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Schedule 6 Planning scheme policies (PSP)^{1, 2}

SC6.1 PSP No. 1 - Development Application Requirements

SC6.1.1 Introduction

- (1) Short Title -The planning scheme policy may be cited as PSP No 1. – Development Application Requirements.
- (2) Commencement - The planning scheme policy commences on 1 July 2012.

SC6.1.1.1 Purpose of the Planning Scheme Policy

- (1) The purpose of the planning scheme policy is to set out the requirements for the preparation of development applications made to Toowoomba Regional Council under the *Planning Act 2016* (the Act).

SC6.1.1.2 Authorised Legislation

- (1) The planning scheme policy is made under division 2 and part 5 of the Sustainable Planning Act 2009..
- (2) The planning scheme policy was amended for alignment with the *Planning Act 2016* (the Act) by the Minister's rules under section 293 of the Act on 3 July 2017.

SC6.1.1.3 Relationship to the Planning Scheme

- (1) The planning scheme policy is to be read in conjunction with the assessment provisions specified in the Toowoomba Regional Planning Scheme 2012.

SC6.1.1.4 Definitions

- (1) Terms used in this planning scheme policy are defined in Schedule 1 - Definitions.

SC6.1.1.5 Interpretation of the planning scheme policy

- (1) A term used in the planning scheme policy which is not defined in Schedule 1 - Definitions is to be interpreted in accordance with Part 1.3 of the Toowoomba Regional Planning Scheme 2012.

SC6.1.2 All Development Applications

- (1) All development applications must be 'properly made' in accordance with Section 51(c) of the Act and its Regulations. For a development application to be 'properly made' it must be accompanied by:
 - (a) the relevant DA Form(s);
 - (b) any supporting information nominated as mandatory on the relevant DA forms;
 - (c) any relevant application fee set out by Toowoomba Regional Council for administering the application; and
 - (d) owners consent if required under Section 51(2) of the Act.

¹ Amended on 4 August 2014

² Amended on 3 July 2017

SC6.1.3 Mandatory Requirements for Material Change of Use Application

- (2) In accordance with Section 51 (1)(b)(i) of the Act and DA Form 1 all development applications for a Material Change of Use must be accompanied by:
- (a) a site plan drawn to scale (1:100, 1:200 or 1:500 are the recommended scales) which show the following information:
 - (i) the location and site area of the land to which the application relates;
 - (ii) the north point;
 - (iii) the boundaries of the relevant land;
 - (iv) any road frontages of the relevant land, including the name of the road;
 - (v) the location and use of any existing or proposed buildings or structures on the relevant land (note: where extensive demolition or new buildings are proposed, two separate plans – an existing site plan and a proposed site plan – may be appropriate);
 - (vi) any existing or proposed easements on the relevant land and their function;
 - (vii) the location and use of buildings on land adjoining the relevant land;
 - (viii) all vehicle access points and any existing or proposed car parking areas on the relevant land (car parking spaces for persons with disabilities and any service vehicle access and parking should be clearly marked);
 - (ix) for any new building on the relevant land, the location of refuse storage;
 - (x) the location of any proposed retaining walls on the relevant land and their height;
 - (xi) the location of any proposed landscaping on the relevant land; and
 - (xii) the location of any stormwater detention on the relevant land.
 - (b) a statement about how the proposed development addresses the Local Government's planning schemes and any other planning documents relevant to the application;
 - (c) a statement about the intensity and scale of the proposed use (e.g. number of employees, days and hours of operation, number of visitors, number of seats, capacity of storage, etc);
 - (d) information that states the existing or proposed floor area, site cover, maximum number of storeys and maximum height above natural ground level for existing or new buildings;
 - (e) information that states the existing or proposed number of on-site car parking bays, type of vehicle cross-over (for non-residential uses) and vehicular servicing arrangement (for non-residential uses);
 - (f) where the application involves the re-use of existing building provide plans showing the size, location, existing floor area, existing site cover, existing maximum number of storeys and existing maximum height above natural ground level of the buildings to be reused;
 - (g) where the application involves new building work (including extensions) provide:
 - (i) floor plans drawn to scale (1:50, 1:100 or 1:200 are the recommended scales) which show the following:
 - (A) the north point;
 - (B) the intended use of each area on the floor plan (for commercial, industrial or mixed use developments only);
 - (C) the room layout (for residential development only) with all rooms clearly labelled;
 - (D) the existing and the proposed built form (for extensions only); and
 - (E) the gross floor area of each proposed floor area.

- (h) elevations drawn to scale (1:100, 1:200 or 1:500 are the recommended scales) which show plans of all building elevations and facades, clearly labelled to identify orientation (e.g. north elevation);
- (i) plans showing the size, location, proposed site cover, proposed maximum number of storeys, and proposed maximum height above natural ground level of the proposed new building work;
- (j) where the application involves the re-use of other existing works provide plans showing the nature, location, number of on-site car parking bays, existing area of landscaping, existing type of vehicular cross-cover (non-residential uses), and existing type of vehicular servicing arrangement (non-residential uses) of the works to be reused; and
- (k) where the application involves new operational work provide plans showing the nature, location, number of new on-site car parking bays, confirmed proposed area of new landscaping, proposed type of new vehicle cross-cover (non-residential uses), proposed maximum new vehicular servicing arrangement (non-residential uses) of the proposed new operational works.

SC6.1.4 Mandatory Requirements for Building and/or Operational Works Applications

- (1) In accordance with the *Planning Act 2016* Section 51 (1)(b)(i) and DA Form 1 and 2 all development applications for Building or Operational Works Assessable against the Toowoomba Regional Planning Scheme must be accompanied by:
 - (a) all applications for operational works to provide:
 - (i) site plans drawn to scale which show:
 - (A) The location and site area of the land to which the application relates (relevant land);
 - (B) The north point;
 - (C) The boundaries of the relevant land;
 - (D) The allotment layout showing existing lots, any proposed lots (including the dimensions of those lots), existing or proposed road reserves, building envelopes and existing or proposed open space (note: numbering is required for all lots);
 - (E) Any existing or proposed easement on the relevant land and their function;
 - (F) Any access limitation strips; and
 - (G) All existing and proposed roads and access points on the relevant land.
 - (ii) a statement about how the proposed development addresses the Toowoomba Regional Planning Scheme and any other planning documents relevant to this application.
 - (b) all applications for operational works involving earthworks (filling and excavation) provide drawings showing:
 - (i) existing and proposed contours;
 - (ii) areas to be cut and filled;
 - (iii) the location and level of any permanent survey marks or reference stations used as data for the works;
 - (iv) the location of any proposed retaining walls on the relevant land and their height;
 - (v) the defined floor level (if applicable); and
 - (vi) the defined fill level (if applicable).
 - (c) all applications for operational works involving roadworks to provide drawings showing:
 - (i) existing and proposed contours;

