

# 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.
- (b) Applications will not be accepted unless all required documentation is submitted to Council

For Dwellings, Secondary 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 & Sustainable Buildings Reports		●	○		○	
Bushfire Report		○	○	○		
Cut/Fill and Retaining Walls		●	●	●	●	●
Demolition Plan		○	○	○		●
Elevations		●	●	●	●	
Erosion and Sediment Control Plan*		●	●	●	●	●
Flood Impact Assessment Report		○	○	○	○	
Floor Plan		●	●	●		
Flora and Fauna Assessment		○	○	○	○	○
Heritage Management Document		○	○	○	○	○
Notification Plan		●	○			
Sections		●	●	○	●	
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/Industrial	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		○										○			○
Agricultural Impact Assessment								○							
Arborist Report		○	○	○			○	○	○			○	○	○	○
Archaeological Assessment		○	○	○			○	○	○			○	○	○	○
Basix Certificate & Sustainable Buildings Reports															
Biodiversity Development Assessment Report		○	○	○			○	○	○			○	○	○	○
Bushfire Report		○	○	○			○	○	○	○		○	○		○
Contamination Report		○	○	○			○	○	●	○		○	○	○	○
Crime Prevention Report		○				○	○	○	●			●	●		●
Cut/Fill and Retaining Walls		●	○	●			●	●	●			●	●	●	●
Dam Design Report														●	
Demolition Plan		○	○	○			○	○	○		○	○	○		○
Design Verification Statement												○			○
Elevations		●		●			●	●	●			●	●		●
Emergency Management Plan						●		○							
Erosion and Sediment Control Plan		●	○	●			●	●	●			●	●	●	●
Fire Safety Measures Floor Plan				○			○	○	○	○		○	○	○	○
Flood Impact Assessment Report		○	○	○			○	○	○			○	○		○
Floor Plan		●		●			●	●	●	●	●	●	●		●
Flora and Fauna Assessment		○	○	○		○	○	○	○	○		○	○	○	○
Heritage Management Document		○	○	○			○	○	○			○	○		○
Landscape Plan		●		○			●	●	●			●	●		●
Model							○	○				○			○
Notification Plan		●	●	●	○	●	○	●	○	○	●	○	●	○	●
On-Site Detention Plans		●	○	○			○	○	○			○	○		○

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)														
	Plan of Management					●		●							
	Quantity Surveyor's Report	○	○	○			○	○	○		○	○	○		○
	Schedule of Colours and Finishes	●		○			●	●	●			●	●		●
	Sections	●		●			●	●	●			●	●	●	●
	Shadow Diagrams	○					○	○	○			○	○		○
	Signage Details				●		○	○	○	○	○	○	○		
	Site Analysis	●					●	●	○			●	●		●
	Site Plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Social Impact Comment/Assessment						○	○	○	○		○	○		
	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	APPLICANT USE	OFFICE USE
<b>ACCESSIBILITY DETAILS</b>	Required in accordance with the Disability (Access to Premises - Buildings) Standards 2010. Information is required to demonstrate compliance with the Standards.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACID SULPHATE SOIL MANAGEMENT RESPONSE</b>	<p>Required where locality is identified as having acid sulphate soil potential within the Cessnock Local Environmental Plan 2011, and development involves drainage or excavation which has the potential to result in the formation of acid sulphate soils.</p> <p>A report to determine the appropriate acid sulphate soil management response.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACOUSTIC REPORT</b>	<p>An acoustic report is to determine noise impacts of the development and make recommendations to protect amenity and comply with relevant published guidelines relevant to the proposal.</p> <p>Required where:</p> <ul style="list-style-type: none"> <li>Specified within Cessnock DCP 2010</li> <li>Noise may be significantly increased <i>e.g. child care centre, mechanical car wash, industrial processing, development with heavy vehicles.</i></li> <li>Noise producing development is proposed near noise sensitive areas, or conversely where a noise sensitive development is proposed in a noisy area.</li> </ul> <p>To be prepared by a suitably qualified and experienced acoustic practitioner (<i>e.g. a member of the Australian Acoustical Society, the Institution of Engineers, the Association of Australian Acoustical Consultants or a person with other appropriate professional qualifications</i>)</p> <p>Information provided in an acoustic report should include at least the following:</p> <ul style="list-style-type: none"> <li>the name and qualifications or experience of the person(s) preparing the report</li> <li>the project description, including proposed or approved hours of operation</li> <li>relevant guideline or policy that has been applied</li> <li>results of background and any other noise measurements</li> <li>meteorological conditions and other relevant details at the time of the measurements</li> <li>details of instruments and methodology used for noise measurements (including reasons for settings and descriptors used, calibration details)</li> <li>a site map showing noise sources, measurement locations and potential noise receivers</li> <li>noise criteria applied to the project</li> <li>noise predictions for the proposed activity</li> <li>a comparison of noise predictions against noise criteria</li> <li>a discussion of proposed mitigation measures, the noise reduction likely and the feasibility and reasonableness of these measures</li> <li>how compliance can be determined practically.</li> </ul> <p>Where modelling is utilised information should be detailed enough to ensure the modelled conditions dependant on achieving the outcome are clear and can be incorporated into the proposal.</p> <p>The author should also consider how the modelled outcomes can be validated within recommendations.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADAPTABLE HOUSING DETAILS</b>	Required where development contains adaptable dwellings (e.g. multiple dwellings, residential flat buildings or mixed commercial/residential development).	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<p>The following information must be provided:</p> <ul style="list-style-type: none"> <li>• Checklist demonstrating compliance with Class A, B or C dwelling in accordance with AS 4299.</li> <li>• Pre and post adaptation drawings.</li> </ul>		
