

SURVEY PLAN REQUIREMENTS FOR CONTOUR & DETAIL SURVEYS AND BOUNDARY SURVEYS - INFORMATION FOR SURVEYORS AND APPLICANTS.

It is recommended that applicants provide a copy of this information to their surveyor at the time of instruction.

A contour & detail survey plan and a single copy of the subject DP and a current (less than 6 months old) title in hard copy and electronic format must be submitted with all applications, **except**:

- a. where a change of use is proposed with no external works
- b. where the application relates to an internal fitout
- c. where the application relates to signage mounted on an existing structure

The contour & detail survey plan must be prepared by a registered surveyor and show their **name and Surveyors ID number**. The surveyor should be instructed to provide a copy of the subject DP and title to the applicant, for submission to Council.

BOUNDARY SURVEY

Where the proposed works are within 1 metre of side or rear boundaries, the contour & detail survey must be based upon a boundary survey. Offsets should be annotated clearly, showing the position of fences and walls and buildings in relation to boundaries. The plan must show a note confirming that a boundary survey has been made, by the registered surveyor, and include the registered surveyor's name and Surveyor's ID number.

Marking of the boundary corners is not required, however it should be noted that new buildings and additions will be required to be set out by a registered surveyor at a later date when the Construction certificate has been issued.

The contour & detail plan must include the following:

- true north point, or relationship to true north
- Scale, generally 1:100 or 1:200
- Position of all existing structures, with floor level & ridge height of main building
- Position of existing structures on adjoining land within 3 metres of the boundary, including description, street number, floor level, ridge height, and window levels & locations in the walls closest to the side boundaries
- Levels – spot levels & existing contours related to Australian Height Datum (AHD) with bench mark details & origin of levels shown
- Trees – exact position, trunk diameter (if greater than 200mm), height, spread, & species (if known) – both on the subject site, and on adjoining land within 3 metres of the site boundaries
- All visible services within the site & council footway area, including stormwater pits & invert levels, hydrants, sewer manholes, Telstra pits etc.
- Concrete paths, vehicle crossings, kerb position with top of kerb levels, and kerb outlets
- Title boundaries with dimensions
- Location & type of all existing easements and rights of way including party walls and common walls
- Current documentary evidence (Section 88B instrument or dealings) relating to any easements or rights of carriageway which are to be relied upon