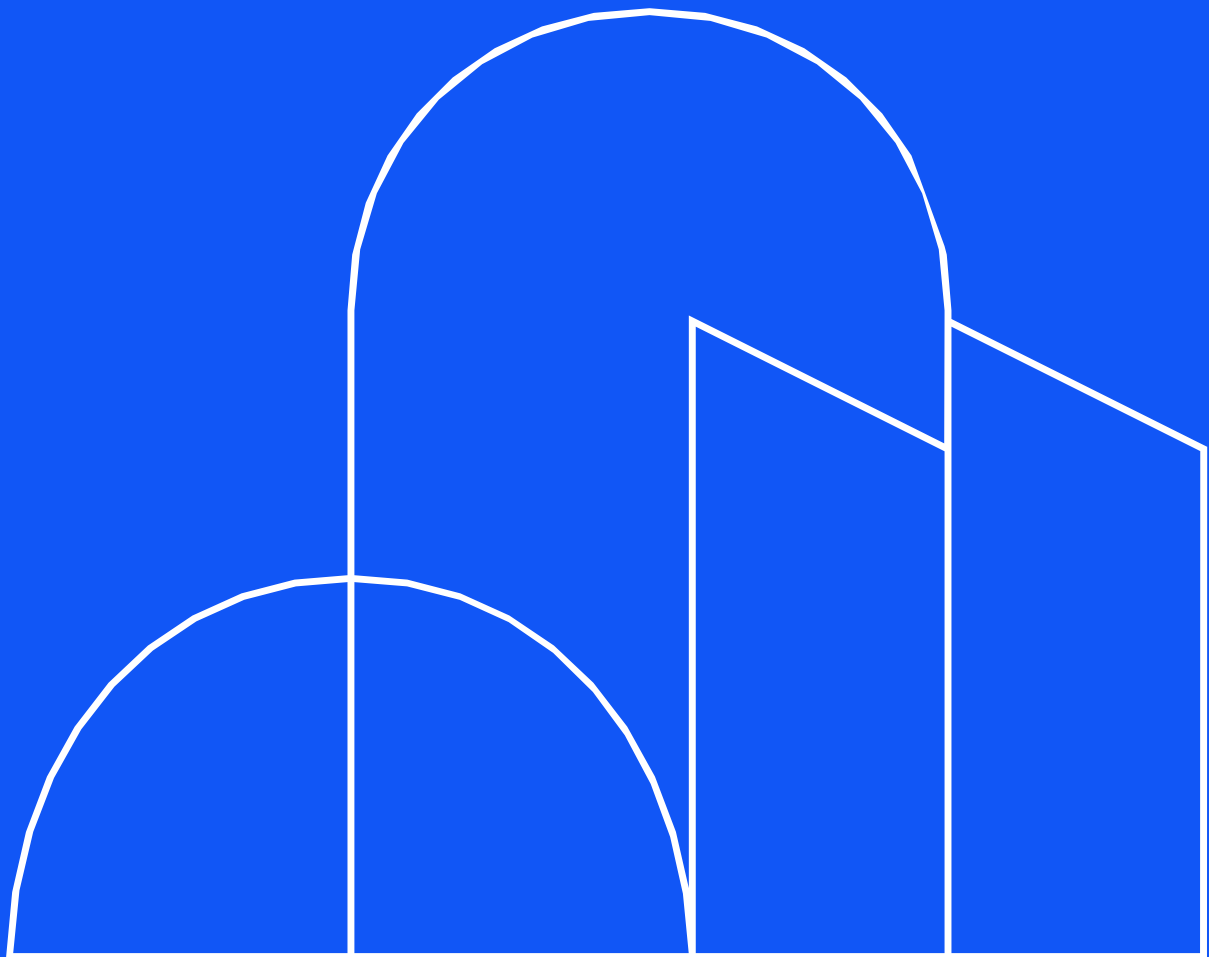




# DA Lodgement Guide for Applicants

Development Assessment Team

May 2026





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# 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 development applications

All development 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.

