LODGING AN APPLICATION FOR A DWELLING/DWELLING ADDITION

So, you're going to build a new home. How exciting – and believe it or not, Council is here to help this process be as smooth as possible.

We understand your anxiety at this time. We also realise that some of you may have to pay rent or pay for storage whilst you wait to build and of course you want to get things happening so you can move in and enjoy your new home as soon as possible.

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. Remember, you must lodge you waste control at the same time as the Development Application. It is at this stage the waste control system is looked at by an Environmental Health Officer to ensure the waste control system is to be placed on site and installed according to legislation.

Upon approval from the Planning Department, your application is then passed onto the Building Department (if you are not using a Private Certifier) where an Inspector will make sure all of the details are supplied and conform to the many aspects of the Building Code of Australia.

We will need a copy of the Construction Industry Training Fund Levy receipt if the development cost is greater than $40,000. Payment can be made online directly to the Fund at www.citb.org.au. If you are not an owner builder, a Builders Indemnity Insurance Certificate will also be required from your builder.

Please keep in mind, there are many factors that must be taken into account when processing an application. The checklist in this information sheet is a *general guide only* for information needed. Further information may be required depending on various different factors.

What about the fees?

A lodgement fee of $145.50 is required for all applications over $5000.

A Planning Assessment fee of $42.50 is required if the development is to cost under $10,000. A $116.00 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 dwelling is known as Class 1 (living area) with a fee of $3.29 per square metre. If your house has an attached garage/carport, verandah/patio these areas are Class 10 (non-living area) and the fee is $0.98 per square metre.

The waste control application fee is $499.00 (or discounted to $371.00 if connecting to a communal waste control scheme), the application fee for alteration to an existing waste control system is $243.00.

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 dwelling costing $150,000*

Living areas 135m^2
Verandah & carport 96m^2

Lodgement fee	$145.50
Development fee	$187.50
Building fee	$538.23
Waste control fee	$499.00
Total fee due	**$1370.23**

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Checklist

- ❑ Development Application form (completed & signed)
- ❑ Payment of fees
- ❑ Building Indemnity Insurance Certificate
- ❑ Construction Industry Training Fund Levy

THREE COPIES: (must be supplied)

- ❑ Floor plans

TWO COPIES: (must be supplied)

- ❑ Stormwater disposal
- ❑ Site plan (showing use of buildings, location of easements, distances from boundaries and other buildings)
- ❑ Elevations, sections (including details of external materials)
- ❑ Contour plan (showing finished floor level in relation to street water table)
- ❑ Specifications
- ❑ Engineers footing construction/soil report
- ❑ Structural calculations
- ❑ Roof, wall and floor framing details
- ❑ Design wind speed
- ❑ Wall bracing and tie down details
- ❑ Bushfire assessment (if applicable)
- ❑ Wet area specification
- ❑ Cut and fill line where applicable
- ❑ Proposed retaining walls, position and height
- ❑ Smoke detectors
- ❑ Energy efficiency provisions.

Waste Control Application Requirements

TWO COPIES (must be supplied)

- ❑ Underfloor plumbing plan
- ❑ Site plan showing proposed location of septic tank and soakage area

Some areas may also require

- ❑ Soil test or percolation test

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 six weeks (providing no referrals to government departments or agencies are required).

How close can I build to the boundary?
This distance may vary, you will need to check with a Building Officer at Council.

How close can I build to the septic tank?
The septic tank must have a clearance of 2.5 metres.

How close can I build to other buildings?
This distance may vary, you will need to check with a Building Officer at Council.

Can I apply for my waste control system at a later date?
No. The waste control system needs to be lodged when you lodge your planning application. For your application to receive planning approval, we must ensure the system will fit on your block according to legislation and policy. Your building application will not receive approval without a waste control system application. You will need to supply under floor plumbing plans and a site plan showing the location of the tank etc.

Can my plumber or builder sign the application form?
Another party may sign your Development Application on your behalf but the Waste Control Application **MUST** be signed by the owner and applicant.

Can I be an Owner/Builder?
Yes you can BUT remember legislation requires written statements for dwellings – if the building was not completed by a licensed building work contractor – the statement must be completed **by a registered building work supervisor or a private certifier.** This means when the building is complete, a registered works supervisor or private certifier **must** sign the written statement stating the building work has been carried out in accordance with any relevant approval and the provisions of the building rules.

What does it mean when my builder says they're using a Private Certifier?
Some builders ask Council to check that the building is to be built to the correct specifications and building code. Others ask for a Private Certifier to do this part of the process. Once a Private Certifier has approved the building information, they forward this information on to Council and when planning and waste control are approved, we will give final approval. This is known as full Development Approval.

What is Full Development Approval?
A Development Application is split into two sections, Planning and Building. Planning is to ensure the siting of the dwelling, the materials to be used etc are in accordance with legislation. Building is when our inspectors ensure the structure is built to Building Code Standards. Both make up a Full Development Approval.

Mid Murray Council
Phone: 8564 6020
Fax: 8569 1931
49 Adelaide Road, Mannum
Main Street, Cambrai
Fourth Street, Morgan
Email: postbox@mid-murray.sa.gov.au
Web: www.mid-murray.sa.gov.au
PO Box 28, Mannum SA 5238

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