

# Information to be supplied With an Application



Last Updated February 2018

## 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, Building Rules Consent and/or 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" until the requested information is supplied.

## Details to be supplied with all applications

When lodging a Development Application with Council, it is necessary to provide the following information:

- A completed Development Application Form
- A completed Electricity Act Declaration
- The relevant fees
- A copy of the current Certificate of Title (CT) (*Council can purchase this directly from the Land Titles Office on your behalf – refer to the Schedule of Fees on page 3 of the Development Application Form*)
- One copy of all proposal plans and supporting documentation.

**To assist Council in processing your application, please provide A4 and/or A3 size plans only, ensuring that all plans are printed at the specified scale.**

## Details to be supplied with applications for Planning Consent

The type of plans required varies depending on the nature of the application. However, as a guide, the following basic information should be submitted with the application upon lodgement:

### Garages, carports, verandahs, outbuildings

- **Site plan**, drawn to minimum scale of 1:200, which illustrates the site boundaries, north point, location of all existing buildings on the land, the location of proposed structure (specifying the proposed setbacks from boundaries), stormwater disposal details, location of the proposed driveway and vehicle access (for garages/carports).
- **Elevation plans**, drawn to a minimum scale of 1:100, which illustrates front, rear and side views of the proposed structure, nominating existing ground level, proposed floor level, roof pitch, structure height (both to the gutters and to the maximum roof pitch) and proposed colours/materials/finishes.
- **Floor plan**, drawn to a minimum scale of 1:100, which nominates the dimensions of the structure, location of windows/doors (for garages/outbuildings) and the attachment/relationship to the existing dwelling (for a structure attached to a dwelling).

### Retaining walls

- **Site plan**, drawn to a minimum scale of 1:200, which illustrates the site boundaries, north point, location of existing dwelling/buildings/structures on the land, the extent of cut/fill proposed, and the location of the proposed retaining walls, specifying the minimum and maximum height of the retaining wall(s) at various points.
- **Elevation plans**, drawn to a minimum scale of 1:100, which illustrates a side view of the retaining wall(s), nominating existing ground level, the minimum and maximum wall height, the proposed materials/finishes of the wall, and any proposed fencing.

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## Swimming pools

- **Site plan**, drawn to a minimum scale of 1:200, which illustrates the site boundaries, north point, location of existing dwelling/buildings/structures on the land, location of the proposed pool (specifying the proposed setbacks from boundaries), pool pump/equipment, and pool safety fencing.
- **Elevation plans**, drawn to a minimum scale of 1:100, which illustrate a side view of the pool, nominating the maximum height of the pool above the existing ground level (confirming whether the pool is wholly above ground, or partially or completely in-ground).

## Solar panels

- **Site plan**, drawn to minimum scale of 1:200, which illustrates the site boundaries, north point, location of existing dwelling/buildings/structures on the land and the location of proposed solar panels (specifying setbacks from the edge of the roof and the site boundaries).
- **Elevation plans**, drawn to a minimum scale of 1:100, which illustrate a side view of the panels, nominating the maximum vertical height of the panels above the surface of the roof.

## Regulated/significant trees

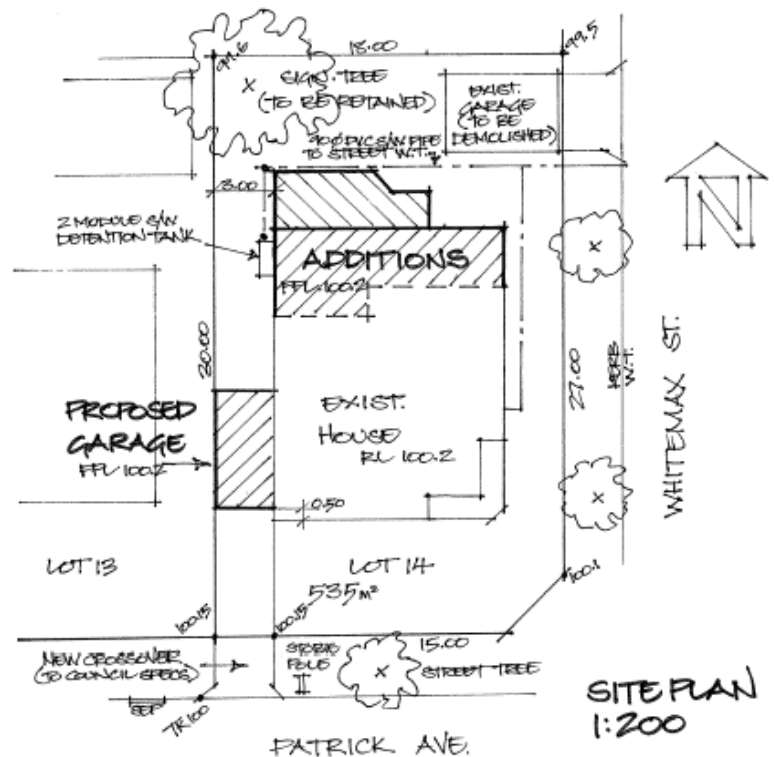
- **Site plan**, showing the location of the regulated/significant tree(s) in relation the boundaries of the land and existing/proposed buildings and structures on the site.
- **Photographs** of the tree(s), showing (where relevant) the branches to be removed and/or location of cuts to be made, the particular flaw (if any) that supports removal/pruning etc.

