



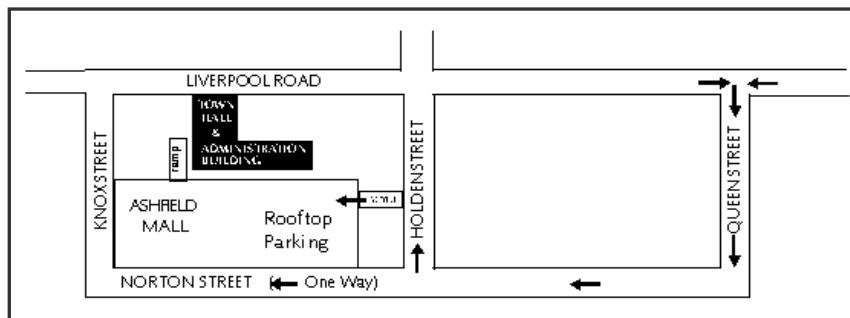
## Ashfield Council

Administration Building, 260 Liverpool Road, Ashfield NSW 2131  
Mail address; PO Box 1145, Ashfield 1800.  
DX 21221 Ashfield. Phone: (02) 9716 1800 - Fax: (02) 9716 1911  
EMAIL: [info@ashfield.nsw.gov.au](mailto:info@ashfield.nsw.gov.au) WEB: [www.ashfield.nsw.gov.au](http://www.ashfield.nsw.gov.au)

### How to complete the "Application for Approval Form"

- First, find out whether you need Council consent for your project. Some projects do not require approval ("exempt development") or can be fast tracked as a "complying development" application. Clauses 8A and 8B and Schedules 8 & 9 of the [Ashfield Local Environmental Plan \(LEP\)](#) provides definitions and a description of "exempt" and "complying development". If you do need an Approval carefully read all parts of the Application for Approval Form and relevant Attachments. You will need to complete the form fully. The Attachments to the form are there to help you provide any additional information we need to quickly approve your application.
- Read the [Ashfield Local Environmental Plan \(LEP\)](#) and relevant [Ashfield Development Control Plan \(DCP\) 2007](#) as well as any other legislation that applies to your proposal. The online version of this approval form has links to this and other important information. Copies of the LEP/DCP's are available for a modest fee at our "One Stop Shop," or please visit our [web site](#) or [libraries](#).
- Talk to our "One Stop Shop" staff (Tel. 9716 1800) before lodging your application, particularly if you don't understand what documentation you need to provide us with. We have a Duty Officer available to assist you "on the spot," or you can make an appointment to see an Area Planning/Building Officer if necessary to discuss your plans.
- If your proposal is complex and/or is a substantial development it is highly recommended that you request a pre-lodgement meeting\* with our friendly development advisory service team. You can also meet with our heritage advisers if there are particular heritage issues that need to be resolved or better understood. Any meetings should occur before you finalise/lodge your application for approval with Council – see information attached to the attached Approval Form (\*fees apply).

### Visiting Ashfield Council's Administration Building (next to Ashfield Mall entrance)



**Rail** - Ashfield Station then 5 minutes walk via Hercules Street/Liverpool Road.



**Bus** – Routes 409, 411, 462, 464, 466, 471, 472, 480 and 483.  
Phone 131 500 for bus/rail information.



**Parking** - [Ashfield Mall](#) Parking (2 hour time limited).



**People with a Disability** - Level access/Lifts/Parking/WC's available.

**Office hours: 8.30am to 5.00pm - Monday to Friday** **Cashier Hours: 8.30am - 4.00pm Monday to Friday**

**Note: Payment by Eftpos, Cash, Cheque or Credit Card (Bankcard, MasterCard, Visa ONLY)**

Privacy Notification: The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and may only be made publicly available during any public notification process for this application, or by formal request under Section 12 of the Local Government Act 1993 or the Freedom of Information Act 1989.

# Ashfield Council - Application for Approval



**Ashfield  
Council**

## APPLICATION FOR APPROVAL

### Administration Building

260 Liverpool Road, Ashfield NSW 2131  
 PO Box 1145, Ashfield 1800, DX 21221 Ashfield  
 Phone: (02) 9716 1800. Fax: (02) 9716 1911.  
 Email: [info@ashfield.nsw.gov.au](mailto:info@ashfield.nsw.gov.au)

**OFFICE USE ONLY**

DA No ...../.....

CC No. ....../.....

Area P&E Officer:

Date Received:

*Use this form to apply  
for approval to -*

- Erect, alter or demolish a building or structure ✓
- Use land for a building for a purpose requiring Council approval ✓
- Subdivide or adjust the boundaries of land ✓

### TYPE OF APPROVAL (S) REQUIRED

PLEASE TICK ✓

- Development Approval only** - complete applicable sections excluding sections **B19, B20 & B21**.
- Construction Certificate Approval only** - complete applicable sections including sections **B19, B20 & B21**.
- Subdivision Approval only**  Strata Please Tick ✓  Yes  No  Torrens Please Tick ✓  Yes  No. complete applicable sections including sections **B11, B14 & B17** if applicable.
- Integrated Development Approval** - complete applicable sections including section **B5**.
- Approval - [Section 68 Local Government Act 1993](#)** - complete applicable sections including section **B6**.
- Other** (specify).....(Complete applicable sections)

## Part A – APPLICANT & OWNER DETAILS

**A1. OWNER(S) CONSENT** *(All owners must sign consent. If signed on behalf of an owner's corporation or company, the common seal must be stamped on this section (or attached).*

OWNER (S) FULL NAME (S) / COMPANY NAME

.....

ADDRESS .....

SUBURB ..... POSTCODE .....

PHONE (HOME) ..... PHONE (BUSINESS) .....

PHONE (MOBILE) ..... EMAIL.....

HOW WOULD YOU PREFER TO BE CONTACTED?..... FAX.....

As owner(s) of the land to which the application relates, I/We consent to the making of this application.  
 I/We also give consent for authorised Council officers to enter the land to carry out inspections relating to this application.

**SIGNATURE (S)** PLEASE PRINT NAMES AFTER SIGNATURE(S)

..... DATE .....

..... DATE .....

# Ashfield Council - Application for Approval

## **A2. APPLICANT DECLARATION & CONSENT** *(All applicants to complete)*

I/We apply for approval to carry out the development or works described in this application. I/We declare that all information I/we have given is true and correct. I/we also understand that if the application is found to be incomplete, it may be rejected or processing may be delayed, and more information may be requested to assist in the determination of the application.

I/We declare that the estimate of costs of the project is the commercial value of the proposed works and is based on a properly prepared cost estimate or actual quote or contract competition price for the work. I/We also confirm that this application has been prepared addressing any relevant Ashfield Local Environmental Plan and Development Control Plan requirements. I/We give consent to Council to make this application, including all supporting documents, plans and specifications for any residential parts of this application, available for public viewing at Council offices and through Council's web site.

NAME OF APPLICANT..... PHONE NO. (HOME) .....  
SIGNATURE..... (WORK) .....  
ADDRESS..... (MOBILE) .....  
..... Email .....  
.....  
POSTCODE.....

## **Part B – PROPOSAL AND SITE DETAILS**

### **B1. PRE-LODGEMENT DEVELOPMENT ADVISORY SERVICES\***

*Council provides pre-application advice including a development advisory service to help applicants identify some potential issues that may affect their application. [Please read explanatory Attachment](#)*

Have you discussed your proposal with Council staff? PLEASE TICK ✓  YES  NO  
Have you attended a development advisory service meeting?  YES  NO

### **B2. PROPERTY DETAILS** *(Please print)*

*Check your rate notices or property deeds for lot descriptions*

LOT NO..... DP/SP.....SECTION  
.....

HOUSE/UNIT NO..... STREET/ROAD NAME  
.....

### **B3. DESCRIPTION OF WORK**

PLEASE TICK ✓

- ERECT A BUILDING.
- CHANGE OF USE.
- OFFICE/SHOP FITOUT.
- DEMOLITION.
- SUBDIVISION.
- OTHER.

Please describe briefly everything that you want approved by the Council, including signs, hours of operation, use, subdivision, demolition etc. - attach a separate sheet if necessary.

.....  
.....

