

# Fact Sheet

## Development Information Guide



## Development Application Requirements

The information in this guide will assist you when lodging a development application with The Barossa Council. It sets out the steps you need to take to ensure your application is complete.

A checklist is attached to assist in submitting all necessary information and supporting material with your application. This checklist should be used for small scale developments including:

- A change in use of existing land or existing buildings;
- new single dwellings;
- additions or alterations to existing dwellings;
- outbuildings, verandahs, other domestic structures; and
- minor commercial additions or alterations.

The type of development you want to undertake will determine what Consents are required. Generally, the development application process is made up of two steps:

- Development Plan Consent (an assessment against the Development Plan provisions);
- Building Rules Consent (an assessment against the National Construction Code).

Note: you can apply for these consents together or separately.

When all required consents have been received, a Development Approval can be issued allowing on-site work to commence. However *no work* can commence on-site until the Development Approval has been issued.

### What are the steps in lodging a Development Application?

#### Step 1. Matters to be considered before lodging a development application

Before you start designing your proposal, you need to know:

- the Development Plan requirements;
- whether the proposal affects a State or Local Heritage Place;
- Building Rules issues such as fire safety, toilet facilities, structural adequacy, health and amenity;
- any other legislative requirements;
- whether you will be seeking Building Rules Consent from Council or using a Private Certifier;

Development on some land is bound by developer encumbrances (refer to the Certificate of title), therefore approval from the encumbrance administrator may be required prior to lodging with Council. The encumbrance administrator may wish to stamp your plans to be submitted to Council.

If there are any easements on your site, no structures or fill may be placed over the easement without the approval of the easement authority (refer to your Certificate of Title).



If you are seeking Development Plan Consent it is important that you refer to the Development Plan as early as possible in the design process so that you know what is expected of your development. It will also ensure that important design features are included, thereby speeding up the approval process and avoiding potential delays or costs of considering issues late in the process.

Please contact Council's Development and Environmental Services Section if you wish to clarify what applies to you or to arrange a pre-lodgement meeting before completing your application.

## **Step 2. Complete a development application form**

Application forms are available online at [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au) or from one of the Council Branch Offices. The form needs to be attached to the plans and information you wish to submit.

## **Step 3. Submit all relevant plans, elevations and information**

Lodging your application:

- make sure the application form has been completed, development cost inserted and signed and dated, and nominate which consents you are seeking i.e. Development Plan Consent, Building Rules Consent or Development Approval
- include an up-to-date copy of the Certificate of Title for your land to provide evidence of ownership and confirm the details and dimensions of the allotment/s
- make sure a daytime phone number is included on the application form
- one copy of all plans and documents is required. These must be clear and accurate. Unclear or incomplete documents will cause delay in the assessment process and may be returned for revision; and
- check your Development Application against the checklist on the following pages and submit with your development application and plans.

## **Step 4. Pay development application fees**

Fees can be calculated after the application has been lodged and a tax invoice should be forwarded to you within three to five working days.

For further advice on Development relevant fees, it is recommended that you contact a Planner or Building Officer in Council's Development and Environmental Services Section to make an appointment to discuss your application. A Development Assessment Planner or Assistant Building Surveyor can be contacted on 8563 8444.

### **Further information**

See overleaf for important information for owners and builders.

Please note that the processing time for consent applications (excluding applications which are Non-Complying) may be up to 6 weeks (provided all relevant information as outlined in the attached checklist is submitted at the time of lodgement). The processing time for applications may also vary according to the number of development applications lodged with Council at any given time.

Further information is available from Council's Development Information Guides, on our website at [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au) or from one of the Council Branch Offices.

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### Important information for owners and builders

If you are undertaking building work (that requires development approval) on your own property, please be aware of the following important information.

#### Before you start:

Before you start you need to know whether you will require the services of:

- a) a **registered building work supervisor** who has undertaken the training required (Reg 74.5 of the Development Regulations) to sign off the *supervisor's checklist* for the roof framing (includes any roof framing but also verandahs and carports if connected to roof framing of existing building), and/or
- b) a **registered building work supervisor** or **private certifier** to sign off your *Statement of Compliance* at the completion of the work (this doesn't apply to domestic verandahs, carports, sheds).

#### Building Indemnity Insurance

Regulation 21 of the development Act requires that if domestic building work over \$12,000 in value is to be undertaken on your land you **must** ensure that a certificate of building indemnity insurance in relation to that work is lodged with the Council.

