



Australian
Capital Territory
Government



Land (Planning and Environment) Act 1991 - Form 1

Development Application

Type of Application *(cross relevant box)*

- New Application** *If you attended a Pre-application meeting, please provide the Proposal Number - (eg. 20021234)*
- Amendment** Original application Number - (eg. 20021234)
- Minor amendment (S247)** - to an application already approved where a Certificate of Occupancy has not been issued
- Conditional Approval (S245)** - satisfying conditions of approval
- More Information (S233)** - providing additional information to a current application which is in response to a written request from the Authority, or the Administrative Appeals Tribunal
- Alteration (S226(7))** - to a current application not yet approved

Part 1: Lease/Site details

If more than one lease/site, attach the following details for each lease/site.

Block

Section

Unit (if applicable)

Suburb

District

Street Number Street Name

Part 2: Applicant details

Surname

First Name

Company name

Australian Company Number (ACN)

If a company, Name of Contact Person

Postal Address

Suburb

State/Territory Postcode

Phone Number (business hours)

Fax Number

Email

Do you want to collect the plans once a decision is made or do you want them mailed to you?

Please hold the plans for collection Please mail the plans to me Please EMail the plans to me

Did you know? Development applications can be lodged electronically. The steps involved are detailed on our website at: www.actpla.act.gov.au

OFFICE USE ONLY

Application number

Technical check

Public notification
 Yes No

Fees

Date received

Receipt number

Receiving officer



Part 3: Applicant's declaration

I/we the undersigned, being the applicant(s) nominated in this application, hereby apply for approval to carry out the development described in this application in the land specified in this application;

I/we hereby direct and authorise the ACT Planning and Land Authority to erect sign/s on the subject property(s);

I/we hereby authorise ACT Planning and Land Authority Officers to access the subject property(s) for the purpose of evaluating the proposal;

I/we understand that this application may be scanned and made available for public inspection via the internet;

I/we declare that all the information given on this form and its attachments is true and complete; and

I/we understand that the information submitted with this application form will undergo a validation process prior to the formal lodgement of the application (and payment of fees), and further information may be required prior to the acceptance of the development application.

CONFLICT OF INTEREST DECLARATION: Does the applicant or lessee have any association with ACTPLA staff?

No yes

If yes, please provide details: _____

Signature(s)

Date

Part 4: Lessee (Property Owner) details

1st Lessee's details

Surname

First Name

Company name

Australian Company Number (ACN)

If a company, Name of Contact Person

Postal Address

Suburb

State/Territory

Postcode

Phone Number (business hours)

Fax Number

Email

Signature(s)

• All lessees must sign authorising the lodgement, and in doing so give authority to the applicant to negotiate any dealings with the application through to its determination by the relevant authority, or a Power of Attorney must be attached. If there are more than two lessees, please ensure that details and authorisation are attached to the application for each lessee.

• If the lessee is a registered company, organisation or government agency you must execute this application in the proper manner for that company, organisation or government agency. For example, if the lessee is a community organisation, the full name of the community organisation must be stated and the signatory must identify what position of authority he/she holds in the organisation.

• To verify the signature of a lessee who is an organisation or government agency, a Letter of Authority must be supplied when lodging the application that empowers the signatory to sign on the behalf of that organisation or government agency.

• Any application made over a site which has been Unit Titled will require Approval in accordance with the articles of association for that units plan.

Part 4: Lessee (Property Owner) details *(continued)*

2nd Lessee's details

Surname

First Name

Company name

Australian Company Number (ACN)

If a company, Name of Contact Person

Postal Address

Suburb

State/Territory

Postcode

Phone Number (business hours)

Fax Number

Email

Signature(s)

Part 5: Briefly describe your proposal

- *Please contact ACTPLA to confirm the wording for all lease variations to avoid possible delays.*

Part 6: Type of Development

- *Please cross all boxes relevant to your proposal.*

- *Applications involving a variation to the lease may be subject to a change of use charge. You should consider the cost of this charge prior to lodging a development application.*

