

The following information is to be lodged online via the NSW Planning portal for electronic lodgement for sheds, garages, pools, additions to dwellings, etc.

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

Documents are to be uploaded using the correct document names listed below, 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. elevation and a section through all lodged under the category Elevations and sections.

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

### Required 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 Statement of Environmental Effects - for minor developments there is a form you can fill in on our website.
3. An Estimate of works identifying true market value\ named Cost estimate report in the NSW Planning Portal. A separate upload is required.

## LINKS

- ▶ [Richmond Valley Council](#)
- ▶ [NSW planning portal](#)

## CONTACT

council@richmondvalley.nsw.gov.au  
(02) 6660 0300



4. A **BASIX** Certificate 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 <https://www.planningportal.nsw.gov.au/development-and-assessment/basix> 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.

### **Additional documents**

5. A **site plan**, named Site Plan in the NSW Planning Portal. The plans are to be to scale and fully dimensioned and show:
- Allotment boundaries
  - Site area in square meters
  - Location of public road/s adjoining the property
  - Any rights of carriageway and easements
  - Proposed driveway from public road to dwelling. Show driveway grade and steep sites.
- Building footprint of proposed building
  - Front, side, and rear setbacks of proposed building from all boundaries
  - Existing trees near dwelling site, indicate any trees to be removed
  - North point, date and draftspersons name/person preparing the document
  - Any significant features such as watercourses, dams, levees or rock outcrops
  - The location, setbacks (from proposed) and uses of any existing buildings on the property including any to be demolished
  - On sloping or flood prone sites contours and spot heights
  - Extent of any cut and fill or retaining walls
  - Relevant BASIX commitments
6. **Elevations and Section Plans** named Elevations and sections in the NSW Planning Portal. These are to be to scale and show: (for swimming pools plans are usually supplied by the company you purchase from)
- External materials and finishes, window and door locations
  - Overall height and wall height to top plate from lowest point of natural ground adjacent to the wall of the building
  - Existing and proposed finished ground levels including cut and fill details
  - Construction material and ceiling heights
7. **Floor plans of the proposed building** named Floor plans in the NSW Planning Portal. These are to be to scale, fully dimensioned and show:
- Dimensions of all rooms
  - The use of each room, location and size of windows and doors
  - Position of fixtures in bathrooms, kitchen, laundry and laundry tub

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8. **If the subject lot is classified as bush fire prone** land the development application must be accompanied by a Bush Fire Assessment Report or a copy of Guidelines for Single Dwelling Applications completed with the appropriate information and named Bushfire report for the NSW Planning Portal. The application may be referred to the NSW Rural Fire Service (RFS). The information required for a bush fire assessment report is contained in the document Planning for Bushfire Protection 2006 Appendix 4 available from the RFS website [www.rfs.nsw.gov.au.bushfire](http://www.rfs.nsw.gov.au.bushfire) prone land.
9. If the application seeks to vary the requirements of Council's Development Control Plan (DCP) (e.g. setbacks) 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. If the land is contaminated a Contamination Report under State Environmental Planning Policy (Resilience and Hazards) 20214 will be required and named Contamination / remediation action plan in the NSW Planning Portal. A contamination report is required to replace a dwelling destroyed by fire or a property which has been identified as contaminated land. Developments on rural land require a statement of the history of the property in the Statement of Environmental Effects, if contamination is shown then a Contamination Report is required.
11. Biodiversity Assessment/Test of Significance – Land clearing should be prepared in accordance with the Biodiversity Conservation Act 2016. Visit the following website for further information [www.environment.nsw.gov.au/biodiversity/index.htm](http://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.
12. Sediment and erosion control measures named Erosion and sediment control plan 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. If the application is for works on a Heritage Item or located in a Heritage Conservation Area, a Heritage Assessment and/or Statement of Heritage Impact must be submitted with the application and named Heritage impact statement in the NSW Planning Portal.
15. Application for all swimming pools and spas the following is required:
  - a. Capacity of the pool in litres either shown on plans or identified in the Statement of Environmental Effects.
  - b. Site plan indicating location of pool fencing including gate swing.
  - c. Filter and pump specifications.
  - d. Soil Classification Report named Geotechnical report in the NSW Planning Portal.

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### 16. Acid Sulfate Soils

Acid Sulfate Soils (ASS) are extremely acidic and sulphur rich soils found within the floodplain of coastal areas. Potential Acid Sulfate Soils (PASS) is the common name given to soil and sediment containing iron sulfide (usually pyrite). They can become Actual Acid Sulfate Soils (AASS) and produce sulfuric acid if they become exposed to air through excavation or lowering of the watertable. For minor works eg Footings for a single dwelling and duplex developments, sewer and stormwater drainage, swimming pools, domestic sewage management facilities, please see our Acid Sulfate Soil Management Plan for Minor Works.

### Ancillary Applications

1. A Construction Certificate, prior to issue of a Construction Certificate the following information is required:
  - Specifications of building materials,
  - Structural Engineers details for footings, slabs, structural steel, etc.
  - Details of tie downs and wind bracing including a wind speed assessment (prepared by a Structural Engineer)
  - Home owners warranty insurance certificate or owner builder permit where applicable. Contact NSW Fair Trading for more information on 13 32 20 or [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).
2. A completed Vehicular Accessway should be completed if a new driveway is to be installed and the required bond to be paid to Council.
3. If a bathroom is to be installed a completed Section 68 Application if approval is sought for connection to Council's reticulated water or sewerage systems an application for a S68 Plumbing Permit must be attached. Refer to requirements of the Local Government Act 1993 No 30 at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au). A separate application is lodged in the NSW Planning Portal.
4. If a bathroom is to be installed an On-site Waste Water Management Application and details of the proposed system is required. Refer to Council's On-site Wastewater Management Strategy at [www.richmondvalley.nsw.gov.au](http://www.richmondvalley.nsw.gov.au). A consultant's or plumbers effluent disposal report will be required to accompany the application.
5. If no road number has been allocated then a Rural Road Number Application will be required to be submitted.

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