

# Application Guide

**Cessnock City Council**

## Information for the Preparation and Submission of A Development Application For a Swimming Pool

Prior to reading this document you should acquaint yourself with the Development Application process. Please see the Building and Development Frequently Asked Questions page of Council's web site or read the brochure "*So you're considering building or developing in Cessnock City?*". A copy of the applicable Australian Standard (A.S.1926.1.2007 - Safety Barriers for Swimming Pools) is available at Council's Customer Service desk for viewing only. (Copies not available due to copyright laws.)

This Development Application Guide has been designed to assist you in the preparation and submission of a Development Application for a Swimming Pool. It is designed to help ensure that all relevant information is submitted so that your application can be assessed as quickly as possible.

**A checklist is provided that must be signed and submitted**

This Development Application Guide for Swimming Pools is believed to be a true and correct representation of extracts from Council's requirements in regard to the development of buildings. The information contained within this document is to be used only as a guideline and for further information you are advised to speak to one of Council's Customer Service Staff in the first instance or Council's Development Assessment Officers.

## Frequently Asked Questions - Swimming Pool

### What is a Development Application and do I need one?

Cessnock City Council is the approval body for all development within the Cessnock City Local Government Area. This means that you must gain Council's approval before you proceed with a proposal. The process ensures that your proposal meets the community's standards for the area in which you are building and the type of building you propose.

A Development Application is an application for Council to consider your proposal for development. The Application Form and accompanying documentation provide Council Officers with the information required to consider if your proposal meets the legislative and Council requirements.

Yes, you do need to submit a Development Application to Council if you wish to build a Swimming Pool. You will also require a Construction Certificate before you can start building. You can apply for Council to process the Development Consent and Construction Certificate applications at the same time if you have finalised all construction plans and you are ready to build. Alternatively, you can have Council assess your Development Application and apply to Council or a Private Accredited Certifier for the Construction Certificate after the Development Application has been determined.

### What is a Construction Certificate and do I need one?

A Construction Certificate is issued to verify that the proposed works comply with the development consent, the appropriate Australian Standards, Council's Policies and the Building Code of Australia (BCA). Prior to the commencement of any works, the applicant must appoint a Principal Certifying Authority (PCA). The PCA can be either Council or an Accredited Certifier. The role of the PCA is to issue a Construction Certificate and complete all critical stage inspections to ensure that the work is carried out in accordance with the approved development plans and issue an Occupation Certificate.

Should you wish to nominate Council as your PCA then you need to complete either a separate application form for a Construction Certificate or if you wish to apply in conjunction with your application for development approval, then complete the combined DA/CC form. If choosing Council as your PCA, in addition to the documents required to assess your development application, you are required to submit the documentation in the attached Document Checklist that are marked as a Construction Certificate requirement.

### What is Complying Development?

Complying development is a fast track approval system for low impact forms of development that meet predetermined criteria. It is routine development that may be carried out with consent provided it strictly meets certain criteria. The criteria that a development must meet are set in Council's Complying Development Policies. An approval is called a Complying Development Certificate (CDC) and it may be obtained from either Council or an accredited certifier.

CDC's are designed to give the well informed building designer and applicant the opportunity to gain a fast approval for some proposed works of a routine nature in appropriate areas and land-use zones.

The CDC application must be determined within one week. This is achievable because the designer and applicant should have already verified that the proposal is 'complying development'. They have spent the time and resources verifying compliance, not the Council, hence the guaranteed 7-day turnaround and lower fees. Applicants and building designers should verify that any proposal is in fact complying development before lodgement with Council. If it is not complying development it may still be permissible via the normal Development and Construction Certificate Application process.

While a person may carry out a use or activity specified in Council's Complying Development Policies as complying development, nothing prevents a person from applying for local development consent and construction certificate to carry out that use or activity.

### **My builder said they would do the paperwork? Do I need to do anything?**

You will not need to complete an application form if your builder has agreed to complete and submit it on your behalf. You should still become familiar with the application process and the requirements especially if you are responsible for any of the work eg pool safety fencing. You should ensure that the plans and specifications and the other details submitted by your builder are what you want. All owners must sign the application form to verify that they consent to the application.

