

Required Information

This document summarises the submission requirements for applications for **commercial, industrial and/or mixed use developments that propose additional floor area** and consists of two parts:

- **Part One** contains the submission requirements for a Development Application (DA).
- **Part Two** contains the submission requirements for a Construction Certificate (CC).

A copy of this checklist on Council's website it contains hyperlinks to documents and websites that will assist you in the preparation of your application.

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. All plans should be drawn to scale, in ink, on unlined paper and coloured to distinguish new work from existing structures.

Electronic Submission of Documents

Council no longer requires paper copies to be submitted with an application. An electronic copy of all documents - including all written reports/ statements and plans is required to be submitted. Council requests all documents use the following naming convention, any naming conventions outside of the examples provided may result in a delay in the registration of your application:

- Application Form - 25 City Street Newcastle
- Architectural Plan - 25 City Street Newcastle
- Hunter Water Stamp Plan - 25 City Street Newcastle
- SEE - 25 City Street Newcastle
- Stormwater Plan - 25 City Street Newcastle
- Engineering - 25 City Street Newcastle
- Notification Plan - 25 City Street Newcastle

Part One: Development Application (DA) Checklist

Insert a tick (✓) in the column titled "Applicant" items where the information has been provided or left blank where not applicable. The relevant sections will be dependent on the application.

Development Applications		Applicant's column to be marked with a tick (✓) if applicable	
Submission Requirements	Required when?	Applicant	Staff
1. A Completed Application Form and this completed checklist (1 electronic copy). A Development Application form is to include consent of all owner/s, contact phone numbers for the applicant and owner and an accurate assessment of the cost of works. The cost of works must include both the cost of materials and the market value of labour. The cost of works will be checked against industry cost guides and you may be required to provide a report from a Registered Quantity Surveyor to substantiate estimates, where the amount is below industry standards.	All applications.		
2. An Electronic Copy of the Application (1 copy). A pdf copy of all documents and plans contained in the application is required on a non-returnable CD or USB stick. More information can be found in the document titled Application and Plan Standards .	All applications.		
3. Site Analysis Plan (1 electronic copy), drawn to a	All applications.		

Development Applications		Applicant's column to be marked with a tick (✓) if applicable	
Submission Requirements	Required when?	Applicant	Staff
<p>scale of 1:200 or 1:500):The plan is to include the following details:</p> <ul style="list-style-type: none"> • Orientation • north point (true north) • scale (show ratio and bar scale) • Property details, including property boundaries, dimensions and areas (existing and proposed) • lot and deposited plan numbers • site area (square metres or hectares) • proposed and existing easements, rights of way, sewer mains and services • Landform and vegetation • contours or spot levels (extend contours into adjoining roads and properties) to Australian Height Data (AHD) • differences in ground levels between the site and adjoining land • stormwater drains, flow paths, drainage easements, watercourses, channels, etc. • extent of any known land filling or contaminated soil • landscape features: cliffs, embankments, retaining walls, foreshores, wetlands, etc. • important views: from the site, from adjoining land • existing vegetation on-site and on adjacent land, streets and reserves: show location, height, canopy spread, species existing roads and pathways • extent of any environmental constraint areas 			
<p>4. Site Plan (1 electronic copy) The plan is to include:</p> <ul style="list-style-type: none"> • the north point • boundary dimensions, • the general fall of the site, finished levels (contours or spot levels in AHD). • the building footprint and the distances of the proposal to the boundaries and all buildings on site, • the location and type of all trees located within the footprint of the proposed works and within 5 metres of the proposed works, including trees on neighbouring properties, public places or footpaths, • any easements and the location of any powerline, transmission line, underground powerline or electricity substation or tower within the vicinity of the proposed works, • the location of all existing structures and those to be demolished, new work must be clearly distinguished. • the position of any street or lane adjoining the site, • car parking areas and dimensions (show direction of traffic movement, driveway location and • waste bin storage and collection facilities. 	All applications.		
<p>5. Objection to development standard (1 electronic copy) Clause 4.6 of LEP 2012 enables consideration of a written request justifying the contravention of any development standard. The request must demonstrate:</p> <p>(a) that compliance with the development standard is unreasonable or unnecessary in the circumstances, and</p> <p>(b) that there are sufficient environmental planning</p>	All application where it is proposed to vary a standard or standards		

