

Pine Rivers Shire Council

Planning Scheme Policy

PSP5 Preparing and Submitting a Competent Application
for Reconfiguring a Lot

Planning Scheme Policy for Pine Rivers Shire

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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

PSP5 - PREPARING AND SUBMITTING A COMPETENT APPLICATION FOR RECONFIGURING OF 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 of a development application for Reconfiguring of a Lot with information on:-

- (1) the matters to be considered when preparing a development proposal;
- (2) the minimum plan/report requirements; and
- (3) the procedure for submitting the application.

DEFINITIONS/APPLICATION

Application

This policy applies to all applications for development approval for 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 Development Proposal

In preparing a development proposal for Reconfiguring of a Lot, a number of matters should be considered to the extent they are relevant to the proposal. These matters include:-

- (a) the proposed use of each of the proposed lots;
- (b) impacts on amenity of future occupants/proprietors of lots (impacts from external noise, dust, fumes and/or light);
- (c) whether any of the proposed lots would be unsuitable for use because of existing or possible inundation, subsidence, slip, erosion, acid sulphate soil potential;
- (d) the size, shape and utility of each of the proposed lots;
- (e) the impact of the proposal on the environment;
- (f) whether public utility services are required to be provided to the proposed lots;
- (g) the proposed method of management and disposal of drainage and amelioration of any detrimental effect upon neighbouring lands;
- (h) whether drainage reserves are required;
- (i) any possible traffic generation and the effect of this upon the road system;
- (j) the length of road frontage and proposed means of access to each of the proposed lots;
- (k) whether road widening and/or corner truncations will be required;
- (l) whether provision should be made for parks and community infrastructure;
- (m) bushfire/wildfire threat;
- (n) provisions of the Planning Scheme;
- (o) provisions of any relevant State Planning Policy or guidelines;
- (p) any other relevant statutory matter.

The above list should not be considered exhaustive.

The developer may need specialist consultant's reports to examine the impacts or constraints resulting from the above matters.

(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 site layout and 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 submission of a Site Analysis Plan will assist in the development assessment process and is needed should alternative design solutions be proposed. The site analysis plan must 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 other boundaries of the land;
- (m) all existing and proposed roads;
- (n) existing buildings and structures including whether or not they are to be retained with the development.

In addition, other matters which may be relevant depending on the specific circumstances include:-

- (o) orientation;
- (p) direction and distances to local shops, schools, public transport, parks and community facilities;
- (q) difference in levels between the subject land and adjacent properties;
- (r) significant noise sources;
- (s) views to and from the site;
- (t) prevailing winds;
- (u) built form and character of adjacent and nearby development; and
- (v) integration with existing public facilities and access networks.

(3) Checking Previous Planning Approvals

Where the site has been the subject of a previous rezoning approval under the Local Government (Planning & Environment) Act 1991 and/or a material change of use development permit under the Integrated Planning Act 1997, these approvals must be checked prior to finalising the development proposal. These previous approvals may include constraints or obligations that affect the current proposal (e.g. prescribed access locations, park and open space locations, etc).

(4) Preliminary Infrastructure Layout Plans (lot drainage and sewerage)

In preparing a layout for urban subdivision development, consideration needs to be given to optimising the lot drainage and sewerage systems. The location of services in lots becomes increasingly important as the size of the lot decreases as these services have an increasing impact on the useable building area. The applicant must forward the proposed lot layout for urban subdivision development to an engineer for comment regarding optimisation of lot drainage and sewerage layouts. The final layout submitted with the

PLANNING SCHEME POLICY PSP5 – PREPARING & SUBMITTING A COMPETENT APPLICATION FOR RECONFIGURING OF A LOT application must be accompanied by a sketch plan, drawn to scale, showing the possible layout of lot drainage and sewerage.

(5) Proposal Plan

The Proposal Plan is the plan for which an approval is sought. For clarity, this plan will generally not contain all the detail shown on the Site Analysis Plan.

The Proposal Plan must be drawn to scale and include the following details:-

- (a) a north point;
- (b) boundaries of the subject land (clearly shown);
- (c) boundaries of existing adjoining lots;
- (d) existing public utility services on the site and its road frontage;
- (e) existing sealed road edge or kerblines;
- (f) existing easements and drainage reserves;
- (g) existing dams;
- (h) floodlines for rivers, creeks, open drains and waterways;
- (i) major gully centrelines;
- (j) boundaries of the proposed lots;
- (k) dimensions and areas of the proposed lots;
- (l) boundaries of existing and proposed roads;
- (m) existing and proposed contours (generally 1m interval for urban development and 5m interval for non-urban development);
- (n) significant vegetation including tree preservation areas;
- (o) areas of the subject land which are subject to subsidence, slip or erosion;
- (p) areas of existing and proposed filling;
- (q) location and size of existing buildings and other structures;
- (r) staging of development (if applicable);

The application must include a Table of Development (usually on the drawing of the Proposal Plan) which includes the following information:-

- (s) gross area of subject land;
- (t) area of proposed park and open space (including drainage reserve);
- (u) area and length of new road;
- (v) net area of subdivision (excluding new road, park & open space); and
- (w) number of existing and proposed lots.

To allow easy identification of proposed lots and new roads these must be numbered. Colour drawings are acceptable provided that they are legible when copied in black and white.

(6) Technical Reports and Investigations

In preparing a development proposal 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) Fauna management;

- (i) Water supply;
- (j) Sewerage;
- (k) Electromagnetic fields;
- (l) Bushfire management;
- (m) Acid sulphate soils management;
- (n) Vegetation/environmental management;
- (o) Economic impact; and
- (p) Site contamination.

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

(7) 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.

(8) Pre-lodgment Meeting

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

(9) 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.prsc.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 applicants in preparing competent 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.

(10) 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 a Proposal Plan for the proposed reconfiguration of lots, a Table of Development, a Preliminary Infrastructure Layout Plan for lot drainage and sewerage (as applicable) and 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 submitted at least one A3 sized copy of each drawing must also be provided.

The applicant should provide sufficient information with the application to allow the Assessment Manager to properly consider all relevant matters and make a decision. Where floodlines, noise impacts and/or bushfire threat has been investigated by the applicant, the relevant technical reports must be provided with the application 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.