

# DEVELOPMENT APPLICATION MATRIX

## Minor Residential Development

Information	New Single-Dwelling House/ Alts & Adds	New Rural or Village Dwelling House & Alts & Adds	Dual Occupancies/ Secondary Dwellings	Residential & Farm Outbuildings (i.e. garages, carports, decks, awnings, farm sheds and the like)	Swimming Pools	Conversion of Existing Building into a Single-Dwelling House
Arborist Report	○	○	○	○	○	×
BASIX Certificate	●	●	●	×	○	●
Biodiversity Development Assessment Report	○	○	○	○	○	×
Bush Fire Report	○	○	○	○	×	○
Dark Skies Conformity Statement	○	○	○	×	×	○
Demolition Plan	○	○	○	○	○	○
Elevations	●	●	●	●	×	●
Erosion and Sediment Control Plan	●	○	●	○	○	○
Flood Report	○	○	○	○	○	○
Floor Plans	●	●	●	●	●	●
Heritage Management Document	○	○	○	○	○	○
Materials and Colours Details	○	○	●	○	×	○
Sections	●	●	●	●	●	●
Shadow Diagrams	○	○	○	○	×	×
Site Plan	●	●	●	●	●	●
Site levels/contours – existing and proposed showing cut and fill	●	●	●	○	○	●
Statement of Environmental Effects	●	●	●	●	●	●
Stormwater Drainage Plan	●	●	●	○	×	○
Sustainable Effluent Application Area Compliance Information	○	○	○	×	○	○
Waste Management Plan	○	○	●	○	○	○
● Information required	○ Information may be required (refer to Information Guide)				× Information not required	

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's Duty Building or Planning Officer on (02) 6801 4000 after 1 pm or at [Building.Officer@dubbo.nsw.gov.au](mailto:Building.Officer@dubbo.nsw.gov.au) / [Planning.Officer@dubbo.nsw.gov.au](mailto:Planning.Officer@dubbo.nsw.gov.au)

To request a fee quote please email Dubbo Regional Council – [online.applications@dubbo.nsw.gov.au](mailto:online.applications@dubbo.nsw.gov.au). The fee quote will give you a breakdown of fees prior to lodging your application.

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Information	Requirements	When is the Information Required?
BASIX Certificate	A certificate which certifies that the development will achieve the NSW Government's energy and water reduction targets and specifies design commitments required to be undertaken. The certificate must be obtained via the online <a href="https://www.planningportal.nsw.gov.au/basix">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. The BASIX Certificate may need to be accompanied by a NatHERS Certificate (National House Energy Rating Scheme) if the simulation method is selected (refer to <a href="https://www.planningportal.nsw.gov.au/basix">https://www.planningportal.nsw.gov.au/basix</a> for further information).	For new residential development and conversions of an existing building into a dwelling; 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 (BDAR)	An assessment (part of the SEE) must initially be made under the Biodiversity Conservation Act, as to whether the development's clearing triggers the Biodiversity Offsets Scheme Threshold or is likely to significantly affect threatened species based on the test of significance in section 7.3 of the <i>Biodiversity Conservation Act 2016</i> . If the Scheme does apply to the development, the proponent must retain an <a href="#">accredited assessor</a> to apply the <a href="#">Biodiversity Assessment Method</a> (BAM) to the proposal to produce the report (BDAR).	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 and/or exposed to bushfire vegetation will comply with <a href="#">Planning for Bush Fire Protection 2019</a> ; and the Bushfire Attack Level (BAL) the building will be required to be constructed to. For BAL-Flame Zone and BAL-40 exposures the report must be prepared by a <a href="#">Bushfire Planning and Design Accredited Practitioner</a> .	For certain developments (refer to matrix) on designated bush fire prone land, and those sites exposed to grassland vegetation.
Dark Skies Compliance Statement	The application needs to contain a statement of the development's compliance with the relevant Dubbo LEP clause and the NSW Government's Dark Sky Planning Guideline (refer to <a href="https://www.planning.nsw.gov.au/Policy-and-Legislation/Environment-and-Heritage/Dark-Sky/Dark-Sky-plan">https://www.planning.nsw.gov.au/Policy-and-Legislation/Environment-and-Heritage/Dark-Sky/Dark-Sky-plan</a> for further information).	For new dwellings which propose outside lighting and/or roof skylights which are to be erected within the former Dubbo City Council local government area.
Demolition Plan	A plan which details all buildings and structures to be demolished.	For developments that include demolition.
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 where available), and</li> <li>• eave and ridge levels and roof pitches.</li> </ul>	For developments that include buildings.
Erosion and Sediment Control Plan	A plan which details erosion and sediment control measures for the development.	For all developments.
Flood Report	A report which demonstrates how the development on flood prone land will comply with Council's <a href="#">Flood-Prone Land Policy</a> ; or where outside the application of such Policy, the State Government's Floodplain Development Manual April 2015 ( <a href="https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Water/Floodplains/floodplain-development-manual.pdf">https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Water/Floodplains/floodplain-development-manual.pdf</a> ). The report must be prepared by a suitably qualified and experienced hydraulic engineer or hydraulic consultant.	For certain developments (refer to matrix) on flood prone land.

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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 where available).</li> </ul>	Refer to matrix.
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.
Heritage Management Document	A document which assesses and manages the development's heritage impacts in accordance with the applicable LEP provisions. 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.</li> </ul>
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 where available), and</li> <li>eave and ridge levels and roof pitches.</li> </ul>	Refer to matrix.
Shadow Diagrams	Diagrams that show at 9 am, 12 pm and 3 pm: <ul style="list-style-type: none"> <li>the extent of shadows that will result from the development (including fencing) between 9 am and 3 pm on 21 June, and</li> <li>the extent of shadows that will impact the development from surrounding development (including fencing) between 9 am and 3 pm on 21 June.</li> </ul>	For developments ≥two storeys high that may impact upon surrounding residential development; and residential developments where compliance with solar access DCP requirements need to be confirmed.
Site Plan	A plan which shows the location of the development in relation to: <ul style="list-style-type: none"> <li>the site's boundaries and contours (to Australian Height Datum where available),</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	The statement must: <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 plans,</li> <li>describe the environmental impacts of the development, and</li> <li>describe the steps to be taken to protect the environment or lessen the expected harm to the environment.</li> </ul>	For all developments.
Stormwater Drainage Plan	A plan which shows the development's method of stormwater drainage and disposal (roof and surface water) and includes contours (to Australian Height Datum where available).	Refer to matrix.
Sustainable Effluent Application Area Compliance Information	Information demonstrating suitability and adequacy of the development's on-site wastewater system's effluent disposal area requirements in conformity with <a href="https://www.olg.nsw.gov.au/wp-content/uploads/Onsite-sewage-management-guide.pdf">https://www.olg.nsw.gov.au/wp-content/uploads/Onsite-sewage-management-guide.pdf</a> ; including impacts on any Karst topography.	For all developments on unsewered sites.
Waste Management Plan	A report which demonstrates how demolition, construction and/or operational waste will be managed and appropriately disposed of.	For all developments.

**Note: All plans must be drawn to an appropriate scale to ensure legibility and dimensional accuracy.**