



Australian
Capital Territory
Government



ACT Planning &
Land Authority

Development Application

Type of Application (*cross relevant box*)

- New Application** If you attended a Pre-application meeting, please provide the Proposal Number – (eg. 20021234) _____ Or
- Amendment Original Application Number – (eg. 20021234) _____
- Minor amendment (S247) - to an application already approved where a Certificate of Occupancy has not been issued
- Conditional Approval (S245) - satisfying conditions of approval
- More Information (S233) - providing additional information to a current application which is in response to a written request from the Authority, or the Administrative Appeals Tribunal
- Alteration (S226(7)) - to a current application not yet approved

Part 1: Lease/Site details

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

Block _____

Section _____ Unit (if applicable) _____

Suburb _____

District _____

\Street Number _____ Street Name _____

Part 2: Applicant details

Surname _____

First Name _____

Company Name _____

Australian Company Number (ACN) _____

If a company, Name of Contact Person _____

Postal Address _____

Suburb _____

State/Territory _____ Postcode _____

Phone Number (business hours) _____

Fax Number _____

Email _____

Do you want to collect the plans once a decision is made or do you want them mailed to you?

- Please hold the plans for collection Please Email the plans to me
- Please mail the approved plans to me

Did you know? Development Applications can be lodged electronically.

The steps involved are detailed on our website at: www.actpla.act.gov.au

OFFICE USE ONLY

Application Number _____

Technical Check _____

Public Notification

Yes No

Fees _____

Date Received _____

Receipt Number _____

Receiving Officer _____

Part 3 : Applicant's declaration

I/we the undersigned, being the applicant(s) nominated in this application, hereby apply for approval to carry out the development described in this application in the land specified in this application;

I/we hereby direct and authorise the ACT Planning and Land Authority to erect sign/s on the subject property(s);

I/we hereby authorise ACT Planning and Land Authority Officers to access the subject property(s) for the purpose of evaluating the proposal;

I/we understand that this application may be scanned and made available for public inspection via the internet;

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

I/we understand that the information submitted with this application form will undergo a validation process prior to the formal lodgement of the application (and payment of fees), and further information may be required prior to the acceptance of the development application.

CONFLICT OF INTEREST DECLARATION: Does the applicant or lessee have any association with ACTPLA staff?

No

Yes

If yes, please provide details: _____

Signature(s) _____ Date: _____

Part 4: Lessee (Property Owner) details

1st Lessee's details

Surname _____

First Name _____

Company Name _____

Australian Company Number (ACN) _____

If a company, Name of Contact Person _____

Postal Address _____

Suburb _____

State/Territory _____ Postcode _____

Phone Number (business hours) _____

Fax Number _____

Email _____

Signature(s) _____

All lessees must sign authorising the lodgement, and in doing so give authority to the applicant to negotiate any dealings with the application through to its determination by the relevant authority, or a Power of Attorney must be attached. If there are more than two lessees, please ensure that details and authorisation are attached to the application for each lessee.

If the lessee is a registered company, organisation or government agency you must execute this application in the proper manner for that company, organisation or government agency. For example, if the lessee is a community organisation, the full name of the community organisation must be stated and the signatory must identify what position of authority he/she holds in the organisation.

To verify the signature of a lessee who is an organisation or government agency, a Letter of Authority must be supplied when lodging the application that empowers the signatory to sign on the behalf of that organisation or government agency.

Any application made over a site which has been Unit Titled will require Approval In accordance with the articles of association for that units plan.

Part 4: Lessee (Property Owner) details *(continued)*

2nd Lessee's details

Surname _____

First Name _____

Company Name _____

Australian Company Number (ACN) _____

If a company, Name of Contact Person _____

Postal Address _____

Suburb _____

State/Territory _____

Postcode _____

Phone Number (business hours) _____

Fax Number _____

Email _____

Signature(s) _____

Part 5: Briefly describe your proposal

Please contact ACTPLA to confirm the wording for all lease variations to avoid possible delays.

Part 6: Type of Development

Please cross all boxes relevant to your proposal

Applications involving a variation to the lease may be subject to a change of use charge. You should consider the cost of this charge prior to lodging a development application.

- | | |
|--|--|
| <input type="checkbox"/> Single Dwelling | <input type="checkbox"/> Lease Variation |
| <input type="checkbox"/> Dual Occupancy | <input type="checkbox"/> Consolidation |
| <input type="checkbox"/> Multiple Dwelling | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Estate Development Plan |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Encroachment |

Part 6: Type of Development *(continued)*

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

Please note that the estimated cost to be stated here is to include the cost of all associated works such as landscaping, parking, etc as well as off site works.