- | | |
|--|--|
| <input type="checkbox"/> Single Dwelling | <input type="checkbox"/> Lease Variation |
| <input type="checkbox"/> Dual Occupancy | <input type="checkbox"/> Consolidation |
| <input type="checkbox"/> Multiple Dwelling | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Estate Development Plan |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Encroachment |



Part 6: Type of Development *(continued)*

• *More information on Tree protection (Interim Scheme) ACT 2001 is detailed on the back page of this application form.*

• *Please note that the estimated cost to be stated here is to include the cost of all associated works such as landscaping parking, etc. as well as off site works.*

• *"GFA" means gross floor area*

• *Class 10 structures include pergolas, sheds, carports & decks*

HERITAGE: Is your property registered on a Interim or Heritage Places Register? No yes

TREES: Will there be any groundwork * within 2m of the edge of the canopy of any significant tree on the block or any adjoining block? No yes
 (* the ground work includes building, trenching, changing the soil level and compacting)

ENVIRONMENTAL IMPACT: Does the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* affect your proposal?
 (Please refer to the back page) No yes

What is the estimated cost of the development as calculated in accordance with the Building Cost Guide? \$ -

Building details in brief (if and as applicable)

Existing GFA m²
 Added GFA m²
 Number of units
 Number of storeys
 Other Class 10 structure m²

For mixed commercial developments, please indicate GFA break-up

Restaurant/cafe m²
 Shop m²
 Office m²
 Residential m²
 Other m²
 Total m²

Part 7: Exempting parts of your application from Public Inspection

You may apply to exclude parts of your application from The Public Register (refer to section 228 *Land (Planning and Environment) Act 1991*), if you meet specific criteria.

I wish to apply for exemption No yes

Information to be excluded

Please give reasons in support of your request for confidentiality

APPLICATION FORM ATTACHMENT

This attachment does not need to be lodged with your Development Application.

Part 8: Checklist

Where the checklist matrix below indicates that a particular document type is required, this must be supplied with your application. Part 9 of the development application form details the requirement for each document type. Amendment plans must list, number and highlight all amendments.

	New Single Residential dwelling (new suburb)	Redevelopment to allow for replacement of a single dwelling	Single residential extension	Minor Structures (garage, carport, pergolas, etc)	New Multiple dwelling (including Dual Occupancy)	Redevelopment to allow for Multiple dwelling or Dual Occupancy	Addition to Multiple dwelling or Dual Occupancy	New Commercial or Industrial development	Additions to Commercial or Industrial development	Signage	Lease Variation	Home Business	Land Rent Payout	Public Works
Survey Plan	*	✓	✓	*	*	✓	✓	✓	✓	*				*
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	*	✓		✓
Floor Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	*	✓		
Elevations/Sections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	*	*		*
Landscape Plan	*	✓	*	*	*	✓	✓	✓	*			*		*
Verge Management Plan	*	✓	✓		*	✓	✓	✓	✓					*
Composite Streetscape Elevations		✓	*			✓	*	*	*					
Demolition Plan		✓	*	*		✓	*	*	*					
Tree Survey	*	✓	*	*	✓	✓	✓	✓	✓					*
Driveway (D3) Plan	*	*	*	*	*	*	*	*	*					
Shadow Diagrams	*	*	*	*	*	*	*	*	*					
Energy Rating	✓	✓	*		✓	✓	*	*						
Design Response Report		✓	*	*	✓	✓	*	*	*					
Waste Management Strategy		✓	*			✓	*	*	*		*	*		*
Heritage assessment	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲		▲		▲
Stormwater Detention Plan					*	*	*	✓	*					
Unit Title Subdivision Plan					*	*		*						
Sample Board	*	*	*		✓	✓	*	✓	*	*				
Home business Checklist												✓		
Photographs		*	*	*		*			*	*		*		
Temporary Care - Conversion Plan		*	*											
Temporary Care - (Statutory Declaration & Medical Certificate)		*	*											
List of Interested Parties						*	*	*	*		✓		✓	
Neighbours comments	*	*	*	*										
Encroachment				*				*	*	*	*			
Valuation Certificate						*	*	*	*		✓			



Document is required



Required if the property is in the Interim or Heritage Places Register, or Nominated to the register



Information may be required depending on the complexity of your application

(Please discuss the application requirements with ACT Planning and Land Authority prior to lodgement)

Part 9: Document Types

The document types detailed below refer directly to the "Part 8: Checklist". Plans using A3 format are preferred. The requirements set out in the document types below are only a minimum and additional information may be requested during processing.

