



## APPLICATION FOR – CIVIL WORKS & ENGINEERING PLAN ASSESSMENT/STORMWATER ASSESSMENT

- ☐ Plan Assessment Fee (single dwelling only) includes one (1) inspection: \$1,560.00
- ☐ Plan Assessment Fee (dual occupancy developments) includes one (1) inspection: \$2,260.00
- ☐ Plan Assessment Fee (larger than a dual occupancy development) based on the linear metre of development frontage, includes three (3) inspections: \$373.00 per linear metre
- ☐ Plan Assessment Fee (alteration and addition to RFB) includes (1) inspection: \$3,150.00
- ☐ Additional Inspection fees: \$201.50 per Inspection
- (All Fees are GST Exempt)
- This application is for the assessment of stormwater works as part of a DA/CCB and the assessment/execution of civil works within the Council public domain. The scope of this application includes the following, but not limited to the public domain and/or stormwater plan assessment (inc development OSD, Pump Out and Infiltration), footpaths (paved, concrete, gravel or alternative), street lighting, road pavement, street tree pits, kerb and gutter, bus stops, street signage, fencing and street furniture (public seating, bins, bicycle hoops/racks, bollards).
- Stormwater plans submitted as part of a DA/CCB are to be accompanied by the completed checklist at the rear of this application form.
- This assessment is applicable for all development consents for stormwater disposal into the public realm and any public civil works under S138 Roads Act approvals.
- The above fees include issuance of 1 x stormwater and 1 x public domain compliance certificate.
- Note this application is exempt for driveways and vehicular crossing works on Council Land. Please refer to the APPLICATION FOR – DRIVEWAY WORKS ON COUNCIL LAND for further detail.

The following information explains how Council will process any proposed development within Councils public domain.

1. You need to complete the attached application form and submit it to Waverley Council, email to [assets@waverley.nsw.gov.au](mailto:assets@waverley.nsw.gov.au) for payment of application fees.  
  
Your application can only be processed following the determination of the subject Development Application.  
  
All proposed public domain plans, stormwater plans being submitted to Council for review must adhere to any respective Conditions of Development Consent, applicable to the subject development.
2. Following receipt of your application and the application fee, Councils Public Domain Engineer/ Stormwater Engineer will assess and respond with the approval and/or request for further information to assess the application.
3. Any plan revisions requested by Council and proposed civil works surrounding the subject development are to be completed at the applicant's expense. All detailed plans to be site specific and in accordance with Council's current 'Public Domain Technical Manual' and 'Water Management Technical Manual'.
4. Once the plans are approved you should make arrangements with your preferred contractor to carry out the work required.  
Site safety remains the responsibility of the contractor and/or developer. Any inspection carried out by Council does not relieve the contractor/builder of their responsibility to construct the works in accordance with the approved drawings and specifications. Statements set out here do not relieve the contractor/builder of their obligation to approvals from authorities having jurisdiction over the works.  
The applicant is required to obtain a Construction/Work Zone permit where any area of the public road or footpath is to be occupied as construction workspace.  
Council must receive the contractor's name and a copy of the contractor's Public Liability Insurance incl. Certificate of Currency before work starts.



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### 5. All Plans Must Include:

- ☐ Title Block containing:
    - ☐ Drawing title
    - ☐ The site address and the relevant DA No.
    - ☐ Name and signature of the responsible Engineer/Architect
    - ☐ Drawing number/stage/revision No.
    - ☐ Scale for the provided size of drawing
    - ☐ Drawing schedule: date, description, revision
  - ☐ Locality Map with marked location of the development
  - ☐ Survey levels to be taken at all relevant points
  - ☐ Road/Street name
  - ☐ Development Boundaries - including Street number (Lot No. if unavailable) of the development site and adjoining properties
  - ☐ Easements – any existing and/or proposed
  - ☐ Natural features that impact on the development (e.g. existing trees, rock formation)
  - ☐ Existing services: sewer, water, gas etc.
  - ☐ Road centreline (existing and new of the widened road - if applicable)
  - ☐ Extent of proposed work - using shading for clarity and dimensions of all existing and proposed infrastructure elements
  - ☐ Details of footpath, kerb ramps, cycleway, kerb & gutter, stormwater infrastructure – existing and new alignments
  - ☐ Street lights to Council's plan/specification
  - ☐ Vehicular crossings: redundant & proposed
  - ☐ Driveway profiles through centreline and extremities
  - ☐ All sections (cross & longitudinal) must include existing & proposed levels and cross fall grade (%), dimensions, intersecting services
  - ☐ Longitudinal sections are required for:
    - ☐ kerb & gutter alignment - existing and proposed/new
    - ☐ transition works extending past the side boundary line
  - ☐ Location of existing and proposed Trees and any street furniture (in accordance with Waverley Council DCP and Public Domain Technical Manual)
  - ☐ All relevant details to be site specific and in accordance with Council's current Public Domain Technical Manual and Development Control Plan.
6. Your contractor must contact Council for the necessary hold point inspections imposed by Councils Public Domain Engineer/Stormwater Engineer. The contractor must give 48 hours notice before the inspections are needed.
- Council's Contact for Public Domain works:  
Infrastructure Engineer  
E-mail: [assets@waverley.nsw.gov.au](mailto:assets@waverley.nsw.gov.au)
7. Council will be present for the required hold point inspections and check the finish of the works. If the works are not satisfactory, the work must be redone at no cost to Council.
- Should the development require additional survey and design work by Council, a design fee may be charged.

