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Development Application Requirements and Checklists

The following development application requirements and checklists are provided for information purposes only and do not form part of the Development Control Plan.

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1. Site Analysis Requirements

A Site Analysis must be submitted with your Development Application.

It must contain information, where appropriate, about the site and its surrounds, including:

The Site:

- **site dimensions** (length and width);
- **topography** (spot levels and/or contour);
- **north point**;
- **natural drainage**;
- **any contaminated soils or filled areas**;
- **services** (easements, connections for drainage and utility services);
- **existing vegetation** (location, height, spread of established tree species);
- **micro-climates** (orientation of prevailing winds);
- **location of:**
 - buildings and other structures;
 - heritage features and items including archaeology;
 - fences;
 - property boundaries; and
 - pedestrian and vehicle access;
- **views** to and from the site; and
- **overshadowing** by neighbouring structures.

The Surrounds:

- **neighbouring buildings** (location, height, use);
- **privacy** (adjoining private open spaces, living rooms, and windows overlooking the site, particularly those within 9m of the site; location of any facing doors and/or windows);
- **walls** built to the site's boundary (location, height, materials);
- **difference in levels** between the site and adjacent properties at their boundaries;
- **views and solar access** enjoyed by neighbouring properties;
- **major trees** on adjacent properties, particularly those within 9 metres of the site;
- **street frontage features** (poles, trees, kerb crossovers, bus stops, other services);
- **the built form and character of adjacent development** (architectural character, front fencing, garden styles);
- **heritage features** of surrounding locality and landscape;
- **community facilities and public open space** (location, use);
- **adjoining bushland or environmentally sensitive land**;
- **if on bushfire prone land the bushfire hazard** (bushland or vegetation that could threaten properties in a bushfire) and
- **sources of nuisance** (flight paths, noisy roads, significant noise sources, polluting operations).

The site analysis must be accompanied by a written statement (that may be supported with drawings) explaining how the design of the proposed development has regard to the site analysis, and explaining how the design of the proposed development has regard to the principles set out in the Guidelines and Controls.

2. Complying Development Checklist

Complying development can only be carried out upon receipt of a Complying Development Certificate from either Hurstville City Council or a private sector professional called an Accredited Certifier who holds accreditation under the Environmental Planning and Assessment Act 1979 to certify that the development satisfies the requirements for complying development as set out in this Plan and the Environmental Planning and Assessment Act and Regulations. Any complying development certificate issued is to be subject to the conditions for the development specified in section 3.3

This checklist is provided as a tool to help ensure that the proposed development can be classified as “complying development.” In order that proposed development can be classified as ‘complying development’ the proposal must comply with ALL the requirements in the check list below. If the proposal does not comply with one or more of the requirements below, a development application must be lodged with Council.

DEVELOPMENT IS NOT COMPLYING DEVELOPMENT IF IT IS CARRIED OUT ON LAND THAT IS:	TICK
the site of a heritage item or draft heritage item under the prevailing Hurstville LEP, or that is subject to an Interim Heritage Order under the <i>Heritage Act 1977</i> , or that is listed on the State Heritage Register under that Act	<input type="checkbox"/>
identified as an Aboriginal place or known as an Aboriginal relic, or is dedicated under the <i>National Parks and Wildlife Act 1974</i>	<input type="checkbox"/>
reserved or dedicated under the <i>Crown Lands Act 1989</i> for the preservation of flora, fauna or geological formations or for other environmental protection purposes	<input type="checkbox"/>
an aquatic reserve declared under the <i>Fisheries Management Act 1994</i>	<input type="checkbox"/>
land to which State Environmental Planning Policy No. 14 - Coastal Wetlands applies	<input type="checkbox"/>
land to which State Environmental Planning Policy No. 19 – Urban Bushland applies	<input type="checkbox"/>
land to which State Environmental Planning Policy No. 26 - Littoral Rainforests applies	<input type="checkbox"/>
declared a marine park under the <i>Marine Parks Act 1997</i>	<input type="checkbox"/>
has previously been used as a service station, or mining or extractive industry, or waste storage or waste treatment or the manufacture of chemicals, asbestos or asbestos products, and a notice of completion of remediation work for the proposed use has not been given to the Council in accordance with the State Environmental Planning No. 55 - Remediation of Land	<input type="checkbox"/>
within 40 metres of a waterway, watercourse or body of water, where the development requires any excavation	<input type="checkbox"/>
between a foreshore building line (FBL) and mean high water mark (MHWM) or is below MHWM	<input type="checkbox"/>
located in Zone No. 7 (Waterways Zone)	<input type="checkbox"/>
identified in any plan, policy or legislation as being flood liable or contaminated land, or land subject to subsidence, slip or erosion.	<input type="checkbox"/>

DEVELOPMENT IS COMPLYING DEVELOPMENT ONLY IF:	TICK
it is permissible under <i>Hurstville Local Environmental Plan 1994</i> (LEP) within the applicable zone, and any other legislation	<input type="checkbox"/>
it is in accordance with the specified development standards and other requirements identified for the development in Schedule 2 of this development control plan	<input type="checkbox"/>
the landowners' written consent has been obtained	<input type="checkbox"/>
it does not involve a building or site in or on which an existing use, as defined in section 106 of the <i>Environmental Planning and Assessment Act 1979</i> , is being carried out	<input type="checkbox"/>
it is contained wholly within the property on which it is located	<input type="checkbox"/>
it will not result in a lesser landscaped area than is required by Council's DCP No. 3 - Dwelling Houses or Council's DCP No. 11 - Dual Occupancy Housing or Council's Interim Residential Development Code	<input type="checkbox"/>
it will not result in a greater floorspace ratio than what is permitted by any Plan	<input type="checkbox"/>
it will not result in a variation to a building envelope that is not permitted by any Plan	<input type="checkbox"/>
it does not interfere with the amenity of the neighbourhood because of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste, water, waste products, grit or oil or otherwise	<input type="checkbox"/>
it complies with all relevant deemed-to-satisfy provisions of the <i>Building Code of Australia</i> (BCA), and the standards currently prescribed in the <i>Environmental Planning and Assessment Regulation 2000</i>	<input type="checkbox"/>
it does not contravene any condition of a development consent applying to the land	<input type="checkbox"/>
it does not obstruct drainage of the site on which it is carried out, or result in the redirection or increase of surface stormwater/ run-off onto or from any adjoining property, and is in accordance with Council's stormwater and drainage guidelines	<input type="checkbox"/>
it will not restrict vehicular or pedestrian access to or from the site	<input type="checkbox"/>
it does not result in the ringbarking, cutting down, lopping, topping, removal, injuring or destruction of any tree to which Council's Tree Preservation Order applies	<input type="checkbox"/>
it does not involve earthworks or the erection of any new structure within 3 metres of a tree to which Council's Tree Preservation Order applies	<input type="checkbox"/>
it does not reduce the number of car parking spaces provided on the site below the minimum required by Council, and all car parking is designed in accordance with Council's DCP No. 2 – Car Parking and AS 2890	<input type="checkbox"/>
it will not result in a lesser landscape area, a greater floorspace ratio or a variation to a building envelope, than what is permitted by any Plan	<input type="checkbox"/>
all relevant authorities have been consulted with in regard to underground infrastructure, such as Energy Australia, Telstra, AGL, Sydney Water	<input type="checkbox"/>
a Compliance Certificate has been issued for the development by Sydney Water Corporation under the Sydney Water Act 1994, if required, or a certificate of compliance issued by any other relevant service authority	<input type="checkbox"/>
if appropriate, any installation involved is carried out in accordance with the manufacturer's specifications and requirements	<input type="checkbox"/>
it is not located on land that is identified in any environmental planning instrument as land that contains acid sulfate soils and which requires an acid sulfate soils management plan for the proposed development	<input type="checkbox"/>

DEVELOPMENT IS COMPLYING DEVELOPMENT ONLY IF:	TICK
it is not located on land that is identified in any environmental planning instrument as being bushfire prone	<input type="checkbox"/>
it is consistent with any plan of management approved under State Environmental Planning Policy No 44 - Koala Habitat, and with any recovery plan or threat abatement plan in force under the <i>Threatened Species Conservation Act 1995</i> , that apply to the land	<input type="checkbox"/>
it is not carried out within the zone of influence of or over an existing or proposed easement or sewer main (unless the proposed work over the sewer main complies with “building over the sewer” requirements of Sydney Water Corporation Limited applying to that land)	<input type="checkbox"/>
it does not require more than 10m ³ of cut and fill to accommodate the proposed development.	<input type="checkbox"/>

3. Carparking Checklist

In providing specific information relating to car parking, concise but adequate information should be provided within the Statement of Environmental Effects with all development applications. This includes:

- (a) the transport facilities included in the development;
- (b) the parking requirements and justification of any departure from the DCPs controls;
- (c) proposed access arrangements and compliance with design requirements;
- (d) a parking survey describing existing traffic conditions;
- (e) a brief Traffic Impact Statement on anticipated traffic generation, directional distribution and nature of impacts expected; and
- (f) driveway crossing profiles and long sections is required by Council.

Are the correct number of parking spaces provided?	
Are the parking spaces the required size?	
Are the parking spaces designed consistent with the layouts in Section 2.2?	
Can the vehicles manoeuvre on the site?	
Are the ingress and egress points located in a safe position?	
Do the internal driveway ramp grades comply?	
Is adequate queuing distance provided at the ingress point?	
Can vehicles leave the site in a forward direction?	
Are parking areas for people with a disability provided?	
Are shade trees provided every six spaces? (External Parking Areas Only)	
Are significant natural features retained?	
Are any significant trees likely to be removed?	
Is the parking area designed to enable temporary detention of stormwater?	
Does the design incorporate pollution traps?	
Do the finish materials reflect the area's natural colours, textures and surfaces?	
Is a landscape plan provided with the application?	
Does the application include a Parking Survey and Traffic Impact Statement, if required?	
Does the parking area provide a pleasant appearance form the street?	
Has the application addressed issues associated with preventing crime as outlined in Section 2.4?	

4. Crime Prevention through Environmental Design Checklist

This checklist is provided as a tool to help ensure that the requirements of this DCP have been satisfied. A copy should be submitted with a development application.

If the “no” response has been ticked in answer to any question, separate written justification for the departure from the DCP must be provided.

BUILDING DESIGN	
Will the building be clearly identified by street number from the street?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are entries clearly identifiable from the street?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do habitable rooms adjoin main communal/public areas?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are indoor and outdoor living spaces connected and integrated?	<input type="checkbox"/> yes <input type="checkbox"/> no
If located on a corner, does the proposal relate satisfactorily to both streets?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is lighting adequate to enable natural surveillance, particularly in entrances/exits, pathways and car parks?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do building materials provide an appropriate level of security?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are pathways direct and with permeable barriers?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
LANDSCAPING & PRIVATE OPEN SPACE	
Are selected new plant species compatible with Council’s Street Tree Policy and the intended use of the space in which they are located?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do selected new plant species allow for natural surveillance of the street, private open space, pedestrian’s pathways and car parks?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does fence design maximise natural surveillance from the street to the building and vice versa?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Have architectural elements such as down pipes, carports and large trees that facilitate access been avoided next to second storey windows or balconies?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Does the landscape proposal for the front yard provide a safe, semi-private and pleasant living environment?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Does the landscape proposal for the front yard allow surveillance of the street?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Does the landscape design for the front yard help define dwelling entry points?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If the site is on a corner, does the fence respect both frontages and avoid having an overbearing appearance?	<input type="checkbox"/> yes <input type="checkbox"/> no
If the site has frontage to a street and a lane, does the design of fences address security by the type and form of material used and light points?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Has adequate lighting been provided in possible places for intruders to hide?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is adequate security lighting provided in general?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has a landscape plan that addresses the above issues been submitted?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
VEHICULAR ACCESS & CAR PARKING	
Does the car parking provision comply with DCP No. 2 – Car Parking?	<input type="checkbox"/> yes <input type="checkbox"/> no

Is parking satisfactorily integrated with the building and landscape design?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is access to lifts, stairwells and pedestrians pathways clearly visible?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Do garages and car parking spaces have adequate lighting?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are parking areas clearly identified by signage, which is visible, easy to read and simple to understand?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Have exit and entry points been kept to a minimum?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
SOLAR DESIGN & ENERGY EFFICIENCY	
Has the use of energy efficient lamps, fittings and switches been considered in the design?	<input type="checkbox"/> yes <input type="checkbox"/> no
SITE SERVICE & FACILITIES	
Have relevant utility authorities been contacted to ascertain their requirements?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are public facilities, such as seating, telephones and ATMs located in areas of active uses and provided with adequate lighting?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is access to lifts and stairwells clearly visible from the building entry?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the garbage and recyclable material area adequately located and lit?	<input type="checkbox"/> yes <input type="checkbox"/> no

5. Child Care Centres Checklist and DA Requirements

(a) Linkages Matrix

The following matrix covers some of the functional areas required within a child care centre, and serves to provide an idea of what linkages need to be provided within a centre and what linkages need to be avoided.

The linkages matrix acts as a checklist for the appropriate and suitable allocation of space within a child care centre. (Refer to the Linkages Matrix on the next page).

Starting at each function space and moving vertically down the column, the element listed corresponds with the function space located on the left-hand side of the table. These spaces are linked together with these elements. For example, starting with the function space “Entry Foyer” a direct link is essential with the “Driveway and Parking” function space.

Symbols representing each element are included alongside the Linkages Matrix diagram.

(b) Development Applications Requirements

Pre-DA Consultation

Council is committed to detailed design resolution prior to the lodgement of a DA. A prospective applicant should contact Council and make an appointment to meet with representatives from the Planning and Community Services Department. Council will ensure relevant feedback is provided for each development application in relation to Child Care Centres. The following will be discussed:

- The initial concept plan;
- The need for the facility and the desired mix of children;
- The requirements for the DA;
- Those guidelines outlined in this DCP;
- The quality of child care encouraged within Hurstville;

Note: Council will assess a Development Application for a child care centre and then send approved plans to DOCS. Upon receipt of an approved DA, DOCS will assess the DA plans against the requirements of the *Centre Based and Mobile Child Care Services Miscellaneous Regulation 1998*. Mere compliance with the standards contained within this DCP does not necessarily guarantee approval of an application.

Referrals

Prior to lodging a DA the applicant must consult with:

- Council's Town Planners and Community Services Officers
- NSW Department of Community Services (DOCS)

The Development Application Process

During the DA process your application will be referred to:

- Council's Community Services Department
- Council's Landscape Architect or Tree Inspectors
- Council's Engineering Department
- Council's Building Surveyors

Application Requirements

A Development Application is to contain the following:

- Completed DA form with the consent of all property owner's.
- 4 sets of dimensional plans, elevations and sections with all proposed new work to be coloured; (plans should show north point, parking arrangements, vehicular access points, proposed stormwater disposal, internal layout, partitioning and intended uses of each part of the building, location of windows and doors, floor levels, proposed external finishes and colours, heights, angle of roof pitch and ridge levels).
- 3 copies of a statement of environmental effects; (a written report outlining the proposal, environmental safeguards which reduce the impact of the proposal on the environment; a summary of the proposed management regime; a waste management statement).
- Site analysis diagram (location and height of adjoining buildings and window positions in walls adjoining the subject site, streetscape analysis, photographs of site, drainage patterns, contours at 0.5m intervals, shadow diagrams for buildings over 1 storey, and details of possible past/present site contamination).
- Landscape concept plan and species lists (showing all existing vegetation and adjoining street trees).
- Proposed numbers of children by age groupings (0-under 2, 2-under 3, 3-6), staff numbers, and hours of operation.
- Feasibility study (demographic analysis, growth patterns, distribution of other child care facilities, summary of industry trends, school enrolments).

Activities Requiring DA Consent

Modification to an approved consent for an existing child care centre requires DA approval. This would include:

- an increase in the number of children; or
- an increase in the hours of operation; or
- an increase in floor space; or
- any variations to the building and floor layouts; or
- variation to conditions of approval; or
- extensions to the location of playgrounds and parking areas.

Where unsure, the applicant should contact Council.

For all development application requirements please refer to Council's Development Application Advice Handbook and Fees Book.

Note: The following form is available from Council and must be completed for all Development Applications.

LINKAGES MATRIX

	Service Entry	Foyer	Office	Kitchen	Staffroom	Nursery	Storeroom	Playrooms	Nappy Change	Children's Toilets	Staff Toilets	Laundry	Covered Outdoor	Outdoor Store	Playground	Driveway & Parking	Bole Preparation
Bole Preparation		X	O	O				V	X	X		O					
Driveway & Parking		•	O					X									
Playground		O				V		L		L			L				
Outdoor Store		O				O		L		M							
Covered Outdoor																	
Laundry		X		X			O		O								
Staff Toilets		X		X	•												
Children's Toilets				X				L	O								
Nappy Change				X		L		L									
Playrooms		L	O	O	X	V	•										
Storeroom			O		O	O											
Nursery			M	O	X												
Staffroom			L	O													
Kitchen																	
Office		•															
Entry Foyer		L															
Service Entry		X															

KEY

- Direct link essential
- V Visual link essential
- O Close link desirable
- X Close link undesirable
- L Direct and visual link essential
- M Visual link essential and close link desirable

(c) Checklist for Child Care Centres

This checklist is provided as a tool to help ensure that the requirements of this DCP have been satisfied. A copy should be submitted with a development application. If the “no” response has been ticked in answer to any question, separate written justification for the departure from the DCP must be provided.

LOCATIONAL & SIZE CRITERIA	
Is the proposal compatible with the predominant form, character and front alignment of buildings nearby?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the proposal consistent with the predominant scale of adjacent buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the proposal in close proximity to community focal points, such as local shopping centres, community buildings, parkland, sports grounds and schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the property comply with Section 4 of the DCP in that it has an area of at least 500 square metres or a width of at least 18 metres (2 separate one way vehicular access points) or 20m (singular access point)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the site steeply sloped?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the site not located with a property boundary on a state road?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the site located away from undesirable or hazardous features?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal comply with the cumulative Impacts requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal comply with the children capacity requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal meet the requirements for a % of 0-2 year olds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BUILDING FORM	
Do the building height and setbacks comply?	
Does the design of the centre focus in-wards onto main play areas within the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the design of the centre focus outwards onto the public domain or towards items of natural significance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are full length glass windows and fixtures which have play areas or gardens outside these windows fitted with safety glass below 1000mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all door handles 1.5m above floor level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all external doors open out and hinge back against the wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are handles in child accessible areas 700mm above floor level, including playroom to playground, children’s toilet and lockers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a schedule of non-bright building finishes been proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SOLAR DESIGN AND ENERGY EFFICIENCY	
Does the orientation of the dwelling optimise energy efficiency and reduce the need for mechanical ventilation and air conditioning?	
Does the design and choice of materials used optimise energy efficiency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will private open space areas of adjoining properties receive a minimum of 3 hours of sunshine between 9am and 3pm on 22 June?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the main activity areas and open space of the centre receive a minimum of 3 hours of sunshine between 9am and 3pm on 22 June?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will rooms likely to be used during the day receive adequate sun?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the design maximise the amount of living area and open space facing north?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal limit the amount of overshadowing on adjoining residential properties habitable rooms, private open space and solar collectors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the building have cross ventilation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any doors, windows and balconies likely to experience excessive direct summer sun protected by shading devices or landscaping?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ACCESS & PARKING	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a traffic impact statement / Pedestrian & Motor Vehicular Risk Assessment been submitted & the recommendation complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is staff parking provided at a rate of 1 space for every 2 staff members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are bike racks provided to complement parking spaces, where parking is provided at a rate less than 1 space for every staff member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In association with driveway crossings on corner allotments, is the crossing located not closer than 9.0 metres to the property alignment adjacent to that intersection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are short term drop off and pick up spaces provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal comply with the parent parking requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a neighbourhood parking policy been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is access for persons with disabilities provided to the centre from the street alignment at a gradient of 1:14?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where topography permits, is a 1.0 metre wide access ramp at a gradient of 1:14 provided to playground areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a physical demarcation between cars and pedestrians been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAR PARKING	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is parking satisfactorily integrated with the building and landscape design?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the car parking provisions comply with section 3 – Car Parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are garages designed as recessive streetscape elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are garages set back at least 300mm from the front facade?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are driveways at least 3m wide?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are driveways at least 1.5m from boundary fences?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the area of hard paving and width of kerb crossing minimised as far as possible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the locations of gutter crossings preserve any existing trees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
LANDSCAPING	<input type="checkbox"/> Yes <input type="checkbox"/> No
If located in a residential zone, has a 1m wide landscape strip been provided?	
Does the proposal retain the maximum possible number of existing trees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has screen landscaping been provided on the side boundaries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has Council's Tree Preservation Officer given approval to lop or remove any trees marked on the plans for lopping or removal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any structures or paved areas adversely impact on the root zone of any existing trees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the landscape proposal for the front yard complement and enhance the street's character?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the landscape proposal for the front yard provide a safe, semi-private and pleasant living environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the landscape proposal for the front yard allow surveillance of the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the landscape design for the front yard help define dwelling entry points?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the landscaped open space provide sunlight and privacy while maintaining the privacy of neighbours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
STORMWATER DRAINAGE	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any doors, windows and balconies likely to experience excessive direct summer sun protected by shading devices or landscaping?	
Is stormwater connected to the street gutter or have details of an alternate system been provided for Council's consideration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If required, has an easement to drain stormwater across an adjoining property been created?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is stormwater connected to the street gutter or have details of an alternate system been provided for Council's consideration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DESIGN & SPATIAL REQUIREMENTS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are attractive and functional linkages provided between indoor and outdoor spaces?	
Are there a large number of functional and practical play areas within the centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is indoor floor space provided at a rate of 3.25m ² for every child licensed to be at the centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the open lawn space no less than 15m in length?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is outdoor floor area provided at a minimum rate of 7m ² for every child licensed to be at the centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are play spaces sited adjacent to one or two external walls of the centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do play spaces comply with Section 5 of the DCP in that narrow or incidental boundary clearances less than 2.5 metres in width are not included?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the design of the centre respond to noise and sunlight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are verandahs with a width of 2 metres or greater included in outdoor play space calculations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the outdoor play space include an open area of 1/3 to 1/2 of the playground?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the outdoor play space include a quiet area of 1/4 to 1/3 of the playground?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the outdoor play space include an active area of 1/3 of the playground?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a shade area of 2.5m ² per person been provided in the outdoor play area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the sandpit have a depth of at least 600mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are verandah areas equal to 1.25m ² per child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the verandahs have a width of at least 2 metres?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is signage proportionate to the size and width of the allotment and the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all playgrounds fenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SPECIFIC REQUIREMENTS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are toilets provided at a rate of 1 toilet per 8 children in the centre?	
Is a suitable toilet for a child with a disability provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are staff toilets provided at a rate of 1 toilet for every 6 staff members required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are hand basins provided at the same rate as toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the bathroom no less than 12m ² in area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the centre have a separate staffroom and office?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the staffroom no less than 12m ² in size with an additional 2m ² per staff member over the base figure of 6?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a separate cot room provided with 1 cot for every second child under 2 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are adequate numbers of beds or sleeping mats with waterproof covers provided for each child who is 2 or more years of age who may wish or need to sleep at the premises on any one day?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the centre have a separate nappy change room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the fixed nappy changing bench have a minimum width of 800mm for babies and up to 1 metre for toddlers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the centre equipped with a fixed nappy changing bench or mat with an impervious washable top for every 10 children or part thereof?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the centre equipped with a hand basin connected to hot and cold water and drainage in the immediate vicinity of the nappy changing area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the centre equipped with an infant bath that is age appropriate with temperature regulated hot and cold running water, in or adjacent to, the nappy change area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a sufficient number of storage areas in the centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a minimum storage area of 8m ² for one play room, and up to 16 m ² where storage is shared between two playrooms provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the centre provide storage facilities for indoor and outdoor equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are storage facilities containing chemicals and cleaning products secured with a child-proof latch?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the centre have laundry arrangements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the laundry have a minimum 10m ² of space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has adequate space been provided for storage of rubbish and recycling bins?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a space of at least 3m by 1m been provided for the bins?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the centre have a sink for use in craft activities, that is separate from any food preparation facilities at the centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a designated area for food preparation and storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
VISUAL PRIVACY & ACOUSTIC AMENITY	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an acoustic report been prepared and its recommendations been met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are indoor noise levels below 48 dB (A)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are outdoor noise levels below 55-60 dB (A) when measured at 1.5 metres above the ground level in the centre of any outdoor play area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the front fence relate satisfactorily to the style of the building and other fences in the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site is on a corner, does the fence respect both frontages and avoid having an overbearing appearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site has frontage to a street and a lane, does the design of fences avoid an overbearing appearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal provide consolidated and useable private open space (rather than small unusable spaces)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is fencing at least 1200mm high?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are outdoor play areas fully secure and fenced on all sides?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are gates within perimeter and/or playground fences at the same height as the fence and include a child-proof lock or latch?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a centre is adjacent to or provides access to any hazards, including water hazards, does the centre have a fence at least 1500mm in height, to isolate such hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are habitable room windows with a direct outlook within 9m of the habitable room windows of an adjacent dwelling offset by a minimum of 1m from the edge of the opposite window; or be screened or oriented to ensure visual privacy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do operational hours of the centre comply?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the overall design (room layout, landscaping, window locations, screening devices) minimise overlooking and noise to adjoining dwellings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are side boundary facing windows offset, screened or treated in some way to avoid direct overlooking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the proposal is located close to a noise source, are residents protected from excessive noise?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will private open space provide reasonable privacy for residents and maintain the privacy of adjoining residents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the private courtyard at least 50m ² and separate from playground areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are windows and balconies directed to the front or rear of the dwelling as far as possible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CENTRES WITHIN DWELLINGS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a minimum of two car spaces provided on site for new dwellings?	
Is the private courtyard at least 50m ² and separate from playground areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SITE SERVICE & FACILITIES	<input type="checkbox"/> Yes <input type="checkbox"/> No
If required, has an easement to drain stormwater across an adjoining property been created?	
Are telephone and electricity lines underground or connected directly to the building fascia from the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have relevant utility authorities been contacted to ascertain their requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the centre have a storage area for a garbage and recycling bin conveniently located for waste disposal and collection, with minimum dimensions 3m x 1m?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a mailbox provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signed by the applicant

