



Development Application Lodgement Matrix and Checklist

Use this guideline to identify the minimum documentation required to lodge a development application. Plans or reports identified in the two matrixes below are further explained in the accompanied checklists and Fact Sheets.

Matrix 1 – Common types of residential development

Table of information to accompany DA This table identifies the minimum information required for most common types of development. ü Document required ● Document may be required ** Can be included on the Site Plan ^ Can be incorporated into one document	New Residential Dwellings	Alts / Adds to Residential Dwelling	Garage, Outbuilding, Awnings, Carports, etc	Farm Building	Swimming Pool
Statement of Environmental Effects	ü	ü	ü	ü	ü
Owners Consent Form	ü	ü	ü	ü	ü
Site Plan	ü	ü	ü	ü	ü
Floor Plan	ü	ü	ü	ü	ü
Elevations	ü	ü	ü	ü	●
Section Plans	ü	ü	ü	ü	ü
BASIX (correct type of certificate)	ü	●			●
Acid Sulfate Soil Report	●	●	●	●	●
Biodiversity Conservation Act Assessments including plan of vegetation to be removed	●	●	●	●	●
Bushfire Report	●	●			
Car parking Plan	ü	●	●	●	
Driveway, Access, and Parking Plan & Section	ü	●	ü	●	
Erosion & Sediment Control **	ü	●	●	●	ü
External Finishes & Materials	ü	●	ü	ü	ü
Flood Impact Assessment	●	●	●	●	●
Heritage Management Document	●	●	●	●	●
Landscaping Plan	●	●	●	●	●
OSMS Report / Plans	●	●	●	●	
Section 68 Ancillary Application	●	●	●	●	●
Section 68 Plumbing Permit	ü	●	ü	●	
SEPP 55 Contamination Report	●	●	●	●	●
Site Waste Minimisation Plan	ü	ü	ü	ü	ü
Stormwater Plan & Calculations	ü	●	●	●	
Survey plan identifying all services (water/ sewer/ stormwater mains) Power lines, AHD levels etc.	●	●	●	●	●

Council may require the submission of additional documentation specified in Matrix 2 in some cases (i.e. Complex applications due to site constraints). In these cases, it is recommended that discussions occur with the Development Concierge on 6660 0299, prior to lodging your application.

Document Checklist

This checklist will assist with the lodgement of your application by ensuring you have included all the necessary details. This will prevent delays in processing your application.

All documentation, including plans, must be prepared to a scale which will enable easy assessment, A3 in size and a scale of 1:100 is generally preferred.

The following information should be included on all plans and documents:

- Applicant name, block / house / shop / flat number / road name, town or locality.
- Lot number, section number, DP number.
- Measurements in metric.
- The position of true north.
- Buildings or parts of building to be demolished to be included in outline.
- Author name, date and plan number.

All documents should be labelled correctly to reflect the type of documentation submitted in accordance with the Naming Conventions factsheet.

	REQUIRED INFORMATION
Acid Sulfate Soils Report	Required where the provisions of Clause 6.1 of the Richmond Valley Local Environmental Plan 2012 require assessment of Acid Sulfate Soils.
Acoustic Report	<p>Required where:</p> <ul style="list-style-type: none"> • Residential development is proposed adjacent to noise sources, including railway lines, arterial roads and aerodromes • Other types of development is proposed adjacent to residential properties, e.g. use of an existing commercial building as a restaurant with extended trading hours, located adjacent to dwellings. • Depending of nature of proposal, such as where noise may be significantly increased e.g. child care centre, mechanical car wash, industrial processing, development with heavy vehicles. <p>To be prepared by a suitably qualified person.</p>
Adaptable Housing Details	<p>Required where development contains adaptable dwellings (e.g. multiple dwellings, residential flat buildings or mixed commercial/residential development).</p> <p>The following information must be provided</p> <ul style="list-style-type: none"> • Checklist demonstrating compliance with Class A, B or C dwelling in accordance with AS4299-1995. • Pre and post adaptation drawings.
BASIX Certificate	<p>Required for:</p> <ul style="list-style-type: none"> • Development that contains all types of new residential dwelling/s, including alterations and additions to existing dwellings valued at \$50,000 or more and swimming pools and outdoor spas with a minimum 40,000L capacity. • Class 1b tourist accommodation buildings • Class 4 caretakers' residence within a commercial building. <p>The following information is to be provided in accordance with Clause 97A of the Environmental Planning and Assessment Regulation 2000:</p> <ul style="list-style-type: none"> • A valid BASIX Certificate. • All BASIX commitments to be identified on the plans. • Where applicable, NatHERS/ABSA Certification and a set of stamped plans.