- (ii) the centreline or construction line showing chainages, bearings, offsets if the construction line is not the centreline of the road and all intersection points;
 - (iii) information for each curve including tangent point chainages and offsets, curve radii, arc length, tangent length, superelevation (if applicable) and curve widening (if applicable);
 - (iv) kerb lines including kerb radii (where not parallel to centreline) and tangent point changes (where not parallel to the centreline);
 - (v) edge of pavement where kerb is not constructed;
 - (vi) position and extent of channelization;
 - (vii) location and details of all traffic signs, guideposts, guardrail and other street furniture;
 - (viii) pavement markings including details on raised pavement markers;
 - (ix) catchpit, manhole and pipeline locations;
 - (x) drainage details (if applicable);
 - (xi) cross road drainage culverts (if applicable);
 - (xii) concrete footpaths and cycle paths;
 - (xiii) location and details for access points, ramps and invert crossings; and
 - (xiv) changes in surfacing material.
- (d) all applications for operational works involving stormwater drainage to provide drawings showing:
- (i) existing and proposed contours;
 - (ii) drainage locations, diameters and class of pipe, open drains and easements;
 - (iii) manhole location, chainage and offset or co-ordinates and inlet and outlet invert levels; and
 - (iv) inlet pit locations, chainage and offset or co-ordinates and invert and kerb levels.
- (e) all applications for operational involving water reticulation to provide drawings showing:
- (i) kerb lines or edge of pavement where kerb is not constructed;
 - (ii) location and levels of other utility services where affected by water reticulation works;
 - (iii) pipe diameter, type of pipe and pipe alignment;
 - (iv) water main alignments;
 - (v) water supply pump station details (if applicable);
 - (vi) minor reservoir details (if applicable);
 - (vii) conduits;
 - (viii) location of valves and fire hydrants;
 - (ix) location of house connections (if applicable); and
 - (x) location of bench marks and reference pegs.
- (f) all applications for operational works involving wastewater reticulation to provide drawings showing:

- (i) location of all existing and proposed services;
 - (ii) location of all existing and proposed sewer lines and manhole locations;
 - (iii) location of all house connection branches;
 - (iv) kerb lines or edge of pavement where kerb is not constructed;
 - (v) chainages;
 - (vi) design sewer invert levels;
 - (vii) design top of manhole levels;
 - (viii) type of manhole and manhole cover;
 - (ix) pipe diameter, type of pipe and pipe alignment;
 - (x) location of house connections (if applicable); and
 - (xi) sewer pump station details (if applicable).
- (g) all applications for operational works involving street lighting to provide drawings showing:
- (i) location of all light poles and service conduits;
 - (ii) location of all other cross road conduits;
 - (iii) type and wattage of lighting;
 - (iv) any traffic calming devices;
 - (v) additional plans for roundabouts and major roads (if applicable);
 - (vi) details of any variations to normal alignment; and
 - (vii) details of lighting levels.
- (h) all applications for operational works involving public utility services to provide drawings showing:
- (i) any existing light poles and power poles;
 - (ii) any existing underground services;
 - (iii) details of proposed services; and
 - (iv) alteration to existing services.
- (i) all applications for operational works involving landscape works to provide drawings showing:
- (i) the location of proposed plant species;
 - (ii) a plant schedule indicating common and botanical names, pot sizes and numbers of plants;
 - (iii) planting bed preparation details including topsoil depth, subgrade preparation, mulch type and depth, type of turf, pebble, paving and garden edge;
 - (iv) the location and type of any existing trees to be retained;
 - (v) construction details of planter boxes, retaining walls and fences;
 - (vi) the proposed maintenance period; and
 - (vii) irrigation system details.

SC6.1.5 Mandatory Requirements for Reconfiguring a Lot Applications

- (1) In accordance with the *Planning Act 2016* Section 51(1)(b)(i) and DA Form 1 all development applications for Reconfiguring a Lot assessable against the Toowoomba Regional Planning Scheme must be accompanied by:
 - (a) site plans drawn to scale (1:100, 1:200 or 1:500 are the recommended scales) which show the following:
 - (i) the location and site area of the land to which the application relates (relevant land);
 - (ii) the north point;
 - (iii) the boundaries of the relevant land;
 - (iv) any road frontages of the relevant land, including the name of the road;
 - (v) the contours and natural ground levels of the relevant land;
 - (vi) the location of any existing buildings or structures on the relevant land;
 - (vii) the allotment layout showing existing lots, any proposed lots (including the dimensions of those lots), existing or proposed road reserves, building envelopes and existing or proposed open space (note: numbering is required for all lots);
 - (viii) any drainage features over the relevant land, including any watercourse, creek, dam, waterhole or spring and any land subject to a Q100 flood event;
 - (ix) any existing or proposed easements on the relevant land and their function;
 - (x) all existing and proposed roads and access points on the relevant land;
 - (xi) any existing or proposed car parking areas on the relevant land;
 - (xii) the location of any proposed retaining walls on the relevant land and their height;
 - (xiii) the location of any stormwater detention on the relevant land;
 - (xiv) the location and dimension of any land dedicated for community purposes;
 - (xv) the final intended use of any new lots.
 - (xvi) a statement about how the proposed development addresses the Local Government's planning schemes and any other planning documents relevant to the application.
 - (xvii) a statement about how the proposed development addresses the Local Government's planning schemes and any other planning documents relevant to the application.
- (2) In addition to the mandatory requirements in (1) above, addition providing additional information can assist in Council assessment of the application and contribute to a timely decision, including:
 - (a) in the case of a subdivision by lease, the 3 copies of the relevant agreement, dealing or instrument executed by the parties concerned are to be submitted with the application together with two additional copies of the plans incorporated in the agreement, dealing or instrument. The plans are to show the boundaries of the subdivision in relation to the whole of the allotment and are to be in a form acceptable to the Registrar of Titles;
 - (b) the Reconfiguring a Lot Code in Part 9 of the planning scheme classifies lot re-configurations according to the degree of complexity, construction works involved and the possible impact on the environment. The lot reconfiguration classification should be determined, in consultation with Council officers, prior to the lodgement

- of the development application because the degree of detail required with the application will be dependent on its classification; and
- (c) where staging is proposed, applicants should consider applying for a 'preliminary approval' first. This enables the Council to 'approve in principle' the conceptual layout of the development and formulate general conditions appropriate to the overall development. It should be noted that the subsequent permit applications for each stage must comply with the requirements applicable at the time of determination.
- (3) As a site inspection(s) will be carried out, it is important that the proposed lots are readily identifiable in the field as follows:
 - (a) in the case of lot reconfigurations involving the opening of a new road, the centre-line of the proposed road should be staked at 20m intervals or less with appropriate markings to identify proposed intersections and cul-de-sac heads; and
 - (b) in all cases, proposed open space and drainage reserves should be readily identifiable (e.g. by being staked).
 - (4) Operational works that are to become the property of Council will not be accepted by Council unless they are carried out by suitably qualified consultants and contractors.

