

Guide for Relevant Authorities

Development Assessment

# Issue Development Approval

Version 2.14



**Government of South Australia**

Department for Trade  
and Investment

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## Introduction

A decision to grant Development Approval can be made after reviewing and approving required consents.

Before recording the development approval decision, check and update the following information:

- Check Conditions and Notes and update as required
- Check consents are consistent
- Check Compliance Fees collected and invoice when missing
- Check Required Notifications and add notifications when missing
- Update Building Statistics
- Upload Stamped Plans

On issuing Development Approval all parties involved in the assessment of the Development Application are notified by email (or by post).

- Applicant
- Relevant Authority
- Referral Bodies

The email received contains links that will direct the recipient to view the Development Application or download the Decision Notification Form (DNF) from the applications Documents store.

If the recipient was a representor, they can view the application and the DNF from the Public Register located on the SA Planning Portal.

# 1. Locate and Open Development Application for Approval

**Method 1:** Go direct to Development Approval without assignment

1. Searching for the application **ID** number provided in the email.
2. Remove the **Assigned to me only** flag to show or locate in the **For Your Action** table.
3. Click on the application record (not the ID) to show the status details.
4. Click on **Development Approval** to open.

1 results for: "21002653"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21002653	E Twenty	13 LUCAS ST RICHMOND SA 5033	alteration	City of West Torrens	12 Nov 2021	Lodged	5

**STATUS DETAIL** CONTACTS SUMMARY

## Application 21002653

Planning consent	✓ Granted 4 Mar 2021	>
Building consent	✓ Granted 18 Jan 2022	>
Development approval	Assessment in progress	
Development application	Pending development approval	

**Method 2:** View the application and assign Development Approval to an assessor

1. Click on the **ID** number to open the development application.

1 results for: "21002653"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21002653	E Twenty	13 LUCAS ST RICHMOND SA 5033	alteration	City of West Torrens	12 Nov 2021	Lodged	5

**STATUS DETAIL** CONTACTS SUMMARY

## Application 21002653

Planning consent	✓ Granted 4 Mar 2021	>
Building consent	✓ Granted 18 Jan 2022	>
Development approval	Assessment in progress	
Development application	Pending development approval	

2. In the **Allocated Assessor** field type the name of the staff member and select from list of matches.
3. Click on **Save User Allocation** to complete the assignment.

On allocating the development approval to team member to assess the assigned team member is notified by email of the allocation and then return to the Assessment dashboard.

Assessment status					
	Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
✓	Planning Consent	City of West Torrens	Type to select the user	Granted	
✓	Building Consent	City of West Torrens	Type to select the user	Granted	
▶	Development Approval for: Planning Consent Building Consent	City of West Torrens	<input type="text" value="tw"/> <ul style="list-style-type: none"> <li>EPN Twenty Three</li> <li>EPN Twenty</li> </ul>	In Progress	🕒 5

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

4. Click on **Development Approval** to open and commence a review.

### Resolve Reserved Matters

The development approval status will show 'Hold' when the applicant has outstanding reserved matters to be resolved.

## Resolve Reserved Matters

When issuing a planning consent, a reserve matter will be identified separately to those matters which are conditions and can be used to defer a decision on parts of an application that are incidental to a proposal and not fundamental to the overall assessment of the application. The wording for the reserved matters clearly identifies the requirement, and when the requirement is to be fulfilled. An example follows:

*A Landscape plan shall be prepared for the site that adequately screens the building as viewed from the road and includes predominantly indigenous species and a mixture of groundcovers, shrubs and trees.*

A task is created, and both the applicant and relevant authority are notified by email to respond (applicant) and resolve (planning relevant authority) the reserve matter and a 'hold' is placed on the development approval.

On receipt of the information relating to a reserved matter, it will be assessed and if satisfactory, approved by the relevant authority or delegate removing the 'hold' from the development approval.

**Visit the following Resolve Reserved Matters instructions** for more information on how to respond and confirm reserved matters have been met.

- [Respond to a planning consent reserved matter](#)
- [Confirm the reserved matters have been met](#)

## 2. Check Stamped Plans for Consistency

If there are inconsistencies, then complete [Indicate inconsistent](#).

1. Click on **Documents** tab to view.
2. Click on 'Planning' and 'Building Consent' filters within the **Where was the document uploaded?**
3. Click on 'Decision Documents' filter to show the stamped plans within **Additional document filters**.
4. Click on the **file name** to download.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Summary, Documents (selected), Fees, Required Notifications, Insurance, Statistics, Decision, Clocks, and Related Actions.

Below the navigation bar, there are three filter sections:

- Document search:** Includes input fields for 'Search by Name', 'Search by Category', and 'Search by Type'.
- Where was the document uploaded?:** A dropdown menu with checked options: Application, Planning Consent, Building Consent, and Development Approval.
- Additional document filters:** Includes checked options: Decision Documents, P&D Code Rules, Snapshots, and Invoices. There are also unchecked options: System Generated Emails.
- Other:** Includes an unchecked option: Superseded.

Below the filters is a table with the following columns: Document, Type, Date Created, Superseded, and Visible to Applicant.

