



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-lodgement meeting please provide the Proposal
Number _____
- Minor Amendment** An amendment to an application with an approval already in force where a Certificate of Occupancy has not been issued.
Has development commenced on the property? ____ No ____ Yes
If yes, date of commencement _____
- Additional Information (S247)** - In support of current S247 application issue.
- Conditional Approval (S245)** - satisfying conditions of approval.
- Additional Information (S245)**
- More Information (S233)** - providing additional information to a current application which is in response to a written request from the Authority.
- 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.

OFFICE USE ONLY

Application Number

Technical Check

Public Notification

Yes No

Neighbour Notification

Yes No

Holding Lease _____
Unleased _____
EER _____
Heritage _____
NCA _____
Compliance _____
Pub Reg Expt _____

Fees

Date Received

Receipt Number

Receiving Officer

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 _____

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

Part 3: Lessee (Property Owner) details

1st Lessee's details

Surname _____

First Name _____

Company Name _____

Australian Company Number (ACN) _____

If a company, position held within the company _____

Postal Address _____

Suburb _____

State/Territory _____ Postcode _____

Phone Number (business hours) _____

Fax Number _____

Email _____

****Lessees must sign Part 7 of the application form***

Part 3: Lessee (Property Owner) details

2nd Lessee's details

Surname _____

First Name _____

Company Name _____

Australian Company Number (ACN) _____

If a company, position held within the company _____

Postal Address _____

Suburb _____

State/Territory _____ Postcode _____

Phone Number (business hour) _____

Fax Number _____

Email _____

****Lessees 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, 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: Fully describe your proposal or list amendments

Examples: -New 2 storey residence & garage - Addition of bedroom & ensuite to rear of residence

Part 5: Type of Development

- Single Dwelling** ___ New residence
 ___ Addition/alteration to existing
 ___ Demolition/rebuild
 ___ Outbuildings (such as carport, garages & pergolas)
- Multiple Dwelling** ___ New development ___ No. of new Dwellings to be constructed
(incl Dual Occupancy) ___ Total No. of Dwellings
 ___ A10 Core Area or
 ___ Suburban Area ___ Addition/alteration to existing
 ___ Outbuildings (such as carports, garages & pergolas)
- Non-Residential** ___ New building
(incl Commercial, Industrial, Rural, ___ Addition/alteration to existing
Community, Institutional)
- Mixed Use** ___ New building ___ No. of Non-Residential Units
(combined Non-Residential & ___ No. of Residential Dwellings
Residential Developments) ___ Addition/alteration to existing ___ Total number of Dwellings
- Signage**
- Lease Variation** ___ Clause changes
 ___ Consolidation
 ___ Subdivision
 ___ Encroachment
 ___ Land Rent Payout
- Home Business** (Please complete Form 2 Home Business Checklist in addition to this form)
- Estate Development Plan** (Please complete Form 3 Estate Development Plan Checklist in addition to this form)
- Public Works** (Incl Roads, Stormwater Drainage, Parks, Electricity, Gas, Telecommunication, Water, Sewerage, Services)

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?

\$ _____ : 00

Existing GFA _____ m²
and/or

Added GFA _____ m²

and/or

GFA to be demolished _____

Total GFA _____
"GFA" means gross floor area

Part 5: Type of Development *(continued)*

ENERGY RATING: Was the original dwelling first approved after 30 June 1995? No yes Date (MM/YY) _____

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
Will there be any groundwork* within 2m of the edge of the canopy of any tree on public land? No Yes
(* 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? No Yes
(Please refer to page 16 for further information)

WORKS ON PUBLIC LAND: Are you proposing works or modification on public land? No Yes (If yes please specify)
New or Existing Services No Yes Road Works No Yes *Driveway No Yes
Footpaths No Yes Landscaping No Yes *(If yes, you will need to complete a verge driveway application form)

Part 6: Exempting Parts of Your Application from the Public Register

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

If you meet specific criteria you may apply to exclude parts of your application from the Public Register (refer to section 228 Land (Planning and Environment) Act 1991)

I wish to apply for exemption from the Public Register No Yes

Information to be excluded from the register

Please give reasons in support of your request for exemption

Part 7 : Applicant's declaration

I/we the undersigned, hereby apply for approval to carry out the development described on 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 electronically 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 documentation check 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 by the Authority.

