

## What are Reserved Matters?

Reserved matters can be used to defer a decision on parts of the applications planning consent that are incidental to a proposal and are not fundamental to the overall assessment of the application. For example, a reserved matter may relate to landscaping, or the location of the air conditioning plant and equipment, or wastewater.

The responding to reserve matters can occur immediately after the application's planning consent is granted, either by yourself from your development applications online account or by contacting the relevant authority who issued the planning consent to perform on your behalf.

All reserved matters must be met or deferred (for staged building consents only) before the location council can issue development approval.

## How do I know the planning consent has a reserved matter?

### Planning consent granted email notification

The email will include a "Please Note" section advising there are outstanding reserved matters, that will need to be satisfied before development approval is issued.



This email is to advise that Decision Notification Form (DNF) for Planning Consent for Development Application ID 23000032 has been granted.

**Please Note:** There are outstanding reserved matters that will need to be satisfied prior to final Development Approval being issued. Please contact the relevant authority for planning consent on the details below if you require further information.

Please use the following links to go to the application or to download the decision from document store.

View the [Development Application](#).

View the [documents section](#) of the Development Application.

## Decision Notification Form (DNF)

The Decision Notification Form (DNF) issued on granting Planning Consent will identify reserved matters separately to those matters which are conditions (refer image).

**PlanSA**  
**DECISION NOTIFICATION FORM**  
*Section 126(1) of the Planning, Development and Infrastructure Act 2016*

**TO THE APPLICANT(S):**  
Name: Penny Public  
Postal address: 83 PIRIE STREET ADELAIDE SA 5000  
Email: sascha.woods@sa.gov.au

**IN REGARD TO:**  
Development application no.: 23000032      Lodged on: 10 Jan 2023  
Nature of proposed development: tourist accommodation - 10 huts

**LOCATION OF PROPOSED DEVELOPMENT:**  
Location reference: 3A DENNIS AV ROBE SA 5276  
Title ref.: CT 5995/491      Plan Parcel: D73581 AL101      Council: DC C  
Location reference: 3A DENNIS AV ROBE SA 5276  
Title ref.: CT 5995/492      Plan Parcel: D73581 AL101      Council: DC C

**RESERVED MATTERS**  
**Planning Consent**  
Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:  
Reserved Matter 1  
The following matter is reserved pursuant to Section 102(3) of the Planning, Development and Infrastructure Act 2016 and is to be addressed prior to Development Approval being granted:  
• A wastewater approval issued under the *South Australian Public Health Act 2011* and the *South Australian Public Health (Wastewater) Regulations 2013* in respect of the proposed alterations to the on-site wastewater system to accommodate the proposed shower must be obtained and uploaded to the portal.  
Reserved Matter 2  
Prior to a Development Approval being issued by Council the applicant shall have an application approved under the Public Health Act, 2011 for the alterations required to the existing waste water system

**CONDITIONS**  
**Planning Consent**

Decision type	Decision (granted/refused)	Decision date	No. of conditions	No. of reserved matters	Entity responsible for decision (relevant authority)
Planning Consent	Granted	10 Jan 2023	1	2	Assessment Manager at Limestone Coast Southern Regional Assessment Panel

## What happens after submitting my response to the reserved matters?

The relevant authority that granted the planning consent is advised by email who will then determine based on the documentation (e.g., reports and plans) if the reserved matter has been met, not met, or deferred when the building consents is staged.

## How will I know if the reserved matters have been met or not?

An email is sent with a subject heading of 'Reserved Matters Responses Reviewed' and lists the reviewed Not Met – Reserved Matters, including a reason. Where multiple responses submitted, the email will separate the Reserved Matters that have been Met, Not Met and/or deferred.



This email is to advise that the information submitted to satisfy the outstanding reserved matter(s) have been reviewed with the following outcome:

**Not Met - Reserved Matters:**

1. Wastewater application

**Reason:** Missing drawings

View the [Development Application](#).

When all reserved matters are 'met' a second email is sent with a subject heading 'Decision Notification Form (DNF) Granted for Planning Consent' advising the DNF can be downloaded from the application document store.

Decision Notification Form (DNF) Granted for Planning Consent -  
Application ID 23000032  
Applicant: Penny Public  
Address: 3A DENNIS AV ROBE SA 5276...



This email is to advise that Decision Notification Form (DNF) for Planning Consent for Development Application ID 23000032 has been granted.

**Please Note:** There are outstanding reserved matters that will need to be satisfied prior to final Development Approval being issued. Please contact the relevant authority for planning consent on the details below if you require further information.

Please use the following links to go to the application or to download the decision from document store.

View the [Development Application](#).

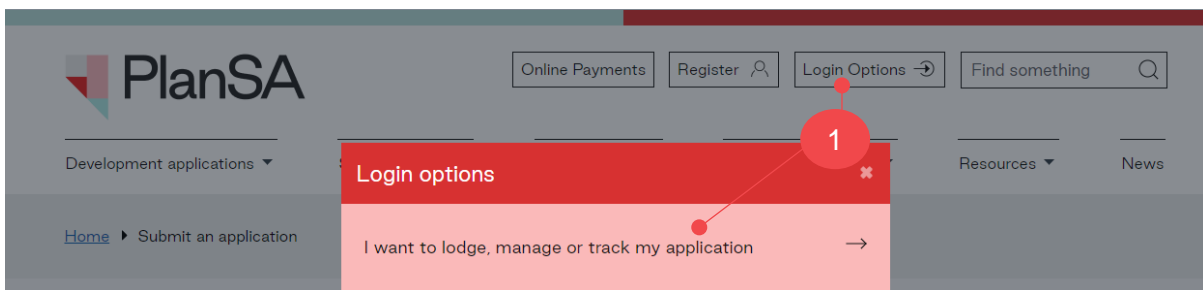
View the [documents section](#) of the Development Application.