<b>AGRICULTURAL IMPACT ASSESSMENT</b>	<p>An Agricultural Impact Assessment is required for tourist and visitor accommodation adjoining rural land.</p> <p>The Agricultural Impact Assessment is a report/document that discusses:</p> <ul style="list-style-type: none"> <li>• The impact of introducing tourist and visitor accommodation on existing and potential future agricultural operations on the adjoining rural land;</li> <li>• The potential impact of routine agricultural activities and dust, noise and chemical usage and odour on the use.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ARBORIST REPORT</b>	<p>An Arborist Assessment to be prepared by an AQF5 qualified arborist. Required where a development will impact between one and four mature native trees.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ARCHAEOLOGICAL ASSESSMENT</b>	<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, to include Aboriginal Cultural Heritage Assessment Report (ACHAR).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BASIX CERTIFICATE &amp; SUSTAINABLE BUILDINGS REPORTS</b>	<p>The following information is to be provided:</p> <p><b>A. Residential Development</b> (unless Basix exempt)</p> <ul style="list-style-type: none"> <li>• BASIX Certificate, generated on the NSW Planning Portal, issued no earlier than 3 months before the date on which the application is lodged.</li> <li>• All BASIX commitments to be identified on the plans.</li> </ul> <p>Where application relies on associated certification (e.g. NatHERS) a copy of the certificate and set of plans, stamped by assessor.</p> <p>Required for:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Class 1b tourist accommodation buildings.</li> </ul> <p>Relocated dwellings and manufactured homes do not require a BASIX certificate.</p> <p><b>B. All non-residential developments</b></p> <p>Unless exempt must provide:</p> <ul style="list-style-type: none"> <li>• Report on general sustainability measures ;</li> <li>• Disclose embodied emissions by submitting a NABERS Embodied Emissions Materials Form.</li> </ul> <p><b>C. Prescribed large commercial developments ( )</b></p> <p>Prescribed large commercial developments are offices ≥1000m2 net lettable area, hotel or motel ≥100 rooms, or serviced apartments ≥100 apartments.</p> <p>In addition to B above, prescribed large commercial developments must also:</p> <ul style="list-style-type: none"> <li>• Submit a net zero statement to demonstrate they have achieved or are working towards net zero.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<ul style="list-style-type: none"> <li>Be capable of meeting energy and water standards and upload NABERS agreements.</li> </ul>		
<b>BIODIVERSITY DEVELOPMENT ASSESSMENT REPORT</b>	<p>The development <b>will</b> require either:</p> <ul style="list-style-type: none"> <li>A significant impact to a threatened species, population or ecological community. (This will be determined through a Test of Significance Assessment completed by a suitably qualified Ecologist).</li> <li>Any area of native vegetation that is greater than the applicable Area Clearing Threshold of the Biodiversity Offset Scheme.</li> </ul> <p>The application is to be accompanied by a Biodiversity Development Assessment Report (BDAR) prepared by an accredited assessor in accordance with the NSW Biodiversity Assessment Method.</p> <p>Please note: Development that needs for a biodiversity a BDAR) is automatically classified as 'threatened species development' and requires 28-day exhibition of the development application.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUSHFIRE REPORT</b>	<p>Required where land is identified as bushfire prone on Council's Bushfire Prone Land Map. 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"> <li>Aim and objectives.</li> <li>Specific objectives for the development type.</li> <li>Performance criteria for the bushfire protection measures.</li> <li>To be accompanied by a site plan indicating the proposed asset protection zones on the land.</li> </ul> <p>A Single Dwelling Application Kit (available from the RFS website <a href="http://www.rfs.nsw.gov.au/">www.rfs.nsw.gov.au/</a>) can be used for residential infill development (dwellings and alterations/additions in pre-existing subdivisions).</p> <p>Council encourages bushfire reports to be prepared and certified by an accredited bushfire consultant.</p> <p>A certified bushfire report must be prepared by an accredited bushfire consultant for:</p> <ul style="list-style-type: none"> <li>Developments which have been identified as being a Special Fire Protection Purpose (Section 6.0 of the Planning for Bushfire Protection 2019); or</li> <li>Any other development type which proposes an alternate solution as part of the design.