GEOTECHNICAL RISK MANAGEMENT POLICY FOR PITTWATER FORM NO. 1 – To be submitted with Development Application

Development Applica	ation for
	Name of Applicant
Address of site	35 Prince Alfred Parade, Newport
The following checklist o	covers the minimum requirements to be addressed in a Geotechnical Risk Declaration made by

geotechnical engineer or engineering geologist or coastal engineer (where applicable) as part of a geotechnical report

Ι,	Ben White	on behalf of	White Geotechnical Group Pty Ltd
	(Insert Name)	1	(Trading or Company Name)

on this the <u>26/4/24</u> certify that I am a geotechnical engineer or engineering geologist or coastal engineer as defined by the Geotechnical Risk Management Policy for Pittwater - 2009 and I am authorised by the above organisation/company to issue this document and to certify that the organisation/company has a current professional indemnity policy of at least \$10million.

l: Please mark appropriate box

- have prepared the detailed Geotechnical Report referenced below in accordance with the Australia Geomechanics Society's Landslide Risk Management Guidelines (AGS 2007) and the Geotechnical Risk Management Policy for Pittwater - 2009
- am willing to technically verify that the detailed Geotechnical Report referenced below has been prepared in accordance with the Australian Geomechanics Society's Landslide Risk Management Guidelines (AGS 2007) and the Geotechnical Risk Management Policy for Pittwater 2009
- have examined the site and the proposed development in detail and have carried out a risk assessment in accordance with Section 6.0 of the Geotechnical Risk Management Policy for Pittwater - 2009. I confirm that the results of the risk assessment for the proposed development are in compliance with the Geotechnical Risk Management Policy for Pittwater - 2009 and further detailed geotechnical reporting is not required for the subject site.
- have examined the site and the proposed development/alteration in detail and I am of the opinion that the Development Application only involves Minor Development/Alteration that does not require a Geotechnical Report or Risk Assessment and hence my Report is in accordance with the Geotechnical Risk Management Policy for Pittwater - 2009 requirements.
- have examined the site and the proposed development/alteration is separate from and is not affected by a Geotechnical Hazard and does not require a Geotechnical Report or Risk Assessment and hence my Report is in accordance with the Geotechnical Risk Management Policy for Pittwater - 2009 requirements.
- have provided the coastal process and coastal forces analysis for inclusion in the Geotechnical Report

Geotechnical Report Details:

Report Title: Geotechnical Report **35 Prince Alfred Parade, Newport** Report Date: 26/4/24

Author: **BEN WHITE**

Author's Company/Organisation: WHITE GEOTECHNICAL GROUP PTY LTD

Documentation which relate to or are relied upon in report preparation:

Australian Geomechanics Society Landslide Risk Management March 2007.

White Geotechnical Group company archives.

I am aware that the above Geotechnical Report, prepared for the abovementioned site is to be submitted in support of a Development Application for this site and will be relied on by Pittwater Council as the basis for ensuring that the Geotechnical Risk Management aspects of the proposed development have been adequately addressed to achieve an "Acceptable Risk Management" level for the life of the structure, taken as at least 100 years unless otherwise stated and justified in the Report and that reasonable and practical measures have been identified to remove foreseeable risk.

Name	Ben White
Chartered Professional Status	MScGEOL AIG., RPGeo
Membership No.	10306



GEOTECHNICAL RISK MANAGEMENT POLICY FOR PITTWATER FORM NO. 1(a) - Checklist of Requirements for Geotechnical Risk Management Report for Development Application

