

Guidelines for the preparation of Estate Development Plans

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Agreed between representatives of
Telstra
Jemena
ActewAGL
TaMS
Dept of Education & Training
ACT Planning & Land Authority
Emergency Services
TransACT
ACTION



**ACT Planning &
Land Authority**

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1. PURPOSE

These guidelines apply to all proposals for land subdivision which require the preparation of an Estate Development Plan (EDP) as defined by the Territory Plan and Section 94 of the *Planning and Development Act 2007*. All the relevant entities with an approval role in land development in the ACT have agreed to these guidelines.

The guidelines outline:

- the pre-application processes and timelines for ACT Planning and Land Authority (ACTPLA) and entity consultation and endorsement; and
- the minimum information/documentation that must be included when preparing an Estate Development Plan (EDP) submission.

The preparation of documentation in the format of an Estate Development Plan is required:

- a) for proposal for land subdivision and associated infrastructure where the infrastructure is required to be handed back to the Territory on completion of the development; or
- b) the Authority has determined that the preparation of an EDP is required.

Note:

ACTPLA strongly advises that applicants participate in the pre-application process as adequate consultation with the relevant entities early in the process will ensure less conflict between services and utility co-locations, enable improved circulation times, and reduce the overall timeframe to consider and determine the EDP Development Application.

2. OBJECTIVES

The objectives of these guidelines are to:

- encourage high quality (substantially complete) draft EDP submissions;
- encourage adequate consultation with Government approval and service entities prior to submission of the draft EDP as a DA;
- reduce the number of circulations to entities; and
- provide guidance to both public sector agencies and private companies involved in the land development industry.

3. EDP PROCESS

The quality of the draft EDP submission largely dictates the timeframes for assessment. The higher the quality of the draft EDP submission, the less time required for the pre-application processes.

Applicants are encouraged to liaise separately with the relevant referral entities to seek advice and or endorsement for the draft subdivision plans with respect to relevant codes, guidelines and standards, prior to submission of the draft EDP to ACTPLA.

Three clear processing paths have been identified to accommodate the time necessary to process submissions and consider compliance with Territory requirements:

1. **Substantially complete** *submission ready for lodgement*
2. **Partially complete** *submission requiring further endorsement*
3. **Incomplete** *submission requiring further consultation and endorsement*