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONTAMINATION REPORT</b>	<p>Applications are required to consider and address the possibility of land contamination of the site so that Council can consider whether the land is contaminated and satisfy the requirements of State Environmental Planning Policy (Resilience &amp; Hazards) 2021 (the SEPP)</p> <p>Information provided in support of the application in this respect should be as detailed as possible and certified by qualified professionals.</p> <p>S.4.6 of the SEPP states:</p> <p><i>(1) A consent authority must not consent to the carrying out of any development on land unless—</i></p> <p><i>(a) it has considered whether the land is contaminated, and</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<p><i>(b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and</i></p> <p><i>(c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose.</i></p> <p><i>(2) Before determining an application for consent to carry out development that would involve a change of use on any of the land specified in subsection (4), the consent authority must consider a report specifying the findings of a preliminary investigation of the land concerned carried out in accordance with the contaminated land planning guidelines.</i></p> <p><i>(3) The applicant for development consent must carry out the investigation required by subsection (2) and must provide a report on it to the consent authority. The consent authority may require the applicant to carry out, and provide a report on, a detailed investigation (as referred to in the contaminated land planning guidelines) if it considers that the findings of the preliminary investigation warrant such an investigation.</i></p> <p><i>(4) The land concerned is—</i></p> <p><i>(a) land that is within an investigation area,</i></p> <p><i>(b) land on which development for a purpose referred to in Table 1 to the contaminated land planning guidelines is being, or is known to have been, carried out,</i></p> <p><i>(c) to the extent to which it is proposed to carry out development on it for residential, educational, recreational or child care purposes, or for the purposes of a hospital—land—</i></p> <p><i>(i) in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose referred to in Table 1 to the contaminated land planning guidelines has been carried out, and</i></p> <p><i>(ii) on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).</i></p> <p>The onus is on the applicant to demonstrate that the information is adequate for Council to determine the application.</p> <p>Council may require a Site Audit be to be carried out where Council:</p> <ol style="list-style-type: none"> <li>1. Believes on reasonable grounds that the information provided by the Proponent is incorrect or incomplete;</li> <li>2. Wishes to verify whether the information provided by the Proponent has adhered to appropriate standards, procedures and guidelines; or</li> <li>3. Does not have the internal resources to conduct its own technical review.</li> </ol> <p>Only site auditors accredited by NSW EPA can issue a site audit statement.</p>		
	Crime Prevention Through Environmental Design (CPTED) Assessment Report.	<input type="checkbox"/>	<input type="checkbox"/>



SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
<b>CRIME PREVENTION REPORT</b>	<p>CPTED Assessments should identify and evaluate potential crime risks and detail treatments for the proposed development that will minimise or mitigate impacts. A CPTED or Crime Risk Assessment Report should be prepared by a suitably qualified person who has completed the NSW Police Safer by Design Course and include:</p> <ul style="list-style-type: none"> <li>• A brief description of the proposal</li> <li>• Site analysis</li> <li>• A crime profile which presents crime statistics/data and trends in the area and/or specific locality of the proposed development</li> <li>• The identification of potential and actual crime risks associated with the proposed development</li> <li>• An assessment of the proposed development using the CPTED principles of: <ul style="list-style-type: none"> <li>○ Territorial Reinforcement</li> <li>○ Surveillance</li> <li>○ Access Control</li> <li>○ Space/Activity Management</li> </ul> </li> <li>• Recommended treatments, measures or strategies that have been, or will be, implemented to address identified crime risks.</li> </ul>		
<b>CUT/FILL AND RETAINING WALLS</b>	<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"> <li>• Plan at 1:100 or 1:200 for larger sites.</li> <li>• Location of retaining walls to be shown on the site plan.</li> <li>• Height of retaining wall/filling to showing existing and proposed levels to AHD, including levels of the area surrounding the affected land.</li> <li>• Details of material to be utilised for construction of retaining wall.</li> <li>• Elevation of retaining wall/cross-section of batters.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DAM DESIGN REPORT</b>	<p>Required where application proposes construction of a dam.</p> <p>Plans and report to address the following:</p> <ul style="list-style-type: none"> <li>• Dam capacity and outlet works, including: <ul style="list-style-type: none"> <li>– Spillway capacity and location.