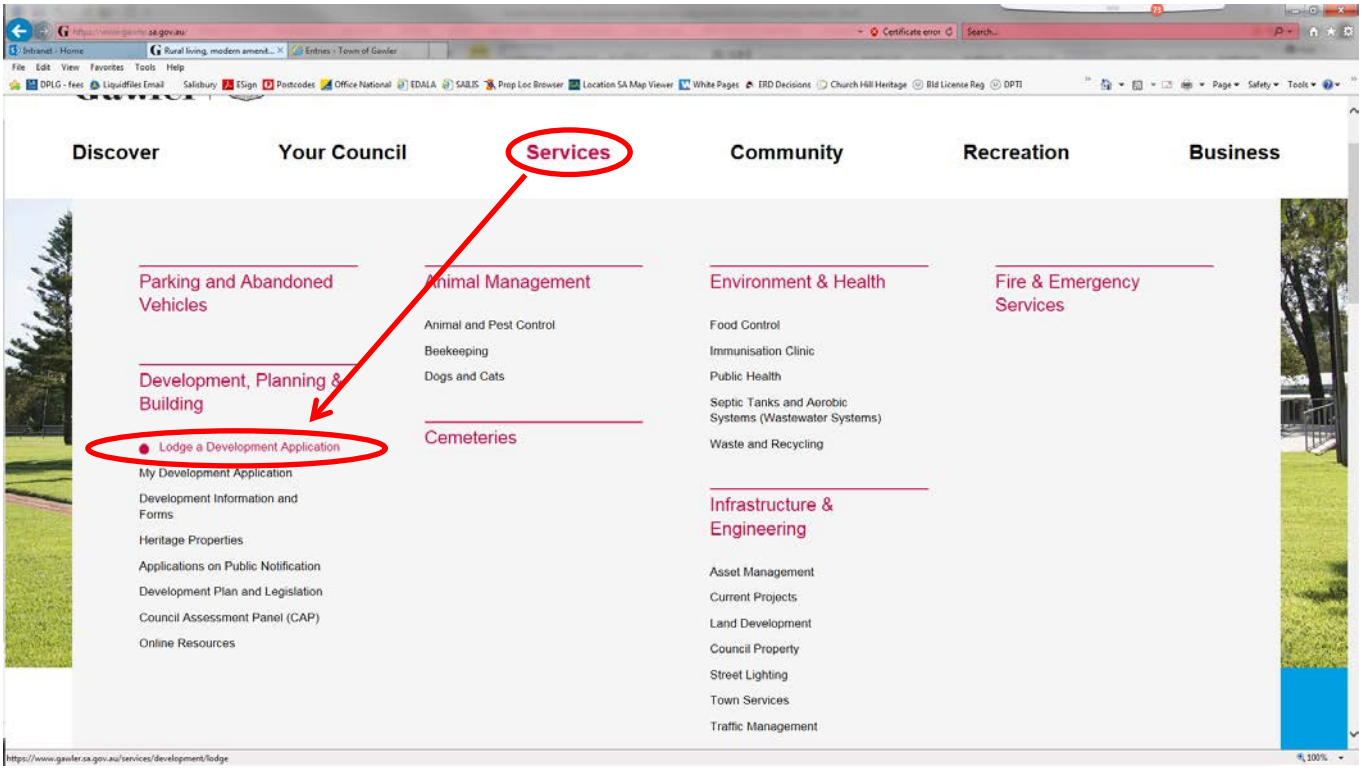
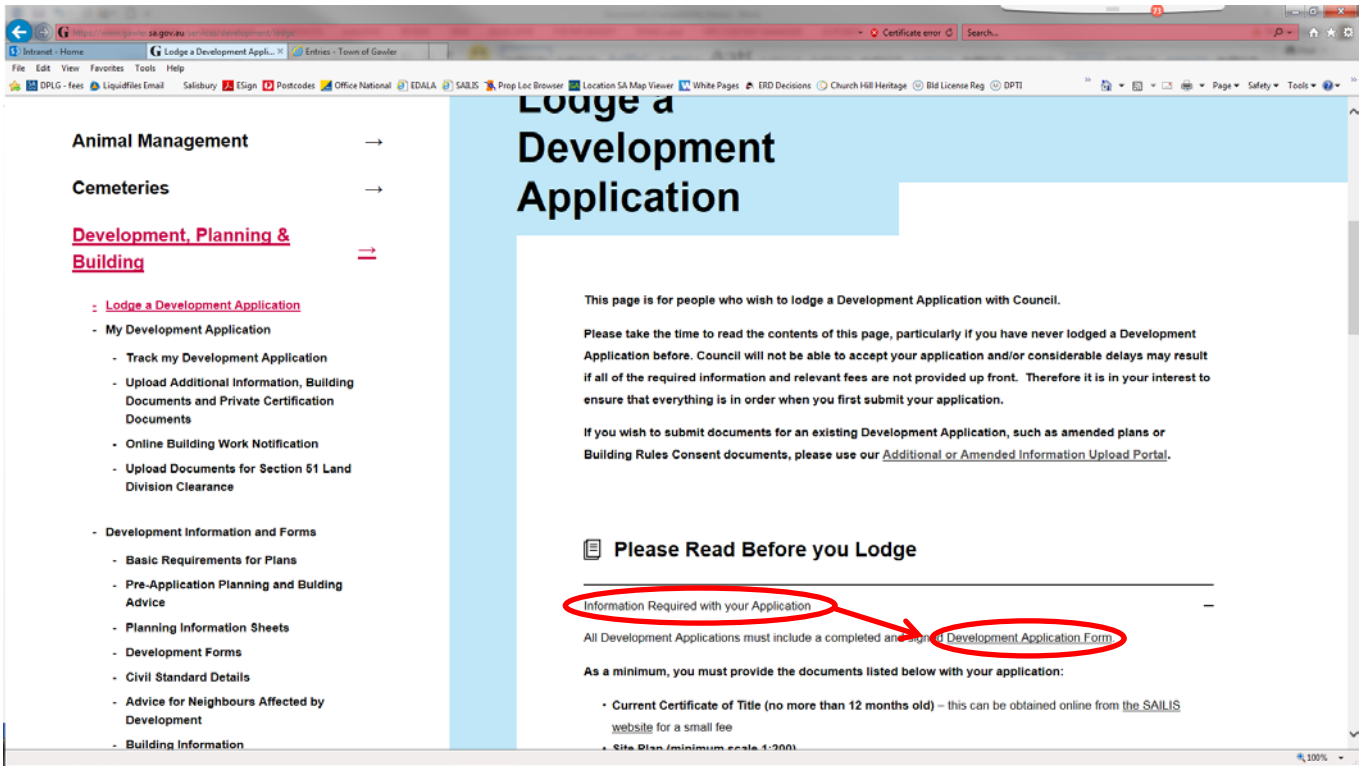
Step 1 – Go to Council's website: ***www.gawler.sa.gov.au***

