HAMILTON ISLAND
GREAT BARRIER REEF AUSTRALIA

Hamilton Island Building & Siting Guidelines
(incorporating local planning policy)

2024
Issue I

Hamilton Island Enterprises Limited

CONTENTS

1.0 INTRODUCTION

1.1 OVERVIEW

Hamilton Island is located within the Great Barrier Reef Marine Park, a World Heritage listed Park in the Dry Tropics region of North Queensland. The existing natural environment of Hamilton Island is rich and diverse, offering local and regional views of island landscapes, beaches, headlands, bays and the sea. The vegetation and topographies vary between exposed hilltops, grasslands, densely vegetated creeks, mangrove swamps and woodland environments. Hamilton Island Enterprises Limited (HIE) is the leaseholder and manager of the Island. The lease area extends to the high-water mark. HIE is committed to maintaining the quality of the natural environment of the Whitsundays and minimising environmental impacts of all its operations and development.

These Building Design and Siting Guidelines (BDSG) comprise the conceptual framework for the implementation and control of a mix of residential mixed use and commercial development types on Hamilton Island. This framework ensures that there is a balance between promoting development opportunities and maintaining environmental constraints, aesthetic qualities and existing scenic opportunities whilst ensuring compliance with the statutory provisions of the Whitsunday Regional Council Planning Scheme (the Planning Scheme), applicable at the time of development. This document reflects code requirements as detailed in the Planning Scheme and in some cases imposes stricter constraints than the Planning Scheme in areas that are specific to Hamilton Island.

Consequently, as well as this document being design guidelines, it also serves as a planning policy.

1.2 PURPOSE OF GUIDELINES

The BDSG are intended to provide appropriate development controls and design criteria to assist Sub-lessees, architects and designers, builders, and sub-contractors in achieving high quality building, construction and landscaping design and outcomes, while minimising adverse impact on the natural environment.

The BDSG are intended to ensure that all new development, extensions, and renovations respect the existing natural qualities of each site, preserve view lines from the surrounding waters back to prominent ridges and hillsides and maintaining a balance between environmental constraints, aesthetic qualities and development practices.

The BDSG aim to ensure that the spectacular views and vistas of the surrounding waterways and islands remain unobstructed from most existing roads and tourist lookouts around the island, while views to the Island from the surrounding waterways maintain a high scenic quality within the Whitsunday Island's environment and Great Barrier Reef World Heritage area.

1.3 STRUCTURE & APPROACH TO GUIDELINES

The BDSG cover the following five categories:

1. An overview of the development review and approval process
2. General guidelines
3. Environmental guidelines
4. Engineering and services guidelines
5. Specific guidelines regarding detached houses, attached houses or townhouses and multi-unit apartment buildings.

1.4 OVERARCHING COMPLIANCE

Located within the Great Barrier Reef World Heritage Area, Hamilton Island falls under the World Heritage Convention. This requires both Commonwealth and State Governments to protect, conserve and preserve these areas. The principal legislative instruments by which the provisions of the Convention are met in this World Heritage area are the *Great Barrier Reef Marine Park Act 1975* (Cth), the *Environment Protection and Biodiversity Conservation Act 1999* (Cth), the *Marine Parks Act 2004* (Qld) and the *Nature Conservation Act 1992* (Qld), and any other relevant Act applying at the time. The Whitsundays Plan of Management is the key tool used by the Great Barrier Reef Marine Park Authority to protect and conserve the Whitsunday marine park area.

All development must comply with the relevant Commonwealth and State regulatory provisions applicable at the time. Design and construction must be in accordance with the following adopted codes and standards, applicable at the time:

1. *Whitsunday Regional Council Planning Scheme 2017* (as amended)
2. Building Code of Australia
3. National Construction Code
4. Queensland Development Code
5. *Plumbing and Drainage Act 2018* (Qld)
6. HIE Building Design and Siting Guidelines
7. HIE Building & Construction Works Policy
8. Hamilton Island Tree Preservation Policy

All development must comply with the purpose, covenants, conditions and restrictions of the relevant sub-lease.

For all applications for statutory approvals of any type, "Owners Consent" is defined as the written consent of the Department of Resources - https://www.qld.gov.au/environment/land/state/application/forms/services/owners-consent-for-a-development-application- and Hamilton Island Enterprises Limited, as the head-lessee.

1.5 DESIGN PROFESSIONALS

All building, engineering, environmental and landscape plans must be prepared and certified by qualified and registered architects, landscape design consultants, environmental consultants, registered professional engineers (RPEQ) or other suitably qualified consultants. This is necessary to ensure that a high standard of design and certification appropriate to the expectations of the guidelines is provided. It also ensures that all documents and drawings prepared for submission comply with all current regulatory standards and codes. The use of qualified professionals will minimise delays in the review process and will be viewed more favourably during this process.

1.6 DISCLAIMER

The information contained in the BDSG is considered to be true and correct at the date of publication. However, changes in circumstances after the time of publication may impact upon the accuracy of the information. To the maximum extent permitted by law, HIE does not guarantee that the information will be up to date and HIE (and its subsidiaries and related entities) are not liable if any information is out of date and therefore may be inaccurate. To ensure you have a copy of the current version of the BDSG contact our Planning & Development Department. The information contained herein is of general nature only and is not intended to address the specific circumstances of any particular individual or entity or to provide advice. Advice from a professional adviser should be sought by parties as to the applicability of this information to individual circumstances.

1.7 DEFINITIONS

Term	Definition	Abbreviation
Hamilton Island Enterprises	Means Hamilton Island Enterprises Limited (ABN 61 009 946 909), its related entities, subsidiaries, successors and assigns.	HIE
Hamilton Island	Means Hamilton Island, including Dent Island and the Hamilton Island Marina.	HI
Hamilton Island Design Review Committee	Means the group of people appointed by HIE to oversee the design and approval process for developments, construction, renovations and maintenance works on Hamilton Island. The members of this group may vary from time to time.	DRC
Building & Siting Guidelines	Means the Hamilton Island Building & Siting Guidelines (this document)	BDSG
Whitsunday Regional Council	Means the local government jurisdiction in which Hamilton Island falls under.	WRC

2.0 HIE DESIGN REVIEW COMMITTEE & REVIEW PROCEDURE

2.1 CHARTER

In general, the character of buildings in the resort are to consider the North Queensland tropical maritime climate, natural and built landscape and the island's topography. Contemporary architectural design that positively responds to the tropical marine environment is encouraged. The careful control of important architectural elements which address the constraints and gradients of the site, existing natural features, building form and roof pitch, aesthetic building materials, colour selection and design for local climatic conditions will assist in unifying the building with the site and the surrounding landscape. Architectural character is to reflect the open and relaxed lifestyle centred on the outdoors that typifies the resort. Buildings should not be over-stylised, overly expressive or monumental. The unique physical qualities of Hamilton Island suggest a sensitive and thoughtful architectural response.

2.2 HIE DESIGN REVIEW COMMITTEE

The HIE Design Review Committee (DRC) encourage the design of buildings which respond sympathetically to the topography, climate, and orientation of the site. The unique Whitsunday landscape environs and natural features of the island are the primary reason why visitors and residents alike are attracted to the islands. Maintaining these natural qualities and ensuring that new buildings are designed to be subservient to the natural landscape will ensure the island remains an attractive place to live and visit. HIE is committed to the long-term goal of re-establishing the natural environment that has been damaged by previous unsightly construction and the removal of indigenous vegetation.

HIE requires that all development is subject to a Design Review Service to ensure that a high standard of quality, appearance, amenity, and integration with the existing environment is achieved and to ensure compliance with all statutory requirements.

The DRC shall administer the design guidelines in accordance with the BDSG, the provisions of the Planning Scheme and the Head Lease of the Island. The process of review is critical in achieving the outcome of high-quality building and landscape design as set out in the BDSG. All proposed development will be subject to a process of review, design development and revision to achieve a sensitive and appropriate response to the island's natural landscape.

The DRC is responsible for the following:

1. concept design guidance for residential and commercial land purchasers;
2. administration and review of all development to assist in compliance with these BDSG;
3. protection of the legitimate interests of existing residents and the island generally, and;
4. as a follow up function, the DRC shall make periodic inspections of all construction, extension, renovation, or improvement works on the Island.

The DRC includes the following representatives:

1. HIE's nominated DRC members;
2. Architectural and Landscape Architectural specialist consultants, as and if required by HIE;
3. Such other person or persons as the DRC may nominate from time to time to assist with its functions.

It is emphasised that any guidance and approval from the DRC for any proposal in relation to development on Hamilton Island will not negate a Sub-lessee's or builder's obligation to comply with the relevant statutory requirements, and to obtain all appropriate approvals.

2.3 SUBMISSIONS

The following section provides an overview of the DRC services and covers the administration, review and submission requirements and procedures for development on Hamilton Island. ***Refer appendix 7.5.***

2.3.1 INITIAL GUIDANCE

Early guidance will be provided by HIE on design and siting measures and the necessary requirements for obtaining required subsequent approvals from the DRC. The initial guidance stage will be useful in discussing the nature of critical issues, in helping to define appropriate design criteria and in identifying possible breaches or shortcomings in design and siting relative to the BDSG.

2.3.2 CONCEPT DESIGN REVIEW AND APPROVAL

The first official stage of approval to be obtained by the DRC is concept design approval. This phase requires the documentation outlined in the Concept Design Approval checklist to be lodged with the DRC for review. ***Refer appendix 7.6.*** It is intended to ensure that sub-lessees or developers will have invested in the preparation of building plans that comply with the BDSG. This approval will be valid for 6 months from the date of the HIE letter of concept approval.

2.3.3 FINAL BUILDING PLAN REVIEW & APPROVAL

Th next stage of approval to be obtained from the DRC is final building plan approval. This phase requires the documentation outlined in the Final Building Plan Approval checklist to be lodged with the DRC for review. ***Refer appendix 7.6.*** This approval will be valid for 6 months from the date of the HIE letter of Final Building Plan approval. This documentation will be the supporting documentation for any development application for Material Change of Use (MCU) if required, and "Construction Certification" by a private certifier.

2.3.4 COMMENCE WORKS REVIEW & APPROVAL

The next stage of approval to be obtained from the DRC is commence works approval. This phase requires the documentation outlined in the Commence Works Approval checklist to be lodged with the DRC for review. ***Refer appendix 7.6.*** Once all documentation is received and any further documentation required prior to commencement of construction has also been approved, HIE will issue a Letter of Approval to Commence Works. This HIE approval will be valid for a period of 12 months after which a resubmission and current approval will be required. No site works are to commence without HIE's letter of approval to commence the works.

Prior to commencement of construction, a site meeting is to be arranged between the builder and/or principal contractor with the HIE nominated representative to discuss the organisation of the site during the construction process. All building and construction work must be in accordance with the Hamilton Island Building & Construction Works Policy.

The building certifier, architect, consultant structural and civil engineers, geotechnical engineers, landscape designers and environmental consultants must inspect the works progressively throughout construction.

2.3.5 HIE FINAL COMPLETION

The final stage of approval is the HIE letter of final completion. HIE will not issue a letter of final completion until evidence of compliance with all authority approval conditions can be provided, along with all other required certificates and documentation. This final phase requires at a minimum, the documentation outlined in the HIE Letter of Final Completion checklist to be lodged with the DRC for review. ***Refer appendix 7.6.***

2.3.6 OTHER NOTES

Property owners must ensure that the naming utilised for properties will not be in breach of any laws, including but not limited to anti-discrimination laws, and should not be offensive.

All trees noted for removal or trimming on approved documentation are to be identified on site and in compliance with the HIE Tree Preservation Policy, final approval for removal or trimming will then be granted by the HIE Planning & Development office. NO tree removal or trimming is to proceed without HIE approval.

During construction and on completion of work, the DRC, or its nominated representatives, may inspect the work to check for compliance with the BDGS and final DRC approved plans and conditions. Any variations to the final approved documentation must be reviewed and approved by the DRC and relevant authorities before proceeding with amended construction. Any areas of non-compliance noted by the DRC following construction will be rectified by the builder or principal contractor. The approval for building occupation, or the issue of any further sub-leases, will only proceed after issue of HIE's letter of final completion.

2.4 FEES & CHARGES

2.4.1 DESIGN REVIEW COMMITTEE SERVICE

This service is provided free of charge to all submissions. All other consultant and service provider costs are the responsibility of the applicant. Re-assessment of lapsed approvals may incur a re-assessment fee if significant changes have been made to design.

2.4.2 BONDS

In most cases, an infrastructure bond will be payable to HIE prior to issue of the HIE Commence Works Approval. The infrastructure bond is calculated on a risk basis using a matrix which is determined at the discretion of HIE.

1. The bond can range from $100,000 to $500,000. Bond funds will not be held in a trust account, however, will be kept in a separate bank account to ensure funds are easily identifiable.
2. The bank account may or may not earn interest, as such HIE does not commit to any payment of interest.
3. In the event an invoice issued by HIE is not paid within the required payment period, HIE may draw down that amount from the cash bond without further notice.
4. Following any drawn down, HIE will issue a notice to the sub-lessee to top up the balance to the original bond amount. Should the balance not be topped up within the required period noted on the notice, HIE reserves the right to withhold all further credit.
5. Within seven (7) business days of the issue of the HIE Letter of Final Completion, HIE will return the balance funds, including any interest, held in the designated bank account.

2.5 RELAXATION OF GUIDELINES & REQUIREMENTS

HIE, may provide dispensation to, or modify any of the guidelines and requirements outlined in this document only if it considers such dispensation or modification is justified.

2.6 BREACH OF CONDITIONS

Any breach of any condition/s specified in any of the HIE approval letters that are not rectified or addressed within 30 days of being notified by HIE as a breach may result in legal action by HIE, including a claim for any loss or damage suffered, and/or may result in legal action by HIE pursuant to the sublease conditions.