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Submission Requirements	Required when?	Applicant	Staff
grounds to justify contravening the development standard.			
6. Elevations (1 electronic copy). Elevations are to be a fully dimensioned plan showing all faces of the building, existing and proposed windows, and existing and finished floor levels, the height above natural ground level, the type of material to be used in construction. New work must be clearly distinguished.	All applications.		
7. Floor Plans (1 electronic copy). A fully dimensioned plan showing the size and use of each room/area. New work must be clearly distinguished. Floor plans for additions and alterations to an existing building must show the existing room layout including all existing windows, doors etc.	All applications.		
8. A section through the building (1 electronic copy). Sections are to show the proposed method of construction and must be fully dimensioned. Sections for buildings with suspended floors must indicate the subfloor clearance of the floor.	All applications.		
9. A driveway section (1 electronic copy, drawn to a scale of 1:100). The section is required on steep sites. The driveway should be designed to comply with AS2890, Section 3.02.10 of DCP 2012 and have a maximum gradient of 1:4 with transition grades.	Required where there are changes to existing or new car spaces proposed.		
10. Shadow Diagrams (1 electronic copy, drawn to a scale of 1:100). The diagrams should indicate in plan view the shadowing impacts for 21 June, for 9am, 12 and 3pm (inclusive) and indicate: <ul style="list-style-type: none"> the existing and proposed shadows, the footprint of buildings and solar panels on adjoining sites, and the impact on adjoining living areas and adjoining private open space. It will be necessary to prepare elevation views where windows to living areas are impacted upon. 	Required where adjoining properties are likely to be impacted.		
11. Notification Plans (6 copies drawn to a scale of not less than 1:200): A4 or A3 size plans including site plan, elevations, dimensions of the proposal and all relevant setbacks.	All applications.		
12. Statement of Environmental Effects (SEE) (1 electronic copy). The statement should address the environmental impacts of the proposed development and any steps taken to protect the environment and lessen the expected impact. The statement should address the following matters: <ul style="list-style-type: none"> The environmental impacts of the development; How the environmental impacts of the development have been identified e.g. any reports or investigations; The steps to be taken to protect the environment or to lessen the expected harm to the environment; and Whether or not the development complies with Council's policies (i.e. LEP or DCP) and any applicable legislation including the Ecological Sustainable Development principles contained with 	All applications.		

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Submission Requirements	Required when?	Applicant	Staff
<p>the DCP 2012. Justification for any part that does not comply with policies or legislation should be provided in the statement.</p> <p>For further information on how to prepare a Statement of Environmental Effects please refer to the information sheet on Council's web site.</p>			
<p>13. Hunter Water Stamped Plans. The applicant will be required to satisfy the requirements of the Hunter Water Corporation (HWC). Evidence of consultation with HWC, including plans stamped by the Hunter Water Corporation must be provided. The Corporation has an office located at 36 Honeysuckle Drive, Newcastle and can be contacted on 1300 657 657. For more details on their requirements see their website.</p>	All applications		
<p>14. Mines Subsidence Stamped Plans. All applications on properties affected by Mines Subsidence are required to have the plans stamped by the Mines Subsidence Board. Minor structures may be 'Deemed Approved' by the Mines Subsidence Board and be exempt from the need for referral to the Board. The Mine Subsidence Board is located at 117 Bull St Newcastle West, phone (02) 4908 4300 (see their website for more information).</p>	Required where the property is within a Mine subsidence Area.		
<p>15. Fire Safety Schedule (1 electronic copy). A list of all fire safety measures that exist or are proposed for the building and the standard to which they are installed must be provided with the application. The location of the measures must be indicated on the floor plan.</p>	Required for all changes of use and additions to existing buildings.		
<p>16. A BASIX Certificate (1 electronic copy) The certificate is to confirm compliance with the Government's sustainability targets. Certificates. The plans and specifications must identify the BASIX commitments. Applicants can generate the BASIX Certificate only on the NSW Department of Planning's BASIX website.</p>	Required for all dwellings with a cost of works of \$50,000 or greater.		
<p>17. A schedule of materials and colours of the façade (1 electronic copy). Each sample of the material and colour provided in the schedule must:</p> <ul style="list-style-type: none"> • Describe the composition of the material and colour, • Describe the architectural feature that will compromise the material and colour, • Identify the location of the material and colour of facades. 	Required where the proposal is visible from the street.		
<p>18. Arborist Report and statement of consistency (1 electronic copy): The report is to include:</p> <ul style="list-style-type: none"> • the Tree Retention Value Assessment of each tree in accordance with the requirements of the Tree Management of DCP 2012 Section 5.03 and the Newcastle DCP 2012 Technical Manual "Urban Forest Technical Manual", • the heritage assessment requirements of the Newcastle LEP (if the tree is heritage listed or on a land containing a heritage item), and • any tree protection measures proposed to be implemented on site. 	<p>Where trees are located within 5 metres of a proposal and:</p> <p>i) they are proposed to be removed or pruned and do not constitute exempt or complying development or</p> <p>ii) they are to be maintained.</p> <p>See * for exemptions</p>		

