

Development Information Checklist 1

This information checklist outlines the minimum information requirements to be provided at lodgement in order to process development applications. It is intended to help applicants to submit applications which are complete and can be processed efficiently.

Please submit this checklist when lodging your application for Development Plan Consent, ensuring that all 'Applicant' boxes are ticked and relevant fees have been paid.

Note: Applications will not be lodged unless relevant fees are paid.

Mandatory Requirements

The term '**Mandatory Requirements**' refers specifically to those items considered to constitute the bare minimum level of information required by Council at the time of lodging a development application. Such items include the Development Application form, copy of Certificate of Title, the payment of fees as well as fundamental supporting drawings and other documents.

All items listed as Mandatory Requirements **must** be submitted to Council before an application will be accepted for consideration.

Applicant (✓ tick)

- Development Application Form (including an itemised description of proposal)**

Fully completed, signed and dated.

Forms are available from the Council offices at 401 Greenhill Road, Tusmore, or can be downloaded via the City of Burnside website at www.burnside.sa.gov.au

- Powerline Setback Declaration Form**

- Development Application Fees**

As prescribed by Schedule 6 of the *Development Regulations 2008* or advised by the Lodgment Officer.

- Certificate of Title (no more than 3 months old)**

A current Certificate of Title is required for all development applications as it provides Council with essential information relevant to your property, such as confirmation of ownership, the location of any easements and/or encumbrances, and whether the property is subject to any Land Management Agreements.

Please note: A copy of the Certificate of Title may be ordered at City of Burnside or from the Land Titles Office, 101 Grenfell St, Adelaide. www.sailis.sa.gov.au



Site Plan One – Existing development

The following details must be clearly and accurately articulated on a scaled site plan drawn to a scale of no less than 1:200:

- North point and scale;
- All boundaries of the subject land, including all measurements and site area;
- Any easements covering the property;
- All existing buildings and structures and their distance and relationship to boundaries, including a description of their respective uses and whether they are to be retained or demolished;
- Location and amount of the private open space on the site;
- Location and nature of any existing retaining walls on boundary and/or within the subject land;
- Location of existing vegetation, particularly significant trees or native vegetation;
- Existing vehicular access points from adjoining roads, including width at property boundary;
- Location and details of existing and proposed car parking spaces for occupants and visitors, including surfacing materials;
- Location of existing street trees and other public infrastructure adjacent to the subject land;
- Details of site drainage and stormwater disposal;
- Details of all existing and proposed on-site stormwater detention/retention devices, including location, dimensions, capacity, and location of discharge to the street;



Site Plan Two – Proposed works at time of completion

The following details must be clearly and accurately articulated on a scaled site plan drawn to a scale of no less than 1:200:

- North point and scale;
- All boundaries of the subject land, including all measurements and site area;
- Any easements covering the property;
- All proposed buildings and structures and their distance and relationship to boundaries, including a description of their respective uses;
- Location and amount of the private open space on the site;
- Location and nature of any proposed retaining walls on boundary and/or within the subject land;
- Details of type, height and materials of all proposed boundary and/or internal fencing;
- Proposed vehicular access points from adjoining roads (if applicable), including width at property boundary;
- Location and details of car parking spaces for occupants and visitors after completion of the proposed development, including surfacing materials;
- Location of existing street trees and other public infrastructure adjacent to the subject land;
- Details of site drainage and stormwater disposal;
- Details of all on-site stormwater detention/retention devices, including location, dimensions, capacity, and location of discharge to the street;



Details of existing and proposed site levels

In order to assess external impacts associated with the proposed development, site plans submitted with your application must also include the following details:

- Existing site levels or contours to an arbitrary datum or to Australian Height Datum (AHD), including site levels at each corner of the site;
- Estimated difference in levels between the site and adjoining properties;
- Finished site levels including site levels at each corner of the site;
- Details of any excavation and/or fill to be undertaken, including height and/or depth; and
- Finished floor levels of all existing and proposed buildings and paved surfaces.



Building Elevations drawn to a scale of no less than 1:100

The following details must be clearly and accurately articulated on a full set of scaled elevation drawings:

- All elevations of existing and proposed buildings and associated structures as presented to each of the site's boundaries;
- Natural ground level prior to development and details of any excavation and/or fill clearly nominated;
- Finished floor levels and ceiling heights;
- The dimensioned overall height of the proposed building(s);
- The dimensioned height of any posts/walls associated with the development;
- Details of proposed privacy screening to any upper level windows or ground floor windows where the height of finished floor level exceeds 0.6 metres above natural ground level; and
- Details of materials, colours and finishes of all existing and proposed buildings and structures.