### **What must I submit with my application?**

When submitting your application you must have a completed application form, all required copies of plans and reports as set out in the *Development Application Document Checklist for Swimming Pools* (attached to this guide) and a completed and signed checklist. **The checklist is attached to this application guide and must be completed, signed and submitted with your application form and documentation.**

Applicants are required to submit a Statement of Disclosure of Political Donations and Gifts if they have made a donation or gift to a Councillor or Council staff member in the two years prior to submitting the DA.

You are also obligated to submit to Council a Statement of Disclosure within 7 days of making a donation or gift up until the date that the Development Application is determined.

For more information regarding disclosures of Political Donations and Gifts and to obtain a Disclosure Form visit Council's website or Council's Customer Service Centre.

### **Can I submit an electronic copy of my documentation?**

Council will still require a hard copy of your application as outlined in the Development Application Document Checklist for Swimming Pools, however, you can also submit documentation electronically either on CD or via email throughout the assessment process, as well as on CD in conjunction with your initial application.

If you are intending on submitting electronic copies of plans please note that Council's preferred file format is TIF and, where practicable, ensuring the file size is under 10 megabytes.

### **How detailed do my plans have to be?**

The requirements for your plans are specified in the Development Application Document Checklist for Swimming Pools.

### **How close can I build to the boundary?**

This is dependent on a number of factors including but not limited to:

- Planning provisions including zoning and building line policy requirements
- It is recommended that the pool fence (which on some occasions is the boundary fence) be a minimum of 1.0m from the pool at any point. Sloping sites may need further consideration.

Please contact Council's Customer Service Centre for further information or visit Council's Administration Building to discuss your proposal with a Duty Officer.

### **What is BASIX?**

BASIX (Building Sustainability Index) is a web-based building design tool designed to assess the potential performance of the swimming pool against a range of requirements. BASIX will ensure that each new swimming pool design meets the NSW Government's targets of a reduction in water consumption and greenhouse gas emissions. All applications for new swimming pools require a BASIX Certificate to be lodged with the Development Application. Please note that all plans and specifications submitted as part of your application must reflect your BASIX commitments. To obtain a BASIX Certificate visit the website [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) and should you require any further information phone the Department of Planning's Help Line on 1300 650 908 (this will only be required if pool exceeds 40,000 litres).

### **What do I do about a sewage system?**

If your property is in an area where the Hunter Water Corporation provide sewage services you should consult the Hunter Water Corporation. Your plans will be required to be stamped by Hunter Water Corporation prior to acceptance by Council.

Properties not connected to the Hunter Water Corporation sewer must dispose of all wastewater from the pool in a manner approved by Council.

### **What is a Statement of Environmental Effects (SoEE)?**

This is a statement generally in the form of a letter, report or by completing Council's standard SoEE form. The SoEE describes the proposed development and details how the proposal will affect various aspects of the Environment. Council's SoEE Standard Form is attached to the Development Application Form. The SoEE Standard Form is suitable for simple developments and should be expanded on where appropriate.

### **Will my neighbours be notified of my application?**

Generally your neighbours will only be notified of the application if Council considers that they may be detrimentally affected by the proposed swimming pool and fencing. Notification is undertaken in accordance with Cessnock Development Control Plan 2010—Chapter B.2, which can be found on Council's website or by visiting Council's Customer Service Centre.

### **Can I build over an easement?**

Permanent structures are generally not permitted to be built over easements, however this depends upon the purpose of the easement. Please contact Council's Customer Service Centre for further information or visit Council's Administration Building to discuss your proposal with a Duty Officer.

### **What is an '88B Instrument'?**

An '88B Instrument' is a document under Section 88B of the Conveyancing Act, 1919. The Instrument sets out the terms of any easements, restrictions or positive covenants in relation to the use of the land. Should your property be affected by an easement, right of carriageway, covenant etc., Council will consider the requirements specified within the 88B Instrument as part of the assessment of your application. In order to minimise any delays in this regard it is important that you are aware of any restrictions that may affect your lot.

