

Town Planning Project Check List

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 below information is provided to assist candidates.

| Submission check - deliverables | |
|---|--------------------------|
| Project Certification Form | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| Copy of the titles for the relevant parcels of land | <input type="checkbox"/> |
| Two A3 size copies of the development proposal plans | <input type="checkbox"/> |
| One copy of the applicable Local Environmental Plan together with one copy of any applicable Development Control Plans | <input type="checkbox"/> |
| List of the current State Environmental Planning policies that apply to the development site | <input type="checkbox"/> |
| Copy of any other relevant reference documentation, such as external consultant studies undertaken over the site | <input type="checkbox"/> |
| Evidence of site visit | <input type="checkbox"/> |
| Two copies of the Statement of Environmental Effects meeting the requirements of the Environmental Planning and Assessment Act 1979 | <input type="checkbox"/> |
| Two copies of the completed Development Application form template provided by BOSSI | <input type="checkbox"/> |
| Two copies of the detailed cost analysis to establish the projects feasibility | <input type="checkbox"/> |
| Two copies of a letter/report to the client detailing the economic feasibility | <input type="checkbox"/> |
| Metadata statements for at least 5 sourced data sets (see Appendix A for a metadata statement template) | <input type="checkbox"/> |
| Working drawings to demonstrate the process resulting in the adopted lot and road layout | <input type="checkbox"/> |
| One electronic copy of the submitted project as per the requirements outlined in Section 9 | <input type="checkbox"/> |

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 USB submitted will be retained by BOSSI and should therefore only contain files relevant to your project.
- The file is to be named using the convention:
ID_Name_Assessment_Month_Year.pdf
E.g. CA009243_John Smith_Engineering_October_2021.pdf

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.