

Submissions and Inspections Guideline Principles and Related Fees and Charges for TCCS and Industry

Issue 2 Revision 9

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Document Information

Approval

Date approved: 1 July 2020

Date effective: 1 July 2020

Approved revision: 9

Approved by: Geoff Davidson, Executive Branch Manager, Place Coordination and Planning

Review date: 12 months from date of effect or when

Details

Guideline name: Submissions and Inspections Guideline Principles and Related Fees and Charges for Industry

Content owner: Geoff Davidson, Executive Branch Manager, Place Coordination and Planning

Advisor: Gabriel Joseph, Director, Place Coordination, Place Coordination and Planning,

Users: TCCS, Developers and Industry Groups

Document location: Place Coordination Branch

Relevant legislation: NA

Delegated/approving authority: Executive Branch Manager, Place Coordination and Planning

Amendment history

Issue #	Issue date	Amendment details	Author
2.1	24/02/2012	Initial release, approved by Director of Operational Branch	Gabriel Joseph
2.2	1/07/2013	Increase in fees and charges, approved by Director of Operational Branch	Gabriel Joseph
2.3	1/07/2014	Increase in fees and charges, approved by Director of Operational Branch	Gabriel Joseph
2.4	1/07/2015	Increase in fees and charges, approved by Director of Operational Branch	Gabriel Joseph

2.5	1/07/2016	Increase in fees and charges, approved by Acting Director Asset Strategy, Schools and Active Travel	Gabriel Joseph
2.6	1/07/2017	Increase in fees and charges, approved by Acting Director Asset Strategy, Schools and Active Travel	Gabriel Joseph
2.7	1/07/2018	Increase in fees and charges, approved by Acting Director Capital Works and Development Support	Gabriel Joseph
2.8	1/07/2019	Increase in fees and charges, approved by Executive Branch Manager, Place Coordination and Planning	Gabriel Joseph
2.9	1/07/2020	Increase in fees and charges, approved by Executive Branch Manager, Place Coordination and Planning	Maggie Dunn

Definition of Terms

Term	Definition
Submission	A formal submission by a Developer for certification
Application	A formal application by a Developer for endorsement
Development Application (DA)	An application lodged by a Developer with EPSDD for development works
Soft Landscape Consolidation	Period allowed for the establishment of vegetation
Soft Landscape Handover	The transfer of ownership of landscape gifted assets from the Developer to TCCS
Non-compliance	Design not complying with the Standards
Works	The public infrastructure asset for which TCCS will become the ultimate owner and operator on behalf of the ACT Government.
Standards	All Australian Standards, applicable written ACT Government Standards, Codes and Guidelines and all statutory and regulatory requirements governing the design of the Works.
Developer	<p>In the private sector, the organisation nominated in the Deed of Agreement as the 'Developer' including its employees, contractors, successors and agents.</p> <p>In the public sector, the City Renewal Authority, Suburban Land Agency or any other ACT Government agency responsible for the development of the Works including its employees, contractors, successors and agents.</p>

Purpose

The purpose of this document is to clearly identify and define the different categories and stages within the Application, Submission and Inspection processes and Variations to the processes, to establish the applicable fees and charges.

Scope

These Guidelines apply to all Applications and Submissions lodged with Transport Canberra and City Services (TCCS) for endorsement or certification for acceptance by TCCS on behalf of the ACT Government.

Application for acceptance

- Building Applications (BA), and
- Driveway Inspections.

Application for endorsement

- Estate Development Plan (EDP).

Submission for acceptance

- Design Review;
- Operational Acceptance (OA), including
 - Civil and Hard Landscape Work;
 - Soft Landscape, and
 - Bond Establishment.
- Final Acceptance, and
- Process Variations.

Background

The following industry groups were consulted over a period of 18 months in the preparation of these Guidelines:

- Land Developers;
- Civil Consultants;
- Landscape Architects; and
- Industry representative bodies including the Master Builder Association, Housing and Industry Association and Property Council of Australia.

The proposal to establish fees and charges for additional processing services provided by TCCS was approved by the Chief Executive of TAMS and was implemented in October 2010.

This revision reflects changes requested by the industry groups to clarify the terms and conditions on which the fees are charged. It is important to note that the actual fees and charges for each category remains the same.