### **Is there an 88B Instrument which will affect my property?**

Details of an 88B Instrument affecting your property can be determined with a title search. Typically a title search is undertaken by your conveyancer when purchasing the property. The title search will identify which Deposited Plan will have details of any 88B Instrument. Deposited Plans are registered with NSW Land and Property Information.

### **My property is greater than 2ha, does it have to be fenced?**

#### **For Constructions / Installations (works commencing) after 1 July 2010:**

The exemptions described below are to be revoked from the Swimming Pools Act (effective as of 1 July 2010), and ALL swimming pools will be required to be surrounded by a child resistant barrier that complies with the Swimming Pools Act and Australian Standard.

#### **For Constructions / Installations (works commencing) prior to 1 July 2010:**

It is preferable for a pool to be separately fenced; however, properties with an area of 2ha or more are not required to have a child resistant barrier around the swimming pool, as long as entry to the swimming pool from any residential building is restricted at all times and complies with the Swimming Pools Act and Australian Standard.

*For details on restricted access you are advised to obtain a copy of Council's Swimming Pool and Safety Fencing Booklet and AS 1926—2007.*

### **I have an inflatable pool. Does it have to be fenced?**

A swimming pool is required to be fenced if capable of holding water of 300mm in depth (including toddler and inflatable pools).

### **How high does the swimming pool fence have to be?**

The swimming pool fence is to have an effective height of 1.2m.

### **At what height should the latching device be located?**

The release mechanism for the latching device should be located at 1.5m above finished ground level. If the latch is lower than this height please refer to Council's Swimming Pool Safety Fencing Booklet or AS 1926— 2007.

### **What is the maximum distance between vertical members of the pool fence?**

The spacing between vertical members, such as palings, rods or wires must not exceed 100mm at any point.

### **What is maximum distance allowed between the bottom of the fence and the ground?**

The height of any opening between the bottom of the fencing and finished ground level must not exceed 100mm.

### **What are the requirements for swimming pool gates?**

All gates must open outwards (that is, away from the pool). All gates must be self-closing and self-latching from any position.

### **Can I use a dividing fence to form part of the swimming pool enclosure?**

Yes—A dividing fence can be used to form part of the swimming pool fencing, as long as it complies with the Australian Standard and the Swimming Pools Act with regard to its construction. (Please note it is the pool owner's responsibility to bear the costs for bringing this section of the dividing fence up to standard.

### **What type of materials can a swimming pool fence be constructed of?**

Fencing may be constructed from any type of material, provided that the finished fencing components comply with the requirements of the standard.

### **Where should I put the resuscitation chart?**

A durable resuscitation chart must be prominently located in the pool area.

### **Is there a minimum distance that should be maintained between the swimming pool and the fence?**

It is recommended that there is a minimum distance of 1m between the edge of the swimming pool and the fencing.

### **How far away should the filtration equipment be from the swimming pool fence if located within the pool enclosure?**

No structure or objects, within the swimming pool enclosure, should be placed within 300mm of the swimming pool fence (this including chairs, pot plants and filtration equipment) as it provides a foothold for children.

### **Is there a minimum distance that should be maintained between the swimming pool fence and all other structures located on the outside of the swimming pool enclosure?**

There should be a minimum distance of 900mm from the fence to all other structures outside the pool area.

## Instructions for Completing the Application Form

### **PLEASE NOTE:**

It is important to remember -

- In order to minimise processing time, applications must be clear, legible and contain correct and accurate information.
- Please complete the application form in either black or blue pen.
- An incomplete application form may result in the application not being accepted. If, after reading this guide, you are still unsure as to how to answer a question on the application form, please contact Council's Customer Service Centre for advice.
- Should you require more space than is provided, attach additional pages and note on the form that you have done so.
- Plans detailed on graph paper, lined paper or in pencil **will not** be accepted.
- The consent of **ALL** owners or a company seal must be obtained before an application can be accepted.

## Part 1—Application and Site Details

### Question 1—Applicant Details

Council will only communicate with the applicant. All correspondence will be posted to the address supplied by the applicant. The applicant is also responsible for the erection of the Swimming Pool Safety Fence and notification to Council for inspections.

### Question 2—Location of Property

List all properties subject to the application. If you require more space, note on the form that you have attached additional information. The Lot Number, Section and DP/SP is obtainable from your Rates notice or contact Council's Customer Service Centre.

