



CITY OF  
Port Adelaide Enfield

# CHECK SHEET FOR LODGING DEVELOPMENT APPLICATIONS

Please note this is intended to be a guide only, and once your application is lodged the Assessing Officer may contact you to request further information. Clarification or further information can be obtained by contacting Council.

## Minimum requirement for all applications

- Development Application form (ensure all pages of the form are completed, signed and dated with the estimated cost of development completed)
- Powerline Declaration Form (ensure the form is completed, signed and dated) (not required for demolition or regulated tree removals)
- Current search copy of the relevant Certificate of Title(s) (not required for demolition or regulated tree removals)
- Site plan, drawn to a minimum scale of 1:500 (recommended scale 1:200), showing
  - All boundaries and relevant measurements
  - Plan outline of all existing buildings and proposed works
  - Distances to boundaries
  - Regulated trees that may affect the building
  - Name and location of abutting streets

In addition to the above, dependent on the type of development application:

## Garages, Carports, Verandahs & Sheds etc

- Elevation plans, drawn to a minimum scale of 1:100, showing front and side views of the structure, proposed construction materials to be used, and height to the eaves and ridge of the roof
- Stormwater disposal must be marked on the site plan

If applying for Building Rules Consent through Council

- Manufacturers construction detail and design for brand name structures
- Engineering calculations for non-brand name structures

## New Dwellings and Dwelling Extensions

- Elevation plans, drawn to a minimum scale of 1:100, showing front and side views of the structure
- Dimensioned internal floor plans for each level, showing the intended use of all rooms
- A Site and Drainage Plan at a scale of 1:200 is required to be submitted that indicates the following (new dwellings only):
  - existing site survey information
  - proposed Finished Floor Level (FFL) of the building and site levels (both existing and proposed) and,
  - an indication of the manner in which stormwater is to be disposed of from the site.

And, if applying for Building Rules Consent through Council

- Specifications and schedules
- Footings construction report
- Structural calculations
- Roof, wall and floor framing details
- Energy Efficiency Report or Certificate
- Water efficiency details

## Regulated and significant tree removal/pruning

- Confirmation of the species of the tree to be removed
- If possible, a photograph of the tree, taken from ground level

## Change in Land Use

- Dimensioned internal floor plans for each level, showing the intended use of all rooms
- Statement of further particulars, including:
  - Specific use of the proposed building
  - Details of current/previous land use
  - Expected number of employees
  - Description of all processes, machines and activities to be used on site
  - Expected days and times of operation/opening hours
  - Details and methods of waste storage and removal