

# Common Mistakes in the Development Process

## Plans & other supporting documents

1. Not including basic information on plans (eg north points, scales and retaining wall elevations).
2. Inaccurate plans (eg not correctly showing what is to be demolished or the extent of works on the site, labelling plans incorrectly, not showing chimneys, not showing materials / colours / finishes, not ensuring floor plans and elevations match).
3. Site plans that don't show the context, street names or make it clear where on the site the works are proposed.
4. Using photomontages which do not accurately portray the proposal (eg using a wide angle lenses).
5. For sun shadow diagrams: cutting off the diagram at an arbitrary point, or cutting it off at the lot boundary, not including the location and use of habitable rooms in adjoining buildings, not being to scale, not including 3D solar access diagrams.
6. For consultant reports, there can be inconsistencies with other application documents and simple mistakes that require correcting.
7. Providing information which is irrelevant to the planning assessment.
8. Updating plans without updating the revision number or reference; not clearly stating when new information supersedes old; and not properly ensuring new information doesn't include superseded details.

## Consideration of planning scheme requirements

9. Making unrealistic proposals at the outset, when a more modest design is appropriate. Often, the challenges and frustrations faced by developers is a result of trying to overdevelop a site.
10. Not genuinely responding to advice provided by officers regarding scheme requirements.
11. Not addressing all applicable standards in the planning scheme.



12. Lack of clarity about whether applicants are trying to satisfy an acceptable solution or performance criteria for an applicable standard in the planning scheme.
13. Not responding to each of the issues which are raised in a request for further information.

#### **After a planning permit is granted**

14. Underestimating how much needs to be done after the planning permit is granted to satisfy all conditions before the building permit is issued (which we call “condition endorsement” or “CEP”).
15. Not having a project manager for the condition endorsement phase.
16. Entering into construction contracts before the condition endorsement phase has been completed.

#### **Building permit applications**

17. Changing the design when lodging for the building permit without checking with us before applying for the building permit, and not identifying or explaining the changes.

