



# **MAJOR DEVELOPMENT**

**ADVISORY SERVICE  
& FACILITATION**

THE CITY of  
*Unley*



## **KAURNA ACKNOWLEDGEMENT**

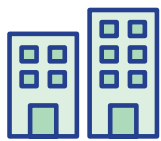
We would like to acknowledge the City of Unley is part of the Traditional Lands for the Kaurna people and we respect their spiritual relationship with their Country. We acknowledge the Kaurna people as the traditional Custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

## **DISCLAIMER**

As information is subject to change, the City of Unley shall accept no responsibility for any loss or damage resulting from the use of, or reliance on, the contents of this document.

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## DEVELOPING OUR CITY

The City of Unley is a robust environment with prosperous precincts and connected communities.

We are committed to supporting and enabling growth that is balanced with environmental and social principles, maintaining the quality of life and diversity our communities need to continue to prosper.

Major Developments are important to the ongoing growth and economic health of our city, and we are pleased to offer this guide to help communicate what is required from you, the developer/builder, in order for Council to support a successful project.

This guide includes QR Codes for quick access to relevant forms, links, and a Developer Checklist to ensure Council's requirements are adhered to prior to, during, and upon completion of the project.

Ensuring good communication between all relevant stakeholders (including developers, local and state government bodies and the community) is vital in avoiding any potential issues and resolving any matters that may arise throughout the project.

The City of Unley's Major Developments Coordinator (MDC) will act as a single point of contact to assist developers with the process involved in working with Council and the community to ensure each development is completed in a safe and efficient way, ensuring there is no unnecessary impact to the surrounding community.

Developers are required to contact Council's MDC **before** commencement of any construction/demolition, to meet and introduce key Council and Project personnel. It is vital to understand the scope of the project, to identify any potential risks, address community matters and outline Council requirements in order to facilitate smooth project delivery.





## MAJOR DEVELOPMENTS AND THE COMMUNITY

### Potential Impacts and Community Concerns

- Environmental impacts - noise, visual amenity, trees, dust, building debris, litter
- Traffic management and parking impacts
- Development approach and schedules
- Appropriate permits and approvals to carry out staged works.

## PRE-CONSTRUCTION CONSIDERATIONS

- General project information and proposed schedule of works
- How the development is intended to be undertaken
- Relevant development conditions
- Determine appropriate permits or approvals required, including those that may adversely impact the community
- Confirm required traffic management and/or parking controls
- Identify anticipated impacts to Council infrastructure
- Consider appropriate communication/notification/engagement required with the local community throughout the development – from initiation to construction to completion.

## MAJOR DEVELOPMENTS COORDINATOR

☎ 08 8372 5111

✉ [majordevelopments@unley.sa.gov.au](mailto:majordevelopments@unley.sa.gov.au)





## **ENVIRONMENTAL IMPACT**

For Major Developments, an applicant will be asked by Council to produce a Construction Environment Management Plan to address noise, dust & stormwater.



## NOISE

Nuisance applies to noise from construction sites impacting the amenity of residential premises and causing neighbourhood nuisance.

Construction activity is **NOT** permitted outside of the below hours.

### **MON – SAT: 7am to 7pm**

Any work outside of these times, including Sundays and Public Holidays requires an exemption from Council.

An application for an Exemption to the *Local Nuisance & Litter Control (LNLC) Act* must be lodged with Council a minimum of **TWO WEEKS** prior to the required date to allow an assessment of the application and reasonable notification to residents of the exemption.



## TREES

Council recognises the contribution that the municipality's tree canopy makes to the quality of Unley's neighbourhood character.

Damage and/or removal of significant trees or canopy trees results in a degradation of this character. The builder or developer must confirm how specific permit conditions relating to the retention and protection of trees on the site will be met.

In addition, the builder or developer must confirm how all Council-owned trees will be protected from adverse construction impacts. This may include setting up tree protection zones, requiring works to be undertaken under supervision of an arborist or specifying a type of foundation.



## STORMWATER RUN OFF & SITE DRAG OUT

In minimising impacts to stormwater, all vehicle entry points to the development site must be stabilised with crushed rock, bitumen or similar.

