Executive Manager Development Assessment
Development Services Directorate

Hervey Bay City Planning Scheme 2006
Low Density Residential Subdivisions- 6 lots or less- Urban Locality-
RiskSmart Application

This is a
RiskSmart Application

Customer Service Officer to:
- Check that all parts of application are received and all boxes are ticked.
- Immediately advise Development Assessment Admin the application has been received.
- Receipt the fee when application file has been created.

Prior to submitting your application, please ensure that you have included all of the following:
(Please Tick)

A	This cover sheet must remain on the front of your RiskSmart application	☐
B	To ensure a prompt assessment of RiskSmart applications, the application can ONLY be lodged in person at the Council's Administration Offices at 77 Tavistock Street, Torquay or 431-433 Kent Street, Maryborough	☐
C	Please provide three (3) copies of complete sets of the application	☐
D	Completed versions of the RiskSmart Report, and current versions of IDAS forms 'A', 'F', and 'IDAS Referral Checklist'	☐
E	Correct owner's/owners' consent	☐
F	Council's RiskSmart Checklist	☐
G	Plans which clearly identify the following: • Scale, north point, date, drawing number of plan, name of person/company who prepared the plan and the full real property description of the land proposed to be reconfigured; • Location, width and purpose of any easements over, adjoining or affecting the land proposed to be reconfigured; • Location of any area of the lot affected by an overlay; • Dimensions, area and lot number for each proposed new lot; • The location of any existing buildings, structures, dams, watercourses and creeks; • Existing sewers, drains and existing pipes or mains; • Location, width and purpose of any proposed easements; and • Contours of the ground and the location of any Q100 flood and storm surge lines.	☐ ☐ ☐
H	Referral Agency Responses (if required)	☐
I	Site Photos	☐
J	For the application to proceed, the correct fee must be paid at the Customer Service Desk	☐

Council will resolve this application within ten (10) working days and mail you a Decision Notice
If at any point you are instructed that a full assessment will be required by Council, it means that your application has been found to **not** meet the requirements for RiskSmart. It will therefore be subject to the standard IDAS timeframes and procedures.

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Low Density Residential Subdivisions- 6 lots or less- Urban Locality- RiskSmart Application

Applicable areas for RiskSmart applications		
1. Is the proposal within a Low Density Residential Zone?	Yes ☐ If Yes - proceed to Q2	No ☐ If No - full assessment required as this is **not a RiskSmart application**. Do not proceed further
2. Is the reconfiguration for 6 lots or less with the slope less than 15% and fronting an existing constructed road?	Yes ☐ If Yes - proceed to Q3	No ☐ If No - full assessment required as this is **not a RiskSmart application**. Do not proceed further
3. Do the proposed lots meet the following criteria? • Minimum lot size of 600m^2; • Maximum lot size of 1200m^2; • Minimum lot frontage of 15m (except for hatchet lot); and • Maximum depth frontage ratio of 3:1. Note: If a hatchet lot is proposed, question 7 below will determine if the appropriate dimensions required.	Yes ☐ If Yes - proceed to Q4	No ☐ If No – If proposing Small Lot Housing lots, proceed to Q3.1
3.1 Do the proposed lots comply with the following Small-Lot housing lot(s) provisions? • Lots of 400m^2 to 450m^2 in area are capable of containing a rectangle measuring 10 x 15 m behind the building setback from the street frontage; • Lots of 350m^2 to 399m^2 in area are capable of containing a rectangle measuring 9 x 15 m behind the building setback from the street frontage; and • Not located adjacent to road intersections.	Yes ☐ If Yes - proceed to Q4	No ☐ If No - full assessment required as this is **not a RiskSmart application**. Do not proceed further
Referral Agencies The IDAS Referrals Checklist is mandatory for all RiskSmart Applications		
4. Are there any State Referral Agencies required?	Yes ☐ If Yes - Proceed to Q4.1	No ☐ If No - Continue with Q5

