



## INFORMATION SHEET NO. 14

### Information to Submit with a Development Application for TEMPORARY ACCOMMODATION

Development Applications are assessed against the relevant zone and policies contained within Council's Development Plan. 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:-

1. The assessing officers clearly understand what currently exists and what you are proposing (during construction as well as the completed development); and
2. 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 and waste management).

#### **Information that must be submitted with a Development Application**

1. A completed and signed application form.
2. Payment of all relevant fees.
3. Declaration of Applicant (in relation to power lines).
4. A copy of the Certificate of Title for the relevant property.

#### **Plans and Documentation (3 copies with at least one copy being A3 or smaller)**

5. Provide justification for the request for temporary accommodation.
6. Provide scaled elevation sketches showing external building materials, finishes and colours to be used.
7. Provide internal floor layout plans (existing and proposed) indicating areas of use.
8. Provide locations and details of effluent disposal (e.g. septic tank) if not connected to services.
9. A site plan must clearly show the location of the proposed development or activity and should:-
  - Have a minimum scale of 1:200 (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; and
  - Show existing trees and vegetation.

If you are also seeking **Building Rules Consent** from Council you will also need to submit:-

10. Details of services and infrastructure (e.g sewer lines near footings, stormwater disposal).
11. A roof wall and floor layout of the building including dimensions and calculations.
12. Wall and roof bracing details.
13. Engineers footing construction report.
14. Details of construction materials (internal and external) and design (including heights and ceiling levels).
15. Specifications and schedules of work to be undertaken.
16. The location of smoke detectors.
17. Wet area details.
18. Provision of sanitary facilities.

Once an initial assessment of an application and site inspection have been undertaken, Council may request further information.

---

*Please note the information contained herein is intended as a guide only.  
Further clarification may be obtained by contacting the Council on 8525 3200.*