

Alpine Development Document Matrix

The Environmental Planning and Assessment Regulation 2021 (Regulation) requires development applications (DAs) and modification applications to be submitted in the approved form set by the Planning Secretary and published on the NSW Planning Portal. The Planning Secretary’s application requirements set mandatory documents and drawings to accompany each application. Additional information may also be required under relevant legislation or requested by the consent authority.

To support users preparing a DA, the Alpine Development Document Matrix (Section A) outlines the documents requested to accompany common types of development in the region. Sections B and C explain the nature and content of these documents and drawings. The matrix is intended as a guide only and does not cover every scenario.

For further assistance, contact the Alpine Resorts Team on 02 6448 8500 or submit an enquiry. Pre-DA meetings are also available to confirm lodgement requirements and support applicants commencing the DA process.

Section A - Alpine Development Document Matrix

Key:

✓ Requested

0 May be requested

- Not typically requested

Documents and reports

Document/report	New Building	External Building Alterations	Internal Building Alterations	Demolition	Lifting Facilities	Recreation Facilities	Infrastructure	Snow-Making Infrastructure	Subdivision	Change of Use	Signage	Earthworks, Clearing, Filling	Other
<u>Planning Secretary's application requirements</u>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Access report	0	0	0	0	0	0	-	0	-	0	-	-	0
BCA statement or report	0	0	0	0	0	0	-	0	-	0	-	-	0
BDAR	0	0	-	0	0	0	0	0	0	-	-	0	0
Bushfire assessment report	✓	✓	-	-	-	0	-	-	✓	0	-	-	0
Colours & materials	✓	✓	0	-	✓	✓	✓	✓	-	-	✓	-	✓
Due diligence assessment and AHIMS search	✓	0	-	0	✓	✓	✓	✓	✓	-	0	✓	0

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Estimated cost of development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Flora and fauna report	0	0	-	0	0	0	0	0	0	-	0	0	0
Geotechnical assessment	✓	✓	0	✓	✓	✓	✓	✓	✓	0	0	✓	✓
Landowners consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Political donations disclosure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SEMP	✓	✓	✓	✓	✓	✓	✓	✓	✓	0	0	✓	0
SEE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Other documents	0	0	0	0	0	0	0	0	0	0	0	0	0

Plans and drawings

Plans/drawings	New Building	External Building Alterations	Internal Building Alterations	Demolition	Lifting Facilities	Recreation Facilities	Infrastructure	Snow-Making Infrastructure	Subdivision	Change of Use	Signage	Earthworks, Clearing, Filling	Other
Architectural plans	✓	✓	✓	0	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bushfire APZ plan	✓	✓	-	-	-	0	0	-	✓	0	-	-	0
Demolition plan	-	0	0	✓	-	-	-	-	-	-	-	-	-
Essential Services Plan (Fire Safety Measures)	0	0	0	0	0	0	0	0	0	0	-	-	0
Landscape plan	✓	0	-	0	0	-	-	-	0	0	0	0	0
Lease survey plan	✓	0	-	0	✓	✓	0	0	✓	-	0	✓	0
Locality plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preliminary engineering drawings	0	0	0	-	0	0	0	0	0	-	0	0	0
Shadow diagrams	✓	0	-	-	-	0	-	-	-	-	-	-	0
Site plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stormwater management plan	✓	0	-	0	✓	✓	0	0	✓	-	-	✓	0
Subdivision plan	0	-	-	-	-	-	-	-	✓	-	-	-	-

Section B - Explanation of Documents and Reports

Documents and reports

Planning Secretary's application requirements

→ **CLICK HERE** to access the [Planning Secretary's application requirements](#) and list of mandatory documents and drawings to accompany applications for development.

The Environmental Planning and Assessment Regulation 2021 (Regulation) requires certain applications for development to be in an approved form. The approved form is defined in Schedule 7 of that Regulation as a form approved by the Planning Secretary and published on the NSW Planning Portal.

Along with the requirements for development applications outlined in the Act and Regulation and other relevant legislation, any development application (DA) must contain the following information:

- The name and address of the applicant
- A description of the development to be carried out
- The address, and formal particulars of title, of the land on which the development is to be carried out
- An indication as to whether the land is, or is part of, critical habitat an indication as to whether the development is likely to significantly affect threatened species, populations or ecological communities, or their habitats, unless the development is taken to be development that is not likely to have such an effect because it is biodiversity compliant development
- The estimated cost of the development
- Evidence that the owner of the land on which the development is to be carried out consents to the application, but only if the application is made by a person other than the owner and the owner's consent is required by the Regulation
- A list of the documents accompanying the application
- A Statement of Environmental Effects
- A site plan of the land
- Drawings of the development

These requirements should always accompany development applications (DAs), including any amendments and modifications, made under Part 4 of the Environmental Planning and Assessment Act 1979 (Act). Please note that the list of requirements above and outlined in this document is not exhaustive. Additional information may be required by the Act, Regulation, applicable environmental planning instruments, other legislation, or may be requested by the consent authority.

Access report

A preliminary access report may be needed to accompany your DA. Any application, including for change of use, where access constitutes a substantive public interest aspect of the proposal, must be accompanied by an access report.

The Premises Standards have differing requirements between building classes and are triggered through any application for a construction certificate (CC) for a new building, alterations and change of use of an existing building. Design decisions made at the design and DA stages can have important consequences for the effective achievement of access compliance at the CC stage.

For more information on the Premises Standards, please see http://www.humanrights.gov.au/disability_rights/standards/PSguide.html.

