



**Randwick City
Council**
a sense of community

Development Application Guide

Effective Date:	September 2017
Updated	August 2018
TRIM Document Number:	D01733871

Contents

Why use this guide?	3
PART 1 - The seven steps to preparing a DA	4
1. Seek information	4
1.1 Policies and planning controls	4
1.2 Site analysis.....	5
1.3 Integrated development	5
2. Have a pre-lodgement meeting.....	6
2.1 Do I need a pre-lodgement meeting?	6
2.2 Submission requirements.....	6
2.3 Limitations	6
3. Prepare plans and models	7
3.1 Submission requirements.....	7
4. Prepare a statement of environmental effects.....	10
4.1 Statement of environmental effects content	10
4.2 Non-compliance with development standards and controls	11
5. Prepare supplementary reports & documents.....	12
6. Complete an application form	19
7. Lodge your application.....	21
7.1 Required documents.....	21
7.2 Copyright matters	22
7.3 Where to lodge your application.....	23
7.4 Online lodgement.....	23
7.5 DA fees.....	23
7.6 Tracking the progress of your application.....	23
PART 2: The DA process.....	24
1. Pre-development consultation and lodgement.....	24
2. Allocation and referrals	25
3. Public consultation	25
4. Assessment.....	25
5. Decision.....	26
6. Issue of determination.....	27
7. Post determination process	27
DA Guide Attachment 1: Guidelines for preparing Acid Sulfate Soils Reports.....	28

Why use this guide?

About this guide

The Development Application Guide explains how to prepare a Development Application (DA).

What is a DA?

A DA is a request that you can make to Council to carry out various types of development such as:

- Building a residential, commercial or industrial building
- Making an alteration or addition to a residential, commercial or industrial property
- Subdividing land
- Strata subdividing a building
- Changing the use of a building
- Demolishing a building or structure

Do I need to submit a DA?

This depends on the type and scale of your proposed development.

Some developments have a low impact and do not require a DA. These types of developments are categorised as exempt or complying development. Please refer to Council's website or the State Environmental Planning Policy (Exempt and Complying Development Codes) for more information on exempt and complying development.

A DA is required for all developments that do not meet all of the nominated criteria for either exempt or complying development.

How do I prepare and lodge a DA?

The following 7 steps should be followed when preparing and lodging a DA:

- Step 1: Seek information
- Step 2: Have a pre-lodgement meeting
- Step 3: Prepare plans and models
- Step 4: Prepare a Statement of Environmental Effects
- Step 5: Prepare supplementary reports and documents
- Step 6: Complete an application form
- Step 7: Lodge your application

Each step is explained in Part 1 of this guide.

If you need help or advice, please contact Council on 1300 722 542 or visit our Customer Service Centre at 30 Frances Street, Randwick (8:30am to 5:00pm Mon-Fri)

PART 1 - The seven steps to preparing a DA

1. Seek information

1.1 Policies and planning controls

The first step in preparing a DA is to find out what policies and planning controls apply to your development.

Environmental Planning Instruments

Environmental planning instruments are statutory plans made under Part 3 of the *Environmental Planning and Assessment Act 1979* that guide development and land use. The two main instruments used in the assessment of development applications are: Local Environmental Plans and State Environmental Planning Policies (SEPPs).

- *The Randwick Local Environmental Plan 2012 (RLEP)*

This is the principal legal document controlling development within the City of Randwick. It contains information on how land is zoned and what uses are permissible in each zone. It also contains development standards to regulate the extent of development and provisions to conserve heritage and natural environment.

- *State Environmental Planning Policies*

SEPPs are prepared by the state government and specify planning controls for certain areas and/or types of development.

The SEPP (Three Ports) 2013 applies to land in Port Botany. This SEPP is the principal legal document controlling development in this area.

Council's website provides more information on other State Environmental Planning Policies (SEPPs).

Randwick Comprehensive Development Control Plan 2013 (RDCP)

The Randwick Comprehensive Development Control Plan was produced by Council and provides information and controls relating to the design and planning of developments.

The DCP provisions are structured into two components: objectives and controls. The objectives provide the framework for assessment under each control and outline key outcomes that a development is expected to achieve. The controls contain both numerical standards and qualitative provisions. All DA proposals are required to address both the relevant objectives and the controls.

Guidelines and Council Policies

There are various guidelines and policies that are appropriate for different types of developments. Please refer to the City Planning Policies section of Council's website for more information

Other controls

All DAs are expected to comply with:

- Any other relevant legislation e.g. *Disability Discrimination Act 1992*, *Airports Act 1996*
- The Building Code of Australia (BCA); and
- Relevant Australian Standards (AS).

Site specific constraints

A Planning Certificate (issued under Section 10.7 of the *Environmental Planning and Assessment Act 1979*) provides formal advice on land zoning and planning controls applicable to your site. To request a planning certificate please contact Council.

To determine whether your site is subject to any flood related planning considerations, you are advised to contact Council.

Awnings over public land

If your proposal includes development or work on, near or below an awning located over a public footway, you will be required to obtain a report from a professional structural engineer that confirms that the awning is structurally adequate and fit for purpose.

It is recommended that you obtain the structural engineer's report as early as possible in the design stage so that if any works are required to make the awning structurally adequate, they may be incorporated in your DA.

1.2 Site analysis

Once you have established what controls apply to your land, the next step is to gather further information about your site. This may include photos and descriptions of:

- Existing buildings and uses
- Neighbouring buildings and uses
- Streetscape and heritage characteristics
- Stormwater and drainage
- Trees and landscaping
- Views
- Privacy
- Traffic, transport and parking
- Access
- Sunlight
- Ventilation

Your site analysis should: consider how your proposed development or change of use will affect the site, the streetscape and your neighbours; and analyse the existing conditions of the site to identify the opportunities and constraints.

1.3 Integrated development

You will also need to determine if your proposal requires approval from another government agency (integrated development). The DA application form lists different activities that may be integrated development.

Please refer to Section 4.46 of the *Environmental Planning and Assessment Act 1979* for more information.

2. Have a pre-lodgement meeting

For large or complex proposals, it is recommended that you have a formal pre-lodgement meeting with Council to identify key issues prior to lodgement.

The pre-lodgement service includes a meeting with Council staff followed by formal correspondence outlining any issues that will need to be considered prior to the subsequent lodgement of the DA.

Whilst pre-lodgement applications are not compulsory, they can save you time and money as the process allows problems to be resolved prior to the lodgement of any formal development application.

2.1 Do I need a pre-lodgement meeting?

Pre-lodgement meetings are generally advisable for multi-unit housing and mixed use developments, heritage items and sites located in sensitive areas (e.g. along the coast).

Minor developments (such as new single dwellings and alterations/additions to single dwellings) will not usually require a pre-lodgement meeting unless there are particular issues associated with the site or proposal.

2.2 Submission requirements

The following should be submitted to Council to facilitate assessment of your pre-lodgement application:

- **Four sets of plans** – while your plans and documents do not need to be to DA lodgement standard, the more detail you provide the better, as it enables us to provide more useful advice on your proposal. If your proposal is subject to State Environmental Planning Policy No. 65 – Design Quality of Residential Flat Buildings (SEPP 65), an additional six sets are required to be submitted for referral to the Design Excellence Panel.
- **Four copies of a draft Statement of Environmental Effects (SEE)** – your SEE should include: Floor space and other numeric calculations; key aspects of your development; and compliance against Council's controls.
- **Pre-lodgement application form** – available to download from Council's website
- **Pre-lodgement fee** – the fee is based on the estimated cost of your development. Please contact Council to obtain a fee quote. If your development is subject to SEPP 65, a Design Review Panel fee (refer to Council's Fees and Charges) will also apply. This fee is payable each time the application returns to the Design Excellence Panel for consideration.