SC6.1.6 Additional Information Required by Development and Overlay Codes

- (1) Table 6.1.6:1 sets out additional information requirements triggered by specific codes:

Table 6.1.6:1

| Code | Information Required |
|---|--|
| Bushfire Hazard Overlay Code | <ul style="list-style-type: none"> (1) A site-specific bushfire hazard assessment must be provided. The assessment must be carried out by a suitably qualified person in accordance with Appendix 3 of the SPP Guideline 1/03 (Mitigating the Adverse Impacts of Flood, Bushfire and Landslide). (2) Compliance with performance outcomes must be demonstrated through the preparation of a bushfire management plan by a suitably qualified person in accordance with Appendix 8 of the SPP Guideline 1/03 (Mitigating the Adverse Impacts of Flood, Bushfire and Landslide). |
| Flood Hazard Overlay Code | <ul style="list-style-type: none"> (1) A site-specific flood hazard assessment must be provided. The assessment is to be carried out by a suitably qualified person in accordance with Appendix 2 of the SPP1/03 (Mitigating the Adverse Impacts of Flood, Bushfire and Landslide). |
| Environmental Significance Overlay Code | <ul style="list-style-type: none"> (1) Site plans showing building envelope locations for each lot located to pose the least threat to biodiversity values must be provided to demonstrate compliance with performance outcomes. (2) An Ecological Assessment report (of site and surrounds) must be provided to achieve compliance with performance outcomes. Refer to Appendix 1 'Preparation of Ecological Assessment Report'. The assessment is to be carried out by a suitably qualified person. |

| Code | Information Required |
|--------------------------------------|--|
| Agricultural Land Overlay Code | (1) Development applications for non-agricultural development must provide a land resource assessment prepared in accordance with the SPP1/92 Planning Guidelines: The Identification of Agricultural Land, demonstrating that the land is not agricultural land. |
| Neighbourhood Character Overlay Code | (1) Development applications for the demolition of a Neighbourhood Character Place must include a completed neighbourhood character assessment in the form included in appendix 1. |
| Heritage Overlay Code | <p>(1) Demonstration of compliance with performance outcome for Assessable Development will require the submission of a report prepared by suitably qualified person/s detailing:</p> <ul style="list-style-type: none"> (a) the condition of the building; (b) those uses that could reasonably be expected to be attracted to the place due to its location or the building on it; (c) works that would need to be carried out to adapt the place to those uses requirements; and (d) the likely cost and feasibility of adapting or repairing the place for those uses. <p>(2) Development applications must include a Heritage Impact Statement, prepared by a suitably qualified person, which addresses the following:</p> <ul style="list-style-type: none"> (a) how the heritage significant of the place is to be conserved, or preferably enhanced by the proposed development; (b) what impact the proposed works will have on that significance of the place; (c) what measures are proposed to mitigate any negative impacts of the proposed development; and (d) why more sympathetic solutions are not viable. <p>(3) A conservation management plan is considered to be the best mechanism for managing the conservation of a heritage place, particularly where ongoing redevelopment of the place is proposed. A Conservation Management Plan (CMP) should be prepared by a suitably qualified person. There are several guidelines on how to prepare a CMP:</p> <ul style="list-style-type: none"> (a) Heritage Council of Victoria (2010), Conservation Management Plans: Managing Heritage Place; and (b) New South Wales Heritage Office, Conservation Management Documents, Guidelines on Conservation Management Plans and other Management Documents. |

| Code | Information Required |
|--------------------------|---|
| Extractive Industry Code | <p>(1) Demonstration of compliance with performance outcome will require the submission of a report, prepared by a suitably qualified person, detailing:</p> <ul style="list-style-type: none"> (a) plans and information about existing vegetation on site, specifying what is to be retained; (b) proposal for screening particular components of site operations, e.g. vehicle servicing; (c) proposal for bunding, planting and any other measure aimed at achieving acceptable visual amenity; (d) identification of all sensitive areas where the proposed development can be seen; and (e) an evaluation of the impact on visual amenity of the proposal over its life. <p>(2) Demonstration of compliance with performance outcome will require the submission of reports, prepared by suitably qualified persons, that includes:</p> <ul style="list-style-type: none"> (a) survey drawings of the existing site and plans showing the proposed staging of extraction and rehabilitation and development in stages on on-site access, operational infrastructure, stockpiling areas, other storage and servicing areas and water management; (b) geological and geotechnical information about the resource, and description and evaluation of alternatives considered for exploitation of the resource; (c) specification of all machinery, including vehicles, intended to be employed on the site; (d) an evaluation of the need for the development, including markets and proposed rates of extraction; (e) plans for progressive planting and site rehabilitation, including demonstration of visual impact over time; (f) proposed methods of removing material or refuse from the site; and (g) an Environmental Management Plan that addresses all issues relevant. <p>(3) Demonstration of compliance with performance outcome will require the submission of reports detailing information as required by the Integrated Water Cycle Management Code.</p> |

| Code | Information Required |
|------|---|
| | <p>(4) Demonstration of compliance with performance outcome will require the submission of a report, prepared by a suitably qualified persons, that:</p> <ul style="list-style-type: none"> (a) identifies all noise sources, hours of operation, attenuation measures, sensitive of potentially sensitive receiving environments and any other relatively noise sensitive places, and the ambient noise environment; (b) models noise levels of the surrounding area, including impacts related to haulage movements; (c) evaluates the noise impacts of alternative practical approaches to exploitation of the resources; (d) identifies measures for limiting intrusive noise levels; and (e) addresses the requirements of the Environmental Protection (Noise) Policy 1997. <p>(5) Demonstration of compliance with performance outcome will require the submission of a report, prepared by a suitably qualified person, that:</p> <ul style="list-style-type: none"> (a) provides an analysis of vibration likely to be caused by the operation of the development; (b) details measures to minimise any potential impact on nearby premises; and (c) has regard to the best available current standards regarding vibration (such as <i>British Standard BS6472:1992 – Evaluation of Human Exposure to Vibration in Buildings (1hz to 80hz)</i>). <p>(6) Demonstration of compliance with performance outcome will require the submission of a report, prepared by a suitably qualified person, that:</p> <ul style="list-style-type: none"> (a) details all equipment used in extracting, handling, processing and transporting materials; (b) models air pollution impacts; (c) evaluates the air pollution impacts of practical alternative approaches to exploitation of the resource; (d) identifies measure for limiting the dust emissions from extraction; and (e) details the measures to contain air pollution. |

