

# Development Application

Application Number: **201222761**

## Before Starting

**PLEASE NOTE:** This wizard will time out if left inactive for a period of more than two hours, after which time you will lose your application and be required to complete a new wizard. It is recommended you **save** this session if it is to be left inactive for an extended period of time.

Please ensure that your screen is set to the highest resolution (e.g. 1280 by 1024 pixels) to ensure all content in the wizard is visible.

## Type of Application

The type of application you are applying for is a **New Application**

Are you applying for a:

Development Application

Has a pre-application meeting been held in relation to this proposal?

No

## Lease/Site Details

Site Number: 1

If your rural property is identified by a Block/Section/Suburb, please select the "Urban" radio button.

Urban

Suburb	Section	Block Number	Unit Number
<input type="text" value="CITY"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="4"/>

Street Address

## Applicant Details

What type of applicant are you:

Non-business (individual)



### Lessee (Property Owners) Details

Lessee Number: 1

Is the Lessee a:

- Registered company



### Notice of Decision and Plans

Please specify the delivery method for the return of plans. Unless otherwise specified, your Notice of Decision and/or plans will be returned via email.

- Email

Are you applying for an [Estate Development Plan](#) OR *Home Business*?

3 of 70

 No

## Zone

Please specify which zone applies to this application (please select one zone only). Please click [here](#) to access ACTMAPi and locate the zone.

 CZ1 Core Zone

If more than one zone is applicable to your application, please specify them below:

## Development/Precinct Code

Please specify which development/precinct code applies to this application.

 City Centre Precinct Code

## Fully Describe Your Proposal

### Please provide a full description of your proposal

Seeking to vary the the lease for unit 4 to add purpose use of Cafe/Restaurant or shop

## Use of the Land

Describe the use of the land or the use of a building or structure on the land. **Example:** Office, restaurant, and business agency limited to 300m2 gross floor area

Five storey Strata title Building currently being used for office and shop purposes

Is the use consistent with the current Crown lease?

 Yes

## Assessment Track

Please indicate which assessment track applies to this Development Application:

 Merit

Has an Environmental Significance Opinion been sought for this proposal?

 No

For more information about which track your development application will be assessed in, please

click [here](#).

*Please note, the Planning and Land Authority may refuse to accept a development application made in an incorrect assessment track. If the Planning and Land Authority assesses an application made in the incorrect assessment track it must refuse the application (S.114 (3)).*

## Type of Development

Please indicate which type of development applies to this development application.

Lease Variation

Does this proposal involve a variation to a Units Plan?

No

Please select a [Lease Variation](#) sub type:

Clause Changes

## Heritage

### Heritage

Is the [Heritage](#) item relevant to your proposal?

No

## Existing Community & Recreational Sites, Existing Car Parks, Subdivision

### Existing Community and Recreation Sites

### Existing Car Parks

### Subdivision (residential zones)

## Water Sensitive Urban Design, Wind, Air Emissions

### Water Sensitive Urban Design (Stormwater Quantity)

To calculate the water consumption of commercial, Industrial or Institutional developments with and without water saving features, please click [here](#)

### Wind

### Air Emissions (Odours)

## Exclusion from Public Inspection

In accordance with the requirements of Sections 28 and 30 of the *Planning and Development Act 2007*, the ACT Planning and Land Authority must make the details and associated documents relevant to a development application available for public inspection.

*If you wish to apply to have all or part of this development application excluded from public inspection, you must meet the requirements of Section 411(5) or 412(1) of the Planning and Development Act 2007*

Are you requesting an exclusion from *Public Inspection*?

No

## Conflict of Interest Declaration

Does the applicant or the lessee have any association with the ACT Planning and Land Authority staff?

No

*NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation*

## Applicant/Lessee Declaration

I/we hereby apply for approval to carry out the development described on the land specified in this application;

I/we declare that this application is accompanied by all of the required information or documents that address the relevant rules and/or relevant criteria for it to be considered for approval;

I/we understand that the information submitted with this application form will undergo a documentation check prior to the payment of fees and formal lodgement of the application. Further information may be required prior to the acceptance of the development application by the Authority;

I/we understand that this application will be considered lodged once the relevant application fees have been paid;

I/we understand that if during the assessment of this application it is found to have been submitted in the incorrect assessment track the application will be refused and I/we will not be entitled to a refund or transfer of fees;

I/we understand that the documentation provided on CD/DVD or via the electronic lodgement process will be considered to be the relevant documentation associated with this application. All development application documentation will be made available for *public inspection* including via

the Internet unless exclusion has been approved;

If the time for deciding the application (prescribed period) has ended and a decision has not been reached I/we understand that the application will be deemed refused and the ACT Planning and Land Authority will not provide written advice of this decision. I/we also understand that the ACT Planning and Land Authority is able to still consider the application and make a decision after the expiration of the prescribed period;

I/we hereby authorise the ACT Planning and Land Authority its servants and agents to erect sign/s on the subject property(s) as required;

I/we hereby authorise ACT Government officers to access the subject property(s) for the purpose of evaluating the proposal(including the inspection of driveways and trees);

I/we (lessee) appoint the applicant whose signature appears in the attached [letter of appointment](#) to act on my/our behalf in relation to this Development Application. This authorises the applicant to pay all application fees, bonds and securities, liaise with the ACT Planning and Land Authority when required, alter, amend or provide further information as necessary and receive any communications relating to this Development Application;

I understand that costs associated with the relocation of any engineering services (light poles, storm water, sumps etc) will be at my expense and that I will indemnify the ACT Government, its servants and agents against any claims arising during the relocation of these services;

I understand that construction of any driveway associated with this application may not commence until the contractor has received endorsement by the relevant government entity;

I understand that a Certificate of Design Acceptance and a Road Opening Permit and Temporary Management Plan must be obtained from the relevant government agencies prior to the start of construction works;

I/we declare that all the information given on this form and its attachments is true and complete;

**If lodging on behalf of a company, organisation or Government agency: -**

I/we declare I/we have the appropriate delegation or authority to sign on behalf of the company, organisation or Government agency;

I declare that I am the person shown in this eDA form as the Applicant, and by clicking the ACCEPT button below I understand that this replaces my requirement to sign a hard copy of this application.

I accept the above declarations

Accept

Acceptance Date

11 Dec 2012

## Before Submitting

You have almost completed the first stage of your Development Application. **PLEASE ENSURE YOUR WIZARD SESSION IS SAVED BEFORE PROCEEDING.** This will enable you to resume your session in the event of a system outage or other interruption.

When you click on Finish below, you will be navigated to a new page which will enable you to upload any associated plans/documents prior to submitting to ACTPLA for review.

Development applications (DAs) can be delayed unnecessarily because ACTPLA does not have all the information it needs to undertake an assessment and make a decision.

To avoid delays ensure all required sections of the wizard are answered correctly and all required documentation is uploaded. In particular:

1. A signed appointment letter from all lessee's must be provided if works are to performed on the verge, a signed endorsement letter must be provided by the relevant Government Custodian
2. Public register plans for residential applications are included
3. You **MUST** include a statement against the criteria for applications that will be assessed in the Merit and Impact track

If you are still not sure how to proceed or want to ensure you have everything you need for your application, you can visit the ACTPLA Customer Service Centre, 16 Challis Street, Dickson, or call us on 6207 1923 and ask to speak with a technical officer.

### Privacy Notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Chapters 7, 8 and 9 of the Planning and Development Act 2007. The information that you provide may be disclosed to the ACT Revenue Office and the Registrar-General's Office. The information may be accessed by other government agencies, ACTEWAGL, ACTEW Corporation and other commercial organisations interested in development and building information. The Planning and Development Act 2007 requires the details of applications, decisions and orders to be kept on a register and made available for public inspection. Information and documentation relevant to a development application may be made available via the Internet.

### Does the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC) affect your proposal?

The EPBC came into operation on 16 July 2000. It establishes an environmental assessment and approval system that is separate and distinct from the ACT system. It does not affect the validity of ACT development assessment and approval processes, but may affect the assessment track. The ACT cannot provide preliminary advice on whether a proposal falls within the definition of a controlled action, or requires referral to the Commonwealth. You should consult with the Commonwealth to determine if your proposal is a controlled action before seeking any approvals under the Planning and Development Act 2007. For information about the EPBC, including the referral process and when a referral should be made, contact: the Department of Sustainability,

Environment, Water, Population and Communities, GPO Box 787, CANBERRA ACT 2601  
Telephone: 62741111

**Contact Details:**

ACT Planning and Land Authority  
Customer Service Centre  
GPO Box 1908, Canberra City 2601  
16 Challis Street, Dickson ACT 2602  
Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)  
Phone: (02) 6207 1923  
Fax: (02) 6207 1925  
TTY: (02) 6207 2622  
Email: [actpla.customer.services@act.gov.au](mailto:actpla.customer.services@act.gov.au)  
Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

**MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS - UNITS PLAN NO. 1714 HELD ON WEDNESDAY 14<sup>TH</sup> NOVEMBER 2012 IN THE MOLONGLO ROOM, 17-23 TOWNSHEND STREET, PHILLIP ACT AT 10:00 AM.**

PRESENT:



Units 1-6  
Units 9, 10 & 12  
Unit 11  
Unit 11  
Managing Agent

1. [Redacted] was elected as chairperson for the meeting.

2. MOTION 1

RESOLVED and carried by unopposed resolution that owners corporation approval be granted to the owner of unit 4 on behalf of the lessee to install signage as detailed at the meeting.

Permission granted on the condition that the cost to supply and maintain the proposed signage be the responsibility of the applying owner and that the installation complies with any law in force in the relevant state or territory.

3. MOTION 2

RESOLVED and carried that, in accordance with Section 166 of the units Title Act 2001, the owners' corporation gives consent to amend the purpose clause for Unit 4 on the certificate of title so that the commercial uses listed in the Crown Lease include "Cafe/Restaurant or shop" to the list of permitted uses at Clause 3 (c) of the lease, in accordance with circulated papers, in accordance with any law in force in the Territory. All costs to be covered by the owner of Unit 4.

**In Order for Motion 3 to proceed, it is necessary for an Unopposed Resolution. An Unopposed Resolution is granted on the basis that no votes are cast against the motion.**

All votes were in favour of the motion, none against.

4. There being no further business the meeting was closed.



CHAIRPERSON



*STANTA MANAGER*



10 **ACT**  
Government

Environment and  
Sustainable Development

# Notice of decision

Under Part 7 of the *Planning and Development Act 2007*

## Merit track

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DA NO: 201222761			DATE LODGED: 21 December 2012
DATE OF DECISION: 5 March 2013			
UNIT: 4	BLOCK: 1	SECTION: 5	SUBURB: CITY
STREET NO AND NAME: 13 University Avenue City			
APPLICANT: [REDACTED]			
LESSEE: [REDACTED]			

### THE DECISION

This application was lodged in the merit track. Pursuant to section 113(2) of the *Planning and Development Act 2007*, the application must be assessed according to the provisions relevant to merit track applications.

I, Owen Pankhurst, delegate of the planning and land authority, pursuant to section 162 of the Act, hereby **approve subject to conditions** the proposal for a variation to the Units Plan **to add to the permitted uses for Unit 4: cafe/restaurant; and shop, excluding bulky goods retailing, department store, retail plant nursery and supermarket**, substantially in accordance with the draft instrument of Variation at Attachment 1.

This decision is subject to the conditions of approval at **PART 1** being satisfied.

**PART 2** sets out the Reasons for the Decision

**PART 3** is Public Notification and Entity Advice.

**PART 4** contains administrative information relating to the determination.

### DELEGATE

[REDACTED]  
Owen Pankhurst  
Delegate of the planning and land authority  
Environment and Sustainable Development Directorate

5 March 2013

### CONTACT OFFICER

Owen Pankhurst

Phone: [REDACTED]

Email: [REDACTED]

## PART 1 CONDITIONS OF APPROVAL

Please note that this approval includes leasing requirements. **THE APPROVAL WILL EXPIRE 2 YEARS AFTER THE APPROVAL TAKES EFFECT or otherwise in accordance with the conditions of approval.** In addition, there are legislative requirements that must be met prior to the registration of the instrument of variation. See Advisory Notes for further information about those legislative requirements.

### A. CONDITIONS RELATING TO THE VARIATION OF A CROWN LEASE

This application is approved subject to the following conditions.

#### A1. INSTRUMENT OF VARIATION

That the lessee accept the variation substantially in accordance with the draft Instrument of Variation at **Attachment 1** and shall do all that is necessary to ensure that the Instrument of Variation giving effect to this approval is registered at the Office of Regulatory Services within 28 days of being notified that the Instrument of Variation is available for registration, or within such further time as may be approved by the planning and land authority.

### B. ADVISORY NOTES

*This application is approved with the following advisory notes.*

#### B1. LEASE VARIATION CHARGE

Prior to the registration of the Instrument of Variation, the lessee must, as is required under the *Planning and Development Act 2007*, pay any assessed Lease Variation Charge. Once advised of the lease variation charge, the charge should be paid not less than **6 months prior** to the expiration of this approval. This will ensure that sufficient time remains to enable the Instrument of Variation to be registered at the Office of Regulatory Services prior to expiry of this approval.

#### B2. FURTHER APPROVALS

Please note that the realisation of the approved lease variation to its fullest extent may not be achieved as design and siting is subject to the submission and approval of a further Development Application.

#### B3. EXPIRY OF APPROVAL

For approvals that involve a lease variation only, there is no provision under the *Planning and Development Act 2007* to extend the time frame for compliance with the approval beyond 2 years after the date this approval takes effect.

## **PART 2 REASONS FOR THE DECISION**

The sub uses of 'bulky goods retailing', 'department store', 'retail plant nursery' and 'supermarket' that form part of the use of 'shop' have been excluded from that use because it was not demonstrated that Unit 4 was suitable for those uses. Unit 4 is not of suitable size, and the building does not have all the attributes to provide for these uses. In particular, the building does not have suitable facilities for a loading dock for 'bulky goods retailing' and Unit 4 is not considered large enough for either a 'supermarket' or 'department store' as defined by the Territory Plan. It was not demonstrated that Unit 4, nor the building, were suitable for a 'retail plant nursery'.

The application, excluding those elements that are refused, satisfactorily meets the requirements for approval. The application was approved because, based on the documentation and in the form modified by the imposed conditions, it was considered to meet the relevant codes, being the Commercial Zones Development Code and the City Precinct Map and Code

The key issues identified in the assessment were the suitability of the site for the proposed development, the payment of Lease Variation Charge, and the registration of the Instrument of Variation. Conditions have been imposed to address the key issues and ensure that the proposal is consistent with the Territory Plan and the *Planning and Development Act 2007*.

### **EVIDENCE**

**Application No. 201222761**

**File No. 1-2012/27192**

**The Territory Plan zone – CZ1 Core Zone**

**The Development Codes – Commercial Zones Development Code**

**The Precinct Codes – City Precinct Map and Code**

**Current Crown Lease – Unit 4 - Volume 1542 : Folio 74**

**Entity advice**

## **PART 3 PUBLIC NOTIFICATION AND ENTITY ADVICE**

### **PUBLIC NOTIFICATION**

Pursuant to Division 7.3.4 of the Act, the application was publicly notified from 11 January 2012 to 4 February 2013. No written representations were received during public notification.

### **ENTITY ADVICE**

Pursuant to Division 7.3.3 of the Act, the application was referred to entities and advice was received. The referral entities' comments are as follows. A response to the advice is provided as appropriate.

#### NATIONAL CAPITAL AUTHORITY

On 8 January 2013 advice was received from the National Capital Authority (NCA). The advice states that *the NCA has no objections to the proposed lease variation.*

Matters raised have been incorporated here as advice to the applicant.

## **PART 4 ADMINISTRATIVE INFORMATION**

### DATE THAT THIS APPROVAL TAKES EFFECT

Unless a condition of approval provides for otherwise, this approval is effective from the day after the date of this notice. The effective date for development applications approved subject conditions could be adjusted if the approval is reconsidered by the planning and land authority or if an application is made to the ACT Civil and Administrative Tribunal

Pursuant to section 185 of the Act, this approval will expire if:

- the development or any stage of the development is not started within two years after the day the approval takes effect; and
- the development is not finished two years after the day the approval takes effect; or
- the approval is revoked under section 189 of the Act.

A development approval, to which section 185 of the Act applies, continues unless the approval ends under sections 184, 185, 186 or 187 of the Act.

### CONDITIONAL APPROVAL

This approval will expire if, in accordance with Section 165(3)(d) of the Act, a condition has deferred the effect of the development approval **and** imposed a time frame during which another approval must be revoked, amended or given, and the time frame has expired.

### INSPECTION OF THE APPLICATION AND DECISION

A copy of the application and the decision can be inspected between 8:30am and 4:30pm weekdays at the Environment and Sustainable Development Directorate Dickson Customer Service Centre at 16 Challis Street, Dickson, ACT.

## RECONSIDERATION OF THE DECISION

If the applicant is not satisfied with the decision to approve the application subject to conditions, they are entitled to apply to the planning and land authority for reconsideration within 20 working days of being told of this decision or within any longer period allowed by the planning and land authority.

Application forms and further information about reconsideration are available from the planning and land authority's website and Customer Service Centres. The delegate of the planning and land authority reconsidering the decision must be different from, and senior to, the original decision maker. An application for reconsideration does not prevent an application for a review of the same decision being made to the ACT Civil and Administrative Tribunal.

## REVIEW BY THE ACT CIVIL AND ADMINISTRATIVE TRIBUNAL (ACAT)

Decisions that are reviewable by the ACAT are identified in Schedule 1 of the *Planning and Development Act 2007*, except for those precluded under Schedule 3 of the *Planning and Development Regulation 2008* – Matters exempt from third-party ACAT review.

# APPENDIX 1

## CONTACT DETAILS OF RELEVANT AGENCIES

<b>Health Directorate</b> - health protection	Website: <a href="http://www.health.act.gov.au">www.health.act.gov.au</a> Telephone: (02) 6205 1700
<b>Environment and Sustainable Development Directorate</b>  <i>Planning and land authority</i> <ul style="list-style-type: none"> <li>- list of certifiers for building approval</li> <li>- demolition information</li> <li>- asbestos information</li> </ul> <i>Environment Protection Authority</i> <ul style="list-style-type: none"> <li>- environment protection</li> <li>- water resources</li> <li>- asbestos information</li> </ul> <i>Conservation, Planning and Research</i> <ul style="list-style-type: none"> <li>- threatened species/wildlife management</li> </ul>	Website: <a href="http://www.actpla.act.gov.au">www.actpla.act.gov.au</a> Telephone: (02) 6207 1923  Website: <a href="http://www.environment.act.gov.au">www.environment.act.gov.au</a> Telephone: (02) 6207 6251  Website: <a href="http://www.environment.act.gov.au">www.environment.act.gov.au</a> Telephone: (02) 6207 1911
<b>Territory and Municipal Services Directorate</b> <ul style="list-style-type: none"> <li>- tree damaging activity approval</li> <li>- use of verges or other unleased Territory land</li> <li>- works on unleased Territory land - design acceptance</li> <li>- damage to public assets</li> </ul>	Website: <a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a> Telephone: 132 281 Telephone for asset acceptance: (02) 6207 7480
<b>Utilities</b> <ul style="list-style-type: none"> <li>- Telstra (networks)</li> <li>- TransACT (networks)</li> <li>- ActewAGL</li> <li>- Electricity reticulation</li> </ul>	Telephone: (02) 9397 2090 Telephone: (02) 6229 8000 Telephone: 1100 Telephone: (02) 6293 5738

## REVIEW OF THE DECISION

The following notes are provided in accordance with regulation 7 of the *ACT Civil and Administrative Tribunal Regulation 2009*. Refer to the Review by the ACT Civil and Administrative Tribunal (ACAT) section of the Notice of Decision for information about its relevance to this development application.

### CONTACT DETAILS

The review authority is the ACT Civil and Administrative Tribunal (ACAT).

Location	Contact details
ACT Civil and Administrative Tribunal Level 4, 1 Moore Street CANBERRA CITY ACT 2601	Website: <a href="http://www.acat.act.gov.au">www.acat.act.gov.au</a> Email: <a href="mailto:tribunal@act.gov.au">tribunal@act.gov.au</a> Telephone: (02) 6207 1740 Facsimile: (02) 6205 4855 Post: GPO Box 370, CANBERRA, ACT, 2601

### POWERS OF THE ACAT

The ACAT is an independent body. It can review on their merits a large number of decisions made by ACT Government ministers, officials and statutory authorities. The ACAT can agree with, change or reject the original decision, substitute its own decision or send the matter back to the decision maker for reconsideration in accordance with ACAT recommendations.

### APPLICATIONS TO THE ACAT

To apply for a review, obtain an application form from the ACAT. You can also download the form from the ACT Legislation Register <http://www.legislation.act.gov.au/af/2009-278/current/pdf/2009-278.pdf>.

If you are applying on behalf of an organisation or association of persons, whether incorporated or not, the Tribunal in deciding whether to support this application will consider the effect of the decision being reviewed on the interests of the organisation or association in terms of its objects or purposes. A copy of the relevant documents will be required to be lodged with the Tribunal.

### TIME LIMITS FOR APPLICATIONS

The time limit to make a request for a review is 28 days from the date of this Notice of decision. The time limit can be extended in some circumstances (refer to sections 10 (2), 10(3), 25(1)(e) and 25(2) of the *ACT Civil & Administrative Tribunal Act 2008*; section 7 of the *ACT Civil and Administrative Tribunal Procedure Rules 2009 (No 2)*; and section 409 of the *Planning and Development Act 2007*).

### FEES

Applications to the ACAT, including an application to be joined as a party to a proceeding, require payment of a fee (the Tribunal Registry will advise of the current fee), unless you are receiving legal or financial assistance from the ACT Attorney-General. You can apply to have the fee waived on the grounds of hardship, subject to approval (refer to section 22T of the *ACT Civil and Administrative Tribunal Act 2008*). Decisions to grant assistance are made on the grounds of hardship and that it is reasonable, in all the circumstances, for the assistance to be granted. Write to: The Chief Executive, Justice and Community Safety Directorate, GPO Box 158, CANBERRA ACT 2601. Ask the ACAT for more details.

### TIME LIMITS FOR REVIEWS OF DECISIONS

The ACAT is required to decide appeals in land and planning and tree protection cases within 120 days after the lodging of the appeal, unless that period is extended by the ACAT upon it being satisfied that it is in the interests of justice to do so.