3.0 GENERAL GUIDELINES

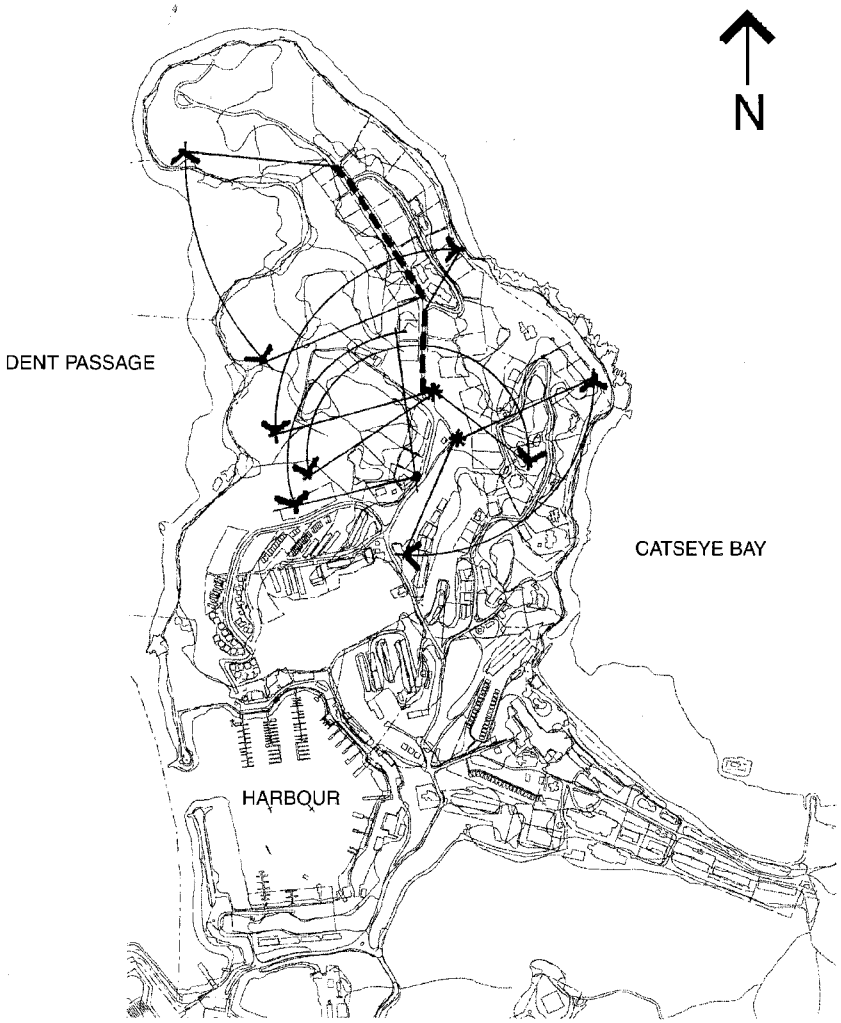
3.1 PROTECTION OF EXISTING VIEWS & VISTAS

Development should retain existing site vegetation and natural features which are significant and contribute to the character of the natural landscape. Development of sites which have previously been cleared of vegetation should acknowledge, protect, and reinforce natural vegetation patterns and site features such as gullies and ridgelines.

Development is not to reduce the views from ridge top roads to the foreshore of the island, or to adversely affect sightlines and views from existing or proposed adjacent development sites. Natural and/or vegetated ridge-tops when viewed from the water, should also be maintained and reinforced. Where development occurs near ridge-tops, it should be designed to minimise intrusion or bulky structures. ***Refer to figure 3.1.1***.

At each stage of the design review process, allotment owners must show compliance with these requirements by way of site sections which are to include landform view lines, house siting plans, landscape plans, environmental management plans, photo montages and other supporting documents as required. Where a lot has water frontage or can be directly seen from the water, a photo montage shall be supplied showing the aspect looking from the water.

FIGURE 3.1.1 – RIDGELINE VANTAGE LOCATIONS



3.2 BUILDING, SITING & ORIENTATION

Buildings on sloping allotments shall be orientated so that the longest axis is parallel to the contours. On allotments which do not facilitate such orientation, the building shall step up or down the slope. With either option, building design must achieve structures that sit above the terrain rather than being benched into it. Cut and fill of existing ground-lines, significant excavation and benching must be avoided.

Sight lines from existing residences are to be acknowledged in the siting and design of a new development to minimise intrusion and maintain prominent view lines from existing residences and adjacent future development lots.

Climatically appropriate private open spaces and living areas, i.e., generally on the north or north-eastern side of a dwelling or unit shall be provided. The design of these areas shall be mindful of adjacent building development. Similarly, new developments should respect the integrity of private open spaces in adjoining sites. The minimum areas of such private spaces are detailed in the Planning Scheme.

Due to the location of Hamilton Island airport, consideration must be given to the siting of any proposed development that may adversely affect the Obstacle Limitation Surface (OLS). Development and use of surrounding premises will be compatible with the airport's existing and future operations, such that airport operations will not be affected, and land use conflict is minimised. The airport management will be consulted regarding any new developments that may have a negative impact on the OLS, PANS-OPS, lighting and wildlife management. These factors will be assessed by the DRC at time of initial submission of building concept.

3.3 DESIGN FOR PRIVACY

Dwellings and units shall be sited and orientated so that they do not overlook or overshadow private open space areas of any adjoining dwelling or unit. Shadow diagrams will be required if an overshadowing impact may occur.

Appropriate building and landscape measures such as staggering of windows and balconies (that avoid overlooking of adjacent balconies); use of privacy screens and shade devices; and screen planting shall be utilised to maintain and improve visual privacy.

3.4 DESIGN FOR CLIMATE

Proposed buildings shall be sited and designed with consideration of the local climate to maximise summer shade, take advantage of the cooling afternoon sea breeze, and encourage filtered sunlight penetration during the winter months.

Roof overhangs, verandas, pergolas, window awnings, other shading devices and landscaping shall be used to shade windows, doors and balconies, and external spaces during the summer months. Where possible, these elements shall be designed to facilitate partial sun penetration during the winter months. Screen doors and ventilation devices should be sturdy enough to resist the foraging and curious bird-life common to the island while all sliding doors shall have a ‘Do Not Feed The Birds’ sign fixed adjacent to the door handle. All external screen or shade devices must be compliant with the National Construction Code (NCC) and cyclone rating requirements.

Energy efficient building design is encouraged while detail-building design is to comply with Energy Efficiency measures of the NCC. Certification of Energy Rating will be required with Final Building Plan Review and Approval and may be requested at Concept Design Review and Approval if deemed necessary by the DRC. The use of energy-efficient glass and or other energy-efficient glazing systems is required. All vaulted ceiling spaces are to be vented to enable evacuation of hot uncirculated air.

Certain areas of Hamilton Island have been designated as bushfire prone areas. The areas affected are detailed on the Planning Scheme's Bushfire Hazard Overlay which is available from the Council's Planning Scheme mapping website. The design of buildings within mapped bushfire hazard areas is subject to an assessment against the Bushfire Hazard Overlay Code. In these circumstances, designers will need to design buildings accordingly and prepare specific drawings and documentation for the correct Bushfire Attack Level (BAL) rating.

3.5 DESIGN FOR EFFICIENCY

The design of buildings on Hamilton Island shall be consistent with ecological sustainable design principals and ensure compliance with the NCC performance requirements for energy efficiency and water conservation. Certification of Energy Rating will be required with Final Building Plan Review and Approval and may be requested at Concept Design Review and Approval if deemed necessary by the DRC. Building design is to include but not limited to the consideration of the following principals:

1. Passive solar design involving good orientation, provision for solar access and shading- ***refer section 3.4***.
2. The use of solar panels for water heating will be limited to those designs where the collector is low profile and can be incorporated into the overall roof profile. The use of roof top storage tanks is not permitted. ***Refer section 5.6***.
3. Use of lightweight or framed construction with appropriate cyclone rating to minimise the impact on ground disturbance and existing vegetation, and minimise negative effects on the site during construction;
4. The use of energy-efficient glass and or other energy-efficient glazing systems is required.
5. Use of insulation, especially in roofs and west facing walls to reduce internal heat gains in buildings. ***Refer section 3.4.***
6. All vaulted ceiling spaces are to be vented to enable evacuation of hot uncirculated air.
7. Use of external screens, louvres, awnings and landscaping to control levels of direct sunlight in buildings, note shading devices will be considered as part of the building form when assessing the building height. ***Refer section 3.4***. All external appendages are required to meet the requirements of the NCC and the appropriate cyclone rating.
8. Use of energy efficient appliances and ceiling fans.
9. Use of water saving devices for kitchens and bathrooms. ***Refer section 5.7.***
10. Use of recycling waste and water technology to minimise off-site impacts and demands. ***Refer sections 5.7, 5.11, 5.12 and 5.13.***

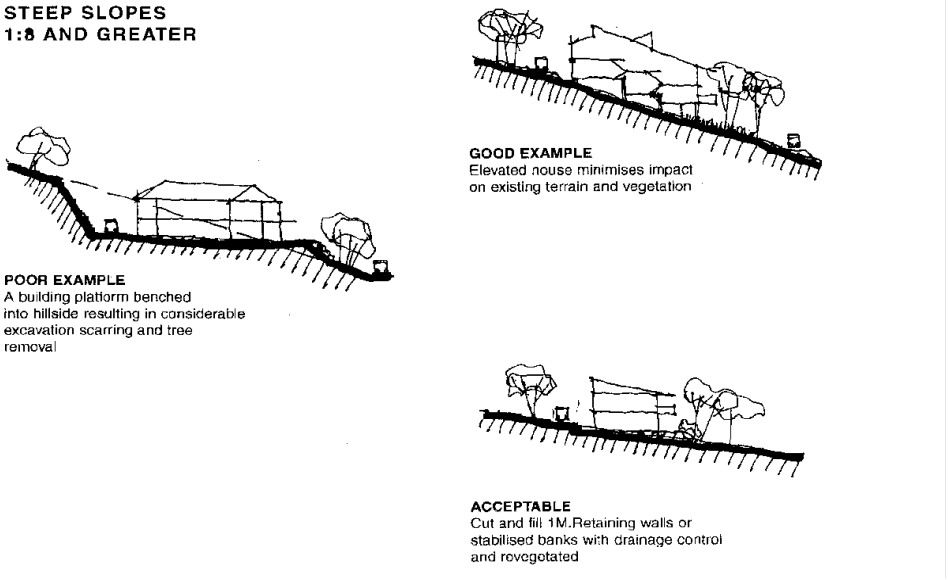
Design of spaces with good cross ventilation, incorporating high ceilings and other means of removing hot air from building interiors ***Refer section 3.4.***

3.6 BUILDING FORM ON HILLSIDES

To minimise earthworks and the impact of buildings on the scenic quality of hillsides, the preferred form of development shall be a stepped building profile following the slope of the site with minimal earthworks (cut and fill) and benching.

Roof form shall be predominantly skillion or pitched with a substantial proportion of the roof plane parallel to the natural ground profile. Where the under-floor surface, services and foundation structures are visible it is necessary to screen them with physical (e.g. timber battens) and/or landscape screens.

FIGURE 3.6.1 – STEEP SLOPES 1:8 & GREATER



Design should follow the Australian Geoguide LR8 (Construction Practice) Hillside Construction Practice – ***refer appendix 7.4***, the Building Services Board Subsidence Policy – Advisory Guidelines and the requirements of AS2870-2011 to address the site and surrounding area.

A slope stability and risk assessment undertaken by a suitably qualified geotechnical engineer is required for Final Building Plan Approval and Review. On steep site, the DRC may request the assessment be undertaken at Concept Plan Review and Approval.

The slope stability and risk assessment must:

- Detail the requirements for foundation design;
- Address the site slope stability and state whether the site is suitable for development;
- Identify the risk mitigation measures for the site.

On sites which have slopes 15% above and/or below the site, and these slopes are undeveloped, the slope stability and risk assessment must also address the landslide risk of these slopes and make recommendations for any remedial work, if required.

3.7 BUILDING CHARACTERISTICS

In general, buildings should be sited within the landscape and enhance its natural qualities rather than dominate or be indifferent to the natural landscape.

Prestigious accommodation may be of impressive proportions, but not of a dominating or overpowering appearance. Large buildings shall be articulated and detailed to reduce the visual bulk of the building mass when viewed from adjoining sites, public areas and the surrounding waterways.

Lightweight and framed construction is preferred over heavy mass construction on sloping sites. This is thermally more responsive to the climate of the Island as it minimises the thermal storage capacity of the structure and is environmentally less damaging to the site with reduced excavation. In particular, the use of shaded verandas, terraces, balconies, pergolas is encouraged as functional elements which help integrate the building with the landscape. Verandas, pergolas, screens and shading devices will be considered as part of the building form when assessing the building height.

Building design is encouraged to incorporate projecting elements such as bay windows, entry porticos, decks, and articulated plan forms to assist in creating an interesting elevation treatment. Such external attachments to the building are considered to be part of the structure and as such will be taken into account for site coverage calculations and boundary setbacks.

All buildings shall be of good quality materials, fixtures, workmanship, and finish. This requirement should be perceived as the starting point for high quality design. It is assumed that new development will further contribute to the existing natural and built environment in an architectural and design sense.

3.8 BUILDING COLOURS & MATERIALS

For all development, recessive colours, which blend with the colours and textures of the natural landscape are recommended.

Major wall colours should similarly be recessive, but with a broader palette of colours including lighter colours and even some primary colours if mixed with sufficient grey to make them recessive.

Highly reflective and/or strong, bright colours are not permitted as major roof and wall colours. A recessive roof colour which blends with the natural landscape and/or is of a similar colour to existing roofs is required.

Subtle colour accents, including brighter, stronger colours, will only be permitted on small, detailed building elements.

Designers shall at Concept Plan Review and Approval stage, submit a palette of proposed colours and finishes for walls, roofing, external floors, driveway, hard landscape elements, shade elements, and fencing. The submitted palette will be assessed by the DRC as part of the review process.

The selection of external materials is influenced by a variety of factors including structural and construction requirements, cost, image and NCC compliance. To this extent a variety of materials will be assessed on merit, provided they are coloured to be visually recessive.

Building materials are to be protected against termites in accordance with the NCC. All primary building elements are to be protected, barriers should comply with AS 3660.1 and no chemical barriers are permitted.

3.9 FENCING

In order to contribute to a high level of visual amenity and protect new landscaping and existing vegetation from indigenous and introduced fauna, street front fencing on residential allotments is required and limited to 1.5 metres high. It is preferable that fences are “invisible” and located within landscape, however solid fences or hedge infill for privacy is acceptable subject to approval. The fencing visible from streets and roads shall complement the architecture of the development. Fencing and gates generally should be located on or within the site boundary.

If the fencing is not screened within landscaping (‘invisible’) the length of front fencing shall be limited to 75% of the frontage or less than 15m long to enhance the streetscape, highlight entrances and allow some surveillance of the street. Alternatively fencing with a staggered alignment should integrate with the street frontage vegetation.

Side and rear boundary fencing shall not exceed 1.8 metres in height and be constructed of masonry, ‘good neighbour’ style timber fencing, or chain wire fencing which shall be black or grey coated PVC and relieved by extensive landscaping.

Fencing directly in front of an identified vantage point may be limited to a height of 1.2 metres in order to protect the desired view planes.

All pool fencing will be as per the current requirements of the Queensland Pool Fencing Legislation and in accordance with the NCC.

3.10 RESIDENTIAL BIN STORAGE, GENERAL STORAGE & SIGNAGE

3.10.1 BIN STORE FOR RESIDENTIAL DEVELOPMENTS

An enclosed, roofed, possum and bird proof refuse area, designed to discourage foraging fauna, is to be provided at the driveway entry and within the allotment boundary, and to incorporate cross ventilation, self-closing doors and contain a minimum of the following elements:

1. 2 x 240-litre wheelie bins per dwelling, recycling containers for bottles, plastic, and paper appropriate for the number of dwellings and a hose-cock and floor waste connected to the sewer. Sufficient area shall be provided for shelving to house a minimum of 3 milk crate sized containers for recyclable materials.
2. Any door or gate for access to the enclosure of any type, must be self-closing.

3.10.2 SITE STORAGE

Common area and individual dwelling storage is to be provided within screened or enclosed areas integrated with garages or other built forms.

A screened area for services meters in accordance with the workplace health and safety requirements with appropriate signage and located at the driveway entry or within the buggy garage for easy access by HIE personnel. Services to include gas, water, electrical, irrigation controller and backflow prevention device. The separation between each service element is to be in accordance with NCC, plumbing, gas, and electrical statutory requirements.