Information is required to be submitted at least two weeks before you meet with Council officers. This allows adequate time for the planning officer to visit the site and to thoroughly check your proposal to identify any issues prior to providing advice.

2.3 Limitations

Pre-lodgement consultations cannot determine the outcome of an application and do not bind Council. However, they provide useful early advice regarding your proposal and can help in determining whether to proceed with an application.

3. Prepare plans and models

3.1 Submission requirements

You will need to submit plans with your DA to show the proposed works. The following information is required on all plans and drawings.

- **Title block** – Include a title block showing:
 - Name of Architect or Draftsman
 - Plan number and date
 - Amendment number and date (if relevant)
 - Applicants' name
 - Address of property
- **Orientation** - Include a north point (true north) on plans.
- **Scale** - Show a ratio and bar scale. Use a standard scale of 1:50 or 1:100 when printed on A3. A scale of 1:200 may be used for the site plan.
- **Levels** - Plans and elevations must show levels relative to Australian Height Datum (AHD).

Note: Plans must also show all BASIX requirements; and must be coloured to show alterations and additions

The following table provides a list of key plans and models that may be required.

Table 3.1: Key plans and models

Item	When Required	Further Information
Site Plan	Always required. The level of detail included in the plan will be dependent on the scale of the proposed works.	Refer to DA checklist. The plan must be at a scale of no less than 1:200 and identify the location of the proposed development in the context of the surrounding uses. It should show any relevant information collected in the site analysis process.
Floor Plans & Roof Plans	Always required.	Refer to DA checklist.
Elevations and Sections	Always required.	Refer to DA checklist.
Survey Plan	Required for all new buildings, additions to existing buildings, swimming pools (>500mm above ground level), earth works, landscaping, subdivisions and for any structures within 900mm of a boundary (including fences).	Survey plans must be prepared by a Registered Surveyor and show: <ul style="list-style-type: none"> ▪ North point (true solar north) ▪ Boundaries and encumbrances such as easements ▪ Position of existing buildings and structures (including fences and retaining walls) ▪ Spot levels and contours at 0.5m intervals related to AHD ▪ Position, height, canopy spread and levels (at base) of trees ▪ Position of buildings, structures, trees and substations on adjoining sites ▪ Floor, eaves & ridge height levels of buildings on adjoining sites

Item	When Required	Further Information
		<ul style="list-style-type: none"> ▪ Spot levels on adjoining sites adjacent to boundaries ▪ Edge of road pavement adjacent to site
Shadow Diagrams	<p>Required for all new buildings and additions, which are 2 storeys or more.</p> <p>Shadow diagrams may also be requested where non-compliances with height or setback controls are sought.</p>	<p>Shadow diagrams must show existing and future shadow lines at 8am, 12pm and 4pm on 21 June.</p> <p>The diagrams must show the position of buildings on adjoining land including windows to living areas, private outdoor open space, swimming pools and solar panels.</p> <p>Elevational shadow diagrams are required for buildings which have an impact on:</p> <ul style="list-style-type: none"> ▪ north facing living room windows (for low density residential developments); or ▪ any living room window (for other developments unless otherwise specified in the DCP)
Landscape Plans	Required for all new buildings (excluding outbuildings).	Refer to DA checklist.
Stormwater Drainage Plans	Required for all new buildings and alterations and additions which involve changes to stormwater drainage.	<p>The plan shall illustrate how stormwater will be managed on site. Note: Concept drainage plans are generally sufficient for DA lodgement.</p> <p>Please refer to Randwick's Private Stormwater Code for detailed drainage requirements.</p>
Subdivision Plans	All forms of subdivisions and boundary adjustments.	<p>Must be prepared by a Registered Surveyor and show:</p> <ul style="list-style-type: none"> ▪ Existing and proposed subdivision boundaries ▪ The number of lots ▪ Any easements or encumbrances ▪ Lot areas in square metres ▪ Lot and deposited plan numbers
Streetscape elevation	If requested by Council to facilitate a proper assessment of the application	In most cases, streetscape elevations should include at least 2 sites on either side of the subject site.

Item	When Required	Further Information
Photomontage	Required for Developments subject to SEPP 65 - Design Quality of Residential Flat Development; or if otherwise requested by Council	<p>The photomontage must include at least 2 sites on either side of the subject site.</p> <p>Photos should be taken using a full frame camera with a 50mm lens and 46 degree angle of view. In some circumstances, Council may request that the accuracy of the photomontage be certified by a registered surveyor.</p>
Physical/ architectural Model	Developments >15 m in height or for sites >10,000 sqm. Council may also request models for other large scale developments.	<p>Models should include:</p> <ul style="list-style-type: none"> ▪ The subject property and its context (including adjoining developments); ▪ Existing vegetation; and ▪ Exterior detail of the proposed development. <p>Models must be accompanied by a letter from the principal architect confirming that the model had been checked and is consistent with their design.</p>
Digital 3D Model	<p>A 3D model is required for any development that proposes amendments to a building's envelope:</p> <ul style="list-style-type: none"> ▪ Within a B2 zone; or ▪ That will result in a building height of 12 metres or more <p>An amended digital 3D model is required for any modifications (under Section 96 of the <i>Environmental Planning and Assessment Act 1979</i>) that affect the external configuration of a building that has been previously modelled.</p>	Refer to the <i>3D model submission requirements</i> form (available from Council's website).

4. Prepare a statement of environmental effects

4.1 Statement of environmental effects content

You will need to submit a Statement of Environmental Effects (SEE) with your DA. The statement should detail the following:

- **The details of the proposal**

This includes a description of the proposed development in terms of the specific proposed use and the scale of operations. For non-residential uses you will need to include:

- Number of staff/employees
- Hours of operation
- Details of any advertising
- Details of any plant or machinery
- Type, size and quantity of goods to be manufactured, stored or transported
- Details of indoor (and outdoor) seating arrangements and takeaway services (if applicable)
- Details of any public entertainment or sale of liquor

- **The suitability of the site for the proposed development**

The SEE must show that the site is suitable for the proposed development. Relevant considerations include:

- Site constraints such as size, shape, slope, flooding, geotechnical and ground water issues
- Proximity to transport, services, shops, community and recreational facilities
- Compatibility with adjoining development and land zoning
- Age and condition of buildings
- Present and previous uses
- Potential or known contamination issues

- **A discussion on compliance with relevant Environmental Planning Instruments, Council's Development Control Plan and other relevant guidelines and policies**

Show how your proposal complies with:

- Any relevant State Environmental Planning Policies
- The Randwick Local Environmental Plan 2012
- The Randwick Comprehensive Development Control Plan 2013
- Any other relevant legislation e.g. Disability Discrimination Act 1992
- Any relevant Council policies e.g. Flooding, Tree Preservation Orders etc.

- **The likely impact of the proposed development on the natural built environment**

Show how the proposed development will affect the natural and built environment. This includes:

- Visual and acoustic impacts
- Traffic/parking/loading impacts
- Drainage impacts
- Impacts on fauna, vegetation and waterways
- Contamination, pollution and waste impacts

- **Any social or economic impacts**

When considering the impacts, likely affected groups and individuals must be identified and likely potential benefits and losses considered.