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Please e-mail your application to [assets@waverley.nsw.gov.au](mailto:assets@waverley.nsw.gov.au) and you will be contacted in regards to payment once the application has been lodged.

Or visit our Customer Services Centre at 55 Spring St, Bondi Junction NSW 2022 or call on (02) 9083 8000.

For developments larger than a dual occupancy, Council will assess the application fees on a case by case basis, subject to the width of the development frontage and raise an invoice accordingly.

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This application is for the assessment of the Public Domain Plans / Stormwater Plans and permission to undertake construction for Public Domain associated works by private contractors on Council land.

THE APPLICATION FEE IS PAYABLE ON SUBMISSION OF THIS FORM

**DEVELOPMENT APPLICATION REFERENCE**

DA- ...../20.....

**SITE ADDRESS**

.....  
.....  
.....

**APPLICANT**

Name.....

Address.....  
.....

**CONTACT**

Name.....

Phone .....

Mobile.....

Email.....

**Please Note:**

This is an application only. You are NOT to start work on Council land until you receive written approval.

This application will only be processed upon the post determination of the subject Development Application.

Council cannot be held responsible for the delay of construction schedules subject to deferred planning and submissions by the applicant. Any unforeseen site constraints and authorities having jurisdiction over the works will be the responsibility of the applicant.

Should the development require additional survey and design work by Council, a design fee may be charged.

I declare the above information is true and correct in every detail and accept all conditions if approval is granted.

Signature.....

Date.....

OFFICE USE ONLY: Amount Paid:..... A/C Ref: PUBA

Date: ...../...../.....

**Privacy of Personal Information.** The personal information supplied on this form, such as your name, address and contact details, is required in order to properly deal with your application. It will be used by Council staff only for the purpose for which it was provided. The information will be stored in our record system for only as long as necessary. During this time it can be accessed and amended by you, and will only be given to third parties with your consent or as required by legislation.



### 15.3 ANNEXURE C – Stormwater management plan checklist

The information requested on this form must be submitted to Council with stormwater management plans when lodging your Development Application and Construction Certification. Please tick and sign the appropriate box and attach the information as requested.

Property and Development Details			
Street Address	Unit No.	Street No.	Street
	Suburb		Postcode
Type of Development			
Designer Details			
Ms/Mr/Mrs/ Other (please circle)	Given Name(s)		Surname
	Mobile No.		Other No.
	Email Address		
Street Address	Unit No.	Street No.	Street
	Suburb		Postcode
Company Name (if applicable)			
Mailing Address (if different)	Unit No.	Street No.	Street
	Suburb		Postcode

I certify that the drainage design is in accordance with Waverley Council's Water Management Technical Manual (WMTM) and Development Control Plan (DCP) and that I am a suitably qualified and practicing Engineer.

Design Certification	
Designer's Name	Signature
Professional Qualifications	Date      /      /
Accreditation Organisation	Accreditation Reference
Contact Details (if different to designer above)	

#### Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the Privacy and Personal Information Protection Act 1998 and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website.



### Stormwater Management Plan Checklist

Property Address \_\_\_\_\_ Date    /    /

Mark table section as applicable where the designer is unable to comply with a WMTM or DCP requirement. Additional information is to be provided to Council to justify the non-compliance. Incorrectly or falsely completing this checklist may lead to rejection/delay of the Development Application/Construction Certificate.

