Concurrent application – Guide to attachments

Owner’s Authorisation

If the land is owned by more than one person or company, written authorisation must be obtained from each person or company named on the title.

If the land is owned by a company or body corporate, written authorisation must be obtained from the company director/s (on company letterhead or under company seal) or from the body corporate.

Please Note: All files must be in Adobe PDF format.

Statement of Compliance with Building Act

If the proposal in the application is to subdivide land and there are existing buildings on the land, you will need to provide a statement from a registered building certifier to verify that the existing buildings will continue to comply with the Building Act following the proposed subdivision.

A list of registered building certifiers able to provide this service may be found on the following website: http://www.ntlis.nt.gov.au/building-practitioners/ or can be provided by the Registrar, Building Practitioners Board, on telephone (08) 8923 9309.

Please Note: All files must be in Adobe PDF format.

Land Suitability Assessment and Stormwater Management for Rural and Unzoned Land

Subdivision applications for land in rural zones or on unzoned land are to include:

1. A Land Suitability Assessment addressing the 7 Land Suitability Categories detailed in the NT Land Suitability Guidelines; and
2. A Stormwater Management Plan in accordance with local Council requirements.

Rural zones are Zone RR (Rural Residential), Zone RL (Rural Living), Zone R (Rural), Zone A (Agriculture), and Zone H (Horticulture).

Applicants are encouraged to seek advice from the relevant government agencies regarding the type and level of information that is required for their proposal prior to submitting their subdivision application.

<table>
<thead>
<tr>
<th>Type of Assessment</th>
<th>To be prepared by:</th>
<th>Characteristics</th>
<th>Likely triggers for assessment type</th>
</tr>
</thead>
</table>
| Preliminary        | Applicant or suitably qualified professional | Small scale subdivision on land that is moderately to highly suitable | • Should demonstrate a suitability class rating of either S1 or S2  
• 1ha of unconstrained land with unconstrained access to a public road |
**Pre-Application Meeting Record**

Following your pre-application meeting with a Planning Adviser, you will be provided with a copy of a ‘Record of Meeting’. The contents of this document are mutually agreed and both the proponent and the Planning Adviser sign the document. When completed, a copy is provided to you and this is to be uploaded as part of your Concurrent Application.

**Proposed Amendment Report**

Concurrent applications made under section 30C of the Planning Act require the applicant to provide a statement that addresses:

- **Reason for the concurrent application**
  - Statement detailing why a concurrent application is required for the development proposed to be carried out on the land.

- **Description of the proposed amendment**
  - Identify the nature of the proposed amendment. For example, is the proposed amendment a rezoning of land, amendment to a clause in a planning scheme, or introduction of or changes to an existing area plan?
  - Include diagrams that demonstrate existing and proposed zones, land use structure changes, and any proposed changes to text.

- **Statement of strategic intent**
  - Discuss the strategic intent of the proposal and how the proposal fits within the broader strategic planning intention for the area / region / NT.
  - Specific reference should be made to any existing land use plans, land use objectives, area plans, policy or reference documents that relate to the location and/or type of development.
  - Provide evidence that there is a need for the intended use in the proposed location.
  - Provide evidence that the proposed amendment will be beneficial to the community in the locality.
  - Demonstrate the suitability of the land to support future development as intended by the proposed amendment.
• Demonstrate that the infrastructure in the area is capable of supporting future development as intended by the proposed amendment.
• Consider if there is potential for the proposed amendment to set a precedent for the surrounding area.

Depending upon the complexity of the proposed amendment, or if you are having difficulty understanding these requirements, it may be in your best interests to engage a professional planner to assist you in the preparation of your application or to prepare it on your behalf.

If the Proposed Amendment Report contains multiple documents please save these as individual files. Files greater than 10MB in size may be slow to upload depending on the capabilities of your server, your connection to the internet and current conditions of the network.

Please Note: All files must be in Adobe PDF format.

Proposed Development Report

Concurrent applications made under section 30C of the Planning Act require the applicant to provide a statement that:
• Demonstrates how the development proposal component of the application will comply with the planning scheme (including all relevant development provisions). The assessment should be against the planning scheme as if it were amended in accordance with the amendment proposal in the application.
• Describes the effect of a proposed use or development proposal. The statement should be detailed and address, but need not be limited to, those matters raised in section 30C(4) of the Act.

