



CHECKLIST FOR COMMERCIAL USE, INDUSTRIAL USE & SIGNAGE

CHECKLIST FOR APPLICATION FOR DEVELOPMENT CONSENT AND COMBINED CONSTRUCTION CERTIFICATE (APPLIES FROM 18 JUNE 2007)

COMMERCIAL USE, INDUSTRIAL USE AND SIGNAGE INCLUDING:-

USE OF SHOPS IN BUSINESS ZONES, INCLUDING FITOUT	USE OF FACTORIES IN INDUSTRIAL ZONES, INCLUDING FITOUT
USE OF OFFICES IN BUSINESS ZONES, INCLUDING FITOUT	USE OF WAREHOUSES IN INDUSTRIAL ZONES, INCLUDING FITOUT
COMMERCIAL / NON-CONFORMING USE OF HERITAGE ITEMS	COMMERCIAL OR INDUSTRIAL USE OF PREMISES UNDER "EXISTING USE RIGHTS"
SIGNS & ADVERTISING STRUCTURES	

THIS CHECKLIST MUST BE COMPLETED WITH AN APPLICATION FOR DEVELOPMENT CONSENT AND COMBINED CONSTRUCTION CERTIFICATE AND THEN CHECKED BY COUNCIL. APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL THE REQUIRED INFORMATION IS RECEIVED.

DECLARATION – TO BE SIGNED BY APPLICANT

I apply for approval to carry out the development, use or works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

If my development is on land where SEPP 59 applies (Pemulwuy), I confirm that I have read and comply with the submission requirements of the relevant Precinct Plan.

I also understand pursuant to Clause 51 of the Environmental Planning and Assessment Regulation 2000 that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading any approval granted 'may be void'. I accept that Council cannot be held liable for delays in processing arising out of inadequacies in the material submitted in support of this application. Where A4 notification plans (deleting internal details) are not provided, I agree to the use of A4 plans provided in support of this application for advertising purposes (if required).

I acknowledge Council's right to request, at any time, the information not contained in this Checklist which it deems necessary to its proper consideration of the application (pursuant to Clause 54 & Part 1 of Schedule 1 of the Environmental Planning and Assessment Regulation 2000).

DISCLOSURE OF POLITICAL DONATIONS OR GIFTS

If you have made a political donation or gift to or for the benefit of a political party, an elected member, group, candidate, local councillor or council employee, you may be required to make a formal disclosure pursuant to section 147 to the Environmental Planning and Assessment Act 1979 (EP & A Act). For more information on your obligations and to obtain a disclosure form if needed, please visit Council’s website on www.holroyd.nsw.gov.au

Applicant Signature _____ Date _____ DA. No. _____ / _____

Copyright Note The Applicant is advised that Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and Notification Policy. In addition, Council may make further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on Council’s website. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

THERE ARE VARIOUS FEDERAL AND STATE GOVERNMENT POLICIES THAT APPLY TO THE HOLROYD LOCAL GOVERNMENT AREA WHICH MIGHT AFFECT YOUR PROPERTY. SOME OF THESE POLICIES CREATE ADDITIONAL INFORMATION REQUIREMENTS FOR LODGEMENT OF AN APPLICATION. THE STATE ENVIRONMENTAL PLANNING POLICIES, SYDNEY REGIONAL ENVIRONMENTAL PLANS, AND REGIONAL ENVIRONMENTAL PLANS THAT ARE APPLICABLE TO THE CITY OF HOLROYD ARE LISTED ON A SECTION 149-PLANNING CERTIFICATE, OBTAINABLE FROM COUNCIL.

