



# DEVELOPMENT APPLICATION Form 1B RESIDENTIAL ZONES - MULTI UNIT HOUSING DEVELOPMENT CODE

## Type of Application

**New Application**

(If you attended a pre-application meeting or received pre-application written advice- please provide the proposal number)

Insert Proposal Number to which this application relates (if applicable)

20.....

## Lease/Site Details *Please Print*

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

**Block**

**Section**

**Unit (if applicable)**

**Suburb**

**District**

**Street Number**

**Street Name**

**Postcode**

## Applicant Details *Please Print*

**Surname**

**First Name**

**Company Name**

**Position held in company**

**Australian Company/Business Number (ACN/ABN)**

**Postal Address**

**Suburb**

**State**

**Postcode**

**Phone Number Business Hours**

**Mobile**

**EMAIL ADDRESS**

**Lessee (Property Owners) Details** Please Print

**1<sup>st</sup> Lessee's Details (or Government Land Custodian)**

Surname  First Name

Company Name

Position held in company  Australian Company/Business Number (ACN/ABN)

Postal Address

Suburb  State  Postcode

Phone Number Business Hours  Mobile

EMAIL ADDRESS

**2nd Lessee's Details (or Government Land Custodian)**

Surname  First Name

Company Name

Position held in company  Australian Company/Business Number (ACN/ABN)

Postal Address

Suburb  State  Postcode

Phone Number Business Hours  Mobile

EMAIL ADDRESS

*All lessees **must** sign authorising the lodgement of this development application. In doing so the lessee gives authority to the applicant to negotiate any dealings in relation to the application through to its determination. If there are more than two lessees please ensure that the details and authorisation are attached to the application.*

**Notice of Decision and Plans**

Unless otherwise specified your notice of decision and/or plans will be returned via email

EMAIL       POST TO ME       HOLD FOR COLLECTION

**Fully Describe Your Proposal**

**EXAMPLE:** The consolidation of Blocks X & Y Section Z, Suburb, a variation of the lease to permit 7 residential units, the demolition of two detached houses and the erection of one and two storey buildings comprising of 7 residential units

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**Use of the Land**

Describe the proposed use of the land or the proposed use of a building or structure on the land. **Example:** Residential use for a maximum of 7 residential units

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Is the Use consistent with the current Crown lease?  YES  NO

**Assessment Track, Zone, Development/Precinct Code**

Please indicate which assessment track applies to this development application

MERIT  IMPACT

**NOTE:** The Planning and Land Authority may **refuse** to accept a development application made in an incorrect assessment track. If the Planning and Land Authority assesses an application made in the incorrect assessment track it **must refuse** the application (S.114 (3))

Please specify which Zone applies to this application:

Please specify which development/precinct code applies to this application:

## Type of Development

Please indicate which type of development applies to this development application

**Multiple Dwelling**

**New Development**

Number of new dwellings to be constructed \_\_\_\_\_

Total Number of Dwellings \_\_\_\_\_

**Additions/Alterations to existing**

**Outbuildings** (carports, garages, pergolas etc)

**Mixed Use**

Combined non-residential & residential developments

**New Building**

Number of non-residential Units \_\_\_\_\_

Number of residential dwellings \_\_\_\_\_

Total number of Units \_\_\_\_\_

**Additions/Alterations to existing**

**Non-Residential**

Including commercial and industrial

**New Building**

**Addition/Alteration to existing**

**Lease Variation**

**Clause Changes**

**Consolidation**

**Subdivision**

**Encroachment**

**Other** (please specify) \_\_\_\_\_

**Public Works**

Includes roads, stormwater drainage, parks, electricity, gas, water, sewerage, telecommunications

**Home Business**

Additions and alterations associated with application for home business application (Home Business form also to be completed & submitted with this application)

