

SC6.2 - PSP1 Preparing a well-made application

SC6.2.1 Purpose

- (1) The purpose of this planning scheme policy is to provide guidance to applicants:
 - (a) on how to make a well-made application;
 - (b) on information Council may request or require to inform the proper assessment of a development application; and
 - (c) on the content of technical plans and reports that support a planning application.
- (2) Typically, a well-made application will have identified the need for technical plans and reports through a thorough planning investigating;
- (3) Where an applicant is unsure of any particular plans or reports required for a planning application, a pre-lodgement meeting with Council officers is encouraged to identify any technical plans or reports as pertinent to the application.
- (4) In instances where suitable plans or technical reports are not provided with the submitted application, Council may require such plans or reports to be supplied as part of an information request.

Note— nothing in this planning scheme policy limits Council's discretion to request other relevant information under the Development Assessment Rules made under section 51(1) the Planning Act 2016.

SC6.2.2 Standard well-made application content

- (1) A well-made application as a minimum need to contain:
 - (a) Mandatory information under the Act, such as correct application forms, prescribed fee and land owners consent (where required);

Note—For further guidance refer to the DA forms guide: Forms 1 and 2 <https://dilgpprd.blob.core.windows.net/general/guide-da-forms.pdf>
 - (b) A planning report should be provided for either a Referral Agency Building (RAB) or a Referral Agency Planning (RAP) application and the report is only required to address the area(s) of non-compliance.
 - (c) A planning report should be provided for a code or impact assessable development and include a detailed assessment of the assessable benchmarks. An impact assessable application should provide an assessment against all applicable parts of the planning scheme. A planning report should:
 - (i) address the Acceptable outcomes of the applicable codes. If the proposal complies, explain why and move onto the next Acceptable outcome;
 - (ii) if the proposal does not comply with an Acceptable outcome, then explain why it does not and address the corresponding Performance outcome and explain how it complies;
 - (iii) if the proposal does not comply with either the Acceptable outcome or its corresponding Performance outcome, then address the Purpose and overall outcomes of the relevant code and explain how the proposal satisfies these elements;
 - (iv) if the proposal does not comply with the Purpose and overall outcomes of a code, then a comprehensive assessment against the Strategic intent of the Planning scheme is required and explain how the proposal satisfies these elements;
 - (v) if the proposal is contrary to the outcomes of the Strategic intent, then consideration needs to be given as to whether the proposal is in conflict with the planning scheme and if so, how the conflict can be justified.
 - (d) Professionally prepared plans to scale that satisfy the mandatory information under the Act and clearly demonstrate what the proposal is trying to achieve. Plans should include:
 - (i) Elevations to scale of building(s) or structure(s) showing natural ground level (and finished ground level) including RLs, height, external building materials, colours and external lighting;
 - (ii) A streetscape elevation or photomontage to scale showing the proposed development with the built form and character of adjacent and nearby development, including key character and design elements such as roof form, building height, fencing, trees and any difference in levels between the subject land and adjacent properties. For examples of a Streetscape Elevation see Figure 1;
 - (iii) Site plan to scale showing proposed buildings and structures with floor plans, setbacks to all boundaries, driveways, car parking areas, pedestrian paths and landscaping including trees; and
 - (iv) A site analysis plan including the following:
 - (A) contours and pertinent spot levels;

- (B) type, size and location of existing vegetation;
 - (C) current land uses, activities and buildings;
 - (D) proposed building(s) or structure(s);
 - (E) views to and from the site;
 - (F) access and connection points;
 - (G) drainage, services and infrastructure;
 - (H) orientation, microclimate and noise nuisance sources;
 - (I) any contaminated soils and filled areas;
 - (J) natural hazards (e.g. areas subject to flooding, bushfire, landslide, steep land etc);
 - (K) fences, boundaries, lot sizes, easements and any road realignment lines;
 - (L) features of environmental, cultural or heritage significance; and
 - (M) any other notable features; and
- (v) A locality plan in respect to the site surrounds including:
- (A) the use of adjacent and opposite properties and the location of buildings;
 - (B) pedestrian and traffic circulation patterns;
 - (C) where residential use adjoins the site, abutting secluded private open spaces and habitable room windows, which have outlooks towards the site;
 - (D) views and solar access enjoyed by adjacent residents;
 - (E) major trees on adjacent properties;
 - (F) extractive resource areas or infrastructure corridors;
 - (G) characteristics of any adjacent public open space;
 - (H) street frontage features such as poles, street trees, kerb crossovers, bus stops and services; and
 - (I) direction and distances to local shops, schools, public transport, parks and community facilities.

