

## Application Information Matrix - Minor Residential Development

Information	Dwelling Houses / Secondary Dwellings / Studio Dwellings	Dwelling House Alterations / Additions	Dual Occupancies / Dwelling Houses and Subdivision	Outbuildings and Minor Works (including decks, awnings and the like)	Swimming Pools
Arborist Report	○	○	○	○	○
BASIX Certificate	●	○	●	×	○
Biodiversity Development Assessment Report	○	○	○	○	○
Bush Fire Report	○	○	○	○	×
Demolition Plan	○	○	○	○	○
DRAINS Model (Simplified)	○	○	○	×	×
Elevations	●	●	●	●	×
Estimated Development Cost (EDC)	●	●	●	●	●
Flood Report	○	○	○	○	×
Floor Plans	●	●	●	●	×
Heritage Management Document	○	○	○	○	○
Materials and Colours Details	●	●	●	●	×
Owner(s) Consent	●	●	●	●	●
Sections	●	●	●	●	×
Shadow Diagrams	○	○	○	○	×
Site Plan	●	●	●	●	●
Statement of Environmental Effects	●	●	●	●	●
Stormwater Drainage Plan	●	●	●	●	×
Subdivision Plan	×	×	○	×	×
Survey Plan	●	●	●	×	×
Sustainable Effluent Application Area Compliance Information	○	○	○	×	×
Waste Management Plan	●	●	●	●	●
● Information required	○ Information may be required (refer to Information Guide)			×	

**Note:** Council may require additional information to that listed in the matrix due to site constraints, unique development proposals and evolving policy requirements. In addition, detailed assessment of your application may require the provision of additional information.

For advice contact Council on 13 22 63 or at [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au).

**Note:** Applications for residential driveway crossing approvals and road opening permits may be submitted at the same time as the above application types.

**Note:** You are strongly encouraged to obtain a fee estimate from Council prior to submitting the application.

## Information Guide

Information	Requirements	When is the Information Required?
Arborist Report	A report which assesses the impact of the development upon existing trees in accordance with Council's <a href="#">Arborist Report Requirements</a> . The report must be prepared by an Arborist with a minimum Level 5 Diploma in Horticulture (Arboriculture) or AQF Level 5 in Arboriculture and \$2 million professional indemnity insurance.	For developments that are likely to impact upon trees on non-biocertified land in the Camden LGA.
BASIX Certificate	A certificate which certifies that the development will comply with the NSW Government's energy and water reduction targets subject to certain commitments. The certificate must be obtained via the online <a href="#">BASIX assessment tool</a> . All BASIX commitments that the certificate states must be shown on the proposed plans for the development must be shown on those plans.	For residential development excluding renovations to an existing dwelling with a value less than \$50,000 and swimming pools or spas with a capacity less than 40,000 litres.
Biodiversity Development Assessment Report	A report which assesses the biodiversity impacts of the development in accordance with the <a href="#">Biodiversity Assessment Method</a> . The report must be prepared by an <a href="#">accredited assessor</a> .	For developments that the <a href="#">Biodiversity Offsets Scheme</a> threshold applies to.
Bush Fire Report	A report which demonstrates how the development on bush fire prone land will comply with <a href="#">Planning for Bush Fire Protection 2019</a> . The report must be prepared by a <a href="#">Bushfire Planning and Design Accredited Practitioner</a> .	For certain developments (refer to matrix) on bush fire prone land.
Demolition Plan	A plan which details all buildings and structures to be demolished.	For developments that include demolition.
DRAINS Model (Simplified)	A simple pre and post electronic model of a development's stormwater drainage system prepared in accordance with Council's <a href="#">engineering specifications</a> . The model must be prepared by a suitably qualified and experienced civil engineer.	Refer to matrix.
Elevations	Plans which show: <ul style="list-style-type: none"> <li>• an elevation of each side of the development,</li> <li>• the locations of all doors and windows,</li> <li>• existing and finished ground levels (to Australian Height Datum), and</li> <li>• eave and ridge levels and roof pitches.</li> </ul>	For developments that include buildings.
Estimated Development Cost (EDC)	An estimate of the development cost in accordance with <a href="#">Planning Circular PS 24-002</a> .	Refer to matrix.
Flood Report	A report which demonstrates how the development on flood prone land will comply with Council's <a href="#">Flood Risk Management Policy</a> . The report must be prepared by a suitably qualified and experienced civil engineer.	For certain developments (refer to matrix) on flood prone land.
Floor Plans	Plans which show: <ul style="list-style-type: none"> <li>• a plan of each floor level of the development, and</li> <li>• room names, dimensions, areas and finished floor levels (to Australian Height Datum).</li> </ul>	Refer to matrix.
Heritage Information	A document which assesses and manages the development's heritage impacts in accordance with Council's <a href="#">Heritage Related Development Guideline</a> . The document must be prepared by a suitably qualified and experienced heritage consultant.	For developments involving: <ul style="list-style-type: none"> <li>• heritage items or on sites within heritage conservation areas,</li> <li>• development within the vicinity of heritage items or heritage conservation areas, or</li> <li>• development within an identified significant view corridor.</li> </ul>
Materials and Colours Details	Details showing the materials and colours proposed for the development. A physical sample board may be required in some circumstances.	Refer to matrix.
Owner(s) Consent	A document providing owner(s) consent of the land to which the development application relates.	Refer to matrix.
Sections	Plans which show: <ul style="list-style-type: none"> <li>• a section through the development along each axis,</li> <li>• existing and finished ground levels (to Australian Height Datum), and</li> <li>• eave and ridge levels and roof pitches.</li> </ul>	Refer to matrix.

