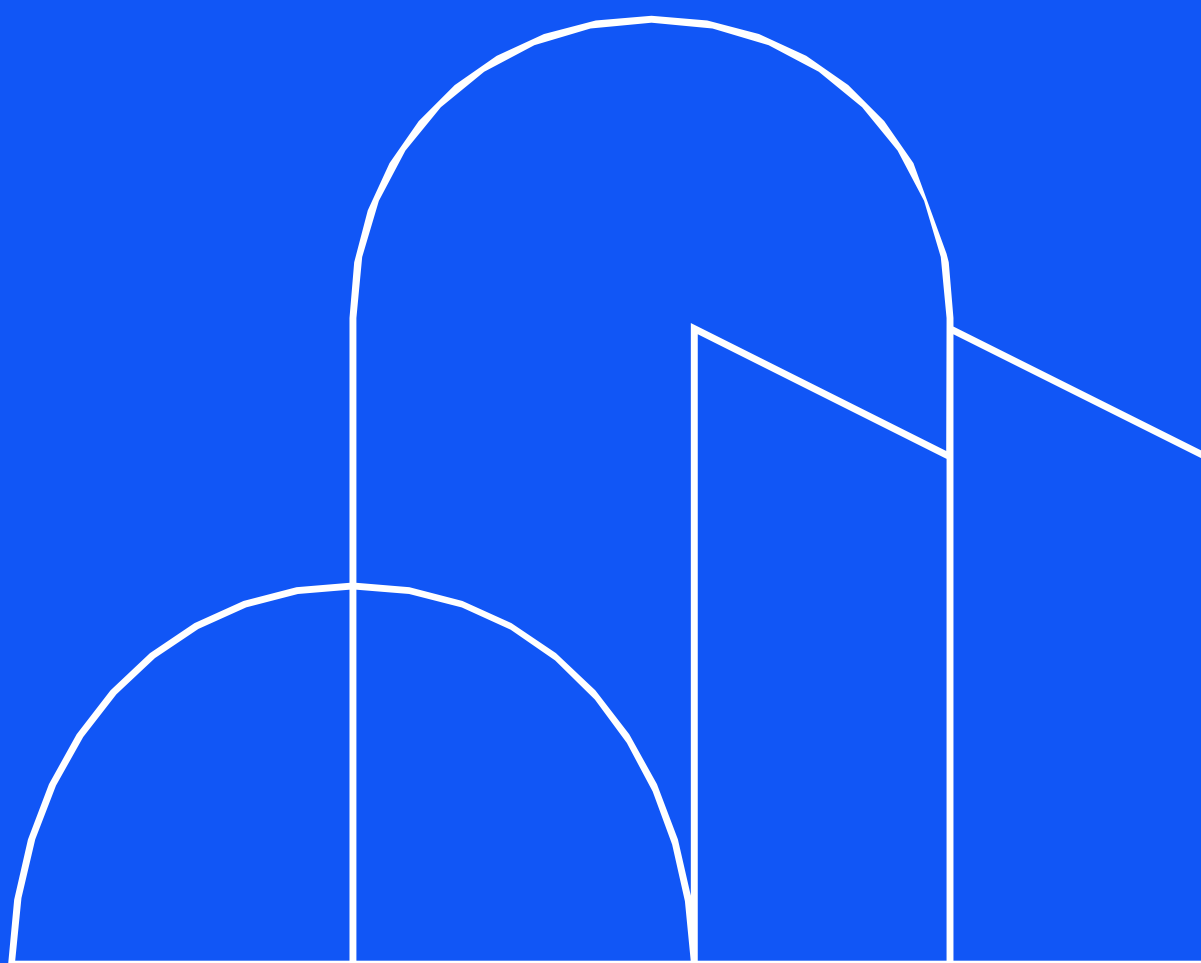





DA Lodgement Guide for Applicants

Development Assessment Team

July 2025





Inner West Council acknowledges
Aboriginal and Torres Strait Islander
peoples as the first peoples of this land.

We greet the living members of the oldest
continuing culture on earth and celebrate
their wisdom and special connection to
these lands and waters.

We greet all the Aboriginal and Torres
Strait Islander peoples of Australia,
especially the Gadigal and Wangal
peoples of the Eora Nation, who are the
Traditional Custodians of Inner West lands.

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1	Updated	24 January 2024	CW
2	Updated	20 June 2024	CW
3	Reviewed and updated	9 July 2025	KS

Introduction



About this guide

Council has developed this guide to assist applicants in preparing their Development Application (including Modification and Review Applications) for lodgement. The guide includes lodgement instructions, as well as the mandatory documentation Council requires.

Documentation required will depend on the nature of the development proposal, the location of the site, and any site constraints. Applicants may contact Council's Duty Planning Service on 02 9392 5000 if any further assistance is required in identifying this documentation.

Applicants should refer to Council's [planning controls](#) to ensure documents are prepared in accordance with relevant requirements. Please note that if documents are not prepared as required, this may result in the application being returned or rejected at lodgement, as well as delays in the assessment of the application.

Note: This guide does not include instructions for lodging Pre-Development Applications (PDAs). PDAs must be lodged via the Inner West Council online portal. Instructions can be found [here](#).

NSW Planning Portal

In line with the directions from the Department of Planning, Housing and Infrastructure, Council requires all applications to be lodged online through the [NSW Planning Portal](#). Guides on how to lodge through this portal can be found on the Department's webpage.

Mandatory documents for all applications

All applications are required to submit the following documents:

- Owner/s consent
- Site plan
- Statement of Environmental Effects (SEE)

Owner/s consent

All applications must be accompanied by written and signed land owner/s consent. All owners of the property must sign the Inner West application form.

Where a landowner is one of the following, the below supporting documentation must also be provided:

- **New owner/s**

If the property has been recently purchased, a letter from your solicitor/conveyancer may be required to confirm ownership as Council's records may not be up to date.

- **Company/organisation**

If the property is owned by a company, then the directors of the company are required to provide owners' consent. This is to be provided in the form of either two (2) directors; one (1) director and the company secretary; or where there is a sole director, the sole director of the company. An ASIC company extract is also to be provided to confirm all company directors.

