

# Scoping meeting requirements for applicants

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This document sets out the information that an applicant should prepare for a scoping meeting. It should be read in conjunction with the *Guide to Faster SSD Assessments for Affordable Housing*.

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## Summary of development application

This should be a short document showing the following:

- site address
- confirmation of the site's location:
  - for sites within the Six Cities Region, other than Shoalhaven – part or all of the site must be in an accessible area as defined in Schedule 10 of the Housing SEPP, or
  - for development on other land – part or all of the site must be within 800m walking distance of an equivalent zone (refer to clause 15C of the Housing SEPP)
- a description of the proposal, including
  - the indicative number of affordable and market dwellings
  - confirmation of the percentage of the floor space to be provided as affordable housing
  - any other land uses proposed
  - confirmation that the proposal will meet the minimum threshold set out in the Planning Systems SEPP (in terms of estimated development cost and/or dwellings)
- details of the site's zoning and permissibility
- brief details of all provisions and development standards which apply to the site under any environmental planning instrument, including height, floor space ratio, design excellence and any other site-specific requirements
- details of compliance with development standards or any anticipated variations
- if a community housing provider has been identified
- details of any other applications or approvals which apply to the site
- brief discussion on the impacts of bonuses on the site and surrounding area.

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## Architectural drawings

The drawings must include the following:

- site plan showing the boundary dimensions, site area and siting of proposed building/s and access
- details of any easements, right-of-way or other constraints
- significant trees on the site, and whether they are proposed to be retained or removed
- typical schematic floor plans indicating the location and number of market and affordable apartments, lifts, circulation, communal open spaces, access, parking and servicing
- schematic elevations indicating overall building height with the maximum permissible building height under the LEP and Housing SEPP shown
- indicative building separation to neighbouring buildings and future potential development (as relevant).

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## Apartment Design Guide

A brief review against Chapter 2 and Chapter 4 of the Housing SEPP and the Apartment Design Guide with a focus on:

- site area
- landscaping and deep soil zones
- solar access
- cross ventilation
- parking
- building separation.

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## Shadow diagrams

Schematic shadow diagrams must show the effect, in plan form, of any existing shadows and any additional shadows cast on the surrounding developments and public open space areas by the proposal, comparing maximum building height to maximum building height + bonus.