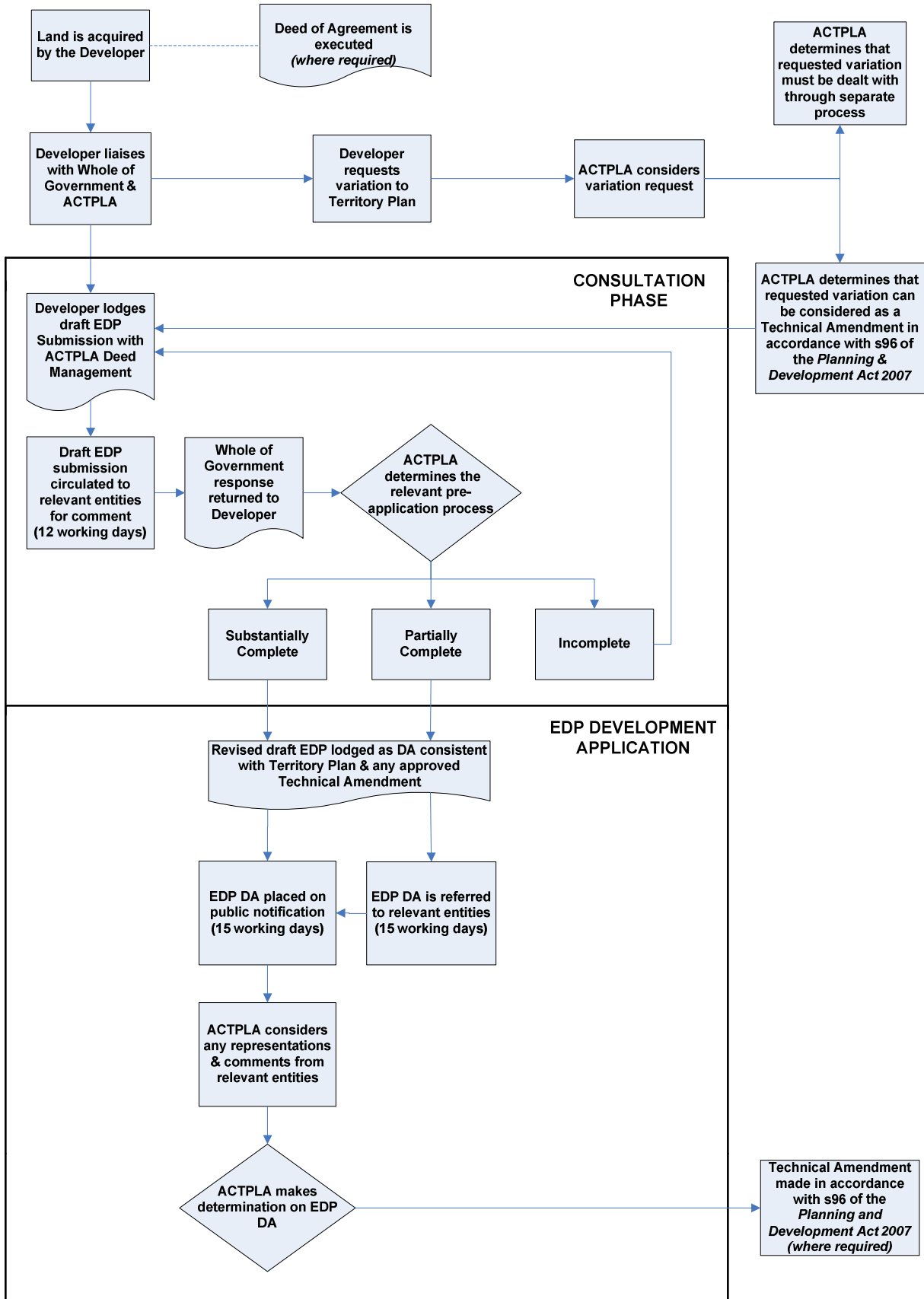
It is ACTPLA's intention that all submissions should be of sufficient quality to only ever require an initial *consultation phase* circulation followed by whole of government *endorsement*. However, ACTPLA is not responsible for the quality assurance of the applicant's submission and ultimately it will be the applicant that will determine which process paths the draft EDP submission will be required to follow.

The process paths for substantially, partially and incomplete submissions are graphically represented in the flow chart in **Section 3.2**. The flowchart depicts the pre-application and development approval process, including the process for considering a Technical Amendment pursuant to Section 96 of the *Planning and Development Act 2007*. The Technical Amendment Process is outlined in **Section 6**.

3.1 Criteria for determining process paths

The degree of compliance with whole of government requirements and the extent to which the relevant entities require changes to the draft EDP submission will determine the process path for the subsequent EDP submission. The applicant will be advised of the resubmission path via ACTPLA's Whole of Government (WhoG) response.

3.2 EDP Process Flowchart



3.3 Common EDP Processes To All Paths

The Consultation Phase is common to all three pre-application EDP process paths. The key steps in the Consultation Phase include:

Consultation Phase

- ACTPLA (Deed Management) will undertake a quality assurance check of the EDP submission to ensure compliance with these guidelines. If the submission is determined not to comply it will be returned to the applicant for further quality assurance and resubmission.
- Once the EDP is accepted, the submission is circulated to relevant entities for comment for 12 working days.
- The relevant entities evaluate the submission and provide comments to ACTPLA.
- ACTPLA provides the applicant with a WhoG response outlining required EDP modifications in line with Territory requirements.
- The applicant is then responsible for modifications to the EDP to fully meet Territory requirements or negotiate agreed changes with all relevant entities.
- The applicant will then lodge a resubmission that provides a response to the WhoG requirements. The resubmission must include the revised EDP, supporting documentation and a report documenting all changes made to the initial submission and how the changes now fully meet Territory requirements.
- On resubmission, ACTPLA (Deed Management) will undertake a quality assurance check of the EDP and the response report to ensure that all issues have been fully addressed by the applicant. If the submission is determined not complete, the submission will be returned to the applicant for further quality assurance and resubmission.
- Depending upon the level of compliance with Territory requirements the initial submission will follow one of three (3) distinct process paths: Substantially Complete, Partially Complete, or Incomplete.

