

**Disclaimers:** This information was believed to be correct at the date of its publication. This information is for general information purposes only and should not be relied upon for legal advice.

This document provides a template for preparing a statement of environmental effects for a small business/office/retail development. This document should be read in conjunction with the development approval process Fact Sheet.

## STATEMENT OF ENVIRONMENTAL EFFECTS (SOEE)

A SoEE must be provided with any application for a small business/office/retail development and must include, but not limited to, the following information:

- **Development description:** Description of the development including hours of operation, staff numbers, any preparation/sale of food.
- **Site description:** The site description should include adjoining land uses, existing structures on site, vehicular and pedestrian access and parking.
- **Proposed works:** Any proposed works should be outlined including internal fit-out and signage. Fit-out of food and drink premises should be in accordance with Council's Food Premises - Design, construction and fit-out guide available on Council's website. Detailed plans demonstrating compliance with the relevant standards must be provided with any application and should include the location of tables and chairs within the food and drink premises. Please note any occupation of the footpath requires a licence to be entered into with Council.
- **Permissibility:** Is my proposal permitted in the relevant zone? Check *Wollongong Local Environmental Plan 2009* for uses permitted in the zone.
- **Parking, deliveries and waste management:** Detail of what parking is available shall be provided. You should also provide detail on waste management and servicing, including location of waste storage, type of servicing vehicles and frequency of collection. Chapter E3 of Wollongong DCP2009 provides details of Council requirements in this regard.
- **Environmental impacts:** Consideration shall be given to the likely environmental impacts from the proposal and how impacts such as noise and odour are mitigated. Noise sources include machinery, exhaust systems, traffic movements, patron noise and use of outdoor areas.
- **Building Code of Australia matters**
  - **Fire Safety** – You are required to comply with the fire safety provisions of the Building Code of Australia. Under certain circumstances additional fire safety measures may be required as a result of your proposal. It is important to discuss these matters with a suitably qualified fire safety expert accredited with the Building Professionals Board (BPB) prior to lodgement to determine what additional works and costs may be incurred.
  - **Access and amenities** – The provision of toilet facilities and appropriate access to and within the building should be considered prior to the lodgement of a development application as further works may be required to achieve compliance with the Building Code of Australia.
- **Signage/Advertising:** If signage is proposed it may be considered as exempt development and this should be checked against the criteria of the Codes SEPP. If not, signage should be included in any development application lodged. See Chapter C1 of Wollongong DCP2009 for details.
- **Heritage:** The subject premises may be located within a heritage conservation area or within close proximity to a heritage item. As such, Chapter E11 of Wollongong DCP should be reviewed and Council's mapping system should be [here](#) to help identify any nearby heritage items.
- **Architectural plans:** These should include a location plan, site analysis plan, site plan, floor plan, and elevation plans (including any proposed signage).
- **Site constraints:** Where the proposal involves use of an existing building, the most common site constraints to consider are whether the building is flood affected or is a heritage item or within a heritage precinct.

If further information is required please contact Council's Duty Planner or Building Surveyor on 4227 7111.