Click *Services – Lodge a Development Application* as per below:



Step 2 – Read this page and check that you have all the information required for your application - ie Site Plan, Elevation Details, Certificate of Title and anything else that may be required for the type of development you are proposing. You will need to supply all of this when lodging your application.

You will also need to complete a Development Application Form, which you can access by clicking the link shown below (expand the *Information Required with your Application* tab):



Step 3 – Fill out your **Development Application Form** – either electronically then saving it to your computer; or print it off, complete it by hand, then scan it to your computer. However you choose to do it please make sure to complete all sections. If any sections are left uncomplete, this may result in delays in the assessment of your application or even Council not accepting your application. In particular, make sure you complete all of *Section 10 – Declaration* as shown below. Please note that a signature is not required if you are completing the form electronically – just type your name in the signature field instead.

Section 10 – Declaration

Powerline Clearance

I, being the applicant for the development described herein, declare that the proposed development will involve the construction of a building which would, if constructed in accordance with the plans submitted, not be contrary to the regulations prescribed for the purposes of Section 86 of the *Electricity Act 1996*. I make this declaration under clause 2A (1) of Schedule 5 of the *Development Regulations 2008*.

☐ Yes, I acknowledge to comply with the relevant sections of the Act

A Building Safely Near Powerlines brochure has been prepared by the Technical Regulator to assist applicants and other interested persons. Hard copies are available from Council and the Office of the Technical Regulator. The brochure and other relevant information can also be found at www.technicalregulator.sa.gov.au.

