



INFORMATION GUIDE

A Guide for Industrial, Commercial & Retail Development

Planning Consent

All forms of development require Development Plan consent. Each proposal is assessed by the relevant Development Plan, Development Act and Development Regulations 1993. The Development Plan sets out provisions dealing with the design and location of development and includes matters such as zoning and design criteria.

In the assessment of an application for Development Plan Consent the following is determined :-

- The kind of development (complying, non-complying and development on consideration of merit)
- The relevant authority for the application
- Whether the application needs to be referred to prescribed bodies or other Government agencies
- Whether the public needs to be notified of the application
- Locating activities in appropriate areas
- Avoidance of impact on surrounding areas
- Enhancing the appearance of localities
- Safe and convenient vehicle access and parking
- Ensuring adequate environmental protection measures

Building Rules Consent

Building Rules consent is applicable to all development where building work is involved unless exempted by the Regulations. Each proposal is assessed with regard to its conformity with the technical requirements of the Building Rules by either the relevant authority or private certifier.

An application for building consent is assessed against the technical requirements of the Building Code of Australia, South Australian Housing Code, Development Act and Development Regulations 1993 and other relevant standards to ensure structural adequacy. When granting Building Rules consent the Building Department may assess an application on the following but is not limited to :-

- Structural adequacy
- Fire Safety Provisions
- Access and egress
- Services and equipment
- Health and amenity
- Maintenance
- Energy Efficiency
- Ancillary provisions
- Special use items
- Disabled Access

How is an application made?

An application is made by submitting a Development Application form which is available from the Council Office together with the information relevant to your proposal.

To avoid unnecessary delay, the information submitted with your application form should include the following: -

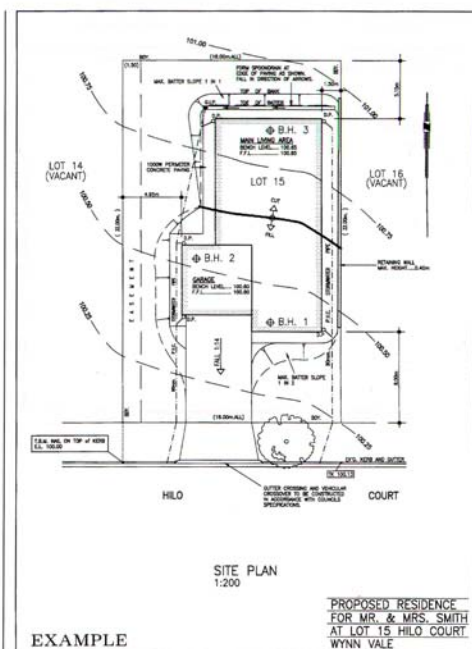
- Allotment boundaries, dimensions and position of any easements
- Positions and dimensions of existing and proposed building(s), structure, including alterations, extensions or demolition

- Purpose for which any existing or proposed building or structure on this site is intended to be used
- Site levels and floor levels in relation to any street drain channel or Council drain
- Method of stormwater disposal and/or retention on site from building and paved areas
- Approximate north point
- Any prominent physical features and all existing trees
- Any existing or proposed driveway, carparking areas and pathways, showing type of construction and paving, layout and linemarking proposed for carparking bays including design levels
- Detailed landscaping plan and schedule indicating species and number of trees, shrubs and groundcovers
- The area of land and each building
- Details of type, height and construction of all boundary and internal fencing
- Location of storage, loading and unloading areas, including bin or waste storage areas
- Location of any required hydrants, boosters or street fire plugs.

