

APPENDIX 9A
SCHEDULE OF PLANS, DRAWINGS AND ILLUSTRATIONS

A. INFORMATION REQUIRED UNDER CLAUSE 8.0 OF THE “PLANNING SCHEME TEMPLATE FOR TASMANIA” – SCHEDULE TO PLANNING DIRECTIVE NO. 1 – “THE FORMAT AND STRUCTURE OF PLANNING SCHEMES”, MAY 2011:

8.1.2 Sufficient information must be provided with an application to demonstrate compliance with all applicable standards and purpose statements in applicable zones, codes and specific area plans, and must include the following documentation:

- a) a copy of the current certificate of title for the site to which the permit sought is to relate, including the title plan and schedule of easements;
- b) a full description of the proposed use or development;
- c) a full description of the manner in which the use or development will operate.

8.1.3 The following information and plans must be provided as part of an application unless the planning authority is satisfied that the information or plan is not relevant to the assessment of the application:

- a) a site analysis and site plan at an acceptable scale showing:
 - i) the existing and proposed use(s) on the site;
 - ii) the boundaries and dimensions of the site;
 - iii) topography including contours showing AHD levels and major site features;
 - iv) natural drainage lines, watercourses and wetlands on or adjacent to the site;
 - v) soil type;
 - vi) vegetation types and distribution, and trees and vegetation to be removed;
 - vii) the location and capacity of any existing services or easements on the site or connected to the site;
 - viii) existing pedestrian and vehicle access to the site;
 - ix) the location of existing and proposed buildings on the site;
 - x) the location of existing adjoining properties, adjacent buildings and their uses;
 - xi) any natural hazards that may affect use or development on the site;
 - xii) proposed roads, driveways, car parking areas and footpaths within the site;
 - xiii) any proposed open space, communal space, or facilities on the site;
 - xiv) main utility service connection points and easements;
 - xv) proposed subdivision lot boundaries, where applicable.
- (b) where it is proposed to erect buildings, a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 showing:
 - i) the internal layout of each building on the site;
 - ii) the private open space for each dwelling;

- iii) external storage spaces;
- iv) car parking space location and layout;
- v) major elevations of every building to be erected;
- vi) the relationship of the elevations to natural ground level, showing any proposed cut or fill;
- vii) shadow diagrams of the proposed buildings and adjacent structures demonstrating the extent of shading of adjacent private open spaces and external windows of buildings on adjacent sites;
- viii) a plan of the proposed landscaping of the site showing:
 - A) planting concept;
 - B) paving materials and drainage treatments and lighting for vehicle areas and footpaths;
 - C) plantings proposed for screening from adjacent sites or public places; and
 - D) materials and colours to be used on roofs and external walls.

B. INFORMATION REQUIRED IN ADDITION TO PART A ABOVE:

The following requirements are additional to and/or complementary to those contained in Part A above, or any other planning authority requirements.

1. GENERAL REQUIREMENTS

- ☐ scaled plans - to include bar scale/graphic scale to ensure accuracy of copies;
- ☐ preferred drawing sheet size is A1 unless project is small enough for A3;
- ☐ A3 sheets containing only one floor plan, elevation or section are discouraged as resulting in excessive bundles;
- ☐ A4 sheets should not be used except in unusual circumstances;
- ☐ where sheets are reduced, at least one copy should be provided at the original sheet size in addition to the 3 mandatory copies;
- ☐ reduced copies must be to a true scale e.g. 1:100 at A1 = 1:200 at A3;
- ☐ originals at A3 must not be reduced to A4 because of resulting legibility problems;
- ☐ where originals are in colour, all copies must be in colour;
- ☐ any amendments must be noted and dated and sets of drawings must be consistent in relation to each other;
- ☐ the preferred location for the title blocks, including details of amendments, is to the right hand edge so that individual sheets are easy to identify when bound, folded or in bundles.

2. SITE PLANS should include:

- ☐ all dimensions and site boundaries in metric;
- ☐ all critical distances from front, side and rear boundaries;
- ☐ relevant features of adjacent properties including windows, private open spaces, paved areas, landscaped areas, driveways, decks and terraces;

- ☐ relevant features of immediately adjoining streets including poles, footpaths, kerbs, crossings, pits and street vegetation;
- ☐ relevant auxiliary elements such as garbage storage, clothes drying and water and retention tanks;
- ☐ calculation of site area and site coverage and method of calculation.

3. BUILDING DRAWINGS should include:

- ☐ room/space names and/or uses;
- ☐ location of all doors and windows;
- ☐ levels at AHD of floors, decks, courtyards, terraces, ceilings and roofs on all elevations and sections;
- ☐ sections, as appropriate;
- ☐ materials and finishes;
- ☐ roof levels relative to natural ground levels immediately below and relative to any planning scheme height limits and/or envelope requirements;
- ☐ setbacks relative to planning scheme distances and/or envelope requirements;
- ☐ clear distinction between existing and new work with separate plans, elevations and sections of the existing if critical;
- ☐ overall dimensions and the dimensions of significant projections and re-entrant features and sufficient internal dimensions to confirm overall figures and area calculations;
- ☐ calculation of site coverage and/or plot ratio and method of calculation.