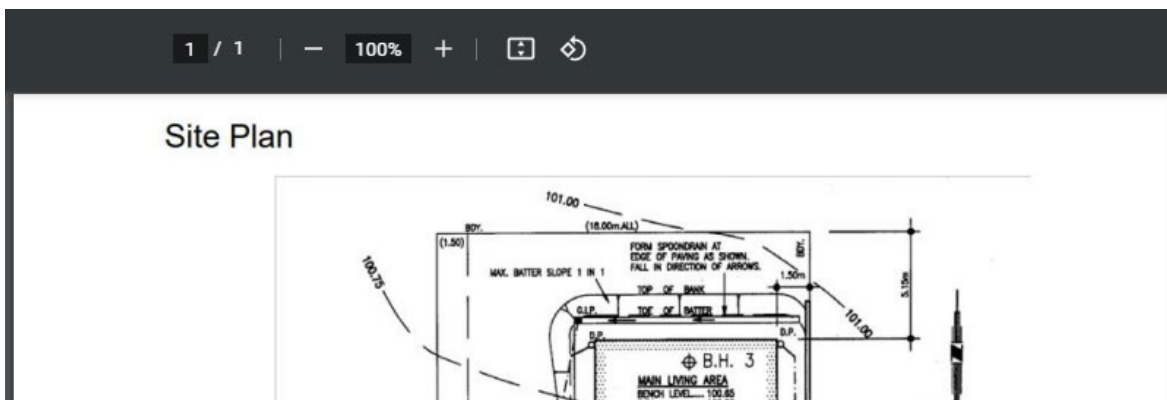
Document	Type	Date Created	Superseded	Visible to Applicant
<input type="checkbox"/> * building insurance.pdf	Stamped Plans	18 Jan 2022 8:16		<input checked="" type="checkbox"/>
<input type="checkbox"/> Plans-80367-80749.docx	Decision Notification Form	15 Jul 2021 9:05		<input checked="" type="checkbox"/>

5. Click on the stamped plan(s) to view in a new tab.

**For more information** visit [Request, Upload and Generated Documents](#) instructions on 'how to download and open multiple documents at once'.

StampedSitePlan-....pdf

6. Review the stamped plans/s on screen or print as required.



### 3. Indicate inconsistent consents

On determining inconsistency of the granted consents, the relevant authority who granted the last consent e.g. Building Consent receives an email advising the development application has been marked inconsistent and details of what will need to be resolved before the development approval can proceed.

**For more information** visit [Issue development approval | PlanSA](#) for instructions on how to resolve a consent inconsistency.

1. Click the **Summary** tab and then **Grant Development Approval**.

Development Approval - 23000481: 19  
Morialta Road



Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks Related Actions

< Development application 23000481

Status

**In Progress**

Fees Outstanding: No

The **Consistency Check** page shows.

Complete the [Update the Urban Tree Canopy Overlay applies to this application](#) instructions (as applicable) before recording the consistency check outcome.

#### Record the consistency check outcome

2. Complete the inconsistent fields as follows.
  - Click **No** consents are inconsistent.
  - Provide a **reason for inconsistency**.
  - Click on **Submit** to complete the action.

### Consistency Check

[Help for this section](#)

You can record an inconsistency with the Development Approval prior to actioning the items below

- ▲ Stamped Plans-Dev Approval must be uploaded in the Development Approval - Documents tab prior to Granting Development Approval.
- ▲ Please ensure building statistics are updated prior to Granting Development Approval.

Do you confirm that all the granted Consents on this Development Approval are consistent?\*

Yes

No

Development Approval will be marked as inconsistent upon form submission, and assigned back to the relevant authority of the last granted consent.

Reason for Inconsistency \*

building plans differ to planning

CANCEL
SUBMIT



## Update the Urban Tree Canopy Overlay applies to this application

When the applicant has opted to confirm at development approval their Urban Tree Canopy Off-set scheme method (i.e. retain/plant trees, pay into the Urban Tree Canopy Off-set Scheme or combination of both) or it is the first time the question is has been available, then during Development approval the assessor is prompted to change the selection to one of the four available options.

### Select one of the following options:

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

The option "To be confirmed prior to Development Approval" is not valid at this stage. Please select another option.

1. Check the granted planning or planning and land division consent to identify if the consent assessed one or more of the following elements (Urban tree canopy does not apply).
  - Ancillary accommodation
  - Retirement facility
  - Student accommodation
  - Supported accommodation, or
  - Temporary accommodation in an area affected by bushfire.
2. Confirmed the urban tree canopy:
  - a. does not apply, then select option **Urban Tree Canopy does not apply** and continue to [Record the consistency check outcome](#).
  - b. does apply, then CANCEL to close the Consistency Check page. Contact the applicant to discussion the options.
4. Return to Development Approval and [Check Assessment and Compliance Fees and Determine Additional Fees](#) to invoice the applicant when opted to pay into the Urban Tree Canopy Off-set Scheme.
5. Click **Grant Development Approval** and complete one of the following instructions.
  - [Applicant has opted to plant new trees or retain existing trees](#)
  - [Applicant has opted to pay into the Urban Tree Canopy Off-set scheme](#)
  - [Applicant has opted to a combination of retain/plant and payment](#)

## Consistency Check

### 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](#)

### Select one of the following options:

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

### **Applicant has opted to plant new trees or retain existing trees**

1. Select the option: Applicant has opted to plant new trees or retain existing trees.
2. Update the **number of trees planted/retained** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being planted/retained.

### **Consistency Check**

#### **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](#)

#### **Select one of the following options:**

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

#### **Please nominate the number of trees to be retained/planted**

A landscaping plan or similar evidence may be requested. If not already provided with your application documentation...

Tree size:	No. of Trees to be planted/retained
Small	0
Medium	1
Large	0

### **When is Designated Zone and soil type not required?**

The 'Designated Zone' and 'Soil Type' is not required, if one of the following options are selected:

- Urban Tree Canopy does not apply, or
- To be determined prior to development approval, or
- Applicant has opted to plant new trees or retain existing trees.


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

1. Update the **number of trees to paid** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being paid into the Urban Tree Canopy Off-set Scheme.

2. Select a reason the application is eligible for Urban Tree Canopy Off-set Scheme, can be one or multiple reasons.

a. **Designated Zone**

Use the  (information icon) to view the designated zones; Housing Diversity Neighbourhood, Urban Renewal Neighbourhood, or City Living Zone.

b. **Designated Soil Type** the property location has soil type not suitable for tree planting.

i. **E-D**


ii. **H1-D**

iii. **H2-D**

## Consistency Check

 [Help for this section](#)

### 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:

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

#### Please nominate the number of trees to be paid

Tree size:	No. of Trees to be paid
Small	2
Medium	0
Large	0

#### Reason application is eligible for Urban Tree Canopy Off-set Scheme:

- Designated Zone 
- Designated Soil Type 

#### The Designated Soil Type is:\*

E-D 

**Applicant has opted to a combination of retain/plant and payment**

1. Update the **number of trees to be planted/retained** for each tree size. If the tree size is not applicable, then enter 0 (zero).


