

4.2 Development approval

SPADEWORK
BROADCASTING
GERMINATION
MULCHING
STAKING
HARVEST
SUSTAINABILITY
RESOURCES

- > *Applying for planning approval*
- > *The planning application*
- > *Checklist*

Applying for planning approval

Once you have chosen a site you need to find out if you need to get approval to hold a market there. It may be that the zoning and approvals for the site already cover activities such as markets. Contact your local council to find out.

Where there is a change of use you will need to submit a planning application to the local council. It is likely that the application will have to be advertised so that local residents and neighbours can comment on the application. You will then have a chance to respond to any objections. The planning officer will make a report that includes the original application, any comments received by the council and your responses plus comments from other council departments (eg Health). The planning officer will make recommendation. This is presented to the council for consideration.

The process can be lengthy and may be different for different council areas, different sites (eg council-owned sites or where the previous use was similar) and different sorts of markets (eg council-run markets).

The planning officer at the local council will be able to provide information about what is required and give you advice about how to proceed with the application.

Find out from the council:

- > What they require in the application
- > What the process is after the application is submitted
- > How long it will take?
- > How much it will cost?

The planning application

What the requirements are:

- > Covering letter explaining the nature of the proposal
- > Hours of operation
- > Title details of site and agreement with owner (if relevant)
- > Site plan
 - site dimensions and north-point
 - stall layout (see *Appendix G* for an example)
 - vehicle access to site
 - parking for stall-holders and customers cars
 - location of toilets
 - power
 - water

- > Health and safety arrangements – including insurance arrangements

- > Fee

Checklist

- > Select location
- > Find a site
- > Investigate council and other regulatory requirements
- > Prepare and submit planning application

The Willunga Farmers Market Experience

Once we'd settled on the site we had to put in an application to the City of Onkaparinga to hold a market in the car park. We contacted the Council and one of their planning officers came to Willunga to discuss things with us. She had lots of good advice not only about the practical requirements but also about how to go about things. She advised us to do our homework and talk to people who lived near the site. As the first farmers' market in South Australia it was important to try and explain the concept to the neighbours and to understand what their concerns might be. We could then make sure these concerns were addressed in our application.

Preparing the application forced us, once again, to make decisions. Luckily, Helen's architectural background meant we could hand over the planning process to her. Phew!

How many stalls would there be? How much room would they take up? Where would cars park? What would our opening hours be?

After the application was submitted it was advertised in the local paper and public comments were called for. The main concerns were about parking. Other minor ones were litter and the 'look of the market. A big issue in the market's favour was that it only would only operate for a few hours a week and the structures would be temporary. Council decided to give us temporary approval. No looking back now! We could set a date for the first market!