- **Strata subdivided**

If the property is strata subdivided, then a stamped strata seal is to be provided on the application form.

- **Party walls/shared fences**

If works are proposed to a party wall or shared fence, consent from all affected property owners is required.

- **Legal authority**

If you are signing on the owner/s behalf as the owner/s legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc.)

Site Plan

A Site plan shows a bird's-eye view of the property and includes the exact location of buildings and other features on the site. The plan must include the following information:

- Location of all existing buildings, structures, and features on the site and adjoining land. Parts of the building to be removed/demolished should be shown by using red dotted lines.
- Proposed works must be shown coloured to distinguish them from the existing structures to remain unaltered, which will be in black and white.
- Existing trees on the site and adjoining land with a height of 4m or greater.
- Setback distances from boundaries (dimensioned).
- Levels over the site and in the road frontage.
- Clearly defined areas for landscaping/deep soil.
- Location of all existing infrastructure services.
- Retaining walls and fences and areas of exposed bedrock.
- Areas proposed for cut and/or fill.
- Details of proposed and existing car parking and vehicular manoeuvring areas.
- Area calculations in plan form (e.g., FSR, Site coverage, and landscaped).

Statement of Environmental Effects (SEE)

A Statement of Environmental Effects (SEE) details and explains the likely impacts of the proposed development both during and after the development and proposes 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 and that type of development.

The SEE must include:

- Full description of the proposal.
- An outline of the environmental impacts of the proposal.
- An assessment against all relevant controls in the Local Environmental Plan (LEP) and Development Control Plan (DCP) and any applicable SEPP.
- Photographs of the site and its context.
- For commercial/industrial development, details of the proposed hours of operation, staff numbers, deliveries, parking, etc.

For modification applications, a statement/cover letter is required and must:

- Address the requirements of the relevant type of modification under Section 4.55 of the *Environmental Planning and Assessment Act 1979*.
- Include a table detailing the schedule of changes (plans and conditions).
- Specify/detailed conditions to be modified and how to be deleted.

Documentation checklists



Development-specific checklists

The following table provides a checklist of the minimum mandatory documents required for a range of common development types.

If your development type is not listed in one of the tables, please contact Council's Duty Planning Service on 02 9392 5000 to confirm what documents are required to be submitted with your application.

You can also access a downloadable copy of the checklists on our [Forms](#) webpage.

Legend:



Required






























May be required

Residential alterations and additions/New dwellings/Dual occupancies/ Secondary dwellings

Document	Required
Elevation and Section Plans	
Floor and Roof Plans	
Full set of Architectural Plans	
Landscape Area Calculation Plan	
Owner/s consent	
Site Plan	
Statement of Environmental Effects	
Survey Plan	
Waste and Recycling Management Plan	
Acoustic Report / Noise Impact Assessment	
Approvals from other Government Agencies	
Arborists Report	
BASIX Certificate	
Car Parking and Vehicle Access Plan	
Contamination / Remediation Action Plan	

Cost Summary Report	✓
Exceptions to Development Standards	✓
Flood / Foreshore Risk Management Report	✓
Geotechnical Report	✓
Heritage Impact Statement	✓
Landscape Plan	✓
NCC (former BCA) Report	✓
Schedule of Materials, Colours, and Finishes	✓
Shadow Diagrams	✓
Stormwater Drainage Concept Plan	✓
Structural Engineers Report / Party Wall consent	✓
Subdivision Plan	✓
Traffic and Parking Assessment Report	✓
Shop top housing	
Document	Required
BASIX Certificate	✓
Car Parking and Vehicle Access Plan	✓
Cost Summary Report	✓
Elevation and Section Plans	✓
Floor and Roof Plans	✓
Full set of Architectural Plans	✓
Owner/s consent	✓
Schedule of Materials, Colours, and Finishes	✓
Shadow Diagrams	✓
Site Plan	✓
Statement of Environmental Effects	✓
Stormwater Drainage Concept Plan	✓
Survey Plan	✓
Waste and Recycling Management Plan	✓

Water Management Statement	
Access Report	
Acoustic Report / Noise Impact Assessment	
Approvals from other Government Agencies	
Arborists Report	
Contamination / Remediation Action Plan	
Design Verification Statement	
Exceptions to Development Standards	
Flood / Foreshore Risk Management Report	
Geotechnical Report	
Heritage Impact Statement	
Landscape Area Calculation Plan	
Landscape Plan	
NCC (former BCA) Report	
Photomontage	
Plan of Management	
Social Impact Assessment	
Structural Engineers Report / Party Wall consent	
Subdivision Plan	
Traffic and Parking Assessment Report	
3D Model	
3D Rendered image	
Mixed use / Boarding house / Co-living	
Document	Required
BASIX Certificate	
Cost Summary Report	
Elevation and Section Plans	
Floor and Roof Plans	
Full set of Architectural Plans	

Landscape Area Calculation Plan	✓
Owner/s consent	✓
Schedule of Materials, Colours, and Finishes	✓
Shadow Diagrams	✓
Site Plan	✓
Statement of Environmental Effects	✓
Stormwater Drainage Concept Plan	✓
Survey Plan	✓
Waste and Recycling Management Plan	✓
Water Management Statement	✓
Access Report	✓
Acoustic Report / Noise Impact Assessment	✓
Approvals from other Government Agencies	✓
Arborists Report	✓
Car Parking and Vehicle Access Plan	✓
Contamination / Remediation Action Plan	✓
Design Verification Statement	✓
Exceptions to Development Standards	✓
Flood / Foreshore Risk Management Report	✓
Geotechnical Report	✓
Heritage Impact Statement	✓
Landscape Plan	✓
NCC (former BCA) Report	✓
Photomontage	✓
Plan of Management	✓
Social Impact Assessment	✓
Structural Engineers Report / Party Wall consent	✓
Subdivision Plan	✓
Traffic and Parking Assessment Report	✓
3D Model	✓

