Guide for Relevant Authorities

Development Assessment

Verify a Planning and Land Division Consent

Version 3.11

Government of South Australia
Department for Trade and Investment

Table of Contents

Review the Development Application Details

The applicant's development application is available from the **For Your Action** table, with an action of 'Awaiting Verification' or 'Assessment in progress' and five business days to complete the verification process. Noting, the number of days displayed may be less than five (i.e. four or three) on commencement of verification.

An email notification is sent to the organisation's group mailbox advising a development application has been submitted, and includes the ID number.

1. Remove the **Assigned to me only** flag within the **For Your Action** table to show all development applications.

2. Click on the application record (not the **ID** number) with the action 'Start verification (planning consent) to view more details.

3. Click on **Planning Consent** to commence verification.

Check the development location address

The first consent to be assessed confirm the development location(s) are correct as the location cannot be changed once the first consent is verified.

Update the Development Location

When can I update the development Location?

The development location can we updated up until the consent is verified. Once the consent is lodged the development location is set.

1. Click on **Development application** link to show the application Summary tab.

2. Click edit against the Development Location(s).

The **Edit Locations** page shows.

3. Click **X** to remove the incorrect location address.

Edit Locations

Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council	
36 MINES RD CAMPBELLTOWN SA 5074	CT 5350/467	F128190 AL56		CAMPBELLTOWN CITY COUNCIL	✖

The location is removed and a prompt to add at least one location record.

Edit Locations

Please select the location of the proposed development via the below search functions. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function.

> ❗ **Newly Created Allotment and/or Tenancy Development**
> To identify the development location for a tenancy or development where the proposed Certificate of Title (CT) has not yet been created, search for the location using:
> - **Map Search:** zoom into the development location and drop a pin on the parcel of land, or
> - **Title or Plan** using the 'parent' Certificate of Title (CT).

Search Type

| ADDRESS SEARCH | TITLE OR PLAN SEARCH | MAP SEARCH |

Choose a type of search or enter location identification record.

Address Search

Type an address to search

Please add at least one location record

CANCEL   SUBMIT

Address Search

1. Type in the **Address Search** the address of the development.

When searching for a location within a **street number range**, e.g. 89-91 then enter the range to return a location match.

2. Select the matching address.

3. Click on the checkbox against the Location to select and then complete Add selected location(s) instructions.

Title or Plan Search

For applications submitted on a 'parent' location and now 'child' locations are available, then refer to How to – Submit application on new allotments for instructions on completion missing location and suburb information.

1. Click **TITLE OR PLAN SEARCH**.

Performing a Title Search

2. Click on the **Prefix Type** field drop-down to make selection, e.g. CT-Certificate of Title.

3. Type the **Volume** number and **Folio** number.

4. Click **SEARCH** to return a location match.

5. Click on the checkbox against the Location to select and then complete Add selected location(s) instructions.

Performing a Plan Search

1. Click on the **Plan Type** field drop-down to make selection, e.g. D – Deposited Plan.

2. Type the **Plan Number**, e.g. 28814

3. Click on the **Parcel Type** field drop-down to make selection, e.g. Allotment.

4. Type the **Parcel Number**, e.g. 4.

5. Click **SEARCH** to return a location match.

6. Click on the checkbox against the Location to select and then complete Add selected location(s) instructions.

Map Search

Find a location by zooming in and out on the map.

1. Click **MAP SEARCH**.

2. Zoom into the map to find the location using the Zoom buttons.

3. Click on the map and drag the map down / up or sideways to locate the location.

4. Left-click the mouse to 'drop a pin' on the property location

5. Click on the checkbox against the Location to select and then complete Add selected location(s) instructions.

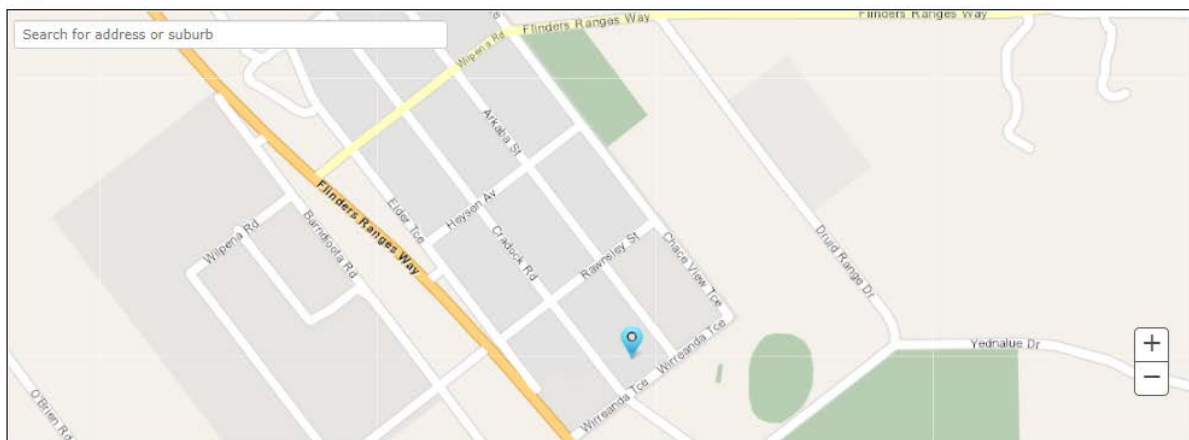**Cannot find the council land or water development location?**

When the location of the development is on council land (e.g. street sign or tree) or over/on water development (e.g. jetty, pontoon) then a location description or GPS coordinates can be used and the suburb to locate the applicable council who will receive and assess the submitted development application.

1. Click MAP SEARCH.

Add an on land location

Cannot find the council land or water development location?   ⌄

Provide the location identification details for council land development (e.g. street tree and sign) or over/on water development (e.g. jetty, pontoon).

Over / on water development (e.g. offshore and river) *
◯ Yes ⦿ No
Location / GPS Coordinates *

| 12 65 56 89 | 11/100 |

Type a description of the location, e.g. verge between street name and street name or 49 51 29 99 GPS coordinates
Additional Location Information

| Corner of street and street | 27/100 |

Type the Lot/Tenancy number or local landmark details
Suburb *

ADELAIDE AIRPORT ✖

Type the name of the suburb
Local Government Area (council) / Authority *
⦿ City of West Torrens

ADD LOCATION

2. Complete the fields as follows.
   - Click 'No' to **Over / on water development**.
   - Enter the **Location** details or **GPS Coordinates**.
   - Enter **Additional Location Information**, as needed.
   - Type the name of the **Suburb** and then select match.
   - The **Local Government Area (Council) / Authority** will default.

When a suburb crosses over multiple Local Government Areas then multiple options show for your selection.

Suburb *

WEST BEACH ✖

Type the name of the suburb
Local Government Agency (Council) / Authority *
⦿ City of Charles Sturt
◯ City of West Torrens

3. Click **ADD LOCATION**.

4. **Repeat steps** if more than one location.

Add an on/over water location

5. Complete the fields as follows.
   - Click 'Yes' to **Over / on water development**.
   - Enter the **Location** details or **GPS Coordinates**.
   - Enter **Additional Location Information**, as needed.
   - **Suburb** defaults to 'No suburb'
   - **Local Government Area (Council) / Authority** defaults to State Planning Commission.

6. Click **ADD LOCATION**.

7. **Repeat steps** if more than one location.

Distribute Internal Referral

Prior to commencing the verification an internal referral can be distributed to team member(s) with expertise within a specialist team, such as engineers, arborists, or waste water management etc.

Open the **Referrals** tab and complete how to [add and distribute an internal referral request](#) instructions.

4. Click on **Verify Consent** within the **Planning Consent** screen.

Perform verification of the Planning Consent

The following pages outline the information and documentation verified in order to determine whether planning consent is required to continue with the building rules consent assessment.