3.4 Substantially Complete EDP Submission

A Substantially Complete submission is one that meets all Territory requirements and is capable of being processed with a shortened time frame.

- The submission is considered to be Substantially Complete if it fully complies with all Territory requirements or if all entities agree that any issues raised in the WhoG response during the *Consultation Phase* are minor in nature.
- If fully compliant the draft EDP submission may then be lodged as a Development Application (DA).
- Where minor modifications are required, it is the responsibility of the applicant to ensure that the resubmission fully complies with the WhoG response. Upon resubmission by the applicant, ACTPLA will confirm whether the EDP complies with the WhoG response prior to it being lodged as a DA.

3.5 Partially Complete EDP Submission

A Partially Complete submission is one that partially meets Territory requirements but requires technical modification. The submission is processed through the full consultation and endorsement phases.

- The submission is considered to be Partially Complete if the issues raised in the WhoG response during the *Consultation Phase* require further documentation and further consideration.
- Due to the technical nature of the modifications required, a Partially Complete submission requires two (2) circulations by ACTPLA to the relevant entities, firstly as part of the *Consultation Phase* and, secondly, pursuant to Section 148 of the *Planning and Development Act 2007* once the EDP has been lodged as a DA.

- After the initial circulation ACTPLA, in conjunction with the entities, will determine the elements of the submission that require technical modification to meet Territory requirements.
- The applicant is required to further liaise with individual entities in order to make the subsequent modifications to the draft EDP submission.
- It is the responsibility of the applicant to ensure that the resubmission fully complies with the WhoG response.

3.6 Incomplete EDP Submission

An Incomplete submission is one that does not adequately meet all Territory requirements and requires substantial change. The process requires a new EDP submission following the initial circulation to entities.

- An EDP submission is considered to be Incomplete if ACTPLA, in conjunction with the entities, determines that there are substantial deficiencies in the content of the submission.
- The EDP process will terminate after the initial circulation to entities.
- The changes required by the entities and ACTPLA will be substantial, and the applicant will be required to submit a new draft EDP submission for full circulation by ACTPLA to all entities.
- The adequacy of the new draft EDP submission will determine the process path that it will follow on resubmission (Substantially Complete, Partially Complete, or Incomplete).

3.7 Development Application (DA) Process

The DA and the payment of the scheduled fee will be processed in accordance with the planning legislation, procedures and processes in force at that time. Once approved, the draft EDP becomes the “Approved EDP”.

3.8 Development Application Notification & Entity Referral

All EDP DAs will be lodged in the Merit Assessment Track in accordance with the *Planning and Development Act 2007*. DAs which are to be determined in the Merit Assessment Track are required to be notified. Notification for the EDP DA will occur after the application has been formally lodged. The EDP DA will also be referred to all relevant entities for endorsement once it is formally lodged. Entity referral may be waived if prior endorsement has been received on the draft EDP pursuant to Section 148(2) of the *Planning and Development Act 2007* (eg. a Substantially Complete EDP submission).

4 PLANS AND DOCUMENTATION SUBMISSION REQUIREMENTS

4.1 Number of copies required

Typically 32 copies (28 hardcopies and 4 CD copies) of the draft EDP submission including supporting documentation are required in A3 format for the initial submission at an appropriate and legible scale. The CD copies are to be suitable for viewing in Adobe Professional and for duplication. Applicants are advised, however, to check with ACTPLA (Deed Management) for each submission.

4.2 Information to be included on the EDP

The following must be shown on the EDP:

- holding lease boundary
- road and block layout
- block and section identifiers
- road identifiers
- indication of traffic features and calming devices
- connections to existing roads
- public open space
- location of any proposed community and commercial sites
- location of public car parking spaces/areas

- playgrounds
- pathways (footpaths, cycle paths, etc.) with width shown on legend
- multi unit blocks identifying the maximum number of dwellings
- existing trees which are proposed to be retained
- regulated trees
- significant natural features
- heritage conservation areas
- potentially contaminated sites
- contours (2m intervals)
- any relevant bodies of water and 100 year ARI flood level
- easements within blocks
- relationship with any adjoining existing or proposed development (including road layouts, public open space etc.)
- legend
- north point
- scale
- version control details

4.3 Supporting Documentation to accompany the EDP Submission

The applicant should ensure the EDP submission remains uncluttered and readable. Accordingly, a suite of supporting documentation is required to accompany the EDP submission to demonstrate the suitability of key aspects of the proposal and recording agreements between entities and the applicant.

