



Checklist for lodging a Development Application

Pre-lodgement

This checklist will serve as a useful guide to help you compile all the information you will need to lodge a development application.

Attaching all the relevant information listed below at the point of lodgement will streamline the decision process.

Please Note – this is a checklist of relevant information required at the time of lodging a development application.

There is no expectation that all of this material would be available at the time of the initial discussion on a development proposal. DPTI will confirm the reports required prior to formal lodgement.

	Attached	Required information
1		Development application form Completed and signed development application form and appropriate fees.
2		Certificate of Title and Ownership <ul style="list-style-type: none">> Provision of a current Certificate of Title(s)> Demonstration of ownership.
3		Locality plan This plan illustrates and analyses existing site conditions and the relationship of the proposal to surrounding land and buildings. The plan should be drawn to a scale as large as possible to allow presentation on a single sheet and be readily legible. The plan should indicate: <ul style="list-style-type: none">> location of buildings on adjoining properties> the height of these buildings> the location of car parking areas> landscaped areas> significant window openings> any other information that would help to set the context for the locality within which your development is proposed.
4		Site plan These drawings must clearly indicate the proposed buildings and works and be drawn at a scale of 1:100 or 1:200, showing the approximate north point. Alterations to existing buildings should clearly indicate what changes are proposed to the building and what is to be retained, including demolition works.
5		Floor plan These drawings must clearly indicate the proposed buildings and works and be drawn at a scale of 1:100 or 1:200. Alterations to existing buildings should clearly indicate what changes are proposed to the building and what is to be retained.



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6		<p>Elevations</p> <p>These drawings must clearly indicate the proposed buildings and works and be drawn at a scale of 1:100 or 1:200. Alterations to existing buildings should clearly indicate what changes are proposed to the building and what is to be retained. Sky and roof lines to be provided. The maximum height of buildings must be indicated in AHD.</p>
7		<p>Cross sections</p> <p>These drawings should include dimensions and highlight natural ground level, floor level, ceiling height and the maximum height of the building.</p>
8		<p>Electricity declaration form</p> <p>Completed and signed declaration form to certify the proposal meets the setback requirements of new development from electricity infrastructure pursuant to Schedule 5 (2A) of the Development Regulations 2008.</p> <p>Note: If that statutory declaration is not provided a mandatory referral to the Office of the Technical Regulator will be required.</p>
9		<p>Statement of energy efficiency</p> <p>This statement should outline the environmental sustainability measures that have been incorporated into the proposal to meet the Development Plan energy efficiency principles. The outcomes of any energy rating assessment should be accompanied by information relating such an assessment to the Development Plan energy efficiency principles.</p>
10		<p>Stormwater management, retention and reuse</p> <p>Details of proposed stormwater management, retention and reuse should be clearly highlighted on the plans, including the levels of the site and of the floors of the proposed building in relation to any street drainage channel or council drain and the method of drainage and services proposed to be used.</p>
11		<p>Coloured perspective</p> <p>A colour perspective showing the street view of the proposal, including adjacent buildings, must be submitted for any proposal for a new building.</p>
12		<p>Schedule of materials and finishes</p> <p>This schedule should clearly indicate the proposed materials, finishes and colours for the building.</p>
13		<p>Streetscape plan</p> <p>Provision of an a streetscape elevation of the proposal - detailing the built form and extent of the development and adjacent land and buildings where another zone or policy area stipulates a different height such that a transition element is required, or the proposal is adjacent to a listed state or local heritage item.</p>
14		<p>Shadow diagrams</p> <p>Plans indicating the extent of overshadowing of the proposal on adjoining properties on the winter solstice (22 June) at the times of 9 am, 12 noon and 3 pm must be provided.</p>
15		<p>Planning assessment & design statement</p> <p>Preparation of a planning assessment by a suitably qualified Town Planner. A design statement from the consulting architect is also of assistance in understanding the evolution of the proposal (including options explored and discounted) from the initial concept to lodgment stage.</p>
16		<p>Traffic, parking and pedestrian impact statement</p> <p>A report prepared by a suitably qualified traffic planner/engineer will need to be provided for applications that incorporate new off street parking ancillary to a land use proposed on the site or public car parking stations, including details of bicycle parking provision.</p>

