



DA forms guide: Relevant plans

July 2017

Note: This document is a guide only and is not a statutory document.



© State of Queensland, July 2017. Published by the Department of Infrastructure, Local Government and Planning, 1 William Street, Brisbane Qld 4000, Australia.



Licence: This work is licensed under the Creative Commons CC BY 4.0 Australia Licence. In essence, you are free to copy and distribute this material in any format, as long as you attribute the work to the State of Queensland (Department of Infrastructure, Local Government and Planning) and indicate if any changes have been made. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>.

Attribution: The State of Queensland, Department of Infrastructure, Local Government and Planning.

The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if it is recognised as the owner of the copyright and this material remains unaltered.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the Queensland Department of Infrastructure, Local Government and Planning on 13 QGOV (13 74 68).

Disclaimer: While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available on the Department of Infrastructure, Local Government and Planning's website at www.dilgp.qld.gov.au.

Contents

Introduction	4
What is a relevant plan?	4
Where to get further information	5
Administrative information	5
Site plans	6
Location plans	8
Operational work/engineering plans	8
Building plans	9
Survey plans	11

Introduction

This guide is designed to assist applicants when submitting relevant plans with a development application as required when completing **DA Form 1 – Development application details** and **DA Form 2 – Building work details**.

DA Forms 1 and 2 are ‘approved forms’ made under section 282 of the *Planning Act 2016* and must be completed as part of making a development application under section 51 of the Act. This includes the provision of relevant plans.

This guide will outline what a relevant plan may include and provide examples of when a relevant plan should be provided with a development application. Depending on the nature of the development application, additional technical or more specialist plans may be required.

The guide is structured around common types of plans, as follows:

- site plans
- location plans
- operational work/engineering plans
- building plans
- survey plans

All terms used within this guide have the meaning given under the *Planning Act 2016*, the Planning Regulation 2017 or the Development Assessment Rules (DA Rules), unless otherwise specified.

What is a relevant plan?

A relevant plan is any plan that provides information to an assessment manager or referral agency about proposed development that is the subject of a development application. A development application must be made to an assessment manager for any assessable development.

The types of relevant plans that may need to be provided with a development application will vary depending on the nature and circumstances of each development application. As a general guide, the following types of relevant plans will most often need to be provided for the following application types:

Application type	Site plan	Location plan	Operational work/engineering plan	Building plan	Survey plan
Material change of use	x	x			
Reconfiguring a lot	x	x			x
Operational work	x	x	x		
Building work	x	x		x	

In addition to the types of relevant plans identified in this guide, there may also be certain circumstances where additional relevant plans may be necessary to support the assessment of the development application. The assessment benchmarks or referral requirements that the application is required to be assessed against may require more specific plans be provided to demonstrate how particular elements of the proposed development may meet the assessment benchmarks or referral requirements.

Where to get further information

To ensure all required information is provided and is appropriate for a development application, applicants are encouraged to seek advice from the relevant council (as the assessment manager) or from a qualified town planner before submitting a development application.

For matters where the state has jurisdiction either as assessment manager or referral agency, pre-lodgment advice on preparing a development application can be obtained by contacting the State Assessment and Referral Agency through:

- the department's regional office
- email sara@dilgp.qld.gov.au
- call 13 QGOV (13 74 68) between 8.30am and 5pm Monday to Friday (except public holidays).

Administrative information

Administrative information provides details about the plan itself, rather than the proposed development, including:

- title
- scale
- legend
- author of the plan
- site details (real property description and address)
- plan numbers/reference numbers
- company details (if applicable)
- plan details.

It is usually included in a title block at the bottom of a plan.

An example of administrative information that should be included on the site plan is shown in Figure 2 below.

Scale		Plan details		Applicant		Company details	
Level Datum	AHD	Date Surveyed	JOHN SMITH				
Meridian		Surveyor	Project				
Contour Interval		Drawn	PROPOSED				
F.B.		Date Drafted	RECONFIGURATION OF A LOT				
Origin		Checked	CANCELING LOT 3 ON SP93846				
Scale (on A4 original)		Designed	Parish of Graton		County of Lawman		
1:250		Drawn	Local Govt Example City Council				
		Date Designed					
REFERENCE No. DA-7348/12							
PLAN No. 06/8193							
Plan numbers/ reference numbers		Site details		Title			

Figure 2: Example of administrative information for relevant plans

Site plans

A site plan is the essential plan used to conceptualise your development. It must be included with your development application.