Special access requirements include details of any issues that will affect Council Officer access to the property ie dogs, locked gates and how to access the key etc.

### Question 3—Owner's Consent

You must provide the details and signatures of all owners. It is a common mistake to submit an application with only one signature when there are several registered owners of the property (eg Mr Smith's signature only supplied when property is registered to Mr & Mrs Smith). Council cannot accept the application without the signatures of all owners.

There is a six to eight week delay from the date of settlement to when Council is notified of a change of ownership. If you have only just purchased the property and Council has not yet been notified of the change of ownership you will need to provide proof of ownership. This can be a solicitor's letter stating that settlement took place, the date of settlement and the new owner's name/s or a copy of the new certificate of title. Contact council's Customer Service Centre if you are concerned.

If the property is owned by a Company the application must be signed by either two Directors; or one Director and the Company Secretary; or one Director or Company Secretary and accompanied by the company seal. In the case of a company with a Sole Director, the signature of this Director will be sufficient. In all cases, please detail the title of each signatory on the application eg Sole Director.

If the property is within a strata then the consent of the strata management is necessary.

In the case of Crown Land the owners consent must be signed by an Officer of the Department of Lands authorised for these purposes.

#### Principal Certifying Authority

If you are completing a combined DA/CC application form or a CC form, there is an additional declaration asking if the owner has read, understands and agrees to the PCA Service Agreement Specification and consents to the appointment of Council as the PCA. A copy of the PCA Service Agreement Specification can be obtained from Council's Customer Service Centre or from Council's web site.

### Question 4—Development Type

Tick boxes as appropriate. If you are not sure your proposed development meets the complying development criteria you will need to submit a development application—tick **No**.

### Question 5—Description of development

For a swimming pool, tick the box for 'Swimming Pool' and briefly describe everything that you want approved by Council (eg Concrete Inground Swimming Pool). Enter the total pool capacity in the space provided.

## Part 2—Development Details

If your application is for a Development Application or Complying Development, complete this part of the form. If your application is for a Construction Certificate only, go to the next Section.

### Question 5—Description of development

For a swimming pool, tick the box for 'Swimming Pool' and briefly describe everything that you want approved by Council (eg Concrete Inground Swimming Pool). Enter the total pool capacity in the space provided.

### Question 6—Septic Tank Approval

If your property is connected to the Hunter Water sewer system then answer No to this question. You will need to have your plans approved and one copy stamped by Hunter Water prior to submitting them to Council.

### Question 7—What is the gross floor area of the proposed buildings

If the application is for a swimming pool only then this question does not need to be completed.

### Question 8—Estimated cost of work

Provide the estimated cost of the development, labour and materials or the contract price. The cost is to include safety fencing, paving and landscaping. Include GST in all calculations. Council may seek justification of the estimated cost from a builder or quantity surveyor.

In the case of an owner builder, please ensure that you include the cost of labour. If the amount is undervalued Council will reassess the cost using the CCC Building Cost Guide. Copies of the Guide are available on Council's website and from the Customer Service Section.

### Question 9—Integrated development

This question generally does not relate to swimming pool applications.

Integrated development is development that requires licences or approvals from State Government Departments. Most applications for swimming pools are not integrated. To determine if your application is integrated Council has provided a checklist. "Is your application an integrated development?" can be found in the Frequently Asked Questions section of Council's Building and Development web page or ask the Customer Service Centre for a brochure.

If your application is integrated, list the Government Department/s and the relevant section of the Act on your application form. These can be easily found on the checklist. You will need to provide Council with a \$250.00 cheque (payable to the relevant Government Department) for each licence or approval required. Council will forward your application and your payment to the appropriate Government Department for approval prior to assessing your application.

### Question 10—Critical Habitat & Threatened Species

Answer Yes or No as appropriate.

Should the proposed development require clearing, a Flora and Fauna Assessment in accordance with Cessnock Development Control Plan 2010—Chapter C.2 and the Threatened Species Conversation Act 1995 may be required. For further information visit Council's website or Council's Administration Building to discuss your proposal with a Duty Officer.

