

# Engineering drawings application checklist

**Planning and Regulation**  
**City Development**  
**Engineering and Landscape Assessment**  
PO Box 5042 GOLD COAST MC QLD 9726  
P 07 5582 8866  
E [mail@goldcoast.qld.gov.au](mailto:mail@goldcoast.qld.gov.au)  
W [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)

Please use **BLOCK LETTERS** and complete all details in full.

## Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the **Information Privacy Act (Qld) 2009** and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to <http://www.cityofgoldcoast.com.au/privacy>.

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

## Application details

|                                |  |
|--------------------------------|--|
| Estate name and stage          |  |
| Councils reference file number |  |
| Developer's name               |  |

## Consulting engineer details

|                |  |            |  |
|----------------|--|------------|--|
| Company name   |  |            |  |
| Contact person |  |            |  |
| Postal address |  |            |  |
| Phone number   |  | Fax number |  |
| Mobile number  |  | Email      |  |

## Property details

|                          |                 |                        |  |
|--------------------------|-----------------|------------------------|--|
| Lot number               |                 | Registered plan number |  |
| Property address         |                 |                        |  |
| Existing approval number | (if applicable) |                        |  |

## Checklist items submitted

|                          |       |       |    |     |
|--------------------------|-------|-------|----|-----|
| General                  | Items | ..... | or | N/A |
| Earthworks and roadworks | Items | ..... | or | N/A |
| Stormwater drainage      | Items | ..... | or | N/A |
| Miscellaneous            | Items | ..... | or | N/A |

## Office use only

### Fees

There is no fee associated with this form.

|                                                |             |
|------------------------------------------------|-------------|
| Not approved                                   |             |
| Approved subject to minor alterations as shown |             |
| Approved                                       |             |
| Date received                                  | Received by |

## Engineering drawings application checklist

| A. General                                                                                                                                                                                                                                                                                       | Yes | N/A |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| <b>1. Administration</b>                                                                                                                                                                                                                                                                         |     |     |
| Application form fully completed                                                                                                                                                                                                                                                                 |     |     |
| Approvals and clearances                                                                                                                                                                                                                                                                         |     |     |
| <ul style="list-style-type: none"> <li>Department of Transport and Main Roads</li> <li>Department of Environment and Heritage Protection</li> <li>Downstream drainage discharge rights</li> <li>Clearance for works through other properties</li> <li>Energex/Telstra</li> <li>Others</li> </ul> |     |     |
| Relevant standard drawings included in application                                                                                                                                                                                                                                               |     |     |
| Schedule of drawings (submitted) attached                                                                                                                                                                                                                                                        |     |     |
| Any building and construction work costing \$150,000.00 or more, the applicant is required under the <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i> to supply evidence of the following.                                                                       |     |     |
| Estimated cost of works:                                                                                                                                                                                                                                                                         | \$  |     |
| If work is \$150,000.00 or more provide one of the following.                                                                                                                                                                                                                                    |     |     |
| <ul style="list-style-type: none"> <li>Payment of levy.</li> <li>Payment of the first instalment of levy.</li> <li>An exemption from payment levy.</li> <li>An exemption from immediate payment of levy.</li> </ul>                                                                              |     |     |
| <b>2. Compliance with Councils approvals</b>                                                                                                                                                                                                                                                     |     |     |
| Rezoning, consent or other Council approval                                                                                                                                                                                                                                                      |     |     |
| Provisions for adjoining development requirements                                                                                                                                                                                                                                                |     |     |
| <b>3. RPEQ certification</b>                                                                                                                                                                                                                                                                     |     |     |
| All engineering drawings and specifications prepared and signed by a Registered Professional Engineer of Qld                                                                                                                                                                                     |     |     |
| <b>4. Title block on engineering drawings</b>                                                                                                                                                                                                                                                    |     |     |
| Estate name (if any)                                                                                                                                                                                                                                                                             |     |     |
| Stage number (if any)                                                                                                                                                                                                                                                                            |     |     |
| Developers name                                                                                                                                                                                                                                                                                  |     |     |
| Consultants name and address                                                                                                                                                                                                                                                                     |     |     |
| Drawing number and sheet number                                                                                                                                                                                                                                                                  |     |     |
| Scale with scale bar                                                                                                                                                                                                                                                                             |     |     |
| Locality description                                                                                                                                                                                                                                                                             |     |     |
| Origin of levels and location of permanent survey marks                                                                                                                                                                                                                                          |     |     |
| Schedule showing date and nature of amendments                                                                                                                                                                                                                                                   |     |     |
| Drawing title                                                                                                                                                                                                                                                                                    |     |     |
| Signed design certification by an experienced designer                                                                                                                                                                                                                                           |     |     |
| <b>5. Locality plan</b>                                                                                                                                                                                                                                                                          |     |     |
| North point                                                                                                                                                                                                                                                                                      |     |     |
| Major roads project                                                                                                                                                                                                                                                                              |     |     |
| Adjacent localities                                                                                                                                                                                                                                                                              |     |     |
| Development area outlines and shaded or crosshatched                                                                                                                                                                                                                                             |     |     |
| Scale noted                                                                                                                                                                                                                                                                                      |     |     |
| <b>6. Layout of stage plan</b>                                                                                                                                                                                                                                                                   |     |     |
| Layout of roads                                                                                                                                                                                                                                                                                  |     |     |
| Approved road names (road number not acceptable)                                                                                                                                                                                                                                                 |     |     |
| Allotment layout                                                                                                                                                                                                                                                                                 |     |     |
| Lot numbers                                                                                                                                                                                                                                                                                      |     |     |
| North point                                                                                                                                                                                                                                                                                      |     |     |
| Access restriction strips                                                                                                                                                                                                                                                                        |     |     |
| Stage boundaries clearly shown                                                                                                                                                                                                                                                                   |     |     |
| Existing easements                                                                                                                                                                                                                                                                               |     |     |

