



## INFORMATION SHEET No.1 Assessment and Approval Process

The NSW Development Assessment process does not apply to actions proposed for Trust lands. However, the Trust has put in place assessment procedures to ensure that actions taken on its lands are consistent with the Trust's objectives, plans, and relevant Commonwealth legislation. **Proponents will be required to seek approval for all actions proposed on Trust lands.**

### What is an 'Action'?

An *action* is similar to the concept of 'development' under NSW planning legislation. *Action* is defined in the *Environmental Protection and Biodiversity Act 1999* (EPBC Act) and includes a project, a development, an undertaking, an activity, or a series of activities. Examples of actions include demolition, construction, the use of buildings, office fit-outs, repairs, erection of signage and temporary uses including public events.

### Who is the Consent Authority?

The Trust will be the Consent Authority for most of the actions proposed on its lands, although in some exceptional circumstances the Commonwealth Minister for the Environment and Heritage may assume this role.

Local councils and the NSW Government do not have a consent role for development on Trust land. However, there may be instances where applicants will also need to seek a separate approval under NSW legislation. An example of this is where the approval of the NSW Waterways would be required for the construction of boating facilities located adjacent to but outside the Trust's property boundaries.

(For further information, see box overleaf: 'Referral to the Commonwealth Minister' ►►).

### How will Actions be Assessed?

Actions will be assessed having regard to:

- Their consistency with the objectives contained in the *Sydney Harbour Federation Trust Act 2001*, the Trust's Comprehensive Plan, the relevant Management Plan and supporting policies or best practice guidelines (See the 'Planning Framework' box ►).
- The Commonwealth *EPBC Act*. This requires that a proposed action on Commonwealth land is assessed to determine whether it is likely to have a

*significant impact on the environment or on a Commonwealth Heritage Place.*

- Other relevant matters such as the Building Code of Australia (BCA) and any Conservation Management Plan prepared for the site.

### What Matters will the Trust Consider?

The matters that will be considered in the Assessment will vary depending on the nature of the proposal but will include issues such as the principles of Ecologically Sustainable Development (ESD), public access, traffic generation, parking management, signage, lighting, colour schemes, hours of operation, and compliance with any relevant Conservation Management Plan. The Trust's Information Sheet No.2 discusses this topic in more depth.

### Planning Framework

The Trust was established under the *Sydney Harbour Federation Trust Act 2001* (the SHFT Act) to manage seven sites in the Sydney Harbour region.

Key objectives of the Trust include maximising public access to Trust land and ensuring that the adaptive re-use of these sites is sensitive to their environmental and heritage values.

The Trust's Comprehensive Plan was approved in September 2003 and provides the planning framework for managing the Trust's lands. The Plan provides a range of overarching objectives and policies (Section 3 of the Plan), identifies outcomes for specific precincts and establishes procedures for assessing actions (Section 11 of the Plan).

Management Plans describe in greater detail the outcomes for each site. They guide the way particular sites are developed, adaptively re-used or conserved. In this sense, Management Plans are similar to development control plans or plans of management under NSW legislation.

Under Section 71 of the *SHFT Act*, the Trust and its lands are exempt from certain State laws including town planning and environmental laws.

### **Referral to the Commonwealth Minister**

Where the Trust's assessment concludes that a proposed action is likely to have a significant impact on the environment or on the heritage values of a place, then the matter must be **referred** to the Commonwealth Minister for the Environment and Heritage for further assessment. If relevant, the Minister may then consult with the Australian Heritage Council.

In some exceptional instances the Minister may become the consent authority. (See EPBC Act Fact Sheet 2: Referral of Proposed Action)

### **Public Exhibition and Consultation**

Not all applications will need to be exhibited. The Trust may decide to exhibit particular proposals that are considered to be of significant public interest.

The exhibition period is for a minimum of 14 days for minor matters and 28 days for more complex matters.

The Trust may also seek the views of the local council and government agencies that have a legitimate interest in a proposal. The Trust will take into consideration any advice received from a Government body, a council or the public in its consideration of the proposal.

