



Site			
Applicant		Date	

SUBMISSION DETAILS

Cover Letter	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Complete Application Form	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Owner's Consent	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Fees Paid	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Complete Political Donations Form	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Estimated Cost of Works	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Site Specific Planning Proposal Details	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

DOCUMENTATION (TO BE PROVIDED AS INDIVIDUAL PDF FILES AND APPENDED TO THE BRIEF)

Draft Design Competition Brief	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Survey Plans	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Context and Site Analysis	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Architectural Reference Design	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Planning Assessment Template	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Traffic, Transport & Access Study	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Preliminary Wind Impact Study and Assessment Criteria	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Environmental Sustainability and Assessment Criteria	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
Acoustic Study	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Arboriculture Impact Assessment	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Heritage Impact Study	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Flood Risk Management Study	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Site Contamination Report	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Other Relevant Studies:

MINIMUM INFORMATION GUIDELINES

Context and Site Analysis

A comprehensive Context and Site Analysis must be submitted, which includes the following:

- The context should be accurately drawn and include illustration of the surrounding streets, built context and all buildings on adjacent sites.
- Any heritage buildings that are part of the site or adjacent to the site should be accurately documented in plan and elevation.
- Drawings should illustrate the site topography and existing vegetation.
- A streetscape analysis informed by Section 9.3.4 of the Parramatta City Centre DCP should be included.
- The technical consultant studies should be integrated in the analysis.
- The site planning and built form options arising from the constraints and opportunities of the site should be explored to inform the Reference Design.

Architectural Reference Design

The Architectural Reference Design is a diagrammatic design. It responds to the opportunities and constraints of the site, takes account of the relevant supporting studies and reports, and satisfies the functional brief and the applicable planning framework. Insofar as can be ascertained from its diagrammatic nature, it is capable of satisfying the qualitative objectives and controls in the Parramatta City Centre Development Control Plan.

The Architectural Reference Design should be diagrammatic only, mostly at 1:500 scale. Drawings, perspective renderings or photomontages of resolved buildings are specifically excluded and will not be accepted.

The following must be provided:

- Drawings at 1:500 must include site plans, floor plans of all levels, sections, and street elevations including adjacent buildings.
- Basement plans and deep soil areas must be provided.
- The ground level plan must include the existing public domain and adjacent buildings.
- If the site is flood affected drawings must illustrate how flooding is addressed, including activation of the ground floor.
- Larger scale sections illustrating street relationships, allowance for trees and awnings must be included.
- Wind impacts at ground level must be considered and any necessary mitigation illustrated.
- For residential floors, plans must indicate the floorplate and illustrate common circulation, individual dwellings, and balconies. The location of communal open space must be indicated.
- For commercial floors, plans must illustrate cores, commercial space and indicative structure.
- Drawings must demonstrate that the development potential of adjacent sites are not compromised as a result of the proposal.
- Shadow impact studies of the proposal must be provided. Diagrams must distinguish between proposed and existing shadows.
- ADG performance for residential uses must be conceptually demonstrated.
- The illustrated built form must include and indicate the extent of any bonus proposed.
- A 3D computer model must be provided in Sketchup with a maximum size of 50mb which includes the context on surrounding sites and the public domain. CoPC has captured the local government area in 3D, the data relevant to the site is available for this purpose.
- All drawings must include scale bars and all plans must include a North Point.

An area schedule must be provided showing how the GFA is arrived at. For GFA yield calculations, assume:

- Residential GFA = 75% of GBA (GBA includes external walls, internal voids and balconies).
- Commercial GFA = 85% of GBA.

Ground floor Retail/Non-residential GFA = 33% of GBA or based on a 1:500 diagrammatic plan showing ground level uses such as retail, lobbies and arcades, associated service areas, loading docks, driveways, ramps and other relevant services.

Survey Plans

A current survey of the site prepared by a registered surveyor must be provided, which includes:

- Site area and boundary details.
- Levels to Australian Height Datum (AHD) & 1m contours.
- Location of walls and openings adjacent to common boundaries.
- Any relevant infrastructure or other survey information pertinent to the competition.

Planning Assessment Template

The Planning Assessment Template must provide the following minimum information:

- Describe the proposed development in detail and clarify all uses.
- Identify the applicable planning framework in full.
- Identify any non-compliances, both numeric and qualitative, with the planning controls.