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Submission Requirements	Required when?	Applicant	Staff
<p>The statement is to indicate that the development application has given regard to the content of the arborist report.</p> <p>* The application will be accepted without an arborist report in new residential estates. This does not prevent a report being requested at a later date.</p>			
<p>19. Survey of Existing Australian Height Datum (AHD) (1 electronic copy). Where the property is affected by flooding, a survey of the existing floor level is to be provided to AHD indicating the floor level above the flood planning level. The flood planning level can be obtained from Council by applying for a Flood Information Certificate.</p>	Required where works are proposed and the property is a flood controlled lot.		
<p>20. Landscape Plan (1 electronic copy). The plan will demonstrate an understanding of the site and its context and show the following details:</p> <ul style="list-style-type: none"> • north point • scale (show ratio and bar scale) • finished surface levels, embankments and grades (indicate extent of cut and fill) • existing trees to be retained or removed • proposed planting principles (indicative species, location, approximate quantity and mature height) • proposed surface treatments (eg turf, paving, bank stabilisation) • proposed fences and retaining walls (indicate height and material) • the total landscaped area <p>For design details and the required qualifications of designers refer to, Section 7.02 Landscaping, Open Space and Visual Amenity and the Landscaping Technical Manual. All documentation is to be prepared by competent and experienced designers. The name and contact telephone number of the Landscape Architect or design consultant is to be indicated on the required documentation.</p>	Refer to Section 7.02 Landscaping, Open Space and Visual Amenity for guidance on when a landscaping plan is required.		
<p>21. Stormwater or Water Cycle Management Plan (1 electronic copy, drawn to a scale of 1:100 or 1:200): The plan is to illustrate how stormwater will be managed on the site. The level of detail required in the plan will be dependent on the size of the development, as outlined in subclauses a) and b) below. The plans are to indicate the following details:</p> <ul style="list-style-type: none"> • north point • scale (show ratio and bar scale) • existing surface contours (AHD values) • proposed finished surface contours (AHD values) • proposed building locations and finished floor levels (AHD values) • infiltration measures (eg soakage trenches, swales, landscaping, permeable pavements, etc) • discharge points to the stormwater drainage system (show levels at these locations) • any overland flow paths or flood liable areas present on the land • notional location and levels of proposed stormwater pipes and drainage pits • notional location and approximate area of any proposed on-site detention (OSD) facilities • proposed OSD stored water levels and emergency spillways • existing or proposed drainage easements across adjoining land, and • is to comply with Section 7.06 Stormwater of Council's Development Control Plan 2012 and the Stormwater and Water Efficiency Technical Manual. 			
<p>a) Stormwater Management Plan</p>	All applications, except those identified in 23b)		

