

SUBMISSION MATRIX

For use when lodging an application through the NSW Planning Portal

NOTES

- (a) The Submission Matrix and checklist identifies what documentation is required to be submitted to Council in conjunction with a Development Application (including any amended applications).
- (b) Applications will not be accepted unless all required documentation is submitted to Council

For Dwellings and Outbuildings		Dwellings / Secondary dwellings (granny flats)	Alterations and additions to dwellings	Outbuildings (eg pergolas, sheds, etc)	Swimming Pools	Demolition / Pool Infill
BASIX Certificate		●	○		○	
Bushfire Report		○	○	○		
Cut/Fill and Retaining Walls		●	●	●	●	●
Demolition Plan and Statement		○	○	○		●
Elevation Plan		●	●	●	●	
Erosion and Sediment Control Plan*		●	●	●	●	●
Flood Impact Assessment Report		○	○	○	○	
Floor Plan		●	●	●		
Heritage Management Document		○	○	○	○	○
Notification Plan		●	○			
Section Plan		●	●	○	●	
Site Plan		●	●	●	●	●
Statement of Environmental Effects [^]		●	●	●	●	●
Stormwater Plan*		●	●	●	●	
Waste Management Plan [^]		●	●	●	●	●
●	This information is required	○	This information may be required (refer to attached explanatory document)			
*	Can include on Site Plan	^	Can incorporate into one document			

Council may require the submission of additional documentation (specified in Matrix No.2) in some cases, i.e. complex applications due to site constraints. In these cases, Council recommends discussions occur with a Council Duty Officer, prior to lodgement of the application on (02) 4993 1000.

ALL OTHER DEVELOPMENT

●	This information is required	Dual Occupancies / Multiple Dwellings	Subdivision	Ancillary Rural Outbuildings	Signage	Temporary Events	Commercial	Tourist Accommodation	Industrial	Change of Use (no building works)	Home Occupation/Industr	Mixed Commercial / Residential	Child Care Centre	Construction of Dam	Residential Flat Buildings
○	This information may be required (refer to attached explanatory document)														
	Accessibility Detail						○	○	○	○		○	○		
	Acid Sulfate Soil Management Response	○	○	○			○	○	○			○	○	○	○
	Acoustic Report	○	○	○		○	○	○	○	○	○	○	●		○
	Adaptable Housing Details	○										○			○
	Arborist Report	○	○	○			○	○	○			○	○	○	○
	Archaeological Assessment	○	○	○			○	○	○			○	○	○	○
	BASIX Certificate	●										●			●
	Biodiversity Development Assessment Report (BDAR)	○	○	○			○	○	○			○	○	○	○
	Biodiversity Offset Scheme Threshold Report	○	○	○			○	○	○			○	○	○	○
	Bushfire Report	○	○	○			○	○	○	○		○	○		○
	Contamination Report	○	○	○			○	○	○	○		○	○	○	○
	Cut/Fill and Retaining Walls	●	○	●			●	●	●			●	●	●	●
	Dam Design Report													●	
	Demolition Plan and Statement	○	○	○			○	○	○		○	○	○		○
	Elevation Plan	●		●			●	●	●			●	●		●
	Emergency Management Plan					●		○							
	Erosion and Sediment Control Plan	●	○	●			●	●	●			●	●	●	●
	Fire Safety Measures			○			○	○	○	○		○	○	○	○
	Flood Impact Assessment Report	○	○	○			○	○	○			○	○		○
	Floor Plan	●		●			●	●	●	●	●	●	●		●
	Flora and Fauna Assessment	○	○	○			○	○	○			○	○	○	○
	Heritage Management Document	○	○	○			○	○	○			○	○		○
	Landscape Plan	●		○			●	●	●			●	●		●
	Model						○	○				○			○
	Notification Plan	●	●	●	○	●	○	●	○	○	●	○	●	○	●
	On-Site Detention Plans	●	○	○			○	○	○			○	○		○
