



Contact: Evelyn Hendieh
Phone: (02) 9228 6574
Fax: (02) 9228 66540
E-mail: evelyn.hendieh@planning.nsw.gov.au

Our ref: MP 06_0042
File: 9041847

Ms Naomi Leo
HOPKINS CONSULTANTS PTY LTD
PO Box 1556,
Port Macquarie 2444 NSW

Dear Ms Leo

Director General's Requirements for the Environmental Assessment for the proposed additions to the Mediterranean Motel, Lot 342, DP 802850, 35-39 Pacific Street, Crescent Head

The Department has received your application for the proposed additions to the Mediterranean Motel, 35-39 Pacific Street, Crescent Head.

The Director General's Environmental Assessment Requirements (DGRs) for the Environmental Assessment of the Major Project are attached to this correspondence at **Attachment 1**. These requirements have been prepared in consultation with the relevant government agencies including council.

Attachment 2 lists the relevant plans and documents which are likely to be required upon submission of your proposal, however this should be confirmed with the Department prior to lodgement.

It should be noted that the DGRs have been prepared based on the information provided to date. Under S75F(3) of the Act, the Director-General may alter or supplement these requirements if necessary and in light of any additional information that may be provided prior to the proponent seeking approval for the project.

I would appreciate it if you would contact the Department at least two weeks before you propose to submit the Environmental Assessment for the project to determine:

- the fees applicable to the application;
- relevant land owner notification requirements;
- number and format (hard-copy or CD-ROM) of the Environmental Assessment that will be required.

A list of some relevant technical and policy guidelines which may assist in the preparation of this Environmental Assessment are attached at **Attachment 3**.

Prior to exhibiting the Environmental Assessment, the Department will review the document to determine if it adequately addresses the DGRs. The Department may consult with other relevant government agencies in making this decision. If the Director-General considers that the Environmental Assessment does not adequately address the DGRs, the Director General may require the proponent to revise the Environmental Assessment to address the matters notified to the proponent.

Following this review period the Environmental Assessment will be made publicly available for a minimum period of 30 days. The Director-Generals requirements will be placed on the Departments website along with other relevant information which becomes available during the assessment of the project. As a result, the Department would appreciate it if all documents that are subsequently submitted to the Department are in a suitable format for the web, and if you would arrange for an electronic version of the EA to be hosted on a suitable website with a link to the Departments website.

Finally, if your proposal includes any actions that could have a significant impact on matters of National Environmental Significance, it will require an additional approval under the Commonwealth Environment Protection Biodiversity Conservation Act 1999 (EPBC Act). This approval would be in addition to any approvals required under NSW legislation. If you have any questions about the application of the EPBC Act to your proposal, you should contact the Commonwealth Department of Environment and Heritage in Canberra (02 6274 1111 or www.deh.gov.au).

If you have any enquiries about these requirements, please contact Evelyn Hendieh on 02 9228 6574 or via e-mail at evelyn.hendieh@planning.nsw.gov.au

Yours sincerely

Chris Wilson
Executive Director
as delegate for the Director General

Attachment 1

Director-General's Requirements

Section 75F of the *Environmental Planning and Assessment Act 1979*

Application number	06_0042
Project	Alterations and additions to the existing Mediterranean Motel consisting of 16 additional motel rooms, 16 additional car parking spaces and associated landscaping.
Location	35-39 Pacific Street, Crescent Head Kempsey LGA.
Proponent	Hopkins Consultants (engaged by Wetzcav Pty Ltd)
Date issued	18 July 2006
Expiry date	2 years from date of issue
General requirements	<p>The Environmental Assessment for the Major Project must include:</p> <ol style="list-style-type: none"> 1. An executive summary; 2. An outline of the scope of the project including: <ul style="list-style-type: none"> • any development options; • justification for the project taking into consideration any environmental impacts of the project, the suitability of the site and whether the project is in the public interest; and • outline of the staged implementation of the project if applicable. 3. A thorough site analysis and description of the existing environment; 4. Consideration of any relevant statutory and non-statutory provisions and identification of any non-compliances with such provisions, in particular relevant provisions arising from environmental planning instruments, Regional Strategies (including draft Regional Strategies) and Development Control Plans as well as impacts, if any, on matters of national environmental significance under the Commonwealth <i>Environment Protection and Biodiversity Conservation Act 1999</i>; 5. An assessment of the potential impacts of the project and a draft Statement of Commitments, outlining environmental management, mitigation and monitoring measures to be implemented to minimise any potential impacts of the project; 6. The plans and documents outlined in Attachment 2; 7. A signed statement from the author of the Environmental Assessment certifying that the information contained in the report is neither false nor misleading; and 8. An assessment of the key issues specified below and a table outlining how these key issues have been addressed.
Key issues	<ol style="list-style-type: none"> 1. Built Form and Design <ol style="list-style-type: none"> 1.1 Including assessment of the bulk, scale and visual impact of the proposal within the existing environment. 1.2 Specific consideration needs to be given to the impacts of views, overshadowing, privacy within the development and on adjoining properties. 1.3 Address consistency of the project with the character of development in the locality and as viewed from the public domain and from all publicly accessible coastal locations in relation to

