# RiskSMART Planning Report Template

Your logo here

***TIPS FOR USING THIS TEMPLATE***

* Delete sections not relevant to your lodgement.

## Report summary

### Site details

|  |  |
| --- | --- |
| **Applicant name** | *Applicant name* |
| **Report prepared by** | *Name* |
| **Site address** | *Site address* |
| **Real Property Description (RPD)** | *Real property description* |
| **Site area** | *Site area* |
| **Zone and precinct** | *Zone and precinct* |
| **Neighbourhood plan and precinct** | *Neighborhood plan and precinct* |
| **Relevant overlays** | *Relevant overlays* |

\*All overlays applicable for this site need to be included as an Appendix to this report.

### Aspects of development

|  |  |
| --- | --- |
| **Type of development** | *e.g. Material change of use, building work* |
| **Proposed use as defined by *Brisbane City Plan 2014*** | *e.g. Dwelling house, subdivision of land* |
| **Brief description of proposal** | *Brief description of proposal* |
| **Referral agencies** | *Yes or No.*  *If yes, provide details of the referral agency and trigger for assessment* |
| **Specialists reports provided** | *List reports* |
| **Pre-Lodgement advice/RiskSMART enquiry advice** | *Yes or No.*  *If yes, provide Council’s reference number – A00* |

1. **SITE LOCATION AND BACKGROUND REVIEW**

*This is an overview of the subject site, as it is at the time of lodgement, including the following sections.*

**1.1 SITE DETAILS**

*This section is a detailed description of the current use of the site and the existing built improvements. If any changes to the existing improvements are proposed, include a general comment in this section. Further details are to be provided in Section 2.0 (Proposal).*

*Including where relevant:*

* *Site dimensions*
* *Access*
* *Vegetation*
* *Topography*
* *Flooding*
* *Infrastructure*
* *Easements*

**1.2 SITE HISTORY**

*This section should provide general details about the site planning history and further details about previous relevant approvals.*

**1.3 SURROUNDING DEVELOPMENT IN THE LOCALITY**

*This section should detail the development surrounding the subject site, including uses and zoning.*

**1.4 SITE PHOTOS**

*This section should provide recent photographs of the subject site.*

**2.0 PROPOSAL**

This section includes the details of the proposed development such as:

Identifying works as ‘alterations’ is not acceptable. The proposed works need to be identified as extension or demolition, as applicable. If the proposal involves demolition, provide clear details/plans identifying the assessable components and accepted components. The key details of the proposal can include building height, site cover, setbacks, minimum floor levels, materials, vehicle accommodation and access. This template provides a table of key details of the proposal for each RiskSMART criteria type to be included in the report, where applicable.

Example for identifying assessable and accepted works:

*The assessable partial demolition of the existing pre-1946 dwelling house includes the removal of the external wall cladding on the southern elevation. The prescribed accepted minor demolition involves internal reconfigurations and the removal of the post-1946 rear deck. The assessable building work extensions include the bedroom on the southern elevation, the deck and the swimming pool.*

**2.1 KEY DETAILS**

Complete the table relevant to the development proposal - delete all others

### Key details for a dwelling house or extensions to a dwelling house

|  |  |
| --- | --- |
| **Building height** | *Building height* |
| **Number of storeys** | *Number of storeys* |
| **Site cover** | *Site cover* |
| **Setbacks** | * Front boundary: *front boundary* * Side boundary: *side boundary* * Side boundary: *side boundary* * Rear boundary: *rear boundary* |
| **Building length** (for dwelling house on a small lot) | *Building length - for dwelling house on a small lot* |
| **Materials and finishes** (for dwelling house in TBC overlay) | *Materials and finishes (for dwelling house in TBC overlay* |
| **Access arrangements / crossover** | *Access arrangements / crossover* |
| **Removal of street trees** | *Removal of street trees* |
| **Minimum flood levels** (if applicable) | * Minimum habitable floor level: *Minimum habitable floor level* * Minimum non-habitable floor level: *Minimum non-habitable floor level* * Minimum undercroft clearance: *Minimum undercroft clearance*   OR   * *Not applicable* |
| **Other key details relevant to this development proposal** (e.g. pre-1911 dwelling house) | *Other key details* |

