

## General

Refer to this guide when preparing to lodge a Development Application, Modification Application or Review of Determination Application. The guide provides details as to how to lodge your application, mandatory lodgement items and details on other relevant items which may be required depending on the nature of your development proposal and the location of the site. For assistance with specific documentation required for your development proposal, please contact Council's Development Advisory Service on 1300 434 434.

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Lodgement item	Lodgement requirements
<b>Electronic Lodgement Instructions &amp; Disclaimer</b>	<p>All applications must be lodged through the NSW Department of Planning, Industry &amp; Environment's Planning Portal. For steps outlining how to lodge your Development Application, please refer to Council's 'Lodge your Application' web page.</p> <p>To allow Council to process your application in a timely and efficient manner, please ensure documents are lodged in accordance with the following:</p> <ol style="list-style-type: none"> <li>1. Mandatory documentation is lodged as outlined on page 1.</li> <li>2. A master set of plans as outlined on page 1 are to be uploaded as <b>one</b> file in the Planning Portal (Document Type 'Architectural Plans'). Note: Landscape and stormwater plans are to be uploaded as separate files in the portal.</li> <li>3. Reports are uploaded separately.</li> <li>4. Documents are to be titled in the below naming format examples: <ul style="list-style-type: none"> <li>• Owners Consent</li> <li>• Cost Summary Report Form</li> <li>• Plans – Master Set</li> <li>• Plans – Landscape</li> <li>• Plans – Stormwater</li> <li>• Report – Geotechnical</li> <li>• Report – Bushfire</li> <li>• Report – Statement of Environmental Effects</li> <li>• Statement of Modification</li> </ul> </li> </ol> <p><b>Disclaimer – Documents on Public Exhibition</b></p> <p>By lodging a Development Application you acknowledge and agree to the use of all relevant plans and reports lodged with the application for public exhibition purposes and note that they will be made available to the public on Council's Application Search.</p> <p><b>Note:</b> It is not the responsibility of Council to remove signatures or owner's details from documentation lodged, this is the responsibility of the applicant prior to lodgement of the application</p>
<b>Modification Application Requirements</b>	<p>Your modification application must clearly explain the amendments that you wish to make. If the amendments involve changes to the design, the application must include copies of plans that show these changes plus all relevant supporting documentation that justify the change/s.</p> <ul style="list-style-type: none"> <li>• A Statement of Modification must be submitted with all modification applications that describes in detail all the proposed modifications that form part of the application and discusses any impacts these changes have on the relevant planning controls and on adjoining or nearby properties.</li> <li>• Plans indicating all proposed modifications to the approved development. The modifications must be clearly highlighted and should be in colour. Every plan from the original development consent that needs to be modified by the Modification Application must be provided.</li> <li>• Reports – If the original development application is supported by reports (i.e. Bushfire, Geotechnical, Flood Risk Assessment, Statement of Heritage Impact, etc) the reports must be updated so that they are relevant to the development as modified. Alternatively, a letter may be provided from the original author of the report/s stating that the recommendations of the original report, are still current for the proposed modification.</li> <li>• BASIX Certificate – An amended BASIX Certificate is required if the original application included one.</li> </ul>
<b>Owners Consent</b>	<p>Applicants are required to enter the details of <b>all</b> individual land owners' onto the Planning Portal. The property title document or a current rates notice will provide this information.</p> <p>Where a landowner is one of the following, the relevant supporting documentation must be uploaded into the Planning Portal as Owners Consent:</p> <p><b>Company / Organisation</b> Applicant must provide an <a href="#">ASIC Current Company Extract document</a>. Where there is more than one company owner, council may request additional supporting documentation. Document must list office holders.</p> <p><b>Land/New Owners(s)</b> Applicant must provide a copy of the Notice of Sale or Settlement Letter.</p> <p><b>Strata Title / Owner's Corporation (if the property is a unit under strata title or a lot in a community title)</b> Applicant must provide a letter on strata management letterhead, clearly stating the words "Support for lodgement of Development Application".</p> <p><b>Joint Wall / Fence</b> When works affect a joint wall, consent of all affected property owners is required (e.g. Semi-detached dwelling). The title document or a current rates notice of each property will provide this information.</p> <p>Note: Council may request additional supporting information depending on the nature of the development proposal.</p>
<b>Statement of Environmental Effects</b>	<p>A Statement of Environmental Effects must be submitted with all applications, and is to;</p> <ul style="list-style-type: none"> <li>• describe the site in detail (current use, aspect, slope, vegetation etc.),</li> <li>• describe the proposed development in detail,</li> <li>• demonstrate that the environmental impacts of the development have been considered,</li> <li>• respond to all relevant provisions of any applicable environmental planning instruments (SEPPs), development control plans and Council policies,</li> <li>• include a compliance table showing the performance of the development against the relevant numerical standards and controls,</li> <li>• provide justification for any areas of non-compliance with relevant objectives, standards or controls,</li> <li>• discuss any likely impacts and identify any mitigation measures to reduce those impacts.</li> </ul> <p>Additional details may be required for certain development, including:</p> <ul style="list-style-type: none"> <li>• hours of operation, trading hours and/or delivery times,</li> <li>• staff numbers,</li> <li>• plant and machinery to be installed, including hours of plant operation,</li> <li>• type, size and quantity of goods to be made, stored or transported.</li> </ul> <p>If the application seeks to vary a development standard within an Environmental Planning Instrument, a <b>separate</b> document is required (see below).</p>

Lodgement item	Lodgement requirements
<b>Cost Summary Report/ Estimated cost of works</b>	<p>As outlined in Council's Contributions Plan 2019, a Cost Summary Report Form is required for development proposals with an estimated cost of works:</p> <ul style="list-style-type: none"> <li>• Less than \$1,000,000 - completed by any building industry professional, or</li> <li>• Greater than \$1,000,001 - completed by a quantity surveyor who is a registered member of the Australian Institute of Quantity Surveyors</li> </ul>
<b>All Plans - General note</b>	<p>All plans are to clearly highlight the proposed works. Buildings or parts of buildings to be demolished are to be indicated using a dotted line or are to be shown on a separate plan.</p> <p>Plans must be to scale (1:100 or 1:200) with the scale clearly identified on each plan. The following information should be included/shown on all plans and documents:</p> <ul style="list-style-type: none"> <li>• Applicant(s) name(s),</li> <li>• property address (block/house/shop/flat number),</li> <li>• lot number, section number and Deposited Plan / Strata Plan number,</li> <li>• measurements in metric,</li> <li>• draftsman/architect name,</li> <li>• plan/document reference details (date, plan/document name and number, plan version/revision etc.).</li> </ul> <p>All plans/documents must be consistent with any other plan/document presented as part of your application.</p> <p>For food premises, the plans must show details in accordance with the relevant Australian Standards (including AS 4674).</p> <p>For skin penetration premises, the plans must show details in accordance with the Public Health Act.</p>
<b>Site Plan</b>	<p>A site plan must be submitted with all applications, and is to include (where relevant):</p> <ul style="list-style-type: none"> <li>• boundary locations and all site measurements (length, width and area, both existing and proposed),</li> <li>• dimensioned distances of the new and existing works in relation to site boundaries,</li> <li>• any minimum setbacks/building lines (shown dotted/dashed) as prescribed by the relevant plan or policy,</li> <li>• location and levels of all buildings/structures on adjoining land (including any openings or decks/balconies facing the site),</li> <li>• location and dimensions of all existing and/or proposed impervious areas/hard surfaces (including driveways, decks, paved areas etc.),</li> <li>• location of any existing or proposed swimming pool,</li> <li>• location of any existing and/or proposed fences and landscaping features (including retaining walls, paths etc.),</li> <li>• vegetation and natural features (including canopy trees, rock outcrops etc.),</li> <li>• location and capacity of any existing and/or proposed rainwater tanks,</li> <li>• location of existing and/or proposed car parking, pedestrian and vehicle access (indicating gradients),</li> <li>• location of existing and/or proposed stormwater infrastructure and/or easements (Council and private), both within the site and the adjacent road reserve,</li> <li>• location of all existing and/or proposed utilities, including any associated easements, both within the site and the adjacent road reserve,</li> <li>• location of any utility manholes and power poles, street trees, driveway crossovers and bus stops in the adjacent road reserve,</li> <li>• location of any existing and/or proposed flue/chimney/exhaust and dimensioned distance from the nearest openings of adjoining buildings,</li> <li>• any heritage and archaeological features,</li> <li>• contours at 1m intervals,</li> <li>• north point (true north),</li> <li>• width of road reserve.</li> </ul>
<b>Floor Plans</b>	<p>A floor plan must be submitted with all applications involving internal works, and is to include (where relevant):</p> <ul style="list-style-type: none"> <li>• boundary locations and all site measurements,</li> <li>• dimensioned distances of the new works in relation to site boundaries,</li> <li>• any minimum setbacks/building lines (shown dotted) as prescribed by the relevant plan or policy,</li> <li>• location and levels of all buildings/structures on adjoining land (including any openings or decks/balconies facing the site),</li> <li>• floor levels and steps in floor levels (RLs)(metres AHD),</li> <li>• proposed room names, areas and dimensions,</li> <li>• locations and size of windows and doors,</li> <li>• wall structure type and thickness,</li> <li>• location of plumbing fixtures,</li> <li>• access arrangements and facilities for persons with a disability,</li> <li>• existing floor plan, room names and use (if relevant),</li> <li>• location of any solid fuel heater.</li> </ul>