In cases where a proposal is referred to the Minister in accordance with the *EPBC Act*, the proposed action will be exhibited by the Commonwealth Department of Environment and Heritage in accordance with that Act.

### **How Long Does an Assessment Take?**

The Trust aims to determine most applications within 30 days. More complex proposals, such as those that need to be referred, placed on public exhibition, or where inadequate information was submitted, will take longer.

### **Pre-Lodgment Meeting**

Prior to lodging an application, applicants should arrange to meet with the Trust's planners to discuss their proposal.

This will expedite the Assessment process by providing an opportunity to identify the planning issues relevant to the proposal and allowing applicants to more fully understand the assessment process.

Discussing these matters early will help to ensure that applications contain all the relevant information, thereby minimising potential delays.

### **Application Requirements**

Applications must fully address the Trust's objectives, the *EPBC Act* and other relevant considerations.

In general, applications will need to include relevant information within a Planning Statement (See Information Sheet No.5) – for example:

- A description of the proposed action
  - the site / building/s affected
  - the type of activity / use
  - hours of operations
  - number of employees
- How the proposal implements the Trust's objectives (as contained in the SHFT Act, the Comprehensive Plan and the relevant Management Plan)
- Compliance with relevant studies such as Conservation Management Plans
- Identify the range of possible impacts: examples include heritage, traffic, noise and endangered species
- Proposed mitigation / management measures dealing with issues such as:
  - ESD
  - traffic & parking
  - noise impacts and light spill
  - hazardous materials
  - stormwater / water quality
  - bushfire safety
- 3 copies of standard plans (for e.g. for demolition, construction, alterations etc)
- BCA Compliance (a private certifier may be required to assess this at the applicant's expense)
- Any other matter considered relevant

Information should be related to both the construction and subsequent operational stages, if applicable.

The above list is not exhaustive. Following lodgment of the application, the Trust may request the applicant to submit additional information.

### **Licensing**

It is the proponent's responsibility to determine whether they require a licence to operate, and if applicable, to obtain the necessary licence from the relevant Commonwealth, State or local authority.

### **Further information** about the:

- Trust's plans and policies is available at [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au)
- EPBC Act and assessment procedures is available from the Department of Environment and Heritage website at [www.deh.gov.au/epbc/](http://www.deh.gov.au/epbc/)

If you have any questions in relation to the assessment process, you may call the Trust's planners on 8969 2100.



## INFORMATION SHEET No.2 Matters to be Considered in the Planning Assessment Process

When assessing a proposed action, the Trust will consider a range of matters to ensure that the proposal is consistent with the Trust's plans and policies, and relevant Commonwealth legislation.

Proponents will need to identify the matters that are important to their proposal and ensure that these are addressed in their application. To help proponents through this process, Trust planners are available to discuss the proposal before an application is formally lodged.

**This Information Sheet outlines the range of matters that proponents will need to address when seeking approval for an action on Trust lands.**

### What Matters will be considered?

The Trust will review each proposal having regard for:

- Commonwealth Statutory Requirements
- State Planning and Environmental Standards
- The Trust's Key Objectives
- The Outcomes identified in the Trust's plans
- Environmental Quality
- Ecologically Sustainable Development (ESD)
- Heritage Conservation
- Public Access
- Transport and Parking
- Appearance and Presentation
- Site and Neighbourhood Amenity
- Other Issues

### Commonwealth Statutory Requirements

All actions on a Trust site must comply with:

- The *Sydney Harbour Federation Trust Act 2001* (the SHFT Act) – this identifies the key objectives that guide the Trust (see the Box to the right ↗).
- The *Environmental Protection and Biodiversity Conservation Act 1999* (the EPBC Act) – this requires the Trust to determine whether a proposed action is likely to have a significant impact on the environment or on a Commonwealth Heritage Place. For more information refer to [www.deh.gov.au/epbc/](http://www.deh.gov.au/epbc/)
- The Building Code of Australia – this is a set of performance guidelines for the design and construction of new buildings and building additions and alterations. For further information see [www.abcb.gov.au](http://www.abcb.gov.au)

- The *Disability Discrimination Act 1992* (DDA) – this makes it unlawful to discriminate against a person on the basis of disability and includes access to premises. More information is found at [www.hreoc.gov.au/disability](http://www.hreoc.gov.au/disability)

### State Planning and Environmental Standards

Actions on Trust sites are not bound by State planning or environmental laws. However, the Trust adopts relevant State Standards for matters such as noise emissions and proposals should comply with these standards.

