



Pre-lodgement Meeting Notes

Application No: PLM2025/0097
Meeting Date: 7 August 2025
Property Address: 1803 & 1803A Pittwater Road MONA VALE
Proposal: Construction of a Residential flat building
Attendees for Council: Tom Prosser – Principal Planner
Adam Richardson – DA Manager
Catriona Alder – Waste Officer
James Brocklebank – Traffic Engineer

General Comments/Limitations of these Notes

These notes have been prepared by Council's Development Advisory Services Team on the basis of information provided by the applicant and a consultation meeting with Council staff. Council provides this service for guidance purposes only.

These notes are an account of the advice on the specific issues nominated by the Applicant and the discussions and conclusions reached at the meeting.

These notes are not a complete set of planning and related comments for the proposed development. 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 Pittwater Local Environmental Plan 2014 and Pittwater 21 Development Control Plan, 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 concern 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.



SPECIFIC ISSUES DISCUSSED IN MEETING

Response to Matters Discussed

- **Low and mid-rise housing area:**

Comment:

A future application would need to demonstrate that the proposal is within the low to mid-rise housing area. Specifically, survey detail needs to demonstrate that the site is within 400m (the inner area) walking distance of the Town Centre. Walking distance is defined below:

walking distance means the shortest distance between 2 points measured along a route that may be safely walked by a pedestrian using, as far as reasonably practicable, public footpaths and pedestrian crossings.

- **Site isolation planning principle and implications on future development of neighbouring sites**

Comment:

It is recommended that any future development application demonstrate that neighbouring sites can be reasonably developed in accordance with the planning controls and provisions that apply to these sites. In this regard, it is reasonable to consider the two neighbouring sites to the south may be consolidated, however, it is important to note that the size of any future development on the lots to the south will be of much lower scale (being in the R2 Low Density Residential zone).

It should be demonstrated that both existing and potential future development on the neighbouring sites will and can have adequate access to sunlight, in accordance with the Pittwater DCP and the Apartment Design Guide.

It is also recommended the planning principle for “redevelopment” (site isolation) be addressed.

- **Building Separation (zone interface) and Visual Privacy under Apartment Design Guide (ADG)**

Comment:

Significant concern is raised with the lack of separation of the upper levels from the southern boundary. The ADG requires an additional 3m (total 9m) in separation be provided for the lower density zone interface. Given the vulnerable nature of the lot to the south, it is strongly recommended that a separation of at least 9m be provided for the upper two levels to maximise opportunity for access to sunlight, privacy and other amenity.

- **Siting of Development (Orientation) and Solar Access under ADG**

Comment:

The current siting, design and scale of the built form has significant impacts on solar access for properties to the south. As well as providing greater separation (as above), consideration should be given to the siting and orientation of the building in efforts to provide greater levels of solar access to neighbouring properties.



Response to Matters Discussed

- **Communal Open Space under ADG**

Comment:

Concern is raised with the functionality and usability of Communal Open Space at the frontage, being adjacent Pittwater Road. Concern is also raised with the useability and overshadowing of the Communal Open Space within the side setback to the south. The Communal Open Space to the rear is well located but only equates to 11% of the site area (ADG provides for 25%).

- **Details for compliance with Building height**

Comment:

The proposal appears to comply with the requirement for Building height under Section 175 of SEPP (Housing 2021). A future development application will need to provide appropriate survey detail and sections so that “existing ground level” is fully understood across the site.

- **Raised pool areas to the north**

Comment:

The siting of the raised pool areas with a lack of separation to the adjoining property to the north is not supported. This would result in unreasonable visual and acoustic privacy impacts.

It is recommended that a separation buffer be provided to the northern boundary. This could allow for further Landscaped area and deep soil.

- **Presentation of Basement access**

Comment:

It is recommended that the access to the basement be provided with a bend at the frontage to minimise visual impact of a long narrow tunnel (‘gun-barrel’ effect).

- **Internal amenity under ADG**

Comment:

It is acknowledged much of the building responds well to many of the requirements for internal amenity under the ADG. However, there are some areas for improvement outlined in the Design and Sustainability Advisory Panel report.

It is also recommended that all bedrooms are provided with the minimum 3m dimension specified under ADG.

Reductions in the built form recommended elsewhere in these notes should also be provided in a way that continues to facilitate internal amenity that meets the provisions of the ADG.



