Lodging a development application in the outback

An application for approval must be accompanied by a copy of the plans, drawings, specifications and other documents relating to the development, and the appropriate application fees.

To make the application process easier, this document provides some guidelines and a checklist.

Further information

Development applications
For enquiries in relation to:

- How to lodge an application (also see sa.gov.au>Development Applications)
- What stage the application is at
- Who will be/is handling the application
- Making submissions and public notification
- Where you can examine documents

Telephone: 1800 752 664 (Select Option 3)
Direct phone: (08) 7109 7060
Email: scapadmin@sa.gov.au

Land divisions
For enquiries in relation to:

- Land Divisions (New Applications)
- Open Space Contributions (Payments)

Tel: (08) 1800 752 664 (Select Option 5)
Email: didptpdclearanceletters@sa.gov.au

Lodgement of application
Applications for approval of development outside council areas are lodged with the State Commission Assessment Panel (SCAP) by:

Email to scapadmin@sa.gov.au available from the SA Planning Portal
Post addressed to SCAP, GPO Box 1815, Adelaide SA 5001
In person to Level 5, 50 Flinders Street, Adelaide SA 5000
## Documentation checklist

* Denotes mandatory documents to be lodged with the Development Application when only a planning consent is sought.

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Development application form completed*</td>
</tr>
<tr>
<td>☐</td>
<td>Application fees*</td>
</tr>
</tbody>
</table>

Assessments will not commence until the relevant fees have been paid to SCAP. *Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019.*

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>An accurately scaled copy of all plans and documents*</td>
</tr>
</tbody>
</table>

The preparation of the drawings can be performed by yourself. However, to avoid delays during the approval process, it is highly recommended that you engage a consultant to prepare the documentation for you.

### BUILDING INDEMNITY INSURANCE CERTIFICATE

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Copy of building indemnity insurance certificate, if applicable</td>
</tr>
</tbody>
</table>

May be submitted after approval, but on or before commencement of building work.

The owner of land on which domestic building work is to be performed must ensure that a certificate of insurance in relation to that work is lodged with SCAP.

Where the domestic building work contract for that building work has been entered into before the lodgement of an application for building consent, or the domestic building work is to be performed by a builder on the builder’s own behalf, the certificate of insurance is to be lodged at the same time as the application for building consent is lodged.

In any other case, the certificate of insurance is to be lodged on or before giving notice of commencement of building work.

### CONSTRUCTION INDUSTRY TRAINING LEVY PAYMENT FORM

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Copy of Construction Industry Training levy payment form, indicating receipt of levy payment</td>
</tr>
</tbody>
</table>

May be submitted after approval, but on or before commencement of building work.

The *Construction Industry Training Fund Act 1993* provides for the collection of a levy of 0.25% of the value of all building and construction activity in South Australia over $15,000. The monies raised form an industry training fund.

It is necessary for the applicant to forward a copy of the *Levy Payment Form*, showing receipt of payment, to SCAP so that building consent may be granted.

If you have any enquires regarding this levy, contact the Construction Industry Training Board on (08) 8373 4744.
EXAMPLE ONLY

Levy Payment Form

---

**LEVY PAYMENT FORM**

**ONE**
Builder/Contractor Name and Address

**BEETHOVEN CONSTRUCTION**
P.O. Box 4X4
WOODYILVA SA 5011

**TWO**
Developer/Owner Name and Address

**MR & MRS SMITH**
2 BROOKLYN CRT
BLACK HILLS 5111

**THREE**
Local Council where work is to be carried out

**TEA TREE GULLY**

**FOUR**
Description of Construction Work (pick one only)

- House - new
- House - renovation/extension
- House - other
- Air-conditioning
- Commercial building - new
- Commercial building - retail
- Commercial renovation/extension
- Utilities/water/gas/sewage

**FIVE**
Sector Allocation (please enter %)

- Housing 100
- Commercial
- Civil

**SIX**
Project Address where work is to be carried out

**15 HILDA CRT**
WYNNVALE 5112

---

**PROJECT DATES**

- Start: 1/1/2022
- Completion: 1/1/2022

**LEVY PAYMENT DETAILS**

- Estimated value of work: $15,000
- Levy payable: $12,000

---

**DECLARATION**

I, the Project Owner, hereby declare that the information provided on this form is true and accurate.