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: _____

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 of a completed development application form accompanied by other documents providing sufficient details, to allow the Authority 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 development.

Summary of Checklist

Checklist 1

Single houses in new estates
Alterations and additions (not including second storey additions)
Outbuildings
Swimming pools

Checklist 2

Single houses in established areas
Dual occupancy housing
Second storey additions to houses

Checklist 3

Multi-Unit housing (other than dual occupancy housing)
Commercial developments
Industrial developments
Institutional developments

Checklist 4

Crown lease variations

Checklist 5

Estate Development
Home business
Relocatable units
Habitable suites
Signs

All required items **must** be submitted with a completed development application form before the application will be accepted by the Authority. After the documentation has been checked and the appropriate fees have been paid, the application will be assessed and determined by the Authority.

For some proposals more than one checklist may apply. For example, a development application for dual occupancy housing may also require a variation to a Crown lease. In this case the requirements of checklist 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 checklist 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

Changes to a Unit Development

Your building work may have an effect on the Unit Entitlements of the Units Plan. You may require a statement from a certified valuer as to this effect. For further information please contact the Authority.

Further Information

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

Amendments

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

Checklist 1

Single houses in new estates
Alterations and additions (excluding 2nd storey additions)
Outbuildings
Swimming Pools

Key	Single residences in new estates	Alterations & additions (excl 2nd storey addition)	Outbuildings	Swimming Pools
<ul style="list-style-type: none"> ✓ required * may be required as further information ○ optional and strongly recommended 				
Drawings	✓	✓	✓	✓
List of all submitted drawings and documents				
The following drawings in two collated sets:				
Site Plan (stamped with energy rating and developers approval)	✓			
Site Plan (with energy rating stamps if original dwelling first approved after 30 June 1995)		✓		
Site Plan			✓	✓
Floor Plan (stamped with energy rating and developers approval)	✓			
Floor Plan (with energy rating stamps if original dwelling first approved after 30 June 1995)		✓		
Floor Plan			✓	✓
Elevations (stamped with energy rating and developers approval)	✓			
Elevations (with energy rating stamps if original dwelling first approved after 30 June 1995)		✓		
Elevations			✓	✓
Sections (stamped with energy rating and developers approval)	✓			
Sections (with energy rating stamps if original dwelling first approved after 30 June 1995)		✓		
Sections			✓	✓
Driveway Plan (if relevant)	✓			
Survey Certificate				✓
Survey Plan (not required if "minor development")		✓	✓	✓
Demolition Plan (if relevant)		✓	✓	✓
Other Documents				
Copy of plans showing existing structures & elevation)		✓		
Tree Survey (where Significant Tree is affected) or Tree Management Plan	✓	✓	✓	✓
Energy Rating Report (required for all new houses and where original dwelling was first approved after 30 June 1995)	✓	✓	*	
Waste Management Plan (if demolition waste is greater than 5 cubic metres)		*	*	✓
Spoil Management Plan (only where it is proposed to remove excavated material from the site)				○
Deposited Plan for Underground Services & Stormwater Easements	✓	✓	✓	✓
Colour Sample Schedule	✓			
Relevant Photographs		*	*	*
Landscape Management and Protection Plan (if required)		✓	✓	✓
Neighbour Comments		○	○	○
Utilities Diagram (required where access to rear easement or asset is less than 3 metres)		✓	✓	✓
Associated Approvals	○	○	○	○
Conservator of Flora and Fauna (Environment ACT)				
Any current approval for tree damaging activity				
ACTWAGL (for easement access and clearance)	○	○	○	○

