

ELECTRONIC APPLICATIONS

Electronic requirement applies to:

- Development Applications / s4.55 Modification / Review of Determination Applications
- Complying Development Certificate & s4.30 Modification applications (Council's)
- Construction Certificate Applications
- Occupation Certificate Application
- Subdivision Certificate Applications
- Private Certifiers Issued Certificates (for Council's registration)
- Planning Proposal Applications (yet available via ePlanning Portal. Lodge as hard-copy with a USB containing electronic files)
- Building Certificate Applications yet available via ePlanning Portal. Lodge as hard-copy with a USB containing electronic files)

Digital specifications for all submitted plans and documents:

- ✓ applications MUST provide a digital copy of all documents including **completed application forms and checklists**
- ✓ all documents must be **in PDF format**
- ✓ each document or plan needs to be saved **as a separate PDF**
- ✓ digital copy must be **identical to the hard copy** (where applicable) received in-person / by post
- ✓ file **named appropriately** as instructed
- ✓ plans must show **new work in colour** and be rotated to **landscape**
- ✓ PDFs must **not be password protected**, or have editing restrictions
- ✓ plans must be **converted electronically** to PDF file and **not scanned**
- ✓ Where possible, plans should be laid out on **A3 paper size** to a maximum scale of 1:100 or 1:200

Council will not accept documents without correctly formatted digital data

Please ensure your submitted documents meet the digital specifications so Council can:

- ✓ Upload submitted documentations to the [ePlanning Portal](#) (where applicable) with ease
- ✓ Issue Notice of Determination and other approved documents in an electronic format
- ✓ Distribute any **amended plans and documents** during the development assessment process
- ✓ Upload application quality documentation and images onto Council's website for public viewing

Application Checklist - Confirmation of Information Provided

Applicants will be required to confirm they understand all information provided, including signatures on plans, or other documents, as well as any correspondence from Council, may be published on Council's website for viewing by the public.

Document Naming Standards

- ✓ ensure file names **do not exceed 100 characters** including spaces and dashes
- ✓ plan / reports to **include plan number** where applicable (e.g. XX-XX-XX) **or date of document** (e.g. YYYY-MM-DD), example:

Plan - Ground - XX-XX-XX	Plan - Landscape - XX-XX-XX	SEE – YYYY-MM-DD
Plan - Elevation - XX-XX-XX	Plan - Shadow Diagram - XX-XX-XX	
- ✓ for **amended** documents / **additional** information, clearly identify amended date, example:

Add Info - Arborist Report - XX-XX-XX - Amended YYYY-MM-DD
Add Info - Plan - Ground - XX-XX-XX - Amended YYYY-MM-DD

