

# Information to be Submitted



CITY OF  
MITCHAM

City of Mitcham is undertaking the assessment of development applications electronically as well as communicating with applicants via email or web portals. You can now lodge your application at [mitcham@mitchamcouncil.sa.gov.au](mailto:mitcham@mitchamcouncil.sa.gov.au) and are only required to provide one set of the following required information:

## Essential Information

- Development application form – this is available from the Civic Centre or can be downloaded from the council website;
- Payment of development fees;
- Copy of payment receipt for the Construction Industry Training Board Levy (development cost over \$40,000);
- Housing Indemnity Insurance Certificate, where applicable (development cost over \$12,000);
- Copy of Certificate of Title;
- Declaration of Applicant – Building Safety near Power Lines;
- Site and building plans as necessary (see below).

## Site plan details

You need to provide a properly scaled site plan - recommended scale of 1:200 (minimum scale 1:500) showing:

- All boundaries of the site including all measurements and site area;
- Location of existing buildings on the site;
- Adjoining properties and the location of adjacent buildings;
- Any easements on the property
- North point and scale;
- A floor plan of all existing rooms and buildings and a description of their uses;
- A plan outlining the proposed work, showing distances to boundaries and other buildings located on the property;
- Details of site drainage and roof/stormwater disposal/retention;
- Existing and proposed landscaping with a landscaping schedule showing new planting species and proposed tree removal;
- Location, height and nature of proposed retaining walls, details of cut and/or fill;
- Vehicular access points from adjoining roads onto the land;
- Carparking spaces for occupants and visitors including the method of delineation and surfacing;
- Location of significant trees;
- Location of existing street trees adjacent to the property;
- The type, height and construction of boundary and internal fencing; and
- Existing contours of the land and finished floor levels of proposed building work in relation to any street, drainage channel or council drain.

## Additional plans and information

These may include:

- Elevation plans (drawn to a scale of at least 1:100) and dimensions showing external building materials, finishes and colour(s) to be used; and
- Internal floor layout plans (existing and proposed) indicating areas of use.

Street Address:  
131 Belair Road  
Torrens Park SA 5062

Postal Address:  
PO Box 21  
Mitcham Shopping Centre  
Torrens Park SA 5062

Phone: (08) 8372 8888  
Fax: (08) 8372 8101  
[mitcham@mitchamcouncil.sa.gov.au](mailto:mitcham@mitchamcouncil.sa.gov.au)  
[www.mitthamcouncil.sa.gov.au](http://www.mitthamcouncil.sa.gov.au)

If the application is for a commercial, retail or industrial development, the following detail should be provided:

- Type of activity involved and machinery and equipment used;
- Number of employees and carparking spaces, including parking spaces for employees;
- External storage areas and associated screening proposals;
- Methods of waste management and disposal;
- Hours of business;
- Details of all proposed signage including location, dimensions, design, colour, materials and appearance and advertising message (if any);
- Access for persons with disability for prescribed buildings; and
- Provision of fire detection and control devices.

#### **Building Rules Assessment details required**

- Roof, wall and floor layouts;
- Roof truss design and layout (if applicable);
- Minister's Schedule 5 – roof framing checklist;
- Specifications and schedules of work to be undertaken;
- Site Wind speed assessment;
- Wall and roof bracing details;
- Engineer's footing construction report and any other structural details and calculations;
- Wet area details;
- Retaining wall details (if required);
- Stair and balustrade details;
- Smoke Alarm locations; and
- Energy Efficiency Assessment Report.

#### **Special requirements affecting an application**

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

These instances are:

- Bushfire prone areas, including Bushfire Attack Level (BAL) Assessment, Construction Requirements in Bushfire Prone Areas, Provision of dedicated water supply for Bushfire Protection;
- Seismic zones;
- High wind areas;
- Areas subject to flooding;
- Proximity of development to electricity transmission lines;
- Details regarding septic tanks;
- Building on a boundary (you should discuss this with your neighbor at an early stage to avoid unnecessary delays);
- Energy rating; and
- Demolition plan.

It is recommended that you contact council or the relevant authority before you prepare your application to find out if any special requirements apply to your proposal.

***Failure to provide all the relevant information could delay the processing and assessment of your application.***

#### **Requirement for plans of land division**

If your proposal involves land division, you must lodge your application with the Development Assessment Commission. The Development Regulations set out extensive and very specific requirements for drafting land division plans.

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