Floor Plan drawn to a scale of no less than 1:100

A detailed floor plan must be provided for each level of a proposed building, including scale and dimensions, as well as the respective uses for each room and total number of bedrooms.



Details and location of any regulated or significant tree on the site or on adjoining land that might be affected by the work, or that might affect the work, proposed to be performed

The *Development Act 1993* provides that any activity that affects a "Regulated" or "Significant Tree" is development and therefore requires a development application to be lodged with Council.

The Development Act 1993 and Development Regulations 2008 define a protected tree as:

- Any tree which has a trunk circumference of 2 metres or more (measured at a height of 1 metre) or in the case of trees with multiple trunks, that have trunks with a total circumference of 2 metres or more and an average circumference of 625mm or more (measured at a height of 1 metre): or
- Any tree identified as a significant tree in Council's Development Plan (see Table Bur/4 – Schedule of Significant Trees).

The retention of certain trees may also be conditioned as part of a previous planning approval or land management agreement. If in doubt please be sure to seek the advice of Council prior to any work being undertaken.

Where the proposed work will result in tree damaging activity you will also need to provide a report prepared by a suitably qualified arborist, detailing any potential impacts the development may have on the significant tree and what measures can be taken to minimise these impacts.

Advisory Requirements

The term 'Advisory Requirements' refers to a range of supporting documents identified as being of critical importance to the assessment of an application and will vary with different forms of development being proposed.

Although Council will accept an application that may not include all relevant Advisory Requirements, this information will be requested by the Assessing Officer prior to initiating an assessment. It is therefore in the interests of the Applicant to ensure both mandatory and advisory items are provided at the time of lodgement.

Applicant *(✓ tick)*

- Shadow diagram(s) indicating the extent of shadow on the 21st of June between 10am and 3pm on the adjoining buildings and open spaces**

Shadow diagrams are required where a proposed development is likely to have an overshadowing impact on adjoining properties. A shadow diagram details the extent of shadow cast by a proposed development on the shortest day of the year.

Diagrams should accurately detail adjoining properties impacted, paying particular attention to north-facing windows and private open space areas.

- Extended Site Plan / Site Analysis Plan drawn to a scale of no less than 1:200**

Further to information provided on a site plan, an Extended Site Plan or Site Analysis Plan depicts all buildings, structures and features of interest on adjacent properties, including windows to habitable rooms and private open space areas.

- Streetscape Elevation drawn to a scale of no less than 1:100**

Streetscape elevation drawings must accurately depict the proposed development as viewed from each public road to which it fronts, as well as accurately depict the relationship between the proposed development and adjacent buildings within the locality.

Streetscape elevation drawings are used to provide Council with an accurate indication of how the proposed development will relate to adjacent buildings and structures, with a specific focus on building height, bulk, scale and architectural style.

Landscape Plan drawn to a scale of no less than 1:200

A landscape plan must include details of all hard and soft landscaping proposed, including a list of the selected species, planting heights and estimated heights at maturity.

Environmental statement

The City of Burnside is committed to playing an active role in improving the environmental performance of development through environmentally sustainable design techniques, and therefore requires an environmental statement to be submitted with various applications.

An environmental statement is a written statement detailing those aspects of the proposed development that take advantages of renewable sources of energy, especially solar energy, and minimise use of non-renewable sources of energy, including fossil fuels, in construction, and for heating, cooling, lighting and other purposes.

Additional Information Depending on the Nature of Your Proposal

If your application is for a commercial development

Written Statement outlining land use description and details of operation

The following details must be included in the written land use statement:

- Details of the previous/current land use;
- A detailed description of all business activities to be carried out;
- Number of staff employed;
- Days and hours of operation;
- Car parking facilities;
- Machinery or equipment to be used or stored on site;
- Disabled Access Provision; and
- Details of deliveries, including location, frequency and vehicle size.

Traffic Report

Traffic reports must be prepared by a suitably qualified traffic engineer. Reports must detail an empirical assessment of the likely car parking demand generated by the proposed development taking into account the location of the site, existing vehicle arrangements, other land uses within close proximity, the maximum number of staff/customers/residents at any one time and any other relevant matters.

Reports must also assess the suitability of proposed car parking provisions, provide survey details (including raw data) of available unrestricted car parking within walking distance that can be reasonably/legally used during the typical days and hours of operation of the proposed development, as well as relevant car parking occupancy rates over at least two days at peak times.