	Quantity Surveyor's Report	○	○	○			○	○	○		○	○	○		○

ALL OTHER DEVELOPMENT

●	This information is required	Dual Occupancies / Multiple Dwellings	Subdivision	Ancillary Rural Outbuildings	Signage	Temporary Events	Commercial	Tourist Accommodation	Industrial	Change of Use (no building works)	Home Occupation/Industr	Mixed Commercial / Residential	Child Care Centre	Construction of Dam	Residential Flat Buildings
○	This information may be required (refer to attached explanatory document)														
	Schedule of Colours and Finishes	●		○			●	●	●			●	●		●
	Section Plan	●		●			●	●	●			●	●	●	●
	Shadow Diagrams	○					○	○	○			○	○		○
	Signage Details				●		○	○	○	○	○	○	○		
	Site Analysis	●					●	●	○			●	●		●
	Site Plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Social Impact Assessment and Crime Prevention Documents						○	○	○	○		○	○	●	
	SEPP65 Documentation											○			○
	Statement of Environmental Effects	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Stormwater Plan	●	●				●	●	●			●	●		●
	Streetscape Elevation	●					○	○	○			●	○		●
	Subdivision Plan		●												
	Survey	●	●	●			●	●	●			●	●	●	●
	Temporary Structure Documents					○									
	Traffic Management Plan					●									
	Traffic Report	○	○			●	○	○	○	○	○	○	○		○
	Visual Impact Assessment	○		○	○		○	○	○			○	○		○
	Waste Management Plan	●	○	●		●	●	●	●	○	○	●	●	●	●
	Waste Management Statement	●	○							○		●			●
	Wastewater/Recycled Water Management Study	○	○	○			○	○	○			○	○		

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
ACCESSIBILITY DETAIL	Required in accordance with the Disability (Access to Premises - Buildings) Standards 2010. Information is required to demonstrate compliance with the Standards.
ACID SULFATE SOIL MANAGEMENT RESPONSE	<p>Required where locality is identified within the Cessnock Local Environmental Plan 2011 as having potential acid sulfate soil, and development involves drainage or excavation, which has the potential to result in the formation of acid sulfate soils.</p> <p>A report to determine the appropriate acid sulfate soil management response, is to be prepared by a suitably qualified person.</p>
ACOUSTIC REPORT	<p>Required where:</p> <ul style="list-style-type: none"> • Residential development is proposed adjacent to noise sources, including railway lines, arterial roads and aerodromes. • Other type of development is proposed adjacent to residential properties, e.g. use of an existing commercial building as a restaurant with extended trading hours, located adjacent to dwellings. • Depending on nature of proposal, such as where noise may be significantly increased eg childcare centre, mechanical car wash, industrial processing, development with heavy vehicles. • Specified within Cessnock DCP 2010. <p>To be prepared by a suitably qualified person.</p>
ADAPTABLE HOUSING DETAILS	<p>Required where development contains adaptable dwellings (e.g. multiple dwellings, residential flat buildings, or mixed commercial/residential development).</p> <p>The following information must be provided:</p> <ul style="list-style-type: none"> • Checklist demonstrating compliance with Class A, B or C dwelling in accordance with AS 4299. • Pre and post adaptation drawings.