Lodgement item	Lodgement requirements
<b>Elevations and Section Plans</b>	<p>Sections and elevations must be submitted with all applications that involve physical works and are to include (where relevant):</p> <ul style="list-style-type: none"> <li>• proposed levels (RLs) (metres AHD) for all ridge lines, ceilings, floors and ground,</li> <li>• existing ground levels, including street levels (metres AHD),</li> <li>• outline of existing buildings/development on site (shown dotted),</li> <li>• the maximum applicable building height,</li> <li>• the side boundary building envelope (on elevations),</li> <li>• window size and location,</li> <li>• any chimneys, flues, exhausts etc., including levels (RLs)(metres AHD) at their highest point,</li> <li>• location of all buildings/structures on adjoining land,</li> <li>• roof pitch and eave width,</li> <li>• materials and finishes,</li> <li>• room names/uses (sections only).</li> </ul> <p>Where driveways or other alterations are proposed to Council's infrastructure, detailed sections of gradients and levels must be provided for assessment purposes. This may necessitate long sections of the driveway to the footpath or to the centre line of the road.</p>
<b>Site Analysis Plan</b>	<p>A context and site analysis plan must accompany all applications, demonstrating that consideration has been given to site constraints and the context of the immediate locality, including (but not limited to):</p> <ul style="list-style-type: none"> <li>• views to and from the site,</li> <li>• solar access and overshadowing,</li> <li>• views and solar access enjoyed by adjacent properties,</li> <li>• adjoining and nearby land uses,</li> <li>• orientation, microclimate and noise sources,</li> <li>• significant vegetation.</li> </ul>
<b>Demolition Plan</b>	<p>A demolition plan must be submitted with all applications involving demolition and is to clearly identify all structures to be demolished.</p>
<b>Excavation and / or fill Plan</b>	<p>A plan showing the extent and volume of excavation and / or fill must be submitted for all developments involving excavation and fill, except where the excavation is only for the provisions of foundations.</p>

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<b>Waste Management Plan Construction, Demolition and/or ongoing</b>	<p>A Waste Management Plan and a Waste Management Site Plan must be submitted with all developments involving demolition, earthworks or construction. The Waste Management Plan must be filled out in accordance with the Northern Beaches Waste Management Guidelines and must detail the reuse, recycling and disposal methods for all demolition and construction waste on site.</p> <p>The Waste Management Site Plan must show the locations of waste storage, demolition site access, sorting areas, skip bins required and other details for how waste on the site will be managed during the demolition and construction phases.</p> <p>Additional requirements apply if the land is in MLEP 2013, being:</p> <p>Council may request that either the whole or part of the Waste Management Plan be submitted at DA stage where:</p> <ul style="list-style-type: none"> <li>• development is located in the Manly Town Centre,</li> <li>• development includes more than 40 dwelling units, or where</li> <li>• the property does not have reasonable access to Council's usual garbage and recycling collection point.</li> </ul> <p>During demolition and construction, residues from operations such as masonry-cutting, washing tools, and concreting must be:</p> <ul style="list-style-type: none"> <li>• contained on the site and treated using sedimentation settling tanks or flocculation and disposed of in accordance with the Waste Management Plan at paragraph 2.1.12</li> <li>• stored well clear of any poorly drained or flood prone areas, stream banks, and channel or stormwater drainage area in a designated area and under cover where possible, and</li> <li>• provided with containment bunds, constructed around the storage areas which allow salvaging of spilt materials.</li> </ul> <p>A Waste Management Plan must be submitted with all development applications involving multi-unit residential (i.e. more than two residential units or dwellings), all commercial and all industrial developments.</p> <p><b>PLEP 2014</b></p> <p>The Waste Management Plan must be filled out in accordance with the Northern Beaches Waste Management Guidelines.</p> <p>In addition, all relevant plans submitted with the application (e.g.: floor plans, sections and site plans) must show details to identify location of waste storage areas (garbage and recycling), location of collection area, number of bins and hours of collection.</p> <p><b>WLEP 2011</b></p> <p>The Waste Management Plan must be filled out in accordance with the Northern Beaches Waste Management Guidelines and Parts C8 &amp; C9 of the Warringah DCP 2011.</p> <p>In addition, all relevant plans submitted with the application (e.g.: floor plans, sections and site plans) must show details to identify location of waste storage areas (garbage and recycling), location of collection area, number of bins and hours of collection.</p> <p><b>MLEP 2013</b></p> <p>A Waste Management Plan must be submitted with all development applications involving residential, commercial and industrial developments.</p> <p>The Waste Management Plan must be filled out in accordance with Section 3.8 of the Manly DCP 2013. Council may request that either the whole or part of the Waste Management Plan be submitted at DA stage where:</p> <ul style="list-style-type: none"> <li>• development is located in the Manly Town Centre,</li> <li>• development includes more than 40 dwelling units, or where</li> <li>• the property does not have reasonable access to Council's usual garbage and recycling collection point.</li> </ul> <p><b>Residential Accommodation</b></p> <p>In relation to dwelling houses, the site plan and floor plan layout of the proposed development must provide for the ongoing management of waste for occupants of the development as follows:</p> <ul style="list-style-type: none"> <li>• location of a waste cupboard waste storage area within the dwelling capable of holding a single day's waste and allow source separation of non-recyclable and recyclable waste,</li> <li>• location of external waste storage and recycling area capable of accommodating Council's standard garbage and recycling bins, located outside the dwelling with convenient access to the usual collection point.</li> </ul> <p>Note: If a development is to include a mix of residential and commercial activities, separate collection arrangements must be provided.</p> <p>In relation to all other residential accommodation involving more than 1 dwelling, the proposed development must provide for the ongoing management of waste for occupants of the development as follows:</p> <ul style="list-style-type: none"> <li>• the location of individual, external waste storage and recycling area(s) relative to the usual collection point, or</li> <li>• if a communal waste storage and recycling area(s) or garbage and recycling room(s) are proposed, design specifications must be included. This would include a floor plan, elevations and cross section drawings of the room and also the materials and finishes to be used, and</li> <li>• design details of any garbage chute if applicable.</li> </ul>

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	<p>If a communal facility is proposed, the area(s) must:</p> <ul style="list-style-type: none"> <li>• be able to accommodate all bins required,</li> <li>• be accessible from all dwellings, and</li> <li>• have prominent signage indicating correct use of bins.</li> </ul> <p>The location and design of the waste storage area must complement the streetscape and must not impact on the amenity of adjoining properties (visual, noise, and odour).</p> <p><b>Commercial and Industrial Development</b></p> <p>Commercial and Industrial building works require the following details to be provided on the floor/site plan:</p> <ul style="list-style-type: none"> <li>• individual waste storage and recycling area(s) located externally and relative to the collection point, or</li> <li>• if a communal waste storage and recycling area(s) or garbage and recycling room(s) are proposed, design specifications must be included. This would include a floor plan, elevations and cross section drawings of the room and also materials and finishes,</li> <li>• design details of garbage chute system(s) and any volume reduction equipment.</li> </ul> <p>If individual garbage and recycling storage areas are proposed, sufficient space must be provided to facilitate source separation of waste and must be compatible with the chosen waste collection service.</p> <ul style="list-style-type: none"> <li>• If a communal waste storage and recycling area is proposed the following requirements also apply:</li> <li>• each separately tenanted or separately occupied area within the building or complex must have easy access to collection containers able to accommodate the type and quantity of waste and recyclable material generated,</li> <li>• be able to accommodate all bins required,</li> <li>• have prominent signage indicating correct use of bins, and</li> <li>• garbage and recycling facilities must be situated as to not impact on the amenity of adjoining premises (noise, odour or visual).</li> </ul> <p><b>Note: Where hazardous or unique waste materials are to be generated special arrangements will be required. Advice should be sought from the Environment Protection Authority or Council on the specific management arrangements for these materials.</b></p>
<b>Certified Shadow Diagrams</b>	<p>Shadow diagrams must be submitted for new developments that will result in additional shadow impacts to demonstrate compliance with the requirements in the relevant DCP. Shadow diagrams must take into account the slope of the land.</p> <p>Existing and proposed shadows are to be shown as cast on 21 June at 9am, 12noon and 3pm. The diagrams should include:</p> <ul style="list-style-type: none"> <li>• location of proposed development,</li> <li>• position and relationship to adjoining buildings and land (showing street number and street address),</li> <li>• details of existing and proposed shadows,</li> <li>• diagrams must be based on a Survey plan prepared by a registered Surveyor and drawn to true north,</li> <li>• the shadow diagrams are to be certified by a suitably qualified person such as an Architect,</li> <li>• additional shadow diagrams including hourly shadow diagrams or elevational shadow diagrams may be required.</li> <li>• location of all the boundaries on adjoining land that is effected by any proposed overshadowing</li> </ul> <p>The shadow diagrams must be accompanied by a document prepared by a suitably qualified professional stating that the shadow diagrams have been certified as accurate. Council may require this document to be prepared by an independent professional for larger developments</p>
<b>Photo Montage</b>	<p>A photo montage must be submitted for any development where the cost of works exceeds \$5 million or as requested by Council.</p> <p>Photomontages are to show the key contextual streetscape, and neighbourhood settings of the proposed development and other relevant images, such as impacts on critical/sensitive views from both the public (including waterways) and private domains. The montages are to be generated from a Survey and are to be accurate and detailed 3-dimensional computer models of the proposed development.</p>
<b>Subdivision Plan</b>	<p>Applications involving the subdivision of land must be accompanied by a draft plan of subdivision demonstrating:</p> <ul style="list-style-type: none"> <li>• proposed lot sizes,</li> <li>• dimensions of all boundaries,</li> <li>• vehicular and pedestrian access to all lots,</li> <li>• any land to be dedicated to Council,</li> <li>• any existing or proposed easements, covenants or right of ways,</li> <li>• location of essential infrastructure servicing all lots.</li> </ul> <p>For undersized allotments and sites that are physically constrained (i.e. small site or small buildable area), indicative building footprints should also be nominated. For these sites it is recommended that you confirm the requirements through a pre lodgement meeting.</p> <p>Applications for Community title subdivision shall also be supported by a draft Community /Neighbourhood Management Statement.</p> <p>Applications involving Strata subdivision shall be accompanied by a draft plan of Strata subdivision demonstrating:</p> <ul style="list-style-type: none"> <li>• proposed lot sizes,</li> <li>• common property,</li> <li>• any easements or restrictions.</li> </ul> <p>Additional requirements for subdivision in the Warriewood Valley Release Area are prescribed by Control C6.9 of P21 DCP.</p>

