

Planning and Development

DWELLING/DWELLING ADDITIONS

Overview

All dwellings and dwelling additions require Development Approval from Council. Development Approval comprises both Development Plan "Planning" Consent and Building Rules "Building" Consent. You may apply for both together or separately.

Providing Council with clear and accurate information will avoid delays with the assessment of an application. Applications that are missing information will take longer to assess or in some cases may not be accepted for lodgement.

Information Required to Lodge a Development Application

A Development Application Checklist has been created by Council and is available on Council's website. It is recommended that you refer to it to ensure that all relevant information is provided at lodgement.

In summary, the following is required at lodgement:

- Completed Development Application Form.
- Payment of Development Application Fees.
- Current Certificate of Title.
- A copy of the Construction Industry Training Fund Levy receipt if the development cost is greater than \$40,000.
- Builders Indemnity Insurance Certificate for non-owner builders will also be required from your builder.
- Detailed site, floor, elevation and contour plans drawn to scale. Unless you are suitably qualified, engaging the services of a professional builder, draftsman or architect who are qualified and skilled to prepare your house plans is recommended.
- Detailed structural reports and material information.

Processing a Development Application

After lodgement of the completed Development Application, supporting documents and payment of fees with Council, a Development Application number will be issued and a folder will be created.

The Development Application is forwarded to the Planning Department where it is assessed to ensure all planning issues have been addressed.

All applications are assessed against the Development Plan to ensure that the development is suitable for its locality and that it does not unreasonably affect adjoining properties.

Upon approval from the Planning Department, your application is forwarded to the Building Department (if you are not using a Private Certifier) where the Building Officer will make sure the development specific details conform to the Building Code of Australia.

There are many factors that must be taken into account when processing an application. The Development Application Checklist has been created and is a guide for information needed. Further information may be required depending on other factors.

Lodgement of the Wastewater Control System Application can be done at the same time as the Development Application. The Environmental Health Officer will assess the application against the relevant legislation.

Placement of the wastewater control system is also required for the Development Application assessment.

Fees Payable

Fees payable are dissected into three sections:

- Lodgement fee.
- Planning Assessment fee.
- Building Rules Assessment fee.

If the application is non-complying or requires a referral (e.g. State Heritage, DPTI, EPA) your application may incur additional fees.

Other fees payable:

- Wastewater Control System application fee

Refer to the Development Application form for annually declared fees and charges. Staff will assist with the calculation of fees payable on lodgement of your application.

Frequently Asked Questions

Q1 *How long will it take to receive approval?*

- A. If all information required is received, Council will issue a decision within eight (8) weeks as per legislation.

Q2 *How close can I build to the boundary?*

- A. The distance may vary depending on locality and materials to be used. Many factors are to be taken into consideration before a decision can be made, please contact Development Services for further information.

Q3 *Can I build on the boundary?*

- A. Building on a boundary may be possible and may require public notification inviting the adjoining land owners to comment on the application. When building on or close to the boundary, gutters are not permitted to go over the boundary.

Q4 *How close can I build to other buildings?*

- A. The distance may vary, please contact the Building Officer for further details.

Q5 *How close can I build to the septic tank?*

- A. This distance may vary depending on the type of system being installed, please contact the Environmental Health Officer for further details.

Q6 *When can I lodge my Wastewater Control System Application (septic/sewer connection)?*

- A. You can lodge your Wastewater Control System Application at any time. Approval will take 4-6 weeks.

Further information can be found on the Council's website. When Council considers your planning application, the type and location of the wastewater control system will be required to ensure the system will fit on the block in accordance to legislation.

Q7 *Can I be an Owner/Builder?*

- A. Yes you can but remember legislation requires a Statement of Compliance for dwellings. If you choose to build as an owner/builder the Statement of Compliance must be completed by a registered building work supervisor or a private certifier. This means when the building is complete, a registered works supervisor or private certifier must sign the written statement stating the building work has been carried out in accordance with any relevant approval and the provisions of the building rules.

Q8 *What does it mean when my builder says they're using a Private Certifier?*

- A. Some builders engage Council to check that the building is going to be built to the correct specifications in accordance with the Building Code of Australia. Others engage a Private Certifier to do this. Once a Private Certifier has approved the building information, they will forward this information on to Council and if planning and waste control are approved, Council will then issue full Development Approval.

Q10 *What is full Development Approval?*

- A. A Development Application has two parts to it:
- Planning Approval authorises the development and use of land by assessing the proposal, ensuring it is in accordance with the Development Plan and legislation.
 - Building Approval authorises the construction/alteration of the development by assessing the structure, ensuring it is in accordance with the Building Code of Australia.

Full Development Approval requires both Planning and Building Approval.

Q11 *When can I commence construction?*

- A. Construction can commence once full Development Approval has been received. Construction must commence within twelve (12) months and be in accordance with the conditions of the approval.

Q12 *How long do I have to complete the development, once full approval is issued?*

- A. Construction must commence within twelve (12) months and be completed within three (3) years.

Q13 *When can I move in to my new dwelling?*

- A. A Statement of Compliance must be issued by the builder prior to you moving in.

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lifestyle location of choice
