

## Required Information

This document summarises the submission requirements for applications for **single dwelling houses and ancillary structures (i.e., decks, carports, sheds) for developments on existing torrens title lots**. It consists of two parts:

- **Part One** contains the submission requirements for a Development Application (DA).
- **Part Two** contains the submission requirements for a Construction Certificate (CC).

A copy of this checklist is available on City of Newcastle's (CN) website; it contains hyperlinks to documents and websites that will assist you in the preparation of your application. The hyperlinks are identifiable by the underlined words and can be accessed by clicking on "CTRL and clicking on link" e.g. [DCP 2012](#)

Nothing in this checklist precludes CN from requesting additional information, where CN is of the opinion that the information will assist in the assessment of an application. All plans should be drawn to scale, in ink, on unlined paper and coloured to distinguish new work from existing structures.

All applications must be submitted by the [NSW Planning Portal](#).

CN's [E-Planning](#) page has more information to assist you with this process. The documents required to submit your application are outlined in this checklist.

If you do not already have a [NSW Planning Portal](#) account, we encourage you to create an account if you intend to lodge any Planning Application or Building Information Certificate.

[Create a NSW Planning Portal Account](#)

## Part One: Development Application (DA) Checklist

The relevant sections will be dependent on the application.

Development Application Requirements - Single Dwelling and Ancillary Structures	
Submission Requirements	Required when?
<b>1. The application form:</b> The details that you enter online via the <a href="#">NSW Planning Portal</a> will constitute your application. You are advised the applicant's portal account should be used to lodge the application, as all correspondence about the application will be sent via the email address attached to that account.	All applications.
<b>2. Owners Details and Consent:</b> The NSW Planning Portal will ask you to confirm that you have owners consent to lodge the application. There are circumstances where CN will seek to verify this. To avoid delays it is recommended that CN's <a href="#">Owner Details and Consent</a> - to authenticate that you have the consent of all owners to lodge the application.	All applications.
<b>3. Fees:</b> To obtain a fee quote please contact CN on 02 4974 2000, with the cost of works of the proposal and details of other approvals being sought e.g., integrated development, construction certificate, appointment of a Principal Certifier.	All applications.

<p><b>4. Statement of Environmental Effects (SEE):</b> The statement should address the environmental impacts of the development and any steps taken to protect the environment and lessen the expected impact. The statement should address the following matters:</p> <ul style="list-style-type: none"> <li>• The environmental impacts of the development;</li> <li>• How the environmental impacts of the development have been identified;</li> <li>• The steps to be taken to protect the environment or to lessen the expected harm to the environment; and</li> <li>• Whether or not the development complies with CN's policies (i.e. LEP or DCP) and any applicable legislation, including the Ecological Sustainable Development principles contained with the <a href="#">DCP 2012</a>. Justification for any part that does not comply with policies or legislation should be provided in the statement. For further information on how to prepare a <a href="#">Statement of Environmental Effects</a> please refer to the information sheet on our web site.</li> </ul>	All applications.
<p><b>5. Site Plan</b> (drawn to a scale of 1:100): The plan is to include:</p> <ul style="list-style-type: none"> <li>• the north point</li> <li>• boundary dimensions</li> <li>• the general fall of the site</li> <li>• the building footprint and the distances of the proposal to the boundaries and all buildings on site</li> <li>• the location and type of all trees located within the footprint of the proposed works and within 5 metres of the proposed works, including trees on neighbouring properties, public places or footpaths</li> <li>• any easements</li> <li>• the location of any power line, transmission line, underground power line or electricity substation or tower within the vicinity of the proposed works</li> <li>• the location of all existing structures and those to be demolished</li> <li>• the position of any street or lane adjoining the site</li> <li>• finished levels (contours or spot levels in AHD)</li> <li>• car parking areas and dimensions (show direction of traffic movement, driveway location and</li> <li>• waste bin storage and collection facilities.</li> </ul> <p>New work must be clearly distinguished.</p>	All applications.
<p><b>6. Objection to development standard:</b> Clause 4.6 of LEP 2012 enables consideration of a written request justifying the contravention of any development standard. The request must demonstrate:</p> <ol style="list-style-type: none"> <li>a) that compliance with the development standard is unreasonable or unnecessary in the circumstances, and</li> <li>b) that there are sufficient environmental planning grounds to justify contravening the development standard.</li> </ol>	All applications where it is proposed to vary a standard or standards.
<p><b>7. Elevations</b> (drawn to a scale of 1:100): Elevations are to be a fully dimensioned plan showing all faces of the building, existing and proposed windows, and existing and finished floor levels, the height above natural ground level, the type of material to be used in construction. New work must be clearly distinguished.</p>	All applications.
<p><b>8. Floor Plans</b> (drawn to a scale of 1:100): A fully dimensioned plan showing the size and use of each room/area. New work must be clearly distinguished. Floor plans for additions and alterations to an existing building must show the existing room layout including all existing windows, doors etc.</p>	All applications.
<p><b>9. A section through the building</b> (drawn to a scale of 1:100): Sections are to show the proposed method of construction and must be fully dimensioned. Sections for buildings with suspended floors must indicate the subfloor clearance of the floor.</p>	All applications.
<p><b>10. A driveway section</b> (drawn to a scale of 1:100) will be required on steep sites. The driveway should be designed to comply with AS2890, <a href="#">Section 3.02.10 of DCP 2012</a> and have a maximum gradient of 1:4 with transition grades.</p>	Where there are changes to existing or new car spaces proposed.
<p><b>11. Shadow Diagrams</b> (drawn to a scale of 1:100): The diagrams should indicate in plan view the shadowing impacts for 21 June, for 9am, 12 and 3pm (inclusive) and indicate:</p> <ul style="list-style-type: none"> <li>• the existing and proposed shadows</li> <li>• the footprint of buildings and solar panels on adjoining sites, and</li> <li>• the impact on adjoining living areas and adjoining private open space. It will be necessary to prepare elevation views where windows to living areas are impacted upon.</li> </ul>	Required where adjoining properties are likely to be impacted. e.g. buildings greater than one storey.

