



# Entity referral requirements

July 2009

This content is subject to change as entities finalise their processes.

# ENTITY REFERRAL CONTACT LIST

## SEEKING APPROVALS FOR YOUR DEVELOPMENT

If you are undertaking development as defined in the *Planning and Development Act 2007* there are a number of planning controls and approval requirements that will be determined by which Zone your development activity is located in under the Territory Plan 2008. Once you have identified the Zone that applies to your development activity, you will then need to refer to the relevant Development Table for the Zone that will indicate:

- whether your development activity is exempt, assessable or prohibited;
- the minimum assessment track under which your development application will need to be lodged and assessed; and
- the relevant Code in the Territory Plan governing your development.

Under the Territory Plan, each Code will identify the planning, design and environmental controls for differing land uses and development types. Your development application will be assessed against the rules or criteria within the applicable Code.

Proposals in the Code Assessment Track must comply with all rules relevant to the development. Proposals in the Merit Assessment Track have the option to comply with the rules or the criteria, unless a rule is mandatory. Proposals in the Impact Assessment Track must address the rules or criteria and justify any non-compliances.

There are a number of categories for which you may need to obtain approvals and endorsements from other ACT organisations for your development.

A list of the potential approvals that you will need to consider as part of your development application, and who provides them, is below.

Under the Code Assessment Track you must obtain these approvals and endorsements prior to lodging your development application or it will not be accepted.

It is important to read this guidance document in conjunction with the requirements outlined in the ACT Planning and Land Authority's Development Application forms and the requirements of the Territory Plan.

It is important to note that once your development application has been approved there are further requirements you will need to meet before you can commence your development activity. This can include design acceptance, building approval, opening permits for roads or public places and temporary traffic management plans. These approvals are provided by TaMS (Asset Acceptance) and you should refer to them for further information.

## Demolition

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and Additional References
<p>In accordance with section 148 of the <i>Planning and Development Act 2007</i>, the application is accompanied by a Statement of Endorsement for utilities (including water, sewerage, stormwater, electricity and gas) stating that:</p> <p>i) all network infrastructure on or immediately adjacent the site has been identified on the plan,</p> <p>ii) all potentially hazardous substances and conditions (associated with or resulting from the demolition process) that may constitute a risk to utility services have been identified,</p> <p>iii) all required network disconnections have been identified and the disconnection works comply with utility requirements,</p> <p>iv) all works associated with the demolition comply with and are in accordance with utility asset access and protection requirements.</p>	<p>If a Statement of Endorsement is not provided, the application will be referred to relevant utilities in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Statement of Endorsement(s).</p>	<p>In order for ActewAGL or the Department of Territory and Municipal Services (TaMS) Asset Acceptance to provide you with a Statement of Endorsement you will need to provide the following:</p> <ul style="list-style-type: none"> <li>• Site Plan,</li> <li>• Construction Plans,</li> <li>• Demolition and Excavation Plans,</li> <li>• Utilities Plan (colour coded for each utility).</li> </ul> <p>All plans should be:</p> <ul style="list-style-type: none"> <li>- A3 in size</li> <li>- scale of 1:200</li> </ul> <p>Further details on the requirements for each plan are included at Appendix 1.</p>	<p>Statement(s) of Endorsement with accompanying stamped plans.</p>	<p>Note: It is important for applicants to note that the “relevant utility provider” for the purposes of this rule can be either ActewAGL, TaMS (Asset Acceptance) or both.</p> <p><b>Contact Information</b></p> <p><b>ActewAGL</b></p> <p><b>In person enquiries</b> Water and sewerage 12 Hoskins Street, Mitchell 9.00am to 4.00pm, Mon to Fri Electricity and gas enquiries Cnr of Anktell and Oakden St, Greenway 9.00am to 4.00pm, Mon to Fri</p> <p><b>Online enquiries</b> <a href="https://secure.actewagl.com.au/forms/enquiry/bnua.aspx">https://secure.actewagl.com.au/forms/enquiry/bnua.aspx</a></p> <p><b>Phone enquiries</b> (02) 6248 3555 9.00am to 4.45pm, Mon to Fri</p> <p><b>TaMS (Asset Acceptance)</b> Documents to be lodged at Macarthur House Foyer - Wattle St – Lyneham. Canberra Connect - 13 22 81 – Compliance and Inspection Officer of Asset Acceptance.</p> <p><b>Additional References</b> Dial Before You Dig - call 1100, or - <a href="http://www.dialbeforeyoudig.com.au">www.dialbeforeyoudig.com.au</a> Note: The information provided by this service is indicative only. You will still need to confirm the actual location of utilities infrastructure during your planning activities.</p> <p>Scan Before You Plan <a href="http://www.actewagl.com.au">www.actewagl.com.au</a></p> <p>Design Standards for Urban Infrastructure <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p>

