



About this Guide

This guide only applies to Development Applications (DAs).

This Guide explains how to prepare a Statement of Environmental Effects (SEE) to submit as part of a DA.

Please use the guide to ensure that you have provided all the required information in your SEE. If you need more information or advice, please telephone Council's Planning, Development and Compliance Department on (08) 8080 3300.

What is a SEE?

A SEE is a short written report that describes a proposed development and outlines the likely impacts of the proposal, and describes how these impacts will be minimised as part of the proposal. The SEE includes written information about your proposal that cannot be readily or easily shown on your plans and drawings.

When is a SEE Required?

A SEE is required for all Local Development requiring the lodgement of a DA with Council.

What is included in an SEE?

Your SEE should address all the issues that are applicable to your proposal.

Included over page is a list of headings that can be used in your SEE. Please feel free to use these as a general guide.

Further Assistance

Please contact Council's Customer Relations Team on phone 08 8080 3300 (08:30am to 5pm), or visit in person at 240 Blende Street, Broken Hill NSW 2880.

Council officers cannot prepare a SEE for you, but can provide general advice on what matters may need particular attention in your application.

If you need more detailed advice, it may be appropriate to book a pre-lodgement meeting.



Step 1

DESCRIBE THE LAND

Please provide Land Title details (Lot and DP) as well as the address of the land, the subject of your DA.



Step 2

DESCRIBE THE PROPOSAL

Please describe your proposal as per the land-use definitions in the Broken Hill Local Environmental Plan 2013. Where your proposal involves more than one form of development, such as demolition of a dwelling and the erection of a new dwelling, please include this in your description.

For commercial and industrial proposals, quarries and mines, entertainment facilities, late night trading premises, hotels, motels, boarding houses, bed and breakfast and backpacker accommodation, please describe how the proposal will operate. You may wish to discuss:

- *Type of business.*
- *Number of staff.*
- *Expected number of customers.*
- *Hours and days of operation.*
- *Number of patrons and building safety (for entertainment venues).*
- *Plant, machinery, production processes.*
- *Type and quantity of goods handled such as raw materials, finished products, and waste products.*
- *Arrangements for transport, loading and unloading of goods (give details of frequency of truck movements and size of vehicles).*
- *Hazardous materials and processes.*
- *Noise / Dust control measures.*
- *Complaints management.*
- *Servicing arrangements.*

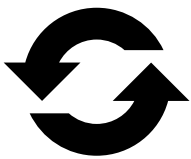


Step 3

PROVIDE A GENERAL DESCRIPTION OF THE SITE AND ITS SURROUNDS

Please provide a general description of the site and its surrounds, including the site's broader context within the area. This site analysis helps Council understand what land-uses and activities are going on around your development site. It also helps Council understand any constraint on the land, such as flooding of nearby waterways, bushfire hazard, steep sloping land etc.

Please also provide a written statement explaining how the proposed development design has responded to the site analysis.



Step 4

DESCRIBE THE PRESENT AND PREVIOUS USES OF THE LAND

Please insert a statement that describes the present and past land-uses conducted on the site. This helps Council understand the history of development on the site. You may wish to discuss:

- *Present use of the site.*
- *Date the present use commenced.*
- *Previous uses of the site (if known).*
- *Details of any previous approvals.*
- *Present uses of adjoining land.*
- *Whether the present or any previous use is a potentially contaminating activity (e.g. workshop, service station).*
- *A statement as to whether or not you are aware that the site is contaminated land.*
- *Whether there has been any testing or assessment of the site for land contamination.*



Step 5

DESCRIBE HOW THE PROPOSAL COMPLIES WITH RELEVANT PLANNING CONTROLS

Please describe how your proposal complies with the relevant statutory development standards, including:

- *Impact on threatened species.*
- *Integrated approval requirements.*
- *Concurrence, referral or comment from other government agencies.*
- *State Environmental Planning Policies (SEPPs) or deemed SEPPs.*
- *Broken Hill Local Environmental Plan 2013.*
- *Broken Hill City Council Development Control Plan 2016.*

The NSW Planning Portal website is an efficient means of checking what planning controls apply. Please go to <https://www.planningportal.nsw.gov.au/find-an-area/council/brokenhill> for more details.

