

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

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[In addition to Council’s application form OR if submitting your application via the NSW Planning Portal, you may be required to complete this document and attach to your application].

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:			
<ul style="list-style-type: none">• provide or refer to architectural drawings separately submitted, showing the proposed works;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• identify any demolition works required through any stage of the development;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• describe the elements of the proposal, eg: excavation, construction works, subdivision, landscaping, earthworks, etc; and	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none">• identify any removal or impact on trees and other natural features as a result of the proposal.	<input type="checkbox"/>		<input type="checkbox"/>
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.

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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:			
<ul style="list-style-type: none"> identify where the subject land is and where it is located – provide a locality plan clearly showing the location and features of the property; 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> identify / describe the physical features of the site, such as shape, orientation, dimensions, area, and topography of the site (slope etc); 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> 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; 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> detail any relevant site history, including previous applications; 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> identify all relevant site constraints, such as easements, flooding, contamination, etc; 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> identify the site's broader context, including the character of the streetscape and surrounds, and adjoining land uses; and 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> describe the access and public transport options available to the site. 	<input type="checkbox"/>		<input type="checkbox"/>
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:			
<ul style="list-style-type: none"> determine what are the applicable local planning instruments, and address potential environmental and planning / development impacts for the proposal, for example: 	<input type="checkbox"/>		<input type="checkbox"/>
<u>Local Environmental Plan (LEP) considerations:</u> <ul style="list-style-type: none"> - land use zoning and permissibility; - maximum building height, floor space ratio & gross floor area; - heritage-listed items; and - minimum lot sizes. 	<input type="checkbox"/>		<input type="checkbox"/>
<u>Development Control Plan (DCP) considerations:</u> <ul style="list-style-type: none"> - site analysis; - streetscape and site context; - landscape planning and design; - sustainable building design; - car parking, access and movement; - setbacks; and - site coverage. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

