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Minutes of the Development Control Unit Meeting of the Great Lakes Council held at the Council Chambers, Breese Parade, Forster on 8 October 2015 commencing at 2pm.

PRESENT
Mayor - Cr Jan McWilliams (Chairperson), Director Planning & Environmental Services - Lisa Schiff, Director Engineering Services - Ron Hartley, Manager Development Assessments - Wayne Burgess, Manager Building Assessments - Gary Mead.

IN ATTENDANCE
Admin Officer - Yvette Ellis (Minute Taker).

OBSERVER
Nil.

APOLOGIES
Nil.

ADOPTION OF MINUTES OF MEETING

41 RESOLUTION
That the Minutes of the Development Control Unit Meeting of 1 October 2015, copies of which were distributed among the Committee members, be taken as read and confirmed as a true record of proceedings.

DECLARATIONS OF PECUNIARY & NON-PECUNIARY CONFLICTS OF INTEREST
Nil.

CONSIDERATION OF OFFICERS’ REPORTS:

DIRECTOR PLANNING AND ENVIRONMENTAL SERVICES
1 PES - DA 467/2015 - Demolish Existing Dwelling & Rebuild New Dwelling
   Index:      DA 467/2015 & PK 7428
   Author:     Senior Building Surveyor - Chad Vowles
   DCU Meeting: 8 October 2015

RECOMMENDATION:
That Development Application No. 467/2015 for a new dwelling at Lot B DP 33318, 11 West Street, Forster is approved subject to conditions of consent.
1. Development in accordance with approved plans

The development must be implemented in accordance with the plans and supporting documents set out in the following table except where modified by any conditions of this consent.

<table>
<thead>
<tr>
<th>Plan type/Supporting Document</th>
<th>Plan No. &amp; version</th>
<th>Prepared by</th>
<th>Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground floor plan and eastern elevation</td>
<td>Drawing No. 1214-4 sheet 2 of 6</td>
<td>Riordans’ Design Service</td>
<td>10/12/2014</td>
</tr>
<tr>
<td>First floor plan and site plan</td>
<td>Drawing No. 1214-4 sheet 3 of 6</td>
<td>Riordans’ Design Service</td>
<td>Not supplied</td>
</tr>
<tr>
<td>North, south and west elevations</td>
<td>Drawing No. 1214-4 sheet 4 of 6</td>
<td>Riordans’ Design Service</td>
<td>Not supplied</td>
</tr>
<tr>
<td>Section and rain garden section</td>
<td>Drawing No. 1214-4 sheet 5 of 6</td>
<td>Riordans’ Design Service</td>
<td>Not supplied</td>
</tr>
</tbody>
</table>

The approved plans and supporting documents endorsed with the Council stamp and authorised signature must be kept on site at all times while work is being undertaken.

Reason: Information and to ensure compliance.

2. Compliance with Building Code of Australia

All building work must be carried out in accordance with the requirements of the Building Code of Australia as in force on the date the application for the relevant construction certificate or complying development certificate was made.

Reason: Prescribed condition under the Environmental Planning & Assessment Regulation 2000.

3. Notification of Home Building Act 1989 requirements

Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:

a) in the case of work for which a principal contractor is required to be appointed:
   i) the name and licence number of the principal contractor, and
   ii) the name of the insurer by which the work is insured under Part 6 of that Act,

b) in the case of work to be done by an owner-builder:
   i) the name of the owner-builder, and
   ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

Reason: Prescribed condition under the Environmental Planning & Assessment Regulation 2000.

4. Adjustment to utility services

All adjustments to existing utility services made necessary by the development are to be undertaken at no cost to Council.

Reason: To ensure utility services are remain in service.
PRIOR TO THE COMMENCEMENT OF ANY DEMOLITION WORK

The following conditions must be satisfied prior to the demolition of any building:

5. Standards for demolition work

   All demolition works must be undertaken in accordance with the provisions of Australian Standard AS 2601: The demolition of structures. Prior to demolition, all services must be disconnected and capped off.

   **Reason:** To protect public health and safety.

6. Erosion and sediment control plan

   Prior to the commencement of demolition work, an erosion and sediment control plan prepared by a suitably qualified person in accordance with “The Blue Book – Managing Urban Stormwater (MUS): Soils and Construction” (LandCom) must be submitted to and approved by the certifying authority. Control over discharge of stormwater and containment of run-off and pollutants leaving the site/premises must be undertaken through the installation of erosion control devices including catch drains, energy dissipaters, level spreaders and sediment control devices such as hay bale barriers, filter fences, filter dams, and sedimentation basins.