Rumble grids and wash-down bays should be installed to remove and collect mud from the wheels of trucks leaving the site. Rumble grids must be cleaned daily, with consideration given to water saving measures (such as recycling) as well as the retention of sediment onsite.

All water run-off from cleaning the grid must be filtered prior to entering the legal point of discharge. Rainwater run-off must be controlled to prevent sediment from a building site draining into the stormwater system, onto roads or onto neighbouring sites. Developers must ensure Council footpaths, roads and stormwater side entry pits are protected, maintained and free of any building waste in accordance with EPA legislation.



## DUST

Developers must ensure appropriate measures and standard work practices during construction or demolition work are carried out to minimise impacts of dust and debris impacting adjoining properties.

Failure to do so may result in Council seeking/taking remedial action and penalties may apply.





## **PUBLIC REALM**

For Major Developments, developers will be required to consider impacts to the public realm and surrounding community.





## PROTECTION OF COUNCIL ASSETS

Developers must take appropriate action to protect public infrastructure assets from damage caused by construction activity.

Any damage to the footpath, road, kerb and channel, stormwater drains and street furniture that results from excavation, demolition and building work is the responsibility of the builder or developer.

The full cost of reinstatement of any Council assets must be met by the builder or developer or any other person responsible for such damage.



## BUILDING WASTE

Developers and builders must ensure there are no tripping hazards from the hoarding or perimeter fencing on nearby footpaths.

Electrical, plumbing, and other services extending over footpaths must be covered over, and pedestrian and disability access facilitated by a ramp.



## ASBESTOS

The identification and removal of asbestos is controlled through SafeWork SA.

Generally, asbestos removal must be done by a removalist licensed by SafeWork SA. The licence holder is usually required to notify WorkSafe in advance of any asbestos removal. Unlicensed removal of limited amounts of non-friable asbestos is permitted under certain circumstances.





## **TRAFFIC IMPACT**

The developer/builder must ensure any impact to traffic (vehicles, pedestrians, and cyclists) and parking as a result of construction activities and construction vehicles is minimised, and ensure the safety of all road users is maintained.

An application to Occupy Council Land (Section 221 & 222) must be lodged with Council prior to any works on Council land. The application must be lodged at least 2 weeks prior to commencement date and include the following:

- 1 A current Public Liability Insurance Certificate
- 2 A Traffic Management Plan.

The **Traffic Management Plan (TMP)** will be required to be provided prior to any major works/road interruptions.

Traffic Management Plans should include the following details:

- Location of site office
- Location and extent of the proposed works
- Staging and timing of the proposed works
- Traffic flows and movements
- Identified road safety issues
- Speed zones (including times)
- Pedestrian access and crossings
- Site access (including turning circles for construction vehicle where necessary)
- Management of truck queuing in respect to demolition, excavation, and deliveries/pick-ups

- Proposed special traffic control devices intended to be utilised
- Truck routes or heavy vehicles to and from the subject site
- Details including when and where deliveries and pick-ups are to occur (from road or site or laneway etc)
- Methods for advising the public of the impending changes to site access (e.g., fixed signage, leaflet, or community liaison meeting) and required timing. Adequate provisions need to be made for contractor/worker vehicles in a manner that minimises disruption to the precinct, with further details and disclosure of these requirements, and any subsequent initiatives to be provided under this section of the CMP.

It should be noted that designated arterial roads are managed by the Department for Infrastructure and Transport (DIT) and all works on these roads require separate approval from DIT.

Developers must comply with TMPs and any variations must be discussed with Council's Transport team as soon as possible. Any changes to the TMP or change to traffic conditions will require an [application](#) for approval prior to implementation.



## OCCUPYING A COUNCIL ROAD?

Scan the QR code for the application form







## WORK ZONES

Works Zones can be installed upon request, adjacent to active worksites to allow construction related vehicles to park in close proximity to the site. These zones can also be used for loading or deliveries of building materials.

Application for a Work Zone must be lodged with Council at least 2 weeks prior to commencement. This will ensure a suitable time for Council to review, approve and install the zone.



## TRADESPERSON VEHICLE PARKING

The Construction & Environmental Management Plan (CEMP) must detail where tradespeople will park during the development phase. Preference is for this to occur within the subject site.

