



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 provides details of the types of matters a Planning Statement needs to address.

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

The following offers a guideline for the range of information to be included in a Planning 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.3 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.

Demolition, Construction and Major Alterations and Additions

- Builder's Details (if known) – Name/ Address/ Licence No.
- Demolition and construction methodology
- 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



Vision planning and management of Sydney Harbour sites.

- 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 & 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
- 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, heritage impact statement and so on. Requirements are outlined in the Checklist in the [Proposed Action Application Form](#).

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