

## Outline

# Part 2 Preparing and lodging a Development Application

### Explanatory outline

Part 2 sets out some procedural requirements that apply to preparing & lodging development applications.

The Upper Hunter Shire Council *Application Guide* and *Community Participation Plan* summarises the development application process and provides additional guidance.

This Part does not apply where approval is sought by way of a complying development certificate (under *SEPP (Exempt and Complying Development) Codes 2008*). In such cases, the criteria under that SEPP will apply instead.

*Note that the previous DCP Part 2b Public Participation was repealed when Council adopted its Community Participation Plan in 2019*



## 2a Preparing & lodging a development application

### Explanatory outline

Section 2a outlines the general requirements for preparing and lodging a development application with Council.

The following matters are covered:

- general advice regarding the submission of development applications
- pre-lodgement advice
- supporting plans and documentation that are to be provided with development applications

## 2a Preparing & lodging a development application

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### 2a.1 Application of this section

This section applies to all development applications.

### 2a.2 Relevant planning instruments & legislation

Clause 24 of the *Environmental Planning and Assessment Regulation 2021* sets out minimum submission requirements for development applications (as described later).

Various *State Environmental Planning Policies* relating to specific types of development may also be relevant.

### 2a.3 Pre-lodgement advice

Before lodging an application for larger or more complex development, it is strongly recommended that the proponent organise a pre-lodgement meeting with council officers, to discuss the proposal and obtain feedback on the likely issues that will need to be addressed. Such a meeting will also provide advice on the types of supporting information and plans that will need to be submitted.

Pre-lodgement meetings do not guarantee a favourable outcome for any development application. The outcome of a development application can only be determined following Council's completion of the whole assessment process after the application has been formally lodged.

### 2a.4 Using a design professional

Preparing a successful design and development application can be complicated, especially for large projects. There are many factors to consider, and coming up with a simple and effective design solution is not always easy. Experience shows that extra expense incurred in producing a good design is cost-effective in the long run. Applicants should therefore consider assistance from one or more professionals with skills relevant to the project, such as an architect, town planner, engineer, environmental scientist or landscape architect.

Before engaging a professional, it is important to check their design experience. Ask about examples of similar development projects they have been involved in. Visit these projects and judge for yourself how successful they are. Ask if anything has been learnt from these projects. Make sure that the professional clearly understands



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your requirements and has the capability to produce a design and development application that complies with all requirements.

### 2a.5 Fees and Charges

All Development Applications attract fees and charges for the administration and assessment of the proposal, including public notification and advertising if required. Council's *Fees and Charges* document contains all the relevant information and is updated each financial year. Applicants should ensure they have consulted the current document -see <https://upperhunter.nsw.gov.au/do-it-online/read-it.aspx> .

### 2a.6 Developer Contributions

Sections 7.11 and 7.12 of the *EP&A Act* permits Council to levy certain developer contributions towards the cost of facilities and amenities in the LGA. These are applicable to most types of subdivision.

This contribution may be a financial contribution, dedication of land and/or provision of a material public benefit made by a developer to provide for or upgrade public services or facilities for which the development is likely to create a demand.

Details relating to the amount of a monetary contribution, other forms it may take and when the contribution is required are contained in:

- *Upper Hunter Shire Council Section 94 Contributions Plan 2017.*
- *Upper Hunter Shire Council Section 94A Contributions Plan*

Depending upon the likely demand for public services or facilities that a development proposal is likely to generate, Council may also require preparation of a specific Contributions Plan, or may enter into a Voluntary Planning Agreement with the developer prior to determining a particular development proposal.

Similar contributions for water and sewer services are collected under *Section 64* of the *Local Government Act* and are detailed in Council's *Development Servicing Plan for Water Supply & Sewerage 2016*.

### 2a.7 Required plans & documentation

The information and documentation for a development application must be:

- consistent with:
  - Clause 24 of the *Environmental Planning and Assessment Regulation 2021*; then
  - Relevant requirements of this DCP
- of a sufficient standard and content to enable assessment of compliance with this DCP, relevant Acts, Regulations, Environmental Planning Instruments and standards.

