

Information Checklist 3 – Solar Panels

This information checklist outlines the minimum information requirements to be provided at lodgement in order to process development applications involving the installation of a designated solar photovoltaic system. 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

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 and proposed 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 of existing vegetation, particularly regulated, significant trees or native vegetation;

Please note: The above list comprises the minimum level of information required at the time of lodgement and does not preclude Council from seeking further information to assist with a thorough and accurate assessment of your proposal.

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;
- The dimensioned overall height of the proposed structure(s), as well as height above the roof level and natural ground level;
- The dimensioned height of any posts/walls/framing associated with the development;
- Details of materials, colours and finishes of all proposed buildings and structures.

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 may still be requested by the Assessing Officer prior to initiating an assessment.

Applicant (✓ tick)

- 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.

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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