apply to your land, the next step is to gather further information about your site. This may include photos and descriptions of:

- ▶ Existing buildings and uses
- ▶ Neighbouring buildings and uses
- ▶ Streetscape and heritage characteristics
- ▶ Storm water and drainage
- ▶ Trees and landscaping
- ▶ Views
- ▶ Privacy
- ▶ Traffic, Transport and Parking
- ▶ Access
- ▶ Sunlight
- ▶ Ventilation

Consider how your proposed development or change of use will affect the site, the streetscape and your neighbours.

Fill in the relevant information below:

The table below allows you to summarise some of the relevant planning controls for your site. Identify your site on the Woollahra LEP 2014 maps and then use the table below to record the controls that apply to you and ensure that your proposal complies with the LEP.

Identifying the relevant chapters and controls within the Woollahra DCP 2015 will then allow you to refine your proposal to ensure that your DA is successful.

Research and record below any State Environmental Planning Policies that are relevant to your proposal and whether the Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005 applies.

The Duty Planner can assist you with this step.

SITE ADDRESS:	
PROPOSAL:	
WOOLLAHRA LOCAL ENVIRONMENTAL PLAN 2014	
Land Use Zone Is the proposed use permissible in this zone?	
Lot Size Does the lot size accommodate the proposed development?	
Height of Buildings	
Floor Space Ratio Note: this does not apply to dwellings, semi-detached dwellings and dual-occupancies.	
Land Reservation Acquisition	
Heritage Is the site in a Heritage Conservation Area or does it contain or adjoin a heritage item?	
Foreshore Building Line Is there a foreshore building line affecting the site?	
Acid Sulfate Soils	
Flood Planning	
Aboriginal Heritage	
WOOLLAHRA DEVELOPMENT CONTROL PLAN 2015	
Relevant Chapters:	
State Environmental Planning Policies and Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005	

2. Core information required for all DAs

As a minimum, all DAs submitted to Council must contain the information below. Depending on the type of application being proposed, additional information may be required (please refer to Section 3 for a checklist of all additional information requirements). Council may refuse to accept an application if all of the required information has not been supplied.

2.1 *Owner's Consent, Application Fees and Submission Matrix*

You must lodge your Development Application via the NSW Planning Portal (www.planningportal.nsw.gov.au). Supporting documentation is required when lodging an application.

View the Submission Matrix on Council's website to make sure you have everything you need.

You will need to complete:

- ▶ Owner's Consent form
- ▶ Development Cost Estimate form

These documents are available on Council's website.

Where the landowner is a company or owners' corporation, the applicant must provide legal owners' consent with the signature of a director and the appropriate ABN/ACN or common seal. Where your application relates to a structure on a common boundary or access to neighbouring land, consent from the adjoining property's owner is also required.

Our fee schedule is provided in Council's Delivery Program and Operational Plan, which can be viewed on Council's website.

2.2 *Site Plan*

This site plan must clearly identify the location of the proposed work or change of use. It must include the address and can also show any relevant information collected in the site analysis process. If your proposal has minimal impact beyond the site, your development plans and elevations may be sufficient.

2.3 *Statement of Environmental Effects*

A statement of environmental effects is a report outlining how the proposal complies with all the relevant controls, and the likely impacts of the proposal. It also describes how the impacts have been identified and the steps taken to lessen the expected impacts or to protect the environment. The statement includes written information about the proposal that cannot be readily shown on your plans and drawings.

The Statement of Environmental Effects should:

1. Summarise the site analysis; describe the existing conditions of the site and surrounding area;
2. Describe the proposal in detail and show how it meets the relevant planning controls in the SEPPs, LEP and DCP; and,
3. Summarise the elements of the proposal that may impact on the site and surrounds and show how the proposal will minimise those impacts.

Need help writing your statement of environmental effects?

Council encourages applicants to use the services of a professional town planner to assist in the preparation of more complex statements of environmental effects.

A list of consultant town planners is available from the Planning Institute of Australia - www.planning.org.au

2.4 Plans, Elevations and Sections

These drawings will clearly document the proposed buildings or works. If your application relates to a change of use only, then a scale floor plan may suffice. If the proposal is for alterations/additions to an existing building, the new work is to be coloured. See Section 5.12 for standard colours to apply.

