



Development Application Submission Guideline | 2013

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

In Force: 11 October 2013

Reprinted: October 2013

Hornsby Shire Council

296 Pacific Highway, Hornsby

PO Box 37

Hornsby NSW 2077

Telephone: (02) 9847 6760

Facsimile: (02) 9847 6996

Email: hsc@hornsby.nsw.gov.au

internet: hornsby.nsw.gov.au

Opening Hours: Monday-Friday, 8.30am-5pm

PART A. Introduction

A development application is to include all relevant documentation to enable an assessment of the proposal against the provisions of the Environmental Planning and Assessment Act. The DA submission must include:

- Development Application Form
- DA Checklist completed (Part D of this Guide)
- All Relevant Submission Requirements (per the DA Checklist)
- Fees

This guideline provides a general overview of the common submission requirements for development applications. The scope and detail of information required to be submitted depends on the site characteristics and the scale and complexity of the proposal. If the proposal is for a large scale development or development on land that is environmentally sensitive, further additional information may be required. Integrated and Designated Development may also trigger additional requirements.

Other than for minor developments, such as dwellings and additions, we encourage you to engage a town planning consultant. The town planning consultant can assist in engaging expert consultants required to prepare any necessary technical documents. This has the potential to streamline the process of the application. Certified practicing planners can be found through the Planning Institute of Australia (PIA) website at www.planning.org.au.

The Council offers a Pre-Development Application service where applicants can discuss the proposed concept with Council's professional staff to obtain some guidance as to the key issues likely to be generated by the development. This also provides an opportunity to clarify the range of plans and supporting material required to be submitted. Pre-DA application forms can be found at hornsby.nsw.gov.au. Please note that Pre-DA advice can not provide certainty on the outcome of a future development application.

Note: Some developments need an approval from a State government agency as well as development consent from Council. It is your responsibility to determine which approvals are needed before you lodge your DA. This is discussed further within the guideline.

PART B. Overview of Submission Requirements

The matrix at Figure 1 provides a general overview of the possible submission requirements for some development applications. Certain applications may require the submission of additional information that has not been listed below. Please consult with your planning consultant and Council officers prior to lodging your application to ensure adequate information is submitted.

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	Subdivision of land	Change of use (commercial)	Retail / commercial	Child care centres	Industrial development	Intensive rural landuses
1 Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2 Advise if Integrated Development or other concurrences required			✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Section 94A Cost Report	✓				✓			✓	✓	✓	✓
4 Neighbour Notification Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 (construction phase)	●	●	●	●	●	●		●	●	●	●
15 Stormwater concept plan	●	✓	✓	✓	✓	✓		✓	✓	✓	✓
16 Water Sensitive Urban Design Strategy			●	●	●	●		●	●	●	●
17 Flood Study	●	●	●	●	●	●		●	●	●	●
18 Basix Report	●	✓	✓	✓	✓						

Figure 1 continued: 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	Subdivision of land	Change of use (commercial)	Retail / commercial	Child care centres	Industrial development	Intensive rural landuses
19 Bushfire Report	●	●	●	●	●	●	●	●	●	●	●
20 Waste Management Plan	✓	✓	✓	✓	✓	●	●	✓	✓	✓	✓
21 Sewage Management Plan (unsewered areas)	●	✓	✓	✓	✓	✓	●	✓	✓	✓	✓
22 Traffic and Parking Report			●	●	●	●		●	●	●	●
23 Flora and Fauna Report		●	●	●	●	●		●	●	●	●
24 Geotechnical Report		●	●	●	●	●		●	●	●	●
25 Acid Sulfate Soil Management Plan	●	●	●	●	●	●		●	●	●	●
26 Land Contamination Assessment		●	●	●	●	●	●	●	●		●
27 Acoustic Report		●	●	●	●	●	●	●	✓	●	●
28 Air Quality Report			●	●	●		●	●	●	●	●
29 Heritage Report	●	●	●	●	●	●		●	●	●	●
30 Aboriginal Heritage Assessment		●	●	●	●	●		●	●	●	●
31 Access Report				●	✓		●	✓	✓		
32 Crime Risk Assessment			●	●	●		●	●			
33 Fire Safety Schedule							✓				
34 Environmental Management Plan							●	●		●	●
35 Schedule of External Finishes		●	✓	✓	✓			✓	●	●	
36 Photomontage			✓	✓	✓			✓	●	●	

✓ Indicates this information is required

● Indicates this information may be required

PART C. Details of Required Plans and Supporting Material

The following provides further details on the DA documentation, plans and supporting material described in the matrix at Figure 1.