**Applications will not be accepted without the required documentation.**

The type of supporting plans and information required with a development application will vary depending on the type of development, site conditions and other factors.



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**Clause 24 of the *Environmental Planning and Assessment Regulation 2021*** requires a minimum amount of information to be submitted with a Development Application. These requirements are given at <https://www.planningportal.nsw.gov.au/onlineDA> - see particularly ‘*Application Requirements*’ (2022) at <https://www.planning.nsw.gov.au/-/media/Files/DPE/Guidelines/Assess-and-Regulate/Application-requirements---March-2022.pdf?la=en>

### ***Requirements for specific development types***

The actual information required by Council will vary according to the type and location of development. **Table 1 Development Matrix - information required** (on the following page) gives a guide to the appropriate information that Council requires to be included with a development application. Most of these items are to be presented as individual documents, separate to the *Statement of Environmental Effects*.

Other information in addition to that shown in the Matrix may also be required, as indicated under the heading ‘**Supporting plans & documentation**’ throughout this DCP. These requirements should be discussed at pre-lodgement meetings with council officers.

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**Table 1 Development Matrix - information required**

Key ✓ Required information ■ Please check with Council staff	Documentation required ↓																	
	A Site analysis	B Site plan	C Floor plans, elevations and section	D Statement of environmental effects (SEE)	E BASIX Certificate	F Landscape plan	G Subdivision plan	H Shadow diagram	I Visual Impact Assessment	J Soil and water plan	K Bushfire assessment report	L Biodiversity and native vegetation reports, plans or assessments	M Statement of heritage impact	N Traffic impact report	O Acoustic assessment report	P Onsite Sewage management system form	Q Site Contamination Report	R Fire safety measures
↓ Development type																		
Dwelling: new, major addition	■	✓	✓	✓	✓	■		■		✓	■	■	■		■	■	■	
Dwelling: alterations and additions	■	✓	✓	✓	✓						■	■	■		■	■		
Multiple housing & dual occupancy etc	■	✓	✓	✓	✓	✓		■	■	✓	■	■	■	■	■	■	■	
Garage, carport or outbuilding/shed		✓	✓	✓							■	■	■			■		
Home employment		✓	✓	✓							■					■		
Childcare, school, hospital, church	■	✓	✓	✓		✓		■	✓	✓	■	■	■		■	■	■	
Business/Industrial: new, major addition	■	✓	✓	✓		✓		■	✓	✓	■	■	■		■	■	■	
Business/Industrial: change of use		✓	✓	✓												■	■	✓
Business/Industrial: interior fit out			✓	✓														

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Key ✓ Required information ■ Please check with Council staff	<b>Documentation required ↓</b>																		
	Site analysis	Site plan	Floor plans, elevations and section	Statement of environmental effects (SEE)	BASIX Certificate	Landscape plan	Subdivision plan	Shadow diagram	Visual Impact Assessment	Soil and water plan	Bushfire assessment report	Biodiversity and native vegetation reports, plans or assessments	Statement of heritage impact	Traffic impact report	Acoustic assessment report	Onsite Sewage management system form	Site Contamination Report	Fire safety measures	
Recreation, entertainment, tourist	■	✓	✓	✓		✓		■	■	✓	■	■	■	■	■	■	■		
Earthworks, filling		✓	■	✓		■				✓		■	■	■			■		
Demolition of a structure		✓		✓						■			■				■		
Advertising sign		✓	✓	✓			■	✓					■						
Change of building use for an existing building if there is no rebuilding or alteration of the building																			✓
Land subdivision		✓		✓		■	✓			■	■	■		■	■	■	✓		
Strata subdivision		✓		✓			✓						■						



## 2a Preparing & lodging a development application

### *General information required with a development application*

**Table 2 Required general plans & supporting information** below lists the details that are required to be submitted with most common types of development applications. In addition to this general information, each section in this DCP outlines additional information and reports that are required in specific circumstances.