- **Design elements that minimise any adverse effects of the development**

Demonstrate how the development has been designed to mitigate any adverse impacts. For non-residential uses, the proposal must include details regarding the management of the use.

The amount of information required in your SEE depends on the extent of works proposed.

You may also need to submit supporting documents/reports to address specific issues such as heritage impacts. Information on the supporting documents is found in Section 5 of this guide.

4.2 Non-compliance with development standards and controls

If your development proposal does not comply with a development standard contained in the Randwick Local Environmental Plan (RLEP) 2012, you may seek an exception to a development standard in accordance with Clause 4.6 of the RLEP. However, please be aware that development consent will not be granted for any development that contravenes a development standard unless:

- Council is satisfied that the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives of the zone; AND
- You adequately demonstrate:
 - that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
 - that there are sufficient environmental planning grounds to justify contravening the development standard.

If your development proposal does not comply with a control in the Randwick Development Control Plan 2013, you will need to demonstrate how the corresponding objective is still being complied with. A control contained in a DCP is not a development standard.

Gross floor area calculations

Where stairs and landings in a building service only one dwelling (i.e. dwelling house, attached dual occupancy, etc) they will not be an “area for **common** vertical circulation” as referred to in the definition of gross floor area that appears in the Dictionary of Randwick Local Environmental Plan 2012. Therefore stairs and associated landings within a dwelling must be included as gross floor area (GFA).

However, on the upper level of a dwelling the ‘area’ above the staircase is a void area and may therefore be excluded from being GFA.

Examples:

- In a 2 storey dwelling, the area of the staircase would be included in the GFA calculations for the lower level but excluded for the upper level.
- In a 3 storey dwelling the area of the staircase would be included in the GFA calculations for the first two levels but excluded for the third (upper most) level.

Where a lift in a building services only one dwelling, the area of the lift shaft must be included in the GFA calculations for all levels.

5. Prepare supplementary reports & documents

The following table provides a list of the key supporting reports and documents that may be required with your DA.

Table 5.1: List of supplementary reports and documents that may be required with a DA

Item	When Required	Further Information
Access Report	<p>Note: A development may be exempt from requiring a particular document if Council determines that the document is not required to facilitate a proper assessment of the application.</p> <p>Where disabled access is required under the <i>Disability Discrimination Act 1992</i>.</p>	<p>If you are claiming exceptional circumstances as reasons for a proposal not complying with the requirements of the <i>Disability Discrimination Act 1992</i>, the application must be accompanied by an access report.</p> <p>For more information please refer to humanrights.gov.au</p>
Acoustic/Noise Report	<ul style="list-style-type: none"> ▪ Applications with potential to create noise disturbance, such as: <ul style="list-style-type: none"> - Licensed premises - Childcare facilities - Premises with 24 hour operations - Development including plant or machinery in the vicinity of noise sensitive uses ▪ If requested by Council to facilitate a proper assessment of the proposal e.g. late night/early morning operations. 	<p>An acoustic report should include:</p> <ul style="list-style-type: none"> ▪ Identification of nearby noise-sensitive locations such as residential or commercial properties ▪ Existing acoustic conditions in relevant locations within and around the site such as background noise measurements at the boundaries of the site ▪ Discussion of relevant legislation and standards such as: <i>Protection of the Environment Operations Act 1997</i>, <i>NSW EPA Noise Control Manual</i>; and <i>NSW EPA Industrial Noise Policy</i> ▪ Identification of noise sources in the proposal & assessment of likely noise impact on noise-sensitive locations ▪ A statement identifying how the proposal will comply with the relevant standards including details of any noise attenuation measures to be included
Acid Sulfate Soils Report	<p>All applications involving works described in Clause 6.1 of the RLEP 2012 require a preliminary Acid Sulfate Soil assessment.</p>	<p>For more information please refer to:</p> <ul style="list-style-type: none"> ▪ Attachment 1; and ▪ The Acid Sulfate Soils Manual available from the NSW EPA website.

Item	When Required	Further Information
Affordable Housing Report	<p>Change of use, strata subdivision, alterations and additions , or the demolition of:</p> <ul style="list-style-type: none"> ▪ a boarding house; ▪ a non-strata titled residential flat building containing a low-rental dwelling; or ▪ a vacant building previously used for either of the two previously mentioned purposes. 	<p>The report should detail:</p> <ul style="list-style-type: none"> ▪ Whether there is likely to be a reduction in affordable housing on the land to which the application relates ▪ Whether the imposition of a condition requiring the payment of a monetary contribution for the purposes of affordable housing would adequately mitigate the reduction of affordable housing ▪ The other matters detailed in clause 50 of State Environmental Planning Policy (Affordable Rental Housing) 2009 <p>For more information, please refer to:</p> <ul style="list-style-type: none"> ▪ State Environment Planning Policy (Affordable Rental Housing) 2009, Part 3; and ▪ The State Government’s Guidelines for Retention of Existing Affordable Housing, 2009.
Arborist’s Report	<p>May be required where a tree is likely to be affected by the proposal and is:</p> <ul style="list-style-type: none"> ▪ Covered by a Tree Preservation Order; or ▪ Listed on the significant tree register or heritage listed; or ▪ Considered hazardous or dangerous; or ▪ Considered by Council to be prominent due to age, amenity, size or habitat <p>An Arborist’s report may also be requested in other circumstances if required to facilitate a proper assessment of the application</p>	<p>The report must:</p> <ul style="list-style-type: none"> ▪ Be in accordance with Australian Standard 4970 - Protection of Trees on Development Sites ▪ Include recommendations for minimizing loss of landscape amenity ▪ Be thorough, balanced and objective in assessing the impact on a tree/s health and condition ▪ Be written by a qualified arborist with minimum qualification of Level 5 AQF (Australian Qualification Framework) or equivalent ▪ Identify each tree with reference to the survey plan <p>Refer to <i>Randwick DCP 2013 – Section B5 – Preservation of Trees and Vegetation</i> for detailed requirements.</p>
BASIX Certificate	<p>New dwellings, residential alterations and additions over \$50,000 and swimming pools > 40,000L.</p>	<p>www.basix.nsw.gov.au</p> <p>Note: A BASIX certificate is valid for 3 months, prior to submission to council. Once it is lodged it is valid for the maximum life of the development application.</p>
Crime Risk Assessment	<p>May be required:</p> <ul style="list-style-type: none"> ▪ For residential development with 20 or more new dwellings ▪ If requested by Council to facilitate a proper assessment of the proposal 	<p>A crime risk assessment is to be prepared in accordance with the Crime Prevention through Environmental Design (CPTED) principles. Please refer to the NSW Police Force website for more information.</p>

