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Documentation required for Planning Consent

Refer to Council's [Development Information Guides](#) for further information.

- ✓= Compulsory requirement
 - = Possible requirement dependent on circumstances
- Refer to notes over page.

Your application can only be assessed when the complete set of required documents and applicable fees are provided. Assessment time will be quicker for applications that are well prepared.

Refer to Information Guides Search for and determine the Zone of your property: residential or Residential Conservation (RCZ) at Zone & Policy Area Map Search	Development Application Form	Application fee/Referral Fee	Description of Development	Certificate of title	Site Plan/Land Division Plan	Floor Plan/Plan View	Elevations	Streetscape Plan	Site Survey	Locality Plan	Stormwater Drainage Plan	Significant & Regulated Tree Proposal	Significant Tree Plan Independent Report	Site History and Audit report	Site Works	Landscape Plan	Land Use Description and Processes	Method of Waste Disposal	Existing/Previous Use Details	Power line Clearance Declaration	Demolition Proposal Form	Site Management Plan
Reference for ● over page							a	b	c	d	e		f	gg	h	i	j	k	l		m	
Dwelling Additions and Alterations Residential Zone	✓	✓	✓	✓	✓	✓	✓	●	●	●	✓		●		●						✓	
Detached and Semi Detached Residential Zone	✓	✓	✓	✓	✓	✓	✓	●	●	●	✓		●	●	●	●					✓	
Two or more Dwellings and Additions Residential Zone	✓	✓	✓	✓	✓	✓	✓	●	✓	✓	✓		●	●	●	●		●		✓		●
Dwelling Additions RCZ	✓	✓	✓	✓	✓	✓	✓	●	●	●	✓		●		●					✓		
Detached Dwelling RCZ	✓	✓	✓	✓	✓	✓	✓	●	✓	●	✓		●	●	●	●				✓		
Two or More Dwellings RCZ	✓	✓	✓	✓	✓	✓	✓	●	✓	✓	✓		●	●	●	●		●		✓		●
Demolition	✓	✓	✓	✓	✓								●								✓	
Carports, Garages, Verandas and Outbuildings	✓	✓	✓	✓	✓	✓	✓	●	●		●		●		●		●			✓		
Pergolas, Shade Structures, Timber Decking	✓	✓	✓	✓	✓	✓	✓		●				●		●					✓		
Swimming Pools and Spas	✓	✓	✓	✓	✓	✓			●				●		●							
Fences and Retaining Walls	✓	✓	✓	✓	✓	✓	✓	●	●		●		●		●	●						
Other Structures	✓	✓	✓	✓	✓	✓	✓						●							✓		
Significant&Regulated Trees	✓	✓	✓		✓							✓	●									
Land Division	✓		✓		✓				✓		●		●	●		●	●	●				●
Signage	✓	✓	✓	✓	✓	✓	✓						●				●			✓		
Change of Land Use	✓	✓	✓	✓	✓	●	●				●		●	●	●	✓	✓	●	✓			
Commercial/Industrial	✓	✓	✓	✓	✓	✓	✓	●	●	●	✓		●	●	●	✓	✓	●	●	✓		
Dependant Accommodation	✓	✓	✓	✓	✓	✓	✓		●		✓		●	●	●	●	●	●		✓		●

Reference Notes

- a. Elevations will be required where a change of land use includes alterations to the building.
- b. A streetscape plan will be required if the proposed development:
 - Is located along the coast
 - is located in a Historic Conservation Zone or policy area or
 - likely to have a significant impact on the streetscape
 - if the addition or new structure is proposed to be located forward of the existing building.
- c. A site survey will be required where the land:
 - is undulating
 - has been identified as flood prone; or
 - is in the Western Edge policy area.

A site survey will also be requested if the proposal is assessed as a category 3 application. This will be determined by the assessing officer following lodgement.

- d. A locality plan will be required for applications for two or more dwellings and when the structure is
 - proposed to be located close to a boundary or
 - facing secondary street frontage, forward of a building or in a coastal area.
- e. All applications must identify the method of stormwater disposal
 - sites which adjoin laneways,
 - development where the impervious area is increased by 200% (including new dwellings on vacant land),
 - sites identified as flood prone
 - stormwater runoff restrictions apply to
 - development with more than two dwellings
 - commercial and industrial developments.

Further requirements will apply for sites identified as flood prone. See the Development Information Guide 27: Flood Mitigation.

Collection and storage of rainwater to supplement mains water is required for all new dwellings and extensions or alterations incorporating a toilet or laundry or water heater where the roof catchment area exceeds 50m², except where connection to recycled stormwater is available.

- f. A significant tree on the site or within 10m of the site, a plan showing the location of the trees will be required. This can be incorporated into the site plan.
An independent professional report will also be required except: where the tree is dead; or it is a low growing screening plant which has obtained a significant trunk measurement.
If a significant tree (see e) is proposed to be removed because it is causing or threatening to cause substantial damage to a building or structure, a structural engineer's report demonstrating that all reasonable alternative development options and design solutions have been considered will be required.
If a significant tree is proposed to be removed to allow for the erection of a new structure, advice from an architect or building designer must be provided.
- g. A site history and audit report (soil contamination) will be required for dwelling applications:
 - if the site was ever previously used for non-residential purposes; and

- for commercial/industrial applications if there is a change to a more sensitive land use.
- h. A site works plan will be required if the development involves earthworks that may result in the raising of fences or retaining walls (or a combination of) to more than 2.1m above natural ground level.
 - i. A landscape plan may be required:
 - for timber decking where vegetation can address overlooking issues
 - if a fence is proposed to be setback from a street boundary
 - in hammerhead developments
 - where two or more dwellings are provided and
 - in some change in use cases (commercial/industrial) where a change of use incorporates changes to the existing site layout.
 - j. A garage or shed with a floor area greater than 54m² will require a statement of intended use.
A traffic report must be provided if the proposed land use does not provide sufficient on-site parking area as prescribed in the development plan or Planning SA Guidelines or if the development will be a significant traffic generator.
Commercial/industrial developments which include changes to signage must provide the signage proposal details.
 - k. The method of waste disposal must be detailed for residential flat developments and group dwellings, and in some commercial developments dependent on process and activities.
 - l. Existing/previous use details are required where additions are proposed to existing commercial/industrial buildings.
 - m. A structural engineer's report will be required where demolition is proposed for a local or state heritage item, and may also be required where a contributory place is proposed to be demolished based on structural concerns.
A heritage expert's report may be required for:
 - replacement buildings in the a historic conservation zone
 - where demolition or alteration or addition is proposed for a local or state heritage item
 - and may also be required where a contributory place is proposed to be demolished based on structural concerns.

Development Approval is made up of two separate consents: planning and building. Applications can be made for both consents at once, or each separately (staged).

Development Information Guides are intended to help applicants to submit applications which are complete, well prepared, and can be processed efficiently. The information provided is intended as a general guide only and applicants are encouraged to refer to the City of Charles Sturt Development Plan and to seek professional advice if necessary. This information is subject to frequent updates. This version last updated February 2019. Access the Development Plan and current versions of information guides at www.charlessturt.sa.gov.au.