

Development Applications

The following table is a summary of the submission requirements for various development types. It should be seen as a starting point, rather than a complete list. Further information, including requirements, can be found in the relevant sections of [DCP 2023](#).

Nothing in this checklist precludes Council from requesting additional information, where Council is of the opinion that the information will assist in the assessment of an application.

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Development Application Lodgement Matrix

Key:															
✓ Required															
○ Required if relevant to proposed development															
Documents		Subdivision	Single dwelling	Ancillary structures	Swimming pool	Secondary dwelling	Dual occupancy	Multi dwelling housing / residential flat building	Commercial	Industrial	Community facility	Sex industry establishment	Signs	Demolition / earthworks	
Architectural Plans	Demolition plan		○	○	○	○	○	○	○	○	○		○	✓	
	Elevations and sections		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Floor plan		✓	✓		✓	✓	✓	✓	✓	✓	✓			
	Hunter Water stamped plans	○	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	✓	
	Landscape plan	○						✓	○	○	○	○			
	Mine subsidence advisory stamped plans	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Shadow diagram		○	○		○	○	○	○	○	○	✓	✓		
	Site plan		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Site survey		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Subdivision plan	✓						○	○	○					
Engineering Plans	Draft construction traffic management plan	○	○	○	○	○	○	○	○	○	○			○	
	Electric vehicle report		○				○	○	○	○					
	Erosion and sediment control plan	○	○	○	○	○	○	○	○	○	○			○	
	Flood information certificate		○	○	○	○	○	○	○	○	○	○			
	Preliminary assessment of acid sulfate soils	✓	○	○	○	○	○	○	○	○	○		○	○	

Documents	Key:												
	Subdivision	Single dwelling	Ancillary structures	Swimming pool	Secondary dwelling	Dual occupancy	Multi dwelling housing / residential flat building	Commercial	Industrial	Community facility	Sex industry establishment	Signs	Demolition / earthworks
Stormwater/water cycle management plan	○	✓	✓	○	✓	✓	✓	✓	✓	✓			
Traffic impact assessment	○						○	○	○	○			
Aboriginal Heritage Information Management System search	○	✓	✓	✓	✓	✓	✓	✓	✓	○	○	○	✓
Access report	○						○	○	○	○	○		
Acoustic report/noise impact assessment		○			○	○	○	○	○	○	○		
Arborist report		○	○	○	○	○	○	○	○	○	○	○	○
Basix certificate		✓	○	○	✓	✓	✓						
Bush fire assessment report	○	○		○	○	○	○	○	○	○	○		
Cost summary report/quantity surveyors report	○	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CPTED assessment report							○	○	○	✓	✓		
Heritage impact statement	○	○	○	○	○	○	○	○	○	○	○	○	○
Liveable Housing Australia certification						✓	✓						
Preliminary archaeological assessment report	○	○	○	○	○	○	○	○	○	○	○	○	○
Reflectivity modelling report							○	○	○	○	○	○	
Site waste minimisation and management plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Supporting documents

Documents	Key:												
	Subdivision	Single dwelling	Ancillary structures	Swimming pool	Secondary dwelling	Dual occupancy	Multi dwelling housing / residential flat building	Commercial	Industrial	Community facility	Sex industry establishment	Signs	Demolition / earthworks
Social impact comment or assessment	○						○	○		○	○		
Statement of environmental effects	○	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

General architectural plan requirements

All plans submitted with a development application must	<ul style="list-style-type: none"> be drawn to scale, with scale shown on plans (generally 1:100, 1:200, or 1:500) (excluding demolition plan) indicate north point (excluding demolition plan) have a title block that includes at a minimum, the details of plan drawer, address, date the plan was produced, sheet number and a version number where a development proposes works within a strata development, a letter of authorisation (to the development as proposed) is to be submitted with the application. The letter is to include the company seal of the body corporate owner's consent is required to be confirmed on lodgement through the NSW Planning Portal.
Demolition plan	A demolition plan is required where any demolition work is proposed. A demolition plan must identify all buildings and structures proposed to be demolished and what is to be retained.
Elevations	<p>Include the following:</p> <ul style="list-style-type: none"> for residential development, show applicable building envelope all elevations for existing and proposed buildings including dimensioned heights, roof profile, external doors and windows the finished floor level, ceiling height and finish ground level description of direction of each elevation all proposed signs (where applicable). A signage strategy will be needed for all development requiring signage aside from home business, home industry and home occupation. See section C9 of DCP 2023 for further information. <p>Note: Elevations are required for all new buildings and structures and for any development that proposes changes to the exterior of any building or structure.</p>
Sections	<p>Include the following:</p> <ul style="list-style-type: none"> finished floor levels natural and finished ground levels related to Australian Height Datum