ARBORIST REPORT	<p>Required where proposal may impact on the health of existing trees that Council deems worthy of retention.</p> <p>Report to be prepared by a suitably qualified person.</p>
ARCHAEOLOGICAL ASSESSMENT	<p>Required where site is identified under Cessnock Local Environmental Plan 2011 as having potential archaeological significance, or known archaeological significance, or where Council deems that the site may have potential archaeological significance.</p> <p>Report to be prepared by a suitably qualified person.</p>
BASIX CERTIFICATE	<p>Required for:</p> <ul style="list-style-type: none"> • All development that contains all types of new residential dwelling/s, including alterations and additions to existing dwellings valued at \$50,000 or more, and swimming pools and outdoor spas with a minimum 40,000L capacity. • Class 1b tourist accommodation buildings. • Class 4 caretaker's residence within a commercial building. <p>Relocated dwellings and manufactured homes do not require a BASIX certificate.</p> <p>The following information is to be provided in accordance with Clause 97A of the Environmental Planning and Assessment Regulation 2000:</p> <ul style="list-style-type: none"> • BASIX Certificate. • All BASIX commitments to be identified on the plans. • Where applicable, ABSA Certification and a set of stamped plans. The BASIX Certificate must be generated on the Department of Planning and Environment BASIX website: www.basix.nsw.gov.au, issued no earlier than 3 months before the date on which the application is lodged.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
BIODIVERSITY DEVELOPMENT ASSESSMENT REPORT (BDAR)	<p>A Biodiversity Development Assessment Report (BDAR) is required where a development is likely to have any biodiversity impacts (clearing and/or prescribed) on threatened species and/or threatened ecological communities and is located on the Biodiversity Values Map, or exceeds area clearing threshold, or the impact is considered Significant after application of the Test of Significance (5 part test).</p> <p>Prescribed Impacts (Section 6.1 BC Regulation 2017), including the removal of non-native vegetation on the Biodiversity Values Map, will trigger the Biodiversity Offset Scheme (BOS) and require a BDAR.</p> <p>A BDAR must be prepared by an accredited assessor https://customer.lmbc.nsw.gov.au/assessment/AccreditedAssessor.</p>
BIODIVERSITY OFFSETS SCHEME THRESHOLD REPORT	<p>The Biodiversity Offsets Scheme Threshold is a test used to determine when is necessary to engage an accredited assessor to apply the Biodiversity Assessment Method (the BAM) to assess the impacts of a proposal.</p> <p>The Biodiversity Conservation Regulation 2017 sets out threshold levels for when the Biodiversity Offsets Scheme (BOS) will be triggered. The threshold has two elements:</p> <ul style="list-style-type: none"> • whether the amount of native vegetation being cleared exceeds a threshold area • whether the impacts occur on an area mapped on the Biodiversity Values map published by the Minister for the Environment. <p>The Biodiversity Values Map and Threshold Tool is used to produce a report that states whether a development proposal occurs on land on the BV Map and if the Biodiversity Offsets Scheme is triggered and can be accessed at https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap.</p>
BUSHFIRE REPORT	<p>Required where land is identified as bushfire prone on Council's Bushfire Prone Land Map or is subject to grassland hazard (Note: Council's current mapping for bushfire prone land does not include land identified as predominately grasslands which is now identified as vegetation hazard under Planning for Bushfire Protection 2019).</p> <p>The bushfire assessment report must demonstrate how the proposal will comply with Planning for Bushfire Protection 2019 and contain:</p> <ul style="list-style-type: none"> • Aim and objectives. • Specific objectives for the development type. • Performance criteria for the bushfire protection measures. • A site plan indicating the proposed asset protection zones on the land. <p>A Single Dwelling Application Kit (available from the NSW RFS website www.rfs.nsw.gov.au/) can be used for residential infill development (dwellings and alterations/additions in pre-existing subdivisions).</p> <p>A suitably qualified person must prepare the bushfire assessment report for:</p> <ul style="list-style-type: none"> • Developments which have been identified as being a Special Fire Protection Purpose (Section 6.3 of the Planning for Bushfire Protection 2019); or • Any other development type which proposes an alternate solution as part of the design. <p>OR</p> <p>If the development has been certified by an Accredited Certifier, under the Planning for Bush Fire Protection, then a written declaration and supporting information may be submitted in place of a report.</p>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
CONTAMINATION REPORT	<p>The initial evaluation can be based on readily available factual information and should be carried out regardless of the nature of the proposed use or the current use. Readily available information may include: current zoning and permissible uses, records from previous re-zonings, aerial photographs, information contained in development applications, building applications and property files for the site.</p> <p>The information should be as detailed as possible and certified by qualified professionals where possible. The onus is on the applicant to demonstrate that the information is adequate for Council to determine the application. In considering the adequacy of the site's history, Council will take into account:</p> <ul style="list-style-type: none"> • If the descriptions of activities on the site are sufficiently detailed. • If there are any large gaps in the history of the site. • If the sources are reliable. • If the information is verified by a professional. <p>The Council may seek further information to make a planning decision such as a Preliminary Investigation (Stage 1) that indicates if the land is/was contaminated or used for listed activities. Listed activities are specified in Table 1 of <i>Managing Land Contamination – Planning Guidelines SEPP55-Remediation of Land</i>. Council may also require site sampling to be undertaken in accordance with the EPA's guidelines.</p>
CUT/FILL AND RETAINING WALLS	<p>Required where application proposes cut/fill and/or retaining walls.</p> <p>Plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Location of retaining walls to be shown on the site plan. • Height of retaining wall/filling to showing existing and proposed levels to AHD, including levels of the area surrounding the affected land. • Details of material to be utilised for construction of retaining wall. • Elevation of retaining wall/cross-section of batters.