### The Trust's Key Objectives

These objectives are set out in the *SHFT Act* and are reflected in the Trust's plans and policies. These objectives aim to:

- Protect, conserve and interpret the environmental and heritage values of Trust land;
- Maximise public access to Trust land; and
- Enhance the amenity of the Sydney Harbour region.

All proposed actions must be consistent with these objectives.

### Outcomes

The Comprehensive Plan and relevant precinct Management Plan identify detailed outcomes relating to particular issues and specific sites. Proponents should become familiar with the relevant section/s of these plans to ensure that their proposal is consistent with the outcomes.

### Environmental Quality & ESD

Proposed uses must be consistent with the Trust's objective of protecting all aspects of the environment, both within and adjacent to the Trust's sites. This includes ecosystems, qualities and characteristics of a place, the heritage values of a place and the social, economic and cultural aspects of these things. When assessing a proposed action the Trust will have regard for any existing studies and guidelines such as:

- Environmental Management Plans
- Flora and Fauna Surveys
- Stormwater Management Plans
- Contamination / Hazardous Materials
- Phytophthora Cinnamomi Threat Abatement Plan

Where applicable, proponents will need to provide information describing how construction works and operational facilities will be managed to avoid (or minimise) adverse impacts on the environment.

### **Heritage Conservation**

All of the Trust's sites are listed on the Commonwealth Heritage List. This imposes an obligation on the Trust to conserve their heritage values and to minimise any adverse impact on their Commonwealth heritage values. To achieve this, all works must be consistent with any applicable Conservation Management Plan (CMP).

For further information see the Trust Information Sheets:

- No.3 - *Heritage Conservation*;
- No.4 - *Protecting Archaeological Relics*; and
- [www.deh.gov.au/epbc/](http://www.deh.gov.au/epbc/)

### **Public Access**

Proposed uses must retain public access around the site, including to or through buildings that have been designated for public purposes. The Trust will look at the way in which the proposed use of a building complements and enhances the public space that forms its setting. The Trust will also refer to any relevant Disabled Access Study to assess the level of access provided for people with a disability.

### **Transport and Parking**

The Trust's sites have limited parking and the Trust is aiming to minimise reliance on cars and encourage alternative means of transport.

The Trust will assess proposals with regard for the site Transport Management Plan. Proponents will need to provide information about:

- The number of employees and visitors that may be generated by the proposed activity;
- How these people will access the site (i.e. the proportion relying on private car, public bus, charter bus, cycling, walking, boat, etc);
- When these people are seeking access (times of the day and days of the week);
- The likely range and variation in demand during operational periods.

Large organisations may be required to prepare a *Workplace Travel Plan (WTP)*. WTPs provide staff with information about public transport/cycling/car-pooling etc., and offering incentives such as free or discounted public transport fares.

### **Appearance and Presentation**

Most of the buildings on the Trust's lands form part of a cohesive group of buildings, and all are located in visually sensitive areas. To ensure that the individual uses of these buildings maintains these unified qualities, the Trust will carefully manage the selection of finishes, colours, signage and lighting.

- External finishes and colours to heritage buildings are to be in accordance with the Conservation Management Plan. While the finishes and colours of buildings of low heritage value should facilitate the melding of the buildings into the landscape.
- Outdoor fixtures and fittings (including furniture, shelters and awnings) are to be of high quality and their appearance is to be compatible with the character of the precinct and with the guidelines contained in the Trust's *Public Domain Elements Manual*.
- Signage will be designed to give visitors/deliveries a clear hierarchy of information to find their destination, while retaining the character of the precinct as a unified grouping. Information Sheet No.6 has further details.
- Lighting may be used to highlight particular characteristics of a precinct and its buildings. However, in areas adjacent to bushland and within view of a residential neighbourhood, lighting will be designed to avoid nuisance spillage. Most of the lighting in public spaces will be the responsibility of the Trust. Tenant lighting must not compete with or diminish the lighting qualities the Trust is seeking to achieve.

