



Development Application Submission Guideline | 2013

Hornsby Shire Council Development Application Submission Guideline prepared by Planning Division.

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Hornsby Shire Council

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PART A. About these Guidelines

These Guidelines identify what forms, supporting information and documents are needed when a Development Application is lodged with Hornsby Council.

What is a DA?

Development Applications (DAs) are formal requests for consent to carry out a development such as:

- A new building;
- Subdividing land or strata subdividing a building;
- Making alternations and additions to a building or property;
- Changing the use of a building or place;
- Demolishing a building or structure; or
- Any other form of development

All development, except for Exempt or Complying Development, requires a DA.

Do I need to submit a DA?

The type and scale of your proposed development determines whether you need to submit a DA.

Some developments have a low impact and do not require a DA. These are categorised as Exempt or Complying Development and are defined by *State Environmental Planning Policy (Exempt and Complying Development Codes)*.

For further information regarding Exempt and Complying Development, refer to:

- onegov.nsw.gov.au/new/agencies/ehc
- planning.nsw.gov.au

A development application (DA) is required for all developments that do not meet all of the nominated criteria for either Exempt or Complying development.

How do I prepare and lodge a DA?

Follow these Guidelines and any advice from Council to prepare and lodge a DA. In summary, the process is:

- Prepare plans and technical information including a Statement of Environmental Effects
- Complete a Development Application form and checklist
- Lodge your DA 'package' with the required fee*

If your proposal is large or complex you are encouraged to engage a town planning consultant to assist with preparing technical information and ensuring the DA includes all the required documentation. You may wish to organise a Pre-DA lodgement meeting with a planning officer to identify issues and options for your proposal. Council Pre-DA forms can be found on council's website available under the menu 'My Property' at hornsby.nsw.gov.au

If you need general help or advice, come into Council at 296 Peat's Ferry Road Hornsby 8:30am – 5:00pm Monday to Friday, or call Hornsby Council's Duty Planner on 9847 6760.

* A DA is not formally 'lodged' and cannot be assessed until the required fee is fully paid, and cheque or credit card payments have been cleared. Partial or staged payments are not accepted.

PART B. Overview of Submission Requirements

The matrix below identifies the plans and supporting information needed with a DA for common types of development proposals.

- ✓ A tick in the matrix indicates that the information **must** be submitted with the DA
- A dot in the matrix indicates that the information **may** be required, depending on your proposal

Certain applications may need additional technical or supporting information so you should always check with Council or your Town Planning consultant prior to lodging your application.

Except for very minor applications, all DA plans and supporting documents must be submitted in hard copy in the numbers required and in a digital format (PDF) on a CD or USB.

Figure 1: Matrix of Information to Accompany a Development Application

DA documentation, plans and supporting material required	Alts and adds to dwelling house	Dwelling house	Multi-dwelling housing	Residential flats	Seniors housing	Shop Top Housing	Subdivision of land	Change of use (commercial)	Retail / commercial	Child care centres	Industrial development	Intensive rural landuses
1 Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2 Digital Copies of DA Documents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Advise if Integrated Development or other concurrences required			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4 Section 94A Cost Report	✓				✓	✓			✓	✓	✓	✓
5 Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6 Existing Site Plan/ survey	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7 Proposed Site Plan	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
8 Floor Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9 Elevations and Sections	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
10 Subdivision Plan							✓					
11 Tree Survey	●	✓	✓	✓	✓	●	✓		✓	✓	✓	✓
12 Landscape Plan	●	✓	✓	✓	✓	✓			●	✓	✓	●
13 Shadow Diagrams	●	●	✓	✓	✓	✓			●	●		
14 Soil and Water Management Plan/ Erosion and Sediment Control Plan (construction phase)	●	✓	✓	✓	✓	✓	✓		●	●	●	●
15 Stormwater concept plan	●	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
16 Water Sensitive Urban Design Strategy			●	●	●	●	●		●	●	●	●
17 Flood Study	●	●	●	●	●	●	●		●	●	●	●
18 Basix Report	●	✓	✓	✓	✓	✓						

PART C. Details of Required Plans and Supporting Material

This section of the Guidelines provides more detail about the required content of plans and supporting information, the number of copies needed and if further approvals or concurrence by a State Agency is needed to approve the DA.

A digital copy of each document, plan or other supporting material is also to be submitted in PDF format on a CD or USB.

1. Application Form (1 copy)

A completed Development Application Form is required for all applications. You must have the written consent of all current owners. For further information, see the application form at hornsby.nsw.gov.au.

2. Digital Copies of DA Documents

Digital copies of all documentation is required to be submitted for all DAs, except for change of use where consent is not being sought for any other external or internal changes, modifications or works (including signage).

Digital documentation is to be saved without a PDF security lock, and must be submitted on a CD or USB to the following specifications:

- Application Form Page 1 (scanned as one document)
- Application Form, Public Restricted (scanned as one document) including the following:
 - Application form page 2
 - Title Search
 - Owner(s) Consent
 - Covering letter
 - List of documents
 - Fee break-up
 - Section 73 Certificates
- Notification Plan (Including Summary Statement of Environmental Effects)
- Statement of Environmental Effects
- Basix Certificate
- Basix Exemption Request and Copy of Contract
- ABSA Assessor Energy Documents (scanned as one document) including the following:
 - ABSA Assessor Energy Certificate
 - ABSA Assessor Energy Certificate and Plans
 - ABSA Assessor Energy Certificate - Including Floor Plans
 - Nathers Certificate
- Reports (saved as separate documents):
 - Access Report
 - Acoustic Report
 - Bushfire Assessment Report
 - Bushfire Protection Plans
 - Environmental Management Plan
 - Flora and Fauna Report
 - Geotechnical Assessment Report
 - Hazardous Materials Survey Report
 - Heritage Report
 - Site Analysis
 - Site Contamination Report
 - Survey Report
 - Traffic and Parking Report
 - Tree Assessment Report
 - Work Method Statement
 - Tree Survey Plan
 - Waste Management Plan (Including Construction and Demolition Plans)
 - Plans Architectural (scanned as one document) including the following:
 - Elevations
 - Soil and Water Management Plan/ Erosion and Sediment Control Plan
 - Floor Plans (if not residential)
 - Site Plan
 - Smoke Detector Details

- Window Schedule and Glass Thickness
- Landscaping Plan
- Stormwater Concept Plan
- Water Sensitive Urban Design (WSUD) Strategy
- Residential Floor Plans
- Tree Survey Plan
- Shadow Diagrams
- Schedule of Finishes

Image Requirements

- Size—standard A4 unless plans size are A3 to AO
- Colour
 - Plans must be black and white (monochrome)
 - Graphic images and the schedule of finishes can be monochrome, grayscale, or colour
- Resolution—200 dots per inch (dpi)
- An image of a document comprising more than one sheet must be created as a multi-page file.