If you require assistance regarding the application of the Premises Standards, please contact an accessibility consultant or your engaged certifier.

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BCA statement or report

BCA statements or reports are documents prepared by a suitably qualified Building Code consultant, usually a building surveyor, who assesses a proposed development against the technical provisions of the National Construction Code (NCC) which includes the Building Code of Australia (BCA). The report identifies the applicable building classification, outlines the relevant performance requirements and demonstrates how the design complies with or can achieve compliance with the BCA. The report may also provide documentation confirming how particular forms of construction will either achieve or be altered to achieve BCA compliance. For more information see the following link <https://ncc.abcb.gov.au/>

BDAR

A Biodiversity Development Assessment Report (BDAR) is an accredited consultant report that may be required with your DA. For more information, see the following link

<https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity-offsets-scheme/about/biodiversity-assessment-method/applying-the-method/assessment-report-types>

A Biodiversity Development Assessment Report must be submitted with a development application for local development that is likely to significantly affect threatened species. A Biodiversity Development Assessment Report identifies:

- the biodiversity values of the subject land (stage 1 of the Biodiversity Assessment Method).
- how the proponent proposes to avoid and minimise biodiversity impacts (stage 2 of the Biodiversity Assessment Method).
- the offset obligation required to offset the residual biodiversity impacts of the proposed development (stage 2 of the Biodiversity Assessment Method).

Bushfire assessment report

A bushfire assessment report is to be submitted with all applications for sites identified as bushfire-prone land. You can [check here if your land is in a bushfire-prone area](#).

The report is to be in accordance with the provisions of Planning for Bushfire Protection 2019. Certain developments, such as those that relate to tourist accommodation, are classed as 'special fire protection purpose' (SFPP) developments under the provisions of the Rural Fires Act 1997. DAs that include an SFPP, such as works to the exterior of a tourist accommodation building may be integrated development that requires a bush fire safety authority (BFSA) from the NSW Rural Fire Service (NSW RFS). In these cases, a bushfire assessment report must be submitted to the Department for referral to the NSW RFS. For further information on preparing a bushfire report please [visit the NSW RFS website](#) and the publication of [Planning for Bush Fire Protection 2019](#) (including Appendix A2.1) or contact the NSW RFS.

Colours and materials

Samples of the proposed colours and materials to be used for the external components of a building and signage are required to be provided for assessment, as well as any materials for external and internal works to heritage items.

Due diligence assessment and AHIMS search

The National Parks and Wildlife Act 1974 protects Aboriginal cultural heritage in New South Wales. Before carrying out any on-groundwork or activity, thought must be given to how it might affect Aboriginal sites. For some activities, the National Parks and Wildlife Act 1974 requires the exercise of due diligence to see if Aboriginal sites might be harmed by activities. Checking AHIMS is part of this due diligence.

As part of the preparation of your DA you will need to work through the following steps to:

- identify whether Aboriginal cultural values and objects are present.

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- assess the nature and extent of Aboriginal cultural values and objects.
- assess the level of harm the proposal may cause and identify what is avoidable and what is not.

For more information see the following link

<https://www.environment.nsw.gov.au/topics/heritage/apply-for-heritage-approvals-and-permits/aboriginal-objects-and-places>

New users must register for access to search AHIMS. Existing users can log in using their credentials. Refer to the Due diligence code of practice for the protection of Aboriginal objects in New South Wales if you are doing a search as a part of the due diligence process. The code of practice sets out the reasonable and practicable steps which individuals and organisations need to take to:

- identify whether Aboriginal objects are, or are likely to be, present in an area.
- determine whether their activities are likely to harm Aboriginal objects (if present).
- determine whether an Aboriginal Heritage Impact Permit (AHIP) application is needed.

In these instances, and where Aboriginal objects are present, you must conduct an Aboriginal cultural heritage assessment.

Estimated cost of development

The estimated development cost (EDC) is used in planning for various purposes, including determining development approval pathways, calculating assessment fees, and for applying development application (DA) requirements. For general information in relation to the estimated cost of development, see the following link

<https://www.planning.nsw.gov.au/policy-and-legislation/planning-reforms/estimated-development-cost>

For DAs in the Alpine Region:

- If your project is less than \$3M, please complete Attachment A at <https://www.planning.nsw.gov.au/sites/default/files/2025-10/planning-circular-ps-25-004-changes-to-how-development-costs-are-calculated-for-planning-purposes.pdf>.
- If your project exceeds \$3M, please prepare a cost report in accordance with the following link <https://www.planning.nsw.gov.au/sites/default/files/2024-02/standard-form-of-eed-report-projects-over-3-million-excluding-ssd-and-ssi.pdf>

Flora and fauna report

A Flora and Fauna Assessment Report is a specialist consultant report that identifies native vegetation communities, threatened species, and associated habitat at your site and assesses the impacts that the proposed development will have on such ecological features. A Flora and Fauna Assessment may also include a Test of Significance (5-part Test) to determine if a development or activity is likely to have a significant impact on threatened species, ecological communities or their habitats.

Geotechnical assessment

The Department's Geotechnical Policy applies to all land to which Chapter 4 of State Environmental Planning Policy (Precincts - Regional) 2021 (Precincts - Regional SEPP) applies. The Geotechnical Policy requires that all development applications be accompanied by a geotechnical information, including a geotechnical report or site classification report, unless otherwise specified in the Policy.

