

Development Application Checklist

Information Sheet 01

What's needed to lodge a development application?

The following should be provided at the time of lodgement to ensure your development application is processed as soon as possible:

- A completed development application form;
- A completed Electricity Act Declaration form (if applicable);
- Development application fees, including lodgement fees, planning assessment and building rules assessment fees (where applicable);
- A current copy of the Certificate of Title; and
- Two copies of relevant plans and supporting information.

If plans larger than A3 are provided, please also provide at least one set of plans reduced to (and legible at) A3 size.

Electronic copies of completed forms, plans and information may be submitted via email to admin@prospect.sa.gov.au, but in most cases hard copies will still be required.

How much detail is required?

For Development Plan Consent, you will generally need to provide the following details:

- A site plan showing:
 - a North point and scale (please use a common scale such as 1:100 or 1:200)
 - all boundaries of the site
 - any easements over the land
 - the location of all buildings currently on the allotment, and any alterations to or demolition of these buildings
 - the location of all proposed buildings and structures, including dimensions showing the setback of these from property boundaries
 - any existing vegetation, particularly regulated and/or significant trees on the site or on adjoining properties
 - existing ground levels, and proposed bench levels (FBL) and finished floor levels (FFL).
- A building floor plan, to an appropriate scale with dimensions and room names.
- Building elevations, to an appropriate scale with dimensions.
- Details of proposed materials, finishes and colours.
- A stormwater drainage plan.

Additional information could also include:

- A land use description, including the nature of the proposed activity, hours of operation, intended capacity of venue and number of employees
- Signage details, including location, size, materials, illumination, lettering and colours
- A waste management plan, to demonstrate how waste will be managed during construction as well as during the ongoing use of the building.



Information required for some applications may also include the following plans or diagrams:

- A site survey, undertaken by an engineer or surveyor, depicting the location of site boundaries, fencing, site levels and existing buildings or trees.
- A streetscape plan, showing the front elevation of the proposed development and those of existing adjacent buildings.
- A locality plan, showing the site of the proposed development and features/uses of nearby land
- A landscaping plan, showing the extent of landscaping areas proposed and including the species and location of new plants.
- A water efficiency plan, showing the measures included to maximise the retention and reuse of rainwater on site.
- An overshadowing diagram, which illustrates the extent of shadow that would be cast by the proposed development over adjoining properties at 9am, 12pm (midday) and 3pm on 21 June.

The proposal may also require expert advice, such as:

- An arborist's report, detailing the measures that would be used to minimise the potential impact of the proposal on regulated or significant trees.
- Planning and/or architectural advice, describing the design merits of the proposal.
- Heritage advice, from a heritage architect or adviser, describing the consistency of the proposal with the siting, form and appearance of nearby heritage buildings.
- A car parking survey and traffic impact report, including discussion on the number of car parks that are proposed and the likely impacts of anticipated traffic movements and car parking overflow.
- A site contamination and remediation report, describing how any potential contamination will be remedied or managed during building works and for the life of the building.

For Building Rules Consent, an additional suite of documents will be required, which may include:

- Complete working drawings showing plans, elevations, sections and details of construction.
- A roof plan with details of beams, rafters and trusses.
- Structural details including floor, roof and wall framing (as required). If trusses or other proprietary systems are used, manufacturer's specifications are required, including speed bracing detail. A certificate identifying that the designer has undertaken the appropriate training is also required. Please advise whether timber or steel framing, or a combination, is to be used.
- Specifications of all materials and finishes and a Building Schedule.
- Soil report, footing and floor layout (if concrete) including engineers calculations.
- Wet area details.
- 6 Star Energy Efficiency Report.
- Notation regarding position of any brush fencing (existing or proposed) in the vicinity.
- An outline and floor area of any buildings and structures proposed to be demolished.
- A structural engineers report, confirming the adequacy or stability of an existing building or retaining walls
- A certificate of the Builder's Indemnity Insurance (if not an owner builder and if the value of the development is \$12,000 or greater).
- Confirmation of payment of the Construction Industry Training Board Levy (if the cost of the construction exceeds \$15,000).

For further information:

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