

# APPENDIXES



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# **APPENDIX 1**

## **SECTION 79C – ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

# APPENDIX 1

## A1 Section 79C - Environmental Planning and Assessment Act 1979

### Environmental Planning and Assessment Act 1979

#### 79C Evaluation

##### 1. Matters for consideration - general

In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:

- a. the provisions of:
  - i. any environmental planning instrument, and any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Director-General has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and
  - ii. any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Director-General has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and
  - iii. any development control plan, and
  - iv. any development control plan, and any planning agreement that has been entered into under section 93F, and
  - v. the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates,
- b. the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,
- c. the suitability of the site for the development,
- d. any submissions made in accordance with this Act or the regulations,
- e. the public interest.

NOTE: This extract is current at the date of printing of this DCP, but should not be relied upon. Please refer to the Environmental Planning and Assessment Act, 1979.

# APPENDIX 2

## VIEWS AND VISTAS

# APPENDIX 2

## A2 Views and Vistas

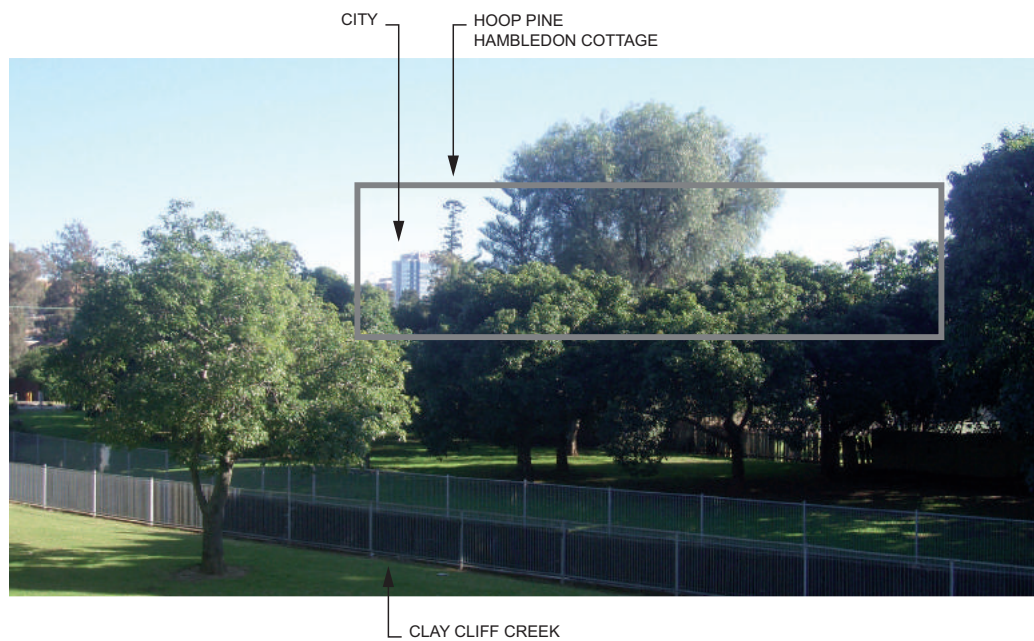
### A2.1 Harris Park (refer section 4.4.3)



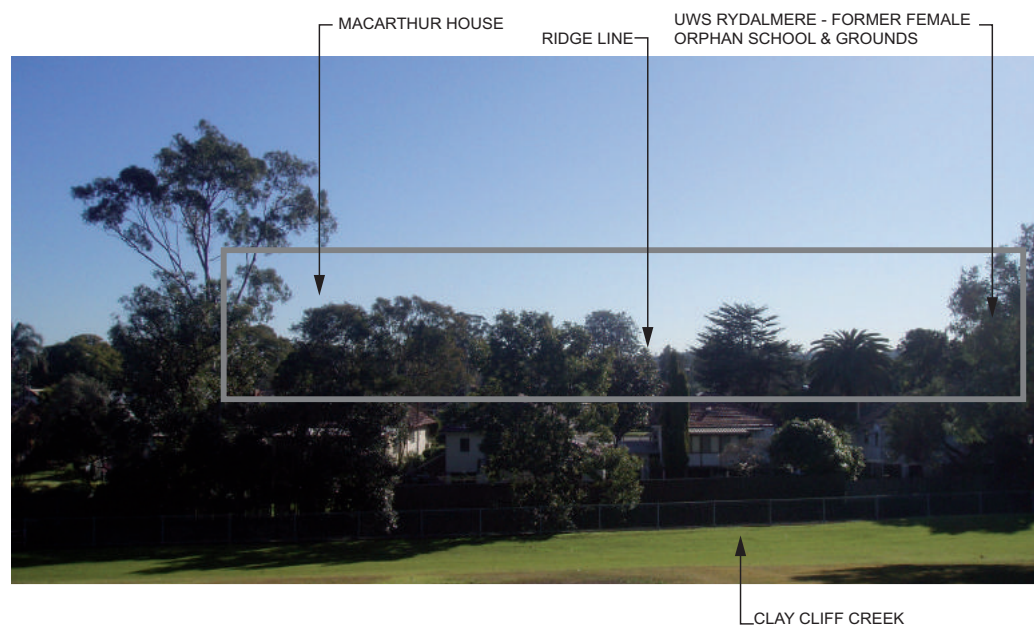
**Figure A2.1.1**  
Historic View Corridors

**Table A2.1.2**  
Historic View Corridors

View Number	Description	Significance
No. 1-5, 11 and 12 on views map	Views from Elizabeth Farm and Harris Park colonial precinct north to the ridgeline of hills, river basin (area bounded by Victoria Road, James Ruse Drive, Prospect and Harris Streets) to trees along river, former Newlands, trees of former Rangihou, Wavertree, Macarthur Girls High School, marked by tall tree plantings, including bunya and hoop pines, visible above surrounding suburban development.	Broadest panorama views in Parramatta, of hills to the north allowing appreciation, river valley landscape setting, the siting and interrelationships between key colonial farms and remnant early houses (marked by historic tall tree plantings of Elizabeth Farm, Newlands, Wavertree, Macarthur House, Rangihou). Also modern views of key historic farm plantings from major roads.
No. 6 and 10 on views map	Views of the former Female Orphan School/ UWS Rydalmere from southwest, from James Ruse Drive, Elizabeth Farm and Experiment Farm.	Views to a key heritage item, the former Female Orphan School, retention of historical visual connections to Elizabeth Farm and Experiment Farm.
No. 7 on views map	View from Experiment Farm northeast to trees of Hambledon Cottage.	Demonstrates interrelationship between two key colonial cottages.
No. 8 on views map	Views from Hambledon Cottage to trees of Elizabeth Farm.	Demonstrates interrelationship between master and servant, the Macarthur family and governess.
No. 9 on views map	Views from Elizabeth Farm to trees of Hambledon Cottage.	
No. 13-16 on views map	Views from riverbank ridge defined by Thomas Street, North Parramatta, looking south down Stewart, Macarthur, Morton and Pemberton Streets to tall tree plantings of Hambledon Cottage, Experiment Farm, Elizabeth Farm and ridgeline of Harris Park colonial precinct.	Retain modern views of landmark tree plantings from the riverbank edge.

**Figure A2.1.3**

VIEW FROM NORTH OF ELIZABETH FARM RESERVE (outside garden fence) TOWARDS N/NNW; CLAY CLIFF CREEK, CITY, TREES OF HAMBLEDON COTTAGE

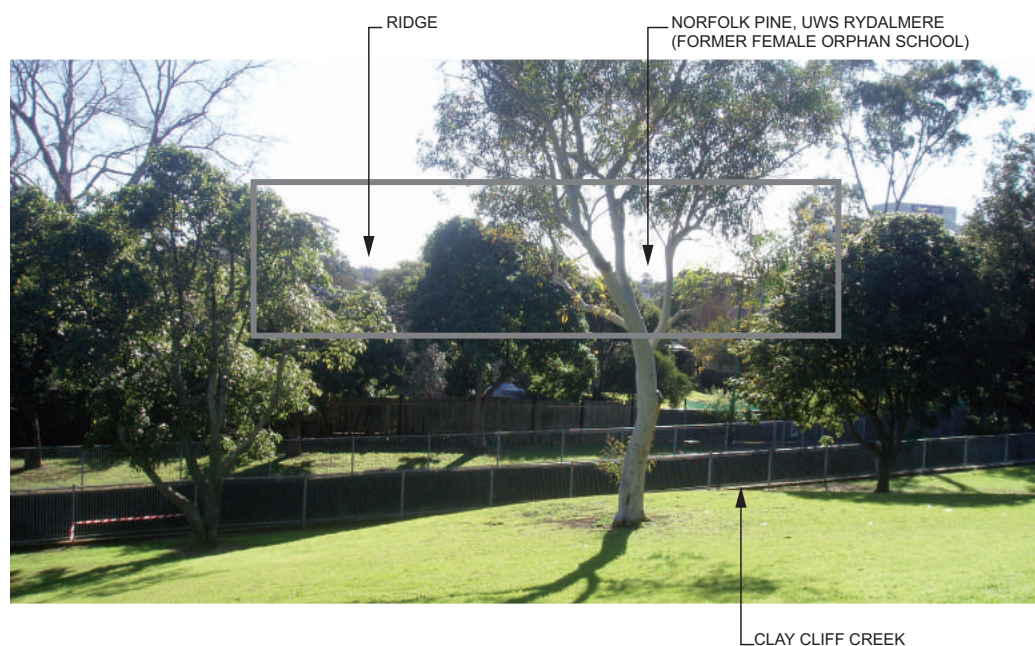
**Figure A2.1.4**

VIEW FROM NORTH OF ELIZABETH FARM RESERVE (outside garden fence) TOWARDS CLAY CLIFF CREEK, TREES ALONG PARRAMATTA RIVER, MACARTHUR HOUSE & RIDGE LINE BEYOND

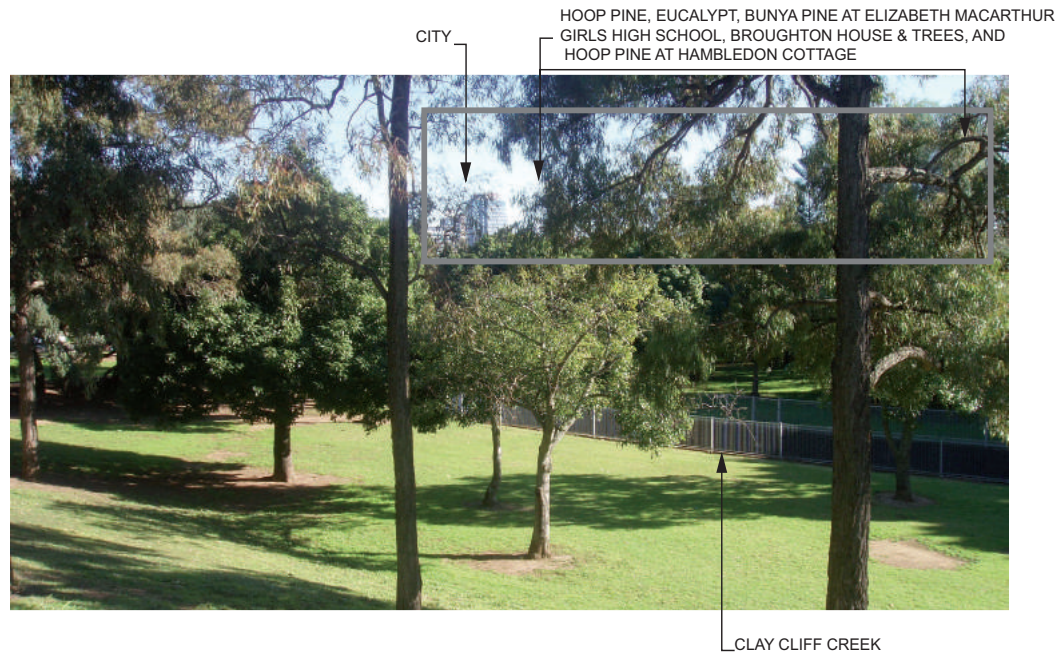


**Figure A2.1.5**

VIEW FROM NORTH OF ELIZABETH FARM RESERVE (outside garden fence) TOWARDS CLAY CLIFF CREEK, TREES ALONG PARRAMATTA RIVER, MACARTHUR HOUSE & RIDGE LINE BEYOND

**Figure A2.1.6**

VIEW FROM NORTH OF ELIZABETH FARM RESERVE (outside garden fence) TOWARDS CLAY CLIFF CREEK, TREES ALONG PARRAMATTA RIVER, MACARTHUR HOUSE & RIDGE LINE BEYOND



**Figure A2.1.7**

VIEW FROM NORTH OF ELIZABETH FARM RESERVE (outside garden fence) TOWARDS CLAY CLIFF CREEK, CITY, TREES OF HAMBLEDON COTTAGE, TREES OF ELIZABETH MACARTHUR GIRLS HIGH SCHOOL (former grounds of Newlands), & TREES OF BROUGHTON HOUSE (former Newlands)

## A2.2 Other Suburbs



**Figure A2.2.1**  
Views and Vistas





**Figure A2.2.2**  
District view looking South, corner Bettington and Pennant Hills Road, Telopea



**Figure A2.2.3**  
Panoramic view of Camellia and Rydalmere looking South, corner Adderton and Pennant Hills Road, Telopea



**Figure A2.2.4**  
District view looking South West, Eric Mobbs Reserve, Mobbs Hill



**Figure A2.2.5**  
Looking South West towards Camellia industrial area, Perry Street, Dundas





**Figure A2.2.6**

Parramatta district view looking South towards Parramatta City Centre, Perry Street, Dundas.



**Figure A2.2.7**

Looking South towards the Homebush Olympic Centre, Marsden Road, Dundas



**Figure A2.2.8**

Looking South East towards Sydney City, Victoria Road, Ermington



**Figure A2.2.9**

Looking South towards the Homebush Olympic site, Silverwater Road, Ermington





**Figure A2.2.10**

Looking South towards the Homebush Olympic site, Spurway Street, Ermington



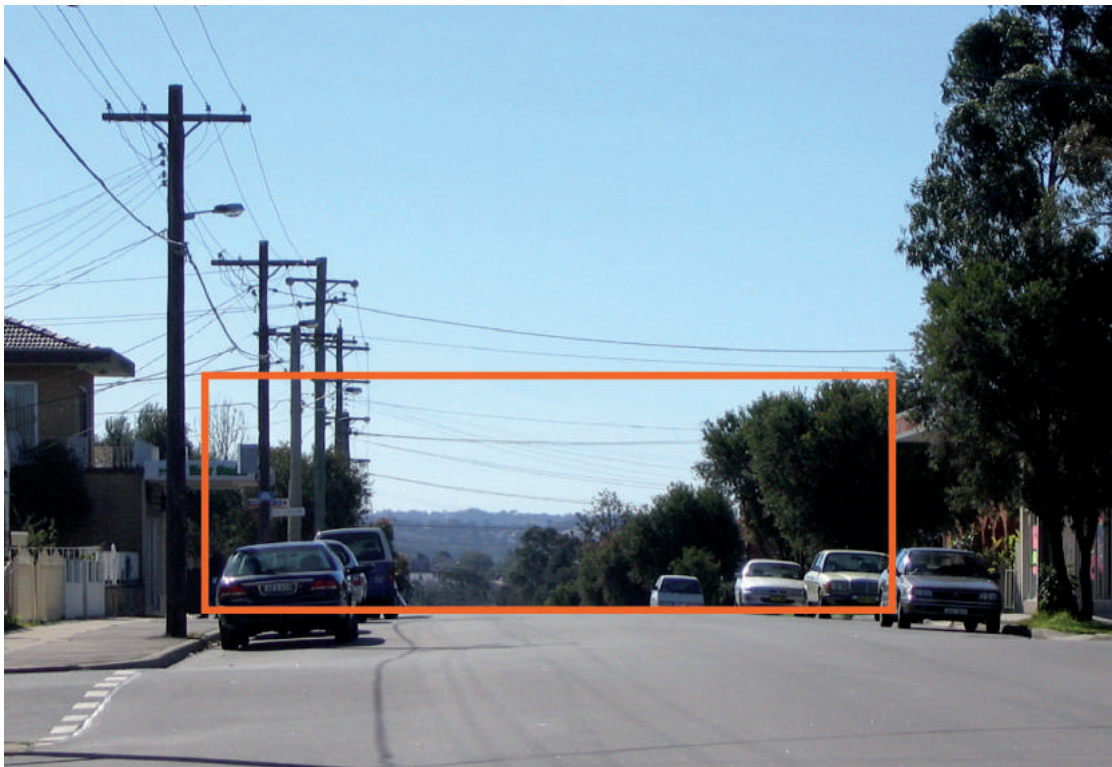
**Figure A2.2.11**

Looking South towards the Homebush Olympic site, Coffey Street, Ermington

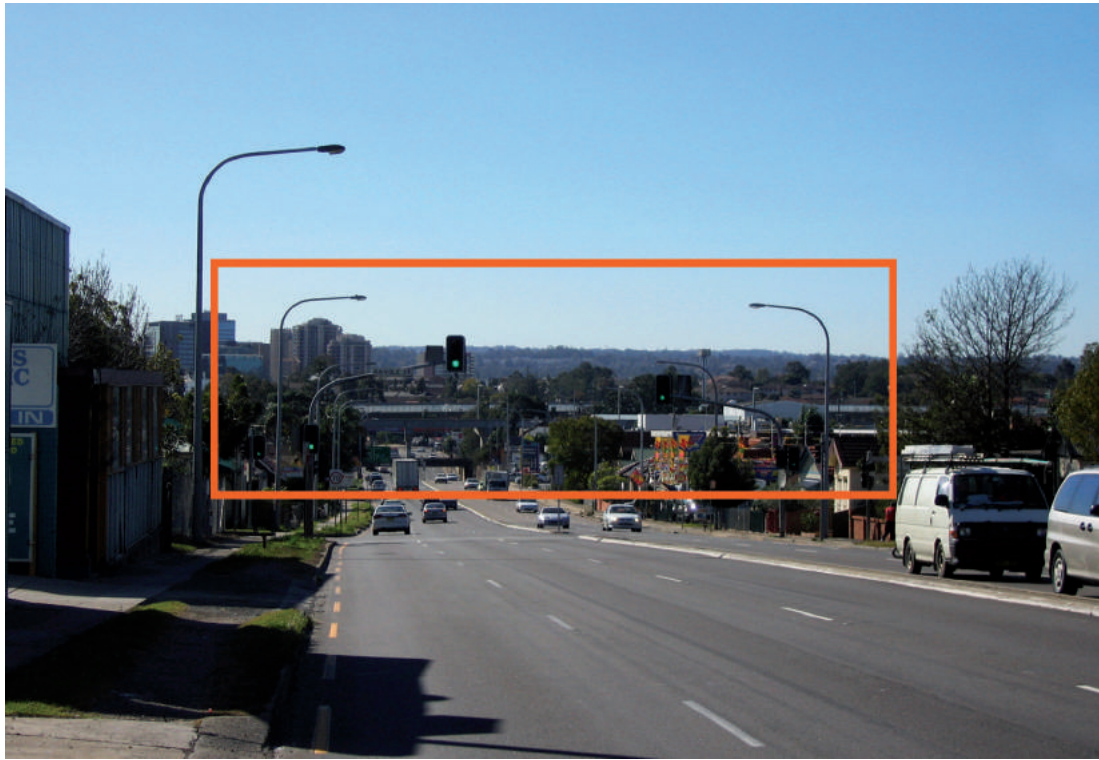


**Figure A2.2.12**

Looking South towards Camellia industrial area, corner of Patricia and Gladys Street, Ermington