Item	When Required	Further Information
Design Verification Statement	All applications for residential flat development to which State Environmental Planning Policy No 65 - Design Quality of Residential Flat Development applies.	<p>The statement must be from a qualified designer and:</p> <ul style="list-style-type: none"> ▪ verify that he/she designed, or directed the design, of the development; and ▪ address how the design quality principles and objectives of the Apartment Design Guide are achieved. <p>For more information, refer to SEPP 65.</p>
Fire Safety Upgrade Report	For all new and major alterations and additions to residential flat, mixed use and commercial buildings or where required by Council.	The fire safety upgrade report is to be prepared by a suitably qualified surveyor/accredited certifier. The report shall assess the levels of fire and lift safety within the existing and proposed development and provide recommendations for upgrade.
Flood Risk Management Report (Flood Study)	A Flood Risk Management Report (Flood Study) may be required for sites located in potentially flood affected areas.	<p>For more information, please refer to:</p> <ul style="list-style-type: none"> ▪ RDCP 2013 - Section B8: Water Management; and ▪ the Randwick Flooding Advice and Flood related Development Controls Policy
Geotechnical Report	<ul style="list-style-type: none"> ▪ Applications that have potential to adversely affect surrounding properties during excavation or construction of subsurface structures. ▪ If excavation depths exceed 1.5m ▪ If requested by Council's Development Engineers <p><i>Note: If the application may temporarily or permanently interfere with groundwater flows, a Hydrogeological Report will also be required (refer below).</i></p>	<p>The report must be prepared by a suitably qualified geotechnical engineer. The report shall address relevant matters such as:</p> <ul style="list-style-type: none"> ▪ The ground conditions including soil types, depth to rock and groundwater levels ▪ The stability of the site and surrounding properties ▪ How the works will be undertaken so as not to adversely affect surrounding properties ▪ The permeability of the soil (if infiltration is proposed).
Heritage Conservation Management Plan	<ul style="list-style-type: none"> ▪ If Council considers the significance of a heritage item, the condition of building fabric, or the extent of proposed changes warrant a detailed investigation of history, site and building fabric. ▪ Typically required for larger sites (in conservation areas or containing heritage items) to facilitate master planning and asset management 	<p>A Heritage Conservation Management Plan (CMP) identifies conservation polices and management mechanisms to enable heritage significance to be retained.</p> <p>A CMP should be prepared by a specialist heritage consultant.</p> <p>For more information, please refer to:</p> <ul style="list-style-type: none"> ▪ Randwick LEP 2012 - Clause 5.10; ▪ Randwick DCP 2013 - Section B2: Heritage <p>www.heritage.nsw.gov.au</p>

Item	When Required	Further Information
Heritage Impact Statement	<p>If the site contains:</p> <ul style="list-style-type: none"> ▪ A heritage item (or draft heritage item) ▪ An archaeological site (or potential archaeological site) ▪ An Aboriginal object <p>Or is within:</p> <ul style="list-style-type: none"> ▪ A heritage conservation area (or draft conservation area) ▪ An Aboriginal place of heritage significance <p>A Heritage Impact Statement may also be required for applications in the vicinity of the above.</p>	<p>The heritage impact statement must:</p> <ul style="list-style-type: none"> ▪ Describe the significance of an item, area or site ▪ Identify the impact of a development proposal on that significance ▪ Describe how the proposal will minimise negative impacts ▪ Describe alternative development options that were considered before the preferred option was chosen and why those alternatives were discounted ▪ Provide an assessment against the relevant policy documents, and address any non-compliances with controls <p>For more information, please refer to:</p> <ul style="list-style-type: none"> ▪ Randwick LEP 2012 - Clause 5.10; ▪ Randwick DCP 2013 - Section B2: Heritage ▪ www.heritage.nsw.gov.au
Hydrogeological Report	<p>Applications that may temporarily or permanently interfere with groundwater flows.</p> <p><i>Note: A Hydrogeological report is usually prepared in conjunction with a Geotechnical report (refer above).</i></p>	<p>Reports must be prepared by a suitably qualified hydrogeological and/or geotechnical engineer and must demonstrate:</p> <ul style="list-style-type: none"> ▪ Method and rate of dewatering ▪ That there will be no adverse impacts on surrounding properties and infrastructure due to temporary changes to groundwater flows or levels ▪ How groundwater drainage systems have been designed to transfer groundwater through or under the proposed development without a change in the range of the natural groundwater fluctuations. <p>For more information, please refer to the Randwick DCP 2013 - Section B8: Water Management.</p>
Land Contamination and Remediation Reports	<p>Required for development:</p> <ul style="list-style-type: none"> ▪ On land that is or may be potentially contaminated; and/or ▪ Involving certain types of land use change 	<p>Reports must be prepared in accordance with State Environmental Planning Policy 55.</p> <p>Further detailed criteria may be found in Randwick City Council's Contaminated Land Policy (1999)</p>

Item	When Required	Further Information
Plan of Management	<p>May be required for applications involving:</p> <ul style="list-style-type: none"> ▪ Places of Shared Accommodation ▪ Tourist Accommodation ▪ Child Care Centres ▪ Late Night Trading ▪ Licensed Premises ▪ Restricted Premises ▪ Tattoo Parlours/Studios ▪ Entertainment Facilities ▪ Places of Public Worship <p>Council may also require a plan of management for any other application having the potential to adversely impact residential amenity.</p>	<p>A Plan of Management must show how your activity will be managed to:</p> <ul style="list-style-type: none"> ▪ Minimise noise emissions and associated nuisances ▪ Minimise the potential environmental and amenity impacts upon nearby residents ▪ Effectively minimise and manage anti-social behavior ▪ Effectively manage and respond to resident complaints ▪ Ensure responsible service of alcohol and harm minimisation (if applicable) ▪ Provide adequate security and surveillance <p>For more information please refer to the following sections of the Randwick LEP 2012:</p> <ul style="list-style-type: none"> ▪ Section C4: Boarding Houses ▪ Section D9: Amusement Centres ▪ Section D10: Backpacker accommodation ▪ Section D11: Child Care Centres ▪ Section D13: Late night trading ▪ Section D14: Sex Service Premises
Protection of airspace form	<p>Required for all developments >15 metres in height</p> <p>(Controlled activities under s182 of the Airports Act 1996 includes all buildings or other structures (including a crane) which would penetrate prescribed airspace.)</p>	<p>The protection of airspace form is available to download from Council's website.</p> <p>Refer to http://www.sydneyairport.com.au for more information on the prescribed airspace around Sydney Airport.</p> <p>Please also refer to the Randwick DCP 2013 – Section F3 Sydney Airport Planning and Noise Impacts</p>
Schedule of Colours, Materials and Finishes	<p>Required for:</p> <ul style="list-style-type: none"> ▪ New dwellings ▪ Applications involving heritage items or heritage conservation areas ▪ Applications in foreshore scenic protection areas ▪ Applications for residential flat buildings and mixed-use developments that involve façade changes ▪ Other developments if requested by Council 	<p>A sample board showing proposed external colours, materials and finishes.</p>

Item	When Required	Further Information
Site Waste and Recycling Management Plan	All development excluding minor internal alterations.	<p>A Site Waste and Recycling Management Plan shall outline measures to minimise and manage waste generated during:</p> <ul style="list-style-type: none"> ▪ Demolition ▪ Construction ▪ Ongoing use of the site <p>It shall nominate:</p> <ul style="list-style-type: none"> ▪ Volume and type of waste and recyclables to be generated, ▪ Storage and treatment of waste and recyclables on site, ▪ Disposal of residual waste and recyclables, and ▪ Procedures for ongoing waste management once the development is complete. <p>Further requirements may be found in:</p> <ul style="list-style-type: none"> ▪ Randwick DCP 2013 – Section B6 Recycling and Waste Management; and ▪ Randwick City Council’s Waste Management Guidelines
Social Impact Statement (SIS)	<p>A SIS is generally required for the following applications:</p> <ul style="list-style-type: none"> ▪ Housing developments with more than 50 residential units and other proposals in excess of 4,000 sqm site area ▪ Backpacker accommodation ▪ Boarding houses ▪ Brothels ▪ Drug rehabilitation centre ▪ Entertainment complex (cinema, amusement centre) ▪ Industry (greater than 10,000 square metres gross floor area) ▪ New licensed premises ▪ Significant expansion of existing licensed premises (increase in the number of patrons and/or extended trading hours) ▪ Public transport ▪ Restricted premises 	For detailed requirements, please refer to Randwick’s <i>Social Impact Assessment Guidelines for Assessing Development Applications</i>
Species Impact Statement	For sites located in an area known to contain a threatened species, the eight part test must be completed to determine whether a Species Impact Statement is required.	Please refer to Section 5A of the <i>Environmental Planning and Assessment Act 1979</i> .