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<b>Road design Plan</b>	<p>For applications involving the construction of new roads or upgrades to existing roads, detailed civil engineering plans, long sections and cross sections are required for the full extent of the works.</p> <p>If the proposal is in Warriewood Valley Land Release Area, see the Warriewood Valley Roads Masterplan and Warriewood Valley Landscape Masterplan and Design Guidelines (Public Domain) for additional requirements.</p>
<b>Advertising Structure / Sign Plan</b>	<p>Advertising/signage details must be submitted for all applications that involve advertising or business or building identification signage.</p> <ul style="list-style-type: none"> <li>• details of the advertising structure / sign, materials to be used and how it will be fixed to the building,</li> <li>• dimensions (including width, height and depth), colours, lettering and overall design,</li> <li>• the proposed location shown on the site plan (show distances to boundaries),</li> <li>• details of any existing signage on the property, including dimensions, and details if removal is proposed,</li> <li>• illuminated signage – provide details of illumination including type (e.g. flood light, internally illuminated), hours of illumination, amount and extent of light spill (light spill diagram may be requested),</li> <li>• SEPP 64 Advertising and Signage criteria and DCP requirement are to be addressed.</li> </ul>
<b>Boundary Identification Survey</b>	<p>A Boundary Identification Survey (less than 24 months old) is required to be submitted with all applications, except:</p> <ul style="list-style-type: none"> <li>• Where a change of use is proposed with no external works</li> <li>• Where the application relates to an internal works only</li> <li>• Where the application relates to replacement of signage mounted to an existing structure</li> </ul> <p>The Boundary Identification Survey must include the following:</p> <ul style="list-style-type: none"> <li>• The survey must be prepared and signed by a registered surveyor and show their name and Registration Number.</li> <li>• Any offsets should be annotated clearly, showing the position of fences and walls in relation to boundaries.</li> <li>• Boundaries are not to be taken from title dimensions. Survey notes are to stipulate that 'A field survey of the boundaries has been conducted'</li> <li>• true north point, or relationship to true north</li> <li>• Scale, generally 1:100 or 1:200</li> <li>• Position of all existing structures, with floor level &amp; ridge height of main building</li> <li>• Position of existing structures on adjoining land within 3 metres of the boundary, including description, street number, floor level, ridge height, and window levels &amp; locations in the walls closest to the side boundaries</li> <li>• Levels - spot levels &amp; existing contours related to Australian Height Datum (AHO) with bench mark details &amp; origin of levels shown</li> <li>• Trees- exact position, trunk diameter (if greater than 200mm), height, spread, &amp; species (if known) both on the subject site, and on adjoining land within 3 metres of the site boundaries</li> <li>• All visible services within the site &amp; council footway area, including stormwater pits &amp; invert levels, hydrants, sewer manholes, Telstra pits etc.</li> <li>• Concrete paths, vehicle crossings, kerb position with top of kerb levels, and kerb outlets</li> <li>• Location &amp; type of all existing easements and rights of way including party walls and common walls</li> <li>• Current documentary evidence (Section 88B instrument or dealings) relating to any easements or rights of carriageway which are to be relied upon</li> </ul>

Lodgement item	Lodgement requirements
<b>Landscape Plan and Landscape Design Statement</b>	<p>A Landscape Plan, prepared by a suitably qualified professional, must be submitted with all development applications, except where there are no external works.</p> <p>A Landscape Plan may not be required for applications of a minor nature or where it is considered that there is a minor impact to the streetscape and to adjoining properties. This will be at the discretion of Council staff.</p> <p>The Landscape Plan must show:</p> <ul style="list-style-type: none"> <li>• calculations of the landscape area (and open space) on the site as per the definition in the relevant DCP. This may be shown on a separate plan for clarity,</li> <li>• proposed surface treatments and materials, including but not limited to structures, features, walling, fences, pavements, gardens, lawns, ground stabilisation, drainage, irrigation etc.,</li> <li>• existing and proposed ground levels,</li> <li>• outline of proposed buildings, driveways and structures, including swimming pools, pavements, walls and fences, all consistent and co-ordinated with building and services plans,</li> <li>• location, height and materiality of proposed retaining walls and fences,</li> <li>• existing street trees or trees on neighbouring properties that may be impacted by the proposed development,</li> <li>• existing trees and other vegetation to be retained or removed. All trees are to be located, identified and numbered, and shall coincide with the arborists report. Protection measures for retained vegetation shall be included in the arborist's report,</li> <li>• proposed planting scheme including species selection, location, quantities, mature heights and pot sizes,</li> <li>• rock outcrops and other landscape features,</li> <li>• location of any underground services or basements,</li> <li>• soil depth of planter boxes on-slab,</li> <li>• any irrigation systems,</li> <li>• BASIX landscape commitments where relevant are to be indicated by clearly indicating the area on the landscape plan.</li> </ul> <p>Larger scale developments such as Mixed Use Developments, Residential Apartments, Multi-dwelling Housing, Retirement Villages, Aged Care Facilities, and Industrial Development shall require additional information as follows:</p> <ul style="list-style-type: none"> <li>• a deep soil plan to demonstrate the soil volumes can accommodate the proposed planting.</li> </ul> <p>A Landscape Design Statement may be required to demonstrate the impact of the proposal on streetscape amenity, how the landscape design integrates with the existing streetscape, the impact of the proposal on the neighbouring properties, and how the landscape design considers and addresses this.</p> <p>For all applications in Warriewood Valley, a site plan is to show the amount of total landscaped area (distinguishing the landscaped and deep soil areas) and the total area that will be impervious.</p>
<b>Stormwater Management Plan / Stormwater Plans and On-Site Stormwater Detention (OSD) Report</b>	<p>A Stormwater Management Plan must be submitted for all applications proposing new buildings, and alterations and additions of existing buildings. The plan must demonstrate the following:</p> <ul style="list-style-type: none"> <li>• the direction of water flows on all surfaces,</li> <li>• any existing or proposed water collections points/methods,</li> <li>• any existing or proposed water reuse systems,</li> <li>• any existing or proposed connections to Council's stormwater infrastructure,</li> <li>• the size, location and design of any required on-site detention tank or basin,</li> <li>• the size, location and design of any required rain garden,</li> <li>• the size, location and design of any required rainwater tank,</li> <li>• Existing and proposed impervious area and percentage change in existing and proposed impervious area,</li> <li>• consistency with any relevant BASIX recommendations.</li> </ul> <p><b>PLEP 2014</b> See Control B5 of P21 DCP for further stormwater management requirements.</p> <p>For development in the Warriewood Valley Land Release Area, a Water Management Report is to be prepared in accordance with the Warriewood Valley Water Management Specifications (See Control C6.1 of P21 DCP); or in the case of newly created individual allotments see Control D16.4 of P21DCP for additional water management requirements.</p> <p><b>WLEP 2011</b> Alterations and additions to existing dwellings will not require on-site stormwater detention.</p> <p>To seek an exemption for new single residential dwellings, an OSD checklist must be submitted. This checklist is available Council's website.</p> <ul style="list-style-type: none"> <li>• Stormwater On-site detention drainage plans are to be in accordance with Council's On-site Stormwater Detention Technical Specifications (Please refer to Council's Water Management Policy available on Council's website),</li> <li>• ILSAX or DRAINS model may be required in accordance with Council's On-site Stormwater Detention Technical Specification.</li> </ul> <p>If your property does not drain to the street, please see Council's Water Management Policy and Stormwater drainage from Low Level Properties Technical Specification (available on Council's website).</p> <p><b>MLEP 2013</b> Stormwater Management is to be in accordance with the Specification for On-Site Stormwater Management 2003 and Specification for Stormwater Drainage 2003, see also paragraph 3.7 of the Manly DCP, available on Council's website.</p>