**Community Use**

Includes institutional

**Rural**

**Signage**

**Habitable Suite**

**Relocatable Unit**

**Other** (please specify) \_\_\_\_\_

## Gross Floor Area and Cost of Works

### Gross Floor Area Calculation

A - Gross Floor Area (existing) \_\_\_\_\_ m<sup>2</sup>

B - Gross Floor Area to be demolished \_\_\_\_\_ m<sup>2</sup>

C - Gross Floor Area to be added \_\_\_\_\_ m<sup>2</sup>

**D - Total Gross Floor Area of development (A-B+C)** \_\_\_\_\_ m<sup>2</sup>

### Other Area Calculation (not already included in the areas provided above)

E - Area of other BCA Class 10 structures (e.g. metal garage, metal carport, pergola, deck, verandah, etc...) \_\_\_\_\_ m<sup>2</sup>

### Cost of Associated Works

H - Cost of all associated works such as landscaping \$ \_\_\_\_\_

I - Cost of all public works and/or off site works \$ \_\_\_\_\_

The areas provided are used to calculate the estimated cost of the development in accordance with the Building (Cost of Building Work) Declaration 2006 (can be located on the Authority website – [www.actpla.act.gov.au](http://www.actpla.act.gov.au)).

## Entity and/or Referral Requirements

WHERE DA IS FOR A LEASE VARIATION ONLY PLEASE RESPOND TO THE HERITAGE QUESTION ONLY

The Territory Plan requires you to consider the following items in relation to Entity requirements when preparing your development application. If an item is relevant to your proposal you must:

### MERIT & IMPACT TRACK APPLICATIONS

- Seek entity endorsement of your proposal prior to lodgement of your development application and submit this with your development application **OR**
- Provide documentation with your application that demonstrates your proposal addresses entity requirements so it can be referred to the relevant entity by the Authority

<b>DEMOLITION</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>HERITAGE</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>TREES</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>HAZARDOUS MATERIALS</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>CONTAMINATION</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>EROSION &amp; SEDIMENT CONTROL</b> For sites less than 0.3 of a hectare	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity  <b>NOTE:</b> For works such as class 10 structures, additions and alterations, and backyard swimming pools - a note on the plan that " <b>the development will comply with the ACT Environment Protection Authority, Environment Protection Guidelines for Construction and Land Development in the ACT, August 2007</b> " is required. In circumstances where there is a reasonable risk that soil from the required earth works in the front of the block will impact on the stormwater system because the block slopes towards the street a separate Erosion & Sediment Control Plan will be required.	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>EROSION &amp; SEDIMENT CONTROL</b> For sites greater than 0.3 of a hectare	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>WASTE MANAGEMENT</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity	<input type="checkbox"/> <b>NOT RELEVANT</b>

<b>SERVICING &amp; SITE MANAGEMENT</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>UTILITIES</b>	<input type="checkbox"/> <b>RELEVANT</b> (please tick relevant entities) <input type="checkbox"/> Water <input type="checkbox"/> Electricity <input type="checkbox"/> Sewerage <input type="checkbox"/> Gas <input type="checkbox"/> Stormwater <input type="checkbox"/> Entity Endorsements provided <input type="checkbox"/> Required documentation provided for referral to Entity/s	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>VERGE CROSSOVERS</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Entity Endorsement provided <input type="checkbox"/> Required documentation provided for referral to Entity  Applies to development applications for multi unit housing in the RZ3 – Urban and RZ4 – Medium Density Zones in Inner North Canberra and the Gungahlin District.	<input type="checkbox"/> <b>NOT RELEVANT</b>

### Information Requirements for Development Applications (Non Referral Matters)

Not required for applications for Lease Variations Only

The Territory Plan also requires you to consider the following items when preparing your development application. If an item is relevant to your proposal you must provide documentation that demonstrates how your proposal complies with the requirements of the Territory Plan.

