



DEVELOPMENT APPLICATIONS

When submitting a development application the City of Victor Harbor requires essential information from the applicant.

To facilitate an efficient and timely assessment you will need to supply the following information:

- A development application form (available either from the City of Victor Harbor front office or website);
- Payment of the required development fee;
- A recent copy of the Certificate of Title;
- Electricity Act Declaration;
- Two copies of site and building plans.

Site plan details (Provide two copies)

You need to provide a properly scaled site plan, drawn to a recommended scale of 1:100 (1cm represents 1m) or 1:200 (1cm represents 2m), showing:

- All boundaries of the site, including all measurements and site area, north point and scale;
- Location of existing buildings, identifiable landmarks and easements on the site;
- Adjoining properties, showing the location and outline of adjacent buildings;
- An internal floor plan of all existing rooms and buildings and a description of their uses;
- Details of site drainage and roof/stormwater disposal (on-site disposal and/or re-use preferred);
- Existing and proposed landscaping, including a landscaping schedule showing new planting species and proposed tree removal;
- Location and nature of proposed retaining walls, details of earthworks - cut and/or fill;
- Vehicular access points from adjoining roads onto the land (clear of street trees, stobie poles etc.);
- Car parking spaces for occupants and visitors including the method of delineation and surfacing;

- The type, height and construction of boundary and internal fencing; and
- Existing contours of the land, including bench levels of the site and finished floor levels of proposed building work in relation to any street, drainage channel or council drain.
- Elevation plans (drawn to scale of at least 1:100) and dimensions showing external building materials, finishes and colour/s to be used; and

If the application is for a commercial, retail or industrial development, a description of the proposal should include the following:

- Type of activity involved and machinery and equipment used;
- Number of employees and car parking spaces, including parking spaces for employees;
- External storage areas and associated screening proposals;
- Methods of waste management and disposal;
- Hours of business; and
- Details of all proposed signage including location, dimensions, design, colour, materials and appearance, and advertising message (if any).

Other details for Building Rules Assessment (Provide two copies)

When Building Rules Consent (Building) is required, the following detailed information and drawings must also be supplied:

- The Construction Industry Training Fund Levy for development costing more than \$40,000;
- Housing Indemnity Insurance Certificate, where applicable (for development costing more than \$12,000);
- Roof, wall and floor layouts;
- Specifications and schedules of work to be undertaken;
- Wind speed determination;
- Wall, roof bracing and tie down details;

- Engineer's footing construction report and any other structural details;
- Wet area details;
- Retaining wall details (if required); and
- Stair and balustrade details.

In some cases you will need to consider other factors in designing your development and include additional information when you lodge your application.

These cases include:

- Disabled access for prescribed buildings (commercial properties);
- Areas subject to flooding;
- Building on a boundary etc.;
- High corrosion areas.

Requirements for plans of land division

If your proposal involves land division, you must include 3 copies of plans when you lodge your application. The Development Regulations set out extensive and very specific requirements for drafting land division plans.

Land Division applications must be lodged at the State Commission Assessment Panel:

136 North Terrace, Adelaide, South Australia 5000
 GPO Box 1815, Adelaide, South Australia 5001
 Telephone (08) 8303 0772
 Facsimile (08) 8303 0753

Want to know more?

The above information is advisory and a guide only to give you a general understanding of the key points associated with the development assessment system. It is recommended that you seek professional advice or contact the City of Victor Harbor regarding any specific inquiries or for further assistance concerning the use and development of land. Being properly prepared can save you time and money in the long run.

While care has been taken to ensure the accuracy of material contained in this publication, no responsibility will be accepted for any errors or omissions.

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