

Australian Capital Territory

Planning (Minimum Development Application Documentation) Guideline 2024 (No 2)

Notifiable instrument NI2024–568

made under the

Planning Act 2023, s 166 (Application for development approval)

1 Name of instrument

This instrument is the *Planning (Minimum Development Application Documentation) Guideline 2024 (No 2)*.

2 Commencement

This instrument commences on 27 September 2024.

3 Minimum development application documentation guideline

I make the guideline as set out at schedule 1.

4 Revocation

This instrument revokes the *Planning (Minimum Development Application Documentation) Guideline 2024 (NI2004-40)*.

Craig Weller
Delegate of the Territory Planning Authority

20 September 2024



ACT
Government

Minimum Documentation Requirements for Lodgement of a Development Application (DA)

Territory Planning Authority

Key:	Types of development													Zone specific requirements							
	New single dwelling	Ailts/additions to single dwelling	Secondary residence	Class 10 structure	Private Swimming pool	Dual occupancy	Multi-unit housing	Mixed use development	Sign	Fitout of existing building	Home business	Lease variation	Major subdivision (estates)	Commercial zones	Industrial zones	Community facility zone	Park & recreations zones	Transport & services zones	Non-urban zones	Residential zones	
✓ Required																					
○ required if relevant or requested (including at a pre-application meeting)																					
Application form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Letter of authorisation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Development outcomes report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Design response						✓	✓	○		○	○		✓	○	○	○	○	○	○	○	○
Survey information	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○
Site plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○		✓	✓	✓	✓	✓	✓	✓	✓
Floor plan	✓	✓	✓	○		✓	✓	✓		✓	✓	○		✓	✓	✓	✓	✓	○	✓	
Public register floor plan	✓	✓	✓	○		✓	✓	○		○	✓			○	○	○	○	○	○	○	○
Area plan	✓	✓	✓	✓	✓	✓	✓	✓	○	○	✓			✓	✓	✓	✓	✓	✓	✓	✓
Sections	✓	✓	✓	✓	✓	✓	✓	✓	✓	○				✓	✓	✓	✓	✓	○	○	○
Elevations	✓	✓	✓	✓	○	✓	✓	✓	✓					✓	✓	✓	✓	✓	○	○	○
Shadow diagram	○	○	○	○		○	✓	✓						○	○	○	○				○
Site analysis plan						○	○	○					○	○	○	○	○	○	○	○	○
Landscape plan	✓	✓	✓	✓	✓	✓	✓	✓	○					○	○	○	○	○	○	○	○
Erosion and sediment control plan	✓	○	✓	○	○	✓	✓	✓					○	✓	✓	✓	✓	✓	✓	✓	✓

Types of development														Zone specific requirements							
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														<input type="checkbox"/> Required <input type="checkbox"/> required if relevant or requested (including at a pre-application meeting)							
Solar access plan							<input type="checkbox"/>	<input type="checkbox"/>													<input type="checkbox"/>
Driveway plan							<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composite streetscape elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perspectives							<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colour sample schedule	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water sensitive urban design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unapproved existing development plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Demolition plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and mobility report						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Access and mobility plan							<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste and recycling management plan	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking plan			<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning templates			<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport impact assessment							<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Tree management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key:	Types of development													Zone specific requirements							
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<input type="checkbox"/> Required																					
<input type="checkbox"/> required if relevant or requested (including at a pre-application meeting)																					
Tree survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape management and protection plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off-site works plan							<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials survey	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contamination assessment/statement							<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise management plan							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind assessment							<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill of quantities/ Summary of costs							<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Capital Design Review Panel (NCDRP) response							<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing plan	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality plan							<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise report	<input type="checkbox"/>							<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental significance opinion													<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental impact statement													<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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List of interested parties												✓		○	○	○	○	○	○	○	○
Valuation report												○		○	○	○	○	○	○	○	○
Valuation certificate												○		○	○	○	○	○	○	○	○
Section 166 certificate												○									
Subdivision plan												○	✓	○	○	○	○	○	○	○	○
Social, cultural, and economic impact assessment report												○		○	○	○	○	○	○	○	○
Hydraulics plan												○	○	○	○	○	○	○	○	○	○
Utilities services plan												○	○	○	○	○	○	○	○	○	○
Current biodiversity values plan													○	○	○	○	✓	○	✓	○	○
Proposed biodiversity values plan													○	○	○	○	✓	○	✓	○	○
Greenhouse gas emissions statement														○	○	○	○	○	○	○	○
Waterway works plan														○	○	○	○	○	○	○	○
Heritage statement														○	○	○	○	○	○	○	○

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✓ Required																					
○ required if relevant or requested (including at a pre-application meeting)																					
Draft major plan amendment														○	○	○	○	○	○	○	○
Declaration for encroachments of prohibited developments														○	○	○	○	○	○	○	○
Resolution of owners corporation to cancel units plan														○	○	○	○	○	○	○	○
Territory or a government entity endorsement														○	○	○	○	○	○	○	○
Territory Priority Project declaration														○	○	○	○	○	○	○	○
Estate development plan													✓								
Block details plan													○								
Concept master plan													○								
Staging plan													○								
Land use plan													✓								
Slope analysis plan													○								
Stormwater master plan													○								
Sewer master plan													○								
Water supply master plan													○								

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✓ Required																					
○ required if relevant or requested (including at a pre-application meeting)																					
Landscape master plan													✓								
Block compliance 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													○								
Development intentions plans													○								
Bushfire risk assessment and management plan													○	○	○	○	○	○	○	○	○
Fill plan													○								
Environmental management concept plan													○								
Planning control plan (only for technical amendment)													○								

Types of development														Zone specific requirements						
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	✓ Required ○ required if relevant or requested (including at a pre-application meeting)																			
Tree canopy cover plan													✓							
Permeability and soil volume plan													✓							
Neighbourhood battery plan													○							
Active travel plan													○							
Block typology plan													○							
Electricity master/service plan													○							
Road layout/chainage plan													○							
Road sight plan													○							

General Notes

Privacy

Crown lease information and valuation reports should not be made publicly available in application documentation (such as in the development outcomes report).

All plans, reports, forms and documents submitted with an application will be made publicly available unless otherwise noted or a request to be excluded from the public register has been made in accordance with the [Planning Act 2023](#). This includes any documents with the applicant or lessee's contact details. If a report or plan includes internal floor plans for residential components, please submit a separate version of the report that excludes this detail so it can be made available to the public.

