



Land (Planning and Environment) Act 1991 - Form 1

Development Application

Type of Application *(tick relevant box)*

New Application

If you attended a Pre-lodgement meeting please provide the Proposal Number

Alteration (S226(7)) - to a current application not yet approved

More Information (S233) - providing additional information to a current application which is in response to a written request from the Authority.

Conditional Approval (S245) - satisfying conditions of approval

Additional information (S245)

Minor Amendment (S247) Original proposal No.

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

OFFICE USE ONLY

Application number

Technical check

Public notification

Yes No

Neighbour notification

Yes No

Yes No

Lessee's

Holding Lease

Unleased

Unit Titled

EER

Heritage

NCA

Compliance

Pub Reg

Exempt

Fees

D&S	
P/Not	
L/Var	
Dial/S	

Date received

 / /

Receipt number

Receiving officer

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)

Email Fax Number

Unless otherwise specified your plan/s 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

Or Govt. Land Manager
(unleased land only)

Surname

Office Use

First Name

Init

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

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

Part 3: Lessee (Property Owner) details

2nd Lessee's details

Or Govt. Land Manager
(unleased land only)

Surname

Office Use

First Name

Init

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

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

Part 4: Fully describe your proposal or list amendments

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

• 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.

• 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 5: Type of Development

Single Dwelling

- New residence
- Addition/alteration to existing
- Demolition/rebuild
- Outbuildings (Such as carports, garages & pergolas)

Multiple Dwelling

(incl Dual Occupancy)

- A10 Core Area or
- Suburban Area

New development _____ No. of new Dwellings to be constructed

_____ Total No. of Dwellings

- Addition/alteration to existing
- Outbuildings (Such as carports, garages & pergolas)

Non-Residential

(incl Commercial, Industrial, Rural, Community, Institutional)

- New building
- Addition/alteration to existing

Mixed Use

(combined Non-Residential & Residential Developments)

New building _____ No. of Non-Residential Units

_____ No. of Residential Dwellings

_____ Total number of Dwellings

- Addition/alteration to existing

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, Telecommunications, 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?

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Existing GFA _____ m²

and/or

Added GFA _____ m²

and/or

GFA to be demolished _____

Total GFA _____

The Building Cost Guide can be located on the Authority's website:
www.actpla.act.gov.au

"GFA" means gross floor area

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

ENVIRONMENTAL IMPACT: Does the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* affect your proposal?
(Please refer to last page of this application form for further information) No Yes

WORKS ON VERGE AND/OR PUBLIC LAND: Are you proposing works or modifications on the verge or public land?
 No Yes (If yes please specify)

New or Existing Services No Yes **Road Work** No Yes **Footpaths** No Yes **Landscaping** No Yes

Part 5: Type of Development (continued)

TREES: (For more information see page 19 of application form)

Is there an approved Tree Management Plan for the block where the development is proposed or any of the neighbouring blocks?

No Yes

If yes, you will need to lodge the approved Tree Management Plan with your Development Application.

Note: You may apply to Environment and Recreation for approval to replace or amend an existing Tree Management Plan.

Is there a protected tree on the block where the development is proposed?

No Yes

If yes, you will need to submit either an approved or draft Tree Management Plan with your development application.

Is there a protected tree on any of the neighbouring blocks?

No Yes

If yes, you will need to answer the following questions:

- Is it a Regulated Tree?

No Yes

If yes, you will need to lodge either an approved or draft Tree Management Plan if the canopy of the tree is within 2m of the block where the development is proposed.

- Is it a Registered Tree?

No Yes

If yes, you will need to lodge either an approved or draft Tree Management Plan with your Development Application.

Is there any proposed works within the tree canopy of any tree on public land/verge adjacent to the development site?

No Yes

DRIVEWAYS:

For proposals that include construction or modification of driveway/s please indicate works to be undertaken:

Relocation of existing entrance

Construction of additional entrance

Construction of new driveway

Construction other than plain concrete

Other (please specify)

OVERHEAD WIRES: Are there any overhead wires over the block?

No Yes

If yes, please indicate location of wires on site plan.

STORMWATER: Are there any stormwater easements on the block.