1. Application Form (1 copy)

A completed Development Application 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. Integrated Development and other State Government Notifications (1 additional copy of documents per referral required)

Integrated Development – Some developments need an approval from a State government agency as well as 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 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

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 set of plans, supportive documentation and any required fee.

The proposal may require referral or concurrence under:

- SEPP (Infrastructure) 2007 – to the RTA, Railcorp and/or Energy Australia
- SEPP No 64 (Advertising and Signage) – to the RTA

Other Notifications – For all multi-unit residential and residential subdivision Energy Australia is required to be contacted prior to lodging a development application. Please provide a copy of this required email to Energy Australia with your Development Application.

The following information is required to be emailed to HornsbyDA@energy.com.au:

- Developer's Details (eg. Developer's name, telephone fax, address, etc)
- Development Details (including Development Address, if a Subdivision, how many lots before/after subdivision?, How many dwellings before/after development, What is the nature of the buildings planned to be established (eg Houses, Duplex, Units, etc), will the buildings be Air Conditioned or have an allowance for its connection, Will the buildings have gas for kitchens and/or hot water, Will any of the proposed construction be closer than 4 metres to the street alignment.
- A simple sketch of the site showing the proposed buildings.

For further information contact the duty planner on 9847 6760.

3. Section 94A Cost Report (2 copies)

On 5 September 2013, the Hornsby Shire Council Section 94A Development Contributions Plan commenced. The Plan applies to the following development types:

- Alterations or additions to residential accommodation
- Alterations or additions to commercial premises
- Industrial development
- Residential Care Facilities
- Hostel / Boarding House / Group Home / Hospital / Educational Establishment
- Tourist and Visitor Accommodation and Eco-Tourist Facilities
- All other development that does not involve the creation of additional dwellings or, in the case of commercial premises, additional GFA.

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 duty planner on 9847 6760.

4. Neighbour Notification Plans (10 copies)

10 reduced sets of plans (A4 size) and a summary of the Statement of Environmental Effects is required for notification to neighbours.

5. Statement of Environmental Effects (3 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
- 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),
- 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.

For further information contact the duty planner on 9847 6760.

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

A proposed site plan is an aerial view of the land, at 1:100 or 1:200 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 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).
- What trees are proposed to be removed and how the land will be landscaped or otherwise treated.

8. Floor Plans (3 copies)

This provides an aerial view of the internal configuration of the building and should be prepared to an appropriate 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
- 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 copies)

An elevation plan shows the profile of the building when viewed from all sides. This plan should be prepared to an appropriate 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
- Aspect ie. north east elevation etc.

10. Subdivision Plan (3 copies)

A proposed plan of subdivision is required 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 (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)
- Location of any utility services required.

11. Tree Survey (3 copies)

When A detailed tree survey may be required for applications proposing work in the vicinity of existing trees.

What The tree survey is to be provided on an accurate site plan of the property, at 1:100 or 1:200 scale, showing

- the locations of existing trees within 10m of the proposed development (including trees within adjoining sites),
- tree heights, canopy diameters and trunk diameters plotted to scale,
- existing native vegetation beneath the canopy and areas of native bushland within and adjoining the site,
- trees and vegetation must be numbered on the site,
- a referenced table providing details of their species and an assessment of their condition,
- 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 separate arborist report is required for development within 10 metres of trees protected by Section 5.9 of the HLEP

Who It is required that the information regarding the species, height and condition of the trees be provided by a qualified practising arborist, horticulturist or landscape architect with arboriculture experience. It is imperative that qualified practising 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 copies)

When A detailed landscape plan may be required for larger 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 or 1:200 scale, showing

- existing levels, finished levels and contours to 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,
- 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, and refer to

- Landscape Code for Development Applications (2005) at hornsby.nsw.gov.au

13. Shadow Diagrams (3 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
- 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 Residential Flat Design Code. 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.

For further information contact the duty planner on 9847 6760.

14. Soil and Water Management Plan (construction phase) (3 copies)

When A Erosion and Sediment Control Plan (ESCP) is required for development that disturbs less than 2500m² of land on environmentally sensitive sites (such as steep land, or works in the vicinity of waterways or bushland). Note: For less sensitive sites this plan may be required to be provided as a condition of development consent.

A Soil and Water Management Plan (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'.