The following supporting information must be included in the EDP submission (see below). The list is comprehensive but not exclusive. Additional information may be requested to clarify a unique feature of the development proposal. Similarly, any other documents and reports that will assist the relevant entities to assess the proposal should be appended to the submission. The applicant must complete the document checklist at **Appendix 1** and include it with the draft EDP submission.

- EDP Design Response Report
- Block Details Plan
- Locality Plan
- Concept Master Plan
- Staging Plan
- Land Use Plan
- Slope Analysis Plan
- Stormwater Master Plan
- Water Sensitive Urban Design Outcomes Plan
- Sewer Master Plan
- Water Supply Master Plan
- Landscape Master Plan
- Tree Survey & Tree Management Plans
- Energy Audit Plan
- Road Hierarchy & Traffic Analysis Plan
- Road Details Plan
- Typical Cross Sections
- Road Long Sections
- Public Transport Network & Off Road Movement Systems
- On-street Parking Plan
- Waste Collection Plans
- Building Envelope Plans
- Development Intentions Plans
- Bushfire Risk Assessment & Management Plan
- Fill Plan
- Environmental Management Concept Plan

4.3.1 EDP Design Response Report

A Design Response Report must accompany the submission and must provide:

- details of existing site characteristics;
- a written response and justification against the Residential Subdivision Development Code (if applicable), and any relevant Precinct Code, Development Code or General Codes of the Territory Plan which apply to the proposed subdivision, including a written statement against those elements which the applicant has departed from the rule and seeks consideration against the criteria;
- a written justification against the requirements of the executed Deed of Agreement (if relevant); and
- any evidence of individual entity endorsement or correspondence received prior to submission of the draft EDP to ACTPLA.

4.3.2 Block Details Plan

This Plan must show the area and dimensions of all proposed blocks at a legible scale and any required easements. For residential estates the Plan must also identify the maximum number of dwellings proposed for each multi unit (MU) site and include a block summary table as follows:

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%

4.3.3 Locality Plan

This Plan must show:

- how the development area inter-relates with the surrounding neighbourhood and public facilities;
- key public facilities such as schools, shopping centres, sporting and recreation facilities;
- principal movement corridors; 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).

4.3.4 Concept Master Plan

Staged approvals will not be given in isolation. A Concept Master Plan for the whole estate must be included in the EDP submission where staged approvals are sought. Generally, there will not be the need to include the finer level of detail (eg. geometry of special features, integrated development plans) for that portion of the development outside the stage for which approval is being sought.

4.3.5 Staging Plan

The Staging Plan must give clear and accurate boundaries for each stage of the development. Staging should not be shown on the EDP itself as this could result in the need for a DA amendment if the staging is amended. The Estate Manager will approve the Staging Plan after the approval of the EDP development application. The Estate Manager-approved Staging Plan will supersede the Staging Plan in Annexure A4 of the Deed of Agreement and will be the plan to which all entity and Deed certificates will be referenced for the issue of leases and a variety of other works.

4.3.6 Land Use Plan

This Plan is required for all submissions involving Future Urban Areas under the Territory Plan. The Land Use Plan must show the ultimate boundaries of the proposed zones within the development area (eg. Urban 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.

4.3.7 Slope Analysis Plan

This Plan is intended to identify difficult terrain and alert entities to problems that might not otherwise be apparent. It is important that the plans identify the general direction of the slope. This plan is not required where all terrain to be developed is less than 10% in slope.

4.3.8 Stormwater Master Plan

This Plan is required to 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;
- 1:100 year ARI inundation 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; and
- any other requirement as set out in TAMS Design Standards for Urban Infrastructure or specific to site.

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.

4.3.9 Water Sensitive Urban Design Outcomes Plan

A separate plan is required to illustrate proposed Water Sensitive Urban Design (WSUD) outcomes in accordance with the WaterWays: Water Sensitive Urban Design General Code of the Territory Plan. The Plan must 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;
- the means of achieving a 40% reduction in mains water use; and
- any stormwater reuse opportunities and initiatives.