	<p>design and built form including roof form, street frontage and scale.</p> <p>1.4 Address visual impact through use of design quality principles, appropriate colours and building materials, landscaping, buffer areas and lighting.</p> <p>2. Water - including consideration of any impacts from flood risk and any potential impacts to surface or groundwater quality. If necessary, measures for Acid Sulfate Soils management needs to be addressed.</p> <p>3. Bushfire - demonstrate compliance with the provisions of Planning for Bushfire Protection 2001.</p> <p>4. Traffic and Vehicular Access - including an assessment of traffic impacts which details potential operational impacts on existing intersections and the capacity of the road network to safely and efficiently cater for the additional vehicular traffic generated. The assessment must consider relevant Council and RTA traffic and car parking codes.</p> <p>5. Landscaping - preparation of a landscape concept plan identifying indigenous species to be used and a tree assessment report identifying trees to be removed and those retained.</p> <p>6. Infrastructure Provision - in consultation with relevant agencies, address the existing capacity and requirements of the development for sewerage, water, electricity, waste disposal, telecommunications and gas.</p>
Consultation	<p>During the preparation of the Environmental Assessment, you should consult with the relevant local, State or Commonwealth government authorities, service providers, community groups or affected landowners. In particular you should consult with;</p> <ul style="list-style-type: none"> • Kempsey Shire Council; • Department of Natural Resources; and • NSW Rural Fire Service. <p>Document all community consultation undertaken to date or discuss the proposed strategy for undertaking community consultation. This should include any contingencies for addressing any issues arising from the community consultation and an effective communications strategy.</p> <p>The consultation process and the issues raised are to be described in the Environmental Assessment.</p>
Deemed refusal period	60 Days

Attachment 2

Plans and Documents to accompany the Application

Plans and Documents of the development	<p>The following plans, architectural drawings and diagrams of your proposal as well as the relevant documents will be required to be submitted for your application:</p> <ol style="list-style-type: none"> 1. The existing site survey plan is to be drawn to 1:500 scale (or other appropriate scale) and show: <ul style="list-style-type: none"> • the location of the land, the measurements of the boundaries of the land, the size of the land and north point; • the existing levels of the land in relation to buildings and roads; • location and height of existing structures on the site; and • location and height of adjacent buildings and private open space. 2. A Site Analysis Plan must be provided which identifies existing natural elements of the site (including all hazards and constraints), existing vegetation, property dimensions, footpath crossing levels and alignments, existing pedestrian and vehicular access points and other facilities, slope and topography, natural features such as watercourses, rock outcrops, utility services, boundaries, orientation, view corridors and all structures on neighbouring properties where relevant to the application (including windows, driveways etc. 3. A locality/context plan drawn to 1:500 scale (or other appropriate scale) should be submitted indicating: <ul style="list-style-type: none"> • significant local features such as parks, community facilities and open space, water courses and heritage items; • the location and uses of existing buildings, shopping and employment areas; • traffic and road patterns, pedestrian routes and public transport nodes • The existing site plan and locality plan should be supported by a written explanation of the local and site constraints and opportunities revealed through the above documentation. 4. The Environmental Assessment in accordance with the Director-General's Environmental Assessment Requirements as outlined in Attachment 1. 5. The Architectural drawings (where relevant) are to be drawn to scale and illustrate the following: <ul style="list-style-type: none"> • the location of any existing building envelopes or structures on the land in relation to the boundaries of the land and any development on adjoining land; • the floor plans of the proposed buildings indicating layout, size and orientation; • the location and size of any vertical and horizontal circulation of lifts, stairs and corridors; • communal facilities and servicing points; • the height of the proposed development in relation to the land; • any changes that will be made to the level of the land by excavation, filling or otherwise; • the level of the lowest floor, the level of any yard or unbuilt area and the level of the ground; • parking arrangements, where vehicles will enter and leave the site, and how vehicles will move about the site; and • pedestrian access to, through and within the site.
---	--

