



**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)*
- Or Amendment** Original application Number - (eg. 20021234) }
- Minor amendment (S247)** } **Has development commenced on the property?**  
 - to an application already approved }  No  yes If yes, what date did  
 where a Certificate of Occupancy has not been issued. } development commence.
- 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  Postcode

Street Name

### Part 2: Applicant details

Surname

First Name

Australian Company Number (ACN)

Company Name

If a company, position held within the company

Postal Address

Suburb

State/Territory  Postcode

Phone Number (business hours)

Fax Number

Email

**OFFICE USE ONLY**

Application number

Technical check

Public notification

 Yes  No

Neighbour notification

 Yes  No

Fees

  
  
  


Date received

 /  / 

Receipt number

Receiving officer

Unless otherwise specified your plan will be returned via email  Mail  Pick Up

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

## Part 3: Lessee (Property Owner) details

### 1st Lessee's details

Surname	<input type="text"/>
First Name	<input type="text"/>
Company name	<input type="text"/>
Australian Company Number (ACN)	<input type="text"/>
If a company, position held within the company	<input type="text"/>
Postal Address	<input type="text"/>
Suburb	<input type="text"/>
State/Territory	<input type="text"/>
Postcode	<input type="text"/>
Phone Number (business hours)	<input type="text"/>
Fax Number	<input type="text"/>
Email	<input type="text"/>

**\* Lessee must sign Part 7 of the application form.**

## Part 3: Lessee (Property Owner) details

### 2nd Lessee's details

Surname	<input type="text"/>
First Name	<input type="text"/>
Company name	<input type="text"/>
Australian Company Number (ACN)	<input type="text"/>
If a company, position held within the company	<input type="text"/>
Postal Address	<input type="text"/>
Suburb	<input type="text"/>
State/Territory	<input type="text"/>
Postcode	<input type="text"/>
Phone Number (business hours)	<input type="text"/>
Fax Number	<input type="text"/>
Email	<input type="text"/>

**\* Lessee must sign Part 7 of the application form.**

- 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 other than a registered company, i.e. a community, 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: Briefly describe your proposal

- Please contact The Authority to confirm the wording for all lease variations to avoid possible delays.

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## Part 5: Type of Development

- Please cross all boxes relevant to your proposal.

<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

- 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.

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

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

**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

**VERGE DRIVEWAY:** Are you proposing to modify, construct or reconstruct the verge driveway crossing as part of this application?  No  yes (If yes, you will need to complete a verge driveway 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.

What is the estimated cost of the development as calculated in accordance with the Building Cost Guide? \$  .  0  0

- "GFA" means gross floor area

Building details in brief (if and as applicable)

For mixed commercial developments, please indicate GFA break-up

Existing GFA  m<sup>2</sup>  
 or  
 Added GFA  m<sup>2</sup>

Restaurant/cafe  m<sup>2</sup>

Shop  m<sup>2</sup>

Number of units

Office  m<sup>2</sup>

Number of storeys

Residential  m<sup>2</sup>

Other Class 10 structure  m<sup>2</sup>

Other  m<sup>2</sup>

Total  m<sup>2</sup>

- Class 10 structures include pergolas, sheds, carports & decks

## Part 6: Exempting parts of your application from Public Inspection

The Land (Planning and Environment) Act 1991 requires all applications to be placed on a public register.

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

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### Please give reasons in support of your request for confidentiality

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## Part 7: Applicant's & Lessee's declaration

I/we the undersigned, 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 ACT Planning and Land Authority staff?

No  yes

If yes, please provide details: \_\_\_\_\_

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Applicant's Signature(s)

Date

1st Lessee's Signature(s)

Date

2nd Lessee's Signature(s)

Date

## **DA Form 1**

### **Part 8: Minimum requirements for development applications.**

A valid development application comprises a completed development application form accompanied by other documents providing sufficient details, in the opinion of the Authority, to allow it to properly assess and determine the application.

To assist the applicant, the checklists on the following pages indicate those items that are always required, those that may be required by the Authority as further information, and those items that are optional but strongly recommended, according to the nature and scale of the proposal.

#### **Summary of Checklists**

##### **Checklist 1**

single houses in new estates  
small scale alterations and additions  
outbuildings  
swimming pools

##### **Checklist 2**

single houses in established areas  
dual occupancy housing

##### **Checklist 3**

multi-unit housing (other than dual occupancy housing)  
commercial developments  
industrial developments  
institutional developments

##### **Checklist 4**

Crown lease variations

##### **Checklist 5**

home business  
relocatable units  
habitable suites  
signs

All required items must be submitted with a completed development application form before the application will be validated by the Authority. Following validation and the payment of the appropriate fees, the application can be assessed and determined by the Authority.

