

# Development Plan Consent Checklist

## Commercial, industrial and retail development



As required by Section 39 of the Development Act 1993, the following information must accompany all planning applications involving commercial, industrial and retail developments.

The list below refers to a Planning Only assessment, and any questions regarding these requirements can be directed to a Planning Officer on 8397 7444.

- A completed Development Application form
- The prescribed planning lodgement and assessment fee
- A signed Electricity Act Declaration form
- A copy of the Certificate of Title (dated no more than 3 months old or original)
- A scaled site plan of 1:100 (1cm=1m) or 1:200 (1cm=2m) showing:
  - The boundaries and dimensions of the site(s)
  - The approximate North point
  - The location of any easements located on the property (if applicable).
  - The location of any existing or proposed septic tank/s (if applicable).
  - The position and dimension of proposed building(s) and any existing building(s) relative to the boundaries of the site.
  - The location of all existing and proposed driveways, car parking spaces and maneuvering areas.
  - The location of any regulated/significant trees located within 15m of the development, including any site works and servicing.
  - Contours or spot levels for the site.
  - The location of all street trees and any other infrastructure located within Council's road verge (i.e. stobie poles, light poles, side entry pits etc).
  - Benched Levels and Finished Floor Levels for all proposed buildings.
  - The location and heights of any proposed and existing retaining walls.
  - The location and extent of all earthworks (cut and fill) proposed.
  - The method(s) of stormwater disposal, detention and reuse for the entire site.
  - The location of any existing and proposed signage.
- Floor plans for each building, to be drawn to a scale of not less than 1:100.
- Elevation drawings for each building, to be drawn to a scale of not less than 1:100.
- Colour and external finish details for any proposed buildings.
- Elevation drawing for any proposed signage showing dimensions, materials and illumination/animation details.

- Written confirmation of the proposed use, including;
  - Description of the type of business proposed.
  - Description of machinery required (if applicable).
  - Description of internal processes/activities to be carried out.
  - The total number of staff to occupy the site at any one time.
  - Days and hours of operation.
  - Details of any lease or sublease.
  - Details of any internal/ external building alterations required (if applicable).

Please be advised that this checklist contains the minimum information required to lodge your application. Should further information be required to assist in the assessment of your application, a request will be made in writing.

You may require both Planning Consent and Building Rules Consent in order to receive full Development Approval. Should you require further assistance regarding building assessment requirements, please contact Council's Building Team on 8397 7444.

For a list of development application fees please refer to Council's Schedule of Development Application Fees.

For more information, please contact us on 08 8397 7444 or visit [www.teatreegully.sa.gov.au](http://www.teatreegully.sa.gov.au)