Date

(d) Child Care Centre Equipment Details and Sizes

To assist applicants in creating appropriate proportions and designing appropriate spaces, the following advisory details are provided:

Children's Heights	Age	Boys	Girls
	1	600mm	600mm
	3	942mm	930mm
	6	1143mm	1138mm
Prams	- width	700mm	
	- length	1700mm	
Cots	- width	680mm	
	- length	1200mm	
Tricycles	- width	460mm	
	- length	760mm	
	- height	580mm	
Lockers	- depth	400mm	
	- height	Varies	
Children's Shelving	- highest	1140mm	
Stackable Beds	- length	1300mm	
	- width	560mm	
	- height	110mm	
Motor Vehicles	- length	4550mm	
(these are not parking bays)	- width	1750mm	
extra width with door open	- allow	950mm	

It should be noted that all the above dimensions are averages and estimates only. They should be used only as a rough guide to assist in spatial planning and design. Variations between brands and suppliers will occur.

(e) Recommended Landscape Species List for Child Care Centres

Its probably worth keeping the Low Allergen Garden/child care list separately, although as the plants in this list are generic for New South Wales and not specific to Hurstville (very few listed are local plants) I wouldn't recommend this as a prescriptive list allowing only those recommended plants to be used but suggest it would be better applied as a guide for people preparing landscape designs for those areas. The list could apply beyond child care and into the wider community also as the advice is sound for all landscapes.

Australian native grasses only need mowing 3-4 times per year

Rice or Weeping Grass	<i>Microlaena stipoides</i>
Kangaroo Grass	<i>Themeda australis</i>

Low pollinating introduced grasses

Greenless Couch	<i>Cynodon dactylon</i> spp.
Buffalo	<i>Stenotaphrum secundatum</i>

Native Australian ground covers to use instead of grass:

	<i>Cotula filicula</i>
Kidney Weed	<i>Dichondra repens</i>
	<i>Mazus Pumilo</i>
	<i>Mentha diemenica</i>
Monkey Musk	<i>Mimulus repens</i>

Ground Covers

Introduced ground cover plants:

Snow-in-summer	<i>Cerastium tomentosum</i>
Juniper	<i>Juniperus conferta</i>
French Lavender	<i>Lavendula dentata</i>
Ivy Leaf Geranium	<i>Pelargonium peltatum</i>
Carpet Rose	
Rosemary	<i>Rosmarinus officinalis horizontalis</i>
Thyme spp	<i>Thymus</i> spp
Variegated periwinkle	<i>Vince major variegata</i>

Australian native ground cover:

Rose heath myrtle	<i>Baeckia ramosissima</i>
Callistemon (prostrate forms)	<i>Callistemon comboynensis</i>
	<i>C. pearsonii</i>
Native violet	<i>Viola hederacea</i>
White Correa	<i>Correa alba</i>
Guinea Flower	<i>Hibbertia serpyllifolia</i>
	<i>Hibbertia pedunculata</i>

Climbers for Fences

Introduced species:

Trumpet Vine
Clematis

Campsis grandiflora
Clematis montana "Rubens"

Native climber species:

Appleberry
Dusky Cora Pea
Purple Coral Pea
Wonga Vine
Passion Flower
Crimson Passionflower

Billardiera spp.
Hardenbergia violacea
Hardenbergia violacea
Pandorea pandorana
Passiflora aurantia
P. cinnabarina

Shrubs for Middle Height

Introduced shrubs:

Glossy Abelia
Azalea
Rhododendron
Camellia

Abelia grandiflora
Azalea spp.
Rhododendron spp.
Camellia japonica
C. sasanqua
Gardenia augusta
Plumbago auriculata
Rosemarinus officinalis

Gardenia
Cape Plumbago
Rosemary

Native shrubs:

Bottlebrush
Coastal Rosemary
Bracelet Honey Myrtle
Red-flowering Myrtle
Red Boronia

Callistemon spp.
Westringia fruitcosa
Melaleuca hypericifolia
Melaleuca hypericifolia
Boronia heterophylla

Herbs for the Garden

Basic, chives, dill, fennel, horseradish, majoram, mint, parsley, oregano, rosemary, sage, summer savory, tarragon, thyme.

Trees for Height, Shade and Wind Protection

Introduced trees:

Maidenhair tree
Deep Purple Orchid Tree
Magnolia
Japanese Crab Apple
Chinese Pistachio

Gingko biloba
Bauhinia blakeana
Magnolia grandiflora
Malus floribunda
Pistacia chinensis

Australian native trees:

Peppermint Gum
Scribbly Gum
Red-flowering Gum
Silky Oak

Eucalyptus nicholii
E. Haemostama
E. ficifolia
Grevillea robusta

Lilly Pilly spp.

Broad-leaved Paperbark

Acmena smithii

Melaleuca quinquinervia

Flowering Annuals and Perennials (introduced)

Anemone

Begonias

Foxglove

Cornflower

Impatiens

Nasturtium

Pansy

Petunia

Phlox

Snapdragon

Plants and Trees that should be avoided include:

Annuals

Daisies, chrysanthemums, calendulas, marigolds

Grasses

Introduced grasses, except those named.

Trees

Wattles

Alder

Ash

Birch

She Oak

Cypress

Monterey Pine

White Cypress Pine/Murray Pine

Elm

Liquidambar

Maple

White cedar

Mesquite

Oak

Olive

Poplar

Privet

Walnut

Willow

Acacia spp.

Alnus spp.

Fraxinus spp.

Betula spp.

Casuarina equisetifolia

Cupressus sempervirens

Cupressus macrocarpa

Callitris glaucophylla

Elmus spp.

Liquidambar styraciflua

Acer spp.

Melia azedarach

Prosopis juliflora

Quercus spp.

Olea spp.

Populus deltoides

Ligustrum spp.

Juglans spp.

Salix spp.

Contacting Dermatitis

The following plants may cause a painful rash if touched:

Primula, Polyanthus, Primrose	
Common or English Ivy	<i>Hedera helix</i>
Poinsettia	<i>Euphorbia pulcherrima</i>
Rhus Tree*	<i>Rhus succedanea</i>
Grevillea "Robyn Gordon" and other cultivars	<i>G. sericea</i>
	<i>G. "Poorinda Firebrand"</i>
Helichrysum dismifolium	
Many bulbs	

* The rash caused by *R. succedanea* may be serious.

A Note on Poisonous Plants

In addition to this list of low allergen plants, centres should also be aware of toxic plants, parts of which eg leaves, seeds, fruits, flowers, can cause serious skin irritations, illness or death if taken in adequate quantities. The NSW Poisons Information Centre has a listing of toxic plants. This can be obtained by contacting them in Sydney, phone 13 1126. In other words, check the Emergency Services listing in the front of the white pages phone book.

You may also obtain a reprint of the *Choice Magazine* article from April 1983 entitled, "The A-Z of Poisonous Plants".

Common Toxic Plants to Avoid in Early Childhood Playspaces (From the *Choice Magazine* list)

Almond tree	Glory lily
Angel's Trumpet	Hemlock
Apple tree	Golden Chain
Apricot tree	Lantana
Black nightshade	Lily of the Valley
Calla or White Arum lily	Jerusalem cherry
White cedar	Naked Lady or Pencil bush
Cardinal flower	Oleander and Yellow Oleander
Castor oil plant	Peach tree
Crepe jasmine	Poinsettia
Daphne	Potatoes (green skin)
Golden dewdrop	Rhubarb

6. Commercial Use of Public Footways


An application shall be made to Council in the approved form, accompanied by a plan of the footpath area and the appropriate fees.

The required plan must be drawn to scale (1:50 or 1:100) and include:

- Boundaries of the proposed seating area;
- Kerblines of the street;
- Building line of the shop and adjacent shops either side;
- Any existing street furniture, litter bins, garden beds, street trees or light poles;
- Proposed position of all tables, chairs, umbrellas, planters, bollards or articles;
- A brief description of each component including dimensions, colours and materials; and
- Proposed shop names or logos which are to be included on any furniture in the approved area or as part of the umbrella design.

7. Advertising & Signage

Where Council approval is required for an advertisement, the following information and documentation is required to accompany a development application.

1. A development application form, correctly filled in.
 2. Details of all advertising signs proposed for the site, including:
 - address of the site;
 - building elevation diagram and proposed sign location;
 - proposed structure type and construction materials, including details of how the sign will be attached;
 - number of signs proposed;
 - sizes of signs proposed;
 - lettering content for each sign;
 - colours to be used;
 - whether the signs are to be illuminated or not, and if so, how this is to be done.
 3. Plans drawn at a scale of 1:100 or 1:200, appropriately dimensioned, showing the location and size of all proposed advertising on the building.
 4. Photographs showing the site and the relationship of the proposed advertising to that on adjoining buildings, land uses, and any prominent natural and/or built features of the landscape.
 5. Photomontage showing proposed signage on building elevation.
 6. Payment of appropriate fees.
-  State Environmental Planning Policy 64 (SEPP 64) identifies certain types of advertising that require additional details to be submitted with each Development Application. SEPP 64 should be consulted for additional requirements for the following types of advertising:
- The advertising sign extends higher than 8m above the ground;
 - The display area of the advertising sign is greater than 20m²; or
 - The advertising sign is within 250m of, and any part of the sign is visible from, a classified road, and either of the above applies.

Advisory Note: A Development Application for an advertising sign will not be determined until existing advertising signs, which do not comply with this DCP are removed. In addition, any proposed alterations to existing advertising material (which was in place prior to the former DCP 23 – Advertising and Signage coming into effect) must result in the advertising signs complying with the objectives and controls contained in this DCP.

8. Energy Efficiency

(a) Development Application Checklist

Energy Related Criteria	Recommended Minimum Design Guidelines
Site analysis diagram	<ul style="list-style-type: none"> ▪ Slope and drainage issues identified and considered in the design ▪ Prevailing summer and winter breezes identified ▪ Existing landscaping and other surrounding buildings identified ▪ Proposed building footprint identified ▪ North point identified
Solar Access	<ul style="list-style-type: none"> ▪ Dwelling should have adequate natural or built shading to north, west and east. ▪ Most north facing windows should have unobstructed solar access in winter, with solar access obstructed at the hottest point of the day.
Shadow Diagrams	<ul style="list-style-type: none"> ▪ Shadow diagrams need to be prepared showing solar access and the effect of any existing or planned overshadowing at 9am, 12pm and 3pm.
Floor Plan Layout	<ul style="list-style-type: none"> ▪ Floor plan should maximise solar access while minimising unnecessary heat gain and heat loss
Cross Ventilation Elements	<ul style="list-style-type: none"> ▪ Windows should be able to be opened on opposite sides of each dwelling or other ways of achieving cross ventilation considered, such as ceiling fans.
Clothes drying areas	<ul style="list-style-type: none"> ▪ Clothes drying areas sufficient to meet the requirements of residents in the building should be installed and should receive adequate solar access all year round.
Building materials and colours	<ul style="list-style-type: none"> ▪ Where consistent with other urban design objectives roof and wall colours should be medium or light. Materials should be sufficient to achieve a 3.5 star NatHERS rating.
Window dimensions and types	<ul style="list-style-type: none"> ▪ Dimensions should be specified in the plan including whether it is single or double glazed, clear, opaque or tinted, and whether it can be opened.
External window shading elements	<ul style="list-style-type: none"> ▪ Adequate shading should be installed for the northern, western and eastern windows.
Water heating system specifications	<ul style="list-style-type: none"> ▪ Install water heating systems with a minimum Greenhouse Score of 3.5 stars required – these include solar, gas or heat-pump water heaters. Gas boosted solar hot water systems are preferred.
Water saving devices	<ul style="list-style-type: none"> ▪ AAA rated water devices must be installed on showerheads, bathroom, hand basin and kitchen sinks.
Lighting	<ul style="list-style-type: none"> ▪ All dwellings should be designed so as to make maximum use or natural light.
Shading	<ul style="list-style-type: none"> ▪ Major windows facing east and west should be fitted with moveable shade devices capable of covering the entire window.

(b) Certificate of Compliance

CERTIFICATE OF COMPLIANCE HOUSE ENERGY RATING CERTIFICATE AND WATER HEATING ISSUES

Address

Type of
Work

(such as
insulation,
hot water
system,
clothes drier
installation)

Construction Certificate No. /

Applicants must fill in one Certificate of Compliance per product, ie one for insulation, one for Water Heating, one for Clothes Dryers.

I certify that the (circle one only)

Insulation

Hot Water System

Clothes Dryers

Installed at the above mentioned premises have been installed in accordance with the manufacturers requirements and NatHERS (HMB) Assessment No.

Name (block letters)

Company Name
(if applicable)

Address (block letters)

Telephone:.....

Mobile.....

Licence No:.....

Facsimile:.....

Signature.....

Date.....

(c) **Certificate of Compliance (Water)**

CERTIFICATE OF COMPLIANCE FOR WATER SAVING DEVICES

Address

.....

Type of Work

(Taps,

AAA rated

Showerhead,

Tap aerators)

Construction Certificate No./.....

I certify that the plumbing fittings installed at the above-mentioned address have a AAA water efficient rating

Name (block letters)

Company Name
(if applicable)

Address (block letters)

.....

Telephone:.....

Mobile.....

Licence No:.....

Facsimile:.....

Signature.....

Date.....

(d) Energy Smart Projects and Further Information

Energy efficient homes are homes that, through their design, construction and choice of appliances, maximise use of renewable energy sources (such as sunshine), and use less energy more efficiently. They are 'smart' because they simultaneously help preserve scarce resources, reduce the level of greenhouse gas emissions, and provide significant savings.

This is supported by a study by the Australian Consumers Association (July 1997) that estimated that an energy efficient home is up to \$1,000 a year cheaper to run than an average new home.

You don't need to change your life to live energy smart. By simply making smart choices when you are purchasing products and building or renovating your home, you can cut your household energy consumption and greenhouse emissions in half and put hundreds of extra dollars in your pocket.

There is a select group of energy smart products you can buy that will have a large impact on the size of your energy bills.

Manufacturers of energy efficient products that meet SEDA's minimum energy performance requirements are entitled to apply for a licence to use the Energy Smart logo on their packaging and marketing materials to identify themselves as an Energy Smart Product Provider. Energy Smart products include: whitegoods, water heaters, showerheads, insulation and light bulbs.

Energy Smart Whitegoods

If you buy only efficient whitegoods, including the top star rated fridges, freezers, washing machines, dryers and dishwashers, you can save up to \$1,400 and 14 tonnes of greenhouse gas emissions over a 10 year product lifespan.

Energy Smart Showerheads

Installing a AAA rated Energy Smart Showerhead will save you up to \$1,000 on your water and energy bills and reduce your greenhouse gas emissions by up to 10 tonnes over its lifetime.

Energy Smart Light Bulbs

By installing just one energy efficient compact fluorescent light bulb, you will save around \$50 on your energy bills and half a tonne of greenhouse gas over the bulb's lifetime.

Energy Smart Water Heaters

Energy efficient water heaters include heat-pump, solar and efficient gas models.

Energy Smart Insulation

Insulating your home will save you up to \$1000 in heating and cooling costs as well as up to 10 tonnes of greenhouse gas emissions.

9. Fencing Checklist for Development Applications

SPECIFICATION

Specifications shall describe construction and materials of building, whether materials will be new or second-hand and include details of any proposed stormwater drainage or agricultural drainage.

SITE PLAN

The site plan shall be drawn at a scale of 1:200 or 1:500 and include:

- (a) Boundaries and dimensions of the site including location of the proposed fence, with gate openings, offsets, splay corners, and returns relative to boundaries and existing structures on the site.
- (b) Location and dimensions of any easements.
- (c) North point.
- (d) Location of vehicular crossings including obstructions such as power poles and gully pits.
- (e) Location of existing vegetation including trees having a girth in excess of 300mm.
- (f) Proposed landscaping including species and projected height at maturity.
- (g) A layout of proposed drainage lines, where necessary.
- (h) Foreshore Building Line, if applicable.

GENERAL PLAN

The general plan shall be drawn at a scale of 1:100 or 1:50 and include:

- (a) Elevations and plan view.
- (b) Height, design, colours and construction of the fence.
- (c) A sectional elevation of the wall including footings indicating adjoining ground levels and location of adjoining property boundaries, where relevant.

10. Hairdressing, Beautician and Skin Penetration Premises -

(a) Checklist for Development Application Requirements

Council approval is required for all hairdressers, beauticians and skin penetration businesses. For all development application requirements please refer to Council’s Development Application Advice Handbook and Fees Book. Before lodging an application, applicants are advised to seek advice from Council regarding specific requirements.

CHECKLIST FOR DEVELOPMENT

This checklist is provided as a tool to help ensure that the requirements of this DCP have been satisfied. A copy should be submitted with a development application. If the “ no” response has been ticked in answer to any question, separate written justification for the departure from this DCP must be provided.