**Table 2 Required general plans & supporting information**

Item	When required	Plans or information to be provided
<b>A. All plans &amp; drawings</b>	All applications	<p>Plans must be drawn to scale in ink and preferably on A3 or A4 size paper. Free hand or illegible drawings will not be accepted. The following information must be included:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> applicant's name, house/unit number, street name, town or locality.</li> <li><input type="checkbox"/> lot, section, DP/SP number</li> <li><input type="checkbox"/> measurements in metric</li> <li><input type="checkbox"/> true north</li> <li><input type="checkbox"/> building or parts of building to be demolished (to be indicated in outline)</li> <li><input type="checkbox"/> name of designer or architect</li> <li><input type="checkbox"/> scale</li> <li><input type="checkbox"/> date</li> <li><input type="checkbox"/> plan name and number</li> <li><input type="checkbox"/> BASIX commitments (if required)</li> <li><input type="checkbox"/> alterations and additions (proposed work to be shown by distinct colouring)</li> </ul>
<b>B. Site analysis</b>	Most applications (discuss at pre-lodgement)	<p>Drawings to a suitable scale (for example, 1:100 OR 1:200).</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> location</li> <li><input type="checkbox"/> north point</li> <li><input type="checkbox"/> site boundaries and dimensions</li> <li><input type="checkbox"/> site contours (usually at 1 metre intervals), to be shown to the lot boundaries or 30 metres out from the development site.</li> <li><input type="checkbox"/> site area (m<sup>2</sup> or ha)</li> <li><input type="checkbox"/> location and uses of existing buildings on the land and adjoining land, including (where relevant) window locations and what room they service.</li> </ul> <p><b>Site characteristics</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sun path across the site.</li> <li><input type="checkbox"/> Prevailing wind direction and, if in an exposed area, likely wind speed.</li> <li><input type="checkbox"/> Planning zone (and zone boundaries if multiple zones).</li> <li><input type="checkbox"/> Slopes greater than 20% (1 in 5) and the direction or fall of drainage from those areas.</li> <li><input type="checkbox"/> Type and location of existing vegetation.</li> </ul>



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Item	When required	Plans or information to be provided
C. Site plan	All applications	A site plan is a bird's-eye view of the existing and proposed development on the site and its position in relation to boundaries.

- Noxious or environmental weeds.
- Significant natural features such as cliffs, rock outcrops, water holes.
- For bush fire prone land – see information in 'Statement' below.
- photos showing the character of the surrounding area (nearby buildings and streetscapes)
- photos showing any significant site features, such as views to and from the land, vegetation, etc

### Drainage

- existing stormwater controls (easements, trenches, etc.)
- drainage pattern, areas of concentrated runoff, ponding, possible flooding.
- watercourses, creeks or wetlands on the site or within 40 metres from the site.

### Services

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

### Existing Development

- set backs, height and location of buildings on adjoining lands.
- potential noise sources, private open space areas or windows from any adjoining buildings which may overlook the site.
- any areas of land degradation, identify likely causes.
- location of buildings or structures on the site including swimming pools, retaining walls and other hard surface areas
- existing access to the site, including pathways, tracks, driveways, and number and location of car parking spaces.
- for 'bushfire prone land' show the existing and proposed road network, including the width of roads and whether they are connector roads or cul-de-sacs.

### Statement to be provided with application

- whether there are any restrictions recorded on the Certificate of Title, such as a covenant or section 88B restriction.
- the zoning of the land under the Upper Hunter LEP 2013, and whether the type of development proposed is permitted within that zoning.
- whether the land is shown as 'bushfire prone land' on the bushfire prone land map. (viewable on the Council's web site).