## Heritage

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and Additional References
<p>In accordance with section 148 of the <i>Planning and Development Act 2007</i>, applications for development on land or buildings subject to interim or full heritage registration are to be accompanied by advice from the Heritage Council stating that the development meets the requirements of the <i>Heritage Act 2004</i>.</p>	<p>If advice from the heritage Council is required, but not provided, then the application will be referred to the Heritage Council in accordance with the requirements of the Planning and Development Act 2007.</p>	<p>Advice from Heritage Council.</p>	<p>In order for the Heritage Council to provide its advice you will need to provide TaMS Heritage Unit the following:</p> <ul style="list-style-type: none"> <li>• site Plans (including any trees or vegetation over 6.0m in height),</li> <li>· elevations,</li> <li>· landscape Intentions Plan,</li> <li>· specification of materials and colours,</li> <li>· landscape Plan (if applicable),</li> <li>· demolition Plan (if applicable),</li> </ul> <p>All plans should be:</p> <ul style="list-style-type: none"> <li>- A3 in size</li> <li>- scale of 1:200</li> </ul>	<p>Advice from the Heritage Council will be in the form of a letter with stamp on plans.</p>	<p><b>Contact Information</b></p> <p><b>TaMS Heritage Unit</b></p> <p>Canberra Connect on 13 22 81.</p> <p>Applications for heritage advice can be lodged at:</p> <p style="padding-left: 40px;">TaMS Macarthur House Foyer</p> <p style="padding-left: 40px;">12 Wattle Street</p> <p style="padding-left: 40px;">Lyneham ACT 2602</p> <p>Postal Address</p> <p style="padding-left: 40px;">GPO Box 158</p> <p style="padding-left: 40px;">Canberra ACT 2601</p> <p>Note: Meetings with the Heritage Unit are available by appointment only.</p> <p><b>Additional References</b></p> <p>Heritage Act 2004</p> <p><a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a></p> <p>ACT Heritage Council</p> <p><a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p> <p>ACT Heritage Register and Heritage Guidelines</p> <p><a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p>