| Code | Information Required |
|----------------------------------|--|
| | <p>(7) Demonstration of compliance with performance outcome will require the submission of a report, prepared by a suitably qualified person, detailing;</p> <ul style="list-style-type: none"> (a) a description of existing site vegetation and habitat values; and (b) an evaluation of impacts on ecology, including in terms of water management proposal and alternatives or site development. <p>(8) Demonstration of compliance with performance outcome will require the submission of a report, prepared by a suitably qualified person, that describes and evaluates all relevant public safety issues associated with the development, including:</p> <ul style="list-style-type: none"> (a) blasting; (b) pedestrian movement and safety; (c) subsidence; and (d) perimeter fencing. <p>(9) Demonstration of compliance with performance outcome will require the submission of a report, prepared by a suitably qualified person, that provides;</p> <ul style="list-style-type: none"> (a) an analysis of traffic movements predicted for the development; (b) an assessment of all transport options including rail, road and conveyor; (c) analysis of the standard of roads proposed to be used; (d) an evaluation of alternative access possibilities; (e) an evaluation of the impact on the movement system, the amenity of premises along the proposed route and safety issues; and (f) measures to avoid spillage, dust and noise nuisance. <p>(10) Demonstration of compliance with performance outcome will require the submission of a management plan, approved by Council prior to commencement of use that addresses all relevant issues.</p> |
| Integrated Water Management Code | <p>(1) Council may require a stormwater quality management plan prepared in accordance with Planning Scheme Policy No.2 to demonstrate compliance.</p> <p>(2) Council may require an erosion and sediment control plan be prepared in accordance with Planning Scheme Policy No.2 to demonstrate compliance.</p> <p>(3) Council may require a waste water management plan be prepared in accordance Planning Scheme Policy No.3 to demonstrate compliance.</p> |

| Code | Information Required |
|---|---|
| | <p>(4) Council may require a monitoring and maintenance program to be developed in accordance with Planning Scheme Policy No.2 to demonstrate compliance.</p> |
| <p>Transport, Access and Parking Code</p> | <p>(1) In order to demonstrate compliance with the performance criterion of this code, Council may request the preparation of a traffic impact assessment.</p> <p>(2) Traffic and Parking Impact Assessment Requirements:</p> <ul style="list-style-type: none"> (a) A Traffic and Parking Impact Report is to address those of the following issues that are relevant to the proposed development. (b) A review of the existing and proposed traffic network and traffic operation conditions. (c) The amount of traffic likely to be generated by the development and its likely impact on the movement of traffic on the road system. This includes the impact of generated traffic on: <ul style="list-style-type: none"> (i) nearby intersections; (ii) local streets in the neighbourhood of the development; (iii) the environment; (iv) existing nearby major traffic generating development; and (v) the major road network. (d) The likely impact of the traffic generated by the development on the road pavement and other surface and underground infrastructure. (e) Existing public parking supply and demand in the vicinity of the proposed development. (f) The level of provision for parking in the development based on land use and alternative modes of transport availability. (g) (Measures provided to encourage and cater for alternative modes of transport including walking, cycling and public transport. (h) Whether the proposed means of access to and from the Site for all users are safe and appropriately designed and located. (i) The adequacy of provision for the loading, unloading, manoeuvring, standing and parking of vehicles on the Site. (j) Any comments made by the Department of Main Roads and Queensland Transport. (k) The existing and likely future amenity of the surrounding area. |

| Code | Information Required |
|-------------------------------|--|
| Landscaping Code | (1) A landscaping plan prepared by a suitably qualified and experienced person (as identified within the Landscaping Code) will be required to demonstrate compliance with the performance outcomes of the Landscaping Code. |
| Landslide Hazard Overlay Code | (1) Demonstration of compliance with the acceptable outcomes, a site specific geotechnical analysis prepared by a suitably qualified Registered Professional Engineer of Queensland (RPEQ) will be required to demonstrate that the site is not subject to landslide hazard. The geotechnical report will need to include: <ul style="list-style-type: none"> (a) an assessment of the stability of the site; (b) an assessment of the impact that the proposed development (including all proposed buildings, road, excavation and/or filling, access and drainage works) would have on the stability of the site and adjacent land; and (c) requirements (including where relevant, preferred locations, methods of construction and management regimes for buildings, foundation, roads, excavation and/or filling, storm and wastewater drainage, landscaping and other works) that are necessary to be incorporated into the development to reduce the level of risk to life and property (whether on the site or not) to an acceptable level. |

Appendix 1 Preparation of Ecological Assessment Report

- (1) The Purpose is:
 - (a) to minimise adverse impacts on Areas of Ecological Significance and Waterways and Wetlands, and to maximise the beneficial impacts of the development; and
 - (b) to provide guidance on the preparation and assessment of an Ecological Assessment Report.
- (2) Preparation of an Ecological Assessment Report
 - (a) The Ecological Assessment Report should be prepared by a suitably qualified person.
 - (b) Preparation of the information in an Ecological Assessment Report should be concise and comprehensible whilst clearly identifying all of the ecological issues relevant to the site.
 - (c) The methodology for collecting information for each relevant section of the report should be included, identifying:
 - (i) dataset name and source; and
 - (ii) method of collection.
 - (d) Where data are readily available they should be used, and when undertaken data collection it should adhere to a recognised methodology.
 - (e) The Ecological Assessment Report is required to cover the relevant information listed in Table 6.1.6:2. It should use maps, tables and plans where appropriate, providing detail relevant to the application and site.
 - (f) All maps and plans provided as part of the Ecological Assessment Report must be at a suitable and consistent scale, clearly showing a north point and scale bar.

