



DA Supplement

A guide to the information you need to include with your development application

1. How to use this guide

This guide provides information to help you to complete your development application. Each section relates to a question in the form where you may need to attach additional information.

If you need further assistance to complete the application, please contact the consent authority (usually the council).

2. Plans of the land and development (Question 5)

You need to include a site plan of the land and the plans or drawings of the proposal to show what you intend to do.

The site plan is to be drawn to scale and show:

- the location of the land, the measurements of the boundaries of the land, the size of the land and which direction is north
- existing vegetation and trees on the land
- the location and uses of buildings that are already on the land
- the existing levels of the land in relation to buildings and roads
- the location and uses of buildings on sites adjoining properties. The

plans or drawings are to be drawn to scale and show, where relevant:

- the location of any buildings or structures on the land, any proposed extensions or additions, the boundaries of the land and any development on adjoining land
- the floor plans of the proposed buildings
- how high the proposed development will be in relation to the land
- each elevation of the proposed building(s)
- any changes that will be made to the level of the land by excavation, filling or otherwise
- the level of the lowest floor, the level of any yard or unbuilt area and the level of the ground
- the arrangements you have made for parking, where vehicles will enter and leave the site, and how vehicles will move about the site
- how the land will be landscaped or otherwise treated and what types of vegetation will be used (including their height and maturity)
- how you intend to drain the land.

You need to attach other plans in the following circumstances:

- an A4 size plan of the proposed building and other structures on the site if you propose to erect, alter or add to a building, and your development does not need to be advertised to the public. The consent authority can tell you if your development must be advertised.
- The plan is to indicate the height and external shape of the proposed building as it will be erected on the site and include details of other buildings or structures on the site.
- a plan of an existing building, drawn to scale, if your application involves building work to alter, expand or rebuild the building.

The plan will allow the consent authority to assess whether any existing buildings must be upgraded for safety reasons.

3. Assessing the environmental impacts of your proposal (Question 6)

The consent authority needs to assess the impacts your proposal will have. You need to attach one or more environmental reports to your application so this assessment can be made. The types of reports will depend upon whether your proposal is designated development or will impact upon threatened species.

Designated development

If your proposal will have a high potential risk to the environment and is listed in Schedule 3 of the Environmental Planning and Assessment Regulation 2000 or in a planning instrument made under the *Environmental Planning and Assessment Act 1979*, it is known as designated development.

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The consent authority can help you determine if your proposal is designated development.

If your development is designated development, please attach an environmental impact statement (EIS) to your application.

The Director-General of the Department of Urban Affairs and Planning has a number of requirements for what must be included in an EIS. The requirements depend upon the nature of the proposed development. Contact the Department's Development and Infrastructure Assessment Branch on (02) 9391 2056 to find out what you need to include in your EIS.

All other types of development

If your development is not designated development, please attach a statement of environmental effects (SEE). Table 1 sets out the information you need to include in your SEE.

Table 1 - What to include in a statement of environmental effects

A statement of environmental effects of a proposal is to include information on the following:

- what you consider to be the environmental impacts of the development
- how you have identified the environmental impacts of the development
- the steps you will take to protect the environment or to lessen the expected harm to the environment
- any matters that must be included by any guidelines issued by the Director-General of the Department of Urban Affairs and Planning
- how you have addressed any other matters identified by the relevant planning instruments

Where relevant, your statement of environmental effects may also need to include additional information:

For shops, offices, commercial or industrial development:

- the hours of operation
- the plant and machinery to be installed
- the type, size and quantity of goods to be made, stored or transported
- the loading and unloading facilities that will be available

To change the use of a building (where you are not doing any building work):

You do not need to include these lists if the building will now be used as a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna or swimming pool).

- a list of Category One Fire Safety Provisions relating to the proposed change
- a list of Category One Fire Safety Provisions used in the existing building or on the land
- a list of fire safety measures currently used in the building

Each list is to describe the extent, capability and the basis of design of each of the provisions/measures.

