

# Development Applications Information required with an application

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## Essential Information

The following information must be provided to the relevant authority (tick check box to indicate you have provided the information):

- [Development Application Form](#) (available from any Council or from [sa.gov.au](http://sa.gov.au))
- Powerline Setback Declaration** Electricity Act Declaration Form (where applicable)
- a copy of the **Certificate of Title**
- a copy of site and building **plans** as may be necessary
- any other material or reports that may assist in assessing the proposal

**Information not provided at the time of submitting the application, or inadequate and poor quality plans, will delay processing and assessment of your application.**

**Please note that an invoice will be issued for the payment of fees.**

## 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
- plan outlining the proposed work showing distances to boundaries and other buildings located on the property
- details of site drainage and roof/stormwater disposal
- 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
- carparking spaces for occupants and visitors including the method of delineation and surfacing
- location of existing street trees and any infrastructure (eg stobie poles, drainage pits, bus stops) adjacent to the property
- the type, height and construction boundary and internal fencing
- existing contours of the land and finished floor levels of proposed building

## Building Plans

- elevation sketches showing external building materials, finishes and colours to be used
- internal floor layout plans (existing and proposed) indicating areas of use

## Additional plans and information

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

- type of activity involved and plant and equipment used
- number of employees and carparking 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, 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

In addition to the above, the following detailed information and drawings must be supplied if you are also seeking Building Rules Consent:

- 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, you will need to take into account other factors in designing your development and accordingly, show the relevant additional information on the documentation lodged with the application. 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 the coast
- proximity of development to ETSA transmission lines
- details regarding septic tanks
- development affecting a State or Local Heritage Place

It is suggested that you first contact us or the relevant authority for any special requirements that may be applicable before preparing your application. This will help minimise any delays and avoid possible misunderstandings.

#### Requirements for plans of land or community title division:

Land division applications are lodged with Planning SA.

You are encouraged to engage the services of a licensed Land Surveyor or similar to assist in the preparation of proposal plans dividing land or buildings.

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 Section on 8384 0666** regarding 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: August 2020