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Planning Policy Manual – Part 1

Section 2.1 Applications

NOTE: Proposed Amendments are Shown in Red – pgs. 13-14

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AIM

The aim of this policy is to detail the requirements for the submission of an 'application' (as defined by the City Planning Scheme No. 2 as amended) for development approval.

Clause 61 of the Deemed Provisions identifies development for which approval is not required.

POLICY INTENT

This policy provides direction on the level of information and detail to be provided as part of an application for development approval, as follows: -

1. Application forms and fees
2. Application format
3. Accompanying information for general applications
4. Technical reports
5. Applications of a minor nature

Prior to designing their proposal, the applicant should be familiar with the following:-

- City Planning Scheme No. 2 requirements;
- Relevant state, environmental or planning policies;
- Relevant design principles, guidelines and policies.
- The Deemed Provisions; and
- The Supplemental Provisions contained in Schedule A to the Deemed Provisions.

In some instances following an initial assessment, the need for additional plans and information may be identified and requested by the local government in order to properly determine the application.

An applicant should contact the local government's Planning Officers and the City Architect as early as possible in the design process particularly in regard to any major proposals or sites with heritage issues.

1.0 APPLICATION FORMS AND FEES

Specific information is required to accompany an application for development approval. In order for a detailed assessment to be made in a timely manner, all application forms, fees in accordance with the local government's adopted fee schedule, plans and supporting documentation are to be submitted at the time of lodging an application. If an application is incomplete it is not deemed to be a valid application and accordingly will not be processed.

A completed MRS Form 1 and a completed 'Application for Development Approval' form in accordance with clause 86 of the Deemed Provisions are to be submitted together with the application fee and a completed and signed checklist. In addition, where an advertisement/sign is proposed, the additional form in clause 86 '*Additional information for development approval for advertisements*' will need to be submitted.

The forms are to be accompanied by such information as required under the City Planning Scheme No.2 and clause 63 of the Deemed Provisions.

The submissions of the original forms are to be signed by the owner(s) of the land/property. Owner is defined in the Deemed Provisions.

If signing the forms on behalf of the owner(s) of the land a letter of authorisation signed by the owner(s) must be provided. In the instances where a company (or companies) is the owner(s), a Director of each company may sign the forms, printing their full names and stating their position title.

Any proposal affecting common property areas in strata titled development is signed by all strata owners or alternatively is signed by the secretary of a Body Corporate provided the Body Corporate has the written authority to act as a representative agent on behalf of the individual strata owners. A copy of the agreement from the Body Corporate as well as a copy of the Body Corporate minutes must be attached to the application forms.

A current copy of the Certificate of Title (no older than 6 months from date of lodgement) including the diagram, is required to be submitted with the application in order to provide evidence of ownership, to confirm the details and dimensions of the lot/s and to indicate if there are any encumbrances on the title.

Development Assessment Panel Applications

Should an application be required to be determined by a Development Assessment Panel (DAP), the applicant will need to lodge a DAP application form together with the new DAP determination fee. The MRS Form 1 and forms referred to in clause 86 of Deemed Provisions and the local government's fee will also be required. Schedule 1 of the Planning and Development (Development Assessment Panels) Regulations 2011 outlines the fees for DAP applications.

Should the applicant choose to have their application determined by a DAP, the applicant is also required to submit a DAP application form and DAP determination fee where appropriate.

In either case the applicant will be required to make an appointment with a local government's Planning Officers to submit their DAP application form, supporting documentation and fees.

2.0 APPLICATION FORMAT

All applications are to be submitted in two formats, being digital and hard copy as detailed below.

2.1 Hard Copies

Each application is to be accompanied by copies of the plans, drawings, photographs and detailed reports as required by the local government. The number of copies shall be determined by the local government.

2.2 Digital Information

All applications are to be submitted in a digital format (JPEG for images and Adobe PDF for plans). This includes a copy the forms, plans and supporting documentation.

Additional or updated information supplied after the original application is lodged shall be provided in both hard and digital format.

Please note that a digital survey plan of the site is required to be submitted in a data exchange format (or CAD format) as determined by the local government.

2.2.1 3D Digital Model

All new buildings and major alterations and additions to the exterior of an existing building require a 3D digital model to be submitted in a format to be determined by the local government.

In general, relatively minor applications outlined in Section 5 of this policy will not require a 3D digital model.