## Trees

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and References
<p>In accordance with section 148 of the <i>Planning and Development Act 2007</i>, where the development proposal requires groundwork within the tree protection zone of a protected tree, or is likely to cause damage to or removal of, any protected trees, the application is accompanied by a Tree Management Plan approved under the <i>Tree Protection Act 2005</i>.</p> <p>Note: 'Protected tree' is defined under the <i>Tree Protection Act 2005</i>.</p>	<p>If an approved Tree Management Plan is required, but not provided, then a draft Tree Management Plan is to accompany the application. The draft Tree Management Plan will be referred to the relevant agency in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Approved Tree Management Plan</p> <p>or</p> <p>draft Tree Management Plan</p>	<p>In order for the Conservator of Flora and Fauna to approve a Tree Management Plan you will need to provide TaMS (Tree Protection Unit) with the following:</p> <ul style="list-style-type: none"> <li>• Tree Management Plans prepared in accordance with the <i>Guidelines for the Preparation of Tree Management Plans</i>.</li> </ul> <p>All plans should be:</p> <ul style="list-style-type: none"> <li>- A3 in size</li> <li>- scale of 1:200</li> </ul>	<p>Notice of Decision by Conservator with stamp on plans.</p>	<p><b>Contact Information</b></p> <p><b>TaMS Tree Protection Unit</b></p> <p>Canberra Connect on 13 22 81.</p> <p>Applications can be lodged at:</p> <p>TaMS Macarthur House Foyer 12 Wattle Street LYNEHAM ACT 2602</p> <p>Postal Address GPO Box 158 Canberra ACT 2601</p> <p><b>Note:</b> Meetings with the Tree Protection Unit are available by appointment only.</p> <p><b>Additional References</b></p> <p><i>Guidelines for the Preparation of Tree Management Plans</i> <a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a></p> <p><i>Tree Protection Act</i> <a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a></p> <p>Urban tree protection in the ACT <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p> <p>Tree protection legislation for Canberra <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p> <p>TaMS Environment <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p> <p><b>Note:</b> If you solely wish to undertake a tree damaging activity and this has no relationship with a proposed development application, you will need to deal directly with the Tree Management Unit at TaMS.</p>

## Erosion & Sediment Control

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and References
<p>For development on a site greater than 0.3 of a hectare, the application is accompanied by an Erosion and Sediment Control Plan endorsed by the ACT Environment Protection Unit.</p>	<p>If an endorsed Sediment and Erosion Control Plan is not provided, the application will be referred to the relevant agency in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Endorsed Erosion and Sediment Control Plan.</p>	<p>In order for the Environment Protection Unit (EPU) to endorse an Erosion and Sediment Control Plan you will need to provide the EPU (in TaMS) with the following:</p> <ul style="list-style-type: none"> <li>an Erosion and Sediment Control Plan prepared in accordance with the <i>Guidelines for Erosion and Sediment Control During Land Development</i>.</li> </ul> <p>All plans should be:</p> <ul style="list-style-type: none"> <li>A3 in size (A1 for large or complex proposals).</li> </ul>	<p>Endorsed stamp on plans.</p>	<p><b>Contact Information</b></p> <p><b>Environment Protection Authority</b></p> <p>Canberra Connect on 13 22 81.</p> <p>Applications can be lodged at:</p> <p>TaMS Macarthur House Foyer 12 Wattle Street LYNEHAM ACT 2602</p> <p>Postal Address</p> <p>GPO Box 158 Canberra ACT 2601</p> <p><b>Note:</b> Meetings with the Environment Protection Unit are available by appointment only.</p> <p><b>Additional References</b></p> <p><i>ACT EPA Environment Protection Guidelines for Construction and Land Development in the ACT</i> <a href="http://www.environment.act.gov.au/__data/assets/pdf_file/0019/146233/Construction__and__land_guidelines.pdf">http://www.environment.act.gov.au/__data/assets/pdf_file/0019/146233/Construction__and__land_guidelines.pdf</a></p> <p><i>Best Practice Guidelines Information Sheet: Prevent Pollution From Residential Building Sites</i> <a href="http://www.environment.act.gov.au/__data/assets/pdf_file/0008/146276/Prevent_Pollution_Residential_BestPractice1.pdf">http://www.environment.act.gov.au/__data/assets/pdf_file/0008/146276/Prevent_Pollution_Residential_BestPractice1.pdf</a></p> <p><i>Sediment Control Barriers – Information Sheet</i> <a href="http://www.environment.act.gov.au/__data/assets/pdf_file/0009/156546/4_of_7_Sediment_Control_Barrier_8Jun07.pdf">http://www.environment.act.gov.au/__data/assets/pdf_file/0009/156546/4_of_7_Sediment_Control_Barrier_8Jun07.pdf</a></p>