Multi-unit developments are to include a lockable caretaker's store, letting store for linen, toilet paper etc. and possible owner's store.

3.10.3 SIGNAGE

Property name identification is required and must be illuminated at night. Signage is to be of high quality and shall complement the architecture of the development and streetscape. Any proposed signage is subject to HIE approval.

3.11 ROADS & DRIVEWAYS

All roads, driveways and pathways within residential areas shall be finished to a high visual standard. Allotment driveways shall be finished with either coloured concrete or clay pavers or alternatively coloured or exposed aggregate finished concrete. Unsealed or plain concrete driveways are not acceptable. Driveway design is to be in accordance with the current edition of the WRC Regional Council Development Manual requirements.

The design and layout of driveways and access ways shall minimise excavation with falls to control site stormwater flows. Elevated or decked access ways may be recommended to reduce excavation and environmental impact.

Recommended minimum width 2.5 metres-3 metres with passing bays if over 15 metres in length. Road geometry should accommodate larger vehicles such as stretch buggies, emergency vehicles and removalist / delivery vehicles.

Recommended general falls of 1:14 with max. grades of 1:8. Note, corners and changes of direction should include flat areas to assist in negotiating turning.

Consult HIE Planning & Development office for difficult or steep sites, short sections of steeper grade may be acceptable. Limited straight lengths of 1:5 grade on any part of the road may be tolerable to a maximum length of 10m linked with flatter sections of 1:14 grade for 10m in length, all corners are to be flatter, maximum 1:20 on the inside of the corner for safety. Proposed grading steeper than the recommended falls, or other design parameters outside the requirements of the current edition of the WRC Development Manual are to be substantiated by a suitably qualified Engineer.

3.12 BUGGY PARKING

The use of buggies and vehicles is strictly controlled on Hamilton Island. The usage of any approved vehicles is detailed in the Hamilton Island and Dent Island Rules and Regulations.

A general provision shall be made for the on-site accommodation of a minimum of one buggy cart per dwelling and a maximum of two buggy carts per dwelling unit, with provision for guest parking. Allow adequate space for parking and turning of stretch buggies and small vehicles.

The design of any garages or covered buggy cart parking areas shall be integrated into the architectural and landscape design of each allotment. New developments are to provide a weatherproof electric buggy cart recharging unit, a minimum of one unit per detached dwelling or dwelling unit. Existing developments may require the inclusion of a recharging unit when applying for alterations and additions. Any fully enclosed and lockable buggy cart garage must be constructed with positive mechanical ventilation with a volumetric turnover rate in accordance with the minimum requirements as detailed in the buggy manufacturer's specification in relation to charging. Such mechanical ventilation is to be interconnected with the buggy charging point so that when a charger is plugged in and turned on, the ventilation is activated concurrently.

3.13 UNSIGHTLY ELEMENTS

Unsightly elements such as rubbish bins, external storage areas, construction and building materials and the like, are not permitted along the front of construction sites. Storage areas must be completely screened from public and neighbouring views to maintain an attractive overall streetscape.

All storage areas must be securely fenced, and waste/skip bins covered to discourage access to scavenging wildlife and maintained to an acceptable standard until completion of the works.

Construction sites are to be fully fenced along all street frontages with screened construction fencing and sites are to be securely locked during periods when construction is not occurring.

3.14 GENERAL BUILDING SETBACKS

Different building setbacks are specified for detached housing, attached housing and townhouses and for multi-unit buildings. Building setbacks also vary for different sized allotments. The various setbacks are addressed for each type of accommodation in forthcoming chapters of the guidelines.

HIE may impose site specific setbacks to ensure the preservation of site features such as waterways, gullies, rock outcrops and significant vegetation.

3.15 BUILDING & CONSTRUCTION POLICY

For all working hours, site rules and other building and construction works information, refer to the Hamilton Island Building & Construction Works Policy.

4.0 ENVIRONMENTAL GUIDELINES

4.1 GENERAL

Residents have a legal duty under the *Environmental Protection Act 1994* (Qld) to take all reasonable and practicable measures to minimise or prevent environmental harm. Hamilton Island is located within the Great Barrier Reef World Heritage Area and HIE is committed to maintaining the quality of the natural environment of the Whitsundays and minimising environmental impacts of all its operations and development.

All development will be designed to limit impact on aesthetic values of the Great Barrier Reef World Heritage Area by mitigating visual impacts of development through the siting of infrastructure, roads and buildings, use of appropriate building design, colour, texture, natural screening, and landscaping.

To protect and promote the Island's core intrinsic values, development design will acknowledge and respect the Island's natural assets and its sensitive location within the Whitsunday Island chain and Great Barrier Reef Marine Park. All design will support the Island's ecological processes and carefully respond to its topographical and landscape references to negate any adverse environmental or visual impacts. Degraded areas on development sites will be carefully rehabilitated to its original natural state to provide sustainable landscape outcomes that further promote the key ecological and visual qualities of the Island environment.

4.2 EXISTING SITE FEATURES

Existing trees, under-storey, rocks, and watercourses are to be preserved where possible, to maintain site stability and retain the indigenous character. These features are to be suitably protected during construction in accordance with approved documentation. HIE may require a bond to ensure the protection of significant site features. ***Refer section 4.5.1***.

Existing trees to be retained and/or proposed for removal shall be identified on a survey for each development site. No trees are to be removed without the prior approval of HIE Planning & Development office.

The HIE Tree Preservation Policy will apply to all Hamilton Island development sites. Lessees and residents are encouraged to become familiar with the Tree Preservation Policy requirements.

Transplantable species such as Pandanus, palms, grass trees and cycads are to be noted and relocated if threatened by the approved building footprint.

4.3 EARTHWORKS

Building construction shall be primarily based upon the use of lightweight and framed construction with minor cut platforms and minimal fill. Where excavation is undertaken, parallel cutting to the contours is preferred. ***Refer section 3.6.***

Cut faces shall be retained and / or battered to a maximum grade of 1:2 (1:3 preferred) and re vegetated to remain stable over the long term. Grades of 1:2 and steeper will require reinforcing with an approved organic erosion control matting and / or retaining structures. Any excavated faces shall be predominantly obscured when viewed from outside the site. The gradient of cut faces is to be specified in accordance with the geotechnical and slope stability report. ***Refer section 3.6.*** Where batters are proposed that eliminate significant vegetation, an alternative proposal may be requested including an alternative means of retaining, stabilising and re vegetating to minimise disturbance.

Proposed earthworks on allotments are to control erosion, minimise changes to the natural terrain and existing vegetation and minimise the area of disturbed land. The contractor shall have prepared an Erosion and Sediment Control Plan (ESCP). The ESCP is to be prepared in accordance with:

Council's Planning Scheme – Construction Management Code - https://www.whitsundayrc.qld.gov.au/downloads/file/544/part-9-development-codes

Council's Erosion and Sediment Control guidelines and factsheets- https://www.whitsundayrc.qld.gov.au/community-and-environment/our-environment/coastal-management-and-waterways

IECA Best Practice Erosion and Sediment Control document - https://www.austieca.com.au/publications/best-practice-erosion-and-sediment-control-bpesc-document

The design of allotment drainage shall not cause erosion or sedimentation of watercourses or damage / nuisance flows to adjoining properties. All stormwater drains must be installed to prevent erosion at discharge points or piped off site into the stormwater system with the approval of HIE Planning & Development office. Gross Pollutant Traps may be required before discharge points. All in ground pipes must be a minimum of 150mm diameter or as directed by the HIE Planning & Development office. Existing overland flow of storm water runoff is not to be diverted onto any neighbouring land other than to a point where such flows would normally discharge.

4.4 WASTE MANAGEMENT

No disposal of refuse shall be allowed on site (including disposal by burying or burning). Construction litter will be contained in a covered skip on site. Non-putrescible waste will be disposed of as directed by the HIE Planning & Development office. Arrangements can be made with the Islands Waste Transfer Station for a skip to be placed on site. All on site skips are to be covered with heavy duty shade cloth or an equivalent material. The Islands Waste Transfer Station is not to be used for the disposal of building waste.

4.5 ENVIRONMENTAL MANAGEMENT ISSUES

General site issues to be considered and accommodated when planning a development include:

4.5.1 SOIL CONSERVATION

Limit the area of earthworks as the Island is generally made up of extremely high erosion prone soils.

Stormwater drainage works must be designed and constructed in accordance with the Queensland Urban Drainage Manual, the ICEA Best Practice Erosion and Sediment Control document, The Whitsunday Regional Council Development Manual, and the requirements of the *Environmental Protection Act 1994.*

In response to site cover and set back requirements, clearly defined site access and construction zones must be identified on an Environmental Management Plan or Construction Management Plan. The agreed site area will then be fenced as agreed with the HIE Planning & Development office, together with appropriate erosion control measures, which must be maintained throughout construction, to protect the vegetation beyond.

There will be no access in protected zones without approval (e.g., connection of services, trenches will be back filled and re vegetated). Existing topsoil within the proposed approved construction zone and free of weed species shall be stripped and stockpiled for re vegetation purposes (maximum height of stockpile 1.5m), protected also with silt fencing and wind control as required.

4.5.2 ENVIRONMENTAL CONTROLS

The extent of sedimentation and flow into water courses / water bodies affected by development shall be minimised. Minimum Environmental controls are to include erosion control fencing installed down slope of the construction zone, where earthmoving works are undertaken and there are adjacent access routes and around stockpiles of bulk materials being stored on site. Sediment traps are to be installed below disturbed areas to protect adjacent stormwater inlets.

Washing and refuelling of machinery will take place in an appropriately protected area designated by the HIE Planning & Development office. Minimise the generation of noise, dust, odour, and fumes, which may cause environmental nuisance to surrounding residences.

Dust control measures such as watering, windbreak screens, covering stockpiles, reducing heights of stockpiles and the like shall be implemented.

Proposed Environmental controls including protective fencing, silt control measures, tree protection, soil and mulch stockpiles, construction access and material stores are to be indicated on an Environmental Management Plan (EMP) which will be required for each development site. For most developments this will be a plan incorporating the issues outlined in the BDSG. For larger developments and sites in sensitive ecological areas a more detailed assessment will be required as directed by the DRC.

4.6 LANDSCAPING & VEGETATION

In general, planting and re vegetation should reinforce and enhance the existing indigenous vegetation patterns around the site and characteristic of Hamilton Island. The preservation of significant existing site features and the limiting of disturbed site area during construction will assist in maintaining site stability whilst the potential erosion and sediment run-off will be minimised. Site controls during construction will also reduce the area of required constructed landscape works and maximise the natural visual amenity.

Refer to the Hamilton Island Tree Preservation Policy for specific details on HIE strategy for long-term tree retention, significant tree listing and information and recommended species framework.

4.6.1 EXISTING VEGITATION

Existing trees and under-storey are to be retained where possible. Disturbance of creek or drainage lines and associated vegetation should be avoided. Trees retained within the construction zone shall be individually protected by battening or fencing to the satisfaction of the HIE Planning & Development office. Damage to trees and general vegetation and/or if a sedimentation problem occurs in protected areas will result in a stop work notice being issued which will remain in force until restoration works are complete and appropriate measures are taken to ensure no reoccurrence. A bond may be required to be lodged by HIE for the protection of significant features if deemed to be of major significance.

4.6.2 EXISTING FAUNA

Minimise the disturbance of habitat for Hamilton Islands native species. Design to discourage access to scavenging feral species particularly to outdoor storage and garbage areas both during construction and upon completion of the development.

4.6.3 WEED MANAGEMENT

Prior to commencement of construction, any invasive plants (weeds) identified on an allotment are to be removed and controlled in accordance with the current State Government's fact sheets - https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/biosecurity/plants/invasive/manage/control.

Earth moving equipment and vehicles shall be cleaned before leaving the mainland and machinery shall be washed in an appropriately protected area designated by the HIE Planning & Development office. All declared weeds on site shall be removed before construction commences and rapid re vegetation of disturbed areas is to be implemented in accordance with the recommended species list. This includes a minimum 100mm depth mulching (preferred site chippings, no cane waste is to be used) or the use of organic erosion control matting covering disturbed areas. Each site is to maintain an ongoing site weed control programme.

4.6.4 RE-VEGETATION

At least 35%-55% the site is to be soft landscaping exclusive of service areas, driveways and swimming pools and associated paved terraces. ***Refer section 6.1.1 and 6.1.2***. Site landscaping shall include the area from the site boundary to the back of roadways / kerbs adjacent to the development site. Minimum requirements to roadway / kerbs will include stabilisation by grassing or planting and mulching as directed by the HIE Planning & development office. Re vegetation should be predominantly native species and achieve a stable ground cover of 80-90% by the following wet season. If this is not achieved further works may be requested by the HIE Planning & Development office.

All exposed slopes resulting from clearing to allow for development shall be extensively re vegetated with suitable protective / screen planting. Slopes with a 1:2 grade or steeper shall be reinforced with appropriate erosion control matting or organic geo-textile fabric. Disturbed areas are to be progressively re vegetated/stabilised as soon as possible after finished profiles are established. In areas of soil compaction due to construction activities, tyning along contours is to be lightly ripped to allow re vegetation.

Any introduced landscaping within new developments shall contribute to a unified landscape appearance of predominantly Hamilton Island indigenous species to enhance the framework of dense vegetation intrinsically characteristic of much of the Whitsunday Islands. Refer to the Hamilton Island Tree preservation Policy for further information. Use of fertilisers, pesticides or herbicides will be restricted to organic ingredients and their proposed use is to be identified with any development submission.

Where buildings with elevated or pole construction is proposed, the open ground beneath and immediately surrounding the building shall be extensively re vegetated with suitable native, fire-resistant species where light penetrates. All exposed visible areas are to be cleaned of building rubbish, raked smooth and mulched as a minimum treatment. Where mulching takes place around structural members, approved termite control measures must be employed. Any such landscaping around building footings shall not compromise free drainage around footings and foundations.

Semi-mature trees and shrubs are required to a minimum of 33% of the approved area of soft landscaping. Developments are to show evidence of pre-ordering plant material at construction commencement to ensure supply and substantial landscaping at completion of the project.

Soft landscaping is required to boundary setback zones exclusive of roads, access ways, pavements and retaining structures, the integrity of the natural vegetation and ground is to be retained and left predominantly undisturbed in this area and supplemented by extra screen planting.

Streetscape landscaping forms an integral part of the landscape approval. Property owners are responsible for streetscape landscaping, gutters, spoon drains and vehicle crossings up to the kerb

line of their properties. Streetscape planting and landscaping on allotments in front of identified vantage points shall include selected plants which do not typically grow to mature heights above the protected view plane. While the selective use of taller trees in these locations may be recommended to reinforce ridgeline vegetation, they can be located to frame views rather than obstruct them.

Contract establishment maintenance is required to be a minimum of a six (6) month period after practical completion of the works. Supervision of the works by the designer is required to maintain the integrity of the documentation, with certification at the completion of works also required. Completed landscape work will be monitored for a twelve (12) month period from the date of practical completion. Where plants have died or are failing during the period, replacement of plants will be required at the lessee's expense.