If post approval, the applicant seeks to amend the development (as approved) the applicant must resubmit a 3D digital model incorporating such amendments.

2.3 Digital Rights Management Policy for 3D Models and Development Applications

Applicants should refer to the local government's ***'Digital Rights Management Policy for 3D Digital Models and Development Applications'*** which details the treatment of digital information, and have completed and signed the *'Development Application Checklist'* prior to submitting an application.

3.0 ACCOMPANYING INFORMATION FOR APPLICATIONS

The specific requirements for each application will vary with the nature of the proposal, its complexity and location.

3.1 Plans/ Drawings/ Photographs

The following will generally be a minimum requirement for each application:

3.1.1 Location Plan

This plan should include a north point and be drawn to a scale of at least 1:1000 and clearly identify the dimensions and area of the subject site in the context of its locality.

3.1.2 Site analysis /feature survey plan(s)

The plan(s) should include a north point and illustrate existing site conditions and the relationship of the proposal to surrounding land and buildings. It should also be drawn to a standard scale of 1:100 or 1:200. The plan(s) should indicate the following: -

(a) All boundaries and area dimensions – (to be consistent with the attached Certificate of Title of the subject site);

(b) Street names and lot numbers;

(c) The location of any easement(s) within the site;

(d) Existing and natural ground levels and proposed levels of the site to an established Australian Height Datum (AHD) datum, including 0.5 metre contour intervals and spot heights (where applicable);

(e) The location, height and proposed use of any existing buildings and/or structures to be retained and any existing buildings and/or structure to be removed;

(f) The outline and height of any buildings proposed;

(g) The location and height of buildings on adjoining properties, including the location of any major openings, or private open spaces, recreational areas (pools or courtyards) and floor levels situated adjacent to the side and rear boundaries of the subject site;

(h) Existing and proposed means of access for vehicles to and from the site, including the location and dimensions of any existing or proposed crossovers;

(i) The type and height of boundary fencing/retaining walls on the subject site;

(j) The location, dimensions, design and details of any existing and proposed landscaped areas;

(k) Views and vistas;

(l) Existing trees (over three metres in height) on the site proposed to be retained or removed;

(m) Noise sources;

(n) Street verges, street trees, power/light poles, street furniture; adjacent footpaths including levels, kerbing, road islands, bus shelters or one way traffic routes adjacent to the site and any other obstructions which restrict access to the site;

(o) Location of services and drainage, including storm water, sewer, gas, telecommunications, potable and fire water, hydrants and adjacent booster cabinets; and

(p) Additional information particular to the site that would help to set the context for the locality within which the development is proposed.

3.1.3 Design Plans

These plans are to be drawn to a standard scale of 1:100 or 1:200. Please note that the building heights are to be measured in metres from the AHD. These plans should include the following: -

(a) **Site plan(s)** indicating the existing development on site and a building footprint of the proposed development and the proposed internal finished ground floor level(s) and external ground/ paving levels indicated in AHD, vehicle access ways, location of fire escapes (where appropriate), pedestrian paths, landscaped areas, proposed retaining wall and fencing (including height levels in AHD and top of wall calculations), the location of any existing street trees and street furniture, and the outline of the buildings on the adjacent sites indicating the location of any openings.

(b) **Floor plans** for each floor of the proposed development or for each typical floor level, and the proposed finished floor levels for each floor level. These plans should delineate the site boundaries and setback requirements of the CPS2 including policies, guidelines and where appropriate, the R- Codes. Each floor plan should also identify the existing and proposed use of the area, window and door openings. Proposed alterations to existing buildings must clearly indicate the existing building layout and what changes are proposed to the building. The corresponding floor levels and any major openings of adjoining buildings are also required to be submitted.

(c) Each floor plan should indicate the amount of floor space dedicated to each use such as retail, office or residential. The total amounts of floor space for each use should also be provided.

(d) A roof plan indicating the location of plant and service equipment will also be required.

(e) The appropriate plans shall show the proposed car parking layout including the location, numbered and dimensions of vehicle bays, aisle widths; vehicle circulation patterns and means of vehicle access, including the width of any crossover(s). The provision of bicycle bays and the details of end of trip facilities to be identified. Other special purpose bays including motor cycle, delivery and service vehicles, and universal bays are also required to be identified. In regards to on site servicing of commercial buildings, the plans should depict the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles and the means of access to and from those areas.