</li> <li>– Any bypass mechanisms such as a low flow bypass.</li> <li>– Pump capacity if applicable.</li> </ul> </li> <li>• The purpose of the dam and the intended use of the water.</li> <li>• The volume of water proposed for extraction if appropriate.</li> <li>• 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.</li> <li>• Maximum Harvestable Right Dam Capacity calculations for property, including: <ul style="list-style-type: none"> <li>– Size of property.</li> <li>– Capacity of all existing dams on property.</li> <li>– Capacity of proposed dam.</li> <li>– Erosion and sedimentation controls proposed during the construction and stabilisation phases.</li> <li>– An assessment of the suitability of soil for dam construction.</li> <li>– The equipment to be used in constructing the dam.</li> <li>– Property Management Plan (only applicable if located in Pokolbin Private Irrigation District).</li> </ul> </li> </ul> <p>If the dam has a capacity of over 5 megalitres, include also:</p> <ul style="list-style-type: none"> <li>• A detailed hydrological and hydraulic design, prepared by a certified practising Civil Engineer experienced in dam design/construction.</li> </ul> <p>Environmental Attributes:</p> <ul style="list-style-type: none"> <li>• Soil types.</li> <li>• Areas of salinity.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<ul style="list-style-type: none"> <li>Details relating to the species and location of vegetation to be removed.</li> <li>Any information required by the Cessnock Development Control Plan 2010-Chapter C.2.</li> </ul> <p>If the dam has a capacity of over 5 megalitres include also:</p> <ul style="list-style-type: none"> <li>Details of management system to restrict stock access to the dam and to protect the dam against any other adverse on farm effects.</li> </ul>		
<b>DEMOLITION PLAN</b>	<p>Required where demolition work is proposed.</p> <p>Demolition plan to contain the following details:</p> <ul style="list-style-type: none"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>The location of the structure(s) to be demolished, shown via a dotted line.</li> <li>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.</li> <li>A description of the type of building, e.g. house, shops.</li> <li>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.</li> <li>A description of the methods proposed for handling and disposing of demolished materials and any hazardous materials.</li> <li>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.</li> <li>Details of the proposed hoardings, fencing, overhead protection and scaffolding.</li> <li>The demolition plan should include a statement that indicates the proposed demolition complies with Safe work Australia Code of Practice Demolition Work.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DESIGN VERIFICATION STATEMENT</b>	<p>Required for residential flat development to which Chapter 4 Design of Residential Apartment Development of State Environmental Planning Policy (Housing) 2021, applies.</p> <p>The following to be submitted:</p> <ul style="list-style-type: none"> <li>Design verification statement from a qualified designer, addressing the requirements of Environmental Planning and Assessment Regulation 2021 (clause 29 (1 &amp; 2)).</li> <li>Additional details contained within the Statement of Environmental Effects, as required in accordance with this State Environmental Planning Policy.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEVATIONS</b>	<p>To address the following:</p> <ul style="list-style-type: none"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>Plan to show all elevations of the proposed buildings and to be labelled with relevant orientation (e.g. north, south-west).</li> <li>Elevations to include existing buildings if existing buildings are in close proximity to development or if development involves extensions to existing buildings.</li> <li>Calculated roof pitch.</li> <li>Building materials to be stated on the plan.</li> <li>Natural ground levels, finished floor levels and ceiling levels to AHD.</li> <li>Any services located on the roof of the proposed buildings.</li> <li>Any air conditioning services, gas systems located on balconies or external walls.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EMERGENCY MANAGEMENT PLAN</b>	<p>An emergency management plan detailing emergency procedure, prepared in accordance with the requirements of the Cessnock Development Control Plan 2010.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EROSION AND SEDIMENT CONTROL PLAN</b>	<p>Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<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"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>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.</li> </ul>		