DEVELOPMENT APPROVAL	
If you are the new owner of an existing business, did the vendor provide you with a pre-purchase inspection report from Council?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are you proposing a mobile business?	<input type="checkbox"/> yes <input type="checkbox"/> no
If you are proposing to operate from within residential premises, will the business operate from treatment areas used solely for the business?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
CONSTRUCTION, MATERIALS AND FINISHES	
Are floors smooth and impervious?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are fittings smooth, impervious and durable?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are fittings against walls sealed?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are the intersections of floors with walls and plinths covered?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are walls and ceilings of an approved finish?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are there sufficient cupboards or fittings provided for storage?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does a clear space of at least 150mm exist between the floor and the underside of fixtures and fittings?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is adequate lighting provided?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there a designated cleaning area separate from the treatment area?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is carpet laid only in the office or waiting room?	<input type="checkbox"/> yes <input type="checkbox"/> no
If colonic lavage is performed, is there a toilet solely for use of the client?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are hand wash basins provided with a supply of hot and cold running water through a single outlet, and with liquid soap or detergent and single use towels?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there a hand wash basin located in each treatment room or area?	<input type="checkbox"/> yes <input type="checkbox"/> no
If there are separate treatment areas, are there hand wash basins in each area?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is a separate double bowl sink with hot and cold running water provided in the cleaning area?	<input type="checkbox"/> yes <input type="checkbox"/> no
If food preparation and washing of eating and drinking utensils is to occur, is a separate sink provided?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Do all sinks and hand wash basins have a splash back of at least 300mm, constructed of a durable, smooth and impervious material?	<input type="checkbox"/> yes <input type="checkbox"/> no

Development Application Requirements and Checklists

10. Hairdressing, Beautician and Skin Penetration Premises

Are hand wash basins provided adjacent to toilets, supplied with hot and cold water through a single mixing spout, liquid soap and disposable towels?	<input type="checkbox"/> yes <input type="checkbox"/> no
DISPOSAL OF SHARPS, INFECTIOUS AND NON-INFECTIOUS WASTES	
If disposable sharps are to be used, is an Australian Standards approved sharps bin provided in each treatment area?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
BUSINESSES IN RESIDENTIAL PROPERTIES	
Will the treatment area be used solely for hairdressing, beauty or skin penetration procedures?	<input type="checkbox"/> yes <input type="checkbox"/> no
BUSINESS REGISTRATION	
Have you completed and included the Registration Form in Appendix 3 in your development application?	<input type="checkbox"/> yes <input type="checkbox"/> no
PLANS	
<ul style="list-style-type: none"> ▪ Floor plans, scale 1:50 ▪ Site Plan, scale 1:100 – including car parking, adjacent land uses and garbage area. ▪ Sectional elevations – scale 1:50 Hydraulic plans, detailing plumbing connections & floor waste locations – scale 1:50. Plan details. ▪ Schedule of finishes – tiles, stainless steel etc. ▪ Layout of all equipment. ▪ Door and window openings. ▪ Customer waiting area – m² of floor space and number of seats. ▪ Customer and staff toilet details. ▪ Statement of environmental effects – must include disposal of contaminated waste (sharps). 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no

(b) Skin Penetration Registration Form



HURSTVILLE CITY COUNCIL
Skin Penetration
Registration Application
PUBLIC HEALTH ACT 1991

Postal Address: Hurstville City Council
PO Box 205
Enquiries phone HURSTVILLE BC NSW 1481
9330 6222

1 Applicant	2 Premises details		
Full name <input style="width: 90%;" type="text"/>	Shop name <input style="width: 90%;" type="text"/>		
Company name <input style="width: 90%;" type="text"/>	Shop address <input style="width: 90%;" type="text"/>		
Residential address <input style="width: 90%;" type="text"/>	Owner's name <input style="width: 90%;" type="text"/>		
Business phone no <input style="width: 20%;" type="text"/>	After hours phone <input style="width: 20%;" type="text"/>		
Shopping Centre name (if applicable) <input style="width: 90%;" type="text"/>			
Procedures conducted:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <i>Cutting and treatment of hair</i> <input type="checkbox"/> <i>Waxing</i> <input type="checkbox"/> <i>Body Piercing</i> <input type="checkbox"/> <i>Acupuncture</i> <input type="checkbox"/> <i>Manicure/pedicure</i> <input type="checkbox"/> <i>Other</i> </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <i>Ear Piercing</i> <input type="checkbox"/> <i>Electrolysis</i> <input type="checkbox"/> <i>Tattooing</i> <input type="checkbox"/> <i>Cosmetic Enhancement</i> <input type="checkbox"/> <i>Lancing Skin</i> </td> </tr> </table>		<input type="checkbox"/> <i>Cutting and treatment of hair</i> <input type="checkbox"/> <i>Waxing</i> <input type="checkbox"/> <i>Body Piercing</i> <input type="checkbox"/> <i>Acupuncture</i> <input type="checkbox"/> <i>Manicure/pedicure</i> <input type="checkbox"/> <i>Other</i>	<input type="checkbox"/> <i>Ear Piercing</i> <input type="checkbox"/> <i>Electrolysis</i> <input type="checkbox"/> <i>Tattooing</i> <input type="checkbox"/> <i>Cosmetic Enhancement</i> <input type="checkbox"/> <i>Lancing Skin</i>
<input type="checkbox"/> <i>Cutting and treatment of hair</i> <input type="checkbox"/> <i>Waxing</i> <input type="checkbox"/> <i>Body Piercing</i> <input type="checkbox"/> <i>Acupuncture</i> <input type="checkbox"/> <i>Manicure/pedicure</i> <input type="checkbox"/> <i>Other</i>	<input type="checkbox"/> <i>Ear Piercing</i> <input type="checkbox"/> <i>Electrolysis</i> <input type="checkbox"/> <i>Tattooing</i> <input type="checkbox"/> <i>Cosmetic Enhancement</i> <input type="checkbox"/> <i>Lancing Skin</i>		

Skin Penetration

Signature

Date

(c) Pre Purchase Inspection Report Application Form



HURSTVILLE CITY COUNCIL
Pre Purchase Inspection Report Application
(RC81)

Enquiries phone 9330 6222

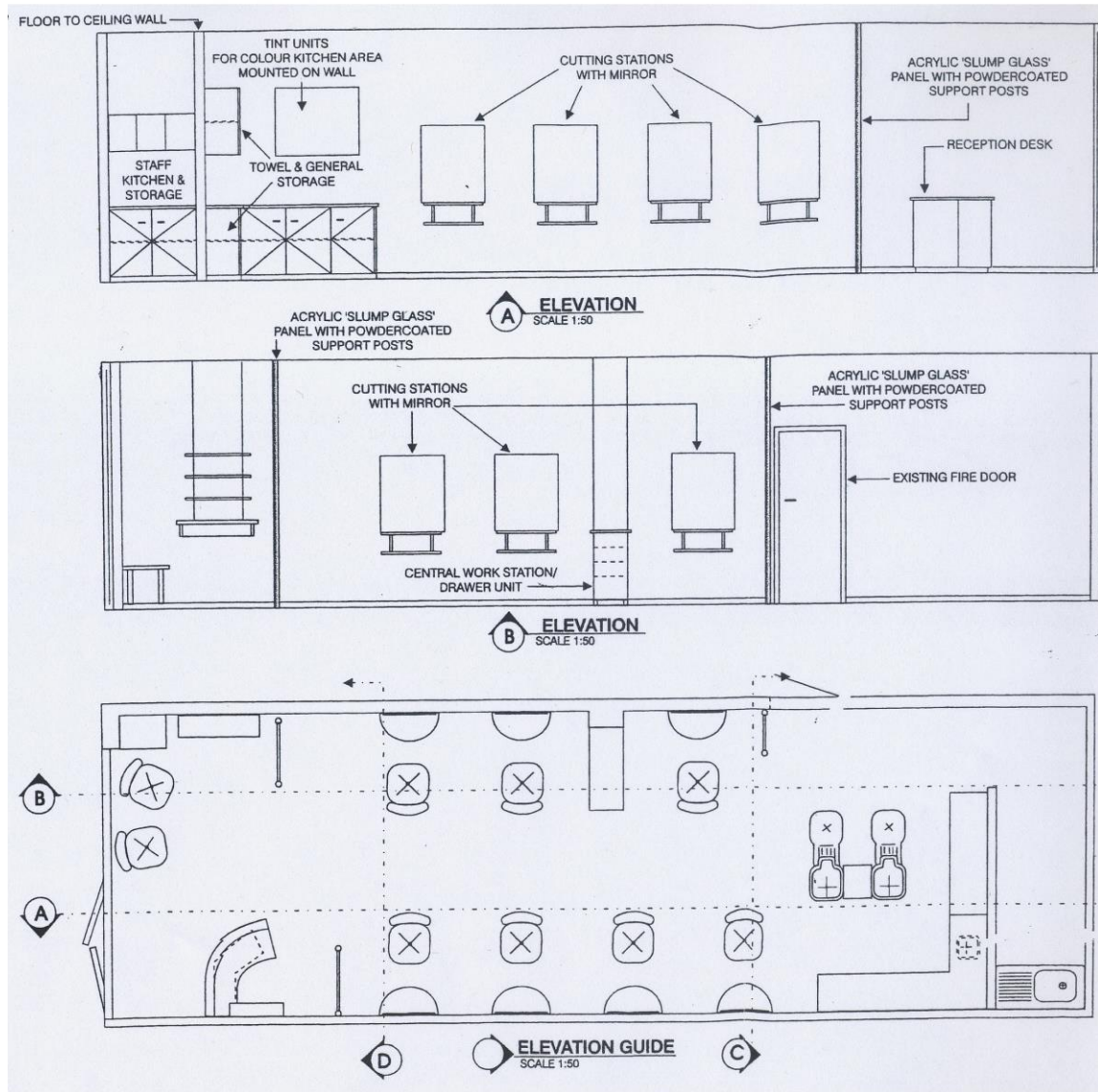
Postal Address: Hurstville City Council
PO Box 205
HURSTVILLE BC NSW 1481

1 Applicant	2 Premises details		
<p><i>Full name</i></p> <input style="width: 100%;" type="text"/>	<p><i>Current trading name</i></p> <input style="width: 100%;" type="text"/>		
<p><i>Company name (if applicable)</i></p> <input style="width: 100%;" type="text"/>	<p><i>Trading address</i></p> <input style="width: 100%; height: 40px;" type="text"/>		
<p><i>Address</i></p> <input style="width: 100%; height: 40px;" type="text"/>	<p><i>Shopping centre name (if applicable)</i></p> <input style="width: 100%;" type="text"/>		
<p><i>Business phone no</i> <i>After hours phone no</i></p> <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/>	<p><i>Business phone no</i> <i>After hours phone no</i></p> <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/>		
<p>Procedures conducted:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <i>Public Swimming Pool</i> <input type="checkbox"/> <i>Hairdresser / Barber</i> <input type="checkbox"/> <i>Other</i> </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <i>Food Shop</i> <input type="checkbox"/> <i>Skin Penetration</i> </td> </tr> </table>		<input type="checkbox"/> <i>Public Swimming Pool</i> <input type="checkbox"/> <i>Hairdresser / Barber</i> <input type="checkbox"/> <i>Other</i>	<input type="checkbox"/> <i>Food Shop</i> <input type="checkbox"/> <i>Skin Penetration</i>
<input type="checkbox"/> <i>Public Swimming Pool</i> <input type="checkbox"/> <i>Hairdresser / Barber</i> <input type="checkbox"/> <i>Other</i>	<input type="checkbox"/> <i>Food Shop</i> <input type="checkbox"/> <i>Skin Penetration</i>		

Pre purchase Inspection Report Application

3 Applicants Signature	4 Owners authorisation
<i>Name (please print)</i>	<i>Owners name (please print)</i>
<input type="text"/>	<input type="text"/>
<i>Signature</i>	<i>Owners Address</i>
<input type="text"/>	<input type="text"/>
<i>Date</i>	<i>Owners signature</i>
<input type="text"/>	<input type="text"/>
	<i>Date</i>
	<input type="text"/>

(d) Example of Plan



(e) Practice and Operational Guidelines

The following guidelines should be followed in day-to-day practice, where relevant, by hairdressing, beautician and skin penetration operators.

1. HYGEINE

It is important to ensure the safety and health of both the client and operator, when undertaking procedures involving skin penetration, and to ensure bacterial, fungal and viral infections, including HIV, Hepatitis B and C are not transmitted during the procedure.

General

- (a) Eating, drinking or smoking is not permitted in the treatment area.
- (b) Animals, except for assistance animals, are not permitted in the treatment area.
- (c) Broken skin or infections on exposed parts of the body of the operator must be kept covered with a waterproof plaster.

Gloves

- (a) Single use gloves must be worn during a skin penetration procedure, and must be discarded between each client or when changing activities.
- (b) Gloves are not to be re-used, and must be disposed once contaminated.
- (c) Sterilised gloves are to be worn if direct contact with sterilised equipment will occur during the procedure, e.g. body piercing.

Liquids, creams and gels

- (a) Any liquids or gels used should be measured and decanted into single use containers for each client.
- (b) Excess or unused liquids or gels must be discarded and not returned to original containers.
- (c) If stock cannot be decanted then single use applicators or spatulas are to be used, ensuring they are not re-used.
- (d) If re-useable containers are used they must be cleaned and sterilised after each use.

Hand Washing

- (a) Hands must be washed whenever they become contaminated, including:
 - immediately before and after attending a client
 - if the procedure is interrupted
 - after contact with any blood or body substance
 - before and after smoking, eating and drinking
 - after going to the toilet
 - prior to and after wearing gloves
 - after touching the nose or mouth

- before and after treating wounds or handling soiled wound dressings
- (b) Nailbrushes should not be used as they may damage the skin and may provide possible infection sites.
- (c) If alcohol based hand creams are used they must be applied in the same circumstances as when hand washing is required.

Skin Preparation

- (a) Prior to commencing the skin penetration procedure, the skin must be wiped with a suitable antiseptic and allowed to air dry. Acceptable antiseptic solutions include:
 - 70% W/W ethyl alcohol
 - 80% V/V ethyl alcohol
 - 70% V/V isopropyl alcohol
 - alcoholic (isopropyl and ethyl) formulations of 0.5 –4% W/V chlorhexidene
 - aqueous or alcoholic formulations of povidine iodine (1% W/V available iodine)
- (b) Antiseptic should not be used after the expiry date.
- (c) Single use wipes are to be used on one client area and then disposed.

Protective Clothing

- (a) Operators must wear a clean washable garment, such as an apron or a uniform, when attending clients. This clothing protects the wearer's clothing and skin from contamination.
- (b) Protective clothing must be changed when soiled.
- (c) Protective clothing must be worn only in the work area. It must be removed when leaving the premises or when not performing procedures.
- (d) When undertaking colonic lavage a clean water resistant apron must be worn. Once soiled this apron must be cleaned.
- (e) Soiled linen must be removed from the treatment area after the client has left.
- (f) All linen, including towels, protective clothing and other washable fabrics must be washed with laundry detergent and water, rinsed and dried.

2. EXPOSURE TO BLOOD AND BODY FLUIDS

- (a) All workplaces must have a procedure in place for the management of exposure to blood and body fluids. Refer to the NSW Health Skin Penetration Code for Best Practice (2001).
- (b) A stocked first aid kit must be available on site at all times.

3. EQUIPMENT

General

- (a) Any article used to penetrate the skin of a person must be sterilised after every use and maintained in a clean and sterile condition, or discarded if designed for single-use.
- (b) All equipment that does not penetrate the skin must be cleaned and disinfected between clients.

- (c) All equipment, including benches, tables, used to carry out the procedure is to be washed with a hospital grade disinfectant.
- (d) Wax used for the purpose of hair removal must be disposed of immediately after the completion of the hair removal procedure.
- (e) Roll on wax applicators are not permitted as they encourage bacterial harbourage.
- (f) Ear piercing guns are to be used only for ear piercing.
- (g) Body piercing equipment is to be used only for body piercing.

Cleaning

- (a) Equipment must be cleaned prior to disinfection or sterilisation to remove all visible organic matter and residue, as they may inhibit the disinfection or sterilisation process.
- (b) Equipment designed not to penetrate the skin must be thoroughly cleaned prior to re-using. Thermal disinfection is then recommended. If this is not possible it must be cleaned with a 70% alcohol wipe or swab.
- (c) Items such as cleaning gloves, brushes and other equipment must be maintained in a clean and satisfactory condition. Damaged items must be replaced.
- (d) Cleaning equipment must be cleaned regularly and stored clean and dry.

Disinfection

- (a) All equipment must be cleaned prior to disinfection.
- (b) Disinfection can be achieved by chemical or thermal methods. Refer to the NSW Health's Code of Best Practice for Skin Penetration.
- (c) Equipment that can be used after disinfection must be stored in a clean, dry and dust free environment.
- (d) Ensure the directions are followed for mixing and using disinfectants. If mixed incorrectly or stored for too long the disinfectant may become ineffective.

Sterilisation

- (a) All equipment used to penetrate the skin must be sterilised.
- (b) Equipment can be pre-sterilised and/or single use.
- (c) If contact occurs between a sterile and un-sterile item, both items are un-sterile.
- (d) The recommended method of sterilising is autoclaving. Refer to the Australian Standards for the requirements (AS 2182) and operating methods (AS 4815:2001) of the autoclave.
- (e) Ensure the autoclaves are loaded correctly to ensure that the trays allow a free passage of steam, minimise condensation and can be readily removed.
- (f) Correct packaging of equipment will allow aseptic removal from the steriliser and protection from contamination once removed.
- (g) Equipment and packing material must be dry and intact at the end of processing to ensure the equipment is sterile. If packaging is damaged, damp or moist the items must not be used but must be re-sterilised or disposed of.
- (h) The autoclave must be tested, serviced regularly and calibrated at least once a year by a qualified service technician. Ensure records of this are kept on site.
- (i) All sterile equipment must be used immediately on removal from its packaging or it must be re-sterilised prior to use.
- (j) Sterilised items should be stored separately to used items awaiting sterilisation.

Waste

- (a) Waste bags must be tied or sealed and left in a secure waste container for collection. The waste containers must have a tight fitting lid and be able to contain all waste.
- (b) Waste must be removed daily from the work area.

4. HAIRDRESSING & OTHER PROCEDURES WHERE SKIN IS NOT PENETRATED

Hairdressing and other procedures where skin is not penetrated, including certain beauty treatments, are not defined as skin penetration under the legislation.

The objectives of these guidelines are to ensure hygienic practices and procedures to prevent the transfer of skin infections, including herpes, tinea and staphylococcal infections, and to ensure hairdressers and beauticians implement infection control procedures when skin is accidentally cut, punctured or penetrated.

Hygiene

- (a) All razor blades are considered contaminated with blood or blood products after use. Single use disposable razors must be disposed of immediately after use. Safety razors must have the blade removed and the razor body thoroughly cleaned before it is used again.
- (b) No cut throat blades are permitted.
- (c) Equipment such as scissors, combs, hairbrushes, highlighting caps and rollers should be washed after use on each client using warm water and detergent and then rinsed and dried.

Cleaning and Disinfection

- (a) After cleaning, all equipment must be disinfected with hospital grade disinfectant mixed to the manufacturer's directions. Equipment must be cleaned prior to disinfection or sterilisation to remove all visible organic matter and residues. These must be removed as they may inhibit the disinfection or sterilisation process.
- (b) Equipment that can be used after disinfection must be dried and stored in a clean, dry and dust free environment.
- (c) Equipment should not be soaked in disinfectant unless specified by manufacturer's instructions. Chemical disinfectants have limited contact times and may become ineffective if left for long periods.
- (d) Fresh disinfectant should be prepared each time items are to be disinfected. Effectiveness of disinfectant is reduced as the number of items immersed increase.
- (e) Ensure the directions are followed for mixing and using disinfectants. If mixed in correctly or stored for too long the disinfectant may become ineffective.
- (f) Disinfectant must be within the expiry date.
- (g) Cleaning equipment, such as brushes and brooms, must be maintained in a clean and satisfactory condition at all times. Damaged items must be replaced.

Hairdressers may use reusable capes and gowns. If disposable neck towels are not used, linen must be washed after use on each client and adequate supplies of towels must be maintained.

11. Housing for Seniors or People with a Disability

PRE-DA CONSULTATION

Council is committed to detailed design resolution prior to the lodgement of a DA.

During the DA process your application will be referred to:

- Council's Community Services Department
- Council's Engineering Department

Where unsure, the applicant should contact Council.

For all development application requirements please refer to Council's Development Application Advice Handbook and Fees Book.

Note: The following form is available from Council and must be completed for all Development Applications.

CHECKLIST FOR HOUSING FOR SENIORS OR PEOPLE WITH A DISABILITY

This checklist is provided as a tool to help ensure that the requirements of this DCP have been satisfied. A copy should be submitted with a development application. Separate written justification for departure from the DCP must be provided.

