



Desktop Planning Assessment Report

Frank Walmsley
17 Cole Street, Downer ACT 2602
Completed on 25th August 2022

Hi Frank,

Thank you for the opportunity to provide you a Planning Assessment Report for your property at **17 Cole Street, Downer ACT 2602.**

The purpose of this report is to provide you with an assessment of the probability of obtaining a development approval for a secondary residence or fixed price extension on your property (in the ACT).

We have addressed the planning considerations and requirements under the **Building Act (2004)**, the **Planning and Development Act (2007)**, the standard **AS4299** and the **Building Code of Australia**.

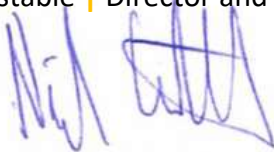
In this report we have provided:

- an overview of the relevant legislation that impacts on the design, planning, approval and construction of your secondary residence, or an extension.
- advice in the question and answer section which address elements we believe relate to your property, based on our experience with previous projects and customers;
- the likelihood of achieving Development Approval for a secondary residence or extension. on your block. This is what we call the **Planning Assessment Conclusion**, which should be read in conjunction with the **Planning Assessment Considerations**; and
- examples of the plans we can create for you, should you wish to move to the next step in the planning and development process for you

Thank you for taking the time to read this planning assessment report. We look forward to working for you in the future. Our details are on the front page if you wish to contact us.

Regards

Nick Constable | Director and Licensed Builder



Frank Walmsley | Director and Client Service Manager



Table of Contents

Client Overview.....	4
Planning and Regulation Overview.....	6
Planning Assessment Conclusion for your Property.....	10
Anticipated works and estimated costs required to build a Secondary Residence on your property	12
Next Steps.....	13
Attachment A: Questions and Answers.....	15
Attachment B: Example Diagrams	17
Attachment C: What Our Customers Say	32
Attachment D: HIA Membership	35
Form 1: Customer Design Authority.....	67

Client Overview

Client	Frank Walmsley
Client Address	TBC
Project Address	17 Cole Street, Downer ACT 2602
Property Type	Owner Occupier / Investment Property
Block Number	34
Section Number	68
Suburb/Division	Downer
Land Use Zone	RZ1: SUBURBAN
Housing Code	TBC
Suburb Precinct Code	https://www.legislation.act.gov.au/DownloadFile/ni/2008-27/copy/102677/PDF/2008-27.PDF
District Precinct Code	https://www.legislation.act.gov.au/DownloadFile/ni/2008-27/copy/90230/PDF/2008-27.PDF
ACTMapi Link	https://app.actmapi.act.gov.au/actmapi/index.html?viewer=basic
Pricefinder Link	https://app.pricefinder.com.au/v4/app?page=property/PropertyLink&service=external&action=property&propertyid=12806064
Block Size and Approval	741m ²
Block Type	Large Block
Easements	Electrical Easement Position – West Boundary Size – 2.39 meter wide from Boundary
Location of Switchboard	TBC
Above/Below Ground Power	TBC

Heritage	N/A
Protected, registered or regulated trees	Yes
Power	TBC
Lease Purpose	Single Residential Dwelling
Unimproved Value	\$924,000 for (2022/2023)
Rates	\$5,020 for (2022/2023)
Land Tax	\$7,989 for (2022/2023)
Who Created	Sachin 25/08/2022

Planning and Regulation Overview

Applicable Development Codes

The proposed development block would be classed as Single Dwelling Housing Development, located in a Residential Zone.

The key code associated with this proposed development block is the *Residential Zones Development Code* (Part A Residential Housing Development, primarily Elements 1, 5, 6: Single Dwelling Housing Development).

Plot Ratio

As your property is located in a residential zone, the plot ratio for your block type is up to a maximum of 50% as defined in the Single Dwelling Housing Development Code (Element 1: Building and Site Controls, Plot Ratio Single Dwelling Blocks).

Our initial assessment is that the coverage of your proposed building/s remains below the maximum plot ratio.

Applicable Boundary Setbacks

A setback is the distance in which a building or other structure is set back from a street, road, or any other place deemed to require a separation. In the ACT, residential zones require setbacks from the property boundary, referred to as 'front street setbacks', 'side setbacks' and 'rear setbacks'.

The size of the setback required will depend on the classification of the size and the approval date of the block. We have determined that your land is located on a 'Large Block' according to Element 13 of the Territory Plan.

Setbacks for the block are defined in Part C (1-2) of the Single Dwelling Housing Development Code:

- Element 1: Building and Site Controls:
 - 1.9 Front Boundary Setbacks for Corner Blocks;
 - Front boundary to lower floor – 6m
 - Front boundary to upper floor – 6m
 - Secondary Street Frontage to lower floor – 4m
 - Secondary Street Front to upper floor – 4m
 - 1.9 / 1.10 Front Street, Side and Rear Boundary Setbacks for all Blocks:
 - Front boundary to lower floor – 6m;
 - Front boundary to upper floor – 6m;
 - Side boundary 1 to lower floor – 3m;
 - Side boundary 1 to upper floor – 6m;
 - Side Boundary 2 to lower floor – 1.5m;
 - Side boundary 2 to upper floor – 6m;
 - Rear Boundary to lower floor – 3m; and

- Rear boundary to upper floor – 6m.

The side boundary to a garage with a wall length of less than 8m can be 0mm or 900mm.

Building Within a Boundary Setback

If the final design which will be lodged for approval encroaches into the setbacks, we will provide for the encroachment as a consideration in the development approval application. It will be required to meet the criteria set out in the *Single Dwelling Housing Development Code*.

Certain encroachments are permitted into front street setbacks, side setbacks and rear setbacks. The *Single Dwelling Housing Development Code* provides exceptions for common encroachments, which include roof overhang with a horizontal width under 600mm, gutters, downpipes, fascia, light fittings, and landings which are less than 1m above the finished ground level.

Easements

Service easements are subject to the *Utilities Act 2000*.

This Act allows the Authority which controls the asset to apply additional controls to protect the asset zone, as they require. Access needs to be maintained to easements and may be adjusted by the Authority.

We have included the easements which are currently available through the ACT Planning and Land Authority's (ACTPLA) online resources.

Easements have been identified using an aerial view of your property. Any changes to the easement conditions or positions are not readily available without further written application.

Access to easements can range from approximately 1.5m to 3.5m wide and up to approximately 2.7m high.

Precinct Codes

Part 10 of the Territory Plan provides a precinct code and precinct map for each suburb in the ACT. Precinct codes may require the development plans to meet additional restrictions, such as those concerning residential density or the building envelope.

Heritage

The *Heritage Act 2004* applies to land containing places or objects registered or provisionally registered under section 41. This will require the development application to be referred to the Heritage Council, which would provide advice to ACTPLA before they determine the application.

In this case, no heritage conditions apply to the property as viewed on the ACT Heritage Register.

Bushfire Zoning

Certain blocks of land are identified in a precinct code or current and approved *lease and development conditions* as being within a bushfire prone area. If buildings are to be constructed in a bushfire zone area, they must conform to the specified bushfire construction level of *Australian Standard AS 3959 - Construction of buildings in bushfire prone areas*.

Existing Residence Car Parking

The existing dwelling is required to provide car spaces in compliance with the *Single Dwelling Housing Development Code* (Element 4: Parking and Site Amenities, 4.3 parking).

Element 4 of the code outlines the parking rules that apply to all residential blocks, even blocks without secondary residences. These requirements include:

- two car parking spaces must be provided on the site;
- driveway and kerb-crossing requirements;
- car parks are not permitted in the front zone and are not permitted on verges; and
- sightlines for off-street parking as defined in *Australian Standard AS2890.1 - Parking facilities*.

Consideration needs to be given to the total quantity of car parking spaces provided for both the existing and new secondary residence.

Secondary Residence Car Parking

At least 1 additional car parking space is required for a secondary residence that is not included in the front zone of the property as defined in the *Residential Zones Development Code* (Element 4 Secondary Residences, 4.3 parking).

Car parking on the block will be adequate for current and future residents and visitors.

Car parking and related access on the block achieve all of the following:

- reasonable amenity of neighboring *residential* blocks;
- consistency with the value of the *streetscape*;
- public safety especially in relation to pedestrians and cyclists; and
- reasonable surveillance of parking spaces.

How Parking will be Assessed

At least one parking space is provided in addition to that required for the primary residence. The additional parking space will be required to be located behind the front of the building line. The front of the building line will be adjusted by the addition of the secondary residence.

Private Open Space

The minimum private open space requirement can be achieved for the development as defined in the *Single Dwelling Housing Development Code* (Element 5: Amenity, 5.2 Private Open Space)

For *large blocks*, private open space complies with the following:

- a minimum area equal to 60% of the block area, less 50m²; and
- a minimum dimension of 6m for an area not less than 10% of the block.

The criteria that private open space provides residential amenity on the subject site and protects the residential amenity of adjoining sites needs to be met by achieving all of the following:

- limits site coverage of buildings and vehicle parking and maneuvering areas;
- provides space for planting;
- facilitates on-site infiltration of storm water run-off; and
- provides outdoor areas that are readily accessible by residents for a range of uses and activities.

Tree Protection

Certain trees are defined as protected, registered or regulated trees under the *Tree Protection Act 2005*. If development requires groundwork within the tree protection zone of a protected tree, then the development approval must be referred to the Conservator of Flora and Fauna. ACTPLA must consider the advice of the Conservator under the *Planning and Development Act 2007*.

Separation of Elements

Under the *Single Dwelling Housing Development Code*, certain elements of the secondary residence need to be separated by a required distance. For example:

- unscreened elements need to be separated from external walls by at least 3m; and
- external walls need to be separated from other external walls by at least 1m.

Water Sensitive Urban Design

Under Element 6 of the *Single Dwelling Housing Development Code*, the block needs to be able to meet the water requirements under Rule 43. Two options are provided for each size block. One of these options must be met by the design of the secondary residence. This block is classified as a 'Large Block'.

Option A

For Large Blocks < 800m²:

- a) minimum on site water storage of water from roof harvesting is 4,000 litres; and/or
- b) 50% or 100m² of roof plan area, whichever is the lesser, is connected to the tank and the tank is connected to at least a toilet, laundry cold water and all external taps.

For Large Blocks > 800m²

- a) minimum on site water storage of water from roof harvesting is 5,000 litres; and/or
- b) 50% or 125m² of roof plan area, whichever is the lesser, is connected to the tank and the tank is connected to at least a toilet, laundry cold water and all external taps.

Option B for all sized blocks

A greywater system which captures all bathroom and laundry greywater and treats it to Class A standard can be provided. The treated greywater is connected to all laundry cold water, toilet flushing and all external taps.

The additional roof plan area provided by the secondary residence can be designed in a way to meet one of these options.

Existing infrastructure on the block can also be considered.

Evidence is provided that the development achieves a minimum 40% reduction in mains water consumption compared to an equivalent development constructed in 2003, using the ACTPLA on-line assessment tool or another tool. The 40% target is met without any reliance on landscaping measures to reduce consumption.

Planning Assessment Conclusion for your Property

At this point in time, it is our conclusion that there is a 95% probability of building a compliant Secondary Residence featuring 2-3 bedrooms, 1 bathroom, and open plan living areas, with any required outdoor areas and practical parking solutions, provided that we manage the entire process, taking into account the considerations outlined below.

This is based on the legislation in-force at this time.

Planning Assessment Considerations to be taken into Account

The following considerations are noted to help meet your desired budget and outcome as well as comply with the planning and approval requirements.

Secondary Residence

- Providing at least 3 parking spaces behind the front of the building line with the ability to provide a future accessible path of travel with a maximum gradient of 1:14 to the new Secondary Residence and the street frontage/letterbox
- Provide an accessible entry and access to the essential features of the new secondary residence, including a bathroom, kitchen, bedroom and living spaces, meeting the criteria of AS 4299 Accessible Housing Design
- A secondary Residence can only be approved on Single Dwelling Residential blocks

Boundary Setbacks

- Building within a side or rear setback to achieve the objectives of the project, considering the criteria including, solar access, privacy, separation and amenity of neighbouring blocks
- Maintaining access for maintenance and reasonable separation between neighboring blocks when planning to build within 900mm of a side or rear setback

Plot Ratio and Private Open Space

- Meeting the requirements for private open space and principle private open space on the block, ensuring adequate outdoor areas are retained for outdoor activities and clothes drying, with adequate sun access, including adequate principle private open space, screened from public streets, public open space and pedestrian or cycle paths
- Meeting the requirements for plot ratio on the block to ensure the maximum allowable ratio is not exceeded which is 50%

Privacy and Separation

- Maintaining separation and a reasonable outlook between residences on the same block and adjoining blocks to allow for access, maintenance a positive aesthetic view from windows and other unscreened elements
- Designing, approving and building appropriately fire rated separation between dwellings as required in the Building Code of Australia. Includes additional fire rated design and materials when building

within 900mm of a boundary, as well as when building within 1.8m of another dwelling on the same block or an adjoining block

Parking and Driveways

- Ensuring that there is at least two parking spaces on the block and that one of them is roofed

Protected Tree

- If a tree meets the criteria stated in the *Tree Protection Act 2005*, any construction near it will require approval from the Tree Protection Unit. Removal of the tree will also require approval.

Easements

- Potential removal of existing infrastructure/vegetation built within easements may be a requirement to obtain Development and Building Approval
- Potential removal of any existing infrastructure/vegetation to improve access to easements on the property as required by planning regulations
- Providing access to an easement through a garage or carport, complying with the height and width requirements for access to easements
- Providing access to an easement through a side/front/rear boundary, complying with the height and width requirements for access to easements
- Access and protection of easements needs to be maintained and may be adjusted by the authority in control of the easement as required by way of the Utilities Act 2000
- Easements on the block have been included as currently shown on available online databases. Additional easements may be present on the block that may available through further investigation

Lease and Development Conditions

- There are lease and development conditions that apply to this block. Any non-compliance with the Conditions will require DA approval.

Heritage

- This block has a heritage precinct code that applies. Any application for development will require referral to the Heritage Council for approval.

Anticipated works and estimated costs required to build a Secondary Residence on your property

It's our objective at Canberra Secondary residence Builders to provide transparent and honest advice to our future clients.

To meet our objectives, we have identified through experience the importance to outline as early as possible the likely mandatory works and improvements a client may be required to undertake to successfully have the project approved through government and regulatory agencies such as ActewAGL and ICON Water.

Our experience is that many of our competitors don't disclose these costs, or are unaware of them, and as result customers are required to further spend after the project has started.

As we are accountable because of our fixed price guarantee, we believe it's only fair to provide the detail of these costs right from the beginning of our process.

What: Designated Car Parking – (garage or carport)

Why: The existing dwelling is required to provide car spaces in compliance with the *Single Dwelling Housing Development Code*; at least 1 additional car parking space is required for a secondary residence that is not included in the front zone of the property as defined in the *Residential Zones Development Code*

How much: Design dependent

Likelihood if this will be required: 100%

Builders comment: An additional designated car spot will need to be allocated for the secondary residence if built as a Class 1 dwelling.

What: site works / or path

Why: As per planning laws any secondary residence must have the ability to provide a future accessible path of travel with a maximum gradient of 1:14 from the entry to the street frontage/letterbox

How much: Dependent on depth of required cut and/or length of required path

Likelihood if this will be required: Will be required if the gradient of the block exceeds 1:14.

Builders comment: Given the gradient of the block, a deep site cut and/or an accessible path may be required to meet the 1:14 gradient rule. The scope of such works may be dictated by the placement of the building.

Next Steps

Now that we have confirmation that you can build a secondary residence, the steps taken next are set out below.

Step 1: Concept plans, design options and project budget

During this process you will meet and work with our in-house designer/draftsman to create a concept design for your proposed secondary residence.

We will take into account your stated objectives and any planning considerations identified.

At the conclusion of this process, you will have a set of the following:

- floorplans with dimensions;
- a rendered snapshot with a concept of what your design will look like when completed; and
- elevation plans.

Please refer to the examples provided at Attachment B.

Once you have agreed on the plans, we will provide you with a budget to deliver the project.

The total budget will include the planning and development costs, the cost to develop the plans and drawings, the connection of services, and the total build price. We call this the turnkey price and it means there are no hidden fees and charges.

The average/expected duration of this process is up to 4 weeks. We plan to have the initial design meeting at your premises with you within the first 14 working days from receiving your signed Design Agreement. A follow up meeting will be planned for 14 days after the initial meeting. *Then additionally every week until all parties agree the design is complete.

Creating your ideal design. There are three options for you, should you decide to continue with the process of designing and pricing your secondary residence or fixed price extension project with our team at CGFB.

1. **Modify an existing CGFB design*** for an investment of **\$1750**, which includes minor changes to the layout, but not the footprint of our existing design. You will receive a detailed Project Proposal package once all minor changes have been completed.
2. **Create your own unique design*** for an investment of **\$2850** when you build with us. You will receive a detailed Project Proposal which includes a full set of design plans including elevations, floorplans, and 3D images of your dwelling. Your design will be quality assured to comply with all ACT Building and/or Development Approval criteria.
3. **Purchase your plans** should you choose to build with an alternative provider, you can purchase your plans for a total of **\$6,600**. In the event you do not proceed with building with Canberra Secondary residence or extension. Builders you will be able to use those plans with an alternative builder if you choose. We will also have ownership of the plans for future use.

The documentation produced in this stage will be sufficient to support a finance application.

Step 2: Review, confirmation, and agreement

As a result of Step 1 you will have a concept floorplan and render style of your building and you will also have received the turnkey budget for the delivery of your project.

During this process, which can take up to 3 weeks, you can consider altering the floorplan and design concept if you choose, and we will continue working with you to settle on your final concept design and floorplan advising you throughout this process of the development approval implications.

Once you have settled on the final design, style and range of inclusions (these can be changed subject to agreement) we will enter into a HIA* building agreement which will outline the timelines and deliverables.

The HIA contract will include the final price, which will only be subject to change if you wish to alter the project or add something during the project construction.

*Housing Industry Association

Step 3: Planning approval and selection of final inclusions

In this process our planning manager will initiate and coordinate the development application for the project. The development application is managed in-house with the support of an external specialist.

The duration of the development approval process is 10 to 20 weeks based on the complexity of the development application. The average approval process is 12 weeks.

During this process we will finalise the selection of your inclusions.

Condition: In the event the development application is unsuccessful because of law changes or departmental decision-making, only the investment of the planning process will apply as per the HIA agreement.

Please note we would only undertake a development application if we believed it had a greater than 90% likelihood of approval.

Step 4: Construction and delivery

As soon as the development application has been approved, we will commence the construction of your project.

The duration to build and deliver the project is 12 to 20 weeks. The average duration is 12.5 weeks.

Attachment A: Questions and Answers

What is a secondary residence?

Commonly known as a secondary residence or extension, a secondary residency in the ACT is a self-contained residential structure built on a block of land which is in addition to an existing residence.

The legislation provides that a secondary residence can be rented separately to an existing residence. This means that separate electrical, water and gas metering can be achieved on the majority of secondary residences.

What size can a secondary residence be?

A secondary residence should have a minimum size of 40m² floor area up to a maximum of 90m² floor area. In addition to your secondary residence or extension, you can build additional structures such as garages, carports, alfresco areas and pergolas. These additional structures do not count towards the total gross floor area of the secondary residence; however considerations may need to be taken account as it relates the total plot ratio allowable on your block.

What is the minimum block size you can build a secondary residence on?

A secondary residence can be considered on a minimum block size of 500m².

Do you require development approval to build a secondary residence?

Yes. Development approval application must be submitted to gain approval to build a secondary residence. Development approvals are submitted to and assessed by the ACT Planning and Land Authority (ACTPLA). A development approval application may be subject to meet the criteria set out in the following legislation and standards:

- *Building Act 2004;*
- *Heritage Act 2004;*
- *Planning and Development Act 2007;*
- *Planning and Development Regulation 2008;*
- *Utilities Act 2000;* and
- *Australian Standard AS 4299 Adaptable Housing.*

Once development approval is granted we also need to obtain building approval?

Yes. Once we have secured development approval we will need to complete building approval through a private building certifier.

What does adaptable housing mean and how does it relate to our secondary residence?

Secondary residences are to be designed to be easily adaptable to meet the needs of people with a disability. This means that the dwelling should be designed to easily meet the *Australian Standard AS 4299 (Adaptable Housing)*.

What building classification will the secondary residence need to be?

Secondary residences are classified as a Class 1a building. This is clearly defined in the Building Code of Australia. Structures like decks, garages, carports, stairs or ramps are classed as 10a buildings.

How many bedrooms can a granny flat have?

Canberra Granny Flats generally build secondary residences which have one to three bedrooms, with one to two bathrooms, a number of living spaces and a kitchen and laundry.

Will a granny flat in my backyard increase my rates or land tax?

No (under the legislation in-force at this time).

Can a granny flat be rented?

Yes, if all the correct planning approvals are obtained. These approvals are required for insurance purposes as well.

Does Canberra Granny Flats manage the process to completion?

Yes. We manage every aspect of the build until it's ready to be occupied. Our turnkey guarantee means that we take full ownership and accountability from start to finish.

How much will a granny flat cost me?

It depends on the design and function (that is, whether it has a kitchen, number of bathrooms etc).

Do you offer flexibility in the granny flat designs?

Yes. There are two options. We have created a range of designs you can choose from or we provide a custom-design service to suit your needs.

Do I get to choose the inclusions in my granny flat?

Yes, if you wish to. We also offer a concierge service, for a fee, where one of our team will meet you at the retail supplier, record your choices and provide to our construction team.

Are the granny flats built on-site or are they pre-fabricated in a factory?

We build the granny flats on-site with locally based and licensed tradesmen, and ensure compliance with the applicable ACT laws.

