



The following information is to be lodged online via the NSW Planning Portal for electronic lodgement for Commercial or Industrial Development within Richmond Valley Council.

Before accessing the NSW Planning Portal, you are required to set up an account with Service NSW using your email address.

Documents are to be uploaded using the correct document names listed below or identified in the naming conventions fact sheet, there may be other documents required not identified in this Fact Sheet. It is essential the documents are named correctly to allow the lodgement of the application, if documents are not named correctly it will result in the application being returned and the need to re-lodge with the correct names.

Numerous documents can/will be loaded together and listed under each category. e.g. elevations and a section through all lodged under the category Elevations and Sections.

NOTE: Please note that plans may not be accepted by Council, if Council believes they are not to a standard to allow a thorough assessment by the assessing officer.

While the below lists identify numerous plans and reports that may be required, each application is assessed on merit and further reports or plans may be required.

Council recommends the use of a Planning Consultant for Commercial or Industrial Developments.

Council offers pre-lodgement meetings where required to offer further assistance to developers. Prior to booking pre-lodgement meetings preliminary plans and information must be produced and submitted to Council.

Further information and assistance can be received by contacting Council's Development Concierge.

Mandatory documents

1. Owners Consent is required to be lodged separately and named **Owner's Consent** in the NSW Planning Portal. A separate upload with electronic or signed signatures is required.
2. A detailed Statement of Environmental Effects or Environmental Impact Statement identifying the proposed development named **Statement of Environmental Effects** or **Environmental Impact Statement** in the NSW Planning Portal. A separate upload is required.

For further information phone Richmond Valley Council on (02) 6660 0300, email council@richmondvalley.nsw.gov.au or visit www.richmondvalley.nsw.gov.au

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3. An Estimate of Works identifying true market value named **Cost Estimate Report** in the NSW Planning Portal. A separate upload is required.

The following documents may be required depending on the proposed development, Council recommends applications be produced by a Planning Consultant where possible. Further reports and information may be requested outside of those listed in this Fact Sheet.