### **Site and Neighbourhood Amenity**

The Trust aims to minimise the potential impacts that a proposed use may have on the amenity of a site and its local neighbourhood. The Trust will consider the way in which proponents intend to manage their operations (including construction and other works) to ensure that there are no adverse impacts on amenity caused by things such as excessive noise, visual intrusion or behaviour that causes offence.

Noise emissions will need to comply with relevant standards and any Noise Impact Assessment prepared for the site.

### **Other Issues**

The Trust will also consider other matters including (but not limited to):

- Bushfire safety;
- The suitability of existing services (water, electricity, telecommunications etc) and infrastructure (boat cranes for e.g.) and whether upgrading is required.

#### **Further information**

Trust Plans and policies are available on our web-site: [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au), and relevant studies may be viewed at the Trust's Resource Centre in our office.

Please call the Trust planners on 8969 2100 if you have any further enquiries, or to arrange a meeting prior to lodging an application.



## INFORMATION SHEET No.3 Consideration of Heritage Values

All of the Trust's lands are listed as Commonwealth Heritage Places. This is in recognition of the significant natural, aboriginal, convict, maritime industry and military heritage values these sites possess.

When assessing a proposed action, the Trust will consider the level of a site's heritage significance and the degree to which the proposed action implements the Trust's objective of protecting, conserving and interpreting the heritage values of Trust land.

### What are Heritage Values?

The Heritage Values of a place include the place's natural and cultural environment, that has aesthetic, historic, scientific or social significance, or other significance, for current and future generations of Australians.

Indigenous Heritage Values are those values of a place that are significant to indigenous persons in accordance with their practices, observances, customs, traditions, beliefs or history.

These values are identified through careful study and analysis of a place, typically through the commissioning of a Conservation Management Plan. The *Environment Protection and Biodiversity Conservation Act 1999 Regulations* set out the criteria against which the above values are tested.

### What are the Trust's objectives for heritage conservation?

The *Sydney Harbour Federation Trust Act 2001* (SHFT Act) requires the Trust 'to protect, conserve and interpret the environmental and heritage values of Trust land.'

This objective has been clearly written into the Trust's Comprehensive Plan for all of its lands, which includes specific policies dealing with Natural, Aboriginal (Indigenous) and Cultural Heritage. The Trust also has a policy to guide the adaptive re-use of buildings, which is discussed in more detail in the Box to the right. ►

These policies explain how the Trust will achieve 'best practice' outcomes through adherence to benchmark documents such as the *ICOMOS Australia Burra Charter* and the *Australian Natural Heritage Charter*.

### How will these objectives be implemented?

These policies are expressed in the Trust's detailed plans that have been prepared for specific sites. Proposed actions must be consistent with the outcomes identified in these plans.

The Comprehensive Plan requires the preparation of Conservation Management Plans (CMPs) for important items of environmental heritage prior to any major works being undertaken.

CMPs identify the heritage values of a place and analyse the relative significance of all its buildings and site features. CMPs make detailed recommendations for building repairs and maintenance, and identify suitable future uses that will allow for ongoing conservation.

The findings of CMPs are included in the Trust's Management Plans, which identify outcomes for particular sites, guiding the way sites are developed, adaptively re-used or conserved. Information Sheet 1 outlines how Management Plans fit into the Trust's planning framework.

### Adaptive Reuse of Buildings

CMPs recommend the types of uses that will be sympathetic to each building, taking into account the Trust's planning concepts for the place. Where the possible future use differs from an original and continued use this is known as 'adaptive reuse'.

The CMP recommendations inform the leasing process, along with other considerations, and the selection of the most appropriate tenant.

The Trust's Comprehensive Plan has a policy dealing with this important issue. As leasing revenue will be necessary in order to pay for future maintenance and conservation works, a mix of uses and rental values will be a feature of most Trust sites ensuring vitality and public access with public uses alongside private.