For a subdivision:

- the details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- the consultation you have carried out with the public authorities who provide, or will increase, the services you will need (eg water, road, electricity, sewerage)
- preliminary engineering drawings which show proposed roads, water, sewer, and earthworks
- both the existing and the proposed ground levels when the subdivision is completed

For demolition:

- the age and condition of the building or structure you will demolish
- whether the building or structure has heritage value

For advertisements:

- the size, type, colour, materials and position of the sign board or structure on which the advertisement will be displayed

For development relating to an existing use:

- the details of the existing use
- a justification for the proposal having regard to the objectives of the zone

For development in a wilderness area:

- a copy of a consent from the Minister for the Environment if the area is subject to a wilderness protection agreement or a conservation agreement. (You can contact the National Parks and Wildlife Service on (02) 9251 4466 to determine if there is an agreement in place)

For building or demolition:

- the methods that will be used to protect the site during construction or demolition

Threatened species

Please use the test set out in Table 2 to work out whether your proposal is likely to significantly impact on threatened species, populations, ecological communities or their habitats. If you need help to do the test, please contact the consent authority, the National Parks and Wildlife Service (phone: (02) 9251 4466) or NSW Fisheries (phone: (02) 9566 7800).

If your development will impact on threatened species, populations, ecological communities or their habitats, please attach a species impact statement (SIS) to your application. If you are also required to attach an EIS to your application, you can address the requirements of the SIS in your EIS. Contact the National Parks and Wildlife Service and/or NSW Fisheries about what you need to include in your SIS.

Table 2 - Will your proposal impact on threatened species?

The following factors are to be taken into account in deciding whether there is likely to be a significant effect on threatened species, populations or ecological communities, or their habitats:

- in the case of a threatened species, whether the life cycle of the species is likely to be disrupted such that a viable local population of the species is likely to be placed at risk of extinction
- in the case of an endangered population, whether the life cycle of the species that constitutes the endangered population is likely to be disrupted such that the viability of the population is likely to be significantly compromised
- in relation to the regional distribution of the habitat of a threatened species, population or ecological community, whether a significant area of known habitat is to be modified or removed
- whether an area of known habitat is likely to become isolated from currently interconnecting or proximate areas of habitat for a threatened species, population or ecological community
- whether critical habitat will be affected
- whether a threatened species, population or ecological community, or their habitats, are adequately represented in conservation reserves (or other similar protected areas) in the region
- whether the development or activity proposed is of a class of development or activity that is recognised as a threatening process
- whether any threatened species, population or ecological community is at the limit of its known distribution.

Source: section 5A *Environmental Planning and Assessment Act 1979*.

4. Other approvals from council (Question 7)

[Attachment A](#) of this Guide sets out a number of activities that can only be carried out if you have an approval from your council. If the consent authority is the council, you can also apply for an approval for one or more of these activities in your development application.

Please complete Attachment A to identify:

- the approvals you need
- the documents you have included with your application which are needed to obtain these approvals.

Please include Attachment A with your application if you have identified that you need one or more approvals.

5. Concurrences from state agencies (Question 8)

You may need the agreement of a state agency to carry out your development. The consent authority will refer a copy of your application to the relevant agencies to seek their agreement. The consent authority can tell you whether the application needs to be referred.

Please include sufficient information with your application for the agency(s) to assess your proposal.

6. Approvals from state agencies (Question 9)

If you need a development consent and one or more of the approvals listed in [Attachment B](#) of this Guide, your development is known as integrated development. Please complete Attachment B to identify the approvals you need and the agency(s) from which you need the approvals. The consent authority can help you fill out the attachment. The contact details for each agency can also be found at the end of Attachment B.

If your proposal is integrated development, the assessment of your proposal will be integrated. The consent authority will refer your application to the agency(s) you identify. The agency(s) will tell the consent authority whether or not it will approve your application and, if so, what the general terms of the approval will be. If your application is approved, the conditions of the consent will include those general terms. Please include Attachment B with your application if you have identified that you need one or more approvals.

If you wish to carry out one of the following activities, you need the approval of the council. Please identify the activities you propose to carry out, and the documents you have included in your application, by placing a cross in the appropriate boxes . If you have identified one or more of these activities, please include this attachment and the relevant documents with your application. ([Section 4](#))

Structures or places of public entertainment

- Installing a manufactured home, dwelling or associated structure on land
- Installing a temporary structure on land
- Using a building or temporary structure as a place of public entertainment or permitting its use as a place of public entertainment

Water supply, sewerage and stormwater drainage work

- Carrying out water supply work
- Drawing water from a council water supply or a standpipe or selling water so drawn
- Carrying out sewerage work
- Carrying out stormwater drainage work
- Connecting a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer.