There must be at least 1 tree being planted/retained.

2. Update the **number of trees to be paid** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being paid into the Urban Tree Canopy Off-set Scheme.

3. Select a reason the application is eligible for Urban Tree Canopy Off-set Scheme, can be one or multiple reasons.

**a. Designated Zone**


Use the  (information icon) to view the designated zones; Housing Diversity Neighbourhood, Urban Renewal Neighbourhood, or City Living Zone.

**b. Designated Soil Type** the property location has soil type not suitable for tree planting.

- i. **E-D**
- ii. **H1-D**
- iii. **H2-D**

## Consistency Check

**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:**

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

**Please nominate the number of trees to be retained/planted and to be paid**

A landscaping plan or similar evidence may be requested, if not already provided with your application documentation.

Tree size:	No. of Trees to be planted/retained	No. of Trees to be paid
Small	0	2
Medium	1	0
Large	0	0

**Reason application is eligible for Urban Tree Canopy Off-set Scheme:**

- Designated Zone 
- Designated Soil Type 

**The Designated Soil Type is: \***

H2-D 

## 5. Review resolution of inconsistencies

On resolving of the inconsistencies by the relevant authority who issued the prior consent (e.g. building rules approval) an email notification is received advising the inconsistencies have been resolved.

1. Search for the development application.
2. Removed the 'Assigned to me only' flag to show within the **For Your Action** table.
3. Click on the application record (not ID) to view the status details.
4. Click on **Development Approval**.

1 results for: "21002653"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21002653	E Twenty	13 LUCAS ST RICHMOND SA 5033	alteration	City of West Torrens	12 Nov 2021	Lodged	5

STATUS DETAIL CONTACTS SUMMARY

### Application 21002653

Planning consent	✓ Granted 4 Mar 2021	>
Building consent	✓ Granted 18 Jan 2022	>
Development approval	Assessment in progress	
Development application	Pending development approval	

5. Click on **Inconsistencies** tab to view the resolution.
6. Click on **View** action to review the details of the resolution.

Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks **Inconsistencies** Related Actions

< Development application 21002653

Consent Affected	Date Made Inconsistent	Made Inconsistent By	Date of Resolution	Resolved By	Actions
Building Consent (14391)	18/01/2022	EPN Twenty	18/01/2022	EPN Twenty	View

**Inconsistency Details**

**Reason Made Inconsistent:**  
building plans differ to planning

**Details of Resolution:**  
updated plans

**Notes:**  
updated plans

[x Close](#)

7. After reviewing the resolution details review 'any' supporting documentation uploaded from the **Documents** tab.

## 6. Check Assessment and Compliance Fees and Determine Additional Fees

Checking what fees have already been paid is perform to ensure all the required fees have been invoiced and paid by the applicant prior to granting the development approval.

Summary Documents **Fees** Required Notifications Statistics Decision Clocks Related Actions

< Development application 22000044

> Development Costs

**All fees raised on this application**

**Fees raised for this Development Approval**

Lodgement Fee Advice - Planning Consent - 4521 - Paid on 28/01/2022

Assessment Fee Advice - Building Consent - 4597 - No payment required

Assessment Fee Advice - 4602 - Awaiting payment

### Compliance and assessment fees have not been charged

Send a fee advice for payment when it is determined that compliance fees and/or assessment fees have not yet been charged. The applications invoice contact will receive an email notification advising a payment is required or the 'fee advice' is sent by post as per their preferred method of communication.

For more information on determining additional fees and step-by-step instructions visit [Invoice additional fees during assessment](#) and [Fee invoicing and payments](#).

Summary Documents **Fees** Required Notifications Decision Clocks Related Actions

DETERMINE ADDITIONAL FEES EDIT TOTAL DEVELOPMENT COST

< Development application 21003089

> Development Costs

Help for this section

### Can additional fees be invoiced post development approval?

Yes. Invoicing an application for additional fees can only be performed for a Planning or Planning and Land Division consent, within the **Related Actions** option for fees:

- Publication of Building Envelope Fee
- Review of Assessment Manager Decision Fee

## 7. Update Development Costs

If additional fees are determined during building consent assessment, the new 'Total Development Cost' is used to calculate the statutory fee amount.

Any changes made to the Total Development Cost or Development Costs will create an event record and the application's primary contact will be automatically notified by email of the change.

Noting, if the primary contact's preferred method of communication is 'post' then a letter **must** be sent advising of the Total Development Cost changes.

**Development Costs** information can be found under the **Fees** tab as shown below.

- The **Total Development Cost** (excluding fit-out costs) will show when an accredited professional is the relevant authority for building consent:

Summary Documents **Fees** RFIs Assessment Info Insurance Required Notifications Referrals

---

< Development application 21002652

Development Costs

**Total Development Cost (excluding fit-out costs)**

\$ 250,000

- The **Development Costs** breakdown (including the Total Development Cost) will show when local council is the relevant authority for building consent:

Summary Documents **Fees** RFIs Assessment Info Required Notifications Referrals Conditions and Notes

---

< Development application 22000057

Development Costs

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
Office	\$ 0	Not Applicable

**Total Development Cost (excluding fit-out costs)\***

\$ 200,000

The total of the estimated development costs must equal the Total Development Cost.

**For more information** on updating development costs please see the [Update the total development costs during assessment and development approval](#) instructions.

## 8. Check the Required Notifications

1. Click on **Required Notifications** tab.
2. Click on **Edit** to check the required notifications have been added.

Summary Documents Fees **Required Notifications** Insurance Statistics Decision Clocks Related Actions

[Help for this section](#)

< **Development application 22000207**

Please note that you must record whether building notifications are required for each of the below building works, and the applicable building notifications.