Example of a Site Plan

Schedules SOUTH AUSTRALIAN HOUSING CODE

EXAMPLE OF DOCUMENTATION TO BE PROVIDED TO THE APPROVING AUTHORITY



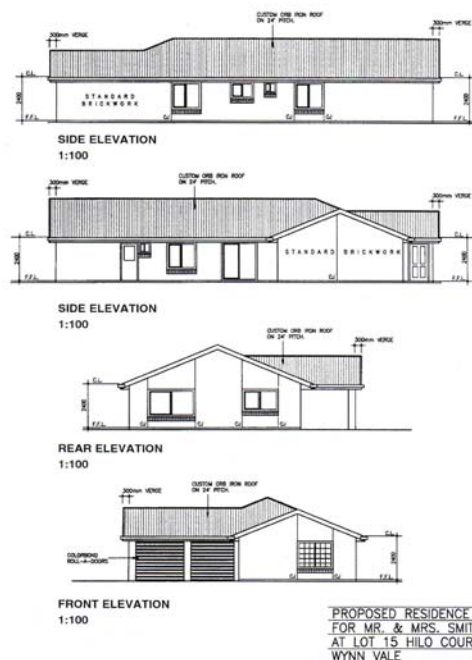
Elevation Drawing

Elevation showing front, rear and side view of the structure, including construction materials and height to the eaves and the ridge of the roof to the scale of 1:100.

Example of Elevation Plan

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EXAMPLE OF DOCUMENTATION TO BE PROVIDED TO THE APPROVING AUTHORITY



Floor Plan

Information may be included on a floor plan:

- Floor plan indicating dimensions of building work
- Size and location of posts
- Size and spacing of all support beams and fascia's
- Brand name, type and pitch of roof cladding
- Heights and ceiling levels
- Type of outer wall cladding
- Control joints
- Location and size of window and door openings

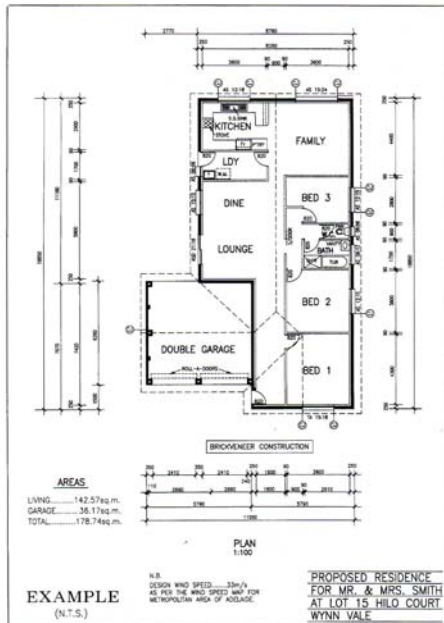
Example of a Floor Plan

SOUTH AUSTRALIAN HOUSING CODE

Schedules

EXAMPLE OF DOCUMENTATION TO BE PROVIDED TO THE APPROVING AUTHORITY

Amend 3
July 1999



Statement of Further Particulars

A statement of further particulars is necessary where the proposal cannot be adequately described on the application form and plans.

The statement should include:

- The specific use proposed, including the various activities to be carried out on the site
- The expected number of employees in the proposed development
- A description of all processes, machines and activities to be used on the site
- The expected days and times of operation
- The various stages in which the development is to be finalised (if applicable)
- Details of any lease or sub-lease where only a portion for the land or building is to be used. The statement may also include planning merits to support the proposed development; and
- Details and methods of waste storage disposal.

Technical drawings

The technical drawings must contain the following information:

- Size and locations of structural members

- Details/sections are required, drawn to a scale not less than 1:20
- Location of all Essential Safety Provision
- Floor plans showing lay out, partitioning, amenities and paths of egress.

Specifications

The specifications outline materials and workmanship which comply with the Development Act and Regulations 1993 unless noted on the Technical Drawings. Standard specification such as those available from the Master Builders Association are satisfactory provided the irrelevant clauses are deleted.

Calculations

To comply with the Development Act and Regulations, calculations or reports (i.e. Structural Computations, Footing and Geotechnical Reports, etc) are required.

How Much Does it Cost?