# Ashfield Council - Application for Approval

## B4. ESTIMATED COST OF WORK - SIGN OFF

The estimated cost of the development or contract price is subject to a check by Council using "Cordells" or similar before final acceptance. Council reserves the right to seek justification of the estimated cost from the applicant or by an appropriately qualified person.

### Details of qualified person certifying value of work:

NAME (PRINTED)

.....  
.....  
.....

QUALIFICATION .....

SIGNATURE .....

ESTIMATED COST OF WORK: \$.....

## B5. INTEGRATED DEVELOPMENT *(Development Application Requiring additional separate approvals)*

Are any additional approvals required under specific legislation? [Attachment 2](#) PLEASE TICK  YES  NO

If "Yes" give details of approvals required .....

.....  
.....

## B6. APPROVALS UNDER SECTION 68 LOCAL GOVERNMENT ACT 1993

Are you applying for any of the approvals listed in [Attachment 3](#)? PLEASE TICK  YES  NO

If "Yes" complete [Attachment 3](#) and submit with this application form

## B7. PROPOSED USE *(Complete for all Proposals where a change of use is proposed)*

PLEASE TICK

- SINGLE DWELLING
- FLATS, ATTACHED DWELLINGS, SERVICED APARTMENTS
- HOTEL, MOTEL, BOARDING HOUSE, HOSTEL
- COMMERCIAL
- RETAIL
- FACTORY, SERVICE STATION
- WAREHOUSE, SHOWROOM
- PUBLIC BUILDINGS, HALLS, EDUCATIONAL, LABORATORIES
- OUTBUILDINGS, GARAGES, PERGOLAS, POOLS, SIGNS
- OTHER (PLEASE DESCRIBE BELOW)

If you are relying on "[existing use rights](#)" for your approval, the onus is on applicants to prove that these rights apply.

.....  
.....  
.....

# Ashfield Council - Application for Approval

## B8. CURRENT USE *(Required for all proposals)*

If you are relying on **“existing use rights”** for your approval, the onus is on applicants to prove that these rights apply.

What is the floor area of existing building(s) (m<sup>2</sup>)? .....  
What is the current or last known use(s) of the building(s)/land? (if vacant state “Vacant”) .....  
Is/are the use (s) still operating? .....

LOCATION (e.g. GROUND/FIRST)	USE	GROSS FLOOR AREA
.....	.....	..... m <sup>2</sup>
.....	.....	..... m <sup>2</sup>
.....	.....	..... m <sup>2</sup>
<b>TOTAL</b>		..... m <sup>2</sup>

Is the current use approved by Council? ..... PLEASE TICK  YES  NO  NOT KNOWN

Approval details and date (if known).....

## B9. OPERATING DETAILS *(Non-residential uses only - complete if applicable)*

PROPOSED OPERATING HOURS:

MONDAY TO FRIDAY ..... AM TO ..... PM THURSDAY .....AM TO ..... PM  
SATURDAY ..... AM TO ..... PM SUNDAY .....AM TO ..... PM

NO. OF EMPLOYEES ..... NO. PARKING SPACES .....

DELIVERY VEHICLES (type & size of vehicles and estimated frequency of deliveries per day, week etc) .....

PLANT OR MACHINERY DETAILS .....

LOADING / UNLOADING FACILITIES (provide details) .....

Does the proposal involve the use or storage of any highly combustible goods or toxic chemicals? PLEASE TICK  YES  NO

If “Yes” attach a list of materials, quantities involved and storage methods.

## B10. BASIX (BUILDING SUSTAINABILITY INDEX)

*(Complete for all residential development unless exempt- see below)*

Is a **BASIX** Certificate required? PLEASE TICK  YES  NO (If “Yes” please attach the BASIX certificate to your application).

Note: The **BUILDING SUSTAINABILITY INDEX (BASIX)** is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indices. A **BASIX** Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation. You need a **BASIX** Certificate in Ashfield when **BASIX** applies to the type of development for which you require approval. Commencement dates and details of relevant types of development are at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) You are required to submit the **BASIX** Certificate with the Development Application or a Complying Development Certificate application. The plans and specifications must identify the **BASIX** commitments, which will be checked by a professional building certifier during construction. **Your submitted plans lodged with Council must be consistent with the relevant BASIX Certificate.** Council will require applicants to submit consistent applications before progressing the assessment process, either by amending plans / specifications or by submitting a new **BASIX** Certificate with commitments that match the rest of the application. Applicants can generate the **BASIX** Certificate only on the NSW Department of Planning' **BASIX** website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au). For more information, call the **BASIX Help Line - 1300 650 908**

# Ashfield Council - Application for Approval

## B11. DEMOLITION

PLEASE TICK ✓

Is demolition of any existing buildings proposed?

YES  NO

If "Yes" please give details of materials of construction, age and condition of buildings to be demolished and method of demolition proposed. Use a separate sheet if necessary - refer [Attachment 11](#) for details of things you need to consider.

.....  
.....  
.....

## B12. SUBDIVISION

(Complete this section only if applying for development consent for subdivision).

WHAT TYPE OF SUBDIVISION IS PROPOSED?

PLEASE TICK ✓

- STRATA  LAND (TORRENS)  CONSOLIDATION OF LOTS  
 ADJUSTMENT OF BOUNDARY (NO ADDITIONAL LOTS)  OTHER (specify) .....

Refer to [Attachment 4](#) for specific details of information to accompany a subdivision application. If a strata subdivision of a low rental property is proposed the provisions of [State Environmental Planning Policy No 10](#) may apply - see [Attachment 4](#)

## B13. HERITAGE / PAINTING SCHEMES

This section applies if the property is a heritage item and/or located within a heritage conservation area\* or if you simply want advice about acceptable traditional colour schemes or understand approval requirements for painting.

\*A zoning certificate or the [Ashfield Local Environmental Plan](#) will say if a property is heritage listed.

PLEASE TICK ✓

- a) Have you met with council's heritage advisor? ([Attachment 1](#))  YES  NO
- b) Have you read the relevant [Ashfield Local Environmental Plan](#) and Ashfield [Development Control Plan](#) provisions affecting the property?  YES  NO
- c) Have you submitted, in addition to your [Statement of Environmental Effects](#):
- A [Heritage Impact Statement](#)? (required for all proposals affecting heritage listed properties)  YES
  - A [Conservation Management Plan](#) (required in certain circumstances for proposals affecting heritage listed properties)  YES  NO
  - Landscape / floor area calculation sheet (Haberfield Conservation Area)? ([Attachment 8](#))  YES  NO

Note: If you wish to PAINT buildings in the Haberfield Business Centre or heritage listed or other commercial buildings in the Summer Hill Business Centre please view our informative [Main Street Studies](#) at [www.ashfield.nsw.gov.au](http://www.ashfield.nsw.gov.au) or contact us for details on 9716 1800. You will not need development consent to paint a heritage listed building in these business centres if you follow these colour schemes - simply contact Council for written approval. If you want to paint a heritage listed commercial or residential property outside these areas and you use an acceptable traditional colour scheme the same procedure applies. Council's [Main Street Studies](#) or the publication [Colour Schemes For Old Australian Houses](#) contain useful painting guides for traditional commercial and/or residential buildings, whether or not they are heritage listed.

# Ashfield Council - Application for Approval

## **B14. CONTAMINATION** (Complete if land is or may be contaminated)

Is the land contaminated? PLEASE TICK  YES  NO  NOT KNOWN

If yes, you must give details of contamination and proposed remediation works. Attach any remediation plan, consultant reports and written responses from the environment protection authority or accredited auditors, if applicable. Refer also to [State Environmental Planning Policy No. 55](#)

## **B15. SIGNS AND ADVERTISING STRUCTURES** (Complete if signage is proposed)

Refer to part C2 of Council's [Development Control Plan](#) and [State Environmental Planning Policy No. 64](#) for more information. Your plans must indicate the location of the proposed sign(s) and all existing signs on the site and/or the building (i.e. site plan and elevation). The plans must be dimensioned and indicate the wording or content for the proposed sign(s), colours of background/wording, and the materials out of which the sign(s) will be constructed.

