


INNER WEST

Development Application Documentation Requirements

Development Assessment Team
June 2024



Picture: Kingfisher at Wave Rock (2020) by Thomas Jackson



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.

Contents

Access Report	5
Acoustic Report/Noise Impact Assessment	5
Approvals from other Government Agencies	5
Arborists Report	6
BASIX Certificate	6
Car Parking and Vehicle Access Plans	7
Contamination/Remediation Action Plan	7
Cost Summary Report	8
Design Verification Statement	8
Electronic Lodgement Requirements	8
Elevation and Section Plans	9
Exceptions to Development Standards	9
Flood/Foreshore Risk Management Report	10
Floor and Roof Plans (Existing and Proposed)	11
Full Set of Plans	12
Geotechnical Report	13
Heritage Impact Statement (HIS)	13
Landscape Area Calculation Plan	13
Landscape Plan	14
Lodgement following a Pre-DA Application	15
NCC (former BCA) Report	15
Owners Consent	15
Photomontage	16
Plan of Management (POM)	16
Schedule of Materials, Colours, and Finishes	16
Shadow Diagrams	17

Site Plan	18
Social Impact Assessment	18
Statement of Environmental Effects (SEE)	18
Stormwater Drainage Concept Plan	19
Structural Engineers Report/Party Wall Consent	20
Subdivision Plan	21
Survey Plan	21
Traffic and Parking Assessment Report	22
Waste and Recycling Management Plan	23
3D Model	23
3D Rendered Image	23

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This guide outlines the minimum requirements for development application (DA) documentation. Failure to provide documentation addressing all of the required information will lead to rejection of the application at lodgement. Note: all plans, survey etc. should be at a scale of 1:100.

Access Report

An Access Report describes how the development will comply with the provisions of the Building Code of Australia, Disability Discrimination Act and Australian Standard 1428.1. Access to Premises and should be prepared by a suitably qualified consultant.

Acoustic Report/Noise Impact Assessment

Acoustic reports look at proposed noise sources and the 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.

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".

Acoustic reports and Noise Impact Assessments must be prepared by an Acoustic Consultant.

Approvals from other Government Agencies

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.

Examples of integrated development include:

- 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.

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.

Arborists Report

Where works (such as vehicular movements, demolition and excavation) are proposed within close proximity of a Prescribed Tree, an Arboricultural Impact Assessment Report (AIA) and/or Tree Protection Plan will be required. 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 also address any impact to vegetation located on neighbouring properties, including street trees located (refer to AS4970 for more information). Requirements for reports can be found within Council's development factsheets available on Council's website.

Note:

- Where trees are recommended for removal, the Arborist is required to provide justification. Reasons such as: the tree conflicts with the proposed design will not generally be accepted.
- Fact sheets on requirements for arborist reports can be found under *trees on your property – pruning or removing* section of Council's website.

BASIX Certificate

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.

Note:

- The BASIX Certificate must have been issued within the previous three (3) months to be valid.

Car Parking and Vehicle Access Plans

The following must be provided:

- 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

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 extend of contamination and what remediation made be required to make the site suitable for the proposed purpose.

The first step is to undertake a Preliminary Site Contamination Investigation. The Preliminary Investigation shall be carried out in accordance with the NSW EPA Guidelines and is to be undertaken by a suitably qualified consultant. The Preliminary Site Contamination Investigation is to identify any past or present potentially contaminating activities. Should the Preliminary Site Contamination Investigation be unable to justify that the site is suitable for the proposed use; a Detailed Site Contamination Investigation (DSI) must be undertaken by an independent appropriately qualified environmental consultant.

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 State Environmental Planning Policy (Resilience and Hazards) 2021.

Cost Summary Report

A cost summary report is required for all applications where the cost of works exceeds \$150,000. The summary must be calculated by a suitably qualified person and must include an itemised breakdown of the costs.

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.

Design Verification Statement

The qualified designer must verify:

- 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 SEPP Housing are achieved.
- That the 9 Design Quality Principles are individually addressed.
- Comply with the requirements Apartment Design Guide.
- Include a photomontage and scale model demonstrating the context of the development proposal.

Electronic Lodgement Requirements

All applications must be lodged electronically via the [NSW Planning Portal](#).

All documents including plans 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 on-line application tracking system.

- Plans must be to scale and rotated to landscape.
- It is preferred that plans are 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:

- 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

A written request must be provided for all applications that propose non-compliance with a development standard. The request must:

- 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 Environmental Planning and Assessment Act 1979.
- 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

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.

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.

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 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,
 - 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 (Existing and Proposed)

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.
- 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.

Notes:

- 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 Plans

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.

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

Development 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 its compliance with the relevant planning controls.

Note:

- 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

Development 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:

- 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

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.

NCC (former BCA) Report

Note: This section does not apply to existing residential developments or new secondary dwellings, dwelling houses, dual occupancies and semi-detached dwellings.

A National Construction Code, formerly Building Code of Australia report must outline the classification of the development and address all relevant sections of the NCC relating the proposal.

An NCC report must accompany a development application for:

- 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:
 - (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—*
 - (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.*

Owners Consent

Any application must be accompanied by signed owners consent. ALL owners of the property MUST sign the Inner West application form; 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.

Should the property be Strata Subdivided then a stamped strata seal is to be provided on the application form.

Should the property be owned by a company then ALL directors of the company are required to sign the relevant owners consent section. An ASIC company extract is also to be provided to confirm all company directors.

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)

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:

- 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.
- If new shadows will fall upon any wall of a neighbouring property, elevation or vertical shadow diagrams are required.
- 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.
- The positioning and levels of windows and openings on the walls neighbouring buildings must be identified from the submitted survey plan.
- The entire area that is/will be cast in shadow must be identified.
- Site boundaries of each affected property must be shown, not just portions of the sites.
- All boundaries and existing structures of neighbouring properties must be detailed.

Additional solar access requirements for multi-unit developments

A sun's 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

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).

Social Impact Assessment

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 MDCP 2011 for more details).

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.

Statement of Environmental Effects (SEE)

The Statement must include:

- Full description of the proposal.
- Outline 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.
- 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 include:

- 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

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.

The plan must include:

- 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:
 - 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.
- This Structural Engineers report is to 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.
- 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.

Traffic and Parking Assessment Report

The report is to be prepared by a traffic engineer and is to include:

- 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

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.

3D Model

A model is required for all developments with a Capital Investment Value in excess of \$10 million. Models must:

- 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

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.