Item	When Required	Further Information
<p>Transport Assessment and/or Parking Reports</p>	<ul style="list-style-type: none"> ▪ Applications which result in significant traffic generation and/or impact surrounding road networks, existing parking conditions or transport requirements in the area. 	<p>The report/s should provide an assessment of the traffic and parking impacts the development proposal may have on the surrounding road network and must address matters such as:</p> <ul style="list-style-type: none"> ▪ Current on street parking restrictions and availability ▪ Current traffic conditions ▪ The likely impact of the proposed development on existing traffic flows, the surrounding street system and on street parking availability ▪ Safety of pedestrian and vehicular movements ▪ Sustainable transport options ▪ Assessment of parking and service delivery areas in accordance with AS 2890 ▪ Recommended measures to mitigate impacts <p>Detailed requirements are contained in the Randwick DCP 2013 - Section B7: Transport, Traffic, Parking and Access</p>

6. Complete an application form

The following questions on the DA Form require particular attention:

Description of proposal

You must describe the proposed development in detail. If you can't fully describe your proposal in the space provided on the application form you will need to include a full description in your Statement of Environmental Effects.

Estimated cost of works

Estimated cost is defined in Clause 255 of the *Environmental Planning and Assessment Regulation 2000* and includes the costs associated with the construction of the building and the costs associated with the preparation of the building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment).

We will check the estimated cost of work stated in your application using Cordell's Building Cost Guide.

Cost estimate report

A DA is to be accompanied by a report setting out an estimate of the proposed cost of carrying out the development for the purposes of Clause 25J of the Regulation.

The following types of report are required:

- If the estimated cost of the development is less than \$500,000 - a cost summary report
- If the estimated cost of the development is \$500,000 or more - a detailed cost report prepared by a registered quantity surveyor

Cost summary and detailed cost report templates are available to download from Council's website.

Integrated development

Integrated development is defined in Section 4.46 of the *Environmental Planning and Assessment Act 1979*. It is development that requires development consent (from Council) under the *Environmental Planning and Assessment Act 1979*, and approval from another government agency under at least one other Act.

Where possible, we can help you identify relevant government agencies, however it is your responsibility to ascertain which approvals are required. The DA form includes a list of some common triggers for integrated development.

If your application is for integrated development, we strongly recommend that you consult with the relevant agency/s as early as possible.

Applications for integrated development must include:

- Sufficient information for the approval agency to make an assessment of the application, and
- An extra fee (\$320) for each integrated referral required. Note: The additional fee/s must be submitted by cheque/s made out to the relevant approval agency/s.

Applications for integrated development will be referred to the relevant agency for consideration. If the agency deems that the proposal is acceptable, they will send their 'general terms of approval' to Council for inclusion in the conditions of any development consent. If the agency informs Council that it will not grant an approval that is required in order for the development to be lawfully carried out, the Council must refuse the application.

Political donations

In accordance with Section 10.4 of the Environmental Planning and Assessment Act 1979, the applicant (or any other person with a financial interest in the application) must disclose any reportable political donations or gifts they have made in the two years before the application is made. The disclosure requirements continue to apply until the application is determined. Reportable political donations include donations of \$1000 or more.

If you (or any other person with a financial interest in the application) have made a reportable political donation or gift within the period of two years, please complete a Political Donations and gifts Disclosure Statement. These are available from Council's website.

Note: Under Section 10.4, a person has a financial interest in the application if:

- a) the person is the applicant or the person on whose behalf the application is made, or
- b) the person is an owner of the site to which the application relates or has entered into an agreement to acquire the site or any part of it, or
- c) the person is associated with a person referred to in paragraph (a) or (b) and is likely to obtain a financial gain if development that would be authorised by the application is authorised or carried out (other than a gain merely as a shareholder in a company listed on a stock exchange), or
- d) the person has any other interest relating to the application, the site or the owner of the site that is prescribed by the regulations.

Applicant's details

Correspondence regarding the application (including the 'Notice of Determination') will be sent to the nominated applicant at the address provided on the application form.

Owner's consent

You must obtain the consent of the landowner. If there is more than one landowner, every owner must sign. If the owner is a company or owners' association (body corporate), the application must be signed by an authorised person under seal.

If your proposal includes footway dining or any other activity/work on public land, you must obtain owners consent from Council prior to lodging your application.

7. Lodge your application

7.1 Required documents

The following table summarises the information that is required to be submitted with your DA. Forms and checklists are available on Council's website or from our customer service centre

Table 7.1: Submission requirements

Item	When Required	Further Information
DA form, Owner's Consent and Checklist	Always required.	Section 6: Complete the DA Form The DA checklist covers the key submission requirements. Council will use it to check that you have submitted all required documents.
Cost Report	<ul style="list-style-type: none"> ▪ If development costs < \$500,000 - A cost summary report is required. ▪ If development costs ≥ \$500,000 - A Registered Quantity Surveyor's Detailed Cost is required. 	Section 6: Complete the DA Form
Plans	Always required.	Section 3: Prepare Plans and Models
Statement of Environmental Effects (SEE)	Always required.	Section 4: Prepare a SEE The SEE should include: <ul style="list-style-type: none"> ▪ Details of the proposal ▪ Site suitability ▪ Compliance with relevant controls and policies ▪ The likely impacts of the development and measures to minimise any adverse effects
BASIX Certificate	Required for: <ul style="list-style-type: none"> ▪ New residential buildings ▪ Alterations and additions to residential buildings where the estimated cost of construction is more than \$50,000 ▪ New swimming pool or spa with a capacity of 40,000 litres or more 	State Environmental Planning Policy (BASIX Sustainability Index) 2004. www.basix.nsw.gov.au Note: The BASIX certificate must be no more than 3 months old when it is submitted to Council.
Supplementary Reports and Documents	Refer to Section 5: Supplementary Reports and Documents.	Section 5: Supplementary Reports and Documents.
USB or CD with ALL Forms, Plans and Documents	Always required.	Separate unsecured PDF files (limited to 3MB per file) with each plan, form and document individually labelled to identify the name of the file and property address (Document description - property address). Refer to 'Electronic Copies' below for more information.

Item	When Required	Further Information
Political Donations and Gifts Disclosure	If any person with a financial interest in the application has, within the previous 2 years, made a reportable donation	Section 6: Complete the DA Form Section 147(4) of the <i>Environmental Planning and Assessment Act 1979</i> .
Fees	Always required.	Application fees are based on the estimated cost of the development. Our Schedule of Fees and Charges can be viewed on Council's website. Please contact Council for a fee quotation.

Hardcopies

Council requires a single copy of the:

- Application form
- Owner's consent
- Cost report
- Model (if relevant)
- Sample board (if relevant)

Council requires four hardcopies of all other documents. If your application requires referral to the Design Review Panel (under SEPP 65), an additional six (6) sets of plans and documentation will be required.