The Water Sensitive Urban Design Estate Development Checklist must be completed as included at Appendix A in the WaterWays: Water Sensitive Urban Design General Code.

4.3.10 Sewer Master Plan

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, sufficient to demonstrate that concepts are soundly based and are in accordance with ACTEW's Sewerage Strategy Plans;
- 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); and
- any other requirements as set out in ACTEW's Water and Sewerage Standards.

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

Note: *Where there is no option other than to put a sewer within leased blocks, the design must provide for adequate access in accordance with ACTEW requirements.*

4.3.11 Water Supply Master Plan

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 ACTEW'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; and
- other requirements as set out in ACTEW's Water and Sewerage Standards.

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

Note: *It is in the developer's interest to consult with ActewAGL before preparing Sewer and Water Supply Master Plans. The developer must obtain ActewAGL approval of sewer and water supply master plans prior to submitting the DA. The DA must be accompanied by documentation from ActewAGL confirming that the master plans have been approved.*

4.3.12 Landscape Master Plan

A Landscape Master Plan must be provided. 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 be included. All open space components must be shown on the plan in sufficient detail to determine the land take required. The Landscape Master Plan must be consistent with the draft EDP.

4.3.13 Tree Survey & Tree Management Plans

All existing trees must be surveyed. A Tree Management Plan must be prepared in accordance with the *Tree Protection Act 2005* and *TAMS Draft How to Prepare a Tree Management Plan Guidelines*. The Tree Management Plan and accompanying report must include recommendations for:

- tree removals, tree impacts, impact mitigation measures, tree retention and protection; and
- protection of trees to be retained including mitigation measures to offset proposed impacts.

A report identifying existing tree health, risk assessment of trees, justification for tree removals and impacts on trees must accompany the Tree Management Plan. The Tree Management Plan must accurately identify the existing tree canopies and clearly number each tree.

4.3.14 Energy Audit Plan

The Plan is only required for residential estates. It must include:

- contours at 0.5 metre intervals;
- a star rating on each block in accordance with Appendix C of the Residential Subdivision Development Code of the Territory Plan;
- street and subdivision pattern;
- block widths, depths, and areas;
- trees to be retained;
- nominated zero setback boundaries; and
- a summary table showing the following information:

Rating	Number of Blocks	Percentage of Total
5		
4		
3		
2		
1		
Total		100%

4.3.15 Road Hierarchy and Traffic Analysis

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 plans must show:

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

4.3.16 Road Detail Plans (Sections/Special Road Features)

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); and
- any other requirement as set out in *TAMS Design Standards for Urban Infrastructure* 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; and
- confirm that sufficient land has been reserved for their construction.

4.3.17 Typical Cross Sections

Must illustrate:

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

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

4.3.18 Road Long Sections

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

4.3.19 Public Transport Network & Off Road Movement System

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; and
- 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.

4.3.20 On-Street Parking Plan

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. For residential estates, this Plan must

show the proposed on-street car parking in accordance with Element 2.10 and Table 4 of the Residential Subdivision Code of the Territory Plan.

4.3.21 Waste Collection Plan

The Plan must identify:

- roads that cannot be accessed by waste and recycling trucks;
- blocks where the householder 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; and
- proposed locations and dimensions of common collection points.

4.3.22 Building Envelope Plans

These Plans are required for all residential estates in demonstrating the solar efficiency of all proposed blocks in accordance with Rule 60 or Criteria 60 of the Residential Subdivision Development Code of the Territory Plan. The Plans must identify notional building envelopes and demonstrate that all residential blocks are capable of achieving adequate solar access to habitable rooms and private open space in accordance with the Code.

4.3.23 Development Intentions Plans

These Plans are required for all multi-unit sites in demonstrating compliance with the Rules and Criteria in Element 6.3 of the Residential Subdivision Development Code of the Territory Plan. The Plans must illustrate notional building footprints, 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.

4.3.24 Bushfire Risk Assessment & Management Plan

A Bushfire Risk Assessment and Management Plan must be provided and prepared in accordance with the Planning for Bushfire Risk Mitigation General Code of the Territory Plan.

4.3.25 Fill Plan

The Plan must include:

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

4.3.26 Environmental Management Concept Plan

The 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 ACT EPA 2007 *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 include:

- staging of works; and
- site compound location(s).