Attachment B: Example Diagrams

Aerial View of the Project Block



Aerial View of the Project Block with Contours and Easement



Aerial View of the Project Block with Building Offsets and Building Zone



Sketch up with measurements of roofing envelopes



Lengths of boundaries



Verge distance



Upper-level setbacks



External wall offset:

Unscreened element offset: - - - - -

Front Access



Floorplan (Price Finder)

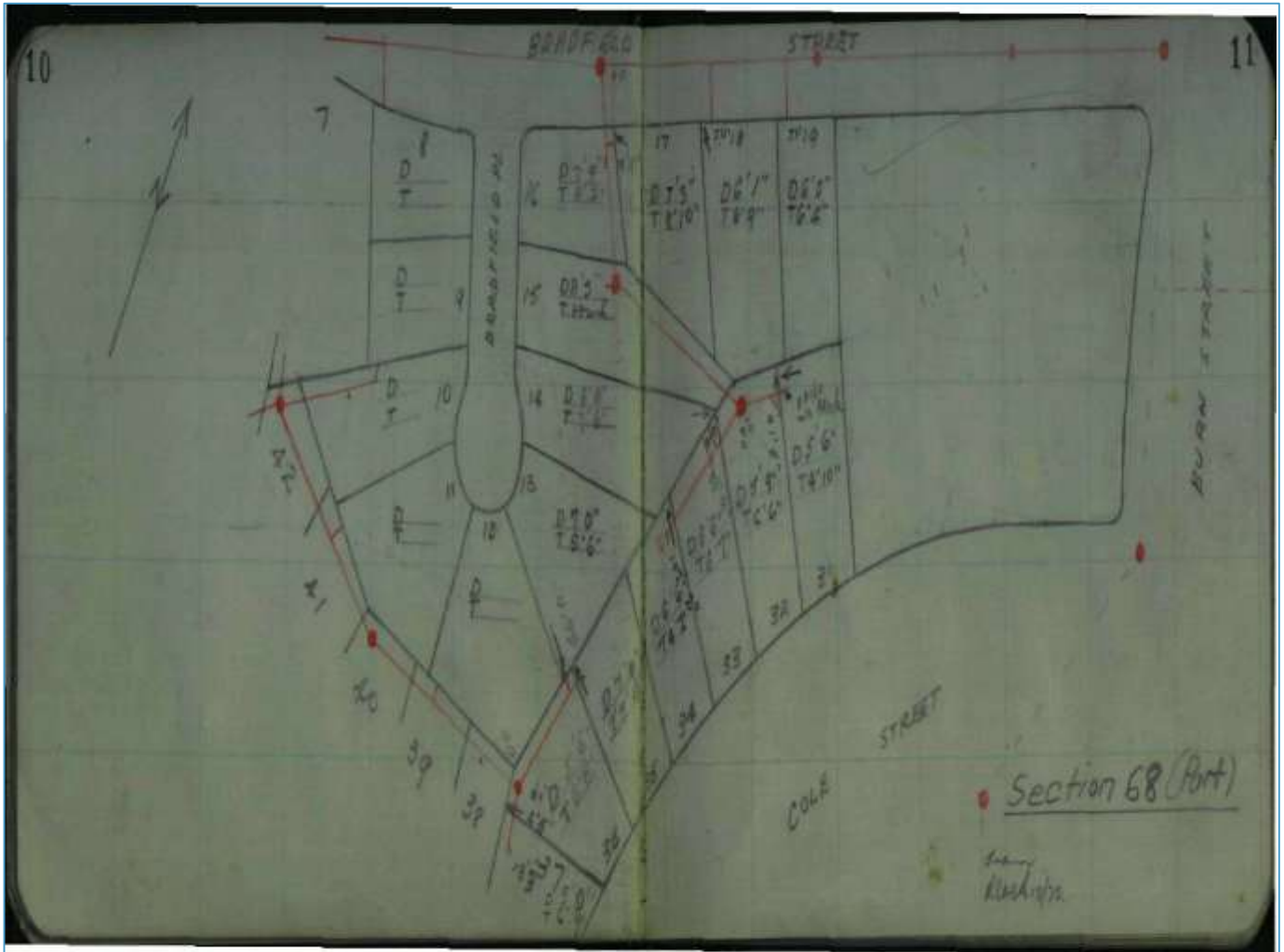


Potential Protected, Registered or Regulated Trees



Plumbing Tie Search

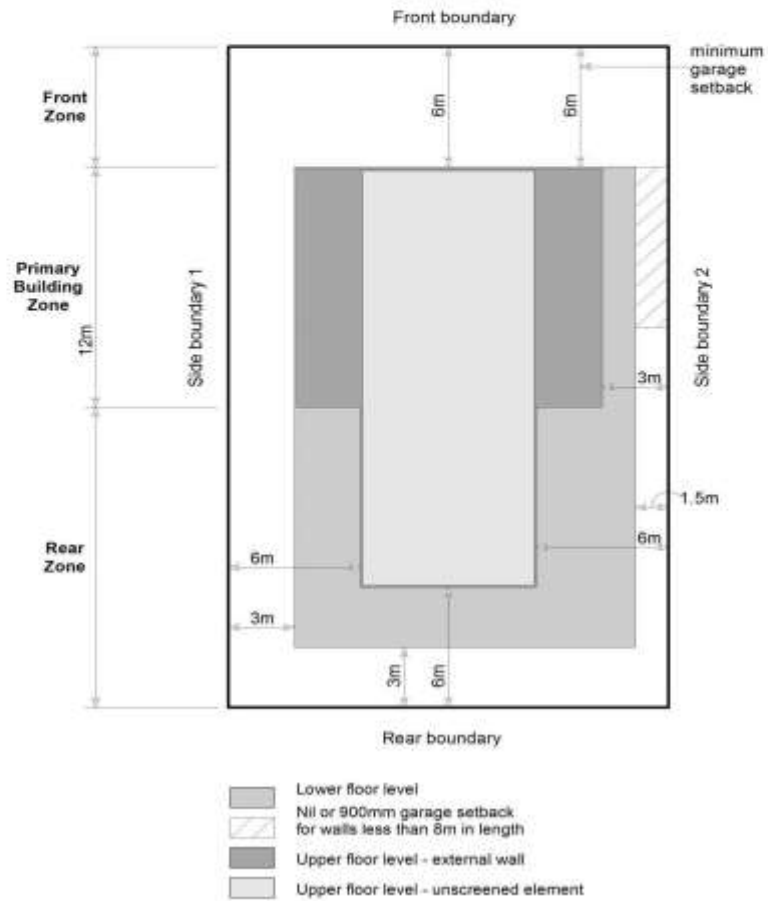
On the Tie Image, **red lines** indicate sewerage, **green lines** indicate storm water and **blue lines** indicate water supply. This search will only display the measurements and depth of the tie location for the selected block.



Large Block Boundary Setback Diagram

Appendix 1 – Boundary setback diagrams

Diagram 1: Large blocks approved before 18 October 1993
 (refer Tables 2A and 5)





Caller Details

Contact: Canberra Granny Flat Builders **Caller Id:** 3025791 **Phone:** 1300 979 658
Company: Not supplied
Address: Unit 6, Level 2, 80 Emu Bank **Email:** info@cgfb.com.au
 Belconnen ACT 2617

Dig Site and Enquiry Details

WARNING:The map below only displays the location of the proposed dig site and does not display any asset owners' pipe or cables. The area highlighted has been used only to identify the participating asset owners, who will send information to you directly.



User Reference: 17 Cole Street
Working on Behalf of: Private
Enquiry Date: 23/08/2022 **Start Date:** 23/08/2022 **End Date:** 23/08/2022

Address:
 17 Cole Street
 Downer ACT 2602

Job Purpose:
 Excavation

Onsite Activities:
 Mechanical Excavation

Location of Workplace:
 Private

Location in Road:

- Check that the location of the dig site is correct. If not you must submit a new enquiry.
- Should the scope of works change, or plan validity dates expire, you must submit a new enquiry.
- Do NOT dig without plans. Safe excavation is your responsibility. If you do not understand the plans or how to proceed safely, please contact the relevant asset owners.

Notes/Description of Works:
 Construction Secondary Residence

Your Responsibilities and Duty of Care

- The lodgement of an enquiry does not authorise the project to commence. You must obtain all necessary information from any and all likely impacted asset owners prior to excavation.
- If plans are not received within 2 working days, contact the asset owners directly & quote their Sequence No.
- ALWAYS perform an onsite inspection for the presence of assets. Should you require an onsite location, contact the asset owners directly. Please remember, plans do not detail the exact location of assets.
- Pothole to establish the exact location of all underground assets using a hand shovel, before using heavy machinery.
- Ensure you adhere to any State legislative requirements regarding Duty of Care and safe digging requirements.
- If you damage an underground asset you MUST advise the asset owner immediately.
- By using this service, you agree to Privacy Policy and the terms and disclaimers set out at www.1100.com.au
- For more information on safe excavation practices, visit www.1100.com.au

Asset Owner Details

The assets owners listed below have been requested to contact you with information about their asset locations within 2 working days. Additional time should be allowed for information issued by post. It is **your responsibility** to identify the presence of any underground assets in and around your proposed dig site. Please be aware, that not all asset owners are registered with the Before You Dig service, so it is **your responsibility** to identify and contact any asset owners not listed here directly.

** Asset owners highlighted by asterisks ** require that you visit their offices to collect plans.

Asset owners highlighted with a hash # require that you call them to discuss your enquiry or to obtain plans.

Seq. No.	Authority Name	Phone	Status
215143048	Evoenergy Icon Water	(02) 6293 5770	NOTIFIED
215143047	NBN Co NswAct	1800 687 626	NOTIFIED
215143046	Telstra NSW South	1800 653 935	NOTIFIED
215143049	Transport Canberra and City Services	(02) 7801 3960	NOTIFIED

END OF UTILITIES LIST

Asset location information

Applicant/Contractor

Job No.

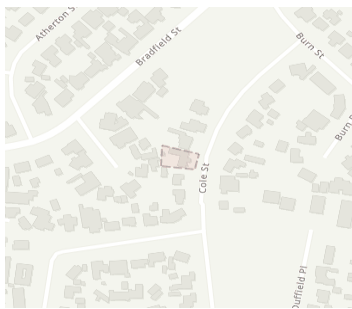
32584083

DBYD Sequence No.

215143048

Company: Not Supplied
Contact: Canberra Granny Flat Builders
Telephone: +611300979658
Address: Unit 6, Level 2, 80 Emu Bank Belconnen ACT 2617
Email: support@cgfb.com.au

Work Details



Suburb: Downer
Address: 17 Cole Street

Description: Construction Secondary Residence

Enquiry Date: 23-Aug-2022 Issue Date: 23-Aug-2022

GAS PIPELINE IN THE VICINITY

The records of Evoenergy Gas Networks indicate that Underground Assets/Pipes ARE present in the vicinity of and/or surrounding area of the above enquiry. Please read all the information and conditions below and overleaf.

IN THE EVENT OF A GAS EMERGENCY CALL 13 19 09 (24 hours)

CONDITIONS FOR WORKS IN THE VICINITY OF EVOENERGY GAS NETWORK ASSETS

Any information provided is valid only for 90 days from the date of issue. If the work operation extends beyond this period, or if the designs are altered in any way, you are requested to re-submit your proposal for re-assessment.

Consistent with the requirements of Part 2 General – Section 8 of the Utility Networks (Public Safety) Regulations 2001 No. 28, Evoenergy require that:

- The requestor shall ensure that all workers on site are aware of the presence of natural gas.
- The requestor shall ensure that under no circumstances will mechanical excavation be carried out within 1.0 metres of a gas main without there being a Zinfra Representative on site.

- The requestor shall be responsible to maintain the presence / visibilities of all gas markings.
- **No live or Isolated gas pipes shall be cut, altered or removed without APPROVAL from Zinfra.**

Note: Individual customer gas connections are generally not shown on the accompanying maps. For information regarding individual gas connections we recommend that you request a site meeting / inlet service location.

You can obtain additional information or arrange a site meeting by contacting Zinfra on **1300 503 237**. **Note that 24 hours notice is required for site meetings.**

Please read the following important information (overleaf)



The Essential First Step

evoenergy

WARNING. It is essential that ALL these documents be handed to the principal contractor carrying out the work. A photocopy may be taken for office records. All documents must be on site at the time of excavation. The information provided is to be used as guide only and does not absolve third parties in their "Duty of Care" obligations to take additional precautions where the work has the potential to impact on gas assets and the safety of people.

All work that may impact upon the Evoenergy Gas Network should be carefully planned with notification to Jemena (Zinfra) well in advance of commencement. This includes excavation of gas pipelines, crossings of pipelines by other underground infrastructure (drains, power cables, etc), road works or structural installations.

Evoenergy plans have been provided to show the position of underground gas mains and equipment in public gazetted roads only. Individual customers' services are not generally included on these plans. These plans have been prepared

solely for Evoenergy's own use and indicate the position of underground mains and installations relative to boundaries and kerbs as at the time the mains were installed, and do not necessarily reflect any subsequent changes eg: changes to road alignments.

Evoenergy and / or Jemena (Zinfra) will accept no liability for inaccuracies in the information or lack of information on such plans for any cause whatsoever arising. Persons excavating or carrying out other earthworks will be held responsible for any damage caused to underground mains and equipment, and the costs associated with replacement or repair.

Please note that the information contained on the map provided is not a method of determining gas availability for the purposes of connection to a natural gas supply. Please contact a gas retailer to determine the availability of gas as an energy source.

IN THE EVENT OF A GAS EMERGENCY CALL 13 19 09 (24 hours)

Extinguish all sources of ignition and keep the area clear of all persons. Any attempt by third parties to repair damaged gas mains or services may result in prosecution under the Utility Networks (Public Safety) Regulations 2001.



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Asset location information

Applicant/Contractor

Job No.

32584083

DBYD Sequence No.

215143048

Company: Not Supplied
Contact: Canberra Granny Flat Builders
Telephone: +611300979658
Address: Unit 6, Level 2, 80 Emu Bank Belconnen ACT 2617
Email: support@cgfb.com.au

Work Details



Suburb: Downer
Address: 17 Cole Street

Description: Construction Secondary Residence

Enquiry Date: 23-Aug-2022 Issue Date: 23-Aug-2022

Information

The approximate location of Evoenergy or Icon Water assets in the area-of-enquiry are shown on the attached maps.

Please review all attached maps to check whether there are Evoenergy or Icon Water utility assets within your work area.

Please refer to your Dial Before You Dig (DBYD) enquiry information to ensure that you have received asset maps from all relevant utility owners before you commence work.

Note that there may be additional pages attached dependent on what assets are found in the area; and that maps might be on pages of different sizes.

Individual customer gas connections are generally not shown on any attached Evoenergy Gas Network map. For information regarding individual gas connections we recommend that you request a site meeting / inlet service location as per Item 7 in the Disclaimer.

Comments

This information is valid from **23-Aug-2022** to **23-Nov-2022**

IN CASE OF EMERGENCY OR TO REPORT DAMAGE PHONE:
13 10 93 ELECTRICITY | **02 6248 3111** WATER AND SEWER | **13 19 09** GAS

Please read the following important information (overleaf)



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icon
WATER

Disclaimer

1. General location only

The Applicant acknowledges that:

- (a) while Icon Water and Evoenergy have used reasonable endeavours to keep Asset location records current, neither party makes any warranty, guarantee or representation as to the accuracy, currency or completeness of the information contained in the attached Asset Plans.
- (b) Asset Plans:
 - i. may not show all assets in the work area;
 - ii. show only the general and approximate location of Assets;
 - iii. may show the position of Assets relative to fences, buildings, property lines, kerbs and/or other points of reference that existed at the time the Assets were installed. Any subsequent alterations to those fences, buildings etc may not have been updated on the Asset Plans. Persons should not rely on such things as a point of reference to estimate location of the Assets.

2. Limitation of liability

To the maximum extent permitted by law:

- (a) subject to paragraph 2(b), Icon Water, Jemena and Evoenergy and the officers, employees and agents of each accept no responsibility or liability for any loss, damage, liability, cost, expense, claim or proceeding of whatever nature and howsoever arising, incurred by or awarded against the Applicant or its officers, employees, agents, contractors or subcontractors, arising out of, connected with or as a consequence of use of the Asset Plans or any inaccuracies in the Asset Plans;
- (b) where:
 - i. a Jemena or Evoenergy representative has, at the Applicants request, attended the work site to mark the location of Assets prior to commencement of any works on the work site, and
 - ii. the Jemena or Evoenergy representative has been proven to be negligent in marking the Asset locationthen Icon Water, Jemena and Evoenergy's liability, and the liability of the officers, employees and agents of each, is limited, at Icon Water / Jemena / Evoenergy's option, to re-attending the work site to re-mark the Asset location or paying the costs of having a third party attend the work site to re-mark the Asset location.

3. Evoenergy Authorisation and Accreditation for Working on or near the Electricity Network

Accreditation is the process of ensuring that a company or person, wishing to carry out work on or near Evoenergy electricity network, has the necessary level of skills, resources and insurance to undertake the work in a safe and reliable way. Evoenergy has obligations under the Utilities (Management of Electricity Network Assets Code) Determination 2013 to ensure that anyone working on or near its electricity network is adequately and safely trained. Evoenergy takes these obligations seriously.

Anyone working on or near Evoenergy's electricity network

must have the appropriate accreditation and authorisation to do so prior to commencing works.

To gain authorisation to work on or near the electricity network you will need to:

1. Ensure you or your company is accredited with Evoenergy by making an application with Evoenergy. The application form can be found on the Evoenergy website: www.evoenergy.com.au
2. Wait for Evoenergy to assess your application and notify you of the outcome.
3. Receive your Compliance tool login and QR code from Evoenergy as proof of authorisation. The QR code is required to be available at all times when working on or near the network.

For further information contact:

accreditations@evoenergy.com.au

4. Electricity cables to be treated as LIVE

ALL electricity cables and conductors identified on the attached Asset Plans, including those marked as 'Abandoned', **MUST** be treated as 'LIVE' and dangerous until such time that they are tested and proven to be 'DE-ENERGISED'. Evoenergy recommends that cables identified as 'Abandoned' and which may be impacted, severed, damaged and/or removed by excavation works be proven 'DE-ENERGISED' and safe before commencing full-scale excavations.

5. Location of Assets may change

Assets may be moved, or additional Assets may be installed at any time. Persons using the attached Asset Plans are advised to be alert for changed locations or new installations performed after the Issue Date. If work extends for a period of 3 months beyond the Issue Date, a new application **MUST** be made to Dial Before You Dig for up to date Asset Location Information.

6. Work to be undertaken without interference or damage to assets

Any work undertaken near Assets, including without limitation excavation, structures, material storage, heavy vehicle parking, blasting or change of surface level, must be performed in a way that does not interfere with the reliability of, or access to Icon Water or Evoenergy Assets, including electricity lines or plant. Persons excavating are required to exercise care if Assets are indicated on Asset Plans and will be held responsible for any damage caused through failure to exercise such care. Icon Water or Evoenergy (as applicable) will pursue the person responsible for causing the damage or interference to their Assets to recover costs and expenses incurred in remedying such damage or interference.

7. Asset location marking

You may request our representative to visit the work site to mark the approximate location of Assets by calling **02 6293 5770** (Water and Electricity – excluding streetlight assets) or **1300 503 237** (Gas) between 7:30 am and 4 pm. Irrespective of any mandatory directions given in this notice, Evoenergy recommends that a site visit be conducted before commencing any works near Assets. Appointments will be accepted only if the Asset Location Information Sequence



Number is supplied. The location and marking of Assets will not take place unless the Asset Location Advice and attached Asset Plans are in colour and to the same scale as supplied, and are at the work site. Evoenergy does not charge for these site visits. Alternatively, the Applicant may wish to engage a private underground Asset locator, at the Applicant's expense.

You are responsible for maintaining the presence / visibility of all markings and to ensure that all workers on site are aware of:

- the presence of Icon Water / Evoenergy infrastructure in the vicinity of the intended work and
- Icon Water, Jemena and Evoenergy's requirements.

NB: Arranging for marking of approximate Asset locations by either an Evoenergy representative or private underground asset locator will not relieve the Applicant and persons working on their behalf of responsibility to exercise care when working near Evoenergy / Icon Water Assets or for any damage they cause to Evoenergy / Icon Water Assets while performing works.

8. Underground Assets must be located by potholing

Potholing or other non-destructive techniques must be used until underground Assets are located. When located, excavation may commence provided that persons carrying out the excavation work must follow Evoenergy's recommended specifications concerning minimum safety distances when excavating within the vicinity of Icon Water or Evoenergy's networks. Unless otherwise approved by Jemena, **under no circumstances can mechanical excavation be carried out within 1.0 metres of a gas main without a Jemena Representative on site.**

9. Water, Sewer and Effluent Mains

Icon Water requires mandatory supervision by authorised Icon Water personnel when potholing and excavating within the vicinity of critical water and sewer network assets (as determined by Icon Water) or Icon Water mains with a diameter of 300mm and above. **All effluent mains are classified as critical assets.**

To arrange an inspection or for any emergency please call Icon Water **02 6248 3111**.

10. Substation Earthing Conductors

The information does not include details of substation earthing conductors. These are installed within the vicinity of pole and ground mounted substations. Earthing conductors extend 1.0m in each direction from the substation. However, please be aware that site-specific requirements mean earthing conductors may be installed beyond this distance. Further information can be provided upon request.

11. Indications of the Presence of Cables

The presence of cables or conduits may be indicated by the following warning and marking devices

- Letter "E" inscriptions on Kerbs or "Electrical" inscriptions on pit lids
- Danger signs on above ground posts, walls etc
- Thin Orange "Caution Electrical Cables" Warning Tape

- Orange /Black PLASTIC Polymeric slab (3-6mm thick x 200mm wide)
- Concrete Bricks or slabs (approx 200mm x 500mm)
- Orange PVC or white Asbestos Cement (AC) Conduit or Galvanized Pipe
- Cylindrical concrete "ACTEA Electric Cable" markers
- Weak Concrete encasement directly around cables / conduits
- Texture/ colour change of excavated material (bedding sand, cracker dust, clean fill)

Note that some cables may have been installed without the presence of such marking devices.

12. Gas mains

- Evoenergy gas mains are managed by Jemena Asset Management Pty Ltd and operated by Zinfra.
- Mandatory stand-by / supervision by Zinfra personnel is required when excavating within the vicinity of critical gas network assets OR where mechanical excavation is required within 1.0 metres of the gas network. Your activity around critical gas assets will be supervised by Zinfra at no charge for the first two hours. This supervision is to ensure the integrity of Evoenergy's assets is maintained.

Note: Charges may apply if stand-by is required for longer than two hours.

Please contact Zinfra on **1300 503 237** between 7.30 am and 4 pm if you require a stand-by person.

13. High Pressure Gas Network Assets

You must supply Jemena with your proposal of works including a written outline of your works and design plans for review. It may take up to four weeks for Jemena to review your works proposal. Following review, we will advise you of Jemena's requirements for protecting the High Pressure gas main.

