

Minor Residential Development Guide

Wagga Wagga City Council - 2026

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1.1 Development application forms and fees

A fee determined by Council must accompany the application. In the case of a building or work the fee is based upon the estimated cost of that building or work. A Section 7.12 form will need to be submitted where the estimated cost of works is \$100,001 or greater.

You must obtain the consent of the landowner. **If there is more than one landowner, every owner must sign.** If the application form is not signed by the landowner(s), Council will not accept your application.

Note: If the proposed works affect a joint wall or fence, consent of both property owners is required.

On the Development Application form you must indicate if you are seeking approval under Section 68 of the *Local Government Act 1993* (e.g. for sewer or stormwater works), or approval from another government agency (e.g. integrated development).

Please refer to the full [Development Application Preparation and Lodgement Guide](#) for complete details on landowner consent requirements, including specific requirements for company ownership.

1.2 Developer contributions

Section 7.11 of the *Local Government Act 1993* enables Council to levy contributions, where anticipated development will or is likely to increase the demand for public facilities. You can view Council's [Section 7.11 Contribution Plan](#) on our website.

Section 64 of the *Local Government Act 1993* enables Local Water Utilities to levy developer charges for water supply, sewerage and stormwater. This derives from a cross reference in that Act to Section 306 of the *Water Management Act 2000*. You can view Council's [Section 64 Contribution Plan](#) on our website.

For more information, please refer to Council's [Development Application Preparation and Lodgement Guide](#).

1.3 Statement of Environmental Effects (SEE)

A SEE is a written report outlining the likely environmental impacts of the proposal. It also describes how the environmental impacts have been identified and the steps to be taken to protect the environment or to lessen the expected impacts. The SEE should include the following information as a minimum:

- Description of the development and site
- Compliance with relevant planning controls and standards
- Site suitability and present and previous uses
- Environmental impacts (e.g. privacy, views, overshadowing, acoustic privacy, air pollution, and noise pollution)
- Social and economic impacts
- Pedestrian and vehicle movements
- Stormwater management, wastewater management, and soil erosion control

Council's Statement of Environmental Effects – Attachment C document may be used for single residential dwellings (single storey in a residential zone only, excluding the Heritage Conservation Area), single storey residential alterations and additions, and other domestic buildings and structures (e.g. sheds and swimming pools).

For more information, please refer to Appendix 3 in Council's [Development Application Preparation and Lodgement Guide](#).

1.4 Plans, elevations and sections

The site plan, floor plan, elevations and sections will clearly document the proposed buildings or works. If the proposal is for alterations and/or additions to an existing building, the new work is to be coloured. Please refer to Appendix 2 in Council's [Development Application Preparation and Lodgement Guide](#).

1.5 Shadow diagrams

A shadow diagram will be required where the new buildings or additions are more than one storey in height, and/or where the lot size, orientation, slope of the land or adjoining buildings create the potential for overshadowing. The shadow diagram is typically prepared by an architect and illustrates the extent of shadows cast by existing and proposed buildings, including buildings on adjoining land and trees where relevant. The shadow diagram must be drawn to true solar north and needs to show the details specified in Appendix 2 in Council's [Development Application Preparation and Lodgement Guide](#).

1.6 Flood impact statement

A Flood Impact Assessment will be required for all applications that are located on the floodplain. Section 4 of the Wagga Wagga Development Control Plan 2010 provides guidelines for developments located on flood prone land. Flood levels can be contained from Council's Development Services Section. For more information regarding the preparation of a Flood Impact Assessment please refer to Appendix 2 in Council's [Development Application Preparation and Lodgement Guide](#).

1.7 Statement of heritage impact

A statement of heritage impact is required where a development will result in an impact on a heritage item, item or property located within the heritage conservation area, or on land located within the vicinity of a heritage item and/or heritage conservation area. A statement of heritage impact may form part of a statement of environmental effects, and needs to include the following information:

- Description of the significance of an item, area or site
- Identification of the impact of a development proposal on that significance
- Description of how the proposal will minimise negative impacts
- Description of alternative development options that were considered before the preferred option was chosen and why those alternatives were discounted.

