

# SUBMISSION REQUIREMENTS DEVELOPMENT APPLICATION FOR SUBDIVISION

✓ = Required  
• = Refer to Pre-Lodgement Notes

	Urban / Rural Subdivision	Boundary Adjustment	Community Title	Strata Title
<b>A COMPLETED DEVELOPMENT APPLICATION FORM INCLUDING:</b>				
1. Refer to separate Council publication – “A Guide to Development Applications”	✓	✓	✓	✓
<b>PROPOSED PLAN OF SUBDIVISION CONTAINING THE FOLLOWING INFORMATION:</b>				
1. North point and a bar scale. Plans to be minimum A4 size and maximum A1 size	✓	✓	✓	✓
2. Scale suitable to enable dimensions and other necessary information to be clearly shown (preferably 1:500). Where more than one sheet is required an additional plan to a scale of 1:4000 should be submitted to illustrate overall layout on a single sheet.	✓	✓	✓	✓
3. Existing boundaries, dimensions & lot descriptions shown in broken lines & lettering	✓	✓	✓	
4. Boundaries of proposed lots showing dimensions and areas.	✓	✓	✓	✓
5. Proposed lots to be consecutively numbered and must illustrate any proposed easements and restricted development areas.	✓	✓	✓	✓
6. Name and dimensions of existing frontage roads.	✓	✓	✓	
7. Dimensions of all proposed roads (carriageway and footpath verge), proposed road widening & splay corners.	✓	✓	✓	
8. Position of all intersecting adjoining property boundaries.	✓	✓	✓	
9. Location of existing roads or property boundaries of land on the opposite side of all existing roads adjoining the subject site.	✓	✓	✓	
10. Draft Management Statement			✓	
11. Draft Development Contract			✓	
<b>THE PLAN OF SUBDIVISION AND APPLICATION ARE TO BE ACCOMPANIED BY THE FOLLOWING SUPPORTING INFORMATION:</b>				
1. Statement of Environmental Effects (SEE) A written explanation of the application including a description of the existing site conditions, the proposal, the potential impacts on the environment and any measures to reduce the impact on the environment. It must also address any zoning or Council policy provisions that apply to the land.	✓	✓	✓	✓
2. Survey Plan prepared by a Registered Surveyor Showing topographical features such as watercourses, dams, rock outcrops, existing structures such as buildings, fences, driveways and contours at minimum 1m intervals. All contours and levels must be referenced in Australian Height Datum (AHD).	✓	✓	✓	✓
3. Details of any existing covenants, easements or other restrictions on the title of the property Must be supplemented with a Title Search obtained from the NSW Department of Lands	✓	✓	✓	✓
4. Ecological Assessment - Refer to separate Council publications “Development & Threatened Species FAQ’s” and “Ecological Assessment Factsheet for Applicants”	•	•	•	
5. Arborist report	•	•	•	
6. Plan showing existing vegetation on the land and any other major trees in the vicinity All trees to be identified by size and botanical or common name	✓	✓	✓	
7. Lot grading plan showing any changes that will be made to the level of the land Details to include proposed surface contours & levels overlaid on existing contours & levels. Cut/fill depth to be shown	•	•	•	
8. Plan identifying building platforms for each lot with complying boundary setbacks	✓	✓	✓	
9. Soil and Contamination Report	•	•	•	
10. Geotechnical Report addressing any geological constraints	•	•	•	
11. Traffic Impact Study	•	•	•	
12. Staging Plan Must include a plan of subdivision for each stage (in addition to the overall plan of subdivision) and show any interim arrangements required to ensure each stage can operate independently as construction proceeds	•		•	
13. Concept Engineering Plans Showing bulk earthworks, roads, traffic management arrangements, drainage and utility services in order to assess the impact of carrying out the works	•	•	•	
14. Service Utility Infrastructure Report A report confirming that all utility services necessary to support the proposal are available. Must also include plans showing the location of all existing utility services, stormwater infrastructure and street crossings	✓	•	✓	
15. Heritage Impact Statement (European and/or Aboriginal) Must include a statement & a copy of an Aboriginal Heritage Information Management System (AHIMS) database search	•	•	•	
16. Bushfire Assessment Report	•	•	•	
17. Stormwater Management Plan Showing how it is intended to provide lawful and practical drainage of each lot. Use of WSUD initiatives is encouraged	•	•	•	
18. Flood Study	•	•	•	
19. Landscape Plan	•	•	•	
20. Streetscape Plan	•	•	•	
21. Solar & Siting Plan	•	•	•	

## Further Information

- The specialist advice and documentation referred to above are to be prepared by qualified and practising professionals experienced in their field.
- Separate digital (pdf) copies of all plans and professional reports must be submitted.
- A formal pre-lodgement meeting will be required prior to submitting a Development Application. Please call (02) 9843 0374 to arrange.
- If unsure, please ask – Time spent early may avoid delays later.

## THE HILLS SHIRE COUNCIL

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