



# LAND DIVISION GUIDELINES

# Document Control

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THIS DOCUMENT OUTLINES THE PROCESS, DOCUMENTATION AND APPROVALS THAT ARE REQUIRED PRIOR TO COUNCIL APPROVING ANY DEVELOPMENT WITHIN THE CITY OF PLAYFORD. IT ALSO PROVIDES DETAILS OF THE REQUIRED APPROVALS DURING THE CONSTRUCTION AND HAND-OVER STAGES OF A DEVELOPMENT. ALL DEVELOPMENT IS TO BE DONE IN ACCORDANCE WITH THE CITY OF PLAYFORD'S DEVELOPMENT PLAN.

## 1. PURPOSE OF THESE GUIDELINES

The purpose of these guidelines is to ensure the City of Playford (Council) creates a vibrant, thriving and sustainable future whilst maintaining an engaging, quality, walkable, and well serviced public realm which caters to the needs of current and future residents. These Land Division Guidelines have been established to ensure this ideal is present in all future development.

To deliver these high standards, best practice methodology in design, construction, management and long-term sustainability of developments is required. Subsequently, a coordinated submission considering all aspects of the application is essential.

The requirement for the provision of Open Space is of equal importance to the built form and is to be designed in an integrated manner with all developments. This includes the provision of designed reserves as outlined in Council's Open Space Strategy.

These Land Division Requirements have been broken down into the requirements of each aspect of an application – Lodgement, Development Assessment, Civil Engineering and Landscape Design. This ensures a transparent, streamlined process that combines inter-disciplinary thinking for optimal outcomes, ensuring the long-term effectiveness of land divisions can be delivered.

Although this document encompasses all aspects of Land Division and Development, it is realised many developments are not as large and complex as seemingly defined here. Notes have been added in italic's (\*) to assist and guide those subdividing and developing smaller lots.

In the areas of Angle Vale, Playford North Extension (comprising Munno Para West, Munno Para Downs, Andrews Farm) and Virginia, identified as 'Urban Growth Areas' in accordance with the original rezoning of this land, the respective landowners have entered into Land Management Agreements with Council to enable the provision of Infrastructure necessary to facilitate the growth of these areas. Any proposed developments within these three areas, need to satisfy the obligations of the following three infrastructure deeds.

1. Road (Facilitated by the Department of Planning, Transport & Infrastructure)
2. Stormwater
3. Social

The following sets out the processes required for the Developer to achieve Planning Consent, Land Division Consent, Development Approval, Construction Approval and final sign off.

## 2. DEVELOPMENT APPLICATION PROCESS

### a. Pre-lodgement meeting

Should a Developer wish to undertake land division within The City of Playford it is strongly recommended that before they lodge any application, they firstly contact Council to arrange a pre-lodgement meeting to present the conceptual design. This offers the opportunity:

1. For the Council to understand the developer's intent,
2. The Developer to understand Council's requirements,
3. Discuss any works external to the site that will need to be undertaken,
4. Any deeds or agreements that the developer will have to enter into with Council.
5. The provision of Open Space in accordance with Council's Open Space Strategy.
6. Existing Regulated and Significant trees.
7. What infrastructure is required to satisfy the requirements of the Stormwater Deed and Traffic Deed in the areas identified as the 'Urban Growth Areas'.

Pre-lodgement discussions will be noted by Council and circulated to the invitees of the meeting and should form the basis for the formal submission. These discussions can be instigated by contacting Council's Duty Planner on 8256 0331 or emailing [plan@playford.sa.gov.au](mailto:plan@playford.sa.gov.au)

If the proposed development is within the Growth Areas, information on the obligations under the Road Deed, Stormwater Deed and Social infrastructure Deed will be provided by Council.

*\*Information is provided on the Council website for assisting in smaller land divisions, however Council is also available via the above contact information to provide advice if needed.*

### b. The Urban Growth Areas

The Minister rezoned 3 areas within Playford for Urban Development, known colloquially as the Growth Areas. These areas are:

- Angle Vale
- Playford North Extension
- Virginia

The following maps taken from the Playford Area Structure Plan – 2013, define these areas and, broadly the infrastructure needed to service them.

To ensure delivery of the infrastructure there are three deeds that need to be satisfied by any Developer wishing to carry out land division. These Deeds are:

- Road Deed
- Stormwater Deed
- Social Deed

Each landowner within the Growth Areas entered into a Land Management Agreement (LMA) as part of the rezoning process. This LMA combines these three deeds to ensure that any development of the land will provide appropriate levels of infrastructure.

#### Road Deed

The Road Deed defines a number of traffic interventions that need to be delivered as a part of the relevant Growth Area. Some interventions are site specific (road upgrades, road construction), while others are delivered at the regional level (signalised intersections and roundabouts) and are coordinated by the Department of Transport and Infrastructure (DIT). The initial discussions with Council will mean that these interventions can be readily identified and incorporated into the design. DIT are responsible for administering the requirements of the deed and all the associated infrastructure and financial obligations.

### Stormwater Deed

The Stormwater Deed defines the obligations of the developer to the Regional Stormwater Management Plan for each Growth Area and the obligations for the developer to provide the necessary infrastructure to facilitate the outcomes of the plan.

There are two Stormwater Management Deeds associated with development in the Growth Areas. These are:

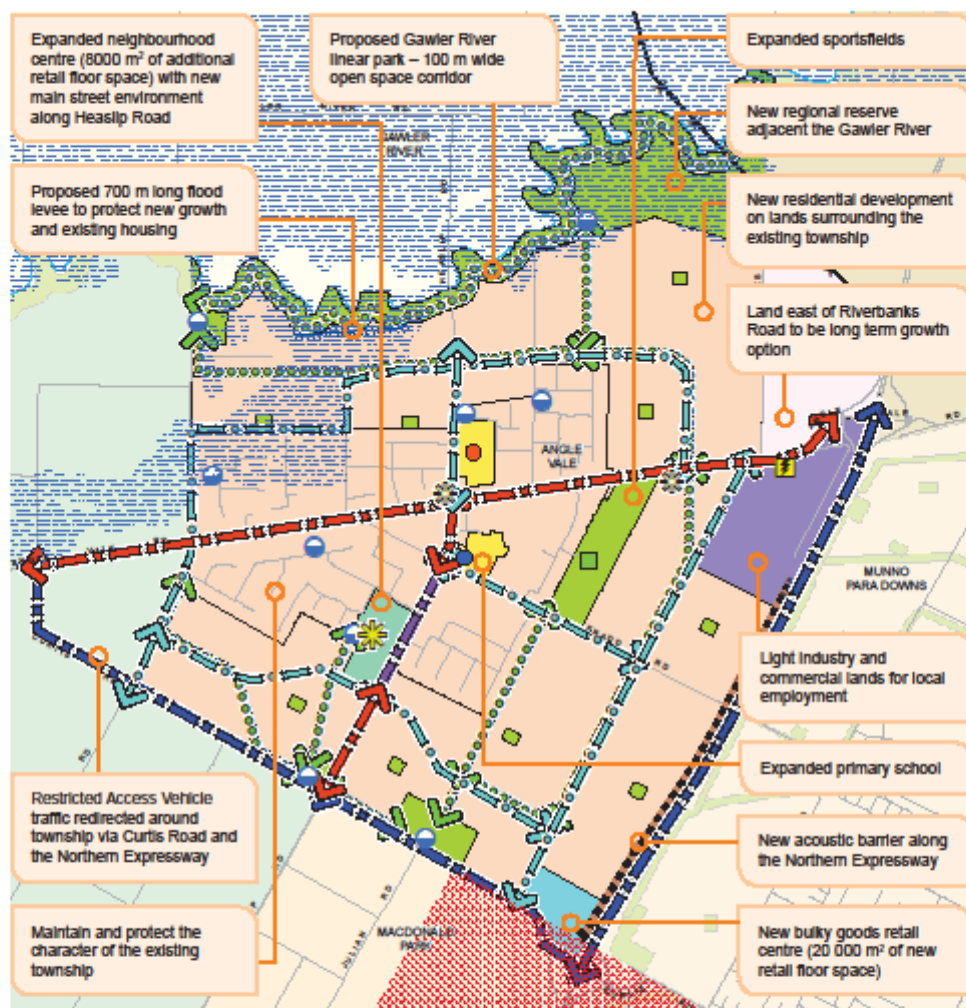
- The Final Stormwater Management Deed. This sets out all the necessary discharge parameters and infrastructure necessary to facilitate development for the entirety of the Growth Areas at a regional level. Council are currently working towards finalisation of these documents.
- The Interim Stormwater Management Deed sets out the necessary discharge parameters and infrastructure necessary for a developer who wishes to develop prior to the finalisation of the Final Stormwater Management Plan (SMP). This may apply in instances where downstream drainage has not yet been constructed or is currently undersized.