In the case of "owner builders" the insurance applies to each individual contract with a value of \$12,000 or more including (if applicable) any contract by a person with a builders licence engaged to supervise the building work.

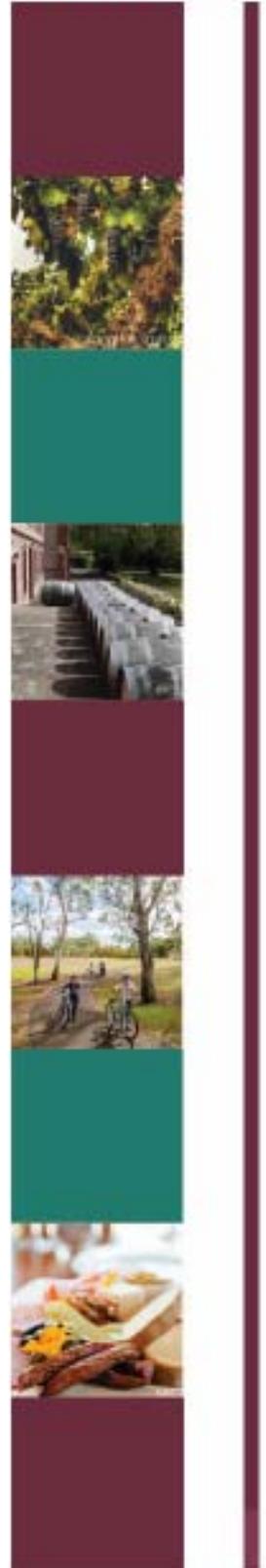
#### Mandatory Notifications for Inspection – work involving roof framing

Councils are now legally required to inspect 90% of building work (involving roof framing) that is undertaken by "owner builders" (and 66% in other instances). Consequently your application may be selected for compliance inspections and "mandatory notification" requirements apply.

A licensed building work contractor carrying out, or in charge of carrying out building work (including building owner if there is no contractor) **must** give the Council one business day notification of the following stages of work:

- a) Commencement of building work on the site
- b) Completion of steel reinforcement prior to placement of concrete into a footing or other structural member that will transfer load directly to a foundation
- c) Completion of wall and roof framing\* (both steel frame and timber frame)
- d) Completion of wet areas and/or masonry walls (if applicable)
- e) Completion of building work.

Note: these stages may vary (depending on the type of work you are undertaking) and you should refer to your Development Approval (once issued) for confirmation. See also Mandatory Notifications for Inspection – swimming pools and spas.



### Roof framing – Supervisors checklist

If the building work involves roof framing (excluding freestanding verandahs, sheds etc, but including verandahs/carports attached to the roof of a house or other building) you **must** supply a *supervisor's checklist* to the Council (as required by Regulation 74).

The *supervisor's checklist* can only be signed by a registered building work supervisor (who has completed the training required by Regulation 74.5). Refer [www.sa.gov.au](http://www.sa.gov.au) for a list of registered building work supervisors.

A person **must not** conceal any completed roof framing until two clear business days after notification (and the *supervisor's checklist*) has been received by the Council.

A supervisor's checklist **must** be provided to Council for all building work involving roof framing (not just the work selected for inspection by Council).

Failing to comply with either the *mandatory notification* or *supervisor's checklist* requirements is now an offence carrying a maximum penalty of \$10,000 or expiation fines of \$500.

### Statement of Compliance

Regulation 42 requires a *Statement of Compliance* for all building work (excludes carports, verandahs, pools). A blank *Statement of Compliance* will be provided by the authority issuing your Building Rules Consent. The completed statement **must** be provided to the Council within 10 days of occupation of the house or building (or completion of the additions to an existing house or building).

Normally Part A of the *Statement of Compliance* is required to be completed by the building work contractor responsible for carrying out the relevant building work or if there is no such person (i.e. "owner builder"), by a *registered building work supervisor* or *private certifier*.

The owner **must** complete part B of the Statement of Compliance.

It is the owner of the land that is liable for non compliance with this requirement and a maximum penalty of \$4000 applies.

### Mandatory Notifications for Inspection – swimming pools and spas

Council also inspects a percentage of approved private swimming pools and spas because of the safety risk.

A licensed building work contractor carrying out, or in charge of carrying out building work (including building owner if there is no contractor) **must** give the Council one business day notification of the following stages of work:

- i) Commencement of building work on the site
- ii) Completion of steel reinforcement prior to placement of concrete into the swimming pool or placement of a fibreglass pool or above ground pool
- iii) Completion of safety fence and gate prior to water filling of the swimming pool.