How Should Files be Named?

Digital files provided to Council should be provided using the naming convention outlined below:

- Property address format: 296 Peats Ferry Road, Hornsby
- Document type and description:

File Size

- Each plan must be supplied in PDF files that are no larger than 3MB in size and optimised for publishing to the web.
- PDF files larger than 3MB should be separated into logical parts, adopting the same naming convention with parts identified. Example part 1, part 2 and part 3.

Document Type	Document Description (Example)
■ Acoustic Report	■ Acoustic Report - Address
■ Application Form - Page 1 and 3 only	■ Application Form - Address
■ Application Form, Page 2, Public Restricted	■ Application Form - Public Restricted - Address
■ Basix Certificate	■ Basix Certificate - Address

3. Integrated Development and other State Government Notifications (1 additional CD or USB of documents per referral required)

Integrated Development – Some developments need an approval from a State Government Agency as well as all development consent from Council. These are classed as integrated development. Where possible, we will help you to identify which (if any) other approvals will be needed. However, it is your responsibility to determine which approvals are needed before you lodge your DA. It is recommended that you engage a consultant town planner when your application is integrated development.

If your application is integrated, you must provide the Council with **one additional CD or USB set of plans, supportive documentation and any required fee.**

The proposal constitutes integrated development if it requires approval under the following Acts:

- *Fisheries Management Act 1994*
- *Heritage Act 1977*
- *Mine Subsidence Compensation Act 1961*
- *Mining Act 1992*
- *National Parks and Wildlife Act 1974*
- *Petroleum (Onshore) Act 1991*
- *Protection of the Environment Operations Act 1997*
- *Roads Act 1993*
- *Rural Fires Act 1997*
- *Water Management Act 2000*

For referrals under *State Environmental Planning Policies* (SEPPs) – In addition to the integrated development provisions, certain developments require Council to seek comments from other public authorities. Where possible, we will help you to identify which (if any) other referrals and concurrences will be needed. If your application requires referral or concurrence, you must provide the Council with **one additional CD or USB copy of the plans, supportive documentation and any required fee.**

The proposal may require referral or concurrence under:

- *SEPP (Infrastructure) 2007* – to the RMS, Railcorp and/or Ausgrid
- *SEPP No 64 (Advertising and Signage)* – to the RMS

Other Notifications – For all multi-unit residential and residential subdivision Ausgrid is required to be contacted prior to lodging a DA. Please provide a copy of this required email to Ausgrid with your DA.

The following information is required to be emailed to northDA@ausgrid.com.au :

- Developer's details (eg. developer's name, telephone fax, address, etc)
- Development details, including:
 - Development property address;
 - The number of lots before/after a subdivision;
 - How many dwellings before/after development;
 - The type of building proposed eg houses, duplex, units, etc);
 - Whether the buildings will be air conditioned or have an allowance for its connection;
 - Whether the buildings have gas for kitchens and/or hot water; and
 - Whether any of the proposed construction will be closer than 4 metres to the street alignment.
- A simple sketch of the site showing the proposed buildings.

For further information contact the relevant public authority.

4. Section 94A Cost Report (2 hard copies)

On 5 September 2013, the Hornsby Shire Council Section 94A Development Contributions Plan commenced. The Plan applies to all development types with development cost equal to or greater than \$100,000.

An application for Development Consent or a Complying Development Certificate is also to be accompanied by a report, prepared at the applicant's cost, setting out an estimate of the proposed cost of carrying out the development in accordance with the procedure for determining the cost of proposed development for the purposes of Clause 25J of the *Environmental Planning and Assessment Regulation 2000*.

The following type of report is required:

- Where the estimate of the proposed cost of carrying out the development is less than \$3,000,000 - a cost summary in accordance with Appendix 1.
- Where the estimate of the proposed cost of carrying out the development is \$3,000,000 or more - a Quantity Surveyors Detailed Cost Report must be completed by a registered Quantity Surveyor in accordance with Appendix 2.

For further information contact the Strategic Planning Branch on 9847 6726.

5. Statement of Environmental Effects (3 hard copies)

This is a written statement which demonstrates the applicant has considered the impact of the proposed development on the natural and built environments both during and after construction and the proposed method of mitigating any adverse effects. The statement, in appraising the suitability of land for development, should detail (where applicable):

- Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks;
- Effect on the landscape, streetscape or scenic quality of the locality;
- Impact on existing and future amenity of the locality;
- Amount of traffic generated, particularly in relation to the adequacy of existing roads and present volumes of traffic carried;
- Car access, parking and availability of public transport;
- Waste disposal arrangements. Location of garbage and storage areas;
- Availability of utility services, power, telephone, water/sewer;
- Social effects and economic effects;
- Anticipated impact of noise levels to the site locality;
- Effect on historical and archaeological aspects;
- Effect on flora and fauna;
- Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site;
- How the privacy, daylight and views of other dwellings will be affected (ie. do they overlook or overshadow each other);
- Access for the disabled; and
- Any special circumstances.

For shops, offices, commercial or industrial development, the SEE should also include the following information in describing the proposal:

- The hours of operation;
- The number of staff to be employed;
- The plant and machinery to be installed;
- The type, size and quantity of goods to be made, stored or transported;

- Any hazardous materials or processes (including an inventory of all Dangerous Goods to be held on the property); and
- The loading and unloading facilities that will be available (including details of frequency of truck movements and size of vehicles).

Note: Other matters may be relevant depending upon the nature of the development proposal. In the case of a designated development, an environmental impact statement is required to be submitted in the manner outlined by Environmental Planning and Assessment Act, 1979.

6. Existing Site Plan/ Survey (3 hard copies)

An existing site plan is an aerial view of the land, at 1:100 or 1:200 scale, showing:

- The location of the land, the measurements of the boundaries of the land, the size of the land and which direction is north;
- Existing vegetation and trees greater than 3m in height on the land;
- The location and uses of buildings that are already on the land;
- The existing levels of the land in relation to buildings and roads (to established Australian Height Datum (AHD));
- The location and uses of buildings on adjoining properties (showing street number and street address);
- Existing drainage, including the location of any waterways and watercourses within 10m of the site;
- Location and type of all easements burdening and / or benefiting the site; and
- Location of Mean High Water Mark, where applicable.

For most developments this would require the above to be a survey plan prepared by a registered surveyor (except for small alterations and additions to dwelling houses or change of use applications that involve no work).