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Item	When required	Plans or information to be provided
D. Floor plans, elevations & sections	Applications involving building work	<p><b>A site plan should include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> drawings to a suitable scale (for example, 1:100 or 1:200).</li> <li><input type="checkbox"/> location of the new and existing buildings in relation to site boundaries</li> <li><input type="checkbox"/> existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways</li> <li><input type="checkbox"/> contour lines of site and spot levels at all the corners of the building</li> <li><input type="checkbox"/> vehicle access and car parking (indicating gradients)</li> <li><input type="checkbox"/> stormwater drainage pipes including downpipes and gutter, connection and discharge points</li> <li><input type="checkbox"/> above or below ground services, including sewer, power, water and telephone</li> <li><input type="checkbox"/> rainwater tanks (volume and distance to boundaries to be noted)</li> <li><input type="checkbox"/> outdoor clothes drying area (not required for commercial and industrial developments)</li> <li><input type="checkbox"/> cut and fill areas</li> <li><input type="checkbox"/> alterations and additions (proposed work to be shown by distinct colouring)</li> </ul> <p><b>Measurements</b> are to include (where relevant):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> length, width and site area of land (existing and proposed)</li> <li><input type="checkbox"/> width of road reserve</li> <li><input type="checkbox"/> distance from the external walls and the outermost parts of the proposed building to all boundaries</li> <li><input type="checkbox"/> driveway location showing distance to side boundary.</li> <li><input type="checkbox"/> driveway profile in accordance with AS2890.1 – Off-Street Car Parking.</li> </ul> <p>A floor plan is a bird's-eye view of the existing and proposed layout of rooms within the development.</p> <p><b>Floor plans should include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> drawings to a suitable scale (for example, 1:100 or 1:200).</li> <li><input type="checkbox"/> outline of existing buildings (shown dotted or coloured)</li> <li><input type="checkbox"/> room names and dimensions</li> <li><input type="checkbox"/> window and door locations and sizes</li> <li><input type="checkbox"/> floor levels and steps in floor levels (RLs)</li> <li><input type="checkbox"/> wall structure type and thickness</li> <li><input type="checkbox"/> total floor area for each level if applicable</li> <li><input type="checkbox"/> BASIX commitments if applicable</li> <li><input type="checkbox"/> alterations and additions (proposed work to be shown by distinct colouring)</li> </ul> <p><b>Elevation plans should include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> drawings to a suitable scale (for example, 1:100 or 1:200)</li> </ul>



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Item	When required	Plans or information to be provided
		<ul style="list-style-type: none"> <li><input type="checkbox"/> window/opening sizes and location</li> <li><input type="checkbox"/> location/position of all buildings and structures</li> <li><input type="checkbox"/> exterior cladding type and roofing material and colour</li> <li><input type="checkbox"/> chimneys, flue exhaust vents, duct inlet or outlet, solar heating appliances</li> <li><input type="checkbox"/> reduced levels to Australian Height Datum (AHD) (where available) for roof ridge, floor and ceiling. Note: where AHD is not available, an assumed datum is to be provided</li> <li><input type="checkbox"/> indicate natural ground level and proposed finished floor level</li> <li><input type="checkbox"/> BASIX commitments if applicable</li> <li><input type="checkbox"/> proposed cladding materials specifications and colour.</li> </ul> <p><b>Sections should include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> drawings to a suitable scale (for example, 1:100 or 1:200)</li> <li><input type="checkbox"/> outline of existing buildings (shown dotted or coloured)</li> <li><input type="checkbox"/> section names and where they are shown on plan (that is, A/A, B/B, etc).</li> <li><input type="checkbox"/> room names.</li> <li><input type="checkbox"/> room and window heights.</li> <li><input type="checkbox"/> details of chimneys, fire places and stoves.</li> <li><input type="checkbox"/> roof pitch and covering.</li> <li><input type="checkbox"/> site works, finished and proposed floor and ground levels in long section (indicate cut, fill and access grades).</li> <li><input type="checkbox"/> construction material details (dimensions to be in millimetres).</li> <li><input type="checkbox"/> BASIX commitments if applicable.</li> </ul>
<b>E.Notification plan</b>	Applications that are required to be publically notified as specified in Council's <b>Community Participation Plan 2019.</b>	An A4 plan showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> the height and external configuration of the proposed building in relation to the site and adjoining buildings; or</li> <li><input type="checkbox"/> in the case of a development proposal that does not involve the erection of a building, the general arrangement of the proposed development in relation to the site and adjoining buildings.</li> </ul>
<b>F. Statement of Environmental Effects (SEE)</b>	All applications	The SEE must: <ul style="list-style-type: none"> <li>• demonstrate that you have considered the environmental impact of the development</li> <li>• explain how these impacts were identified</li> <li>• outline the proposed measures to mitigate any likely impacts.</li> </ul> Refer to Attachment A of the Upper Hunter Shire Council <i>Application Guide</i> for further details.
<b>G. Fire safety measures</b>	For any changes of building use for an existing	A list of existing and proposed fire safety measures in the building is required. Measures may include (but are not limited to) fire