No Yes

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 & Lessee 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 authorise the ACT Planning and Land Authority to erect sign/s on the subject property(s) as required;

I/we hereby authorise ACT Government officers to access the subject property(s) for the purpose of evaluating the proposal (including the inspection of trees);

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;

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;

I understand that all costs including the relocation of any engineering services (light poles, stormwater, sumps etc) will be at my expense and that I will indemnify the ACT Government, its servants and agents against any claims arising during construction;

I understand that construction of any driveway associated with this application may not commence until the contractor has received endorsement by Asset Acceptance. I understand that a Certificate of Design Acceptance must be obtained from the Asset Acceptance Section of the Department of Territory and Municipal Services prior to the start of construction works and a Road Opening Permit and Temporary Management Plan obtained from Roads ACT.

I/we the undersigned (lessee) appoint the applicant whose signature appears below to act on my/our behalf in relation to this Development Application. This authorises the applicant to pay all application fees, bonds and securities, liaise with the ACT Planning and Land Authority when required, alter, amend or provide further information as necessary and receive any communications relating to this Development Application.

In addition, if signing on behalf of a company, organisation or Government agency.

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the company, organisation or Government agency.

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: _____

PLEASE NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

			Office Use
Applicant's Signature(s)	<input style="width: 95%;" type="text"/>	Date	Init <input style="width: 20px; height: 20px;" type="checkbox"/>
1st Lessee's Signature(s)	<input style="width: 95%;" type="text"/>	Date	Init <input style="width: 20px; height: 20px;" type="checkbox"/>
2nd Lessee's Signature(s)	<input style="width: 95%;" type="text"/>	Date	Init <input style="width: 20px; height: 20px;" type="checkbox"/>
Govt. Land Manager's Signature <small>(unleased land only)</small>	<input style="width: 95%;" type="text"/>	Date	Init <input style="width: 20px; height: 20px;" type="checkbox"/>
Delegate of ACTPLA Signature <small>(unleased land only)</small>	<input style="width: 95%;" type="text"/>	Date	Init <input style="width: 20px; height: 20px;" type="checkbox"/>

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.

All plans are to be clear and concise and consistent with Australian Standard 1100.301 - 1985 and Australian Standard 1100.301 supplementary - as updated from time to time.

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 Checklists

Checklist 1

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

Checklist 3

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

Checklist 5

Estate Development
Home business
Relocatable units
Habitable suites
Signs

Checklist 2

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

Checklist 4

Crown lease variations

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 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**.

Counter Lodgements on Disk

Applicants are encouraged to lodge plans and associated documents in electronic format on disk. All lodgements on disk must comply with the naming convention as detailed on the ACTPLA website: www.actpla.act.gov.au

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 checklists, 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 must lodge a copy of the previously approved plans at the time of lodgement particularly if your plans were approved pre-2004.

Checklist 1

Single houses in new estates Alterations and additions (excluding 2nd storey additions) Outbuildings Swimming pools					A	B	C	D
Key ✓ required * may be required as further information O optional and strongly recommended	single residences in new estates	alterations & additions (excl 2nd storey additions)	outbuildings	swimming pools				
Drawings								
List of all submitted drawings and documents					✓	✓	✓	✓
The following drawings in two collated sets or in electronic format on disk:								
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 (not required if "minor development")						✓	✓	✓
Survey Plan (not required if "minor development")						✓	✓	✓
Demolition Plan (if relevant)						✓	✓	✓
Landscape Intentions Plan						*	*	*
Other Documents								
Copy of plans showing existing structures & elevations						*	*	*
Draft Tree Management Plan or approved Tree Management Plan (if protected tree/s on site)					✓	✓	✓	✓
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)								O
Colour Sample Schedule and Sample Board					*	*		
Relevant Photographs						*	*	*
Landscape Management and Protection Plan (if required)						✓	✓	✓
Utilities Diagram (provided by ACTEWAGL)					✓	✓	✓	✓
Associated Approvals								
For easement access and clearance - ACTEWAGL and Asset Acceptance .					O	O	O	O

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	A	B	C
Key ✓ required * may be requested as further information 0 optional and strongly recommended	single residences in established areas	Dual Occupancy developments	second storey additions
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 or in electronic format on disk:			
Site Plan (with energy rating stamp)	✓	✓	
Site Plan (with energy rating stamps if original dwelling first approved after 30 June 1995)			✓
Floor Plan (with energy rating stamp)	✓	✓	
Floor Plan (with energy rating stamps if original dwelling first approved after 30 June 1995)			✓
Elevations (with energy rating stamp)	✓	✓	
Elevations (with energy rating stamps if original dwelling first approved after 30 June 1995)			✓
Sections (Including a long section through both residences 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	*	*	*
Survey Plan	✓	✓	✓
Driveway Plan (if relevant)	✓	✓	*
Other Documents			
Draft Tree Management Plan or approved Tree Management Plan (if protected tree/s on site)	✓	✓	✓
Energy Rating Report	✓	✓	✓
Landscape Management and Protection Plan	✓	✓	✓
Colour Sample Schedule and Sample Board	✓	✓	
Waste Management Plan (for demolition and construction works including Spoil Management Plan)	✓	✓	
Copy of plans showing existing structures and elevations	*	✓	✓
Utilities Diagram (provided by ACTEWAGL)	✓	✓	✓
Associated Approvals			
For easement access and clearance - ACTEWAGL and Asset Acceptance .	0	0	0