REQUIRED	APPLICANT			COUNCIL
	Yes	No	N/A	Still Required?
<p>PLANS</p> <p><i>The Matrix of Submission Requirements (see page 7) specifies the number of copies of documents required to accompany an application for Development Consent and Construction Certificate.</i></p> <p>The following information shall be included on all plans and documents:</p>				
<ul style="list-style-type: none"> ▪ Title of plan; shop/unit number; street/road name; suburb 				
<ul style="list-style-type: none"> ▪ Lot number; Section number; DP number (found on rate notice or land title) 				
<ul style="list-style-type: none"> ▪ Metric measurements 				
<ul style="list-style-type: none"> ▪ Position of True North 				
<ul style="list-style-type: none"> ▪ Draftsperson/architect/designer name 				
<ul style="list-style-type: none"> ▪ Drawing number, issue/revision number and date; scale of drawings 				
<ul style="list-style-type: none"> ▪ <i>Plans must be legible (pencil drawings will not be accepted) and on maximum A0 size or appropriate "A" size (e.g., A4, A3, A2, A1) sheet to accommodate drawings at scale of 1:100 (and larger for details e.g., 1:50 for sections).</i> 				
<ul style="list-style-type: none"> ▪ <i>Plans to be folded in sets A4 envelopes size (see attached Folding instructions)</i> 				
<p>SITE PLAN</p> <p>Site plan is to show:</p>				
<ul style="list-style-type: none"> ▪ Outline of existing building/development on site. 				
<ul style="list-style-type: none"> ▪ Location of the existing buildings in relation to site boundaries (ie: setbacks). 				
<ul style="list-style-type: none"> ▪ Street number and address of adjoining properties. 				
<ul style="list-style-type: none"> ▪ Relative location of buildings on adjoining sites, and separate tenancies on the same site. 				
<ul style="list-style-type: none"> ▪ Location of pedestrian and vehicle access and car parking. 				
<ul style="list-style-type: none"> ▪ Length, width and site area of land. 				
<ul style="list-style-type: none"> ▪ Existing signs to be removed/retained and proposed signs. 				
<ul style="list-style-type: none"> ▪ A separate Site Plan at 1:100 or 1:200 detailing on-site manoeuvring where a Traffic Report is provided. This shall also be provided in AutoCad format on the CD-ROM copy of the DA documentation to enable checking by Council using AutoTurn software. 				
<p><i>A copy of the registered Strata Plan, highlighting the subject lot and its parking, will suffice as the Site Plan for factory units, shops and offices in a Strata Titled complex.</i></p>				

FLOOR LAYOUT PLAN				
Generally Floor layout plans should include:-				
▪ Must clearly distinguish between existing and proposed work eg. walls or parts of building to be demolished clearly indicated				
▪ Window and door locations.				
▪ Floor levels and steps in floor levels. (RL's)				
▪ Access for disabled, where applicable (ramps).				
▪ Toilets, lunch rooms, display areas				
▪ Loading docks and truck bays				
▪ Internal layout and proposed use of each area.				
▪ All processes, storage areas, machinery, equipment, racking and shelving layout, etc.				
▪ Egress, location of existing and proposed fire safety measures (fire hose reels, fire extinguishers, exit signs, etc).				
▪ Food shop fitout details as per AS4674 and Food Safety Standard 3.2.3 – “Food Premises and Equipment”. (see page 16)				
ELEVATION PLAN/S				
<i>Generally only needed if external alterations are proposed eg. Changes to shopfront, new windows and external doors, under awning signs, pole signs or signs on front of shop or factory</i>				
Elevation plans for buildings should include:				
▪ Drawings of all elevations being altered				
▪ Roof pitch.				
▪ Exterior cladding type and roofing material/colour.				
▪ Windows (whether fixed or obscure) and door locations and sizes.				
▪ Chimneys, flue exhaust vents, duct inlet or outlet.				
▪ Reduced Levels for ridge, ceilings, floors and ground level.				
▪ Elevations of any heritage item relative to the development.				
▪ Two (2) sets of coloured elevations for all sides of buildings consistent with submitted Schedule of Finishes.				
Elevations for signs should include:				
▪ Height, width and depth of sign/signbox, drawn to scale.				
▪ Position of sign upon the building elevation				
▪ Wording of signs				
▪ Colours and materials				
SECTION PLAN for fitout works				
Sections should include:				
▪ Section names and where they are shown on plan (i.e., A/A, B/B etc).				
▪ Drawn at 1:100 or 1:50 scale				
MECHANICAL VENTILATION				
Where mechanical ventilation is required, details of intended ducting, location of air conditioning units and other relevant features (e.g., stacks and intake) shall be provided on floor, elevation and section plans.				