**Notifications for ellys test** ▼

[EDIT](#)

**Are building notifications required for this building work?**

Yes

**Required Notifications**

- Commencement of Building work (*1 business day's notice*)
- Completion of Building work (*1 business day's notice*)
- Statement of Compliance and other documents required to be provided at the completion of building work

**Swimming Pool or Swimming Pool Safety Features**

This Building Work includes a swimming pool and/or swimming pool safety features. Tick this box to ensure council inspection and Statement of Compliance requirements are met.

**Farm Building or Farm Shed**

This Building Work includes a farm building or farm shed. Tick this box to ensure council inspection requirements are met.

---

**Statement of Compliance additional documents**

**As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?**

No

**Would council like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?**

Yes - waste water certificate



## Required notifications

### Why can I not edit or remove a building notification

When an accredited professional granted the building consent and determined the building/building work requires building notifications, then during development approval this cannot be changed to 'not required'.

## Default Notifications

The Required Notifications table defaults with 'Building work' Commencement and Completion notifications and 'Statement of Compliance and other documents required to be provided at the completion of building work'.

When adding notifications for a subsequent staged building consent, the building work commencement and completion notifications can be deleted when not applicable to the staged building consent currently under assessment.

### Class 10A building work/works




The notification 'Statement of Compliance and other documents required to be provided at the completion of building work' is not a default notification for Class 10A building/building work; add from the **Removed Default Notifications** listing if required.

## Include designated building product notifications

1. Click on **Include** at the end of the removed notification.

The notification shows beneath the 'Building work Commencement' notification; sort is not available for the required notifications, defaults to the order specified.

#### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Installation of a designated building product on a designated building	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

#### Removed Default Notifications

- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)



## Add required notifications

There are three methods available for adding the required notifications:

1. **Predefined Notifications** to include individual 'standard' building notifications.
2. **Predefined Notification Groups** to bulk include 'standard' building notifications.
3. **+ Add New Notification** to include an ad hoc building notification.

When the 'predefined' notifications and groups are not available, then contact the Organisation Administrator who can create the reusable notifications and/or groups. Similarly, contact the Organisation Administrator to make modifications to the predefined notifications and groups.

Included notifications are automatically position between the required 'Building work' commencement and completion notifications, or when the removed default notifications have been added then position after the '*Installation of a designated building product on a designated building*', or the '*Provision of a completed supervisor's checklist relating to the installation of the designated building product*'.

The number of business days' notice will default as illustrated in the table below.

Notifications added by a Relevant Authority who is an Accredited Professional (Certifier) the business days' notice defaults to one day for both commencement and completion notification, irrespective of the development location.

Notification Type ...	Required on ...	Default business days' notice ...
Building Work	Commencement	1
Building Work	Completion	1
Statement of Compliance	Completion	1
Predefined notifications	Commencement	1 Metropolitan Adelaide 2 Outside metropolitan Adelaide
Ad hoc notifications	Commencement	1 Metropolitan Adelaide 2 Outside metropolitan Adelaide
Predefined notifications	Completion	1 Irrespective of development location
Ad hoc notifications	Completion	1 Irrespective of development location

## Predefined Notifications

1. Expand the **Predefined Notifications**.
2. Click **INCLUDE** to insert the notification/s.

### Predefined Notifications

**i** The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Foundations	Field is used to provide comments - visible internally only	Completion	<input type="button" value="INCLUDE"/>
Foundations	Field is used to provide comments - visible internally only	Commencement	<input type="button" value="INCLUDE"/>
Framing	Field is used to provide comments - visible internally only	Completion	<input type="button" value="INCLUDE"/>
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	Stop work direction pursuant to Section 146(3) of the PDI Act	Commencement	<input type="button" value="INCLUDE"/>
Swimming pool - Ground work	Include a comment regarding the notification	Completion	<input type="button" value="INCLUDE"/>
Swimming pool - Installation	construction of the swimming pool, installation	Commencement	<input type="button" value="INCLUDE"/>

6 items

3. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.

## Notification Title

The predefined notification title is not editable. If a modification of the 'title' is required, then contact the Organisation Administrator (if you do not hold that role) who can make the modifications.

### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	<input type="button" value="↓"/> <input type="button" value="↑"/>
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<input type="button" value="↓"/> <input type="button" value="↑"/>
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<input type="button" value="↓"/> <input type="button" value="↑"/>
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<input type="button" value="↓"/> <input type="button" value="↑"/>

### Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [include](#)

Included notifications are taken out of the predefined notifications table. When deleted (trash can icon) the notification is returned.

### Predefined Notifications

**i** The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Framing	Field is used to provide comments - visible internally only	Completion	<input type="button" value="INCLUDE"/>
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	Stop work direction pursuant to Section 146(3) of the PDI Act	Commencement	<input type="button" value="INCLUDE"/>
Swimming pool - Ground work	Include a comment regarding the notification	Completion	<input type="button" value="INCLUDE"/>
Swimming pool - Installation	construction of the swimming pool, installation	Commencement	<input type="button" value="INCLUDE"/>

## Predefined Notification Group

1. Expand the **Predefined Notification Groups**.

### Predefined Notification Groups

**i** The included notification groups are shown in the order of selection. Use the sort options to change the notificatons order.

- Swimming Pools >
- Framing >
- Shed >
- Foundations >

**+ ADD NEW NOTIFICATION**

2. Expand the required **Group** showing the included notifications, then click **INCLUDE** to bulk include notifications.

### Predefined Notification Groups

**i** The included notification groups are shown in the order of selection. Use the sort options to change the notificatons order.

- Swimming Pools >
- Framing** ▾
 

Notification	Required Stage
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	Commencement
Framing	Completion

**INCLUDE**

The notifications will automatically position below the previously included notifications.

3. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.
4. As required, **Delete** (trashcan icon) notifications not required or duplicated.

### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↓
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	↑ ↓
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↑ ↓
Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	↑ ↓
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	↑

## Add New Notification

### 1. Click + ADD NEW NOTIFICATION.

#### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↓
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	↑ ↓
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↑ ↓
Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	↑
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

#### Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

#### > Predefined Notifications

#### > Predefined Notification Groups



### 2. Complete the notification fields as follows.

- Type **title/description** of the notification. Allows numeric and special characters.
- Choose when the **notification required** on 'Commencement' or 'Completion'.
- Number of **business days' notice** defaults to 1 within metropolitan Adelaide and 2 outside metropolitan Adelaide.

### 3. Use the Sort ↑ **Up** and ↓ **Down** arrows to change the notification order.

#### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↓
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	↑ ↓
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↑ ↓
Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	↑ ↓
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↑
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

### Predefined notification title needs updating

The predefined notification title is not editable. If a modification of the 'title' is required, then contact the Organisation Administrator who can make the modifications (except if you are an Organisation Administrator).

1. Delete (trashcan icon) the notification to be modified.

#### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

The notification is removed from the table and returned to the Predefined Notifications.

#### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

#### Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

#### Predefined Notifications

The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Framing	Field is used to provide comments - visible internally only	Completion	<input type="button" value="INCLUDE"/>
Swimming pool - Ground work	Include a comment regarding the notification	Completion	<input type="button" value="INCLUDE"/>
Swimming pool - Installation	construction of the swimming pool, installation	Commencement	<input type="button" value="INCLUDE"/>

2. **SUBMIT** to save the notifications added.

Please note that once submitted, the notifications will be ordered as below, regardless of the current displayed order

- Commencement of Building work (1 business day's notice)
- Commencement of Installation of a designated building product on a designated building (1 business day's notice)
- Commencement of Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice)
- Commencement of Manually added notifications
- Completion of Building work (1 business day's notice)
- Completion of Statement of Compliance and other documents required to be provided at the completion of building work (1 business day's notice)

When you are the Organisation Administrator complete [How to – Setup and maintain reusable standard building notifications](#) instructions to modify the title of the notification.

3. Return to the **Required Notifications** page and EDIT the building work notifications.

Summary Documents Fees RFIs Assessment Info Insurance **Required Notifications** Referrals Conditions and Notes Clocks Decision

---

< Development application 22000832

Please note that you must record whether building notifications are required for each of the below building works, and the applicable building notifications.

**Notifications for Boat Shed** ▼

[EDIT](#)

**Are building notifications required for this building work?**  
Yes

**Required Notifications**

- Commencement of Building work (1 business day's notice)
- Commencement of Foundations (2 business days' notice)
- Completion of Foundations (1 business day's notice)
- Commencement of Framing - Stop work direction pursuant to Section 146(3) of the PDI Act (2 business days' notice)
- Commencement of External cladding prior to lining installation (2 business days' notice)
- Completion of Building work (1 business day's notice)

4. Expand Predefined Notifications and click **INCLUDE** against the modify notification, e.g. Framing Inspection.

**Required Notifications**

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↓
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	↑ ↓
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↑ ↓
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	↑
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

▼ **Removed Default Notifications**

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

▼ **Predefined Notifications**

The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Framing Inspection	Field is used to provide comments - visible internally only	Completion	<a href="#">INCLUDE</a>
Swimming pool - Ground work	Include a comment regarding the notification	Completion	<a href="#">INCLUDE</a>
Swimming pool - Installation	construction of the swimming pool, installation	Commencement	<a href="#">INCLUDE</a>

5. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.

**Required Notifications**

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Framing Inspection	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

6. **SUBMIT** to save the notifications added.

**Required Notifications**

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Framing Inspection	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

Please note that once submitted, the notifications will be ordered as below, regardless of the current displayed order

- Commencement of Building work (1 business day's notice)
- Commencement of Installation of a designated building product on a designated building (1 business day's notice)
- Commencement of Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice)
- Commencement of Manually added notifications
- Completion of Building work (1 business day's notice)
- Completion of Statement of Compliance and other documents required to be provided at the completion of building work (1 business day's notice)

CANCEL

**SUBMIT**



## Building work council inspection requirements

The inspection requirements for building/building work **Swimming pool or swimming pool safety features** and **Farm Building or Farm Shed** is determined by the relevant authority (council or accredited professional) during the assessment of the building Consent.

During development approval, check the inspection requirements, and update as required.

### Required Notifications

Name of building stage	Notification required on	Business days notice
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1
Statement of Compliance and other documents required to be provided at the completion of building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1

### Removed default notifications

- Installation of a designated building product on a designated building (*1 business day's notice*) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (*1 business day's notice*) [Include](#)

ADD NOTIFICATION

### Swimming Pool or Swimming Pool Safety Features

This Building Work includes a swimming pool and/or swimming pool safety features. Tick this box to ensure council inspection and Statement of Compliance requirements are met.

### Farm Building or Farm Shed

This Building Work includes a farm building or farm shed. Tick this box to ensure council inspection requirements are met.

## Statement of Compliance additional documents

### Accredited Professional granted Building consent

When the *Decision Notification Form (DNF)* or the *Statement of Compliance form* is generated, the additional documentation specified by both the building and development approval authorities are combined and shown in the above-mentioned forms.

The requested additional documentation by the building relevant authority (e.g., accredited professional) is shown, and not editable.

### Statement of Compliance additional documents

As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

No

Would council like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

Yes

No

3. Click on **Yes** if additional documentation is identified and must be provided.
4. Enter the additional certificates, reports, or other documents within the **List below any additional requirements** comments box.

**Important!**

To show the specified additional documentation within the ‘Statement of Compliance’ section of the DNF a comment must be entered into the **List below any additional requirements** comments box.

**Statement of Compliance additional documents**

As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

No

Would council like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

- Yes
- No

**Additional documents required\***

waste water certificate 23/4000

**Council granted Building Consent**

The requested additional documentation added during Building Consent is shown, and editable.

5. Add to the additional documentation already provided (as required) or when left blank then add the certifications, reports or other documents required with the completed Statement of Compliance.