## Modification applications

Modification applications made under Section 4.55 or 4.56 of the *Environmental Planning and Assessment Act 1979* require the submission of the following documentation, in addition to the provision of owner/s consent:

- **Statement of Environmental Effects/cover letter**

A Statement of Environmental Effects or covering letter is required, outlining the following:

- A schedule of all changes from the approved development.
- Any changes to development standards (e.g. floor space ratio, landscape area, height of building, site coverage).
- The type of modification being sought – i.e. Section 4.55(1), (1A), or (2), or Section 4.56.
- The likely impacts of the changes.

- **Plans**

Where any changes are proposed to the approved plans, a new set is required that clearly distinguishes between the existing components (to be retained, if relevant), approved components, and proposed changes. All changes must be shown on the relevant plans, sections, and elevations. Changes should be shown using different colours/hatching with a legend provided to indicate what they represent.

- **BASIX Certificate**

A revised BASIX certificate may be required if the changes to the proposal are likely to affect the approved BASIX commitments.

## Review applications

Review applications made under Section 8.2 of the *Environmental Planning and Assessment Act 1979* require the submission of the following documentation, in addition to the provision of owner/s consent:

- **Statement of Environmental Effects/cover letter**

A Statement of Environmental Effects or covering letter is required, outlining the following:

- A written statement of reasons why the decision should be changed.

- If amendments to the proposed development are included, a written statement outlining how the development is substantially the same development as that in the original application.
  - A schedule of all changes from the determined development.
  - Any changes to development standards (e.g. floor space ratio, landscape area, height of building, site coverage).
- **Supporting plans and documents**  
Where any changes are proposed to the determined plans and documents, a new set is required.

Note: You cannot lodge a review application:

- 6 months after the determination date, if you are seeking to review a development application.
- 28 days after the determination date, if you are seeking to review a modification application.
- If a review application has already been made for the application.
- After an appeal against the determination made to the Land and Environment Court has been dealt with by the Court.
- If the proposal is designated or integrated development.

# Documentation checklist

# Development-specific checklist

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



Not required

**Landscape Plan\***: 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.

**Tree Reports\***: Applications involving tree pruning or removal may include any one or combination of the following reports; Arboricultural Impact Assessment Report, Plumbing Report, Root Mapping Report, Structural Engineering Report, Tree Assessment and Pruning Specification, Tree Protection Plan and Specification, and Tree Risk Assessment Report.

**Lodgement following a Pre-DA Application\*** If your proposal has had a previous pre-da application with Council then all documents detailed as being required within the pre-da minutes are required to be submitted with the DA.

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Access Report	✓	✓	✓	✓	✓	✗	✓	✓	✗
Acoustic Report / Noise Impact Assessment	✓	✓	✓	✓	✓	✗	✓	✗	✗
Approval from other Government Agencies	✓	✓	✓	✓	✓	✓	✓	✓	✓
Arborists Report	✓	✓	✓	✓	✓	✓	✓	✓	✓
BASIX Certificate	✓	✓	✓	✓	✓	✗	✓	✓	✗
Car Parking and Vehicle Access Plan	✓	✓	✓	✓	✓	✓	✓	✓	✗
Contamination / Remediation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✗

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Cost Summary Report	✓	✓	✓	⊘	⊘	⊘	⊘	⊘	⊘
Design Verification Statement	⊘	⊘	⊘	⊘	⊘	⊗	⊗	⊗	⊘
Elevation and Section Plans	✓	✓	✓	⊘	✓	⊘	⊘	⊘	✓
Flood/ Foreshore Risk Management Report	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊗
Floor and Roof Plans	✓	⊘	✓	✓	✓	⊘	⊘	✓	⊘
Full Set of Architectural Plans	✓	✓	✓	⊘	✓	⊘	⊘	⊘	⊘
Geotechnical Report	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊗

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Heritage Impact Statement (HIS)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Landscape Area Calculation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✗
Landscape Plan*	✓	✓	✓	✓	✓	✓	✓	✓	✗
Lodgement following a Pre-DA Application*	✓	✓	✓	✓	✓	✓	✓	✓	✓
NABERS Embodied Emissions Materials Form	✓	✓	✓	✓	✓	✗	✓	✗	✗
NCC (former BCA) Report	✓	✓	✓	✓	✓	✗	✓	✓	✓
Net Zero Statement	✓	✓	✓	✓	✓	✗	✗	✗	✗