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Submission Requirements	Required when?	Applicant	Staff
<p>b) Water Cycle Management Plan The water cycle management plan is part of the overall concept of ecologically sustainable development and is required for larger developments (see next column). Plans should detail the whole of the water cycle and identify where and how improved sustainability is achieved. The plans should address:</p> <ul style="list-style-type: none"> • Supply – importation of mains water, collection of rain water, interception of ground water • Use – drinking, bathing, washing, cleaning, toilet flushing, industrial processing and irrigation as applicable • Treatment – filters, ponds, chlorination, biocycles and heating as appropriate, • Discharge – sewer, stormwater, evapotranspiration, ground water • Public Health Issues – potentially associated with use and reuse of water. <p>For developments where more than 5000m² of land is to be disturbed, hydrological and hydraulic modelling assessment is required. The modelling is to be carried out in accordance with Section 7.06 Stormwater of the DCP and Stormwater and Water Efficiency Technical Manual.</p>	<p>Required where the application is for a development that:</p> <ul style="list-style-type: none"> • Incorporates 20 or more dwellings; or • Accommodates more than 50 staff and/or clients; or • Involves the use of more than 1 hectare of land for commercial, industrial or special use purposes. 		
<p>22. A completed Broad Scale Development Assessment Checklist (2 copies). The checklist is a self assessment checklist against the design criteria for water sensitive design in Newcastle DCP 2012 Section 7.06 Stormwater and Section 7.07 Water Efficiency</p>	<p>For development of a scale greater than dual occupancies in size. However, site circumstances may require a checklist to be submitted after lodgement.</p>		
<p>23. Erosion and Sediment Control or Soil and Water Management Plan (1 electronic copy, drawn to a scale of 1:100 or 1:200): The plan is to illustrate how runoff and soils will be managed on the site. The level of detail required in the plan will be dependent on the size of the development, as outlined in subclauses a) and b) below.</p> <p>Both plans are to illustrate how runoff and soils will be managed on the site and show the following details:</p> <ul style="list-style-type: none"> • extent of earthworks, stockpiles, access roads, impervious areas, construction entrances, • drainage lines • proposed runoff diversion measures, such as earth perimeter banks and channels, straw • bale perimeter banks, diversion banks and channels, level spreaders, drop down drains and • check dams • proposed sediment trapping devices, such as sediment fences, sediment traps • revegetation and stabilisation areas 			
<p>a) Erosion and Sediment Control Plan Plans are to be prepared in accordance with 'Managing Urban Stormwater: Soils and Construction - Volume 1, 4th edition 2004 (the 'Blue Book')</p> <p>OR</p> <p>b) Soil and Water Management Plan: This is an enhancement of the basic erosion and sediment control plan. Stormwater quality treatment measures</p>	<p>All applications except those identified in 24b)</p> <p>Required where the application is for a development that:</p>		

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Submission Requirements	Required when?	Applicant	Staff
<p>are to meet the pollutant criteria removal of Section 7.06 of the DCP.</p> <p>For developments where more than 5000m² of land is to be disturbed, hydrological and hydraulic modelling assessment is required. The modelling is to be carried out in accordance with Section 7.06.02 Stormwater and Section 7.07 Water Efficiency of the DCP and the Stormwater and Water Efficiency Technical Manual.</p>	<ul style="list-style-type: none"> • Incorporates 20 or more dwellings; or • Accommodates more than 50 staff and/or clients; or • Involves the use of more than 1 hectare of land for commercial, industrial or special use purposes. 		
<p>24. Waste Management Plan (1 electronic copy): The plan is to be prepared in accordance with Section 7.08 Waste Management. The plan should be based on waste avoidance, re-using materials, recycling and reprocessing materials, and waste disposal.</p>	Required where there will be likely generation of waste during demolition, construction and management phases of the development.		
<p>25. A 3D Model and photomontages: (1 electronic copy). The model is to be accompanied by an electronic file of the proposed development in the context of the Newcastle CBD.</p> <p>The photomontages are to include 'before' and 'after' streetscape representations of the development. The photomontages can consist of drawings of the development.</p>	Required where the development site is in the Newcastle CBD and has an estimated cost greater than \$1 million dollars, or exceeds two-stories in height, or development that is in a prominent location (gateway or corner sites).		
<p>26. A Flora and Fauna Assessment (1 electronic copy): The report should be prepared by a suitably qualified consultant and assess the impacts of the development on the any threatened species, significant and endangered communities and their habitats.</p>	<p>Required when the development site:</p> <ul style="list-style-type: none"> • contains native vegetation, which is defined as, 'any species of vegetation that existed in NSW before European settlement including trees, saplings, shrubs, scrub, understorey, groundcover or plants in a wetland'; • contains remnant native trees; • is adjacent to native vegetation if the study area has been extensively cleared; and/or • contains sensitive environmental areas likely to contain important habitat resources for fauna such as watercourses, wetlands or swamps, and rocky outcrops, caves, cliffs. Or 		