For more information, please refer to Appendix 2 in Council's [Development Application Preparation and Lodgement Guide](#).

NOTE: For development of land in the vicinity of a heritage item or a heritage conservation area, Council may require the preparation of a statement of environmental heritage depending on the nature of the development proposed and its potential impact on the heritage item or a heritage conservation area.

Generally, land within the vicinity of a heritage item and a heritage conservation area is land that abuts or is opposite the item or area. However, the Council may require a statement of heritage impact for land that is located beyond a common boundary with an item or area.

If your development will be located on land within the vicinity of a heritage item and a heritage conservation area, please consult with Council's Development Services Section to determine whether a statement of heritage impact is required.

In addition to a statement of heritage impact, the Council may require a conservation management plan to be submitted with an application involving a heritage item or a building, work, relic or place within a heritage conservation area.

1.8 BASIX Certificate

A BASIX assessment is mandatory for the following residential developments:

- new buildings that contain one or more dwellings,
- conversion of an existing building to a building that contains one or more dwellings,
- alterations and additions to buildings that contain one or more dwellings with a total estimated cost of works of \$50,000 or more,
- Swimming Pools with a capacity of 40,000 litres or more.

Applicants are required to carry out a self-assessment through the interactive website programme accessed on the [NSW Planning BASIX website](#). A valid BASIX certificate must be lodged with the development application to Council. If the proposal is for more than one of the specified building types, a separate certificate is required for each building.

The development application submitted to Council must be consistent with the proposal used in the BASIX assessment. Plans accompanying the application must be annotated with the agreed BASIX commitments set out in the certificate, including landscaping and other commitments that require details on the plans.

1.9 Disclosure statement of political donations or gifts

Political donations and gifts must be disclosed for applications or public submissions to a Council. Please refer to information contained in Appendix 8 of Council's [Development Application Preparation and Lodgement Guide](#) before filling out the Disclosure Statement.

1.10 Bushfire assessment

When applying for development on land that is zoned as bush fire prone it will be necessary to demonstrate that the proposal is in accordance with the requirements of the NSW Rural Fire Service document 'Planning for Bushfire Protection 2019.' This document can be viewed via the [NSW RFS website](#).

The information to be included is summarised in Appendix 2 of Council's [Development Application Preparation and Lodgement Guide](#).

Applications that are classed as integrated development will be forwarded to the NSW Rural Fire Service for assessment. All other developments on bush fire prone land will be assessed within Council.

1.11 Lloyd (Urban Release Area) specific requirements

Allotments in the Lloyd Urban Release Area (Lloyd URA) have specific stormwater drainage, landscaping, and impervious to pervious area ratio requirements. Within this subdivision, the aim is to minimise the amount of water that infiltrates the surface and maximise the amount of water that is collected through the stormwater system.

1.11.1 Stormwater drainage

Allotments in the Lloyd Urban Release Area have specific stormwater management requirements due to the land being a groundwater recharge area. Lloyd URA applications must include the following information:

- Indicate pervious and impervious areas, preferably with colour (e.g. pervious green, impervious red)
- All impervious areas included in the 20:80 ratio as approved in the development consent of this allotment, shall be indicated on plans as drained to the piped stormwater drainage system. This requirement extends to but is not limited to, garden sheds, courtyards, patios and paved areas.
- All dwellings constructed shall indicate a rainwater tank as per the conditions of consent for your lot or the relevant BASIX requirement. All excess rainwater shall be disposed of via Council's stormwater system. Plans to indicate tanks connected to an internal device such as toilet, washing machine or irrigation system to ensure use of the collected water.

Note: Copies of Drainage Diagrams for individual properties can be obtained from Council subject to an applicable fee (Refer to Council's Schedule of Fees and Charges). Please note, however, that these diagrams can be viewed at Council's Customer Service Centre at no cost.

