

FUNCTIONAL LAYOUT PLAN (FLP) CHECKLIST



Reference No:	Plans Received:
Development/Subdivision:	Location/Stage:
Consultant:	Contact:
Checked By:	Date:

CONTENTS

DOCUMENTATION REQUIRED

FUNCTIONAL LAYOUT PLAN CONTENT

ADDITIONAL REQUIREMENTS

ITEM	DESCRIPTION	NOTES
A	Documentation Required [For Assessment by Departments other than Planning]	
	Functional Layout Plan(s): [Comprising one paper copy and an electronic copy in PDF format]	
	Vegetation Assessment Report: [Shall define the location/extent of existing vegetation and identify proposed extent of retention and removal]	Not required from the applicant if submitted previously and accepted by Council.
	Drainage Control and Quality Strategy Report: [Shall describe the proposed major drainage elements and quality treatment system (WSUD as per Clause 56) for the development or stage of development under consideration]	Not required from the applicant if submitted previously and accepted by Council.
	Traffic Assessment and Management Report: [Shall define the distribution of PSP vehicle volumes across the area of this stage of the development, showing proposed bus routes and location of traffic control devices]	Not required from the applicant if submitted previously and accepted by Council.
	Traffic Management Plan: [Shall be part of the FLP set showing details of traffic control devices, local traffic calming measures, car parking and large vehicle turning movements]	
	Servicing Strategy Report: [Shall describe major utility service elements for the stage of development under consideration, including relocation of existing facilities and special requirements for electrical substations, pumping stations, large mains, etc.]	Not required from the applicant if submitted previously and accepted by Council.
	Typical Street Cross Sections: [Shall be part of the FLP set for all street types showing space allocations for drains, utility services and trees]	
	Existing Conditions Plan: [Shall be part of the FLP set for all the development and appropriate adjacent land areas and must show relevant existing topographical features, structures, etc.]	
	Supporting Information: [Site specific information, assessments and/or reports, usually required with a planning permit application, may need to be reviewed for relevance to the area of this stage of development and additional details provided. [E.g. Heritage, archaeology,	Not required from the applicant if submitted previously and accepted by Council.

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	contamination, environment, etc.]	
	Approved Plans: [A copy of the development plan, permit plan and sequential staging plan as approved by Council, when applicable, will be required to aid the FLP assessment]	Not required from the applicant if submitted previously and accepted by Council.
B	Functional Layout Plan Content	
	Plan scale is 1: 500 with drafting readable at half size reduction (i.e. on A3 size) and bar scale(s) on each sheet.	
	The layout is consistent with development plan objectives and the applicable permit plan.	
	Where a permit has been issued for a multi stage development the FLP reflects a sequential staging plan that has been endorsed.	
	The plan shows all reserves and their function, lot boundaries, lot areas, corner splays, road reservations and easements.	
	Topography, including natural surface contours of the land, must be shown extending into adjacent land where relevant for assessing drainage and / or access.	
	Existing conditions shown shall include significant vegetation, drains, dams, structures, dry stone walls and items of cultural or historic significance.	
	Show large vehicle turning movement details (at 1:250 scale or better) for: <ul style="list-style-type: none"> • Intersections with arterial roads, • intersections containing traffic control devices, and • temporary 'No Through Roads'. 	
	Trees, groups of trees and dead trees identified as significant in the "Vegetation Assessment Report" both within the site and on any external area being impacted upon by the development, have been identified by survey.	
	Tree Protection Zones for all trees or groups of trees identified in Item 7 above have been plotted to scale on the plans in accordance with Council's TPZ Standard.	
	Trees and / or other vegetation proposed for removal to be clearly designated on the plans	
	Typical cross-sections for each street type must show: <ul style="list-style-type: none"> • Carriageway elements (bus & bicycle lanes) • Indented parking, • Footpaths, • Shared paths, • WSUD swales, • Services offsets with standard clearances, • Extra space for large mains, HV cables, etc., • Extra space for main drain pits, and • Clearances for Melbourne Water drainage lines. 	
	The 1:500 plan view must show spatial requirements for: <ul style="list-style-type: none"> • Alignment of kerbs • Indented parking spaces, • Footpaths, • Shared paths, • Commuter cycle paths, • Traffic control devices (to demonstrate there is no reduction in verge width at signals, roundabouts, splitter islands, slow points, etc.), • Minor drainage network (typical), • Major drainage network (adopted), • Reserves for electrical kiosks, and • Miscellaneous structures. 	

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	Where the Traffic Assessment and Management Report identifies public transport routes the FLP must demonstrate suitable space is available for the future provision (by others) of bus stops, shelters, seats, etc.	
	Minor drainage network (typical) shall show space required for special features, including:- <ul style="list-style-type: none"> • WSUD swales, • Rain gardens, and • Gross pollutant traps (refer GPT Approval Checklist) 	
	Major drainage network (adopted) shall show all relevant elements, including:- <ul style="list-style-type: none"> • Preliminary pipe sizes (Melbourne Water DSS) • Water courses, • Grassed channels, • Treatment zone by-pass areas, • Silt ponds, and • Wetlands / lakes. 	
	Preliminary analysis of critical points in overland flow routes to ensure the proposed cross sectional area can convey gap flows.	
	The Drainage Control and Quality Strategy Report may need to be updated to demonstrate how this subdivision addresses the following: <ul style="list-style-type: none"> • capture and control of the natural upstream catchment(s), • provision for conveyance of the fully developed upstream catchment(s) through this area, • interim outfall conditions to an acceptable point of discharge downstream of this subdivision, • temporary maintenance access provisions, and • compatibility with ultimate outfall proposed downstream of this subdivision. 	
	Provide a table of space allocation offsets for landscape trees and utility services (water, gas, sewer, electricity, lighting poles, telecommunications), including both the relevant distribution network and the service network.	
	Connectivity of roads and paths with abutting land parcels, both existing and proposed has been demonstrated. Vehicle exclusion fencing along boundaries adjacent to reserves and open space areas.	
C	Additional Requirements [For Development Not Adjacent to Suitable Infrastructure]	
	Locality plan indicating the relationship between the subject subdivision stage and surrounding land, including the location of existing permanent infrastructure.	
	Staging to be in accordance with the sequence required by the planning permit. If staging varies from approved Stage Plan is the proposed change supported and has a new Stage Plan been endorsed by Council?	
	Proposed linkages to future streets, open space, regional path network, optic fibre conduit network and drainage.	
	Works external to the subdivision, including both interim and ultimate access requirements for all vehicles, cyclists and pedestrians.	
	Intersections with VicRoads Main Roads showing both interim and ultimate treatments of pavements and traffic control devices.	
	Drainage and sewerage outfalls, including any easements required over other properties.	