Deve	elopment Application for
	Name of Applicant
Add	ress of site 35 Prince Alfred Parade, Newport
	llowing checklist covers the minimum requirements to be addressed in a Geotechnical Risk Management Geotechnical t. This checklist is to accompany the Geotechnical Report and its certification (Form No. 1).
	chnical Report Details:
Repo	ort Title: Geotechnical Report 35 Prince Alfred Parade, Newport
Repo	ort Date: 26/4/24
Auth	or: BEN WHITE
Auth	or's Company/Organisation: WHITE GEOTECHNICAL GROUP PTY LTD
Please	e mark appropriate box
\boxtimes	Comprehensive site mapping conducted 19/4/24 (date)
\times	Mapping details presented on contoured site plan with geomorphic mapping to a minimum scale of 1:200 (as appropriate)
\boxtimes	Subsurface investigation required
	□ No Justification
	⊠ Yes Date conducted <u>6/10/16</u>
\times	Geotechnical model developed and reported as an inferred subsurface type-section
\times	Geotechnical hazards identified
	\boxtimes Above the site
	⊠ On the site
	⊠ Below the site
	□ Beside the site
\boxtimes	Geotechnical hazards described and reported
\times	Risk assessment conducted in accordance with the Geotechnical Risk Management Policy for Pittwater - 2009
	Consequence analysis
	⊠ Frequency analysis
\boxtimes	Risk calculation
\times	Risk assessment for property conducted in accordance with the Geotechnical Risk Management Policy for Pittwater - 2009
\boxtimes	Risk assessment for loss of life conducted in accordance with the Geotechnical Risk Management Policy for Pittwater - 200
\times	Assessed risks have been compared to "Acceptable Risk Management" criteria as defined in the Geotechnical Risk
57	Management Policy for Pittwater - 2009
\boxtimes	Opinion has been provided that the design can achieve the "Acceptable Risk Management" criteria provided that the
\boxtimes	specified conditions are achieved. Design Life Adopted:
	⊠ 100 years
	□ Other specify
\boxtimes	Geotechnical Conditions to be applied to all four phases as described in the Geotechnical Risk Management Policy for Pittwater - 2009 have been specified
\boxtimes	Additional action to remove risk where reasonable and practical have been identified and included in the report.
	Risk assessment within Bushfire Asset Protection Zone.
1000	
2	

I am aware that Pittwater Council will rely on the Geotechnical Report, to which this checklist applies, as the basis for ensuring that the geotechnical risk management aspects of the proposal have been adequately addressed to achieve an "Acceptable Risk Management" level for the life of the structure, taken as at least 100 years unless otherwise stated, and justified in the Report and that reasonable and practical measures have been identified to remove foreseeable risk.

Signature	lut
Name	Ben White
Chartered Professional Stat	us MScGEOL AIG., RPGeo
Membership No.	222757
Company	White Geotechnical Group Pty Ltd





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GEOTECHNICAL INVESTIGATION:

Proposed Terrace & Garden at 35 Prince Alfred Parade, Newport

1. Proposed Development

- 1.1 Widen the existing driveway by excavating to a maximum depth of ~3.0m into the slope.
- **1.2** Convert the existing carport into a garage with a terrace above.
- 1.3 Details of the proposed development are shown on 5 drawings prepared byJ.D. Evans & Company, drawings numbered 1844-1 to 5 dated 8.9.22.

2. Site Description

2.1 The site was inspected on the 19th April, 2024 and previously on the 6th October, 2016.

2.2 This residential property is on the high side of the road and has a SW aspect. The block is located on the steeply graded upper middle reaches of a hillslope. From the road frontage the natural slope rises at an average angle of ~20° that gradually increases to ~30° along the upper quarter of the property. The slope above and below the property continues at steep angles.

2.3 At the road frontage a concrete driveway extends up and across the slope to a carport beside the house (Photo 1 & 2). The cut for the road is battered upslope at steep angles and is partly lawn covered along the base and densely vegetated with shrubs across the upper portion (Photo 3). There was limited visibility of the area but it has been in place for a long period of time and it is currently considered stable. The cut for the driveway is supported by a combination of old, stack rock and treated pine retaining walls that currently appear stable (Photo 1). They will be demolished as part of the proposed works. The carport has been cut into the slope and is supported by a

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stable, mortared sandstone block retaining wall (Photo 4). The three-storey brick house is in good condition for its age. No significant signs of movement related to slope instability were observed in its external supporting walls. A cut has been made into the slope for the uphill side of the house (Photo 5). It is supported by a stable, mortared sandstone block retaining wall that has been constructed with a slight incline upslope. Two sandstone boulders are located above and a concrete crib retaining wall supports another fill (Photos 6 & 7). From what could be seen of the boulders and wall, no significant signs of movement were observed.

3. Geology

The Sydney 1:100 000 Geological sheet indicates the site is underlain by the Newport Formation of the Narrabeen Group. This is described as interbedded laminite, shale, and quartz to lithic-quartz sandstone.