5.0 ENGINEERING & SERVICES GUIDELINES

5.1 GENERAL

Refer to HIE Planning & Development office for details of services connection to each site including water, gas, electricity, and sewer. Telephone and MATV television can also be provided where services are available to do so. An approved screen is to be provided for the above ground group of service connection points.

5.2 STORMWATER

Stormwater storage and/or retention is required including the installation of rainwater tanks for landscape irrigation with a minimum capacity of 3kl for a detached dwelling. Rainwater may be considered for laundry and toilet applications if fitted to an approved device such as a 'Davey Rainbank and pressure pump'. If rainwater is proposed for drinking water, it must be processed through an approved disinfection unit and be certified by the appropriate authorities. Specific sites may require water-harvesting initiatives to be included.

5.3 SEWER

Due to the topography of the Island, pump stations may be required. All sewer pump station design must preferably incorporate Duty/Standby pumps, with the chamber having the appropriate volume for the unit fixture ratings. They must be approved by HIE and show overflow location. Gravity systems are to be connected where specified with prior arrangement with Hamilton Island Planning & Development Office.

All pump stations shall have an alarm switch and light on the property entrance boundary. The location and screening of pump stations is to be indicated on proposed site plans. The make, model and specification of the proposed pump station is to be supplied to HIE Planning & Development Office at time of application. Contact HIE Planning & Development office for details of approved pump stations.

No In-sinkerators or similar garbage disposal units will be permitted.

5.4 ELECTRICITY

For details of connection requirements to the Hamilton Island electrical distribution network, refer to the current edition of the HIE Policy Document for Connection to the HIE Electrical Distribution Network.

Energy conservation is encouraged, all systems are to comply with the NCC performance requirements for energy efficiency including the use of AAA rated appliances and passive design for cooling and ventilation. Electricity is supplied from an electrical pillar on the boundary of the site. Single point metering is to be supplied for each dwelling. A common power circuit and meter is to be supplied for common area lighting and pools where applicable.

New air conditioning is required to include power shut down switches for external doors on separate circuits or an integral timer for an inverter type system.

5.5 SOLAR POWER

At present HIE will not permit connection of photovoltaic arrays to the Hamilton Island distribution network due to ongoing investigation into distribution protection issues. The technology is constantly under review and this document will be updated at regular intervals to reflect changes as they become current.

If at any stage in the future, solar power generation is considered, all applications will be subject to an assessment of the DRC and will need to comply with the provisions contained within the HIE Policy Document for Connection to the HIE Electrical Distribution Network.

5.6 SOLAR HOT WATER SYSTEMS

Storage tanks for solar hot water systems are not permitted on the roof.

Structural certification for the supporting roof is to be provided allowing for wind loading as well as the load imposed by the installation. All mounting frames and array surrounds shall be powder coated or painted in a suitable epoxy paint to match surrounding roof colour. For properties whose roof areas are visible from public areas and view lines, the colour of the array shall not contrast with adjacent roof colour.

If solar array panels or collectors cause any adverse aesthetic issue or disruptive reflection issue with neighbouring properties or from the surrounding ocean, HIE reserves the right to disapprove the installation.

5.7 WATER

Fresh water is a limited resource on Hamilton Island and HIE requires the use of energy saving and water conservation devices for appliances and fixtures such as water efficient shower roses and dual flush toilet cisterns, all systems are to comply with the NCC performance requirements for water conservation. A water meter and reduced pressure zone (RPZ) / backflow prevention valve will be supplied for each site. Hamilton Island Services will locate meters on the boundary of the site and a single line is to be run into each dwelling.

All water mains are to be tested and signed off by a Queensland licensed plumber before connection to HIE's mains to ensure there are no leaks. Connection to HIE mains will not occur until Hamilton Island Services conducts a satisfactory pressure test of the entire system. (HIE requires 7 days' notice of intention to pressure test) Applications for Final Building Approval should indicate location of fire hydrants and a letter indicating compliance with the Act along with flow test results.

5.8 LPG

LPG may be used for heating of water and cooking. A single meter is to be used for each single dwelling. Hamilton Island Services will locate the meters on the boundary of the site and a single line is to be run to each dwelling. A suitable enclosure is to be provided for such meters to be housed. The size of the enclosure will need to be commensurate with the minimum separation distances from any other meters that may be within the common enclosure.

LPG meters will be supplied from a common point and manifold. Site connection to gas mains requires the builder to submit the appropriate documentation to HIE Planning & Development office.

All gas mains shall be tested and signed off by a Queensland licensed gas fitter before connection to HIE's mains to ensure there are no leaks. A compliance certificate shall be submitted to the HIE Planning & Development office on satisfactory testing of the installation and fitment of compliance tags on completed works. Connection to HIE mains will not occur until HIE witnesses a satisfactory pressure test of the entire system. (HIE requires 7 days' notice of intention to pressure test)

5.9 COMMUNICATIONS

Telephone connection is not available to all sites. Contact HIE Planning & Development office for further information.

Cabling is to be run in accordance with the Australian Communication Media Authority Standards and in conjunction with the requirements of the Hamilton Island communications provider. Provision is to be made for future remote metering of utility meters. All new constructions are to provide a 50mm white communications conduit lead into the front boundary alignment adjacent to the communications pit.

5.10 TELEVISION

MATV connection is not available to all sites. TV cabling is to be set up so that the system can be connected to Island feed (if available) or a single aerial can be used for a group of buildings. Location and type of aerials and/or dishes will need to be approved to minimise the visual impact from adjacent and distant vantage points, particularly in ridge top locations. Pay TV is to be in accordance with current regulation requirements.

5.11 POOLS & SPAS

Proposed pools and spas are to demonstrate that they have considered water minimisation techniques. Long infinity edges and waterfalls over large, tiled areas may not be appropriate.

All pools and spas need to comply with the AS 3633-1989, Private swimming pools – Water quality.

All new swimming pool installations shall be required to incorporate a backwash recovery tank of minimum capacity 5,000 litres. Stored water from backwash recovery tanks shall only be used for external use such as irrigation and pool top ups. Overflow must be discharged to the sewer. There shall be no connection between such backwash recovery tanks and any other rainwater storage tanks.

Pool and spa covers are encouraged in detached residential developments. A separate metered supply is to be installed for swimming pools, spas and common area irrigation where applicable.

5.12 WATER TANKS

In the interests of water conservation and subsequent energy conservation resulting through the water treatment process, there are minimum requirements for on-site water storage. This is broken up into two categories:

1. Rainwater harvesting and storage.
2. Recovery storage from swimming pool backwash.

The Queensland Development Code (QDC) MP4.2 specifies and details legislative requirements for the use and installation of rainwater storage tanks. The Hamilton Island BDSG has adopted all aspects of this Code, however the requisite on-site minimum capacities are increased. All installations are required to comply with specified requirements as detailed in the QDC MP4.2.

5.12.1 RAINWATER HARVESTING & STORAGE

All new residential construction is to include installation of on-site rainwater harvested storage. New construction shall also include extensions to existing structures that have an extended roof area of more than 100m2. All rainwater water storage and associated plumbing is to be in accordance with the QDC MP 4.2.

The only variation from the MP 4.2 code shall be the minimum capacity of storage tank/s. For a new residence of four or more bedrooms, the minimum capacity of all on site storage tanks shall be 5,000 litres. For three bedrooms or less, the minimum capacity of all on site storage tanks shall be 4,000 litres. If these minimum size requirements cannot be met from an architectural or structural aspect or cause a conflict with other aspects of the BDSG, an exemption can be applied for but will be at the sole discretion of the DRC. Under any exemption, the minimum size will never be reduced below what is specified in Development Code MP 4.2.

The minimum roof area catchment is to be 100m2. On multi-unit development sites, a rainwater harvesting tank of a minimum capacity of 60,000L is to be installed to service common property.

Rainwater tanks may be connected to:

1. Toilet cisterns
2. Washing machine cold taps
3. External use
4. Internal domestic use provided all requirements of the following are met:
   - Associated requirements of the QDC MP4.2,
   - Public Health Act 2005 and Public Health Regulation 2018.

Where rainwater tanks are utilised to supplement household use as detailed in above standards, approved backflow prevention devices are to be installed between any potable water connection and the rainwater storage tank to prevent backflow into the rainwater tank. Where one tank unit may supply irrigation water and supplementary supply for household use in accordance with above standards, there shall be a dedicated outlet for each facility complete with an approved backflow prevention device fitted on the discharge side of the tank. Any overflow piping from the tank shall be fitted with a flap valve and all entry points screened in accordance with the above standards and codes to eliminate entry of vermin to the tanks.

5.12.2 SWIMMING POOL BACKWASH RECOVERY TANKS

All new swimming pool installations shall be required to incorporate a backwash recovery tank of minimum capacity 5,000L. Stored water from such tanks shall only be used for external use such as irrigation and pool top ups. Overflow from such tanks must be discharged to sewer. There shall be no connection between such recovery tanks and any other rainwater storage tanks.

5.13 LANDSCAPE IRRIGATION

Treated effluent or grey water is reticulated around most areas of the Island for the use as land-based irrigation. This facility is supplied on an as and when available basis. Automatic irrigation is to be installed so that grey water can be used when available. Irrigation is to be designed for minimum water use incorporating drip irrigation to garden beds, grass areas are to be minimised. A maximum size of 32mm pipe connection will be supplied at the boundary.

HIE will retain control and access of any irrigation using this grey water. Rainwater harvesting of roof water to tanks located under buildings for landscape watering is also encouraged. All mains are to be tested and signed off by the Queensland licensed plumber before connection to HIE's mains to ensure there are no leaks. Connection to HIE mains will not occur until HIE witnesses a satisfactory pressure test of the entire system. (HIE requires 7 days' notice of intention to pressure test).

At Final Building Plan Review, detail documentation of proposed automatic irrigation is required including area of coverage, number of zones, consumption of watering zone and position of controller. There must be no physical cross connection between potable water supply and any other water source.

6.0 SPECIFIC GUIDELINES

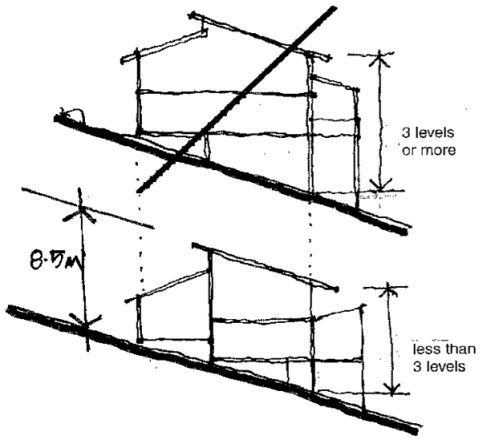
6.1 DETACHED HOUSING

The following guidelines specifically apply to the development of various forms of detached single dwellings.

6.1.1 BUILDING CONTROLS

The maximum permissible building height shall be two (2) storeys following the natural slope of the land, a maximum of 8.5m vertically above natural ground, with additional height restrictions in front of the designated Predominant Vantage Points. It should be noted that the maximum height of structure as defined in these Guidelines is the height above natural ground profile to the highest point of the structure. This height is not more than 8.5m vertically above any point of natural ground prior to site earthworks being carried out or a maximum height plane parallel to existing ground profile and 7.5m above. On steep sites, the designers shall demonstrate that buildings are not visually intrusive from vantage points and waterways and visually no more than three building levels in height above natural ground.

FIGURE 6.1.1.1



If the slope of the land is such that the height of the building is effectively three levels or more it should step

The standard requirements for dwelling houses under the Whitsunday Regional Council Planning Scheme, applicable at the time, shall apply to development of detached houses on conventional allotments, unless otherwise specified.

The maximum building site coverage and setback requirements for detached housing allotments shall be:

TABLE 6.1.1.2

Allotment Size	0-550m2	550m2 – 1700m2	1700m2 +
Max site cover	35%	30%	25%
Landscape soft works	35%	45%	55%
Landscape hard works	30%	25%	20%
Front setbacks	3m	5m	6m
Rear setbacks	6m	8m	10m
Side setbacks	3m	5m	6m

Notes:

1. Soft Landscape area and setbacks are exclusive of pools, paving, retaining structures etc.
2. Hard Landscape area includes pools, paving, retaining structures etc., and is not permitted within setback areas (minor encroachments may be considered).
3. Setbacks adjacent to access roads may include driveway and buggy port.
4. Irregular shaped allotments, narrow allotments or foreshore sites may require adjustments to boundary setbacks, Refer HIE Design Review Committee for direction.

6.1.2 BUILDING SETBACKS

The front setback from boundary to building line shall be as indicated. ***Refer table 6.1.1.2***. Designers are encouraged to site buildings at varying setbacks to create greater interest in the streetscape with the opportunity of retaining existing vegetation and site features or increasing depth of landscape zones. A partial roof overhang up to 600mm shall be permitted within setbacks, a continuous roof overhang in setbacks will not be permitted.

Rear boundary setbacks shall be as indicated or 3 metres for allotments backing on to open space reserves or non-residential areas. ***Refer table 6.1.1.2***.

Side boundary setbacks shall be as indicated. ***Refer table 6.1.1.2***.

On ocean waterfront allotments, i.e., fronting Catseye Bay, Dent Passage, and other waterways, buildings shall be setback a minimum of twenty (20) metres from the HIE lease boundary or as otherwise determined for the current Plan of Development for a new subdivision, to ensure the retention of a well vegetated edge to the surrounding waterways. Development is to maintain or enhance the scenic amenity and natural character of the coastal landscape, views and vistas from the foreshore or significant viewpoints. The DRC will assess each site independently depending upon exposure, existing vegetation, topography etc. to establish the required setback dimension.

In boundary setback zones, the integrity of natural vegetation and ground is to be retained and left predominantly undisturbed. Access to buildings during construction should occur in defined routes to ensure the setback zones are left undisturbed.

6.1.3 ARCHITECTURAL DESIGN

Contemporary architectural design consistent with the North Queensland tropical maritime environment is encouraged including shaded verandas, light weight construction and cross ventilation. Roof design should be pitched to be sympathetic with the site landform and not visually obtrusive or reflective when viewed from external vantage points and surrounding waterways. Building colours, forms and finishes are to be visually recessive and harmonious with the natural character of the site. Bay windows, verandas, balconies, room, and wall offsets and the like, shall provide adequate articulation to building facades.

Privacy fencing and courtyard walls attached to the house shall be of a high-quality appearance, consistent with the architectural design of the building.

6.1.4 LANDSCAPE DESIGN & PRIVATE OPEN SPACE

Landscaping shall be an integral part of initial site concepts to ensure that it receives as much consideration as the buildings. ***Refer section 4.5.***

Private open space areas shall meet the projected requirements of the dwelling occupants in terms of both outdoor recreation needs and space for service functions such as clothes drying and domestic storage.

Private open space shall be functionally located to take advantage of outlook opportunities, site topography, preferred solar orientation, and are to take account the impact of adjacent buildings in terms of privacy and overshadowing.

A landscaped area capable of in-ground tree planting shall be provided along all boundaries, exclusive of retaining structures. Tree planting can be located to frame views and extend existing canopy. Landscaping areas to be within allowable areas. ***Refer table 6.1.1.2.***

In accordance with the Hamilton Island Tree Preservation Policy, suitable existing trees shall be identified, where practical, conserved on each allotment as agreed with HIE and enhanced by the planting of additional native species to complement the framework of the established hillside landscape. Note: NO trees are to be removed without the prior approval of HIE Planning & Development office.