<p><b>12. Hunter Water Stamped Plans:</b> The applicant will be required to satisfy the requirements of the Hunter Water Corporation (HWC). Evidence of consultation with HWC, including plans stamped by the Hunter Water Corporation must be provided. The Corporation has an office located at 36 Honeysuckle Drive, Newcastle and can be contacted on 1300 657 657. For more details on their requirements see their <a href="#">website</a>.</p>	<p>All applications.</p>
<p><b>13. Mines Subsidence Stamped Plans:</b> Minor structures may be 'Deemed Approved' by the Mines Subsidence Board and exempt from referral to the Board. The Mine Subsidence Board is located at 117 Bull St Newcastle West, phone (02) 4908 4300 (see their <a href="#">website</a> for more information).</p>	<p>Required where the property is within a Mine subsidence Area.</p>
<p><b>14. Materials and Finishes:</b> The proposed materials and finishes to be used are to be nominated on the plans or on a separate schedule. The schedule will assist in demonstrating the proposal's compatibility with the existing buildings and streetscape.</p>	<p>All applications.</p>
<p><b>15. Arborist Report and statement of consistency:</b> The report is to include:</p> <ul style="list-style-type: none"> <li>• the Tree Retention Value Assessment of each tree in accordance with the requirements of the <a href="#">Tree Management of DCP 2012 Section 5.03</a> and the <a href="#">Newcastle DCP 2012 Technical Manual 'Urban Forest Technical Manual'</a>,</li> <li>• the heritage assessment requirements of the Newcastle LEP (if the tree is heritage listed or on a land containing a heritage item), and</li> <li>• any tree protection measures proposed to be implemented on site.</li> </ul> <p>The statement is to indicate that the development application has given regard to the content of the arborist report.</p> <p>* The application will be accepted without an arborist report in new residential estates. This does not prevent a report being requested at a later date.</p>	<p>Where trees are located within 5 metres of a proposal and:</p> <p>i) they are proposed to be removed or pruned and do not constitute exempt or complying development or</p> <p>ii) they are to be maintained.</p> <p>See * for exemptions</p>
<p><b>16. Stormwater Management Plan</b> (drawn to a scale of 1:100 or 1:200): The plan is to illustrate how stormwater will be managed on the site and must show the following details:</p> <ul style="list-style-type: none"> <li>• north point</li> <li>• scale (show ratio and bar scale)</li> <li>• existing surface contours (AHD values)</li> <li>• proposed finished surface contours (AHD values)</li> <li>• proposed building locations and finished floor levels (AHD values)</li> <li>• infiltration measures (e.g. soakage trenches, swales, landscaping, permeable pavements, etc.)</li> <li>• discharge points to the stormwater drainage system (show levels at these locations)</li> <li>• any overland flow paths or flood liable areas present on the land</li> <li>• notional location and levels of proposed stormwater pipes and drainage pits</li> <li>• notional location and approximate area of any proposed on-site detention (OSD) facilities</li> <li>• proposed OSD stored water levels and emergency spillways</li> <li>• existing or proposed drainage easements across adjoining land.</li> </ul> <p>All drainage is to comply with <a href="#">Section 7.06 Stormwater</a> of our Development Control Plan 2012 and the <a href="#">Stormwater and Water Efficiency Technical Manual</a>.</p>	<p>All applications.</p>
<p><b>17. Erosion and Sediment Control Plan</b> (drawn to a scale of 1:100 or 1:200): The plan is to illustrate how run off and soils will be managed on the site and show the following details:</p> <ul style="list-style-type: none"> <li>• extent of earthworks, stockpiles, access roads, impervious areas, construction entrances</li> <li>• drainage lines</li> <li>• proposed runoff diversion measures, such as earth perimeter banks and channels, straw</li> <li>• bale perimeter banks, diversion banks and channels, level spreaders, drop down drains and</li> <li>• check dams</li> <li>• proposed sediment trapping devices, such as sediment fences, sediment traps</li> <li>• revegetation and stabilisation areas</li> </ul> <p>Plans are to be prepared in accordance with 'Managing Urban Stormwater: Soils and Construction - Volume 1, 4th edition 2004 (the 'Blue Book')</p>	<p>All applications where more than 50m<sup>2</sup> of land is being disturbed.</p>

