

Change of use application (including internal fit out and minor external works) Development Application & Modification Lodgement Requirements for Small Business 2024/2025

Refer to this guide when preparing to lodge a Development Application, Modification Application or Review of Determination Application for a small business. The guide a streamlined version of the standard DA lodgement requirement form, to remove those supporting documents which are not generally required for small business development applications. It provides details as to how to lodge your application, mandatory lodgement items and details on other relevant items which may be required depending on the nature of your development proposal for your business and the location of the site.

For assistance with documentation required for your development proposal, please contact Council's Development Advisory Service on 1300 434 434.

Office use only	
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Building Code of Australia (BCA) and Fire Safety Schedule (can be combined into the one report)	5 & 6
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Lodgement item	Lodgement requirements
	<p>All applications must be lodged through the NSW Department of Planning, Housing and Infrastructure's Planning Portal. For steps outlining how to lodge your Development Application, please refer to Council's 'Lodge your Application' web page.</p> <p>To allow Council to process your application in a timely and efficient manner, please ensure documents are lodged in accordance with the following:</p> <ol style="list-style-type: none"> 1. Mandatory documentation is lodged as outlined on page 1. 2. A master set of plans as outlined on page 1 are to be uploaded as one file in the Planning Portal (Document Type 'Architectural Plans'). Note: Landscape and stormwater plans are to be uploaded as separate files in the portal. 3. All Reports/Documents are uploaded separately. 4. Documents are to be titled in the below naming format examples: <ul style="list-style-type: none"> • Owners Consent • Cost Summary Report Form • Plans - Master Set • Plans - Landscape • Plans - Stormwater • Report - Geotechnical • Report - Bushfire • Report - Statement of Environmental Effects • Statement of Modification <p>Disclaimer - Documents on Public Exhibition</p> <p>By lodging a Development Application you acknowledge and agree to the use of all relevant plans and reports lodged with the application for public exhibition purposes and note that they will be made available to the public on Council's Application Search.</p> <p><i>Note: It is not the responsibility of Council to remove signatures or owner's details from documentation lodged, this is the responsibility of the applicant prior to lodgement of the application.</i></p>
Owners Consent	<p>Applicants are required to enter the details of all individual land owners' onto the Planning Portal. The property title document or a current rates notice will provide this information.</p> <p>Where a landowner is one of the following, the relevant supporting documentation must be uploaded into the Planning Portal as Owners Consent:</p> <p>Company/Organisation Applicant must provide an ASIC Current Company Extract document. Where there is more than one company owner, council may request additional supporting documentation. Document must list office holders.</p> <p>Land/New Owners(s) Applicant must provide a copy of the Notice of Sale or Settlement Letter.</p> <p>Strata Title / Owner's Corporation (if the property is a unit under strata title or a lot in a community title) Applicant must provide a letter on strata management letterhead, clearly stating the words "Support for lodgement of Development Application".</p> <p>Joint Wall / Fence When works affect a joint wall, consent of all affected property owners is required (e.g. Semi-detached dwelling). The title document or a current rates notice of each property will provide this information. Note: Council may request additional supporting information depending on the nature of the development proposal.</p>
Statement of Environmental Effects	<p>A Statement of Environmental Effects must be submitted with all applications, and is to;</p> <ul style="list-style-type: none"> • describe the site in detail (current use, aspect, slope, vegetation etc.), • identify previous uses of the site and any approvals which may be relevant, • describe the proposed development in detail, • demonstrate that the environmental impacts of the development have been considered, • respond to all relevant provisions of any applicable environmental planning instruments (SEPPs), development control plans, Council policies and Local Environmental Plans (LEPs), • include a compliance table showing the performance of the development against the relevant numerical standards and controls, • provide justification for any areas of non-compliance with relevant objectives, standards or controls, • discuss any likely impacts and identify any mitigation measures to reduce those impacts, • hours of operation, trading hours and/or delivery times, • staff numbers, • plant and machinery to be installed, including hours of plant operation, • type, size and quantity of goods to be made, stored or transported. <p>If the application seeks to vary a development standard within an Environmental Planning Instrument, a separate document is required (see below).</p>