<b>SUBDIVISION</b> (Residential Zones)	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>NATIONAL CAPITAL PLAN</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>ACCESS &amp; MOBILITY</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>TRAFFIC GENERATION</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>PARKING (CAR)</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>PARKING(BICYCLE)</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>SIGNS</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>

<b>NEIGHBOURHOOD PLANS</b>	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>WATER SENSITIVE URBAN DESIGN</b> (Mains Water Consumption)	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>WATER SENSITIVE URBAN DESIGN</b> (Stormwater Quality)	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>
<b>WATER SENSITIVE URBAN DESIGN</b> (Stormwater Quantity)	<input type="checkbox"/> <b>RELEVANT</b> <input type="checkbox"/> Required documentation provided	<input type="checkbox"/> <b>NOT RELEVANT</b>

### Driveways (for works on verge only)

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

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Not applicable</b>           | <input type="checkbox"/> Construction of additional entrance    |
| <input type="checkbox"/> Relocation of existing entrance | <input type="checkbox"/> Construction other than plain concrete |
| <input type="checkbox"/> Construction of new driveway    | <input type="checkbox"/> Other (please specify) _____           |

**PLEASE NOTE:** For proposals that include construction or modification of a driveway this form **MUST** be signed by the land custodian (Government Land Custodian - Asset Acceptance) as the works will be undertaken on unleased land.

### Survey Requirements - S.139 (2)(J) - P & D Act 2007

If this application is for approval of a development that requires construction work to be carried out on land that has previously been developed and is not leased for rural purposes a survey certificate for the land where the development is to be carried out prepared and signed by a registered surveyor must accompany this application (unless exempt by *Regulation 25 of Planning and Development Regulations 2008*).

Have you provided a survey certificate with this application?

- NOT RELEVANT**  
 **EXEMPT**  
 **YES**

### Development Applications For Development Undertaken Without Approval – S.205 - P & D Act 2007

Is this application for development undertaken without approval?

- NO**  
 **YES**

If **YES** – Plans of the development signed by a registered surveyor confirming the location and dimensions of the development **must** be submitted with this application.

### Conflict of Interest Declaration

Does the applicant or lessee have any association with ACT Planning and Land Authority staff?

- NO**  
 **YES**

If **YES** - please provide details:

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**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.

## Exclusion from Public Inspection

In accordance with the requirements of Sections 28 and 30 of the *Planning and Development Act 2007* the ACT Planning and Land Authority must make the details and associated documents relevant to a development application available for public inspection.

*If you wish to apply to have all or part of this development application excluded from public inspection you must meet the requirements of Section 411(5) or 412(1) of the Planning and Development Act 2007.*

### Exclusion from Public Inspection Requested

**If Yes – please indicate under which section of Planning & Development Act 2007**

YES

NO

**S.411(5)** Restriction on Public Availability

**\*S.412(1)** Restriction on Public Availability SECURITY

**Please specify the information to be excluded from public inspection and provide reasons for exclusion:**

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\* if exclusion is requested under Section 412(1) a letter, signed by a justice Minister, certifying this request satisfies the requirements Planning and Development Act 2007 **must** accompany this application.

## Other Development Application Requirements

### LODGEMENT & PAYMENT

A valid development application comprises of a completed development application form accompanied by all of the required information or documents that address the relevant rules and/or relevant criteria for it to be considered for approval.

Proposals in the **Merit track** have the option to comply with the rules or criteria, unless the rule is mandatory. Where it is proposed to meet the criteria, the onus is on the applicant to demonstrate, by supporting plans and written documentation, that the proposed development satisfies the criteria and therefore the intent of the element.

Proposals in the **Impact track** also have the option to justify any non-compliance with the rules and the criteria, unless the rule is mandatory. Where it is proposed to not meet the rules and the criteria, the onus is on the applicant to justify the non-compliance by demonstrating that the proposed development is consistent with the relevant principles of the Statement of Strategic Directions. Supporting plans and written documentation, providing consideration of the relevant Intents of the Code and the Zone objectives, are to accompany the development application.

Once a development application is received, the documentation will be checked to ensure it meets the standard for lodgment. If the documentation provided is acceptable, you will receive written confirmation the application is ready for lodgment and a request for the payment of the application fees. A development application is not lodged until full payment of fees is made.

If the DA documentation is not acceptable for lodgment, you will receive written advice detailing the additional information required and/or any other issues with your application. Once these things are provided the Authority will recommence the documentation check and fee payment process outlined above.