Landowners consent

In accordance with section 23 of the EP&A Regulations, a development application may be made by either the owner of the land to which the development application relates or another person, with the written consent of the owner of the land. Therefore, evidence of landowners' consent to the making of the application is required for the submission of a DA. In the Alpine Region, the lessees or sub-lessee of the land can provide

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landowners' consent for the lodgement of a DA. A sub-lessee is required to obtain the landowner's consent from the head lessee to support their application.

Political donations disclosure

The Environmental Planning and Assessment Act 1979 requires the public disclosure of donations or gifts when lodging or commenting on development proposals. This law is designed to improve the transparency of the planning system. To find out more about obligations to report political donations as part of the DA process, see the following link <https://www.planning.nsw.gov.au/assess-and-regulate/development-assessment/planning-approval-pathways/donations-and-gift-disclosure>.

SEMP

A Site Environmental Management Plan (SEMP) is a site-specific document that identifies the environmental aspects and impacts of a proposed development or activity and outlines the management strategies and site practices to reduce or eliminate these impacts.

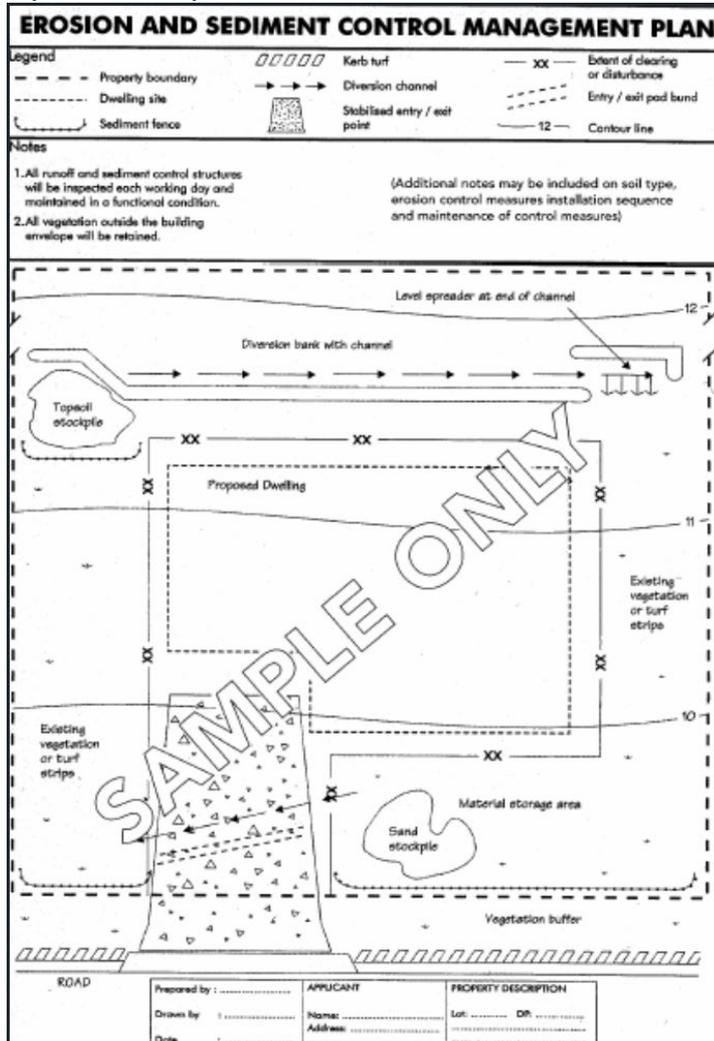
The SEMPs documents how the demolition, construction and ongoing operational processes are to be carried out to ensure environmental protection and regulatory compliance. The plan should include both written and illustrated specifications for site management and include, as necessary:

- **Project description** – a brief description of the proposed development and the construction activities to be undertaken during the project.
- **Impact Identification** – it identifies the relevant aspects of the site and locality relating to the natural environment (e.g. air, water, soil, flora, fauna), the built environment (e.g. location of buildings, footpaths, facilities) and also the human environment (e.g. where people sleep, move and work) and the potential impacts of the proposed activity on these aspects.
- **Risk Management** - the plan details control measures, operational procedures, and management practices to eliminate or minimise the risks to the natural, built and human environment associated with the project. A SEMPs should include a range of site-specific plans to control the risks.
- **Erosion and sedimentation control management plan (ESCMP)** – this plan can be drawn at 1:100 or 1:200. This plan is critical as it will be the key tool in communicating to all involved: builders, subcontractors, private certifiers, leaseholders and the consent authority, and how stormwater pollution is to be controlled on the site. The Department may also request additional erosion and sedimentation controls to those specified in your plan. An appropriate ESCMPs should show (but not be limited to):
 - property lease boundaries.
 - general soil description.
 - existing and final contours, including location of cut and fill banks.
 - existing and final overland flow paths.
 - limits of site clearing.
 - location of vegetation buffer strips.
 - stabilised construction entry / exit point / driveway.
 - plant and vehicular movements within the site location of:
 - fill, retained topsoils and sand piles.
 - all proposed temporary drainage control measures.
 - proposed erosion and sediment control measures and descriptive notes.
 - sediment traps if required, pump out devices and filtering techniques to be employed.