4. Subsurface Investigation

Six Dynamic Cone Penetrometer (DCP) tests were put down to determine the relative density of the overlying soil and the depth to weathered rock. The locations of the tests are shown on the site plan attached. It should be noted that a level of caution should be applied when interpreting DCP test results. The test will not pass through hard buried objects so in some instances it can be difficult to determine whether refusal has occurred on an obstruction in the profile or on the natural rock surface. This is not expected to be an issue for the testing on this site. However, excavation and foundation budgets should always allow for the possibility that the interpreted ground conditions in this report vary from those encountered during excavations. See the appended "Important information about your report" for a more comprehensive explanation. The results are as follows:



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	DCP TE	ST RESULTS	– Dynamic C	Cone Penetro	ometer	
Equipment: 9k	g hammer, 510ı	mm drop, conica	ll tip.	St	tandard: AS1289	9.6.3.2 - 1997
Depth(m) Blows/0.3m	DCP 1 (~RL 30.4)	DCP 2 (~RL 30.3)	DCP 3 (~RL 30.0)	DCP 4 (~RL 28.3)	DCP 5 (~RL 29.7)	DCP 6 (~RL 29.7)
0.0 to 0.3	10F	4	4F	45	1F	2F
0.3 to 0.6	8	9	3F	1F	4	6
0.6 to 0.9	10	12	7	6	8	9
0.9 to 1.2	18	19	16	20	12	14
1.2 to 1.5	29	24	21	34	21	24
1.5 to 1.8	39	41	34	#	36	40
1.8 to 2.1	#	#	30		#	#
2.1 to 2.4			#			
	End of Test @ 1.8m	End of Test @ 1.8m	End of Test @ 1.9m	End of Test @ 1.5m	End of Test @ 1.8m	End of Tes @ 1.8m

#refusal/end of test. F=DCP fell after being struck showing little resistance through all or part of the interval.

DCP Notes:

DCP1 – End of test @ 1.8m, DCP still very slowly going down, red and orange shale fragments on dry tip.

DCP2 – End of test @ 1.8m, DCP still very slowly going down, red shale fragments on dry tip. DCP3 – End of test @ 1.9m, DCP still very slowly going down, red shale fragments on dry tip. DCP4 – End of test @ 1.5m, DCP still very slowly going down, red and orange shale fragments on dry tip.

DCP5 – End of test @ 1.8m, DCP still very slowly going down, red shale fragments on dry tip. DCP6 – End of test @ 1.8m, DCP still very slowly going down, red shale fragments on dry tip.

5. Geological Observations/Interpretation

The slope materials are colluvial at the near surface and residual at depth. In the test locations, the ground materials consist of a thin sandy topsoil over sandy clays. The clay merges into the underlying weathered rock at depths of between ~1.7m below the current surface. The weathered zone is interpreted to be Extremely Low Strength Shale. See Type Section attached for a diagrammatical representation of the expected ground materials.

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6. Groundwater

Normal ground water seepage is expected to move over the buried surface of the rock and through the cracks. Due to the slope and elevation of the block, the water table is expected to be many metres below the base of the proposed works.

7. Surface Water

No evidence of surface flows were observed on the property during the inspection. Normal sheet wash will move onto the site from the slope above during heavy down pours.

Should the owners be aware or, if at a later time, become aware that overland flows enter the property during prolonged heavy rainfall, our office is to be contacted so appropriate drainage can be designed and installed to intercept the flows. It is a condition of the risk assessment in **Section 8** that this be done.

8. Geotechnical Hazards and Risk Analysis

No geotechnical hazards were observed above or beside the property. The steeply graded slope that rises across the property and continues below is a potential hazard (Hazard One). The proposed excavation is a potential hazard until retaining walls are in place (Hazard Two). The proposed excavation undercutting the footings for the house is a potential hazard (Hazard Three).

RISK ANALYSIS SUMMARY ON THE NEXT PAGE



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Risk Analysis Summary

HAZARDS	Hazard One	Hazard Two	Hazard Three	
ТҮРЕ	The steep slope that rises across the property and continues above and below failing and impacting on the proposed works.	The excavation for the proposed driveway widening collapsing onto the work site during the excavation process and impacting on the existing deck and house above.	The proposed excavation undercutting the footings of the house causing failure.	
LIKELIHOOD	'Unlikely' (10 ⁻⁴)	'Possible' (10 ⁻³)	'Possible' (10 ⁻³)	
CONSEQUENCES TO PROPERTY	'Medium' (15%)	'Major' (50%)	'Medium' (35%)	
RISK TO PROPERTY	'Low' (2 x 10 ⁻⁵)	'High' (6 x 10 ⁻⁴)	'Moderate' (2 x 10 ⁻⁴)	
RISK TO LIFE	9.1 x 10 ⁻⁷ /annum	6.4 x 10 ⁻² /annum	5.3 x 10 ⁻⁵ /annum	
COMMENTS	This level of risk is 'ACCEPTABLE', provided the recommendations in Section 7 are followed.	'UNACCEPTABLE' level of risk to life and property. To move risk to acceptable levels the recommendations in Section 13 are to be followed.	This level of risk to life and property is 'UNACCEPTABLE'. To move risk to 'ACCEPTABLE' levels, the recommendations in Section 13 are to be followed.	