Do your drawings show the type and location of all signs including colours, materials and lettering styles/type of illumination\*  
(\*if any) PLEASE TICK  YES

## **B16. ACCESSIBLE AND ADAPTABLE DEVELOPMENT** (Not applicable to dwelling - houses or dual occupancies).

Depending on the proposal you may need to provide or upgrade existing premises that are both accessible and adaptable and car spaces for persons with a disability in accordance with the requirements of Part C1 of Council's [Development Control Plan](#), the Building Code of Australia and relevant Australian Standards.

Does the development incorporate appropriate access facilities for people with a disability? PLEASE TICK  YES  NO

## **B17. TREES AND LANDSCAPING**

Landscape Concept Plan submitted with this application – PLEASE TICK  YES  NO  
refer to checklist/notes below and [Attachment 14](#).

Are trees to be removed / pruned? PLEASE TICK  YES  NO

Is a tree assessment report provided by a qualified arborist? PLEASE TICK  YES  NO

## **B18. CONSTRUCTION CERTIFICATE**

A Construction Certificate is required if you propose to build. It is not necessary to apply for a Construction Certificate now, however a certificate will be required prior to any building works commencing. If you would like to apply to council for this certificate at the same time as your development application, additional fees apply and documentation/plans showing compliance with the Building Code Of Australia are required. A **15% Construction Certificate fee discount applies** if you lodge your Development Application and Construction Certificate applications together.

Council does not recommend submission of joint applications in all situations, particularly for more complex or contentious proposals. Development consent can change the detail design of your proposal. If the Development Application is refused the Construction Certificate will likewise be refused. Development consents may also be subject to conditions that modify the plans (although the construction certificate can be amended if the changes are minor). A Construction Certificate cannot be issued until it is in accordance with the development consent. Should there be an unreasonable delay in submitting updated plans following issuance of development consent, the construction certificate may be refused.

Note that a Construction Certificate Approval will not be released for residential building work until an owner/builder permit or builder's home warranty insurance has been obtained (if applicable to your development).

# Ashfield Council - Application for Approval

## **B 19. BUILDER DETAILS** (IF KNOWN)

(Complete if building work is proposed and you have selected a builder. - if owner/builder, write "as owner").

Please print.

FULL NAME / COMPANY NAME.....

ADDRESS .....

POSTCODE .....

PHONE NO. (HOME) .....

BUILDERS LICENCE NO. ....

(WORK) .....

OWNER BUILDER PERMIT NO. (if applicable).....

(MOBILE) .....

Email .....

## **B 20. PRINCIPAL CERTIFYING AUTHORITY** (Complete if a construction certificate is required)

Do you wish council to be the principal certifying authority (PCA) for the issue of compliance and occupation certificates?

PLEASE TICK ✓

YES  NO

If "no" please complete the following.

TO BE ADVISED

NAME OF PCA. ....

ADDRESS.....

PHONE..... ACCREDITATION NO. ....

## **B 21. BUILDING MATERIALS** (Complete for all proposals where building works are proposed)

Please tick ✓, which best describes the materials the new work will be constructed of:

The Australian Bureau of Statistics (ABS) uses this information.

DEVELOPMENT DETAILS	COUNCIL CODE	ABS CODE	DEVELOPMENT DETAILS	COUNCIL CODE	ABS CODE
<b>Walls</b>	Please Tick ✓		<b>Roof</b>	PLEASE TICK ✓	
brick veneer.....	<input type="checkbox"/> BV	12	aluminium.....	<input type="checkbox"/> AL	70
full brick.....	<input type="checkbox"/> FC	11	concrete.....	<input type="checkbox"/> CO	20
single brick.....	<input type="checkbox"/> SB	11	concrete tile.....	<input type="checkbox"/> CT	10
concrete block.....	<input type="checkbox"/> CB	11	fibrous cement.....	<input type="checkbox"/> FC	30
concrete/masonry.....	<input type="checkbox"/> CM	20	fibreglass.....	<input type="checkbox"/> FG	80
concrete.....	<input type="checkbox"/> CO	20	Shingle tiles.....	<input type="checkbox"/> SH	10
steel.....	<input type="checkbox"/> ST	60	slate.....	<input type="checkbox"/> SL	20
fibrous cement.....	<input type="checkbox"/> FC	30	steel.....	<input type="checkbox"/> ST	60
hardiplank.....	<input type="checkbox"/> HP	30	terracotta tile.....	<input type="checkbox"/> TT	10
timber/weatherboard.....	<input type="checkbox"/> TM	40	other.....	<input type="checkbox"/> OT	80
cladding-aluminium.....	<input type="checkbox"/> AL	70	unknown.....	<input type="checkbox"/> UN	90
curtain glass.....	<input type="checkbox"/> GL	50			
unknown.....	<input type="checkbox"/> UN	90	<b>Frame</b>		
			steel.....	<input type="checkbox"/> ST	60
<b>Floor</b>			timber .....	<input type="checkbox"/> TM	40
concrete.....	<input type="checkbox"/> CO	20	other.....	<input type="checkbox"/> OT	80
timber.....	<input type="checkbox"/> TM	10	unknown.....	<input type="checkbox"/> UN	90
other	<input type="checkbox"/> OT	80			
unknown.....	<input type="checkbox"/> UN	90			

**Note: 2 copies of a schedule of finishes are required if applying for a Construction Certificate.**

# Ashfield Council - Application for Approval

## PART C - CHECKLIST AND APPLICANT SIGN OFF

The first column is to be filled in by the Applicant. Please tick ✓ the box opposite the information requested as applicable or write "N/A" if not applicable. You must complete all sections of the form. Refer to the Notes below for more help.

		OFFICE USE		
<b>PART C1 – DOCUMENTATION</b>		APPLICANT TICK ✓ OR STATE N/A	C.S.O	DUTY OFFICER
<b>1.</b>	<b>FOR ALL DEVELOPMENT APPLICATIONS</b>	↓		
	a) Application form fully and accurately completed.			
	b) Owner/ applicant details supplied & form signed by all owners (including seals if required).			
	c) <a href="#">Pre-lodgement advisory meeting</a> held (attach meeting notes).			
	d) Additional Integrated Development Approval required? - Refer <a href="#">Attachment 2</a> for details of what you need to submit (additional fees payable).			
	e) Statement of Environmental Effects (all applications) (Note 1) (refer <a href="#">Attachment 6</a> )			
	f) For properties that are a <a href="#">heritage item or within a heritage conservation area</a> ? (Refer (Note 2 & <a href="#">Attachment 5</a> ) <a href="#">heritage impact statement</a> completed and/or <a href="#">conservation management plan</a> )			
	g) Floorspace and landscape calculation sheet/plan submitted for additions to properties within Haberfield Heritage Conservation Area – see <a href="#">Attachment 8</a>			
	h) <a href="#">SEPP 1 objection</a> supplied if variation to a Development Standard required (Note 3).			
	i) Traffic Impact Statement / or Study included (Note 4).			
	j) Footpath and kerb and gutter condition form completed (refer <a href="#">Attachment 12</a> ).			
	k) Waste Management Plan provided if construction proposed (refer <a href="#">Attachment 9</a> ) & Note 10.			
	l) Site assessment/remediation report provided if contamination present/suspected.			
	m) <a href="#">BASIX</a> certificate attached that matches submitted plans for relevant residential development proposals. <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a>			
	n) Details of all materials/colours//finishes provided in a Schedule.			
	o) For <a href="#">SEPP 65</a> developments (flat buildings of three or more storeys or a development with four or more self contained dwellings such as town houses) <a href="#">Design Verification Statement</a> completed and sample board provided showing materials and colours of facades.			
<b>2.</b>	<b>FOR ALL CONSTRUCTION CERTIFICATES:</b>	↓		
	a) Written specifications including all finishes – 2 copies provided.			
	b) Details of any alternative solutions to meet performance criteria of <a href="#">Building Code of Australia (BCA)</a> and assessment methods used.			
	c) Details of proposed fire safety measures (Class 1b Boarding house, guest house, hostels) etc and Class 2-9 buildings (Commercial, industrial, hotels, motels, restaurants, shops, schools, offices, warehouses). See <a href="#">Attachment 10</a> (not applicable to single dwellings/dual occupancy.)			
	d) Long service levy payment included.			
	e) Builder's details supplied (if applicable/known).			
	<b>PART C2 - PLANS/PHOTOGRAPHS</b>	↓		
1.	4 copies of scaled plans/elevations min.1: 100 scale + 4 copies site plans 1:200 scale + 3 additional copies of all plans on A3 paper size submitted and if required 4 copies of a Site Analysis Plan (Note 1) (refer <a href="#">Attachment 7</a> )			
2.	6 copies of a notification plan showing elevations/site plan at A4 size.			
3.	For Integrated Development, 3 additional copies of all plans provided for each approval body from which approval is required and a <a href="#">bank cheque</a> submitted for each authority (refer <a href="#">Attachment 2</a> for details of what you need to provide).			
4.	Plans (all copies) annotated & coloured to clearly distinguish all <u>new work</u>			
5.	Sufficient information shown on the plans indicating existing and proposed ground levels/ building levels including ridge levels. (Note 7).			
6.	Trees to be removed / pruned shown on site plan.			
7.	Landscape Concept Plan provided if plantings proposed - 3 copies (refer Note 11 below & <a href="#">Attachment 14</a> ).			
8.	Details of any rights of way / easements shown.			