Traffic, Parking & Access Study

The preliminary study prepared by suitably qualified consultants must include consideration of:

- The road network and all public transport, cycling and walking options and facilities in the vicinity of the site.
- Identify the planning controls and any associated design impacts to be considered in terms of parking supply, vehicle access, pedestrian access, bike paths, light rail etc.
- Confirm the proposed and required parking supply, loading and servicing facilities in the planning controls.

Wind Impact Study

The preliminary study informing the Reference Design and Brief must include:

- The local wind climate.
- Safety and comfort assessment.
- Mitigation requirements in design.
- Assessment criteria for competition entries.

N.B. All mitigation measures must relate to design elements of the proposal and not be reliant upon existing or future public assets, including street trees. Wind tunnel testing of the envelope may be required at Council's discretion.

Environmental Sustainability and Assessment Criteria

The preliminary document must include:

- Applicable objectives and commitments to Council's sustainability measures, and particularly how that has informed the proposed Architectural Reference Design, requirements in the Brief and subsequent competition entries.

N.B. The provisions of the Parramatta LEP and City Centre DCP are minimum criteria to be included in the assessment of competition entries.

Acoustic Study

A preliminary study outlining any Acoustic Attenuation requirements necessary for the proposed development.

Arboriculture Impact Assessment

The assessment must include significant trees to be retained on the site or adjoining land and identify required Tree Protection zones and Root Protection zones to inform the Architectural Reference Design and Design Competition Brief.

Heritage Impact Study

A preliminary Heritage Impact Study for the proposed Reference Design and Brief, including any potential requirements for archaeological conservation is to be submitted for any site identified as a heritage item, adjacent to

or within the vicinity of a heritage item or heritage conservation area identified in the LEP. It must be a succinct report which deals with the key issues informing the Architectural Reference Design and Design Competition Brief, and must include:

- A brief description and history of the heritage item(s), an analysis of its values and a succinct statement of heritage significance.
- An assessment of the proposed envelope outlining the positive and negative impacts on the heritage significance of the item(s), and measures taken to reduce any negative impacts.
- An outline the range of Reference Design options explored responding to the requirements of the Parramatta City Centre DCP and impacts identified.
- Details of the methods used to ensure protection of the heritage item during construction, including a discussion on whether setbacks are sufficient to address excavation, construction of foundations and vibration impacts.

Flood Risk Management

The preliminary study must:

- Identify the 1% AEP riverine flood level by making a Flood Enquiry Application to Council.
- Identify the 1% AEP Overland flow flood level and any flow paths for the fully blocked condition by carrying out an overland flow flood study (unless already done by others and accepted by Council).
- Incorporate any identified overland flow paths for the 1% AEP event into site constraints and the design and footprint of the development. Ensure the development does not obstruct any 1% AEP floodways or flow paths.
- Identify the Flood Planning Level (FPL) being the higher of the 1% AEP riverine flood level and the 1% AEP overland flow flood level plus 500mm freeboard. (Note: this may vary across the site.)
- Demonstrate that all habitable floor levels are at or above the agreed Flood Planning Level(s). (Note: Refer to draft CBD DCP) for accommodating ground floor levels that are above street level.
- Identify the level of the Probable Maximum Flood (PMF) by making a Flood Enquiry Application to Council. (Note 1: PMF for overland flow is not used. Note 2: PMF does not require freeboard.)
- Demonstrate that the design of the vehicle, pedestrian and other access to any basements can passively exclude the flood waters to the agreed FPL with crests, walls, steps etc and can fully exclude floodwaters up to the PMF level using mechanical means such as flood gates and flood doors.
- Ensure the architectural plans identify an area capable of providing 'shelter in place' for all occupants and the public for at least 48 hours, and which will be located above the PMF and be served by flood-free protected access from all basement levels.

Site Contamination

The preliminary report must identify whether the site is subject to contamination and outline potential remedial works required for development of the land, and the extent of any impacts required to be accommodated by any future design proposals.

NOTE:

Multiple state government agencies have a role in the evaluation of development proposals, particularly in the Parramatta City Centre. In some instances that includes a concurrence role. It is strongly recommended that prior to finalising any reference scheme, applicants identify and consult with those agencies. Key examples include:

- Basement excavation which may have implications relative to TfNSW, Sydney Metro, Water NSW and Heritage NSW.
- Substation locations which may have implications for Endeavour Energy.

Any building which exceeds 156m (AHD) is a controlled activity under the Airports Act 1996, requiring approval from relevant Federal authorities. It is recommended consultation on this matter commence as soon as possible.