



Guide to preparing documentation for pre-lodgement consultation

Version 4, 24 March 2017

This document provides a guide to preparing documentation for a pre-lodgement meeting with Council staff. Listed are the documents required and what needs to be included or addressed in this documentation. The greater level of detail and clarity of information you provide, the better the level of service Council can deliver.

PRE-LODGE MENT CONSULTATION MEETING AGENDA

You are required to complete and submit the agenda, outlining the items that you intend to discuss at the meeting. The agenda is available to download from lakemac.com.au. There is an understanding that you have referenced Lake Macquarie Development Control Plan 2014 (DCP 2014) and Lake Macquarie Local Environmental Plan 2014 (LMLEP 2014) before attending this meeting.

SITE ANALYSIS PLAN

The Site Analysis Plan should illustrate your analysis of the subject site and surrounds, conditions and/or constraints existing and surrounding the subject land. The information gained from the site analysis is to be used to inform the design response. The following details must be included, where applicable:

- north arrow, legend, and scale bar;
- lot number, deposited plan number, and street address;
- the overall lot dimensions including area, length and width;
- levels of contours to Australian Height Datum (AHD);
- the movement pattern of the sun in summer and winter
- prevailing wind direction;
- the setback pattern of existing development in the street;
- location of existing development on the site and adjoining sites;
- the location and levels of the façade wall, front entries, windows, vehicle entries, awnings, public footpath and street furniture for proposed and adjoining developments;
- the location and type of all fencing on the site;
- the location of all infrastructure servicing the site;
- identification of which buildings/structures are existing and proposed;

- the accurate location of windows, private outdoor areas, solar panels, or other passive solar elements on adjoining properties;
- the height of adjoining buildings/structures and the location of any shadows cast by the adjoining building/structures or any landscaping features over the site (including fencing and vegetation);
- location of existing roads (associated traffic management features such as traffic lights, slip lane, roundabout, island), kerbs, driveways, fences, services (power, water, stormwater and sewer), easements and restrictions under Section 88B of the Conveyancing Act;
- location of street frontage features such as poles, trees, kerbs, footpaths, crossings, street furniture, bus shelters, bus stops and the like;
- the direction of views to and from the site, including consideration of views of neighbours and the scenic values associated with the land;
- privacy - adjoining private open space areas, facing doors, balconies and windows;
- location of any cliffs, rock outcrops, embankments, foreshore bushland or other landform features;
- location of watercourses and drainage lines and or depressions;
- the location of any mine workings on the site;
- extent of any existing and/or proposed land fill and a description of how such land is consolidated and/or retained;
- where excavation is proposed, the location of any acid sulfate soils or potential acid sulfate soils on the site;
- the position, height, and width of all trees and vegetation on the site, on adjoining lots (particularly those within three metres of the property boundary), and at the street;
- identification of any trees listed on the Significant Tree Register;
- the slope of the site, identified by 0.5m contours for a site less than 5,000m², and 1m contours for a site of 5,000m² or greater;
- the location and height of any part of the site below 3m AHD, for which sea level rise provisions apply;
- the proposed position of the driveway into the site and the location of driveways of adjoining allotments;

- the location of bushfire hazards and asset protection zones;
- the location of any existing or proposed water bodies, waterways, wetlands, or drainage lines on the site;
- the location of areas of ecological value or nearby ecological corridors;
- details on any easements, covenants and/or restrictions;
- noise and/or air pollution sources;
- heritage items, whether Natural, European or Aboriginal, within or near the site;
- on a site that has a foreshore building line, identify the DHWM (as indicated on the Deposited Plan), the prominent current water line and the adopted foreshore building line as detailed on the 149 Certificate;
- soil conditions particularly areas of erodible soil or other similar hazards;
- the location of any on-site wastewater management system and associated disposal areas on the site or on adjoining allotments;
- existing levels of the subject and adjoining land in relation to buildings and civil works;
- proposed new levels for any buildings and civil works (inclusive of all retaining structures);
- contaminated soil details (inclusive of any contaminated land report); and
- noise, odour and light spillage sources.

PHOTOGRAPHIC EVIDENCE OF THE SITE

You are required to submit photographic evidence of the site, including adjoining and adjacent development.

DEVELOPMENT/SITE PLAN

The development/site plan must be to an appropriate scale and clearly document the proposed buildings or works and must include:

- location of proposed new buildings, alterations or works showing setback distances from boundaries and adjoining buildings;
- nominated private open space location, dimensions and areas;
- retaining walls and fences (existing or proposed), details to include height above existing ground level and construction materials and setback from boundaries;
- driveways, car parking (inclusive of visitor), loading areas and vehicle manoeuvring areas;
- waste bin storage and collection facilities/areas;
- surface treatments (inclusive of bunding) and landscaped areas; and
- conceptual method of stormwater management and reuse provisions.

PRELIMINARY FLOOR PLANS

The floor plans of all proposed buildings, drawn to at least 1:100 scale, must include:

- window, door and balcony locations;
- nomination of room use; and
- finished floor levels relative to ground level.

PRELIMINARY ELEVATION PLANS

The elevation plans must include:

- elevations from all sides, delineated by north elevation, south elevation, etc;
- building façade, windows and roof profile and pitch;
- existing ground level (natural) and finished floor levels;
- retaining walls and fences (length and heights);
- height of the proposed building/s showing maximum ridge height in relation to AHD and eaves;
- building materials and finishes proposed for all elevations and roof; and
- a streetscape elevation showing height/form of profiles of adjoining buildings with details described.

CONTEXT

A statement describing the existing context, inclusive of natural and built features and comments on how the proposed development responds to its surrounds should be provided.

SUBDIVISION PLAN

If the proposal incorporates a subdivision, you will need to provide a subdivision plan including:

- current contour survey plan; showing all existing trees on site and within 3m of the boundary, noting trees to be removed and those to be retained;
- all existing measurements of the land and measurements of each proposed allotment with proposed allotment numbers clearly shown;
- location of any existing buildings or structures on the land and the distance from these buildings or structures to the boundaries of the proposed new allotments;
- location and dimensions of easements, reserves, or rights-of-way existing and proposed;
- location and direction of flow of any drainage easement or natural watercourse affecting the land;
- location of any dam and/or water body including wetland;
- existing and finished ground levels/contours;
- cross hatched area of any proposed excavation and/or filling;
- asset protection zones relating to bushfire report, if applicable;
- a statement confirming that all natural land features have been considered and appropriately responded to in the subdivision design;
- position of any existing and proposed roads, and the treatment of road intersections;
- a locality sketch, preferably inset on the subdivision plan; and
- identification of any flora/fauna habitat.

COMPLIANCE STATEMENT

This is a statement outlining compliance and non-compliance with the relevant planning controls. This will involve researching the controls applicable to the subject land and the particular development and documenting compliance and non-compliance with these controls. Where non-compliance is identified, appropriate justification for the departure is required.