

Change of Use

DOES THE DEVELOPMENT REQUIRE APPROVAL?

Change of use relates to any change made to the existing land use of a property. You may be affected if you are setting up a new business in Mount Gambier or moving from old premises into new premises within the area.

It is important to check with Council beforehand to ensure that your business is suited to the property. If the site has previously been used for a different purpose, it may be necessary for you to lodge a Development Application for a change of land use.

An application is usually required if:

- the premises have previously been approved for a business which is different to yours (e.g. an office which you wish to use as a shop or a warehouse to be used for manufacturing).
- you have different staff and customer car parking needs.
- you wish to alter the number, size or location of signs which have been previously approved.

DO OTHER AUTHORITIES NEED TO BE CONSULTED?

It may be necessary for Council to consult with other authorities such as the Department for Planning, Transport & Infrastructure or the Environment Protection Authority.

Consultation will be required if your business includes spray painting, cutting and sanding of wood, storing fuel or chemicals and the like. Consultation with other Authorities will be determined at the time of lodgement.

DEVELOPMENT FORMS AND LEAFLETS

Forms and leaflets are available on Council's website:

www.mountgambier.sa.gov.au

(Services – Regulatory)

LODGE OF A DEVELOPMENT APPLICATION

Lodgement for development applications can be submitted electronically via email to:

da@mountgambier.sa.gov.au

As a minimum you are required to submit the information detailed below with your application.

☐ **Development Application Form**

☐ **Certificate of Title**

Titles can be obtained from the Lands Title Office, 1800 648 176 or www.landservices.sa.gov.au OR can

be obtained by Council to be included in your lodgement fee.

☐ **Electricity Declaration Form**

To be completed by or on behalf of the Applicant.

☐ **Construction Industry Training Board (CITB) levy**

Fee required for all work over \$40,000.

Payment made direct to www.citb.org.au

A copy of receipt to be given to Council with lodgement.

☐ **Building Indemnity Insurance Certificate**

A copy of Insurance required for all domestic work over \$12,000.

☐ **Payment of Fees**

Application fees will be determined at the time of lodgement.

☐ **Description of all business activities**

Include all details regarding the number of staff employed and the days and hours of operation.

☐ **Site Plan (1 Copy)** - A site plan, drawn to a common scale between 1:100 and 1:500, showing all of the following:

- access points, driveways and individual car parking spaces;
- existing and/or proposed landscaping including the specific location and species of plants and trees;
- the location, height and construction of fencing;
- the number, location and size of any existing and/or proposed signs;
- the location of a waste disposal bin or enclosure;
- the positions and dimensions of all existing building and their relationship to the boundaries.
- the approximate north point.
- the purpose for which any existing building on the site is used (if relevant).
- if a vehicle access point is to be established – documentary evidence that it has been authorised under section 221 of the Local Government Act 1999;

HOW LONG WILL THE DEVELOPMENT ASSESSMENT PROCESS TAKE?

Council is legislated under the Development Act 1993, to complete its assessment of an application within a prescribed amount of time. However, application processing times will depend on the nature and complexity of the development application.

Development application processing time can be affected by the information that you provide as part of your development application. If additional information is required in order for Council to undertake a thorough assessment of your application, Council will notify the applicant and not process the application until the requested information is received.

COUNCIL CONTACT DETAILS

Please contact the Operational Services with any other queries (08) 8721 2555 (Option 2) or email city@mountgambier.sa.gov.au.

The information contained here is a guide only. It is recommended that the advice and assistance of the Development Services Division be sought before undertaking any development.