**Figure A2.2.13**

District view looking North from The Trongate, Granville

**Figure A2.2.1**

Looking North towards Parramatta City Centre, Woodville Road, Granville

**Figure A2.2.1**

Looking South East towards Sydney City, Constitution Road Wentworthville





**Figure A2.2.1**  
Looking South East towards Parramatta City Centre, Wessex Lane, Wentworthville



**Figure A2.2.1**  
Looking South West towards Prospect Hill, Buckleys Road, Winston Hills



**Figure A2.2.2**

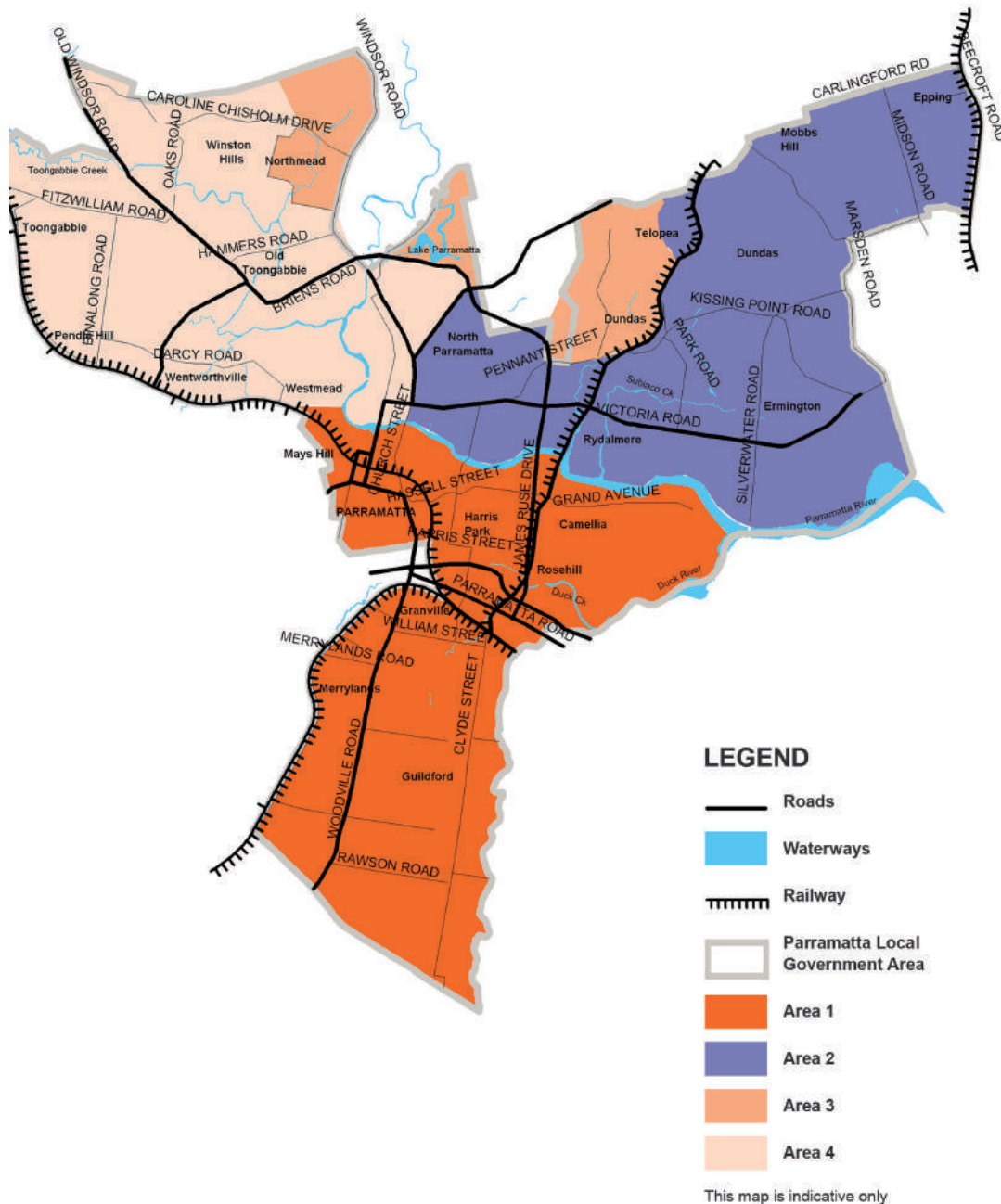
Looking South East towards Parramatta City Centre, Buckleys Road, Winston Hills

# **APPENDIX 3**

## **VEGETATION COMMUNITIES AND REMNANT TREES**

# APPENDIX 3

## A3 Vegetation Communities and Remnant Trees



**Figure A3.1**  
Vegetation Communities

### A3.1 Area 1 - Southern Zone

#### Vegetation Communities

- Cumberland Plain Woodland



- Cooks River Clay Plain Scrub Forest

Tree species found in the above communities:

Creeks and Swales	Drier Flats and Slopes
<i>Angophora floribunda</i>	<i>Eucalyptus tereticornis</i>
<i>Melaleuca linarifolia</i>	<i>Eucalyptus fibrosa</i>
<i>Melaleuca nodosa</i>	<i>Eucalyptus moluccana</i>
<i>Melaleuca decora</i>	<i>Eucalyptus eugenioides</i>
<i>Melaleuca styphelioides</i>	<i>Eucalyptus crebra</i>
<i>Callistemon salignus</i>	<i>Eucalyptus longifolia</i>
<i>Eucalyptus amplifolia</i>	
<i>Casuarina glauca</i>	
<i>Eucalyptus tereticornis</i>	

### A3.2 Area 2 - Eastern Zone

Vegetation Communities

- Blue Gum High Forest
- Turpentine Ironbark Forest
- Shale Sandstone Transition Forest
- Sydney Coastal River Flat Forest

Tree species found in the above communities:

Creeks and Swales	Slopes
<i>Angophora floribunda</i>	<i>Eucalyptus pilularis</i>
<i>Melaleuca linarifolia</i>	<i>Syncarpia glomulifera</i>
<i>Melaleuca styphelioides</i>	<i>Eucalyptus punctata</i>
<i>Eucalyptus salignus</i>	<i>Angophora costata</i>
<i>Acmena smithii</i>	<i>Eucalyptus resinifera</i>
<i>Elaeocarpus reticulatus</i>	<i>Allocasuarina torulosa</i>
	<i>Eucalyptus paniculata</i>
	<i>Eucalyptus acmenoides</i>

### A3.3 Area 3 - Northern Zone

Vegetation Communities

- Sydney Sandstone Gully Complex
- Shale Sandstone Transition

Tree species found in the above communities:

Gullies and Slopes
<i>Eucalyptus pilularis</i>
<i>Eucalyptus gummifera</i>
<i>Eucalyptus punctata</i>
<i>Angophora costata</i>
<i>Angophora bakeri</i>
<i>Eucalyptus resinifera</i>

### Gullies and Slopes

*Allocasuarina torulosa*

*Ceratopetalum gummiferum*

*Elaeocarpus reticulatus*

*Syncarpia glomulifera*

## A3.4 Area 4 - Western Zone

### Vegetation Communities

- Cumberland Plain Woodland
- Shale / Sandstone Transition Forest
- Sydney Coastal River Flat Forest

Tree species found in the above communities:

### Creeks and Swales

*Angophora floribunda*

*Melaleuca linarifolia*

*Eucalyptus saligna*

*Eucalyptus punctata*

*Callistemon salignus*

*Eucalyptus amplifolia*

*Casuarina glauca*

*Backhousia myrtifolia*

*Stenocarpus salignus*

*Eucalyptus tereticornis*

### Drier Flats and Slopes

*Eucalyptus tereticornis*

*Eucalyptus fibrosa*

*Eucalyptus moluccana*

*Eucalyptus eugenioides*

*Eucalyptus floboidea*

*Eucalyptus crebra*

*Eucalyptus punctata*



# **APPENDIX 4**

## **NEIGHBOURHOOD CHARACTER AREAS**

# APPENDIX 4

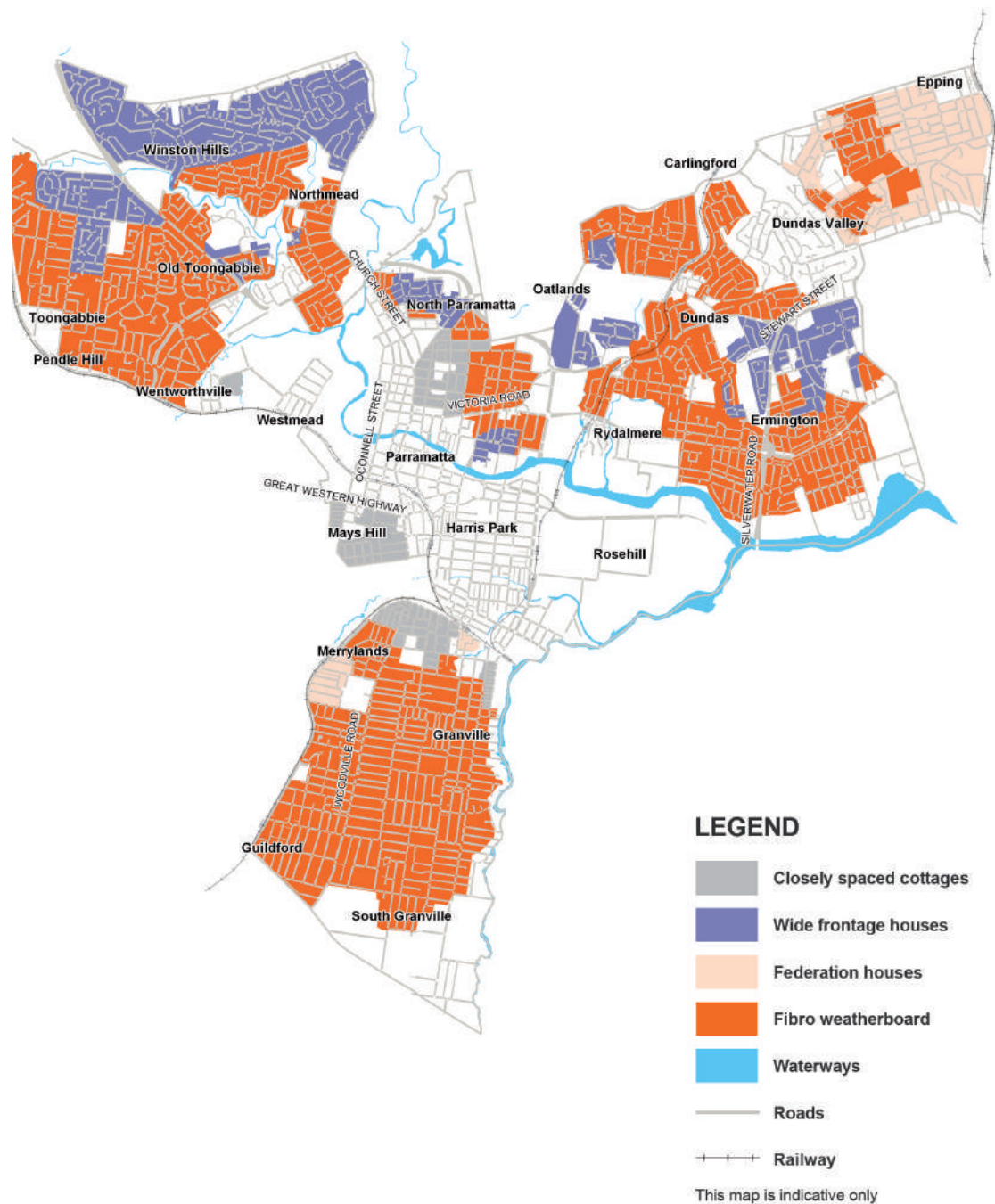
## A4 Neighbourhood Character Areas

Traditional residential development patterns of detached houses are a distinguishing feature of the identity of suburban areas of Parramatta LGA. The setback, landscaping, overall form, proportion, materials and detailing of the buildings contributes towards the character of residential neighbourhoods.

Although the housing and landscaping forms and styles vary from street to street and even within each block, recurrent themes have been identified to enable the design of new residential development to fit more sympathetically with the existing local context.

As new housing development takes place, it should not simply mimic the decorative, surface features of past styles, nor restrict freedom of expression of individual householders, but rather should broadly continue the themes, forms and patterns that have helped to establish the character of the locality. By understanding the overall form, proportion and colour range that makes the existing character, it is possible, and indeed desirable, to interpret them in contemporary design.

Four housing character types have been identified, and their characteristics described. A map showing the location of housing character types is included. The housing character types primarily serve as a guide, because within these types there is variation, and because in most suburbs there is a mix of types. The character descriptions are intended to be used to help a development proponent and the community identify the features of housing character type(s) prevalent in proximity to a development proposal and provide guidance on compatible design themes.

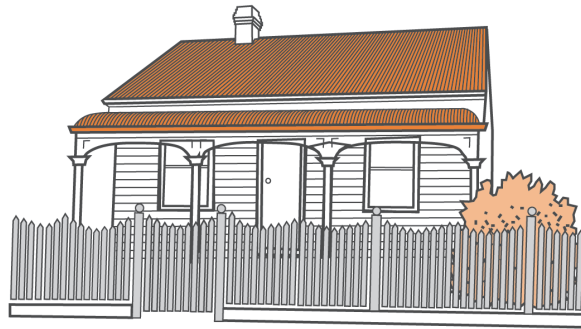


**Figure A4.1**  
Building Types

## A4.1 TYPE 1: Fibro/Weatherboard, Brick Cottages



**Figure A4.1.1**  
Fibro cottage



**Figure A4.1.2**  
Weatherboard cottage

These buildings generally occur within a grid street pattern on relatively flat or gently sloping land with small to medium rectilinear lots, prevalent in:

- Guildford
- Merrylands
- Granville
- Rydalmere
- Ermington

Variations along curvilinear streets and/or sloping sites, larger blocks are prevalent in:

- Ermington
- Rydalmere
- Pendle Hill
- Toongabbie
- Wentworthville

### Building frontage and setback

- Building design is to enhance the existing built character by translating into contemporary design solutions the themes found in the neighbourhood regarding:
  - the building setback and landscape character of the street frontage
  - front fences are low and transparent, sympathetic with the prevailing materials and
  - detailing of surrounding properties.
- Street setback similar to neighbouring buildings
- Low front fences (usually a mixture; occasionally consistent use of one of the following):
  - brick, with piers and capping, 300-750 high
  - picket
  - wire mesh with steel, timber or brick posts
  - low hedges and shrubs
  - embankments or retaining walls of low brick, random rubble or stone.
- Side setback is generally wider on one side (3m) providing regular gaps between houses

### Massing

- The massing, i.e. the arrangement of the building bulk and articulation of building parts
- Low, simple forms, divided mostly into two and occasionally three bays, with simple entry feature/recess usually in the longer, setback bay
- Base of the buildings is usually expressed by brick base up to floor structure and lightweight cladding above or corbelled course in brickwork

## Design Controls

### Roofs

- The roof shape, pitch and overhangs
- Roofs are the most consistent elements characterised by:
  - single, pitched and hipped roofs, with minimum articulation given by a return hip facing the street above projecting bay
  - generally, small (approximately 450mm) roof eaves overhang
  - flat or skillion roof over entry feature and rear utility areas, verandahs and extensions.

### Entries

- Entry porches, verandahs, balconies and terraces. A variety of entries characterised by:
  - steps to small porch, within front door recess
  - small flat concrete roof over projecting entry porch
  - steps to verandah with screen feature panel, railing, skillion roof or pergola
  - verandah wrapping around front and side of the longer, recessed bay.

### Car parking, access and garages

- Form, materials and detailing of car parking structures should be consistent with the associated building, preferably at rear, with rear lane or side driveway access.
- Car park entry or garage to be setback beyond the building line from the street to reduce its visual dominance, and to reinforce building articulation along street frontage.
- Garage entries to be no more than one-third of building frontage width.

### Windows and doors

- Regular pattern of rectilinear openings surrounded by solid walling in each bay.
- Variety of window and door types, ranging from vertical proportioned to almost square, horizontal proportion - divided by mullions or into vertical panels.

### Materials, finishes and details

- Materials finishes, fixtures, patterns, colours and detailing. There is a wide, yet restricted palette range:
  - red/brown brick, pale-pastel coloured painted, rendered masonry, cement fibro or weatherboard cladding
  - terracotta roof tiles, red-brown prevalent
  - eaves and soffit lined, pale pastel colour painted finish
  - timber or aluminium window framing - sections feature or contrasting colour to wall and to glass, to highlight division of glazing into panels
  - minimum or no decorative features, e.g. vertical timber screen at entry, wrought iron
  - balustrading around entry porch and stair.

## A4.2 TYPE 2: Federation Houses and Californian Bungalows



**Figure A4.2.1**  
Federation house

These building types generally occur on small to medium/large rectilinear lots within a grid street pattern on flat or gently sloping land. Front fences are generally low brick and pier, transparent, such as picket fencing, or retaining walls.

This housing type is characteristic in:

- Epping
- Eastwood

It occurs in smaller groupings in:

- Ermington
- Merrylands/Guildford
- Granville
- Pendle Hill
- Wentworthville

### Building frontage and setback

- Building design is to enhance the existing built character by translating into contemporary design solutions the themes found in the neighbourhood regarding:
  - the building setback and landscape character of the street frontage
  - front fences are low and transparent, sympathetic with the prevailing materials and detailing of surrounding properties
  - Buildings parallel to street similar frontage to neighbouring buildings

- Low front fences - brick with capping course and piers - same colour as building with timber or metal rail, or timber paling, low retaining walls
- Open lawn with ornamental flowering shrubs and specimen trees - palms, pencil pines, bound canopied flowering trees
- Side setback is generally wider on one side - 3m - providing regular gaps between houses.

