

Transitional application process for granting building rules consent

Guide for:

- Relevant Authorities

Version 2.0
23 August 2020



Government of South Australia
Attorney-General's Department

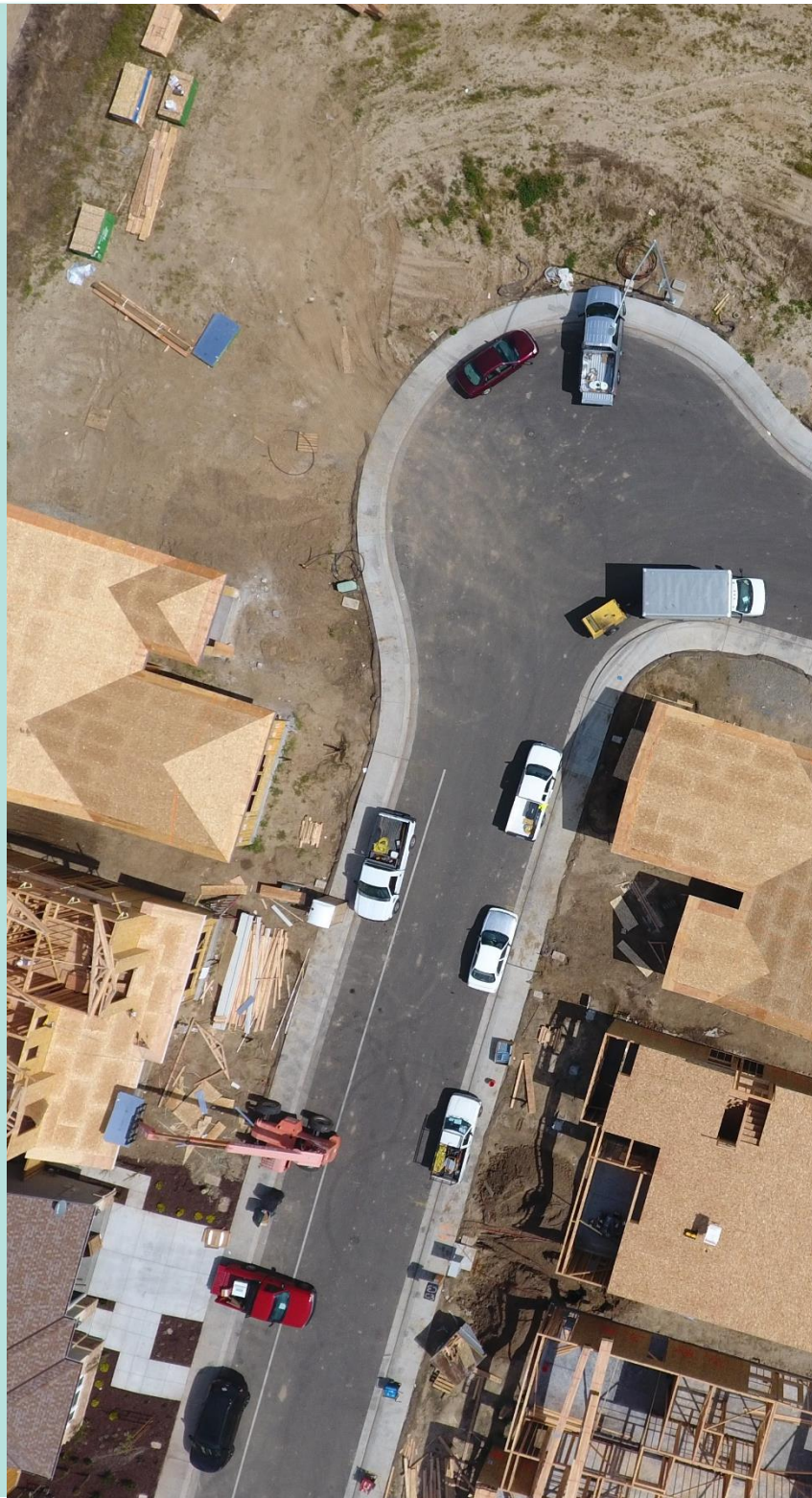


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Introduction

This guide outlines the transitional application process for granting Building Rules Consent under the *Planning, Development and infrastructure Act 2016* (PDI Act), where Planning Consent and/or combined Planning and Land Division Consent have already been approved under the *Development Act 1993* (Development Act).