3D Rendered image	
Commercial fit out / Change of use	
Document	Required
Floor and Roof Plans	
Owner/s consent	
Site Plan	
Statement of Environmental Effects	
Waste and Recycling Management Plan	
Access Report	
Acoustic Report / Noise Impact Assessment	
Approvals from other Government Agencies	
Car Parking and Vehicle Access Plan	
Contamination / Remediation Action Plan	
Cost Summary Report	
Elevation and Section Plans	
Exceptions to Development Standards	
Flood / Foreshore Risk Management Report	
Full set of Architectural Plans	
Heritage Impact Statement	
NABERS Embodied Emissions Materials Form	
NCC (former BCA) Report	
Net Zero Statement	
Plan of Management	
Schedule of Materials, Colours, and Finishes	
Social Impact Assessment	
Survey Plan	
Traffic and Parking Assessment Report	

Commercial / Industrial alterations and additions	
Document	Required
Elevation and Section Plans	✓
Floor and Roof Plans	✓
Full set of Architectural Plans	✓
Owner/s consent	✓
Site Plan	✓
Statement of Environmental Effects	✓
Survey Plan	✓
Access Report	✓
Acoustic Report / Noise Impact Assessment	✓
Approvals from other Government Agencies	✓
Arborists Report	✓
Car Parking and Vehicle Access Plan	✓
Contamination / Remediation Action Plan	✓
Cost Summary Report	✓
Exceptions to Development Standards	✓
Flood / Foreshore Risk Management Report	✓
Geotechnical Report	✓
Heritage Impact Statement	✓
NABERS Embodied Emissions Materials Form	✓
NCC (former BCA) Report	✓
Net Zero Statement	✓
Photomontage	✓
Plan of Management	✓
Schedule of Materials, Colours, and Finishes	✓
Shadow Diagrams	✓
Social Impact Assessment	✓
Stormwater Drainage Concept Plan	✓

Structural Engineers Report / Party Wall consent	<input checked="" type="checkbox"/>
Traffic and Parking Assessment Report	<input checked="" type="checkbox"/>
Waste and Recycling Management Plan	<input checked="" type="checkbox"/>
Water Management Statement	<input checked="" type="checkbox"/>
3D Model	<input checked="" type="checkbox"/>
3D Rendered image	<input checked="" type="checkbox"/>
Tree works (removal and / or pruning)	
Document	Required
Owner/s consent	<input checked="" type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>
Statement of Environmental Effects	<input checked="" type="checkbox"/>
Approvals from other Government Agencies	<input checked="" type="checkbox"/>
Arborists Report	<input checked="" type="checkbox"/>
Cost Summary Report	<input checked="" type="checkbox"/>
Heritage Impact Statement	<input checked="" type="checkbox"/>
Survey Plan	<input checked="" type="checkbox"/>
Waste and Recycling Management Plan	<input checked="" type="checkbox"/>
Subdivision only	
Document	Required
Owner/s consent	<input checked="" type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>
Statement of Environmental Effects	<input checked="" type="checkbox"/>
Subdivision Plan	<input checked="" type="checkbox"/>
Survey Plan	<input checked="" type="checkbox"/>
Approvals from other Government Agencies	<input checked="" type="checkbox"/>
Car Parking and Vehicle Access Plan	<input checked="" type="checkbox"/>
Cost Summary Report	<input checked="" type="checkbox"/>
Exceptions to Development Standards	<input checked="" type="checkbox"/>
Full set of Architectural Plans	<input checked="" type="checkbox"/>

Off street parking space / Carport / Garage	
Document	Required
Car Parking and Vehicle Access Plan	✓
Floor and Roof Plans	✓
Landscape Area Calculation Plan	✓
Owner/s consent	✓
Schedule of Materials, Colours, and Finishes	✓
Site Plan	✓
Statement of Environmental Effects	✓
Survey Plan	✓
Waste and Recycling Management Plan	✓
Access Report	✓
Approvals from other Government Agencies	✓
Arborists Report	✓
BASIX Certificate	✓
Contamination / Remediation Action Plan	✓
Cost Summary Report	✓
Elevation and Section Plans	✓
Exceptions to Development Standards	✓
Full set of Architectural Plans	✓
Geotechnical Report	✓
Heritage Impact Statement	✓
NCC (former BCA) Report	✓
Shadow Diagrams	✓
Stormwater Drainage Concept Plans	✓
Structural Engineer's Report / Party Wall Consent	✓
Traffic and Parking Assessment Report	✓

Signage	
Document	Required
Elevation and Section Plan	<input checked="" type="checkbox"/>
Owner's Consent	<input checked="" type="checkbox"/>
Schedule of Materials and Finishes	<input checked="" type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>
Statement of Environmental Effects	<input checked="" type="checkbox"/>
Waste and Recycling Management Plan	<input checked="" type="checkbox"/>
Approvals from other Government Agencies	<input checked="" type="checkbox"/>
Cost Summary Report	<input checked="" type="checkbox"/>
Floor and Roof Plans	<input checked="" type="checkbox"/>
Heritage Impact Statement	<input checked="" type="checkbox"/>
Plan of Management	<input checked="" type="checkbox"/>
Survey Plan	<input checked="" type="checkbox"/>

Documentation requirements



Detailed documentation requirements

Document	Requirements
Access Report	<p>An Access Report describes how the development will comply with the provisions of the Building Code of Australia, <i>Disability Discrimination Act 1992</i>, and Australian Standard 1428.1. Access to Premises and should be prepared by a suitably qualified consultant.</p>
Acoustic Report / Noise Impact Assessment	<p>Acoustic reports look at proposed noise sources, background noise, and how the noise source will impact surrounding properties. An Acoustic report is required to be submitted for development directly adjacent to railway corridors, State and Regional Roads, and some other uses with potential for noise impacts to adjoining properties, e.g. childcare centre, licensed premises, etc.</p> <p>A Noise Impact Assessment must be submitted with any DA for residential building work where the Australian Noise Exposure Forecast (ANEF) exceeds 25. The assessment must present the results, findings, and recommendations of an acoustic assessment of noise intrusion from aircraft operations and the requirements of Australian Standard AS2021-2000 "Acoustics-Aircraft Noise Intrusions – Building Siting and Construction".</p> <p>Acoustic reports and Noise Impact Assessments must be prepared by an Acoustic Consultant.</p>
Approvals from other Government Agencies	<p>Some developments need an approval from a State government agency as well as development consent from Council. These are classed as integrated development. It is your responsibility to determine which approvals are needed before you lodge your DA. Additional fees must be paid for integrated development.</p> <p>Examples of integrated development include:</p> <ul style="list-style-type: none"> • Heritage Office – works on an item protected by an interim heritage order or listed on the State Heritage Register. • Roads and Maritime Services – connecting to a classified road. • NSW Fisheries – dredging or reclamation work.

