

## F. Concept Approval – Application Form & Checklist

### Building Design & Siting Guidelines

### Concept Approval Application Form & Checklist

This form must be used when submitting documentation and plans for Concept Design Review and Approval to the HIE Design Review Committee.

#### 1. Applicant Details

Applicant Name		Contact Email Address	
Contact Name		Contact Phone Number	

#### 2. Details of Premises

Lessee/s		Property Name	
Property Lot / Plan Number		Street Name	
Easement Details		Existing property Name	

#### 3. Development Details

Provide a brief description of the proposal and how it meets the requirements of the Building Design and Siting Guidelines.
Provide details of any non-compliance with the requirements of the Building Design and Siting Guidelines and grounds for a relaxation of the requirements.

#### 4. Plans & Documentation Required

<b>4.1 Requirements and details to be shown on all plan sets</b>	
Cover sheet detailing project name, consultant name, sub-lessee, sub-lease number and street address, locality plan. All plans to be A3.	
Provide details of any non-compliance with the requirements of the Building Design and Siting Guidelines and grounds for a relaxation of the requirements.	

<b>4.2 Contour and detail survey (prepared by a qualified surveyor)</b>	
A full contour and detail survey to Australian Height Datum with all existing trees 50cm trunk circumference or greater (trunk and canopy indicated on the plan to scale), contours of 0.5 metre intervals, site features such as rock outcrops, water courses, drainage features, access, boundary dimensions and bearings, etc., as well as all external infrastructure, roads and services. Where a site is located on a hillside having >15% slope and the hillside above has not been developed, the contour and detail survey must include the land above the site.	

<b>4.3 A Concept Site Analysis Plan and Vegetation Assessment (Prepared by a suitably qualified environmental consultant)</b>		
1	site topography (contours at 0.5 meter intervals)	
2	proposed building envelope including driveway, proposed setback dimensions to all boundaries	
3	views and sight lines	
4	site access, road frontages and street names	
5	non-structural features (e.g. concrete pad, fences)	
6	the location and use of any existing or proposed buildings on the land	
7	identification of indigenous trees (particularly melaleuca species), existing landscaping, and under-storey species to be retained and proposed to be removed, i.e. vegetation clearing footprint.	
8	location of any embankments	
9	the location and use of buildings or structures on the land	
10	the location of any stormwater detention and drainage paths	
11	additional information relevant to the site and / or proposed development	

<b>4.4 Concept Architectural Plans (prepared by a qualified architect)</b>	
1	location of existing buildings, proposed setback dimensions to all boundaries, total site cover, gross floor area of each proposed floor area;
3	location of buildings together with private open space areas on all adjoining sites,
4	all rooms clearly labelled
5	existing and proposed built form (for extensions only);
6	cross sections showing existing ground level, building height (in metres) above natural ground level, FFL of all storeys and level of top of roof
7	elevations clearly labelled to identify orientation to determine building size and scale and architectural character
8	height of all retaining walls
9	estimated cut/fill volumes
10	details of proposed building materials, finishes, colour palette and roof colour
11	proposed boundary fencing, balustrades and pool fencing
12	on-site buggy parking and manoeuvring
13	details and location of bin storage and general storage
14	location and volume of rainwater storage tanks
15	location and volume of swimming pool backwash recovery tank
16	details of proposed service requirements

<b>4.5 Concept Landscape Plans (Prepared by a suitably qualified landscape architect/designer)</b>	
1	the location and dimension of all property boundaries
2	the location of any existing trees and vegetation to be retained and incorporated into landscape design
3	the location, botanical name and size of existing trees and shrubs and intended retention or removal of these plants to be clearly nominated
4	the location and design of proposed stormwater drainage including direction of overland flow
5	the location of all existing and proposed buildings, hard landscape structures/features, retaining walls, pathways, driveways and fencing
6	preliminary soft landscaping design
7	preliminary Plant Schedule which includes: a) graphic code/key (as nominated on the plan) b) common names of plants c) quantity of each species used
8	details of proposed street planning and street landscape elements

<b>4.6 Concept Environmental Management Plan (Prepared by a suitably qualified environmental consultant)</b>	
1	proposed location of building envelope including driveway, proposed setbacks to all boundaries
2	proposed site access and construction zones
3	proposed location of materials storage areas
4	proposed location of soil and mulch stockpile areas
5	proposed vegetation management including retention and protection of mature landscape trees and native vegetation, including melaleuca trees within the site
6	proposed revegetation of disturbed areas
7	weed management
8	waste management
9	washing and refuelling of machinery
10	dust, odour and fumes control and management
11	noise control and management

<b>4.7 Services</b>	
Identify any services requirements	

## 5. Other Matters

Other issues and matters for consideration outside the Building Design and Siting Guidelines	

## 6. HIE Approval (To be completed by HIE)

Full Name	
Signature	