The following information is considered to be the minimum level of information required for lodgement of a Development Application with the City of Holdfast Bay. If you do not have all of the information listed then the application may not be accepted for lodgement or may be delayed unnecessarily.

Please provide 3 copies of all of the below listed information upon lodgement of your Development Application (which must include a reduced set of A3 plans).

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<th>Significant Tree Works Form</th>
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<th>TYPE OF DEVELOPMENT</th>
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Office use only

APPICANT TO PROVIDE

OFFICER TO CHECK

Further information required / notes:

Should you require clarification regarding any of the information required, please contact the Development Assessment Unit or check our website at www.holdfast.sa.gov.au
EXPLANATORY NOTES & REQUIREMENTS:

1. Certificate of Title

All applications require the lodgement of a Certificate of Title. Council requires the Title as it provides confirmation of ownership, property boundary detail and detail of easements and/or encumbrances.

Please ensure that the Certificate of Title is no more then 6 months old and includes a plan diagram of the subject parcel of land. (A Certificate of Title can be downloaded from https://www.sailis.sa.gov.au/home/auth/login

2. Site Plan

The following details must, as a general rule, be provided on a properly scaled site plan, drawn to a minimum scale of 1:500 (other scales may be required depending upon the nature of the development and size of the site):

- all boundaries of the site including all measurements and site area
- any easements covering the property
- north point and scale
- plan of all existing buildings and a description of their respective uses
- plan outlining the proposed work showing distances to boundaries and other buildings located on the property
- details of site drainage and roof/stormwater disposal (generally roof water from all buildings should be carried to the street watertable by impervious pipe)
- existing and proposed landscaping together with a landscaping schedule showing new planting species and location and nature of retaining walls
- vehicular access points from adjoining roads onto the land
- carparking spaces for occupants and visitors including the method of delineation and surfacing
- location of existing street trees adjacent to the property
- the type, height and construction boundary and internal fencing
- ensuring contours of the land and finished floor levels of proposed building if the property slopes significantly

3. Floor Plan/Plan View and Elevations

Council will require all floor plans and elevational drawings to be drawn accurately and to scale. Elevational drawings should be notated with the proposed height and width of the structure, as well as the external building materials, colours and finishes. Internal floor layout plans (existing and proposed) should also have the areas of use indicated.

4. Neighbours Consent

Consent from your adjoining neighbour may be requested if you propose to build a structure near to or on the common boundary separating the two properties, and if the structure would otherwise be considered a ‘minor’ structure except for the impact on the common boundary. Council may still need to undergo formal notification even if consent is provided however, depending on what is proposed.

5. Streetscape Plan

If the subject site is located within a Streetscape Character Policy Area or Historic Conservation Zone, or if it is considered that the proposed development is likely to have an impact on the street, Council may request that a streetscape plan be submitted.

This plan should accurately depict the proposed development as viewed from the street, as well as accurately depict the relationship between the proposed and the existing development within the locality.

6. Locality Plan

If development is proposed to be located near to a boundary of the site or forward of the existing building line, Council may request that a locality plan be provided. A locality plan is similar to a site plan, however this plan will also detail the location of the existing buildings and all features of interest on adjoining sites. This should be drawn accurately and to scale.

7. Shadow Diagram

Council will often require lodgement of shadow diagrams if multi-storey development is proposed which is likely to have a shadowing impact on adjoining property. A shadow diagram will detail the shadow cast from the proposed development on June 21 at 9am, 12pm and 3pm and should accurately detail the adjoining properties impacted - paying particular attention to habitable room windows and private open space.

8. Structural Engineers Report

Council may request a structural engineers report in certain circumstances. Some examples could include (but are not limited to), when:

- demolition of a State or Local Heritage Listed property is to occur
- excavation is proposed on or near to a structure on an adjoining property
- a application for removal of a significant tree is lodged due to structural damage caused by the tree to a substantial structure

9. Site History and Assessment

Council may request a report which details the previous uses of a site in certain circumstances. The most common would be when residential development is proposed on a site which was previously used for commercial or industrial purposes, or if a change is proposed to an existing commercial or industrial use.

10. Site Works

Council may request a site works plan if earthworks are proposed which are likely to significantly raise or lower the natural ground level. (Please note all applications within a coastal zones will require a site works plan which includes a estimate of the cut and fill required)

11. Landscape Plan

A landscape plan should include detail of all hard and soft landscaping proposed, as well as provide details of proposed species and estimated height of soft landscaping. A landscaping plan will be requested for all new dwelling applications and commercial applications.

12. Land Use Description and Processes

All commercial or change in use applications will require an existing land use description to be submitted. Council may also request a land use description if a garage or shed is proposed which would exceed 54 m² and not appear to be for residential use.

13. Traffic Report

If a proposal does not allow for adequate on site car-parking, or if it is likely to cause a significant amount of traffic, Council may request that an independent traffic report is undertaken. It was expected that the report detail the demand on parking within the locality as well as the proposed demand resulting from the proposed use.

14. Signage Details

Council will require details of signage if the application includes new signage or changes to existing signage. Adequate “signage detail” would include measurements of the sign, details of proposed illumination, details or fixed and proposed colours, etc.

15. Method of Waste Disposal

This detail may need to be provided if a residential flat building or multiple dwellings are proposed, as well for commercial or industrial developments (depending on the processes involved).

16. Existing / Previous Use Details

May be required if development includes an addition or change to a commercial or industrial development.

17. Powerline Clearance Declaration

A requirement of the Electricity Act is that Council refer all applications (excluding fencing and demolition) to the Technical Regulator to ensure that adequate separation from powerlines is provided. Unless a declaration is made which states that the proposed development is in accordance with the act. Further information can be found at www.holdfast.sa.gov.au

18. Significant Tree Report and Plan

If a significant tree is located within 10 metres of the subject site then a plan will need to be supplied which details the exact distance between the trunk of the tree and the proposed development.

A report from a qualified tree specialist or arborist may need to be supplied if it is considered by Council that the proposed development is likely to impact the tree.

Council may request information which is not listed above. The above information is designed to act only as a guide for providing the basic information required to lodge a Development Application with Council and does not limit the type of information Council can request.

If you need further clarification of any of the above then please contact the Development Services Unit on 8229 9999 or visit the website: www.holdfast.sa.gov.au