

Information Sheet

QUICK GUIDE INFORMATION CHECKLIST PLANNING

Check the corresponding box as is appropriate on the **Planning** and the **Building** Checklists as you develop your application to ensure you have addressed the required issue and that the relevant information has been provided, where this may be applicable.



This checklist provides applicants with a quick guide to the standard of documentation Council expects to be prepared and submitted as part of a Development Application.

All of the following requirements must be met (where it is relevant to the proposal). An application will not be accepted by Council if any of the information is missing from the documentation when the application is lodged with Council. Nor will an assessment of the proposal commence until all the necessary information is received.

Completed Development Application Form

All details must be completed on the application form (including the estimated cost of the development), signed and dated.

Application Fees

Please ask Council officers as to the fees that must be paid.

Certificate of Title

The current Certificate of Title relating to the subject land on which the development is proposed.

Site Plan (3 copies)

A properly drawn site plan should be provided at a recommended scale of 1:200 and must show:

- all boundaries of the site including measurements and the site area
- location of any existing buildings on-site
- north point and scale
- any easements located on the property
- a plan showing the proposed work - this must include distances to boundaries and other buildings located on the property
- details of site and roof/stormwater drainage, landscaping (including location of existing trees and bushland areas) and ground surface modification
- vehicular access points from the road (existing and proposed)
- location of any adjacent public infrastructure (eg stobie poles, side entry pits, crossovers, speed humps/roundabouts, street trees, bus shelters), especially relative to new entranceways
- on-site car parking spaces for occupants and visitors
- existing contours of the land and the finished floor levels in relation to the street, drainage channel or Council drain
- existing levels on-site and, where variation occurs, levels from adjacent properties, including the location and nature of any retaining walls and details of cut and fill

Building Plans (3 copies)

The Building Plans should be provided at a recommended scale of 1:100 and must show (NB: floor plans may be integrated with the Site Plan):

- a floor plan identifying existing rooms within all buildings and their current use
- internal floor layout plan - this plan must indicate all areas of use and should state the area (in square metres) of the total living space, garage, verandah, pergola, balcony and each floor (where applicable)
- elevation plan - this plan must include all four elevations and show the external building materials, finishes and colours.

One set of plans must be A3-sized

- Notes:**
- 1 Please refer to Council's Information Sheet 'Information Required with an Application' for a more detailed list of requirements that need to accompany a Development Application.
 - 2 For more complex non-residential related proposals (eg winery or retail or industrial/commercial developments), additional information will need to be provided - please discuss first with Council officers as to the type of information that is likely to be needed.

Information Sheet

QUICK GUIDE INFORMATION CHECKLIST BUILDING

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.

The Building Rules assessment will require more specialised technical and structural information to be supplied with the application. This deals mainly with construction and engineering details but it is important that all the necessary information is provided since delays can occur if these details are deficient or do not reflect Building Code requirements.

Applicants are urged to seek expert advice, such as from an architect, engineer, or building surveyor or designer, to ensure the proper preparation of this material.

In addition to that information required for the planning assessment, the following building-specific details and drawings are expected to be submitted for assessment against the Building Rules (where these are applicable to the building work proposed):

floor plan (at a scale of 1:100 or 1:50):

- dimensions - overall/internal dimensions/wall thickness/cavity width
- windows and doors with sizes or reference numbers if scheduled
- location of sections
- floors - step downs/falls/floor line over (if two-storey or more) or cellar
- ceilings - cathedral or raked ceilings/lower ceiling areas/bulkheads
- balcony/stair/balustrade/handrail/ramp details
- location and sizes of verandah posts
- plumbing fixtures and floor wastes
- built in furniture (kitchen, robes, vanity etc)
- external hose taps / flood gullies
- external paved areas (it not shown on site plan)
- down pipe locations and rain heads where used

sections (at a scale of 1:20):

- ceiling heights and window levels
- clearance to underside of timber floors
- extent of walls with required Fire Resistance Levels

drawings (at a scale of 1:100):

- size, location of footings, structural components
- roof layout indicating type/size/spacing/overhang of all components
- wall and floor layouts including wall and roof bracing details
- wet area details

other details:

- specifications and schedules of work to be undertaken
- wind speed determination
- Engineer's footing construction report and any other structural details
- Certificate of Compliance by Engineer
- retaining wall details
- septic tank details
- Building Indemnity Insurance
- Construction Industry Training Fund Levy
(if value of building work exceeds \$15,000)

special additional requirements that may affect some applications:

- bushfire prone areas (AS 3959-1999)
- seismic zones
- fire detection/control devices for specific building classifications
- access for persons with a disability for prescribed buildings
- high wind areas
- areas subject to flooding
- proximity of development to electricity transmission lines