

# DOCUMENT AND PLAN REQUIREMENTS

Please use Councils [application requirements checklist](#) to help you prepare the relevant plans and supporting documents required to submit your application via the [NSW Planning Portal](#). Documents not meeting the following requirements will not be accepted and the application returned via the NSW Planning Portal.

- All documentation must be lodged in PDF format
- Your application must contain the 'required items' as per Council application checklist for the development proposed. For any 'required items' not supplied you must include a comment in the statement of environmental effects as to why this item is not required. For confirmation of 'may be' required items please contact Council on (02) 4677 1100
- Previously approved plans bearing Council's stamps must not be submitted for further approval
- Illegible or basic hand drawn plans not to scale will not be accepted
- All documents and plans should be named appropriately with the heading names used in the application checklist and as individual documents
  - e.g. Site Plan
  - Elevation and Section Plans
  - Floor Plans
  - Statement of Environmental Effects
  - Survey Plan
- Documents are not to be password protected, in folders or zip files
- Plans must be rotated for correct orientation e.g. landscape or portrait format

**When preparing plans for submission they should also comply with and include the following information:**

## Plan requirements

- (a) Drawn to minimum A3 size at a scale of 1:100 (preferred) or 1:200
- (b) Highlight proposed works to distinguish from existing structures

**Site Plan** (*to scale*) including but not limited to:

- (a) The location, boundary dimensions, site area and north point of the land
- (b) The location and uses of existing structures on the land
- (c) The location of any proposed structures or works in relation to the land's boundaries and adjoining development
- (d) Proposed and finished levels of the land in relation to existing and proposed works
- (e) Existing vegetation and trees on the land
- (f) Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate)
- (g) The location and uses of buildings on sites adjoining the land

**Floor Plans** (*to scale*) including:

- (a) Dimensions
- (b) Layout
- (c) Partitioning
- (d) Room sizes
- (e) Intended uses of each part of the building
- (f) Access for disabled, where relevant
- (g) BASIX commitments e.g. Skylight, rainwater tank

**Elevation and Section Plans** (*to scale*) including:

- (a) Dimensions
- (b) Existing levels of the land in relation to buildings and roads (RL or AHD)
- (c) Relevant Orientation e.g. North, South
- (d) Calculated roof pitch and ridge height

**Please Note:** Council may ask for additional information of a technical nature or require clarification of the information submitted during assessment of the application