

WSC Out of Scope BPA Checklist

This checklist is for Water Service Coordinators (WSC) to use when submitting Out of Scope Building Plan Approval (OOSBPA) applications, to ensure critical information is provided, where:

- the building works are outside the scope of works that can be endorsed by a Water Servicing Coordinator; or directed by Sydney Water
- the proposed works will build over, under or near a pressure main, high-risk asset or critical asset; or
- Sydney Water assets are in the zone of influence including dig zone of the building works; or
- the development will encroach or impact on a Sydney Water easement; or
- the development will impact on pipes and assets due to non-standard ground conditions or is building over an asset in a mine subsidence area.

If a developer wishes to seek an *In Principal* approval for preliminary or draft documentation, then a feasibility application needs to be submitted. These applications do not authorise the WSC to stamp plans or provide an approval. A separate application will need to be submitted following finalisation of plans and reports.

Application details

<address details>		Case Number <case number>		
Application type <input type="checkbox"/> OOS BPA <input type="checkbox"/> Feasibility	Associated adjustment/deviation designs <input type="checkbox"/> Yes <input type="checkbox"/> No <case number/s>		Associated cases <case number/s>	
Assets affected				
Service type	Size	Other size/material	Material	Asset type
Wastewater	150mm		VCP	Pipe
Stormwater	Other	525 x 750	Plain Concrete	Open Culvert
Water	200mm		CICL	Pipe
Choose an item.	Choose an item.		Choose an item.	Choose an item.
Choose an item.	Choose an item.		Choose an item.	Choose an item.
Have works commenced on site? If yes, the application is retrospective. Note - Sydney Water reserves the right to not endorse development carried out without approval and where our asset protection requirements cannot be met in full.		<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:		

Out of Scope BPA version	<input type="checkbox"/> Initial submission <input type="checkbox"/> Resubmission

If No or N/A is selected, you must provide a reason.

eDeveloper details	Yes	No	N/A	Comments
The Hydra download has been completed on the correct property/location and provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
The application type field is "Adjustment / Deviation".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
The developer and applicant detail (including contact details) are correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
The 'Address' is complete and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
'Work description' correctly describes the proposed work/impact and the asset details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
'Development description' accurately describes the development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
All associated cases and Tap In application numbers have been referenced in the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Services selected match the asset types affected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Asset and easement impacts	Yes	No	N/A	Comments
Do the clearances shown on the structural plans comply with the requirements of our technical guidelines ie. SEA Procedure noting that the clearances in OOS BPA applications are generally higher than the requirements of the BOA guidelines. If the clearance requirements identified in the relevant technical requirements are not met and a valid explanation and Deviation from Standards request have not been provided, the application will be rejected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Are works proposed within, the zone of influence of assets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Is there a below natural ground level excavation. e.g. basement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
If yes, are there any assets in the dig zone of the excavation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a proposal to build over, adjacent or under a SWC easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Is there a proposal to traverse an easement with construction machinery? Including temporary or permanent driveway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
<p>If yes, the property title and easement (88B) documents will need to be provided.</p> <p>If easement documents are required but not attached, and a valid explanation has not been provided, the application will be rejected.</p>				

eDeveloper details	Yes	No	N/A	Comments
Are any SWC access surface fittings impacted by the proposed works? e.g. MH, LH, Valves, TMS etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
If yes, is 24/7 access available and has an access plan been submitted? If an access plan is required and has not been submitted or no details have been provided, the application will be rejected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any vent shafts and vent lines impacted by the proposed works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Will any construction machinery drive over SWC assets within foot path?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]

Documents

This checklist contains details of all the documents that must be included in your application. If these documents are not supplied and a valid reason provided, **your application will be rejected.**

Document folders and submission	Yes	No	Comments
Have all documents been submitted in eDeveloper using the naming format and folder structure shown in Appendix 1? Document standards and application submissions If not, the application will be rejected when submitted. Each document should be named so that it is immediately obvious what the content of the document is, i.e., CN12345 Architectural Plans.	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]

Tap In	Yes	No	Comments
Has the Sydney Water Tap In application been updated to show that you have accepted the application, and has the referral letter been provided? If you have not accepted the application in Tap In, the OOS BPA application will be rejected when submitted.	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]

Cost Recovery	Yes	No	Comments
Has the Cost Recovery Agreement been provided with all fields completed and signed by the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Have you checked the Developer ABN is valid?	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
If not provided, the application will be rejected when submitted.			