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	<p>If the proposed development:</p> <ul style="list-style-type: none"> will directly or indirectly impact on native vegetation by clearing, runoff, waste-water irrigation, Bushfire Asset Protection Zone's or natural features that sustain native species; may directly or indirectly have a significant impact on native vegetation or sensitive environmental areas that may contain habitat for threatened species, populations or ecological communities; and/or there is likely to be a significant impact on matters of national environmental significance under the (Commonwealth) Environment Protection and Biodiversity Conservation Act 1999. 		
<p>27. A 'Cost Summary Report' for Development Details and/or details of any proposed Voluntary Planning Agreement. (1 electronic copy): Applicants are encouraged to contact Council to determine the requirements for the particular development prior to lodging any application. Councils' form outlining the 'cost summary report for development is available on our Website. The s94 contribution plans that apply in the Newcastle LGA are: Section 94A Plan (applies to all development with a cost greater than \$100,000 in the city except where the Western Corridor S94 Contribution Plan 2013 applies), Western Corridor Section 94 Contribution Plan 2013 (Minmi, Maryland, Fletcher and parts of Wallsend and Elernmore Vale</p> <p>28. The S94 contribution plans that apply in the City of Newcastle are:</p> <p>Section 94A Plan (applies to all of the city except Minmi, Maryland, Fletcher i.e. Blue Gum Hills for development with a cost greater than \$100,000), Development Contributions Plan No-1 2005 (Blue Gum Hills - Minmi, Maryland, Fletcher), Development Contributions Plan No-4 2006 (Blue Gum Hills Transport Facilities</p>	<p>Cost Summary Report – required for developments triggering a S94A contribution i.e. the development has a cost greater than \$100,000 and results in an increased demand for public amenities and public services in an area.</p> <p>Voluntary Planning Agreement - required where it is proposed as an alternate to the payment of Section 94 or 94A levy.</p>		

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Submission Requirements	Required when?	Applicant	Staff
<p>29. Statements of intent to negotiate (1 electronic copy). The statement is to outline any negotiations that are in progress to acquire rights for easements to be created over adjoining properties and is to be signed by the owners of the affected properties.</p>	Required if proposed to create an easement over an adjoining property/s and the owner/s of the subject land is not owner/s of the land on which the application has been lodged.		
<p>30. A Geotechnical Report (1 electronic copy). The report is to be prepared by a suitably qualified person and demonstrate that land is:</p> <ul style="list-style-type: none"> suitable for its intended use, or demonstrate that remediation works will eliminate the risk. does not impact on the structural integrity of buildings, the health and safety of trees on either nearby properties and/or streets and the geodiversity of the local area. 	Required where the development site is considered to be at risk from landslip, subsidence, coastal erosion or any other potential hazardous ground conditions.		
<p>31. Affordable Housing Report (1 electronic copy): The report should address a number of matters set out in State Environmental Planning Policy (Affordable Rental Housing) 2009. The policy and guidelines are available from the Department of Planning and Infrastructure.</p>	<p>Required ONLY where:</p> <p>i) the existing accommodation has been identified (against an assessment under the State Environmental Planning Policy (Affordable Rental Housing) 2009) as a low rental accommodation residential building, and</p> <p>ii) is either to be altered, added to, subdivided, or in some circumstances, change the use of the building or demolished.</p>		
<p>32. Traffic Assessment Study (1 electronic copy): The study is to include an assessment of the proposed development's impact on traffic volumes and parking demand prepared by a qualified engineering consultant.</p>	Required where a development is triggered by Schedule 3 of the Infrastructure State Environmental Planning Policy or may potentially adversely impact on the locality.		
<p>33. SEPP 65 Design Verification and statement (1 electronic copy) The verification and statement must be prepared by a qualified designer and indicate that they directed the design that is based on the design quality principles of State Environmental Planning Policy No. 65 - 'Design Quality of Residential Flat Development'.</p>	Required where a development is 3 or more storeys high and contains 4 or more self-contained residential dwellings.		
<p>34. Bushfire Assessment Report (1 electronic copy) The application must demonstrate compliance with Planning for Bush Fire Protection (as amended). Additional information can be obtained from the RFS website and Council's bushfire prone land maps.</p>	Required where the property is identified as 'Bushfire Prone Land'.		

