

Board of Surveying and Spatial Information Town Planning Project Check List

Submission check	
Project Certification Form	
Two A3 size set of plans (includes site analysis plans, lot layout and road layout plans)	
One copy of the applicable Local Environmental Plan together with one copy of any applicable Development Control Plans	
List of the current State Environmental Planning policies that apply to the development site	
A copy of any other relevant reference documentation, such as external consultant studies undertaken over the site	
Evidence of site visit	
Two copies of the Planning Report and Statement of Environmental Effects	
Two copies of the completed Development Application form	
Two copies of the Economic Feasibility	
Metadata statements for all sourced information (see Appendix A in Guidelines)	
Working drawings to demonstrate the process resulting in the adopted lot and road layout	
One electronic copy of the submitted project as per requirements detailed below	

Please Note:

All projects submitted as part of any assessment shall be additionally submitted in electronic means as per the following requirements:

- All individual files are merged into one file and in similar layout as per the hard copy which was submitted for the assessment.
- This file is to be in PDF format.
- Submission is to be via USB memory stick.
- The file is to be named using the convention:
ID_Name_Assessment_Month_Year.pdf
E.g. 243_John Smith_Town Planning_October_2017.pdf

Dress code for the viva voce examination, for both candidates and examiners, is “professional”. Candidates should dress to the same standard they would if they were attending a job interview or representing their work organisation to an influential client.