More than one checklist may apply. For example, a development application for a dual occupancy housing may also seek a variation to a Crown lease. In this case the requirements of checklists 2 and 4 are applicable.

Where a proposal is not specifically listed in a checklist, the Authority will, on request, provide a list of required documentation for that proposal. Contact details are provided at the end of this form.

Terms used in the checklists are explained in **Part 9**.

#### **Electronic Lodgements**

The steps involved in lodging a development application electronically are detailed on The Authority's website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

#### **Further Information**

In addition to the items listed in the following checklists, the Authority may request more information from the applicant under section 233 of the Land Act after the validation of the development application.

#### **Amendments**

Amendment plans must list, number and highlight all amendments. When making an amendment to approved plans please lodge a copy of the previously approved plans at the time of lodgement.

## Checklist 1

**single houses in new estates**  
**small scale alterations and additions**  
**outbuildings**  
**swimming pools**

<b>Key</b>	single residences in new estates	small scale alterations and additions	outbuildings	swimming pools
<ul style="list-style-type: none"> <li>✓ required</li> <li>* may be required as further information</li> <li>○ optional and strongly recommended</li> </ul>				
<b>Drawings</b>				
List of all submitted drawings and documents	✓	✓	✓	✓
The following drawings in two collated sets:				
Site Plan				
Floor Plan				
Elevations	✓			
Sections				
Demolition Plan (if relevant)				
The following drawings in two collated sets:				
Survey certificate (not required for land leased for rural purposes or land that has not been previously developed)				
Site Plan				
Elevations				
Sections				✓
Demolition Plan (if relevant)				
The following drawings in two collated sets:				
Survey Plan				
Site Plan				
Floor Plan		✓	✓	
Elevations				
Sections				
Demolition Plan (if relevant)				
<b>Other Documents</b>				
Tree management plan	✓	✓	✓	✓
Energy Rating	✓	*	*	
Spoil management plan (only where it is proposed to remove excavated material from the site)				○
Utilities diagram (provided by ActewAGL)	✓	✓	✓	✓
Relevant photographs		*	*	*
Verge management plan		✓	✓	✓
Completed Neighbour Comment Forms		*	*	*
Driveway (D3)	*			
<b>Associated Approvals</b>				
RoadsACT				
Roads and Public Places Opening Permit and Temporary Traffic Management Plan (for the construction or reconstruction of driveway verge crossings or other similar work in a road reserve)	○	○	○	
Conservator of Flora and Fauna				
Any current approval for tree damaging activity	○	○	○	○

**Note:** An explanation of each drawing and document type is given in part 9 of this form

## Checklist2

<b>Single houses in established areas Dual occupancy housing</b>		
<b>Key</b>	<b>single residences in established areas</b>	<b>all occupancy developments</b>
<ul style="list-style-type: none"> <li>✓ required</li> <li>* may be requested as further information</li> <li>○ optional and strongly recommended</li> </ul>		
<b>Design Response Report</b> Design Response Report as described in DA Process Book No.2	✓	✓
<b>Drawings</b> List of all submitted drawings and documents	✓	✓
The following drawings in two collated sets: <ul style="list-style-type: none"> <li>Survey Plan</li> <li>Site Plan</li> <li>Floor Plan</li> <li>Elevations</li> <li>Sections</li> <li>Demolition Plan</li> <li>Landscaping plan</li> </ul>	✓	✓
Shadow diagram	*	*
<b>Other Documents</b>		
Tree management plan	✓	✓
Sample Board		✓
Energy Rating	✓	✓
Stormwater management plan	*	*
Landscape management and protection plan	✓	✓
Utilities diagram	✓	✓
Noise management report (for sites adjacent to main roads or other external noise sources)	*	*
<b>Associated Approvals</b>		
RoadsACT Roads and Public Places Opening Permit and Temporary Traffic Management Plan (for the construction or reconstruction of driveway verge crossings or other similar work in a road reserve)	○	○
Conservator of Flora and Fauna Any current approval for tree damaging activity	○	○
<b>Notice of Validation</b> Notice of validation issued by the ACT Planning and Land Authority to be added to development application documents following validation.	✓	✓