Plans and documents submitted for public notification must not include information declared as restricted under Section 54 of the [Heritage Act 2004](#), or other sensitive information on Aboriginal places and objects. If relevant, the application must include redacted plans and documents for public exhibition, in addition to unredacted versions for ACT Heritage Council assessment.

Further information

This checklist is not a comprehensive list of all documentation required for development assessment. The Territory Planning Authority may request additional information to assist in the assessment of the development proposal. This may include plans or information not marked as required in this document.

Naming conventions

All plans, reports, forms and documents submitted with an application are required to be saved as a PDF and named in accordance with the correct [naming conventions](#).

General requirements for all plans

All plans submitted with a development application must:

- » be drawn to scale (generally 1:100, 1:200, or 1:500);
- » have dimensions;
- » indicate north;
- » have a title block that includes at a minimum, the block, section and suburb, date the plan was produced and a version number (if more than one version exists);
- » be presented and scalable in A3 (other drawing sizes may be provided as additional information);
- » be saved and uploaded as individual files and be under 10MB; and
- » be in colour if relevant (for example, a colour sample schedule must be provided in colour).

Amendments

All amendments including amendments to a development application, satisfying conditions of approval and amendments to a development approval must be lodged online through eDevelopment.

All relevant supporting plans and information must be uploaded in eDevelopment along with the application form. Plans cannot be inconsistent with one another, therefore, any plans affected by the proposed amendment should be included with the application. The amendments must be clouded and identified by numerical indicators on the relevant plans for ease of understanding the proposal. The proposed amendments on the plans must be identified using the corresponding numerical list used in the application form.

Documentation Requirements

Application Form

A completed application form must be submitted with all development applications. The form is to be completed through the online lodgement system, [eDevelopment](#). The application form must accurately reflect the proposed development and all relevant sections must be completed.

A completed application form for amendments to a development application, applications satisfying conditions of approval and amendments to a development approval must also be completed through eDevelopment. The application form must clearly list all proposed amendments or conditions being satisfied in a numerical order. The list must be consistent with the numerical indicators on plans (similar amendments can be grouped together).

Letter of Authorisation

If the person lodging a development application is not the owner of the land or if the land is owned by multiple people or a corporation, the registered owners of the land must complete the most up to date letter of authorisation, which is to be submitted with the development application. The approved version of the letter of authorisation is available on the [forms webpage](#) on the planning website.

Where a development proposes works over Territory owned land (such as driveway verge crossings), a letter of authorisation must also be provided by the custodian of that land. [ACTMapi](#) may assist in determining land custodianship.

Where a development proposes works to a party wall, a letter of authorisation will be required.

For an application for amendment to development approval, if the previous authorisation form is still current, including authorising the applicant to submit an amendment, it is not necessary to resubmit it. If the applicant or lessee has changed since the original application, a new letter of authorisation must be lodged with the application.

Development Outcomes Report

A development outcomes report must be provided for all development applications. Templates for development outcomes reports are available on the [planning website](#). More information is also available on the [Process and Applications](#) webpage.

The development outcomes report must address all relevant policies (and requirements of entities referred to in the Territory Plan) of the Territory

Plan and statutory considerations in the *Planning Act 2023*.

Design Response

Where a development triggers a design guide, proponents will need to consider the relevant guide(s) and prepare a design response.

A design response must demonstrate, using written and graphic content, how the proposed development considers the design elements of the design guide and must be endorsed by a professional with experience and expertise relevant to the response, and the type and scale of the development proposed.

Templates for design responses (which are combined with development outcomes report templates) are available on the [planning website](#). More information is also available on the [Process and Applications](#) webpage.

More information on design guides, including when one is triggered, can be found on the [Design Guides](#) webpage.

Survey Information

A detail survey, prepared and certified by a registered surveyor, is required to be submitted for all development proposals, except any of the following types of development:

- a) Demolition only of a building or structure.
- b) Public works on unleased land, or land leased to the Territory, if the works are:
 - i. At least 50m from land in a residential zone; and
 - ii. A new building or structure with a plan area of not more than 75m² and a height of more than 5m above finished ground level.
- c) A sign located completely within a lease.
- d) A structure attached to the roof of an existing building or structure, if the attachment:

- i. Does not extend more than 600mm beyond the existing plan area; and
 - ii. Is completely within the lease on which the existing building or structure stands.
- e) The alteration of a building on a block in a residential zone if the alteration:
- i. Does not increase the gross floor area of the building; and
 - ii. Does not change the siting of the building on the block.
- f) An addition to an existing building or structure, if the addition is:
- i. On a residential block – has a plan area of not more than 75m²;
 - ii. On a non-residential block – has a plan area of not more than 150m²; and
 - iii. Completely within the lease on which the existing building or structure stands.

For works on significant blocks, such as rural blocks, the full site is not required to be surveyed in all cases. The development area and immediate surrounds (as appropriate to the scale of development) may be accepted.

For works in new estates, the survey information must reflect the site post-estate works.

A guideline may be prepared that outlines further detail on the required survey information, including requirements of detail surveys.

Site Plan

A site plan is required for almost all developments and should include:

- » the contours of the block and adjoining verge (using Australian Height Datum) taken from the survey, and proposed level changes (unless on another plan or not relevant)
- » boundaries of the site with bearings and distances
- » all easements on the land
- » location and identification of existing structures and trees, including tree canopies (including any trees located on adjoining blocks or unleased land where the tree protection zone overhangs the block boundary)
- » location of proposed buildings and structures with dimensions to block boundaries
- » schedule of gross floor area and site coverage for the proposal, including existing structures (if a separate area plan has not been provided)
- » driveway verge crossing details
- » the location of street trees, footpaths, 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 crossing encroaches within that drip line
- » for proposals involving home business, identification of the site to be used for the business
- » the location of all proposed signs (if any).

Note: If the site is on the heritage register, the site plan should also identify the original building line to any front boundary and location/details of any proposed fences, gates, and driveway pillars.

Floor Plan

A floor plan is required for all developments that propose construction of a building and should include:

- » a plan for each floor (including any trafficable subfloor areas if relevant)
- » external dimensions
- » internal and external dimensions must be provided for all applications that are proposing adaptable or adapted housing
- » internal dimensions for carports and garages
- » key to sections (cross referenced to relevant drawing and version number)
- » finished floor levels related to Australian Height Datum
- » schedule of gross floor area for each floor (unless clearly covered for each floor in other plans)
- » identification of the location of all adaptable or adapted dwellings (if relevant)
- » for proposals involving alterations or additions to an existing building, identification of the existing building
- » for proposals involving home business, identification of the area to be used for the business
- » identification of all rooms (existing and proposed).