	<p>6. The shadow diagrams for developments comprising two or more storeys are to show solar access to the site and adjacent properties at summer solstice (Dec 21), winter solstice (June 21) and the equinox (March 21 and September 21) at 9.00 am, 12.00 midday and 3.00 pm.</p> <p>7. The Other plans including (where relevant):</p> <ul style="list-style-type: none"> • Stormwater Concept Plan - illustrating the concept for stormwater management from the site to the Council drainage system. Where an on-site detention system is required, the type and location must be shown and must be integrated with the proposed landscape design. • Erosion and Sediment Control Plan – plan or drawing that shows the nature and location of all erosion and sedimentation control measures to be utilised on the site; • View analysis - artists impression, photomontages, etc of the proposed development in the context of the surrounding development; • Coloured elevations - of the proposed buildings drawn to the same scale as the architectural drawings. The elevations are to indicate height and key datum lines, building length and articulation, the composition of the façade and roof design, existing buildings on the site, building entries (pedestrian, vehicular and service), and profile of buildings on adjacent properties; • BASIX - compliance details and relevant certificates; and • Landscape Concept Plan – plan or drawing that shows the basic detail of planting design and plant species to be used, listing botanical and common names, mature height and spread, number of plants to be utilised and surface treatments (i.e. pavers, lawn etc); • Demolition & Waste Management Plan – where demolition is proposed, a plan which addresses demolition and construction wastes that may be generated including likely quantities, proposed disposal destinations and best practices for safe handling and disposal in accordance with WorkCover's Occupational Health and Safety requirements must be provided; • Construction Management Plan – a plan which outlines traffic and pedestrian management during construction
Specialist advice	<p>Specialist advice, where required to support your Environmental Assessment, must be prepared by suitably qualified and practising consultants in relation to issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Flora and Fauna; • Bushfire; • Traffic; • Landscaping; • Geotechnical and/or hydrogeological (groundwater); • stormwater/drainage; • Urban Design/Architectural; • Contamination in accordance with the requirements of SEPP 55; • Acid Sulphate Soil Management Plan; • BCA compliance.
Documents to be submitted	<ul style="list-style-type: none"> • 10 hard copies of the Environmental Assessment; • 10 sets of architectural and landscape plans to scale, including one (1) set at A3 size (to scale); and • 1 copy of the Environmental Assessment and plans on CD-ROM (PDF format), not exceeding 5Mb in size (see below).
Electronic Documents	<p>Electronic documents presented to the NSW Department of Planning for publication via the Internet must satisfy the following criteria:-</p> <ul style="list-style-type: none"> • Adobe Acrobat PDF files and Microsoft Word documents must be no bigger

	<p>that 1.5 Mb. Large files of more than 1.5 Mb will need to be broken down and supplied as different files.</p> <ul style="list-style-type: none"> • File names will need to be logical so that the Department can publish them in the correct order. Avoid sending documents that are broken down in more than 10 files. • Image files should not be bigger than 2Mb. The file names will need to be clear and logical so the Department can publish them in the correct order. • Graphic images will need to be provided as [.gif] files. • Photographic images should be provided as [.jpg] files. • Large maps will need to be presented as individual files and will need to be calibrated to be no more than 2Mb each. • Images inserted into the document will need to be calibrated to produce files smaller than 1.5Mb. Large images will need to be presented as individual files and will need to be calibrated to be no more than 2Mb each. The file names will need to be clear and logical so the Department can publish them in the correct order. <p>Alternatively, these electronic documents may be placed on your own web site with a link to the Department of Planning's website.</p>
--	---

Attachment 3

Technical and Policy Guidelines

The following list provides relevant technical and Policy Guidelines which may assist in the preparation of the Environmental Assessment. It should be noted, however, that this list is not exhaustive as other documents and policies may need to be reviewed. It is also important to note that not of all of these guidelines may be relevant to your proposal.

The majority of these documents can be found on the relevant Departmental Websites, on the NSW Government's on-line bookshop at <http://www.bookshop.nsw.gov.au> or on the Commonwealth Government's publications website at <http://www.publications.gov.au>.

Aspect	Policy /Methodology
Bushfire	
	Planning for Bushfire Protection, NSW Rural Fire Service, 2002
	<i>Australian Standard 3959 – Building in Bushfire Prone Areas</i>
Coastal Planning	
	NSW Coastal Policy 1997 - A sustainable Future for the New South Wales Coast, DUAP/UAB, 1997
	Coastal Design Guidelines for NSW, Coastal Council of NSW, 2003
Lighting	
	Control of Obtrusive Effects of Outdoor Lighting (Standards Australia, 1997, AS 4282)
Noise & Vibration	
	Noise Guide for Local Government (DEC, 2004)
	Environmental Noise Control Manual (EPA, January 2000)
	Assessing Vibration: A Technical Guideline (DEC, February 2006)
Soils & Contamination	
	Acid Sulfate Soil Manual (Acid Sulfate Soils Management & Advisory Committee [ASSMAC], 1998; published by DUAP)
Sustainability	
	BASIX – www.basix.nsw.gov.au
Traffic, Transport & Pedestrian & Cyclist Facilities	
	Guide to Traffic Generating Developments (RTA, 1993)
	Planning Guidelines for Walking and Cycling (DIPNR & RTA, December 2004)
Urban Design	
	Neighbourhood Character: An Urban Design Approach for Identifying Neighbourhood Character (PlanningNSW, 1998)
Water	

Aspect	Policy /Methodology
Floodplain	NSW Government Floodplain Development Manual - the Management of Flood Liable Land (DIPNR, 2005)
Groundwater	NSW Groundwater Policy Framework Document – General (DLWC, 1997)
	NSW State Groundwater Quality Protection Policy (DLWC, 1998)
	NSW State Groundwater Dependent Ecosystems Policy (DLWC, 2002)
Stormwater	Managing Urban Stormwater: Construction Activities (EPA, 1988)
	Managing Urban Stormwater: Source Control (DEC, 1998)