	<ul style="list-style-type: none"> • floor to ceiling heights • side and rear building envelopes.
Floor plan	<p>Include the following:</p> <ul style="list-style-type: none"> • dimensioned plans for each floor • internal layout showing doors, windows & rooms • location of toilets, service areas etc (for applicable developments) • identification of all rooms (existing and proposed) • for proposals involving alterations or additions to an existing building, identification of the existing building • key to sections (cross referenced to relevant drawing and version number) • finished floor levels related to Australian Height Datum • table of gross floor area.
Hunter Water stamped plan	<p>Developments are to satisfy the requirements of the Hunter Water Corporation (HWC) prior to lodgement of a development application with CN. Evidence of consultation with HWC, including plans stamped by HWC must be provided.</p>
Landscape plan	<p>Include the following:</p> <ul style="list-style-type: none"> • proposed landscaped areas including dimensions • proposed planting details, including plant species and common name, total number of each species of plant proposed and planting (pot) size • trees on the site proposed to be retained and removed • trees on adjacent sites within 5m of any proposed new works • surface treatments showing pervious and impervious surfaces • for residential development areas of private open space. <p>For further information refer to Landscape Technical Manual.</p>
Subsidence Advisory NSW	<p>Stamped plans from Subsidence Advisory NSW are to be submitted with all applications for developments on land in a mine subsidence district. The location of these can be found on the NSW Planning Portal Spatial Viewer.</p>
Shadow diagram	<p>Show the following:</p> <ul style="list-style-type: none"> • natural and finished ground levels related to Australian Height Datum • the location of proposed buildings and structures • shadows cast by existing and proposed buildings, and proposed and existing fences at 9am, noon and 3pm on 21 June (the winter solstice) • the location of all buildings, windows and private open space on adjoining or adjacent blocks that are affected by those shadows • elevations of buildings on adjoining or adjacent blocks that contain windows to habitable rooms affected by shadows cast. Where possible the type of habitable room affected should be indicated (e.g. bedroom, dining room). <p>Note: Shadow diagrams are required for all buildings or structures over one storey in height.</p>
Site plan	<p>Show the following:</p> <ul style="list-style-type: none"> • directly relates to the submitted survey plan • the levels and contours of the site and any proposed level changes (using Australian Height Datum) • boundaries of the site with bearings and distances, and nominate site area • all easements on the site • location and identification of existing and proposed structures with dimensions to boundaries • areas for any existing and proposed landscaping

	<ul style="list-style-type: none"> • location of existing trees • location of existing and proposed driveways and vehicle crossings (note: all new vehicle crossings are to be in accordance with AS2890 Parking Facilities and CN standard drawings) • vehicle crossing profile from the centre line of the road to the proposed parking (in accordance with CN standard drawings) • existing and proposed parking spaces and loading bays on the site (note: all parking and loading areas are to comply with the provisions of AS2890 Parking Facilities and dimensions are to be provided to demonstrate compliance).
Site survey	<ul style="list-style-type: none"> • the boundaries of the site • the levels and contours of the site (using Australian Height Datum) • the location of each building or structure on the site and adjoining sites • location and type of all easements • location of all trees on site and within 3m of proposed works on adjoining sites or public land.
Subdivision plan	<ul style="list-style-type: none"> • existing lots including dimensions, lot sizes, easements and any structures • proposed lots including dimensions, lot identification, bearings, lot sizes, easements, and services connections • identify any existing and proposed structures on boundary (e.g. party walls) • in addition, for strata subdivisions: <ul style="list-style-type: none"> ○ identification of each lot/part lot ○ floor plans ○ common property areas ○ any associated parking.

