

Hume City Council - Subdivision Engineering

Functional Layout Plan - Submission Guidelines

Functional Layout Plans (FLPs) must align with the relevant Precinct Structure Plan (PSP) and the endorsed development plan. Plans are to be clear, coordinated, and sufficiently detailed to demonstrate how the subdivision will function.

Plan Requirements

An FLP submission must include the following

1. A fully dimensioned subdivision layout, including proposed street names, approximate lot areas, lot numbers and street reservation widths.
2. Topography and existing features, including contours for the subject land and any affected adjacent land, water bodies, vegetation (including significant ground cover or noxious weeds) and structures of historic or cultural significance.
3. Identification by survey of all trees (or groups of trees) existing on the site and within 15m metres of the permit boundary, including all dead trees.
4. Details of tree protection zones and surveyed canopies for all trees to be retained, in accordance with *AS4970:2025 Protection of trees on development sites*, and Council requirements.
5. Indicative proposed tree locations and any additional landscape elements proposed for the development.
6. Typical cross-sections for each street type, dimensioning individual elements such as carriageway and pavement widths, service offsets and any other spatial requirements identified in the Precinct Structure Plan (e.g. medians, future bus lanes, on-road bicycle lanes, shared paths, large drains, WSUD elements, distribution/trunk service mains, etc.).
7. Location and alignment of kerb, parking spaces, footpaths, shared paths, vehicle crossings, bus stops (where they can be identified) and traffic controls (signals, roundabouts, splitter islands, slow points, etc.) including critical vehicle swept paths.

8. The minor drainage network and any special features requiring access (e.g. structures, gross pollutant traps, swales and rain gardens) which will have a significant spatial impact on the plan of subdivision.
9. The major drainage system, including water courses, lakes, wetlands, silt ponds and/or piped elements showing preliminary sizing (from the Regional Water Authority Drainage Scheme details, etc.).
10. Overland flow paths (100-year ARI), supported with sufficient preliminary data to indicate how excess runoff will be safely conveyed to its destination.
11. A table of offsets for all utility services (sewer, water, recycled water system, gas, electricity, lighting poles, telecommunications and Council's optical fibre conduits) and street trees.
12. Preliminary locations of all electrical kiosks.

The requirements listed above are not exhaustive and should be used as a guide. Council may request additional information where required.

Please note Council will accept up to **three (3) stages** in a single FLP submission. Each stage must be clearly defined and presented to enable efficient assessment.

Some of the details above have been derived from Section 5 of the Engineering Design and Construction Manual (EDCM). For further information refer to the latest version of the EDCM.

Supporting Documentation

The following must be submitted with the FLP:

- Approved Storm Water Management Strategy
- Traffic Report
- Planning Permit
- Endorsed Development Plan
- Arborist Report and Tree Management Plan (if applicable)
- Parking Plan
- Melbourne Water Plans (if applicable)