	Attached	Required information
17		<p>Wind impact statement</p> <p>Applications for development of any building greater than 21 metres in height and built to the street alignment must be accompanied by a wind impact statement prepared by a suitably qualified wind engineer indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development.</p>
18		<p>Noise impact statement</p> <p>A report prepared by a suitably qualified acoustic consultant is to be submitted in support of any application for development that may generate a noise impact (ie entertainment venues, licensed venues etc) or for residential development in proximity to these establishments and/or when proposed within the Capital City, Main Street and City Frame Zones.</p>
19		<p>Heritage conservation report</p> <p>A report prepared by a suitably experienced heritage consultant is to be provided with all applications that directly affect a State Heritage place, or involve land containing a State Heritage place.</p>
20		<p>Waste management and minimization plan</p> <p>The application is to clearly demonstrate the location of waste storage (including the separation of recyclables) and disposal facilities on the site and provide details of how these facilities will be serviced. A Waste Management Plan during demolition and construction should also be provided.</p>
21		<p>Site history, assessment and audit</p> <p>Where a development is to occur on land that has the potential to be contaminated (through previous land uses) a site history and assessment is required and must be prepared by a suitably qualified Environmental Consultant. Where a residential or other sensitive land use is proposed, and site contamination is identified as an issue, a site audit will be required to ensure the land is suitable for its intended use. Please Note - For new development within the City of Adelaide, a site history report (Phase 1) should be commissioned, as many sites were previously used for an industrial, warehouse and/or commercial use since European settlement. For further information contact the Environment Protection Authority on 8204 2000.</p>
22		<p>Crime Prevention Through Environmental Design (CPTED)</p> <p>A report prepared outlining measures or features incorporated into the proposal to deter criminal behavior through environmental design including consideration of but not limited to:</p> <ul style="list-style-type: none"> > Clear sight lines (ie no concealment areas) > Use of public lighting and CCTV cameras > Active street frontages and balconies to encourage passive surveillance > Identifiable, single points of entry into buildings > Provision of secure and private areas for residents > Clear directional devices and way finding measures (including stainless steel mirrors, permeable pathways, avoidance shadowed areas). > Details of how the proposal addresses pedestrian amenity in the public realm > Scheduling of public/communal activities in common areas.
23		<p>Infrastructure</p> <p>Details of infrastructure to be provided including:</p> <ul style="list-style-type: none"> > Utility services – water, gas, electricity, sewerage disposal, waste water, drainage (common trenches or conduits) > Location of plant & equipment - such as ground level service points (MFS Booster), transformer and roof mounted services (a/c units, solar panels etc). <p>Note: External equipment and plant areas need to be visually and acoustically screened to minimize disturbance and amenity impacts.</p>

	Attached	Required information
24		Landscaping plan A landscaping plan to be prepared which includes the location of any regulated or significant trees on the site and/or adjoining land.
25		Location of signage Location and details of any external signs or advertising displays. If signs are to be illuminated or contain a moving display this needs to be identified.
26		Staging plan Identify the staging of the proposal if you want to seek Building Rules Consent in stages.
27		Copies of plans Four (4) copies of plans and documents (except where the application affects a State Heritage Place in which case five (5) copies should be provided). One (1) A3 and one (1) A1 copy of plans must be provided. One (1) copy in electronic format (refer Guide to Electronic Documents at the end of this checklist).
28		Development cost Confirmation from quantity surveyor.

NOTE: Any building with a height within 10 metres of the Obstacle Limitation Surface should be discussed with the Adelaide Airport Limited. The Obstacle Limitation Surface is available from AAL and is also indicated on the Airport Building Heights Map in the Development Plan (Map Adel /1 [Overlay 5]). In any event, the Commonwealth Airports Act and Regulations place requirements on land owners which applicants and building owners should be aware of.

Guide to Electronic Documents

The Development Assessment Commission utilises electronic copies of the development application for public notification, record keeping and formal hearing purposes.

For DAC hearings, Commission members access all information in relation to an application via an iPad. To facilitate these statutory processes and assessment outcomes, applicants are requested to provide one (1) electronic copy of all application documentation on CD.

Electronic documents must be formatted and presented as PDFs. These electronic files must NOT be write protected (or have any other printing restriction), with all reports, plans and files provided as individual files (and labeled accordingly for easy reference). In addition, plans and elevations should also be provided in a separate sub-folder in an optimised format (reduced size but maintaining a sufficient level of detail and readability) to be more easily transferred via electronic download or utilised on an iPad. No individual file should be greater than 10MB in size.

Care should be taken in the initial conversion and saving of files in PDF format to ensure that excessively large file sizes are avoided wherever possible.

Replacement documents or amended plans (if attached documents are not greater than 3MB per individual message) may be emailed to the planning officer during the assessment process. Confirmation of receipt should always be sought if electronic documents are emailed.

If you would like some assistance with completing this checklist, or the provision of electronic documentation, please call the Investment Team on 7109 7081 during business hours.