<p>NOTIFICATION PLAN</p> <p>To be submitted for all development applications requiring notification under Part E of Holroyd DCP 2007, ie:</p> <ul style="list-style-type: none"> • Industrial use adjoining or adjacent to residential area, and operating outside standard hours (Standard hours are 7am to 6pm Monday to Friday, 7am to 12noon Saturday and no work on Sundays or Public Holidays) • Industrial or commercial use under “existing use rights” in a Residential zone • Non-conforming use of a Heritage Item in a Residential zone • Designated Development, as listed in Schedule 3 of the Environmental Planning & Assessment Regulation 2000 <p>This plan shall include:</p>				
<ul style="list-style-type: none"> ▪ Site plan, floor layout plan* & elevations (if required) on one A4 size page or double-sided. <i>*This plan need not include all interior detail, in order to protect your rights to privacy/security.</i> 				
<p>STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)</p> <p><i>Applicants may use standard pro-forma SEE (attached hereto) for Industrial use/fitout, Commercial Use/fitout, and Signage applications.</i></p> <p>This is a written statement which demonstrates the applicant has:-</p>				
<ul style="list-style-type: none"> ▪ Considered the impact of the proposed development / use on the natural and built environment and the proposed method of mitigating any adverse effects. 				
<ul style="list-style-type: none"> ▪ Addressed the Holroyd LEP 1991 and DCP 2007, SEPPs, REPs and any other relevant planning policies. The SEE should justify any proposed variations to Council policy or the DCP, etc. 				
<p>FIRE SAFETY SCHEDULE</p> <p>As per the standard attached hereto, with appropriate boxes ticked indicating whether particular measures are existing.</p>				
<p>INTEGRATED DEVELOPMENT</p> <p>2 x Environmental Impact Statement (EIS) or Statement of Environmental Effects (SEE) (and additional 2 x copies of all DA documents/plans) + cheque of \$250 per approval body</p> <ul style="list-style-type: none"> ▪ Required where the proposed development is defined as “Integrated Development” under the Environmental Planning and Assessment Regulation 2000, and requires licences or approvals from other Government Departments. ▪ The cheque is to be made out to the relevant approval body and will be forwarded by Council with referral. 				
<p>ENVIRONMENTAL IMPACT STATEMENT (EIS)</p> <ul style="list-style-type: none"> ▪ An Environmental Impact Statement (EIS) is required for development listed in Schedule 3 (Designated Development) of the Environmental Planning and Assessment Regulation 2000. The EIS must be prepared by an appropriately qualified environmental consultant in accordance with the Environmental Planning and Assessment Regulation 2000. 				

<p>WASTE MANAGEMENT PLAN (WMP)</p> <p>To be prepared in accordance with Part A of Holroyd DCP 2007.</p> <p><i>Applicants may use standard pro-forma “WMP for Commercial & Industrial Fitout/change of use” (attached hereto)</i></p>				
<p>ACOUSTIC REPORT</p> <p>Generally required if proposing to operate outside of standard hours, and/or if noisy uses are located near residential areas.</p> <p>(Standard hours are 7am to 6pm Monday to Friday, 7am to 12noon Saturday and no work on Sundays or Public Holidays)</p> <p>Must be prepared by a suitably qualified person and must have not been prepared more than 6 months prior to the date of lodgement of the application.</p>				
<p>HERITAGE REPORT</p> <ul style="list-style-type: none"> ▪ required for non conforming use of a heritage item ▪ may be required for use of a heritage item or signage within the vicinity of a Heritage item ▪ refer to Holroyd LEP 1991 ▪ Shall be prepared by a suitably qualified person (i.e. heritage architect / planner). ▪ Assesses the impact of the proposed works on the heritage significance of the item and/or impact on the Conservation Area. ▪ Statement is in accordance with the NSW Heritage Manual, Burra Charter and Council’s Heritage Policy. 				
<p>SCHEDULE OF EXTERNAL COLOURS AND FINISHES</p> <p>Where external elevations are proposed to be altered. Eg. Shopfront, signs on front of building.</p> <p>Schedule shall nominate all external building elements and provide 2 coloured copies of manufacturers’ colour samples.</p>				
<p>ARBORIST REPORT / PRE-LODGE MENT ADVICE (May be required for signage where trees are affected)</p> <ul style="list-style-type: none"> ▪ Required where trees covered by Council’s Tree Management Order are proposed to be removed/trimmed or where signs are proposed within close proximity to trees. Alternatively an application may be made prior to preparation of a DA, for Pre-lodgement Advice. A copy of the Pre-lodgement advice should be submitted with the DA. ▪ Shall be prepared by a AQF Level 4 or 5 Consulting Arborist in accordance with Council’s requirements. ▪ Report should be no older than 3 months from date of lodgement of DA. 				
<p>SOCIAL IMPACT COMMENT / ASSESSMENT</p> <ul style="list-style-type: none"> ▪ Required where the development proposal is identified under Council’s “Social Impact Assessment Policy for Development Applications” (available from Council’s website). Eg: <ul style="list-style-type: none"> - Community facilities eg, neighbourhood centres, op shops - Change of non conforming ‘existing use’ - Medical or health facilities 				