To facilitate the Final Stormwater Deed and associated SMP the developer should be aware that there will be the need to construct regional infrastructure and/or pay Council a financial contribution for future construction of downstream works.

### Social Infrastructure Deed

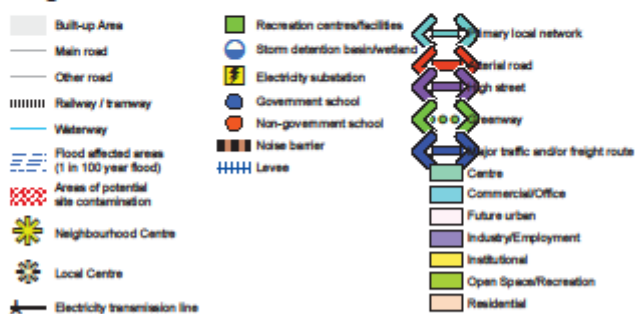
The Social Infrastructure Deed sets out the obligation of the developer to provide financial contribution towards the necessary social infrastructure for the Growth Area. As part of the rezoning, Council is required to collect Social Deed contributions towards provisions of community infrastructure for each of the defined Growth Areas. This figure is calculated at a per allotment rate for residential allotments and a per hectare rate for commercial development and is indexed quarterly.

Council will advise the developer on what is required and make the deeds available for review.

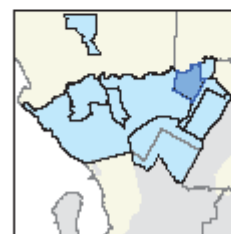


## Playford Growth Area Structure Plan

### Angle Vale Structure Plan



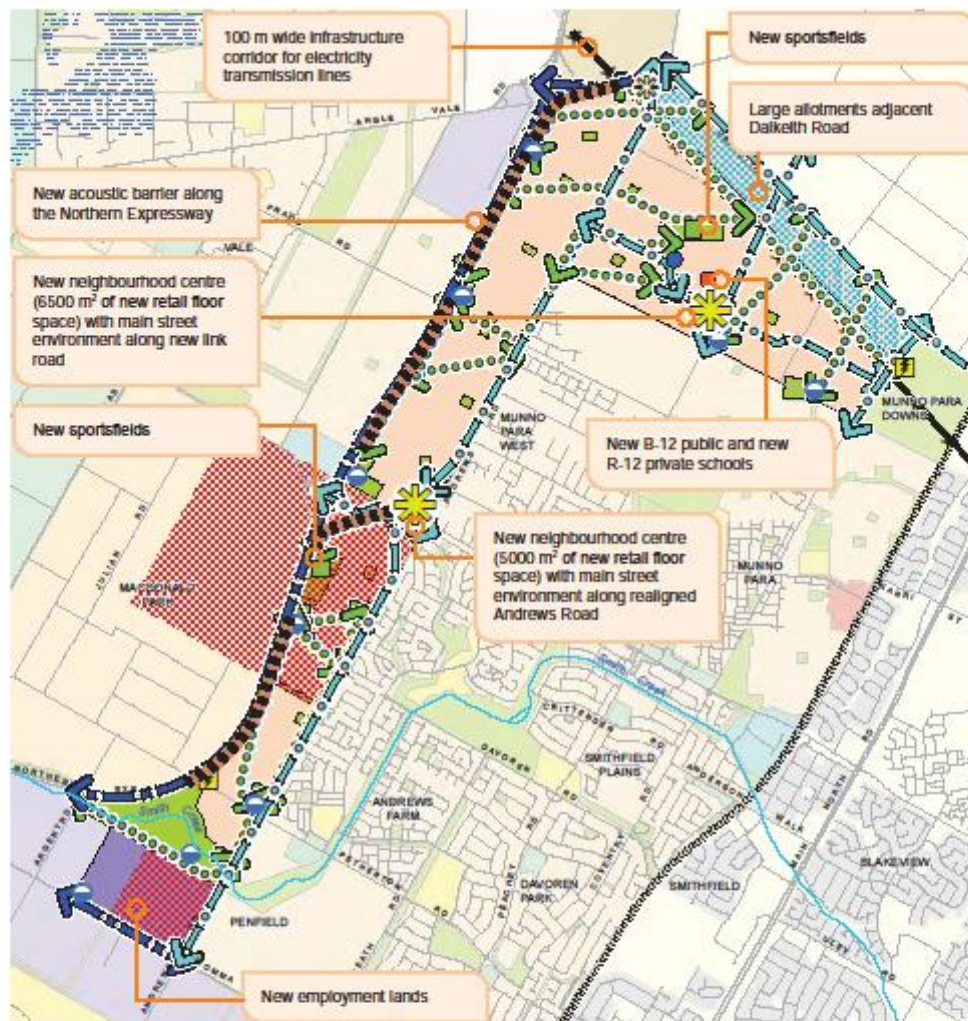
Produced by DPTI - Planning Division  
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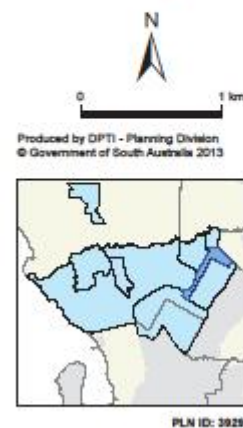
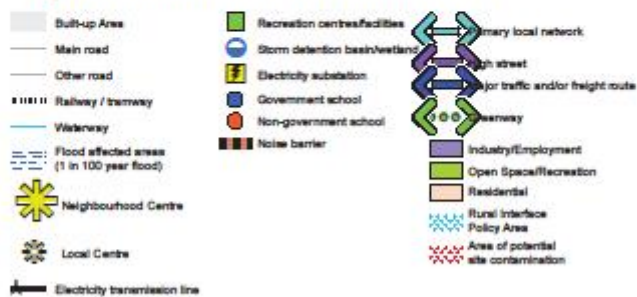
Playford Growth Area – Angle Vale





