

# Development Application Lodgement Matrix and Checklist



Use this guideline to identify the minimum documentation required to submit a development application (DA). Plans or reports identified in the two matrixes below are explained in the checklist.

Matrix 1 – Common types of residential development

This table identifies the minimum information required: ○ Document required ● Document may be required * Can be included on the Site Plan ^ Can be incorporated into one document	New Residential Dwellings	Alts / Adds to Residential Dwelling	Garage, Outbuilding, Awning, Carport, etc	Secondary Dwelling	Studio	Farm Building	Swimming Pool	House Raising
Statement of Environmental Effects	○	○	○	○	○	○	○	○
Site Plan	○	○	○	○	○	○	○	○
Floor Plan	○	○	○	○	○	○	○	○
Elevations	○	○	○	○	○	○	●	○
Section Plans	○	○	○	○	○	○	○	○
BASIX (correct type of certificate)	○	●		○	○		●	●
BASIX stamped plans & Certificate	○	●		○	○		●	●
Landscaping Plan	●	●	●	●	●	●	●	●
Erosion & Sediment Control*	○	●	●	○	○	●	○	○
Driveway, Access, and Parking Plan & Section	○	●	○	●	●	●		○
Stormwater Concept Plan	○	●	●	○	○	●	○	○
Flood Impact Assessment	●	●	●	●	●	●	●	●
OSMS Report / Plans	●	●	●	●	●	●		●
Waste Minimisation Plan	○	○	○	○	○	○	○	○
External Finishes and Materials	○	●	○	○	○	○	○	●
Heritage Management Document	●	●	●	●	●	●	●	●
SEPP 55 Contamination Report	●	●	●	●	●	●	●	●
Car parking Plan	○	●	●	○	●	●		●
Survey plan identifying all services (water/ sewer/ stormwater mains) BSC Policy 4.20, Power lines, AHD levels etc.	●	●	●	●	●	●	●	○
Threatened Species Test of Significance	●	●	●	●	●	●	●	●
Section 68 Ancillary application	●	●	●	●	●	●	●	●
Shadow Plans (all two-storey development)	●	●	●	●	●			○

We may need additional documentation specified in Matrix 2, depending on site specific constraints. Please contact the Development Support Officers on 02 6626 7025, before submitting your application for more information.

Matrix 2 – More complex or non-residential developments

Notes:												
	Change of Use (Building works)	Commercial	Dual Occupancy	Home Occupancy/Industry	Industrial Buildings	Mixed commercial and residential development	Multiple Housing	Residential flat building	Signage	Temporary events	Tourist Accommodation	Subdivision
○ Document required												
● Document may be required												
* Can be included on the Site Plan												
^ Can be incorporated into one document												
Acoustic report	●	●	●	●	●	●	●	●		●	●	
Adaptable housing details						○	○	○				
BASIX Certificate		●	○			●	○	○			●	
Biodiversity Development Assessment Report (BDAR)			●				●	●			●	●
Biodiversity Offsets Scheme Threshold Report		●	●		●	●	●	●			●	●
Bushfire Report	●	●	●	●	●	●	●	●		●	●	●
Community Significant Development Pre- Lodgement Report		●			●	●	●	●			●	●
Contamination Report	●	●	●	●	●	●	●	●		●	●	●
Driveway, Access, and Parking Plan	●	○	○	●	○	○	○	○		●	○	○
Environmental Impact Statement	●	●	●	●	●	●	●	●		●	●	●
Estimated cost of works	○	○	○	○	○	○	○	○	○	○	○	○
Fire Safety Schedule	○											
BCA audit report	●	●	●		●	●	●	●		●	●	●
Flood Impact Assessment	●	●	●	●	●	●	●	●			●	●
Floor Plan	○	○	○	○	○	○	○	○			○	
Flora and Fauna Assessment	●	●	●	●	●	●	●	●		●	●	●
Heritage Assessment	●	●	●	●	●	●	●	●	●		●	●
Koala Habitat Policies		○	○		○	○	○	○			○	○
Landscape Plan	●	●	●	●	●	●	○	○			●	
Owners Consent Form	○	○	○	○	○	○	○	○	○	○	○	○
Schedule of building materials	●		○	●		●	○	○			○	
Section Plan	●	●	○	●	●	○	○	○			○	
Signage Details	●	●		●	●	●			○	●		
Site Plan	○	○	○	○	○	○	○	○	○	○	○	○
Site and Context Analysis Plan	○	○	○	○	○	○	○	○		○	○	●
Site Waste Minimisation Plan	○	○	○	○	○	○	○	○		○	○	○
Shadow Diagram	●	●	○	●	●	●	○	○			●	
Social Impact Assessment	●	●	●	●	●	●	●	●		●	●	●
Species Impact Statement	●	●	●	●	●	●	●	●		●	●	●
Stormwater Plan	●	○	○	●	○	○	○	○		●	○	○
SEPP65 Documentation								○				
Statement of Environmental Effects	○	○	○	○	○	○	○	○	○	○	○	○
Streetscape elevations	●	●	●	●	●	●	●	●			●	
Survey plan identifying all services (water/ sewer/ stormwater mains) BSC Policy 4.20, Power lines, AHD levels etc.	●	○	○	●	○	○	○	○		●	○	○
Traffic Management Plan	●	●			●	●	●	●		○	●	●
Vegetation Management Plan						●	●	●			●	
Visual Impact Statement	●	●	●	●	●	●	●	●	●		●	
Section 68 Ancillary application	●	●	●	●	●	●	●	●	●	●	●	●