Lodgement item	Lodgement requirements
<b>Stormwater Drainage Assets Plan</b>	<p>Should the subject property be burdened by a public stormwater drainage system or easement, the applicant is required to demonstrate compliance with Council's relevant policies and Development Control Plan's.</p> <ul style="list-style-type: none"> <li>• <b>PLEP 2014</b> - DCP – Control B5.12 Stormwater Drainage Systems and Natural Watercourses (does not apply to land in Warriewood Valley Release Area),</li> <li>• <b>WLEP 2011</b>- Water Management Policy – PL 850 including the Building Over or Adjacent to Constructed Drainage Systems and Easements Technical Specification,</li> <li>• <b>MLEP 2013</b> - Policy D100 Drainage Easements- Construction over Drainage easements.</li> </ul> <p>To determine if the subject property is burdened by a public stormwater drainage system, refer <a href="http://northernbeaches.nsw.gov.au">northernbeaches.nsw.gov.au</a></p> <p>To demonstrate compliance with the relevant policies and DCP, the following details must be submitted with the application:</p> <ul style="list-style-type: none"> <li>• accurately locate, confirm dimensions including depth and plot to scale Council's stormwater pipelines and associated infrastructure on the DA site plans that outline the proposal. This should be carried out by a service locating contractor and registered Surveyor. (Evidence of methodology used for locating stormwater system should be provided),</li> <li>• all structures are to be located clear of any Council pipeline or easement. Footings of any structure adjacent to an easement or pipeline are to be designed in accordance with the above-mentioned policies and DCP,</li> <li>• structural details prepared by a suitably qualified Civil Engineer demonstrating compliance with Council's policies and DCP are to be submitted.</li> </ul> <p><b>Diversion of public drainage systems</b></p> <p>The following details must be submitted with the application should the applicant propose to modify, relocate, upgrade or remove a public drainage system:</p> <ul style="list-style-type: none"> <li>• Hydraulic design &amp; construction plans with an accompanying report detailing the proposed Council drainage system upgrade, are to be prepared by a Civil Engineer registered on the NPER. Hydrological and Hydraulic technical guidelines as specified in Council's Engineering Design Specification -AUSPEC are to be used in the preparation of the Hydraulic design plans and report.</li> </ul>
<b>Arboricultural Impact Assessment Report</b>	<p>An Arboricultural Impact Assessment Report, prepared by a qualified AQF5 (or higher) arborist, must be submitted when works are proposed within 5.0m of a tree irrespective of property boundaries. No Arborist Report is required for trees and species within the development site that can be removed without approval under the relevant DCP. The Arboricultural Impact Assessment report must include:</p> <ul style="list-style-type: none"> <li>• who commissioned the report and why was the report commissioned,</li> <li>• the address of the site containing the trees,</li> <li>• a plan of the site showing the exact location of the trees and the trees numbered to correspond with the text,</li> <li>• the methods or techniques used in the inspections,</li> <li>• the scientific name, common name, height, canopy spread, trunk diameter at breast height, SULE, landscape significance, and form of each tree,</li> <li>• discussion of the data collected, which may include information regarding wounds, cavities, cracks, splits, forking, root zone or diseases,</li> <li>• supporting evidence such a photographs,</li> <li>• a discussion of all options relating to tree retention or removal, including construction techniques to minimise impacts upon root systems,</li> <li>• justification for tree removal,</li> <li>• if required, a tree construction impact statement and recommendations for construction methodology,</li> <li>• may include root mapping,</li> <li>• demonstrate compliance with the relevant Australian Standards.</li> </ul> <p>The arborist is to review all architectural and engineering plans, and is to be aware of any and all earthworks proposed on site.</p>
<b>Aboriginal Heritage Assessment Report</b>	<p>An Aboriginal heritage assessment report, prepared in accordance with the NSW Office of Environment and Heritage's Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW, must be submitted for any development application on land:</p> <ul style="list-style-type: none"> <li>• on which an Aboriginal heritage item is located,</li> <li>• that is to be affected by any proposed works.</li> </ul> <p>An Aboriginal heritage assessment report, prepared in accordance with the NSW Office of Environment and Heritage's Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW, may be required for any development application on land:</p> <ul style="list-style-type: none"> <li>• that is in the vicinity of an Aboriginal heritage site or conservation area,</li> <li>• that is in the proposed impact area.</li> </ul> <p>The Aboriginal heritage assessment report, prepared in accordance with the NSW Office of Environment and Heritage's Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW, must include:</p> <ul style="list-style-type: none"> <li>• an assessment of the boundary and extent of the Aboriginal site,</li> <li>• an assessment of the heritage significance of the site,</li> <li>• a discussion of the impacts of the proposed works on the significance of the item, and</li> <li>• details of the mitigation measures.</li> </ul> <p>The Aboriginal heritage assessment report is to demonstrate that all possible means of mitigating any negative impact on the site have been addressed and that the proposed works will not harm or damage the site, unless an Aboriginal Heritage Impact Permit has been issued from the NSW OEH authorising such work;</p> <p>Council may require further documentation that provides guidelines for the on-going management and conservation of Aboriginal heritage sites and conservation areas.</p>

Lodgement item	Lodgement requirements
<b>Access Report</b>	<p>Access Reports, prepared by accredited access professionals, must be submitted to demonstrate compliance with relevant access standards for applications involving Class 2-9 buildings, and are to address access provisions of the BCA, Disability (Access to Premises - Buildings) Standards 2010 and relevant Australian Standards. Access reports are to (where appropriate):</p> <ul style="list-style-type: none"> <li>• demonstrate equitable access to the main entrance of the building and within all areas of the building required to be accessible to the occupants of the building and the general public,</li> <li>• demonstrate parking spaces, and access thereto, consistent with the relevant provisions of AS2890.6 or AS4299 (as applicable),</li> <li>• demonstrate adaptable housing units (including plans in pre and post adaptable stage) in accordance with AS4299.</li> <li>• demonstrate consistency with the relevant minimum requirements of the <i>Liveable Housing Design Guidelines</i>.</li> </ul>
<b>Acid Sulfate Soil Report</b>	<p>If the property is affected by acid sulfate soils (see the provisions of Clause 6.1 in MLEP 2013 and WLEP 2011 or Clause 7.1 in PLEP 2014 and the LEP Acid Sulfate Soils Map for site specific requirements) a preliminary assessment prepared in accordance with the Acid Sulfate Soils Manual (ASSMAC, 1998) must be submitted.</p>
<b>Acoustic Report</b>	<p>Acoustic Reports must be submitted for:</p> <ul style="list-style-type: none"> <li>• licenced premises,</li> <li>• childcare centres,</li> <li>• non-residential mechanical ventilation,</li> <li>• industrial uses bordering residential zones,</li> <li>• indoor recreational facilities (e.g. gyms).</li> </ul> <p>Acoustic Reports may be required for other uses at Council's discretion. Please contact Council if unsure.</p> <p>Acoustic reports must be prepared by a suitably qualified professional.</p>
<b>Aquatic Ecology Assessment</b>	<p>An Aquatic Ecology Assessment must be prepared by a suitably qualified aquatic ecologist for all development below mean high water mark to satisfy Part 7 of the Fisheries Management Act 1994;</p> <p><b>PLEP 2014</b></p> <p>An Aquatic Ecology Assessment is also required for land adjacent to estuarine wetlands, including saltmarsh, seagrass beds, mangroves and estuarine habitat as required by the Pittwater 21 DCP (2014).</p> <p>Relevant clauses of the SEPP Coastal Management 2018 must be addressed in a report. Clauses that may apply include Coastal vulnerability area, Coastal environment area and Coastal use area.</p>

