

Pine Rivers Shire Council

Planning Scheme Policy

PSP4 Preparing and Submitting a Competent application
for Operational Works (relating to Reconfiguring a Lot)



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ADOPTION

Pine Rivers Shire Council adopted this planning scheme policy on 19 June 2006.

COMMENCEMENT

This planning scheme policy took effect from 15 December 2006.

I, Ray Burton, Chief Executive Officer, of the Pine Rivers Shire Council, hereby certify that this document is a true copy of the original.

Ray Burton
Chief Executive Officer



PSP 04 - PREPARING AND SUBMITTING A COMPETENT APPLICATION FOR OPERATIONAL WORKS (RELATING TO RECONFIGURING A LOT)

HEAD OF POWER

This policy is a document that supports the planning scheme for the Shire and has been made by Council using the process prescribed in Chapter 2, Part 1, Division 5 of the *Integrated Planning Act 1997*.

OBJECTIVE

The purpose of the policy is to provide applicants seeking approval for Operational Work relating to Reconfiguring of a Lot with information on:-

- (1) the matters which need to be considered when preparing a design and specifications for such work;
- (2) the minimum plan/report requirements; and
- (3) the procedure for submitting the application.

DEFINITIONS/APPLICATION

Application

This policy applies to all development applications for approval of Operational Work relating to Reconfiguring of a Lot made under the provisions of Chapter 3 of the *Integrated Planning Act 1997*.

Definitions

Unless otherwise indicated in this policy, all terms used have the meanings prescribed in Chapter 7 of the Planning Scheme for the Shire.

POLICY STATEMENT

(1) Preparing the Design and Specifications

In preparing the design and specifications for Operational Work relating to Reconfiguring of a Lot, a number of matters should be considered to the extent they are relevant to the proposal. These matters include:-

- (a) conditions of previous approvals such as Rezoning Approvals, Subdivision Permits, Material Change of Use Development Permits and/or Reconfiguring a Lot Development Permits;
- (b) provisions of the Planning Scheme including relevant Codes;
- (c) provisions of any relevant State Planning Policy or guidelines;
- (d) any other relevant statutory matter.

The above list should not be considered exhaustive.

Previous approvals may require certain reports to be provided on relevant matters. The designer may need specialist consultant reports to examine the impacts or constraints resulting from these matters prior to commencing a design.

(2) Site Analysis Plan

A detailed and comprehensive site analysis is the foundation of any good design. Specifically, the objective of the site analysis is to ensure that a coherent design is achieved which:-

- (a) identifies the constraints of the site;
- (b) highlights the site's opportunities; and
- (c) shows the important aspects of the surrounding environment.

The preparation of a Site Analysis Plan will assist in the designer and is needed should alternative design solutions be proposed. The site analysis plan should be drawn to scale and should include at least:-



- (d) existing and proposed contours;
- (e) identification of previously filled areas;
- (f) drainage patterns and catchment areas;
- (g) 100 year ARI, 50 year ARI and 20 year ARI floodlines for rivers, creeks, open drains and waterways;
- (h) existing dams;
- (i) existing natural and cultural features;
- (j) significant vegetation including tree preservation areas;
- (k) features with identified heritage value;
- (l) all existing services and easements on the site, its road frontage and adjacent to the other boundaries of the land;
- (m) all existing and proposed roads in the general vicinity;
- (n) existing buildings and structures including whether or not they are to be retained with the development;
- (o) difference in levels between the subject land and adjacent properties;
- (p) significant noise sources;
- (q) views to and from the site;
- (r) prevailing winds; and
- (s) integration with existing public facilities and access networks.

(3) Technical Reports and Investigations

In preparing a design the applicant may need to seek specialist advice from suitably experienced consultants on some or all of the following matters:-

- (a) stream bank stability;
- (b) flooding;
- (c) stormwater quantity management;
- (d) stormwater quality management;
- (e) geotechnical slope stability;
- (f) traffic impact;
- (g) traffic noise impact;
- (h) water supply;
- (i) sewerage;
- (j) electromagnetic fields;
- (k) bushfire management;
- (l) acid sulphate soils management;
- (m) vegetation/environmental management;
- (n) economic impact.