### **Massing**

- The massing, i.e. the arrangement of the building bulk and articulation of building parts. Articulated built form, divided into bays along frontage, one bay with front verandah or projecting bay with feature window
- Regular pattern formed by building width, spacing and stepped facade
- Ground floor slightly raised

## **Design Controls**

---

### **Roofs**

- The roof shape, pitch and overhangs, composite steeply pitched hipped roof with one or two gables towards street, wide, varied overhangs
- Regular sequence of gables along street

### **Entries and verandahs**

- Entry porches, verandahs, balconies and terraces - generous width verandah gabled or flat roofed, front of one or both bays of frontage, part of rhythm of repeated forms along street frontage
- Solid masonry base and balustrade, and decorative column above

### **Car parking, access and garages**

- Form, materials and detailing of car parking structures should be consistent with the associated building
- Car parking at rear or setback far beyond building line
- Garage gable ended roof and similar roof pitch as the house

### **Windows and doors**

- Windows and doors - location and proportion - projecting, solid bay has central feature window with horizontal projection, divided into three or more vertical panels and highlights
- Window treatment varies from house to house with a consistent building massing giving individuality, e.g. project beyond facade, hoods over bay windows, varying mullion arrangement, use of leadlight

### **Materials, finishes and details**

- Materials finishes, fixtures, patterns, colours and detailing
- Dark brick walls, darker brick varied bonding pattern decorative banding or trim
- Recessed panelling with gable roof tile or slate roof
- Timber or masonry feature columns on verandah, and window framing contrasts with masonry to provide decorative relief and richness in detail

### A4.3 TYPE 3: Wide Frontage Ranch-Style Houses



**Figure A4.3.1**  
Wide Frontage Ranch-style house



**Figure A4.3.2**  
Wide Frontage Ranch-style house cottage

These buildings generally occur on medium to medium/large lots within a curvilinear street pattern with streets winding along contours connected by steeper side streets. Cul-de-sacs are common, often leading towards an open space system along a valley or ridge.

The diversity of building forms, roof shapes, window and entry styles, and the palette of materials is much wider, reflecting the expansion of building technologies through the 1960s and 70s. Unity is provided by the horizontal massing, the front lawn and landscape, and the fashion of the times, such as the popularity of red texture bricks and cream/yellow-ochre bricks in some areas.

Boundary definition between the properties and the street is absent, or very subtly achieved through level changes, such as embankments or low retaining walls and planting. This form of housing is prevalent in:

- Dundas
- Dundas Valley
- Eastwood
- Oatlands
- Wentworthville
- Toongabbie
- Pendle Hill
- Winston Hills



**Building frontage and setback**

- Building design is to enhance the existing built character by translating into contemporary design solutions the themes found in the neighbourhood regarding the building setback and landscape character of the street frontage
- front fences are low and transparent, sympathetic with the prevailing materials and detailing of surrounding properties.
- Setback from the street is similar to neighbouring buildings
- No front fence; boundary definition, if any, is achieved by shrubs, embankments or low, stone retaining walls
- Lawns extend from entry to the kerb.
- Mixed species of shrubs and trees - eucalyptus, ornamental shrubs and flower beds are prevalent
- Garages are often integrated within the main building, therefore, the wider setback on one side prevalent in earlier housing forms is not common

**Massing**

- The massing, i.e. the arrangement of the building bulk and articulation of building parts
- Double or triple fronted houses
- The low, horizontal lines of the frontage width is accentuated by one or more of the following measures: eaves overhang, verandahs extending along frontage, garage or carport integrated with building

**Design Controls****Entries**

- Entry porches, verandahs, balconies and terraces
- Houses open towards and overlook the street
- Entries are expressed by one or more of the following:
  - front verandah, i.e. roof overhang continues with the main roof, generous fascia, verandah
  - posts widely spaced
  - entry porch and pergola
  - recessed front door with feature glass panelling above and to one or both sides of the door
  - if verandah or entry porch is raised, wrought iron balustrading is provided
  - base of verandah or porch may be lined and paved with special feature material

**Car parking, access and garages**

- Form, materials and detailing of car parking structures should be consistent with the associated building
- Garages or carports are integrated with the main building by:
  - split level arrangement, with garage at lower level to one side of the house
  - main roof, or pergola/verandah roof extends over garage/carport emphasising
  - horizontality

**Roofs**

- The roof shape, pitch and overhangs
- Roofs are the most consistent elements characterised by:
  - simple low pitched roofs
  - ridge parallel with the street, gable ended, occasionally, a feature gable faces the street
  - wide eaves or verandah along front.

**Car parking, access and garages**

- Garage doors, roller door or tilt panels with colour to match other details, trims, doors or window frames
- Driveways paved as part of entry feature paving
- Edges of driveways and paths are often landscaped with flower beds and shrubs

**Windows and doors**

- Windows and doors - location and proportion
- Windows divide the predominantly horizontal wall surfaces into vertical bays
- Windows and doors accentuate horizontality by a number of means:
  - windows extend to underside of eaves
  - horizontally proportioned windows divided into vertical and horizontal panels
  - corner windows feature, giving greater emphasis to the eaves overhang.

**Materials, finishes and details**

- Materials finishes, fixtures, patterns, colours and detailing
- There is a wide palette of materials and finishes, within which, certain themes dominate each area and include:
  - red texture brick, cream or yellow brick walls, timber or CFC feature panelling. The base of the building, up to floor slab, occasionally expressed with sandstone cladding
  - concrete, terracotta and occasionally ribbed or corrugated sheet roofing; grey, dark brown/red predominate, horizontal timber panelling of gable ends
  - timber or aluminium window frames, usually white or natural finish
  - minimum decorative features painted light colour to match window frames and other trims
  - wrought iron rails or balustrades
  - cast iron or timber verandah columns.

**A4.4 TYPE 4: Closely Spaced Cottages, Semi and Terraces****Figure A4.4.1**

Semi-attached cottage

This building type predominantly occurs on small lots with a rectilinear or distorted grid street pattern on gently slopping or near-flat land, prevalent in:

- Granville, north of William Street
- Merrylands
- South Parramatta

Buildings are closely spaced; setback from the street is usually less than 5m. Buildings adjoin, as semis, or side setbacks are minimal (900mm). Wider side setback for car access to the rear

is not always provided.

### **Building frontage and setback**

- Building design is to enhance the existing built character by translating into contemporary design solutions the themes found in the neighbourhood regarding:
  - the building setback and landscape character of the street frontage
  - front fences are low and transparent, sympathetic with the prevailing materials and detailing of surrounding properties.
- Setback from the street is similar to neighbouring buildings (usually 5m or less)
- Low to medium height (1-2m), see-through front fence, similar to neighbouring buildings such as timber picket fence, low brick fence with piers and timber rails, wrought iron or cast iron fences
- Paving in front gardens is kept to a minimum, to pathway and driveway only, and soft landscape is provided utilising lawn, flower beds, ornamental shrubs and small trees
- Minimum side setbacks (900mm) and zero setbacks are common

### **Massing**

- The massing, i.e. the arrangement of the building bulk and articulation of building parts
- Simple form, parallel to the street, projections and articulation is more common at the rear of the building
- Ground floor is often elevated slightly
- Consistent rhythm of dwelling width and spacing
- Articulation provided by party walls, double frontage and verandahs, feature gable above entry porches or above verandahs

## **Design Controls**

---

### **Roofs**

- The roof shape, pitch and overhangs
- Simple steep primary roof, usually hipped in semis. In attached row housing and semis, ridge is usually parallel to the street
- Articulation provided by gables in part of roof facing street and occasionally by chimneys. This form of articulation can be used to provide a sympathetic relationship between two storey infill and existing single storey buildings
- Dormer windows to attic rooms may be allowed, if they reflect the scale and form prevalent in this type of building

### **Entries**

- Entry porches, verandahs, balconies and terraces
- Houses open to and overlook the street
- Continuous verandahs along front, verandah roof lower and usually shallower pitch than primary roof
- Entry given emphasis with gable or portico

### **Car parking, access and garages**

- Form, materials and detailing of car parking structures should be consistent with the associated building
- Car park or garages are setback beyond the building line.

- Access drive, or new lane, to carports or garages at the rear, is preferred.

**Windows and doors**

- Windows and doors - location and proportion
- Opening with vertical proportions are arranged in a symmetrical pattern within verandah bays. Front doors are given visual prominence with high lights and side lights and are sometimes recessed
- Vertical proportion or bay windows, symmetrically placed beneath gable divided into vertical panels and highlights

**Materials, finishes and details**

- Materials finishes, fixtures, patterns, colours and detailing
- Walls similar with neighbouring buildings, usually dark brick or rendered masonry with decorative banding and trims
- Roofs compatible with tile or slate gable ends panelled and recessed
- Verandahs have timber posts, may provide brick base, up to balustrade height, timber frieze

# **APPENDIX 5**

## **NOTIFICATION PROCEDURES**

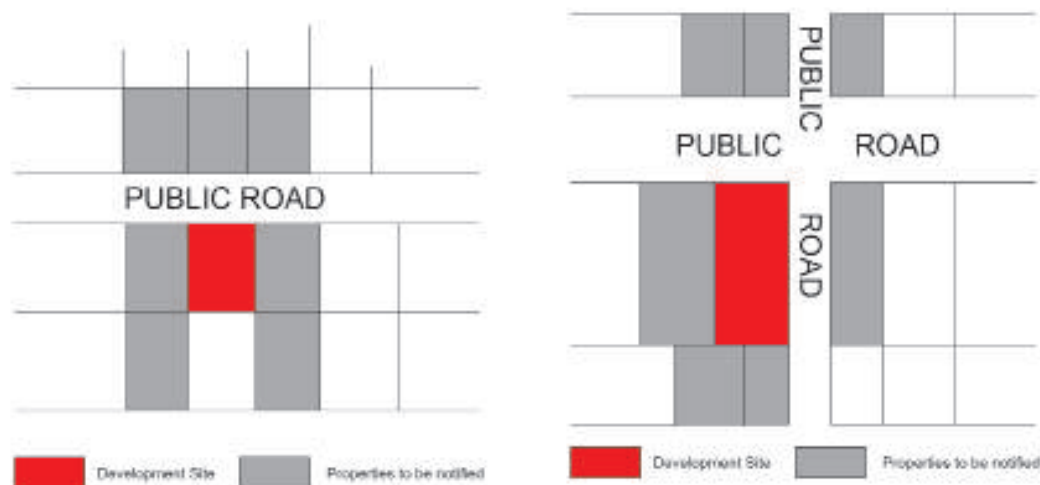
# APPENDIX 5

## A5 Notification Procedures

### A5.1 Notification of Development Applications

The minimum standard for notification of development applications is as follows: This section applies to development including single and two storey dwelling houses, alterations and additions to dwelling houses, swimming pools, carports and garages, dual occupancies, land subdivisions, and minor alterations and additions to multi-dwelling housing, residential flat buildings and other advertised development.

- a. A letter will be sent to all adjoining property owners and occupiers, and where possible the name of the owner/occupier will be used. Adjoining land means land that abuts or is directly opposite a development site or is separated from it only by a pathway, driveway, road, lane or similar thoroughfare. Adjoining land does not include land separated by a highway, major or arterial road. The general extent of notification by letter is shown in Figure A5.1.1.
- b. In cases where the property is a strata titled building, Council will notify all owners and occupiers.
- c. Where the development site adjoins or is in the nearby vicinity of a Heritage Conservation Area, at least two properties into the Heritage Conservation Area will be notified.
- d. Where the development site fronts a park where there is a Parks Committee, that committee will be sent a notification letter.
- e. Where the development site is within a town or neighbourhood centre that is the focus of a Civic Trust, neighbourhood association or similar, that is known to Council, that group will be sent a notification letter.
- f. As a minimum, the letter will include the following advice:
  - Identification/description of the relevant parcel of land (lot description and address).
  - a description of the proposed development
  - an A4 size plan including a site plan and the elevations of the building and number of storeys (if relevant)
  - the place and times the application can be inspected
  - name of applicant
  - the registered number of the application
  - the closing date for submissions
  - a statement that submissions will be disclosed to any person requesting information under the Freedom of Information guidelines
  - multi-lingual advice alerting that the letter contains important information about a development proposal and that a translation service is available.
- g. The notification period is 14 calendar days.

**Figure A5.1.1****Properties to be notified**

The Manager, Development Services has the discretion to expand the amount of properties notified having regard to the nature, scale, intensity, and the context of the development proposal.

## A5.2 Public Exhibition of Certain Development Applications

### A5.2.1 Advertised Development

#### What is advertised development?

The EP&A Act enables Council to identify “advertised development” which includes notification processes over and above the minimum notification procedures.

- i. Advertised development under Clause 5 of the Environmental Planning and Assessment Regulation 2000 is:
  - a. State significant advertised development, which will be advertised in accordance with Clauses 82-85 of the EP&A Regulation 2000.
  - b. Nominated integration development which requires approval under the Heritage Act 1977, the Water Act 1912 or the Protection of the Environment Operations Act 1997; Threatened Species Development and Class 1 Aquaculture Development, which will be advertised in accordance with Clauses 87-89 of the EP&A Regulation 2000.
- ii. In addition, this DCP identifies the following as advertised development:
  - a. Residential flat buildings
  - b. Multi dwelling housing
  - c. SEPP (Seniors Living)
  - d. Non residential development in or adjoining a residential area that may impact on residential amenity.
  - e. Mixed use development
  - f. the demolition of a heritage item or a building, work, relic, tree, or place in a heritage conservation area
  - g. the carrying out of development referred to in Clause 5.10.10 of Parramatta LEP 2011.

but excludes minor additions or alterations to the above.

### How will advertised development be publically notified?

Advertised development under this DCP as specified above will be advertised in accordance with criteria set out below:

- a. A letter containing the information outlined in Section B(c) will be sent to all adjoining property owners and occupiers and surrounding owners and occupiers whose possible use or enjoyment of their land may be detrimentally effected by the development. Where possible the name of the owner/occupier will be used. As a minimum, letters will be sent to owners and occupiers of five (5) properties either side of the development site, any other adjoining properties and five (5) properties on the opposite side of the street. Where application is for a brothel, notification letters will be sent to schools, aged persons residential developments and churches in the nearby vicinity.
- b. In cases where the development application proposes to exceed the height limit specified in Council's planning instruments, a letter will be sent to property owners and occupiers within a 100 metre radius as a minimum.
- c. In cases where non-residential development within residential zones may impact on a residential amenity and operates outside business hours of 9am to 5pm Monday to Saturday, a letter will be sent to property owners and occupiers within a 100 metre radius as a minimum.
- d. In cases where the property is a strata titled building, Council will notify all owners and occupiers.
- e. A notice will be published in a local newspaper circulating in the area of the development.
- f. A notice will be placed on the Council's website.
- g. Relevant material, including copies of the plans and supporting information will be displayed at Council's Central Library and the Branch Library closest to the development site.
- h. A suitably protected notice (at least laminated) will be placed on the land in an area that is highly visible. Cost of the notice to be paid by the applicant as part of the advertising fee.
- i. A letter will be sent to public authorities, which may have an interest in the application.
- j. The notification period is 21 calendar days commencing the day after the notice appears in the local paper.

#### A5.2.2 Designated Development

Designated Development refers to certain types of high impact development that are identified under Schedule 3 of the EP&A Regulation 2000. The requirements for public exhibition of development applications for designated & A Act and Clauses 77-81 of the EP&A Regulation 2000.



### A5.3 Notification by Major Land Use Types

**Table A5.3.1**

Development Applications - Residential Development

Reference Number	Development (which requires development consent)	Notification Method	Minimum period
1.1	Single and 2 storey dwelling houses, alterations and additions to dwelling houses, carports, garages, outbuildings and swimming pools.	a. Letter to adjoining owners and occupiers.	14 days
1.2	Dual occupancies	a. Letter to adjoining owners and occupiers	14 days
1.3	Multi dwelling housing Residential flat buildings Senior's housing	a. Letter to adjoining owners and occupiers of five (5) properties either side of the development site, any other adjoining properties on the opposite side of the street. Plus surrounding owners and occupiers whose use or enjoyment of their land may be detrimentally affected by the development. b. Where the development application proposes to exceed the height limit specified in Council's planning instruments, letter to owners and occupiers within a 100 metre radius as a minimum. c. A notice published in a local newspaper circulating in the area of development. d. A notice placed on the Council's website. e. Exhibited at central library and branch library closest to development site. f. A sign placed on the land. g. Letter to public authorities which may have an interest.	21 days

**Table A5.3.2**

Development Applications - Non-Residential Development in Residential Zones

Reference Number	Development (which requires development consent)	Notification Method	Minimum period
2.1	<p>Non residential development within residential zones that may impact on residential amenity, which will include</p> <ul style="list-style-type: none"> <li>■ Educational establishments</li> <li>■ Places of public worship</li> <li>■ Child care centres</li> <li>■ Hospitals</li> <li>■ Hotels, motels, and shops with existing use rights.</li> </ul>	<p>a. Letter to adjoining owners and occupiers of five (5) properties either side of the development site, any other adjoining properties and five (5) properties on the opposite side of the street. Plus surrounding owners and occupiers whose use or enjoyment of their land may be detrimentally affected by the development.</p> <p>b. Where the development application proposes to exceed the height limit specified in Council's planning instruments, or operates outside business hours of 9am to 5pm limit Monday to Saturday, letter to owners and occupiers within a 100 metre radius as a minimum.</p> <p>c. A notice published in a local newspaper circulating in the area of development.</p> <p>d. A notice placed on the Council's website.</p> <p>e. Exhibited at central library and branch library closest to development site.</p> <p>f. A sign placed on the land.</p> <p>g. Letter to public authorities which may have an interest.</p>	21 days

**Table A5.3.3**

Development Applications - Business and Industrial Zones

Reference Number	Development (which requires development consent)	Notification Method	Minimum period
3.1	Mixed use development	<ul style="list-style-type: none"> <li>a. Letter to adjoining owners and occupiers of five (5) properties either side of the development site, any other adjoining properties and five (5) properties on the opposite side of the street. Plus surrounding owners and occupiers whose use or enjoyment of their land may be detrimentally effected by the development.</li> <li>b. Where the development application proposes to exceed the height limit specified in Council's planning instruments, letter to owners and occupiers within a 100 metre radius as a minimum.</li> <li>c. A notice published in a local newspaper circulating in the area of development.</li> <li>d. A notice placed on the Council's website.</li> <li>e. Exhibited at central library and branch library closest to development site.</li> <li>f. A sign placed on the land.</li> <li>g. Letter to public authorities which may have an interest.</li> </ul>	21 days

Reference Number	Development (which requires development consent)	Notification Method	Minimum period
3.2	Non-residential development in Business and Industrial Zones adjoining a residential area that may impact on residential amenity.	<ul style="list-style-type: none"> <li>a. Letter to adjoining owners and occupiers of five (5) properties either side of the development site, any other adjoining properties and five (5) properties on the opposite side of the street. Plus surrounding owners and occupiers whose use or enjoyment of their land may be detrimentally affected by the development. Where the application is for a brothel, this is to include schools, aged persons residential developments and churches in the nearby vicinity.</li> <li>b. Where the development application proposes to exceed the height limit specified in Council's planning instruments, letter to owners and occupiers within a 100 metre radius as a minimum.</li> <li>c. A notice published in a local newspaper circulating in the area of development.</li> <li>d. A notice placed on the Council's website.</li> <li>e. Exhibited at central library and branch library closest to development site.</li> <li>f. A sign placed on the land.</li> <li>g. Letter to public authorities which may have an interest.</li> </ul>	21 days

**Table A5.3.4**

Development Applications - Demolition or Development of Heritage Items/Places

Reference Number	Development (which requires development consent)	Notification Method	Minimum period
4.1 4.2	Demolition or substantial demolition of a heritage item or a building, work, relic, tree or place in a heritage conservation area. Carrying out of development allowed in Clause 5.10.10 of the Parramatta LEP 2011.	<ul style="list-style-type: none"> <li>a. Letter to adjoining owners and occupiers of five (5) properties either side of the development properties and five (5) properties on the opposite side of the street. Plus surrounding owners and occupiers whose use or enjoyment of their land may be detrimentally effected by the development.</li> <li>b. Where the development application proposes to exceed the height limit specified in Council's planning instruments, letter to owners and occupiers within a 100 metre radius as a minimum.</li> <li>c. A notice published in a local newspaper circulating in the area of development.</li> <li>d. A notice placed on the Council's website.</li> <li>e. Exhibited at central library and branch library closest to development site.</li> <li>f. A sign placed on the land.</li> <li>g. Letter to public authorities which may have an interest.</li> </ul>	21 days

**Table A5.3.5**

Development Applications - Subdivision

Reference Number	Development (which requires development consent)	Notification Method	Minimum period
5.1	Land subdivision	a. Letter to adjoining owners and occupiers.	14 days

## A5.4 Development that is not notified under this DCP

The following development will NOT be notified under this DCP:

- a. Exempt development as referred to in Parramatta LEP 2011. (Examples of exempt development under Parramatta LEP 2011 include decks, fences, barbeques and carports that meet certain standards.)
- b. Complying development as referred to in Parramatta LEP 2011. (Examples of complying development under Parramatta LEP 2011 include single storey dwelling houses and ground floor single storey additions or alterations to single story dwelling houses that meet certain standards.)
- c. Applications for modification of development consent, where the modification involves minor error, misdescription or miscalculation (Section 96(1) of the Environmental Planning and Assessment (EP&A) Act).
- d. Where the proposal is for internal alterations and does not alter or modify the height or external configuration of the building.
- e. Strata subdivision applications and torrens title subdivisions where the erection of a dual occupancy has been approved.
- f. Changes of use in a business zone where there will be no detrimental impact on the neighbourhood. Note: Uses such as brothels, adult bookshops and hotels will be notified.
- g. Development within industrial zones that is not adjacent to or adjoining residential zoned land.