**Statement of Compliance additional documents**

As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

**Additional documents required\***

waste water certificate 23/4000

6. Click on **Submit** to complete and return to the **Required Notifications** screen.

Please note that once submitted, the notifications will be ordered as below, regardless of the current displayed order

- Commencement of Building work (1 business day's notice)
- Commencement of Installation of a designated building product on a designated building (1 business day's notice)
- Commencement of Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice)
- Manually added notifications
- Completion of Building work (1 business day's notice)
- Statement of Compliance and other documents required to be provided at the completion of building work

CANCEL

SUBMIT

7. On return to the **Required Notifications** screen repeat steps until each building work has a notification indicated.

## 9. Confirm Building Insurance

When an applicant has answered 'yes' to entering a domestic building works and the building works is \$12,000 and over, then the Building Indemnity Insurance details and copy of the insurance certificate is required.

1. Click on **Insurance** tab.
2. Click **Edit** as required, to update the building indemnity insurance details referring to [How to update the building indemnity insurance details and upload the insurance certificate](#) instructions.

Summary Documents Fees Required Notifications **Insurance** Statistics Decision Clocks Related Actions

---

< Development application 23030066

**Building or building work insurance details: BW 1** ▼

[Edit](#)

**Description**

**Has the applicant entered into a domestic building works contract?**  
Yes

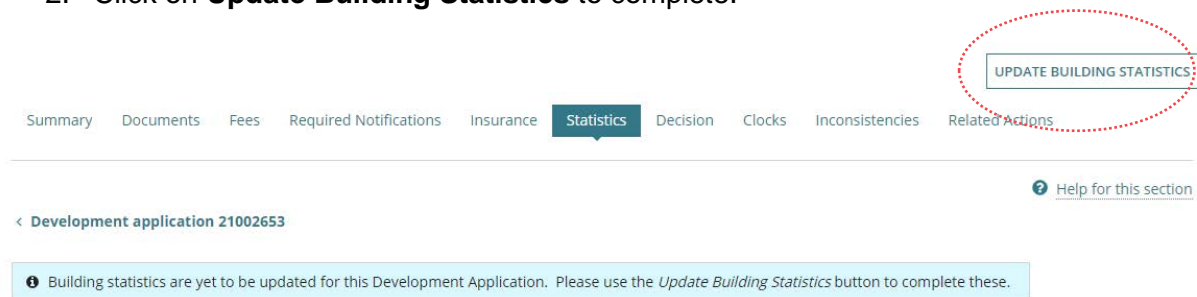
**Has the Building Indemnity Insurance been issued?**  
Yes

<b>Name(s) of person(s) insured</b>	<b>Name of Insurer</b>	
	Reliable Insurance & Co	
<b>Insurance Number</b>	<b>Insurance date of issue</b>	
BLD987654	28 Feb 2023	
<b>Limitations on the Liability of insurer</b>		
No		
<b>Building Indemnity Insurance Documents</b>		
Document	Type	Date Created
IndemnityInsuranceDocument-2-2048640.docx	Building Indemnity Insurance	12 Jul 2023 11:51

## 10. Record Building Statistics

The capturing of building information for Australian Bureau of Statistics (ABS) reporting only applies if the development approval or staged development approval has a granted building consent, or stage building consent.

1. Click on the **Statistics** tab.
2. Click on **Update Building Statistics** to complete.



### Dwelling Statistics

The 'dwellings' statistics fields only show for building class 1A and 1B.

3. Complete the **Dwellings** fields.

### Edit building statistics

---

#### Dwellings

**Number of existing dwellings \***

**Number of created dwellings \***

**Number of demolished dwellings \***

**Number of dwellings relocated to this site \***

**Number of dwellings relocated off this site \***

## Building Code of Australia (BCA) Classifications Statistics

4. Complete the **BCA Classifications** fields making selections from the field drop-downs.

### BCA Classifications

**Primary BCA Classification \***

1A - Detached house/ Fire separated attached dwelling ▼

**Secondary BCA Classification**

--- Select One --- ▼

**Other BCA Classifications**

--- Select One --- ▼

## Supplementary Information

5. Complete the **Supplementary Information** fields making selections from the field drop-downs.
6. Click on **Add another building** to provide 'Supplementary Information' for more than one building / building work.

### Supplementary Information

**Frame material \***

Steel ▼

**Wall material \***

Brick ▼

**Roof material \***

Metal ▼

**Structure detached (free standing) or attached to another building or structure \***

Detached ▼

ADD ANOTHER BUILDING

CANCEL

SUBMIT

## Building Component Statistics

Completion of the **Building Component** fields is required to record whether building consent applies to one or more of the following categories (single or multiple selections allowed).

5. Click on the applicable building **classification**, i.e. Residential, Commercial, industrial or other non-residential.

### Building components

**Does this building consent apply to: \***

- Residential Buildings (ABS 1)
- Commercial Buildings (ABS 2)
- Industrial Buildings (ABS 3)
- Other Non-residential buildings (ABS 4)

On selection of a category a list of building 'classes' show according to the category selected.

6. Click on the applicable building **class**.

#### Residential buildings \*

- Houses (ABS 11)
- Semi-detached, row or terrace houses, townhouses (ABS 12)
- Apartments (ABS 13)
- Residential Buildings not elsewhere classified (ABS 19)

7. Click on the applicable building **sub-class**.

#### Houses (ABS 11)\*

- Separate House (ABS 111)
- Kit House (ABS 112)
- Transportable or relocatable house (ABS 113)
- Detached secondary dwelling (ABS 114)

7. Click **SUBMIT** to save and complete.

## 11. Upload Stamped Plans

Download the stamped plans and open in your marking up tool or PDF reader to stamp, and then upload into the Development Approval Documents prior to granting approval.

1. Click on **Documents** tab to view.
2. Click on 'Planning' and 'Building Consent' filters within the **Where was the document uploaded?**
3. Click on 'Decision Documents' filter to show the stamped plans within **Additional document filters**.
4. Click on the **file name** to download.