Exotic tropical species if selected are to be located adjacent to buildings, pools, and enclosed courtyards with the overall vegetation framework from distant vantage points to reflect the indigenous vegetation character of Hamilton Island.

6.2 ATTACHED HOUSE OR TOWNHOUSES

The following guidelines specifically apply to the development of various forms of attached dwellings, including townhouses, semi-detached or duplex dwellings.

6.2.1 BUILDING CONTROLS

The maximum townhouse density shall be 30 dwellings per hectare.

The maximum permitted building height shall be two (2) storeys. ***Refer section 6.1.1.*** This means a maximum height plane of 7.5m above and parallel to natural ground profile or on steep sites, and not more than 8.5m vertically above any point on natural ground profile and, subject also to the additional height limitations at designated Predominant Vantage Points. On sloping sites, the preferred townhouse form shall be a stepped building profile. ***Refer section 6.1.1***.

The maximum site coverage is to be indicated in section 6.1.1. ***Refer table 6.1.1.2***.

6.2.2 BUILDING SETBACKS

A minimum setback and a building setback six (6) metres shall be provided from the edge of a public road or three (3) metres setback from a private (internal) road. ***Refer table 6.1.1.2***. Where required, garages or covered buggy parking areas may have no setback from a private road edge where visibility and manoeuvrability is adequate.

Where a townhouse site directly fronts the waterway, the waterfront setback requirement is a minimum of 20 metres (20m) from the HIE lease boundary. For ocean waterfront allotments, HIE will assess each site depending upon exposure, existing vegetation, topography etc. to establish the required setback dimension. ***Refer section 6.1.2***.

Side and rear boundary setbacks generally shall be as indicated or as determined at the time of preparing a Plan of Development for the subdivisions of which the townhouse site forms part. ***Refer section 6.1.2.***

The minimum distance between any two blocks of townhouses shall be 6 metres and in accordance with the minimum specified within the WRC Planning Scheme. Any proposal for less than the required separation will be solely at DRC discretion and will necessitate a siting variation approval. However, wider distances are encouraged to try to minimise the appearance of long walls dominating the natural character of sites.

Building line setbacks from internal private roads and the property boundaries shall be varied to avoid long straight lines of garages and building facades.

6.2.3 ARCHITECTURAL DESIGN

Stepped and articulated building forms in plan and section are required under the provisions of the WRC Planning Scheme and are to provide visual interest and appropriate residential scale, and on sloping sites, fit with the contours and reduce environmental impact.

Roof design should be pitched to be sympathetic with the site landform and not visually obtrusive or reflective when viewed from external vantage points and surrounding waterways.

The number of townhouses forming one continuous building shall not exceed six (6) dwellings.

Multi-unit buildings shall have a maximum unarticulated wall length of 15 metres. Punctuations by verandas, balconies, bay windows, or wall offsets of one metre (1m) or more may be deemed to provide adequate articulation.

No habitable room window shall be placed so that it directly faces and is within nine (9) metres of a habitable room window of another dwelling.

Where required, privacy fencing and court walls shall be consistent with the architectural design of the buildings and their landscaped surrounds.

6.2.4 LANDSCAPE DESIGN, COMMUNIAL & PRIVATE OPEN SPACE

Landscaping shall be an integral part of initial site concepts to ensure that it receives as much consideration as the buildings. ***Refer section 4.5.***

Landscape treatments shall be in accordance with the Hamilton Island Tree Preservation Policy and incorporate existing vegetation, improve privacy, minimise overlooking, assist in microclimate management and provide screening to communal recreation and service areas, and to undersides of buildings where applicable.

A useable common open space shall be provided as an integral part of each townhouse development. This area shall be functional and accessible to all townhouse residents and may include recreation facilities such as a swimming pool, barbecue and the like.

Each townhouse shall be provided with a major private open space of not less than 25 square metres with a minimum dimension of four (4) metres and directly accessible from a main living area. This space is not to include drying facilities, and where it occurs on street frontages, it shall be partly screened by a courtyard wall or mature landscape planting.

A landscaped area capable of in-ground tree planting shall be provided along all boundaries, exclusive of retaining structures. Tree planting can be located to frame views and extend existing canopy. Landscaping areas to be within allowable areas. ***Refer table 6.1.1.2.***

6.3 MULTI-UNIT BUILDINGS

The following guidelines specifically apply to the development of multi-unit buildings.

6.3.1 BUILDING CONTROLS

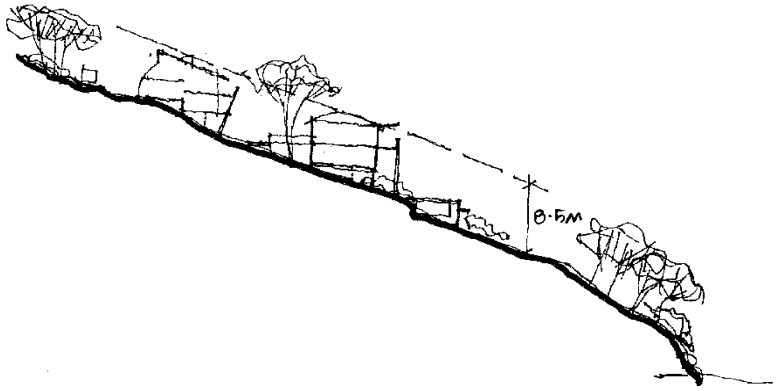
The maximum dwelling unit density shall be controlled by the building height, building envelope, site coverage and setback requirements. The density of development shall also be sympathetic to ridge

top or hillside locations and in context with neighbouring development.

The maximum permitted building height shall be between two (2) and four (4) storeys. Refer chapter 8.2.5 and Table 8.2.5.3.2 Local Plan building heights in the WRC Planning Scheme for the building height criteria on the Island. Where development allows for four storeys, the following criteria is to be met:

1. The fourth storey shall be accessed internally (i.e. two storey dwelling units occupying levels three/four).
2. Building setback planes shall be progressively increased as wall height increases generally in accordance with the following provisions. Planes are to be projected at 45° from a height of 3.5 metres above natural ground level at the side and rear boundaries, to a maximum height of four (4) storeys. The envelope shall be defined at the street front by a height of four (4) storeys, subject to maintaining a compatible scale with adjacent development. In addition, building siting will be controlled by the setback requirements. ***Refer table 6.1.1.2.***
3. The building height limitation is to follow the slope of the site.
4. The additional height limitation shall be respected where multi-unit buildings are located in front of significant views or designated predominant Vantage Points.

FIGURE 6.3.1.1



6.3.2 BUILDING SETBACKS

The minimum front setback from street boundary to building line shall be a minimum of six (6) metres, or as agreed with HIE. ***Refer table 6.1.1.2.***

Where a multi-unit building site fronts an ocean waterway, the waterfront setback will be a minimum of 20 metres. Development is to maintain or enhance the scenic amenity and natural character of the coastal landscape, views and vistas from the foreshore or significant viewpoints. The DRC will assess each site and establish the required setback dimension depending upon exposure, existing vegetation, topography etc. ***Refer section 6.1.2***.

The minimum side and rear boundary setbacks shall be four (4) metres unless otherwise shown on the current Plan of Development prepared at the time of a new subdivision. Design constraints such as retention of trees or the location of landscape may require greater side or rear setbacks.

The minimum distance between any two accommodation unit buildings shall be ten (10) metres.

6.3.3 ARCHITECTURAL DESIGN

Sensitive and thoughtful site planning and design for multi-unit dwellings is encouraged which minimises site disturbance and allows as much site area as possible devoted to landscaped and amenity spaces.

As with all residential development on sloping sites, the preferred architectural form shall be buildings suspended over the slope and / or 'stepped' development. Stepping and articulation of the building in plan shall also be encouraged to help break up the architectural mass and provide visual interest.

The building shall avoid unnecessarily high columns, over-dominant vertical elements, tall blank walls and a 'monotonous' or box-like appearance.

Multi-unit buildings shall have a maximum unarticulated wall length of 15 metres to the street and waterfronts. Punctuations by verandas, balconies, bay windows, or wall offsets of one (1) metre or more may be deemed to provide adequate articulation.

Architectural and landscape design shall achieve a high degree of privacy and design for climate and site. With respect to privacy considerations, a minimum 9 and 12 metre separation distance between habitable rooms of facing dwellings shall be provided at ground level and at upper floors, respectively. Furthermore, direct overlooking of main living areas of other units at each level shall be minimised by building layout, screening devices and landscaping elements. These separation distances apply to the distance between habitable rooms in adjacent but separate properties.

6.3.4 LANDSCAPE DESIGN, COMMUNIAL & PRIVATE OPEN SPACE

Landscaping shall be an integral part of initial site concepts to ensure that it receives as much consideration as the buildings. ***Refer section 4.5.***

The role of landscaping as a visual element generally becomes more important as the scale of building increases. Landscaping of multi-unit developments shall be an integral part of initial site concepts to ensure that it receives as much consideration as the buildings. Site set out considerations shall be in accordance with the BDSG.

Existing trees retained shall be reinforced with tall, visually impressive trees to ensure that the landscaping is appropriate to the scale of the multi-storey development.

Landscape treatments shall incorporate existing vegetation, improve privacy, minimise overlooking, assist in microclimate management, stabilise the site and enclose and screen communal open spaces.

A landscaped area capable of in-ground tree planting shall be provided along all boundaries, exclusive of retaining structures. Tree planting can be located to frame views and extend existing canopy. Landscaping areas to be within allowable areas. ***Refer table 6.1.1.2.***

A minimum landscaped area shall be provided of which a minimum of half this area is to be mass planting, with planting spaces to achieve total ground cover at maturity. ***Refer table 6.1.1.2.***

Include a useable common open space area, which is functional and accessible to all residents and may include recreational facilities such as a swimming pool, gazebo, and barbecue.

Each unit shall provide the following private open space:

1. at ground level a minimum area of 25 square metres with a minimum dimension of four (4) metres and directly accessible from a main living area; or
2. at above ground level a shaded balcony with a minimum area of ten (10) square metres and a minimum dimension of two (2) metres, and conveniently accessible from a main living area.

The location of communal and private open space shall take account of outlook, privacy, safety, and climatic considerations.

7.0 APPENDICES

7.1 USEFUL CONTACTS

Name	Email	Phone
All general submissions and enquiries	planning@hamiltonisland.com.au	(07) 4946 8725
Jodi McDonald • HIE Director of Planning • HIE Design Review Committee Representative	jmcdonaldhamiltonisland.com.au	(07) 4946 8290
Lee Glindemann • HIE Design Review Committee Representative	lee@vsqld.com.au	(07) 4948 9983
Engineering Office Corporate Office	engineering@hamiltonisland.com.au corporate@hamiltonisland.com.au	(07) 4946 8111 (07) 4946 8725

7.2 WORKPLACE HEALTH & SAFETY ON HAMILTON ISLAND

Legislative Compliance

- The Principal Contractor shall comply with, and ensure that all sub-contractors, employees and agents comply with, *Work Health and Safety Act* 2011 (as amended); *Work Health and Safety Regulation 2011* (as amended); all approved Work Health and Safety Advisory Standards; *Work Health and Safety (Codes of Practice) Notice 2022* and relevant Australian Standards.
- Where applicable the Principal Contractor shall comply with the provisions of *Electrical Safety Act 2002* (as amended); *Electrical Safety Regulation 2013* (as amended);
- Where a project has a value of less than 250k, a Principal Contractor still needs to be appointed and ensure compliance with all relevant legislation, Codes of Practice, Australian Standards and all other applicable rules.

Activities Impacting on Hamilton Island Operations

- As the Person Conducting Business or Undertaking (PCBU) you have several duties under relevant WHS legislation, including but not limited to minimising the risk your operations pose to others.
- Issues which have the potential to impact the safety of others on Hamilton Island include, but not limited to the following:

(a) Traffic management issues adjacent to site, including the ongoing management of deliveries
(b) Erosion and landslide site safety
(c) Site security
(d) Escorting/Floating vehicles, machinery and other plant
(e) Load security
(f) Compliance with Hamilton Island specific road rules.

WHS Management Plan

- The principal contractor must ensure that a Work Health and Safety (WHS) Management Plan (including site rules) is prepared prior to any work starting.
- The principal contractor must ensure that the WHS Management Plan is communicated to all relevant stakeholders and reviewed regularly and updated when required.
- The principal contractor must ensure that the plan is available or readily available for inspection

Vehicles, Plant & Equipment

- The Principal Contractor must ensure that all vehicles, plant and equipment is fit for purpose, road worthy, registered with Queensland Transport and HIE and registered with any other relevant bodies as required by legislation.
- Queensland Road Rules and Island Road Rules apply to all vehicles operating on the Island. Unregistered vehicles will be impounded and may result in the issue of a Penalty Notice and/or removal of the vehicle from the Island at the Vehicle owner's expense.
- Use of vehicles, machinery or plant must be in accordance with the Hamilton Island Rules & Regulations, Code of Conduct, Vehicles ownership Guidelines and/or Temporary Vehicle Permit conditions.

7.3 SERVICES ON HAMILTON ISLAND

GENERAL

- Final site positions for connections for water, gas and sewer are to be discussed with the Services Department prior to work commencing.
- Water, LPG and electricity are to be metered at the boundary of the site within a services enclosure.
- All sewer connections are to be directed to a manhole jump-up, connections are not to be made in the middle of pipe lengths.
- Plans showing pipe sizes, pipe locations, material types and pump stations where applicable are to be included with the Final Building Plan Review and Approval submission.
- A full set of "as built" drawings are to be supplied to the Development Manager at the completion of construction.

SPECIFICATION REQUIREMENTS

Note: ALL underground services to be inspected, photographed and approved by HIE Services Department prior to being covered.

Electrical

- For all detailed minimum electrical standards and specifications, refer to the HIE Policy Document for Connection to the HIE Electrical Distribution Network.

Sewer

- Conditions relating to sewer connection to the island reticulation network are contained within individual sublease conditions.
- All entries into the existing sewer main will be via manholes.
- Unit sewer service to be 100 mm PVC.
- Sewer branch mains to be 150 mm PVC.
- Sewer branch mains to have manholes every 30 metres or at change of direction.
- Sewer IOS to have concrete surround and be visible following landscaping.
- All sewers to have 200mm (no less) of sand above top of pipe before pipe marking tape laid.
- Minimum of 400mm sand above top of pipe before trench filling.
- There must be 150mm clearance between each service laid in the shared trench.
- All I.O.s (Inspection Openings) on sewer connections/installations shall have concrete surrounds on the BTS lids fitted 75mm ABOVE finished landscaping levels and shall be flush with concreted or paved walking or parking areas and must be accessible if ever required.
- Where there is a possibility of heavy vehicles being driven over the BTS Lids (Bolted Trap Screw) brass or stainless steel (whichever is preferred) lids will be fitted rather than PVC. Water and garden water lines are to have backflow prevention devices fitted as per local standards and regulations.
- Where a property requires an internal pump station, HIE Engineering and Services Department are to be consulted for approved brands and models.