### The Assessment Process

All of the Trust's lands are listed on the Commonwealth Heritage List. The *Environmental Protection and Biodiversity Conservation Act 1999* (the EPBC Act) requires the Trust to determine whether a proposed action is likely to have a significant impact on a Commonwealth Heritage Place.

The Trust will assess whether proposed actions and uses adequately address the Trust's objectives, policies and plans for conserving and interpreting the heritage values of the site.

Information Sheet No.1 provides more detail about the Trust's Assessment and Approval Process.

#### Exemption from certain State laws

Under the *SHFT Act*, the Trust and its lands are exempt from certain state laws, including NSW heritage legislation such as the *Heritage Act 1977*.

### Referral to the Commonwealth Minister

Where the Trust's assessment concludes that a proposed action *is likely to have a significant impact on the heritage values of a place*, then the matter must be referred to the Commonwealth Minister for the Environment and Heritage for further assessment. If relevant, the Minister may then consult with the Australian Heritage Council.

#### Heritage Significance

Each of the Trust's sites and buildings are significant for the contribution they are able to make to understanding a precinct's broader history of occupation and development.

The level of an *individual* building's heritage significance will influence the Trust's identification of suitable uses and the degree of changes that may be made to a building's fabric.

However, buildings of lesser heritage significance may form part of a building group. The Trust aims to ensure that the future use and appearance of individual buildings does not diminish the heritage values of the group or individual elements of the group. To achieve this, the Trust will carefully manage the selection of uses, finishes, colours, signage and lighting.

### Detailed Considerations

To ensure that a proposed action does not adversely affect the heritage values and characteristics of a site or a building, all works must be consistent with the relevant Conservation Management Plan. To determine this, the Trust will consider a range of detailed matters, including:

- New works are to be fully reversible, however significant building modifications will generally not be permitted;
- New partitions may be permitted, but must retain a sense of the space being partitioned;
- Bathrooms or kitchens will only be permitted where they do not pose a significant impact;
- The presentation of buildings and interiors is to be consistent with heritage values and meld harmoniously with other nearby buildings;
- New fixtures such as heating, air conditioning, water tanks, solar panels and other services must be sensitively located.
- Outdoor furniture, shelters, awnings etc are to be of high quality. Appearance is to be compatible with the character of the precinct and not detract from the setting of a heritage item or place.
- External finishes and colours to heritage buildings are to be consistent with the CMP. The finishes and colours of buildings of low heritage value need to be considered in relation to the heritage buildings that make up the grouping.
- Signage will be of a uniform size and material to retain the unified character of the various precincts.

Information Sheet No.4 looks at archaeological issues.

#### Further information about:

- the Trust's plans and policies is available at [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au)
- the *EPBC Act* and assessment procedures is available from the Department of Environment and Heritage website at [www.deh.gov.au/epbc/](http://www.deh.gov.au/epbc/)

If you have any questions in relation to the assessment process, you may call the Trust's planners on 8969 2100.



## INFORMATION SHEET NO. 4 Protecting Archaeological Relics

A key objective of the Trust is to protect, conserve and interpret the heritage values of Trust land. Archaeological relics make an important contribution to helping us better understand our heritage.

This info sheet outlines the matters the Trust considers when assessing actions on archaeologically sensitive sites and sets out the procedures to follow if an archaeological relic is found on Trust land.

### What is an Archaeological Relic?

Archaeological relics are the physical remains of former landscapes, vegetation, buildings, contents and site features. They are objects of physical evidence used by people in the past that represent the way they worked and lived their daily lives. Archaeological relics may be derived from indigenous or non-indigenous occupation of a site.



Fort A84 Gun, Middle Head

Archaeological sites may be found in areas that have been vacated, or sites that are still being used. Archaeological sites may be spread over large areas and might only contain remains or debris.

Archaeological sites may be located almost anywhere, such as natural bushland, on disused industrial sites, under roads, along foreshores or on the seabed.