1.11.2 Landscaping

Lots in the Lloyd Urban Release Area (Lloyd URA) have specific landscaping requirements due to the land being a groundwater recharge area. Lloyd URA applications must include the following information:

- No fixed irrigation systems are to be installed between the building line and the road alignment so plans will be checked that this is not indicated. The road reserve (nature strip or verge) has been treated with compacted gravel to be impermeable. This treatment must be retained and maintained although other treatments such as synthetic turf or other materials placed on top of the compacted gravel may be utilised to improve aesthetics. Any other treatment should be shown on the plan
- Indicate any fixed irrigation systems behind the building line. These are discouraged but would ideally utilize tank water.
- Indicate low water use plantings – see the developer's landscaping guide attached to your certificate of title.
- Indicate pervious and impervious areas, preferably with colour (e.g. pervious green, impervious red)
- All impervious areas included in the 20:80 ratio as approved in the development consent of this allotment, shall be drained to the piped stormwater drainage system. This requirement extends to but is not limited to, garden sheds, courtyards, patios and paved areas.

1.11.3 80:20 Impervious to pervious plan

Lots in the Lloyd Urban Release Area (Lloyd URA) have specific resource management requirements due to the land being a groundwater recharge area. As well as the general plan requirements listed above, Lloyd URA applications must include the following information:

- Indicate pervious and impervious areas, preferably with colour (e.g. pervious green, impervious red)
- Include a copy of the 80:20 plan for your lot (attached to your certificate of title or contact Development Services or visit council's website), showing the lot area, 80:20 area and maximum pervious area. Your design should reflect these requirements.

For further stormwater drainage, landscaping and impervious to pervious area ratio requirements specific to the Lloyd URA, please refer to Appendix 2 in Council's [Development Application Preparation and Lodgement Guide](#).

1.12 Soil and water management plan

For new development involving construction or civil works, substantial alterations and additions and any significant excavation work, Council will require the following soil and water management plans/information to be submitted for consideration.

1.12.1 Water supply and sewerage disposal

As a minimum, the statement of environmental effects must satisfy Council that all water services (supply, waste and stormwater drainage) can be provided to serve the site in accordance with each authority's respective requirements with a minimal adverse environmental impact.

Development Application plans must show the general location of existing sewer mains, the likely connection point and the likely location of new sewer pipes within the site. The location of pipes in relation to significant trees that may be affected by excavation and trees which may affect sewer pipes by tree root invasion is a relevant consideration.

1.12.2 Stormwater

The development application must provide the following information:

- Overland flow paths of flood liable areas present on the land and existing surface contours (expressed as Reduced Levels (RLs) or levels to AHD)
- The proposed method of collection of roof and surface stormwater including the general location and levels of proposed drains, stormwater pipes, drainage pits and proposed finished surface contours (expressed as Reduced Levels (RLs) or levels to AHD)
- The proposed building locations and finished floor levels (expressed as Reduced Levels (RLs) or levels to AHD)
- The location of infiltration measures (swales, landscaping, permeable pavements, etc)
- The location of rainwater tanks
- The location of on-site detention basins or tanks, including stored water levels and emergency spillways
- The location of discharge points to stormwater drainage system (show levels at these locations) and the method of connection
- The location of stormwater easements (existing or proposed)

1.12.3 Soil erosion and sediment control

These plans are generally not required until the Construction Certificate stage. Council will normally impose specific conditions requiring these matters to be addressed prior to the issue of any Construction Certificate and prior to the commencement of any works.

However, on occasions, a Soil Erosion and Sediment Control Plan may be required with the submission of the Development Application. The Pre-DA process will normally identify the requirement for a Soil Erosion and Sediment Control Plan at the Development Application Stage.

Proposed developments involving excavation or earthworks will be required to submit a Soil Erosion and Sediment Control Plan complying with the 4th edition of the "Managing Urban Stormwater – Soils and Construction" published by the New South Wales Department of Housing ("The Blue Book"), with the development application. The plan is to include details of measures to be implemented on the site prior to construction and during construction. The plan shall nominate types of sediment and control measure proposed, size, location and review and maintenance measures.