**PREPARING PLANS FOR DEVELOPMENT APPLICATIONS**

Many delays that occur during the processing of applications are the result of inadequate or incorrect plans or information. It is suggested that you have your plans drafted by a qualified design professional, as the plans must be adequate to allow full assessment by Council and comply with the legal requirements for the standard of plans. Freehand, single line or illegible drawings will not be accepted. Your Development Application (DA) may not be registered and will be returned to you if your plans are inadequate.

| SITE PLAN | This plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments. A site plan must be drawn to scale, preferably 1:100 or 1:200 and include:  
- setbacks to boundaries from existing and proposed buildings  
- the location, boundary dimensions, site area and north point of the land  
- existing vegetation, trees and watercourses on the land  
- the location and uses of existing building on the land, along with floor and ridge heights  
- existing and proposed levels of the land in relation to buildings and roads  
- the location and uses of buildings on sites adjoining the land  
- proposed landscaped area and the calculations  
- Private Open Space (POS) needs to be highlighted  
- effluent disposal areas need to be nominated onsite  
- Asset Protection Zones (APZ). |
| SITE ANALYSIS | A thorough analysis of the environmental characteristics of the site enables preparation of a design that can reinforce positive elements and minimise negative impacts. A site plan is an aerial view of your proposal and shows its placement in relation to the boundaries of the property and to neighbouring developments. The site plan must be drawn to scale, preferably 1:100 or 1:200, and shall include:  
- constraints  
- views  
- wind direction  
- solar analysis  
- adjoining development. |
| VEGETATION REMOVAL/ BIODIVERSITY ASSESSMENT REPORT | A vegetation removal plan must be included in your application and must include m² of clearing, including the entire APZ and associated clearing, ie, access roads, fencing etc, required for your development. Are you exceeding the Biodiversity Offsets Scheme thresholds or is your property mapped on the Biodiversity Values Map? If yes to either, a Biodiversity Assessment Report must be supplied with this application. For more information, refer to the ‘Biodiversity Offsets Scheme Fact Sheet’. |
| **FLOOR PLAN** | A floor plan is a birds-eye view of the dwelling with the roof removed. The floor plan must be drawn to scale, preferably 1:100, and must include:
- height of floor level in relation to existing and future ground levels
- the layout, partitioning, room sizes(dimensions) and intended uses for each part of the dwelling
- window and door locations and sizes
- floor levels and steps in floor levels
- the location of plumbing fixtures
- wall structure type and thickness
- location and numbering of section plans (see below). |
| **SECTION PLAN** | A section plan is a diagram showing a cut through the dwelling which identifies the materials to be used in the construction.
Section plans must be drawn to scale, preferably 1:100, and include:
- section names/numbers relating to the floor plan (see above)
- room and window heights
- door locations and sizes
- roof drainage
- existing and proposed RLs for the building (ceiling and floor level) and the site showing proposed excavation and filling (if any) distance between floor levels and finished ground level
- internal and external sheeting
- weather proofing and flashing
- method of construction
- roof pitch and covering. |
| **ELEVATION PLANS** | Elevation plans are the side-on view of the dwelling or how the dwelling will look when viewed from the front, back and sides after it has been completed. Elevations of all four sides of the dwelling (north, south, east and west facing) need to be included in your application.
Elevation plans must be drawn to scale, preferably 1:100, and must include:
- exterior cladding type and roofing material
- window and door locations and sizes
- downpipes and gutters
- reduced levels from an assumed datum point must be provided for roof ridge, floor, ceiling and natural ground levels

where land is identified by Council as flood affected, AHD levels must be established by a registered surveyor for floor and natural ground levels. |
### NOTIFICATION PLAN

In addition to the above plans, you must also supply **one plan** on A3 or A4 size paper which shows the four elevations of the dwelling, and any other building proposed (including the maximum height of the building(s) and its position on the site giving boundary setbacks and building envelopes. This is a separate plan and it may be used by Council to notify adjoining property owners of your proposal. It is also available to any interested members of the public who may wish to know what you propose to construct. For privacy reasons, do not show the floor plan of the building on this copy.

### LANDSCAPING PLAN

A landscape plan prepared by a suitably qualified person is required to accompany applications for multi-unit, tourism and industrial development, or where a landscaping component is required to satisfy the BASIX requirements.

The landscape plan shall include the following information:
- shows planting beds, fences and other landscape features
- includes a schedule of planting indicating botanical and common names, number, mature height and descriptive or planting details
- indicates materials, finishes of soft and hard areas and edging details
- indicates existing vegetation to be removed or retained, the location of underground and overhead services, paved areas, garden furniture, rubbish bins, lighting and waste disposal areas, letterboxes
- include a landscape maintenance program.

### DRIVEWAY SECTION PLAN

- Details of driveways, vehicle crossing profiles and transitions - design in accordance with one of Council’s standard plans is acceptable.
- Maximum driveway grade 1:4.

### SCHEDULE OF EXTERIOR FINISHES

- Exterior finishes (existing and proposed) eg, material and colour of roof, walls, etc.

### DRAINAGE

- Approval of a Development Application (DA) for a new dwelling will require information to be lodged for the installation of a rainwater tank. In assessing the suitability of an installation, Council will take into account aesthetic considerations with regard to location, material of construction and colour scheme.
- Detailed information is available in Council’s ‘**Design Guidelines for Rainwater Tanks Where an Existing Reticulated Water Supply Exists**’ Policy and Code of Practice.

### RAINWATER REUSE CONCEPT PLAN

A concept plan for the rainwater reuse system is to be provided, which shows:
- site layout
- ground and inlet to water tank levels
- tank location and size
- hatching and calculations to show roof areas connected to the rainwater tank
- downpipe locations
- first flush pit size and disposal
- surcharge pit locations and spot heights for overflow.
| SERVICES AND EASEMENTS | Required where Construction Certificate (CC) applied for as part of an application. Specifications are a comprehensive written statement covering all facets of building work. One set of specifications must be lodged with your application. It must include:  
- the type of construction and materials to be used  
- type of external finishes  
- whether the materials will be new or second-hand and if second-hand materials are to be used, particulars of the materials  
- the method of drainage, sewerage/septic and water supply  
- all structural member details, including sizes.  
**NOTE:** The detail required on a DA plan can be quite different to that required for a CC plan. Please refer to the Construction Certificate checklist for plan details and specifications. |
| SPECIFICATIONS | 
| BASIX | A BASIX certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as: recycled water; rainwater tanks; AAA rated showerheads and taps; native landscaping; heat pump or solar hot water heaters; roof eaves/awnings and wall/ceiling insulation. 
The applicant will be required to submit a BASIX certificate with the DA or Complying Development Certificate Application. The plans and specifications must also identify the BASIX commitments that will be checked by a professional Building Certifier prior to release of the CC and during construction. Commencement dates and details of types of development requiring a certificate are available at www.basix.nsw.gov.au. |

**DISCLAIMER**

This information sheet provides a summary of the major issues concerning the submission of plans for DA. Any person using this document must do so on the basis that not every scenario and issue can be addressed.

**FURTHER ENQUIRIES**

If you are unsure, please ask. Further enquiries can be made by contacting Council’s Development Help Desk or visiting Council’s Moruya customer service office.

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