On completion of the verification of the planning consent an email is received by the 'invoice contact' to make payment.

Alternatively, if the invoice contacts preferred method is 'post' then the relevant authority must print the documentation (i.e. Fee Advice and Verification Outcome Letter) from the applications **Documents** store.

Planning and Land Division Consent

When the application is for both planning and land division consent and the relevant authority is the same for both planning and land division, then the consents are performed together.

If the relevant authority for the planning consent is a planning accredited professional, then the Land Division consent will be assessed separately by the applicable assessment manager/panel at council.

1. Confirm the Relevant Authority

On reviewing the summary details in the development application, check the documentation to determine whether you are the appropriate Relevant Authority to complete the consent.

Combined Planning and Land Division Consent

When the relevant authority is an assessment manager/panel (council) for both Planning and Land Division, then the consents are combined and assessed together and the Relevant Authority defaults for the Land Division Consent to the location council.

Relevant Authority

Relevant Authority for this Land Division Consent
City of Adelaide

Are you an appropriate Relevant Authority for this Planning Consent? *
○ Yes
○ No

Confirmed the appropriate relevant authority

1. Complete the **Relevant Authority** fields as follows and then **Next** to continue.

    - **Yes**
    - **Reason –** select the applicable accreditation level from the listing.

        ### Public Notification Required
        When it has been determined that the development application requires 'public notification' the reason is automatically updated to 'Assessment Panel'.

Consent Verification

❓ Help for this section

⚠ IMPORTANT – Have you checked the Development Location(s) on the Application? This information cannot be edited after the first Consent is verified

> Relevant Authority
Verify Documentation
Elements
Category of Development
Confirm Consent
Nature of Development
Referrals
Public Notifications
Fee Request
Summary

Relevant Authority

Are you an appropriate Relevant Authority for this Planning Consent? *
● Yes
○ No

Reason *
Assessment Manager - Section 96 - Performance Assessed ▾

SAVE DRAFT   NEXT

Confirmed not the appropriate relevant

When not the appropriate Relevant Authority the assessment is reassigned to the appropriate authority and the relevant authority will receive an email to the 'group mailbox' advising a consent has been assigned as the new relevant authority.

The applicant will be advised by email that the assessment of the consent has been reassigned to a different relevant authority, and a 'Relevant Authority Reassigned' letter is also available from the applications **Documents** store

1. Complete the **Relevant Authority** fields as follows and then **reassign** to complete.

   - **No**

   - **Reason -** provide a comment, for example 'I do not have the appropriate accreditation level'.

   - **Who should assess the building consent -** select one of the available option(s) which is determined by the Relevant Authority currently assigned the consent.

2. Click on **Back to Application** within the message 'Consent was reassigned'.

The **Assessments** dashboard displays and then carry on with another task or logout.

2. Review Consent Documentation

The applicant during the submission of the development application uploaded the documentation displayed. Compare the provided documentation against the Baseline documentation for development applications requiring planning consent to determine if all required documentation has been provided by the applicant.

For more information visit Request, Upload and Generate documents for instructions on how to:

- Supersede a Document
- Upload correspondence document and record the date sent

1. Click on the **document name** to download a copy to view on screen.

If a transitional application the **Verify Documentation** screen will display an Important message to check the applicant has provided the associated Decision Notification Form (DNF) and stamped plans.

2. Click on the document **download** located at the bottom of the screen.

3. The document opens and as required save the document to use in a marking up software, such as Trapeze or Bluebeam and/or print.

Mandatory Documentation Provided

A **Mandatory documentation details** table displays when resuming verification due to a request for additional documentation.

Mandatory documentation details

Requested date	Decision	Waived documentation ⍰
11 Jul 2020 2:35 PM	Request additional documentation	

4. Click on **Yes** indicating all mandatory documentation provided and then **Next** to continue.
   - **Yes**

Consent(s) already granted

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

Has all mandatory documentation been provided? *
- ● Yes
- ○ No

GO BACK   SAVE DRAFT   NEXT

Deed of Agreement (Land Division)

The 'deed of agreement' question shows in the **Verify Documentation** page only for a combined Planning and Land Division consent.

Does the land currently have, or will the land be subject to a deed of agreement? *
- ○ Yes
- ○ No

Missing Mandatory Documentation

5. Click on **No** indicating missing mandatory documentation and then choose how the shortfall is going to be resolved.

Refer to **Request for Documentation** for detailed instructions on completing the letter template and uploading a copy to send electronically or upload into the development application **Documents** store.

> Consent(s) already granted
>
> ⚠ The applicant has indicated that a required consent has already been granted under the Development Act.
> Please ensure that the associated DNF and stamped plans have been provided.
>
> **Has all mandatory documentation been provided?** *
> ○ Yes
> ⦿ No
> **How do you wish to resolve the shortfall in documentation?** *
> ○ Request additional documentation
> ○ Waive the requirement for additional documentation
> ○ Waive some documentation and request some documentation
>
> GO BACK   SAVE DRAFT   SUBMIT

Option 1: Request additional documentation

1. Click on **Request additional documentation**.

2. Click on the **Generate 'request for additional documentation' document** to download the letter template.

3. Open the **Request for additional documentation** download from the bottom of the screen and edit the letter to list the documentation required.

4. Upload the letter to send electronically or print and send through the post.

5. When the request letter is sent by post, upload a copy into the development applications **Documents** store.

> **Has all mandatory documentation been provided?** *
> ○ Yes
> ⦿ No
> **How do you wish to resolve the shortfall in documentation?** *
> ⦿ Request additional documentation
> ○ Waive the requirement for additional documentation
> ○ Waive some documentation and request some documentation
> Generate 'request for additional documentation' document
>
> | UPLOAD | 🗋 Drop file here |
>
> Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).
>
> GO BACK   SAVE DRAFT   SUBMIT

Option 2: Waive the requirement for additional documentation

1. Click on **Waive the requirement for additional documentation**.

2. Provide the reason for waiving the requirement for additional documentation.

3. Click on **Next** to continue.

Option 3: Waive some documentation and request some documentation

Is a combination of option 1 and option 2.

Refer to **Request for Documentation** for detailed instructions on completing the letter template and uploading a copy to send electronically or upload into the development application **Documents** store.

Request for Documentation

The applications 'primary contact' is notified of the Request for Documentation by email and/or by post and the submission will move to the **Waiting** tab on the **Assessments** dashboard; stopping the verification clock.

Upon the applicant uploading the documentation in response to the request the verification clock will reset to 5 days (business) and the verifying of the building consent will recommence at confirming the relevant authority.

> **Is the Nature of Development, correct?**
>
> Before proceeding with the request for additional documentation, return to the application **Summary** tab to edit the **Nature of development** and make updates (as required) for inclusion in the Request for Documentation letter to the primary contact.

1. Click on **generate 'request for additional documentation' documents** link to download the letter template; prefilled with submission information from the development application.