Asset Location Documentation	Yes	No	Comments
Has a Service Protection Report (that complies with the Provider Instructions), or a copy of endorsed adjustment design or recent WAC plans been provided.	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]

If not and a valid explanation has not been provided, the application will be rejected.

Architectural Plan	Yes	No	Comments
Have architectural plans (site and sectional/elevation) been provided that accurately show the location of SWC assets and Sydney water easements, with measurements from boundaries and assets? If not provided, the application will be rejected when submitted.	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]

Structural Plan	Yes	No	Comments
Have structural plans (site and sectional/elevation) plans been provided that accurately showing the SWC assets and Sydney Water easements, and the horizontal and vertical clearance distances? If plans have not been submitted or do not show the clearances, the application will be rejected when submitted.	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]

Easement documentation	Yes	No	Comments
<p>Do plans or drawings show building over, adjacent to or under a Sydney Water easement?</p> <p>If yes, supply copy of property title and easement documents (88B).</p> <p>If required and not provided, and a valid explanation has not been provided, the application will be rejected when submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Geotechnical report	Yes	No	Comments
<p>Have interpretive and investigative geotechnical reports been provided?</p> <p>If not and a valid explanation has not been provided, the application will be rejected when submitted.</p> <p>It should be noted that the geotechnical report should reference SWC assets and the impact that the development will have on the assets, as this information will be required when the application is being assessed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Specialist Engineering Assessment (SEA) checklist	Yes	No	Comments
<p>Has the SEA checklist been provided, completed and signed by all participants who prepared the report?</p> <p>If the SEA checklist has not been provided, the application will be rejected when submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
SEA report	Yes	No	Comments
<p>Has the SEA Report been provided and is in compliance with the <i>Table of Contents</i> of the <i>SEA Procedure</i>?</p> <p>If the SEA report does not comply with the SEA procedure, the application will be rejected when submitted.</p> <p>It should be noted that the SEA report must be prepared by the engineer/s who undertook the asset impact assessment. This information is part of the impact review.</p>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Construction Work methodology	Yes	No	Comments
<p>Has a work methodology plan been provided?</p> <p>If the Construction Work Methodology has not been provided, the application will be rejected when submitted</p> <p>The construction work methodology must be details based on sequences of works to be carried out on site</p>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]
Deviation from Standard (DFS)	Yes	No	Comments
<p>Is DFS required due to non-standard component?</p> <p>If yes, a DFS form must be submitted that demonstrates why the DFS is needed and includes an options assessment and a risk assessment of the proposal.</p> <p>It should be noted that there is no guarantee that a DFS will be approved, and it is a request only.</p>	<input type="checkbox"/>	<input type="checkbox"/>	[Enter details of tasks]

Engineering Competencies

Complete this section to demonstrate engineering competency for the proposed works, as per our [Engineering Competency Standard](#)

Engineering competencies	Engineering Competency Forms, CV & (Professional Registrations as required) Provided?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Select applicable engineering disciplines for the project (as per Engineering Competency Standard)	<input type="checkbox"/> Civil <input type="checkbox"/> Structural <input type="checkbox"/> Geotechnical <input type="checkbox"/> Other <Provide Engineering Discipline>		

Level of competency required is based on the largest affected Sydney water asset for the application.

Geotechnical Engineering

Geotechnical	Choose an item.	Choose an item.	Name of Engineer:			
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NA <input type="checkbox"/>

Geotechnical	Choose an item.	Choose an item.	Name of Engineer:			
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NA <input type="checkbox"/>

Geotechnical	Choose an item.	Choose an item.	Name of Engineer:			
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NA <input type="checkbox"/>

Civil Engineering

Civil	Choose an item.	Choose an item.	Name of Engineer:			
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NA <input type="checkbox"/>

Civil	Choose an item.	Choose an item.	Name of Engineer:			
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NA <input type="checkbox"/>

Civil	Choose an item.	Choose an item.	Name of Engineer:			
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NA <input type="checkbox"/>