The Plan must also:

- identify areas affected by traffic and other noises; and
- provision for traffic noise mitigation works where this may be necessary.

5 PROCESS FOR APPROVAL OF OTHER DEVELOPMENT UNDER A HOLDING LEASE

ACTPLA may consider DAs lodged under the Holding Lease for the development of display or demonstration villages and other early works such as:

- electrical substations;
- communication facilities;
- sales offices;
- bulk earthworks and entry roads;
- development site sales signs; and
- utilities and trunk servicing.

Note: *Temporary buildings or structures such as sales offices may be exempt from development approval under Section 1.31 of Schedule 1 of the Planning and Development Regulation 2008. Single dwellings may be exempt from development approval under Section 1.100 of Schedule 1 of the Planning and Development Regulation 2008.*

5.1 Process for Approval of Display or Demonstration Villages

The following outlines the process for approval of a display or demonstration village under a Holding Lease. A display or demonstration village is defined as:

Single dwellings on blocks identified within an approved EDP as being for the purpose of demonstration or display for a specified period of not more than three years.

1. The Holding Lease must include in the purpose clause, a specified number of single dwellings that will be used for demonstration or display for a specified period of not more than three years.
2. Display or demonstration villages must be identified as a separate stage within an Estate Development Plan, with the construction of the subject stage to be completed by the estate developer under the Holding Lease.
3. Deeds of Agreement for estates with Holding Leases that include display or demonstration villages requirements will:
 - identify the number of single dwellings to be included in the village;
 - before the display or demonstration village can commence operation (i.e. open to the public), the following actions are to be completed:
 - consequential leases are issued for each block and registered with the Registrar-General;
 - Certificates of Occupancy and Use to be issued under the *Building Act 2004* for each residence upon completion;
 - application is made to ACTPLA for relief under section 269 of the *Planning and Development Act 2007* from the provision of the lease in relation to use as a single dwelling for the operational period of the display or demonstration village; and
 - include any other specific requirements for the display or demonstration village.
4. Once an EDP is approved and the developer is ready to commence the display/demonstration village stage the developer will ensure the individual blocks for the village have been surveyed and recorded in the digital cadastral database maintained by ACTPLA under Section 17 of the *Districts Act 2002* prior to the submission of a DA.
5. A single dwelling is exempt from development approval if it meets the requirements of Section 1.100 of Schedule 1 of the *Planning and Development Regulation 2008*. If a single dwelling does not meet the exemption requirements, then a Merit Track application must be made for the dwelling.

6. Consequential leases for each block within the display or demonstration village can be issued once Practical Completion is reached. A lease is required before the developer can request a Certificate of Occupancy and Use for each completed display or demonstration dwelling.
7. Prior to the request for Certificate of Occupancy and Use the developer will apply to ACTPLA's Land Regulation Unit for relief under s269 of the *Planning and Development Act 2007* from the provision of the lease in relation to use as the dwellings will not be used for residential purposes while used as a display or demonstration dwelling.
8. Where a developer (including the Land Development Agency) does not have a Holding Lease and Deed of Agreement, requests for consequential leases will not be accepted unless the following has been completed:
 - an estate development plan is approved;
 - blocks are surveyed and Deposited Plans are registered or approved as suitable for registration; and
 - all required infrastructure and services have been provided to the blocks.

5.2 Process for Approval of other Early Works

DAs for other early works may be considered by ACTPLA under the Holding Lease. Works such as bulk earthworks, entry roads, and utilities and trunk servicing may be considered prior to the lodgement and approval of an EDP. As with all works to be considered under the Holding Lease, they must be consistent with the purpose clause of the Holding Lease and List of Works in the associated Deed of Agreement.

Early works on blocks approved by the EDP may also be considered by ACTPLA under the Holding Lease. These blocks must be surveyed, and recorded in the digital cadastral database maintained by ACTPLA under Section 17 of the *Districts Act 2002* prior to the submission of a DA.

Note: It is important that the developer consults with ACTPLA prior to submitting any DAs under the Holding Lease.