# DA Checklist

This checklist will assist with the submitting a DA by ensuring you have included all the necessary details. This will prevent delays in processing your application.

All documentation, including plans, must be prepared to a scale which will enable easy assessment, 1:100 is generally preferred.

The following information should be included on all plans and documents:

- Applicant name, block / house / shop / flat number, street / road name, town or locality.
- Lot number, section number, DP number.
- Measurements in metric.
- The position of true north.
- Building or parts of building to be demolished to be indicated in outline.
- Author name and date of plan

All documents must be labelled correctly to reflect the type of documentation submitted in accordance with the Council's [Digital Application Requirements](#) factsheet.

	Explanation of requirements
<b>Acoustic Report</b>	<p>Required where:</p> <ul style="list-style-type: none"> <li>– Residential development is proposed adjacent to noise sources, including railway lines, arterial roads and aerodromes.</li> <li>– Other type of development is proposed adjacent to residential properties, e.g. use of an existing commercial building as a restaurant with extended trading hours, located adjacent to dwellings.</li> <li>– Depending on nature of proposal, such as where noise may be significantly increased e.g. child care centre, mechanical car wash, industrial processing, development with heavy vehicles.</li> </ul> <p>To be prepared by a suitably qualified person.</p>
<b>Adaptable Housing Details</b>	<p>Required where development contains adaptable dwellings (e.g. multiple dwellings, residential flat buildings, or mixed commercial/residential development).</p> <p>The following information must be provided:</p> <ul style="list-style-type: none"> <li>– Checklist demonstrating compliance with Class A, B or C dwelling in accordance with AS 4299.</li> <li>– Pre and post adaptation drawings.</li> </ul>
<b>BASIX Certificate</b>	<p>Required for:</p> <ul style="list-style-type: none"> <li>– Development that contains all types of new residential dwelling/s, including alterations and additions to existing dwellings valued at \$50,000 or more, and swimming pools and outdoor spas with a minimum 40,000L capacity.</li> <li>– Class 1b tourist accommodation buildings.</li> <li>– Class 4 caretaker's residence within a commercial building.</li> </ul> <p>The following information is to be provided in accordance with Clause 97A of the Environmental Planning and Assessment Regulation 2000:</p> <ul style="list-style-type: none"> <li>– A valid BASIX Certificate.</li> <li>– All BASIX commitments to be identified on the plans.</li> <li>– Where applicable, NatHERS/ABSA Certification and a set of stamped plans.</li> </ul> <p>The BASIX Certificate must be generated on the Department of Planning and Environment BASIX website: <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a>, issued no earlier than 3 months before the date on which the application is lodged.</p>
<b>Biodiversity Development Assessment Report (BDAR)</b>	<p>A Biodiversity Development Assessment Report (BDAR) is required where:</p> <ul style="list-style-type: none"> <li>– A development is likely to have any biodiversity impacts (clearing and/or prescribed) on threatened species and/or threatened ecological communities and is located on the Biodiversity Values Map; or</li> <li>– Exceeds the area clearing threshold; or</li> <li>– The impact is considered Significant after application of the Threatened species Test of Significance (5 part test).</li> </ul> <p>Prescribed Impacts (Section 6.1, Biodiversity Conservation Regulation 2017), including the removal of non-native vegetation on the Biodiversity Values Map, will trigger the Biodiversity Offset Scheme (BOS) and require a BDAR.</p>