Note—For further information and guidance please refer to DA forms guide link : [Relevant plans](#)

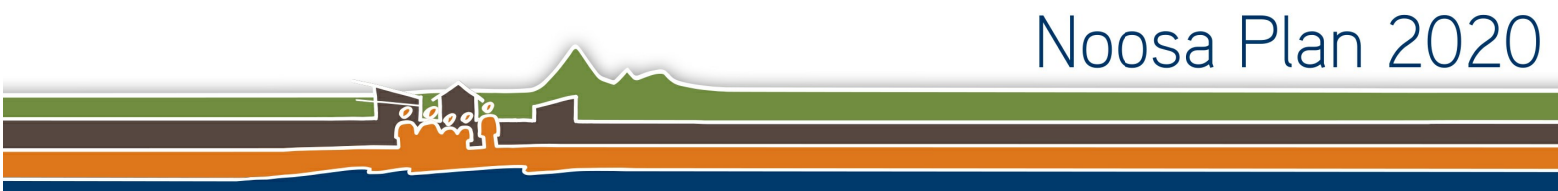
- (e) supporting technical studies as identified through a thorough planning assessment or pre-lodgement advice from Council;
- (f) more complex applications and their content should be determined on a case by case basis. It is recommended ongoing contact with Council should be undertaken during the preparation of any planning report relating to a complex application to determine the detail of its content.

Figure 1 - Example of streetscape elevation



SC6.2.3 Technical plans and reports content

- (1) In certain circumstances technical plans and reports may be required to satisfy outcomes nominated within a planning scheme code. The details contained within this policy provide advice and guidance about the typical content that is to be included in such plans and reports.

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- (2) In instances where such plans or reports are not provided as part of the submitted application, Council may request them to be provided as part of an information request.
 - (3) Details of the requirements for the following assessments/reports are located in Appendix 1
 - (a) traffic assessment report;
 - (b) acoustic assessment;
 - (c) stormwater report;
 - (d) economic impact assessment report;
 - (e) social impact assessment report;
 - (f) heritage and character analysis report;
 - (g) building design assessment;
 - (h) infrastructure activities (including Gas Pipeline Buffer) assessment;
 - (i) extractive industry assessment; and
 - (j) a safety and security management plan.

Note— Additional requirements for bushfire, acid sulfate soils, flood hazard, water catchment and landslip areas are located in PSP9/10; Hazards; requirements for flora and fauna assessment are in PSP4 – Ecological Assessment Guidelines.

SC6.2.4 Appendix 1 - Requirements for technical assessments and reports

Traffic Impact Assessment Report

- (1) Compliance with the Transport and parking code may be demonstrated (in part) by the submission of a traffic impact assessment report prepared by a competent suitably qualified and experienced traffic engineer in accordance with the following guidelines.
- (2) As a minimum, the traffic impact assessment report should provide:
 - (a) an assessment of the traffic generation and movements and/or on-site manoeuvring associated with the proposed development;
 - (b) an assessment of the proposal and its impacts in the context of the surrounding road network; and
 - (c) recommendations and/or design solutions to mitigate any traffic impacts associated with the development.
- (3) Depending on the nature and scale of the proposed development and the location and characteristics of the development site, the traffic impact assessment report may also need to consider:
 - (a) specific measures to ensure the proposal will contribute towards encouraging walking, cycling and greater use of public transport in preference to using private cars;
 - (b) the need to improve public transport services and infrastructure as a result of the development;
 - (c) measures to ensure maximum accessibility to public transport, including future expanded services;
 - (d) a review of the existing and proposed traffic network and traffic operating conditions based on an appropriate planning horizon (with a minimum of 10 years);
 - (e) the amount of other traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect of traffic on the movement of other traffic on the road system. This includes the impact of generated traffic on:
 - (i) key nearby intersections;
 - (ii) local streets in the neighbourhood of the development;
 - (iii) the environment;
 - (iv) existing nearby major traffic generating development; and
 - (v) the major road network;
 - (f) existing parking supply and demand in the vicinity of the proposed development;
 - (g) level of provision for parking in the development based on land use and public transport provision;
 - (h) whether the proposed means of ingress to or egress from the site of the development are adequate and located appropriately according to Council's road hierarchy;
 - (i) adequate provision to be made for the loading, unloading, manoeuvring and parking of vehicles within that development or on that land;
 - (j) movements of freight carrying vehicles associated with the proposal and how these are to be minimised;

- (k) the possibility of integration with adjacent development;
- (l) the effects on public transport, traffic operations and parking, of any temporary works required during construction;
- (m) any comments made by the Department of Transport and Main Roads that are in accordance with the rights and powers of this agency;
- (n) the existing and likely future amenity of the surrounding area; and
- (o) a statement of all of the assumptions made in the preparation of the report and the design parameters adopted in the technical analysis.