"GFA" means gross floor area

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

HERITAGE: Is your property registered on a Interim or Heritage Places Register?

No yes

TREES: Will there be any groundwork * within 2m of the edge of the canopy of any significant tree on the block or any adjoining block? No Yes

(* the ground work includes building, trenching, changing the soil level and compacting)

ENVIRONMENTAL IMPACT: Does the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* affect your proposal? No Yes

(Please refer to back page)

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

\$ _____ . 00

Building details in brief (if and as applicable)

For mixed commercial developments, please indicate GFA break-up

Existing GFA _____m₂

Restaurant/café _____m₂

Added GFA _____m₂

Shop _____m₂

Number of Units _____

Office _____m₂

Number of Storeys _____

Residential _____m₂

Other Class 10 Structure _____m₂

Other _____m₂

TOTAL _____m₂

Part 7: Exempting parts of your application from Public Inspection

You may apply to exclude parts of your application from The Public Register (refer to section 228 *Land (Planning and Environment) Act 1991*), if you meet specific criteria.

I wish to apply for exemption No Yes

Information to be excluded

Please give reasons in support of your request for confidentiality

APPLICATION FORM ATTACHMENT

This attachment does not need to be lodged with your Development Application

Part 8: Minimum requirements for development applications.

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

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

Summary of Checklists

Checklist 1

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

Checklist 2

single houses in established areas
dual occupancy housing

Checklist 3

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

Checklist 4

Crown lease variations

Checklist 5

home business
relocatable units
habitable suites
signs

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

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

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

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

Further Information

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

Checklist 1

single houses in new estates

small scale alterations and additions

outbuildings

swimming pools

<p>Key ✓ required * may be required as further information O optional and strongly recommended</p>	single residences in new estates	small scale alterations and additions	outbuildings	swimming pools
Drawings				
List of all submitted drawings and documents	✓	✓	✓	✓
The following drawings in four collated sets: Site Plan Floor Plan Elevations Sections Demolition Plan (if relevant)	✓			
The following drawings in four collated sets: Survey certificate (not required for land leased for rural purposes or land that has not been previously developed) Site Plan Elevations Sections Demolition Plan (if relevant)				✓
The following drawings in four collated sets: Survey Plan Site Plan Floor Plan Elevations Sections Demolition Plan (if relevant)		✓	✓	
Other Documents				
Tree management plan	✓	✓	✓	✓
Energy Rating	✓	*	*	
Spoil management plan (only where it is proposed to remove excavated material from the site)				O
Utilities diagram (provided by ActewAGL)	✓	✓	✓	✓
Relevant photographs		*	*	*
Verge management plan		✓	✓	✓
Completed Neighbour Comment Forms		*	*	*
Associated Approvals				
<i>Roads ACT</i>				
Roads and Public Places Opening Permit and Temporary Traffic Management Plan (for the construction or reconstruction of driveway verge crossings or other similar work in a road reserve)	O	O	O	
<i>Conservator of Flora and Fauna</i>				
Any current approval for tree damaging activity	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

	residences in established	Dual occupancy developments
Key		
✓ required		
* may be requested as further information		
O optional and strongly recommended		
Design Response Report		
Design Response Report as described in DA Process Book No.2	✓	✓
Drawings		
List of all submitted drawings and documents	✓	✓
The following drawings in four collated sets: Survey Plan Site Plan Floor Plan Elevations Sections Demolition Plan Landscaping plan	✓	✓
Shadow diagram	*	*
Other Documents		
Tree management plan	✓	✓
Sample Board		✓
Energy Rating	✓	✓
Stormwater management plan	*	*
Landscape management and protection plan	✓	✓
Utilities diagram	✓	✓
Noise management report (for sites adjacent to main roads or other external noise sources)	*	*
Associated Approvals		
Roads ACT Roads and Public Places Opening Permit and Temporary Traffic Management Plan (for the construction or reconstruction of driveway verge crossings or other similar work in a road reserve)	O	O
<i>Conservator of Flora and Fauna</i> Any current approval for tree damaging activity	O	O
Notice of Validation		
Notice of validation issued by the ACT Planning and Land Authority to be added to development application documents following validation.	✓	✓

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

Checklist 3

Multi-unit housing (other than dual occupancy housing)