PITTWATER LOCAL ENVIRONMENTAL PLAN 2014 (PLEP 2014)

PLEP 2014 can be viewed at <https://www.legislation.nsw.gov.au/view/html/inforce/current/epi-2014-0320>

Part 2 - Zoning and Permissibility	
Definition of proposed development: (ref. PLEP 2014 Dictionary)	Residential flat building
Zone:	R3 Medium Density Residential
Permitted with Consent or Prohibited:	Permissible

Clause 4.6 - Exceptions to Development Standards

Clause 4.6 enables the applicant to request a variation to the applicable Development Standards listed under Part 4 of the LEP pursuant to the objectives of the relevant Standard and zone and in accordance with the principles established by the NSW Land and Environment Court.

A request to vary a development Standard is not a guarantee that the variation would be supported as this needs to be considered by Council in terms of context, impact and public interest and whether the request demonstrates sufficient environmental planning grounds for the variation.

Part 4 - Principal Development Standards			
Standard	Permitted	Proposed	Compliance
Building height	8.5m (Pittwater LEP) 22m (SEPP Housing)	Approx 22m	Complies under SEPP
Density Control	1 dwelling per 200m	1 dwelling per 78sqm	Does not comply (see above comments under Clause 4.6)

SEPP (HOUSING) 2021

Chapter 4

The following table identifies some of the areas of the development that do not follow the guidance of the ADG.

ADG			
Standard	Requirement	Proposed	Compliance
3B. Orientation	Solar Access	Not achieved	No – see comments above



ADG			
3D. Communal and Public Open Space	25% (Appropriate area with sunlight access)	11% (at rear) 36% (front side and rear)	No – see comments above
2F/3F. Building Separation/ Visual Privacy	9m at upper levels (southern setback)	6m	No – see comments above
4D. Apartment size and layout -Bedroom Dimensions	3m dimensions	Not provided for Unit 101, 201 and 301	No – see comments above

Chapter 6

Part 4 Residential flat buildings and shop top housing			
Standard	Permitted	Proposed	Compliance
Section 175 - Building Height	22m (6 storeys)	22m (6 storeys)	Appears to comply (subject survey detail)
Section 177 - Landscaping	15% canopy, 7% deep soil and >4 trees	30% (deep soil)	Can comply – see comments below
Section 180 - Floor Space ratio	2.2:1	1.77:1	Yes

Comment:

The proposal appears to comply with the requirements of Section 177 of SEPP (Housing) 2021 and the Tree Canopy Guide for Low to Mid Rise Housing. However, a future development application will need to demonstrate the ability for planting and canopy in accordance with the requirements of the guide. In this regard, see further comments provided by Council's Landscape officer in the 'specialist advice' section below.

PITTWATER 21 DEVELOPMENT CONTROL PLAN (P21DCP)

P21DCP can be viewed at

<https://eservices.northernbeaches.nsw.gov.au/ePlanning/live/Pages/Plan/Book.aspx?exhibit=PDCP>

The following notes the identified non-compliant areas of the proposal only.

Control	Permitted	Proposed
Building envelope	4.2m	Outside
It is acknowledged that the height allowed under SEPP (Housing) 2021 provides a scale of development that is not anticipated by the applicable building envelope for the site. As such, a variation to this control is likely acceptable. However, the proposed setback to the upper levels at the southern boundary is unacceptable.		



It is recommended greater response be provided to the control at the southern elevation to minimise amenity impact (as discussed under ADG section).

Landscaped area	50%	30%
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It is recommended that a greater setback be provided to the basement at the northern boundary. This will allow for further landscaped area on site and also assist to provide separation and landscaping between the proposed pool areas and the northern neighbour.

Specialist Advice

Landscape officer

Council's Landscape officer has provided the following comments:

"The applicable planning consideration in terms of landscape setting outcomes is paragraph 177 (2) in Part 3 of Chapter 6 'Low and Mid Rise Housing' under State Environmental Planning Policy (Housing) 2021. Paragraph 177 (2) requires consideration of NSW Planning 'Tree Canopy Guide for Low and Mid Rise Housing' for residential flat buildings.

Deep soil area and tree canopy coverage shall satisfy the minimum requirements of Table 7 of the 'Tree Canopy Guide for Low and Mid Rise Housing' guidelines, including minimum dimensions and this shall be demonstrated on co-ordinated plans.