LOCATIONAL CRITERIA	
Is the site located in a Residential Zone (Zone No. 2)?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the minimum site area 1,500 square metres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the minimum street frontage 15 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does 50% of the site have a gradient of not greater than 1:10?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the proposal within a 400 metre walking distance of facilities and transport services?	<input type="checkbox"/> yes <input type="checkbox"/> no
BUILDING FORM AND DEVELOPMENT DESIGN	
Does the proposal have a density of 275 square metres of site area per dwelling?	<input type="checkbox"/> yes <input type="checkbox"/> no
If the proposal is located within the Foreshore Scenic Protection Area, is there a minimum density of 435 square metres of site area per dwelling?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Do windows and doors not correspond with existing openings on adjoining properties?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there a high level of amenity to adjoining and surrounding properties?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the proposal complement heritage items in the locality?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is it a two-storey development only at the front of the site?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the ridge height 9 metres for 2 storeys?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the front setback from the primary street frontage a minimum of 6 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are side boundary setbacks at least 1.5 metres in length to all external walls?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are signs clear and legible?	<input type="checkbox"/> yes <input type="checkbox"/> no

Development Application Requirements and Checklists

11. Housing for Seniors or People with a Disability

Are tactile signs provided in key locations?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are directional signs provided at regular intervals and at least at every major change of direction?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is a circulation space provided of 1550 millimetres to allow a person in a wheelchair to access letterboxes and turn around to leave the area?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are letterboxes: <ul style="list-style-type: none"> ○ Lockable? ○ Located together in a central location adjacent to the street entry? ○ Located on the footpath boundary of the property within easy reach of a postman on a motorcycle? ○ Situated on a hard standing area with wheelchair access by a continuous path of travel? 	<input type="checkbox"/> yes <input type="checkbox"/> no
Do letterboxes have apertures located within the height range of 600 millimetres to 1,600 millimetres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do letterboxes have street or dwelling numbers prominently displayed on or near the boxes?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is an adequate space for the storage of waste and recycling bins provided on the site in an accessible location?	<input type="checkbox"/> yes <input type="checkbox"/> no
SOLAR DESIGN AND ENERGY EFFICIENCY	
Does the design of the buildings minimise overshadowing of neighbouring private open spaces and/or windows to habitable rooms?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is solar access used for heating and cooling on adjoining development preserved?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does dwelling design achieve a minimum rating of 3.5 stars as measured under the national Housing Energy Rating Scheme (natHERS)?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do all new dwellings provide for cross ventilation and have a window in each room?	<input type="checkbox"/> yes <input type="checkbox"/> no
Subject to privacy considerations, do all living areas receive northern sunlight?	<input type="checkbox"/> yes <input type="checkbox"/> no
Will the main living and private open space of the new dwellings receive a minimum of 3 hours of sunshine between 9am and 3pm on 21 June?	<input type="checkbox"/> yes <input type="checkbox"/> no
For two storey dwellings, have shadow diagrams been submitted with the development application?	<input type="checkbox"/> yes <input type="checkbox"/> no
Will private open space areas of adjoining properties receive a minimum of 3 hours of sunshine between 9am and 3pm on 22 June?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do shading devices or deciduous trees protect windows, doors or balconies that receive excessive afternoon summer sun?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the hot water system achieve a minimum 3.5 Sustainable Energy Development Authority Greenhouse Score.	<input type="checkbox"/> yes <input type="checkbox"/> no
Is ceiling insulation with a rating of at least R2.0 and walls R1.10 for full brick and R1.15 for brick veneer walls provided and specified?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are all hot water pipes insulated with appropriate insulation?	<input type="checkbox"/> yes <input type="checkbox"/> no
VEHICULAR ACCESS & CAR PARKING	
Is the provision of car parking and driveways in compliance with Council's DCP No.2- Car Parking?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are wider car parking spaces provided to enable a person in a wheelchair to park and load or unload their wheelchair adjacent to the car?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are car parking spaces next to a hard surface path to allow for additional	

manoeuvrable space?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is each car parking space not less than 6 metres x 3.2 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the garage or carport have an internal clearance of at least 2.5 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the garage have a power operated roller door or are there facilities for future installation of a power operated roller door?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are all required car parking spaces located behind the required front boundary setback or a minimum of 6 metres (whichever is greater)?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are the driveway crossings on a corner lot located at least 9 metres from the property alignment adjacent to that intersection?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the landscaping and paving design of driveways level, hard surfaced and non-slip?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the landscaping and paving design of driveways safe and visible for pedestrians?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there satisfactory manoeuvrability for persons with a disability and/or prams?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there a clear delineation between the driveway and yard areas?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the garage or carport erected as separate structures located at least 1 metre behind the front building setback?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the garage or carport not incorporated into the dwelling house less than 2.4 metres in height?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are internal driveway grades in accordance with AS 2890.0-1993?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is any fence higher than 1 metre in height erected in a splay area 1 metre x 1 metre either side of any driveway at the boundary of the property?	<input type="checkbox"/> yes <input type="checkbox"/> no
If your site is a corner allotment, is the location of the driveway layback at least 6 metres from the tangent point between the kerb line and the start of the curved kerb line clear of the intersection of the two roads?	<input type="checkbox"/> yes <input type="checkbox"/> no
ACCESS	
Does the proposed development have convenient, obvious and safe pedestrian and bicycle links from the site that provides access to public transport services and local facilities?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the proposed development enable people with a disability to access, on one continuous accessible path of travel, the street frontage, car parking and all buildings, facilities and open spaces with the site?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do at least 50% of dwellings, on relatively flat sites (1:10 or flatter) meet the external access standard?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is access for persons with disabilities provided to the main entrance from the street alignment at a gradient of 1:14?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is access from the site to the shops/ community services/ transport facilities of a gradient not greater than 1:14?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does every entry, not being an entry for employees, have a slope that does not exceed 1:40?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does every entry, not being an entry for employees, comply with clauses 4.3.1 and 4.3.2 of AS 4299?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does every entry, not being an entry for employees, have an entry door handle and other hardware that complies with AS 1428?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are rest stops available every 50m along a 400m route?	<input type="checkbox"/> yes <input type="checkbox"/> no
If the whole site has a gradient of less than 1:10, do all of the dwellings	<input type="checkbox"/> yes <input type="checkbox"/> no

Development Application Requirements and Checklists

11. Housing for Seniors or People with a Disability

have wheelchair access?	
If the whole site has a gradient of greater than 1:10, does a percentage (which is not less than the proportion of the site that has a gradient of 1:10 or 50% whichever is greater) of the dwellings have wheelchair access?	<input type="checkbox"/> yes <input type="checkbox"/> no
If the whole site has a gradient of less than 1:10, do at least 10% of any dwellings have wheelchair access by a continuous path of travel to an adjoining public road?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do self-contained dwellings meet a new standard of adaptability devised from: Australian Standard AS 1428.1 Part 1- 2001, Design for Access and Mobility: General Requirements for Access- New Building Work; and Australian Standard AS 4299- 1995 Adaptable Housing where it is proposed to design and construct housing capable of modification for accessibility?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are the kitchen, main bedroom, bathroom and toilet located on the ground floor in a two storey self contained dwelling?	<input type="checkbox"/> yes <input type="checkbox"/> no
LANDSCAPING AND PRIVATE OPEN SPACE	
Is there a minimum of 35 square metres of landscaped area per single storey dwellings and dwellings that include a ground floor component?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the planting in sympathy with other planting in the streetscape?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is a Landscape Plan included in the Development Application?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the landscaped open space: <ul style="list-style-type: none"> ○ provided at ground level? ○ Providing for a principle private open space area with minimum dimensions of 4 metres x 5 metres ○ Conveniently accessible from a main living room of the dwelling? ○ Designed to ensure visual privacy and acoustic amenity of occupants and neighbours? ○ Maximising solar access? 	<input type="checkbox"/> yes <input type="checkbox"/> no
Are mature trees retained where appropriate, especially those located in the front and rear of the property?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do the front setbacks consist of predominantly soft landscaping?	<input type="checkbox"/> yes <input type="checkbox"/> no
Will one established tree be planted in the front yard of development prior to occupation?	<input type="checkbox"/> yes <input type="checkbox"/> no
DRAINAGE AND STORMWATER	
Are any buildings constructed over easements?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has a drainage diagram been submitted with the DA?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is stormwater connected to the street gutter or have details of an alternate system been provided for Council's consideration?	<input type="checkbox"/> yes <input type="checkbox"/> no
STREETScape AND BUILDING DESIGN	
Does the application outline a brief streetscape assessment and design principles?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have building materials and indicative colour schemes been submitted with the DA?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are entry points legible and appropriately located?	<input type="checkbox"/> yes <input type="checkbox"/> no

Where shared entries are provided, is the number of dwellings accessible limited and the door able to be locked?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the security pathway lighting positioned at low height to avoid glare, and provide at least 10 lux at ground level?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the design of the built form and landscaping allow for natural surveillance both to and from the street?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the building design allow for general observation of the street, the site and the approaches to the dwelling's entry from inside each dwelling?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the dwelling design allow residents to see who is approaching their dwelling without the need to open the front door?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do ground floor dwellings have an area of private open space at least 4 metres x 5 metres accessible from a living area?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do dwellings above ground floor have a balcony of at least 1.8m in length and 6 square metres in area accessible from a living area?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do balconies and external paved areas have slip-resistant surfaces?	<input type="checkbox"/> yes <input type="checkbox"/> no
INTERNAL BUILDING DESIGN	
Are corridors at door approaches a minimum width of 1,200 millimetres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do corridors allow a person in a wheelchair to turn sideways to reach the door handle?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do corridors improve ease of manoeuvring for a person using walking frame?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do internal doors have a clearance of at least 820 millimetres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do internal corridors have a width of at least 1,000 millimetres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the width of internal door approaches at least 1,200 millimetres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Can all doors be operated by one hand?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are all doors located between 900 millimetres and 1,100 millimetres above floor level?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do living rooms in self-contained dwellings have a circulation space of at least 2,250 millimetres in diameter and a telephone adjacent to a general power outlet?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the living and dining room have a potential illumination level of at least 300 lux?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does at least one bedroom within a self-contained dwelling have an area sufficient to accommodate a wardrobe and a queen size bed with a clear area at least 1,200 millimetres wide at the foot of the bed?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does at least one bedroom within a self-contained dwelling have two double general power outlets on the wall where the head of the bed is likely to be?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does at least one bedroom within a self-contained dwelling have at least one general power outlet on the wall opposite the wall where the head of the bed is supposed to be?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does at least one bedroom within a self-contained dwelling have a telephone outlet next to the bed on the side closest to the door and a general power outlet beside the telephone outlet?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does at least one bedroom within a self-contained dwelling have a potential illumination level of at least 300 lux?	<input type="checkbox"/> yes <input type="checkbox"/> no

<p>Does the self-contained dwelling contain a laundry that has:</p> <ul style="list-style-type: none"> ○ provision for the installation of an automatic washing machine and clothes dryer? ○ A clear space in front of appliances of at least 1,300 millimetres? ○ Thermostatic mixing valves for all hot water outlets? ○ A slip-resistant floor surface? <p>An accessible path of travel to any clothesline provided in relation to the dwelling?</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the self-contained dwelling provide a linen cupboard that is at least 600 millimetres wide and adjustable shelving?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are switches located between 900 millimetres and 1,100 millimetres above floor level?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are general-purpose outlets located at least 600 millimetres above floor level?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is a designated area for food preparation and storage provided?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen in a self-contained dwelling have a width of at least 2.7 metres and a clear space between benches of at least 1,450 millimetres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen in a self-contained dwelling have a width of a door approach of 1,200 millimetres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen in a self-contained dwelling include a bench of at least 800 millimetres in length and a height of which can be adjusted from 750 millimetres to 850 millimetres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen in a self-contained dwelling have a tap located within 300 millimetres of the sink?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen in a self-contained dwelling have a capstan tap set or that comprises lever handles or a lever mixer?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there a thermostatic mixing valve in the kitchen for the hot water outlet?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do cook tops have front or side controls with raised cross bars, and an isolating switch?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen have a work surface adjacent to the cook top at the same height and at least 800 millimetres in length?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen have an oven located adjacent to a work surface the height of which can be adjusted?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen have "D" pull cupboard handles located towards the top of below-bench cupboards and towards the bottom of overhead cupboards?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the kitchen in a self-contained dwelling have a double general power outlet within 300 millimetres of the front of a work-surface, one of which is provided for a refrigerator?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the toilet visitable within the meaning of clause 1.4.12 of AS 4299?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the toilet installed in compliance with AS 1428?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do toilet facilities accommodate a grab rail and have slip-resistant floor surfaces?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the toilet have a WC pan located from a fixed wall in accordance with AS 1428?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the bathroom have an area that complies with AS 1428?	<input type="checkbox"/> yes <input type="checkbox"/> no

Do bathroom facilities have a slip-resistant floor surface?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are there thermostatic mixing valves for all hot water outlets?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the washbasin have clearances that comply with Figure 4.4 of AS 4299?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there a wall cabinet that is sufficiently illuminated to be able to read the labels of items stored in it in the bathroom?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the bathroom have a mirror and a double general power outlet beside the mirror?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the shower have: <ul style="list-style-type: none"> ○ the recess of which is at least 1,160 millimetres by 1,100 millimetres, or that complies with AS 1428, or that complies with clause 4.4.4 and Figures 4.6 and 4.7 of AS 4299? ○ the recess of which does not have a hob; ○ that is waterproofed in accordance with AS 3740; ○ the floor of which falls to a floor waste; ○ that can accommodate a grab rail that complies with Figure 4.6 of AS 4299 and AS 1428; ○ that has a tap set that is a capstan tap set tor that comprises lever handles and that has a single outlet; ○ that has the tap set positioned so as to be easily reached from the entry to the shower; ○ that can accommodate an adjustable, detachable hand-held shower rose mounted on a slider grab rail or a fixed hook; and ○ that can accommodate a folding seat that complies with Figure 4.6 of AS 4299? 	<input type="checkbox"/> yes <input type="checkbox"/> no
VISUAL PRIVACY & ACOUSTIC AMENITY	
Has screening by trees, fencing or window coverings to minimise noise and overlooking impacts to adjoining properties been provided?	<input type="checkbox"/> yes <input type="checkbox"/> no
Where privacy screens are used, are they less than 1.8 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is visual privacy protected by providing adequate distance between opposite windows of neighbouring dwellings where direct view is not restricted by screening or planting?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are the main windows and balconies of a dwelling directed toward the front and rear of a site?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do openings along side walls avoid direct views through windows of adjacent dwellings?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have dwellings been designed so that internal noise levels from external sources do not exceed the parameters set out in Council's Noise Control Code?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do the internal arrangements of rooms for a dwelling ensure adequate privacy for both the dwelling itself and any adjoining dwellings?	<input type="checkbox"/> yes <input type="checkbox"/> no
If located on a state road, are solid front garden walls and fences up to a maximum of 1.8 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has the fencing been designed appropriately?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are the fences on side or rear property boundaries less than 1.8 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no
If there is a front fence: <ul style="list-style-type: none"> ○ Is it less than 1 metre in height? 	

Appendix 2

Development Application Requirements and Checklists

11. Housing for Seniors or People with a Disability

<ul style="list-style-type: none"> ○ Does it highlight building entrances and allow street surveillance? ○ Does it relate to the design and style of the dwelling? ○ Is it co-ordinated with other fences in the street? ○ Does it address both street frontages on a corner site or site with rear lane access? 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p>Have colorbond, galvanised or aluminium sheeting or profiled fibro fences been used?</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p>Is a Site Analysis included in your Development Application?</p>	<input type="checkbox"/> yes <input type="checkbox"/> no

12. Outbuildings

SITE PLAN

The site plan shall be drawn at a scale of 1:200 or 1:500 and include:

- (a) Location and dimensions of the site including location of the proposed outbuilding relative to boundaries and existing structures on site.
- (b) Location and dimensions of any easements.
- (c) Levels of the outbuilding floor relative to adjoining ground levels.
- (d) North point.
- (e) Location of vehicular crossings including obstructions such as power poles and gully pits.
- (f) Location of existing vegetation including trees having a girth in excess of 300mm.
- (g) Existing and proposed drainage lines including absorption trenches, as necessary.

PLANS

The general plan shall be drawn at a scale of 1:100 or 1:50 and include:

- (a) Plan of each elevation and each floor level.
- (b) Height and construction of the building.
- (c) A sectional elevation of the building.
- (d) Driveway profile at a scale of 1 in 20 where grades exceed Council's design requirements or where site conditions create difficulties with access, e.g. significant cross-fall.
- (e) Maximum height of the building above natural ground.
- (f) Levels of the floor and natural ground levels adjoining the building.

Where work involves additions or alterations to an existing building, all copies of the general plan shall be coloured to distinguish any new work from existing work.

13. Food Premises

(a) Development Application Requirements

Council approval is required for all food premises and the following information and documentation is required to accompany a development application:

1. A development application form correctly filled in.
2. Plans required:
 - Floor plans, scale 1:100
 - Sectional elevation, scale 1:100 – through any building showing details of mechanical ventilation including inlets and outlets.
 - Site plan, Scale 1:200 – including car parking, adjacent land uses and refuse area
 - Mechanical exhaust ventilation plans
 - Hydraulic plans – detailing plumbing connections, floor waste positions
 - Schedule of finishes
 - Layout of all equipment
 - Door and window openings
 - Customer seating area – square metres of floor space and number of seats
 - Customer and staff toilet details
 - Statement of environmental effects

Appendix 5, diagram 6 gives example of floor plans, elevations and mechanical ventilation drawings excepted by Council.

3. Other information required at time of application:
 - details of food safety training for owners and managers for example, certificates.
4. Construction certificate plans must address all conditions specified on the development application.

(b) Improvement Notice, Prohibition Order and Penalty Infringement Notice

Non-compliance to the Food Act 2003, Food Regulation 2004 and/or Food Standards Code may result in Council, or other Authorised Officer, issuing Improvement Notices, Prohibition Order and/or Penalty Infringement Notice under Part 5 of the Food Act 2003, which specify:

IMPROVEMENT NOTICE

- (a) In the course of an inspection by Officers of Council or an Authorised Officer, an Improvement Notice may be issued to the proprietor of the premises to carry out works specified in the notice.
- (b) An Improvement Notice is issued when Officers of Council or an Authorised Officer believes that:

- (i) The premises, equipment or food transport vehicle is in an unclean or insanitary condition; or
 - (ii) The premises, equipment or food transport vehicle is unfit for the purpose for which it is designed or intended to be used for; or
 - (iii) The non-compliance with any part of the Food Standards code.
- (c) An Improvement Notice shall be complied with within 24 hours or period specified in the notice.
- (d) The proprietor, of whom the Improvement Notice is issued to, may submit in writing within the specified compliance period to have the time extended for works to be carried out specified in the Notice. Depending on the severity and impact to public health, Council, or other Authorised Officers, may grant extension.

PROHIBITION ORDER

- (a) A Prohibition Order may be issued to the proprietor of the premises when:
- (i) The Improvement Notice issued has not been complied with within the specified time, or
 - (ii) Officers of Council or other Authorised Officers believe that the issue of order is necessary to prevent or mitigate a serious danger to public health.
- (b) When a Prohibition Order is issued:
- (i) No food intended for sale is to be handled on the specified premises; or
 - (ii) No food intended for sale is to be conveyed in a specified vehicle; or
 - (iii) Specified equipment is not to be used in connection with the food intended for sale; or
 - (iv) No food intended for sale is handled by the food premises in a specified way or purpose until such time an inspection is taken place by Council Officers or other authorised Officers and a certificate of clearance is issued to the proprietor whom the Prohibition Order is issued to.
- (c) The proprietor may request in writing for a re-inspection to be undertaken on the premises prior to the specified time stated in the Prohibition Order. Officers of Council or other Authorised Officers shall inspect the premises within 48 hours upon the receipt of the request.
- (d) Contravention of a Prohibition Order may result in a maximum penalty of \$55,000 for individuals and \$275,000 for a corporation.

PENALTY INFRINGEMENT NOTICE

- (a) Penalty Infringement Notice may be known as 'on the spot fines' that are issued to individual or the proprietor of the food premises when the Food Act 2003, Food Regulation 2004 and/or Food Standards Code are breached.
- (b) Penalty Infringement Notice can be issue during the course of an inspection.
- (c) Breach of relevant act and regulation may result a cost of \$110 to \$1320 per offence or breach.

(c) Tables

TABLE 1 – Floor finishes for food premises

Area	Accepted Floor Finish	Comment
Food preparation	Ceramic/Quarry tiles, polyvinyl sheet, laminated thermosetting plastic sheet, stainless steel non-slip profile, epoxy resins	floor tiles to be epoxy grouted AS 3554, quarry tiles to be sealed,
Clean up	Ceramic/Quarry tiles, polyvinyl sheet, laminated thermosetting plastic sheet, stainless steel non-slip profile, epoxy resins	cork tiles to be sealed
Servery	Ceramic/Quarry tiles, polyvinyl sheet, laminated thermosetting plastic sheet, stainless steel non-slip profile, epoxy resins, plastic matting	polyvinyl & plastic sheeting to consist of heat-welded joints (not appropriate in high heat areas),
Food storage	Ceramic/Quarry tiles, polyvinyl sheet, laminated thermosetting plastic sheet, stainless steel non-slip profile, epoxy resins, vinyl tiles, steel trowel case hardened concrete	stainless steel to consist of welded joints
Vegetable preparation & storage	Ceramic/Quarry tiles, polyvinyl sheet, laminated thermosetting plastic sheet, stainless steel non-slip profile, epoxy resins	plastic matting to be used for safety and shall be suitable size to allow easy cleaning.
Coolroom/ Freezers	Ceramic/Quarry tiles, polyvinyl sheet, laminated thermosetting plastic sheet, stainless steel non-slip profile, epoxy resins, steel trowel case hardened concrete	concrete to consist of smooth finish sealed and with no joints, wooden flooring to be sealed
Waste storage	Ceramic/Quarry tiles, polyvinyl sheet, laminated thermosetting plastic sheet, stainless steel non-slip profile, epoxy resins	
Dining	Ceramic/Quarry tiles, polyvinyl sheet, laminated thermosetting plastic sheet, stainless steel non-slip profile, epoxy resins, steel trowel case hardened concrete, carpet/carpet tiles, wooden flooring, vinyl tiles, plastic matting, cork tiles	

TABLE 2 – Wall Finishes For Food Premises

Area	Accepted WALL Finish	Comment
Food preparation	Stainless steel, ceramic tiles, vinyl sheet, aluminium sheet, trowelled cement, pre-formed panels	Stainless steel/aluminium sheet to consist of welded joints & waterproof screw covers, wall tiles to be epoxy grouted, heat welded joints to vinyl, polished surface to trowelled cement, pre-formed panels joints to be mastic sealed wall to be integrated into dwarf wall or set on plinth (food prep. Or wet areas only), painted plaster/trowelled cement/ concrete to be sealed smooth finished, flush joints to painted brickwork, wood panelling to be sealed
Clean up	Stainless steel, ceramic tiles, vinyl sheet, aluminium sheet, pre-formed panels	
Servery	Stainless steel, ceramic tiles, vinyl sheet, aluminium sheet, trowelled cement, pre-formed panels	
Food storage	Stainless steel, ceramic tiles, vinyl sheet, painted plaster, aluminium sheet, trowelled cement, painted brickwork, concrete, pre-formed panels	
Vegetable preparation & storage	Stainless steel, ceramic tiles, vinyl sheet, aluminium sheet, trowelled cement, pre-formed panels	
Coolroom/ Freezers	Stainless steel, ceramic tiles, vinyl sheet, aluminium sheet, trowelled cement, pre-formed panels	
Waste storage	Stainless steel, ceramic tiles, vinyl sheet, painted plaster, aluminium sheet, steel sheet, trowelled cement, painted brickwork, concrete, pre-formed panels	
Dining	Stainless steel, ceramic tiles, vinyl sheet, painted plaster, feature brick, aluminium sheet, trowelled cement, wood panelling, painted brickwork, concrete, pre-formed panels	

TABLE 3 – Ceiling Finishes For Food Premises

Area	Accepted WALL Finish	Comment
Food preparation	Painted plaster, steel sheet, trowelled cement, concrete, pre-formed panels	Painted plaster to be smooth finished, Trowelled cement to be polished, Wood panelling to be sealed, Concrete to be sealed and smooth
Clean up	Painted plaster, steel sheet, trowelled cement, concrete, pre-formed panels	
Servery	Painted plaster, steel sheet, trowelled cement, concrete, pre-formed panels	
Vegetable preparation & storage	Painted plaster, steel sheet, trowelled cement, concrete, pre-formed panels	
Food storage	Painted plaster, steel sheet, trowelled cement, concrete, pre-formed panels	
Coolroom/ Freezers	Pre-formed panels	
Waste storage	Painted plaster, steel sheet, trowelled cement, concrete, pre-formed panels	
Dining	Painted plaster, steel sheet, trowelled cement, wood panelling, concrete, pre-formed panels, acoustic panels, decorative panels	