**Note:** An explanation of each drawing and document type is given in part 9 of this form

### Checklist 3

<b>Multi-unit housing (other than dual occupancy housing)</b> <b>Commercial developments</b> <b>Industrial Developments</b> <b>Institutional developments</b>				
<b>Key</b> ✓ required * may be requested as further information O optional and strongly recommended	Multi-unit housing (other than dual occupancy)	Commercial developments	Industrial Developments	Institutional developments
<b>Design Response Report</b> Design Response Report as described in DA Process Book No.3 (except for non-residential development with a gross floor area less than 1 000m <sup>2</sup> on a site outside a residential land use policies area)	✓	✓	✓	✓
<b>Drawings</b> List of all submitted drawings and documents	✓	✓	✓	✓
Two sets of the following drawings: Survey Plan Site Plan Floor Plans Elevations Sections Demolition Plan (if relevant) Shadow diagram Landscaping plan	✓	✓	✓	✓
Composite streetscape elevation	✓	*	*	*
<b>Other Documents</b> Sample Board Tree management plan Waste management plan (except for multi-unit housing containing fewer than 10 dwellings) Access and mobility report Spoil management plan (where excavated material is proposed to be removed from the site) Energy Rating Stormwater management plan Landscape management and protection plan Utilities diagram Noise management plan	✓	✓	✓	✓
Tree management plan	✓	✓	✓	✓
Waste management plan (except for multi-unit housing containing fewer than 10 dwellings)	✓	✓	✓	✓
Access and mobility report	✓	✓	✓	✓
Spoil management plan (where excavated material is proposed to be removed from the site)	✓	✓	✓	✓
Energy Rating	✓			
Stormwater management plan	*	*	✓	*
Landscape management and protection plan	✓	✓	✓	✓
Utilities diagram	✓	✓	✓	✓
Noise management plan	*	*	*	*
<b>Associated Approvals</b> Conservator of Flora and Fauna Any current approval for tree damaging activity  RoadsACT Roads and Public Places Opening Permit and Temporary Traffic Management Plan (for the construction or reconstruction of driveway verge crossings or other similar work in a road reserve)	O	O	O	O
Conservator of Flora and Fauna	O	O	O	O
Any current approval for tree damaging activity	O	O	O	O
RoadsACT	O	O	O	O
Roads and Public Places Opening Permit and Temporary Traffic Management Plan (for the construction or reconstruction of driveway verge crossings or other similar work in a road reserve)	O	O	O	O
<b>Notice of Validation</b> Notice of validation issued by the ACT Planning and Land Authority to be added to development application documents following validation.	✓	✓	✓	✓

Note: An explanation of each drawing and document type is given in part 9 of this form.



## **Checklist 4**

### **Crown Lease Variations**

The following documents must accompany a development application involving a proposed variation to a Crown lease:

- Valuation certificate
- Valuation report
- Land rent payout
- List of interested parties (except for lease variations that only involve a pay out of land rent)

The following documents are also required, where relevant:

- Survey plan (for subdivision or consolidation only)
- Change to schedule of unit entitlement, letter from valuer
- Change to schedule of unit entitlement (Form 2)
- Encroachment plan and public liability insurance policy with required endorsements
- Waste management plan
- Site plan (detailing sufficient carparking)

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## **Checklist 5**

### **Estate Development**

A completed development application form must be accompanied by an Estate Development Plan Checklist. This is available from the Planning and Land Authority Customer Service Centre or from the Authority's website at <http://www.actpla.act.gov.au/>

### **Home Business**

A completed development application form must be accompanied by a Home Business Checklist. This is available from the Planning and Land Authority Customer Service Centre or from the Authority's website at <http://www.actpla.act.gov.au/>

### **Bushfire Risk Assessment**

Areas outside the ACT's defined urban area were declared a Bushfire Prone area on the 1<sup>st</sup> September 2004. A site-specific bushfire risk assessment is required to be undertaken and submitted as part of the development application process for class 1, 2 and 3 buildings, that is any:

1. new residential dwelling or extension over 70sqm
2. accommodation buildings
3. alterations to existing buildings that create new residential dwellings and accommodation buildings.

### **Relocatable Units**

A completed development application form must be accompanied by all documents relating to any proposed building or associated work and:

1. a statutory declaration, stating that while the relocatable unit is occupied as a separate domicile it will be occupied only by a person who is providing care to, or receiving care from, an occupant of the main dwelling for reasons of infirmity (due to age) or disability; and
2. a description of how the relocatable unit will be removed and the site reinstated when it is no longer required.

