

Change of Land Use Change of Classification

What is a change of land use?

A change of land use occurs when:

- The premises have been previously used for a business which is different to the proposed use;
- The new use has different staff and customer parking requirements to the previous use;
- The introduction of a new use within an existing building or site in addition to the existing use.

Do I require Development Approval for a change in land use?

Yes - A Development Application is required if there is a change in the way the site or building is being used. It is important to consult Council to determine whether the proposed change(s) will be appropriate for the zone in which the site is located.

Any additions or alterations to the building will also require Development Approval.

What is a change of Building Classification?

The building classification system categorises buildings on the basis of use, hazard and occupancy with a view to ensuring any risks to safety, health and amenity are appropriately minimised. Where buildings are not used for the purpose for which they were designed these risks may increase and a building classification change is required. Eg. Garage converted to habitable room or Shop converted to an Office.

Do I require Development Approval for a change in Building Classification?

Yes - Development Approval is required for any material change of use of land or buildings. The Development Approval process ensures that relevant planning and building requirements are met.

Under the Building Code of Australia, an assessment is required as to whether there is a need to upgrade the existing building structurally, or to make special provisions for fire safety or facilities for people with disabilities.

How is a Change of Use Application assessed?

Council will assess your application against the Development Plan, Development Act and Development Regulations.

To assess your application Council requires the following information (subject to the nature of your development):

- Development Application Form *
- Powerline Declaration Form * (included in the Online Development Application Form)
- Current copy Certificate of Title (issued within the last 12 months)
- Site Plan - showing the entire site including all existing and proposed structures, vehicle parking, loading/unloading areas, waste storage areas, landscaping and any adjoining tenancies **
- Floor plan/plan view to a minimum scale of 1:100 **
- Elevations to a minimum scale of 1:100 **
- Locality plan to a minimum scale of 1:200
- Site history and audit report **
- A detailed description of the existing and previous uses of the building and/or site
- Hours of operation
- Number of employees
- Proposed number of car parking spaces (including disabled car parking spaces)
- A Traffic Report (prepared by a suitably qualified traffic engineer) - 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 Department of Planning and Local Government guidelines
- Proposed Signage Details - Documentation must detail all proposed signage including location, dimensions, design, appearance, colours and illumination **
- Details outlining the storage and disposal of waste, including the pick-up hours for waste disposal units
- Details of any chemicals that will be stored on site
- Landscape plan
- Site management plan (if applicable) **
- Wet area specifications **
- Location of smoke detectors on a scaled plan (can be shown on the floor plan) **
- Fire safety requirements **

* Applications can be lodged electronically via the [Development Forms and Checklists](#) page on Council's [website](#).

** It is recommended that these be prepared by a suitably qualified professional.

Additional information can be found within the below [Information Guides](#):

- The Development Approval Process
- Information required for Development Approval

Further advice or hard copy forms can be obtained from the Duty Planning/Building Officer at Council or by phoning 8408 1111.

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.