Survey Certificate (4 Copies)

A survey certificate is prepared by a registered surveyor, it shows all boundaries of the land being developed, location of each building or structure on the land, the existing contours of the land and any other permanent features of the land and the land adjacent to it. It includes but is not limited to any existing man holes, service easements, significant trees, the verge, kerbs, driveways, street trees, light poles and street stormwater covers.

Site Plan: - Scale 1:200 (4 Copies)

A site plan is an aerial view of the block showing existing and proposed buildings and structures. This plan must show:

- * Block boundaries of the site with dimensions and bearings, street frontages and names, true north identified and location of service easements on or adjacent to the block
 - * Existing ground contour levels 0.5m intervals and finished ground levels at cut or fill, all related to Australian Height Datum (AHD)
 - * Location of proposed buildings and structures in relation to site boundaries and all other buildings and structures on the block, retaining walls greater than 400mm in height, location and type of fencing and/or walls and all buildings and structures to be demolished
 - * Schedules of site area, gross floor area, plot ratio & private open space
 - * Location and surface materials of paved areas, including driveways, footpaths, communal and private open space, service areas and details of new and existing carparking arrangements
 - * Existing vegetation identifying trees to be retained or removed (if no landscape plan is required)
- Multiple dwelling, commercial and industrial (including lease variations) only
- * Garbage and recycling facilities including manoeuvring areas for trucks
 - * Location of proposed external storage areas, bicycle parking areas, external clothes drying facilities, stormwater detention measures, letterboxes
 - * Location of proposed and existing signage in relation to block boundaries

Floor Plans: - Scale 1:100 (4 Copies)

A floor plan is an aerial view of the existing and proposed layout of internal spaces within a building. Floor plans for each floor level are to be provided. This plan must show:

- * External dimensions of structures, proposed use of each space in each building/s, gross floor area of each floor and finished floor levels related to AHD, access provisions for elderly or handicapped persons

Elevations: - Scale 1:100 (4 Copies)

An elevation is a side on view of a building facade with floor levels indicated and related to AHD, of the proposed building or structure. Elevations must show:

- * Natural and finished ground levels, height from natural ground level to finished floor level and floor to floor and floor to ceiling heights, external materials finishes and colours, roof pitch. Elevations are to be provided for each building facade.

Signage

- * Dimensions including total surface area, finished height above ground level and placement, materials including fixtures, content including colours to be used, illumination and type of sign.

Section Plan: - Scale 1:100 (4 Copies)

A section is a cut view through a building showing building configuration and indicating floor levels. This plan must show:

- * Natural and finished ground lines to property boundaries, finished floor levels related to AHD, floor to floor and floor to ceiling heights and height of building above natural ground level, roof pitch, type and rating of insulation in floors, walls and ceiling/roof and reference number/name of section

Landscape Plan: - Scale 1:200 (4 Copies)

- * Existing ground contour levels at 0.5m intervals and finished ground levels, all related to Australian Height Datum (AHD)
- * Location of all proposed and existing buildings and structures and location and type of fencing and walls including retaining walls
- * Existing trees and vegetation to be retained or removed and proposed trees and other plantings (on site and street verge) showing their species, mature size and spread
- * Surface treatment of all site areas unbuilt-on, including driveways, footpaths, commercial and private open spaces, carparking, service areas and drainage

Part 9: Document Types (continued)

Verge Management Plan: - Scale 1:200 (4 Copies)

- * Location and species of existing trees in the verge areas, including height, girth, drip area and condition
- * The method proposed to allow through pedestrian access to continue within the verge during construction on the site
- * Tree protection measures, including fencing proposed to protect verge areas from access and damage during construction.
- * Location of driveway across verge and existing services such as grates, hydrants, road signs, bus stops, footpaths, etc

Composite Streetscape Elevation: - (4 Copies)

- * Street elevation demonstrating the relationship of the proposal with existing surrounding development

