

Appendix A

Glossary

Above awning sign. A projecting sign on top of an awning.

Active street frontage. A street frontage which provides direct contact or access between the street and the interior of the building.

Animated sign. A sign that gives the effect of a moving display through any mechanical or electrical source of power.

Awning. An awning is a predominantly horizontal structure that projects over a footpath from the host building to provide weather protection for pedestrians

Awning fascia sign. A sign on the fascia of an awning or verandah.

DCP Amendment No.11

Banner sign. A sign that consist of banner, bunting streamers, flags, windvanes or the like.

Bracket style sign. A sign suspended from a wall mounted bracket or pole at/ or under awning level (can also be described as a vertical or horizontal projecting sign).

Building name sign. An Identification Sign that is used to name a building.

DCP Amendment No.11

Commercial Advertising Sign. A sign that advertises goods, services, activities or events other than the approved use of the land on which the sign is located.

DCP Amendment No.11

Dwelling unit. A residential unit or a serviced apartment.

Fascia sign. A sign on the fascia of an existing awning or verandah.

Free standing sign. A sign which is not fixed to a building but is fixed to a forecourt or plaza of the building.

DCP Amendment No.11

Hoarding sign. An ephemeral sign on building hoardings around construction sites.

Identification sign. A sign used to identify a site, building, building use or tenant.

DCP Amendment No.11

Illuminated sign. A sign which is internally or externally lit by artificial lighting whether that lighting is integral to or separate from the sign, include signs that have flashing or sequenced lighting, spotlighting, directional, projected or laser lighting.

DCP Amendment No.11

Internally - illuminated sign. A sign illuminated by internal lighting or containing lights, illuminated tubes or skeletal lettering, arranged as an advertisement.

Lane. An external space which is uncovered and open to the shy and which provides permanent pedestrian and/or vehicle connections through the city fabric at all hours.

Midblock connection. An enclosed or partly enclosed arcade within development that has a public character, provide right of way and are open and accessible at each end.

Opportunity site. A site identified in the LEP as one to which pedestrian amenity and/or urban design improvements can be made.

Outlook. A short range view or prospect, such as from one building to another building.

Porte cochere. A porch, often used in hotel development, large enough for vehicles such as tourist coaches to pass through.

Projecting wall sign. A sign projecting in either a horizontal or vertical direction from the wall of a building.

DCP Amendment No.11

Promotional sign. A sign on land or a building that advertises either:

- goods or services not provided by an occupier of a significant portion of the premises on which the sign is attached, or
- an event or activity not conducted on the land or in the building.

Roof sign. A sign above parapet level of a building on the uppermost structural elements and attached to lift motor and plant rooms.

Sky sign. A free standing sign on/or above the roof of a building, or fixed to the wall and projecting above the parapet.

Silhouette. A building outline viewed against the sky.

Street alignment. The boundary between land allotments and a street or lane.

Street frontage height. The vertical distance measured in metres at the centre of the street frontage from the average of the street levels at each end of the frontage to the parapet level of the frontage. The parapet level is the horizontal plane in which at least two thirds of the length of the top of the facade is situated. No part of the facade is to be less than 80 per cent of the height.

Temporary sign. A sign that is erected for a term not exceeding 40 days, whether consecutive or non-consecutive, in any 365 day period.

DCP Amendment No.11

Wall sign. A sign which is on any exterior wall of a building .

DCP Amendment No.11

Under awning sign. A sign hung or suspended below or otherwise supported from the underside of an awning.

DCP Amendment No.11

View. An extensive or long range prospect of particular objects or geographic features.

Vista. A view along a street terminated by a building or structure such as an obelisk.

Explanatory Note I

Requirements for Development Applications

Introduction

This Explanatory Note contains the following sections:

1. When is a Development Application (DA) required?
2. What to do before preparing or lodging a DA.
3. Information required in a DA.
4. What is required in a *Statement of Environmental Effects*?
5. How is a DA processed?

1. When is a Development Application (DA) required?

There are many instances where a Development Application needs to be submitted to Council. For example, to carry out a development, open a new business, make additions or alterations to existing premises.

Development is defined in the Act as:

- the erection of a building on that land;
- the carrying out of a work in, on, over or under that land;
- the use of land or of a building or work on that land; and
- the subdivision of that land,
- but does not include development prescribed in the regulations to the Act and State Environmental Planning Policy No. 4.

The provisions of the *Central Sydney Local Environmental Plan 1996* and the *Central Sydney Local Environmental Plan 1992 - Conservation of Heritage Items* set out which development requires consent.