2. Click on the download to open the letter template.

3. The template opens in Word and then click **Enable Editing** to make the updates.
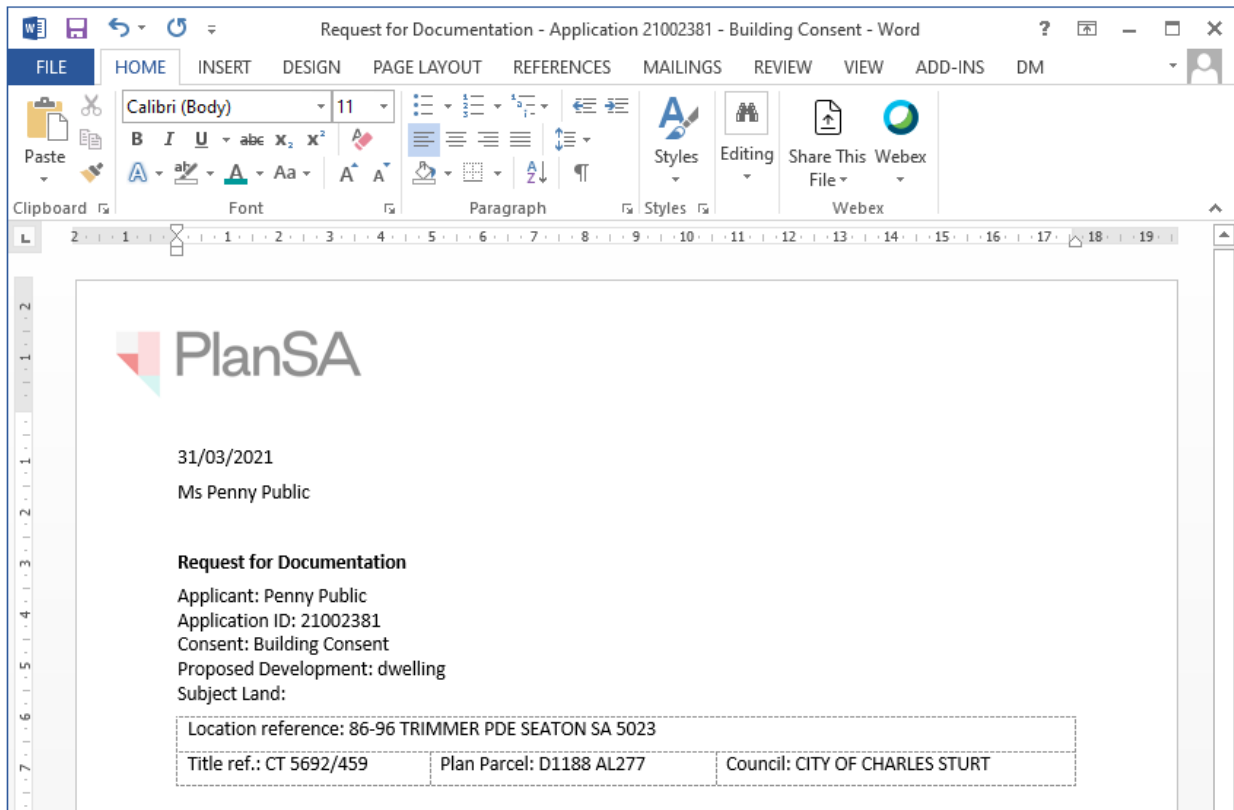
4. Go to the marked area in the letter to list the additional documentation required.
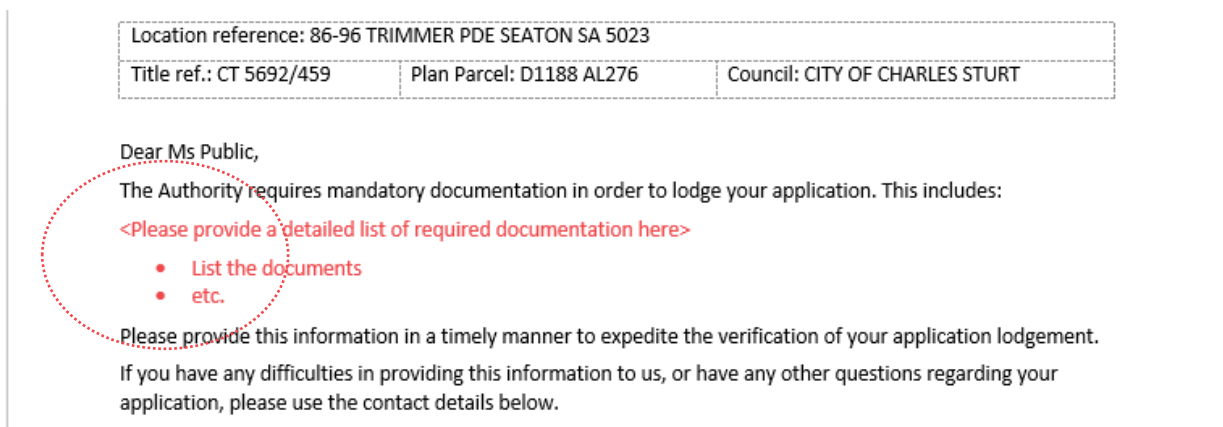
5. **Save** the 'Request for additional documentation letter' to a location on your computer.

6. **Print** the 'Request for Documentation letter' when the primary contacts preferred method of communication is post.

7. Close the 'Request for Documentation letter'.

The **Verify Documentation** screen is showing.

8. Click on **Upload** to locate and open the 'Request for Documentation letter'.

9. Locate the letter and drag-and-drop into the screen or use 'Open'.
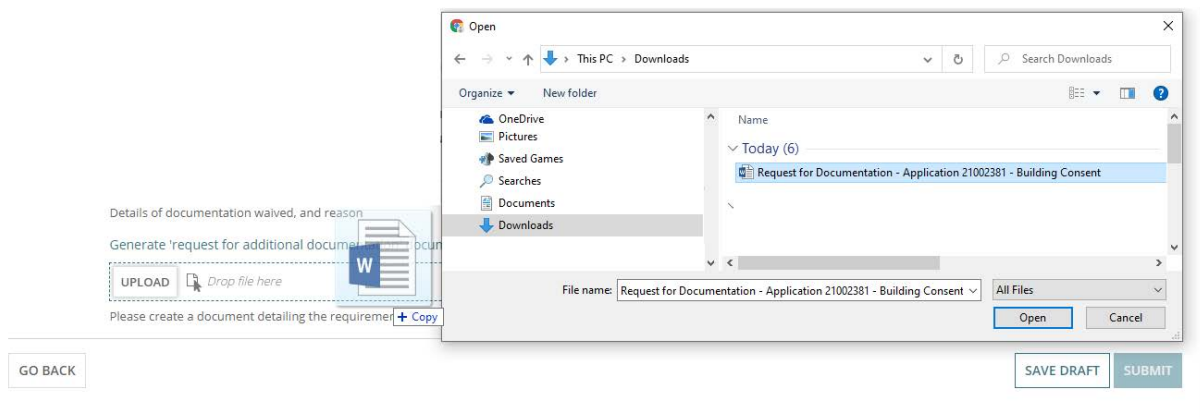
10. The uploaded letter displays, and then **Submit** to notify the application contact.
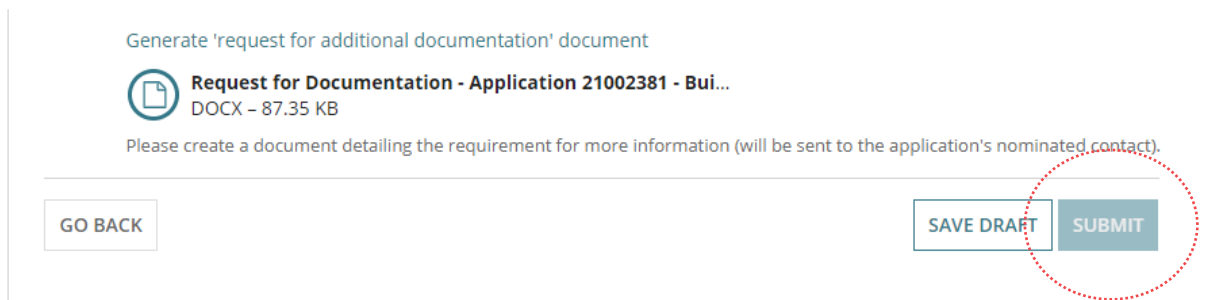
The Planning Consent **Summary** screen and the **Upload Mandatory Docume..** option is shown.
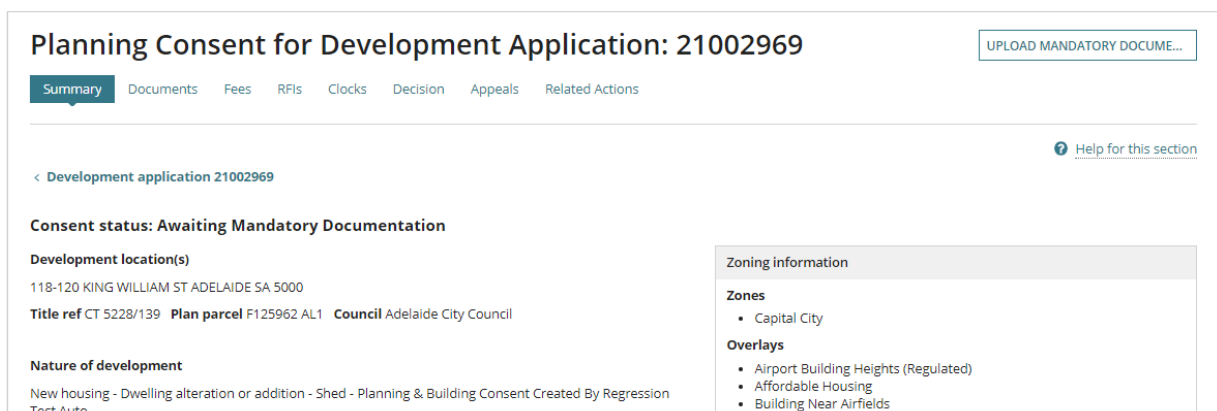
Return to the **Assessments** dashboard to complete another task whilst waiting for the applications contact to reply to the request for documentation.