Cost Summary Report/Quantity Surveyors Report with Estimated Cost of Works	<p>Council's Cost Summary Report Form must be submitted with all applications as follows:</p> <ul style="list-style-type: none"> • Development with an estimated cost up to \$1,000,000 - Cost Summary Report Form completed by a Building Industry Professional, or • Development with an estimated cost of \$1,000,001 or greater - a Quantity Surveyors Report or Cost Summary Report completed by a Quantity Surveyor <p>Cost Summary Report/Quantity Surveyors Report Form</p>

<p>All Plans - General note</p>	<p>All plans are to clearly highlight the proposed works. Buildings or parts of buildings to be demolished are to be indicated using a dotted line or are to be shown on a separate plan.</p> <p>Plans must be to scale (1:100 or 1:200) with the scale clearly identified on each plan. The following information should be included/shown on all plans and documents:</p> <ul style="list-style-type: none"> • Applicant(s) name(s), • property address (block/house/shop/flat number), • lot number, section number and Deposited Plan / Strata Plan number, • measurements in metric, • draftsman/architect name, • plan/document reference details (date, plan/document name and number, plan version/revision etc.). <p>All plans/documents must be consistent with any other plan/document presented as part of your application.</p> <p>For food premises, the plans must show details in accordance with the relevant Australian Standards (including AS 4674).</p> <p>For skin penetration premises, the plans must show details in accordance with the Public Health Act.</p>
<p>Site Plan</p>	<p>A site plan must be submitted with all applications, and is to include (where relevant):</p> <ul style="list-style-type: none"> • boundary locations and all site measurements (length, width and area, both existing and proposed), • dimensioned distances of the new and existing works in relation to site boundaries, • any minimum setbacks/building lines (shown dotted/dashed) as prescribed by the relevant plan or policy, • location of all buildings/structures on adjoining land (including any openings or decks/balconies facing the site), • location of existing and/or proposed car parking, pedestrian and vehicle access (indicating gradients), • location of existing and/or proposed stormwater infrastructure and/or easements (Council and private), both within the site and the adjacent road reserve, • location of all existing and/or proposed utilities, including any associated easements, both within the site and the adjacent road reserve, • location of any existing and/or proposed flue/chimney/exhaust and dimensioned distance from the nearest openings of adjoining buildings, • any heritage and archaeological features, • contours at 1m intervals, • north point (true north).
<p>Floor Plans</p>	<p>A floor plan must be submitted with all applications involving internal works, and is to include (where relevant):</p> <ul style="list-style-type: none"> • boundary locations and all site measurements, • dimensioned distances of the new works in relation to site boundaries, • any minimum setbacks/building lines (shown dotted) as prescribed by the relevant plan or policy, • location and levels of all buildings/structures on adjoining land (including any openings or decks/balconies facing the site), • floor levels and steps in floor levels (RLs)(metres AHD), • proposed room names, areas and dimensions, • locations and size of windows and doors, • wall structure type and thickness, • location of plumbing fixtures, • access arrangements and facilities for persons with a disability, • existing floor plan, room names and use (if relevant), • location of any solid fuel heater.
<p>Elevations and Section Plans</p>	<p>Sections and elevations must be submitted with all applications that involve physical works and are to include (where relevant):</p> <ul style="list-style-type: none"> • proposed levels (RLs) (metres AHD) for all ridge lines, ceilings, floors and ground, • existing ground levels, including street levels (metres AHD), • outline of existing buildings/development on site (shown dotted), • the maximum applicable building height, • the side boundary building envelope (on elevations), • window size and location, • any chimneys, flues, exhausts etc., including levels (RLs)(metres AHD) at their highest point, • location of all buildings/structures on adjoining land, • roof pitch and eave width, • materials and finishes, • room names/uses (sections only). <p>Where driveways or other alterations are proposed to Council's infrastructure, detailed sections of gradients and levels must be provided for assessment purposes. This may necessitate long sections of the driveway to the footpath or to the centre line of the road.</p>
<p>Site Analysis Plan</p>	<p>A context and site analysis plan must accompany all applications, demonstrating that consideration has been given to site constraints and the context of the immediate locality, including (but not limited to):</p> <ul style="list-style-type: none"> • views to and from the site, • solar access and overshadowing, • views and solar access enjoyed by adjacent properties, • adjoining and nearby land uses, • orientation, microclimate and noise sources, • significant vegetation.

