



Development Application Requirements Guideline

July 2025

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1. Purpose

The purpose of the 'Development Application Requirements' Guideline (the guideline), is to provide guidance to current and future applicants on Melbourne Water's information and submission requirements for building, development and subdivision application types.

2. Scope

The information is intended to assist property owners, developers, town planners and designers in understanding the specific information and documents that Melbourne Water needs, in order to respond to our statutory and legislative obligations.

The guideline covers a range of common application types, including requests for pre-development advice, referral of planning permit applications and applications for approval of various documents in the development process.

The guideline is intended to provide an overview of the typical information we require. They are not exhaustive. Applications and requests for information may require additional information, particularly in complex proposals, to enable us to deliver our statutory obligations. We reserve the right to seek further information on a case-by-case basis.

The guideline should be used in conjunction with all other relevant legislation and policies including requirements under the *Planning and Environment Act 1987*, *Planning and Environment Regulations 2015* and relevant Planning Scheme, the *Building Regulations 2018*, DELWP's *Guidelines for Development in Flood Affected Areas (February 2019)* and other guidelines, drawings and checklists contained within the Melbourne Water website.

The guideline will be updated periodically.

3. Pre-development advice

Pre-development advice applications involve responding to requests related to:

- **Flood level information:** Basic flood level information for development related enquiries.
- **Flood extent and levels:** Known flood extents and related flood level information.
- **Asset and easement locations:** Identification of Melbourne Water assets, waterways, reserves and easements that may affect a development proposal. We will provide you with general asset protection requirements, however, you may be required to apply for separate approvals for works surrounding Melbourne Water's assets. Please refer to our 'Asset Protection' requirements at section 18 for more information.
- **Design requirements:** General design requirements for the development of the site.
- **Development Services Scheme (DSS) information:** Intent and property-specific information within the DSS when relevant, that includes approximate flows, sizing and asset ownership information.
- **Preliminary planning advice:** Providing preliminary advice on a proposed planning permit application, prior to submission to the Responsible Authority including any applicable advice relating to Precinct Structure Plans (PSPs).

- **Development Services Scheme (DSS) models:** Providing a copy of the DSS models (RORB and/or MUSIC) to help you create site-specific models for stormwater management strategies (SWMS).

For sites within a DSS, information can be found on the *Drainage Schemes and Contribution Rates* pages on our website. This includes:

- General information related to the DSS.
- Information on what a DSS is.
- Finding which DSS the site of interest may be within.
- What the current contribution rates are for the specific DSS.

For specific property advice, a pre-development advice application can be made via our website.

3.1 Minimum requirements for assessment

To ensure a comprehensive assessment of the pre-development advice request, please provide the following information:

- **Site address:** To help us locate your property.
- **Site and location plan:** Including property boundaries and relevant measurements.
- **Proposal / request description:** Please provide a detailed written description of your proposal and nature of advice you're seeking from Melbourne Water. Include as many details as possible (e.g. contemplated buildings, works, use and other factors) to help Melbourne Water understand your request and provide an appropriate response. When requesting information from Melbourne Water, include all available details related to your inquiry, along with the reasons for your request (if applicable). This additional context will assist us in providing a more accurate and relevant response.
- **Development proposal plan or subdivision concept plan (optional and if relevant to the request):** To give us a clearer understanding of the proposed changes, if available, please include any relevant and available information at the time of your request, such as technical details, project information, development proposal plans (including elevation and floor plans), survey plans with site and finished floor levels, and subdivision concept plans.

Any plans that indicate proposed or existing floor or ground levels are to be provided in metres to Australian Height Datum (AHD).

3.2 Additional notes

When making applications for information, please clearly indicate the type of outputs you are looking for and nature of your request so we can provide you with the correct file types and an appropriate response.

Melbourne Water does not provide pre-approval or consent outside of the statutory planning processes outlined under the *Planning and Environment Act 1987*, planning schemes and other relevant legislation.

4. Responsible authority seeking Melbourne Water's advice and comments on a planning related proposal

A Responsible Authority (e.g. Council) can request advice from Melbourne Water, and we can provide the following information:

- **Technical advice/general comments:** General feedback and technical guidance on a planning proposal.
- **Views on proposal:** If you have a proposal that does not require a statutory referral to Melbourne Water, we can share Melbourne Water's views on a proposal should you wish to seek our views. This may include an evaluation of plans and any conditions or considerations.
- **Other information as relevant:** Melbourne Water may be able to provide further responses to other enquiries as relevant to us. For example, Melbourne Water can comment on asset ownership and maintenance requirements for proposed Melbourne Water assets.

4.1 Minimum requirements for assessment

To ensure a comprehensive assessment, please provide the following information:

- **Application form/cover letter:** Basic details of the application (site location and plan and the nature of advice sought from Melbourne Water).
- **Detailed proposal information:** Please provide the details of the proposal beyond the basic application requirements outlined in the application form. Additional details can help us better understand and evaluate your project (a cover letter is optional but can be helpful).
- **Development plans or proposal details:** Essential for assessing the scope and specifics of the proposal. This may consist of plan and elevation drawings to scale and to Australian Height Datum (AHD).
- **Certificate of title:** Confirms ownership and provides legal descriptions of the property.

4.2 Additional notes

Depending on the nature of the request, we may require further information such as:

- **Drainage plans:** That includes information on how stormwater is managed on this site.
- **Planning report:** A report that outlines the planning triggers, exemptions and other relevant considerations of the planning assessment.
- **Details of any proposed earthworks:** Including cut and fill to understand the extent of proposed earthworks and ground movements.
- **Flood risk assessments:** To help us evaluate potential flood risks which is essential to ensure the safety and feasibility of the development and how the proposal may affect the surrounding catchment.

5. Changes proposed to the Development Services Scheme (DSS)/Precinct Structure Plan (PSP), as relevant or its assets

If a planning proposal would require any changes to the Development Services Scheme (DSS) or to the corresponding land shapes and budgets within the relevant Precinct Structure Plan (PSP) we encourage you to seek early advice ahead of applying for a planning permit.

In addition to pre-application advice on the proposal, in order for us to evaluate a proposal that may change any aspect of a DSS, we require information about designs, modelling and investigations that may support your proposal.

5.1 Minimum requirements

In your submission documents to Melbourne Water, please provide the following information:

- Explanation of the nature and scale of change:** A comparison between the current and proposed DSS/PSP (as relevant) detailing the nature and scale of change (including any changes to the land use budget).
Reasoning and justification: Detailed reasoning for the change and the impacts on the development site, DSS/PSP assets, surrounding catchment and the environment. This should include consideration of the DSS catchment and relevant social, cultural, environmental and financial factors to show how you arrived at your proposal.
- Cost comparison:** A cost comparison between the current DSS and the proposed change, detailing both capital and operational costs based on market rates. The proposed option doesn't need to be the lowest cost option, as long as you are happy to work with us on a funding mechanism. This cost comparison must consider all asset, development and other impacts likely to occur upstream and downstream of the development to facilitate the proposal.
- Design outcome:** The details of how the proposed solution meets or exceeds the current DSS design outcomes.
- Alternative options:** An outline of other options explored (if relevant) to show that the chosen option was considered alongside alternatives.
- Impact consideration:** Analysis of the effects on upstream, downstream and adjacent areas from flood, social, financial, development, asset and environmental perspectives, where relevant. The proposed option must be shown to have no greater impact than the original DSS/PSP and its assets.
- Additional approvals:** Details of any statutory and/or other authority approvals required for the proposed option, so that we understand the necessary implementation steps.

