

Development Fact Sheet 5

Development Application Checklist

The following information is considered to be the minimum level of information required for the lodgment of a Development Application with the City of Norwood Payneham & St Peters. If you do not have all of the information listed, the Application may not be accepted for lodgment or may be delayed unnecessarily.

Please provide three copies of all of the below listed information upon lodgment of your Development Application (which must include at least one copy at A3 size).

TYPE OF DEVELOPMENT	INFORMATION REQUIRED																							
	Development Application Form	Demolition Proposal Form (4)	Regulated/Significant Tree Form (18)	Certificate of Title (1)	Application Fee	Site Plan (2)	Floor Plan / Plan View (3)	Elevations (3)	Streetscape Plan (5)	Locality Plan (6)	Stormwater drainage plan	Shadow Diagram (7)	Structural Engineers Report (8)	Site History and Assessment (9)	Site Works (10)	Landscape Plan (11)	Land Use Description (12)	Hours of Operation / # of Employees	Traffic Report (13)	Signage Details (14)	Method of waste disposal (15)	Existing / Previous Use Details (16)	Power-line Clearance Declaration (17)	Arborist report (18)
Single storey dwelling / or addition	✓	•		✓	✓	✓	✓	✓	•	•	✓		•	•	✓	✓			•			•	✓	•
Multiple storey dwelling / or addition	✓	•		✓	✓	✓	✓	✓	✓	✓	✓	•	•	•	✓	✓			•				✓	•
More than one dwelling	✓	•		✓	✓	✓	✓	✓	✓	✓	✓	•	•	•	✓	✓			•		•		✓	•
Habitable outbuilding (granny flat)	✓	•		✓	✓	✓	✓	✓	•	•	✓		•		✓								✓	•
Carport / Garage	✓	•		✓	✓	✓		✓	•	•	✓		•		•		•	•					✓	•
Verandah / Shed	✓	•		✓	✓	✓		✓	•	•	✓		•		•		•						✓	•
Shade Structure	✓			✓	✓	✓		✓	•	•			•										✓	•
Swimming Pool & Spa	✓			✓	✓	✓							•		•								✓	•
Fence / Retaining Wall	✓			✓	✓	✓		✓	•				•		•									•
Timber Decking	✓			✓	✓	✓		✓					•										✓	•
Regulated Tree	✓		✓	✓	✓	✓							•											•
Commercial /Industrial	✓			✓	✓	✓	✓	✓		•	✓		•	•	✓	✓	✓	✓	•	•	•	•	✓	•
Signage	✓			✓	✓	✓		✓													✓		✓	•
Change of Land Use	✓			✓	✓	✓	✓									•	✓	✓	•	•	•	✓		
Demolition	✓	✓		✓	✓	✓							•											•
APPLICANT TO PROVIDE																								
OFFICER TO CHECK																								

✓ = required, • = may be required (check with Council staff)

Further information required / notes:

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Should you require clarification regarding any of the information required, please contact the Council's Urban Planning & Environment Department on 8366 4555 or visit our website at www.npsp.sa.gov.au

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City of
Norwood
Payneham
& St Peters

EXPLANATORY NOTES & REQUIREMENTS:

1. Certificate of Title

All applications require the lodgment of a Certificate of Title. The Council requires the Title as it provides confirmation of ownership, property boundary detail and detail of easements and/or encumbrances.

Please ensure that the Certificate of Title is no more than 6 months old and includes a plan diagram of the subject parcel of land. (A Certificate of Title can be downloaded from www.sailis.sa.gov.au or the Council can obtain a copy of the Title for a nominal fee).

2. Site Plan

The following details must, as a general rule, be provided on a properly scaled site plan, drawn to a minimum scale of 1:200 (other scales may be required depending upon the nature of the development and size of the site):

- all boundaries of the site including dimensions and site area;
- any easements affecting the property;
- a north point and scale bar;
- a plan of all existing buildings and a description of their respective uses;
- a plan outlining the proposed work showing distances to boundaries and other buildings located on the property;
- details of site drainage and roof/stormwater disposal;
- details of existing and proposed landscaping, together with a landscaping schedule showing new planting species;
- location and height of retaining walls;
- vehicular access points from adjoining roads;
- car parking spaces for occupants and visitors;
- the location of existing street trees adjacent to the property;
- the type, height and construction of boundary and internal fencing; and
- details of the natural and finished ground levels and finished floor levels of proposed buildings (other than minor structures).

