



July, 2001

Prepared by Planning SA, the Environment Protection Agency, the Department of Industry and Trade, and the Local Government Association

## Guide for Applicants

### All applications

#### SUMMARY

##### STEP 1

Consult with local council and relevant agencies

##### STEP 2

Prepare development application

##### STEP 3

Lodge application with relevant authority

##### STEP 4

Provisional Development Plan Consent

##### STEP 5

Provisional Building Rules Consent  
Land Division Consent

##### STEP 6

Development Approval decision

#### PURPOSE OF THIS GUIDE

This Guide has been prepared to provide applicants and officers assessing applications with a checklist of information to be provided in all development applications. In addition, a series of guides for specific developments (as listed on page 6 of this Guide) have also been prepared. These should be read in conjunction with this Guide.

#### WHEN IS AN APPLICATION REQUIRED?

An application must be lodged every time you wish to undertake development. 'Development' is defined in the *Development Act 1993*, and refers to a wide range of activities associated with building work, changes in land use, advertising displays, and land division and Community Title division.

The assessment of development applications can occur in a number of stages, prior to a full Development Approval being issued. For example 'Provisional Development Plan Consent' may be one component and 'Provisional Building Rules Consent' another. Each consent has specific requirements in terms of the type and nature of information needed as outlined in the following.

#### OVERVIEW OF INFORMATION REQUIRED

##### Standard requirements

The following should be provided with any application:

- Completed and signed application form
- Application fees

##### Project specific requirements

To obtain consent(s), further information describing the project and its design must be provided. The requirements for two of the most common consents are listed below.

##### Provisional Development Plan Consent

At least **three (3) copies\*** of the following should be provided :

- Site plan (see below for additional advice);
- Additional plans (see below for additional advice);
- Description of the surrounding area (see below for additional advice);
- Description of the proposed development (see below for additional advice).

\* this can vary and it is recommended that you check with the local council (or Planning SA if you are not in a council area)

### **Provisional Building Rules Consent**

- Roof, wall and floor layouts of any buildings, including dimensions and calculations;
- Details of construction materials and design;
- Engineering details (e.g. significant excavations, service/infrastructure lines).

### **How much detail is needed?**

Some development applications are relatively simple (e.g. a minor addition to an existing development, a carport, a pergola). In such cases the description of the proposed development may be evident in the site plan, or the main issues could be covered in a simple letter. The description of the surrounding area will only need to address the immediate environment. More complex proposals (such as those with off-site impacts like noise, visual or traffic) may require a more detailed report to fully describe the proposed development and should include a description of the surrounding area (adjoining and nearby development and landforms).

### **Lodging the application**

Most development applications must be lodged with the council for the area in which your proposed development is located (or the Development Assessment Commission if there is no council for that area). Land division applications must be lodged with Planning SA (on behalf of the Development Assessment Commission).

## **MINIMUM REQUIREMENTS FOR PROVISIONAL DEVELOPMENT PLAN CONSENT**

Applications are assessed against the relevant zone and council-wide policies contained in Development Plans. The purpose of assessment is to ensure that the proposed development conforms with the zoning and the Development Plan and operates or coexists in harmony with the surrounding land uses and the environment.

The information that is provided with any development application is the basis upon which your application is assessed. If inadequate information is provided you run the risk of delaying the assessment or creating confusion about the nature of your application. For this reason it is important that you provide all the required information in a format that is easy to understand. You should aim to ensure that:

- the assessing officers clearly understand what currently exists and what you are proposing (during construction as well as the completed development);
- potential negative impacts, and strategies to minimise them, have been identified; these include impacts on the neighbouring environment (e.g. noise, visual impact, privacy, water quality, waste management, and accidental spillage of chemicals).