Lodgement item	Lodgement requirements
<b>Backpackers' Accommodation / Boarding Houses Management Plan</b>	<p><b>MLEP 2013</b></p> <p><b>Management Plans for Backpackers' Accommodation and Boarding Houses</b></p> <p>All DAs for new and existing Backpackers' Accommodation and Boarding Houses are required to prepare a Management Plan. Any pre-existing Management Plan is to be reviewed and resubmitted with any subsequent DA.</p> <p>The Management Plan must include the following:</p> <ul style="list-style-type: none"> <li>• Details of an onsite manager who is to be present at all times and have overall responsibility to oversee management commitments. The Onsite Manager must be over 18 years old and guests must not be used as temporary managers.</li> <li>• Details of the management commitments, required to: <ul style="list-style-type: none"> <li>• ensure the facility is run in a manner which causes no disturbance to neighbouring properties,</li> <li>• ensure guest numbers do not exceed those permitted by the development consent,</li> <li>• maintain the premises in a clean, safe and tidy manner and provisions of industrial waste services including professional cleaning and pest/vermin control arrangements including at least weekly servicing of communal bathroom and kitchen facilities,</li> <li>• maintain a register of guests (including information on length of stay, address etc. in relation to backpackers. In relation to Boarding Houses there is a maximum number of 2 adults in each boarding house lodging room,</li> <li>• maintain the premises in a "fire safe" manner which includes ensuring that: <ul style="list-style-type: none"> <li>• doorways and other openings remain 'fire stopped' to maintain fire separation and compartmentation, and</li> <li>• emergency access provisions remain adequate and are properly maintained; and cleared; and all fire services, equipment and warning systems remain in good working order.</li> </ul> </li> </ul> </li> <li>• Details on all doors to sleeping rooms indicating a room identification number and the maximum number of persons permitted to be accommodated in the room,</li> <li>• Details of the display a room schedule prominently located on the premises,</li> <li>• Statement that prescribe and enforce house rules, which are to be displayed in prominent; locations around the facilities, addressing: <ul style="list-style-type: none"> <li>• guest behaviour, visitors, activities and noise (including loud music/TV, parties and the use of outdoor areas at after 10pm,</li> <li>• the responsible consumption of alcohol and a zero tolerance policy on illegal drugs on the premises,</li> <li>• fire evacuation procedures,</li> <li>• visitor policy, and</li> <li>• after hour's access.</li> </ul> </li> <li>• Details of the location and wording of the public notice confirming it is, sited in a location that it is readable from a public footpath and clearly identifies a contact name and number for the Site Manager and the owner or lessee who may be contacted regarding complaints or comments about the facility.</li> </ul> <p>A performance report is to be lodged annually with Council detailing the years' management performance, including records of any complaints received and provision of an 'incidents register' (eg: complaints regarding offensive noise, anti-social behaviour, accidents etc.) to be considered prior to renewing any lease.</p>
<b>Environmental Impact Statement</b>	<p>An application for a designated development as listed within Schedule 3 of the <i>EP&amp;A Regulation 2000</i> is required to provide an Environmental Impact Statement prepared in accordance with Schedule 2 of the <i>EP&amp;A Regulation 2000</i>.</p>
<b>BASIX Certificate</b>	<p>A BASIX certificate must be submitted for all "BASIX Affected Development" (See Clause 3 under the Environmental Planning and Assessment Regulation 2000). For more information, phone the BASIX Help Line.</p>
<b>Biodiversity Management Plan</b>	<p>A Biodiversity Management Plan may be required for development on vegetated sites, those known to contain Endangered Ecological Communities, or those along a riparian corridor.</p> <p>A Biodiversity Management Plan may be requested prior to development consent being issued, in order for Council to consider potential impacts and mitigation measures for development. In some cases, a biodiversity management plan may be required as a condition of development consent subject to review and approval by Council prior to issue of a construction certificate.</p> <p>The scope of the Biodiversity Management Plan should be commensurate with the size, type and location of the development.</p> <p>The Biodiversity Management Plan must:</p> <ul style="list-style-type: none"> <li>• address Council's guidelines (see links below),</li> <li>• map areas of existing vegetation and identify areas of vegetation to be retained and those to be removed, the footprint of construction activities and areas for revegetation,</li> <li>• identify any creek lines, riparian areas or rock outcrops,</li> <li>• identify vegetation species composition, planting layout and densities,</li> <li>• identify potential impacts to native vegetation / biodiversity,</li> <li>• identify pre-clearing and during clearing mitigation works,</li> <li>• detail staging of rehabilitation and maintenance,</li> <li>• provide costings for the implementation of all stages, including materials, labour, watering, and maintenance, including any necessary replanting,</li> <li>• plans for ongoing monitoring and review and report as necessary.</li> </ul> <p>The Biodiversity Management Plan must be prepared by a suitably qualified ecologist in accordance with the guidelines on Council's website.</p> <p><b>Links to relevant Council Guidelines</b></p> <p>Biodiversity Management Plan Guidelines</p>

Lodgement item	Lodgement requirements
<b>Bushfire Report</b>	<p>A Bushfire Hazard Assessment Report must be submitted with all applications on bushfire prone land.</p> <p>The Bushfire Hazard Assessment Report must:</p> <ul style="list-style-type: none"> <li>• be prepared by a consultant qualified in bushfire risk assessment, as recognised by the NSW Rural Fire Service,</li> <li>• demonstrate that the development conforms to the relevant specifications and requirements of Planning for Bush Fire Protection 2006,</li> <li>• nominate the BAL rating for the development,</li> <li>• identify whether the proposal relies upon an alternate solution,</li> <li>• identify whether the application should be referred to the NSW RFS.</li> </ul> <p><b>PLEP 2014</b></p> <p>The Bushfire Report must be accompanied by a Bushfire Risk Assessment Certificate completed by an RFS recognised FPA accredited consultant and in accordance with Section 79BA1(b) of the <i>EP&amp;A Act</i></p>
<b>Building Code Of Australia (BCA) Report</b>	<p>A BCA Report authored by a suitably qualified Certifier must be submitted for all commercial/industrial/mixed use or large scale residential development (all Class 2 – 9 buildings), demonstrating the building is capable of compliance with all relevant sections of the Building Code of Australia.</p> <p>For Existing Buildings, and as required under Clauses 93, 94 &amp; 94A of the Environment Planning and Assessment Regulation 2000, a report authored by a suitably qualified Certifier, is to be provided with the application that reviews both the existing buildings' compliance regarding Structural and Fire Safety capability, and also that required for the proposed development. Where not up to current standard/s, the report is to detail what measures are proposed to enable the building to be brought into compliance with the BCA or a level of compliance suitable for the proposed use.</p> <p>Report required for applications involving alterations and additions to, or the change of use of 2-9. Report demonstrating compliance with relevant sections of the BCA (e.g. clauses 93, 94 &amp; 94A regarding Fire Upgrades of Development) or if not up to standard, then how it may be brought into compliance. The report is to be authored by an accredited certifier.</p>
<b>Clause 4.6 variation - Request to vary a development standard</b>	<p>This document (to be lodged separate to the Statement of Environmental Effects) must be submitted for all applications where a development standard, within an Environmental Planning Instrument, is proposed to be varied (this document is not required to vary a control in any development control plan).</p> <p>The request must be a separate document identifying the development standard to be varied and the grounds for the request, pursuant to clause 4.6 of the Local Environment Plan.</p>
<b>Coastal Assessment Report</b>	<p><b>PLEP 2014</b></p> <p>A Coastal Assessment and Coastal Hazard Assessment must be prepared in accordance with cl. 5.5 of Pittwater Council LEP 2014 and B3.3 and B3.4 of Pittwater Council DCP (2014). A Coastal Assessment must be submitted and prepared in accordance with conditions in the Hawkesbury-Nepean River Regional Environment Plan (2012).</p> <p><b>WLEP 2011</b></p> <p>A Coastal Assessment Report prepared in accordance with Council's Guidelines must be submitted when development is being carried out on a property that is located in the Coastal Zone. A Coastal Assessment must be prepared in accordance with conditions in the Hawkesbury-Nepean River Regional Environment Plan (2012).</p> <p><b>MLEP 2013</b></p> <p>A Coastal Assessment must be prepared in accordance with cl 5.5, 6.9 and 6.9 of the Manly LEP (2013), cl 4.1.4.5, 5.4.1 of the Manly DCP (2013) and conditions in the Sydney Harbour Regional Environment Plan (SREP, 2005) and associated Sydney Harbour Foreshores Area DCP (2005).</p> <p>Relevant clauses of the SEPP Coastal Management 2018 must be addressed in a report. Clauses that may apply include Coastal vulnerability area, Coastal environment area and Coastal use area.</p>
<b>Construction Traffic Management Report</b>	<p>A Construction Traffic Management Plan must be prepared for constrained sites where access is difficult or for large projects that generate large volumes of construction traffic. The plan is to also include the impacts the proposal will have on the local road network. The plan must provide a description of the construction works, the traffic impacts on the local area and how these impacts will be addressed.</p>
<b>Construction Methodology Report</b>	<p>A Construction Methodology Plan must be submitted for all sites without vehicle access or if the site is heavily constrained.</p> <p>The plan must outline the method of construction, take into account any construction constraints, risks, and opportunities.</p> <p>Methodology is to include the temporary and permanent works and services required to complete construction works.</p>