# Ashfield Council - Application for Approval

<b>PART C2 - PLANS/PHOTOGRAPHS (cont.)</b>		APPLICANT TICK ✓ OR STATE N/A ↓	C.S.O	DUTY OFFICER
9.	Where overshadowing may impact on adjacent properties diagrams provided showing shadows cast (midwinter and equinox) at 9am, midday and 3pm. Separate diagrams provided for each time period or plan coloured/hatched to show different times. (Note 8)			
10.	Site Plan, elevations and sections of all structures showing relationship of building to adjoining sites/ buildings shown. To include north point, boundary setbacks, position of any street trees, adjoining buildings, outbuildings, position of adjacent windows on neighbouring properties, vehicle entranceways and car parking areas.			
11.	Streetscape elevation that depicts the scale of and form of the development relative to adjoining properties where the development will impact on the streetscape.			
12.	For <a href="#">SEPP 65</a> developments (flat buildings of three or more storeys or a development with four or more self contained dwellings such as town houses) required detailed sections of all facades and a photomontage of the development in the context of surrounding development provided.			
13.	Stormwater Plan details /on-site detention/ and concept plans details shown on site plan Scale 1: 200 - required for all developments involving building works excluding residential additions less than 40m <sup>2</sup> in area. (For major developments view Council's <a href="#">Stormwater Management Policy</a> for more information).			
14.	Existing/proposed rooms shown including dimensions.			
15.	Details of on going waste management / garbage storage areas shown.			
16.	If a new carport or garage, slab level specified in relation to driveway and if new crossing position of street trees shown (Note 9).			
17.	For subdivisions, number of lots shown, including dimensions and areas.			
18.	For Strata Subdivisions floor plans provided and if applicable <a href="#">State Environmental Planning Policy No 10</a> responded to.			
19.	Sign details/location of signs/materials/method of illumination detailed on the plans Refer <a href="#">Council's Development Control Plan</a> and <a href="#">SEPP 64</a> .			
20.	Plans/details of proposed erosion control measures submitted (mandatory for all construction work where excavation/earthworks are part of the proposal).			

## **IMPORTANT NOTES – REFER TO CHECKLIST ABOVE**

1. A [Statement of Environmental Effects](#) form is provided with the Development Application form and must be completed for all applications. See also [Site Analysis, Attachment 7](#).
2. A Heritage Statement/Impact Assessment Report is required for all heritage items or buildings in heritage conservation areas. [Conservation Management Plans](#) may also be required for heritage items or buildings in heritage conservation areas in certain circumstances.
3. If you do not comply with a development standard in a [Local Environmental Plan](#) or [State Environmental Planning Policy \(SEPP\)](#), you must submit a statement referring to [SEPP 1](#) as to why this standard is unreasonable or unnecessary in the circumstances.
4. Traffic Statement required for all developments that are likely to generate significant traffic volumes. This needs to be prepared by a qualified traffic consultant.
5. Approval for demolition of any buildings is required as part of your application (see [Attachment 11](#)).
6. Preliminary site assessment required if contamination suspected. Remediation report also required from a suitably qualified consultant recognised by the NSW Environment Protection Authority.
7. These requirements are applicable to all proposals involving building construction works. Survey plan is required for major works.
8. Shadow diagrams that take account of the slope of the land/buildings in the area, are generally required to enable account of the shadow impact. Diagrams must be separate for different time periods and coloured to distinguish shadowing at different times.
9. Proposed garages, carports and driveways as part of the development will require footpath levels to be issued by Council.
10. A properly documented Waste Management Plan must be submitted with your application if demolition/construction is proposed - refer to [Attachment 9](#) with this form.
11. Basic Landscape Concept Plans must be submitted with all applications where new plantings are proposed. Landscape detail plans may also be required by condition of approval for developments such as multi-unit housing, aged care housing, dual occupancy child care centres and commercial/retail/industrial developments which have ground/roof level garden areas. Refer to [Attachment 14](#).

# Ashfield Council - Application for Approval

APPLICANT SIGN OFF ↓	OFFICE USE ONLY – STAFF SIGNATURES ↓
<input type="checkbox"/> ..... <p style="text-align: center;"><i>APPLICANT SIGNATURE</i></p>	<input type="checkbox"/> ..... <input type="checkbox"/> ..... <p style="text-align: center;"><i>1. DUTY OFFICER</i>                      <i>2. CUSTOMER SERVICE OFFICER</i></p> <p>DATE ...../...../.....</p>

## OFFICE USE ONLY- DUTY OFFICER COMMENTS

.....

.....

.....

.....

## OFFICE USE ONLY - FEES

Contract value\* of development including labour costs \$.....

\*Note: Estimate application fees by first verifying the stated contract value using "Cordells" or similar.

TYPE OF FEE	CASHIER CODE	AMOUNT \$	RECEIPT NO	DATE PAID
Development Application	420			
Advertising	430			
Design Verification Fee (SEPP 65)	220			
Integrated Development	420			
Subdivision	474			
Development Application that requires concurrence (\$110.00 fee plus a further \$250 payment to each authority)	430			
Plan FIRST Levy	98 'N' 2 21			
Microfilming (for DA only)	217			

# Ashfield Council - Application for Approval

<b>OFFICE USE ONLY - FEES</b>				
TYPE OF FEE	CASHIER CODE	AMOUNT \$	RECEIPT NO	DATE PAID
Construction Certificate	576			
Long service levy payment:	98 'N' 1 13			
Inspections	579			
Damage Deposit	98 'Y' 51			
Tree Removal/Pruning	471			
Other (please state)				
<b>TOTAL FEES:</b>				
Customer Service Officer Sign-off ..... DATE ...../...../..... <i>(sign)</i>				
Note; Fees are subject to change. Check our <a href="#">current fees and charges</a> .				
<b>PAYMENT METHODS</b> <ul style="list-style-type: none"> <li>• Payment by Effpos, Cash, Cheque or Credit Card* (*MasterCard or Visa only).</li> <li>• All credit card payments to Council are subject to a 1% merchant fee surcharge that will be added at the time of payment.</li> <li>• 15% Construction Certificate fee discount applies if development application and construction certificate applied for at the same time.</li> </ul>				
<b>PLEASE NOTE – NO PAYMENTS ACCEPTED AFTER 4.00PM</b>				

## ATTACHMENTS INDEX

The following is helpful information to assist you to prepare your Application For Approval. Please read and attach the relevant data to the Approval form. Completion/lodgement of Attachment 6 is required in all cases.

ATTACHMENT NUMBER
↓
1. Development Advisory Services
2. Applications requiring approvals under <a href="#">Section 68 Local Government Act 1993</a>
3. <a href="#">Integrated Development</a>
4. Notes for completing <a href="#">Subdivision Certificate</a> applications.
5. <a href="#">Ashfield Development Control Plan (DCP) 2007</a>
6. <a href="#">Statement of Environmental Effects</a> form (all applications).
7. <a href="#">Site Analysis</a> process <a href="#">Site Analysis</a>
8. <a href="#">Floor space/landscape area calculation sheet</a> – Haberfield Conservation Area.
9. <a href="#">Waste Management Plan Guidelines</a> (All applications involving demolition and/or construction).
10. <a href="#">Fire Safety Measures Schedule</a> . All class 2-9 Buildings under Building Code of Australia, (not dwelling houses or dual occupancies).
11. <a href="#">Demolition Guidelines</a> (all applications involving demolition)
12. <a href="#">Footpath Status Form</a> (all applications involving demolition/and or construction)
13. SEPP 65 <a href="#">Design Verification Statement</a>
14. <a href="#">Landscaping</a>



*Ashfield* Municipal  
Council

## DEVELOPMENT ADVISORY SERVICES



### Overview

#### 1. General Advisory Services

Council holds **PRE-LODGE MENT ADVISORY SERVICE MEETINGS** every Thursday morning (excluding holiday periods). This service (reasonable fees apply) aims to provide potential applicants with advice on more complex developments such as residential flat buildings and other substantial proposals.

