



Pre-lodgement Notes - Written Advice Only

Application No:	PLM2025/0099
Date:	15 July 2025
Property Address:	22 Akora Street FRENCHS FOREST
Proposal:	Construction of retaining wall and fill
Applicant:	Nicole Yip
Responsible Officer:	Tom Prosser
Meeting Held: (Yes/No)	Yes (and site visit)

General Comments/Limitations of this Advice

These Written Only notes have been prepared by Council's Development Advisory Services Team on the basis of information provided by the applicant. Council provides this service for guidance purposes only. These notes are an account of the advice on the specific issues nominated by the Applicant.

These notes are confined to planning advice only and are based on the information provided and only address the specific issue(s) nominated by the Applicant.

Matters discussed and comments offered by Council will in no way fetter Council's discretion as the Consent Authority.

A determination can only be made following the lodgement and full assessment of the application.

In addition to the comments made within these Notes, it is a requirement of the applicant to address the relevant areas of legislation, including (but not limited to) any State Environmental Planning Policy (SEPP) and any applicable sections of the Warringah Local Environmental Plan 2011 and Warringah Development Control Plan 2011, within the supporting documentation including a Statement of Environmental Effects, Modification Report or Review of Determination Report.

You are advised to carefully review these notes and if specific concerns have been raised or non-compliances that cannot be supported, you are strongly advised to review your proposal and consider amendments to the design of your development prior to the lodgement of any development application.



Applicants Issue(s) and Planning Comment(s)	
Issue	Comments
Planning pathway for retaining wall and associated earthworks	<p>A Development application may seek consent for works related to earthworks and a new retaining wall.</p> <p>These works must be prospective only.</p> <p>As such, as a part of a future development application, it is recommended that the works be clearly identified as new works.</p> <p>For the earthworks, the plans will need to identify new fill. This can be shown on the plans with notations showing the proposed RL to be above the existing (as excavated) RL.</p> <p>It is recommended that the existing fill be no higher than the level of the rear 'alfresco' area. It is also recommended that the retaining wall be no higher than 1m in height given proximity to the boundaries.</p> <p>Prior to lodgement of a development application, it is also recommended that consultation is undertaken with the Principal Certifier for the Complying Development Certificate (CDC2023/0863). This is to ensure that a future Development application consent could operate in conjunction with the existing CDC.</p>

Additional Advice to the Applicant

(a) Planning Controls

You are advised to familiarise yourself with the full suite of planning controls that apply to your proposal by viewing the relevant Local Environmental Plan and Development Control Plan as follows:

WARRINGAH LOCAL ENVIRONMENTAL PLAN 2011 (WLEP 2011)

WLEP 2011 can be viewed at <https://www.legislation.nsw.gov.au/view/html/inforce/current/epi-2011-0649>

WARRINGAH DEVELOPMENT CONTROL PLAN 2011 (WDCP 2011)

WDCP 2011 can be viewed at <https://eservices.northernbeaches.nsw.gov.au/ePlanning/live/pages/plan/book.aspx?exhibit=DCP>



(b) Development Application Lodgement Requirements

You are advised to familiarise yourself with Council's Development Application Lodgement Requirements to ensure you submit the required plans, reports and other documentation for your proposal and site (see website for details).

Documentation to Accompany the Development Application

The application is to be lodged via NSW Planning Portal and to provide documentation in accordance with Council's Lodgement requirements. This includes (but is not limited to):

- Statement of Environmental Effects
- Boundary identification Survey
- Scaled and dimensioned plans (with clear notation of all prospective works applied for):
 - Site Plan;
 - Elevations; and
 - Sections.
- Cost of works estimate/ Quote
- Survey Plan (Boundary Identification Survey)
- Site Analysis Plan
- Excavation and fill Plan
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Conclusion on Applicants Issues

A review of the proposed development based on the specific issues raised in the pre-lodgement application has been carried out and you are advised that a development application could be supported subject to providing clear information that the works are prospective and minimising the height of fill/retaining wall.

Question on this advice?

Should you have any questions or wish to seek clarification of any matters raised in these Notes, please contact the member of the Development Advisory Services Team at Council referred to on the front page of these Notes.