

Development Application Checklist

DEVELOPMENT FORMS AND LEAFLETS

Forms and leaflets are available on Council's website:
<http://www.mountgambier.sa.gov.au>
(Services – Regulatory)

LODGEMENT 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.
- ☐ **Site Plan (1 Copy)**
Drawn to a common scale between 1:100 and 1:500, showing all of the following:
 - locations of any existing and proposed retaining walls;
 - the boundaries and dimensions of the site and any relevant easements;
 - the positions and dimensions of all existing and proposed building work and their relationship to the boundaries and any other features that might be affected by the proposed works;
 - the finished floor levels for the proposed building in relation to adjacent curb levels;
 - the method of stormwater drainage;

- the approximate north point;
- proposed building setback dimensions;

- ☐ **Structural Drawings (1 copy)**
These specifications should include a description of materials and proposed standard of the work.
- ☐ **Truss Manufacturer Specifications (1 copy)**
- ☐ **Glazing Certificate (1 copy)**
- ☐ **Energy Efficiency Calculations (1 copy)**
- ☐ **Soil Classification Report (1 copy)**
- ☐ **Engineering certifications, calculations or reports**
That show the building work will comply with the Development Act/Regulations and Building Code of Australia.

DEMOLITION

An application involving the demolition of a building (or part of a building) must be accompanied by:

- Certificate of Title - Titles can be obtained from the Lands Title Office by contacting either 1800 648 176 or www.landservices.sa.gov.au.
- A description in writing of the construction of the building (or relevant part) to be demolished or removed.
- Site Plan showing the location of the building in relation to the boundaries of the site and any other features such as other buildings or trees on the site or on adjoining land or public places that might be affected by the proposed work.
- Where only part of a building is to be demolished or removed, provide engineering calculations or other information showing how the retained portion of the building will achieve structural stability.
- A description in writing of the demolition procedure including details of the measures to be taken to provide satisfactory levels of safety on or about the site.

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.