### FORMS OF LEGAL, FINANCIAL AND OTHER ADVICE AND ASSISTANCE

The following organisations can provide advice and assistance if you are eligible:

- ACT Attorney-General, write to The Chief Executive, Justice and Community Safety Directorate, GPO Box 158, CANBERRA, ACT, 2601;
- the ACT Legal Aid Office, telephone 1300 654314;
- Legal Advice Bureau, telephone (02) 6247 5700;
- ACT Council of the Ageing, telephone (02) 6282 3777;
- Welfare Rights and Legal Centre, telephone (02) 6247 2177; and
- Environmental Defender's Office (ACT), telephone (02) 6247 9420.

### AWARDING OF COSTS

You will have to pay any costs involved in preparing or presenting your case. The ACAT also has the power to award costs against a party if the party contravenes a direction of the ACAT and the ACAT considers it in the interests of justice to make such an order. This power is in addition to the power of the ACAT to strike out a party and to dismiss an application for failure to comply with the ACAT's directions.

### ACCESS TO DOCUMENTS ABOUT THE DECISION

You may apply for access to any documents you consider relevant to this decision under the ACT Freedom of Information Act 1989. Information about Freedom of information requests is available on the planning and land authority's web site or by contacting us by phone on (02) 6207 1923.

### PROCEDURES OF THE ACAT

The procedures of the ACAT are outlined on the ACAT's website, including in the Guide to the Land and Planning Division and the Guide to the Hearing. Contact the ACAT for alternative ways to access information about the ACAT's procedures.

TRANSLATION AND INTERPRETER SERVICES

The ACT Government's translation and interpreter service runs 24 hours a day, every day of the week. Telephone 131 450.

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت لمساعدة في الترجمة الشفوية، إتصل برقم الهاتف:
CHINESE	如果你需要传译员的帮助，请打电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajjuna t'interpretu, ċempel:
PERSIAN	: اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodioca telefonirajte:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacımız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:

**TRANSLATING AND INTERPRETING SERVICE****131 450**

Canberra and District - 24 hours a day, seven days a week



**ACT**  
Government

Justice and Community Safety

LAND TITLES  
OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate

## ANNEXURE

Form 029 - ANN

Land Titles Act 1925

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit
1542 : 74	City	1	5	4

ANNEXURE TO (insert dealing type)	TOTAL NUMBER OF PAGES IN ANNEXURE
ALUP	2

PARTIES TO DOCUMENT (Please state all parties this annexure relates to/supports)

**AUSTRALIAN CAPITAL TERRITORY  
PLANNING AND DEVELOPMENT ACT 2007**

**VARIATION OF THE SCHEDULE OF PROVISIONS, COVENANTS AND CONDITIONS SUBJECT TO WHICH  
LEASES OF UNITS ARE HELD**

Under the *Planning and Development Act 2007* I, **insert name**, approve the variation of the schedule of provisions, covenants and conditions subject to which leases of units are held and specified hereunder:

**PARTICULARS OF VARIATION  
FORM 4**

**DELETED PROVISIONS:**  
None

**FORMER PROVISIONS**

- 3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time;

**AMENDED PROVISIONS**

- 3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time;

**AND IN ADDITION**

- (A) Unit 3 may also be used for the purpose of shop and/or restaurant;
- (B) Unit 4 may also be used for one or more of the following purposes:
- (i) restaurant; and
  - (ii) shop EXCLUDING bulky goods retailing, department store, retail plant nursery and supermarket;

**Attachment 1 - Draft ALUP - 201222761**

PROVIDED THAT the Lessee of Unit 4 shall provide a noise management plan to the Environment Protection Authority or its successor, for assessment and approval prior to the alteration or construction of Unit 4 for restaurant, or the use of the premises at Unit 4 for restaurant. The noise management plan must be prepared by a person suitably qualified in the assessment of environmental noise and state that building(s) to be constructed on the premises, and/or the use of the premises comply with all relevant Australian standards and all legislation in force at that time and detail the design and siting, and construction methods which will be used to minimise the impact of noise generated from activities conducted on the premises;

**INSERTED PROVISIONS**

Delete the full stop "." at the end of clause 6(n) and replace it with a semi colon ";" and insert the following clauses:

- (o) "bulky goods retailing" means a shop which includes a loading dock within the building, and where the goods or materials sold or displayed are of such a size, shape or weight as to require:
  - (i) a large area for handling, storage or display; and/or
  - (ii) direct vehicular access to the site by members of the public, for the purpose of loading goods or materials into their vehicles after purchase, but does not include any shop used primarily for the sale of food or clothing;
- (p) "personal service" means a shop used primarily for selling services and in which the sale of goods is ancillary to the service provided.
- (q) "restaurant" means the use of land for the primary purpose of providing food for consumption on the premises whether or not the premises are licensed premises under the Liquor Act 2010 and whether or not entertainment is provided;
- (r) "retail plant nursery" means a shop used for the propagation and sale of plants, shrubs, trees and garden supplies;
- (s) "shop" means the use of land for the purpose of selling, exposing or offering the sale by retail or hire, goods and personal services and may include the use of the land for: bulky goods retailing, department store, personal service, retail plant nursery, supermarket, or take-away food shop;
- (t) "supermarket" means a large shop selling food and other household items where the selection of goods is organised on a self-service basis;
- (u) "take-away food shop" means a shop, which is predominantly for the preparation of food and refreshments for consumption elsewhere.

Date

.....

the person for the time being holding or performing  
 the duties of the office of Senior Officer Grade C  
 Position Number (      )  
 Delegate of the Planning and Land Authority



**ACT**  
Government

Justice and Community Safety

LAND TITLES  
OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate

## APPLICATION TO ALTER A UNITS PLAN

Form 055 - ALUP

Land Titles Act 1925

### IMPORTANT INFORMATION

This form is to be used to lodge an application to alter a units plan under the *Land Titles Act 1925* (the Act). You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.ors.act.gov.au](http://www.ors.act.gov.au).

### PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the information required by this form. The Registrar-General provides identifiable information to various agencies including, but not limited to, the ACT Environment and Sustainable Development Directorate, ACT Treasury Directorate, Canberra Connect and ACTEWAGL for conveyancing, municipal account administrative, statistical and valuation purposes. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

### CONTACT INFORMATION

Lodge in person at the **Office of Regulatory Services:** 255 Canberra Avenue, Fyshwick ACT 2609  
Office Hours: 9:00am to 4:30pm Monday to Friday  
General enquiries telephone number: (02) 6207 0491  
Website address: [www.ors.act.gov.au](http://www.ors.act.gov.au)

### INSTRUCTIONS FOR COMPLETION

- The certificate of title or production of title consenting to the registration of this document is required for lodgement for any unit affected by the registration of this document.
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Ensure all required documents are attached. If there is insufficient space in any panel, please use an Annexure Sheet.
- Execution by:
  - a) **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.
  - b) **Attorney** – if this document is executed by an Attorney pursuant to a registered power of attorney, it must set out the full name of the attorney and the form of execution must indicate the source of his/her authority e.g. "AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No..... of which he/she has no notice of revocation". (This execution requires a witness).
  - c) **Corporation** – Section 127 of the *Corporations Act* provides that a company may now validly execute a document with or without using a Common Seal if the document is signed by:
    - i. Two directors of the company;
    - ii. A director and a secretary of the company; or
    - iii. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. (No witness is required for this execution).
- The following forms of execution are suggested –
  - a) **With A Common Seal**  
The common seal of ABC Pty Ltd/Ltd ACN.....  
was affixed in the presence of-  
.....(signature)  
.....(director/secretary)\*  
(\*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state 'director/secretary') - (No witness is required for this execution).
  - b) **Without A Common Seal**  
Signed by ABC Pty Ltd/Ltd ACN.....  
.....(signature)  
.....(director/secretary)\*  
(\*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state 'director/secretary') - (No witness is required for this execution).



**ACT**  
Government

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OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate

## APPLICATION TO ALTER A UNITS PLAN

Form 055 - ALUP

Land Titles Act 1925

### LODGING PARTY DETAILS

Name	Postal Address	Contact Telephone Number

### TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	Unit
1542 : 74	City	1	5	4

### UNITS PLAN NUMBER

### DATE

1714	
------	--

### FULL NAME OF APPLICANT (Surname Last)

### FULL POSTAL ADDRESS (including Post Code)

--	--

### TYPE OF VARIATION (Please tick relevant box and supply more detail – provide all unit numbers affected)

- Staged Development (please complete box below)
- Building Damage Order
- Minor Boundary Change
- Alteration to Schedule of Unit Entitlement
- Other

### STAGED DEVELOPMENT (Please complete if application relates to a Staged Development)

TOTAL NUMBER OF STAGES	STAGE NUMBER FOR THIS APPLICATION	UNIT NUMBERS COMPLETED IN THIS STAGE	LIST PAGE NUMBERS IN PLAN THAT HAVE BEEN AMENDED/REPLACED

**SUPPORTING DOCUMENTATION** (Please tick relevant box – supply all evidence required)

- ACT Civil and Administrative Tribunal (ACAT) Order Number -
- Authority executed by the Authorised officer on behalf of the Minister / ACT Planning and Land Authority
- Amended Development Statement
- Gazettal Notice
- Amended Units Plan pages
- Amended Surveyors Declaration
- Application made within three (3) months of the date the Authority (ACTPLA) has executed replacement sheets

<b>COURT ORDER PERIOD</b> (complete if applicable)	<b>APPLICATION PERIOD</b> (complete if applicable)
Application must be made within three months of the date of the court order.	Application must be made within three months of the unopposed resolution by the Owners Corporation endorsing an application to the Minister.
<b>Date of Court Order: -</b>	<b>Date of Unopposed Resolution: -</b>

**LESSOR'S / ACTPLA'S EXECUTION**

Signed by the person duly authorised by ACT Planning and Land Authority (Please print full name of authorised signatory).	Print full name and address of witness
Signature of authorised person	Signature of witness

**APPLICANT'S EXECUTION**

Print full name of applicant	Print full name and address of witness
Signature or common seal of applicant	Signature of witness

**OFFICE USE ONLY**

Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	1
Registration date		Production number	



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OFFICE OF  
ACT Justice and Commu.



ALUP\$1887162 18/10/2013 11:06:53 CROWG

**1887162**

**APPLICATION TO  
ALTER A UNITS PLAN**

Form 055 - ALUP

Land Titles Act 1925

LODGING PARTY DETAILS		
Name	Postal Address	Contact Telephone Number
EMPIRE CUPPING ROOM PTY LTD		

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit
1542:70	City	5	1	<del>CP</del> AM
<del>1542:74</del>	<del>City</del>	<del>5</del>	<del>1</del>	<del>4</del> AM

UNITS PLAN NUMBER	DATE
1714	17 OCTOBER 2013

FULL NAME OF APPLICANT (Surname Last)	FULL POSTAL ADDRESS (including Post Code)
The Owners - Units Plan No 1714	PO Box 94, Mawson, ACT, 2607

**TYPE OF VARIATION** (Please tick relevant box and supply more detail - provide all unit numbers affected)

- Staged Development (please complete box below)
- Building Damage Order
- Minor Boundary Change
- Alteration to Schedule of Unit Entitlement
- Other - Variation of Purpose Clause

STAGED DEVELOPMENT (Please complete if application relates to a Staged Development)			
TOTAL NUMBER OF STAGES	STAGE NUMBER FOR THIS APPLICATION	UNIT NUMBERS COMPLETED IN THIS STAGE	LIST PAGE NUMBERS IN PLAN THAT HAVE BEEN AMENDED/REPLACED

**SUPPORTING DOCUMENTATION** (Please tick relevant box – supply all evidence required)

- ACT Civil and Administrative Tribunal (ACAT) Order Number -
- Authority executed by the Authorised officer on behalf of the Minister / ACT Planning and Land Authority
- Amended Development Statement
- Gazettal Notice
- Amended Units Plan pages
- Amended Surveyors Declaration
- Application made within three (3) months of the date the Authority (ACTPLA) has executed replacement sheets

<b>COURT ORDER PERIOD</b> (complete if applicable)	<b>APPLICATION PERIOD</b> (complete if applicable)
Application must be made within three months of the date of the court order.	Application must be made within three months of the unopposed resolution by the Owners Corporation endorsing an application to the Minister.
<b>Date of Court Order:</b> -	<b>Date of Unopposed Resolution:</b> -

<b>LESSOR'S / ACTPLA'S EXECUTION</b>	
Signed by the person duly authorised by ACT Planning and Land Authority (Please print full name of authorised signatory).	Print full name and address of witness
Irma Sare Senior Officer Grade C Position No. 13612	Jackie Hurst Environment and Sustainable Development Directorate Dame Pattie Menzies House 16 Challis Street DICKSON ACT 2602
Signature of authorised person	Signature of witness

<b>APPLICANT'S EXECUTION</b>	
Print full name of applicant OWNERS – Units plan No 1714 <del>Bank Manager</del>	Print full name and address of witness
AM [Redacted Signature]	[Redacted Signature]
Signature or common seal of applicant Strata Manager	Signature of witness



<b>OFFICE USE ONLY</b>			
Lodged by	~	Certificate of title lodged	Prod
Data entered by	Ⓢ	Certificates attached to title	
Registered by	10	Attachments / Annexures	1
Registration date	30 OCT 2013	Production number	1886219.1635006



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LAND TITLES  
OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate

**ANNEXURE**

**Form 029 - ANN**

*Land Titles Act 1925*

**TITLE AND LAND DETAILS**

Volume & Folio	District/Division	Section	Block	Unit
1542:70	City	5	1	<del>EP</del> AM
<del>1542:74</del>	<del>City</del>	<del>5</del>	<del>1</del>	<del>A</del> AM

<b>ANNEXURE TO</b> (insert dealing type)	<b>TOTAL NUMBER OF PAGES IN ANNEXURE</b>
ALUP	2

<b>PARTIES TO DOCUMENT</b> (Please state all parties this annexure relates to/supports)
Empire House Pty Limited – ACN 160 603 538

**AUSTRALIAN CAPITAL TERRITORY  
PLANNING AND DEVELOPMENT ACT 2007  
VARIATION OF THE SCHEDULE OF PROVISIONS, COVENANTS AND CONDITIONS SUBJECT TO WHICH  
LEASES OF UNITS ARE HELD**

Under the *Planning and Development Act 2007* I, **Susan Messer**, approve the variation of the schedule of provisions, covenants and conditions subject to which leases of units are held and specified hereunder:

**PARTICULARS OF VARIATION  
FORM 4**

**FORMER PROVISIONS**

3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time;

**AND IN ADDITION**

(A) Unit 3 may also be used for the purpose of shop and/or restaurant;

**AMENDED PROVISIONS**

3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time;

**AND IN ADDITION**

(A) Unit 3 may also be used for the purpose of shop and/or restaurant;

- (B) Unit 4 may also be used for one or more of the following purposes:
  - (i) restaurant; and
  - (ii) shop EXCLUDING bulky goods retailing, department store, retail plant nursery and supermarket;

PROVIDED THAT the Lessee of Unit 4 shall provide a noise management plan to the Environment Protection Authority or its successor, for assessment and approval prior to the alteration or construction of Unit 4 for restaurant, or the use of the premises at Unit 4 for restaurant. The noise management plan must be prepared by a person suitably qualified in the assessment of environmental noise and state that building(s) to be constructed on the premises, and/or the use of the premises comply with all relevant Australian standards and all legislation in force at that time and detail the design and siting, and construction methods which will be used to minimise the impact of noise generated from activities conducted on the premises;

**INSERTED PROVISIONS**

Delete the full stop "." at the end of clause 6(n) and replace it with a semi colon ";" and insert the following clauses:

- (o) "bulky goods retailing" means a shop which includes a loading dock within the building, and where the goods or materials sold or displayed are of such a size, shape or weight as to require:
  - (i) a large area for handling, storage or display; and/or
  - (ii) direct vehicular access to the site by members of the public, for the purpose of loading goods or materials into their vehicles after purchase, but does not include any shop used primarily for the sale of food or clothing;
- (p) "department store" means a shop in which goods are sold by separate departments within the shop and from which a significant amount or proportion of retail sales occur from at least four of the following types of goods: furniture and floor coverings; fabrics and household textiles; clothing; footwear; household appliances; china, glassware and domestic hardware.
- (q) "personal service" means a shop used primarily for selling services and in which the sale of goods is ancillary to the service provided.
- (r) "retail plant nursery" means a shop used for the propagation and sale of plants, shrubs, trees and garden supplies;
- (s) "supermarket" means a large shop selling food and other household items where the selection of goods is organised on a self-service basis;
- (t) "take-away food shop" means a shop, which is predominantly for the preparation of food and refreshments for consumption elsewhere.

Date **17. OCTOBER 2013**



**Susan Messer**  
the person for the time being holding or performing  
the duties of the office of Senior Officer Grade B  
Position Number (15010)  
Delegate of the Planning and Land Authority

**Andrew, Jennifer**

---

**From:** [REDACTED]  
**Sent:** Thursday, 24 October 2013 5:14 PM  
**To:** Andrew, Jennifer  
**Subject:** Fwd: Alteration to Units Plan 1714 - City

Hi Jennifer

Please see the response from Ray White. Could you please change job the title for [REDACTED]

Thank you  
Jackie

Begin forwarded message:

**From:** [REDACTED]  
**Date:** 24 October 2013 4:46:34 PM AEDT  
**To:** [REDACTED]  
**Subject:** RE: Alteration to Units Plan 1714 - City

Hi [REDACTED]

Sorry for the delay I have passed your email on to [REDACTED] he is your Strata Manager.

[REDACTED] is our Strata Division Manager, His signature should be enough.

Kind Regards,

[REDACTED]

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Thursday, 24 October 2013 4:37 PM  
**To:** [REDACTED]  
**Subject:** FW: Alteration to Units Plan 1714 - City

Hi [REDACTED]

Did you receive my email below? I need to action this as a matter of

28 of 70  
urgency.

Thanks

-----Original Message-----

From: [REDACTED]  
Sent: Wednesday, 23 October 2013 8:20 PM  
To: [REDACTED]  
Subject: FW: Alteration to Units Plan 1714 - City

Hi [REDACTED]

Is [REDACTED] the body corporate manager? See below the message from Land Titles in relation to the recent lodgement of our alteration to the units plan.

The seal needs to be signed by the body corporate manager.

Thanks

-----Original Message-----

From: Andrew, Jennifer [REDACTED]  
Sent: Wednesday, 23 October 2013 9:35 AM  
To: [REDACTED]  
Subject: Alteration to Units Plan 1714 - City

Hi,

As discussed on the phone, the Common Seal of the Owners of the Units Plan 1714 must be executed by the body corporate manager of that Units Plan.

Attached is the Application to Alter a Units Plan lodged in the Land Titles Office on 18/10/2013. On the second page, next to the seal of the Owners of the Units Plan, is a name and signature and they have stated they are a 'bank manager'.

Can you confirm this person is actually the body corporate manager? If not, the document will need to be collected from the Land Titles Office and re-executed.

Please let me know what you wish to do.

Regards  
Jen

Jennifer Andrew | Land Titles



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LAND TITLES  
OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate

## ANNEXURE

Form 029 - ANN

*Land Titles Act 1925*

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit
1542:70	City	5	1	CP
1542:74	City	5	1	4

ANNEXURE TO (insert dealing type)	TOTAL NUMBER OF PAGES IN ANNEXURE
ALUP	2

PARTIES TO DOCUMENT (Please state all parties this annexure relates to/supports)
Empire House Pty Limited – ACN 160 603 538

**AUSTRALIAN CAPITAL TERRITORY  
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Under the *Planning and Development Act 2007* I, **Susan Messer**, approve the variation of the schedule of provisions, covenants and conditions subject to which leases of units are held and specified hereunder:

**PARTICULARS OF VARIATION  
FORM 4**

**FORMER PROVISIONS**

- 3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time;

AND IN ADDITION

- (A) Unit 3 may also be used for the purpose of shop and/or restaurant;

**AMENDED PROVISIONS**

- 3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time;

AND IN ADDITION

- (A) Unit 3 may also be used for the purpose of shop and/or restaurant;

- (B) Unit 4 may also be used for one or more of the following purposes:
- (i) restaurant; and
  - (ii) shop EXCLUDING bulky goods retailing, department store, retail plant nursery and supermarket;

PROVIDED THAT the Lessee of Unit 4 shall provide a noise management plan to the Environment Protection Authority or its successor, for assessment and approval prior to the alteration or construction of Unit 4 for restaurant, or the use of the premises at Unit 4 for restaurant. The noise management plan must be prepared by a person suitably qualified in the assessment of environmental noise and state that building(s) to be constructed on the premises, and/or the use of the premises comply with all relevant Australian standards and all legislation in force at that time and detail the design and siting, and construction methods which will be used to minimise the impact of noise generated from activities conducted on the premises;

**INSERTED PROVISIONS**

Delete the full stop "." at the end of clause 6(n) and replace it with a semi colon ";" and insert the following clauses:

- (o) "bulky goods retailing" means a shop which includes a loading dock within the building, and where the goods or materials sold or displayed are of such a size, shape or weight as to require:
  - (i) a large area for handling, storage or display; and/or
  - (ii) direct vehicular access to the site by members of the public, for the purpose of loading goods or materials into their vehicles after purchase, but does not include any shop used primarily for the sale of food or clothing;
- (p) "department store" means a shop in which goods are sold by separate departments within the shop and from which a significant amount or proportion of retail sales occur from at least four of the following types of goods: furniture and floor coverings; fabrics and household textiles; clothing; footwear; household appliances; china, glassware and domestic hardware.
- (q) "personal service" means a shop used primarily for selling services and in which the sale of goods is ancillary to the service provided.
- (r) "retail plant nursery" means a shop used for the propagation and sale of plants, shrubs, trees and garden supplies;
- (s) "supermarket" means a large shop selling food and other household items where the selection of goods is organised on a self-service basis;
- (t) "take-away food shop" means a shop, which is predominantly for the preparation of food and refreshments for consumption elsewhere.