Manual Requirements	Applicable (Yes/No)	Provided (Yes/No)	If no, Reason for variation
<b>Site Plan</b>			
Is the plan consistent with the architectural plans and landscape plans (no conflict between stormwater infrastructure, trees to be retained or planted and landscaped areas including deep soil)?			
Pre-Development impervious area calculation			
Post-Development impervious area calculation			
North arrow			
Contours and spot levels			
Building envelope			
Habitable and non-habitable finished floor levels (FFLs).			
Easements/Major Services			
<b>Roof Drainage Systems</b>			
Roof catchment			
Roof runoff			
Eave, box and valley gutter size and details			
Downpipe, sizing, location & spacing			
<b>Surface Drainage Systems</b>			
Pipe size			
Pipe grade			
Pipe class			
Pipe cover			
Pipe flow			
Pit/inspection opening location			
Pit/inspection opening size			



Manual Requirements	Applicable (Yes/No)	Provided (Yes/No)	If no, Reason for variation
<b>Surface Drainage Systems</b>			
Pit/inspection opening invert levels			
Pit/inspection opening surface levels			
Pit/inspection opening detail/section			
Sediment control pit at boundary			
Grated trench drain across garage entrance/ driveway/street boundary within private property			
<b>Rainwater Reuse Systems</b>			
BASIX or rainwater tank requirements			
Rainwater tank location			
Rainwater tank overflow detail			

**THERE IS NO REQUIREMENT TO FILL OUT  
THE CHECKLIST PAST THIS POINT UNLESS**

**Your development is:**

- On flood affected land
- You have a Council/Sydney Water owned stormwater pipe traversing the site.

**OR**

**You require any of the following systems:**

- On-site stormwater detention
- Infiltration system
- Charged system
- Pump out system
- Interallotment drainage
- Water quality controls



Manual Requirements	Applicable (Yes/No)	State the value or (Yes/ No) where applicable	If no, please provide a reason
<b>Site Plan</b>			
What is the total site area (m <sup>2</sup> )?			
Have you checked to see if the property is on land identified as flood affected?			
Does the property fall to the street?			
Has the location of OSD, infiltration or pump out system been provided?			
Has a catchment plan clarifying the impervious and pervious draining to and bypassing the proposed system(s) been provided?			
Have you checked to ensure the FFLs noted in the stormwater management plan are consistent with the FFLs noted in the architectural drawings?			
<b>Additional questions for flood affected land</b>			
Have flood levels been obtained from Council?			
Has a flood impact assessment prepared by a suitably qualified and practising Engineer with experience with floodplain risk management and two-dimensional flood modelling been provided?			
If flood modelling is required, has Council's TUFLOW model been utilised as per the DCP?			



Manual Requirements	Applicable (Yes/No)	State the value or (Yes/ No) where applicable	If no, please provide a reason
<b>Additional questions for low level properties</b> (See Section 4 for further guidance)			
Has an honest and reasonable attempt been made to acquire an easement through any of the downstream properties or demonstrated that all avenues to establish an easement be impractical or unviable?			
If the site already benefits from an existing drainage easement, has a recent Title Search been provided?			
<b>Additional questions for on-site stormwater detention (OSD) systems</b> (See Section 6 for further guidance)			
Which of the following have been utilised: an above ground OSD tank (only allowed for detached, semi-attached or attached dwellings or secondary dwellings), above ground OSD basin or below ground OSD tank?			
Has the OSD system been sized to cater for the 1% AEP storm event?			
What is the total impervious area (m <sup>2</sup> ) in the pre-development state?			
What is the total impervious area (m <sup>2</sup> ) in the post-development state?			
What is the permissible site discharge (PSD) under the undeveloped site conditions (calculated using the 20% AEP event rainfall data)?			
Is the PSD less than 25 L/s?			
What is the total area (m <sup>2</sup> ) bypassing the OSD system?			
What is the total impervious area (m <sup>2</sup> ) bypassing the OSD system?			
What is the rate of runoff bypassing the OSD system (calculated using the 1% AEP event rainfall data)?			
What is the total area (m <sup>2</sup> ) draining to the OSD system?			
What is the total impervious area (m <sup>2</sup> ) draining to the OSD system?			





Manual Requirements	Applicable (Yes/No)	State the value or (Yes/ No) where applicable	If no, please provide a reason
<b>Additional questions for on-site stormwater detention (OSD) systems</b>			
What is the proposed volume of the OSD system (m <sup>3</sup> )?			
What is the depth from the top water level to the centreline of the orifice (m)?			
What is the diameter of the orifice (mm)?			
What is the discharge rate from the OSD system?			
Is the summation of the discharge rate from the OSD system and rate of runoff bypassing the OSD system less than the PSD?			
Has the OSD system been designed without a high-early discharge (HED) chamber?			
Has a plan view of the OSD system that notes its dimensions and the level of the base at each extent been provided?			
Has at least one section of the OSD system been provided and drawn at a suitable scale?			
Does the section note/depict the following (where applicable): <ul style="list-style-type: none"> <li>• Size of access grate(s)</li> <li>• Surface level</li> <li>• Soffit level</li> <li>• Top water level</li> <li>• Centreline of orifice</li> <li>• Invert of orifice</li> <li>• Diameter of orifice</li> <li>• Base with 1% fall</li> <li>• Base at same level as centreline of orifice</li> <li>• Trash screen</li> <li>• Sump with weepholes</li> </ul>			
What is the FFL of the habitable areas of the dwelling?			
What is the FFL of the non-habitable areas of the dwelling?			
What is the soffit of the system?			
What is the top water level of the OSD system?			



