

Dear [REDACTED]

You have successfully completed the first step in the electronic development application (eDA) process.

**NEXT STEP: UPLOAD DOCUMENTS**

DA Number: 202239856

Block: 22, Section: 14

Suburb: PAGE, District: BELCONNEN

Applicant Name: [REDACTED]

Please note that EPSDD will not begin reviewing your application until all required attachments have been submitted.

This email was automatically generated please do not respond. If you need to contact the Environment, Planning and Sustainable Development Directorate in relation to this proposal please contact Customer Services on (02) 6207 1923 or click on the following link [EPDcustomerservices@act.gov.au](mailto:EPDcustomerservices@act.gov.au) to send an email.

Environment, Planning and Sustainable Development Directorate  
<http://www.environment.act.gov.au>

## INITIAL ADMINISTRATION CHECKLIST (All failure reasons to go to the lodgement checklist)

DA-202239856

Unit(s):                      Block(s):      22                      Section:      14                      Suburb:      PAGE

### 1. Documentation

| Task  | Select  | Comments/Failure Reasons |
|---|---|--------------------------|
| a) Can all uploaded documents be opened and are correctly showing in objective?   | Yes: <input checked="" type="checkbox"/><br>No: <input type="checkbox"/>                                  |                          |
| b) Has a Public Register Floor Plan been submitted (only for residential)?<br><i>Note: Any plans with internal layout MUST have a corresponding plan submitted without the layout</i> | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/><br>N/A: <input type="checkbox"/> | NEED TO PROVIDE          |
| c) Has a statement against the criteria been submitted (Merit Track)?   | Yes: <input checked="" type="checkbox"/><br>No: <input type="checkbox"/>                                  |                          |
| d) Are the plans correctly named, rotated, and do the plans cover the minimum standards?  | Yes: <input checked="" type="checkbox"/><br>No: <input type="checkbox"/>                                  |                          |
| e) Is there a Lease Variation component to this DA  | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/><br>N/A: <input type="checkbox"/> |                          |
| f) Has a list of interested parties been supplied (Lease Variation)?  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/><br>N/A: <input checked="" type="checkbox"/> |                          |

### 2. Application Form and Lessee Requirements

|  |  |  |
|--|--|--|
| a) Street address matches block & section ACTMAPi  | Yes: <input checked="" type="checkbox"/><br>No: <input type="checkbox"/><br>N/A: <input type="checkbox"/>        |  |
| b) Check lessee details are correct – ACTLIS   | Yes: <input checked="" type="checkbox"/><br>No: <input type="checkbox"/>   |  |
| c) Correct letter of Authorisation –Form 4 or Appointment letter from Lessee                 | Yes: <input checked="" type="checkbox"/><br>No: <input type="checkbox"/>   |  |
| d) Is a Land Custodian signature required?   | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/><br>N/A: <input type="checkbox"/>        |  |
| e) Check correct Zone and nominate overlays  | Yes: <input checked="" type="checkbox"/><br>No: <input type="checkbox"/>   |  |
| f) Correct/Sufficient Description of Proposal  | Yes: <input checked="" type="checkbox"/><br>No: <input type="checkbox"/>   |  |
| g) Assessment Track  | Code: <input type="checkbox"/><br>Merit: <input checked="" type="checkbox"/><br>Impact: <input type="checkbox"/> |  |
| h) Exclusion from Public Register<br><i>(if yes, allocate to supervisor in edevelopment)</i> | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/>   |  |
| i) Conflict of Interest<br><i>(notify supervisor)</i>  | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/>   |  |