Plans must clearly show the use of the room/space or an indication on what the space will be used for (e.g., bedrooms, living area, car accommodation).

Public Register Floor Plan

A public register floor plan is required for all developments with a residential component. A public register floor plan is a floor plan that does not show internal walls for privacy reasons.

A public register floor plan must show all windows, external doors, external walls, and contain external dimensions. Plans must be clearly marked to enable identification of the use of the room/ space or an indication on the floor plan as to what the space will be used for (e.g., bedrooms, living area, car accommodation).

Area Plan

Area plans are required for all developments that propose the construction or alteration of buildings. An area plan should:

- » include site coverage calculations
- » include the proposed gross floor area (GFA) calculations
- » indicate the areas that have been included and excluded in GFA calculations by using highlighting / hatching.

Note: The information required in an area plan may be shown on other plans, such as the site plan and floor plans, rather than on a separate area plan.

Sections

Sections are required for all buildings and structures and should show:

- » finished floor and ceiling levels related to Australian Height Datum
- » natural and finished ground levels related to Australian Height Datum
- » side and rear building envelopes
- » long section of any proposed basement ramp showing gradients

- » swimming pool depth related to Australian Height Datum (if applicable)

- » sections of any sub floor areas (if applicable).

Elevations

Elevations are required for all new buildings and structures and for any development that proposes changes to the exterior of any building or structure including alterations and additions. Elevations should show:

- » dimensioned heights including overall height, natural ground level, finished floor and ceiling heights, and finished ground level related to Australian Height Datum
- » all proposed signs
- » the development in relation to relevant Planning Technical Specifications (if used) for building or solar envelope, including the extent of any encroachments
- » proposed external materials referenced to a colour sample schedule.

Shadow Diagrams

Shadow diagrams are required for all buildings or structures over three storeys in height or when a development extends beyond any relevant building or solar envelopes, as specified in the Planning Technical Specification (if used). A shadow diagram should show:

- » existing contours
- » natural and finished ground levels related to Australian Height Datum
- » the location of proposed buildings and structures
- » shadows cast by proposed buildings, buildings to be retained and proposed and existing fences at 9am, noon and 3pm on 21 June (winter solstice) and 22 December (summer 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.

Applicants are encouraged to list the habitable room type (e.g., bedroom, dining room) affected by the shadow cast.

Site Analysis Plan

A site analysis plan may be required for most developments and should include:

- » contours and levels related to Australian Height Datum
- » any natural features including trees, rock outcrops, watercourses and watershed
- » adjacent land use, building types, open spaces and significant trees
- » adjacent built form (including location, height, separation distances)
- » adjacent built form interfaces (including key openings, balconies and open spaces facing the site)
- » access points, including driveways, pathways and bicycle routes
- » existing services
- » microclimatic factors (sun, shade, winds, breezes and yearly climatic conditions).

Landscape Plan

A landscape plan is required for almost all developments. A landscape plan must show:

- » proposed planting details, including plant species and common name, total number of

each species of plant proposed and planting (pot) size

- » trees on the site proposed to be retained and removed

- » all proposed landscaping

- » tree protection zones for all protected trees affecting the site, accurately shown (including tree protection zones of trees on adjacent or adjoining blocks)

- » tree canopy cover areas and percentages over the block

- » for proposals in heritage areas and redevelopment in established areas, an evaluation of all significant trees is to be provided

- » existing and proposed contours

- » location and height of retained structures and boundary treatments including courtyard walls and fences, in relation to Australian height Datum and finished ground level

- » surface treatments showing pervious and impervious surfaces

- » permeability areas and percentages over the block

- » surface stormwater management, including drainage and taps

- » areas to be irrigated, including type of system

- » area of private open space to be provided (if relevant)

- » the percentage of private open space to be retained as planting (if relevant).

Erosion and Sediment Control Plan

For development sites less than 0.3 hectare, an erosion and sediment control plan must be prepared in accordance with the ACT EPA Preventing pollution from residential building sites - Builders Booklet.

This may be added on other plans for simple development proposals, or a separate plan may be required for more complex development proposals.

The following must be included as a minimum on the plan:

- » sediment controls (e.g. location of sediment fence)
- » stabilised access point
- » cut/wash area
- » water flow path (e.g. contours).

For development sites greater than 0.3 hectare, an erosion and sediment control plan must be prepared in accordance with the ACT EPA Environment Protection Guidelines for Construction and Land Development in the ACT.

Solar Access Plan

A solar access plan is required for multi-unit and apartment developments and may be required for single dwelling housing developments to demonstrate how many hours of solar access between 9am and 3pm on 21 June (winter solstice) and 22 December (summer solstice).

Driveway Plan

A driveway plan is required when a new or modified driveway is proposed.

The plan is to be prepared in accordance with the requirements of the Transport Canberra and City Services Directorate, and any other relevant requirements.

Composite Streetscape Elevation

A composite streetscape elevation is strongly recommended and may be requested for most developments. A composite streetscape elevation should show:

- » elevations of the proposed development
- » elevations of adjoining properties to the extent necessary to illustrate the relationship of the proposal to adjacent developments and to the site and surrounds
- » interface connections between buildings, streets, and public spaces including location of all services/enclosures
- » the development transition to an adjoining zone, if applicable.

Perspectives

It is strongly encouraged that perspectives be supplied for multi-unit, commercial, mixed use and community facility developments.

Perspectives should show a 3D representation of the development in colour. Perspectives may be requested for assessment purposes for any type of development.

Colour Sample Schedule

A colour sample schedule should show:

- » proposed external material colour schedule referenced to their location and use (e.g. roofing, windows, exterior walls) on elevations
- » schedule to identify names, codes and brands of exterior colours for materials.

Water Sensitive Urban Design

For most developments, water sensitive urban design (WSUD) information should be included on other plans or within the Development Outcomes Report. A separate plan is required for proposals for major subdivisions (estates).

WSUD information should include:

- » the location and types of proposed water quality measures such as filter strips, bio-swales, constructed waterways, retarding basins, on-site retention/detention proposed to meet water quality targets
- » any stormwater reuse opportunities and initiatives
- » information outlining compliance with Technical Specifications (if used).