Depending on the nature of the request, we may require further information such as:

- Updated DSS models:** Updated DSS RORB and MUSIC models for the proposed solution to enable efficient review of the modelling.
- Changes to DSS models:** Details of any changes made to the DSS models discussed in the report to help us understand the changes made.
- Preliminary designs and reports:** Preliminary designs and supporting investigation reports if site conditions impact the proposal. For a new DSS asset location, we may request supporting initial investigation reports, and concept or functional level designs may be requested to ensure that the new location is suitable and doesn't have any potential

construction impediments. This may include but is not limited to: preliminary flora and fauna investigation results, geotechnical investigation results, preliminary cultural and heritage investigation reports, as relevant to the proposed location of works.

- **Support from responsible authority:** If the proposal suggests changes to assets with a catchment size of less than 60ha, or assets not nominated to be future Melbourne Water assets, we may request evidence of in-principle support from the relevant Responsible Authority (e.g. Council, VicRoads).
- **Precinct Structure Plan (PSP) consideration:** For proposals within a PSP area, if the proposal is likely to impact the PSP, Melbourne Water may request in-principle support from the Responsible Authority (e.g. Council) to confirm whether the proposal is "generally in accordance with the PSP" or if any formal planning processes or planning scheme amendments are required prior to a DSS change.

5.2 Additional notes

Standard pre-development advice or stormwater management strategy review timeframes do not apply to requests involving DSS or PSP changes. Early consultation is recommended as response times may vary based on the nature of the proposed changes, with response timeframes sometimes taking several months for complex sites or proposals requesting significant changes.

6. Planning permit for subdivision

Applications for planning permits for the subdivision of land require Melbourne Water consent, as a Referral Authority (unless an exemption applies). The *Planning and Environment Act 1987* (P&E Act) establishes the referral requirements relevant to the planning application process. Melbourne Water reviews applications and informs the Responsible Authority (RA) of its decision.

6.1 Minimum requirements for assessment

When making a referral to a RA, the RA (e.g. council) is required to provide the prescribed information as per the [Planning and Environment Regulations 2015 - Regulation 19](#).

In the referral to Melbourne Water, the RA (e.g. Council) will provide:

- **Planning permit application form containing:**
 - the application reference number;
 - date the RA received the application;
 - description of why a permit is required and list of clauses in the planning scheme that require the referral;
 - whether Melbourne Water is a determining or recommending referral authority in this matter;
 - details of the permit applicant; and
 - the date referred to Melbourne Water to inform us of the statutory timeframes.
- **Reference numbers:** Any previous Melbourne Water reference numbers and planning permit reference numbers as relevant.

- **Approved planning permit (if applicable):** If you have a copy of any approved planning permit relevant to this application, please include a copy to help us verify that your proposal is consistent with any prior approvals or requirements.
- **A subdivisional concept plan:** That details the proposed land use change, including any proposed easements or easement variations where applicable.
- **Drainage plans:** A stormwater management strategy, or appropriate drainage plans, outlining the flood management and drainage solution in consideration of both the interim and ultimate development/asset delivery scenarios (where applicable, see [Additional](#) notes for more information).
- **Planning assessment report:** A report that outlines the planning triggers, exemptions and other relevant considerations of the planning assessment. Where land is affected by a PSP, the planning report should provide a technical response confirming compliance or otherwise with the requirements. Furthermore, the size of any wetlands/retarding basins and waterway design requirements (if applicable) should be addressed as part of the planning response.
- **Flood risk assessment:** To aid us in assessing flood risks and evaluate the proposal's impact on the surrounding catchment, ensuring the development's safety and feasibility. This information will ideally be included within the site's Stormwater Management Strategy. The requirement for a flood risk assessment will be applicable where existing flooding or a potential risk of flooding has been identified due to proposed development impacts.
- **Feature survey plan:** A feature survey plan is a technical plan that shows the existing conditions of the site, such as the size, shape, features and dimensions. The plan must include site levels shown to Australian Height Datum (AHD). If the site contains a waterway, the feature survey must include the surveyed top of bank.
- **Staging plan:** That clearly outlines the staging and timing of proposed multi-lot subdivisions within the Development Services Scheme (DSS) area, the schedule for delivering any drainage assets in alignment with the subdivision development timeline (where relevant).

6.2 Additional information requirements

Depending on the site context, Melbourne Water may require the following additional information from the RA for the assessment of your application:

- **Address of the development**
- **Key site and proposal features**
- **Contact details:** Contact details of the relevant officer within the responsible authority (e.g. council) if we need to get in touch about your application.
- **Certificate of title:** Include a copy of any listed caveat, covenant, encumbrance or agreement (such as a Section 173 Agreement).
- **Ancillary documents:** Any additional investigation reports as required to help justify that the proposed land use change is safe and implementable.

6.3 Additional notes

If the planning application is located within a DSS area, a Stormwater Management Strategy may be required in addition to road and drainage plans for the development. If the subject site

includes the delivery of a DSS asset, a concept design for the asset(s) needs to inform the proposed Stormwater Management Strategy. Please refer to the Stormwater Management Strategy section for details on preparing your stormwater and/or drainage plans.

RAs (e.g. Council) typically refer applications for subdivision to relevant referral authorities (including Melbourne Water) via the *Surveying and Planning through Electronic Applications and Referrals (SPEAR)* platform. Melbourne Water will inform the RA of our decision via this channel.

7. Planning permit for development

The *Planning and Environment Act 1987* (P&E Act) establishes the referral requirements relevant to the planning application process. Planning applications for development submitted to the Responsible Authority (RA) should include the following information to enable Melbourne Water to understand a proposal.

A RA (e.g. Council) refers Section 52 and Section 55 applications to us when required by the planning scheme, when the land is subject to flooding or if the proposed development is near Melbourne Water's land, waterways or assets.

Understanding Determining and Recommending Authorities

In the planning application process, referral authorities such as Melbourne Water can have different roles:

- **Determining authority:** As a determining authority, pursuant to Section 55 of the P&E Act, Melbourne Water has the power to require specific conditions be included in a planning permit or can direct the council to refuse a permit if necessary. The council must comply with these requirements.
- **Recommending authority:** As a recommending authority, pursuant to Section 52 of the P&E Act, Melbourne Water provides advice and suggestions regarding the planning application. While it is highly recommended that our advice and suggestions be implemented, the council is not obligated to follow our recommendations and will make a decision, balancing the various requirements of the planning process.

7.1 Minimum requirements for assessment

When making a referral to a Referral Authority, the RA (e.g. Council) is required to provide the prescribed information as per the [Planning and Environment Regulations 2015](#)

In the referral to Melbourne Water, the Responsible Authority (e.g. Council) will provide:

- **Planning permit application form containing:**
 - the application reference number, application type and application preamble;
 - date the RA received the application;
 - description of why a permit is required and list of clauses in the planning scheme that require the referral;
 - whether Melbourne Water is a determining or recommending referral authority in this matter;

- details of the permit applicant; and
- the date referred to Melbourne Water to inform us of the statutory timeframes.
- **Previous reference numbers:** A copy of the application referred to us by the responsible authority in the prescribed form. We would like to see the relevant reference numbers, and any previous Melbourne Water reference numbers (as applicable) to help us locate your project and understand how the application might interact with other projects.
- **Address of the development**
- **Key site and proposal features.**
- **Contact details:** Contact details of the relevant responsible authority officer (e.g. council) if we need to get in touch about your application.
- **Certificate of title:** Include a copy of any listed caveat, covenant, encumbrance or agreement (such as a Section 173 Agreement).