Compliance

TCCS shall comply with the requirements of these Guidelines in the preparation and issue of an invoice for additional processing services.

Developers shall make payments in accordance with the requirements of these Guidelines; any further Submissions for the same project may not be processed where payments are outstanding.

All payments are due within ten working days from the date of the invoice.

Guidelines

1. Building Applications (BA)

Fee 1 applies

Definition: An Application lodged with TCCS for the following assessments:

- checks on stormwater easement clearances and connections;
- new driveways or modification to existing driveways, and
- waste compliance.

Applications shall be lodged directly on-line through the

<https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1050>

The processing fee will automatically be charged at the time of lodgement.

Assessment of 2 items per block will permit 50% discount on the full price of one item.

Assessment of 3 items per block will permit 50% discount on the full price of two items.

Please note the “Driveways Assessments” always impose a full fee.

2. Driveway Inspections

Fee 2 applies.

Definition: A mandatory inspection by TCCS inspectors prior to any concrete works, to ensure that the driveway complies with <https://www.cityservices.act.gov.au/plan-and-build/building-works/driveway-applications>

Driveway inspection fees are in addition to BA processing fees.

3. Estate Development Plan (EDP)

[Fee 3](#) applies (see Appendix B).

Definition: an Application received directly from; City Renewal Authority (CRA), Suburban Land Agency (SLA), the Developer or EPSDD requesting TCCS endorsement of an EDP.

First Submission

The initial Application.

An EDP submitted as a DA will be treated as a first submission.

In order to maintain the quality of the application or to clarify any technical issues, Developers have the opportunity for unlimited meetings with TCCS free of fees and charges before the first Application.

Second Submission:

The resubmission of the First Submission amended to incorporate changes and/or additions requested by TCCS following the review and assessment of the First Submission.

To ensure that the requested changes and/or additions are fully understood, the Developer has the opportunity of **one** meeting or communication with TCCS, which may include partial submission of drawings by e-mail, to clarify the changes and/or additions requested by TCCS before the Second Submission.

No fees and charges apply to this meeting, any additional meetings will incur fees and charges equal to Third Submission.

Third Submission:

The resubmission of the Second Submission amended to incorporate changes and/or additions requested by TCCS following the review and assessment of the Second Submission.

To ensure that the requested changes and/or additions are fully understood, the Developer has the opportunity of **one** meeting or communication with TCCS, which may include partial submission of drawings by e-mail, to clarify the changes and/or additions requested by TCCS before the Third Submission.

No fees and charges apply to this meeting, any additional meetings will incur fees and charges equal to Fourth Submission.

Fourth and any Subsequent Submission:

Any resubmission or additional meetings, subsequent to the Third Submission caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First Second and Third Submission, will incur a fee.

New changes requested by TCCS after First Submission

No fee will apply where changes and/or additional information not requested in TCCS response to the First Submission are subsequently requested by TCCS.

4. Design Review

Fee 3 applies.

Definition: A Submission for Design Review as required by the Notice of Decision of the approved DA, Deed of Agreement for Greenfield developments, or any other Works including Works on Territory land exempt from DA.

First Submission:

The initial Submission received from the Developer that complies with

https://www.cityservices.act.gov.au/_data/assets/pdf_file/0003/827580/Ref-06A-Requirements-for-Design-Acceptance-submissions-infill-developments.pdf or

https://www.cityservices.act.gov.au/_data/assets/pdf_file/0004/397237/TCCS_Reference_Document_6-rev-5.pdf

Any Submission that does not comply with the documentary requirements of the Reference Document will be returned for appropriate action and be considered as the First Submission for the purpose of fees and charges.

Second Submission:

The resubmission of the First Submission amended to incorporate changes and/or additions requested by TCCS in response to the First Submission.

The Second Submission shall include:

- a. responses to the changes and/or additional information requested by TCCS with drawings marked up (clouds) to identify the changes made;
- b. electronic files for Traffic Control Devices (TCD) drawings;
- c. the appropriate submission form and checklists, and
- d. revised design report and document list.

To ensure that the requested changes and/or additions are fully understood, the Developer has the opportunity of **one** meeting or communication with TCCS, which may include partial submission of drawings by e-mail, to clarify the changes and/or additions requested by TCCS before the Second Submission.