Summary **Documents** Fees Required Notifications Insurance Statistics Decision Clocks Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

- Application
- Planning Consent
- Building Consent
- Development Approval

Additional document filters

- Decision Documents
- P&D Code Rules
- Snapshots
- Invoices
- System Generated Emails

Other

- Superseded

	Document	Type	Date Created	Superseded	Visible to Applicant
<input type="checkbox"/>	* building insurance.pdf	Stamped Plans	18 Jan 2022 8:16		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Plans-80367-80749.docx	Decision Notification Form	15 Jul 2021 9:05		<input checked="" type="checkbox"/>

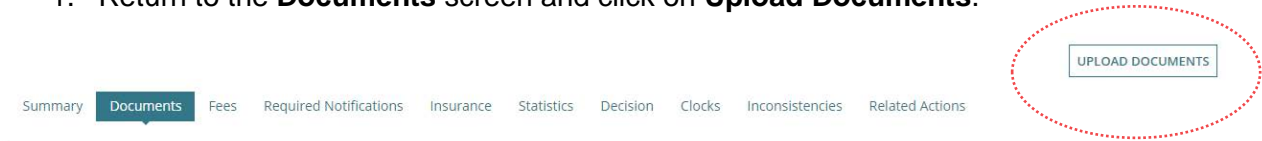
5. Click on the stamped plan(s) to view in a new tab.

For more information follow [Request, Upload and Generated Documents](#) instructions on 'how to download and open multiple documents at once'.

StampedSitePlan-....pdf

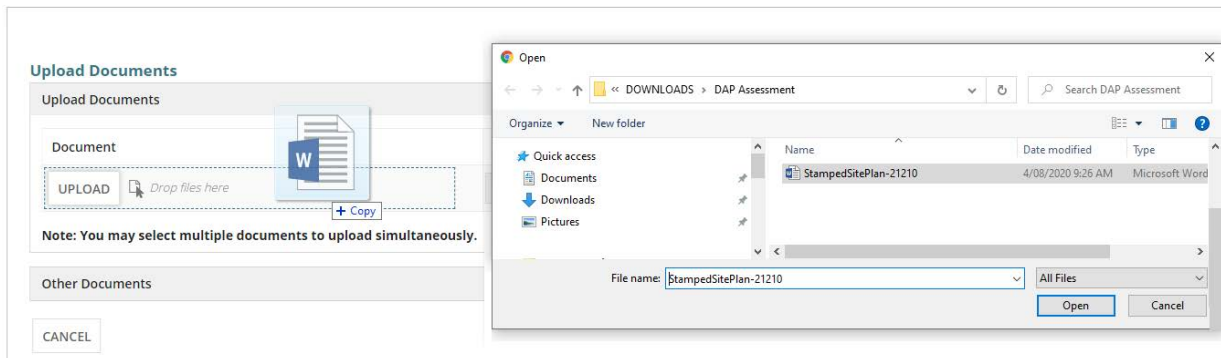
## Upload stamped plans

1. Return to the **Documents** screen and click on **Upload Documents**.

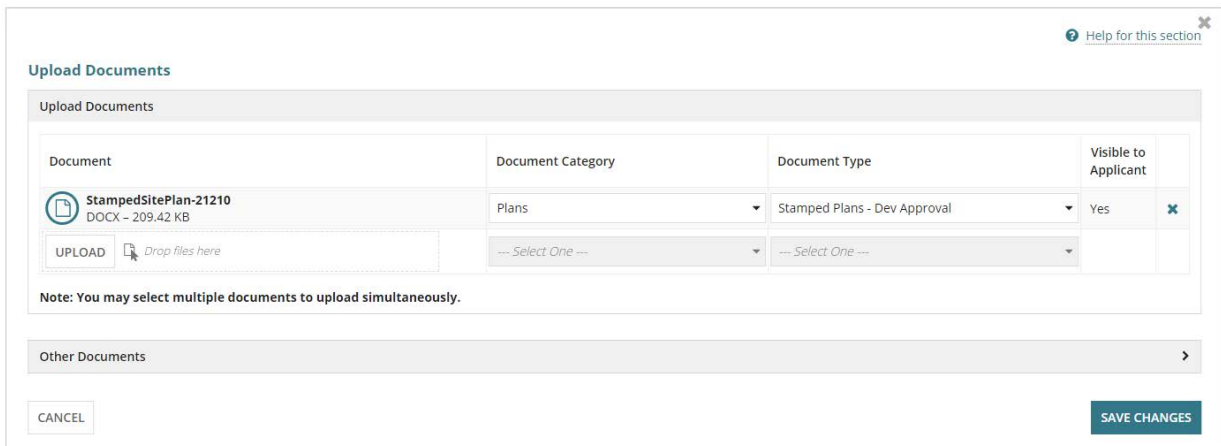


Document	Type	Date Created	Superseded	Visible to Applicant	Edit
<input type="checkbox"/> DecisionNotificationForm-Application21002653-91353.pdf	Decision Notification Form	18 Jan 2022 9:04		<input checked="" type="checkbox"/>	
<input type="checkbox"/> * building insurance.pdf	Stamped Plans	18 Jan 2022 8:16		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Plans-80367-80749.docx	Decision Notification Form	15 Jul 2021 9:05		<input checked="" type="checkbox"/>	
<input type="checkbox"/> Plans-80367-80750.docx	Stamped Plans	15 Jul 2021 9:05		<input checked="" type="checkbox"/>	

2. Click on **Upload** to locate the stamped plans.
3. Drag-and-drop the file into the **Drop files here** field.



4. Categorise the uploaded plans as follows:
  - **Document Category** = Plans
  - **Document Type** = Stamped Plans – Dev Approval



5. Click on **Save Changes** to complete the upload.



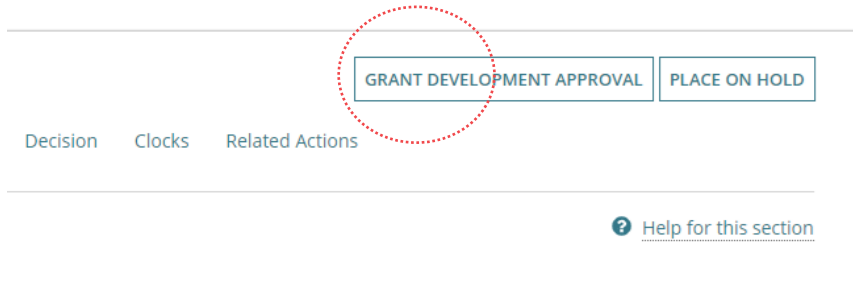
## 12. Issue Development Approval

On granting Development Approval, the following documentation is generated and distributed to all relevant parties.

