

	DEVELOPMENT APPLICATIONS Checklist for Demolition of Buildings	Document No:	ENV002D
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		Document Ownership:	Administration Officer Environmental Services
		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.

* 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.

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

- Details, in writing of the construction materials of the building (or relevant part) to be demolished or removed eg. stone, iron, timber, asbestos, glass etc; and
- A site plan showing the location of the building in relation to the boundaries of the site and any other features such as other buildings or trees on the site or on adjoining land or public places that might be affected by the work or affect the work proposed to be performed; and

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- If only part of a building is to be demolished or removed, calculations or other information in writing to show that the remainder of the building will comply with the Development Act 1993 and Development Regulations 2008, either as the building remains after the proposed demolition or removal takes place, or after other building work is performed; and
- A description in writing of the demolition procedure, including details of the measures to be taken to provide satisfactory levels of safety on or about the site; and
- Photo's/elevations of the building to be demolished (if available); and
- Details of proposed site(s) where demolition materials are to be deposited.

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.

PLEASE NOTE - THE FOLLOWING GUIDELINES WILL APPLY TO ALL DEMOLITION WORKS

1. In undertaking demolition works, care must be taken to ensure that no debris or materials fall outside the confines of the allotment.
2. Where demolition work is to take place near a footpath or road, care must be taken to protect the safety of persons using the footpath or road.
3. Any relevant service points (eg water / gas / SA POWER Networks connection, septic tank, pipes and / or vents) should be clearly marked and protected from damage during demolition.
4. You are required to advise Council in writing of :
 - The proposed date of demolition;
 - Proposed site(s) where demolition materials are to be deposited.
 - Name and address of contractor undertaking the work.
 - Estimated volume of demolition materials to be deposited.
 - Whether demolition materials will be segregated.
5. The allotment is to be left in a neat and tidy condition following demolition.

NOTES

1. It is important to ensure that all services eg Telstra, Electricity, Gas, Water, Effluent Disposal are safely and completely disconnected from the building prior to commencement of demolition. In some cases this will require attendance by qualified tradespersons.
2. You may be required to formally notify relevant authorities eg SA Power Networks, Telstra, SA Water, Gas, prior to disconnection of their service.
3. The demolition, transport and disposal of asbestos products, is subject to legislative control and must be handled in accordance with those requirements. For further information regarding asbestos contact Safework SA on 1300 365 255 or visit their website at www.safework.sa.gov.au.

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