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					A	B	C	D
Key	Multi-unit housing (other than dual occupancy)	Commercial developments	Industrial Developments	Institutional developments				
✓ required								
* may be requested as further information								
0 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 1 000m 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 or in electronic format on disk:								
Survey Plan					✓	✓	✓	✓
Site Plan (stamped with energy rating for <u>multi unit housing</u> only)					✓	✓	✓	✓
Landscape Plan					✓	✓	✓	✓
Floor Plans (stamped with energy rating for <u>multi unit housing</u> only)					✓	✓	✓	✓
Elevations (stamped with energy rating for <u>multi unit housing</u> only)					✓	✓	✓	✓
Sections (stamped with energy rating for <u>multi unit housing</u> only)					✓	✓	✓	✓
Demolition Plan (if relevant)					✓	✓	✓	✓
Shadow Diagram (for commercial, industrial & institutional developments only required if proposal is above 1 storey)					✓	✓	✓	✓
Composite Streetscape Elevation					✓	*	*	*
Driveway Plan (if relevant)					✓	✓	✓	✓
Other Documents								
Draft Tree Management Plan or approved Tree Management Plan (if protected tree/s on site)					✓	✓	✓	✓
Waste Management Plan (for demolition, construction, operational waste & spoil management)					✓	✓	✓	✓
Colour Sample Schedule and Sample Board					✓	✓	✓	✓
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					✓	✓	✓	✓
Access and Mobility Report					✓	✓		
Offsite Works Plan (for works proposed on public land: including roads, services, landscape and parking)					✓	✓	✓	✓
Associated Approvals								
For easement access and clearance - ACTEWAGL and Asset Acceptance.					0	0	0	0

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 including names and addresses.
- 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 Variations 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 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 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 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*, or where determined as exempt under Disallowable Instrument DI 2003-221.

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

DRAWINGS AND DOCUMENTS

Access and Mobility Report

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A4, A3, black and white
- preferred scales: 1:100
- prepared and certified 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

Colour Sample Schedule and Sample Board

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A4 or A3 colour
- minimum contents: Proposed external material colour schedule referenced to their location and use (eg, roofing, windows, exterior walls) on elevations.
- schedule to identify names, codes and brands of exterior colours for materials as well as samples.

Composite Streetscape Elevation

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A3 (A1 for large or complex proposals) black and white
- preferred scale: 1:200
- required for: Multi-Unit housing (other than Dual Occupancy)
Commercial, Industrial and Institutional developments
- minimum contents: Elevation of proposal including elevation of adjoining properties to the extent necessary to illustrate the relationship of the proposal to the existing streetscape.

Copy of Plans Showing Existing Structure

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A4, A3, black and white
- preferred scale: 1:200
- required for: Additions and alterations, outbuildings, swimming pools, single houses in established areas, dual occupancy developments
- minimum content: · boundaries of site
· location of each building and structure on the site and, where appropriate, on adjoining and adjacent blocks
· approved floor plans of all class 1 buildings on the site

Demolition Plan

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A3 (A1 for large or complex proposals) black and white
- preferred scale: 1:200

minimum content: Identification of all buildings and structures proposed to be demolished

Design Response Report

number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3

preferred format: A4 portrait, black and white or colour

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

number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3

preferred format: A3 portrait, black and white

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.

Driveway to be outside of tree canopy (leased land and verge) and anticipated mature canopy, 1.2 metres clear of sumps and services, 1.5 metres clear of transformers, 6 metres clear of tangent point on corner block, proposed uphill grade to be less than 17% and downhill grade less than 12% on verge and at right angle to curb line (max 1:10 deviation).

Elevations

number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3

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

preferred scale: 1:100

minimum content:

- 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

Energy Rating

prepared by: An accredited energy assessor

minimum content:

- All lodged copies of plans are to be stamped with an accredited energy assessor's stamp and signature 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 addition to a dwelling first approved after 30 June 1995 would downgrade the original energy rating of 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)

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A3 (A1 for large or complex proposals) black and white
- preferred scale: 1:100
- minimum content:
- 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 alterations or 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 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.

