



INFORMATION REQUIRED WITH AN APPLICATION

Essential Information

The following information **must** be provided to Council:-

- ❑ **Development Application Form** (available from any Council);
- ❑ **Payment of the required Development Act fees** (including, where applicable, the Construction Industry Training Fund Levy and the Building Indemnity Insurance);
- ❑ **Two copies of site and building plans** (as may be necessary – see below);
- ❑ **Any other material or reports that may assist in assessing the proposal.**

Failure to provide this level of information at the time of submitting the application, or inadequate and poor quality plans being presented, could delay its processing and assessment. It is in your interests to get the application and the accompanying information in an acceptable order from the outset.

Site Plan Details

The following details must, as a general rule, be provided on a property scaled site plan, drawn to a minimum scale of 1:500 (other scales may be required depending upon the nature of the development and size of the site):-

- ❑ All boundaries of the site including all measurements and site area;
- ❑ Any easements covering the property;
- ❑ A north point and scale;
- ❑ Plan of all existing buildings and a description of their respective uses;
- ❑ Plan outlining the proposed work showing distances to boundaries and other buildings located on the property;
- ❑ Details of site drainage and roof/stormwater disposal (generally roof water from all buildings should be carried to the street watertable by impervious pipe);
- ❑ Existing and proposed landscaping together with a landscaping schedule showing new planting species;
- ❑ Location and nature of retaining walls;
- ❑ Vehicular access points from adjoining roads onto the land;
- ❑ Car parking spaces for occupants and visitors including the method of delineation and surfacing;
- ❑ Location of existing street trees adjacent to the property;

- ❑ The type, height and construction of boundary and internal fencing;
- ❑ Existing contours of the land and finished floor levels of proposed building if the property slopes significantly.

Additional Plans and Information

- ❑ Elevation plans showing external building materials, finishes and colours to be used;
- ❑ Internal floor layout plans (existing and proposed) indicating areas of use;
- ❑ If the application is for a commercial, retail or industrial development, a description of the proposal should include:-
 - Type of activity involved and plant and equipment used
 - Number of employees and car parking spaces provided
 - External storage areas and associated screening proposals
 - Methods of waste management and disposal
 - Hours of business
 - Location and nature of security lighting for the premises
 - Details of all signage proposed including location, dimensions, design and appearance, illumination and advertising message.

Other details for Building Rules Assessment

In addition to the above, the following detailed information and drawings should be supplied if relevant, where Provisional Building Rules consent is also required:-

- ❑ Size, location of footings, structural components (scale 1:100);
- ❑ Structural details and calculations;
- ❑ Roof, wall and floor layouts, dimensions and sections;
- ❑ Light and ventilation requirements, position of windows;
- ❑ Specifications and schedules of work to be undertaken;
- ❑ Wind speed determination;
- ❑ Wall and roof bracing details;
- ❑ Engineer's footing construction report;
- ❑ Wet area details;
- ❑ Swimming pool safety fencing and retaining walls (if required);
- ❑ Stair and balustrade details.

Special Requirements Affecting an Application

In some instances, you will need to take into account other factors in designing your development, and accordingly, show the relevant additional information on the document lodged with the application.

These relate to the following examples:-

- Bushfire prone zones;
- Specific classifications of buildings which may require the provision of fire detection and control devices.
- Access for the disabled for prescribed buildings;
- High wind areas;
- Areas subject to flooding;
- Development in proximity to the River Murray;
- Proximity of development to ETSA transmission lines;
- Details regarding septic tanks;
- Building on a boundary (you should discuss this with your neighbour at an early stage to avoid unnecessary delays, as Council may seek his or her opinion regarding the proposed siting).

It is suggested that you first contact Council or the relevant authority for any special requirements that may be applicable before preparing your application. This will help minimise any delays and avoid possible misunderstandings.

For further information contact the Environmental Services Section of the Mid Murray Council on (08) 8564 6020.



Mid Murray Council

Phone: 8564 6020

Fax: 8569 1931

49 Adelaide Road, Mannum

Main Street, Cambrai

Fourth Street, Morgan

E-mail: postbox@mid-murray.sa.gov.au

Web: www.mid-murray.sa.gov.au

PO Box 28, Mannum SA 5238

Disclaimer

The Mid Murray Council, its employees and servants do not warrant or make any representation regarding the use, or results of use of the information contained herein as to its correctness, accuracy, currency or otherwise. The Mid Murray Council, its employees and servants expressly disclaim all liability or responsibility to any person using the information or advice contained herein.