<p><b>18. A Geotechnical Report:</b> The report is to be prepared by a suitably qualified person and demonstrate that land is:</p> <ul style="list-style-type: none"> <li>• suitable for its intended use, or demonstrate that remediation works will eliminate the risk.</li> <li>• does not impact on the structural integrity of buildings, the health and safety of trees on both adjoining and nearby properties and streets and the geodiversity of the local area.</li> </ul>	<p>Required where the development site is considered to be at risk from landslip, subsidence, coastal erosion or any other potential hazardous ground conditions.</p>
<p><b>19. Survey of Existing Australian Height Datum (AHD):</b> Where the property is affected by flooding, a survey of the existing floor level is to be provided to AHD indicating the floor level above the flood planning level. The flood planning level can be obtained from CN by applying for a <a href="#">Flood Information Certificate</a>.</p>	<p>Required where works are proposed and the property is a flood controlled lot</p>
<p><b>20. A BASIX Certificate</b> is required for all new dwellings and alterations and additions to dwelling houses confirming compliance with the Government's sustainability targets. See <i>Guidelines for more information</i>.</p>	<p>Required where the proposed development has a cost of works of \$50,000 or greater or a swimming pool with a capacity of 40,000 litres or greater.</p>
<p><b>21. Notification Plan</b> (drawn to a scale of not less than 1:200) including site plan, elevations, dimensions of the proposal and all relevant setbacks.</p> <p><i>Note: Under the provisions of the Act, the internal layout of the building is not required to be provided for notification purposes of residential properties. Inclusion of the internal layout on notification plans will result in these details being notified. These are sent with notification letters to nearby property owners.</i></p>	<p>Required where the proposed development is required to be notified.</p> <p>All development applications are considered on a case-by-case basis. However, some development (not related to a heritage item or heritage conservation area) are considered by CN as generally unlikely to warrant public notification:</p> <ul style="list-style-type: none"> <li>• Ground-floor alterations or additions to single storey dwelling-houses and new single storey dwelling houses, located a minimum of 900mm offside allotment boundaries and located behind the building alignment, where the allotment area is 450 square metres or larger</li> <li>• Single storey garages, carports or other residential outbuildings that are located a minimum of 600 mm offside allotment boundaries, located behind the building alignment and have an area less than 50m<sup>2</sup></li> <li>• Swimming pools and retaining walls less than one metre in height associated with a single dwelling-house, and located a minimum of 600 mm off allotment boundaries and located behind the building alignment</li> <li>• Internal alterations or renovations.</li> </ul>
<p><b>22. Bushfire Assessment Report:</b></p> <p>All residential proposals on <a href="#">Bushfire Prone Land</a> and ancillary structures located within 10 metres of a dwelling house will require a Bushfire Assessment Report. for more information see <a href="#">RFS guidelines</a>. The application must demonstrate compliance with <a href="#">Planning for Bush Fire Protection</a> (as amended). A self assessment report can be completed and downloaded from their <a href="#">website</a>.</p>	<p>Required where the property is within Bushfire Prone Land and in the case of ancillary structures within 10 metres of the dwelling house.</p>
<p><b>23. Acid Sulfate Soils Management Plan:</b> The plan must be prepared by an appropriately qualified person and:</p> <ul style="list-style-type: none"> <li>• Identify the extent of excavation and groundwater disturbance</li> <li>• Establish whether acid sulfate soils are present on a site and if so whether the proposed works are likely to disturb those soils</li> <li>• Establish whether a comprehensive acid sulfate soils management plan should be prepared, that outlines mitigation and/or monitoring strategies</li> <li>• Provides information to assist with the design of a soil and water assessment program. <i>More information can be found in the guidelines at the end of this document and in CN's LEP.</i></li> </ul>	<p>Required where a development site has been identified as being potentially impacted by acid sulfate soils and the proposed works involve the disturbance of 1 tonne or more of soil, the lowering of the watertable or for works beyond a certain level (as specified in the LEP) below the existing ground surface.</p>

