

Dwelling Alterations & Additions

Fast Track Checklist

(Used when only Building Rules Consent is sought)

CAN MY DWELLING APPLICATION BE FAST TRACKED?

A development application for the alteration/addition to a semi/detached dwelling may be fast tracked if all the criteria below can be satisfied:

- The property is NOT a State Heritage Place or a Local Heritage Place or within the Ayers Hill Road or Mylor Township Historic (Conservation) Policy Areas or Woodside Historic Core Policy Area or in the State Heritage Area of Mount Torrens (refer note 2); and
- The property is NOT in the Hills Face Zone or within a flood area (refer note 3); and
- The property is NOT within a High Risk Bushfire Prone Area (refer note 3); and
- The works do not involve Regulated Tree damaging activity (refer notes); and
- The dwelling is not on a hammerhead allotment; and
- The additions are at ground level and do not involve mezzanine or upper-storey works; and
- The works do not result in the roofed area of all structures being greater than 60% of the allotment; and
- The works do not involve excavation or filling exceeding vertical height of 1 metre (maximum combined height of 2 metres); and
- The works do not alter access to an arterial road (refer note 3); and
- The works do not require referral to EPA or NRM board (refer note 4); and
- The works do not require a new/upgrade/addition to an existing waste control system (or these works already have approval) or encroach on areas required for the waste control system; and
- The works are not closer to an existing boundary of the primary street than the existing dwelling or than the Development Plan criteria, or greater than 1 metre in front of the average setbacks of existing dwellings on adjoining allotments on the same primary street or in the case of one adjoining dwelling in front of that dwelling (whichever provides the lesser setback); and
- The works are at least 900mm from any secondary road frontage or setback of the adjacent existing dwelling (whichever provides the lesser); and
- The works are setback at least 4m from the rear boundary (refer note 5); and
- The length of wall on the boundary does not exceed 8 metres and is not within 3 metres of another structure on the subject land located on the boundary (refer note 6); and
- The works will not result in all structures on the boundary being greater than 45% of the length of the boundary (refer note 6); and
- The wall height on a boundary does not exceed 3 metres (refer note 7); and
- The works are setback at least 900mm from one side boundary; and
- The works are at least 900mm from side boundaries (if not on boundaries) with maximum wall height of 3 metres; and

- The works have a wall height greater than 3 metres and are setback at least 900mm plus one third of the increase in wall height above 3 metres (refer note 8); and
- The works have an overall building height of 9 metres, wall height of 6 metres; and
- The works result in private open space of at least 80m² with a minimum area of 24sqm at the side or rear of dwelling (refer note 9); and
- Any garage/carport is located behind any part of the building line of the dwelling; and
- Any garage/carport is setback at least 5.5 metres from the primary street; and
- Any garage/carport openings facing a street for vehicles do not exceed 7 metres in width; and
- Any garage/carport will use an existing or authorised driveway or access point, or will use rollover kerbing or use a driveway located greater than 6m of an intersection of two roads or pedestrian activated crossing; and not interfere with street furniture/infrastructure or trees;
- Any garage/carport will not gain access from an alley, lane or right of way which is less than 6.2m wide;
- The driveway is not steeper than 1:4 on average; and
- The works do not involve the removal of a place for the parking of cars, or if does involve such removal, the works provide at least two on-site carparking spaces at least one of which is enclosed (refer note 10).

If all of the above criteria are satisfied and all of the following information is provided then the application can be a Residential Code Complying Application (fast tracked).

CHECKLIST OF REQUIRED PLANS AND INFORMATION

- Completed and signed development application form including the Office of the Technical Regulator Powerline Declaration (ensure you fill in all sections); and
- Current copy of Certificate of Title, deposited plan or other instrument evidencing title in relation to the land (can be purchased from the Council for a fee); and
- Site Plan drawn to a metric scale of not less than 1:500 (refer notes) showing;
 - The boundaries and dimensions of the site and any relevant easements; and
 - The positions and dimensions of the minimum front and side setbacks of any existing or proposed building on the site; and
 - The location of any Regulated Trees on the site or on adjoining land that might be affected by the work or affect the work proposed to be performed; and
 - Existing and proposed finished floor levels; and
 - If a new vehicle access point is to be established, relevant, documentary evidence that it has been authorised under Section 221 of the *Local Government Act (1999)*; and
 - The location and finished ground level at each end of any existing/proposed driveway and its location in relation to an existing or proposed vehicle access point under Section 221 of the *Local Government Act (1999)*; and
 - The approximate north point; and