Date *17. OCTOBER 2013*



**Susan Messer**  
the person for the time being holding or performing  
the duties of the office of Senior Officer Grade B  
Position Number (15010)  
Delegate of the Planning and Land Authority



*Building Act 2004, S151*

## Building Approval

Project ID: B20133192

### PART A - PROJECT DETAILS

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
4	1	5	CITY	CANBERRA CENTRAL	Australian Capital Territory

### PART B - WORKS REQUIRING BUILDING APPROVAL

Item of building work to which this Building Approval relates:

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Storeys	Area (m2)	Cost of Works (\$)
6	Other	SEE DESCRIPTION	Cafe/Shop Fitout (non structural) (Cupping Room)	C	1	141.54	

**The following work is exempt from development approval:**

- Commercial fitout - shop

### PART C - CERTIFIERS DECLARATION

I declare that in issuing this building approval under section 28 of the Building Act 2004:

- I am satisfied on reasonable grounds that the plans meet each applicable approval requirement under section 29 and is not prevented from being issued under section 30 or section 30A
- I have supplied all documents as required under 3.3 Building Act 2004
- I have prepared a notice (building approval certificate) certifying what approval requirements apply to the application and why the building approval is not prevented from being issued; and
- I have given the building approval certificate to the applicant.

In performing services as a certifier in relation to the work detailed in this application I am not in breach of my entitlement to act as a certifier in accordance with the Building Act 2004.

Full Name	Address	License Number	Expiry Date
		19812186	1/08/2014

Date Issued : 6/07/2013

### NOTES

#### Utilities

This application must also be accompanied by a Statement of Compliance from each relevant utility provider (for water, sewerage, electricity and stormwater) which confirms that the location and nature of earthworks, utility connections, proposed buildings, pavements and landscape features comply with utility standards, access provisions and asset clearance zones.

**Note 1:** If there is no stormwater easement or Territory owned stormwater pipes located within the property boundary, a "Statement of Compliance" for stormwater from TAMS (Asset Acceptance) is not required to be obtained.

**Note 2:** Where there is conflict between planning and utility requirements, the utility requirements take precedence over other codified or merit provisions.

## **Utilities – Demolition Only**

This application must be accompanied by a Statement of Endorsement for utilities (including water, sewerage, electricity and stormwater) stating that:

- all network infrastructure on or immediately adjacent to the site has been identified on the plan
- all potentially hazardous substances and conditions (associated with or resulting from the demolition process) that may constitute a risk to utility services have been identified
- all required network disconnections have been identified and the disconnection works comply with utility requirements
- all works associated with the demolition comply with and are in accordance with utility asset access and protection requirements

**Note: The documentation provided to the utility provider for endorsement must be consistent with the documentation that forms part of a development approval or the documentation verified as exempt from requiring development approval by a licensed certifier.**

## **Asbestos Advice**

If documents accompanying building approval do not include an asbestos assessment report as per the Building Act 2004, the building approval must have an Asbestos Advice attached as per the Act

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

---



*Building Act 2004, S151*

## Building Commencement Notice

Project ID: B20133192

### PART A - PROJECT DETAILS

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
4	1	5	CANBERRA CENTRAL	CITY	Australian Capital Territory

#### Certifier's Details

Full Name	Address	License Number	Expiry Date
[REDACTED]	[REDACTED]	19812186	1/08/2014

**Building approval issue date:** 6/07/2013

Building Commencement Notice Required for:

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Area (m2)	Cost of Works (\$)
6	Other	SEE DESCRIPTION	Cafe/Shop Fitout (non structural) (Cupping Room)	C	141.54	[REDACTED]

### PART B - BUILDERS DETAILS

**License holder's name:** [REDACTED]

**License number:** 200413831

**License Expiry Date:** 25/07/2013

**Business Address:** [REDACTED]

**Phone Number:** [REDACTED]

If the builder is a company or partnership provide details of the nominee who will supervise the building work

**Nominee's name:** [REDACTED]

**License number:** 200413831

**License Expiry Date:** 25/07/2013

### PART C - CERTIFIER'S DECLARATION

**Issue date of commencement notice:** 12/07/2013

**Name of Certifier Issuing Notice:** [REDACTED]

**Declaration:**

This commencement notice is issued in accordance with the Building Act 2004, to the licensed builder stated above authorising the commencement of the stated building work. The issue of this commencement notice indicates that I am satisfied that the builders license authorises the work in the building approval. Where applicable for residential building work, I have been provided with a residential building insurance policy or fidelity certificate.

**PLEASE NOTE:**

A copy of the application for this commencement notice, this notice and where applicable the residential building insurance policy or fidelity certificate, must be given to the construction occupations registrar within one (1) week of the issue date.

This building commencement notice will end if-

- (a) for residential building work- the work is no longer insured; or
- (b) the building approval for the work ends

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.



Dear 

Reference:  EMPIRE CHAMBERS

The Office of Regulatory Services (ORS) is responsible for the administration of the *Roads and Public Places Act 1937* in relation to outdoor dining.

Thank you for attending the recent site meeting held in relation to your proposed business venture on London Circuit. This meeting was attended by you, your business partner and ORS staff, Mr Danny Baker, Mr Greg Taylor and me. It was at this time that you outlined your intentions for the development of the outdoor dining areas.

As discussed your proposal was given in-principal support by the ORS. This support is conditional on a variety of aspects including;

1. The refurbishment works to the streetscape of London Circuit is completed as per the plans supplied to ORS.
2. The refurbishment works to the central courtyard at Darwin Place is completed as per the plans supplied to ORS.
3. Adequate access is maintained for visually impaired persons and those with mobility issues.

However, please be aware that the in-principal support of the ORS should not be relied upon in relation to your decision regarding the purchase of the premises.

It was also agreed during the above mentioned site inspection, that ORS supports, in-principal, the following in relation to the issuing of an Outdoor Café Permit for the premises on the corner of London Circuit and University Avenue;

- Furniture may be placed against the London Circuit shop front, not exceeding a width of 1.5m, leaving a minimum of 1.5m of clear space for pedestrian access.
- Furniture may be placed on the University Avenue shop front, not exceeding a width of 1.5m and a length of 2.5m due to unsafe ground surface beyond that point.
- Should the ground surface of the University Avenue shop front be repaired to a safe standard, ORS will revisit the possibility of extending that permitted area.

**Office of Regulatory Services**

Fair Trading Compliance

255 Canberra Avenue Fyshwick ACT 2609

GPO Box 158 Canberra ACT 2601 / Phone 6207 0562 / Fax 6207 0455

- An area will be issued within the central courtyard at Darwin Place, pending the location of public assets after refurbishments are completed. This area will be located at least 3m from the shop front.

Included with this letter is a plan of what ORS gives in-principal support to for your records, with the areas of approval marked in red. It should be noted that this plan is not to scale.

Should you wish to discuss this matter further, please contact Danny Baker, Manager Compliance on phone [REDACTED]

Yours faithfully,

[REDACTED]

Derise Cubin  
Senior Manager  
Fair Trading Compliance  
16 November 2012

DRAFT

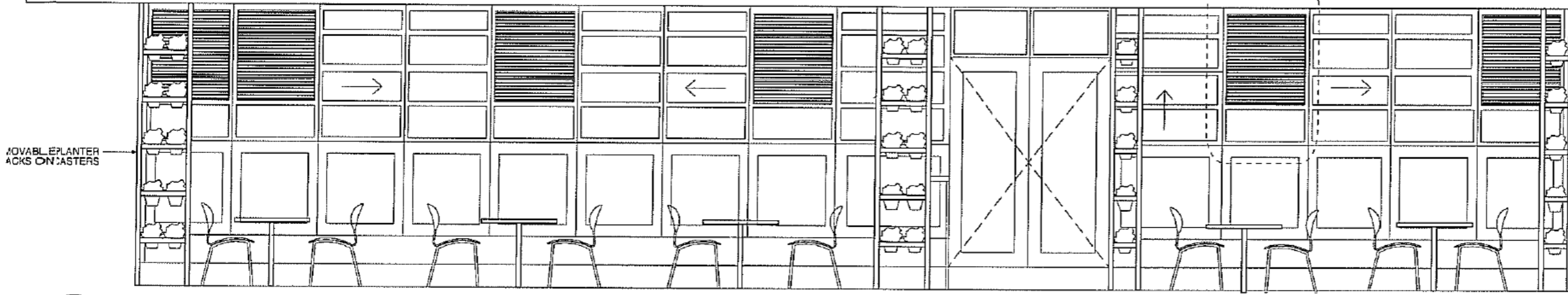
**BUILDING APPROVAL**  
 Issued under s.28 of the Building Act 2004

**CONTRACTOR**  
 Contractor name: [Redacted]  
 Licence No: [Redacted]  
 BCA Occupancy Class: [Redacted]

**VERIFICATION OF EXEMPT DEVELOPMENT STATUS**  
 Under s.183 of the Planning & Development Act 2007  
 Exempt Development Certificate No. [Redacted]  
 Date of Issue: 14/03/2013

**NOTE**  
 This work shall be carried out in accordance with the Building Act 2004 & associated Building Regulations 2006

*Handwritten:* bca, C, 6.7.13, [Signature]



MOVABLE PLANTER  
 BACKS ON CASTERS

**NOTE**  
 THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

1 **EXTERNAL ELEVATION**  
 1:50 @A3

**PROJECT DESIGN CONSULTANT**  
  
 Level 3/75-77 Hardware Lane  
 Melbourne 3000  
 T (613) 9012 6637  
 adele@foolscapstudio.com.au

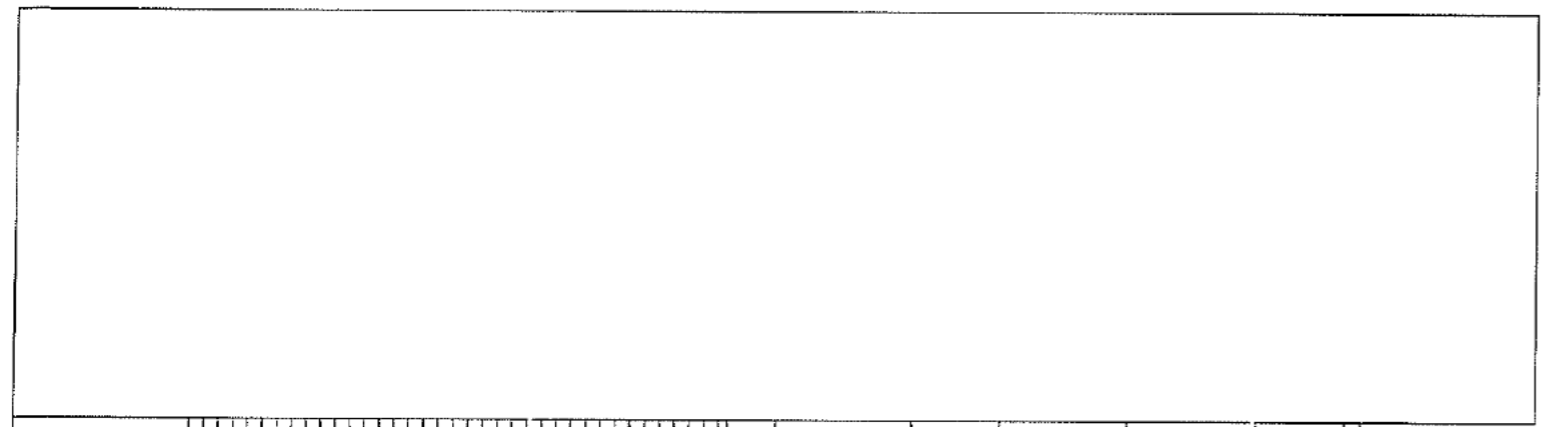
**CLIENT** ADELE WINTERIDGE RA (InLarch)

**PROJECT NAME** CUPPING ROOM

**PROJECT ADDRESS** EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT

**DRAWING NAME** EXTERNAL ELEVATIONS

DATE:	14.03.2013	
SCALE:	1:50 @A3	
DRAWN:	KA	
APPROVED:	AW	
JCS NO:		



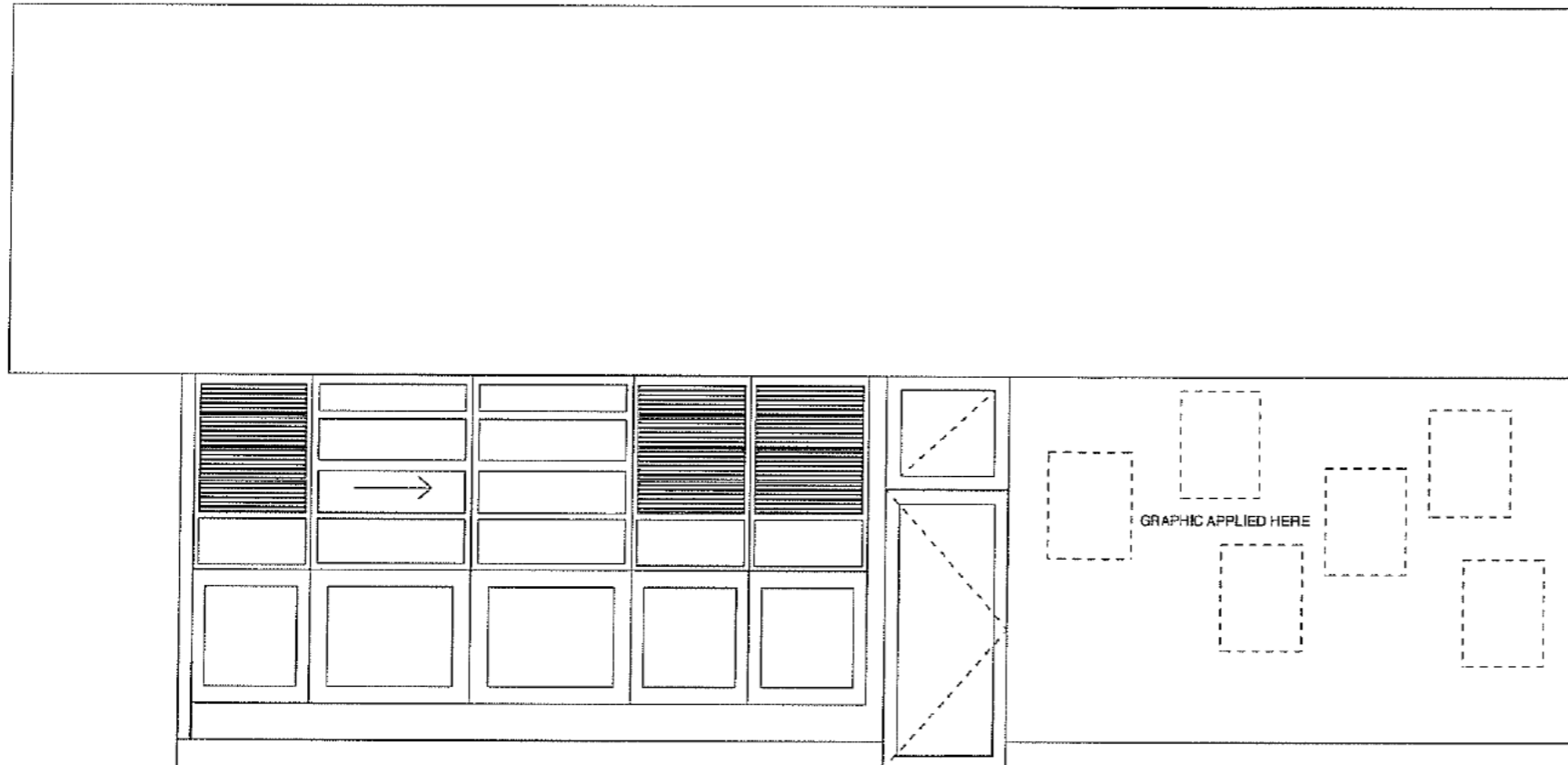
EXPRESS BENCH

2 **EXTERNAL ELEVATION**  
 1:50 @A3

REV NO. DD-B\_DRAFT DRAWING NO. DD-200

*Handwritten:* A0-08

DRAFT



PLANNING APPROVAL  
 Under s.28 of the Planning Act 2004  
**ION WARING**  
 Director name  
 Licence No. 19812186  
 BCA Occupancy Class  
 C  
 BCA Type of Construction  
 Issue date: 6/1/13  
 Certifier signature

DVY-ES-1  
 VERIFICATION OF EXISTENT DEVELOPMENT STATUS  
 Under s.105 of the Planning & Development Act 2007  
 This Drawing is a Development Certificate  
 Issue date: 6/1/13  
 DVY-ES-1  
 This work is done in accordance with the Building Act 2004, associated Building Regulations 2005

NOTE  
 THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

1 EXTERNAL ELEVATION  
 1:50 @A3

PROJECT DESIGN CONSULTANT  
**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T (613) 9012 6637  
 adale@foolscapstudio.com.au

CLIENT  
 ADELE WINTERIDGE B.A (In/Arch)

PROJECT NAME CUPPING ROOM

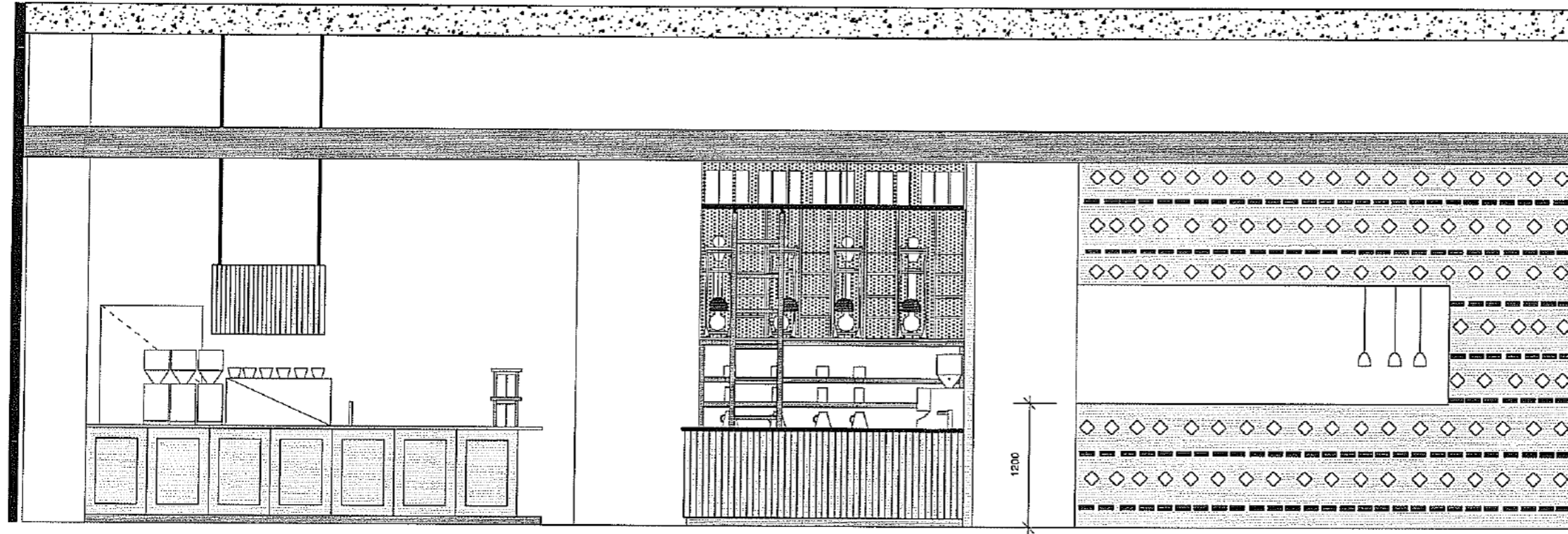
PROJECT ADDRESS  
 EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT

DRAWING NAME EXTERNAL ELEVATIONS

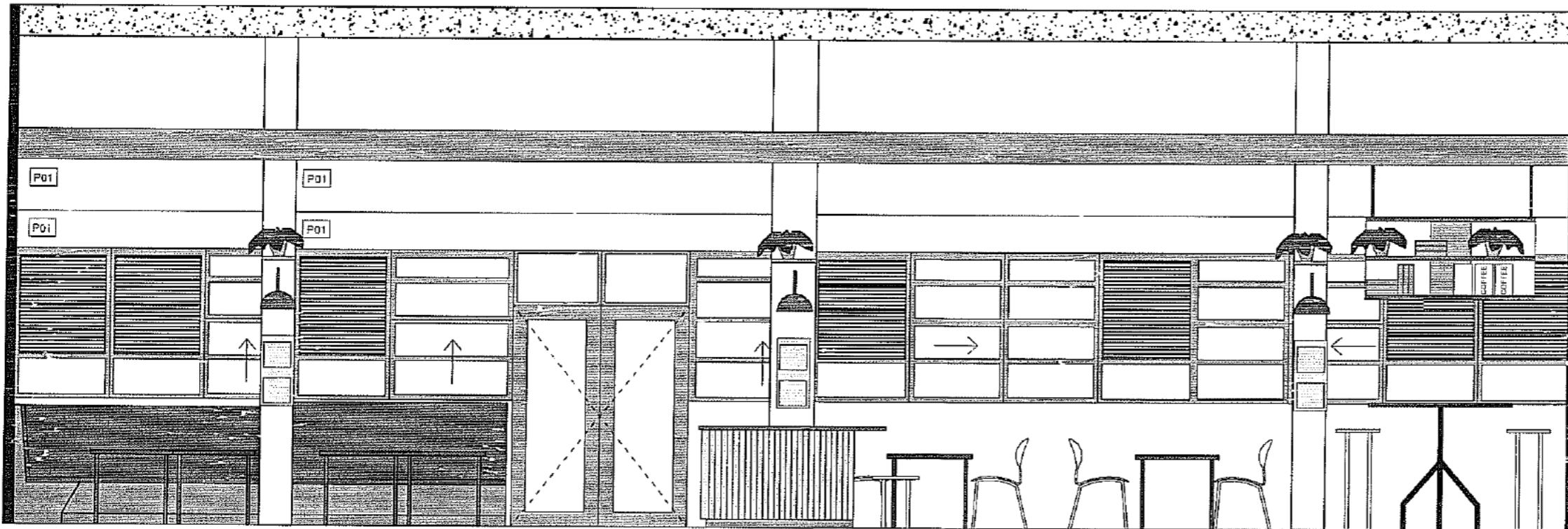
DATE:	14.03.2013	
SCALE:	1:50 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO:		