The meeting is staffed by a friendly multi-disciplinary team of officers who will make you aware of all of Council's requirements before you lodge your application. It is a valuable opportunity for applicants, to establish ground rules based upon effective communication and information sharing which meets mutual needs.

If you think your application would benefit from a meeting, contact an Area Planning and Environment Officer on 9716 1800 to determine whether your proposal fits into this category before booking a meeting. You can also discuss your proposal with the Duty Officer at our friendly 'One Stop Shop' although any advice will be of a more general nature.

#### 2. Heritage Advisory Services

Council has heritage advisers 'on board' who can provide expert advice about proposed developments involving heritage items or more complex developments in Heritage Conservation Areas which might benefit from specialist heritage advice (reasonable fees apply).

If you think your application would benefit from a meeting, contact an Area Planning and Environment Officer on 9716 1800 to determine whether your proposal fits into this category before booking a meeting. You can also discuss your proposal with the Duty Officer at our friendly 'One Stop Shop' although any advice will be of a more general nature.

#### 3. Record of Meetings

Applicants should prepare their own meeting minutes for later verification by Council officers. Council staff will take file notes.

#### 4. What you need to do before booking a meeting

- (a) Make all necessary enquiries at our "One Stop Shop" and read the relevant planning controls for your proposal  
<http://www.ashfield.nsw.gov.au>
- (b) Prepare a site analysis and presentation with photographs/concept plans to demonstrate that your proposal is well thought out and responds appropriately to its surroundings; and complies with relevant controls.

#### 5. Council officers' role at the meeting

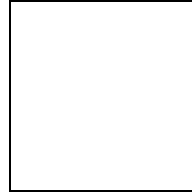
Council officers will respond to specific questions to the best of their ability given the quality of information presented. It is not Council officers' role to give design solutions (see above). However, they will highlight issues that need to be addressed to best achieve compliance with Council requirements.

#### 6. Further meetings

Further meetings will only be necessary if this is required following notification of the application and/or additional issues need to be discussed as part of ongoing assessment of the proposal, or in the event a mediation meeting is necessary. Additional fees may apply.

**DEVELOPMENT ADVISORY SERVICES**

**DEVELOPMENT ADVISORY SERVICES  
(Cont.)**



**7. Addressing issues raised at the meeting**

It is important that issues raised by Council officers are addressed in your application when it is submitted. Applications that do not respond to important issues raised at the Pre-Lodgement meeting may not be recommended for approval.

**8. What you need to bring to the meeting**

- Photographs of the site and surroundings
- Your site analysis.
- Concept plans at an appropriate scale.

***Important Disclaimer:***

***Meetings are held on a “without prejudice” basis. Addressing issues raised by Council staff does not imply that we will approve any proposal, as the proposal still requires to be neighbour notified and assessed in more detail before being determined by Council.***

***it is not Council’s role to provide detailed design solutions, but rather to offer general advice concerning proposals so that applicants are made aware of key issues up-front.***

***For more information about both services, contact us on 9716 1800.***

### INTEGRATED DEVELOPMENT

#### What is “Integrated Development”?

Integrated development is development that requires both development consent and approval under another Act. See the **Table** below. It is the responsibility of the applicant to identify whether their application is for integrated development. If this is not done up front by the applicant it will lead to delays in processing the application.

#### Is your proposal Integrated Development?

(1) Development is integrated development in respect of a license that may be granted under the **Protection of the Environment Operations Act 1997** to control the carrying out of non-scheduled activities for the purpose of regulating water pollution **only if** (a) the development application stipulates that an application for such a license has been or will be made in respect of the development, or (b) the Environment Protection Authority notifies the consent authority in writing before the development application is granted or refused that an application for such a license has been or may be made in respect of the development.

(2) Development is **not** integrated development in respect of the consent required under **Section 90 of the National Parks and Wildlife Act 1974** unless: (a) a relic referred to in that section is known, immediately before the development application is made, to exist on the land to which the development application applies, or (b) the land to which the development application applies is an Aboriginal place within the meaning of that Act immediately before the development application is made.

(3) Development is **not** integrated development in respect of the consent required under **Section 138 of the Roads Act 1993** if, in order for the development to be carried out, it requires the development consent of a Council and the approval of the same Council.

(4) Development is **not** integrated development in respect of the approval required under **Section 57 Of The Heritage Act 1977** if the approval that is required is the approval of a Council.

#### **Agencies dealing with Integrated Development**

Preliminary enquires may be made of the relevant agency prior to lodgement of a Development Application. A list of those agencies dealing with integrated development that may be contacted for preliminary enquires is below.

- ❖ NSW Fisheries (aquaculture permit) PO Box 21, Cronulla NSW 2230  
202 Nicholson Parade, Cronulla NSW 2230
- ❖ National Parks and Wildlife Service Sydney Zone Manager Environmental Planning Unit  
43 Bridge Street Hurstville NSW 2220 Ph: (02) 9585 6913
- ❖ Environment Protection Authority Sydney Zone POEO (Protection of the Environment Operations Act, 1997) Service Centre Ph: 133 372 Fax: (02) 9995 5921
- ❖ Department of Planning, 23-33 Bridge Street GPO Box 39 Sydney NSW 2001 Tel: 02 9228 6111  
Fax: 02 9228 6455
- ❖ Roads and Traffic Authority 81 – 85 Flushcombe Rd, Blacktown 2148 (P.O. Box 558)  
Tel: 131782 Fax: (02) 8814 2355

# Ashfield Municipal Council - Application for Approval

**ATTACHMENT 2 (cont).**

❖ NSW Heritage Council/NSW Heritage Office Locked Bag 5020  
Parramatta NSW 2124. Ph: (02) 9873 8500 Fax: (02) 9873 8599

## **Minimum submission requirements for integrated development:**

- Applicable Development Application fee plus \$110.00** one- off administration fee **plus** an additional fee of **\$250.00** per approval body in form of **separate bank cheque(s)**
- Standard number of plans for Council required (see Part **C1 of Form - Checklist**) plus **3 additional** sets of plans per approval body.
- In addition to the above fees Council may charge up to the following maximum fees for the giving of the notice required for the development:
  - **\$1,665**, in the case of designated development,
  - **\$830**, in the case of advertised development,
  - **\$830**, in the case of prohibited development,
  - **\$830**, in the case of development for which a local environmental plan or Development Control Plan requires notice to be given otherwise than as referred to in paragraph (a), (b) or (c).

p <a href="#">National Parks and Wildlife Act 1974</a>	s 90	consent to knowingly destroy, deface or damage or knowingly cause or permit the destruction or defacement of or damage to, a relic or Aboriginal place
---	---------	--

**ATTACHMENT 2 (cont).**

## INTEGRATED DEVELOPMENT APPROVALS (cont.)

C  
~  
|

# Ashfield Municipal Council - Application for Approval

## ATTACHMENT 3

### APPROVALS - S.68 LOCAL GOVERNMENT ACT 1993

#### DOES YOUR APPLICATION SEEK APPROVAL FOR ANY OF THE FOLLOWING?

(Please tick appropriate box(es) and provide details on a separate sheet attached to your application.)