<b>FIRE SAFETY MEASURES FLOOR PLAN</b>	<p>Required to enable Council to consider Clauses 62 and 64 of the <i>Environmental Planning and Assessment Regulation 2021</i>.</p> <p>Required for applications involving:</p> <ul style="list-style-type: none"> <li>Change of building use, and/or</li> <li>Alterations to an existing building.</li> </ul> <p>If the proposal involves a change of use of a building:</p> <ul style="list-style-type: none"> <li>A list of <i>Category 1 fire safety provisions</i> that currently apply to the existing building.</li> <li>A list of <i>Category 1 fire safety provisions</i> that are to apply to the building following its change of use.</li> </ul> <p>If the proposal involves additions or alterations to an existing building:</p> <ul style="list-style-type: none"> <li>A scaled floor plan of the whole of the building showing existing and proposed fire safety measures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOOD IMPACT ASSESSMENT REPORT</b>	<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>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOOR PLAN</b>	<p>Plan to address the following:</p> <ul style="list-style-type: none"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>Finished floor levels to AHD</li> <li>Room names, areas and dimensions.</li> <li>All existing and proposed works.</li> <li>Access for disabled, where relevant.</li> <li>BASIX commitments e.g. skylight, rainwater tank.</li> <li>Layout of building, all processes, storage areas, location of machinery, racking layout and height.</li> <li>Existing and proposed fire safety measures.</li> <li>Fitout details.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLORA AND FAUNA ASSESSMENT</b>	<p>Required when the clearing of native vegetation or potential habitat does not exceed the Biodiversity Offset Scheme (BOS) threshold test (under the Biodiversity Conservation Regulation 2017). A Test of Significance (under Section 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.</p> <p>The development <b>will</b> impact any of the following:</p> <ul style="list-style-type: none"> <li>More than four mature native trees</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<ul style="list-style-type: none"> <li>Any threatened species or ecological community</li> <li>Any area of native vegetation that is less than the applicable Area Clearing Threshold of the Biodiversity Offset Scheme.</li> <li>Important habitat features such as tree hollows, nests, rock overhangs or dams.</li> </ul> <p>The Flora and Fauna Assessment is to be prepared by a suitably qualified ecologist.</p>		
<b>HERITAGE MANAGEMENT DOCUMENT</b>	<p>Required where specified within clause 5.10 of 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"> <li>Where an application seeks approval or exemption under the Heritage Act 1977, a heritage Conservation Management Plan prepared in accordance with the NSW Heritage Office Conservation Management Planning Review and Endorsement Strategy.</li> <li>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 Cessnock LEP 2011.</li> <li>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.</li> </ul> <p>The Heritage Management Document is to be prepared by a suitably qualified person (Refer to Guidelines for preparing a Statement of Heritage Impact NSW planning).</p> <p>Heritage Management Document Required:</p> <ul style="list-style-type: none"> <li>Where an application seeks substantial changes to an item of local or state significance, a Conservation Management Plan (CMP) prepared in accordance with the National Trust Guidelines, 'The Conservation Management Plan'.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LANDSCAPE PLAN</b>	<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"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>Location and identification of existing trees and other significant vegetation on site, and confirmation of those to be retained and those to be removed.</li> <li>Location and identification of existing trees and other significant vegetation on adjoining sites that are likely to be affected by the proposed works.</li> <li>Natural and finished ground levels to AHD, and details of all surface treatments and hard landscape elements.</li> <li>Cross reference to the plan, indicating plant species, quantities and pot sizes at planting.</li> <li>Layout and construction details of all garden beds, turf areas, edging, paving and fencing.</li> <li>Details and specifications are to be provided for all elements of the design.</li> <li>Method of tree protection for those trees to be retained.</li> <li>Location of any drainage works proposed.</li> <li>Details of planter boxes, if proposed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTIFICATION PLAN</b>	<p>Required for all applications requiring notification and/or advertising, as outlined within <a href="#">Cessnock Community Participation Plan (CPP)</a>.</p> <p>The plans to address the following:</p> <ul style="list-style-type: none"> <li>Must be prepared at A3 or A4 size.</li> <li>Site plan, elevations and shadow diagrams included on one or two pages.</li> <li>Plan must <b>not</b> show interior layout/floor plan of residential development.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