Commercial developments

Industrial Developments

Institutional developments

Key	Multi-unit housing (other than dual occupancy)	Commercial developments	Industrial Developments	Institutional developments
✓ required				
* may be requested as further information				
o 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 policies area)	✓	✓	✓	✓
Drawings				
List of all submitted drawings and documents	✓	✓	✓	✓
Four sets of the following drawings, one bound:				
Survey Plan				
Site Plan				
Floor Plans				
Elevations	✓	✓	✓	✓
Sections				
Demolition Plan (if relevant)				
Shadow diagram				
Landscaping plan				
Composite streetscape elevation	✓	*	*	*
Other Documents				
Sample Board	✓	✓	✓	✓
Tree management plan	✓	✓	✓	✓
Waste management plan (except for multi-unit housing containing fewer than 10 dwellings)	✓	✓	✓	✓
Access and mobility report	✓	✓	✓	✓
Spoil management plan (where excavated material is proposed to be removed from the site)	✓	✓	✓	✓
Energy Rating	✓			
Stormwater management plan	*	*	✓	*
Landscape management and protection plan	✓	✓	✓	✓
Utilities diagram	✓	✓	✓	✓
Noise management plan	*	*	*	*
Associated Approvals				
Conservator of Flora and Fauna				
Any current approval for tree damaging activity	o	o	o	o
<i>Roads ACT</i>				
Roads and Public Places Opening Permit and Temporary Traffic Management Plan (for the construction or reconstruction of driveway verge crossings or other similar work in a road reserve)	o	o	o	o
Notice of Validation				
Notice of validation issued by the ACT Planning and Land Authority to be added to development application documents following validation.	✓	✓	✓	✓

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

Checklist 4

Crown Lease Variations

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

Crown lease:

- Valuation certificate

- Valuation report

- List of interested parties (except for lease variations that only involve a pay out of land rent)

The following documents are also required, where relevant:

- Survey plan (for subdivision or consolidation only)

- Change to schedule of unit entitlement, letter from valuer

- Change to schedule of unit entitlement (Form 2)

- Evidence of unanimous resolution of owners' corporation

- Encroachment plan and public liability insurance policy with required endorsements

Checklist 5

Other Development

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/>

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:

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

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

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

DRAWINGS AND DOCUMENTS

Access and mobility report

preferred formats: A4, A3, black and white

number of copies: 4

preferred

drawing scales: same as floor plans

prepared and

endorsed by: a suitably qualified person

minimum content: This report shall contain-

- an assessment of how the proposal complies with *ACT Planning Guidelines for Access and Mobility*, and provide reasons for any departures
- adapted floor plan for the nominated adaptable dwellings.

Demolition plan

number of copies: 4

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

preferred scale: same as site plan

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

Design Response Report

number of copies: 2

preferred format: A4 portrait, black and white

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

Elevations

number of copies: 4

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

preferred scale: 1:100

minimum content:

- dimensions
- natural and finished ground levels related to Australian Height Datum
- finished floor levels related to Australian Height Datum
- a schedule of gross floor area for each floor
- identification of all adaptable dwellings
- all proposed signs

Encroachment plan and public liability insurance policy

number of copies: 2

preferred format: A3 or A4 for drawings

A4 portrait for other documents, black and white

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

minimum content:

- a plan showing all dimensions of the encroachment related to a block boundary, and the location of the encroachment in relation to the building and adjacent unleased Territory land (including public roads).
- a copy of a public liability insurance policy and schedule containing the following information:

1. details of the proposed encroachment,
2. evidence that the sum insured is \$20,000,000 (twenty million dollars) or greater,
3. the names of all interested parties (including the Commonwealth and the Australian Capital Territory),
4. the following endorsements:
5. “It is agreed and declared that in respect of Block (insert) Section (insert) Suburb (insert) the Commonwealth of Australia and/or the Australian Capital Territory is/are joint insured in respect of (canopy/awning/or insert other) encroachment/s only” and
6. “It is also agreed and declared that the insurer will not allow cover to lapse or to be cancelled without the insurer first notifying the Australian Capital Territory through the ACT Planning and Land Authority, GPO Box 1908 Canberra ACT 2601”.

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

Energy rating

prepared by:

an accredited energy assessor

minimum content:

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

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

Estate development plan checklist

required for: estate *development proposals*

description:

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

Floor plan(s)

number of copies:

4

preferred formats:

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

preferred scale:

1:100

minimum content:

- a plan for each floor
- dimensions
- key to sections
- finished floor levels related to Australian Height Datum
- a schedule of gross floor area for each floor
- identification of all adaptable dwellings
- for proposals involving alterations or additions to an existing building, identification of the existing building.