3. Resume Verification

An email notification is sent when the contact for the application has uploaded the documentation requested and then resume verification of the planning consent.

1. Search using the **ID** number of the application.

2. Remove **Assigned to me only** within the **For Your Action** to show all applications.

3. Click on the application record (not the **ID** number) to view the status details.

4. Click on **Planning Consent** to pending assessment.

5. Click on **Resume Verification** within the **Planning Consent** screen.

The **Consent Verification** screen is shown at the Relevant Authority question. Return to Confirm the Relevant Authority and complete.

4. Review and Refine the Elements

The five categories of **Elements** (as seen below) are used to specify the elements relevant to the proposed development.

| RESIDENTIAL | COMMERCIAL / INDUSTRIAL | COMMUNITY | INFRASTRUCTURE | RURAL |
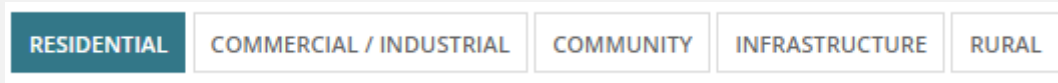
Each category contains a list of elements which can be chosen and records them with the requirement to 'refine' if they are not an element defined within 'the Code'.

1. Confirm the elements chosen and alter either by adding or taking away based on reviewing 'the Code' and the documentation provided (e.g. site plans, elevations etc.).

Elements

Land use definitions

If you need to add or remove an element that will affect the consents required for this application, please do so from the application summary page.

Please review the range of elements selected in this application.

Elements

☐ Boundary realignment	☐ Land division	☐ Carport or garage
☐ Change of building classification	☐ Change of use	☐ Demolition
☐ Dwelling alteration or addition	☐ New housing	☐ Shed
☑ Swimming pool or spa pool and associated swimming pool safety features	☐ Tree-damaging activity	☐ Verandah

Show less elements

Removing elements Boundary realignment or Land Division

When the combined planning and land division consent contains either land Division or Boundary realignment elements, these cannot be removed from the consent. A warning message is shown when deselected in these instances, and a prompt to withdraw the applicant and submit a new application.

Elements

☐ Boundary realignment	☐ Land division	☐ Carport or garage
☐ Change of building classification	☐ Change of use	☐ Demolition
☐ Dwelling alteration or addition	☐ New housing	☐ Shed
☐ Swimming pool or spa pool and associated swimming pool safety features	☐ Tree-damaging activity	☐ Verandah

Show more elements

Unable to remove Land Division. The changes you have selected are not permissible on an existing application. For removal of land division or boundary realignment, a new development application will have to be submitted.

The changes you have selected are not permissible on an existing application. Unable to remove element that affects the current consent.

2. For each of the elements select **refine** and specify which elements are included in the application. Noting, an error message will display if at least one element is not specified.

3. Expand the **Additional Element Information** to check and update (as required) information provided by the applicant.

Additional Element Information – Land Division

For a combined planning and land division consent, with either element 'Boundary realignment' or 'Land Division' includes additional information; type of land division, number of existing allotments, number of proposed allotments, proposed reserve area (Land Division only) and area of land to be divided.

Regulated and Significant Trees

The information has been provided by the applicant in their submission. After reviewing the required documentation and/or consulting with the applicant direct (by phone) and request(s) for documentation (RFD) the applicant's initial responses may change; update the response as required.

Additional Element Information

Regulated and Significant Trees

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

● Yes

○ No

Significant and regulated trees | PlanSA ⬀

Trees are to be:	No. of Regulated Trees	No. of Signifcant Trees
☑ Damaged (i.e. impacts to roots or pruning)	2	0
☑ Removed	3	0

1. Leave applicants selection of:

   a. **Yes** to works will result in damage or remove of a regulated or significant tree(s).

   b. **No**.

Changing applicant 'yes' response

When the applicant's response is changed from Yes to No, the details provided by the applicant are removed and not restored when changed back to Yes. To locate the applicant's original response, download the 'Application Snapshot' from the document store.

2. As required, update the applicant's **Trees are to be** selection of Damaged (i.e. impacts to roots or pruning) and/or Removed.

3. As required, update the number of **Regulated** and/or **Significant Trees**.

Tree Location

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

● Yes

○ No

The letter for land owner will be generated at the end of the verification process and can be found in the document library for you to distribute.

4. Select one of the following, after conversations with the applicant to identify the location of the tree activity.

   a. **Yes** triggering a letter to be generated on submission for printing from the application documents library.

   b. **No**.

Plant replacement trees or pay into the Urban Tree Fund

5. Leave the applicant's selection or change as required.

Application includes tree removal

When the application includes the removal of trees the applicant is prompted during submission to select one of the following options.

	Applicant's selection	Assessor prompt during assessment
a.	**Undecided**	To follow-up with the applicant on how they want to replace the removed trees (i.e. planting new tree(s), pay into the Urban Tree Fund or a combination of planting and payment). *Note: Once in assessment, the assessor must select either b, c or d.*
b.	**Replanting on site**	To follow-up the location of the trees, for example, landscaping plan.
c.	**Payment into an Urban Tree Fund**	To invoice the applicant.
d.	**Combination of replanting and payments**	Refer to options b and c above, and then update 'how many replacement trees are intended to be planted'.

The Urban Tree Canopy Overlay applies to this application

The section **Urban Tree Canopy Overlay applies to this application** shows when the applications development location is in the 'Urban Tree Canopy Overlay' and the proposed development has one or more of the following elements (refer image below).

☒   Indicates the elements that do not trigger the "Urban Tree Canopy Overlay applies this application" questions.

Urban Tree Canopy does not apply

Choose the 'Urban Tree Canopy does not apply' for refined 'exempt elements; ancillary accommodation, retirement facility, student accommodation, supported accommodation and temporary accommodation in an area affected by bushfire.

1. Click on **Urban Tree Canopy does not apply**.

To be Confirmed prior to Development approval

During Development approval the assessor is prompted to change the selection to one of the four available options.

1. Leave the applicants selection of **To be confirmed prior to Development Approval**.

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

Applicant has opted to plant new trees or retain existing trees

Opting to **plant new trees or retain existing trees** will prompt the assessor to contact the applicant to identify the number of trees to be planted/retained by size (small, medium, large). Refer to the Urban Tree Canopy Overlay in the *Planning & Design Code* for tree size specifications, e.g. mature height and canopy spread.