Excluded from the transitional application process

Development applications for Planning Consent and/or combined Planning and Land Division Consent lodged prior to 31st July 2020 and being processed in existing development application systems, includes the Electronic Development Application Lodgement and Assessment system (EDALA), will continue to be assessed under the Development Act as per the PDI (Transitional Provisions) Regulations 2017 and notice of the decision issued under the PDI Act 2016 - Decision Notification Form (DNF).

Process for granting building rules consent

From 31st July 2020, applicant requests for assessment of associated Building Consent, will be performed under the PDI Act.

	Who	Description
1	Relevant Authority that has already granted Planning Consent	Provides the applicant with the decision documentation; <ul style="list-style-type: none"> Decision Notification Form (DNF) Stamped Plans Application (optional)
2	Applicant	Provides their engaged building certifier with the Planning Consent documentation to commence the assessment.
3	Building Certifier, or Building Surveyor (council)	Submits the development application in the DAP system 'on behalf' of the applicant.
Alternate	Applicant	Creates and online account and submits the development application in the DAP system.
4	Building Certifier, or Building surveyor (council)	Performs Building Consent verification, includes; <ul style="list-style-type: none"> confirming the applicant has provided the granted consent(s) documentation, and Fee Request for building assessment (lodgement fee) and/or invoices direct outside of the DAP system.
5	Applicant	Receives the verification fee advice notification (email or post) and makes payment online via the DAP system, in person or in the post.
Alternate	Building Certifier	Receives fee payment in person or in the post, and receipts into own financial systems.
6	Building Certifier, or Building Surveyor (council)	Proceeds with assessing the Building Consent and makes a decision to grant or refuse; issuing a Decision Notification Form, Form 1, 2 and 3.
7	Relevant Authority (council)	Grants or refuses development approval.

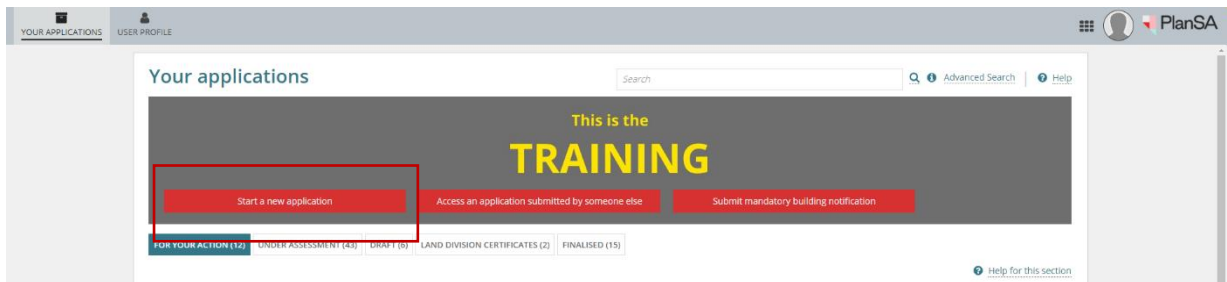
1. Complete development application and submit

The Relevant Authority that granted the Planning and/or Land Division Consent provides the applicant with the *Decision Notification Form* (DNF) and *Stamped Plan(s)*. These are provided to the Building Certifier who has been engaged to perform the building rules assessment.

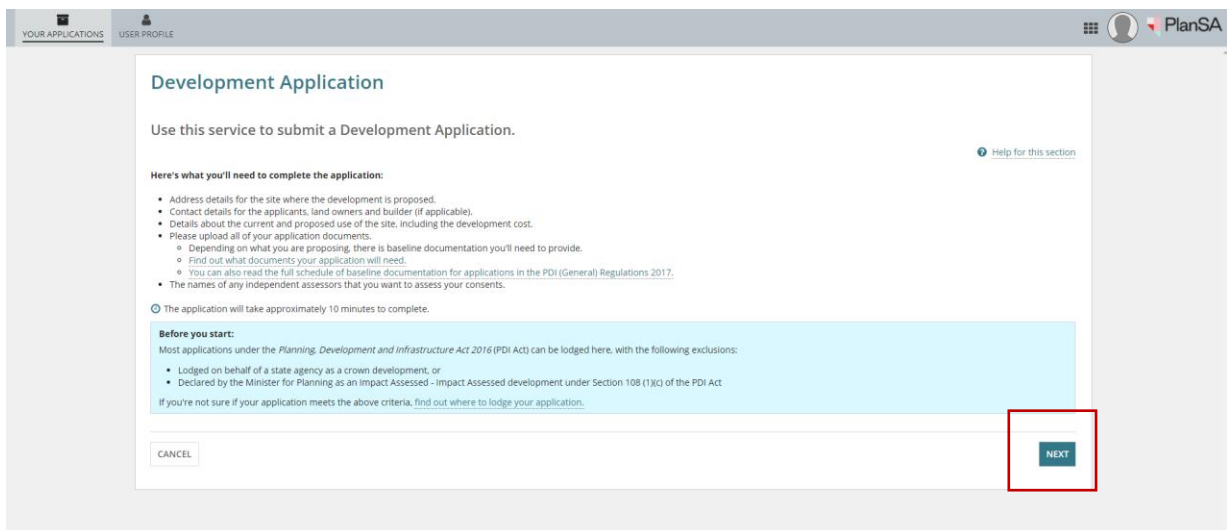
To issue a building rules decision a development application must be completed and submitted in the ePlanning platform (the DAP).