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Item	When required	Plans or information to be provided
	building if there is no rebuilding or alteration of the building (as per the requirements of Section 62 of the <i>EP&amp;A Regulation 2021</i> )	<p>extinguishers, fire blankets, exit signs, fire hose reels, smoke alarms and fire suppressions system (sprinklers).</p> <p>This information is required so that Council can:</p> <ul style="list-style-type: none"> <li>“consider whether the fire protection and structural capacity of the building will be appropriate to the building’s proposed use” and</li> <li>can be “satisfied that the building complies, or will, when the development is completed, comply, with the Category 1 fire safety provisions that are applicable to the building’s proposed use”</li> </ul> <p>(as per the requirements of Section 62 of the <i>EP&amp;A Regulation 2021</i>).</p>
<b>H. BASIX Certificate</b>	For all residential developments that require a BASIX Certificate	<p>For further details, refer to:</p> <ul style="list-style-type: none"> <li>Upper Hunter Shire Council <i>Application Guide</i>, Attachment A.</li> <li><a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a></li> </ul>

**Other information will also be required by this DCP**, as indicated under the heading ‘**Supporting plans & documentation**’ throughout this DCP.

In addition to the general information above, individual parts of this DCP outline additional information or reports required by Council that are specific to the type of development proposed, or to the particular features of the development site. **Table 3** summarises these additional information types and lists the information that is required to be submitted with the application. The detail of these documents will depend on the scale and complexity of the proposal.

These requirements should be discussed at pre-lodgement meetings with council officers. Each item must be presented as an individual document, separate to the *Statement of Environmental Effects*.

**Table 3 Required site-specific plans & supporting information**

Item	When required	Plans or information to be provided
<b>A. Sustainability analysis</b>	<p>An application to subdivide land into 3 or more lots and/or</p> <p>An industrial development, or an extension or alteration to an industrial development and/or</p> <p>A development with a development footprint of 1,500 square metres or greater and/or</p>	A report and plans as required by Part 1h <b>Sustainability</b>



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Item	When required	Plans or information to be provided
	Residential accommodation comprising 3 or more dwellings and/or Seniors housing	
<b>B. Landscape plan and report</b>	Where required by type of development (see separate DCP sections for each development type)	Plan and report, prepared by a suitably qualified professional, showing: <ul style="list-style-type: none"> <li>• description of ground preparation and on-going maintenance of landscaping</li> <li>• areas of private open space, proposed turf and areas of established gardens.</li> <li>• location and species of trees and shrubs to be retained or removed.</li> <li>• schedule of plantings, cross-referenced to the site plan indicating species, massing and mature height.</li> <li>• details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls.</li> <li>• consistency with any requirements required in <b>11a Vegetation (including trees)</b> and/or <b>11b Biodiversity</b>.</li> <li>• Other information as specified in any other section of this DCP.</li> </ul>
<b>C. Shadow diagram</b>	Applications that potentially involve overshadowing of the proposed development, or of adjoining or nearby development; or Developments two storeys or greater in height	Plan and report, prepared by a suitably qualified professional, showing: <ul style="list-style-type: none"> <li>• extent of shadows cast by existing and proposed buildings, including buildings on adjoining land.</li> <li>• position of existing and proposed buildings on the site and on adjoining land</li> <li>• shadows cast by existing and proposed buildings at the winter solstice (22 June) for 9am, 12noon and 3pm.</li> </ul>
<b>D. Shade diagram</b>	Applications for: <ul style="list-style-type: none"> <li>• development that adjoins the public domain</li> <li>• development within open space</li> <li>• any type of public building (for example but not limited to government administration, education, information facility)</li> </ul>	Plan and report, prepared by a suitably qualified professional, showing: <ul style="list-style-type: none"> <li>• the position of existing and proposed buildings and any natural or built shade on the site and on adjoining land</li> <li>• shade cast by existing and proposed natural and built shade at 12 noon at the winter and summer solstices (22<sup>nd</sup> December and June)</li> </ul>



