

Scoping Meeting Requirements – for Applicants

This document sets out the information that an applicant should prepare for a scoping meeting. It should be read in conjunction with the *Guide to the Faster Assessment Program for Affordable Housing*.

Summary of development application

This should be a short document showing the following:

- what the development seeks to achieve
- high-level compliance with SEPPs and local environmental planning instruments
- if design excellence requirements apply to the development, in line with the environmental planning instrument
- if a community housing provider has been identified
- suitability of the site for the proposed development:
 - strategic alignment
 - permissibility
 - capacity to accommodate height and FSR bonuses
- the impacts of bonuses on the site and surrounding area.

Survey plan

A registered surveyor with the NSW Board of Surveying and Spatial Information must prepare the survey plan. The plan should not be more than 12 months old at the time of meeting.

Architectural drawings

The drawings must include the following:

- site plan, elevations and sections
- boundary dimensions and site area
- show new work, easements, right-of-way and existing structures
- fully dimensioned setbacks to front, side and rear boundaries
- any significant cut or fill proposed within and outside of building envelope

- significant trees the development proposes to remove
- location of pedestrian and vehicle access points
- where manoeuvrability is likely to be an issue, driveways and parking areas must indicate turning circles to the Australian standard - for more information, please see the [RTA Guide to Traffic Generating Development](#)
- buildings on adjoining sites including the location of windows (with top and bottom sill heights relative levels to Australian Height Datum)
- a ground floor plan indicating entry, services, parking, delivery access and communal open space
- typical floor plans indicating location of core, vertical transport, arrangement, communal open spaces, and number of apartments
- elevations indicating overall height comparison with and without the bonus, streetscape context illustrating height and typology of existing and future adjacent buildings.

Apartment Design Guide

A brief review against the non-discretionary standards in Chapter 2 of the Housing SEPP and the Apartment Design Guide with a focus on:

- site area
- landscaping and deep soil zones
- solar access
- parking
- building separation.

Shadow diagrams

Shadow diagrams must show the effect, in plan form, of any existing shadows and any additional shadows cast by the development, comparing maximum building height to maximum building height + bonus.

This is particularly relevant for the development's overshadowing effect on:

- public open space
- any surrounding private open space
- residential properties windows
- communal and private yard spaces
- clothes drying areas
- any solar hot water or similar systems.