### Key details for reconfiguring a lot

|  |  |
| --- | --- |
| **Proposed lot sizes** | *Proposed lot sizes* |
| **Proposed lot dimensions** | *Proposed lot dimensions* |
| **Servicing requirements** | *Servicing requirements e.g. sufficient verge width for refuse collection* |
| **Access arrangements / crossover** | *Access arrangements / crossover* |
| **Existing/Proposed built improvements** | *Existing / proposed built improvements e.g. House and shed to be retained or removed?* |
| **Lawful point of discharge** | *Lawful point of discharge* |
| **Removal of street trees** | *Removal of street trees* |
| **Filling and/or cutting** | *Filling and/or cutting e.g. Yes, fill 800mm* |
| **Distance from fire hydrant** (rear lot subdivision only) | *Distance from fire hydrant* |
| **Current verge width** | *Current verge width* |
| **Width and quality of existing footpath** (where relevant) | *Width and quality of existing footpath* |
| **Minimum Flood levels** (if applicable) | * Minimum flood immunity level: *Minimum flood immunity level*   OR   * *Not applicable* |
| **Other key details relevant to this development proposal** (e.g. distance to centre zone or acid sulfate soil) | *Other key details* |

NOTE: If the proposal is for a volumetric subdivision, provide details of the related material change of use application, how the volumetric subdivision complies with the material change of use application, the use of the new lots, and provide the building management statement or a community management statement.

### Key details for an educational establishment

|  |  |
| --- | --- |
| **Building height** | *Building height* |
| **Number of storeys** | *Number of storeys* |
| **Site cover** | *Number of storeys* |
| **Setbacks** | *Setbacks* |
| **Gross floor area**  (identified on proposed plans) | Existing GFA: *Existing GFA*  Proposed GFA: *Proposed GFA*  Existing impervious area: *Existing impervious area*  Proposed impervious area: *Proposed impervious area* |
| **Hours of operation** | *Hours of operation* |
| **Number of car parking spaces** | *Number of car parking spaces* |
| **Access arrangements / crossover** | *Access arrangements / crossover* |
| **Student capacity**  *Note: There should be no increase to the student capacity for a RiskSMART eligible application* | *Student capacity* |
| **Removal of street trees** | *Removal of street trees* |
| **Minimum Flood levels** (if applicable) | * Minimum flood immunity level: *Minimum flood immunity level*   OR   * *Not applicable* |
| **Other key details relevant to this development proposal** (e.g. existing use) | *Other key details* |

### Key details for centre activities

|  |  |
| --- | --- |
| **Building height** | *Building height* |
| **Number of storeys** | *Number of storeys* |
| **Details of use/s** (if applicable) | *Details of use/s e.g. Three Shop tenancies and one food and drink outlet* |
| **Site cover** | *Site cover* |
| **Gross floor area** (identified on proposed plans) | Existing GFA: *Existing GFA*  Proposed GFA: *Proposed GFA*  Existing impervious area: *Existing impervious area*  Proposed impervious area: *Proposed impervious area* |
| **Landscaping** (including deep planting) | *Landscaping* |
| **Materials and finishes** | *Materials and finishes* |
| **Hours of operation** | *Hours of operations* |
| **Number of car parking spaces** | *Existing: Existing car parking spaces*  *Proposed: Proposed car parking spaces* |
| **Vehicle type servicing the development** | *Vehicle type servicing the development* |
| **Access arrangements** | *Access arrangements* |
| **Removal of street trees** | *Removal of street trees* |
| **Servicing requirements** | *Servicing requirements e.g. refuse collection* |
| **Minimum Flood levels** (if applicable) | * Minimum flood immunity level: *Minimum flood immunity level*   OR   * *Not applicable* |
| **Other key details relevant to this development proposal** (e.g. existing use, alteration/new site services) | *Other key details* |

