



Narara Ecovillage Checklist for Design Approval Documents

The following checklist aims to assist Lot Owners prepare their design submission for assessment under both Central Coast Council's Development Application and NEV Building & Landscape Standards.

NEV uses 5-Steps to frame the Eco-village's approval process. Each step is explained on the Wiki at [Building Standards - Building Approval Pathway](#). The documents required to complete your approval applications are listed there and are also replicated on the following checklist. Documents listed below are grouped under each step in the approval pathway.

Documents and templates provided by NEV to assist lot owners prepare their application are highlighted in yellow in the list below. Highlighted documents can be accessed and downloaded from the [Building Approvals - Useful Reports and Templates](#) page on our wiki. Documents not highlighted are to be provided by the Lot Owner or the Lot Owner's designer. Where NEV provides a Template the Lot owner can use the template provided changing or adding information specific to their lot or home design as required.

Step 1: Site Analysis & Neighbourhood Agreement

- The Neighbourhood Agreement

Step 2: Design Development & Assessment

Documents required by Central Coast Council:

Council Forms

- Part A – Application for Approval Form
- Part B – Application Detail and Owner(s) Consent Form

Architectural Plans & Statements:

- Survey Plan Provided by NEV
- Site Plan/Site Analysis
- Elevations & Sections
- Extent of Cut & Fill Plan
- Floor Plans / Building Specification
- Landscape Plans
- Lighting and Illumination Plan
- Schedule of External Finishes
- Shadow Analysis Diagram (Sketch Up)
- Statement of Environmental Effect Template provided by NEV



Narara Ecovillage Checklist for Design Approval Documents

Engineering Plans

- Erosion and Sediment Control Plan
- Stormwater Management Plan
- Water & Sewer Plan
- Water Cycle Management Plan

Supporting Reports:

- 1. Cost Estimate
- 2. BASIX Certificate
- 3. Bushfire Report Provided by NEV
- 4. Geotechnical Report Provided by NEV
- 5. Waste Management Report Sample provided by NEV

Other Useful Reports that may be required by Council:

- 1. Arboricultural Report
- 2. Flora and Fauna Report
- 3. Heritage Impact Statement
- 4. Site Contamination Assessment
- 5. Traffic and Parking Report

Additional documents required by NEV Building Standards:

- NatHERs Certificate
- NEV Scoresheet endorsed by an SDA Template provided by NEV

A design statement or specification supporting scores entered into the NEV Scoresheet, including:

- 1. Energy Demand Assessment Sample provided by NEV
- 2. Smart Grid Equipment Selections Sample provided by NEV
- 4. Building Materials Selection Sample provided by NEV
- 5. Light and Ventilation Strategy Sample provided by NEV
- 6. Construction Management Plan Sample provided by NEV

Other supporting documents, if relied on in NEV Scoresheet, including:

- 1. Liveable Housing Certificate
- 2. Innovation Strategy statement Sample provided by NEV
- NEV's Design Confirmation Certificate Provided by NEV



Narara Ecovillage Checklist for Design Approval Documents

Step 3: Design Approval

- Development Consent issued by Central Coast Council

Step 4: Building Works

- Construction Certificate issued by Central Coast Council or an Independent Certifier
Builders details, or in the case of Owner Builder's their subcontractor details, including Contact details:

- 1. Company name,
- 2. Primary contact's name,
- 3. Primary contact's mobile number,
- 4. Primary contact's email address.

Statement of Currency for insurance including:

- 1. Public & Product Liability
- 2. Vehicle insurance
- 3. Workers Compensation.
- The Construction Management Plan signed in agreement by the Lot Owner's Builder.
- Bond lodgment to address damage to the Community Property.

Step 5: Finished Building

- Occupancy Certificate