



INFORMATION SHEET No 3

REQUIRED INFORMATION

Essential information!

The following information must be provided to the relevant authority for a development application:

- a completed *Development Application form* (available from both Council offices)
- payment of the required Development Act fee's, including (where applicable) the Construction Industry Training Board (CITB) Levy
- a copy of the certificate of the Building Indemnity Insurance (where applicable)
- a copy of the *Certificate of Title*
- two copies of site and building plans as may be necessary (see below)
- any other material or reports that may assist in assessing the proposal as requested by the authority. Failure to provide this level of information at the time of submitting the application or inadequate and poor quality plans being presented, could delay its processing and assessment. It is in your interests to get the application and the accompanying information to an acceptable standard from the outset!

Site plan details

The following details must, as a general rule, be provided on a properly scaled site plan, drawn to a minimum scale of 1:500 (other scales may be required depending upon the nature of the development and size of the site):

- all boundaries of the site including all measurements and site area – On-site surveying may be necessary to determine exact boundary locations
- any easements over the property (as registered on the Certificate of Title)
- a north point and relevant scale noted
- the location of all existing buildings and a description of their respective uses
- outline of the proposed work showing distances to boundaries and other buildings located on the property
- details of site drainage and roof/stormwater

disposal (generally roof water from all buildings should be collected and stored in rainwater tanks)

- existing and proposed landscaping, together with a landscaping schedule showing new planting species
- location, size and nature of any retaining walls proposed
- vehicular access points from adjoining roads onto the land – All new access points from public roads require Council approval
- car parking spaces for occupants and visitors including the method of delineation and surfacing
- location of existing street trees or any other infrastructure (eg stobie poles) adjacent to the property
- the type, height and construction of boundary and internal fencing
- existing contours of the land and finished floor levels of proposed building if the property slopes significantly.

Additional plans and information

- elevation sketches showing external building material, finishes and colours to be used
- internal floor layout plans (existing and proposed) indicating areas of use
- if the application is for a commercial, retail or industrial development, a description of the proposal should include:
 - * type of activity involved and plant and equipment used
 - * number of employees and car parking spaces provided
 - * external storage areas and associated screening proposals
 - * methods of waste management and disposal
 - * hours of operation of the business
 - * location and nature of external security lighting for the premises
 - * details of all signage if proposed under the same application

Other details for building rules assessment

In addition to the above, the following detailed information and drawings must be supplied where **Building Rules** consent is also required:

- size & location of footings (including Engineer's footing report if necessary)
- structural details and calculations
- roof, wall and floor layouts, dimensions and sections
- light and ventilation requirements, position of Windows
- evidence of compliance to six star energy rating
- specifications and schedules of work to be

INFORMATION SHEET No 3 (cont.)

- undertaken
- wind speed determination and wall and roof bracing details
- wet area details
- swimming pool safety fencing and retaining wall details (if appropriate)
- stair and balustrade details (if appropriate)

Special requirements affecting an application

In some instances, you will need to take into account other factors in designing your development and, accordingly, show the relevant additional information on the documentation lodged with the application.

These relate to the following examples:

- specific classifications of buildings which may require the provision of fire detection and control devices
- access for disabled persons for prescribed buildings
- high wind areas
- areas subject to flooding
- development near the coast
- details regarding septic tanks
- building on a boundary (you should discuss this with your neighbour at an early stage to avoid unnecessary delays, as Council may seek his or her opinion regarding the proposed siting). It is suggested that you first contact the Council or the relevant authority for any special requirements that may be applicable before preparing your application. This will help minimise any delays and avoid possible misunderstandings.

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 Council office regarding any specific inquiries or for further assistance concerning the use and development of land. Being prepared can save you time and money in the long run.