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

Checklist 2

Single houses in established areas Dual occupancy housing

Key	Single residences in established areas	Dual Occupancy developments	Second storey additions
✓ required			
* may be required as further information			
○ optional and strongly recommended			
Design Response Report Design Response Report as described in DA Process Book No. 2	✓	✓	✓
Drawings List of all submitted drawings and documents	✓	✓	✓
The following drawings in two collated sets:			
Site Plan (with energy rating stamps)	✓	✓	
Site Plan (with energy rating stamps if original dwelling first approved after 30 June 1995)			✓
Floor Plan (with energy rating stamps)	✓	✓	
Floor Plan (with energy rating stamps if original dwelling first approved after 30 June 1995)			✓
Elevations (with energy rating stamps)	✓	✓	
Elevations (with energy rating stamps if original dwelling first approved after 30 June 1995)			✓
Sections (including long section through both residence for dual occupancy) (with energy rating stamp)	✓	✓	
Sections (with energy rating stamps if original dwelling first approved after 30 June 1995)			✓
Demolition Plan	✓	✓	✓
Landscape Plan	✓	✓	*
Shadow Diagram	*		*
Shadow Diagram (if two storey element proposed)		✓	
Survey Plan	✓	✓	✓
Other Documents			
Tree Survey (where Significant Tree will be affected) or Tree Management Plan (if required)	✓	✓	✓
Sample Board		✓	
Energy Rating Report	✓	✓	✓
Landscape Management and Protection Plan	✓	✓	✓
Colour Sample Schedule	✓	✓	
Waste Management Plan (for demolition and construction works including Spoil Management Plan)	✓	✓	
Deposited Plan for Underground Services and Stormwater Easements	✓	✓	✓
Copy of plans showing existing structures and elevations			✓
Associated Approvals Conservator of Flora and Fauna (Environment ACT) Any current approval for tree damaging activity	○	○	○
ACTWAGL (for easement access and clearance)	○	○	○

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

Checklist 3

Multi-unit housing (other than dual occupancy housing)

Commercial developments

Industrial developments

Institutional developments

Key	Multi-unit housing (other than dual	Commercial developments	Industrial Developments	Institutional developments
✓ required				
* may be required as further information				
○ optional and strongly recommended				
Design Response Report Design Response Report as described in DA Process Book No. 3 (except for non-residential development with a gross floor area less than 1000m ² on a site outside a residential land use policy area)	✓	✓	✓	✓
Drawings List of all submitted drawings and documents	✓	✓	✓	✓
The following drawings in two collated sets:				
Survey Plan	✓	✓	✓	✓
Site Plan (stamped with energy rating for multi unit housing only)	✓	✓	✓	✓
Landscape Plan	✓	✓	✓	✓
Floor Plan (stamped with energy rating for multi unit housing only)	✓	✓	✓	✓
Elevations (stamped with energy rating for multi unit housing only)	✓	✓	✓	✓
Sections (stamped with energy rating for multi unit housing only)	✓	✓	✓	✓
Demolition Plan (if relevant)	✓	✓	✓	✓
Shadow Diagram (for commercial, industrial & institutional developments only required if proposal is above 1 storey)	✓	✓	✓	✓
Composite Streetscape Elevation	✓	*	*	*
Other Documents				
Sample Board	✓	✓	✓	✓
Tree Survey or Tree Management Plan	✓	✓	✓	✓
Waste Management Plan (for demolition, construction, operational waste & spoil management)	✓	✓	✓	✓
Colour Sample Schedule	✓	✓	✓	✓
Energy rating Report	✓			
On-site Stormwater Retention/Re-Use Plan	✓	✓	✓	✓
Landscape Management and Protection Plan	✓	✓	✓	✓
Utilities Diagram (provided by ActewAGL)	✓	✓	✓	✓
Sediment and Erosion Control Plan	✓	✓	✓	✓
Deposited Plan for Underground Services & Stormwater Easements	✓	✓	✓	✓
Access and Mobility Report	✓	✓		
Notice of validation (if required)	✓	✓	✓	✓
Offsite Works Plan (for works proposed on public land: including roads, services, landscape & parking)	✓	✓	✓	✓
Associated Approvals				
Conservator of Flora and Fauna (Environment ACT)	○	○	○	○
Any current approval for tree damaging activity	○	○	○	○
ACTWAGL (for easement access and clearance	○	○	○	○

