This guide outlines plan and report requirements for works relating to a **single dwelling** and associated development / buildings.
Preparing an application

This guide lists the documentation that is required to accompany a development application (DA) and an application for a Construction Certificate (CC). Whilst these approvals can be separately applied for, plans are often drawn to include a level of detail that satisfies both.

DEVELOPMENT APPLICATION

Every good design works from the character and conditions of the land. Identifying and understanding the opportunities and constraints of the land and its surrounds also informs the type of reports / plans that will be required to support a DA.

Analyse the site

Consider the matters identified in the Site Analysis Plan and the Statement of Environmental Effects. Start with a review of the information contained on Council’s website under ‘Interactive Maps’. The maps identify the zoning of the land and known protected, environmental, bushfire, etc., constraints. Note: Whilst some of the constraints may show on Council maps as environmentally sensitive or protected areas, others may be present and can only be determined as such by a site inspection. Consider impacts on neighbouring properties and surrounds. Examine ways of avoiding or minimising impacts.

Know what development standards apply

State and local government planning instruments contain the standards that govern development. The zoning will direct you to the Blue Mountains planning instrument and controls that apply to your land. Most land in the Blue Mountains is zoned under Environmental Plan (LEPs) - LEP 2015. The LEP sets out what is permissible on the land, the development standards and other matters that will be considered during the assessment of an application such as:

- Scale / site coverage / floor space ratio
- Building height and setbacks
- Minimum % of landscaped areas
- Environmental considerations.

The Blue Mountains Development Control Plan (DCP) 2015 sits under the LEP to provide additional and practical information on all the relevant issues, design principles, performance criteria and standards for development.

The design and the reports required to support an application are also influenced by state controls such as those that apply to bushfire prone land or BASIX. State controls may also impact on what is permissible on the land (see note on secondary dwellings).

Design the proposal

Armed with an understanding of the site constraints, local context and the relevant development standards, you can prepare a site responsive design for your proposal. The knowledge gained will also assist to identify additional costs that may be involved in developing the site.

CONSTRUCTION CERTIFICATE

The CC confirms that the detailed construction plans comply with the Building Code of Australia; are ‘not inconsistent’ with the development consent and comply with the relevant conditions of the development consent. Accredited certifiers and councils can issue CCs. A CC must be obtained before building work commences. Details of what is required to support a CC application are also outlined in this guide.

Lodge your application

Council is working towards making the lodgement of applications convenient and eco-friendly.

Applications may be lodged online using Council’s lodgement portal. www.bmcc.nsw.gov.au/online services. If lodging in person, submit a disc/USB flash drive containing all the application documentation - no paper copies are required. Approved documents will be returned to the Applicant.

Digital documents and plans:
- Must be scanned to scale (if scanned) and in PDF format
- Must not be encrypted
- Must not be password secured - BMCC requires full PDF access to make notations and to stamp plans
- Must be of a resolution suitable for printing (minimum 300dpi)
- PDF files must not contain imbedded attachments
- Use titling that reflects the content of the plan/report eg., Application form, Site plan, Statement of Environmental Effects, Heritage report; etc.

Secondary dwellings

Secondary dwellings are permissible in some zones under LEP 2015 and the State Environmental Planning Policy (SEPP): Affordable Rental Housing 2009. For further information see www.planning.nsw.gov.au

Secondary dwellings may be attached or detached from the principal dwelling.

Documents online

Documents submitted with an application are made available online to the public under the Government Information (Public Access) Act. For privacy reasons do not include images that identify people or personal information.
Documents to be lodged with a development application

This guide lists the documentation that must accompany every DA and the circumstances where other plans and reports may also be required. During the assessment additional details / reports may be required. These usually result from the inspection of the site or a request from a referring authority for further information.

<table>
<thead>
<tr>
<th>ALWAYS REQUIRED</th>
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<tbody>
<tr>
<td>Land use application form</td>
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<tr>
<td>Statement of environmental effects</td>
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<td>Notification plan (A4 or A3 showing site &amp; elevation plan)</td>
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<tr>
<td>Site plan</td>
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<tr>
<td>Elevations plan</td>
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<td>Floor plan</td>
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<tr>
<td>Section plan</td>
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<td>Schedule of materials and colours</td>
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Preparation of a construction certificate

Specifications and plans needed for the issue of a CC must demonstrate compliance against the provisions of the Building Code of Australia (BCA). Where appropriate they must reference relevant Australian Standards including (where required) details of compliance with AS3959 - Construction of Building in Bushfire Prone Areas.