2. What to do before preparing or lodging a DA.

2.1 Before preparing a DA

Before preparing a DA, applicants should contact Council's One Stop Shop to:

- Check whether the proposed activity is permitted.
- Check whether a Development Application is necessary.
- Ask how Council's plans, codes and policies affect the proposal (note that it is the applicant's responsibility to ensure that the relevant controls have been identified and satisfied).
- Obtain copies of documents and information necessary to submit a development application. These include:
 - The Development Application form,
 - LEP, DCP and amendments (ie, the *Central Sydney Local Environment Plan 1996* and the *Central Sydney Development Control Plan 1996*),

- Council codes and policies (see Explanatory Note 2 for relevant Council Policies or check at the One Stop Shop),
- Other relevant documents (check with the One Stop Shop).

The One Stop Shop is located on:

Level 2
Town Hall House (behind Sydney Town Hall - access from Sydney Square)
456 Kent Street
Sydney
Disabled access via Level 1, 456 Kent Street.
Telephone: 9265 9255

2.2 Before lodging a DA

Before lodging a DA, applicants should arrange an appointment to discuss the development proposal with an officer from the Urban Development and Conservation Unit. Please contact:

The Development Unit is located on:

Level 7
Town Hall House
456 Kent Street (behind Town Hall)
Sydney
Disabled access via level 1, 456 Kent Street
Telephone: 9265 9363

3. Information Required in a DA

A DA comprises the following items unless otherwise required by the consent authority:

3.1 Completed Development Application Form

Number of sets to be submitted: 1

- **DA Form:** A completed development application form
- **DA Fees:** Correct DA fees (this is scaled according to the cost of the development - refer to the DA form). Please note that all registered owners must sign applications and where applicable the stamp/seal of the company or firm is also required.
- **Certificate of Cost:** For developments over \$5 million, the application is to be accompanied by a certificate of cost prepared by a quantity surveyor. Council's officers will advise applicants on the items that should be included in the cost estimate.
- **Advertising Fee:** An advertising fee is also necessary for many types of development.

3.2 DA Report

Number of sets to be submitted:

12:	For development over three storeys or a major refurbishment), OR
3:	For Minor development

A DA report is comprised of the following items:

1 Statement of Environmental Effects

Statement of Environmental Effects with accompanying reports (see section 4 below for further detail).

2 Drawings (see also 3.4 below)

Drawings are to include the following:

- **Plans:** Plans are to show the outline of adjoining buildings and streets.
- **Elevations:** Elevations are to show at least the adjoining two buildings on each side of the site.
- **Sections:** Sections are to show the outline of adjoining buildings and buildings across the street.
- **New work:** One of these sets of drawings is to show all new work coloured. (Refer also to section 3.4 below).
- **Scale:** 1:100
- **Detail:** Drawings are to show a clear distinction between alterations, additions, new work and amendments, and any existing part not affected.
- **Numbering:** All drawing are to be suitably numbered.
- **Date:** All drawing are to be dated.
- **Folding:** Drawing are to be folded to A4 size with the title block at the front.

3.3 Photos and Photomontages

Number of Sets to be submitted: 2

- **Photographs:** showing all elevations facing streets set in the context of existing buildings in the vicinity of the subject site.
Size: Minimum A3.
- **Photomontages:** from at least two different directions showing views of the proposed building superimposed into the streetscape from each street frontage.
- **Size:** Photomontages are to be presented at the same size and same angles as the photographs. Minimum A3.

3.4 Other items

Number of sets to be submitted: 1

- **Drawings** (as per 3.2)
 - One set of all drawings reduced to A3 size.
 - One set of all drawings reduced to A4 size.
 - One set of the above drawings indicating floor space area in square metres for each land use, (eg., residential, commercial, open space) plant and/or public area. Where an existing building is to be retained, the floor space area and dimensions are to be shown. Each area is to be colour coded and is to relate in area to the listing of FSA and non-FSA calculations.

- **Floor plans**
 - The proposed structure is to be shown together with setbacks from all boundaries.. Ground floor plans showing the subject site, the adjacent sites and buildings, building alignment relative to the public area, the pedestrian circulation network and vehicular access points are required.
- **Site Plan/ Sections/ Elevations**
 - Development over three storeys or a major refurbishment: The site plan should show the length of all boundaries. Sections and elevations of the proposed development should be drawn at a scale of 1:100.
 - Other development: The site plan is to be drawn to a nominated scale clearly indicating which shop or unit is to be used.
- **Survey plan**
 - A survey plan, prepared by a Registered Surveyor, is to show existing ground levels including indicative spot levels at 10 metre intervals across the site and along the street frontage. All measurements are to be expressed relative to Australian Height Datum. Where a property is affected by an easement, right of way or encroachment, the exact location of any encumbrance in relation to the boundaries of the property, width, length and type (eg water, sewer, vehicular access) is to be shown.
- **Preliminary landscaping plan**
 - Plans of existing and proposed trees and landscaping are required. The information should include botanic names of the existing and proposed species to be used.
- **Sample board**
 - A sample board clearly indicating (with the use of drawings) materials, colours and finishes of facade and public areas.
 - An A4 photograph of the sample board.
- **Model**
 - A model at a scale of 1:500 is required for presentation to the consent authority and for inclusion in Council's city model which is located on Level 2 of Town Hall House. The applicant should contact Council's Model Makers through Council's One Stop Shop regarding specifications of the model.
 - A model will not be required where the application will not result in external changes to the appearance of the building.

