



# Surveys & Planning Approvals

Check  
Box \*

No.		Check Box *
01	Confirm title particulars from check survey (B 06).	
02	Note planning and design constraints in easements, party walls or covenants as identified in check survey (B 06).	
03	Specify detail for topographical survey, including contour interval, vegetation, existing works, soils etc.	
04	Verify data for below-ground structures against site evidence.	
05	Record all relevant abuttal conditions, including overshadowing and overlooking, and required protection during demolition.	
06	After consultation with SEng., prepare and issue plan and specification for soil borings and test pits.	
07	Check survey requirements with planning, landscape and engineering consultants.	
08	Establish current ground water levels and probable highest seasonal ground water levels.	
09	Obtain from responsible authorities, where applicable, statutory certificates and advisory documents identifying all relevant planning controls.	
10	Consult actual controlling documents (Planning Scheme etc.) to determine relevant definitions of uses & works; check consistency with Building, Health, Fire Brigade and other controls.	
11	If any doubt about whether permit or rezoning required, consult lawyer or planning consultant.	
12	Before lodging applications for permits or rezoning, discuss draft applications with Authority officers.	
13	Obtain standard forms (if any) for applications. Note particulars of timing & 3rd par1y involvement.	
14	Record official name of applicant, authority to act if not owner, title particulars of subject land in detail, as developed from check survey (B 06).	
15	Prepare locality plan(s) showing zoning, roads, public transport, road traffic, major utilities, similar uses (existing or proposed).	
16	Prepare drawings & schedule re proposed uses for each building: gross floor area, all principal & ancillary uses.	
17	Prepare drawings & schedule re: development: existing & proposed building envelope, landscaping, parking & access.	
18	Prepare drawings & schedule re: urban design: elevations, materials, colours, shadows, signage, awnings etc.	
19	Document supporting information re environmental impacts: natural, social, economic, commercial, traffic and other utility systems.	
20	Carry out/commission existing conditions surveys of adjoining properties.	
21	Identify responsible officers of all authorities & relevant community groups and add to schedule of "key persons" (B 03).	
22	Identify owners, occupiers & title particulars for all other property likely to be materially affected including adjoining owners; advise client (B 14).	
23	Prepare summary description for public notification - objective, scale, appearance, impacts.	
24	Check requirements of others with jurisdiction over the project, eg Liquor Industry & funding bodies, for possible conflicts.	
25	Upon receipt of response to applications, note whether all time limits and other conditions are acceptable.	
26	If any conditions are not acceptable, or in case of refusal, note appeal or review provisions, and report to client.	
27	Review subconsultants' "critical decisions" list for timely compliance (B 19).	
28	Review Group C tasks against programme development task allocation list; determine if extra services were rendered, if so request agreement variation (A 19).	