## **DOCUMENTATION AND PLANS**

**All required documentation must be provided in an electronic format on compact disc/DVD and meet the following requirements** (DA form to be submitted in hardcopy if lodged over the counter)

- Each document must be saved as a PDF and named in accordance with the naming convention as detailed on the ACTPLA website.
- All plans must be to scale.
- All plans must be rotated to the correct orientation i.e. they are the right way up when opened
- All plans are to be clear and concise and generally consistent with Australian Standard 1100.301 - 1985 and Australian Standard 1100.301 supplementary - as updated from time to time.
- The proposal number included in the naming convention is unique to the application and provided by the ACT Planning and Land Authority. If you have already had dealings with the Authority about your proposal through a pre-application meeting or have requested and received pre application advice, you would already have a proposal number allocated for your development application. If you have not been allocated a proposal number, leave this number out of the file name.
- The documentation provided on CD/DVD either over the counter or via an electronic lodgment process (email or internet) will be considered to be the relevant documentation associated with this application.

## **HARDCOPY DOCUMENTATION REQUIREMENTS**

In addition to DA documentation being provided on compact disc/DVD a hard copy must also be provided for the following:

- **Any** report required as part of an application over 20 pages in length
- **ALL** development applications that will be assessed in the **IMPACT** assessment track
- Development applications for:
  - a residential building intended to be higher than 3 storeys and consisting of more than 50 units
  - a building where the total floor space of which is intended to be more than 7000m<sup>2</sup>
  - a building or structure intended to be higher than 25m
  - an application to change a concessional lease into a lease that is not concessional

## **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.

## **Applicant and 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 declare that this application is accompanied by all of the required information or documents that address the relevant rules and/or relevant criteria for it to be considered for approval;

I/we understand that the information submitted with this application form will undergo a documentation check prior to the payment of fees and formal lodgment of the application. Further information may be required prior to the acceptance of the development application by the Authority;

I /we understand that this application will be considered lodged once the relevant application fees have been paid;

I/we understand that if during the assessment of this application it is found to have been submitted in the incorrect assessment track the application will be refused and I/we will not be entitled to a refund or transfer of fees;

I/we understand that the documentation provided on CD/DVD or via the electronic lodgment process will be considered to be the relevant documentation associated with this application. All development application documentation will be made available for public inspection including via the Internet unless exclusion has been approved;

If the time for deciding the application (prescribed period) has ended and a decision has not been reached I/we understand that the application will be deemed refused and the ACT Planning and Land Authority will not provide written advice of this decision. I/we also understand that the ACT Planning and Land Authority is able to still consider the application and make a decision after the expiration of the prescribed period;

I/we hereby authorise the ACT Planning and Land Authority its servants and agents 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 driveways and trees);

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;

I understand that costs associated with the relocation of any engineering services (light poles, storm water, sumps etc) will be at my expense and that I will indemnify the ACT Government, its servants and agents against any claims arising during the relocation of these services;

I understand that construction of any driveway associated with this application may not commence until the contractor has received endorsement by the relevant government entity;

I understand that a Certificate of Design Acceptance and a Road Opening Permit and Temporary Management Plan must be obtained from the relevant government agencies prior to the start of construction works;

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

**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.

<b>Applicant Signature (s)</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>1<sup>st</sup> Lessee's Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>2<sup>nd</sup> Lessee's Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Govt Land Custodian Signature (unleased land only)</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Delegate of ACTPLA (unleased land only)</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>

**Privacy Notice**

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Chapters 7, 8 and 9 of the *Planning and Development Act 2007*. 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 other government agencies, ACTEWAGL, ACTEW Corporation and other commercial organisations interested in development and building information. The *Planning and Development Act 2007* requires the details of applications, decisions and orders to be kept on a register and made available for public inspection. Information and documentation relevant to a development application may be made available via the Internet.