<p><b>24. Heritage Impact Statement:</b> The statement must:</p> <ul style="list-style-type: none"> <li>• address the relevant matters listed in clause 5.10 of the <a href="#">LEP 2012</a>.</li> <li>• assess the extent to which the carrying out of the proposed development would affect the heritage significance of the item, area, place, site or relic.</li> </ul> <p>The guidelines for various types of heritage impact statements are available at the following <a href="#">website</a>. Additional information is also available on our <a href="#">website</a>.</p> <p>More information is available in DCP 2012 in the following sections:</p> <p><a href="#">Section 5.04 Aboriginal Heritage</a>  <a href="#">Section 5.05 Heritage Items</a>  <a href="#">Section 5.06 Archaeological Management</a>  <a href="#">Section 6.02 Heritage Conservation Areas</a></p> <p>And the <a href="#">Heritage Technical Manual</a></p>	<p>Required where the development involves works to any of the following:</p> <ul style="list-style-type: none"> <li>• a heritage item or a draft heritage item or</li> <li>• on a property of known or suspected Aboriginal heritage or</li> <li>• on a property that contains an archaeological site or relic of non- Aboriginal heritage significance and a property within a heritage conservation area, or draft heritage conservation area, where the works are visible to the street or greater than one storey in height, and</li> <li>• may be required for development that is within the vicinity of a heritage item or heritage conservation area.</li> </ul>
--	---

## Part Two: Construction Certificate (CC) Checklist

An application for a Construction Certificate is required to demonstrate the proposals compliance with the Building Code of Australia (BCA) and the development consent. The table below is a summary of the information required for the assessment of a CC.

Construction Certificate Application	
Submission Requirements	Required when?
<p><b>1. The application form</b> – The details that you enter online via the <a href="#">NSW Planning Portal</a> will constitute your application. You are advised the applicant's portal account should be used to lodge the application, as all correspondence about the application will be sent via the email address attached to that account.</p>	All applications.
<p><b>2. A Detailed Specification:</b> The specification must include;</p> <ul style="list-style-type: none"> <li>• The method of construction,</li> <li>• The standard to which any framing, wet area flashing, termite protection and glazing shall be installed.</li> <li>• A wind classification for the site shall be nominated, in accordance with AS4055 where any timber framing is proposed and</li> <li>• A site classification, in accordance with AS2870, where any concrete footing or slab is proposed.</li> </ul>	All applications.
<p><b>3. Engineers Details and/or Certification:</b> You will require input from an engineer for the following type of work:</p> <ul style="list-style-type: none"> <li>• Concrete footings and/or slabs. A soil classification in accordance with AS2870 shall be nominated for all works involving concrete footings or a slab</li> <li>• Steel members (e.g. beams or posts)</li> <li>• Where it is proposed to build on an existing structure, a statement of structural adequacy is required for the existing building/slab to ensure it is capable of carrying the additional loads, and</li> <li>• Where a timber frame exceeds the design parameters of AS4055, "Wind Loads for Housing" or AS1684, Residential timber-framed construction, the timber frame must be certified by a structural engineer. A wind classification for the site shall be nominated on the plans.</li> </ul>	All applications.
<p><b>4. Owners Details and Consent</b> – The NSW Planning Portal will ask you to confirm that you have owners consent to lodge the application. There are circumstances where CN will seek to verify this. To avoid delays it is recommended that CN's <a href="#">Owner Details and Consent</a> - to authenticate that you have the consent of all owners to lodge the application.</p>	All applications.