A site plan provides a bird's eye view of the proposed development and the relevant land parcels it involves. It includes critical details that allow the proposed development to be conceptualised in the context of the site.

Remember, the site plan will be used to assess your development application, so it needs to include everything that will enable another party to understand what your proposal is.

The following information should be included in all site plans, where applicable:

- proposed development
- site address and real property description
- dimensions of the proposed development
- easement dimensions and type
- lot dimensions
- setbacks
- property lines
- lot numbers
- any road frontages to the relevant land and their street names
- site access
- on-site parking and vehicle movement
- existing structure (e.g. house, shed)
- non-structural features (e.g. concrete pad, above-ground pool, fences)
- significant vegetation, including height of vegetation
- the location and extent of the area proposed to be cleared of native vegetation (if any), i.e. vegetation-clearing footprint
- location of stormwater and sewerage systems
- firebreaks and fire-management lines
- location of electrical and telecommunication infrastructure
- additional information relevant to the site and/or proposed development.

Figure 1 below shows an example site plan of a proposal to reconfigure a lot from one lot into two. This site plan shows many of the above features. It allows a clear representation of the proposed development and contextualises what the applicant wishes to do.



Figure 1: Example site plan

A key objective of a site plan is to ensure someone who has not seen the proposed development is able to completely understand what is currently on site, what the development proposes, and key aspects of that development.

You may not need all of the above elements on a site plan. For example, if you are completing a development application for reconfiguring one lot into two, you will not require on-site parking information.

Depending on the particular features of the premises on which the application is being proposed and on the particular elements of the proposed development, it may be necessary for you to identify more technically specific matters. For example, when proposing to clear vegetation in accordance with the assessment benchmarks and any referral requirements relevant to a development application, you may need to show the extent and location of the vegetation to be cleared – e.g. show firebreaks and fire-management lines in accordance with assessment requirements.

Large, more detailed development applications may be required to provide multiple site plans, with each plan outlining small amounts of information to ensure all detail has been included. For example, when a development application proposes demolishing a structure and building a new one, the first site plan should detail the existing use and structure and the second should outline the proposed new structure. Additionally, site plans may include location plans that provide greater context of the proposal in the surrounding area.

Location plans

These plans provide context and further details of the area surrounding your proposed development and identify key surrounding infrastructure and features.

A location plan should provide the location of surrounding land uses, infrastructure and points of interest relevant to the proposed development. It may also indicate the impacts of the proposed development may have on surrounding land uses, or provide the context for which the development application should be approved.

For urban developments, this may include public transport hubs, main roads, schools or shopping centres. For rural developments or developments over water, a location plan may include natural features such as bodies of water, waterways, significant vegetation and structures (electrical lines, bridges, pylons).

Figure 3 below features an example location plan for a proposed development where the applicant is seeking a material change of use from single dwelling to a three-storey, multi-unit dwelling (apartment building).

To demonstrate the suitability of the site for the proposed development, this location plan shows how the proposed development would be well placed to use the existing surrounding land uses. The location plan identifies shops, public transport, parks and local attractions. All these features are near the proposed development and would benefit its occupiers.



Figure 3: Example location plan

Operational work/engineering plans

These plans are used to show technical details regarding operational works and specific engineering solutions proposed for a proposed development.

Operational work can include extracting natural materials, erecting an advertising device, clearing vegetation, tidal works or the construction or raising of waterway barrier works (see the *Planning Act 2016* for complete definition). Engineering plans convey technical information about operational

works and are relied upon during the construction and operation of the works. All engineering plans are to be completed by a Registered Professional Engineer Queensland (RPEQ).

