

# How to Prepare a Statement of Environmental Effects (SEE)



A Statement of Environmental Effects (SEE) is required to be submitted with every development application. The SEE is a document that outlines the environmental impacts of a proposed development and outlines any steps taken to protect the environment and to manage impacts.

The statement should address the following matters:

- A full description of the proposed development, including operational details
- The environmental impacts of the proposed development
- How the environmental impacts of the proposed development have been identified
- The steps to be taken to protect the environment or to lessen the expected harm to the environment, and
- Whether or not the proposed development complies with Council's policies (i.e. LEP and DCP) and any other applicable legislation or planning instruments, including the Ecological Sustainable Development principles contained within Council's Development Control Plan. Justification for any part that does not comply with policies or legislation should be provided in the statement.

The information in the SEE will be used to assess the impact of the proposal, and provides an opportunity to detail information that may not be shown on plans.

## **What to include in your SEE?**

This document and the 'Issues Matrix' has been developed to assist in the preparation of a SEE for the more common types of development. Not all the issues listed in the matrix may apply to all developments, so discretion is advised. The advice of professionals should be sought for developments that are not covered by the 'Issues Matrix'.

To find out which issues are likely to be relevant to your proposal, simply refer to the Issues Matrix. Find the appropriate development type at the bottom of the matrix, and read off the issues on the right hand side that correspond. The issues referred to in the matrix are listed in this document under the headings A to L. These headings are a point of reference for further information about what should be detailed in the SEE.

An electronic copy of the SEE is required with every Development Application.

# The Issues Matrix

## Type of Development

DCP 3.02  
Single Dwellings/  
Ancillary  
Development

All Other Development

### Issue

Refer to DCP - Section 3.02*	●	●	●	●	●	●	●	●	●	●	●	●	●	A. Site suitability
	●	●	●	●	●	●	●	●	●	○	●	●	●	B. Present and previous uses
		●	●	●	●	○	●	●	●		●			C. Operation and Management
			○	○			○	○	○	○		○	○	D. Social Impact Statement
	●	○	●	●	●	○	●	●			○	●	○	E. Access and Traffic
	●	●	●	●	○		●	○		○	○	○	○	F. Privacy views and overshadowing
	○	○	●	●	●		●	●	●		●	○		G. Air and Noise
	●		○	○	○		○	○	●		●	●		H. Soil and Water
	H	H	H	H	H	H	H	H	H	H	H	H	H	I. Heritage
	●	●	●	●	○	○	●	●				○		J. Energy
	○	●	●	●	●	○	●	●	●		●	●		K. Waste
	○		●	●	○	○	●	●	●	○				L. Existing Structures (Demolition, renovation)

### Type of Development

Residential: new, alterations & additions outbuildings swimming pools, fencing

Dual Occupancy & multi-dwelling

Home employment

Child care, school, hospital, church

Business/industrial: new, major addition

Business/industrial: change of use

Business/ Industrial: interior fitout

Recreation, entertainment, tourist

Expand or change 'existing use'

Demolish building

Advertising sign

Earthworks, filling

Land subdivision

Strata subdivision

#### Note:

Refer to the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assignment Regulation 2000 for more on how to prepare a Statement of Environmental Effects.

#### Key:

- Details required
- Details may be required, subject to property and development attributes.
- H If property contains a heritage item, is located in a Heritage Conservation Area or contains a known archeological item.

\* It is suggested that you address each main point of DCP Section 3.02 - Single Dwellings and Ancillary Development, and other related sections referred to on page 2.