## A5.5 Applications for Modification of Development Consent

### A5.5.1 Modification applications involving minimal environmental impact

Applications for modification of development consent where the modification involves minimal environmental impact fall under two sections of the EP&A Act, these being Section 96(1A) or Section 96AA (Section 96AA applications refer to those applications for modification by Council of consents granted by the Land & Environment Court).

For S96(1A) applications, public notification requirements are as follows:

- a. Where no physical changes to an original consent/no visible external change to an approved development is proposed, no notification or advertising is required.
- b. Where physical changes proposed or modifications generate appreciable impacts to surrounding development, notification and advertising as per the original development application is required.

These applications will be publicly notified as follows under this DCP:

Section 96AA Applications will be publically notified

Where section 96(1A) applications require public notification under this DCP, they are to be notified as follows:

- a. A letter to adjoining land owners and occupiers, and where possible the name of the owner/occupier will be used. As a minimum, the extent of surrounding properties receiving a letter shall be as shown in Figure A5.1.1.
- b. A letter to each person who made a submission to the original development application.
- c. The notification period is 14 calendar days.

NOTE: Clause 117 of the EP&A Regulation specifies requirements for notification to the Land & Environment Court of Section 96(1A) modification applications where the development consent was granted by the Land & Environment Court.

### A5.5.2 Other Modification Applications

A5.5.2.1 This section of the DCP addresses:

- a. Section 96(2) modification applications, being modifications other than those involving “minor error, misdescription or miscalculation” and those involving minor environmental impact, and
- b. Section 96AA applications other than those where the modification is of minimal environmental impact.

A5.5.2.2 Where modification applications under this section are for designated development, State significant advertised development or any other development where the application was made to a consent authority other than Council the following is required:

- a. Public notification in accordance with Clause 118 of the EP&A Regulation 2000. This involves publishing a notice in a local newspaper and a letter to each person who made a submission in relation to the original application, with a notification period of at least 14 days, commencing on the day after which the notice is published in the local newspaper.
- b. Such notification period shall be the same as for the original application, but not less than 14 days.
- c. A letter will be sent to adjoining property owners and occupiers, and where possible the name of the owner/occupier will be used. As a minimum, the extent of surrounding properties receiving a letter shall be as shown in Figure 5.1.1.

A5.5.2.3 Other modification applications that are not addressed in Parts A5.5.2.1 and A5.5.2.2 of this section (ie. applications under Section 96(2) and 96AA that are not addressed under Clause 117 or 118 of the EP&A Regulation 2000) will be notified as follows:

- a. Public notification in accordance with Clause 119 of the EP&A Regulation 2000. This involves notification of the modification application for a period not exceeding 14 days but otherwise in the same manner as the original application was notified or advertised.
- b. In addition, a letter will be sent to each person who made a submission in relation to the original application.
- c. NOTE: Clause 119 of the EP&A Regulation 2000 also specifies requirements for notification by Council of Section 96(2) and Section 96AA modification applications where the development consent was granted by the Land and Environment Court.

### A5.5.3 Notification Requirements for Building Certificate Applications for Unauthorised Work

A building certificate application is made to Council to determine whether the buildings erected on a parcel of land are consistent with the appropriate regulations.

Council may issue a building certificate under Section 149A of the EP&A Act if it is satisfied that it would not require any unauthorised works to be demolished, altered, added to or rebuilt.

In considering an application for a building certificate for unauthorised works, notification of the application will be carried out as follows:

- a. letter will be sent to all adjoining property owners and occupiers, and where possible the name of the owner/occupier will be used. As a minimum letters will be sent to the owners and occupiers of properties as shown in Figure 5.1.1.
- b. Notification period will be 14 calendar days.

### A5.5.4 Notification Requirements for Applications for Review of Council’s Determination Under Section 82a of the EP&A Act

An applicant may request that determination of a development application whether by way of refusal or approval be reviewed by Council within 12 months of the date of the issue of the

Notice of Determination under Section 82A of the EP&A Act.

Under Clause 113A of the EP&A Regulation and this DCP, notification and advertising requirements are:

- a. An application to which this clause applies must be notified or advertised for a period not exceeding 14 days, but otherwise in the same manner as the original development application was notified or advertised.
- b. A letter will be sent to each person at the last known address who made a submission in relation to the original development.
- c. The notification will include a description of the development application and the land to which it relates.

#### **A5.5.5 Public Exhibition of Master Plans**

Stage 1 development applications will be advertised and publicly exhibited as follows:

- a. A notice will be placed in a local newspaper circulating in the area of development, on the Council website and on the land which is proposed to be developed.
- b. Copies of the DA will be submitted to any public authorities or community organisations which in Council's opinion are likely to be affected by the development.
- c. As a minimum a letter will be sent to all property owners and occupiers within 100 metre radius of the perimeter of the masterplan development site and where possible the name of the owner/occupier will be used.
- d. Will be exhibited at Council offices, Council's Central Library and the Branch Library closest to the development site.
- e. Notification period is 21 calendar days commencing the day after the notice appears in the local paper.

#### **A5.5.6 Planning Proposals**

Draft Planning Proposals, which are prepared for the purpose of amending planning controls that apply to land, will be publicly exhibited in accordance with the requirements of the EP&A Act. A letter will also be sent to property owners and occupiers within the area affected by the change proposed to be amended. Planning Proposal documents which are reported to Council prior to consultation being undertaken must contain an outline of the public consultation to be undertaken in respect of the planning proposal.

#### **A5.5.7 Discretion to Expand Standards**

The Manager, Development Services has the discretion to expand the standards of notification/exhibition in this DCP having regard to the nature, scale, intensity and the context of development proposals. The Manager Development Services cannot reduce the notification period below the minimums stated in this policy.

NOTE: The period of notification cannot be extended for certain applications where the EP&A Regulation stipulates a maximum notification/advertising period, ie. for Section 82A reviews and applications for modification of consent under Sections 92(2) and 96AA of the EP&A Act referred to in Section A5.5.2.3 of this DCP.

Note also that the discretion will be used in instances such as to notify a greater area of properties to the minimum standard when a development is likely to have a wider impact on the community.

#### **A5.5.8 Copies of Plans**

If a member of the public requires more information about a development application, and is unable to access City of Parramatta Council's e-planning portal on City of Parramatta



Council's website via private internet access or public internet access in City of Parramatta Council Libraries, copies of the relevant plans will be mailed to them on request. Development applicants should be aware that such information can be supplied to a member of the public under the Freedom of Information legislation.

#### **A5.5.9 Notification of Amended Development Applications Where the Development is Substantially Unchanged**

- If a development application is amended, and
- the original application has been notified/advertised in accordance with this DCP, and
- the amended application is substantially the same development and does not result in a greater environmental impact, the amended application need not be notified, such decision being at the discretion of the Manager Development Services.

#### **A5.5.10 Notification of Development With Amendments Deemed To Be Substantial**

Amended applications, other than those referred to in Section 5.5.9 of this Plan, will be notified/advertised in the same manner as the original application and to each person who made a submission to the original application. In the case of submissions being made by petition, only the principal author or first signatory will be notified.

#### **A5.5.11 Time Period for Notification Over the Christmas/ New Year Period**

During the Christmas Notification Period (three weeks commencing at the start of the NSW Public School Holidays and concluding no earlier than 5 January) Council does not undertake notification / advertising of applications. All applications lodged with Council during this time will not commence their notification / advertising until the conclusion of the three week Christmas Notification Period. However if an application's notification / advertising is scheduled to close during the Christmas Notification Period, the notification / advertising period will be extended to the end of the three week Christmas Notification Period.

#### **A5.5.12 What Happens When an Application Has Been Determined?**

Written notice will be given of the determination of a development application to each person who made a written submission in relation to that application. This notice will specify when the determination was made and whether the application was refused or approved. The notice to the applicant will specify conditions of approval or reasons for refusal.

In the case of petitions submitted to Council, the principal author will be notified of Council's decision. If the principal author is not readily identifiable then the first identifiable signatory will be notified.

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# **APPENDIX 6**

## **HERITAGE INFORMATION: TERMS, RESPONSIBILITIES AND PROCEDURES**

# APPENDIX 6

## A6 Heritage Information: Terms, Responsibilities and Procedures

### A6.1 Terms and Definitions

#### Heritage

The word heritage means different things to different people. One of the best definitions of heritage at a broad level is 'those things that we value now, which we wish to retain for future generations'. In the context of this plan, it means places that relate to the European and Indigenous history of Parramatta.

#### Conservation

Conservation means caring for what you have and includes such activities as maintenance, restoration and, where necessary, reconstruction. It also includes providing an appropriate use for the place, providing for its long term security and maintaining an appropriate setting. Conservation of our heritage is in part an acknowledgment that pleasant environments make good financial sense: they attract investment and increase land value. Old buildings, parks and gardens, old trees and subdivision patterns all make a contribution in this regard.

#### Heritage Listing

Lists of places that are considered to have heritage significance are held by several different bodies, including the National Trust, the State Government, and the Commonwealth Government. However, when we refer to a place being 'heritage listed' in this plan, we mean that it is listed in the Parramatta LEP 2011. If you want to check whether your property is heritage listed, you need to check the Parramatta LEP 2011. You need to determine whether it is listed individually as a heritage item, or is within a conservation area. In very few cases, you may find that your property is also listed on the State Heritage Register, or protected by an Interim Heritage Order made under the NSW Heritage Act 1977. You should contact Council to determine whether this is the case, or you may contact the Heritage Office of NSW.

Information about all of the heritage items that are listed in Parramatta LEP 2011 can be found on the State Heritage Inventory, which can be accessed through the website of the Heritage Office of NSW at [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au). You will find information about the history of the property, and why it is considered to be significant. This information can also be obtained from Council.

The following terms have the same meaning as in the Parramatta LEP 2011:

- Heritage conservation area
- Heritage conservation management plan
- Heritage impact statement
- Heritage item
- Heritage significance
- Maintenance
- Place of Aboriginal heritage significance
- Relic

## A6.2 Council's Role

### Legal Framework

The Local Government Act NSW (1993) provides a mandate for, and in fact confers a responsibility on, all Local Councils in NSW to 'properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible'. The Parramatta LEP 2011 identifies heritage items and heritage conservation areas, and includes provisions which are designed to provide legal protection for listed sites and to clarify the procedures involved when considering development. These provisions are standard provisions used by most local Councils in NSW, and are similar to provisions which apply elsewhere in Australia.

### Council's Approach To Heritage Management

Council is committed to protecting Parramatta's heritage as a major element in its present day identity, and to integrating its conservation into its day-to-day planning decisions. It is important to note that heritage listing does not mean that heritage items or buildings within conservation areas cannot be modernised, altered or developed. It simply means that such changes need to be considered more carefully and that applicants need to consult with Council before plans proceed too far.

Restrictions that apply within conservation areas are more flexible than those affecting heritage items. Many properties will be 'contributory', but others will 'neutral' or even 'intrusive' in terms of the contribution they make to the values of the area. Development on such properties will be considered on a case-by-case basis, with the aim being to maintain the character and 'heritage significance' of the area as a whole.

The guidelines for each of the conservation areas include a list of buildings which are considered 'contributory'. Council will generally be cautious about approving changes which destroy original parts of a heritage-listed building, particularly where such changes would be readily visible from the street. New work will not be approved which is unsympathetic to the character and heritage significance of a heritage item or a conservation area. It is highly unlikely that Council will give permission to demolish a heritage item, and applications to demolition will also be considered very cautiously within conservation areas.

## A6.3 The Development Approval Process

### General

Where work is being considered to a heritage listed property, then the process of getting approval from Council will in many ways be the same as for other properties. However, there are some important differences. Applicants need to consider proposed changes more carefully, and may be required to follow some additional steps in the approval process. There may be a requirement to submit an application for minor work. A Heritage Impact Statement will almost certainly be requested by Council in order to help it decide whether to approve the proposed work. In a few cases referrals to other authorities may be required.

### Minor Work

Council has the authority to ask for a Development Application (DA) for almost any type of work that is likely to affect the external appearance or the structure of a heritage-listed building. However there are certain types of work that do not concern Council and where it is not necessary to make any sort of application. This would include most minor maintenance work, and almost any interior work that does not affect the structure of the building.

There are minor types of work where Council may have some concerns, but where it is possible for Council to give approval without a DA being required. Examples would include replacing roof gutters, a new fence, or repainting a house in a new colour scheme. For this type of work, the Council will need to be advised in writing of the proposal, and if it is acceptable, Council will

then write back giving approval for the work. This is quicker and easier than going through the DA process. If the proposal is not acceptable to Council a DA will be requested. If owners are unsure whether an application is required for proposed work, they should contact Council to seek clarification.

### **Heritage Impact Statement**

If a DA is being submitted for work that is likely to affect a heritage-listed property, additional information in the form of a Heritage Impact Statement will be required.

A Heritage Impact Statement should:

- clarify why the building is significant
- describe what the impact will be of the proposed work
- explain what measures have been taken to minimise that impact.

The detail required in a Heritage Impact Statement varies depending on the situation. For a typical situation such as renovations and extensions to a heritage-listed house of local significance, it may be only a page or two long. In other situations much more detail may be required. The Heritage Impact Statements must be prepared in accordance with Guidelines published by the Heritage Office of NSW. These Guidelines are available from Council.

### **Referrals to other Authorities**

If a property is on the State Heritage Register, or if it is subject to an Interim Heritage Order under the Heritage Act, then a referral is required to the Heritage Office of NSW as part of the approval process. This applies in very few cases. For almost all privately owned heritage-listed properties in Parramatta, Council has the full responsibility for all decision-making, and no referrals are required.

### **Demolition**

It is possible under certain circumstances for Council to give consent to demolish a heritage item or a building in a conservation area. Such demolition, even if it is partial demolition, must be subject to a Development Application. Council will consider not just the outside appearance of the building and whether or not it looks run down. Council will weigh up the heritage significance of the property, its contribution to the history and identity of its street and neighbourhood, and its importance to Parramatta as a whole. The loss of any one heritage property identified in the Heritage Study will reduce the heritage value of Parramatta as a whole, so Council is unlikely to approve demolition unless the property is incapable of reasonable use or would be too costly to make usable.

## **A6.4 Benefits and Incentives**

### **Introduction**

If you are the owner of a heritage-listed property, you are contributing towards preserving our heritage. There are other positive aspects to a property being heritage listed which are often overlooked, including the following:

- Assistance with DA fees
- Financial assistance through the Local Heritage Fund
- Planning concessions in relation to allowable uses
- Possible reductions in council rates and land tax.

### **Assistance With DA Fees**

Council has a scheme in place which offers assistance in two ways:



- A rebate of 10% on the cost of the DA fee may be paid when a Statement of Heritage Impact is required,
- An amount equal to the entire DA fee may be reimbursed in cases where the application is required only because the building or place is heritage listed.

Owners proposing renovations and extensions to their properties will find that Council will probably require a DA whether or not the property is heritage-listed. The key difference with a heritage-listed property is that applicants are required to provide extra information in the form of a 'Statement of Heritage Impact'. In such cases, applicants may apply for a rebate of 10% on the cost of the DA fee to help offset the effort of preparing the Statement of Heritage Impact. In some cases, a DA may be required by Council for minor work to a heritage-listed property, when in normal circumstances a DA would not be required. An example of this would be a proposal for a new front fence. Council would almost certainly require a DA to make sure the proposed new fence is appropriate, but applicants may apply to be reimbursed for an amount equal to the entire DA fee. This scheme only applies to work on privately-owned residential properties.

### **Local Heritage Fund**

The aim of the Local Heritage Fund is to assist with appropriate conservation work to privately owned heritage items in Parramatta. Council can provide direct financial assistance of up to \$2,500 as varied by Council from time to time for each project. Funding guidelines and an application form are available on request from Council.

### **Planning Concessions**

In certain circumstances, Council may allow a building listed as a heritage item to be used for a use which would not normally be allowed in the zone. For example, it may be possible for Council to give consent for a house to be used as small commercial offices or a gallery, or for a warehouse to be converted to flats. It is important to note that Council will only consider issuing such a consent as a measure of last resort, and where it is satisfied that the retention of the building depends on the granting of the consent. The applicant must also meet a number of other tests, including showing that the amenity of the area will not be affected. Details are set out in Clause 5.10 of the Parramatta LEP 2011.

### **Rates and Land Tax**

Reductions in rates and land tax will only apply in very few cases, but it may be worth investigating for those who are eligible. Rates reductions are not offered by Council for heritage-listed properties. However, if a property is listed as a heritage item or is within a conservation area, the Valuer-General will automatically calculate an artificial reduction in the value of the property. This will have the effect of reducing your Council rates, since the calculation of those rates is based on the value of the property as provided by the Valuer-General. For some properties, this can represent a significant saving over time.

Property owners do not pay land tax on their principle place of residence. However, owners who are paying land tax on an investment property that is heritage-listed can apply for a reduction in land tax. It is important to remember that in this case, there is no automatic reduction; owners must apply to obtain the reduction. A letter needs to be obtained from Council confirming the status of the property in terms of heritage listing, and then an application made to the Office of State Revenue.

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# **APPENDIX 7**

## **WATER SENSITIVE URBAN DESIGN STRATEGY GUIDE**

# APPENDIX 7

## A7 Water Sensitive Urban Design Strategy Guide

Source: Adapted from Sydney Metropolitan Catchment Management Authority 2009, Water Sensitive Urban Design LEP/DCP Template.