## Engineering drawings application checklist

| B. Earthworks and roadworks                                                                              | Yes | N/A |
|----------------------------------------------------------------------------------------------------------|-----|-----|
| <b>1. Earthworks</b>                                                                                     |     |     |
| <b>a) Drafting – drawings included</b>                                                                   |     |     |
| Legend                                                                                                   |     |     |
| Existing and proposed contours                                                                           |     |     |
| Cut and fill areas clearly shown                                                                         |     |     |
| Road and allotment layout (indicate numbers)                                                             |     |     |
| Approved road names                                                                                      |     |     |
| Location(s) and level(s) of permanent survey mark(s), reference stations etc used as datum for the works |     |     |
| <b>b) Design – complies with Councils guidelines</b>                                                     |     |     |
| Maximum cut or fill at boundary of subject land > 500 mm                                                 |     |     |
| No ponding or nuisance created at boundary of subject land                                               |     |     |
| Batter slopes                                                                                            |     |     |
| Location and level of retaining walls (if required)                                                      |     |     |
| Defined flood level (if appropriate)                                                                     |     |     |
| Flood fill level (if appropriate)                                                                        |     |     |
| <b>2. Roadworks drawings</b>                                                                             |     |     |
| <b>a) Drafting – drawings included</b>                                                                   |     |     |
| Approved road names and road reserve boundaries                                                          |     |     |
| Allotment boundaries, numbers, easements                                                                 |     |     |
| Centreline or construction line showing:                                                                 |     |     |
| • chainages                                                                                              |     |     |
| • bearings                                                                                               |     |     |
| • offsets if construction line is not the centreline of road                                             |     |     |
| • all intersection points.                                                                               |     |     |
| Information for each curve including:                                                                    |     |     |
| • tangent point chainages and offsets                                                                    |     |     |
| • curve radii                                                                                            |     |     |
| • arc length                                                                                             |     |     |
| • tangent length                                                                                         |     |     |
| • superelevation (if applicable)                                                                         |     |     |
| • curve widening (if applicable).                                                                        |     |     |
| Kerb lines including:                                                                                    |     |     |
| • kerb radii (where not parallel to centreline)                                                          |     |     |
| • tangent point chainages (where not parallel to centreline).                                            |     |     |
| Edge of pavement where no kerb is constructed                                                            |     |     |
| Position and extent of channelisation                                                                    |     |     |
| Location and details of all traffic signs, guideposts, guardrail, and other road furniture, etc          |     |     |
| Pavement markings                                                                                        |     |     |
| Catchpit, manhole and pipeline locations                                                                 |     |     |
| Drainage details (if applicable)                                                                         |     |     |
| Drainage details (if applicable)                                                                         |     |     |
| Concrete footpaths and bikeways showing DDA compliance                                                   |     |     |
| Location and details for access points, invert crossings, access ramps                                   |     |     |
| North point on each plan view                                                                            |     |     |
| Changes in surfacing material                                                                            |     |     |
| <b>b) Design – complies with Councils design guidelines</b>                                              |     |     |
| Maximum design speed                                                                                     |     |     |
| Sight distances                                                                                          |     |     |
| Horizontal and vertical alignment                                                                        |     |     |
| Transit lanes and road tapers                                                                            |     |     |
| Parking                                                                                                  |     |     |