### **Habitable Suites**

A completed development application form must be accompanied by all documents relating to any proposed building or associated work and:

1. a statutory declaration stating that while the habitable suite is occupied as a separate domicile it will be occupied only by a person who is providing care to, or receiving care from, an occupant of the main dwelling for reasons of infirmity (due to age) or disability; and
2. a conversion plan indicating how the additions or conversions will revert to being part of the main dwelling when the habitable suite is no longer required;

### **Signs**

A completed development application form must be accompanied by:

1. details of the proposed sign(s) including sign type (see Appendix IV of the Territory Plan) dimensions, design, text and colours;
2. site plan and/or elevations showing the location of the proposed sign(s).

**Note:** A development application is not required for a sign or advertising material where a right to erect such a sign or display advertising material is expressly given by a current licence granted under the Land Act, a current lease, or a current permit under the *Roads and Public Places Act 1937*.

**Part 9: Definition of Terms and Requirements referred to in Part 8**

**DRAWINGS AND DOCUMENTS**

**Access and mobility report**

- preferred formats: A4, A3, black and white  
number of copies: 2  
preferred drawing scales: same as floor plans  
prepared and endorsed by: a suitably qualified person  
minimum content: This report shall contain-
- an assessment of how the proposal complies with ACT Planning Guidelines for Access and Mobility, and provide reasons for any departures
  - adapted floor plan for the nominated adaptable dwellings.

**Demolition plan**

- number of copies: 2  
preferred formats: A3 (A1 for large or complex proposals) black and white  
preferred scale: same as site plan  
minimum content: Identification of all buildings and structures proposed to be demolished

**Design Response Report**

- number of copies: 2  
preferred format: A4 portrait, black and white  
description: The minimum requirements for a design response report are set out in the relevant DA Process Book. It is a record of all the steps undertaken in the pre-application phase including outcomes of consultation with neighbours and agencies together with a statement of design intent and residential sustainability report.

**Driveway (D3) Plan**

- number of copies: 2  
preferred format: A4 portrait, black and white  
description: Existing ground levels and the datum mark used to 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.

**Elevations**

- number of copies: 2  
preferred formats: A3 (A1 for large or complex proposals) black and white  
preferred scale: 1:100  
minimum content:
- dimensions
  - natural and finished ground levels related to Australian Height Datum
  - finished floor levels related to Australian Height Datum
  - a schedule of gross floor area for each floor
  - identification of all adaptable dwellings
  - all proposed signs

**Encroachment plan and public liability insurance policy**

- number of copies: 2  
preferred format: A3 or A4 for drawings  
A4 portrait for other documents, black and white  
preferred scales: 1:50, 1:100 for drawings  
minimum content:
- a plan showing all dimensions of the encroachment related to a block boundary, and the location of the encroachment in relation to the building and adjacent unleased Territory land (including public roads).
  - a copy of a public liability insurance policy and schedule containing the following information:

- 1.details of the proposed encroachment,
2. evidence that the sum insured is \$20,000,000 (twenty million dollars) or greater,

**Important note: A certificate of currency, statement of cover or policy booklet is NOT sufficient.**

3. the names of all interested parties (including the Commonwealth and the Australian Capital Territory),

4. 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 through the ACT Planning and Land Authority, GPO Box 1908 Canberra ACT 2601".

### **Energy rating**

prepared by: an accredited energy assessor

minimum content: - all lodged copies of floor plans are to be stamped with an accredited energy assessor's stamp with the number of stars and energy rating points identified.

- one energy rating report for each dwelling

**Note:** Any extensions or additions to a dwelling that was approved with an energy rating after 1 September 1995 requires a new energy rating.

### **Estate development plan checklist**

required for: estate development proposals

description: the Estate Development Plan Checklist is available from the Planning and Land Authority Customer Service Centre or from the Authority's website <http://www.actpla.act.gov.au/>

### **Floor plan(s)**

number of copies: 2

preferred formats: A3 (A1 for large or complex proposals) black and white

preferred scale: 1:100

minimum content: - a plan for each floor

- dimensions

- key to sections

- finished floor levels related to Australian Height Datum

- a schedule of gross floor area for each floor

- identification of all adaptable dwellings

- for proposals involving alterations or additions to an existing building, identification of the existing building.