- Decision Notification Form (DNF)
- Email delivered to relevant parties advising the approval
- Email delivered to the applicant, and contacts advising approval

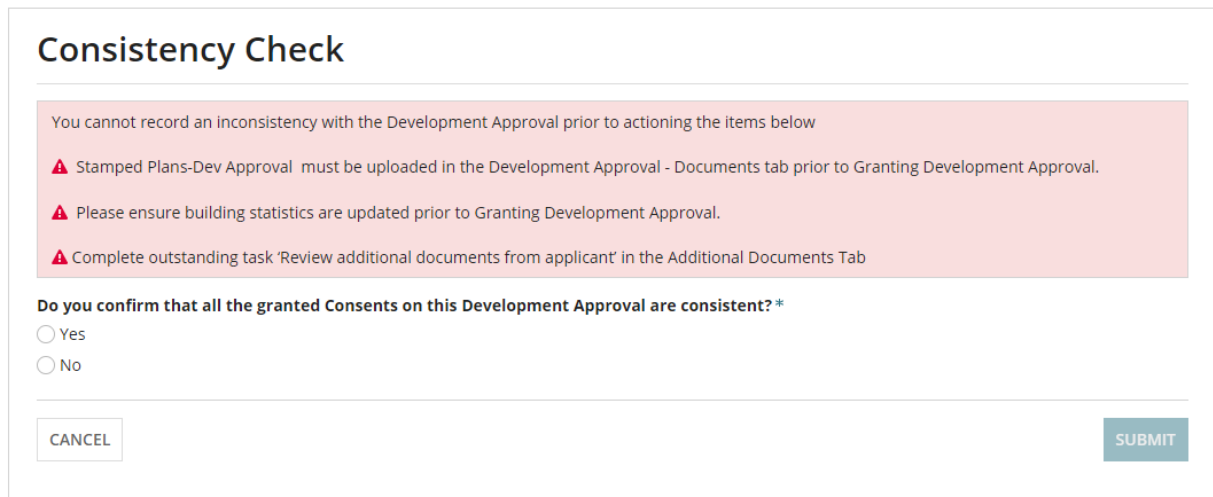
When an 'on-screen message' advises a 'post' method of communications, go to the **Documents** store to print the Decision Notification Form (DNF) and provide to the applicable contacts.

1. Click on **Summary** tab and **Grant Development Approval**.



The screenshot shows a user interface with a navigation bar containing 'Decision', 'Clocks', and 'Related Actions'. Below the navigation bar, there are two buttons: 'GRANT DEVELOPMENT APPROVAL' and 'PLACE ON HOLD'. The 'GRANT DEVELOPMENT APPROVAL' button is circled with a red dashed line. At the bottom right, there is a link labeled 'Help for this section' with a question mark icon.

The ability to record an inconsistency is disabled until all **outstanding items** (see image) are actioned. Complete [How to approve the upload of additional documentation submitted by an applicant|PlanSA](#) to close the outstanding task 'Review additional documents from applicant'



The screenshot shows a 'Consistency Check' dialog box. It contains a message: 'You cannot record an inconsistency with the Development Approval prior to actioning the items below'. Below this message are three red warning icons with the following text: 'Stamped Plans-Dev Approval must be uploaded in the Development Approval - Documents tab prior to Granting Development Approval.', 'Please ensure building statistics are updated prior to Granting Development Approval.', and 'Complete outstanding task 'Review additional documents from applicant' in the Additional Documents Tab'. Below the warnings is a question: 'Do you confirm that all the granted Consents on this Development Approval are consistent?\*' with two radio button options: 'Yes' and 'No'. At the bottom left is a 'CANCEL' button and at the bottom right is a 'SUBMIT' button.

2. Click on **Yes** to confirm all development approvals are consistent.
3. Provide an internal **Note** as required. Maximum of 1000 characters.

An example of when to use, is when the consistency check has identified 'minor' inconsistencies but does not warrant a consistency check.

- 4. Leave the **Substantial Commencement Date** default of 12 months from today's date.
- 5. Leave the **Substantial Completion Date** default of 24 months from today's date.

### Consistency Check

Do you confirm that all the granted Consents on this Development Approval are consistent? \*

- Yes
- No

*i* Development Approval will be marked as consistent upon form submission.

**Notes**

There are small inconsistencies between the planning documents and the building documents

89/1000

**Substantial Commencement Date \***

15/01/2025

**Substantial Completion Date \***

15/01/2026

[Preview DNF \(opens in a new tab\)](#)

CANCEL

GENERATE DEVELOPMENT APPROVAL

Review the Decision Notification Form (DNF) and then return to the application to make updates or continue with the decision.

- 6. Click on **Generate Development Approval** within the **Consistency Check** screen.

**Substantial Commencement Date \***

15/01/2025

**Substantial Completion Date \***

15/01/2026

[Preview DNF \(opens in a new tab\)](#)

CANCEL

GENERATE DEVELOPMENT APPROVAL

The **Decision** page is shown with the Substantial Commencement Date, expand to view the decision and notes (when provided).

Summary Documents Fees Required Notifications Statistics **Decision** Clocks Related Actions

< Development application 22001393

Substantial Commencement Date : 16 Jan 2025

History						
Decision	Decision Maker	Reason	Notes	Decision Date	Substantial Commencement Date	Substantial Completion Date
Granted	EPN testfour		There are small inconsistencies between the planning documents and the building documents	16 Jan 2023	16 Jan 2025	16 Jan 2026



For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**  
Department for Trade  
and Investment