Confirmation and details of any signs and/or advertising displays forming part of the application

The following details must be clearly and accurately articulated on a scaled site plan and full set of building elevations:

- North point and scale;
- All boundaries of the subject land, including all measurements and site area;
- Location of all existing buildings and structures;
- Location of proposed sign(s);
- All elevations of the proposed sign(s) as presented to the site's boundaries;
- The dimensioned overall height of the proposed sign(s) taken from natural ground level;
- The dimensioned height of any post/walls associated with the sign(s);
- Details of any artwork, logos, text, materials, colours and finishes; and
- Details of any moving components or illumination associated with the sign(s).

If your application involves the removal of a significant tree

Tree Report and Plan drawn to a scale of no less than 1:200

Tree reports must be prepared by a suitably qualified arborist, botanist or horticulturalist. Reports must detail tree health, projected life expectancy and/or safety issues to do with the tree, as well as efficacy of remedial measures to alleviate the matters of tree health, safety or damage to property.

If your application includes a swimming pool or spa

Details and location of pool pump equipment

The following information must be provided as part of any application for domestic swimming pools and spas:

- Details and location of pool pump equipment, showing distances to existing buildings on the subject land and adjoining properties;
- Noise attenuation details for the pool pump; and
- Details of any pump enclosure, including dimensions and materials.

If your application involves construction of a new driveway crossover

Section 221 Form

If a new vehicle access point is to be established, documentary evidence must be submitted confirming it has been authorised under Section 221 of the Local Government Act 1999.

Forms are available from the Council offices at 401 Greenhill Road, Tasmore, or can be downloaded via the City of Burnside website at www.burnside.sa.gov.au

If your application involves partial or complete demolition of a building

Demolition Application Form

Fully completed, signed and dated. Forms are available from the Council offices at 401 Greenhill Road, Tasmore, or can be downloaded via the City of Burnside website at www.burnside.sa.gov.au.

Please be aware that this list does not preclude Council from requesting additional information (See 'Advisory Notes to the Applicant' below for further details and clarification).

Advisory Notes to the Applicant:

Additional information requests

Pursuant to Section 39 of the Development Act 1993, Development Applications lodged with Council **must**:

- Be in a form determined by the Minister;
- Include any information reasonably required by Council;
- Be lodged in the manner and accompanied by such plans, drawings, specifications or other documents as may be prescribed; and
- Be accompanied by the appropriate fee.

Please be aware that your application can only be assessed when the complete set of required documents and applicable fees are provided.

Pursuant to Section 39(2) of the *Development Act 1993*, Council may also request an Applicant:

- To provide such additional documents or information (including calculations and technical details) as Council may reasonably require to assess the application;
- To remedy any defect or deficiency in any application or accompanying document of information required by or under the Act;
- To consult with an authority or body prescribed by the regulations;
- If the regulations so provide, to prepare a statement of effect in accordance with the regulations in relation to a development of a kind that is expressed to be a non-complying development under the Burnside (City) Development Plan; and
- To comply with any other requirements prescribed by the regulations.

Where a request for additional information is made, any period between the date of the request and the date of compliance is not to be included in the time within which Council is required to decide the application. If the request is not complied with within the time specified by the regulations, Council may **refuse** the application.

Building Rules Consent

Please note, no building work or change of classification is permitted until the Development Approval has been obtained. Development Approval will not be granted until Building Rules Consent has been obtained.

Building Rules Consent can be issued by Council, or by a registered private certifier who has been engaged by the Applicant. Information regarding the private certification process and a list of registered private certifiers is available through the "Planning in South Australia" website www.saplanningportal.sa.gov.au.

Alternatively, a separate Building Rules application should be submitted to Council for assessment.

Civil matters associated with development

Once approval has been issued, it is the responsibility of the Applicant to ensure development is undertaken in strict accordance with the details and conditions of approval and that correct procedure is carried out with regard to work affecting adjoining properties.

It is therefore strongly recommended that for work on or near the boundary, the Applicant ensures that the boundaries are clearly defined by a Licensed Surveyor, prior to the commencement of any building work.

Applicants are also reminded of the requirements of the Fences Act 1975. Should the proposed works require the removal, alteration or repair of an existing boundary fence, a 'Notice of Intention' must be served to Adjoining Owners within the prescribed time period.

It is recommended that the Applicant/Owner consult with Adjoining Owners and Occupiers at the earliest possible opportunity, so as to identify and discuss any issues needed resolution such as boundary fencing, retaining walls, drainage changes, temporary access, waste discharges, positioning of temporary toilets etc.

For assistance with regard to matters of a civil nature please contact the Legal Services Commission on 1300 366 424.

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