REV NO. DD-E\_DRAFT DRAWING NO. DD-201

40-09



1 INTERNAL ELEVATIONS  
1:50@A3



2 INTERNAL ELEVATIONS  
1:50@A3

DRAFT

**BUILDING APPROVAL**  
Issued under s 28 of the Building Act 2004

**NOTICE OF EXEMPTION**  
Licence No: 19812186  
BA Occupancy Class: C  
BA Type of Construction: 6  
Issue Date: 6/1/13

*[Signature]*  
Certifier signature

**VERIFICATION OF EXEMPT DEVELOPMENT STATUS**  
Under s 135 of the Planning & Development ACT 2007  
Private Certificate No: 19812186  
Issue Date: 6/1/13

*[Signature]*  
Date: 7/13

This work is done in accordance with the Building Act 2004 & associated Building Regulations 2006

**NOTE**

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP**  
Level 3/ 75-77 Hardware Lane  
Melbourne 3002  
T [613] 9012 6637  
adele@foolscapstudio.com.au

CLIENT: *[Redacted]*

PROJECT NAME: CUPPING ROOM

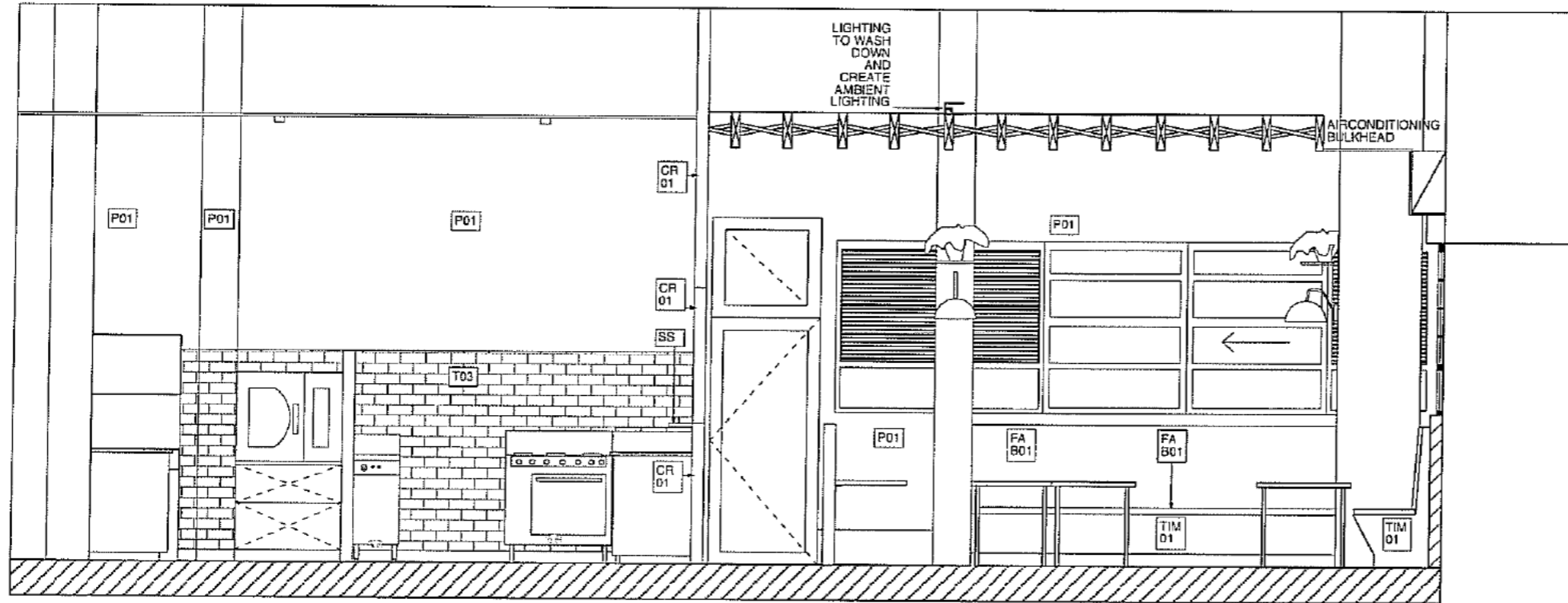
PROJECT ADDRESS: EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

DRAWING NAME: INTERNAL ELEVATION

DATE:	14.03.2013	
SCALE:	1:50 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO.:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-300

40-10



BUILDING APPROVAL  
 Issued under s.28 of the Building Act 2004  
**DON WARING**  
 Certifier name  
 Licence No. 19812186  
 BCA Occupancy Class *ba*  
 BCA Type of Construction *C*  
 Issue date: *6/1/13*  
 Certifier signature *[Signature]*

DWG-ES-1  
 VERIFICATION OF EXEMPT DEVELOPMENT STATUS  
 Under s.135 of the Planning & Development Act 2007 (P&D Act)  
 This work is done in accordance with the Building Act 2004 as amended Building Regulations 2008  
*[Signature]*  
 6713

NOTE  
 THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP**  
 Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T [613] 5012 6637  
 adele@foolscapstudio.com.au

CLIENT *[Redacted]*  
 ADELE WINTERIDGE B.A (Int.Arch)

PROJECT NAME CUPPING ROOM

PROJECT ADDRESS  
 EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT

DRAWING NAME INTERNAL ELEVATIONS

DATE:	14.03.2013	
SCALE:	1:50 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-301

*A0-011*

1 INTERNAL SECTION  
 1:50 @A3

BUILDING APPROVAL  
 Issued under Act 1 of the  
 Building Act 2003  
**DOM WINTERIDGE**  
 CAP 61000  
 License No: 1812186  
 BCA Occupant / Class  
 BCA Type of Construction  
 Issue Date: 6/1/13  
 Certifier Signature

CLASS 1  
 VERIFICATION OF EXEMPT  
 DEVELOPMENT STATUS  
 Under s.104 of the Planning  
 & Development Act 2007  
 The Planning & Development  
 Division of the ACT  
 Government  
 Date: 6/7/13  
 This work is done in  
 accordance with the  
 Planning Act 2007, associated  
 Regulations & Codes of Practice

NOTE  
 THIS DRAWING IS TO BE READ IN CONJUNCTION  
 WITH ALL RELEVANT CONTRACTS,  
 SPECIFICATIONS, REPORTS AND DRAWINGS.  
 COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**foolscap** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T (613) 9012 6837  
 adele@foolscapstudio.com.au

CLIENT **ADELE WINTERIDGE B.A (HArch)**

PROJECT NAME **CUPPING ROOM**

PROJECT ADDRESS **EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT**

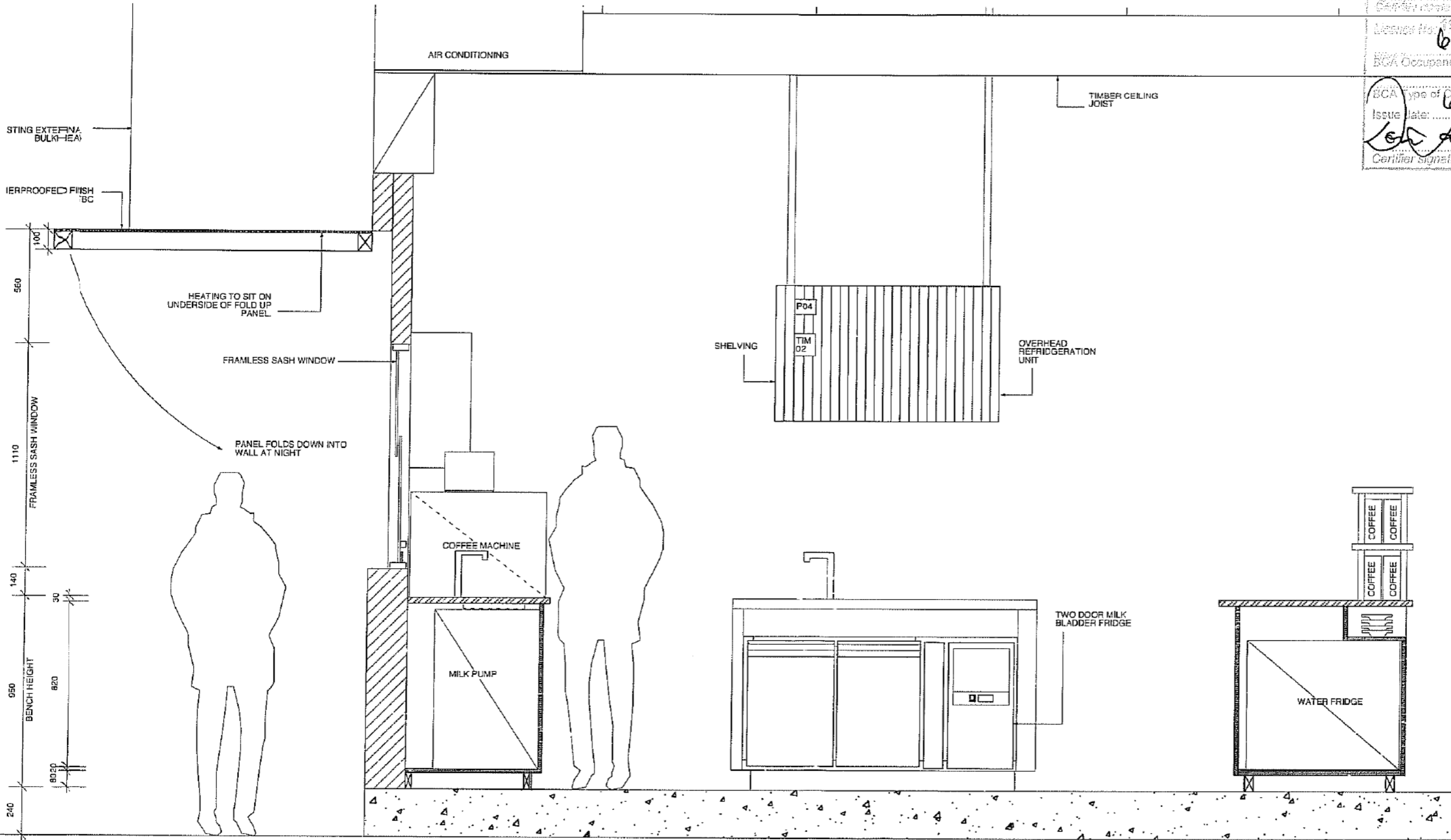
DRAWING NAME **INTERNAL ELEVATIONS**

DATE:	14.03.2013
SCALE:	1:50 @A3
DRAWN:	KA
APPROVED:	AW
JOB NO:	



REV NO. DD-B\_DRAFT DRAWING NO. DD-301

Ac-012



1 INTERNAL SECTION  
 1:20 @A3

**BUILDING APPROVAL**  
 Issued under s 29 of the Building Act 2007

**DON WARRING**  
 Certifier name

Licence No. 19812136  
*ea*

BCA Occupancy Class  
*2*

BCA Type of Construction  
 Issue date: 6, 7, 13

*[Signature]*  
 Certifier signature

**574-EG-1**  
 VERIFICATION OF EXEMPT DEVELOPMENT STATUS

Under s 125 of the Planning & Development Act 2007

Project No. 14019-0  
 Date: 10/12/13

*[Signature]*  
 6.7.13

This work of certifier Building Approval under the Building Act 2007 is associated Building Regulations 2006

**NOTE**

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT

**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T (613) 9012 8637  
 adele@foolscapstudio.com.au

CLIENT *[Redacted]*

PROJECT NAME: CUPPING ROOM

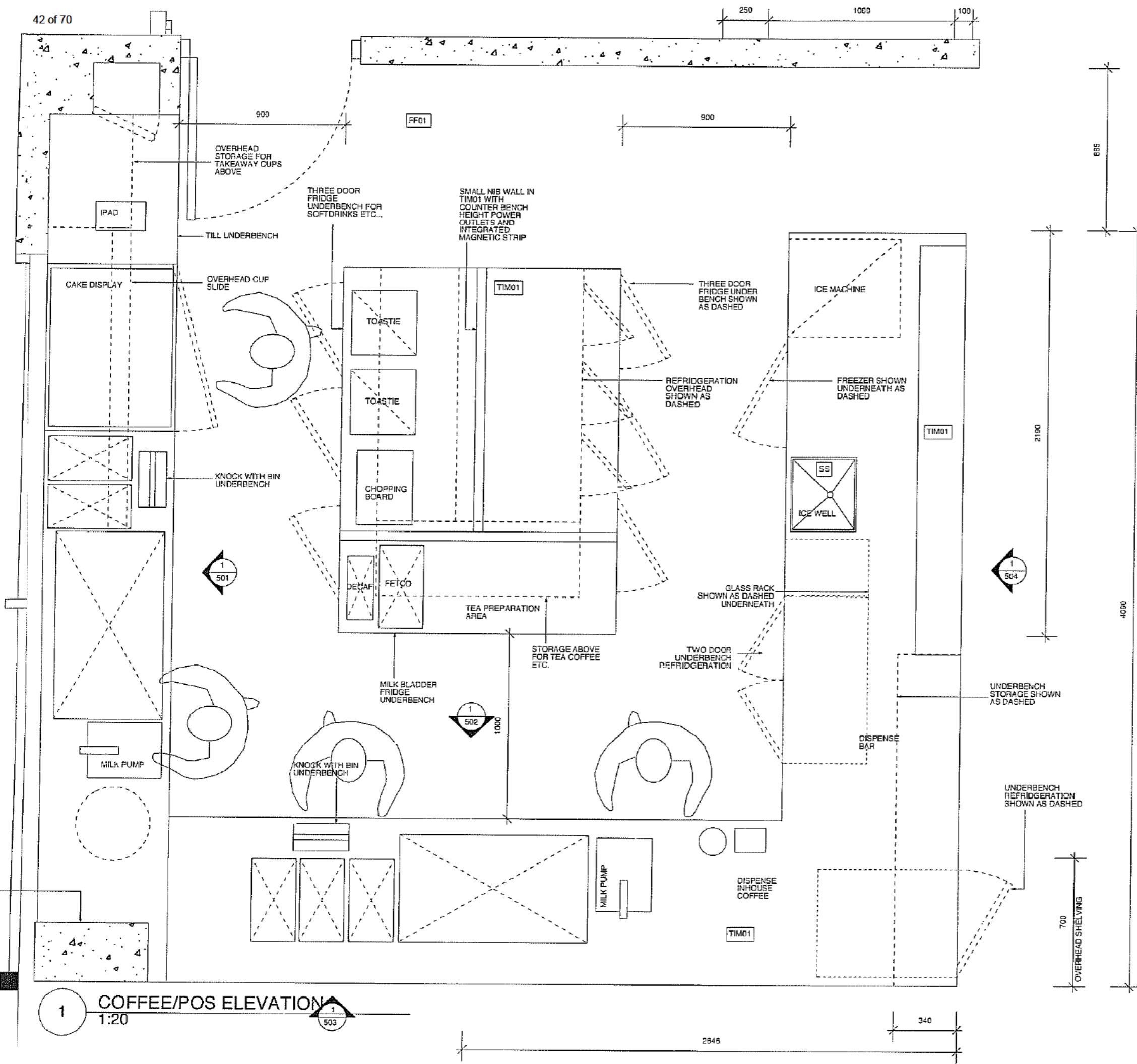
EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 PROJECT ADDRESS: ACT

DRAWING NAME: COFFEE/POS PLAN

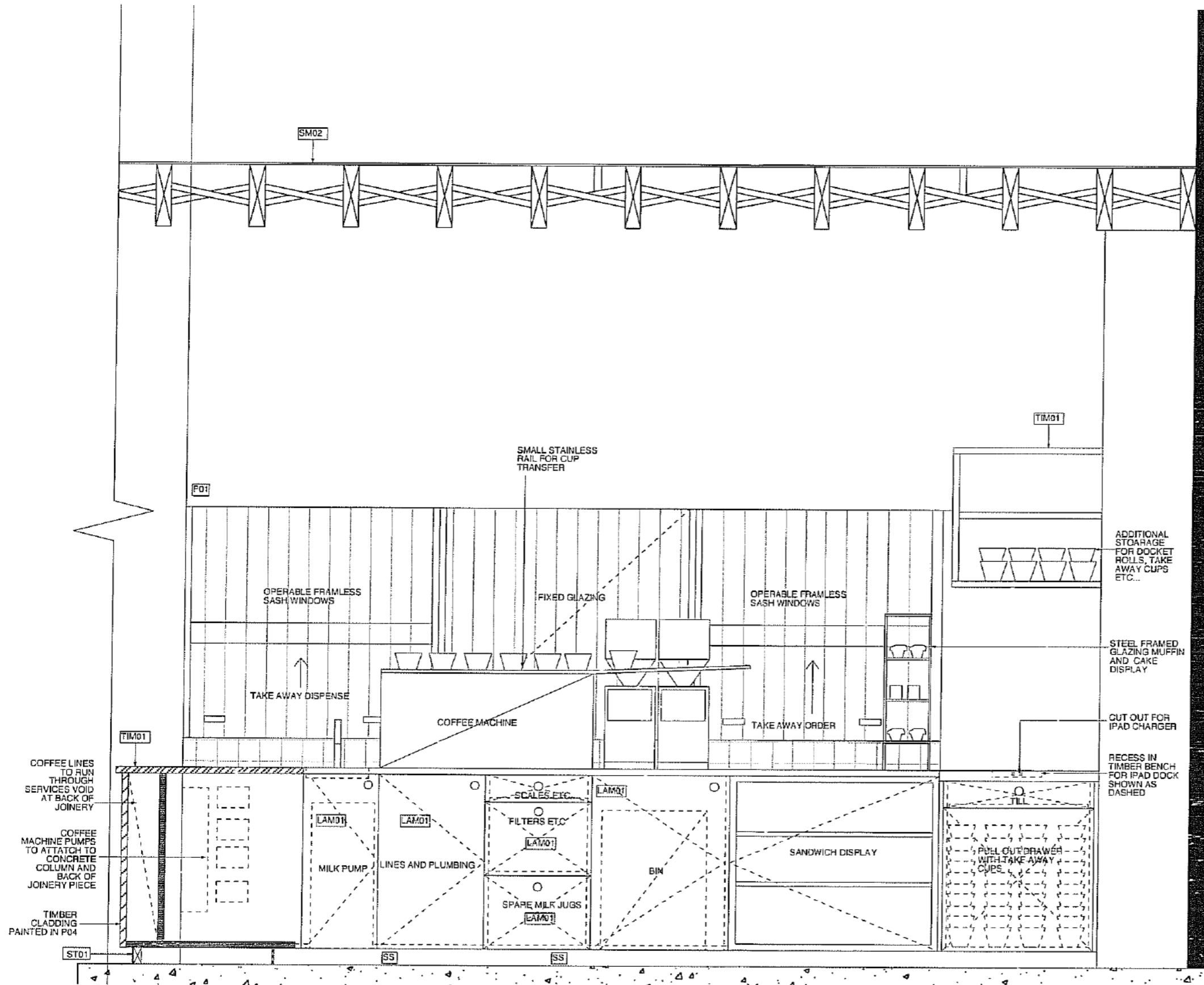
DATE:	14.03.2013	
SCALE:	1:20 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO:		

REV NO. DD-B DRAFT DRAWING NO. DD-500

*As-013*



**1 COFFEE/POS ELEVATION**  
 1:20



BUILDING APPROVAL  
 Issued under s. 381 of the Building Act 2004  
 DON WEARING  
 Certifier name  
 Licence no. 18012186  
 BCA Occupancy Class  
 BCA Type of Construction  
 Issue date: 6.7.13  
 Certifier signature

DD-ES.1  
 VERIFICATION OF EXEMPT LEVELMENT STATUS  
 Under s. 156 of the Planning & Development Act 2007  
 and Planning & Development Regulation 2007 (L20)  
 Date: 6.7.13  
 This work was carried out under the Building Act 2004 & associated building regulations 2003

NOTE  
 THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP** Level 3/75-77 Hardware Lane  
 Melbourne 3000  
 T (613) 9012 6637  
 adele@foolscapstudio.com.au

CLIENT  
 ADELE WINTERIDGE B.A.(Int.Arch)

PROJECT NAME: CUPPING ROOM

PROJECT ADDRESS  
 EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT

DRAWING NAME: COFFEE/POS ELEVATION

DATE:	14.03.2013	
SCALE:	1:20 @A3	
DRAWN:	KA	
APPROVED:	AW	
ID3 NO:		

As-014

1 COFFEE/POS ELEVATION  
 1:20

DRAFT

**BUILDING APPROVAL**  
 Issued under s 28 of the Building Act 2004

**DOM WAREING**  
 Certifier name

License No: 19912186

BCA Occupancy Class

BCA type of Construction

Issue date: 6/7/13

Certifier signature

**DIAGNOSIS**  
 VERIFICATION OF EXEMPT DEVELOPMENT STATUS

Under s 15 of the Planning & Development Act 2007

Development: [unclear]

Project No: [unclear]

Project Name: [unclear]

Project Address: [unclear]

Project No: [unclear]

