

Board of Surveying and Spatial Information Town Planning Project Check List

| Submission check | ✓ |
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| Project Certification Form | |
| Two A3 set of plans (includes site analysis plans, lot layout and road | |
| 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 Planned 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
Eg: 243_John Smith_Urban_October_2018.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 presenting their work organisation to an influential client.