Development Applications		Applicant's column to be marked with a tick (✓) if applicable	
Submission Requirements	Required when?	Applicant	Staff
<p>35. A Social Impact Assessment (1 electronic copy) Council's Social Impact Assessment Policy for development applications outlines the circumstances in which a statement may be required and the required contents of any assessment. The report should be prepared by a qualified social impact practitioner.</p>	<p>Required where the development may have a social impact. e.g. major projects that are out of character within the urban context, involve an increased risk to public safety, involve a component to serve, sell or supply alcohol or likely to threaten the existing sense of community identity or cohesiveness.</p>		
<p>36. Land Contamination Report (1 electronic copy): There are five types of land contamination reports that may be required as part of an application:</p> <ul style="list-style-type: none"> • Initial site investigation report • Stage 1 Preliminary site investigation report • Stage 2 Detailed site investigation report • Stage 3 Remediation action plan • Stage 4 Validation report and, if required, site monitoring report <p>Some applications may only need to be accompanied by an initial site investigation report whilst others may require a number of reports. All reports except the initial site investigation report must be prepared by a suitably qualified consultant. An initial site investigation report may form part of the statement of environmental effects. Further information can be found in Section 5.02 Contaminated Land, The Contaminated Land Technical Manual and State Environmental Planning Policy 55- Contaminated Land.</p>	<p>Required where the development site is known to or is likely to be contaminated or when the proposed use is for a Childcare Centre.</p>		
<p>37. Acid Sulfate Soils Management Plan (1 electronic copy): The plan must be prepared by an appropriately qualified person and:</p> <ul style="list-style-type: none"> • Identify the extent of excavation and groundwater disturbance, • Establish whether acid sulfate soils are present on a site and if so whether the proposed works are likely to disturb those soils, • Establish whether a comprehensive acid sulfate soils management plan should be prepared, that outlines mitigation and/or monitoring strategies, • Provides information to assist with the design of a soil and water assessment program. <p><i>More information can be found in the guidelines at the end of this document and in Council's LEP.</i></p>	<p>Required where a development site has been identified as being potentially impacted by acid sulfate soils and the proposed works involve the disturbance of 1 tonne or more of soil, the lowering of the watertable or for works beyond a certain level (as specified in the LEP) below the existing ground surface.</p>		
<p>38. An Acoustic Report (1 electronic copy): The report is to be prepared by a suitably qualified person and depending on the circumstances the report is to:</p> <ul style="list-style-type: none"> • Demonstrate compliance with design standards and setbacks required by the RTA and State Rail (Interim Guidelines for Applicants – Consideration of Rail Noise and Vibration in the Planning Process) for the development, and/or • Demonstrate the impact of the commercial/industrial development on the locality. The impact shall take 	<p>Required for either:</p> <ul style="list-style-type: none"> • Residential development adjoining railway, major roads or other areas of high noise generation and/or • Commercial or industrial developments that 		