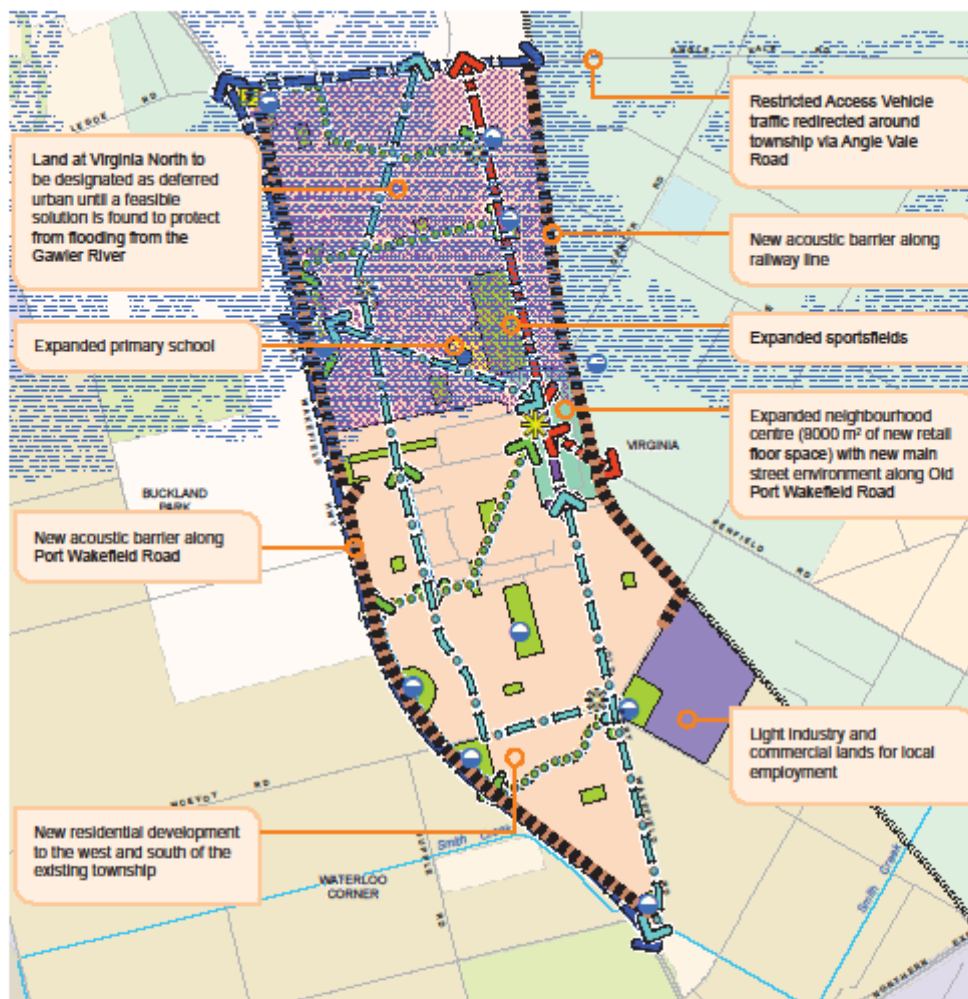
## Playford Growth Area Structure Plan

### Playford North Extension Structure Plan



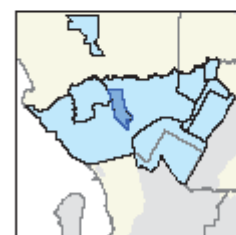
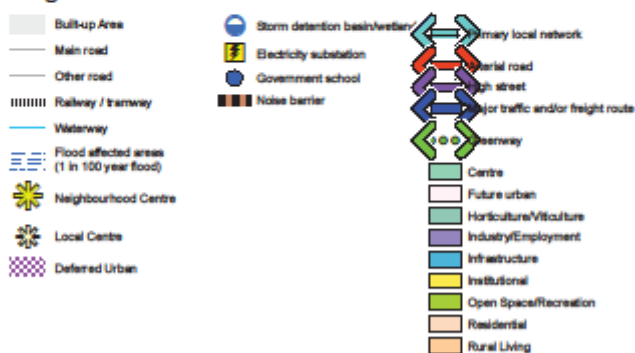
Playford Growth Area – Playford North Extension





## Playford Growth Area Structure Plan

### Virginia Structure Plan



Playford Growth Area – Virginia

### c. Lodgement

To lodge for a land division the formal submission must be made through the government on-line portal [plan.sa.gov.au](http://plan.sa.gov.au) and must be accompanied by a plan of division prepared by a suitably qualified surveyor. The level of complexity of the land division will determine the amount of information required for the submission.

*\*A Pre-lodgement Meeting with the Council will assist in determining the information likely to be required for your submission, however further information may be requested once a more detailed assessment is undertaken. If you choose not to have a Pre-lodgement Meeting it is recommended that you still contact Council to seek guidance. This will help with reducing the information requests later on.*

### d. Developer Responsibilities

The Developer shall be responsible for all liaisons with any services authorities. These services shall include, but are not limited to:

- a) Water Reticulation
- b) Electrical Reticulation
- c) Environment Protection Agency
- d) Telecommunications
- e) Street Lighting
- f) All conduits and pits
- g) Gas Reticulation
- h) CWMS or Sewerage Services
- i) Green Adelaide (water courses)
- j) Stormwater (Council)

The Developer is responsible for the easements and internal water and sewerage requirements of the SA Water Corporation, if any, being met.

The Developer is responsible for liaising and meeting the requirements of DIT where new assets interface with DIT controlled assets

In accordance with the policy provided by the NBN Co. developments of 100 lots or more can receive fibre optic cable from NBN Co. The installation of the necessary infrastructure lies with the Developer as per NBN Co. policy. For developments of less than 100 lots the Developer must request connection from a service provider; however, the Developer shall install the necessary infrastructure to the standards identified by NBN Co. The Developer is to liaise with NBN Co. and be familiar with all current policy.

### e. Types of Division and Information Required

Land Divisions may be categorised broadly into the following and as a guide your submission should include, but may not be limited to:

#### 1 into 2

This is by way of dividing a single block of land to create two separate titles. Dependent upon the intent for developing either of them the following may be required

1. A plan of Division. This should show:
  - a. Any existing structure to be retained or removed,
  - b. All infrastructure at the frontage of the block with Council's land,
  - c. Location of any septic tanks (If applicable) and
  - d. Location of any significant or regulated trees (including street trees).
2. Stormwater Management Plan (Dependent on intent for the land) - This should demonstrate how stormwater runoff is to be dealt with. This must be in accordance with Council's requirements (see Appendix 1 – Stormwater Requirements),
3. Traffic Management (Dependent on intent for the land) - For any vehicles entering or exiting the division, you will need to demonstrate they can manoeuvre. Plans showing turning paths for intended vehicle use and, service vehicles must be provided and
4. Indicative dwelling plan(s) will be required demonstrating that a dwelling is able to meet the relevant provisions of the Planning and Design Code.