## Engineering drawings application checklist

| B. Earthworks and roadworks cont                                                         | Yes | N/A |
|------------------------------------------------------------------------------------------|-----|-----|
| <b>3. Intersection cul-de-sac and speed control devices</b>                              |     |     |
| <b>a) Drafting – drawings included</b>                                                   |     |     |
| Kerb levels                                                                              |     |     |
| Access ramp locations                                                                    |     |     |
| Finished design contours                                                                 |     |     |
| Channelisation details including setout details, radii, etc                              |     |     |
| Location of traffic signs, guideposts                                                    |     |     |
| Visibility benching (if applicable)                                                      |     |     |
| Ducting for future signals (if applicable)                                               |     |     |
| Linemarking (linemarking and signage may be shown on a separate plan)                    |     |     |
| Speed control device details (if necessary)                                              |     |     |
| Details of construction methods for surfacing other than asphalt or sprayed bitumen      |     |     |
| Design vehicle paths shown for all speed control devices and turnaround areas            |     |     |
| <b>b) Design – complies with Councils design guidelines</b>                              |     |     |
| Layout/configuration                                                                     |     |     |
| Contours/crossfall                                                                       |     |     |
| Minimum kerb and channel fall                                                            |     |     |
| Design vehicle paths and clearances                                                      |     |     |
| Councils garbage truck manoeuvring                                                       |     |     |
| Parking requirements                                                                     |     |     |
| Sight distances                                                                          |     |     |
| Roundabouts                                                                              |     |     |
| Access ramps at all turnouts at intersections where barrier kerb and channel is required |     |     |
| <b>4. Road longitudinal sections</b>                                                     |     |     |
| <b>a) Drafting – drawings included</b>                                                   |     |     |
| Approved road names                                                                      |     |     |
| Chainages on centreline (and construction line if used)                                  |     |     |
| Existing surface peg levels                                                              |     |     |
| Design road centreline levels                                                            |     |     |
| Design grades                                                                            |     |     |
| Length and radii of vertical curves                                                      |     |     |
| Chainage and levels at grade intersection points                                         |     |     |
| Chainage and levels at vertical curve tangent points                                     |     |     |
| Cut and/or fill depths                                                                   |     |     |
| Horizontal radii and tangent point chainage                                              |     |     |
| Kerb levels                                                                              |     |     |
| Approved road names, centrelines and IP chainage of intersecting (side) roads            |     |     |
| <b>b) Design – complies with Councils design guidelines</b>                              |     |     |
| Maximum grades                                                                           |     |     |
| Sight distance                                                                           |     |     |
| Minimum grade                                                                            |     |     |
| Change in grades without VC                                                              |     |     |
| Crest and sag curves                                                                     |     |     |

