



INFORMATION SHEET NO. 15

Information to Submit with a Development Application for WINERIES

Applications are assessed against the relevant zone and policies contained in Council's Development Plan. The purpose of assessment is to ensure that the proposed development conforms with the Development Plan and the zoning relevant to the subject land.

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. 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.

Information that must be submitted with a Development Application

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

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

5. Scaled elevation sketches showing external building materials, finishes and colours to be used.
6. Internal floor layout plans (existing and proposed) indicating areas of use.
7. Detail the activities and processing to be done on site including, tonnes to be crushed on site.
8. Method of waste disposal, including waste water and grape marc.
9. Method of stormwater disposal.
10. Indicate staff numbers and operating hours.
11. Landscaping plan, if applicable.
12. Site plan - a site plan must clearly show the location of the proposed development or activity and should:-
 - Have a minimum scale of 1:200 and a north point;
 - Show site contours;
 - Show all property site boundaries (include dimensions in metres) and indicate the setback distance from these boundaries to the proposed development;
 - Show the location, size and nature of existing structures (including fences and retaining walls), activities and easements;
 - Show the location of the proposed points of access and egress;
 - Show the location of internal roadways/driveways and car parking areas for staff and visitors; and
 - Show the location and setback distances from existing dwellings and buildings on adjoining properties.

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

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

Please note that an application for a winery may be subject to public notification. If public notification is required, staff will advise you in writing. Public notification is the process of advising adjacent neighbours and the possibility of placing a public notice in the local paper.

Once an initial assessment of an application and site inspection has 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.*