(f) **Elevation drawings** of each elevation of the proposed development (sides, rear and front), delineating the proposed colours, materials and finishes, roof pitches, windows (clear and/or obscured). Proposed alterations to existing buildings must clearly indicate what changes are proposed to the facades. The building height dimensions to be in metres.

(g) Street elevations drawn showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application, and drawn as one continuous elevation.

(h) In particular, proposed locations of all extraneous services including fire booster cabinets, fire hydrants, air conditioner units and pipe work and associated details are to be provided on drawings submitted.

(i) **Sections** through both the length and width of the development, including floor to ceiling heights and any proposed basement levels are to be provided.

(j) **Landscape details**– indicating the location, dimensions, and design of any proposed landscaping area. This information may be included as part of the site or ground plan. Further details may be required at the Building Licence stage.

(k) **Overshadowing plan** - in order to ascertain overshadowing implications of proposed developments which may impact on the availability of sunlight onto adjoining properties or public spaces, a shadow cast diagram will be required indicating the shadow cast by the development at 9am, midday, and 3pm on the winter solstice (21 June) and on the equinox. The shadows cast by any adjacent buildings are to be identified separately and the cadastral boundaries, streets and the outline of the surrounding buildings are required to be included in the diagram. This information may also be provided as part of the applicant's submitted 3D digital model.

3.1.4 Photomontage and/or coloured perspectives

At least one photomontage superimposing the proposal into the streetscape, or a colour perspective of the proposed development showing the street elevation(s) of the proposal from a pedestrian perspective being submitted (including A4 and A3 coloured copies). The perspective/photomontage should include the adjacent buildings for the purpose of showing the proposal in context within the streetscape and any impacts on critical/sensitive views from both the public and private domain. Other views may be included if helpful to the assessment of the proposal.

3.1.5 Signage Strategy

Where a new building, substantial changes to an existing building or signage on a place on the Heritage List are proposed and there will be/are multiple tenants a Signage Strategy is required to be submitted with an application to demonstrate that signage has been given appropriate consideration and will be integrated within the building design and/or coordinated across a site.

The Strategy should include details of the location, type, size, method of illumination and total number of signs that are intended for a proposed development and details of the sign

content if known. Where a Strategy relates to a place on the Heritage List or within a Heritage Area it should also indicate proposed materials, colours and fonts. Plans and drawings should be to a standard scale of 1:50 or 1:100.

3.2 Planning Report

Each application should be accompanied by a Planning Report, which will include a written explanation of the project. The purpose of this is to provide specific details relevant to the site to accompany the Site Analysis Plan and Proposed Design Plans. It is intended to explain design principles and concepts that have informed the proposed development and to demonstrate that the proposal has emerged from a full assessment of a site's characteristics and circumstances including the surrounding locality.

In reporting on the proposed development an applicant needs to provide information on the following: -

3.2.1 Site Description and Context

A description of the existing situation including:-

(i) location;

(ii) property and tenure;

(iii) the current uses of the site;

(iv) the current buildings located on the site;

(v) an analysis of existing site conditions;

(vi) site context; and

(vii) any history relating to the development of the site to date (if any) or details of any heritage significance and listings of the buildings or place.

3.2.2 Proposed Development

Outline the nature and details of the proposed development, including an Architectural Statement indicating particular design concepts/ elements where appropriate, and how the development incorporates environmentally sustainable principles into the design.

Outline the key opportunities and constraints for the proposed development that have affected and/ or constrained the proposed design outcomes.

3.2.3 Planning Considerations, Policies and Development Control

Outline how the proposal meets with all relevant development requirements and standards, therefore providing the planning considerations for the site including:-

(i) City Planning Scheme No. 2, Minor Town Planning Schemes and Local Planning Schemes;

(ii) the Deemed Provisions;

(iii) the Supplemental Provisions contained in Schedule A to the Deemed Provisions;

(iv) Planning Policies and Development Guidelines;

(v) Relevant Precinct Plan(s) and Statements of Intent;

(vi) Any relevant local government adopted Planning Study;

(vii) Relevant strategies;

(viii) Any State Planning Policy of the Western Australian Planning Commission (including the R- Codes) if appropriate.

It will be necessary to provide planning justification for any areas of non-compliance with any development requirements and standards.