The following information must be shown on all plans, elevations and sections:

Title block

- ▶ Applicant's name
- ▶ Address of the property
- ▶ North point (true solar north) - on plans only
- ▶ Ratio and bar scale. Use standard scales such as 1:50, 1:100 or 1:200

Plans

- ▶ Location of proposed new buildings, alterations or works (show setback distances from boundaries)
- ▶ For residential applications, the location of the building envelope controls in plan and section
- ▶ Existing buildings (show outline only)
- ▶ Room layout, partitioning, location of windows and doors
- ▶ Room dimensions, areas and proposed use
- ▶ Courtyard dimensions and areas
- ▶ Walls and fences
- ▶ Mechanical plant equipment including air-conditioning units and condensers in plan and section
- ▶ Total floor area and where relevant floor space ratio
- ▶ Disabled access
- ▶ Vehicle entrance and exit driveways
- ▶ Car parking and loading areas (show layout and dimensions)
- ▶ Electric vehicle circuitry and charging point information, including the indicative location of charging points
- ▶ Waste bin storage and collection facilities
- ▶ Enclosures and/or cabinets for fire hydrants, booster valve assembly installations, sprinkler valves and associated hydraulic equipment
- ▶ Trees being retained and proposed for removal (show trunk and canopy dimensions to scale)
- ▶ Letter boxes
- ▶ Private open spaces
- ▶ Location of windows of the buildings on adjoining properties

- ▶ Spot levels of existing ground to AHD at the corners of proposed buildings and at significant changes in levels around the perimeter of proposed buildings
- ▶ Finished floor levels to Australian Height Datum (AHD)

Elevations

- ▶ Existing buildings (show outline only)
- ▶ Building facade, windows (including size and sill height), roof profile
- ▶ Materials and external finishes (e.g. wall, roof, window, door and fence materials, paint colours, etc.)
- ▶ Existing and finished ground levels, floor levels, ceiling levels, eave levels and roofline levels to AHD
- ▶ Show driveway grade
- ▶ Chimneys, flues, exhaust vents, ducts and mechanical plant equipment including air-conditioning units and condensers
- ▶ Retaining walls and fences (indicate height)
- ▶ Extent of excavation or filling of the site to AHD
- ▶ Location of adjoining buildings showing address, height, setbacks and other relevant features
- ▶ Number and location of sectional drawings

Don't have any plans?

For large-scale or more complex projects, Council encourages you to engage an architect to provide accurate information of the proposed building. Accurate and consistent plans help speed up the assessment process.

To find the architect that is right for your project, please use the search tool provided by the Australian Institute of Architects - <http://www.findanarchitect.com.au>

A list of consultant town planners is available from the Planning Institute of Australia - www.planning.org.au

2.5 Site Waste Minimisation and Management Plan

A SWMMP outlines measures to minimise and manage waste generated during:

- ▶ Demolition
- ▶ Construction
- ▶ Ongoing use of the site

In doing so, the SWMMP nominates:

- ▶ Volume and type of waste and recyclables to be generated;
- ▶ Storage and treatment of waste and recyclables on site;
- ▶ Disposal of residual waste and recyclables; and,
- ▶ Procedures for ongoing waste management once the development is complete.

Refer to Attachment 1 for information to assist you in preparing your Site Waste Minimisation and Management Plan.

2.6 Survey Plan

Council highly recommends that an appointed surveyor be advised of the information contained within this part of the DA Guide prior to compiling the survey plan.

A Contour and Detail survey plan detailing the current conditions of the subject site must be submitted with all development applications. Exceptions may be permitted when the proposal exclusively comprises of the type of works listed below:

- ▶ Signage
- ▶ A change of use with no external works
- ▶ Internal alterations

For the plan to be considered a survey plan, it must be signed by a registered land surveyor as defined by the Surveying and Spatial Information Act 2002. The registered surveyor's name and ID number should also be detailed on the plan.

Boundary Surveys

Where setbacks and site area need to be taken into consideration in Council's assessment of a development application, a boundary survey is required to be incorporated into the submitted survey plan. This should include a note specifying that a boundary survey has been conducted by a registered land surveyor as defined by the *Surveying and Spatial Information Act 2002*. **Surveys with boundary dimensions based on title dimensions will not be accepted.**

Details to be included on the Survey Plan

The survey plan should mark the exact boundaries and location of buildings and other features on the subject site. The plan should be at a scale standard scale e.g. 1:100 or 1:200.

The survey plan should detail the following:

- ▶ Client or applicant's name
- ▶ Address and title of the property
- ▶ Levels and contours in AHD. Where visible or lawfully accessible from the subject site, spot levels on adjoining land should also be included
- ▶ North point (true solar north)
- ▶ Ratio and bar scale
- ▶ Surveyed site boundaries, boundary dimensions, and site area
- ▶ Location of buildings and structures (including fences and walls) on the subject site and adjoining sites, with their offsets to the boundaries clearly marked. Details should include, but are not limited to, a description of the structure, an address, floor level(s), and windows (including sill and head levels)
- ▶ Concrete pathways, footpaths, and vehicle crossings
- ▶ Details of the road reserve adjoining the site including the kerb levels
- ▶ Any visible services within the subject site and on any adjoining Council reserve (e.g. stormwater pits, Telstra pits, hydrants etc.)
- ▶ Trees 5m or higher, and a crown spread of 3m or more - details should include exact position, trunk diameter, height, and crown spread. This should include any trees on the subject site, or on land (public or private) within 5 metres of the site
- ▶ Streets adjoining the site
- ▶ Access ways and parking areas

