

	DEVELOPMENT APPLICATIONS Checklist for Sheds, Shed Extensions, Carport & Pergola	Document No:	ENV005D
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		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. **SITE PLAN (Two Copies)** must show -
 - a) scale (min scale 1:500)
 - b) boundary distances from Shed in four (4) directions;
 - c) location of existing buildings;
 - d) property entrance(s);
 - e) location of existing/proposed on-site wastewater system, soakage trenches, external pipework & connections;
 - f) other relevant screening features eg. tree planting.
5. **BUILDING PLANS (Three Copies – to scale)** - showing plan (including doors/windows, skylights etc), elevations and cross sectional drawings showing connection details.
6. **CONSTRUCTION DETAIL** - descriptive structural detail and calculations (e.g. Regulation 88 Statement; or Certificate of Compliance). Includes Basic Wind Design Velocity.
7. **SOIL CLASSIFICATION REPORT & FOOTING RECOMMENDATION (Masonry Only)** - from Engineer or Engineering Geologist - unless there has been one previously lodged with Council; or unless the extension is minor and the existing structure shows no visible signs of cracking.

Two South East Engineers are:

Tonkin Consulting	(08) 8723 5002
GHD	(08) 8721 0800
8. **CONSTRUCTION INDUSTRY TRAINING BOARD LEVY** - if development cost is greater than \$40,000, a receipt showing that the Training Levy has been paid must be provided to Council.

CITB Levy fees can be paid online at www.citb.org.au
9. **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 Lands Titles Office for transfer of title.
10. **FEES** - various fees may apply and these will be calculated upon lodgement.

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