**INITIAL ADMINISTRATION CHECKLIST**  
(All failure reasons to go to the lodgement checklist)

**3. Block information on PALM**

\*Add information to lodgement checklist

PALM – Land Blocks

|  |  |   |  |
|--|--|---|--|
| Heritage   | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/> | Compliance  | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/> |
| Bushfire   | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/> | Future Urban Area   | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/> |
| Asbestos Flag<br><b>If (yes – Loose Fill) please add to the Mr Fluffy DA spreadsheet and email <a href="mailto:artmaintenance@act.gov.au">artmaintenance@act.gov.au</a> weekly</b> |  | No<br><i>Note: Properties nominated as Loose Fill Asbestos were part of the Mr Fluffy Program - <b>If de-registered DO NOT refer to the Taskforce</b></i> |  |

PALM – Tenure Leases

|               |  |          |  |
|---------------|--|----------|--|
| Unit Titled   | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/> | Unleased | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/> |
| Holding Lease | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/> |          |  |

**4. General Information**

|  |   |
|--|---|
| a) Select Lodgement Checklist, Add DA ASSESSMENT-2xxxxxxx-01   | LOGEMENTCHECKLIST - Single Resident   |
| b) Complete Part A of Lodgement Checklist  | Pass: <input type="checkbox"/><br>Fail: <input checked="" type="checkbox"/>                               |
| c) Number of Public Notification Signs (Part B)  | 1   |
| d) Add the 'Dispatch Advice Checklist', 'NOD-2xxxxxxx-01 - Merit Track DA', 'NOD - Attachment to NOD - administrative information' to the Decision folder    | Edit Dispatch Advice Checklist: <input checked="" type="checkbox"/>                                       |
| e) Lease<br><i>Download the lease via the Volume folio link shown in Tarquin.<br/>Once downloaded save it to objective. Rename as %Lease-DA NUMBER-01.</i>   | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/><br>N/A: <input checked="" type="checkbox"/> |
| f) Is this a Concurrent Development Application under Division 7.3.2A of the <i>Planning and Development Act 2007</i> ?                                      | No  |
| g) Allocated to technical officer  | Edev Gateway Manager  |
| h) Is there a completed Environmental Significance Opinion with this application?<br><i>(Document name would start ESO, If yes, allocate to Impact team)</i> | Yes: <input type="checkbox"/><br>No: <input checked="" type="checkbox"/>                                  |
| <b>Processed by:</b>   | <b>GG</b>   |
| <b>DATE:</b>   | <b>10/02/2022</b>   |



**ACT**  
Government

Environment, Planning and  
Sustainable Development

# CHECKLIST

## DA Lodgement Checklist Merit or Code Track – Single Residential No leasing referral required

BLOCK/S 22

SECTION 14

SUBURB PAGE

DA NUMBER 202239856

*CUSTOMER SERVICES OFFICER TO COMPLETE PART A & B*

### Part A: Further information requests

INITIAL CHECK BY CUSTOMER SERVICES  
OFFICER GG DATE 10/02/2022

Pass

Fail

### Initial Check Failure Reasons

Resubmission

Accepted? List each failure reason separately

1.

Please provide Public Register floor plans. A public register floor plan is a floor plan that (for privacy reasons) does not show internal walls of residential components of a development but must show all windows, external doors, external walls and be clearly marked to enable identification of the use of the room. On the public register floor plan, please show only external dimensions. When uploading to eDevelopment please select the naming convention of FLOORREG.

DATE

2.

DATE

3.

DATE

4.

DATE

5.

DATE

**Comments** Please confirm relevance of failure #1.

### Do any of the following apply to the block?

Heritage listed

Bushfire affected

Compliance action

Unleased

Subject to holding lease

Unit titled

Future Urban Area

**Is/was this a “Mr Fluffy” Asbestos affected block NO**

**Is this a “Mr Fluffy” private sale Make Selection**

Has the Asbestos affected block's Lease been surrendered Make Selection  
Has the Asbestos affected block been deregistered. Make Selection

**Exemption S411/412:**

Has the Applicant requested exemption for part of the Development Application? NO

**Part B (i): Public Notification Requirements**

The development application requires:

**Part B (ii) Public Notification Wording**

**DESIGN AND SITING COMPONENT**

Customer Services to complete - Insert wording for public notification:

**PROPOSAL FOR A NEW CARPORT - construction of a new double carport and associated works.**

~~~~~  
*DA LEASING OFFICER TO COMPLETE PART C*

**Part C: Leasing Check – Not Required**

~~~~~  
**DA OFFICER TO COMPLETE FROM THIS POINT FORWARD**

*(Before commencing completeness check: complete Part B(ii) Public Notification Wording)*

**Part D: DA Officer Completeness Check**

**Public Notification wording checked by DA officer**

**DA OFFICER:** Jason

**DATE:** 15/02/2022

**INITIAL CHECK BY DEVELOPMENT ASSESSMENT**  **Pass**  **Fail**

**DA Officer Failure reasons**

Resubmission

Accepted? List each failure reason separately

1. CS fail DATE

2. Please remove the extension as a proposed structure on the area plan. It is recommended that the area schedules are updated on all drawings to only include what is being proposed as part of this DA.

DATE

3. DATE

4. DATE

5. DATE

**Comments**

*Please include Customer Services failure reasons to edevelopment if applicable.*

**Part E: General and requirements under Section 139 of the Act**

Is the proposed development assessable (i.e. not exempt or prohibited development)? **Assessable Development**

**Comment:**

Does the application state the intended land use? **YES**

Which is the chosen assessment track? **MERIT**

Is the application accompanied by a survey certificate as specified at Section 139 (2)(i) (unless exempt – see Section 25 of Regulations)? **YES**

Is the land undeveloped? **NO**  
*(if yes, a referral to DA Leasing is required)*

Is the land subject to a FUA layer? *(Development by an entity other than the Territory in a future urban area is prohibited unless the structure plan for the area states* **NO**

*otherwise – see section 137)*

Does Section 205 (DAs for developments undertaken without approval) apply and if so, is the application accompanied with a plan/s endorsed by a registered surveyor that sets out the dimensions of the development as specified at Section 139(2)(j)? **NO**

Has this application been subject to an Environmental Significance Opinion? **NO**

Are any blocks impacted by the development a Reserved Area - public land under S315 of the Planning and Development Act 2007 for any one of the following purposes: **NO**

- a wilderness area,
- a national park,
- a nature reserve,
- a special purpose reserve.

Is this application subject to pre-lodgement community consultation? **NO**  
(if yes, select the relevant number of days for notification in part B(i))

**Part F: Track Specific requirements**

Is the application accompanied by information and documents in line with the DA form, including entity endorsements and/or required documentation? **Make Selection**

Also if Merit Track and relevant, does the application include an assessment of the possible environmental effects of the development? **NO**

Public notification requirements and wording checked and amended? **YES**  
*See Notification Requirements (Page 2, Part B)*

*Review Development Application Form to ensure the description of the proposal is accurate; and corresponds with terminology in the Territory Plan.*

**Part G: GFA and Cost of Works**

Costs of works are calculated in accordance with Building (General) (Cost of Building Work) Determination 2015 (No 1).

Fees can be determined using the Cost of Works and DA Fees Calculator 2018-19. The calculator is located in objective in the assessment tools folder, under development assessment team.

**Note:** Where a bill of quantities has been provided, please ensure GST is not included in the cost of works.

Total Cost of Works: **\$ 24,750.00 (ex GST)**

Development fee payable: \$

**Part H: Mandatory Entity Referrals**

*For guidance please refer to [Work Instruction – Entity Referrals](#)*

If no entity referrals are required check box

Refer to Work Instruction – Entity Referrals for guidance.  
Indicate referral requirements by checking appropriate box/es:

|  |   |
|--|---|
| <p><b>Asset Acceptance</b><br/>(Transport Canberra and City Services)</p>  | <p><input checked="" type="checkbox"/> Referral to TCCS is required<br/><b>(NB: no need to send a separate email for referral to the Land Custodian for TCCS)</b></p> <p><b>Notes for referral:</b></p>   |
| <p><b>ICON WATER/ACTEWAGL</b></p>  | <p><input type="checkbox"/> Demolition works – utilities<br/><input checked="" type="checkbox"/> Utilities – electricity and gas<br/><input checked="" type="checkbox"/> Utilities – water &amp; sewer (use Icon Water as the referral entity if only this section is applicable)<br/><input type="checkbox"/> Liquid Trade Waste</p> <p><b>Notes for referral:</b></p> |
| <p><b>Conservator of Flora and Fauna</b></p>   | <p><input checked="" type="checkbox"/> General referral<br/><input type="checkbox"/> Declared site only<br/><input type="checkbox"/> Plan of Management (works on public land)</p> <p><b>Notes for referral:</b></p>  |
| <p><b>City Renewal Authority</b><br/><a href="mailto:cityrenewal@act.gov.au">cityrenewal@act.gov.au</a></p>  | <p><input type="checkbox"/></p> <p><b>Notes for referral:</b></p>   |
| <p><b>Custodian of the Land (unleased)</b></p>   | <p><input type="checkbox"/> <b>Identify Custodian:</b></p> <p><b>Notes for referral:</b></p>  |
| <p><b>Environment Protection Agency</b></p>  | <p><input type="checkbox"/> Noise<br/><input type="checkbox"/> Erosion and Sediment Control (if site &gt; 0.3 of a hectare)<br/><input type="checkbox"/> Hazardous Material – Pre 1985 Multi-unit Housing or Pre 2005 commercial / industrial premises<br/><input type="checkbox"/> Other – please specify</p> <p><b>Notes for referral:</b></p>                        |
| <p><b>Heritage</b></p>   | <p><input type="checkbox"/> Heritage – Registered Land or Building</p> <p><b>Notes for referral:</b></p>  |
| <p><b>Tree Protection</b></p>  | <p><input type="checkbox"/> Where the development proposal requires groundwork within the tree protection zone of a protected tree, or is likely to cause damage to or removal of, any protected trees</p> <p><b>Notes for referral:</b></p>  |
| <p><b>Worksafe</b><br/><a href="mailto:Worksafe_asbestos@act.gov.au">Worksafe_asbestos@act.gov.au</a><br/>Cc: <a href="mailto:Matthew.Colman@act.gov.au">Matthew.Colman@act.gov.au</a></p>                                 | <p><input type="checkbox"/> Private demolition of loose fill affected residence</p> <p><b>Notes for referral:</b></p>   |
| <p><b>Asbestos Response Task force Coordinator General</b><br/><a href="mailto:artmaintenance@act.gov.au">artmaintenance@act.gov.au</a><br/>CC: <a href="mailto:sarah.radford@act.gov.au">sarah.radford@act.gov.au</a></p> | <p><input type="checkbox"/> Asbestos affected “Mr Fluffy” block<br/><b>Do not refer if the block has been deregistered</b><br/><b>Please do not refer to the taskforce if they are the applicant</b></p> <p><b>Notes for referral:</b></p>  |

