



MINOR WORKS APPROVAL APPLICATION INFORMATION CHECKLIST

The following information is mandatory for all works applications:

- **A Locality Plan which identifies the site and its context.**
- **A written description of the works proposed.**
- **Plans or drawings describing the works with drawing numbers.**
- **Authorisation from the land owner/lessee or land custodian to lodge the application on their behalf (Please use the Authorisation Form available from the NCA Website).**

Failure to submit the above information will result in your application not clearing the completeness check stage. Failure may result in the applicant being provided with the Notice to resubmit the application not in accordance with the *Australian Capital Territory (Planning and Land Management) Act 1988*. This notice incurs a cost of \$300.00 in accordance with the *Australian Capital Territory (Planning and Land Management) Regulations*.

Examples of minor applications include tree removals, installation of low impact structures (lighting, flag poles, bollards etc) and signage.

In addition to the mandatory documentation, minor works approval applications will need to provide the following:

- Plans showing the works proposed**
- Details and specifications of items to be installed (signs, pits, poles , lights etc)**
- Supporting reports (arborist report for tree removal, HAZMAT report or supporting studies)**
- Existing site photos**
- Work schedule and proposed timing**
- Examples of colours and materials proposed**
- ACT Government Agency Clearances**
 - **Transport Canberra and City Services Directorate (TCCS)** - Works on Unleased Territory Land such as road reserves, public parks and nature reserves may be required to be referred to TCCS. TCCS will also provide Temporary traffic management authorisation, advice on urban tree management, driveway works and verge management.
 - **Environment and Planning Directorate (EPD)** – EPD may be required to provide leasing advice, advice on ACT heritage listed sites, Environmental protection requirements, and advice on the conservation of flora and fauna in the ACT.

Please contact Access Canberra on 13 22 28 to contact the relevant areas of these ACT Government directorates.