More information about WSUD measures, including waterways calculators, are available on the [Water Efficiency](#) webpage.

Unapproved Existing Development Plan

An unapproved existing development plan is required for all developments where there is existing development on the site that is unapproved and not exempt from development approval.

The unapproved existing development plan must:

- » be prepared or signed by a registered surveyor
- » show the location and dimensions of the unapproved development, including height, width, and length dimensions and setbacks to block boundaries.

Demolition Plan

A demolition plan is required where any demolition work is proposed. A demolition plan must identify all buildings and structures proposed to be demolished.

A public register demolition plan is required when the demolition includes part or all of a residence. This plan does not show internal walls for privacy reasons.

Access and Mobility Report

An access and mobility report is required for all developments that include adaptable or adapted housing.

The report must be certified by a suitably qualified person that meets the requirements of the Australian Standard of Adaptable Housing, AS4299.

Access and Mobility Plan

Access and mobility plans are required for all developments that propose adaptable housing standards (AS4299). Access and mobility plans must include:

- » post adapted site plans of the development showing how the adapted site meets the relevant requirements (or is easily adaptable)
- » post adapted floor plans of the adaptable dwellings showing how the adapted dwelling meets the requirements (or is easily adaptable).

Waste and Recycling Management Plan

In accordance with the [Development Control Code for Waste Management 2019](#) (DCC), a waste and recycling management plan (WRMP) must be submitted with the development application, unless exempt in the DCC. The WRMP form can be found at Appendix 10 of the DCC.

If the development proposes to use performance-based solutions, the plan must be submitted to and endorsed by TCCS prior to lodgement of the development application. The endorsement must be submitted with the development application.

The following developments are exempt in the DCC and a WRMP is not required:

- » single dwellings and dual occupancy dwelling developments that generate

less than 20m³ of demolition or excavation materials;

» multi-unit residential developments that contain 10 dwellings or less that generate less than 20m³ of demolition or excavation materials; and

» class 10 structures (i.e. non-habitable buildings or structures) that generate less than 20m³ of waste during construction.

Parking Plan

A parking plan is required for all multi-unit, commercial and mixed used developments (including lease variation only applications) and may be requested for dual occupancies and developments in industrial, transport or non-urban zones. A parking plan should:

- » show the existing and proposed parking spaces on the site, including any visitor and disabled parking spaces
- » clearly summarise the total number of parking spaces provided, including any visitor and disabled parking spaces.

Note: If offsite parking is proposed, plans showing the location of the offsite parking are also to be provided.

The parking plan may be provided as part of the transport impact assessment, if applicable.

Turning Templates

Turning templates are required for multi-unit, commercial, mixed use and industrial developments and must show:

- » swept path for manoeuvring of a B99 vehicle in accordance with AS2890.1 Off-Street Car Parking
- » manoeuvring of 12.5m waste vehicles.

Transport Impact Assessment

A transport impact assessment is required for developments as per the [ACT Transport Impact Assessment \(TIA\) Guidelines](#).

A transport impact assessment is required to be prepared by a qualified transport planner/engineer.

Tree Management Plan

A tree management plan is required for all developments that propose any works (including access and storage) within the tree protection zone (canopy plus two metres) of a protected tree as defined in the [Urban Forest Act 2023](#), i.e. a regulated or registered tree, or tree located on unleased land.

The tree management plan must be prepared in accordance with the [Urban Forest Act \(Tree Management Plans\) Guidelines 2023 \(the Specifications\)](#). The below instructions are not exhaustive and must be read in conjunction with the guideline specifications.

Tree management plans must clearly identify:

- » protected trees inside the lease and all trees on unleased land proposed for removal
- » protection measures that will be put in place for all protected trees being retained on the site and unleased land
- » trees on adjoining properties and unleased land where the tree protection zone will be impacted by the works
- » other activities associated with construction such as storage, plant and equipment use, nature strip or footpath reinstatement.

The tree management plan must also include the following:

- » site access routes, traffic management and loading zones
- » demolition, building and construction works
- » specific tree management measures for stages such as demolition, construction and landscaping works
- » installation of hoarding and scaffold
- » utility and service installation, maintenance, relocation or access
- » tree protection fencing
- » any proposed canopy pruning.

A [template](#) is available to provide guidance in the submission of tree management plans under the *Urban Forest Act 2023*.

Major subdivisions (estates)

Tree management plans for new estates must include all trees and clearly identify the estate boundary. The tree management plan must be accompanied by a tree survey. The tree management plan for estates and must include recommendations for:

- » removal of non-regulated shrubbery/ vegetation; and
- » tree removals, tree impacts, impact mitigation measures, tree retention and protection.

The tree management plan must accurately identify the existing tree canopies and clearly number each tree.

Canopy Contribution Table

If the development proposes tree removal, the below table must be provided in the tree management plan per Part 1 Section 4.b.xi of the [Specifications for the Development of Tree Management Plans](#).

Number of protected tree removals (approved via TAA)	
Number of protected tree removals (proposed through planning)	
Number of retained protected trees	
Proposed number of replants, assuming all removals are approved	
Is the lessee a <input type="checkbox"/> home owner or <input type="checkbox"/> non-home owner ?	
For non-home owners - Type of replant/s proposed (no. of trees)	
Conifer	
Introduced under 10m	
Introduced 10-15m	
Introduced 15m+	
Native under 10m	
Native 10-15m	
Native 15m+	
For home owners – Size of proposed replant/s (no. of trees)	
Small Tree (6-9m)	
Medium Tree (10-15m)	
Large Tree (15m+)	

More information on tree management plans and tree bounds can be found on [City Services website](#).

Tree Survey

A tree survey prepared by a suitably qualified person is required for all development activities that have potential to impact a registered or regulated tree, or those proposing work within the tree protection zone of other protected trees.

A tree survey must identify registered or regulated trees and must include:

- » botanical name
- » tree height
- » canopy width
- » trunk diameter at 1.4 m high
- » structural root zone width
- » existing tree health.

More information on tree protection on leased land is available on the [TCCS website](#). For protection of trees on unleased land, information is available on the [TCCS website](#).

Note: For simple developments, the information required in a tree survey may be shown on other plans, such as the survey and landscape plan, rather than on a separate tree survey.

