



# Preparing Plans for Development Application Environment and Planning

## WHAT SHOULD I SUBMIT TO COUNCIL?

All Development Applications proposing the erection of a building or structure, demolition works or the carrying out of earthworks are to be accompanied by plans which accurately reflect the layout and scale of the development proposal and a Statement of Environmental Effects (SEE).

Minor applications including applications for a change of use or occupation (eg. Industrial units) should also be submitted with a Statement of Environmental Effects (SEE) and site and floor plans, which illustrate the layout of the use proposed.

## WHAT IS A STATEMENT OF ENVIRONMENTAL EFFECTS?

A Statement of Environmental Effects is the written documentation, which must accompany your development application. Details must include:

- description of the site;
- description of the proposed development including all proposed works;
- details of compliance with the relevant environmental planning instruments i.e. The Local Environmental Plan 2019 and The Hills Development Control Plan (THDCP);
- written justification to vary any development standard contained within a Section of THDCP;
- Details of how the development satisfies the provisions of Section 4.15 of the Environmental Planning and Assessment Act 1979.

## WHAT LEVEL OF DETAIL SHOULD BE PROVIDED ON PLANS ACCOMPANYING A DEVELOPMENT APPLICATION?

The type of plans, number of copies and extent of details to be provided, varies depending on the landuse proposed and its complexity. Generally, development applications proposing the erection of buildings, and structures or involving earthworks should be accompanied by the following plans. One (1) set of plans will be required in addition to a disc):

- site survey/analysis plan
- site plan
- floor plans
- elevations and relevant cross sections
- landscape plan
- shadow diagrams (two storey development and as otherwise specified)

It is essential for all plans submitted to indicate a title, scale and north point (relevant aspects in the case of elevations i.e. north, south, east, and west).

Note: Hard copies of plan CD's/USB will not be returned upon determination of the application.

The following information should be provided on each of the following plans:

### SITE SURVEY/ANALYSIS PLAN

The purpose of this plan is to identify the opportunities and constraints presented by the development site. The plan must be prepared by a registered surveyor. Details to be shown include:

- site boundaries and dimensions;
- contours or Australian Height Datum ground levels;
- natural drainage lines/water courses;
- existing services/easements;
- any geotechnical hazards or restricted development areas;
- location of existing buildings/structures;
- location of existing trees (including girth and spread of canopy) and significant vegetation/topographical features;
- street features.

Note: Applications must be accompanied by a survey plan prepared by a registered surveyor (Council policy).

## **SITE PLAN**

This plan is to convey the design concept and layout of the proposal. Details to be shown include:

- minimum scale 1:200;
- site coverage depicting building envelopes, car parking driveways and all other built features;
- delineation of open space areas;
- schedule of calculations including site area, site coverage, floor areas and associated floor space ratios and private open space/landscape areas.

## **FLOOR PLAN**

The internal layout of all buildings is to be illustrated on floor plans. Floor plans are to contain dimensions and floor areas for each room, window locations and other relevant internal building details.

## **ELEVATIONS**

The external appearance of all sides of a building is to be illustrated on the elevations. Details to be shown include:-

- minimum scale of 1:200;
- all aspects of the building (i.e. north, south, east, west);
- relationship of elevations to natural ground level indicating proposed cut and fill;
- fencing details fronting public streets;
- indication of materials and colours used in external finishes.

## **LANDSCAPE PLAN**

The landscape plan is to comply with THDCP Part C Section 3 – Landscaping and demonstrate how planting, car parking, outdoor structures, furniture and lighting will enhance the design and character of the development.

Details to be shown include: -

- all existing trees, landscape features and prominent structures;
- a schedule of proposed planting, including botanic name, common name, expected mature height and staking requirements;
- details indicating a minimum of 300mm of good quality topsoil to all garden beds;
- details indicating a minimum of 150mm of good quality topsoil to all park areas;
- all garden bed areas to be clearly defined by brick, concrete or timber edging with its top edge finishing flush with the surface of adjacent grass areas.

## **SHADOW DIAGRAMS**

It is necessary for shadow diagrams to be submitted for all development exceeding one storey. In some instances it may be appropriate for shadow diagrams to be submitted for buildings of only single storey height. Details to be shown on plans include:-

- shadows cast by the proposal during mid-winter and summer;
- diagrams are to delineate shadows cast during the early morning, middle of the day and afternoon (9am, 12 noon and 3pm) to demonstrate the availability of four hours of sunlight to the private open space and living areas of the proposed development;
- a schedule of calculations may be necessary to demonstrate the area of private open space receiving sunlight at various times between 9am to 3pm;
- profile shadow diagrams in addition to plan views may be requested where appropriate.

## **WHO SHOULD PREPARE PLANS TO ACCOMPANY A DEVELOPMENT APPLICATION?**

In most cases the plans submitted with development applications are to be prepared by suitably qualified persons including architects, surveyors and engineers where appropriate. Inaccurate plans lead to delays in processing of the development application and in some instances, may result in a refusal of the proposal.

### **DOCUMENTATION FORMAT**

All hard copy Development Applications lodged with Council are required to be accompanied by a CD, DVD or USB drive with electronic files containing all documentation. This requirement also applies to the submission of revised information during the development assessment process.

For clarification on submission requirements, applicants can consult with the Duty Town Planner. A separate fact sheet entitled "Electronic lodgement of files" is available for download to assist with document preparation.

### **IS IT NECESSARY TO DISCUSS THE DEVELOPMENT APPLICATION WITH A COUNCIL OFFICER?**

Yes, applicants may consult with the Duty Town Planner or Duty Building Surveyor, prior to formally submitting your application and accompanying documentation to Council between 8:30am to 4pm, Monday to Friday.

If required, a pre-lodgement meeting with the Duty Town Planner will also allow your application to be checked prior to lodgement and thereby ensure all relevant information is being provided to enable Council to determine the development application.

### **FURTHER INFORMATION**

If you are unsure, please ask- Time spent early may avoid delays later

**Customer Service Centre:** 3 Columbia Court, Norwest NSW 2153

**Phone:** 9843 0555 - 8am to 4:30 pm, Monday to Friday

**Website:** [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)