5. Where direct access from the bins intended storage area to a convenient collection point i.e., roadside is not possible. A Waste Management Plan showing designated bin storage areas and the access points may be required.

*\*The need for Stormwater Management Plans and Traffic Management is very much dependent on the nature of the development. For single houses discharging to an existing street, it is unlikely these will be required. For a larger title with several buildings and/ or hard stand areas such as a business or storage yards they will mostly likely be necessary. Your Council contact will advise you accordingly.*

### Community Titles

This is division of land into at least two lots and an area of common property which serves all allotments within the division. Common property relates to land that is shared within the community scheme such as the service infrastructure and driveways. As with a 1 into 2 your lodgement will require:

1. Plan of Division,
  - a. Any existing structure to be retained or removed,
  - b. All infrastructure at the frontage of the block with Council's land,
  - c. Location of any septic tanks (If applicable) and
  - d. Location of any significant or regulated trees (including street trees).
2. Stormwater Management Plan – should demonstrate how stormwater runoff is to be dealt with in accordance with Council's requirements for community titles (see Appendix 1 – Stormwater Requirements),
3. Traffic – Turning Paths and internal driveways consistent with development plan and
4. Indicative dwelling plan demonstrating compliance with Development Plan.

You will also require

5. Designated areas for rubbish collection and bin storage. Council will also require confirmation if collection companies are willing to enter private property or if bins are to be put out in the road reserve come pick up time. If pick up is within the property the developer should make themselves familiar with NAWMA's requirements. In summary these are
  - a. Access for trucks to enter and exit the property in a forward gear
  - b. The need for reversing is minimised
  - c. That interference with pedestrian or vehicular movements is minimised
  - d. Adequate design of pavement or roadway on-property to support collection vehicles
6. Provision for visitor parking
7. Proposed use of community land
8. Location of Shared services – meters and letterboxes

### Torrens Title

A Torrens Title is a division that will create, new titles which are able to function independently. Depending on the size and scale of the division, this may involve the provision of new infrastructure, Stormwater infrastructure, Roads, and Reserves etc. that are gifted to be Councils. This type of submission will require:

1. A Planning Statement,
2. A Masterplan of the proposed Land Division – Should include appropriate provision of open space including any detention basin/drainage reserves,
3. A Landscape Master Plan,
4. An Ecological Report in areas of native vegetation. (Removal of native vegetation requires separate approval. The application can be lodged at [Native Vegetation Clearance Application \(environment.sa.gov.au\)](http://environment.sa.gov.au))
5. Staging Plan (dependent on size of land division),
6. Environmental Site History report,
7. Stormwater management plan,
8. bulk earthworks plan,
9. Tree Survey,
10. Acoustic and Air Quality report and
11. Statements of the drainage and traffic network compliance.
12. As with a 1 into 2 where on a lot the direct access from the bins intended storage area to a convenient collection point i.e., roadside is not possible. If it is necessary a Waste Management Plan showing designated bin storage areas and the access points may be required.

Dependent on the nature of the division the Council may need to request more detailed information within the Landscape Masterplan, Traffic Impact Assessment and Stormwater Management Plan once a detailed assessment has been undertaken.

If the development is within the Growth Areas, the design will need to conform to the obligations of the Road Deed and Stormwater Deed.

*\*The level of information required for a Torrens Title development can seem extensive. However, consideration of the size and location of the development will drive much of the information required. Planning statements, stormwater management plans and traffic management plans will be required, but dependent on size and location open space, landscaping plans, acoustic and air quality reports may not. As above, a developer is encouraged to contact council for pre-lodgement advice so that Council can advise you on what will be required prior to lodgement.*

### 3. ASSESSMENT

Council's preference is always to work with the developer and assess both Planning and Land Division at the same time. As the two interact so closely Council's experience has been that more is achieved by running the two assessments in parallel. This allows a full Development Approval to be issued with confidence in that everything in the submission complies with the relevant requirements. If not, the land division assessment will follow issue of Planning Consent.

#### a. Development Plan Assessment

Upon receiving the submission, Council will review the application documentation.

If further information is required to make the assessment Council will attempt to issue a Further Information Request (RFI) within 20 days of the initial receipt of the information. The Developer will subsequently need to provide a response to Council within 30 days of Council's RFI, or other period as negotiated. If no response is received within this time, Council reserves the right to refuse the application.

Once Council has all relevant information it requires, it will undertake an internal review of the documentation with the relevant internal consultants. This review will be completed within 30 days. Once an information request is made, it is recommended that the developer meets with Council staff to review the contents of the request.

Subject to all required information being supplied with an application, and Council completing its review of documentation Council will advise:

- a) That the development proposal conforms to the relevant requirements of the Planning and Design Code and Council's strategic documents, and thus, Development Approval (Both Land Division Consent and Planning Consent) may be granted. Once a Decision Notification Form (DNF) has been issued and conditioned with the relevant Development Approval conditions, this decision will be uploaded to PlanSA by Council.

If the application is only for Planning Consent, a DNF will be issued with relevant Planning Consent Conditions and the Developer may proceed with the application for provision of Land Division Consent by Council.

OR

- b) That the development proposal is **not compliant** to the Planning and Design Code or Council's strategic documents and provides a list of amendments to make the proposal acceptable. The Developer shall make all amendments before resubmitting the proposal for approval.
- c) In the case of the Growth Areas, if the development proposal is **not compliant** with the obligations under the Road and/or Stormwater Deeds for development within the three Growth Areas, Council will advise of required changes to achieve compliance.

#### b. Land Division Assessment

The documentation required for assessment for Land Division Consent must include (if not previously provided); a detailed Stormwater Management Plan, Traffic Impact Assessment and a Landscape Masterplan showing the extent and type of landscape treatments to open space reserves, detention basin/drainage reserves and streetscapes including street trees, roadside verges and central median strips where applicable.

*\*As mentioned previously the need for Stormwater Management Plans and Traffic Management is very much dependent on the nature of the development. For the small 1 into 2 divisions with no impact to Council infrastructure the need for engineering and landscape input would have been decided at Planning when Development Plan Consent was issued, and the developer advised accordingly.*

Any Landscape Masterplan must adhere to the requirements set out Councils [Open Space Strategy](#) and Open Space Guidelines.

Council has endorsed the Open Space Strategy 2018-2028 and Open Space Guidelines 2018. These guidelines provide guidance on the development, design and management of open spaces within the City of Playford. The Guidelines have been developed in conjunction with the Open Space Strategy 2018.



The Guidelines aim for quality and innovative outcomes within Council's open spaces but are not intended to be applied as strict standards. They form part of a suite of documents that influence the provision, siting, design, development and management of open space within the City of Playford.

If Planning Consent has been previously granted then the development proposal, seeking Land Division Consent, shall be based upon the submission that received the conditioned Planning Consent and the requirements of this document.

Upon receiving the submission, Council shall review the documentation provided to support the Land Division application. If further information is required to make the assessment Council will issue a formal request within 20 days of the initial receipt of the information. The Developer will subsequently need to provide a response to Council within 30 days of Council's Further Information Request. If no response is received within this time, Council reserves the right to refuse the application.