Refer to [Submit a Development Application](#) for detailed instructions.

1. Login to DAP application, and the **Your Applications** dashboard displays.
2. Select **Start a new application**.



3. Select **Next** in the Development Application overview page.



Provide details of the consents already granted

4. Upon reaching the **Consents** page refer to the provided *Decision Notification Form* to complete the following questions.

- | | | |
|----------|--|--|
| A | Have any of the required consents for this development already been granted using a different system? | <ul style="list-style-type: none"> • Yes to indicate consent granted pre 31st July 2020 under the Development Act. |
| B | Which consent(s) have been granted | <p>The consents available are determined by the elements chosen in the What do you want to do? page.</p> <ul style="list-style-type: none"> • Planning Consent • Planning Consent and Land Division Consent |
| C | Details of consent(s) already granted | <ul style="list-style-type: none"> • Application Number located on the <i>Decision Notification Form</i> • Date consent(s) granted located on the <i>Decision Notification Form</i> |

Development Application

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- ✓ [Land Owners](#)
- ✓ [Invoice Contact](#)
- ✓ [Development Details](#)
- ✓ [What do you want to do?](#)
- > **Consents**
- Declarations
- Documents
- Review

Consents

To proceed with your development, you must first gain the consent of expert assessors, to ensure that your proposed development complies with all pertinent regulations.

Based on the information you have supplied, your application will require the following consents:

- Planning Consent
- Building Consent

Have any of the required consents for this development already been granted using a different system? *

☒ Yes A

☐ No

Which consent(s) have been granted *

☒ Planning consent B

Details of consent(s) already granted C

You will have been sent a Decision Notification Form. Please review that document to provide the following information. We'll also ask you to upload a copy of this document in one of the following steps.

Application Number *

Date consent(s) granted *

Your options for assessment of the required consent(s)

In some circumstances, you can choose an assessment authority to assess your application.

You can choose between a local council or a private accredited professional.

[Learn more about different assessment authorities.](#)

Building Consent

Do you wish to have your building consent assessed in multiple stages? *


☐ Yes

☐ No

Complete who assessing the building consent and developing the project

5. Complete the **Building Consent** questions referring to pages 18 to 20 of the [Submit a Development Application](#) guide for assistance.

A **warning message** displays when 'assess later' is chosen. When consent(s) have been already granted (e.g. planning) proceed by changing to 'assess now'.

 You must apply for at least one consent/stage to proceed

Your options for assessment of the required consent(s)

In some circumstances, you can choose an assessment authority to assess your application.

You can choose between a local council or a private accredited professional.

[Learn more about different assessment authorities.](#)

▼ Building Consent

Do you wish to have your building consent assessed in multiple stages? *

☐ Yes

☒ No

When should this consent be assessed? *

☒ Assess this consent now

☐ Assess this consent later

Who should assess your building consent? *

☒ State Planning Commission

☐ Independent accredited professional

Has Construction Industry Training Fund Levy (CITB) been paid?