To satisfy landscape objectives of the Apartment Design Guide, it is recommended that landscape areas are allocated to enable adequate soil volumes to be achieved along side boundaries to support small tree planting that can provide screening to and from buildings and private open spaces.

Of concern is that the deep soil area provided that adjoins property 1805 Pittwater Road is inadequate to support small tree planting due to the limited setback to the proposed basement.

To maximise suitable deep soil for tree establishment it is suggested that the proposed path centrally located within deep soil as shown on the preliminary landscape plan along the south and west boundaries should be located closer to the building to maximise unobstructed deep soil to support tree planting along these boundaries to adjoining residential buildings. Proposed tree planting should be set away from common boundaries to reduce future neighbour tree disputes.

Existing trees within the property shall be assessed for retention or removal and all neighbouring vegetation shall be protected.

Stormwater design solutions shall not encroach deeps soil areas.

Information required:

- Landscape Plan as defined in Council's DA Lodgement Requirements
- Arboricultural Impact Assessment as defined in Council's DA Lodgement Requirements"

Traffic Officer

Council's Traffic officer has provided the following comments:

"The proposal is for a 6 storey residential flat building yielding 20 units at 1803 Pittwater Road Mona Vale. The proposed development is comprised of 8 x 2 bedroom units and 12 x 3 bedroom



Specialist Advice

units with 2 levels of basement parking providing off street parking for 47 cars. The development is proposed under Low & Mid Rise housing provisions in SEPP Housing 2021 with the development lying within an identified LMR housing zone

- Pittwater Road along the frontage of the development is a classified secondary road with an administrative category of Regional Road and carries high volumes of traffic. The proposed single width driveway is unacceptable and unsafe for access off Pittwater Road and is likely to result in vehicles propping on a regular basis on a Regional Road awaiting egress of traffic from the driveway. The driveway needs to be designed at a minimum width of 5.5m from Pittwater Road into basement 1 and designed to allow for concurrent entry/egress of a B85 & B99 vehicle to/from Pittwater Road and passing of these vehicles to/from basement 1. The driveway is also located approx. 75m from a signalised intersection at Darley Street and at peak times vehicles propping are likely to create queuing issues impacting upon the operation of the signals
- The driveway design will also need to ensure that pedestrian sightline triangles consistent with the requirements of AS2890.1 clause 3.2.4 are provided at the property boundary. Given the presence of footpaths and proximity to schools, bus stops and shops pedestrian volumes along the frontage will be high.
- SEPP Housing clause 172 requires a minimum of 1 car parking space per dwelling. As it is proposed to provide 47 car parking spaces the non-discretionary development standard is met.

The Pittwater DCP also outlines parking requirements in clause 6.3 Table 1 which should also be met

- 2 spaces per dwelling which is also met although SEPP Housing requirements would take precedence
- Disabled parking at 3% of the required spaces i.e. at least one disabled parking should be provided in addition to any adaptable parking spaces required
- Each adaptable dwelling unit requires 1 adaptable parking space
- Visitor parking is required at a rate of 1 space per 3 dwellings rounded up i.e. 7 visitor parking spaces are required
- One car wash bay that is bunded and connected to the sewer is required as there are more than 10 dwellings. It will be acceptable for one of the visitor spaces to double as a car wash bay
- The DCP requires that provision be made for garbage collection, removalist trucks and emergency vehicles. Given the 20 unit scale of the development a waste collection truck would be parked at kerb side for some time to collect waste under Council's preferred wheel in/wheel out. Ideally provision should be made for waste collection to occur within the property by Council's 10.5m waste truck. Such provision would also ensure that there was provision for the frequent delivery trucks, removalist trucks etc that would be generated by a development of this scale. If it is demonstrated to be infeasible to provide for off street waste servicing the alternative would be for kerbside waste collection. Under this scenario it is noted that parking on Pittwater Road is currently unrestricted and in high demand. It would be unacceptable in terms of road network performance for the waste collection vehicle to be double parked for this entire time. Council's Waste Services team has suggested that a dedicated space outside the property is required for waste collection. It is not possible to create a "dedicated" space for a waste collection vehicle however a No Parking restriction that applies on waste collection days on the property frontage may



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be considered to increase the chances of vacant space being available on the property frontage to facilitate waste collection without double parking.