Management of waste

- For fee or reward, transporting waste over or under a public place
- Placing waste in a public place
- Placing a waste storage container in a public place
- Disposing of waste into a sewer of the council

If you want to dispose of trade waste into a sewer that the council controls or that connects to a sewer the council controls please attach the following information to your application:

- the plans and specifications of the work you will do
- the plans and specifications of the equipment you will use
- the nature, quantity and rate of disposal of the waste

If you want to dispose of sewage collected on your premises to a sewer that the council controls or that connects to a sewer that the council controls please attach the following information to your application:

- the type of waste to be disposed
- the amount of waste to be disposed
- the rate the waste will be disposed
- how often the waste will be disposed

Installing, constructing or altering a waste treatment device or a human waste storage facility or a drain connected to any such storage device or facility.

If you want to install or build a sewage management facility that will be on the land for more than 12 months, please attach the following information to your application:

- a plan (to scale) that shows the location of:
 - the facility you will install or construct
 - any areas of land on which sewage will be applied, eg as fertiliser
 - any buildings or facilities already on the land that are within 100 metres of the proposed facility or the areas on which sewage will be applied
 - any environmentally sensitive areas of land that are within 100 metres of the proposed facility or the areas on which sewage will be applied
 - any related drains or pipes
- the full details of the facility

If you want to install or build a sewage management facility (continued from previous page):
details of the climate, geography, hydrogeology, topography, soil composition and vegetation of the areas of land on which sewage will be applied and an assessment of the site having regard to these details

a statement of:

- the number of people who live or may live at the premises
 - any other factors that are relevant to how much waste the facility can manage
- details of:
- how the facility needs to be operated and maintained
 - how you propose to operate, maintain and service the facility
 - the action you will take if the facility breaks down or is interfered with drains or pipes

Public roads

Swinging or hoisting goods across or over any part of a public road by means of a lift, hoist, or tackle projecting over the footway

Other activities

Operating a public car park.

If you want to operate a public car park please attach the following information to your application:

a plan (3 copies) that:

- identifies the land and related streets
- describes the building if the car park is in a building, its location on the site and any other purpose for which the building will be used

number of vehicles that can be parked in the car park and how this will be done

how the vehicles will enter, move around and leave the car park

off-street parking facilities available for vehicles waiting to use the car park

ventilation that you will provide if the car park is in a building

whether any petrol, oil or motor service facilities will be provided in the car park

the hours the car park will operate, how the fee or charge for using the car park will be collected, and where any facility for collecting the fee or charge will be located.

Operating a caravan park or camping ground

Operating a manufactured home estate

Installing a domestic oil or solid fuel heating appliance, other than a portable appliance

Installing or operating amusement devices (within the meaning of the *Construction Safety Act 1912*)

Installing or operating amusement devices prescribed by the regulations under the *Local Government Act 1993* in premises

Operating an undertaker's business

Operating a mortuary

Operating a system of sewage management

Some proposals, because of their nature, need other kinds of approvals (eg licences, permits). Your proposal is known as integrated development if you need development consent and one or more of the approvals that have been set out in this attachment. Follow through each group of questions to decide whether you need any of these approvals. If you have identified you need one or more approvals, please include this attachment with your application. ([Section 6](#))

Aquaculture

Do you want to carry out aquaculture?

No

Yes >You need a permit under section 144 of the *Fisheries Management Act 1994* from NSW Fisheries.

Dredging or reclamation

Do you want to carry out dredging or reclamation work in a waterway (a stream, river, lake, lagoon, estuary or marine waters)?

No

Yes >You need a permit under section 201 of the *Fisheries Management Act 1994* from NSW Fisheries.

Marine vegetation

Do you want to harm any mangroves or seagrasses in a public waterway or on the shore of a public waterway?

No

Yes >You need a permit under section 205 of the *Fisheries Management Act 1994* from NSW Fisheries.

Do you want to take sea lettuce or blackfish weed to use as bait from a public waterway or the shore of a public waterway?

No

Yes >You need a permit under section 205 of the *Fisheries Management Act 1994* from NSW Fisheries.

Heritage

Does your development involve a building, a place or land that has a permanent conservation order, an interim conservation order or an interim heritage order protecting it, or which is listed on the State Heritage Register?