3.2.4 Plot Ratio Calculations

Details of the calculations of the proposed plot ratio are essential and should include an A4 or A3 set of floor plans (to scale – 1:100 or 1:200) indicating the areas included in the plot ratio floor area calculations. Justification for any plot ratio bonus or transfer thereof in accordance with clauses 27, 28 and 30 of City Planning Scheme No. 2 and any relevant Planning Policies should be provided.

3.2.5 Bonus Plot Ratio Applications

In the case of applications seeking bonus plot ratio, additional documentation will be required to be submitted in order to assess compliance with the bonus plot ratio provisions of City Planning Scheme No. 2 (refer clause 28). Specific details of the required documentation are contained within the Bonus Plot Ratio Policy.

3.2.6 Transfer of Plot Ratio

Transfer of plot ratio takes place in two stages. Firstly a request for approval of a place as a donor site is initiated by the landowner completing the relevant form (Transfer Plot Ratio Donor Site Form). Plans, documentation and information identified by the City Planning Scheme No.2 and the Transfer Plot Ratio Policy will need to be submitted to the local government to assess whether approval shall be granted and identify the quantity of plot ratio transfer.

Once a donor site is listed in the Register of Transfer of Plot Ratio, the local government may approve the use of its transferable plot ratio, in whole or part, at a recipient site. A development application will need to be submitted in addition to information outlined in the Transfer Plot Ratio Policy.

4.0 TECHNICAL REPORTS

Other technical reports prepared by relevant experts may be required to be submitted at the time of lodgement of a development application to address such matters as traffic impacts and parking management, noise impacts, wind impacts, lighting impacts, access audits and heritage assessment.

4.1 Contaminated Sites

Where a development is proposed on a contaminated site, an environmental assessment report is required to be prepared by a qualified environmental consultant, consistent with the 'Contaminated Sites Act 2003' and submitted to the local government for consideration.

4.2 Acid Sulphate Soils

Where a development may be affected by Acid Sulphate Soils, a report to be prepared by a qualified environmental consultant to provide an appropriate level of assessment for the proposed development in accordance with the relevant Local Authority provisions, State Government policy statements and the Environmental Protection Authority standards, and submitted to the local government for consideration.

4.3 Acoustic Report

A report prepared by a suitably qualified acoustic consultant is to be submitted in support of any application for development that may generate a noise impact (i.e.: liquor licensed premises, live or amplified entertainment) or for noise sensitive developments in proximity to noise generating establishments.

The report shall demonstrate how the proposed development has been acoustically assessed and designed for the purpose of minimising the effects of noise intrusion and/or noise emissions. In this regard, residential development should deliver an appropriate level of amenity for residents by attenuating noise between dwellings, other building uses and activities, external noise sources, and from mechanical plant and equipment. Please refer to the Residential Design Policy (Appendix 2 – noise requirements).

For noise sensitive development which will not be situated within close proximity to current noise generating establishments, a preliminary acoustic report may only be required at the time of lodging a development application, with a detailed acoustic report being submitted for approval by the local government, prior to a building licence being submitted.

4.4 Water Sensitive Urban Design and Energy Efficient Design

As part of an application for every new building or major refurbishment of an existing building, applicants will be required to provide a Water Sensitive and Energy Efficient Design Statement undertaken by an appropriate consultant. The development should aim to achieve high energy efficiency ratings in an accredited system for energy efficient building design and maintenance and keep abreast of any relevant legislative requirements including the Building Code of Australia – Energy (Section J). The proposed development should also

incorporate appropriate water sensitive design measures in accordance with the principles outlined in the City Planning Scheme No.2, Policy Manual.

4.5 Traffic and/or Parking Impact and Management

A Traffic and/or Parking Impact Statement report prepared by a suitably qualified transportation planner or engineer will need to be provided for all applications:

(a) seeking additional commercial tenant car parking beyond that permitted under City Planning Scheme No. 2;

(b) for any public car parking proposals or alterations to an existing parking facility;

(c) for any residential development providing in excess of 50 car parking bays;

(d) for any developments that in the local government's opinion are likely to significantly impact on traffic generation/movement and parking within the locality; and

(e) for signage that incorporates animated or variable content and will be visible from a road.

