

INFORMATION TO BE INCLUDED WHEN SUBMITTING A DEVELOPMENT APPLICATION

Efficient processing of a development application referral depends on sufficient information being included. If you provide clear documentation and as much descriptive material as is necessary, this will aid assessment and prevent unnecessary delay. The following list is not mandatory but indicates the type of information required.

Details of the Place

- Provide the place name, street address and any other particulars of the location and ownership of the place so it can be easily identified. If you know the Heritage Registration number, include this as well.

You can search for the place number on the Planning SA Heritage Places Database on-line search tool at www.planning.sa.gov.au.

- Include the Title Reference details and title plans if you have them.

Drawings

The types of drawings and amount of detail required will depend upon the complexity of the works to be undertaken; however, generally the following information is required:

- A site plan drawn to scale, illustrating the existing situation including any existing buildings, structures or landscape features.
- The area of the property titles included in the State Heritage Register listing should be indicated on the site plan.
- Existing floor plans and elevations, and if available, copies of any original historic floor plans and elevations.
- A demolition plan clearly identifying any buildings, structures or landscape elements affected by the proposal and any existing fabric to be removed.
- Measured site plan, floor plans, sections and elevations illustrating the proposed works. The extent of new construction or alterations should be hatched to clearly differentiate the new work from unaltered areas.

Drawings should be titled, numbered and dated, and the author of the drawings identified. At least one copy of the drawings is required to be at A3 size and an electronic copy should be provided in pdf format if possible.

Specifications

- A written specification should be submitted, particularly where it clarifies details of proposed finishes, colours, materials, conservation methods and techniques.

Photographs

- Any current photographs that show the setting, buildings or parts of a building, and/or landscape features, will assist in understanding the affect of the proposed works. You can include copies of historic photographs if you have them.

Heritage Impact Statement

- For simple applications, include a statement outlining how the heritage values of the place have been taken into account in formulating the proposed work. Summarise any impacts on heritage values and historic fabric, how these have been minimised and how decisions were reached. Refer to any historic photos or plans that you may have used
- For larger and more complex development proposals, a comprehensive Heritage Impact Statement prepared by an independent qualified heritage consultant sets out the rationale for the approach taken, and can be of great benefit to the planning authority in understanding the heritage impacts of the proposal and reaching its decision. The Statement identifies how the cultural heritage significance of the place will be affected by the proposed works or future use.

Existing Conservation Reports

- If a Conservation Management Plan or other heritage report exists for the place, the conservation policies it contains provide the benchmark for planning the project and assessing its impact. The proposed development should address the relevant conservation policies and any urgent works identified in the report. More information on conservation plans is available from your Heritage Adviser.