## Waste Management

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and References
<p><b>Waste Management</b></p> <p>Where the development will generate a total of 20 cubic metres or greater of demolition and/or construction waste and/or excavation material, the application is accompanied by a Statement of Compliance from TAMs stating that the waste facilities and management associated with the development are in accordance with the current version of the <i>Development Control Code for Best Practice Waste Management in the ACT</i></p>	<p>If a Statement of Compliance is not provided, the application will be referred to the Department of Territory and Municipal Services in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Statement of Compliance.</p>	<p>In order for TaMS (Asset Acceptance) to provide you with a Statement of Compliance you will need to provide the following:</p> <ul style="list-style-type: none"> <li>a completed Waste Management Plan to be submitted with A4 drawings showing waste enclosure or bin location or access points.</li> </ul>	<p>Statement(s) of Compliance with accompanying stamped plans.</p>	<p><b>Contact Information</b></p> <p><b>TaMS (Asset Acceptance) Compliance and Inspection Officer of Asset Acceptance</b></p> <p>Canberra Connect on 13 22 81.</p> <p>Applications can be lodged at: TaMS Macarthur House Foyer 12 Wattle Street LYNEHAM ACT 2602</p> <p>Postal Address GPO Box 158 Canberra ACT 2601</p> <p><b>Additional References</b></p> <p><i>Development Control Code for Best Practice Waste Management in the ACT</i> <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p>
<p><b>Servicing and Site Management</b></p> <p>In accordance with section 148 of the <i>Planning and Development Act 2007</i>, the application is accompanied by a Statement of Endorsement from the relevant agency stating that the waste facilities and management associated with the development are in accordance with the Design Standards for Urban Infrastructure.</p>	<p>If a Statement of Endorsement is not provided, the application will be referred to the relevant agency in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Statement of Endorsement.</p>	<p>In order for TaMS (Asset Acceptance) to provide you with a Statement of Endorsement you will need to provide the following:</p> <ul style="list-style-type: none"> <li>a plan showing turning circles and section with height and clearances as per the Waste Code.</li> </ul>	<p>Statement(s) of Endorsement with accompanying stamped plans.</p>	<p><b>Contact Information</b></p> <p><b>TaMS (Asset Acceptance) Compliance and Inspection Officer of Asset Acceptance</b></p> <p>Canberra Connect on 13 22 81.</p> <p>Applications can be lodged at: TaMS Macarthur House Foyer 12 Wattle Street LYNEHAM ACT 2602</p> <p>Postal Address GPO Box 158 Canberra ACT 2601</p> <p><b>Additional References</b></p> <p><i>Design Standards for Urban Infrastructure</i> <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p>

## Waste Management continued

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and References
<p><b>Liquid 'trade' waste discharge to sewer or stormwater</b></p> <p>If your development activity involves the discharge (or potential discharge by accident or spillage) of liquid 'trade' waste to the sewerage or stormwater networks you may need a Statement of Compliance indicating that you have notified the relevant utilities of your intentions.</p> <p>Applicants should refer to the Territory Plan and relevant Codes for these requirements.</p>	<p>If a Statement of Compliance is not provided, the application will be referred to the relevant agency in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Statement(s) of Compliance.</p>	<p>In order for ActewAGL to provide you with a Statement of Compliance you will need to provide the following:</p> <ul style="list-style-type: none"> <li>• a Liquid 'trade' waste application (if the project sanitary drainage design is advanced sufficiently); or</li> <li>• a notification statement describing the activities to be undertaken on the premises which have the potential to discharge any substance other than domestic sewage into the sewerage network.</li> </ul> <p>Activities include, commercial, business, retail or industrial activities which produce, store or transport liquid 'trade' waste on the premises.</p>	<p>Statement(s) of Compliance with accompanying stamped activity statement, together with any conditions required by ActewAGL for submitting a Liquid 'trade' Waste application to ActewAGL by you or through your Private Certifier prior to the commencement of building work.</p>	<p><b>Additional References</b></p> <p>Waste Management and Hazardous Materials  <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p> <p>A listing of liquid 'trade' waste generating activities (commercial, retail, business or industrial), prohibited substances, liquid 'trade' waste acceptance limits and discharge conditions can be obtained from:</p> <p><b>ActewAGL</b></p> <p><b>In Person Enquiries</b></p> <p>Water and sewerage            12 Hoskins Street, Mitchell            9.00am to 4.00pm, Mon to Fri</p> <p>On-line Enquiries  <a href="https://secure.actewagl.com.au/forms/enquiry/bnua.aspx">https://secure.actewagl.com.au/forms/enquiry/bnua.aspx</a></p> <p><b>Phone Enquiries</b></p> <p>(02) 6248 3555            9.00am to 4.45pm, Mon to Fri.</p>