**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

**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 (excluding Public Holidays)  
Phone: (02) 6207 1923  
Fax: (02) 6207 1925  
TTY: (02) 6207 2622  
Email: [actpla.customer.services@act.gov.au](mailto:actpla.customer.services@act.gov.au)  
Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

## DOCUMENTATION REQUIREMENTS` RESIDENTIAL ZONES - MULTI UNIT DEVELOPMENT HOUSING CODE

<b>Key:</b> <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Required if relevant <input type="checkbox"/> May be requested as further information	Dual Occupancy	Multi Unit Housing Other than Dual Occupancy	Additions & Alterations and Class 10 Structures	Mixed Use	Habitable Suites & Relocatable Units	Community Facility	Public Works	Signs	Lease variation Only
<b>Site Plan</b>	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Floor Plan</b> For Public Register & notification No internal layout shown for residential units	✓	✓	✓	✓	✓				
<b>Floor Plan</b> For assessment purposes	✓	✓	✓	✓	✓	✓	◆	◆	
<b>Elevations</b>	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Composite Streetscape Elevation</b>		✓		✓					
<b>Sections</b>	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Erosion and Sediment Control Plan or notation on plan stating development complies with EPA requirements</b>	✓	✓	✓	✓	✓	✓			
<b>Colour Sample Schedule</b> For Additions and Alterations only	✓	✓	✓	✓	✓	□	□	□	
<b>Demolition Plan</b> (if relevant)	◆	◆	◆	◆		◆	◆		
<b>Shadow Diagram</b>	□	✓	□	□					
<b>Statement Against Relevant Criteria</b>	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Site Analysis</b>	✓	✓							
<b>Survey Certificate</b> Required unless exempt by P&D Regulation 25	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Landscape Plan</b>	✓	✓		✓		□	□	□	
<b>Relevant Entity Advice</b> Optional for DAs to be assessed in Merit or Impact tracks	◆	◆	◆	◆		◆	◆	◆	◆
<b>Documentation to satisfy relevant entity referral and non referral requirements as required by the Territory Plan</b>	◆	◆	◆	◆		◆	◆	◆	◆
<b>Driveway Plan</b> - for works on verge only Required if new or modified driveway is proposed	◆		✓		◆				
<b>Tree Management Plan</b>	◆	◆	◆	◆	◆	◆	◆	◆	
<b>Landscape Management &amp; Protection Plan</b>	◆	◆	◆	◆		◆			
<b>Waste Management Plans</b>	◆	◆	◆	◆	◆	◆	◆		
<b>Completed Environmental Impact Statement</b>				◆		◆	◆		◆

<b>Key:</b> <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Required if relevant <input type="checkbox"/> May be requested as further information (for merit & impact track assessable DAs only)	Dual Occupancy	Multi Unit Housing Other than Dual Occupancy	Additions & Alterations and Class 10	Mixed Use	Habitable Suites & Relocatable Units	Community Facility	Public Works	Signs	Lease variation Only
<b>For Lease Variations In Units Plans</b> <ul style="list-style-type: none"> <li>Letter detailing change to schedule of Unit Entitlements prepared by Valuer</li> <li>Change to schedule of Unit Entitlements (Form 2 – Units Plan)</li> <li>Evidence of unanimous resolution by owners' corporations</li> </ul>	◆	◆		◆		◆			◆
<b>Full Valuation Report</b>	◆	◆		◆		◆			✓
<b>Valuation Certificate</b> (for public register)	◆	◆		◆		◆			✓
<b>List of Interested Parties including all names and addresses or Statement advising no interested parties</b> (includes mortgagee, sub-lessees etc)	◆	◆		◆		◆			✓
<b>Drawings or Documents to support proposed lease use</b> (where required)	◆	◆		◆		◆			✓
<b>Draft Survey Plan</b> (for subdivision or consolidation only)	◆	◆		◆		◆			◆

### **ADDITIONAL DOCUMENTATION REQUIREMENTS**

Development Applications for **Lease Variations ONLY** must include documentation that:

- indicates how the lease variation will potentially impact on parking and traffic generation (**Note:** it may be necessary to prepare a traffic and parking assessment prepared by a suitably qualified person); and
- indicates how the additional uses will potentially impact on the surrounding sites, including noise and waste.