- ▶ Location and type of all existing easements or right of ways benefiting or burdening, or otherwise affecting the subject site
- ▶ For development where Chapter B3 of the Woollahra DCP 2015 is applicable, and the front setback is required to be calculated, the survey plan should contain a sheet detailing the front setbacks of the four closest residential buildings (excluding parking structures) sharing the same primary street frontage as the subject site. Refer to Part B3.2.2 of the Woollahra DCP 2015 for further details

Registered land surveyors can be found at the following websites:

https://www.bossi.nsw.gov.au/about/find_a_registered_surveyor

<https://www.surveyors.org.au/>

Australian Height Datum (AHD)

Australian Height Datum (AHD) is the official unit adopted by the Australian Mapping Council and it is datum to which all vertical controls for mapping is referred.

2.7 Disclosure statement of a responsible political donation or gift

A disclosure statement is a declaration made to Council detailing any political donations or gifts made to any Councillor or gifts made to any Council employee in connection with a relevant planning application.

If any person with a financial interest in the application has within the previous 2 years, made a reportable donation to any Councillors or Council employee, a disclosure statement should be submitted with the application.

If you have not made a political donation, please fill out the statement identifying 'no donation made'.

A copy of the statement can be found on Council's website.

3. Core and additional document checklist

Core Documents			
Needed for my DA?	Item	When Required	Further Information
✓	Owner's Consent and Development Cost Estimate forms	Always required	Section 2.1
✓	Site Plan	Always required	Section 2.2
✓	Statement of Environmental Effects	Always required	Section 2.3
✓	Plans, Elevations and Sections	Always required	Section 2.4 and 5.12
✓	Site Waste Minimisation and Management Plan	Always required	Section 2.5 also Attachment 1
✓	Survey Plan	Always required	Section 2.6
✓	Disclosure statement of a responsible political donation or gift	Always required	Section 2.7
Additional Documents			
Needed for my DA?	Item	When Required	Further Information
	Heritage Impact Statement	All applications for a heritage item or draft heritage item, property within a heritage conservation area or draft heritage conservation area, archaeological sites and potential archaeological sites May be required for applications for development in the vicinity of a heritage item, a heritage conservation area, archaeological sites or potential archaeological sites	Attachment 2
	Demolition Report	All applications for buildings other than those identified as a heritage item or within a heritage conservation area where full or substantial demolition is proposed (see above for Heritage Impact Statement)	Attachment 3
	Tree Reports	Required where trees or vegetation that are protected by the TPO, are proposed to be removed or development will be sited within 5m of such trees Where any tree, subject to the TPO, is proposed to be transplanted on the site, a Transplant Method Statement is required	Attachment 4
	Landscape Plan	Applications that alter the existing building footprint or impact upon existing landscapes	Section 5.1

Additional Documents			
Needed for my DA?	Item	When Required	Further Information
	Shadow Diagrams	All new buildings or additions of more than one storey in height and in all cases where lot size, orientation, slope of site or adjoining buildings create the potential for overshadowing	Section 5.2
	Construction Management Plan	All development involving difficult site access or significant earthworks	Section 5.3
	BASIX Certificate and Annotated Plans	All applications for new buildings that contain one or more dwellings All applications for alterations and additions to an existing dwelling if the value of work is \$50,000 or more or if the proposal includes a swimming pool of over 40,000 litres	BASIX.nsw.gov.au
	Stormwater Layout Plan	All applications which include additional building footprint	Section 5.4
	Flood Risk Management Report	Applications involving development or change of use on a site affected by 1:100 year flood require a Flood Study Any application where finished floor levels (FFLs) do not meet the requirements of the DCP require additional Flood Risk Management and/or Coastal Inundation Reports	Section 5.5 also Part E2.3 of Woollahra DCP 2015
	Acid Sulfate Soils Reports	All applications involving works described in Clause 6.1 of Woollahra LEP 2014 require a preliminary Acid Sulfate Soil assessment An Acid Sulfate Soil Management Plan is required where preliminary assessment reveals likely acid sulfate soils	Attachment 5
	Geotechnical and Hydrogeological Report	Applications that have potential to adversely affect surrounding properties during excavation works or construction of subsurface structures including any work that may: <ul style="list-style-type: none"> ▶ Disturb support of neighbouring property (excavation within 1.5 metres of the site boundary for excavation depths over a metre in Paddington HCS and two metres elsewhere, any excavation at the toe of a retaining wall, etc.) ▶ Require excavation machinery which may create adverse vibrations or cause settlement ▶ Temporarily or permanently interfere with groundwater flows 	Attachment 6
	Land Contamination Reports	Applications that include land excavation and for applications involving certain types of land use change	Part E4 of Woollahra DCP 2015 also SEPP 55
	Traffic and Parking Report	Applications which result in traffic generation or impact on surrounding road networks, existing parking conditions or transport requirements in the surrounding area	Section 5.6 also Part E1 of Woollahra DCP 2015