<b>ON-SITE DETENTION PLANS</b>	<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 onsite detention design, plans and supporting calculations demonstrating the post development discharge rates do not exceed the pre development discharge rates, are to be submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLAN OF MANAGEMENT</b>	<p>A plan of management is required where a development is likely to impact on adjoining land, including but not limited to the operation of pubs, clubs, 24-hour trading to address the following matters:</p> <ul style="list-style-type: none"> <li>a) Management of the rooms, including a schedule providing proof of compliance with the proposed accommodation standards including the occupancy rate for each sleeping room, room furnishings, provisions of communal areas and facilities, and access and facilities for people with disability;</li> <li>b) Waste management and collection;</li> <li>c) Emergency contacts and procedures, including an evacuation plan;</li> <li>d) Provision of a complaints mechanism;</li> <li>e) House rules including the following: <ul style="list-style-type: none"> <li>• resident and guest behaviour</li> <li>• maintenance of rooms</li> <li>• use of common areas</li> <li>• behaviour and guest visiting times.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>QUANTITY SURVEYORS REPORT</b>	<p>Required where estimated development costs exceeds \$3 million. To be prepared by a suitably qualified person.</p> <p>The estimated cost of carrying out the development, includes the following -:</p> <ul style="list-style-type: none"> <li>(a) the design and erection of a building and associated infrastructure,</li> <li>(b) the carrying out of a work,</li> <li>(c) the demolition of a building or work,</li> <li>(d) fixed or mobile plant and equipment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SCHEDULE OF EXTERNAL COLOURS AND FINISHES</b>	<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>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTIONS</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100 or 1:200 for larger sites.</li> <li>• Section names and location on plan, e.g. A/A, B/B etc.</li> <li>• Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SHADOW DIAGRAMS</b>	<p>Required for the following:</p> <ul style="list-style-type: none"> <li>• All two storey development, including alterations/additions.</li> <li>• Any development that adjoins residential development and has the potential to overshadow such development.</li> <li>• Shadow diagrams may be required for single-storey development that are situated on a east/west oriented site or highly sloped sites.</li> </ul> <p>Shadow diagrams to address the following:</p> <ul style="list-style-type: none"> <li>• Shadows cast at midwinter (22 June) at 9am, 12noon and 3pm in plan form, at a scale of 1:200.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<ul style="list-style-type: none"> <li>Shadows in plan and elevation form on an hourly basis, if shadows fall on neighbouring windows.</li> <li>Location of proposed development and existing development on adjoining site/s.</li> <li>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.</li> <li>Where shadows affect principle 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.</li> <li>Diagrams to be drawn to true north.</li> </ul>		
<b>SIGNAGE DETAILS</b>	<p>Required where signage is proposed. The following shall be submitted:</p> <ul style="list-style-type: none"> <li>Details of the proposed structure and construction materials.</li> <li>Size, colours, type and overall design of the sign.</li> <li>Proposed sign wording and method of any illumination.</li> <li>Location/s of proposed signs to be shown on a site plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE ANALYSIS</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>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.</li> <li>Microclimate.</li> <li>Direction and distance to local facilities.</li> <li>Details of buffer distances as specified in the Cessnock Development Control Plan 2010.</li> <li>Areas of public and private open space.</li> <li>Sources of nuisance, eg., railway noise.</li> <li>Notable views and potential overlooking.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE PLAN</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>Lot and DP, site address, boundary dimensions, site area, contour levels to AHD, north point drawn to true north.</li> <li>Outline of existing building/development on site, shown dotted and use of the buildings stated.</li> <li>Details of existing vegetation and trees and indicate trees removal/retention and outline of proposed bush fire asset protection zones.</li> <li>Location of proposed new building/development.</li> <li>Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings.</li> <li>Details of existing and proposed fencing.</li> <li>BASIX commitments eg. rainwater tank.</li> <li>Distance from external walls and outermost part of proposed building to all boundaries.</li> <li>Summary table calculations of site area, floor area, landscaped area etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SOCIAL IMPACT COMMENT/ASSESSMENT</b>	<p><b>Social Impact Comment</b></p> <p>A Social Impact Comment is a basic level assessment that considers and addresses the positive and negative implications associated with a proposed development. A Social Impact Comment can be incorporated in a Statement of Environmental Effects and should include:</p> <ul style="list-style-type: none"> <li>A brief description of how the development will impact the local area</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<ul style="list-style-type: none"> <li>• Details of any community engagement undertaken and feedback received</li> <li>• A list and description of potential social impacts (positive and negative)</li> <li>• A plan of how identified impacts will be managed, mitigated or enhanced</li> </ul> <p><b>Social Impact Assessment</b></p> <p>A Social Impact Assessment needs to identify, analyse and manage potential and actual social impacts, (positive, negative, perceived and cumulative) associated with a proposed development. A Social Impact Assessment should be a standalone report prepared by a suitably qualified and experienced person.