Engineering Plans

Draft construction traffic management plan	<p>Required when it is likely that the demolition and construction phases of a development will significantly impact traffic movement, pedestrians, cyclists and/or parking.</p> <p>See section C1 of DCP 2023 for further information.</p>
Electric vehicle report	<p>An electric vehicle report is required for all applications with an estimated cost of \$200,000 or more that involves car parking, excluding applications for alterations and additions to dwelling houses, semi-detached dwellings, secondary dwellings and dual occupancies.</p> <p>The report should include:</p> <ul style="list-style-type: none"> • an electrical plan • specifications for any off-street car parking (including electric circuitry) • any electric kiosk requirements • location and specifications for electric vehicle wiring and / or charging point(s). <p>See section C1 of DCP 2023 for further information.</p>
Erosion and sediment control plan	<p>An erosion and sedimentation control plan is required for works where land disturbance is greater than 250m² but less than 2500m². When more land disturbance is proposed, a Soil and Water Management Plan will be required.</p> <p>The plan will show how soil and storm water will be managed onsite including water courses, soil stockpiles planned and any control measures proposed.</p>

	See section C5 of DCP 2023 for further information.
Flood information certificate	<p>A Flood information certificate is to be submitted with all applications for developments on sites identified as flood prone land. The proposed development is to be in accordance with the flood planning levels nominated on the issued flood information certificate.</p> <p>Note: The flood information certificate must have been issued not more than 12 months from the date of lodgement of your development application.</p>
Preliminary assessment of acid sulfate soils	<p>Where required under clause 6.1 Acid sulfate soils, of LEP 2012, an acid sulfate soils management plan or preliminary assessment of the proposed works will be required.</p> <p>A preliminary assessment of proposed works will address the following:</p> <ul style="list-style-type: none"> • characteristics of the proposed works • whether acid sulfate soils are present on the site and if they are in such concentrations so as to warrant the preparation of an acid sulfate soils management plan. <p>See section C5 of DCP 2023 for further information.</p>
Stormwater/water cycle management plan	<p>Either a stormwater or water cycle management plan will be required for most proposals. A stormwater management plan must show the following:</p> <ul style="list-style-type: none"> • the location of all buildings (including floor levels), driveways and impervious surfaces • location and design of proposed system including onsite reuse and detention tanks and discharge points • onsite reuse or detention tank – location, volume and calculations • the discharge point of the site into the public drainage system • any overland flow paths which drain through the property or adjacent to the property • the location, size and depth of easements or drainage pipelines • the location of any watercourses or bushland passing through or adjacent to the property. <p>A water cycle management plan is more complicated and will show hydrological and hydraulic modelling.</p> <p>See section C4 of DCP 2023 for further information.</p>
Traffic impact assessment	<p>Traffic generating development under State Environmental Planning Policy (Transport and Infrastructure) 2021 must provide a traffic impact assessment and parking survey prepared by a suitably qualified and experienced transport professional.</p> <p>Further information can be found in section C1 of DCP 2023.</p>
Supporting Documents	
Aboriginal Heritage Information Management System search	<p>Any proposal that involves ground disturbance or excavation must submit a copy of the Aboriginal Heritage Information Management System 'Basic Search' conducted with a buffer of 200m of the development site. Depending on the outcomes of the search, further information, such as the Aboriginal Heritage Information Management System 'Extensive Search' and a preliminary Aboriginal cultural heritage due diligence investigation may be required.</p> <p>See section B4 of DCP 2023 for further information.</p>