### **Home business checklist**

required for: home business proposals

description: the Home Business Development Application Checklist is available from the Planning and Land Authority Customer Service Centre or from the Authority's website <http://www.actpla.act.gov.au/>

This checklist is to be lodged with a completed development application form.

### **List of interested parties**

preferred formats: A4 black and white

content: List of names and addresses of all persons having a registered estate or interest (eg. mortgagees, sublessees) in the property.

### **List of submitted drawings and documents**

number of copies: 2

acceptable formats: A4 portrait, black and white

**Important Note:** each drawing is to be allocated a consecutive number or code. Subsequent amendments are to be noted and dated, and the amendment number appended to the drawing number or code.

### **Neighbour comment form(s)**

preferred formats: A4 portrait (as provided in the relevant DA Process Book) black and white

minimum content: Copies of all signed Neighbour Comment Forms.

### **Noise management plan**

preferred formats: A4 black and white

number of copies: 2

prepared and

endorsed by: a suitably qualified person

minimum content: This plan is to verify that the building structure will –

(i) limit internal noise levels (with windows and doors closed) within habitable rooms to not greater than 38 dB  $L_{A10}$  18 hours for sleeping areas and not greater than 43 dB  $L_{A10}$  18 hours for recreation and work areas or;

(ii) comply with Australian Standard AS3671: Acoustics – Road Traffic Noise Intrusion, Building Siting and Construction whichever is the higher standard (ie. achieves a greater noise attenuation).

### **Notice of validation**

preferred formats: A4 black and white  
number of copies: 1  
prepared and endorsed by: ACT Planning and Land Authority  
purpose: This notice is written evidence that the documentation submitted to the Authority is sufficient to allow the application to be assessed, ie it is a "valid" application.

### **Sample board**

number of copies: 1  
preferred formats: A4 colour  
minimum content: Coloured images of proposed exterior materials with an indication of their location and use (eg. roofing, windows, exterior walls)

### **Section(s)**

number of copies: 2  
preferred formats: A3 (A1 for large or complex proposals) black and white  
preferred scale: 1:100  
minimum content: 

- finished floor levels and ceiling levels
- natural and finished ground levels related to Australian Height Datum
- floor to ceiling heights
- side and rear building envelopes as prescribed by appendix III.1, III.2 or III.3 of the Territory Plan, as relevant
- section of any proposed basement ramp showing gradients

### **Shadow diagram(s)**

number of copies: 2  
preferred formats: A3 (A1 for large or complex proposals) black and white  
preferred scale: same as site plan and elevations as appropriate  
minimum content: 

- existing contours (as per site plan)
- natural and finished ground levels related to Australian Height Datum
- the location of proposed buildings and structures
- shadows cast by proposed buildings, retained buildings, existing fences and proposed fences at 9am, noon and 3pm on 21 June (Winter solstice)
- the location of all buildings and private open space on adjoining or adjacent blocks that are affected by those shadows
- elevations of buildings on adjoining or adjacent blocks that contain windows to habitable rooms affected by shadows cast. Where possible the type of habitable room affected should be indicated (eg. bedroom, dining room)

**Note:** It is the responsibility of the applicant to obtain permission to gain access to adjoining or adjacent properties, if required.

### **Site plan and landscaping plan**

number of copies: 2  
preferred formats: A3 (A1 for large or complex proposals) black and white  
preferred scale: 1:200  
preferred contour interval: 250mm for urban areas, as appropriate for other areas  
datum: Australian Height Datum (AHD)  
minimum content: 

- the boundaries of the site with bearings and distances
- the location of proposed buildings and structures with dimensions to block boundaries
- a schedule of gross floor areas for the proposal
- existing contours of the site and adjoining verge
- all easements on the land
- driveway verge crossing details
- vegetation on the site proposed to be retained
- proposed landscaping
- schedule of plants including species,
- *tree protection zones\** for all *significant trees\** affecting the site, accurately shown (including tree protection zones of trees on adjacent or adjoining blocks)
- where they can be reasonably determined, all existing reticulated services and associated infrastructure on the site
- street trees, foot paths, kerbs, stormwater pits, street lighting and other public assets in the verge adjacent to the site
- the drip line of any street tree where a proposed driveway verge crossing encroaches within that drip line
- all proposed signs

**Notes:**

1. For complex proposals separate site plans and landscaping plans may be provided.
2. \* for an explanation of these terms see the notes on the ***Tree Protection (Interim Scheme) Act 2001*** at the end of this form.

