



INFORMATION SHEET NO. 18

Information to Submit with a Development Application for COMMERCIAL/INDUSTRIAL DEVELOPMENT

Development Applications are assessed against the relevant zone and policies contained within the Council's Development Plan and other legislation that may be relevant at the time that the application is lodged. The purpose of assessment is to ensure that the proposed development conforms with the Development Plan, zoning and other legislative requirements. Applications are also assessed for compliance with the Building Code of Australia with respect to structural and life safety issues.

The information that is provided with any development application is the basis upon which your application is assessed. If inadequate or conflicting information is provided delays can be expected. It is important that the assessing officers are able to clearly understand what currently exists and what you are proposing.

Information that must be submitted with a Development Application

1. A completed application form signed and dated.
2. Payment of relevant fees.
3. Declaration of Applicant (in relation to power lines).
4. A current copy of the Certificate of Title for the site (no more than 12 months old). Please check for easements, registered encumbrances and Land Management Agreements (LMA). The Roseworthy Industrial Estate has a LMA registered over the estate.
5. The specific use proposed, including the various activities to be carried out on the property.
6. A description of all processes, machines and activities to be used on the site.
7. The number of employees.
8. The days and hours of intended operations.
9. Details of any chemicals, liquid substances, gas etc to be kept on the property.
10. Referral to Government Agencies:-

In instances where a development may have an environmental impact (or is listed under schedule 21 or 22 of the Development Regulations), including spray painting, storing of fuels or chemicals or when access is required from an arterial road, the Council is required to consult the necessary government agency.

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

11. Scaled elevation sketches showing external building materials, finishes and colours to be used.
12. Floor plan including (existing and proposed), dimensioned and indicating areas of use.

13. 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 existing spot levels and proposed finished floor levels of any building;
- 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 any existing structures (including fences and retaining walls), activities and easements;
- Indicate the method of stormwater disposal;
- Location of proposed (and/or existing) car parking provisions;
- Detailed landscaping plan and schedule indicating species and number of trees, shrubs and groundcovers; and
- Location of storage, loading and unloading areas.

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

14. Proof of payment of the Construction Industry Training Board Levy (if over \$15,000).
15. A roof, wall and floor framing layout of the building including dimensions and calculations if necessary.
16. Wall and roof bracing details.
17. Connection and tie down details.
18. Details of construction materials (internal and external) and design (including heights and ceiling levels).
19. Engineers footing construction report.
20. Details of services and infrastructure (e.g. sewer lines near footings, stormwater disposal).
21. Current specifications and schedules of work to be undertaken.
22. Fire safety equipment (e.g. hose reels, extinguishers, exit signs).
23. Details of facilities for people with disabilities.
24. Details of access ramps, landings, gradients, handrails, kerbing etc.
25. Toilet facilities to cater for the use and number of occupants.

Once an initial assessment of an application and site inspection has been undertaken, assessing officers may request further information.

A **Wastewater Control System** (septic tank) application is to be lodged with Council at the time of lodging for Development Plan Consent (planning) for any new tanks, new plumbing work or amendments to existing plumbing. (Note: this applies for the whole of the council area with the exception of Hewett which is serviced by a sewer in the control of SA Water and therefore a wastewater control system application is not required).

Should development on the subject site be bound by **encumbrances** (refer to the Certificate of Title) approval from the encumbrance administrator may be required prior to lodging with Council. The encumbrance administrator may wish to stamp the plans to be submitted to Council.

Should there be any **easements** on the site, no structures or fill may be placed over the easement.

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