### Question 11—Staged Development

Usually Swimming Pools are not constructed as staged development. However, if you intend to stage the development eg detached garage constructed at a later date, answer yes to this question and provide details on a separate sheet of paper.

### Question 12—Principal Certifying Authority

Prior to the commencement of any building works, you must appoint a Principal Certifying Authority (PCA). The PCA will determine what inspections and certification is required to ensure compliance with the relevant Development Consent. The PCA will conduct the critical stage and other inspections, issue the Construction Certificate and/the Occupation Certificates.

The PCA may be either Council or an Accredited Certifier. If you wish to appoint Council as the PCA, answer Yes to this question. You will then need to apply to Council for a Construction Certificate prior to the commencement of any building works. You can apply at the same time as you are completing your Development Application by completing a separate Application for Construction Certificate form or by completing a combined DA/CC Application form.

If you wish to use an accredited certifier, answer No to this question and advise Council of the appointment using a Notice of Commencement Form.

### Question 13—Notification of Commencement

If you have elected Council as the PCA for the development and work is to commence within 90 days from the date of the determination, answer Yes to this question.

If you plan to delay the commencement of work longer than 90 days from the date of determination, or Council is not the PCA, answer No to the question. You must then notify Council two (2) days prior to the commencement of any works.

## Part 3—Construction Certificate Details

If your application is for a Development Application only, go to the Checklist and Declaration Section.  
If your application is for a Construction Certificate, complete this Section.

### Question 14—Development Consent

If your Development Application was approved previously, enter the DA Consent number, the date of determination and the Building Code of Australia Classification. All of this information can be obtained from your development consent.

### Question 15—Description of Development

Enter 'as above' if described previously on this form.

You are proposing to install a swimming pool tick '**Swimming Pool**'.

Briefly describe the swimming pool that you wish to build. For example, '**An inground fibreglass 12m pool**'.

Enter the total pool capacity in the space provided.

### Question 16—Estimated Cost of Work

Enter 'as above' if described previously on this form.

Enter the estimated cost of the development, labour and materials or the contract price. The cost should include GST. Council may seek justification of the estimated cost from a builder or quantity surveyor.

In the case of an owner builder, please ensure that you include the cost of labour.

### Question 17—Who will be doing the work?

If you intend undertaking the work yourself, select **Owner Builder** and provide your owner-builder permit number. To obtain an owner builder permit, contact the Department of Fair Trading.

If you intend for a licensed builder to undertake the work, select **Licensed Builder** and provide their licence number, name and contact details.

You cannot elect to have an unlicensed builder undertake residential work.

If you don't know yet who is going to undertake the work, select **To Be Advised**. You must notify council in writing of the name, address and licence number of the builder or your owner builder permit number before any building work commences.

### Question 18—What is the area of the land?

Enter the size of the land on which you will be installing the swimming pool.

### Question 19—What is the gross floor area of the existing buildings?

If the application is for a swimming pool only, then this question does not need to be completed.

### Question 20—What is the gross floor area of the proposed buildings?

If the application is for a swimming pool only, then this question does not need to be completed.

### Question 21—What is the building site presently used for?

If the property is vacant, write **Vacant**. Alternatively, detail the main and secondary uses of the property.

### Question 22—What will the proposed building be used for?

Private use and any secondary uses that you intend ie 'public swimming lessons'.

### Question 23—How many dwellings will there be?

If the application is for a swimming pool only, then this question does not need to be completed.

**Question 24—Will the new building be attached to an existing building?**

If the application is for a swimming pool only, then this question does not need to be completed.

**Question 25—Will the new building be attached to another new building?**

If the application is for a swimming pool only, then this question does not need to be completed.

**Question 26—Does the site contain a dual occupancy?**

If the application is for a swimming pool only, then this question does not need to be completed.

**Question 27—How many storeys will be in the building?**

If the application is for a swimming pool only, then this question does not need to be completed.

**Question 28—Building Materials**

If the application is for a swimming pool only, then this question does not need to be completed.

**Part 4—Checklist and Applicant's Declaration**

All of the documents detailed in the DA Document Checklist for Swimming Pools (attached to this Guide) must be provided with your application. Detach the checklist from the Guide, tick off that each document provides the stated detail and that you have provided the correct number of copies for each document, sign the last page of the document checklist and submit this with your application form.