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Owner/s consent	✓	✓	✓	✓	✓	✓	✓	✓	✓
Photomontage	✓	✓	✓	✓	✓	✗	✗	✓	✓
Plan of Management (POM)	✓	✓	✓	✓	✓	✗	✓	✗	✓
Schedule of Materials, Colours, and Finishes	✓	✓	✓	✓	✓	✗	✓	✓	✓
Shadow Diagrams	✓	✓	✓	✓	✓	✗	✓	✓	✓
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓
Social Impact Assessment (SIA)	✓	✓	✓	✓	✓	✗	✓	✗	✓

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Statement of Environmental Effects (SEE)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stormwater Drainage Concept Plan	✓	✓	✓	✓	✓	✗	✓	✓	✗
Structural Engineers Report/ Party Wall Consent	✓	✓	✓	✓	✓	✗	✓	✓	✓
Subdivision Plan	✓	✓	✓	✓	✓	✗	✓	✓	✗
Survey Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓
Traffic and Parking Assessment Report	✓	✓	✓	✓	✓	✗	✓	✓	✓
Tree Reports*	✓	✓	✓	✓	✓	✓	✓	✓	✗

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Waste and Recycling Management Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓
Water Management Statement	✓	✓	✓	✓	✓	✗	✓	✓	✗
3D Model	✓	✓	✓	✓	✓	✗	✓	✓	✓
3D Rendered Image	✓	✓	✓	✓	✓	✗	✓	✓	✓

# 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>
Acid Sulfate Soils Management Plans	<p>Development proposals located within areas mapped as having potential or actual Acid Sulfate Soils must submit an Acid Sulfate Soils Management Plan (ASSMP) with their application. This plan outlines how any disturbed soils will be identified, handled, treated, or disposed of in accordance with the NSW Acid Sulfate Soils Manual and EPA Waste Classification Guidelines</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"> <li>Heritage Office – works on an item protected by an interim heritage order or listed on the State Heritage Register.</li> </ul>

- Roads and Maritime Services – connecting to a classified road.
- NSW Fisheries – dredging or reclamation work.

Examples of where concurrence is required from another agency include:

- RailCorp – excavations over 2m within 25m of a rail corridor.
- Roads and Maritime Services – listed in Schedule 3 of *SEPP (Transport and Infrastructure) 2021*.
- Foreshores and Waterways Planning and Development Advisory Committee – listed in Schedule 2 of *Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005*.

Arboricultural  
Impact Assessment  
(AIA) Report

An AIA is required when the development of a site will directly or indirectly impact on the Notional Root Zone (NRZ) of prescribed trees within the site and all trees on adjacent sites (including street trees).

The report must be prepared in accordance with Australian Standard *AS 4970:2025 Protection of trees on development sites* noting the standard includes the methodology for determining the NRZ. The NRZ is the area set aside for the protection of the roots required for the stability and ongoing health and viability of the tree. The NRZ is a notional circular area with a specified radius from the centre of the trunk.

All large shrubs and trees on adjacent sites (prescribed or not) must be considered in the design to ensure that the proposed development will not result in impacts that will reduce the structural stability or ongoing health of the vegetation.

The AIA report must include an accurate and comprehensive assessment of the likely impact of the proposed development on the trees to be retained where the development will encroach into the NRZ and canopy of those trees. This must also include assessment of associated works such as demolition, service installation, stormwater management, construction access routes, site storage, piling, rigging, internal power poles, landscaping, scaffolding etc.

Discussion and recommendations are required as part of the AIA, relating to design modifications and construction methods to minimise the impact on trees to be retained. Where the submitted plans do not reflect the recommendations, Council may ask for amended plans prior to the application being determined.

	<p>Note:</p> <ul style="list-style-type: none"> <li>• Where pruning of a tree canopy is required, a detailed specification must be included. (Refer to <i>Pruning Specification</i>).</li> <li>• Generally, site and project specific Tree Protection Plans and specifications are included within the AIA report. A root mapping report may be required if other assessments of the impact of the proposal are not clear or certain. (Refer also to <i>Tree Protection Plan and Specifications</i> and <i>Root Mapping report</i>).</li> </ul>
<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"> <li>• The BASIX Certificate must have been issued within the previous three (3) months to be valid.</li> </ul>
<p>Car Parking and Vehicle Access Plan</p>	<p>The following must be provided:</p> <ul style="list-style-type: none"> <li>• Compliance with AS2890.1 2004 "Off-Street Parking".</li> <li>• Floor levels, relative to adjacent road gutter levels.</li> <li>• The width of the lane where access to parking is accessed from a lane.</li> <li>• The location of any existing on street parking that may impact on manoeuvring into/out of the parking space.</li> <li>• Longitudinal sections through the parking area, driveway, and through to the road level. A section is required through both sides of the driveway.</li> <li>• Swept paths detailing parked cars and vehicles entering and exiting from both directions.</li> </ul>
<p>Contamination / Remediation Action Plan</p>	<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</p>

