



Statement of Environmental Effects for Minor Developments within the Dubbo and Wellington Central Business Districts (CBD)

This pro-forma may be used for minor development proposals within the Dubbo and Wellington CBD precincts for works with a capital investment value of under \$100,000 that require a development application.

Note: This pro-forma is not comprehensive enough for development uses other than the minor categories listed in the attached guide.

Include your completed Statement of Environmental Effects (SEE) with your development application for lodgement.

Details of the Property

House No: _____ **Street:** _____

Suburb: _____ **Postcode:** _____

Lot: _____ **Section:** _____ **Deposited Plan/Strata Plan:** _____

1. Description of your proposal

In simple terms, what is your proposed development?

Please describe your proposal in detail.

(Include such details as whether your development will use part or the whole of the building or land, the nature of your activity such as retail shops, proposals for signage, whether toilet facilities are available, seating capacity and operating characteristics etc.)

Are any building works required? Yes No

If you have answered Yes to the above, you may wish to contact Council's Duty Building Officer* on (02) 6801 4000 to discuss your proposal.

Building works may require the submission of a Construction Certificate application.

Note: The construction of significant structures cannot be included within this pro-forma SEE for minor works.





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2. Description of your site

What is the area of your site? _____

Describe your site

(This is where you can elaborate and describe the physical features of your site including existing development, slope, vegetation and whether the land has any existing services.)

What is the land used for on the adjoining and adjacent sites?

3. Current and previous site uses

What is the present use of the site? When did this use commence?

What was the previous use of the site?

Have any potentially contaminating activities been undertaken on the land?

Yes

No

If you have answered Yes to the above question, please contact Council's Duty Planning Officer* on (02) 6801 4000 to discuss your proposal and the particulars of your site prior to lodging your development application.





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4. Your operational details

Please explain the operational details of your development.

Four horizontal lines for text input.

What are your proposed hours/days of operation?

_____AM to _____PM Monday to Friday _____AM to _____PM Sunday
_____AM to _____PM Saturday _____AM to _____PM Public holidays

Total number of staff: _____ Total number of staff on duty at one time: _____

Total number of customers expected at one time: _____

Total number of customers expected in a day: _____

Type, frequency and size of vehicles expected with your development:

Two horizontal lines for text input.

Number of onsite car parking spaces available for use: _____

Number of parking spaces required for your activity: _____

Type of machinery associated with your activity: _____

How will you dispose of waste?

Two horizontal lines for text input.

Will your activity use any hazardous materials or processes? Yes No

If you have ticked Yes, please contact Council’s Duty Planning Officer* on (02) 6801 4000 to discuss your proposal and the particulars of your site prior to lodging your development application.





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5. Local Environmental Plan

Dubbo Local Environmental Plan 2011 and Wellington Local Environmental Plan 2012

What is your land zoned? _____

What is your proposal (as defined in the LEP)?

Is the proposed activity permissible on the land? Yes No

If you have answered No to the above, please contact Council’s Duty Planning Officer* on (02) 6801 4000 to discuss your proposal and the particulars of your site prior to lodging your development application.

Is the site listed as a State or Local Heritage Item under Schedule 5? Yes No

If you have answered Yes to the above, please contact Council’s Duty Planning Officer* on (02) 6801 4000 to discuss undertaking works on a listed heritage property prior to lodging your development application.

Please explain how your proposal meets the objectives of the zone:

Five horizontal lines for text input.

Please explain how your proposal complies with any other relevant clauses of the Local Environmental Plan:

Five horizontal lines for text input.



Guide to Preparing a Statement of Environmental Effects

What is a Statement of Environmental Effects?

A Statement of Environmental Effects (SEE) is a document required for all development applications outlining the likely impacts of the proposal and the proposed measures that will mitigate those impacts. The SEE includes written information about the proposal that cannot readily be shown on your plans and drawings.

The Environmental Planning and Assessment Regulation, 2000 (EP&A Regulation) stipulates that an SEE must indicate the following matters:

- The environmental impacts of the development;
- How the environmental impacts of the development have been identified; and
- The steps to be taken to protect the environment or to lessen the expected harm to the environment.

Council must consider a number of statutory matters when determining your application. These are outlined in Section 79C of the Environmental Planning and Assessment Act, 1979 and include:

- The provision of any environmental planning instrument (State Environmental Planning Policies (SEPPs) and Local Environmental Plans (LEPs));
- The provision of any draft environmental planning instrument (that is or has been placed on public exhibition);
- Any development control plans (DCPs);
- The likely impacts of the development (including environmental impacts on both the natural and built environments and social and economic impacts in the locality);
- The suitability of the site for the development;
- Any submissions made; and
- The public interest.

Your SEE must address these matters (with the exception of any submissions made) so that Council and any other relevant authority have the necessary information to assess your application. Your SEE should demonstrate that in designing your proposal, you have fully considered the site constraints and the applicable legislative provisions.