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into consideration the impact of any noise that may result from deliveries to and from the site and arrival, noise generated by activities and leaving of customers.	adversely impacts on residential areas.		
39. Visual Assessment Report (1 electronic copy). The report is to illustrate the impact of the proposal on the views from significant viewpoints external to the site.	Required where the development seeks bonus floor space or may impact on important views from other sites.		
<p>40. Heritage Impact Statement (1 electronic copy): The statement must:</p> <ul style="list-style-type: none"> • address the relevant matters listed in the LEP 2012 • assess the extent to which the carrying out of the proposed development would affect the heritage significance of the item, area, place, site or relic. <p>The guidelines for various types of heritage impact statements are available at the following web page. Additional information is also available at Council's web site.</p> <p>More information is available in DCP 2012 in the following sections: Section 5.04 Aboriginal Heritage Section 5.05 Heritage Items Section 5.06 Archaeological Management Section 5.07 Heritage Conservation Areas And the Heritage Technical Manual</p>	<p>Required where the development involves works to any of the following:</p> <ul style="list-style-type: none"> • a heritage item or a draft heritage item or • on a property of known or suspected Aboriginal heritage or • on a property that contains an archaeological site or relic of non-Aboriginal heritage significance and a property within a heritage conservation area, or draft heritage conservation area, where the works are visible to the street or greater than one storey in height, and • may be required for development that is within the vicinity of a heritage item or heritage conservation area. 		
41. Archaeological Assessment Report (1 electronic copy). The report should be prepared in accordance with the Department of Planning and Infrastructure, heritage branch guidelines . More information is available in DCP 2012 in the following sections: Section 5.06 Archaeological Management	Required on sites, involving excavation and identified as having potential archaeological significance. The Newcastle Archaeological Management Plan outlines known sites in Newcastle's CBD .		
<p>42. Additional sets of plans and documents:</p> <ul style="list-style-type: none"> • JRPP 1 electronic set of plans and documentation. • Urban Design Consultative Committee - 6 sets of additional hard copy plans and any other relevant documents (e.g. photo montage). 	Required where the application will be assessed by the Joint Regional Planning Panel and/or referral to SEPP 65 design verification is required to Council's Urban Design Consultative Group (UDCG). Referral to		

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	UDCG is required if an application is subject to State Environmental Planning Policy 65 or is a larger development, by virtue of its location or scale, or is likely to have a significant impact within the city.		
<p>Note: Large developments or developments on key sites, located in the Newcastle City Centre may be required to be subject to an 'architectural design competition'. Please refer to LEP 2012, clause 7.5 for more information.</p>			

<p>Office Use - Duty Officer</p> <p><u>Pre-assessment of plans for lodgement: Issues for resolution (reference items in checklist)</u></p> <hr/> <hr/> <hr/> <hr/>			
Team	<input type="checkbox"/> BAT	<input type="checkbox"/> DAT	
Description of proposal			
Application	<input type="checkbox"/> DA	<input type="checkbox"/> CC	<input type="checkbox"/> PCA
Accepted	Officer:	Date:	

Guidelines

Acid Sulfate Soils: Soils containing highly acidic soil layers resulting from the aeration of soil materials that are rich in iron sulphides, primarily pyrite. The soil material has a pH of less than 4 when measured in dry seasonal conditions. Newcastle Local Environmental Plan 2012 provides further guidance as to when an Acid Sulfate Plan is required.

A 149 Certificate will identify properties potentially containing Acid Sulfate Soils.

Class of soil	Works* to which this clause applies
1	Any works.
2	Works below the ground surface OR Works by which the watertable is likely to be lowered.
3	Works more than 1 metre below the natural ground surface. Works by which the water table is likely to be lowered beyond 1 metre below natural ground surface.
4	Works more than 2 metres below the natural ground surface OR Works by which the water table is likely to be lowered more than 2 metres below natural ground surface.
5	Works within 500 metres of adjacent Class 1, 2, 3, or 4 land which are likely to lower the water table more than 1 metre Australian Height Datum on adjacent Class 1, 2, 3, or 4 land.

***Works** means any disturbance of more than one tonne of soils such as occurs in carrying out agriculture, the construction or maintenance of drains, extractive industries, dredging, the construction of artificial water bodies (including canals, dams and detention basins), foundations or flood mitigation works, or the works are not likely to lower the watertable. For other exclusions see Clause 6.1 of the LEP.

A Fire Safety Schedule: A Fire Safety Schedule is the list of all the *Essential Fire Safety Measures* that are required to be installed upon a premises and the standard of performance to which each measure must be capable of operating. Essential Fire Safety Measures are installations, types of equipment or forms of construction on a premises for the safety of the occupants in the event of fire or other emergency. Some examples include:

- Automatic fire detection and alarm systems
- Automatic fire suppression systems (e.g. sprinkler systems)
- Emergency lighting and exit signs
- Fire hose reels, fire hydrants, and portable fire extinguishers
- Fire doors and mechanical air handling systems
- Lightweight fire resistant construction.