#### STRUCTURES OR PLACES OF PUBLIC ENTERTAINMENT

- INSTALLING A MANUFACTURED HOME, MOVEABLE 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
- 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
- INSTALLING, ALTERING, DISCONNECTING OR REMOVING A METER CONNECTED TO A SERVICE PIPE
- 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
- INSTALLING, CONSTRUCTING OR ALTERING A WASTE TREATMENT DEVICE OR A HUMAN WASTE STORAGE FACILITY OR A DRAIN CONNECTED TO ANY SUCH DEVICE OR FACILITY

#### 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
- 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
- CARRYING OUT AN ACTIVITY PRESCRIBED BY THE REGULATIONS UNDER THE LOCAL GOVERNMENT ACT, 1993, OR AN ACTIVITY OF A CLASS OR DESCRIPTION SO PRESCRIBED

# Ashfield Municipal Council - Application for Approval

## ATTACHMENT 4

### NOTES FOR COMPLETING SUBDIVISION CERTIFICATE APPLICATION

#### The following information must accompany an application for subdivision:

- a) original plan of subdivision prepared by a qualified surveyor and 5 copies of the original plan
  - b) relevant development consent or complying development certificate (development consent may be obtained in conjunction with subdivision application when lodging this form)
  - c) detailed subdivision engineering plans endorsed with a construction certificate (where applicable)
  - d) for a deferred commencement consent, evidence that the applicant has satisfied the consent authority on all matters which it must be satisfied of before the consent can operate
  - e) evidence that the applicant has complied with all conditions of consent, that it is required to comply with before a subdivision certificate can be issued (where applicable)
  - f) a certificate of compliance from the relevant water supply authority (where applicable)
  - g) if a subdivision is the subject of an order of the Land and Environment Court under Section 40 of the *Land and Environment Court Act 1979* evidence that required drainage easements have been acquired by the relevant Council.
  - h) for subdivision involving subdivision works evidence that:
    - the work has been completed, or
    - agreement reached with the relevant consent authority regarding payment of the cost of work or as to the time for carrying out the work, or
    - security given to the consent authority with respect to the completion of the work
1. A STATEMENT OF ENVIRONMENTAL EFFECTS WHICH INCLUDES, WHERE RELEVANT, THE FOLLOWING INFORMATION:
- details of consultation with public authorities and documentation
  - preliminary engineering drawings showing existing / finished levels
  - proposed utility services / roads / easements
  - any fire safety services (existing and proposed)

*(continued overleaf)*

## **SEPP No. 10 – Retention of Low-Cost Rental Accommodation**

The policy requires Ashfield Council's consent, and the Director-General of the Department of Planning's (State Government) concurrence, to demolish, alter or change the use of a boarding house. **Consent is also required to strata-subdivide a low-cost residential flat building or boarding house.** Before granting consent or concurrence, Council and Director-General are required to take into account the availability of comparable accommodation, however it is not mandatory for them to refuse a proposal if such accommodation is not available.

Other matters to be considered include the structural soundness and fire safety of a building, the estimated cost of necessary improvements and, as relevant, the financial viability of continuing to run a boarding house.

The Department of Planning regularly produce a [revised table of rental figures](#) — identifies what is considered to be low-cost rental housing for each Council area covered by SEPP 10. Clause 3A(2)(b) of the Policy provides that the data specific to this table applies to all development applications lodged with a local government council on or after 30 Nov 2006. Read the [SEPP10 Guide](#) for more information or contact –

**Department of Planning Housing Policy Branch**  
**23-33 Bridge Street GPO Box 39 Sydney NSW 2001**  
**Tel: 02 9228 6111**  
**Fax: 02 9228 6455**  
**Email: [information@planning.nsw.gov.au](mailto:information@planning.nsw.gov.au)**

# Ashfield Municipal Council - Application for Approval

## ATTACHMENT 5

### ASHFIELD DEVELOPMENT CONTROL PLAN (DCP) 2007

Please visit [http://www.ashfield.nsw.gov.au/planning/planning\\_dcp2007.htm](http://www.ashfield.nsw.gov.au/planning/planning_dcp2007.htm) to view the DCP or call us on 97161800 if you need a hard copy (fees apply).  
A list of DCP *PARTS* as at 16 October 2007 is as follows -

□

|

# Ashfield Municipal Council - Application for Approval

□

<b>C7</b>	<b>Haberfield Heritage Conservation Area</b>
<b>C9</b>	<b>Heritage Conservation</b>
<b>C10</b>	<b>11-13 Hercules Street</b>
<b>C12</b>	<b>Public Notification in the Planning Process</b>
<b>C15</b>	<b>Houses &amp; Dual Occupancies</b>

Please refer also to any applicable Council Codes and Policies.  
Details are with Ashfield DCP 2007.

**STATEMENT OF ENVIRONMENTAL EFFECTS.**  
**(Complete and sign for all Applications for Approval).**

1. In considering an application for development, Council has the responsibility to ensure that the proposal achieves good building design that will enhance the amenity of the Municipality, protect the environment, residents and neighbours, and prevent pollution. A **Statement Of Environmental Effects** must indicate the following matters:
  - (a) the environmental impacts of the development,
  - (b) how the environmental impacts of the development have been identified,
  - (c) the steps to be taken to protect the environment or to lessen the expected harm to the environment
2. In addition, this **Statement Of Environmental Effects submitted with the Application for Approval** must include the following, if the development application relates to residential flat development to which [State Environmental Planning Policy No 65— Design Quality of Residential Flat Development](#) applies (refer [Attachment 13](#)):
  - (a) an explanation of the design in terms of the design quality principles set out in Part 2 of *State Environmental Planning Policy No 65—Design Quality of Residential Flat Development*.
  - (b) drawings of the proposed development in the context of surrounding development, including the streetscape,
  - (c) development compliance with building heights, building height planes, setbacks and building envelope controls (if applicable) marked on plans, sections and elevations,
  - (d) drawings of the proposed landscape area, including species selected and materials to be used, presented in the context of the proposed building or buildings, and the surrounding development and its context,
  - (e) if the proposed development is within an area in which the built form is changing, statements of the existing and likely future contexts,
  - (f) photomontages of the proposed development in the context of surrounding development,
  - (g) a sample board of the proposed materials and colours of the facade,
  - (h) detailed sections of proposed facades,
  - (i) if appropriate, a model that includes the context.

The applicant should be aware that these are major considerations in the assessment of a proposed development. Developments, which address these matters up front in the design stage, will tend to be more successful in minimising adverse impact and therefore result in fewer objections.

You may fill out this form, with any attachments, or submit your own separately prepared statement.

**Ashfield Municipal Council - Application for Approval**

**ATTACHMENT 6 (cont).**

**STATEMENT OF ENVIRONMENTAL EFFECTS**

Address of  
Proposal.....

## STATEMENT OF ENVIRONMENTAL EFFECTS

□

Necessary for all development that will:

- **CREATE ADDITIONAL LOTS AS PART OF A TORRENS TITLE SUBDIVISION;**
- OR**
- **RESIDENTIAL FLAT BUILDINGS (THIS INCLUDES DWELLINGS ATTACHED TO A SHOP OR OFFICE);**
- OR**
- **ANY DEVELOPMENT THAT WILL HAVE SIGNIFICANT ENVIRONMENTAL IMPACTS INCLUDING A NEW DWELLING OR SUBSTANTIAL ADDITIONS TO A PROPERTY**

Understanding the site is the first step in designing a development and is a mandatory part of the assessment process. The purpose of a site analysis is to identify how a development responds to the opportunities and constraints of an allotment and the surrounding streetscape.

The Site Analysis Plan may also need to include neighbouring or near-by development if the proposal is likely to impact on the neighbourhood in any way. The following should be included, as a minimum, on a Site Analysis Plan:

- date, author's name, scale of plan (1:100,1:200, 1:500 - plan number)
- location, boundary dimensions, site area and north point
- location and type of existing vegetation
- location and use of buildings
- existing levels of the land in relation to building and roads (contours/spot levels)
- the location and use of buildings on adjoining sites
- existing access arrangements
- any flood prone areas
- services (phone, power etc)
- contaminated areas and land degradation areas

The level of detail required may change depending on what type and scale of development is proposed. For more detailed information on what is required with a Site Analysis Plan you should consult any relevant Development Control Plan Part.

**FLOOR SPACE/LANDSCAPE CALCULATION SHEET HABERFIELD CONSERVATION AREA**

Please complete this sheet as completely and accurately as possible.

Address of the property .....