Additional Documents			
Needed for my DA?	Item	When Required	Further Information
	Electrical plan for electric vehicle circuitry and charging points	All applications for new residential and non-residential development	Section 5.6.1 also Part E1.11 of Woollahra DCP 2015
	Subdivision Plan	All forms of subdivisions and boundary adjustments	Section 5.7
	Access Report	Where disabled access is a requirement of the Disabilities Discrimination Act 1992	Section 5.8 also humanrights.gov.au
	Photomontages and 3D Images	Photomontages are required for all applications involving changes to building facades where the development cost is in excess of \$200,000 All applications for residential flat development to which State Environmental Planning Policy No.65 - Design Quality of Residential Flat Development applies All applications involving alterations affecting the appearance of the site from Sydney Harbour A PDF containing 3D images of the proposal are required for applications where the cost of the proposed work exceeds \$750,000	Section 5.9 also SEPP 65
	Design Verification Statement	All applications for residential flat development to which State Environmental Planning Policy No.65 - Design Quality of Residential Flat Development applies	Section 5.10 also SEPP 65
	Sample board/schedule of external materials and colours	Applications involving heritage items or heritage conservation areas Applications for residential flat buildings that involve façade changes May be required for other development	Section 5.11
	Standard Colours for Architectural Plans	All applications with architectural plans	Section 5.12
	Affordable Housing Report	Applications involving boarding houses and applications to strata title existing residential flat buildings that contain a low-rental dwelling	Section 5.13 also State Environmental Planning Policy (Affordable Rental Housing) 2009, Part 3
	Social Impact Statement	All applications for change of use of a licenced premises (including existing)	Attachment 7

Additional Documents			
Needed for my DA?	Item	When Required	Further Information
	Licensed Premises Management Plan	Any application for change of use of the following “high risk” licenced premises (including existing): <ul style="list-style-type: none"> ▶ hotels and clubs; ▶ small bars, on-premises, packaged liquor, producer/wholesaler, limited with a capacity of 100 or more patrons; ▶ any licenced premises in a residential zone; ▶ on-licences/small bars in a B1 zone 	Attachment 7
	Acoustic Report	Applications for uses such as licenced premises or childcare facilities or for developments including plant or machinery in the vicinity of noise-sensitive uses	Section 5.14
	Quantity Surveyor’s Report	All applications where the estimated cost of works exceeds \$750,000	Attachment 8
	Public Art Plan	Applications where the estimated cost of the proposed development (CIV) is \$15M or more and located on B2 zoned land (ie Double Bay, Rose Bay or Edgecliff centres) requires public art. The DA is to include a Public Art Plan identifying the public art proposed to be included in the development	Woollahra Public Art Guidelines for Developers
	Integrated Development	All applications for development described in Section 91 of the <i>Environmental Planning and Assessment Act 1979</i>	EP&A Act 1979
	3D Digital Model	All applications, amended plans or Section 4.55 applications that propose: <ul style="list-style-type: none"> ▶ a new building or the amendment of a building’s form within the B2 Local Centre or B4 Mixed Use Zones, or ▶ a new building or the amendment of a building’s form where the building height is 12 metres or more 	Attachment 9
	Aboriginal Heritage Impact Assessment	All applications, amended plans or Section 4.55 applications that are located in: <ul style="list-style-type: none"> ▶ Areas partly or wholly classified as an area of Aboriginal heritage sensitivity ▶ Areas partly or wholly classified as an area of potential Aboriginal heritage sensitivity ▶ Areas in proximity of registered Aboriginal sites <p>Please refer to Council’s website to identify the relevant Aboriginal heritage sensitivity.</p>	Attachment 10

4. Lodging and tracking your application

4.1 Lodgment requirements

Once you have determined the documents required, you will need to provide electronic copies to Council via the NSW Planning Portal www.planningportal.nsw.gov.au

Electronic Copies

All drawing, documents and any other material must be submitted via the NSW Planning Portal.

Formatting

Documents must be PDF, A4 and no larger than 3MB, optimised for publishing on the internet. If a single document is larger than 3MB, it must be broken down into logical components.

PDF documents must be

- ▶ Descriptively named (e.g. Statement of Environmental Effects)
- ▶ Include the file type extension
- ▶ Date of document
- ▶ Version number

PDF Plans

- ▶ File names to include, in order
- ▶ Plan description
- ▶ Plan number, including version
- ▶ Date drawn DDMMYY
- ▶ To scale

4.2 Lodging your applications

You must prepare and submit your development application via the NSW Planning Portal.

The NSW Government Department of Planning, Industry and Environment has created a guide (www.planningportal.nsw.gov.au) to walk you through registration and lodgement on the Planning Portal.