1. Enter 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.

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

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

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

Opting to **pay into the Urban Tree Canopy Off-set Scheme** will prompt the assessor to contact the applicant to identify the number of trees to be paid by size (small, medium, large). Refer to the Urban Tree Canopy Overlay in the *Planning & Design Code* for tree size specifications, e.g. mature height and canopy spread.

1. Enter 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. Record the number of trees to be paid by size to calculate the Urban Tree Canopy fees for entry into the Fee Request - Compliance Fees.

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

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

Opting to **retain/plant and pay into the Urban Tree Canopy Off-set Scheme** will prompt the assessor to contact the applicant to identify the number of trees to be retained/planted and paid by size (small, medium, large). Refer to the Urban Tree Canopy Overlay in the *Planning & Design Code* for tree size specifications, e.g. mature height and canopy spread.

1. Enter 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. Enter 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. Record the number of trees to be paid by size to calculate the Urban Tree Canopy fees for entry into the Fee Request - Compliance Fees.

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

4.   Click **Next** to continue.

New House

Is there a brush fence within 3m of the proposed house?

○ Yes
● No

Are you proposing to add or modify a driveway?

○ Yes
● No

Septic/Sewer information

Does this development require a septic system, i.e. septic tank and/or waste water disposal area? ❓

○ Yes
● No
○ Unsure

Certificate of Title information

Does the Certificate of Title (CT) have one or more constraints registered over the property? ❓

○ Yes
● No
○ Unsure

For more information SA.GOV.AU – Researching a property

GO BACK   SAVE DRAFT   NEXT

5. Category of Development for each Element

The applicable Policy Part/s of the Planning and Design Code (for all assessment pathways) for each element is available as a PDF document link within the Category of Development page and accessible within the **Document** store.

When a development application is lodged a second snapshot of the applicable P&D Code Rules is taken for the assessment pathway determined for each element (e.g. deemed-to-satisfy, performance assessed) and is available as a PDF document link within the **Documents** store.

Review the elements returned P&D Code

Referring to the linked **Current P&D Code for this element** determine and select the applicable Category of Development for each Element.

1. Click on the **Current P&D code** link to open.

2. The P&D Code opens in a new browser tab with 'the Code' returned for that element (e.g. swimming pool or spa pool) for all assessment pathways.
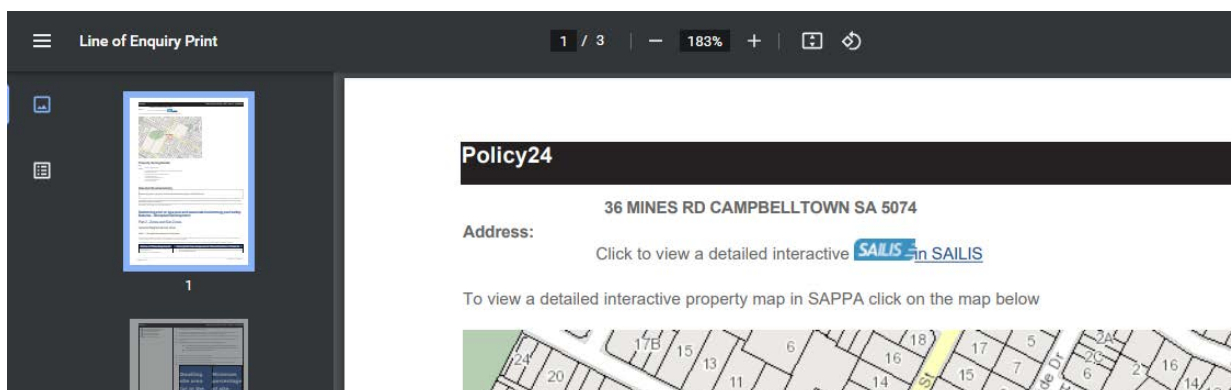
Parent-Child Locations

For applications submitted on a 'child' location for now 'cancelled' parent locations to create the new allotments (child locations), may use the location references of the 'Parent' or 'Grand Parent' to locate and return to the Current P&D Code for the element.

The P&D Code will show the address of the 'parent' or 'grand parent', as seen in the below example.
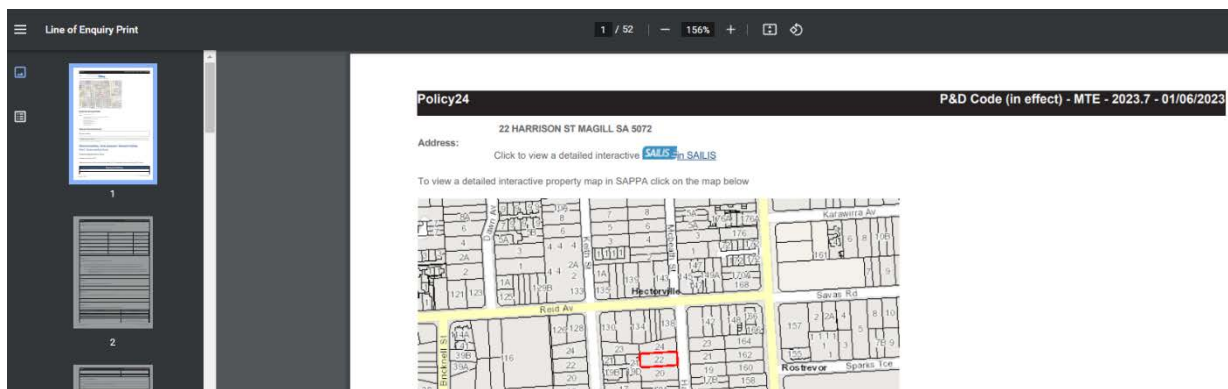
Planning and Design Code Not Available

A message will advise the Planning and Design code in unavailable for the element and/or location and provides a link to the Online Planning and Design Code.

Assign an assessment pathway

3. Select the applicable **assessment pathway** from the field drop-down.

4. Repeat until a category of development is recorded against each element.

The assessment pathways selected will determine the category of development for the consent; based on the highest category selected.

5. Complete the **Development category** fields as follows

    - **Reason** select the reason applicable:
      o **P & D Code** when consulted the P&D Code to determine the category of development.
      o **Other** as required.

    - **Reason details** provide more details, as required.

6. Click **Next** to continue.

Development Category - Exempt

The 'primary contact' (who can be the applicant) will receive an email and an 'exempt' letter is generated, advising a development application is not required.

Note, there is no option to charge a fee for verifying the application.

1. Complete the **Development category** fields as follows.

   - **Reason** select the reason applicable:
     - o **P & D Code** when consulted the P&D Code to determine the category of development.
     - o **Other** as required.
   - **Reason details** provide more details, as required.

Generate an exempt letter

2. Click **Generate an 'exempt letter' document** to customise your response before submitting, or confirm the application is not required using the standard response template.

3. The letter opens in Word where you can make changes and save locally to your computer.
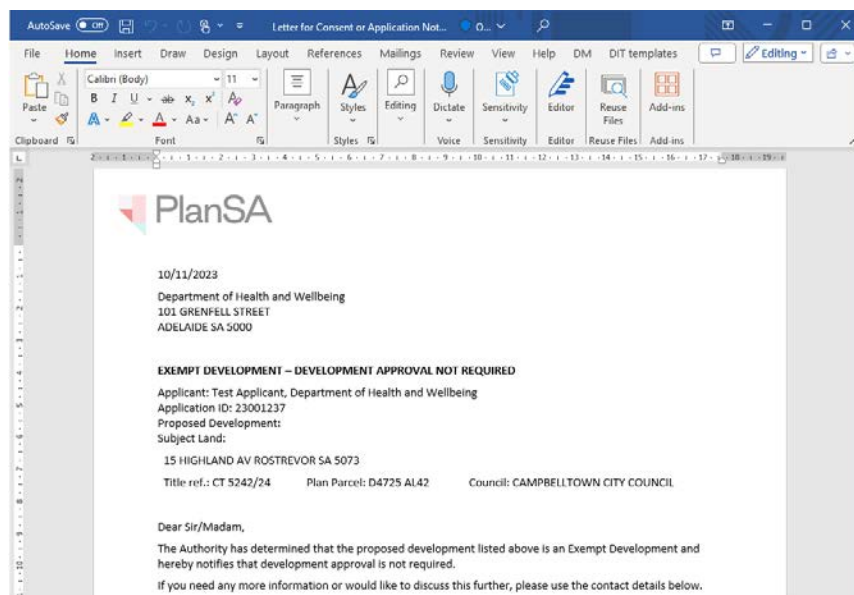
4. Click **UPLOAD** and then drag-and-drop the letter to the *Drop files here* field.