## Utilities

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and References
<p>A Statement of Compliance from each relevant utility provider (for water, sewerage, stormwater and gas) is provided, which confirms that the location and nature of earthworks, utility connections, proposed buildings, pavements and landscape features comply with utility standards, access provisions and asset clearance zones.</p> <p>Note: Where there is conflict between planning and utility requirements, the utility requirements take precedence over other codified or merit provisions.</p>	<p>If a Statement of Compliance is not provided, the application will be referred to the relevant agency in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Statement(s) of Compliance.</p>	<p>In order for ActewAGL or the Department of Territory and Municipal Services (TaMS) Asset Acceptance to provide you with a Statement of Compliance you will need to provide the following:</p> <ul style="list-style-type: none"> <li>• Site Plan,</li> <li>• Construction Plans,</li> <li>• Utilities Plan (colour coded for each utility),</li> <li>• Landscape Intentions Plan.</li> </ul> <p>In addition, for multi residential and commercial developments:</p> <ul style="list-style-type: none"> <li>• External Services Plan,</li> <li>• Offsite Works Plan,</li> </ul> <p>All plans should be:</p> <ul style="list-style-type: none"> <li>- A3 in size</li> <li>- scale of 1:200</li> </ul> <p>Further details on the requirements for each plan are included at Appendix 1.</p>	<p>Statement(s) of Compliance with accompanying stamped plans.</p>	<p><b>Note:</b> It is important for applicants to note that the “relevant utility provider” for the purposes of this rule can be either ActewAGL, TaMS (Asset Acceptance) or both.</p> <p><b>Contact Information</b></p> <p><b>ActewAGL</b></p> <p><b>In Person Enquiries</b> Water and sewerage 12 Hoskins Street, Mitchell 9.00am to 4.00pm, Mon to Fri.</p> <p>Electricity and gas enquiries Cnr of Anktell and Oakden St, Greenway 9.00am to 4.00pm, Mon to Fri.</p> <p><b>On-line Enquiries</b> <a href="https://secure.actewagl.com.au/forms/enquiry/bnua.aspx">https://secure.actewagl.com.au/forms/enquiry/bnua.aspx</a></p> <p><b>Phone Enquiries</b> (02) 6248 3555 9.00am to 4.45pm, Mon to Fri.</p> <p><b>TaMS (Asset Acceptance)</b> <b>Compliance and Inspection Officer of Asset Acceptance</b> Canberra Connect on 13 22 81. Applications can be lodged at: TaMS Macarthur House Foyer 12 Wattle Street LYNEHAM ACT 2602</p> <p>Postal Address GPO Box 158 Canberra ACT 2601</p> <p><b>Additional References</b></p> <p><b>Dial Before You Dig</b> call 1100, or <a href="http://www.dialbeforeyoudig.com.au">www.dialbeforeyoudig.com.au</a></p> <p><b>Note:</b> The information provided by this service is indicative only. You will still need to confirm the actual location of utilities infrastructure during your planning activities.</p> <p><b>Scan Before You Plan</b> <a href="http://www.actewagl.com.au">www.actewagl.com.au</a></p> <p><b>Design Standards for Urban Infrastructure</b> <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p>

