



ACT
Government

Transport Canberra
and City Services

Development Coordination Branch

GENERAL ADVISORY NOTE

GAN 07

Title: Pre-lodgement Development Application (DA) Advice and DA Comments Clarification and Endorsement

Background

TCCS, Development Coordination Branch (DCB) has experienced continued growth of industry requests for technical review and assessment at the pre-DA, (including pre submission for NCA Works approval) and during DA referral stages. Currently, there is no limitation on the number of requests, and fees and charges don't apply to these submissions.

The increased activity associated with pre-DA submissions is affecting the timeliness of other planning and development related services provided by TCCS.

This General Advisory Note (GAN) provides a reminder on Pre-App meetings, and updated information on the different types of requests and associated lodgement and documentation requirements, including expected timeframes to gain advice.

EPSDD Pre- App Meetings

All applicants are encouraged to contact the Environment Planning and Sustainable Development Directorate (EPSDD) for advice both at the pre-DA and DA stages. EPSDD already offers a pre-application meeting service for customers to seek advice from EPSDD about a proposed development, prior to the lodgement of a development application. TCCS can attend pre-application meetings on request by EPSDD.

TCCS cannot check or ensure completeness of documents or peer review technical work before formal submission to TCCS / EPSDD. However, before lodging a DA, TCCS

can assist applicants to clarify non-compliance issues and TCCS requirements for a development proposal.

Timeframes and minimum submission requirements

TCCS DCB has previously confirmed timeframes for processing of design, operational and final acceptance submissions (20 days). The requirements for those submissions are unchanged and applicants should continue to prepare submissions in accordance with TCCS Reference Documents.

The table below provides a summary of the timeframes and minimum submission requirements for other services and information requests. More detailed information is at the end of the table.

| Service/ Request | Minimum submission requirements | Timeframe for processing | How to lodge |
|--|---|--------------------------------|--|
| Simple enquiry on TCCS requirements | Email which clearly sets out the required information or clarification of TCCS requirements. | 5 business days | TCCS.DCdevelopmentcoordination@act.gov.au |
| Pre-assessment of technical matters associated with a development proposal (non EDP related) | Email, accompanied by fully legible plans or reporting prepared by a suitably qualified consultant in the relevant development field. | 15 business days | TCCS.DCdevelopmentcoordination@act.gov.au |

| Service/ Request | Minimum submission requirements | Timeframe for processing | How to lodge |
|---|---|--------------------------------|--|
| Pre-assessment for Estate Development Plans (EDP) and technical matters associated with an EDP | Email, accompanied by fully legible plans or reporting prepared by a suitably qualified consultant in the relevant development field. | 20 business days | TCCS.DCdevelopmentcoordination@act.gov.au |
| Pre-assessment of technical matters ahead of lodging a submission with the NCA for works approval | Email, accompanied by fully legible plans or reporting prepared by a suitably qualified consultant in the relevant development field. | 15 business days | TCCS.DCdevelopmentcoordination@act.gov.au |
| DA Comments Clarification | Email, accompanied by fully legible plans or reporting prepared by a suitably qualified consultant in the relevant development field. | 10 business days | TCCS.DCdevelopmentcoordination@act.gov.au |

| Service/ Request | Minimum submission requirements | Timeframe for processing | How to lodge |
|---|---|--------------------------------|---|
| Traffic Modelling and Transport Impact Assessment | Email, accompanied by reporting which clearly explains assumptions and design parameters for advice being sought. | 15 business days | TCCS.DCdevelopmentcoordination@act.gov.au |
| Provision of Canberra Strategic Transport Model (CSTM) Outputs and SCATS Signals Data | Email which clearly sets out the required information, geographical area and forecast periods. | 10 business days | TCCS.DCdevelopmentcoordination@act.gov.au |
| Processing building applications and related matters | As indicated on Smart form. | 15 business days | All submissions must be lodged via the Smart form: https://form.act.gov.au/smartforms/landing.htm?formCode=1050 |
| Request for Land Custodian Endorsement | Email, describing the proposal and accompanied by fully legible plans or reporting. | 15 business days | TCCS.DCdevelopmentcoordination@act.gov.au |

Simple Queries (i.e. development of up to 3 dwellings): TCCS will endeavour to respond within 5 business days to simple requests for written advice where an applicant would like advice on a specific TCCS requirement to aid or clarify submitting development approval documents. TCCS will determine and advise the applicant if a request is more complex in nature and additional timeframes are required to assess the submission.

Pre-assessment of Estate Development Plans (EDP) or technical matters associated with an EDP

TCCS will endeavour to provide advice on EDPs within 20 business days. This includes pre-assessment of technical matters specific to an EDP to assist in guiding the preparation of detailed plans, reports to address or manage the technical matter (i.e. traffic, waste or hydraulic matters) and ensure that specialist reports contain sufficient information to facilitate a comprehensive assessment of that technical matter when a development application is lodged.