Please mail your proposed works details to:

Jemena Asset Management Pty Ltd
Attention: Land Services Department
PO Box 1220
North Sydney NSW 2059

or email land.services@jemena.com.au

Please note that a duty of care exists to ensure that this gas main is not compromised or damaged during future development or construction work.

14. Streetlight Assets

Streetlight assets in the ACT are owned and maintained by the ACT Government. You expressly acknowledge and agree that

- Evoenergy does not maintain streetlight asset information; and
- any such information provided by Evoenergy may not be up to date, reliable or complete and is provided strictly on an "as is" basis without any warranty of any kind. Please contact Access Canberra on **13 22 81** during business hours if you require further information.

THIS DOCUMENT AND ASSOCIATED ASSET PLANS MUST BE KEPT AT THE WORK SITE.














Icon Water: Effluent Re-use Network Legend




Hydrant

-  Overhead Filling Point
-  Mill Cock
-  Pillar Hydrant
-  High Capacity
-  Spring Hydrant



Fitting

-  Outlet
-  Inlet
-  Blank Flange
-  Dual Service Tee
-  End Cap
-  Gibault Joint
-  Maintenance Hole
-  Open End
-  Orifice Plate
-  Reducer
-  Tapping Band Bend

Service Connection (Meter)

-  Flow Element
-  Billing Large Diameter
-  Billing Small Diameter

Test Station

-  Flow Recording Device
-  Sampling Point




Pump

-  Pump



System Valve

-  <all other values>
-  Ball Valve
-  Butterfly Valve
-  Cone Valve
-  Gate Valve
-  Globe Valve
-  Needle Valve
-  Scour Valve

Control (Protection) Valve

-  Double Check
-  Reflux Valve
-  Single Air Valve
-  Double Air Valve
-  Enhanced Double Air Valve
-  Reduced Pressure Zone Valve
-  Pressure Relief Valve
-  Float Valve





Curb Stop Valve

-  Main Cock Valve
-  Tapping Band Valve






Reservoir Supply

-  Reservoir Supply






Main

-  Rising Main
-  Bulk Supply
-  Distribution Main
-  Reticulation

Lateral Line

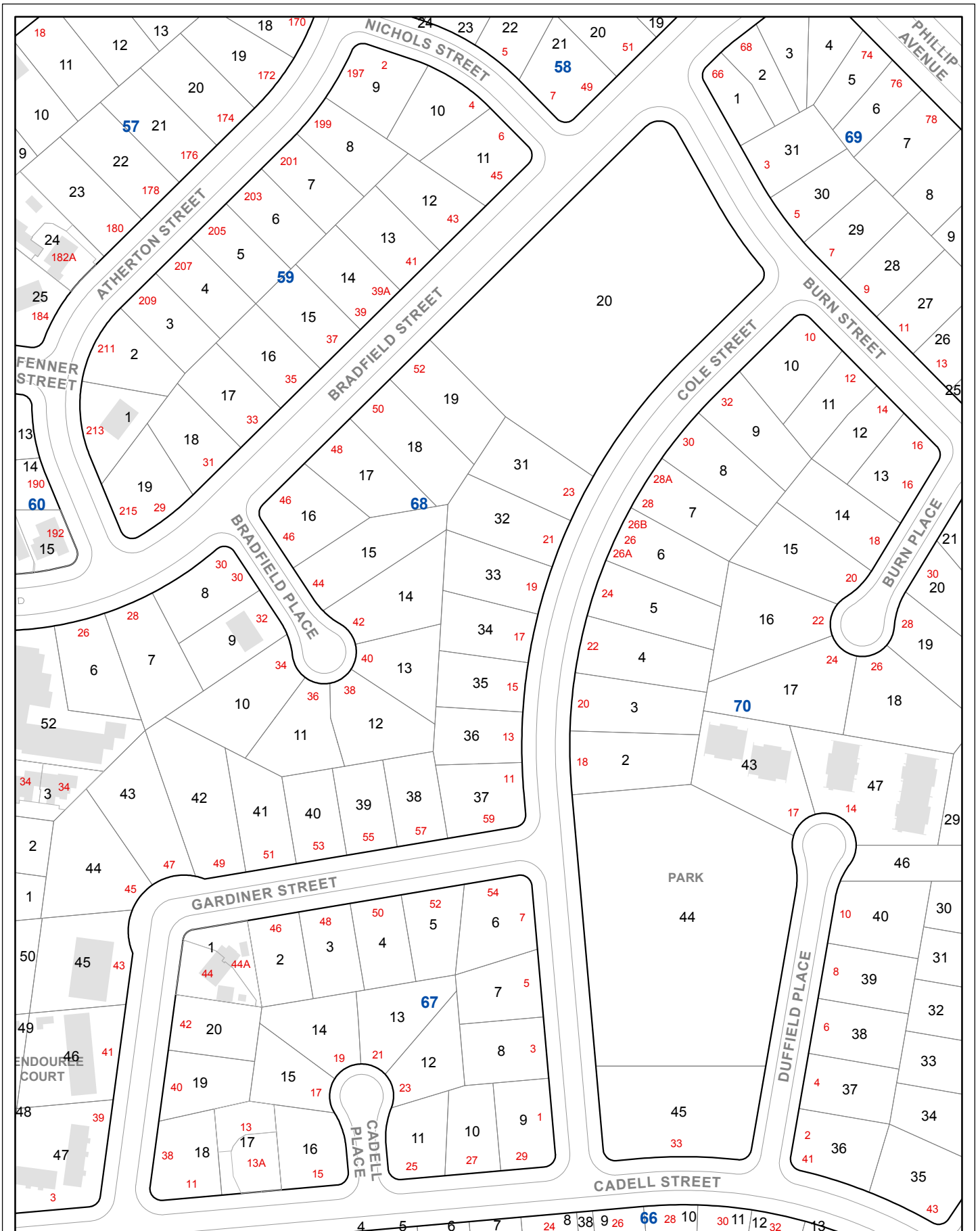
-  Irrigation
-  Wash Down
-  Overflow
-  Scour
-  Drain

Effluent Structure

-  Dam
-  Pump Station
-  Reservoir Structure
-  Treatment Plant
-  Valve Chamber

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17 Cole Street, Downer

Effluent Network



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0 5 10 20 30 40 M






ELECTRICITY NETWORK LEGEND

Support Structure (Distribution)

-  Pole
-  Streetlight-Only Pole

Support Structure (Transmission)

-  Pole
-  Tower
-  Yard Structure



Underground Structure

-  Pit




Recloser

-  Recloser

Building

-  Zone Building
-  Standalone Chamber

Switches

-  Air Break
-  Load Break
-  Overhead Link

Fuse

-  Drop Out Fuse


Service Point

-  Service Point


Streetlight

-  Streetlight Controller

Joint

-  Cable Joint

Underground Earth Cable

-  Underground Earth Cable

Fibre Communication Cable

-  Fibre Communication Cable




Copper Communication Cable

-  Pilot Cable




Streetlight

-  Streetlight
-  Streetlight Controller
-  Streetlight Photoelectric Controller
-  Other Streetlight Support
-  Streetlight Column




Streetlight Cable

-  Overhead Streetlight Line
-  Underground Streetlight Line, In Service
-  Underground Streetlight Line, Abandoned

Transmission Line

-  Overhead Transmission Line
-  Underground Transmission Line, In Service
-  Underground Transmission Line, Abandoned



HV Electric Lines

-  Overhead HV Electric Line
-  Underground HV Electric Line, In Service
-  Underground HV Electric Line, Abandoned



LV Electric Lines

-  Overhead LV Electric Line

Underground LV Electric Line <= 50 mm

-  Underground LV Electric Line, In Service
-  Underground LV Electric Line, Abandoned



Underground LV Electric Line > 50 mm

-  Underground LV Electric Line, In Service
-  Underground LV Electric Line, Abandoned



Service Lines

-  Overhead Service Line





Underground Service Line <= 50 mm

-  Underground Service Line, In Service
-  Underground Service Line, Abandoned













Underground Service Line > 50 mm

-  Underground Service Line, In Service
-  Underground Service Line, Abandoned








DuctBank

-  <all other values>
-  Conduit
-  DepthIndicatorDeep
-  DepthIndicatorShallow

Ground Mounted Structure

-  Streetlight Control Cubicle
-  Distribution Box
-  Point-Of-Entry Cubicle
-  HV Switching Station
-  Kiosk
-  Padmount
-  Link Pillar
-  Micro Pillar
-  Mini Pillar
-  Pregnant Column
-  Communication Cubicle
-  SCADA Cubicle

Electric Supply Site

-  132kV Switching Station
-  Bulk Supply Station
-  Mobile Zone Substation
-  Zone Substation
-  Overhead Substation
-  Chamber Substation
-  Stockade

IMPORTANT NOTE:

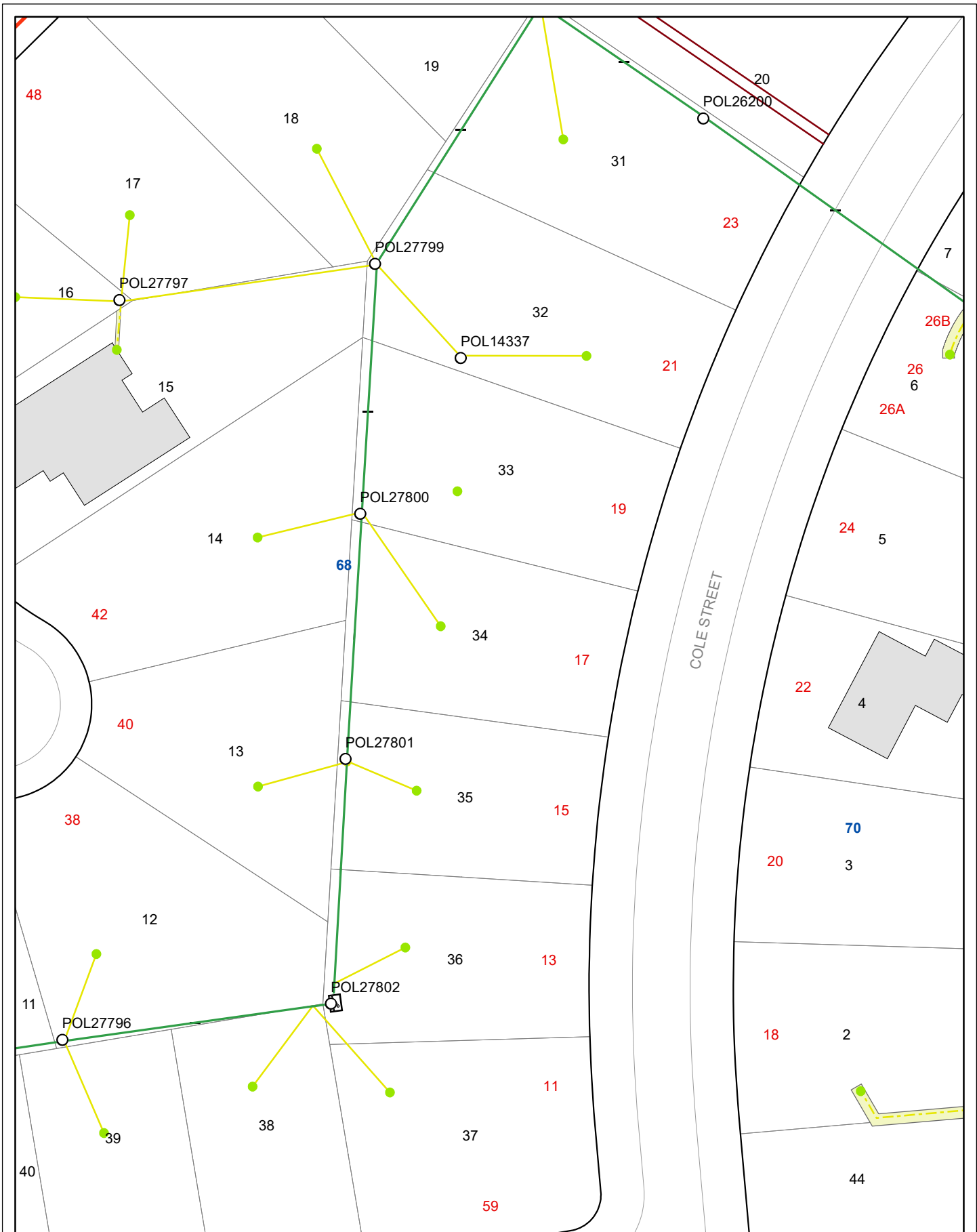
- The term 'ABANDONED' is utilised to identify an underground cable that has been physically disconnected from the Evoenergy electricity network, is not in service and cannot readily be put back into service without specific augmentation and/or reconnection works. Cable(s) identified by Evoenergy as 'ABANDONED' have been discarded in-situ by Evoenergy. ALL cables should be treated as 'LIVE' and Dangerous until proven de-energised and safe.

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Evoenergy Electricity Network
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0 3 6 12 18 24 M












GAS NETWORK LEGEND

GasStation CRITICAL

-  DistrictRegulator
-  TrunkReceivingStation
-  PrimaryRegulatingStation
-  BulkMeteringStation
-  PressureMonitoringStation
-  ScraperStation
-  BoundaryRegulatorSet
-  SecondaryBoundaryRegulatorSet
-  ValveStation




GasDevice

-  <all other values>
-  IsolationValve
-  Odouriser
-  Siphon
-  WaterbathHeater
-  Filter
-  Catalyst Heater
-  Silencer
-  Regulator










GasDevice High Risk Valve CRITICAL

-  HighRiskAreaIsolation



GasMeter

-  DomesticMeter
-  IndustCommMeter
-  SecondaryMeterSet

GasFitting

-  EndCap
-  Tee
-  ExpansionJoint
-  Flange
-  Reducer
-  Cross
-  ServiceSaddle
-  InsulationJoint
-  GaugingPoint



CPAnode

-  AnodeGroundBed
-  SacrificialAnode

CPRectifier

-  TransformerRectifier





CP Cable

-  CPRectifierCable
-  CPGroundBedCable




Conduit

-  Conduit



GasStructure

-  <all other values>
-  CPKiosk
-  Pit
-  StationStructure






GasService

-  <all other values>
-  Gas Service IN USE
-  Gas Service NOT IN USE










GasService STEEL or MAOP >= 1050 OR DIA >= 75mm CRITICAL

-  Gas Service IN SERVICE
-  Gas Service NOT IN SERVICE

GasPipe

-  <all other values>
-  DistributionMain, Nylon, InService
-  Gas Pipe NOT IN USE
-  DistributionMain, PE, InService
-  DistributionMain, Copper, InService

GasPipe STEEL OR MAOP >= 1050 OR DIA >= 75mm CRITICAL

-  DistributionMain, Copper, InService
-  DistributionMain, Nylon, InService
-  DistributionMain, PE, InService
-  PrimaryMain, Steel, InService
-  PrimaryMain, Steel, Proposed
-  SecondaryMain, Steel, InService
-  SecondaryMain, Steel, Proposed
-  TransmissionMain, Steel, InService
-  Gas Pipe NOT IN USE

R 10.0 = DISTANCE TO ROAD
 B 10.0 = DISTANCE TO BOUNDARY
 E 10.0 = DISTANCE TO END
 C 10.0 = DISTANCE TO CHANGE OF DIRECTION

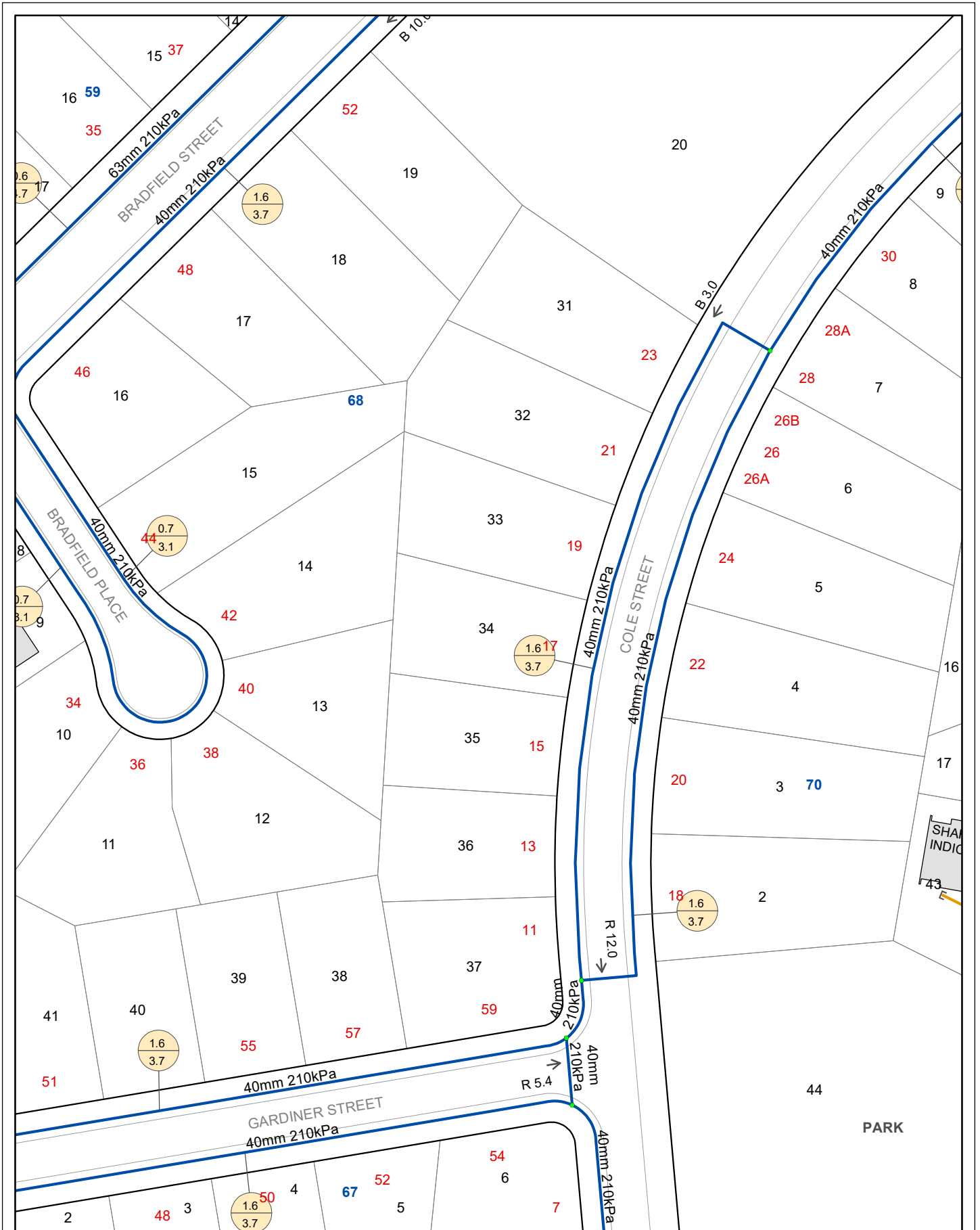
 = DISTANCE FROM MAIN TO KERB
 = DISTANCE FROM MAIN TO BOUNDARY

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17 Cole Street, Downer

Evoenergy Gas Network



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0 4.5 9 18 27 36 M



Icon Water: Sewer Network Legend

Abandoned Point

- ✕ Abandoned Point

Maintenance Hole

- Active
- De-Commissioned

Fitting

- ^{BVR} Buried Vertical Riser
- Dead End
- ▶ Reducer
- Riser
- Tee

Service Connection

- Service Connection

DischargePoint

- ⌋ DischargePoint

Gauging Point / Test Station

- ◆ ChemicalTransducer
- ◆ ElectroMagnetic
- ◆ Flume
- ◆ PressureTransducer
- ◆ Sonic
- ◆ Venturi
- ◆ WeirGauge

Inspection Shaft

- ^{SIS} ● Special Inspection Shaft
- ^{SMS} ● Standard 225 Inspection Shaft

Clean Out Point

- ^{RP} ● Rodding Point

Control (Protection) Valve

- ◇ Air Valve
- ↶ Reflux Valve

Pump

- Pump

Storage Tank / Vault

- ▣ Storage Tank / Vault

SystemControlValve

- ^{SCOUR} ⚡ Scour Valve
- ⊙ Ball Valve
- ^{PLUG} ⚡ Plug
- ⚡ Gate Valve
- ^{SL} ⚡ Stop Log
- ^P ⚡ Penstock

Sewer Structures

- ◇ Odour Scrubber
- ⊕ Sewer Fan
- ^{SVE} ● Vent

Vertical Drop

- ^{SVD} ● Vertical Drop

VortexDrop

- ^V ▼ VortexDrop

Weir

- ^W ● Weir

Gravity Main

- Vent Pipe
- Reticulation Main
- Trunk Main
- Tunnel
- Siphon
- Overflow Pipe
- Inline Storage