Landscape Intentions Plan

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A3 black and white (A1 for larger or complex proposals)
- preferred scale: 1:200
- minimum content:
- existing and proposed contours
 - retaining structures boundary treatments including courtyard walls and fences
 - surface treatments showing pervious and impervious surfaces
 - surface storm water management including drainage and taps
 - areas to be irrigated including type of system

Landscape Management and Protection Plan

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A3 black and white
- preferred scales: 1:200
- endorsed by: The Manager, Asset Acceptance, Department of Territory & Municipal 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

Landscape Plans

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A3 (A1 for large or complex proposals) black and white
- preferred scale: 1:200
- minimum content:
- 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 *protected trees** affecting the site, accurately shown (including tree protection zones of trees on adjacent or adjoining blocks)
 - for proposals in heritage areas and redevelopment in established areas an evaluation of all existing trees to be provided.
 - existing and proposed contours
 - retaining structures boundary treatments including courtyard walls and fences
 - surface treatments showing pervious and impervious surfaces
 - surface storm water management including drainage and taps
 - areas to be irrigated including type of system

List of Interested Parties

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: 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 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: 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.

Offsite Works

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A3 (A1 for larger or complex proposals), black and white
- preferred scale: 1:200
- required for: For proposals that include works outside the lease boundary.
- minimum content:
- location and identification of any proposed works including infrastructure and landscaping, which is to include construction details sufficient to obtain Design Acceptance.

On-Site Stormwater Retention/Re-Use Management Plan

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A4 portrait, black and white
- prepared by: a suitably qualified person
- endorsed by: Manager, Asset Acceptance, Department of Territory & Municipal Services
- minimum content:
- 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.
 - Plan is to show how the roof water/hard surface run off is to be re-used on the site and within the development.

Relevant Photographs

- number of copies: 1 copy
- preferred format: standard 6' x 4' or jpeg on cd

Section(s)

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	A3 (A1 for large or complex proposals) black and white
preferred scale:	1:100
minimum content:	<ul style="list-style-type: none">·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 or Master Plan, as relevant·long section of any proposed basement ramp showing gradients·section of any subfloor areas

Sediment Erosion Control Plan

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	A3 (A1 for large or complex proposals) black and white
minimum content:	Prepared in accordance with Environment and Recreation's Sediment and Erosion Control Guidelines.

Shadow Diagram(s)

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	A3 (A1 for large or complex proposals) black and white
preferred scale:	same as site plan and elevations as appropriate
minimum content:	<ul style="list-style-type: none">· 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)

Site Plan

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	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:	<ul style="list-style-type: none">·location and identification of existing structures and trees - tree canopies to be shown to scale·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·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 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: 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 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: 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
 - where they can be reasonably determined, all existing reticulated services and associated infrastructure on the site
 - street trees, driveway verge crossings, footpaths, kerbs, stormwater pits, street lighting and other public assets in the verge adjacent to the site

Tree Management Plan

Each development site that contains a protected tree will require a Tree Management Plan (TMP) to be submitted with the DA. Protected trees can also be on the neighbouring blocks and public land and must be included as part of the Tree Management Plan (TMP) where any part of the tree protection zone falls across the development site.

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: A4, A3
- preferred scale: 1:200
- prepared by: In accordance with Guidelines for the preparation of Tree Management Plans, Environment and Recreation.
- minimum content:
- Site Description
 - Tree Attributes including size and species of all trees
 - Tree Health & Safety Assessment
 - Possible Risk Mitigation
 - Tree Management Recommendations

Utilities Diagram

- number of copies: 2 paper; or
1 electronic copy on disk (if plans are A4 or A3); or
1 paper and 1 electronic copy on disk if plans are larger than A3
- preferred format: 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 (will be displayed on Public Register)

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	A4 portrait, black and white
required for:	Proposals for a variation to a Crown lease (required by s226 of the Land Act)
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

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	A4 portrait, black and white
required for:	Proposals for a variation to a Crown lease (required by s226 of the Land Act)
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 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	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 the 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

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	A4 portrait, black and white
required when:	Excavated material is proposed to be removed from the site (eg. excavations of a basement or a swimming pool)
minimum content:	<ul style="list-style-type: none">· 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)

PRE-CONSTRUCTION APPROVALS

Roads and public places opening permit and temporary traffic management plan

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	Relevant form
approving authority:	Asset Acceptance, Department of Territory & Municipal Services
description:	<ul style="list-style-type: none">· Roads and public places opening permit· Temporary traffic management plan approved by Asset Acceptance.