No fees and charges apply to this meeting, any additional meetings will incur fees and charges equal to Third Submission.

Third Submission:

The resubmission of the Second Submission, caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First and Second Submission, will incur a fee.

The Third Submission shall include:

- a. responses to the changes and/or additional information requested by TCCS with drawings marked up (clouds) to identify the changes made;
- b. electronic files for Traffic Control Devices (TCD) drawings;
- c. the appropriate submission form and checklists, and
- d. revised design report and document list.

Fourth or Subsequent Submission:

Any resubmission or additional meetings subsequent to the Third Submission caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First, Second and Third Submission will incur a fee.

The Fourth or Subsequent Submission shall include:

- a. responses to the changes and/or additional information requested by TCCS with drawings marked up (clouds) to identify the changes made;
- b. electronic files for Traffic Control Devices (TCD) drawings;
- c. the appropriate submission form and checklists, and
- d. revised design report and document list.

Revised Design Report

Revised Design Report must be lodged with the Second, Third or Fourth and Subsequent Submissions, if changes made in the drawings, have impacted on the content of the Design Report provided with the First Submission

New changes requested by TCCS after First Submission

No fee will apply where changes and/or additional information not requested in TCCS response to the First Submission are subsequently requested by TCCS.

5. Operational Acceptance (OA)

[Fee 3](#) applies.

5.1 Civil and Hard Landscape Works

Definition: A Submission for Operational Acceptance for either individual stages or a combination of stages of the Works or for Works for which the Certificate of Design Review has been already issued and the assets are to be handed over to the Territory.

First Submission:

The initial Submission received from the Developer that complies with [TAMS Reference Documents 07](#), [TAMS Reference Documents 08](#) and [TAMS Reference Documents 011](#) required for Operational Acceptance of civil works and hard-landscape works.

Any Submission that does not comply with the documentary requirements of the Reference Document will be returned for appropriate action and be considered as the First Submission.

Second Submission:

The resubmission of the First Submission amended to incorporate changes and/or additions requested by TCCS in response to the First Submission.

To ensure that the requested changes and/or additions are fully understood, the Developer has the opportunity of **one** meeting or communication with TCCS, which may include partial submission of drawings by e-mail, to clarify the changes and/or additions requested by TCCS before the Second Submission.

No fees and charges apply to this meeting, any additional meetings will incur fees and charges equal to Third Submission.

Third Submission:

The resubmission of the Second Submission, caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First and Second Submission, will incur a fee.

Fourth and any Subsequent Submission:

Any resubmission or additional meetings subsequent to the Third Submission caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First Second and Third Submission will incur a fee.

CCTV Submissions

CCTV Submissions for stormwater clearance by TCCS approved agent is included in the Operational Acceptance category.

New changes requested by TCCS after First Submission

No fee will apply where changes and/or additional information not requested in TCCS response to the First Submission are subsequently requested by TCCS.

5.2 Soft Landscape Consolidation Commencement or Soft Landscape Handover

Definition: A Submission for either individual stages or a combination of stages of the [Soft Landscape Consolidation Commencement](#) or [Soft Landscape Handover](#).

Submissions for trees and grasses may be submitted separately if required but must be for a complete stage.

First Submission

The initial submission received from the Developer that complies with *TAMS Reference Document 10: Requirements for Soft Landscape Consolidation and Handover*.

Any submission that does not comply with the documentary requirements of the Reference Document will be returned for appropriate action and will be considered as a First Submission

In order to maintain the quality of the submissions, the developers have the opportunity for **one** initial meetings or communication, which includes partial submissions of drawings for through an e-mail. This meeting/communication will be in relation to the placement of soft landscape into consolidation prior to the submission notifying consolidation and will not be considered as submissions. However, any additional meetings will incur a fee equal to third submission.

Second Submission:

This is the resubmission of the First Submission amended to incorporate changes and/or additions requested by TCCS following the review and assessment of the First Submission.

To ensure that the requested changes and/or additions are fully understood, the Developer has the opportunity of **one** meeting or communication with TCCS, which may include partial submission of drawings by e-mail, to clarify the changes and/or additions requested by TCCS before the Second Submission.