Pressure Main

- - - Pressure Main

Lateral Line

- Property Service Line
- Scour Line

De-Commissioned Mains

- - - De-Commissioned Mains

Abandoned Mains

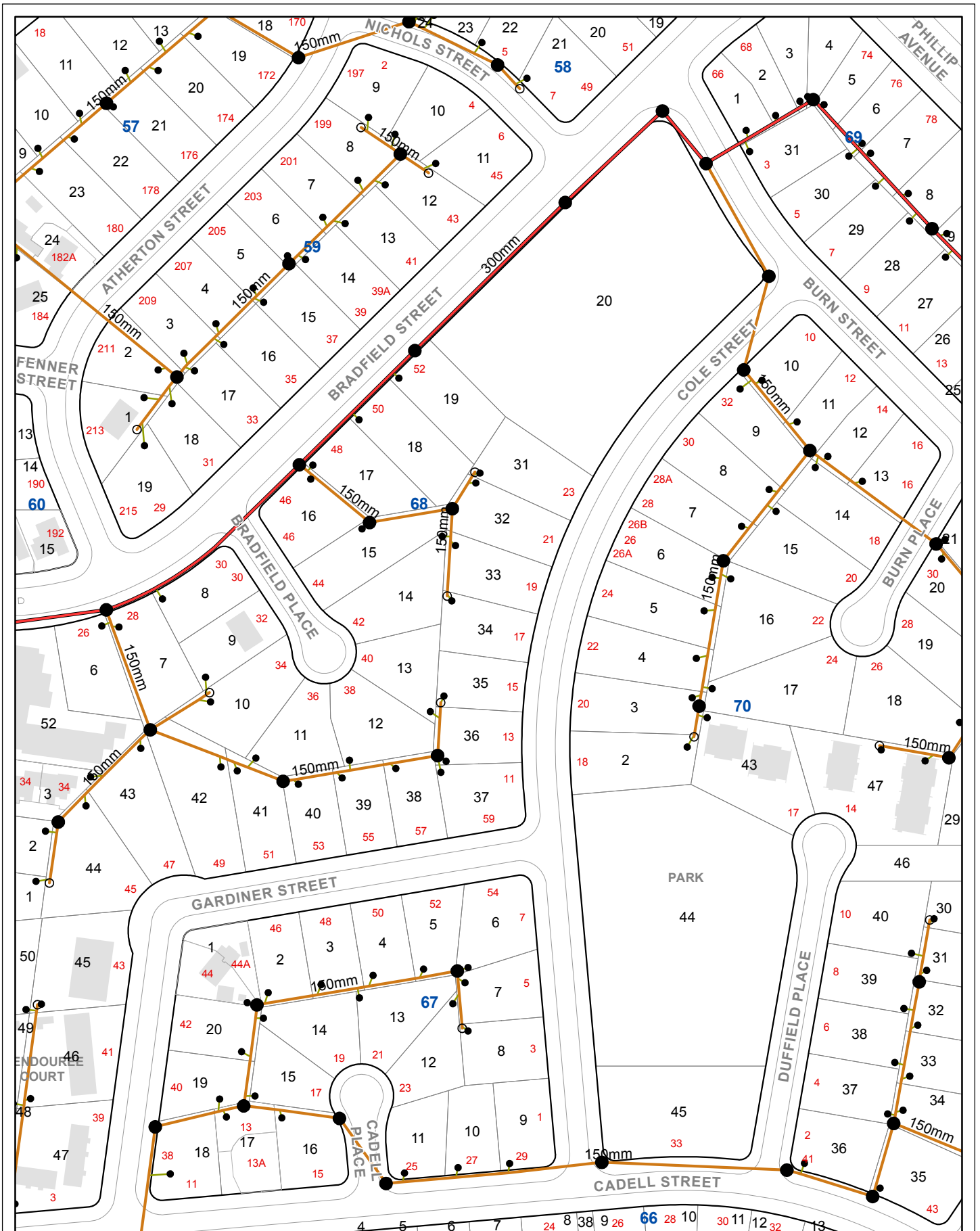
- - Abandoned Mains

Sewer Structure

- DiversionChamber
- DiversionPoint
- PumpStation
- SplitManhole
- StorageBasin
- TreatmentPlant
- DischargeStructure
- PipeBridge
- SeptageFacility
- ValveChamber

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17 Cole Street, Downer

Sewer Network



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0 5 10 20 30 40
M






Icon Water: Water Network Legend




Hydrant

-  HighCapacity
-  MillCock
-  OverheadFillingP...
-  PillarHydrant
-  SpringHydrant

Service Connection (Meter)

-  Flow Element
-  Billing Large Diameter
-  Billing Small Diameter


Test Station

-  Pressure Recording Device
-  Flow Recording Device
-  Sampling Point









Pump

-  Pump








System Valve: Ball

-  Ball Valve

System Valve: Butterfly

-  Altitude Inlet Control
-  Back Up
-  DualFlowRate
-  Flow Altitude
-  Flow Rate Control
-  Isolation
-  Normally Closed Isolation
-  Pump Control


System Valve: Butterfly Motorised

-  Altitude Inlet Control
-  Back Up
-  DualFlowRate
-  Flow Altitude
-  Flow Rate Control
-  Isolation
-  Normally Closed Isolation



System Valve: Pump Control

-  Pump Control







Control Valve (Protection)

-  Double Air
-  Double Check
-  Enhanced Double Air Valve
-  Float Valve
-  Pressure Relief Valve
-  Reduced Pressure Zone
-  Reflux Valve
-  Single Air
-  Altitude Inlet Control
-  Outlet Control

System Valve: Cone

-  Altitude Inlet Control
-  Outlet Control









System Valve: Gate

-  Zone Valve
-  Normally Closed Isolation
-  Isolation
-  Flow Rate Control
-  Back Up
-  Altitude Inlet Control


System Valve: Gate Motorised

-  Isolation


System Valve: Globe

-  Pump Control
-  Pressure Sustaining
-  Pressure Reducing
-  Flow Rate Control
-  Flow Altitude
-  Outlet Control
-  Back Up
-  Altitude Inlet Control


System Valve: Needle

-  System Valve: Needle





System Valve: Scour

-  System Valve: Scour






Network Structure

-  Service Reservoir
-  Treatment Plant Reservoir
-  NonPotable Water Reservoir
-  Minor Tanks

Main

-  Reticulation Main
-  Distribution Main
-  Bulk Supply Main
-  Rising Main







Lateral Line

-  Domestic Service
-  Fire Service
-  Overflow
-  Wash Down
-  Scour
-  Drain

Abandoned Mains and Lateral Lines

-  Abandoned Mains and Lateral Lines

Water Structure

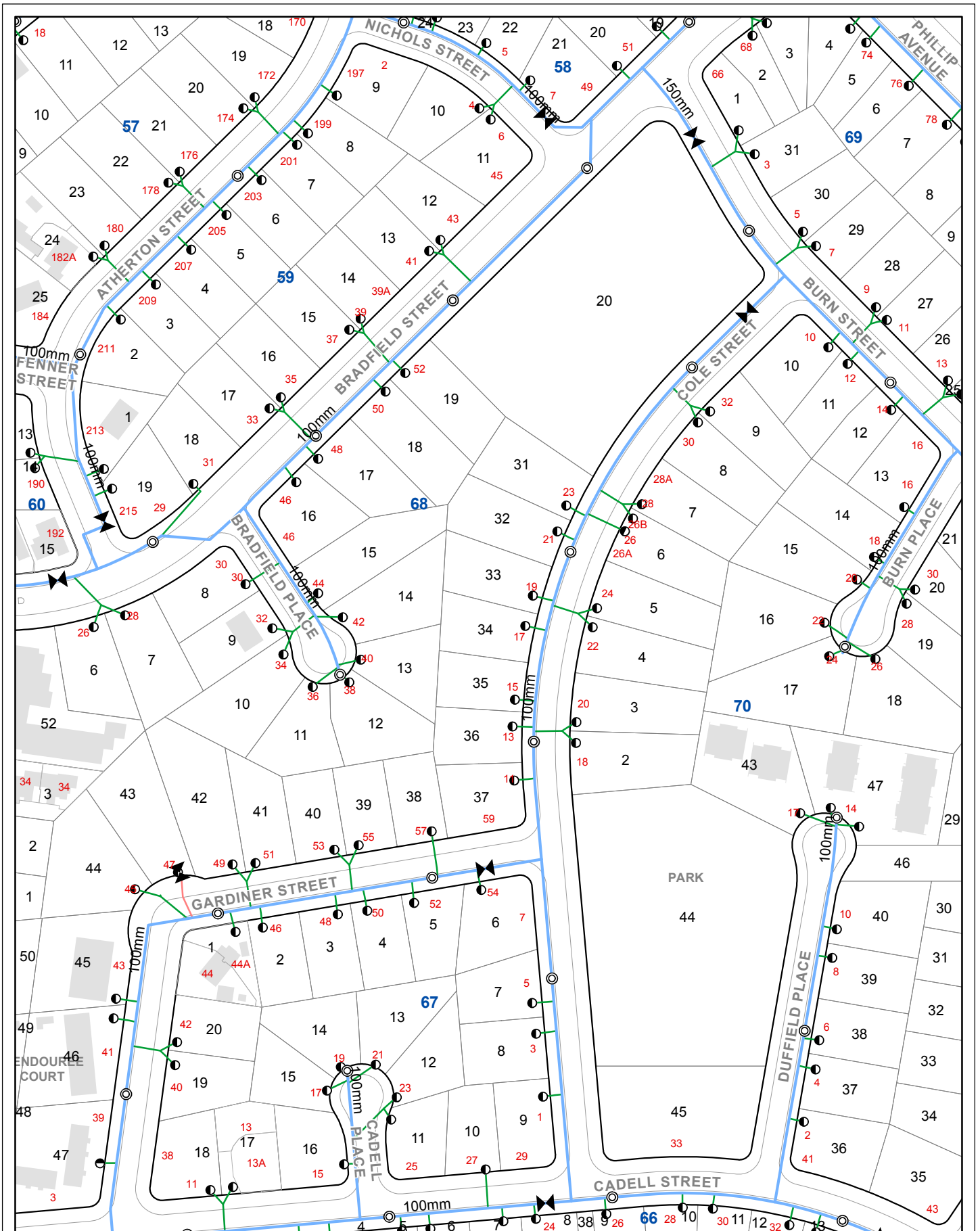
-  Dam
-  Pipe Bridge
-  Pump Station
-  Reservoir Structure
-  Treatment Plant
-  Valve Chamber

Warning Zone:
Contact Icon Water before any excavation in this area 62483111



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Seq #: 215143048
17 Cole Street, Downer



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NSW Cadastre © Land and Property Information (A division of the Department of Finance and Services) 2022.

0 5 10 20 30 40
M





Working near nbn™ cables

nbn has partnered with Dial Before You Dig to give you a single point of contact to get information about **nbn** underground services owned by **nbn** and other utility/service providers in your area including communications, electricity, gas and other services. Contact with underground power cables and gas services can result in serious injury to the worker, and damage and costly repairs. You must familiarise yourself with all of the Referral Conditions (meaning the referral conditions referred to in the DBYD Notice provided by **nbn**).

Practice safe work habits

Once the DBYD plans are reviewed, the Five P's of Excavation should be adopted in conjunction with your safe work practices (which must be compliant with the relevant state Electrical Safety Act and Safe Work Australia "Excavation Work Code of Practice", as a minimum) to ensure the risk of any contact with underground **nbn** assets are minimised.



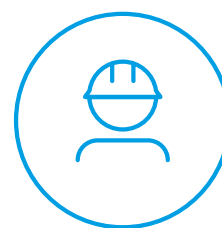
Plan: Plan your job by ensuring the plans received are current and apply to the work to be performed. Also check for any visual cues that may indicate the presence of services not covered in the DBYD plans.



Prepare: Prepare for your job by engaging a DBYD Certified Plant Locator to help interpret plans and identify on-site assets. Contact **nbn** should you require further assistance.



Pothole: Non-destructive potholing (i.e. hand digging or hydro excavation) should be used to positively locate **nbn** underground assets with minimal risk of contact and service damage.

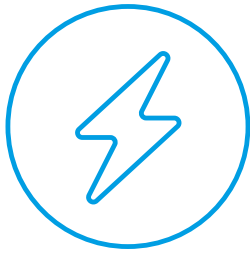


Protect: Protecting and supporting the exposed **nbn** underground asset is the responsibility of the worker. Exclusion zones for **nbn** assets are clearly stated in the plan and appropriate controls must be implemented to ensure that encroachment into the exclusion zone by machinery or activities with the potential to damage the asset is prevented.

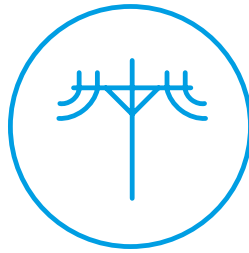


Proceed: Proceed only when the appropriate planning, preparation, potholing and protective measures are in place.

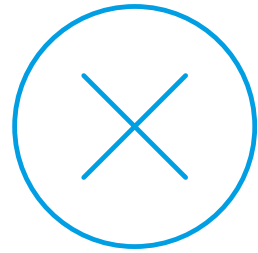
Working near **nbn**TM cables



Identify all electrical hazards, assess the risks and establish control measures.



When using excavators and other machinery, also check the location of overhead power lines.



Workers and equipment must maintain safety exclusion zones around power lines.

Once all work is completed, the excavation should be re-instated with the same type of excavated material unless specified by **nbn**. Please note:

- Construction Partners of **nbn** may require additional controls to be in place when performing excavation activities.
- The information contained within this pamphlet must be used in conjunction with other material supplied as part of this request for information to adequately control the risk of potential asset damage.

Contact

All **nbn**TM network facility damages must be reported online [here](#).
For enquiries related to your DBYD request please call 1800 626 329.

Disclaimer


This brochure is a guide only. It does not address all the matters you need to consider when working near our cables. You must familiarise yourself with other material provided (including the Referral Conditions) and make your own inquiries as appropriate.

nbn will not be liable or responsible for any loss, damage or costs incurred as a result of reliance on this brochure.

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To: Canberra Granny Flat Builders
Phone: Not Supplied
Fax: Not Supplied
Email: support@cgfb.com.au

Dial before you dig Job #:	32584083	
Sequence #	215143047	
Issue Date:	23/08/2022	
Location:	17 Cole Street , Downer , ACT , 2602	

Information

The area of interest requested by you contains one or more assets.

nbn™ Assets	Search Results
Communications	Asset identified
Electricity	No assets

In this notice **nbn™ Facilities** means *underground fibre optic, telecommunications and/or power facilities, including but not limited to cables, owned and controlled by nbn™*

Location of nbn™ Underground Assets

We thank you for your enquiry. In relation to your enquiry at the above address:

- **nbn's** records indicate that there **ARE nbn™** Facilities in the vicinity of the location identified above ("Location").
- **nbn** indicative plan/s are attached with this notice ("Indicative Plans").
- The Indicative Plan/s show general depth and alignment information only and are not an exact, scale or accurate depiction of the location, depth and alignment of **nbn™** Facilities shown on the Plan/s.
- In particular, the fact that the Indicative Plans show that a facility is installed in a straight line, or at uniform depth along its length cannot be relied upon as evidence that the facility is, in fact, installed in a straight line or at uniform depth.
- You should read the Indicative Plans in conjunction with this notice and in particular, the notes below.
- You should note that, at the present time, the Indicative Plans are likely to be more accurate in showing location of fibre optics and telecommunications cables than power cables. There may be a variation between the line depicted on the Indicative Plans and the location of any power cables. As such, consistent with the notes below, particular care must be taken by you to make your own enquiries and investigations to precisely locate any power cables and manage the risk arising from such cables accordingly.
- The information contained in the Indicative Plan/s is valid for 28 days from the date of issue set out above. You are expected to make your own inquiries and perform your own investigations (including engaging appropriately qualified plant locators, e.g DBYD Certified Locators, at your cost to locate **nbn™**

Facilities during any activities you carry out on site).

We thank you for your enquiry and appreciate your continued use of the Dial Before You Dig Service. For any enquiries related to moving assets or Planning and Design activities, please visit the [nbn Commercial Works](#) website to complete the online application form. If you are planning to excavate and require further information, please email dbyd@nbnco.com.au or call 1800 626 329.

Notes:

1. You are now aware that there are **nbn**TM Facilities in the vicinity of the above property that could be damaged as a result activities carried out (or proposed to be carried out) by you in the vicinity of the Location.
2. You should have regard to section 474.6 and 474.7 of the *Criminal Code Act 1995* (CoA) which deals with the consequences of interfering or tampering with a telecommunications facility. Only persons authorised by **nbn** can interact with **nbn**'s network facilities.
3. Any information provided is valid only for **28 days** from the date of issue set out above.

Referral Conditions

The following are conditions on which **nbn** provides you with the Indicative Plans. By accepting the plans, you are agreeing to these conditions. These conditions are in addition, and not in replacement of, any duties and obligations you have under applicable law.

1. **nbn** does not accept any responsibility for any inaccuracies of its plans including the Indicative Plans. You are expected to make your own inquiries and perform your own investigations (including engaging appropriately qualified plant locators, e.g DBYD Certified Locators, at your cost to locate **nbn**TM Facilities during any activities you carry out on site).
2. You acknowledge that **nbn** has specifically notified you above that the Indicative Plans are likely to be more accurate in showing location of fibre optics and telecommunications cables than power cables. There may be a variation between the line depicted on the Indicative Plans and the location of any power cables.
3. You should not assume that **nbn**TM Facilities follow straight lines or are installed at uniformed depths along their lengths, even if they are indicated on plans provided to you. Careful onsite investigations are essential to locate the exact position of cables.
4. In carrying out any works in the vicinity of **nbn**TM Facilities, you must maintain the following minimum clearances:
 - 300mm when laying assets inline, horizontally or vertically.
 - 500mm when operating vibrating equipment, for example: jackhammers or vibrating plates.
 - 1000mm when operating mechanical excavators.
 - Adherence to clearances as directed by other asset owner's instructions and take into account any uncertainty for power cables.
5. You are aware that there are inherent risks and dangers associated with carrying out work in the vicinity of underground facilities (such as **nbn**TM fibre optic, copper and coaxial cables, and power cable feed to **nbn**TM assets). Damage to underground electric cables may result in:
 - Injury from electric shock or severe burns, with the possibility of death.
 - Interruption of the electricity supply to wide areas of the city.
 - Damage to your excavating plant.
 - Responsibility for the cost of repairs.
6. You must take all reasonable precautions to avoid damaging **nbn**TM Facilities. These precautions may include but not limited to the following:
 - All excavation sites should be examined for underground cables by careful hand excavation. Cable cover slabs if present must not be disturbed. Hand excavation needs to be undertaken with extreme care to minimise the likelihood of damage to the cable, for example: the blades of hand equipment should be aligned parallel to the line of the cable rather than digging across the cable.
 - If any undisclosed underground cables are located, notify **nbn** immediately.

- All personnel must be properly briefed, particularly those associated with the use of earth-moving equipment, trenching, boring and pneumatic equipment.
 - The safety of the public and other workers must be ensured.
 - All excavations must be undertaken in accordance with all relevant legislation and regulations.
7. You will be responsible for all damage to **nbn**TM Facilities that are connected whether directly, or indirectly with work you carry out (or work that is carried out for you or on your behalf) at the Location. This will include, without limitation, all losses expenses incurred by **nbn** as a result of any such damage.
 8. You must immediately report any damage to the **nbn**TM network that you are/become aware of. Notification may be by telephone - 1800 626 329.
 9. Except to the extent that liability may not be capable of lawful exclusion, **nbn** and its servants and agents and the related bodies corporate of **nbn** and their servants and agents shall be under no liability whatsoever to any person for any loss or damage (including indirect or consequential loss or damage) however caused (including, without limitation, breach of contract negligence and/or breach of statute) which may be suffered or incurred from or in connection with this information sheet or any plans(including Indicative Plans) attached hereto. Except as expressly provided to the contrary in this information sheet or the attached plans(including Indicative Plans), all terms, conditions, warranties, undertakings or representations (whether expressed or implied) are excluded to the fullest extent permitted by law.

All works undertaken shall be in accordance with all relevant legislations, acts and regulations applicable to the particular state or territory of the Location. The following table lists all relevant documents that shall be considered and adhered to.

State/Territory	Documents
National	Work Health and Safety Act 2011
	Work Health and Safety Regulations 2011
	Safe Work Australia - Working in the Vicinity of Overhead and Underground Electric Lines (Draft)
	Occupational Health and Safety Act 1991
NSW	Electricity Supply Act 1995
	Work Cover NSW - Work Near Underground Assets Guide
	Work Cover NSW - Excavation Work: Code of Practice
VIC	Electricity Safety Act 1998
	Electricity Safety (Network Asset) Regulations 1999
QLD	Electrical Safety Act 2002
	Code of Practice for Working Near Exposed Live Parts
SA	Electricity Act 1996
TAS	Tasmanian Electricity Supply Industry Act 1995
WA	Electricity Act 1945
	Electricity Regulations 1947
NT	Electricity Reform Act 2005
	Electricity Reform (Safety and Technical) Regulations 2005
ACT	Electricity Act 1971

Thank You,


nbn DBYD

Date: 23/08/2022

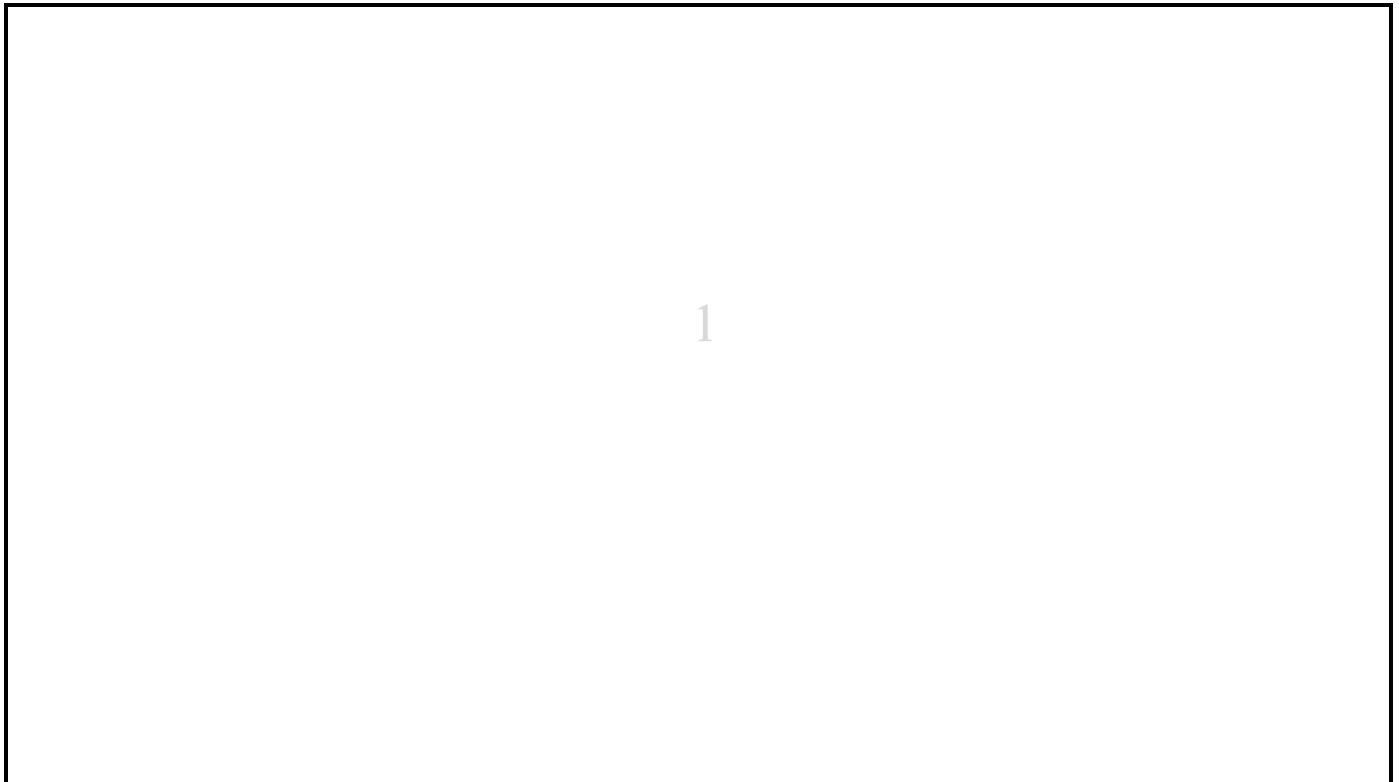
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To: Canberra Granny Flat Builders
Phone: Not Supplied
Fax: Not Supplied
Email: support@cgfb.com.au