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- installation sequence and maintenance control requirements for all sediment control measures employed to mitigate impacts.
 - building materials and waste storage locations.
 - notes on who is responsible for establishment, maintenance and removal of all erosion and sediment control measures.
 - the ESCMP should include written details and diagrammatic representations. Labelled photographs of the site before construction should also be included with the plan.
 - The following page details a simple example of a standard ESCMP.
 - For more detailed information on how to prepare an ESCMP, refer to [Managing Urban Stormwater: Soils and construction - Volume-1](#) commonly known as the Blue Book.
- **Management of native vegetation** – you must be able to show in the SEMP, how construction methods will be managed to avoid or minimise impacts on native vegetation. It is essential that you consider ways to minimise the loss of indigenous vegetation and avoid the introduction of any exotic species to the alpine environment. Revegetation will also require careful planning and on-site management.
 - Details of methods and machinery to be used in vegetation removal, management of the green waste and the location and method of protecting surrounding vegetation and ‘No-go’ zones, should all be included in your plan.
 - Particulars of the intended rehabilitation of the site, including removal of construction waste and site revegetation and species lists are to be included in the SEMP. For large projects, a separate detailed rehabilitation plan will be necessary.
 - **Waste management** – when considering the location for the containment of waste, you need to also consider the methods for removing waste materials from the site, and where the waste is to be transported to.
 - Wherever possible, construction plans should involve the reuse and recycling of materials. For large projects, the Department may request a waste management plan to be submitted as a condition of consent.
 - **Noise and vibration pollution** – the SEMP should include intended hours of operation, the types of activities involved and the amounts of noise and vibration likely to be generated. Where noisy activities must be carried out in resort areas, include in the SEMP how you plan to minimise these disturbances.
 - **Air pollution** – the ways you plan to reduce air pollution caused by construction activities or ongoing operational activities that produce excessive noise, smoke, vibration dust or odour (e.g. the timing of blasting for site excavation, brick-cutting or operating hours and venue management processes for an event) must be included in the SEMP. Other forms of air pollution to be considered include hydrocarbon emissions from oil-based paints and diesel smoke emissions from on-site machinery.
 - **Operational management plan** – this will be a plan specific to the site and development detailing the ongoing management processes and responsibilities relating to the operation of activities being carried out. It is to ensure that the ongoing use of the land will not cause damage to the environment or loss of safety or amenity to the surrounding land users. Examples may include a rubbish management plan for a kiosk, venue management plan for a licensed premises, an ongoing monitoring and maintenance plan to ensure a track is maintained to a prescribed standard, and a procedure detailing regular maintenance of vegetation to ensure an asset protection zone around a lodge is maintained.

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- **Hazardous materials, fuels and chemicals** – these may only be stored on-site with the approval of the Department and NPWS. The SEMP must include any intention to store materials (including fuels and chemicals) on-site, the particulars of the substances and where they will be stored, and procedures for the handling, storage and management of these substances to prevent contamination.
- **Monitoring** – protocol and responsibilities for managing the effectiveness of management measures, including triggers and procedures for corrective actions and reporting incidents.
- **Emergency response** – the SEMP should include written emergency procedures detailing what actions are to be taken and by whom when responding to an incident.

Statement of Environmental Effects (SEE)

A Statement of Environmental Effects (SEE) is required to be submitted with every development application. A SEE explains how a proposed development responds to its site, the likely environmental and amenity impacts, and the planning controls that apply under the NSW planning system. It outlines the nature and scale of the proposal, identifies potential environmental, social and neighbourhood impacts, and describes the measures proposed to avoid, minimise or manage those impacts.

The SEE demonstrates that the applicant has considered the site's constraints, addressed relevant legislation, SEPPs, LEPs and DCP provisions, and assessed the development against the matters for consideration under section 4.15 of the Environmental Planning and Assessment Act 1979. The information in the SEE will be used to assess the impact of the proposal and provide an opportunity to detail information that may not be shown on plans. A clear and well-prepared SEE helps the consent authority make an informed decision and can reduce assessment delays by showing how the proposal meets planning requirements and manages its impacts appropriately.

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A Statement of Environmental Effects (SEE) must document the following:

- The environmental impacts of the development
- How the environmental impacts of the development have been identified
- The steps to be taken to protect the environment or to lessen the expected harm to the environment
- Any matters required to be indicated by any guidelines issued by the Planning Secretary drawings of the proposed development in the context of surrounding development, including the streetscape
- Development compliance with building heights, building height planes, setbacks and building envelope controls (if applicable) marked on plans, sections and elevations
- Drawings of the proposed landscape area, including species selected and materials to be used, presented in the context of the proposed building or buildings, and the surrounding development and its context
- If the proposed development is within an area in which the built form is changing, statements of the existing and likely future contexts
- Photomontages of the proposed development in the context of surrounding development
- A sample board of the proposed materials and colours of the facade
- Detailed sections of proposed facades
- If appropriate, a model that includes the context.

During the preliminary design, scoping and pre-lodgement phases, you should consider the key planning controls and information relevant to the proposal and address them in the SEE as they relate to the development. For example:

Property details

Identify the site of the proposed development and provide key property details, including the address, lot and DP, zoning, site area, existing development and any relevant environmental or planning constraints relevant to the assessment of the proposal.

Description of the development

Provide a description of the works you intend to carry out. This includes a detailed explanation of what development is proposed, including a description of the proposed built form, use, scale, materials, staging and key design features.

Purpose and justification for the development

Describe why you must carry out the works.

History of the site

Provide information on the current development or building approvals for the site and any previous development or building approvals for the site.

Site analysis and site suitability

Demonstrate that the site is suitable for the proposed development, you should consider:

- existing site conditions, constraints, opportunities, topography, vegetation, access, services and surrounding land uses.
- site constraints such as flooding, slope, geotechnical hazards, bushfire and any other risks.
- effects on the local environment, landscape, streetscape, appearance or scenic quality of the locality.
- biological and ecological impacts including the impacts on fauna and flora.

