



# Development Design Checklist and Declaration

## Applicant details

Name: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

## Property details

Street number: \_\_\_\_\_ Lot number: \_\_\_\_\_  
Street name: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

## Development details

Planning Permit Number: \_\_\_\_\_  
Development 

Residential	Industrial	Commercial
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Type: Proposed  
Works: \_\_\_\_\_  
\_\_\_\_\_

## Fees

	\$385.00	Small – Up to four residential units/dwellings
	\$880.00	Large – Five or more units/dwellings, industrial/commercial.

**\*Please note large subdivisions/developments which involving Council Assets may be subject to additional civil works fees and bonds.**

**\*\* Please note an invoice will be issued for payment of fees**

## Town Planning Endorsement

Engineering Services will no longer accept submissions prior to endorsement of Town Planning Plans. All designs required under Condition 1 Plans will still be accepted.

## Privacy Statement

Frankston City Council is committed to protecting your privacy. The personal information you provide on this form will be used to liaise with you about your application. Your information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.

## Checklist

	Item	Y/N/NA	Comments
<b>1</b>	<b>General</b>		
1.1.	Has the Planning Permit been Issued? Engineering designs will not be assessed until Planning Permit is issued.		
1.2	Are these plans a Condition 1 requirement?		
1.3	Are there Endorsed plans? Engineering designs will not be assessed until Town Planning endorsement - unless they are a Condition 1 requirement.		
1.4	Is the layout of Engineering plans generally consistent with endorsed plans?		
1.5	Have you ensured there are no conflicts with Tree protection zones?		
1.6	Do the Engineering Plans address all relevant Permit Conditions?		
1.7	Have other relevant supporting documentation been provided? (i.e. soil percolation report for soakage design, advise from third party authorities etc.)		
<b>2</b>	<b>Plan Details</b>		
2.1	Are plans drawn to scale?		
2.2	Are all levels shown at AHD and the TBM shown?		
2.3	Is the North point shown on plans?		
2.4	Are all property boundaries and dimension shown on plans?		
2.5	Are all easements and locations of all existing Council assets shown on the plan?		
2.6	Are the layouts of all existing and proposed buildings shown?		
2.7	Are carparks/driveway layouts shown?		
2.8	Are all FFLs and relevant NS levels shown? Including ant cut and fill levels and retaining walls?		
<b>3</b>	<b>Driveways and Vehicle Crossings</b>		
3.1	Are driveways shaped to direct water to pits?		

3.2	Has a cross-sectional detail of driveway pavement provided (Including pavement composition and depth)?		
3.3	Have trench grates been provided for garages in low points?		
3.4	Have you provided a note to indicate that		

	existing VC will be replaced to Council satisfaction if damaged during construction?		
3.5	Have you indicated that all new VCs will be constructed to FCC standards and any disused VCs will be removed and K&C reinstated?		

#### **4 Drainage Requirements**

4.1	Do pits meet the minimum internal dimension requirement as outlined in Council's development guidelines?		
4.2	Are pits deeper than 900mm fitted with step irons?		
4.3	Are pit details summarised in a pit schedule?		
4.4	Do all pipes have a at least 250mm cover?		
4.5	Are all pipes under buildings minimum 150mm Sewer class?		
4.6	Have overland flow paths been considered for major and minor flows?		

#### **5 Water Sensitive Urban Design**

5.1	Is Water Sensitive Urban Design requirement a condition of the permit?		
5.2	Have the WSUD requirements been addressed?		
5.3	Are rainwater tanks plumbed in for re-use?		

#### **6 Stormwater Detention**

6.1	Have you provided computations to support the proposed detention system?		
6.2	Does the proposed detention volume meet the required detention volume?		
6.3	Is the detention volume predominantly provided below ground in a fixed storage system (i.e. in pipes and pits)?		
6.4	Is there any detention proposed within rainwater tanks? If so, do they incorporate an orifice for detention?		

<b>7 Stormwater Connection</b>		
7.1	Is the stormwater connection in accordance with Council's stormwater point of discharge advice?	
7.2	Is the stormwater connection to an existing Council asset or Kerb & Channel?	
7.3	Have reference been made to the correct FCC standard drawings?	
7.4	Do pipe to pipe connections meet the 1/3 rule as outlined in the Development guidelines?	
7.5	Have all existing drainage on the lot been redirected to the proposed detention system?	
7.6	Has the location and invert level of existing stormwater drainage pit, pipe or K&C been confirmed on site and indicated on plans?	
<b>8 New Council Assets</b>		
8.1	Are there any new council drainage assets proposed?	
8.2	Are all pits designed to FCC standards? Reference made to the relevant standard drawing numbers?	
8.3	Are all stormwater pipes minimum 225mm diameter RCP-RRJ?	
8.4	Are all pipes under road pavement minimum 300mm RCP-RRJ?	
8.5	Have longitudinal sections been provided for any proposed outfalls?	

## Declaration

By signing below, you acknowledge and confirm that:

1. Details of all existing features shown on the attached plans are true and correct;
2. You have carried out your own investigations of the existing features, including site inspections, and have not made assumptions based on information provided by third parties, including Frankston City Council.
3. Frankston City Council will not be held liable for any misinformation, omissions or errors shown on these plans.
4. Any future requests for re-approvals due to non-compliance with above or due to change of mind will be treated as a new application – they will not receive precedence and may be subject to additional fees.

Consulting Engineer's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## How to apply

If you are unable to apply online, please complete this application form and return with the required supporting documentation to Council via one of the methods below.

- In Person Frankston City Council - Civic  
Centre 30 Davey Street  
Frankston VIC 3199
- By Mail Frankston City Council  
PO Box 490  
Frankston VIC 3199
- By Email Please email this completed application form to:  
[info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

## Next steps

1. When we have received your application, we will contact you to advise how to pay. If you provided an email address, **you will receive a link with details explaining how to pay the fee online.**
2. Once we have received payment, and Town Planning have endorsed plans we will endeavor to assess the Drainage Plans within 28days.

## Further Information

For more information:

- Please visit the '*Guidelines for Developers and Contractors*' page on Council's website [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au), or
- Call Council on 1300 322 322 and ask to speak to our helpful Engineering Services staff.

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## Office use only

Payee name: \_\_\_\_\_ Account code: AP \_\_\_\_\_  
Address: \_\_\_\_\_ Total: \$ \_\_\_\_\_