Dial before you dig Job #:	32584083	
Sequence #	215143047	
Issue Date:	23/08/2022	
Location:	17 Cole Street , Downer , ACT , 2602	

Indicative Plans

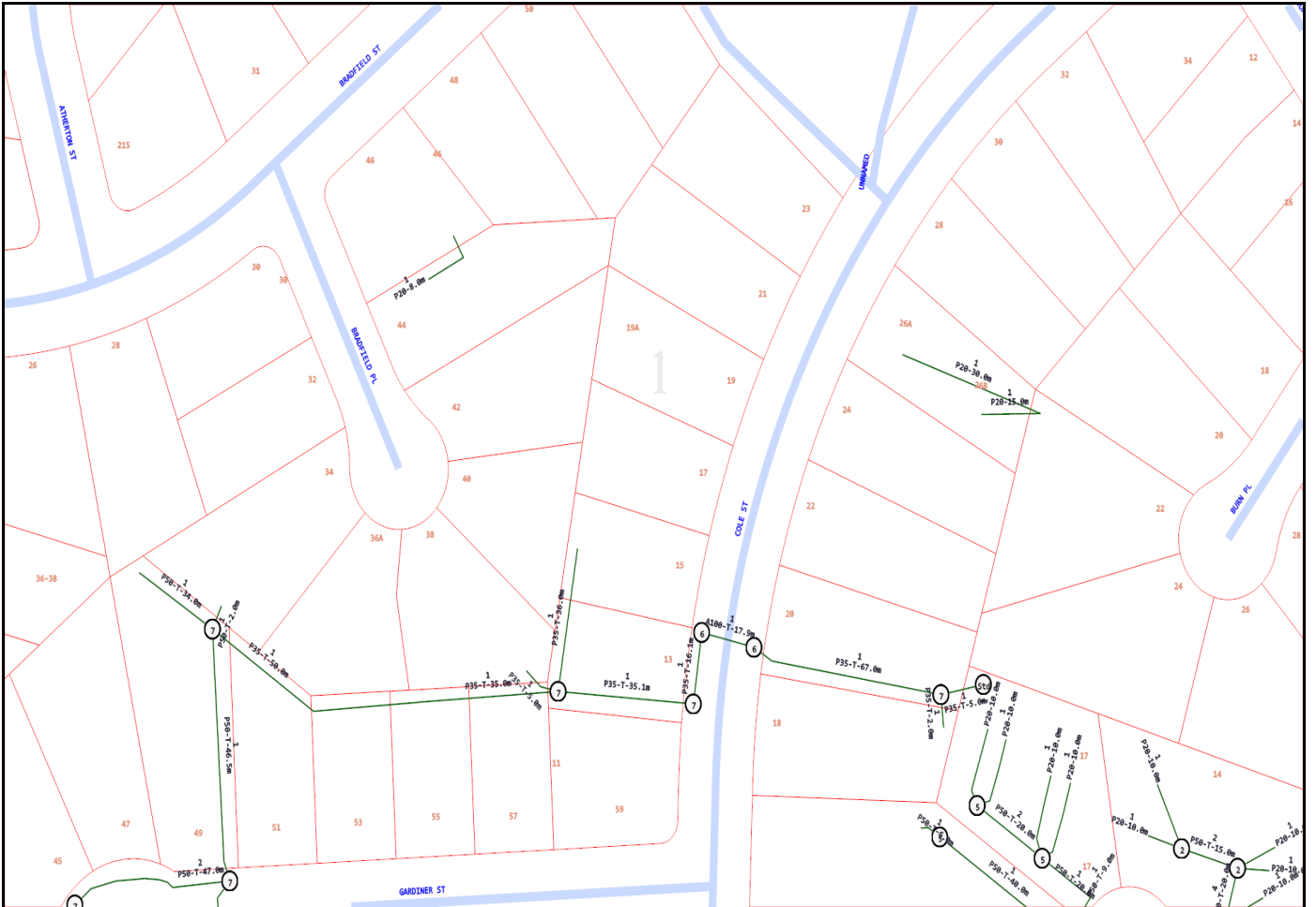




LEGEND



	Parcel and the location
	Pit with size "5"
	Power Pit with size "2E". Valid PIT Size: e.g. 2E, 5E, 6E, 8E, 9E, E, null.
	Manhole
	Pillar
	Cable count of trench is 2. One "Other size" PVC conduit (PO) owned by Telstra (-T-), between pits of sizes, "5" and "9" are 25.0m apart. One 40mm PVC conduit (P40) owned by NBN, between pits of sizes, "5" and "9" are 20.0m apart.
	2 Direct buried cables between pits of sizes, "5" and "9" are 10.0m apart.
	Trench containing any INSERVICE/CONSTRUCTED (Copper/RF/Fibre) cables.
	Trench containing only DESIGNED/PLANNED (Copper/RF/Fibre/Power) cables.
	Trench containing any INSERVICE/CONSTRUCTED (Power) cables.
	Road and the street name "Broadway ST"
Scale	0 20 40 60 Meters 1:2000 1 cm equals 20 m



Emergency Contacts

You must immediately report any damage to the **nbn™** network that you are/become aware of. Notification may be by telephone - 1800 626 329.



Certified Locating Organisations (CLO)

Find the closest CLO to your worksite on: <https://dbydlocator.com/certified-locating-organisation/>

Read the disclaimer and click:



A national map and an A-Z list of Certified Locating Organisations is displayed.



Search ZIP code: Radius:

Use the map to zoom to your work area and choose the closest Locator indicated.

OR search by entering the **postcode** of your work area.

1. Enter the post/zip code
2. Choose your search radius
3. Click filter (If there is no result, you may have to increase the search radius)
4. Click on the closest for CLO details or view the results displayed below the map



Locator skills have been tested, and the Organisation has calibrated location and safety equipment.

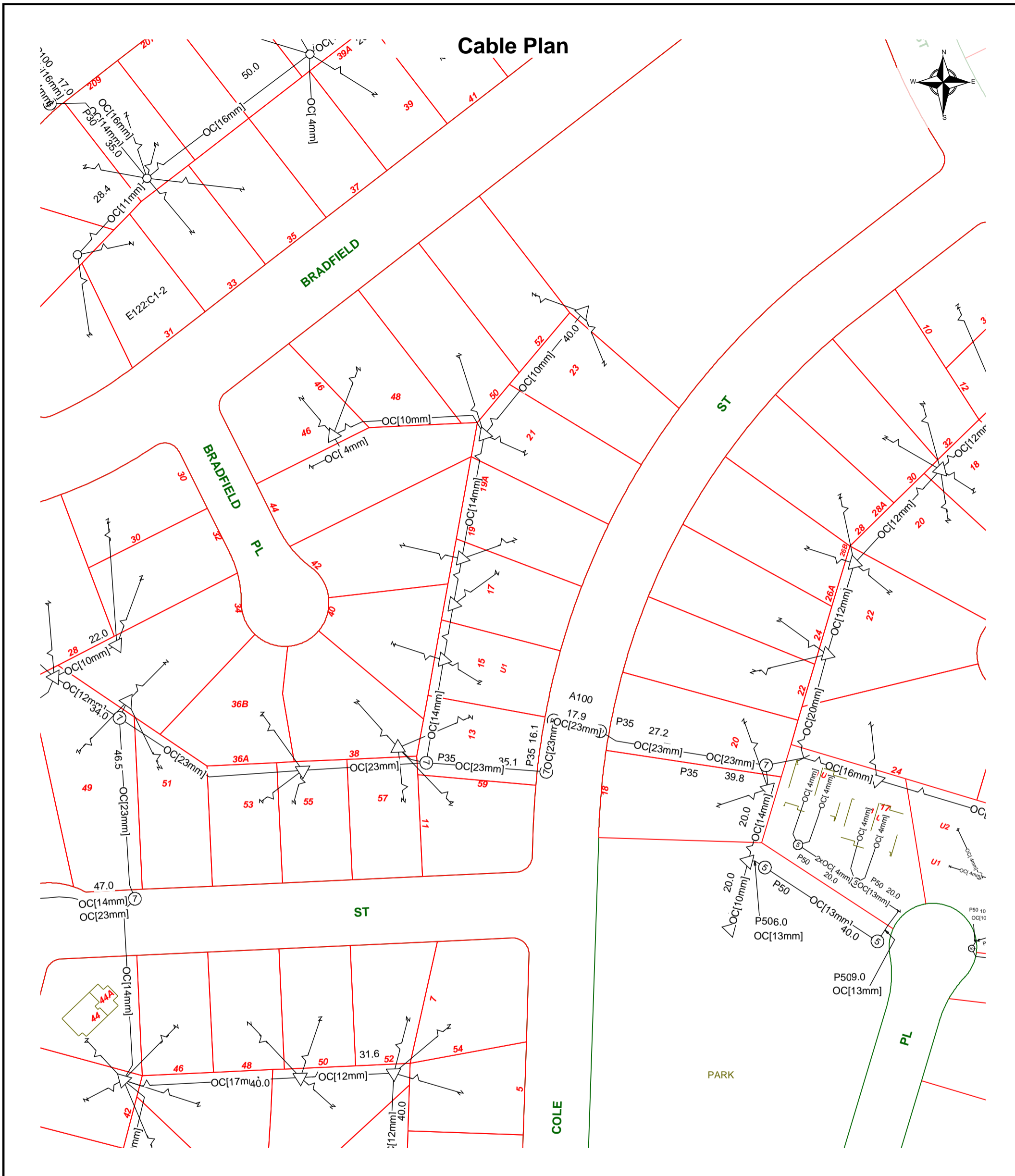
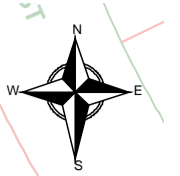
Telstra is aware of each Certified Locating Organisation and their employee locators.

Only a DBYD Certified Locator registered with a Certified Locating Organisation is authorised to access Telstra network for locating purposes.

Each Certified Locator working for a CLO is issued with a photo ID Card, authorising them to access Telstra pits and manholes for the purpose of cable and plant locations.

Please ask to see your Locators' CLO ID Card.

Cable Plan



Report Damage: <https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra-equipment>
 Ph - 13 22 03
 Email - Telstra.Plans@team.telstra.com
 Planned Services - ph 1800 653 935 (AEST bus hrs only) General Enquiries

Sequence Number: 215143046

Please read Duty of Care prior to any excavating

TELSTRA CORPORATION LIMITED A.C.N. 051 775 556

Generated On 23/08/2022 20:00:38

WARNING
 Telstra plans and location information conform to Quality Level "D" of the Australian Standard AS 5488-Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. The exact position of Telstra assets can only be validated by physically exposing it. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy. Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work. A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.

LEGEND

IT'S HOW WE CONNECT



For more info contact a Certified Locating Organisation or Telstra Plan Services 1800 653 935

	Exchange (Major Cable Present)		Cable Jointing Pit (number indicating Pit Type)
	Footway Access Chamber (can vary from 1-lid to 12-lid)		Elevated Joint (above ground joint on buried cable)
	Pillar / Cabinet (above ground / free standing)		Telstra Plant in shared Utility trench
	Above ground complex equipment housing (eg RIM) Please Note: This equipment is powered by 240V Electricity		Aerial Cable
	Other Carrier Telecommunications Cable/Asset		Aerial Cable (attached to joint Use Pole eg. Power)
	Distribution cables in Main Cable ducts		Direct Buried Cable
	Main Cable ducts on a Distribution plan		Marker Post Installed
	Blocked or damaged duct.		Buried Transponder
	Roadside / Front Boundary 2 pair lead-in to property from pit in street 1		Marker Post, Transponder
	O59 ← pair working (pair ID 059) 1DEAD ← 1 pair dead (i.e. spare, not connected) Side / Rear Property Boundary 107 ← Property Number		Optical Fibre cable direct buried
	Single to multiple round conduit Configurations 1, 2, 4, 9 respectively P100 (attached text denotes conduit type and size)	Some examples of conduit type and size: A - Asbestos cement, P - PVC / Plastic, C - Concrete, GI - Galanised iron, E - Earthenware Conduit sizes <i>nominally</i> range from 20mm to 100mm P50 50mm PVC conduit P100 100mm PVC conduit A100 100mm asbestos cement conduit	
	Multiple square conduit Configurations 2, 4, 6 respectively E85 (attached text denotes conduit type and size)		
Some Examples of how to read Telstra Plans			
	-50- 10 30 P50		One 50mm PVC conduit (P50) containing a 50-pair and a 10-pair cable between two 6-pits. approximately 20.0m apart, with a direct buried 30-pair cable along the same route
	C100 P100 245.0		Two separate conduit runs between two footway access chambers (manholes) approximately 245m apart A nest of four 100mm PVC conduits (P100) containing assorted cables in three ducts (one being empty) and one empty 100mm concrete duct (C100) along

WARNING: Telstra plans and location information conform to Quality Level 'D' of the Australian Standard AS 5488 - Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy shown on the plans. FURTHER ON SITE INVESTIGATION IS REQUIRED TO VALIDATE THE EXACT LOCATION OF TELSTRA PLANT PRIOR TO COMMENCING CONSTRUCTION WORK. A plant location service is an essential part of the process to validate the exact location of Telstra assets and to ensure the assets are protected during construction works. The exact position of Telstra assets can only be validated by physically exposing them. Telstra will seek compensation for damages caused to its property and losses caused to Telstra and its customers.



Dial Before You Dig

Think before you dig

This document has been sent to you because you requested plans of the Telstra network through Dial Before You Dig.

If you are working or excavating near telecommunications cables, or there is a chance cables are located near your site, you are responsible to avoid causing damage to the Telstra network.

Please read this document carefully. Taking your time now and following the steps below can help you avoid damaging our network, interrupting services, and potentially incurring civil and criminal penalties.

Our network is complex and working near it requires expert knowledge. Do not attempt these activities if you are not qualified to do so.



1. Plan

Plan your work with the latest plans of our network.

Plans provided through the DBYD process are indicative only*.

This means the actual location of our asset may differ substantially from that shown on the plans.

Refer to steps 2 and 3 to determine actual location prior to proceeding with construction.



2. Prepare

Engage a DBYD Certified Locating Organisation (CLO) via dbydlocator.com to identify, validate and protect Telstra assets before you commence work.



3. Pothole

Validate underground assets by potholing by hand or using non-destructive vacuum extraction methods.

Electronic detection alone (step 2) is not deemed to validate underground assets and must not be used for construction purposes.

If you cannot validate the Telstra network, you must not proceed with construction.



4. Protect

Protect our network by maintaining the following distances from our assets:

- › 1.0m Mechanical Excavators, Farm ploughing, Tree Removal
- › 500mm Vibrating Plate or Wacker Packer Compactor
- › 600mm Heavy Vehicle Traffic (over 3 tonnes) not to be driven across Telstra ducts or plant
- › 1.0m Jackhammers/Pneumatic Breakers
- › 2.0m Boring Equipment (in-line, horizontal and vertical)



5. Proceed

You can proceed with your work only once you have completed all the appropriate preparation, potholing and protection.

Report any damage immediately



<https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra-equipment>



13 22 03

If you receive a message asking for an account or phone number say "I Don't have one"
Then say "Report Damage" then press 1 to speak to an operator.

Relocating assets

If your project requires the relocation of a Telstra asset, please contact the Telstra Network Integrity Group:



1800 810 443 (AEST business hours only)



NetworkIntegrity@team.telstra.com

Never try to move or alter our network infrastructure without authorisation. By law, only authorised people can work on our assets or enter a facility owned or operated by us. Any interference, including unauthorised entry or tampering, may result in legal action.

Further information

Plan enquiries



1800 653 935 (AEST business hours only)



Telstra.Plans@team.telstra.com

Information on how to find cables and request asset relocations:

<https://www.telstra.com.au/consumer-advice/digging-construction>

Asset Plan Readers

PDF [Adobe Acrobat Reader DC Install for all versions](#)

DWF [Download Design Review](#) | [DWF Viewer](#) | [Autodesk](#)

Disclaimer and legal details



*Telstra advises that the accuracy of the information provided by Telstra conforms to Quality Level D as defined in AS5488-2013.

It is a criminal offence under the Criminal Code Act 1995 (Cth) to tamper or interfere with telecommunications infrastructure.

Telstra will also take action to recover costs and damages from persons who damage assets or interfere with the operation of **Telstra's** networks.

By receiving this information including the indicative plans that are provided as part of this information package you confirm that you understand and accept the risks of working near **Telstra's** network and the importance of taking all of the necessary steps to confirm the presence, alignments and various depths of **Telstra's** network. This in addition to, and not in replacement of, any duties and obligations you have under applicable law.

When working in the vicinity of a telecommunications plant you have a "Duty of Care" that must be observed. Please read and understand all the information and disclaimers provided below.

The Telstra network is complex and requires expert knowledge to interpret information, to identify and locate components, to pothole underground assets for validation and to safely work around assets without causing damage. If you are not an expert and/or qualified in these areas, then you must not attempt these activities. Telstra will seek compensation for damages caused to its property and losses caused to Telstra and its customers. The 5 **P's** to prevent damage to Telstra assets are listed above. Construction activities and/or any activities that potentially may impact on Telstra's assets must not commence without first undertaking these steps. Construction activities can include anything that involves breaking ground, potentially affecting Telstra assets.

If you are designing a project, it is recommended that you also undertake these steps to validate underground assets prior to committing to your design.

This Notice has been provided as a guide only and may not provide you with all the information that is required for you to determine what assets are on or near your site of interest. You will also need to collate and understand all of the information received from other Utilities and understand that some Utilities are not a part of the DBYD program and make your own enquiries as appropriate. It is the responsibility of the entities undertaking the works to protect **Telstra's** network during excavation / construction works.

Telstra owns and retains the copyright in all plans and details provided in conjunction with the applicant's request. The applicant is authorised to use the plans and details only for the purpose indicated in the applicant's request. The applicant must not use the plans or details for any other purpose.

Telstra plans or other details are provided only for the use of the applicant, its servants, agents, or Certified Locating Organisation. The applicant must not give the plans or details to any parties other than these and must not generate profit from commercialising the plans or details.

Telstra, its servants or agents shall not be liable for any loss or damage caused or occasioned by the use of plans and or details so supplied to the applicant, its servants and agents, and the applicant agrees to indemnify Telstra against any claim or demand for any such loss or damage.

Please ensure Telstra plans and information provided always remains on-site throughout the inspection, location, and construction phase of any works.

Telstra plans are valid for 60 days after issue and must be replaced if required after the 60 days.

Data Extraction Fees

In some instances, a data extraction fee may be applicable for the supply of Telstra information. Typically, a data extraction fee may apply to large projects, planning and design requests or requests to be supplied in non-standard formats. For further details contact Telstra Planned Services.

Telstra does not accept any liability or responsibility for the performance of or advice given by a Certified Locating Organisation. Certification is an initiative taken by Telstra towards the establishment and maintenance of competency standards. However, performance and the advice given will always depend on the nature of the individual engagement.

Neither the Certified Locating Organisation nor any of its employees are an employee or agent for Telstra. Telstra is not liable for any damage or loss caused by the Certified Locating Organisation or its employees.

Once all work is completed, the excavation should be reinstated with the same type of excavated material unless specified by Telstra

The information contained within this pamphlet must be used in conjunction with other material supplied as part of this request for information to adequately control the risk of potential asset damage.

When using excavators and other machinery, also check the location of overhead power lines.

Workers and equipment must maintain safety exclusion zones around power lines

WARNING: Telstra plans and location information conform to Quality Level 'D' of the Australian Standard AS 5488 - Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy shown on the plans. **FURTHER ON SITE INVESTIGATION IS REQUIRED TO VALIDATE THE EXACT LOCATION OF TELSTRA PLANT PRIOR TO COMMENCING CONSTRUCTION WORK.** A plant location service is an essential part of the process to validate the exact location of Telstra assets and to ensure the assets are protected during construction works. The exact position of Telstra assets can only be validated by physically exposing them. Telstra will seek compensation for damages caused to its property and losses caused to Telstra and its customers.

Privacy Note

Your information has been provided to Telstra by DBYD to enable Telstra to respond to your DBYD request. Telstra keeps your information in accordance with its privacy statement. You can obtain a copy at www.telstra.com.au/privacy or by calling us at 1800 039 059 (business hours only).



Assets owner

Transport Canberra and City Services
GPO Box 158
Fyshwick ACT 2601

Service provider

Electrix – Omexom ACT
PO Box 218
Mitchell ACT 2911

To:

Canberra Granny Flat Builders
Unit 6, Level 2, 80 Emu Bank
Belconnen ACT 2617

Enquiry Details

Utility ID	90520
Job Number	32584083
Sequence Number	215143049
Enquiry Date	23/08/2022 19:57
Response	AFFECTED
Address	17 Cole Street Downer
Location in Road	
Activity	Mechanical Excavation

Enquirer Details

Customer ID	3025791
Contact	Canberra Granny Flat Builders
Company	
Email	support@cgfb.com.au
Phone	+611300979658

Disclaimer

PLEASE READ ALL THE INFORMATION AND DISCLAIMERS PROVIDED ON THE ATTACHED PAGES

General location only

- The approximate location of Street Light Network assets (**the Assets**) in the nominated area are shown on the attached maps (**the Asset Plan**).
- The Asset locations provided with this response are based on the information available at the time and are only an indication of the presence of Assets within the nominated location. If the nominated area is not what you require, please resubmit another inquiry.
- The Asset Plans provided do not show the presence of any other assets, including private property assets.
- Please be aware that the location of the Assets may change to those indicated on the Asset Plan. The Asset locations shown on the attached Asset Plan are indicative only. Due to changes in surface levels and surrounding infrastructure, and works undertaken by other parties, Asset location may differ to those shown on the Asset Plan.
- *It is your responsibility to verify the location of the Assets shown on the Asset Plan through positive identification process*
- A new Asset Plan should be obtained every 28 days to ensure currency and accuracy. It is your responsibility to obtain a new Asset Plan if required.
- While every endeavour has been made to provide information that is accurate and reliable, complete accuracy cannot be guaranteed. Electrix does not represent or warrant that you or any user of the Asset Plan will achieve any particular objective or guarantee any outcome.

