



# MAJOR WORKS APPROVAL APPLICATION INFORMATION CHECKLIST

## The following information is mandatory for all works applications:

- A Locality Plan which identifies the site and its context.
- A written description of the works proposed.
- Plans or drawings describing the works with drawing numbers.
- Authorisation from the land owner/lessee or land custodian to lodge the application on their behalf (Please use the Authorisation Form available from the NCA Website).

Failure to submit the above information will result in your application not clearing the completeness check stage.

Failure may result in the applicant being provided with a Notice to resubmit the application that is not in accordance with the *Australian Capital Territory (Planning and Land Management) Act 1988*. This notice incurs a cost as shown in the Works Approval Schedule of Fees and in accordance with the *Australian Capital Territory (Planning and Land Management) Regulations*.

Major applications may require the submission of one set of hard copy plans. The assessing officer will contact you if this is required.

Examples of Major applications include mixed use developments, residential buildings and major road works.

## Major works approval applications will need to provide the following:

**1 Planning Report** which addresses the relevant design and planning matters in accordance with the provisions of the National Capital Plan. Advice in relation to how obligations have been met under other legislation including the *Environment Protection and Biodiversity Conservation Act 1999*, *Copyright Act 1968* or relevant Territory legislation should be included.

**2 Schedule of Proposed Works** which gives details of the works proposed including extent of earthworks, off-site work requirements and works associated with service connections. It should also describe the quantitative characteristics of the proposed development such as:

- gross floor area
- site coverage
- building height (RL and in metres), including height from natural ground level
- building setbacks from property line
- external materials and colours (a sample board may be required)
- on-site and off-site car parking provision.

**3 Quantity Surveyor's Certificate of Costs** for all proposals costing **over \$2 million**. The Certificate of Costs must:

- be prepared and signed by a registered quantity surveyor
- itemise the quantities of materials and labour for the proposed works exclusive of GST for the purpose of calculating Works Approval fees.

**Note:** Quantity Surveyor's Certificate of Costs are subject to review by the National Capital Authority.

**4 Detailed Site Plan (preferably 1:200 or 1:500)** which identifies site boundaries and the key characteristics of the site including:

- site contours
- underground services (water, sewer, gas & electricity)
- surface drainage pattern
- existing vegetation (particularly the established trees) - their size, species, condition and exact location
- vehicular and pedestrian access
- existing development and other features which may contribute to a full understanding of the site and its context.

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**5 Architectural Drawings (1:100 or 1:200)** sufficient to fully explain the proposal and should include:

- floor plans
- elevations
- sections (indicating finished floor levels and roof heights)
- perspective drawings
- coloured elevation(s) showing external finishes
- external lighting plan
- external signage plan.

**6 Landscape Plans (1:200 or 1:500)** which include:

- landscape management and protection plan
- existing trees proposed to be retained and trees to be removed or pruned supported by a tree survey report by qualified arborist (tree assessment schedule)
- proposed planting design with planting schedule outlining size, species and quantity
- final site levels (including verge levels) and drainage
- location and finishes of pedestrian & vehicular access paths and carpark areas
- location and details of signage and external lighting.

**7 Civil & Excavation Plans** – civil drawings showing changes to site services including the method of undertaking works, extent of excavation including levels.

**8 A Drawing Schedule** provided in an editable table format such as .doc, .docx (not PDF) or similar.

**9 A Traffic and Parking Assessment Report** which considers the potential impact on the area, vehicle access and egress, parking arrangements, road capacity.

**10 ACT Government Agency Clearances**

- Transport Canberra and City Services Directorate (TCCS) - Works on Unleased Territory Land such as road reserves, public parks and nature reserves may be required to be referred to TCCS. TCCS will also provide temporary traffic management authorisation, advice on urban tree management, driveway works and verge management.
- Environment, Planning and Sustainable Development Directorate (EPSDD) – EPSDD may be required to provide leasing advice, advice on ACT heritage listed sites, Environmental protection requirements, and advice on the conservation of flora and fauna in the ACT.

**Please contact** Access Canberra on 13 22 28 to contact the relevant areas of these ACT Government directorates.

**11 A Consultation Report** outlining any pre-application consultation conducted by the proponent and how the matters raised during consultation have been addressed. The NCA may be required to conduct further consultation on the application.

**12 A Site Establishment and Construction (or Demolition) Management Plan** which identifies:

- the location of temporary work sheds and material storage areas
- temporary site fencing and signs
- construction/demolition vehicle access and circulation areas
- methods to be used for protecting street trees and trees to be retained on site
- methods of protection of verge landscaping
- erosion management plans
- HAZMAT report/survey and remediation measures
- steps to be taken to restore the site
- temporary traffic management.

**These details may not be available at the time of submission and may form a future application.  
If you have any questions, please discuss with the Works Approval team  
the information required for your proposed works.**



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