   **Reason:** To protect the environment from the effects of erosion and sedimentation.

7. Waste management plan

   Prior to the commencement of any demolition work, a waste management plan prepared in accordance with the requirements of Council’s Waste Management Policy must be submitted to and approved by the certifying authority.

   **Reason:** To ensure adequate and appropriate management of waste and recycling.

PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

The following conditions must be complied with prior to the issue of any Construction Certificate:

8. Structural details

   Prior to the issue of a construction certificate, structural drawings prepared by a suitably qualified and experienced structural engineer must be submitted to and approved by the certifying authority. The plans must include details for:

   a) All reinforced concrete floor slabs and/or beams or raft slab (having due regard to the possible differential settlement of the cut and fill areas).
   b) Footings of the proposed structure.
   c) Structural steel beams/columns.

   **Reason:** To ensure structural stability and safety.

9. Erosion and sediment control plan

   Prior to the issue of a construction certificate, an erosion and sediment control plan prepared by a suitably qualified person in accordance with “The Blue Book – Managing Urban Stormwater (MUS): Soils and Construction” (LandCom) must be submitted to and approved by the certifying authority. Control over discharge of stormwater and containment of run-off and pollutants leaving the site/premises must be undertaken through the installation of erosion control devices including catch drains, energy dissipaters, level spreaders and sediment control devices such as hay bale barriers, filter fences, filter dams, and sedimentation basins.

   **Reason:** To protect the environment from the effects of erosion and sedimentation.
10. Driveway levels application

Prior to the issue of a construction certificate, a Driveway Levels Application must be submitted to Council for approval. A Driveway Levels Application Form must be completed and submitted to Council together with the application fee and all required plans and specifications.

Driveways must be constructed by a qualified/licensed contractor at no cost to Council in accordance with the driveway levels and construction standards issued by Council.

**Reason:** To ensure works within Council’s road reserve are constructed to a suitable standard for public safety.

11. External roofing and wall material and colour

Prior to the issue of a construction certificate, details of the external material and colour of the roof and walls must be submitted to and approved by the certifying authority. Metal roof and wall sheeting must painted or be of a coloured metal that minimises reflection and is sympathetic and compatible with the building and surrounding environment. Zincalume finish or off-white colours are not permitted.

**Reason:** To ensure that excessive glare or reflectivity nuisance does not occur as a result of the development.

12. Bond required to guarantee against damage to public land

Prior to the issue of a construction certificate, a Damage Bond Application form together with payment of a bond in the amount of $2000 and an administration fee of $310.50 must be submitted to Council. The bond is payable for the purpose of funding repairs to any damage that may result to Council assets from activities/works associated with the construction of the development and to ensure compliance with Council standards and specifications.

A final inspection will be carried out by the responsible Council officer and the bond (minus any fees required for additional inspections) will be considered for refund:

a) once all works, including landscaping, driveway construction, turfing etc, have been completed, and

b) following issue of an occupation certificate by the certifying authority.

The damage bond is reviewed periodically and therefore the fee and bond amount payable will be determined from Council’s current fees and charges document at the time of lodgement of the damage bond.

**Reason:** Protection of public assets.

PRIOR TO THE COMMENCEMENT OF ANY WORK ASSOCIATED WITH THIS CONSENT

The following conditions must be satisfied prior to the commencement of any building construction or subdivision work:

13. Construction certificate required

Prior to the commencement of any building or subdivision construction work (including excavation), a construction certificate must be issued by a certifying authority.

Enquiries regarding the issue of a construction certificate can be made to Council’s Customer Service Centre on 6591 7222.

**Reason:** Statutory requirement under the *Environmental Planning and Assessment Act 1979.*
14. **Notification of commencement and appointment of principal certifying authority**

Prior to the commencement of any building or subdivision construction work (including excavation), the person having the benefit of the development consent must appoint a principal certifying authority and give at least two (2) days’ notice to Council, in writing, of the persons intention to commence construction work.

**Reason:** Statutory requirement under the *Environmental Planning and Assessment Act 1979*.

15. **Site access**

Public access to the site and building works, materials and equipment on the site is to be restricted, when building work is not in progress or the site is unoccupied. The public safety provisions must be in place prior to the commencement of any demolition, excavation or building works and be maintained throughout construction.

**Reason:** To ensure public health and safety during the construction of the development.

16. **Installation of erosion & sediment control measures**

Prior to the commencement of work, erosion and sediment controls must be in place in accordance with Great Lakes Council Erosion and Sediment Control Policy and “*The Blue Book – Managing Urban Stormwater (MUS); Soils and Construction*” (LandCom). In particular, the following erosion and sediment control measures must be installed:

a) Silt fence or sediment barrier.
b) Temporary driveway from the edge of road to the building site.
c) Temporary downpipes immediately upon installation of the roof covering.

