

PART 2 – DEVELOPMENT ASSESSMENT AND CONSTRUCTION APPROVAL PROCESS

Stage 1: Pre-Lodgement – Getting it right at the start

Stage 1	Participants	Responsibilities
Pre-Lodgement	You / Your Team	Get informed
		Get the team together
		Chat to neighbours in advance
		Obtain reports and plans
		Compile application documents and forms
	Council Officers	Provide advice
		Assist in identifying required reports
		Co-ordinate relevant officers for pre-lodgement meetings

The pre-lodgement stage is the front end of the development assessment process. If you get the front end right you are more likely to have a simple DA process. Providing council an assessment-ready application, with all required information will not ‘guarantee’ approval – however, it will assist in efficient processing which can save time, for both you and council.

There are several ways you can determine the controls that apply to your site.

1. A planning certificate, also called a S10.7 certificate or you may have heard them called by their previous name of a s149 certificate lists the planning instruments that apply to your land. If you have recently purchased your site, you may have a planning certificate, as they form part of the sale contract. Otherwise you can purchase one from council directly.
2. Download a property report from the NSW planning portal at <https://www.planningportal.nsw.gov.au/>
<https://www.planningportal.nsw.gov.au/sites/default/files/documents/2019/Spatial%20Viewer%20QRG%20Final.pdf>
 The report is free and provides a simple overview of the key planning controls that apply to your site.
3. Visit your council or the Councils website. Council’s website is a great source of planning information and specifically deals with the controls that apply to your local area. Including some of the following;
 - [Local Environmental Plans \(LEPs\)](#)
 - [Development Control Plans \(DCPs\)](#)
 - [State Environmental Planning Policies \(SEPPs\)](#)
 - [Application forms](#)
 - [Checklists](#)
 - [Useful links](#)

Getting information about what you will need for your development:

PRE DA MEETING

You can book a Pre-DA meeting with Council's planning department on 1300 345 345. You will need to book ahead to ensure that relevant staff are available to meet with you and your team. It is suggested that if there are any technical questions that may require expertise from staff from another department (for example, questions regarding building standards) that you let the staff member booking the appointment know so that we can organise for other department members to be present at the meeting.

While Council endeavours to provide accurate and reliable information at these meetings any advice provided is not legally binding and all information will be provided in good faith and on a without prejudice basis. No decisions regarding your development will be made at the Pre DA stage. You may wish to seek your own independent town planning and/or legal advice in regards to your development at this early stage as well to assist in the preparation of your application

CHECKLISTS

Council has DA checklists that are available online and provide a general list of the information that would usually be required for certain types of development. If you have any questions about any of the items listed please feel free to call 1300 345 345 to discuss your situation with one of Council's planning staff.

FEES

Fees associated with lodgement of a Development Application are set by the State Government and Council. Fees are based on the cost of works proposed and they can be found on Councils website or alternatively you can obtain a written quote by emailing planning@snowymonaro.nsw.gov.au with a description of your development, estimated cost of works and details of which applications you require a quote.

PREPARING THE DEVELOPMENT APPLICATION

In preparing your DA you may need an architect or building designer to prepare (and cost) your plans, plus a number of specialists, depending on your site and your proposal e.g. land surveyor, engineer, ecologist and town planner. You can find experienced people by:

- Talking to friends and neighbours who have done similar work.
- Looking at similar designs locally and asking the owners.
- Searching at professional organisation registration websites.

In some cases applicants can draw their own plans for the development; however, while this is possible the plans are required to be legible, accurate and meet certain criteria.

DOCUMENTATION

Development applications require the following plans to be submitted:

- Site Plan
- Architectural Plans which include, elevations, floor plans, roof plans and section plans.