All fees are updated on the 1st July each year. Council staff will advise what the current fees are.

Public Notification

Public notification is a process Council may be required to undertake which involves notifying the owners and occupiers of adjacent land, any person that would be directly affected to a significant degree by the development, and in some instances the general public by placing an advertisement of the proposal in the local paper. Any person(s) may then examine the application to make comment (representations) in respect to the proposal, within a 10 business day period. All representations will be forwarded to the applicant who may respond to any matters raised. In addition a public notification fee will apply along with an advertising fee. Please contact the Development Services Department to check if your proposal will require public notification.

Referral to Government Agencies

In instances where a development may have an environment impact (including spray painting, storing fuels or chemicals, etc), is adjacent a major road or coastal area, or affects a State Heritage Item, Council is required to consult with government agencies. An additional fee is required for each referral. Please contact the Development Services Department to check if your proposal will require referral to a government agency.

How long does it take?

Council will endeavour to deal with your application as quickly as possible, however, at least four weeks should be set aside for Council approval. If council is required to consult a government agency or give public notice of your proposal, a minimum of eight weeks should be set aside for council approval

Roof Water Drainage

The roof water should be disposed of on-site where possible or carried to the street water table by impervious pipe. Discharge into a rainwater tank and/or containing the run-off within the site is encouraged. Water is not allowed to enter or effect the stability of a building, or create unhealthy or dangerous conditions.

Easements

Building work is generally not permitted to be located over easements. If you need to construct a building over an easement, approval must be obtained from the authority that has control of the easement. Your Certificate of Title contains information about the location and nature of easements that may be on your property.

Encumbrance

In some areas, an encumbrance registered on the Certificate of Title will stipulate special building conditions. This may include the use of certain building materials or fencing. You should check your Certificate of Title to ensure you are not bound by such an encumbrance.

Construction Industry Training Levy

If the cost of the construction work exceeds \$15,000 the Construction Industry Training Board Levy Form must be supplied. The Levy fee is calculated at 0.25% of the development cost.

Certificate of Occupancy

A Statement of Completion must be signed by the licensed builder who carried out the work, together with certificates of compliance for each Essential Safety Provision signed by the installer and submitted to Council before the Certificate of Occupancy can be issued.

Preliminary Proposals

People are encouraged to discuss their proposals with Council Officers at a preliminary stage.

Other Information

For their protection building owners are advised to employ licensed builders and constructors only. If you have limited building construction knowledge, it is advisable to use the services of professional building consultants such as architects, engineers, builders or building design consultants in preparing the above information.

Plans and Information

If you are unable to provide the following plans and information as required under the Development Act and Development Regulation 1993, of good quality, high standard or to the required scale, then you may be required to engage a qualified drafts person, architect or licensed builder for help and advice.

Certificate of Title

A copy of the Certificate of Title must be provided to Council on lodgement of the development application. If you do not have a copy of the certificate of title a copy can be obtained from the Land Service Group at Level 2, 101 Grenfell Street, ADELAIDE SA 5001 phone number (08) 8226 3983 or visit www.propertyassist.sa.gov.au

It is important to provide a copy of the Certificate of Title so as to ensure that the proposed development is constructed within the boundary of the proposed land.

Copies of Plans and Information

Please be advised that under Regulation 15, Schedule 5, Section 32 & 33 of the Development Act, 1993, an application must be accompanied with up to three copies of the plans, drawings, specifications and other documentation or information relating to the proposed development (or such additional or lesser number of copies as the relevant authority may require).

Council has the right to refuse lodgement of any application not accompanied by the appropriate number of copies. If the appropriate amount of copies are supplied the owner, applicant and builder shall receive a certified stamped and approved copy of the endorsed plans and information back, via mail.

Disclaimer

Development Approval is assessed against the information submitted as part of the development application. It is the responsibility of the owner/builder to ascertain property boundaries and ensure that construction is maintained within those boundaries.