<table>
<thead>
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<tbody>
<tr>
<td>Land use application form: Complete all sections and CC requirements</td>
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<tr>
<td>Detailed plans, consisting of:</td>
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<tr>
<td>(Drawn to a suitable scale and demonstrating compliance with the BCA)</td>
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<tr>
<td>● Site plan</td>
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<tr>
<td>● Elevations plan</td>
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<td>● Floor plan</td>
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<tr>
<td>● Section plan</td>
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<tr>
<td>and where relevant include:</td>
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<td>● BASIX commitments</td>
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<tr>
<td>Specifications for the development that:</td>
</tr>
<tr>
<td>● Describe the construction, the materials to be used and the method of drainage, sewerage and water supply</td>
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<tr>
<td>● Include the BASIX commitments (where relevant)</td>
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<tr>
<td>● State whether the materials to be used are new or second-hand. If second-hand materials, give particulars of the materials to be used</td>
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<tr>
<td>If alternative solution is proposed:</td>
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<tr>
<td>A statement as to how the performance requirements of the Building Code of Australia are to be complied with. Refer to Alternative Solutions guide on council’s website</td>
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<tr>
<td>Engineering certification / compliance certificates:</td>
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<tr>
<td>May be required for some design elements</td>
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Classification of Buildings

The classification of a building is defined under the Building Code of Australia (BCA).

Single dwellings, being a detached house or one or more attached buildings, are classed as 1a.

A non-habitable building or structure is classed as:
- Class 10a - a private garage, carport, shed or the like
- Class 10b - a structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or the like.

Need help?