**Land and Infrastructure Group**

Prescribed Conditions for offsite works

**Notes for referral:**

|  |  |
|--|--|
| <input type="checkbox"/> ACT Health  |  |
| <input type="checkbox"/> Australian National University  |  |
| <input type="checkbox"/> Capital Metro   |  |
| <input type="checkbox"/> Department of Education and Training<br>(School Planning section)<br>Any application for removal of underground tanks in close proximity to child care centres, and schools plus any other additional triggers  |  |
| <input type="checkbox"/> Emergency Services (Fire or Ambulance)  |  |
| <input type="checkbox"/> Gambling and Racing Commission  |  |
| <input type="checkbox"/> Housing and Community Services  |  |
| <input type="checkbox"/> National Capital Authority  |  |
| <input type="checkbox"/> Office of Regulatory Services<br>Any development applications that relate to permanent structures, on unleased Territory land, associated with permits for outdoor eating.  |  |
| <input type="checkbox"/> Office of Regulatory Services (Liquor compliance)   |  |
| <input type="checkbox"/> Police  |  |
| <input type="checkbox"/> Queanbeyan City Council   |  |
| <input type="checkbox"/> Yass Valley Council   |  |
| <input type="checkbox"/> Workcover   |  |
| <input type="checkbox"/> Other (please specify)  |  |
| <b>Internal</b>  | <b>Provide Reason for Referral</b>   |
| <input type="checkbox"/> Rural Leasing<br>Proposals on all agricultural rural blocks or in Pialligo  |  |
| <input type="checkbox"/> DA Merit Assessment team – Commercial   |  |
| <input type="checkbox"/> DA Merit Assessment team – Residential  |  |
| <input type="checkbox"/> DA Impact Assessment team   |  |
| <input type="checkbox"/> Strategic Planning<br><br><a href="mailto:esddstrategicplanningreferrals@act.gov.au">esddstrategicplanningreferrals@act.gov.au</a><br><br>EPSDD Transport Planning<br>Proposals that have (a) no parking provision requirement; and (b) do not have any effect on trip generation and thus traffic, don't warrant referral. | <input type="checkbox"/> Social Infrastructure Planning<br><input type="checkbox"/> Infrastructure Policy<br><input type="checkbox"/> Design Policy<br><input type="checkbox"/> Land Policy<br><input type="checkbox"/> Land and Infrastructure Group<br><input type="checkbox"/> Major projects<br>- <input type="checkbox"/> Parking |
| <input type="checkbox"/> Deed Management<br>Conditions for a Deed of Agreement if Works being returned to the Territory (including offsite works) costs >\$300k.   |  |
| <input type="checkbox"/> Water Policy EPD<br><input type="checkbox"/> WSUD Code Requirements<br><a href="mailto:water.policy@act.gov.au">water.policy@act.gov.au</a>   |  |
| <input type="checkbox"/> Utilities Technical Regulation team<br><a href="mailto:Techregulator.utilities@act.gov.au">Techregulator.utilities@act.gov.au</a>   |  |
| <input type="checkbox"/> Suburban Land Agency<br><a href="mailto:suburbanland@act.gov.au">suburbanland@act.gov.au</a> and<br><a href="mailto:affordablehousing@act.gov.au">affordablehousing@act.gov.au</a>  |  |

|  |  |
|--|--|
| <input type="checkbox"/> Energy Policy EPSDD<br><a href="mailto:EPSDDEnergyPolicy@act.gov.au">EPSDDEnergyPolicy@act.gov.au</a> |  |
|--|--|

**Part I: Calculation of fees for the development application (Merit Track)**

|                             |                                     |
|-----------------------------|-------------------------------------|
| <b>Completeness Check:</b>  | <input type="text" value="0"/>      |
| <b>Development:</b>         | <input type="text" value="281.18"/> |
| <b>Public Notification:</b> | <input type="text" value="311"/>    |

**I (i) Home Business Fee**

Refer fee schedule if applicable.

**Part J: Resubmissions** (if application to be failed)

- Resubmission to be checked by Customer Services**
- Resubmission to be checked by DA officer**

Numbers of Completeness check failures:

Dear [REDACTED]

An initial check of your Development Application has been undertaken and the following matters require your attention before the submission can be formally accepted.