### Archaeological relics may take the form of, but are not limited to:

- Buildings (both ruined and standing);
- Structures (examples from Trust lands include gun emplacements and former road alignments);
- Household objects;
- Machinery and tools;
- Pollen as evidence of past environments;
- Parasites as evidence of human diet and disease;
- Subsurface remains of former landscape and vegetation

### Why are archaeological relics important?

Archaeological relics are irreplaceable resources that have huge potential to contribute to our understanding of our history and the development of society. The relics frequently contain physical remains that complement existing documentary information by providing tangible and realistic evidence about the past and important elements of human nature.

**Heavy penalties** apply for actions without approval that result or will result in a significant impact on the environment under the *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)*.

### Assessment of Proposed Actions

The Trust's Comprehensive Plan guides the way in which the Trust will assess all activities on Trust lands, and includes policies for the protection of archaeological remains. (Info Sheet 1 outlines the assessment and approval process)

As an outcome, the Trust has prepared, or is in the process of preparing, Conservation Management Plans (CMPs) for all of its sites of heritage significance (Info Sheet 3 details heritage conservation). The CMP provides detailed guidance for managing activities on archaeologically sensitive sites.

Dependent upon the degree of archaeological sensitivity and the scale of proposed excavation or disturbance, certain measures may be required to ensure the protection of archaeological relics. These may include:

- Undertaking an archaeological assessment and recording before proceeding with any work with the potential to impact on subsurface archaeology.
- Retaining a professional archaeologist to carry out a watching brief (i.e. attended monitoring when sensitive unearthings are anticipated) during excavations.
- All contract staff instructed as to the sensitivity of the area and what likely artifacts or objects of interest may be encountered.
- Taking extra care on sites with known Aboriginal significance, such as extra sensitivity where rock faces are being exposed, as engravings may be revealed.
- Modifying works to avoid impacting on historic or indigenous sites.

#### **What do proponents need to do before starting works?**

If required preliminary investigations will be arranged prior to works commencing. Before the commencement of work a site operations meeting will need to be conducted, where contractors will be made aware of the existence of sensitive areas and the potential archaeological implications of any works. The contractor is also required to ensure staff and sub-contractors working on the site are made aware of the issues.



Contractors should note that all building fabric is considered to be significant by the Trust. Unless otherwise specifically approved, no removal of fabric should occur. This includes, but is not limited to signage, former fixings, services, equipment and machinery and all movable items.

#### **What do I do if I find an archaeological relic?**

If an archaeological relic is discovered on Trust Land, work should cease immediately and the Trust should be contacted.

It is important that the relic is not removed or disturbed in any way. Not only are the relics themselves important, but their position and layout in relation to other objects is also important in establishing relationships or methods of operation.

Depending on the nature of the find, it may be necessary to undertake some archaeological investigations of the site.

This may involve a watching brief or manual archaeological investigation in order to conserve the resource.

If the nature of a relic is uncertain, it will be further investigated by documentary and physical research, prior to further disturbance.

#### **Further Information about:**

- The Trust's Plans and policies is available from the Trust's website at [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au).
- The EPBC Act and Commonwealth heritage is available from the Department of Environment and Heritage website at [www.deh.gov.au/heritage](http://www.deh.gov.au/heritage)
- Commonwealth Heritage Places and policies is available from the Australian Heritage Commission at [www.ahc.gov.au](http://www.ahc.gov.au)

If you have any questions in relation to archaeological heritage assessment, you may call the Trust's planners on 8969 2100



## INFORMATION SHEET No.5 What is a Planning Statement?

A **Planning Statement** is a document which must accompany all applications for a proposed action.

The purpose of the Planning Statement is to:

1. Provide a detailed **description** of the proposed action;
2. Outline how the **proposal complies** with relevant plans and policies;
3. Identify the potential **impacts** and the steps that will be taken to protect the environment or mitigate the harm; and
4. Provide any other relevant information.

**This Information Sheet gives examples of the types of matters a Planning Statement needs to address.**

It is important to read the other Information Sheets in this series for a more complete overview of the range of matters that need to be included in the Planning Statement.

### **How detailed should a Planning Statement be?**

The level of detail contained within a Planning Statement will reflect the complexity of the proposal or the sensitivity of the site.

For less complex proposals the Statement may only need to be a simple document that covers the 4 points above.