Council offers a preliminary advice/pre-lodgement service providing information on areas for consideration when lodging an application and details of what plans and reports to be submitted with your application. The service includes a site inspection and written report. A fee applies. Applications are available from www.bmcc.nsw.gov.au/yourcouncil/forms
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<th>MAY BE REQUIRED</th>
<th>CIRCUMSTANCES WHEN REQUIRED</th>
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<tr>
<td>Archaeological survey</td>
<td>The site is known to have or is suspected of having Aboriginal or early European objects, or where the site is reasonably in its natural state and there are known or suspected Aboriginal sites in the locality. Where objects are found a plan of management must be completed demonstrating how the site will be protected (qualified consultant required). Refer to LEP 2015 cl. 5.10; BMDCP D1.2, D1.3.</td>
</tr>
<tr>
<td>BASIX certificate</td>
<td>Required for all new dwellings, secondary dwellings, alterations and additions over $50,000 or swimming pools with a capacity greater than 40,000 litres; this is an online tool (see BASIX website), the lot and DP on the certificate must match that of the property. Refer to <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a></td>
</tr>
<tr>
<td>Bushfire assessment</td>
<td>Where the proposed development is on land mapped as bushfire prone - see maps on Council’s website. An application kit is available and can be downloaded from the RFS website. Refer to <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a> Planning for Bushfire Protection: Guidelines for single dwelling development applications</td>
</tr>
<tr>
<td>Contaminated site report</td>
<td>The site has been identified or, as a result of historical research and/or local knowledge, found to have been used for any of the potentially contaminating activities (qualified consultant required). This may involve an investigation, site audit and remediation action plan - the process and the level of reporting required is outlined in legislation. SEPP 55; BMDCP E7.</td>
</tr>
<tr>
<td>Detailed character assessment</td>
<td>Where the proposed development site is within a ‘Period Housing Area’ or where the proposal involves demolition within a ‘Period Housing Area’. Refer to LEP 2015 cls.6.18; BMDCP D2.</td>
</tr>
<tr>
<td>Detailed environmental assessment</td>
<td>Where the proposed development and/or asset protection zones are located within any protected or environmentally sensitive area, whether that area is mapped or unmapped. Refer to LEP 2015 cls.6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.12, 6.13; BMDCP C1, C2.</td>
</tr>
<tr>
<td>Flora and fauna report</td>
<td>A flora and fauna report is required on sites where there are number of environmental constraints or high level ecological values that are likely to be impacted upon by the development (qualified consultant required). Flora and Fauna Assessment Guidelines are available. Refer to LEP 2015 cls. 6.1, 6.2; BMDCP C1, C2.</td>
</tr>
<tr>
<td>Flood / overland flow study</td>
<td>Required on land identified at or below the flood planning level or where overland flows surfarge from the street or a drainage easement. Refer to LEP 2015 cls. 6.10; BMDCP C6.4.</td>
</tr>
<tr>
<td>Geotechnical report</td>
<td>Where an onsite sewage system is proposed (qualified consultant required) or on land identified as ‘Protected Area - Slope Constraint’ where works disturb the soil or alter the natural drainage patterns. Refer to LEP 2015 cls. 6.4, 6.23; BMDCP E1.2.</td>
</tr>
<tr>
<td>Heritage report</td>
<td>The site / building is a heritage item or potential heritage item, or within a heritage conservation area (HCA), or within the vicinity of an item or HCA, and the proposal involves: partial or total demolition; changes to the interior or exterior appearance including repainting in a new colour scheme; the removal of trees or other proposed changes to the landscape or the adaptive re-use. Refer to LEP 2015 cl.5.10; BMDCP D1.13.</td>
</tr>
<tr>
<td>Noise &amp; vibration report</td>
<td>The proposed development is adjacent to a classified road (eg. Great Western Highway; Hawkesbury Road, Darling Causeway, Bells Line of Road) and/or is within 60m of a railway corridor. Refer to the Department of Planning guide on development near rail corridors and busy roads and to the SEPP (Infrastructure); BMDCP F1.1.3.</td>
</tr>
<tr>
<td>Request to vary a development standard (cl. 4.6)</td>
<td>A written request under LEP 2015 cl. 4.6 must accompany any development application for development that seeks to vary a relevant development standard in LEP 2015. Such report must demonstrate that the development still achieves the objectives of the standard and zone and that compliance is unreasonable or unnecessary in the circumstances and that there are sufficient environmental planning grounds to justify contravening the standard. A form is available and can be downloaded from Council’s website. Definitions are not a development standard and as such cannot be varied. Refer to <a href="http://www.planning.nsw.gov.au/DevelopmentVaryingStandards">www.planning.nsw.gov.au/DevelopmentVaryingStandards</a></td>
</tr>
<tr>
<td>Vegetation Management Plan</td>
<td>On bushland sites or sites surrounded by bushland that contain scheduled vegetation where the proposed development and/or Asset Protection Zones (APZ) requires removal of native vegetation. Refer to the Vegetation Management Plan guide; BMDCP C1.</td>
</tr>
<tr>
<td>Water cycle management study</td>
<td>The property is located within a Water Supply Catchment Area and requires the concurrence from Water NSW. Refer to Water NSW and “Sydney’s Drinking Water Catchment - Water Quality Information Requirements” for details on reports and modelling requirements. Refer to <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a></td>
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**PLANS**

- **Demolition plan**
  - Required where the proposal involves any demolition works.

- **Erosion & sediment control plan**
  - The site to be disturbed during construction is between 50m2 and 2,500m2. Refer to BMDCP E4.3.

- **Landscape plan**
  - Concept plan: Where building works are greater than 50m2 or where the proposed development affects mature vegetation or otherwise impacts on the streetscape.
  - Tree survey: Where there is a significant number of trees on the site or the tree itself is a significant feature. Refer to BMDCP C3.2, C3.3.

- **Shadow diagrams**
  - Where there is potential for the proposed development to overshadow an adjoining property. Refer to BMDCP F1.1.4.

- **Site analysis plan**
  - The development involves construction work =>50m2. Refer to BMDCP B1.

- **Soil & water management plan**
  - The site to be disturbed during construction =>2,500m2. Refer to BMDCP E4.3.