If your application is incomplete, you'll receive details on what is required via the NSW Planning Portal.

Please be aware that if additional information is requested, and it is not provided within the nominated timeframe, your application will be rejected.

4.3 Tracking your application

After you lodge your application:

Acknowledgement

A formal letter of acknowledgement will be sent to the applicant providing the name and contact of the assessment officer assigned to your application.

If we need more information

We may need more information to undertake a proper assessment of your application. If we do, an email will be sent out as soon as possible. We will also review the estimated development costs, and require an additional application fee to be paid.

Public notification

A letter will be sent to the applicant informing them of the notification dates for the DA. Most DAs are publicly notified to enable interested persons to submit comments to the Council. The submission period is 15 days, but for some types of development it is 30 days.

You will be required to display a notification sign on the site and will also be sent a statutory declaration. It is important to ensure that the statutory declaration is signed and returned after the notification period expires to ensure that your application is assessed in a timely manner.

4.4 Determination

How are DAs determined?

There are four levels at which we determine DAs (including applications to amend consents, and applications for review of determination). Depending on the scale, complexity and value of the works, your DA will be determined by either:

1. Staff delegation by Development Assessment Team Leaders,
2. Application Assessment Panel (AAP),
3. Woollahra Local Planning Panel (WLPP),
4. Sydney Eastern City Planning Panel (SECPP)

Making enquires

If you would like to find out how your application is progressing, you can track the progress of your application on our website at www.woollahra.nsw.gov.au using the DA Tracker.

Alternatively, you can telephone us for details. When calling, you can assist us by quoting the DA number and the name of the assessment officer referred to in your application acknowledgement letter.

Notice of determination

After your application has been determined you will receive a 'Notice of Determination of the DA'. The Notice will tell you whether we have approved or refused your application.

If your application is approved, the Notice will give details of any conditions of consent, and the reasons for those conditions. It will also tell you when the consent becomes effective, and when it will lapse.

If your application is refused, the Notice will give the reasons for refusal.

The Notice will also explain your right of appeal to the New South Wales Land and Environment Court.

Varying a DA

You cannot alter or vary the development (or the way in which it operates) unless the terms of the consent are modified. To do this, you must make a separate application (Section 4.55 Application) to modify the consent.

5. Additional Information

When preparing your DA, it is important to provide a complete suite of documents as missing information can cause delays in the assessment process.

Have you completed the checklist in Section 3 to identify what additional documents you are required to prepare? This part (including the attachments) provides further information, and identifies what these documents should contain.

It is important to note that Council may refuse to accept an application if all of the required information has not been supplied.

5.1 *Landscape Plan*

Landscape Plans provides information on the proposed types of trees and landscaping on the site.

Plans should be prepared by a qualified arborist or landscape architect and at a minimum should clearly indicate:

- ▶ Applicant's name
- ▶ Address of the property
- ▶ North point (true solar north) - on plans only
- ▶ Ratio and bar scale. Use standard scales such as 1:50, 1:100 or 1:200
- ▶ The location of trees to be re-located and or removed (species and mature heights)
- ▶ Replacement trees and surface treatments (species and mature heights)
- ▶ Any landscaping to be retained (species and mature heights)
- ▶ Finished surface levels, embankments and grades in AHD

5.2 *Shadow Diagrams*

Shadow diagrams are important in determining the solar impact of the proposal on the site adjoining properties.

Shadow diagrams should be prepared by an architect and be typically 1:100 or 1:200 in scale.

Shadow diagrams should include, as a minimum:

- ▶ Applicant's name
- ▶ Address of the property
- ▶ North point (true solar north) - on plans only
- ▶ Ratio and bar scale. Use standard scales such as 1:50, 1:100 or 1:200
- ▶ The boundaries and existing buildings on the adjoining properties (particularly to the south)
- ▶ Horizontal and vertical impact of shadows cast at the winter solstice (June 21) at 9am, 12pm and 3pm. Also show the altitude and azimuth angles)
- ▶ Indicate the location and nature of existing and/or proposed fencing, with the shadows projected
- ▶ The shadows cast from the existing building compared to the proposed

5.3 Construction Management Plan

These plans are generally not required until the Construction Certificate stage. Council will normally impose specific conditions requiring these matters to be addressed prior to the issue of any Construction Certificate and prior to the commencement of any works.

For sites with traffic and access difficulties, your Construction Management Plan may document proposed Works Zones and other traffic management measures.

Where significant earthworks are proposed a Soil and Water Management Plan should be provided. A Soil and Water Management Plan is designed to control erosion and sedimentation on a building site. It details the specific methods of erosion and sediment control that will be used to meet the specific site conditions at the various stages of construction.

5.4 Stormwater Layout Plan

A Stormwater Layout Plan will need to provide information of how the proposed development, whether this be a new building or alterations and additions will connect to the Sydney Water stormwater and sewage system.