The following additional plans may be required (while this information can be submitted on the site plan it may be more practical and appropriate to provide the information on its own plan):

- Landscaping plan
- Parking and access plan
- Stormwater plan
- Survey plan
- External colours and material plan

Site Plans

- Show the boundary dimensions and site area
- Include the location of any easements on the property
- Describe the existing levels of land (this is shown with the use of contours)
- Show the location and uses of buildings on adjoining sites
- For sites not serviced by Council wastewater system show the location of any on-site sewage management system, including trenches
- Show the proposed method of draining stormwater from land/building, including on-site detention
- Describe and show the proposed landscaping, earthworks and treatment of land (including plant species and mature height)
- Show the location of outdoor clothes drying facilities
- Have a true north point shown
- Show existing vegetation/trees
- Be drawn to scale
- Show the location of any proposed water tanks
- Show the location of proposed building/s or works, including distances to boundaries, existing buildings and any adjoining development
- Show the location of any existing services on the site including water, sewer, electricity lines, gas, telephone and stormwater
- Show the driveways, parking arrangements, and entry and exit points for vehicles. This must include dimensions, width, maximum grade, paths of travel of vehicles and proposed standard of construction (eg, dirt track, graded gravel, bitumen sealed, concrete)
- Show the garbage disposal/collection area

Elevations

Elevations must be drawn to scale with dimensions and show:

- External finishes
- Height of the building (including to top roof line)
- Floor heights from ground
- Levels of cut and fill (if any)
- Height of retaining walls (if any)

Floor Plans

Floor plans must be drawn to scale with dimensions and show:

- Room uses
- Room sizes
- Room layout
- Location of any solid fuel heaters
- Locations of windows/doors

You will also need to submit a Statement Environmental Effects with your development application. A Statement of Environmental Effects (or SEE) details and explains the likely impacts of the proposed development both during and after the development, and the proposed measures that will mitigate these impacts. The size and complexity of the SEE will depend on the development proposed,

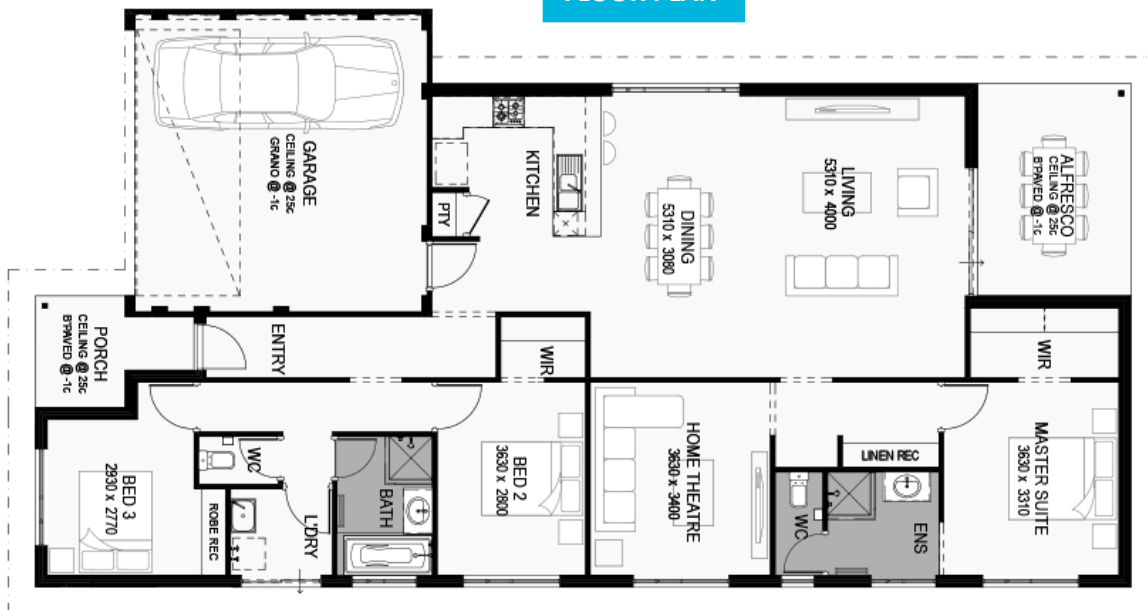
Helpful Hint

For new houses and where works residential buildings where the value of building work exceeds \$50,000 you will need a BASIX certificate. For additional information visit www.basix.nsw.gov.au