## New dwellings and dwelling additions

1. **Site Plan**, drawn to a minimum scale of 1:200 and clearly showing the following details as a minimum:

- All boundaries of the site, including boundary dimensions (in metres) and the site area (in m<sup>2</sup>)
- A north point and the scale used
- Location of all existing buildings and structures with notation of what is to be demolished/retained

- Location of the proposed new building work, specifying setbacks from boundaries and other buildings where relevant
- Easements that apply to the land
- Details of proposed storm water disposal
- The location of any regulated/significant trees 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 existing contours on the land and top of kerb level at the front of the property
- Location/height of any proposed retaining walls
- Proposed driveway location, including spot levels on each side of the driveway at the property boundary
- The type, height and construction of any boundary and internal fencing proposed
- Carparking spaces for occupants and visitors
- The location of any existing street trees or other features on the Council footpath (e.g. stobie poles, street trees, stormwater entry pits, etc.)

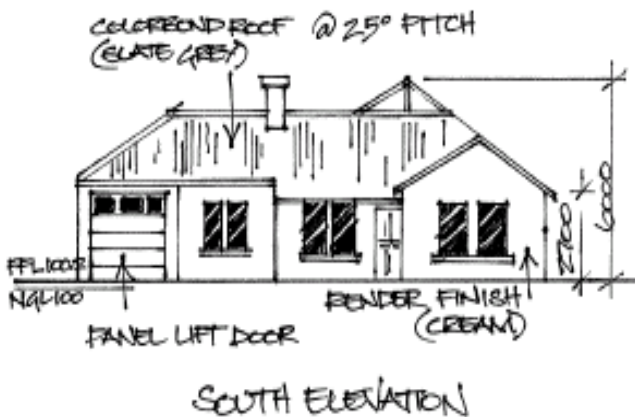


Example of a Site Plan

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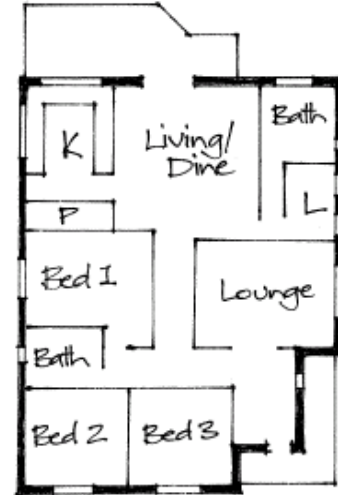
**2. Elevation plans**, illustrating each side of the building proposed to be built/modified (i.e. front, side and rear views), and should be drawn to a minimum scale of 1:100. The plans should nominate the following details as a minimum:

- 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.



**Example of an Elevation**

**3. Floor plan**, drawn at a minimum scale of 1:100, which illustrates 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.



**FLOOR PLAN**

**Example of a Floor Plan**

## Non-residential development

- Site plan
- Floor plan
- Elevation plans (if proposing any change to the building facade)
- Descriptive information regarding how the proposed activities will operate
- Details of any proposed advertising signs
- 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

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## Additional details which may be required for Planning Consent

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

- A fully engineered site works and drainage plan detailing top of kerb level, existing ground levels throughout the site and on adjacent land, proposed bench levels and finished floor levels, the extent of cut/fill required, the location and height of proposed retaining walls, driveway gradients, and the location of all existing street infrastructure and street trees.
- A landscaping plan which nominates the proposed location and variety of native ground covers, shrubs and trees to be installed throughout the development site, including maximum growth heights.
- A traffic engineer's report which details the vehicle turning areas for all nominated car parking spaces, and which analyses the proposed number of car parks provided for the proposed land use.
- Shadow diagrams which illustrate the extent of shadow cast from the proposed development onto adjacent land on 21 June (Winter Solstice) at 9am, 12 noon and 3 pm.
- A survey plan which plots the surveyed location of existing building(s), street infrastructure, etc.
- Details of the party/common wall between semi-detached, row and residential flat dwellings.
- A streetscape elevation plan, which illustrates the proposed building in relation to the existing buildings in the street.
- Colour/perspective elevation plans.
- Stormwater management plan.
- An engineer's report regarding stormwater disposal, flood risk or geotechnical information.
- An Arborist's report which assesses proposed tree-damaging activity.

## 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 a copy of the following:

- The relevant Building Rules Consent Fees (*Refer to the Fee Schedule on page 3 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 balustrades

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- 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 \$12,000 or more).
- If the development cost is over \$40,000, 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.

## Other Information

### Easements 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) or the person(s) holding the encumbrance have approved the proposed structure.

### Regulated and Significant Trees

Any work that may substantially damage or affect a regulated or significant tree or trees requires approval from the Council. For clarification on what a regulated/significant tree is and what are considered to be tree damaging activities, please refer to the separate Information Brochure "*Regulated & Significant Trees*".

## 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 and Regulatory Services Division

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Sturt SA 5047

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Oaklands Park SA 5046

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