	<p>The BASIX Certificate must be generated on the Department of Planning and Environment BASIX website: www.basix.nsw.gov.au, issued no earlier than 3 months before the date of which the application is lodged.</p>
<p>Biodiversity Conservation Act Requirements</p>	<p>Biodiversity Conservation Act</p> <p>Any clearing of native vegetation required to undertake the development is required to be assessed in accordance with the Biodiversity Conservation Act 2016. The assessment should include three parts:</p> <ul style="list-style-type: none"> • Whether the application is located on the Biodiversity Values map https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSEMap. If the development is being undertaken on land on the Biodiversity Values Map, a Biodiversity Development Assessment Report prepared by an accredited assessor is required to be submitted with the application. • A calculation of the total clearing required to determine whether the threshold is breached. Should the relevant threshold be breached a Biodiversity Development Assessment Report prepared by an accredited assessor is required to be submitted with the application. The calculation should include all necessary clearing required for the development. Importantly, the calculation will need to correlate with any clearing required under any bushfire assessment. • A test of significance undertaken in accordance with the guidelines is required to determine whether the development is likely to have a significant impact on threatened species. If the test determines the development is likely to have a significant impact on threatened species, a Biodiversity Development Assessment Report prepared by an accredited assessor is required to be submitted with the application. Again, the test will need to correlate with and assess any clearing required under any bushfire assessment. <p>Prescribed Impacts (Section 6.1, Biodiversity Conservation Regulation 2017), including the removal of non-native vegetation on the Biodiversity Values Map, will trigger the Biodiversity Offset Scheme (BOS) and require a BDAR.</p> <p>A plan clearly indicating the vegetation to be removed is required to be submitted as part of the application.</p> <p>A register of accredited assessors can be found here: https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity/accredited-assessors</p>
<p>Building Code of Australia Audit Report</p>	<p>Required to demonstrate the proposed development is able to satisfy the Building Code of Australia. Report to be prepared by a suitably qualified Building consultant with experience in the type of Building Classification. Identification must be made of what alternate solutions are likely to be required. OR</p> <p>EP&A Regs Clause 93/94 consideration.</p>
<p>Bushfire Report</p>	<p>Required where land is identified as bushfire prone on Council's Bushfire Prone Land Map or is subject to grassland hazard (Note: Council's current mapping for bushfire prone land does not include land identified as predominately grasslands which is now identified as vegetation hazard under Planning for Bushfire Protection 2019).</p> <p>The bushfire assessment report must demonstrate how the proposal will comply with Planning for Bushfire Protection 2019 and contain:</p> <ul style="list-style-type: none"> • Aim and objectives. • Specific objectives for the development type. • Performance criteria for the bushfire protection measures.

