

## THE CHECKLIST

# Document list

For use when lodging an application through the NSW Planning Portal



### NOTES

- This document is an alphabetical list of documents or reports that may be required as part of your development application.
- The checklist guide tells you which documents you may need, and this document gives you information on what each document is.




### KEY



Throughout the document you will see these QR codes that will take you to the website or external document mentioned in the required information text. This is handy if you are reading this as a printed copy. If you are reading this document online, you can simply click on the link to go directly to the webpage.

The website address or document link in the text will look like this:

<https://www.orange.nsw.gov.au>

DOCUMENT	REQUIRED INFORMATION
<b>ACCESSIBILITY DETAIL</b>	Required in accordance with the Disability (Access to Premises - Buildings) Standards 2010. Information is required to demonstrate compliance with the Standards.
<b>ACID SULFATE SOIL MANAGEMENT RESPONSE</b>	<p>Required where locality is identified within the Orange Local Environmental Plan 2011 as having potential acid Sulfate soil, and development involves drainage or excavation which has the potential to result in the formation of acid Sulfate soils.</p> <p>A report to determine the appropriate acid Sulfate soil management response, is to be prepared by a suitably qualified person.</p>
<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 eg child care centre, mechanical car wash, industrial processing, development with heavy vehicles.</li> <li>Specified within <a href="#">Orange DCP 2004</a>.</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>ARBORIST REPORT</b>  	<p>Required where proposal may impact on the health of existing trees that Council deems worthy of retention.</p> <p>Refer to <a href="#">Council's DCP</a> to determine if an exemption applies.</p> <p>Report to be prepared by a suitably qualified person.</p>
<b>BACKFLOW DEVICES</b>  	<p>Backflow is the unintended reversal of the flow of water or other liquids from a property back into the cities water main.</p> <p>Councils water Policy requires property owners to ensure that a backflow device is installed in accordance with the Water Supply Policy. (<a href="#">Water Backflow Prevention - Orange City Council (nsw.gov.au)</a>)</p> <p>The type of backflow prevention device required depends on the hazard assessment - High, Medium or low.</p>

**DOCUMENT****REQUIRED INFORMATION****BASIX CERTIFICATE**

Required for:

- All 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.
- Class 1b tourist accommodation buildings.
- Class 4 caretaker's residence within a commercial building.
- Relocated dwellings and manufactured homes do not require a BASIX certificate.

The following information is to be provided in accordance with Clause 97A of the Environmental Planning and Assessment Regulation 2000:

- BASIX Certificate.
- All BASIX commitments to be identified on the plans.
- Where applicable, ABSA Certification and a set of stamped plans. The BASIX Certificate must be generated on the Department of Planning and Environment BASIX website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au), issued no earlier than 3 months before the date on which the application is lodged.

**BIODIVERSITY DEVELOPMENT ASSESSMENT REPORT (BDAR)**

A Biodiversity Development Assessment Report (BDAR) is required where 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 exceeds area clearing threshold, or the impact is considered Significant after application of the Test of Significance (5 part test).

A BDAR must be prepared by an accredited assessor <https://customer.lmbc.nsw.gov.au/assessment/AccreditedAssessor>

Contact Council's Planning Department if you require assistance

**BUSHFIRE REPORT**

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).


The bushfire assessment report must demonstrate how the proposal will comply with Planning for Bushfire Protection 2019 and contain:

- Aim and objectives.
- Specific objectives for the development type.
- Performance criteria for the bushfire protection measures.
- A site plan indicating the proposed asset protection zones on the land.



A Single Dwelling Application Kit (available from the NSW RFS website [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)) can be used for residential infill development (dwellings and alterations/additions in pre-existing subdivisions).

A suitably qualified person must prepare the bushfire assessment report for:

- Developments which have been identified as being a Special Fire Protection Purpose (Section 6.3 of the Planning for Bushfire Protection 2019); or
- Any other development type which proposes an alternate solution as part of the design; or
- If the development has been certified by an Accredited Certifier, under the Planning for Bush Fire Protection, then a written declaration and supporting information may be submitted in place of a report.

