

Checklist for the submission of Civil Engineering Plans (Development and Subdivisions)

Is this the right checklist for me?

This checklist will help you prepare your Civil Engineering Drainage Plans, required by conditions of a Planning Permit. It is important that you read the specific conditions and notes on your Planning Permit and check the endorsed Development Plans before you prepare your plans.

Use this checklist to prepare your plans. It must be completed and submitted with your Engineering Plans for assessment.

How do I submit my plans?

Please submit any Civil Engineering Plans and Computations (for Developments and Subdivisions) for assessment, together with this checklist and a covering letter, via the Council's Online Services [portal](#).

If you want to make minor changes to the engineering plans that were **approved** as part of your planning permit application, you can apply under 'secondary consent'. Any Secondary Consent request must be accompanied by the applicable fee and can be lodged online through Council's online services. More information can be found at: <http://www.knox.vic.gov.au/planning>

Section 1: Cover Letter

All engineering plans submitted as part of a planning permit or subdivision, must be submitted with a cover letter which identifies the address of the land/property, the planning permit number (eg 2024 xxxx), and a list of the items submitted (eg the plans, computations, checklists, building over easements, and any other relevant details).

Section 2: Civil Engineering Plan

If you are preparing an engineering plan associated with an approved subdivision, go to Section 3 of this form.

| Information to be shown on plans | | Yes | No | N/A |
|----------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1 | General Information | | | |
| 1.1.1 | Build Over Easement Permit from Council granted and attached | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.2 | Build Over Easement Permit from other Authorities granted and attached | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.3 | All Tree Protection Zones (TPZ). Any pipes impacting upon the TPZ are to be thrust bored / hydroexcavated when cover over pipes is less than 500mm and this is notated on the plans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.4 | Overland stormwater flowpath shown clearly on the plans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.5 | Approved Legal Point of Discharge has been correctly identified | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.6 | Levels are shown to Australian height Datum (AHD) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.7 | Plans are presented at A1 size and at 1:100 scale | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.8 | The dimensions of the lot | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.9 | Site plan layout & finished levels are consistent with those of the approved development plan drawings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.10 | Designer's name, qualifications and contact details are included on the plans. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.1.11 | Spot Levels shown on the plans, all corner levels and @ 10m intervals all sides. | | | |
| 1.1.12 | Access to any easements is provided. Allow 1200mm clear width beside a garage OR provide 1500mm minimum width and 2.44m height opening through a rear garage wall if the dwelling is built to boundary. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Information to be shown on plans | | Yes | No | N/A |
|----------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.2 | Drainage Design Information | | | |
| 1.2.1 | Relevant conditions on the planning permit have been checked and addressed (eg. other authority requirements regarding flooding, TPZ's, outfall drain upgrade & detention requirements). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.2 | Floor levels are designed above the 1 in 100 year surcharge levels with adequate freeboard. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.3 | Drainage design has been conducted with consideration to minimise the impact on the TPZ's and landscape design. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.4 | Drainage design layout has been shown with pipe sizes, grades and levels. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.5 | Greyscale or colored linework is not acceptable on plans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.6 | Pit Schedule has been fully detailed on plans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.7 | No detention storage or charged pipes have been located under any structure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.8 | All downpipes and associated house drains are shown clearly on the plans. This is to include existing dwellings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.9 | Pipes underneath hardstand areas and in common areas are generally 150mm dia min to reduce blocking risk | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.10 | Water tanks are drawn to scale and do not impact windows or doorways - min clearance 500mm to one side of the tank required and a grated pit adjacent | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.11 | Drainage pit for each unit is provided at each low point of private open spaces (POS) and service yards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Information to be shown on plans | | Yes | No | N/A |
|----------------------------------|--|--------------------------|--------------------------|--------------------------|
| 1.2.12 | Pipe bends, junctions etc. under pavements are not shown without use of I.O's. or pits in accordance with AS3500. The internal design aims to make direct connections to pits where possible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.13 | The minimum cover to all pipes is 300mm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.14 | All grated pits in trafficked areas are fitted with "Bike Safe" grates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.15 | Step irons are provided for pits of depth greater than 900mm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.16 | Pit dimensions in accordance with AS3500 (no circular pits allowed) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.17 | Connection to Council drainage system has referenced relevant council standard drawing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.18 | Private open space finished surface levels are to be shown and drainage provided | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.19 | Provide the following notation on the plans "All stormwater pits are to be constructed from concrete". | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 | Pavement / Access Information | | | |
| 1.3.1 | Design pavement levels are provided to the edges and invert of all pavements at 3-5m spacings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.2 | Driveway width is noted (3m minimum) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.3 | Pavement detail is shown & has a grade of 1 in 40 crossfall into a central invert & a minimum grad of 1:200 longitudinally | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.4 | All retaining walls are clearly shown on the plans & approximate heights noted. Provide top & toe levels @ 3.0 metre intervals and typical section detail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.5 | Pavement grades are in accordance with AS2890 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Information to be shown on plans | | Yes | No | N/A |
|----------------------------------|---|--------------------------|--------------------------|--------------------------|
| 1.4 | Design Information Block | | | |
| 1.4.1 | Development Site Address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.2 | Planning Permit Number | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.3 | Total Site Area in m ² | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.4 | No. of units / dwellings, etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.5 | PSD & ARI provided in the Permit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.6 | Proposed Development ----- Total pervious area & total impervious area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.7 | Total habitable floor areas per unit / dwelling excluding garages & carports | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.8 | Total roof area per unit in m ² | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.9 | Proposed water tank capacity for each unit / dwelling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.10 | Proposed roof runoff area / dwelling directed to each water tank in m ² | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.11 | Roof runoff area not directed to tank / unit in m ² | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 | Other Requirements | | | |
| 1.5.1 | Provide drainage computations via an Insite water report or similar, in accordance with the planning permit, including how stormwater management requirements are achieved (e.g. detention, permissible site discharge, stormwater quality, etc). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 3: Subdivision Plans

In addition to the above information, the following information is required to be shown on Subdivision Plans.

| | Information to be shown on plans | Yes | No | N/A |
|-----|---|-------------------------------------|--------------------------|--------------------------|
| 2.1 | Build Over Easement Permit from Council granted and attached | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 | Build Over Easement Permit from other Authorities granted and attached | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 | Any specific Planning Permit requirements are met: - Legal Point of Discharge/Stormwater Connection Point - Detention needs etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 | Have complied with Council Standard Drawings and Australian Standards where applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 | Each lot is to have its own vehicle crossing and separate drainage connection point | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.6 | Easements are to be created in favour of Knox City Council where stormwater assets are constructed to service each lot | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.7 | Are you creating new access road/s to Council standards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 4: Amendment to endorsed engineering plans by Secondary Consent

If you want to make minor changes to the engineering plans that were approved as part of your planning permit application, you can apply under ‘secondary consent’.

| | Information to be shown on plans | Yes | No | N/A |
|-----|---|--------------------------|--------------------------|--------------------------|
| 3.1 | Amendments must be presented clearly on the plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 | All updates from previous approved drainage plan are to be included | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 | A cover letter containing a summary of all proposed amendments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I declare that the attached Civil Engineering or Subdivision Plans have been checked against, and are consistent with the endorsed Development Plans associated with Planning Permit Planning Permit Number and the requirements of this checklist. I acknowledge that Council Officers may request additional information to that contained within this checklist, should it be necessary.

Applicant Name

Date