Note: Council may impose on-the-spot fines for non-compliance with this condition.

**Reason:** To protect the environment from the effects of erosion and sedimentation.

17. **Pollution prevention sign**

Council’s "PREVENT POLLUTION" sign must be erected and maintained in a prominent position at the frontage of the property so that it is clearly visible to the public for the duration of construction work.

Council’s "PREVENT POLLUTION" sign can be purchased at Council’s Customer Enquiry Counter at the Forster, Tea Gardens and Stroud administration buildings.

**Reason:** To increase industry and community awareness of developer's obligations to prevent pollution and to assist in ensuring compliance with the statutory provisions of the Protection of the Environment Operations Act 1997.

18. **Toilet facilities - sewered areas**

Prior to the commencement of work, toilet facilities must be provided at or in the vicinity of the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be a standard flushing toilet connected to a public sewer.

**Reason:** To maintain public health.

19. **Site construction sign**

Prior to the commencement of work, a sign or signs must be erected in a prominent position at the frontage to the site.

a) showing the name, address and telephone number of the principal certifying authority for the work, and
b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and

c) stating that unauthorised entry to the work site is prohibited.
The sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

**Reason:** Prescribed condition under the *Environmental Planning and Assessment Regulation 2000.*

### CONDITIONS TO BE SATISFIED DURING DEVELOPMENT WORK

The following conditions must be complied with during any development work:

20. **Construction times**

   Construction and/or demolition works, including deliveries on or to the site must not unreasonably interfere with the amenity of the neighbourhood and must occur only in accordance with the following:

   Monday to Friday, from 7 am to 6 pm.

   Saturday, from 8 am to 1 pm.

   No construction and/or demolition work, including deliveries are to take place on Sundays or Public Holidays.

**Reason:** To maintain amenity during construction of the development.

21. **Builders rubbish to be contained on site**

   All builders rubbish is to be contained on the site in a suitable waste bin/enclosure. Building materials must be delivered directly onto the property. Footpaths, road reserves and public reserves must be maintained clear of rubbish, building materials and other items at all times.

**Reason:** To ensure that materials and waste do not adversely affect traffic or pedestrian safety and amenity.

22. **Maintenance of sediment and erosion control measures**

   Sediment and erosion control measures must be maintained at all times until the site has been stabilised by permanent vegetation cover or hard surface.

**Reason:** To protect the environment from the effects of erosion and sedimentation.

23. **Removal of asbestos**

   All asbestos wastes associated with demolition/renovation works must be disposed of in accordance with the requirements of the WorkCover Authority and the following requirements:

   a) If asbestos is present in an amount greater than 10m$^2$, then the demolition and removal must be undertaken by a WorkCover licensed demolition contractor who holds the appropriate WorkCover licence (e.g. Asbestos Demolition Licence) for the material to be demolished.

   b) All asbestos must be removed from the site and be disposed of at an approved licensed waste facility. All asbestos waste must be delivered to an approved licensed waste facility in heavy duty sealed polyethylene bags.

   c) The bags are to be marked “Caution Asbestos” with 40mm high lettering. Twenty four (24) hours’ notice must be given to the waste facility prior to disposal.

   d) Receipts of the disposal of all asbestos to a licensed waste facility must be provided to Council prior to the issue of an occupation certificate.

**Reason:** To protect public health and safety and to ensure the correct disposal of asbestos waste.
24. Survey of building location

A survey certificate prepared by a registered surveyor must be submitted to the certifying authority at the following stages of the development:

a) Prior to the construction of footings or first completed floor slab showing the area of land, building under construction and boundary setbacks.

b) At completion, indicating the relation of the building and any projections to the boundaries and that the building has been erected to the levels approved in the development consent.

**Reason:** To ensure compliance with the approved plans.

25. External materials, finishes, and colours

All external materials, finishes and colours must be provided in accordance with the approved schedule of external materials, finishes and colours.

**Reason:** To ensure the visual amenity of the streetscape.

PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE

The following conditions must be satisfied prior to any occupation or use of the building:

26. Works to be completed

The building/structure or part thereof must not be occupied or used until an interim occupation/final occupation certificate has been issued in respect of the building or part.

**Reason:** To ensure compliance with the development consent and statutory requirements.

27. Sealed driveway in accordance with approved Driveways Level Application

Prior to the issue of a final occupation certificate, a driveway must be constructed from the edge of the road formation to the property boundary in accordance with the approved Driveway Levels Application. A certificate of compliance must be obtained from Council certifying that the driveway has been constructed to comply with the approved driveway application.