## The Issues

### A. Site suitability

Show that the site is suitable for the proposed development. Provide details on each of the following:

- site constraints such as flooding, slope, geotechnical, bushfire and subsidence issues
- proximity to transport services, shops, community and recreation facilities
- compatibility with adjoining development
- compatibility with visual setting (foreshore, streetscape, ridgeline, etc)
- local planning objectives (check the objective of the zoning in the LEP)
- size and shape of allotments
- age and condition of buildings

### B. Present and previous uses

Provide the following details:

- present use of the site
- date that present use commenced
- previous uses of the site (if known)
- present use of adjoining land
- whether the present or any known previous use of the site is a potentially contaminating activity
- a statement as to whether or not you are aware that the site includes contaminated land
- whether there has been any testing or assessment of the site for land contamination

### C. Operation and management

Describe how the development will operate:

- type of business
- number of staff
- maximum number of customers or clients expected at any one time
- whether it is proposed to serve, sell or supply alcohol
- hours and days of operation
- plant and machinery
- production processes, flow diagram
- type and quantity of raw materials, finished products, waste products
- arrangements for transport, loading and unloading of goods (give details of frequency of truck movements and size of vehicles)
- identify any proposed hazardous materials or processes (eg LPG, anhydrous ammonia, chlorine, sulphur dioxide, liquefied gas, other poisonous gases, ammonium nitrate, dry pool chlorine, clinical waste)

### D. Social Impact

Describe how the development impacts on the:

- character of the urban context
- public safety
- sense of community identity or cohesiveness
- access to facilities
- community services and facilities
- community structure (severance, cohesion and identity)
- crime and public safety
- culture and community values

- employment
- health of the community
- local economic effects
- needs of social groups
- population change
- recreation facilities
- social equity

#### **E. Access and traffic**

Show that there is adequate provision for access:

- pedestrian amenity (paving, weather protection, security lighting, seating)
- proposed bicycle facilities (eg racks, storage lockers)
- existing bus, rail and ferry services
- vehicle access to a public road (show grade)
- resident, staff, customer and visitor parking arrangements
- parking; provide calculations of required parking and parking spaces provided
- will there be any conflicts between vehicles, pedestrians and cyclists? - outline proposed traffic management measures
- for major travel-generating proposals, attach an access and traffic impact assessment report by a transport consultant.

#### **F. Privacy, views and overshadowing**

Show how the proposed development will affect privacy, views and overshadowing:

##### **Visual privacy**

- window placement relative to adjacent dwellings and common areas
- views between living rooms and the private yards of other dwellings
- use of screen planting, hedges, walls or fences to improve privacy
- headlight glare, floodlights and other light spillage

##### **Acoustic privacy**

- placement of active use outdoor areas relative to bedrooms
- separation of roads, parking areas and driveways from bedroom and living room windows
- noise transmission between dwellings
- measures to mitigate external noise sources (eg traffic noise, placement of air conditioners and pool filters)
- Council may require diagrams showing likely impact on privacy; for larger developments models may also be required

##### **Views**

- impact of the proposed development on views from adjoining or nearby properties
- design options for protecting views
- views from the proposed development
- Council may require diagrams that demonstrate the proposed impact on views. For larger development models may also be required.

##### **Overshadowing**

- Where lot size, orientation, slope of site or adjoining buildings create the potential for overshadowing, include a shadow analysis prepared by a consulting architect. Consider shadows from adjoining buildings as well as the proposed development.

## **G. Air and noise**

Show that the proposal will not cause, or be affected by, air or noise emissions.

### **Air**

- existing sources of odour, smoke or fumes (on-site and nearby): e.g. industries, food premises, agriculture, waste storage or treatment facilities, oil or wood burning stoves or heaters
- proposed mitigation measures: placement and height of chimneys and flues, air pollution control equipment, odour controls, buffer areas, location of waste storage areas

### **Noise**

- existing noise sources (on-site and nearby): main roads, railway lines, ships, industries, transport terminals, loading bays, heavy vehicles, restaurants, clubs, hotels, ventilation and air conditioning units, pumps, compressors
- construction noise: hours of operation, type of equipment, predicted noise levels, consultation with nearby residents
- operational noise: plant and equipment, relationship to sensitive receptors, predicted noise levels, hours of operation
- proposed noise reduction measures: noise barriers, building layout and setback, room layout and window placement, building materials, insulation, double glazing
- where noise is a major design issue, attach a report by an acoustic consultant; include predicted noise levels and proposed noise reduction measures

## **H. Soil and water**

Show how the proposal will deal with all aspects of soil and water management.