If you do not provide the required documentation of an acceptable standard your application will not be accepted.

Site inspections are carried out prior to the assessment of any application. As a result of this inspection further information is sometimes required. A Council Officer will contact you soon after the initial inspection if this is the case.

**Question 29—Applicant's Declaration**

Please read the declaration carefully and have all applicants sign and date the application form.

## Part 5—SoEE Standard Form

A Statement of Environmental Effects is to be submitted with all Development Applications other than 'designated development' or proposals having negligible environmental impact, eg Internal alterations. You must complete this form as a part of your Development Application for a dwelling.

If a **'YES'** answer is given to any of the questions, you must provide details of the likely impact(s) and the proposed means of mitigating or reducing such impact(s).

The Statement of Environmental Effects form is not exhaustive and is only suitable for simple routine developments. It should be expanded on where appropriate or a full Statement of Environmental Effects Report should be submitted. If insufficient space has been provided, attach additional pages.

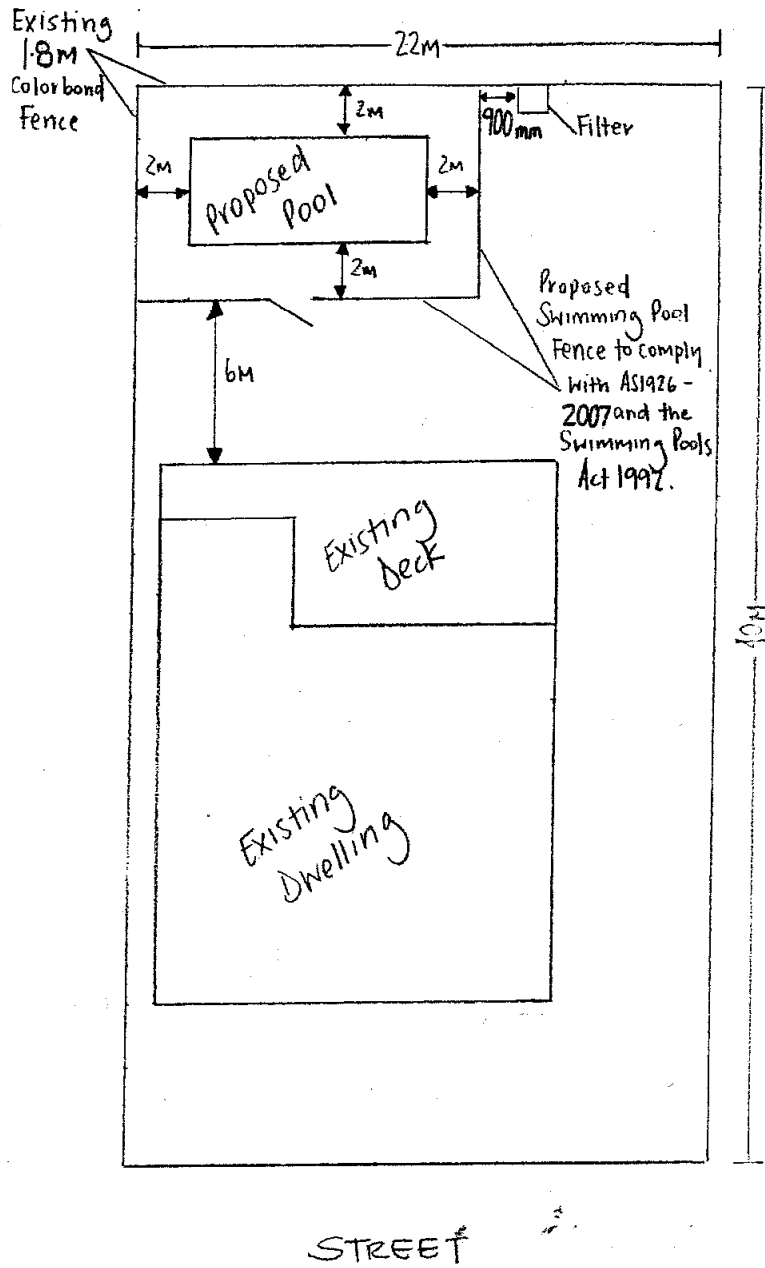
## How to Lodge This Application

Various methods for lodging your application are listed.