All local governments will provide development guidelines that specify what information and plans are required when operational works are proposed. Examples of development guidelines prepared by local government include:

- general requirements
- earthworks
- roadworks
- stormwater drainage
- water reticulation
- hydraulic reports
- geotechnical reports
- utility trenches
- sectional views.

Figure 4 below shows an engineering drawing for a proposed pontoon. This plan details a sectional view of the walkway that will extend from land to the proposed pontoon. It provides detailed information, such as material types, overall dimensions and individual part dimensions.

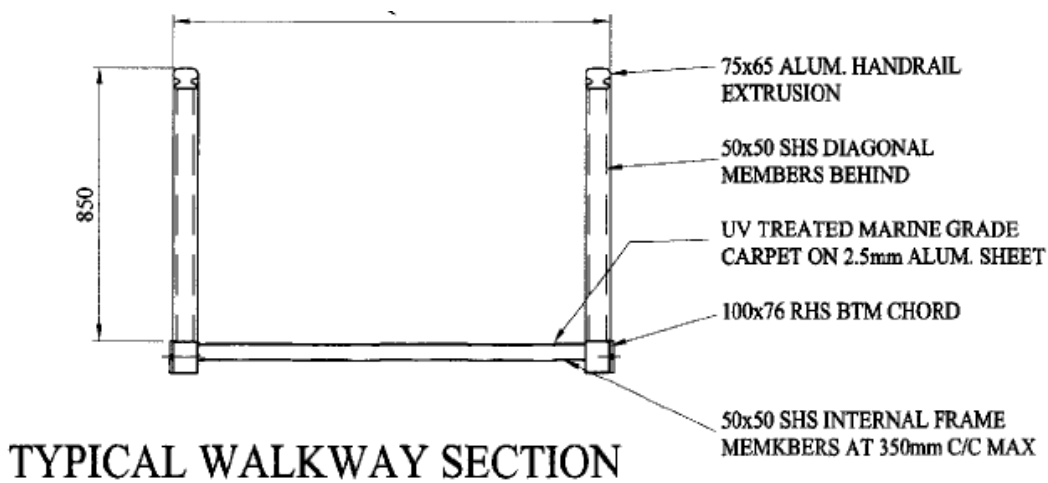


Figure 4: Example operational work/engineering plan

Operational work/engineering plans should be provided when a proposed development involves any operational work. We recommend you contact your local council or planning consultant to confirm when these plans may be required for your development application.

Building plans

These detail specific information about how a structure will be built, including the design, materials and costs.

These plans use graphic representation to show what a building or structure will look like once construction is complete.

Building plans can include a range of different views of the proposed development, conveying different information. These plans can also assist in determining the costs of a project, as it will often provide information on materials and quantities. Builders use these plans to construct the

development; therefore, it needs to contain detailed measurements and details of all parts of the structure. Ensure any building plans you submit with your development application contain the information listed in chapter 3, parts 1 and 2 of the *Building Act 1975*, which sets out additional requirements for documents (supporting documents) that under the Planning Act are given or required to be given for a building development application.

Architectural plans are another type of building plan used to provide greater detail of a proposed development, and may include floor plans for each level of the development, landscape plans and technical plans. These should convey design elements of the proposed development, as well as technical specifications such as room configurations and measurements, colour schemes and natural elements as it pertains to the site (e.g. prevailing winds and solar access).

Figure 5 below provide an example of an architectural plan for a dwelling (house).

