

Checklist for lodging a development application

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

Attaching all 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 to have all material available at the time of the initial discussion on your development proposal. PLUS Planning and Development section will confirm the reports required prior to formal lodgement.

Attached	Required information
1	Development application form, filled out electronically via the PlanSA portal (plan.sa.gov.au).
2	Certificate of Title and Ownership – not mandatory but does assist with potential easement and rights of way locations <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 • other information that helps set the context for the locality in which your development is proposed.
4	Site plan This must clearly indicate the proposed buildings and works and be drawn at a scale of 1:100 or 1:200 and showing the approximate north point. Alterations to existing buildings should clearly indicate what changes are proposed – including demolition works – and what is to be retained.
5	Floor plan This 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 and what is to be retained.
6	Elevations 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 must be provided. The maximum height of buildings must be indicated in Australian Height Datum (AHD).

Attached	Required information
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>
9	<p>Statement of energy efficiency</p> <p>This statement should outline environmental sustainability measures incorporated into the proposal to meet the Planning & Development Code (P&D Code) energy efficiency principles. The outcomes of any energy rating assessment should be accompanied by information relating the assessment against the P&D Code 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 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 9 am, 12 noon and 3 pm.</p>
15	<p>Planning assessment and design statement</p> <p>Preparation of a planning assessment by a suitably qualified town planner. A design statement from the consulting architect will also assist in understanding the evolution of the proposal – including options explored and discounted – from the initial concept to lodgement stage.</p>
16	<p>Traffic, parking and pedestrian impact statement</p> <p>A report prepared by a suitably qualified traffic planner/engineer is needed 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>
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>

Attached	Required information
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 a development that may have a noise impact – ie entertainment venues, licensed venues – or for a residential development in proximity to these establishments – and/or when proposed within Capital City, 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 minimisation 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 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 a 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.</p> <p>For further information contact the Environment Protection Authority on 8204 2000.</p>
22	<p>Crime Prevention Through Environmental Design (CPTED)</p> <p>A report outlining measures or features incorporated into the proposal to deter criminal behaviour 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 wayfinding measures – including stainless steel mirrors, permeable pathways and avoidance shadowed areas • details of how the proposal addresses public pedestrian amenity • 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 – ie common trenches or conduits • location of plant & equipment – such as ground level service points – eg MFS Booster – transformer and roof mounted services – such as a/c units and solar panels. <p>Note: External equipment and plant areas need to be visually and acoustically screened to minimise disturbance and amenity impacts.</p>
24	<p>Landscaping plan</p> <p>A landscaping plan to be prepared which includes the location of any regulated or significant trees on the site and/or adjoining land.</p>

	Attached	Required information
25		<p>Location of signage</p> <p>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.</p>
26		<p>Staging plan</p> <p>Identify the staging of the proposal if you want to seek Building Rules Consent in stages.</p>
27		<p>Copies of plans</p> <p>Plans will be uploaded as part of application in the PlanSA portal (plan.sa.gov.au).</p>
28		<p>Development cost</p> <p>Confirmation from quantity surveyor.</p>

NOTE: Any building with a height within 10 metres of the Obstacle Limitation Surface (OLS) should be discussed with the Adelaide Airport Limited (AAL). The OLS is available from AAL and is also indicated on the Airport Building Heights (Regulated) Overlay in the Planning and Design Code. In any event, the *Commonwealth Airports Act and Regulations* place requirements on land owners which applicants and building owners should be aware of.

Contact us

If you would like help completing the checklist please contact our **Inner Metro Development Assessment Team** by calling 1800 752 664 or email PlanSA@sa.gov.au