Demolition Plan	A demolition plan must be submitted with all applications involving demolition and is to clearly identify all structures to be demolished.
If you are lodging a Modification of Consent the following is required	<p>Your modification application must clearly explain the amendments that you wish to make. If the amendments involve changes to the design, the application must include copies of plans that show these changes plus all relevant supporting documentation that justify the change/s.</p> <ul style="list-style-type: none"> • A Statement of Modification must be submitted with all modification applications that describes in detail all the proposed modifications that form part of the application and discusses any impacts these changes have on the relevant planning controls and on adjoining or nearby properties. • Plans indicating all proposed modifications to the approved development. The modifications must be clearly highlighted and should be in colour. Every plan from the original development consent that needs to be modified by the Modification Application must be provided. • Reports - If the original development application is supported by reports (i.e. Bushfire, Geotechnical, Flood Risk Assessment, Statement of Heritage Impact, etc) the reports must be updated so that they are relevant to the development as modified. Alternatively, a letter may be provided from the original author of the report/s stating that the recommendations of the original report, are still current for the proposed modification.
Waste Management Plan Construction, Demolition and/ or ongoing	<p>A Waste Management Plan and a Waste Management Site Plan must be submitted with all developments involving demolition or construction. The Waste Management Plan must be filled out in accordance with the Northern Beaches Waste Management Guidelines (Chapter 1 Demolition and Chapter 2 Construction) and must detail the reuse, recycling and disposal methods for all demolition and construction waste on site. The applicant may use Council's standard Waste Management Plan template.</p> <p>For application involving demolition and/or building works site plan must show the locations of waste storage, demolition site access, sorting areas, skip bins required and other details for how waste on the site will be managed during the demolition and construction phases.</p> <p>All applications involving a commercial/industrial/business use must address Chapter 5 - Ongoing waste management of Council's waste management guidelines. The applicant may use Council's standard Waste Management Plan template and address ongoing waste management and collection within the statement of environmental effects.</p> <p>Warringah LEP 2011 The relevant waste management controls under the Warringah DCP 2011 can be found at Part C8 and C9 of the DCP.</p> <p>Manly DCP The relevant waste management controls under the Manly DCP can be found Part 3.8 of the DCP.</p> <p>Pittwater DCP The relevant waste management controls under the Pittwater DCP can be found at part C2.9 of the DCP</p> <p><i>Note: Where hazardous or unique waste materials are to be generated special arrangements will be required. Advice should be sought from the Environment Protection Authority or Council on the specific management arrangements for these materials.</i></p>
Advertising Structure / Sign Plan	<p>Advertising/signage details must be submitted for all applications that involve advertising or business or building identification signage.</p> <ul style="list-style-type: none"> • details of the advertising structure / sign, materials to be used and how it will be fixed to the building, • dimensions (including width, height and depth), colours, lettering and overall design, • the proposed location shown on the site plan (show distances to boundaries), • details of any existing signage on the property, including dimensions, and details if removal is proposed, • illuminated signage - provide details of illumination including type (e.g. flood light, internally illuminated), hours of illumination, amount and extent of light spill (light spill diagram may be requested), • SEPP 64 Advertising and Signage criteria and DCP requirement are to be addressed.