**SIGNED**

---

**OFFICE USE ONLY**

- Project ID
- Date
- Levy Paid
- Paid by
- Cheque No.
- Receipt No.
- Signature

---

**CONSTRUCTION INDUSTRY TRAINING BOARD**

---

**DISTRIBUTION**

- WHITE: CPB original
- RED: Project owner copy
- YELLOW: Local council copy
- GREEN: Collection agency copy

(Provide all 4 copies when making payment)
### SITE PLAN

Nominating the plan scale, to show the following:

- **Boundaries, site dimensions and relevant easements**
- **Building outline with dimensioned setbacks from boundaries**
- **Existing buildings and structures on the site (if applicable)**
- **Finished floor level**
- **Site levels**
- **Show any regulated trees (those with a trunk circumference greater than 2m, measured at 1m above ground level) that may be affected by the proposed work (if none, state in writing on the site plan)**
- **Stormwater disposal system**
- **Location of any areas used for waste/sewerage disposal/treatment**
- **North point**
- **Details of any soil excavation of fill**
- **Location of any proposed or existing car parking spaces**
- **Location of any existing or proposed driveways or access points onto the site**

### SLOPING SITES

Additional information (where applicable):

- **Contours**
- **Cut and fill line**
- **Angle of batter—cut or fill, where applicable**
- **Proposed retaining walls, position and height**
Nominating the plan scale, to show the following:

- Location of all rooms within the proposed building including any existing rooms
- All applicable dimensions (overall, rooms and wall thicknesses)
- Control joint locations in masonry walls (if applicable)
- Brick pier sizes and reinforcement (if applicable)
- Smoke detector locations
- Minimum sanitary facilities (for Class 1 dwellings - kitchen sink and space for preparing food, bath or shower, closet pan, hand basin, wash tub and space for washing machine)
- Location and details of any rainwater tank required to be plumbed to a dwelling

**EXAMPLE ONLY**

Floor Plan
ELEVATIONS AND SECTIONS

Nominating the plan scale, to show the following:

☐ Floor height above ground level*

☐ Floor to ceiling heights*

☐ Access steps (if applicable)

☐ Roof Pitch*

☐ Type of roof cladding and wall cladding*

☐ Internal wall linings and ceiling sheeting

☐ Control joints (if applicable)

EXAMPLE ONLY
Elevation Plan
PLAN AND SECTION DETAILS

☐ Where required to clarify methods of construction or design

☐ Details of waterproofing of wet areas (refer Minister’s Specification SA F1.7 Waterproofing of wet areas in buildings)

FOOTING LAYOUT PLAN

Minimum scale 1:100 if applicable to show the following:

☐ Soil test / information

☐ Beam locations and dimensions

☐ Pier locations (if applicable)

☐ Cut and fill line (if applicable)

☐ Reinforcement specifications, including ligature details

☐ Concrete slab thickness and reinforcement

☐ Specifications and details of damp proof membrane

☐ Footing on boundary details (if applicable)

EXAMPLE ONLY
Footing Layout Plan
EXAMPLE ONLY
Soil test / information

RT JONES & ASSOCIATES
1020 North East road
MODBURY SA 5092
Telephone: 207 2272
Fax: 207 2440

Job Number: 211122

20th December 1994

Lot 15, Hilo Court, Wynn Vale

Site description and classification details

At the time of sampling the site had a fall indicated by the contour survey. The surface was moist and firm. Soils on the site are classified as "B" in accordance with AS 2870.1 - 1988. The soil classifier was RT Jones MIE Aust.

The site is beyond the limits of the existing soil maps. In classifying this site the broad experience of the classifier has been relied upon.

RT Jones.