<p>SEPP 64 STATEMENT</p> <p>Generally required for applications involving signage. Refer to State Environmental Planning Policy No. 64 “Advertising & Signage”</p>				
<p>TRAFFIC / PARKING STUDY</p> <ul style="list-style-type: none"> ▪ Required where a development proposal is listed under Schedule 3 of State Environmental Planning Policy (infrastructure) 2007 or is seeking variation to car parking, loading/unloading and any other traffic related provisions under Council’s DCPs and/or relevant Planning Instrument. ▪ Shall be prepared by a suitably qualified person eg. traffic engineer ▪ Report including traffic data should be no older than 6 months of the date of lodgement of the application. ▪ Electronic copy of report, including traffic analysis of intersections and supporting traffic data shall be provided on CD-ROM copy of the DA documentation, if required. 				
<p>WRITTEN SIGN OFF FROM DELFIN / STOCKLAND</p> <p>Written sign-off from Delfin / Stockland for development in Pemulwuy (SEPP 59 land).</p>				
<p>CD-ROM COPY OF APPLICATION PROVIDED IN PDF FORMAT</p> <ul style="list-style-type: none"> ▪ Required for developments with an estimated cost of \$200,000 or more. ▪ When converting files to PDF, please limit file size to under 1MB. ▪ A statutory declaration must be submitted with the CD ROM authenticating hardcopy duplication. ▪ Council still requires all information to be submitted in hard copy as per this Checklist. 				

OFFICE USE ONLY:

CSO: _____ **Date:** _____

MATRIX OF SUBMISSION REQUIREMENTS

	No. of copies	Commercial use only	Commercial use & Fitout	Industrial use only	Industrial use & Fitout	Signs	Applicant to check	Council CSO to check
Site Plan	4	◆	◆	◆	◆	◆		
Floor Layout Plan	4	◆	◆	◆	◆			
Elevations	4		⊙		⊙	◆		
Sections	4		⊙		⊙			
Mechanical Ventilation	4		⊙		⊙			
A4 Notification Plan	4	⊙	⊙	⊙	⊙	⊙		
Statement of Environmental Effects	4	◆	◆	◆	◆	◆		
Fire Safety Schedule	4	◆	◆	◆	◆			
Integrated Development	2 x copies of Plans/Documents + \$250 Cheque per Approval Body							
EIS	4 x copies of Environmental Impact Statement (+ 1 unbound copy)							
Specifications	4		❖		❖	❖		
Waste Management Plan	4	◆	◆	◆	◆			
Acoustic Report	4	⊙	⊙	⊙	⊙			
Heritage Report	4	⊙	⊙	⊙	⊙	⊙		
External Colours & Finishes	4		⊙		⊙	◆		
Arborist Report	4					⊙		
Social Impact Comment / Assessment	4	⊙	⊙	⊙	⊙			
SEPP 64 Statement	4					◆		
Traffic/Parking Study	4	⊙	⊙	⊙	⊙			
Written Sign-off from Delfin / Stockland (Pemulwuy)	2	⊙	⊙	⊙	⊙	⊙		
CD ROM	1 x CD ROM copy of plans / documents							

◆ This information is required ⊙ This information may be required ❖ This information is required for a Construction Certificate

DRAWING SHEETS

SIZES & FOLDS

Standard Sizes

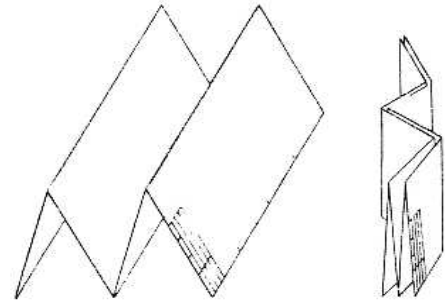
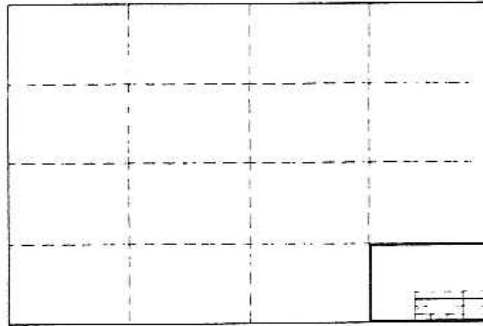
AO	841 x 1189
A1	594 x 841
A2	420 x 594
A3	297 x 420
A4	210 x 297

These sizes all proportional, leading to simple reduction and enlargement; sheets may easily be folded for filing and despatch. Relatively small sizes should lead to easier handling in drawing office and on site. Keep number of sizes to minimum to ease binding and reference.