Please refer to [Planning and Environment Regulations 2015 - Regulation 19](#) for details of prescribed information requirements.

7.2 Additional information requirements:

Depending on the site context, Melbourne Water may require the following additional information from the RA for the assessment of your application:

Site plans and elevation plans submitted with your proposal should detail:

- **Finished floor levels (FFL):** submitted to Australian Height Datum (AHD), including existing and proposed levels as applicable. Accurate data helps assess flood risk and ensure the proposed development complies with flood protection standards and other requirements.
- **Natural ground level:** shown to AHD to assess potential changes to the site hydrology and drainage.
- **Setbacks to boundaries (existing and proposed):** Site and elevation plans should show measurements of all permanent and temporary structures in relation to the property/site boundaries. To ensure that the development does not encroach on any protected or sensitive areas.
- **Area of proposed works:** In your submission include the area of proposed works (in sqm), including any structures proposed to be demolished or partially demolished. Knowing the extent of works helps in assessing the overall impact on the site and surrounding environment.
- **The layout, size and use of buildings and works (existing and proposed):** A detailed layout helps us understand the full scope of the development. Please include vehicle parking areas, basements with details all openings (if proposed), fencing and/or landscaping associated with the development within the layout plan, noting any cut or fill proposed on the site.
- **Details of fencing and/or landscaping:** Including site and elevation details of fencing and/or landscaping, including any proposed cut/fill associated with the proposed development will help us understand drainage patterns and how the surface water will flow.

- **Flood risk assessment:** If relevant and required as part of the proposal.
- Any other application requirements specified in a Schedule to the applicable planning scheme zone or overlay.

Dependant on the site conditions and the nature of the development, please also include:

- **Earthworks including cut and fill:** Any proposed earthworks such as cut and fill.
- **Details of basements and driveways to basements:** Basements can affect groundwater levels and flood risk, and supplying this information is important for our review. Please include elevation and cross sectional details of any basement entry ramps and all other basement openings (including vents and windows) to AHD, showing finished floor levels of entry/exit areas, windows and drainage details.
- **Any existing and proposed openings located below the nominated flood level:** Identifying any openings below flood level helps us identify if any required flood protection mechanisms are in place where relevant.
- **Melbourne Water assets and waterway setbacks:** Plans must denote any Melbourne Water assets (including drains, water mains, sewers and waterways) in the vicinity of your development. Please indicate setback measurements of permanent and temporary structures from those assets (i.e. Surveyed top of bank of a waterway). It must be demonstrated that the development will not interfere with these existing assets.
- **Drainage plans:** Only in some circumstances, Melbourne Water may require a stormwater management strategy, or appropriate drainage plans, outlining the flood management and drainage solution in consideration of both the interim and ultimate development/asset delivery scenarios, and where applicable, demonstration that the parent plan of subdivision has met these requirements.

8. Amending applications, planning permits and secondary consent

8.1 Amended applications

Amendment applications before or after notice is given may need to be re-referred to Melbourne Water in order to ensure that the response is applicable to the current considered proposal. The Responsible Authority (RA) will ensure this step is completed as part of its assessment.

8.2 Amending a planning permit

An application to amend a planning permit, including any plans, drawings or other documents approved under a permit, follows the same process as an application for a permit (under Sections 47 and 62 of the P&E Act).

It has the same requirements for giving notice and referral. However, the assessment for an application to amend a permit focuses only on the amendment itself and avoids reopening all the issues associated with the approved use or development.

Applications to amend a planning permit that are required to be referred to Melbourne Water must clearly detail the changes proposed by the amendment and whether there are proposed changes to Melbourne Water conditions.

As a result of the amendment, Melbourne Water conditions may be added, changed or deleted depending on the nature of the proposal.

8.3 Secondary consent

A planning permit condition may provide that some future or further changes be carried out 'to the satisfaction of the responsible authority' or not be carried out 'except with the further consent of the responsible authority.' For example, a condition may limit the operation of a use to particular hours but may also provide for the hours to be altered with the consent of the responsible authority. This is known as a 'secondary consent'.

A permit condition may also provide for a secondary consent to be exercised by a Minister, public authority or referral authority.

The secondary consent process can only be used where changes are proposed to the plans or conditions. Where a secondary consent is not appropriate, a new planning permit application or an application to amend a planning permit should instead be made.

The RA may seek Melbourne Water's views on a secondary consent application in instances where it is unclear to the RA the extent of transformation on Melbourne Water conditions as part of a secondary consent application.

9. VicSmart applications

The VicSmart planning permit process is a specific procedure for assessing straightforward applications that are consistent with the policy objectives for the area and the zoning of the land. The VicSmart process has fewer steps than the regular planning permit process - it involves a more tightly focused planning assessment and typically, shorter statutory timeframes apply.

Clauses 59 of the planning scheme set out the specific provisions that apply to VicSmart applications.

These provisions contain information requirements and decision guidelines for each class of VicSmart application, and exempt VicSmart applications from certain requirements of the P&E Act.

9.1 Additional notes

If a referral is required under Clause 66 of the planning scheme, the written consent of the referral authority must be lodged with an application to the Responsible Authority (RA). The written consent must not be more than 3 months old from the date of Melbourne Water's letter.

An application for written consent from Melbourne Water can be made via our website.

If you do not obtain this consent, or Melbourne Water objects, the application cannot be a VicSmart application and you must apply through the regular planning permit application process. There is no appeals process for Melbourne Water's decision made on whether to issue written consent for a VicSmart application.

10. Building permits

Melbourne Water may receive a referral from a Council's Municipal Building Surveyor under Regulations 153 and 154 of the *Building Regulations 2018*. Melbourne Water may also receive applications for 'Report and Consent' from private Building Surveyors where a private Building Surveyor has been engaged to issue a building permit. Melbourne Water may be consulted on these regulations individually or simultaneously depending on how the subject land is affected. The differences between the regulations are explained below:

- **Regulation 153** - Applications referred to Melbourne Water under Regulation 153 relate to developments on land liable to flooding. The relevant Council must consult with the floodplain management authority with respect to the subject site prior to issuing a Building Permit to the Applicant.
- **Regulation 154** - Applications referred to Melbourne Water under Regulation 154 relate to developments on 'designated land or designated works' that is, land abutting a waterway or within 20 meters of an asset or waterway. Before giving their consent under the relevant regulations, the Council must consult with the waterway management authority for the designated land or designated work.

10.1 Minimum requirements for assessment

In the report and consent referral, the following information is required:

- **Site address:** To help us locate the site.
- **Reference numbers:** Any previous Melbourne Water reference numbers and planning permit reference numbers as relevant.
- **Proposal / request description:** A clear description of the proposal helps us understand the scope and specifics of the request.
- **Site and location plan:** Include site and location plans with finished floor levels and site levels to Australian Height Datum (AHD). These details are crucial for assessing flood risks and ensuring compliance with relevant regulations and guidelines.