**Spoil management plan**

required when: excavated material is proposed to be removed from the site (eg. excavations of a basement or a swimming pool)  
number of copies: 2  
preferred formats: A4 portrait, black and white  
minimum content: 

- estimated quantity of excavated material to be removed from the site
- description of the type of excavated material to be removed
- disposal site (or list of possible disposal sites)
- proposed method of cartage
- hours of cartage (eg. truck movements restricted to the hours of 8am to 6pm on weekdays)

**Stormwater management plan**

number of copies: 2  
preferred format: A4 portrait, black and white  
prepared by: a suitably qualified person  
endorsed by: Manager, Asset Acceptance, City Management, DUS  
minimum content: This plan is to show how the rate of storm water discharge from the site is to be maintained at levels no greater than the current rate of stormwater discharge, or to a higher rate acceptable to the Territory.

**Survey certificate****(required under s226 of the Land Act)**

number of copies: 2  
preferred formats: A3 (A1 for large or complex proposals) black and white  
preferred scale: 1:200  
preferred contour interval: 250mm for urban areas, as appropriate for other areas  
datum: Australian Height Datum (AHD)  
prepared and endorsed by: registered surveyor  
minimum content: 

- the boundaries of the site with bearings and distances
- the location of each building and structure on the site
- existing contours of the site

**Survey plan****(incorporating a Survey Certificate required under s226 of the Land Act)**

number of copies: 2  
preferred formats: A3 (A1 for large or complex proposals) black and white  
preferred scale: 1:200  
preferred contour interval: 250mm for urban areas, as appropriate for other areas  
datum: Australian Height Datum (AHD)  
prepared and endorsed by: registered surveyor  
minimum content: 

- the boundaries of the site with bearings and distances
- the location of each building and structure on the site and, where appropriate, on adjoining and adjacent blocks
- existing contours of the site and adjoining verge
- all easements on the land
- existing vegetation on the site and the adjoining verge, clearly indicating vegetation to be removed and vegetation to be retained
- *significant trees*\* on the site
- *significant trees*\* on adjoining blocks where those trees are likely to be affected by the proposal
- *tree protection zones*\* for all significant trees accurately shown
- where they can be reasonably determined, all existing reticulated services and associated infrastructure on the site
- street trees, driveway verge crossings, foot paths, kerbs, stormwater pits, street lighting and other public assets in the verge adjacent to the site
- the drip line of any street tree where a proposed driveway verge crossings encroaches within that drip line.

**Note:** \* for an explanation of these terms see the notes on the ***Tree Protection (Interim Scheme) Act 2001*** at the end of this form.

## **Tree management plan**

- number of copies: 2
- preferred format: A4, A3 (A1 for large or complex proposals) black and white
- prepared by: registered surveyor
- minimum content:
- location of significant trees\* on the site
  - location of significant trees\* on adjoining blocks where those trees are likely to be affected by the proposal
  - *tree protection zones*\* for all significant trees accurately shown
  - location of street trees and the accurate depiction of the equivalent of a *tree protection zone* for each tree where any proposed work (including building work, excavation or the construction of a driveway verge crossing) is likely to be within its protection zone.

**Important note:** This tree management plan will be referred to Environment ACT if the Authority is of the opinion that any part of the proposal constitutes a **tree damaging activity**\* or that the identified street trees may be adversely affected by any aspect of the proposal.

**Note:** \* for an explanation of these terms see the notes on the **Tree Protection (Interim Scheme) Act 2001** at the end of this form.

## **Utilities diagram**

- preferred formats: A4, A3 black and white
- preferred scales: 1:200, 1:500
- description: On request, ActewAGL will furnish a utilities diagram for the development site showing the approximate location of ActewAGL assets including sewers, electricity lines and associated installations, water pipes and gas pipes. Its principle role is to alert the applicant to potential conflicts with existing utilities.

## **Valuation certificate**

- required for: proposals for a variation to a Crown lease (required by s226 of the Land Act)
- preferred format: A4 portrait, black and white
- prepared and endorsed by: an accredited valuer (as defined in section 226 of the Land Act)
- minimum content: A summary of the related valuation report giving V1 and V2 values.

