



DEVELOPMENT APPLICATION GUIDE

TO PREPARING A STATEMENT OF ENVIRONMENTAL EFFECTS

What is a Statement of Environmental Effects?

A Statement of Environmental Effects is a report outlining the likely impacts of the proposal, and the proposed measures that will mitigate these impacts. The statement includes written information about the proposal that cannot be readily shown on your plans and drawings.

All development applications require a Statement of Environmental Effects

Only a very brief statement is required for proposals that are likely to have a negligible impact. For example, minor alterations and additions and certain minor residential building work (must not relate to a heritage item for a heritage conservation area). Check with Council's development control staff.

What to include

Your Statement of Environmental Effects should address all the issues that are applicable to your proposal. The following is a general guide to the issues relevant to different types of proposals. However, we recommend that you check with Council's development control staff for any requirements that specifically relate to your proposal or the site.

- **Site Suitability**
Required for all applications
- **Present and previous uses**
Required for all applications
- **Operation and management**
Required for all hotel, guesthouse, entertainment, commercial and industrial proposals
- **Access and traffic**
Required for all residential, hotel, guesthouse, entertainment, commercial and industrial proposals, except internal alterations.
- **Privacy and overshadowing**
Required for all residential, hotel, guesthouse, entertainment, commercial and industrial proposals, except internal alterations.
- **Air and noise**
Required for all residential, hotel, guesthouse, entertainment, commercial and industrial purposes, except minor additions or alterations.
- **Soil and water**

Required for all new buildings and other proposals involving significant earthworks

- **Heritage**

Required for all proposals relating to items or places that are heritage items, or in the vicinity of heritage items or are within heritage conservation areas.

- **Energy**

Required for all residential, hotel, guesthouse, entertainment, commercial and industrial proposals, except minor additions or alterations.

- **Waste**

Required for all residential, hotel, guesthouse, entertainment, commercial and industrial proposals except for minor additions or alterations.

CHECKLIST

To help you prepare your Statement of Environmental Effects, we have provided a checklist of considerations relevant to each of the above issues.

How many copies of your Statement of Environmental Effects?

Provide two copies of your Statement of Environmental Effects.

1. Site Suitability

Show that the site is suitable for the proposed development. Relevant considerations include:

- Site constraints such as slope, flooding, geotechnical and ground water issues (provide a hydrological and geotechnical report by a qualified engineer where the proposal involves excavation exceeding two metres).
- Proximity to transport services, shops, community and recreational facilities
- Compatibility with adjoining development
- Compatibility with visual setting (streetscape, etc.)
- Local planning objectives
- Size and shape of allotment
- Age and condition of buildings

2. Present and Previous Uses

Provide the following details:

- Present use of the site
- Date that the present use commenced
- Previous uses of the site (if known)
- Present use of adjoining land
- Whether the present or any previous use of the site is a potentially contaminating activity (e.g. workshop, service stations, electrical substation, land filling, lead paint removal, termite treatment)
- A statement as to whether or not you are aware that the site is contaminated land
- Whether there has been any testing or assessment of the site for land contamination

3. Operation and Management

Describe how the establishment will operate:

- Type of business
- Number of staff
- Expected number of customers or clients
- Hours and days of operation
- Plant, machinery, production processes
- Type and quantity of goods handles: raw materials, finished products, waste products
- Arrangements for transport, loading and unloading of goods (give details of frequency of truck movements and size of vehicles)
- Hazardous materials or processes

4. Access and Traffic

Show that there is adequate provision for access:

- Pedestrian, amenity (paving, seats, weather protection, security lighting)
- Existing public transport services
- Vehicle access to a public road (indicate grade)
- Resident, staff, customer, client and visitor parking arrangements
- Parking calculations
- For major travel-generating proposals, attach an access and traffic impact assessment report by a transport consultant

5. Privacy and Overshadowing

- Show how the proposed development will affect privacy, views and overshadowing

6. Visual Privacy

- Window replacement relative to adjacent dwellings and common areas
- Views between living rooms and the private yards of other dwellings
- Use of screen planting, hedges, walls or fences to improve privacy
- Headlight glare, light spillage

7. Acoustic Privacy

- Placement of active use outdoor areas relative to bedrooms
- Separation of roads, parking areas and driveways from bedroom and living room windows
- Noise transmission between dwellings
- Measures to mitigate external noise sources (e.g. traffic and aircraft noise, placement of air conditioners, exhaust systems, pool pumps).