Boundary Identification Survey	<p>A Boundary Identification Survey (less than 24 months old) is required to be submitted with all applications, except:</p> <ul style="list-style-type: none"> • Where a change of use is proposed with no external works • Where the application relates to an internal works only • Where the application relates to replacement of signage mounted to an existing structure <p>The Boundary Identification Survey must include the following:</p> <ul style="list-style-type: none"> • The survey must be prepared and signed by a registered surveyor and show their name and Registration Number. • Any offsets should be annotated clearly, showing the position of fences and walls in relation to boundaries. • Boundaries are not to be taken from title dimensions. Survey notes are to stipulate that 'Boundary identification (or definition) has been undertaken' • true north point, or relationship to true north • Scale, generally 1:100 or 1:200 • Position of all existing structures, with floor level & ridge height of main building • Position of existing structures on adjoining land within 3 metres of the boundary, including description, street number, floor level, ridge height, and window levels & locations in the walls closest to the side boundaries • Levels - spot levels & existing contours related to Australian Height Datum (AHO) with bench mark details & origin of levels shown • Trees- exact position, trunk diameter (if greater than 200mm), height, spread, & species (if known) both on the subject site, and on adjoining land within 3 metres of the site boundaries • All visible services within the site & council footway area, including stormwater pits & invert levels, hydrants, sewer manholes, Telstra pits etc. • Concrete paths, vehicle crossings, kerb position with top of kerb levels, and kerb outlets • Location & type of all existing easements and rights of way including party walls and common walls • Current documentary evidence (Section 88B instrument or dealings) relating to any easements or rights of carriageway which are to be relied upon

Access Report	<p>Access Reports, prepared by accredited access professionals, must be submitted to demonstrate compliance with relevant access standards for applications involving Class 2-9 buildings, and are to address access provisions of the BCA, Disability (Access to Premises - Buildings) Standards 2010 and relevant Australian Standards. Access reports are to (where appropriate):</p> <ul style="list-style-type: none"> • demonstrate equitable access to the main entrance of the building and within all areas of the building required to be accessible to the occupants of the building and the general public, • demonstrate parking spaces, and access thereto, consistent with the relevant provisions of AS2890.6 or AS4299 (as applicable), • demonstrate adaptable housing units (including plans in pre and post adaptable stage) in accordance with AS4299
Acoustic Report	<p>Acoustic Reports must be submitted for:</p> <ul style="list-style-type: none"> • licenced premises, • childcare centres, • non-residential mechanical ventilation, • industrial uses bordering residential zones, • indoor recreational facilities (e.g. gyms). <p>Acoustic Reports may be required for other uses at Council's discretion where noise generated from the proposal has potential to impact on sensitive land uses e.g. residential. Please contact Council if unsure.</p> <p>Acoustic reports must be prepared by a suitably qualified professional.</p>
Bushfire Report	<p>A Bushfire Hazard Assessment Report must be submitted with all applications on bushfire prone land.</p> <p>The Bushfire Hazard Assessment Report must:</p> <ul style="list-style-type: none"> • be prepared by a consultant qualified in bushfire risk assessment, as recognised by the NSW Rural Fire Service, • demonstrate that the development conforms to the relevant specifications and requirements of Planning for Bush Fire Protection 2006, • nominate the BAL rating for the development, • identify whether the proposal relies upon an alternate solution, • identify whether the application should be referred to the NSW RFS.
Building Code Of Australia (BCA) Report	<p>A BCA Report authored by a suitably qualified Certifier must be submitted for all new commercial/industrial/mixed use developments (all Class 2 – 9 buildings), demonstrating the building is capable of compliance with all relevant sections of the Building Code of Australia.</p> <p>For Existing Buildings, and as required under Clauses 93, 94 & 94A of the Environment Planning and Assessment Regulation 2000, a report authored by a suitably qualified Certifier, is to be provided with the application that reviews both the existing buildings' compliance regarding Structural and Fire Safety capability, and also that required for the proposed development. Where not up to current standard/s, the report is to detail what measures are proposed to enable the building to be brought into compliance with the BCA or a level of compliance suitable for the proposed use.</p> <p>Report required for applications involving alterations and additions to, or the change of use of Class 2-9 buildings. Report demonstrating compliance with relevant sections of the BCA (e.g. clauses 93, 94 & 94A regarding Fire Upgrades of Development) or if not up to standard, then how it may be brought into compliance. The report is to be authored by an accredited certifier.</p>
Contaminated Land Report	<p>Contamination is a concentration of any substance that may present a risk to human health or the environment.</p> <p>If yes to any of the following, a Phase 1 report prepared by a suitably qualified professional must be submitted.</p> <ul style="list-style-type: none"> • Has the site ever been used for any activity which may have resulted in the contamination of the site, or land near the site? Yes/No • Has the site or land near to a site been used for any of the activities listed below at any time? Yes/No • Has the site or land near the site has ever been remediated or investigated for contamination? Yes/No • Are you aware of any contamination of the site, or land near the site, no matter when and no matter who caused that contamination? Yes/No <p>Subject to the findings of the Phase 1 report, a Phase 2 Report may be required. The Phase 2 Report may require a Remediation Plan prepared in accordance SEPP 55 Contamination of Land and S145C of EP&A Act.</p>
	<p>Existing or previous activities on the site:</p> <ul style="list-style-type: none"> • Acid/alkali plant and formulation • Agricultural/horticultural activities • Airports Asbestos production and disposal • Boatyards • Chemical manufacture and formulation • Council works depot • Defence works • Drum re-conditioning works • Dry cleaning establishments, • Electrical manufacturing (transformers) • Electroplating and heat treatment premises • Engine works • Explosives industry • Funeral Parlours • Gas works Iron and steel works • Landfill sites • Metal treatment • Mining and extractive industries • Oil production and storage • Paint formulation and manufacture, • Panel heating • Pesticide manufacture and formulation • Power stations • Railway yards • Scrap yards • Service stations • Sheep and cattle dips • Smelting and refining • Spray painting substations (electrical) • Tanning and associated trades • Waste storage and treatment • Water board plant or depot • Wood preservation

	All reports on contaminated land must be consistent with the Contaminated Land Guidelines.