Once Council has all the information it requires, Council will complete its review within 20 days, and advise in writing either:

- a) That the development proposal conforms to the requirements and conditions of the Planning Consent, the Planning, Design and Infrastructure Regulations and Council's Technical Requirements and thus Land Division Consent is granted.
- b) That the Landscape Master Plan conforms to the requirements of the Planning Consent and Councils Open Space Strategy. Council will subsequently issue a formal letter of acceptance of the Masterplan. Council will require that this landscape masterplan form part of the Infrastructure Agreement for the application.
- c) If in the Growth Areas that the Stormwater Design complied with the requirements of the Stormwater Deed and the Traffic Deed.

Once the Development Approval has been issued with relevant Conditions and an Infrastructure Agreement signed, the Developer may proceed to a Technical Design stage (requiring Councils Construction Approval)

OR

- d) That the development proposal is not compliant to the requirements of the Planning Consent and/or the Development Regulations and/or Councils Open Space Strategy and/ or Growth Area Deeds (if applicable) and provides a list of additional information/ amendments required to make the proposal acceptable.

The Developer shall make all amendments before resubmitting the development proposal. Any variation from the Planning Consent submission will require a variation under the Planning, Design and Infrastructure Act and will require reassessment. Dependent on the extent of the variation, a new application may be required to be lodged.

Variations to compliance with the obligations of the Road Deed within the Growth Areas may need to be referred to DIT for assessment.

### c. Infrastructure Agreements

If the Developer is required to undertake works to facilitate the construction of the development that are external to the site or not covered by the Planning, Design and Infrastructure Regulations – 2017, then they will be required to enter into an infrastructure agreement (IA) for the works.

Typically such works will include

- Street Lighting and any other service utility's,
- Planting within the street reserves,
- Development of areas of Open Space in accordance with a landscape masterplan,
- Permanent water bodies,
- Extension of footpaths and shared paths to provide connectivity to existing Council infrastructure
- Any existing Infrastructure upgrades beyond the boundary of the development necessary to facilitate the development.

Council will require that the IA is secured to the subject land by a Land Management Agreement (LMA). This is to ensure that if the land is transferred to another party, following approval of the division, that the requirements of the IA remain tied to the land and not the developer.

The infrastructure agreement is to include the following criteria;

- a) Define the two parties that the agreement is between, i.e. Council and the Developer,
- b) Outline the extent of external and/or internal works and purpose of the works in order to facilitate the development,
- c) Identify any special conditions to the agreement as agreed to by both parties,
- d) Define other works to be undertaken by the development that is not prescribed under the development plan as agreed to by both parties,
- e) Set out regulations for working within the public realm in order to construct the external infrastructure. This should include public liability insurances for the contractor working within the public realm,
- f) Define Practical Completion and the Maintenance/ Defect Liability Periods as agreed to with Council,
- g) Outline Council's step-in rights in relation to the completion of works, defects of the works, recovery of the cost for the work,
- h) Definitions of terms used in the agreement,
- i) Both parties are to sign and date the document to confirm the terms and agreements set out in the agreement and
- j) The securities for external work undertaken are to be defined in the Bonding Agreement.

The cost for the IA and the LMA is borne by the developer.

Once all the documentation prevalent to the development and as agreed with Council (including Deeds and Infrastructure Agreements), Development Approval will be provided.

#### 4. DETAIL DESIGN ASSESSMENT AND CONSTRUCTION APPROVAL

Following the issue of Development Approval, the Developer shall (if not already done so) engage Qualified Engineering and/or Landscaping Consultant(s) with expertise to undertake the production of the Construction Documentation in the form of detail design drawings and specifications. The Consultant(s) shall submit the Construction Documentation for the approval of Council's Land Development Engineer and Landscape Architect.

##### a. Requirements for Detail Design Assessment

For Council to be able to assess the Technical Design all documentation prepared must:

1. Conform to the conditions and plans of the Development Approval,
2. Conform to the Infrastructure Agreement,
3. All design documentation is to be accordance with the Councils technical requirements set out in Appendix A, B and C. and these guidelines,
4. All technical design shall be in accordance with recognised engineering standards and Council Standards. Council's document, shall take precedence in all instances,
5. Design documentation should reference any [City of Playford Standard Drawings](#) (IIPWEA Infrastructure Guidelines SA) that are relevant to the site in the first instance and
6. Engineering and Landscape documentation should be documented separately and cross referenced where relevant.

By conforming to these requirements, it will mean a quicker assessment process and approval.

##### b. Engineering Documentation Standards

The engineering detailed documentation is to be verified, checked and signed off by a Chartered Engineer as recognised by the Institute of Engineers Australia prior to acceptance for review by Council. In general, the engineering detailed design shall be in accordance with the Technical Standards as denoted in Council's Land Division Requirements and The Infrastructure Guidelines SA 'Standards and Requirements for the Design and Construction of Infrastructure Assets in South Australia'.

Documentation is to be submitted in an electronic PDF format.

All documentation will conform to recognised drawing standards. This includes, but is not limited to the following:

- a) Drawings should be clear, free of clutter and easy to read,
- b) Drawings should use a recognised scale appropriate to the drawing i.e., 1:10, 1:50, 1:100, 1:200, 1:500, 1:1000 and
- c) Layout drawings must show a North Arrow. North should generally be shown towards the top of the page, never to the bottom of the page.

The Engineering Documentation should include aspects into their drawings that show;

- a) Existing Site survey showing all existing features including vegetation, structures and fences. Survey levels are to be to metres AHD,
- a) Site locality map including permanent survey mark and drawing Schedule,
- b) Master Services plan site layout,
- c) Environmental/ construction management plan, including all TPZ and SRZ's,
- d) Site grading/ Earthworks plan,
- e) Road Layout plan, road long sections, cross sections,
- f) Intersection plan including kerb return long sections,
- g) Stormwater layout plan,
- h) Stormwater long sections,
- i) Traffic management plan, including traffic control devices, line marking and signage,
- j) Detail sheet
- k) Lighting design including Isolux plot and NICC 402 form and
- l) Designated waste bin storage areas and access points (if required)

The Engineering Documentation submission should also include;

- a) Technical Specification for Construction of the Works,
- b) Stormwater Management Plan for the relevant Stage with any necessary stormwater calculations including any modelling data in accordance with principles set out in Australian Rainfall and Runoff guides (ARR 2019). The SMP should be in accordance with the Stormwater Master Plan (growth areas) submitted and approved as a part of the Land Division Approval,
- c) A water quality model (as a part of the SMP) demonstrating compliance to the EPA standards and Councils own requirements.
- d) If not previously provided, Traffic Management Plan (TMP) and/ or Traffic Impact Statements (TIS) in accordance with requirements set out in Appendix B,
- e) Any Pavement design calculations in accordance with AUSTROADS 'Pavement Design – A Guide to the structural design of road pavements' handbook,
- f) Any geotechnical and/or environmental analysis reports and
- g) Any other relevant calculations/reports to support the design.

### c. Landscape Documentation Standards

The landscape detailed documentation is to be verified by a Registered Landscape Architect, as recognised by the Australian Institute of Landscape Architects prior to acceptance by the Council

Documentation is to be submitted in an electronic PDF format.