**Reason:** To ensure suitable vehicular access to the development.

28. Stormwater treatment system

Prior to issue of any occupation certificate, the infiltrating raingarden must be constructed in accordance with the approved plans Site Plan (Sheet No: 3 of 6) and Raingarden Cross Section (Sheet No: 5 of 6), it must meet the following criteria:

a) The infiltrating raingarden must have a minimum filter surface area of 4m², and positioned to be conducive with the contours. The infiltrating raingarden is to receive overflow from the 4KL rainwater tank collecting 43% of the roof area. The remaining 57% of roof area not draining to the rainwater tank is to be connected directly to the infiltrating raingarden. The driveway area is to be collected and directed to the raingarden as per the designs submitted.

b) The infiltrating raingarden is to be constructed without the underdrains to allow infiltration into the sandy soil. After the base layer is prepared the layers of sand and filter media can be added on top as specified in the Water Sensitive Design Chapter of Great Lakes Council's DCP. The layers are to consist of: 100mm of course washed sand with particle size of 1mm, 400mm of sandy loam filter media and 100mm of depth for water detention finished 50mm above the maximum water level water collection.

c) Sides of the infiltrating raingarden must be lined with a HDPE impermeable liner or equivalent extending 200mm below the filter media to avoid exfiltration of water into surrounding sands.

e) High flow from the overflow pit is to be directed into the kerb and gutter with a 1-2% fall with a sewer grade pipe with a rigid kerb adaptor.

f) Rock protection beneath the rain water tank overflow pipe and down pipes to prevent erosion.


h) The infiltrating raingarden must be protected by sediment and erosion control measures during construction and be connected after all hardstand areas have been paved or sealed and cleaned.

i) A grated drain captures runoff from the driveway area and water is directed to the raingarden. The driveway is to have a 1-2% cross fall towards the grated drain.

**Reason:** To ensure water quality requirements as contained in the Water Sensitive Design section of the Great Lakes Development Control Plan are met.

29. Compliance of infiltrating raingarden to plans

Prior to the issue of any occupation certificate, written certification by the builder or plumber shall be provided to the certifying authority that the raingarden has been installed in accordance with the approved stormwater drainage plans and conditions.

**Reason:** To ensure compliance with Council’s water quality objectives and comply with the Water Sensitive Design section of the Great Lakes Development Control Plan and ensure that the raingarden systems are constructed in accordance with approved plans and standards and conditions of consent.

30. Infiltrating Raingarden Maintenance

Prior to issue of any occupation certificate a permanent notice identifying the location of the raingarden is to be displayed in the metre box or other visible locations on the property.

The raingarden shall be maintained by the owner in perpetuity including free draining filter media and approved plant species and densities (including the removal of weeds) and protection from erosion and scour within the raingarden.

**Reason:** To ensure that ongoing compliance with the Water Sensitive Design section of the Great Lakes Development Control Plan

31. Internal driveway in accordance with the approved plans

Prior to the issue of a final occupation certificate, a driveway must be constructed from the property boundary to the proposed car spaces in accordance with the approved plans.

**Reason:** To ensure suitable vehicular access is provided to the development.

32. Bio-retention system

Prior to the issue of a final occupation certificate, the bio-retention stormwater drainage system must be installed in accordance with the approved stormwater drainage plans

**Reason:** To ensure adequate provision is made for stormwater drainage and ensure the quality of the stormwater from the site meets Council’s standards.
33. MidCoast Water approval

Prior to the issue of a final occupation certificate, a certificate of compliance from MidCoast Water, stating that satisfactory arrangements have been made and all payments finalised for the provision of water supply and sewerage to the development, must be submitted to the principle certifying authority.

**Reason:** To ensure suitable water and sewage disposal is provided to the development.

34. BASIX Compliance

Prior to the issue of a final occupation certificate, all of the required commitments listed in the BASIX certificate must be fulfilled.

**Reason:** Prescribed condition under the *Environmental Planning and Assessment Regulation 2000.*

35. Survey certificate of complete building

Prior to the issue of a final occupation certificate, survey certificates from a registered surveyor must be submitted to the principal certifying authority upon completion of the building.

**Reason:** To determine the height of buildings under construction and ensure compliance with the approved plans.

**ONGOING USE**

The following conditions must be satisfied during the ongoing use of the development:

36. Premises not to be converted to dual occupancy

The premises must not be converted for dual occupancy purposes without the prior consent of Council.

**Reason:** To protect the amenity of adjoining premises.

**42 RESOLUTION**

That the above recommendation be adopted.

________________________________________________________________________

**MEETING CLOSURE**

The meeting closed at 2.05pm.

________________________________________________________________________

**CHAIRPERSON**