DOCUMENT	REQUIRED INFORMATION
<p><b>CERTIFICATION WORK AGREEMENT</b></p> 	<p>Under Section 31(2) of the Building and Development Certifiers Act 2018 and clause 31 of the Building and Development Certifiers Regulation 2020, a contract to carry out certification work must be accompanied by an applicable document made available on the website.</p> <p>The contract for certification work summarises the statutory obligations of the registered certifier who will assess your development and your obligations as the applicant for the development.</p> <p>The Department of Fair Trading has more information on its website and Council has attached this to the contract.</p> <p>The contract is available at <a href="http://www.orange.nsw.gov.au/plans-and-policies">www.orange.nsw.gov.au/plans-and-policies</a></p>
<p><b>CONTAMINATION REPORT</b></p>	<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: current zoning and permissible uses, records from previous re-zonings, aerial photographs, information contained in development applications, building applications and property files for the site.</p> <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>The 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. Council may also require site sampling to be undertaken in accordance with the EPA's guidelines.</p>
<p><b>CUT/FILL</b></p>	<p>Required where application proposes cut/fill.</p> <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>• Height of cut and fill indicating existing and proposed levels to AHD, including levels of the area surrounding the affected land.</li> <li>• Elevation of cut and fill cross-section of batters.</li> </ul>
<p><b>DEMOLITION PLAN AND STATEMENT</b></p>	<p>Required where demolition work is proposed.</p> <p>Demolition plan to contain the following details:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100, or 1:200 for larger sites.</li> <li>• The location of the structure to be demolished, shown via a dotted line.</li> <li>• Elevations indicating the height of the structure above ground level and the distance from the structure to the boundary, or alternatively, a series of photographs indicating this information.</li> <li>• A description of the type of building, e.g. house, shops.</li> <li>• A description of the methods of demolition proposed to be used, and the number of types of major items of equipment to be used in demolition.</li> <li>• A description of the methods proposed for handling and disposing of demolished materials and any hazardous materials.</li> <li>• A description of the proposed sequence of carrying out the demolition works, and an estimate of the time, in days, that it is likely to take to complete all or each of the stages of the work.</li> <li>• Details of the proposed hoardings, fencing, overhead protection and scaffolding.</li> </ul>

DOCUMENT	REQUIRED INFORMATION
<b>DESCRIPTION OF WORKS- SECTION 68</b>	This document provides information about water connections which are proposed as part of a new planning application
<b>ELEVATION PLAN</b>	<p>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 all elevations of the proposed buildings and to be labelled with relevant orientation (e.g, north, south-west).</li> <li>• Elevations to include existing buildings if existing buildings are in close proximity to development or if development involves extensions to existing buildings.</li> <li>• Calculated roof pitch.</li> <li>• Building materials to be stated on the plan.</li> <li>• Natural ground levels, floor levels and ceiling levels to AHD.</li> <li>• Any services located on the roof of the proposed buildings.</li> <li>• Any air conditioning services or gas systems located on balconies or external walls.</li> </ul>
<b>EROSION AND SEDIMENT CONTROL PLAN</b>	<p>Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.</p> <p>To be prepared in accordance with Council's Engineering Requirements for Development and Landcom's The Blue Book – Managing Urban Stormwater; Soils and Construction/Planning for Erosion and Sediment Control on Single Residential Allotments.</p> <p>Plan to address the following at a minimum:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100 or 1:200 for larger sites.</li> <li>• Location of appropriate sedimentation and erosion control measures, including but not limited to, sediment fences, all weather access points, gutter and stormwater pit protection measures, stock pile location, and dust control measures.</li> </ul>
<b>FIRE SAFETY MEASURES</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> <li>• If the proposal involves a change of use of a building: <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> </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>