No

Yes >You need an approval under section 57 of the *Heritage Act 1977* from the NSW Heritage Office.
If the council can give this consent, however, the development is not integrated development.

Mine subsidence

Do you want to build, subdivide, make roads, paths or driveways, or put in any pipelines, water, sewage, telephones, gas or other service mains in a mine subsidence district, or alter any of these types of development in a mine subsidence district?

No

Yes >You need an approval under section 15 of the *Mine Subsidence Compensation Act 1961* from the Mine Subsidence Board.

Aboriginal relics and places

Do you want to destroy, damage or otherwise harm an Aboriginal relic that is known to exist on the land you want to develop?

No

Yes > Are you going to do so in accordance with Aboriginal tradition?

Yes

No > You need an approval under section 90 of the *National Parks and Wildlife Act 1974* from the National Parks and Wildlife Service

Do you want to destroy, damage or otherwise harm land that has been declared to be an Aboriginal place?

No

Yes > You need an approval under section 90 of the *National Parks and Wildlife Act 1974* from the National Parks and Wildlife Service.

Pollution

Is your development designated development?

No > Will the development cause the pollution of water?

No

Yes > You can apply for a licence under section 43(d) of the *Protection of the Environment Operations Act 1997* from the Environment Protection Authority so that you cannot be convicted of an offence of polluting water.

Yes > You are likely to need a licence from the Environment Protection Authority. Is your land already designed to carry out the activity?

No > You need a licence under section 47 of the *Protection of the Environment Operations Act 1997* from the Environment Protection Authority.

Yes > You need a licence under section 48 of the *Protection of the Environment Operations Act 1997* from the Environment Protection Authority.

Rivers and lakes

Is your development within 40 metres of a stream, river, lake or lagoon?

No

Yes > Are you going to excavate the land, remove material from the land or do anything which will obstruct or detrimentally affect the water flowing in a stream, river, lake or lagoon?

No

Yes > You need a permit under Part 3A of the *Rivers and Foreshores Improvement Act 1948* from the Waterways Authority if the development will affect Sydney Harbour or its tributaries, Botany Bay (east of Captain Cook Bridge) or the Ports of Newcastle, Kembla, Eden or Yamba, and from the Department of Land and Water Conservation in any other case.

Roads

Will your development affect a public road, a Crown road, a highway, a main road, a freeway or a tollway?

No

Yes > You need a consent under section 138 of the *Roads Act 1993* from the Roads and Traffic Authority, the Department of Land and Water Conservation or the council.

If the council can give this consent, however, the development is not integrated development.

Using water

NB: The following approvals are taken from the 1912 Water Act. It is proposed that the review of the Water Act, which is currently taking place, will consolidate and reduce the number of these approvals.

> Licences and permits for occupiers of land

Is your development going to be used for conserving water, irrigation, water supply, drainage or changing the course of a river?

No

Yes > Will your development affect the quantity or use of water in a river, lake or swamp, or water flowing into or from a river, lake or swamp?

No

Yes > If you occupy the land on which you propose to build the development, you need a licence under section 10 of the *Water Act 1912* from the Department of Land and Water Conservation to build and use your development, and take, use and dispose of the water for any purpose.

> If you own or occupy the land on which you propose to build the development, and you will be irrigating less than 4 hectares of land, you can apply for a permit under section 18F of the *Water Act 1912* from the Department of Land and Water Conservation to build and use your development and take, use and dispose of the water for anything other than irrigation.

> Licence for non-occupiers of land

1. Do you propose to build pumps (or the like) to obtain water, or build pipes (or the like) to carry water?

No

Yes > Is your development going to be used for conserving water, irrigation, water supply, drainage, changing the course of a river, or preventing the course of a river from changing?

No

Yes > Go on to question 2

2. Will your development affect the quantity or use of water in a river, lake or swamp, or water flowing into or from a river, lake or swamp?

No

Yes > Do you propose to use the water for household use, stock use or irrigation?

No

Yes > Go on to question 3

3. Do you occupy the land on which you propose to build the pumps (or the like)?

Yes > Go on to question 4

No > Can you obtain occupation of the land?

No > You need a licence under section 13A of the *Water Act 1912* from the Department of Land and Water Conservation to build the pumps and take and use the water.