Development Applications for **Lease Variations in Units Plans** must include a certificate under the corporation's seal confirming that:

- all members of the owners corporation have been given notice of the proposed application; and
- the application has been authorised by unopposed resolution

Development Applications for **Relocatable Units** must also include 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
- a description of how the relocatable unit will be removed and the site reinstated when it is no longer required.

Development Applications for **Habitable Suites** must also include a statutory declaration stating that:

- while the habitable suite 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
- 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.

## DOCUMENTATION REQUIREMENTS – DEFINITIONS & CHECKLIST

Submission Requirement	Required Information	
<p><b>Statement Against Relevant Criteria</b> MERIT &amp; IMPACT TRACK ONLY</p>	<p><b>Preferred Format:</b> A4 black and white</p> <p><b>Merit</b></p> <ul style="list-style-type: none"> <li>Where it is proposed to meet a criteria rather than a rule the applicant is to provide a written statement demonstrating that the proposed development satisfies the criteria and therefore the intent of the element</li> </ul> <p><b>Impact</b></p> <ul style="list-style-type: none"> <li>Where it is proposed to meet a criteria rather than a rule the applicant is to provide a written statement demonstrating that the proposed development satisfies the criteria and therefore the intent of the element</li> <li>Where a proposal does not meet the rules or the criteria the applicant to provide a written statement justifying the non-compliance and demonstrating that the proposed development is consistent with the relevant principals of the Statement of Strategic Directions</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<p><b>Site Plan</b></p>	<p><b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:200 250mm for urban areas, as appropriate for other areas Australian Height Datum (AHD)</p> <ul style="list-style-type: none"> <li>Location and identification of existing structures and trees - tree canopies to be shown to scale</li> <li>Boundaries of the site with bearings and distances</li> <li>Location of proposed buildings and structures with dimensions to block boundaries</li> <li>Schedule of gross floor areas for the proposal including existing structures</li> <li>Existing contours from site survey of the site and adjoining verge</li> <li>All easements on the land</li> <li>Driveway verge crossing details</li> <li>Where they can be reasonably determined, all existing reticulated services and associated infrastructure on the site</li> <li>Street trees, foot paths, kerbs, storm water pits, street lighting and other public assets in the verge adjacent to the site</li> <li>The drip line of any street tree where a proposed driveway verge crossing encroaches within that drip line</li> <li>All proposed signs</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<p><b>Floor Plan(s)</b> For assessment purposes</p>	<p><b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:100</p> <ul style="list-style-type: none"> <li>A plan for each floor including any trafficable subfloor areas</li> <li>Dimensions</li> <li>Key to sections cross referenced to relevant drawing and sheet number</li> <li>Finished floor levels related to Australian Height Datum</li> <li>Schedule of gross floor area for each floor</li> <li>Identification of all adaptable dwellings</li> <li>For proposals involving alterations or additions to an existing building, identification of the existing building</li> <li>Identification of all rooms (existing and proposed)</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<p><b>Floor Plan(s)</b> For public register and notification purposes</p>	<p><b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:100 As above with the following exceptions -</p> <ul style="list-style-type: none"> <li>Floor plan is not to show interior layout of residential development</li> <li>All windows and doors to be clearly marked to enable identification of the use of the room/space to which they relate or an indication on the floor plan as to what the space will be used for e.g. bedrooms, living area, car accommodation</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<p><b>Elevations</b></p>	<p><b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:100</p> <ul style="list-style-type: none"> <li>Dimensioned heights including overall heights</li> <li>All proposed signs</li> <li>Proposed external materials referenced to Colour Sample Schedule</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>