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- impacts on existing and future amenity of the locality.
- the age and condition of any structures or buildings.

Present and previous uses

Provide details of:

- the present use of the site.
- the previous uses of the site.
- the present use of the adjoining land.
- whether any present or previous use of the development site or adjoining land included a potentially contaminating activity.
- if there has been a potentially contaminating land use or a fuel tank has been removed and land remediation carried out at the site, details of this is to be outlined in the site history and locations of historical activities identified on a plan.
- any assessment or testing of the site for land contamination.

You should provide a statement on whether the site is contaminated or may be contaminated and whether the site is suitable or will be made suitable for the proposed development.

Planning framework and matters for consideration

The SEE must address the matters for consideration under section 4.15 of the EP&A Act, including relevant environmental planning instruments, any exhibited draft instruments, applicable development control plans, planning agreements, the EP&A Regulation, the likely impacts of the development, the suitability of the site and the public interest.

The SEE should reference the planning legislation, policies and guidelines that apply to the Alpine Region, the site and the proposal. The level of detail in the document will vary depending on the development type, but it must explain how the proposal responds to these matters and to the relevant SEPPs, LEPs, DCPs and any other applicable guidance. It should contain sufficient information for the consent authority to determine:

- how the development meets the requirements contained in Chapter 4 of the Precincts Regional SEPP, including its aims and objectives, land use permissibility and other key development standards.
- any additional matters to be considered by the consent authority.
- the Snowy Mountains Special Activation Precinct Master Plan.
- the NSW Alpine Region Development Control Plan.
- how the development addresses any other relevant environmental planning instrument and / or applicable NSW and Commonwealth legislation.
- the suitability of the land or building for the proposed development.

Assessment of environmental impacts

Describe the likely impacts on amenity, traffic, parking, noise, overshadowing, privacy, biodiversity, heritage, geotechnical stability, bushfire risk, water and soil.

Mitigation measures

Describe any design responses, management strategies or conditions proposed to avoid, minimise or offset impacts.

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Consultation

Describe any pre-lodgement discussions with council, agencies or neighbours, and how feedback has been considered.

Operational details

Describe how the development will operate, including:

- type and details of the proposed business.
- number of staff and location of staff accommodation and beds.
- maximum number of guests, customers or clients.
- hours and days of operation.
- plant and machinery.
- arrangements for parking, loading and unloading of goods and materials, garbage management and removal and snow management.
- any proposed hazardous or contaminating materials (e.g. LPG, dry pool chlorine, liquefied gas) how and where they will be stored.
- cumulative impact of the development, including impact on the environment and capacity of the existing infrastructure to service the development.

Change of use of a building or part of a building (where there is no building work)

Provide the following:

- details of the current approved use and proposed use.
- number of beds and type of beds where accommodation is proposed.
- a list of category one fire safety provisions:
 - relating to the proposed change.
 - used in the existing building or on the land.

Snow deposition

Consideration of the snow deposition and prevailing winds in relation to the proposed works should be undertaken. An assessment of how snow will be deposited and measures to mitigate snow deposition from unsafe areas such as entries, exits, decks and pedestrian areas should be provided. A roof plan will assist in determining the deposition of snow.

Engineering details

Preliminary engineering advice may be required for certain aspects of the development:

- Geotechnical advice incorporating structural engineering recommendations
- Relocation and construction of services
- Construction of access
- Building on fill

Building Code of Australia (BCA) considerations

Preliminary consideration should be given to the BCA. Include in your SEE:

- statement of building use.
- summary of general consideration of BCA provisions and whether they will affect any design elements of the proposal.

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- information on the proposed fire safety measures and any performance measures that may be relied on under the BCA.

Social and economic impact

Statement in relation to the likely social and economic impact of the development, including consideration of whether the proposal will:

- change the number of people at the site.
- disadvantage or benefit a particular social group.
- be likely to increase or reduce employment opportunities in the locality.
- increase demand for community facilities / services in the locality.
- cause disturbance or concerns from noise, vibration, odour, dust, smoke, light spill, overshadowing or loss of views, privacy or other amenity.
- be likely to increase conflict in the community or adversely impact on the identity of the local community.
- create areas of insecurity or risk to occupants or pedestrians in or adjacent to the development.
- be likely to increase community concern regarding public safety.

Fire safety provisions

Whether section 4.25A Precincts Regional SEPP will apply to the proposal and in the instance section 4.25A applies, details of how the proposal will implement the Alpine Tourist and Visitor Accommodation Fire Safety Standard (FS Standard). The following are listed development types relevant to section 4.25A:

- Erection of a building for the purposes of tourist and visitor accommodation
- Change of use of an existing building to tourist and visitor accommodation
- Development that is likely to increase the occupant capacity of an existing building used for the purposes of tourist and visitor accommodation
- Development relating to an existing building used for the purposes of tourist and visitor accommodation, if the proposed building work and previous building work together represent more than half the total volume of the building
- Development for the purposes of tourist and visitor accommodation that involves alterations to existing fire safety measures that differ from, or are additional to, the measures in the FS Standard

Access and traffic

Show that there is adequate provision for access regarding:

- pedestrian amenity (paving, weather protection, security lighting, seating).
- access for people with disabilities.
- proposed bicycle facilities (racks, storage lockers).
- existing bus services and over-snow services.
- vehicle access to a road.
- staff, guest and visitor parking arrangements.
- parking for a range of vehicles.
- rubbish removal.
- access for emergency services.
- snow clearing.
- potential conflicts between vehicles, pedestrians, and cyclists.