Dependant on the site conditions and the nature of the development (i.e. Regulation 154 referrals), the following may be required:

- **Location and details of any Melbourne Water assets, waterways and/or easements:** Including clearly labelled setbacks of the proposed works. Understanding the proximity to any related assets or waterways is important to ensure that the proposed works do not encroach on sensitive areas. Please note that proof of prior approvals such as a Melbourne Water 'Build Over Consent' may be required for your application to be processed when assets are present.
- **Approved planning permit (if applicable):** If you have a copy of any approved planning permit relevant to this application, please include a copy to help us verify that your proposal is consistent with any prior approvals or requirements.

10.2 Additional notes

As set out in the *Building Act 1993* and the *Building Regulations 2018*, a report and consent is the process for consulting with and obtaining the approval of a reporting authority when building work may affect assets, infrastructure or amenity of the community.

Applications received under these regulations must come from either Council via the Municipal Building Surveyor or a Private Building Surveyor.

11. Stormwater Management Strategy (SWMS)

Melbourne Water may require a Stormwater Management Strategy (SWMS) to be submitted with a planning application. In some situations, Melbourne Water may require that a SWMS is submitted to its satisfaction.

Melbourne Water may provide engineering comments for consideration on a SWMS ahead of the lodgement of a planning permit application.

A SWMS is an overarching document that demonstrate a comprehensive flood and drainage solution for a proposed development site. It should outline how the development will meet the necessary requirements, including flood protection, waterway protection, and stormwater quality standards during both interim and ultimate development scenarios. Within a Development Service Scheme (DSS), the SWMS must show how the development will meet or exceed DSS requirements.

The SWMS must clearly describe:

- **What** the drainage solution is for the site (i.e. conveyance, retardation, flood protection, outfall, and stormwater quality treatment).
- **How** this solution will be implemented through the development (i.e. interim works, ultimate works, responsible parties, required approvals, etc.).

The SWMS must provide sufficient details to ensure that the strategy's implementation is within the control of the development. If the proposed SWMS implementation is not within the control of the development, any proposed planning permit application linked to the SWMS is likely be objected to by Melbourne Water.

11.1 Minimum requirements for assessment

A Stormwater Management Strategy (SWMS) submitted to Melbourne Water should appropriately address and include:

- **Catchment plan:** That outlines the broader area from which stormwater is directed to the subject site.
- **Staging plan:** For multi-lot subdivisions, to indicate the phases of development and how it lines up to the delivery of drainage assets.
- **Proposed drainage solution:** That describes what the drainage solution is and how it will be implemented through the development.
- **Drainage outfall details:** That demonstrates that you can discharge stormwater appropriately from your site.
- **Conveyance details:** The proposed alignment for any 20%/10% Average Exceedance Probability (AEP) drainage infrastructure and any associated overland flow path directions for the 1% AEP flood event.
- **Interim outfall:** Interim drainage outfall arrangements and treatment details where the development is out of sequence.

- **Modelling information:** Hydrologic modelling (RORB) and MUSIC modelling as applicable (additional modelling requirements detailed below).

If Development Services Scheme (DSS) assets are located within the subject site, the following information will also be required with the submission:

- **Concept design for proposed assets:** A concept design for any proposed Melbourne Water or DSS assets, developed to a level that can be assessed against the requirements of the Precinct Structure Plan (PSP) and DSS intent/requirements.
- **Additional modelling information:** Relevant modelling to support the concept design such as RORB, MUSIC, HEC-RAS/TUFLOW modelling as applicable.
- **Supporting documents:** Depending on the complexity of the site, we may request relevant investigations and studies to support your proposal. This may include but is not limited to: flora and fauna investigation findings, preliminary cultural and heritage investigation findings.

11.2 Additional notes

The developer must ensure that the subdivisional layout is in accordance with the relevant PSP and approved DSS (or an alternative strategy) approved by Melbourne Water.

Melbourne Water may request an updated SWMS post permit approval where there is significant departure from the proposed strategy or contributing catchments than what is already accepted.

12. Application for an offer of conditions (non-works)

An offer of conditions for non-works is a contractual document that acts as:

- A payment notice: A notice for the payment of drainage contributions required by sections 196 and 268(1) of the *Water Act 1989*.
- An agreement with Melbourne Water: It outlines an agreement between the property owner and Melbourne Water, detailing the requirements that need to be met before Melbourne Water can give its consent for the issue of a Statement of Compliance (SOC).

Prior to applying for an offer of conditions for non-works, unless specifically advised by Melbourne Water, the applicant must have obtained a planning permit and have a corresponding Melbourne Water approved Stormwater Management Strategy.

12.1 Minimum requirements for assessment

In your submission, please provide the following information:

- **Plan of subdivision that Melbourne Water has consented to:** Include the certified Plan of Subdivision and associated SPEAR reference if the offer of conditions for non-works is in response to a plan of subdivision. This helps us verify the details and the status of the subdivision.
- **Planning permit issued for the site:** We need to see that a valid planning permit has been issued for the relevant site before issuing an offer of conditions. To help us locate your permit, you can provide us with the SPEAR reference number from which we can

access the planning permit. Alternatively, you can submit the RA (e.g. Council) and Melbourne Water reference numbers related to the planning permit issued for the site.

- **Approved Stormwater Management Strategy (SWMS):** Prior to the issue of an offer of condition for non-works, you need to demonstrate that you have a valid strategy to manage stormwater within the relevant site and an acceptable outfall arrangement. You can provide us with correspondence that indicate in-principle support from the RA (e.g. Council) and Melbourne Water to the site's SWMS (the relevant Melbourne Water reference number can be provided).

12.2 Additional notes

If a 'non-works offer' is in response to a plan of subdivision, a certified plan is required for the assessment. There are some circumstances, such as a Development Permit, where a certified plan of subdivision may not be required.

If there's a valid 'non-works offer' already issued for the relevant site or plan of subdivision, Melbourne Water may withdraw a secondary request as another offer will not be required.

13. Application for an offer of conditions (works)

An offer of condition for works is a contractual document that specifies the conditions related to Development Services Scheme (DSS) or other drainage works that are to be constructed by the relevant party (in most cases, the developer) on behalf of Melbourne Water or Council.

Prior to applying for an offer of conditions for works, unless specifically advised by Melbourne Water, the applicant must have obtained a planning permit and have a corresponding Melbourne Water approved Stormwater Management Strategy.

13.1 Minimum requirements for assessment

In your submission, please provide the following information:

- **Planning permit issued for the site:** We need to see that you have a valid planning permit issued for the relevant site before issuing an offer of conditions for works. To help us locate your permit, you can provide us with the SPEAR reference number from which we can access the planning permit. Alternatively, you can submit the RA (e.g. Council) and Melbourne Water reference numbers related to the planning permit issued for the site.
- **Approved Stormwater Management Strategy (SWMS):** Prior to the issue of an offer of condition for works, you need to demonstrate that you have a valid strategy to manage stormwater within the relevant site and an acceptable outfall arrangement. You can provide us with correspondence that indicates in-principle support from the RA (e.g. Council) and Melbourne Water to the site's SWMS (the relevant Melbourne Water reference number can be provided).
- **Functional design drawings:**
 - We want to be confident in the functional design for the asset so we can adequately scope an offer of conditions for works for the relevant assets. To help us do so, please submit functional design drawings approved by the responsible asset owner for the relevant asset. Standard drawings and guidelines are available to assist you with the preparation of these drawings via our Melbourne Water Standards and Specifications page.