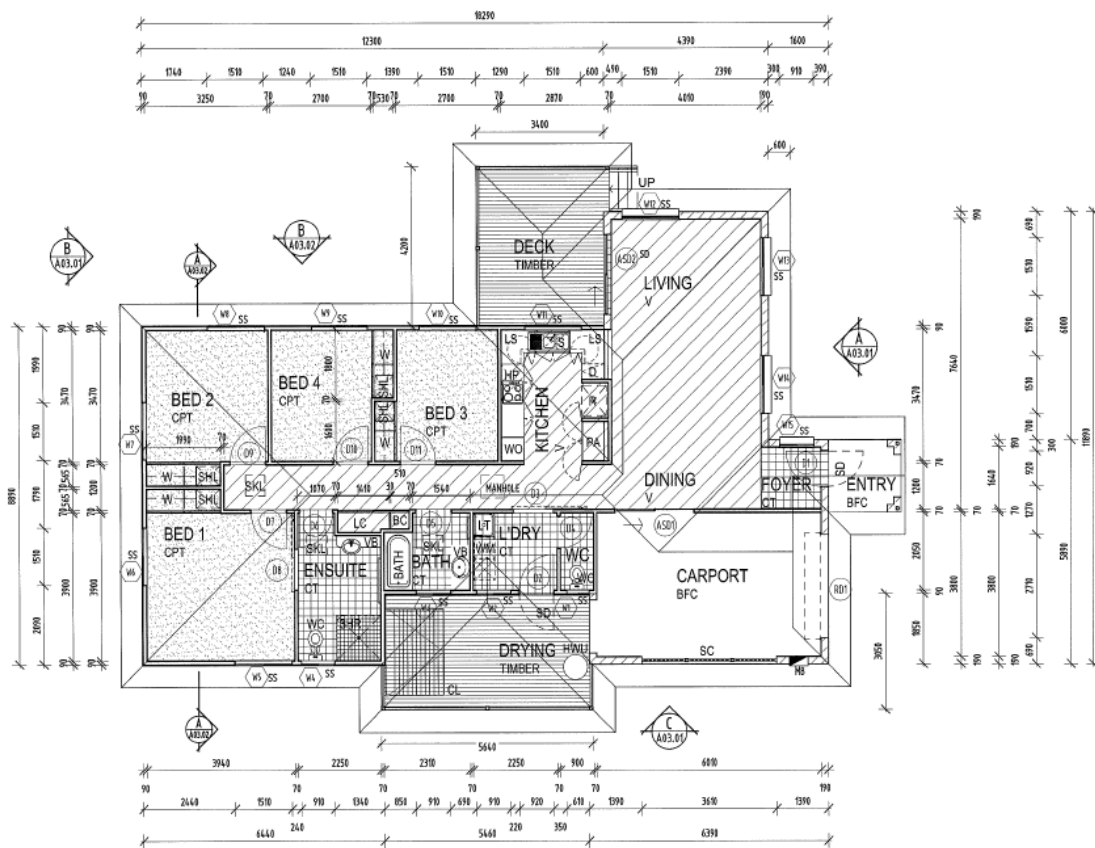


Figure 5: Example architectural plan

Elevation plans offer a side, front or rear view of a proposed development. These are usually described as northern, eastern, southern and western elevations. These plans may provide an exterior view or a cross-sectional view of a project. Elevation plans can show details of the proposed development that would not be captured by other plans.

Figure 6 provides an elevation plan for a proposed house. This type of plan provides additional details that may not be provided through site plans. For example, it shows an elevation from the eastern side of a proposed house. This view shows the angle of the roof and materials that the house will be constructed in, information not provided in other plans.

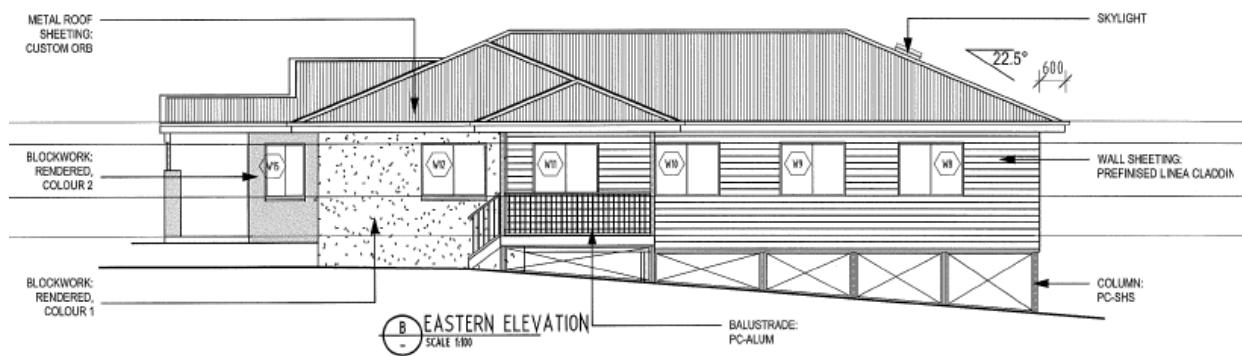


Figure 6: Example elevation plan
Survey plans

Survey plans are used to create new titles, easements and/or covenants.