	<ul style="list-style-type: none"> • A site plan indicating the proposed asset protection zones on the land. <p>A Single Dwelling Application Kit (available from the NSW RFS website www.rfs.nsw.gov.au/) can be used for residential infill development (dwellings and alterations and additions in pre-existing subdivisions)</p> <p>A suitably qualified person must prepare the bushfire assessment report for:</p> <ul style="list-style-type: none"> • Developments which have been identified as being Integrated under Section 100B and/or Special Fire Protection Purpose (Section 4.2 of Planning for Bushfire Protection 2019); or • Any other development type which proposes an alternate solution as part of the design. <p>OR</p> <p>If the development has been certified by an Accredited Certifier, under the Planning for Bushfire Protection 2019, then a written declaration and supporting information may be submitted in place of a report.</p>
<p>Driveway, Access and Parking Plan</p>	<p>Required for development where the construction of a driveway requires works within the road reserve.</p> <p>The design of driveways must comply with the requirements of AS 2890 – Parking Facilities, Northern Rivers Local Government Standard Drawings:</p> <ul style="list-style-type: none"> • R-05D Residential Driveway Layouts and Layback Vehicular Crossing for Kerbed Roads • R-06D Residential Driveway Longitudinal Grading Details • R-14C Driveways and Vehicular Crossings for Non Kerb and Gutter • R-15D Rural Driveway Longitudinal Grading Details for Non Kerbed Roads <p>and relevant authorities (such as the Transport for New South Wales – Roads and Maritime Services, RMS), Australian Road Rules (Part 18-Division 1-289), Austroads documentation and Council.</p>
<p>Erosion and Management Control</p>	<p>Required to reduce stormwater pollution from building sites. The following guidelines will help you to comply with the statutory environmental obligations: Guidelines for Erosion & Sediment Control on Building Sites</p>
<p>Estimated Cost of the Development</p>	<p>Required for all development applications. Council's Estimated Cost of Works form may be used.</p>
<p>Fire Safety Schedule</p>	<p>Required to enable Council to consider Clauses 93/94 of the Environmental Planning and Assessment Regulation 2000.</p> <p>Required for applications involving:</p> <ul style="list-style-type: none"> • Change of building use; and/or • Alterations to an existing building. <p>If the proposal involves a change of use of a building, the following must be provided:</p> <ul style="list-style-type: none"> • A list of Category 1 fire safety provisions that currently apply to the existing building. • A list of Category 1 fire safety provisions that are to apply to the building following its change of use. <p>If the proposal involves additions or alterations to an existing building:</p> <ul style="list-style-type: none"> • A scaled floor plan of the whole of the building showing existing and proposed fire safety measures.

Flood Impact Assessment	<p>A report may be required to be prepared by a suitably qualified person. If the development site is affected by flooding or is likely to be affected by flooding/localised drainage, the applicant should consult with Council staff to determine the information required to be submitted.</p>
Floor Plan	<p>Plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100 or 1:200 for larger sites. • Room names, areas and dimensions. • Include AHD floor levels. • All existing and proposed works. • Access for disabled, where relevant. • BASIX commitments e.g. Skylight, rainwater tank. • Layout of building, all processing, storage areas, location of machinery, racking layout and height. • Accurate plans identifying the location of all services (water/ sewer/ stormwater mains/ power lines etc). • Existing and proposed fire safety measures. • Shop fitout details.
Landscape Plan	<p>Required for development in accordance with the RVC DCP2015.</p> <p>Plans to address the following:</p> <ul style="list-style-type: none"> • A Site Plan that accurately shows existing site conditions including: contours, property boundaries, easements and any other restrictions or encumbrances affecting the property, existing vegetation, buildings and structures (e.g. sheds, roads, retaining walls, fences, water tanks, dams), natural landscape features (e.g. waterways, drainage lines, existing vegetation, wetlands, escarpments), location of driveways and pedestrian access points, location of overhead and underground services (electricity, water, sewer, gas, telecommunications), inspection pits, manhole covers, sewer vents, grease traps and stormwater drainage infrastructure. The location and extent of significant views to and from the site must also be indicated on the Site Plan. • A Landscape Concept Plan (drawn at an appropriate scale e.g. 1:100 or 1:200) that include the following information: <ul style="list-style-type: none"> • Name, qualifications and contact details of the person who prepared the plan; • North point; • Scale bar; • Legend; • Site boundaries; • All proposed buildings, including eave overhang; • Demonstration that the proposal complies with any “minimum landscaped area” requirements according to type of development (e.g. dual occupancy and multi-housing residential developments); • Location, spread and botanical name of existing trees to be removed/ retained; • Location and botanical name of existing native vegetation to be removed/ retained; • All proposed surface finishes e.g. areas of concrete, paving, bitumen, gravel, garden beds, proposed edge treatment to garden beds, mown turf; • All proposed structures e.g. retaining walls, pergolas, awnings, fences, swimming pools, decks, driveways, kerb crossovers; • The existing soil classifications; • Details and depth of proposed imported soil and mulch to areas to be planted; • Indicative planting (indicated as trees, shrubs, groundcovers); • Indicative plant species, planting densities and container sizes.

