



# **MULTISTAGE DEVELOPMENT APPLICATION GUIDELINES**

**Design, Construction & Post-  
Construction Compliance**

**April 2024**

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## Amendment History

Version Number	Description of Change	Author	Date
1.0	Original version	T Turner	04/04/2022
1.1	Update Table 1, Fixed (service) charges	C Jones	21/04/2022
2.1	Updated to reflect NAP portal changes, correct typos & incorporate meter serial guide and assembly guide	N Johnson	28/06/2023
2.2	Updated template	A Doyle	02/04/2024

## Feedback and information

Please direct comments and suggestions regarding this guide to  
[DevelopmentEnquiries@urbanutilities.com.au](mailto:DevelopmentEnquiries@urbanutilities.com.au)

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## Introduction

This Urban Utilities guideline, additional to the Urban Utilities Water Netserv Plan, is designed to help engineering consultants prepare properly made submissions and documentation for assessment of multistage development applications.

This document is intended to be read in conjunction with the current version of the Water Netserv Plan. Urban Utilities will update this guidance note over time.

## Document Hierarchy

If there is a discrepancy between this document and the Urban Utilities Water Netserv Plan, the Urban Utilities Water Netserv Plan shall take precedence.

If there is a discrepancy between the Urban Utilities Water Netserv Plan and the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009*, the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009* shall take precedence.

Where a discrepancy exists between this guideline and any other relevant document (including Urban Utilities documents/specifications/requirements), please contact us for advice regarding which requirement takes precedence.

## What is a multistage development?

A multistage/staged development can be identified by the following:

- A single water approval application required for an area that covers more than one development application/approval or vice versa.
- One or more water approvals required for one or more development approvals where development is dependent on water and wastewater servicing beyond the application boundary to function as a whole development.

### *Requirements for a properly made submission of a multistage development*

Requirements for lodging a multistage development application are outlined in the Water Netserv Plan as part of the Staged Connection Criteria.

The Staged Connection Criteria states:

- A staging plan must be submitted setting out the proposed stages of the staged connection and the servicing strategy to affect the connection.
- The servicing strategy must include a sufficient level of detail to identify the demand for each stage and proposed servicing solution including any property service infrastructure or network infrastructure required.

### *Lodging a multistage development application*

In addition to the usual documents necessary for a 'properly made' application (refer to the Check for Completeness Guideline available online at [urbanutilities.com.au/development](https://urbanutilities.com.au/development)), lodging a multistage development application requires the following **mandatory** materials to be included as separately titled documents:

- staging/sequencing plan and map aligning to servicing strategies (see Appendix A example stage tracker)
- water servicing strategy
- wastewater servicing strategy
- any strategy endorsements (if applicable).

Section 2 provides more detail about the specific inclusions necessary for lodging multistage applications. Please remember, the Check for Completeness criteria applies for every new water approval application lodged for each subsequent stage. The complete and correct information must be provided to help ensure your application can progress to assessment.

### *Pre-assessment concept endorsement and documenting changes*

It is recommended that any sequencing and strategy information detailed above receives concept endorsement via a Services Advice Notice (SAN) or with the first staged connection lodged for assessment.

**Please note**, the granting of a water approval relates only to the specific application stage/s submitted for assessment.

Where assessment identifies sequencing and strategy issues that have not received advance agreement by Urban Utilities (via a SAN), the applicant will be notified and required to respond via an information request. Please note, such requests will only affect the associated application where specific stages are impacted as part of the same Water Approval.

The concept-endorsed strategies and stage tracker template (maintained throughout the process by the applicant), should be included in each subsequent staged application. Doing so provides context for better future planning and more efficient approvals, as well as monitoring progress and dependencies for both customers and assessors. Additional benefits include fewer delays at assessment and reduced duplication of effort.

### *Documenting changes with the Stage Tracker Template*

To make it easier to document changes as your development progresses from assessment to compliance, we have created a Stage Tracker template (Appendix A example). This consolidated and easy to use spreadsheet enables the user to maintain details relevant to Urban Utilities approvals including property information, application status and compliance. Where strategies are amended during development and construction which affects previous/subsequent approvals, these should be identified in the tracker by applicants and assessors. The stage tracker should be included as a **mandatory** item in subsequent approval applications along with the concept endorsed strategies as detailed in section 2.