	Explanation of requirements
	<p>A BDAR must be prepared by an accredited assessor, which can be found at the following link:  <a href="https://customer.lmbc.nsw.gov.au/assessment/AccreditedAssessor">https://customer.lmbc.nsw.gov.au/assessment/AccreditedAssessor</a> .</p>
<b>Biodiversity Offsets Scheme Threshold Report</b>	<p>The Biodiversity Offsets Scheme Threshold is a test used to determine when is necessary to engage an accredited assessor to prepare a Biodiversity Development Assessment Report (BDAR) to assess the impacts of a proposal.</p> <p>The Biodiversity Conservation Regulation 2017 sets out threshold levels for when the Biodiversity Offsets Scheme (BOS) will be triggered. The threshold has two elements:</p> <ul style="list-style-type: none"> <li>– Whether the amount of native vegetation being cleared exceeds a threshold area; and</li> <li>– Whether the impacts occur on an area mapped on the Biodiversity Values map published by the Minister for the Environment.</li> </ul> <p>The Biodiversity Values Map and Threshold Tool is used to produce a report that states whether a development proposal occurs on land on the BV Map and if the Biodiversity Offsets Scheme is triggered and can be accessed at the following link:  <a href="https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap">https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap</a></p> <p><u><a href="#">When a proposed development does not exceed the Biodiversity Offsets Scheme threshold, a threatened species test of significance must be undertaken (see below).</a></u></p>
<b>Bushfire Report</b>	<p>Required where land is identified as bushfire prone on Council's Bushfire Prone Land Map or is subject to grassland hazard (Note: Council's current mapping for bushfire prone land does not include land identified as predominately grasslands which is now identified as vegetation hazard under Planning for Bushfire Protection 2019).</p> <p>The bushfire assessment report must demonstrate how the proposal will comply with Planning for Bushfire Protection 2019 and contain:</p> <ul style="list-style-type: none"> <li>– Aim and objectives.</li> <li>– Specific objectives for the development type.</li> <li>– Performance criteria for the bushfire protection measures.</li> <li>– A site plan indicating the proposed asset protection zones on the land.</li> </ul> <p>A Single Dwelling Application Kit (available from the NSW RFS website <a href="http://www.rfs.nsw.gov.au/">www.rfs.nsw.gov.au/</a>) can be used for residential infill development (dwellings and alterations/additions in pre-existing subdivisions).</p> <p>A suitably qualified person must prepare the bushfire assessment report for:</p> <ul style="list-style-type: none"> <li>– Developments which have been identified as being a Special Fire Protection Purpose (Section 4.2 of Planning for Bushfire Protection 2019); or</li> <li>– Any other development type which proposes an alternate solution as part of the design.</li> </ul> <p>OR</p> <p>If the development has been certified by an Accredited Certifier, under the Planning for Bush Fire Protection 2019, then a written declaration and supporting information may be submitted in place of a report.</p>
<b>Community Significant Development Pre-Lodgement Report</b>	<p>Required where development is categorised as Community Significant in accordance with the Byron Development Control Plan (DCP) 2014. A report outlining community consultation undertaken that must include:</p> <ul style="list-style-type: none"> <li>– A statutory declaration that consultation was undertaken in accordance with the DCP.</li> <li>– Accurate details of the nature and extent of the consultation</li> <li>– Copies of what the community was shown during the consultation process.</li> <li>– Copies of all submissions and/or written feedback received.</li> <li>– A summary of how the community responded to the proposal and the main comments received.</li> <li>– An outline on how the submitted application has responded to the community's concerns with meaningful changes highlighted.</li> </ul> <p>If the application being submitted is substantially different to what the community was shown during the consultation period detailed reasons are to be given for how and why the proposal is different. Where there are significant changes that do not respond to community feedback, further pre-consultation may be required.</p>
<b>Contamination Report</b>	<p>The initial evaluation can be based on readily available factual information and should be carried out regardless of the nature of the proposed use or the current use. Readily available information may include:</p> <ul style="list-style-type: none"> <li>– Current zoning and permissible uses,</li> <li>– Records from previous re-zonings,</li> </ul>