Access report	<p>Any application, including for change of use, where access constitutes a substantive public interest aspect of the proposal, must be accompanied by an access report.</p> <p>See relevant land use section in Part D of DCP 2023 for further information.</p>
Acoustic report or noise impact assessment	<p>An acoustic report or noise impact assessment is warranted when a noise-producing development is proposed near noise-sensitive areas or, conversely, when a noise sensitive development is proposed in a noisy area.</p> <p>An acoustic report should:</p> <ul style="list-style-type: none"> • consider and apply relevant noise guidelines or policies – for example, those nominated by planning authorities in planning instruments (e.g. development control plans and/or planning approvals) or in pre-DA meetings for a development • clearly describe assessment methodologies and include calculation data • adequately consider relevant factors such as the effects of weather, extraneous noise sources, potentially annoying characteristics of noise sources, and operating conditions at the time of measurements • ensure any recommendations concerning acoustic attenuation are feasible and can be practically implemented. <p>See the relevant land use section in Part D of DCP 2023 for further information.</p>
Arborist report	<p>Where one or more trees are proposed to be removed, and the removal does not meet one of the exemptions in Section C3 of the DCP 2023, a report prepared by a consulting arborist is required.</p> <p>See section C3 of DCP 2023 for further information.</p>
BASIX certificate	<p>A BASIX certificate is required for all new residential development, including alterations and additions with an estimated cost of works \$50,000 or greater, as well as swimming pools (or pool & spa) with a capacity greater than 40,000 litres. All BASIX commitments must be marked on the plans.</p> <p>Note: The BASIX certificate must have been issued not more than 3 months from the date of lodgement of your development application with CN.</p>
Bush fire assessment report	<p>A bush fire assessment report is to be submitted with all application for sites identified as bushfire prone land. The report is to be in accordance with the provisions of Planning for Bushfire Protection 2019.</p> <p>Further information can be found in section B2 of DCP 2023.</p>
CPTED assessment report	<p>Developments that create a risk of crime or intend to sell alcohol will need to submit a CPTED report. A CPTED report will provide an indication of both the magnitude and likelihood of crime and then consider how these are addressed through CPTED treatments.</p> <p>See section C7 of DCP 2023 for further information.</p>
Heritage impact statement	<p>All developments located on or in the vicinity of land which is a heritage item or in a heritage conservation area will need to be accompanied by a heritage impact statement. The statement must be to the level of detail required to assess the potential impact of the proposed development and how any impact arising from the changes will be mitigated.</p> <p>Further information can be found in section E1 of DCP 2023.</p>
Liveable Housing Australia certification	<p>Residential development, excluding single dwellings, must be accompanied by a Liveable Housing Australia Provisional Design Certificate issued by a registered LHA Assessor.</p>

	Further information can be found in section C13 of DCP 2023 .
Preliminary archaeological assessment report	<p>Any proposal that involves ground disturbance or excavation (including demolition works) and where the development site is identified as an archaeological site or potential archaeological site by the Newcastle Archaeological Management Strategy 2015 or Schedule 5 in LEP 2012, a preliminary archaeological assessment report is required.</p> <p>Further information can be found in section B5 of DCP 2023.</p>
Reflectivity modelling report	<p>Development with an estimated development cost over \$1,000,000 within the Newcastle city centre, Wickham, renewal corridors and local centres will require a reflectivity modelling report except for heritage items and contributory buildings in heritage conservation areas, single dwellings, dual occupancies, secondary dwellings and multi-dwelling housing.</p> <p>See section B6 of DCP 2023 for further information.</p>
Site waste minimisation and management plan	<p>For developments proposing demolition or the generation of operational waste, a site waste minimisation and management plan detailing:</p> <ul style="list-style-type: none"> • volume and type of waste and recyclables to be generated • storage and treatment of waste and recyclables on site • disposal of residual waste and recyclables • operational procedures for ongoing waste management once the development is complete • details the method of recycling or disposal and the waste management service provider. <p>Note: a site waste minimisation and management plan template is available from the City of Newcastle web page.</p>
Social impact comment or assessment	For developments including 20 or more dwellings, commercial, industrial or larger scale community facilities, a social impact comment or social impact assessment will be required. The type of report and level of detail required depends on the nature and location of the development as described in section C8 of DCP 2023 .
Statement of environmental effects	<p>A statement of environmental effects (SEE) is required for all development applications (apart from designated development, which requires an environmental impact statement). The information required will vary according to the type of development. The SEE must address:</p> <ul style="list-style-type: none"> • the environmental impacts of the development • how the environmental impacts of the development have been identified • details of requirements under Council's Development Control Plan • justification for variations to Development Control Plan • the steps to be taken to protect the environment or to lessen the expected harm to the environment • justification for variation to development standards • 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.

Further Information

This guide outlines the **minimum information requirements** for development application documentation. Additional plans and reports may be required depending on the development type or constraints affecting the subject site.

If you have any further questions about this checklist or the lodgement information requirements for your specific proposal, please contact CN's Development Duty Service by telephone on 02 4974 2036 or dutyofficer@ncc.nsw.gov.au.