Document Type Note: example of the required <i>File Name</i> (in brackets)	Required Standard / Quality of Documents	Check
DA Application Form <i>(DA Form)</i>	A copy of the application form submitted by the applicant to request approval for the proposed development.	<input type="checkbox"/>
Owner's consent <i>(Owner's Consent)</i>	A document which provides evidence that the owner of the land on which the development is to be carried out consents to the application.	<input type="checkbox"/>
Access report <i>(Access Report)</i>	<p>An Access Report demonstrates how the proposed development provides easy access and useable areas for everyone, and compliance with the <i>Disability Discrimination Act 1992</i>.</p> <p>An Access Report applies to development where disabled access is a requirement of the <i>Disabilities Discrimination Act 1992</i>, such as:</p> <ul style="list-style-type: none"> • housing for seniors or people with a disability • residential flat buildings • child care centres • schools • hospitals 	<input type="checkbox"/>
Acid sulfate soils report <i>(Acid Sulfate Soils Report)</i>	<p>Many low-lying coastal areas have naturally occurring materials known as acid sulfate soils. When these materials are disturbed and exposed to oxygen, sulfuric acid is formed.</p> <p>Examples of when a report may be required include:</p> <ul style="list-style-type: none"> • proposals involving works described in the Clause 6.1 – Acid Sulfate Soils of the relevant Local Environmental Plan require a preliminary Acid Sulfate Soil Assessment. • an Acid Sulfate Soil Management Plan is required where preliminary assessment reveals likely acid sulfate soils. 	<input type="checkbox"/>
Acoustic report <i>(Acoustic Report)</i>	<p>Where noise is a major design issue, a report by an acoustic consultant will need to be submitted.</p> <p>It may be required for development of land affected by ANEF contours, directly adjacent to railway corridors, State/Regional Roads and for developments with potential for impacting on adjoining properties in relation to noise, (e.g. industries, child care centres, schools, places of public worship), or where the hours of operation may have impacts on residential properties.</p>	<input type="checkbox"/>
Air Quality Report <i>(Air Quality Report)</i>	<p>The air quality report is a report be prepared by a suitably qualified environmental consultant.</p> <p>An Air Quality Report may be required for proposals that, for example, involve sensitive land uses with a frontage to a classified road and potentially air polluting developments.</p> <p>An Air Quality Report should generally provide:</p> <ul style="list-style-type: none"> • an assessment of the ambient air quality on the site (including but not limited to: • carbon monoxide, hazardous substances (lead), inspirable dust, volatile organise compounds (benzene) and total bacteria as yeast and mould) and • Have regard to published guidelines 	<input type="checkbox"/>
Arborist Report <i>(Arborist Report)</i>	<p>An arborist's report is a report prepared by a qualified arborist (typically with minimum qualification of Level 5 AQF or equivalent) which provides technical comment on the age, health, condition, and significance of individual trees.</p> <p>It is generally required for applications where a tree is to be removed, or is likely to be affected by a proposal, and the tree is:</p>	<input type="checkbox"/>

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	<ul style="list-style-type: none"> • a significant tree or heritage listed tree • a tree on adjoining land • covered by a Tree Preservation Order • considered by council to be prominent due to age, amenity, size, or habitat. 	✓
BASIX certificate <i>(BASIX)</i>	<p>BASIX, the Building Sustainability Index, is an interactive, web-based planning tool designed to assess the potential performance of residential development against water consumption and greenhouse gas emission targets prescribed by the NSW Government.</p> <p>BASIX is a self-assessment tool, designed to be used by building applicants and others involved in designing residential development proposals. BASIX is accessed via the BASIX website, www.basix.nsw.gov.au. Applicants are required to complete a BASIX assessment in relation to their proposal before an application can be lodged with Council.</p> <p>If you are proposing alterations or additions to an existing dwelling valued at \$50,000 and above or a swimming pool (or spa) with a volume greater than 40,000 litres a BASIX Certificate is required.</p> <p>BASIX Certificates require different commitments to be shown on the plans at different stages of the development, either “On DA Plans” or “On CC/CDC Plans”, with some commitments needing a “Certifier Check”. Plans must always be consistent with the BASIX Certificates. Further information on BASIX can be obtained from www.basix.nsw.gov.au</p>	
BCA Performance Requirements Compliance Statement <i>(BCA Statement)</i>	<p>BCA Performance Requirements Compliance Statement is prepared by a suitably qualified Certifier which usually:</p> <ul style="list-style-type: none"> • demonstrates the classification and rise in stores of the building • identifies the type of construction • provides confirmation that the development will comply with the Performance Requirements of the Deemed-to-Satisfy provisions of the Building Code of Australia or, alternatively, identifies the areas that do not comply and details any Alternate Solutions, • addresses Clauses 93 and 94 of the <i>Environmental Planning and Assessment Regulation 2000</i>. <p>The Statement is usually submitted for:</p> <ul style="list-style-type: none"> • certain residential buildings, including mixed uses (other than single dwellings and town-house/villa type developments); • commercial buildings (other than minor shop fit-outs), including entertainment venues, industrial development; • special use type buildings, eg schools, aged care, child care facilities, • public buildings, changes of use applications, • temporary structures, child care centres 	
Biodiversity Assessment Method (BAM) Letter <i>(BAM Letter)</i>	<p>A BAM Letter is a letter from council to advise the relevant agency (being the Office of Environment and Heritage) of council’s decision with regard to an applicant’s <i>Biodiversity Development Assessment Report</i> and request to reduce the biodiversity credits which apply to a development site.</p>	
Biodiversity Assessment Report <i>(Biodiversity Report)</i>	<p>A Biodiversity Assessment Report (BAR) may be required for a development that involves the clearing, removal or alteration of native vegetation/bushland and other fauna habitats.</p> <p>The BAR identifies how the proponent proposes to avoid and minimise impacts, any potential impact that could be characterised as serious and irreversible (according to specified principles) and the offset obligation</p>	