For major subdivisions (estates) a tree survey must also provide a risk assessment of trees, justify any removal and/or impacts on trees, and clearly identify the estate boundary. It must also identify whether the tree is a remnant and/or registered tree.

Landscape Management and Protection Plan

A landscape management and protection plan is required for works on unleased Territory Land. The plan must show the Territory's assets such as grass, footpaths, kerb and gutter, public lighting, stormwater sumps etc.

Protection of trees on unleased Territory Land is shown in tree management plans.

The plan should be prepared in accordance with the requirements of the Transport Canberra and City Services Directorate. Information on landscape management protection plans are available on the [TCCS website](#).

Off-Site Works Plan

An off-site works plan must demonstrate any works outside the site (or estate boundary for new estates), including but not limited to:

- » utility connections
- » roads (and road alignments)
- » pedestrian links.

Hazardous Materials Survey

For the demolition of any existing commercial/industrial premises or multi-unit housing which was constructed prior to 1985, a hazardous material survey must be undertaken by a suitably qualified consultant and submitted with the application.

Contamination Assessment

The contamination assessment is required for potentially contaminated land and must be prepared in accordance with the ACT EPA Contaminated Sites Environment Protection Policy and the Assessment of Site Contamination National Environmental Protection Measure (1999) 2013.

Noise Management Plan

A noise management plan is required for all mixed-use developments that propose a club, drink establishment, emergency services facility, hotel, indoor recreation facility, industry (except light industry), indoor entertainment facility, outdoor recreation facility or restaurant. The noise management plan must:

- » be prepared by an accredited acoustic specialist
- » address ways of minimising the impact of noise
- » be undertaken in accordance with the ACT EPA:

- Guidelines for the Preparation of Noise Management Plans for Development Applications; and
- Noise Environment Protection Policy.

Wind Assessment

A wind assessment is required for buildings that are higher than 19m. The assessment should be prepared by a suitably qualified person.

Bill of Quantities / Summary of costs

For developments with a cost of works over \$10 million, a bill of quantities must be submitted with the development application. The bill of quantities must:

- » be prepared by a quantity surveyor
- » itemise the quantities of materials and labour in a construction project including costs of all public works, offsite works and other associated works such as landscaping for the purpose of calculating development approval fees.

A summary of costs may be requested for developments where the cost of works is under \$10 million and when the cost of works submitted with the application does not match the [cost of works determination](#).

National Capital Design Review Panel (NCDRP) Response

For developments triggering consultation, a proponent must consult the National Capital Design Review Panel (NCDRP) and submit a response to advice. The response must be in the non-confidential version template provided by the NCDRP.

The triggers for consultation with the NCDRP are detailed in the [Planning \(General\) Regulation 2023](#) at section 11 and include:

- » a proposal for a building with 5 or more storeys
- » a proposal to increase the floorspace of a shop by more than 2000m² and a proposal that is fully or partly located in one or more of the following: a residential zone, a commercial zone, a community facility zone, a parks and recreation zone.

More information on the panel is available on the [planning website](#).

Fencing Plan

The fencing plan is required when boundary fencing works are proposed, and must include:

- » fencing to be retained
- » fencing to be removed
- » proposed fencing
- » any temporary fencing during construction.

Locality Plan

A locality plan should situate the site in its broader environmental and urban context. The locality plan should show:

- » areas of significance to biodiversity connectivity, blue green networks
- » indigenous country and understanding of place (within the limits of protocols of ownership, sharing, distributing and protecting indigenous knowledge)
- » protected conservation areas
- » sensitive ecological communities

- » how the development area inter-relates with the surrounding neighbourhood and public facilities
- » key infrastructure and services
- » public facilities such as schools, shopping centres, sporting and recreation facilities
- » public and active travel networks
- » key attractors such as town centres, employment centres, schools (these will commonly be outside the plan footprint and must be identified with an arrow adjacent to the movement corridor used to access them).

Noise Report

A noise report, prepared by a suitably qualified person, should address the existing noise environment, forecasted traffic figures, noise assessment (with noise model validation, noise prediction results and mitigation) and any recommendations.

Environmental Significance Opinion

Where applicable, the full environmental significance opinion given by the relevant agency, along with the associated reports and documentation is to be provided with the development application.

Environmental Impact Statement

Where applicable, the finalised environmental impact statement, including the associated reports and documentation, is to be provided with the development application.

List of Interested Parties

A list of interested parties is required for all applications that include a lease variation.

A list of interested parties must list the names and addresses of all persons having a registered estate or interest (e.g. mortgagees, sublessees and caveators) in the property.

The Territory Planning Authority may not have access to the most up to date information.

The list of interested parties must match the information contained in the land titles information register, ACTLIS. If there are no interested parties, a document stating 'No interested parties' must be submitted with the application.

Valuation Report

Required for proposals for a variation to a Crown lease where section 328 of the *Planning Act 2023* applies. The report must:

- » be prepared by an accredited valuer
- » include clear details of any variation of lease sought and a full assessment of V1 and V2 values under the relevant sections of the *Planning Act 2023*
- » 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
- » be prepared less than six months before the date an application is lodged.

Note: Valuation reports are not made available to the public during public notification.

Valuation Certificate

A one-page summary of the valuation report recommendations authorised by the valuer who prepared the valuation report and used for public notification purposes.

Section 166 Certificate

Document prepared in accordance with s166 of the *Unit Titles Act 2001*. Required for all lease variations to units plans.

Subdivision Plan (consolidation or subdivision)

Required for all applications that propose subdivision or consolidation and must:

- » show proposed dimensions, bearings, block sizes, easements, and services connections
- » identify any proposed boundary works for e.g. creating party walls or building walls on the boundary for block subdivisions (subject to survey).

Note: For block subdivisions proposed under the Planning Act 2023 only.

Social, Cultural and Economic Impact Assessment

A social, cultural and economic impact assessment is required for all applications that seek to remove the concessional status of a Crown lease. The assessment is to be prepared in accordance with any relevant [social impact assessment guidelines](#).

Hydraulics Plan

A hydraulics plan is required for all applications that propose subdivision or consolidation and may be shown on the subdivision plan.

Utilities Services Plan

A utilities services plan must include:

- » existing/proposed conduits
- » existing EVO Energy substation and indicative location of any EVO Energy substations
- » existing gas, electricity (underground & overhead as well as high & low voltage)

- » existing shared trenches for utilities
- » existing NBN or telecommunications
- » existing electricity or fibre optic cable to be removed
- » proposed trenching for utilities
- » connections to any existing services.