Demolition Plan: - Scale 1:200 (4 Copies)

- * Location and a brief description on the plan of all building structures to be demolished or removed and the method of demolition/removal of buildings and structures

Tree Survey: - Scale 1:200 (4 Copies)

- * Position of all trees on the block and any adjacent block (if edge of canopy is within 2m of boundary), detailing species, height, canopy size and condition of tree in relation to existing and proposed buildings or structures and identifying trees to remain and trees to be removed
- * Details of tree protection measures for any tree that is to remain on the property

Driveway (D3) Plan: - Scale 1:50 (4 Copies)

Site plan of driveway

- * Existing ground levels and the datum mark used for obtaining level. All levels must be taken on site. Type of kerb and gutter, ie mountable or vertical. Existing or intended footpaths and their alignment. Kerb levels at each corner of the driveway. Levels of each side of the driveway 2m behind the kerb and the property boundary. The location of longitudinal sections. Location and surface level of all existing and proposed services on the verge. Floor levels of proposed garage or carport and dwelling.

Long Sections

- * Distance from kerb line to garage or carport, kerb line to property boundary, changes and levels along each side of the proposed driveway at all changes of grade and at start midpoint and finish of all vertical curves.

Shadow Diagram: - Scale 1:200 (4 Copies)

- * Existing ground contour levels at 0.5m intervals and finished ground levels (to Australian Height Datum AHD), location of all proposed buildings and other existing buildings to remain, position of all buildings and private open space on adjacent blocks, shadow casts by existing and proposed buildings on the site at 9am, noon and 3pm on the 21 June

Energy Rating (4 Copies)

- * Energy rating report for each new dwelling and all copies of site, floor and elevation plans to be stamped with the energy assessors stamp with number of stars and energy rating points identified
- * Any extensions or alterations to a residence approved with an energy rating after 1 July 1995 will need to have a new energy rating prepared incorporating any extension or alterations (Special Conditions apply to minimum energy rating standards).

Design Response Report (2 Copies)

- * Contains description of development, site and context study, streetscape character (if required), opportunities and constraints study, design concept documents, evidence of consultation and response summary, statement of design intent and residential sustainability report (for residential developments). Design concept documents should illustrate how the concept addresses the issues identified in the opportunities and constraints study.

Waste Management Strategy (2 Copies)

- * A waste management plan must be submitted with any development application that involves demolition of a building or a change of use to an existing building that will significantly increase the generation of waste
- * The plan must be developed in accordance with the Development Control Code for Best Practice Waste Management in the ACT

Heritage Assessment

- * Applicable to proposed development in an area or on a block that is in the Interim or Heritage Places Register or Nominated to the Register.

Part 9: Document Types (continued)

- * Preliminary discussion with the ACT Heritage Unit (Environment ACT) is advisable prior to lodgement of the Development Application to ascertain and address any issues (such as driveway relocation, design etc).

Stormwater Detention Plan: - Scale 1:200 (4 Copies)

- * Existing ground contour levels at 0.5m intervals and finished ground levels, all related to Australian Height Datum (AHD), location of all proposed and existing buildings and details of stormwater detention measures above and below ground

Unit Title Subdivision Plan: - Scale 1:200 (4 Copies)

- * Proposed unit/block boundaries (note that all buildings must be fully contained within block boundaries for property to be unit title)

Sample Board: -

- * Samples of all external materials, colours and finishes

Home Business Checklist

- * A separate checklist needs to be completed for Home Business applications. This checklist covers such things as proposed days and operation of the business, number of visitors generated by the business, etc

Estate Development Plan Checklist

- * A separate checklist needs to be completed for Estate Development plan applications. This checklist covers such things as Estate Development plan written report, sewer masterplan, road detail plans, etc

Photographs

- * Photographs can be submitted with your application to assist in the assessment process. Photos can show existing buildings and site conditions and streetscape. Photos of similar developments in surrounding area may be of advantage to the application. All photos must be referenced, preferably by indicating on a plan where the photo was taken and a description of it, ie east elevation of existing residence

Temporary Care: - Conversion Plan (4 Copies)

