
	DEVELOPMENT APPLICATIONS Checklist for New Dwellings, Dwelling Extensions & Alterations	Document No:	ENV003D
		Version No:	1
		Page No:	1 of 2
		Last Updated:	1 July 2017
		Document Ownership:	Administration Officer Environmental Services
		Relevant Policy/Act:	

All appropriate information must accompany Development Application on lodgement.

1. **DEVELOPMENT APPLICATION FORM** is required to give a description of the building work and the proposed use of the building.
2. **A CURRENT CERTIFICATE OF TITLE** for your property. The Certificate of Title is required for the assessing officer to check for any easements, encumbrances, caveats, the dimensions of the site and the owner details. This can be obtained from the Lands Title Office. The Lands Title Office can be contacted on 1800 648 176 or www.landservices.sa.gov.au
3. **ELECTRICITY DECLARATION FORM** – All applications lodged must include a signed copy of an “Electricity Declaration Form.” This can be completed by either the Applicant or the Property Owner. A guideline “Building Safely near Powerlines” is available from our Council office or on our website at www.dcgrant.sa.gov.au to assist you in filling out this form.
4. **BUILDING PLANS (Three Copies - to scale) -**
 - Site Plan (min scale 1:500)
 - boundary distances from Dwelling in four (4) directions;
 - location of existing buildings;
 - property entrance(s);
 - location of existing/proposed On-Site Wastewater system, soakage trenches, external pipework & connections;
 - other relevant screening features such as tree planting
 - All elevations;
 - Cross sectional drawings (min scale 1:50) showing connection details;
 - Floor plan (min scale 1:100);
 - Construction details (min scale 1:20);
 - Smoke alarms - to be indicated on building plans as per AS3786;
 - Shower screens - the type of shower screen needs to be stated on the plan or in the specifications, as semi-frameless and frameless shower screens require extra wet sealing to meet the Minister’s Specifications SA 1.7 - July 2004;
 - Six (6) star Energy Efficiency requirements;
 - Rainwater tank, catchment area and plumbing details. (Rainwater Rebate may be applicable. Check www.sawater.com.au for further information);
 - Hot water service type and position.
5. **SPECIFICATIONS & BUILDING SCHEDULE (Two Copies) -** descriptive structural detail
Available from Master Builders Association or Housing Industry Association (if a member).
6. **ENERGY RATING**
7. **SOIL CLASSIFICATION REPORT & FOOTING RECOMMENDATION** - from Engineer (unless there has been one previously lodged with Council);
Two South East Engineers are:

	Jones Tonkin Consulting Engineers	(08) 8723 5002
	GHD Pty Ltd	(08) 8721 0800
8. **FULL WALL & ROOF TRUSS LAYOUT PLAN (Two Copies), or RAFTER SIZE & TIE DOWN DETAIL** - which identifies all bracing, tie down, fixing and set out detail, scale 1:20.
 - The position of the Air-conditioner if it is to be located in, or on, the roof frame must be marked on the plan, with all specifications and design work certified by an engineer or roof truss manufacturer.
 - The position of the Hot Water Unit if it is to be located in or on the roof frame, must be marked on the plan, with all specifications and design work certified by an engineer or roof truss manufacturer.
Available from Truss/Frame Manufacturers.

	DEVELOPMENT APPLICATIONS Checklist for New Dwellings, Dwelling Extensions & Alterations	Document No:	ENV003D
		Version No:	1
		Page No:	2 of 2
		Last Updated:	1 July 2017
		Document Ownership:	Administration Officer Environmental Services
		Relevant Policy/Act:	

9. **GLASS/GLAZING CERTIFICATE** (Two Copies) - should comply with AS1288-2006.

Available from Glass Suppliers.

10. **HOME OWNERS WARRANTY CERTIFICATE** is required if registered builder nominated on application and cost is greater than \$12,000 (available from Housing Industry Association).

If the Applicant is an Owner/Builder, then a letter from a Licensed Building Supervisor must be provided showing that he/she agrees to supervise and sign all notices in relation to the project.

11. **CONSTRUCTION INDUSTRY TRAINING BOARD LEVY** - if the development cost is greater than \$40,000, a receipt showing that the Training Board Levy has been paid should be provided to Council. (Training Levy in relation to Second-hand Transportable Dwellings applies to transportation/installation costs only.)

CITB Levy fees can be paid online at www.citb.org.au

12. **BUSHFIRE MANAGEMENT – SA 3.7.4.2 Bushfire Attack Levels**

Where a site is located in a designated bushfire prone area, the bushfire attack level that applies to the *site* is –

- For areas identified as **General** Bushfire Risk areas in South Australian Development Plans, the BAL – Low bushfire attack level; and
- For areas identified as **Medium** Bushfire Risk areas in South Australian Development Plans, the BAL – 12.5 bushfire attack level; and
- For areas identified as **High** Bushfire Risk areas in South Australian Development Plans, the bushfire attack level assessed for the *site* in accordance with the requirements of AS 3959; and
- For **Excluded** Areas within 500m of a High Bushfire Risk area, as identified in South Australian Development Plans, the BAL – Low bushfire attack level; and
- For **Excluded** Areas within 100m of a High Bushfire Risk area, as identified in South Australian Development Plans, the bushfire attack level assessed for the site in accordance with AS 3959.

Please note: Under Schedule 8 of the Development Regulations 2008, all applications for new habitable buildings and extensions to existing habitable buildings in **High** Bushfire Risk Areas must now be referred to the Country Fire Service (CFS) for assessment in terms of fire protection. Standard referral fees apply. The period allowed for the CFS to respond under the Regulations is a maximum of six (6) weeks.

13. **CHANGE OF OWNERSHIP LETTER** - if you have purchased this property recently and the Title is not yet in your name, you are required to provide a letter from your Land Broker advising that settlement has been completed and that documents have been lodged with the Land Titles Office for transfer of title.
14. **FEES** - various fees may apply and these will be calculated upon lodgement.
15. **ONSITE WASTEWATER WORKS APPLICATION** – A separate Application Form is to be completed for new dwellings and alterations to wastewater systems including a site plan and dwelling layout plan showing all plumbing and drainage details. Scale of drawings to apply. Separate fees apply for wastewater systems installation.

Application forms available from this Council or on our website at: www.dcgrant.sa.gov.au