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	required to offset the likely biodiversity impacts of the development or clearing proposal (which is expressed in biodiversity credits). The report must be prepared by a suitably qualified ecologist. Further information is available from the Office of Environment & Heritage at the following link: www.environment.nsw.gov.au/biodiversity/assessmentmethod	✓
Bushfire report <i>(Bushfire Report)</i>	A report will need to be submitted with any application for works on bushfire prone land. The report will need to assess the proposed building work against the Rural Fire Service Planning for Bushfire Protection Guidelines.	
Car parking & vehicle access <i>(CP & Access Report)</i>	Documentation and/or plans which include details of the proposed arrangements for car parking, accessible parking, pedestrian footways, turning, manoeuvring and allocations in relation to the development.	
Clause 4.6 variation request <i>(CI4.6 Request)</i>	Where a proposal does not comply with the development standards contained in the relevant Local Environmental Plan, a council may consider the variation on the basis that strict compliance with that standard is unreasonable or unnecessary in the circumstance. A written statement must be submitted with the DA and address the requirements under Clause 4.6 – <i>Exceptions to Development Standards</i> in council’s Local Environmental Plan.	
Contamination – remediation action plan <i>(Contamination & RAP Report)</i>	A Remediation Action Plan (RAP) provides: <ul style="list-style-type: none"> • the objectives of the remediation strategy, • the recommended clean-up criteria • demonstration of proposed measures to reduce risks to acceptable levels and achieve the clean-up objectives for the site. Refer to SEPP No. 55 – <i>Remediation of Land and the associated Managing Land Contamination Planning Guidelines</i> (EPA, 1998) for more information.	
Cost estimate report <i>(Cost Summary Report OR QS Cost Report)</i>	Cost estimations forecast the resources and associated costs needed to execute a development. These reports must explain the methodology used to calculate the estimate. The value of works estimate must include the value of costs such as labour (i.e. specialist tradespeople) as well as the value of materials and fixtures to be used, as opposed to what the developer is paying for them. For example, if labour is being provided “for free”, that labour still has a value which must be accurately included in the estimate of the value of works	
Design verification statement <i>(SEPP 65 Statement)</i>	A Design Verification Statement is a statement by a qualified designer for a residential apartment development which verifies how the design quality principles in SEPP 65 are achieved and demonstrates how the objectives of the Apartment Design Guide have been achieved	
Elevations and sections <i>(Elevations & Sections)</i>	These drawings will clearly document the proposed building/s or works. Plans, elevations and sections must be drawn to 1:100 scale (or other appropriate scale) and include the following details: An elevation of the development viewed from each direction and at least one section showing: <ul style="list-style-type: none"> • date, plan number, amendment number • building facade, windows, roof profile • external finishes (e.g. wall, roof, window, door and fence materials, paint colours, etc) • window and door schedule (showing all dimensions) • existing and finished ground levels, floor levels, ceiling levels and roofline levels (show driveway grade) 	