### Pre-Application Consultation for Water Sensitive Urban Design Strategy

Discussions with Council are encouraged at an early stage in the development application process to discuss and agree on the overall design approach before a detailed Water Sensitive Urban Design Strategy (WSUD) is prepared. The aim of the consultation process is to provide direction and guidelines to the applicant, and to provide advice on Council's requirements. The level of consultation required will largely depend on the size and the complexity of the development

### Water Sensitive Urban Design Strategy

A WSUD Strategy is a written report detailing potable water saving and stormwater management/treatment measures that are to be implemented on the site. The strategy is to include, at a minimum, the following detail:

- Background information – Summarise any background information available, including previous studies, concurrent studies, mapping data.
- Site context – Identify catchments, drainage lines and receiving environments (both within and downstream of the site). Characterise the ecological values of the site and its receiving environments.
- Proposed development – Describe the proposed development at the site, including site boundaries, proposed land uses, densities, population, infrastructure and development staging.
- WSUD objectives – Identify the WSUD principles and targets that apply to the proposed development.
- Constraints and opportunities – Identify the key constraints and opportunities for water management on the site, including flooding. This should include the identification of natural watercourses and other sensitive environments within the site that should be preserved and/or remediated by the development. Integration with the landscape requirements should be considered to maximise the site opportunities.
- Best planning practices – The capital and life-cycle costs of infrastructure required to meet WSUD targets can be minimised by considering site planning opportunities early in the planning process.
- Water conservation – This section should demonstrate how the potable water conservation targets will be met, and how potable water will be supplemented with roofwater, treated stormwater and/or wastewater.
- Stormwater management – This section should demonstrate how the WSUD stormwater quality targets will be met. It should include stormwater quality and flow modelling results and identify the location, size and configuration of stormwater treatment measures proposed for the development.
- Integration with urban design – The WSUD Strategy should outline how WSUD elements will integrate with the urban design of the development.
- Costs – Prepare capital, operation and maintenance cost estimates of proposed water cycle management measures. Both typical annual maintenance costs and corrective maintenance or renewal/adaptation costs should be included.

- Operation and Maintenance Plan – should outline inspection and maintenance requirements to ensure proposed measures remain effective. The ongoing operation and maintenance requirements should be borne by the respective property owner or Community/Strata body depending on the property title.

**Additional Requirements**

Modelling parameters for the determination of the size and configuration of WSUD elements must be in accordance with MUSIC Modelling Guidelines for New South Wales (eWater Corporative Research Centre, 2009). Electronic copies of the modelling are to be submitted to Council with the Development Application.



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# **APPENDIX 8**

## **WASTE MANAGEMENT**

**A8.1 Waste Management Guidelines**

**A8.2 Waste Management Plan**

# APPENDIX A8.1

## Waste Management Guidelines for new Development Applications 2016

This guidelines document provides information of the waste management requirements for new Development Applications lodged with City of Parramatta Council. The requirements set out in this guide are based on Council's Development Control Plan (DCP) 2011 and current best practice waste management recommendations.

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## 1.0 Waste Management Plans

A Waste Management Plan (WMP) must be submitted with all development applications that involve demolition work, construction work, and/or the generation of waste. The WMP is to address the controls that apply to the specific type of development as outlined in this document, and must be in accordance with the template provided on Council's website at <https://www.cityofparramatta.nsw.gov.au/development-building-forms>

Development applications which involve demolition and/or the construction of new buildings must comply with the Performance Criteria at Appendix A and include a Waste Management Plan.

## 2.0 Demolition & Construction

### Applicability

This section applies to applications that involve:

- Demolition works;
- Construction works, including alterations/additions to existing buildings.

### Submission Requirements

### 2.1 Waste Management Plan

Applicants are required to complete stages 1 and 2 of Council's Waste Management Plan Template. This plan must address:

- 2.1.1 Expected volumes and types of waste to be generated;
- 2.1.2 Details of how this waste will be re-used, recycled or disposed of. Name and contact details for each receiving waste facility are required;
- 2.1.3 Details of how waste will be managed on site during demolition and construction so that waste is adequately separated, stored and reused/recycled/disposed of. For example through staff training, requirement in contracts, signage, etc.

### 2.2 Site Plans/Drawings

Applicants are required to submit plans with their application which show:

- 2.2.1 Location of areas where waste will be sorted for disposal or recycling;
- 2.2.2 Location of areas where waste and soil stock piles will be stored on site;
- 2.2.3 Access path for vehicles removing waste from the site.

### 2.3 Controls

- 2.3.1 Documentation (such as receipts) for the transport and disposal of waste and recycling materials from the site must be retained. This documentation must be made available to Council on request to monitor compliance with the approved Waste Management Plan.
- 2.3.2 The removal and transport of asbestos containing materials must be conducted by an EPA licensed contractor, and the materials must be disposed of at an appropriately licensed facility. These activities must be conducted in accordance with the requirements of SafeWork NSW, the Protection of the Environment Operations (Waste) Regulation 2005 and EPA Waste Classification Guidelines 2008.

- 2.3.3 The Protection of the Environment Operations (Waste) Regulation 2014 has requirements for waste transporters to record the movement of more than 100 kilograms of asbestos waste or more than 10 square metres of asbestos sheeting. Transporters must use the online Waste Locate system. For more information see <https://wastelocate.epa.nsw.gov.au/>
- 2.3.4 Hazardous or intractable wastes arising from the demolition process shall be removed and disposed of in accordance with the requirements of SafeWork NSW and the EPA, and with the provisions of the Work Health and safety Act 2011, NSW Protection of the Environment and Operations Act 1997 (NSW) and the NSW Department of Environment and Climate Change Environmental Guidelines; Assessment, Classification and Management of Liquid and Non Liquid Wastes (1999).
- 2.3.5 Any contaminated material to be removed from the site shall be disposed of to an EPA licensed land fill.
- 2.3.6 Stockpiles of topsoil, sand, aggregate, soil or other material are not to be located on any drainage line or easement, natural watercourse, footpath or roadway and shall be protected with adequate sediment controls.

### 3.0 Detached & Secondary Dwellings, Dual Occupancies, Villas & Multi-dwelling housing

#### Applicability

This section applies to applications for:

- New single detached/secondary dwelling developments;
- New dual occupancy developments;
- New villa developments and multi-dwelling housing (where 3 or more dwellings are on the same parcel of land, each with access at ground level including town houses).
- Amendments to existing multi-dwellings housing developments that will significantly affect waste generation and/or management.

#### Submission Requirements

### 3.1 Waste Management Plan

Applicants are required to complete Stage 3 of Council's Waste Management Plan Template. This plan must address:

- 3.1.1 Expected volumes and types of waste to be generated from use of the site. Waste generation rates of **80 Litres/unit/week for general garbage and 40 Litres/unit/week for co-mingled recycling** should be applied when calculating this figure.
- 3.1.2 Details of how this waste will be stored on site, including provisions for the separation of general waste, recycling and garden organics;
- 3.1.3 Details of how ongoing management of waste will be conducted (e.g. caretaker, tenant as part of lease agreement).

### 3.2 Site Plans/Drawings

Applicants are required to submit plans with their application which show:

- 3.2.1 Location of an indoor waste/recycling cupboard for each dwelling;
- 3.2.2 Location and design of an on-site bin storage area.



### 3.3 Controls

- 3.3.1 Each dwelling must be provided with an indoor waste/recycling cupboard that is large enough to accommodate a single day's waste and provides for the separation of garbage and recycling.
- 3.3.2 For single detached dwellings, dual occupancies, and villas/townhouses with less than 8 units, individual bin storage areas must be provided. The area must be capable of accommodating Council's waste, recycling and green waste bins. The waste bin storage area is to be located on the ground level for these developments.
- 3.3.3 For multi-dwelling housing developments containing 8 or more units, a communal storage area is required. Storage area/s must be located so as to not adversely affect the amenity of the premises, must not immediately adjoin private open space, windows or clothes drying areas, must be provided with water supply (tap) and drainage facilities (to sewer) for cleaning. If enclosed the area must also have lighting and ventilation also. The size is to be calculated on the basis of waste generation rates and proposed bin sizes. Table 1 outlines communal bin area bin and room size requirements. Please contact Council's Waste Management Team to discuss options for appropriate bin configurations.
- 3.3.4 Where bins are to be placed on the kerb for collection a suitable location must be provided where individual bins can be placed in a position where a distance of 1m is allowed between other bins and obstacles such as parked cars or trees. 3.5m must be provided between the top of the bin and overhead power lines.
- 3.3.5 Bins are to be placed out on a kerb for collection no earlier than the night before a collection, and must be returned to the storage area on the premises no later the night after the collection. Between collection days, all waste and recycling generated on the premises must be contained within the designated bins secured closed with lids and stored within the designated waste storage area.

TABLE 1 Requirements for communal bin areas			
<i>Bin Capacity (L)</i>	140L	240L	360L or larger
<i>Bin Dimensions (m<sup>2</sup>)</i>	Height: 0.926 Width: 0.536m Depth: 0.615m	Height: 1.060m Width: 0.730m Depth: 0.585m	Height: 1.1m Width: 0.680m Depth: 0.848m
<i>Size of storage area (m<sup>2</sup>) for all bin sizes</i>	Design storage areas so that there is easy access for residents and caretakers including allowance for the manoeuvrability of bins including minimum aisle space of 1.2m. Area must be large enough to accommodate all waste generated.  e.g. number of bins x size of bins + space for manoeuvrability Please see Appendix A of the DECC "Best Practice Guide for Waste Management in Multi-unit Dwellings" 2008 for layouts of bin storage areas.		

- 3.3.6 Dwelling occupants are responsible for moving bins to and from the kerb for collection where each dwelling has their own bins.
- 3.3.7 Where bins are shared between resident's signage indicating the appropriate use of bins must be provided and a caretaker appointed who is responsible for managing waste including:
- moving of bins to and from the collection point
  - washing of bins
  - keeping the bin area clean and tidy

- 3.3.8 To avoid impact on pedestrian safety and traffic congestion during collection periods, only developments that contain up to 8 dwellings should present their bins for kerbside collection.
- 3.3.9 Developments containing more than 8 dwellings are required to have an onsite communal storage area and designated collection point (either at grade on the driveway or in the basement). Where on-site collection is not possible or impractical, kerbside collection for more than 8 dwellings may be supported where it is demonstrated that there will be no adverse impact on safety, traffic flows and amenity.
- 3.3.10 In the case where bins are not presented kerbside, Council shall determine the need for either on site access by collection vehicles or the requirement for bins to be wheeled to an agreed collection point for servicing. The transfer of bins to a collection point and their return can either be the responsibility of a caretaker or body corporate, or can be arranged by Council in accordance with Council adopted Fees and Charges.
- 3.3.11 Council does not usually offer services to private roads or building basements. However, Council may provide on-site collection and enter private property with vehicles, but this would require prior approval and the transfer of an authorised easement restricted to the common property on the strata plan (see Appendix B). The easement would provide indemnity against liabilities, losses, damages and other costs arising from the on property collection service provided.
- 3.3.12 Where on-property collection is required to service the development, adequate and safe access must be provided for Council's Standard Waste Collection Vehicles as follows:
- The site must be designed to allow collection vehicles to enter and exit the site in a forward direction and to adequately manoeuvre once onsite;
  - The route of travel for the waste vehicle is to be of sufficient strength and quality to support a standard waste collection vehicle;
  - The minimum basement and entry height must be 3.5m clearance for Small Rigid Vehicles (SRV) access (for up to 5 storeys residential height) and 4.5m basement height clearance for Heavy Rigid Vehicles (HRV) access into residential developments of 6 storeys or greater, as well as mixed use and commercial and industrial developments; and
  - The grades of entry and exit ramps and manoeuvrability (including turning circles) must not exceed the capabilities of the waste collection vehicle and are to comply with AS2890.2 Parking Facilities: Off-Street Commercial Vehicle Facilities.
- Applicants should contact Council's Waste Services section to confirm truck sizes and advise of current servicing arrangements.
- 3.3.13 Additional dedicated areas for temporary storage of unwanted bulky items (e.g. cardboard, furniture, mattresses or appliances) are to be provided adjacent to waste storage rooms/areas, and must be accessible to all residents. These areas are to be sized at 10 square metres for up to and including 40 units, with an additional 2 square metres for every extra 10 units (e.g. 48 units will require 12sq.m; 70 units will require 16sq.m).

## 4.0 Residential Flat Buildings

### Applicability

This section applies to applications for:

- Buildings containing 3 or more dwellings, but does not include an attached dwelling or multi dwelling housing;
- Amendments to existing residential flat building (RFB) developments that will significantly affect waste generation and/or management.

### Submission Requirements

Applicants are required to complete Stage 3 of Council's Waste Management Plan Template. This plan must address:

#### 4.1 Waste Management Plan

- 4.1.1 Expected volumes and types of waste to be generated from use of the site. Waste generation rates of **80 Lit res/unit/week for general garbage and 40 Litres/unit/week for co-mingled recycling** should be applied when calculating this figure.
- 4.1.2 Details of how this waste will be stored on site, including provisions for the separation of waste and recycling, and details of any garbage chutes (designed in accordance with the requirements of the Building code Australia and the Department of Environment and Climate Change Better Practice Guide for Waste Management in Multi-Unit Dwellings) or compaction equipment;
- 4.1.3 Details of how ongoing management of waste will be conducted (e.g. caretaker, tenant as part of lease agreement).

#### 4.2 Site Plans/Drawings

Applicants are required to submit plans with their application which show:

- 4.2.1 Location of an indoor waste/recycling cupboard for each dwelling;
- 4.2.2 Location and design of all communal waste storage area/s, capable of accommodating all waste generated on the premises;
- 4.2.3 Location of any garbage chutes, compaction equipment, bin pulls or interim storage rooms on each floor;
- 4.2.4 Location of any service lifts used for waste/recycling transport;
- 4.2.5 Identification of collection point, including path of travel for moving bins from storage area to collection point (if kerbside collection) or vehicular access path to storage area (if on-property collection).

#### 4.3 Controls

- 4.3.1 Each unit must be provided with an indoor waste/recycling cupboard that is large enough to accommodate a single day's waste and provides for the separation of garbage and recycling.
- 4.3.2 Communal waste storage room/s must be provided on the premises and shall be constructed to comply with all the relevant provisions of Council including:
  - a. The size being large enough to accommodate all waste generated on the premises, with allowances for the separation of waste types;
  - b. Be located on either the ground floor or basement with a minimum 1.2m aisle space for access;
  - c. The floor being graded and drained to an approved drainage outlet connected to the sewer and having a smooth, even surface, coved at all intersections with walls;
  - d. The walls being cement rendered to a smooth, even surface and coved at all intersections;
  - e. Cold water being provided in the room with the outlet located in a position so that it cannot be damaged and a hose fitted with a nozzle being connected to the outlet;
  - f. The room shall be adequately ventilated (either natural or mechanical) in accordance with the Building Code of Australia; and
  - g. The maximum travel distance from any dwelling to the waste services room is not to exceed 75 metres.

- 4.3.3 All RFB developments are required to provide separate bins for both general and recycling waste with a minimum size of 240 Litres which are to be shared between units. The size is to be calculated on the basis of waste generation rates and proposed bin sizes. Table 2 outlines communal bin area bin and room size requirements.
- 4.3.4 The bin carting route must allow bins to be wheeled directly to the collection point over solid, flat or ramped surfaces with a maximum grade of 7% (3% for bulk garbage bins 360L or greater); not over steps, landscape edging or gutters; to be free of obstructions; and a minimum 2 metres wide (see Table 3).
- 4.3.5 All waste must be removed at regular intervals and not less frequently than once per week for garbage and fortnightly for recycling.

**TABLE 2**  
**Requirements for communal bin areas**

<i>Bin Capacity (L)</i>	240L	360L	660L and larger  Contact a bin supplier for sizes
<i>Bin Dimensions (m<sup>2</sup>)</i>	Height: 1.060m Width: 0.730m Depth: 0.585m	Height: 1.1m Width: 0.680m Depth: 0.848m	
<i>Size of storage area (m<sup>2</sup>) for all bin sizes</i>	<p>Design storage areas so that there is easy access for residents and caretakers including allowance for the manoeuvrability of bins including minimum aisle space of 1.2m. Area must be large enough to accommodate all waste generated.</p> <p>e.g. number of bins x size of bins + space for manoeuvrability Please see Appendix A of the DECC "Best Practice Guide for Waste Management in Multi-unit Dwellings" 2008 for layouts of bin storage areas.</p>		

- 4.3.6 Kerbside waste collection is considered unsuitable in most circumstances given the high number of bins and the associated time taken to service the bins. Where this is not possible due to site-specific constraints, kerbside collection may be supported if it can be demonstrated that this arrangement will not create any adverse issues.
- 4.3.7 To avoid impact on pedestrian safety and traffic congestion during collection periods, only developments that contain up to 8 dwellings should present their bins for kerbside collection.
- 4.3.8 Developments containing more than 8 dwellings are required to have an onsite communal storage area and designated collection point (either at grade on the driveway or in the basement). Where on-site collection is not possible or impractical, kerbside collection for more than 8 dwellings may be supported where it is demonstrated that there will be no adverse impact on safety, traffic flows and amenity.

- 4.3.9 In the case where bins are not presented kerbside, Council shall determine the need for either on site access by collection vehicles or the requirement for bins to be wheeled to an agreed collection point for servicing. In the case of the latter, the storage room/area must be within 6 metres of a property boundary fronting a public road or internal access way, in a level position of less than a 1 in 14 grade. The transfer of bins to a collection point and their return can either be the responsibility of as caretaker or body corporate, or can be arranged by Council in accordance with Council adopted Fees and Charges.
- 4.3.10 Council does not usually offer services to private roads or building basements. However, Council may provide on-site collection and enter private property with vehicles, but this would require prior approval and the transfer of an authorised easement restricted to the common property on the strata plan (see Appendix B). The easement would provide indemnity against liabilities, losses, damages and other costs arising from the on property collection service provided.
- 4.3.11 Vehicular access to bin collection areas must be considered in terms of road gradients, horizontal alignments, vertical curves, cross-falls, verges, pavement widths, turning areas, clearance heights, manoeuvring clearance and road strength (load bearing). Where on-property collection is required to service the development, adequate and safe access must be provided for Council's Standard Waste Collection Vehicles as follows:
- The site must be designed to allow collection vehicles to enter and exit the site in a forward direction and to adequately manoeuvre once onsite;
  - The route of travel for the waste vehicle is to be of sufficient strength and quality to support a standard waste collection vehicle;
  - The minimum basement and entry height must be 3.5m clearance for Small Rigid Vehicles (SRV) access (for up to 5 storeys residential height) and 4.5m basement height clearance for Heavy Rigid Vehicles (HRV) access into residential developments of 6 storeys or greater, as well as mixed use and commercial and industrial developments; and
  - The grades of entry and exit ramps and manoeuvrability (including turning circles) must not exceed the capabilities of the waste collection vehicle and are to comply with AS2890.2 Parking Facilities: Off-Street Commercial Vehicle Facilities.
- Further details can also be found in Appendix D of the DECC "Best Practice Guide for Waste Management in Multi-unit Dwellings" 2008 for vehicle access and turning circles.
- Applicants should contact Council's Waste Services section to confirm truck sizes and advise of current servicing arrangements.
- 4.3.12 Additional dedicated areas for temporary storage of unwanted bulky items (eg. cardboard, furniture or appliances) are to be provided adjacent to waste storage rooms, and must be accessible to all residents. These areas are to be sized at 10 square metres for up to and including 40 units, with an additional 2 square metres for every extra 10 units (e.g. 48 units will require 12sq.m; 71 units will require 16sq.m).
- 4.3.13 All waste and recycling materials are to be wholly contained within the designated bins and secured closed with lids to prevent leaks and spills.
- 4.3.14 If using Council's kerbside waste service, the following restrictions apply:
- All bins must be placed out, with lids firmly closed, and presented at the kerb the evening before a collection and must be returned the next evening;
  - The frontage must be sufficient to accommodate all bins placed on the kerb 1 metre apart;
  - Where bins are to be placed out and collected on land subject to community title, a letter of indemnity is required to be submitted to Council as part of any development application; and
  - Where bins are to be placed out on a cul-de-sac, a turning circle of at least 25m diameter kerb to kerb (27.8m diameter wall to wall, swept circle) is required.