☐ Yes

☒ No

Has a builder or contractor been engaged for the proposed development? *

☒ Yes

☐ No

Is the development being constructed by an Owner Builder? *

☐ Yes

☒ No

Who is the builder or contractor for the proposed development? *

Builder or Contractor [Edit](#) 

Name: Little Big Helper

Type: Business

Address: 11 WAYMOUTH STREET ADELAIDE

Builders Licence No: 4564

Preferred Contact Method: Email

Email: sascha.woods@sa.gov.au

[ADD ANOTHER BUILDER OR CONTRACTOR](#)

[GO BACK](#)

[SAVE DRAFT](#)

[NEXT](#)

Consents Summary

The Consents Summary will list the consents to be submitted for review or assessment based on the selections made in the previous Consents and Required Consents page.

For Planning Consent and/or Land Division Consent the assessment action shows ‘already granted and review only’ required.

Development Application

✓ [Locations](#)

✓ [Applicants](#)

✓ [Primary Contact](#)

✓ [Land Owners](#)

✓ [Invoice Contact](#)

✓ [Development Details](#)

✓ [What do you want to do?](#)

➤ [Consents](#)

Declarations

Documents

Review

Consents Summary

To be submitted for review or assessment now

1. Planning Consent (already granted - review only)
Land Division Consent (already granted - review only)

2. Building Consent (full assessment required)

GO BACK

SAVE DRAFT

NEXT

Upload documents for the already granted consent and building project

6. In the **Documents** page upload and categorise the following documents in support of the already 'granted' Planning Consent application.

Documentation	Category	Type
Application (optional)	Transitional Applications	Application
Decision Notification Form	Transitional Applications	Decision Notification Form
Stamped Plans	Transitional Applications	Stamped Plans

Also, upload relevant documentation in support of the Building Consent application.

Select **No** to the pre-lodgement agreement; this question is not applicable for Building Consent.

Development Application

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- ✓ [Land Owners](#)
- ✓ [Invoice Contact](#)
- ✓ [Development Details](#)
- ✓ [What do you want to do?](#)
- ✓ [Consents](#)
- ✓ [Declarations](#)
- [Documents](#)
- Review

Documents

Please upload all of your application documents.

Depending on what you are proposing, there is baseline documentation you'll need to provide. [Find out what documents your application will need.](#)

You can also read [the full schedule](#) of baseline documentation for applications in the PDI (General) Regulations 2017.

Consent(s) already granted

Please also upload the following documents for the consent(s) already granted (use document category 'Transitional Applications'):

- Decision Notification Form
- Stamped plans
- Application (optional)

Document	Document Category	Document type	
DecisionNotificationForm-Applic... PDF – 67.34 KB	Transitional Applications	Decision Notification Form	✕
StampedPlans-21377 DOCX – 12.35 KB	Transitional Applications	Stamped Plans	✕
EngineeringDocumentation-2389... DOCX – 12.36 KB	Engineering Document	Engineering Structural	✕
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---	

Do you have a pre-lodgement agreement? *

☐ Yes

☒ No

A **warning message** displays on screen on moving to the Next page, when the Decision Notification Form and Stamped Plans have not been uploaded. To proceed upload the missing document or documents.

⚠ Documents

Please upload a copy of the Decision Notification Form and stamped plans before proceeding.

Review and submit development application for building consent assessment

7. Progress through the pages until the **Review** page is displayed. Scroll through the information reviewing the information provided.
- Below is an example of the information provided the already granted consent(s).

Consent Details

You have selected following consents:

- Planning Consent
- Building Consent

Consents

Have any of the required consents for this development already been granted using a different system?

Yes

Which consent(s) have been granted

Planning consent

Application Number

D20/1234

Date consent(s) granted

1 Jul 2020

- Below is an example of the **Consent Order** showing Planning Consent – already granted – review only.

Consent Order

To be submitted for review or assessment now

1. Planning Consent (already granted - review only)
2. Building Consent (full assessment required)

Uploaded Documents

Document	Document type
 DecisionNotificationForm-Application20000486-26255 PDF – 67.34 KB	Decision Notification Form
 StampedPlans-21377 DOCX – 12.35 KB	Stamped Plans
 EngineeringDocumentation-23891 (1) DOCX – 12.36 KB	Engineering Structural

Acknowledge the **Submission Declaration** and submit.

Submission Declaration *

- ☒ All documents attached to this application have been uploaded with the permission of the relevant rights holders. It has been acknowledged that copies of this application and supporting documentation may be provided to interested persons in accordance with the Act and Regulations.

GO BACK

SAVE DRAFT

SUBMIT

The development application number is generated and the development application submitted to the Relevant Authority assessing the building consent.

