

Application Checklist

When is a 'development' application required?

An application must be lodged every time you wish to undertake development. "Development" is defined in the Development Act 1993, and includes the following:

- The construction of a new building or structure;
- The demolition or alteration/addition to an existing building or structure;
- The erection of various forms of advertising;
- A change in the 'use' of land; and
- The division of land (including the realignment of existing boundaries).

The assessment of development applications can occur in a number of stages, prior to a full Development Approval being issued. For example 'Development Plan Consent' may be one component and 'Building Rules Consent' another.

This information guide describes the process involved in preparing and submitting an application for development.

Minimum information requirements for ALL development applications

The following should be provided with any application:

- Completed application form.
- Completed Power Line Clearance Declaration
- The prescribed application fees - see Schedule of Fees.
- Full copy of the Certificate(s) of Title showing all boundaries/ easements/ covenants on the land.
- Notification fee (if applicable).

To obtain consent(s), further information describing the project and its design must be provided. The requirements for two of the most common consents are listed below.

Development Plan (Planning) Consent requirements

At least (3) three copies of the following should be provided:

Site Plan

Should be to a scale of no less than 1:200, and show the following:

- The boundaries and dimensions of the site.
- Setbacks to all boundaries.
- Site coverage.
- Areas to be landscaped.
- Dimensions of all buildings
- Driveways and car parking areas/visitor spaces in accordance with Council requirements
- Natural ground levels (expressed in Australian Height Datum)
- Finished ground levels (expressed in Australian Height Datum)
- Finished floor levels (expressed in Australian Height Datum)
- Existing vegetation to be retained/removed.
- Location of buildings on adjoining properties (if nearby)
- Features on the road reserve (pits/stobie poles/street trees/drains)
- External refuse storage and waste treatment areas
- Location of any proposed outbuildings

Floor Plan(s)

Should be to a scale of no less than 1:100, and show the following:

- Internal layout of the building
- Identification of the purpose of each room;
- Relationship of existing room layout and proposed room layout when a development involves the alterations and additions to an existing building;
- Include layouts for each individual floor level (where necessary);

Elevations

Should be to a scale of no less than 1:100, and show the following:

- Floor to ceiling heights.
- Overall building heights.
- Building materials, colours and finishes.
- Proposed excavation works.

Applications that do not provide sufficient information are likely to be delayed if Council is required to seek further information.

It may be desirable for you to speak to Council prior to lodgement of your application to determine any specific project information is required (eg. Such as non-complying or land division applications).