



Project Information Memorandum

Applicants Name:		Project Location:	
Only completed Applications can be accepted for lodgement. Key: <input checked="" type="checkbox"/> = Provided <input checked="" type="checkbox"/> = Not Provided <input type="checkbox"/> or <input type="checkbox"/> = Not Applicable		PLEASE FILL IN	OFFICE USE ONLY
COMPLETE ALL SECTIONS OF THE APPLICATION FORM			
<ul style="list-style-type: none"> All sections of the application form have been completed. A copy of the FULL Certificate of Title (up to 2 months old). Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions. Please provide 2 copies of all plans and specifications. Deposit Fee. 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SITE PLAN			
<ul style="list-style-type: none"> Show site legal boundaries and easements, and the location of all existing and proposed buildings, including accessory buildings such as sheds or garages, in relation to the boundaries. Use a metric scale of 1:200 or 1:100 and include a north point. Show the layout of existing and proposed sanitary and stormwater drains with the location of each drain's connection to the public mains. Provide details of on-site stormwater disposal, e.g. rain tanks, soak holes. (Check that kerb connection is acceptable if the site is unsuitable for on-site disposal or a Council stormwater connection is unavailable.) Where a septic tank is used include details of the size and location of tank and of the effluent field and calculations. Indicate the top of any banks shown and their gradient contours in relation to the building. Show the height of the bank and the distance from the top of the bank to the building. If the title is less than five hectares, show the gross floor area of <u>all</u> buildings on the title. Show the location and dimensions of any existing / proposed vehicle entranceway. For a new entranceway, include a completed Application form for a new entrance/crossing. If the property is in urban areas, show car parking and vehicle circulation provisions, including on-site manoeuvring. Mark the street names on the site plan. Show service and /or living courts if applicable. 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PRELIMINARY FLOOR PLANS			
<ul style="list-style-type: none"> Supply a floor plan of each level, including complete floor layout and use of each area. Floor areas and roof areas in square metres should be shown. Show a proposed plumbing plan. 		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
PRELIMINARY ELEVATION PLAN			
<ul style="list-style-type: none"> Supply an elevation plan of each external wall showing heights from eaves to finished ground level at each external corner and the existing and proposed land contours. Show the overall height of the building from ground level to the apex of the roof. 		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
APPLICANT'S DECLARATION: I have provided all the required information:			
..... (Applicant)	 (Date)	
OFFICE USE ONLY		OUTCOME OF DECISIONS	
<input type="checkbox"/> This application was accepted for lodgement because all required information was supplied <input type="checkbox"/> This application was not accepted for lodgement because documentation was incomplete <input type="checkbox"/> Documentation is now complete and the application is accepted for lodgement			
Officer.....		Date.....	