Development Application

Your submission (ID **20001628**) has been received.

Within a minute or two, it will appear on the 'Your applications' page (click the navigation tab at the top of this page), so you can log back into this Development Application portal and check progress whenever you like. *(If it doesn't appear straight away, please wait a few moments then refresh your browser.)*

The relevant authority for your first consent will commence verification of your submission. They will update you on the progress of your submission within **5 business days**.

If you want to provide anyone else with the ability to access this application, go to the 'Sharing access' screen and follow the instructions.

If you need further assistance, please contact the relevant authority for your consent.

DONE

2. Planning Consent Already Granted

There is no further action required outside or inside of the DAP system for the Planning and/or Land Division Consent. The additional questions answered in the **Consents** page (see image below) will capture the consent(s) already granted.

Development Application

Locations

Applicants

Primary Contact

Land Owners

Invoice Contact

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Consents

To proceed with your development, you must first gain the consent of expert assessors, to ensure that your proposed development complies with all pertinent regulations.

Based on the information you have supplied, your application will require the following consents:

- Planning Consent
- Building Consent

Have any of the required consents for this development already been granted using a different system? *

☒ Yes

☐ No

Which consent(s) have been granted *

☒ Planning consent

Assessment status

	Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	
✓	Planning Consent	Assessment panel/Assessment manager at State Planning Commission	Type to select the user	Granted	
▶	Building Consent	State Planning Commission	Type to select the user	Awaiting Verification	5
	Development Approval for: Planning Consent Building Consent	State Planning Commission	No assessor assigned Edit	Awaiting Precursor Consent	

> View team workload

Help for this section

SAVE USER ALLOCATION

The above image is from the Summary page of the development application

For each consent a **Condition and Advisory Note** is also automatically added to advise you to refer to the Decision Notification Form (DNF) available from the Documents store.

Planning and Land Division Consent for Development Application: 20001647

Summary

Documents

Fees

Information Requests

Public Notification

Conditions and Notes

Clocks

Decision

Appeals

Related Actions

Development application 20001647

Help for this section

Relevant Authority

State Planning Commission

Reserved matters (0)

Conditions - Planning (1)

Please see DNF for existing Development Application Number D4564

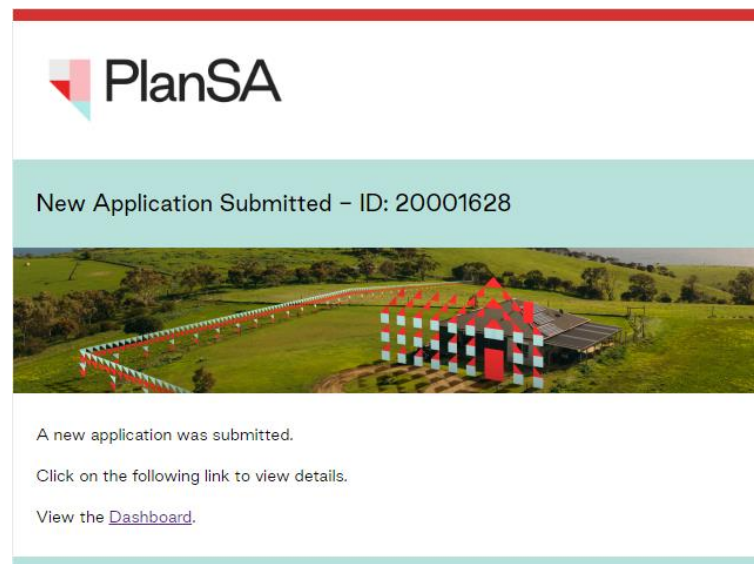
3. Perform Building Verification

Performing the verification of a Building Consent and moving through each of the pages (see image below) remains unchanged for transitional applications.

➤ Relevant Authority
Verify Documentation
Confirm Consent
Nature of Development
Fee Request
Summary

Refer to [Verify a Building Consent](#) for detailed instructions.

1. Receives email notification advising application submitted.



2. Locate the development application searching by the **ID** number and removing the **Assigned to me only** flag to view all for your action applications.