4.1 Has the State Referral Agency(s) been contacted and is their response attached? (see IPA referral checklist)	Yes ☐ If Yes - Proceed to Q5	No ☐ If No – The application will need to be forwarded to the State Referrals. This will delay the approval process until the Referrals have provided a response. Continue with Q5
Overlays		
5. Is the site subject to any of the following overlays within an area identified on the Overlay Planning Scheme Maps as being? • Natural area; • Medium-high risk bushfire area; • Potentially mined properties; • Key resource area; • Waterway corridor; • Structure Planning Overlay; and • Odour Impact Overlay.	Yes ☐ If Yes – Critical Issue - A council assessment may be required to determine the impacts of the development on this Overlay. Continue with Q6	No ☐ If No – Proceed to Q6
6. Is the proposed lot fronting a cul-de-sac?	Yes ☐ If Yes - Proceed to Q6.1	No ☐ If No – Proceed with Q7
6.1 Do the lots located on the head of a cul-de-sac provide frontages in accordance with the **Cul-de-sac lot frontage definition**?	Yes ☐ If Yes – Proceed to Q7	No ☐ If No – Critical Issue – A council assessment is required to determine if the lot(s) provide adequate frontage. Continue with Q7
7. Are there any hatchet block(s) proposed?	Yes ☐ If Yes - Proceed to Q7.1	No ☐ If No – Proceed with Q8
7.1 Does the access handle(s) provide access to more than 1 allotment and/or is it less than 5m wide and/or exceed 55m in length?	Yes ☐ If Yes – Critical Issue – A council assessment is required to determine whether the proposed access to the hatchet block is acceptable. Continue with Q8	No ☐ If No – Proceed to Q8
8. Are there any existing dwellings to be retained?	Yes ☐ If Yes - Proceed to Q8.1	No ☐ If No – Proceed with Q9

8.1 Does the dwelling(s) to be retained comply with the relevant boundary setback requirements?	Yes ☐ If Yes – Proceed to Q9	No ☐ If No – Critical Issue – A Council assessment is required to assess the setbacks required for the building to be retained. Continue with Q9
Works, Services and Infrastructure		
9. Is there a watermain at the frontage of the site?	Yes ☐ If Yes – Proceed to Q10	No ☐ If No – Critical Issue – *An assessment from Wide Bay Water will be required if no water infrastructure fronts the site.* Continue with Q10
10. Does the site have access to a Council sewer main?	Yes ☐ If Yes – Proceed to Q11	No ☐ If No – Critical Issue – Continue with Q11
11. Is the site flood free? Note -To determine if your site floods please contact Council's Development Engineers.	Yes ☐ If Yes – Proceed to Q12	No ☐ If No – Critical Issue – An assessment by council will be required to determine the impact of flooding on the proposal. Proceed to Q12
12. Is there any proposed filling of the site?	Yes ☐ If Yes – Critical Issue - A council assessment is required to determine whether the proposed filling is acceptable. Continue with Q13	No ☐ If No – Questionnaire is complete Proceed to Q13
13. Are any of the proposed lots adjoining a road with the following classification? • Subarterial • Arterial • Minor Collector	Yes ☐ If Yes – Critical Issue - A council assessment is required to determine the potential noise impacts of the roadway on the development. Questionnaire is complete	No ☐ If No – Questionnaire is complete
End	**End**	**End**

Thank you for completing this checklist. Please refer to the coversheet for all necessary inclusions prior to submitting your application.

Terminology

Referral Agency – In accordance with the Referrals Checklist, is an agency triggered as a referral in the *Integrated Planning Act* 1997

Standard Conditions

PRE-CONSTRUCTION

General

1. Undertake the development in accordance with Planning Scheme Policy 2 - Development Manual and Planning Scheme Policy 15- Development Procedures.

2. Implement the development at no cost to Council or Wide Bay Water unless specified in any particular condition.

Administrative

3. Meet the costs of all development works including any necessary alteration, relocation of services, public utility mains or installations as costs of the development including accurately locating all existing services before any development works commence.

4. Consult directly with Wide Bay Water Corporation with respect to the Corporation's requirements for design, construction and inspection of all water and waste water reticulation associated with this development.

Stormwater Discharge

5. Design the stormwater drainage such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development, as set out in Planning Scheme Policy 2.

6. Design stormwater drainage such that the development will not make material changes to the pre-development location, duration, frequency or concentration of overland stormwater flow at the point of discharge to all downstream properties including road reserves. Measures taken to prevent detrimental effects to neighbouring properties are to be included with any application for building approval.

Electricity

7. Enter into an agreement with an approved electricity supplier to ensure that electricity will be available to each proposed allotment under standard tariff conditions and without further capital contributions.

CONSTRUCTION

Sewer

8. Construct a reticulated sewerage system, to serve each lot, to the standards contained in Wide Bay Water Corporation's Guidelines. The system must be to a design approved by Council. The Developer must provide easements over all trunk sewers as defined in Council's policy.

9. Construct all sewerage works external to the development and relocate or decommission disused mains, as may be required, to service the development. The works must be in accordance with engineering design plans and other documentation approved by Council. Such engineering plans are to be in accordance with Wide Bay Water Corporation's sewerage reticulation strategy and design guidelines.

Water

10. Construct a reticulated water supply system to serve each lot, to the standard contained in Wide Bay Water Corporation's Guidelines.

11. Construct all water supply works external to the development as may be required to service the development. The work must be in accordance with engineering design plans and other documentation approved by Council.

