

What else do I need to lodge an application?

In addition to the **minimum information** listed in *Fact Sheet 5 – What do I need to lodge an application?* the following information may also be required.

- Demolition proposal form – a form from your Council which requires you to outline the buildings and structures you are proposing to remove.
- Neighbour's comment or consent – Council may ask you to talk to your neighbor about your proposed development and provide Council with their written comment or consent.
- Streetscape plan – this would generally show the front elevations of the proposed development and the adjoining developments.
- Site survey – this would generally be undertaken by an engineer or surveyor and would include the site boundaries, site levels and the existing buildings or trees.
- Locality plan – this would generally show the proposed development and the surrounding land uses.
- Stormwater drainage plan – The plan would generally be prepared by an engineer and would show the proposed plan to manage stormwater on the site.
- Water efficiency – a plan showing the measures included in the development for water efficiency.
- Significant tree plan – this would show the location of any significant trees on the site, or very close to the site.
- Arborist report - a report prepared by a qualified arborist which would usually be for a significant tree on the site.
- Structural engineers report – report from a qualified structural engineer which could be regarding the stability of a building or retaining walls.
- Advice from an architect.
- Advice from a Heritage expert – this could be required for development to a heritage building or located on a site next to a heritage building.
- Site history & assessment – information on the previous activities that have occurred at the site or previous works that have been done to the site.
- Site works – the physical works you are proposing to do such as earthworks, building or demolition.
- Landscape plan – a plan showing the proposed landscaping for the development including the species and location of the plants
- Land use description & processes / machines / activities – this would be a detailed description of what you are proposing to do as part of the development.
- Hours of operation / number of employees.
- Overshadowing diagram – generally shows the shadowing that would be created by the development on the surrounding properties at 9am, noon and 3pm on the shortest day of the year (21 June).
- Overlooking diagram – generally shows potential views from the new development to the surrounding properties.
- Wastewater management plan – This would generally need to be prepared by a professional and would demonstrate how you are going to deal with wastewater generated by your development.
- Car parking survey – This could include the number of car parks that are currently located on the site or in the surrounding area and how often they are used.
- Traffic report – this make include traffic likely to be generated by the development, internal vehicle circulations and car parking demand.
- Signage details – information on any signs that you want to have as part of your application.
- Method of waste disposal – information on how you are going to deal with waste.
- Existing / previous use details – what is currently happening on the site, or what used to be located on the site?

If you are unsure about whether your application requires any of this information ask your Planning Consultant or contact your Local Council for more information.