



LODGING AN APPLICATION FOR A VERANDAH/GARAGE/SHED/CARPORT

So it's time to put a verandah / shed / carport /roofed pergola on your property. Council is here to help this process be as smooth as possible so you can park your car, store your tools or use this outbuilding for whatever reason you need (except habitation of course!).

That's why we have produced this information sheet, to explain the information Council requires so we can quickly process and approve your application.

Please take the time to read Council's requirements so when you submit your plans we'll have all of the necessary information ensuring the smooth processing of your application.

Don't forget, if you have any queries, questions or concerns we are more than happy to help so, please, feel free to contact us.

When I lodge my application...

Firstly when you lodge your application, with all relevant details and plans, and pay the necessary fees, your application will be given a Development Application number and placed into a folder.

Your application is then forwarded onto the Planning Department where it is assessed to ensure all planning issues have been addressed.

If there is no dwelling already on the property you will be required to sign a declaration stating you will not be using the shed for habitation.

Upon approval from the Planning Department, your application is then passed onto the Building Department where a Building Surveyor will make sure all of the details are supplied and conform to the many aspects of the Building Legislation.

If the construction is to cost more than \$40,000 we will need a copy of the Construction Industry Training Fund Levy receipt. Payment is made directly to the Fund at www.citb.org.au.

If you are not an owner builder, a Builders Indemnity Insurance Certificate *may* also be required from your builder (if the development cost is greater than \$12,000).

Please keep in mind, there are many factors that must be taken into account when processing an application. Further information may be required depending on various different factors.

What about the fees?

A lodgement fee of \$62.50 is required for all applications. If the construction is costing over \$5000 the fee is then \$133.00.

A Planning Assessment fee of \$39.00 is required if the development is to cost under \$10,000. A \$107.00 fee will apply if the cost is between \$10,000 and \$100,000 while buildings over \$100,000 incur a fee of 0.125% of the cost of the building.

The Building Rules Assessment fee for a verandah / shed / carport (non-living area) is \$0.90 per square metre. There is a minimum fee of \$68.00.

Please note, these are standard fees. If the application is non-complying or requires a referral (eg River Murray Act) your application may incur further fees of which you will be advised.

Example of fees:

For a 6m x 3m (18sqm) shed costing max. \$5000

Lodgement fee	\$62.50
Development fee	\$39.00
Building fee	\$68.00
Total fee due	\$169.50

For a 12m x 6m (72sqm) shed costing \$16,000

Lodgement fee	\$133.00
Development fee	\$107.00
Building fee	\$68.00
Total fee due	\$308.00

Checklist

- Development Application form (completed & signed)
- Payment of fees

TWO COPIES: (must be supplied)

Site Plan showing:

- All property boundaries and their dimension (length)
- Location and the name of the street/s or road/s
- The outline of any existing or proposed dwelling and/or outbuildings
- The outline of any structures on adjoining properties
- If any easements exist, their location and dimension
- The position of any proposed or existing septic tank & effluent disposal area
- Location of any existing / proposed driveway access
- North direction
- Location of any trees and their approximate height
- The location of any existing / proposed retaining walls
- Stormwater disposal
- Dimensions**
Where the property is not level, the existing ground levels are to be shown by either:
 - a) A contour plan of the property or
 - b) Spot levels which refer to a "Bench Mark" (a permanent point of reference)
 - c) Where vehicle access is required, show the proposed finished floor level of the structure and the level of the driveway at the property boundary
- Distance of the proposed structure from the two closest property boundaries
- Distance from any existing buildings on the allotment

TWO COPIES: (must be supplied)

- Design wind speed
- Elevations** at a scale of 1:100 preferred or 1:50 of two sides of the proposed structure showing:
 - The height to the gutter line and the ridge of the roof if it has a pitched roof
 - Any existing structure if the proposed structure is to be attached
 - Description of the building materials to be used
 - Proposed finishes and colours to be used
 - The dimensions of the proposed structure – length and width (floor plan)

Other Information

- Full structural details of the proposed building which must include the size, span and spacing of all members (parts) incorporated in the structure. This must also include footing sizes and floor if proposed. If the structure is a commercially manufactured steel framed structure the manufacturer's specifications should be adequate

Setback Compliance

- 8m from front boundary or allotment (generally)
- 3m from side (road) boundary if on a corner
- Various distances apply from side boundaries, please contact Council's Building Surveyors

Frequently asked questions

How long will it take to receive approval?

If all of the information required is supplied, you can expect approval within approximately 3 - 4 weeks.

How close can I build to the septic tank?

The septic tank must have a clearance of 2.5 metres.

Do I have to paint my shed?

If you live in a residential area you will be required to paint the shed if it is not of a pre-finished type within 12 months from approval. Other areas will be assessed on an individual basis and a condition of your approval may require the shed to be painted. Most times though a non-reflective material will be required to be used.

Can I live in my shed?

No, you may not live in the shed, either permanently or on a casual basis. Depending on the circumstance, when you submit the shed application you will be required to provide a letter stating you will not be using the shed for habitation.

My pergola isn't going to have a roof, do I still need approval?

If the pergola is only to be covered with shadecloth or has no roof you may be required only to apply for Development Plan Consent. Please always check with Council first to ensure no other stipulations apply.

What about fences?

Council does not control the fencing law – unless the proposed fence is to be more than two metres high or built from masonry over one metre high. We do have a brochure available explaining your rights regarding fences etc and advising of numbers you can contact if you have any fencing enquiries.

For further information contact the Environmental Services Section of the Mid Murray Council on (08) 8564 6020.

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