	Explanation of requirements
	<ul style="list-style-type: none"> <li>– Aerial photographs,</li> <li>– Information contained in development applications, and</li> <li>– Building applications and property files for the site.</li> </ul> <p>The information should be as detailed as possible and certified by qualified professionals where possible. The onus is on the applicant to demonstrate that the information is adequate for Council to determine the application. In considering the adequacy of the site's history, Council will take into account:</p> <ul style="list-style-type: none"> <li>– If the descriptions of activities on the site are sufficiently detailed.</li> <li>– If there are any large gaps in the history of the site.</li> <li>– If the sources are reliable.</li> <li>– If the information is verified by a professional.</li> </ul> <p>Council may seek further information to make a planning decision such as a Preliminary Investigation (Stage 1) that indicates if the land is/was contaminated or used for listed activities. Listed activities are specified in Table 1 of Managing Land Contamination – Planning Guidelines SEPP55-Remediation of Land.</p> <p>Council may also require site sampling to be undertaken in accordance with the NSW Environment Protection Authority's guidelines.</p>
<b>Driveway, Access, and Parking Plan</b>  <b><u>Handbook for Driveway Access to Property</u></b>	<p>Required for development where the construction of a driveway requires works within the road reserve.</p> <p>The design of driveways must comply with the requirements of AS 2890 – Parking Facilities, Northern Rivers Local Government Standard Drawings:</p> <ul style="list-style-type: none"> <li>– <a href="#">R-05D Residential Driveway Layouts and Layback Vehicular Crossing for Kerbed Roads</a></li> <li>– <a href="#">R-06D Residential Driveway Longitudinal Grading Details</a></li> <li>– <a href="#">R-14C Driveways and Vehicular Crossings Non Kerb and Gutter</a></li> <li>– <a href="#">R-15D Rural Driveway Longitudinal Grading Details for Non Kerbed Roads</a></li> </ul> <p>and relevant authorities (such as the NSW Transport - Roads and Maritime Services, RMS), Australian Road Rules (Part 18-Division 1-289), Austroads documentation and Council.</p>
<b>Environmental Impact Statement</b>	<p>If the development was identified in Step 6c as requiring an Environmental Impact Statement (EIS), have the required copies been provided?</p> <p><i>Note: For full details regarding the requirements for an EIS, please contact NSW Planning and Environment or see their website as follows:</i></p> <p><a href="http://www.planningportal.nsw.gov.au/understanding-planning/assessment-systems/local-development">www.planningportal.nsw.gov.au/understanding-planning/assessment-systems/local-development</a>.</p>
<b>Erosion and Management Control</b>	<p>Required to reduce stormwater pollution from building sites. The following guidelines will help you to comply with your statutory environmental obligations.</p> <p><a href="#">Guidelines for Erosion &amp; Sediment Control on Building Sites</a></p>
<b>Estimated Cost of the Development</b>	<p>Required for all development applications. Council's Estimated Cost of Works form may be used.</p>
<b>Fire Safety Schedule</b>	<p>Required to enable Council to consider Clauses 93/94 of the Environmental Planning and Assessment Regulation 2000.</p> <p>Required for applications involving:</p> <ul style="list-style-type: none"> <li>– Change of building use; and/or</li> <li>– Alterations to an existing building.</li> </ul> <p>If the proposal involves a change of use of a building, the following must be provided:</p> <ul style="list-style-type: none"> <li>– A list of Category 1 fire safety provisions that currently apply to the existing building.</li> <li>– A list of Category 1 fire safety provisions that are to apply to the building following its change of use.</li> </ul> <p>If the proposal involves additions or alterations to an existing building:</p> <ul style="list-style-type: none"> <li>– A scaled floor plan of the whole of the building showing existing and proposed fire safety measures.</li> </ul>
<b>Building Code of Australia Audit Report</b>	<p>Required to demonstrate the proposed development is able to satisfy the Building Code of Australia. Report to be prepared by a suitably qualified Building consultant with experience in the type of Building Classification. Identification must be made of what alternate solutions are likely to be required. OR</p> <p>EP&amp;A Regs Clause 93/94 consideration.</p>



