Development Application Checklist - Example

Item	Document	Required	By	Status
1.	**APPLICATION FORM**			
2.	**LOA- LETTER OF AUTHORISATION**			
3.	**DEVELOPMENT OUTCOMES REPORT** A Development Outcomes Report must be provided for all development applications. Templates are available for Development Outcomes Reports, which are available on request from NewPlanningSystem@act.gov.au. 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 guides 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 are available for Design Responses (which are combined with Development Outcomes Report templates) are available on request from NewPlanningSystem@act.gov.au. 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.			
4.	**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.			
5.	**SITE PLAN** A site plan is required for 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 » all easements on the land » location and identification of existing structures and trees, including tree canopies » location of proposed buildings and structures with dimensions to block boundaries			

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	» schedule of gross floor areas for the proposal including existing structures (if a separate area plan has not been provided) » driveway verge crossing details » the location of street trees, foot paths, kerbs, storm water 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 » the location of all proposed signs (if any).			
6.	**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 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 dwellings (if relevant) » for proposals involving alterations or additions to an existing building, identification of the existing building » identification of all rooms (existing and proposed).			
7.	**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).			
8.	**AREA PLAN** Area plans are required for all developments other than single dwellings. 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.			
9.	**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 » sections of any sub floor areas (if applicable).			
10.	**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, 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			
11.	**SHADOW DIAGRAM** Shadow diagrams are required for all buildings or structures over three storeys in height or when a development does not comply with relevant rules for building or solar envelopes. A shadow diagram should show: » existing contours » natural and finished ground levels related to Australian Height Datum » the location of proposed buildings and structures			

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	» shadows cast by proposed buildings, buildings to be retained and proposed and existing fences at 9am, noon and 3pm on 21 June (the winter solstice) » the location of all buildings and private open space on adjoining or adjacent blocks that are affected by those shadows » 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.			
12.	**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)			
13.	**LANDSCAPE PLAN** A landscape plan is required for all developments other than single dwellings. A landscape plan should 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 » 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 » surface storm water 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).			
14.	**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 Information Sheet Series 1 to 6 – Prevent pollution from residential building sites. The erosion and sediment control plan must be submitted as a separate plan. 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.			
15.	**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)..			
16.	**DRIVEWAY PLAN** Required when a new or modified driveway is proposed. To be prepared in accordance with the requirements of the Transport Canberra and City Services Directorate.			

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17.	**COMPOSITE STREETSCAPE ELEVATION** A composite streetscape elevation is strongly recommended and may be requested for all developments other than single dwellings and dual occupancies. 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 the existing streetscape.			
18.	**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.			
19.	**COLOUR SAMPLE SCHEDULE** A colour sample schedule may be required for all developments other than single dwellings. 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.			
20.	**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; and » information outlining compliance with Technical Specifications (if used). More information about WSUD measures, including waterways calculators, are available on the Water Efficiency webpage.			
	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.			
21.	**ACCESS AND MOBILITY REPORT AND 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).			
22.	**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 (DA), unless exempt in the DCC. The WRMP form can be found at Appendix 10 of the DCC. If your development proposes to use performance-based solutions the plan must be submitted to and endorsed by TCCS prior to lodgement of the DA. The endorsement must be submitted with the DA. 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.			
23.	**PARKING PLAN**			

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	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 » demonstrate how the parking generated by the development on the site meets the requirements of the Parking and Vehicular Access General Code.			
24.	**TURNING TEMPLATES** Turning templates are required for developments of multi units (including dual occupancies), 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			
25.	**TRAFFIC IMPACT ASSESSMENT REPORT** A traffic report may be required for developments that generate a significant parking requirement or traffic generation. A traffic report should be prepared by a qualified traffic planner/engineer.			
26.	**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, ie. A regulated or registered tree, or tree located on unleased land. The tree management plan must be prepared in accordance with comply with the Urban Forest Act (Tree Management Plans) Guidelines 2023. The below instructions are not exhaustive and must be read in conjunction with the guideline Instrument. 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 » Installation of hoarding and scaffold » Utility and service installation, maintenance, relocation or access » Tree Protection Fencing » Any proposed canopy pruning			
27.	**TREE SURVEY** A tree survey prepared by a suitably qualified person is required for all development on sites that have a registered or regulated tree, or those proposing work within the tree protection zone of other protected trees. More information on tree protection on Leased land is available on the TCCS website here. For protection of trees on unleased land, information is available here. For major subdivisions (estates) a tree survey must identify existing tree health, 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.			
28.	**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 here.			
29.	**OFF-SITE WORKS PLAN**			

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	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) and » pedestrian links.			
30.	**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.			
31.	**CONTAMINATION ASSESSMENT / STATEMENT** Some codes of the Territory Plan require a contamination assessment. The contamination assessment must be prepared in accordance with the ACT EPA Contaminated Sites Environment Protection Policy 2017 and the Assessment of Site Contamination National Environmental Protection Measure (1999) 2013.			
32.	**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 • Noise Environment Protection Policy			
33.	**WIND ASSESSMENT** A wind assessment is required for buildings that are higher than 19m. The assessment should be prepared by a suitably qualified person.			
34.	**BILL OF QUANTITIES / SUMMARY OF COSTS** 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. 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.			
35.	**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.			
36.	**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.			
37.	**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;			

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	» 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; and » 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)			
38.	**NOISE /ACOUSTIC 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.			
39.	**ESO/ EIS**			
40.	**LIST OF INTERESTED PARTIES**			
41.	**VALUATION REPORT**			
42.	**SUBDIVISION PLAN (CONSOLIDATION OR SUBDIVISION)**			
43.	**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.			
44.	**HYDRAULICS PLAN** A hydraulics plan is required for all applications that propose subdivision or consolidation and may be shown on the subdivision plan.			
45.	**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 removes; » proposed trenching for utilities and; » connections to any existing services.			
46.	**WATERWAY WORKS PLAN** A waterway works plan is required for developments on sites over 0.3Ha 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.			