Application fees must be paid at the time of lodgement. If you wish to pay by credit card and are not submitting the application in person, please use the section provided on the front of the form for your credit card details. A quote for fees may be obtained by contacting Council's Customer Service Centre.

SITE PLAN

SAMPLE SITE PLAN—SWIMMING POOL



OWNERS NAME
PROPERTY ADDRESS
SCALE 1:200

# Cessnock City Council

## Development Application Document Checklist

### Swimming Pool

The following information is required as part of your Development Application. Additional information may be relevant to your specific application. If you have ticked any of the 'not applicable' boxes, please discuss with a Customer Service Officer.

This checklist must be completed, signed and submitted with your development application.

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
1 x	<p><b>COMPLETED APPLICATION FORM (1 Copy)</b> The original completed application form must be submitted with the application.</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
1 x	<p><b>COMPLETED DISCLOSURE OF POLITICAL DONATIONS AND GIFTS FORM (1 Copy)</b> A Disclosure of Political Donations and Gifts Form must be submitted if you or an associate have made a political donation or gift to a Councillor or council employee during the two (2) years prior to submitting the application.</p> <p>Further information regarding Political Donation and Gift Declarations and the Declaration Form can be obtained from Council's website at <a href="http://www.cessnock.nsw.gov.au">www.cessnock.nsw.gov.au</a> or from Council's Customer Service Centre.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 x 6 x	<p><b>STATEMENT OF ENVIRONMENTAL EFFECTS</b> <b>If using Council's SOEE form—1 copy)</b> <b>(If providing report—6 copies)</b></p> <p>A Statement of Environmental Effects Standard Form is supplied on the back of the Development Application form for use in applications for dwellings.</p> <p>The statement, in appraising the suitability of land for development, should also detail (where applicable):</p> <ul style="list-style-type: none"> <li>• Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks</li> <li>• Effect on the landscape, streetscape, national park or scenic quality of the locality</li> <li>• Impact on existing and future amenity of the locality</li> <li>• Availability of utility services, power, telephone, water/ sewer</li> <li>• Social effects and economic effects</li> <li>• Anticipated impact of noise levels to the site locality</li> <li>• Heritage significance of Building (if any)</li> <li>• Effect on historical and archaeological aspects</li> <li>• Effect on flora and fauna—any vegetation to be removed</li> <li>• Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site</li> <li>• How the privacy, daylight and views of other dwellings will be affected (ie do they overlook or overshadow each other)</li> <li>• Non-compliance with the planning controls</li> <li>• For unsewered properties details on the existing effluent disposal areas.</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p><b>BASIX CERTIFICATE (6 Copies)</b>  <b>(required for DA—if pool exceeds 40,000 litres)</b>  BASIX is a web based planning tool designed to assess the water and energy efficiency of new residential developments.</p> <ul style="list-style-type: none"> <li>• Certificate must be dated within 3 months of lodgement.</li> <li>• Complete the online assessment at <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a> and provide the certificate.</li> <li>• All commitments included on the BASIX certificate <b>must</b> be shown on the plans and specifications.</li> </ul>					
	<p><b>PLANS (required for DA or CC)</b>  Plans include the site plan, floor plan, elevations and sections. Plans must be drawn to scale in ink and <b>must</b> be supplied on A3 size paper, except where the complexity of the detail requires larger paper. Free hand, single line or illegible drawings can not be accepted.</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> <li>• Applicant's name, block/house/shop/flat number, street/road name, town or locality.</li> <li>• Lot Number, Section Number, DP/SP Number</li> <li>• Measurements in metric</li> <li>• The position of true north</li> <li>• Building or parts of building to be demolished to be indicated in outline</li> <li>• Designer's/architect's name and date</li> <li>• Date of plan or revision date</li> </ul> <p>For alterations and additions, plans are to be suitably marked to differentiate between existing and proposed work.</p>					