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- any use of a helicopter or crane for site works must be accompanied by a management plan.

Major traffic-generating proposals will require an access and traffic impact assessment report.

Privacy, views and overshadowing

Show how the proposed development will affect privacy, views and overshadowing regarding:

- the location of habitable rooms.
- window placement relative to adjoining and adjacent buildings and public areas.
- views between habitable areas.
- the use of planting and screening to improve privacy.
- headlight glare and other glare, e.g. night skiing.
- the placement of active outdoor areas relative to bedrooms.
- the separation of roads and parking areas from bedroom and living areas.
- the impact of the proposed development on views from adjoining / nearby properties.
- design options for protecting views.

Air and noise

Show that the proposal will not cause or be affected by air or noise emissions. Should the proposal not be able to achieve no air or noise emissions, demonstrate how these could be minimised. Consider:

- the proposed source / method of heating and cooling.
- noise transmission from heating and cooling systems.
- noise transmission between buildings.
- measures to mitigate external noise sources.
- existing sources of odour, smoke.
- proposed mitigation measures, placement and height of chimneys and flues, air pollution control equipment, odour controls, buffer areas, location of waste storage facilities.
- existing noise sources.
- construction noise, hours of operation, type of equipment, predicted noise levels and consultation with adjoining leaseholders.
- operational noise, plant and equipment, predicted noise levels, hours of operation.
- proposed noise reduction measures, noise barriers, building layout and setback, room layout and window placement, building materials, insulation, double glazing.

Where noise is a major issue a report by a qualified acoustic consultant is required. This report would address predicted noise levels and proposed noise reduction measures.

Soil, water and wastewater management

Show how the proposal will deal with all aspects of soil, water and wastewater management:

- Show the proposed methods of sewage effluent disposal
- If the development will be serviced by a reticulated water supply, provide details of any consultation with the relevant water supply authority
- Consider including appliances designed for maximum water efficiency
- Consider infiltration and water harvesting techniques, e.g. swales and porous materials
- Include sufficient details on the management of water entering or leaving the site

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- Check the proposal includes sufficient justification that the proposed design measures for drainage will not adversely affect adjoining land
- Check that design measures in the proposal are compatible with any potential flood environment
- Check there are sufficient details and information to assess the impact of the proposal on downstream waterways
- Check the proposal includes measures to treat liquid wastes, if trade wastes are involved
- Check measures are in place for emergency spill contingency for chemicals, oils and other harmful wastes
- Include details of measures to divert stormwater
- Include details of measures to treat stormwater run-off from the site
- Check soil or erosion hazards on the site have been considered in the proposal
- Include the proposed construction sequence for the site
- Include areas of habitat and where land is identified on the Biodiversity Vegetation Map that require special management on the site
- Include proposed dust control measures for the site
- Include main rehabilitation and revegetation measures proposed for the site

Heritage

A heritage impact statement may be required if your proposal affects a building identified as a heritage item in the SEPP or is identified as having heritage value in any of the following reports:

- Thredbo Conservation Plan prepared by Clive Lucas, Stapleton and Partners Pty Ltd (July 1997)
- Perisher Range Resorts Ski Resorts Heritage Study prepared by Peter Freeman Pty Ltd, Matthew Higgins and Heritage Management Consultants (June 1998)
- Charlotte Pass Chalet Conservation Plan prepared by David Hogg Pty Ltd, Ken George Pty Ltd in association with Freeman Collette and Partners Pty Ltd and Matthew Higgins (March 1993)

Aboriginal cultural heritage

If your proposal relates to an area of known or potential Aboriginal heritage and archaeology, include an independent assessment of the impact of your proposal on Aboriginal heritage and archaeology. Check all relevant policies and guidelines that have been adopted for the resort areas.

Energy

Show how the proposal promotes energy efficiency by examining the following:

- Orientation of the proposal
- Solar access
- Insulation
- Natural ventilation
- Heating, cooling and lighting
- Clothes drying
- Airlocks
- Water heating

Waste

Show how the proposal promotes waste minimisation regarding:

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- Source waste separation
- Proposed recycling collection from commercial, accommodation, restaurant and entertainment premises
- Domestic food and organic waste collection and composting
- Litter control programs, if any
- How building waste is re-used, recycled or disposed
- Arrangements for hazardous waste materials

Demolition

Where works include demolition, show how the proposal is consistent with the relevant Australian Standard for demolition. Large projects will need to be accompanied by a demolition management plan.

Waterfront land considerations

If external works are within 40 metres of the high bank of a waterway, waterbody or wetland, a controlled activity approval under the Water Management Act 2000 may be required. A waterfront land assessment must accompany the application.

Flooding

If the development site or access to the development site is subject to flooding, consideration of flooding will need to be included in the SEE that is supported by a flood study, where required.

Other documents

Other documents may be required, for example:

- **Acoustic report** if, as part of the development, it is necessary:
 - to identify the potential impacts of noise from a new or altered development or use on neighbouring properties, or
 - to identify external noise sources on the proposed development, such as airports, noise-generating uses, busy roads and railways, and assess the level of those impacts.
- **Arborist report** if the development includes the removal or alteration of any significant trees on the site.
- **Car parking plan** if the development includes new or altered car parking and compliance with the appropriate Australian Standards, such as AS/NZS 2890.1:2004 - Parking facilities - Off-street car parking are necessary.
- **Construction access plan** if the development includes site access arrangements that are complex due to the sensitive alpine environment or a requirement to utilise an adjoining property.
- **Contamination and/or remediation plan** if any current or historic uses of the site present potential contamination issues for the new or altered development.
- **CPTED assessment report** if the development may create a risk of crime or intends to sell alcohol. Crime Prevention Through Environmental Design (CPTED) is a strategy that uses urban and architectural design to reduce crime and enhance community safety. It is a design philosophy that focuses on reducing opportunities for crime by modifying the physical environment. A CPTED report will provide an indication of both the magnitude and likelihood of crime and then consider how these are addressed through CPTED treatments.
- **Cut / fill plan** if the development includes excavation or filling of the site.