7. Proposed Site Plan (3 hard copies)

A proposed site plan is an aerial view of the land, at 1:100 scale showing:

- Scale and north point;
- Site boundaries;
- The location and uses of buildings, structures, swimming pools and fences that are proposed and already on the land, (Identify if any existing structure or part thereof is proposed to be removed by using dotted lines);
- Setback of proposed buildings to boundaries and adjoining buildings;
- The existing and proposed levels of the land (provide established AHD levels);
- The extent of any cut or fill and details of proposed retaining walls;
- The location of any trees (including street trees), their species names and canopy diameter;
- The location and width of any easement, right of ways and watercourses/ drainage lines;
- The location of driveways, carparking, laybacks and utility installations (such as light poles) where applicable;
- Areas used for private open space together with dimensions (residential developments);
- The location of any required waste storage and/or collection areas;
- The location of any existing and/or proposed on-site waste water treatment area (rural properties); and
- What trees are proposed to be removed and how the land will be landscaped or otherwise treated.

8. Floor Plans (3 hard copies)

This provides an aerial view of the internal configuration of the building at 1:100 scale and must include:

- Site boundaries;
- Existing building and structure to be distinguished from additions;
- Proposed and existing floor levels including finished floor, finished external ground and finished driveway;
- Proposed use of buildings, rooms and outdoor areas;
- Window and door location;
- Room dimensions and floor areas and floor space ratio calculation; and
- Proposed fencing and screening.

For alterations and additions the plans shall be coloured or clouded to highlight the proposed modifications.

9. Elevations and Sections (3 hard copies)

An elevation plan shows the profile of the building when viewed from all sides. This plan should be prepared at 1:100 scale and must include:

- Proposed levels including natural ground, finished floor, finished external ground, ridge height and ceiling heights;
- Window and door locations;
- Retaining walls;
- External finishes including material and colour;
- Roof profile and building facade; and
- Aspect ie. north east elevation etc.

10. Subdivision Plan (3 hard copies)

A proposed plan of subdivision is required to be prepared by a registered surveyor for all applications seeking development consent for subdivision. A proposed torrens title subdivision plan is an aerial view of the land, at 1:100 or 1:200 scale, showing:

- Scale, north point, and existing site boundaries;
- The proposed lots including the lot boundary dimensions and proposed lot areas;
- All existing buildings, and structures proposed to be retained as part of the application;
- Potential developable areas of each vacant lot;
- Proposed easements and rights-of-way;
- Existing and proposed finished levels (established AHD) of the lots and adjacent streets/ footpaths;
- Location and dimensions of any proposed accessway and/or road to each proposed lot;
- Landscape features to be retained and/or modified;
- Proposed method of stormwater disposal;
- Proposed bushfire asset protection zone/s (where relevant); and
- Location of any utility services required.

11. Tree Survey (3 hard copies)

When A detailed tree survey and/ or inventory may be required for applications proposing work within 10m of existing trees.

What A Tree Survey Plan should contain the following:

- The Plan is to be provided on an accurate site plan of the property, at 1:100 or 1:200 scale;
- The location of existing trees within 10m of any proposed development (including trees within adjoining sites);
- Trees must be numbered on the plans; and
- An overlay of proposed development on this plan must be provided. Proposed development includes: building envelopes, driveways, parking spaces, drainage lines, services, bushfire asset protection zones and substantial excavation or land filling for any other reason.

A Tree Inventory should contain corresponding tree numbers to the Plan, showing the following:

- Tree botanical and/or common name/s;
- Trunk diameter/s at breast height (DBH at 1.4m) and at ground (DGL);
- Tree height/s and canopy spread; and
- Trees proposed to be removed and trees that are to be retained.

In addition to the above, an Arboricultural Impact Assessment (AIA) in accordance with Council AIA Report Guidelines is required for development within 10m of trees protected by Section 5.9 of HLEP and trees located within Endangered, Critically Endangered or Regionally Significant Communities.

Who It is required that the information regarding the species, height and condition of the trees be provided by a qualified practicing arborist or landscape architect with Arboricultural experience (with a minimum Diploma in Horticulture (Arboriculture)). It is imperative that qualified practicing surveyors provide the survey information to be shown on the site plan.

For further information contact Hornsby Shire Council's Parks and Landscape Team on 9847 6853.

12. Landscape Plans (3 hard copies)

When A detailed landscape plan may be required for large scale developments as indicated in Part B of this guide.

What The landscape plan should be provided on an accurate site plan of the property, at 1:100 scale, showing:

- Existing levels, finished levels and contours to established AHD, indicating the extent of cut and fill);
- Existing trees and other vegetation to be retained or removed, including information on species, height, spread of canopy, diameter of trunk and spot height at base of trunk as shown on the prepared site survey plan;
- All trees are to be numbered and, where relevant, the numbers are to coincide with the arborist's report;
- Proposed new planting (indicating species (both botanic and common names), location, massing, mature height, proposed pot size and numbers in plant schedule);
- Proposed surface treatments (eg turf, paving, bank stabilisation, mounds, etc);
- Existing and proposed fences and retaining walls and their proposed heights and materials;
- Clearly defined areas for deep soil landscaping;
- Drainage structures, watercourses and riparian zones; and
- BASIX landscape commitments (where relevant) are to be indicated clearly on the landscape plan.

Who A qualified practising horticulturist or landscape architect is required to prepare plans for large scale developments.

For further information contact Hornsby Shire Council's Parks and Landscape Team on 9847 6853.

13. Shadow Diagrams (3 hard copies)

When Shadow diagrams may be required for new buildings more than 1 storey in height and first floor additions as indicated in Part B of this guide.

What The shadow diagram should be provided on an accurate site plan of the property, at a scale of not less than 1:500, showing:

- An outline of the proposed building, and location of adjacent buildings, and levels to A.H.D;
- Shadows cast by the new development on 22 June at 9 am, 12 noon and 3 pm on plan and elevation on adjoining sites and street areas;
- Shadows cast by existing buildings on and adjoining the site; and
- Drawn to true north and based on a site survey of levels.

For residential flat developments, a solar access report is to be prepared by a suitably qualified person including solar access diagrams/ 3D modelling addressing solar access requirements in the *SEPP 65 Apartment Design Guide* available at planning.nsw.gov.au

The report should contain information about the methodology of modelling, the date/ time of the images and orientation of shadows cast. A compliance table demonstrating the performance of each individual unit referable to the solar access diagrams/ 3D modelling.

Who An architect or draftsman with appropriate qualifications/ experience is required to prepare accurate shadow diagrams.

14. Soil and Water Management Plan/ Erosion and Sediment Control Plan (construction phase) (3 hard copies)

When **Erosion and Sediment Control Plan (ESCP)**

An ESCP is required for development that disturbs less than 2500m² of land on environmentally sensitive sites (such as steep land (>20%), or works in the vicinity of waterways (i.e. LPI Creek Layer or drainage/ stormwater lines) or bushland). Note: For less sensitive sites this plan may be required to be provided as a condition of development consent.