<p>Owners Consent</p>	<p>Required for all development applications. All owners of the land must sign the owner's consent form.</p> <p>Where the owner is a company or body corporate, the company or body corporate must sign by using a company seal, company letterhead or ASIC Statement. See the Fact Sheet 'notes for completing application form' for further information.</p> <p>Council's Owners Consent form may be used.</p>
<p>Section Plan</p>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100 or 1:200 for larger sites • Section names and location on plan e.g. A/A. B/B etc. • Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed. • Contours. • All relevant dimensions. • Outline of existing building/development on site (shown dotted). • Ceiling heights. • Room names. • Room and window heights. • Roof pitch and covering. • Site works, finished and proposed floor and ground levels in long section (indicate any cut and fill and access/egress grades) • Construction material details. • Insulation details (where applicable).
<p>Section 68 Ancillary Application</p>	<p>Where nominated on the DA form that approval is required in conjunction with the development assessment in accordance with Section 68 of the Local Government Act 1993. The following is required:</p> <ul style="list-style-type: none"> • Completion of s68 checklist and application form for the type of proposed development • Lodgement of application with relevant fees
<p>Section 68 Plumbing Permit</p>	<p>Where approval is required in conjunction with the development assessment for a s68 Plumbing Permit in accordance with Section 68 of the Local Government Act 1993 for water, sewer or stormwater connections. The following is required:</p> <ul style="list-style-type: none"> • Lodgement preferred at time of lodgement of development application however can be prior to lodgement of a construction certificate. • Completion of the application form for the type works to be undertaken. • Services plans showing all existing and new services and details as identified in the Section 68 Approval Plumbing Permits Fact Sheet • Application to be signed by licenced plumber • Lodgement of application with relevant fees
<p>Shadow Diagram</p>	<p>Required for the following:</p> <ul style="list-style-type: none"> • All two storey development, including alterations/additions. • Any development that adjoins residential development and has the potential to overshadow such development. • Shadow diagrams may be required for single-storey development that is situated on an east/west oriented site or highly sloped sites. <p>Shadow diagrams to address the following:</p> <ul style="list-style-type: none"> • Shadows cast at midwinter (22 June) at 9am, 12noon and 3pm in plan form, at a scale of 1:200. • Shadows in plan and elevation form on an hourly basis, if shadows fall on neighbouring windows. • Location of proposed development and the location of existing development on adjoining site/s.

	<ul style="list-style-type: none"> • Where shadows affect habitable room windows, details of the percentage of the window to receive sunlight at each hour at midwinter (22 June) between 9am and 3pm. • Where shadows affect principal areas of private open space, details of the area and percentage of the open space to be overshadowed, at each hour at midwinter (22 June) between 9am and 3pm. Calculations to include details of existing overshadowing. <p>Diagrams to be drawn to true north.</p>
Signage Details	<p>Required where signage is proposed. The following shall be submitted:</p> <ul style="list-style-type: none"> • Details of the proposed structure and construction materials. • Size, colours, type and overall design of the sign, including overall height dimension. • Proposed sign wording and method of any illumination. • Location/s of proposed signs to be shown on site plan. • Type of sign to be stated, as defined under Council's Development Control Plan.
Site Plan	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100 or 1:200 for larger sites • Lot and DP, site address, boundary dimensions, orientation of boundaries, site area, contour levels to AHD, existing vegetation and trees (indicate removal/retention), north point drawn to true north • Outline of existing building/development on site, shown dotted • Location of proposed new building/development • Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings. • Details of existing and proposed fencing • BASIX commitments (e.g. rainwater tank and/or solar photovoltaics) • Distance from external walls and outermost part of proposed building to all boundaries • Summary table calculations of site area, floor area, landscaped area etc. • Existing and proposed infrastructure (e.g. overhead powerlines, Council-owned sewer/stormwater, inter-allotment stormwater) and easements.
Site Waste Minimisation Plan (SWMMP)	<p>Required for all development. A written document, usually including graphics, that outlines measures to minimise and manage waste generated during various stages of a development, including demolition, construction and ongoing use of the development. In doing so the SWMMP specifies the method of recycling or disposal and the waste management service provider. It nominates for each stage:</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 • Operational procedures for ongoing waste management once the development is complete.
Social Impact Assessment	<p>Required in accordance with the RVDCP2015, an assessment identifying the likely social impacts of a proposed development and ongoing requirements for mitigation and management of those impacts. Must be undertaken by a suitably qualified person.</p>
Species Impact Statement	<p>Required where the development is proposed on land that is part of a critical habitat or is likely to have significant impact on threatened species, populations, ecological communities or their habitats.</p>