## Hazardous Materials

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and References
<p>For the demolition of multi-unit housing (including garages and carports) constructed prior to 1985, and commercial/ industrial premises constructed* prior to 2005, a Hazardous Materials Survey (including an asbestos survey) is carried out and signed by an appropriately licensed person and is endorsed by Environment Protection.</p> <p>The Survey is provided and covers the disposal of hazardous materials, showing that:</p> <p>a) hazardous material disposal (including asbestos) is to be at a licensed disposal facility in the ACT,</p> <p>b) if hazardous materials are to be transported for disposal interstate, approval from the Environment Protection Authority is obtained prior to removal of material from the site,</p> <p>c) an appropriately licensed contractor is engaged for the removal and transport of all hazardous materials (including asbestos) present at the site.</p> <p>* Construction date means the date when the Certificate of Occupancy was issued.</p>	<p>If an endorsed Hazardous Material Survey is not provided, the application will be referred to the relevant agency in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Statement of Endorsement.</p>	<p><b>Note:</b> Single dwelling housing developments are not required to obtain approvals with respect to hazardous materials under the Territory Plan and the Residential Zones – Single Dwelling Housing Development Code.</p> <p>In order for the Environment Protection Authority (EPA) to endorse a Hazardous Materials Survey it must meet the following requirements:</p> <ul style="list-style-type: none"> <li>written A4 Report. Black and white or colour is acceptable.</li> </ul>	<p>Letter of Endorsement.</p>	<p><b>Contact Information</b></p> <p>EPA</p> <p>Canberra Connect on 13 22 81. Applications can be lodged at:</p> <p>TaMS Macarthur House Foyer 12 Wattle Street LYNEHAM ACT 2602</p> <p>Postal Address</p> <p>GPO Box 158 Canberra ACT 2601</p> <p><b>Note:</b> Meetings with the EPA are available by appointment only.</p> <p><b>Additional References</b></p> <p>ACT EPA 2000 hazardous materials environment protection policy <a href="http://www.environment.act.gov.au/__data/assets/pdf_file/0010/146188/hazmatenvprotectionpolicy.pdf">http://www.environment.act.gov.au/__data/assets/pdf_file/0010/146188/hazmatenvprotectionpolicy.pdf</a></p> <p>ACT EPA – Practice Note: no.3 – Contaminated Sites – Requirements for Disposal of Contaminated Soil <a href="http://www.environment.act.gov.au/__data/assets/pdf_file/0004/156757/Disposal_of_Contaminated_Soil.pdf">http://www.environment.act.gov.au/__data/assets/pdf_file/0004/156757/Disposal_of_Contaminated_Soil.pdf</a></p> <p>EPA Waste Management and Hazardous Materials Website <a href="http://www.environment.act.gov.au/environment/environment_for_business_and_industry/wastemanagementandhazardousmaterials">http://www.environment.act.gov.au/environment/environment_for_business_and_industry/wastemanagementandhazardousmaterials</a></p>

