



### Information required for lodgment of a development application

- ☐ Development Application form completed, signed and dated
- ☐ 3 copies of site and building plans (see below)
- ☐ any other information or reports required to assess the proposal (see below)
- ☐ Application fees—payment of the prescribed Development Act fees
- ☐ Power line setback declaration—Electricity Act Declaration Form
- ☐ copy of the Certificate of Title (or payment of the fee for council to source this)

The following is also required at the Building Rules consent stage:

- ☐ A copy of the building indemnity insurance if the value of the work is greater than \$12,000 and a building contract is in place for the work
- ☐ Evidence of the Construction Industry Training Board Levy payment if the value of the work is greater than \$15,000

### Site plans details

The following details must be provided on a scaled site plan, drawn to a minimum scale of 1:100 (or 1:200 for Residential Code complying development):

- ◇ boundaries and dimensions of the site and any relevant easements
- ◇ positions and dimensions of any proposed structure, distance to boundaries, other structures on the site, location of septic tank
- ◇ purpose for which any existing building on the site is used and for which any proposed building on the site is intended to be used
- ◇ levels of the site and proposed finished floor levels of the proposed structure
- ◇ method of stormwater disposal
- ◇ location and gradient of any existing or proposed driveway and its location in relation to an existing or proposed vehicle access point
- ◇ amount and location of the private open space (for dwellings) to remain on the site
- ◇ location of any tree(s) on the site, details of any trees that need to be removed
- ◇ north point

For further information please phone: 8842 6400 or email: [admin@cgvc.sa.gov.au](mailto:admin@cgvc.sa.gov.au)



Other details that should be provided include:

- ◇ existing and proposed landscaping
- ◇ retaining walls, cut and fill, batters etc
- ◇ location of existing trees and any infrastructure (eg stobie poles)
- ◇ how the proposal relates to development on adjoining sites (if applicable)

### **Building plans (min scale 1:100)**

- ◇ dimensioned plan of each floor level
- ◇ dimensioned elevations (wall, post and building heights) and sections
- ◇ schedule of colours for any cladding

### **Additional plans and information**

If the application is for commercial, retail, industrial or other non-residential use, a description of the proposal should include:

- ◇ types of activities, plant and equipment
- ◇ number of employees and car parking spaces provided
- ◇ external storage areas and screening
- ◇ waste management and disposal
- ◇ hours of business
- ◇ location and nature of security lighting
- ◇ details of signage including location, dimensions, design and appearance, illumination and advertising message
- ◇ any other supporting information that will assist in the understanding and assessment of the development

### **Other details for building rules assessment**

The following detailed information and drawings must be provided if you are also seeking Building Rules consent from Council:

- ◇ sizes and locations of footings and other structural components (min scale 1:100)
- ◇ engineer's footing construction report including soil assessment report
- ◇ structural details and calculations
- ◇ roof, wall and floor layouts, dimensions and sections
- ◇ energy efficiency report including light and ventilation requirements, size and position of windows, wall and roof insulation



- ◇ specifications and schedules of work
- ◇ wind speed determination
- ◇ wall and roof bracing and tie down details
- ◇ wet area details
- ◇ swimming pool safety fencing and retaining wall details (if required)
- ◇ stair and balustrade details (if required)
- ◇ demolition details and procedure

### Other requirements

Required information may relate to other issues including:

- ◇ bushfire prone areas
- ◇ specific classifications of buildings that may require the provision of fire detection and control devices
- ◇ disabled access for prescribed buildings
- ◇ flood prone areas
- ◇ proximity to ETSA transmission lines
- ◇ access affecting main roads
- ◇ waste control systems
- ◇ state or local heritage places

### Requirements for land division plans

Land division applications are lodged with the Department of Planning and Local Government, not Councils. Information sheets can be downloaded from [www.sa.gov.au](http://www.sa.gov.au). It is recommended that a licensed land surveyor or similar be engaged to prepare plans and lodge the application.

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*Revised: May 2013*

*The above information is advisory and a guide only to give you a general understanding of the key points associated with the approval system. It is recommended that you seek professional advice or contact our Development Services Department regarding any specific enquiries or for further assistance concerning the use and development of land.*



## INFORMATION REQUIRED WITH AN APPLICATION