### **Site plan**

A site plan must clearly show the location of the proposed development or activity and should:

- have a minimum scale of 1:500 (i.e. providing that level of detail or greater) and a north point;
- show all property or site boundaries (include dimensions in metres or centimetres);
- show the location, size and nature of existing and proposed structures (including fences and retaining walls), activities and easements;
- show existing trees and vegetation;
- identify the key topographical features (e.g. creek line, drainage line, slope of the land, direction of flow of stormwater, flood plains);
- where appropriate, identify the location of traffic access points, adjoining roads,

- footpaths (including power and light poles, bus stops, signs etc.), kerbs and side-entry pits, vehicle turning circles, provision made for on-site parking, access arrangements for people with disabilities and emergency vehicles, and line of sight for access to public roads;
- identify existing dams or bores;
- show the location and size of the proposed activity, development (including parking, landscaping and signage), process or equipment;
- provide locations and details of effluent disposal (e.g. septic tank) if not connected to services.

**Additional plans**

- Provide scaled elevation sketches showing external building materials, finishes and colours to be used;
- Provide internal floor layout plans (existing and proposed) indicating areas of use.

**Description of the surrounding area**

The description of the surrounding area should explain the possible impacts of your proposed development and may range from a detailed report to a simple plan. It should include the following information:

- location of the affected property or site relative to surrounding properties;
- location of public roads, including undeveloped road reserves (indicate main site access);
- location of and distance to nearest neighbours, and the nature of neighbouring land uses (e.g. residential, industrial, farming, retail) on all sides of the site;
- detail of any potential conflicts with neighbouring land uses;
- location of surface water (e.g. lakes, creeks, dams) within 500 m of the site;
- details of any sites of erosion risk;
- location of roadside vegetation to be retained or removed.

**Description of the proposed development**

Describe in words (either in a report or on plans) the nature of the proposed development. You should cover:

- the proposal and the capability of the site to sustain that use;
- the ways in which you will minimise impacts of the development such as noise, odour, fumes, dust and other airborne emissions;
- arrangements for storage and disposal of waste, stormwater and sewage (if not connected to a sewer system);
- the type and number of vehicles using the site, traffic movements and routes;
- the type of material used for existing and for proposed roads (e.g. bitumen, concrete, gravel);
- hours of operation/trading;
- excavation, earthworks and embankments required for the proposed development, including details of how soil erosion will be prevented;
- visual amenity/impact, including colour and type of external materials to be used (include elevations of structures to give a visual impression of the proposed development);

- specific issues that might arise only during the construction stage.

### **Special issues**

In some cases additional information may be required to address special issues. Before you lodge an application it is often useful to contact the council (or Planning SA if you are not in a council area) to check what level of information is needed, and whether there are special issues that might need to be addressed. Some examples of these are outlined in the following:

#### *Activities of environmental significance*

Schedules 8, 21 and 22 of the *Development Regulations 2008* outline certain activities that are of environmental significance. Development applications that include these activities will be referred to the Environment Protection Authority for assessment. Given the environmental significance of these uses, the Environment Protection Authority may require specific information to be provided in a development application. A number of guides (listed on page 5) have been prepared for certain environmentally significant land uses.

#### *Coastline*

Development along or near the coast may impact on fragile coastal environments, restrict public access or pose a risk to public safety. You will need to provide additional information about such potential impacts, particularly environmental impacts.

#### *Mount Lofty Ranges region*

This region spans a complex array of land uses, including commercial and residential developments. It is very important as a source of Adelaide's drinking water (collected in reservoirs) and for rural production, tourism and conservation. If you are proposing activities in this region, you will need to give special consideration to potential impacts on surface and groundwater quality. In particular, you will need to provide detailed information about the use of chemicals, storage and disposal of waste, soil erosion, stormwater management practices, potential impacts on native vegetation and amenity landscape, both on and off site. Specific guidelines for the Mount Lofty Ranges region are available from local councils.

#### *Rural areas*

Rural areas (all areas outside the Adelaide metropolitan area) are not only important for primary production but are also attractive places for tourists and visitors. Development in these areas needs to be carefully located and constructed to ensure that rural industries can operate efficiently and that the qualities of the landscape are protected. You will need to provide detailed information about the use and nature of adjacent land uses as well as the likely visual and environmental impact of any proposal.