	<p>Examples of where concurrence is required from another agency include:</p> <ul style="list-style-type: none"> • RailCorp – excavations over 2m within 25m of a rail corridor. • Roads and Maritime Services – listed in Schedule 3 of <i>SEPP (Transport and Infrastructure) 2021</i>. • Foreshores and Waterways Planning and Development Advisory Committee – listed in Schedule 2 of <i>Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005</i>.
<p>Arborists Report</p>	<p>Where works (such as vehicular movements, demolition, and excavation) are proposed within proximity of a Prescribed Tree, an Arboricultural Impact Assessment Report (AIA) and/or Tree Protection Plan will be required.</p> <p>As a guideline, an AIA will be required where a proposal is within 10m of a large tree (greater than 10m in height), 5m of a medium sized tree (5-10m in height), and 3m from a small tree (less than 5m in height). The report must address any impact to vegetation located on neighbouring properties, including street trees (refer to AS4970 for more information). Requirements for reports can be found within Council's development factsheets available on Council's website.</p> <p>Note:</p> <ul style="list-style-type: none"> • Where trees are recommended for removal, the Arborist is required to provide justification. Reasons such as 'the tree conflicts with the proposed design' will generally not be accepted. • Fact sheets on requirements for arborist reports can be found here.
<p>BASIX Certificate</p>	<p>You must provide a valid BASIX certificate for all new residential dwellings including dual occupancies, multi-unit developments, alterations and additions to dwellings with an estimated cost of \$50,000 or more, and swimming pools (or pool and spa) with a capacity greater than 40,000 litres. All BASIX commitments must be marked on the plans.</p> <p>Note:</p> <ul style="list-style-type: none"> • The BASIX Certificate must have been issued within the previous three (3) months to be valid.

Car Parking and Vehicle Access Plan	<p>The following must be provided:</p> <ul style="list-style-type: none"> • Compliance with AS2890.1 2004 “Off-Street Parking”. • Floor levels, relative to adjacent road gutter levels. • The width of the lane where access to parking is accessed from a lane. • The location of any existing on street parking that may impact on manoeuvring into/out of the parking space. • Longitudinal sections through the parking area, driveway, and through to the road level. A section is required through both sides of the driveway. • Swept paths detailing parked cars and vehicles entering and exiting from both directions.
Contamination / Remediation Action Plan	<p>If contamination is, or may be, present due to previous or current land uses then you must investigate the site and provide information to determine the extent of contamination and what remediation may be required to make the site suitable for the proposed purpose.</p> <p>The first step is to undertake a Preliminary Site Contamination Investigation (PSI). The PSI shall be carried out in accordance with the NSW EPA Guidelines and is to be undertaken by a suitably qualified consultant. The PSI is to identify any past or present potentially contaminating activities. Should the PSI be unable to justify that the site is suitable for the proposed use, then a Detailed Site Contamination Investigation (DSI) must be undertaken by an independent appropriately qualified environmental consultant.</p> <p>Should a DSI be required it is likely that site remediation will also be required before the land may be used. Should remediation be required then a Remedial Action Plan (RAP) must be prepared and submitted at lodgement. The RAP must set remediation objectives, determine the appropriate remedial strategy, and identify the necessary approvals to be obtained from regulatory authorities. The RAP must be submitted with your DA – Council will not condition that these documents be prepared after determination (see <i>State Environmental Planning Policy (Resilience and Hazards) 2021</i>).</p>
Cost Summary Report	<p>A cost summary report is required for all applications where the cost of works exceeds \$100,000. The summary must be calculated by a suitably qualified person and must include an itemised breakdown of the costs.</p>

	<p>Where applications have a development cost between \$100,000 and \$1,000,000 the cost summary report must be completed by a suitably qualified building professional. Where the development cost exceeds \$1,000,000 the cost summary report must be prepared by a quantity surveyor who is a registered member of the Australian Institute of Quantity Surveyors.</p>
Design Verification Statement	<p>A Design Verification Statement is required for residential flat buildings. The qualified designer must verify:</p> <ul style="list-style-type: none"> • That they designed or directed the design of the residential flat development. • That the Design Quality Principles set out in Schedule 9 for residential apartment developments within <i>SEPP Housing</i> are achieved. • That the 9 Design Quality Principles are individually addressed. • Comply with the requirements of the Apartment Design Guide. • Include a photomontage and scale model demonstrating the context of the development proposal.
Electronic Lodgement Requirements	<p>All applications must be lodged electronically via the NSW Planning Portal.</p> <p>All documents must be submitted as PDF files viewable in Adobe Acrobat. Security settings (including passwords and editing restrictions) must not be applied to electronic documents and plans.</p> <p>All documents need to be able to be published online. Council will publish all applications on its online application tracking system.</p> <p>Plans must be:</p> <ul style="list-style-type: none"> • To scale and in landscape. • Converted to PDF electronically rather than printed and scanned to ensure accuracy. <p>File naming conventions apply to all electronic documents submitted. File names are to match the document requirements listed in the relevant checklist.</p> <p>Files must be named with the address of the development site followed by the title of the plan or document. For example:</p>