### Key details for industry

|  |  |
| --- | --- |
| **Building height** | *Building height* |
| **Number of storeys** | *Number of storeys* |
| **Number of tenancies** | *Number of tenancies* |
| **Site cover** | *Site cover* |
| **Gross floor area** (identified on proposed plans) | Existing GFA: *Existing GFA*  Proposed GFA: *Proposed GFA*  Existing impervious area: *Existing impervious area*  Proposed impervious area: *Proposed impervious area:* |
| **Landscaping** (including deep planting, if applicable) | *Landscaping e.g. % landscaping, width of landscaping strip at front, number of shade trees provided.* |
| **Minimum Flood levels** (if applicable) | * Minimum flood immunity level: *Minimum flood immunity level*   OR   * *Not applicable* |
| **Hours of operation** | *Hours of operation* |
| **Number of car parking spaces** | *Existing: Existing car parking spaces*  *Proposed: Proposed car parking spaces* |
| **Vehicle type servicing the development** | *Vehicle type servicing the development* |
| **Access arrangements** | *Access arrangements* |
| **Removal of street trees** | *Removal of street trees* |
| **Proximity to sensitive uses** | *Proximity to sensitive uses* |
| **Storage of dangerous goods** | *Storage of dangerous goods E.g. Yes/No. Not exceeding the table* |
| **Other key details relevant to this development proposal** (e.g. existing use, alteration/new site services, exceeding 2000m2 – stormwater quality report) | *Other key details* |

### Key details for prescribed tidal work

|  |  |
| --- | --- |
| **Area of pontoon or jetty** | *Area of pontoon or jetty* |
| **Ramp width** | *Ramp width* |
| **Length** | *Length* |

**3.0 ASSESSMENT BENCHMARKS AND COMPLIANCE**

* The proposal reflects the relevant aspects with the following assessment benchmarks of the Brisbane City Plan 2014.

**3.1 SOUTH EAST QUEENSLAND REGIONAL PLAN**

This section includes evidence of assessment and a response against the relevant regional plan, such as the *South East Queensland Regional Plan 2017*.

**3.2 STATE PLANNING POLICY**

This section provides evidence of assessment and a response against the *State Planning Policy*.

* The proposal complies fully with the relevant assessment benchmarks of the State Planning Policies.

**3.3 TEMPORARY LOCAL PLANNING INSTRUMENTS**

This section provides evidence of assessment and a response against any applicable temporary local planning instruments.

* There are no temporary local planning instruments relevant to the application.

**3.4 REFERRAL AGENCIES**

This section provides assessment against referral criteria and evidence of when referral is triggered.

If pre-referral was undertaken, provide the advice.

**3.5 BRISBANE PLANNING SCHEME AND PLANING SCHEME POLICIES**

This section is for assessment against the Brisbane planning scheme and planning scheme policies. Provide a list of the applicable assessment benchmarks, including any secondary codes. The responses to the applicable codes are to be provided in table format, with the response clearly identifying how the proposal either achieves the acceptable outcome or how the proposal does not achieve the acceptable outcome and justification against the performance outcome as a separate code assessment report.

For example:

*The following* Brisbane City Plan 2014 *codes were identified assessment benchmarks for the application:*

* *Character residential zone code*
* *Bracken Ridge and district neighbourhood plan code*
* *Dwelling house (small lot) code*
* *Traditional building character (design) overlay code*

**3.5.1 JUSIFICATION AGAINST PERFORMANCE OUTCOMES**

This section should clearly identify the applicable performance outcomes and provide justification against those performance outcomes.

|  |  |  |
| --- | --- | --- |
| **Performance outcome** | **Acceptable outcome** | **Compliance** |
| PO1 | AO1 | *Complies with PO:*  *The proposal includes a reduced side boundary setback of 800 mm which does not achieve the acceptable outcome of 1 m.*  *The proposal achieves the performance outcome as …* |
|  |  |  |

**4.0 RECOMMENDATION AND CONCLUSION**

This section should consolidate the proposal and provide final reasons for approval.