Total Land Area of the property ..... m<sup>2</sup>

You will need to comply with two standards: (refer to requirements for a [SEPP 1 OBJECTION](#) submissions if particular standards need to be varied )

- a). *The total floor area cannot be more than 50% of the site area.*
- b). *The amount of landscaped area cannot be less than 50% of the site area.*

**1. Total floor area of the dwelling**

- all floor areas including attic space with ceiling height above 1400 m<sup>2</sup> included.
- verandahs, decks and balconies not included.
- enclosed and roofed decks included.

Total ground level floor area ..... m<sup>2</sup>

Total first level floor area ..... m<sup>2</sup>

**Total floor area = ..... m<sup>2</sup>**

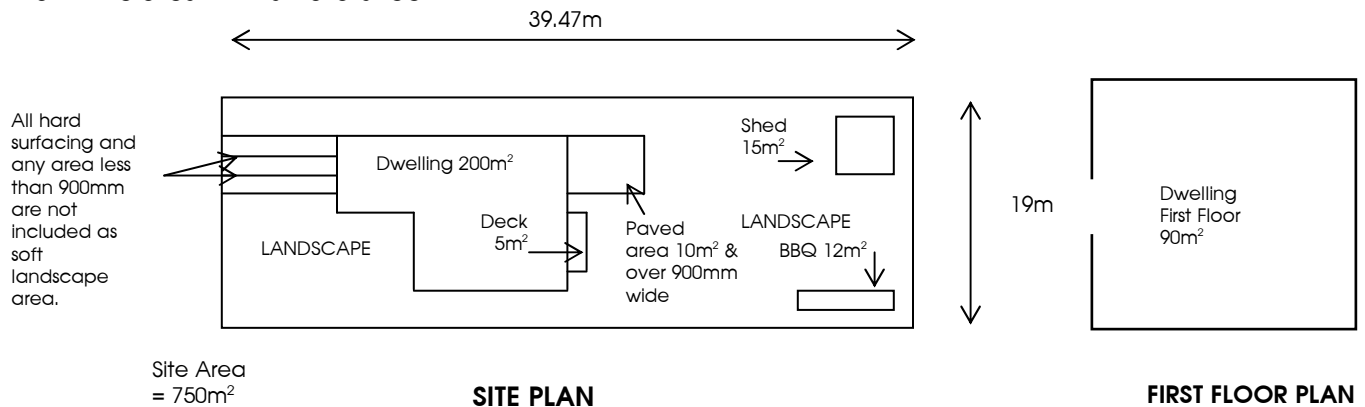
- Note: (1) All areas to be quoted refer to the *completed* building.  
 (2) All areas to be quoted are to *include* external and internal wall thickness.

**2. Landscaped area (ie. Site area less built-on area)**

- built-on area includes all buildings, carports, sheds, hard paving, swimming pool paved area etc.
- landscape area does not include any area less than 900mm in width

**Total landscaped area = ..... m<sup>2</sup>**

**PLEASE NOTE: A basic plan indicating site and floor areas is required to be submitted with this completed data sheet. The following diagram is an example of what is to be shown on this plan and how the information relates to this data sheet.**



# Ashfield Municipal Council - Application for Approval

**ATTACHMENT 9**

## **WASTE MANAGEMENT PLAN**

**The attached form and table *must* be completed and submitted within your Development Application if demolition and/or construction work is proposed.**

Completing this table will assist you in identifying the type of waste that will be generated from your proposal and in advising Council how you intend to reuse, recycle or dispose of any waste. The information provided on the form and on your plans will be assessed against the requirements of Council's [Development Control Plan "Planning for Less Waste"](#). (Part D1).

You can obtain a copy by picking up or ordering from our "One Stop Shop" - telephone 9716 1800 - Administration Building, 260 Liverpool Road, Ashfield or go to [www.ashfield.nsw.gov.au](http://www.ashfield.nsw.gov.au)

□

**Brief description of proposal:**

# Ashfield Municipal Council - Application for Approval



# Ashfield Municipal Council - Application for Approval

## Waste Management Plan Form 2 - Details of Waste Management - Demolition Phase.

**ATTACHMENT 9 (cont).**

Type of materials	Estimated	<p style="text-align: center;"><b>ON-SITE</b></p> <ul style="list-style-type: none"> <li>Specify proposed reuse or on-site recycling methods</li> </ul>	<p style="text-align: center;"><b>OFF-SITE</b></p> <ul style="list-style-type: none"> <li>Specify contractor and recycling outlet</li> </ul>	<ul style="list-style-type: none"> <li>Specify contractor and landfill site</li> </ul>
-------------------	-----------	---	--	--

## Waste Management Plan Form 3 - Details of Waste Management - Construction Phase.

**ATTACHMENT 9 (cont).**

Type of materials	Estimated		<p style="text-align: center;"><b>ON-SITE</b></p> <ul style="list-style-type: none"> <li>Specify proposed reuse or on-site recycling methods</li> </ul>	<p style="text-align: center;"><b>OFF-SITE</b></p> <ul style="list-style-type: none"> <li>Specify contractor and recycling outlet</li> </ul>	<ul style="list-style-type: none"> <li>Specify contractor and landfill site</li> </ul>
	Vol. (m3)	Wt. (t)			



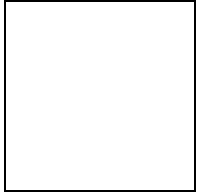
The following information will assist in preparing a development application involving demolition of buildings within *Ashfield* Municipality

1. Photographs of existing buildings to be demolished
2. Details of your demolition plan/methods.
3. A submission requesting approval to demolish that includes supporting evidence and justification/reasons for demolition.
4. Details of security fencing which will surround the site.
5. Details of proposed erosion and sediment control measures.
6. Identification of any trees to be retained and the method(s) of protection during on-site work.
7. Note: Trees on adjoining sites need to be protected where the work affects the land within the drip zone of those trees.
8. A history of the site, which includes its previous use(s), details of any site contamination (hazardous materials such as asbestos). If the site is contaminated, a remediation action plan/report is required.
9. A description of the proposed method(s) for minimising the generation of dust and methods for removing hazardous materials <http://www.workcover.nsw.gov.au>
10. Details of waste minimisation measures/strategies - See "[Attachment 9](#)" - Required for all DA's involving demolition/construction.
11. Details of Council's stormwater pipes or other authorities' services on the site
12. An estimate of the length of time that the site will remain vacant after demolition.

**NOTE: ANY EXTENDED PERIODS OF VACANCY MAY REQUIRE STABILISATION OF DISTURBED SURFACES, INSTALLATION OF SECURITY FENCING AND THE PROVISION OF A SITE MANAGEMENT PLAN.**

**Questions? Please contact Council's Planning and Environment Directorate  
Phone: 9716 1800.**

**FOOTPATH/KERB ASSESSMENT**



**DESIGN VERIFICATION STATEMENT POLICY**



**ASHFIELD MUNICIPAL COUNCIL**

**“DESIGN VERIFICATION STATEMENT” POLICY**

**(AS AMENDED) - ADOPTED 16 MAY 2006.**

**RESIDENTIAL FLAT BUILDING APPLICATIONS PURSUANT TO SEPP NO 65.**

**ADDITIONAL DEVELOPMENT APPLICATION FEE REQUIREMENT FOR REFERRAL TO COUNCIL’S URBAN DESIGNER AND REVIEW OF DESIGN VERIFICATION STATEMENT.**

---

The Environmental Planning and Assessment Regulation 2000 contains the following provision in Clause 50 .

***“(1A) A development application that relates to a residential flat development, and that is made on or after 1 December 2003, must be accompanied by a design verification from a qualified designer (a registered architect), being a statement in which the qualified designer verifies:***

- (a) that he or she designed, or directed the design, of the residential flat development, and***
- (b) that the design quality principles set out in Part 2 of State Environmental Planning Policy No 65 - Design Quality of Residential Flat Development are achieved for the residential flat development.”***

The key objective of State Environmental Planning Policy 65 (SEPP 65) is to improve the design of residential flat building and the following points are Statutory Considerations which must be specifically addressed in the Design Verification Statement – Context; Scale; Built Form; Density; Resource; Energy Efficiency and Water Efficiency; Landscape; Amenity; Safety and Security; Social Dimensions and Aesthetics.