6 TECHNICAL AMENDMENT PROCESS

Section 96 of the *Planning and Development Act 2007* provides the opportunity for the Territory Plan to be varied through a Technical Amendment to incorporate specific requirements approved as part of the EDP for a Future Urban Area. A Technical Amendment must be consistent with the policy purpose and policy framework of the relevant codes in the Territory Plan pursuant to Section 87 of the *Planning and Development Act 2007*.

It is important that the applicant undertakes early consultation with the relevant officers of ACTPLA to determine whether the proposed variation can be considered as a Technical Amendment under the provisions of Section 96 of the Act. A formal request must be made to ACTPLA's Director, Planning Services Branch.

Incorporation of mandatory requirements or variations to non-mandatory rules or requirements of the Territory Plan for special circumstances may be considered by ACTPLA as a Technical Amendment under Section 96 of Act. These may include such requirements as setbacks, building heights, building envelopes, private open space, and any other requirements supported by ACTPLA. Consideration and approval of a Technical Amendment to the Territory Plan requires the support of the relevant entities and ACTPLA's Chief Planning Executive.

Other opportunities for varying the Territory Plan may be available; however these will be separate to the EDP process. The applicant will need to consult with officers from the Development Policy and Land Use Policy sections of the Planning Services Branch of ACTPLA to discuss likely processes and timeframes.

6.1 Consideration of Technical Amendments through the EDP Process

The proposed requirements to be incorporated into the Territory Plan through the Section 96 Technical Amendment process will be considered through the EDP Process. These requirements will need to be identified on **Planning Control Plans** and will be circulated to the relevant entities through the EDP Consultation Phase outlined in **Section 3.3**. The Planning Control Plans, if approved, will form the basis for the Technical Amendment.

6.2 Planning Control Plans

Planning Control Plans must be provided with the EDP submission if the applicant is seeking block specific Technical Amendments to the Territory Plan in accordance Section 96 of the Act. 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 variations against the policy purpose and policy framework of the relevant codes of the Territory Plan.

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APPENDIX 1

SUPPORTING DOCUMENTATION CHECKLIST FOR ESTATE DEVELOPMENT PLANS

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

Document	Supplied	Not Required	Office Use
Estate Development Plan			
Design Response Report			
Block Details Plan			
Locality Plan			
Concept Master Plan			
Staging Plan			
Land Use Plan			
Slope Analysis Plan			
Stormwater Master Plan			
Water Sensitive Urban Design Outcomes Plan			
Sewer Master Plan			
Water Supply Master Plan			
Landscape Master Plan			
Tree Survey & Tree Management Plan			
Energy Audit Plan			
Road Hierarchy & Traffic Analysis Plan			
Road Details Plan			
Typical Cross Sections			
Road Long Sections			
Public Transport Network & Off Road Movement Systems			
On-Street Parking Plan			
Waste Collection Plans			
Building Envelope Plans			
Development Intentions Plans			
Bushfire Risk Assessment & Management Plan			
Fill Plan			
Environmental Management Concept Plan			
Planning Control Plan (only for Technical Amendment)			

GLOSSARY OF TERMS

Quality Assurance	<i>refers to a checking process to determine whether the submission content is adequate for assessment purposes</i>
Endorsement	<i>refers to a process where all the referral entities have given general support to specific documentation but does not pre-empt approval of the EDP Development Application</i>
Consultation	<i>refers to a process where documentation is circulated to relevant referral entities and written correspondence is developed demonstrating discussions, issues raised and the relevant responses and solutions</i>

ACRONYMS & ABBREVIATIONS USED IN THIS DOCUMENT

ACT	Australian Capital Territory
ACTEW	ACTEW Corporation Limited (ACTEW) is a government-owned holding company with interests in providing water, wastewater, natural gas, telecommunications and energy services to the people of Canberra and beyond.
ACTEWAGL	ActewAGL is an electricity, natural gas, water and waste water services utility based in the Australian Capital Territory
ACTPLA	ACT Planning and Land Authority
ARI	Annual Recurrence Interval
DA	Development Application
DLD	Detailed Landscape Design
EDP	Estate Development Plan
EPA	Environment Protection Authority
EP Contribution	Equivalent Person Contribution
FUA	Future Urban Area
GTP	Gross Pollutant Trap
TAMS	Department of Territory and Municipal services
WhoG	Whole of Government
WQCP	Water Quality Control Pond
WSUD	Water Sensitive Urban Design