Depending upon the nature of the proposal, the Statement might be no more than one or two pages. In these cases it is unlikely that you will need to engage a professional to prepare the Statement.

Discussing the proposal with the Trust's planners before submitting your application will help you to identify all the relevant issues and how to address these within the Planning Statement.

For more complex proposals the level of information required will of course be much greater and it is likely that professional assistance would be required to prepare the Statement.

### **Compliance with Plans and Policies**

The Trust's planners will advise you about relevant plans and policies including applicable Conservation Management Plans. The Planning Statement will need to demonstrate how the proposal is consistent with these planning requirements.

### **Describing the proposal and its impacts**

This will depend upon the nature of the proposal. The Planning Statement should firstly identify the site and describe in detail the type of proposed activity or use.

Potential impacts that may need to be considered include: Heritage, Noise, Light, Traffic, Stormwater, Hazardous Materials, Waste and Endangered Species. Information Sheet No.2 discusses the Trust's approach to assessing these impacts.

The Planning Statement should state the steps that will be taken to manage or minimise the impacts resulting from the proposal. Depending upon the scale of the impact the Trust will advise whether additional information is required such as a Heritage Impact Statement or a Noise Impact Statement.

The following offers a basic guideline for the sort of information that a Planning Statement will need to provide for a range of different types of activities or uses:

### **Demolition, Construction and Major Alterations/Additions**

- Builder's Details (if known) – Name / Address / Licence No.
- Details of demolition / construction methods / disposal methods
- Timetable of demolition / construction – days / hours
- Building Materials: Roof / Walls / Floor / Frame
- Presence of Hazardous Materials
- Details of Services reticulation: power, telephone, water, sewerage, stormwater
- Use of new fill / soils etc
- Information for Australian Bureau of Statistics (if required)
- Existing BCA Classification / New BCA Classification

### Internal and External Works and Repairs

- Finishes and colours
- Types of fixtures and fittings, including fixing and attachment methods
- Signage and Lighting

### Operational Matters

- Number of Staff / Employees
- Days / Hours / Seasons of Operation
- Number of Parking / Loading / Berthing spaces required
- Estimate the number of deliveries per day/week, and provide details of special requirements, peak delivery times and the types of delivery vehicles/vessels (e.g. truck, van, barge)
- Waste Management, including recycling

### Places serving food and drinks

- Number of seats proposed / maximum number of patrons
- Is a take-away service proposed?
- Is it proposed that Liquor be served?
- Is any form of entertainment proposed? Specify whether this is live / amplified, etc.
- List of equipment including compressors etc
- Health and Safety requirements – e.g. design of kitchen, sewage disposal – grease traps

### Events (see above also)

- Timetable for setting up and the nature of works (e.g. temporary structures)
- Dates and times of event and number of people expected to attend
- Event Management Plan – e.g. security, signage, access arrangements etc

### Overnight Accommodation

- How many bed spaces are to be provided?

### Industrial / Maritime / Warehouses / Artists

- What type of industrial process is proposed?
- Are there any emissions to air, water or land from this process?
- Are any chemicals or corrosive substances to be used or stored on site? Specify types and volumes, and details of proposed method of disposal/storage
- Demonstrate that EPA Regulations have been followed
- Number and type of vehicles/vessels to be used or stored on site in association with the proposed use?
- How will waste be managed - provide details, including the location of waste bins, methods of disposal of chemicals etc.

### Other Matters

- Workcover NSW Regulations and Guidelines
- Licensing
- BCA (Building Code of Australia) Compliance, including Fire Safety
- Insurance
- Compliance with Disabled Access requirements (AS1428)
- Excavation: consider Acid Sulphate Soils, Landslip and Subsidence
- Bushfire Protection (the Trust manages this – but possibly relevant for any new building)
- Is an approval required from another Approval Authority under NSW legislation?

#### **Additional information that may be required**

In addition to the Planning Statement, the Application may also need to include supporting information such as drawings, a heritage impact statement and so on. These are outlined in the Checklist on the Application Form.

Following lodgement of the application, it may arise that additional information is required to allow the Trust to assess the proposal.