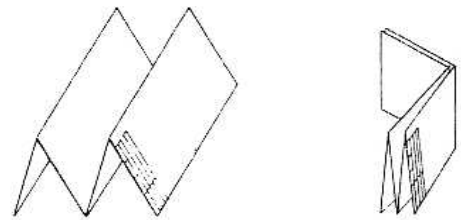
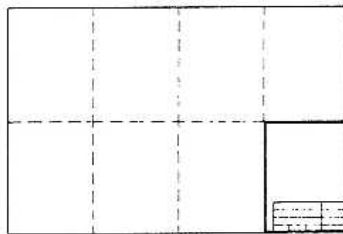
Original drawings and contact copies should each be of standard sizes; therefore avoiding trimming sheets to less than A sizes.

Folding – Prints may be folded to A4 size quite easily from any large A size.

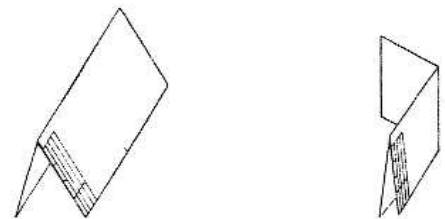
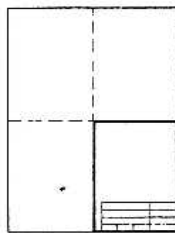
A0
841 × 1189



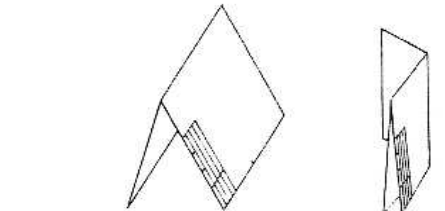
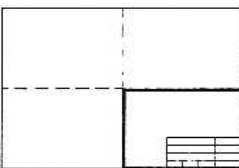
A1
594 × 841



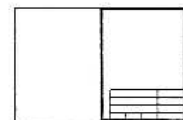
A2
420 × 594



A2
430 × 594



A3
298 × 420



STATEMENT OF ENVIRONMENTAL EFFECTS

INDUSTRIAL / COMMERCIAL USE/ FITOUT

Address of Site: _____

Shop or factory unit number _____

I wish to apply for use of an existing (tick relevant box)

Shop Factory Factory Unit Office Warehouse

Proposed Use: _____

Previous/Last Known Use: _____

Hours of operation: *Monday to Friday* _____

What are the proposed hours of operation? *Saturday* _____

Sunday & Public Holidays _____

Council's standard hours of operation are 7.00am to 6.00pm Monday to Friday, 7.00am to 12 noon Saturday and no work on Sundays or public holidays. If you intend to work beyond these hours you will need to supply an acoustic report (particularly for industrial uses) or prove that the work undertaken beyond the standard hours is not noisy.

Do you intend to work beyond standard hours? Yes No

IF YES Acoustic report attached? OR Details of work beyond standard hours:
(please specify here)

Staff – How many staff will be employed? _____

Parking and Traffic Generation – How many car parking spaces are on site? _____

How many vehicles will be parked on the site?

Private Staff Vehicles _____

Vehicles Associated with Business:- Cars _____

- Vans or Utes _____

- Trucks _____

Type and size of trucks to visit the site (e.g. large rigid trucks) _____

Frequency of visits (e.g. once a day) _____

Purpose of visits (e.g. delivery of stock) _____

Loading and Unloading - Council generally requires that goods be loaded and unloaded from inside the building, particularly in industrial areas.