Required documents

1. A site plan, named **Site Plan** in the NSW Planning Portal. The plan is to be to scale and fully dimensioned and show:
 - Allotment boundaries, dimensions, lot and deposited plan numbers.
 - Site area in square meters.
 - Location of public road/s adjoining the property.
 - Any rights of carriageway, easements, location of infrastructure (water, sewer, stormwater, electricity, telecommunications etc.), existing vegetation and buildings.
 - Existing levels of the land in relation to buildings, roads, adjoining property.
 - Location of any proposed buildings/works, ancillary structures in relation to existing buildings.
 - Demolition plan showing existing buildings, internal layouts and proposed new work.
 - Proposed parking and access arrangements e.g. driveways, employee and customer parking (spaces to be individually marked), loading areas, manoeuvring areas, (all vehicles must be able to enter and leave in a forward direction).
 - Proposed building footprint.
 - Proposed surface material of car parking and manoeuvring areas.
 - Side, rear and front setbacks of proposed building from all boundaries.
 - Plan title, north point, date, scale and draftspersons name.
 - The location and uses of any existing buildings on the property including any to be demolished.
 - The location and uses of buildings on the adjoining land.
 - Heights of any cut and fill or retaining walls.
 - Tree removal and proposed landscaping including species to be used.
 - Any waste storage area's including dimensions, setback, screening methods, bunding etc.
 - If an un-sewered area the onsite wastewater treatment system and the effluent disposal areas.
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- The location of any chemical or dangerous goods storages, including methods to contain spills.
 2. Elevations and Section Plans name **Elevations and Sections** in the NSW Planning Portal. These are to be to scale and show:
 - External materials and finishes, window and door locations.
 - Heights of the building and other structures in AHD measured from existing ground.
 - Existing and proposed finished ground levels in relation to existing and proposed buildings, roads, footpaths etc.
 - Construction material and ceiling heights.
 3. Floor plans of the proposed building named **Floor Plans** in the NSW Planning Portal. These are to be to scale, fully dimensioned and show:
 - Layout, dimensions of rooms, internal walls, direction in which doors swing, stairs, lifts etc.
 - The use of each room/ area e.g. office, shop, showroom, storage, lunchroom.
 - Location and size of windows and doors, location of accessible WC.
 - Position of fixtures in bathrooms/lunchrooms.
 - Means of providing disabled access to the building.
 4. A full set of architectural plans named **Architectural plans** in the NSW Planning Portal.
 5. Shadow diagrams may be required showing the impact on neighbouring properties and named **Shadow diagrams** in the NSW Planning Portal.
 6. Sediment and erosion control measures named **Erosion and Sediment Control Plan** in the NSW Planning Portal.
 7. If the subject lot is classified as bush fire prone land the development application must be accompanied by a Bush Fire Report and named **Bushfire Report** in the NSW Planning Portal. The application may be referred to the NSW Rural Fire Service (RFS).
 8. A BASIX Certificate may be required and named **BASIX Certificate** in the NSW Planning Portal.. The NSW Government Building Sustainability Index (Basix) assesses the water and energy efficiency of buildings. Go to www.basix.nsw.gov.au to generate a certificate. All Basix commitments must be indicated on the plans. A BASIX Certificate for any residential component of \$50k or more, any dwelling or secondary dwelling, and pools with capacity of 40,000 L or more. A separate upload is required.
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9. If the application seeks to vary the requirements of Council's Development Control Plan (DCP) you will need to provide an application to vary the DCP and provide reasons to justify the variation sought, this application will be named **Other** in the NSW Planning Portal. Council's Development Concierge can provide assistance if required.
 10. A Clause 4.6 objection is required for any variation to a statutory development standard. It must be accompanied by a written application objecting to the development standard and dealing with the matters required to be addressed by the relevant instrument. The Variation is to be prepared in accordance with the document Varying development standards: A Guide and named **Clause 4.6 variation request** in the NSW Planning Portal.
 11. A Preliminary Contaminated Lands Assessment will be required for an application involving soil disturbance and/or demolition and named **Contamination / Remediation Action Plan** in the NSW Planning Portal.
 12. Biodiversity Assessment /Test of Significance – Land clearing should be prepared in accordance with Biodiversity Conservation Act 2016. Visit the following website for further information www.environment.nsw.gov.au/biodiversity/index.htm. If a report is required it should be named **Biodiversity Assessment Report** or **Biodiversity Assessment Method (BAM) Letter** in the NSW Planning Portal.
 13. Political donations and gifts disclosure will be required at time of lodgement and named **Political donations and gifts disclosure** in the NSW Planning Portal.
 14. Details of signage and structures i.e. height, position, working, illumination, colours will be required and named **Other** in the NSW Planning Portal.
 15. A carparking plan named **Car parking and vehicle access** in the NSW Planning Portal. The carparking plan should reflect the requirements in Council's Development Control Plan.
 16. A fire consultant may be required to ensure the building meets the Building Code of Australia. (e.g. hose reels, portable fire extinguishers, exit signs, emergency lighting, sprinklers) and named **BCA Performance Requirements Compliance Statement** or **Fire safety upgrade report** in the NSW Planning Portal.
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17. A Waste Management Plan outlining measures used to minimise, and manage waste generated during construction, demolition and the ongoing operational use of the premises. This is to be identified in the Statement of Environmental Effects and reflected on the site plan and named **Waste management plan** in the NSW Planning Portal.
18. If the application is for works on a Heritage Item or located in a Heritage Conservation Area, a Statement of Heritage Impact must be submitted with the application and named **Heritage Impact Statement** in the NSW Planning Portal.
19. When the development application includes food preparation or personal appearance services detailed plans and elevations are required and should include the finishes of floors, walls, ceilings, benches and shelves, elevations of fixtures and fittings and location of sinks and hand wash basins and named **Other** in the NSW Planning Portal.
20. A noise report may be required identifying the impacts of the development on neighbouring properties and named **Acoustic report** in the NSW Planning Portal.
21. If the development is situated in acid sulfate soil and excavation is proposed an acid sulfate soils report may be required and named **Acid sulfate soils report** in the NSW Planning Portal.
22. A landscape plan may be required to meet Council's Development Control Plan and named **Landscape plan** in the NSW Planning Portal.
23. Details of schedule of colours, materials and finishes may be required and named **Schedule of colours, materials and finishes** in the NSW Planning Portal.
24. A Section 10.7 Planning Certificate may be required and named **Section 10.7 Planning Certificate** in the NSW Planning Portal.
25. A Crime Prevention through Environmental Design Report may be required and named **Other** in the NSW Planning Portal.
26. A Management Plan may be required to address ongoing operational matters such as noise, waste, traffic, deliveries and parking etc. and named **Other** in the NSW Planning Portal.

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27. A stormwater management plan may be required to demonstrate how the land is to be drained including any required detention/attenuation and named **Stormwater drainage plan** in the NSW Planning Portal.

The following additional applications may be required, these applications are lodged electronically via the NSW Planning Portal:

- If land is un-sewered, an **Onsite Waste Water Application** and details of the proposed system. Refer to Council's On-Site Wastewater Management Strategy at www.richmondvalley.nsw.gov.au. A consultant's effluent disposal report will be required to accompany the application.
- A **Liquid Trade Waste Application** may be required – Further information can be obtained by speaking with Council's Environmental Health section. A consultant's report may also be required to accompany the application
- A **Construction Certificate** may be required if any building works are proposed.
- A **Section 68 Application** for a plumbing permit may be required if connection to Council's reticulated water and sewerage systems are required. Large projects may require a hydraulic plan.
- A **Vehicular Accessway** application may be required if a driveway is to be installed and the required bond to be paid to Council.

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