Home business checklist

required for: home business proposals

description: the Home Business Development Application Checklist is available from the Planning and Land Authority Customer Service Centre or from the Authority’s website

<http://www.actpla.act.gov.au/>

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

List of interested parties

preferred formats: A4 black and white
content: List of names and addresses of all persons having a registered estate or interest (eg. mortgagees, sublessees) in the property.

List of submitted drawings and documents

number of copies: 4
acceptable formats: A4 portrait, black and white

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

Neighbour comment form(s)

preferred formats: A4 portrait (as provided in the relevant DA Process Book) black and white
minimum content: Copies of all signed Neighbour Comment Forms.

Noise management plan

preferred formats: A4 black and white
number of copies: 4
prepared and endorsed by: a suitably qualified person
minimum content: This plan is to verify that the building structure will –

- limit internal noise levels (with windows and doors closed) within habitable rooms to not greater than 38 dB LA10 18 hour for sleeping areas and not greater than 43 dB LA10 18 hour for recreation and work areas or
- comply with Australian Standard AS3671: Acoustics – Road Traffic Noise Intrusion, Building Siting and Construction

whichever is the higher standard (ie. achieves a greater noise attenuation).

Notice of validation

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

Sample board

number of copies: 4
preferred formats: A4 colour
minimum content: Coloured images of proposed exterior materials with an indication of their location and use (eg. roofing, windows, exterior walls)

Section(s)

number of copies: 4
preferred formats: A3 (A1 for large or complex proposals) black and white
preferred scale: 1:100
minimum content:

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

Shadow diagram(s)

number of copies: 4

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

preferred scale: same as site plan and elevations as appropriate

minimum content:

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

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

Site plan and landscaping plan

number of copies: 4

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

preferred scale: 1:200

preferred contour

interval:

250mm for urban areas, as appropriate for other areas

datum:

Australian Height Datum (AHD)

minimum content:

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

Notes:

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

Spoil management plan

- required when:* excavated material is proposed to be removed from the site (eg. excavations of a basement or a swimming pool)
- number of copies:* 4
- preferred formats:* A4 portrait, black and white
- minimum content:*
- estimated quantity of excavated material to be removed from the site
 - description of the type of excavated material to be removed
 - disposal site (or list of possible disposal sites)
 - proposed method of cartage
 - hours of cartage (eg. truck movements restricted to the hours of 8am to 6pm on weekdays)

Stormwater management plan

- number of copies:* 4
- preferred format:* A4 portrait, black and white
- prepared by:* a suitably qualified person
- endorsed by:* Manager, Asset Acceptance, City Management, DUS
- minimum content:* This plan is to show how the rate of storm water discharge from the site is to be maintained at levels no greater than the current rate of stormwater discharge, or to a higher rate acceptable to the Territory.

Survey certificate

(required under s226 of the Land Act)

- number of copies:* 4
- preferred formats:* A3 (A1 for large or complex proposals) black and white
- preferred scale:* 1:200
- preferred contour interval:* 250mm for urban areas, as appropriate for other areas
- datum:* Australian Height Datum (AHD)
- prepared and endorsed by:* registered surveyor
- minimum content:*
- the boundaries of the site with bearings and distances
 - the location of each building and structure on the site
 - existing contours of the site

Survey plan

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

- number of copies:* 4
- preferred formats:* A3 (A1 for large or complex proposals) black and white
- preferred scale:* 1:200
- preferred contour interval:* 250mm for urban areas, as appropriate for other areas
- datum:* Australian Height Datum (AHD)
- prepared and endorsed by:* registered surveyor
- minimum content:*
- the boundaries of the site with bearings and distances
 - the location of each building and structure on the site and, where appropriate, on adjoining and adjacent blocks
 - existing contours of the site and adjoining verge
 - all easements on the land

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

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

Tree management plan

number of copies: 4

preferred format: A4, A3 (A1 for large or complex proposals) black and white

prepared by: registered surveyor

minimum content:

- location of *significant trees** on the site
- location of *significant trees** on adjoining blocks where those trees are likely to be affected by the proposal
- *tree protection zones** for all significant trees accurately shown
- location of street trees and the accurate depiction of the equivalent of a *tree protection zone* for each tree where any proposed work (including building work, excavation or the construction of a driveway verge crossing) is likely to be within its protection zone.