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	<ul style="list-style-type: none"> • chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels) • retaining walls and fences (indicate height); and • extent of excavation or filling of the site. 	✓
Environmental impact statement	See “ Statement of environmental effects ”	
Erosion and sediment control plan <i>(Erosion Sediment Control Plan)</i> Erosion Sediment Control Plan - continued	A plan providing details of how the site will be managed to prevent stormwater pollution, erosion and sedimentation. Show the following details: Basic Site Information <ul style="list-style-type: none"> • north point (true north) • scale (show ratio and bar scale) • date, plan number and name of person who has prepared the plan • contours – initial and final; and • existing and proposed boundaries. Construction Details <ul style="list-style-type: none"> • ‘site’ or ‘disturbed area • location of stockpiles and secure chemical storage area • location of temporary and permanent Soil and Water Management Controls; and • vehicle access point/s. Stormwater Management <ul style="list-style-type: none"> • location of drains, downpipes, pits and watercourses; • proposed integration with on-site detention/infiltration; and • stormwater discharge point (if proposed). Major Projects <ul style="list-style-type: none"> • details on staging of works; • location of any vegetation to be removed; and • proposed re-vegetation program. 	
Fire safety upgrade report <i>(Bushfire Safety Upgrade Report)</i>	Fire safety measures for a building include measures to prevent, detect or suppress fire or to prevent the spread of fire. These measures should relate to any BAL (Bushfire Attack Level) risk assessment certificate which has been issued in relation to the development. Further information is available from the Rural Fire Service www.rfs.nsw.gov.au/plan-and-prepare/building-in-a-bush-fire-area/types-of-development/complying-development	
Flood risk management report <i>(Flood Risk Report)</i>	A flood risk management report (or flood study) is a report prepared by a suitably qualified engineer or consultant which outlines the potential flooding on a proposed building and/or potential impacts on a floodway. The report may be required for sites within flood affected areas and/or specific types of development.	
Floor plans <i>(Plan–Ground; Plan–First etc)</i>	These drawings will clearly document the proposed building/s or works. Plans, elevations and sections must be drawn to 1:100 scale (or other appropriate standard scale) and include the following details: <ul style="list-style-type: none"> • north point (true north) and scale (show ratio and bar scale); • title block indicating name of architect/designer, date of preparation, plan number, amendment number (where relevant) and client’s name and address of subject property; • location of proposed new buildings, alterations or works (show setback distances from boundaries and adjoining buildings); • room layout, partitioning, location of windows and doors; • room dimensions, areas and proposed use of each room; • courtyard dimensions and areas; 	

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	<ul style="list-style-type: none"> • walls and fences; • total floor area and floor space ratio; • disabled persons access (if required); • vehicle entrance and exit driveways; • car parking and loading areas (show dimensions); and • waste bin storage and collection facilities. 	✓
Geotechnical report <i>(Geotechnical Report)</i>	<p>A report prepared by a suitably qualified geotechnical engineer which outlines:</p> <ul style="list-style-type: none"> • the ground conditions (soil types, depth to rock and groundwater levels), • the structural adequacy / stability of the site for the proposed development, • the impact of the proposed works on the structural adequacy / stability of existing and surrounding structures (which are to be retained). • any management and mitigation of adverse impacts to surrounding properties, • the permeability of the soil (if infiltration is proposed). <p>A Geotechnical Report may be required for development proposals which:</p> <ul style="list-style-type: none"> • have potential to adversely affect surrounding properties during excavation or construction of subsurface structures • involve excavation of a certain volume, within proximity to a property boundary or depth below ground level • are located on land with certain site constraints (i.e. steep slopes) 	
Heritage impact statement <i>(Heritage Impact Statement)</i>	<p>Heritage Impact Statements (HIS) – Also known as Statement of Heritage Impact or Statement of Significance; these heritage reports provide heritage assessment by describing the heritage significance of the place and its history, how proposed development affects/ does not affect that significance, and the management measures proposed to mitigate negative impacts to that significance.</p>	
Hydrogeological report <i>(Hydrogeological Report)</i>	<p>A report prepared by a suitably qualified hydrogeological and/or geotechnical engineer.</p> <p>A Hydrogeological Report is required for development proposals which temporarily or permanently interfere with groundwater flows and impacts the water table.</p> <p>Note: A Hydrogeological report is usually prepared in conjunction with a Geotechnical report (refer to Geotechnical Report tooltip).</p>	
Landscape plan <i>(Plan – Landscape)</i>	<p>This plan should be prepared by a qualified landscape architect or consultant and should illustrate the proposed landscape design for your proposal. The plan should demonstrate an understanding of the site and its context.</p> <p>The scale of the plan should match the scale of the architectural and survey plans and show the following details:</p> <ul style="list-style-type: none"> • north point (true north) and scale (show ratio and bar scale); • name of the landscape designer or company, their contact details and professional qualifications; • date, plan number, amendment number (where relevant); • finished surface levels, embankments and grades (indicate extent of cut and fill); • location, species and canopy spread of all existing trees to be retained or removed, including any affected trees on adjoining properties or adjoining land; • arboricultural advice detailing the protection or removal of trees; 	

