

Change of Use

A change in the use of land usually relates to any changes made to an existing use of a property. This can also include changes to or from a residential land use.

When is an application required?

A change of use in the land is 'Development' and therefore requires a Development Application. It is important to check with Council before you begin your business or proposed land use. This way you can be sure that it is suited to the property and complies with the Alexandrina Development Plan and the area's Planning Zone. If the site has previously been used for a different purpose, you may need to make an application for Development Approval for a Change of Use.

For the purpose of determining whether a change in the use of land has occurred, the commencement or revival of a particular use of the land will, subject to subsection 2, of Section 6 of the Development Act 1993, be regarded as a change in the use of the land if—

- (a) the use supersedes a previous use of the land; or
- (b) the commencement of the use or the revival of the use follows upon a period of non-use; or
- (c) the use is additional to a previously established use of the land which continues despite the commencement of the new use.

Do other authorities need to be consulted?

The Council may also need to consult with other authorities such as State Government Departments responsible for transport, utilities, heritage and environmental protection. Consultation is required if your business involves noise, smells, spray painting, cutting and sanding wood, storing fuel or chemicals and the like.

What information is required with an application?

With your application you need to include:

- a description of all business activities carried out;
- Certificate of Title
- the number of staff employed;
- car parking details
- the days and hours of operation;

- machinery and equipment to be used or stored on the site; and details of the current land use.

Include scaled and accurate plans that show:

- the entire site including all the buildings and floor plans.;
- Floor plans of the existing use
- Building on the site with a description of their existing and proposed use.
- access points, driveways and individual car parking spaces;
- existing and/or proposed landscaping including the specific location and species of plants and trees;
- loading, unloading and vehicular manoeuvring areas on the property;
- the location, height and construction of fencing;
- the number, location and size of any proposed signs; and the location of a waste control systems and waste disposal bin or enclosure
- car parking spaces for occupants and visitors including the method of delineation and surfacing;
- location of existing street trees adjacent to the property;
- the type, height and construction of boundary and internal fencing; and existing contours of the land and finished floor levels of proposed building work in relation to any street, drainage channel or council drain.

Additional plans and information (provide 3 copies)

These may include:

- elevation plans (drawn to a scale of at least 1:100) and dimensions showing external building materials, finishes and colour/s to be used; and 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 the:
 - type of activity involved and machinery and equipment used;
 - number of employees and car parking spaces, including parking spaces for employees;
 - external storage areas and associated screening proposals;
 - methods of waste management and disposal; **PTO**→

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- hours of business; and details of all proposed signage including location, dimensions, design, colour, materials and appearance, and advertising message (if any).

Checklist

- Development Application form (Completed & Signed)
- All information as described in this brochure.
- Copy of current Certificate of Title
- Payment of fees
- Construction Industry Training Fund Levy (for development costing more than \$40,000) receipt required from www.citb.org.au (SA)
- Housing Indemnity Insurance Certificate, where applicable (for development costing more than \$12000);

Three Copies: (MUST BE SUPPLIED)

- Floor Plans
- Site plan details
- You need to provide a properly scaled site plan, drawn to a recommended scale of 1:200 (minimum scale 1:500), A3 size, showing:
 - all boundaries of the site including all measurements and site area;
 - location of existing buildings on the site;
 - adjoining properties and the location of adjacent buildings;
 - any easements on the property;
 - north point and scale;
 - a floor plan of all existing rooms and buildings and a description of their uses;
 - a plan outlining 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 carried to the street watertable by impervious pipe);
 - existing and proposed landscaping with a landscaping schedule showing new planting species and proposed tree removal;
 - location and nature of proposed retaining walls, details of cut and/or fill;
 - vehicular access points from adjoining roads onto the land;

Further Information

For any queries regarding Change of Use, please contact Council's Planning Department on 8555-7000