- 4.3.15 For developments comprising less than 4 residential storeys (or 8 dwellings), residents can be made responsible for transporting garbage and recycling from their unit to the communal storage room.
- 4.3.16 For developments with over 8 dwellings, the movement of waste to the communal storage room is to be achieved through either:
- an interim room provided on each floor for storage of garbage and recycling material. An appointed caretaker transports material from the interim rooms to the communal storage room via a service lift; OR
  - a chute system installed to transport garbage to the communal storage room and interim rooms on each floor for storage of recycling. An appointed caretaker transports recycling from the interim rooms to the communal storage room. Chutes are not suitable for recycling due to the risk of glass breakage or blockage of chute by bulky cardboard (see Section 4.3.20).
- 4.3.17 Where bins are shared between residents signage indicating the appropriate use of bins must be provided and a caretaker appointed who is responsible for managing waste including:
- moving of bins to and from the collection point
  - washing of bins
  - keeping the bin area clean and tidy
- 4.3.18 Between collection periods, bins and associated waste must be stored within the designated storage room/s. For developments with less than 8 dwellings bins are to be placed out on a kerb for collection no earlier than the night before a collection, and must be returned to the storage area on the premises no later than the night after the collection.
- 4.3.19 If bins are required to be moved from the storage area to a collection point, the path provided must not contain any steps, and must comply with the specific requirements set out in the Table 3 below:

**TABLE 3**  
Requirements for bin movement path

<i>Bin Capacity (L)</i>	≤ 360L	360L – 1000L	> 1500L
<i>Max. distance of path to be moved along</i>	Height: 1.060m Width: 0.730m Depth: 0.585m	5m	3m
	50m (for aged or disabled persons)		
<i>Grade of path to be moved along</i>	1:14 (7%)	1:30 (3%)	1:30

- 4.3.20 Where on-site collection is not possible because of topographic or access constraints, and/or restrictive site dimensions, adequate arrangements need to be made for the convenient, safe and direct access between the waste storage room and the collection point. These arrangements need to be discussed at a pre-lodgement meeting with Council's Waste Services section.



- 4.3.21 For developments comprising four or more storeys (8 or more dwellings), the development can incorporate a waste chute system to the following specifications:
- The waste chute system will provide a chute for garbage only.
  - Waste Disposal points are to be provided on each residential level of the development in an accessible and readily identifiable location.
  - The chute is to be designed to minimise noise and fire risks being cylindrical in section and having a diameter of at least 500mm. The chute is to be completely enclosed in a fire-rated shaft and constructed in accordance with the Building Code of Australia.
  - The chute is to terminate in a garbage room and discharge directly into a receptacle/bin that prevents spillage and overflow. The waste chute service room must be located directly under where the chute terminates.
  - A site caretaker/manager will be required to transfer all bins from the chute service room to the agreed waste bin storage area ready for collection.
  - For developments comprising greater than or equal to 10 storeys, the applicant must seek advice from Council on the type of chute system proposed and its suitability for high rise developments.

## 5.0 Mixed Use Developments

### Applicability

This section applies to applications for:

- Mixed use developments comprising a combination of residential and commercial units (or two or more different land uses) within the one development
- Amendments to existing mixed use developments that will affect waste generation and/or management.

### Submission Requirements

In addition to the requirements set out for Multi Dwelling housing and Residential Flat Buildings, the following submission requirements apply to applications for mixed use developments:

## 5.1 Controls

- 5.1.1 Separate waste facilities must be provided for residential and commercial tenants. These are to be designed and located so that the residential tenants cannot access the commercial waste facilities and vice versa.
- 5.1.2 A caretaker must be appointed to manage the separate residential and commercial waste facilities and ensure ongoing management of the development.
- 5.1.3 Waste management for the residential units must comply with the requirements as outlined in Section 4 – Residential Flat Buildings.
- 5.1.4 Each commercial unit must be provided with a clearly defined storage area that is of a size that easily accommodates all waste and recycling generated from that unit for at least one day. Waste management for commercial units must comply with the requirements for commercial developments outlined in Sections 6.0 – 11.0.

## 6.0 All Commercial Developments

### Applicability

This section applies to applications for:

- All new commercial developments;

- Amendments to existing commercial developments that will affect waste generation and/or management.

### Submission Requirements

Applicants are required to complete Stage 3 of Council's Waste Management Plan Template. This plan must address:

## 6.1 Waste Management Plan

- 6.1.1 Expected volumes and types of waste to be generated from use of the site.
- 6.1.2 Details of how this waste will be stored on site, including provisions for the separation of waste types, and details of any specialised waste services (e.g. disposal of trade waste or hazardous waste).
- 6.1.3 Details of how ongoing management of waste will be conducted.
- 6.1.4 Nomination of the private waste contractor to provide waste collection service.

## 6.2 Site Plans/Drawings

Applicants are required to submit plans with their application which show:

- 6.2.1 Location of indoor waste/recycling receptacles on the premises.
- 6.2.2 A waste storage room/s must be provided on the premises and shall be constructed to comply with all the relevant provisions of Council including:
  - a. The size being large enough to accommodate all waste generated on the premises, with allowances for the separation and/or compaction of different waste types;
  - b. Be located on either the ground floor or basement with a minimum 1.2m aisle space for access;
  - c. The floor being graded and drained to an approved drainage outlet connected to the sewer and having a smooth, even surface, coved at all intersections with walls;
  - d. The walls being cement rendered to a smooth, even surface and coved at all intersections;
  - e. Cold water being provided in the room with the outlet located in a position so that it cannot be damaged and a hose fitted with a nozzle being connected to the outlet; and
  - f. The room shall be adequately ventilated (either natural or mechanical) in accordance with the Building Code of Australia.
- 6.2.3 Location and design of the designated waste storage area/s, capable of accommodating all waste generated on the premises and allowing for separation of waste types.
- 6.2.4 Location of any grease traps.
- 6.2.5 Identification of collection point, including path of travel for moving bins from storage area to collection point (if kerbside collection) or vehicular access path to storage area (if on-property collection). The transfer of bins to a collection point and their return can either be the responsibility of as caretaker or body corporate, or can be arranged by Council in accordance with Council adopted Fees and Charges.
- 6.2.6 In the case where Council is requested to provide a service on-property via a private road or basement, the development would need to meet the requirements as outlined in Sections 4.3.10 and 4.3.11.

## 7.0 Food Businesses

### Applicability

This section applies to applications for:

- New food business, including, but not limited to restaurants, cafes, supermarkets, butchers, fish shops, packaged food outlets, and canteens;
- Amendments to existing food businesses that will affect waste generation and/or management.

### Submission Requirements

In addition to the requirements set out for 'All Commercial Developments', the following submission requirements apply to applications for food businesses:

## 7.1 Controls

- 7.1.1 Design, construction and fit out of all waste facilities must comply with AS 4674 – 2004 Design, Construction and Fit-out of Food Premises.
- 7.1.2 A grease trap must be provided for all premises, except for temporary premises and those only providing pre-packaged food. The grease trap must be located away from food preparation, storage and packaging areas. Access to the grease trap for emptying must not be through these areas. A trade waste agreement with Sydney Water must be acquired before discharge of any waste water to the sewer system, including grease trap waste.
- 7.1.3 A garbage storage area or designated garbage room is to be provided on the premises and must be capable of accommodating all waste generated on the premises for at least one day.
- 7.1.4 If an external garbage storage area is to be provided, it must be:
- a. provided with a hose tap connected to a water supply
  - b. paved with an impervious material
  - c. graded and drained to an approved waste disposal system
- 7.1.5 If a designated garbage room is to be provided, it must be:
- a. provided with a hose tap connected to a water supply
  - b. consist of impervious floors and walls
  - c. be coved at the intersection of the floor and walls
  - d. graded and drained to floor waste connected to sewer
  - e. sufficiently ventilated and well lit
  - f. proofed against pests
- 7.1.6 If the premises produces more than 50L per day of meat, fish or poultry waste, waste must be collected daily or stored in a refrigerated garbage room until collection.
- 7.1.7 If the premises is to produce waste cooking oil, an appropriate private waste contractor is to be engaged for its collection. A bunded, covered area is to be provided on the premises for the storage of waste oil.
- 7.1.8 Garbage must be removed with sufficient frequency so as to avoid nuisance from pests and odours with bins regularly being cleaned in an area that drains to sewer.

## 8.0 Healthcare & Skin Penetration Facilities

### Applicability

This section applies to applications for:

- New healthcare facilities and premises where skin penetration activities are to be conducted, including but not limited to dentists, medical centres, tattoo parlours and beauty salons;
- Amendments to existing healthcare and skin penetration facilities that will affect waste generation and/or management.

### Submission Requirements

In addition to the requirements set out for 'All Commercial Developments', the following submission requirements apply to applications for healthcare and skin penetration businesses:

## 8.1 Controls

- 8.1.1 Waste facilities and management practices for healthcare facilities are to comply with NSW Health publication "Waste Management Guidelines for Health Care Facilities" (1998).
- 8.1.2 Waste facilities and management for skin penetration premises are to comply with the requirements set out in the Public Health Act 2010, Public Health Regulation 2012.
- 8.1.3 A designated waste storage room is to be provided on the premises. The room must be:
  - a. provided with a hose tap connected to a water supply
  - b. consisted of rigid impervious flooring
  - c. inaccessible to the public and secured with a lockable door
  - d. graded and drained to floor waste connected to sewer
  - e. sufficiently ventilated and well lit
  - f. proofed against pests
  - g. designed to allow for segregation of waste into correct streams
- 8.1.4 All waste receptacles, including bins and sharps containers, must be inaccessible to the public and sealed when not in use. Waste receptacles must be appropriately lined and bags of waste must be tied closed before being placed in bins for collection.
- 8.1.5 Garbage chutes are not permitted to be installed or used for the transport of waste in healthcare or skin penetration premises.
- 8.1.6 A sufficient number of waste receptacles must be provided on the premises to accommodate the volume and type of waste generated. If sharps are to be used on the premises, a designated sharps container must be provided and serviced by an appropriately licensed sharps waste contractor. Details of the private waste contractor must be provided to Council as part of the waste management plan.
- 8.1.7 Hazardous waste, including sharps and clinical waste (bulk body fluids and blood, material containing blood, etc.), is not permitted to be disposed of through the general waste stream. Council cannot receive hazardous waste and therefore an appropriately licensed private contractor must be engaged to provide this service. Details of the private waste contractor must be provided to Council as part of the waste management plan.

## 9.0 Child Care Facilities

### Applicability

This section applies to applications for:

- New child care facilities;

- Amendments to existing child care facilities that will affect waste generation and/or management.

### **Submission Requirements**

In addition to the requirements set out for 'All Commercial Developments', the following submission requirements apply to applications for child care facilities:

## **9.1 Waste Management Plan**

- 9.1.1 Details of the arrangements for the ongoing maintenance and cleaning of the bins;
- 9.1.2 Details on the frequency and times of collection of waste, and the proposed measures to minimise impacts on neighbouring properties;
- 9.1.3 In the absence of Council being the nominated waste service provider, the applicant must submit written evidence demonstrating that they have contacted at least three (3) waste contractors regarding waste collection, and the details of the preferred private waste contractor to provide the service.

## **9.2 Site Plans/Drawings**

- 9.2.1 Location of garbage and recycling bins in relation to the outdoor play spaces and neighbouring properties.

## **9.3 Controls**

- 9.3.1 Waste can be collected by either Council or a private waste contractor and collections must occur at least once per week or more, depending on the bin size combinations agreed upon.

## **10.0 Boarding Houses**

### **Applicability**

This section applies to applications for:

- New boarding house facilities;
- Amendments to existing boarding house facilities that will affect waste generation and/or management.

### **Submission Requirements**

In addition to the requirements set out for 'All Commercial Developments' the following submission requirements apply to applications for boarding houses:

## **10.1 Controls**

- 10.1.1 Communal garbage and recycling facilities are to be provided within the development site. The waste storage area must be suitably enclosed, screened from view from the street, and located behind the front setback line. Facilities to cleanse storage containers on site are to be provided.
- 10.1.2 Waste storage areas shall be provided in an accessible location, and must achieve at grade access to the street for collection;
- 10.1.3 New boarding houses and the intensification of existing boarding houses must comply with the design principles in Section 3.3.7 of this DCP and must submit a Waste Management Plan with the development application.
- 10.1.4 At minimum waste storage must be provided at the following rate:

- Class 1(b) buildings (up to 12 residents) must provide 2 x 240 litre waste bins; and 2 x 240 litre recycling bins; and 1 x 240 litre green waste bin, or the equivalent capacity.
- Class 3 buildings (over 12 residents or 300m<sup>2</sup>) must provide waste storage in accordance with requirements for Class1(b) buildings, for up to 12 residents, with an additional capacity of 40 litres waste storage and 40 litres recycling storage per person over 12 persons.
- Provision of additional green waste bins will be determined on the size and nature of outdoor areas

10.1.5 If contaminated sharps are generated, non-reusable sharps containers shall be provided in accordance with relevant Australian Standards for disposal. Final disposal must be undertaken by licensed contaminated waste contractors.

## 11.0 Sex Services & Restricted Premises

### Applicability

This section applies to applications for:

- Sex services premises, restricted premises and businesses and entertainment premises providing adult entertainment;
- Amendments to sex services premises, restricted premises and businesses and entertainment premises providing adult entertainment that will affect waste generation and/or management.

### Submission Requirements

In addition to the requirements set out for 'All Commercial Developments', the following submission requirements apply to applications for Sex Services and Restricted Premises:

## 11.1 Controls

- 11.1.1 Waste facilities and management practices are to comply with Work Cover NSW requirements detailed in "Health and Safety Guidelines for Brothels" (2001) and City of Parramatta Council's Development Control Plan 2011.
- 11.1.2 A designated waste storage room is to be provided on the premises. The room must be:
- a. provided with a hose tap connected to a water supply
  - b. consisted of rigid impervious flooring
  - c. inaccessible to the public and secured with a lockable door
  - d. graded and drained to floor waste connected to sewer
  - e. sufficiently ventilated and well lit
  - f. proofed against pests
  - g. designed to allow for segregation of waste into correct streams
- 11.1.3 If contaminated sharps, eg needles are used in a brothel, then non-reusable sharps containers which comply with Australian Standard-AS 4031 should be provided for their disposal.
- 11.1.4 All waste receptacles, including bins and sharps containers, must be inaccessible to the public and sealed when not in use. Waste receptacles must be appropriately lined and bags of waste must be tied closed before being placed in bins for collection.
- 11.1.5 There should be provision for disposal of used condoms, dams, gloves, soiled tissues and the like in the rooms where sexual services are provided to clients. Preferably use bins with sliding lids to eliminate odours.



- 11.1.6 A sufficient number of waste receptacles must be provided on the premises to accommodate the volume and type of waste generated. If sharps are to be used on the premises, a designated sharps container must be provided and serviced by an appropriately licensed sharps waste contractor. Details of the private waste contractor must be provided to Council as part of the waste management plan.
- 11.1.7 Hazardous waste, including sharps and clinical waste (bulk body fluids and blood, material containing blood, etc.), is not permitted to be disposed of through the general waste stream. Council cannot receive hazardous waste and therefore an appropriately licensed private contractor must be engaged to provide this service. Details of the private waste contractor must be provided to Council as part of the waste management plan.

### Further Information

For further information please contact Council's customer service centre on 9806 5050 and ask for either:

1. Council's Environmental Health Officer (Waste) - if your enquiry is directly related to waste information required in your application.
2. Council's Waste and Sustainability Team – if your enquiry is about waste services offered by Council.

