

Town Planning Project Checklist

Candidates must ensure that they have a sound understanding of all requirements, competencies and deliverables for the examinations. These are contained in the *BOSSI Determination – Board Examinations*. The information below is provided to assist candidates.

Submission check - deliverables



Project Certification Form	
Project fulfils the guidelines for the size and scope of a suitable project <ul style="list-style-type: none">• Conventional residential subdivision 20 hectares or 50 lots• Rural subdivision 50 hectares or 20 lots• Industrial subdivision 20 hectares or 20 lots.	
Copy of the titles for the relevant parcels of land	
Two A3 size copies of the development proposal plans	
One copy of the applicable Local Environmental Plan (LEP) together with one copy of any applicable Development Control Plans (DCP) plus a digital copy of the whole LEP and DCP	
List of the current State Environmental Planning policies that apply to the development site	
Copy of any other relevant reference documentation	
One copy of external consultant studies undertaken over the site	
Evidence of site visit	
Two copies of the Statement of Environmental Effects meeting the requirements of the Environmental Planning and Assessment Act 1979	
Two copies of the completed Development Application form template provided by BOSSI	
Two copies of the detailed cost analysis report to establish the projects feasibility	
Two copies of a separate cover letter to the client detailing the economic feasibility	
Metadata statements for at least 5 sourced data sets (see Appendix A for a metadata statement template)	
Working drawings to demonstrate the process resulting in the adopted lot and road layout	
Individual constraints and opportunities (e.g. topography, bushfire, zones etc) to be shown on separate plans with a final plan showing those constraints and opportunities overlaid together	
One electronic copy of the submitted project as per the requirements outlined in Section 10	
Project must be presented as if it would be lodged at the consent authority for development consent. Plans must be at an appropriate size and scale to be legible.	
If exemption has been granted a copy of exemption form submitted to BOSSI and approval email from BOSSI	

Please Note:

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

Electronic submissions are to meet the following requirements:

- The submitted files are to be in PDF format unless otherwise stated.
- Candidates can choose whether to submit individual or merged files. All submissions must include a contents page. If the submission is a merged file, components of the submission must be bookmarked following the naming convention below.
- Submission is to be via a SharePoint link. Each candidate will be provided with a unique link for their project file with the files to be uploaded no later than 7am on the day of the exam. The SharePoint link will be sent the day the examination confirmation letter is provided.

Please note that if you have not submitted your project by the required time, you will not be permitted to sit the examination as you have not met the requirements.

Each file is to be named using the convention:

ID_Name_Assessment_Month_Year_AX.pdf

Where AX is the attachment number

E.g.: CA009243_John Smith_Town Planning_March_2025_A1.pdf

Only the deliverables mentioned above are permitted to be referred to by the Candidate during the examination. All other documentation must be placed away for the full extent of the examination.

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

Candidates should note that the Registrar and Examiners have the power to refuse to examine a candidate who fails to provide all of the required deliverables or to meet the required dress code.