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

Checklist 4

Crown Lease Variations – Two copies of documents required for lodgement

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

- Valuation certificate – showing before and after values – for display on Public Register
- Full valuation report (for lease variation – report to refer to S184 of Land Act. For subdivision or consolidation – report to refer to S187 of Land Act).
- List of interested parties
- Drawings or documents to support proposed lease use (where required). You should consult with the Authority with respect to the requirements prior to lodging your application.

The following documents are also required, where relevant:

For Subdivision or Consolidation only

Survey Plan

For Lease Variation in Units Plans

- Change to schedule of unit entitlement, letter from valuer
 - Change to schedule of unit entitlement
 - Evidence of unanimous resolution of Owners Corporation
-

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 Services 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 1st September 2004. A site-specific bushfire risk assessment is required to be undertaken for proposal on such land 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 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 inhabitable 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:	1:100
prepared and endorsed by:	a suitably qualified person
minimum contents:	This report shall contain- <ul style="list-style-type: none">- 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

Colour Sample Schedule

preferred formats:	A4
number of copies:	2
minimum contents:	Proposed external material colour schedule referenced to their location on elevations. <ul style="list-style-type: none">- schedule to identify names, codes and brands of exterior colours for materials

Demolition Plan

preferred formats:	A3, (A1 for larger or complex proposals) black and white
number of copies:	2
preferred drawing scales:	1:200
minimum contents:	Identification of all buildings and structures proposed to be demolished

Deposited Plan

preferred formats:	A3, (A1 for larger or complex proposals) black and white
number of copies:	2
description:	Plan prepared by registered surveyor which is registered by the registrar-general and prepared in accordance with section 7 of the District Act 2002

Design Response Report

preferred formats:	A4 portrait, black and white
number of copies:	2
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 Plan

preferred formats:	A3 portrait, black and white
number of copies:	2
description:	Existing ground levels and the datum mark used to obtaining levels. Type of kerb and gutter, ie layback 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 at the property boundary. Longitudinal sections. Location and surface levels of all existing and proposed services including trees and street lighting 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

preferred formats:	A3 (A1 for larger or complex proposals) black and white
number of copies:	2
preferred drawing scales:	1:100
minimum contents:	<ul style="list-style-type: none">- dimensions- dimensioned heights- natural and finished ground levels related to Australian Height Datum- finished floor levels related to Australian Height Datum- all proposed signs

- proposed external materials referenced to Colour Sample Schedule

Encroachment Plan and Public Liability Insurance Policy

preferred formats: A3 or A4 for drawings
A4 portrait for other documents, black and white

number of copies: 2
preferred

drawing scales: 1:50, 1:100 for drawings

minimum contents: - 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
 3. the names of all interested parties (including the Commonwealth and the ACT)
 4. the following endorsements:

"It is agreed and declared that in respect of Block *(insert)* Section *(insert)* Suburb *(insert)* the Commonwealth of Australian and/or the Australian Capital Territory is/or 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 in insurer first notifying the Australian Capital Territory through the ACT Planning and Land Authority, GPO. Box 1908 Canberra ACT 2601".

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

Energy Rating

prepared by: an accredited energy assessor

minimum contents: - All lodged copies of plans are to be stamped with an accredited energy assessor's stamp with the number of stars and energy rating points identified. Including site plan, floor plan, elevations & sections

- One energy rating report for each dwelling

Note: When an alteration and/or to a dwelling first approved after 30 June 1995 would downgrade the original energy rating to the building, the development application must be accompanied by a new energy rating statement. Where less than a four star rating is achieved, the relevant authority shall refuse to approve the application unless the applicant can demonstrate that special circumstances apply.