7-15 Wetherill Street Leichhardt – Full set of Plans	
Elevation and Section Plans	<p>The following details must be provided:</p> <ul style="list-style-type: none"> Existing buildings. Proposed works must be shown coloured to distinguish them from the existing structures to remain unaltered, which will be in black and white. All elevations for each building proposed, external door and window positions, and roof profile. Existing and proposed materials, colours, and finishes for all external surfaces. Existing and proposed ground levels, retaining walls and fences (indicate height to AHD), including extent of any proposed excavation and/or filling of the site. Existing and proposed levels of ground, floor, ceiling, roofline, or structures above roof line and ridge e.g. chimneys. Existing and proposed driveway grade. Cross section and longitudinal section. Window and door dimensions on plans. Context and relationship with adjoining properties. <p>Note:</p> <ul style="list-style-type: none"> Each floor plan, elevation, and section must clearly delineate between the existing and proposed works. This should be clearly depicted through annotations and colouring of the plans with a key which provides an explanatory list of colours used in the plans and what they represent. It is important to identify what parts of each element (i.e. floor, wall, roof etc.) are either proposed to be retained or are new works. There should be a clear indication where the existing fabric finishes, and the new works begin.
Exceptions to Development Standards	<p>A written request must be provided for all applications that propose non-compliance with a development standard. The request must:</p> <ul style="list-style-type: none"> Identify the development standard. Identify the stated objectives of the standard. Establish how each of the objectives are met if the standard is to be varied. Establish how non-compliance with the standard is still consistent with the objectives of the <i>Environmental Planning and Assessment Act 1979</i>.

	<ul style="list-style-type: none"> • Demonstrate why compliance with the standard is unreasonable or unnecessary in the circumstance, utilising case law where appropriate. • Demonstrate sufficient environmental planning grounds to justify the non-compliance.
Flood/Foreshore Risk Management Report	<p>If your site is identified as being located within a Flood Planning Area, you are required to obtain a Flood Certificate from Council and lodge this as part of your application.</p> <p>A Flood Risk Management Report must be submitted for applications that are on land identified on the Flood Planning Area Map in the relevant DCP. The report must be informed by flood information relevant to the subject property and surrounds, including the 1% AEP flood level, Flood Planning Level, Probable Maximum Flood (PMF) level, and the Flood Hazard Category, as obtained from Council in a Flood Certificate.</p> <p>The report is not required where the assessed value of the works is under \$50,000 except where, in the opinion of Council, those works are likely to substantially increase the risk of flood to the subject or adjoining or nearby sites. The report may be limited to a short report (Flood Risk Management Statement) for single residential dwellings, alterations and additions, or change of use developments where the property is confirmed by Council in the Flood Certificate as being subject only to low hazard flooding.</p> <p>The Flood Risk Management Statement must reference the source of flood information; specify the relevant flood information applicable to the site, then describe the proposed development and how it meets the relevant development controls.</p> <p>If Council is concerned with the apparent loss of flood storage and/or flood or overland flow paths, and/or increase in flow velocities, and/or risk of life, on any type of development, the applicant may be requested to undertake further analysis in support of the proposal and detail it in a new/revised Flood Risk Management Report.</p> <p>The Flood Risk Management Report must address:</p> <ul style="list-style-type: none"> • Description of the existing stormwater drainage system, including catchment definition. • Extent of the 1% AEP flood event in the vicinity of the development.

- The Flood Hazard Category affecting the subject site and surrounds. Where the site is subject to the high hazard flooding category, the Probable Maximum Flood (PMF) extent must be shown.
- Long and cross sections showing the Flood Planning Level(s) in relationship to the floor levels of all existing and proposed components of the development.
- Recommendations on all precautions to minimise risk to personal safety of occupants and the risk of property damage for the total development to address the flood impacts on the site during a 1% AEP flood and PMF event. These precautions must include but not be limited to the following:
 - Types of materials to be used to ensure the structural integrity of the development for immersion and impact of velocity and debris for the 1% AEP flood event and PMF (for high hazard);
 - Waterproofing methods, including electrical equipment, wiring, fuel lines or any other service pipes or connections;
 - A flood evacuation strategy (Flood Emergency Response Plan); and,
 - On site response plan to minimise flood damage, and provide adequate storage areas for hazardous materials and valuable goods above the flood level;
- Details of any flood mitigation works that are proposed to protect the development.
- Supporting calculations.
- The architectural/engineering plans on which the assessment is based.
- The date of inspection.
- The professional qualifications and experience of the author(s).

Floor and Roof Plans The floor plans must include:

- All site boundaries for the subject property and immediately adjoining properties.
- All buildings and structures on the subject and neighbouring properties, including openings adjoining the subject site and location of trees.
- Floor levels to Australian Height Datum (AHD).
- Room layouts, partitioning, door and window locations and new works including dimensions.
- Wall structure type and thickness.

	<ul style="list-style-type: none"> Proposed clear internal dimensions between obstructions in all parking modules (height clearance, length, and width). Clear dimensions of all driveways, parking spaces, aisle widths, and height clearances. Demolition plan. Proposed works must be shown coloured to distinguish them from the existing structures to remain unaltered, which will be in black and white. A separate calculation plan demonstrating gross floor area (GFA) calculations. <p>Notes:</p> <ul style="list-style-type: none"> If proposing a detached structure (e.g. shed, garage, studio, etc.), detailed floor plans of the existing dwelling/structures on the site must also be provided. Applications for a change of use involving food premises must also provide a detailed kitchen floor plan showing the location of the designated hand wash basin/s, washing up area, cooking equipment, dry food storage area and waste storage area in accordance with AS 4674:2004.
Full set of Architectural Plans	<p>A document combining the survey, all architectural plans, and shadow diagrams (where relevant) into one file must be created and named as 'Full set of plans'. If a full set of plans is not provided, you will be requested to provide one, which could cause delays to the lodgement and assessment of your application.</p> <p>Note:</p> <ul style="list-style-type: none"> For modification applications, please ensure you clearly distinguish between the existing (to be retained components – if relevant) approved components and proposed changes on all relevant plans, sections, and elevations. This should be documented through the use of different colours/hatching and a legend to indicate what they represent.
Geotechnical Report	<p>A geotechnical report is required when it is proposed to excavate to a depth of 2m or more below the existing ground level. The geotechnical report must be prepared and certified by a qualified and practising geotechnical engineer.</p> <p>Issues to be addressed are:</p> <ul style="list-style-type: none"> Vibrations and vibration monitoring;