4. What is required in a Statement of Environmental Effects?

4.1 Statement of Environmental Effects

As noted above, a Statement of Environmental Effects (SEE) is required as part of a DA submission. The purpose of an SEE is to:

- demonstrate that the environmental effects of the development have been considered. (Note: An SEE is not an environmental impact statement under the

Act unless the application is for a Designated Development pursuant to section 29 or 158 of the Act).

- set out measures to be taken to mitigate any likely adverse impact.
- demonstrate how the proposal complies with the Central Sydney Local Environmental Plan 1996 (LEP) Central Sydney Development Control Plan (DCP) and any other relevant Council policies.

Detailed requirements are set out in Section 90 of the Act. Applicants may find it preferable to use the services of a qualified town planner to prepare the SEE.

The SEE is to include a summary of the:

- Existing situation
- Proposed development
- Response to urban context
- Heritage implications
- Traffic
- Traffic and pedestrian conflicts
- Reflectivity
- Privacy impact
- Car parking
- Floor space area and floor space ratio calculations considerations
- Wind effects
- Shadow assessment
- Noise effects
- Waste management
- Stormwater management
- Energy efficiency
- Construction effects
- Daylight to residential units
- Public art provision
- Response to other relevant Section 90
- Copy of the land title highlighting encumbrances.

Detailed reports on these issues, where relevant, may be required by the consent authority (see below) and are to be appended to the SEE.

4.2 Reports accompanying an SEE

The following reports, where relevant and appropriate, are required to be included in the Statement of Environmental Effects for the DA:

- **Urban Context Report**

The design of the proposal is to address the urban context of the subject site by assessing and responding to the physical relationship to neighbouring buildings, the streetscape, the local pedestrian network and the other urban design provisions in the DCP.

- **Shadow/Sun Access Report**

Shadow diagrams that indicate existing and proposed/likely shadows at half hourly intervals between 12pm and 2pm for 21 June and 14 August as well as at half hourly intervals for the times nominated for the Special Areas are to be supplied. For residential development applications, the achievement of solar access to internal and external residential spaces should be demonstrated.

For DAs that relate to a site covered by a sun access plane (as shown on the 'Central Sydney Local Environmental Plan 1996 - Height Map'), the sun access plane is to be calculated only by the application of the formula contained in Schedule 4 to Central Sydney Local Environmental Plan 1996. The resulting sun access plane and shadow diagrams are to be certified by a Registered Surveyor.

- **Energy Efficiency Report**

An Energy Efficiency Report that provides the following information is required:

- Tabulation of the estimated annual fuel and energy supplied to the site to satisfy development needs. The amount of energy for each major building function is to be identified, and the form in which it is to be delivered.
- Annual energy consumption to be estimated per square metre of total FSA and FSA per major function. The percentage of the building being air conditioned is also to be provided.
- The benefits of the preferred energy option such as annual savings and environmental benefits.
- Details of proposed measures in the design to reduce energy demand are to be described including orientation, shading, thermal mass, insulation and other passive design measures.
- Two standard forms, plus working papers where applicable, are to be used to summarise the Energy Efficiency Report. The forms, which are found in the Building Energy Manual produced by State Projects for the Office of Energy, are as follows:

Form 2/1 Annual Fuel and Energy Requirements: an estimate of fuel needs, fuel supplies and their consumption rates, and

Form 2/2 Energy Use Factors: a record of energy information in simple terms.

- **Traffic and Parking Report**

For development that provides on-site parking and/or generates traffic, a Traffic and Parking Report is to be submitted indicating the proposed traffic and parking arrangements and likely impacts. The report is to be prepared by a qualified transport planner and is required to assess the impact of the proposed access design on the traffic efficiency, safety of the adjacent road network and pedestrian movement, safety and amenity. Traffic generating development will be referred to Council's Traffic Committee or the Regional Development Committee as required under State Environmental Planning Policy No. 11 - *Traffic Generating Development*. The traffic and parking report is to address compliance with the provisions of the LEP and the DCP.

- **Heritage Impact Statement and Conservation Plan**

Development of sites identified as heritage items in the *Central Sydney Local Environment Plan 1992 - Conservation of Heritage Items*, or within a Conservation Area will require the submission of a Heritage Impact Statement. A comprehensive Conservation Plan will be required unless the Consent Authority advises otherwise.