8. Overshadowing

- If necessary, provide an analysis of your shadow diagrams prepared by a consulting architect. Consider shadows from adjoining buildings as well as the proposed development.

9. Air and Noise

Show the proposal will not cause or be affected by air or noise emissions:

Air

- Existing or proposed sources of odour or fumes (onsite and nearby): industries, food premises, exhaust systems, waste storage, oil or wood burning stoves or heaters.
- Proposed mitigation measure: placement and height of flues or chimneys, location of waste storage areas and compost heaps.

Noise

- Existing and proposed noise sources (onsite and nearby): main roads, railway lines, aircraft, industries, transport terminals, loading bays, heavy vehicles, restaurants, clubs, hotels, car parks, ventilation and air conditioning units, pumps, and pool filters.
- Proposed noise reduction measures: noise barriers, building layout and setback, room layout and window placement, building materials, insulation, double glazing.
- Construction noise: hours of operation, type of equipment, maximum noise levels, consultation with nearby residents, compliance with Environmental Protection Authority guidelines
- Where noise is a major design issue, attach a report by an acoustic consultant.

10. Soil and Water

Show how the proposal will deal with all aspects of soil and water management on the site:

- Water supply: if modification or expansion of water and sewerage services is required, provide evidence of consultation with Council's engineering department.
- Water efficiency: have you specified appliances that are at least AA rated? (e.g. water efficient shower roses, toilets and aerators on bathroom hand basins and kitchen sinks).
- Water sensitive landscaping: have you proposed measures to maximize infiltration and minimise water use? (e.g. swales, ponds, porous pavements, infiltration trenches, mulching and groundcovers, low water-demand native plants, rainwater tanks for garden watering.)
- Stormwater drainage: proposed management controls for flows entering, within and leaving the site, proposed onsite detention calculations prepared by a consulting engineer, justification that the proposed design measures will not adversely affect flooding on other land.
- Easements: provide copies of letters of intention to grant inter-allotment drainage easements across downstream properties.

- Local flooding: design measures that will make the proposed development compatible with the flood environment.
- Water quality control: liquid waste treatment and disposal, bundling of fuel, oil and chemical storage, emergency procedures in the event of a spill, stormwater treatment, potential for impact on downstream waterways.
- Soil and erosion hazard characteristics: potential for impact on adjacent land and waterways.
- General erosion and sediment control strategy, proposed construction sequence, critical areas requiring special management, proposed dust control measures, proposed maintenance strategy.
- Proposed rehabilitation and revegetation measures (relate to Landscape Plan).

11. Heritage

If necessary, provide a heritage assessment prepared by a professional heritage consultant. The assessment should address:

- Historical development of the site
- Description of the item and its setting (e.g. garden, fences, ancillary buildings, etc).
- Contribution to the streetscape: height, scale, mass, setback, fenestration, architectural style and period significance (use State Heritage Inventory criteria).
- Effect of the proposal on the heritage significance of the building and its setting.
- Design options and rationale for the preferred option
- Conservation principles in accordance with ICOMOS (Burra) Charter

12. Energy

Show the proposal promotes energy efficiency:

- Orientation: is one of the building's axis between 30° east and 20° west of true north? Will windows and solar collectors have good solar access? Are heavily used rooms on the northern side?
- Sun control: proposed awnings, pergolas, blinds and trees to maximize summer shade and minimise winter shade.
- Insulation: proposed roof, ceiling, wall and floor insulation, double glazing, door and window seals.
- Natural ventilation: will window placement maximize cross-ventilation?
- Heating cooling and lighting: have energy efficient heating, cooling and lighting systems been specified?
- Clothes drying: is there an outdoor drying space with solar access?
- Water heating: has a hot water system with a greenhouse score of 3.5 or greater been specified?

(Contact your energy supplier or the Sustainable Energy Development Authority).

13. Waste

Show the proposal promotes waste minimization: 'reduce, reuse, recycle' and satisfies Council's Minimisation Development Control Plan by incorporating the following:

- Proposed at-source waste separation program and facilities: aluminium, steel, glass, plastics, food and organic waste, etc.
- Proposed recycling collection from hotel, guesthouse, entertainment, commercial and industrial premises.
- Domestic food and organic waste composting.
- Litter control program (for facilities such as take-away food, sporting venues, etc.).
- Proposed waste storage areas.
- How will building and demolition waste be re-used, recycled or disposed?
- Arrangements for hazardous building waste such as asbestos and contaminated soil.