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	<ul style="list-style-type: none"> • proposed tree and shrub planting, including number of each species, their location, massing and mature height, and any proposed edging and mulching; • proposed surface treatments and restoration e.g. turf, paving, bank stabilisation, mounds; • reduced levels at the base of trees and their height and canopy spread; • driveways and carparking areas; • location of letter boxes, drying areas and garbage receptacles; • finished surface levels, including embankments, grades and contours; • location of stormwater pipes and pits, including any onsite detention; • proposed fences and retaining walls (indicate height and material); • erosion and sediment control measures; and • maintenance program 	✓
National Construction Code report <i>(NCC Report)</i>	<p>The National Construction Code (NCC) is a uniform set of technical provisions for the design, construction, and performance of buildings throughout Australia.</p> <p>An NCC Report should generally:</p> <ul style="list-style-type: none"> • demonstrate the classification and size of the development, • detail all issues that affect the development detailed in the NCC, • identify the areas that do not comply with the ‘Deemed-to-Satisfy’ provisions of the NCC and detail any Alternative Solutions. 	
Notification plans <i>(Plan – Notification)</i>	<p>Notification plans are reduced A4-sized copies of the site plan and elevations of a proposed development. The reduced elevations should be exact copies of the elevations submitted with the DA, and the reduced site plan must not show any of the internal layout of the proposed development.</p> <p>Ideally, all this information should be provided on one (1) A4 page (back and front).</p>	
Party wall consent <i>(Consent – Party Wall)</i>	<p>A development proposal which proposes works on a party wall or works which rely on a party wall for lateral or vertical support, must be accompanied by the written consent of all owners of all party walls involved.</p> <p>This consent may take the form of the signature on the development application of all owners affected or by separate letter which clearly states the nature of the works agreed to.</p>	
Photomontage <i>(Photomontage)</i>	<p>A photomontage provides a representation (typically 3D) of the proposed development within the existing surrounding context.</p>	
Plan of management <i>(Plan of Management – Operation)</i>	<p>A Plan of Management may be required to demonstrate how a proposal will be managed to minimise adverse amenity impacts.</p> <p>Such proposals include commercial and industrial proposals, entertainment facilities, late night trading premises, hotels, boarding houses and backpacker accommodation.</p> <p>A typical Plan of Management may include details about how the establishment will operate, including:</p> <ul style="list-style-type: none"> • type of business: • number of staff: • expected number of customers or clients: • hours and days of operation: • number of patrons and building safety (for entertainment venues): 	