Gas

- All new installations shall submit proposed maximum megajoule for all gas appliances at Concept Plan Review and Approval stage..
- Unit Gas Service to be 32 mm PE Yellow stripe.
- Gas Branch Main to be 63 mm PE Yellow stripe.
- All underground gas piping to have trace wire installed (secured every 3m) on top of pipe that is assessable at the surface every 100 metres. Joins are to be kept to minimum.
- Trace wire to be used: - 1.5mm2 30/105deg silicon rubber.
- All gas piping to have minimum 200mm sand above top of pipe before pipe marking tape is laid.
- Minimum of 400mm sand above top pipe before trench filling.
- Unit gas meter - To be supplied by HIE.
- Unit gas regulator - To be supplied by HIE.
- Gas is not to laid in shared trench next to LV or HV.

- There must be 150mm clearance between each service laid in the shared trench.
- LPG pipe work sizes are to be verified by working out the total megajoule rating of the appliances. Copies of workings may be requested to ensure that the pipe sizes are correct.
- LPG pipe work is to be held under test before connection will be made to mains. Contractors are to supply all test equipment, test results and copy of gas licence prior to connection of reticulated supply.

Water

- Unit potable water service to be 32 mm PE Blue Stripe.
- Potable water branch mains to be 90 mm PE Blue Stripe.
- All water service to have minimum of 200mm sand above top of pipe before pipe marking tape is laid.
- Minimum of 400mm sand above top of pipe before trench filling.
- Tyco RPZs to be fitted to all units.
- RPZD are to be fitted to all allotments (to each single dwelling and/or apartment).
  MAKE: Tyco - MODEL: RP03 BSP CO
- There must be 150mm clearance between each service laid in shared trench.

Gardens Water

- Unit Gardens Water Service to be 32 mm PE Lilac stripe.
- Gardens Water Branch Mains to be 63 mm PE Lilac stripe.
- All gardens water to have minimum of 200mm sand above top of pipe before pipe marking tape is laid.
- Minimum of 400mm sand above top of pipe before trench filling.
- Gardens Water Meters - To be supplied by HIE.
- There must be 150mm clearance between each service laid in shared trench.

TESTING & COMMISSIONING PROCEDURES

Electrical

For all detailed minimum electrical standards and specifications, refer to the HIE Policy Document for connection to the HIE Electrical Distribution Network

Gas

This procedure applies to consumer piping from the outlet of HIE gas meter.

- Ensure all open ends are plugged or capped.
- Close all isolation values to appliances.
- Connect inert gas (nitrogen) to the consumer piping.
- Test pressure to be minimum 7kpa.
- Test pressure to be held for minimum of: -
  - 12 hours for single dwelling
  - 24 hours for multiple units/rooms.

Testing to be witnessed by Hamilton Island Services with details showing: -

- Initial test pressure.
- Start time of pressurisation.
- Finish time.
- Final pressure reading.
- Type of instrument used for test.

Note. These tests exceed testing requirements of AG 601/AS 5601 but are required by HIE. Queensland Government Gas System Compliance Certificate must be submitted to Engineering and Services Department & Hamilton Island Services prior to gas being supplied to the property.

Water

This procedure applies to all water services from the property water meter, whether it is a new service installation, part thereof, or a repair.

Flushing

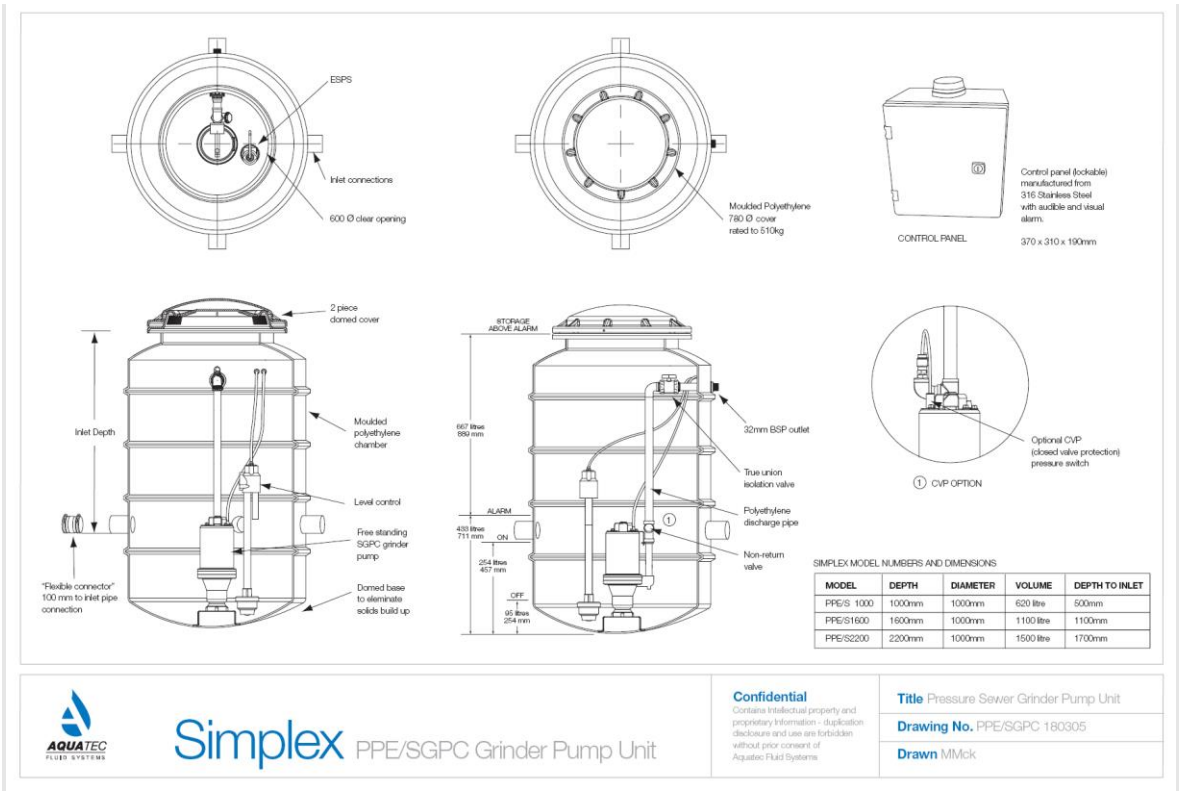
- All pipe work shall be cleaned and flushed to remove any dirt, dust or other foreign matter until completely clear.

Testing

- Hydrostatic testing will be carried out from the property service meter. Ensure all appliances eg (HWS) and other fixtures are isolated to ensure no damage will occur when the pressure test is applied.
- All water services will be pressure tested to 1500kpa for a period of not less than 30 minutes.
- Any leaks/ defects to materials or fittings will be replaced or repaired and tested again as above (b).

Back Flow Devices

- All testable backflow devices installed (mandatory requirement of HIE. Refer HIE Building and Siting Guidelines) e.g. RPZD shall be commissioned and tested when installed to the property
- A test certificate for Back Flow Prevention Device installed must be submitted to the Engineering and Property Services Department and Hamilton Island Services upon completed installation of the Back Flow Device.



7.4 HILLSIDE CONSTRUCTION ON HAMILTON ISLAND

SOME GUIDELINES FOR HILLSIDE CONSTRUCTION

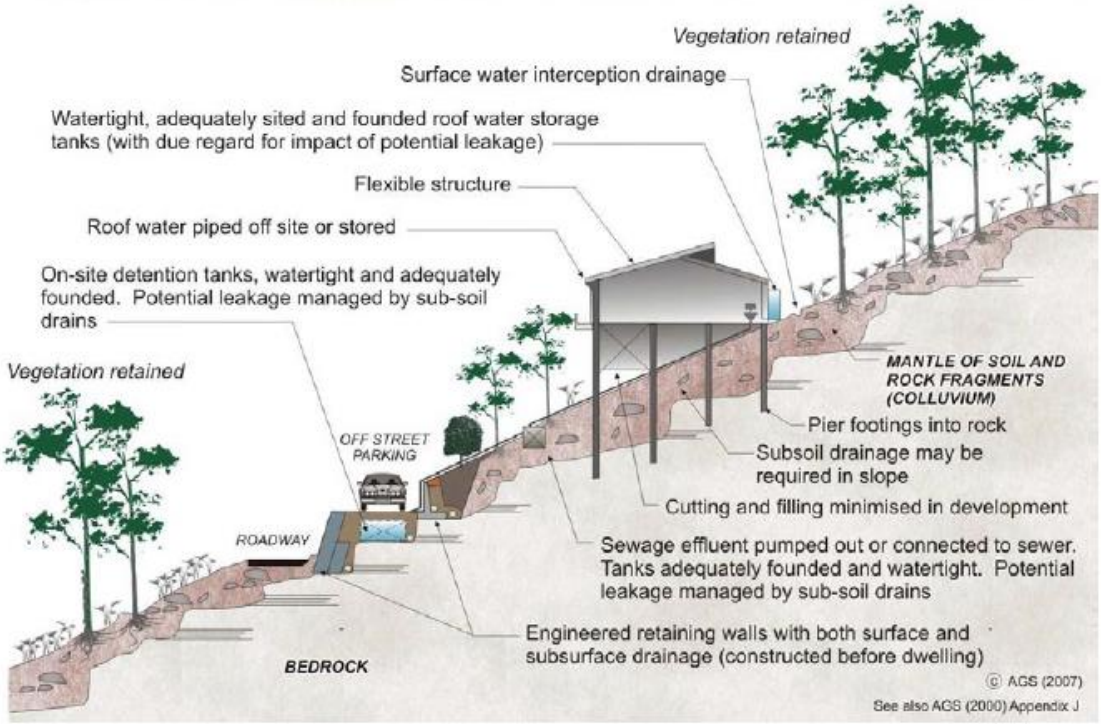
	GOOD ENGINEERING PRACTICE	*POOR ENGINEERING PRACTICE*
ADVICE		
GEOTECHNICAL ASSESSMENT	Obtain advice from a qualified, experienced geotechnical consultant at early stage of planning and before site works.	Prepare detailed plan and start site works before geotechnical advice.
PLANNING		
SITE PLANNING	Having obtained geotechnical advice, plan the development with the risk arising from the identified hazards and consequences in mind.	Plan development without regard for the Risk.
DESIGN AND CONSTRUCTION		
HOUSE DESIGN	Use flexible structures which incorporate properly designed brickwork, timber or steel frames, timber or panel cladding. Consider use of split levels. Use decks for recreational areas where appropriate.	Floor plans which require extensive cutting and filling. Movement intolerant structures.
SITE CLEARING	Retain natural vegetation wherever practicable.	Indiscriminately clear the site.
ACCESS & DRIVEWAYS	Satisfy requirements below for cuts, fills, retaining walls and drainage. Council specifications for grades may need to be modified. Driveways and parking areas may need to be fully supported on piers.	Excavate and fill for site access before geotechnical advice.
EARTHWORKS	Retain natural contours wherever possible.	Indiscriminant bulk earthworks.
CUTS	Minimise depth. Support with engineered retaining walls or batter to appropriate slope. Provide drainage measures and erosion control.	Large scale cuts and benching. Unsupported cuts. Ignore drainage requirements
FILLS	Minimise height. Strip vegetation and topsoil and key into natural slopes prior to filling. Use clean fill materials and compact to engineering standards. Batter to appropriate slope or support with engineered retaining wall. Provide surface drainage and appropriate subsurface drainage.	Loose or poorly compacted fill, which if it fails, may flow a considerable distance including onto property below. Block natural drainage lines. Fill over existing vegetation and topsoil. Include stumps, trees, vegetation, topsoil, boulders, building rubble etc in fill.
ROCK OUTCROPS & BOULDERS	Remove or stabilise boulders which may have unacceptable risk. Support rock faces where necessary.	Disturb or undercut detached blocks or boulders.
RETAINING WALLS	Engineer design to resist applied soil and water forces. Found on rock where practicable. Provide subsurface drainage within wall backfill and surface drainage on slope above. Construct wall as soon as possible after cut/fill operation.	Construct a structurally inadequate wall such as sandstone flagging, brick or unreinforced blockwork. Lack of subsurface drains and weepholes.
FOOTINGS	Found within rock where practicable. Use rows of piers or strip footings oriented up and down slope. Design for lateral creep pressures if necessary. Backfill footing excavations to exclude ingress of surface water.	Found on topsoil, loose fill, detached boulders or undercut cliffs.
SWIMMING POOLS	Engineer designed. Support on piers to rock where practicable. Provide with under-drainage and gravity drain outlet where practicable. Design for high soil pressures which may develop on uphill side whilst there may be little or no lateral support on downhill side.	
DRAINAGE		
SURFACE	Provide at tops of cut and fill slopes. Discharge to street drainage or natural water courses. Provide general falls to prevent blockage by siltation and incorporate silt traps. Line to minimise infiltration and make flexible where possible. Special structures to dissipate energy at changes of slope and/or direction.	Discharge at top of fills and cuts. Allow water to pond on bench areas.
SUBSURFACE	Provide filter around subsurface drain. Provide drain behind retaining walls. Use flexible pipelines with access for maintenance. Prevent inflow of surface water.	Discharge roof runoff into absorption trenches.
SEPTIC & SULLAGE	Usually requires pump-out or mains sewer systems; absorption trenches may be possible in some areas if risk is acceptable. Storage tanks should be water-tight and adequately founded.	Discharge sullage directly onto and into slopes. Use absorption trenches without consideration of landslide risk.
EROSION CONTROL & LANDSCAPING	Control erosion as this may lead to instability. Revegetate cleared area.	Failure to observe earthworks and drainage recommendations when landscaping.
DRAWINGS AND SITE VISITS DURING CONSTRUCTION		
DRAWINGS	Building Application drawings should be viewed by geotechnical consultant	
SITE VISITS	Site Visits by consultant may be appropriate during construction/	
INSPECTION AND MAINTENANCE BY OWNER		
OWNER'S RESPONSIBILITY	Clean drainage systems; repair broken joints in drains and leaks in supply pipes. Where structural distress is evident see advice. If seepage observed, determine causes or seek advice on consequences.	

AUSTRALIAN GEOGUIDE LR8 (CONSTRUCTION PRACTICE)

HILLSIDE CONSTRUCTION PRACTICE

Sensible development practices are required when building on hillsides, particularly if the hillside has more than a risk of instability (GeoGuide LR7). Only building techniques intended to maintain, or reduce, the overall level of lands risk should be considered. Examples of good hillside construction practice are illustrated below.

EXAMPLES OF GOOD HILLSIDE CONSTRUCTION PRACTICE



WHY ARE THESE PRACTICES GOOD?

Roadways and parking areas - are paved and incorporate kerbs which prevent water discharging straight into the hillside (GeoGuide LR5).

Cuttings - are supported by retaining walls (GeoGuide LR6).

Retaining walls - are engineer designed to withstand the lateral earth pressures and surcharges expected, and include drains to prevent water pressures developing in the backfill. Where the ground slopes steeply down towards the high side of a retaining wall, the disturbing force (see GeoGuide LR6) can be two or more times that in level ground. Retaining walls must be designed taking these forces into account.

Sewage - whether treated or not is either taken away in pipes or contained in properly founded tanks so it cannot soak into the ground.