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Item	When required	Plans or information to be provided
		<ul style="list-style-type: none"> <li>extent of useable shade by the public, both on the site and on adjoining land in the public domain</li> </ul>
<b>E. Visual Impact Assessment</b>	Development applications that potentially alter views or propose materials and colours with reflective qualities – in the opinion of Council.	<p>Plan and report, prepared by a suitably qualified professional, showing:</p> <ol style="list-style-type: none"> <li>Introduction               <ol style="list-style-type: none"> <li>Background</li> <li>The site and context</li> </ol> </li> <li>Methodology               <ol style="list-style-type: none"> <li>Background</li> <li>Existing visual environment</li> <li>Assessment criteria</li> <li>Viewing zones</li> </ol> </li> <li>Proposal               <ol style="list-style-type: none"> <li>Proposed Development</li> </ol> </li> <li>Visual impact assessment               <ol style="list-style-type: none"> <li>Viewpoint Analysis</li> <li>Visual impact assessment summary</li> </ol> </li> <li>Visual impact mitigation measures               <ol style="list-style-type: none"> <li>Recommendations</li> </ol> </li> </ol>
<b>F. Subdivision plan</b>	Applications for subdivision of land	Include the matters required under <b>Part 3 Subdivision</b>
<b>G. Soil &amp; water management plans or reports</b>	Applications for which soil and water management plans or reports are required (refer to section <b>11f Soil &amp; water management</b> )	<p>Prepare applicable soil and water management plans or reports, as specified in section <b>11f Soil &amp; water management</b>. These could include:</p> <ul style="list-style-type: none"> <li>cut and fill details</li> <li>erosion and sediment control plan (ESCP)</li> <li>erosion and sediment control strategy (ESCS)</li> <li>soil and water management plan (SWMP)</li> <li>comprehensive water cycle strategy (CWCS).</li> </ul>
<b>H. Bushfire assessment report</b>	Applications that relate to Bush Fire Prone Land as specified in section <b>10b Bushfire risk</b>	Prepare a Bushfire Assessment Report in accordance with the current version of <i>Planning for Bush Fire Protection</i> , as specified in section <b>10b Bushfire risk</b>
<b>I. Vegetation (including trees) reports</b>	Applications affecting vegetation (including trees), as specified in	Applicable reports or plans, prepared by a suitably qualified person, as specified in section <b>11a Vegetation (including trees)</b> . These must be consistent with other elements of the