Table 6.1.6:2 - Guideline for preparing an Ecological Assessment Report for submission under the Toowoomba Regional Planning Scheme

| Relevant Information | Parameters to consider |
|--|--|
| (1) Describe the location and extent of the proposed site. | (a) Location. (b) Size (area). (c) Significant features external to the site. |
| (2) Describe the physical characteristics of the site. | (a) Geology. (b) Soils. (c) Hydrology and water quality (surface and groundwater). (d) Topography, slope and land form. |
| (3) Outline the existing use of the site and any previous uses if known. | (a) Existing use (e.g. buildings). (b) Previous uses and any associated details. |
| (4) Outline the existing environment of the site. | (a) Areas of Ecological Significance. (b) Areas of Ecological Significance Buffer. (c) Waterways and Wetlands. (d) Waterways and Wetlands Buffer. (e) Fauna species. (f) Regional Ecosystem and Regrowth types, structure and location. (g) Vegetation cover, types and condition. |

| Relevant Information | Parameters to consider |
|--|--|
| | (h) Presence of weed and pest species. (i) Rare or endangered species (e.g. Threatened Ecological Communities as listed under the Environmental Protection and Biodiversity Conservation Act 1999). (j) Biodiversity corridors. (k) Essential habitat. (l) Infrastructure (e.g. access routes, transport, water supply, effluent treatment and disposal, stormwater, solid waste, power and communications). |
| (5) Provide a brief overview of the development proposal which has triggered the Ecological Assessment Report. | (a) Type of development. (b) Primary use of development. (c) Any associated infrastructure required for the development. (d) Any associated on site works (e.g. earth works). |
| (6) Identify the potential impacts of the development on the existing environment, including any cumulative impacts. | (a) Areas of Ecological Significance. (b) Biodiversity corridors. (c) Fauna. (d) Regional Ecosystems and Regrowth. (e) Hydrology and water quality (surface and ground water). (f) Topography, slope and land form. (g) Air quality. (h) Climate. (i) Light and noise levels. (j) Infrastructure. |
| (7) Identify the potential impacts of the development on the existing environment, including any cumulative impacts. | (a) Buffers. (b) Revegetation. (c) Design. (d) Site location. (e) Minimisation of edge effects. (f) Landscaping. (g) Fencing type (e.g. fauna friendly fencing). (h) Level of supporting infrastructure required. |
| (8) Outline other planning scheme codes, overlays and policies which apply to the site. | (a) Links to other planning scheme controls. |
| (9) List references used in the information collection process. | (a) Reference material and literature. (b) Authorities and agencies consulted. |
| (10) Include appendices for any additional supporting information. | (a) Technical information or data. (b) Documents or correspondence from authorities or agencies. |

Appendix 2 Neighbourhood Character Assessment

Assessment Matrix

- (1) The following matrix and scoring system is to be used to rate and compare new development with existing character buildings covered by the Neighbourhood Character Overlay. The assessment criteria are based on four (4) elements:
 - (a) Style (is the building a good representation of a particular style).
 - (b) Integrity / Design (are the building's design features highly intact).
 - (c) Condition (is the building structurally intact and to what degree).
 - (d) Group Value (is the building part of a group or collective of buildings that contribute to the streetscape).
- (2) In the case of demolition or removal of a character building, it must be demonstrated that any new development will make a positive contribution to the streetscape by being sympathetic to the character of adjoining buildings. It must be demonstrated that the building proposed to be demolished or removed will not diminish the appearance of the streetscape or the overall character of an area and that any new development will make an equal or greater contribution to the streetscape.

Assessment criteria and associated scores:

| Style | Criteria | Score |
|---|------------------|-------|
| Existing House | | 2 |
| New House | Reproduction | 0 |
| | Complimentary | 1 |
| | Interpretive | 2 |
| Integrity/Design | Criteria | Score |
| Refer to the diagrams at the end of this appendix for a scoring each design element | | |
| Condition | Criteria | Score |
| Existing House | Good | 2 |
| | Fair | 1 |
| | Poor | 0 |
| New House | | 2 |
| Group Value | Criteria | Score |
| Existing House (of houses of a similar style) | One of a pair | 1 |
| | One of 3 or 4 | 2 |
| | One of 5 or more | 3 |
| New House | | 0 |

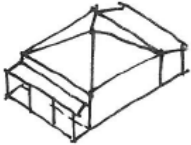
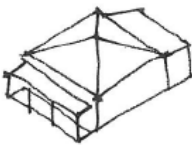
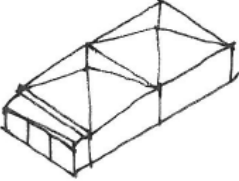
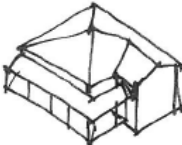
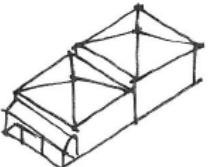
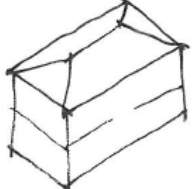
Assessment Matrix Score Sheet

Toowoomba Regional Planning Scheme
 Schedule 6 Planning scheme policies (PSP) 0F, 1F
 SC6.8 – PSP No. 8 – Street Trees

| | | House to be Demolished | Out of Score | New House | Out of Score |
|--------------------|--|------------------------|--------------|-----------|--------------|
| Integrity / Design | Bulk | | 5 | | 5 |
| | Form | | 3 | | 3 |
| | Height | | 5 | | 5 |
| | Setback, Siting & Orientation (page 1) | | 2 | | 2 |
| | Setback, Siting & Orientation (page 2) | | 2 | | 2 |
| | Roof Lines | | 4 | | 4 |
| | Footings | | 2 | | 2 |
| | Openings | | 3 | | 3 |
| | Materials & Detail | | 5 | | 5 |
| | Eaves | | 2 | | 2 |
| | On-site Parking | | 4 | | 4 |
| | Car Access | | 3 | | 3 |
| | Integrity / Design Sub-totals | | | 40 | |
| Style | (circle one) | 2 | 2 | 0 1 2 | 2 |
| Condition | (circle one) | 0 1 2 | 2 | 2 | 2 |
| Group Value | (circle one) | 0 1 2 3 | 3 | 0 | 3 |
| Totals | | | 47 | | 47 |

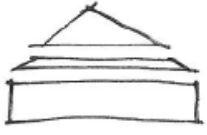

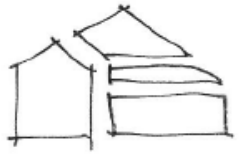

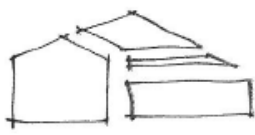
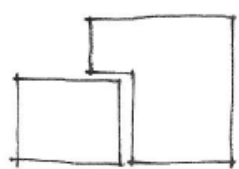
Screen shots of draft drawings (1 of 12)