## Respond to a Reserved Matters

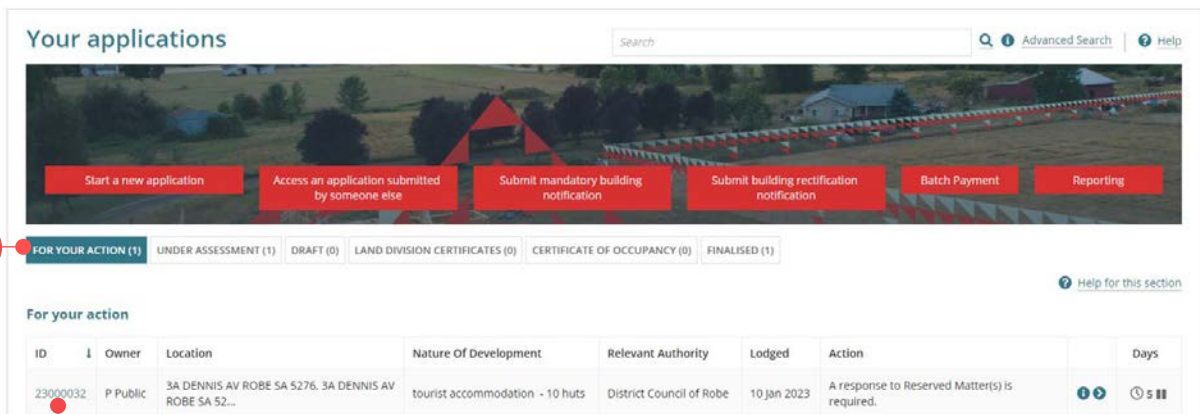
On completion of addressing the reserved matter, have at hand the supporting documentation in an electronic format to upload with your response.

When responding to reviewed reserved matters determined by the relevant authority as 'not being met' then follow these same steps to submit your response addressing the 'not met' reasons.

1. Click on **Login Options** within the PlanSA portal to login to your online account.



2. Locate the development application within **For Your Action** or **Under Assessment** when an assessment is in progress (i.e., building consent assessment).
3. Click on the **ID** number to show the development application summary information.



The **Development application Summary** screen displays.

- Click on **A response to Reserved Matter(s) is required** within the Your Actions section.



The **Respond to Reserved Matters** page shows with the reserved matters to be addressed and a reason from the relevant authority why the initial reserved matter response was determined be 'not met'.

When the relevant authority reviewed your initial reserved matter response and determined the reserved matter had not been met, the reason why will be shown.

- Click on checkbox(s) against the reserved matter(s) being addressed.

## Respond to Reserved Matters

Please select the reserved matter you want to address.

Reserve Matter Details	Reason why reserved matter not met
<input type="checkbox"/> Detailed drawings addressing the fill methodology, pipe size and class, easement size and energy dissipato are to be provided and approved by council prior to Development Approval being granted.	
<input checked="" type="checkbox"/> Landscaping - show plans of the proposed landscaping	Relevant authority details why the reserved matter has not been met

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## Supporting Documents

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/>	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

- Click on **Upload** to locate the supporting document(s) and select to open or drag-and-drop into the 'drop files here' field.

- Click **Cancel** to close the **Open** window.

## Supporting Documents

The screenshot shows the 'Supporting Documents' section with the 'Upload' button highlighted by a red circle with the number 6. An 'Open' file dialog box is overlaid on top, showing a list of files. The 'Additional documents - uploaded by ...' file is selected. The 'Cancel' button in the dialog box is highlighted by a red circle with the number 7.

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8. Categorise the document by selecting the applicable document 'category' and 'type' and repeat until all documents are categorised.
9. Click on **Submit** to complete the response.

### Supporting Documents

Document	Document Category	Document Type
Additional documents - uploaded by applicant DOCX - 21.88 KB	Reports	--- Select One ---
<b>UPLOAD</b> Drop files here	--- Select One ---	Contourscoping
		Native Vegetation
		Other Report
		Planning Report
		Public Environmental Report
		Regulated Trees
		Shade Diagrams
		Site Contamination
		Stormwater
		Traffic & Parking
		Waste Management
		Wind Study

**Note:** You may select multiple documents to upload simultaneously.

**CANCEL**

**SUBMIT**

The **Development Application Summary** page shows and the Your Actions will continue to show 'A response to Reserved Matter(s) is required' until all reserved matters are met or deferred (for staged building consents only).

Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location.

**Nature of development**  
tourist accommodation - 10 huts

**Elements selected**

- Tourist accommodation

> Submission details

> Zoning information

**Your actions**

A response to Reserved Matters(s) is required. This action will remain until the relevant authority marks the Reserved Matter(s) as 'met'

[Apply for next consent](#)

10. Click on the **Profile** icon to sign out.

Signed in as

**PROFILE** **SETTINGS** **SIGN OUT**

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