Submission Requirement	Required Information	
<b><u>Section(s)</u></b>	<b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:100 <ul style="list-style-type: none"> <li>• Finished floor levels and ceiling levels</li> <li>• Natural and finished ground levels related to Australian Height Datum</li> <li>• Floor to ceiling heights</li> <li>• Side and rear building envelopes</li> <li>• Long section of any proposed basement ramp showing gradients</li> <li>• Section of any sub floor areas</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Driveway Plan</u></b>	<b>Preferred Format:</b> A3 (portrait) black and white 1:200 <ul style="list-style-type: none"> <li>• Existing ground levels and the datum mark used to obtaining levels</li> <li>• Type of kerb &amp; gutter i.e. layback or vertical</li> <li>• Existing or intended footpaths &amp; their alignment</li> <li>• Kerb levels at each corner of the driveway</li> <li>• Levels of each side of the driveway 2m behind the kerb and property boundary</li> <li>• Longitudinal sections</li> <li>• Location &amp; surface levels of proposed garage and/or carport and dwelling</li> <li>• Long sections</li> <li>• Distance from kerb line to garage or carport, kerb line to property boundary, changes to levels along each side of the proposed driveway at all changes of grade and at start, midpoint and finish of all vertical curves</li> <li>• Driveway to be outside tree canopy (for both leased land &amp; verge) &amp; 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</li> <li>• Proposed uphill grade to be less than 17% &amp; downhill grade less than 12% on verge &amp; at right angle to kerb line (max 1:10 deviation)</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Colour Sample Schedule</u></b>	<b>Preferred Format:</b> A4, A3, colour <ul style="list-style-type: none"> <li>• Proposed external material colour schedule referenced to their location and use (e.g., roofing, windows, exterior walls) on elevations</li> <li>• Schedule to identify names, codes and brands of exterior colours for materials</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Demolition Plan</u></b>	<b>Preferred Format:</b> A3 (A1 for large or complex proposals) black & white 1:200 <ul style="list-style-type: none"> <li>• Identification of all buildings and structures proposed to be demolished</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Erosion &amp; Sediment Control Plan</u></b>	<b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white <ul style="list-style-type: none"> <li>• Prepared in accordance with ACT Environment Protection Authority, Environment Protection Guidelines for Construction and Land Development in the ACT</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Survey Certificate</u> (as required by Section 139(j) Planning &amp; Development Act 2007)</b>	<b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:200 250mm for urban areas, as appropriate for other areas Australian Height Datum (AHD) <ul style="list-style-type: none"> <li>• The boundaries of the site with bearings and distances</li> <li>• The location of each building and structure on the site</li> <li>• Existing contours of the site and adjoining verge</li> <li>• Dimensions of the development</li> <li>• Prepared and signed by registered Surveyor</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Composite Streetscape Elevation</u></b>	<b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white : 1:200 Prepared & certified by a suitably qualified person Multi-Unit housing (other than Dual Occupancy), Commercial, Industrial and Institutional developments <ul style="list-style-type: none"> <li>• Elevation plan to include elevations of adjoining properties to the extent necessary to illustrate the relationship of the proposal to the existing streetscape.</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>