When can I use this pro-forma SEE?

You may use the pro-forma SEE if your proposal is for minor development with a capital investment value under \$100,000 and within the Dubbo and Wellington CBDs (as shown in Figures 1 and 2 below). Minor development includes:

- Business identification signage;
- Change of use (including internal alteration/fit-out) but does not include the erection of any significant structure;
- Demolition (other than a heritage item); and
- Subdivision – minor (boundary adjustment or simple one-into-two lot subdivision)

Further assistance*

Please contact Council's Duty Planner on (02) 6801 4000 (for both Dubbo and Wellington enquiries) or in person:

- Dubbo office – Corner Church and Darling streets, Dubbo between 1 pm and 5 pm, Monday to Friday; and
- Wellington office - Corner of Nanima Crescent and Warne Street, Wellington between 1 pm and 3.30 pm, Tuesday and Thursday (Thursday by appointment only)



Figure 1. Dubbo CBD Precinct



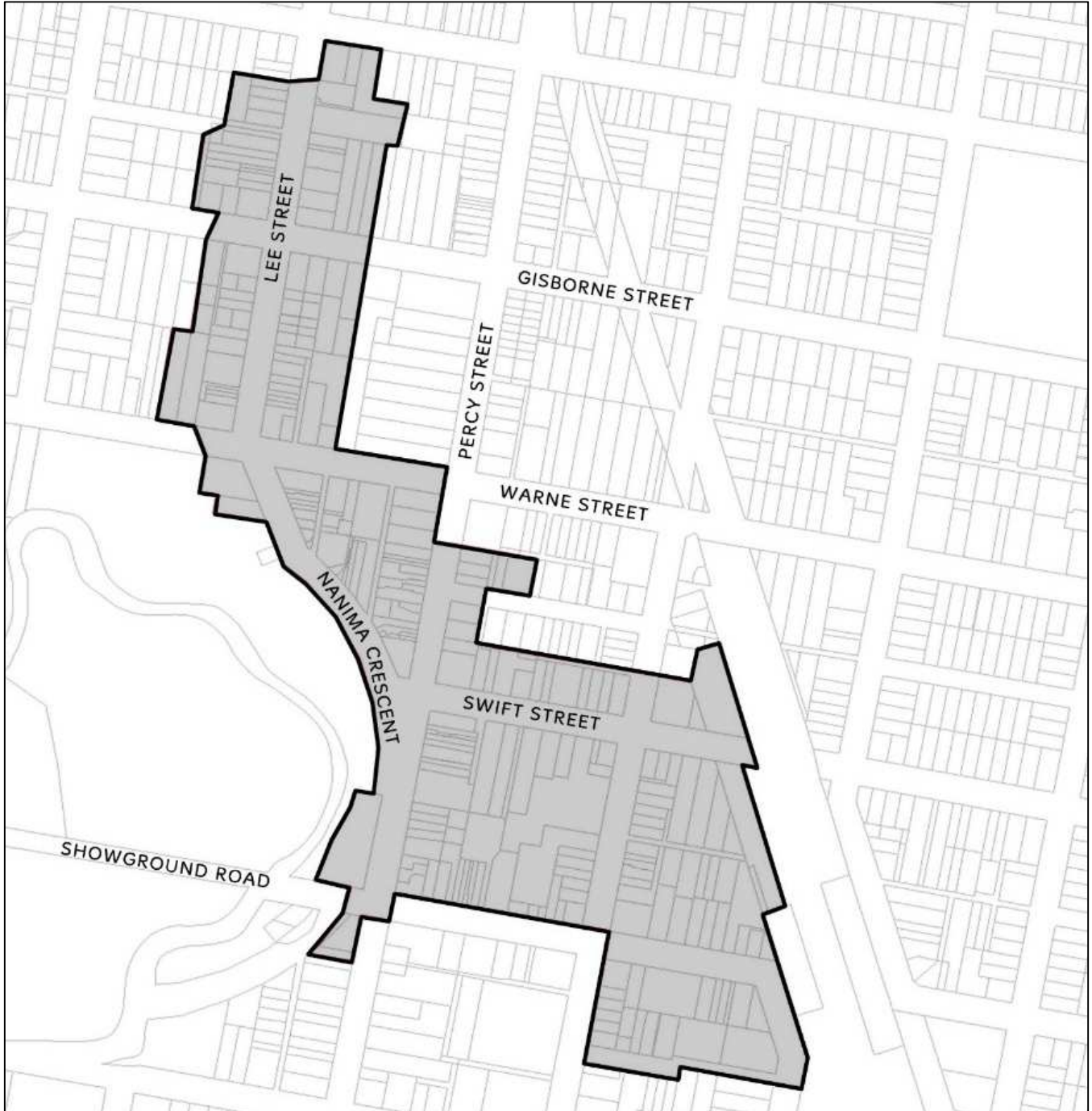


Figure 2. Wellington CBD Precinct

