



Appendix E – Information required as part of the works application

Information Checklist

The following information should be provided as part of your application for Works Approval.

- [] **A Locality Plan** which identifies the site and its context.
- [] **A Site Analysis Plan**
- [] **Design Concept Drawings/Statements** explaining the concept behind the design and siting of buildings and landscaping as proposed.
- [] **A Detailed Site Plan** (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.
- [] **Schedule of Proposed Works** which give 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;
 - building setbacks from property line;
 - external materials and colour (a sample board should be provided for major works);
 - on-site and off-site carparking provisions.
- [] **Architectural Drawings** (1:100 or 1:200) sufficient to fully explain the scheme and should include –
 - floor plans;
 - elevations;
 - sections (indicating finished floor levels and roof heights);
 - perspective drawings;
 - coloured elevation showing external finishes;
 - external lighting plan;
 - external signage plan.
- [] **Landscape Plans** (1:200 or 1:500) which include -
 - proposed planting design;
 - existing trees proposed to be retained and the ones to be removed or pruned;
 - location, size and species details of proposed planting
 - 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.

- [] **A Design Model** is required for any development that is significant and proposed in a prominent location.
- [] **A Site Establishment and Construction (or Demolition) Management Plan** which identifies:
 - the location of temporary work sheds & material storage areas;
 - temporary site fencing & signs;
 - the method of demolition and waste management;
 - construction/demolition vehicle access & circulation areas;
 - methods to be used for protecting street trees and trees to be retained on site;
 - methods of protection of verge landscaping from possible damage during construction/demolition);
 - measures to contain run-offs from the site with due consideration given to erosion management during construction/demolition;
 - steps to be taken to restore the site and site access after construction/demolition.

