



INFORMATION SHEET NO. 2

Information to Submit with a Development Application for RESIDENTIAL SHEDS, GARAGES, VERANDAHS & CARPORTS

Development Applications are assessed against the relevant zone policies contained within the Council's Development Plan and any other legislation that may be relevant at the time that the application is lodged. The purpose of development assessment is to ensure that the proposed development conforms to 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.

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

Should the property be Strata or Community Titled, then it will be your responsibility to obtain permission from the Strata or Community Corporation in addition to any approval obtained from the Council.

Additionally, should there be any **easements** on the site, no structures, buildings or fill may be placed over the easement and as such the easement area should be avoided. Your Certificate of Title will make reference to an easement if one exists on your property. Additional information may be obtained from Information Sheet 5 and Council Policy 4.5. Swimming Pools will not be allowed over an easement.

Residential Development Code

On 1 January 2009, Regulations were introduced as part of the Residential Development Code. The Code was primarily designed to simplify and streamline the approval process for many applications. The Residential Development Code was released in stages with further stages released 1 March 2009, 2 July 2009 and 12 December 2009.

In some cases, a proposed structure may be considered to be exempt from requiring Development Approval. It is unlikely that a development will be considered to be exempt if the site is within a historic conservation policy area or zone. If the land contains a Contributory item, Local Heritage Place or State Heritage Place, then the Residential Development Code will not apply and the approval of the Council will be required.

Refer to the Development Regulations 2008 for further details.

- Schedule 1A – Development that does not require Development Plan Consent.
- Schedule 3 – Acts and Activities which are not Development.
- Schedule 4 – Complying Development.

Always refer to the Strategy and Development Department of Council for confirmation and clarification of whether your proposal requires a Development Approval or not.

Information that must be submitted with a Development Application

1. A completed Development Application form which is 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 property (not more than 12 months old). Please check your Certificate of Title for easements and registered encumbrances or Land Management Agreements.
5. A copy of the builders Indemnity Insurance Certificate (if valued \$12,000 or more).
6. Proof of payment of the Construction Industry Training Board Levy (if over \$15,000).

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

7. Site plan clearly showing the location and size of the proposed building or structure including:-
 - Site boundaries with dimensions and roads;
 - The location of existing buildings and structures (inc house, verandahs, retaining walls, fences and sheds);
 - The location of the septic tank on the property (if applicable) and distance to the proposed structure (must be a minimum 2.5 metres away);
 - Set backs between the proposed building or structure and existing structures, boundaries, roads and easements; and;
 - Be of a scale of 1:200 indicating the north point.
8. Elevations drawn to scale showing external building materials, finishes and colours to be used.
9. For sheds - a floor plan of the building indicating all openings and showing the location of all columns, rafters, carry beams and bracing units. Include dimensions of the building.
10. For verandahs – a roof framing plan showing all rafters, portal frames, columns, bracing and other structural details including dimensions and engineers design calculations if necessary.
11. A schedule of member sizes and footing details that correspond with the engineers calculations provided or manufacturers span tables. (Some engineers calculations area provided that allow for a range of scenarios and often not specific to the application submitted. The schedule is required to ensure the size of materials and size of footings proposed for the structure are correct).
12. For structures attached to another building, include details of the eaves strengthening and additional tie downs. (The codes that a house is designed and constructed by, e.g. timber framing code, steel structures etc, do not make allowances for future attachments such as wide span verandahs, carports and the like. As a consequence, additional strengthening and tie downs may be required).
13. Method(s) of stormwater disposal.

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