## Engineering drawings application checklist

| B. Earthworks and roadworks cont                                                                                  | Yes        | N/A        |
|-------------------------------------------------------------------------------------------------------------------|------------|------------|
| <b>5. Road cross section</b>                                                                                      |            |            |
| <b>a) Drafting – drawings included</b>                                                                            |            |            |
| Approved road names                                                                                               |            |            |
| Road reserve boundaries                                                                                           |            |            |
| Road centreline or construction line                                                                              |            |            |
| Original natural surface line profile                                                                             |            |            |
| Constructed cross section profile                                                                                 |            |            |
| Chainage on centreline or construction line together with natural surface level or peg level                      |            |            |
| Offset to road centreline from peg line or construction line                                                      |            |            |
| Cross fall batter slopes and dimensions where these differ to that shown on the type cross section                |            |            |
| Pavement depths wherever these differ from typical cross section                                                  |            |            |
| <b>b) Typical cross section shown for each road containing</b>                                                    |            |            |
| Road reserve width                                                                                                |            |            |
| Road width between nominal kerb line, or pavement width where no kerb is constructed                              |            |            |
| Verge, footpath width                                                                                             |            |            |
| Location and width of concrete footpath or bikeway, where required                                                |            |            |
| Kerb and channel type                                                                                             |            |            |
| Crossfalls and/or grades of pavement, footpaths and batters, etc with offsets to change of grade point            |            |            |
| Type and thickness of wearing surfacing                                                                           |            |            |
| Total depth of pavement courses with CBR values of material used (if available)                                   |            |            |
| <b>c) Design – complies with Councils design guidelines</b>                                                       |            |            |
| Typical cross sections and includes:                                                                              |            |            |
| • Width for transit lands and bikeways                                                                            |            |            |
| • Typical footpath verge widths                                                                                   |            |            |
| Access grades/limits to lots                                                                                      |            |            |
| Road crossfalls                                                                                                   |            |            |
| Formation batter slope stability and scour protection                                                             |            |            |
| <b>C. Stormwater drainage</b>                                                                                     | <b>Yes</b> | <b>N/A</b> |
| <b>1. Stormwater drainage catchment plan</b>                                                                      |            |            |
| Northpoint                                                                                                        |            |            |
| Approved road names                                                                                               |            |            |
| Existing and proposed property and road boundaries                                                                |            |            |
| All catchments/sub catchments designated as per drainage calculation sheet                                        |            |            |
| Catchment/sub catchment boundaries indicated by a bold line                                                       |            |            |
| Existing and proposed contours at a suitable interval (in different line types)                                   |            |            |
| Direction of watershed along the flow path giving the longest time of concentration                               |            |            |
| Stormwater reticulation schematic layout shown including manhole, inlet and outlet numbers (for urban catchments) |            |            |
| All internal and external catchments shown to scale                                                               |            |            |
| <b>2. Stormwater drainage detail plan</b>                                                                         |            |            |
| Details of pipe junctions in manholes, where pipe centrelines are offset from centre point of manhole             |            |            |
| Full details including reinforcing of non-standard manholes                                                       |            |            |
| Catchpit and filed inlet locations (chainage, offset levels, etc)                                                 |            |            |
| Manhole locations (chainage, offset levels, etc)                                                                  |            |            |
| Invert levels and diameters of pipe connections from catchpits to manholes                                        |            |            |
| Approved road names                                                                                               |            |            |
| Class of pipe checked                                                                                             |            |            |