Yes > Go on to question 4

4. Do you occupy all the land on which you propose to build pipes (or the like) to carry the water from the pumps to the land where you will use the water?

Yes

No > Can you obtain occupation of the land?

Yes

No > You need a licence under section 13A of the *Water Act 1912* from the Department of Land and Water Conservation to build the pumps and take and use the water.

> *Joint water supply scheme*

1. Is your development going to be used for conserving water, irrigation, water supply, drainage, changing the course of a river or preventing the course of a river from changing?

No

Yes > Will your development affect the quantity or use of water in a river, lake or swamp, or water flowing into or from a river, lake or swamp?

No

Yes > Go on to question 2

2. Is the development going to be used by two or more occupiers of land to supply water to their lands?

No

Yes > Go on to question 3

Is the development going to supply water to irrigate land(s) other than the land on which the development is built?

No

Yes > Go on to question 3

Will the development involve pipes (or the like) to carry water to irrigate your land and the land of other occupiers?

No

Yes > Go on to question 3

3. Will the development be built on land that is occupied by those who will use the water?

Yes > Go on to question 4

No > You need an authority under section 20B of the *Water Act 1912* from the Department of Land and Water Conservation to build and use the development and take and use the water.

4. Do the occupiers of land who will use the water want to build and use the development to supply water for household use, stock water use or irrigation?

No

Yes > Do they occupy all of the land on which the development will be built, and the land on which the pipes ((or the like)) will be built?

Yes

No > Can they obtain occupation of the land?

Yes

No > You need an authority under section 20CA of the *Water Act 1912* from the Department of Land and Water Conservation to build the development and take and use the water.

> *Group licences*

Are you a Board of Management elected under the *Private Irrigation Districts Act 1973*? No

Yes > Do you want to build and use the development to take water from a river or lake for occupiers of land in a private district to use?

No

Yes > you need a group licence under section 20L of the *Water Act 1912* from the Department of Land and Water Conservation.

> *Bores*

Do you want to sink a bore or enlarge, deepen or alter a bore?

No

Yes > Is the work to be carried out by the Crown?

Yes

No > You need a licence under section 116 of the *Water Act 1912* from the Department of Land and Water Conservation.

> *River banks and floodplains*

1. Do you want to build an earthwork, embankment or levee, or a road, railway or bridge?
No
Yes > Go on to question 2
2. Will the development be on land that is the bank of a river or lake, forms part of a bank of a river or lake or is within a floodplain?
No > Go on to question 3
Yes > Do you have a licence, authority, permit or consent under the *Water Act 1912*?
Yes
No > You need an authority under Part 8 of the *Water Act 1912* from the Department of Land and Water Conservation.
3. Will the development affect the flow of water to or from a river or lake and prevent land being flooded by water?
No
Yes > Do you have a licence, authority, permit or consent under the *Water Act 1912*?
Yes
No > You need an authority under Part 8 of the *Water Act 1912* from the Department of Land and Water Conservation.

Contact details for state agencies

NSW Fisheries

Internet: www.fisheries.nsw.gov.au
Phone: (02) 9566 7800
Email: information-advisory@fisheries.nsw.gov.au

NSW Heritage Office

Internet: www.heritage.nsw.gov.au
Phone: (02) 9635 6155
Email: heritageoffice@heritage.nsw.gov.au

Mine Subsidence Board

Internet: www.minesub.nsw.gov.au
Phone: (02) 4926 9750
Email: mail@minesub.nsw.gov.au

National Parks and Wildlife Service

Internet: www.npws.nsw.gov.au
Phone: (02) 9251 4466
Email: info@npws.nsw.gov.au

Environment Protection Authority

Internet: www.epa.nsw.gov.au Phone: (02) 9995 5000
Email: info@epa.nsw.gov.au

Department of Land and Water Conservation

Internet: www.dlwc.nsw.gov.au
Phone: (02) 9228 6111
Email: infocentre@dlwc.nsw.gov.au

Waterways Authority

Internet: www.waterways.nsw.gov.au
Phone: (02) 9563 8555
Email: enquiries@waterways.nsw.gov.au

Roads and Traffic Authority

Internet: www.rta.nsw.gov.au
Phone: (02) 9218 6888 Email: rta@rta.nsw.gov.au