BULK

| DIAGRAM EXST | DIAGRAM NEW | DESCRIPTION | SCORE |
|---|---|---|-------|
|  |  | SIMILAR BULK TO EXISTING | 5/5 |
| <p>ASSUMED EXISTING BULK IN THE STREET: - FOR THIS EXAMPLE. SCORING FOR THE NEW BUILDING SHOULD BE RELATIVE TO THE BULK / CHARACTER OF THE ADJACENT HOUSES / STREET</p> <p>BULK = THE MAGNITUDE OF A BUILDING OR BUILDING ELEMENT IN 3 DIMENSIONS</p> |  | SIMILAR BULK TO STREET FRONTAGE WITH LARGER ELEMENT SET BEHIND. | 4/5 |
| |  | PROPORTIONAL SIDE WING ADDITION | 3/5 |
| |  | TWO STOREY : WHERE FRONT IS SINGLE STOREY & LARGER, TWO STOREY ELEMENT SET BEHIND | 2/5 |
| |  | TWO STOREY | 0/5 |

Screen shots of draft drawings (2 of 12)


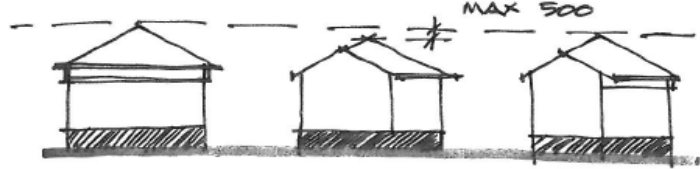
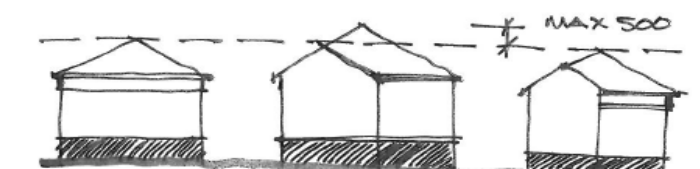
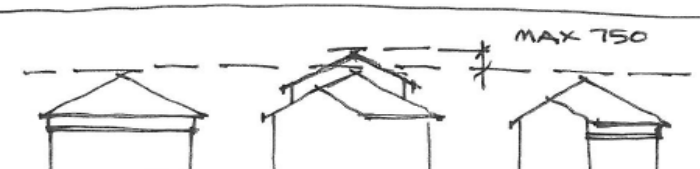
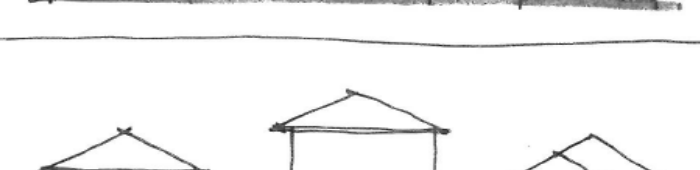

FORM

| DIAGRAM EXIST | DIAGRAM NEW | DESCRIPTION | SCORE |
|---|---|--|-------|
|  |  | SIMILAR FORMS OR SHAPES, INCLUDING PROPORTIONS OF SHAPES IN ROOF, VERANDAHS & BUILDINGS. | 3/3 |
|  |  | DOMINANT FORMS ARE SIMILAR TO STREET CHARACTER. DIFFERENT FORMS ARE SMALLER SCALES OR NOT DOMINANT | 2/3 |
|  |  | FORM OR SHAPES AND/OR PROPORTIONS ARE COMPLETELY DIFFERENT | 0/3 |

FORM = THE SHAPE OR OUTLINE OF SOMETHING

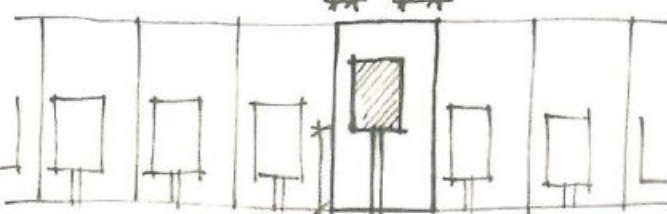
Screen shots of draft drawings (3 of 12)

HEIGHT

| DIAGRAM | DESCRIPTION | SCORE |
|---|--|-------|
|  | ROOF HEIGHT, GUTTER LINE HEIGHT & STUMP HEIGHT SIMILAR TO EXISTING ADJACENT PROPERTIES | 5/5 |
|  | ROOF HEIGHT SLIGHTLY LOWER - GUTTER + STUMP HEIGHTS SIMILAR TO ADJACENT PROPERTIES | 4/5 |
|  | ROOF HEIGHT SLIGHTLY HIGHER - GUTTER + STUMP HEIGHTS SIMILAR TO ADJACENT PROPERTIES | 3/5 |
|  | SINGLE STOREY TO STREET FRONT WITH SIMILAR HEIGHTS - ROOF, GUTTER, STUMPS TO ADJACENT PROPERTIES | 2/5 |
|  | TWO STOREY STREET FRONTAGE | 0/5 |
|  | LOW SET SLAB ON GROUND | 0/5 |

Screen shots of draft drawings (4 of 12)

SETBACKS, SITING & ORIENTATION

| | DESCRIPTION | |
|---|--|----------------|
|  | <p>FRONT & SIDE SETBACKS SIMILAR TO OTHERS IN THE STREET. ENTRY FRONTS THE STREET</p> | <p>2 2</p> |
|  | <p>SETBACKS SUBSTANTIALLY DIFFERENT TO OTHERS IN THE STREET</p> | <p>0 2</p> |
|  | <p>SOME SETBACKS AT SIDE DIFFERENT TO OTHERS IN THE STREET</p> | <p>1 2</p> |
|  | <p>FRONT SETBACK & SIDE SETBACKS ON STREET FRONTAGE SIMILAR TO OTHERS IN THE STREET.</p> | <p>2 2</p> |
|  | <p>SETBACKS SIMILAR, ENTRY DOES NOT FRONT THE STREET</p> | <p>1 2</p> |

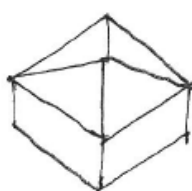
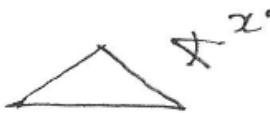
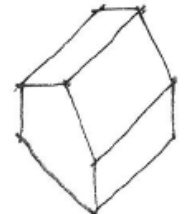





Screen shots of draft drawings (5 of 12)

SETBACKS SITING & ORIENTATION 2

| | | |
|--|--|------------------|
| | <p>COMPLETELY DIFFERENT ORIENTATION</p> | <p>2 0/2</p> |
| | <p>BUILDING ACROSS LOT LINES WHERE THERE ARE NO OTHERS IN THE VICINITY</p> | <p>0/2</p> |
| | <p>BUILDING ACROSS LOT LINES WHERE THERE ARE OTHERS IN THE VICINITY</p> | <p>1/2</p> |