	Explanation of requirements
<b>Flood Impact Assessment</b> <b>DCP14 Chapter C2</b>	<p>A report may be required to be prepared by a suitably qualified person.</p> <p>If the development site is affected by flooding or is likely to be affected by flooding/localised drainage, the applicant should consult with Council staff to determine the information required to be submitted.</p>
<b>Floor Plan</b>	<p>Plan to address the following:</p> <ul style="list-style-type: none"> <li>– Plan at 1:100, or 1:200 for larger sites.</li> <li>– Room names, areas and dimensions.</li> <li>– Include AHD floor levels</li> <li>– All existing and proposed works.</li> <li>– Access for disabled, where relevant.</li> <li>– BASIX commitments eg. skylight, rainwater tank.</li> <li>– Layout of building, all processing, storage areas, location of machinery, racking layout and height.</li> <li>– Accurate plans identifying the location of all services (water/ sewer/ stormwater mains) BSC Policy 4.20. Power lines, substations.</li> <li>– Existing and proposed fire safety measures.</li> <li>– Shop fitout details.</li> </ul>
<b>Flora and Fauna Assessment</b>	<p>Required where a site is identified as containing native vegetation or potential habitat for threatened flora or fauna and the application does not trigger the Biodiversity Offset Scheme.</p> <p>The Biodiversity Values (BV) Map and Threshold Tool can be used to produce a report that states whether a development proposal occurs on land on the BV Map and if the Biodiversity Offsets Scheme is triggered. These can be accessed at: <a href="http://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap">www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap</a> .</p> <p>A five-Part Test of Significance (s.7.3 of the Biodiversity Conservation Act 2016), is to be completed if any threatened species, populations, communities or their habitats, are identified or considered likely to occur within the area of direct or indirect impact. The Report is to be prepared by a suitably qualified person.</p>
<b>Heritage Assessment</b> <b>DCP14 Chapter C1</b>	<p>Required for development of Heritage Items, within Heritage Conservation Areas, or to land in the vicinity of a Heritage Item or Heritage Conservation Area.</p>
<b>Koala Habitat Policies</b>	<p>The Koala Habitat Protection SEPP 2021 commenced in March 2021. Refer to the <a href="#">flow chart</a> to assist with its application. In general:</p> <ul style="list-style-type: none"> <li>• If the proposed development is within the <i>koala planning area</i> as defined in the <a href="#">Byron Coast Comprehensive Koala Plan of Management</a> (CKPoM), the CKPoM applies.</li> <li>• If the proposed development is outside of the <i>koala planning area</i>, and if the land is zoned RU1, RU2 or RU3 - <a href="#">State Environmental Planning Policy (Koala Habitat Protection) 2020</a> applies.</li> <li>• In all other scenarios, <a href="#">State Environmental Planning Policy (Koala Habitat Protection) 2021</a> applies.</li> </ul> <p>Further information is available from the <a href="#">DPIE</a> website.</p>
<b>Landscape Plan</b> <b>DCP14 Chapter B9</b>	<p>Required for development in accordance with the Byron DCP 2014.</p> <p>Plans to address the following:</p> <ul style="list-style-type: none"> <li>– A Site Plan that accurately shows existing site conditions including: contours, property boundaries, easements and any other restrictions or encumbrances affecting the property, existing vegetation, buildings and structures (e.g. sheds, roads, retaining walls, fences, water tanks, dams), natural landscape features (e.g. waterways, drainage lines, existing vegetation, wetlands, escarpments), location of driveways and pedestrian access points, location of overhead and underground services (electricity, water, sewer, gas, telecommunications), inspection pits, manhole covers, sewer vents, grease traps and stormwater drainage infrastructure. The location and extent of significant views to and from the site must also be indicated on the Site Plan.</li> <li>– A Landscape Concept Plan (drawn at an appropriate scale, e.g. 1:100 or 1:200) that includes the following information:</li> <li>– Name, qualifications and contact details of the person who prepared the plan;</li> <li>– North point;</li> </ul>

	Explanation of requirements
	<ul style="list-style-type: none"> <li>– Scale bar;</li> <li>– Legend;</li> <li>– Site boundaries;</li> <li>– All proposed buildings, including eave overhang;</li> <li>– Demonstration that the proposal complies with any “minimum landscaped area” requirements according to type of development (e.g. dual occupancy and multi-dwelling residential developments);</li> <li>– Location, spread and botanical name of existing trees to be removed/ retained;</li> <li>– Location and botanical name of existing native vegetation to be removed/retained;</li> <li>– All proposed surface finishes e.g. areas of concrete, paving, bitumen, gravel, garden beds, proposed edge treatment to garden beds, mown turf;</li> <li>– All proposed structures e.g. retaining walls, pergolas, awnings, fences, swimming pools, decks, driveways, kerb crossovers;</li> <li>– The existing soil characteristics;</li> <li>– Details and depth of proposed imported soil and mulch to areas to be planted;</li> <li>– Indicative planting (indicated as trees, shrubs, groundcovers);</li> <li>– Indicative plant species, planting densities and container sizes.</li> </ul> <p>Refer to the DCP for further requirements for more complex developments.</p>
<b>Owners Consent</b>	Required for all development applications. Council's Owners Consent form may be used.
<b>Schedule of building materials</b>	Required for residential building works , has a schedule of the building materials and colours, in accordance with the provisions of Chapter D1.2.4 of Council's DCP 2014 been provided?
<b>Section 68 Ancillary application</b>	<p>Where nominated on the DA form that approval is required in conjunction with the development assessment. Note: this can be applied for separate t the DA.</p> <ul style="list-style-type: none"> <li>- Completion of s68 check list for the type of proposed development</li> <li>- Services plans showing all existing and new services and details identified in checklist</li> </ul>
<b>Section Plan</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>– Plan at 1:100, or 1:200 for larger sites.</li> <li>– Section names and location on plan, e.g. A/A, B/B etc.</li> <li>– Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed.</li> <li>– Contours</li> <li>– All relevant dimensions</li> <li>– Outline of existing building/development on site (shown dotted)</li> <li>– Ceiling heights</li> <li>– Room names</li> <li>– Room and window heights</li> <li>– Roof pitch and covering</li> <li>– Site works, finished and proposed floor &amp; ground levels in long section (indicate any cut and fill, and access/egress grades)</li> <li>– Construction material details</li> <li>– Insulation details (where applicable)</li> </ul>
<b>Signage Details</b> <b><u>DCP14 Chapter B10</u></b>	<p>Required where signage is proposed. The following shall be submitted:</p> <ul style="list-style-type: none"> <li>– Details of the proposed structure and construction materials.</li> <li>– Size, colours, type and overall design of the sign, including overall height dimension.</li> <li>– Proposed sign wording and method of any illumination.</li> <li>– Location/s of proposed signs to be shown on a site plan.</li> <li>– Type of sign to be stated, as defined under Council's Development Control Plan.</li> </ul>
<b>Site Plan</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>– Plan at 1:100, or 1:200 for larger sites.</li> <li>– Lot and DP, site address, boundary dimensions, orientation of boundaries, site area, contour levels to AHD, existing vegetation and trees (indicate removal/retention), north point drawn to true north.</li> <li>– Outline of existing building/development on site, shown dotted.</li> <li>– Location of proposed new building/development.</li> <li>– Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings.</li> <li>– Details of existing and proposed fencing.</li> <li>– BASIX commitments (eg. rainwater tank and/or solar photovoltaics).</li> <li>– Distance from external walls and outermost part of proposed building to all boundaries.</li> </ul>