TABLE 4 – Minimum Sink Equipment Requirement

Premises	Minimum Sink Equipment Requirement					Comments
	SINGLE BOWL SINK	DOUBLE BOWL SINK	SINGLE BOWL SINK, DISHWASHER/GLASSWASHER	DOUBLE BOWL SINK, DISHWASHER/GLASSWASHER	TRIPLE BOWL SINK	
Pre-packaged food and/or uncut fruit and vegetables sold	•					Dishwasher/glasswasher and single bowl sink (where all equipment used for food will fit in the dishwasher/glasswasher) or A double bowl sink and a dishwasher/glasswasher (where some equipment has to be washed/sanitised in the sink) or A triple bowl sink (where rinsing is required before or after sanitising e.g., wash, rinse, sanitise procedure or wash, rinse/sanitise, rinse procedure)
All other premises		•	•	•	•	

TABLE 5 – Requirement For Cleaning And Sanitising

Cleaning and sanitising process	Minimum requirements
Premises using equipment that is – - is required to be washed in sinks; - equipment will not fit in a standard double bowl sink; and - equipment does not require sanitising	Single pot or double pot sink of size adequate for largest equipment
Premises where foods are prepared by immersion into water	Designated food preparation sink(s)
Premises where floor, etc., are wet washed	Cleaners sinks floor waste or the like
Premises where floors and/or equipment are to be hosed	Hose connections

TABLE 6 – Design & Construction Requirement For Fixtures, Fittings and Equipment

Type of fixture, fitting or equipment	Design requirements
Single or multi unit refrigerated cabinets	<p>Stainless steel finish cast or welded in one piece, free of open or rough joints, cracks and crevices and rough surfaces</p> <p>Raised edge at each opening with sufficient height lip to prevent spillage into food storage areas.</p>
Benches, bar units, food display units, window & self service display units and bain-maries	<p>All surfaces top and bottom shall be impervious to moisture smooth and durable.</p> <p>Window display for wet foods, eg., fresh meat, fish & poultry shall form a constant barrier and be installed in accordance with AS/NZS 3500.2.2</p>
Cupboards and cabinets	<p>The surface of the material used to cover cupboards and cabinets must be finished with a material that is impervious to moisture and consist of a smooth, washable surface.</p> <p>Cupboards and cabinets shall be fixed directly to wall with no backing material. The wall must consist of a material which is impervious to moisture and is smooth and washable.</p>
Doors for cupboards and cabinets	<p>All sliding doors are required to be hung from the top of the door and bottom guides shall finish at a minimum of 25mm from each end.</p>
Counters for food preparation in servery area	<p>Protective barrier must be provided to form a barrier between the customer and all food.</p>
Food conveyors	<p>Areas where food is conveyed must be impervious to moisture, continuous and free of open joints.</p> <p>Areas must be easily accessible for cleaning.</p>

TABLE 7 – Materials Used With Food Premises

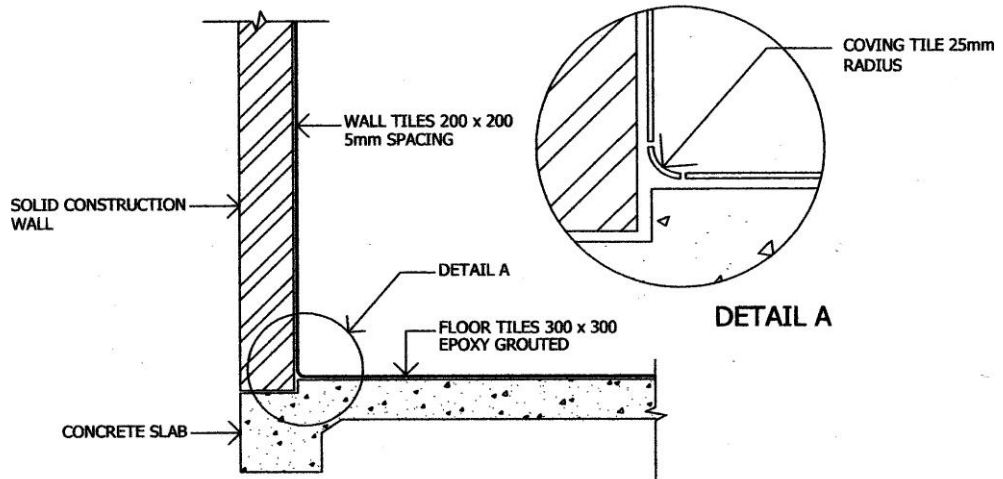
Materials	Application	Comments
Stainless steel	To be used where food preparation is undertaken	Hard-wearing Withstand rigorous cleaning and constant food contact
Iron and mild steel	To be used where no food preparation is undertaken and food is not in contact with the surface	Painted is recommended to control corrosion Galvanised iron should not be used as chemical reaction can take place with food acids and detergents
Copper and alloys (brass, bronze)	Not suitable for use where food preparation is undertaken (must be coated with tin)	Resistant to corrosion
Aluminium	Appropriate for cooking equipment	
Plastics	Appropriate for any use	
Laminates	Laminated materials are not to be used for shelving or surfaces where they are susceptible to water damage eg wash up areas	
Sealed wood	Not to be used in areas where food preparation is undertaken or areas cleaned frequently with water May be used if sealed eg bar areas	Wooden chopping boards are acceptable, however must be maintained from wear and tear and cleaned on a constant basis

TABLE 8 – Equipment Supports

Support	Requirements
Wheels or castors	<p>Wheels or castors shall be designed to support and manoeuvre fully loaded equipment</p> <p>Suitable space must be provided to enable equipment to be manoeuvred for cleaning purposes</p> <p style="text-align: right;">(Ensure Workcover requirements are met)</p>
Plinths	See plinth detail and materials used for floors
Legs	<p>Supporting legs shall be of a durable resistant material such as metal or moulded plastic</p> <p style="text-align: center;">Tubular steel must be capped or sealed to prevent the harbourage of vermin</p> <p style="text-align: center;">Legs shall be finished with a smooth material impervious to moisture</p> <p>Legs shall provide a minimum clearance of 150mm from the floor to the underside of the equipment</p> <p style="text-align: right;">See service pipe detail</p>
Brackets	<p style="text-align: center;">Brackets shall be of a durable resistant material such as metal</p> <p style="text-align: center;">Tubular steel must be capped or sealed to prevent the harbourage of vermin</p> <p style="text-align: center;">Brackets consisting of hollow backs shall be sealed</p> <p>Supporting brackets shall be fixed to eliminate crevices, and provide a minimum of 150mm clearance between the floor and the underside of the fitting</p> <p style="text-align: right;">See service pipe detail</p>
Framework	<p style="text-align: center;">Framework shall be of a durable resistant material such as metal</p> <p style="text-align: center;">Tubular steel must be capped or sealed to prevent the harbourage of vermin</p> <p style="text-align: right;">Framework consisting of hollow backs shall be sealed</p>

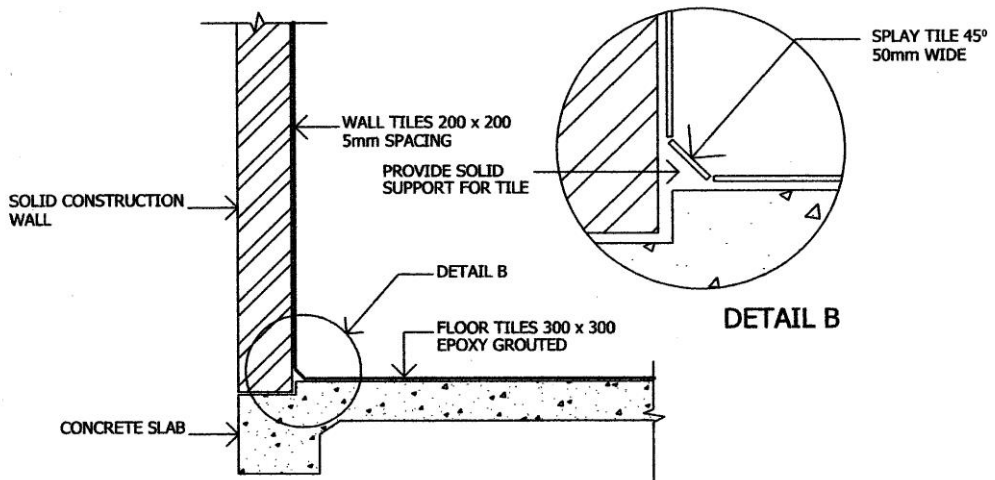
(d) Diagrams

DIAGRAM 1 - Coving



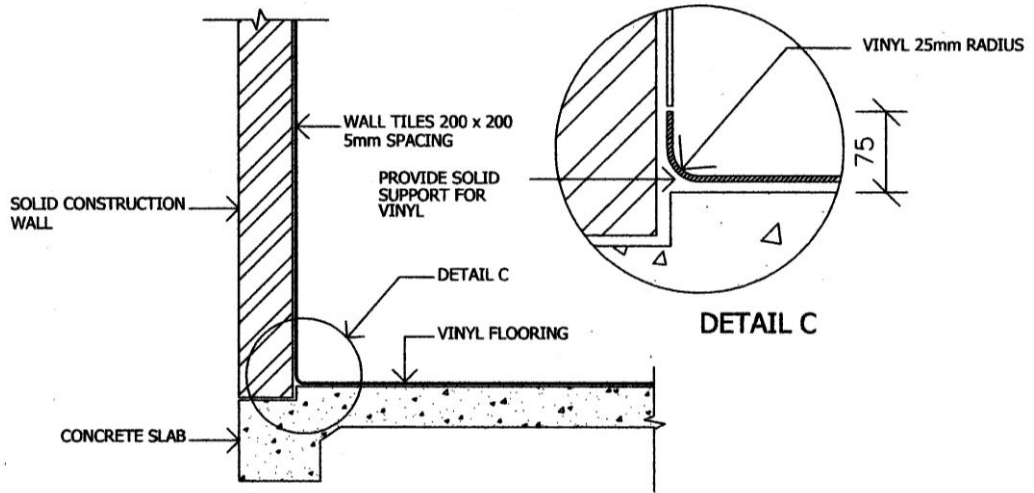
TILE COVING DETAIL

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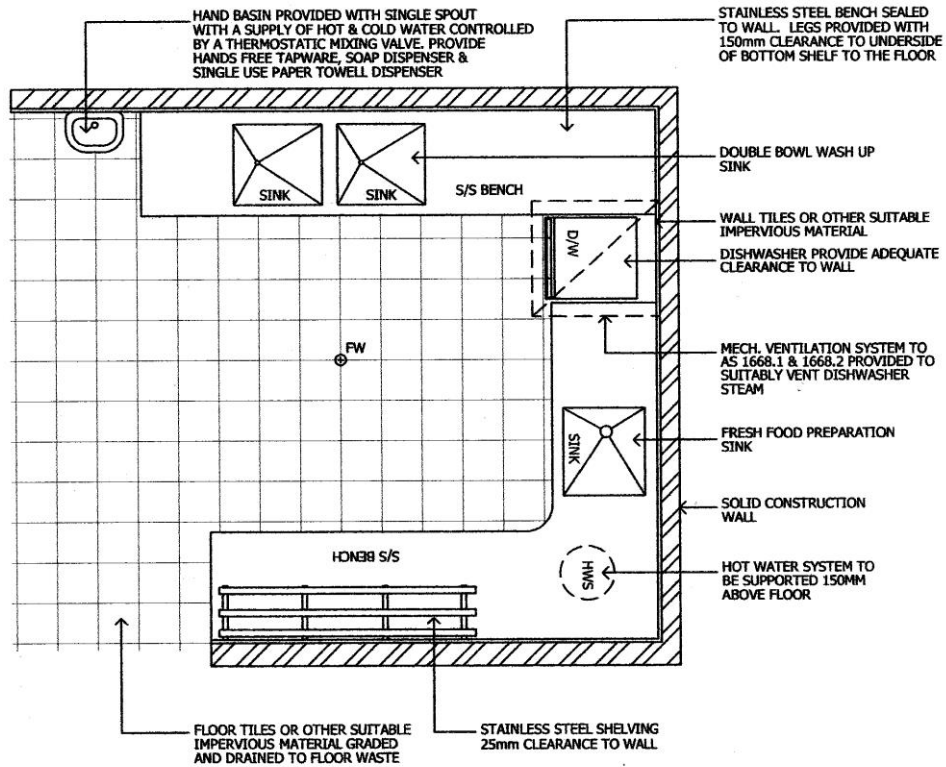
SPLAY TILE COVING DETAIL

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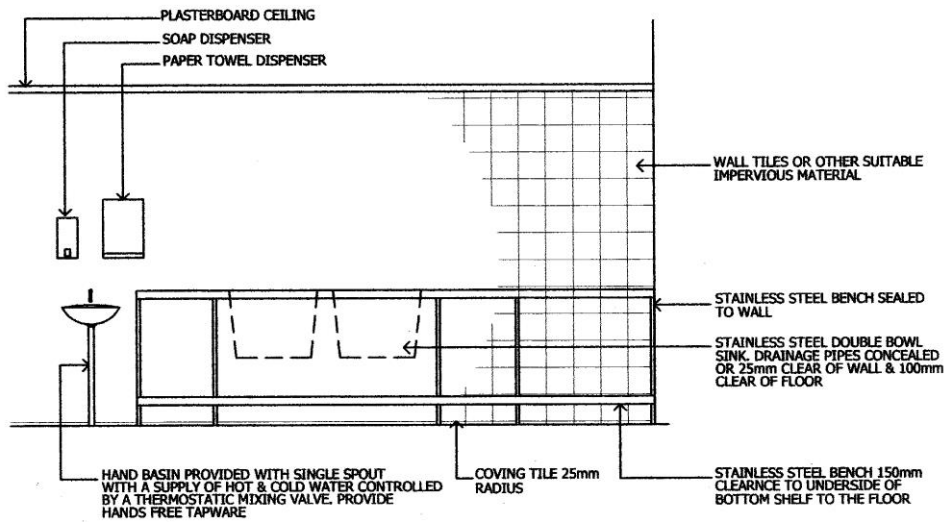
VINYL COVING DETAIL
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DIAGRAM 2 – Example Of A Clean Up Area



PLAN CLEANING AREA

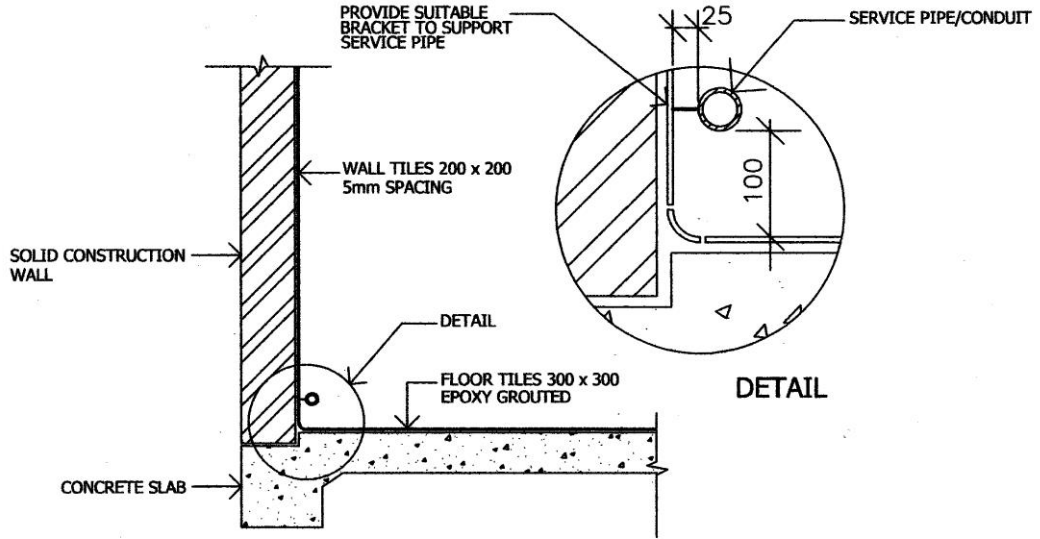
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ELEVATION CLEANING AREA

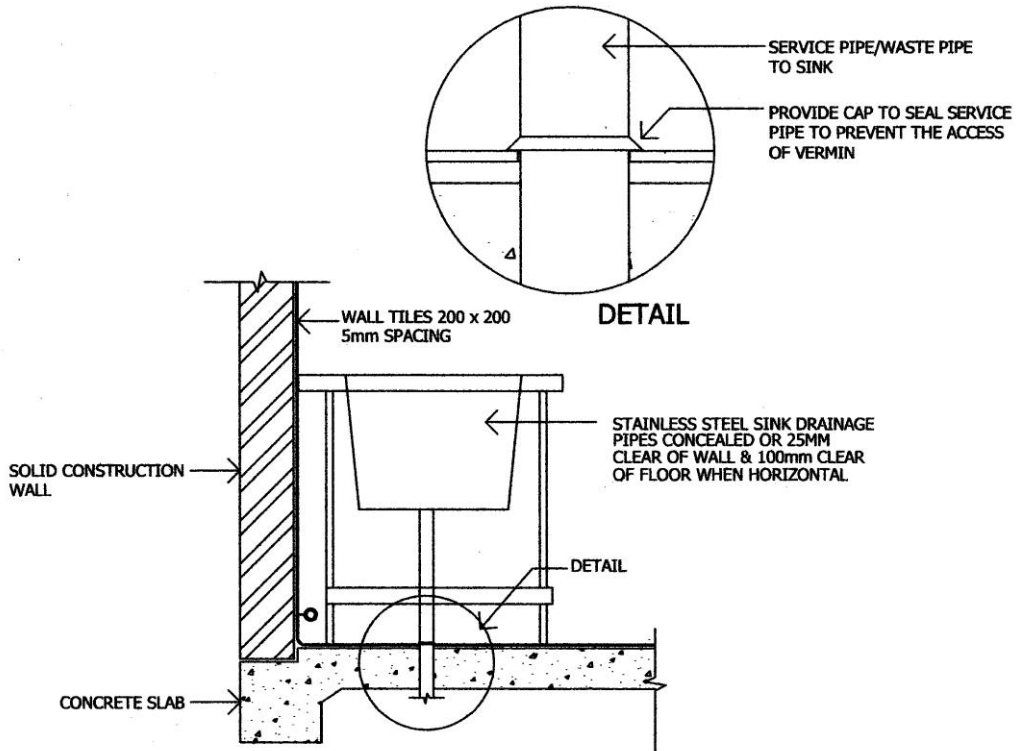
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DIAGRAM 3 – Clearance For Service Pipes And Conduits



SERVICE PIPE CONDUIT DETAIL

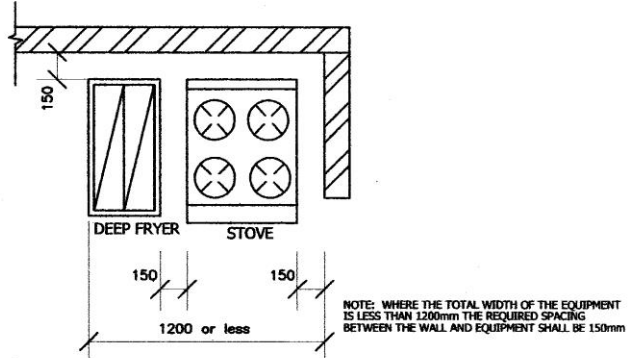
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SERVICE PIPE THROUGH FLOOR DETAIL

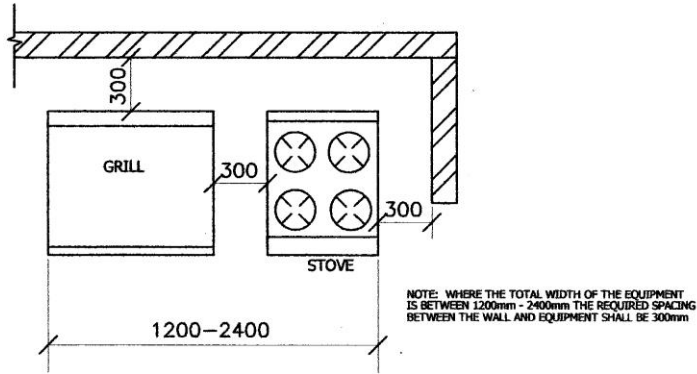
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DIAGRAM 4 - Equipment Spacing



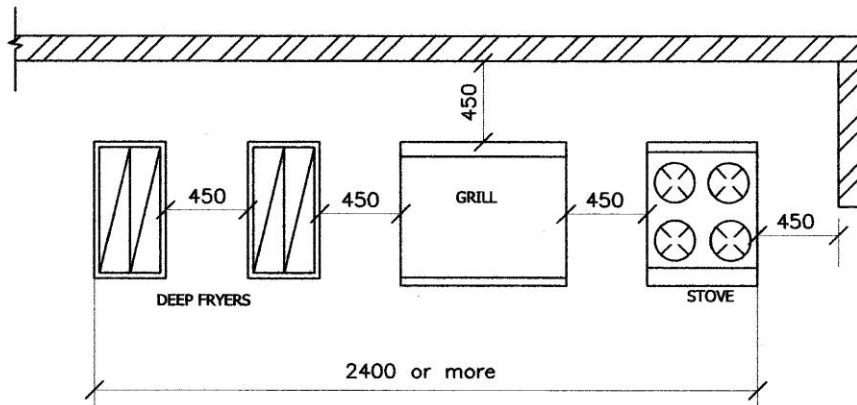
EQUIPMENT SPACING 150mm

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EQUIPMENT SPACING 300mm

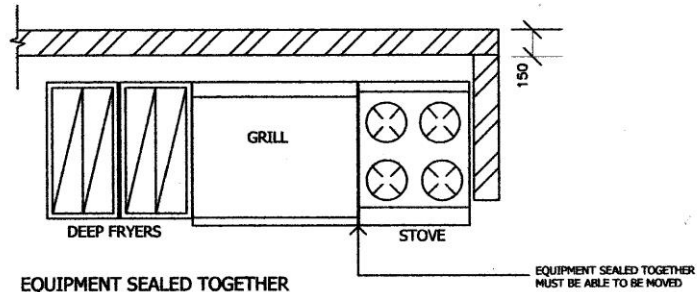
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EQUIPMENT SPACING 450mm

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NOTE: WHERE THE TOTAL WIDTH OF THE EQUIPMENT IS GREATER THAN 2400mm THE REQUIRED SPACING BETWEEN THE WALL AND EQUIPMENT SHALL BE 300mm