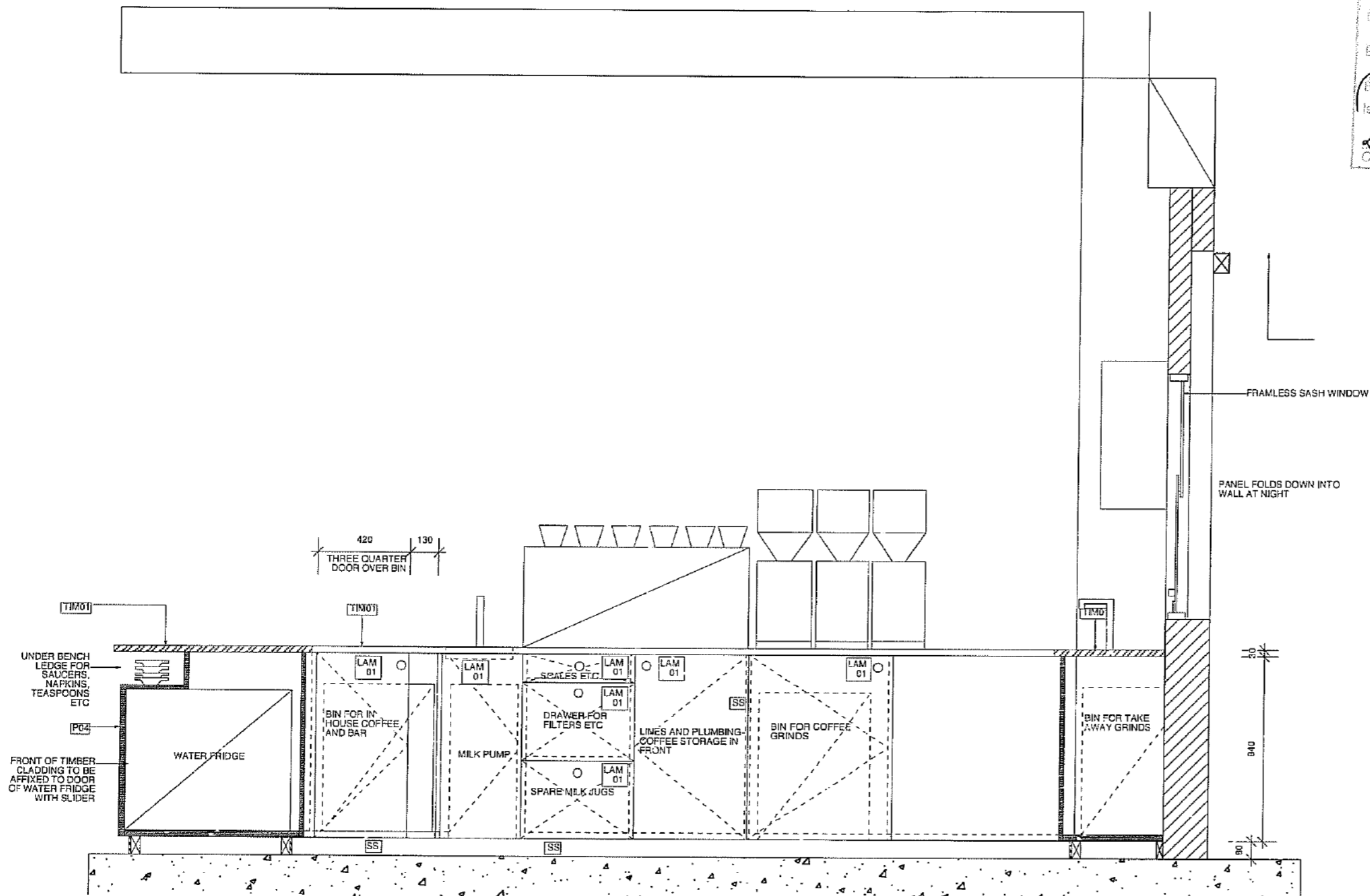
Project Name: [unclear]

Project Address: [unclear]

This work still requires Building Approval under the Building Act 2004 as proposed Building Regulations 2006

NOTE

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO



REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3900  
 T (613) 9012 6637  
 adele@foolscapstudio.com.au

CLIENT: ADELE WINTERIDGE B.A (in Arch)

PROJECT NAME: CUPPING ROOM

PROJECT ADDRESS: EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

DRAWING NAME: COFFEE/POS ELEVATION

DATE:	14.03.2013	
SCALE:	1:20 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO.:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-502

Ac-015

1 COFFEE/POS ELEVATION  
 1:20

**PLANNING APPROVAL**  
 State Order 28 of the  
 Building Act 2004

**TON WARING**  
 Certifier name

Licence No. 19812136

BCA Occupancy Class  
 6a

BCA Type of Construction  
 c

Issue date: 6/7/13

Certifier signature

**ENR-ES.1**  
 VERIFICATION OF EXHIBIT  
 DEVELOPMENT STATUS

Under s157(1)(b) Planning  
 & Development Act 1997  
 plus Planning & Development  
 Regulations 2006

BCA Licence No. 9312133

Private Certificate No. 9312133

7/13

This work shall comply with  
 Planning Approval under the  
 Building Act 2004 & associated  
 Building Regulations 2006

**NOTE**

THIS DRAWING IS TO BE READ IN CONJUNCTION  
 WITH ALL RELEVANT CONTRACTS,  
 SPECIFICATIONS, REPORTS AND DRAWINGS.  
 COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT

**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T (613) 9012 6537  
 adele@foolscapstudio.com.au


CLIENT

ADELE WINTERIDGE B.A.(Int.Arch)

PROJECT NAME CUPPING ROOM

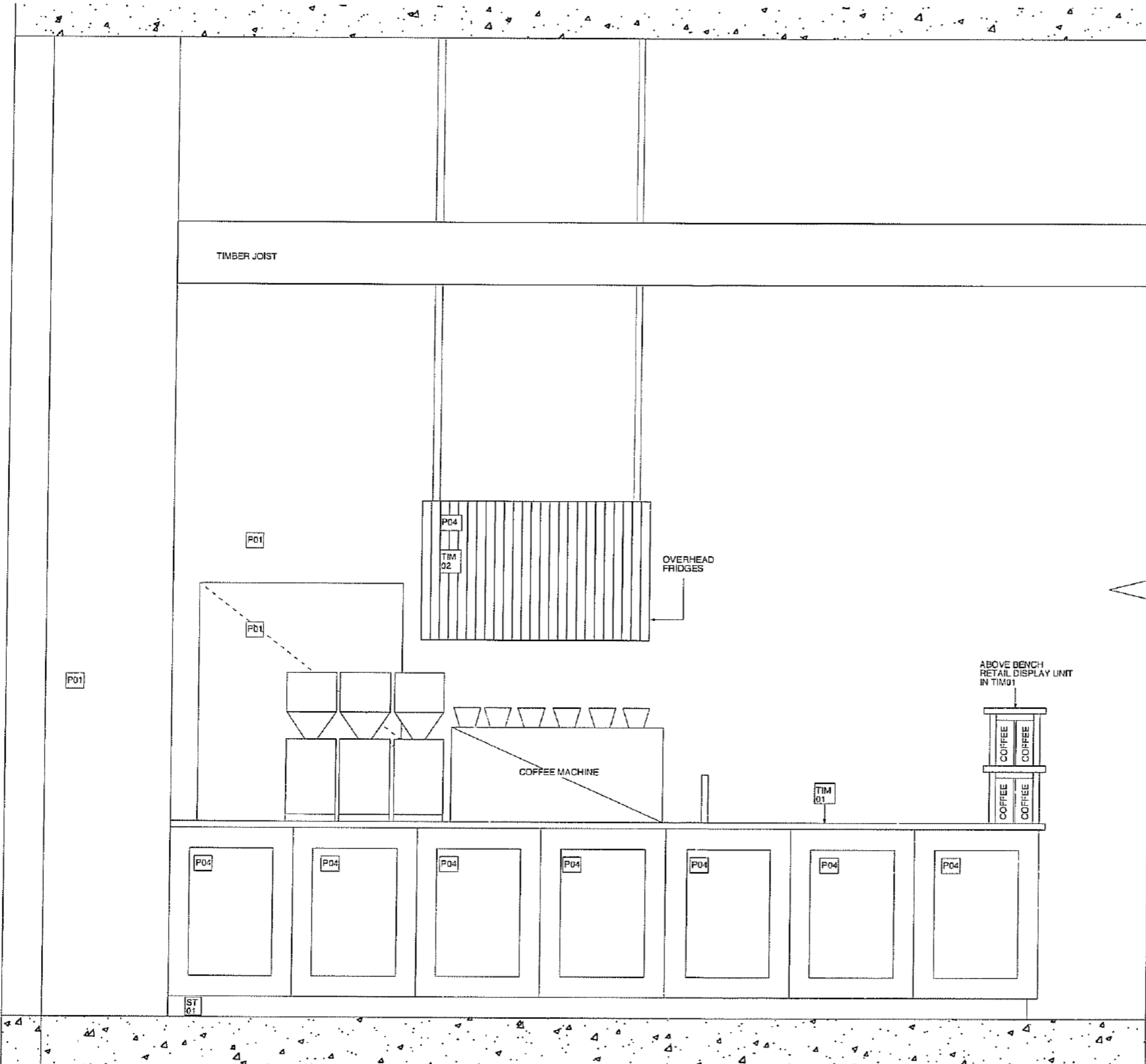
PROJECT ADDRESS  
 EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT

DRAWING NAME COFFEE/POS ELEVATION

DATE:	14.03.2013	
SCALE:	1:20 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO.:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-503

Ad-016



1 COFFEE/POS ELEVATION  
 1:20

**EVALUATING APPROVAL**  
 Issued under s.26 of the Building Act 2004  
**DOM WARRING**  
 Certifier name  
 Licence No: 19812106  
 ba  
 BCA Occupancy Class  
 C  
 BCA Type of Construction  
 Issue date: 6/7/13  
 Certifier signature

**DWM-EG.1**  
 VERIFICATION OF EXEMPT DEVELOPMENT STATUS  
 Under s.156 of the Planning & Environment Act 2007  
 For Planning & Environment Regulation 2006 (Part 3.20) column 1  
 DOM WARRING  
 Licence No: 19812106  
 The work still meets Building Act 2004 & associated Building Regulations 2006  
 Date: 6/7/13  
 Signature

**NOTE**

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO


REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

**PROJECT DESIGN CONSULTANT**  
**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T [613] 9012 6637  
 adele@foolscapstudio.com.au

CLIENT **ADELE WINTERIDGE B.A (Pt.Arch)**

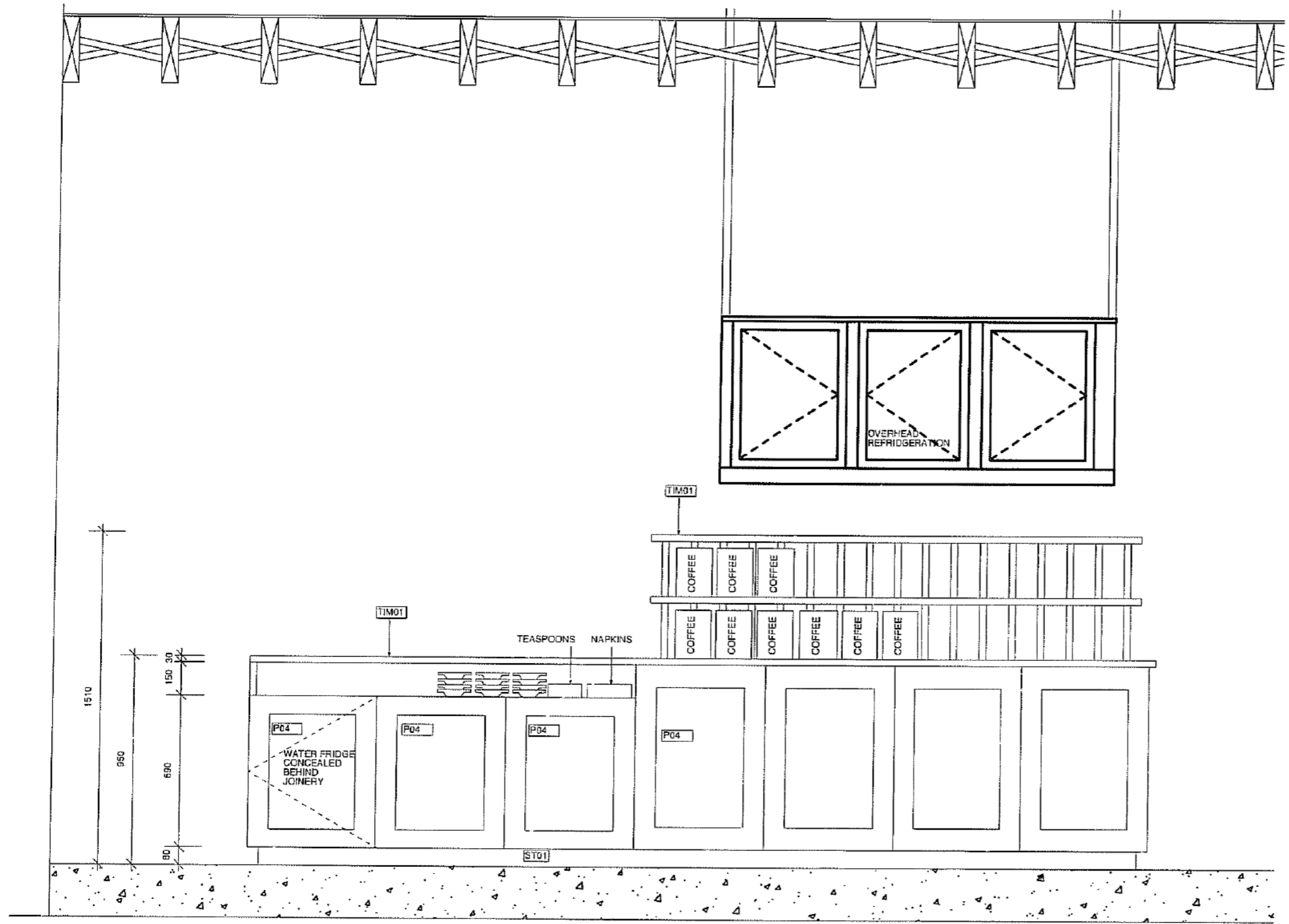
**PROJECT NAME** CUPPING ROOM  
**PROJECT ADDRESS** EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

**DRAWING NAME** COFFEE/POS ELEVATION

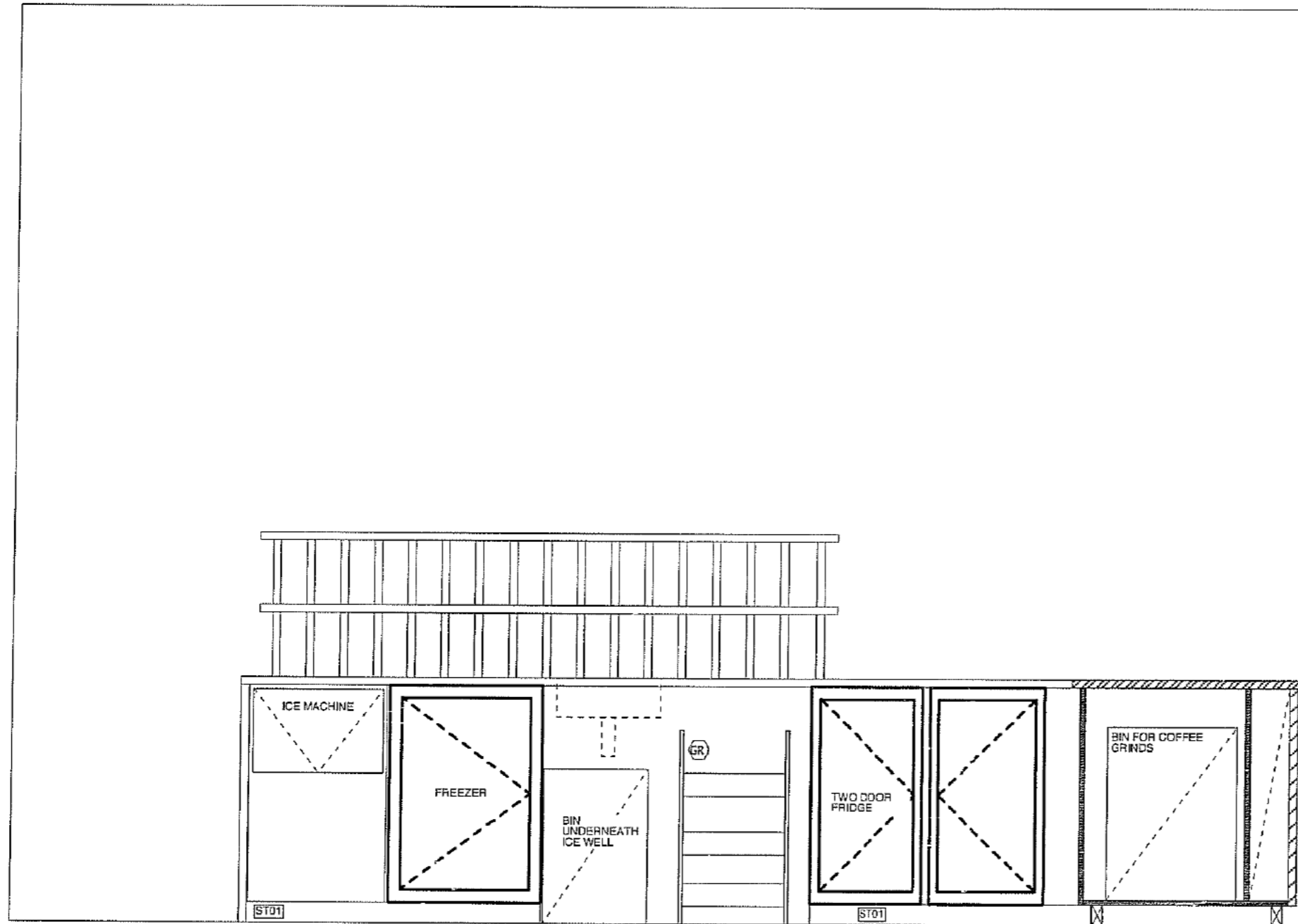
DATE:	14.03.2013	
SCALE:	1:20 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-504

A0-017



**1** COFFEE/POS ELEVATION  
 1:20



1 COFFEE/POS ELEVATION  
1:20

BUILDING APPROVAL  
Issued under s.20 of the  
Building Act 2004

**DON UVARING**  
Certifier name

License No: 19812186

BCA Occupancy Class  
*ba*  
*c*

BCA Type of Construction  
Issue date: *6.7.13*

*[Signature]*  
Certifier signature

**DETAIL**  
NEARBY PLAN OF ELEVATION  
DATE: 14.03.2013  
DRAWN BY: KA  
CHECKED BY: AYW  
DATE: 14.03.2013

*[Signature]*  
DATE: 14.03.2013

This work is prepared  
under the  
Building Act 2004 & associated  
Building Regulations 2006

NOTE

THIS DRAWING IS TO BE READ IN CONJUNCTION  
WITH ALL RELEVANT CONTRACTS,  
SPECIFICATIONS, REPORTS AND DRAWINGS.  
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REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT

**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
Melbourne 3000  
T (813) 9012 6637  
adele@foolscapstudio.com.au

ADOLE WINTERIDGE B.A (Int.Arch)

CLIENT *[Redacted]*

PROJECT NAME CUPPING ROOM

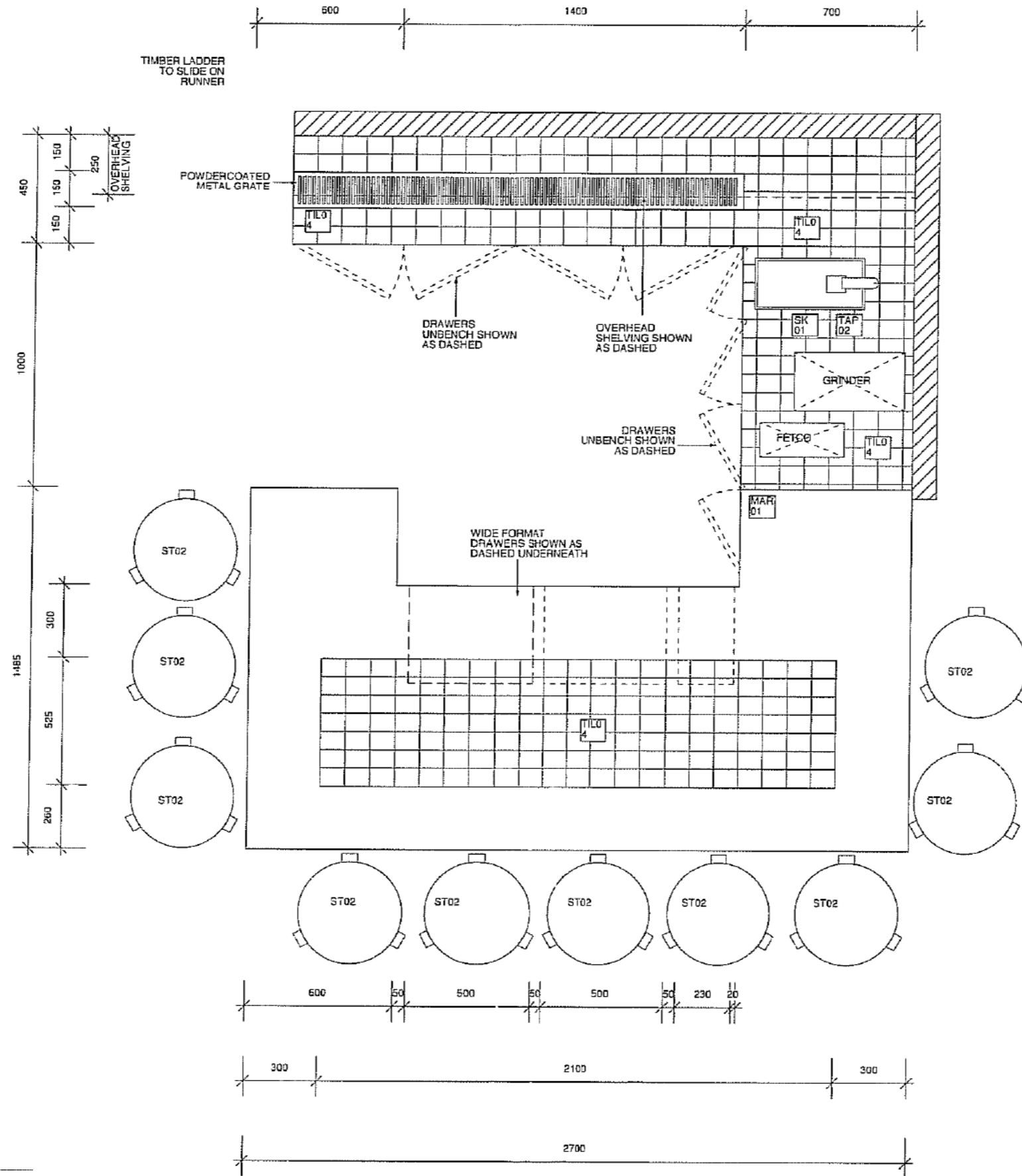
EMPIRE CHAMBERS 4/1-13  
UNIVERSITY AVE CANBERRA CITY  
PROJECT ADDRESS ACT

DRAWING NAME COFFEE/POS SECTION

DATE:	14.03.2013	
SCALE:	1:20 @A3	
DRAWN:	KA	
APPROVED:	AYW	
JOB NO:		

REV No. DD-B\_DRAFT DRAWING NO. DD-505

*AO-018*



BUILDING SURVEYOR  
 Planning and Construction  
 Building Act 2006  
 DON WRIGHT  
 Certifier name  
 License No. 15802200  
 60a  
 BCA Occupancy Class  
 C  
 BCA type of Construction  
 Issue date: 6/7/13  
 Certifier signature