	Explanation of requirements
	<ul style="list-style-type: none"> <li>Summary table calculations of site area, floor area, landscaped area etc.</li> <li>Existing and proposed infrastructure (eg. overhead powerlines, Council-owned sewer/stormwater, inter-allotment stormwater) and easements.</li> </ul>
<b>Site and Context Analysis Plan</b>	<p>Required for all proposals, other than for dwelling houses, ancillary structures, boundary adjustment subdivision in accordance with Byron LEP 2014, strata subdivision of lawfully erected buildings and changes of land use that do not involve works or environmental impacts outside a building. The plan must address:</p> <ul style="list-style-type: none"> <li>The zoning; environmental constraints; spot levels and contours; vegetation type, species, canopy and height; drainage paths and drainage management systems; easements; known hazards; heritage values and physical characteristics of the site and adjoining properties. In cases where the nature of the proposal or its planning context so warrant, Council may require that the Site and Context Analysis Plan shall extend beyond the boundaries of the immediately adjoining properties.</li> <li>Existing development on the site and surrounds, including existing buildings on the site and adjoining land; location of adjoining windows, doors and open space; the location, height and materials of fences and walls; elevations of adjoining buildings if more than single storey; overshadowing of and by adjoining buildings; advertising structures and signage.</li> <li>Adjoining street or public land characteristics such as subdivision pattern, streetscape features and trees, pedestrian networks, kerb and gutter, drainage systems, service poles, bus stops and underground services.</li> </ul>
<b>Site Waste Minimisation Plan (SWMMP)</b>  <b><u>DCP14 Chapter B8</u></b>	<p>Required for all development. A written document, usually including graphics, that outlines measures to minimise and manage waste generated during various stages of a development, including demolition, construction and ongoing use of the development. In doing so the SWMMP specifies the method of recycling or disposal and the waste management service provider. It nominates for each stage:</p> <ul style="list-style-type: none"> <li>Volume and type of waste and recyclables to be generated;</li> <li>Storage and treatment of waste and recyclables on site;</li> <li>Disposal of residual waste and recyclables; and</li> <li>Operational procedures for ongoing waste management once the development is complete.</li> <li>Other matters specified by Chapter B8 Waste Minimisation and Management of Byron DCP 14.</li> </ul>
<b>Shadow Diagram</b>	<p>Required for the following:</p> <ul style="list-style-type: none"> <li>All two storey development, including alterations/additions.</li> <li>Any development that adjoins residential development and has the potential to overshadow such development.</li> <li>Shadow diagrams may be required for single-storey development that is situated on an east/west oriented site or highly sloped sites.</li> </ul> <p>Shadow diagrams to address the following:</p> <ul style="list-style-type: none"> <li>Shadows cast at midwinter (22 June) at 9am, 12noon and 3pm in plan form, at a scale of 1:200.</li> <li>Shadows in plan and elevation form on an hourly basis, if shadows fall on neighbouring windows.</li> <li>Location of proposed development and the location of existing development on adjoining site/s.</li> <li>Where shadows affect habitable room windows, details of the percentage of the window to receive sunlight at each hour at midwinter (22 June) between 9am and 3pm.</li> <li>Where shadows affect principal areas of private open space, details of the area and percentage of the open space to be overshadowed, at each hour at midwinter (22 June) between 9am and 3pm. Calculations to include details of existing overshadowing.</li> </ul> <p>Diagrams to be drawn to true north.</p>
<b>Social Impact Assessment</b>  <b><u>DCP14 Chapter D12</u></b>	<p>Required in accordance with the Byron DCP 2014, an assessment identifying the likely social impacts of a proposed development and ongoing requirements for mitigation and management of those impacts. Must be undertaken by a suitably qualified person.</p>
<b>Species Impact Statement</b>	<p>Required where the development is proposed on land that is part of a critical habitat, or is likely to have significant impact on threatened species, populations, ecological communities or their habitats.</p>
<b>Stormwater Plan</b>	<p>A <a href="#">Stormwater Concept Plan Checklist</a> is required to be submitted for all development</p>