Electronic copies

All plans and documents must also be submitted in digital format on a CD or USB. Documents must be:

- Separate PDF files with each plan, form and document individually labelled to identify the name of the document and the property address (Document description - property address).

For example:

Ground floor plan – 30 Frances Street Randwick

Statement of Environmental Effects - 30 Frances Street Randwick

- Limited to 3MB per file. If a single document is larger than 3MB, it must be broken down into logical components.

The CD/USB should include an electronic schedule listing all submitted plans and documents.

Note: PDF files must NOT be password protected or locked

7.2 Copyright matters

Council may be required to copy parts of your DA (and supporting information) for the purpose of obtaining public comment and/or making the information available under the provisions of Section 6 of the *Government Information (Public Access) Act 2009* and Schedule 1 of the *Government Information (Public Access) Regulation 2009*.

Consequently, you are required to obtain a license to use any copyright material forming part of your DA from the relevant copyright holder.

You are also advised that the information submitted with a development application may be made publicly available on the Council's website.

7.3 Where to lodge your application

Your application can be lodged at our Customer Service Centre:

- 30 Frances Street, Randwick
8.30am to 5.00pm, Mon-Fri

7.4 Online lodgement

To lodge a DA online, you will need to:

- **Step 1 - Register to become an online user**

Go to Council's website and select 'online services'. You will be directed to Council's online services homepage. Select 'register here' and enter your details. When your registration is processed you will be sent an email. Once you are a registered user you have full access to online services.

- **Step 2 - Submit your DA details online**

To lodge a DA, return to the online services homepage and select 'Submit an application'. You then need to follow the prompts and provide the required information. Note: To lodge a DA online, you will need to have electronic copies (PDF format) of:

- Owners consent
- Statement of Environmental Effects
- Plan showing the height and external configuration only
- All other plans (in one file)
- DA checklist and cost summary report (forms available from Council's website)
- Any supporting documents

At the end of the process, your application details will be sent to Council for checking. If all information is complete, you will be sent a DA fee quote via email.

- **Step 3 - Pay the development application fees**

To complete the lodgement process, you will need to pay the DA fee. This may be done through Council's online services homepage.

7.5 DA fees

Fees are based on the estimated cost of development (or the number of lots in the case of subdivision). Please refer to Council's 'Fees and Charges' for more information (available online or from our Customer Service Centre).

Payment options:

Cheque: Make your cheque payable to 'Randwick City Council'.

Cash: You can pay cash at any of our Customer Service Centres.

Cards: Bankcard, MasterCard, Visa and EFTPOS.

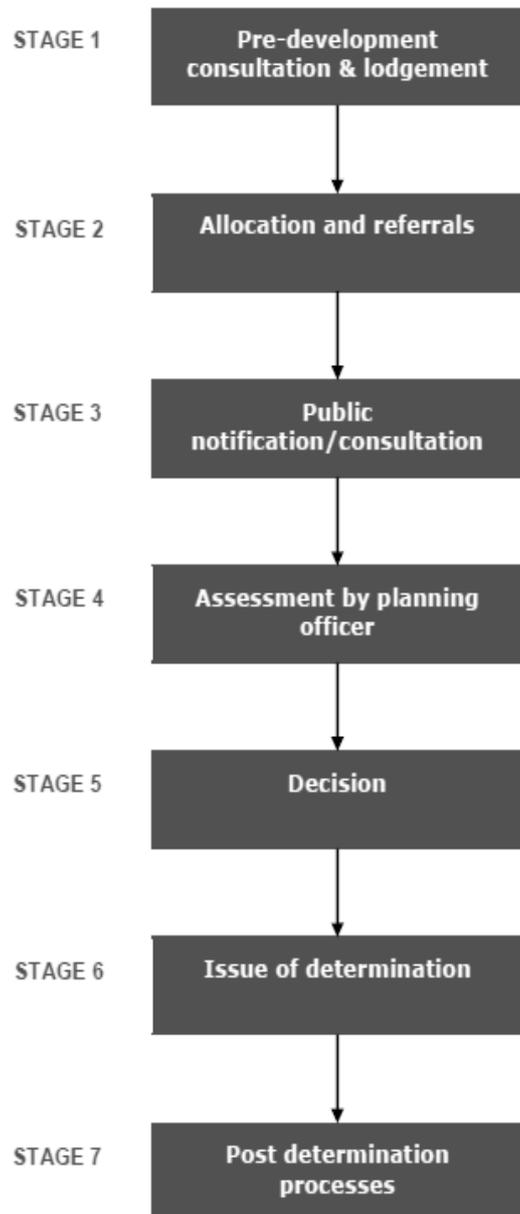
7.6 Tracking the progress of your application

You may track the progress of your application through Council's website.

Alternatively, you may contact us for details. When calling, you can assist us by quoting the DA number.

PART 2: The DA process

This section outlines the Development Application (DA) process and what happens after you lodge your DA with Council.



1. Pre-development consultation and lodgement

The process of preparing and lodging a DA is detailed in Part 1 of this guide

2. Allocation and referrals

Once a DA is lodged, initial processing takes place. This involves:

- Allocating the application to an assessment officer
- Referring the application to relevant internal council officers, external agencies and government departments for review and comment (if required)

You will receive an acknowledgement letter including your Application Reference Number and contact details for the Assessment Officer. Any enquiries regarding your application should be directed to the Assessment Officer nominated in your letter.

3. Public consultation

Council is required to notify adjoining and neighbouring owners that may be affected by a development proposal unless the proposal is of a minor nature. Therefore, in most instances, Council will send out notification letters to persons or organisations that may wish to comment on or object to the proposed development. Council will also advertise certain applications in the local newspaper. Please refer to the Randwick Development Control Plan 2013 - Section A3: Notification.

During the notification/advertising period the plans will be available for viewing online. Hardcopies and models (if applicable) will be available at our Customer Service Centre. Any interested parties are invited to view the plans and make submissions.

4. Assessment

The Assessment Officer undertakes a detailed assessment of the application in accordance with Section 4.15 of the *Environmental Planning and Assessment Act 1979*. This involves considering all relevant environmental planning instruments, development control plans, council policies, the likely impacts of the development, the suitability of the site for the proposed development and any submissions received.

Some of the matters considered include:

- Solar access
- Landscaping and open space
- Floor area
- Height, form and materials
- Building setbacks
- Streetscape
- Visual and acoustic privacy
- Impact on the foreshore
- Views
- Traffic and parking implications

Requests for additional information

During the assessment process, it may become apparent that we need more information about your application. If we do, we will request this by mail, telephone and/or email.

Amended Plans

If your plans are found to be deficient and/or do not comply with the relevant development standards or controls, you may be given the opportunity to submit amended plans. However, there are some circumstances where the acceptance of amended plans will hold up the assessment process and/or be unlikely to achieve a satisfactory outcome. In these cases Council will not necessarily accept amended plans.

It is much better if you carefully check your plans before they are lodged to ensure they comply with Council's requirements.

5. Decision

Once the Assessment Officer has assessed the application, they prepare a report which is reviewed by a Coordinator or Manager. The application is then determined by one of the following persons or groups for either approval or refusal:

- Coordinator or Manager under delegated authority
- Randwick Local Planning Panel (RLPP)
- Sydney Eastern City Planning Panel (SECPP)

Senior Planning Officer

Most DAs are determined by a Coordinator or Manager under delegated authority from Council. However certain applications which have high corruption risk, sensitivity or strategic importance require referral to the RLPP or SECPP.