Such reports and investigations will be relevant to the assessment of any application and should be provided to support the proposal.

(4) Design Standards

Council's Design Codes for subdivision works provide the design criteria and solutions for the various elements of the design. The related detailed design requirements and procedures are set out in Council's Civil Infrastructure Design Policy. To assist the designer, the codes give direct reference to the relevant section of the Civil Infrastructure Design Policy and/or relevant Standard Drawings for the particular design issue.



(5) Non-Conforming or Alternative Designs

Non-conforming designs or alternatives to the Probable Solutions given in the relevant codes will be considered on their merits. These proposals must satisfy the Overall and Specific Outcomes given in the relevant code. All non-conforming or alternative proposals must be clearly identified in the application and justification given for their use. Any non-conforming design that has not been identified by the applicant will be treated as a design error in the assessment of the application.

(6) Pre-design Meeting

Council offers a pre-design meeting service to designers. This meeting enables designers to gain preliminary comment on their design proposal. By its nature, it is not able to be a detailed or exhaustive assessment and is intended to assist designers in identifying possible issues that should be addressed in an application.

(7) Works External to the Site

Where works are proposed external to the site in other private lots then a copy of the written consent of the landowner to the proposal (drawings & specifications) is required to be submitted to Council with the application.

(8) Forms, Checklists and Fees

Application forms, application checklists and Council's fee schedule are available from Council's Strathpine offices and Council's website www.pinerivers.qld.gov.au. The application forms are those provided by the State government. Council has developed a number of Application Checklists which are intended to assist designers/applicants in preparing competent designs and applications.

Council's fee schedule includes its current fees for assessment of applications and supporting documents and reports. Full payment of all relevant fees is essential, as are all of the other mandatory requirements of the Integrated Planning Act 1997, to ensure a properly made application.

(9) Submitting the Application to the Assessment Manager

The applicant must make the application to the Assessment Manager (generally Council) in accordance with the relevant provisions of the Integrated Planning Act 1997.

Apart from the mandatory forms, the applicant must provide the relevant completed Application Checklist. Colour drawings are acceptable provided that they are legible when copied in black and white. Where drawings larger than A3 size (eg A1) are provided, at least one A3 sized copy of each drawing must also be provided.

The necessary design drawings will generally include the following:-

- (a) Locality Plan (usually included on the cover drawing);
- (b) Subdivision Layout/Staging Plan;
- (c) Lot Calculation Plan (Council checks the surveyor's proposed lot calculations at this stage to ensure any amendments required in relation to the design have been made leaving lots that conform to the relevant code layout requirements);
- (d) Earthworks Plan;
- (e) Roadworks Plan;
- (f) Stormwater Drainage Layout & Catchment Plan;
- (g) Longitudinal Section of each Road;
- (h) Standard Road Cross-Sections;
- (i) Cross- Sections of each Road;
- (j) Detail Plan of each Intersection and Turnaround Area;
- (k) Longitudinal Section of each Drainline (including open drains);
- (l) Sewerage Reticulation Plan;
- (m) Longitudinal Section of each Sewer Line;
- (n) Water Reticulation Plan;
- (o) Drainage Calculations;
- (p) Sediment & Erosion Control Plan;



(q) Electrical & Street Lighting Plan;

The applicant should provide sufficient information with the application to allow the Assessment Manager to properly consider all relevant matters and make a decision. The relevant technical reports required to support the application must be provided together with the appropriate assessment fees.

Applications to Council may be lodged at Council's Strathpine office or by mail.

REVIEW TRIGGERS

This policy is reviewed internally for applicability, continuing effect and consistency with planning scheme and other legislative provisions when any of the following occurs:-

- (1) the planning scheme is amended;
- (2) the planning scheme is replaced by a new planning scheme;
- (3) amendments which affect the allowable scope and effect of a planning scheme policy are made to the Integrated Planning Act 1997; and
- (4) other circumstances as determined from time to time by a resolution of Council.

RESPONSIBILITY

This policy is to be:-

- (1) implemented by the Manager, Development Services; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Manager, Strategic Direction in consultation with the Manager, Development Services.