#### *Hills Face Zone*

The Hills Face Zone provides an important landscape backdrop to metropolitan Adelaide, adding to the distinctive visual character of the city and providing very significant benefits in terms of biodiversity values, recreational opportunities, and tourism. Development within the Hills Face Zone must not detrimentally affect these qualities or characteristics through inappropriate building heights or colours, land uses or the spread of feral plants.

#### *Heritage and character areas*

Development in areas of historic value or important built character need to take into account the visual impact of new development. Consideration should also be given to Aboriginal heritage, particularly in the case of undisturbed sites near watercourses or the coast.

*Flood prone areas*

There are a number of areas in South Australia, for example, the valley floor of the River Murray, and land adjoining the Gawler River and adjoining some rivers in the Mount Lofty Ranges are flood prone. There are also other flood prone areas in the State. Development may not be suitable on flood prone land. In areas that are less flood prone, there may be requirements for development to proceed with specific construction to prevent flooding of the development. If you are proposing development on flood prone land, you will need to provide information on the nature and extent of flooding that can occur on the site and the measures that would be necessary to prevent risk to safety and damage to property.

*Significant trees*

The *Development Act 1993* now stipulates that any activity that damages a 'significant tree' is development. The Development Act and Regulations state that a 'significant tree' is:

- any tree in metropolitan Adelaide which has a trunk circumference of 2.5 m or more, or, in the case of trees with multiple trunks, that have trunks with a total circumference of 2.5 m or more and an average circumference of 750 mm or more, measured at a point 1.0 m above natural ground level, or
- any tree identified as a significant tree in a Development Plan.

**Please note:** Some metropolitan councils may enforce lesser circumference measurements determining 'significant trees'. It is therefore recommended that applicants check with their local council as to the appropriate 'significant tree' specifications.

These new controls apply to all parts of metropolitan Adelaide but some parts of metropolitan Adelaide are also covered by the Native Vegetation Act which provides additional protection for native tree species. In these areas, significant trees that are not protected by the Native Vegetation Act will be protected by the Development Act controls. Country areas will continue to be protected by the Native Vegetation Act.

**MINIMUM REQUIREMENTS FOR PROVISIONAL BUILDING RULES CONSENT**

Additional information is required for applications that require provisional Building Rules consent. The main aim of this type of assessment is to ensure that buildings or structures are stable and safe for the intended use. It is recommended contacting your local council or a private building certifier to advise you on the level of information to be provided. Additional information would include:

- identification of any trees that might affect the building or structure, both on the site and adjacent to the site (where relevant);
- details of services and infrastructure (e.g. sewer lines near footings, stormwater disposal);
- details of any significant excavation angle of batter-cut or fill;
- the position, height and engineering details (if required) of any retaining walls;
- a roof, wall and floor layout of any buildings, including dimensions and calculations;
- wall and roof bracing details;
- engineer's footing construction report;
- details of construction materials (internal and external) and design (including heights and ceiling levels);
- specifications and schedules of work to be undertaken;
- the location of smoke detectors;
- wet area details;
- provision of sanitary facilities.

**LAND DIVISION CONSENT**

Additional information is required for land division applications, including a plan showing all allotments, roads and reserves, an open space contribution and/or financial contribution, water supply, sewage disposal facilities and easements.

Further details on the information required for land division applications are outlined in the '*Land Division Guide*', which is available from Planning SA and local councils.

**OTHER GUIDES FOR SPECIFIC DEVELOPMENT TYPES**

A number of guides have been prepared to address the specific information requirements relating to certain activities and developments. They should be read in conjunction with the information provided in this guide. Applications relating to the activities or developments covered in these guides are referred to the Environment Protection Authority. These guides are available at your local council office, regional development boards or Planning SA and include:

- Abattoir, slaughter house and poultry processing
- Cattle feedlot
- Composting works (including mushrooms, soil and fertiliser)
- Dog kennel(s)
- Fish processing
- Foundry (ferrous & non-ferrous metal melting)
- Marina and boating facility
- Olive processing
- Piggery
- Poultry keeping
- Road transport terminal
- Surface coating
- Waste or recycling depot
- Winery or distillery
- Wood processing

Other guides are being prepared to address the information requirements relating to the following developments :

- Bed and breakfast establishment
- Commercial forestry
- Horse keeping
- Hotel
- Indoor recreation centre
- Olive growing
- Restaurant
- Shop or group of shops
- Tavern/nightclub
- Theatre/cinema
- Vineyards/viticulture
- Woodlot

These guides will be made available in 2001.



