	DEVELOPMENT APPLICATIONS Checklist for Sheds, Shed Extensions, Carport & Pergola	Document No:	ENV005D
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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.

* The new planning system will be implemented in large regional towns and metropolitan areas later this year.

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.

- **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 **\$83 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** (statutory 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** (statutory 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.

☐ **Site Plan** (up to A3 only if lodged in hard copy) must show -

- Scale (min scale 1:500)
- Boundary distances from Shed in four (4) directions;
- Location of existing buildings;
- Property entrance(s);
- Location of existing/proposed on-site wastewater system, soakage trenches, external pipework & connections;

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f) Other relevant screening features eg. tree planting.

- ☐ **Building Plans** - showing plan (including doors/windows, skylights etc), elevations and cross sectional drawings showing connection details

☐ **Construction Detail**

Provide detailed and descriptive structural plans, specifications and calculations, for all elements of the building (note, in some cases certification of the structural design documents, may be required by an 'Independent Expert' pursuant to Regulation 88 of the Development Regulations 2008).

- ☐ **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

☐ **Construction Industry Training Board Levy**

If the 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

☐ **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.

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