

What to do before lodging your development application (DA)

Before you can carry out development within the Kosciuszko alpine resorts you need development consent. This guide explains what you need to do before submitting a development application (DA) for approval, including advice about other approvals you may need. Following these steps will help save you time and money.

The development assessment process

NSW Department of Planning & Environment (DP&E) manages the development and building assessment process for the alpine resorts of Kosciuszko National Park under the *Environmental Planning and Assessment Act 1979 (EP&A Act)*.

The *State Environmental Planning Policy (Kosciuszko National Park – Alpine Resorts) 2007 (Alpine SEPP)* is the principle planning policy for all development in the alpine resorts.

Types of development that need a DA

Most types of development in the resort area require a DA. These include:

- new building;
- alterations and additions to existing building;
- demolition of building;
- generally, changes in use of existing building or premises;
- signs; and
- earthworks, clearing and filling.

Schedule 2 of the Alpine SEPP includes a list of developments that do not need a DA.

How to prepare a development application

To lodge a DA with DP&E:

- Step 1. Contact us for information on policies, guidelines and other regulations relevant to your proposal.
- Step 2. Talk to us to arrange a pre-application meeting.
- Step 3. Apply for any other approvals or clearance you may require.
- Step 4. Consider the issues affecting your proposal.
- Step 5. Prepare the relevant plans and documentation.
- Step 6. Lodge your application, with the required fee.

Steps 1 – 4 are dealt with in this guide. For more information on steps 5 – 6, see the DA Guide – *What to include with your DA*.

Step 1. Contact us

Contact us to find out about the special planning and building requirements for the resorts. Our staff comprises professional planners and building surveyors.

Telephone 02 6356 1733 or email: alpineresorts@planning.nsw.gov.au

You will need to know about:

- *State Environmental Planning Policy (Kosciuszko National Park – Alpine Resorts) 2007 (Alpine SEPP)*;
- any policies and guidelines relevant to your application;
- design principles for the resorts;
- relevant building regulations; and
- how much time it will take to assess your application.

Step 2. Talk to us to arrange a pre-application meeting

Please contact us to arrange a pre-application meeting to discuss your proposal with the relevant staff. The purpose of this meeting is to:

- discuss your preliminary ideas;
- identify issues and information requirements for assessment;
- avoid costly and time-consuming design changes that may be needed to get approval; and
- offer advice on the plans, drawings and other documents you will need to submit.

The following checklist includes the information that applicants need to bring to the meeting, depending on the complexity of the proposal:

- sketch plans and conceptual elevations;
- photos of the site;
- a basic site analysis concept plan including:
 - a north point
 - lease boundaries
 - surrounding leases and adjacent building uses
 - site contours at one-metre intervals
 - driveways, parking areas, vehicular access
 - the existing or new building footprint
 - proposed alterations and additions or alternative structures
 - services and other constraints
 - vegetation and tree removal details
 - major views
 - building heights of the proposed structure and surrounding buildings
- a copy of the lease including a diagram of the lease boundaries; and
- a brief outline of the proposal's intended use.

Depending on the nature and scale of your development proposal, more than one meeting may be required, with some meetings on site.

Step 3. Apply for any other approvals you may require

Your proposal may require approval (eg a permit or licence) or clearance from other State agencies. We can advise you what agencies to talk to. It is however your responsibility to carefully assess your proposal and what approvals are required before lodging your DA.

Agencies that you may require approval from include: Office of Environment & Heritage – National Parks & Wildlife Service (NPWS), the Environmental Protection Agency (EPA), Department of Primary Industries – Water (DPI / NOW), NSW Rural Fire Service (RFS), Roads and Maritime Services (RMS), Department of Primary Industries – Fisheries & Aquaculture (DPI Fisheries).

For more information, see Attachment A of the DA form.

Beside approvals under NSW legislation you should also check that your proposal complies with Commonwealth legislation such as:

- *Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)*; and
- *Disability Discrimination Act 1992 (Cwlth)*

Do you need to vary your lease or obtain a new one?

As NPWS administers and approves all leases in the Kosciuszko National Park, certain types of development must be referred to them for their consideration. To carry out a development you may need a new lease or approval to vary an existing lease from NPWS.

You should also be aware that under the *National Parks and Wildlife Act 1974*, NPWS are required to publicly advertise where:

- a proposed development requires an alteration to a lease boundary – to realign a portion of land and/or

- add to it; or
- an application for a new lease is being considered.

Clause 18 of the Alpine SEPP places the onus on the applicant to be satisfied that the development is authorised under the *National Parks and Wildlife Act 1974*.

While DP&E and NPWS officers work together in the assessment process, it is preferable that you resolve leasing arrangements with NPWS before submitting a DA with DP&E and attach evidence of your new lease agreement.

Step 4. Consider the issues affecting your proposal

Before you prepare your proposal, consider carefully the issues that will affect your design. Use the following checklists as a key to good development outcomes.

Appropriate layout

Consider:

- **Best use of your site** – all possible constraints and opportunities of your site.
- **Efficient layout** – the specific requirements for each activity proposed on the site.
- **Environmentally responsible development** – the environmental impact of the proposal and the need to ensure development meets the goals of sustainability locally, regionally and globally.
- **Compatibility with adjoining development** – overshadowing, noise, odours, privacy, views, architectural design, staging, vehicle and pedestrian access and other relevant details.
- **Comfortable environment to relax or work in** – orientation, sunlight and solar access, climatic conditions, access for people with disabilities, occupational health and safety, and use of the natural features of the site to enhance the environment.
- **Positive public image** – the opportunity for aesthetic and creative design, landscaping, compatible scale and character, streetscape visual impacts, positive re-enforcement.
- **Flexibility** – whether the proposal can be modified to suit change in the future.

Appropriate features and infrastructure

To take full advantage of your site, consider:

Features	Impacts	Character	Infrastructure
Slope Aspect Solar orientation Overshadowing Wind loading Snow loading Snow deposition Climatic conditions Existing trees and vegetation Local fauna Sensitive environments Soil conditions and stability	Flooding Bushfire Soil contamination Drainage Views and scenic Impact	Heritage significance Scale and character Relationship to adjoining development	Lease boundaries Utility and waste services Fire safety Access – summer and winter Traffic conditions Noise sources Ability to change Flexible design and possible adaptive reuse

Considering these design issues at an early stage will:

- improve the development by ensuring that all relevant environmental issues are considered throughout the process;
- save you time, effort and money as you will not have to modify plans to accommodate the issues; and
- help you prepare a statement of environmental effects, which must be submitted with your DA. For more information see the DA Guide – *What to include with your DA*.

After lodging your DA

What happens next? When your application has been lodged the Department of Planning & Environment will:

- refer your DA to other agencies, if required,
- notify the public of the proposal (depending on its type and scale, this may involve advertising),
- consider public comment received,
- assess your proposal and recommend to the Minister for Planning if it should be approved, and
- notify you of the Minister's decision.

For further information

Please contact us at:

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