No fees and charges apply to this meeting, any additional meetings will incur fees and charges equal to Third Submission.

Third Submission:

The resubmission of the Second Submission, caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First and Second Submission, will incur a fee.

Fourth and any Subsequent Submission:

Any resubmission or additional meetings subsequent to the Third Submission caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First, Second and Third Submission will incur a fee.

New changes requested by TCCS after First Submission

No fee will apply where changes and/or additional information not requested in TCCS response to the First Submission are subsequently requested by TCCS.

6. Final Acceptance

[Fee 3](#) applies (see Appendix B).

Definition: A Submission for Final Acceptance for either individual stages or a combination of stages of the Works or for Works for which the Certificate of Operational Acceptance has been already issued.

First Submission:

The initial Submission received from the Developer that complies with [TAMS Reference Document 9: Requirements for Final Acceptance Submission](#) for Hard Landscape Assets and Civil Works. Any Submission that does not comply with the documentary requirements of the Reference Document will be returned for appropriate action and be considered as the First Submission.

Second Submission:

The resubmission of the First Submission amended to incorporate changes and/or additions requested by TCCS in response to the First Submission.

To ensure that the requested changes and/or additions are fully understood, the Developer has the opportunity of **one** meeting or communication with TCCS, which may include partial submission of drawings by e-mail, to clarify the changes and/or additions requested by TCCS before the Second Submission.

No fees and charges apply to this meeting, any additional meetings will incur fees and charges equal to Third Submission.

Third Submission:

The resubmission of the Second Submission, caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First and Second Submission, will incur a fee.

Fourth and any Subsequent Submission:

Any resubmission or additional meetings subsequent to the Third Submission caused by the failure of the Developer to fully address the issues arising from the review and assessment of the First Second and Third Submission will incur a fee.

New changes requested by TCCS after First Submission

No fee will apply where changes and/or additional information not requested in TCCS response to the First Submission are subsequently requested by TCCS.

7. Inspections

[Fee 4](#) applies (see Appendix B).

Definition: Any inspection of the Works required as an integral part of the Operational Acceptance, Soft Landscape Handover and Final Acceptance processes.

7.1 Civil and Hard Landscape Works

First Inspection:

The initial inspection for operational acceptance.

Subsequent Inspections

Any subsequent inspection required by TCCS.

7.2 Soft Landscape Handover

First Inspection:

This is the initial inspection for soft landscape handover.

Subsequent Inspections

Any subsequent inspection required by TCCS.

Stormwater Inspections by TCCS approved agent is included in this category.

7.3 Final Acceptance

First inspection

The initial inspection for final acceptance.

Subsequent Inspections

Any subsequent inspection required by TCCS.

8. Process Variation

[Fee 5](#) applies (see Appendix B).

8.1 Staged submissions

Definition: Any request from the Developer where TCCS agrees to issue a Conditional Certificate of Acceptance based on an incomplete Submission.

8.2 Variations

Definition:

- Variation to the existing TCCS acceptance of asset process due to a Developer or his Agent not following the standard processes and timelines associated with the assessment steps to expedite the handover of assets to TCCS.
- Additions or deletions requested by the Developer that necessitates an alteration to an approved Submission and leads to TCCS issuing a conditional or interim Certificate of:
 - a. Design Review (for Early Works or for other purposes agreed by TCCS);
 - b. Operational Acceptance, or

- c. Landscape Handover.

8.3 Amendments

Definition: Any change to an approved EDP, Staging Plan, certified Design Review, Operational Acceptance or Soft Landscape Handover that necessitates another Certificate or an amended Certificate.

The exception to this rule is where such an amendment is required due to an agency requirement, or where it is requested by the Developer that TCCS accepts as:

- a. an improvement on the EDP, or
- b. where site circumstances necessitate a change to meet the intent of the EDP, or
- c. where the developer requires changes that are the result of an error or omission in the approved EDP,

No fee will apply.

Appendix A –

Related documents and contacts

The Fees and Charges Schedule contains all current fees related to Submissions, Inspections and Process Variations.

- TCCS Smart Form
- For any clarification of the contents of these guidelines, please contact the Director, Place Coordination on 13 22 81.