Randwick Local Planning Panel (RLPP)

The RLPP is a Local Planning Panel established under the *Environmental Planning and Assessment Act 1979 (Act)*. The NSW Minister for Planning has issued directions detailing the referral criteria and procedural requirements for local planning panels. Under the Act, Councillors are no longer able to determine development applications.

The key triggers for referral to the RLPP are summarised below:

- Applications with a conflict of interest
- Contentious developments (where 10 or more unique submissions by way of objection are received)
- Developments that contravene a development standard by more than 10%
- Sensitive developments (including residential flat buildings subject to SEPP 65)
- Certain modification applications

Approximately one week prior to an application being considered by the RLPP, the applicant and objectors will be notified of the meeting date. One objector and a representative of the applicant will have the opportunity to speak at the meeting. Councillors will also have an opportunity to address the panel.

Please refer to the [Randwick Local Planning Panel page](#) on council's website for more information regarding the RLPP procedures and referral criteria.

Sydney Eastern City Planning Panel (SECPP)

The SECPP is required to determine all applications that are regionally significant (as defined in schedule 7 of the [State Environmental Planning Policy \(State and Regional Development\) 2011](#)). The key triggers for referral are summarised below:

- Development with a capital investment value (CIV) over \$30 million
- Development with a CIV over \$5 million which is:
 - Council related
 - Lodged by or on behalf of the Crown (State of NSW)
 - Private infrastructure and community facilities or
 - Eco-tourist facilities
- Extractive industries, waste facilities and marinas that are designated development
- Certain coastal subdivisions and protection works
- Developments with a CIV between \$10 million and \$30 million, which are referred to the regional panel by the applicant after 120 days

6. Issue of determination

After your application has been determined, you will receive a Notice of Determination of Development Application. The notice will be sent to the nominated applicant and will detail whether the application has been approved or refused.

An approved DA usually has a number of conditions that must be satisfied. These are included in the Notice of Determination.

If an application is refused, reasons why it has been refused are included in the Notice of Determination.

7. Post determination process

If your application is approved you must ensure that your development is carried out in accordance with the conditions of consent. You cannot alter or vary the development (or the way it operates) unless the terms of the consent are modified.

Modification of consent

If your development application is approved, but you wish to make some changes to the approval, you may apply to modify the consent by lodging an Application to Modify a Development Consent under Section 4.55 of the *Environmental Planning and Assessment Act 1979*. Application forms are available from Council's website.

Applications to modify a consent may need to be notified and/or advertised. Therefore, it is important that you allow sufficient time to obtain approval before proceeding with any variations to the consent.

Other approvals

If your application is approved and involves any building or subdivision works, you will need to obtain a construction certificate prior to commencing work.

Your proposal may also require a separate approval or license from Council or another agency. It is your responsibility to obtain any additional approvals that may be required before you commence your development.

Rights of appeal/Request for review

If you are dissatisfied with Council's determination, you may:

- Appeal the decision at the Land and Environment Court (the appeal must be lodged within 6 months of receiving your determination); or
- Apply for a review of the determination by lodging a Request for Review of Determination under Division 8.2 of the *Environmental Planning and Assessment Act 1979* (the request must be made in writing and the review determined within six months of the determination date).

Notes:

- To ensure the assessment process of a review can be completed within the 6 month period, an application for review should be lodged with Council no more than **3 months** after the date of the decision.
- A review cannot be sought for designated development, integrated development or crown applications

Fees

There are a number of fees, bonds and/or security deposits that may be payable after development consent has been issued. Most of these fees will be detailed in the conditions of development approval. Two of the most common fees are detailed below:

- Long Service Levy - If your proposal involves building work with a value of \$25,000 or more you are required to pay the Building Industry Long Service Levy prior to the issue of a construction certificate.
- Development Contributions - Most developments with a cost of works exceeding \$100,000 are required to pay a levy in accordance with the Council's Development Contributions Plan.

DA Guide Attachment 1: Guidelines for preparing Acid Sulfate Soils Reports

This guide provides a brief outline to assist applicants in the preparation of reports for the investigation and management of acid sulfate soils. Information within this guide has been taken from the document titled Acid Sulfate Soils Manual, prepared by the Acid Sulfate Soil Management Advisory Committee, and published on 26 August 1998. This guide does not replace the Acid Sulfate Soils Manual. A preliminary assessment and an acid sulfate soils management plan must be prepared in the manner set out in the Acid Sulfate Soils Manual.

What are acid sulfate soils?

Acid sulfate soils are sediments and soils containing iron sulphides that are usually found in low-lying parts of coastal floodplains, rivers and creeks. When these soils and sediments remain underwater they are stable and the sulfates do not cause problems. However, if sulfates are exposed to oxygen by disturbance of the soil or by the lowering of groundwater levels, sulfuric acid is generated. Soil acidification can result in severe on-site and off-site environmental impacts. Unless managed properly impacts can include:

- ▶ damage and destruction of vegetation
- ▶ reduction in soil fertility and increased salinity
- ▶ failed soil structure with consequent erosion problems
- ▶ pollution of local ground water and surface water bodies
- ▶ death or disease of fish and destruction of aquatic ecosystems
- ▶ corrosion of structures, particularly concrete, ferroconcrete, iron, steel and aluminium [this is particularly a problem with pipes, drains, cables, in-ground pools, foundations, and basement car parks.]

Acid sulfate soils include actual acid sulfate soils and potential acid sulfate soils. Actual acid sulfate soils are soils containing iron sulfates, which have been exposed to oxygen. Potential acid sulfate soils are soils that contain iron sulfates, which have not been exposed to oxygen.

Legislative framework

The legal framework for acid sulfate soil management is found under Clause 6.1 of the Randwick Local Environmental Plan 2012 (Randwick LEP 2012).

Clauses 6.1 set out:

- ▶ Circumstances where development consent is or is not required for works relating to potential acid sulfate soils land
- ▶ Considerations that the Council must carry out when assessing a development application
- ▶ Requirements for an acid sulfate soils management plan
- ▶ The role of a preliminary assessment.

Identifying potential acid sulfate soils

Land that may contain potential acid sulfate soils is identified on the Acid Sulfate Soils Maps (maps) which accompany the Local Environmental Plan (LEP). The maps establish 5 classes of land based on the probability of acid sulfate soils being present (Class 1 being the most likely and Class 5 being the least likely).

The map does not describe the severity of acid sulfate soils in an area or on a particular site. They provide an initial indication that acid sulfate soils could be present on land.

Associated with the maps is the following table that sets out for each class of land those types of work that, if carried out, are likely to present an environmental risk.

Table A1.1: Works that require development consent (taken from Clause 6.1 of the LEP)

Class of Land (as shown on acid sulfate soils planning map)	Works
1	Any works
2	Works below the natural ground surface. Works by which the watertable is likely to be lowered.
3	Works more than 1 metre below the natural ground surface. Works by which the watertable is likely to be lowered more than 1 metre below the natural ground surface.
4	Works more than 2 metres below the natural ground surface. Works by which the watertable is likely to be lowered more than 2 metres below the natural ground surface.
5	Works within 500 metres of adjacent Class 1, 2, 3 or 4 land that is below 5 metres Australian Height Datum and by which the watertable is likely to be lowered below 1 metre Australian Height Datum on adjacent Class 1, 2, 3 or 4 land.