	Explanation of requirements
<b><u>Comprehensive Guidelines for Stormwater Management</u></b>	<p>applications to demonstrate a method of draining the land.</p> <p>Stormwater Plans should include:</p> <ul style="list-style-type: none"> <li>– Existing and proposed finished surface contours at relevant intervals (i.e. 0.1m for flat sites to 1.0m for sloping sites) and spot levels.</li> <li>– Proposed and existing building locations and floor levels.</li> <li>– Street levels including gutter.</li> <li>– Proposed infiltration measures (e.g. soakage trenches, swales, landscaping, permeable pavements, etc.). Where infiltration failure will affect a neighbouring property and the development involves more than a single dwelling (e.g. multi unit residential, commercial, industrial etc) then detailed infiltration test results and detailed designs are required.</li> <li>– Proposed discharge points to the public stormwater drainage system (show levels at these locations).</li> <li>– Site constraints such as trees, services or structures that may affect the drainage system.</li> <li>– Existing or proposed drainage easements.</li> <li>– Any surface flow paths or flood-affected areas.</li> <li>– Conceptual location and levels of proposed stormwater pipes and drainage pits.</li> <li>– Conceptual location and approximate area of proposed on-site detention facilities.</li> <li>– Proposed on-site detention stored water invert levels and emergency spillways.</li> <li>– Proposed management controls for flows entering, within and leaving the site.</li> <li>– Preliminary on-site detention calculations.</li> <li>– Justification that the proposed design measures will not cause adverse stormwater impacts on adjoining properties</li> </ul> <p>Copies of Deposited Plan(s) and section 88B Instruments, showing details of easements over downstream properties, must also be submitted with the development application.</p>
<b>State Environmental Planning Policy (SEPP) 65 Documentation</b>	<p>Required for residential flat development to which SEPP 65 – ‘Design Quality of Residential Flat Development’, applies.</p> <p>The following shall be submitted:</p> <ul style="list-style-type: none"> <li>– Design verification statement from a qualified designer, addressing the requirements of SEPP 65.</li> <li>– Additional details contained within the Statement of Environmental Effects, as required in accordance with SEPP 65.</li> </ul>
<b>Statement of Environmental Effects</b>	<p>A Statement of Environmental Effects (SEE) is required for all types of development. This is a written statement that addresses the matters for consideration contained within <a href="#">Section 4.15 of the Environmental Planning and Assessment Act 1979</a>.</p> <p>The SEE must indicate the following matters:</p> <ul style="list-style-type: none"> <li>– The environmental impacts of the development.</li> <li>– How the environmental impacts of the development have been identified.</li> <li>– Details of requirements under Council’s Development Control Plan</li> <li>– Justification for variations to Development Control Plan</li> <li>– The steps to be taken to protect the environment or to lessen the expected harm to the environment.</li> <li>– Any matters required to be indicated by any guidelines issued by the Director-General.</li> <li>– If an environmental planning instrument requires arrangements for any matter, such as arrangements for the provision of utility services, to be made before development consent may be granted, documentary evidence that such arrangements have been made.</li> <li>– Justification for variation to development standards in accordance with Planning and Environment Guidelines.</li> </ul> <p>In the case of a development involving the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant, a statement that specifies the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies.</p>
<b>Streetscape elevations</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>– Plan at 1:100, or 1:200 for larger sites.</li> <li>– Plan to show subject site, and sites located either side of subject site.</li> <li>– Levels to AHD, including natural ground level, finished floor levels, and ridge height.</li> <li>– Roof pitch of proposed and neighbouring development.</li> <li>– All building works proposed, including fencing.</li> <li>– Position and front elevation of neighbouring development.</li> </ul>