Will goods be loaded and unloaded from within the building? YES NO

If NO, provide details on where loading and unloading will take place and how often this will occur:

Site Improvements: Do you intend to **demolish** any buildings or structures? YES NO

If YES, provide details: _____

Do you intend to **fill or excavate** any part of the site? YES NO

If YES, provide details (location on site, depth of cut/fill etc): _____

Do you intend to make any **alterations or additions** to the existing building? YES NO

If YES, provide details (Plans will be required to accompany the D.A.): _____

Do you intend to **erect any new buildings** or structures? YES NO

If YES, provide details. Plans will be required to accompany the D.A. _____

Do you intend to **remove any trees**? YES NO

If YES, provide details on why you feel the trees need to be removed, where trees are, approximate size and species: _____

Do you intend to erect any **signs**? YES NO changing panels of existing signs only

If new signs/panels proposed, provide details. Plans will be required to accompany the D.A. _____

Pollution Control: Will any **noise** be generated by the proposed use? YES NO

If YES, will the noise be audible from any site boundary? If YES, provide details: _____

(An acoustic report may be required to be submitted)

Will any **odour or fumes** be generated by the proposed use? YES NO

If YES, provide details including methods of controlling emissions: _____

How will **rubbish** be disposed of? _____

List Chemicals to be stored/used including quantities: _____

(Material Safety Data Sheets may be required to be submitted).

Fire Safety Schedule

For: _____ **DA NO.** _____
 (Address)

Fire Safety Measure	Tick if Existing ^{*1}
Access panels, doors & hoppers to fire resisting shafts	
Automatic fail safe devices	
Automatic fire detection & alarm systems	
Automatic fire suppression systems	
Emergency lighting	
Emergency lifts	
Emergency warning and intercommunication systems	
Exit signs	
Fire control centres and rooms	
Fire dampers	
Fire doors	
Fire hydrant systems	
Fire seals protecting openings in fire resisting components	
Fire shutters	
Fire windows	
Hose reel systems	
Lightweight construction	
Mechanical air handling systems	
Perimeter vehicle access for emergency vehicles	
Portable fire extinguishers & fire blankets	
Safety curtains in proscenium openings	
Smoke and heat vents	
Smoke dampers	
Smoke detectors & heat detectors	
Smoke doors	
Solid core doors	
Standby power systems	
Wall wetting sprinklers & drencher systems	
Warning and operational signs	
Fire safety notices, fire exits, doors relating to fire exits and paths of travel to exits	
Other including alternative solutions	

Signed: _____ **Dated:** _____

Print Name: _____

*1 Existing are to be shown located on the floor plans

WASTE MANAGEMENT PLAN

For Commercial and Industrial Fit Out/Change of Use

The relevant sections of this form must be completed and submitted to Council with your Development Application for Commercial/Industrial Fitout and/or use.

Completing this form requires you to identify and quantify the types of waste that will be generated during the proposed change of use as well as nominating how you intend to reuse, recycle or dispose of the excess, unwanted materials.

You are also required to provide Council with details relating to the types of waste that will be generated as a by-product of your business and details as to how you intend to ensure the on-going management of waste and recycling on-site.

The information provided on the form (and on your plans) will be assessed against the objectives of Development Control Plan No. 35 –*Guidelines for Planning for Less Waste*. Council will request the re-submission of Waste Management Plans if there is no obvious attempt made to reuse/recycle building materials generated as by-products of development.

If you would like a copy of the Western Sydney Recycling Directory or if you would like any assistance completing your Waste Management Plan, please contact Council's Waste Officer on 9840 9715.

OUTLINE OF PROPOSAL

Site Address: _____

Applicant's name and address: _____

Phone: _____ **Fax:** _____

Buildings and other structures currently on the site: _____

Brief Description of Proposal: _____

The details provided on this form are the intentions for managing waste relating to this project.

Signature of Applicant: _____ **Date:** _____

This form must be completed to accurately reflect the development proposal and estimated waste generation during development and ongoing operation.

It should be noted that with regard to ongoing waste management, Council offers a competitive commercial waste service. For more information about this service contact Council's Waste Services Depot on 9632 2241.

Council does NOT however offer a commercial recycling service. Council expects that a commercial recycling contractor will be employed to meet your ongoing waste reduction requirements.

For more information contact Council on 9840 9840.

WASTE MANAGEMENT PLAN

For Commercial and Industrial Fit Out/Change of Use

Type of Material	Waste Estimate - Volume (m³) or Area (m²)	On-Site Reuse Specify proposed reuse or on-site recycling methods	Off-Site Recycling Specify contractor and recycling outlet	Off-Site Disposal Specify contractor and landfill site
EXAMPLE Shelving (metal)	10m ²	Keep and reuse in new office	Remainder sent to <u>ABC Recycling Company</u>	Nil to Landfill
Bricks				
Concrete				
Timber- please specify				
Plasterboard				
Metals- please specify				
Tiles				
Asbestos (roof or wall cladding)				<i>A licensed facility must be nominated here –</i>
Other- (eg. IT equipment, shelving, desks, fittings)				

Waste Management Plans must be development specific. Council will request the re-submission of a Waste Management Plan if there is no obvious attempt made to minimise waste by reusing/recycling building materials generated as by-products of development.