	<ul style="list-style-type: none"> • Dilapidation reporting; • Groundwater (including shallow hydrological conditions); and, • Excavation support.
Heritage Impact Statement (HIS)	<p>Any application for a property identified as a heritage item must be accompanied by a Heritage Impact Statement (HIS). The information that must be in the HIS includes:</p> <ul style="list-style-type: none"> • A short history of the site and its development, a description of the item, an analysis of the significance of the item and a succinct statement of its heritage significance. Information about the significance of an item can be found on the heritage inventory sheet on Council's web page. The statement should be prepared in accordance with the NSW Heritage Office's guidelines. • A description of the proposed work, and an assessment of the positive and negative impacts of the proposed development on the heritage significance of the item. • Details of the methods used to ensure conservation of the heritage item or contributory building, and any mitigating recommendations. <p>Note:</p> <ul style="list-style-type: none"> • A Conservation Management Plan (CMP) is required for items of State significance or works to items of archaeological significance.
Landscape Area Calculation Plan	<p>Applications for residential alterations and additions must prepare and submit a landscape area calculation plan. This plan must identify existing and proposed landscaped area calculations and detail compliance with the relevant planning controls.</p> <p>Note:</p> <ul style="list-style-type: none"> • Landscaped area and deep soil landscaping means area with no buildings or structures above or below the ground. It is an area of a site used for growing plants, grasses and trees.

Landscape Plan	<p>Applications for new dwelling houses, semi-detached dwellings, residential flat buildings, townhouses, new commercial/industrial buildings, or the like, must include a landscape plan prepared by a suitably qualified landscape architect or designer. The landscape plan must show:</p> <ul style="list-style-type: none"> • Existing levels, finished levels, and contours to AHD, embankments and grades (indicating the extent of cut and fill). • Existing trees and other vegetation to be retained or removed on site, including information on species, height, spread of canopy, diameter of trunk, and spot heights at base of trunk as shown on the prepared site survey plan. A replacement tree/s must be planted to replace any prescribed tree proposed for removal. • All trees are to be numbered and, where relevant, the numbers are to coincide with the arborist's report. • Proposed new planting, indicating species (both botanic and common names), location, massing, mature height (including mature canopy spread), proposed pot size, and numbers of replacement in plant schedule. • Proposed surface treatments (e.g. turf, paving, bank stabilisation, mounds, etc.). Note: Preference for permeable surfaces to manage stormwater run-off. • Clearly defined areas for deep soil landscaping (see note under landscape area calculation plan for definition of deep soil landscaping). • Location, height, construction details and materials of fencing and retaining walls. • Sectional details of retaining walls, paving, edging, turf and mulched gardens. • Maintenance details for the establishment period. • Details of proposed drainage and irrigating systems. • Details of any soil mixes, topsoil and mulch. • BASIX landscape commitments. • Identify existing and proposed landscaped area calculations. • If located within a biodiversity area, notation confirming proposed plantings are in accordance with approved species schedule for that area.
Lodgement following a Pre-DA Application	<p>If a Pre-DA was undertaken for your proposal prior to lodging a DA, you must ensure that all supporting documentation identified in the Pre-DA advice letter is submitted with your application.</p>

NABERS Embodied Emissions Materials Form	<p>A NABERS Embodied Emissions Materials Form must be submitted with applications for non-residential development that involve:</p> <ul style="list-style-type: none"> • The erection of a new building, if the development has an estimated development cost of \$5 million or more, or • Alterations, enlargement or extension of an existing building, if the development has an estimated development cost of \$10 million or more. <p>Further information can be found in the Department of Planning and Environment's Embodied Emissions Technical Note.</p>
NCC (former BCA) Report	<p>A National Construction Code (NCC), formerly Building Code of Australia report must outline the classification of the development and address all relevant sections of the NCC relating the proposal.</p> <p>An NCC report must accompany a development application for:</p> <ul style="list-style-type: none"> • A change of building use for an existing building where the proposal does not seek the rebuilding or alteration of the building Or • A development application that involves the rebuilding or alteration of an existing building if: <ul style="list-style-type: none"> (a) the proposed building work and previous building work together represent more than half of the total volume of the building, or (b) the measures contained in the building are inadequate— <ul style="list-style-type: none"> i. to protect persons using the building, if there is a fire, or ii. to facilitate the safe egress of persons using the building from the building, if there is a fire, or iii. to restrict the spread of fire from the building to other buildings nearby. <p>Note: This section does not apply to existing residential developments or new secondary dwellings, dwelling houses, dual occupancies and semi-detached dwellings.</p>
Net Zero Statement	<p>A Net Zero Statement is required for large commercial development that involves:</p> <ul style="list-style-type: none"> • The erection of new prescribed office premises, prescribed hotel or motel accommodation or prescribed serviced apartments, or

- Alterations, enlargement or extension of prescribed office premises, prescribed hotel or motel accommodation or prescribed serviced apartments, if the development has an estimated development cost of \$10 million or more.

The *SEPP Sustainable Buildings* requires that affected developments are designed to be either fossil fuel-free immediately upon occupation and use or where fossil fuel-dependent building systems are used, provide a transition strategy to confirm how the development will operate as fossil fuel-free by 2035. The statement should include the following:

- Cover Letter and Certification;
- On-Site Fossil Fuel Usage;
- Renewable Energy Generation and Storage;
- Energy-Efficient Design; and
- Energy Consumption and Emissions Calculations (if information is available).

Further information can be found in the Department of Planning and Environment's Net Zero Statement Technical Note.

Owner/s consent

All applications must be accompanied by written and signed land owner/s consent. All owners of the property must sign the Inner West application form.

Where a landowner is one of the following, the below supporting documentation must also be provided:

- **New owner/s**
If the property has been recently purchased, a letter from your solicitor/conveyancer may be required to confirm ownership as Council's records may not be up to date.
- **Company/organisation**
If the property is owned by a company, then the directors of the company are required to provide owners' consent. This is to be provided in the form of either two (2) directors; one (1) director and the company secretary; or where there is a sole director, the sole director of the company. An ASIC company extract is also to be provided to confirm all company directors.
- **Strata subdivided**
If the property is strata subdivided, then a stamped strata seal is to be provided on the application form.