Current Biodiversity Values Plan

Proposals that trigger the Biodiversity Sensitivity Urban Design (BSUD) Guide must provide a current biodiversity values plan. This plan will show the site and surrounds in the current (pre-development) environmental context and provide detailed representation of:

- » the current extent and condition of native vegetation and habitats, including known or predicted threatened habitat (including habitat for threatened migratory species)
- » location and spot levels of any critical habitat features (e.g. waterbodies, wetlands, logs/snags, termite mounds etc)
- » site drainage (if relevant), including the stream order of any waterways and relevant catchment/receiving waters for the site
- » any Urban ACT Ecological Network, local or regional connectivity links
- » any existing wildlife crossings
- » soil types (if relevant), including areas at risk of erosion, contamination or soil compaction
- » noise and light levels in high value habitat areas within and surrounding the site.

Proposed Biodiversity Values Plan

This plan will show the site with the environmental/biodiversity details listed in the Current Biodiversity Values Plan overlaid with the proposed development layout/structures.

The plan is to clearly indicate the areas where biodiversity has been retained, restored or otherwise impacted.

Greenhouse Gas Emissions Statement

A greenhouse gas emissions statement (GHG statement) is a form that requires details of the expected operating GHG of a development, and other relevant information.

It must be completed and submitted with the development application for developments that have expected operating GHG of more than 250 TCO₂ per year. Further information can be found on [the planning website](#).

Waterway Works Plan

A waterway works plan is required for developments on sites over 0.3 hectare that require a waterway work licence under the [Water Resources Act 2007](#).

Where required, the plan is to be prepared by considering section 44(2)) of the Water Resources Act.

Heritage Statement

For developments affecting heritage places and objects, a proponent must include a Heritage Statement that describes the consistency of the proposal with *Heritage Act 2004* requirements. This may require preparation by a suitably qualified person.

Heritage requirements relevant to each place and object, including heritage guidelines and related policy, are identified on the [heritage website](#).

For Aboriginal places and objects, the Heritage Statement may take the form of a Cultural Heritage Assessment prepared in accordance with ACT Heritage Council policy. This must describe consultation with and views of Representative Aboriginal Organisations on the proposal.

Plans and documents submitted for public notification must not include information declared as restricted under Section 54 of the *Heritage Act 2004*, or other sensitive information on Aboriginal places and objects. If relevant, the application must include redacted plans and documents for public exhibition, in addition to unredacted versions for ACT Heritage Council assessment.

Where a development is not consistent with *Heritage Act 2004* requirements, a proponent must also separately submit a Statement of Heritage Effect application to the independent ACT Heritage Council. This application must demonstrate that heritage impacts: are justifiable; and that there are no other reasonably practicable alternatives; and that reasonable measures to reduce heritage impacts have been adopted.

Draft Major Plan Amendment

For proposals made under section 157 of the *Planning Act 2023* (applications in anticipation of major plan amendment), the draft major plan amendment must be submitted.

Declaration for Encroachments of Prohibited Developments

For proposals made under section 158 of the *Planning Act 2023* (applications for development encroaching on adjoining land if development prohibited), the declaration under s158 (4) must be submitted.

Resolution of Owners Corporation to Cancel Units Plan

For applications to subdivide a units plan under the *Unit Titles Act 2001*, the resolution of the owners corporation is required to be submitted.

Territory or a Government Entity Endorsement

Written endorsement from the Territory or a Government entity that the proposal is consistent with the lessee's obligations under the agreement.

More information on entity endorsement, including a template the agreement can be provided in, is available on the website [here](#).

Territory Priority Project (TPP) Declaration

For proposals declared as a Territory Priority Project (TPP) by the Chief Minister and Minister under section 218 of the *Planning Act 2023* the declaration under s218 must be submitted.

Estate Development Plan

An estate development plan is required for all major subdivisions (estates). It must show layout of the entire estate and show:

- » block layouts with location of driveways and identify block size
- » the proposed use for blocks (i.e., residential, multi-unit, public open space, schools, or local centres)

- » all roads for the estate and proposed bus stops.

Block Details Plan

A block details plan may be required for major subdivisions (estates). They must show the area and dimensions of all proposed blocks at a legible scale.

For residential estates, the plan must also identify the maximum number of dwellings proposed for each multi-unit site and include a block summary table as below.

Block size	Number of blocks	Percentage of Total
SR1 (0-250m ²)		
SR2 (251-350m ²)		
SR3 (351-450m ²)		
SR4 (451-650m ²)		
SR5 (650m ² +)		
MU (Multi Unit Sites)		
Total		100%

Concept Master Plan

For developments that propose to be delivered in stages, a concept master plan for the entire scope of works must be included in the submission.

Generally, there will not be the need to include the finer level of detail (e.g. geometry of special features or integrated development plans for estates) for stages of the development outside of what approval is being sought.

Staging Plan

For developments that propose to be delivered in stages, a staging plan is required. It must display clear and accurate boundaries for each stage of the development.

For major subdivisions (estates), staging should not be shown on an estate development plan itself as this could result in the need for a development application amendment if the staging is amended.

If a Deed of Agreement applies, there may be other requirements to have staging plan approved outside of the development application process.

Land Use Plan

This plan is required for all major subdivision (estates) that involve Future Urban Areas or propose changes to land use zones. The land use plan must show the ultimate boundaries of the proposed zones within the development area (e.g. Residential, Urban Open Space). It must include a legend drawn from the standard Territory Plan Map and use the same colours, map codes, etc. to denote zones and overlays.

Slope Analysis Plan

This plan is required for major subdivisions (estates) on sites where development is proposed on sites that are 10% or more in slope.

The plan is to identify difficult terrain and identify associated risks. It must identify the general direction of the slope and indicate significant changes in slope where relevant.

Stormwater Master Plan

This plan may be required for major subdivisions (estates). Where relevant, it will demonstrate the suitability of the major overland flow network and that sufficient land has been reserved for it.