</p> <p>A Social Impact Assessment should include:</p> <ul style="list-style-type: none"> <li>• A brief description of the proposal</li> <li>• A social profile which presents baseline demographic data</li> <li>• Audit and mapping of social infrastructure (if applicable)</li> <li>• A description of the community that will be affected by the proposal</li> <li>• Community engagement methodology and findings</li> <li>• A description and analysis of potential social impacts</li> <li>• Management strategies, mitigation and enhancement measures</li> </ul> <p>Report to be prepared by an experienced, qualified practitioner with expertise in Social Impact Assessments.</p> <p><a href="#">Cessnock Development Control Plan 2010, Part C, Chapter C.8</a> provides further detail about when Social Impact Assessments are required and matters to consider. Social Impact Assessments and Social Impact Comments will be undertaken in accordance with <a href="#">Cessnock City Council's Social Impact Assessment Guidelines</a>.</p>		
<b>SOCIAL IMPACT COMMENT</b>	<p>An assessment included as part of the Statement of Environmental Effects that considers the social (including crime) impacts associated with the proposed development.</p> <p>The Social Impact Comment must:</p> <ul style="list-style-type: none"> <li>• Identify how positive social impacts can be maximised</li> <li>• Identify how detrimental social and crime impacts can be mitigated</li> <li>• Identify how crime prevention through environmental design principles will be used within the development</li> </ul> <p>Cessnock Development Control Plan 2010, Part C, Chapter C.8 provides further detail about when Social Impact Comments are required and matters to consider.</p>		
<b>STATEMENT OF ENVIRONMENTAL EFFECTS</b>	<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"> <li>• The environmental impacts of the development.</li> <li>• How the environmental impacts of the development have been identified.</li> <li>• The steps to be taken to protect the environment or to lessen the expected harm to the environment.</li> <li>• Any matters required to be indicated by any guidelines issued by the Director-General.</li> <li>• 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.</li> </ul> <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</p>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	building to which the use applies. The statement should also include operational details hours of operation, number of staff etc.		
<b>STORMWATER PLAN</b>	<p>A stormwater plan means the management of any rainwater that falls onto the property.</p> <p>Note: Stormwater means rainwater plus anything the rain carries along with it. In urban areas this includes the rain that falls on the roof of houses, or collects on paved areas such as driveways, roads and footpaths, and is carried away through a system of pipes that is separate to the sewerage system.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STREETSCAPE ELEVATION</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100 or 1:200 for larger sites.</li> <li>• Plan to show subject site, and sites located either side of subject site.</li> <li>• Levels to AHD, including natural ground level, finished floor levels, and ridge height.</li> <li>• Roof pitch of proposed and neighbouring development.</li> <li>• All building works proposed, including fencing.</li> <li>• Position and front elevation of neighbouring development.</li> <li>• Location of power poles and street furniture.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUBDIVISION PLAN</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100 or 1:200 for larger sites.</li> <li>• Clearly nominate existing and proposed boundaries.</li> <li>• Detail accurate areas of proposed lots and access handles.</li> <li>• Plan to show all existing structures on site.</li> <li>• Plan to show all existing vegetation on site.</li> <li>• Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve.</li> <li>• Plan to show north point, drawn to true north.</li> <li>• Plan to show location of any easements/restrictions/services affecting the site.</li> <li>• Plan to show location of any traffic devices within proximity of the subject site, and any services within the footpath area.</li> <li>• Details of preliminary engineering drawings of the work to be carried out.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SURVEY</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100 or 1:200 for larger sites.</li> <li>• Clearly nominate property boundaries.</li> <li>• Plan to show all existing structures on site.</li> <li>• Plan to show all existing vegetation on site.</li> <li>• Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve.</li> <li>• Plan to show north point, drawn to true north.</li> <li>• Plan to show location of any easements/restrictions/services affecting the site.