A Stormwater Plan should be prepared by a qualified Stormwater Engineer and should include, at a minimum:

- ▶ Applicant's name
- ▶ Address of the property
- ▶ North point (true solar north) - on plans only
- ▶ Ratio and bar scale. Use standard scales such as 1:50, 1:100 or 1:200
- ▶ Overland flow paths of flood liable areas present on the land and existing surface contours to AHD
- ▶ The proposed method of collection of roof or surface stormwater including the general location and levels of drains, stormwater pipes, drainage pits, rainwater tanks and on-site detention tanks
- ▶ The location of infiltration measures (swales, and landscape etc.)
- ▶ The location and level of discharge points to the existing stormwater drainage system and their method of connection
- ▶ Location of stormwater easements (proposed and existing)

5.5 Flood Risk Management Report

A Flood Risk Management Report must be prepared by a suitably qualified practitioner and at a minimum it should include the following:

- ▶ Acknowledgement that the proposed development seeks to lower the minimum standard flood planning level and estuary planning level (see Chapter E2 Stormwater and Flood Risk Management in WDCP2015);
- ▶ Proposed risk management measures to minimise the impact of flooding and/or coastal inundation;
- ▶ Demonstration that the risk management measures will not adversely affect other properties;
- ▶ An Emergency Management Plan that includes an evacuation strategy.

5.6 Traffic and Parking

A traffic and parking report will be required to assess the implications of the proposal on existing traffic, parking and transport conditions surrounding the site and within any proposed parking areas. The report must be produced by a suitably qualified and experienced traffic engineer in accordance with Chapter E1 Parking and Access in WDCP2015. Depending on the type of development, is to include (but not be limited to) the following:

- ▶ Expected traffic generation rates and the impact on the surrounding road networks
- ▶ Impact on existing parking conditions and transport requirements in the surrounding area
- ▶ An assessment of the proposed off-street parking / service delivery area in accordance with AS2890
- ▶ Level of compliance with Council's Parking Development Control Plan requirements
- ▶ Any recommendations to mitigate impacts of the proposal upon the surrounding road network

5.6.1 Electric vehicle circuitry and charging points

The architectural plans (plan view) submitted with any DA must include information on electric vehicle circuitry and electric vehicle charging point requirements.

More detailed electrical plans and specifications prepared by a suitably qualified consultant for any new residential and non-residential development must be submitted at the Construction Certificate stage by way of a condition(s) with any consent.

Construction Certificate requirements:

Dwelling houses, semi-detached dwellings or dual occupancies

An accurate electrical plan of all off-street car parking must be prepared by a suitably qualified person and it must include details and specifications to illustrate how the off-street car parking will be constructed with the capacity to install at a minimum, a 'Level 2' (single phase, 7Kw power) electric vehicle charging point.

All other new residential and non-residential development

The electric vehicle plan and specifications must demonstrate:

1. *An accurate electrical plan of the building.*
2. *Identify all installed electrical vehicle charging points.*
3. *Identify electric circuitry capacity to allow 100% of car spaces to install a 'Level 2' electric vehicle charging point. This includes:*
 - a) *That off-street car parking will be constructed with the capacity to have 100% of car spaces to install at a minimum 'Level 2' electric vehicle charging point, including:*
 - ▶ *Identify power capacity to each car space.*
 - ▶ *Identify load management system on each level of parking such as distribution board or sub-level.*

- ▶ *Identify conduit system to allow each car space to install an electric vehicle charging point - such as cable trays and/or buried cables underground. This system should allow future installation of cabling to power electric vehicle charging points and allow internet access (run Ethernet cable or install 4G modem).*

b) The location of electric vehicle charging points, consistent with the provision of 1 car parking space or 10% of all car parking spaces - whichever is greater - to have a 'Level 2' electric vehicle charging point installed.

Requirements are outlined under Part E1.11 of Woollahra DCP 2015.

5.7 Subdivision Plan

If your application involves subdivision or boundary realignment either under the Strata Schemes (Freehold Development) Act 1973 or the Real Property Act 1900 then a subdivision plan must be submitted.

The plan should be prepared by a qualified surveyor and must include the following:

- ▶ Applicant's name
- ▶ Address of the property
- ▶ North point (true solar north) - on plans only
- ▶ Ratio and bar scale. Use standard scales such as 1:50, 1:100 or 1:200
- ▶ The proposed boundaries including Lot numbers
- ▶ Any proposed easements, covenants etc.

5.8 Access Report

Access with buildings is important to ensure that all users enter, exit and move within the structure with ease. All DAs should comply with the Disability Discrimination Act 1992 (DD Act).

If you are claiming exceptional circumstances as reasons for a proposal not complying with the requirements of the DD Act, the application must be accompanied by an Access report.

The report must be prepared by a suitably qualified person with relevant, present-day work experience in the field of access provision. Qualifications and work experience of the report writer must be provided as part of the report.

