

Town of Gawler Applying for Development Approval



What is Development Approval?

Development approval is required before any development or building work can occur. In most cases, two consents are required in order to obtain Development Approval:

Development Plan Consent ("Planning Consent")

An application for Planning Consent is assessed against the Development Plan, which is the policy document administered by Council to ensure development occurs in an orderly manner. The matters considered include the visual impact of the structure on adjoining properties and the street, the safety and convenience of new driveways, the appropriateness of the intended use, and the amount of remaining open space.

Building Rules Consent ("Building Consent")

An application for Building Consent is assessed against the technical requirements of the Building Code of Australia, the South Australian Housing Code, and other relevant standards to ensure the structural sufficiency, fire safety, health and amenity of the structures are maintained.

How do I apply for Development Approval?

To apply for development approval you must lodge a development application. Below is a list of general information which should be provided in your application. The requirements and detail of information may vary depending on what is being proposed - eg a floor plan is not necessary for a carport. For further information about what is required for particular types of development, please refer to Council's information sheet on the type of development you are proposing.

- Completed Development Application Form and Declaration of Applicant Form. Please note that your application cannot be approved without this Declaration being signed.
- Certificate of Title - This is needed to show current ownership rights, accurate land identification and all possible legal restrictions over the land. Please refer to the back of this information sheet for information about how to obtain a copy of your Certificate of Title.

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- Site Plan (3 copies, or 1 copy and 1 electronic copy in PDF format) showing:
 - Allotment identifications, boundaries, dimensions, easements, roads;
 - Positions and dimensions of existing and proposed building(s), structures, driveways, fencing, trees and the tree's trunk circumference at one metre above the ground, retaining walls, relative to the site boundaries;
 - Distance between the proposed building work and other buildings on the site and the boundaries;
 - Carpark allocation and dimensions;
 - Landscape details and planting schedule;
 - The intended use of the proposed building or structure, and existing use;
 - Site levels and floor levels relative to the kerb and drainage easement;
 - Method and direction of disposal of roof and stormwater;
 - North point.
- Elevations (3 copies, or 1 copy and 1 electronic copy in PDF format):
 - An elevation drawing of all four sides. The drawings shall show the height of the proposed building and structures, including materials and colours to be used in construction;
 - If adding to an existing building, the elevation is to show the combined appearance;
 - Site level differences from the boundaries of the site.
- Floor Plans (3 copies, or 1 copy and 1 electronic copy in PDF format):
 - A scaled floor plan of the existing and proposed buildings and structures showing dimensions, intended use of rooms, existing floor area and window and access arrangements;
 - If adding to an existing building, the floor plan is to show the combined layout.
- Technical Drawings (3 copies, or 1 copy and 1 electronic copy in PDF format) showing:
 - Size, location and details of structural components;
 - Details as required, drawn to a scale of not less than 1:20;
 - Smoke alarms and other building rules requirements, as necessary.
- Building Specifications (3 copies, or 1 copy and 1 electronic copy in PDF format):

The specifications should detail materials and workmanship that comply with the Development Act 1993 and Development Regulations 2008, unless varied by the Technical Drawings. The Master Builders Association or Housing Industry Association standard specifications are satisfactory provided the irrelevant clauses are deleted.
- Calculations (3 copies, or 1 copy and 1 electronic copy in PDF format):

Structural computations, footing and soil reports are required to comply with the Development Act and Regulations.
- Copy of certificate of Building Indemnity Insurance (required for ALL domestic building work over \$12,000)
- Proof of payment of CITB Levy (required for ALL work over \$15,000) Go to www.citb.org.au to pay your CITB levy

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Where do I lodge my Development Application?

Development applications may be lodged in person at the Gawler Administration Centre 43 High Street, Gawler East SA 5118.

Alternatively you may post the application to **PO Box 130, Gawler SA 5118**, or send your application electronically by emailing it to council@gawler.sa.gov.au. If application fees are not paid up front they will be requested via letter once the application has been received.

How do I obtain a copy of my Certificate of Title?

If you are the owner of the land you may have a copy of your Certificate of Title included in the paperwork you received when you purchased the land.

The Council can obtain a copy of your Certificate of Title on your behalf; however this will incur an additional fee.

Alternatively you can obtain a copy from Property Assist via one of the following:

- Online by visiting <https://www.propertyassist.sa.gov.au/pa/public.phtml>; and do a "property search" for your property, and they will email/fax you a copy (fee applies)
- Phoning Property Assist on (08) 8226 3983
- Visiting your local Service SA Customer Service Centre, or the Land Titles Office at 101 Grenfell Street, Adelaide.

Building over Easements

Building work is generally not permitted over easements (including eave overhang). If you need to construct a building over an easement, approval (in writing) must be obtained from the authority that has control of the easement. The Certificate of Title will detail which authority has the benefit of the easement. Refer to Easements information sheet for further details.

Land Management Agreements and Encumbrances

In some cases, a Land Management Agreement or Encumbrance may apply to your land that specifies certain building requirements such as limiting the use of certain building materials or fencing designs or distances from boundaries. These will appear on the Certificate of Title for your land. **Please note that Council does not enforce private encumbrances between landowners and developers.**