



Advisory Notes

Applications for development on, or use of, Sydney Harbour Federation Trust land and buildings

These advisory notes aim to assist applicants in completing the Proposed Action Application form.

The following information is required for ALL applications:

1. Please ensure the application form is signed by the applicant, lessee and / or their agent where marked with 'X'.
2. The Assessment Fee is based on the cost of works. Refer to the Schedule of Fees for more information (available on SHFT website <http://www.harbourtrust.gov.au>)
3. The Planning Statement is a written document prepared by the applicant. It must provide a detailed description of the proposed action, and:
 - i. Outline how the proposal complies with relevant SHFT plans and policies.
 - ii. Identify the potential impacts and the steps that will be taken to protect the environment and heritage significance of the building or mitigate any impacts.
 - iii. Provide any other relevant information.
 - iv. Be completed by a suitably qualified person such as an architect or town planner.

Refer to Information Sheet No. 5 for more information.

4. Plans / drawings illustrating the proposal are to be provided in A3 and A1 size and must include (where relevant):

Plans are to be professionally prepared by a qualified architect or draftsman.

Building Works

- The location of the proposed new use / building / works (including extensions or additions to existing buildings or works) and its relationship to adjoining areas.
- All proposed penetrations to external walls, floors and ceilings or other proposed changes to building fabric.
- Elevations and sections showing proposed internal and external finishes and heights.
- Proposed finished levels of the land in relation to buildings and roads.
- Building perspectives, where necessary to illustrate the proposed building.
- Proposed vehicular access and parking arrangements, including entry and exit points for vehicles and pedestrians, and provision for movement of vehicles within the site (including dimensions where applicable).
- Diagrams may be required for any proposal that will result in an increase in overshadowing. Diagrams are to illustrate shadows cast at the equinoxes (21 March and 21 September) and midwinter (21 June) at 9 am, 12 noon and 3 pm.
- Proposed landscaping and treatment of the land including plant species and materials selection.
- Proposed methods of draining the building / site.



Internal Plans

- Floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building.
- All proposed penetrations to internal walls, floors and ceilings.

Signage

- Proposed location of any advertising or sign / s.
- Details of the signage structure including dimensions, colours, lettering and materials.
- Details of how sign / s are to be affixed to any structure / building.

Lighting

- Details of external lighting including location
- Details of fittings including voltage.
- Details of the amount and extent of light spill.

The following further information may also be required for some proposals:

5. Heritage Impact Statement

A Heritage Impact Statement, prepared by a suitably qualified person (such as a heritage consultant, architect or town planner) is required for all works to existing buildings or site with known archaeological potential is to be submitted with planning applications. The statement is to address the impact of the works on the heritage significance of the building or location. See Information Sheets 3 and 4 for more information.

Contact SHFT to confirm if a Heritage Impact Statement is required.

6. A Survey Plan is required for all new buildings, including all existing structures, levels (contours and spot levels), windows and structures on adjoining land.
7. A Site Analysis Plan is required for all new buildings to identify key site features and constraints including building orientation, topographical features, existing vegetation, adjoining buildings and roads and footpaths.
8. A Quantity Surveyors Certificate of Cost of Development report is required for works over \$2 million.

The cost of works includes all costs necessary to establish and operate the project, including the design and construction of buildings, structures, associated infrastructure and fixed or mobile plant and equipment, other than the following:

- (a) costs relating to any part of the development or project that is the subject of a separate development consent or project approval,
- (b) land costs (including any costs of marketing and selling land).

Where a Quantity Surveyors certificate is not provided, the applicant is to confirm that the cost of works is accurate.

9. Photomontages, Perspectives and Sample Boards are required for all new buildings and major alterations.



10. Physical Models are required for any new buildings or alterations to existing buildings where the façade is proposed to be significantly altered.
11. A BCA statement / Building Services Report and Fire Safety Measures Schedule are required for all new buildings and major alterations or for varying BCA provisions. Construction and Occupation Certificates prepared by Principal Certifying Authorities are required for major works. Copies of these Certificates are to be provided to SHFT after relevant inspections.
12. A Transport, Traffic and Parking Statement is required for significant works to address construction and operation parking requirements of the proposal. Parking for private vehicles is limited on all SHFT sites.

During construction (at minimum):

- Number and type of construction vehicles;
- How construction contractors are to travel to the site;
- How private vehicle trips are to be minimised; and
- Any potential impacts on normal traffic flow, and how these impacts are to be minimised.

During operation (at minimum):

- The number of staff and visitors are expected to be generated by the proposal;
- How staff and visitors are expected to travel to the site;
- How private vehicle trips are to be minimised; and
- How public transport will be promoted to staff and clients.

13. An Energy and Water Conservation Assessment is required for all new uses / buildings and major alterations.

A BASIX certificate is required for all works (over \$50,000) to residential properties.

Major refurbishments of commercial premises are to obtain an ABGR / Green Star certificate for the works.

All works should promote and demonstrate how energy and potable water use is to be minimised.

14. A Waste Management Report is required for all new uses / buildings, major alterations and demolition. The plan is to provide details of how waste is to be stored and disposed.
15. An Arborist Report is required when trees are proposed to be removed, where works are proposed below canopy spread or where works are within 5 metres of the trunk.
16. A Species Impact Statement is required where works may impact land that is critical habitat or for development that is likely to affect threatened species, populations, ecological communities or their habitats.
17. Details of Demolition / Excavation Works (where relevant) are to include (at minimum):
 - Method of demolition / excavation;
 - Amount of material to be removed from the site; and



- The method of disposal. Contact the NSW Department of Environment, Climate Change and Water for more information about disposal of waste.

18. The Demolition / Construction Management Plan is to include (at minimum):

- Details of traffic associated with the works and how adverse impacts are to be minimised.
- How impacts on vehicular traffic and pedestrians are to be minimised.
- Numbers and types of vehicles associated with the works including heavy vehicle routes.
- Location of any site sheds.
- Location of site fencing, hoardings, scaffolding or shoring.
- Expected duration of works including staging of works.
- Measures to protect flora and fauna including tree protection zones.
- Measures to protect SHFT and Council assets.
- Erosion and sediment control measures.

19. Where SHFT buildings/land potentially contains contaminated material:

A Hazardous Materials Survey may be required to identify if a building contains hazardous materials. Contact SHFT for advice prior to commission as a survey may already have been completed.

An Environmental Site Assessment report may be required to identify if surface or subsurface contamination is present on SHFT land. Contact SHFT prior to commission as an assessment may already have been completed.

Remediation Action Plans are required for all contaminated sites. Contact SHFT for advice prior to commissioning an RAP as a report may already have been completed.

Contact the NSW Department of Environment, Climate Change and Water for more information about disposal or containment of contaminated waste.

20. A Noise Impact Statement is required where external amplified music is proposed e.g. bar, restaurants and cafes.

The report should take into account the acoustics and insulation of the existing building / venue, as well as surrounding tenants, visitors to the site and proposed hours of operation.

21. A Security Management Plan is required for premises that propose to serve alcohol.

It should describe the proposed level of security proposed to ensure the safe operation of the premises for patrons and neighbours, including in particular any security guards, CCTV cameras, approach to the use of illegal substances, cash handling, first aid training of staff, fire safety and access and egress signs, customer complaints and contact with local police.