Manual Requirements	Applicable (Yes/No)	State the value or (Yes/ No) where applicable	If no, please provide a reason
<b>Additional questions for on-site stormwater detention (OSD) systems</b>			
Has 150 mm and 300 mm freeboard been provided to the non-habitable and habitable areas of the building respectively?			
Is the surface level of the pit(s) upstream at least 100 mm higher than the top water level?			
Has an overflow weir or overflow pipe laid horizontally across the wall at the nominated overflow invert level been provided?			
What is the centreline level of the orifice?			
Is the invert level of the orifice/outlet pipe at least 100 mm above the HGL at the discharge point?			
Is a detail of the orifice plate provided?			
Has a Confined Spaces sign, OSD Plaque and OSD Warning sign been provided?			
Is a detail of a trash screen provided?			
Has the volume of the above ground OSD basin been increased by 20% (only applicable if landscaped)?			
Has subsoil drainage been provided for the above ground OSD basin (only applicable if landscaped)?			
Have at least two access grates been provided (only applicable if below ground OSD tank)?			
Have step irons been provided for the below ground OSD tank (when depth is > 1.2 m)?			
<b>Additional questions for Infiltration system</b> (See Section 4.7 for further guidance)			
Is the design supported by a geotechnical report?			
What is the infiltration rate?			
Has the rate used to size the infiltration system been reduced by 50%?			
What is the volume of the infiltration system?			



Manual Requirements	Applicable (Yes/No)	State the value or (Yes/ No) where applicable	If no, please provide a reason
<b>Additional questions for Infiltration system</b>			
Has the roof guttering and downpipe system been designed to collect the 1% AEP rainfall event and pipe it to the absorption system?			
Has a plan view of the infiltration system that notes its dimensions been provided?			
Has a section drawn at a suitable scale been provided?			
Is silt arrestor pit proposed upstream of the system?			
Is the distance between the infiltration system and the property boundary compliant?			
Has a registered Structural Engineer determined the minimum distance to structural footings?			
Is the infiltration system at least one metre away of any Sydney Water Sewer main?			
<b>Additional questions for charged system</b> (See Section 4.8 for further guidance)			
Are all gutters, downpipes in the system designed to cater for a 1% AEP event?			
Are the levels of the roof gutter noted?			
Is there at least a difference of 2.0 metres in height between the roof gutter and the surface level of the discharge pit at the property boundary?			
If previously answered no, has a hydraulic grade line (HGL) analysis been undertaken?			
Is there gravity flow from the property boundary to the street kerb and gutter?			
<b>Additional questions for pump out system</b> (See Section 4.9 for further guidance) <i>Note: if the pump out system is acting as an OSD system, please fill out the questions under the OSD section as well</i>			
What is the volume of the pump out system?			
What is the discharge rate per pump?			
Have at least two pumps been provided?			



Manual Requirements	Applicable (Yes/No)	State the value or (Yes/ No) where applicable	If no, please provide a reason
<b>Additional questions for pump out system</b>			
Are the pumps operating alternatively or one duty and one standby?			
Does the collection system for the pump out system incorporate buffer storage as recommended by the pump manufacturer or a suitably qualified practitioner?			
What is the additional storage volume provided?			
Has consideration of the consequences of a power failure been made when sizing the buffer storage?			
Is an alarm system comprising of basement pump-out failure warning sign together with a flashing strobe light and siren installed at a clearly visible location at the entrance to the basement in case of pump failure provided?			
In the event of failure, is an overland flow path provided?			
Have full hydraulic details and pump manufacturers specifications been provided?			
Is the registered proprietor prepared to indemnify Council from all claims for damages arising from the failure of the pump system?			
<b>Ancillary (where applicable)</b>			
Is a maintenance schedule for the stormwater drainage system provided?			
Have you checked to see if a Council/Sydney Water owned stormwater pipe traverses the property or is within proximity to the site?			
If construction of new stormwater infrastructure within Council land is proposed, has a long section of the proposed pipeline been provided?			
Does the development require a rainwater reuse system as per BASIX or Section 7 of the WMTM?			
Have water quality targets been met (see Section 10 of WMTM for further guidance)?			