Design Acceptance

number of copies:	2 paper; or 1 electronic copy on disk (if plans are A4 or A3); or 1 paper and 1 electronic copy on disk if plans are larger than A3
preferred format:	Design Acceptance submission for Municipal Services Network and Landscape Management Protection Plan
required for:	All off-site works
description:	Approval required prior to the commencement of construction.
approving authority:	Asset Acceptance, Department of Territory & Municipal Services

ASSOCIATED APPROVALS

Where service reservations or utilities are located on the land a statement of compliance can be provided at the time of DA lodgement which confirms that the location and nature earthworks, utility connections, proposed buildings, pavements and landscape features comply with utility access provisions and asset clearance zones.

The Tree Protection Act 2005 and Development Applications

What are the laws for protecting trees in the Act?

Tree protection legislation came into effect in the Act on 29 March 2006. The *Tree Protection Act 2005* protects trees in two ways by providing for:

- An ACT Tree Register across leased and unleased urban land that will identify and protect trees of exceptional value.
- The declaration of Tree Management Precincts for areas with high levels of development and construction activity or in areas of particular heritage importance.

There are now two types of Protected tree:

- **Registered Tree** - a tree on leased or unleased land that has been listed on the ACT Tree Register for its:
 - natural or cultural heritage value;
 - landscape and aesthetic value; and
 - scientific value
- **Regulated Tree** - a tree that is located on leased Territory land in a *Tree Management Precinct* and is either:
 - 12m or more in height; or
 - greater than 1.5m in circumference (approx. 0.5m in diameter) or more at 1m above ground level; or
 - with two or more trunks and the total circumference of all the trunks, 1m above ground level, is 1.5m or more, or
 - 12m or more in crown width.

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

As of 29 March 2006, all suburbs were automatically declared as Tree Management Precincts. This is a transitional arrangement whilst the Tree Register is being established. Tree Management Precinct status will be progressively lifted from most suburbs as a survey is undertaken to populate the Tree Register.

How will this affect my Development Application?

Development proposals that do not involve a protected tree (that is a Registered or Regulated Tree) will not be affected by tree protection legislation. Where there is a protected tree on the development site (i.e. if it includes a protected tree or if the site includes any part of a tree protection zone of a protected tree) you will need to provide either a Tree Management Plan approved by the Conservator of Flora and Fauna or a draft Tree Management Plan when you lodge your DA.

What activities require approval?

Any activity that is likely to cause damage to a Protected Tree is prohibited under the proposed legislation. You need to seek approval from the Conservator of Flora and Fauna to:

- kill or remove a tree;
- undertake any activities that are likely to cause the death or decline of the tree;
- undertake groundwork within the Tree Protection Zone of a protected tree;
- undertake groundwork within a Declared Site

Pruning in accordance with the standard for *Pruning of Amenity Trees (AS4373)* may be undertaken on a Regulated Tree without approval from the Conservator. Pruning, other than minor pruning, on a Registered tree will require approval.

Groundwork includes building, trenching, changing the soil level and compacting or contaminating the soil.

What is a Declared Site?

A Declared Site is an area of land that was once the Tree Protection Zone of a Registered Tree that was killed by other than natural causes. Approval is required to undertake activities in a Declared Site.

The Conservator of Flora and Fauna may approve groundwork in a Declared Site if satisfied that the proposed activity, and any other prohibited groundwork done with or without approval in the past 12 months, would be less than 10% of the total area of the Declared Site.

What are the Penalties?

The fine for undertaking a prohibited activity without approval is up to \$40,000 for an individual or \$200,000 for a company. Environment ACT officers may also issue infringement notices for minor offences up to \$1,000 for an individual or \$5,000 for a company.

It is an offence to not follow the requirements of an approved Tree Management Plan included as a condition of a DA approval. Penalties for this offence will be between \$1,000 and \$5,000 for an individual or \$5,000 and \$25,000 for a company.

How do I get approval for a Tree Management Plan?

Contact Environment and Recreation on 13 22 81 or ask at the ACT Planning and Land Authority counter for an application form, guidelines and template for preparing a Tree Management Plan. These are also available from the Territory and Municipal Services website: www.tams.act.gov.au

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

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

The 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
Website: www.actpla.act.gov.au