



INFORMATION SHEET NO. 7

Information to Submit with a Development Application for DWELLINGS OR DWELLING ADDITIONS

Development Applications are assessed against the relevant zone and policies contained within the Council's Development Plan and other legislation that may be relevant at the time that the application is lodged. The purpose of development assessment is to ensure that the proposed development conforms with the Development Plan, zoning and other legislative requirements. Applications are also assessed for compliance with the Building Code of Australia with respect to structural and life safety issues.

The information that is provided with any development application is the basis upon which your application is assessed. If inadequate or conflicting information is provided delays can be expected. It is important that the assessing officers are able to clearly understand what currently exists and what you are proposing.

Information that must be submitted with a Development Application

1. A completed development application form that is signed and dated.
2. Payment of relevant fees.
3. Declaration of Applicant (in relation to power lines).
4. A current copy of the Certificate of Title for the site (no more than 12 months old). Please check for easements, registered encumbrances and Land Management Agreements.

Plans and Documentation (3 copies with at least one copy being A3 or smaller)

5. Site plan clearly show the location of the proposed development or activity including:-
 - Site boundaries with dimensions, roads and existing structures (including retaining walls, fences, sheds, pools etc);
 - Minimum scale of 1:100 or 1:200 and a north point;
 - Show site contours or spot levels of the land and the finished floor level of the proposed dwelling or addition in relation to kerbs and watertables;
 - Show all property site boundaries (include dimensions in metres) and indicate the setback distance from these boundaries to the proposed development;
 - Show the location, size and nature of any existing structures (including septic tanks, fences and retaining walls), activities and easements (septic tanks must be at least 2.5m from structures);
 - Show the location of the proposed or existing driveway and indicate the transitional gradient;
 - Indicate the method of stormwater disposal; and
 - Street tree(s), stobie pole and light pole locations.
6. Elevations drawn to scale showing external building materials, finishes and colours to be used.
7. Internal floor layout plans (existing and proposed) indicating areas of use.
8. Details of bushfire water supply, connections etc (if applicable).

If you are also seeking **Building Rules Consent** from Council you will also need to submit:-

1. A copy of the builders Indemnity Insurance Certificate (if valued \$12,000 or more).
2. Proof of payment of the Construction Industry Training Board Levy (if over \$15,000).
3. Floor plan of the existing and proposed development.
4. A roof, wall and floor framing layout of the building including dimensions and calculations.
5. Wall and roof bracing details.
6. Fixings and tie down details.
7. Details of construction materials (internal and external) and design (including heights and ceiling levels).
8. Engineers footing construction report and soil report.
9. Details of services and infrastructure (e.g. sewer lines near footings, stormwater disposal).
10. Specifications and schedules of work to be undertaken (complies with current statutory requirements).
11. Independent certification (for steel framing).
12. Steel frame details (if applicable).
13. Truss design and calculations.
14. Details of any retaining walls and construction reports if applicable.
15. Wind speed.
16. Location of control joints on the floor plan.
17. Method of termite barriers proposed.
18. The location of hard wired smoke alarms.
19. Wet area waterproofing details.
20. Provision of sanitary and other facilities.
21. Energy efficiency details.
22. Water efficiency (e.g. provision of rainwater tanks plumbed to the dwelling).
23. Bushfire construction details (if applicable)

A **Wastewater Control System** (septic tank) application is to be lodged with Council at the time of lodging for Development Plan Consent (planning) for any new tanks, new plumbing work or amendments to existing plumbing. (Note: this applies for the whole of the Council area with the exception of Hewett which is serviced by a sewer in the control of SA Water and therefore a wastewater control system application is not required).

Once an initial assessment of an application and site inspection has been undertaken, assessing officers may request further information.

Should development on the subject site be bound by **encumbrances** (refer to the Certificate of Title) approval from the encumbrance administrator will be required prior to lodging with Council. The encumbrance administrator may wish to stamp the plans to be submitted to Council.

Should there be any **easements** on the site, no structures or fill may be placed over the easement

*Please note the information contained herein is intended as a guide only.
Further clarification may be obtained by contacting the Council on 8525 3200.*