

This SEE template should be used for minor works only such as sheds, residential dwellings, minor alterations and additions and other small scale development with minimal impact.

**Red** = commentary / guidance  
**Blue** = example text  
**Green** = text that requires checking and may not be applicable

## 1. Introduction

Give a brief introduction of the proposed development.

Describe the location and context of the development site.

- Lot XX DP XXX

## 2. Proposal

Detailed description of the development including all other approvals requested.

The proposed works include:

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Refer to architectural plans included with this DA for full details of the proposal if applicable.

If any other Council approvals are required please submit relevant documentation as part of the Development Application i.e. Section 138 Permit, Construction Certificate, Section 68 Waste Approval.

## 3. Planning Assessment

Assess the proposed development against all relevant state and local government development controls.

- a. State Environmental Planning Policies (if any applicable)
- b. Goulburn Mulwaree Local Environmental Plan (LEP) 2009

The proposed development must address the relevant clauses outlined in the LEP. An example is provided below.

The proposal is located on land that is zoned XX.

- 1 Objectives of zone
- 2 Permitted without consent
- 3 Permitted with consent
- 4 Prohibited

The proposal is permissible with consent as it is defined as XXX.

- c. Goulburn Mulwaree Development Control Plan (DCP) 2009

Applicants should read the DCP and assess the proposed development against any relevant provisions outlined within the document.

An example of a DCP assessment can be found in Appendix A.

#### 4. Assessment of Planning Issues

The following is an assessment of the environmental effects of the proposed development as described in the preceding sections of this report. The assessment considers only those matters under Section 79C (1) of the EP&A Act 1979 that are relevant to the proposal.

##### Examples

- Heritage
- Sediment & Erosion control
- Stormwater
- Privacy
- Character/streetscape
- Access
- Parking
- Bushfire hazard

##### a. Compliance with Planning Instruments and Controls

Demonstrate how the proposed development is compliant with the planning controls applicable to the site. If there are any non-compliances or variations these need to be justified.

##### b. Built Impact

Describe the impact of the proposed development on the surrounding built form. A site visit is recommended to better understand the context of the site.

##### c. The Public Interest

Discuss how the proposal is in the public interest and how the proposal will be an improvement in terms of social, environmental and economic impact.

#### 5. Conclusion

Summarize the proposed development and reference any variations if applicable. There should be no additional information submitted, rather conclusive statements in regards to the assessment of the proposed development.

Regards, <applicant/consultant>

#### Appendix A – Goulburn Mulwaree DCP 2009 Compliance Table

This plan shall be used together with the LEP.

The LEP provides the legal framework by which Council's development decisions are made. It sets out Council's vision and seeks to implement this by way of objectives, policies, zoning tables, and zoning and heritage conservation maps.

This plan supplements the LEP by providing detailed reasoning, guidelines, controls and general information relating to the decision making process. Together these documents form the land use planning and development controls for the Goulburn Mulwaree local government area.

Control	Requirement	Comment	Compliance
<b>General Development Controls</b>			
e.g. 3.4.1 Parking layout, servicing and manoeuvring	Off-street parking shall be calculated in accordance with Table 3-2 or you may take the option of undertaking a traffic impact and parking study.	<p>The site has been provided with suitable parking circulation for the largest size vehicle that will access the site. The location of car parking is considered to be conducive to the streetscape and provides for interest in the site.</p> <p>The site is classified as an office building. As such a best fit equivalent has been used as classifying the development as an office building.</p> <p>1 space per 40m<sup>2</sup> of GFA</p> <p>Office – 331m<sup>2</sup>  <math>331/40 = 8.28</math></p> <p>Therefore 9 car parking spaces required.</p>	Y
<b>Principal Development Controls - Urban</b>			
<b>Principal Development Controls - Rural</b>			

## **Appendix B – Section 138 Permit**

## **Appendix C – Section 68 Approval**