	<ul style="list-style-type: none"> • Party walls/shared fences If works are proposed to a party wall or shared fence, consent from all affected property owners is required. • Legal authority If you are signing on the owner/s behalf as the owner/s legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc.)
Photomontage	A photomontage is a photographic impression of how the building will look within its context upon completion within the streetscape and from other relevant vantage points. Some applications for complex alterations and additions will benefit from the preparation of a photo montage especially where there is likely to be view loss issues. Photo montages should be certified by a suitably qualified person.
Plan of Management (POM)	<p>A Plan of Management (POM) is required for applications relating to mixed use developments, and commercial and industrial premises, including both new developments and changes to existing developments. The POM must describe how the ongoing operation of the premises will be managed in the most efficient manner and reduce adverse impacts to the amenity of surrounding properties. It includes, but is not limited to detailing the following:</p> <ul style="list-style-type: none"> • Objectives; • Operational details; • Hours of operation; • Staffing details and guidelines; • Delivery arrangements; • Customer handling; • Security; and, • Complaint handling and a review process.
Schedule of Materials, Colours, and Finishes	Details and samples/photos of the proposed external finishing materials and colours to be used in the construction of the development. Elevations showing the location of each material should be provided.
Shadow Diagrams	Shadow diagrams must distinguish through the use of separate colours the extent of shadows cast by existing and proposed buildings, including fences and buildings on adjoining land and

areas of private open space of those buildings where relevant. They must correctly show the following:

- Position of existing and proposed buildings on the site, including boundary fencing but excluding shadows cast by trees.
- Position of buildings, fences, and all site boundaries on adjoining land.
- Existing and proposed shadows cast at winter solstice (21 June) upon the site, adjoining land, and buildings on adjoining land (show altitude and azimuth angles). These are required at hourly intervals between 9.00am-3.00pm at minimum, however adequate information to demonstrate compliance with the relevant controls must be submitted.
- Where the proposal does not comply with the applicable overshadowing controls additional hourly shadow diagrams at the winter solstice and equinoxes (21 September/March) are required.
- If new shadows will fall upon any wall of a neighbouring property, elevation or vertical shadow diagrams are required.
- The positioning and levels of windows and openings on the walls neighbouring buildings must be identified from the submitted survey plan.
- The entire site that will be cast in shadow must be identified.

Additional solar access requirements for multi-unit developments

A suns eye view must be prepared by a suitably qualified person addressing solar access requirements in the Apartment Design Guide. The report should contain information about the methodology of modelling, the date/time of the images, and orientation of shadows cast. A compliance table demonstrating the performance of each individual unit with reference to the diagrams is also required to be submitted.

Views from the angle of the sun at midwinter

Views from the angle of the sun at midwinter (21 June) from 9am to 3pm should be provided for a review of direct solar access to communal living areas and common open spaces.

Site Plan

A Site plan shows a bird's-eye view of the property and includes the exact location of buildings and other features on the site. The plan must include the following information:

	<ul style="list-style-type: none"> • Location of all existing buildings, structures, and features on the site and adjoining land. Parts of the building to be removed/demolished should be shown by using red dotted lines. • Proposed works must be shown coloured to distinguish them from the existing structures to remain unaltered, which will be in black and white. • Existing trees on the site and adjoining land with a height of 4m or greater. • Setback distances from boundaries (dimensioned). • Levels over the site and in the road frontage. • Clearly defined areas for landscaping/deep soil. • Location of all existing infrastructure services. • Retaining walls and fences and areas of exposed bedrock. • Areas proposed for cut and/or fill. • Details of proposed and existing car parking and vehicular manoeuvring areas. • Area calculations in plan form (e.g., FSR, Site coverage, and landscaped).
Social Impact Assessment (SIA)	<p>A social impact assessment is to be provided for any development which proposes over 50 dwellings/units/self-contained rooms, new pubs, new registered clubs (See Marrickville DCP 2011 for more details).</p> <p>A social impact assessment should outline the envisaged positive and negative impacts that the development or land use changes may have on people's way of life and provide appropriate strategies to mitigate, minimise, and resolve any negative impacts. This assessment must also consider any existing residents displaced by the proposed development.</p>
Statement of Environmental Effects (SEE)	<p>A Statement of Environmental Effects (SEE) details and explains the likely impacts of the proposed development both during and after the development and proposes 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 and that type of development.</p> <p>The SEE must include:</p> <ul style="list-style-type: none"> • Full description of the proposal. • An outline of the environmental impacts of the proposal. • An assessment against all relevant controls in the LEP and DCP and any applicable SEPP. • Photographs of the site and its context.

	<ul style="list-style-type: none"> For commercial/industrial development, details of the proposed hours of operation, staff numbers, deliveries, parking, etc. <p>For modification applications, a statement/cover letter is required and must include:</p> <ul style="list-style-type: none"> Address the requirements of the relevant type of modification under Section 4.55 of the Environmental Planning and Assessment Act 1979. A table detailing the schedule of changes (plans and conditions). Specify/detailed conditions to be modified and how to be deleted.
Stormwater Drainage Concept Plan	<p>The purpose of the Stormwater Drainage Concept Plan is to demonstrate how stormwater will be managed on the site and at a minimum show how it will be collected, conveyed, and disposed from the site.</p> <p>The plan must include:</p> <ul style="list-style-type: none"> The location, method, and reduced level at the point of connection to a recognised public drainage system or other Council approved system, including full details of any on-site disposal facilities (where permitted). Evidence of legal right to drain over downstream properties (if relevant). Site drainage system layout, including: <ul style="list-style-type: none"> Location of all pipes and pits. All reduced invert levels at junctions or bends in the system. Pipe grades, dimensions, materials, and derivative catchment calculations. Pit sizes, materials, and type. Cleaning/flushing facilities. Location of subsoil drainage systems. Indication of design surface levels over the drainage system. Direction of overland flows. Drainage cut-off structures, including trench drains and/or kerb structures. All infrastructure (footpaths, driveways and/or trees in the road reserve) affected by the proposed drainage line connection between the site boundary and point of discharge.