### References

1. City of Parramatta Council Development Control Plan 2011. <https://www.cityofparramatta.nsw.gov.au/business-development/planning/developmentplanning-controls>
2. Department of Environment and Climate Change NSW (2008). *Better Practice Guide to Waste Management in Multi-Unit dwellings*. [www.epa.nsw.gov.au/resources/warrlocal/080042-MUD-waste-mgt.pdf](http://www.epa.nsw.gov.au/resources/warrlocal/080042-MUD-waste-mgt.pdf)
3. Work Cover NSW requirements detailed in "Health and Safety Guidelines for Brothels" (2001). <http://www.workcover.nsw.gov.au/search?query=brothel+guidelines&btnSearch=Submit>

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## Appendix A: Performance Criteria by Development Type

PERFORMANCE CRITERIA	DEVELOPMENT TYPE							
STORAGE		Subdivision with engineering works	Demolition	Single dwellings, semi-detached and dual occupancy	Multi-unit dwellings residential flat buildings	Mixed Use Development	Business Use	Industrial Use
Stockpile	Siting to take account of environmental factors, e.g. slope, drainage, location of waterways and native vegetation	✓	✓	✓	✓	✓	✓	✓
	Facilitate on-site source separation	✓	✓	✓	✓	✓	✓	✓
	Facilitate re-use of materials on-site	✓	✓	✓	✓	✓	✓	✓
	The establishment and maintenance of a resource recovery system and the completion of a waste stream analysis to identify waste materials that have the potential to be reduced, reused or recycled							✓
Site Waste Bins	Provide sufficient space for storage of recyclables and garbage on-site	✓	✓	✓	✓	✓	✓	✓
	Facilitate on-site source separation	✓	✓	✓	✓	✓	✓	✓
	Facilitate re-use of materials on-site	✓	✓	✓	✓	✓	✓	✓
	Design and locate so as to be accessible and useable			✓	✓	✓	✓	✓
	Design and locate to cater for change of use				✓	✓	✓	✓

PERFORMANCE CRITERIA	DEVELOPMENT TYPE							
STORAGE		Subdivision with engineering works	Demolition	Single dwellings, semi-detached and dual occupancy	Multi-unit dwellings residential flat buildings	Mixed Use Development	Business Use	Industrial Use
On Site Waste Area	Locate an onsite waste/ recycling storage area for each dwelling that is of sufficient size to accommodate the required number of Council waste, recycling and garden waste bins			✓	✓	✓	✓	✓
	Multiple or communal storage rooms are required where the development is 8 or more dwellings or where the site characteristics warrant				✓	✓	✓	✓
	Locate waste compaction equipment where proposed				✓	✓	✓	✓
	Waste storage area is to be easily accessible and have unobstructed access to Council's usual collection point			✓	✓	✓	✓	✓
	Locate waste containers in a suitable location so as to complement the design of the development			✓	✓	✓	✓	✓

PERFORMANCE CRITERIA	DEVELOPMENT TYPE							
STORAGE		Subdivision with engineering works	Demolition	Single dwellings, semi-detached and dual occupancy	Multi-unit dwellings residential flat buildings	Mixed Use Development	Business Use	Industrial Use
On Site Waste Area	Locate waste areas so to avoid vandalism, nuisance and adverse visual impacts on residents, neighbours and the streetscape			✓	✓	✓	✓	✓
	Provide access to a cold water supply for the cleaning of bins and the waste storage area(s). Wastewater is to be discharged to the sewer				✓	✓	✓	✓
	Allow space for signs and educational material to be displayed in waste storage areas				✓	✓	✓	✓
	Provide area(s) for storage of bulky waste (eg. clean up materials) and adequate servicing				✓	✓	✓	✓
Waste cupboard	Provide an indoor waste cupboard or sufficient space within the kitchen (or an alternate location) for the interim storage of waste and recyclables for each dwelling/ unit			✓	✓	✓	✓	✓

PERFORMANCE CRITERIA	DEVELOPMENT TYPE							
STORAGE		Subdivision with engineering works	Demolition	Single dwellings, semi-detached and dual occupancy	Multi-unit dwellings residential flat buildings	Mixed Use Development	Business Use	Industrial Use
Collection Point	Identify a sufficiently sized kerbside collection point for the collection and emptying of Council's waste, recycling and garden waste bins. The collection point should not impede up on traffic and pedestrian safety			✓	✓	✓	✓	✓
	Ensure the bin transfer route to the collection point does not exceed a grade of 1:14 where bin sizes are less than 360L and 1:30 grade for greater than 360L.			✓	✓	✓	✓	✓
	Provide Council with onsite demolition and construction waste receipts to confirm which facility received the material for recycling or disposing	✓	✓	✓	✓	✓	✓	✓
	On-property collection by Council (private roads or basements) will require transfer of an authorised easement restricted to the common property on the strata plan (see Appendix B). Minimum requirements for basement heights, ramp grades, turning circles and access apply			✓	✓	✓	✓	✓



## Appendix B: Terms of Easement

Annexure to transfer granting easement from .....  
 .....to the City of Parramatta Council over the land in certificate of  
 title volume.....Folio .....

Full and free right for the Transferee its servants and agents and all persons authorised by the Transferee to go, pass and repass over the whole of the land hereinbefore described as the servient tenement at all times with or without vehicles for the purpose of collecting and removing garbage, recycling and refuse from the servient tenement and for the purposes incidental thereto PROVIDED ALWAYS that nothing herein contained shall entitle any person exercising the aforesaid rights to enter any building private open space/courtyard except to the extent necessary to gain access to garbage/recycling receptacles located therein in positions approved by the Transferee or to drive any motor vehicle on to any part of the servient tenement which has not apparently been constructed or provided for the purpose of a carriage way or parking area for vehicles and PROVIDED FURTHER that if the servient tenement is hereafter subdivided pursuant to the Strata Titles Act (as amended) the rights hereby granted shall be further restricted to the common property comprising in such strata plan and any lot comprised therein shall be released from the easement hereby transferred.

The rights hereby granted may be exercised by the Transferee its servants, agents and all persons authorised by the Transferee to enter the servient tenement without being liable for damage which may be occasional to the servient tenement or any improvements thereon including any paving,, driveways, footpaths, lawns, gardens, fences, walls, buildings or to the property of any person therein or thereon otherwise than by reason of the negligence of the Transferee, its servants and agents and/or of persons authorised by the Transferee.

Without limiting the generality of and notwithstanding anything hereinbefore contained, if any carriage way or parking area and/or the adjacent land supporting the same is damaged by reason of the movement thereon of any vehicle being used in connection with the collection of garbage/recycling from the servient tenement neither the Transferee its servants and agents nor any person authorised by the Transferee shall be liable in respect thereof. the Transferee its servants and agents and all persons authorised by it to exercise the rights hereby granted shall be indemnified and be kept indemnified by the Transferor its successors and assigns against all actions, suits, causes or action or suits, claims, demands, proceedings, costs, charges, damages, or expenses whatsoever which may be brought or made, instituted or claimed against and from them or any of them by the Owner or occupier of the servient tenement or any part thereof or by any person in respect of any loss or injury sustained or threatened or damages suffered or feared by any such person whether in property or person as a consequence of any act or thing done or omitted by any person whilst upon the servient tenement for the purpose of collecting garbage/recycling from the same or for a purpose incidental thereto except where such loss, injury or damages result from the negligence of the Transferee its servants, agents or of any person authorised by the Transferee as aforesaid.

Nothing herein contained shall oblige the Transferee to have garbage/recycling collections from points within the servient tenement or shall prevent the Transferee from discontinuing collection from within the servient tenement PROVIDED ALWAYS that if the Transferee discontinues collection of garbage from within the servient tenement the Transferee and the registered proprietor for the time being of the servient tenement shall respectively have the same rights and obligations with regard to the removal of garbage/recycling from the servient tenement as they would have had if this transfer had not been executed.

NOTE:- Council will accept a modified form of the easement in which the site of the easement is specifically defined by a plan which will be annexed to the transfer.

# APPENDIX A8.2

## Waste Management Plan

### Demolition, Construction and Use of Premises

The applicable sections of this table must be completed and submitted with your Development Application.

Completing this table will assist you in identifying the type of waste that will be generated and will advise Council of how you intend to reuse, recycle or dispose of the waste.

Please refer to the City of Parramatta Waste Management Guidelines for new applications for the specific requirements for your type of application. This can be downloaded from <https://www.cityofparramatta.nsw.gov.au/about-parramatta/key-council-documents/development-building-forms>

If you choose to provide an alternative waste management plan to the attached template please ensure all of the required information is addressed. Failure to provide all the required information may lead to further information being requested and a hold up in the final decision of your application.

The information provided will be assessed against the objectives of the City of Parramatta Council's Development Control Plan (DCP) 2011.

If space is insufficient, please provide attachments.

**Waste Management Plan for Demolition, Construction and Use of Premises****Outline of Proposal**

Site Address

**Applicant's name and  
address**

Phone

Mobile

Email

Building and any other  
structures on site

Brief description of proposal

The details provided on these forms, plans and attached documents are the intentions of managing waste relating to this project.

Name

Signature

Date

## Demolition and Construction

Council is seeking to reduce the quantity of waste and encourage the recycling of waste generated by demolition and construction works. Applicants should seek to demonstrate project management which seeks to:

1. Re-use excavated material on-site and disposal of any excess to an approved site
2. Green waste mulched and re-used on-site as appropriate, or recycled off-site
3. Bricks, tiles and concrete re-used on-site as appropriate, or recycled off-site
4. Plasterboard waste returned to supplier for recycling
5. Framing timber re-used on site or recycled off-site
6. Windows, doors and joinery recycled off-site
7. All asbestos, hazardous and/or intractable wastes are to be disposed of in accordance with WorkCover Authority and EPA requirements
8. Plumbing, fittings and metal elements recycled off-site
9. Ordering the right quantities of materials and prefabrication of materials where possible
10. Re-using formwork
11. Careful source separation of off-cuts to facilitate re-use, resale or recycling

### How to Estimate Quantities of Waste

There are many simple techniques to estimate volumes of construction and demolition waste. The information below can be used as a guide by builders, developers & homeowners when completing a waste management plan:

To estimate Your Waste:

1. Quantify materials for the project
2. Use margin normally allowed in ordering
3. Copy these amount of waste into your waste management plan

When estimating waste the following percentages are building 'rule of thumb' and relate to renovations and small home building:

#### Estimated waste percentages

Material	Waste as a Percent of the Total Material Ordered
Timber	5-7%
Plasterboard	5-20%
Concrete	3-5%
Bricks	5-10%
Tiles	2-5%

**Converting Volume into Tonnes : A Guide for Conversion**

Material	Conversion
Timber	0.5 tonnes per m <sup>3</sup>
Concrete	2.4 tonne per m <sup>3</sup>
Bricks	1.0 tonne per m <sup>3</sup>
Tiles	0.75 tonne per m <sup>3</sup>
Steel	2.4 tonne per m <sup>3</sup>

To improve/provide more reliable figures:

- Compare your projected waste quantities with actual waste produced;
- Conduct waste audits of current projects;
- Note waste generated and disposal methods;
- Look at past waste disposal receipts;
- Record this information to help estimate future waste management plans.
- On a waste management plan amounts of waste may be stated in – m<sup>2</sup> or m<sup>3</sup> or tonnes (t).

**IMPORTANT**

- The following tables should be completed by applicants proposing any demolition or construction work including the change of use, fit-out as well as alterations and additions of existing premises.
- The location of temporary waste storage areas and soil stockpiles during demolition and construction are to be shown on the submitted plans.
- Vehicle access to and from the site must be shown on the submitted plans.
- Stage three – Design of facilities should be completed by all applicants including change of use, fit-out as well as alterations and additions.

## Stage One - Demolition

To be completed for proposals involving demolition

Materials On-Site		Destination		
		Reuse & Recycling		Disposal
Type of material	Estimated Volume (m <sup>3</sup> ) or Area (m <sup>2</sup> ) or weight (tonnes)	On-Site Specify how materials will be reused or recycled on-site	Off-Site Specify the contractor and recycling outlet	Specify the contractor and landfill site
*Example only * Bricks	*2m <sup>3</sup>	* Clean and reuse for footings	*Broken bricks sent by XYZ demolishers to ABC Recycling company (including address and contact number)	* Nil to landfill *or sent by XYZ demolishers to ABC Recycling company (including address and contact number)

Excavation material

Green waste

Bricks

Tiles

Concrete

Timber

Plasterboard

Metals

Asbestos

Other waste



How will waste be separated and/or stored onsite for reuse and recycling? How will site operations be managed to ensure minimal waste creation and maximum reuse and recycling?

e.g. Staff training, selected deconstruction v. straight demolition, waste management requirements stipulated in contracts with sub-contractors, on-going checks by site supervisors, separate area set aside for sorted wastes, clear signage for waste areas etc .  
Note: Details of the site area to be used for on-site separation, treatment and storage (including weather protection) should be provided on plan drawings accompanying your application.

## Stage Two - Construction

To be completed for proposals involving construction

Materials On- Site		Destination		
		Reuse & Recycling		Disposal
Type of material	Estimated Volume (m <sup>3</sup> ) or Area (m <sup>2</sup> ) or weight (tonnes)	On-Site Specify how materials will be reused or recycled on-site	Off-Site Specify the contractor and recycling outlet	Specify the contractor and landfill site
*Example only  * Bricks	  *2m <sup>3</sup>	  * Clean and reuse for footings	  *Broken bricks sent by XYZ demolishers to ABC Recycling company (including address and contact number)	  * Nil to landfill *or sent by XYZ demolishers to ABC Recycling company (including address and contact number)

Excavation material

Green waste

Bricks

Tiles

Concrete

Timber

Plasterboard

Metals

Other waste

How will waste be separated and/or stored onsite for reuse and recycling? How will site operations be managed to ensure minimal waste creation and maximum reuse and recycling?

e.g. Staff training, selected deconstruction v. straight demolition, waste management requirements stipulated in contracts with sub-contractors, on-going checks by site supervisors, separate area set aside for sorted wastes, clear signage for waste areas etc .  
Note: Details of the site area to be used for on-site separation, treatment and storage (including weather protection) should be provided on plan drawings accompanying your application.

### Stage Three - Design of facilities (Use of site)

#### To be completed for all proposals including change of use, fit out as well as alterations and additions

- Applicants should refer to Councils document 'Waste Management Guidelines for New Development Applications' for specific requirements related to the type of development proposed. This is available on Councils website.
- In the case of change of use, fit out as well as alterations and additions, if the proposal involves existing waste management practices then full details of current methods are to be provided.
- All proposals are to show the waste storage areas on plan drawings which should accompany your application.

#### Design of facilities (Use of site)

Type of waste to be generated	Expected volume per week, number and size of bins	Proposed on-site storage and treatment facilities	Destination and contractor
Please specify. e.g. glass, paper, food waste, green waste, compost etc.	Volume (Litres – L)	For example: waste storage room, garbage chute, compaction equipment	For example: Recycling, landfill by council or private contractor (include name of contractor)
*Example only  *Non-recyclable	*480L/week 2 x 240 L bins	*Waste storage room	*Landfill and recycling collected by XXX Collection company

Describe how you intend to ensure on-going management of waste on-site (e.g. lease conditions, caretaker, strata manger) as well as provide details of how the bin store area complies with councils bin storage area requirements relevant to the type of proposed development.

## Final Check

Please read and tick the box to ensure all required information has been provided

1. Have you checked the waste requirements for the proposed type of development in Council's document 'Waste Management Guidelines for New Development Applications' and provided all of the required information? ☐
2. Have you completed the relevant sections to your application of the above waste management plan template or provided an alternative waste management plan addressing the required information? ☐
3. Have you shown use of site waste storage areas, garbage chutes, bin pulls and compaction equipment on plans accompanying this application? ☐
4. Have you shown the location of temporary waste storage areas, soil stock piles and vehicle entry/exit points during construction and demolition on the plans accompanying this application? ☐
5. Have you shown the waste collection vehicle access to the collection point on-site (if applicable) on the plans accompanying this application? ☐
6. Have you shown the pathway taken to move the bins to and from the on street collection point and the location of the on street collection point on the plans accompanying this application? ☐

# **APPENDIX 9**

## **GUIDE TO PLANS OF MANAGEMENT FOR BOARDING HOUSE DEVELOPMENTS**



# APPENDIX 9

## A9 Guide to Plans of Management for Boarding House Developments

A Plan of Management must be provided with all development applications for new boarding houses, including intensification of existing boarding house developments. The Plan of Management will form part of any development consent. The Plan of Management shall address the criteria detailed below.

### Management Arrangement and Staff

- a. Type of management arrangement (e.g. on-site manager).
- b. Name, address and contact details of the managing agent (if known).
- c. Detail how managing agent's details will be made available to residents and neighbours.
- d. Details of any other staff associated with the boarding house.
- e. Detail frequency of boarding house inspection/visitation by managing agent.

### Lease Agreements

- a. Describe lease agreements to be entered into with residents.
- b. Detail the process for choosing residents. Note: Preference should be given to low and moderate income earners and socially disadvantaged persons where appropriate.
- c. Detail minimum required stay.
- d. Policy for handling difficult residents.

### Compliance with Minimum Standards of the DCP

- a. Identify BCA class.
- b. Provide a schedule detailing compliance with the DCP including:
  - i. Minimum bedroom sizes;
  - ii. Minimum bedroom furnishings, including furniture plan;
  - iii. Maximum occupancy per bedroom;
  - iv. Maximum number of total residents;
  - v. Size of communal internal and external areas;
  - vi. Provision of kitchen and laundry facilities;
  - vii. Number of rooms for people with a disability;
  - viii. Number of communal waste and recycling bins; and
  - ix. Number of parking spaces.

### Furniture / Equipment

- a. Provide documentation of all furniture, fittings and fixtures to be provided within the boarding house.
- b. Detail of process for cleaning, maintenance and replacement of furniture, fixtures and fittings.

### Fire Safety

- a. Detail fire safety regime to be implemented, including:
  - i. Annual certification;

- ii. Provision, inspection frequency and maintenance of smoke alarms; and
- iii. Actions to reduce fire risk (e.g. prevent smoking indoors; prevent use of open flames, cooking or heating devices within individual rooms; fire rating of individual rooms).

#### **Cleaning / Maintenance / Gardening / Pest Control**

- a. Name and contact details of cleaner/s, maintenance person/s, and gardener/s etc. (if known).
- b. Detail responsibility of contracted staff/service providers.
- c. Detail responsibility of residents.
- d. Frequency and cleaning standard of individual rooms, bathrooms and communal indoor and outdoor areas.
- e. Frequency of cleaning inspections and details of person/s responsible to undertake inspections.
- f. Frequency of building maintenance and repairs.
- g. Frequency and type of gardening services (including lawn mowing, garden watering and maintenance etc).
- h. Frequency of pest inspection and control.
- i. Frequency of linen change.
- j. Detail recording and management of breakages and required repairs.
- k. Detail cleaning/maintenance programme of individual rooms and furniture between tenants.

#### **Waste and Recycling**

- a. Detail person/s responsible for the emptying of waste and recycling bins within individual rooms and communal areas (internal and external).
- b. Detail person/s responsible for wheeling bins to street for collection (if Council collection service used).
- c. Detail person/s responsible for keeping waste storage area clean
- d. Detail methods to encourage proper recycling by residents.
- e. Detail frequency of waste collection.
- f. Detail if sharps bin will be provided on site, and nominate collection contractor.

#### **Maximum Occupation**

- a. Detail measures to ensure occupant numbers (including guests) do not exceed those permitted by Council.

#### **Safety, Security and Amenity**

- a. Detail how noise impacts upon neighbours and residents will be minimised and managed, including use of communal outdoor areas.
- b. Detail safety and security measures to be implemented (e.g. provision of emergency contact list, access for emergency services, provision of perimeter lighting, fencing etc).
- c. Detail proposed security measures to individual rooms and communal entries.

#### **Neighbour Interaction / Complaints Handling**

- a. Detail proposed regime to interact with residents and adjoining neighbours to discuss any concerns (e.g. monthly meetings).
- b. Detail person to which complaints should be made to and how these details will be given to residents and neighbours.

- c. Detail how complaints will be recorded and actioned.
- d. Detail how the complainant be notified of any action taken.
- e. Detail how residents and neighbours be provided with a copy of the Plan of Management.

### **Kitchen / Meals Provision**

- a. Detail provision of food/meals (if any).
- b. Detail kitchen usage rules. N.B Kitchen facilities must be available to residents 24 hours per day.

### **House Rules**

- a. Provide house rules addressing:
  - i. Maximum room occupation;
  - ii. Maintenance of rooms;
  - iii. Use of common areas;
  - iv. Resident and guest behaviour;
  - v. Guest policy;
  - vi. Access to rooms for inspection;
  - vii. Cooking and dining;
  - viii. Waste disposal;
  - ix. Damage / breakages / loss of keys;
  - x. Fire safety;
  - xi. Smoking, consumption of alcohol and drugs;
  - xii. Noise Control; and
  - xiii. Keeping of animals.

### **Parking Statement**

- a. Provide details of how parking demand that cannot be accommodated on the site will be managed.

### **Emergency Evacuation Plan**

- a. Detail the evacuation procedures in the event of an emergency, including:
  - i. Emergency egress routes for each room/common area.
  - ii. Resident assembly point.
  - iii. How resident presence will be checked/recorded in the event of an emergency (e.g. provision of resident log book).
  - iv. Provision of emergency contact details.
  - v. Detail of how residents will be trained in the relevant procedures.