	<p>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>
<p>Cost Summary Report</p>	<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>
<p>Design Verification Statement</p>	<p>A Design Verification Statement is required for residential flat buildings.</p> <p>The qualified designer must verify:</p> <ul style="list-style-type: none"> <li>• That they designed or directed the design of the residential flat development.</li> <li>• That the Design Quality Principles set out in Schedule 9 for residential apartment developments within <i>SEPP Housing</i> are achieved.</li> <li>• That the 9 Design Quality Principles are individually addressed.</li> <li>• Comply with the requirements of the Apartment Design Guide.</li> <li>• Include a photomontage and scale model demonstrating the context of the development proposal.</li> </ul>

Electronic Lodgement Requirements

All applications must be lodged electronically via the NSW Planning Portal.

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.

All documents need to be able to be published online. Council will publish all applications on its online application tracking system.

Plans must be:

- To scale and in landscape.
- Converted to PDF electronically rather than printed and scanned to ensure accuracy.

File naming conventions apply to all electronic documents submitted. File names are to match the document requirements listed in the relevant checklist.

Files must be named with the address of the development site followed by the title of the plan or document. For example:

*7-15 Wetherill Street Leichhardt – Full set of Plans*

Elevation and Section Plans

The following details must be provided:

- 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.

Note:

	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>Exceptions to Development Standards</p>	<p>A written request must be provided for all applications that propose non-compliance with a development standard.</p> <p>The request must:</p> <ul style="list-style-type: none"> <li>• Identify the development standard.</li> <li>• Identify the stated objectives of the standard.</li> <li>• Establish how each of the objectives are met if the standard is to be varied.</li> <li>• Establish how non-compliance with the standard is still consistent with the objectives of the <i>Environmental Planning and Assessment Act 1979</i>.</li> <li>• Demonstrate why compliance with the standard is unreasonable or unnecessary in the circumstance, utilising case law where appropriate.</li> <li>• Demonstrate sufficient environmental planning grounds to justify the non-compliance.</li> </ul>
<p>Feasibility Application with Sydney Water</p>	<p>For development proposing greater than 100 new dwellings, evidence of a Feasibility Application being lodged with Sydney Water is required to be submitted.</p>
<p>Flood/Foreshore Risk Management Report</p>	<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</p>

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.

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.

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.

The Flood Risk Management Report must address:

- 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,

	<ul style="list-style-type: none"> <li>○ On site response plan to minimise flood damage, and provide adequate storage areas for hazardous materials and valuable goods above the flood level;</li> <li>• Details of any flood mitigation works that are proposed to protect the development.</li> <li>• Supporting calculations.</li> <li>• The architectural/engineering plans on which the assessment is based.</li> <li>• The date of inspection.</li> <li>• The professional qualifications and experience of the author(s).</li> </ul>
<p>Floor and Roof Plans</p>	<p>The floor plans must include:</p> <ul style="list-style-type: none"> <li>• All site boundaries for the subject property and immediately adjoining properties.</li> <li>• All buildings and structures on the subject and neighbouring properties, including openings adjoining the subject site and location of trees.</li> <li>• Floor levels to Australian Height Datum (AHD).</li> <li>• Room layouts, partitioning, door and window locations and new works including dimensions.</li> <li>• Wall structure type and thickness.</li> <li>• Proposed clear internal dimensions between obstructions in all parking modules (height clearance, length, and width).</li> <li>• Clear dimensions of all driveways, parking spaces, aisle widths, and height clearances.</li> <li>• Demolition plan.</li> <li>• Proposed works must be shown coloured to distinguish them from the existing structures to remain unaltered, which will be in black and white.</li> <li>• A separate calculation plan demonstrating gross floor area (GFA) calculations.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p>Full set of Architectural Plans</p>	<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,</p>

you will be requested to provide one, which could cause delays to the lodgement and assessment of your application.

