

# Guide to preparing a DEVELOPMENT APPLICATION FOR AN EDUCATIONAL ESTABLISHMENT

This is a guide for applicants to assist them in lodging a development application (DA) for a proposed educational establishment within the Central Sydney area.

## What constitutes an Educational Establishment?

An Educational Establishment includes colleges, schools, academies or educational institutes but does not include child care centres which are covered by a separate Development Control Plan. Beauty, language, cooking, business and IT schools or sporting academies are some examples of the types of uses that are considered educational establishments.

## What to include?

Your DA and accompanying documents should address all the issues that are applicable to your proposal. The following is only a general guide to the issues relevant to educational establishment proposals. We recommend that you check with Council for any other requirements that specifically relate to your proposal or site.

The following documentation should be lodged with your development application:

- A location plan identifying where the site is in relation to surrounding streets and other buildings (6 copies)
- A site plan identifying the suite or lot on the relevant floor (6 copies);
- An existing floor plan (6 copies);
- A proposed floor plan including classroom layout, common areas and amenities for staff and students (6 copies);
- A BCA Report prepared by a qualified consultant (3 copies);
- A Fire Safety Schedule (3 copies);
- A Plan of Management of site and surrounds addressing issues such as: student loitering, conduct and security, cleanliness (litter, ash-tray maintenance), maintenance of existing footways, vehicular and pedestrian thoroughfares in the vicinity of the site and how you will briefing of students and staff on their obligations on these issues;
- A detailed Statement of Environmental Effects (6 copies) including:
  - Description of the site as it is now
  - Description of the development proposal/activity
  - The relevant planning controls should be considered and references stated eg. *Sydney LEP 2005* and *Central Sydney DCP 1996*
  - The type of educational establishment (eg. Cooking school, language school)
  - Proposed hours of operation
  - The number of students attending the school and staff
  - The number of toilet facilities including toilet facilities for persons with disabilities
  - Disabled access
  - List the other uses within the building
- Traffic Report (where applications which require consent under SEPP11 Schedule 1)

This list does not include **all** the relevant issues that need to be addressed for every DA. This list should be used as a guide and all applicants are recommended to consult all relevant planning instruments which can be downloaded from the City of Sydney website – [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au).

If you have any questions regarding what planning instruments apply, you can request to speak to a **Duty Planner** by calling the Customer Service Call Centre on **9265 9333** or by visiting the One Stop Shop / Neighbourhood Service Centre.