DOCUMENT	REQUIRED INFORMATION
<b>FLOOD IMPACT ASSESSMENT REPORT</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> <p>Flood mapping is available via Council's Development Control Plan (DCP)</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>• 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 processes, storage areas, location of machinery, racking layout and height.</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. The Biodiversity Values 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 and can be accessed here: <a href="https://www.environment.nsw.gov.au/biodiversity-values-map-and-threshold-tool">Biodiversity Values Map and Threshold tool (nsw.gov.au)</a></p> <p>A 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. Report to be prepared by a suitably qualified person.</p>
<b>HERITAGE ASSESSMENT</b> 	<p>Required where specified within the Orange Local Environmental Plan 2011. This may be in the form of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Where an application seeks approval or exemption for an item listed on the State Heritage Register under the Heritage Act, a Heritage Conservation Management Plan prepared in accordance with the Heritage Division of the Office of Environment and Heritage Conservation Management Planning Review and Endorsement Strategy.</li> <li>• Where an application is likely to have an impact on the heritage significance of a heritage item or heritage conservation area, a Heritage Impact Statement prepared in accordance with the guidelines: Statements of Heritage Impact , The Heritage Division, Office of Environment and Heritage found on the following: <a href="http://www.environment.nsw.gov.au">http://www.environment.nsw.gov.au</a> contained within the Local Government Heritage Guidelines 2002, as chapter 7.2.10 page 56</li> <li>• Where conservation works are proposed to a local heritage item, particular consideration should be given to Part D, Chapter 12 of the Orange Development Control Plan 2010.</li> </ul>

DOCUMENT	REQUIRED INFORMATION
<b>LANDSCAPE PLAN</b>	<p>Required for new development, and alterations/additions that result in changes to the landscaped area of the site.</p> <p>Plan to address the following:</p> <ul style="list-style-type: none"> <li>• Location and identification of existing trees and other significant vegetation on site, and confirmation of those to be retained and those to be removed.</li> <li>• Location and identification of existing trees and other significant vegetation on adjoining sites that are likely to be affected by the proposed works.</li> <li>• Natural and finished ground levels to AHD, and details of all surface treatments and hard landscape elements.</li> <li>• Cross reference to the plan, indicating plant species, quantities and pot sizes at planting.</li> <li>• Layout and construction details of all garden beds, turf areas, edging, paving and fencing.</li> <li>• Details and specifications are to be provided for all elements of the design.</li> <li>• Method of tree protection for those trees to be retained.</li> <li>• Location of any drainage works proposed.</li> <li>• Details of planter boxes, if proposed.</li> </ul>
<b>NOTIFICATION PLAN</b>	<p>Required for all applications requiring notification and/or advertising, as outlined within Council's Community Participation Plan.</p> <p>The plans to address the following:</p> <ul style="list-style-type: none"> <li>• A3 or A4 size.</li> <li>• Site plan, elevations and shadow diagrams on one page or double sided.</li> <li>• Plan must not show interior layout/floor plan of residential development.</li> </ul>
<b>ON-SITE DETENTION PLANS</b>	<p>Required in cases where the proposed development results in an increase in hardstand areas, or an intensification of development on the site.</p> <p>Conceptual on-site detention design, plans and supporting calculations demonstrating that the post-development discharge rates do not exceed the pre development discharge rates, are to be submitted.</p>
<b>QUANTITY SURVEYOR'S REPORT</b>	<p>Required where estimated Capital Investment Value exceeds \$3 million. To be prepared by a suitably qualified person.</p>
<b>RETAINING WALLS</b>	<p>Required where application proposes a retaining wall.</p> <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>• Location of retaining walls to be shown on the site plan.</li> <li>• Height of retaining wall/filling to showing existing and proposed levels to AHD, including levels of the area surrounding the affected land.</li> <li>• Details of material to be utilised for construction of retaining wall.</li> <li>• Elevation of retaining wall/cross-section of batters.</li> </ul>
<b>SCHEDULE OF COLOURS AND FINISHES</b>	<p>Required for new development, and alterations/additions that result in changes to the external appearance of the development.</p> <p>Schedule shall specify colours and finishes, and include the manufacturer's details and a sample.</p>
<b>SOCIAL IMPACT ASSESSMENT AND CRIME PREVENTION DOCUMENTS</b>	<p>Crime Prevention through Safer by Design Assessments is required to ensure that the built form of development minimises the potential for crime</p>

