Guide to preparing a Statement of Environmental Effects – checklist for minor development

Bayside Council
Serving Our Community

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Why is a Statement of Environmental Effects required?

A Statement of Environmental Effects (SEE) is a report which:

- details the proposed development;
- describes the site, including its history, constraints and context;
- addresses compliance of the proposal with relevant planning controls and regulations;
- identifies and explains the potential impacts of your development proposal; and
- describes steps proposed to manage any potential impacts resulting from the proposed works.

Whilst only a brief statement is required for proposals likely to have minimal impact, eg: internal alterations, and certain minor residential building work, you must still provide a clear explanation of why there will be little impact.

Details of the proposal	Yes	N/A	Office Use
Provide a description of the development proposal and details of the consent sought, including (as relevant), but not limited to the following:			
• provide or refer to architectural drawings separately submitted, showing the proposed works;	❒	❒	❒
• identify any demolition works required through any stage of the development;	❒	❒	❒
• describe the elements of the proposal, eg: excavation, construction works, subdivision, landscaping, earthworks, etc; and	❒		❒
• identify any removal or impact on trees and other natural features as a result of the proposal.	❒		❒
Summarise the relevant details of the proposal below:			

Privacy Statement
The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website.

The site and its surrounds	Yes	N/A	Office Use
Provide a general description of the site and its surrounds, considering the suitability of the site for the proposal, including (as relevant), but not limited to the following:			
• identify where the subject land is and where it is located – provide a locality plan clearly showing the location and features of the property;	❒		❒
• identify / describe the physical features of the site, such as shape, orientation, dimensions, area, and topography of the site (slope etc);	❒		❒
• define the current land use / what currently exists on the site – provide photos of the existing use, including where the proposed development will be located;	❒		❒
• detail any relevant site history, including previous applications;	❒		❒
• identify all relevant site constraints, such as easements, flooding, contamination, etc;	❒		❒
• identify the site's broader context, including the character of the streetscape and surrounds, and adjoining land uses; and	❒		❒
• describe the access and public transport options available to the site.	❒		❒
Provide a general description of the site:			

Relevant planning controls			
Identify the primary statutory documents that relate to the proposed development and provide an assessment of the proposal in the context of the relevant planning controls, including (as relevant), but not limited to:			
• determine what are the applicable local planning instruments, and address potential environmental and planning / development impacts for the proposal, for example:	❒		❒
<u>Local Environmental Plan (LEP) considerations</u>: - land use zoning and permissibility; - maximum building height, floor space ratio & gross floor area; - heritage-listed items; and - minimum lot sizes.	❒		❒
<u>Development Control Plan (DCP) considerations:</u> - site analysis; - streetscape and site context; - landscape planning and design; - sustainable building design; - car parking, access and movement; - setbacks; and - site coverage.	❒	❒	❒

Relevant planning controls - continued	Yes	N/A	Office Use
• determine what state planning instruments (State Environmental Planning Policies) may be applicable to the proposal; and	❒	❒	❒
• describe how the proposed development takes into consideration planning guidelines, rules and regulations from relevant planning instruments (DCPs, LEPs and SEPPs).	❒	❒	❒
Identify the planning controls relevant to the proposal:			

The likely impacts of the proposal			
Provide an assessment of the likely impacts of the proposal, and steps taken to avoid, minimise or manage any adverse impacts resulting from the proposed works. Some of these matters will have been addressed in response to Item 3 above. The assessment should look at the likely impacts of the development on neighbouring properties and on the natural and built environments, and consider the public interest including consultation with neighbours and, if relevant, the broader community. Some examples of potential environmental impacts / issues to consider, may include (as relevant), but are not limited to, the following:			
• visual and acoustic privacy and overshadowing;	❒	❒	❒
• air or noise emissions;	❒	❒	❒
• airport / noise corridors (Australian Noise Exposure Forecast);	❒	❒	❒
• groundwater protection zones;	❒	❒	❒
• Potential Maximum Flood (PMF), 1 in 100 years;	❒	❒	❒
• traffic, parking and general accessibility;	❒	❒	❒
• soil contamination;	❒	❒	❒
• bushfire area;	❒	❒	❒
• waste management;	❒	❒	❒
• reflectivity and colour scheme;	❒	❒	❒
• natural resource area and impacts on flora / fauna species; and	❒	❒	❒
• stormwater and easements.	❒	❒	❒

Outline any likely impacts of the proposal

Conclusion
Summarise the development proposal in a brief statement, highlight the key planning and development controls / standards, and outline the reasons why Council should approve the proposal. Include justification for undertaking the proposal, taking into consideration any proposed steps to avoid, minimise or manage any adverse impacts on neighbours, the environment, or to improve environmental outcomes.

For further assistance in preparing for lodgement for development or modification applications:
Please contact Council's Development Advisory Services team on 1300 581 299, or visit a Development Advisory Services Officer at either the Rockdale or Eastgardens customer service centres between the hours of 8.30am and 4.30pm Monday to Friday, should you wish to discuss the details of your proposal, or the requirements for submitting a DA.