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

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

Utilities diagram

preferred formats: A4, A3 black and white

preferred scales: 1:200, 1:500

description: On request, ActewAGL will furnish a utilities diagram for the development site showing the approximate location of ActewAGL assets including sewers, electricity lines and associated installations, water pipes and gas pipes. Its principle role is to alert the applicant to potential conflicts with existing utilities.

Valuation certificate

required for: proposals for a variation to a Crown lease (required by s226 of the Land Act)

preferred format: A4 portrait, black and white

prepared and

endorsed by: an accredited valuer (as defined in section 226 of the Land Act)

minimum content: A summary of the related valuation report giving V1 and V2 values.

Valuation report

required for:

preferred format:

prepared and

endorsed by:

minimum content:

proposals for a variation to a Crown lease (required by s226 of the Land Act)

A4 portrait, black and white

an accredited valuer (as defined in section 226 of the Land Act)

- 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 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

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

Landscape management and protection plan

preferred formats: A3 black and white

preferred scales: 1:200

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

minimum content:

- location and species of existing trees in the verge areas, including height, girth, drip area and condition
- the method proposed to allow through pedestrian access to continue within the verge during construction on the site
- tree protection measures, including fencing proposed to protect verge areas from access and damage during construction.
- location of driveway across verge and existing services such as grates, hydrants, road signs, bus stops, footpaths, etc

Waste management plan

preferred formats: relevant forms

description:

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

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

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

ASSOCIATED APPLICATIONS

Conservator of Flora and Fauna

Approvals for tree damaging activity

responsible

authority: Conservator of Flora and Fauna

preferred format: relevant form

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

Roads ACT

Roads and public places opening permit and temporary traffic management plan

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

approving

authority: Roads ACT, Department of Urban Services

preferred format: relevant form

description:

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

TREE PROTECTION (INTERIM SCHEME)

ACT 2001

Is my tree protected?

It depends. Under the *Tree Protection (Interim Scheme) Act 2001* your tree is a Significant Tree and protected if it is growing on urban leased land and it has:

- a height of 12m or more; or
- a circumference of 1.5m (approx. 0.5m in diameter) or more at 1m above ground level; or
- two or more trunks and the total circumference of all the trunks, 1m above ground level, is 1.5m or more; or
- a minimum crown width of 12m or more.

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

What is my tree protected from?

'Tree Damaging Activity' is defined as felling, removing, ringbarking, lopping and topping, poisoning or any ground work under the canopy of the tree or within a 2m wide area out from the canopy, that is likely to harm the health of the tree. Ground work includes building, trenching, changing the soil level and compacting or contaminating the soil.

Maintenance pruning that does not affect the overall appearance of the tree or pruning required for power line cleaning is not considered as 'damage' and does not require approval.

How do I get approval to undertake a 'Tree Damaging Activity'?

Contact the Environment Act Helpline on 62079777 for an application form for Approval to Undertake a Tree Damaging Activity. Forms are also available from the Environment ACT internet site.

www.environment.act.gov.au

Penalty

It is an offence to undertake a 'tree damaging activity' on a significant tree without approval. A penalty of up to \$10,000 applies. This applies to both the tree owner and contractors engaged to undertake the work.

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

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

The EPBC regulates proponents directly and civil and criminal penalties apply for breaches of the Act. Therefore, although the EPBC is not an Act for which the ACT has any responsibility, the Urban Services Department has prepared advice (available at the ACTPLA Customer Service Centre) to assist ACT stakeholders to become aware of their obligations to the Commonwealth Government under the EPBC.

The ACT cannot provide preliminary advice on whether a proposal falls within the definition of a controlled action, or requires referral to the Commonwealth. For information about the EPBC, including the referral process and when a referral should be made, contact:

Environment Australia's
Community Information Unit
GPO Box 787
CANBERRA ACT 2601
Telephone: 1800 803 772

Privacy Notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Part VI of the Land (Planning and Environment) Act 1991. The information that you provide may be disclosed to the ACT Revenue Office and the Registrar-General's Office. The information may be accessed by ACTEWAGL Corporation and commercial organisations interested in building information.

The *Land (Planning and Environment) Act 1991* requires the details of applications, approvals and orders to be kept on a register and made available for public inspection.

Inspection of development applications may be made available via the internet.

(ACTPLA) Contact Details:

ACT Planning and Land Authority

Customer Service Centre

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays

Phone: (02) 6207 1923

Fax: (02) 6207 1925

TTY: (02) 6207 2622

Email: actpla.customer.services@act.gov.au

Website: www.actpla.act.gov.au