(See Aust. Geomech. Jnl. Mar 2007 Vol. 42 No 1, for full explanation of terms)

9. Suitability of the Proposed Development for the Site

The proposed development is suitable for the site. No geotechnical hazards will be created by the completion of the proposed development provided it is carried out in accordance with the requirements of this report and good engineering and building practice.

10. **Stormwater**

The fall is away from the street. The stormwater engineer is to refer to council stormwater policy for suitable options for stormwater disposal.

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11. Excavations

An excavation to a maximum depth of ~3.0m is required to widen the existing driveway. The excavations are expected to be through shallow soil over clay with Extremely Low Strength Shale expected at an average depth of ~1.7m. It is envisaged that excavations through soil, clay, and Extremely Low Strength Shale can be carried out with an excavator and toothed bucket.

12. Vibrations

No excessive vibrations will be generated by excavation through soil, clay, and Extremely Low Strength Shale. Any vibrations generated by a domestic machine and bucket up to 20 tonne carrying out excavation works will be below the threshold limit for infrastructure or building damage.

13. Excavation Support Requirements

The proposed excavation for the driveway widening will be immediately below or under the existing deck. Some of its supporting timber posts will have to be moved as they will be located within the excavation. The uphill side of the excavation will be as close as ~2.0m to the lower supporting brick wall of the house. As the cut extends downslope the distance between excavation and wall of the house increases. The majority of the piers for the deck and part of the supporting brick wall for the house will be inside the excavations zone of influence. In this instance, the zone of influence is the area above a theoretical 45° line through clay and shale from the base of the excavation towards the surrounding structures and boundaries. This line reduces to 30° through the fill and soil.

Due to the depth of the excavation and its proximity to the subject house, we recommend ground support be installed along the uphill side of the excavation prior to the commencement of the excavation to ensure the safety of any workers below the cut and integrity of the subject property. See the site plan attached for the minimum required extent of the shoring shown in blue.

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A spaced piled retaining wall is one suitable method of support. Pier spacing for the wall is typically ~2.0m but can vary between 1.6 to 2.4m depending on the design. To drill the pier holes for the wall, a mini piling rig or similar that can excavate through Medium to High Strength Rock is recommended as the ground testing did not extend to the likely required depth of the piles. If a machine of this type is not available, we recommend carrying out core drilling before the construction commences to confirm the strength of the rock and to ensure the excavation equipment is capable of reaching the required depths. As the excavation is lowered in 1.5m lifts, infill sprayed concrete panels or similar are added between the piers to form the spaced wall. Drainage is installed behind the panels. The piers can be supported by embedment, permanent rock anchors installed as the excavation is lowered, a combination of both or a similar suitable method. Upon completion of the excavation, the piled walls are to be tied into the driveway slab to provide permanent bracing.

The geotechnical consultant is to inspect the drilling process of the entire first pile and the ground materials at the base of all pier holes/excavations for ground support purposes.

Upslope runoff is to be diverted from the cut faces by sandbag mounds or other diversion works. The excavation is to be carried out during a dry period. No excavations are to commence if heavy or prolonged rainfall is forecast.

All excavation spoil is to be removed from site following the current Environmental Protection Agency (EPA) waste classification guidelines.

14. Retaining Walls

For cantilever or singly-propped retaining walls, it is suggested the design be based on a triangular pressure distribution of lateral pressures using the parameters shown in Table 1.

TABLE 1 ON THE NEXT PAGE

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	Earth Pressure Coefficients				
Unit	Unit weight (kN/m³)	'Active' Ka	'At Rest' K₀	Passive	
Fill	20	0.40	0.55	N/A	
Residual Clays	20	0.35	0.45	K _p = 2.0 'ultimate'	
Extremely Low Strength Rock	22	0.25	0.38	K _p = 2.5 'ultimate'	

Table 1 – Likely Earth Pressures for Retaining Walls

For rock classes refer to Pells et al "Design Loadings for Foundations on Shale and Sandstone in the Sydney Region". Australian Geomechanics Journal 1978.