Submission of Documents

☐ **I acknowledge that Council will not accept my application unless the following has been supplied:**

☐ Application Fees Paid *(or credit card details provided)* ☐ Site Plan ☐ Floor Plan ☐ Elevation Details *(if a structure is proposed)*

☐ Technical Drawings *(if Building Rules Consent sought)* ☐ Certificate of Title (less than 12 months old) or Title Search Fee Paid

Display of Documentation

☐ I declare the information that I have provided on this application form is correct to the best of my knowledge and that I have the authority of any copyright holder for the public display and copying of any material lodged. I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the *Development Regulations 2008* and may be made available on Council's website for public comment and as an attachment to a report item in the Agenda of Council's Development Assessment Panel.

If you have any concerns over the confidentiality or security content of such documents or information, you should discuss these with a member of Council's planning staff prior to lodging. If another person claims copyright in any material you lodge, you must obtain and provide to Council the express authority of that person for the display and copying of that material.

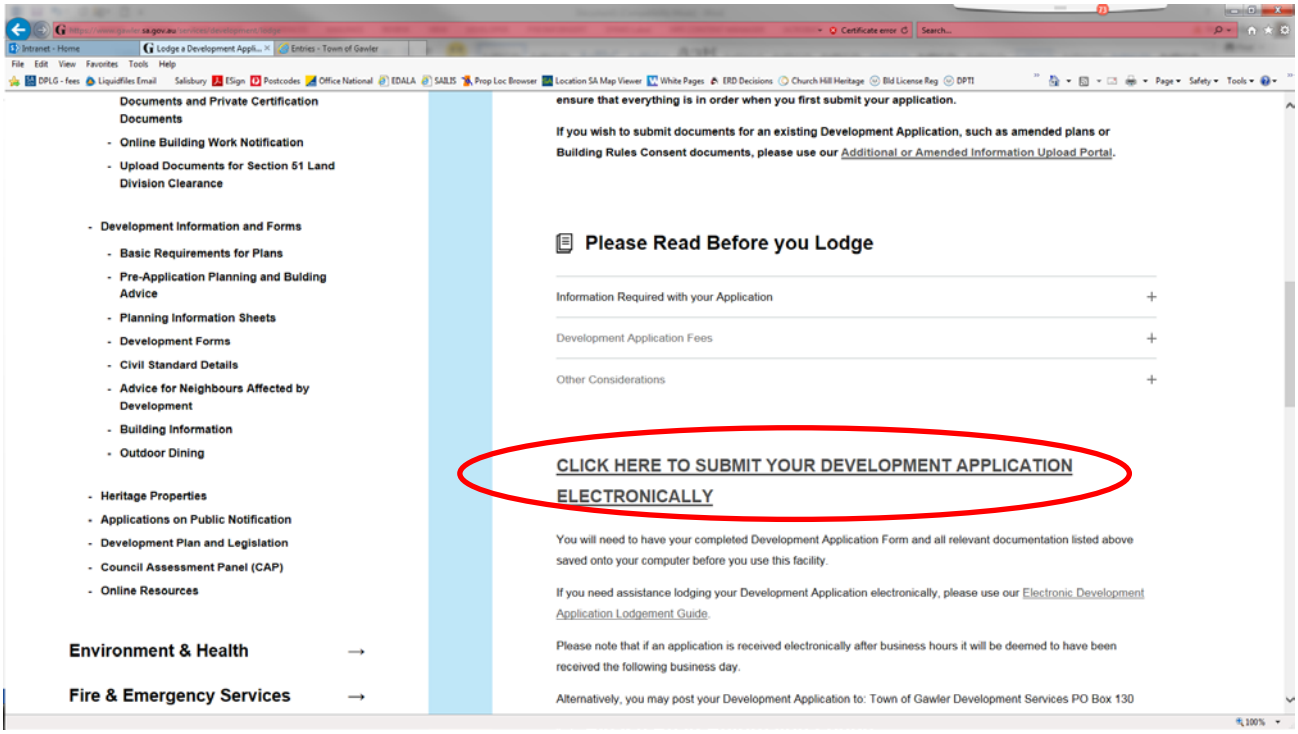
SIGNATURE: _____ DATE: _____

☐ **Applicant** ☐ **Owner** ☐ **Authorised Agent**

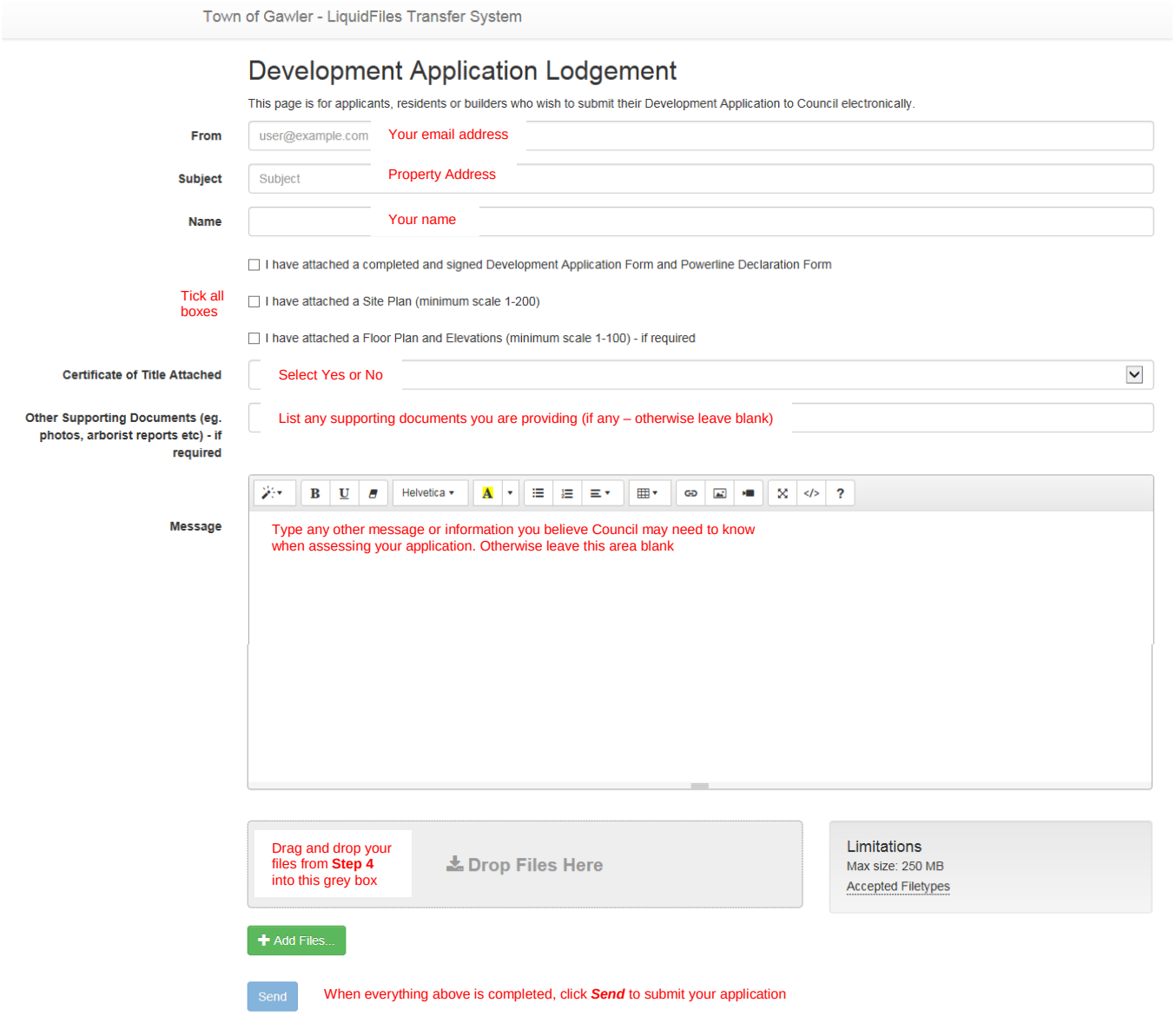
Make sure you include fee payment details on the 3rd or 4th page if you wish to pay fees via credit card. **Council cannot lodge your application until application fees are paid or fee payment details have been provided.**

Step 4 – Save your completed Development Application Form and all application documents covered in Step 2 to your computer. It is best to have them saved in one place/folder for easy access later.

Step 5 – Return to the *Lodging a Development Application* page on Council's website. Click on the link shown below to begin submitting your application online.



A new page will open up. Complete this page as shown below:



Your application will then be emailed to Council. We will lodge the application or contact you if any additional information is required.

If you have any issues or questions please do not hesitate to email us on planningadmin@gawler.sa.gov.au, or call us on 08 8522 9211 (press 1 when prompted).

Please note that if the file attachments are small enough (ie no more than about 7MB), you may simply email the application documents to us instead of using the lodgement portal.