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 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,
- 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 development application.

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 copies)

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

- major redevelopment on sites greater than 2,000m² and
- other development that increases the impermeable area on a site by more than 2,000m².

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 or similar.

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

17. Flood Study (3 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 Flood Plain Management Manual.

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 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.

For further information contact the duty planner on 9847 6760.

19. Bushfire Report (3 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 contact the duty planner on 9847 6760 and refer to

- *Planning for Bushfire Protection 2006* on the RFS web site bushfire.nsw.gov.au.

20. Waste Management Plan (3 copies)

When A Waste Management Plan (WMP) is required for 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 demolition, construction and operational (ongoing) phase of the development. A waste management plan should be prepared in accordance with Appendix 3 of this guideline and include:

- Estimations of quantities and types of materials to be reused, recycled or left over for removal from the site;
- Plans and drawings of the proposed development that highlight the location of and space allocated to the ongoing waste management facilities and the location of the waste collection point.

Who The applicant or a suitably qualified/experienced person.

For further information contact the duty planner on 9847 6760, who may then refer you onto the Council's waste services division for any detailed questions.

21. Sewage Management Plan (unsewered areas) (3 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,
- 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 duty planner on 9847 6760, who may then refer you onto the Environmental Sustainability and Health Team for any detailed questions, and refer to

- *Hornsby Shire Council, Form 18 - An application for approval to Install a Wastewater Treatment* on Council's web site hornsby.nsw.gov.au.

22. Traffic and Parking Report (3 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.

For further information contact the duty planner on 9847 6760.

23. Flora and Fauna Report (3 copies)

- When** A flora and fauna assessment may be required for a development that involves the clearing, removal or alteration of bushland. It may also be required where the proposal involves the removal of remnant native 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 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,
 - 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 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.
- Who** An Acid Sulfate Soil report or management plan is to be prepared by a suitably qualified environmental consultant.

For further information contact the duty planner on 9847 6760.

26. Land Contamination Assessment (3 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 contact the duty planner on 9847 6760 who may then refer you onto the Environmental Sustainability and Heath Team for any detailed questions, and refer to:

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

27. Acoustic Report (3 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 contact the duty planner on 9847 6760, and refer to:

- *Development near rail corridors and busy roads – Interim guideline* at planning.nsw.gov.au.
- *NSW Industrial Noise Policy (2000)* at environment.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 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
 - 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 organise compunds (benzene) and total bacteria as yeast & mould, and
 - have regard to published guidelines.

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

For further information contact the duty planner on 9847 6760 and 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 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,
- 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 contact the duty planner on 9847 6760 and refer to:

- *Guidelines on preparing heritage impact assessment* at heritage.nsw.gov.au.

30. Aboriginal Heritage Assessment (3 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 contact the duty planner on 9847 6760 and 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 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,
 - 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,
 - 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.

For further information contact the duty planner on 9847 6760

32. Crime Risk Assessment (3 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 contact the duty planner on 9847 6760, and refer to:

- CPTED guidelines at planning.nsw.gov.au

33. Fire Safety Schedule (3 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
- 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.

For further information contact the duty planner on 9847 6760

34. Environmental Management Plan (3 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 environmental and health protection team on 9847 6829, and refer to:

- SEPP 33 Guidelines at planning.nsw.gov.au

35. Schedule of External Finishes (3 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,
- 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

For further information contact the duty planner on 9847 6760

36. Photomontage (3 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,
 - 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.

For further information contact the duty planner on 9847 6760

PART D. Development Application Checklist

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

DA Documentation, Plans and Supporting Material		Required		Supplied	
		Yes	Maybe	Yes	No
27	Air Quality Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Air Quality Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Heritage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Aboriginal Heritage Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Access Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Crime Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Fire Safety Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Environmental Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Schedule of External Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Photomontage	<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 signature

Applicant name (PLEASE PRINT)

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:

Name:

Position and Qualifications:

Date:

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 Resource NSW website 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?				
Type of material	Estimated volume (m ³)	Estimated weight (kg)	Re-use on-site		Recycle off-site	Landfill
	*see A2.01	*see A2.01	* see A1.02 for suggestions	Use	* see A1.04 for outlets	* see A1.03 for landfills
		Quantity (kg)	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 (_____%)
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.	

<p>Describe any features for preventing ingress of vermin into waste storage areas.</p>	
<p>Describe measures taken to ensure waste storage areas are aesthetically consistent with the rest of the development.</p>	
<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.