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	<ul style="list-style-type: none"> • plant, machinery and production processes: • type and quantity of goods handled: • arrangements for transport, loading and unloading of goods: • hazardous materials and processes: • noise controls: • complaints management: • servicing arrangements: 	✓
Political donations and gifts disclosure <i>(Donations, Gifts Disclosure)</i>	<p>In accordance with the Local Government and Planning Legislation Amendment (Political Donations) Bill 2008, a disclosure statement of a reportable political donation or gift must accompany a planning application or submission if a reportable donation or gift has been made within 2 years prior to the application or submission being made.</p> <p>If the donation or gift is made after the lodgement of the application, a disclosure statement must be sent to the relevant consent or approval authority within 7 days after the donation or gift is made.</p> <p>A disclosure must be made by any person who has a financial interest in a planning application.</p>	
Proposed Subdivision plan <i>(Plan – Subdivision)</i>	<p>A proposed plan of subdivision is required for all applications seeking development consent for subdivision.</p> <p>A proposed subdivision plan is typically prepared by a registered surveyor.</p> <p>A proposed Torrens title subdivision plan is an aerial view of the land which details the existing and proposed lot boundaries and area, levels, structures, encumbrances and site constraints, and infrastructure for that site (i.e. accessways, roads, stormwater disposal, utilities).</p> <p>Applications involving Strata subdivision shall be accompanied by a draft plan of Strata subdivision demonstrating:</p> <ul style="list-style-type: none"> • proposed lot sizes • common property • any easements or restrictions 	
Schedule of colours, materials and finishes <i>(Colour, Finishes Schedule)</i>	<p>A Schedule provides samples, and identifies the location, of materials and colours on the building façade and specific architectural features.</p> <p>It includes the composition of the materials and colours and should contain building elevation/s which clearly identify the location of each type of material and colour finish.</p> <p>A Schedule may be required for proposals which relate to:</p> <ul style="list-style-type: none"> • residential flat buildings and mixed use development • new dwellings • works to a heritage item or in a heritage conservation area • foreshore areas 	
Shadow diagrams <i>(Plan - Shadow Diagrams)</i> Note: include all March, June, September, December in one file	<p>This plan must show the effect, in plan and elevation, of any existing shadows and any additional shadows cast by the development. This is particularly in respect of the proposed overshadowing effect on any windows, private yard spaces, clothes drying areas, and any solar hot water or similar systems on any adjoining property.</p> <p>Draw the plan to the same scale as your survey and architectural plans, and show the following details:</p> <ul style="list-style-type: none"> • north point (true north); • scale (show ratio and bar scale); 	

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	<ul style="list-style-type: none"> • date, plan number, amendment number; • position of existing and proposed buildings on the site; • position of buildings, windows with associated room use, private open space and any solar panels on adjoining land; • shadows cast at the mid-winter solstice and at the equinoxes at 8am, noon and 4pm. Additional times and dates, e.g. hourly at mid-winter, may also be required; • if the proposal is replacing an existing building, show change in shadows from existing to proposed development; and • provide an analysis of your shadow diagrams prepared by a consulting architect. • Consider shadows from adjoining buildings as well as the proposed development. 	✓
Site plans <i>(Plan – Site)</i>	<p>The plan must show the exact location of buildings and other features on the site, at the same scale as the plans and elevations. The plan must include the following details:</p> <ul style="list-style-type: none"> • north point (true north); • scale (show ratio and bar scale), lot dimensions and areas; • date, plan number, amendment number; • position of all existing structures, contours and spot levels • position of structures, including trees on adjoining land (including the street and adjoining parks or open space), especially window locations in adjoining buildings with top and bottom of sill heights; • position of existing trees on both the site and adjoining sites (including the street and adjoining parks or open space), and reduced level at the base of such trees, and their height and canopy spread; and • the location and levels of any solar panels on adjoining lots. 	
Social impact assessment <i>(Social Impact Assessment)</i>	<p>A Social Impact Assessment is required to accompany proposals where there are likely social impacts as a consequence of the development. This may include proposals involving:</p> <ul style="list-style-type: none"> • new licenced premises, a change of use of a licence premises (including existing licenced premises) or significant expansion to a licenced premises • a large housing development (as specified by council) • backpacker accommodation • boarding houses • brothels • drug rehabilitation centres • entertainment complexes • industrial uses (of a certain gross floor area as specified by council) • restricted premises 	
Species impact statement <i>(Species Impact Statement)</i>	<p>A Species Impact Statement is required for land that is, or is part of, critical habitat or development that is likely to significantly affect threatened species, populations or ecological communities, or their habitats.</p> <p>Refer to the <i>Biodiversity Conservation Act 2016</i> (Section 7.20) and <i>Regulations 2017</i> (Clause 7.6) for the requirements which relate to the content of Species Impact Statements.</p>	
Statement of environmental effects <i>(SEE)</i> Statement of environmental	<p>A statement of environmental effects is a report that details and explains the likely impacts of the proposed development both during and after the development, and the proposed measures that will mitigate these impacts. It also includes a detailed assessment of the proposed development having regard to all policies and planning controls that apply to the land or type of development.</p> <p>The Statement includes written information about proposal and any other</p>	