DOCUMENT	REQUIRED INFORMATION
<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>• Drawings to a suitable scale (i.e. 1:100 OR 1:200)</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 cut, fill and access grades)</li> <li>• Construction material details</li> <li>• Insulation details (where applicable)</li> </ul>
<b>SECTION J - BCA</b>	<p>Provide a report as required under Section J of the Building Code of Australia for the Energy Efficiency of the building.</p> <p>This report is to be provided by a suitably qualified person.</p>
<b>SHADOW DIAGRAMS</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 are 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>SIGNAGE DETAILS</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>



DOCUMENT	REQUIRED INFORMATION
<b>SITE ANALYSIS</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>• Site dimensions and site area; north point; location of existing vegetation; location of other buildings and structures; any heritage features (if applicable); location of fences and boundaries; drainage and effluent disposal (for rural areas); any overshadowing of the site by adjoining</li> <li>• development; location, height and use of neighbouring buildings; street frontage features such as street trees, poles, etc.</li> <li>• Details of buffer distances as specified in the Orange Development Control Plan 2010.</li> <li>• Areas of public and private open space.</li> <li>• Sources of nuisance, e.g. railway noise.</li> <li>• Notable views and potential overlooking.</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>• Existing and/or new vehicular access to be shown</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.</li> <li>• Distance from external walls and outermost part of proposed building to all boundaries.</li> <li>• Summary table calculations of site area, floor area, landscaped area etc.</li> </ul>
<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>STORMWATER PLAN</b>	<p>The stormwater plan should include:</p> <ul style="list-style-type: none"> <li>• Location of any drainage easement</li> <li>• Proposed drainage lines, depth, fall and location</li> <li>• Existing stormwater drainage location including downpipes, connection and discharge points</li> <li>• If stormwater run-off will increase, show proposed drainage details.</li> <li>• Details of discharging/managing stormwater where property slopes away from street.</li> <li>• Rainwater tank drainage and plumbing plans and specification to AS HB230-2006.</li> <li>• On-site stormwater details prepared by a suitably qualified engineer (if applicable).</li> <li>• On-site dispersal details prepared by a suitably qualified engineer (if applicable).</li> </ul>

DOCUMENT	REQUIRED INFORMATION
<b>STRUCTURAL ENGINEERING PLANS</b>	<p>Structural details are to be provided from a qualified structural engineer. These are to be certified and are to cover all structural elements of the build.</p> <ul style="list-style-type: none"> <li>• Slab</li> <li>• Footings</li> <li>• Framework</li> </ul>
<b>STATEMENT OF ENVIRONMENTAL EFFECTS</b>   RESIDENTIAL   RURAL   SHIRALEE	<p>A Statement of Environmental Effects is required for all types of development. This is a written statement that addresses the matters for consideration contained within Section 4.15 of the Environmental Planning and Assessment Act 1979.</p> <p>The Statement of Environmental Effects 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> <li>• 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.</li> </ul> <p>Note: A pro forma Statement of Environmental Effects may only be submitted where works are considered to be minor and adverse environmental impacts are unlikely. This includes development such as signage, single dwellings, change of use applications, strata subdivision.</p> <p><b><a href="#">Plans and Policies - Orange City Council (nsw.gov.au) - Under Building and Development</a></b></p>
<b>STREETSCAPE ELEVATION</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> <li>• Location of power poles and street furniture.</li> </ul>

DOCUMENT	REQUIRED INFORMATION
<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>SURVEY</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 property boundaries.</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> </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>TRAFFIC/PEDESTRIAN CONTROL PLAN</b>	<p>Where applicable a full traffic/pedestrian control plan, in accordance with AS 1742.3 and the RMS Manual for Traffic Control at Work Sites. Contact Council's Road Opening Officer.</p>
<b>TRAFFIC MANAGEMENT PLAN</b>	<p>A traffic management plan prepared in accordance with the requirements of the Orange Development Control Plan 2004.</p>