DEMOLITION PLAN AND STATEMENT	<p>Required where demolition work is proposed.</p> <p>Demolition plan to contain the following details:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • The location of the structure to be demolished, shown via a dotted line. • Elevations indicating the height of the structure above ground level and the distance from the structure to the boundary, or alternatively, a series of photographs indicating this information. • A description of the type of building, e.g. house, shops. • A description of the methods of demolition proposed to be used, and the number of types of major items of equipment to be used in demolition. • A description of the methods proposed for handling and disposing of demolished materials and any hazardous materials. • A description of the proposed sequence of carrying out the demolition works, and an estimate of the time, in days, that it is likely to take to complete all or each of the stages of the work. • Details of the proposed hoardings, fencing, overhead protection and scaffolding.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
DAM DESIGN REPORT	<p>Required where application proposes construction of a dam. Plans and report to address the following:</p> <ul style="list-style-type: none"> • Dam capacity and outlet works, including: <ul style="list-style-type: none"> – Spillway capacity and location. – Any bypass mechanisms such as a low flow bypass. – Pump capacity if applicable. • The purpose of the dam and the intended use of the water. • The volume of water proposed for extraction if appropriate. • A catchment yield assessment, which shows an estimate of the maximum dependable yield to be expected from catchment areas and other sources of surface supply. This should show the catchment area and basic hydrology such as expected inflows for various Average Recurrence Intervals. • Maximum Harvestable Right Dam Capacity calculations for property, including: <ul style="list-style-type: none"> – Size of property. – Capacity of all existing dams on property. – Capacity of proposed dam. – Erosion and sedimentation controls proposed during the construction and stabilisation phases. – An assessment of the suitability of soil for dam construction. – The equipment to be used in constructing the dam. – Property Management Plan (only applicable if located in Pokolbin Private Irrigation District). <p>If the dam has a capacity of over 5 mega litres, include also:</p> <ul style="list-style-type: none"> • A detailed hydrological and hydraulic design, prepared by a certified practising civil engineer experienced in dam design/construction. <p>Environmental Attributes:</p> <ul style="list-style-type: none"> • Soil types. • Areas of salinity. • Details relating to the species and location of vegetation to be removed. • Any information required by the Cessnock Development Control Plan 2010- Chapter C.2. <p>If the dam has a capacity of over 5 mega litres include also:</p> <ul style="list-style-type: none"> • Details of management system to restrict stock access to the dam and to protect the dam against any other adverse on farm effects.
ELEVATION PLAN	<p>To address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Plan to show all elevations of the proposed buildings and to be labelled with relevant orientation (e.g, north, south-west). • Elevations to include existing buildings if existing buildings are in close proximity to development or if development involves extensions to existing buildings. • Calculated roof pitch. • Building materials to be stated on the plan. • Natural ground levels, floor levels and ceiling levels to AHD. • Any services located on the roof of the proposed buildings. • Any air conditioning services or gas systems located on balconies or external walls.
EMERGENCY MANAGEMENT PLAN	<p>An emergency management plan detailing emergency procedures, prepared in accordance with the requirements of the Cessnock Development Control Plan 2010.</p>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
EROSION AND SEDIMENT CONTROL PLAN	<p>Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.</p> <p>To be prepared in accordance with Council's Engineering Requirements for Development and Landcom's <i>The Blue Book – Managing Urban Stormwater; Soils and Construction/Planning for Erosion and Sediment Control on Single Residential Allotments</i>.</p> <p>Plan to address the following at a minimum:</p> <ul style="list-style-type: none"> • Plan at 1:100 or 1:200 for larger sites. • Location of appropriate sedimentation and erosion control measures, including but not limited to, sediment fences, all weather access points, gutter and stormwater pit protection measures, stock pile location, and dust control measures.
