

DEVELOPMENT APPLICATION LODGING GUIDE

STEPS FOR PREPARING AND
LODGING AN APPLICATION

2024



General Requirements

Please use the application checklist on the next page to identify the plans and documents that are required to be lodged with your application. Please note that an incomplete application will be returned. The following general requirements apply:

- Electronic file name – plan or document type followed by site address, e.g: Floor plan – 22 Alexandra Street, Hunters Hill.pdf
- Plans – .pdf format. **Please do not submit multi-layered documents**
- Title Block – Include drawing title, drawing number, revision number, name of architect or designer, property address, and north point
- Size and orientation – A3 size with landscape orientation
- Scale – 1:100 (preferred) or 1:200 (always include a scale bar).





CHECKLIST FOR DEVELOPMENT APPLICATIONS

Made under the Environmental Planning and Assessment Act 1979 (Section 4.12)
Roads Act 1993 (Section 138) and Local Government Act 1993 (Section 68)

Disclaimer: The information provided by you on this form will be used by Hunters Hill Council or its agents to process this application. All documents should be lodged with the Council on the NSW Planning Portal.

Accompanying Documentation Checklist for All Other Developments

	Dwelling Houses and Secondary Dwellings	Alterations and Additions	Swimming Pools and Spas	Dual Occupancies	Multi-Unit Dwellings	Residential Flat Buildings and Seniors	Change of Use	Commercial and Industrial Buildings	Child Care Centres	Subdivision / Demolition	Advertising / Signage	Applicant Checklist
✓ = Document required. ● = Document may be required, subject to site conditions												
Site Plan (1:100 / 1:200 scale)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Floor Plan (1:100 / 1:200 scale)	✓	✓	N/A	✓	✓	✓	●	✓	✓	●	●	
Elevation Plan (1:100 / 1:200 scale)	✓	✓	✓	✓	✓	✓	●	✓	✓	●	✓	
Section Plan (1:100 / 1:200 scale)	✓	✓	✓	✓	✓	✓	●	✓	✓	✓	✓	
Demolition Plan (1:100 / 1:200 scale)	✓	✓	✓	✓	✓	✓	●	✓	✓	●	N/A	
Registered Site Survey Plans - (A1 size, 1:200 scale)	✓	✓	✓	✓	✓	✓	●	✓	✓	✓	✓	
Landscape Area Calculation Plan	✓	✓	✓	✓	✓	✓	●	✓	✓			
Shadow Diagrams	✓	✓	N/A	●	✓	✓	●	●	●	●	●	
Building Specifications	N/A	N/A	N/A	●	●	●	●	●	●	●	●	
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	●	✓	✓	✓	✓	
Energy Certificate e.g. BASIX	✓	✓	✓	✓	✓	✓	●	N/A	✓	N/A	N/A	
Landscaping Plan	✓	✓	●	✓	✓	✓	●	●	✓	●	●	
Erosion & Sediment Control	✓	✓	●	✓	✓	✓	●	●	✓	✓	●	
OSD / Stormwater Drainage Plan (1:100 / 1:200 scale) A1 size	✓	✓	✓	✓	✓	✓	●	●	✓	✓	N/A	
Waste Management Plan	✓	✓	✓	✓	✓	✓	●	✓	✓	✓	✓	
External Finishes & Materials	✓	✓	✓	✓	✓	✓	●	✓	●	●	✓	
Geotechnical Report	●	●	●	●	●	●	●	●	●	●	●	
Heritage Impact Statement	●	●	●	●	●	●	●	●	●	●	●	
Aboriginal Archaeological Statement	●	●	●	●	●	●	●	●	●	●	●	
Photomontage (Waterfront – taken from river)	●	●	N/A	●	✓	✓	●	✓	●	●	●	
View Impact Assessment	●	●	●	●	●	●	●	●	●	●	●	
Digital 3D Model	N/A	N/A	N/A	N/A	●	✓	●	✓	N/A	N/A	N/A	
Contamination Report	●	●	●	●	●	●	●	●	●	●	●	
Public Domain and Alignment Drawings	N/A	N/A	N/A	N/A	●	●	●	●	N/A	N/A	N/A	
Biodiversity Assessment Report	●	●	●	●	●	●	●	●	●	●	●	
Arborist Report	●	●	●	●	●	●	●	●	●	●	●	
Social Impact Assessment (SIA) Report	N/A	N/A	N/A	N/A	●	●	●	N/A	●	N/A	N/A	
Detailed Cost Estimate	✓	✓	✓	✓	✓	✓	●	✓	✓	✓	✓	

Owners Consent

Complete and lodge Council's Owners Consent Form, available at huntershill.nsw.gov.au. Details provided on the form.

