

# Development Applications Information required with an application

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## Information required for lodgement of a development application

- [Development Application form](#)
- 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](#) ([where applicable](#))
- 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 plan details

The following details must be provided on a scaled site plan, drawn to a minimum scale of 1:500 (or 1:200 for Residential Code complying development):

- boundaries and dimensions of the site and any relevant easements
- positions and dimensions of any proposed building and its relationship to the boundaries of the site and any other features such as other buildings or trees on the site or on adjoining land or public places that might be affected by the work or affect the work proposed to be performed
- 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 of the floors of the proposed building in relation to any street drainage channel or council drain
- method of drainage and services proposed to be used

- 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 significant tree(s) on the site or on adjoining land
- north point

Other details that should be provided include

- existing and proposed landscaping
- retaining walls, cut and fill, batters etc
- car parking spaces for occupants and visitors including surfacing and delineation
- location of existing street trees and any infrastructure (eg stobie poles, drainage pits, bus stops) adjacent to the property
- how the proposal relates to development on adjoining sites
- the type, height and construction of boundary and internal fencing

### **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

### **Site suitability declarations**

- site contamination – a declaration should be provided by or on behalf of the applicant indicating whether or not, to the best of his or her knowledge and belief, the allotment is, or may have been, subject to site contamination as a result of a previous use of the land or a previous activity on the land
- for a new dwelling, confirmation should be provided that connections are available for a water supply, sewage system/ approved and installed waste control system, and electricity supply

### **Additional plans and information**

If the application is for a 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 a 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
- high wind areas
- flood prone and/or coastal areas
- proximity to ETSA transmission lines
- access affecting main roads
- waste control systems
- state or local heritage places
- significant trees and/or native vegetation

### **Requirements for land division plans**

Land division applications are lodged with the [Department of Planning and Local Government](#), not councils. Separate [information sheets](#) outline in more detail the information required to be submitted for land divisions. It is recommended that a licensed land surveyor or similar be engaged to prepare plans dividing land or buildings.

The above information is advisory and a guide only to give you a general understanding of the development assessment system. For further information refer to section 39 of the Development Act and Schedule 5 of the Development Regulations. It is recommended that you seek professional advice or contact our Development Services section on 8384 0666 for any specific enquiries or for further assistance concerning the use and development of land. Being properly prepared can save you time and money in the long run.

Revised: September 2010