

Documents Required for Lodgement Accelerated Development Applications



City of Newcastle

Documents	Types of development								
	New single dwelling	Alts/additions to a single dwelling	Ancillary development	Secondary dwellings	Commercial/Light Industrial	Change of Use	Signs	Torrens Title Subdivision	Strata Subdivision
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Photos / Video	✓	✓	✓	✓	✓	✓	✓	✓	✓
Written Owners Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor plan	✓	✓	✓	✓	✓	✓			✓
Elevations and Sections	✓	✓	✓	✓	✓	○	○		
Shadow Diagram	✓	✓	✓	✓	✓	○			
Landscape Plan	✓	✓	✓	✓	✓	○		○	
Demolition Plan	○	○	○	○	○	○	○		
Stormwater Management Plan	✓	✓	✓	✓	✓	✓		✓	
Vehicle Movement Plan					✓				
Site Waste Minimisation and Management Plan	✓	✓	✓	✓	✓	✓	✓	✓	
Subdivision Plan								✓	✓
Quantity Surveyors Report	○	○	○	○	○	○	○	○	○
Basix Certificate	✓	✓	○	✓					
Flood Certificate	○	○	○	○	○	○		○	
Hunter Water Stamped Plans	✓	✓	✓	✓	✓		✓	✓	
Subsidence Advisory Stamped Plans	○	○	○	○	○		○		
Bushfire Assessment Report	○	○	○	○	○				

GENERAL REQUIREMENTS

All plans submitted with a development application must:

- 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

STATEMENT OF ENVIRONMENTAL EFFECTS

A Statement of Environmental Effects (Authorised Consultants to provide Consultant Planning Report) against all relevant planning criteria must be provided for all Accelerated Development Applications.

SITE PHOTOS

A minimum of six (6) site photos are to be provided and are to include images of the following:

- Subject building/site street frontage
- Streetscape
- Rear of site
- Side boundaries
- Existing onsite parking
- Any existing signage

Each image is to be labelled with the direction the image was taken. (e.g. Views of the site from the eastern boundary adjoining Smith Street).

WRITTEN OWNERS CONSENT

- City of Newcastle's Owner Details and Consent Form is to be completed and submitted with all development applications.
- The form is to be completed by all owners of the property.
- Refer to our website for further details and to obtain a copy of the form.

SITE PLAN

- directly relates to the submitted survey plan
- indicate north point
- 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
- clearly define areas for any existing proposed landscaping
- 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)
- any required bike parking and accessible parking spaces
- the location of street trees, foot paths, kerbs, storm water pits, street lighting and other public assets in the verge adjacent to the site
- the location of all proposed signs (if applicable).

Note: CN standard drawings are available on the website.

FLOOR PLAN

- 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.

ELEVATIONS

- for residential development 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
- include description of direction of each elevation
- all proposed signs (where applicable)

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.

SECTIONS

- finished floor levels
- natural and finished ground levels related to Australian Height Datum
- floor to ceiling heights
- side and rear building envelopes.

SHADOW DIAGRAM

- 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).

Note: Shadow diagrams are required for all buildings or structures over 4.5m in height.

LANDSCAPE PLAN

- 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.

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.

STORMWATER MANAGEMENT PLAN

- 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 flowpaths 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.

VEHICLE MOVEMENT PLAN

Where parking layouts do not conform to the standard layouts shown in the Australian Standard, a vehicle movement plan is required and should include swept paths in accordance with AS2890.1 Off-Street Car Parking and where applicable AS2890.2 Off-Street Commercial Vehicle Facilities, demonstrating entry and exit movements into all applicable areas.

SITE WASTE MINIMISATION AND MANAGEMENT PLAN

To address as appropriate for both demolition/construction works as well as any operational waste.

- 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.

Note: a Site waste minimisation and management plan template is available within the Newcastle Development Control Plan, Waste Management Technical Manual.

SUBDIVISION PLAN

- 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:
 - identification of each lot/part lot
 - floor plans
 - common property areas
 - any associated parking

QUANTITY SURVEYORS REPORT

Required for developments with a proposed cost of works greater than \$750,000.

- be prepared by member of the Australian Institute of Quantity Surveyors or a person who can demonstrate equivalent qualifications
- prepared generally in accordance with the Australian Cost Management Manuals from the Australian Institute of Quantity Surveyors
- calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning and Assessment Regulation 2000 at current prices
- included GST in the calculation of development cost
- measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1, Appendix A2.

BASIX CERTIFICATE

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 40,000litres. All BASIX commitments must be marked on the plans.

Note: The BASIX certificate must have been issued not more than 3 months from the date of lodgement of your development application with CN.

FLOOD INFORMATION CERTIFICATE

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 from CN.

Note: The flood information certificate must have been issued not more than 12 months from the date of lodgement of your development application with CN.

HUNTER WATER STAMPED PLANS

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.

SUBSIDENCE ADVISORY NSW

Stamped plans from Subsidence NSW are to be submitted with all applications for developments on land identified as containing mine subsidence. Please note that minor structures may be 'Deemed Approved' by Subsidence NSW and exempt from referral.

BUSHFIRE ASSESSMENT REPORT

A Bushfire Assessment Report prepared by a suitably qualified professional is to be submitted with all applications for developments on sites identified as bushfire prone land. The report is to be in accordance with the provisions of Planning for Bushfire Protection 2019.

FURTHER INFORMATION

If you have any further questions about this checklist, please contact the City of Newcastle Development Duty Service by telephone on 02 4974 2036 or dutyofficer@ncc.nsw.gov.au.