6 x	<p><b>SITE PLAN (6 Copies)</b></p> <p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.</p> <p>A site plan must include:-</p> <ul style="list-style-type: none"> <li>• A Hunter Water Corporation Stamp if your property is connected to the Hunter Water Sewage system.</li> </ul> <p>A site plan should include:</p> <ul style="list-style-type: none"> <li>• Drawings to a suitable scale (ie 1:100, 1:200 OR 1:500)</li> <li>• Setbacks of the new buildings in relation to site boundaries and existing building/structures</li> <li>• All existing and proposed building/structures must be shown</li> <li>• Location of any existing and proposed fences and landscaping features such as swimming pool, retaining wall, paved areas and driveways</li> <li>• Location of any easements</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
<ul style="list-style-type: none"> <li>• Location of any adjoining owners windows facing your development</li> <li>• Location of vehicle access and car parking (indicating extent of cut and fill and gradients)</li> <li>• Location of any dams, creeks or watercourses</li> <li>• Location of drainage facilities/services (existing and proposed)</li> <li>• Trees/vegetation to be removed</li> <li>• Proposed cut and fill levels for proposal</li> <li>• Contours to AHD (existing and proposed)</li> <li>• Garbage storage areas</li> <li>• Standing areas/doc areas for deliveries (commercial only)</li> <li>• Use of adjoining buildings (commercial only)</li> <li>• Location of sediment controls, waste enclosures and stock piles</li> <li>• Location of any safety/construction fencing</li> <li>• Asset protection zone for bushfire prone land</li> <li>• Stormwater drainage lines and method of disposal</li> <li>• Full details of swimming pool safety fences and gates</li> <li>• Distance from outside edge of pool to swimming pool fence on all sides</li> <li>• Distance between the pool fence and any adjoining structures/objects (A minimum distance of 1.2m should be maintained to eliminate footholds)</li> <li>• The contours of the site together with natural ground level at each corner of the pool in relation to the finished coping level of the pool that relates to a datum point close to the pool (preferably identified on the survey plan at AHD)</li> <li>• Longitudinal cross section of the pool, showing the depth</li> <li>• Location of the filter</li> <li>• Location and type of pool fencing to be used, all fencing surrounding the pool must conform to AS 1926-2007</li> <li>• If there are any external building walls containing windows or doors which could allow access to the swimming pool area, plans must show compliance with the Swimming Pools Act 1992.</li> <li>• Method of wastewater disposal</li> <li>• Quote for cost of work by pool manufacturer or installer</li> <li>• Longitudinal cross section of the pool, showing the depth</li> <li>• Location of the filter</li> <li>• Location and type of pool fencing to be used, all fencing surrounding the pool must conform to AS 1926-2007</li> <li>• If there are any external building walls containing windows or doors which could allow access to the swimming pool area, plans must show compliance with the Swimming Pools Act 1992.</li> <li>• Method of wastewater disposal</li> <li>• Quote for cost of work by pool manufacturer or installer</li> </ul>					

<b>REQUIRED</b>		<b>Applicant</b>		<b>Office Use Only</b>		
		<b>Yes</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>6 x</b>	<b>ELEVATION PLANS (6 Copies)</b> Elevation plans are a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application and labelled accordingly.					
<b>6 x</b>	<b>SPECIFICATIONS (Required for CC) (6 Copies)</b> Manufacturers details and/or installation guide.					
<b>6 x</b>	<b>WASTE MANAGEMENT PLAN (required for all DA's) (6 Copies)</b> A Waste Management Plan should include:- <ul style="list-style-type: none"> <li>• Volume and type of waste to be generated</li> <li>• How waste is to be stored and treated on site</li> <li>• How residual waste is to be disposed of</li> <li>• How ongoing waste management will operate</li> </ul> Further information and a sample waste management plan and further information can be obtained from Cessnock Development Control Plan 2010—Chapter C.5.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>1 X</b>	<b>OWNER BUILDER PERMIT/HOME WARRANTY INSURANCE CERTIFICATE (1 Copy)</b> (Submit prior to commencement of works) Only where construction is to be undertaken by an owner builder and the value of work is more than \$5,000.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

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**Signature of architect/person preparing plans**  
**Confirmation of submission of all required documentation and plans**