**Note:** All plans must be to an appropriate scale to ensure legibility.

## Information Guide

Information	Requirements	When is the Information Required?
Shadow Diagrams	<p>Diagrams that show:</p> <ul style="list-style-type: none"> <li>the extent of shadows that will result from the development (including fencing) between 9am and 3pm on 21 June, and</li> <li>the extent of shadows that will impact the development from surrounding development (including fencing) between 9am and 3pm on 21 June.</li> </ul>	For developments ≥two storeys high that will impact upon surrounding residential development and residential developments where compliance with solar access requirements is unclear.
Site Plan	<p>A plan which shows the location of the development in relation to:</p> <ul style="list-style-type: none"> <li>the site's boundaries and contours (to Australian Height Datum),</li> <li>any existing buildings, structures and vegetation on the site,</li> <li>any vegetation proposed for removal, and</li> <li>other important site features, e.g., watercourses, etc.</li> </ul>	For all developments.
Statement of Environmental Effects	<p>The statement must:</p> <ul style="list-style-type: none"> <li>describe the site and development,</li> <li>detail the development's consistency with all applicable legislation, environmental planning instruments and policies,</li> <li>describe the likely environmental impacts of the development, and</li> <li>describe how the development will mitigate the likely environmental impacts.</li> </ul>	For all developments.
Stormwater Drainage Plan	A plan which shows the development's method of stormwater drainage and includes contours (to Australian Height Datum).	Refer to matrix.
Subdivision Plan	<p>A plan which shows:</p> <ul style="list-style-type: none"> <li>the site's boundaries,</li> <li>proposed lot boundaries, boundary lengths, lot areas and lot numbers, and</li> <li>areas subject to any existing and / or proposed easements, restrictions or covenants.</li> </ul>	For developments that include subdivision.
Survey Plan	<p>A plan which shows:</p> <ul style="list-style-type: none"> <li>the site's boundaries and contours (to Australian Height Datum), and</li> <li>any existing buildings, structures and vegetation on the site.</li> </ul> <p>The plan must be prepared by a registered surveyor.</p>	Refer to matrix.
Sustainable Effluent Application Area Compliance Information	<p>Information demonstrating compliance with Council's sustainable effluent application area requirements in accordance with Council's <a href="#">On-Site Sewage Management Policy</a>. These requirements must be requested from Council prior to preparing an application. Further information is available on Council's <a href="#">website</a>.</p> <p>All on-site wastewater systems require application and approval under <a href="#">Section 68</a> of the <i>Local Government Act 1993</i>. Further information is available on Council's <a href="#">website</a>.</p>	For all developments on unsewered sites.
Waste Management Plan	A report which demonstrates how demolition, construction and / or operational waste will be managed in accordance with Council's <a href="#">Waste Management Guideline</a> .	For all developments.

**Note:** All plans must be to an appropriate scale to ensure legibility.