The plan must illustrate:

- » basic layout of the stormwater network showing existing stormwater and location of new manholes in blocks
- » principal catchments
- » directional flow of all drainage through the estate
- » major overland flow paths (i.e. approximate flow, channel profile and slope, water depth, velocity, gap flow) and suitability
- » edge zone catch drains
- » 1% Annual Exceedance Probability (AEP) or 0.2% AEP contours, where appropriate
- » downstream flow control constraints (i.e. capacity of downstream receiving floodways, hard-lined channels, etc.)
- » nominal drainage reserve widths for engineered waterways (e.g. grassed floodways, natural watercourses, etc.)
- » location of road low points and nominal reserve width of adjacent overland flow paths (i.e. widths of public laneways draining road low point)
- » location and preliminary design data for any proposed retarding basins (design data should include storage volume and ARI for primary and spillway outlets.)
- » location and preliminary design data of any proposed water quality control structures (GPTs, WQCPs, constructed wetlands etc.). Design data should include design ARI, permanent pond volume, and pollutant trapping efficiency
- » any other requirement as set out in TCCS Municipal Infrastructure Standards.

In addition:

- » block layouts must ensure reasonable access to the stormwater network for the purposes of maintenance, renovation and replacement; and
- » the interaction between the proposed stormwater network and the block layout must be addressed.

Details of the underground pipe network are not required except where major systems flows are proposed to be piped underground and special corridors need to be reserved. Master plans for the entire estate must be provided if a staged approval is sought.

Sewer Master Plan

This plan may be required for major subdivisions (estates). Where relevant, the plan must include:

- » design contours at 0.5 metre intervals
- » general layout proposed, as well as critical constraints on layout and basis for system sizing, in accordance with Icon Water requirements
- » road and block layout
- » land use, where other than standard residential
- » survey details of existing sewer mains and easements
- » catchment boundaries
- » details of each block, other than standard residential, Equivalent Person (EP) contribution and any other data which would be necessary to derive this EP contribution
- » details of proposed development staging (can be at scale 1:2500)
- » any other requirements as set out in Icon Water and Sewerage Standards.

Master plans for the entire estate must be provided if a staged approval is sought.

Note: Where a sewer is proposed within leased blocks (as a last resort), the design must provide for adequate access, in accordance with Icon Water requirements.

Water Supply Master Plan

This plan may be required for major subdivisions (estates). Where relevant, the plan must include:

- » calculations for maximum hourly demands and fire demands, especially at critical points, showing how the water mains sizes were calculated (calculations using Icon Water's base figures)
- » a listing of block areas
- » design contours at 2.0 metre intervals
- » details of proposed layout of water mains, valves and other fittings
- » details of proposed development staging
- » non-potable water supply
- » other requirements as set out in Icon Water and Sewerage Standards. Master plans for the entire estate must be provided if a staged approval is sought.

Note: It is in the proponent's interest to consult with Icon Water before preparing Sewer and Water Supply Master Plans and seeking agreement prior to submitting the development application.

Landscape Master Plan

A landscape master plan must be provided for major subdivision (i.e. new estates). Street trees must be nominated and typical verge layout (paths, services, public lighting, trees) must be shown in section or plan view. Typical treatment of open space, pond edges etc. must also be included. All open space components must be shown on the plan in sufficient detail to determine the land take required.

Block Compliance Plan

A block compliance plan is required for major subdivisions (i.e. new estates) that meet the configuration specifications outlined in the Subdivision Specifications.

Where applicable, the Plan should indicate all blocks that meet the specifications and outline the block size, depth, width and slope.

Road Hierarchy & Traffic Analysis Plan

A road hierarchy and traffic analysis plan may be required for major subdivisions (i.e. estates). The intent of this is to model the likely future traffic forecasts within the estate and its connection with the surrounding road network. This must be completed for the entire estate if a staged approval is sought.

The plan must show:

- » the various characteristics of the internal road network (e.g. minimum road and verge widths, path requirements, speed environment etc.)
- » any proposed rear lanes
- » all assumptions such as link to concept traffic forecast, catchment boundaries, traffic generation rates etc.
- » heavy vehicle and bus routes
- » a table of road characteristics, including carriageway and verge widths, kerb types and verge tree species requirements etc.

Road Details Plan

The plan may be required for major subdivisions (estates). Where applicable, the Plan must identify all special features such as:

- » slow points
- » roundabouts
- » access places

- » intersection spacing and dimensions and stopping sightlines
- » turning circles for buses, waste vehicles and semi-trailers to the requirement of the design standards at 1:200 scale
- » rear laneways
- » stopping sightlines to driveway access points
- » location of reticulated services (sewer, water, gas, electricity and telecommunications) and shared trenching
- » noise mitigation measures that affect land take (supported by a noise report)
- » any other requirement as set out in TCCS's Municipal Infrastructure Standards or that are specific to site.

The plans must be prepared at a sufficiently large scale and show sufficient geometric details to assess:

- » operational suitability
- » confirm the adequacy of access to adjacent blocks
- » confirm that sufficient land has been reserved for their construction.

Typical cross sections

The plan may be required for major subdivisions (estates). Where applicable, the Plan must identify:

- » traffic calming devices and parking details
- » location of trees, footpaths, swale drains, shared trench locations, street lighting, and ICON mini pillars, substations and telecommunication cabinets.

Note: Retaining walls and other structures must not be located on public land.

Road Long Sections

Preliminary long sections must be provided for all roads proposed in estates. These sections may be based on contour information rather than detailed survey.

Public Transport Network & Off Road Movement Systems

The plan may be required for major subdivisions (estates). Where applicable, this Plan must show:

- » off-road movement system (i.e. footpaths, shared paths, cycle paths, equestrian trails)
- » bus stops, bus seats and bus shelters
- » on road cycle routes and at road intersections; » guide sign plans
- » B double routes.

Proposed paths must ensure completeness and linkages to other paths, direct connects to key attractors, safe gradients, and reduce conflict with driveways. Bus routes must ensure linkages to other bus routes and proximity to principal patronage generating areas.

Where cycle paths and footpaths are included in laneways or adjacent to major floodways, preliminary cross sections should be provided to demonstrate that there is sufficient space for the path as well as any services and landscaping. Details (as above for roads) are required for intersections at major/trunk paths (2.5m/1.8m width and above) with major paths or roads.

On-Street Parking Plan

The plan is required where on-street parking is proposed. The Plan must demonstrate that sufficient on-street car parking can be provided without conflicting with proposed driveways, street tree plantings and waste collection points.

Waste Collection Plans

The plan may be required for major subdivisions (estates). Where applicable, the plan must identify:

- » roads that cannot be accessed by waste and recycling trucks
- » blocks where the occupant will be required to wheel their waste and recyclables to a common collection point
- » the furthest distance that waste and recyclables will need to be wheeled, to the common collection point, from properties fronting roads not serviced by waste and recycling trucks
- » gradients for all roads unable to be used by waste and recycling collection trucks
- » proposed locations and dimensions of common collection points.