Energy Performance Report	<p>Manly LEP 2013 – Commercial and Industrial buildings. An Energy Performance Report is to be submitted for commercial and industrial type buildings with a ground floor area of greater than 500sqm.</p> <p>The Energy Performance Report is to demonstrate that the buildings or tenancies meet assessed energy target. The Energy Performance Report must clearly illustrate compliance with the planning provisions for Energy Efficiency/ conservation contained at paragraph 3.5 of the Manly DCP 2013. This Energy Performance Report must be prepared by an Energy Auditor qualified in energy efficient building design and listed on the Commonwealth Government’s Register of Greenhouse and Energy Auditors. See www.cleanenergyregulator.gov.au. Energy Performance Reports from other professionals may be accepted if their qualifications and experience in assessing the energy efficiency of a DA is appropriately demonstrated to Councils’ satisfaction.</p>
Fire Safety Measures Schedule	<p>A Fire Safety Measures Schedule/Report must be submitted for applications involving alterations and additions to, or the change of use of, BCA Class 2 - 9 buildings. The Fire Safety Measures Schedule/Report shall list all existing fire safety provisions that apply to the current development, those that are to apply to the resultant / proposed development, and any upgrade works required, as prescribed by clauses 93 and 94 of the EP&A Regulations.</p> <p>A Fire Safety Measures Schedule is required for applications involving any development related to Class 2-9 buildings. The Fire Safety Measures Schedule shall list all existing fire safety provisions that apply to the current development, those that are to apply to the resultant development, and any upgrade works required, as prescribed by clauses 93 and 94 of the EP&A Regulations.</p> <p>This report may be incorporated into the BCA report.</p>
Flood Risk Assessment Report	<p>A Flood Management Report, prepared in accordance with Council’s guidelines, by a suitably qualified engineer or consultant, must be submitted for all development on land classified as medium or high flood risk precincts and all vulnerable development in low flood risk precincts.</p> <p>To find out if your site is flood affected see Council’s Flood Hazard Maps</p> <p>The list of vulnerable development can be found in the Flood Prone Land section of the DCP Vulnerable development is also listed in clause 7.4 of the Pittwater Local Environmental Plan.</p>
Onsite Wastewater Management System/Septic (For Unsewered Lands Only)	<p>A Wastewater Management Report prepared by a suitably qualified professional is required for proposed installation or alteration of an Onsite Wastewater Management System, or when the load on an existing wastewater management system is to be altered, and is to include but not limited to:</p> <ul style="list-style-type: none"> • Details of the proposed wastewater treatment and effluent disposal system, including location of the effluent management area. The Report must not offer options. • Accreditation of the wastewater system by NSW Health. • Appropriateness of the proposed system considering frequency of use, available power, slope, soils, wastewater load and other relevant site constraints. • Consideration of the physical practicality of a gravity-fed system and whether a pump well is required. • Demonstration of compliance with: <ul style="list-style-type: none"> » Clauses of the relevant Local Environmental Plan; » ‘Environment & Health Protection Guidelines: On-site Sewage Management for Single Households’ (‘Silver Book’, Department of Local Government, 1998); and » Relevant policies and standards, including ‘AS/NZS 1547:2012 On-site Domestic Wastewater Management’ and the Sydney Catchment Authority’s ‘Developments in Sydney’s Drinking Water Catchment – Water Quality Information Requirements’. • Soil profiles of the proposed effluent management area(s) to a depth of least one metre (where possible), consistent with AS/NZS 1547:2012, including: <ul style="list-style-type: none"> » Soil texture and structure with depth using standard soil descriptions; » Dispersibility and other relevant chemical or physical characteristics that may impact on sustainable effluent disposal; » Electrical