3. Floor Plan/Plan View and Elevations

The Council will require all floor plans and elevational drawings to be drawn accurately and to scale. Elevational drawings should be notated with the proposed height and width of the structure, as well as the external building materials, colours and finishes. Internal floor layout plans (existing and proposed) should also have the areas of use indicated.

4. Demolition Proposal Development Form

A Demolition Proposal Development Form must accompany any Application that comprises the demolition of a building. The Demolition Proposal Form includes information specific to demolition applications, to assist the Council in its assessment of the Application. Demolition Proposal Forms are available on the Council's website, at www.npsp.sa.gov.au

5. Streetscape Plan

If the subject land is located within a Historic (Conservation) Zone; or if the proposed development includes a multi-storey building; or it is considered that the proposed development is likely to have an impact on the street, the Council may request that a streetscape plan be submitted.

This plan should accurately depict the proposed development as viewed from the street, as well as accurately depict the relationship between the proposed and the existing development within the immediate locality (ie. at least the two (2) adjacent buildings).

6. Locality Plan

If development is proposed to be located near to a boundary of the site or forward of the existing building line, the Council may request that a locality plan be provided. A locality plan is similar to a site plan, however this plan will also detail the location of the existing buildings and all features of interest on adjoining sites. This plan should be drawn accurately and to scale.

7. Shadow Diagram

The Council will often require lodgment of shadow diagrams if multi-storey development is proposed, which is likely to have a shadowing impact on adjoining property. A shadow diagram will detail the shadow cast from the proposed development on June 21 at 9am, 12pm and 3pm and should accurately detail the adjoining properties impacted - paying particular attention to habitable room windows and private open space.

8. Structural Engineers Report

The Council may request a structural engineer's report in certain circumstances. Some examples could include (but are not limited to), when:

- demolition of a Heritage Listed property is proposed;
- excavation is proposed on or near to a structure on an adjoining property; and
- a significant tree is proposed to be removed.

9. Site History and Assessment

The Council may request a report which details the previous uses of a site in certain circumstances. The most common would be when residential development is proposed on a site which was previously used for commercial or industrial purposes, or if a change is proposed to an existing commercial or industrial use.

10. Site Works

Council may request a site works plan if earthworks are proposed which are likely to significantly raise or lower the natural ground level.

11. Landscape Plan

A landscape plan should include detail of all hard and soft landscaping proposed, as well as provide details of proposed species and estimated height of soft landscaping. A landscaping plan will be requested for all new dwelling applications and commercial applications.

12. Land Use Description

All commercial or change in use applications will require an existing land use description to be submitted. The Council may also request a land use description if a garage or shed is proposed which would exceed 60m² and not appear to be for residential use.

13. Traffic Report

If a proposal does not allow for adequate on site car-parking, or if it is likely to cause a significant amount of traffic, the Council may request that an independent traffic report is undertaken. It would be expected that the report detail the demand on parking within the locality as well as the demand resulting from the proposed use.

14. Signage Details

If signage is proposed with an Application, the Council will require details of the signage. Adequate details would include measurements of the sign, details of proposed illumination, details of fixing and proposed colours, etc.

15. Method of Waste Disposal

This detail may need to be provided if a residential flat building or multiple dwellings are proposed, as well for commercial or industrial developments (depending on the processes involved).

16. Existing / Previous Use Details

May be required if development includes an addition or change to a commercial or industrial development; or any change of land use.

17. Powerline Clearance Declaration

A requirement of the Electricity Act 1996 is that the Council refer all applications (excluding fencing and demolition) to the Technical Regulator to ensure that adequate separation from powerlines is provided unless a declaration is made which states that the proposed development is in accordance with the act.

18. Regulated Tree Removal Form

A Regulated Tree Removal Form will be required to be submitted if a development includes the removal of a regulated or significant tree/s. The Form includes specific information regarding the reasons why the tree removal is sought and whether replacement trees or payment into the Council's Urban Tree Fund are proposed.

A report from a qualified tree specialist or Arborist may need to be supplied if it is considered by the Council that the proposed development is likely to impact on a Significant Tree.

The Council may request information which is not listed above. The above information is designed to act only as a guide for providing the basic information required to lodge a Development Application and does not limit the type of information that the Council can request.



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