DAV 03-1  
 VERIFICATION OF EXEMPT  
 DEVELOPMENT STATUS  
 Under s 157 of the Planning  
 & Development Act 2007  
 plus Planning & Development  
 Regulation 2007 s 157  
 (2)(a)(i)  
 2013/03/14/13  
 Deed No. 10812100  
 6/7/13  
 This work will require  
 Council Approval under the  
 Building Act 2006 & associated  
 Building Regulations 2006

**NOTE**  
 THIS DRAWING IS TO BE READ IN CONJUNCTION  
 WITH ALL RELEVANT CONTRACTS,  
 SPECIFICATIONS, REPORTS AND DRAWINGS.  
 COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T [613] 9012 6537  
 adele@foolscapstudio.com.au

CLIENT [REDACTED] ADELE WINTERIDGE B.A (Int. Arch)

PROJECT NAME CUPPING ROOM

PROJECT ADDRESS EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT

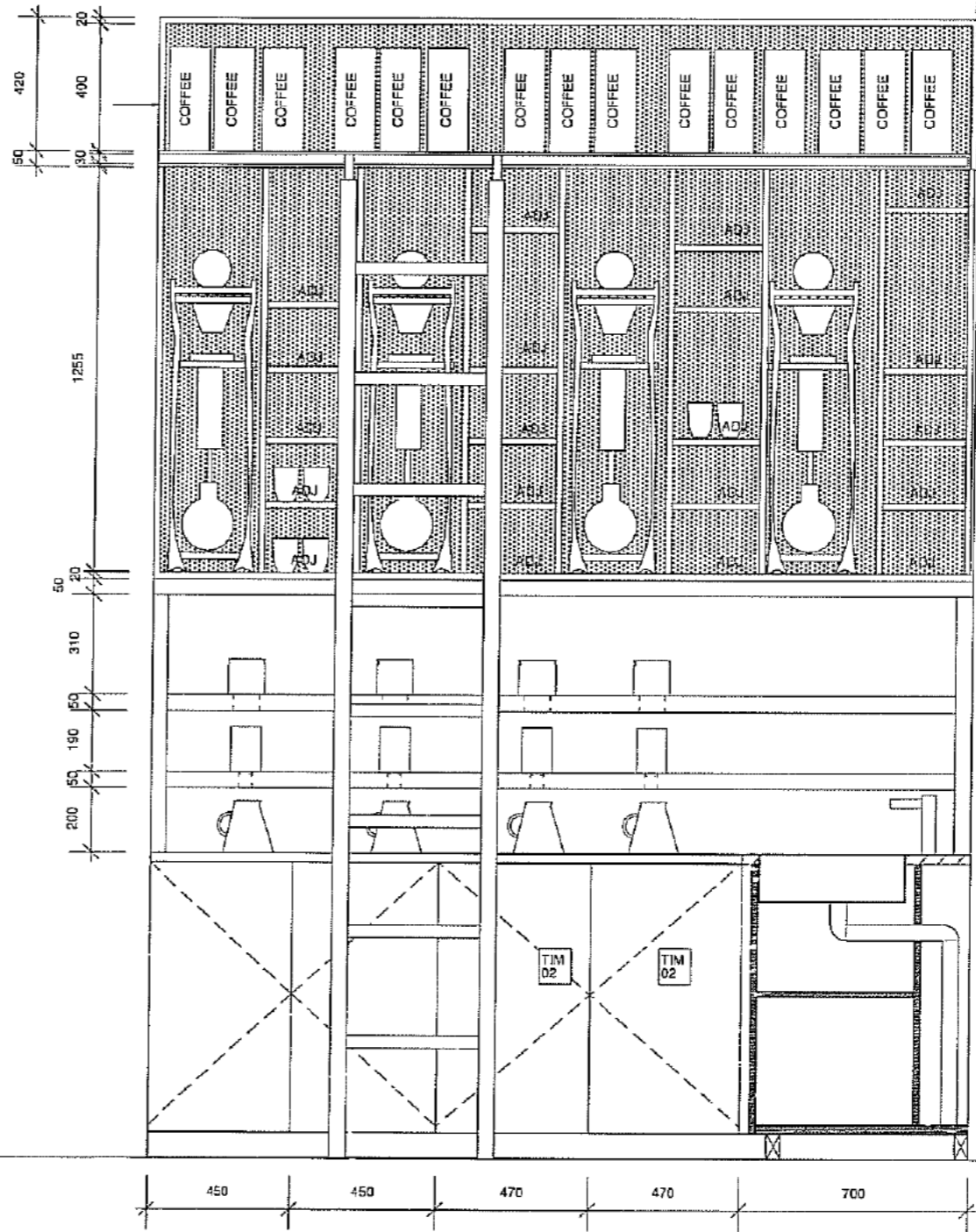
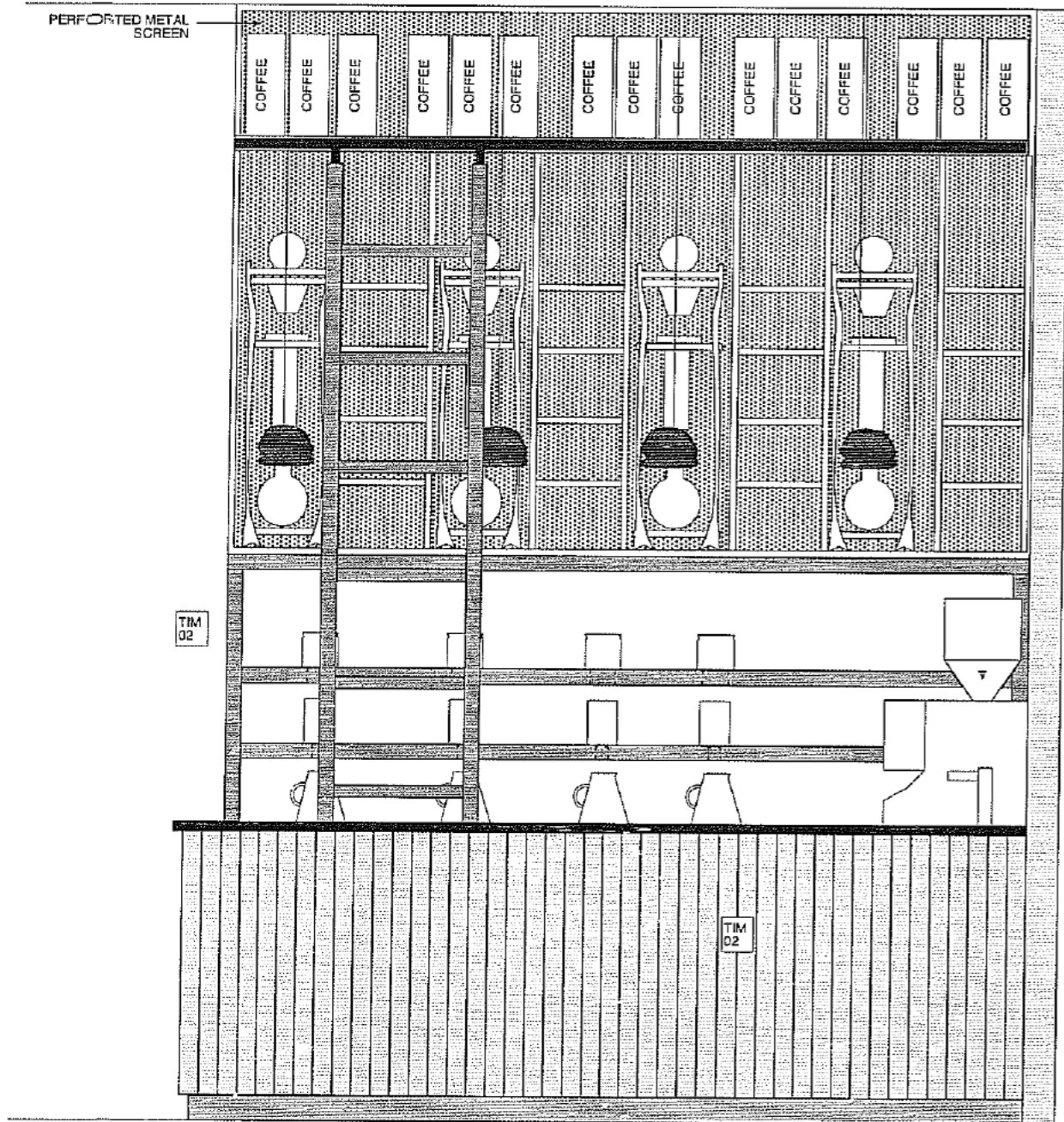
DRAWING NAME CUPPING PLAN

DATE:	14.03.2013	
SCALE:	1:20 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO.:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-506

A0-019

1 CUPPING PLAN  
1:20



BUILDING APPROVAL  
 Level 3/75-77 Hardware Lane  
 Melbourne 3000  
 Building Act 1993  
**LOW WARNING**  
 Certificate No. 19812186  
 License No. 19812186  
 b a  
 c  
 6, 7, 13  
 Type of Construction  
 Issue Date:  
 Certified Signature

DW-55-1  
 VERIFICATION OF EXEMPT  
 DEVELOPMENT STATUS  
 Under a 10% increase in floor  
 area, the development  
 is exempt from the  
 Building Act 1993  
 and the Building  
 Regulations 2006  
 19/12/2013  
 The work will be done  
 in accordance with the  
 Building Act 1993 & associated  
 Building Regulations 2006

**NOTE**  
 THIS DRAWING IS TO BE READ IN CONJUNCTION  
 WITH ALL RELEVANT CONTRACTS,  
 SPECIFICATIONS, REPORTS AND DRAWINGS.  
 COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP**  
 Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T: (613) 9012 6637  
 adele@foolscapstudio.com.au

CLIENT: ADELE WINTERGAE B.A (Int.Arch)

PROJECT NAME: CUPPING ROOM

PROJECT ADDRESS: EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT

1 CUPPING ELEVATION  
 1:20

DRAWING NAME: CUPPING ELEVATION

DATE:	14.03.2013	
SCALE:	1:20 @ A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-507

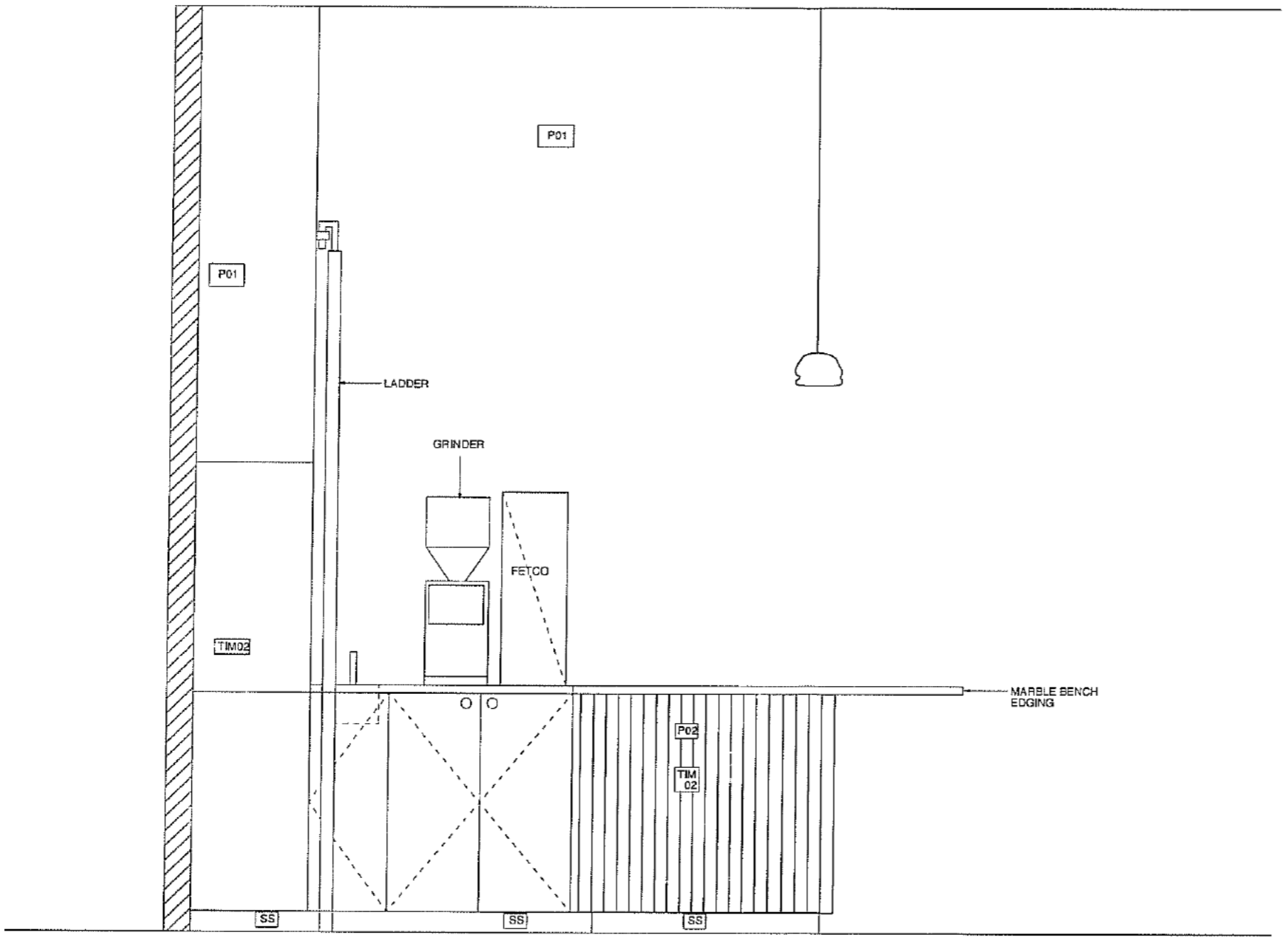
Ac-020

**BUILDING APPROVAL**  
 Section 20 of the Building Act 2003

**DDK WARNING**  
 Certifier name: *ba*  
 License No. 19812188  
 BCA Occupancy Class: *c*  
 Type of Construction:  
 issue date: *6/7/13*  
 Certifier signature: *[Signature]*

**CLASSIFICATION**  
 VERIFICATION OF EXEMPT LEVEL WORK STATUS  
 Under a 131 of the Building & Development Act 2007  
 This work still requires Building Approval under the Building Act 2003 & associated Planning Regulations 2008  
 issue date: *6/7/13*  
 Certifier signature: *[Signature]*

**NOTE**  
 THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO



REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T [613] 9012 6637  
 ade@a@foolscapstudio.com.au

CLIENT: *[Redacted]* ANGLE WINTERIDGE B.A (Int.Arch)

PROJECT NAME: CUPPING ROOM

PROJECT ADDRESS: EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

DRAWING NAME: CUPPING ELEVATION

1 CUPPING ELEVATION  
 1:20

DATE:	14.03.2013	
SCALE:	1:20 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO:		

**BUILDING APPROVAL**  
 Issued under s.28 of the Building Act 2004

**DON WAPING**  
 Certifier name

License No. 19812106  
 lea

BCA Occupancy Class  
 C

BCA Type of Construction  
 New date: 6/1/13

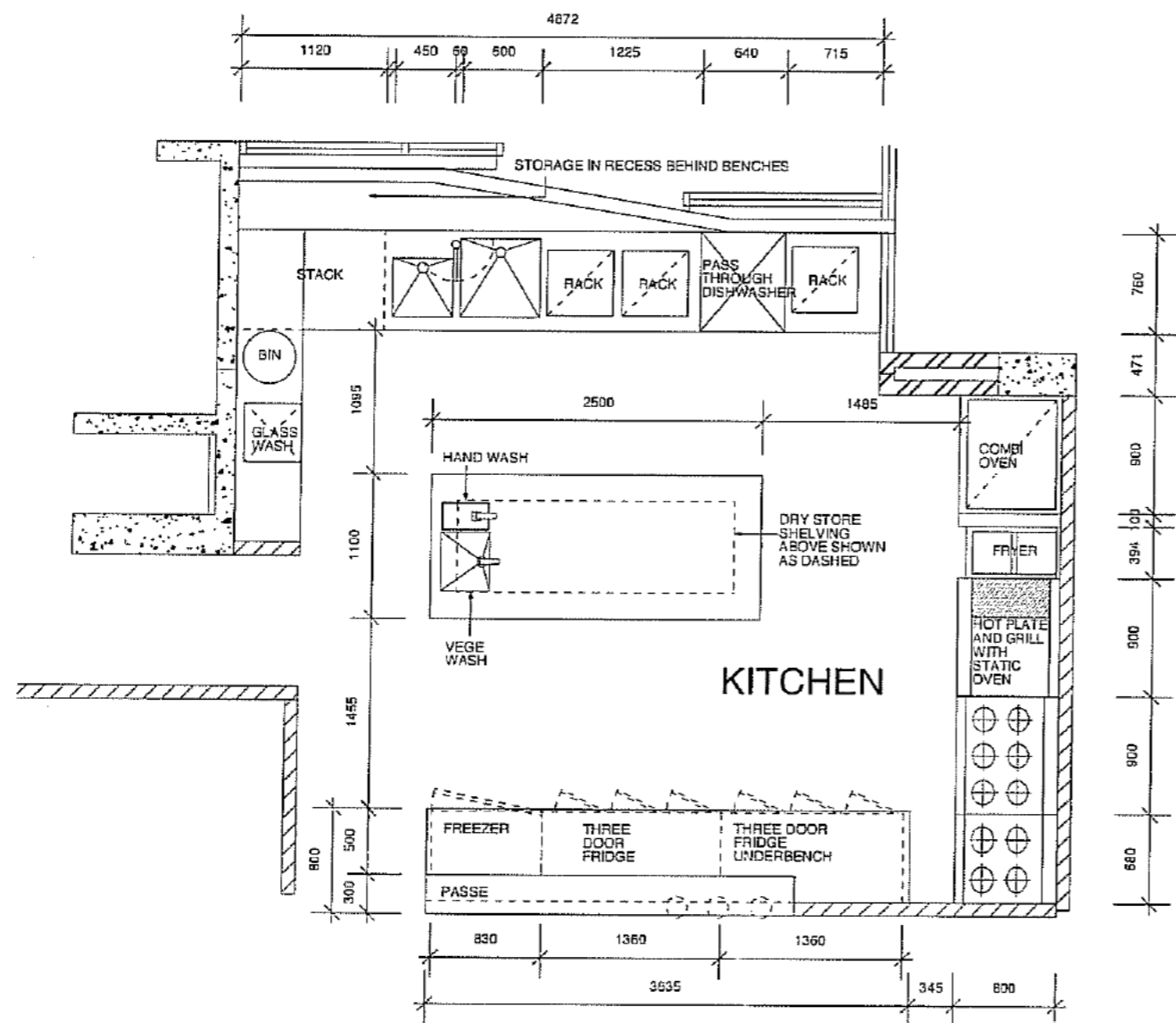
certifier signature

VEGETABLE OIL BURNING  
 REGULATIONS 2006

Watermark: 10/1/13  
 10/1/13

6/1/13

6/1/13



**NOTE**

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT

**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T [613] 9012 6637  
 adele@foolscapstudio.com.au

CLIENT: ADELE WINTERIDGE B.A.(Int.Archt)

PROJECT NAME: CUPPING ROOM

PROJECT ADDRESS: EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

DRAWING NAME: KITCHEN PLAN

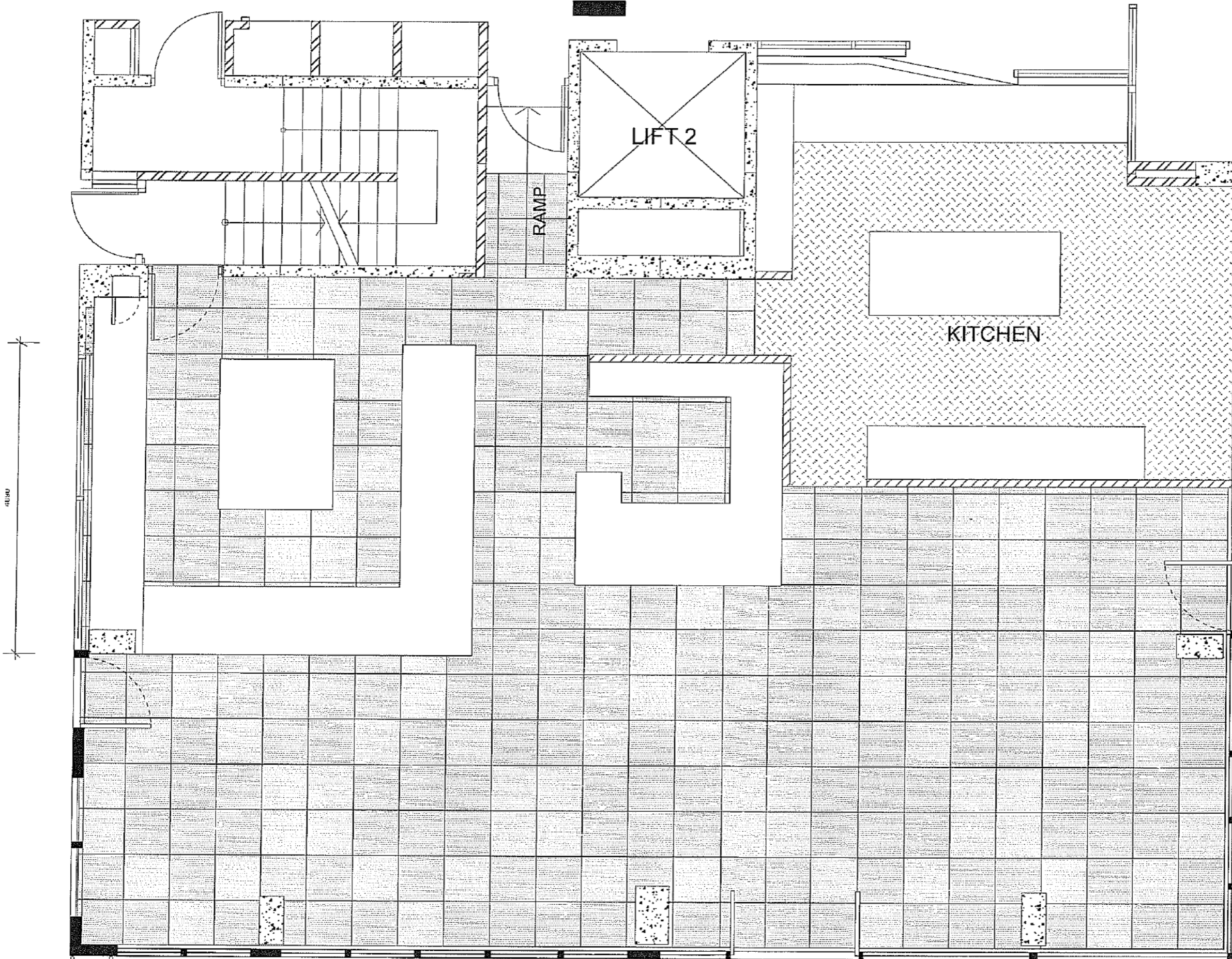
DATE:	14.03.2013	
SCALE:	1:50 @A3	
DRAWN:	KA	
APPROVED:	AW	
JOB NO:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-509