- **Stormwater plan**
  - Where the proposal involves the construction of a new dwelling. Refer to LEP 2015 cl.6.9; BMDCP C6.1.2.

- **Vehicular access design**
  - On sites that are difficult to access and exit such as properties fronting an unformed road, classified road or where the distance from the property to the road requires access by fire fighting and other emergency vehicles or access is otherwise made difficult by site constraints associated with slope or vegetation. The DA covers exit / entry and circulation within the property boundary, An approval under the Roads Act is required for vehicular access within the road reserve. Refer to LEP 2015 cl. 6.23; BMDCP E2.3, F1.1.6.

- **Weed management plan / strategy**
  - Where noxious or environmental weeds are present on the site. The strategy is presented in plan form with an accompanying statement. Refer to BMDCP C2.1.

The matrix references clauses in Local Environmental Plan (LEP) 2015 and to parts of the Blue Mountains Development Control Plan (BMDCP). These documents and mapping information such as Lot / DP; zoning and site constraints can be found on www.bmcc.nsw.gov.au
Plan requirements

Include a banner on each plan (preferably on the right hand side) with the:
- Plan title
- Plan number and date
- Revision number and date (where applicable)
- Location of the property (Lot, Section, DP and street address)
- A scale bar and dimensions i.e., 1:100, 1:200 or 1:500
- Applicant’s name
- Name of person who drew the plans.

Allow sufficient space in the banner for the plans to be stamped on determination of the application.

BASIX commitments (where required) must be shown on the relevant plan/s and in specifications for a construction certificate application

SITE PLAN
The site plan is a birds-eye view of the proposed development. The site plan shows:
- Zones and zone boundaries.
- The position of true north.
- Location of street frontage with road name.
- Protected Areas and development excluded land and associated buffers.
- Location of the existing and proposed buildings.
- Location of any proposed fences and landscaping features such as a swimming pool, retaining walls, paved areas and driveways.
- The significant site characteristics, such as watercourses, vegetation, trees and rock outcrops that are to be removed as well as retained.
- Site contour levels at 500mm intervals.
- Location of garbage/storage areas.
- Location of vehicle access and car parking area/s (with gradients).
- Extent and depth of any cut and fill.
- Proposed asset protection zone.
- Measurements including:
  - Length, width and site area of land.
  - Distance from external walls and outermost part of buildings to all boundaries.
  - Approximate location of neighbouring buildings.
- Location of (existing / proposed) services.
- Location of water tanks.

FLOOR PLAN
A floor plan shows the layout of the existing and/or proposed building. Floor plans include:
- Room names, areas and dimensions.
- Window and door locations and sizes.
- Floor levels and steps in floor levels.
- Disabled access (if applicable).
- Location of plumbing fixtures (if applicable).
- Location of smoke detectors or other building fire protection measures.
- Wall structure, type and thickness.
- Location of any fuel heater/s.
- Relevant BASIX requirements.

ELEVATIONS PLAN
The elevations plan is a side on views of the proposal. Elevations of all relevant sides (north, south, east and west) need to be drawn. Include:
- Natural ground levels, finished ground and floor levels with reduced levels (RL) shown to a fixed datum point on the site.
- Type and colour of exterior cladding and roofing material.
- Window sizes / location and shading devices (required by BASIX).
- Stormwater drainage pipes (downpipes and gutters).
- Chimneys, flues, exhaust vents, duct inlet or outlet including the location and size of heating and cooling systems (where required by BASIX).
- Height of proposed building.

SECTION PLAN
A section(s) plan is a diagram showing a cut through of the development at the most typical or key points. Sections include:
- Section names referenced on the floor plan.
- Room names.
- Room and window heights.
- Roof drainage.
- Distance between lower floor levels and finished ground at lowest point.
- Internal and external sheeting.
- Weather proofing and flashing.
- Details of chimneys and / or fireplaces.
- Roof pitch and covering.
- Finished and proposed ground levels (indicate cut, fill and access grades).

PLANS THAT MAY BE REQUIRED

DEMOLITION PLAN
Outlines the order of demolition, the type of materials involved and the disposal techniques. Demolition within a Period Housing Area may require documentary evidence demonstrating that the existing building, or the part of the building proposed for demolition is structurally unsound and not reasonably able to be repaired.