5. Click **CANCEL** to close the Open window.

6. The letter is uploaded, and then **CONFIRM APPLICATION NOT REQUIRED**.

7. Confirm **OK, CONTINUE** or CANCEL the confirmation.

The consent Summary page shows with a consent status of 'Not Required'.

Development Category - Accepted

The 'primary contact' (who can be the applicant) will receive an email and an 'accepted' letter is generated, advising the applicable consent is not required.

Note, there is no option to charge a fee for verifying the application.

1. Complete the **Development category** fields as follows.
   - **Reason** select the reason applicable:
     o **P & D Code** when consulted the P&D Code to determine the category of development.
     o **Other** as required.

   - **Reason details** provide more details, as required.

Generate an accepted letter

1. Click **Generate an 'accepted letter' document** to customise your response before submitting, or confirm the application is not required using the standard response template.

2. The letter opens in Word where you can make changes save locally to your computer.
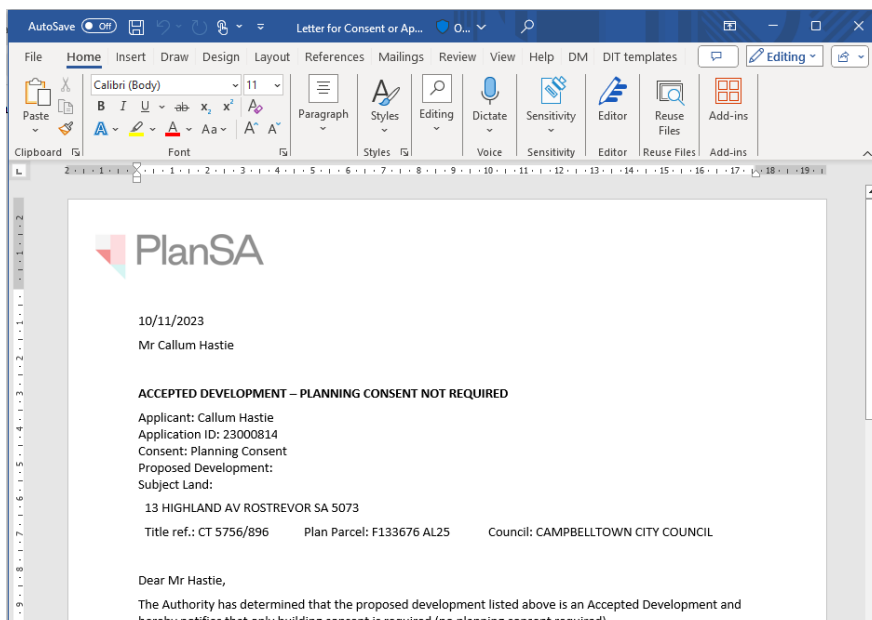
2. Click **UPLOAD** and then drag-and-drop the letter to the *Drop files here* field.

3. Click **CANCEL** to close the Open window.
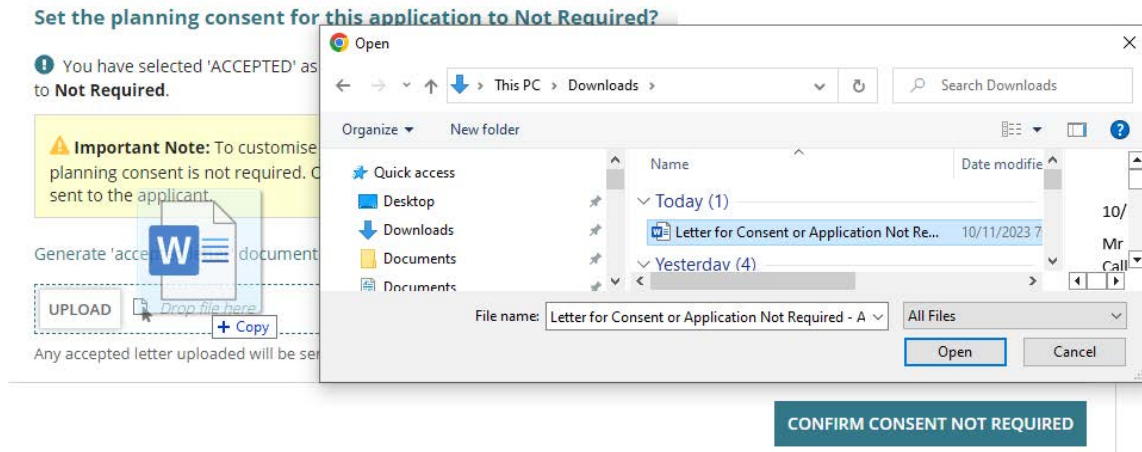
4. The letter is uploaded, and then **CONFIRM APPLICATION NOT REQUIRED**.
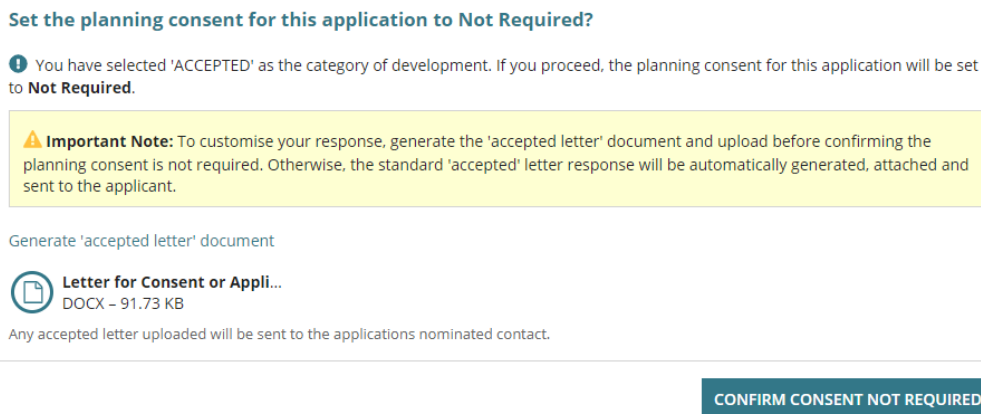
5. Confirm **OK, CONTINUE** or CANCEL the confirmation.

The consent Summary page shows with a consent status of 'Not Required'.