AO-022

1 KITCHEN PLAN  
 1:50






**BUILDING APPROVAL**  
 Building Code Act 2004  
**WARNING**  
 Under name  
 Licence No: 19812189  
 BCA Occupancy Class: *ba*  
 BCA Type of Construction: *c*  
 Issue date: *6.7.13*  
 Certifier signature: *[Signature]*

**VERIFICATION OF EXEMPT DEVELOPMENT STATUS**  
 Under the Building Code Act 2004  
 This work is exempt from the Building Code Act 2004 associated Building Regulations 2006  
 Signature: *[Signature]*  
 Date: *6/7/13*

**NOTE**  
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REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

**PROJECT DESIGN CONSULTANT**  
 Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T (513) 9012 6637  
 adele@foolscapstudio.com.au

**CLIENT**  
 ADELE WINTERIDGE BA (pt.Arch)

**PROJECT NAME** CUPPING ROOM  
**PROJECT ADDRESS** EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

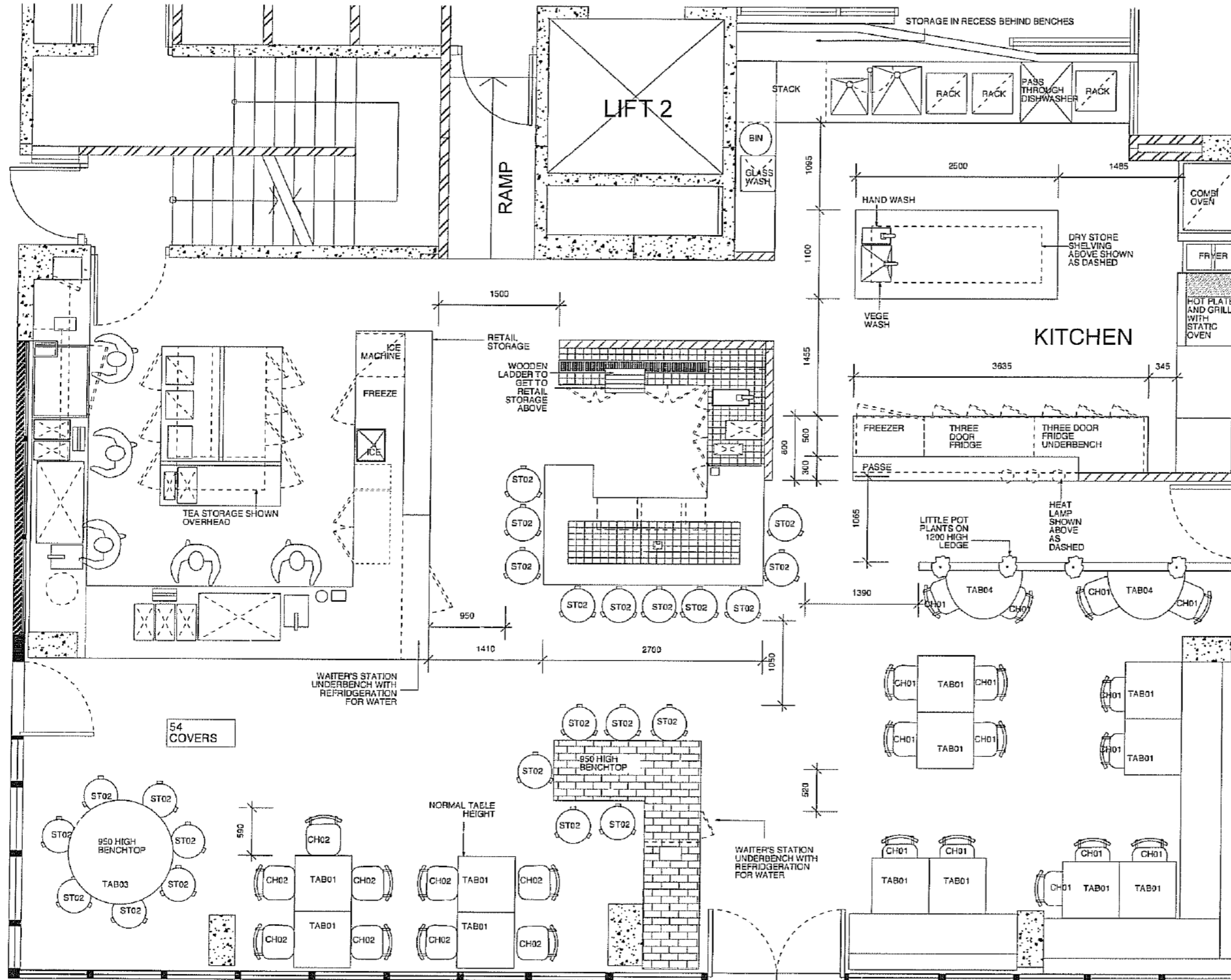
**DRAWING NAME** FLOOR FINISHES PLAN

DATE:	14.03.2013
SCALE:	1:50 @A3
DRAWN:	KA
APPROVED:	AW
JOB NO:	



1 FLOOR FINISHES PLAN  
 1:50 @A3

*A0-07*



**BUILDING APPROVAL**  
Issued under s. 28 of the Building Act 2004

**DOON WARING**  
Carrier name  
Licence No: 19812188

6a  
c  
6/1/13  
Doon Waring

6/1/13

**NOTE**  
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REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
Melbourne 3000  
T (613) 9012 6637  
adele@foolscapstudio.com.au

CLIENT [REDACTED] ADELE WATERIDGE BA@rtrArch

PROJECT NAME CUPPING ROOM

PROJECT ADDRESS EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

DRAWING NAME INTERIOR PLAN

DATE:	14.03.2013
SCALE:	1:50
DRAWN:	KA
APPROVED:	AW
JOB NO:	

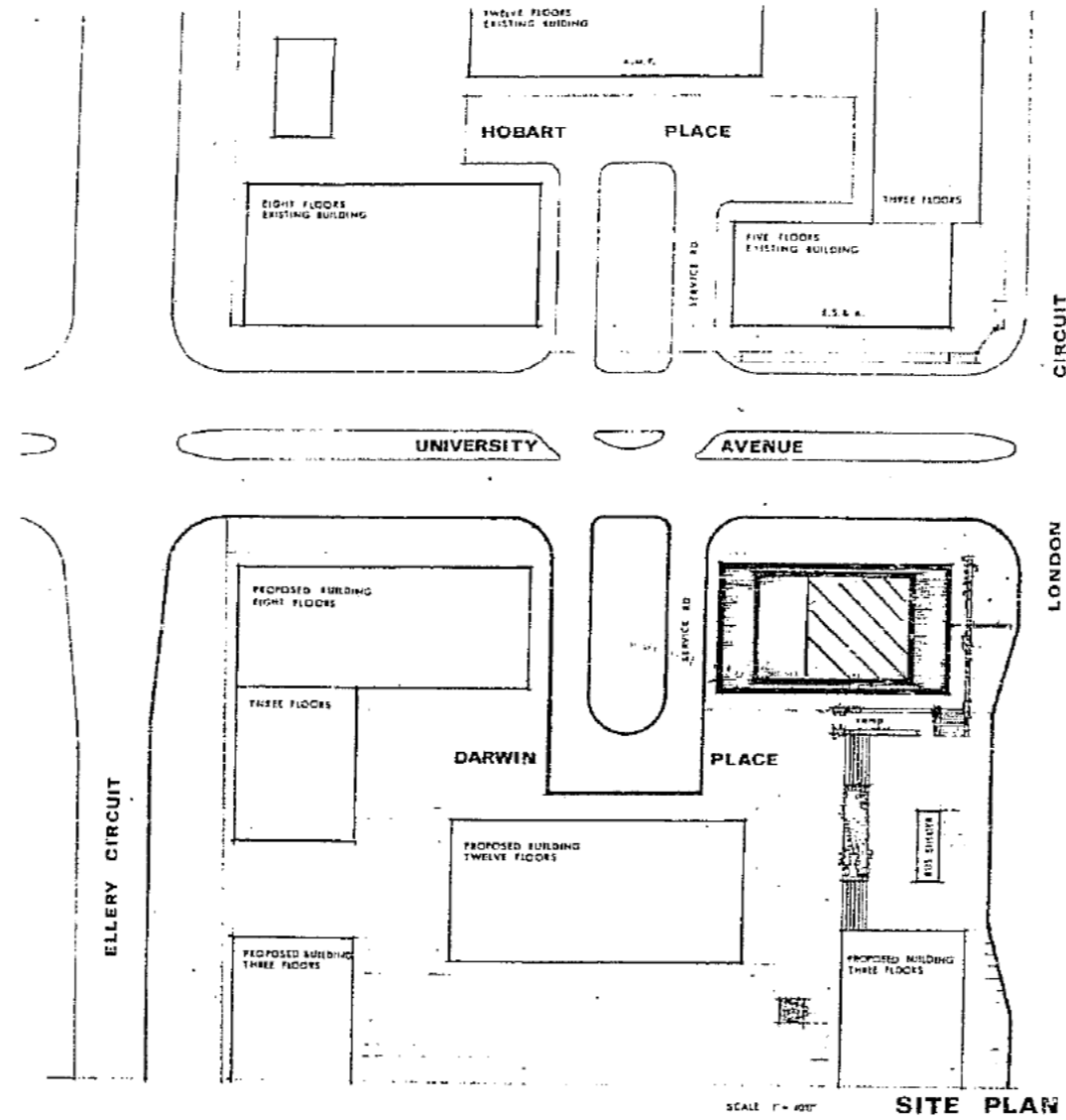
REV NO. DD-B\_DRAFT DRAWING NO. DD-102

Ac-05

1 INTERIOR PLAN  
1:50 @A3

LIST OF DRAWINGS

- DD-000 TITLE PAGE
- DD-100 DEMOLITION PLAN
- DD-101 SITE PLAN
- DD-102 INTERIOR PLAN 1:50
- DD-103 REFLECTED CEILING PLAN
- DD-104 FLOOR FINISHES PLAN
- DD-200 EXTERNAL ELEVATIONS
- DD-201 EXTERNAL ELEVATIONS
- DD-300 INTERNAL ELEVATIONS
- DD-301 INTERNAL ELEVATIONS
- DD-500 COFFEE/POS PLAN
- DD-501 COFFEE/POS ELEVATIONS
- DD-502 COFFEE/POS ELEVATIONS
- DD-503 COFFEE/POS ELEVATIONS
- DD-504 COFFEE/POS ELEVATIONS
- DD-505 COFFEE/POS ELEVATIONS
- DD-506 CUPPING PLAN
- DD-507 CUPPING ELEVATIONS
- DD-508 CUPPING ELEVATIONS
- DD-509 KITCHEN PLAN
- DD-510 KITCHEN ELEVATIONS



**BUILDING APPROVAL**  
 Issued under s.28 of the Building Act 2004  
**DON WARING**  
 Certifier name  
 Licence No. 19812188  
 BCA Occupancy Class  
 BCA Type of Construction  
 Date: 6.7.13  
 Certifier signature

**DWG-ES.1**  
 VERIFICATION OF EXISTING DEVELOPMENT STATUS  
 Under s.156 of the Planning & Development ACT 2007  
 plus Planning & Development Regulations 2008 to 2013  
 Date: 6.7.13  
 DON WARING  
 Private Certifier No. 19812188  
 Date: 6.7.13

**NOTE**  
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REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT  
**FOOLSCAP**  
 Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T (513) 9012 6637  
 adele@foolscapstudio.com.au

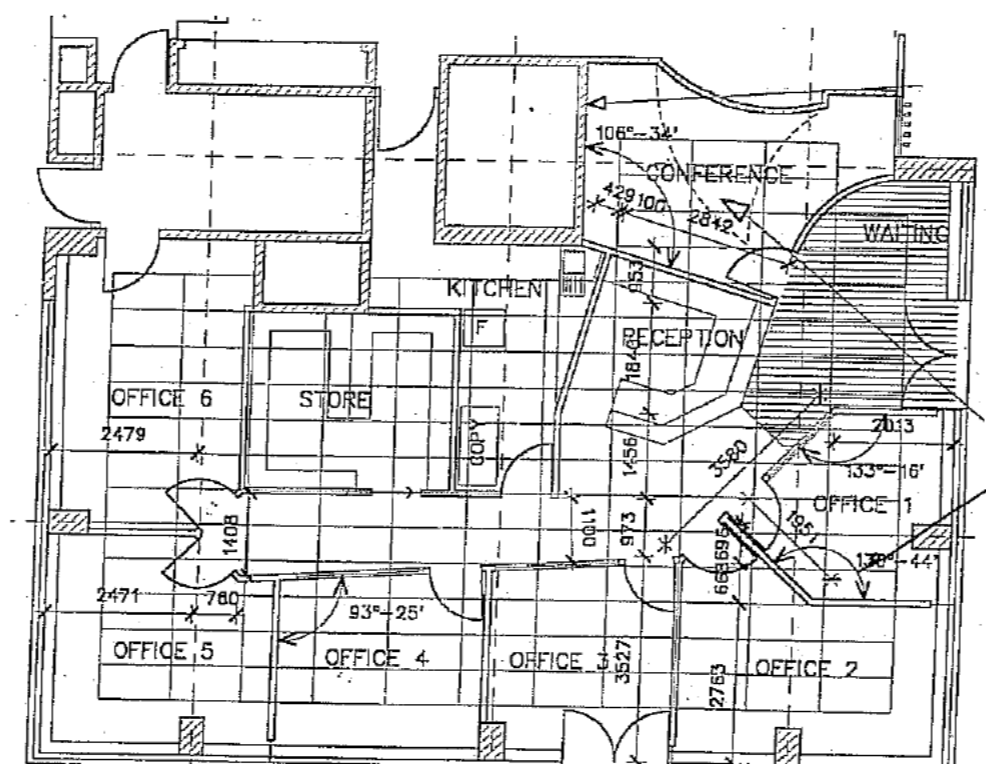
CLIENT: ADELE WHITERIDGE B.A (R/Arch)

PROJECT NAME: CUPPING ROOM

PROJECT ADDRESS: EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

DRAWING NAME: TITLE BLOCK

DATE:	14.03.2013
SCALE:	NA
DRAWN:	KA
APPROVED:	AW
JOB NO:	



*Demolish all internal partitions & ceilings*

Demolition Plan

1 GENERAL ARRANGEMENT PLAN

1:50 @A3

BUILDING APPROVAL  
Issued under s.28 of the  
Building Act 2004

**DON WARING**  
Certifier name

License No. 19812186

BPA Occupancy Class

BPA Type of Construction

Issue date: 6/7/13

Certifier signature

DM-ES-1  
VERIFICATION OF EXEMPT  
DEVELOPMENT STATUS  
Under s.15 of the Planning  
& Development Act 2007  
with Planning & Environment  
Inspector: 1303 (S20  
15/05/11)  
DON WARING  
Private Certifier No. 19812186  
6/7/13  
This work shall require  
Building Approval under the  
Building Act 2004 & associated  
Building Regulations 2003.

THIS DRAWING IS TO BE READ IN CONJUNCTION  
WITH ALL RELEVANT CONTRACTS,  
SPECIFICATIONS, REPORTS AND DRAWINGS.  
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REV	DATE	FOR
A	07.03.13	CLIENT REVIEW
B	14.03.13	CLIENT REVIEW- DRAFT DD
C	27.03.13	CLIENT REVIEW- DRAFT DD
D	03.04.13	CLIENT REVIEW- FLOORING AND WINDOW DETAILS
E	16.04.13	BODY CORPORATE REVIEW
F	19.04.13	FOR CLIENT INFORMATION

PROJECT DESIGN CONSULTANT  
**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
Melbourne 3000  
T (613) 9012 6637  
adele@foolscapstudio.com.au

CLIENT [REDACTED] ADELE WINTERIDGE B.A (Int Arch)

PROJECT NAME CUPPING ROOM

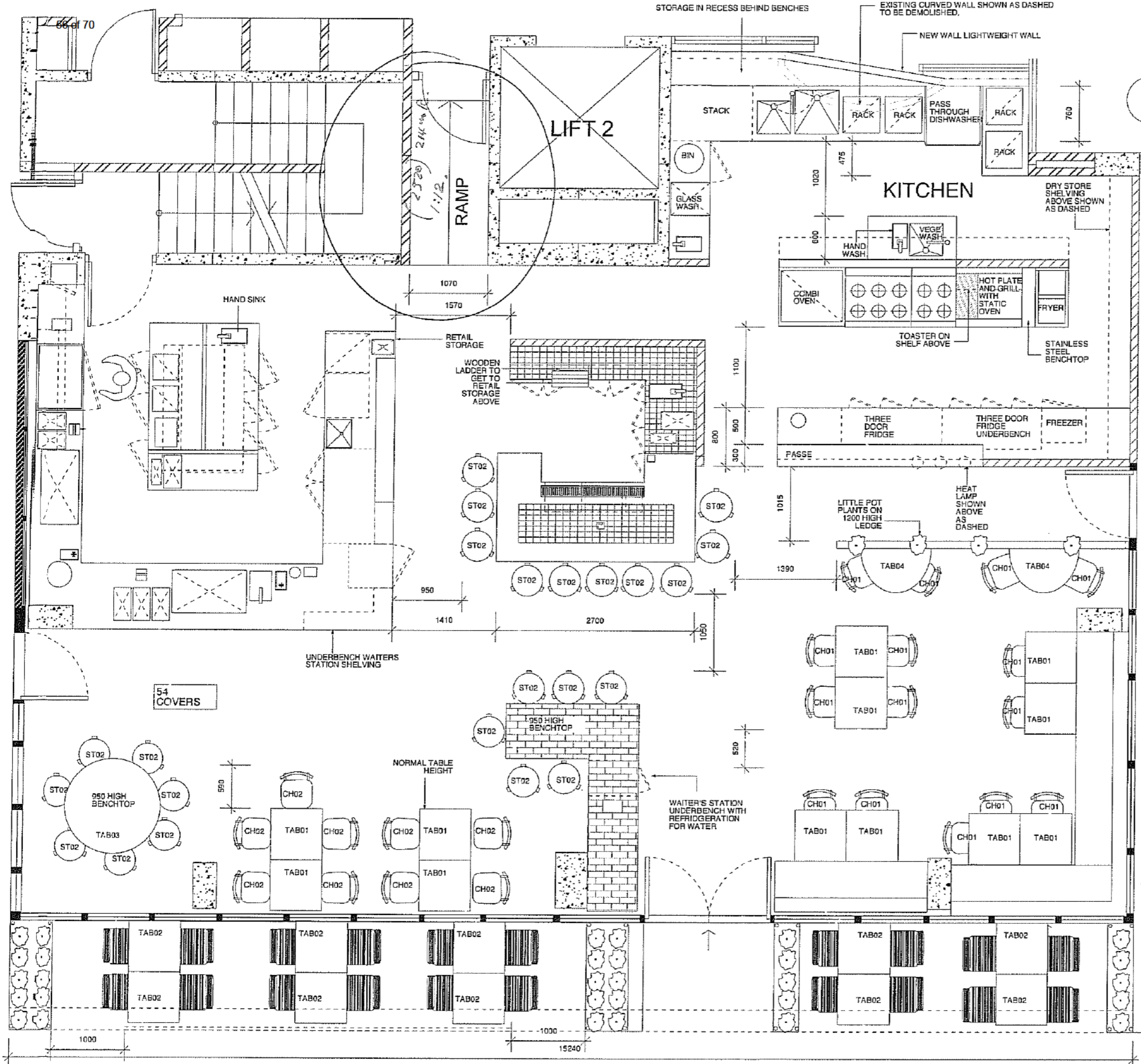
PROJECT ADDRESS EMPIRE CHAMBERS 4/1-13  
UNIVERSITY AVE CANBERRA CITY  
ACT

DRAWING NAME INTERIOR PLAN

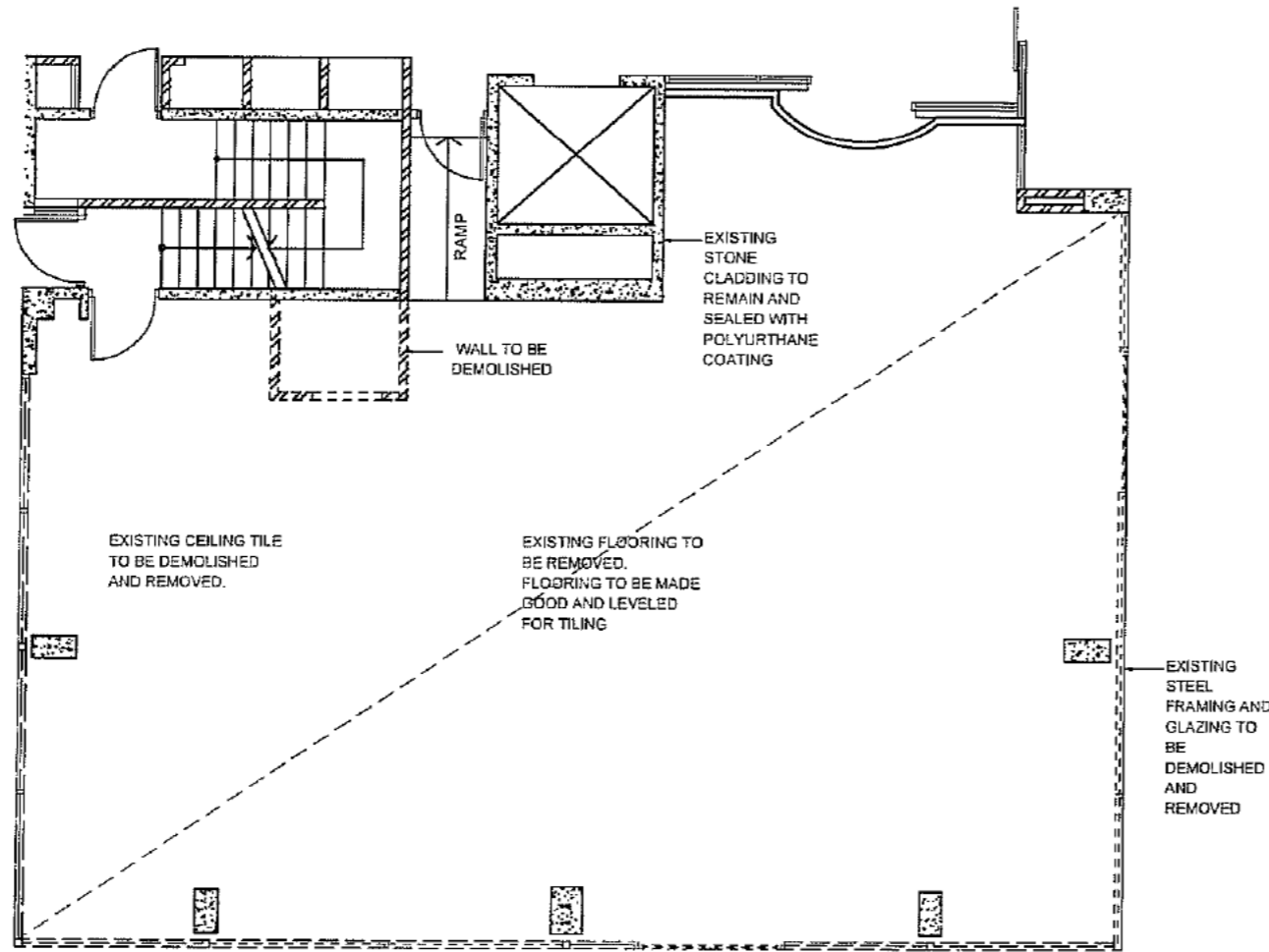
DATE:	19.04.13
SCALE:	1:50
DRAWN:	KA
APPROVED:	AW
JOB NO.:	

