

HELP GUIDE 4

What Plans & information must I submit for a Change of Land Use Application?

What Is A Change of Use?

A Change in Land Use is defined as a form of development under the Development Act 1993.

A Change of Land Use is said to be proposed when the existing 'approved' uses on the land, are varied, or discontinued, or evolve to include new uses, to the extent that the new or proposed use, by definition and description, supersedes the definition of the existing- approved use/s on the land.

For example, if a building with approval for use as a shop, is intended to become used as an Office, then a change in use is being proposed.

Other typical examples of **changes in use**, where an application is required includes, but is not limited to, the following;

- From a Shop or Take-Away Outlet, to a Cafe or Restaurant
- From a house/dwelling, to a Bed and Breakfast
- From a Machinery/Implement Shed, to a Hay Shed
- From a Shed, to a Dwelling;
- From a House/Dwelling, to Offices;
- From a Store / Storage facility, to a Workshop; etc etc
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Change of Land Use Application CHECK LIST

Providing Council with clear and accurate information will assist in the planning assessment process and will avoid delays with assessment of your application. The following information must be submitted with all Development Plan Consent applications for change of use. Applications that do not contain this information may not be accepted for lodgement. Please submit this checklist when lodging your application and ensure that the 'Applicant' boxes are ticked. Queries regarding this information can be directed to the Environmental Services Department, Barunga West District Council Head Office, Pt Broughton, on ph: 8635 2107.

- Fully completed Development Application Form** (including the Electricity Declaration Form), download from www.wtcc.sa.gov.au – Development > Application forms or collect from the Council offices.
- Payment of the prescribed application fees.** A fee guide is attached to the Development Application Form available on Council's website, or can be collected from the Council offices.
- Current and full Certificate of Title of the land subject to the application (including details of the current owner and deposited plan).** The Certificate of Title can be obtained from the Land Services Group Office (Level 2, 101 Grenfell Street, Adelaide) or ordered from their website www.propertyassist.sa.gov.au.
- The provision of a written statement which outlines:**
 - the previous/existing use of the site (if known)
 - a general description of the proposed use



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- the days and hours of operation of the proposed use
- the maximum number of staff on the site at any one time
- the maximum number of customers/patrons on site at any one time
- the details and hours of delivery of the largest vehicle proposed to access the site (considered likely to be for deliveries to and from the site)
- details of any machinery or other tools used in association with the proposed use that have the ability to generate noise (if applicable)
- details of any chemicals/dangerous goods associated with the proposed use to be stored on the site including their individual and overall volume (if applicable)
- the maximum volume of any products produced per year (if applicable)
- details of any proposed signage, including its location and dimensions.

Site plans (three copies drawn to a scale of 1:100 or 1:200 and dimensioned), showing:

- all boundaries of the site including all measurements and site area;
- location of all existing buildings on the site;
- adjoining properties and the location of adjacent buildings and any significant
- trees (see Significant Tree Information Guide for all relevant tree dimensions);
- location of the Waste Control System on the land, incl. Soakage areas;
- location of any easements on the property;
- A date of the drawing/plan, plus north point and scale;
- a plan outlining the proposed work, showing distances to boundaries and other buildings located on the property;
- details of the site drainage and roof/ stormwater disposal (generally roof water from all buildings should be carried to the street watertable by impervious pipe);
- Engineering details of the stormwater drainage design capacity, detention or retention structures, and designed outflows from the land;
- existing and proposed landscaping with a landscaping schedule showing new planting species and their location and any 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;
- car parking spaces - the location and dimensions of all car parking spaces located on the site associated with the proposed use, including car parking spaces allocated to staff and customers noted;
- Calculations of the floor areas, by building class, of any buildings proposed, existing or being extended.
- The floor areas, attributed to each land use.
- The location and area of vehicle loading/ unloading areas for delivery or collection vehicles;
- A list of the type and size of vehicles to be servicing the proposed use on the land.
- the location of bin storage and collection areas associated with the use taking in to account the likely waste demands of the use;

One A3 set of all plans, if the submitted plans are larger than A3 in size.

Every site and proposed development is unique and because of this some applications will require additional information for lodgement

Traffic report, prepared by a suitable qualified Traffic Engineer (two copies) – only required if the proposed change in use of the site will result in the minimum number of car parking spaces being substantially less



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than the number required in Table BaW/5 of the Barunga West DC Development Plan based on the proposed use(s). The report must address the following:

- an empirical assessment of the likely car parking demand generated by the proposed use of the site, taking in to consideration the maximum number of staff/customers at any one time, existing vehicle arrangements in relation to the site, the location of the site, other uses within close proximity to the site, and any other matters considered relevant
- the suitability of car parking provision for the proposed use, including survey details (including raw data) of available unrestricted car parking within convenient walking distance that can be reasonably/legally used including relevant car parking occupancy rates over at least two days when car parking demand within the immediate area is at its peak, and any other justification considered to be relevant.

Please Use this checklist when lodging your application and ensure that all the boxes are checked. Failure to do so may result in your application not being accepted for lodgement.

This checklist is for standard information required for lodgement of an application for Development Plan Consent only. If further information is required following a preliminary assessment by Council Development Officers, you will receive a letter from the assessing Development Officer - Planning. If you are seeking full development approval from Council (including development plan consent and building rules consent) you should also check whether any additional information is required for building rules consent applications.

Please Note

The information contained here is a guide only. It is recommended that the advice and assistance of a Council Planner be sought in conjunction with any enquiries concerning the use of land within this District.

Before undertaking any development, please discuss your intentions with Council. If you need to make an application your time and money can be saved if you are thoroughly prepared.

Further information can be obtained at the Barunga West District Council Head Office, Pt Broughton, on ph: 8635 2107.



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