# **APPENDIX 10**

## **ACOUSTIC PRIVACY – CHILD CARE CENTRES**

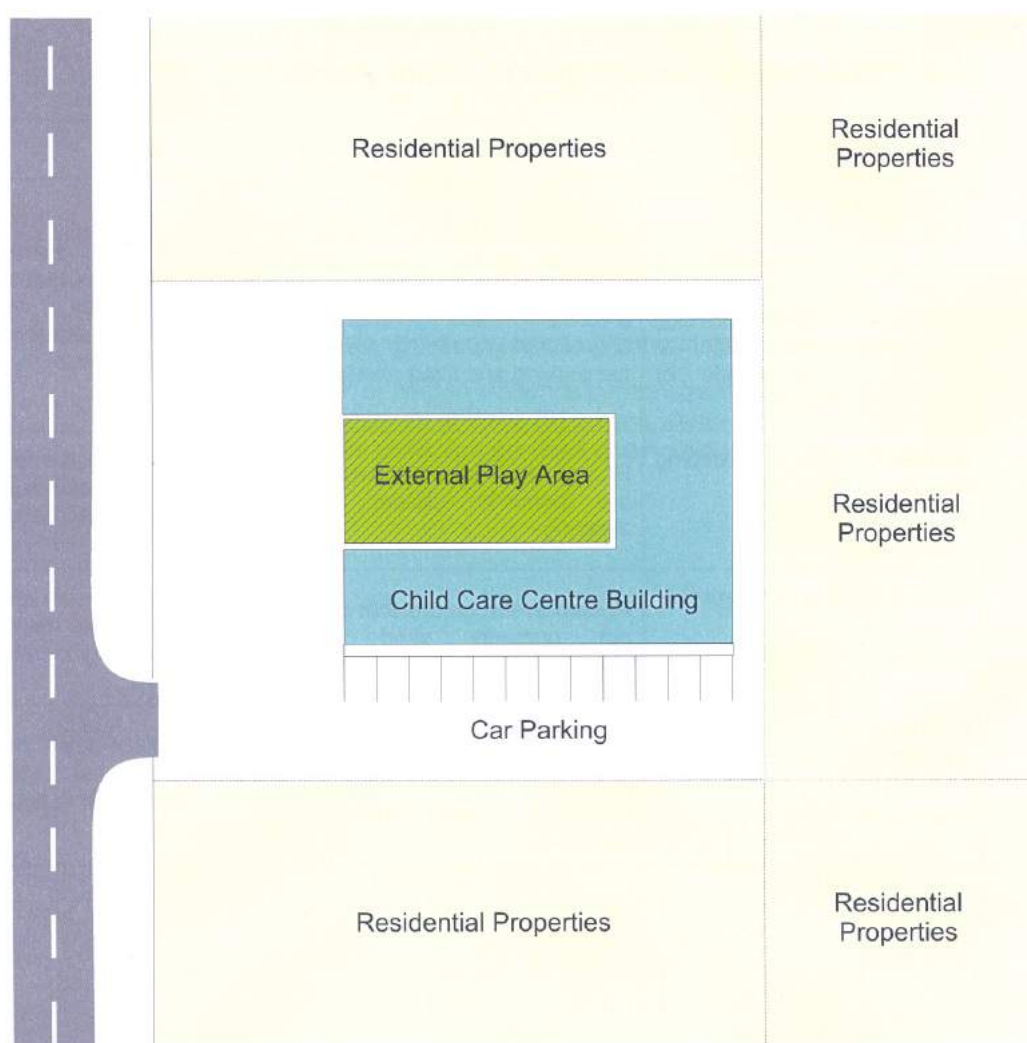
# APPENDIX 10

## A10 Acoustic Privacy - Child Care Centres

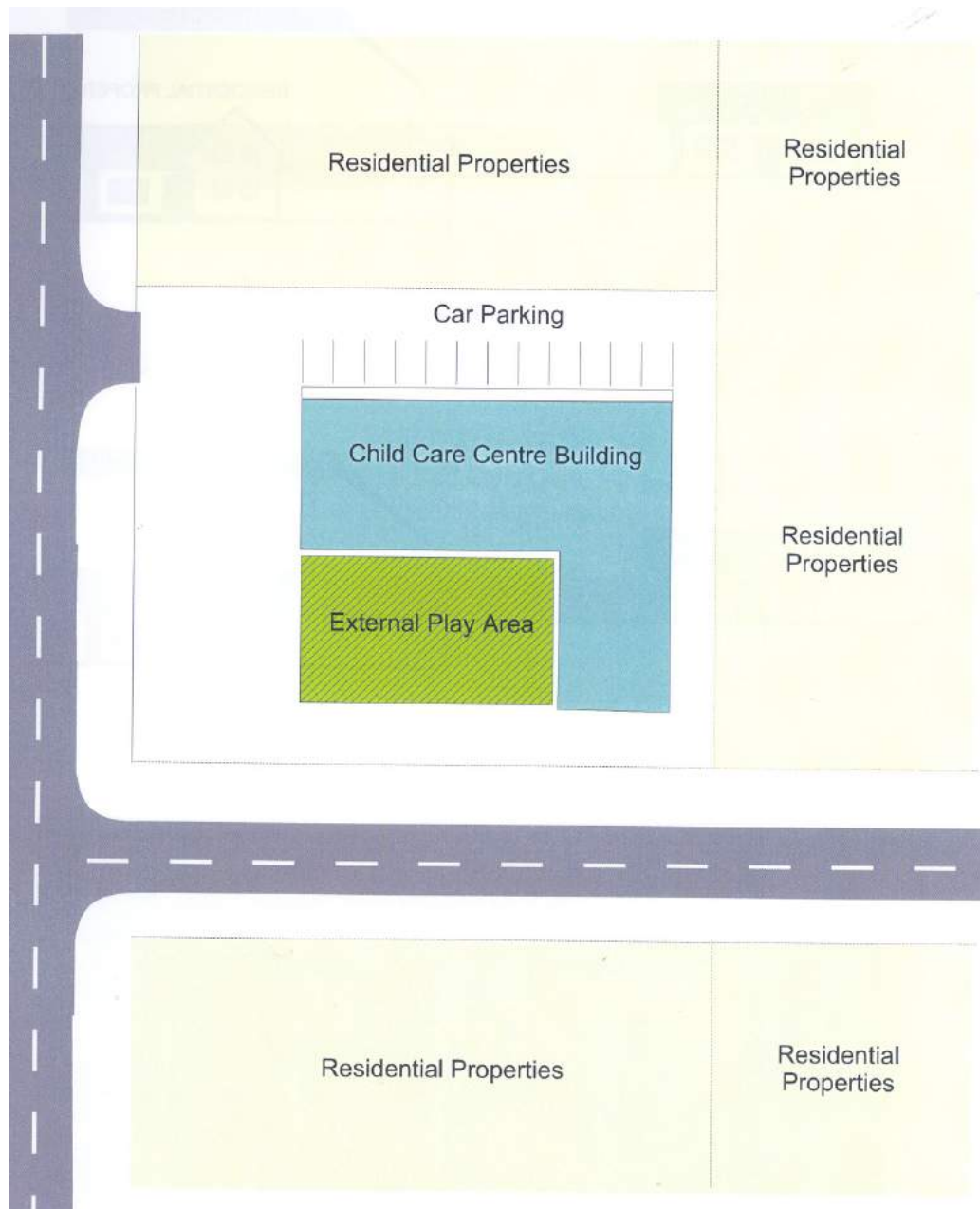
**Table A10.1**

Acoustic Criteria for Child Care Centres

Noise Criteria	Applicable to:	Notes
<p>Intrusiveness: A source noise (sound pressure) level of 75dB(A) at 1m, positioned a minimum of 1m above the ground, must be adopted for noise from children's activities (internal and external). LAeq 15 minute from the child care centre must not exceed the pre-existing background LA90 noise levels plus 5 dB(A), at 1 m from the facade of sensitive receivers.</p>	Noise emissions from activities at the child care centre (including noise from external and internal play/teaching/sleeping areas, car parking and fixed plant).	Applies at all sensitive receptors with a potential to be affected by noise emissions from all activities at the child care centre.
<p>Internal Noise - Sleeping Rooms LAeq 15 minute of 35 dB(A)</p>	Rooms at the centre which are primarily utilised for sleeping.	Existing ambient noise levels at the site must not result in internal noise levels in excess of the criterion.
<p>Internal Noise - Other rooms LAeq 15 minute 40dB(A)</p>	Rooms at the centre that are not primarily used for sleeping.	Existing ambient noise levels at the site must not result in internal noise levels in excess of the criterion.
<p>External Noise - Playgrounds and Activity Areas LAeq 1 Hour 55 dB(A)</p>	All external areas at the centre that are utilised by children or babies for external recreation and learning activities.	Existing ambient noise levels at the site must not result in internal noise levels in excess of the criterion.

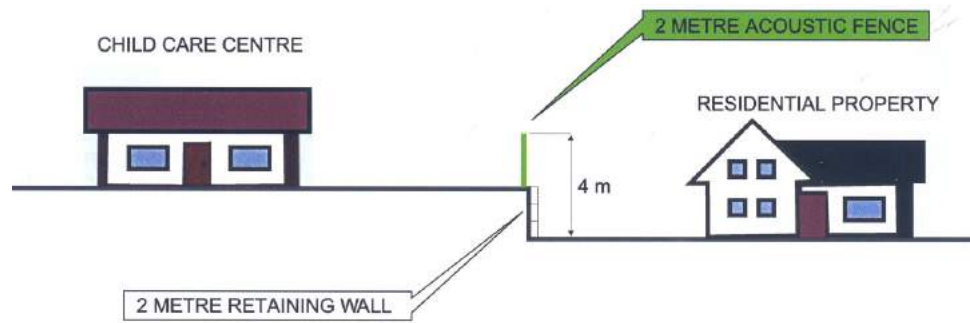


**Figure A10.1**  
'U' shape child care centre layout

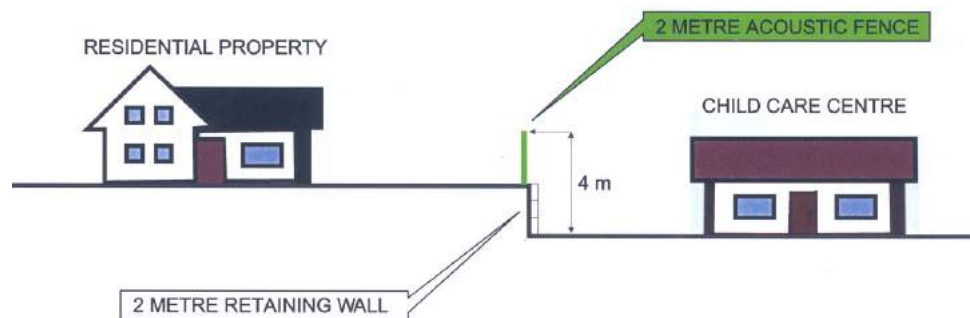


**Figure A10.2**  
'L' shape child care centre layout





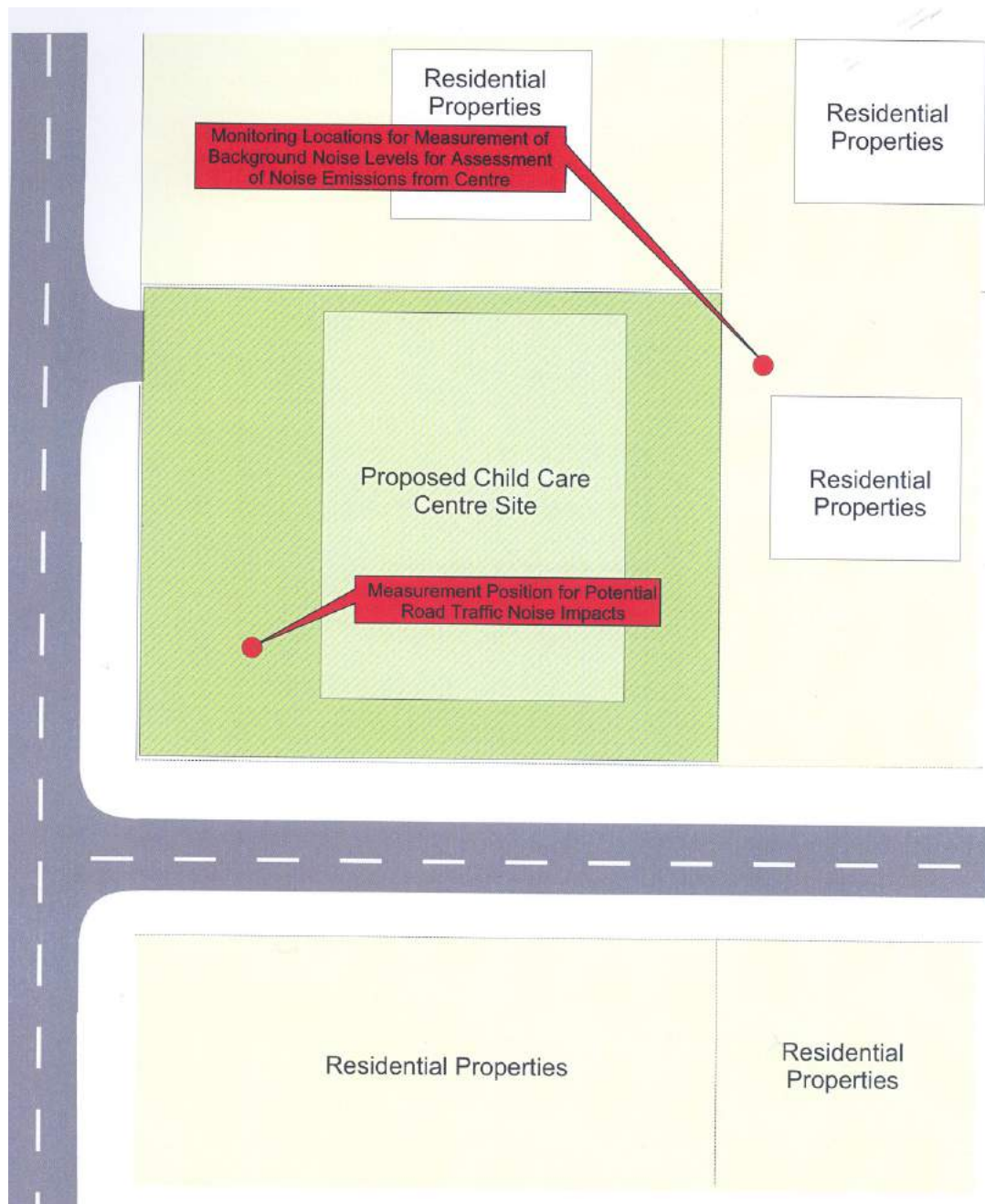
An acoustic barrier with effective height of 4 m



Examples of acoustic barrier designs for sloping sites where an effective height of up to 4 m is required



**Figure A10.3**  
Examples of Barrier Design Options



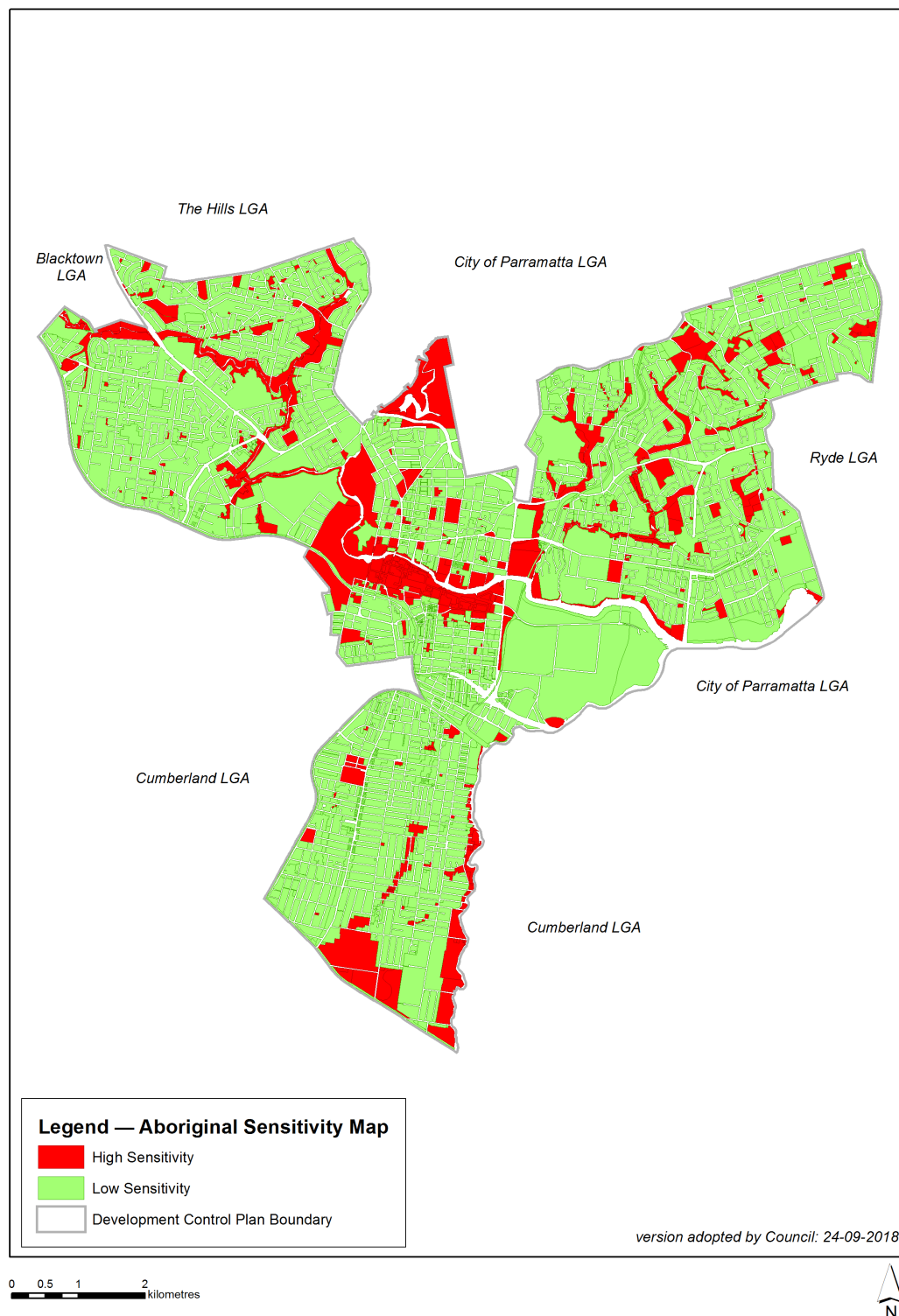
**Figure A10.4**  
Appropriate Noise Monitoring Locations for a Proposed Child Care Centre

# **APPENDIX 11**

## **ABORIGINAL SENSITIVITY**

# APPENDIX 11

## A11 Aboriginal Sensitivity



**Figure A11.1**  
Aboriginal Sensitivity Map