Soil and Water Management Plan (SWMP)

A SWMP is required for development that disturbs more than 2500m² of land.

What An ESCP or SWMP is to be prepared in accordance with Landcom's Managing Urban Stormwater (2006) also known as 'The Blue Book' available at environment.nsw.gov.au

Who An ESCP is to be prepared by a suitably qualified and experienced person. A SWMP is to be prepared by a suitably qualified civil engineer or similar.

For further information contact the duty development engineer on 9847 6760.

15. Stormwater Concept Plan (3 hard copies)

When A stormwater concept plan is to be submitted for all applications involving new work showing how stormwater will be managed and disposed of.

What The stormwater concept plan should be provided on an accurate site plan of the property, at a scale of not less than 1:500, showing as a minimum:

- The location of existing and/or proposed stormwater pipes and pits;
- The location and direction of overland flows; and
- The location, level and volume of any on-site detention (OSD) facilities or water quality devices (where applicable).

Where an inter-allotment drainage easement is required, proponents should negotiate the creation of easement/s over downstream properties for drainage purposes. A letter of consent from the owner/s of the downstream properties is to be submitted with the DA.

Who A stormwater concept plan is to be prepared by a suitably qualified and experienced person, relative to the scale and complexity of the proposal.

For further information contact the duty development engineer on 9847 6760.

16. Water Sensitive Urban Design Strategy (3 hard copies)

When A Water Sensitive Urban Design (WSUD) Strategy may be required for:

- Major redevelopment on sites greater than 2,000m²;
- Other development that increases the impermeable area on a site by more than 2,000m²;
- Medium to high density residential developments with a site area between 1000m² and 2000m² that are not using Deem to Comply Solutions.

Deemed to Comply Solutions prescribed in the HDCP are either:

- 80% of the roof area of the development is to drain to a tank(s) that has a capacity of 3,000 litres per 100m² of roof area of the development. The tank(s) is to be connected to the communal water system, and to all dwellings for toilet flushing and laundry; or
- Provide a bioretention system(s) which is at least 1.5% of the total impervious area and drains all of the impervious areas.

What A WSUD Strategy is to address the stormwater hydrology, stormwater quality and water conservation targets that have been established for the Hornsby LGA as detailed within the DCP. The application is to be accompanied by a Model for Urban Stormwater Improvement Conceptualisation (MUSIC) demonstrating compliance with the prescriptive controls adopted by Council.

Who A WSUD strategy is to be prepared by a suitably qualified and experienced civil engineer.

For further information on Deemed to Comply Solutions refer to Clause 1C.1.2 (j) Stormwater Management of the HDCP available at hornsby.nsw.gov.au , or contact the duty development engineer on 9847 6760.

17. Flood Study (3 hard copies)

- When** A flood study may be required for development of land that is below the flood planning level, being the 1:100 ARI (average recurrent interval) flood event.
- What** A flood study should be prepared in accordance with the Floodplain Development Manual 2005 available at environment.nsw.gov.au
- Who** A flood study is to be prepared by a suitably qualified and experienced civil engineer or similar.
- For further information contact the duty development engineer on 9847 6760.

18. Basix Report (3 hard copies)

- When** A Basix assessment certificate is required to be submitted for:
- All new single dwellings and multi-unit residential developments;
 - Additions and alterations to dwellings with an estimated cost of \$50,000 or more; and
 - Swimming pools (or pool and spa) with a capacity greater than 40,000 litres.
- Basix commitments should be indicated on the DA plans.
- What** Refer to basix.nsw.gov.au for more information and use this website to complete your certificate
- Who** As required by basix.nsw.gov.au

19. Bushfire Report (3 hard copies)

- When** A Bushfire Risk Assessment (BRA) is required for non-integrated development on bushfire prone land.
- A detailed bushfire report is required for integrated development.
- What** A BRA is required for non-integrated developments such as single dwelling houses. The report and certification will state the applicable Bushfire Attack Level (BAL) that applies and the relevant Asset Protection Zones (APZ) required, and that the development conforms to the relevant specifications and requirements, AS3959 and Planning for Bushfire Protection 2006.
- A detailed bushfire protection plan is required to be provided for Integrated Development under the Rural Fires Act, including for example the subdivision of land. The report must address the requirements of the NSW Rural Fire Service (RFS) and *Planning for Bushfire Protection 2006*. The Council will refer this plan to the RFS for their consideration. The RFS has advised that referrals with inadequate information will be returned.
- Who** A BRA can be prepared by Council or a suitably qualified consultant.
- A detailed bushfire report must be prepared by a suitably qualified bushfire consultant.
- For further information refer to:
- *Planning for Bushfire Protection 2006* on the RFS website at rfs.nsw.gov.au

20. Waste Management Plan (3 hard copies)

When A Waste Management Plan (WMP) is required for all developments that will generate waste.

- During the demolition and construction phase; and/or
- Will generate waste that needs to be managed on an ongoing basis.

What The WMP is to address the following and be prepared in accordance with Appendix 3 of this Guideline and include:

- Demolition, construction and operational (ongoing) phase of the development and include estimations of quantities and types of materials to be reused, recycled or left over for removal from the site; and
- Plans and drawings of the proposed development that highlight the location of, operation of and space allocated to the ongoing occupant disposal, storage of bins, and collection of waste.

Who The applicant or a suitably qualified/ experienced person.

For further information refer:

- *Clause 1C.2.3 Waste Management of the HDCP at hornsby.nsw.gov.au and Council's Waste Management Guidelines available at hornsby.nsw.gov.au*

21. Sewage Management Plan (unsewered areas) (3 hard copies)

When An on site sewage management plan may be required for applications involving new work in the unsewered areas of the shire, including for example:

- the subdivision of land; or
- the erection of new or enlarged habitable buildings; or
- other work that requires modification to the existing on site sewage management system.

What The on site sewage management plan should include, as a minimum:

- Scaled site plan, illustrating the existing and/or proposed system including irrigation disposal areas (See Form 18);
- Capacity of existing and/or proposed tanks;
- Anticipated hydraulic load; and
- The location of any pump-out point and tanker standing location.

In addition to the above, a detailed site sewage management report may be required to ascertain the most suitable system for the site and/or what modifications are required to the existing system to cater for the development.

Who The sewage management plan and report is to be prepared by a suitably qualified/experienced person.

For further information contact the Compliance and Certifications Branch on 9847 6829, and refer to

- *Hornsby Shire Council, Form 18 - An application for approval to Install a Wastewater Management System on Council's website at hornsby.nsw.gov.au*

22. Traffic and Parking Report (3 hard copies)

- When**
- A traffic and parking assessment report would generally be required for traffic generating development as defined by State Environmental Planning Policy (Infrastructure) 2007; or
 - A parking assessment may be required for a development that has a shortfall in parking in accordance with Council's adopted parking rates. Your planning consultant can help advise you if this is necessary.
- What** A Traffic and Parking Report should address issues that are relevant to the type, scale, and location of the development proposal. Contact the Council's Traffic Engineer on 9847 6696 for further details.
- Who** A traffic and parking assessment report is to be prepared by a suitably qualified traffic engineer. A parking assessment should be prepared by a suitably experienced person.