DOCUMENT	REQUIRED INFORMATION
<b>TRAFFIC REPORT</b>	<p>Required for traffic generating development, as defined within SEPP (Infrastructure) 2007, or where the application is seeking to vary the provisions of Orange Development Control Plan 2004, or where Council deems the type of development proposed requires submission of a site specific traffic report.</p> <p>To be prepared by a suitably qualified person.</p>
<b>VISUAL IMPACT ASSESSMENT</b>	<p>A report that examines the visual impact of a development in situations where a development presents significant bulk, height or variations to setbacks. If any development is proposed in a visually significant area as defined in the Orange Development Control Plan 2004, a photomontage showing the proposed development within the context of the site and its visual landscape is to be included.</p> <p>To be prepared by a suitably qualified person.</p>
<b>WASTE MANAGEMENT PLAN</b>	<p>The Waste Management Plan is a standard pro-forma document contained in Orange Development Control Plan 2004.</p>
<b>WASTE MANAGEMENT STATEMENT</b>	<p>Waste storage within dwellings: demonstrate how waste will be adequately stored within dwellings including the capacity for source separation. Consideration must also be given to how each of the premises will be serviced.</p> <p>Waste Infrastructure: detail common collection areas, waste rooms, chute systems and any volume reduction equipment. Communal bin storage areas must be detailed and sized adequately to house adequate bins for the premises. Generally, each bin that is housed requires a 1m<sup>2</sup>. Details for any drainage, ventilation, lighting and landscaping must be provided and can be included in the landscaping plan.</p> <p>Provision of Council issue waste bins: It is Council's intention to provide access to the collection services for residents. In the case of Multi Unit Developments the number of bins and configuration of service may differ from the norm, with combination of services and options considered. The applicant must carefully consider the number of bins that will be required for each residential premises, once inhabited. Council currently operates a 3 bins service (Organics (240L), Waste (240L) and Recycling (240L). For Multi Unit Developments, provisions on the final number of bins to be contracted with strata management / body corporate or the owner of the site (not individual unit owners), prior to the issue of an OC.</p> <p>Waste collection point: Demonstrate where residential waste bins will be placed for collection. Consideration must demonstrate vehicle access, street manoeuvrability and the number of waste bins to be presented whilst considering street frontage. Please note Council vehicles will not enter private premises or private access routes and bins require a 1m spacing at the point of collection. Consideration should also include how residential bins will be delivered and retrieved after servicing.</p> <p>In the case of Multi-dwelling housing, a dedicated waste collection area shall be identified on the plans. The waste collection area shall be used for the storage of bins on waste collection days only.</p> <p>Multiple lot subdivisions should also consider road widths, camber, driveways and street trees / furniture. Design drawings to be submitted, demonstrating manoeuvrability of a rigid 6 wheeler vehicle in a constant forward direction</p>

DOCUMENT	REQUIRED INFORMATION
<p><b>WASTEWATER/ RECYCLED WATER MANAGEMENT STUDY</b></p> <p><b>ON-SITE SEWERAGE SYSTEM</b></p>	<p>Required where a lot does not have access to the reticulated sewer system.</p> <p>An on-site wastewater management system is required to treat and dispose of wastewater effluent associated with the development.</p> <p>For the purposes of Development Application assessment, Council must be satisfied that the lot is capable of accommodating an on-site wastewater management system based on the circumstances of the proposed development and constraints of the site. To demonstrate this (at DA stage) an applicant may elect to either: -</p> <ul style="list-style-type: none"> <li>• Submit a Section 68 application concurrently with the DA, or</li> <li>• Provide evidence in the form of a report and plans within the Statement of Environmental Effects which demonstrates to Council that there is sufficient area available for effluent disposal from the development. Include the required buffer distances to watercourses, boundaries, buildings.</li> </ul> <p>Option B is suitable only for lots which are not significantly constrained.</p> <p>In the event Council considers the lot to be heavily constrained for the development in question, a Section 68 application will be requested to be lodged at DA stage. When assessing Section 68 applications for non-domestic systems, Council will consider these applications on a site specific basis and will require a wastewater management report to be prepared by a suitably qualified and experienced designer.</p> <p>Reference should be made to Council’s website – Septic: Application to Install, Construct or Alter, and Approval to Operate form and checklist of documentation to accompany the Section 68 application.</p>