
	DEVELOPMENT APPLICATIONS Checklist for Change of Land Use	Document No:	ENV001D
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		Last Updated:	4 th May, 2016
		Document Ownership:	Administration Officer Environmental Services
		Relevant Policy/Act:	

In considering a Development Application, Council must assess the appropriateness of the proposed land use in terms of the zoning of the area where the land is situated. Where an Application requires Council's consent, consideration must be given to the long term impact that the proposal may have on the area, eg impact on neighbours, traffic and safety issues, access and visibility, visual impact, future development etc.

The following list is intended as a guideline only, as a minimum amount of information required to be submitted.

1. **DEVELOPMENT APPLICATION FORM** is required.
2. **A CURRENT CERTIFICATE OF TITLE** for your property. The Certificate of Title is required for the assessing officer to check for any easements, encumbrances, caveats, the dimensions of the site and the owner details. This can be obtained from the Lands Title Office. The Lands Title Office can be contacted on 1800 648 176 or www.landservices.sa.gov.au
3. **ELECTRICITY DECLARATION FORM** – All applications lodged must include a signed copy of an “Electricity Declaration Form.” This can be completed by either the Applicant or the Property Owner. A guideline “Building Safely near Powerlines” is available from our Council office or on our website at www.dcgrant.sa.gov.au to assist you in filling out this form.
4. **DESCRIPTION OF THE TYPE OF DEVELOPMENT OR ACTIVITY TO BE UNDERTAKEN;** this should contain where relevant, the following details:
 - 4.1) description of the proposed development, in sufficient detail to describe all activities proposed on the site, and the intended use of buildings, eg what is manufactured in what quantities, what is the service being provided, how does it affect the current activities on the land, or other appropriate descriptions;
 - 4.2) employment of persons (if any);
 - 4.3) hours of operation;
 - 4.4) appearance of buildings and structures, and site maintenance/tidiness;
 - 4.5) traffic impacts, including parking requirements for the business – for staff and customers – and details of how and where parking is to be provided; expected traffic types and volumes, eg for deliveries/raw materials in, sales/finished goods out etc; and access to and from the site, and to and from the building/premises to be used;
 - 4.6) landscaping/treeplanting, both existing and proposed, showing information relating to numbers, location and species of plants;
 - 4.7) waste management and disposal;
 - 4.8) security and other lighting;
 - 4.9) control of dust/smoke/noise etc;
 - 4.10) proposed signage – size, materials, colour/wording and location; and
 - 4.11) any other relevant details.
5. **PLAN(S)** as necessary, including:
 - Site Plan (minimum scale 1:500), showing:
 - existing buildings;
 - proposed buildings;
 - proposed entrance(s)/exit(s);
 - car parking area(s) (refer to 4.5 above);
 - landscaping/tree planting (refer to 4.6 above);
 - location of signs (refer to 4.10 above);
 - location of existing/proposed on-site wastewater system, soakage trenches, external pipework and connections; and
 - any other relevant details.
 - Plans and elevations (to scale) as appropriate for all existing and proposed structures, as well as signs, landscaping etc.

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6. **FEES** are determined when your application is submitted, and are payable on lodgement. Fees will vary depending on the type of activity and its relevance in the zoning.

Provision of all relevant information at the time of lodgement of your application will help in assessment of your proposal and should avoid unnecessary delays in processing.

The Development Act and Regulations are quite specific in detailing certain types of applications that require referral to Government authorities. These referrals require the payment of additional fees, and will involve time periods as specified in the Act for various responses. Other types of applications may require public notification and advertisement in 'The Border Watch'. These will also be subject to additional fees, and this process will lengthen the time taken for Council to reach a decision on your applications.

Most applications will be determined by individual Council Officers under delegated authority; however some applications will require consideration by the Council Development Assessment Panel (CDAP). If this is the case you (and any persons who may have lodged a representation if your application has been advertised) will be notified of the date of the CDAP meeting and be invited to attend.

Should you require further information, please contact:

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Application forms available from this Council or on our website at: www.dcgrant.sa.gov.au