3. Select the **ID** of the application to open.

Development application processing

Search [Advanced Search](#) [Help](#)

This is the TRAINING environment

[Submit mandatory building notification](#)

FOR YOUR ACTION (42) ASSESSMENT IN PROGRESS (59) WAITING (16) UPCOMING (9) COMPLETED (39) BUILDING NOTIFICATIONS (0)

[Help for this section](#)

For your action

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
20001628	Napina Station	LOT 1522 OODNADATTA TRK NILPINNA STATION SA 5723, LOT 1522 OODNADATTA TRK NILPINNA STATION SA 5723..	convert shearing shed in to accommodation. 2 x 3 bedroom 1 x bedroom both with bathrooms and veran..		Start Verification	—	5

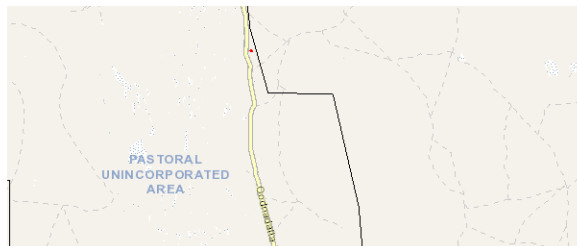
4. In the Development Application scroll down until the **Assessment status** table shows.

Development application: 20001628

[Summary](#) [Documents](#) [Event History](#) [Sharing access](#) [Related Actions](#)

Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.



Development location(s)
LOT 1522 OODNADATTA TRK NILPINNA STATION SA 5723

Title ref CT 5834/661 **Plan parcel** H832100 SE1523 **Council** Pastoral Unincorporated Area
LOT 1522 OODNADATTA TRK NILPINNA STATION SA 5723

Title ref CT 5834/27 **Plan parcel** H832100 SE1522 **Council** Pastoral Unincorporated Area

Nature of development
convert shearing shed in to accommodation, 2 x 3 bedroom 1 x bedroom both with bathrooms and veranda

5. Select Building Consent from the **Assessment status** table.

Assessment status

Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	
✓ Planning Consent	Assessment panel/Assessment manager at State Planning Commission	Type to select the user	Granted	
► Building Consent	State Planning Commission	Type to select the user	Awaiting Verification	5
Development Approval for: Planning Consent Building Consent	State Planning Commission	No assessor assigned Edit	Awaiting Precursor Consent	

[View team workload](#) [Help for this section](#) [SAVE USER ALLOCATION](#)

Confirm the already granted consent documentation provided

6. During submission the applicant must provide the below documentation.

- Decision Notification Form (DNF)
- Stamped Plans, and
- Original application (optional)

1. Click on **document file** name to download.
2. Click on download to open the document and view on-screen.
3. Confirm the attached is what the 'document type' indicates.

Repeat the steps until both the DNF and Stamped Plans are attached.

4. **Has all mandatory documentation been provided** select 'Yes' or 'No' based on the outcome of checking the documentation.

When the applicant has not provided the correct documentation, then submit a request for documentation.

Building Consent for Development Application: 20001628

Summary Documents Fees Clocks Decision Appeals **Related Actions**

Consent Verification

✓ Relevant Authority

➤ **Verify Documentation**

Confirm Consent

Nature of Development

Fee Request

Summary

Verify Documentation

Documentation

Document
Decisionnotificationform-application20001628-27397-29952.pdf
StampedSiteplan-21210-29953.docx
SitePlan-29951.docx

Consent(s) already granted

⚠ The applicant has indicated that a required consent has already been granted. Please ensure that the associated DNF and stamped plans have been provided.

Has all mandatory documentation been provided? *

☐ Yes ☒ No

[GO BACK](#)

Decisionnotificationform-application20001628-27397-29952.pdf

3 DECISION NOTIFICATION FORM

TO THE APPLICANT(S):

Name: David Lake
Email: david.lake@sa.gov.au

IN REGARD TO:

Development application no.: Lodged on: 3 Jun 2020
Nature of proposed development: New dwelling and garage

LOCATION OF PROPOSED DEVELOPMENT:

Location reference: 21 WOODRUP RD WUDINNA SA 5652

Title ref.: CT 6108/237	Plan Parcel: D90948 AL22	Council: WUDINNA DISTRICT COUNCIL
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DECISION:

Decision type	Decision (granted/refused)	Decision date	No. of conditions	No. of reserved matters	Entity responsible for decision (relevant authority)
Planning Consent	Granted		4	0	Assessment panel/Assessment manager at Wudinna District Council
Building Consent	Still Required				To be Determined
Development Approval - Planning Consent: Building Consent	Still Required				Wudinna District Council

For more information visit
plan.sa.gov.au



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