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> Proposals must comply with the Guideline for Estate Development Plans.

Floor Plan(s)

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

number of copies: 2
preferred

drawing scales: 1:100

minimum contents: - a plan for each floor including any trafficable subfloor areas

- 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 alteration and additions to an existing building, identification of the existing building
- identification of all rooms (existing and proposed)

Home Business Checklist

Required for: Home Business proposals

Description: The Home Business Development Application Checklist is available from the Planning and Land Authority Customer Services 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.

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, footpaths, etc.

Landscape Plans

- preferred formats: A3 (A1 for larger or complex proposals) black and white
 number of copies: 2
 preferred drawing scales: 1:200
 minimum contents:
- trees on the site proposed to be retained
 - proposed landscaping
 - schedule of plants including species, and the number of plants to be planted
 - tree protection zones* for all significant trees* affecting the site, accurately shown (including tree protection zones of trees on adjacent or adjoining blocks)

List of Interested Parties

- preferred formats: A4 black and white
 contents: 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 following number or code.

Neighbour Comment Form(s)

- preferred formats: A4 portrait (as provided in the relevant DA Process Book) black and white
 minimum contents: Copies of all signed Neighbour Comment Forms with signed design concept plans.

Noise Management Plan

- preferred formats: A4, black and white
 number of copies: 2
 prepared and endorsed by: a suitably qualified person
 minimum contents: 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).

On-Site Stormwater Retention/Re-Use Management Plan

- number of copies: 2
 preferred format: A4 portrait, black and white
 prepared by: a suitably qualified person
 endorsed by: Manager, Asset Acceptance, DUS
 minimum content:
- Plan is to show how the rate of stormwater 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.
 - Plan is to show how the roof water/hard surface run off is to be re-used for irrigating landscaping etc

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 section of any subfloor areas

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)

Sediment Erosion Control Plan

number of copies: 2
preferred formats: A3 (A1 for large or complex proposals) black and white
minimum content: Prepared in accordance with Environment ACT's Sediment and Erosion Control Guidelines.

Site 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: - location and identification of existing structures
- 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 including existing structures
- existing contours from site survey of the site and adjoining verge
- all easements on the land
- driveway verge crossing details
- where they can be reasonably determined, all existing reticulated services and associated infrastructure on the site to site plan
- 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

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:	<ul style="list-style-type: none">- 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- 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

Tree Management Plan

number of copies:	2
preferred format:	A4, A3 (A1 for large or complex proposals) black and white
prepared by:	Suitably qualified person
minimum content:	<ul style="list-style-type: none">- 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- <i>tree protection zones*</i> for all significant trees accurately shown- details of tree- protection measures for significant trees that are to remain on site

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. 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.

Validation Notice

number of copies:	1
preferred formats:	A4, black and white
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.

Valuation Certificate (will be displayed on Public Register)

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:	<ul style="list-style-type: none">- Clear details of any valuation of lease sought and a full assessment of V1 and V2 values under the relevant sections of 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 not 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 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 V1 and V2*
16. Summary of valuations
17. Recommendations

Waste Management Plan and Spoil Management Plan

number of copies: 2
preferred formats: The relevant forms from the Development Control Code for Best Practice Waste Management in the ACT.
description: To comply with part 1, part 2 and all other relevant parts.

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.

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)

ASSOCIATED APPLICATIONS

Conservator of Flora and Fauna - Environment ACT

Approvals for tree damaging activity

responsible

authority: Conservator of Flora and Fauna, Environment ACT

preferred format: relevant form

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

PRE-CONSTRUCTION APPROVALS

Roads ACT

Roads and public places opening permit and temporary traffic management plan

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.

Asset Acceptance

Design Acceptance

required for: For all off-site works

preferred format: Design Acceptance submission for Municipal Services Network and Landscape Management Protection Plan

description: Approval required prior to the commencement of construction

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:

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.