Enforcement fines may apply for non-compliance with these requirements.

For further information or clarification please contact the SA Building Policy Branch on 8303 0602, email [DPLG.BuildingBranch@sa.gov.au](mailto:DPLG.BuildingBranch@sa.gov.au) or contact Council on 8563 8444.

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Council is unable to process the application until applicable items have been received. Please note any additional information may be required to be submitted following a preliminary assessment of your application.

### Development Proposals – Checklists for lodging a Development Application

Assessing your application can be made easier if you try to include all of the relevant information listed below. Not providing the relevant information may result in processing delays.

INFORMATION NEEDED FOR DOMESTIC SHEDS, VERANDAHS, CARPORTS, DECKS, SWIMMING POOLS/SPAS (Class 10A & 10B)	Applicant use	Office use
Completed development application form		
Specify owner builder or provide builder details Have you read the attached fact sheet "Important Information for Owner/Builders: Y/N		
Application fees		
Copy of Certificate of Title		
Completed Powerline Declaration form		
One (1) copy of plans		
<b>Site Plan (scale 1:200)</b> <b>NOTE: site plans produced from internet mapping websites will not be accepted</b>		
Approximate North Point		
Contours, excavation, fill, finished bench levels, finished floor levels, retaining walls		
Stormwater drainage details		
Location, size and nature of existing and proposed structures		
Existing trees and native vegetation areas		
Identify the location of:		
• driveways & manoeuvring areas		
• easements		
Location and details of effluent disposal area and septic tank		
<b>Elevation Plan (scale 1:100)</b> elevation of proposed structures and profile of any associated excavation and fill		
<b>Supporting Details</b> (Schedule of colour and materials)		
<b>Additional Details for Building Rules Consent</b>		
Footing plan and details of other structural components		
Engineering computations to verify design <b>OR</b>		
Structural specifications including framing layout and independent engineering certification		
Builder's Indemnity Insurance (for domestic work >\$12,000 where a builder is contracted)		
CITB Levy (proof of payment) where development value is greater than \$15,000		
Roof and stormwater disposal details		
Wind speed assessment		
<b>Additional Details for Swimming Pools/Spas</b>		
Swimming pool structural design details		
Swimming pool barrier details		
Pumps, filters and suction outlets		
Method of disposal of backwash water (sand filters)		



## Development Proposals – Checklists for lodging a Development Application

Assessing your application can be made easier if you try to include all of the relevant information listed below. Not providing the relevant information may result in processing delays.

INFORMATION NEEDED FOR DWELLING AND DWELLING ADDITIONS (Class 1A)	Applicant use	Office use
Completed development application form		
Specify owner builder or provide builder details Have you read the attached fact sheet "Important Information for Owner/Builders: Y/N		
Application fees		
Copy of Certificate of Title		
Completed Powerline Declaration form		
One (1) copy of plans		
<b>Site Plan (scale 1:200) NOTE: site plans produced from internet mapping websites will not be accepted</b>		
Approximate North Point		
Contours, excavation, fill, finished bench levels, finished floor levels, retaining walls		
Stormwater drainage details		
Location, size and nature of existing and proposed structures		
Existing trees and native vegetation areas		
Identify the location of:		
• driveways & manoeuvring areas		
• easements		
Location/ details of effluent disposal area and septic tank <b>OR</b> lodgement of a waste system application form		
<b>Floor Plan (scale 1:100)</b> dimensions and proposed use of various sections of the building		
<b>Elevation Plan (scale 1:100)</b> elevation of proposed structures and profile of any associated excavation and fill		
<b>Supporting Details</b> (Schedule of colour and materials)		
<b>Additional Details for Building Rules Consent</b>		
Soil Report, footing plan and details of other structural components		
Specification describing materials and standards of work		
Builder's Indemnity Insurance (for domestic work >\$12,000 where a builder is contracted)		
CITB Levy (proof of payment) where development value is greater than \$15,000		
Floor wall and roof framing including wind bracing and tie down details		
Timber frame - Truss framing layout, calculations and bracing and tie down details <b>OR</b>		
Steel Frame - Independent Engineers Certificate and associated endorsed documentation		
Roof and stormwater disposal details		
Stair and balustrade design details		
Energy Efficiency assessment		
Fire protection (bushfire risk assessment)		
Light and ventilation		
Provision of smoke alarms		
Rainwater tank provisions		
Wet area details		
Wind speed assessment		