## Contamination

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and References
<p>A statement is provided that the potential for land contamination has been assessed in accordance with the ACT Government, Strategic Plan – Contaminated Sites Management, August 1995 and the ACT Environment Protection Authority contaminated sites environmental protection policy 2000 and it is demonstrated that the land is suitable for the proposed development.</p>	<p>If a statement that the site has been assessed is not provided, the application will be referred to the relevant agency in accordance with the requirements of the <i>Planning and Development Act 2007</i>.</p>	<p>Statement as per the rule.</p>	<p>In order for the EPA to provide endorsement of Contaminated Sites Management Assessments and Reports you will need to provide the EPA (in TaMS) with the following:</p> <ul style="list-style-type: none"> <li>• a written A4 statement; and (if applicable):</li> <li>• reports prepared in accordance with:               <ul style="list-style-type: none"> <li>- the Assessment of Site Contamination NEPM 1999; and</li> <li>- NSW EPA Guidelines for Consultants Reporting on Contaminated Sites.</li> </ul> </li> </ul>	<p>Letter of endorsement including endorsement of reports on the management of known and/or potential contamination (if applicable).</p>	<p><b>Contact Information</b></p> <p><b>EPA</b></p> <p>Canberra Connect on 13 22 81. Applications can be lodged at:</p> <p>TaMS Macarthur House Foyer 12 Wattle Street LYNEHAM ACT 2602</p> <p>Postal Address</p> <p>GPO Box 158 Canberra ACT 2601</p> <p>Note: Meetings with the EPA are available by appointment only..</p> <p><b>Additional References</b></p> <p>Assessment of Site Contamination NEPM <a href="http://www.ephc.gov.au">www.ephc.gov.au</a></p> <p>NSW EPA Guidelines for Consultants Reporting on Contaminated Sites <a href="http://www.environment.nsw.gov.au">www.environment.nsw.gov.au</a></p> <p>Contaminated Sites References <a href="http://www.environment.act.gov.au/environment/environment_for_business_and_industry/contaminatedsites">http://www.environment.act.gov.au/environment/environment_for_business_and_industry/contaminatedsites</a></p> <p>Contaminated Sites – Environment Protection Policy <a href="http://www.environment.act.gov.au/_data/assets/pdf_file/0020/146234/ContaminatedSitesEPP.pdf">http://www.environment.act.gov.au/_data/assets/pdf_file/0020/146234/ContaminatedSitesEPP.pdf</a></p>

## Vehicle Access

Rule	Criteria	Documentation Required	Standard of Documentation Required	Form of Documentation	Contact Information and References
<p>In accordance with section 148 of the <i>Planning and Development Act 2007</i>, applications are accompanied by a statement of compliance from the Department of Territory and Municipal Services stating that the verge crossovers are designed and sited to comply with the requirements of ACT Urban Services Design Standards for Kerb Crossings and Driveways.</p> <p><b>Note:</b> The Territory Plan outlines specific requirements with respect to verges across the ACT. This requirement applies only to multi unit housing in the inner north Canberra and Gungahlin districts (RZ3 and RZ4).</p>	<p>If a Statement of Compliance is not provided, the application will be referred to the Department of Territory and Municipal Services in accordance with the <i>Planning and Development Act 2007</i>.</p>	<p>Statement of Compliance.</p>	<p>In order for the TaMS (Asset Acceptance) to approve verge crossovers for your development you will need to provide the following:</p> <ul style="list-style-type: none"> <li>A4 drawing showing location of driveway with dimension, distance from objects such as tree, sumps, signs, street lights, transformers etc. and line of sight clearance.</li> </ul>	<p>Statement of Compliance and stamped endorsed drawings.</p>	<p><b>Contact Information</b></p> <p><b>TaMS (Asset Acceptance)</b>  <b>Compliance and Inspection Officer of Asset Acceptance</b></p> <p>Canberra Connect on 13 22 81.</p> <p>Applications can be lodged at:  TaMS Macarthur House Foyer  12 Wattle Street  LYNEHAM ACT 2602</p> <p>Postal Address  GPO Box 158  Canberra ACT 2601</p> <p><b>Additional References</b></p> <p>Design Standards for Urban Infrastructure  <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a></p>

## APPENDIX 1

# DETAILED REQUIREMENTS FOR PLANNING DOCUMENTS

## Site Plans

Site plans must include the following detail:

- proposed structures (including basements, driveways, landscaping, gates and fencing);
- all existing structures (including minor structures such as sheds, rainwater tanks, fences and retaining walls);
- which structures will be removed or retained;
- trees or shrubs that are greater or likely to grow greater than 2 metres in height within 5 metres of ActewAGL electricity assets;
- accurately located and confirmed dimensions from ACTEW assets (located in or within 5 meters of the boundary of the block) to the boundary, proposed and existing structures;
- distance of all structures that are within 5 metres of ActewAGL electricity assets; and
- location of easements (including electricity easements) or ActewAGL pipe protection envelopes (the latter when an easement is not identified on the deposited plan).

