# Planning Proposal Lodgement Checklist

|  |  |
| --- | --- |
| **Site:**  |  |
| **Applicant:**  |  |
| **Date:**  | **City Ref:**  |

| Lodgement Documents | Applicant Supplied | Planner Check |
| --- | --- | --- |
| Lodgement Form* Applicant’s signature on form
 |  |  |
| Lodgement letter from City of Sydney Council |  |  |
| Planning Proposal Fees * Major / Minor Fee

The fees are described in Council’s Fees and Charges under the ‘LEP Amendments (including supporting DCP amendment)’ category. The Fees and Charges are available on the City’s website at [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au) by following Council>>Our responsibilities>>Fees and charges. |  |  |
| Plans and accompanying documents * 8 (eight) colour hard copy sets In two ring binder folders
* 1x CD or USB containing all documents including a WORD and PDF version of each

NOTE: Digital file requirements must be Virus Free. Each plan and document must be supplied as a PDF file and have a descriptive file name. Each document should be less than 10MB. |  |  |
| Planning Justification  |
| Planning Proposal Justification ReportAddress matters under s55 of the *Environmental Planning and Assessment Act 1979* and Department of Planning and Environment’s *A Guide to Preparing Planning Proposals* at: <http://www.planning.nsw.gov.au/Plans-for-Your-Area/Local-Planning-and-Zoning/Resources> Report to include, but not limited to: * Objectives and intended outcomes
* Explanation of provisions
* Justification of objectives, outcomes and provisions
* Assessment against City of Sydney and NSW Government strategies
* Assessment against Section 117 directions
* Summary and implementation of technical study recommendations
* Assessment of capacity to comply with planning controls
 |  |  |
| Development Control Plan Amendments* Proposed amendments or
* Site specific controls addressing cl. 7.20 of Sydney LEP 2012 and 3.3.8 of Sydney DCP 2012

  |  |  |
| Mapping* LEP Mapping (Sheet – Current and Proposed)
* DCP Mapping (Sheet – Current and Proposed)
 |  |  |
| Public Benefit Offer Outline of any public benefit offer to be secured through a planning agreement. |  |  |
| Urban Design  |  |  |
| Urban Design Study* Urban design principles
* Contextual analysis
* Analysis of relevant technical studies
* Existing and proposed controls
* Envelope drawings and indicative internal layouts
* Existing and proposed uses
* Spreadsheet of FSR and GFA by level and use including efficiency assumptions
* Pedestrian and vehicular movement
* View analysis
 |  |  |
| Compliance with SEPP 65The proposal is to demonstrate that a development under the proposed controls can comply with SEPP 65 and the Apartment Design Guide.Overshadowing and solar access assessment methodology is to be clarified with the City. |  |  |
| Design Excellence StrategyA design excellence strategy is required, particularly where a site specific DCP is being prepared which would meet the needs of a Stage 1 DA. The design excellence Strategy is to address the relevant controls. Relevant controlsCity of Sydney Competitive Design PolicyClause 6.21 of the Sydney Local Environmental Plan 2012Clause 3.3 of the Sydney Development Control Plan 2012 |  |  |
| Landscape Concept PlanRequired for a site specific DCPRelevant controlsClause 7.20 Sydney Local Environmental PlanSection 3.1, 3.2, 3.7 of Sydney Development Control PlanCity of Sydney Landscape Code |  |  |
| Staging PlanRequired for a site specific DCP |  |  |
| Drawings (to scale)* Plans
* Sections
* Elevations
* Perspectives
* Envelope Drawings
* Indicative residential layout
* Massing and Structure Plan Options
* Overshadowing and solar access to proposed development, open spaces and neighbouring buildings (showing existing and proposed)
 |  |  |
| Survey PlanThe survey plan needs to be to scale, showing relative levels to AHD and include details of adjoining development. |  |  |
| Physical and Digital models* Physical model with context (scale 1:500 or 1:1000)
* CAD model compatible with City’s digital model

Further information at:[*http://www.cityofsydney.nsw.gov.au/development/application-guide/application-process/model-requirements*](http://www.cityofsydney.nsw.gov.au/development/application-guide/application-process/model-requirements)*Contact the City’s model team for further information:* *model@cityofsydney.nsw.gov.au* |  |  |
| Technical Studies |
| Traffic and transport study* Local traffic and transport impacts
* Assessment of transport infrastructure
* Public transport
* Cycle and pedestrian movement
* Measures to promote sustainable transport

Controls to be considered:Clause 3.11 of the Sydney Development Control Plan 2012Schedule 7 Transport of Sydney Development Control Plan 2012 |  |  |
| Infrastructure needs analysisLocal and state infrastructure demand, servicing and potential funding arrangements including:* child care
* open space
* other community infrastructure
* education needs
* health needs
 |  |  |
| Site Specific Flood Study and WSUDRelevant controls:City of Sydney Interim Floodplain Management PolicyRelevant City of Sydney Catchment StudyNSW Floodplain Development Manual 2005Clause 7.15 of Sydney Local Environmental Plan 2012Clause 3.7 of the of the Sydney Development Control Plan 2012See: <http://www.cityofsydney.nsw.gov.au/vision/better-infrastructure/floodplain-management>  |  |  |
| Acoustic StudyRelevant controls:* Infrastructure SEPP
* Development near Busy Roads Guideline
* Apartment Design Guide (SEPP 65)
 |  |  |
| Urban Ecology and Trees* Arboriculture Impact Assessment Report
* Flora and Fauna
* Greening Sydney Strategy

Relevant controls:Schedule 8 – Tree management of the Sydney Local Environmental Plan 2012Clause 5.9 of the Sydney Local Environmental Plan 2012Clause 3.5 of the Sydney Development Control Plan 2012 |  |  |
| Heritage * Heritage assessment
* Heritage impact statement
* Conservation management plan
* Archaeological assessment (Aboriginal and European)

Relevant controls:NSW Heritage Council guidelines Heritage inventory Clause 5.10 of Sydney Local Environmental Plan 2012Clause 3.9 of Sydney Development Control Plan 2012 |  |  |
| Environmentally Sustainable Development Strategy* Identify strategies, measures and benchmarks for environmental performance

Relevant controls:Clause 3.6 Sydney Development Control Plan 2012State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 (BASIX SEPP) |  |  |
| Public Art StrategyConsistent with the City of Sydney’s *Guidelines for Public Art in Private Development*: <http://www.cityofsydney.nsw.gov.au/explore/arts-and-culture/public-art>Relevant controls:Clause 3.1.5 Sydney Development Control Plan 2012Clause 3.3.7 of the Sydney Development Control Plan 2012 |  |  |
| Other studies and informationDepending on the location of the proposal the following may also be required:Social Impact AssessmentWind analysisDaylight analysisContamination studyEconomic impact assessmentPublic domain planAirspace operations  |  |  |
| Development outcome data |  |  |
| Development outcomesExisting condition:* Floor space by square metres and use
* Existing dwellings, serviced apartments and hotel rooms
* Existing car parking spaces

Proposed outcome:* Floor space by square metres and use
* Total number and mix of residential apartments
* Total number of hotel rooms or serviced apartments
* Total number of car parking spaces proposed
* Value of capital works
 |  |  |