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- **Dilapidation report** if it is necessary to record the existing condition of buildings, structures, infrastructure and services prior to a development being undertaken. These reports may also be required as a condition of consent rather than upfront in a DA package. If there is any damage in the future this report can be used as a reference to who may be responsible.
- **Disturbance corridor plan** if the development includes a limited ground disturbance width within a broader corridor and minimising environmental impacts is necessary.
- **Fire upgrade strategy report** if, as part of the development, it is necessary to upgrade part or the whole of an existing building. For more information, see the [Upgrading existing buildings handbook](#).
- **Operational management plan** if the scope of the development includes a matter that requires ongoing management processes during its use and responsibilities relating to the operation of the activities being carried out.
- **Preliminary site contamination investigation report** if development is proposed on land identified as being potentially contaminated. Depending on the level of contamination, detailed contamination reports may be required. For more information, see [Contaminated lands](#).
- **Rehabilitation plan** if the development includes construction activities that cause ground disturbance. For more information see [Rehabilitation Guidelines for the Resort Areas of Kosciuszko National Park](#).
- **Statement of Heritage Impacts (SoHI)** if required by sec.4.21 of the Precincts Regional SEPP or the development relates to a building, structure, item or relic with potential for heritage significance. For more information see [Guidelines for preparing a statement of heritage impact](#).
- **Structural engineer's assessment** if there is a need to understand the structural adequacy of an existing building or structure to determine its suitability for further development. This assessment may also be required as a condition of consent rather than upfront in a DA package.
- **Sustainability information** if the development involves new works or significant alterations where sustainability measures are required or proposed. All development should demonstrate consideration of sustainable performance, including energy and water efficiency, waste reduction, and opportunities for on-site energy storage and generation. The information should show how the building will meet or exceed minimum sustainability and environmental performance standards.
- **Visual impact assessment** if the development is visible from key public locations or has the potential to be a significant visual change within the landscape.
- **Traffic and pedestrian management plan** if the development is likely to generate traffic, alter traffic movements, change site entry / exit arrangements or the like. For more information see the [Guide to transport impact assessment](#).
- **Waste management plan** if the development relates to significant amount of construction or operational waste that needs to be managed and removed from the site. For more information see the [NSW Environment Protection Authority](#).

Section C - Explanation of Plans and Drawings

Plans and drawings

Architectural plans

The drawings to be provided include development plans, elevations, and sections that accurately document the proposed development. The plans should be at an appropriate scale and are typically at 1:100 or 1:200. The drawings can be supported by photographs of the site, the area of the proposed development, and the building.

Plans and drawings must include:

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- the location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development.
- floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building.
- elevations and sections showing proposed external finishes and heights of any proposed buildings (other than temporary structures).
- elevations and sections showing heights of any proposed temporary structures and the materials of which any such structures are proposed to be made (using the abbreviations set out in section 5 of the Regulation).
- proposed finished levels of the land in relation to existing and proposed buildings and roads.
- proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate).
- proposed landscaping and treatment of the land (indicating plant types and their height and maturity)
- proposed methods of draining the land.
- in the case of development that requires a BASIX certificate, such other matters as any BASIX certificate for the development requires to be included on the drawings.
- in the case of BASIX optional development – if the development application is accompanied by a BASIX certificate or BASIX certificates, such other matters as any BASIX certificate for the development requires to be included on the drawings.

Plans must show:

- north point and scale (ratio and bar scale).
- the location of proposed new buildings, alterations or work (the drawings are to be coloured to indicate any new work).
- the proposed roof overhangs.
- the internal layout of the new work and existing building layout, including the location of windows and doors, where additions to existing buildings are proposed.
- room dimensions, room areas and total floor area.
- the existing approved uses of each room, and proposed use if there are any changes.
- the number of proposed beds (in relation to the Plan of Management).
- existing and proposed walls.
- the proposed use of any external areas.
- vehicle entrance and exit driveways, including widths, standard of construction and grades.
- pedestrian, bicycle and accessible facilities.
- car parking areas (show direction of traffic movement, dimensions of parking spaces, dimensions of aisles and driveways, number of parking spaces, including disabled car parking spaces).
- traffic management measures and signposting.
- waste bin storage, collection and recycling facilities.

Elevations and sections must show the building viewed from all directions. There must be at least one section showing:

- the building façade, windows, roof profile.
- exterior finishes (show wall, roof, window, door materials and colours).
- finished ground levels, floor levels, ceiling levels.
- retaining walls (height and materials).

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- extent of excavation and filling of the site in relation to finished floor levels.

In some cases, perspective drawings, artist's impressions or architectural models to supplement your elevations may be required.

Bushfire APZ plan

A Bushfire Asset Protection Zone (APZ) plan may be required with your DA. The APZ plan should clearly show that the APZ requirements are contained in Appendix 4 of [Planning for Bush Fire Protection 2019](#) and the [RFS Standards-for-Asset-Protection-Zones](#).

The National Parks and Wildlife Service (NPWS) can assist with the preparation of an Asset Protection Zone plan. It is recommended that you consult with the NPWS prior to lodging your DA.