Note:

- 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** 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.

Issues to be addressed are:

- Vibrations and vibration monitoring;
- Dilapidation reporting;
- Groundwater (including shallow hydrological conditions); and,
- Excavation support.

**Heritage Impact Statement (HIS)** 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:

- 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.

Note:

- 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"><li>• 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.</li></ul>
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.</p> <p>The landscape plan must show:</p> <ul style="list-style-type: none"><li>• Existing levels, finished levels, and contours to AHD, embankments and grades (indicating the extent of cut and fill).</li><li>• 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.</li><li>• All trees are to be numbered and, where relevant, the numbers are to coincide with the arborist's report.</li><li>• 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.</li><li>• Proposed surface treatments (e.g. turf, paving, bank stabilisation, mounds, etc.). Note: Preference for permeable surfaces to manage stormwater run-off.</li><li>• Clearly defined areas for deep soil landscaping (see note under landscape area calculation plan for definition of deep soil landscaping).</li><li>• Location, height, construction details and materials of fencing and retaining walls.</li><li>• Sectional details of retaining walls, paving, edging, turf and mulched gardens.</li><li>• Maintenance details for the establishment period.</li><li>• Details of proposed drainage and irrigating systems.</li><li>• Details of any soil mixes, topsoil and mulch.</li><li>• BASIX landscape commitments.</li></ul>

	<ul style="list-style-type: none"> <li>• Identify existing and proposed landscaped area calculations.</li> </ul> <p>If located within a biodiversity area, notation confirming proposed plantings are in accordance with approved species schedule for that area.</p>
<p>Lodgement following a Pre-DA Application</p>	<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>
<p>NABERS Embodied Emissions Materials Form</p>	<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"> <li>• The erection of a new building, if the development has an estimated development cost of \$5 million or more, or</li> <li>• Alterations, enlargement or extension of an existing building, if the development has an estimated development cost of \$10 million or more.</li> </ul> <p>Further information can be found in the Department of Planning and Environment’s Embodied Emissions Technical Note.</p>
<p>NCC (former BCA) Report</p>	<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"> <li>• A change of building use for an existing building where the proposal does not seek the rebuilding or alteration of the building</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• A development application that involves the rebuilding or alteration of an existing building if:             <ul style="list-style-type: none"> <li>(a) the proposed building work and previous building work together represent more than half of the total volume of the building, or</li> <li>(b) the measures contained in the building are inadequate—                 <ul style="list-style-type: none"> <li>i. to protect persons using the building, if there is a fire, or</li> <li>ii. to facilitate the safe egress of persons using the building from the building, if there is a fire, or</li> <li>iii. to restrict the spread of fire from the building to other buildings nearby.</li> </ul> </li> </ul> </li> </ul>

	<p>Note:</p> <ul style="list-style-type: none"> <li>This section does not apply to existing residential developments or new secondary dwellings, dwelling houses, dual occupancies and semi-detached dwellings.</li> </ul>
<p>Net Zero Statement</p>	<p>A Net Zero Statement is required for large commercial development that involves:</p> <ul style="list-style-type: none"> <li>The erection of new prescribed office premises, prescribed hotel or motel accommodation or prescribed serviced apartments, or</li> <li>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.</li> </ul> <p>The <i>SEPP Sustainable Buildings</i> 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.</p> <p>The statement should include the following:</p> <ul style="list-style-type: none"> <li>Cover Letter and Certification;</li> <li>On-Site Fossil Fuel Usage;</li> <li>Renewable Energy Generation and Storage;</li> <li>Energy-Efficient Design; and</li> <li>Energy Consumption and Emissions Calculations (if information is available).</li> </ul> <p>Further information can be found in the Department of Planning and Environment’s Net Zero Statement Technical Note.</p>
<p>Owner/s consent</p>	<p>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.</p> <p>Where a landowner is one of the following, the below supporting documentation must also be provided:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Company/organisation</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <li>• Strata subdivided If the property is strata subdivided, then a stamped strata seal is to be provided on the application form.</li> <li>• Party walls/shared fences If works are proposed to a party wall or shared fence, consent from all affected property owners is required.</li> <li>• 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.)</li> </ul>
<p>Photomontage</p>	<p>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.</p>
<p>Plan of Management (POM)</p>	<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.</p> <p>It includes, but is not limited to detailing the following:</p> <ul style="list-style-type: none"> <li>• Objectives;</li> <li>• Operational details;</li> <li>• Hours of operation;</li> <li>• Staffing details and guidelines;</li> <li>• Delivery arrangements;</li> <li>• Customer handling;</li> <li>• Security; and,</li> <li>• Complaint handling and a review process.</li> </ul>
<p>Plumbing Report</p>	<p>A plumber's report is required when it is claimed that damage to a plumbing system has occurred due to tree roots. Plumber's reports must be prepared by plumbers who hold a current license issued</p>