TCCS will generally only accept one pre lodgement request for technical review of a particular design element and the request should be accompanied with relevant information combining all different relevant elements such as driveway, trees, stormwater, waste, traffic, parking etc.

However, TCCS will review a maximum of two full EDP submissions (initial and subsequent which addresses initial comments). Depending on the complexity of the matters involved, TCCS will determine if a written response is sufficient, or if a meeting is required.

All meeting minutes must be prepared by the applicant and must be attached in the applicant's submission.

Pre-assessment of technical matters for a development proposal (non EDP)

This includes advice on pre-DA matters such as traffic, parking, waste management plans and any other issues. This type of request is suitable for a medium to large development project such as residential development of more than 3 dwellings or industrial / commercial developments. TCCS will no longer review submissions on individual design elements more than once for a development project informally. This is because iterative assessment and response (independent of a consideration of other technical matters) may neglect interfaces between other design elements,

other entity's requirements, or important considerations that can only be surfaced through the formal Planning Authority assessment process.

TCCS will endeavour to undertake any technical review and respond within 15 business days.

TCCS technical review prior to NCA Works Approval application lodgement

The NCA encourages proponents to undertake consultation with the relevant ACT Government agencies on matters such as vehicular access, traffic safety, waste management, stormwater drainage, leasing and licensing compliance, tree preservation, and verge landscaping prior to lodging a submission for Works Approval. DCB is the central point of contact for consultation on these matters. TCCS will endeavour to undertake any technical review and respond within 15 business days.

DA Comments Clarification

This type of submission is lodged whenever the applicant of a current development application may need to contact TCCS to clarify formal comments provided to EPSDD and where EPSDD has issued an RFI. In this case, a meeting may be necessary to clarify issues. TCCS will determine whether a meeting is required.

TCCS will no longer review submissions on individual design elements for an existing development application where multiple design elements are outstanding and the subject of the RFI. An applicant must instead submit one request combining the status of all different elements such as driveway, trees, stormwater, waste, traffic, parking etc. As mentioned above, this is important so that interface considerations or other entity requirements are not overlooked. TCCS will endeavour to provide this advice within 10 business days.

Traffic Modelling and Transport Impact Assessment

The pre-assessment of specialist technical reports such as TCCS endorsement of scope related to a Transport Impact Assessment (TIA) report may require validation of key modelling tasks / base models. Once the traffic modelling scope is agreed, the applicant has one opportunity to provide a consolidated request for clarification and two opportunities for endorsement of the base model (draft and final report). TCCS will endeavour to provide this advice within 15 business days.

Provision of Canberra Strategic Transport Model (CSTM) Outputs and SCATS Signals Data

Groundwork on technical submissions associated with significant developments may require actual and forecast traffic volumes to assist the Transport Impact Assessment Report preparation. TCCS will endeavour to respond within 10 business days.

Building Applications

TCCS will endeavour to respond within 15 business days to the following applications lodged for assessment:

- checks on stormwater easement clearances and connections;
- new driveways or modification to existing driveways;
- waste and demolition compliance; and
- landscape management and protection plan for projects that do not require design review / early works approval submission to TCCS.

Request for TCCS Land Custodian Endorsement

This request relates to circumstances where works are either being proposed on unleased Territory land or where an applicant is seeking TCCS authorisation to either lodge a Form 4 under the *Planning and Development Act 2007* or NCA Letter of Endorsement where NCA is the approving authority.

All custodianship matters and requests seeking authorisation signatures are to be submitted through TCCS.DCDevelopmentCoordination@act.gov.au mailbox rather than lodged directly with any business units nominated as the TCCS custodian. Development Coordination Branch will coordinate any necessary internal TCCS circulation. TCCS will endeavour to respond within 15 business days.

Submission Details

All submissions must be lodged to Development Coordination's Customer and Business Support team via an email to TCCS.DCdevelopmentcoordination@act.gov.au.

Submissions must include a proper subject line as follows:

<Types of Submission Queries/ Pre-DA Advice / EDP>: Block / Section Number - Suburb Name - DA Number and Short Description.

Any submissions or requests to an individual staff member's mailbox will not be considered as a formal submission to TCCS.

Submission Acknowledgement

All requests will be acknowledged by TCCS within two days of receipt. The acknowledgement will confirm all documentation is complete and a project lead has been assigned.

Date of Effect of the GAN

The administrative arrangements set out in this GAN take effect from date of endorsement by the Executive Branch Manager – Development Coordination.

Amendment History

| Version | Issue date | Amendment details | Author |
|---------|------------|-------------------|---------|
| 01 | 28.2.23 | Original Version | ASC, JB |
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Jim Corrigan – Deputy Director-General, City Services

Transport Canberra and City Services