23. Flora and Fauna Report (3 hard copies)

- When** A flora and fauna assessment may be required for a development that involves the clearing, removal or alteration of indigenous vegetation and other fauna habitat. It may also be required where the proposal involves the removal of remnant indigenous trees that maybe defined as an Endangered Ecological Community.
- What** The flora and fauna assessment should:
- Address the Council's Flora and Fauna Assessment Guidelines, and
 - Include a "seven part test" where the proposal has the potential to impact on a threatened species habitat, population or ecological community pursuant to section 5A of the *Environmental Planning and Assessment Act*,
- In addition to the above, a vegetation management plan may be required where it is likely that a proposal will impact either directly or indirectly on areas of remnant native bushland and/or riparian areas. The VMP should be consistent with the recommendations of the flora and fauna assessment and bushfire risk assessment and prepared in accordance with Council's guidelines.
- Who** A Flora and Fauna Report is to be prepared by a suitably qualified ecological consultant.

For further information contact the Council's Bushland and Biodiversity Management Team on 9847 6542 and refer to:

- *Flora and Fauna Assessment Guidelines for Development Applications* at hornsby.nsw.gov.au
- *Guidelines for the preparation of Vegetation Management and Restoration Plans* at hornsby.nsw.gov.au

24. Geotechnical Report (3 hard copies)

- When** A geotechnical report may be required for a development that proposes:
- Work on land with topographical constraints, such as steep slopes (>20%);
 - To build on existing fill; and
 - To undertake extensive excavation below the existing ground level.
- What** A geotechnical report is to certifying the structural adequacy of the site for the proposed development. Consideration shall also be given to the impact of the proposed works on the structural adequacy of the existing and adjoining structures to be retained.
- Who** The geotechnical assessment report should be prepared by a suitably qualified Geotechnical Engineer or Engineering Geologist.

For further information contact the duty development engineer on 9847 6760.

25. Acid Sulfate Soil Management Plan (3 hard copies)

- When** An acid sulfate soil assessment is required to be provided for prescribed development types in accordance with the provisions of Clause 6.1 of the HLEP.
- What** A preliminary investigation of the proposed development site must be prepared. Should it be found that acid sulfate soil conditions are present, an Acid Sulfate Soil Management Plan must be prepared and submitted to Council. The investigation and management plan preparation must be undertaken in accordance with the Acid Sulfate Soil Manual (1998).
- Who** An Acid Sulfate Soil report or management plan is to be prepared by a suitably qualified environmental consultant.

For further information, refer to:

- *The Acid Sulfate Soil Manual (1998)* available at the NSW Environment Protection Authority at epa.nsw.gov.au

26. Land Contamination Assessment (3 hard copies)

- When** A preliminary contamination assessment report may be required for development that involves land that is suspected to be contaminated, and
- The application proposes a change of use to a sensitive land use such as residential, educational, recreational or child care purposes, or for the purposes of a hospital—land; or
 - Work is proposed that may impact on contaminated land (eg earthworks at a petrol station).
- What** A contamination assessment should be prepared in accordance with the requirements of *SEPP 55 Remediation of Land* and the associated guidelines. Where a preliminary assessment identifies that a contaminant is present on the site, a detailed investigation of the site and a remedial action plan may be required to be completed.
- Who** Contamination Assessments are to be prepared by a suitably qualified environmental consultant.

For further information refer to:

- *SEPP No.55* at legislation.nsw.gov.au
- *NSW Environment Protection Authority's Contaminated Sites – Guidelines for Consultants Reporting on Contaminated Sites and Contaminated Sites – Sampling Design Guidelines* at epa.nsw.gov.au

27. Acoustic Report (3 hard copies)

- When** An acoustic report may be required for development that involves the following:
- Noise sensitive landuses near or above rail corridors and busy roads as identified in SEPP (Infrastructure) 2007; or
 - Noise generating activities.
- What** The acoustic report should:
- Detail the predicted noise levels to be emitted to/from the proposed development;
 - Proposed noise mitigation measures to be implemented;
 - Certifying that acoustic standards can be met; and
 - Have regard to published guidelines.
- Who** The acoustic report should be prepared by a qualified acoustical engineer.

For further information refer to:

- *Development near rail corridors and busy roads – Interim guideline* at planning.nsw.gov.au
- *NSW Industrial Noise Policy (2000)* at epa.nsw.gov.au
- *Council's Policy and Guidelines for Noise and Vibration Generating Development (2000)* at hornsby.nsw.gov.au

28. Air Quality Report (3 hard copies)

When An air quality report may be required for development that involves the following:

- Sensitive landuses with frontage to a classified road as identified in SEPP (Infrastructure) 2007. Sensitive landuses include medium and high density residential buildings, places of worship, hospitals, schools, child care centres etc; and
- Potentially air polluting developments.

What The air quality report should:

- Provide an assessment of the ambient air quality on the site, including but not limited to: carbon monoxide, hazardous substances (lead), inspirable dust, volatile organic compounds (benzene) and total bacteria as yeast and mould; and
- Have regard to published guidelines.

Who The air quality report should be prepared by a suitably qualified environmental consultant.

For further information refer to:

- *Development near rail corridors and busy roads – Interim guideline* at planning.nsw.gov.au
- Other best practice guidelines for air polluting developments at planning.nsw.gov.au

29. Heritage Report (3 hard copies)

When A Heritage Impact Assessment report should be provided for:

- Works to a heritage item or draft heritage item (including demolition); or
- The demolition of a building within a heritage conservation area.

For other development in the vicinity of a heritage item, the Statement of Environmental Effects should include an assessment of the effect the proposal may have on heritage item in the vicinity of the property.

What A Heritage Impact Assessment report should include:

- A short history of the site, a description of the item, an analysis of the significance of the item and a succinct statement of its heritage significance;
- A description and assessment of the proposed work, outlining the positive and negative impacts on the heritage significance of the item; and
- Details of the methods used to mitigate the impact of the work.

For development in the vicinity of a heritage item, the assessment in the Statement of Environmental Effects should demonstrate how the proposal will integrate with the heritage item and its setting.

For items of state significance proposing a major change, a conservation management plan may be required.

Who A Heritage Impact Assessment report should be prepared by a suitably qualified/ experienced person.