by the NSW Office of Fair Trading. Reports prepared by an unlicensed plumber or reports that do not contain the minimum specified content will not be accepted. Council recommends that closed circuit television (CCTV) *drain camera* investigation also be carried out by a licensed plumber.

The evidence must conclusively show that significant damage has initially occurred as a direct result of the tree. The report is to include a discussion of alternative repair methods, including pipe modification, line redirection and relining or re-sleeving. Options for rectification works that may permit retention of the tree/s must be considered.

Root Mapping Report

Root mapping involves the investigation and documentation of part of a tree's root system and can provide useful information when proposed development is situated near trees, or when there's a suspicion of root-related damage to buildings or infrastructure.

Council may require root mapping to be undertaken, as part of a thorough assessment of the impact of proposed development on the tree's root system, and therefore health and structural stability of the tree. Generally, root mapping is required when proposed development involves greater than 10% encroachment into the Notional Root Zone of a tree.

Investigation of the location of tree roots usually requires a trench to be excavated to a sufficient depth as indicated by Council or to the maximum depth at which tree roots are likely to grow given the soil type and site conditions (usually in the range of 500-800mm). All roots of greater than 15mm diameter should be preserved without damage during investigation.

The excavation can be carried out using minimally destructive methods such as hand digging or Air Spade® (or similar) excavation. Potentially destructive machinery or tools such as mattocks and crow bars must not be used. Where techniques employing pressurised air or water are used, equipment must be carefully calibrated to ensure tree roots will not be damaged.

Root mapping reports provide detailed documentation of root mapping investigations, with graphic representation of the location and size of trenches as well as the location, size and depth of roots discovered therein.

<p>Schedule of Materials, Colours, and Finishes</p>	<p>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.</p>
<p>Shadow Diagrams</p>	<p>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.</p> <p>They must correctly show the following:</p> <ul style="list-style-type: none"><li>• Position of existing and proposed buildings on the site, including boundary fencing but excluding shadows cast by trees.</li><li>• Position of buildings, fences, and all site boundaries on adjoining land.</li><li>• 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.</li><li>• 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.</li><li>• If new shadows will fall upon any wall of a neighbouring property, elevation or vertical shadow diagrams are required.</li><li>• The positioning and levels of windows and openings on the walls neighbouring buildings must be identified from the submitted survey plan.</li><li>• The entire site that will be cast in shadow must be identified.</li></ul> <p><u>Additional solar access requirements for multi-unit developments</u></p> <p>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.</p> <p><u>Views from the angle of the sun at midwinter</u></p>