Limitation of Liability

To the maximum extent permitted by law, Electrix and its officers, employees, contractors and agents accept no liability and are not responsible for any actions, liabilities, losses, damages (including consequential damages), costs, claims or expenses of whatever nature and regardless of the cause of action, whether in contract, tort (including negligence) or otherwise, arising out of or in connection with or as a consequence of any inaccuracies in the Asset Plan or the use of the information contained in the Asset Plan.

Without limiting the above, Electrix and its officers, employees, contractors and agents are not responsible to any person for:

- (a) The currency, accuracy or completeness of the information provided in the Asset Plan; or
- (b) Any delays in respect of delivery or supply by Electrix of the information sought in connection with the location of the Assets.

To the maximum extent permitted by law, Electrix specifically excludes any conditions, terms or warranties that may be implied into, or in respect of the provision of the Asset Plan and to the extent that any such condition, term or warranty or liability cannot be excluded, Electrix's liability for breach of such implied term, condition or warranty is limited to the resupply of the Asset Plan provided by Electrix or the payment of the reasonable costs of having the Asset Plan supplied again.

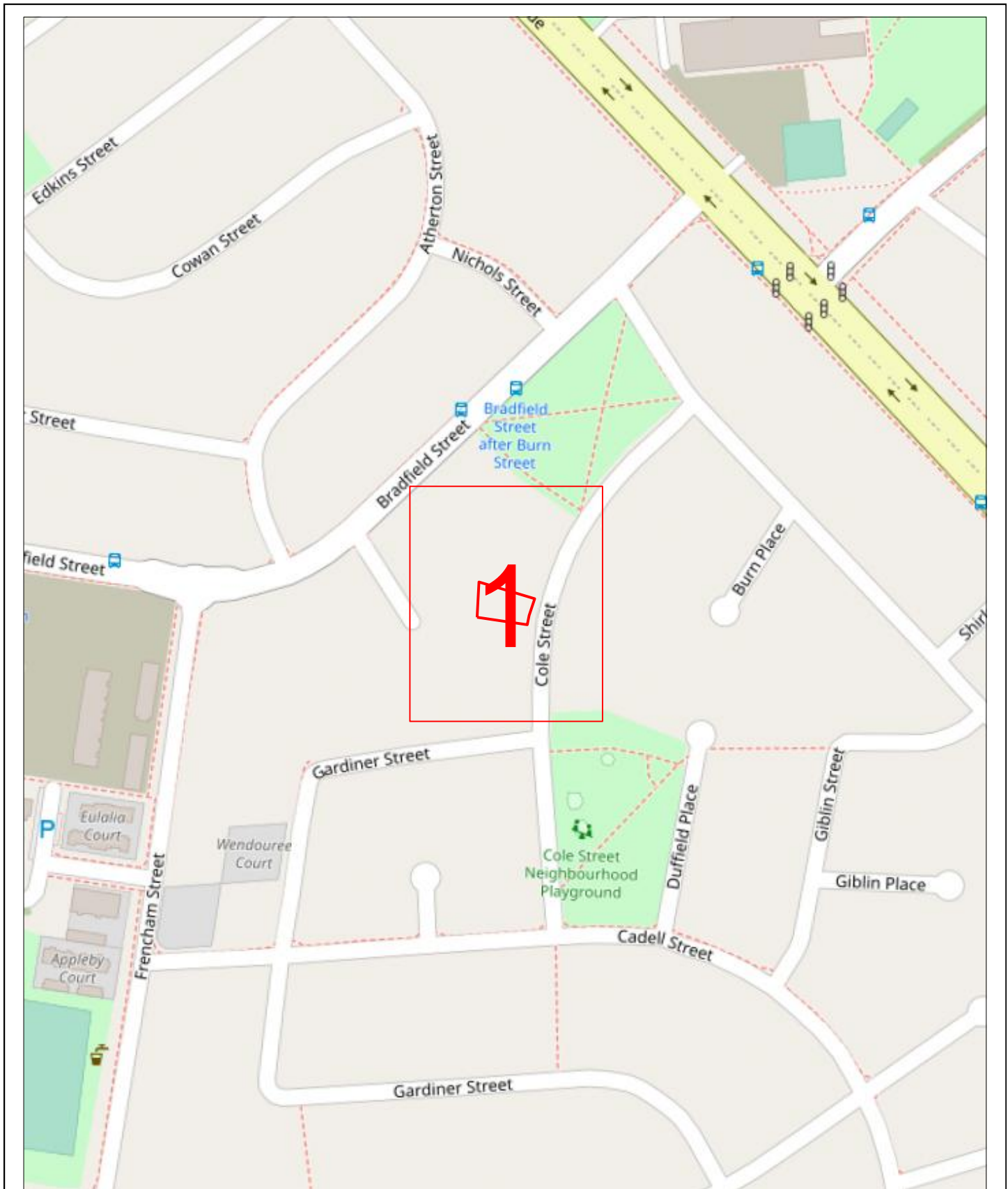
Work to be carried out without interference or damage to Assets

Any work undertaken near the Assets, must be performed in a way that does not interfere with the reliability of or access to the Assets. Any work carried out that includes changing the surface level in any area where Assets are indicated must be carried out with care and you will be responsible for any damage caused through failure to exercise such care. Electrix may pursue the person or organisation responsible for causing any damage or interference to the Assets.

Overview Map

Sequence No: 215143049

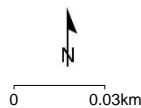
17 Cole Street Downer





Supplied Maps and Plans should only be used as a guide and are indicative only.

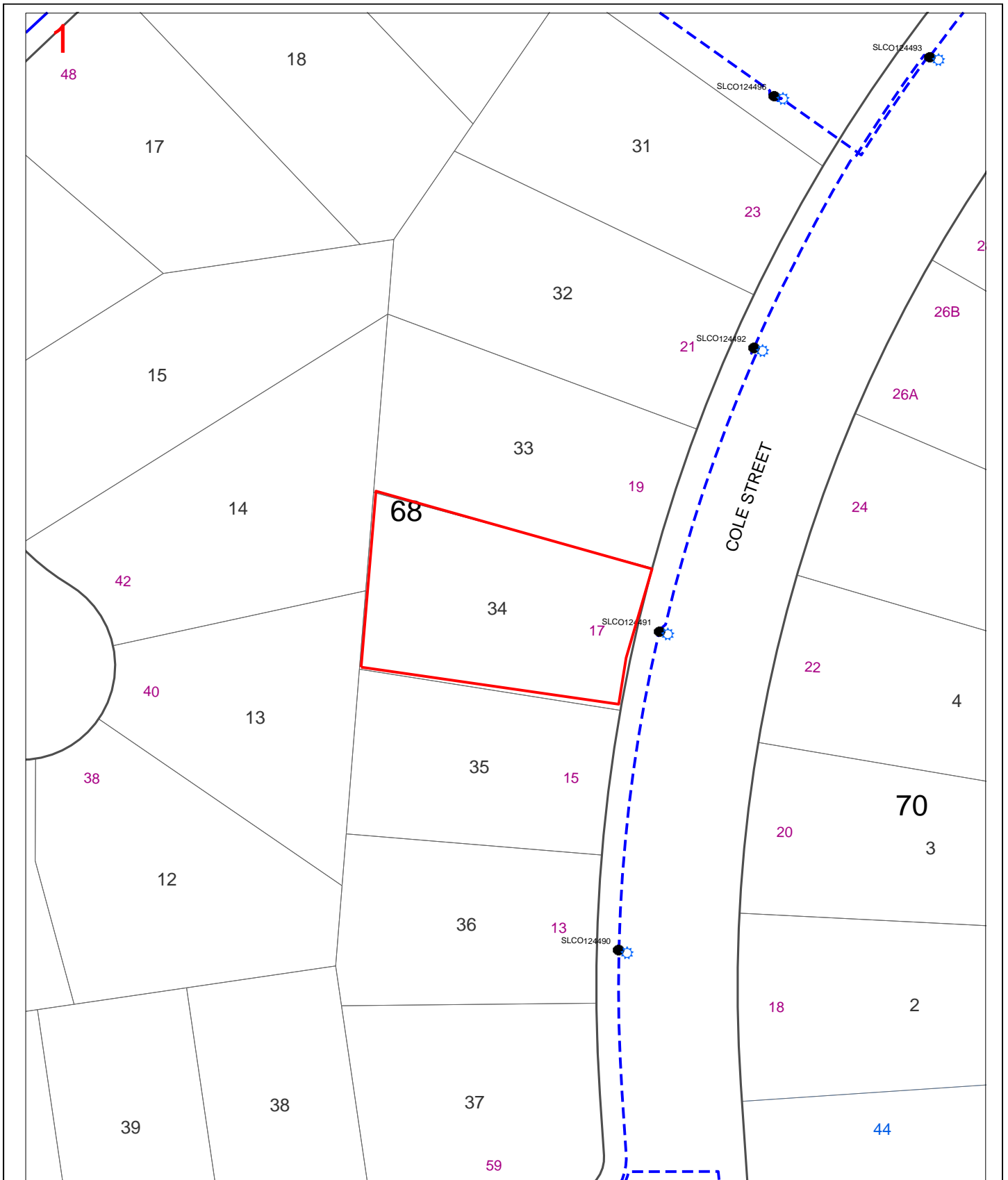
- Street light cable can be direct buried or in conduit, determination being made on site
- Street light cables are to be treated as permanently alive for work purposes.

Imagery sourced from Open StreetMaps



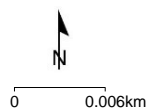
LEGEND:

-  Detail Map
-  Affected BYDA Work Area



Supplied Maps and Plans should only be used as a guide and are indicative only.

- Street light cable can be direct buried or in conduit, determination being made on site
- Street light cables are to be treated as permanently alive for work purposes.



LEGEND:

- Affected BYDA Work Area
- Streetlight
- Column
- Controller Box
- Overhead Cable – In Service
- Overhead Cable - Abandoned
- Underground Cable – In Service
- Underground Cable - Abandoned

Example of Concept Render



Example Dimension Floorplan



Example Elevations



Attachment C: What Our Customers Say

We used Canberra Granny Flat Builders to build a granny flat for my parents. Our relationship with them was one of dealing with competent, professional and friendly staff who co-operated fully to make our building project a painless experience. Our main contact Nick Constable was always responsive to my numerous questions and at no time made me feel that I was a nuisance or asked silly questions. The project was finished on time and budget and my parents and I could not be happier. I have no hesitation in recommending this company to anyone building a granny flat.

Billie McApline, Theodore ACT – December 2014

We are very happy with the service provided, including the follow-up service, and quality of the work. The work looks great and we would not hesitate in recommending you to anyone looking for a builder who delivers high quality work and value for money.

Ian and Gemma Searles, Evatt ACT - May 2013

Last year my we purchased a Kitome as a second dwelling on our property, and we appointed Nick Constable as our Project Manager and Builder.

Nick was an inspired choice. He arranged all the tedious paperwork/local government forms and procedures and explained them very clearly. As he is well acquainted with the 'red tape' requirements, all this was processed very efficiently and in a timely manner. This service alone was very valuable.

The team Nick appointed were well trained and worked well together. Deliveries arrived on time as stated by Nick and each step of the building was carried out within the timeframes stated.

One of the services provided was a written note to all the neighbours advising them that trucks and equipment would be visiting the site. This action was very well received.

All the tradesmen Nick appointed were excellent and were open to any extra requirements we had in relation to the building (extra electrical outlets, concreting, painting, plumbing) and provided very reasonable quotes for work not included in the original agreement. They all had a very good working relationship with Nick and spoke highly of his work ethic.

The building was completed within the timeframe, the craftsmanship in all aspects of the interior and exterior presentation and finishes is superb.

We have no reservations in recommending Nick Constable as a Builder and Manager. His attention to detail and customer service abilities are excellent.

We wish Nick and his team all the very best for future endeavours.

Rob and Mary Newark, Kambah ACT – May 2015

I was introduced to “Granny Flat Builders” through Kitome as being their preferred builder. From Day 1, Nick and his team were proactive with regard to government approvals, contract negotiations (pricing – no hidden costs was a bonus), scheduling and follow up work. The time from the first sod being turned to occupation was approximately 12 weeks. This was exceptional given the difficulty of the site access (steep driveway, trees and powerlines). Throughout the construction safety was paramount and we were appraised of all that was happening almost daily.

I would highly recommend Granny Flat Builders to anyone contemplating a 2nd dwelling/Granny flat.

Steve Young, MacGregor ACT – June 2015

I have recently utilised Turnkey Creations Pty Ltd to build a 2-bedroom fully-self-contained unit to the rear of my house. The work included a large area of concrete around the unit as well as in the driveway.

I can't fault the quality and finish of their work.

I have found the builder assigned to my project, Nick Constable, to be most courteous and prepared to listen when situations arose, as they generally do on a project such as this.

I have found some tradesmen have a tendency to dismiss lay people such as me with statements like, 'This is how it needs to be done', 'This is how we'll do it.' Or they'll just go ahead and apply their own solution.

Herman van de Brug, Kaleen ACT - March 2015

Our experience was great. Frank was very efficient with the quote and approval processes and kept us informed at all times.

The building site was left perfectly tidy every evening.

Great service from start to finish!

Lucy and Nick Kimpton, Spence ACT – May 2013

I was thoroughly impressed with my experience with your team. You acted timely both with information and consultation, worked within predicted timelines, were polite at all times... I couldn't fault the experience.

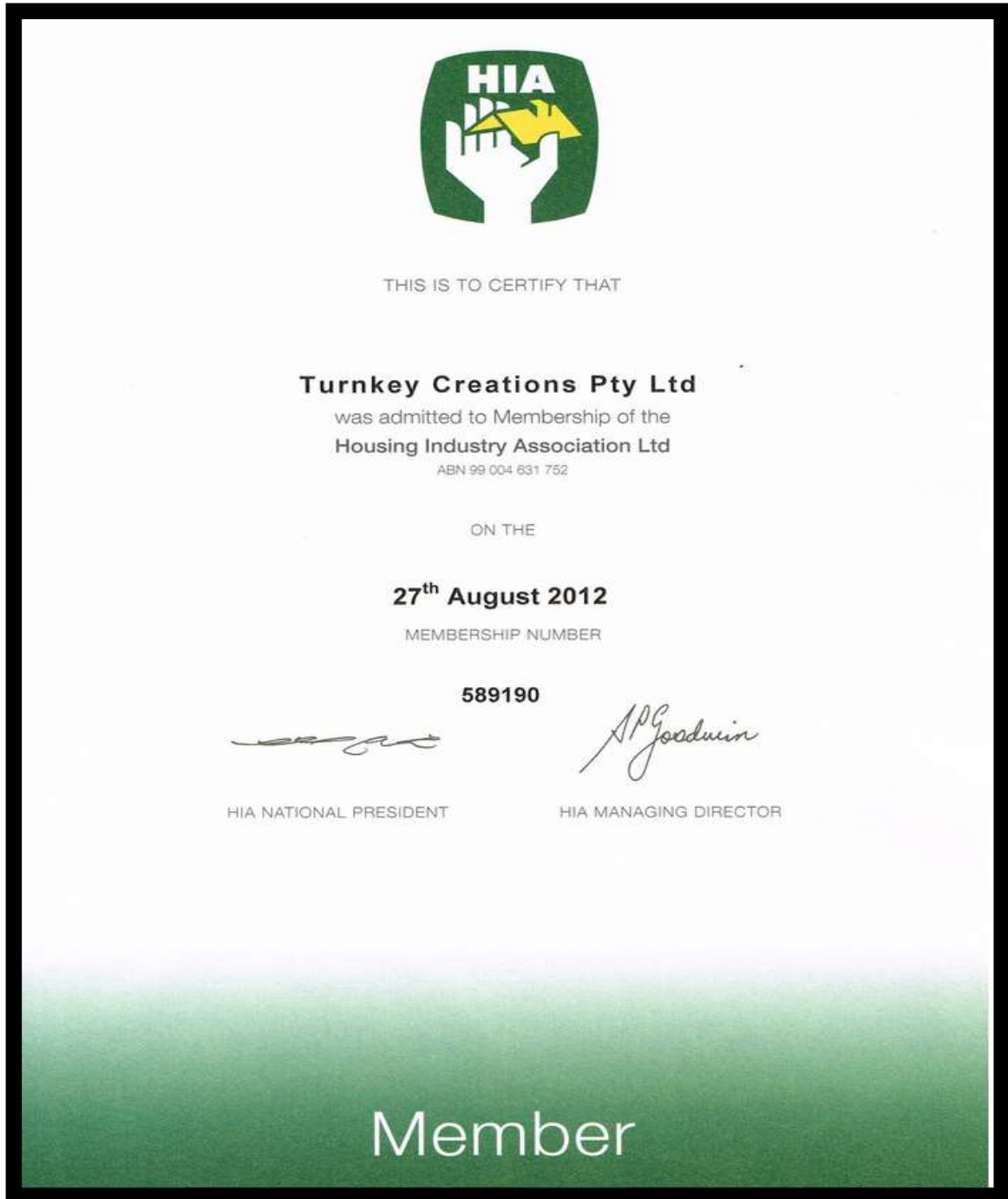
M Gillespie, Banks ACT – February 2013

The work carried out was of a highly professional nature. We were particularly impressed with the quality of the end result.

We were guided through practical design offering considerate and constructive advice when necessary in order to improve the final product.

Mr Welford, Queanbeyan NSW – August 2012

Attachment D: HIA Membership



The Canberra Granny Flat Builders Design Agreement and Design Process

Frank Walmsley
17 Cole Street, Downer ACT 2602

Block Number: 34

Section Number: 68

District or Division: Downer

Dear Frank,

Thank you for the opportunity to provide you with our Planning Assessment Report for your property at **17 Cole Street, Downer ACT 2602.**

The purpose of this document is to outline the next step in the process to create your ideal secondary residence or fixed price extension with Canberra Granny Flat Builders (CGFB).

Creating your ideal design. Here are three options for you should you decide to continue with the process of designing and pricing your secondary residence or fixed price extension project with the team at CGFB.

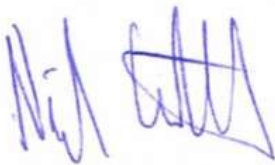
4. **Modify an existing CGFB design*** for an investment of **\$1,750** which includes minor changes to the layout, but not the footprint of our existing design. You will receive a detailed Project Proposal package once all minor changes have been completed.
5. **Create your own unique design*** for an investment of **\$2,850** when you build with us. You will receive a detailed Project Proposal which includes a full set of design plans including elevations, floorplans and 3D images of your dwelling. Your design will be quality assured to comply with all ACT Building and/or Development Approval criteria.
6. **Purchase your plans** should you choose to build with an alternative provider, you can purchase your plans for a total of **\$6,600.**

We have included a detailed list of frequently asked questions that relates to these design options for your convenience.

If you decide that you would like to proceed with any of these design options, please follow the steps outlined in this document.

Thank you

Nick Constable | Director and Licensed Builder



Frank Walmsley | Director and Client Services Manager



Next steps:

If you wish to proceed to the design phase, please complete the following three forms which are attached at the end of this document.

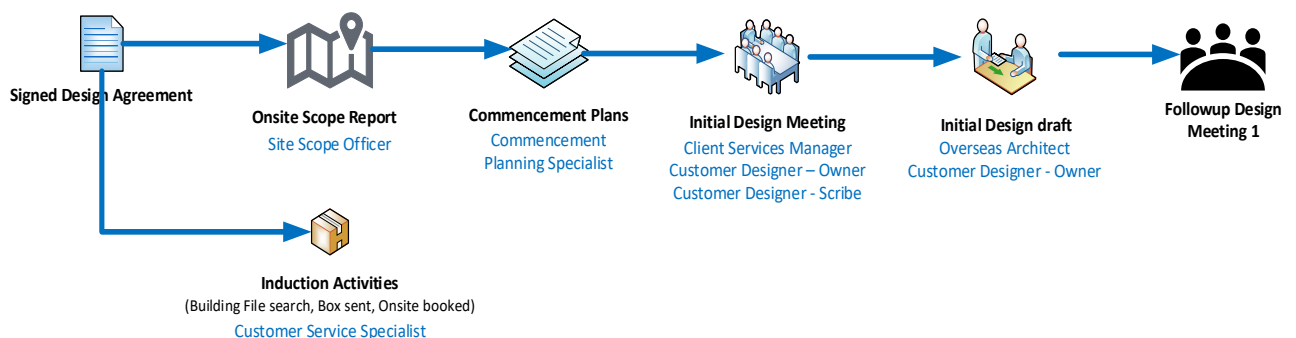
1. Form 1: Customer Design Authority (Design Agreement)
2. Form 2: Building File Search Authority
3. Form 3: Crown Lease Search Authority

Once we have received all three signed forms, several activities are initiated including your Induction Box that is courier to you and a call to set up a mutual time for our team to conduct an onsite scope exercise.

We will need a current (<12mths) contours survey of your projects property in order to obtain a 100% accuracy of the block's elevations, boundaries and position of all structure elements including vegetation. This provides valuable data when designing and positioning your new project footprint. We require these surveys at the commencement of the project. We can arrange for this service on your behalf but you will be liable for the Registered Surveyor fees **should you decide not to build with us.**

Please note: You can arrange for the contour survey directly with your preferred Surveyor.

We plan to have the initial design meeting at your premises with you within the first 14 days from receiving your signed Design Agreement. A follow up meeting will be planned for 14 -21 days after the initial meeting and then weekly until all parties agree the design is complete.