- There may be instances where you need to apply for an offer of conditions for works before a functional design is finalised. In this instance, you will need to contact Melbourne Water to discuss the circumstances and receive a directive from Melbourne Water to apply for an offer of conditions for works. This means that you will need to work with the relevant asset owner (Melbourne Water or other authority) to ensure that any key elements of the functional design are deemed satisfactory.
- **Cost estimate:** A cost estimate for the scope of DSS works that includes a breakdown to help us understand how it was derived, will assist us with preparing the necessary internal approvals to issue an offer.
- **Agreement on asset reimbursement:** Where the proposal is not consistent with the original DSS or PSP, an agreement is to be reached with Melbourne Water on the asset reimbursement.

13.2 Additional notes

The functional design must be approved by the relevant asset owner before we can issue of the offer of conditions for works.

Council is the responsible authority for the review of the design of council owned assets. Melbourne Water will review the functional design drawings of Council-owned wetland and bio-retention basin assets prior to the issue of an offer of conditions for works, to ensure the alignment with the DSS intent.

NB: There are some instances where a works offer may also serve as a notice of payment of drainage contributions associated with a subdivision/development of land. In these instances, Melbourne Water requires the submission of a Certified Plan of Subdivision previously referred to Melbourne Water, to verify the details and status of the subdivision.

14. Certification of a plan of subdivision

Certification is the key administrative step in enabling a subdivision proposal to proceed. Certification is undertaken by councils and ensures that any proposed plan of subdivision complies with the *Subdivision Act 1988* (the Act), the regulations and any requirements of the planning scheme or planning permit and any matter required under Section 6(1) of the Act.

The Responsible Authority (RA) (e.g. Council) typically refers applications for certification of a plan of subdivision to relevant referral authorities (including Melbourne Water) via the *Surveying and Planning through Electronic Applications and Referrals (SPEAR)* platform. Melbourne Water will inform the RA of our decision via this channel.

The developer must ensure that the following information is included in the submission to the RA, to help us understand how the proposal impacts the existing site and the surrounding environment.

14.1 Minimum requirements for assessment

The following information will be referred by the RA (as applicable):

- **Plan details:** Plan of proposed subdivision, consolidation, creation, variation or removal of easement or creation of common property, including the SPEAR reference number. We will

assess your plan of subdivision against any Melbourne Water easement or reserve requirements and compliance with any applicable previous approvals for the project.

- **Conditions:** The planning permit for subdivision may have conditions which are required to be fulfilled prior to Melbourne Water consenting to the certification of the plan. Please ensure that any relevant conditions are met and documentation is provided to demonstrate this.

14.2 Additional notes

The applicant is required to submit an application in the prescribed form for certification to the RA, as per the requirements of the Act and relevant regulations. Please discuss these requirements with your land surveyor or Council.

The process takes 35 calendar days (from the date on which the RA received the plan) to assess and respond to a complete application that complies with the relevant planning conditions. Incomplete applications may be refused or missing information may be requested.

The 35 day duration includes a 7 day period during which Council must refer the application to the referral authority. A referral authority (such as Melbourne Water) will typically have 28 days in which to review the proposal with respect to any requirements placed on the planning permit or incorporated into the planning scheme.

15. Functional design acceptance & comments

Prior to applying for a design review, unless specifically advised by Melbourne Water, the applicant must have obtained a planning permit and have a corresponding Melbourne Water approved Stormwater Management Strategy (SWMS). In conjunction with the below requirements, where available, relevant Melbourne Water guidelines should be followed regarding detailed submission requirements.

15.1 Minimum requirements for functional design applications – Council pipelines

Council is the responsible authority for the review of the design of Council owned assets. Melbourne Water will review the functional design drawings of Council owned pipelines prior to the issue of an offer of conditions for works to ensure the alignment with the Development Services Scheme (DSS) intent. We require the submission of the following information to support our internal business case, ensuring consistency with the DSS and to provide you with a 'works offer'. As part of this process we will review your functional design drawings included in your submission for an offer of condition for works.

To enable us to issue an 'works offer', please provide the following information:

- **Functional layout plans**
- **Long-section drawings:**
 - Hydraulic Grade Line (HGL) information
 - Design flows
 - Design velocities
 - Pipe size and invert levels clearly indicated

- **Catchment plan**
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations and sodic soil investigations, as applicable to the site.

15.1.1 Additional notes

Depending on the complexity of the asset, we may request a works methodology statement to a level that is appropriate for functional design, to help us understand how the asset will be constructed.

15.2 Minimum requirements for functional design applications – Melbourne Water pipelines

In your submission, please provide the following information:

- **Functional layout plan:** Must meet Melbourne Water's design guidelines
- **Long-section drawings:** Designed as per design guidelines on the Melbourne Water website:
 - Hydraulic Grade Line (HGL) information
 - Design flows
 - Design velocities
 - Pipe size and invert levels clearly indicated
- **Catchment plan**
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations and sodic soil investigations, as applicable to the site. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site, is to be provided for our assessment.

15.2.1 Additional notes

Depending on the complexity of the asset, we may request a works methodology statement to a level that is appropriate for functional design, to help us understand how the asset will be constructed.

15.3 Minimum requirements for functional design applications – stormwater quality treatment assets

In your submission, please provide the following information:

- **Functional layout plan:** include the relevant plans, cross-sections and long-sections.
- **Functional design report:** Please address the functional level requirements of the Melbourne Water *Constructed Wetlands Design Manual* and include the following:

- Summary of design basis
- Site description and catchment plan
- Relevant engineering design methods & calculations
- Preliminary cost estimate
- Relevant investigation summaries and controls
- **A completed 'Deemed to Comply' design criteria** for the asset. The checklist can be found in the Melbourne Water *Constructed Wetlands Design Manual* available on our website.
- **Modelling files:** Please include any relevant modelling files and results, such as MUSIC modelling.
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations and sodic soil investigations, as applicable to the site. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site, is to be provided for our assessment.

15.3.1 Additional Notes

Depending on the complexity of the asset, we may request a works methodology statement to a level that is appropriate for functional design, to help us understand how the asset will be constructed.

Melbourne Water's *Music Modelling Guideline* and the Melbourne Water website provides helpful information on stormwater quality treatment asset types and how to model these assets.

15.4 Minimum requirements for Functional Design Assessments – Waterways

In your submission, please provide the following information:

- **Functional Layout plan:** include the relevant plans, cross-sections and long-sections.
- **Functional Design report:** Please address the functional level requirements of the Constructed waterway design manual and include the following:
 - Summary of design basis
 - Site description and catchment plan
 - Relevant engineering design methods & calculations
 - Preliminary cost estimate
 - Relevant investigation summaries and controls
- **A completed 'Deemed to Comply' design criteria** for the asset. The checklist can be found in Melbourne Water's *Constructed waterway design manual* on our website.
- **Modelling files:** Please include any relevant modelling files and results such as HEC-RAS, TUFLOW modelling

- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations and sodic soil investigations, as applicable to the site. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site is also to be provided for our assessment.

15.4.1 Additional Notes

Depending on the complexity of the asset, we may request a works methodology statement to a level that is appropriate for functional design, to help us understand how the asset will be constructed.

