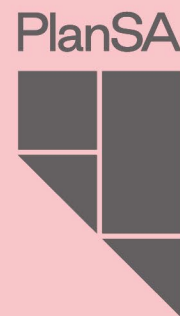
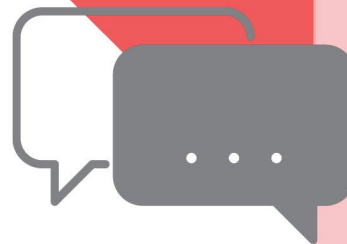


# Frequently Asked Questions



## Verification

### Q – What is verification?

**A** – The *Planning, Design & Infrastructure Act 2016* (the Act), outlines that there are a range of planning authorities that can make decisions in relation to Planning Consent. As such, the verification step was added to ensure that the application has been appropriately submitted and can be assessed in accordance with the Act. The verification process requires a relevant authority to:

- Determine the nature of development
- Determine all the proposed elements of the development
- Confirm it is the correct entity to assess the application
- Confirm the correct assessment category or categories of development
- Determine the fees and invoice fees to lodge the development application
- Check that expected information is lodged with the application (consideration given to Schedule 8 requirements for plans and information).

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### Q – How long does a relevant authority have to verify an application?

**A** – The *Planning, Development and Infrastructure (General) Regulations 2017* (the Regulations) prescribe that an application **must be verified within 5 business days** after the application has been received.

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### Q – What if a relevant authority doesn't meet the statutory timeframe?

**A** – The Act requires that applications be assessed expeditiously. It also obliges a person or body performing, exercising or discharging a function, power or duty under the Act to exercise professional care and diligence, and to comply with any code of conduct that applies to the person or body.

All relevant authorities are accredited as accredited professionals under the Act. The Act provides that an accredited professional must not perform any act or make any omission that results in a failure to comply with the Act. Further to this, the Accredited Professionals Scheme Code of Conduct requires an accredited professional to ensure that all legislative requirements are met when they are making decisions and taking action. It is a breach of the Act to fail to comply with the Accredited Professionals Scheme Code of Conduct.

A failure to act or a decision not to act as required may be the subject of an appeal by the Applicant to the ERD Court.

Concerns related to verification timeframes can be reported by email to [PlanSA@sa.gov.au](mailto:PlanSA@sa.gov.au)

**Q – What happens if the relevant authority is incorrect?**

A – Under the Regulations the person or body is required to reassign the application to the correct relevant authority and provide an appropriate notice via the PlanSA portal (See [Learning Module 7.2](#) – Page 8).

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**Q – Do all referrals have to be identified at the verification stage?**

A – It is best to identify referral bodies during verification to enable fees to be generated and assessment timeframes to be determined. However, it is possible to resolve this during the assessment of an application should it not be clear at verification, and providing it is within **10 business days of lodgement**.

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**Q – What if the application cannot be immediately determined as Deemed-to-Satisfy, but the mandatory documentation under Schedule 8 of the Regulations has been provided?**

A – The relevant authority is able to request any information reasonably required to verify an application via the request for appropriate documentation during verification.

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**Q – Can a relevant authority request additional information after an application has been verified?**

A – There are some Deemed-to-Satisfy developments where further information is unable to be requested during the assessment process, including where the development only comprises one or more of the following elements:

- construction of one or more dwellings
- alteration or addition to an existing dwelling
- construction of an outbuilding, garage, verandah, pergola or swimming pool associated with residential development
- additional information may be requested for the following types of development
  - Deemed-to-Satisfy development, other than those listed immediately above
  - Performance Assessed development.

A relevant authority can only request additional information once. Any request for additional information must be made within the first 10 days after the application has been verified. If a relevant authority requests further information within the first 10 days of assessment, the application will be automatically placed on hold. An applicant must be provided with a minimum of 60 business days to comply with the request for additional information. If an applicant fails to comply with the request, a relevant authority may refuse the application

## Verification Worksheet

### Required for initial Verification

- Review the development application details e.g. submission details, zoning information
- Determine the relevant authority to assess the application
  - Check Part 6 of the [PDI Act 2016](#)
- Check that the appropriate documents and information have been submitted with the application and are sufficient to verify it:
  - Check Schedule 8 of the [PDI \(General\) Regulations 2017](#) for expected information.
  - If the expected information has not been provided and that information is necessary to be able to determine the nature of the development, the element, category or relevant authority, request additional information via the PlanSA portal (See page 10-16 - [Learning Module 7.2](#))
- Review and refine the elements including the additional element queries
- Determine the category or categories of development that apply for the purposes of assessment
  - Search the Code for development policies at the address to determine the assessment pathways for each element
  - If 'Exempt' or 'Accepted' then confirm that Consent or a Development Application is *Not Required*
- Determine the nature of the development
  - If required, edit the applicant's description of the development
- Complete fee request
  - Electronic Lodgement Fee – is automatically selected
  - Hard Copy – select when development application is received in a paper format
  - Category of Assessment Fee
  - Agency referral & notification fees (where determined)
- Review verification summary and complete verification outcome
  - System automated emails sent to relevant stakeholders

### May be determined during Assessment

- Request further information (if necessary and on only one occasion)
- Determine whether referrals are required
  - Check Schedule 9 of the [PDI \(General\) Regulations 2017](#) and overlays in the Code.
  - Referrals to SCAP Planning Services will automatically be sent out for Land Division Consent
- For 'Performance Assessed' or 'Impact Assessed' applications, determine notification requirements
  - Determine whether the placement of a notice on the land is required and who places the notice pursuant to Table 5 of the relevant zone in the [Code](#) or Section 110 of the [PDI Act 2016](#)
- Additional fee request
  - If notification and referrals are determined after verification, an additional invoice can be sent to the applicant