The report is required to assess the impact of the proposal on the local road and traffic network and pedestrian movement and the safety of motorists, cyclists and pedestrians. In the case of applications referred to in (a) to (d) the proximity to public transport should be considered and the cumulative impact of vehicular traffic for specific proposals such as the use of laneways or availability of existing public car parking within the area should also be investigated.

4.6 Universal Access

As part of the application, where appropriate, applicants will be required to provide an Access Statement undertaken by a suitably qualified consultant demonstrating the proposal's consideration of universal access principles and the obligations of the Disability Discrimination Act 1992. The types of information the Access Statement will provide will vary according to the scale, nature and complexity of the proposed development.

Furthermore, all development will be required to comply with the Disability (Access to Premises – Buildings) Standards 2010 and the relevant provisions of the Building Code of Australia (as amended).

4.7 Wind Impact

For development which may impact on the microclimate of the surrounding public realm, a wind impact statement prepared by a suitably qualified consultant will be required to be submitted. For significant high-rise developments (typically when the height is greater than 10 storeys but may be required below this height in some circumstances), the results of a full wind tunnel test will be required to be submitted as part of any application. The report is to identify and analyse the effects of wind conditions on pedestrians within the site, on the street at footpath level and in other areas in the vicinity. The report is to compare and analyse the current situation with the likely impacts created by the new development, and document measures to reduce impacts.

4.8 Cultural Heritage/ Conservation Plans

A heritage impact assessment prepared by a suitably qualified heritage consultant is to be provided with all applications relating to properties:

(a) located or proposed to be in or on a place that has been entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*;

(b) entered in the local government's Heritage List; or

(c) located within an existing Heritage Area;

This is also relevant for development that includes the demolition of a building within a Heritage Area.

If the building proposed is a place on the Heritage List, adjacent to a place on the Heritage List or within a Heritage Area, it is necessary to articulate the impact of the proposed development on the heritage place or area. This needs to demonstrate how the proposed development looks to enhance the principles of the relevant Heritage Area or heritage place.

Additional requirements are outlined in the Heritage Policy and the Transfer of Plot Ratio Policy.

4.9 Lighting Impact Assessment

A Lighting Impact Assessment may be required to be submitted for applications that involve lighting that could impact on the amenity of a locality, including signage that incorporates illumination and/or animated or variable content. It should be prepared by a qualified lighting engineer, lighting designer or other appropriately qualified person and assess the light impact that the proposal will have on the public realm and the adjacent building occupants. The assessment should consider the light intensity and impact relative to existing and foreseeable conditions (including environmental conditions and the cumulative impact of lighting in the area) statutory requirements and Australian Standards (including AS 4282-1997), appropriate maximum luminance levels and where applicable the objectives, principles and provisions of the Signs Policy.

4.10 Sign Management Plan

A Sign Management Plan may be required to be submitted for an application that proposes signage with illumination, animated, variable, third party advertising and/or on-premises advertising content. The Plan should identify the operational and content management, maintenance and complaints handling arrangements. Content management should include the establishment of an activity log by the operator which is available to the local government to monitor compliance with any conditions of development approval.

4.11 Royal Perth Hospital Flight Path Protection

An application for development approval within Special Control Area No. 33 – Royal Perth Hospital Flight Path Protection must demonstrate how the application will address considerations outlined in the *National Airports Safeguarding Framework – Guideline H:*

Protecting Strategically Important Helicopter Landing Sites, or any other relevant technical guidelines.

An application for development approval within Special Control Area No. 33 must be accompanied by the following information:

- The location as well as existing and proposed ground levels (AHD) of the subject land;
- The location and height (AHD) of the existing main features, including buildings, structures, trees and other tall features, on the subject land; and
- The location and height (AHD) of proposed buildings, structures, works and equipment (where appropriate);

relative to the height (AHD) of the flight path protection area.