**DA Number:** 202239856

**Site Details:** Block: 22, Section: 14  
Suburb: PAGE, District: BELCONNEN

**Applicant Name:** [REDACTED]

**Matters to address:**

(1) Please provide Public Register floor plans. A public register floor plan is a floor plan that (for privacy reasons) does not show internal walls of residential components of a development but must show all windows, external doors, external walls and be clearly marked to enable identification of the use of the room. On the public register floor plan, please show only external dimensions. When uploading to eDevelopment please select the naming convention of FLOORREG. (2) Please remove the extension as a proposed structure on the area plan. It is recommended that the area schedules are updated on all drawings to only include what is being proposed as part of this DA.

### **Fees for Completeness Check Failure Notices from 1 July 2021**

The following fees are based on how many failure notices are issued during the completeness check process. Any fees payable will be added to the payment advice once the DA is accepted for lodgement.

- One failure notice issued \$204.00\*
- Two failure notices issued \$608.00\*
- Three failure notices issued \$1,422.00\*
- Four failure notices issued \$3,043.00\*

PLUS a further \$1,616.00 for each additional failure notice

**Note:** If a DA is withdrawn and the same or substantially the same proposal is submitted within 3 months, any completeness check failure fees for the original DA submission are payable before the DA will be accepted for lodgement.

This email was automatically generated - please do not respond. If you need to contact the Environment, Planning and Sustainable Development Directorate in relation to this correspondence, please contact the Gateway Team on (02) 6205 2888 or through the [online enquiry form](#).

DA Gateway Team  
Environment, Planning and  
Sustainable Development  
Directorate

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**From:** Planning (CGFB) <Planning@cgfb.com.au>  
**Sent:** Wednesday, 16 February 2022 12:41 PM  
**To:** Musgrove, Anna; Ives, Kieran  
**Cc:** Client Services (CGFB); [REDACTED]  
**Subject:** DA202239856 Completeness Check Failed  
**Attachments:** Initial Check Failed for Application ID 202239856

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Anna and Kieran,

As per the outcome of our meeting last week I wanted to start some dialogue regarding one of our projects that has just had its Completeness check failed.

The DA is only for the carport at the front of the block, in the submission it was made very clear that the extension at the rear is being approved as an ED and the plans have been labelled as such. The completeness check was failed based on the area plan alone, the area plan has shown the extension. However, in all area calculations and cost of works calculations on the application form the extension is not included.

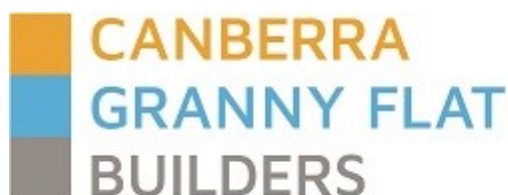
If it were not for the fact that it is not a major proposal nor is it a major breach, then I would suggest that we would make those changes as required but since it is only a carport that is needing approval then I think this is something that could be quite easily noted by the assessing officer. The assessing officer only needs to look at the application form or the Site Plan to see that the extension is not included in the DA.

I should also note that the assessing officer also included the need for a public register floor plan for the carport. However, this is not legally required for a class 10 structure. We can prepare this plan for the assessing officer, but I wanted to raise this as something we could clarify since the 'Minimum Documentation requirements for lodgement of development application - 10/2019' states that it is not legally required. It would be helpful for us to know when this is required for class 10 structures in future

Can you please direct this to the relevant assessing officer so that they could email me or call me to discuss this

Kind Regards

[REDACTED] | Planning Approvals Manager  
Mobile: [REDACTED] | Phone: 1300 979 658 | Fax: 1300 979 657  
Postal: GPO Box 2265 Canberra City 2602  
ACT Building Lic: 2012767 | NSW Building Lic: 259006C



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**From:** ACTPLA.IS@act.gov.au  
**Sent:** Tuesday, 15 February 2022 2:37 PM  
**To:** planning@cgfb.com.au  
**Subject:** Initial Check Failed for Application ID 202239856

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DA Gateway Team  
Environment, Planning and Sustainable  
Development Directorate

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This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.  
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**From:** Client Services (CGFB) <ClientServices@cgfb.com.au>  
**Sent:** Wednesday, 16 February 2022 12:55 PM  
**To:** Planning (CGFB); Musgrove, Anna; Ives, Kieran  
**Cc:** [REDACTED]  
**Subject:** RE: DA202239856 Completeness Check Failed

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.