If your proposed development does not comply with any of the controls, policies or guidelines that apply to your development proposal, your statement of environmental effects must detail the non-compliance and why Council should consent to the proposed development.



Step 6

DESCRIBE HOW THE PROPOSAL WILL BE SERVICED

Please describe how the proposal will be serviced, including whether or not it is proposed to connect to:

- *Sewerage.*
- *Water Supply.*
- *Stormwater (including any on-site conservation).*
- *Electricity supply.*
- *Telecommunications.*
- *Gas.*



Step 7

DESCRIBE THE ACCESS AND TRAFFIC REQUIREMENTS OF THE PROPOSAL

If your proposal is not a major traffic generator you will still need to show that there is adequate provision for access and traffic, including:

- *Vehicle access to a public road.*
- *Proposed parking arrangements for residents, staff, customers, client and visitor parking arrangements.*
- *Proposed traffic management measures to resolve any conflicts between vehicles, pedestrians and cyclists.*
- *Existing public transport services (if applicable).*
- *Proposed bicycle facilities (if applicable).*

If your proposal is likely to be a major traffic generator you must include a traffic impact assessment report prepared by a qualified transport consultant.



Step 8

DESCRIBE HOW THE SITE WILL BE MANAGED TO ENSURE SAFETY

Please show how the construction site will be managed to ensure public safety and minimise public inconvenience. You may wish to discuss:

- *Perimeter fencing to restrict public access to the construction site.*
- *Proposed hoardings or other enclosures to the site.*
- *Location of proposed site amenity facilities, storage of building materials and equipment, bulk waste containers and material stockpiles.*
- *How will you maintain safe pedestrian access adjacent to the site.*
- *Access points for construction.*
- *Method/s of demolition.*
- *Dust control methods.*
- *Construction hours.*



Step 9

ASSESS THE LIKELY IMPACTS OF THE PROPOSAL

Please insert a brief statement if any of the following applies to the proposal:

- *Impacts on the natural environment (consider any impacts on creeks and waterways, existing native vegetation, native fauna, potential for soil erosion, sedimentation, and landslip).*
- *Impacts on the built environment (consider any impacts on heritage items, the character and amenity of the area, neighbouring views, privacy, overshadowing, and drainage).*
- *The likely social and economic impacts in the locality.*

Where no impacts are thought likely, please say so.



Step 10

LIST THE MEASURES TAKEN TO ENSURE ECOLOGICALLY SUSTAINABLE DESIGN

Please list any measures taken to:

- *Conserve energy - passive design and energy management systems.*
- *Conserve water - water conservation, reuse and the use of water efficient facilities and equipment.*
- *Preserve natural features of the site - Avoid development on sites or sections of sites of high ecological value.*
- *Building materials conservation - through the intelligent re-use of facilities, reuse of existing materials and appropriate selection of new building materials.*
- *Appropriate landscaping - design the landscaping to facilitate year round moderation of the internal climate, minimise erosion potential, plant indigenous flora and maximise the reuse on site of all rock and topsoil emanating from excavations work.*

Maintenance - consider the lifecycle maintenance of the development structure and minimise the use of high maintenance finishes.



Step 11

STATE HOW THE SITE IS SUITABLE FOR THE PROPOSAL

Please insert a statement that shows how the site is suitable for the proposed development. You may wish to discuss:

- *Site constraints such as slope, flooding, bushfire, geo-technical and ground water issues.*
- *Proximity to transport services, shops, community and recreational facilities.*
- *Compatibility with adjoining development.*
- *Compatibility with visual setting*
- *Compatibility with land zoning.*
- *Size and shape of the allotment.*
- *Local planning objectives.*
- *Age and condition of buildings.*

Step 12

INCLUDE PHOTOGRAPHS WHERE POSSIBLE

Please include photographs with your SEE. This information is invaluable to the assessment officers and to other persons involved in the processing of your development application.