</li> <li>• Plan to show location of any traffic devices within proximity of the subject site, and any services within the footpath area.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEMPORARY STRUCTURE DOCUMENTS</b>	<p>Required where a development involves the erection of a temporary structure.</p> <p>The following documents are to be submitted:</p> <ul style="list-style-type: none"> <li>• Documentation that specifies the live and dead loads the temporary structure is designed to meet.</li> <li>• A list of any proposed fire safety measures to be provided in connection with the use of the temporary structure.</li> <li>• 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</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<p>with (if an alternative solution, to meet the performance requirements, is to be used).</p> <ul style="list-style-type: none"> <li>Documentation describing any accredited building product or system sought to be relied on for the purposes of section 4.15 (4) of the Act.</li> <li>Copies of any compliance certificates to be relied on.</li> </ul>		
<b>TRAFFIC MANAGEMENT PLAN</b>	A traffic management plan prepared in accordance with the requirements of the Cessnock Development Control Plan 2010.	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRAFFIC REPORT</b>	<p>Required for all subdivision with 5 or more lots, traffic generating development, as defined within SEPP (Transport and Infrastructure) 2021, 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>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VISUAL IMPACT ASSESSMENT</b>	<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>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WASTE MANAGEMENT PLAN (WMP)</b>	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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>WASTE MANAGEMENT STATEMENT</b>	A Waste management statement refers to the various schemes to manage and dispose of wastes. It can be by discarding, destroying, processing, recycling, reusing, or controlling wastes. The prime objective of waste management is to reduce the amount of unusable materials and to avert potential health and environmental hazards.	<input type="checkbox"/>	<input type="checkbox"/>
<b>WASTEWATER / RECYCLED WATER MANAGEMENT STUDY</b>	<p>If it is proposed the development will generate wastewater that cannot be connected to a reticulated sewerage system it will be necessary for the applicant to demonstrate the suitability and capability of the site to sustainably accommodate on-site sewage management within the property boundaries based on the circumstances of the proposed development and constraints of the site.</p> <p>To demonstrate this (at DA stage) the applicant must provide evidence in the form of a site and soil assessment or survey (may be incorporated into the Statement of Environmental Effects) which demonstrates to Council that there is sufficient area available for effluent disposal from the development. This must include reference to site constraints, suitable on-site sewerage treatment methods and nominate relevant land application and reserve land application areas.</p> <p>Council will require a wastewater management report to be prepared by a suitably qualified and experienced environmental Wastewater Consultant for heavily constrained or complex sites. As a guide instances where a report is likely to be needed include:</p> <ul style="list-style-type: none"> <li>Non-domestic systems</li> <li>Sites under 4000m<sup>2</sup> in size</li> <li>Subdivision of land</li> <li>Multiple systems are required or existing systems may be impacted</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
	<ul style="list-style-type: none"> <li>Land capability is significantly constrained by environmental factors <i>i.e. soil condition, presence of surface water, flood affected land.</i></li> </ul> <p>Reference should be made to Council's website – Septic: Application to Install, Construct or Alter an On-Site Sewerage Management</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li><b><u>Use of existing system</u></b>  <i>Where the proposal seeks to use an existing system, the application will be required to demonstrate that system meets current day standards or otherwise can be upgraded or replaced such that it will.</i></li> <li><b><u>Subdivision:</u></b> <i>In the case of subdivisions, further site and soil assessment may be needed for the development of individual lots after subdivision.</i></li> <li><b><u>Pump-out systems:</u></b>  <i>The capacity of the site should be considered in the design, sizing, siting and orientation to achieve sustainable onsite treatment options that minimise the risk to human health and the environment.</i>  <i>Development relying on pump-out systems is strongly discouraged and may not be supported due to the long-term viability and potential management problems associated.</i></li> <li><b><u>S.68 Approval to install and operate:</u></b>  <i>The installation and operation of onsite sewerage management systems require separate approval under s.68 of the Local Government Act 1993 independent to that of the DA.</i>  <i>It is considered best practice for a DA consent to be obtained <u>prior</u> to an s.68 approval to install an OSSM being sought.</i></li> </ol>		

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Help and Information Officer