Structural Engineering

Structural Choose an item. Choose an item.			Name of Engineer:		
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Competency demonstrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				NA <input type="checkbox"/>	

Structural Choose an item. Choose an item.			Name of Engineer:		
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Competency demonstrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				NA <input type="checkbox"/>	

Structural Choose an item. Choose an item.			Name of Engineer:		
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Competency demonstrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				NA <input type="checkbox"/>	

Other Engineering Discipline as per ECS

Choose an item. Choose an item. Choose an item.			Name of Engineer:		
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Competency demonstrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				NA <input type="checkbox"/>	

Choose an item. Choose an item. Choose an item.			Name of Engineer:		
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Competency demonstrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				NA <input type="checkbox"/>	























Choose an item. Choose an item. Choose an item.			Name of Engineer:		
ECS forms provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>	C.V's provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Competency demonstrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CPENG If yes, provide copy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				NA <input type="checkbox"/>	

Document standards and application submissions

When submitting documentation for an OOS BPA application, you must ensure that:

- The plans and reports submitted for review must be final versions and not preliminary or draft.
- Documents are named to clearly show what the content of the document (e.g.CN200152 architectural plans)
- Documents are stored as per the folder hierarchy shown below.
- Documents should not be duplicated, attached to multiple folders, or included in other documentation needed (i.e., architectural plans should not be included in the SEA report).
 - Each sub-folder has a separate folder containing the documents relevant to that sub-folder.
- A copy of this checklist, the Cost Recovery Agreement, any additional information forms, and links to CCTV should be included in the Admin and Misc. folder.
- All these files are to be zipped within a single file and attached to the application.

Note that if the documents are not appropriately named and provided in the correct folder format as per below sample, the application will be rejected.

 Admin and Misc  CN XXXXX WSC OOSBPA Checklist  CN XXXXX Cost Recovery  CN XXXXX CCTV & Condition Reports	File folder	 Engineering reports  CN XXXXX SEA Report  CN XXXXX SEA checklist  CN XXXXX Geotechnical interpretive report	File folder
 Asset Location Documentation  CN XXXXX Service Protection Report  CN XXXXX Easement conditions (88B)	File folder	 Engineering Competency  CN XXXXX Evidence of competency form  CN XXXXX CV	File folder
 Architectural  CN XXXXX Architectural Plans	File folder	 Deviation From Standard  CN XXXXX Deviation from Standard form	File folder
 Structural  CN XXXXX Structural Plans	File folder		
 Work Methodology  Work Methodology	File folder		

Oversized file submissions

The eDeveloper system will only accept attachments up to 20MB per file. Where folder files exceed 20MBs you must reduce the size of these files without compromising the quality of the document and follow the folder format and requirement as above arrangement.

Note – all documents must be submitted via eDeveloper. Sharing document via SharePoint or any other data share link will not be acceptable,

WSC Personnel and signature

I certify that:

The overall Out of Scope Building Plan application has been checked and required information supplied.

WSC Company	First Name	Surname	Signature
<Company Name>	<First Name>	<Surname>	<sign here>

Related Documents

Sydney Water's form formats must not be altered.

Document type	Title
Policies	Engineering competency standard (sydneywater.com.au) Appendix A Evidence of Competency form Appendix B Independent verification certificate
Procedures	Building bridges over our open stormwater channels guidelines Building over or adjacent to our stormwater assets guide Microsoft Word - Instructions_Service_Protection_Report_04.doc (sydneywater.com.au) Manage Building Plans – Tap In work instruction Procedure: Easement guidelines (sydneywater.com.au) Reticulation sewers in basements technical guidelines Specialist engineering assessment (SEA) procedure Appendix B: SEA submission checklist Appendix C - Table of contents required in the SEA Report Technical guidelines – building over and adjacent to pipe assets
Forms and checklists	WSC Checklist – Building Plan Approval application WSC Checklist – Building Plan Approval application Out of Scope BPA Cost Recovery agreement
Other documents or references	Find out before you dig (sydneywater.com.au)

Change history

Version	Issue Date	Prepared by	Approved by	Brief description of change and consultation
2	03/12/2024	Samaneh Sarabi	Noor Altahir	Updated document to better reflect information required to be submitted, engineering competency requirements and WSC personnel and signature details.
1		Pat Pollard	Pat Pollard	