Acoustic assessment report

- (1) An acoustic assessment report may be required where a proposed development is likely to cause noise impacts or where a proposed development site is located in close proximity to a land use or infrastructure which may cause noise impacts on the proposed development (often referred to as reverse amenity impacts).
- (2) An acoustic assessment report should provide an assessment of:
 - (a) the potential noise impacts associated with the proposed development; and
 - (b) the measures proposed to avoid or minimise adverse noise impacts.
- (3) The acoustic assessment report should have regard to:
 - (a) Australian Standards AS 1055.2 Acoustics – Description and measurement of environmental noise – Application to specific situations and AS 2107 Acoustics – Recommended design sound levels and reverberation times for building interiors;
 - (b) Environmental Protection Act 1994 and Environmental Protection (Noise) Policy 2008 (EPP Noise);
 - (c) Noise Measurement Manual Department of Environment and Heritage Protection 2013
 - (d) Road Traffic Noise Management Code of Practice, Department of Transport and Main Roads, 2008.
- (4) The acoustic assessment report should include identification of:
 - (a) noise standards;
 - (b) nature of the noise;
 - (c) times of operation of the noise source and use/development on site;
 - (d) the type of occupancy/activity categories from AS 2107 that may apply;
 - (e) type of occupancy/activity and proximity of adjacent land uses;
 - (f) details of any prescribed planning levels in the EPP (Noise) that may apply to the adjacent land uses; and
 - (g) whether any noise data exists for those adjacent land uses
- (5) The report should include justification of the appropriate noise planning assessment methodology to determine the noise impacts on and from the land uses and structures both on the subject site and adjacent sites. The report should also provide an assessment of whether the noise emission complies with the calculated limiting criteria. If noise is likely to be unacceptable, the report should describe the control measures that will be used to ensure compliance.

Economic impact assessment report

- (1) Council is likely to require the submission of an economic impact assessment report for major retail and commercial development and other types of development with the potential to have adverse economic impacts.
- (2) In particular, Council may require an economic impact assessment report for development which involves one or more the following:
 - (a) the establishment of a business use exceeding a gross leasable floor area of 2,500m², where located in a centre zone;
 - (b) the establishment of a business use exceeding a gross leasable floor area of 100m², where located in a zone other than a centre zone; or
 - (c) the establishment of a business use which is identified as an inconsistent use in the applicable zone code or local plan.
- (3) An economic impact assessment report is a report prepared by an appropriately qualified and experienced economist or economic analyst, which assesses and demonstrates the public need for, and the acceptable economic impact of a proposed development.
- (4) Typically, an economic impact assessment report should include the following:
 - (a) a description of the size, function and tenancy mix of the proposed development, together with details of any pre-commitments;
 - (b) an examination of the population growth prospects and socio-economic characteristics of a defined trade area;

- (c) a description of the location, size, nature, function and tenancy mix of competitive centres likely to be affected by the proposed development;
- (d) an assessment of the extent of inadequacy, if any, within the competitive network of activity centres;
- (e) an assessment of the quantitative economic impact upon competitive centres likely to be affected by the proposed development describing the consequent effects upon those activity centres; and
- (f) an assessment of the effect of the proposed development upon the Noosa Shire Centres Hierarchy as defined by the planning scheme.

Social impact assessment report

- (1) Identification and assessment of the social impacts of a development including the direct and indirect impacts that affect people and their communities at all stages of the development;
- (2) Means of dealing with social impacts such as changes to a development proposal, compensation to affected communities or requirements for ongoing management of impacts in accordance with an agreed management regime.

Heritage and character impact assessment

- (1) A heritage and character impact assessment will be required for land identified as a Heritage Site or Character Area on the Heritage Overlay Maps OM-HC-1 to OM-HC-14.
- (2) A Heritage and Character impact assessment is a report prepared by an appropriately qualified and experienced heritage consultant which demonstrates how the development mitigates and minimises detrimental impacts on cultural heritage significance and supports ongoing conservation management of the heritage place or character area.
- (3) The Heritage and character impact assessment includes the following:
 - (a) For heritage sites, the extent to which the proposal would affect the cultural heritage significance of the heritage site, as well as measures proposed to conserve and protect the cultural heritage significance of the site having regard to development criteria in the [Department of Environment and Heritage Protection's Guideline – Developing heritage places](#) – Using the development criteria
 - (b) For Character areas:
 - (i) the extent to which the proposal would affect the valued character and amenity of the character area;
 - (ii) whether or not any building affected by the proposal is assessed to be a character building; and
 - (iii) the measures proposed to complement the valued streetscape character and amenity of any character building.
- (4) Should the proposal include partial or complete demolition of a building or structure, an assessment by a suitably qualified structural engineer will be required which demonstrated that the building or structure is structurally unsound and not capable of economic repair.