Surface water - from roofs and other hard surfaces is piped away to a suitable discharge point rather than being allowed to infiltrate into the ground. Preferably, the discharge point will be in a natural creek where ground water exits, rather than enters, the ground. Shallow, lined, drains on the surface can fulfil the same purpose (GeoGuide LR5).

Surface loads - are minimised. No fill embankments have been built. The house is a lightweight structure. Foundation loads have been taken down below the level at which a landslide is likely to occur and, preferably, to rock. This sort of construction is probably not applicable to soil slopes (GeoGuide LR3). If you are uncertain whether your site has rock near the surface, or is essentially a soil slope, you should engage a geotechnical practitioner to find out.

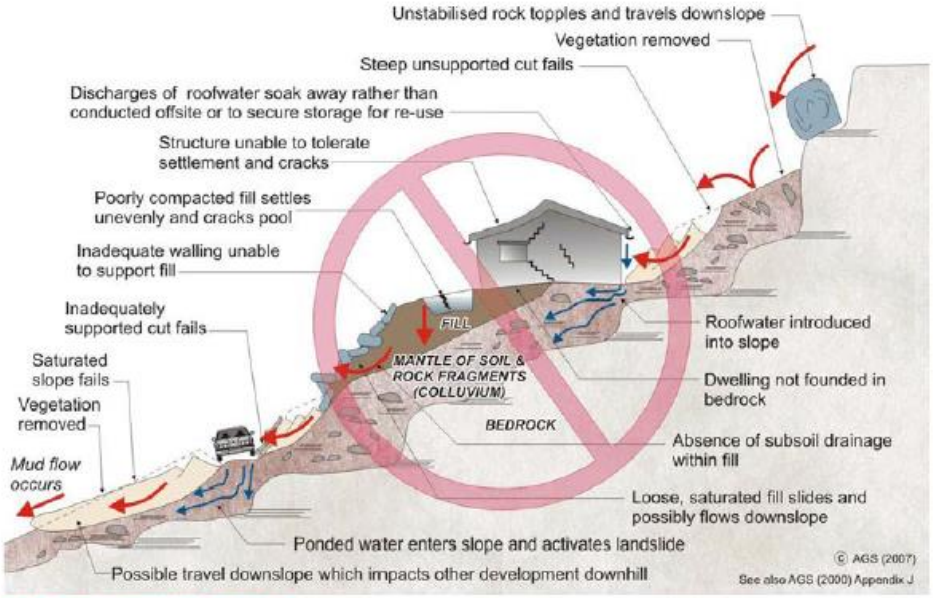
Flexible structures - have been used because they can tolerate a certain amount of movement with minimal signs of distress and maintain their functionality.

Vegetation clearance - on soil slopes has been kept to a reasonable minimum. Trees, and to a lesser extent smaller vegetation, take large quantities of water out of the ground every day. This lowers the ground water table, which in turn helps to maintain the stability of the slope. Large scale clearing can result in a rise in water table with a consequent increase in the likelihood of a landslide (GeoGuide LR5). An exception may have to be made to this rule on steep rock slopes where trees have little effect on the water table, but their roots pose a landslide hazard by dislodging boulders.

Possible effects of ignoring good construction practices are illustrated on page 2. Unfortunately, these poor construction practices are not as unusual as you might think and are often chosen because, on the face of it, they will save the developer, or owner, money. You should not lose sight of the fact that the cost and anguish associated with any one of the disasters illustrated, is likely to more than wipe out any apparent savings at the outset.

ADOPT GOOD PRACTICE ON HILLSIDE SITES

EXAMPLES OF **POOR** HILLSIDE CONSTRUCTION PRACTICE



WHY ARE THESE PRACTICES POOR?

Roadways and parking areas - are unsurfaced and lack proper table drains (gutters) causing surface water to pond and soak into the ground.

Cut and fill - has been used to balance earthworks quantities and level the site leaving unstable cut faces and added large surface loads to the ground. Failure to compact the fill properly has led to settlement, which will probably continue for several years after completion. The house and pool have been built on the fill and have settled with it and cracked. Leakage from the cracked pool and the applied surface loads from the fill have combined to cause landslides.

Retaining walls - have been avoided, to minimise cost, and hand placed rock walls used instead. Without applying engineering design principles, the walls have failed to provide the required support to the ground and have failed, creating a very dangerous situation.

A heavy, rigid, house - has been built on shallow, conventional, footings. Not only has the brickwork cracked because of the resulting ground movements, but it has also become involved in a man-made landslide.

Soak-away drainage - has been used for sewage and surface water run-off from roofs and pavements. This water soaks into the ground and raises the water table (GeoGuide LR5). Subsoil drains that run along the contours should be avoided for the same reason. If felt necessary, subsoil drains should run steeply downhill in a chevron, or herring bone, pattern. This may conflict with the requirements for effluent and surface water disposal (GeoGuide LR9) and if so, you will need to seek professional advice.

Rock debris - from landslides higher up on the slope seems likely to pass through the site. Such locations are often referred to by geotechnical practitioners as "debris flow paths". Rock is normally even denser than ordinary fill, so even quite modest boulders are likely to weigh many tonnes and do a lot of damage once they start to roll. Boulders have been known to travel hundreds of metres downhill leaving behind a trail of destruction.

Vegetation - has been completely cleared, leading to a possible rise in the water table and increased landslide risk (GeoGuide LR5).

More information relevant to your particular situation may be found in other Australian GeoGuides:

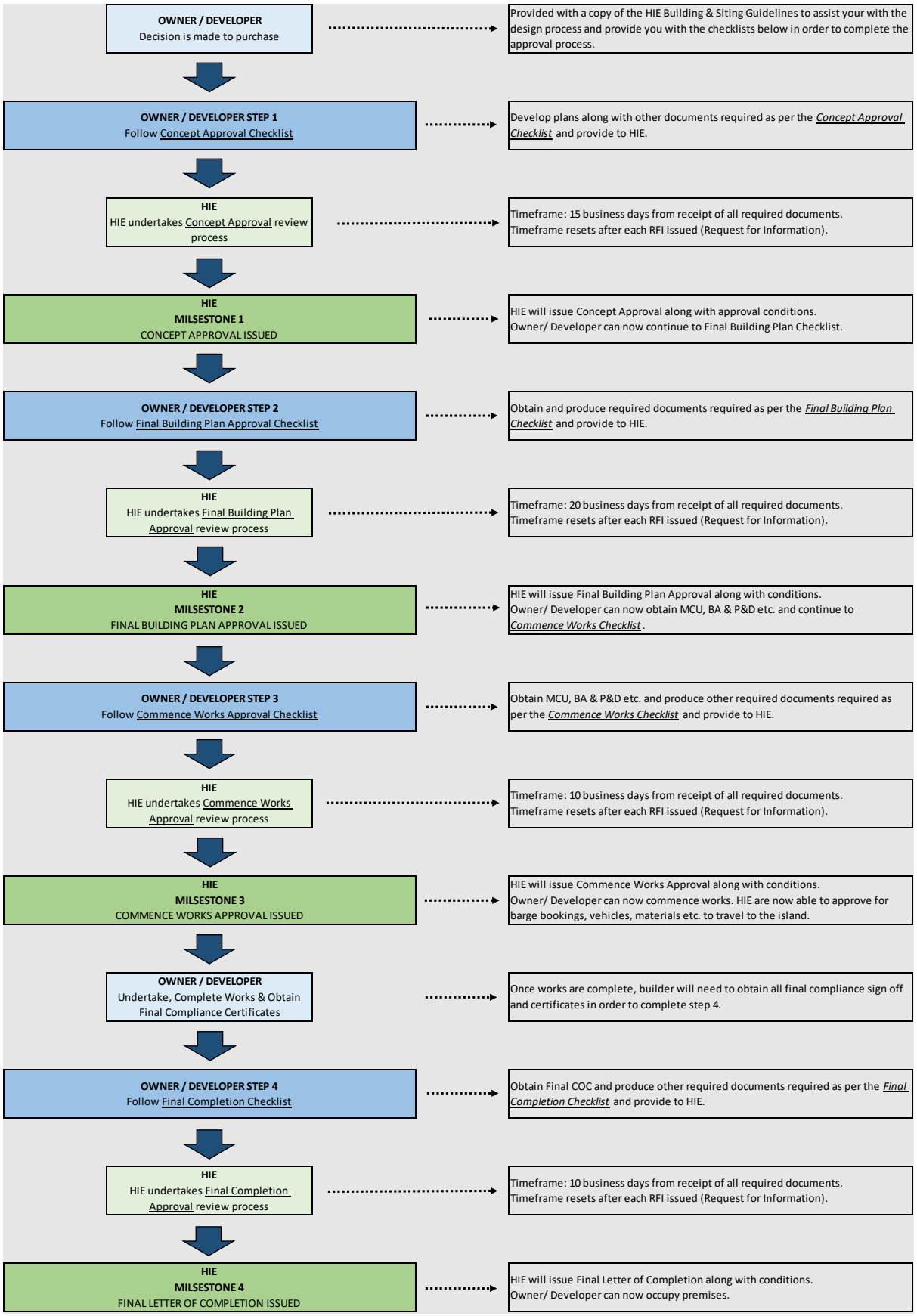
- GeoGuide LR1 - Introduction
- GeoGuide LR2 - Landslides
- GeoGuide LR3 - Landslides in Soil
- GeoGuide LR4 - Landslides in Rock
- GeoGuide LR5 - Water & Drainage
- GeoGuide LR6 - Retaining Walls
- GeoGuide LR7 - Landslide Risk
- GeoGuide LR9 - Effluent & Surface Water Disposal

GeoGuide LR10 - Coastal Landslides

- GeoGuide LR11 - Record Keeping

The Australian GeoGuides (LR series) are a set of publications intended for property owners; local councils; planning authorities; developers; insurers; lawyers and, in fact, anyone who lives with, or has an interest in, a natural or engineered slope, a cutting, or an excavation. They are intended to help you understand why slopes and retaining structures can be a hazard and what can be done with appropriate professional advice and local council approval (if required) to remove, reduce, or minimise the risk they represent. The GeoGuides have been prepared by the Australian Geomechanics Society, a specialist technical society within Engineers Australia, the national peak body for all engineering disciplines in Australia, whose members are professional geotechnical engineers and engineering geologists with a particular interest in ground engineering. The GeoGuides have been funded under the Australian governments' National Disaster Mitigation Program.

7.5 APPROVAL PROCESS FLOW CHART



7.6 SUBMISSION CHECKLISTS

Concept Approval – Application Form & Checklist

Building Design & Siting Guidelines

Concept Approval Application Form & Checklist

This form must be used when submitting documentation and plans for Concept Design Review and Approval to the HIE Design Review Committee

1. Applicant Details

Applicant Name		Contact Email Address	
Contact Name		Contact Phone Number	

2. Details of Premises

Lessee/s		Property Name	
Property Lot / Plan Number		Street Name	
Easement Details			

3. Development Details

Provide a brief description of the proposal and how it meets the requirements of the BDSG.
Provide details of any non-compliance with the requirements of the BDSG and grounds for a relaxation of the requirements.

4. Plans & Documentation Required

4.1 Requirements and details to be shown on all plan sets	
Cover sheet detailing project name, consultant name, sub-lessee, sub-lease number and street address, locality plan. All plans to be A3.	
Title block detailing plan numbers and revisions, revision date, project name, consultant name, sub-lessee, sub-lease number and street address, North point, scale bar and scale (1:100, 1:200) or (1:500).	

4.2 Contour and detail survey (prepared by a qualified surveyor)	
A full contour and detail survey to Australian Height Datum with all existing trees 50cm trunk circumference or greater (trunk and canopy indicated on the plan to scale), contours of 0.5 metre intervals, site features such as rock outcrops, water courses, drainage features, access, boundary dimensions and bearings, etc., as well as all external infrastructure, roads and services. Where a site is located on a hillside having >15% slope and the hillside above has not been developed, the contour and detail survey must include the first 20 metres of the land above the site. LiDAR can be used for the remaining land above. Where residential development has occurred on lots adjoining the side boundaries of the property, or uphill of the property, outline the building footprint and FFL of the ground floor of each building to inform the site analysis and any visual impact assessment which may be required.	

4.3 A concept site analysis plan and vegetation assessment (prepared by a suitably qualified environmental consultant)		
1	site topography (contours at 0.5 meter intervals).	
2	proposed building envelope including driveway, proposed setback dimensions to all boundaries.	
3	views and sight lines.	
4	site access, road frontages and street names.	
5	non-structural features (e.g. concrete pad, fences).	
6	the location and use of any existing or proposed buildings on the land.	

7	identification of indigenous trees (particularly melaleuca species), existing landscaping, and under-storey species to be retained and proposed to be removed, i.e. vegetation clearing footprint.	
8	location of any embankments.	
9	the location and use of buildings or structures on the land.	
10	the location of any stormwater retention and drainage paths.	
11	additional information relevant to the site and / or proposed development .	

4.4 Concept Architectural Plans (prepared by a qualified architect)		
1	location of existing buildings, proposed setback dimensions to all boundaries, total site cover, gross floor area of each proposed floor area.	
2	location of buildings together with private open space areas on all adjoining sites.	
3	all rooms clearly labelled.	
4	existing and proposed built form (for extensions only).	
5	cross sections showing existing ground level, building height (in metres) above natural ground level, FFL of all storeys and level of top of roof.	
6	elevations clearly labelled to identify orientation to determine building size and scale and architectural character.	
7	height of all retaining walls.	
8	estimated cut/fill volumes.	
9	details of proposed building materials, finishes, colour palette and roof colour.	
10	proposed boundary fencing, balustrades and pool fencing.	
11	on-site buggy parking and manoeuvring.	
12	details and location of bin storage and general storage.	
13	location and volume of rainwater storage tanks.	
14	location and volume of swimming pool backwash recovery tank.	
15	details of proposed service requirements.	

4.5 Concept landscape plans (prepared by a suitably qualified landscape architect/designer)		
1	the location and dimension of all property boundaries.	
2	the location of any existing trees and vegetation to be retained and incorporated into landscape design.	
3	the location, botanical name and size of existing trees and shrubs and intended retention or removal of these plants to be clearly nominated.	
4	the location and design of proposed stormwater drainage including direction of overland flow.	
5	the location of all existing and proposed buildings, hard landscape structures/features, retaining walls, pathways, driveways and fencing.	
6	preliminary soft landscaping design.	
7	preliminary Plant Schedule which includes: a) graphic code/key (as nominated on the plan) b) common names of plants c) quantity of each species used	
8	details of proposed street planning and street landscape elements.	

4.6 Concept environmental management plan (prepared by a suitably qualified environmental consultant)		
1	proposed location of building envelope including driveway, proposed setbacks to all boundaries.	
2	proposed site access and construction zones.	
3	proposed location of materials storage areas.	
4	proposed location of soil and mulch stockpile areas.	
5	proposed vegetation management including retention and protection of mature landscape trees and native vegetation, including melaleuca trees within the site.	
6	proposed revegetation of disturbed areas.	
7	weed management.	
8	waste management.	
9	washing and refuelling of machinery.	
10	dust, odour and fume control and management.	
11	noise control and management.	