Lodgement item	Lodgement requirements		
<b>Contaminated Land Report</b>	<p>Contamination is a concentration of any substance that may present a risk to human health or the environment.</p> <p>If yes to any of the following, a Phase 1 report prepared by a suitably qualified professional must be submitted.</p> <ul style="list-style-type: none"> <li>• Has the site ever been used for any activity which may have resulted in the contamination of the site, or land near the site? Yes/No</li> <li>• Has the site or land near to a site been used for any of the activities listed below at any time? Yes/No</li> <li>• Has the site or land near the site has ever been remediated or investigated for contamination? Yes/No</li> <li>• Are you aware of any contamination of the site, or land near the site, no matter when and no matter who caused that contamination? Yes/No</li> </ul> <p>Subject to the findings of the Phase 1 report, a Phase 2 Report may be required. The Phase 2 Report may require a Remediation Plan prepared in accordance SEPP 55 Contamination of Land and S145C of EP&amp;A Act.</p> <p>Existing or previous activities on the site:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Acid/alkali plant and formulation</li> <li>• Agricultural/horticultural activities</li> <li>• Airports Asbestos production and disposal</li> <li>• Boatyards</li> <li>• Chemical manufacture and formulation</li> <li>• Council works depot</li> <li>• Defence works</li> <li>• Drum re-conditioning works</li> <li>• Dry cleaning establishments,</li> <li>• Electrical manufacturing (transformers)</li> <li>• Electroplating and heat treatment premises</li> <li>• Engine works</li> <li>• Explosives industry</li> <li>• Funeral Parlours</li> <li>• Gas works Iron and steel works</li> <li>• Landfill sites</li> <li>• Metal treatment</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Mining and extractive industries</li> <li>• Oil production and storage</li> <li>• Paint formulation and manufacture,</li> <li>• Panel heating</li> <li>• Pesticide manufacture and formulation</li> <li>• Power stations</li> <li>• Railway yards</li> <li>• Scrap yards</li> <li>• Service stations</li> <li>• Sheep and cattle dips</li> <li>• Smelting and refining</li> <li>• Spray painting substations (electrical)</li> <li>• Tanning and associated trades</li> <li>• Waste storage and treatment</li> <li>• Water board plant or depot</li> <li>• Wood preservation</li> </ul> </td> </tr> </table> <p>All reports on contaminated land must be consistent with the Contaminated Land Guidelines.</p>	<ul style="list-style-type: none"> <li>• Acid/alkali plant and formulation</li> <li>• Agricultural/horticultural activities</li> <li>• Airports Asbestos production and disposal</li> <li>• Boatyards</li> <li>• Chemical manufacture and formulation</li> <li>• Council works depot</li> <li>• Defence works</li> <li>• Drum re-conditioning works</li> <li>• Dry cleaning establishments,</li> <li>• Electrical manufacturing (transformers)</li> <li>• Electroplating and heat treatment premises</li> <li>• Engine works</li> <li>• Explosives industry</li> <li>• Funeral Parlours</li> <li>• Gas works Iron and steel works</li> <li>• Landfill sites</li> <li>• Metal treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Mining and extractive industries</li> <li>• Oil production and storage</li> <li>• Paint formulation and manufacture,</li> <li>• Panel heating</li> <li>• Pesticide manufacture and formulation</li> <li>• Power stations</li> <li>• Railway yards</li> <li>• Scrap yards</li> <li>• Service stations</li> <li>• Sheep and cattle dips</li> <li>• Smelting and refining</li> <li>• Spray painting substations (electrical)</li> <li>• Tanning and associated trades</li> <li>• Waste storage and treatment</li> <li>• Water board plant or depot</li> <li>• Wood preservation</li> </ul>
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<b>Energy Performance Report</b>	<p>Mainly LEP 2013 – Commercial and Industrial buildings. An Energy Performance Report is to be submitted for commercial and industrial type buildings with a ground floor area of greater than 500sqm.</p> <p>The Energy Performance Report is to demonstrate that the buildings or tenancies meet assessed energy target. The Energy Performance Report must clearly illustrate compliance with the planning provisions for Energy Efficiency/ conservation contained at paragraph 3.5 of the Manly DCP 2013. This Energy Performance Report must be prepared by an Energy Auditor qualified in energy efficient building design and listed on the Commonwealth Government's Register of Greenhouse and Energy Auditors. See <a href="http://www.cleanenergyregulator.gov.au">www.cleanenergyregulator.gov.au</a>. Energy Performance Reports from other professionals may be accepted if their qualifications and experience in assessing the energy efficiency of a DA is appropriately demonstrated to Councils' satisfaction..</p>		
<b>Environmental Impact Statement</b>	<p>An application for a designated development as listed within Schedule 3 of the <i>EP&amp;A Regulation 2000</i> is required to provide an Environmental Impact Statement prepared in accordance with Schedule 2 of the <i>EP&amp;A Regulation 2000</i>.</p>		
<b>Estuarine Hazard Assessment</b>	<p><b>PLEP 2014</b> An Estuarine Hazard Assessment must be prepared in accordance with B3.7, B3.8, B3.9 and B3.10 of Pittwater Council DCP when development is carried out in the Estuarine Hazard Map.</p> <p>A Coastal Assessment must be prepared in accordance with conditions in the Sydney Regional Environmental Plan No 20–Hawkesbury-Nepean River (No 2–1997).</p> <p><b>WLEP 2011</b> A Coastal Assessment must be prepared in accordance with conditions in the Sydney Regional Environmental Plan No 20–Hawkesbury-Nepean River (No 2–1997) when in the Hawkesbury estuary.</p> <p>Relevant clauses of the SEPP Coastal Management 2018 must be addressed in a report. Clauses that may apply include Coastal vulnerability area, Coastal environment area and Coastal use area.</p>		
<b>Fire Safety Measures Schedule</b>	<p>A Fire Safety Measures Schedule/Report must be submitted for applications involving alterations and additions to, or the change of use of, BCA Class 2 - 9 buildings. The Fire Safety Measures Schedule/Report shall list all existing fire safety provisions that apply to the current development, those that are to apply to the resultant / proposed development, and any upgrade works required, as prescribed by clauses 93 and 94 of the EP&amp;A Regulations.</p> <p>A Fire Safety Measures Schedule is required for applications involving any development related to Class 2-9 buildings. The Fire Safety Measures Schedule shall list all existing fire safety provisions that apply to the current development, those that are to apply to the resultant development, and any upgrade works required, as prescribed by clauses 93 and 94 of the EP&amp;A Regulations.</p>		

Lodgement item	Lodgement requirements
<b>Flood Risk Assessment Report</b>	<p>A Flood Management Report, prepared in accordance with Council's guidelines, by a suitably qualified engineer or consultant, must be submitted for all development on land classified as medium or high flood risk precincts and all vulnerable development in low flood risk precincts.</p> <p>To find out if your site is flood affected see Council's Flood Hazard Maps The list of vulnerable development can be found in the Flood Prone Land section of the DCP Vulnerable development is also listed in clause 7.4 of the Pittwater Local Environmental Plan.</p>
<b>Flora And Fauna Assessment</b>	<p>A Flora and Fauna Assessment or 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*. Please contact Council for further information.</p> <p>The Flora and Fauna Assessment report should:</p> <ul style="list-style-type: none"> <li>• Address relevant Council assessment guidelines (see links below),</li> <li>• Include 'Assessments of Significance' where the proposal has any potential impacts upon threatened species, populations, or ecological communities or their habitats,</li> <li>• Address relevant NSW and Commonwealth legislation and Survey guidelines in relation to the assessment of impacts on biodiversity and threatened species.</li> </ul> <p>Applicants must ensure all direct and potential indirect impacts to biodiversity are addressed in the report including consideration of impacts arising from any required bushfire hazard Asset Protection Zones or proposed alterations in drainage and run off into adjoining bushland.</p> <p>The report must be prepared by a suitably qualified ecologist in accordance with the guidelines on Council's website.</p> <p><b>Links to relevant Council Guidelines</b></p> <ul style="list-style-type: none"> <li>Flora and Fauna Assessment Guidelines former Warringah)</li> <li>Ecological Impact Assessment (former Pittwater)</li> <li>Assessment of Impacts upon the Endangered Populations of Long-nosed Bandicoot at North Head and Little Penguins at Manly (former Manly) Map</li> </ul> <p>*Fauna habitats may include native vegetation or bushland, native trees (especially those with tree hollows), designated wildlife corridors, rock outcrops, waterways and drainage lines.</p>