Brief summaries of these requirements are listed here for guidance. Note that "development" below is used in the wider context of its definition in terms of the Act.

<table>
<thead>
<tr>
<th>SECTION OF THE PLANNING ACT</th>
<th>MATTER TO BE ADDRESSED IN APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>30C(4)(a)</td>
<td>An assessment demonstrating how the proposal will comply with an interim development control order, if any, applying to the land;</td>
</tr>
<tr>
<td>30C(4)(b)</td>
<td>If a public environmental report or an environmental impact statements has been prepared or is required under the Environmental Assessment Act in relation to the proposal, a copy of the report or statement and the results of any assessment of the report or statement under that Act;</td>
</tr>
<tr>
<td>30C(4)(c)</td>
<td>An assessment demonstrating the merits of the proposal;</td>
</tr>
</tbody>
</table>
| 30C(4)(d) | A description of the physical characteristics of the land and a detailed assessment demonstrating:  
| | • the land’s suitability for the purposes of the proposal; and  
| | • the effect of the proposal on that land and other land; |
| 30C(4)(e) | A statement specifying:  
| | • the public facilities or public open space available in the area in which the land is situated; and  
| | • whether land for public facilities or public open space is to be provided by the applicant/developer; and  
| | • whether it is proposed that facilities or open space be developed by the applicant/developer; |
| 30C(4)(f) | A statement specifying:  
| | • the public utilities or infrastructure provided in the area in which the land is situated; and  
| | • any requirement for public facilities and services to be connected to the land; and  
| | • whether public utilities or infrastructure are to be provided by the applicant/developer; and  
| | • whether land is to be provided by the applicant/developer for the provision of public utilities or infrastructure; |
| 30C(4)(g) | An assessment of the potential impact on the existing and future amenity of the area in which the land is situated; |
| 30C(4)(h) | An assessment of the benefit or detriment to the public interest of the development; |
| 30C(4)(i) | If the proposal relates to a subdivision of land on which a building is situated:  
| | • a report from a building certifier, as defined in section 4 of the Building Act, as to whether the building will cease to comply with the Building Act if the subdivision were to proceed; |
| 30C(4)(j) | If the proposal relates to land that is intended to form, or already forms, part of a scheme under the Unit Titles Act:  
| | • information about any building that is, or will be, situated on the scheme land (including, for example, information about the structural integrity and fire safety of the building); and  
| | • if any part of the development is subject to changes that are allowed by regulation – details about that part as required by regulation; and  
| | • any other information prescribed by regulation about the development |
Depending upon the complexity of the proposed development, or if you are having difficulty understanding these requirements, it may be in your best interests to engage a professional planner to assist you in the preparation of your application or to prepare it on your behalf.

**If the Proposed Development Report contains multiple documents please save these as individual files. Files greater than 10MB in size may be slow to upload depending on the capabilities of your server, your connection to the internet and current conditions of the network.**

Please Note: All files must be in Adobe PDF format.

**Dimensioned Plans**

Dimensioned plans are required as part of this application. Depending upon the complexity of the development application, or if you are having difficulty understanding these requirements, it may be in your best interests to engage a design professional to assist you in the preparation of your application or to prepare it on your behalf.

If you consider some of the following information is unnecessary due to the nature or location of the particular development, the information may be omitted from your application. Department of Infrastructure, Planning and Logistics staff will then decide whether the information is required in order to assess the application.