FIRE SAFETY MEASURES	<p>Required to enable Council to consider Clauses 93/94 of the Environmental Planning and Assessment Regulation 2000.</p> <p>Required for applications involving:</p> <ul style="list-style-type: none"> • Change of building use, and/or • Alterations to an existing building. <p>If the proposal involves a change of use of a building:</p> <ul style="list-style-type: none"> • A list of <i>Category 1 fire safety provisions</i> that currently apply to the existing building. • A list of <i>Category 1 fire safety provisions</i> that are to apply to the building following its change of use. <p>If the proposal involves additions or alterations to an existing building:</p> <ul style="list-style-type: none"> • A scaled floor plan of the whole of the building showing existing and proposed fire safety measures.
FLOOD IMPACT ASSESSMENT REPORT	<p>A report may be required to be prepared by a suitably qualified person.</p> <p>If the development site is affected by flooding or is likely to be affected by flooding/localised drainage, the applicant should consult with Council staff to determine the information required to be submitted.</p>
FLOOR PLAN	<p>Plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Room names, areas and dimensions. • All existing and proposed works. • Access for disabled, where relevant. • BASIX commitments eg. skylight, rainwater tank. • Layout of building, all processes, storage areas, location of machinery, racking layout and height. • Existing and proposed fire safety measures. • Shop fit out details.
FLORA AND FAUNA ASSESSMENT	<p>Required where a site is identified as containing native vegetation or potential habitat for threatened flora or fauna and the application does not trigger the Biodiversity Offset Scheme. The Biodiversity Values Map and Threshold Tool can be used to produce a report that states whether a development proposal occurs on land on the BV Map and if the Biodiversity Offsets Scheme is triggered and can be accessed at https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSEMap.</p> <p>A 5 Part Test of Significance (s.7.3 of the Biodiversity Conservation Act 2016), is to be completed if any threatened species, populations, communities or their habitats, are identified or considered likely to occur within the area of direct or indirect impact. Report to be prepared by a suitably qualified person.</p>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
HERITAGE MANAGEMENT DOCUMENT	<p>Required where specified within the Cessnock Local Environmental Plan 2011. This may be in the form of one or more of the following:</p> <ul style="list-style-type: none"> • Where an application seeks approval or exemption for an item listed on the State Heritage Register under the Heritage Act, a Heritage Conservation Management Plan prepared in accordance with the Heritage Division of the Office of Environment and Heritage Conservation Management Planning Review and Endorsement Strategy. • Where an application is likely to have an impact on the heritage significance of a heritage item or heritage conservation area, a Heritage Impact Statement prepared in accordance with the guidelines: <i>Statements of Heritage Impact</i>, The Heritage Division, Office of Environment and Heritage found on the following link: http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/hmstatementsofhi.pdf • Where conservation works are proposed to a local heritage item, particular consideration should be given to Part D, Chapter 12 of the Cessnock Development Control Plan 2010. <p>The Heritage Management document is to be prepared by a professional heritage consultant as listed by The Heritage Division, Office of Environment and Heritage in the Heritage Consultants Directory: http://www.environment.nsw.gov.au/heritageapp/HeritageConsultantsDirectory.aspx</p>
LANDSCAPE PLAN	<p>Required for new development, and alterations/additions that result in changes to the landscaped area of the site.</p> <p>Plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100 or 1:200 for larger sites. • Location and identification of existing trees and other significant vegetation on site, and confirmation of those to be retained and those to be removed. • Location and identification of existing trees and other significant vegetation on adjoining sites that are likely to be affected by the proposed works. • Natural and finished ground levels to AHD, and details of all surface treatments and hard landscape elements. • Cross reference to the plan, indicating plant species, quantities and pot sizes at planting. • Layout and construction details of all garden beds, turf areas, edging, paving and fencing. • Details and specifications are to be provided for all elements of the design. • Method of tree protection for those trees to be retained. • Location of any drainage works proposed. • Details of planter boxes, if proposed.
MODEL	<p>Required for development as specified in the Submission Matrix where the estimated cost of development (as determined by a quantity surveyor's report), exceeds \$5 million.</p> <p>As a general rule, the model is to include the following:</p> <ul style="list-style-type: none"> • Scale of 1:100, or 1:200 for larger sites. • Development on adjoining land in block form. • Finishes and colours. • Architectural details. • Landscaping details, including significant trees to be retained.