## FURTHER INFORMATION

The following agencies can assist in providing further information.

### Assessment process and zoning

Local Council:  
Phone:

Planning SA  
Development Assessment Branch  
Planning SA  
136 North Terrace  
GPO Box 1815 Adelaide SA 5001  
Phone: (08) 8303 0731

### General Local Government

Local Government Association  
Phone: (08) 8224 2000

### Business-related

The Business Centre (including contact details for Regional Development Boards)  
Phone: (08) 8303 3800

Department of Industry and Trade  
Phone: (08) 8303 2400

### Environmental

Environmental Planning Section  
Environment Protection Agency  
Phone: (08) 8204 9296

### Coast protection

Office of Coast & Marine  
National Parks and Wildlife (SA)  
Phone: (08) 8204 2000

### Rural issues and farming matters

Primary Industries and Resources SA  
Phone: (08) 8226 0222 (metropolitan area)  
Country enquiries should be directed to the nearest office listed in the Country White Pages

Soil conservation boards  
Phone: Freecall 1800 359 793

### Water licensing

Department of Water Resources  
Water Licences (e.g. farm dams)  
Phone: (08) 8204 9094  
Permits to construct bores  
Phone: (08) 8204 9080

### Aboriginal heritage

Aboriginal Affairs  
Phone: (08) 8226 8900

### Non-Aboriginal heritage

Heritage South Australia  
Phone: (08) 8204 9261

### Wildfire prevention

South Australian Country Fire Service  
Bushfire Prevention Development Assessment Unit  
Phone: (08) 8339 6900

### Native vegetation management

Native Vegetation Council, Secretariat  
Phone: (08) 8204 8862

### Pest animal and plant control

Animal and Plant Control Commission  
Phone: (08) 8303 9500

### Main roads/transport issues

Planning Liaison Branch  
Transport SA  
Ph: (08) 8343 2303

### Local councils

Septic tank effluent disposal systems (STEDS) and stormwater drainage

### The following web sites may also help:

SA Central  
A very useful general government site  
[www.sacentral.sa.gov.au](http://www.sacentral.sa.gov.au)

Planning SA  
[www.planning.sa.gov.au](http://www.planning.sa.gov.au)

Development Plan  
(on-line access to zoning information)  
[www.planning.sa.gov.au/edp](http://www.planning.sa.gov.au/edp)

Primary Industries  
[www.pir.sa.gov.au](http://www.pir.sa.gov.au)  
[www.devguide.sa.gov.au](http://www.devguide.sa.gov.au)

Environment Protection Agency  
[www.epa.sa.gov.au](http://www.epa.sa.gov.au)

Department of Industry and Trade  
[www.businesschannel.sa.gov.au](http://www.businesschannel.sa.gov.au)  
*Planning Road Map*  
[www.businesschannel.sa.gov.au/planning/](http://www.businesschannel.sa.gov.au/planning/)

Local Government Association  
[www.lga.sa.gov.au](http://www.lga.sa.gov.au)

### Services

NOTE: The development assessment process does not necessarily confirm the availability or location of services (e.g. water, sewer, electricity, gas and telecommunications). Availability can be checked through the service authorities identified below:

*Dial Before You Dig (for underground cable locations)*  
Phone: 1100  
Fax: 1300 652 077

*SA Water (water and sewer)*  
Phone: (08) 8207 1329

*Origin Energy (gas)*  
Phone: (08) 8217 5211

*ETSA Utilities*  
Phone: (08) 8404 5667 (switchboard)

*Telstra*  
Phone: 13 2200 (residential sales and general enquiries)  
Phone: 13 2000 (small business sales and general enquiries)

*Optus Communications*  
Phone: 1300 300 937 (residential customers)  
Phone: 1300 302 937 (business customers)