Consolidated architectural plans

Please provide a single consolidated set of architectural plans.

Survey Plan

The survey plan must be prepared and signed by a Registered Surveyor with a registration number. Information should include:

- To Australian Height Datum (AHD) and meet the Conveyancing (General) Regulation requirements
- Plan to show all existing structures
- Plan to show the exact location of all vegetation with a height of 4 metres or greater or a stem diameter of 200mm or more measured 1.4 metres above ground level (existing). The RL at the stem base and height and canopy spread
- Location/position of all buildings/structures on adjoining land, showing the street address, floor levels and ridge heights at the boundary
- Levels – contours
- All easements and rights of way (if any)

Site Analysis Plan

Refer to Part 1 of Hunters Hill Consolidated Development Control Plan 2013 Chapter 1.4(b) for the information to be provided in the site analysis.

- Details of the site
- Description of the surrounding natural environment
- Evaluation of heritage and/or character
- Details of any 'prescribed' vegetation to be pruned or removed.
- Description of residential amenity (if relevant).
- Diagrams or a written statement which demonstrates how the proposed development has responded to features of site and surroundings.

Site Plan

A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.

A site plan must illustrate:

- Length, width and site area of land, both existing and proposed
- Width of road reserve
- Distance from external walls and outermost part of the proposed building to all boundaries.
- Approximate distance from proposed building to neighbouring buildings.
- Location of the new and existing buildings in relation to site boundaries
- Location/position of all building/structures on adjoining land including windows facing your development (showing the street address)
- Location of any existing and proposed fences, landscaping features such as swimming pool, retaining walls, paved areas and driveways
- Spot levels at each corner of the building.
- Existing stormwater drainage location. If stormwater run-off is to increase show proposed drainage details including location.
- Locations of vehicle access and car parking (including extent of cut and fill and gradients).
- Zone boundaries if multiple zonings apply.
- Site fencing during construction

Floor Plans

A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development. Alterations and additions should be in colour to show proposed new work.

Floor plans must illustrate:

- Outline of existing building/ development on site (shown dotted)
- Room names, areas and dimensions
- Window and door location and size
- Floor levels and steps in floor levels (RL's)

- Access for disabled (if in a new building other than single dwelling house)
- Location of plumbing fixtures where possible
- Wall structure type and thickness.

Landscape Area Calculation Plan

When calculating the landscape for dwelling houses and secondary dwellings, please refer to clause 6.9 of Hunters Hill Local Environmental Plan 2012 and clause 3.3.4 of Hunters Hill Consolidated Development Control Plan 2013.

A coloured CAD Drawing must be submitted showing calculation of landscape area and any reductions made under clause 6.9(4) of Hunters Hill Local Environmental Plan 2012.

Elevation Plans

Elevation plans are a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development must be included in your application.

Elevation plans are to include:

- Outline of existing building/development on site (shown dotted)
- Location/position of all buildings/structures on adjoining property (showing the street address)
- Exterior cladding type and roofing material and colour
- Window size and location
- Stormwater drainage pipes (downpipes and gutter) and chimneys, flue exhaust vents, duct inlet or outlet
- Reduced levels (AHD) for ridge and floors
- Extent of cut and fill

Sections

A section is a diagram showing a cut through the development at the most typical point.

Section plans are to include:

- Outline of existing building/ development on site (shown dotted)
- Section names and where they are shown on plan i.e. A/A, B/B etc

- Room names
- Room and window heights.
- Details of chimneys, fire places and stoves
- Roof pitch and covering
- Site works, finished and proposed floor and ground levels in LS (indicate cut, fill and access grades)
- Construction details

Shadow Diagrams

Information must include:

- Location of proposed development.
- Position and relationship to adjoining buildings and land (showing street address).
- Shadows cast by the new development at winter solstice on 9.00 am, 12.00 pm and 3.00 pm and elevations of adjoining buildings and open areas, as compared to the shadows cast by the existing buildings on and adjoining the site.
- Shadow diagrams to be certified by either surveyor, architect, planner or computer modeller.
- Drawn to true north and based on a site survey of levels.

Subdivision Plan

If you are planning to subdivide either residential or commercial land you will need to supply all information required under Part 3 Chapter 3.8 Subdivision of Hunters Hill Consolidated Development Control Plan 2013.

Landscape Plan

This plan should be prepared by a qualified landscape architect or consultant and should illustrate the proposed landscape design for your proposal.

