

Information Sheet

INFORMATION REQUIRED WITH AN APPLICATION

essential information

The following information must be provided to the Council:-

- ▶ **Development Application form** (available at the Council office or from Planning SA in Adelaide)
- ▶ payment of the required Development Act **fees**, including (where applicable) the Construction Industry Training Fund Levy and the Building Indemnity insurance
- ▶ copy of the **Certificate of Title**
- ▶ three copies of site and building **plans** as may be necessary (see below), with at least one (1) set being A3 size
- ▶ any other material or reports that may assist the assessment of the proposal

Failure to provide this level of information at the time of submitting the application, or inadequate and poor quality plans being presented, could delay the processing and assessment of the proposal. It is in the interests of all applicants to get the application details and the accompanying information in an acceptable order from the outset.

site plan details

The following details must, as a general rule, be provided on a properly scaled site plan, drawn to a minimum scale of 1:500 (other scales may be required depending upon the nature of the development and size of the site) :-

- ▶ all boundaries of the site including all measurements and site area
- ▶ any easements covering the property
- ▶ a north point and scale
- ▶ plan of all existing buildings and a description of their respective uses and the type of activities undertaken within them
- ▶ plan outlining the proposed work showing distances to boundaries and other buildings located on the property
- ▶ details of site drainage and roof/stormwater disposal (generally roof water from all buildings should be carried to the street watertable by impervious pipe)
- ▶ existing and proposed landscaping together with a landscaping schedule showing new planting species
- ▶ location and nature of retaining walls
- ▶ vehicular access points from adjoining roads onto the land
- ▶ car parking spaces for occupants and visitors including the method of delineation and surfacing
- ▶ location of existing street trees and public infrastructure adjacent to the property
- ▶ the type, height and construction of boundary and internal fencing
- ▶ existing contours of the land and finished floor levels of proposed building, especially critical if the property slopes significantly

additional plans and information

- ▶ elevation sketches showing external building materials, facade treatments, finishes and colours to be used
- ▶ internal floor layout plans (existing and proposed) indicating areas of use
- ▶ if the application is for a commercial, retail or industrial development, a description of the proposal should include :-
 - * type of activity involved and plant and equipment used
 - * number of employees and car parking spaces provided
 - * external storage areas and associated screening proposals
 - * methods of waste management and disposal
 - * hours of business
 - * location and nature of security lighting for the premises
 - * details of all signage proposed including location, dimensions, design and appearance, whether illuminated or not and the nature of the advertising message

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other details for building rules assessment

In addition to the above, the following detailed information and drawings must be supplied where **Provisional Building Rules consent** is also required :-

- ▶ size, location of footings, structural components (scale 1:100)
- ▶ structural details and calculations
- ▶ roof, wall and floor layouts, dimensions and sections
- ▶ light and ventilation requirements, position of windows
- ▶ specifications and schedules of work to be undertaken
- ▶ wind speed determination
- ▶ wall and roof bracing details
- ▶ Engineer's footing construction report
- ▶ wet area details
- ▶ swimming pool safety fencing and retaining wall details (if required)
- ▶ stair and balustrade details

special requirements affecting an application

In some instances, other factors will need to be taken into account in designing a development and in its assessment. Accordingly, additional relevant information and documentation may have to be lodged.

These relate to the following examples :-

- ▶ bushfire prone areas
- ▶ specific classifications of buildings which may require the provision of fire detection and control devices
- ▶ access for the disabled for prescribed buildings
- ▶ high wind areas
- ▶ areas subject to flooding
- ▶ development near a watercourse
- ▶ proximity of development to transmission lines
- ▶ details regarding septic tanks and method of connection to STEDS (where this service is available)
- ▶ building on a boundary (this should be discussed with the neighbour at an early stage to avoid unnecessary delays, as the planning authority may seek his or her opinion regarding the proposed siting)

It is suggested that the Council be first contacted for any special requirements that may be applicable before preparing an application. This will help minimise any delays and avoid possible misunderstandings later in the process.

requirements for plans of land or community title division

Nine copies of plans for a proposal involving land division must be submitted direct to the Development Assessment Commission along with the Development Application and three copies of all supporting information and the Certificate of Title(s). The Development Regulations set out extensive and very specific requirements for the drafting of land division plans. This level of detail is necessary for servicing authorities to determine the location of existing services and the best method of providing new services.

The type of information that must be shown on proposal plans can be quite exacting and it is strongly advised that the services of a licensed Land Surveyor or similar be engaged to assist in the preparation of the required material.

As far as community title application is concerned, a 'scheme description' may also need to be submitted as part of the application (a scheme description is not required for certain small schemes). This provides a brief description of the nature and scope of the development proposed to be achieved via the community division, the purpose for which the lots and common property may be used, and the standard of buildings and other improvements intended to be carried out on these.

This information is advisory and is provided by the Council as a community service and as a guide only to key elements of the South Australian planning system. For a more thorough understanding of the system or for any specific enquiries concerning the use and development of land, professional advice should be sought or the Council officers be contacted for further assistance on 8666 2014.