- Location of the existing or proposed effluent disposal area/s and septic tank/main sewer/CMWS connection points and underground pipes to ensure that the proposed development does not interfere with these services.
- Declaration regarding site contamination, including where relevant a site contamination report; and
- Elevations and section drawings, drawn to scale of not less than 1:100, showing building heights in relation to any relevant or proposed buildings; and
- Drawings showing how the proposed development generally relates to the closest walls of buildings on adjoining sites (excluding sites to the rear); and
- Floor plans showing the number and location of bedrooms and habitable rooms after completion of proposed development, at a scale of not less than 1:100; and
- Planning fee as well as the application lodgement fees; and
- Completed and signed development application checklist

IF LODGING FOR BUILDING RULES CONSENT AS WELL AS DEVELOPMENT PLAN CONSENT THE FOLLOWING IS ALSO REQUIRED:

- Information about the material and standard of work to be used; and
- The size and location of footings and other structural components ; and
- Specifications and technical details (to a scale of not less than 1:20) describing materials and standards of work, and other such information as may necessary to show that the building work will, if performed in accordance with the specifications and drawings, comply with the *Development Act (1993)* and provide satisfactory levels of safety on or about the site ; and
- Engineering calculations or reports showing that the building work will, if performed in accordance with the calculations and reports, comply with Building Code of Australia ; and
- Written details of any foundation investigations that have been carried out ; and
- Building work involves the installation, alteration, relocation or removal and reinstatement of a roof truss – details relating to the truss/s required by Minister’s Schedule 5 roof framing checklist; and
- Receipt demonstrating payment of the separate Construction Industry Training Levy (only applies where the development exceeds \$40,000 in value). Can be paid on-line at www.citb.org.au
- A copy of the Home Owners Warranty Certificate must also be included in the application documents where a licensed builder has been engaged to perform work with a value greater than \$12,000. The builder is required to obtain Indemnity Insurance coverage for the project and should provide a copy to you; and
- Building rules assessment fee and separate receipt for Construction Industry Training Board (CITB) payment (if lodging for planning and building consents) (refer note 11); and
- Building Rules assessment fee applies.

NOTES:

1. This completed checklist must be attached to your development application.
2. If you do not know if a heritage listing applies for the property contact the duty planner on 8408 0400.
3. If you do not know the zoning/flood mapping, Bushfire Prone rating for the property or if the property is located on an arterial road, contact the duty planner on 8408 0400. If the land is in a flood area that allows for dwellings the application may still be Residential Code complying development.

4. If you are unsure if the works require referral to the EPA or NRM Board contact the duty planner on 8408 0400.
5. Ground floor setback of 3m & 5 metre for any other storey from rear boundary if allotment does not exceed 300m².
6. Structures on the boundary are only considered when on the relevant land (i.e. not structures which are on the adjoining property) and do not include common fencing/retaining walls.
7. Wall heights are measured from top of footings.
8. For example 6m wall height = 1.9m setback.
9. If the allotment is less than 500m² contact the duty planner on 8408 0400 to determine required amount of private open space. Up to 50% of private open space can be covered by verandah, pergola etc
10. Dwellings with only one bedroom require only one carparking space which needs to be covered.
11. Planning fees of \$109.00 if work between \$10,001 and \$100,000, contact the duty planner on 8408 0400 to determine fees outside this range
12. Plans may be provided at a smaller scale if an enlargement drawing is also provided that shows the development location in greater detail.
13. If you do not know if the property contains a Regulated Tree contact the duty planner on 8408 0400.

If you cannot provide all of the above information at the time you lodge your development application it is unable to go through the fast track process and will be processed in the normal way and other fees may apply.