At the end of the Design Process, you will be asked to 'Signoff' on the floor plans. This will allow CGFB to calculate the total investment value of your secondary residence or fixed price extension.

When you have completed these documents, you can either:

- Contact us on 1300 979 658 and we will arrange to pick up from you during business hours.
- Scan and email to info@cgfb.com.au , or
- Drop into our office – Level 2, 80 Emu Bank, Belconnen on a weekday before 4pm.

What you will get

Document/Process	Modification Design	Custom Design
Site Scope Report	Yes	Yes
Existing site aerial plan	Yes	Yes
Building zone plan	Yes	Yes
Solar and building envelop plan	Yes	Yes
Snapshot 2D image of design (PDF)	Yes	Yes
Floorplan with measurements (PDF)	Yes	Yes
Elevations Plans (PDF)	Yes	Yes
Project proposal (PDF)	Yes	Yes
Site Map (PDF)	Yes	Yes
Furniture Floorplan (PDF)	Yes	Yes
High quality 3D Render	Yes	Yes
Solar analysis video of new design	Yes	Yes
Shadow diagrams	Yes	Yes
Limited to four changes	Yes	Unlimited
Architectural files (ArchiCAD)	Not provided	
Contours and Detailed Survey file	Yes	Yes

Your design will be quality assured to comply with all ACT Building and/or Development Approval criteria.

If you have any questions, please email – info@cgfb.com.au or call us on 1300 979 658.

Commencement plans: Example





NOTES:

- Front Zone
- o The Front Zone is usually the area between the Front Boundary and the Building Line. The Building Line can be determined using the rule below.
- o If the minimum setback requirement is greater than the distance to the building line, then it is this distance that will determine the Front Zone. This is rare. Typically, the minimum setback from the front boundary is 5m.
- o The Front Zone can also not have a length greater than 10 metres into the block. Again, this is rare.
- Building Line
- o This is a line drawn parallel to the front boundary along the front face of a building, or through the point on the building which is closest to the front boundary.
- o A terrace, landing, porch, balcony, deck or verandah that is more than 1.5 metres above finished ground level or is covered by a roof is deemed to be part of the building. A fence, courtyard wall or retaining wall is not deemed to be part of the building.
- Primary Building Zone
- o The area between the front zone and a line projected 12 metres from this zone.
- Rear Zone
- o The area of the block behind the Primary Building Zone
- Perpendicular line from Boundary
- o A line drawn at a right angle (90 degrees) from the boundary.
- o This does not need to be completed if there is no adjoining residential block.
- Line with a Bearing of North
- o A line drawn that goes directly north
- o This should be drawn from the same point that the Perpendicular line from the Boundary is drawn.
- o This does not need to be completed if there is no adjoining residential block.
- Angle between the Line with a Bearing of North and Perpendicular Line from Boundary
- o The angle measured between these two lines
- o This angle should always be less than 180 degrees

LEGEND

SYMBOL DESCRIPTION

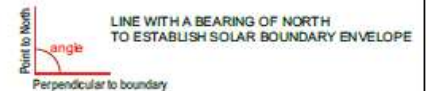
— BUILDING LINE

— SETBACK LINE

FRONT ZONE

PRIMARY BUILDING ZONE

REAR ZONE



 canberragrannyflatbuilders.com.au	PROJECT DETAILS Customer Name: Canberra Granny Flat Builders Project Address: 80 Emu Bank Belconnen, ACT 2617 Block No 1 Section No 1	AREAS Proposed Extension GFA Total Roof Area Plot Ratio (Block size = 900 m ²) Private Open Space (min. POS = 490 m ²)	- m ² - m ² - % - m ²	<table border="1"> <tr> <th>REV</th> <th>DESIGN PHASE</th> <th>DATE</th> <th>INIT</th> </tr> <tr> <td>1.2</td> <td>COMMENCEMENT PLANS</td> <td>14/01/2021</td> <td>BS</td> </tr> </table>	REV	DESIGN PHASE	DATE	INIT	1.2	COMMENCEMENT PLANS	14/01/2021	BS	<table border="1"> <tr> <th colspan="4">DRAWING NAME</th> </tr> <tr> <td colspan="4">COMMENCE PLAN</td> </tr> <tr> <td colspan="4">BUILDING ZONE PLAN</td> </tr> <tr> <th>DRAWING SCALE</th> <th>SHEET SIZE</th> <th>DRAWING NUMBER</th> <th>CHECKLIST NUMBER</th> </tr> <tr> <td>1:200</td> <td>A3</td> <td>3</td> <td>0570</td> </tr> </table>	DRAWING NAME				COMMENCE PLAN				BUILDING ZONE PLAN				DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER	1:200	A3	3	0570
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1:200	A3	3	0570																														
CUSTOMER APPROVAL NAME SIGNATURE DATE																																	



NOTES:

Building Envelope

- **Large Blocks (Greater than 500m²)**
 - This rule applies to side and rear boundaries
 - Building Envelope Fence Height - 3.5m
 - Angle of projection from Building Envelope Fence - 45 Degrees
- **Mid-Size Blocks Approved after 5 July 2013 (250m² to 500m²)**
 - This rule applies to side and rear boundaries
 - Building Envelope Fence Height - 3.5m
 - Angle of projection from Building Envelope Fence - 45 Degrees
- **Mid-Size Blocks Approved before 5 July 2013 (250m² to 500m²)**
 - For North Facing Boundaries of Adjoining Residential Blocks (see the below definition):
 - Building Envelope Fence Height
 - Primary Building Zone - 2m
 - Rear Zone - 2m
 - Angle of Projection from Building Envelope Fence
 - Primary Building Zone - 45 Degrees
 - Rear Zone - 30 Degrees
 - Note: if we are building on the boundary there can be different rules. Consult with Planning Approvals Manager.
- For all other boundaries of adjoining residential blocks
 - Building Envelope Fence Height
 - Primary Building Zone - 4.5m
 - Rear Zone - 3.5m
 - Angle of Projection from Building Envelope Fence
 - Primary Building Zone - 45 Degrees
 - Rear Zone - 30 Degrees
- For this rule: North Facing Boundary means a boundary of a block where a line drawn perpendicular to the boundary outwards is orientated between 30 degrees east of north and 20 degrees west of north. This is only for Mid-Size Blocks Approved before the 5 July 2013



Table 1 – Apparent sun angle (X) at noon on the winter solstice (21 June)

Aspect of northern boundary (bearing of line drawn perpendicular to the boundary)	Angle (X)
North 0° to <10° East	31°
North 0° to <10° West	32°
North 10° to <20° East	34°
North 10° to <20° West	36°
North 20° to <30° East	39°
North 20° to <30° West	37°
North 30° to <40° East	36°
North 30° to <40° West	34°
North 40° to 45° East	31°
North 40° to 45° West	32°

Solar Building Envelope

- **Large Block, if Approved before 5 July 2013**
 - The Solar Building Envelope Rule applies to any Northern Boundary of an adjoining residential block
 - Height of the Solar Fence is:
 - In the Primary Building Zone - 2.4m
 - On all other parts of the boundary - 1.8m
- **All Blocks, if Approved after 5 July 2013**
 - The Solar Building Envelope Rule applies to any Northern Boundary of an adjoining residential block
 - Height of the 'Solar Fence' is:
 - In the Primary Building Zone - 3m
 - On all other parts of the boundary - 2.3m

FIXED PRICE EXTENSIONS
canberragrannyflatbuilders.com.au

PROJECT DETAILS
Customer Name: Canberra Granny Flat Builders
Project Address: 80 Emu Bank Belconnen, ACT 2617
Block No 1
Section No 1

AREAS
Proposed Extension GFA
Total Roof Area
Plot Ratio (Block size = 900 m²)
Private Open Space (min. POS = 490 m²)

REV	DESIGN PHASE	DATE	INIT
1.2	COMMENCEMENT PLANS	14/01/2021	BS

CUSTOMER APPROVAL

NAME	SIGNATURE	DATE

DRAWING NAME COMMENCE PLAN SOLAR AND BUILDING ENVELOPE PLAN			
DRAWING SCALE 1:120	SHEET SIZE A3	DRAWING NUMBER 4	CHECKLIST NUMBER 0570



9:00 AM



12:00 (NOON)



3:00 PM



canberragrannyflatbuilders.com.au

PROJECT DETAILS

Customer Name: Canberra Granny Flat Builders
 Project Address: 80 Emu Bank Belconnen, ACT 2617
 Block No 1
 Section No 1

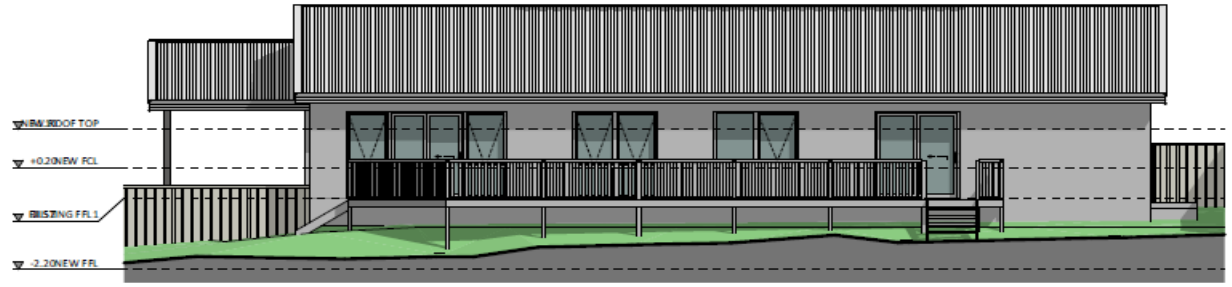
AREAS

Proposed Extension GFA
 Total Roof Area
 Plot Ratio (Block size = 900 m²)
 Private Open Space (min. POS = 490 m²)

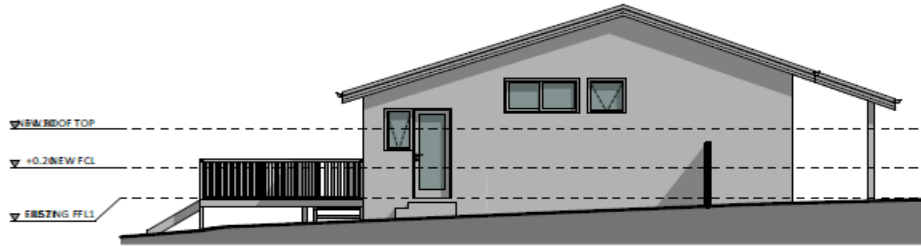
- m²
- m²
- %
- m²

REV	DESIGN PHASE	DATE	INIT
1.2	COMMENCEMENT PLANS	14/01/2021	BS
CUSTOMER APPROVAL			
NAME	SIGNATURE	DATE	

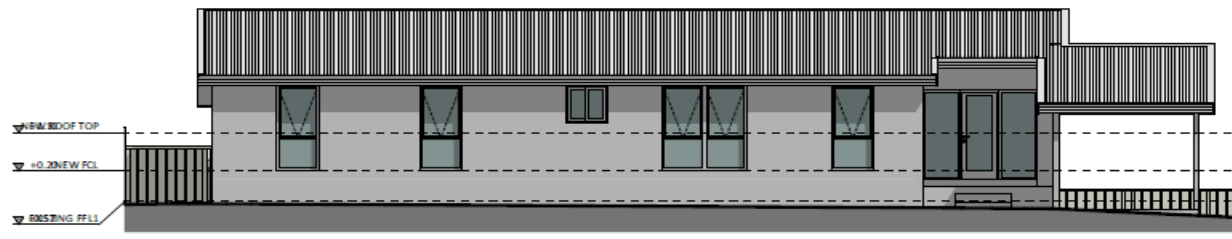
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COMMENCE PLAN SHADOW DIAGRAMS			
DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
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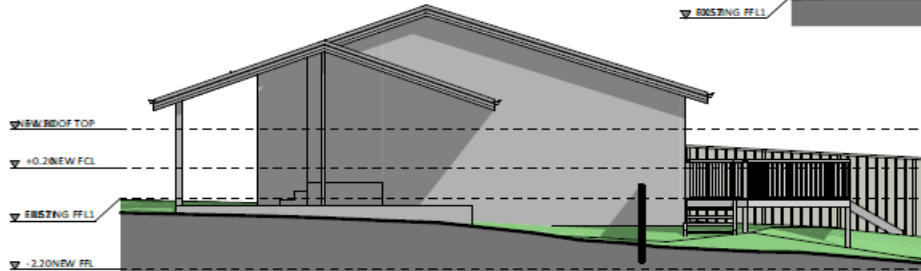
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



PROJECT DETAILS
 Customer Name: Canberra Granny Flat Builders
 Project Address: 80 Emu Bank Belconnen, ACT 2617
 Block No 1
 Section No 1

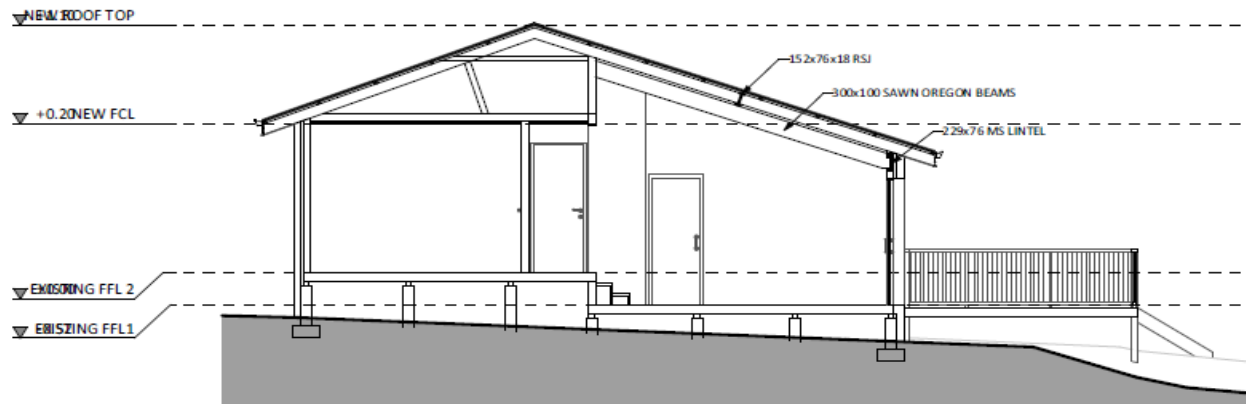
AREAS
 Proposed Extension GFA
 Total Roof Area
 Plot Ratio (Block size = 900 m²)
 Private Open Space (min. POS = 490 m²)

REV	DESIGN PHASE	DATE	INIT
1.2	COMMENCEMENT PLANS	14/01/2021	BS

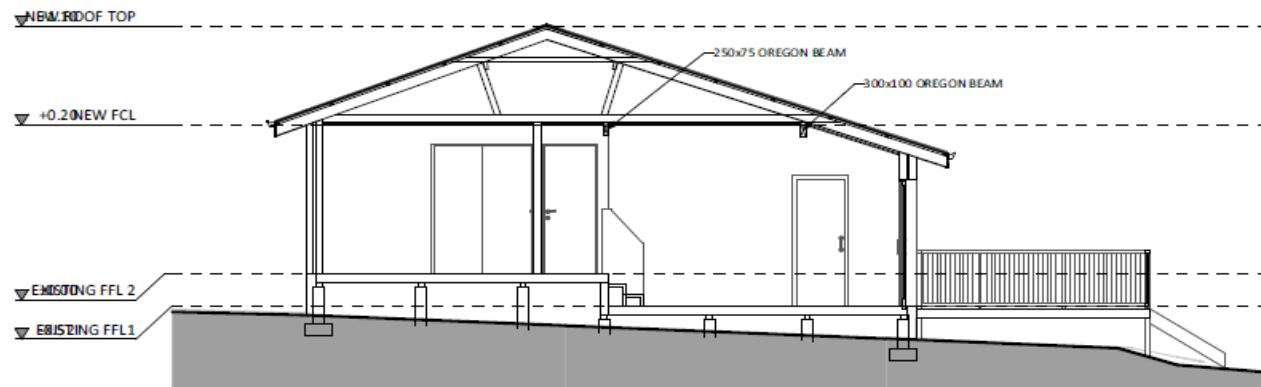
CUSTOMER APPROVAL

NAME	SIGNATURE	DATE

DRAWING NAME			
COMMENCE PLAN			
EXISTING RESIDENCE ELEVATIONS			
DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
1:100	A3	7	0570



VERTICAL SECTION S1-S1



VERTICAL SECTION S2-S2



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PROJECT DETAILS

Customer Name: Canberra Granny Flat Builders
 Project Address: 80 Emu Bank Belconnen, ACT 2617
 Block No 1
 Section No 1

AREAS

Proposed Extension GFA - m²
 Total Roof Area - m²
 Plot Ratio (Block size = 900 m²) - %
 Private Open Space (min. POS = 490 m²) - m²

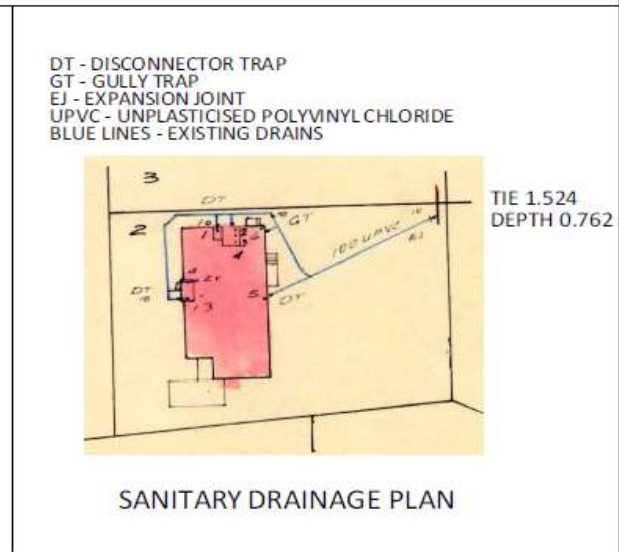
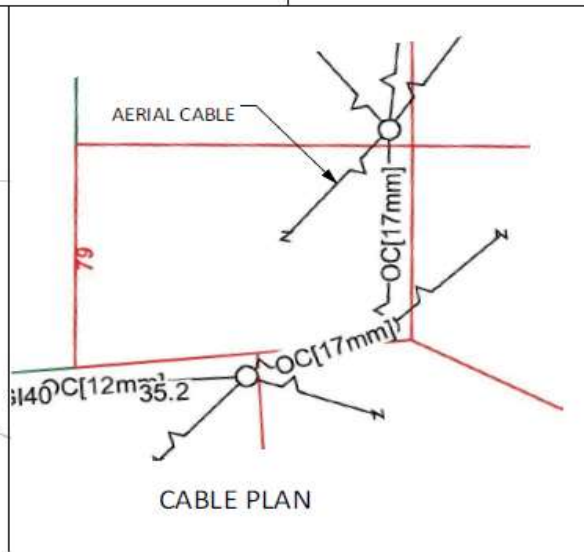
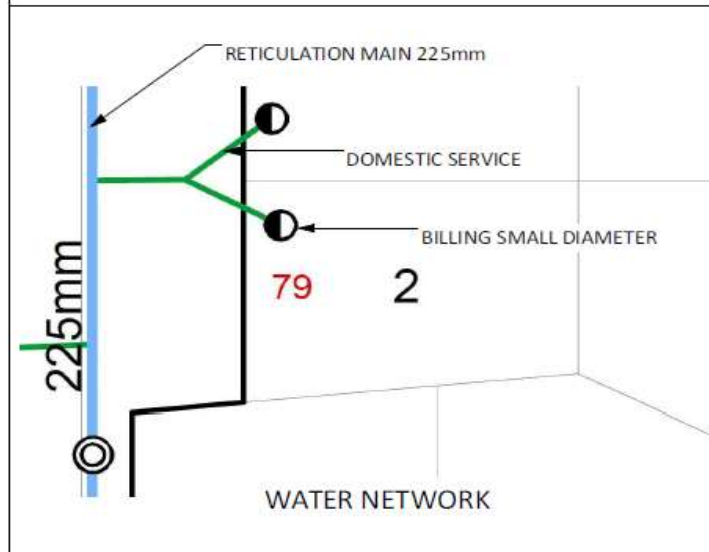
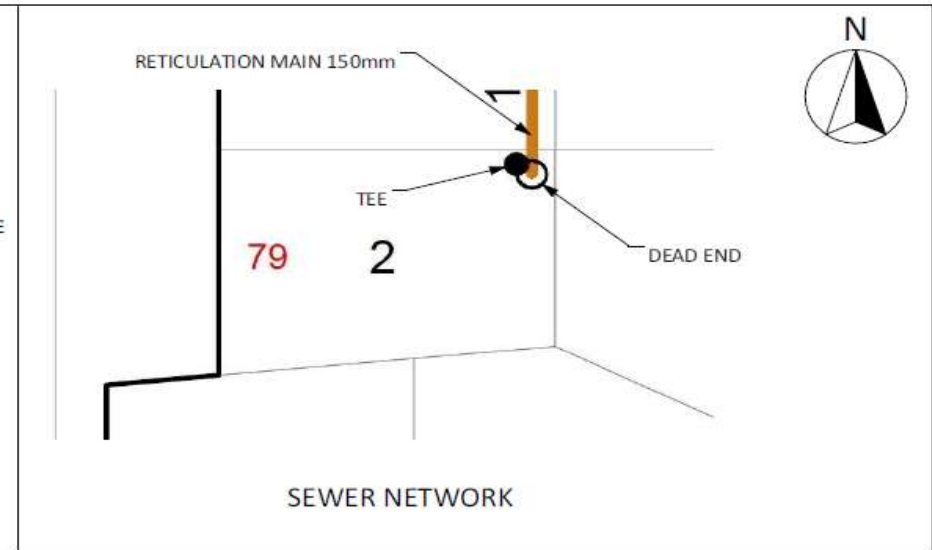
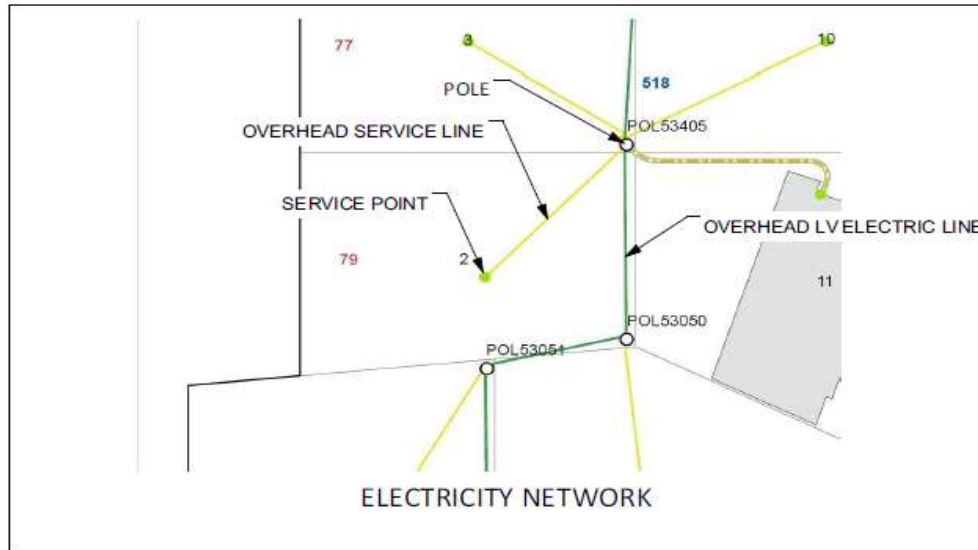
REV	DESIGN PHASE	DATE	INIT
1.2	COMMENCEMENT PLANS	14/01/2021	BS