15.5 Minimum requirements for Functional Design Assessments – Retarding Basin

In your submission, please provide the following information:

- **Functional Layout plan:** include the relevant plans, cross-sections and long-sections and the design of any embankments and outlet structures.
- **Functional Design report:** please address the functional level requirements of Melbourne Water's *Retarding Basin Design and Assessment Guideline* and include the following:
 - Summary of design basis
 - Site description and catchment plan
 - Relevant engineering design methods & calculations
 - Preliminary cost estimate
 - Relevant investigation summaries and controls
- **A completed 'Deemed to Comply' design criteria** for the asset. The checklist can be found in the Melbourne Water Constructed Wetland design manual section on our website.
- **Modelling files:** Please include any relevant modelling files and results such as HEC-RAS, TUFLOW modelling, Hydrologic model (RORB).
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations and sodic soil investigations, as applicable to the site. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site, is also to be provided for our assessment.

Please note that the designer should engage a suitably qualified dams engineer early in the design process to complete a review to ANCOLD guidelines (e.g. consequence assessment, hydrological report), as applicable to the project, once the functional design is progressed to Melbourne Water's satisfaction (see additional notes for more information). This is only for designs that can be considered a dam as per the relevant ANCOLD guidelines. If there are instances where an ANCOLD assessment may not be required for a dam from a technical perspective, please include details of the preliminary assessment that informed that decision and the justification for us to review. Please note that this assessment may require peer

review by a qualified dams engineer, listed in the Melbourne Water *Retarding Basin Design and Assessment Guideline*.

15.5.1 Additional Notes

Applications that do not meet the minimum requirements may not be accepted by Melbourne Water, and may be required to be resubmitted or further information provided to us.

For the functional design of the retarding basin design to progress to Melbourne Water's satisfaction, we will only accept the following minimum information:

- Reserve dimensions
- Concept layout, cross-sections and long-section
- Modelling (hydrologic and hydraulic)

Depending on the complexity of the asset, we may request a works methodology statement to a level that is appropriate for functional design, to help us understand how the asset will be constructed.

16. Detailed Design Acceptance & Comments

Before applying for a design review, unless otherwise instructed by Melbourne Water, you must complete the following steps:

- Obtain a planning permit
- Develop a Stormwater Management Strategy (SWMS) approved by Melbourne Water
- Obtain Functional Design Acceptance for the specific asset you are progressing to detailed design

Additionally, please refer to the relevant Melbourne Water guidelines for detailed submission requirements where available.

16.1 Minimum requirements for Detailed Design Applications – Council Pipelines

Melbourne Water is not the responsible authority to review and approve assets nominated to be council pipelines. However, the following information is required by us to inform our internal business case by ensuring its consistency with the Development Services Scheme (DSS). The following minimum requirements will apply:

- **Council approved Functional Layout plans**
- **Long-section drawings:**
 - Hydraulic Grade Line (HGL) information
 - Design flows
 - Design velocities
 - Pipe size and invert levels clearly indicated
 - Catchment plan and subdivisional staging plan

- **Council confirmation:** Written confirmation from Council of assets that are owned and maintained by Council.
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations and sodic soil investigations, as applicable to the site. Please note that these reports must specifically be for the location of the asset in question, and not the broader development. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site, is to be provided for our assessment.

16.2 Minimum requirements for Detailed Design Applications – Melbourne Water Pipelines

In your submission, please provide the following information:

- **Functional Layout plan:** Must meet the design guidelines on the Melbourne Water website.
- **Detailed Long-Section Drawings:**
 - Hydraulic Grade Line (HGL) information
 - Design flows
 - Design velocities
 - Pipe size and invert levels clearly indicated
 - Designed as per Melbourne Water design guidelines
 - Catchment plan and subdivisional staging plan
- **Safety and risk management:** To ensure that the construction is carried out safely, please include the following:
 - Work Methodology Statement
 - OH&S Risk Management Plan
 - Site Environmental Management Plan (SEMP)
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations and sodic soil investigations, as applicable to the site. Please note that these reports must specifically be for the location of the asset in question, and not the broader development. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site, is to be provided for our assessment.

16.3 Minimum requirements for Detailed Design Applications – Water Quality Treatment assets

In your submission, please provide the following information:

- **Detailed Design drawings:** Include the relevant plans, cross-sections and long-sections.
- **A Detailed Design report:** Please address the detailed level requirements of the *Constructed waterway design manual* and include the following:
 - Summary of design basis
 - Site description and catchment plan
 - Relevant engineering design methods & calculations including inundation frequency analysis results, wet spells analysis
 - Detailed cost estimate
 - Relevant investigation summaries and controls
- **Council confirmation:** Written confirmation from Council of assets that are owned and maintained by Council.
- **A completed 'Deemed to Comply' design criteria for the asset:** The checklist can be found in the Melbourne Water Constructed waterway design manual on our website.
- **Modelling files:** Please include any relevant modelling files and results such as HEC-RAS, TUFLOW or MUSIC modelling.
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site, this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations, topsoil report and sodic soil investigations, as applicable to the site. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site, is to be provided for our assessment.
- **Safety and risk management:** To ensure that the construction is carried out safely, please include;
 - Work Methodology Statement
 - OH&S Risk Management Plan
 - Site Environmental Management Plan
- **Landscaping and maintenance information:** To understand the planting and maintenance information please include a:
 - Draft maintenance agreement
 - Planting plan

16.4 Minimum requirements for Detailed Design Applications – Waterways

In your submission, please provide the following information:

- **A Functional Layout plan:** include the relevant plans, cross-sections and long-sections.
- **A Detailed Design report:** Please address the detailed level requirements of the Melbourne Water Constructed waterway design manual and include the following:
 - Summary of design basis
 - Site description and catchment plan

- Relevant engineering design methods & calculations
- Detailed cost estimate
- Relevant investigation summaries and controls
- **A completed 'Deemed to Comply' design criteria for the asset.** The checklist can be found in the Melbourne Water Constructed waterways design manual on our website.
- **Modelling files:** Please include any relevant modelling files and results such as HEC-RAS, TUFLOW modelling.
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site, this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations, geomorphology assessments and sodic soil investigations, as applicable to the site. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site, is to be provided for our assessment.
- **Safety and risk management:** To ensure that the construction is carried out safely, please include;
 - Work Methodology Statement
 - OH&S Risk Management Plan
 - Site Environmental Management Plan
- **Landscaping and maintenance information** to understand the planting and maintenance information please include;
 - Draft maintenance agreement
 - Planting plan

16.5 Minimum requirements for Detailed Design Applications – Retarding Basin

In your submission, please provide the following information:

- **A Functional Layout plan:** Include the relevant plans, cross-sections and long-sections and the design of any embankments and outlet structures.
- **A Detailed Design report:** Please address the detailed level requirements of the *Retarding Basin Design and Assessment Guideline* and include the following:
 - Summary of design basis
 - Site description and catchment plan
 - Relevant engineering design methods & calculations
 - Detailed cost estimate
 - Relevant investigation summaries and controls
- **A completed Retarding Basin Requirements Guide checklist for the asset:** The checklist can be found in the *Retarding Basin Design and Assessment Guideline* on our website.