DESIGN OF FACILITIES

TYPE OF WASTE TO BE GENERATED	EXPECTED VOLUME PER WEEK	PROPOSED ON-SITE STORAGE AND TREATMENT FACILITIES	DESTINATION
Please specify. For example: glass, paper, food waste, offcuts etc.	<ul style="list-style-type: none"> ▪ litres ▪ see Appendix 3 of Part A of DCP 2007 for estimates 	For example: <ul style="list-style-type: none"> • waste storage & recycling area • on-site composting • compaction equipment 	<ul style="list-style-type: none"> • recycling • disposal (specify contractor)

Note: Details of on-site waste management facilities should be provided on the plan drawings accompanying your application

ON-GOING MANAGEMENT

Describe how you intend to ensure ongoing management of waste on-site (eg. lease conditions, caretaker/manager onsite) including any waste reduction initiatives you intend to implement.

Please Note – This form must be completed as part of a Development Application for works involving change of use/fit out of commercial/industrial premises only, where there is no proposed extension to the existing floor area. For further information about waste estimates/volumes (to assist in completing this plan) please refer to Appendix 3 of Part A of Council's DCP 2007.

AS 4674-2004 Food Plan Assessment

Address: _____

Proposed: Restaurant Takeaway Delicatessen Supermarket
 Mixed Business Fruit Shop Bakery Other/s _____

Design & Construction Requirements

General Requirements

- Food flow pattern
- Separation of areas
- Adequate space
- Pest proof
- Insect devices location
- Exclusion of contaminants

Satisfactory water supply (potable)

- If not, signage

Sewage & wastewater disposal

- Access openings
- Grease arrester:
 - location
 - access for emptying (not through kitchen)

Garbage / Recyclable Material

- External:
 - hose tap
 - paved / impervious material
 - graded / drain
 - non polluting as per POEO Act
- Garbage room provided:
 - impervious floor
 - coved wall / floor joints
 - graded / drained
 - walls smooth / impervious
 - ventilated
 - pest proof
 - hose tap provided
- Garbage containers:
 - constructed of impervious material
 - provided with lid
- Containers for recyclable waste:
 - dry materials
 - waste oil

Ventilation

- Adequate natural / mechanical / both
- Complies with BCA
- Mechanical vent complies with AS 1668
- Dishwasher/s vented

Lighting

- Adequate natural / artificial / both
- Complies with BCA
- Complies with AS1680
- Fittings (location re: shattering & dust contamination - diffuser)

Odour

- Use of charcoal / wood
- Odour Impact Assessment Required

Floors, walls & ceilings

Floor finish/es

- Complies with table 3.1
- Coving floor / wall joints
- Plinths

Walls & ceiling

- wall/s construction
- complies with table 3.2
- ceiling construction
- complies with table 3.3
- absence of acoustic panel ceiling
- pipes / conduits / wiring off walls/floor

Fixtures, fittings & equipment

Cleaning & sanitising

- Equipment satisfies tables 4.1 & 4.2
- Hot water (45°C/80°C) for sink sanitising
- Provision for rinsing baskets
- Adequate space at sinks
- Dish / glass washer provided with wash/sanitising cycles in accordance with AS2945
- Cleaner's sink / floor waste/s required

Design & Construction

- All fixtures/fittings capable of easy cleaning
- Equipment satisfy table 4.3
- Materials satisfy table 4.4
- Equipment is:
 - moveable / built into walls
 - butted against walls / legs on / on plinth
- Supports satisfy table 4.5

Hand Washing Facilities

- Sufficient number & location (5m/toilets/open food)
- Warm water through single tap
- Sufficient water supply
- Hands free
- Towel dispenser
- Not solely air-dry

Storage and Toilet Facilities

- Storage adequate for clothing / cleaning chemicals, office
- Toilet facilities in accordance with BCA
- Ventilated airlock/s provided or
- Toilets with mechanical exhaust for 30 sec after use
- Self closing doors provided
- No access through kitchen to toilets

Sign _____ Date: _____