SURFACE SOIL BORELOG

<table>
<thead>
<tr>
<th>HORIZON</th>
<th>HOLE 1</th>
<th>HOLE 2</th>
<th>HOLE 3</th>
<th>SOIL DESCRIPTION</th>
<th>USYMB</th>
<th>MOISTURE</th>
<th>STRENGTH</th>
<th>EST</th>
<th>AV</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>CLAYEY AND SANDY Silt - GREY BROWN, LOW PLASTICITY</td>
<td>ML</td>
<td>DAMP</td>
<td>&lt;MEDIUM</td>
<td>.000</td>
<td>NIL</td>
</tr>
<tr>
<td>B</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>CLAY - ORANGE BROWN, HIGH PLASTICITY</td>
<td>CH</td>
<td>MOIST</td>
<td>HIGH</td>
<td>.025</td>
<td>.025</td>
</tr>
<tr>
<td>BoaC</td>
<td>400</td>
<td>600</td>
<td>650</td>
<td>CLAYEY AND SANDY Silt - CREAM, LOW PLASTICITY, HIGHLY CALCAREOUS</td>
<td>ML</td>
<td>DAMP</td>
<td>&lt;MEDIUM</td>
<td>.000</td>
<td>NIL</td>
</tr>
<tr>
<td>C</td>
<td>700</td>
<td>700</td>
<td>700</td>
<td>SILTSTONE - PALE YELLOW AND GREYS, HIGHLY AND COMPLETELY WEATHERED, PUSH TUBES STOPPED ON HARD AND GRAVELLY BASES.</td>
<td>-</td>
<td>DAMP</td>
<td>MEDIUM</td>
<td>.000</td>
<td>NIL</td>
</tr>
</tbody>
</table>

Ys 8 14 15

GENERAL DESCRIPTION
Soils on this site have a low potential for vertical movements with changes in moisture content. They are of a medium bearing capacity. The Boa horizon could be expected to soften readily on wetting.

Ground water: Ground water not encountered.

Y - VALUE CALCULATION USING
Surface Suction Change : 1.2
Depth of Suction Change : 4
Critical hole is No.3 Ys = 15mm
TIMBER FRAMING PLAN

Minimum scale 1:100 if applicable to show the following:

☐ Wall and roof framing layout, nominating all member sizes and positions

☐ Wall bracing details and tie down details, in accordance with the designated wind speed for the site location

☐ Roof truss layout and manufacturer's bracing and tie down specifications (where roof trusses are used)

☐ Floor framing design and member sizes (where applicable)

☐ Specify types and stress grades of timbers

EXAMPLE ONLY
Timber Framing Plan

PROPOSED RESIDENCE
FOR MR. & MRS. SMITH
AT LOT 15 HILO COURT
WYNN VALE
STEEL FRAMING PLAN

Minimum scale 1:100 if applicable to show the following:

☐ Steel framing details and engineer’s calculations

☐ Details as required for timber framing plan

SPECIFICATION

☐ Specification of materials and workmanship

☐ Specifications of method of protection from termites

☐ Evidence that the building achieves the required level of energy efficiency for the relevant Climate Zone (house energy rating report or deemed-to-satisfy)

☐ Details indicating the hot water system meets any energy efficiency requirements

SECOND HAND TRANSPORTABLE BUILDINGS

☐ Information required as above.

Second hand transportable buildings are unique because documentation is not always available with the building. However, the placement of a building on a new site constitutes both development and building work, and therefore requires development approval and complete documentation as though it were a new building.

Photographs of the building are useful, especially the four external sides of the building, waterproofing of wet areas, bathrooms, laundries, toilets etc., plus any close-up photos of structural details.

SHEDS, GARAGES AND OTHER OUTBUILDINGS

☐ Dimensioned site plan*, floor plan*, elevations* and section

☐ Setbacks from boundaries and other buildings*

☐ Details of structural components (available from shed supplier)

☐ Concrete floor details (if applicable)

☐ Wall and roof cladding*

☐ Stormwater disposal system