NOTE: WHERE EQUIPMENT IS SEALED TOGETHER EQUIPMENT MUST BE ON WHEELS/CASTORS AND ADEQUATE SPACE PROVIDED TO WALLS

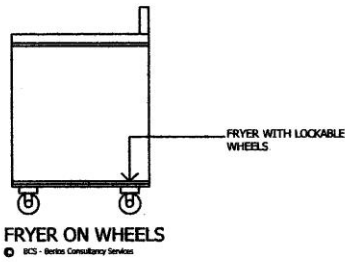
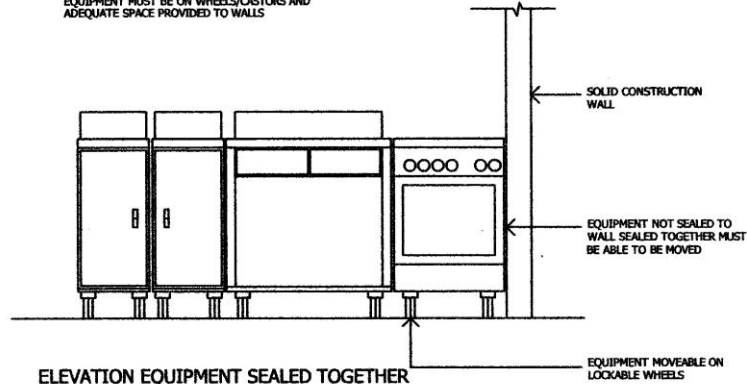
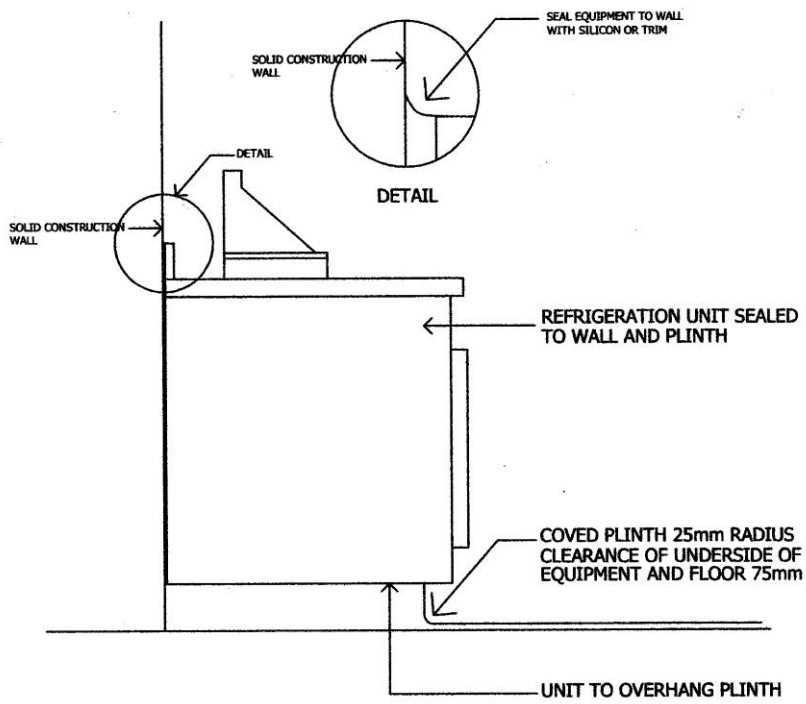


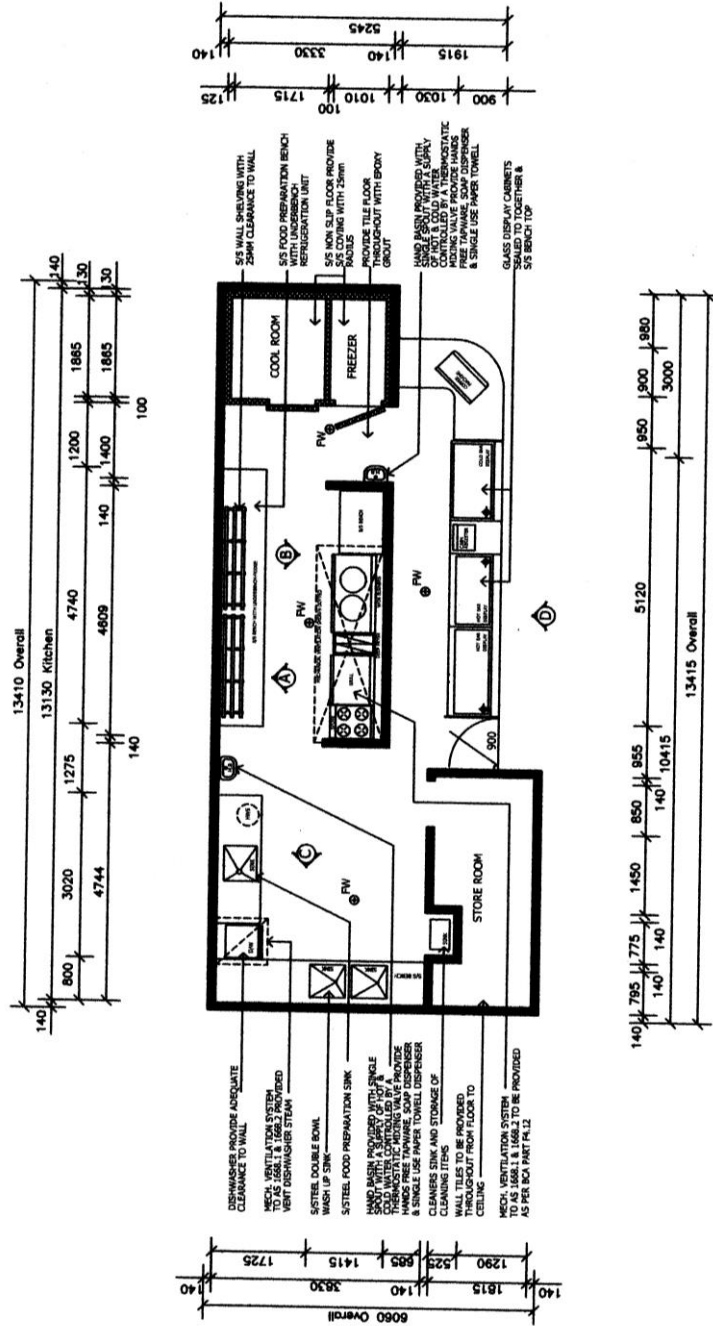
DIAGRAM 5 – Plinth Details



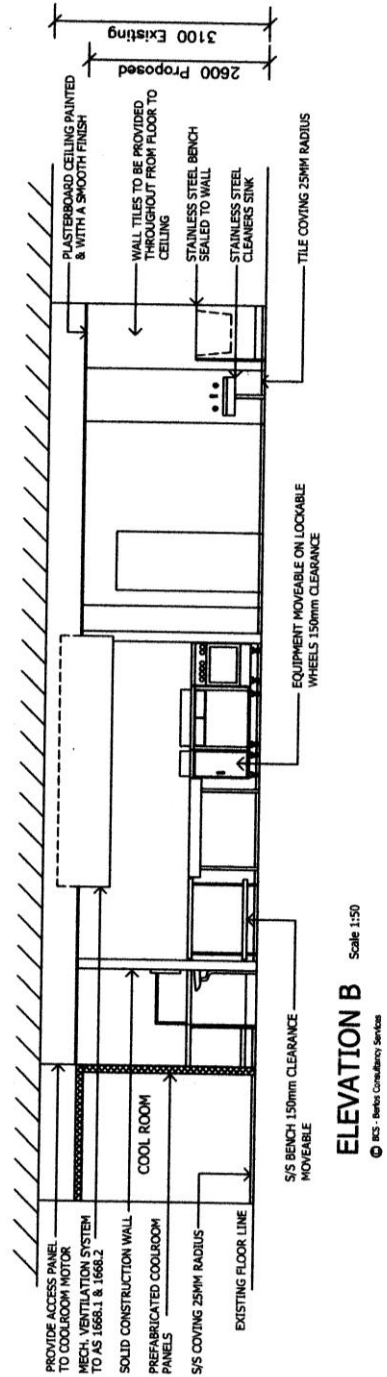
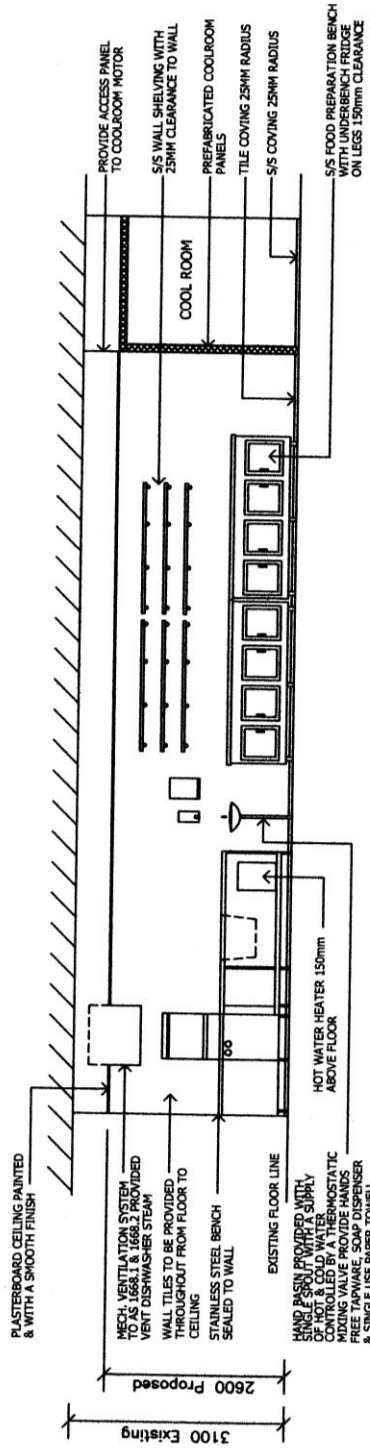
PLINTH DETAIL

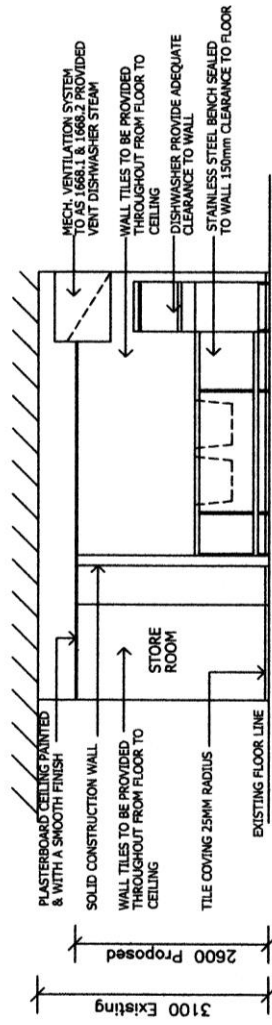
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DIAGRAM 6 – Floor Plans and Elevations

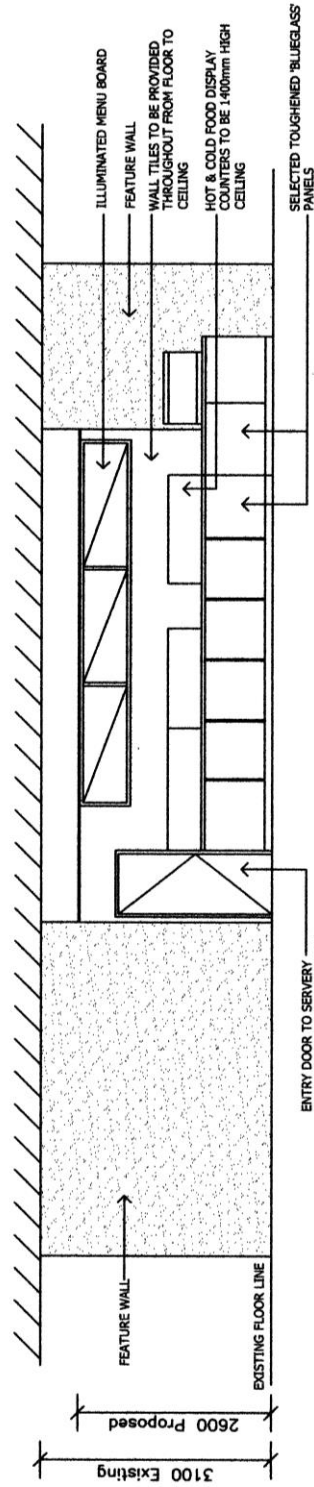


TYPICAL FLOOR PLAN Scale: 1:50
© NCI - Incept Consultancy Services

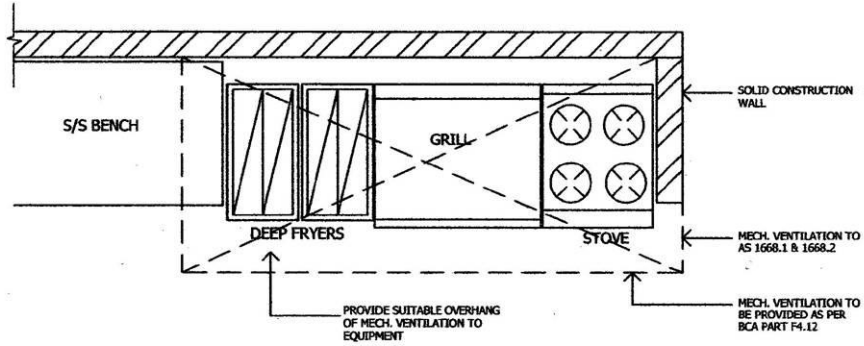




ELEVATION C Scale 1:50
© BCS - Bechtel Consultancy Services

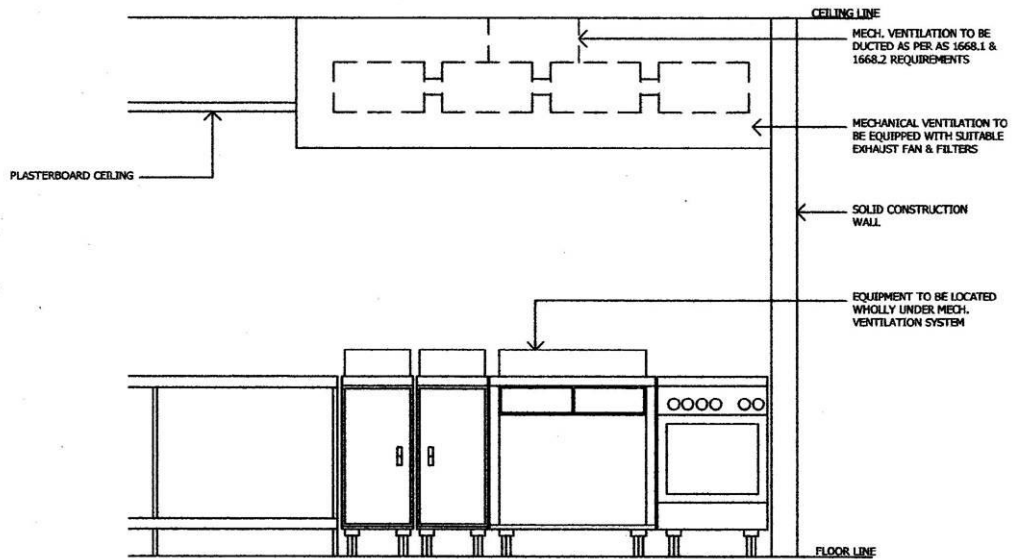


ELEVATION D Scale 1:50
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PLAN MECHANICAL VENTILATION

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ELEVATION MECHANICAL VENTILATION

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14. Radiocommunications and Telecommunications

(a) Development Application Requirements

- The infrastructure provider is to provide information as requested by Council about the applicant's existing infrastructure in the area to assist with consideration of this application.
- The applicant is to provide Council with:
 - its rationale for deciding whether the proposal is low or a non-low-impact facility an EMR assessment in accordance with the ARPANSA prediction methodology and report format as described in the ACIF Code;
 - a 360° prediction map of exposure levels at 1.5m above publicly accessible surfaces within 300 metres and listed as a likely community sensitive location at 5.1(c) in the ACIF Code, or for other sites upon request;
 - the information listed in the checklist (see Appendix 5);
 - photo montage of the proposed facility in context of the location;
 - the results of any community consultation process, consistent with requirements in the ACIF Code for a low impact facility;
 - statement of environmental effects; and
 - site and locality analysis.
- Upon request, the applicant is to provide extra documentation such as a heritage report/impact statement, should the site be identified as located within an area of environmental significance.
- The Mobile providers must provide compliance evidence that indicates that exposure details contained in the application are true and accurate, consistent with the ACIF Code. Other radiocommunication infrastructure providers must provide an EMR compliance certificate as to exposure details in the application.

Site and Locality Analysis

A site and locality analysis establishes the development context by showing graphically the constraints and opportunities of the proposed site in relation to existing land uses and existing buildings in the immediate surroundings and the environment generally. It should influence the suitability of the proposed location and the design.

A site and locality analysis plan is to be submitted with all applications and should indicate in relation to the proposed site for a radius of 300 metres:

- existing vegetation;
- site boundaries and dimensions;
- topography;
- location of existing buildings;
- views to and from the proposed site; and
- location of any sensitive land use within the adjacent area.

The site and locality analysis must be to scale.

Statement of Environmental Effects

A written statement is to be prepared and must explain how the proposed radiocommunications or telecommunications facility has responded to the site analysis and the objectives of this DCP.

This statement is to demonstrate how the precautionary principle has been applied in the siting, design and operation of the proposed facility, included in Sections 5.1, 5.2 and 5.7 of the ACIF Code.

(b) Conditions of Development Application Approval

The applicant is advised that the approval may be subject to a number of conditions, including but not restricted to the following:

- The applicant is responsible for the maintenance and upgrading of infrastructure and the maintenance of the site;
- The applicant, should any emissions other than electromagnetic radiation arise from the installation and operation of the infrastructure, is to notify Council and the Department of Environment and Conservation, and to recommend a preferred strategy of amelioration;
- Infrastructure must be removed when it is no longer in use at the expense of the carrier/s; and
- For each facility, a permanent and legible weatherproof sign must be publicly visible in the immediate proximity of the facility to identify the name and contact details of the operator or site manager.

(c) Compliance Checklist

	<u>Required</u>	Supplied
Making an application		
Has the proponent provided council with its information on infrastructure in this council's jurisdiction?		
Is the proposal low impact or not low impact?		
<ul style="list-style-type: none"> ▪ Has adequate justification been provided for this decision? ▪ Has the proponent provided a map of predicted exposure levels at 1.5m above publicly accessible surfaces within 300m and listed as a likely community sensitive location at 5.1© in the ACIF Code? 	<ul style="list-style-type: none"> ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪
Has the proponent provided cross sectional diagrams?		
Has the proponent provided a photo montage of the facility in context of the location?		
Has the proponent provided a community consultation proposal where required under the ACIF Code?		
Has the proponent provided a heritage report/impact statement in accordance with Council's LEP (if required)?		
Has the proponent provided professional certification that exposure details contained in the application are true and accurate?		
Site analysis		
Has the proponent submitted a scaled site and adjacent locality analysis plan showing: <ul style="list-style-type: none"> ▪ Existing vegetation; ▪ Site boundaries and dimensions ▪ Topography ▪ location of existing buildings; ▪ views to and from the proposed site; ▪ location of sensitive land uses? 		
Public notification/consultation		
Has the proponent consulted with affected adjoining councils (where relevant)?		
Has the proponent consulted with council about how best to conduct community consultation?		
Does the application provide for visible permanent signage on site?		
Has the proponent advised relevant community groups?		
Has the proponent placed an advertisement in the local paper (if appropriate)?		
Has the proponent conducted a public meeting (if appropriate)?		
Has the proponent provided council with the results of its community consultation process?		
Has the proponent adequately considered the issue of ethnic language?		
Has the proponent erected a sign on site notifying of its intention to construct that provides its contact details for facilities covered by the LIF Determination?		

Design Controls/Council's requirements		
<i>1. Visual amenity</i>		
Has the facility been designed so as to minimise visual impact from the public domain?		
Does the design minimise or reduce the cumulative visual impact from the public domain?		
Does the design take account of <ul style="list-style-type: none"> ▪ colour; ▪ texture; ▪ form; ▪ bulk and scale? 		
Is the infrastructure: <ul style="list-style-type: none"> ▪ well designed; ▪ integrated with existing building structure; ▪ incorporating concealed cables; ▪ integrating the shelters with building structure; ▪ unobtrusive; ▪ consistent with the character of the surrounding area? 		
Does the plan include removal of the infrastructure when it is redundant?		
Does the plan include restoration of the site following construction of the infrastructure?		
<i>1. Co-location</i>		
Does the plan require co-location? If so, <ul style="list-style-type: none"> ▪ Does it result in an unacceptable visual impact? ▪ Does it minimise cumulative emissions for neighbouring residents or other sensitive land uses? 		
<i>2. Location</i>		
Has the proponent demonstrated that, in selecting a site, it has adopted a precautionary approach in regards to minimising EMR exposures?		
Is the facility in a preferred land use area?		
If the facility is in a sensitive area has it considered ACIF 5.1.4?		
<i>3. Environment and heritage</i>		
Is the infrastructure in a heritage area/on a heritage building/in the vicinity of heritage items requiring development consent?		
Have measures been implemented to reduce visual impact on the heritage item or conservation area?		
Has the proponent provided a heritage report/impact statement?		
Has the proponent considered minimising physical impact on flora & fauna?		
Are any emissions other than electromagnetic expected?		

<i>4. Facility physical design controls</i>		
Has the carrier demonstrated that the infrastructure is of high quality design and construction?		
Does the plan include measures to restrict public access to the antenna(s)?		
Does the facility comply with the Building Code of Australia (not relevant for facilities covered by the LIF Determination) and other relevant Australian standards?		
<i>5. Facility health controls</i>		
Has the proponent demonstrated the measures it has taken to minimise EMR exposures in the adjacent area?		
Has the proponent provided a statement that the proposed facility complies with the relevant Australian exposure standard?		

(d) Low Impact Determination

**Low Impact Determination
Commonwealth of Australia**
TELECOMMUNICATIONS (LOW-IMPACT FACILITIES)
DETERMINATION 1997

I, RICHARD KENNETH ROBERT ALSTON, Minister for Communications and the Arts, acting under subclause 6(3) of Schedule 3 to the *Telecommunications Act 1997* and section 4 of the *Acts Interpretation Act 1901*, make the following determination.

