



Before you begin

Within the planning and/or land division consent open the **Planning Info** page to view the number of trees and the size to be paid into the Urban Tree Canopy Off-set Scheme, to calculate the fee amount payable when determining the [Urban Tree Canopy off-set fee](#) additional fees.

Summary Documents Fees RFIs Referrals Public Notification **Planning Info** Conditions and Notes Clocks Decision Appeals

Related Actions

Planning Information

Important: If appropriate, please ensure that any amounts payable under the Act or relevant Schemes have been raised / received prior to issuing a consent decision (such as fee payable for 'replacement tree')

Regulated and Significant Trees

Does the application include any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s) on the site or neighbouring land?

Yes

[Significant and regulated trees | PlanSA](#)

Trees are to be:	No. of Regulated Trees	No. of Significant Trees
Damaged (i.e. impacts to roots or pruning)	1	0
Removed		

Is this application for a tree located on a neighbour's property?

No

The Urban Tree Canopy Overlay applies to this application

Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In [specified circumstances](#) an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)

Elect one of the following options:

Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme

Please nominate the number of trees to be paid

Tree size:	No. of Trees to be paid
Small	0
Medium	0
Large	1

Related Instructions

Visit the [Fee invoicing and payments | PlanSA](#) page for instructions on:

- Make a fee payment
- Record over the counter payment
- Additional fee invoicing
- Cancel and re-issue a fee advice
- Refund a fee amount

Raise a fee advice for urban tree canopy and urban tree fund fee payment - post assessment

On submitting the fee advice for payment, the application's invoice contact is notified by email or post of a "Post decision fee advice" has been generated and payment is required.

1. Open the planning and/or land division consent.
2. Click **Related Actions**.

Summary Documents Fees RFIs Public Notification Conditions and Notes Clocks Decision Appeals **Related Actions**

- Upload Documents**
Upload documents associated with consents for the DAP.
- Update Appeal Matters**
Add or Update Appeal Matters for the DAP
- Request Extension Fee**
Create and send a invoice to the applicant for extension of the substantial commencement date
- Determine Additional Fees Post Decision**
Create and Send an invoice to the applicant

3. Click **Determine Additional Fees Post Decision**.
4. The **Determine Additional Fees** page shows with additional fee options for:
 - a. Urban Trees
 - b. Building Envelope Plan
 - c. Review of Assessment Manager Decision Fee

Determine Additional Fees

All fees raised on this application

[Show fees already raised on this application](#)

The Electronic Lodgement fee only needs to be charged once per application, and must be charged on the first consent to be issued through the Portal. Please review the payment history before charging fees to ensure the Electronic Lodgement fee isn't charged twice. Also check the Payment History to ensure the Compliance fees are not charged twice.

Urban Trees

- Urban Tree Canopy Off-set Fee - Large
- Urban Tree Canopy Off-set Fee - Medium
- Urban Tree Canopy Off-set Fee - Small
- Urban Tree Fund Fee


Building Envelope Plan

- Building Envelope Plan Fee
- Publication of Building Envelope Fee

Review of Assessment Manager Decision Fee

- Review of Assessment Manager Decision Fee

Urban Tree Canopy off-set fee

The Urban Tree Canopy Off-set Fee statutory amount defaults to the scheme's rate for a small tree. Move the mouse cursor over the  information icon to view the fee breakdown for each tree size (small, medium and large).

The Urban Tree Canopy Off-set Fee is distributed to the scheme of the same name. For more information visit the [Urban Tree Canopy Off-set scheme](#).

5. Expand to show the Urban Tree Canopy Off-set scheme / Restricted or Significant Trees Information to view the number of trees to be paid.
6. Collapse to hide the Urban Tree Canopy Off-set scheme / Restricted or Significant Trees Information.

Urban Tree Canopy Off-set Scheme / Restricted or Significant Trees Information ▼

Urban Tree Canopy Overlay

Applicant Response Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme


Trees are to be:	No. of Trees to be paid
Small	0
Medium	1
Large	0

Regulated and Significant Trees

Includes damage or removal to regulated or significant tree(s)?
Yes

Applicant Response
Payment into an Urban Tree Fund

Trees are to be:	No. of Regulated Trees	No. of Significant Trees
Removed	1	0

 Note: 2 replacement trees for every regulated tree removed and 3 replacement trees for every significant tree removed.

7. Click checkbox against Urban Tree Canopy off-set fee small, medium or large.

Determine Additional Fees

All fees raised on this application

▼ Show fees already raised on this application

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Urban Tree Canopy Off-set Scheme / Restricted or Significant Trees Information >

Urban Trees

- Urban Tree Canopy Off-set Fee - Large
- Urban Tree Canopy Off-set Fee - Medium
- Urban Tree Canopy Off-set Fee - Small
- Urban Tree Fund Fee

8. The Statutory Amount defaults. For more information refer to [Application Fees and Urban Tree Canopy Fees | PlanSA](#).
9. When paying into the fund for multiple trees, then type over the **Actual** amount with the calculated amount.
10. Provide a **reason** for the variation, e.g., cost of 3 medium trees @ \$ each.
11. Click **SUBMIT** if no further fee(s) to be included.

Description	Statutory Amount	Actual	GST Included	Reason for variation
Urban Tree Canopy Off-set Fee - Large ⓘ				
Total Payable Fees				

ⓘ Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

CANCEL

SUBMIT

Urban Tree Fund Fee

The Urban Tree Fund Fee 'Actual' amount is set by the council who will receive the amount paid if they have a 'tree fund' in place, else paid into 'tree fund' managed by the State Government.

1. Click on the **Urban Tree Fund Fee** to add.

Determine Additional Fees

[Help for this section](#)

All fees raised on this application

[Show fees already raised on this application](#)

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Urban Trees

Urban Tree Canopy Off-set Fee - Large
 Urban Tree Canopy Off-set Fee - Medium
 Urban Tree Canopy Off-set Fee - Small
 Urban Tree Fund Fee

2. Type over the **Actual** amount with the calculated amount, e.g. \$163.
3. Provide a **reason** for the variation.
4. Click **SUBMIT** if no further fee(s) to be included.

Description	Statutory Amount	Actual	GST Included	Reason for variation
Urban Tree Fund Fee ⓘ	Set By RA	\$163.00	\$0.00	The actual amount is an example only.
Total Payable Fees		\$163.00	\$0.00	

CANCEL
SUBMIT

On submitting the fee advice for payment, the application's invoice contact is notified by email or post of a "Post decision fee advice" has been generated and payment is required.