All documentation will conform to recognised drawing standards. This includes, but is not limited to the following:

- a) Drawings should be clear, free of clutter and easy to read,
- b) Drawings should use a Recognised scale appropriate to the drawing i.e., 1:10, 1:50, 1:100, 1:200, 1:500, 1:1000 and
- c) Layout drawings must show a North Arrow. North should be shown towards the top of the page, never to the bottom of the page.

Landscape specific documentation standards shall include (but not limited to):

- a) Site survey showing all existing constructed and planted features above and below ground, including vegetation, structures, fences, services and survey levels. There may also be a requirement for a vegetation survey to be completed by a qualified Arborist; this information may be incorporated on a site survey and
- b) Site masterplan showing the layout, land ownership boundary extents, road connections, reserve locations and connection to the wider area. A street tree layout should be included on a site masterplan and any additional streetscape features.

Landscape construction drawings including (but not limited to):

- a) Plan showing proposed and retained features, ground treatments, set out, existing levels, proposed levels, existing and proposed services,
- b) Sections/elevations necessary to convey the design,
- c) Construction details,
- d) Planting plans, including trees, shrubs and groundcovers compiled in a species list,
- e) Irrigation plans and
- f) Specification, including maintenance program.

Irrigation plans and specification shall be required as part of the construction documents submitted for Landscape Approval. Irrigation plans shall conform to Council's Irrigation specification

The design documentation should identify landscape items that form part of the civil documentation and vice versa. This is to include but not limited to street trees, verges, open channels, basins, etc. to ensure integration between civil and landscaping works.

d. **Detail Design Approval**

Upon receiving the documentation highlighted above Council will carry out a Detail Design Assessment against:

- The approved conditions and plans of the Development Approval
- Councils own technical requirements
- Appropriate Australian Standards
- The requirements of any Infrastructure Agreements
- If within the growth areas any requirements of the Stormwater and Road Deeds.

and provide in writing either:

- a) Approval of the Detail Design for the relevant Engineering, Landscape or Electrical Design submission.

OR

- b) That the documentation and specification is not satisfactory and provide a list of amendments. The Consultant shall make these amendments to the documentation and specification before resubmitting the submission for approval.

Variations to compliance with the obligations of the Road Deed and Stormwater Deed may need to be referred to DIT for assessment (Refer Appendix B for further details)



## 5. CONSTRUCTION PROCESS

*\*The construction process detailed below refers to that of a Torrens Title development. For a Community Title or One into Two these requirements do not apply. However, Connections into Councils drainage system, new driveway crossovers and any other works within or affecting Council infrastructure are to be in accordance with Council's requirements. See Appendix A and B.*

### a. During Civil Construction

The Developer is to notify Council of the nominated superintendent, contractor and construction start at least 48 hours prior to commencing construction. The contractor will notify Council of the date for the start-up meeting so that Council may be in attendance.

At the meeting, the contractor is to provide to Council;

- a) A copy of the Soil Erosion and Drainage Management Plan (SEDMP) including tree protection zones, site compound and construction access,
- b) The SEDMP shall include a sediment control plan and a Soil Erosion and Site Drainage Management Plan, prepared in accordance with Environmental Protection Authority Guidelines,
- c) A copy of the construction programme,
- d) Traffic Management Plan,
- e) A site contact list for Council and
- f) Contact details for public distribution.

The Developer is to:

- Inform Council of any changes to the site that Council may not be aware of,
- Advise DIT and any other statutory body affected by the works and obtain any relevant approvals for works as required and
- Apply for all Section 221 permits when working in Council's road reserve areas.

Construction is not to proceed until site safety fencing, silt control measures, dust suppression, water course protection, wheel washes and other agreed measures contained in the management plan are installed.

Hold / witness points and inspections will be separate for civil works and landscape works. Council's Land Development Engineer is to be notified at least 48 hours prior to all inspections, witness points and hold points.

Hold points for proof rolls are required to be inspected layer by layer so that the subsequent layer can be approved for construction. The Council must sight and approve the proof roll of the sub-base course prior to the kerb and base course being laid.

If a Council representative is not informed of an agreed hold point and construction has advanced, then the superintendent is to supply evidence that the works are constructed in accordance with the engineering specification and drawings prior to the next construction phase of that asset. The Council may then either accept the works, request the works to be demolished and reinstated with Council in attendance or extend the defects liability period.

If at a witness point a defect or poor practice is observed the Council will inform the site supervisor of such and may request either:

- a) An extension to the defects liability period

Or

- b) A remediation plan to attend to the issue

If no action is taken by the developer, then Council may withhold Practical Completion until a satisfactory solution is presented to Council.

When a batch of pipes are delivered on site the contractor is to notify Council. Council will inspect and flag with the contractor any defects that it thinks are necessary. The Superintendent will be responsible for checking and signing off on

the quality of the pipes. A CCTV report/ video of the stormwater pipes shall be produced or sighted by the superintendent as soon as possible after sub-base proof roll hold point has been released to ensure all pipes have been laid correctly and are free of defects. Should a defect be revealed as part of this process then the pipe is to be replaced or defect is to be rectified in accordance with CPAA guidelines prior to bitumen being laid.

Appropriate hold point certification which includes proof roll certificates will be issued by Council's Land Development Engineer after satisfactory site inspections.

The hold points and witness points for civil construction include;

Item	Description	Certification
<b>Preliminaries</b>		
Start-up site meeting	Establish Contacts, Receive Construction Management Plan and Programme	Witness Point
<b>Stormwater Drainage</b>		
Stormwater Drainage Pipes, Culverts	Observe Bedding, Levels, Alignment, Jointing/ Haunching and Backfilling. Observe quality of new pits, pipes and culverts prior to installation.	Witness Point
Stormwater Pits and Structures	Formwork, Bedding, Reinforcement, Backfilling	Witness Point
<b>Road Infrastructure</b>		
Subgrade Evaluation	Capping, Proof Roll, Compaction Testing, Level and Shape	Hold Point
Subbase Evaluation	Proof Roll, Compaction Testing, Level and Shape	Hold Point
Kerb and water table construction	Conduct water test to ensure kerb and gutter and spoon drains can drain freely without ponding	Witness Point
Base Course Evaluation	Proof Roll, Compaction Testing, Level and Shape	Hold Point
Asphalt Surfacing	Depth, spread, weather, temperature and compaction	Witness Point
Concrete Pavement	Formwork, reinforcement and jointing	Witness Point
Asphalt Water Test	Conduct water test to ensure surface water can drain freely from new asphalt to water table	Witness Point
Footpath Construction	Bedding, levels, alignment, reinforcement and jointing. Water test at Council discretion.	Witness Point
<b>Infrastructure Completion</b>		
Practical Completion	Inspection of the works including roads, drainage, footpaths, Kerb and gutter, pram ramps etc.	Hold Point

Any changes to the approved engineering documentation proposed by the Developer/ Consultant during construction are to be submitted to the Council for approval. The Council must provide written confirmation that the proposed change is acceptable prior to the construction of the varied asset.

If Council is not informed of the variation prior to construction, Council will consider this to be an invalid hold point and will proceed as noted above.