Council may refer the claim and report to an independent suitably qualified and experienced consultant for assessment prior to the application being determined. Where a decision is made to seek an independent assessment, the applicant will be required to pay an additional fee.

5.9 Photomontages, 3D Images and 3D Digital Model

Photomontages

Photomontages provide a representation of the appearance of the proposed development which show the key contextual streetscape and neighbourhood setting. These are required for all new residential flat buildings and works to building facades over \$200,000.

Photomontages may also show the impact of a development on the amenity of adjoining properties and from the public domain. The montages are to be generated from a survey accurate and detailed 3-dimensional computer model of the proposed development. The accuracy of the montages is to be certified by a registered surveyor and the project architect upon lodgement with the Council.

Requirement for Photomontages

1. Existing Photograph

- a) A photograph showing the current, unchanged view of the location depicted in the photomontage from the same viewing point as that of the photomontage (the existing photograph);
- b) A copy of the existing photograph with the wire frame lines depicted so as to demonstrate the data from which the photomontage has been constructed. The wire frame overlay represents the existing surveyed elements which correspond with the same elements in the existing photograph; and
- c) A 2D plan showing the location of the camera and target point that corresponds to the same location the existing photograph was taken.

2. Survey Data

- d) Confirmation that accurate 2D/3D survey data has been used to prepare the photomontages. This is to include confirmation that survey data was used:
 - i. for depiction of existing buildings or existing elements as shown in the wire frame; and
 - ii. to establish an accurate camera location and RL of the camera.

Note: Any expert statement or other document demonstrating an expert opinion that proposes to rely on a photomontage is to include details of:

- a) the name and qualifications of the surveyor who prepared the survey information from which the underlying data for the wire frame from which the photomontage was derived was obtained; and
- b) the camera type and field of view of the lens used for the purpose of the photograph in (1)(a) from which the photomontage has been derived.

3D Images

A PDF file containing 3D images of the proposal is required where the cost of work exceeds \$750,000. The images are to show:

- ▶ The external envelope of buildings in a 3 dimensional form
- ▶ The land form
- ▶ Existing adjacent buildings
- ▶ Façade details (i.e. window openings, balconies etc.)

3D Digital Model

You will need to submit a digital model with all development applications, amended plans, or Section 4.55 applications that propose:

- ▶ A new building or the amendment of a building's form within the B2 Local Centre or B4 Mixed Use Zones, or
- ▶ A new building or the amendment of a building's form where the building height is 12 metres or more.

Refer to separate attachment 9 - 3D Digital Model Requirements

5.10 Design Verification Statement

A development application that relates to residential apartment development that is made on or after the commencement of the Environmental Planning and Assessment Amendment (Residential Apartment Development) Regulation 2015 must be accompanied by a statement by a qualified designer.

The statement by the qualified designer must verify that he or she designed, or directed the design, of the development, and provide an explanation that verifies how the development addresses how the design quality principles are achieved, and demonstrates, in terms of the Apartment Design Guide, how the objectives in Parts 3 and 4 of that guide have been achieved.

5.11 Sample boards/schedules of external materials and colours

Sample boards are required for:

1. Works to a heritage item or in a heritage conservation area
2. New residential flat buildings

[Sample boards may be required for other forms of residential development.]

Each sample of the material and colour provided on the board must be labelled so as to:

1. Describe the composition of the material and colour
2. Describe the architectural feature that will comprise the material and colour
3. Identify the location of the material and colour on facades.

To assist with interpretation the board should contain an elevation or elevations of the building, which clearly identify the location of each type of material and colour finish.

The sample board may be supplemented by technical sheets or reports that provide details on the materials and colours.

5.12 Standard Colours for Architectural Plans

Materials	Colours specified	Acceptable colour
Brick	Light Red, Venetian Red, Indian Red, Vermilion Red	<i>RED</i>
Roof tiles	Cadmium Red	<i>LIGHT RED</i>
Concrete	Viridian Green, Olive Green, Hookers Green Light, Neutral Tint	<i>LIGHT GREEN</i>
Cement render	Terra Verte	<i>LIGHT GREEN</i>
Walls of paving, tiles and terracotta	Crimson Lake	<i>LIGHT RED</i>
Artificial stones and terrazzo	Emerald Green	<i>LIGHT GREEN</i>
Cement sheets	Lime Green	<i>LIGHT GREEN</i>
Fibrous plaster, and internal plastered walls	Very Light Mauve, Very Light Violet Cake	<i>VERY LIGHT YELLOW</i>
Glass and glass bricks	Cobalt, Prussian Blue	<i>LIGHT BLUE</i>
Rock	Vandyke Brown	<i>LIGHT BROWN</i>
Earth	Sepia	<i>LIGHT BROWN</i>
Granite and other natural stones	Yellow Ochre, Raw Umber, Cadmium Orange	<i>ORANGE</i>
Marble	Mauve or Violet Cake 38	<i>MAUVE</i>
Sandstone dress or free	Vandyke Brown	<i>BROWN</i>
Bituminous products	Neutral Tint	<i>GREY</i>
Insulations	Cerulean Blue	<i>BLUE</i>
Timber, dressed	Burnt Sienna, Very Light Raw Umber, Very Light Van Dyke Brown, Very Light Sepia	<i>YELLOW</i>
Timber, sawn not dressed	Chrome Yellow, Raw Umber	<i>YELLOW</i>
Steel, galvanised iron, lead flashing	Neutral Tint, Prussian Blue	<i>BLUE</i>