Developers shall ensure tradespeople parking vehicles in Council streets/ roads always comply with the traffic conditions for that locality (i.e., time zones allocated for parking) and be mindful of the residents by not creating nuisance.



## FOOTPATH OCCUPATION

A permit is required for any footpath occupation, including:

- A work area for plant and equipment on a road reserve: e.g., ladders, site sheds, concrete pumps, elevated work platforms, mobile scaffolding and building materials.
- Any works are to be undertaken on a Council controlled road.

Forms for Occupancy Permits are available on Council's website and must be approved by Council Permit Officers. See link below.

[www.unley.sa.gov.au/form-occupy-road](http://www.unley.sa.gov.au/form-occupy-road)





## CONSTRUCTION & ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

For all major developments where there are issues such as significant site excavation, Council will require developers to submit a CEMP. This will be once an approval has been obtained in order to describe how a developer will address potential amenity disturbances during construction.

The objective of the CEMP is to plan for the building phase of the major development to minimise the impacts on:

- Neighbours
- Nearby residents
- Users of public footpaths, roads, bike paths and reserves
- Traffic flow within the surrounding street network
- Public parking within the vicinity of the site
- Trees on and surrounding a development site
- Noise associated with machinery
- Noise associated with voices/ workers/radios
- Airborne dust
- Sediment laden runoff along roads, drains, footpaths
- The effectiveness of wash bays relative to trucks and drag out, mud etc
- Damage to assets such as roads, laneways, footpaths, road reserves
- Building waste on public land (road reserves, footpaths, laneways)
- Onsite building waste, rubbish and debris, unsightly sites, toilets
- Vermin associated with on-site building waste
- Impact of lane closures on access for other road users
- Impact of builders' vehicles on parking on existing road networks including illegally parking
- The impact of heavily vehicle movements to and from development sites
- The operation of cranes
- Construction hours.

CEMPs must be submitted to Council and/ or DIT for approval and the measures carried out to Council's satisfaction.

**Penalties may apply for any breaches.**



## PERMITS



Where a permit is required from Council, it should be lodged in advance to allow for adequate time to review and approve the application.

A permit from Council will be required for the following:

- Altering a public road
- Occupying Council land (including a skip bin)
- Local nuisance exemption
- Street removal
- Hoarding
- Temporary road or footpath closure.

All applications forms can be found on Council's website: [Forms & Applications | City of Unley](#).

Council may require that the following information accompany **Permit Applications**:

- Public liability insurance certificate of currency (minimum \$20 million)
- Detailed site plan showing all activity on Council land (road, footpath, or verge)
- Detailed traffic management plan (if hoarding encroaches onto the road).



### PERMITS & FORMS

Find all Council Forms, Applications & Associated Fees







## PUBLIC SAFETY

Council places high importance on public safety and the protection of amenity.

This is paramount to ensure that neighbours, broader public and various stakeholders are protected from activities associated with the development phase of building sites.

Builders and developers are required to consider strategies to provide a safe and secure job site and ensure that public safety

and amenity is suitably maintained. This includes basic principles, such as development sites being always kept neat and tidy.

Consultation should be undertaken with all relevant stakeholders to determine what (if any) impact will occur in relation to matters such as rubbish/waste collection services and safe vehicle movements to and from the site and in and around the surrounding street network.



## BUILDING NOTIFICATIONS, INSPECTIONS & OCCUPANCY

After development approval is granted, the issued Decision Notification Form (DNF) lists the mandatory building notifications and timeframes that are required to be submitted.

**Applicants** and/or **builders** submitting the mandatory building notifications to Council, during the construction of the building or building works, can do so by selecting the Submit Mandatory building notification option via the **Your Applications** dashboard on the PlanSA portal.

The same option enables applicants and builders to view building notifications that have already been submitted.

- [Submit a building notification](#) (PDF, 1839 KB)
- [Upload further documentation associated with a building/building work notification](#) (PDF, 511 KB)

**Councils** can view and action building notification and arrange for Building Inspections to be undertaken in accordance with [Practice Direction 9](#) under the *Planning Development and Infrastructure Act 2016*.

On completing an inspection, a record of that inspection will be accurately recorded within the Plan SA portal. If Council decides that rectifications are required, an email or letter is sent to the builder/owner-builder who submitted the 'original' building notification.

