	DEVELOPMENT APPLICATIONS Checklist for New Dwellings, Dwelling Extensions & Alterations	Document No:	ENV003D
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		Relevant Policy/Act:	

Effective 31 July 2020, a new planning system – PlanSA applies across South Australia’s outback and rural areas.

PlanSA includes the new Planning and Design Code and associated ePlanning Portal, replacing hard copy Council Development Plans and the manual processing of Development Applications.

Development Applications can now be lodged and tracked online at www.plan.sa.gov.au.

HOW TO LODGE AN APPLICATION

There are several ways you can lodge an application in the new planning system:

- **Via the PlanSA ePlanning Portal**

Development Applications can be lodged on the ePlanning Portal via www.plan.sa.gov.au.

For detailed guidance on how to submit an application download the ‘Guide to submitting a Development Application’ from Plan SA via www.plan.sa.gov.au/about/learning_and_support.

No forms will be required if you are lodging on the ePlanning Portal as these are built into the system.

Please note: All Onsite Wastewater Works Applications must still be lodged via email, post or in person (not through the ePlanning Portal).

- **Via email, post or in person**

Should you choose to not lodge on the ePlanning Portal, Development Applications (along with all statutory forms) can be emailed, posted or delivered to Council. An additional **\$87 processing fee** per application will be applicable for any Development Applications that are not lodged through the ePlanning Portal.

CHECKLIST (all statutory forms are available from www.plan.sa.gov.au/resources/forms)

- Development Application Form** (statutory form – not required if lodging on the ePlanning Portal)
- Electricity Infrastructure Declaration** (located on above form – not required if lodging on the ePlanning Portal)


All applications lodged must include a signed copy of an Electricity Infrastructure Declaration. This can be completed by an Applicant or the Property Owner. A guideline “Building Safely near Powerlines” is available from the Council Office or on the Council website at www.dcgrant.sa.gov.au to assist you in filling out this form.

- Native Vegetation Declaration** (located on above form – not required if lodging on the ePlanning Portal)

All applications lodged must include a signed Native Vegetation Declaration to declare whether or not native vegetation is to be removed as part of the development approval.

- Building Plans** (up to A3 only if lodged in hard copy) to scale showing:

- Site Plan (min scale 1:500)
 - Boundary distances from Dwelling in four (4) directions;
 - Location of existing buildings;
 - Property entrance(s);

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- 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;
- Details showing how wet areas will comply with Part 10.2 wet area waterproofing and A53740.2021
- 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

Specifications & Building Schedule (descriptive structural detail)

Available from Master Builders Association or Housing Industry Association (if a member)

Energy Rating

Soil Classification Report & Footing Recommendation (from Engineer unless there has been one previously lodged with Council)

Full Wall & Roof Truss Layout Plan 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

Glass / Glazing Certificate (should comply with AS1288-2006)

Available from Glass Suppliers

Home Owners Warranty Certificate


A Certificate is required if a registered builder is nominated and the development 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.

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 must be provided to Council. The Training Board 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

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Building in Bushfire Prone Areas – H7V2

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

- a) For areas identified as **General** Bushfire Risk areas in the Planning and Design Code the BAL – Low bushfire attack level; and
- b) For areas identified as **Medium** Bushfire Risk areas in the Planning and Design Code the BAL – 12.5 bushfire attack level; and
- c) For areas identified as **High** Bushfire Risk areas in the Planning and Design Code, the bushfire attack level assessed for the *site* in accordance with the requirements of AS 3959; and
- d) For **Excluded** Areas within 500m of a High Bushfire Risk area, as identified in the Planning and Design Code the BAL – Low bushfire attack level; and
- e) For **Excluded** Areas within 100m of a High Bushfire Risk area, as identified in the Planning and Design Code, the bushfire attack level assessed for the site in accordance with AS 3959.

Please note: Under Schedule 14 of the Planning Development & Infrastructure Act 2016, 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.

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.

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.

A copy of the application is available on the Council website www.dcgrant.sa.gov.au.

Please note: All Onsite Wastewater Works Applications must still be lodged via email, post or in person (not through the ePlanning Portal).

PAYMENT OF FEES

A key change in the new planning system is that fees **are not required** at lodgement.

Payable fees are determined and invoiced by Council within 5 business days after an application has been lodged. This is part of the verification process.

A Development Application formally enters the development assessment process once fees have been received.

Forms are available at the Council Office or on the PlanSA website at www.plan.sa.gov.au/resources/forms