5.0 ACCOMPANYING INFORMATION FOR APPLICATIONS OF A MINOR NATURE

The local government may require less information to be submitted for the following types of relatively minor developments: -

5.1 Minor external alterations and/or additions to existing buildings

In submitting an application for such works the following minimum information is required:

(a) Application Forms and Fees;

(b) Application Format - in most instances a 3D digital model will not be required. However, it is advisable to contact a planning officer to discuss the scope of works being proposed;

(c) Planning considerations, Policies and Development Control;

(d) A plan, properly dimensioned and scaled (1:100 or 1:200), of the site (including any alterations/additions to the existing building footprint);

(e) Design Plans including - plans depicting the existing building and any buildings (or portions of buildings) to be demolished; graphically differentiating between new and existing structures and specifically how the proposal will impact on the existing architectural features, fenestration, doors, main materials, and decorative treatments. Also details on the proposed material, colour and finishes to be employed on new architectural features, fenestration, doors and decorative treatments; and

(f) Plans to include sufficient detail to demonstrate that universal access and facilities will be provided in accordance with the expectations of the Disability Discrimination Act 1992, and the Disability (Access to Premises – Buildings) Standards 2010 as appropriate.

5.2 Change of Use applications

In submitting an application for a change of use, the following minimum information is required:

(a) Application Forms and Fees;

(b) Applications Format - a 3D digital model will not be required;

(c) Planning Considerations, Policies and Development Control;

(d) A plan, properly dimensioned and scaled (1:100 or 1:200), of the site (including any buildings) showing how it is proposed to use the site, and any proposed changes to the site and/or buildings including parking layouts and the total floor area to be occupied by the proposed use(s); and any proposed external alterations;

(e) A written submission on the proposal including the current approved use of the premises, the proposed use of the premises and such details as the hours of operation, number of staff/practitioners, type of liquor licence being sought (where appropriate), and any other details that would assist in the accurate assessment of the use;

(f) Plans to include sufficient detail to demonstrate that universal access and facilities will be provided in accordance with the expectations of the Disability Discrimination Act 1992, and the Disability (Access to Premises – Buildings) Standards 2010 as appropriate.

(g) Details as to whether a licence for the proposed use is required under the Dangerous Goods Act 1985;

(h) Details of the transporting of materials or goods to and from the site;

(i) Consideration of potential adverse impacts of the proposed use on the amenity of the surrounding locality; and

(j) Details of any new signage required for the new use.

5.3 Signs and Advertisements

In submitting an application for advertisements or signs the following minimum information is required:

(a) Application Forms and Fees;

(b) Planning Considerations, Policies and Development Control with particular regard to the Signs Policy;

(c) A properly dimensioned and scaled site plan (1:100 or 1:200) including any building(s) on the site and showing the location of any existing signage and all proposed signs;

(d) Plans showing the dimensions, materials, supporting structure, colours and content of each proposed sign;

(e) Details on any proposed illumination, including animated or variable content; and

(f) A photograph of the site and/or building with the proposed signage superimposed showing the sign in context (including adjoining buildings), is required.

Where an application involves signage on a place on the Heritage List and there will be/are multiple tenants a Signage Strategy should be submitted for approval by the local government if there is not an approved Strategy already in place.

Additional technical reports may be required to be submitted for signage that incorporates animated or variable content and illumination. These reports include, but are not limited to, a Lighting Impact Assessment and a Traffic Impact Assessment.

5.4 Demolition

Clause 37 of City Planning Scheme No. 2 identifies specific provisions relating to the determination of applications. In submitting an application for the demolition of any building or part of a building the following minimum information is required:

(a) Application Forms and Fees;

(b) Application Format - a 3D digital model will not be required;

(c) Planning Considerations, Policies and Development Control;

(d) A plan, properly dimensioned and scaled (1:100 or 1:200), of the site and appropriate plan(s) depicting the existing building(s) and/or any structures (or portions of buildings and or structures) to be demolished; and

(e) A written submission on the proposal including details of the age and condition of the building(s) or part of the building to be demolished; a management plan dealing with screening, dust management etc, evidence of a valid planning approval for the current site.

NOTE: *1. For properties of heritage value refer to Section 4.8 of this policy and any other relevant policies under City Planning Scheme No. 2.*

5.5 Excavation and Fill

Examples of types of excavation proposals may be in relation to remediation works, removing contaminated soil from a site, and replace with compacted clean fill.

In submitting an application for any excavation works the following minimum information is required:

(a) Application Forms and Fees;

(b) Application Format – a 3D digital model will not be required;

(c) A plan, properly dimensioned and scaled (1:100 or 1:200), of the site including any building(s) on the site, the outline of any buildings on the adjacent sites; and showing the extent of the area to be excavated and the proposed level of fill indicated in AHD; and

(d) A written submission on the proposal including geo-technical details together with management plans dealing how truck movements, dust, noise and removal of contaminants will be controlled.