It is to be noted that the earth pressures in Table 1 assume a level surface above the wall, do not account for any surcharge loads (i.e. from the deck and house above) and assume retaining walls are fully drained. It should be noted that passive pressure is an ultimate value and should have an appropriate safety factor applied. No passive resistance should be assumed for the top 0.4m to account for any disturbance from the excavation.

Should the piered retaining wall be supported by permanent rock anchors, to prevent toe 'kick out' we recommend the piers be embedded at least 1.0m below the base of the excavation.

All retaining walls are to have sufficient back wall drainage and be backfilled immediately behind the wall with free draining material (such as gravel) or drainage cell. This material is to be wrapped in a non-woven Geotextile fabric (i.e. Bidim A34 or similar), to prevent the drainage from becoming clogged with silt and clay. If no back wall drainage is installed in retaining walls the likely hydrostatic pressures are to be accounted for in the retaining wall design.

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15. Rock Anchors

Anchoring for soldier pile walls can be installed as the wall is lowered. The use of anchors require the permission of the local council. All surrounding infrastructure are to be located before anchor design.

For design purposes it is recommended that a minimum bond length of 3.0m behind the theoretical failure plane (a setback 45° Line from the base of the excavation) be adopted for design, with a maximum allowable bond stress of 70kPa for extremely low strength shale.

Anchor holes are to be carefully cleaned out before anchoring. After installation anchors are to be check stressed to 1.2 times normal working load under the supervision of an experienced engineer. Periodic checks should be carried out to ensure load is maintained in the anchors throughout the construction period. The anchor contractor is to keep a record of all stress testing checks carried out and is ultimately responsible for ensuring the anchors are properly installed and checked.

16. Foundations

The existing carport structure has been cut into the slope and is expected to be supported on the underlying extremely low strength shale. To ensure a uniform bearing material across the structure the proposed garage extension is to be supported on piers taken to the underlying extremely low strength shale. The maximum required pier depth to encounter this material is not expected to exceed ~1.8m below the current surface. It should be noted that this material is a soft rock that a rock auger will cut through so the builders should not be looking for refusal to end the footings. A maximum allowable pressure of 600kPa can be assumed for footings supported on extremely low strength shale.

The base of the driveway widening excavation is expected to be in extremely low strength shale which is a suitable footing material for the concrete slab.

As the bearing capacity of shale reduces when it is wet we recommend the footings be dug, inspected and poured in quick succession (ideally the same day if possible). If the footings get

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wet they will have to be drained and the soft layer of wet clay or shale on the footing surface will have to be removed before concrete is poured.

If a rapid turnaround from footing excavation to the concrete pour is not possible a sealing layer of concrete may be added to the footing surface after it has been cleaned.

NOTE: If the contractor is unsure of the footing material required it is more cost effective to get the geotechnical professional on site at the start of the footing excavation to advise on footing depth and material. This mostly prevents unnecessary over excavation in clay like shaly rock but can be valuable in all types of geology.

17. Geotechnical Review

The structural plans are to be checked and certified by the geotechnical engineer as being in accordance with the geotechnical recommendations. On completion, a Form 2B will be issued. This form is required for the Construction Certificate to proceed.

18. Inspections

The client and builder are to familiarise themselves with the following required inspections as well as council geotechnical policy. We cannot provide geotechnical certification for the owners and Occupation Certificate if the following inspections have not been carried out during the construction process.

- The geotechnical professional is to inspect the ground materials while the first pile for the spaced pier wall is being dug to assess the ground strength and to ensure it is in line with our expectations.
- All finished pier holes are to be inspected and measured before concrete is placed.
- All footings are to be inspected and approved by the geotechnical consultant while the excavation equipment and contractors are still onsite and before steel reinforcing is placed or concrete is poured.



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White Geotechnical Group Pty Ltd.

Tyler Jay Johns BEng (Civil)(Hons), Geotechnical Engineer. **Reviewed By:**

Hardner

Nathan Gardner B.Sc. (Geol. & Geophys. & Env. Stud.) AIG., RPGeo Geotechnical & Engineering. No. 10307 Engineering Geologist & Environmental Scientist.