General

12. Contain all services to each lot fully within the individual lot to which they are connected. All existing services within the allotment crossing proposed boundaries must be relocated to ensure the service is fully contained within the lot.

Access

13. Where a hatchet lot is created, construct an access in accordance with Council's Planning Scheme Policy 2 – Development Manual and Council's Standard Drawings for the full length of the access handle.

14. Construct an access to each allotment in accordance with Planning Scheme Policy 2 within the allotment's road frontage. For the purposes of this condition the term "access" means practicable means of entry of persons and vehicles on to each allotment of land from a constructed road that abuts the allotment, or an approved access easement. Reinstate disused kerb and channel where a disused vehicle cross over has become redundant.

Environmental Health

15. Do not carry out work on site during the following hours:

    (a) on a Sunday or public holiday, at any time; or
    (b) on a Saturday or business day, before 6.30 am or after 6.30 pm.

16. Contain dust and other emissions, such as ash, fumes, light, or odour from the building work to the site and take all reasonable steps to prevent a release to neighbouring properties.

17. Contain all litter and building waste on the site by the use of a skip or any other reasonable means during construction to prevent release to a neighbouring property.

18. Contain airborne hazards including concrete dust or wood shavings during building work or demolition onsite.

19. Implement and maintain drainage, erosion and sediment control measures in a proper and efficient working order to ensure dirt and sediment remains on the construction site. Stormwater must not be contaminated by unacceptable levels of erosion and sediment runoff.

20. Remove any spills of soil or other material from the road or gutter upon completion of each day's work during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property.

Vegetation

21. Do not clear any vegetation unless such removal meets the self assessable criteria of the Planning Scheme.

22. Chip, mulch or dispose of cleared vegetation at a Council approved green waste disposal facility. Vegetation may be removed however no burning of cleared material is permitted.

POST-CONSTRUCTION

General

23. Complete all conditions of development approval prior to endorsement of survey plan or at such other time as may be specified in any particular condition or as otherwise approved in writing by the Executive Manager – Development Assessment.

Administrative

24. Pay all outstanding rates, sewerage, cleaning or water charges or other charges due to Council, prior to sealing of survey plan for the subdivision. Where arrangements have been made with Council to pay the rates and charges on an instalment basis, all unpaid and outstanding instalments shall be paid prior to endorsement of survey plans.

25. Submit a plan sealing report demonstrating or certifying compliance with each development condition with any request for endorsement of plan sealing.

26. Submit to Council a plan prior to approval of the plan of subdivision showing the locations of all buildings including services, structures, dams and other improvements on the land in relation to the proposed new boundaries and the distances there from. The plan shall contain the following certification duly completed by the surveyor:-

    "I..... being a cadastral surveyor hereby certify as follows:-

    - The information contained in this plan is accurate at the time of survey and may be relied on by Council.
    - The distances from the proposed new boundaries of all buildings and structures shown hereon generally conform to the boundary clearance requirements for side and rear boundaries as specified the Building Act 1975 and Council's Town Planning Scheme.
    - All services to the existing dwelling from the reticulation mains are contained wholly within the subject lot.

    .....

    (Signature)"

Infrastructure Contributions

27. Pay a Contribution toward Water Supply Infrastructure to Council in accordance with Planning Scheme Policy 4 or the policy current at the time of payment. For reconfiguration of lot approvals, payment is to be made prior to application for sealing of survey plans.

28. Pay a Contribution toward Sewerage Reticulation Infrastructure to Council in accordance with Planning Scheme Policy 4 or the policy current at the time of payment. For reconfiguration of lot approvals, payment is to be made prior to application for sealing of survey plans.

29. Pay a Contribution toward Transport Infrastructure to Council in accordance with Planning Scheme Policy 4 or the policy current at the time of payment. For reconfiguration of lot approvals, payment is to be made prior to application for sealing of survey plans.

30. Pay a Contribution towards Drainage Infrastructure to Council in accordance with Planning Scheme Policy 14 or the policy current at the time of payment, prior to application for sealing of survey plans.

31. Pay a contribution to Council in accordance with Planning Scheme Policy 5, where applicable.

Open Space Contribution

32. Pay a Contribution toward the provision, development and maintenance of public recreational and open space or recreation facilities, to Council in accordance with Planning Scheme Policy 1 or the policy current at the time of payment. For reconfiguration of lot approvals, payment must be made prior to application for sealing of survey plans.

Critical Issues

(Office Use Only)

Critical Issues Memo – DOCS #_____

Additional Conditions applicable? Yes ☐ No ☐

Endorsement

(Office Use Only)

Signed: _____
Name (printed):
Date completed:

Application approved under delegated authority by _____

_____

Date: