

SC6.1.6 Information Local Government may request

Guideline: Making an Application

The early identification of the relevant assessment criteria under the planning scheme and other legislation will help to ensure that the development application is well-prepared.

Such an application is likely to consist of:

- *a properly-completed application form (including all relevant parts);*
- *the application lodgement fee;*
- *relevant supporting information, including fully-dimensioned and scaled drawings, a written explanation of the proposal and details of any pre-lodgement consultation that has occurred.*

0 Information Local Government may request identifies the supporting information the local government expects in a well-prepared application.

SC6.1.6.1 Preliminary

The Council requires the information identified in SC6.1.6.2, SC6.1.6.3 or SC6.1.6.4 from the applicant to assist the:

- (1) assessment of a development application; or,
- (2) Council to decide, under SPA, that the conditions of a development permit for the operational works associated with the reconfiguring of a lot have been complied with before endorsing a plan of subdivision; or,
- (3) Council to decide, under SPA, that adequate security is given before endorsing a plan of subdivision.

SC6.1.6.2 Presentation of Drawings

SC6.1.6.2.1 General

- (1) SC6.1.6.2 Presentation of Drawings applies to engineering plans submitted by an RPEQ for approval of operational work and internal and external civil work with other approved developments.
- (2) Only those drawings relevant to the operational works shall be submitted with the operational works application.

Guideline: Need for consistent presentation

Standardisation of the presentation of engineering plans submitted for approval is necessary for consistency of Council's records. It also assists the expedient review and approval of applications.

- (3) Engineering Drawings, Calculations and Specifications, and Inspection and Testing Plans are to be submitted accompanied by the statement of compliance sheets identified for those purposes in SC6.1.8 Statements of Compliance and Standard Forms.

Guideline: Completeness of submitted information

Submission of insufficient or incorrect information may result in processing delays and/or an Information Request.

- (4) Engineering calculations and catchment areas for the design of any stormwater drainage are to be submitted.
- (5) The Statement of Compliance Form (Design) is to be signed by the Consultant RPEQ.

Guideline: Statement of compliance form submission

Failure to submit this Form may delay approval of the proposed works.

- (6) Legible A3 Engineering Drawings are required for plan checking although the Engineer may request larger scale plans for details. Drawings must be in a format that allows for the drawings to be printed to the nominated scale.

Guideline: Plan scale

Reduced scale plans may be submitted for use during the construction phase—provided they conform to the approved design.

- (7) For details of landscaping plan presentation refer to SC6.1.13 Landscape Plans and Plant Species.

SC6.1.6.2.2 Requirements for drawings

The Council may request the drawings stated in SC6.1.9 Plan Presentation and Documentation.

SC6.1.6.3 Development Applications

SC6.1.6.3.1 Operational work

- (1) Required for all development applications:
 - (a) sufficient information to allow assessment of the design of the proposed development and its effects on future development in the locality, including drainage catchment area, sewerage or water reticulation area;
 - (b) with the submission of designs for approval, a Statement of Compliance – Design, certifying that the designs have been prepared in accordance with this policy unless specifically otherwise noted;
 - (c) if the proposed development would not comply with the standards in this policy, supporting evidence for the variation;
 - (d) various designs, plans, drawings, calculations or other data where applicable, specific certification by appropriately qualified professionals;
 - (e) a detailed estimate of cost of the works;
 - (f) specifications or a statement that Council's specifications are to be used.

Guideline: Certification to accompany development application plans

Failure to submit required certification may result in delays or rejection of the data provided and an information request from the local government.

- (2) Required for all applications involving infrastructure works, including works for reconfiguring a lot:
 - (a) an assessment of the capacity of existing infrastructure and the effect of the proposed use connecting to the infrastructure;
 - (b) an assessment of any proposed variation to the standards stated in SC6.1.7 Design standards of this planning scheme policy, including:
 - (i) a description of the existing situation;
 - (ii) the reason for the proposed variation; and
 - (iii) an outline of other alternatives that have been considered but not proposed;
 - (c) drainage calculations and catchment plans demonstrating that the works would not compromise the achievement of the objectives and design philosophy of QUDM or the TMR Road Drainage Manual as appropriate.
 - (d) any additional calculations in support of overland flow path capacities, weir flows over kerbs, flood plain filling studies, detention basins;

Guideline: Use of computer programs for design or modelling

The outputs from appropriate computer programs in the design or modelling of drainage are to be presented on an A3 calculation sheet.

- (e) where the downstream drainage system is not capable of carrying an increased discharge, an indication of what measures are proposed (including upgrading the existing downstream system) to ensure that downstream systems can adequately accommodate such increased discharge;
- (f) certification from a suitably qualified consultant that the proposal would achieve the specific outcomes for stormwater drainage in the planning scheme Infrastructure and Operational Work (excluding advertising device) Code;
- (g) for subgrade stabilisation, any submission for the use of alternative methods of stabilisation is to be supported by technical information from the manufacturer or a recognised geotechnical testing authority;
- (h) for roadworks, a design report is required including road geometry standards (speed environment and horizontal and vertical curve design speeds), design and check vehicles, curve widening, pavement design, super-elevation, other design assumptions and references to the adopted design standards.

SC6.1.6.4 Endorsement of Plans of Subdivision

Guideline: Local government approval of plans

Plans of subdivision require the approval of the local government before the new lots can be registered.

SC6.1.6.4.1 Request for approval of 'plan of subdivision' by the local government

If a plan is given to the Council under SPA the following are required:

- (1) evidence of compliance with the conditions of the relevant development permit for reconfiguring a lot; and
- (2) payment of the relevant fee; and

Guideline: Council fees

Contact the Council to ascertain the current fees for endorsing a plan of subdivision prior to lodging plan of subdivision for endorsement.

- (3) payment of any contributions; and
- (4) payment of the applicable maintenance bond.
- (5) acceptance of 'On-Maintenance' or payment of a security bond for incomplete works; and
- (6) acceptance of 'As Constructed' information including asset data capture documentation.

Guideline: Approval of the Plan of Subdivision

SPA requires the local government to approve the plan of subdivision if:

- *conditions for the development permit for the reconfiguring have been complied with;*
- *conditions for the development permit for the operational works have been complied with;*
- *there are no outstanding rates, charges, or expenses over the land; and,*
- *the plan is prepared in accordance with the development permit.*

Alternatively, security may be given to ensure compliance with the above.

SPA requires the local government to approve the plan of subdivision within 20 business days after the applicant complies with the above.

SPA requires the plan of subdivision to be lodged for registration with the registering authority within 6 months after the local government's approval. The applicant is responsible for such lodgement.

SC6.1.6.4.2 Security for incomplete works

Only very minor, incidental incomplete works will be bonded. Examples include minor landscaping and street name signs. As constructed information for water and sewerage infrastructure and inter-allotment stormwater drainage will not be bonded. For a request to secure incomplete infrastructure works under SPA, the following are required:

- (1) Submission of 'Request for Bonding of Uncompleted Works Form PD-F-054' by the RPEQ responsible;
- (2) a fully priced schedule of outstanding works or as constructed/asset information to be bonded;
- (3) confirmation of the total cost of the development works, where a maintenance bond is required;
- (4) a summary sheet;
- (5) certification from the superintending RPEQ that the information is correct and that the outstanding works / information are scheduled for completion within the period nominated in any bonding approval conditions.

Guideline: Asset Documentation

Any "as constructed" plans or asset management documentation submitted at bonding stage must be reviewed and resubmitted by the Consultant as a complete set of final "as constructed" documentation.

SC6.1.6.5 Requests for Accepting Works as "On Maintenance"

- (1) For a request for the Council to accept the infrastructure works as being 'on maintenance'—evidence is to be submitted by the Consultant Engineer that Council's requirements listed in the Guideline at SC6.1.4.5.4 Major Inspections, have been satisfied.

Guideline: Reinspection fee

Council's requirements should be satisfied prior to requesting an 'On Maintenance' site inspection. Failure to do so may result in the charging of a reinspection fee.

Guideline: Having Works Accepted 'On Maintenance'

Following a satisfactory 'On Maintenance' inspection and the Engineer's acceptance of the 'As Constructed' information, the consultant is to submit a written request to the local government for acceptance of the works 'On Maintenance' and, if applicable, the release or reduction of any uncompleted works bond held.

Guideline: Approval of the Security Bond Amount

The Engineer will, upon confirming that the maintenance security bond amount has been approved and received, and all other relevant fees paid, confirm acceptance of the works 'On Maintenance' and arrange for release or reduction of any uncompleted works bond held.

- (2) All 'As Constructed' information is to be received, reviewed and accepted by the Engineer.
- (3) Unless noted otherwise on the development approval, the 'On Maintenance' period will be for a period of 12 months for all of the constructed infrastructure works.

SC6.1.6.6 Requests for Accepting Works as "Off Maintenance"

For a request for the Council to accept the infrastructure works as being 'off maintenance' evidence from the Consultant Engineer that Council's requirements listed in the Guideline in SC6.1.5.2 Off Maintenance Inspections have been satisfied is required.

Guideline: Re-inspection fee

Council's requirements should be satisfied prior to requesting an 'Off Maintenance' site inspection. Failure to do so may result in the charging of a re-inspection fee.

SC6.1.6.7 Requests for the release of maintenance security

Following a satisfactory 'Off Maintenance' inspection, the Consultant is to submit a written request to the Council for acceptance of the works 'Off Maintenance' and include the details of any maintenance security that the consultant requests be released.

Guideline: Acceptance by Council

The Council's Engineer will, upon confirmation that no outstanding accounts arising from the development are due to Council, confirm acceptance of the works 'Off Maintenance', and arrange for the release of the maintenance security bond.

SC6.1.6.8 'As Constructed' Information

'As constructed' information includes the following:

- (a) 'as constructed' drawings (refer 6.1.9.4.4 for requirements);
- (b) certified, completed ITPs
- (c) test results;
- (d) asset data capture documentation;
- (e) any Operations and Maintenance Manuals applicable and,
- (f) 'Statement of Compliance – As Constructed' and any non-compliance report, duly signed by the RPEQ responsible for the site superintendence.

Guideline: 'As constructed' information

The Council strongly recommends that 'as constructed' information be collected and checked as the works progress. This will identify construction errors as early as possible so that rectification or request for Council's approval for the change does not delay accepting the works 'On Maintenance'.