NOTIFICATION PLAN	<p>Required for all applications requiring notification and/or advertising, as outlined within Cessnock Development Control Plan 2010, Part B, Chapter B.2 Public Notification and Advertising.</p> <p>The plans to address the following:</p> <ul style="list-style-type: none"> • A3 or A4 size. • Site plan, elevations and shadow diagrams on one page or double sided. • Plan must not show interior layout/floor plan of residential development.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
ON-SITE DETENTION PLANS	<p>Required in cases where the proposed development results in an increase in hardstand areas, or an intensification of development on the site.</p> <p>Conceptual on-site detention design, plans and supporting calculations demonstrating that the post-development discharge rates do not exceed the pre development discharge rates, are to be submitted.</p>
QUANTITY SURVEYOR'S REPORT	<p>Required where estimated Capital Investment Value exceeds \$3 million. To be prepared by a suitably qualified person.</p>
SCHEDULE OF COLOURS AND FINISHES	<p>Required for new development, and alterations/additions that result in changes to the external appearance of the development.</p> <p>Schedule shall specify colours and finishes, and include the manufacturer's details and a sample.</p>
SECTION PLAN	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Section names and location on plan, e.g. A/A, B/B etc. • Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed. • Drawings to a suitable scale (i.e. 1:100 OR 1:200) • Outline of existing building/development on site (shown dotted) • Ceiling heights • Room names • Room and window heights • Roof pitch and covering • Site works, finished and proposed floor & ground levels in long section (indicate cut, fill and access grades) • Construction material details • Insulation details (where applicable)
SHADOW DIAGRAMS	<p>Required for the following:</p> <ul style="list-style-type: none"> • All two storey development, including alterations/additions. • Any development that adjoins residential development and has the potential to overshadow such development. • Shadow diagrams may be required for single-storey development that are situated on an east/west oriented site or highly sloped sites. <p>Shadow diagrams to address the following:</p> <ul style="list-style-type: none"> • Shadows cast at midwinter (22 June) at 9am, 12noon and 3pm in plan form, at a scale of 1:200. • Shadows in plan and elevation form on an hourly basis, if shadows fall on neighbouring windows. • Location of proposed development and the location of existing development on adjoining site/s. • Where shadows affect habitable room windows, details of the percentage of the window to receive sunlight at each hour at midwinter (22 June) between 9am and 3pm. • Where shadows affect principal areas of private open space, details of the area and percentage of the open space to be overshadowed, at each hour at midwinter (22 June) between 9am and 3pm. Calculations to include details of existing overshadowing. <p>Diagrams to be drawn to true north.</p>
SIGNAGE DETAILS	<p>Required where signage is proposed. The following shall be submitted:</p> <ul style="list-style-type: none"> • Details of the proposed structure and construction materials. • Size, colours, type and overall design of the sign, including overall height dimension. • Proposed sign wording and method of any illumination. • Location/s of proposed signs to be shown on a site plan. • Type of sign to be stated, as defined under Council's Development Control Plan.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
SITE ANALYSIS	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Site dimensions and site area; north point; location of existing vegetation; location of other buildings and structures; any heritage features (if applicable); location of fences and boundaries; drainage and effluent disposal (for rural areas); any overshadowing of the site by adjoining development; location, height and use of neighbouring buildings; street frontage features such as street trees, poles, etc. • Microclimate. • Direction and distance to local facilities. • Details of buffer distances as specified in the Cessnock Development Control Plan 2010. • Areas of public and private open space. • Sources of nuisance, e.g. railway noise. • Notable views and potential overlooking.
SITE PLAN	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Lot and DP, site address, boundary dimensions, orientation of boundaries, site area, contour levels to AHD, existing vegetation and trees (indicate removal/retention), north point drawn to true north. • Outline of existing building/development on site, shown dotted. • Location of proposed new building/development. • Existing and/or new vehicular access to be shown • Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings. • Details of existing and proposed fencing. • BASIX commitments eg. rainwater tank. • Distance from external walls and outermost part of proposed building to all boundaries. • Summary table calculations of site area, floor area, landscaped area etc.
STATE ENVIRONMENTAL PLANNING POLICY (SEPP) 65 DOCUMENTATION	<p>Required for residential flat development to which SEPP 65 – ‘Design Quality of Residential Flat Development’, applies.</p> <p>The following shall be submitted:</p> <ul style="list-style-type: none"> • Design verification statement from a qualified designer, addressing the requirements of SEPP 65. • Additional details contained within the Statement of Environmental Effects, as required in accordance with SEPP 65.
STORMWATER PLAN	<p>The stormwater plan should include:</p> <ul style="list-style-type: none"> • Location of any drainage easement • Proposed drainage lines, depth, fall and location • Existing stormwater drainage location including downpipes, connection and discharge points • If stormwater run-off will increase, show proposed drainage details. • Details of discharging/managing stormwater where property slopes away from street. • Rainwater tank drainage and plumbing plans and specification to AS HB230-2006. • On-site stormwater details prepared by a suitably qualified engineer (if applicable). • On-site dispersal details prepared by a suitably qualified engineer (if applicable).

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
<p>STATEMENT OF ENVIRONMENTAL EFFECTS</p>	<p>A Statement of Environmental Effects is required for all types of development. This is a written statement that addresses the matters for consideration contained within Section 4.15 of the Environmental Planning and Assessment Act 1979.</p> <p>The Statement of Environmental Effects must indicate the following matters:</p> <ul style="list-style-type: none"> • The environmental impacts of the development. • How the environmental impacts of the development have been identified. • Details of requirements under Council's Development Control Plan • Justification for variations to Development Control Plan • The steps to be taken to protect the environment or to lessen the expected harm to the environment. • Any matters required to be indicated by any guidelines issued by the Director-General. • If an environmental planning instrument requires arrangements for any matter, such as arrangements for the provision of utility services, to be made before development consent may be granted, documentary evidence that such arrangements have been made. • Justification for variation to development standards in accordance with Planning and Environment Guidelines. <p>In the case of a development involving the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant, a statement that specifies the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies.</p> <p>Note: A pro forma Statement of Environmental Effects may only be submitted where works are considered to be minor and adverse environmental impacts are unlikely. This includes development such as signage, single dwellings, change of use applications, strata subdivision.</p>
<p>STREETSCAPE ELEVATION</p>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Plan to show subject site, and sites located either side of subject site. • Levels to AHD, including natural ground level, finished floor levels, and ridge height. • Roof pitch of proposed and neighbouring development. • All building works proposed, including fencing. • Position and front elevation of neighbouring development. • Location of power poles and street furniture.
<p>SUBDIVISION PLAN</p>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Clearly nominate existing and proposed boundaries. • Detail accurate areas of proposed lots and access handles. • Plan to show all existing structures on site. • Plan to show all existing vegetation on site. • Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve. • Plan to show north point, drawn to true north. • Plan to show location of any easements/restrictions/services affecting the site. • Plan to show location of any traffic devices within proximity of the subject site, and any services within the footpath area. • Details of preliminary engineering drawings of the work to be carried out.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
SURVEY	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Clearly nominate property boundaries. • Plan to show all existing structures on site. • Plan to show all existing vegetation on site. • Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve. • Plan to show north point, drawn to true north. • Plan to show location of any easements/restrictions/services affecting the site. • Plan to show location of any traffic devices within proximity of the subject site, and any services within the footpath area.
TEMPORARY STRUCTURE DOCUMENTS	<p>Required where a development involves the erection of a temporary structure. The following documents are to be submitted:</p> <ul style="list-style-type: none"> • Documentation that specifies the live and dead loads the temporary structure is designed to meet. • A list of any proposed fire safety measures to be provided in connection with the use of the temporary structure. • In the case of a temporary structure proposed to be used as an entertainment venue, a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the Building Code of Australia are to be complied with (including any alternative solution proposed). • Documentation describing any accredited building product or system sought to be relied on for the purposes of Section 4.15 (4) of the Act. • Copies of any compliance certificates to be relied on.