When the final building notification 'Building Work Completed' is submitted, following an inspection by Council (as applicable), you can then [apply for the Certificate of Occupancy \(CoO\)](#).

# COUNCIL RELATED ISSUES & RESPONSIBILITIES

**Council will be the relevant authority to contact for any of the following issues:**

- Construction nuisance
- Noise/vibration
- Dust
- Litter
- Light Spill
- Soil and mud drag out
- Road and/or footpath occupation
- Use of the public realm
- Waste management
- Damage to Council infrastructure
- Development compliance
- Parking enforcement

If you or anyone is impacted or affected by the following issues, we suggest that you notify Council or the relevant agencies so that your enquiry can be investigated and addressed accordingly.

To ensure that any complaints are properly allocated, it is advisable that all Council enquiries are directed to the Customer Service team at Council via phone on 8372 5111 or online via [Report an Issue](#).

## EXTERNAL RELATED ISSUES & RESPONSIBILITIES

**Some common complaints raised during construction can fall outside Council's authority. These include:**

Asbestos removal	Safework SA	1300 365 255	<a href="https://asbestos.sa.gov.au/contacts">asbestos.sa.gov.au/contacts</a>
Safety of workers	Safework SA	1300 365 255	<a href="mailto:help.safework@sa.gov.au">help.safework@sa.gov.au</a>
Moving vehicles (speed, size etc)	SA Police	131 444	
Nuisance from amplified music	SA Police	131 444	
Nuisance from people talking	SA Police	131 444	
Behaviour of people	SA Police	131 444	









# DEVELOPER CHECKLIST

## PRE-LODGEMENT

- ☐ Local Community Engagement
  - ☐ Public Realm Works (if applicable, based on agreement or arrangement with Council)
- 

## ASSESSMENT PROCESS

- ☐ Encroachment permits and associated policy
  - ☐ Street tree considerations including removal requirements
  - ☐ Construction Environment Management Plan (CEMP)
  - ☐ DIT Obligations/Considerations & Engagement
- 

## PRE-CONSTRUCTION

- ☐ General project information
- ☐ Development Approval conditions and/or notes requiring discussion
- ☐ Traffic Management plan (TMP)
- ☐ Site Management Plan (SMP)
- ☐ Dilapidation Surveys – Council assets/infrastructure and private property
- ☐ Contractor parking management
- ☐ Permits are obtained

## CONSTRUCTION

- ☐ Demolition controls in place in accordance with DA and Australian standards
  - ☐ Obligations under the *Local Nuisance and Litter Control Act 2016*
  - ☐ Council Infrastructure works – Alterations/Work proposed on Council land, Section 221 Permit Under LGA
  - ☐ Dial Before You Dig
  - ☐ Communication and complaint resolution (Nominated – Project Lead/Site Manager)
  - ☐ Notification Letters for anticipated commencement and staged completion of works
  - ☐ Hoarding application/footpath occupation – Section 222 Permit under LGA
  - ☐ EPA – activities requiring licence
  - ☐ Safe Work SA – Asbestos/Air Monitoring equipment
  - ☐ Site signage with name and contact details of developer/builder/project manager
  - ☐ Temporary site boundary fencing details – temporary or semi-permanent structure
  - ☐ Details regarding frequency of heavy vehicles anticipated to utilise the site
  - ☐ Stormwater and Sediment Control plan implemented prior to commencement of works
  - ☐ Street sweeping details to ensure that the roadway is kept clear of debris
  - ☐ Unrestricted access for emergency service vehicles in and around construction site
  - ☐ Public safety and safe unimpeded access for people – including those with disabilities utilising council footpath during construction – detailing methods of protection if relevant
- 

## POST-CONSTRUCTION

- ☐ Dilapidation Surveys – Council review at completion to assess any damage
- ☐ Assets and Infrastructure
- ☐ Public Realm Works

For all Council forms and applications contact Council's Customer Service Team on 8372 5111, contact the Major Development Coordinator or visit the [City of Unley website](#).

(08) 8372 5111  
pobox1@unley.sa.gov.au  
unley.sa.gov.au

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Unley Civic Centre  
181 Unley Road,  
Unley SA 5061