Note: Lowering of the watertable can occur through processes and actions including: extraction of groundwater; excavation to or below the watertable; dewatering of construction sites; construction of deep drains; growing of trees on previously cleared land.

Managing potential acid sulfate soils

Investigation and management of acid sulfate soils can be carried out in one or two stages:

- ▶ A preliminary assessment
- ▶ An acid sulfate soils management plan.

1. Preliminary assessment

What is a preliminary assessment?

A preliminary assessment involves investigations, analysis and reporting that:

- ▶ Identifies the characteristics of the proposed works, particularly in regard to excavation and groundwater disturbance
- ▶ Establishes whether acid sulfate soils are present on a site and if so whether the proposed works are likely to disturb those soils
- ▶ Establishes whether an acid sulfate soils management plan should be prepared
- ▶ Provides information to assist with the design of a soil and water assessment program
- ▶ Provides information to assist in decision making.

What should a preliminary assessment report contain?

The Acid Sulfate Soils Manual sets out steps for preparing a preliminary assessment. Subject to the nature of works proposed, the location of the site and the findings from investigations, certain steps within the assessment may not be required. Therefore, a preliminary assessment report may need to contain all or part of the following information:

- ▶ The general characteristics of earthworks associated with the proposal, including:
 - a full description of the proposed earthworks together with the method and equipment to be used for the works
 - the volume of soil to be disturbed
 - the depth of disturbance of soil due to construction and operational works in AHD
 - whether the disturbance is short term or permanent
 - whether the disturbance is to be or can be staged to minimise exposure of disturbed soil to the air
 - information on how the disturbed area and excavated soils are to be managed in the short and long term
 - whether landscape and soil characteristics make mitigation easy or difficult
 - information on whether mitigation can be undertaken on site
 - whether leachate can be easily contained and neutralised
 - condition of acid sulfate soils on adjoining land and in the immediate area.
- ▶ Details about groundwater conditions, including the level in AHD. Depending on the type of works proposed and their location in mapped areas, a preliminary hydrology study may be required.
- ▶ The classification of land on which the works are proposed (refer to the Acid Sulfate Soils Map in the relevant LEP).
- ▶ A check against geomorphic or site criteria to establish the likely presence of acid sulfate soils [refer to the Acid Sulfate Soils Manual – Assessment Guidelines, section 2.2].
- ▶ The findings from soil and water (surface and sub-surface) analysis.
- ▶ Based on the investigations, conclusions on whether or not an acid sulfate soils management plan is required.

When is a preliminary assessment required?

A preliminary assessment is required for works undertaken on land classified as class 1, 2, 3, 4, or 5 on the acid sulfate soils planning map, if the scale of works is as detailed in the table from Clause 6.1 of the LEP.

Depending on the nature of the proposed development and its location (relative to the acid sulfate land classification), investigations and reporting could proceed directly to the preparation of an acid sulfate soils management plan.

Who should undertake the preliminary assessment

The preliminary acid sulfate soils assessment should be undertaken by a suitably qualified environmental engineer or environmental consultant with demonstrated experience in acid sulfate soils management.

2. Acid sulfate soils management plan

What is an acid sulfate soils management plan?

An acid sulfate soils management plan, is a plan, prepared in the manner set out in the *Acid Sulfate Soils Manual*. The plan identifies the extent and nature of acid sulfate soils on a particular site, assesses the likely impacts of any proposed activity upon those acid sulfate soils (including the consequence of no action), and details the prescriptive measures to be taken to minimise environmental impacts resulting from interaction between the acid sulfate soils and the proposed activity or inaction.

What should an acid sulfate soils management plan contain?

An acid sulfate soils management plan should contain, as a minimum, the following information (*Note: the following is taken from section 6 of the Acid Sulfate Soils Assessment Guideline, August 1998, which forms part of the Acid Sulfate Soils Manual.*):

- ▶ An overview of environmental attributes of the site and its surrounds. This will include groundwater conditions.
- ▶ An overview of the proposed works, particularly the proposed excavation works and works that may lower groundwater levels. For details relating to excavation works, refer to the list for a preliminary assessment. Lowering of the watertable can occur through processes and actions including: extraction of groundwater; excavation to or below the watertable; dewatering of construction sites; construction of deep drains; growing of trees on previously cleared land.
- ▶ A description of the acid sulfate soils mitigation strategies incorporating a schedule of construction and operational phases to minimise impacts from:
 - the disturbance (including excavation or changes in surface or subsurface water systems)
 - any excavated soils (including storage, treatment or use)
 - any acid leachate produced (including storage, treatment, discharge or use).
- ▶ A monitoring program for soils and the surface and subsurface water quality outlining:
 - the parameters to be monitored
 - monitoring locations
 - monitoring frequency
 - analyses to be conducted
 - laboratory analyses to be conducted
 - procedures to be undertaken if monitoring indicates that thresholds are exceeded
 - reporting procedures to relevant authorities and neighbouring property owners, where necessary
- ▶ A description of the pilot project or field trial, if new mitigation strategies are being used or a pilot project is required by the Council. The pilot project or field trial will:
 - prove the effectiveness and feasibility of new technology, or selected management procedures to deal with the acid sulfate soils and other environmental impacts
 - demonstrate that the developer has the capability to implement those management procedures effectively
 - demonstrate the ability to comply with agreed standards and performance targets

- ▶ A description of the contingency procedures to be implemented at the site to deal with unexpected events or failure of management procedures, including a remedial action and restoration action plan related to:
 - any failure to implement any proposed acid sulfate soil management strategies
 - any mitigation strategies being ineffective so that the project fails to meet agreed standards or performance levels.

The amount of detail within an acid sulfate soils management plan will depend on:

- ▶ the size and complexity of the development proposal
- ▶ the level of risk from acid sulfate soil conditions due to the proposed works
- ▶ the level of certainty associated with the proposed mitigation strategy
- ▶ the sensitivity of the environment likely to be affected.

When is an acid sulfate soils management plan required?

An acid sulfate soil management plan must be prepared in all circumstances when it has been determined that works in the site's soils will result in the action criteria listed in Table 4.4 of the *Acid Sulfate Soils Assessment Guideline* being exceeded (see below). Information to reach this conclusion may be obtained by undertaking the investigations and analysis set out in a preliminary assessment.

Who should prepared an acid sulfate soils management plan

An acid sulfate soils management plan should be prepared by a suitably qualified environmental engineer or environmental consultant with demonstrated experience in acid sulfate soils management.

Table 4.4 Action criteria based on ASS soil analysis for three broad texture categories

Type of material		Action criteria 1-1000 tonnes disturbed		Action criteria if more than 1000 tonnes disturbed	
Texture range McDonald et al (1990)	Approx. clay content (%<0.002mm)	Sulfur trail %S oxidisable (oven-dry basis) e.g. S _{TOS} or S _{POS}	Acid trail mol H+/tonne (oven-dry basis) e.g. TPA or TSA	Sulfur trail %S oxidisable (oven-dry basis) e.g. S _{TOS} or S _{POS}	Acid trail mol H+/tonne (oven-dry basis) e.g. TPA or TSA
Course texture Sands to loamy sands	≤5	0.03	18	0.03	18
Medium texture Sandy loams to light clays	5 - 40	0.06	36	0.03	18
Fine texture Medium to heavy clays and silty clays	≥40	0.1	62	0.03	18

Source: *Acid Sulfate Soils Assessment Guideline, August 1998*