G. Final Building Plan Approval – Application Form & Checklist

Building Design & Siting Guidelines
Final Building Plan Approval Application Form & Checklist

This form must be used when submitting documentation and plans for Final Building Plan 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. *NOTE: This section does not require completion if a relaxation and been approved at Concept Plan Approval stage.*

4. Plans & Documentation Required

4.1 Requirements and details to be shown on all plan sets	
Cover sheet detailing project name, consultant name, sub-lessee, sub-lease number and street address, locality plan. All plans to be A3.	
Title block detailing plan numbers and revisions, revision date, project name, consultant name, sub-lessee, sub-lease number and street address, north point, scale (1:100, 1:200) or (1:500), scale bar	

4.2 Contour and detail survey (prepared by a qualified surveyor)	
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.	

4.3 A Site Analysis Plan and Vegetation Assessment (Prepared by a suitably qualified environmental consultant)		
1	site topography (contours at 0.5 meter intervals)	
2	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 or structures on the land (note: where extensive demolition or new buildings are proposed, two separate plans (an existing site plan and proposed site Plan) may be appropriate	
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. Identification of weeds to be removed also required.	

4.3 Continued		
8	location of any embankments, proposed retaining walls or boulder walls and their height	
9	the location and use of buildings on adjoining lots location of window/door openings,	
10	the location of any proposed landscaping	
11	the location of any stormwater detention and drainage paths	
12	fire breaks and fire-management lines, if relevant	
13	additional information relevant to the site and/or proposed development	
NOTE: Large, more detailed proposals may be required to provide multiple site analysis plans, with each plan outlining small amounts of information to ensure all detail has been included. For example, when a proposal includes demolition of all or part of an existing structure or major renovations and additions to a structure, the first site plan should detail the existing structure and the second should outline the proposed new structure.		

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

4.5 Landscape Plans (prepared by a suitably qualified landscape architect/designer)		
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 of underground and overhead services, including drainage, water, sewerage, electricity, telephone and gas	
4	the location, botanical name and size of existing trees and shrubs and intended retention or removal of these plants to be clearly nominated	
5	contours and finished levels of existing and proposed levels	
6	location and design of proposed stormwater drainage including direction of overland flow	
7	details of the location of any earth cuts, fills or mounds, batter slopes within landscaped areas and details of proposed measures to ensure stability, revegetation and maintenance	
8	location of all existing and proposed buildings, hard landscape structures/features, pools/spas, retaining walls, pathways, driveways, lighting, outdoor furniture/structures and fencing	
9	detailed design of soft landscaping	
10	Plant Schedule which includes: a) graphic code/key (as nominated on the plan); b) scientific or botanical names of plants; c) common names of plants; d) spread at maturity; e) height and pot size at time of planting; f) quantity of each species used	
11	automatic irrigation plan	
12	details of property identification signage, size, construction materials and illumination	
13	details of street planning and street landscape elements, maintenance plan for a maintenance period of 6 months and monitoring period of 12 months	

4.6 Environmental Management Plan (prepared by a suitably qualified environmental consultant)		
1	location of building envelope including driveway, setbacks to all boundaries	
2	site access and construction zones	
3	location of materials storage areas	
4	location of soil and mulch stockpile areas	

4.6 Continued		
5	vegetation management including retention and protection of mature landscape trees and native vegetation, including melaleuca trees within the site	
6	revegetation of disturbed areas	
7	weed management	
8	waste management	
9	erosion and sediment control plan in accordance with the Best Practice Erosion and Sediment Control – November 2008 (IECA White Book) and Whitsunday Regional Council Development Manual for the construction stage and post-construction stage	
10	washing and refuelling of machinery	
11	dust, odour and fumes control and management	
12	noise control and management	

4.7 Engineering Design Drawings and Certificates (prepared and certified by an RPEQ engineer)		
1	Detailed structural engineering design drawings for all proposed structures, site civil works, retaining walls and batter slopes, bulk earthworks, hydraulic services, stormwater drainage, internal driveways, suitable for construction certification	
2	Form 15 – Compliance Certificate for building design or specification – Site Civil Works	
3	Form 15 – Compliance Certificate for building design or specification – Structural Works	

4.8 Geotechnical Documentation (prepared and certified by an RPEQ geotechnical engineer)		
1	Slope Stability Assessment Report which addresses the development impacts, including: a) a description of existing site conditions b) an assessment of existing land stability/suitability c) an assessment of development impacts including earthworks, excavation, foundations, surface drainage, overall effect of development on the stability of the site, as well as land above and below the site d) recommendations on appropriate measures required to avoid or minimise risks of instability or other adverse environmental effects on the site, as well as land above or below the site e) a summary and conclusion on the overall suitability of the land for the proposed development and level of engineering and/or geotechnical supervision required for the works from commencement of the works to completion and, if required, on-going future supervision f) appendices for field and laboratory test results, including the location and level of field investigations such as boreholes and trench pits	

4.9 Services Documentation		
Provide a summary of existing services and service requirements		
1	Water: a) Location of fire hydrants and letter indicating compliance with the act long with flow test results	
2	Gardens Water:	
3	Sewer:	
4	Gas:	
5	Electricity:	
6	Telecommunication:	

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	