EROSION & SEDIMENT CONTROL PLAN
The erosion control plan includes:
- The location of site boundaries and adjoining roads.
- Existing site contours at 500mm intervals with approximate grades and direction(s) of fall.
- The location of trees and other vegetation and the limit of clearing, grading and filling.
- Existing and proposed drainage patterns with stormwater discharge points.
- Critical natural areas (such as watercourses, floodplains, seasonally wet areas, rock shelves, sensitive vegetation, etc).
- Protection measures to be used to prevent migration of soil and other materials off site; address also vehicular access areas and management of stockpiles.
**SITE ANALYSIS PLAN**
The site analysis plan must include the site and its surrounds; then add the following information (relevant to the site):

1. Site characteristics
   - The location, boundary dimensions of the site.
   - The position of true north.
   - The contours of the site (usually at 500mm intervals) and the contours of adjoining allotments.
   - The movement of the sun across the site.
   - The prevailing wind direction and, if in an exposed area, the likely wind speed across the site.
   - The zone and the zone boundaries (if there are multiple zones), protected areas and riparian corridors.
   - The location of any slopes greater than 20% (1 in 5) and the direction or fall of drainage from those areas.
   - The location of existing vegetation. Specify any vegetation at critical locations.
   - The location of existing vegetation. Specify any vegetation listed under Schedule 6 of LEP 2015. Identify any noxious or environmental weeds (see BMDCP C2.3 Weeds of the Blue Mountains).
   - The location of any significant natural features such as cliffs, rock outcrops, water courses etc.

2. Drainage
   - The location of existing stormwater controls such as easements, trenches, etc.
   - Drainage patterns on the site, areas of concentrated runoff, ponding, possible flooding.
   - Location of any watercourses, creek, wetlands, stream etc., on the site or any within 40 metres from the site.

3. Services
   - The location of above or below ground services, including power, water, gas, sewer or wastewater systems / land application areas.

4. Existing development
   - Set-backs, height and location of buildings on adjoining lands.
   - Any potential ‘noise sources’ eg., railway or highway corridor, private open space areas or windows from any adjoining buildings which may overlook the site.
   - Any areas of land degradation.
   - The location of buildings or structures on the site including swimming pools, retaining walls and other hard surface areas.
   - The location of existing access to the site, including any pathways, tracks or driveways and the number and location of on-site car parking areas.

**SOIL & WATER MANAGEMENT PLAN**
This plan details how stormwater and soil is to be stabilised during the construction and the operational phases of the development. The Plan must be prepared in accordance with Managing Urban Stormwater: Soils and Construction - Volume 1 (4th Ed. Landcom 2004).

**STORMWATER PLAN**
The stormwater plan shows the site and any features that will affect the stormwater management of the development. It includes:
   - A statement on the total site area; the roof area of buildings, paved surfaces, soft landscape areas and the % of impervious surfaces.
   - The slope of the land.
   - Any upstream / upslope stormwater influences (surcharges, overland flows or the like) that will affect the development site.
   - Details on how stormwater will be managed on the site including the sizing and location of rainwater tanks, infiltration trenches and any proposed pipes and pits to be installed.
   - Address how stormwater is being discharged in a safe, effective manner.

**VEHICULAR ACCESS DESIGN**
Plans of the proposed development showing the access alignment relating to existing and identifiable features. It includes:
   - Contours with spot levels.
   - Longitudinal section/s and a typical cross section / cross sections at critical locations.
   - Proposed method of drainage of the vehicular access surfaces.
   - Location and impact on public utilities.
   - Pedestrian access and / or pavement detail (where applicable).
   - Extent of cut and fill and the method of retaining or stabilising these areas.
   - Impact on natural features.
   - Vehicle turning path detail (where applicable).
   - Hand rail, safety fence and wheel stop detail (where applicable).

**WEED MANAGEMENT STRATEGY / PLAN**
This plan contains all the information that can be easily mapped eg., the location, the extent of weeds. Issues such as the type of weed, its category, the proposed methods of eradication / removal and details of rehabilitation / regeneration of these areas are to be in the statement.