Download the Stage Tracker template from <https://urbanutilities.com.au/development/help-and-advice/standards-and-guidelines>

## Staging/Sequencing Plan and Map (using the stage tracker template)

The plan schedule and associated map (as per the Appendix A Example Stage Tracker template) accompanying every related application should include (but not be limited to):

- The proposed **timing and order** of proposed water servicing infrastructure by Equivalent Person (EP) demand, lots and development stage (collate for the ultimate development/geographic state).
- Identification all proposed and actual **water approval and development application numbers** by lots, stage, timing and assessment status and mapped (stage tracker template) detailing the **development intent and land holding interests** for the total geographic area, including all future stages intended for development and servicing (aligning with the related servicing strategy).
- Explanation detailing how **demand and baseline planning assumptions** have been determined by delivery precinct.
- **Property sales plan** aligned with the infrastructure by lots and development stage.
- **Lodging this plan with every related water approval application** and, once approved, continue to lodge for context and to manage **dependencies** with water approvals for subsequent stages to provide context.

### *Water Servicing Strategy*

The strategy should be reviewed and endorsed by Urban Utilities prior to lodging any formal Water Approval applications via a Services Advice Notice (SAN).

The report and associated map should include (but not be limited to):

- A plan clearly outlining **existing and proposed networks** to support the ultimate development and development stages (size, scale, material, depths, connection arrangements and infrastructure locations related to land use, EPs, lots, stage, sequence).
- An **assessment of the network** impact of the planned development on the existing network operations, capacity and measures to address issues.
- Identification of **infrastructure dependencies by development stage and functionality of infrastructure by design**. Use of themed colour coding and other detail is recommended e.g. where supply mains are intended to form a part of a specific pressure zone, pressure managed/controlled zone/flow monitoring zone and details about how security of supply and water quality are to be achieved during the proposed staging of development.
- A **catchment assessment plan** to recognise and address servicing needs within and/or beyond the ultimate development and by development stage
- Demonstrated **compliance with desired standard of service, SEQ Code design criteria and Water Netserv Plan**.

## *Wastewater Servicing Strategy*

The strategy should be reviewed and endorsed by Urban Utilities via a Service Advice Notice (SAN), prior to lodging any formal Water Approval applications.

The report and associated map should include (but not be limited to):

- A plan clearly outlining **existing and proposed networks** to support the ultimate development and development stages (size, scale, material, depths, connection arrangements and infrastructure locations related to land use, EPs, lots, stage, sequence).
- An **assessment of the network** impact of the planned development on the existing network operations, capacity and measures to address issues.
- Identification of **infrastructure dependencies by development stage and functionality of infrastructure by design**. Use of themed colour coding and other detail is recommended e.g. delineation of gravity and pressure mains.
- A **catchment assessment plan** to recognise and address servicing needs within and/or beyond the ultimate development and by development stage e.g. gravity mains required to service upstream catchment
- Demonstrated **compliance with desired standard of service, SEQ Code design criteria and Water Netserv Plan**.

Appendix A – Example Stage Tracker Template

(Excel file available to download from Development Forms and Templates <https://urbanutilities.com.au/development>)

Development:  
Applicant:  
Developer:  
Master Plan Ref:

Insert name  
Insert name  
Insert name  
WAXXXXXX#000

Local Council:  
DW Scheme  
WW Scheme

Insert name  
Insert, e.g. Springfield Lakes Lakeside Ave Boost  
Insert, e.g. Goodna Sewerage Scheme

WIA Applicable:  
If Yes, WIA Overview

YES or NO  
The WIA overview will summarise the principles of the WIA including infrastructure triggers, refund terms, LICW restrictions, etc.

UJ Key Contact:  
Info current as of:  
Map current as of:  
Last updated by:

Insert name  
dd-mm-yyyy  
dd-mm-yyyy  
UJ or Applicant Staff Name

SUMMARY OF DEVELOPMENT STAGES AND WATER APPROVALS															
Development Stage Information							Latest Status	WA Condition Notes	Compliance Information			Detailed Water Approval Information			
Stage	Timing	Res Yield	Total Res Yield to	Non-Res Yield (m³)	Development Approval	UCW Agreement			UCW Bond Value	Connection Certificate	Description	XX-PNT-XXXX1	XX-PNT-XXXX2	XX-PNT-XXXX3	
Stage 1	Q1 2020	0	50	50	0	A0012345678				dd-mm-yy	Service Assessed	DW, WW			
											DW Connection Point	xxL/s Water PS			
											DW Trunk Condition	xxm Water Main			
											WW Connection Point	xxL/s SPS			
											WW Trunk Condition	xxm DNxxx Pressure Main			
												xxm DNxxx Gravity Main			
Stage 2	Q1 2020	25	80	155	0	A0012348765	dd-mm-yy	\$500,000			Service Assessed	DW, WW			
											DW Connection Point				
											DW Trunk Condition	xxm Water Main			
											WW Connection Point				
											WW Trunk Condition	xxm DNxxx Gravity Main			
Stage 3 to											Service Assessed		DW	W	
											DW Connection Point				
											DW Trunk Condition				

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