



**DEVELOPMENT APPLICATION**  
Form 1E  
**ESTATE DEVELOPMENT PLAN**

**Type of Application**

Please Insert Proposal Number to which this application relates (if applicable): 20.....

|   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>New Application</b>   | <input type="checkbox"/> <b>Lease Variation</b>  | <input type="checkbox"/> <b>Remove Concessional Status of Lease</b> |
| <input type="checkbox"/> <b>Amendment (S.144)</b><br>Amendments to a current EDP Development Application not yet determined                     | <input type="checkbox"/> <b>Further Information (S.141)</b><br>Supplying further information as requested by Planning & Land Authority                   |   |
| <input type="checkbox"/> <b>Amendment (S.197)</b><br>Please specify the number of blocks that will be affected by this amendment application*** | <input type="checkbox"/> <b>Satisfying Conditions of Approval (S.165)</b><br>Information and documentation to satisfy conditions of development approval |   |

**BLOCKS**

\*\*\* The number of blocks affected by an amendment application (S. 197) includes the number of approved blocks that are affected by the proposed amendment and any additional block proposed by the amendment.

**Lease/Site Details** *Please Print*

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

Block/s  Section  Suburb

District

Street Address

**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                     | <input type="text"/> | First Name                                   | <input type="text"/> |
| Company Name                | <input type="text"/> |  |                      |
| Position held in company    | <input type="text"/> | Australian Company/Business Number (ACN/ABN) | <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"/> |  |                      |

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

|                             |                      |  |                      |
|-----------------------------|----------------------|--|----------------------|
| Surname                     | <input type="text"/> | First Name                                   | <input type="text"/> |
| Company Name                | <input type="text"/> |  |                      |
| Position held in company    | <input type="text"/> | Australian Company/Business Number (ACN/ABN) | <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.*

**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

1. New Application - Fully Describe Your Proposal
2. Amendment Application (S.144 & S.197) - List all Amendments
3. Further Information (S.141) - List/Describe the information being provided
4. Satisfying Conditions of Approval (S.165) – Identify Conditions being satisfied

**EXAMPLES:** 1. Estate Development Plan for residential subdivision for 240 dwellings  
 2. Amendment to the boundaries of blocks 1 and 2  
 3. Revised traffic impact assessment as requested by the Planning and Land Authority  
 4. Condition 1 - revised tree management plan, Condition 2 - revised land use plan

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**The following questions must be answered for amendments lodged under S.144 or S.197 of the Planning & Development 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?  YES  NO  
*If YES - the Authority must refuse to amend the development application/approval*

Please provide the date of the original approval: \_\_\_\_\_

Has work relating to the original approval commenced? (Required for S197 amendments only)  YES  NO

**Assessment Track**

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))

Has an Environmental Significance Opinion been sought for this proposal?  Yes  No

Note: if YES a copy of the approved ESO and proof of payment for recovery of agency costs to be provided

**Scope of Works (only required for new applications)**

Number of blocks to be created \_\_\_\_\_

Does the proposal include the gazettal of roads  YES  NO

**Entity and/or Referral Requirements**

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

The Guidelines for the Preparation of Estate Development Plans are available on the Authority website [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

## Exclusion from Public Inspection

In accordance with the requirements of Sections 28 and 30 of the *Planning and Development Act 2007* the 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.

## Conflict of Interest Declaration

**Does the applicant or lessee have any association with 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.

## 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 **and a letter of authority to lodge provided by the Planning and Land Authority.**

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 Planning and Land 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 into a market value lease.

## **SUPPORTING DOCUMENTATION CHECKLIST FOR ESTATE DEVELOPMENT PLANS**

***Please complete the checklist for all new applications and amendment applications (S.144 & S.197)***

***Note: Additional documentation may be requested to clarify unique features of a development proposal.***

| DOCUMENT  | Supplied | Not Required | Office Use |
|---|----------|--------------|------------|
| Letter of Authority to Lodge from Planning and Land Authority |          |              |            |
| Estate Development Plan                                       |          |              |            |
| Design Response Report  |          |              |            |
| Block Details Plan  |          |              |            |
| Locality Plan   |          |              |            |
| Concept Master Plan   |          |              |            |
| Staging Plan  |          |              |            |
| Land Use Plan   |          |              |            |
| Slope Analysis Plan   |          |              |            |
| Stormwater Master Plan  |          |              |            |
| Water Sensitive Urban Design Outcomes Plan                    |          |              |            |

| DOCUMENT   | Supplied | Not Required | Office Use |
|--|----------|--------------|------------|
| Sewer Master Plan  |          |              |            |
| Water Supply Master Plan   |          |              |            |
| Landscape Master Plan  |          |              |            |
| Tree Survey & Tree Management Plan   |          |              |            |
| Energy Audit Plan  |          |              |            |
| Road Hierarchy & Traffic Analysis Plan   |          |              |            |
| Road Details Plan  |          |              |            |
| Typical Cross Sections   |          |              |            |
| Road Long Sections   |          |              |            |
| Public Transport Network & Off Road Movement Systems   |          |              |            |
| On-Street Parking Plan   |          |              |            |
| Waste Collection Plans   |          |              |            |
| Building Envelope Plans  |          |              |            |
| Development Intentions Plans   |          |              |            |
| Bushfire Risk Assessment & Management Plan   |          |              |            |
| Fill Plan  |          |              |            |
| Environmental Management Concept Plan  |          |              |            |
| Planning Control Plan (only for Technical Amendment)   |          |              |            |
| Environmental Significance Report  |          |              |            |
| Social, Cultural and Economic Impact Assessment<br>Required ONLY for an application to remove the concessional status of a lease |          |              |            |

#### **ADDITIONAL DOCUMENTATION REQUIREMENTS FOR IMPACT TRACK APPLICATIONS ONLY**

- A completed/final Environmental Impact Statement (EIS) including letter of completion from the Minister for Planning, OR
- A signed letter from a delegate of the Minister for an exemption from requiring an EIS under s211 of the *Planning and Development Act 2007*.

#### **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 and for a new application a letter of authority to lodge from the Planning and Land Authority;

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 Planning and Land Authority;

I /we understand that this application will be considered lodged once the relevant application fees have been paid; and 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 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 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<br/>(unleased land only)</b>               | <input type="text"/> | <b>Date</b> | <input type="text"/> |
| <b>Delegate of Planning and Land<br/>Authority<br/>(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, but may affect the assessment track. The ACT cannot provide preliminary advice on whether a proposal falls within the definition of a controlled action, or requires referral to the Commonwealth. You should consult with the Commonwealth to determine if your proposal is a controlled action before seeking any approvals under the *Planning and Development Act 2007*. For information about the EPBC, including the referral process and when a referral should be made, contact: the Department of Sustainability, Environment, Water, Population and Communities, GPO Box 787, CANBERRA ACT 2601 Telephone: 62741111.

**Contact Details:**

Environment and Sustainable Development  
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)