

Concurrent Application – Guide to Attachments

Before you begin

Depending upon the complexity of the proposal, 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.

Please save files individually and name them accordingly. 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.

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.

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 1993* following the proposed subdivision.

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

Land Suitability Assessment and Stormwater Management for Subdivision under Clause 6.3

Subdivision applications for land subject to Clause 6.3 are to include:

1. A **Land Suitability Assessment** addressing the Land Suitability Categories detailed in the NT Land Suitability Guidelines¹; and
2. A **Stormwater Management Plan** in accordance with local Council requirements.

This includes land in Zone RR (Rural Residential), Zone RL (Rural Living), Zone R (Rural), and Zone H (Horticulture), and unzoned land.

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.

For more information, refer to the planning section of the NT Government website².

Type of Assessment	To be prepared by:	Characteristics	Likely triggers for assessment type
Preliminary	Applicant or suitably qualified professional	Small scale subdivision on land that is moderately to highly suitable	<ul style="list-style-type: none"> • Should demonstrate a suitability class rating of either S1 or S2 • 1ha of unconstrained land with unconstrained access to a public road • Boundary lines are unconstrained
Standard	Suitably qualified professional	Larger scale subdivision or land is marginally suitable	<ul style="list-style-type: none"> • Not all land suitability categories are demonstrated as having a suitability class rating of S1 or S2 • A proposed 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.

¹ https://nt.gov.au/_data/assets/pdf_file/0019/915022/nt-land-suitability-guidelines.pdf

² www.nt.gov.au/planning

Proposed Amendment Report

Concurrent applications made under section 30C of the *Planning Act 1999* require the applicant to provide a statement that addresses:

- Reason for the concurrent application and why a concurrent application is required for the development proposed to be carried out on the land
- An explanation 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 component of the Strategic Framework?
- The purpose of the proposed amendment and its desired effect. For example, discuss the strategic intent of the proposal and how the proposal fits within the broader strategic planning intention for the area / region / NT, and demonstrate the need for the intended use in the proposed location.
- An assessment of the proposed amendment including:
 - whether the proposed amendment promotes the purpose and objectives of the *Planning Act 1999*;
 - whether the proposed amendment, other than a proposed amendment to a strategic framework, is contrary to any strategic framework in the planning scheme;
 - whether the proposed amendment is within a declared class of amendments that do not require exhibition;
 - whether the proposed amendment is not significant enough to require exhibition;
 - the merits of the proposed amendment and whether the amendment is in the public interest;
 - any report from the Planning Commission in response to a request from the Minister for a view in relation to the proposed amendment;
 - any other matters that are relevant to the Minister's consideration of the proposal.
- The details of any community consultation conducted, or to be conducted, in addition to the consultation required by the *Planning Act 1999*.

You should also consider including:

- Specific reference 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
- Diagrams that demonstrate existing and proposed zones, land use structure changes, and any proposed changes to text
- If applicable, demonstrate the suitability of the land to support future development as intended by the proposed amendment
- If applicable, demonstrate that the infrastructure in the area is capable of supporting future development as intended by the proposed amendment
- If there is potential for the proposed amendment to set a precedent for the surrounding area

Proposed Development Report

Concurrent applications made under section 30C of the *Planning Act 1999* 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 requirements). 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 *Planning Act 1999*.

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.

SECTION OF THE PLANNING ACT	MATTER TO BE ADDRESSED IN APPLICATION
30c(4)(a)	An assessment demonstrating how the proposal will comply with an interim development control order, if any, applying to the land;
30c(4)(b)	A statement specifying: Whether the proposal is required to be referred to the NT EPA under Part 4, Division 3 of the <i>Environment Protection Act 1999</i> ; and Whether the proposal has been referred to the NT EPA under Part 4, Division 3 of the <i>Environment Protection Act 1999</i> ;
30c(4)(c)	An assessment demonstrating the merits of the proposal;
30c(4)(d)	A description of the physical characteristics of the land and a detailed assessment demonstrating: i. the land’s suitability for the purposes of the proposal; and ii. the effect of the proposal on that land and other land;
30c(4)(e)	A statement specifying: i. the public facilities or public open space available in the area in which the land is situated; and ii. whether land for public facilities or public open space is to be provided by the applicant/developer; and iii. whether it is proposed that facilities or open space be developed by the applicant/developer;
30c(4)(f)	A statement specifying: i. the public utilities or infrastructure provided in the area in which the land is situated; and ii. any requirement for public facilities and services to be connected to the land; and iii. whether public facilities or infrastructure are to be provided by the applicant/developer; and

	iv. 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 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 <i>Building Act 1993</i> , as to whether the building will cease to comply with the <i>Building Act 1993</i> if the subdivision were to proceed;
30c(4)(j)	For the development of land proposed to the scheme land of a propose or existing scheme, or the development of existing scheme land – a plan in the approved form specifying: <ul style="list-style-type: none"> i. 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 ii. if any part of the development is subject to changes that are allowed by regulation – details about that part as required by regulation; and iii. any other information prescribed by regulation about the development.

Dimensioned Plans

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

DEVELOPMENT / BUILDING WORKS PROPOSED	
A site plan at a legible scale, not less than 1:500, showing the following information:	
1	The north point, area of the existing parcel and boundary dimensions
2	Existing and proposed buildings and their distance from lot boundaries
3	Any existing and proposed easements, substations and services
4	Vehicle access points
5	Proposed surfacing of parking areas, driveways, vehicle turning areas and loading areas (locations and dimensions)

6	Landscape and open space areas including types of planting, details of screening and/or fencing (locations and descriptions)
7	The proximity of adjoining buildings and their uses
8	The location of any bores on the subject property and adjoining land
9	The location of any proposed and/or existing effluent disposal systems on the site
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 1:5000 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 proposed 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
11	If the development is proposed to be staged, details and boundaries of the implementation of each stage.

Subdivision for the Purpose of a Unit Title Scheme

If the development 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 30c(4)(j) of the *Planning Act 1999*. A brief summary of these requirements are listed here for guidance.

PROPOSALS TO SUBDIVIDE FOR A UNIT TITLE SCHEME	
Plans should be at a legible scale, typically between 1:5000 and 1:10 000 and show the following information:	
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
2	Details of any buildings existing or proposed to be situated on the scheme land
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
4	Details of the exclusive use by-law that applies or will apply to the scheme land
5	If the development is proposed to be staged, details and boundaries of the implementation of each stage.

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'.