‹ Development application 23000814

Consent status: Not Required

Fees Outstanding: No
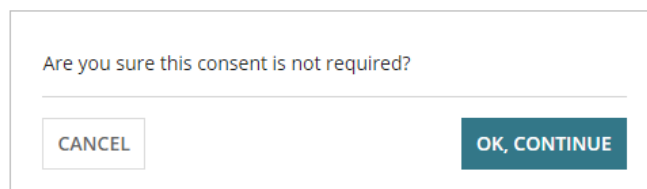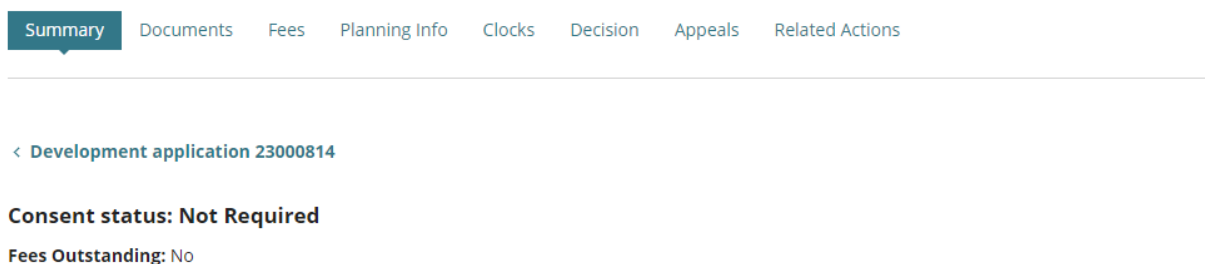
6. Confirm Planning Consent Required

The applications contact will receive an email notification advising the applicable consent is not required and when the applicant and primary contact's preferred method is 'post' (indicated by an onscreen message) then print the *Planning Consent Not Required Letter* from the **Documents** store for the development application.

For more information visit [Request, Upload and Generate documents](#) for instructions on how to:

- Supersede a Document
- Upload correspondence document and record the date sent

Confirmed Consent is required

1. Click on **Yes** to confirm the consent is required.

2. Click **Next** to continue.

Confirmed Consent is not required

3. Click **No** to confirm the consent is not required.

4. Provide a **reason** why the consent is not required.

Noting, there is no option to charge a fee for verifying the application.

5. Click on **Confirm consent not required**.

6. Select **OK, Continue** in the pop-up window to confirm the consent is not required.

Returns to the consent **Summary** with a 'Not Required' consent status displayed.

7. Update Nature and Cost of Development

The 'Nature of Development' section displays the proposed development details supplied by the applicant during the submission of the development application.

During verification, the relevant authority assessing the application reviews the proposed details. After review, the 'Nature of Development' is recorded in the Decision Notification Form (DNF) and used as the official description of the development when public notification is required.

1. Review the **Nature of Development** description and update as required.

2. Click **Next** to continue.

Consent Verification

❓ Help for this section

- ✓ Relevant Authority
- ✓ Verify Documentation
- ✓ Elements
- ✓ Category of Development
- ✓ Confirm Consent
- ➤ **Nature of Development**
- Referrals
- Public Notifications
- Fee Request
- Summary

Nature Of Development

Nature of development *

> Tourist Accommodation

GO BACK   SAVE DRAFT   NEXT

Review and Update the Development Costs

An updated Total Development Cost or Estimated Development Cost(s) is used to calculate the Building Assessment – Class and Compliance fee amount within the **Fee Request** page.

> **For more information** on updating development costs and step-by-step instructions visit Charge building assessment fees during verification of planning and building consent.

The **Development Costs** section will show the:

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

Development Costs

Total Development Cost (excluding fit-out costs) *

$ 41,000

GO BACK   SAVE DRAFT   NEXT

The **Development Costs** section will show the:

- **Development Costs by Elements** (includes the Total Development Cost) when the locations council is the relevant authority for building consent.

> Nature and Cost of Development
Fee Request
Summary

Development Costs

ⓘ For the calculation of building consent, a breakdown of the development costs (excluding fit-out costs) and a building classification is required. Information on Building Classifications

Noting, for developments that consist of multiple planning elements (e.g. 3 x new housing) then enter the total development cost of all 3 houses (e.g. $125,000 x 3 = $375,000).

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
New housing	$ 200,000	Building Assessment - Class 1
Dwelling alteration or addition	$ 0	Not Applicable
Shed	$ 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.

GO BACK   SAVE DRAFT   NEXT

8. Add Referrals

Default referral to SPC Planning Services

When the consent is for both Planning and Land Division the referral to SPC Planning Services is automatically added and distributed upon payment of the *Fee Advice* issued on completing the verification.

> Link to Schedule 9 of the PD&I Regulations
>
> **Referral body 1**
>
> **Consent this referral is for**
>
> Land Division Consent
>
> **Referral body type**
>
> Referral Body
>
> **Referral body**
>
> SPC Planning Services
>
> **Response type**
>
> Regulation 76
>
> **Referral type**
>
> Advice
>
> **Referral period**
>
> 20 Business Days

Automatically distribute referral

The referral(s) are automatically distributed on payment of the fee advice issued on verification completion. Where manual distribution of the referral is required, then within the applicable referral de-select the option to automatically distribute referral after verification.

Requires a referral

1. Click **Yes** to add the referral.

Referrals

Link to Schedule 9 of the PD&I Regulations

Does this consent require referrals? *

◉ Yes

◯ No

> **ⓘ** **Note:** The referral(s) will be automatically distributed once verification is completed and the Consent status is under assessment. If you DO NOT want the referral(s) to be distributed at this time, DE-SELECT the automatic distribution box at the bottom of the associated referral body below and distribute manually during assessment.

Referral body 1

Referral body type *

Referral Body	▼

2. Complete the **referral body** information, making selections from the field drop-down lists as follows.

- **Referral Body** leave 'referral body' default selection.
- **Referral Body** click on the field to start typing name and make selection from the list of results.

Referral body 1

Referral body type *

| Referral Body ▼ |

Referral body *

| --- Select One --- ▼ |

| Q country ⊗ |

| Country Fire Service |

- **Response Type** either automatically populates based on the referral body chosen, e.g. Country Fire Service. Other referral bodies will require a response type to be selected, e.g. Commissioner of highways, then make a selection from the drop-down field.

Referral body *

| Commissioner of Highways ▼ |

Response type *

| --- Select One --- ▼ |

| --- Select One --- |
| Schedule 9 (3)(21) Advertising Near Signalised Intersections Overlay |
| Schedule 9 (3)(4) Future Road Widening Overlay |
| Schedule 9 (3)(7) Development Affecting Transport Routes and Corridors |

- **Referral Type** automatically populates based on the response type chosen. There are two types; Advice and Direction.
- **Referral Period** automatically populates based on the response type chosen. The period shown is the number of days the referral body has to respond to the referral.
- **Fee Schedule** automatically populates based on the response type chosen. The 'standard' schedule shown determines the statutory fee amount. Noting, not all referrals show a fee schedule and others will require a selection, e.g. Minister – Heritage Places (example image below).

Fee Schedule *

| --- Select One --- ▼ |

| --- Select One --- |
| Standard |
| High Value |

- **Reason for Referral/Comments** provide instruction and or information to the referral body. This is shown in the referral request received by the referral body.
- **Automatically distribute referral after verification** is the default. Remove the selection to manually distribute the referrals during the consent assessment.

When multiple referrals required, then **Add another referral body**.

Reason for Referral/Comments *

Review plans

Maximum 500 characters.

☑ Automatically distribute referral after verification

ADD ANOTHER REFERRAL BODY

Remove an added referral

3. Click on 'X' to delete.

Comment

Maximum 500 characters.

Referral body 2   ✕

Referral body type *

Referral Body ▼

Referral body *

Minister - Heritage Places Act 1993 ▼

Referral is not required

During the assessment of the planning consent it is determine that a referral is required then this can be added from the **Referral** tab and the applicant invoiced for the additional 'referral' fee.

1. Click **No** the consent does not require referrals.

2. Click **Next** to continue.

9. Confirm Public Notification

When the **Category of Development** is either 'Performance Assessed' or 'Impact Assessed' then Public Notification is to be determined.

For more information visit [Assess an application consent](#) and **Public Notification** for instructions.

Public notification required

1. Click **Yes** to public notification.

Update the Relevant Authority Reason

When the 'initial' relevant authority reason chosen was 'Assessment Manager – Section 96 – Performance Assessed' and later determined public notification required, the reason must be updated to 'Assessment Panel' to ensure the correct timeframes are applied to the consent assessment.