	<p>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.</p>
<p>Site Plan</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Proposed works must be shown coloured to distinguish them from the existing structures to remain unaltered, which will be in black and white.</li> <li>• Existing trees on the site and adjoining land with a height of 4m or greater.</li> <li>• Setback distances from boundaries (dimensioned).</li> <li>• Levels over the site and in the road frontage.</li> <li>• Clearly defined areas for landscaping/deep soil.</li> <li>• Location of all existing infrastructure services.</li> <li>• Retaining walls and fences and areas of exposed bedrock.</li> <li>• Areas proposed for cut and/or fill.</li> <li>• Details of proposed and existing car parking and vehicular manoeuvring areas.</li> <li>• Area calculations in plan form (e.g., FSR, Site coverage, and landscaped).</li> </ul>
<p>Social Impact Assessment (SIA)</p>	<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>
<p>Statement of Environmental Effects (SEE)</p>	<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"><li>• Full description of the proposal.</li><li>• An outline of the environmental impacts of the proposal.</li><li>• An assessment against all relevant controls in the LEP and DCP and any applicable SEPP.</li><li>• Photographs of the site and its context.</li><li>• For commercial/industrial development, details of the proposed hours of operation, staff numbers, deliveries, parking, etc.</li></ul> <p>For modification applications, a statement/cover letter is required and must include:</p> <ul style="list-style-type: none"><li>• Address the requirements of the relevant type of modification under Section 4.55 of the Environmental Planning and Assessment Act 1979.</li><li>• A table detailing the schedule of changes (plans and conditions).</li><li>• Specify/detailed conditions to be modified and how to be deleted.</li></ul>
<p>Stormwater Drainage Concept Plan</p>	<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"><li>• 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).</li><li>• Evidence of legal right to drain over downstream properties (if relevant).</li><li>• Site drainage system layout, including:<ul style="list-style-type: none"><li>○ Location of all pipes and pits.</li><li>○ All reduced invert levels at junctions or bends in the system.</li><li>○ Pipe grades, dimensions, materials, and derivative catchment calculations.</li><li>○ Pit sizes, materials, and type.</li><li>○ Cleaning/flushing facilities.</li><li>○ Location of subsoil drainage systems.</li><li>○ Indication of design surface levels over the drainage system.</li><li>○ Direction of overland flows.</li><li>○ Drainage cut-off structures, including trench drains and/or kerb structures.</li></ul></li></ul>

- 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.

Structural Engineers Report – Tree Works

A structural engineer's report is required where the applicant considers that structural damage to a significant structure, such as a dwelling, is caused by a tree. The assessment must be undertaken by a qualified Structural Engineer, and the report must demonstrate that the tree is directly causing or is contributing to the damage. Structural failures must not be attributed to a tree, merely because the tree is growing nearby.

Cracking and other signs of damage in older buildings may be due to poor construction techniques or the age of the fabric. Fine cracks in cement render or plaster may occur in both old and new buildings and not necessarily indicate a structural fault. Large cracks (wider than 5mm in a structural supporting wall) may indicate movement in the foundation material such as the expansion and contraction of reactive clay soils.

If damage is attributed to tree roots, it must be shown that there is direct contact between woody roots and the structural fabric. This may require non-invasive, exploratory investigations in the form of root mapping. (Refer to *Root Mapping reports*)

	<p>The report should consider engineering solutions that allow the tree to be retained. Where appropriate, the structural engineer should liaise with a consulting arborist to assist in developing a strategy to retain or protect the tree.</p>
<p>Subdivision Plan</p>	<p>The plan must include:</p> <ul style="list-style-type: none"> <li>• Existing and proposed lot boundaries.</li> <li>• Relationship of the lot(s) to existing roads.</li> <li>• Proposed boundary dimensions (metres) and lot areas (square metres).</li> <li>• Proposed easements and rights of carriageway/s.</li> <li>• Proposed public reserves and drainage reserves.</li> <li>• Existing and proposed finished levels (contours and spot heights to AHD) if works are proposed.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>Survey Plan</p>	<p>The survey plan must be prepared by a registered surveyor within the last 5 years and give levels to Australian Height Datum (AHD).</p> <p>The survey must include the following information:</p> <ul style="list-style-type: none"> <li>• Location of boundaries, paths, driveways, fences, retaining walls, and other structures.</li> <li>• 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.</li> <li>• The survey must confirm all boundaries. Any boundary redefinition must be undertaken prior to lodgement.</li> <li>• Roof ridge heights, setbacks of major structures, and window/door openings on the subject and adjoining sites.</li> <li>• Spot levels on the site and adjoining sites relative to AHD that are indicative of the overall site and/or that identify topographical features.</li> <li>• Levels in the frontage roadway, footpath and kerb, and gutter.</li> <li>• Location of all rock outcrops and other natural features, including trees on the site and on adjacent properties.</li> <li>• 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.</li> <li>• Location of Mean High Water Mark, where applicable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Location and type of all easements burdening and/or benefiting the site.</li> <li>• A copy of any easements or rights-of-carriageway the proposed development relies on.</li> </ul>
<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"> <li>• A plan showing all proposed off street parking facilities.</li> <li>• All parking spaces fully dimensioned and visitor spaces indicated.</li> <li>• All dimensions of aisles, driveways, and circulation roadways, particularly at the minimum thresholds.</li> <li>• Driveway gradients and transitions including reduced levels at transition points.</li> <li>• Grades of parking areas where sloped (perpendicular to angle of parking).</li> <li>• Minimum vehicular height clearance to all basement areas.</li> <li>• Radii (inner and outer) of all curved driveways and circulation ramps or sections thereof.</li> <li>• Recommendations for any special measures, e.g. mirrors at bends, etc.</li> <li>• Parking assessment if a departure from the relevant rates is proposed.</li> <li>• Estimated traffic generation and effects on the surrounding road network.</li> <li>• Intersection analysis using INTANAL or equivalent.</li> </ul>
<p>Tree Assessment and Pruning Specification</p>	<p>A tree assessment and pruning specification is required if proposed tree work exceeds the exempt works set out in the <i>Tree Management Development Control Plan, 2023</i>.</p> <p>Tree pruning (crown or roots) is likely to have an impact on the health and structural condition of a tree because it reduces the all-important foliage the tree uses to photosynthesize and alters its exposure to sun and wind loads. It may have a detrimental effect on a tree's long-term viability.</p> <p>Pruning of a tree's canopy may impact habitat such as hollows. Trees likely to support habitat may need additional assessment by an ecologist or wildlife specialist in accordance with the <i>Biodiversity Conservation Act 2016</i>. Pruning may also change the tree's contribution to the landscape amenity and therefore impact its landscape significance.</p> <p>In some situations, a Pruning Specification prepared by and AQF Level 3 Arborist is sufficient.</p>