- Description of existing ground levels and tree preparation, arrangements and nomination of plantings, procedures and ongoing maintenance
- Location and type of any prescribed vegetation to be removed. ('Prescribed' vegetation is specified under Chapter 2.3 clause 2.3.3 Hunters Hill Consolidated Development Control Plan 2013)

- The surface finishes of all paving materials
- Schedule of plantings cross-referenced to site plan indicating species, massing and mature height
- Details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls
- Erosion and sedimentation control measures to be undertaken during and after construction
- Relative levels for both the subject land and adjacent streets/footpaths

Digital Photomontage

Required for all waterfront development taken from the river.

Arborist Report

A report prepared by a qualified arborist (minimum Australian Qualification Framework Level 5) and/or equivalent experience will need to be submitted with any application that has the potential to have an impact on “prescribed” vegetation.

This includes works occurring within the Tree Protection Zone or Critical Root Zone (refer AS4970-2009 Protection of Trees on Development Sites).

Prescribed vegetation is defined in Chapter 2.3 of Council’s Consolidated DCP 2013.



Statement of Environmental Effects

This is a written statement that demonstrates the applicant has considered the impact of the proposed development on the natural and built environments both during and after construction and the proposed method of mitigating any adverse effects.

The statement in appraising the suitability of the land for development should detail where applicable:

- Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks.
- Effect on the landscape, streetscape, national park or scenic quality of the locality.
- Impact on existing and future amenity of the locality.
- Amount of traffic generated, particularly in relation to the adequacy of existing roads and present volumes of traffic carried.
- Car access, parking and availability of public transport.
- Waste disposal arrangements. Location of garbage and storage areas.
- Method of sewerage effluent and stormwater disposal.
- Availability of utility services, power, telephone, water/sewerage.
- Social effect and economic effects.
- Anticipated impact of noise levels to the site locality.
- Effect on historical and archaeological aspects.
- Effect on flora and fauna.
- Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site.
- How the privacy, daylight and views of other dwellings will be affected, i.e. do they overlook or overshadow each other.
- Access for the disabled.
- Any special circumstances.
- Compliance with the relevant provisions of Council's Local Environmental Plan 2012 and Consolidated Development Control Plan 2013.

Waste Management Plan

A waste management plan is required for all development applications that involve

demolition and/or construction works over \$50,000.00

The required content of the Waste Management Plan is addressed in Chapter 5.7 of Council's Consolidated DCP 2013.

BASIX Certificate

A BASIX Certificate is required for:

- All new residential dwellings
- Alterations and additions to dwellings that cost \$50,000 or more
- Swimming pools of 40,000 litres or more.

The BASIX commitments identified in the "On DA Plans" must be shown on the submitted plan set. Further information on BASIX can be obtained from basix.nsw.gov.au

Cost Summary Report

For works between \$100,000–\$2,000,000, please complete and lodge Council's Cost Summary Report form, available at huntershill.nsw.gov.au. Details provided on the form.

Schedule of Colour and Materials

This should indicate the colours and finishing of all materials used on the external façade of the proposed building/s.

The schedule should describe or show the following details:

- The composition of the materials or colours
- The architectural features that will comprise the materials and colours
- The location of the materials and colours on the facade.

Refer to the Hunters Hill DCP 2013 for a guide on appropriate colours and materials.

Stormwater Plan

All development applications must include a Concept Stormwater Plan which satisfies requirements of Chapter 5.6 Stormwater Management of the Hunters Hill DCP 2013.

Heritage Impact Statement

Applies to all applications involving heritage or adjoining items, or works to buildings in a conservation area.

The Heritage Impact Statement must be prepared by a qualified person i.e. heritage architect/planner and assess the impact of the proposed works on the heritage significance of the building and /or the impact on the Conservation Area. Refer to Council's Guidelines for Heritage Management Documents (Part 2.4.6 of the Hunters Hill DCP) and also refer to Clause 5.10 of the Hunters Hill LEP.

View Loss Assessment

This analysis should be a photographic and/or elevational view analysis based on survey data prepared by a registered survey or demonstrating the impact of the proposed addition on views currently available from potentially affected properties.

The analysis is to identify current views obstructed from neighbouring properties, the extent of any view loss and the analysis should then be used to identify suitable design responses to building heights, setbacks and siting to ensure the development satisfies the land and Environment Court view sharing Planning Principle of 'Tenacity Consulting v Warringah Council'. Height poles may also need to be erected to demonstrate that view loss impacts are being minimised.

