

Development Application Information Matrix – Minor Residential Development

Information	Dwelling Houses / Secondary Dwellings / Studios	Dwelling House Alterations / Additions	Dual Occupancies / Dwelling Houses / Subdivision	Outbuildings and Minor Works (including Decks, Awnings, and the Like)	Swimming Pools
Arborist Report	◇	◇	◇	◇	◇
BASIX Certificate	●	◇	●	×	◇
Biodiversity Development Assessment Report	◇	◇	◇	◇	◇
Bush Fire Report	◇	◇	◇	◇	×
Demolition Plan	◇	◇	◇	◇	◇
Elevations	●	●	●	●	×
Estimated Development Cost	●	●	●	●	●
Flood Report	◇	◇	◇	◇	×
Floor Plans	●	●	●	●	×
Heritage Management Document	◇	◇	◇	◇	◇
Materials and Colours Details	●	●	●	●	×
Mine Subsidence Authority Approval	◇	◇	◇	◇	◇
Owners Consent	●	●	●	●	●
Sections	●	●	●	●	×
Shadow Diagrams	◇	◇	◇	◇	×
Site Plan	●	●	●	●	●
Statement of Environmental Effects	●	●	●	●	●
Stormwater Drainage Plan	●	●	●	●	×
Subdivision Plan	◇	◇	◇	×	×
Survey Plan	●	●	●	×	×
Sustainable Effluent Application Area Compliance Information	◇	◇	◇	×	×
Waste Management Plan	●	●	●	●	●
● = Information Required	◇ = Information May be Required (refer to Information Guide)			× = Information Not Required	



Information Guide

Information	Requirements	When is the Information Required?
Arborist Report	A report which assesses the impact of the development upon existing trees in accordance with Council's Arborist Report Requirements . The Report must be prepared by an AQF Level 5 Consulting Arborist with a minimum Diploma of Horticulture (Arboriculture).	For developments which are likely to impact upon trees and/or the removal of significant trees is proposal.
BASIX Certificate	A certificate which certifies that the development will comply with the NSW Government's energy and water reduction targets subject to certain commitments. The certificate must be obtained via the online BASIX Assessment Tool . All BASIX commitments that the certificate states must be shown on the plans for the proposed development must be shown on those plans.	For residential development, excluding renovations to an existing dwelling with a value less than \$50,000, and swimming pools or spas with a capacity less than 40,000 litres.
Biodiversity Development Assessment Report	A report which assess the biodiversity impacts of the development in accordance with The Biodiversity Assessment Method . The report must be prepared by an accredited assessor .	For developments that the Biodiversity Offsets Scheme threshold applies to.
Bush Fire Report	A report which demonstrates how the development on bush fire prone land will comply with Planning for Bush Fire Protection 2019 . The report must be prepared by a Bushfire Planning and Design Accredited Practitioner .	For certain developments on bush fire prone land.
Demolition Plan	A plan which details all buildings and structures to be demolished.	For developments which include demolition.
Elevations	Plans which show: <ul style="list-style-type: none"> • An elevation of each side of the development, • The locations of all doors and windows, • Existing and finished ground levels (to Australian Height Datum), and • Eave and ridge levels and roof pitches 	For developments that include buildings.
Estimated Development Cost	An estimate of the development cost in accordance with Planning Circular PS 24-002 . This report should outline and break down the estimated development cost for the proposal, including: <ul style="list-style-type: none"> • The design and erection of a building, and associated infrastructure, • The carrying out of works, • The demolition of a building or works, and • Other relevant considerations The cost estimate report should be dated and include the estimated cost both including and excluding GST.	Refer to matrix.
Flood Report	A report which demonstrates how development on flood prone land complies with Council's Flood Risk Management Policy . The report must be prepared by a suitably qualified and experienced civil engineer.	For certain developments on flood prone land.
Floor Plans	Plans which show: <ul style="list-style-type: none"> • A plan of each floor level of the development, and • Room names, dimensions, areas, and finished floor levels (to Australian Height Datum). 	Refer to matrix.



Information	Requirements	When is the Information Required?
Heritage Management Document	A document which assesses and manages the development's heritage impacts in accordance with Council's Heritage Development Guideline . The document must be prepared by a suitably qualified and experienced heritage consultant.	For developments involving: <ul style="list-style-type: none"> Heritage Items, or on sites within Heritage Conservation Areas, Development within the vicinity of Heritage Items, or Heritage Conservation Areas, or Development within an identified significant view corridor.
Materials and Colours Details	Details showing the materials and colours proposed for the development. A physical sample board may be required in some circumstances.	Refer to matrix.
Mine Subsidence Authority Approval	An approval from Subsidence Advisory NSW .	For development located in Mine Subsidence Districts .
Owners Consent	A document providing owners consent of the land to which the Development Application relates. The consent of all registered landowners must be provided. Please utilise Council's Owners Consent Authorisation form .	Refer to matrix.
Sections	Plans which show: <ul style="list-style-type: none"> A section through the development along each axis, Existing and finished ground levels (to Australian Height Datum), and Eave and ridge levels and roof pitches. 	Refer to matrix.
Shadow Diagrams	Diagrams that show: <ul style="list-style-type: none"> The extent of shadows resulting from the proposed development (including fencing) between 9am and 3pm on 21 June, and The extent of shadows that will impact the development from surrounding development (including fencing) between 9am and 3pm on 21 June. 	For developments greater than, and including, two-storeys in height that will impact upon surrounding residential development, and residential developments where compliance with solar access requirements is unclear.
Site Plan	A plan which shows the location of the development in relation to: <ul style="list-style-type: none"> The site's boundaries and contours (to Australian Height Datum), Any existing buildings, structures, and vegetation on the site, Any vegetation proposed for removal, and Other important site features (e.g., watercourses, etc.). 	For all developments.
Statement of Environmental Effects	A statement which must: <ul style="list-style-type: none"> Describe the site and development, Detail the development's consistency with all applicable legislation, environmental planning instruments, and policies, Describe the likely environmental impacts of the development, and Describe how the development will mitigate the likely environmental impacts of the proposal. 	For all developments.
Stormwater Drainage Plan	A plan which shows the development's method of stormwater drainage and includes contours (to Australian Height Datum).	Refer to matrix.



Information	Requirements	When is the Information Required?
Subdivision Plan	A plan which shows: <ul style="list-style-type: none"> The site's boundaries, Proposed lot boundaries, boundary lengths, lot areas, and lot numbers, and Areas subject to any existing and/or proposed easements, restrictions, or covenants. 	For developments which include subdivision.
Survey Plan	A plan which shows: <ul style="list-style-type: none"> The site's boundaries and contours (to Australian Height Datum), and Any existing buildings, structures, and vegetation on the site. The plan must be prepared by a registered surveyor.	Refer to matrix.
Sustainable Effluent Application Area Compliance Information	Information demonstrating compliance with Council's On-Site Sewage Management Policy. All on-site wastewater systems require and application and approval to be made under Section 68 of the <i>Local Government Act 1993</i> .	For all developments on unsewered sites.
Waste Management Plan	A report which demonstrates how demolition, construction, and/or operational waste will be managed in accordance with Council's Waste Management Guideline .	For all developments.

Note: Council may require additional information to that listed in the matrix due to site constraints, unique development proposals, and evolving policy requirements. In addition, detailed assessment of your application may require the provision of additional information. For further advice, contact Council on (02) 4868 0888 or via email at mail@wsc.nsw.gov.au.

Note: Applications for residential driveway crossing approvals and road opening permits may be submitted at the same time as the above application types.

Note: To ensure legibility, all plans must be to an appropriate scale.