**b. During Landscape Construction**

The Developer is to notify Council of the nominated superintendent, contractor and construction start at least 48 hours prior to commencing Landscape construction. The contractor will notify Council of the date for the start-up meeting so that Council representative will be in attendance for start-up meeting. The contractor, superintend or developer shall follow the council test plan while construction.

At the meeting, the contractor is to provide to Council;

- a. Tree stocks need to be approved by council prior to site meeting
- b. A copy of the tree protection zones, site compound and construction access,
- c. A copy of the construction programme,
- d. Traffic Management Plan,
- e. A site contact list for Council and
- f. Contact details for public distribution

The Developer is to:

- Inform Council of any changes to the site that Council may not be aware of,
- Apply for all Section 221 permits when working in Council's road reserve areas.

Council's Landscape Architect and/ or Horticultural Specialist shall be present at all inspection points as described in the Council's Test Plan and approved specifications. If a Council representative is not informed and construction has advanced, then the superintendent is to supply evidence that the works have been constructed advanced in accordance with the landscape specification and drawings prior to the next construction phase of that asset.

The Council may then either; accept the works or request the works to be demolished and reinstated with Council in attendance or extend the defects liability period.

Developers will be required to apply for Water Use, for all water meters installed within Council property; including reserves, road reserves, swales, drainage corridors and detention basins.

Applications are to be submitted with the irrigation documentation and specification in accordance with Appendix C: Landscape Guidelines

The Developer is responsible for the payment of all associated water costs incurred throughout construction and maintenance period prior to the handover to Council

Developers will be required to apply for Electrical Use, for all electrical meters installed within Council property.

Applications are to be submitted with the irrigation documentation and specification in accordance with Appendix C

The Developer is responsible for the payment of all associated electrical costs incurred throughout construction and maintenance period prior to the handover to Council

### c. Practical Completion

Approvals for Practical Completion will be separate for Landscape Works and Civil Works. Practical Completion granted for Civil Works does not apply for Landscape Works and vice versa.

Civil Works approvals will be issued by Council's Land Development Engineer. Landscape Works by Council's Landscape Engineer.

#### i. For Civil Works

Once the works have reached a stage at which they are fit for use, the Superintendent or the Developer will notify Council in writing that the Works have been established in accordance with the Land Division Requirements and approved construction set of documents and specification.

As soon as reasonably practicable after receiving the Applicant's notification Council will undertake an inspection of the Works.

At the time of inspection of the works, the superintendent must ensure the following are undertaken/addressed (If these criteria are not met, then the Council representative reserves the right to refuse to inspect the works until the criteria is achieved);

- a) The underground stormwater system is to be free of debris and sediment in both the pits and pipes,
- b) Pit lids are to be removed to allow the Council to inspect internal condition of each pit,
- c) Roads and kerbs, footpaths, swales, scour protection, headwalls etc. are to be free of sediment to allow Council to inspect the condition of roads and kerbs,
- d) All verges and block fill are to be completed to final design levels as shown on the approved engineering documentation,
- e) All signs and line marking to be installed in accordance with the approved engineering documentation
- f) All light poles are to be constructed,
- g) The site is to be restricted from public access until the Council has deemed it safe for the public to use and
- h) A water test shall be conducted, at Council's discretion, to ensure the road, water table and road reserve in general are free draining. Roads and water table shall be swept clean and free of blockages prior to water test.

Upon notification of Practical Completion of Civil works the Developer will submit to Council tabulated details of contributed assets to be added to Council's asset database:

- a) An 'As Constructed' layout plan in AutoCAD format showing all stormwater, roads etc. including property boundaries, in MGA 94 Zone 54 projection,
- b) If not already provided a pit schedule and a CCTV survey of the piped drainage network, including rear of allotment drains,
- c) A schedule or register of all the infrastructure that is vested to Council as a contributed asset in tabular Excel format,
- d) Field density testing results of the compaction testing of road asphalt and granular layers and trenches within the public realm and
- e) Maintenance schedules for Council infrastructure that requires routine maintenance such as GPT, pumps, WSUD assets, etc.
- f) For permanent waterbodies details of all mechanical equipment including filters, pumps and aerators are to be provided.

After Council has undertaken the inspection of the works and received the Practical Completion documentation. The Council will notify the Applicant in writing that either:

- a) The Works have, as of the date of the inspection, reached Practical Completion and are fit for use.

OR

- b) The inspection has determined that the Works have not been satisfactorily completed by the Developer. In this case the Developer must complete the Works (including complying with any directions specified in the notice) within the period specified in the notice (this period shall be at Council's absolute discretion) and then re-notify Council.

Any defects or omissions noted on the Practical Completion Certificate are to be rectified within the 28-day time frame noted on the Practical Completion Certificate. Should the Developer default in their responsibility to complete the works the Council will not issue Practical Completion or, if provided, draw on the guarantee provided to Council as a part of the bond to complete the works.

Once Practical Completion has been granted and the above information has been provided the Developer may be eligible for a reduction of any bonding that may be in place.

Traffic signals are to be commissioned by DIT prior to the issue of Practical Completion

#### ii. For Landscape Works

Once the works have reached a stage at which they are fit for use, the Superintendent will notify Council in writing that the Works have been established in accordance with the Infrastructure Agreement, Land Division Requirements, Landscape comments register, Construction documentation and the Technical specification.

Upon notification of Practical Completion of Landscape works the Developer will submit to Council tabulated details of contributed assets (contributed assets handover form) and original copies of manuals and warranties to be added to Council's asset database:

- a) Park Furniture (Shelter, Seats, Picnic setting, BBQ, Bench Drink Fountain, etc.)
- b) Play Equipment/s
- c) Irrigation system
- d) Electrical system
- e) Play Safety Audit Certifications
- f) Irrigation compliance certificate
- g) Electrical compliance certificate

#### d. Maintenance and Defects Liability Period for the Works

For the Civil Works a 12-month defects liability period shall be in affect following the issue of Practical Completion. Dependent on the nature of the infrastructure or any defects or omissions noted during construction this period may be extended.

The Maintenance Period for Landscape Works shall be as follows:

- a) 12 months for all Landscape Works.
- b) Landscape Works associated with waterways and permanent waterbodies are subject to negotiation with Council.

The Defects Liability/ Maintenance Period will commence from the date of the written notification of the Works as having reached Practical Completion until the Completion of the Defects Liability/Maintenance Period.

#### e. Completion of Defects Liability/Maintenance Period for Civil and Landscape Works

Civil Works clearances will be issued by Council's Land Development Engineer. Landscape clearances by Councils Landscape Engineer.

At the conclusion of the Maintenance Period (Landscaping)/ Defects and Liability Period (Engineering), the Developer will notify Council in writing and request an inspection.

After receiving the Applicant's notification, Council will undertake an inspection of the Works (in the nature of a final defects liability inspection) to confirm that the Works are in 'as new' condition and have been completed in accordance with the approved construction documentation and specification.



It is acknowledged that infrastructure may exhibit signs of deterioration consistent with light to moderate use expected during the Maintenance and Defects Period; this will be factored into Councils assessment. Following inspection, Council will notify the Applicant in writing that:

- a. The Maintenance/ Defects Period has concluded, and the Works are, as of the date of the notice, accepted by Council

OR

- b. The inspection has determined that the Works have not been satisfactorily maintained by the Applicant or have failed to perform to specification. In this case the Applicant must rectify the Works (including complying with any directions specified in the original notice) within the period specified in the notice (this period shall be at Council's absolute discretion) and then re-notify Council.