Photo 1

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Photo 3

White Geotechnical Group ABN 96164052715 www.whitegeo.com.au Phone 027900 3214



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Photo 5

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Photo 7

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Important Information about Your Report

It should be noted that Geotechnical Reports are documents that build a picture of the subsurface conditions from the observation of surface features and testing carried out at specific points on the site. The spacing and location of the test points can be limited by the location of existing structures on the site or by budget and time constraints of the client. Additionally, the test themselves, although chosen for their suitability for the particular project, have their own limiting factors. The testing gives accurate information at the location of the test, within the confines of the test's capability. A geological interpretation or model is developed by joining these test points using all available data and drawing on previous experience of the geotechnical consultant. Even the most experienced practitioners cannot determine every possible feature or change that may lie below the earth. All of the subsurface features can only be known when they are revealed by excavation. As such, a Geotechnical report can be considered an interpretive document. It is based on factual data but also on opinion and judgement that comes with a level of uncertainty. This information is provided to help explain the nature and limitations of your report.

With this in mind, the following points are to be noted:

- If upon the commencement of the works the subsurface ground or ground water conditions prove different from those described in this report, it is advisable to contact White Geotechnical Group immediately, as problems relating to the ground works phase of construction are far easier and less costly to overcome if they are addressed early.
- If this report is used by other professionals during the design or construction process, any questions should be directed to White Geotechnical Group as only we understand the full methodology behind the report's conclusions.
- The report addresses issues relating to your specific design and site. If the proposed project design changes, aspects of the report may no longer apply. Contact White Geotechnical if this occurs.
- This report should not be applied to any other project other than that outlined in section 1.0.
- This report is to be read in full and should not have sections removed or included in other documents as this can result in misinterpretation of the data by others.
- It is common for the design and construction process to be adapted as it progresses (sometimes to suit the previous experience of the contractors involved). If alternative design and construction processes are required to those described in this report, contact White Geotechnical Group. We are familiar with a variety of techniques to reduce risk and can advise if your proposed methods are suitable for the site conditions.



2





EXAMPLES OF **POOR** HILLSIDE PRACTICE





27 May 2024

Lindsay G Parker 44 McCarrs Creek Road CHURCH POINT NSW 2105

Dear Sir/Madam,

Application No. Mod2024/0278 - PAN-437833Address:44 McCarrs Creek Road CHURCH POINT

Request for Additional Information

Council has conducted a review of your application in accordance with Council's *Development Application and Modification Lodgement Requirements* and additional information is required in order to assess the proposed development.

Accordingly, you are requested to address the matter(s) listed below by submitting the additional information via the NSW Planning Portal:

1. BASIX (Modification Application)

In accordance with Clause 100(3) of the EP&A Regulations 2021 a modification application must be accompanied by either (a) the BASIX certificate (the original certificate) or (b) a new BASIX certificate if the current BASIX certificate is no longer consistent with the development.

2. Updated Reports for Modification Application

The original development application was accompanied by the following specialist reports:

- Bushfire Report
- Geotechnical Report

The updated report(s) are to make an assessment of the modified proposal and be prepared by a suitably qualified person. Alternatively, the relevant expert can provide a supporting letter stating they have reviewed amended proposal and advise the recommendations of the original report remain unchanged.

Council has adopted this review and checking procedure in the interests of streamlining the processing of applications, ensuring all applications are *Assessment Ready* and so applications can be processed within a reasonable timeframe.

Should you need to better understand the reason(s) why this information is being requested, you are referred to the *Development Application and Modification Lodgement Requirements* which can be found on Council's forms page.

t = select state
e = sense e source transference de seus
e = bansel e selector de selector
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e = banselector
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Please visit Council's "Lodge your Application" page for more information or to access Planning Portal user guides.

You are provided 14 days to submit the additional information via the Planning Portal to avoid the application being returned to you.

Please ensure that you submit the above information in one session to prevent the need for further information requests.

Should your application be returned to you, the Planning Portal now provides the option to *Create a new Copy of your DA* allowing applicants to relodge a new application (including the additional documentation) with ease.

Should you wish to speak to an officer to obtain clarification on the above matter(s) prior to submitting the information, please do not hesitate to contact Council's Planning Officer on 1300 434 434 during our business hours of 8.30am to 5.00pm, Monday to Friday.

Your co-operation in this matter is appreciated.

Yours Faithfully

Development Advisory Service Team