Can you please find out the assessing officer and further the total number of determinations.

Thanks

Frank Walmsley  
Director Fixed Price Extensions and Canberra Granny Flat Builders  
Find out what you can legally build on your property: <https://www.canberragrannyflatbuilders.com.au/free-assessment-planning-report>  
Auction Videos: <https://auctionadvantage.com.au/bidding-at-auction-in-canberra/videos/>  
Mobile: 0400446605



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**Sent:** Wednesday, 16 February 2022 12:41 PM  
**To:** Musgrove, Anna <Anna.Musgrove@act.gov.au>; Ives, Kieran <Kieran.Ives@act.gov.au>  
**Cc:** Client Services (CGFB) <ClientServices@cgfb.com.au>; [REDACTED]  
**Subject:** DA202239856 Completeness Check Failed

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Can you please direct this to the relevant assessing officer so that they could email me or call me to discuss this

Kind Regards

[Redacted] | Planning Approvals Manager  
Mobile: [Redacted] | Phone: 1300 979 658 | Fax: 1300 979 657  
Postal: GPO Box 2265 Canberra City 2602  
ACT Building Lic: 2012767 | NSW Building Lic: 259006C



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**From:** Client Services (CGFB) <ClientServices@cgfb.com.au>  
**Sent:** Wednesday, 16 February 2022 2:13 PM  
**To:** Planning (CGFB); Musgrove, Anna; Ives, Kieran  
**Cc:** [REDACTED]  
**Subject:** RE: DA202239856 Completeness Check Failed

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Kieran

This is quite ok.

We are appealing this decision to ACAT. [REDACTED].

We require a review of the administrative decision-making and welcome the opportunity to have this in the public domain.

Frank Walmsley  
Director Fixed Price Extensions and Canberra Granny Flat Builders  
Find out what you can legally build on your property: <https://www.canberragrannyflatbuilders.com.au/free-assessment-planning-report>  
Auction Videos: <https://auctionadvantage.com.au/bidding-at-auction-in-canberra/videos/>  
Mobile: 0400446605



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**From:** Planning (CGFB) <Planning@cgfb.com.au>  
**Sent:** Wednesday, 16 February 2022 12:41 PM  
**To:** Musgrove, Anna <Anna.Musgrove@act.gov.au>; Ives, Kieran <Kieran.Ives@act.gov.au>  
**Cc:** Client Services (CGFB) <ClientServices@cgfb.com.au>; [REDACTED]  
**Subject:** DA202239856 Completeness Check Failed

Hi Anna and Kieran,

As per the outcome of our meeting last week I wanted to start some dialogue regarding one of our projects that has just had its Completeness check failed.

The DA is only for the carport at the front of the block, in the submission it was made very clear that the extension at the rear is being approved as an ED and the plans have been labelled as such. The completeness check was failed based on the area plan alone, the area plan has shown the extension. However, in all area calculations and cost of works calculations on the application form the extension is not included.

If it were not for the fact that it is not a major proposal nor is it a major breach, then I would suggest that we would make those changes as required but since it is only a carport that is needing approval then I think this is something that could be quite easily noted by the assessing officer. The assessing officer only needs to look at the application form or the Site Plan to see that the extension is not included in the DA.

