

Development Application Checklist

Development Applications can be made using the following methods:-

- Front counter, District Council of Robe, Royal Circus, Robe
- By Mail: PO Box 1, Robe SA 5276
- By Email: council@robe.sa.gov.au Two sets of plans and documents must be posted or hand delivered to Council

The following is a checklist of information required when submitting a Development Application:-

- Completed Application Form and Electricity Declaration Form
- Payment of Development Application Fees
- Two sets of plans (drawn to scale, as detailed below)
To assist Council in processing your application, please provide either A4 or A3 size plans only.

New Dwellings or Dwelling Additions

Single Storey

The following details are required to new construction or additions to existing buildings.

- Copy of Certificate of Title.
Titles can be obtained from the Lands Title Office, on 1800 648 176 or www.landservices.sa.gov.au
- Site Plan (scale less than 1:500) including any easements if applicable
- Floor plan to AHD (scale not less than 1:100)
- Distinction between existing and proposed structures
- Contour Plan indicating Site and Floor Levels to AHD
- Stormwater disposal details
- Parking provisions (entry and exit points, egress and on site movements, loading and unloading facilities)
- Existing Street Trees (plant type and height at maturity)
- Specifications (colours, materials and finishes)

Two storey Dwellings

Shadow diagrams, required for two-storey dwellings or two storey dwelling additions

- Shadow diagrams at 9am, 12noon and 3pm on the 21st June demonstrating the extent of shading of adjacent properties and within the site as a result of the proposed buildings on adjoining sites.

Additional Details Required for Building Rules Consent

- Construction Industry Training Levy (for development costing more than \$40,000). Pay online at www.citb.org.au and provide evidence of payment to Council
- Housing Indemnity Insurance Certificate, where applicable (for development costing more than \$12,000)
- Truss Manufacturers Specification
- Glazing Certificate

- Energy Efficiency Calculations
- Soil Classification Report
- Dimensioned floor plans
- Dimensioned elevations and sections
- Engineer's construction report and any other structural details;
- Specifications and schedules of work to be undertaken
- Wall, roof bracing and tie down details
- Roof, wall and floor layouts
- Wet area details;
- Wind speed determination;
- Retaining wall details (if required);
- Stair and balustrade details
- Smoke Detector/Alarm details
- Mechanical ventilation or air conditioning details

In some cases you will need to consider other factors in designing your development and include additional information which includes:-

- Disabled access for prescribed buildings (commercial properties);
- Building on a boundary; etc
- Bushfire Risk Area specification (or exemption)

SIGNS

The following details are required for an Advertising sign application:

- Site plan
- Elevations
- Clearances (ie from footpath)
- Colours and Graphics
- Fixing details (including bolt sizes)
- Details of Protection against corrosion

CHANGE OF USE

The following details are required for Change of Use application (refer to Development Information Guides 12-16 for rural land use changes):

- Details of existing approved use
- A description of the business, operation, internal processes and activities
- Number of staff to be employed
- Days and hours of operation
- Details of any lease or sublease of the site to be utilised
- Plans drawn to scale, preferably 1:100, including:-
 - Existing building and property boundaries
 - Points of access and egress, driveways and car parking provisions. (The change in use may require additional carparking facilities)
 - Location of existing and proposed landscaping (including details of species to be located and in what locations)
 - The size and number of any proposed advertising signage

- Details of internal floor plans, both existing and proposed ie creation of kitchen areas, toilets etc.
 - Proposed construction of internal walls, or intended removal of walls
- Plant or machinery to be installed
- Details of onsite storage and collection of refuse

DEMOLITION

- A site plan drawn to scale of not less than 1:500 showing:
 - Allotment boundaries, dimensions and position of any easements
 - Position and dimensions of buildings 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 proposed to be performed
 - A copy of the certificate of title
 - Dimensioned floor area of the building to be demolished; and
- If only part of the 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, either as the building remains after the proposed demolition or removal takes places, or after the building works is performed;
- 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
- Details of the extent of the demolition work (eg. Whether demolition is just internal or external or both, whether there is removal of roof structure load bearing or non load bearing walls, floors, fences etc)
- Where required (eg. Partial demolition only) elevations (drawn to scale) showing front and side views of the structure.