- Secure bicycle parking consistent with DCP requirements will be required i.e 1 rack for every three dwellings (7 bike racks). These should be located appropriately within the basement consistent with AS2890.3 requirements in terms of design. The bike racks shown on the PLM plans appear too closely spaced
- Motorcycle parking is not specifically required by the DCP however if some provision for motorcycle parking can be facilities it would better cater for alternate transport modes.

A traffic and parking impact assessment report will be required to support a DA for this development.”

Waste Officer

Council's Waste officer has provided the following comments:

“20 units comprising 8 x 2 bed units
 12 x 3 bed units

Council would provide 7 x 240L red lid waste bins
 5 x 240L blue lid paper recycling bins
 5 x 240L yellow lid container recycling bins
 2 x 240L green lid vegetation bins

Bin room appears sufficient to house the supplied bins with room for future waste stream applicable (FOGO Mandate from 2030)

Bulky Waste storage room of 8m³ required – Is the Store indicated on the plans for this purpose?

Waste storage area design requirements:

Must comply with Chapter 4, 4.2 of the Waste Management Guidelines. No utilities, pipes or infrastructure other than a water tap which should be easily accessible but not obstruct aisles, access or placement of bins.

For Council to provide a Wheel Out/Wheel In service the pathway and access between the Waste storage area and the collection point will be as per Chapter 4, 4.4

The pathway and access between the Waste Storage Area and Collection Point will be:

- a) Solid, concrete, continuous, non-slip and clear of any obstructions and steps.
- b) A maximum ramp gradient of 1 in 8.
- c) Hazard free and not via a pathway with vehicular traffic.
- d) A minimum width of 1200mm.

Any doors fitted on the Waste Storage Area, pathway and access will be:

- e) A minimum width of 1200mm.
- f) Able to be latched in an open position.
- g) Unobstructed by any locks and security devices.
- h) Openable in an outward direction.

The development needs to have a pathway for the collection contractor to access the bin storage room that is separate from the vehicular roadway into the basement, and as per Section 4.6, the



Specialist Advice

pathway and access must be a maximum distance of 6.5m from the boundary of the property. In addition, there must be a dedicated space for the council collection vehicle to pull up outside the property to carry out the collection. The space must accommodate a 12.5m HRV with 4.5m clearance.

The plans should demonstrate the pathways and the ability of the collection vehicle to park at kerbside.”

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
- Scaled and dimensioned plans:
 - Site Plan;
 - Floor Plans;
 - Elevations; and
 - Sections.
- Plans and supporting documentation to show walking distance measurements in accordance with *SEPP Housing 2021*
- Traffic report
- Cost of works estimate/ Quote
- Survey Plan (Boundary Identification Survey)
- Site Analysis Plan
- Demolition Plan
- Excavation and fill Plan
- Waste Management Plan (Construction & Demolition)
- Driveway Design Plan (if any change is proposed to the driveway)
- Photomontage
- Geotechnical Report
- Access report
- BASIX
- Construction and Traffic Management Plan
- Requirements as per listed by referral bodies above
- Montages
- ADG Verification

IMPORTANT NOTE FOR DA LODGEMENT

Please refer to the Development Application Lodgement Requirements on Council's website (link details below) for further detail on the above list of plans, reports, survey and certificates.

<https://files.northernbeaches.nsw.gov.au/sites/default/files/documents/pdf-forms/development-application-da-modification-or-review-determination/2060-da-modification-lodgement-requirements-mar21.pdf>

The lodgement requirements will be used by Council in the review of the application after it is lodged through the NSW Planning Portal to verify that all requirements have been met for the type of application/development.



Concluding Comments

These notes are in response to a pre-lodgement meeting held on 7 August 2025 to discuss Construction of a Residential flat building at 1803/1803A Pittwater Road, Mona Vale. The notes reference the plans prepared by Studio McCue dated 23.06.2025.

In conclusion, there are various concerns with the design including potential impacts on neighbouring properties. It is strongly recommending that greater separation be provided to the north and south of the site (as outlined in these notes). It is also recommended that siting, configuration, and scale of built form be reconsidered to provide greater opportunity for solar access to the south, to provide for more appropriate communal open space, and to provide a design that better responds to the ADG.

Question on these Notes?

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.