Demolition plan

A demolition plan is required whenever demolition work is proposed, including demolition of part or the whole of a building or structure. The plan must clearly identify all buildings and structures to be demolished, as well as those that are to be retained. The plan should include a plan drawn to scale i.e. 1:500, indicating in broken lines what structures are to be demolished and their location on site. Elevation plans drawn to 1:100 or other suitable scale should be provided for partial demolition and include details such as the retention of any ground/ earth walls and the like. For more information, see [SafeWork NSW](#).

Essential Services (fire safety measures) plan

This plan is required to enable assessment of the fire safety measures within an existing building in accordance with section 64 of the EP&A Regs. The plans are to consist of floor plans for each floor and should be drawn to scale at a minimum of 1:100 or 1:200, and must show all existing essential services such as fire hose reels, smoke and thermal detectors, exit signs, emergency lighting, fire extinguishers, fire blankets, fire orders, sprinklers and back to base monitoring plus any other essential services provided.

Landscape plan

This plan illustrates the proposed landscape features of the development. Plans should be drawn at a scale of either 1:100 or 1:200 and show:

- a north point and scale (ratio and bar scale).
- the finished surface levels, steps, ramps, embankments and grades (indicate extent of cut and fill).
- existing trees to be retained, removed and any trimming planned.
- proposed planting details, including plant species and common name, total number of each species of plant proposed and planting (pot) size.
- proposed planting schedule (species, location, approximate quantity and mature height).
- proposed surface treatments showing pervious and impervious surfaces (e.g. paving, bank stabilisation, gravel).
- proposed retaining walls or any privacy screening.
- proposed landscaped areas, including dimensions.
- trees on adjacent sites within 5m of any proposed new works.

Lease survey plan

This plan must be prepared by a registered surveyor. The survey plan must be drawn at a scale of 1:100 or 1:200 and indicate:

- location and any relevant numbering of the lease.
- measurements of the boundaries of the lease.

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- size of the lease.
- north point.
- existing vegetation, trees and other natural features on the land.
- location of existing buildings that are already within the lease boundaries.
- location of existing roads, driveways, easements and services in relation to lease boundaries.
- existing levels of the land in relation to buildings and roads with contours expressed relative to the Australian Height Datum (AHD).
- location and uses of buildings on sites that adjoin the lease.
- location of watercourses, waterbodies, wetlands and drainage lines.
- the proposed development footprint including areas to be excavated or filled.

Locality plan

This map illustrates and analyses the site in relation to the alpine resort area. This map should be drawn at scale 1:500 and should identify:

- north point and scale.
- the location of the development site.
- the location of existing buildings (on and adjoining the site), structures and roads.
- existing access routes to the site for vehicles and pedestrians.
- major landmarks and features (both natural and artificial).

Preliminary engineering plans

Preliminary engineering plans may be required for development proposals involving subdivision, earthworks, access ways, or the construction of structures within geotechnically constrained areas.

Shadow diagrams

Where a proposal may create solar access impacts or potential overshadowing (due to built form, lot size, site orientation or slope) a shadow analysis plan should be provided. Shadow diagrams are required for all buildings or structures exceeding one storey in height. The plan must illustrate and assess the impact of the development on surrounding buildings, and the impact of surrounding buildings on the site, concerning natural sunlight.

The plan must be prepared at a scale of 1:100, 1:200 or 1:500 and include:

- north point.
- scale (ratio and bar scale).
- location of existing and proposed buildings on the site.
- location of existing buildings on adjoining land.
- shadows cast by existing and proposed buildings at 9 am, 12 noon and 3 pm on 21 June (winter solstice).
- natural and finished ground levels referenced to Australian Height Datum.
- location of all buildings, windows and private open space on adjoining or adjacent lots affected by those shadows.
- elevations of adjoining or adjacent buildings that contain windows to habitable rooms affected by overshadowing, indicating the type of room where possible (e.g. bedroom, dining room).

Site plan

A site plan must indicate:

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- the location, boundary dimensions, site area and north point of the land.
- existing vegetation and trees on the land.
- the location and uses of existing buildings on the land.
- existing levels of the land in relation to buildings and roads.
- the location and uses of buildings on sites adjoining the land.

Stormwater management plan

This plan illustrates how stormwater, run-off and site drainage will be managed on and off the development site. Plans should be drawn at a scale of 1:100 or 1:200 and show:

- a north point and scale (ratio and bar scale).
- existing surface contours.
- proposed finished surface contours (AHD).
- the proposed finished building location and finished floor levels (AHD).
- infiltration measures (e.g. soakage trenches, swales, landscaping permeable pavements).
- discharge points (show levels at these locations).
- any overland flow paths or flood liable land.
- the notional location and levels of proposed stormwater pipes and pits.
- the notional location and approximate area of any proposed on-site detention facilities.
- existing or proposed drainage easements across adjoining land.
- cross-section drawing of any drainage features.

The location and method of fulfilling any drainage or stormwater management requirements (or the like) recommended in a geotechnical assessment that accompanies the development application must be included in the Stormwater management plan.

Subdivision plan

This plan should include:

- existing lots including dimensions, lot sizes, easements and any structures.
- proposed lots including dimensions, lot identification, bearings, lot sizes, easements, and services connections.
- identify any existing and proposed structures on boundary (e.g. party walls).
- in addition, for strata subdivisions or relevant lease or sublease arrangements:
 - identification of each lot/part lot.
 - floor plans.
 - common property areas.
 - any associated parking.