Common development applications that will require survey plans include dividing or amalgamating lots, creating easements and realigning or moving property boundaries. These are collectively called 'reconfiguring a lot'. A survey plan should show the location of the proposed development in relation to property boundaries.

Survey plans must be certified by a licenced surveyor. It will often require the following details:

- signatures of the landowners
- identification of permanent survey marks
- any areas designated for public land use
- approved street names
- easements
- land designated for a specified future use (e.g. future road).

An example of a survey plan is shown in Figure 7 below.

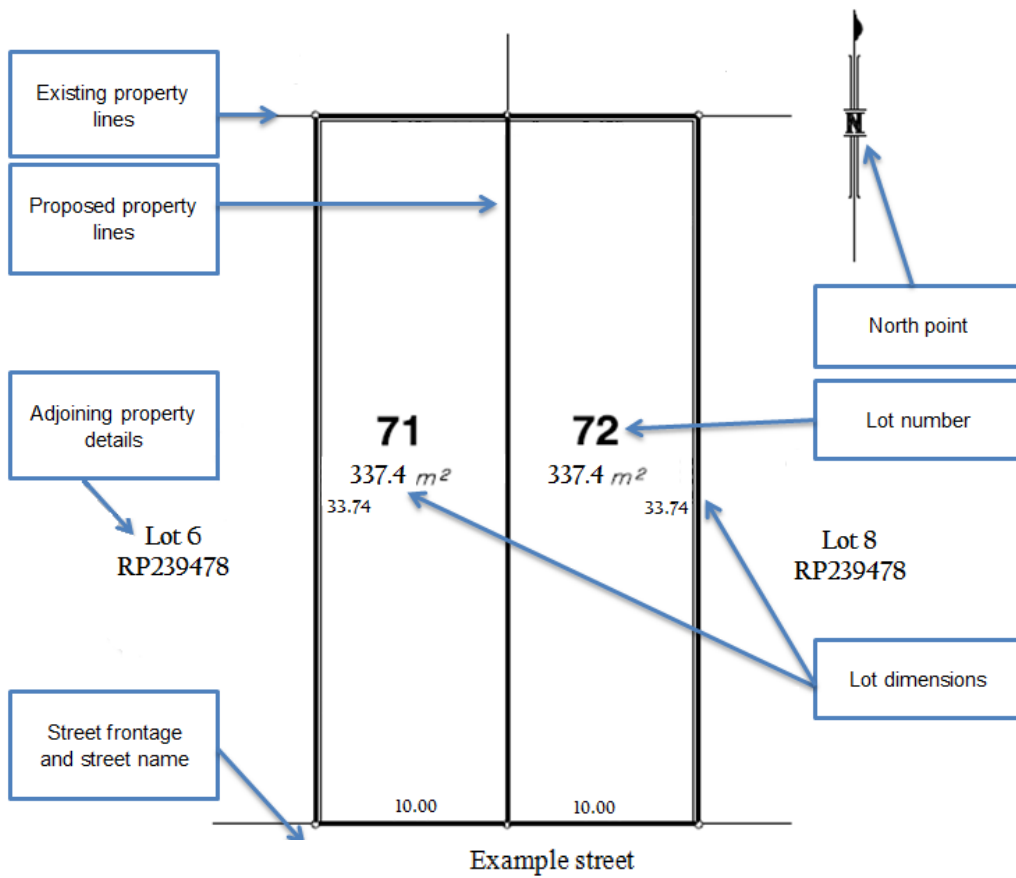


Figure 7: Example survey plan

Department of Infrastructure, Local Government and Planning
1 William Street, Brisbane
tel 13 QGOV (13 74 68)
www.dilgp.qld.gov.au