## Engineering drawings application checklist

| C. Stormwater drainage cont                                                                                                                                | Yes | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| <b>3. Roof water/inter-allotment drainage</b>                                                                                                              |     |     |
| <b>a) Drafting – layout plan contains</b>                                                                                                                  |     |     |
| Legend                                                                                                                                                     |     |     |
| All allotments and allotment numbers                                                                                                                       |     |     |
| Existing and finished surface contours                                                                                                                     |     |     |
| Location and size of inter-allotment drainage areas                                                                                                        |     |     |
| Location and size of stormwater drainage to which system is connected                                                                                      |     |     |
| Label inter-allotment pits and receiving stormwater structures                                                                                             |     |     |
| Pit or inlet locations, surface levels and inlet/outlet invert levels                                                                                      |     |     |
| Required easements                                                                                                                                         |     |     |
| Details of connections to kerb and channel (if appropriate)                                                                                                |     |     |
| <b>b) Design – complies with Councils guidelines</b>                                                                                                       |     |     |
| Pipe sizes and pipe materials                                                                                                                              |     |     |
| Cover                                                                                                                                                      |     |     |
| Grades                                                                                                                                                     |     |     |
| <b>4. Drainage longitudinal sections</b>                                                                                                                   |     |     |
| <b>a) Catchpit connection details (may be in table form)</b>                                                                                               |     |     |
| <b>b) Longitudinal section for each line containing</b>                                                                                                    |     |     |
| Chainages                                                                                                                                                  |     |     |
| Existing natural surface levels and design finished surface levels                                                                                         |     |     |
| Manhole and endwall chainages together with surface levels and inlet and outlet invert levels                                                              |     |     |
| Distances between manholes/catchpits/endwalls                                                                                                              |     |     |
| Grade of each pipe section                                                                                                                                 |     |     |
| Diameter and class and material of each pipe section (eg. marine class)                                                                                    |     |     |
| Hydraulic grade line and levels, design storm frequency                                                                                                    |     |     |
| Drainline and manhole number                                                                                                                               |     |     |
| Manhole diameters and/or reference to separate detail drawing                                                                                              |     |     |
| Road names where applicable                                                                                                                                |     |     |
| Open drain details                                                                                                                                         |     |     |
| <b>c) Open drains</b>                                                                                                                                      |     |     |
| Cross sections at each peg chainage (usually 20 m intervals)                                                                                               |     |     |
| Details of drop structures, energy dissipators, etc (including top view, section views etc.)                                                               |     |     |
| <b>d) Design – complies with Councils design guidelines</b>                                                                                                |     |     |
| Batter slope/stability                                                                                                                                     |     |     |
| Scour velocities                                                                                                                                           |     |     |
| Maintenance criteria                                                                                                                                       |     |     |
| <b>5. Stormwater drainage calculations</b>                                                                                                                 |     |     |
| <b>a) Calculation table</b>                                                                                                                                |     |     |
| Stormwater calculations must be submitted for the design storms on an A1 spread sheet, preferably Councils standard stormwater drainage calculation sheet. |     |     |
| <b>b) Design – complies with Councils design manual</b>                                                                                                    |     |     |
| Legal point of discharge identified                                                                                                                        |     |     |
| Downstream drainage approvals                                                                                                                              |     |     |
| Unflooded widths                                                                                                                                           |     |     |
| Calculations provided for major and minor systems                                                                                                          |     |     |
| Blockage factors to catchpits for major systems                                                                                                            |     |     |

## Engineering drawings application checklist

| C. Stormwater drainage cont                                                                          |     |     |
|------------------------------------------------------------------------------------------------------|-----|-----|
| 6. Detention basin details                                                                           | Yes | N/A |
| <b>a) Drawings contain</b>                                                                           |     |     |
| Plan view                                                                                            |     |     |
| Sectional views                                                                                      |     |     |
| Details of basin wall construction                                                                   |     |     |
| Details of outlet structures (low and high level outlets)                                            |     |     |
| Extent of any permanent storage                                                                      |     |     |
| Maximum storage level                                                                                |     |     |
| Extent and nature of any landscaping                                                                 |     |     |
| <b>b) Design – Complies with Councils guidelines and QUDM</b>                                        |     |     |
| Affect on runoff hydrograph for catchment checked                                                    |     |     |
| Batter slopes                                                                                        |     |     |
| Minor flood levels                                                                                   |     |     |
| Maximum flooded depth                                                                                |     |     |
| Inlets and outlets                                                                                   |     |     |
| Scour protection                                                                                     |     |     |
| Base slopes/crossfall for active recreation use                                                      |     |     |
| High level outlet                                                                                    |     |     |
| Earthworks                                                                                           |     |     |
| <b>7. Water quality site management/runoff control works</b>                                         |     |     |
| Plan layout/extent                                                                                   |     |     |
| Site's existing topography                                                                           |     |     |
| How and when it will be altered                                                                      |     |     |
| Typical device details/materials for erosion and sediment control measures proposed                  |     |     |
| Temporary and permanent works indicated                                                              |     |     |
| Catchment boundaries and direction on flow for different drainage areas before and after development |     |     |
| Design complies with <b>QUDM Section 9.03.5</b>                                                      |     |     |
| <b>8. Gross pollutant traps</b>                                                                      |     |     |
| Plan layout                                                                                          |     |     |
| Long section and cross sections                                                                      |     |     |
| Structural elements detailed                                                                         |     |     |
| All materials specified/indicated                                                                    |     |     |