conductivity/salinity; » Sodicity; » Monthly rainfall and evaporation data, and implications for the nature and size of the effluent management area (where relevant, the impact of severe and prolonged frost is to be considered); and » Where effluent irrigation is proposed, weighted phosphorus sorption values. • An action plan in the event of a breakdown in, or other interference with, operation of the wastewater system. • If proposing above ground irrigation in an environmentally sensitive area, a report from a suitably qualified arborist demonstrating a neutral or beneficial effect on vegetation. <p>The Report is to be supplemented by a site plan (scale 1:200), demonstrating:</p> <ul style="list-style-type: none"> » All existing and proposed structures, including stormwater and wastewater management structures, and effluent management areas; » Slope and general landform, including rock outcrops and geology; » Vegetation and shading/exposure; » Rivers, watercourses, drainage depressions and dams, roadside and other open drains; » Any poor drainage, wet seepage areas, springs, and areas of run on; » Exposed soil/erosion potential/fill; » River flats, floodplains and/or flood planning level; » Any groundwater bores located within 100 m of the effluent management area and their use; and » Buffer distances.

Social Impact Statement	<p>MLEP 2013</p> <p>Clause 6.21 of the Manly LEP 2013 requires that development applications for licenced premises must consider the impact of noise nuisance likely to be generated by the development on residential accommodation in the vicinity of the proposed development.</p> <p>All DAs for Late Night Venues (see Dictionary in the Manly DCP 2013) and any licensed premises must be accompanied by a social impact assessment demonstrating that the development will ensure the safety and security of the Manly Town Centre and its environs, and the impact of noise nuisance to residential accommodation in the vicinity of the proposed development.</p> <p>Council may also request an assessment of social impact to accompany other DAs where there are likely social impacts as a consequence of the development including any licenced premises. Figure 2 (of the Manly DCP 2013) provides a range of physical and regulatory issues for preparing a social impact statement for licensed premises.</p>
Statement of Heritage Impact	<p>A Statement of Heritage Impact, prepared in accordance with Heritage Council Guidelines, must be submitted for any development application on land:</p> <ul style="list-style-type: none"> • on which a heritage item is located, • that is within a heritage conservation area. <p>A Statement of Heritage Impact, prepared in accordance with Heritage Council Guidelines, may be required for any development application on land:</p> <ul style="list-style-type: none"> • that is in the vicinity of a heritage item or conservation area <p>The Statement of Heritage Impact, prepared in accordance with the Heritage Council Guidelines, must include:</p> <ul style="list-style-type: none"> • an assessment of the heritage significance of the item, • a discussion of the impacts of the proposed works on the significance of the item, and • details of the mitigation measures. <p>In particular, a Statement of Heritage Impact is to demonstrate that all possible means of mitigating any negative impact on the item have been addressed and that the proposed works will not significantly alter the heritage significance of an item or the character of the locality;</p> <ul style="list-style-type: none"> • Council may require further documentation that provides guidelines for the on-going management and conservation of heritage items and conservation areas.
Traffic And Parking Report	<p>A Traffic and Parking Report, prepared by a suitably qualified traffic consultant, is required for all applications that generate significant additional traffic and/or parking requirements, or seek to reduce existing parking provisions, excluding applications associated with individual dwellings.</p> <p>The report must address all traffic and parking related issues including potential conflicts with vehicles, pedestrians and cyclists (all road users) and must demonstrate compliance with relevant RMS Guidelines and Australian Standards.</p>