REV NO. DD-E DRAWING NO. DD-102

A0-02



DRAFT



BUILDING APPROVAL  
Issued under s.38 of the Building Act 2004

**DON WARING**  
Certifier name

Licence No. 19812186  
*ba*

BCA Occupancy Class  
*c*

BCA Type of Construction  
Issue date: 6.7.13  
*Don Waring*

Certifier signature

DW-RES.1  
VERIFICATION OF EXEMPT DEVELOPMENT STATUS

Under s.38 of the Planning & Development Act 2007 this Planning & Development Regulation (PDR) is issued to:

**DON WARING**  
Private Certifier No. 18012186

*Don Waring* 6.7.13

This work will not be Building Approved under the Building Act 2004 & associated Building Regulations 2008

NOTE

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REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT

**FOLSCAP** Level 3/ 75-77 Hardware Lane  
Melbourne 3000  
T (613) 9012 6637  
adele@folscapstudio.com.au

CLIENT [REDACTED] ADELE WINTERIDGE B.A (Int.Arch)

PROJECT NAME CUPPING ROOM

PROJECT ADDRESS EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

DRAWING NAME DEMOLITION PLAN

DATE:	14.03.2013	
SCALE:	1:100	
DRAWN:	KA	
APPROVED:	AW	
JOB NO:		

REV NO. DD-B\_DRAFT DRAWING NO. DD-100

*A0-03*

**1** DEMOLITION PLAN  
1:100 @A3



**PLACING APPROVAL**  
 Part 3, 28 of the Building Act 2004  
 EXISTING AIR CONDITIONING BULKHEAD SHOWN AS DASHED  
 Certified name: [Signature]  
 AIR CONDITIONING VENTS TO BE DEMOLISHED AND ADVICE SOUGHT ON REDISTRIBUTION OF AIR LOAD.  
 BCA Occupancy Class: C  
 BCA Type of Construction: [Signature]  
 Issue Date: 6/1/13  
 Certifier signature: [Signature]  
 NOTE

**DW-ES-1**  
 VERIFICATION OF EXEMPT DEVELOPMENT STATUS  
 Under s155 of the Planning & Development Act 2007  
 This Planning & Development Certificate is issued under the Building Act 2004 & associated Building Regulations 2000  
 [Signature] 7/13

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REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW - DRAFT DD

PROJECT DESIGN CONSULTANT:  
**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T (613) 9012 6637  
 a@foolscapstudio.com.au

CLIENT: ADELE WINTERIDGE BA (Int.Arch)

PROJECT NAME: CUPPING ROOM

PROJECT ADDRESS: EMPIRE CHAMBERS 4/1-13 UNIVERSITY AVE CANBERRA CITY ACT

DRAWING NAME: REFLECTED CEILING PLAN

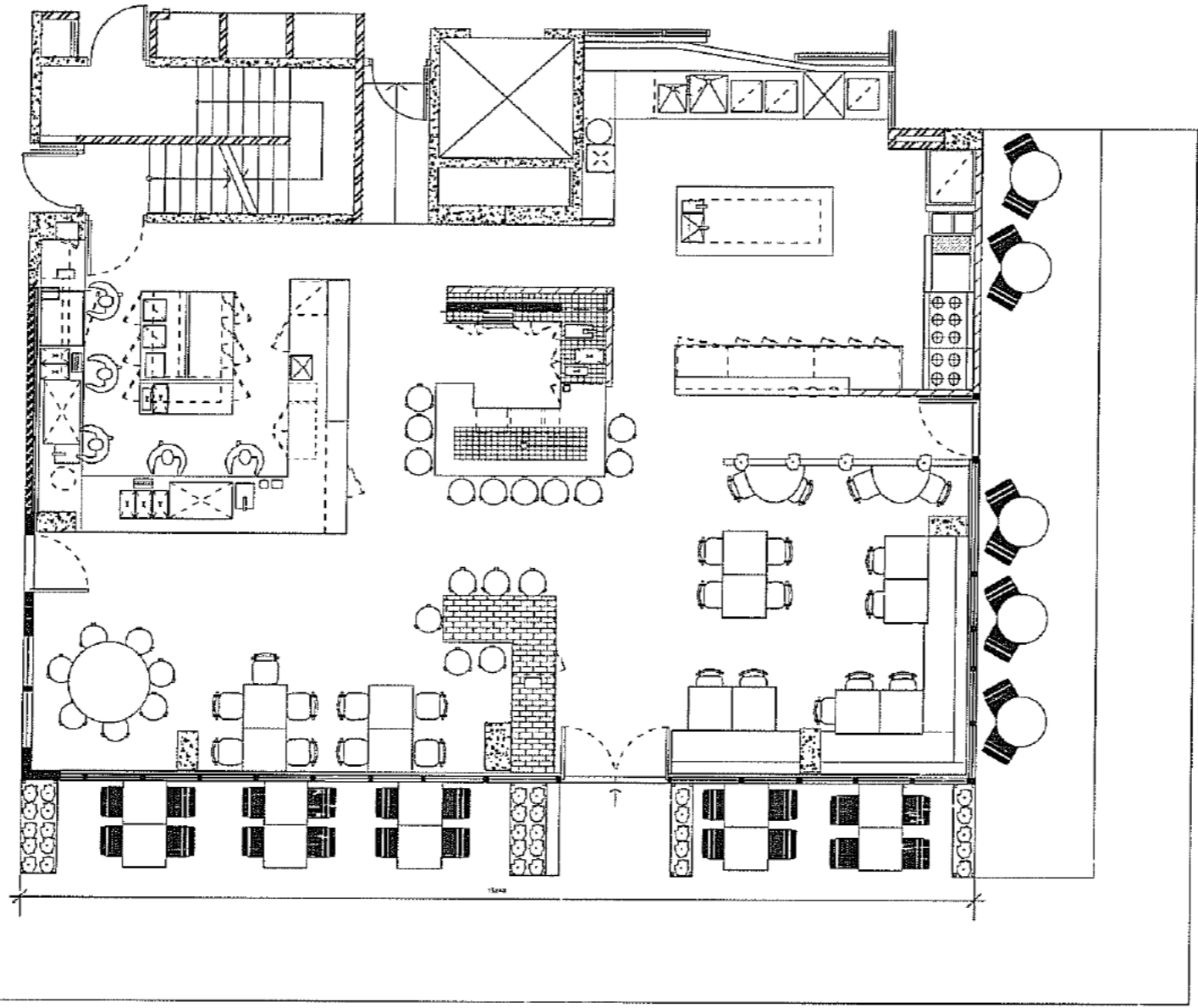
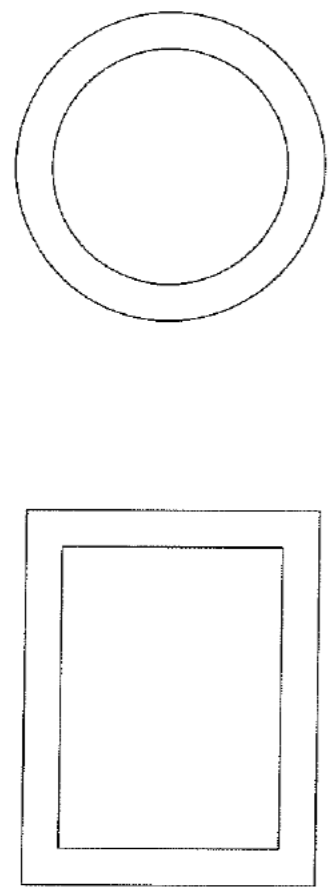
DATE:	14.03.2013
SCALE:	1:50
DRAWN:	KA
APPROVED:	AW
JOB NO:	



- [Pattern] NEW PLASTERBOARD CEILING FINISHED IN F01
- [Pattern] MESH-M01
- [Pattern] L01: KITCHEN FLUORESCENT WITH SHATTER PROOF DIFFUSER
- [Pattern] L03: PORCELAIN WALL SCONCE
- [Pattern] L05: WOODEN PENDANT LIGHT
- [Pattern] L02: MOLTO LUCE - MINI LIGHT BATTEN W/CL WHITE 1x T16 23W G5
- [Pattern] L04: JOINERY LIGHT

**1 REFLECTED CEILING PLAN**  
 1:50 @A3

A0-06



BUILDING APPROVAL  
 Issued under a BS of the  
 Building Act 2004

DION WARRING  
 Classifier name

License No: 19312135  
 6a

BCA Occupancy Class  
 C

BCA Type of Construction  
 Issue Date: 6.1.13

*Dion Warring*  
 Classifier signature

EM-255.4  
 VERIFICATION OF EXEMPT  
 DEVELOPMENT STATUS

Under 138 State Planning  
 & Development Act 2007  
 plus Planning & Development  
 Instruments 2008 p. 20  
 Schedule 1

DION WARRING  
 Private Classifier No. 19312135

*Dion Warring*  
 6.1.13

This work shall be done as  
 Building Approval under the  
 Building Act 2004 & associated  
 Building Regulations 2008

NOTE

THIS DRAWING IS TO BE READ IN CONJUNCTION  
 WITH ALL RELEVANT CONTRACTS,  
 SPECIFICATIONS, REPORTS AND DRAWINGS.  
 COPYRIGHT IS VESTED IN FOOLSCAP STUDIO

REV	DATE	FOR
A	13.03.07	CLIENT REVIEW
B	14.03.07	CLIENT REVIEW- DRAFT DD

PROJECT DESIGN CONSULTANT

**FOOLSCAP** Level 3/ 75-77 Hardware Lane  
 Melbourne 3000  
 T [613] 9012 6637  
 adele@foolscapstudio.com.au

CLIENT ADELE WINTERIDGE B.A (IntArch)

PROJECT NAME CUPPING ROOM

PROJECT ADDRESS EMPIRE CHAMBERS 4/1-13  
 UNIVERSITY AVE CANBERRA CITY  
 ACT

DRAWING NAME SITE PLAN

DATE:	14.03.2013
SCALE:	1:100
DRAWN:	KA
APPROVED:	AW
JOB NO.:	

REV NO. DD-B\_DRAFT DRAWING NO. DD-101

AO-04

1 SITE PLAN  
 1:100 @A3

**REQUEST FOR "LEASE ADVICE" CLEARANCE**

for the purposes of

**Application for a Liquor Licence**

TO: Compliance Unit  
 Land Management Section  
 Development Management Branch  
 ACT Planning & Land Authority  
 16 Challis Street  
 Dickson ACT 2602

Telephone 6207 3022

GPO Box 1908  
 Canberra ACT 2601

I am an applicant for a liquor licence for premises situated in the following parcel of land :

BLOCK  SECTION  DIVISION

The street address: Unit 3 1-13 University Avenue  
Canberra City

The proposed licensed premises occupy the  floor(s).

The type of liquor licence I am applying for is : (tick one)

ON       OFF       GENERAL  
 CLUB       SPECIAL

Liquor will be sold for consumption  ON and / or  OFF the proposed premises.

Nature of business to be conducted on this premises (eg. Restaurant, Nightclub, Tavern, Bottle shop etc)

Please provide me with a "lease advice" as to whether or not the lease purpose clause of the Crown lease for the above parcel of land permits the sale of alcohol for the above purpose(s).

I enclose payment of **\$112.00** for this service.

Please (tick one) :  Post the advice to me at my address below

Forward the advice direct to the Registrar of Liquor Licences  
 by fax ( 6207 0424 )

Name of applicant:

Address of applicant:

Contact telephone:

Signature

Date: 02/07/2007



# ACT Office of Fair Trading

Promoting Consumer Confidence



Your Ref:

Tel: (02) 6207 0562

Our Ref:

Fax: (02) 6207 0424

## Notice to applicants for liquor licences

### "LEASE ADVICE" CLEARANCES

In deciding whether or not to approve the issue of a liquor licence, the Registrar of Liquor Licences is required to consider a number of matters - including whether or not the conditions of the Crown lease over the premises are appropriate conditions for the purpose of the licence applied for.

In simple terms, the lease purpose clause in the Crown lease needs to permit the sale of alcohol for consumption on or off the premises, as the case may be, depending on the type of liquor licence required.

It is necessary for applicants for liquor licences to obtain a "lease advice" clearance from the ACT Planning & Land Authority (ACTPLA) and to provide that to the Registrar of Liquor Licences **before** your application for the liquor licence can be processed.

You will need to lodge your application for a "lease advice" clearance with ACTPLA at the address shown on the attached request form and to pay the relevant fee to that office (the current fee is **\$112.00**).

You can then choose whether to collect the advice when ready and deliver it to the Registrar of Liquor Licences or to have ACTPLA forward the advice to the Registrar of Liquor Licences. The latter option is the preferred choice.

To assist you, the attached form will simplify your request to ACTPLA.

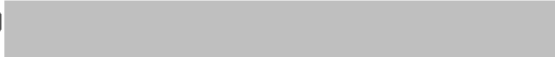
Yours faithfully

Roger Sharp  
Deputy Registrar of Liquor Licences  
1 July 2006




Monday, 2 July 2007

**RE: LIQUOR LICENCE APPLICATION**



To Whom it may concern,

I am the unit owner of  This letter is to support   
on Behalf of  for a liquor Licence application for this property.

Should you have any concerns please contact me 

*Yours truly*



*Director*





# ACT Planning and Land Authority

ABN 46 346 672 655  
 16 Challis Street Dickson  
 GPO Box 1908 Canberra ACT 2601  
 ACTPLA Homepage: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

# Tax Invoice/Receipt

**Telephone Enquiries:**  
 -Customer Service Centre (02) 6207 1923  
 -Plan Room (02) 6207 1939  
 -Mitchell Office (02) 6207 6262

Receipt No: 252/0001/000017      Date: 02/07/2007      Time: 16:31:15

	Cash	Cheque	Card	EFTPOS	Total
Payment Totals----->	0.00	112.00	0.00	0.00	112.00

Item	Block/Section	Remarks	Debtor	Invoice Qty	Amount	GST Incl	Total
Provisions of Lease Advices	000-0001-0005-CITY			0 0	112.00	0.00	112.00
-----							
Total Payments					112.00	0.00	112.00
-----							

Cashier Signature .....



Dear 

**UNIT 3 BLOCK 1 SECTION 5 DIVISION CITY  
LIQUOR LICENCE ADVICE**

Thank you for your application of 5 June 2013 requesting information regarding the storage of liquor on the abovementioned block.

The purpose clause in the Units Plan 1714 reads as follows:

- 3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time; and

**IN ADDITION**


Unit 3 may also be used for the purpose of shop and/or restaurant.

The bolded [word](#) above [is](#) specifically relevant to your application and are defined in the [Units Plan 1714](#) as follows:

**“shop”** means the use of land for the purpose of selling, exposing, or offering the sale by retail or hire, goods and personal services and includes bulky goods retailing, department store, personal service, retail plant nursery, supermarket and take-away food shop.

In my opinion, the storage of liquor for consumption [off](#) the premises is considered to be inconsistent with the provisions of the Units Plan 1714, however it would be prudent for you to seek your own legal advice.

Please provide a copy of this letter, with your application, to the Office of Regulatory Services, 255 Canberra Avenue, Fyshwick ACT 2609.

If you wish to discuss the matter please contact me on 

Yours sincerely

Roger Gibson  
Assistant Manager  
Leasing Section  
Planning Delivery Division

June 2013



**ACT**  
Government  
Environment and Sustainable Development

# Provision of Lease Advice Form

Advice to Registrar of Liquor Licensing  
for Licence Application

Leasing Section  
Environment & Sustainable Development Directorate  
16 Challis Street, DICKSON ACT 2602

Telephone: 62071923  
GPO Box 1908  
CANBERRA ACT 2601



I am the applicant for a liquor licence for the premises situated on the following parcel of land:

Block/s  Section  Suburb

Unit Number

Street Address

The proposed licence premises is to occupy the following floor/s: Ground Floor, Unit 4

Description of Business: Cafe / Restaurant

The type of liquor licence I am applying for is (please tick)

- ON  OFF  GENERAL  
 CLUB  SPECIAL

Please provide a "lease advice" as to whether or not the lease purpose clause of the Crown lease for the above parcel of land permits the use of the land for the storage and/or sale of liquor for the above proposed use.

I enclose payment of \$145.60 (2013/14 financial year fee) for this service.

**Applicant Details** Please Print

Surname

Postal Address

Suburb

Phone Number  
Business Hours

EMAIL ADDRESS

Applicant Signature



**Office Use Only**

Receipt Number \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount Received: \_\_\_\_\_



67 **ACT**  
Government

Environment and  
Sustainable Development

Receipt



Receipt Reference: 178894.1034.2  
Date: 18-Sep-2013 10:09  
Cashier: SMB  
Counter: Counter 4  
Location: ACTPLA Dickson

Receipt Item:

ABN: 66 893 463 785 - Provisions of Lease  
Advices

Amount

\$145.60

SSBU - CITY-5-1

Remarks - provisions of lease advice application

Total

\$145.60

Payment Details:

EFTPOS

\$145.60



Dear [redacted]

**UNIT 4 BLOCK 1 SECTION 5 CITY  
LIQUOR LICENCE ADVICE**

Thank you for your application of 18 September 2013 requesting information regarding the sale of liquor from the abovementioned block.

The purpose clause contained within Units Plan No. 1714 reads as follows:

- 3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time; and

**IN ADDITION**

Unit 3 may also be used for the purpose of shop and/or restaurant.

In my opinion, the sale of liquor for consumption on the premises of Unit 4 is considered to be inconsistent with the provisions of Units Plan No.1714, however it would be prudent for you to seek your own legal advice.

On 23 March 2004, the purpose clause was varied to add restaurant as a permitted use from Unit 3.

If you would like to apply to vary the Units Plan to add restaurant as a permitted use, please phone Ms Sue Messer Manager DA Leasing on [redacted] for information concerning the Development Application process.

I would like to advise you that the Territory Plan land use policy for Block 1 is CZ1:Core Zone which permits restaurant. Block 1 also contains an overlay with special requirements under the National Capital Plan.

If you wish to discuss the matter please contact me on [redacted]

Yours sincerely

Roger Gibson  
Assistant Manager  
General Leasing  
Lease Administration  
Planning Delivery Division  
GPO Box 158 Canberra ACT 2601

September 2013

**From:** Podmore, Bronwyn  
**To:** [REDACTED]  
**Cc:** [Gibson, Roger](#)  
**Subject:** 20130919 - signed response to application for liquor licence lease advice City s0005 b0001 U0004  
**Date:** Friday, 20 September 2013 9:24:00 AM

---

Dear [REDACTED]

Thank you for your application for liquor licence lease advice, for Unit 4 Block 1 Section 5 City.

Please find attached a signed copy of the response in relation to this matter.

The signed original has been sent to you by mail today.

Thank you

Bronwyn

**Bronwyn Podmore** | General Leasing | Lease Administration

**Phone** [REDACTED]

**Planning Delivery Division** | Environment and Sustainable Development | **ACT Government**

Dame Pattie Menzies House, Challis Street, Dickson | GPO Box 158 Canberra ACT 2601 | [www.environment.act.gov.au](http://www.environment.act.gov.au)



**ACT**  
Government

Environment and  
Sustainable Development



Dear 

**UNIT 4 BLOCK 1 SECTION 5 CITY  
LIQUOR LICENCE ADVICE**

Thank you for your application of 18 September 2013 requesting information regarding the sale of liquor from the abovementioned block.

The purpose clause contained within Units Plan No. 1714 reads as follows:


3(c) To use the said land for the purpose of commercial and professional offices and such other purposes as may be approved by the Minister from time to time; and

IN ADDITION

Unit 3 may also be used for the purpose of shop and/or restaurant.

In my opinion, the sale of liquor for consumption on the premises of Unit 4 is considered to be inconsistent with the provisions of Units Plan No.1714, however it would be prudent for you to seek your own legal advice.

On 23 March 2004, the purpose clause was varied to add restaurant as a permitted use from Unit 3.

If you would like to apply to vary the Units Plan to add restaurant as a permitted use, please phone Ms Sue Messer Manager DA Leasing on  for information concerning the Development Application process.

I would like to advise you that the Territory Plan land use policy for Block 1 is CZ1:Core Zone which permits restaurant. Block 1 also contains an overlay with special requirements under the National Capital Plan.

If you wish to discuss the matter please contact me on 

Yours sincerely



Roger Gibson  
Assistant Manager  
General Leasing  
Lease Administration  
Planning Delivery Division  
GPO Box 158 Canberra ACT 2601

19 September 2013