

## 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.

<b>Submission check - deliverables</b>	
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"> <li>Conventional residential subdivision 20 hectares or 50 lots</li> <li>Rural subdivision 50 hectares or 20 lots</li> <li>Industrial subdivision 20 hectares or 20 lots.</li> </ul>	<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"/>
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.	<input type="checkbox"/>
Copy of approval from BOSSI if Town Planning project minimum requirements cannot be met	<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\_2023.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.