Lodgement item	Lodgement requirements
<b>Geotechnical Report</b>	<p><b>PLEP 2014</b></p> <p>A Geotechnical Report must be submitted with a Development Application for any development on any land classified as H1 or H2 on the Geotechnical Hazard Maps.</p> <p>In addition, Form 1 and Form 1 (a) are to be submitted in accordance with Appendix 5 of the Pittwater 21 DCP. Note: In some cases, only a Form 1 will be required, this will be at the discretion of the Geotechnical Engineer.</p> <p><b>WLEP 2011</b></p> <p>For development on land within Areas "B" and "D":</p> <p>A preliminary assessment of site conditions must be submitted in accordance with the requirements (and checklist) contained within Clause E10 of Warringah Development Control Plan and the Warringah Local Environmental Plan 2011 to determine if the preparation of a geotechnical report is required. The preliminary assessment is to be prepared by a suitably qualified, practicing and experienced geotechnical engineer with corporate membership of the Institute of Engineers Australia. This preliminary assessment is to be submitted with all applications located within Area "B" and "D".</p> <p>For development on land within Areas "C" and "E" and as determined necessary by a preliminary assessment of lands within Area "B" and "D":</p> <p>A geotechnical report is to be prepared by a suitably qualified, practicing and experienced geotechnical engineer with corporate membership of the Institute of Engineers Australia must be submitted in accordance with the guidelines published by the Australian Geomechanics Society and in accordance with the requirements contained within Clause E10 of Warringah Development Control Plan and the Warringah Local Environmental Plan 2011.</p> <p><b>MLEP 2013</b></p> <p>A Geotechnical Report must be submitted where the proposed development involves:</p> <ul style="list-style-type: none"> <li>• any land identified on the LEP Landslide Risk Map. In this regard a DA for development on land identified on the LEP Landslide Risk Map must consider certain matters under LEP clause 6.8,</li> <li>• any excavation greater than 1m below natural ground level for a basement or basement car parking area,</li> <li>• building works (load bearing) on land contained in geotechnical area 'G1' in the Potential Geotechnical Landslip Hazard Map at Schedule 1 to this plan, or</li> <li>• building works (load bearing) on other land not contained in geotechnical area 'G1', i.e. areas 'G2', 'G3' and 'G4' where the applicant's Preliminary Assessment of Site Conditions (Landslip) determines the need for a Site Stability Report or is otherwise required by Council upon review of the preliminary assessment and having regard to the information contained in Council's maps and records and inspection of the land and any other information available to Council.</li> </ul> <p>DAs for load bearing building works to be carried out on land or in the vicinity of land in geotechnical area 'G1' on the Potential Geotechnical Landslip Hazard Map (see Schedule 1 to this plan) must be accompanied by a Site Stability Report to assess the risk of slope instability and impact of the proposed development on the site and adjoining properties.</p> <p>Site Stability Report may be required in Geotechnical Areas G2, G3 and G4. The applicant should complete Council's Checklist for Preliminary Assessment of Site Conditions (Landslip) to determine whether a Site Stability Report is required.</p> <p>A structural report may also be required for further consideration in a DA for development of land which has been identified as being at risk of landslip or subsidence. Site Stability Reports are to be prepared by a practising geotechnical engineer or engineering geologist.</p> <p>Geotechnical report must be prepared by a suitably qualified, practicing and experienced geotechnical engineer.</p> <p>The geotechnical engineer shall develop and prepare a report stipulating site specific requirements to ensure that the site is:</p> <ul style="list-style-type: none"> <li>• geotechnically stable,</li> <li>• suitable for the proposed development,</li> <li>• both property and life will be protected,</li> <li>• recommendations to ensure that the existing rock formations and substrate on the site are capable of withstanding: <ul style="list-style-type: none"> <li>• the proposed loads to be imposed,</li> <li>• the extent of the proposed excavation, including any recommendations for shoring works that may be required to ensure the stability of the excavation,</li> <li>• protection of adjoining properties,</li> <li>• the provision of appropriate subsoil drainage to prevent impact on the existing subsurface flow conditions.</li> </ul> </li> <li>• details demonstrating the development will conform to relevant Australian Standards and best Engineering Practice.</li> </ul>

Lodgement item	Lodgement requirements
<b>Onsite Wastewater Management System/Septic (For Unsewered Lands Only)</b>	<p>A Wastewater Management Report prepared by a suitably qualified professional is required for proposed installation or alteration of an Onsite Wastewater Management System, or when the load on an existing wastewater management system is to be altered, and is to include but not limited to:</p> <ul style="list-style-type: none"> <li>• Details of the proposed wastewater treatment and effluent disposal system, including location of the effluent management area. The Report must not offer options.</li> <li>• Accreditation of the wastewater system by NSW Health.</li> <li>• Appropriateness of the proposed system considering frequency of use, available power, slope, soils, wastewater load and other relevant site constraints.</li> <li>• Consideration of the physical practicality of a gravity-fed system and whether a pump well is required.</li> <li>• Demonstration of compliance with: <ul style="list-style-type: none"> <li>o Clauses of the relevant Local Environmental Plan;</li> <li>o 'Environment &amp; Health Protection Guidelines: On-site Sewage Management for Single Households' ('Silver Book', Department of Local Government, 1998); and</li> <li>o Relevant policies and standards, including 'AS/NZS 1547:2012 On-site Domestic Wastewater Management' and the Sydney Catchment Authority's 'Developments in Sydney's Drinking Water Catchment – Water Quality Information Requirements'.</li> </ul> </li> <li>• Soil profiles of the proposed effluent management area(s) to a depth of least one metre (where possible), consistent with AS/NZS 1547:2012, including: <ul style="list-style-type: none"> <li>o Soil texture and structure with depth using standard soil descriptions;</li> <li>o Dispersibility and other relevant chemical or physical characteristics that may impact on sustainable effluent disposal;</li> <li>o Electrical conductivity/salinity;</li> <li>o Sodicity;</li> <li>o Monthly rainfall and evaporation data, and implications for the nature and size of the effluent management area (where relevant, the impact of severe and prolonged frost is to be considered); and</li> <li>o Where effluent irrigation is proposed, weighted phosphorus sorption values.</li> </ul> </li> <li>• An action plan in the event of a breakdown in, or other interference with, operation of the wastewater system.</li> <li>• If proposing above ground irrigation in an environmentally sensitive area, a report from a suitably qualified arborist demonstrating a neutral or beneficial effect on vegetation.</li> </ul> <p>The Report is to be supplemented by a site plan (scale 1:200), demonstrating:</p> <ul style="list-style-type: none"> <li>o All existing and proposed structures, including stormwater and wastewater management structures, and effluent management areas;</li> <li>o Slope and general landform, including rock outcrops and geology;</li> <li>o Vegetation and shading/exposure;</li> <li>o Rivers, watercourses, drainage depressions and dams, roadside and other open drains;</li> <li>o Any poor drainage, wet seepage areas, springs, and areas of run on;</li> <li>o Exposed soil/erosion potential/fill;</li> <li>o River flats, floodplains and/or flood planning level;</li> <li>o Any groundwater bores located within 100 m of the effluent management area and their use; and</li> <li>o Buffer distances.</li> </ul>
<b>Overland Flows Study</b>	<p><b>WLEP 2011 and MLEP 2013</b></p> <p>An Overland Flow Study must be submitted for all applications on properties affected by overland flow.</p> <p>To determine if the subject property is burdened by overland flows surcharging from a Council drainage stormwater system or if it is located in a sag, a Civil Engineer who is currently registered on the National Professional Engineers Register (NPER), should be engaged to investigate and verify whether the subject property is affected by overland flows during a 1 in 100 ARI event.</p> <p>The Overland Flow Study is to include, but not be limited to the following information:</p> <ul style="list-style-type: none"> <li>• hydrological data,</li> <li>• hydraulics data,</li> <li>• catchment plan showing sub-catchments (where applicable),</li> <li>• computer model (applicant is liaise with Council's Development Engineering Team with regards to type of computer modelling required, i.e. 1 Dimensional or 2 Dimensional,</li> <li>• top water surface level at the receiving water on the drainage layout plan (applicant is to verify/confirm the above level with Council's Development Engineering Team prior to undertaking the above study),</li> <li>• cross sections detailing the 1 in 100 year ARI water surface levels traversing the site,</li> <li>• extent of water surface levels to extend upstream and downstream of the subject property,</li> <li>• above details are to be provided for both existing and post-developed conditions,</li> <li>• engineers certification that the development will not exacerbate overland flow regime for subject property and surrounding properties.</li> </ul>