If the works have not been completed or maintained to the satisfaction of Council the remaining bond amounts may be withheld by Council to cover the costs of any rectification to the works.

Upon the approval that the works have concluded the Defects Liability Period, the full care and control of the infrastructure will (unless otherwise agreed) become the responsibility of the Council. At such time, the Developer may apply in writing for the release of the remainder of the bonds.

## 6. ISSUING OF CLEARANCES

Prior to a developer creating property titles they must first seek clearance from Council under Section 138 of the Planning, Design and Infrastructure Act 2016. Council will not issue Section 138 Clearance to the Development Assessment Commission until:

1. All works are completed, and a suitable period has passed to determine any defects, or
2. A bonding agreement has been agreed and executed between the Developer and Council and financial security has been secured by Council and
3. All street names have been agreed with the developer and approved by Council.

### a. Bonding & Agreements

The bonding agreement used by Council is the LGA (Local Government Act) Standard Bonding Agreement. If the developer wishes to seek Section 138 clearances prior to completion of the works and any defects being checked, the Developer must enter into a bonding agreement and provide financial security to enable Council to complete construction and rectify any defects should the developer default on their obligations. The Developer must agree and sign the bonding document prior to Council accepting financial security.

Council will only accept financial securities in the form of unconditional bank guarantees. The guarantees will not be released or reduced until all the works are completed, to the reasonable satisfaction of Council. If the Developer defaults on any of the conditions within this document the bonds shall be retained by Council to cover construction/ maintenance/defects liability of the Works.

To be considered acceptable to Council, Bank Guarantees must be issued by one of the major institutions (i.e., Westpac Banking Corporation, Commonwealth Bank of Australia, Australia and New Zealand Banking Group Limited ('ANZ') and National Australia Bank Limited ('NAB')) or alternatively one of their subsidiaries.

Where Developers propose to utilise alternative financial institutions, this can only be done by agreement in concurrence from both of Councils Senior Managers of Development Services and Finance, respectively.

Where additional information is required to assess the risk to Council, this will be borne at the Developer's cost e.g., Credit Assessment, Credit Rating.

The bonds for the works are to be provided to Council as 4 separate guarantees as follows:

1. Civil Construction and Landscape Construction Guarantee. This shall be the Value of what remains to be constructed of the project. The sums shall include an additional 10% contingency and 2.5% to allow for inflation. Dependent on the remainder to be constructed, as a minimum Council accepts no less than 20% of the value of the works. Upon Practical Completion and Councils acceptance of the works, The Guarantee shall be returned to the Developer.

And

2. Civil Maintenance and Landscape Maintenance Guarantee. This shall be 10% of the total Value of the works. The sums shall include an additional 10% contingency and 2.5% to allow for inflation. At the end of the Defects Liability/ Maintenance Period and Councils acceptance of the works The Guarantee shall be returned to the Developer

## 7. STREET NAMING

Any road created within the Council is required to be assigned an appropriate street name. Under section 219 of the Local Government Act 1993, Council has the power to assign a name to any road (or public Space) within its boundaries. A road naming application is required to be submitted and approved by Council, prior to Council issuing clearance under Section 138 of the Planning, Development and Infrastructure Act 2016.

To expedite the process, Council encourages developers to submit to Council, for approval the proposed street names for the subject land division (or portion of), prior to any clearance request being submitted. This needs to be submitted in the template provided by Council, with accompanying annotated plan of division. Council will generally require that this plan replicates the approved plan of division. In some instances, Council may endorse proposed road names, prior to Development Approval being issued for a division. However, any endorsement must match the final plan approved by Council for the division.

Council reviews any naming application against the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011) to ensure consistency across developments undertaken within Council. Council road naming practices are reflected in road naming practices used by the Department of Infrastructure and Transport (DIT).

In order to establish meaningful and appropriate names within the Council, proposed names must fit within one of these categories:

- a. Aboriginal names taken from the local Aboriginal language,
- b. Early Explorers, Pioneers, and Settlers,
- c. Eminent Persons,
- d. Local History,
- e. Thematic Names such as Flora, Fauna, Ships etc.,
- f. War/Casualty Lists and
- g. Commemorative Names.

Council's local historian is available to provide advice on potential road names. Council are required to consult with the Adelaide University Kaurna Warra Pintyanthi group regarding words adopted from the local Aboriginal language.

If named after an Eminent Person they must be deceased, and the developer must provide a brief summary of biographical information within the road naming submission spreadsheet. This information is collated within by Council's Local Heritage Coordinator for future reference.

To avoid confusion, road names need to follow these principles:

- a. **Must not** duplicate existing names within the City of Playford,
- b. A list of existing road names is available [here: http://data.sa.gov.au/data/dataset/register-of-roads-city-of-playford](http://data.sa.gov.au/data/dataset/register-of-roads-city-of-playford)
- c. **Must not** refer to a living person,
- d. **Must not** be offensive or likely to give offence,
- e. **Must not** be out of place,
- f. **Must not** refer to a commercial or company names,
- g. **Must be** reasonably easy to read, spell and pronounce,
- h. **Should not** be longer than 12 Characters long,
- i. **Should avoid** unduly long names,
- j. **Should avoid** the use of given names,
- k. **Should avoid** names composed of two or more words,
- l. **Should avoid** duplicating Approved Geographical Names. The Approved Geographical Names list is available [here: https://www.sa.gov.au/topics/property-and-land/planning-and-land-management/suburb-road-and-place-names/place-names-search](https://www.sa.gov.au/topics/property-and-land/planning-and-land-management/suburb-road-and-place-names/place-names-search),
- m. **Should avoid** abbreviations other than for Mount (Mt) and Saint (St),
- n. **Should avoid** the use of common grammar i.e. "Smith's Road" becomes "Smiths Road,"
- o. **Should avoid** the use of hyphens,
- p. **Should avoid** the use of a prefix or suffix, i.e., "north" or "extension" and
- q. **Must not** include special names unless relevant i.e., Highway (HWY) should be specifically reserved for roads associated with the state arterial road network. Esplanade should only be used where the road abuts a water body.

The following list of suitable road type suffixes reflects acceptable road names suffixes under Australian/New Zealand Rural and Urban Addressing Standard (**AS/NZS 4819:2011**). Any suffix must be appropriate to the classification of road type, as determined by Council.

Alley	Avenue	Boulevard
Bypass	Circle	Circuit
Circus	Close	Court
Crescent	Drive	Esplanade
Grove	Lane	Mews
Parade	Parkway	Place
Plaza	Promenade	Road
Row	Square	Street
Terrace	Walk	Way

## CONTACT

Contact Name

Contact Phone Number

## CALL

(08) 8256 0333

## VISIT

Playford Civic Centre  
10 Playford Boulevard  
Elizabeth SA 5112

Stretton Centre  
307 Peachey Road  
Munno Para SA 5115

## POST

12 Bishopstone Road  
Davoren Park SA 5113

## EMAIL

[playford@playford.sa.gov.au](mailto:playford@playford.sa.gov.au)