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effects - continued	<p>factor of your proposal that cannot be readily shown by your plans. A high-quality Statement of Environmental Effects is an important component to a development application as well as high quality well designed.</p> <p>A Statement of Environmental Effects details the likely impacts of the proposal, and the proposed measures that will mitigate these impacts. It is a written statement about the proposal that supports your plans and drawings.</p> <p>For applications that do not propose any work, such as change of use applications, a Statement of Environmental Effects is still required. The statement must outline how the use is permissible and complies with the planning polices but also how the use will operate if consent is granted e.g. number of staff, hours of operation, vehicular access and loading and waste management.</p>	✓
Stormwater drainage plan <i>(Plan – Stormwater)</i>	<p>This plan will illustrate how stormwater runoff from your site will be managed. It is essential to incorporate your drainage design in the initial design process as problems with discharging stormwater runoff from your site may require a redesign. Sites that fall away from the street frontage may have difficulty discharging stormwater runoff to the street, requiring a drainage easement to be negotiated through a neighbouring property to discharge the stormwater. The drainage design must be prepared by a registered Civil Engineer and include provision for on-site detention (OSD) where necessary.</p>	
Structural Plan <i>(Plan- Structural)</i>	<p>A report prepared by a suitably qualified structural engineer.</p> <p>A structural and condition report may be required for development proposals where the existing condition is used to substantiate demolition, damage or removal or as otherwise required by council.</p>	
Survey plan <i>(Plan – Survey)</i>	<p>A survey plan is a plan which is prepared by a registered surveyor which demonstrates the existing conditions of the development site and adjoining properties. This includes (but is not limited to) site boundaries, levels, and contours (in AHD), and the position and reduced levels (to the AHD) of existing structures and trees. Most development proposals will generally require a survey plan, except for small alterations and additions to a dwelling or a change of use that involve no works.</p>	
Traffic report <i>(Traffic Report)</i>	<p>Required for applications with potential for impacting on adjoining properties in relation to traffic. A traffic report needs to be made by a suitably qualified traffic consultant, demonstrating whether the proposed operation of a development will have an impact on the movement of vehicles and traffic in the surrounding road system.</p> <p>The report may need to include measures to mitigate the impact of vehicular movements from the proposal, in order to ensure the efficient operation of the surrounding road network is not compromised and may need to be supported by traffic modelling.</p>	
Voluntary planning agreement <i>(VPA – Draft; VPA – as Executed XX/XX/20XX)</i>	<p>A Voluntary Planning Agreement (VPA) is an agreement entered into by a planning authority (such as a council or the Department of Planning and Environment) and a developer.</p> <p>Under the agreement a developer agrees to provide or fund, for example:</p> <ul style="list-style-type: none"> • public amenities and public services • affordable housing • transport or other infrastructure. <p>The above benefits may be delivered either through physical or monetary contributions.</p>	
Waste Management plan <i>(Waste Management Plan)</i>	<p>This plan will detail waste management and minimisation activities to be carried out during demolition, construction and operation of the premises/development. This plan will need to:</p>	

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	<ul style="list-style-type: none"> • specify waste by type and volume and nominate reuse and recycling potential; • nominate siting of waste storage and recycling facilities for demolition, construction and final use; • detail how and where residual wastes will be disposed of; and • explain how ongoing waste management of the site will operate. 	✓
Other	Anything else that council may require.	