Lodgement item	Lodgement requirements
<b>Erosion And Sediment Control Plan / Soil and Water Management Plan</b>	<p>Erosion and Sediment Control Plan:</p> <ul style="list-style-type: none"> <li>For developments disturbing less than 2500m<sup>2</sup> of land, an Erosion and Sediment Control Plan must be submitted. The plan must be prepared in accordance with Chapter 2.2 of Landcom's Managing Urban Stormwater: Soils and Construction - Volume 1, 4th Edition (2004) (blue book).</li> </ul> <p>Soil and Water Management Plan:</p> <ul style="list-style-type: none"> <li>For developments disturbing more than 2500m<sup>2</sup> of land, a Soil and Water Management Plan must be submitted. The plan shall be prepared in accordance with Chapter 2.3 Landcom's Managing Urban Stormwater: Soils and Construction - Volume 1, 4th Edition (2004). The plan must be certified by a suitably qualified Civil Engineer, who has membership to the Institution of Engineers Australia, National Professional Engineers Register (NPER-3).</li> </ul>
<b>SEPP 65 Report - Apartment Design Guideline Verification</b>	<p>If the development application relates to a residential flat building or other development such as seniors housing or shop top housing to which State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development applies, the following information must be submitted:</p> <ul style="list-style-type: none"> <li>an explanation and design verification statement from a registered architect in terms of the design quality principles set out in Schedule 1 of the State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development,</li> <li>an assessment of the proposal against all relevant provisions of the Apartment Design Guide.</li> </ul>
<b>Social Impact Statement</b>	<p><b>MLEP 2013</b></p> <p>Clause 6.21 of the Manly LEP 2013 requires that development applications for licenced premises must consider the impact of noise nuisance likely to be generated by the development on residential accommodation in the vicinity of the proposed development.</p> <p>All DAs for Late Night Venues (see Dictionary in the Manly DCP 2013) and any licenced premises must be accompanied by a social impact assessment demonstrating that the development will ensure the safety and security of the Manly Town Centre and its environs, and the impact of noise nuisance to residential accommodation in the vicinity of the proposed development.</p> <p>Council may also request an assessment of social impact to accompany other DAs where there are likely social impacts as a consequence of the development including any licenced premises. Figure 2 (of the Manly DCP 2013) provides a range of physical and regulatory issues for preparing a social impact statement for licenced premises.</p>
<b>Species Impact Statement</b>	<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. An SIS is not required if the development application is for State significant development.</p>
<b>Statement of Heritage Impact</b>	<p>A Statement of Heritage Impact, prepared in accordance with Heritage Council Guidelines, must be submitted for any development application on land:</p> <ul style="list-style-type: none"> <li>on which a heritage item is located,</li> <li>that is within a heritage conservation area.</li> </ul> <p>A Statement of Heritage Impact, prepared in accordance with Heritage Council Guidelines, may be required for any development application on land:</p> <ul style="list-style-type: none"> <li>that is in the vicinity of a heritage item or conservation area</li> </ul> <p>The Statement of Heritage Impact, prepared in accordance with the Heritage Council Guidelines, must include:</p> <ul style="list-style-type: none"> <li>an assessment of the heritage significance of the item,</li> <li>a discussion of the impacts of the proposed works on the significance of the item, and</li> <li>details of the mitigation measures.</li> </ul> <p>In particular, a Statement of Heritage Impact is to demonstrate that all possible means of mitigating any negative impact on the item have been addressed and that the proposed works will not significantly alter the heritage significance of an item or the character of the locality;</p> <ul style="list-style-type: none"> <li>Council may require further documentation that provides guidelines for the on-going management and conservation of heritage items and conservation areas.</li> </ul>
<b>Traffic And Parking Report</b>	<p>A Traffic and Parking Report, prepared by a suitably qualified traffic consultant, is required for all applications that generate significant additional traffic and/or parking requirements, or seek to reduce existing parking provisions, excluding applications associated with individual dwellings.</p> <p>The report must address all traffic and parking related issues including potential conflicts with vehicles, pedestrians and cyclists (all road users) and must demonstrate compliance with relevant RMS Guidelines and Australian Standards.</p>
<b>Water Sensitive Urban Design Strategy</b>	<p>Estimates for capital, operational and maintenance cost of the proposed water cycle management measures. Both typical annual maintenance costs and corrective maintenance or renewal/adaption costs should be included.</p>

Lodgement item	Lodgement requirements
<b>Water Sensitive Urban Design Strategy (WSUD)</b>	<p><b>PLEP 2014</b> For all developments identified in control B5.1 of the Pittwater 21 DCP, a Water Management Plan must be prepared in accordance with this Clause to demonstrate compliance with the relevant sub clauses within control B5 of the Pittwater 21 DCP.</p> <p><b>WLEP 2011</b> For all developments identified in section 7.1 and/or 8.1 of Council's Water Management Policy, a WSUD Strategy must be prepared in accordance with Council's WSUD Technical Guidelines to demonstrate compliance with Part C4 of the Warringah Development Control Plan 2011 and Water Management Policy.</p> <p><b>MLEP 2013</b> For all developments identified, a Water Sensitive Urban Design Strategy must be prepared to demonstrate compliance with cl. 3.5.8 of the Manly Development Control Plan 2013 and cl. 6.4 of the Manly Local Environmental Plan 2013.</p> <p>A Water Sensitive Urban Design (WSUD) Strategy is required for certain major development types (and encouraged for other types) to demonstrate that development meets applicable water conservation and stormwater quality targets.</p> <p>WSUD for different Development Types:</p> <ul style="list-style-type: none"> <li>• DAs for which a Water Sensitive Urban Design Strategy is encouraged include Medium and high density residential development.</li> <li>• DAs for which a WSUD Strategy is required include: <ul style="list-style-type: none"> <li>• Commercial and industrial alterations and additions where the increase in the roofed and/or impervious area is equal to or greater than 150sqm;</li> <li>• Any new non-residential development involving the provision of 10 or more car parking spaces.</li> </ul> </li> </ul> <p>A WSUD Strategy will detail stormwater quality control measures and potable water savings to be implemented for certain development types and will include:</p> <ul style="list-style-type: none"> <li>• A description of the proposed development detailing roof area, catchments, size etc. Any known background information, including previous studies should also be referenced and considered;</li> <li>• Objectives that apply to the proposed development including objectives for stormwater quality and water conservation;</li> <li>• Evidence of how the stormwater quality targets will be met. Stormwater quality model is to determine the anticipated stormwater quality pollutant loads generated from the development and develop a strategy to achieve the targets. This modelling is to be in accordance with Council's WSUD Reference Guideline, using the Modal for Urban Stormwater Improvement Conceptualisation or similar. The modelling should include: <ul style="list-style-type: none"> <li>• the location, size and configuration of stormwater treatment measures proposed for the development;</li> <li>• a summary of stormwater quality modelling results demonstrating compliance with the targets; and</li> <li>• details of the modelling of those elements and parameters and assumptions used;</li> </ul> </li> <li>• Details demonstrating how the potable water conservation targets will be met; Note: For residential developments this maybe in the form of a BASIX certificate.</li> <li>• An outline of how WSUD elements will be integrated with the development layout. This may include site plans which include WSUD elements, a list of plant species to be used in stormwater treatment measures and drawings to demonstrate conceptual layout of WSUD elements within the context of other site features; and</li> </ul>
<b>Water Table Report</b>	<p>Any development that impacts on the water table / groundwater flows is to be supported by a geotechnical and hydrological report in accordance with the guidelines contained in the Sydney Coastal Council's Group 'Groundwater Management Handbook'.</p> <p><b>Note: For Controlled Activities / Integrated Developments, applicants are also required to address the requirements of the DPI Water.</b></p>
<b>Waterway Impact Statement</b>	<p><b>PLEP 2014</b> For all developments potentially impacting on Waterfront Land (as defined in the Water Management Act 2000, but does not apply to Warriewood Valley Land Release Area) a Waterway Impact Statement must be prepared to demonstrate compliance with cl. B5.13 of the Pittwater 21 Development Control Plan.</p> <p><b>WLEP 2011</b> For all developments carried out on Waterways and Riparian Lands as identified in cl. E8 of the Warringah Development Control Plan 2011 and Council's Protection of Waterway and Riparian Lands Policy, a Waterway Impact Statement must be prepared in accordance with Council's Guidelines.</p> <p><b>MLEP 2013</b> For all developments within 40m and potentially impacting on a "Watercourse" or "Wetland" as identified on the Watercourse or Wetland Map, a Waterway Impact Statement must be prepared to demonstrate compliance with cl. 6.6 and 6.7 of the Manly Local Environmental Plan 2013 and 5.4.4 of the Manly Development Control Plan 2013.</p> <p><b>Note: For Controlled Activities/Integrated Developments applicants are required to address the requirements of the DPI Water and Fisheries.</b></p> <p><b>A waterway impact statement may be required for unmapped waterways.</b></p>
<b>Integrated Development Information</b>	<p>The applicant must identify all approvals they are seeking to obtain, in accordance with SEC 4.46 of the Environmental Planning and Assessment Act. An integrated development fee must be submitted with all applications for integrated development. As of 1 January 2020, Council will raise a request to the relevant agency through the NSW Planning Portal for applications where integrated referral fees are applicable.</p> <p>Note, a separate payment of Council's processing fee is also applicable.</p>
<b>Model</b>	<p>A electronic model must be submitted for all developments exceeding \$10 million (other than Subdivision).</p>