4. MONTAGES are optional but can be very useful; where required (see Character and Streetscape and Heritage entries below) they should:

- ☐ explain the method employed;
- ☐ include representation of the existing situation including any relevant vegetation;
- ☐ include any relevant proposed or altered vegetation on the representation of the proposal;
- ☐ use unrendered frame or block forms only where scale, mass and height are the issues;
- ☐ employ rendered materials, textures, colours and shadows where Character and/or Streetscape or Cultural Heritage Significance are in issue.

5. PHOTOGRAPHS if included should include:

- ☐ an indication of the lens type used and the height of the vantage point;
- ☐ the date and time taken;
- ☐ author's name;
- ☐ confirmation of any stitching, modification or enhancement of originals.

6. SUBDIVISION AND ESTATE PLANS - should include:

- ☐ full contours to AHD at intervals relevant to slopes, access, parking, road and drainage grades;
- ☐ details of any proposed natural drainage pattern modifications;

- ☐ adjacent development patterns and structures;
- ☐ dimensions and lot areas in metric;
- ☐ location and dimensions of any proposed development envelopes;
- ☐ any planning scheme required inscribed circles, dimensional limitations and slope parameters;
- ☐ major service easements and planned or proposed infrastructure details;
- ☐ relevant zone and precinct boundaries;
- ☐ relevant geological constraints such as landslip prone areas;
- ☐ relevant any contaminated areas;
- ☐ relevant flood and projected climate change water level contours;
- ☐ relevant bushfire hazard management zones on the same base as the main plans;
- ☐ any relevant noise and/or odour buffers or contours;
- ☐ any threatened native vegetation and threatened native ecological communities;
- ☐ any threatened /or endangered fauna habitats;
- ☐ any relevant cultural heritage and/or archaeological details;
- ☐ proposed soft and hard landscaping (see below for details).

7. SPECIFIC REQUIREMENTS RELEVANT TO GROUNDS AND ISSUES IN THE APPEAL

Where Overshadowing is at issue - drawings should include:

- ☐ true north;
- ☐ explanation of the method employed and confirmation of the altitude and azimuth of the sun for each shadow plan;
- ☐ comparison between existing and proposed shadowing at least at 9.00am, 12noon and 3.00pm at the solstices and equinoxes;
- ☐ shadowing from existing buildings, vegetation, fences and any other significant structures such as outbuildings;
- ☐ shadowing from proposed works and landscaping;
- ☐ where critical shadows fall on vertical surfaces - include sections, elevations and/or 3D diagrams.

Where Privacy is at issue - drawings should include:

- ☐ all relevant/involved elements;
- ☐ comparative levels at AHD supplemented with relative sections;
- ☐ distances and off-sets between sensitive viewing points and impacted features;
- ☐ the effect of any proposed screens and/or vegetation.

Where Character and/or Streetscape are at issue - illustrations and drawings should include:

- ☐ photographs/detail photographs descriptive of the existing situation (see 5 PHOTOGRAPHS above for requirements);
- ☐ a figure-ground diagram of the proposal and the surrounding area (Google or other aerial photographs are an acceptable base);

- ☐ a ground-figure diagram version where spaces rather than building impacts are the main issue;
- ☐ street elevations and/or perspectives and/or montages illustrating the relationship of the proposal to the existing setting.

Where Cultural Heritage Significance is at issue - documents and drawings should include:

- ☐ authentication/attribution of all historical material;
- ☐ plans and drawings of the existing situation where major changes are proposed;
- ☐ clear distinction between existing and new work where changes are minor;
- ☐ illustrations and drawings as for Character and/or Streetscape (see above) where impacts on any adjacent place(s) of cultural heritage significance are at issue.

Where Parking and Access is at issue - diagrams and drawings should include:

- ☐ clear dimensions of access, pedestrian facilities, turning paths and parking spaces;
- ☐ contour or gradient plans where relevant;
- ☐ comparison with planning scheme requirements and/or Australian Standards e.g. AS/NZS 2890.1:2004 as relevant.

Where Traffic is at issue - diagrams and drawings should include:

- ☐ clear dimensions of footpaths, crossings, pavements, shoulders and lanes;
- ☐ relevant sight distances;
- ☐ relevant features such as street parking, traffic controls, bus stops, pedestrian crossings, street vegetation and power poles;
- ☐ comparison with planning scheme requirements and Australian or other relevant standards.

Where Landscaping is at issue - drawings should include:

- ☐ plans using the same base , orientation, scale, levels, contours, etc as for the main site and building drawings except for details;
- ☐ existing vegetation including species, height and spread of canopy;
- ☐ hard and soft landscaping details;
- ☐ alterations and new proposals, a schedule of plantings and the proposed maintenance regime.