- **Modelling files:** Please include any relevant modelling files and results such as HEC-RAS, TUFLOW modelling, hydrologic model (RORB).
- **Relevant technical reports:** We want to see that your design considers the relevant investigations that support the functionality of your design. Depending on the complexity of your site, this may include but is not limited to: flora and fauna investigation findings, cultural and heritage investigation findings, geotechnical investigations and sodic soil investigations, as applicable to the site. If a particular investigation is not included within the submission, the rationale and justification with evidence on why the assessment is not required for the site is to be provided for our assessment.
- **Safety and risk management:** To ensure that the construction is carried out safely, please include;
 - Work Methodology Statement
 - OH&S Risk Management Plan
 - Site Environmental Management Plan
- **Maintenance information:** Please include a draft maintenance agreement for our review.
- **ANCOLD requirements:** In accordance with the necessary requirements of the *ANCOLD Guidelines*, please submit:
 - Consequence assessment
 - Where appropriate, a third-party review by a suitably qualified dams engineer for all design components that have created a pressure differential, thereby acting as a dam wall
 - Where appropriate, a third-party review of constructed embankments to *ANCOLD Guidelines*

16.6 Additional Notes

Applications that do not meet the minimum requirements may not be accepted by Melbourne Water, and may be required to be resubmitted or further information provided to us.

17. Statement of Compliance (SOC)

Under Section 21(1) of the *Subdivision Act 1988* (the Act), an applicant may only receive a statement of compliance from a Council once all public works and open space requirements placed on a proposal, under the planning system or the Act have been satisfied, or adequate arrangements have been made to secure compliance with those requirements.

A statement of compliance cannot be issued before a plan of subdivision is certified and it must be obtained before a plan can be registered with Land Victoria.

A statement of compliance enables a Council to ensure compliance with any agreements and conditions placed on any planning permit relating to public works and open space provisions.

Before an application can be made to Melbourne Water for our consent to the issue of a statement of compliance for a subdivision in a new development area, all conditions listed in the offer of conditions and relevant planning permits must be fully met. This includes payment of any required drainage contributions.

If these conditions aren't fulfilled, Melbourne Water will be unable to consent to the issue of a statement of compliance. Subsequently, we'll inform you about any outstanding information needed in order for consent to statement of compliance to be granted.

17.1 Minimum requirements for assessment – where completion of DSS works is not required

For applications where completion of Development Services Scheme (DSS) works isn't required, please ensure the following is included:

- **Payment confirmation:** As applicable, we need to verify that the payment of the full drainage contributions amount has been made. If we can't locate the payment in our financial system, we will request further information from you to help us locate the payment.
- **Meet offer and permit conditions:** We need to see that the conditions in the offer of conditions and the planning permit have been met prior to our consent to the issue of statement of compliance.

17.2 Minimum requirements for assessment – where demonstration of DSS works progress is required

For applications that are tied to offer of conditions that request Development Services Scheme (DSS) works to be completed, where applicable, the following is required:

- **Payment confirmation:** We need to verify that the payment of the full drainage contributions amount has been made. If we can't locate the payment in our financial system, we will request further information from you to help us locate the payment.
- **Meet offer and permit conditions:** We need to see that the conditions in the offer of conditions and planning permit have been met prior to our consent.
- **Site safety controls:** Include information to verify if site safety conditions are being complied with, including details of any construction fencing around active sites.
- **Environmental controls:** Include documentation of environmental controls in place on site.
- **Temporary outfall controls:** Include details of outfall arrangements until permanent works are completed to the satisfaction of the Responsible Authority.

17.3 Additional Notes

Any recent payments need to be processed by our Finance team prior to the issue of our consent to SOC. To minimise delays associated with SOC applications, we strongly recommend that the payment of drainage contributions is made well in advance of the submission of a SOC application.

The Responsible Authority (RA) (e.g. Council) typically refers applications for statement of compliance to relevant referral authorities (including Melbourne Water) via the *Surveying and Planning through Electronic Applications and Referrals (SPEAR)* platform. Melbourne Water will inform the RA of our decision via this channel.

18. Asset Protection

The *Water Act 1989* (the Act) requires that works constructed over or near Melbourne Water's drainage, sewer transfer, water supply or waterway assets obtain our written approval.

Prior to commencement of any demolition, building or earthworks, you must complete a 'Before You Dig Australia' (BYDA) <https://www.byda.com.au/> enquiry to determine if there are Melbourne Water assets or easements in the area. If Melbourne Water assets are identified, you must first refer to our *Building Requirements* page of the Melbourne Water website, prior to submitting your building and/or work plans via our application portal.

If it appears that there will be an impact to our assets, we may request changes to your design and where necessary request additional requirements, advise of any associated costs and timeframes.

To find out more about Melbourne Water's processes, including technical specifications, visit the *Work or Build near our assets or easements* page on our website. The below sub-headings set out the minimum application requirements for each application type.

18.1 Minimum requirements for stormwater connections to our stormwater drainage system or waterway

Stormwater connections must meet our technical requirements, which differ depending on whether you are building a stormwater inlet (underground drains) or stormwater outlet to an open waterway or drain.

Your application should include:

- a letter from the relevant Council, nominating the legal point of discharge;
- development plans clearly detailing the technical specifications of the required connections;
- additional approvals from other authorities or private owners who may be affected by your works; and
- any other documents that are relevant to your proposal.

18.1.1 Additional notes

If we approve a stormwater connection, we will send a letter to the developer outlining any specific conditions that must be met as part of our approval. Written acceptance to comply with our conditions and payment of the relevant fees is required.

Prior to the commencement of works on Melbourne Water's asset(s), the contractor must contact Melbourne Water's Asset Protection Team on 131 722 for approval/permits on a live asset(s). Penalties apply for unauthorised works.

To find out more about this process, including technical specifications, visit the *Stormwater connection guidelines* page on our website.

18.2 Minimum requirements for building over and adjacent to Melbourne Water's assets

In accordance with Section 148 and Section 188A of the Water Act 1989, build over approval must be sought from Melbourne Water for any proposed building, works or placement of fill

within 5 metres of a Melbourne Water underground pipe/hard asset or within 20 metres of a waterway.

Please note that as part of any pre-development/pre-planning application submitted via our application portal, Melbourne Water will advise the setback requirement for any buildings/structures, as determined by detailed survey plans of the location, depth etc. of any asset/waterway, including easements, if submitted as part of your application.

It is strongly recommended that you submit survey information with any pre-planning permit application in order to expedite your Build Over application.

In your submission, please provide the following information:

- landowners contact details – email, postal address, telephone number
- short description of your planned development
- copy of Certificate of Title
- photographs of the area affected (optional).
- preliminary plans and surveyed location of our asset(s) and easements, including standard drawings:
 - structure type, specifications, general dimensions
 - location of the structure within the property
 - proposed and existing structures, showing the offset or distance from easements and/or our assets
 - details of landscaping, including location and types of plants (refer to our Planting Guidelines)
 - any proposed service crossing of our assets (refer to our Utilities Crossing Guidelines)
 - footing* details including type and depth (refer to our angle of repose requirements)
 - detailed plans of the development including any driveways, landscaping and fencing
 - relevant standard drawings.

Please ensure any specifications comply with our building requirements for works around our assets and easements.

*Please note, Melbourne Water no longer accepts screw piles as foundations near our assets.

18.2.1 Additional Notes

Once Melbourne Water has granted approval for the proposed works, before starting any work you must enter into a Building Agreement with us that defines liability and ongoing maintenance.

As part of the approvals process, you may also be required to provide other information. Please refer to the *Building Requirements* page on our website for further information.

18.3 Minimum requirements for planting and landscaping near our assets & waterways

Planting and landscaping works may cause damage to nearby buildings, footpaths, underground pipes and other structures. Damage can be avoided by choosing appropriate plants (with suitable root systems) and ensuring plantings are a suitable distance from assets.

