

Information to be Submitted with an Application

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Introduction

This brochure explains what information you need to supply to the Council when you lodge a Development Application.

The information that needs to be submitted with an application will be different depending on whether you are applying for Planning Consent or Building Rules Consent/full Development Approval, and depending on what type of development you are applying for.

This brochure therefore lists the information that is required for all applications for Planning Consent, followed by specific information that is required for different types of development and for Building Rules Consent.

It is important to note that additional information not listed in this brochure, may be required to complete an assessment of your application. The Development Act gives Council the power to request additional information and, if further information is requested from an applicant, the application remains “on hold” (i.e. assessment does not proceed further) until the requested information is supplied.

Details to be supplied with ALL Applications for Planning Consent

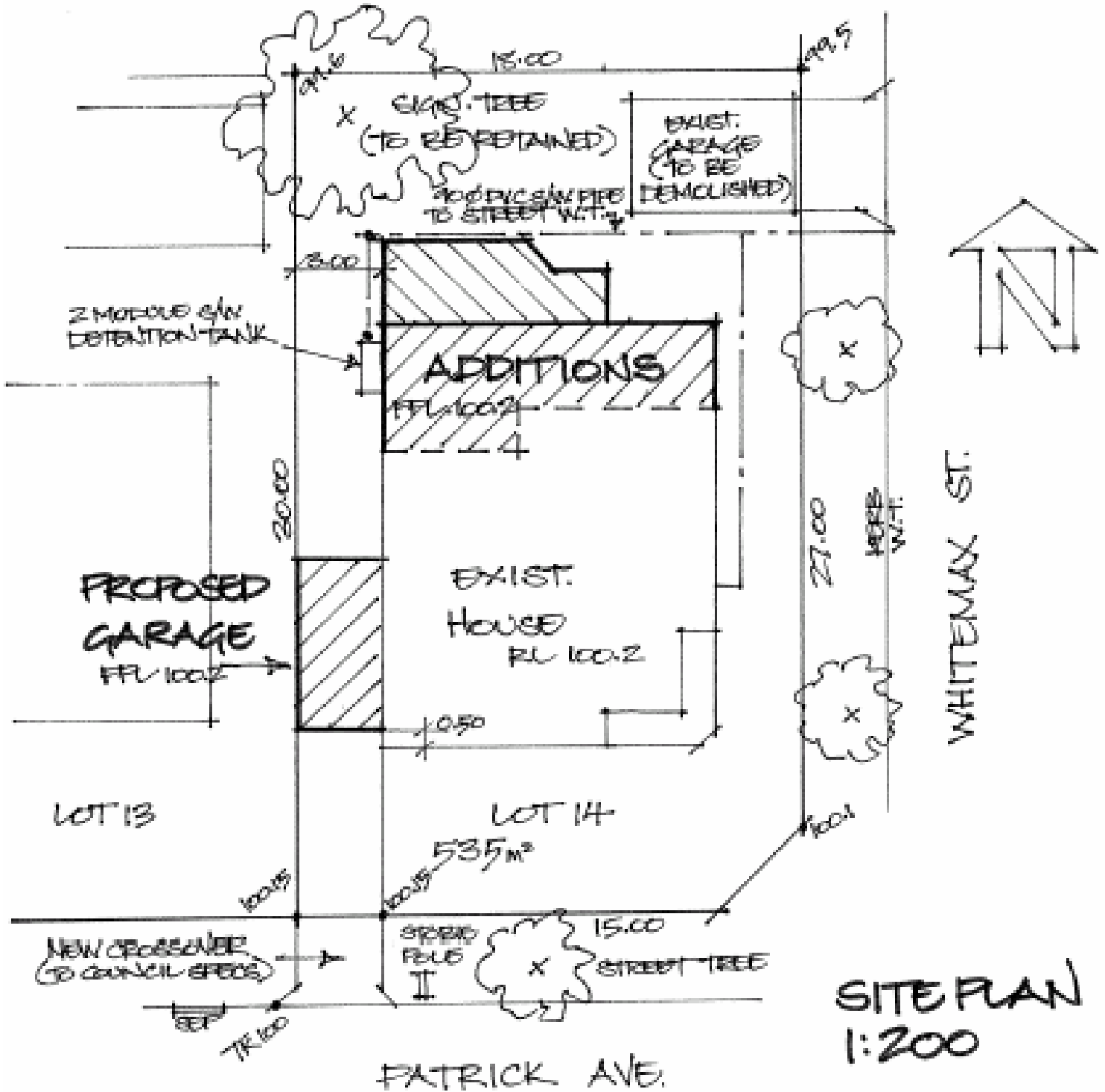
When making an application for Planning Consent, it is necessary to provide – in all cases - the following information:

- a Completed Development Application Form
- the relevant Fees (*refer to the Fee Schedule on the back of the Development Application Form*)
- a Completed Electricity Act Declaration
- a copy of the current Certificate of Title (CT) (*Note: Council can purchase this directly from the Land Titles Office on your behalf – refer to the Schedule of Fees on the back of the Development Application Form*)
- two copies of a site plan.
- to assist Council in processing your application, please provide A4 and/or A3 size plans.

A *site plan* should be drawn to a scale of either 1:100 or 1:200 and should clearly show the following details as a minimum:

- All boundaries of the site including all measurements (in metres) and the site area (in m²)
- A north point and the scale used
- Location of all existing buildings and structures with notation of what is to be demolished and/or retained
- Easements that apply to the land
- Location of the proposed new building work, specifying setbacks from boundaries and other buildings where relevant
- Details of proposed storm water disposal
- The location of significant trees (if applicable) and other existing vegetation, nominating what is proposed to be removed and/or retained
- Proposed landscaped areas

- The proposed finished floor level of new buildings and additions and the location and extent of cut and fill including, where relevant, existing contours and reference to the level of other site features such as the top of kerb to the front of the property
- Location and height of any retaining walls proposed
- The type, height and construction of any boundary and internal fencing proposed.
- Proposed driveway location, including spot levels on each side of the driveway at the front property boundary (a driveway profile showing the proposed grade should also be submitted on sites which are steep) refer separate brochure 'Driveways' for more information on Council's requirements for driveways
- Carparking spaces for occupants and visitors (if relevant) including the method of linemarking
- The location of any existing street trees or other features on the Council footpath (e.g. signs, stobie poles, bus shelters etc)



Example of a Site Plan

Additional details to be supplied with most applications for Planning Consent involving new buildings or alterations and additions to buildings

For applications for Planning Consent proposing construction, alteration and/or additions to buildings, you will need to provide two copies of the following:

- Floor plans (existing and proposed) drawn to a scale of 1:100 or 1:200; and
- Elevations of each side of the building proposed to be built and/or modified (i.e. front, side and rear views), drawn to a scale of at least 1:200.

A *floor plan* is a view from above of the internal layout of the proposed or modified building. It should clearly show the proposed use of each room or area within the proposed or modified building.

Example of a Floor Plan



FLOOR PLAN
SCALE 1:200

An *elevation* is a side view of the proposed building and should clearly show the following details as a minimum:

- Existing and proposed ground levels
- Proposed internal floor levels (relative to adjacent ground levels)
- Ceiling heights
- Height of the roof (relative to the adjacent ground level) to both the eaves and the ridge
- Dimensions of proposed eave overhangs
- Dimensions of proposed doors and windows, including door and window head heights
- Roof materials and roof pitch
- Proposed materials and finishes, including proposed colours, of all external surfaces including walls, doors, windows etc.

Features designed to address Council’s energy efficiency requirements should also be noted on elevation drawings (i.e. external awnings, glass treatments etc).

Example of an Elevation



Additional details to be supplied with most applications for Planning Consent involving non-residential uses (i.e. industrial, commercial etc)

Applications for new non-residential buildings or change of use applications where the new use is non-residential, should be supported by descriptive information about how the proposed activities will operate, such as the following (where relevant):

- Machinery and equipment to be used
- Number of employees anticipated to be working at the property when operating at maximum capacity
- Number of patrons/visitors anticipated to be on the property when operating at maximum capacity
- External storage areas, including any outdoor waste bin areas and associated screening proposals
- Wastes generated and proposed methods of waste management, storage and disposal
- Hours of operation (including deliveries to and from the site and waste collection)
- Chemicals used and/or stored on the site

Additional details to be supplied when applying for Building Rules Consent

When seeking Building Rules Consent (from either Council or a Private Certifier), information will need to be provided, additional to that which has already been supplied as part of your Planning Consent application.