TRAFFIC MANAGEMENT PLAN	<p>A traffic management plan prepared in accordance with the requirements of the Cessnock Development Control Plan 2010.</p>
TRAFFIC REPORT	<p>Required for traffic generating development, as defined within SEPP (Infrastructure) 2007, or where the application is seeking to vary the provisions of Cessnock Development Control Plan 2010, or where Council deems the type of development proposed requires submission of a site specific traffic report.</p> <p>To be prepared by a suitably qualified person.</p>
VISUAL IMPACT ASSESSMENT	<p>A report that examines the visual impact of a development in situations where a development presents significant bulk, height or variations to setbacks. If any development is proposed in a visually significant area as defined in the Cessnock Development Control Plan 2010, a photomontage showing the proposed development within the context of the site and its visual landscape is to be included.</p> <p>To be prepared by a suitably qualified person.</p>
WASTE MANAGEMENT PLAN	<p>The Waste Management Plan is a standard pro-forma document contained in Cessnock Development Control Plan 2010, Part C, Chapter C.5 Waste Management and Minimisation.</p>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
<p>WASTE MANAGEMENT STATEMENT</p>	<p>Waste storage within dwellings: demonstrate how waste will be adequately stored within dwellings including the capacity for source separation. Consideration must also be given to how each of the premises will be serviced.</p> <p>Waste Infrastructure: detail common collection areas, waste rooms, chute systems and any volume reduction equipment. Communal bin storage areas must be detailed and sized adequately to house adequate bins for the premises. Generally, each bin that is housed requires a 1m². Details for any drainage, ventilation, lighting and landscaping must be provided and can be included in the landscaping plan.</p> <p>Provision of Council issue waste bins: It is Council's intention to provide access to the collection services for residents. In the case of Multi Unit Developments the number of bins and configuration of service may differ from the norm, with combination of services and options considered. The applicant must carefully consider the number of bins that will be required for each residential premises, once inhabited. Council currently operates a 3 bins service (Organics (240L), Waste (240L) and Recycling (240 or 360L). For Multi Unit Developments, provisions on the final number of bins to be contracted with strata management / body corporate or the owner of the site (not individual unit owners), prior to the issue of an OC.</p> <p>Waste collection point: Demonstrate where residential waste bins will be placed for collection. Consideration must demonstrate vehicle access, street manoeuvrability and the number of waste bins to be presented whilst considering street frontage. Please note Council vehicles will not enter private premises or private access routes and bins require a 1m spacing at the point of collection. Consideration should also include how residential bins will be delivered and retrieved after servicing.</p> <p>Multiple lot subdivisions should also consider road widths, camber, driveways and street trees / furniture. Design drawings to be submitted, demonstrating manoeuvrability of a rigid 6 wheeler vehicle in a constant forward direction</p> <p>For further information in regards to Council's development standards for waste management, please refer to Part C (General Guidelines) C5 Waste Management and Minimisation of the 2020 DCP3.</p>
<p>WASTEWATER / RECYCLED WATER MANAGEMENT STUDY</p>	<p>Required where a lot does not have access to the reticulated sewer system.</p> <p>An on-site wastewater management system is required to treat and dispose of wastewater effluent associated with the development.</p> <p>For the purposes of Development Application assessment, Council must be satisfied that the lot is capable of accommodating an on-site wastewater management system based on the circumstances of the proposed development and constraints of the site. To demonstrate this (at DA stage) an applicant may elect to either: -</p> <p>A. Submit a Section 68 application concurrently with the DA, or</p> <p>B. Provide evidence in the form of a report and plans within the Statement of Environmental Effects which demonstrates to Council that there is sufficient area available for effluent disposal from the development. Include the required buffer distances to watercourses, boundaries, buildings.</p> <p>Option B is suitable only for lots that are not significantly constrained.</p> <p>In the event Council considers the lot to be heavily constrained for the development in question, a Section 68 application will be requested to be lodged at DA stage. When assessing Section 68 applications for non-domestic systems, Council will consider these applications on a site specific basis and will require a wastewater management report to be prepared by a suitably qualified and experienced designer.</p> <p>Reference should be made to Council's website – <i>Septic: Application to Install, Construct or Alter, and Approval to Operate</i> form and checklist of documentation to accompany the Section 68 application.</p>