



DEVELOPMENT APPLICATION

Form 1E

ESTATE DEVELOPMENT PLAN

Type of Application

<input type="checkbox"/>	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): 200
<input type="checkbox"/>	Amendment (Section 144)	Amendment to a current application not yet approved	Insert Proposal Number to which this application relates: 200
<input type="checkbox"/>	Amendment (Section 197)	Amendment to a development approval	Insert <u>Development Approval</u> Number to which this application relates: 200

The following questions must be answered for amendments lodged under S.144 or S.197 of the P&D Act 2007

Will the development applied for after the amendment be substantially the same as the development applied for originally?

YES NO - **If NO** - the Authority must refuse to amend the development application/approval

Will the assessment track for the application change if the application is amended?

NO YES - **If YES** - the Authority must refuse to amend the development application/approval

<input type="checkbox"/>	Satisfying Conditions of Approval (S.165)	Information and documentation to satisfy conditions of development approval	Insert Proposal Number to which this application relates: 200
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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	<input type="text"/>	First Name	<input type="text"/>
Company Name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		

Provision of 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

Lessee (Property Owners) Details Please Print**1st Lessee's Details (or Government Land Manager)**

Surname	<input type="text"/>	First Name	<input type="text"/>
Company Name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		

*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.*

Lessee (Property Owners) Details continued

2nd Lessee's Details (or Government Land Manager)

Surname First Name

Company Name

Position held in company Australian Company Number (ACN)

Postal Address

Suburb State Postcode

Phone Number Business Hours Mobile

EMAIL ADDRESS

Fully Describe Your Proposal or List Amendments

EXAMPLE: Estate Development Plan for residential subdivision

Assessment Track, Zone, Development/Precinct Code

Please indicate which assessment track applies to this development application

CODE **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))

Cost of Works

Please note that the estimated cost of work must 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 of Building Work) Declaration 2006?

\$.00

Existing Gross Floor Area _____ m2
And /or
Added Gross Floor Area _____ m2
And/or
Gross Floor Area to be demolished _____ m2
TOTAL Gross Floor Area _____ m2

The Building (Cost of Building Work) Declaration 2006 can be located on the Authority website – www.actpla.act.gov.au

Entity and/or Referral Requirements

Have you provided the necessary information in your documentation in accordance with the requirements of the Estate Development Plan Guidelines so your proposal can be referred to all relevant entities?

- YES
 NO

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

- YES
 NO

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

- 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:

* 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.

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:

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.

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 **Code** track must be accompanied by information or documents addressing all the relevant rules, including all statements of endorsement required for the application. If the information is not provided the application must be refused.

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 considered 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.

All required documentation must be provided in an electronic format on compact disc/DVD and meet the following requirements (DA form to be lodged in hardcopy if submitted 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 landscape.
- 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.
- 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 7000m²
 - a building or structure intended to be higher than 25m
 - an application to change a concessional lease into a lease that is not concessional

Amendment to Development Application Not Yet Approved (s.144)

When submitting documentation or plans in relation to an amendment to a development application that has not been determined, a written statement specifying what elements of the original proposal have been changed must be provided.

Further Information (S.141) (not applicable to Code track applications)

In addition to the documentation provided at the time of lodgment the Authority may, by written notice, request more information from the applicant under section 141 of the *Planning and Development Act 2007* at any time after the lodgment of the development application.

Satisfying Conditions of Approval (S.165)

When submitting documentation or plans to satisfy conditions of approval a written statement detailing which conditions the documentation or plans are seeking to satisfy must be provided.

Amendment to Development Approval (S.197)

When submitting documentation or plans in relation to an amendment to a development approval, a written statement specifying what elements of the original approval have been changed must be provided. The amended application may need to be notified (S.198).

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

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. If only hard copy plans are provided at the time of lodgement they will be electronically scanned. 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 all costs including 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 construction;

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.

Applicant Signature (s)	<input type="text"/>	Date	<input type="text"/>
1 st Lessee's Signature	<input type="text"/>	Date	<input type="text"/>
2 nd Lessee's Signature	<input type="text"/>	Date	<input type="text"/>
Govt Land Managers Signature (unleased land only)	<input type="text"/>	Date	<input type="text"/>
Delegate of ACTPLA (unleased land only)	<input type="text"/>	Date	<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
Website: www.actpla.act.gov.au

Documentation Requirements Checklist

This checklist must be completed and submitted as part of your development application. The applicant is required to confirm, in the appropriate column, that all required information has been provided.

PREFERRED FORMAT FOR ALL DRAWINGS AND DOCUMENTS

Compact disc/DVD

- Saved as a PDF and named in accordance with the naming convention as detailed on the ACTPLA website.
- All plans must be to scale and rotated to landscape.
- All plans to be consistent with Australian Standard 1100.301 - 1985 and Australian Standard 1100.301 supplementary - as updated from time to time.

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
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 - a building or structure intended to be higher than 25m
 - an application to change a concessional lease into a lease that is not concessional

Submission Requirement	Required information	Applicant Use	Office Use
<u>Documents and Drawings</u>	<p>Minimum Content: All plans and other documentation to be prepared in accordance with the requirements of the Estate Development Plan Guidelines</p> <p>Requirements include but not limited to:</p> <ul style="list-style-type: none"> • EDP Report • Locality Plan • Concept Plan • Staging Plan • Land Use Plan • Slope Analysis Plan • Stormwater Master Plan • Sewer Concept Plan • Water Supply Concept Plan • Landscape master plan • Estate development tree management report • Energy Audit Plan • Road Hierarchy and Traffic Analysis • Public Transport Network and Off Road Movement System • Waste Collection Plan • Draft planning Controls/Building Envelope Plans And integrated development plan • Block Details Plan • Bushfire Risk Assessment • Fill Plan • Environmental Management Plan <p>EDP Guidelines available on the Authority website www.actpla.act.gov.au</p>	<p>Supplied</p> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>SECTION 144 Statement</u>	<p>Preferred Format: A4 black and white</p> <p>Minimum Content:</p> <ul style="list-style-type: none"> • A written statement specifying what elements of the original proposal have been changed 	<p>Supplied</p> <input type="checkbox"/> <p>Not applicable</p> <input type="checkbox"/>	<input checked="" type="checkbox"/>

Submission Requirement	Required information	Applicant Use	Office Use
<u>SECTION 165 Statement</u>	Preferred Format: A4 black and white Minimum Content: <ul style="list-style-type: none"> • A written statement detailing which conditions the documentation or plans are seeking to satisfy. 	Supplied <input type="checkbox"/> Not applicable <input type="checkbox"/>	<input checked="" type="checkbox"/>

Applicant Name: _____

Signature: _____

Technical Officer Name: _____

Date: _____