5.13 Affordable Housing Report

An Affordable Housing Report provides information on whether a development is likely to result in a loss of affordable housing on the subject site.

If your application is for alterations and additions or the demolition of a boarding house, non-strata titled residential flat building containing low-rental dwellings or a vacant building previously used for either of the two previously mentioned purposes, it may be defined as 'affordable housing' under State Environmental Planning Policy (Affordable Rental Housing) 2009. In this case, an Affordable Housing Report is required.

The report should detail:

1. Whether there is likely to be a reduction in affordable housing on the land to which the application relates,
2. Whether there is available sufficient comparable accommodation to satisfy the demand for such accommodation,
3. Whether the development is likely to cause adverse social and economic effects on the general community,
4. Whether adequate arrangements have been made to assist the residents (if any) of the building likely to be displaced to find alternative comparable accommodation,
5. The extent to which the development contributes to any cumulative loss of affordable housing in the local government area,
6. The structural soundness of the building, the extent to which the building complies with any relevant fire safety requirements and the estimated cost of carrying out work necessary to ensure the structural soundness of the building and the compliance of the building with the fire safety requirements,
7. Whether the imposition of a condition requiring the payment of a monetary contribution for the purposes of affordable housing would adequately mitigate the reduction of affordable housing resulting from the development. In the case of a boarding house, the financial viability of the continued use of the boarding house.

The report should also make reference to the State Government's Guidelines for Retention of Existing Affordable Housing, July 2009. The Guidelines are available from the Department of Planning, Industry and Environment web site, www.planning.nsw.gov.au.

5.14 Acoustic Report

An acoustic report must be prepared by a suitably qualified consultant. Council may ask for an acoustic report for any application that has the potential to create a noise impact including but not limited to applications for:

- ▶ Licenced premises
- ▶ Childcare facilities
- ▶ Gyms and health clubs
- ▶ Installation of pool pumps, air conditioning or ventilation

An acoustic report should include:

1. Identification of nearby noise-sensitive locations such as residential or commercial properties
2. Existing acoustic conditions in relevant locations within and around the site such as background noise measurements at the boundaries of the site
3. Discussion of relevant standards
4. Identification of noise sources within the proposal and assessment of likely noise impact on noise-sensitive locations
5. A statement identifying how the proposal will comply with the relevant standards including details of any noise attenuation measures to be included

Licensed premises—additional matters

This section applies to a licensed premises involving a:

1. Pub or registered club or other type of licensed premises with:
 - a) a capacity of 100 or more patrons and/or
 - b) live or amplified music, or

2. Other “high risk” premises

The acoustic report must test or have regard to the anticipated conditions which are typical of the operation (or proposed operation) of the premises. This will require an assessment of all noise producing elements associated with the activities of the licensed premises, including but not limited to, noise from:

- ▶ internal areas of premises
- ▶ patrons seated at any open windows
- ▶ patrons in outdoor seating areas
- ▶ plant and equipment installed on the site
- ▶ patrons entering and leaving the premises

The acoustic report must include cumulative noise emissions from all licensed indoor and outdoor areas of the venue.

The acoustic report must detail all short-duration extraneous noise events experienced during the measurement and how these were removed/excluded from the measurement data.

Please also see the Social Impact Statement which must form part of the Management Plan (see Attachment 7).

5.15 Public Art Plan

Woollahra DCP (Chapters D4 Edgecliff Centre, D5 Double Bay Centre and D6 Rose Bay Centre) establishes requirements for major development to include public art when that development is valued at \$15M (CIV) or more and located on B2 zoned land within the Double Bay, Rose Bay or Edgecliff centres.

The DA must include a Public Art Plan which is to be submitted when the DA is lodged.

The Public Art Plan is to be prepared consistent with the Woollahra Public Art Guidelines for Developers. The Guidelines include:

1. Objectives of the Guidelines
2. Requirements for the Public Art Plan to be submitted with the DA
3. Criteria for assessing the suitability of public art proposals
4. Process for submitting and obtaining approval for the public art, including the roles and responsibilities of key stakeholders

Prior to lodging the DA applicants should discuss their public art proposal at an early stage with Council's Public Art Coordinator.