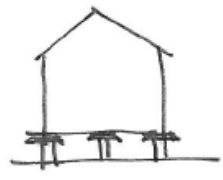


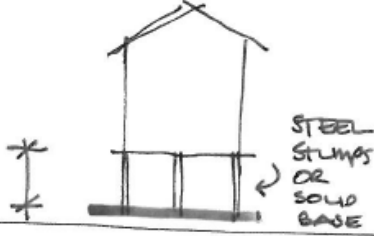
Screen shots of draft drawings (6 of 12)

ROOFLINES

| DIAGRAM EXST | DIAGRAM NEW | DESCRIPTION | SCORE | |
|--|---|---|-------|-----|
| | | | | |
|  HIPPED ROOF |  ROOF PITCH TYPICALLY 22.5° - 30° | HIPPED OR GABLED ROOF LINE WITH SIMILAR PITCH TO OTHER BUILDINGS IN THE STREET | 2/4 | 2/4 |
|  GABLED ROOF |  $20^\circ \pm 5^\circ$ | SKILLION WITH SIMILAR PITCH OR PITCHED ROOF WITHIN 5° VARIATION OF TYPICAL ROOF PITCHES IN STREET | 2/4 | 2/4 |
|  SKILLION  CURVED  BULLNOSE VERANDA ROOF FORMS |  SEE ALSO EAVES & FORM | PARAPET OR FLAT ROOF (> 5° LESS THAN TYPICAL IN THE STREET) | 0/4 | 0/4 |

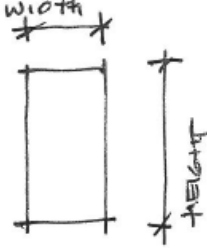
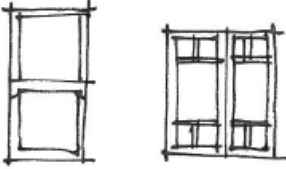
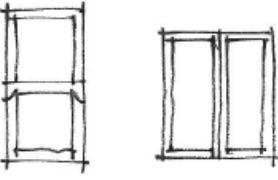
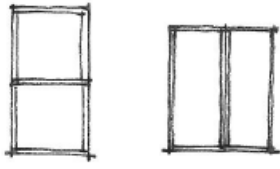
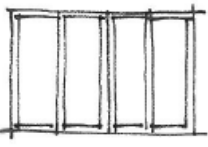
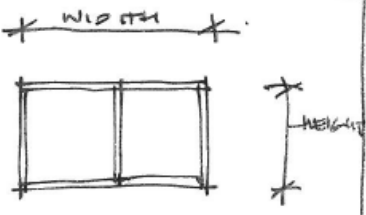
Screen shots of draft drawings (7 of 12)

FOOTINGS

| | | | |
|--|---|--|------------|
|  |  | <p>HARDWOOD STUMPS ~200 OR 250</p> | <p>2/2</p> |
| <p>THIS SCORING ASSUMES THE TYPICAL CHARACTER IS HOUSES ON HARDWOOD STUMPS</p> |  | <p>SLAB ON GROUND</p> | <p>0/2</p> |
| <p>SAME HEIGHT AS ADJ.</p> |  | <p>FLOOR HEIGHT SAME AS THE ADJACENT PROPERTIES BUT BASE TYPE IS DIFFERENT</p> | <p>1/2</p> |

Screen shots of draft drawings (8 of 12)

OPENINGS

| | DIAGRAMS | DESCRIPTION | SCORE |
|--|---|--|-------|
|  |  | TIMBER FRAMED WINDOWS SIMILAR TO EXISTING ON ADJACENT PROPERTIES / IN AREA | 3/3 |
| GENERALLY IN CHARACTER AREAS OPENING HEIGHT IS GREATER THAN WIDTH. OPTEN THE RATIO |  | SIMILAR PROPORTIONS IN WINDOWS TO EXISTING IN THICK FRAMED ALUMINIUM | 2/3 |
| OF WIDTH TO HEIGHT IS CLOSE TO 1:2 |  | SIMILAR PROPORTIONS IN THIN FRAMED ALUMINIUM | 1/3 |
| |  | LARGER WINDOWS FORMED BY GROUPING SMALLER PANES OF GLAZING | 1/3 |
| |  | LARGE AREAS OF GLAZING OR WINDOWS WHERE WIDTH IS GREATER THAN HEIGHT | 0/3 |

Screen shots of draft drawings (9 of 12)

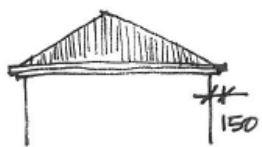
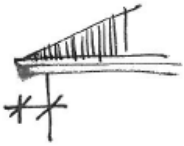
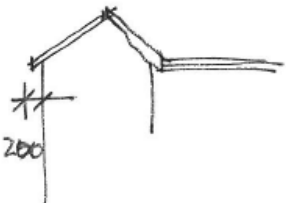



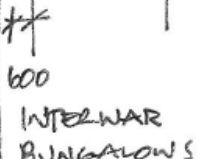
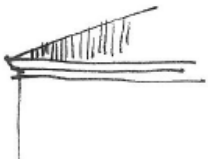
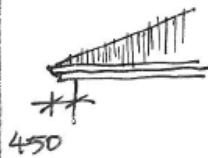
MATERIALS & DETAILS

| WALL MATERIALS | ROOF MATERIALS | |
|---|--|-----|
| TIMBER - WEATHERBOARD - CHAMFER BOARD - SIMILAR MATERIALS WITH SAME PROFILE | TIN - CUSTOMER'S PROFILE ROOF SHEETING | 3/3 |
| TIMBER + PAINTED SURFACES COMBINED. | TIN | 2/3 |
| PAINTED WALLS SURFACES | TIN | 1/3 |
| TIMBER | TILES OR TIN NOT IN A CUSTOMER'S PROFILE | 1/3 |
| FACE BRICK | ANY ROOFING | 0/3 |
| DETAILS | | |
| DESCRIPTION | | |
| WINDOW HOODS VERANDAHES PORCHES GABLE DECORATION | EXACT REPRODUCTION OF THESE ELEMENTS IS NOT ENCOURAGED BUT MODERN VERSIONS OF THESE TYPE OF DETAIL ELEMENTS ARE. | 2/2 |
| | NO DETAIL ELEMENTS | 0/2 |