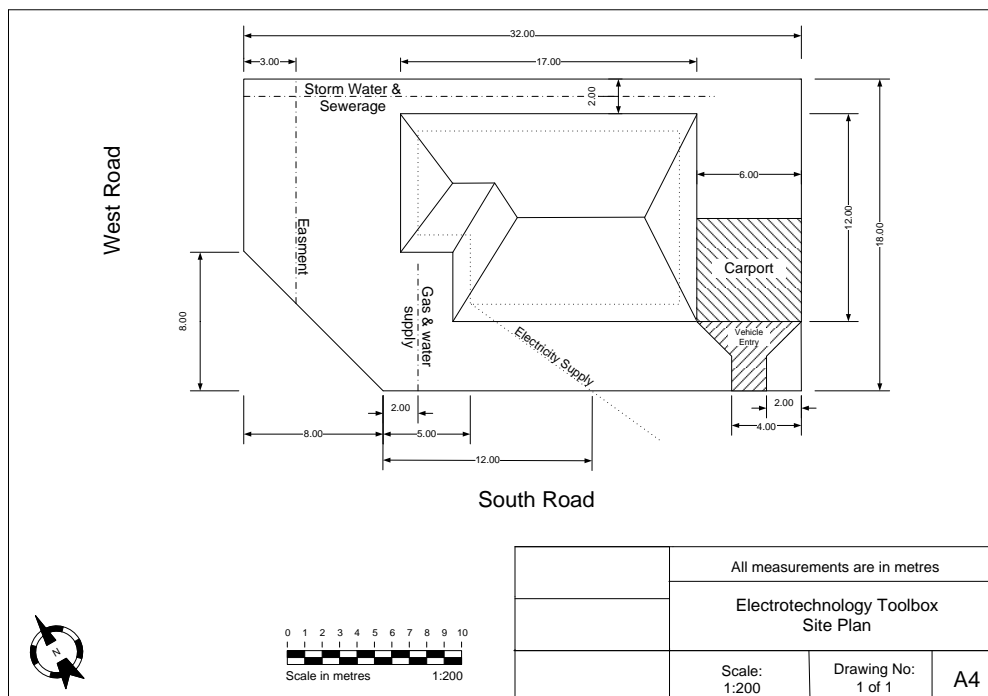
Some of the commitments you make on these are required to be shown on your DA plans prior to Council being able to approve your development. Before submitting your plans to Council it is suggested that you double check your plans to ensure all required information is shown.

Council has a proforma SEE on our website that is sufficient for most developments this guide relates to.

FLOOR PLAN



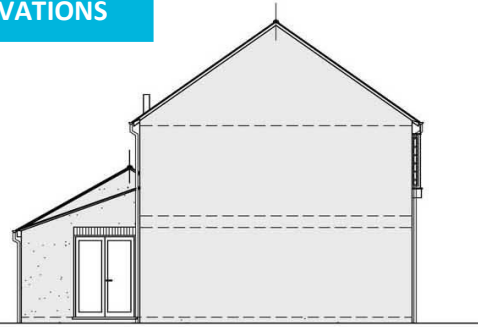
SITE PLAN



ELEVATIONS



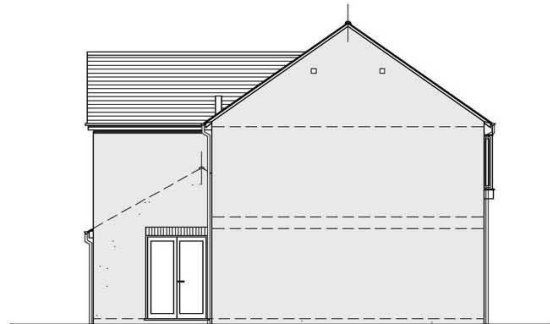
North (Rear) Elevation - Existing



West (Side) Elevation - Existing



North (Rear) Elevation - Proposed



West (Side) Elevation - Proposed