## Construction Plans

Construction plans must include the following:

- plans, elevations and sections of proposed structures;
- plans of all levels (basement, ground, first, etc);
- sections where footings, retaining walls, basements, cut or fill have an impact on utility services or are in close proximity;
- notes explaining how water and sewerage assets will be protected and stabilised when excavation works occur;
- notes confirming compliance with ACTEW Standards and Rules for the protection of water supply (including meter) and sewer tie during construction; Including appropriate backflow prevention on any water taps (minimum dual check valve); and
- where sub-floor structures are proposed (eg. basements), confirmation the sub-floor structures are serviced by a sewerage pump.

## Demolition and Excavation Plans

Demolition and Excavation Plans must include the following:

- accurately located and confirmed dimensions of ACTEW assets (located within and adjacent to the block) to the boundary and existing structures;
- confirmation that disconnections (including temporary sewer) from the ACTEW water and sewerage networks comply with ActewAGL requirements;
- works associated with demolition comply with and remain in accordance with ACTEW asset access and protection requirements during the period of the works;
- notes explaining how water and sewerage assets will be protected and stabilised when excavation works occur; and
- confirmation that any water taps used during demolition have appropriate backflow prevention installed (minimum dual check valve).

## Utilities Plans

- for single residential developments:
  - an A4 Utilities Plan – colour coded for each utility.
- for multi unit developments:
  - an A3 Utilities Plan – colour coded for each utility.

## Landscape Intentions Plan

Landscape Intentions Plans must include the following:

- existing and proposed contours;
- retaining structures boundary treatments including courtyard walls and fences;
- surface treatments showing pervious and impervious surfaces;
- surface storm water and sewage overflow management including drainage and taps; and
- areas to be irrigated including type of system.

## ADDITIONAL REQUIREMENTS FOR MULTI-RESIDENTIAL AND COMMERCIAL DEVELOPMENTS

### Construction Plans (for multiple dwellings other than dual occupancy)

In addition to the general requirements above, Construction Plans (for multiple dwelling other than dual occupancy) must include the following:

- number of units;
- number of bedrooms per unit;
- detailed maximum demand calculation as per AS 3000;
- net floor area of common areas and their use;
- net floor area of basement and form of ventilation;
- type of space heating and cooling;
- type of water heater; and
- type of cooking facilities.

## Construction Plans (for non-residential and mixed-use)

In addition to the general requirements above, Construction Plans (for non-residential and mixed-use developments) must include the following:

- type of development (office, warehouse, industrial etc);
- timing of the development;
- staging of the development;
- net useable floor areas and their usage;
- net floor area of basement and form of ventilation;
- type of cooking, space heating and cooling (gas, electric etc);
- a list of the load components of the proposed installation with their maximum demands, diversity factors, etc;
- information on load management system (if applicable);
- duty cycle of any large equipment or duty cycle of an industrial process;
- details of any substantial intermittent and fluctuating loads;
- details of any large single phase loads;
- details of any loads likely to cause substantial harmonics;
- details of any loads which are likely to have poor power factors;
- any seasonal factors, ie. seasonal variation of load;
- main factors affecting level of demand;
- removal of any part of an existing installation;
- any planned future augmentations or upgrades;
- any on site emergency back-up arrangements;
- details of large starting motors and voltage drop limitations;
- detailed maximum demand calculation as per AS 3000;
- number of units; and
- number of bedrooms per unit.

## External Services Plan

- to identify the sizing and locating of water and sewerage network connections to ACTEW Water Supply and Sewerage Standards, and
- to comply with the ACTEW Water and sewerage service and installation rules.

## Offsite Works Plan

- to indicate for works proposed on public land related to the site: including landscaping, minor structures, ramps etc..