<p style="text-align: center;">State Environmental Planning Policy (SEPP) 55 Contamination Report</p>	<p>The initial evaluation can be based on readily available factual information and should be carried out regardless of the nature of the proposed use or the current use. Readily available information may include:</p> <ul style="list-style-type: none"> • Current zoning and permissible uses, • Records from previous re-zonings, • Aerial photographs, • Information contained in development applications, and • Building applications and property files for the site. <p>The information should be as detailed as possible and certified by qualified professionals where possible. The onus is on the applicant to demonstrate that the information is adequate for Council to determine the application. In considering the adequacy of the site's history, Council will take into account:</p> <ul style="list-style-type: none"> • If the descriptions of activities on the site are sufficiently detailed. • If there are any large gaps in the history of the site. • If the sources are reliable. • If the information is verified by a professional. <p>Council may seek further information to make a planning decision such as a Preliminary Investigation (Stage 1) that indicates if the land is/was contaminated or used for listed activities. Listed activities are specified in Table 1 of Managing Land Contamination – Planning Guidelines SEPP55 – Remediation of Land.</p> <p>Council may also require site sampling to be undertaken in accordance with the NSW Environment Protection Authority's guidelines.</p>
<p style="text-align: center;">State Environmental Planning Policy (SEPP) 65 Documentation</p>	<p>Required for residential flat development to which SEPP 65 – 'Design Quality of Residential Flat Development', applies.</p> <p>The following shall be submitted:</p> <ul style="list-style-type: none"> • Design verification statement from a qualified designer, addressing the requirements of SEPP 65. • Additional details contained within the Statement of Environmental Effects, as required in accordance with SEPP 65.
<p style="text-align: center;">Statement of Environmental Effects</p>	<p>A Statement of Environmental Effects (SEE) is required for all types of development. This is a written statement that addresses the matters for consideration contained within Section 4.15 of the Environmental Planning and Assessment Act 1979.</p> <p>The SEE must indicate the following matters:</p> <ul style="list-style-type: none"> • The environmental impacts of the development. • How the environmental impacts of the development have been identified. • Details of compliance with relevant requirements of SEPP's, RVLEP and RVDCP. • The steps to be taken to protect the environment or to lessen the expected harm to the environment. • Any matters required to be indicated by any guidelines issued by the Director-General. <p>In the case of a development involving the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant, a statement that specifies the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies.</p>
<p style="text-align: center;">Statement of Heritage Impact</p>	<p>Required for development of Heritage Items, within Heritage Conservation Areas, or on land in the vicinity of a Heritage Item or Heritage Conservation Area.</p>