4.7 Services	
Identify any services requirements.	

5. Other Matters

Other issues and matters for consideration outside the Building Design and Siting Guidelines	

Building Design & Siting Guidelines

Final Building Plan Approval Application Form & Checklist

1. Applicant Details

Applicant Name		Contact Email Address	
Contact Name		Contact Phone Number	

2. Details of Premises

Lessee/s		Property Name	
Property Lot / Plan Number		Street Name	
Easement Details		Existing property Name	

3. Development Details

Provide a brief description of the proposal and how it meets the requirements of the Building Design and Siting Guidelines.
Provide details of any non-compliance with the requirements of the Building Design and Siting Guidelines and grounds for a relaxation of the requirements. *NOTE: This section does not require completion if a relaxation has been approved at Concept Plan Approval stage.*

4. Plans & Documentation Required

4.1 Requirements and details to be shown on all plan sets	
Cover sheet detailing project name, consultant name, sub-lessee, sub-lease number and street address, locality plan. All plans to be A3.	
Title block detailing plan numbers and revisions, revision date, project name, consultant name, sub-lessee, sub-lease number and street address, north point, scale (1:100, 1:200) or (1:500), scale bar.	

4.2 Contour and detail survey (prepared by a qualified surveyor)	
A full contour and detail survey to Australian Height Datum with all existing trees 50cm trunk circumference or greater (trunk and canopy indicated on the plan to scale), contours of 0.5 metre intervals, site features such as rock outcrops, water courses, drainage features, access, boundary dimensions and bearings, etc., as well as all external infrastructure, roads and services. Where a site is located on a hillside having >15% slope and the hillside above has not been developed, the contour and detail survey must include the land above the site.	

4.3 A Site Analysis Plan and Vegetation Assessment (Prepared by a suitably qualified environmental consultant)		
1	site topography (contours at 0.5 meter intervals).	
2	building envelope including driveway, proposed setback dimensions to all boundaries.	
3	views and sight lines.	
4	site access, road frontages and street names.	
5	non-structural features (e.g. concrete pad, fences).	
6	the location and use of any existing or proposed buildings or structures on the land (note: where extensive demolition or new buildings are proposed, two separate plans (an existing site plan and proposed site Plan) may be appropriate.	
7	identification of indigenous trees (particularly melaleuca species), existing landscaping, and under-storey species to be retained and proposed to be removed, i.e. vegetation clearing footprint. Identification of weeds to be removed also required.	

4.3 Continued		
8	location of any embankments, proposed retaining walls or boulder walls and their height.	
9	the location and use of buildings on adjoining lots location of window/door openings.	
10	the location of any proposed landscaping.	
11	the location of any stormwater retention and drainage paths.	
12	fire breaks and fire-management lines, if relevant.	
13	additional information relevant to the site and/or proposed development.	
NOTE: Large, more detailed proposals may be required to provide multiple site analysis plans, with each plan outlining small amounts of information to ensure all detail has been included. For example, when a proposal includes demolition of all or part of an existing structure or major renovations and additions to a structure, the first site plan should detail the existing structure and the second should outline the proposed new structure.		

4.4 Architectural Plans (prepared by a qualified architect)		
1	location of existing buildings, setback dimensions to all boundaries, total site cover, gross floor area of each proposed floor area.	
2	location of buildings together with private open space areas on all adjoining sites.	
3	all rooms clearly labelled and fully dimensioned for each building level.	
4	existing and proposed built form (for extensions only).	
5	cross sections showing existing ground level, building height (in metres) above natural ground level, FFL of all storeys and level of top of roof.	
6	elevations clearly labelled to identify orientation to determine building size, scale, and architectural character.	
7	photomontage showing integration of building into existing vegetated hillside and built environment (where relevant) and from the water.	
8	height of all retaining walls.	
9	earthworks including cut/fill volumes.	
10	details of building materials, finishes, and colour palette.	
11	details of all boundary fencing, balustrades and pool fencing.	
12	on-site buggy parking and manoeuvring.	
13	details and location of bin storage and general storage.	
14	details and location of service meters.	
15	location and volume of rainwater storage tanks.	
16	location and volume of swimming pool backwash recovery tank.	
17	details of proposed service requirements.	

4.5 Landscape Plans (prepared by a suitably qualified landscape architect/designer)		
1	the location and dimension of all property boundaries.	
2	the location of any existing trees and vegetation to be retained and incorporated into landscape design.	
3	the location of underground and overhead services, including drainage, water, sewerage, electricity, telephone and gas.	
4	the location, botanical name and size of existing trees and shrubs and intended retention or removal of these plants to be clearly nominated.	
5	contours and finished levels of existing and proposed levels.	
6	location and design of proposed stormwater drainage including direction of overland flow.	
7	details of the location of any earth cuts, fills or mounds, batter slopes within landscaped areas and details of proposed measures to ensure stability, revegetation and maintenance.	
8	location of all existing and proposed buildings, hard landscape structures/features, pools/spas, retaining walls, pathways, driveways, lighting, outdoor furniture/structures and fencing.	
9	detailed design of soft landscaping.	
10	Plant schedule which includes: a) graphic code/key (as nominated on the plan). b) scientific or botanical names of plants. c) common names of plants. d) spread at maturity. e) height and pot size at time of planting. f) quantity of each species used.	
11	automatic irrigation plan.	
12	details of property identification signage, size, construction materials and illumination.	
13	details of street planning and street landscape elements, maintenance plan for a maintenance period of 6 months and monitoring period of 12 months.	

4.6 Environmental Management Plan (prepared by a suitably qualified environmental consultant)		
1	location of building envelope including driveway, setbacks to all boundaries.	
2	site access and construction zones.	
3	location of materials storage areas.	
4	location of soil and mulch stockpile areas.	

4.6 Continued		
5	vegetation management including retention and protection of mature landscape trees and native vegetation, including melaleuca trees within the site.	
6	revegetation of disturbed areas.	
7	weed management.	
8	waste management.	
9	erosion and sediment control plan in accordance with the Best Practice Erosion and Sediment Control – November 2008 (IECA White Book) and Whitsunday Regional Council Development Manual for the construction stage and post-construction stage.	
10	washing and refuelling of machinery.	
11	dust, odour and fume control and management.	
12	noise control and management.	

4.7 Engineering Design Drawings and Certificates (prepared and certified by an RPEQ engineer)		
1	Detailed structural engineering design drawings for all proposed structures, site civil works, retaining walls and batter slopes, bulk earthworks, hydraulic services, stormwater drainage, internal driveways, suitable for construction certification	
2	Form 15 – Compliance Certificate for building design or specification – Site Civil Works	
3	Form 15 – Compliance Certificate for building design or specification – Structural Works	

4.8 Geotechnical Documentation (prepared and certified by an RPEQ geotechnical engineer)		
1	Slope Stability Assessment Report which addresses the development impacts, including: a) a description of existing site conditions b) an assessment of existing land stability/suitability c) an assessment of development impacts including earthworks, excavation, foundations, surface drainage, overall effect of development on the stability of the site, as well as land above and below the site d) recommendations on appropriate measures required to avoid or minimise risks of instability or other adverse environmental effects on the site, as well as land above or below the site e) a summary and conclusion on the overall suitability of the land for the proposed development and level of engineering and/or geotechnical supervision required for the works from commencement of the works to completion and, if required, on-going future supervision f) appendices for field and laboratory test results, including the location and level of field investigations such as boreholes and trench pits	

4.9 Services Documentation		
Provide a summary of existing services and service requirements		
1	Water: a) Location of fire hydrants and letter indicating compliance with the act along with flow test results	
2	Gardens Water:	
3	Sewer:	
4	Gas:	
5	Electricity:	
6	Telecommunication:	

5. Other Matters

Other issues and matters for consideration outside the Building Design and Siting Guidelines	

Building Design & Siting Guidelines

Commence Works Approval Application Form & Checklist

1. Applicant Details

Applicant Name		Contact Email Address	
Contact Name		Contact Phone Number	

2. Details of Premises

Lessee/s		Property Name	
Property Lot / Plan Number		Street Name	

3. Project Details

Principal Contractor Name		Principal Contractor Contact	
Phone Number		Email Address	
Start Date		Finish Date	

4. Design & Scope Approval

Has prior approval been granted by the HIE design review committee for the proposed works?	
Yes ☐	Proceed to section 5
No ☐	Provide scope of works below

Scope of Works

5. Requirements

5.1 Compliance Documentation Provided	**Yes**	**N/A**
Provision of all authority approvals required		

5.2 Dilapidation Report	**Yes**	**N/A**
Submission of an initial dilapidation report to HIE for approval. Alternatively HIE can prepare the report on your behalf if requested.		

5.3 Infrastructure Bond	**Yes**	**N/A**
Payment of HIE infrastructure bond has been made. You should have received a letter from HIE providing the details of the bond and how to make payment.		

5.4 Public Notification	**Yes**	**N/A**
Notification has been made to all surrounding properties and resorts of intention to commence works, including details of the nature and duration of the works. High level programme to be included where possible.		

5.5 Vehicle Permits	**Yes**	**N/A**
Submission of application forms for permit to operate a vehicle on Hamilton Island for all relevant vehicles needed. Note, only a limited number of vehicles will approved for the duration of the development, all other vehicles required from time to time will be required to obtain a temporary vehicle permit at their own cost. Refer to the Hamilton Island Vehicle Ownership Guidelines for more information.		

6. Other Approvals

Body Corporate Management (If Applicable)

Full Name		Signature	
Company (if applicable)			
Email Address			

Property Owner

Full Name		Signature	
Company (if Applicable)			
Email Address			

All works are subject to the Hamilton Island Building & Siting Guidelines Policy and the Hamilton Island Building & Construction Works Policy.

7.7 OTHER FORMS

Alterations & Additions to Existing Property Application Form

Building & Construction Works Policy
Application Form

Alterations and additions include, but not limited to, all minor works such as external and internal re-painting, floor sanding, carpet replacement, tiling, installation of new cabinetry, plumbing fixture replacements, re-roofing, soft and hard landscaping, etc.

1. Applicant Details

Applicant Name		Property Name	
Applicant Phone Number		Property Lot / Plan Number	
Applicant Email Address		Property Street Address	

2. Description of Works

Scope of Works		
Dates for Construction	Start date:	Finish date:

3. HIE Design Review Committee Approval

Do the works being completed require Design Review Committee approval, as per the *HIE Building & Siting Guidelines Revision F*?

Yes	£	Concept approval letter must be provided with this application. This application will not be approved until provided.
No	£	By ticking this box, I hereby confirm HIE Design Review Committee approvals are not required to be obtained in order to undertake the works described in this application. If unsure, a qualified person should be consulted.

4. Relevant Approvals

Do the works being completed require Whitsunday Regional Council approval as per the *Planning Act 2016* and the *Plumbing and Drainage Act 2018* and building certification as per the *Building Act 2001*?

Yes	£	Relevant approvals must be obtained and provided with this application. This application will not be approved until all relevant approvals have been provided to HIE.
No	£	By ticking this box, I hereby confirm that no relevant approvals are required to be obtained in order to undertake the works described in this application. If unsure, a qualified person should be consulted.

5. Principal Contractor Details

Please provide the details of the principal contractor who will be undertaking the works:

Company Name		Email Address	
Contact Name		Phone Number	

6. Property Owner Consent and Body Corporate Consent

The following consents to the work must be obtained prior to submitting this form to HIE:

Property Owner

Full Name	
Email Address	
Signature	

Body Corporate Manager (if applicable)

Full Name	
Email Address	
Signature	

7. HIE Approval (To be completed by HIE)

Full Name	
Signature	

NOTE: HIE approval for the works is subject to all conditions listed in the HIE building & Construction Works Policy.

Connection to HIE Electrical Distribution Network Application Form

HIE Electrical Distribution Network Connection Policy
Application Form

1. Applicant & Owner Details

Applicant Name		Owner Name	
Applicant Phone Number		Owner Phone Number	
Applicant Email Address		Owner Email Address	

2. Description of Works

Property Name			Property Lot / Plan Number			
Installation Type	£ Construction Supply	£ House	£ Unit / Apartment	£ Shop	£ Industrial	£ Other *
* Please Specify						

3. Electrical Workers Details

Electrician Name		Contractor Name	
Electrician Phone Number		Contractor Phone Number	
Electrician Email Address		Contractor Email Address	
Electrician Licence Number		Contractor Licence Number	

4. Project Description

Type of Installation	£ New	£ Upgrade	£ Other
* HIE Planning Approval	£ Attached	£ Not Applicable	
Notes:			

* All installations to comply with the HIE Building Design and Siting Guidelines

5. Electrical Installation Details

Phases	£ Single Phase	£ Three Phase	Mains Cable Size/Type	

MAXIMUM DEMAND TABLE – PLEASE PROVIDE LOAD DETAILS

Load Group	Amps (A)	Amps (B)	Amps (C)	Existing / Additional / Comments
Lighting – A (i)				
Lighting – A (ii)				
Lighting – A (iii)				
Socket Outlets – B (i)				
Socket Outlets – B (ii)				
Socket Outlets – B (iii)				
Ranges, Cooking Etc. – C				
Heating, A/C Etc. – D				
Instant Water Heater – E				
Storage Water Heater – F				
Spa / Pool – G				
Communal Lighting – H				
Socket Outlets – I				
Appliances – J (i) (ii) (iii)				
Lifts – K				
Motors – L				
Appliances – M				
TOTAL				

7. Property Owner Consent and Body Corporate Consent

£	Testing and compliance, issued in accordance with s227 of the Electrical Safety Regulation 2013

This certifies that the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure that it is electrically safe and is in accordance with the requirements of the wiring rules and any other standard applying under the Electrical Safety Regulation 2013 to the electrical installation.

Electrician Name		Date	
Electrician Licence Number		Signature	

8. HIE Approval (To be completed by HIE Powerhouse)

Full Name	
Signature	

Hamilton Island Services Pty Ltd
ABN 79 010 254 234

Approval for the connection is subject to all conditions listed in the Connection to the HIE Electrical Distribution Network Policy. Contact approvals@hamiltonisland.com.au for a copy of the HIE Electrical Distribution Network Connection Policy

Tree Preservation Policy
Application Form

1. Applicant & Property Details

Applicant Name		Property Name	
Applicant Phone Number		Property Lot / Plan Number	
Applicant Email Address		Property Street Address	

2. Tree & Removal Details

Reason for Trimming / Removal		
Tree Species		
Location		
Sections to Be Removed	_____	
	Photos to be provided with a clear induction of sections to be removed *i.e. A neat line where the saw cut will be or circle the tree to be removed*	
Method for Trimming / Removal	£ From Ground £ Climbing £ EWP £ Other _____	
Proposed Replacement	Species _____	
	Number of Trees _____	Bag Size _____

3. Tree Removal Contractor Details

Please provide the details of the contractor / caretaker who will be removing the trees:

Company Name		Email Address	
Contact Name		Phone Number	

4. Property Owner Consent & Body Corporate Consent

The following consents must be obtained prior to submitting the form to HIE:

Property Owner

Full Name	
Email Address	
Signature	

Body Corporate Manager (if applicable)

Full Name	
Email Address	
Signature	

5. HIE Approval (To Be Completed by HIE)

Full Name	
Signature	

NOTE: HIE approval for the works is subject to all conditions listed in the HIE Tree Preservation Policy.