- Reticulated supply. If amplification of water and sewerage services is required, provide details of any preliminary consultation with the Hunter Water Corporation
- Water efficiency. Does the proposal incorporate appliances that are at least AA-rated? (eg water efficient shower roses, toilets and aerators on bathroom hand basins and kitchen sinks)
- Water sensitive design. What proposed infiltration and water harvesting measures are proposed? (eg swales, ponds, porous pavements, infiltration trenches, mulching and groundcovers, low water-demand native plants, rainwater tanks)
- Drainage. Proposed management controls for flows entering, within and leaving the site, proposed on-site detention calculations prepared by a consulting engineer and justification that the proposed design measures will not adversely affect flooding of other land
- Easements. Provide copies of letters of intention to grant interallotment drainage easements across downstream properties
- Flooding. Design measures that will make the proposed development compatible with the flood environment. (Note: you can obtain written flood information for the site by lodging a Flood Information Application with Council)
- Water quality control. Liquid waste treatment, reuse and disposal, bunding of fuel, oil and chemicals, emergency spill contingency procedures, stormwater diversion and treatment and potential for impact on downstream waterways
- Erosion and sediment control. Soil and erosion hazard characteristics, proposed construction sequence, critical areas requiring special management, dust control measures, proposed maintenance strategy, rehabilitation and revegetation measures (relate to Landscape Concept Plan)

## **I. Heritage**

The type of information required depends on whether your proposal relates to a property that contains a listed heritage item, is a known archaeological site or is located within a heritage conservation area. Developments and areas of particular heritage significance are

listed in a schedule to the Newcastle Local Environmental Plan, which requires that such be conserved and that new development have regard to heritage considerations.

The individual DA lodgement checklists provide guidance as to what information should be submitted with an application.

Where relevant the Statement of Environmental Effects should cover the following topics:

- historical development of the site
- description of the item and its setting (e.g. garden, fences, ancillary buildings, etc)
- contribution to streetscape: height, scale, mass, setback, fenestration, architectural style and period
- heritage significance (use State Heritage Inventory Criteria)
- effect of proposal on the heritage significance of the building, its setting and streetscape
- design options and rationale for the preferred option
- proposed conservation policies and principles

#### **J. Energy**

Show how the proposal promotes energy efficiency:

- Orientation. Is one of the building's axes between 30° east and 20° west of true north? Will windows and solar collectors have good solar access? Are heavily used rooms on the northern side?
- Sun control. Are there any proposed awnings, pergolas, blinds, and trees to maximise summer shade and minimise winter shade?
- Insulation. What insulation is proposed in the roof, ceiling, wall and floor insulation; double glazing, door and window seals?
- Natural ventilation. Will window placement maximise cross-ventilation?
- Heating, cooling and lighting. Does the proposal incorporate energy-efficient heating, cooling and lighting systems?
- Clothes drying. Is there an outdoor drying space with solar access?
- Water heating. Does the proposal incorporate a hot water system with a greenhouse score of 3.5 or greater?

#### **K. Waste**

- Show how the proposal promotes waste minimisation: 'avoid, re-use, recycle'
- does the proposal incorporate at-source waste separation facilities? (aluminium, steel, glass, plastics, paper, organic waste, etc)
- proposed recycling collection from commercial, industrial, accommodation, restaurant and entertainment premises
- domestic food and organic waste collection and composting
- litter control program for take-away food premises, sporting venues, etc
- how will building waste be re-used, recycled or disposed?
- arrangements for hazardous building wastes such as asbestos and contaminated soil

#### **L. Existing structures**

Provide a report detailing the materials used in the construction of the existing building/s. The details are to include a Hazardous Substance Audit Report.

Where friable asbestos or other non-bonded hazardous materials are present on the site or in the buildings the audit report is to include recommendations as to whether the site and/or the building/s are safe to enter.

Should any proposed works require the disturbance of any hazardous material a Hazardous Management Plan is to be included with the details.