For further information refer to:

- Guidelines on preparing Heritage Impact Assessment at environment.nsw.gov.au

30. Aboriginal Heritage Assessment (3 hard copies)

When An aboriginal heritage assessment may be required for applications that will disturb:

- Culturally modified trees, or
- Land that contains recorded Aboriginal objects (AHIMS database); or
- Undisturbed land that contains certain landscape features, being land: within 200m of waterways, or located within a sand dune system, or located on a ridge top, ridge line or headland, or located within 200m below or above a cliff face, or within 20m of or in a cave, rock shelter, or a cave mouth.

What An Aboriginal Heritage Assessment report should be prepared in accordance with the published guidelines.

Who An Aboriginal Heritage Assessment should be prepared by a suitably qualified/ experienced person.

For further information refer to:

- *Guide to Investigating, Assessing and Reporting on Aboriginal Cultural Heritage in NSW* (2011) by NSW Office of Environment and Heritage at environment.nsw.gov.au
- *NPWS Aboriginal Heritage and Information Management System (AHIMS) database* at environment.nsw.gov.au

31. Access Report (3 hard copies)

When An access report may be required for development that involves the following:

- Medium to high density residential developments with 10 or more dwellings;
- *SEPP (Housing for Seniors or People with a Disability)* developments; and
- Other developments that are required to comply with the *Disability (Access to Premises - Buildings) Standards*.

What An access report should:

- Describe how the development will facilitate access for people with disabilities;
- Comply with the provisions of the BCA and the *Disability Discrimination Act 1992*; and
- Comply with the provisions of any applicable planning instrument and the DCP.

Who An Access Report should be prepared by a suitably qualified/ experienced person.

32. Crime Risk Assessment (3 hard copies)

When A crime risk assessment may be required for development that involves the following:

- Developments with 20 or more dwellings;
- Major commercial/ retail developments;
- Major community facilities, hospitals and schools;
- New industrial complexes;
- Clubs/ hotels, or other liquor outlets;
- Service stations; and
- Other sensitive landuses, such as sex services premises.

What The crime risk assessment should be incorporated into the Statement of Environmental Effects and address how the development incorporates the principles of CPTED (Crime Prevention Through Environmental Design).

The Council will refer this assessment to the Police for comment as part of the DA process.

Who A Crime Risk Assessment should be prepared by a suitably qualified/ experienced person.

For further information refer to *CPTED guidelines* at planning.nsw.gov.au

33. Fire Safety Schedule (3 hard copies)

- When** A fire safety schedule is required for all change of use applications where no construction works are proposed.
- What** The fire safety schedule should list all existing and proposed essential fire services including:
- A list of the Category 1 fire safety provisions that currently apply to all existing buildings on the site; and
 - A list of the Category 1 fire safety provisions that are to apply to the development.
- Who** A Fire Safety Schedule should be prepared by a suitably qualified professional.

34. Environmental Management Plan (3 hard copies)

- When** An Environmental Management Plan may be required for developments that require active ongoing management of pollution risks, such as industrial activities, intensive rural activities or large food business proposals.
- What** The Plan is to identify all potential pollution risks in accordance with the *Protection of the Environment Operations Act 1997* and propose mitigation measures.
- In addition, an application for a potentially hazardous industry must include a preliminary hazard analysis in accordance with the current circulars or guidelines published by the Department of Planning and submit the analysis with the development application, pursuant to the provisions of *SEPP 33 – Hazardous and Offensive Development*.
- Who** An Environmental Management Plan should be prepared by a suitably qualified professional.

For further information contact the Compliance and Certification Branch on 9847 6829, and refer to:

- *SEPP 33 Guidelines* at legislation.nsw.gov.au

35. Schedule of External Finishes (3 hard copies)

- When** A schedule of external finishes may be required for development that involves significant buildings fronting an established streetscape(s). As a guide this should be required for the following development types:
- Development of Heritage Items and within Heritage Conservation Areas;
 - Medium and high density residential developments; and
 - All significant commercial, retail, mixed use and industrial developments.
- What** Provide an A4 or A3 colour schedule that is able to be recorded via colour scanning.
- Who** The applicant.

36. Photomontage (3 hard copies)

- When** A photomontage showing the relationship of the buildings to the adjoining buildings may be required for development that involves new buildings fronting an established streetscape(s). As a guide this should be required for the following development types:
- Medium and high density residential developments; and
 - All commercial, retail, mixed use and industrial development with an estimated cost of work in excess of \$2 million.
- What** Provide an A4 or A3 coloured photomontage, at an approximate scale of not less than 1:200, that is able to be recorded via scanning.
- Who** An architect or draftsman with appropriate qualifications and experience.

37. Construction Traffic Management Plan (CTMP) (3 hard Copies)

When A Construction Traffic Management Plan is required for the development of residential flat buildings.

What The Plan assesses traffic and safety impacts associated with construction works and must include:

- Site location, identifying nearby schools, railways, shopping complexes and other development sites where known;
- Scope of works;
- Order of construction works;
- Identification of traffic hazards during all stages of works, i.e. peak road usage, width of roads, existing parking restrictions;
- Identification of potential public risks during all stages of works, i.e. school hours, school zones, pedestrian thoroughfares, peak pedestrian times at public transport hubs, falling objects;
- A map of the State and local roads in the proximity of the development;
- A map of truck routes to and from the development site during all stages of works;
- A map identifying the streets to be taken upon leaving the site to reach the main road, during all stages of works;
- Frequency of truck movements on a daily basis during all stages of works;
- A map of the access arrangements to enter and leave the development site during all stages of works;
- Swept path diagrams;
- Consideration of mobile crane movements;
- Location of temporary hoardings, fencing or awning;
- How pedestrian and public safety is to be maintained during all stages of works; and
- A signature by the author of the Plan.

The following clauses should be included within the document:

- All items, machinery and equipment associated with the development, including but not limited to concrete pumps and construction cranes, will be located wholly on the site during all stages of works, unless otherwise approved by Council;
- Confirmation that Work Zones permits for the development site will be obtained if Councils verge or road is to be used at any stage of the development; and
- Footpaths and other Council assets will be maintained and repaired when identified, for the duration of the development.

Who A traffic consultant with appropriate qualifications and experience.

For further information contact the Compliance and Certification Branch on 9847 6829.

38. Green Roofs and Walls (3 hard Copies)

When A Green Roofs and Wall Plan is required to be submitted with any development involving the installation of a green roof or wall.

What **Green Roofs**

Any proposal for a green roof should:

- Undertake a detailed site analysis to assess the site suitability, including consideration of the climate conditions (e.g. solar orientation and wind loads), surrounding environment and the structural capacity, age, and condition of the roof;
- Identify roof access (e.g. frequency and types of access), growing medium type and depth, function and type of green roof and plant schedule in accordance with the roof structural capacity;
- Select native and drought/heat tolerant plant species;
- Be designed with high standard components, including waterproofing membrane, growing medium, vegetation layer, root barrier, insulation and drainage system;
- Maximise the retention and reuse of stormwater;
- Identify the most suitable irrigation system based on growing medium characteristics and plant needs.
- Consider integration of solar panels on the green roof; and
- Provide a maintenance plan including inspection arrangements and maintenance of the waterproofing roof membrane.