Tree Protection Plan and Specification

Council will require project-specific tree protection measures to be provided for all trees on a development site (and any trees on adjoining private or public land if the proposed development will encroach into the NRZ of those trees). The protection measures must comply with AS 4970:2025 *Protection of trees on development sites*.

The plan must detail all proposed measures for the protection of trees throughout the entire development and construction process, and may include tree protection measures associated with demolition, scaffolding, hoarding, excavation, clearance for use of piling rigs, cranes and tipper trucks, vehicular access routes, materials storage areas, as well as works that need to be directly supervised by an arborist.

Note: Where pruning of a tree crown is required for building or construction clearance, it must be shown on the tree protection plan and a detailed specification must be included. Refer to *Pruning Specifications*.

Tree Risk Assessment Report

A tree risk assessment report may be required when the applicant considers that a tree presents an unacceptable risk to people or property. The assessment must be carried out by a person who has a qualification in an industry recognised tree risk assessment methodology. Acceptable risk assessment systems are: Quantified Tree Risk Assessment (QTRA) Tree Risk Assessment Qualification (TRAQ) or VALID.

The report must identify the specific hazards associated with the tree as well as the likely targets, assess the likelihood of failure and document the reasoning for the categories/inputs selected and the assessed risk level. It must also recommend measures for managing risk.

Recommendations must be unambiguous, e.g.: the tree is calculated as being of high risk for life and property and is recommended for removal; the tree is considered to be of moderate risk for property and is recommended for retention, subject to the following risk reduction actions, etc.

<p>Waste and Recycling Management Plan</p>	<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 <a href="#">here</a> for demolition and construction, commercial and industrial development, multi-unit dwellings, and single dwellings.</p>
<p>Water Management Statement</p>	<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"> <li>• Water conservation measures;</li> <li>• Stormwater management and treatment;</li> <li>• Stormwater disposal method;</li> <li>• Any additional wastewater measures, if proposed;</li> <li>• On site stormwater detention facilities design, if applicable; and</li> <li>• Flood or foreshore risk management, if applicable.</li> </ul> <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>
<p>3D Model</p>	<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"> <li>• Accurately depict the building and the land form.</li> <li>• Define the property boundaries and include a readily identifiable reference such as an existing adjacent building which is to remain.</li> <li>• Be to a scale of 1:100, 1:200, or 1:500.</li> <li>• 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.</li> </ul>
<p>3D Rendered image</p>	<p>A 3D rendered image of the proposed development showing how the proposal responds to its immediate context and from relevant vantage points. The 3D image will assist Council to review the architectural quality and expression of the proposal.</p>