	Explanation of requirements
	<ul style="list-style-type: none"> <li>Location of power poles and street furniture.</li> </ul>
<b>Subdivision Plan</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>Plan at 1:100, or 1:200 for larger sites.</li> <li>Clearly nominate existing and proposed boundaries.</li> <li>Detail accurate areas of proposed lots and access handles.</li> <li>Plan to show all existing structures on site.</li> <li>Plan to show all existing vegetation on site.</li> <li>Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve.</li> <li>Plan to show north point, drawn to true north.</li> <li>Plan to show location of any easements/restrictions/services affecting the site.</li> <li>Plan to show location of any traffic devices within proximity of the subject site, and any services within the footpath area.</li> <li>Details of preliminary engineering drawings of the work to be carried out.</li> </ul>
<b>Temporary Structure Documents</b>	<p>Required where a development involves the erection of a temporary structure. The following documents are to be submitted:</p> <ul style="list-style-type: none"> <li>Documentation that specifies the live and dead loads the temporary structure is designed to meet.</li> <li>A list of any proposed fire safety measures to be provided in connection with the use of the temporary structure.</li> <li>In the case of a temporary structure proposed to be used as an entertainment venue, a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the Building Code of Australia are to be complied with (including any alternative solution proposed).</li> <li>Documentation describing any accredited building product or system sought to be relied on for the purposes of Section 4.15 (4) of the Act.</li> <li>Copies of any compliance certificates to be relied on.</li> </ul>
<b>Threatened species Test of Significance</b>  <b><u>Threatened Species Test of Significance Guidelines</u></b>	<p>The threatened species Test of Significance is a test used to determine whether a proposed development or activity is likely to result in a significant impact on threatened species or threatened ecological communities. The test is set out in section 7.3 of the <i>Biodiversity Conservation Act 2016</i>.</p> <p>If the test concludes that a significant impact is likely, the Biodiversity Offsets Scheme will apply and a Biodiversity Development Assessment Report (BDAR) must be prepared by an accredited assessor.</p>
<b>Traffic Management</b>  <b><u>DCP 2014 Chapter B4</u></b>	<p>Required where vehicle access and/or parking is required. Traffic Management assessment to be prepared as DCP 2014.</p>
<b>Vegetation Management Plan</b>	<p>A plan which describes how the vegetation occurring on a property will be managed to ensure it is protect and enhanced, during and following the development of land.</p> <p>Refer Council's guideline Developing Vegetation Management Plans (VMP) and Biodiversity Conservation Management Plan (BCMP)</p>
<b>Visual Impact Statement</b>  <b><u>DCP2014 Chapter C3</u></b>	<p>Required for visually prominent development on a visually prominent site, includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Detailed description and photographs of the site and surrounds, including existing vegetation, topography, slope, surrounding development and other features that may affect visual impact;</li> <li>Description of the proposed development, including proposed earthworks, vegetation removal, built form, design, height, bulk, scale, roofline, materials, colour schemes, external surface finishes, fencing and landscape treatment;</li> <li>A description of the measures proposed to ameliorate visual impacts;</li> <li>Provision of graphic evidence to illustrate the proposal, including models and/or photomontages where relevant;</li> <li>Description of the visual prominence of the site and visual impact of the development, including responses to the following questions: <ul style="list-style-type: none"> <li>Can the site be viewed from public locations, including public reserves, waterways, beaches and roads?</li> <li>Is the site located on a high topographical location such as a hillside, ridgeline, knoll or crest?</li> <li>Can the site be viewed from the beach front?</li> </ul> </li> </ul>

	Explanation of requirements
	<ul style="list-style-type: none"> <li>– Is the site located on land that slopes at a grade of more than 20%?</li> <li>– Would proposed development on the site visually disrupt the skyline when viewed from a public location by protruding above any ridgeline, or above adjacent buildings?</li> <li>– Would proposed development on the site have the potential to obstruct views to and/ or from another visually prominent location?</li> <li>– Would the development on the site have the potential to result in a loss of significant views from another property?</li> <li>– Would development on the site become visually prominent due to the removal of vegetation that would otherwise screen the development?</li> <li>– How will the development be visually integrated with the surrounding natural landscape and built environment?</li> <li>– How will the development incorporate measures to avoid reflection of sunlight from glazed surfaces?</li> </ul>