Green Walls

Any proposal for a green wall should:

- Design and locate green walls to suit the orientation and microclimatic conditions and enable access for maintenance;
- Select a mix of native and ornamental species;
- Provide details of the support system, demonstrating that the green wall can be removed without affecting the structural integrity or waterproofing of the building;
- Ensure green walls are designed to function with an irrigation system using non-potable water;
- Establish control and timing of the watering system; and
- Prepare a maintenance plan detailing the maintenance arrangements.

Who A Green Roofs and Wall Plan is to be prepared by a suitably qualified architect, engineer or green roof provider.

39. Water Cycle Management Plan (WCMP) (3 hard Copies)

When A WCMP should be submitted with an application for any intensive rural activity and when a number of rainwater tanks results in the total capacity of all dams and rainwater tanks on the property exceeding 1 megalitre.

What A WCMP should be submitted with an application for any intensive rural activity detailing how water will be sourced, stored, used, treated and recycled for use.

Who A WCMP is to be prepared by a suitably qualified and experienced civil engineer.

For further information contact the duty development engineer on 9847 6760.

PART D. Development Application Checklist

DA Documentation, Plans and Supporting Material			Applicant to Complete			
			Required		Supplied on Hard Copy	Supplied on CD/USB
			Yes	No	Yes	Yes
1	Application Form (1 hard copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Notify Council if Integrated Development or other concurrences are required (1 additional CD or USB of documents for each referral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Section 94A Cost Report (2 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Statement of Environmental Effects (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Existing Site Plan/ Survey (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Proposed Site Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Floor Plans (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Elevations and Sections (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Subdivision Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Tree Survey (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Landscape Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Shadow Diagrams (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Soil and Water Management Plan (construction) (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Stormwater Concept Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Water Sensitive Urban Design (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Flood Study (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Basix Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Bushfire Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Waste Management Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Sewage Management Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Traffic and Parking Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Flora and Fauna Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Geotechnical Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Acid Sulfate Soil Management Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Land Contamination Assessment (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DA Documentation, Plans and Supporting Material	Applicant to Complete			
	Required		Supplied on Hard Copy	Supplied on CD/USB
	Yes	No	Yes	Yes
27 Acoustic Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28 Air Quality Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29 Heritage Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30 Aboriginal Heritage Assessment (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31 Access Report (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32 Crime Risk Assessment (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33 Fire Safety Schedule (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34 Environmental Management Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 Schedule of External Finishes (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36 Photomontage (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37 Construction Traffic Management Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38 Green Walls and Roofs (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49 Water Cycle Management Plan (3 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that if the information is inaccurate or incomplete, the application may be delayed or rejected or more information may be requested.

Applicant name (PLEASE PRINT)

Applicant signature

Appendix 1 - Cost Summary Report

[Development Cost of \$3,000,000 or less]

DEVELOPMENT APPLICATION No.		REFERENCE:	
COMPLYING DEVELOPMENT CERTIFICATE APPLICATION No.			
CONSTRUCTION CERTIFICATE No.		DATE:	

APPLICANT'S NAME:.....

APPLICANT'S ADDRESS:.....

DEVELOPMENT NAME:.....

DEVELOPMENT ADDRESS:.....

ANALYSIS OF DEVELOPMENT COSTS:

Demolition and alterations	\$	Hydraulic services	\$
Structure	\$	Mechanical services	\$
External walls, windows and doors	\$	Fire services	\$
Internal walls, screens and doors	\$	Lift services	\$
Wall finishes	\$	External works	\$
Floor finishes	\$	External services	\$
Ceiling finishes	\$	Other related work	\$
Fittings and equipment	\$	Sub-total	\$
Sub-total above carried forward	\$		
Preliminaries and margin	\$		
Sub-total	\$		
Consultant Fees	\$		
Other related development costs	\$		
Sub-total	\$		
Goods and Services Tax	\$		
TOTAL DEVELOPMENT COST	\$		

I certify that I have:

- inspected the plans the subject of the application for development consent or construction certificate.
- calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning and Assessment Regulation 2000 at current prices.
- included GST in the calculation of development cost.

Signed:.....

Name:.....

Position and Qualifications:.....

Date:.....

Appendix 2 - Registered* Quantity Surveyor's Detailed Cost Report

[Development Cost greater than \$3,000,000] *A member of the Australian Institute of Quantity Surveyors

DEVELOPMENT APPLICATION No.		REFERENCE:	
COMPLYING DEVELOPMENT CERTIFICATE APPLICATION No.			
CONSTRUCTION CERTIFICATE No.		DATE:	

APPLICANT'S NAME:

APPLICANT'S ADDRESS:

DEVELOPMENT NAME:

DEVELOPMENT ADDRESS:

DEVELOPMENT DETAILS:

Gross Floor Area – Commercial	m ²	Gross Floor Area – Other	m ²
Gross Floor Area – Residential	m ²	Total Gross Floor Area	m ²
Gross Floor Area – Retail	m ²	Total Site Area	m ²
Gross Floor Area – Car Parking	m ²	Total Car Parking Spaces	
Total Development Cost		\$	
Total Construction Cost		\$	
Total GST		\$	

ESTIMATE DETAILS:

Professional Fees	\$	Excavation	\$
% of Development Cost	%	Cost per m2 of site area	\$ /m ²
% of Construction Cost	%	Car Park	\$
Demolition and Site Preparation	\$	Cost per m2 of site area	\$ /m ²
Cost per m ² of site area	\$ /m ²	Cost per space	\$ /space
Construction – Commercial	\$	Fit-out – Commercial	\$
Cost per m ² of commercial area	\$ /m ²	Cost per m2 of commercial area	\$ /m ²
Construction – Residential	\$	Fit-out – Residential	\$
Cost per m ² of residential area	\$ /m ²	Cost per m2 of residential area	\$ /m ²
Construction – Retail	\$	Fit-out – Retail	\$
Cost per m ² of retail area	\$ /m ²	Cost per m2 of retail area	\$ /m ²

I certify that I have:

- inspected the plans the subject of the application for development consent or construction certificate.
- prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quantity Surveyors.
- calculated the development costs in accordance with the definition of development costs in the Hornsby Shire Council Indirect Development Contributions Plan at current prices.
- included GST in the calculation of development cost.
- measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1, Appendix A2.