**PLANS SHOWING THE INFORMATION INDICATED BELOW ARE REQUIRED.**

<table>
<thead>
<tr>
<th>DEVELOPMENT / BUILDING WORKS PROPOSALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A site plan at a legible scale, not less than 1:500, showing the following information:</strong></td>
</tr>
<tr>
<td>1 The north point, area of the existing parcel and boundary dimensions.</td>
</tr>
<tr>
<td>2 Existing and proposed buildings and their distance from lot boundaries.</td>
</tr>
<tr>
<td>3 Any existing and proposed easements, substations and services.</td>
</tr>
<tr>
<td>4 Vehicle access points.</td>
</tr>
<tr>
<td>5 Proposed surfacing of parking areas, driveways, vehicle turning areas and loading areas (locations and dimensions).</td>
</tr>
<tr>
<td>6 Landscape and open space areas including types of planting, details of screening and/or fencing (locations and descriptions).</td>
</tr>
<tr>
<td>7 The proximity of adjoining buildings and their uses.</td>
</tr>
<tr>
<td>8 The location of any bores on the subject property and adjoining land.</td>
</tr>
<tr>
<td>9 The location of any proposed and/or existing effluent disposal systems on the site.</td>
</tr>
</tbody>
</table>
10 The location of water meter arrangements and sewer access points for multiple dwellings, commercial and industrial developments

**Floor layout plans at a scale not less than 1:200, showing:**

1 Dimensioned floor plans of existing and proposed buildings showing layout, partitioning, room sizes, uses.

2 A schedule stating the total area of each component use in the building, the total floor area and percentage of site cover.

**Elevations and sections at a scale not less than 1:200, showing:**

1 All elevations of buildings, indicating finished floor levels, existing and finished ground levels and external finishes.

2 Sufficient cross-sections and longitudinal sections to show the relationship between structures and their respective heights.

**PROPOSALS TO SUBDIVIDE OR CONSOLIDATE**

Plans should be at a legible scale, typically between 1:500 and 1:10 000 and show the following information:

1 The north point, area of the existing parcel and boundary dimensions.

2 Approximate area of each of the proposal parcels.

3 Existing buildings, bores and other improvements on site and on adjoining properties, in relation to lot boundaries.

4 Contours at not greater than 2 metre intervals, flood lines, tidal surge lines, seepage lines and other natural features.

5 Land units.

6 Constrained land i.e. subject to waterlogging, with slope exceeding 5%, rock outcrops or pavement.

7 Areas or sites of conservation, cultural or heritage significance.

8 Existing substations, services, easements and reserves.

9 Proposed substations, services, easements and reserves.

10 Dimensions and bearings of proposed lot boundaries and roads.

Plans must be provided as PDF documents and should be labelled clearly i.e.: site plan, elevations etc. Files greater than 10MB in size may be slow to upload depending on the
capabilities of your server, your connection to the internet and current conditions of the network.

All plans should be provided at a scale that can be printed no greater than A3 size.

Please Note: All files must be in Adobe PDF format.

Subdivision for the Purpose of a Unit Title Scheme

If the proposal in the application is for a subdivision to create a unit title scheme or for changes to existing unit titles you will need to provide the information specified by section 46(3)(l) of the Planning Act. A Brief summary of these requirements are listed here for guidance.

<table>
<thead>
<tr>
<th>PROPOSALS TO SUBDIVIDE FOR A UNIT TITLE SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans should be at a legible scale, typically between 1:500 and 1:10 000 and show the following information:</td>
</tr>
<tr>
<td>1 Plans showing all proposed units including common property, car parking, loading bays, communal facilities and amenities, private open space and areas set aside for communal storage and collection of garbage as appropriate.</td>
</tr>
<tr>
<td>2 Details of any buildings existing or proposed to be situated on the scheme land.</td>
</tr>
<tr>
<td>3 A statement from a registered building certifier verifying the structural integrity of the buildings, including the fire safety qualities of the walls and other proposed boundaries within the building</td>
</tr>
<tr>
<td>4 Details of the exclusive use by-law that applies or will apply to the scheme land.</td>
</tr>
<tr>
<td>5 If the development is proposed to be staged details and boundaries of the implementation of each stage</td>
</tr>
</tbody>
</table>

Please Note: All files must be in Adobe PDF format.

Additional Supporting Documents

You may wish to provide additional documents, studies or plans to support your application. These can be included as an ‘Additional Supporting Document’.

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Documents should be labelled clearly i.e.: Traffic Impact Assessment, Land Suitability Assessment, concept development plans. Files greater than 10MB in size may be slow to upload depending on the capabilities of your server, your connection to the internet and current conditions of the network.

All plans should provide all necessary information, and be provided at a scale that can be printed no greater than A3 size.

Please Note: All files must be in Adobe PDF format.