Submission Requirement	Required Information	
<b><u>Landscape Plan</u></b>	<p><b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:200</p> <ul style="list-style-type: none"> <li>• Trees on the site proposed to be retained</li> <li>• Proposed landscaping</li> <li>• Tree protection zones for all protected trees affecting the site, accurately shown (including tree protection zones of trees on adjacent or adjoining blocks)</li> <li>• For proposals in heritage areas and redevelopment in established areas an evaluation of all existing trees to be provided.</li> <li>• Existing and proposed contours</li> <li>• Retaining structures boundary treatments including courtyard walls and fences</li> <li>• Surface treatments showing pervious and impervious surfaces</li> <li>• Surface storm water management including drainage and taps</li> <li>• Areas to be irrigated including type of system</li> <li>• The area of private open space to be provided</li> <li>• The percentage of private open space to be retained as planting</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Tree Management Plan</u></b>	<p><b>Preferred Format:</b> A4, black and white 1:200</p> <ul style="list-style-type: none"> <li>• Prepared in accordance with Department of Territory and Municipal Services Guidelines for Preparing a Tree Management Plan</li> </ul> <p><i>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 TMP where any part of the tree protection zone falls across the development site.</i></p>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Shadow Diagram(s)</u></b>	<p><b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:100</p> <ul style="list-style-type: none"> <li>• Existing contours (as per site plan)</li> <li>• Natural &amp; finished ground levels related to Australian Height Datum</li> <li>• The location of proposed buildings and structures</li> <li>• Shadows cast by proposed buildings, retained buildings, existing fences and proposed fences at 9am, noon and 3pm on 21 June (Winter solstice)</li> <li>• The location of all buildings and private open space on adjoining or adjacent blocks that are affected by those shadows</li> <li>• 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 (e.g. bedroom, dining room)</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Landscape Management and Protection Plan</u></b>	<p><b>Preferred Format:</b> A3 black and white 1:200</p> <ul style="list-style-type: none"> <li>• Location and species of existing trees in the verge areas, including height, girth, drip area and condition</li> <li>• The method proposed to allow through pedestrian access to continue within the verge during construction on the site</li> <li>• Tree protection measures, including fencing proposed to protect verge areas from access and damage during construction</li> <li>• Location of driveway across verge and existing services such as grates, hydrants, road signs, bus stops, footpaths, etc.</li> <li>• References to verge above will also apply to other surrounding Territory Land (such as laneways, parks, open space) that may be affected by the development</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<b><u>Waste Management Plan</u></b> Including Spoil Management Plan where relevant	<p><b>Preferred Format:</b> The relevant form from the Development Control Code for Best Practice Waste Management in the ACT</p> <ul style="list-style-type: none"> <li>• These forms are available from the Planning and Land Authority or from the ACT NOWaste website at <a href="http://www.nowaste.act.gov.au">www.nowaste.act.gov.au</a></li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>

Submission Requirement	Required Information	
<u>Site Analysis Plan</u>	<p><b>Preferred Format:</b> A3 (A1 for large or complex proposals) black and white 1:100            Site analysis plan must demonstrate that site layout and building design:</p> <p>a) Compliments:</p> <ul style="list-style-type: none"> <li>• existing or future planned built form, in terms of scale, character and massing, in the locality</li> <li>• landscape character, achieved through attention to silhouette, pattern, texture and colour</li> <li>• residential identity</li> <li>• streetscape character and functions</li> <li>• existing important site features</li> <li>• heritage places AND</li> </ul> <p>b) Integrates with the surrounding environment through:</p> <ul style="list-style-type: none"> <li>• adequate pedestrian, cycle and vehicle links to street and open space networks</li> <li>• dwellings face the street and public open spaces</li> <li>• clear definition of the public and private realm</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<u>List of Interested Parties</u>	<p><b>Preferred Format:</b> A4 black and white</p> <ul style="list-style-type: none"> <li>• List of names and addresses of all persons having a registered estate or interest (e.g. mortgagees, sub lessees) in the property</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<u>Valuation Certificate</u> (will be made available on Public Register)	<p><b>Preferred Format:</b> A4 portrait, black and white            Required for proposals for a variation to a Crown lease            Prepared by an accredited valuer</p> <ul style="list-style-type: none"> <li>• A summary of the related valuation report giving V1 and V2 values</li> <li>• Must have been prepared less than 6 months before the date an application is lodged</li> </ul>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>
<u>Valuation Report</u>	<p><b>Preferred Format:</b> A4 portrait, black and white            Required for proposals for a variation to a Crown lease            Prepared by an accredited valuer</p> <ul style="list-style-type: none"> <li>• Clear details of any valuation of lease sought and a full assessment of V1 and V2 values under the relevant sections of the Planning and Development Act 2007</li> <li>• 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 Planning and Development Act 2007 in each case</li> <li>• Must have been prepared less than six months before the date an application is lodged</li> </ul> <p><i>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)</i></p>	<input type="checkbox"/> Supplied <input type="checkbox"/> Not required <input type="checkbox"/> <b>Office Use</b>



**VALUATION REPORT 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:

HEADING	DESCRIPTION
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 Planning and Development Act 2007	
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

**Note: Valuation Certificates and Valuation Reports must be prepared less than six months before the date the application is lodged**