

# Documentation Guidelines for Communication Facility Proponents on Crown Land

July 2015

As part of the process for applying for the Minister's (administering the *Crown Lands Act 1989*) (Minister) consent to undertake an activity or submit an application for development consent under Part 4 of the *Environmental Planning and Assessment Act 1979 (EP&A Act)*, NSW Department of Primary Industries – Lands (the Department) has various responsibilities under the *EP&A Act* and *Crown Lands Act 1989 (CLA)*.

An assessment of the capabilities of Crown land and the identification of suitable land uses is a requirement under the *CLA* to ensure that decisions made in relation to Crown lands are in accordance with the principles of Crown land management.

As part of the documentation to be submitted to the Department, outlined in fact sheet '[Information for organisations seeking to construct new communication tower facilities on Crown land](#)', the applicant is responsible for ensuring the following areas are addressed. The Department may request additional information when assessing the application.

The information provided by the applicant will also support the application for a licence agreement with the Department.

All aspects of the proposal should be covered including for example the communications facility, access tracks, asset protection zones and utility supplies.

## Section A – Site Identification and Description

Address of property that the proposed work will affect	
Lot/DP	
Locality/Parish	
Local Government Area	
Use of the property that the proposed work will affect	
Uses of land adjoining the proposed work	

## Section A – Site Identification and Description

Vegetation within proposed works area	For example: Vegetation type, e.g. scrub, timbered land, grassland and the like, and if known, species type, should be provided; and any vegetation identified as being part of a SEPP 26 - littoral rainforest or SEPP 44 - Koala Habitat Protection must also be noted. The condition of the existing vegetation should be described having regards to weed infestation, previous clearing or bushfire. Density of vegetation should be described for the entire length of the proposed work, particularly if some parts have been cleared and other parts are intact. Flora and fauna of conservation significance, including endangered ecological communities and critical habitat should be identified if known to occur on the site. This information can be found on the critical habitat register on the NPWS website.
Fauna located within the proposed works area	For Example: Any fauna or habitats of fauna known to be on the site or sighted in recent times should be identified on the form. Habitats can include nests located in trees or on the ground; dead trees and trees with hollows; burrows in the ground; aquatic habitats as well as man-made structures that may be occupied. Any pest species of fauna (such as feral cats, dogs or pigs) should also be noted if they affect the site.
Water bodies that the works area may affect or which are in close proximity	For Example: Any creeks, rivers or flood prone areas existing on the site should be identified, and any wetland communities occurring on the site or in the vicinity must be recorded, including any SEPP 14 coastal wetlands. The distance of the activity to the foreshore of the coast or river should be provided, if relevant to the site.
Topography	A general description of the topography of the site should be provided, sourced from visual observations and topographical maps. Descriptions of land forms occurring on the site, such as cliffs, valleys, rock outcrops and the like should be provided. Steeply sloping land is considered to be land that generally has a slope greater than 18 degrees from the horizontal.
Soil type	Basic soil and geological information of the site, available from mapping resources, should be provided. Acid sulphate soil risk maps maybe available from the NSW Office of Environment & Heritage or local Councils, and various soil maps are available from the NSW Office of Environment & Heritage.
Soil stability / erosion	The NSW Office of Environment & Heritage can provide information regarding the erodibility of soils and measures to be implemented to reduce or eliminate the potential for soil erosion. An initial indication of erodibility can be made by checking for evidence of existing erosion surrounding the proposed works area and in rural areas for gully erosion on adjoining land.
Cultural Heritage	Any items of cultural or natural heritage should be identified on the form. These include: <ul style="list-style-type: none"> <li>• Items listed in the local council's LEP or on the State Heritage Register (SHR);</li> <li>• Items listed on the NPWS Heritage and Conservation Register on the NPWS Historic Heritage Information Management System (HHIMS);</li> <li>• Items listed in a NPWS Regional Cultural Heritage Management Strategy</li> </ul>

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Aboriginal Heritage	<p>Any known Aboriginal artefacts or sites of significance, or areas of high potential for these must be listed on the application. Areas of high potential for Aboriginal heritage may be identified on the basis of previously recorded sites and when development:</p> <ul style="list-style-type: none"><li>• is within 100 metres of a stream, river, lake or lagoon;</li><li>• will impact on areas with landscape features such as sandstone, outcrops, rock shelf / overhangs, old growth trees, sand bodies and dunes and water holes; or</li><li>• will impact upon bushland and undisturbed ground.</li></ul>
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Other features	<p>Any other features relevant to the proposed activity or locality not covered by the above sections should be included. This can include recreational, scientific or educational values, scenic and visually prominent features, interests of other stakeholders (e.g. other land users or beneficiaries of easements).</p>
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## Section B – Description of Activity

A detailed description of the proposed activity is to be provided.

The description of the proposed activity work methods must include the following information:

- Removal of trees, including the number of trees, size and species;
- Clearing of vegetation, such as shrubs, grasses or other ground covers;
- Any excavation required, including the depth of excavation and the area of excavation;
- Any fill proposed to be imported and used in the proposed activity, including the volume, depth and type of fill;
- Installation of any drainage structures, such as open channels and the like;
- The proposed working hours during which the proposed activity will be conducted;
- Plant and equipment to be used in the project;
- Disposal methods of any waste generated, excavated material or vegetation felled;
- Name and contact details of the person who will be undertaking the works, if known.

Maps, photographs, diagrams and a site plan to assist with the description should be attached. The site plan should show the proposed activity area, including dimensions and alignments, existing structures, sectional elevations if necessary and a contour plan.

Environmental protection measures that will be implemented to reduce the impacts of the proposed activity on the surrounding environment. These measures will vary depending on the site characteristics, and could include but may not be limited to:

- Erosion control measures such as silt fences and barriers to prevent sediment laden runoff from leaving the construction area, sedimentation basins or traps (include details of size, location and how often they would be cleaned out if available), and progressive re-vegetation proposals for all exposed areas;
- Measures to protect trees and areas of vegetation that will not be cleared as part of the proposal;

- Dust suppression measures if significant excavation is proposed and there are nearby residences or other sensitive uses; and
  - Weed control measures, such as ongoing spraying or mechanical weed removal of weeds throughout the proposed works area, to prevent the spread of weeds onto adjoining lands.
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## More information

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (July 2015). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Primary Industries - Lands or the user's independent advisor.

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