With any Residential Flat Development Application affected by the provisions of SEPP No. 65, Ashfield Council requires the payment of a fee for the referral of the *Design Verification Statement* to Council’s Architect/Design Consultant.

**Residential Flat Building** in the context of **SEPP 65** means a building that comprises or includes:

- (a) 3 or more storeys (not including levels below ground level provided for car parking or storage, or both, that protrude less than 1.2 metres above ground level), and
- (b) 4 or more self-contained dwellings (whether or not the building includes uses for other purposes, such as shops),

An applicant may also request that the *Design Verification Statement* referral occur prior to the lodgement of a Development Application (cont. overleaf). .

**DESIGN VERIFICATION POLICY (CONT).**

- (i) The *Design Verification Statement* referral fee covers the following matters:

Review of *Design Verification Statement* by Council's Architect/Designer, in consultation with Council's Assessment officer (cont. overleaf).

It should be noted the onus is on the applicant's architect to make the *Design Verification Statement* an explicit document with clear and sound reasoning which addresses SEPP 65 objectives. **This must include the information detailed in Attachment 6 (Statement of Environmental Effects), which addresses the requirements of the EPA Act Regulations.**

- (ii) **Council's Architect/Designer and Assessment Officer interview with applicant's Architect**

Council's Architect/Designer will verbally explain his preliminary conclusions on the *Design Verification Statement*, for the purpose of allowing the applicant's Architect to respond to any observations, and give Council's Architect the opportunity for adjusting and finalizing his/her final written evaluation.

- (iii) **Council Architect/Designer provides an evaluation through Council's Assessment Officer, which is then forwarded to the applicant's architect.**

Council's **Assessment Officer** will determine the Development Application, taking into account Council's Architect's comments.

**LANDSCAPING**

**Landscape plans** are used in the development assessment process to illustrate the design and specifications relevant to the provision of landscaped areas on development sites. The provision of landscaping as part of new development is important in working towards Council's policy to create an **Urban Forest** in Ashfield which will enhance the amenity of urban areas, reduce greenhouse gases and improve the aesthetic appearance of the Municipality.

**A Landscape Concept Plan** is required for all forms of where landscaping is proposed. It is a basic plan illustrating the conceptual design and functional intent of landscaped areas. The plan will illustrate the key layout and design elements of on-site landscape areas, and is usually submitted as part of a development application to demonstrate basic compliance with Council's landscape requirements, including minimum landscape area.

**A Detailed Landscape Plan** (or Working Drawing) is a more detailed plan with associated specifications for landscaping works. A Detailed Landscape Plan should be prepared by a landscape architect, landscape designer or other suitably qualified person who is eligible for membership of the Australian Institute of Landscape Architecture or the Australian Institute of Landscape Designers and Managers. A detailed landscape plan will usually be required by condition of approval for developments such as multi-unit housing, aged care developments, nursing homes, child care centres, dual occupancies, commercial, industrial or retail/mixed use developments incorporating garden areas at ground or roof level. The approved plan will need to be implemented prior to the use of the premises commencing.

General requirements applicable to both **Landscape Concept Plans** and **Detailed Landscape Plans** are as follows:

**Title Block** – All plans are to include a title block identifying the following:

- Author of Plan(s);
- Plan type (e.g. Landscape Concept Plan);
- Date;
- Plan version number and amendment schedule (where relevant);
- Street Address; and
- Real Property Description.

**North Point** – All plans are to include a north point, and where possible be oriented to ensure north corresponds with the top of the plan/page.

**Scale** – All plans are to be prepared to a suitable scale (1:100, 1:200, 1:500) with the scale noted on plan. Scale should be accurate for the size of the page submitted e.g. 1:100 @ A3 size.

**Plan Size** – Where possible, plans should be provided at A4 or A3 size. Where larger plans need to be submitted (eg. A1, AO) these should be submitted in electronic (pdf) as well as hard copy.

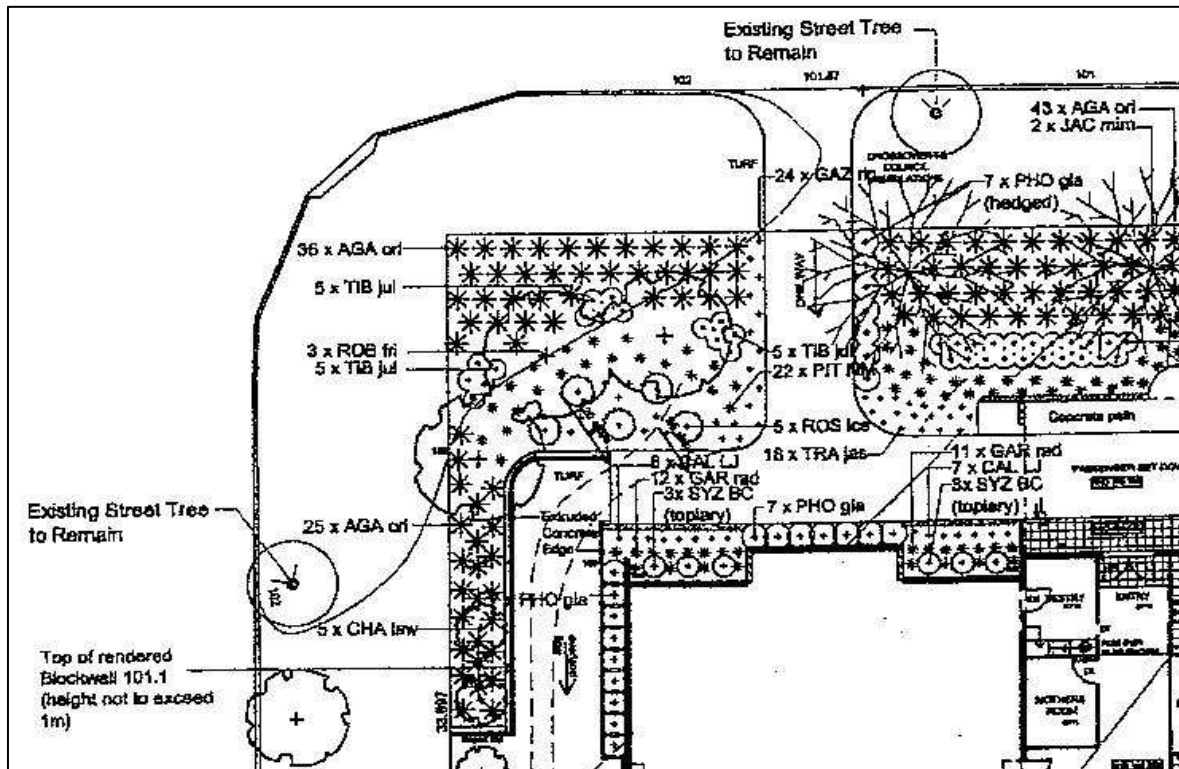
In addition to general requirements applicable to all landscape plans, the **Landscape Concept Plan** must illustrate the following basic information:

- Existing and proposed buildings;
- Existing fences;
- Existing trees to be removed and trees to be retained including street trees;
- Vehicular and pedestrian access points, and onsite vehicle manoeuvring and parking areas;
- Extent of public and private open space; and
- Extent and function of landscape treatments e.g. shrubs, screen planting, lawn area, paving, erosion control, accent plantings.



**Maintenance/Embellishment Strategy** - to ensure plants are successfully established and maintained- show construction work exclusion areas, irrigation details, staking, topsoil, mulch etc.

The following diagram/specification is an example of the level of detail required in a Detailed Landscape Plan.



- Specification Details**
- Extent of Work** - Outline the nature of work to be completed on site
  - Excavation and Drainage** - Detail of site protection, methods and finishing related to site excavation and drainage.
  - Topsoil** - Specify type and depth of topsoil
  - Edging** - Specify type and construction method of edging
  - Garden Beds** - Specific detail relating to preparation of garden beds.
  - Irrigation** - Detail of proposed irrigation system
  - Mulch** - Detail of mulch type, depth and quality.
  - Plant Material** - Specify quality of plant material, method of transport and inspection.
  - Turf / Lawn** - Specify variety, supply type, preparation and care of turf and lawn.
  - Maintenance** - Outline maintenance tasks and minimum standards for establishment of works.
  - S Schedule** - Species, mature height and canopy width – pot sizes and number of plants