[State Environmental Planning Policy No 65 - Design Quality of Residential Flat Buildings \(SEPP 65\)](#): This policy aims to improve the design quality of residential flat development and applies to any applications relating to residential development of three (3) or more storeys and with four (4) or more dwellings in NSW. When Council receives such a request, it must consider a number of matters set out in the policy and the State Government's [Residential Flat Design Code](#). The policy and SEPP 65 Guide are available from the [Department of Planning and Infrastructure](#). A **qualified designer** means a person registered as an architect in accordance with the [Architects Act 2003](#).

Part Two: Construction Certificate (CC) Application

An application for a Construction Certificate is required to demonstrate the proposals compliance with the Building Code of Australia (BCA) and the development consent. The table below is a summary of the information required for the assessment of a CC.

Construction Certificate Applications		Applicant's column to be marked with a tick (✓) if applicable	
Submission Requirements	Required when?	Applicant	Staff
<p>1. A complete set of plans (1 electronic copy) - reflecting compliance with the conditions of development consent and indicating the location of all fire safety measures. The set of plans includes a site plan, elevations, floor plans and cross sections.</p>	All applications		
<p>2. Engineers Details and/or Certification (1 electronic copy): You will require input from an engineer for the following type of work:</p> <ul style="list-style-type: none"> • Concrete footings and/or slabs. A soil classification in accordance with AS2870 shall be nominated for all works involving concrete footings or a slab, • Steel members (e.g. beams or posts), • Where it is proposed to build on an existing structure, a statement of structural adequacy is required for the existing building/slab to ensure it is capable of carrying the additional loads, and • Where a timber frame exceeds the design parameters of AS4055, "Wind Loads for Housing" or AS1684, Residential timber-framed construction, the timber frame must be certified by a structural engineer. A wind classification for the site shall be nominated on the plans. 	All applications		
<p>3. A Detailed Specification (1 electronic copy): The specification must include; The method of construction,</p> <ul style="list-style-type: none"> • The standard to which any framing, wet area flashing, termite protection and glazing shall be installed. • A wind classification for the site shall be nominated, in accordance with AS4055 where any timber framing is proposed and • A site classification, in accordance with AS2870, where any concrete footing or slab is proposed. 	All applications		
<p>4. Evidence of compliance with the Premises Standard: The plan is to indicate how the development will address the requirements of Premises Standard.</p>	All buildings (some limited exceptions do apply)		
<p>5. Part J verification: Sufficient evidence is to be supplied to reflect compliance with the energy efficiency requirements of the Building Code of Australia. This may include specifications on the building fabric, glazing, building sealing, air conditioning and ventilation, artificial lighting and power, hot water and swimming pool and spa plant.</p>	As required by the BCA.		

Construction Certificate Applications		Applicant's column to be marked with a tick (✓) if applicable	
Submission Requirements	Required when?	Applicant	Staff
<p>6. A Fire Safety Schedule: The schedule shall identify all proposed and existing fire safety measures and the standard to which they are installed or will be installed. <i>More information can be found in the guidelines.</i></p>	Where fire safety measures are or will be installed in the building.		
<p>7. An Electronic Copy of the Application (1 copy) A pdf copy of all documents and plans contained in the application shall be provided on a non-returnable CD or USB stick. More details about how the file is to be formatted can be found in the document titled Application and Plan Standards available on Council's website.</p> <p>Council requests all documents use the following naming convention, any naming conventions outside of the examples provided may result in a delay in the registration of your application:</p> <ul style="list-style-type: none"> • Application Form - 25 City Street Newcastle • Architectural Plan - 25 City Street Newcastle • Hunter Water Stamp Plan - 25 City Street Newcastle • SEE - 25 City Street Newcastle • Stormwater Plan - 25 City Street Newcastle • Engineering - 25 City Street Newcastle • Notification Plan - 25 City Street Newcastle 	All applications		