A Conservation Plan will be required for development that includes the demolition of a heritage item and for the demolition of a building within a Conservation Area or heritage streetscape.

Applicants should obtain a copy of the brochures *Heritage LEP Notes* and *Conservation Plan Handbook* from the One Stop Shop.

- **Wind Effects Report**

A Wind Effects Report, based on wind tunnel testing, is to be submitted when the height of proposed building exceeds 45 metres. The report is to identify and analyse the effects of wind conditions on pedestrians within the development site, on the street at footpath level and in other areas in the vicinity. The report is to compare and analyse the current situation with the likely impacts created by the new development and is to address compliance with all wind speed provisions in the DCP. Wind tunnel tests may be required in other circumstances when considered necessary by the Consent Authority.

- **Reflectivity Report**

A Reflectivity Report that analyses the reflectivity impacts from the facade of new development and demonstrates compliance with the provisions in the DCP as part of a DA submission is required unless advised otherwise by Council. Particular attention is to be paid to the effects of solar glare on occupants of nearby buildings, public areas and roadways in the vicinity of the site as well as solar radiation on other buildings. The report is to include the criteria for assessment, the method, the results and conclusions of the analysis.

- **Archaeological Baseline Report**

A Archaeological Baseline Report is required for sites identified in the draft *Archaeological Zoning Plan for Central Sydney 1992*. Intending applicants should obtain a copy of the brochure *Archaeology in the City* from the One Stop Shop.

- **Noise Impact Assessment Report**

A Noise Impact Assessment Report that analyses the noise potentially generated by the development as well as any mitigation measures that are needed in order to comply with the DCP is required (unless the consent authority advises otherwise). For residential development, existing noise levels within the vicinity of the subject site are to be documented.

The report is to provide results of an investigation into the control of environmental noise, including:

- Environmental noise monitoring at the site of the proposed development for a period of not less than 3 week days or not less than 2 weeks where the site is affected by noise from part time operations. The repeatable maximum LAeq (1 hour) for the daytime period (0700-2200 hours) and for the night time period (2200-0700 hours) is to be identified.
- For residential development and serviced apartments, a calculation of likely LAeq (1 hour) noise levels within living rooms and bedrooms with windows and doors both open and closed.
- Recommendations on noise control measures to be applied to development to ensure compliance with the limit provisions in the DCP.

- **Daylight Report**

A Daylight Report analysing daylight levels to the principal living room window of residential units and serviced apartments with respect to compliance with the DCP is required unless advised otherwise by Council.

5. What happens to a Development Application?

All DAs received by the consent authority go through a number of steps:

- Preliminary check
- Public notification
- Referrals
- Assessment
- Determination

Preliminary Check

A preliminary check is made to ensure that the DA form is correctly completed and that all required information is provided. If there is insufficient or inaccurate information, the applicant is asked to supply additional information within two weeks of lodgement. A request for additional information could delay processing the DA so applicants should ensure that all necessary information is submitted with the DA.

Public notification

The majority of DAs are notified in writing to surrounding and potentially affected property owners and residents. Some DAs are also advertised in the local press to allow the views of the public to be ascertained. All DAs that are advertised are publicly exhibited at Council for at least 14 days.

Referrals

All DAs are referred for comment to other Council departments (for example, Building and Engineering). DAs for developments over three storeys or major refurbishments are referred to the State Government departments as well (for example, RTA and DUAP). Where referrals to such external organisations are required, the DA may take longer to process.

Assessment

While views of referral bodies are being sought, Council officers prepare a detailed assessment of the DA with respect to the LEP, DCP, matters for consideration under the Act, and previous decisions of the consent authority. Submissions received in response to the notification of the DA are also be considered. A planning report is then prepared recommending either approval, usually with conditions, or refusal of the DA.

Determination

The DA is determined at a public meeting of the consent authority. The applicant has the opportunity to speak at the meeting. Once the decision is made, the applicant is advised formally by mail.

Explanatory Note 2

List of Relevant Council Policies, Codes and Practices

The following documents are available from the One Stop Shop on level 2 at Town Hall House, 456 Kent Street, Sydney - Phone 9265 9627

- Access Policy for people with mobility impairment
- Awnings Policy
- Code of Practice for Construction Hours/ Noise within the CBD
- Cycle racks and Facilities in New Buildings
- Footpath Paving Design Policy
- Hoardings Policy and Guidelines
- Laneways in Central Sydney - Management
- Opportunity Sites Policy
- Outdoor Cafe Policy
- Public Art Policy
- Total Environment Policy
- Waste Minimisation and Management Policy and Strategy Statement

Council and the Central Sydney Planning Committee have a number of other adopted policies and codes. Applicants are advised to check with the One Stop Shop to establish the applicability of other policies and codes to particular development applications.