Dated 1997

Minister for Communications, Information Technology and the Arts

Part 1 – Preliminary

1.1 Citation

This determination may be cited as the Telecommunications (Low-impact Facilities) Determination 1997.

1.2 Commencement

This determination commences on 1 July 1997. Amendment No. 1 commences on gazettal.

[Note: See *Acts Interpretation Act 1901*, ss. 46A and 48.]

Background to determination

Part 1 of Schedule 3 to the Telecommunications Act 1997 authorises a carrier to enter on land and install a facility if the facility is a low-impact facility.

Under subclause 6(3) of Part 1, the Minister may, by written instrument, determine that a specified facility is a low-impact facility.

Under subclauses 6(4), (5) and (7), certain facilities cannot be low-impact facilities:

- designated overhead lines
- a tower that is not attached to a building
- a tower attached to a building and more than 5 metres high
- an extension to a tower that has previously been extended
- an extension to a tower, if the extension is more than 5 metres high.

A facility cannot be a low-impact facility unless it is specified in this determination. Therefore, overhead cabling and new mobile telecommunications towers are not low-impact facilities.

Also, a facility will be a low-impact facility only if it is installed in particular areas identified in this determination. The areas have an order of importance, based on zoning under State or Territory laws, so that any area only has its “highest” possible zoning. The order of priority is:

- area of environmental significance
- residential areas
- commercial areas
- industrial areas
- rural areas.

One effect of this determination is that a facility in an area of environmental significance cannot be a low-impact facility.

Rules for the installation and maintenance of a low-impact facility can be found in Schedule 3 to the Telecommunications Act and the Telecommunications Code of Practice 1997.

Simplified outline of determination

The determination has 3 Parts.

Part 2 identifies areas in which a facility may be installed, by reference to zoning arrangements under State and Territory planning laws.

Part 3 and the Schedule identify the low-impact facilities.

Definitions for words and expressions used in this determination are to be found in section 1.3.

1.3 Definitions

In this determination:

Aboriginal person has the same meaning as in Schedule 3 to the Act;

Act means the *Telecommunications Act 1997*;

area of environmental significance has the meaning given by section 2.5;

co-located facilities means one or more facilities on or within:

- (a) an original facility; or
- (b) a public utility structure.

commercial area has the meaning given by section 2.1;

emergency, for the installation of a facility, means circumstances in which the facility must be installed without delay to protect:

- (a) the integrity of a telecommunications network or a facility; or
- (b) the health or safety of persons; or
- (c) the environment; or
- (d) property; or
- (e) the maintenance of an adequate level of service;

emergency services organisation has the same meaning as in subsection 265(11) of the Act;

Note: At the commencement of this determination, the emergency service organisations were:

- a police force or service
- a fire service
- an ambulance service
- a service specified in the numbering plan (see Act, s 455) as an emergency services organisation
- a service for despatching the force or service.

in-building subscriber connection equipment means a facility installed within a building with the aim of managing and maintaining the supply of carriage services to a customer of a carrier;

industrial area has the meaning given by section 2.2;

installation, for a facility, has the same meaning as in Part 1 of Schedule 3 to the Act;

Note: Installation includes:

- construction of the facility
- attachment of the facility to a building or other structure
- any activity ancillary to installation.

listed international agreement has the same meaning as in Schedule 3 to the Act;

Note: Listed international agreements are agreements specified in the regulations.

Nature Conservation Director means the Director of National Parks and Wildlife under the *National Parks and Wildlife Conservation Act 1975*;

original facility means the original structure that is currently used, or intended to be used, for connection to a telecommunications network where the original structure was:

- (a) in place on the date on which the Telecommunications (Low-impact Facilities) Determination 1997 (Amendment No 1 of 1999) took effect; or

- (b) installed after that date by means other than in accordance with Part 7 of the Schedule;

planning law, for an area, means a law of the State or Territory where the area is located dealing with land use, planning or zoning;

public utility has the same meaning as in Schedule 3 to the Act;

public utility structure means a structure used, or for use, by a public utility, for the provision to the public of:

- (a) reticulated products or services, such as electricity, gas, water, sewerage or drainage; or
- (b) carriage services (other than carriage services supplied by a carriage service provider); or
- (c) transport services; or
- (d) a product or service of a kind that is similar to a product or service covered by paragraph (a), (b) or (c);

relevant local government authority, for land in a State or Territory, means an authority of the State or Territory responsible for the local government of the area where the land is located;

residential area has the meaning given by section 2.3;

rural area has the meaning given by section 2.4;

significant environmental disturbance means a significant interference with the relationship between a species or community and its immediate environment or habitat and includes, for example, significant interference with identified flora and fauna, ecological communities, geological features, wilderness values or scientific values within an area;

subscriber connection means an installation for the sole purpose of connecting premises to a telecommunications network;

Torres Strait Islander has the same meaning as in Schedule 3 to the Act;

tower means a tower, pole or mast;

Note: A number of other words and expressions used in this determination are defined in the Telecommunications Act 1997 (see s7), including “carrier” and “facility”.

volume means the apparent volume of materials that constitute:

- (a) co-located facilities; or
- (b) an original facility; or
- (c) a public utility structure;

where the materials are visible from a point outside the co-located facilities, original facility or public utility structure.

Part 2 – Areas

2.1 Commercial area

An area is a commercial area if its principal designated use is for commercial purposes.

Note: The use of an area is to be assessed at the time mentioned in subsection 1.4(4).

2.2 Industrial area

An area is an industrial area if its principal designated use is for industrial purposes.

Note: The use of an area is to be assessed at the time mentioned in subsection 1.4(4).

2.3 Residential area

(1) An area is a residential area if its principal designated use is for residential purposes.

(2) A part of a built-up area is a residential area if it cannot otherwise be described as a commercial, industrial or rural area.

Note: The use of an area is to be assessed at the time mentioned in subsection 1.4(4).

2.4 Rural area

(1) An area is a rural area if its principal designated use is for rural purposes.

(2) An area that is not part of a built-up area is a rural area if it cannot otherwise be described as commercial, industrial or residential area.

Note: The use of an area is to be assessed at the time mentioned in subsection 1.4(4).

2.5 Area of environmental significance

(1) An area is an area of environmental significance if it is identified property for section 3A of the *World Heritage Properties Conservation Act 1983*.

(2) An area is an area of environmental significance if it is an identified property (within the meaning of section 3A of the *World Heritage Properties Conservation Act 1983*).

(3) An area is an area of environmental significance if it is a place that Australia is required to protect by the terms of a listed international agreement.

(4) An area is an area of environmental significance if, under a law of the Commonwealth, a State or a Territory:

(a) it is designated as a reserve for nature conservation purposes; and

(b) the principal purpose of the designated reserve is for nature conservation.

(5) An area is an area of environmental significance if it is an area that, under a law of the Commonwealth, or a State or Territory, is protected from significant environmental disturbance.

(6) An area is an area of environmental significance if it is entered in the Register of the National Estate or the Interim List for that Register.

- (7) An area is an area of environmental significance if, under a law of the Commonwealth, a State or a Territory, it consists of a place, building or thing that is entered in a register relating to heritage conservation.
- (8) An area is an area of environmental significance if, under a law of the Commonwealth, a State or a Territory, it is:
- (a) entered in a register; or
 - (b) otherwise identified;
- as being of significance to Aboriginal persons or Torres Strait Islanders, in accordance with their traditions.

Part 3 – Low-impact facilities

3.1 Facilities

- (1) A facility described in column 2 of an item in the Schedule is a low-impact facility only if it is installed, or to be installed, in an area mentioned in column 3 of the item.
- (2) However, the facility is not a low-impact facility if the area is also an area of environmental significance.
- (3) For subsection (1), trivial variations for a facility mentioned in column 2 are to be disregarded.
- (4) A facility that is ancillary to a facility covered by subsection (1) is also a low-impact facility only if it is installed, or to be installed, solely to ensure the protection or safety of:
- (a) the low-impact facility; or
 - (b) persons or property in close proximity to the low-impact facility.

SCHEDULE

Section 3.1

FACILITIES AND AREAS PART 1 –RADIO FACILITIES

Column 1	Column 2	Column 3
Item no.	Facility	Areas
1	Subscriber connection deployed by radio or satellite terminal antenna or dish: (a) not more than 1.2 metres in diameter; and (b) either: (i) colour-matched to its background; or (ii) in a colour agreed in writing between the carrier and the relevant local authority	Residential Commercial Industrial Rural
1A	Subscriber connection deployed by radio or satellite terminal antenna or dish: (a) not more than 1.8 metres in diameter; and (b) either: (i) colour-matched to its background; or (ii) in a colour agreed in writing between the carrier and the relevant local government authority	Industrial Rural
2	Panel, yagi or other like antenna: (a) flush mounted to an existing structure; and (b) either: (i) colour-matched to its background; or (ii) in a colour agreed in writing between the carrier and the relevant local authority	Residential Commercial Industrial Rural

SCHEDULE

PART 1 RADIO FACILITIES - continued

Column 1	Column 2	Column 3
Item no.	Facility	Areas
3	<p>Panel, yagi or other like antenna:</p> <ul style="list-style-type: none"> (a) not more than 2.8 metres long; and (b) if the antenna is attached to a structure – protruding from the structure by not more than 3 metres; and (c) either: <ul style="list-style-type: none"> (i) colour-matched to its background; or (ii) in a colour agreed in writing between the carrier and the relevant local authority 	<p>Residential Commercial Industrial Rural</p>
4	<p>An omnidirectional antenna or an array of omnidirectional antennas:</p> <ul style="list-style-type: none"> (a) not more than 4.5 metres long; and (b) not more than 5 metres apart; and (c) if the array is attached to a structure – protruding from the structure by not more than 2 metres 	<p>Industrial Rural</p>
5	<p>Radio communications dish:</p> <ul style="list-style-type: none"> (a) not more than 1.2 metres in diameter; and (b) either: <ul style="list-style-type: none"> (i) colour-matched to its background; or (ii) in a colour agreed in writing between the carrier and the relevant local authority; and (c) if attached to a supporting structure, the total protrusion from the structure is not more than 2 metres. 	<p>Residential Commercial Industrial Rural</p>

SCHEDULE

PART 1 RADIO FACILITIES - continued

Column 1 Item No	Column 2 Facility	Column 3 Areas
5A	Radio communications dish: (a) not more than 1.8 metres in diameter; and (b) either: (i) colour-matched to its background; or (ii) in a colour agreed in writing between the carrier and the relevant local government authority	Industrial Rural
6	Microcell installation with: (a) a cabinet not more than 1 cubic metre in volume; and (b) a separate antenna not more than 1 metre long	Residential Commercial Industrial Rural
7	In-building coverage installation: (a) to improve cellular coverage to mobile phone users operating inside a building; and (b) wholly contained and concealed in a building	Residential Commercial Industrial Rural
8	Equipment installed inside a structure, including an antenna concealed in an existing structure.	Commercial Industrial Rural
9	An extension to a tower if: (a) the height of the extension does not exceed 5 metres; and (b) there have been no previous extensions to the tower	Industrial Rural

SCHEDULE – continued

PART 2 UNDERGROUND HOUSING

Column 1 Item No	Column 2 Facility	Column 3 Areas
1	Pit with surface area of not more than 2 square metres	Residential Commercial Industrial Rural
2	Manhole with surface area of not more than 2 square metres	Residential Commercial Industrial Rural
3	Underground equipment shelter or housing with surface area of not more than 2 square metres	Residential Commercial Industrial Rural

PART 3 ABOVE GROUND HOUSING

Column 1 Item No	Column 2 Facility	Column 3 Areas
1	Pillar: (a) not more than 2 metres high: and (b) with a base area of not more than 2 square metres	Residential Commercial Industrial Rural

SCHEDULE

PART 3 ABOVE GROUND HOUSING – continued

Column 1	Column 2	Column 3
Item no.	Facility	Areas
2	Roadside cabinet: (a) not more than 2 metres high; and (b) with a base area of not more than 2 square metres	Residential Commercial Industrial Rural
3	Pedestal: (a) not more than 2 metres high; and (b) with a base area of not more than 2 square metres	Residential Commercial Industrial Rural
4	Equipment shelter: (a) not more than 2.5 metres high; and (b) with a base area of not more than 5 square metres; and (c) either: (i) colour-matched to its background; or (ii) in a colour agreed in writing between the carrier and the relevant local authority	Residential Commercial Industrial Rural

SCHEDULE

PART 3 ABOVE GROUND HOUSING – continued

Column 1 Item no.	Column 2 Facility	Column 3 Areas
5	<p>Equipment shelter:</p> <p>(a) used solely to house equipment used to assist in providing a service by means of a facility mentioned in Part 1; and</p> <p>(b) not more than 3 metres high; and</p> <p>(c) with a base area of not more than 7.5 square metres; and</p> <p>(d) either:</p> <p style="padding-left: 20px;">(i) colour-matched to its background; or</p> <p style="padding-left: 20px;">(ii) in a colour agreed in writing between the carrier and the relevant local authority</p>	<p>Residential</p> <p>Commercial</p> <p>Industrial</p> <p>Rural</p>
6	In-building subscriber connection equipment	<p>Residential</p> <p>Commercial</p> <p>Industrial</p> <p>Rural</p>
7	Solar panel with a base area of not more than 7.5 square metres	Rural

SCHEDULE - continued

PART 4 – UNDERGROUND CABLE FACILITIES

Column 1 Item No	Column 2 Facility	Column 3 Areas
1	<p>Underground conduit or cable deployed by:</p> <ul style="list-style-type: none"> (a) narrow trench not more than: <ul style="list-style-type: none"> (i) 450 millimetres wide; or (ii) 650 millimetres wide if intended to be used by more than one carrier; or (b) direct burial; or (c) bore or directional drill hole at least 600 millimetres below the surface; <p>where:</p> <ul style="list-style-type: none"> (d) access to business premises is not restricted between the hours of 8 am and 6 pm, Monday to Friday, or such other hours agreed to by the relevant local government authority; and (e) in relation to residential areas, not more than 100 metres of excavation is left open at any time and vehicle access to each property is not lost for more than 8 hours in total 	Residential Commercial Industrial Rural
2	<p>Conduit or cabling to be laid in:</p> <ul style="list-style-type: none"> (a) an existing trench; or (b) a trench created by a developer, relevant local government authority, public utility or carrier. 	Residential Commercial Industrial Rural
3	<p>Cable location marking post or sign</p>	Residential Commercial Industrial Rural

SCHEDULE – continued

PART 5 – PUBLIC PAYPHONES

Column 1 Item No	Column 2 Facility	Column 3 Areas
1	<p>Public payphones cabinet or booth:</p> <ul style="list-style-type: none"> (a) used solely for carriage and content services; and (b) not designed for other uses (for example, as a vending machine); and (c) not fitted with devices or facilities for other uses; and (d) not used to display commercial advertising other than advertising related to the supply of standard telephone services 	<p>Residential Commercial Industrial Rural</p>
2	<p>Public payphone instrument:</p> <ul style="list-style-type: none"> (a) used solely for carriage and content services; and (b) not designed for other uses (for example, as a vending machine); and (c) not fitted with devices or facilities for other uses; and (d) not used to display commercial advertising other than advertising related to the supply of standard telephone services or displayed as part of the supply of a content service 	<p>Residential Commercial Industrial Rural</p>

SCHEDULE – continued

PART 6 – EMERGENCY FACILITIES

Column 1 Item No	Column 2 Facility	Column 3 Areas
1	A temporary facility installed: (a) in an emergency; and (b) to provide assistance to an emergency services organisation	Residential Commercial Industrial Rural

PART 7 – CO-LOCATED FACILITIES

Column 1 Item No	Column 2 Facility	Column 3 Areas
1	Facility mentioned in: (a) Part 1, 5 or 6; or (b) item 3 of Part 4; installed on or within; (c) an original facility; or (d) a public utility structure	Industrial Rural
2	Facility mentioned in: (a) Part 1, 5 or 6; or (b) item 3 of Part 4; installed on or within; (c) an original facility; or (d) a public utility structure; where: (e) the total volume of the co-located facilities is no more than 25 per cent greater than the volume of the original facility or the original infrastructure; and (f) the levels of noise that are likely to result from the operation of the co-located facilities are less than or equal to the levels of noise that resulted from the operation of the original facility or the public utility structure	Residential Commercial

(e) ACIF Industry Code for Development of Radiocommunications Infrastructure

See following website addresses:

http://www.aca.gov.au/telcomm/industry_codes/codes/abtem20.htm

- leads to an abstract of the code and the code itself can be downloaded from this page.

http://www.aca.gov.au/telcomm/industry_codes/codes/c564.pdf

- leads directly to a PDF version of the code

The code can also be accessed from the Australian Communications Industry Forum website at:

http://www.acif.org.au/ACIF/files/C564_Oct_2002.pdf

15. Restricted Premises

For all development application requirements please refer to Council's Development Application Advice Handbook and Fees Book.

Before lodging an application, applicants are advised to seek advice from Council's Development and Health Section regarding Council's requirements.

The following details are required to be submitted with a completed Development Application form:

- (a) Consent of all property owners.
- (b) Details of hours of operation.
- (c) Number of persons working on the premises.
- (d) Number of car parking spaces to be provided.
- (e) Location plan (showing proximity to all places of worship, schools, community facilities, child care centres, hospitals, rail stations, bus stops, all properties used for residential purposes, and any other place regularly frequented by children for recreational or cultural pursuits, within 200 metres of the site).
- (f) 4 sets of plans/drawings of proposed development including plan of land.
- (g) In the case of a change of building use (except where the proposed change is to a class 1a or class 10 building) where no alterations or additions to the existing building are proposed:
 - (i) a list of any fire safety measures in the building or on the land on which the building is situated in connection with the proposed change of building use, and
 - (ii) a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated. The list must describe the extent, capability and basis of design of each of the measures concerned.

16. Subdivision

For all development application requirements please refer to Council's Development Application Advice Handbook and Fees Book.

Before lodging an application, applicants are advised to seek advice from Council regarding specific requirements.

CHECKLIST FOR DEVELOPMENT

This checklist is provided as a tool to help ensure that the requirements of this DCP have been satisfied. A copy should be submitted with a development application. If the no response has been ticked in answer to any question, separate written justification for the departure from this DCP must be provided.

LOT SIZE AND SHAPE	
Are residential allotments with full street frontage at least 450m ² with a width of at least 15m?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are residential battleaxe allotments at least 550m ² ?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the width or area of any access corridor, accessway, right-of-carriageway or the like excluded in the calculation of the width or area of the allotment?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If vehicular access is required, is the width of any access corridor, accessway, right-of-carriageway or the like 3m?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If vehicular access cannot be obtained, has car parking been provided on the allotment in accordance with DCP 2 – Car Parking?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If the site is steep or sloping, is pedestrian access provided at least 2 metres wide?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are residential allotments in the Foreshore Scenic Protection Area with full street frontage at least 550m ² with a minimum frontage of 15 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are battleaxe allotments in the foreshore scenic protection area at least 650m ²	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is an industrial allotment with full street frontage at least 650m ² with a width of at least 15 metres?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are industrial battleaxe allotments at least 650m ² ?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are corridors, accessway, right-of-carriageway or the like at least 6m wide?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If required, have you provided splay corners on corner allotments?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
CONSTRUCTION OF PUBLIC ROADS AND COMMON ACCESS DRIVEWAYS	
Is the minimum width of a public road in a residential subdivision 14m?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the minimum width of the public road carriageway for residential roads 8m?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are footpaths on residential roads at least 3m wide?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do residential cul-de-sacs have a turning circle at the end with a diameter	<input type="checkbox"/> yes <input type="checkbox"/> no

of 13m with a minimum 3m wide footpath?	<input type="checkbox"/> n/a
Is the minimum width of a public road in an industrial subdivision 19m?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the minimum width of the public road carriageway for industrial roads 13m?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are footpaths on industrial roads at least 3m wide?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do industrial cul-de-sacs have a turning circle at the end with a diameter of 20m with a minimum 3m wide footpath?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is access to two residential allotments using a corridor, accessway, right-of-carriageway or the like constructed using 150mm thick reinforced concrete, being at least 2.7m wide, and capable of carrying the weight of a variety of service vehicles, including a fire engine?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are the reciprocal right-of-carriageway and easement for services created?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is access to three or more residential allotments using a corridor, accessway, right-of-carriageway or the like 6m wide, reinforced 200mm thick concrete, and capable of carrying the weight of a variety of service vehicles, including a fire engine?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is a 12 metre diameter turning circle, or appropriately designed "hammer head" or "T-turn", full concrete construction, is required at a location which will suit all allotments?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are there more than 6 residential allotments with access off a corridor, accessway, right-of-carriageway or the like?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are there more than 2 industrial battleaxe allotments using a corridor, accessway, right-of-carriageway or the like?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the access to an industrial allotment at least 6m, being 200mm thick reinforced concrete and capable of carrying the weight of a variety of service vehicles, including a fire engine?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
UTILITIES AND SERVICES	
Are services provided to multiple battleaxe subdivisions through underground cable?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Has adequate space for the storage of waste and recycling bins been provided on the site in an accessible location?	<input type="checkbox"/> yes <input type="checkbox"/> no
DRAINAGE	
Is the subdivision fully drained and designed for a 1 in 20 year storm?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is inter allotment drainage of two lot residential subdivisions, where surface water is collected via surface grates etc, with pipelines through adjacent property via a minimum 1 metre wide drainage easement a minimum of 150 mm in diameter, and does it have a minimum inlet pit of 450 mm square, including provision for a 150 mm deep silt arrester?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If the site to be subdivided is larger than a two lot residential subdivision, has the pipe size been determined by a qualified hydraulic engineer?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has provision been made for inter allotment drainage and the overland flow path of any resulting surcharge of storm waters generated by a storm of 1 in 100 year recurrence interval?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has provision been made to ensure run off from storms up to the 1 in 100	<input type="checkbox"/> yes <input type="checkbox"/> no

year ARI, which cannot be conveyed within the piped (minor) drainage system (including overflows from roof gutters) is safely conveyed within formal overland flow paths (major system) to the approved outlet location or system?	
Is overland flow wholly contained within the road corridor or within a drainage easement of suitable width?	<input type="checkbox"/> yes <input type="checkbox"/> no
Will run-off currently entering the site as a sheet flow from upstream properties be obstructed from flowing onto the site, or be redirected so as to increase the quantity or concentration of surface run-off entering adjoining properties?	<input type="checkbox"/> yes <input type="checkbox"/> no
Where increased seepage is anticipated as a result of site works have appropriately designed subsoil cut off drains been provided and connected to the piped drainage system?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Have drainage easements been calculated in accordance with nominated pipe diameters?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has the design been prepared by personnel qualified in drainage design?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have flows been determined using the rational method in accordance with procedures set out in Australian Rainfall and Run-off (ARR 1987 or later) or using an appropriate hydrologic/hydraulic computer model?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the design of all piped stormwater drainage systems based on up to date rainfall intensity diagrams produced by the Commonwealth of Australia Bureau of Meteorology using a minimum rainfall intensity of a 1 in 20 year ARI for a storm of 5 minutes duration?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has all pipe sizing been confirmed by hydraulic grade line analysis?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are the minimum pipe grades 1% and are pipes designed to be self cleansing without causing scour?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have fully detailed hydraulic plans together with tabulated hydrological and hydraulic information been included with the development application?	<input type="checkbox"/> yes <input type="checkbox"/> no
DRIVEWAYS AND CAR PARKING	
Is there sufficient area for car parking provided according to subdivision type?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is there sufficient area for driveway construction provided according to subdivision type?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
SUBDIVISION TITLE	
Is the application for a Strata subdivision in accordance with section 2.5.1?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If you are proposing a Community title housing development, have you included a Management Plan in your development application?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
ISSUES FOR CONSIDERATION	
If there is an item of heritage significance on the land to be subdivided or adjoining land, have you included a heritage impact statement in your application, and conservation management plan, if required?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is your property bush fire prone? If so, have you included the relevant information required for a Bush Fire Safety Authority referral to the NSW Rural Fire Service?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Have you included a Soil and Water Management Plan in your application?	<input type="checkbox"/> yes <input type="checkbox"/> no

SUBMISSION REQUIREMENTS	
<p><u>Preliminary Plan/Sketch</u></p> <p>Three copies, 1 copy to show the location of all existing buildings</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><u>Concept Plan</u></p> <p>A Concept Plan that shows the development which is to be carried out on the proposed allotments, and that buildings can be built on site in accordance with the relevant controls.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><u>Engineering</u></p> <p>Drawings showing drainage, easements, services etc.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><u>Services</u></p> <p>Details of consultation with relevant authorities e.g. water, sewerage, electricity, gas, telephone, roads, stormwater etc.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><u>Drainage</u></p> <p>Detailed hydraulic plans together with tabulated hydrological and hydraulic information.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><u>Torrens Subdivision</u></p> <p>1 original and 5 copies of surveyors plan with covering letter</p> <p><u>Note:</u> A Statement of Environmental Effects <i>must</i> be submitted with all applications for Torrens Subdivision which must:</p> <ul style="list-style-type: none"> ▪ Demonstrate that the environmental impact of the proposed subdivision has been considered ▪ Set out the steps to be taken to protect the environment or mitigate harm. 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p><u>Strata Subdivision</u></p> <p>1 plan and 3 copies of surveyors plan with covering letter</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p><u>Community Title</u></p> <p>Neighbourhood Plan</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

17. Swimming Pools and Spas

For all development application requirements please refer to Council's Development Application Advice Handbook and Fees Book.