- Drainage systems either existing, or proposed, within an easement for drainage (pipe size, grade, materials, indicative levels).
- Any other site-specific requirements as described in the relevant Development Control Plan.
- On-Site Detention (OSD) and retention facilities details; including:
 - The proposed location of any required OSD basin(s), rainwater tanks and retention systems, and site drainage system.
 - Volume of proposed detention and retention facilities and derivative calculations.
 - Inlet and outlet locations at tank/basins and indicative levels.
 - Reduced levels at base, top water levels, overland flow paths, and overflow facilities.
 - Access facilities for cleaning and maintenance.
 - Details of discharge control facilities including trash screens, levels, orifice sizing and connection details, and sump details.
 - Typical sections through the tanks and/or basins including discharge pit.
 - Details of water quality devices.

The OSD facilities should be designed by a relevantly qualified civil engineer and set out the calculation of the volume of storage and permissible site discharge. The volume of OSD storage can be reduced where On Site Retention (OSR) facilities for rainwater reuse and/or stormwater reuse are provided.

**Structural Engineers
Report/Party Wall
Consent**

A report from a suitably qualified Structural Engineer is required where substantial demolition of an existing building is proposed, or excavation under or in close proximity to an existing building that is proposed to be retained.

The assessment must:

- Include a fully detailed construction methodology assessment accompanied by certified structural drawings.
- Confirm the proposed method of demolition, excavation and/or construction of the proposed development on the site.
- Specify how the areas of the building that are nominated on the architectural plans as being retained can and will be retained.
- Reference the architectural plans.

Where the proposed works rely on or are constructed adjacent to a party wall you are required to submit to Council:

- Party Wall Consent which includes: the written consent of the owners of the adjoining properties which share ownership of the subject party wall. This consent is to be unconditional and is to specify that as joint owners of the party wall, they have no objection to use of the party wall for either vertical or lateral support.
- If such consent cannot be obtained, the following information is to be submitted to Council:
 - Plans (coloured) clearly showing the manner in which the proposed works will be constructed without relying upon the party wall for vertical or lateral support.
 - Written certification of the plans by a practising, suitably qualified structural engineer. This certification must state that the works do not rely on the party wall for vertical or lateral support.

Subdivision Plan

The plan must include:

- Existing and proposed lot boundaries.
- Relationship of the lot(s) to existing roads.
- Proposed boundary dimensions (metres) and lot areas (square metres).
- Proposed easements and rights of carriageway/s.
- Proposed public reserves and drainage reserves.
- Existing and proposed finished levels (contours and spot heights to AHD) if works are proposed.

Note:

- If proposing subdivision only, a set of indicative floor plans must also be submitted to demonstrate that an appropriate building form can be accommodated on the proposed new allotments.

Survey Plan

The survey plan must be prepared by a registered surveyor within the last 5 years and give levels to Australian Height Datum (AHD). The survey must include the following information:

- Location of boundaries, paths, driveways, fences, retaining walls, and other structures.

	<ul style="list-style-type: none"> • A boundary survey is to be provided, or boundary offset measurements are required to be provided for all existing buildings within 1m of the boundary. • The survey must confirm all boundaries. Any boundary redefinition must be undertaken prior to lodgement. • Roof ridge heights, setbacks of major structures, and window/door openings on the subject and adjoining sites. • Spot levels on the site and adjoining sites relative to AHD that are indicative of the overall site and/or that identify topographical features. • Levels in the frontage roadway, footpath and kerb, and gutter. • Location of all rock outcrops and other natural features, including trees on the site and on adjacent properties. • Location, spot height at the base of each tree (to AHD), canopy spread, height and trunk diameter (measured 1m from the base of the trunk) of all trees on site. • Location of Mean High Water Mark, where applicable. • Location and type of all easements burdening and/or benefiting the site. • A copy of any easements or rights-of-carriageway the proposed development relies on.
<p>Traffic and Parking Assessment Report</p>	<p>The report is to be prepared by a traffic engineer and is to include:</p> <ul style="list-style-type: none"> • A plan showing all proposed off street parking facilities. • All parking spaces fully dimensioned and visitor spaces indicated. • All dimensions of aisles, driveways, and circulation roadways, particularly at the minimum thresholds. • Driveway gradients and transitions including reduced levels at transition points. • Grades of parking areas where sloped (perpendicular to angle of parking). • Minimum vehicular height clearance to all basement areas. • Radii (inner and outer) of all curved driveways and circulation ramps or sections thereof. • Recommendations for any special measures, e.g. mirrors at bends, etc. • Parking assessment if a departure from the relevant rates is proposed. • Estimated traffic generation and effects on the surrounding road network. • Intersection analysis using INTANAL or equivalent.

Waste and Recycling Management Plan	<p>A Waste and Recycling Management Plan (WRMP) identifies waste and recycling management from the moment it is generated through to when it is presented for collection and may include sketches and written descriptions of the infrastructure and stakeholders involved in the process. A WRMP template is available on Council's website here for demolition and construction, commercial and industrial development, multi-unit dwellings, and single dwellings.</p>
Water Management Statement	<p>A Water Management Statement is to be included with all development applications where building works or subdivision is proposed.</p> <p>The Water Management Statement summarises how the proposed water management measures comply with the water management controls contained in the relevant Development Control Plan and how they are to be integrated into the development, including the following:</p> <ul style="list-style-type: none"> • Water conservation measures; • Stormwater management and treatment; • Stormwater disposal method; • Any additional wastewater measures, if proposed; • On site stormwater detention facilities design, if applicable; and • Flood or foreshore risk management, if applicable. <p>In a development affected by the NSW Building Sustainably Index (BASIX), the BASIX certificate is the appropriate response for the residential component of such development.</p>
3D Model	<p>A model is required for all developments with a Capital Investment Value in excess of \$10 million. Models must:</p> <ul style="list-style-type: none"> • Accurately depict the building and the land form. • Define the property boundaries and include a readily identifiable reference such as an existing adjacent building which is to remain. • Be to a scale of 1:100, 1:200, or 1:500. • Models should be taken to the Leichhardt Service Centre and provided to Council's Customer Service Centre with the DA Number within 7 days of lodgement.
3D Rendered image	<p>A 3D rendered image of the proposed development showing how the proposal responds to its immediate context and from relevant</p>

vantage points. The 3D image will assist Council to review the architectural quality and expression of the proposal.