## **Valuation report**

- required for: proposals for a variation to a Crown lease (required by s226 of the Land Act)
- preferred format: A4 portrait, black and white
- prepared and endorsed by: an accredited valuer (as defined in section 226 of the Land Act)
- minimum content: sections of
- Clear details of any valuation of lease sought and a full assessment of V1 and V2 values under the relevant the Land Act (i.e. s184A or s187A or both)
  - Where a variation relates to an amendment of a provision in a lease and either a consolidation or subdivision, two full assessments of V1 and V2 values must be provided quoting the relevant section of the Land Act in each case
  - Valuation assessments must include all relevant information utilised in the valuation assessment and full disclosure of all matters that may affect the assessment, market evidence, supporting valuation rationale and market commentary (as considered necessary by the ACT Planning and Land Authority), professionally drawn plans, specifications and associated costings. (The accuracy of costing may need to be verified by a relevant professional).

## **Notes:**

1. The ACT Planning and Land Authority may refuse to accept the valuation assessment if insufficient details, evidence or other required valuation material to allow proper assessment of V1 and V2 values have not been provided, or if **API Professional Practice Standards** have been adhered to
2. The ACT Planning and Land Authority 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.
3. Should conditions of approval or any other matters materially affect the original assessment, the ACT Planning and Land Authority may require the valuation to be resubmitted after the relevant valuer is advised of any new or changed conditions or circumstances.

## **Guidelines for valuation reports**

Valuation reports are to be full speaking valuations presented under the following headings:

1. Date of Inspection
2. Date of lease variation approval
3. Date of valuation
4. Details of current Crown lease - *commencement date, lease term, rental, lease purpose, gross floor area, car parking requirements and site area*
5. Town planning - *current land use policy*
6. Proposed lease variation - *details of proposed changes to the purpose clause, details of proposed additional development rights*

7. Statutory valuations - *current average unimproved value for rating*
8. Services and amenities
9. Location and access
10. Property description - *land, structures, car parking*
11. Tenancies - *current tenancy schedule*
12. Contamination,
13. Valuation basis
14. reference to the appropriate section in the Land Act (i.e. s184A for variation of lease provisions or s187A for consolidation or subdivision or both)
15. Valuation approach V1 and V2 - *methodology, most appropriate method direct comparison capitalisation of income hypotheticalall 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 V1 and V2*
16. Summary of valuations
17. Recommendations

**Note:** The applicant may apply to the Authority to exempt the valuation report from being made available to the public or for public inspection under section 228 of the Land Act, by completing Part 7 of the development application form.

### **Landscape management and protection plan**

preferred formats: A3 black and white

preferred scales: 1:200

endorsed by: The Manager, Asset Acceptance, City Management, Department of Urban Services

minimum content:

- 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, foot paths, etc

### **Waste management plan**

preferred formats: relevant forms

description:

- For proposals other than Crown lease variations, parts 1, 2, 4, 5, 6 and 7 of the Waste Management Plan form are to be completed.
- For proposals to vary a Crown lease, parts 1, 2, 6 and 7 of the Waste Management Plan form and a Waste Audit for Businesses form are to be completed.

**Note:** These forms are available from the Planning and Land Authority's Customer Service Centre (16 Challis Street, Dickson), from ACT NOWaste, or from the ACT NOWaste website at <http://www.nowaste.act.gov.au/strategy/developmentcontrolcode.html>.

**Important Note:** Section 33A of the **Building Act 1972** requires that a **waste management plan** (as defined in section 5 of that Act) is included in a building application if the building work involves the demolition of any building, or the alteration of a building other than a class 1, class 2 or class 10a building. This waste management plan focuses on waste generated during demolition and/or construction, in contrast to the "waste management plan" required to be lodged with the development application (as described above) which is concerned with the management of waste generated by the use of the completed building.

## **ASSOCIATED APPLICATIONS**

### **Conservator of Flora and Fauna**

#### **Approvals for tree damaging activity**

responsible

authority: Conservator of Flora and Fauna

preferred format: relevant form

description: All current approvals for tree damaging activity related to the proposed development

### **Roads ACT**

#### **Roads and public places opening permit and temporary traffic management plan**

required for: proposals involving the construction or reconstruction of driveway verge crossings or other similar work in a road reserve

approving

authority: Roads ACT, Department of Urban Services

preferred format: relevant form

description:

- Roads and public places opening permit
- Temporary traffic management plan approved by Roads ACT.

## 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](http://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.

## 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 ACT Planning and Land Authority 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.

### 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](mailto:actpla.customer.services@act.gov.au)  
Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)