



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

*** 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*

1st 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

Your notice of decision and/or plans will be returned via email. Please ensure you have provided an email address.

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

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 EPD website www.environment.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

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 EPD 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 **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 and meet the following requirements:

- Each document must be saved as a PDF and named in accordance with the naming convention as detailed on the EPD 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.

HARDCOPY DOCUMENTATION REQUIREMENTS

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 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 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 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.

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

Privacy Notice

The personal information on this form is provided to the Environment and Planning Directorate (EPD) to enable the processing of your application. The collection of personal information is authorised by the *Planning and Development Act 2007*. If all or some of the personal information is not collected EPD cannot process your application. 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. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office, the Registrar General's Office, ACTEW Corporation, ActewAGL, Territory and Municipal Services Directorate and other Government agencies with a direct interest in the development assessment process. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. EPD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found at www.environment@act.gov.au

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

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

Contact Details:

Environment and Planning Directorate
Customer Service Centres
GPO Box 158, Canberra City 2601
8 Darling Street Mitchell, ACT 2911
16 Challis Street Dickson ACT 2602
Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923 TTY: (02) 6207 2622
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