- * Relocatable Unit - Indicate how the relocatable unit will be disposed of and the site reinstated to single dwelling status when the Temporary Care Accommodation is no longer required
- * Habitable Suite - Indicate how the additions or conversions will revert to rooms of the main dwelling when the Temporary Care Accommodation is no longer required

Temporary Care: - Statutory Declaration & Medical Certificate

- * State the Habitable Suite or Relocatable Unit will be occupied as a separate domicile by a person providing care for or receiving care from the occupant of the main dwelling
- * Identify the person(s) with name, age, state of health & relation to care
- * Confirm the person(s) details, in particular the medical condition (infirmity or disability), and the expected period of time that care is required
- * Indicate that the proposed accommodation is suitable to the needs and requirements of the person(s)

List of Interested Parties: - (Only applicable when a change to the lease is involved)

- * Attach a list of names and addresses of all persons having a registered estate or interest (eg Mortgagees, sub lessees, etc) in the property

Neighbour's Comment

- * May be obtained where a Class 10 structure encroaches into prescribed setbacks as an alternative to the formal neighbour notification process undertaken by ACTPLA
- * May be required where additional neighbour response is necessary once the formal neighbour notification phase has been completed in cases where a proposal is deemed to have a greater affect on a neighbour (steep block, overlooking etc)
- * Neighbour comment to be provided on an ACTPLA Minor Development Comment form, accompanied by signatures of all lessees on relevant plans and Minor Development Comment form.

Part 9: Document Types (continued)

Encroachment

If your Development Application includes a proposal for part of the building or structure to encroach over the lease boundary, your Development Application will need to include a copy of:

- * Your Public Liability Insurance Policy and schedule containing the following information: details of the proposed encroachment, the sum insured must be in the amount of \$20,000,000 (twenty million dollars) or greater, the name of all interested parties, the following endorsements:
"It is agreed and declared that in respect of Block (*insert*) Section (*insert*) Suburb (*insert*) the Commonwealth of Australia and/or the Australian Capital Territory is/are joint insured in respect of (canopy/awning/or insert other) encroachment/s only"; and
"It is also agreed and declared that the insurer will not allow cover to lapse or to be cancelled without the insurer first notifying the Australian Capital Territory via the ACT Planning and Land Authority, GPO Box 1908 Canberra ACT 2601".

PLEASE NOTE: A Certificate of Currency, Statement of Cover or policy booklet is **NOT** sufficient.

- * A plan (in A4 format) detailing all dimensions of the encroachment including area, block boundaries and location of encroachment in relation to the building, adjacent unleased Territory land and/or public road.

Valuation Certificate

- * All applications for approval of a lease variation are to be accompanied by an assessment from an accredited valuer in accordance with the requirements of the *Land (Planning and Environment) Act 1991* (the Act).
- * Valuation assessments must include clear details of any valuation of lease sought and a full assessment of V_1 and V_2 values.
- * Valuation Reporting is to meet with practice standards, guidance notes and other professional practices as advised in the current Australian Property Institute (API) Professional Practice Manual.
- * Valuation assessments must include all relevant information utilised in the valuation assessment and full disclosure of: - all matters that may impact on the assessment, market evidence, supporting valuation rationale and market commentary, as considered necessary by *ACT Planning and Land Authority (ACTPLA)*, professionally drawn plans, specifications and associated costings. Costing may need to be verified as to reasonableness by a relevant professional.
- * ACTPLA may refuse to accept the valuation assessment if insufficient details, evidence or other required valuation material to allow proper assessment of V_1 and V_2 values has not been provided, or if API Professional Practice Standards have been adhered to.
- * ACTPLA may also request clearer definition or further valuation evidence, rationale, costings or other information, if it is considered necessary to properly determine a change of use charge.
- * Should conditions of approval or any other matters materially affect the original assessment, the Australian Valuation Office (AVO) may require the valuation to be resubmitted after the relevant valuer is advised of any new or changed conditions or circumstances.
- * In respect of the previous two dot points, any further request from ACTPLA must be complied within by 14 days or other period of time approved by ACTPLA.