CUSTOMER APPROVAL

NAME SIGNATURE DATE

DRAWING NAME
**COMMENCE PLAN
 EXISTING RESIDENCE CROSS SECTION**

DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
1:70	A3	8	0570



 canberragrannyflatbuilders.com.au	PROJECT DETAILS Customer Name: Canberra Granny Flat Builders Project Address: 80 Emu Bank Belconnen, ACT 2617 Block No 1 Section No 1	AREAS Proposed Extension GFA Total Roof Area Plot Ratio (Block size = 900 m ²) Private Open Space (min. POS = 490 m ²)	<table border="1"> <tr> <th>REV</th> <th>DESIGN PHASE</th> <th>DATE</th> <th>INIT</th> </tr> <tr> <td>1.2</td> <td>COMMENCEMENT PLANS</td> <td>14/01/2021</td> <td>BS</td> </tr> </table>	REV	DESIGN PHASE	DATE	INIT	1.2	COMMENCEMENT PLANS	14/01/2021	BS	DRAWING NAME COMMENCE PLAN SERVICES IMPOSITION PLAN					
	REV	DESIGN PHASE	DATE	INIT													
	1.2	COMMENCEMENT PLANS	14/01/2021	BS													
CUSTOMER APPROVAL <table border="1"> <tr> <th>NAME</th> <th>SIGNATURE</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			NAME	SIGNATURE	DATE				<table border="1"> <tr> <th>DRAWING SCALE</th> <th>SHEET SIZE</th> <th>DRAWING NUMBER</th> <th>CHECKLIST NUMBER</th> </tr> <tr> <td> </td> <td>A3</td> <td>9</td> <td>0570</td> </tr> </table>	DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER		A3	9	0570
NAME	SIGNATURE	DATE															
DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER														
	A3	9	0570														

3D Design Renders: Example











Design 1190 Exterior Design



Sheet Roof Covering
Colour: Shale Gray

Weather Board Vertical
Colour: White

Window/Door Frames
Colour: White





An elevation is the height of the structure from ground level to the height of the roof.



An elevation is the height of the structure from ground level to the height of the roof.



WEST ELEVATION



EAST ELEVATION

Frequently Asked Questions: CGFB Design Process

Why is there such a big difference between creating my own design and purchasing the design?

When you commit to designing your ideal Secondary Residence or fixed price extension with the intention to build with CGFB, we discount the design process significantly. If you decide not to proceed with the construction of the design, then you are only required to pay the agreed price. However, if you decide to obtain further quotes and construct your CGFB design with an alternate builder, you must purchase the plans at \$6,600.

QAID: 339

Can we change from a modification design to a custom design during the design process?

Yes, this occurs about 50% of the time. As the design process unfolds, customers determine that they want to change the scope or concept of their project. If this is the case, your Designer will discuss the transfer process with you.

If you decide to change to a concept design, there would be additional net costs. You simply pay the difference between the modification option and the custom option.

QAID: 340

What are the main differences between modifying a design and creating a custom design?

'Modifying' a design includes minor modification to an existing CGFB Designs, which are listed in our brochure and have a designated design number (eg: Design 101). Minor modifications includes keeping the original footprint of the design.

Whereas a 'Custom' design is a unique design we create for you based on your specific needs and requirements.

QAID: 341

What happens in the initial design meeting and during the design process?

The initial meeting is held at your residence (if possible) with our Client Service Manager and/or Designs Manager, our Customer Designer, and a scribe. We aim to determine specifically what you would like to create. Using the Planning Assessment Report as a reference, we work with you to resolve the best positioning (and orientation) of your new project. We consider factors such as solar orientation, planning requirements, and interaction with the existing residence.

In this initial meeting, we may also use several existing concept designs or reference plans as a starting point for a conceptual floor-plan.

Over the following weeks, we will meet with you in our office to refine and review the floor plan, snapshot and elevations, until you are entirely happy with the layout and design that we have created.

QAID: 343

How long does the design process normally take?

Modification designs usually take between 4-6 weeks, and unique custom designs usually take between 8-12 weeks. These timelines are based on the availability of the customer to meet and provide feedback.

QAID: 344

Why is the design process so cost-effective with CGFB in comparison to other builders and designers? Some builders/designers have quoted us between \$5,000 and \$10,000.

The primary reason is that we specialise in the design and building of secondary residences and fixed priced extensions. We are prepared to invest our resources and funds into the design process, as we know that if we achieve the right design, the approval and building process will be far more efficient.

QAID: 345

What happens if we want to make changes after sign-off the design?

We are more than happy to accommodate your needs and changes to produce your preferred design. If the changes are reasonable then we won't apply any additional fees.

If you require substantial changes, an entirely different design, and/or we haven't commenced planning approvals or Inclusions plans, and then we will reach an agreement on the costs associated to achieve your desired changes.

QAID: 346

Can we use the CGFB and Fixed Price Extension's plans with another builder?

The simple answer is Yes, but this will attract a fee.

We subsidise over 50% of the direct costs incurred during the design process, so if you choose to take our design to an alternate builder, we will apply a cost-recovery fee. The recovery fee is set at a flat rate of \$6,600 and will be invoiced at the completion of the design phase.

QAID: 347

How do we ensure that the design is sited correctly to maximize the secondary residence, yet minimise the complexity of the development application process?

We provide a Planning Assessment Report which takes into account the relevant planning legislation, utility/easement access, building codes and Australian standards. This is considered while the design is being created with consultation from our planning approvals team to ensure that your secondary residence is sited in the optimal way to reduce complications.

QAID: 348

Can CGFB terminate the design process?

We hope this doesn't happen; however, we do reserve the right to refund your full investment and terminate the design process if we feel we can't achieve your project objectives.

QAID: 349

How do the payments work and what are the payment options?

Payment is not required to commence the process. We will send you an invoice within 60 days of the completion and return of this agreement. You can pay via eft or cheque.

QAID: 351

What happens if we choose not to proceed shortly after beginning the design?

If you advise us to cancel the agreement, and we have not held an initial meeting, then we will apply a recovery fee of \$300 for the building file searches, etc. If you decide to cancel after our first meeting, then we will invoice all associated charges.

QAID: 352

If we would like to start building quickly, what is our best option?

If you would like to build quickly, we suggest being as prepared as possible for the initial design meeting as the design phase is the only aspect in the overall process that we have some control over regarding the length of time required. Therefore, the best option is firstly to figure out exactly what you require in the design (in terms of bedrooms, living space, etc.).

Once you have figured out your needs and wish list, it is a good idea to go through our designs on our website to decide if you would like a modification or custom design. You should also think about where in your backyard you would like to site the building and why.

Finally, you should think about materials for the external cladding of the building, as this will be helpful for us to know in the initial design meeting.

QAID: 353

How is the Site Map created?

In this early stage, the site map is created using satellite mapping imagery to determine the location of existing structures, as well as ACTMapi property detail information to determine boundaries.

During the planning approvals phase an electronic contour and detail survey will be completed to provide a highly accurate plan and detail of buildings, structures, landscaping, trees and other features on your property.

If you have recently had a contour and detail survey completed, we can use this during the initial design stage, or if you like we can provide one for you after agreeing on the price to complete this for you.

QAID: 354

Do we need to submit our plans for Development Approval? Or can we bypass this and go straight to a Building Certifier?

If you are intending to build a Class 1 structure, such as a granny flat/secondary residence then you will require development approval.

If you are intending to build a studio or home office that is un-inhabitable, we can take your design straight to a Building Certifier, providing that your proposal meets all the rules in both the Single Dwelling Housing Development Code and the Residential Zones Development Code.

With a fixed price extension, as long as the structure does not impede on the boundary setbacks or solar/building envelopes, then you can go straight to the Building Certifier.

QAID: 355

Do I need to complete this agreement if I choose to proceed with an existing CGFB design?

Yes, in order for CGFB to create your Design Brief, we need to conduct a Crown Lease Search and the Building File Search. In signing this Agreement, you are authorising CGFB to act on your behalf.

QAID: 358

What is the Site Scope Report?

This is undertaken by our operations and design teams. The details all the potential additional work that may need to be undertaken. Specifically:

- Removal trees and vegetation
- Demolition of any existing structures

- Additional earthworks and excavation
- Additional infrastructure potentially mandated by utility and service providers

This report will indicate all and any site-specific works that maybe required. This report is required so we can provide a fixed price agreement.

QAID: 360

What if we need help with Finance or Rental Return statement?

Please contact our office at: info@cgfb.com.au or call 1300 979 658 and will be provide you with assistance and/or advice.

QAID: 361

What if I prefer to not have a CGFB street sign placed in my front yard?

Street signage allows CGFB to advertise, thereby keeping our marketing budget to a minimum. If a street sign is not placed in your front yard, we charge \$750 to supplement our marketing budget.

QAID: 362

Do I need to be in Canberra for meetings?

No, we understand the demand for travelling interstate or overseas. However, as face-to-face is critical for our initial meetings, we utilise technologies like 'Zoom' and 'MS Teams' online conferencing tools. So as long as you have internet connectivity we can meet with you.

QAID: 363

Can I get the price for the entire project if my design is still in draft?

A floor plan and basic exteriors is insufficient data to go through our pricing workflow process. The pricing process requires significant effort from our Quality Assurance team to ensure all details are correct and accurate. Therefore, we are unable to provide an estimate or quote until all the details are finalised and you have signed off on the design (see sample signoff authority attached).

QAID: 364

Can I change the design after we sign the HIA agreement and proposal?

We want you to have the perfect design; however, ongoing revisions after we commence the inclusions and planning approvals stages result in time delays and financial costs.

Window, door, cupboard and kitchen layout changes can be easily managed in the inclusions process without time delays or design costs.

When changes to the structural footprint of the design are required, this can have significant impacts on the planning rules and the costs to construct.

It may seem straightforward too:

- move a wall 500mm to the west
- add 1 meter to the design
- change the position of the laundry

These changes need to be redrawn and may trigger changes to the engineering plans and implications regarding planning approvals.

We would prefer that your design is perfect, but please note that there will be associated costs and time delays if we need to take on changes as outlined above.

Any of the structural changes, e.g.: move walls, add a meter to the design, relocate laundry, etc., will take 2-4 weeks in design and estimating. This is the only way to recalibrate and adjust our fixed price guarantee and ensure we will meet planning regulations and codes.

The associated fees to engage our architects and planning team equates to approximately \$120per hour inclusive of GST.

If you decide that you want to initiate design changes that require structural changes, we will provide a simple time estimate of total hours. Then enter into a project variation to the original agreement.

QAID: 489

If we have a pre-existing contours survey, can we use that?

Yes, we can use pre-existing contours and detailed survey provided they are completed by a certified Surveyor and it is in a CAD format (.dwg).

However we may still need to engage a surveyor to complete contours and detailed survey, as determined by the ACT Planning requirements for approval.

QAID: 574

How current do site contour surveys need to be?

Ideally no older than 12 months. If they are older than 12 months they are likely to be rejected by the Planning Department and/or the Certifier in the DA and BA stages.

QAID: 586

Can you explain the investment of the site contours survey?

If you design with CGFB and FPE and don't proceed with construction, then we will need to apply the fee for the Contours Survey which typically is between \$880 and \$1000 inc GST. You can not build in the ACT without a current (<12mths) contours survey.

In the event that you do build with us the survey fee is absorbed and there will be no further investment required.

QAID: 587

Can I choose my preferred Certified Surveyor?

Yes. If you have a preferred land surveyor service provider, you can engagement them directly to complete your block's contours and detailed survey.

Please note that we will need the CAD electronic file within three weeks of engaging the Designs Teams. Therefore we recommend you engage them as soon as you've signed our Design Agreement.

QAID: 588

Why are the follow-up design meetings held at your office?

In these meetings are held between 12pm and 5pm we can have access to our operations (building) staff, our planning approvals and inclusions teams. In addition we have other designers and resources.

The meetings held away from the office are not as effective as in-house meetings where we have access to our subject matter experts when answering or confirming questions like:

- Do you think we can build that?
- What is the planning rule on this?
- How do we integrate that efficiently?

QAID: 390

Is there a penalty or payment required, if we cancel a design appointment with 24 hours?

We understand emergencies pop-up.

However, we will allocate at least two and generally three people per meeting. The time cost is a minimum of \$250 in staff time. So if we schedule and the appointment is cancelled within 24 hours, we reserve the right to apply a late cancellation fee and a design fee.

QAID: 391

Could you confirm what type of street sign will be erected and what it will look like?

Our street signs are made from solid timber frames with high quality printed corflute which are installed by an experienced trades person.

They are checked randomly to ensure they have not been damaged and are replaced/repared within 24hrs if they are accidentally damaged.

QAID: 409

Block, Section, Division and Address Details:

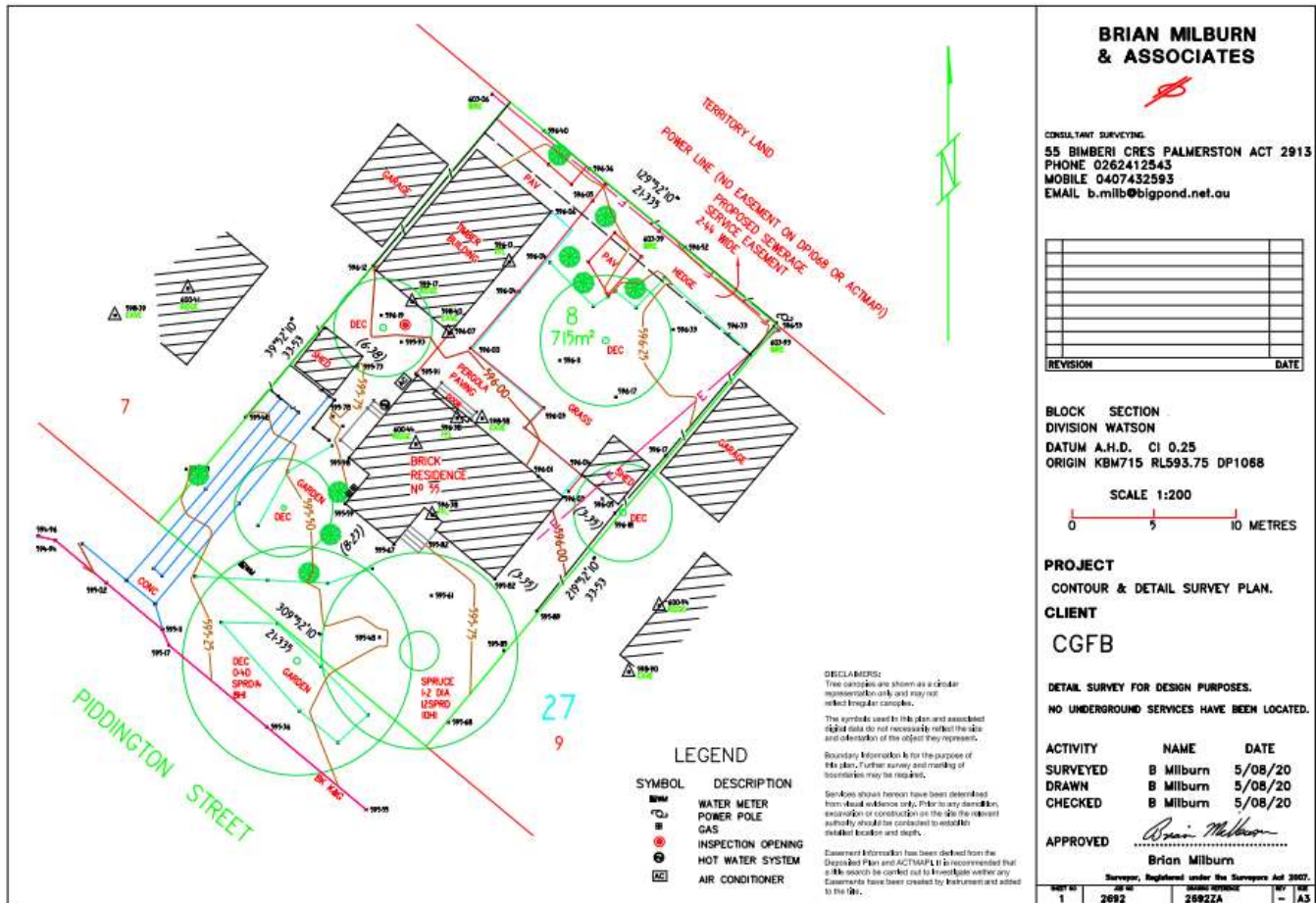
Project Residential address: 17 Cole Street, Downer ACT 2602

Block Number: 34

Section Number: 68

District or Division: Downer

Example of Contours Survey Plan



Form 1: Customer Design Authority

I/We, [name/s] _____

The owner/s of the property at: _____ 17 Cole Street, Downer ACT 2602 _____

Block: 34 Section: 68 District or Division of: DOWNER _____ would like to:

Modify an existing design for an investment of \$1750 incl GST (*no changes to original footprint*).

Existing design number: _____

Creating a unique custom design for an investment of \$2850 incl GST when you build with CGFB.

Purchase your plans outright for an investment of \$6600 incl GST.

Agree to be invoiced the minimum amount of \$880* inc GST, dependent on Certified Survey final invoice, should we **NOT** proceed with a HIA Agreement to construct our project with Turnkey Creations Pty Ltd (aka CGFB); **OR**

Arrange our legal contours survey and supply you with the electronic CAD file within two weeks of signing this agreement

Have a street sign placed out the front of our property (*\$750 marketing fee will be waived*)

Total investment of: \$ _____ **including GST** (*total from one or more of the options above*)

We also agree to complete and provide Canberra Granny Flat Builders (attached to this document):

- Building file search authority; and
- Contours survey and street sign Agreement

Signature: _____ Name: _____ Date: _____

Signature: _____ Name: _____ Date: _____

When you have completed these documents, you can either;

- Contact us on 1300 979 658 and we will arrange to pick up from you during business hours.
- Scan and email to info@cgfb.com.au

**Surveyor fees are independent on block complexities and will vary from \$880-\$1000*

Form 2: Building File Search Authority

Environment, Planning and Sustainable Development Directorate

Please complete missing details, scan and email to info@cgfb.com.au.

I, _____, the owner of the
property

at 17 Cole Street, Downer ACT 2602 being,

Block: 34 Section: 68 District or Division of: DOWNER

authorise Turnkey Creations Pty Ltd to apply on my behalf for the building files of the above-mentioned property.

Name:

Signature:

Date:

When you have completed these documents, you can either;

- Contact us on 1300 979 658 and we will arrange to pick up from you during business hours.
- Scan and email to info@cgfb.com.au

Form 3: Contours Survey and Street Sign Agreement

I/We, [name/s] _____

The owner/s of the property at: 17 Cole Street, Downer ACT 2602

Block: 34 Section: 68 District or Division of: DOWNER

Agree to the following:

Have a street sign placed out the front of our property per the Design Agreement.

AND

Arrange our own legal contours survey and supply you with the electronic CAD files.

OR

Be invoiced the minimum amount of \$880* inc GST, dependent on Certified Survey final invoice, should we **NOT** proceed with a HIA Agreement to construct our project with Turnkey Creations Pty Ltd (aka CGFB)

Property main contact for onsite appointment:	Name: _____
	Phone: _____

Signature: _____ Name: _____ Date: _____

Signature: _____ Name: _____ Date: _____

- Contact us on 1300 979 658 and we will arrange to pick up from you during business hours.
- Scan and email to info@cgfb.com.au

**Surveyor fees are dependent on block complexities and will vary from \$880-\$1100*



canberragrannyflatbuilders.com.au

Client Design Sign-off on Final Approved Plans

I/We _____

The owner of the property at _____

being, Block: _____ Section: _____, have reviewed the final drawings for the above property.

We approve the design and authorise Turnkey Creations Pty Ltd (t/a Canberra Granny Flat Builders) to commence the process of pricing our project based on these approved designs.

We understand that if we choose to make any further amendments to the design after today's approval, additional fees may apply. We further acknowledge that:

1. All designs and documents are the unique intellectual property of Turnkey Creations Pty Ltd, and we are not permitted to use these designs and documents, or comparable iterations of these designs and documents, with an alternate service provider without the written consent of Turnkey Creations.
2. Should we decide to approach an alternate service provider with these designs the following estimated fees will apply:


The estimated value of these plans and designs equates to \$_____ calculated based on total hours spent by design team of _____ hours at the market rate of \$75 per hour.
3. Should we decide not to proceed to next stage of the process (planning and building approvals) and have paid the modification fee (\$750) or custom design fee (\$1,750), then no additional fees or charges will apply. *For designs supplied by Turnkey Creations P/L which have not been altered (existing designs) no fees are applicable.*

Name:

Signature:

Date:

Lead Designer:

 Turnkey Creations Pty Ltd | ABN: 67 155 832 732 | ACT Builders Licence: 2012767 | NSW Builders Licence: 241240C
Ph: 1300 979 658 | F: 1300 979 657 | info@cgfb.com.au | www.cgfb.com.au | GPO Box 2265, Canberra City ACT 2602