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Item	When required	Plans or information to be provided
	<p>section <b>11a Vegetation (including trees)</b>.</p>	<p>development application, including Site plans, Bushfire assessment report and Landscaping plans. Depending on the site circumstances, these may include:</p> <ul style="list-style-type: none"> <li>• written description and plans</li> <li>• arborist's report</li> <li>• ecological report</li> <li>• heritage report</li> <li>• safety or biosecurity risk report</li> </ul>
<p><b>J. Biodiversity and native vegetation reports, plans or assessments</b></p>	<p>Applications for which biodiversity and/or native vegetation reports, plans or assessments are required (refer to section <b>11b Biodiversity conservation</b>)</p> <p>These will be required for development on land with high biodiversity values, or proposals that require significant disturbance to, or clearing of, native vegetation or potential habitat for native species</p>	<p>Applicable reports, plans or assessments, prepared by a suitably qualified person, as specified in section <b>11b Biodiversity conservation</b>. These may include:</p> <ul style="list-style-type: none"> <li>• Native vegetation clearing threshold report, and/or</li> <li>• Biodiversity (flora &amp; fauna) assessment report, and/or</li> <li>• Biodiversity development assessment report (BDAR), and/or</li> <li>• Biodiversity management plan, and/or</li> <li>• Biodiversity offset information, strategy or plan</li> </ul>
<p><b>K. Heritage, aboriginal cultural heritage or archaeological plans &amp; reports including Due Diligence Report</b></p>	<p>Applications that will potentially impact on land that is listed as or contains:</p> <ul style="list-style-type: none"> <li>• a heritage item</li> <li>• a heritage conservation area</li> <li>• an archaeological site</li> <li>• an Aboriginal object</li> <li>• an Aboriginal place of heritage significance.</li> </ul>	<p>Include the matters required under Part <b>9 Heritage</b>.</p>
<p><b>L. Traffic &amp; parking plans &amp; reports</b></p>	<p>Applications involving vehicle access, car parking or loading facilities.</p>	<p>Include the matters required under section <b>12a Access &amp; vehicle parking</b>. Actual requirements will depend on the type of development and level and type of traffic generation.</p>
<p><b>M. Acoustic assessment report</b></p>	<p>Applications involving the potential for noise impacts on adjoining development.</p>	<p>Include the matters required under section <b>11i Buffer areas &amp; separation distances</b> or any other part as required.</p>
<p><b>N. On-site sewerage management</b></p>	<p>Applications for development that will generate sewage waste in</p>	<p>Include the matters required under section <b>11g On-site waste water management</b>.</p>



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Item	When required	Plans or information to be provided
<b>system plans &amp; form</b>	locations that are not connected to a reticulated sewerage system	
<b>O. Geotechnical hazard &amp; salinity assessment</b>	Applications potentially subject to geotechnical hazards (refer to section 10c <b>Geotechnical hazard</b> )	Include the matters required under section 10c <b>Geotechnical hazard</b> .
<b>P. Flood information</b>	Applications that relate to flood prone land	Include the matters required under section 10a <b>Floodplain management</b> .
<b>Q. Mine subsidence</b>	Applications within a declared Mine Subsidence District	Include the matters required under section 10d <b>Mine Subsidence</b>
<b>R. Contaminated Land Report</b>	Any type of development applicable to <i>State Environmental Planning Policy (Resilience and Hazards) 2021</i>	Prepared in accordance with the requirements of <i>Managing Contaminated Land: Planning Guidelines SEPP 55 – Remediation of Land</i> and the <i>Upper Hunter Contaminated Lands Policy 2017</i> .  Include the matters required under section 10e <b>Land contamination</b>
<b>S. Hazardous or offensive development</b>	Any development that is potentially hazardous or offensive as specified in <i>State Environmental Planning Policy (Resilience and Hazards) 2021</i>	Include the matters required under section 10f <b>Hazardous and offensive development</b>
<b>T. Other reports</b>	As relevant to the circumstances and as required by Council	As specified in individual sections of this DCP or as required by Council.

### 2a.8 Applications for modifications to a development consent

An application for a modification to a development consent under section 4.55 of the *Environmental Planning and Assessment Act 1979* must be accompanied by the information that is required by s115 of the *Environmental Planning and Assessment Regulations 2000* and the following:

- a completed application form
- a statement outlining the proposed modification/s and identifying the relevant conditions of consent that are to be amended
- plans highlighting the proposed modifications (coloured )
- a statement addressing the potential impacts of the proposed modification/s
- proposed wording of amended conditions.



## 2a Preparing & lodging a development application

### 2a.9 Community participation in development applications

Council's requirements for community participation in the development application process are given in the *Upper Hunter Shire Council Community Participation Plan 2019*.