Signed:

Date:

Name:

Position and Qualifications:

Appendix 3 - Waste Management Plan

To facilitate waste management and reduction, Council requires on-site sorting and storage of waste products pending re-use, recycling or collection. Council’s goal is that at least 76% of all demolition and construction waste is to be re-used or recycled.

The applicable sections of the following waste management plan must (at a minimum) be completed and submitted with applications which involve the demolition, design and construction, the use of a building and on-going management.

Larger developments should include the level of detail which reflects the scale of the development. The NSW Environmental Planning Authority website epa.nsw.gov.au/waste contains a number of best practice publications that may be of assistance for more detailed waste management planning activities.

The information provided in the waste management plan will enable an assessment of how it is intended to re-use, recycle and dispose of waste. The information will be assessed against prescribed targets for the minimisation of waste disposal.

Outline of Proposal

Site Address:

Applicant’s name and address:

Phone:

Fax:

Buildings and other structures currently on the site:

Brief Description of Proposal:

Commitment to this Waste Management Plan

When any construction and/or demolition waste is removed from the site, written records will be made by the principal contractor and submitted to the Principal Certifying Authority within 14 days demonstrating consistency with this Waste Management Plan. This is to include tip docket/receipt from the site to which the waste was taken (noting date and time of delivery, description (type and quantity) of waste).

Signature of applicant

Date

For further information on completing the waste management plan, refer to Council’s Waste Minimisation and Management Guide that is available at hornsby.nsw.gov.au

SECTION ONE – DEMOLITION STAGE

To be completed for applications involving demolition, excavation or residential subdivision (where involving 6 or more lots).

GENERAL DEMOLITION WASTE		HOW WILL YOU MANAGE THIS WASTE?				
	Estimated volume (m ³)	Estimated weight (kg)	Re-use on-site * see A1.02 for suggestions	Recycle off-site * see A1.04 for outlets	Landfill * see A1.03 for landfills	
Type of material	*see A2.01	*see A2.01	Quantity (kg)	Use	Quantity (kg)	Quantity (kg)
Excavation material						
Green Waste						
Bricks						
Concrete						
Tiles						
Timber (specify)						
Plasterboard						
Metals (specify)						
Other (specify)						
TOTAL GENERAL WASTE		_____kg (100%)	_____kg (_____%)	_____kg (_____%)	_____kg (_____%)	_____kg (_____%)
Material containing Asbestos			N/A		N/A	

Principal off-site recycler (address)	Principal licensed landfill for general waste (address)	Licensed landfill for asbestos waste (address)

Does the combined re-use and recycling of general waste materials meet the target of 76% or greater (Yes/No) _____. If no, revisit the table to see where improvements may be achieved. If the target is still not possible, please state reasons why.

For further information: The Council’s Waste Minimisation and Management Guide available at hornsby.nsw.gov.au, provides help in completing this plan. For example reference *A2.01 is included in the Waste Minimisation and Management Guide at Page 88 and helps you to estimate demolition volumes.

SECTION TWO – CONSTRUCTION STAGE

To be completed for all applications involving construction of buildings.

EXPECTED WASTE MATERIALS		HOW WILL YOU MANAGE THIS WASTE?				
Type of Material	Estimated volume (m3)	Estimated weight (kg)	Re-use on-site		Recycle off-site	Landfill
	*see A4.01	*see A4.01	* see A1.02 for suggestions	* see A1.04 for outlets	* see A1.03 for landfills	
			Quantity (kg)	Use	Quantity (kg)	Quantity (kg)
Excavation material						
Green waste						
Bricks						
Concrete						
Tiles						
Timber (specify)						
Plasterboard						
Metals (specify)						
Other (specify)						
		_____ kg		_____ kg	_____ kg	_____ kg
TOTAL WASTE		(100%)		(_____%)	(_____%)	(_____%)

Principal off-site recycler (address)	Principal licensed landfill site (address)

Does the combined re-use and recycling of waste materials meet the target of 76% or greater (Yes/No) _____. If no, revisit the table to see where improvements may be achieved. If the target is still not possible, please state reasons why.

For further information The Council’s Waste Minimisation and Management Guide available at hornsby.nsw.gov.au, provides help in completing this plan. For example reference *A2.01 is included in the Waste Minimisation and Management Guide at Page 88 and helps you to estimate demolition volumes.

SECTION THREE – USE AND ON-GOING MANAGEMENT

To be completed for all applications involving the construction of residential accommodation and commercial and industrial developments or for the change of use of same.

Describe how you intend to ensure on-going management of waste on-site. Issues which may require to be addressed include maintenance, signage and responsibilities.

ISSUE	PROPOSED ARRANGEMENTS
Size and Location	
Use of premises.	
Number of dwellings/units.	
Estimated garbage generation (See A6.01).	
Estimated recycling generation (See A6.01).	
Number of and capacity of waste storage bins and volume handling and reduction equipment to be used for managing garbage.	
Number of and capacity of waste storage bins and volume handling and reduction equipment to be used for managing recyclables.	
Number of and capacity of waste storage bins and volume handling and reduction equipment to be used for managing garden organics (if applicable).	
Area/s allocated for waste storage and recycling area and volume handling and reduction equipment (highlight on plan drawings).	
On-site Access	
Describe arrangements for on-site access by residents to waste facilities (highlight on plan drawings)	
Describe arrangements for on-site access by collection contractors to waste facilities (highlight on plan drawings)	
Design and Construction	
Describe the fire safety features and protection equipment provided.	
Describe how noise associated with residents using the bins, collection contractors emptying the bins and waste falling through and out of the bottom of a garbage chute has been minimised.	
Describe any features for preventing ingress of vermin into waste storage areas.	
Describe measures taken to ensure waste storage areas are aesthetically consistent with the rest of the development.	

<p>Describe the light source and method of ventilation within waste storage areas.</p>	
<p>Describe facilities for washing bins, waste storage areas and garbage chute systems.</p>	
<p>Describe the features incorporated in the design of the volume handling and reduction equipment to ensure its safe and efficient operation.</p>	
<p>On-going Waste Management</p>	
<p>Identify the time frame that it will take to introduce an environmental management system (i.e. waste minimisation and management strategy).</p>	
<p>Describe arrangements for the cleaning and maintenance of waste storage areas and volume handling and reduction equipment.</p>	
<p>Describe arrangements for ensuring appropriate signage and ensuring residents/tenants are aware of how to use the waste management system correctly.</p>	
<p>Identify each stage of waste transfer between residents'/tenants' units and loading into the collection vehicle. Who is responsible for each transfer?</p>	
<p>Describe arrangements for the disposal of hazardous waste (if applicable)(See A6.02).</p>	

SECTION THREE – USE AND ON-GOING MANAGEMENT (CONTINUED)

Insert a plan referenced in the table at Section 3 above showing the location of waste storage and collection facilities and access thereto.