Guidelines for Valuation Assessments

Valuation certificates are to be full speaking valuations and to contain the following information for the following categories of lease variation: **-Date of Inspection, Date of Lease Variation Approval, Date of Valuation, Details of Current Crown Lease, -commencement date, lease term, rental, lease purpose, gross floor area, car parking requirements and site area, Town Planning, -current land use policy, Proposed Lease Variation, -details of Change of Purpose Clause, details of additional Development Rights, Statutory Valuations, -current average unimproved Value for Rating, Services and Amenities, Location and Access, Property Description, -land, structures, car parking, Tenancies, -current tenancy schedule, Contamination, Valuation Basis, Valuation Approach V_1 and V_2 , - methodology, most appropriate method; direct comparison; capitalisation of income; hypothetical development, brief market commentary, sales evidence, rental evidence, outgoings, reconciliation, capitalisation rate; evidence of market yields, cost of works as condition of variation, Valuations, -calculations V_1 and V_2 , Summary of Valuations, Recommendations.**

TREE PROTECTION (INTERIM SCHEME) ACT 2001

Is my tree protected?

It depends. Under the *Tree Protection (Interim Scheme) Act 2001* your tree is a Significant Tree and protected if it is growing on urban leased land and it has:

- a height of 12m or more; or
- a circumference of 1.5m (approx. 0.5m in diameter) or more at 1m above ground level; or
- two or more trunks and the total circumference of all the trunks, 1m above ground level, is 1.5m or more; or
- a minimum crown width of 12m or more.

The average single storey house is 6m high at the roof ridge line. So, as a guide, a significant tree will be over twice the height of a standard house.

What is my tree protected from?

'Tree Damaging Activity' is defined as felling, removing, ringbarking, lopping and topping, poisoning or any ground work under the canopy of the tree or within a 2m wide area out from the canopy, that is likely to harm the health of the tree. Ground work includes building, trenching, changing the soil level and compacting or contaminating the soil.

Maintenance pruning that does not affect the overall appearance of the tree or pruning required for power line cleaning is not considered as 'damage' and does not require approval.

How do I get approval to undertake a 'Tree Damaging Activity'?

Contact the Environment Act Helpline on 62079777 for an application form for Approval to Undertake a Tree Damaging Activity. Forms are also available from the Environment ACT internet site.

www.environment.act.gov.au

Penalty

It is an offence to undertake a 'tree damaging activity' on a significant tree without approval. A penalty of up to \$10,000 applies. This applies to both the tree owner and contractors engaged to undertake the work.

(ACTPLA) Contact Details:

ACT Planning and Land Authority
Customer Service Centre
GPO Box 1908, Canberra City 2601
16 Challis Street, Dickson ACT 2602
Business Hours: 8.30am to 4.30pm weekdays
Phone: (02) 6207 1923
Fax: (02) 6207 1925
TTY: (02) 6207 2622
Email: actpla.customer.services@act.gov.au
Website: www.actpla.act.gov.au

Does the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC) affect your proposal

The EPBC came into operation on 16 July 2000. It establishes an environmental assessment and approval system that is separate and distinct from the ACT system. It does not affect the validity of ACT development assessment and approval processes.

The EPBC regulates proponents directly and civil and criminal penalties apply for breaches of the Act. Therefore, although the EPBC is not an Act for which the ACT has any responsibility, the Urban Services Department has prepared advice (available at the ACTPLA Customer Service Centre) to assist ACT stakeholders to become aware of their obligations to the Commonwealth Government under the EPBC.

The ACT cannot provide preliminary advice on whether a proposal falls within the definition of a controlled action, or requires referral to the Commonwealth. For information about the EPBC, including the referral process and when a referral should be made, contact:

Environment Australia's
Community Information Unit
GPO Box 787
CANBERRA ACT 2601

Telephone: 1800 803 772

Privacy Notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Part VI of the *Land (Planning and Environment) Act 1991*. The information that you provide may be disclosed to the ACT Revenue Office and the Registrar-General's Office. The information may be accessed by ACTEWAGL Corporation and commercial organisations interested in building information.

The *Land (Planning and Environment) Act 1991* requires the details of applications, approvals and orders to be kept on a register and made available for public inspection.

Inspection of development applications may be made available via the internet.