<p style="text-align: center;">Stormwater Plan</p>	<p>A Stormwater Concept Plan Checklist is required to be submitted for all development applications to demonstrate a method of draining the land. Stormwater Plans should include:</p> <ul style="list-style-type: none"> • Existing and proposed finished surface contours at relevant intervals (i.e. 0.1m for flat sites to 1.0m for sloping sites) and spot levels. • Proposed and existing building locations and floor levels. • Street levels including gutter. • Proposed infiltration measures (e.g. soakage trenches, swales, landscaping, permeable pavements, etc.). Where infiltration failure will affect a neighbouring property and the development involves more than a single dwelling (e.g. multi-unit residential, commercial, industrial etc) then detailed infiltration test results and detailed designs are required. • Proposed discharge points to the public stormwater drainage system (show levels at these locations). • Site constraints such as trees, services or structures that may affect the drainage system. • Existing or proposed drainage easements. • Any surface flow paths or flood-affected areas. • Conceptual location and levels of proposed stormwater pipes and drainage pits. • Conceptual location and approximate area of proposed on-site detention facilities. • Proposed on-site detention stored water invert levels and emergency spillways. • Proposed management controls for flows entering, within and leaving the site. • Preliminary on-site detention calculations. • Justification that the proposed design measures will not cause adverse stormwater impacts on adjoining properties <p>Copies of Deposited Plan(s) and section 88B Instruments, showing details of easements over downstream properties, must also be submitted with the development application.</p>
<p style="text-align: center;">Streetscape Elevations</p>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Plan to show subject site, and sites located either side of subject site. • Levels to AHD, including natural ground level, finished floor levels, and ridge height. • Roof pitch of proposed and neighbouring development. • All building works proposed, including fencing. • Position and front elevation of neighbouring development. • Location of power poles and street furniture.
<p style="text-align: center;">Subdivision Plan</p>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100 or 1:200 for larger sites. • Clearly nominate existing and proposed boundaries. • Detail accurate areas of proposed lots and access handles. • Plan to show all existing structures on site. • Plan to show all existing vegetation on site. • Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve. • Plan to show north point, drawn to true north. • Plan to show location of any easements/restrictions/services affecting the site. • Plan to show location of any traffic devices within proximity of the subject site, and any services within the footpath area.

	<ul style="list-style-type: none"> • Details of preliminary engineering drawings of the work to be carried out.
<p>Swept Path Analysis</p>	<p>Required when vehicle access, parking and/or manoeuvring onsite appears to be constricted or constrained.</p> <p>This analysis is the simulation of the movement of vehicles within a digital design to ensure that specific vehicles can manoeuvre through specific routes. If required, the swept path analysis that is submitted for approval must be undertaken by swept path analysis software.</p>
<p>Traffic Management</p>	<p>Required where vehicle access and/or parking is required. Traffic Management assessment to be prepared as per Council's DCP.</p>
<p>Visual Impact Statement</p>	<p>Required for visually prominent development on a visually prominent site, includes, but is not limited to:</p> <ul style="list-style-type: none"> • Detailed description and photographs of the site and surrounds, including existing vegetation, topography, slope, surrounding development and other features that may affect visual impact; • Description of the proposed development, including proposed earthworks, vegetation removal, built form, design, height, bulk, scale, roofline, materials, colour schemes, external surface finishes, fencing and landscape treatment; • A description of the measures proposed to ameliorate visual impacts; • Provision of graphic evidence to illustrate the proposal, including models and/or photomontages where relevant; • Description of the visual prominence of the site and visual impact of the development, including responses to the following questions: • Can the site be viewed from public locations, including public reserves, waterways, beaches and roads? • Is the site located on a high topographical location such as a hillside, ridgeline, knoll or crest? • Can the site be viewed from the beach front? • Is the site located on land that slopes at a grade of more than 20%? • Would proposed development on the site visually disrupt the skyline when viewed from a public location by protruding above any ridgeline, or above adjacent buildings? • Would proposed development on the site have the potential to obstruct views to and/ or from another visually prominent location? • Would the development on the site have the potential to result in a loss of significant views from another property? • Would development on the site become visually prominent due to the removal of vegetation that would otherwise screen the development? • How will the development be visually integrated with the surrounding natural landscape and built environment? • How will the development incorporate measures to avoid reflection of sunlight from glazed surfaces?