

## Appendix A

### Provisional Offset Application Checklist

#### For a Land Contribution

- Evidence that the land contribution has been conditioned in the development approval
- The identification number of the relevant infrastructure item containing land contribution and land (\$/m<sup>2</sup>) value in ICOP/DCOP
- Preliminary Survey Plan to confirm land areas to evaluate the land offset including levels below Q20, Q20 to Q100 and Q100 and above. The survey needs to be undertaken by a licensed surveyor
- Calculation of the apportioned value (\$/m<sup>2</sup>) of the land contribution as indicated in the ICOP/DCOP.

#### For a Works Contribution

- A plan showing the spatial extent of the Works Contribution
- The identification number of the relevant infrastructure item containing works contribution value in ICOP/DCOP
- Calculation of the apportioned value of the works contribution as indicated in the ICOP/DCOP
- Functional Civil and Landscape layouts related to trunk infrastructure
- Cost Estimates related to trunk infrastructure must include the relevant construction on-costs for the Works Contribution and risk contingencies as identified in ICOP/DCOP.

## Appendix B

### Final (Actual) Offset application Checklist

#### For a Land Contribution

***(A) Where the applicant has requested and obtained approval for a Provisional offset for the land contribution***

- A copy of the written notice provided by the MEDQ allowing the provisional offset request in whole or part, and
- Evidence that the land contribution has been provided in accordance with conditions of a PDA development approval
- The identification number of the relevant infrastructure item containing land contribution and land (\$/m<sup>2</sup>) value in ICOP/DCOP
- Survey Plan to confirm land areas to evaluate the land offset including levels below Q20, Q20 to Q100 and Q100 and above. The survey needs to be undertaken by a licensed surveyor
- Calculation of the apportioned (\$/m<sup>2</sup>) value of the land contribution as indicated in the ICOP/DCOP.

***(B) Where the applicant has NOT requested and obtained approval for a Provisional Offset for the Land Contribution***

- Evidence that the land contribution has been provided in accordance with conditions of a PDA development approval.
- The identification number of the relevant infrastructure item containing land contribution and land (\$/m<sup>2</sup>) value in ICOP/DCOP
- Survey Plan to confirm land areas to evaluate the land offset including levels below Q20, Q20 to Q100 and Q100 and above. The survey needs to be undertaken by a licensed surveyor
- Calculation of the apportioned (\$/m<sup>2</sup>) value of the land contribution as indicated in the ICOP/DCOP.

## Appendix B - continues

### Final (Actual) Offset application Checklist

#### For a Works Contribution

(the first 3 must be ticked)

- The on-maintenance letter issued by the MEDQ
- The identification number of the relevant infrastructure item/s containing works contribution value in ICOP/DCOP
- Calculation of the apportionment as a percentage of the works contribution as indicated in the ICOP/DCOP (e.g. a proposed road identified in DCOP has an ID number R1. The length of the road is 100m. As the developer is building only 30m of the road, the apportionment is  $30/100=30\%$ )

#### ***(A) Where the applicant has requested and obtained approval for a Provisional Offset for the Works Contribution***

- A copy of the written notice provided by the MEDQ approving the Provisional Offset request in whole or part
- For works valued at or greater than \$500,000, Evidence of competitive tender i.e. Tender Assessment/Evaluation Report with a recommendation on why the contractor has been selected
- Approved relevant operational works civil, electrical and landscape drawings related to trunk infrastructure.
- Contract Schedules Summary itemising costs for trunk related infrastructure including the construction on-costs for the Works Contribution, which must not exceed the value identified within the relevant ICOP/DCOP
- A copy of the final certified progress claims along with all supporting information for all provisional items and variations relating to trunk infrastructure only
- If applicable**, a copy of the pavement design certified by an RPEQ
- Photographic evidence that the approved works have been completed (i.e. PDF containing all photos)
- If applicable**, a copy of earthworks and civil electronic models (as required) to enable an independent review of quantities

***(B) Where the applicant has NOT requested and obtained approval for a Provisional Offset for the Works Contribution***

- For works valued at or greater than \$500,000, Evidence of competitive tender i.e. Tender Assessment/Evaluation Report with a recommendation on why the contractor has been selected
- Approved operational works civil, electrical and landscape drawings related to trunk infrastructure
- Contract Schedules Summary itemising costs for trunk related infrastructure including the construction on-costs for the Works Contribution, which must not exceed the value identified within the relevant ICOP/DCOP
- A copy of the final certified progress claim along with all supporting information for all provisional items and variations relating to trunk infrastructure only
- If applicable**, a copy of the pavement design certified by an RPEQ
- Photographic evidence that the approved works have been completed (i.e. PDF containing all photos)
- If applicable**, a copy of earthworks and civil electronic models (as required) to enable an independent review of quantities