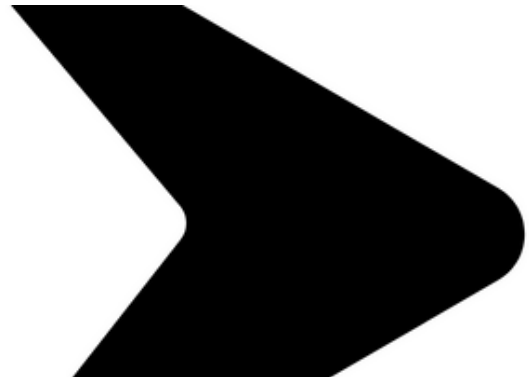




A message from the

Construction Occupations Registrar



Construction Note: 2024/06

18 November 2024

Site plan requirements for building approval

It has been identified that site plans submitted for approval are lacking important details which can delay the process and create confusion. This construction note details how to ensure site plans meet compliance standards and support accurate land assessment for the building approval in line with [Building \(General\) Regulation 2008 \(Regulation\), section 16\(g\)](#).

To comply with section 16(g) of the Regulation, all site plans submitted must include the following details:

1. Scale Requirements

Minimum Scale of 1:200

Site plans must be drawn to a scale of no less than 1:200, as required by section 16(g), ensuring that plans contain sufficient detail for accurate land assessment.

2. Land Identification Details

Block and Section Number

Each site plan must clearly display the block and section number associated with the land parcel where building work will occur, as outlined in section 16(g)(i).

Sublease Plan Number (if applicable)

For land under a sublease, the sublease plan number should be included instead of the block and section number. This is necessary for accurate identification,

meeting the requirement set out in section 16(g)(i).

3. Boundary and Dimension Details

Boundaries and Dimensions of the Land

Site plans must accurately show the boundaries and dimensions of the land. All property lines should be clearly marked with exact measurements in accordance with section 16(g)(ii), to ensure that the placement of proposed building work aligns with neighbouring properties.

	 Site Plan check list Before submission ensure your site plan :
☐	contains sufficient detail for accurate land assessment by keeping a scale minimum of 1:200
☐	clearly displayed where building work will occur by showing block and section number
☐	have sublease plan number (if applicable) instead of the block and section number for accurate identification
☐	includes property lines and exact measurements to ensure that the placement of proposed building work aligns with neighbouring properties
☐	have more detailed documentation if specialised

Be mindful of this checklist to ensure compliance and streamline the approval process or contact Access Canberra on ACeDevelopmentBA@act.gov.au if you have additional questions before submission.

Construction notes have been developed to raise awareness and educate the building and construction industry about common issues identified on building sites by Access Canberra building inspectors, and best practice approaches to address them.

The issues outlined in these notes have been identified through compliance assessment by Access Canberra or following a complaint from owners. Importantly, we welcome your input – if you have come across an issue that needs clarification or, to provide feedback, **email us: cat@act.gov.au**

You have received this email from the ACT Construction Occupations Registrar as our records indicate you hold a current construction occupation licence to undertake work in the ACT building and construction industry. If you do not hold a current licence, or believe you have received this email in error, please email us at: cwpl@act.gov.au to be removed from future communications or to **unsubscribe**.

