

Application for Plan/Report Review



- Driveway Access Plan
- Stormwater Management Plan
- Construction and Environmental Management Plan (CEMP)
- Traffic Impact Assessment
- Traffic Management Plan
- Road Safety Audit

Note: If approvals for driveway access and stormwater plans are required, information related to both items may be shown on the same plan. In this instance, separate fees will continue to apply for each item reviewed.

Site Information

Development Permit Number:
Lot Number/Hundred:
Property Address:

Applicant's Details

Full Name: Phone/Mobile:
Company/Organization:
Postal Address:
Email:

Billing Details

Full Name: Phone/Mobile:
Company/Organisation Name:
Company/Organisation ABN:
Postal Address:
Email:

Once your application is lodged with Litchfield Council, an invoice for assessment of the plan(s) will be issued using above "Billing Details". Fees for plan assessment can be found on Council's website in our adopted Fees and Charges. Once payment is made for the invoice, it is the applicant's responsibility to provide Council with a copy of the receipt for payment and/or the receipt number. **Please note that assessment of the plans will not occur until Council has been notified of the receipt information.**

This application form is for approval of the plan or report only. **Prior to carrying out any physical works within Council's road reserve, including installation of driveway and stormwater connections, the applicant is additionally required to obtain a Works Permit to carry out work within Council's road reserve.**

Plan/Report Requirements:

All Plans/Reports:

- Must include the Development Permit number and the address of the property.
- Must be drawn to scale and include a north arrow.

Driveway Access Plan Requirements:

- Must be drawn to scale and clearly demonstrates the location of all driveway access points to the site, including dimensions from the property boundaries.
- Must show the proposed material type, material thickness/preparation, and width of all driveways. The sizes and technical specifications for driveways shall be in accordance with Litchfield Council's Development Guidelines, including standard drawings.
- Must illustrate any potential obstacles (e.g. power pole, stormwater pits, sewer pits, trees or other services) and distances from these obstacles to the proposed driveway.
- Must show dimensions between each driveway access if multiple driveways are proposed.
- Must show the distance from the edge of the driveway to any intersection within 100m of that driveway.

Stormwater Management Plan Requirements:

- Must include details of site levels (e.g. indicative levels or contour lines). Both existing site levels and designed site levels are required. Contour lines should be one or two metre contours.
- Must show direction of stormwater flow.
- Must show details of surfaces across the lot (e.g. paved, concreted, bituminised, grassed, gravelled and asphalted etc.).
- Must show how the stormwater is collected within the entire lot, including all proposed stormwater infrastructure (e.g. open channels, underground pipe, pits, concrete invert, detention and/or retention basins, kerb and gutters, etc.). The sizes and technical specifications for the proposed stormwater infrastructure shall be in accordance with Litchfield Council's Development Guidelines.
- Must show cross-section of the proposed stormwater infrastructure features.
- Must show the location and details of the point of discharge. If an underground connection is used, developer shall use the NT Department of Infrastructure's (DOI) standard drawing for connection details. Where DOI's standard drawings are not available, design criteria for stormwater connections shall comply with Australia Standards and best practices of the industry and must be carried out by a professional engineer.
- Must show all proposed drainage easements and responsibility for each.

Construction and Environmental Management Plan:

- Must be prepared by an independently suitably qualified professional person and/or organization.
- Must include overall environmental objectives for the operation of the use and techniques for their achievement.
- Must include procedures to ensure that no significant adverse environmental impacts occur as result of the use.
- Must include proposed monitoring systems.
- Must identify all possible risks of operational failure and response measures to be implemented.
- Must include day to day management requirements for the use, including waste management.

Traffic Impact Assessment:

- Must be prepared by a registered traffic engineer.
- Must clearly reference all the source of data used in the report and analysis software used.
- Must address:
 - analysis of the existing situation and proposed design (including diagrams and photos as required);
 - vehicle traffic, parking, public transport, pedestrians, cyclists, loading, and waste;
 - swept path for design vehicles;
 - any identified safety concerns for affected intersections;
 - any necessary upgrades to existing infrastructure.

Traffic Management Plan:

- Must be prepared by a person who holds a valid WZ1 certificate, and include the certificate number.
- Must be prepared in accordance with AustRoads standard format.
- Include a risk analysis matrix.
- Include the traffic control diagram.

Road Safety Audit:

- Must be prepared by an independent licenced road safety auditor, and include the licence number.
- Must reference all risks identified in the report in accordance with relevant AustRoads Guidelines and/or Australian Standards.
- Must include photos and/or site plan for each identified risk.
- Must include a risk analysis matrix and recommended remediation method.
- Must include developer's responses to each recommended remediation method including a timeframe.