In your submission, please provide the following information:

- cover letter outlining the proposed planting project;
- detailed plan(s), denoting distance of plants from surveyed assets (including asset edges, centrelines and easements); and
- list of proposed plant and tree species, quantities and density.

18.3.1 Additional Notes

Please first refer to the *Planting guidelines* page of the Melbourne Water website to avoid any vegetation management issues for your development.

18.4 Minimum requirements for utility crossings & installations

You must have our approval before you start work on any utility installations (such as gas, electricity and water) or excavations near our assets.

Our assets include our sewers, drains, waterways and water mains located in a road reserve, easement or reserves. This is how we protect our rights of access and ensure any proposed work meets our technical requirements.

Your application must include a cover letter, detailed designs, specifications and any supporting documents or evidence that outlines the following:

- cross-section diagram showing clearance between services
- detailed engineering drawings

You may be required to supply the following information:

- alignment or location of proposed works
- dimensions and clearances
- work methods report
- survey plans of the location
- detailed drawings denoting location of assets (offsets)
- cross-section diagram of the proposed works in relation to our assets
- photographs of the affected area
- environmental report(s)

18.4.1 Important information for high voltage works

When installing high voltage (HV) power cable(s) that will cross or are adjacent to a water supply asset, we will need evidence (with calculations) that this will not cause unacceptable

voltages to our 'water supply' pipeline. This includes when the HV power cables are under fault conditions.

This is an important safety issue. Electrocution of water supply operators or other public safety risks are associated with above ground fittings. Melbourne Water will provide the '*AM SPEC CORR-22 Low Frequency Induction Hazard Assessment*' document once you have submitted your application. You can refer to this specification for details of the assessment required.

This document is based on AS/NZS 4853:2012 'Electrical Hazards on Metallic Pipelines', however, takes into account Melbourne Water's assets and associated asset management activities as part of the required assessment.

18.4.2 Additional Notes

All contractors who carry out works on live assets are required to have a Permit to work. Any works undertaken without Melbourne Water approval will be considered illegal under the Water Act 1989.

We may need evidence of approvals from other authorities or private owners who may be affected by your works before we provide approval.

Check that you comply with other laws that may affect your development, such as the Special Building Overlay (SBO) and Land Subject to Inundation Overlay (LSIO).

Refer to the *Utility installation guidelines* on the Melbourne Water website to check what you can do.

18.5 Minimum waterway crossings & minor works on or near our waterways

If you plan to construct a crossing over our drain or waterway or to make any changes to an existing crossing, you must get our approval. A crossing is any bridge or culvert passing over a creek, river, stream or formed channel on our land.

This is how we protect our waterways and drainage assets and ensure any proposed work meets our standard requirements.

18.5.1 Waterway Crossings

Concept review

When you submit your conceptual plans we will review them and respond with any requirements. Documentation that you will need to supply includes:

- a cover letter outlining the proposed works;
- measurements of the cross section or creek profile;
- location of underside of bridge to Australian Height Datum (AHD);
- exact location of works (include visual map & Melway reference if known);
- location of abutments/piers relative to surveyed 'top of bank';
- photos of the proposed site;
- extent of proposed rock work;

- conceptual design (rough sketch);
- any existing crossing; and
- preliminary environmental assessment.

Formal design approval

Your formal application must include a cover letter detailing the proposed works and the following support documents:

- detailed design plans of proposed work;
- location of bridge abutments relative to surveyed 'top of bank';
- height of bridge to Australian Height Datum (AHD);
- survey plans indicating bank cross section/profiles;
- hydraulic assessment;
- environmental assessment; and
- any other requirements we requested at the concept planning stage.

18.5.2 Minor Works on Waterways

If you are planning to perform minor works on waterways you must get our consent.

Work may include:

- Bank stabilisation – repairing beds and banks that have eroded or collapsed due to the natural elements.
- Desilting – removing silt deposits or from around structures.
- Bore hole testing, monitoring or other works.

To prevent further erosion of waterway beds and banks or protect a property there are specific engineering solutions. You will need to engage a qualified engineer to submit a detailed design for approval.

To apply for our consent for your proposed works, we need the following information:

- brief description of proposed works
- detailed engineering drawings
- work method statement
- exact site and location details (include visual map & Melway reference if known)
- reasons for removal or reinstatement
- schedule of works
- environmental reports (incl. AAV, cultural AAV)
- geotechnical reports
- a site-specific survey

18.5.3 Additional Notes

All contractors who carry out works on live assets are required to have a Permit to work. Any works undertaken without Melbourne Water approval will be considered illegal under the *Water Act 1989*.

We may need evidence of approvals from other authorities or private owners who may be affected by your works before we provide approval.

Check that you comply with other laws that may affect your development, such as Special Building Overlay and Land Subject to Inundation Overlay.

Refer to the *construct a bridge crossing or culvert* page of the website for further information.

18.6 Minimum requirements for building a private jetty on our waterways

If you are planning to build a private floating or fixed jetty, pontoon or mooring on Melbourne's waterways you need our approval. We assess jetty proposals for their impact on other waterway users, the environment, flooding and public safety.

We work with Parks Victoria and your council to protect and manage Melbourne's waterways and ensure any proposed work meets our standards.

Planning and building a jetty is a complex process. You will need to include detailed designs, specifications and supporting documents with your application.

You will also need to complete our *Jetties and moorings key criteria assessment form*.

18.6.1 Pre-application – objections to project

Before submitting an application to us, you must check that there are no objections to your proposed jetty from Parks Victoria. You should also check with:

- The registered Aboriginal Party.
- Aboriginal Affairs Victoria.
- Your local Council.
- The Department of Energy, Environment and Climate Action (DEECA).

In most cases you will require a planning permit from your local Council.

If you construct your jetty without getting these approvals, it will be considered illegal and you may face fines or incur costs for alterations or removal of the built structure.

Also check that you comply with other that may affect your development, such as Special Building Overlay (SBO) and Land Subject to Inundation Overlay (LSIO).

18.6.2 Concept/feasibility – submit early plans and apply for a planning permit

After establishing with your local Council if a planning permit is required, a formal planning permit application will be referred to us and other relevant agencies, each of which may include conditions on the permit.

We recommend you submit your concept plans for our review and preliminary feedback before you apply for our formal approval.

18.6.3 Design – submit detailed plans

Once you have a planning permit, submit your detailed design plans to us for approval.

If we approve your formal application we will contact you with any special conditions that apply to the jetty construction. We will also request copies of approvals from other agencies involved in the approval process.

You must respond with a written acceptance to comply with our conditions, and pay the relevant fees.

Before you start work, you'll need to enter into a formal agreement with us for maintenance and liability for the life of the structure.

18.6.4 Additional Notes

Please refer to the *Build a private jetty* page of our website for further detailed information about the application process.

19. References

The following table provides a list of references that have been cited in this document.

Document title
<i>Building Regulations 2018</i>
<i>Guidelines for Development in Flood Affected Areas (February 2019)</i> (DEECA formerly DELWP)
<i>Planning and Environment Act 1987</i>
<i>Planning and Environment Regulations 2015</i>
<i>Subdivision Act 1988</i>
<i>Water Act 1989</i>
<i>Jetties and moorings key criteria assessment form</i>

20. Document History

Date	Reviewed/ Actioned By	Version	Action
July 2025	UPD Developer Transformation	2	Addition of asset protection requirements and other minor changes
December 2024	Urban Planning and Development Improvement	1.1	Release A1
September 2024	Mission Lead- Housing Statement	1	Release A