Development Intentions Plan

These plans are required for all multi-unit sites proposed in major subdivisions (estates) and all other residential blocks that do not meet block configuration specifications, outlined in the Subdivision Specification.

Note: Blocks that comply with the configuration specifications will be outlined separately in a block compliance plan.

The plans must illustrate notional building footprints, building envelopes, internal driveways and car parking areas and demonstrate that dwellings can be provided with suitable orientation to the street and open space frontages, maximise solar access, and appropriate vehicular and pedestrian access.

Bushfire Hazard Assessment & Management Plan

A bushfire hazard assessment and management plan, prepared by a suitably qualified person, may be required for major subdivisions (estates) in bushfire prone areas to outline the bushfire risk and mitigation measures.

Fill Plan

The plan may be required for major subdivisions (estates). Where applicable, the Plan must include:

- » contours at 2m intervals
- » the area of proposed fill (shaded).

Environmental Management Concept Plan

The plan may be required for major subdivisions (estates). Where applicable, the environmental management concept plan must detail the proposed pollution control measures that will form part of the sediment and erosion control plan required under the Environmental Protection Agreement for the development of the estate.

The plan should be in accordance with the Environment Protection Guidelines for Construction & Land Development in the ACT and include items identified in Schedule 11.1 Pollution Control Plan Checklist of the Environment Protection Guidelines.

In addition, the plan is to:

- » outline staging of works
- » outline site compound location(s)
- » identify areas affected by traffic and other noises
- » provide for traffic noise mitigation works, where this may be necessary.

Planning Control Plan

Planning control plans must be provided if the applicant is seeking ongoing provisions to be included in the Territory Plan as part of a major subdivision proposal.

The plans must only identify those requirements that are sought for inclusion into the Territory Plan. The plans must not identify requirements that are already included in the Territory Plan.

The planning control plan must also be accompanied by supporting documentation justifying the proposed amendments against the policy purpose and policy framework of the relevant policies of the Territory Plan.

Tree Canopy Coverage Plan

A tree canopy coverage plan is required for major subdivision (estate) proposals. The purpose is to outline how the proposal is contributing to canopy coverage targets.

The plan should show:

- » for all subdivisions:
 - i) the percentage canopy coverage for the precinct (i.e. including both proposed public land and proposed leased blocks)
 - ii) the percentage of all footpaths and surrounding paths that will be have canopy cover, at tree maturity, at noon on the summer solstice.
- » for new subdivisions primarily for residential use – the percentage canopy coverage for all of the following:
 - i) for each site in PRZ1
 - ii) for each street
 - iii) for each surface car park
 - iv) for the total area of all streets
 - v) for the total area of all PRZ1 and streets.

Note: Please refer to [TCCS Municipal Infrastructure Standard](#) 24 for requirements for developing a Canopy Coverage Plan and for calculating canopy coverage.

Permeability and Soil Volume Plan

A permeability and soil volume plan is required for major subdivisions (estate). The purpose is to outline how the proposal is meeting canopy coverage and permeability targets.

The plan should show:

- » For all subdivisions:
 - i) Percentage of permeable surfaces for the entire estate (i.e. including both public land and proposed blocks)
 - ii) Percentage of permeable verge surfaces of each street.
- » For new subdivisions primarily for residential use – the percentage of permeable surfaces for all of the following:
 - i) for each site in PRZ1
 - ii) for each street
 - iii) for each surface car park
 - iv) for the total area of all streets
 - v) for the total area of all PRZ1 and streets within the subdivision.

Note: Please refer to [TCCS Municipal Infrastructure Standard](#) 25 for requirements for developing permeability and soil volume plans and for calculating permeability and soil volume.

Note: Permeability can include permeable paving.

Neighbourhood Battery Plan

A neighbourhood battery plan is required where proposed in a major subdivision (estate) proposal. The plan must clearly demonstrate the location, size, and visual and noise amenity of any proposed neighbourhood batteries.

Note: The information required in a neighbourhood battery plan may be provided on other plans (electricity master/services plans).

Active Travel Plan

The plan may be required for major subdivisions (estates). Where applicable, an active travel plan must demonstrate:

- » the existing and future main community route and local community route
- » future access community route feeder
- » existing and future Bicentennial National Trail /equestrian routes
- » future recreational trail
- » existing and future main on road cycle route and local on road cycle route
- » existing and future principle cycle trailing route
- » existing and future destination areas.

Block Typology Plan

The plan may be required for major subdivisions (estates). Where applicable, block typology plan is to identify all blocks and the land use zone. This should include:

- » number of blocks and size for single dwelling blocks
- » number of multi unit sites with minimum and maximum number of units
- » identify number of sites for all other land uses.

Electricity Master/Services Plan

The plan may be required for major subdivisions (estates). Where applicable, the electricity master/services plan must include:

- » existing EVO Energy substation and indicative location of any EVO Energy substations
- » connection to existing services
- » existing (any previous subdivision developments) and proposed high electricity high voltage underground
- » existing and proposed overhead and underground electricity
- » and existing shared trenches or NBN.

Road Layout/Chainage Plan

The plan may be required for major subdivisions (estates). Where applicable, a road layout/chainage plans must include:

- » identify road linkages
- » demonstrate shared pathways and width of pathways.

Road Sight Plan

The plan may be required for major subdivisions (estates). Where applicable, a road sight plans must include:

- » safe intersection sight distance
- » clear or low planting zone for sight line visibility splay
- » forward visibility splay for bend
- » stopping sight distance
- » approaching sight distance
- » safe intersection sight distance clearance sight lines.

Further Information

If you have any further questions about this checklist, please contact the DA Gateway Team, Environment, Planning and Sustainable Development Directorate, on 02 6205 2888 or visit www.planning.act.gov.au.

For enquiries relating to Transport Canberra and City Services, please contact 02 6207 0019 or visit <https://www.cityservices.act.gov.au/plan-and-build>.

For enquiries relating to tree management plans, please contact the Tree Protection Unit at treeprotection@act.gov.au or on 6207 6262.

For enquiries relating to the Environmental Protection Authority, please contact Access Canberra on 13 22 81 or visit <https://www.accesscanberra.act.gov.au/city-services/environment-protection-authority>.