total 5

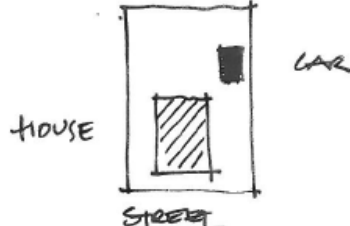
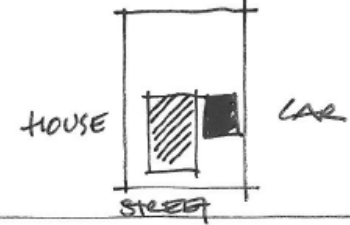
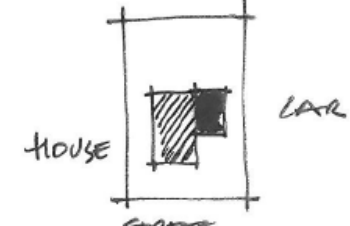
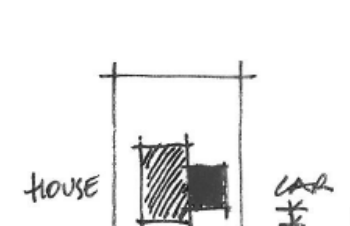
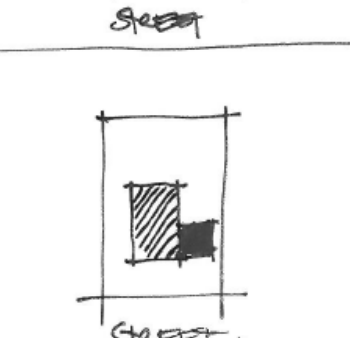
Screen shots of draft drawings (10 of 12)

EAVES

| DIAGRAM - EXST | DIAGRAM NEW | DESCRIPTION | Score |
|--|--|---|-------|
| <p>MAIN ROOF</p>  <p>COTTAGES 100 - 200 mm EAVES</p> |  <p>TO MATCH EXISTING CHARACTER HOUSES.</p> | <p>MINIMUM EAVE OVERHANG SHOULD BE THE SAME AS ONE OF THE ADJACENT PROPERTIES</p> | 2/2 |
|  <p>TOOWOOMBA GABLE / FEDERATION 200 - 250 mm EAVES</p> |  <p>EXIST NEW EXST</p> | <p>PARAPET ROOF WHERE ADJACENT TO HOUSES.</p> | 0/2 |
|  <p>TOOWOOMBA GABLE / FEDERATION 200 - 250 mm EAVES</p> |  <p>EXIST NEW EXST</p> | <p>PARAPET ROOF WHERE ADJACENT TO OTHER PARAPET ROOFS.</p> | 2/2 |
|  <p>INTERWAR BUNGALOWS 600 - 750 mm</p> |  | <p>NO OVERHANGS</p> | 0/2 |
|  <p>POST WWII COTTAGES 450</p> | | | |

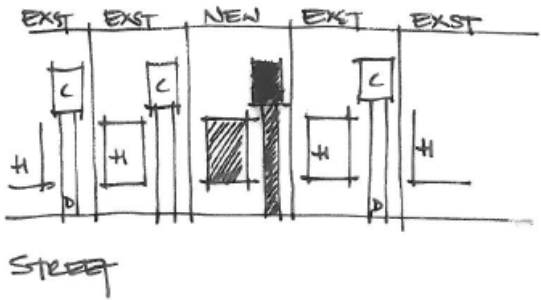
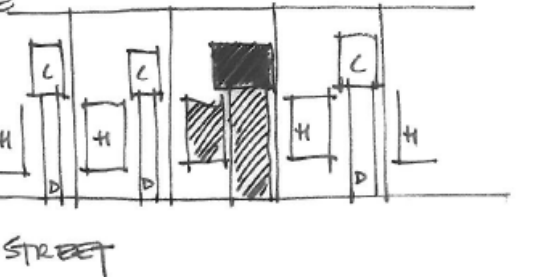
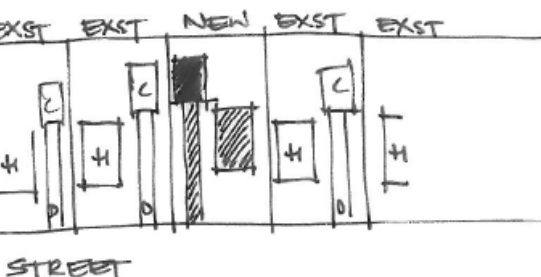
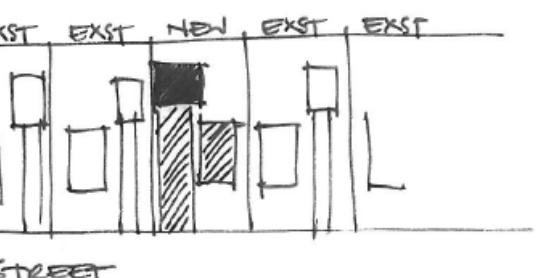
Screen shots of draft drawings (11 of 12)

ON SITE PARKING

| DIAGRAM - LOCATION OF CAR | DESCRIPTION | 4/4 |
|---|---|-----|
|  <p>HOUSE</p> <p>STREET</p> <p>CAR</p> | <p>CAR ACCOMMODATION BEHIND HOUSE</p> | 4/4 |
|  <p>HOUSE</p> <p>STREET</p> <p>CAR</p> | <p>CAR ACCOMMODATION DETACHED & BESIDE HOUSE</p> | 3/4 |
|  <p>HOUSE</p> <p>STREET</p> <p>CAR</p> | <p>CAR ACCOM. ATTACHED TO REAR OF HOUSE</p> | 2/4 |
|  <p>HOUSE</p> <p>STREET</p> <p>CAR</p> <p>* MINIMUM 2M</p> | <p>CAR ACCOM. ATTACHED TOWARD THE FRONT OF THE HOUSE</p> | 1/4 |
|  <p>HOUSE</p> <p>STREET</p> | <p>CAR ACCOM. ATTACHED & LEVEL WITH THE FRONT WALL OF THE HOUSE</p> | 0/4 |

Screen shots of draft drawings (12 of 12)

DRIVEWAY / CAR ACCESS

| DIAGRAM | DESCRIPTION | SCORE |
|---|--|------------|
|  | <p>DRIVEWAY MAINTAINS STREET PATTERN & DRIVEWAY WIDTH</p> | <p>3/3</p> |
|  | <p>DRIVEWAY MAINTAINS STREET PATTERN BUT NOT WIDTH</p> | <p>2/3</p> |
|  | <p>DRIVEWAY INCONSISTENT WITH STREET PATTERN, SINGLE WIDTH</p> | <p>1/3</p> |
|  | <p>DRIVEWAY INCONSISTENT WITH STREET PATTERNS & TYPICAL DRIVEWAY WIDTHS.</p> | <p>0/3</p> |