For most applications for Building Rules Consent, you will need to provide two copies of the following:

- The relevant Building Rules Consent Fees (*refer to the Fee Schedule on the back of the Development Application Form if Council is assessing your application or refer to your Private Certifier for their schedule of fees and charges if you are having your application privately certified*)

- More detailed floor plans (existing and proposed) drawn to a scale of 1:100 including the following detail as a minimum:
 - dimensions of the overall and internal dimensions, including wall thicknesses and cavity width
 - windows and doors (with sizes or reference numbers if scheduled)
 - location of sections
 - step downs, falls and floor lines (e.g. floorline over if two-storey or more, or floor line under if a cellar or basement is proposed)
 - ceilings (i.e. cathedral or raked, lowered ceiling, bulkheads etc)
 - stairs and ramps including direction (up/down), width, materials, riser and tread dimensions, head clearance, spiral stair details, handrails/balusters
 - location of verandah posts, plumbing fixtures and floor wastes, built in furniture (kitchen, robes, vanity etc), external hose taps/flood gullies
 - external paved areas (if not shown on site plan)
 - balconies, including handrails and baluster
 - proposed stormwater disposal system including down pipe locations and rain heads where used.
- Sections at a scale of 1:20 showing:
 - natural and finished ground levels
 - floor levels (relative to finished ground level)
 - ceiling heights
 - clearance to underside of timber floors
 - extent of walls with required Fire Resistance Levels
- drawings at a scale of 1:100 including
 - size and location of footings and structural components
 - roof layout including the type, size, spacing and any overhang of all components
 - wall and floor layouts including wall and roof bracing details
 - wet area details.

- specifications and schedules including
 - wind speed determination
 - Engineers Footing Construction report
 - retaining wall details (if proposed)
 - stair and balustrade details
- a copy of Building Indemnity Insurance (if domestic construction is proposed and the development cost is over \$12 000).
- If the development cost is over \$15,000, a completed Construction Industry Training Board (CITB) Levy form together with payment of 0.25% of the value of the development. Alternatively, if payment is made at an alternative collection venue, receipt of payment and the yellow copy of the form should be provided to Council.

Further information may be required

Depending on what type of development you are proposing, there may be other information that is needed to complete the assessment of your application.

For example, further detail might be needed on how you can address noise associated with an adjacent arterial road, overlooking from proposed upper floor windows, energy efficiency of the proposed building, stormwater disposal and so on.

You are therefore encouraged to review Council's other brochures in relation to the particular type of development you are proposing or to discuss your proposal with Council's Development Services staff.

Other Information

Easement and Encumbrances

The Certificate of Title for a property contains information regarding the location and nature of any easements and the details of any encumbrances that apply to the land.

If your proposed development extends over an easement or is affected by an encumbrance on your property, documentation must be submitted to the Council demonstrating that the authority controlling the easement (e.g. SA Water, ETSA etc) or the person(s) holding the encumbrance have approved the proposed structure.

Significant Trees

Any work that may substantially damage or affect a significant tree or trees, whether on your property or a neighbouring property, requires approval from the Council. For clarification on what a significant tree is and what are considered to be tree damaging activities, please refer to separate Information Brochure "Significant Trees". If a significant tree exists on your property or on an adjacent property, further information may also be necessary regarding the tree as part of your application.

Want to Know More?

The above information is advisory only. It is intended to provide a guide and a general understanding of the key points associated with the particular topic. It is not a substitute for reading the relevant legislation or the Development Plan.

It is recommended that if you are intending to undertake development, you seek professional advice or contact the Council for any specific enquiries or for further assistance concerning the use and development of land.

Contact Details - City of Marion Development Services Division

245 Sturt Road
Sturt SA 5047

PO Box 21
Oaklands Park SA 5046

Telephone (08) 8375 6600
Facsimile (08) 8375 6899

Website <http://www.marion.sa.gov.au>