Before lodging an application, applicants are advised to seek advice from Council regarding specific requirements.

CHECKLIST FOR DEVELOPMENT

This checklist is provided as a tool to help ensure that the requirements of this DCP have been satisfied. A copy should be submitted with a development application. If the no response has been ticked in answer to any question, separate written justification for the departure from this DCP must be provided.

POOL SITING	
If an in-ground pool, is the top of the pool as close to the existing ground level as possible?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If one point on the pool or one side of the pool is at or below existing ground level, then is one other point or one other side up to 500 mm above existing ground level?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is there any filling between the pool and the boundary?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the drainage of spill water designed so that it does not affect the natural environment of the site or adjoining properties?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the top of the bond beam as close to ground level as possible?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If your pool is to be located in the front yard, will it detract from the amenity of the area?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If your pool is to be located on land affected by a Foreshore Building Line, does the design complement the surrounding area and minimise visual impact from waterways?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the pool edge at least 1.5 metres from side and rear property boundaries and a minimum of 1 metre from pool fencing?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
ACCESS TO SWIMMING POOLS	
If required, is the pool surrounded by a child-resistant barrier in accordance with the relevant controls for specific land uses (e.g. dwelling house, indoor pool etc)?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
LOCATION OF FENCES AND GATES	
Does the pool fencing and gate comply with option A, B, or C in section 2.3?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the spa pool covered or secured by a child resistant device?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is access to the swimming pool restricted by a child safe regulation fence?	<input type="checkbox"/> yes <input type="checkbox"/> no
DESIGN AND CONSTRUCTION	
Is the effective fencing height greater than 1.2m?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the height of any opening between the bottom of the fencing and the finished ground level less than 100 mm?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are horizontal members greater than 900 mm apart?	<input type="checkbox"/> yes <input type="checkbox"/> no

	<input type="checkbox"/> n/a
Is the top surface of the highest lower horizontal member at least 1.1m below the top of the fence?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the clear space between any adjacent vertical members such as palings, rods or wires, less than 100 mm at any point?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are any projections from or indentations into the outside surface of the fencing, less than 10 mm, or spaced greater than 900 mm apart, and at least 1.2m below the top of the fencing?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
If applicable, does perforated material or mesh fencing, with apertures between 13 mm and 100 mm comply with one of the following: - the effective height shall not be less than 2.4 metres - the vertical section shall have an effective fencing height of not less than 1.8 metres, - where a cranked top is provided, the cranked top shall have apertures less than 100 mm?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Does mesh fencing include a strainer wire or rail at the top and the bottom of the fencing?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Does the gate only swing outwards away from the pool area?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the gate fitted with a device that will return the gate to the closed position?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the gate fitted with a latching device that automatically operates on closing?	<input type="checkbox"/> yes <input type="checkbox"/> no
Where the latching device or latch itself is located at a height less than 1.5m above finished ground level, does the location of the device and its release comply with the controls?	<input type="checkbox"/> yes <input type="checkbox"/> no
If required, does the hand hole comply with the relevant controls?	<input type="checkbox"/> yes <input type="checkbox"/> no
If applicable, is the openable portion of the window totally covered by bars or a mesh screen which complies with the test for strength and rigidity of fence opening and the strength test for fence components in accordance with AS 1926.1, and the bars or screen fixed to the building with fasteners that can only be removed by the use of a tool?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Where a balcony projects into a pool area and where the distance from the floor of the balcony to the pool surround is less than 2.4m, and where windows and doors to the balcony do not comply with 2.13 and 2.14, does the balcony include a balustrade which complies with the requirements for a fence in section 2.4.1?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
LANDSCAPING	
Are trees and shrubs provided along the property boundaries in the vicinity of the pool?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have paved and impervious surfaces been minimised?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the pool design retain existing trees where possible?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is any pool water discharged through bushland?	<input type="checkbox"/> yes <input type="checkbox"/> no
COMPLYING DEVELOPMENT	
If applicable, does your application meet the requirements of complying development?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
SUPPORTING DOCUMENTS	
Does your site plan provide the following information:	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

<ul style="list-style-type: none"> ▪ Location and dimensions of pool and any associated decking; ▪ Levels of swimming pool related to clearly identifiable levels on site; ▪ Location, height and type of fencing; ▪ Location of gate; ▪ Location of pump and filter; ▪ Location of existing trees; ▪ Ground levels; ▪ Discharge point to sewer; ▪ Distances from existing and/or proposed buildings; ▪ Distances from boundaries; ▪ North point; ▪ Location and dimensions of any easements; ▪ Location of existing vegetation including trees having a girth in excess of 300mm? ▪ At a scale of 1:200 or 1:500 	
<p>Have you included a general plan at a scale of 1:100 that includes an elevation of the pool and any associated decking and indicating:</p> <ul style="list-style-type: none"> ▪ Height of swimming pool above natural ground level ▪ Construction of pool decking 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p>Have you included two copies of full working drawings and specifications, together with structural engineer's details, prepared and certified by a qualified practising structural engineer?</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p>Have you included two copies of manufacturer's details and technical data for pre-fabricated swimming pools or spas?</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p>Have you provided details of:</p> <ul style="list-style-type: none"> ▪ Type and height of existing and/or proposed fencing and gates; ▪ The proposed provision for relief of hydrostatic pressures; ▪ Filtration and chlorination equipment; ▪ External and/or flood lighting; ▪ Disposal of waste water; ▪ Proposed method of sound-proofing filtration equipment? 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

ADDITIONAL INFORMATION

Drainage

Wastewater must be disposed of in a manner approved by Council.

- (a) The swimming pool overflow drain, where provided, and the filter backwash drain are to be discharged to the sewer, in accordance with the requirements of the Sydney Water Corporation.
- (b) The surrounds or concourse of an in-ground swimming pool shall be adequately graded away from the swimming pool to the surrounding ground surface to prevent surface waters (e.g. from rainfall) from flowing into the swimming pool or into the adjoining properties. In some instances additional surface drains may be required.
- (c) The swimming pool water level shall be adjusted and regulated so there is no excessive spillover during normal usage.

- (d) There is to be no drainage or overflow from the swimming pool or surrounds into any adjacent premises.
- (e) Wastewaters from all swimming pools are to be discharged into the sewer mains subject to conditions, which may be imposed by Sydney Water Corporation.

C.P.R. (Resuscitation) Sign/Warning Notice

All swimming pool owners must ensure that an approved C.P.R. (resuscitation) sign is prominently displayed in the vicinity of the pool at all times. The sign must include the words “Young Children Should Be Supervised When Using This Swimming Pool”. It must also show CPR techniques for adults, children and infants. The C.P.R. sign must be maintained in a clear and readable condition.

Features

- (a) Swimming pools should have a ready means of exit from inside the swimming pool, e.g. steps in an in-ground swimming pool or a ladder inside an above ground swimming pool. This helps children leave the swimming pool easily. The treads of steps and ladders should have a non-slip surface. The swimming pool surrounds, including coping, paving or decking, should have a surface finish that is not slippery when wet.
- (b) It is recommended that the depth of the swimming pool should be clearly marked. If the depth of the swimming pool changes from one end to the other, the extremities (deep and shallow) should be marked.
- (c) Ideally, diving boards should not be installed. If installing a diving board, the swimming pool dimensions must fit the requirements as set out in the S.A.A. Guide to Swimming Pool safety MP 33-1980.

Splash, Blow Up or Wading Pools

These types of pools should only be filled with water when being used and young children must be under adult supervision. They must be emptied after each use.

Handling and Storage of Pool Chemicals

Chlorine compounds should be treated with care as they can react explosively with other substances. They must be kept away from petroleum products, acids and alcohol, and should be handled only with a clean, dry, non-combustible scoup (i.e. won't catch on fire). Swimming pool test chemicals should also be used carefully.

The dangers presented by swimming pool chemicals can be reduced if some of the following precautions are followed:

- (a) Read the instructions on the chemical container and follow them carefully.
- (b) Do not mix different swimming pool chemicals together.
- (c) Avoid contact with swimming pool chemicals and always wash hands after using the chemicals.
- (d) Do not empty test samples of swimming pool water and chemicals into the swimming pool.
- (e) Do not let young children handle or purchase swimming pool chemicals.

- (f) Do not store large quantities of swimming pool chemicals.
- (g) Store the chemicals in their original containers and never change chemicals from one container to another.
- (h) Swimming pool chemicals should be kept under lock and key, (e.g. in a locked cupboard or shed). They should be kept away from containers of other household substances such as mower fuel or fertilizer, in case they react dangerously.
- (i) If swimming pool chemicals are spilt on the ground, they should not be put back in their containers. Such spillages (other than spillage of test chemicals) are best disposed of in the swimming pool.
- (j) Dispose of empty containers with care. Do not leave them lying around the house or yard.
- (k) When hand dosing with chemicals, make sure the chemical is evenly distributed throughout the swimming pool before allowing people to enter.

Swimming Pool Water Maintenance

The water in a swimming pool must be kept at the correct pH level (7.2 to 7.8), properly treated with chlorine compounds or other suitable treatment, and must be properly filtered.

If these requirements are not met, it could result in a rapid increase of organisms (such as bacteria), which may be dangerous to health. Another danger is that organic build-up can cause the water to become turbid, which means the bottom and sides of the swimming pool cannot be easily seen.

The following procedures are recommended:

- (a) Follow the instructions provided by the chemical suppliers with your swimming pool chemicals regarding water treatment and pH levels.
- (b) Clean the swimming pool regularly and keep it free of leaves, dirt, etc.
- (c) Filter the swimming pool daily for the recommended periods of time and service the filter at regular intervals to maintain its efficiency.
- (d) Make sure that all swimming pool users visit the toilet before entering.

The New South Wales Health Department publishes guidelines for disinfecting public swimming pools and spa pools, *'Public Health (Swimming Pools and Spa Pools) Regulations 2000'*.

Electrical Safety Around the Pool

Because bare feet, minimum clothing and wet skin effectively lower the body's electrical resistance, the effects of an electrical shock on a person, in or near a swimming pool are likely to be even more serious than in other locations.

Under some fault conditions, the water and wet surrounds of a swimming pool may become alive and a small electrical current can produce an electric field in the water which could cause loss of muscle control.

It is vital for safety that any electrical equipment associated with a swimming pool be installed correctly and maintained in first-class condition.

The following points must be observed:

- (a) All electrical installations must be installed in accordance with *AS 3000 –1991 (Australian Wiring Rules)*.
- (b) Make sure that any overhead wires are well clear of any diving board areas and are out of the reach of long handles of swimming pool cleaning equipment. Contact your local electricity supplier if overhead mains exist near the proposed site.
- (c) Do not use mains operated electrical appliances (such as TV, radios, record players or food preparation equipment) in wet locations or near the swimming pool. These items must be used in dry areas only, at least 3 metres from the swimming pool.
- (d) The use of extension cords must be avoided where possible. Power points should be installed at suitable locations. Do not allow power lead plugs and sockets to lie on damp ground, or in low-lying areas of the swimming pool where water may collect. Keep them as far as possible from the swimming pool and clear of access paths.
- (e) Do not allow power lead plugs and sockets to lie on damp ground, or in low- lying areas of the swimming pool where water may collect. Keep them as far as possible from the swimming pool and clear of access paths.
- (f) Any flexible power leads which are used in the swimming pool area must be kept in good condition.
- (g) Never make or break connections in power leads while the power is switched on.
- (h) Make sure that protective and waterproof covers for electrical equipment are kept in place at all times. They should only be removed for the purpose of maintaining the electrical equipment.
- (i) The electrical installation can deteriorate because of the chemicals used in the swimming pool water. It is recommended that a safety inspection can be carried out by a licensed electrician at least every two (2) years.
- (j) If underwater lighting is proposed, then Council recommends that the local electricity supplier be contacted.

Safety in Swimming Pool Use

To ensure a swimming pool is as safe as possible for exercise, relaxation and enjoyment, the following recommendations should be followed in the everyday use of the swimming pool:

- (a) Do not leave any objects near the swimming pool fences which could be used by young children for climbing on or over the fence.
- (b) Do not leave young children unattended in a swimming pool, even when they are using flotation toys or swimming aids.
- (c) Provide some means with which a non-swimming person can give help to a person in trouble in the swimming pool. A pole with a blunt hook, or a buoyant aid on a rope is suitable and should be kept near the swimming pool.
- (d) Ensure that somebody in the household, who owns or uses the swimming pool, has a working knowledge of resuscitation methods and first aid.
- (e) A durable (long lasting) C.P.R. instruction chart must be prominently located in the swimming pool area, and in addition, a list of emergency telephone numbers (doctor, ambulance, police) should be kept on hand.
- (f) Do not leave floating objects in a swimming pool because they can attract young children.
- (g) Do not use or leave glass objects near a swimming pool. Broken glass is hard to find.
- (h) Do not swim alone. Do not mix alcohol and swimming.

- (i) Deep breathing before swimming (hyperventilation) can cause loss of consciousness when swimming. Do not try to swim long distances under water and do not hyperventilate before swimming.
- (j) Do not swim when you are overheated, overtired, or when the water is very cold.
- (k) Do not prop open self-closing gates.
- (l) Make sure that the swimming pool is safe by regularly checking and oiling the gate latch and self-closing mechanism, and making sure that the fence is in good condition.
- (m) Always empty splash or wading pools when they are not being used, and leave them in a position that will not allow water to build up in them.
- (n) Do not allow running or rough play in the swimming pool areas because these areas may become slippery when wet.

18. Waste Management

(a) Waste Management Plan

A Waste Management Plan defines the volume and type of waste that will be generated, how waste is to be treated and stored on site and how all waste types are to be disposed of. The following two tables are samples of model waste management plans. The space provided may not be sufficient for your requirements, therefore you will probably be required to develop your own tables including all of the information contained in the tables.

Both sections must be lodged with the development application. Section 1 describes the anticipated type and volume of waste and recyclable materials that will be generated during demolition and construction. It also describes the destination of these materials. Section 2 describes the waste management practices for the ongoing use of the premises.

Section 1 – Demolition and Construction				
Site Address:				
Applicant's Name and Address:				
Structures Currently on Site:				
Brief Description of Proposal:				
Materials on Site		Destination of Materials		
		Recycling and Reuse		Disposal
Type of Material	Estimated Volume (m ³)	On-site (specify proposed reuse or on-site recycling methods)	Off-site (specify contractor and recycling facility)	Off-site (specify contractor and landfill site)
Excavation Materials				
Green Waste (organic materials)				
Bricks				
Concrete				
Timber (specify)				
Plasterboard				
Metals (specify)				
Asbestos (specify)				
Other (specify)				

Note: Section 1 of the waste management plan must be submitted with plans that show:

- (a) the location of areas that will be used for the sorting of construction recyclables/waste.
- (b) the location of areas that will be used for the storage of construction recyclables/waste, including the location of associated containers/skips

- (c) the point at which vehicles removing construction recyclables/waste will access the site.

Source of Section 1 of above table: Better Practice Guide for Waste Management in Multi-Unit Dwellings, Resource NSW, February 2002.

Section 2 – Ongoing Use of Premises			
Site Address:			
Brief Description of Proposal:			
Type of Dwellings:			
Number of Dwellings on Site			
Garbage – Residential (Multi-Unit Dwellings) MUDs			
Number of Council red-lid garbage bins		Size of red-lid garbage bins	
Recycling – Residential (Multi-Unit Dwellings) MUDs			
Number of Council 240L yellow-lid garbage bins			
Garbage Generation – Non – Residential			
Type of waste	Volume of waste (m ³ or litres) per week	On-site storage facilities	Contractor and destination of materials
Recycling Generation – Non – Residential			
Type of waste	Volume of waste (m ³ or litres) per week	On-site storage facilities	Contractor and destination of materials
Describe arrangements for cleaning bins, bin storage areas and waste management equipment			
Describe arrangements for maintaining bin storage areas and waste management equipment			
Describe access to the bin storage area. If the area is a secure area access keys will need to be provided to Council's Contractor			

(b) Commercial Waste and Recycling Generation Rates

Premises type	Garbage Generation	Recyclable Material Generation
Backpackers' hostel	40L / occupant space / week	20L / occupant space / week
Boarding house, Guest house	60L / occupant space / week	20L / occupant space / week
Food premises: Butcher Delicatessen Fish shop Greengrocer Restaurant, Cafe Supermarket Takeaway food shop	80L / 100sqm floor area / day 80L / 100sqm floor area / day 80L / 100sqm floor area / day 240L / 100sqm floor area / day 10L / 1.5sqm floor area / day 240L / 100sqm floor area / day 80L / 100sqm floor area / day	Variable Variable Variable 120L / 100sqm floor area / day 2L / 1.5sqm floor area / day 240L / 100sqm floor area / day Variable
Hairdresser, Beauty salon	60L / 100sqm floor area / day	Variable
Hotel, Licensed club, Motel	5L / occupant space / day 50L / 100sqm bar area / day 10L / 1.5sqm dining area / day	1L / occupant space / day 50L / 100sqm bar area / day 50L / 100sqm dining area / day
Offices	50L / 100sqm floor area / day	10L / 100sqm floor area / day
Retail (other than food sales): Shop less than 100m2 floor area Shop greater than 100m2 floor area	50L / 100sqm floor area / day 50L / 100sqm floor area / day	25L / 100sqm floor area / day 50L / 100sqm floor area / day
Showroom	40L / 100sqm floor area / day	10L / 100sqm floor area / day

Source: Draft Marrickville Development Control Plan No. 27: Waste Management (Amendment No. 1)

(c) Residential, Commercial & Industrial (MGB) Bin Dimensions

Mobile Garbage Bins (MGB's) are generally categorized and sized according to the volume capacity of each bin. The size of the bins that are used in the provision of waste and recycling services in the Hurstville LGA are described in the following Table.

BIN TYPE & CAPACITY	HEIGHT	WIDTH	DEPTH
120 Litre MGB	945mm	505mm	555mm
240 Litre MGB	1100mm	580mm	740mm
1100 Litre MGB	1470mm	1370mm	1245mm

(d) Typical Bin Requirement for Residential Flat Buildings

The following Table provides details for the number of 240 litre bins for typical residential flat buildings.

Each RFB complex is provided with the following bins:-

- ONE 240L red-lid garbage bin shared between FOUR units, collected twice weekly; and,
- ONE 240L yellow-lid recycling bin shared between THREE units, collected weekly

TOTAL NUMBER OF SOLE OCCUPANCY UNITS	NUMBER OF 240 LITRE GARBAGE BINS REQUIRED (Red Lid)	NUMBER OF 240 LITRE RECYCLING BINS REQUIRED (Yellow Lid)
1 – 3 Units	1	1
4 Units	1	2
5 Units	2	2
6 Units	2	2
7 Units	2	3
8 Units	2	3
9 Units	3	3
10 Units	3	4
12 Units	3	4
14 Units	4	5
15 Units	4	5
18 Units	5	6
20 Units	5	7
21 Units	6	7
24 Units	6	8
28 Units	7	10
30 Units	8	10
33 Units	8	11
36 Units	9	12
40 Units	10	14
Over 40 Units	Check with Council for specific details	