I should also note that the assessing officer also included the need for a public register floor plan for the carport. However, this is not legally required for a class 10 structure. We can prepare this plan for the assessing officer, but I wanted to raise this as something we could clarify since the 'Minimum Documentation requirements for lodgement of development application - 10/2019' states that it is not legally required. It would be helpful for us to know when this is required for class 10 structures in future

Can you please direct this to the relevant assessing officer so that they could email me or call me to discuss this

Kind Regards

██████████ Planning Approvals Manager  
Mobile: ██████████ | Phone: 1300 979 658 | Fax: 1300 979 657  
Postal: GPO Box 2265 Canberra City 2602  
ACT Building Lic: 2012767 | NSW Building Lic: 259006C



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**From:** Ives, Kieran  
**Sent:** Wednesday, 16 February 2022 3:25 PM  
**To:** Planning (CGFB); Musgrove, Anna  
**Cc:** Client Services (CGFB); [REDACTED]  
**Subject:** RE: DA202239856 Completeness Check Failed

Hi [REDACTED]

Thank you for the discussion this afternoon on the matters identified in the initial check of the Application 202239856. This is a short summary of our discussion.

In relation to the Area Plan, it is important for applications to clearly show on relevant plans what aspect of a development is subject to assessment. This supports the Authority in its decision making (particularly the issuing of stamped plans) to demonstrate what has been subject to approval by a delegate of the Planning and Land Authority. It also supports community to understand that aspect of a development is the subject of a DA during public notification. In this case an annotation has been placed on the Site Plan, however the Area Plan does not make this distinction.

In relation to the floor plan submitted, this contains details that can not be placed on the public register, namely internal walls. More information about the legislative requirements for public registered floor plans is available here: <https://www.planning.act.gov.au/build-buy-renoate/for-industry/industry-resources/checklists/public-register-floor-plans-for-single-residential-development>. In our conversation I undertook to clarify when Floor Plans may be required for DA in relation to class 10 structure such as carports. Typically this documentation is not required unless it is considered relevant, for instance to support the assessment of solar impacts on an existing dwelling. You may consider this advice when addressing the Initial Check matters to be addressed.

I also undertook in our conversation to share common failure reasons for initial checks. This is summarised in the table below:

| Common Failures  | % of check failures with similar reasons |
|--|--|
| 1. Applicant/Lessee details on application form and authorisation letter do not match.   | 67.4%                                    |
| 2. Please amend the Sections/Elevation plan to include all dimensioned heights including overall height the finished floor level, finished ceiling level, natural ground level and finished ground level all relative to Australian Height Datum | 40.5%                                    |
| 3. Please provide documents without internal walls for the public register.  | 38.8%                                    |
| 4. Please provide a Site plan which meets all the minimum document requirements.   | 35.1%                                    |
| 5. Please provide a schedule of areas  | 24.8%                                    |
| 6. Please Provide an Erosion and Sediment Control Plan, as per minimum document requirements   | 16.5%                                    |
| 7. Please provide a Survey Certificate signed by a registered surveyor   | 16.1%                                    |

|  |       |
|--|-------|
| 8. Please provide a statement against criteria responding to each of the relevant Codes of the Territory Plan.   | 15.7% |
| 9. Please provide a list of interested parties. It should include all names and addresses (includes mortgagee, sub-lessees etc) as registered against the title of the blocks. Or a Statement advising "No interested parties" needs to be provided. | 5.8%  |

I trust this information is of assistance.

Kind regards  
Kieran

**Kieran Ives | A/g Senior Director DA Services and Support**  
Statutory Planning | Environment, Planning and Sustainable Development Directorate | ACT Government  
480 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601  
T 02 6205 9095 | E [kieran.ives@act.gov.au](mailto:kieran.ives@act.gov.au)  
[www.act.gov.au](http://www.act.gov.au)

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**From:** Planning (CGFB) <Planning@cgfb.com.au>  
**Sent:** Wednesday, 16 February 2022 12:41  
**To:** Musgrove, Anna <Anna.Musgrove@act.gov.au>; Ives, Kieran <Kieran.Ives@act.gov.au>  
**Cc:** Client Services (CGFB) <ClientServices@cgfb.com.au>; [REDACTED]  
**Subject:** DA202239856 Completeness Check Failed

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