2. Click on **Relevant Authority** within the left-hand navigation menu.

3. Click on the **Reason** field to select 'Assessment Panel – Section 93'.

4. Click **Next** to continue and repeat through the pages to follow until the Public Notification page is reached.

On return to the **Public Notifications** page complete the following fields.

> 5. Provide a **Reason** why public notification is required.
>
> 6. Click **Who will erect the public notification sign on the land** displays the applicant's selection of Applicant or Relevant Authority.

Public notification not required

During the assessment of the consent if it is determined that public notification is required then this can be updated from within the **Public Notification** tab and the applicant invoiced for an additional 'sign on land' and/or 'public notification' fee.

> 1. Click **No** to public notification.
>
> 2. Click **Next** to continue.

10. Complete Fee Request

The fees are grouped together under the applicable types; Compliance, Planning Consent, Building Consent and Lodgement.

There are 'statutory fees' as set out by the *Planning, Development and Infrastructure (Fees) Notice* and fees 'Set by RA' whereby the relevant authority is responsible for determining the amount, for example, Sign on Land fee.

Fee Advice Distribution

On completion of the verification the Fee Advice is generated and the applications 'invoice contact notified by email or when post then print the 'Fee Advice' and send.

View all fees raised on this application

When the consent is the first consent being verified the text 'No previous fees have been raised for this application'.

Default Fees

During the verification process where a referral and/or public notification required these fees are automatically shown with the default statutory amount.

Fee Request

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

Consent Sought: Planning Consent

Development Cost: $300,000.00

All fees raised on this application

No previous fees have been raised for this application

| LODGEMENT | PLANNING CONSENT | BUILDING CONSENT | COMPLIANCE | REFERRAL BODY |

☐ Electronic Lodgement Fee

☐ Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
				Reason for variation (from $0.00)
Sign on Land ℹ				
CFS - Standard				
Total Payable Fees				

ℹ Refer to the application Fees and Charges for the current financial year statutory amounts

Lodgement Fees

Lodgement Fees for Accredited Professionals

For accredited professionals, fees are determined between you and the client, therefore only the following fees must be invoiced at the point of verification.

- **Lodgement fee** must be charged once per application, and on the first consent assessed through the Development Assessment Processing (DAP).

1. Click on the fees applicable as follows.
   - **Electronic Lodgement Fee** leave the default selection.
   - **Hard copy fee** select when the application received by post, in person or by email.

Fee Request

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

Consent Sought: Planning Consent
Development Cost: $300,000.00

All fees raised on this application

No previous fees have been raised for this application

| LODGEMENT | PLANNING CONSENT | BUILDING CONSENT | COMPLIANCE | REFERRAL BODY |

☑ Electronic Lodgement Fee
☑ Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Hard copy				Reason for variation
Sign on Land ℹ	Set By RA	$0.00	$0.00	Reason for variation
CFS - Standard	$303.00	$303.00	$0.00	
Total Payable Fees		**$564.50**	**$0.00**	

Refer to the application Fees and Charges for the current financial year statutory amounts

Planning Consent Fees

2. Click on the **Planning Consent** tab.

3. Click on the fees applicable to the planning, for example, Performance Assessed and Public Notification.

Fee Request

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

Consent Sought: Planning Consent
Development Cost: $300,000.00

All fees raised on this application

No previous fees have been raised for this application

| LODGEMENT | PLANNING CONSENT | BUILDING CONSENT | COMPLIANCE | REFERRAL BODY |

☐ Crown Development   ☑ Performance Assessed

☐ Deemed to Satisfy   ☑ Public Notification

☐ Impact Assessed (EIS) Assessment   ☑ Sign on Land

☐ Impact Assessed (EIS) Declaration

☐ Impact Assessed (Restricted)

☐ Land Division (Restricted)

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Hard copy				Reason for variation
Performance Assessed				Reason for variation
Public Notification				Reason for variation
Sign on Land ℹ				Reason for variation
CFS - Standard				
Total Payable Fees		$1,194.50	$0.00	

ℹ Refer to the application Fees and Charges for the current financial year statutory amounts

Add a Set by RA fee amount

4. Click in the **Actual** field for the 'Set By RA' fee type, for example, Sign On Land and enter the dollar amount inclusive of GST.

5. Provide **reason for the variation**, the variation in this example, is adding a fee amount.

Sign on Land ℹ	Set By RA	$250.00	$22.73	costs for printing and placing sign on the land

Land Division Consent Fees

> The **Land Division Consent** fees tab is available when verifying a combined Planning and Land Division consent.
>
> When applicable, the "Regulation 76 Advice from Commission" fee is charged during verification and payable by the applicant to lodge the application for planning and land division consent.

6. Click on the **Land Division Consent** tab.

7. Click on the land division fees applicable to the application.

   - **Building Envelope Plan Fee and Publication of Building Envelope Fee** more information available from PlanSA - *Our planning system > Instruments > Planning Instruments > Building envelope plans.*

   - **Land Division** and **Regulation 76 Advice from Commission** more information available from PlanSA – *Development applications > Before you lodge > Application fees.*

Building Consent Fees

8. Click on the **Building Consent** tab.

9. Click on the **building consent** fees applicable to the building works.

Charging Building Assessment Fees

When the building assessment fees are being charged at planning consent and the Update Nature and Cost of Development step completed, the 'Building Assessment – Class' fee is automatically selected and the statutory amount calculated on the 'estimated development cost'.

Fee Request

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

Consent Sought:	Planning Consent
Development Cost:	$200,000

All fees raised on this application

No previous fees have been raised for this application

| LODGEMENT | PLANNING CONSENT | BUILDING CONSENT | COMPLIANCE |

- ☑ Building Assessment - Class 1
- ☐ Building Assessment - Class 10
- ☐ Building Assessment - Classes 2-9
- ☐ Building Assessment - Demolition
- ☐ Certificate of occupancy
- ☐ Change of Classification

- ☑ Home Builder Development Approval Fee
- ☐ Issue Essential Safety Provisions
- ☐ Referral to Commission (Concurrence)
- ☐ Referral to Commission (Opinion)

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Building Assessment - Class 1 ⓘ				*Reason for variation*
Total Payable Fees				

ⓘ Refer to the application Fees and Charges for the current financial year statutory amounts

| GO BACK | | SAVE DRAFT | NEXT |

Received a Fee Discrepancy Message

The 'Building Assessment – Class' fees are directly linked to the Development Cost on the Nature and Cost of Development Page. When a 'Building Assessment – Class' fee is selected but no 'building classification' exists for a planning element then a Fee Discrepancy error message will show and the NEXT button will be disabled.

10. Remove the Building Assessment – Class fee(s) selection.

11. Click **GO BACK** to the **Nature and Cost of Development** page to change the building classification from 'Not Applicable' to the applicable building classification.

Compliance Fees

12. Select the **Compliance** tab.

Building and Building Work Compliance Fees

A compliance fee is charged for each building and the invoicing to the applicant can occur during building consent verification or during development approval by the issuing council.

13. Click on the fees applicable to the building and/or building works.

14. Click on the ⊕ **Plus** icon to when more than one building.

As required, use 🗑 **Delete** to remove a compliance fee; only when multiple fees added.

Description	Statutory Amount	Actual	GST Included	Reason for variation	
Electronic Lodgement Fee ℹ					
Deemed to Satisfy ℹ		ℹ Refer to the application Fees and Charges for the current financial year statutory amounts			
Class 1 Building ℹ					
Total Payable Fees		$683.00	$20.73		

Urban Tree Canopy Off-Set Fee

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

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

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

2. The **Statutory Amount** defaults. For more information refer to Application Fees and Urban Tree Canopy Fees | PlanSA.

3. Type over the **Actual** amount with the calculated amount when the applicant has indicated paying into the fund for multiple trees.

   The number of trees being paid are captured in Applicant has opted to pay into the Urban Tree Canopy Off-set scheme and Applicant has opted to a combination of retain/plant and payment instructions.

4. Provide a **reason for the variation**, e.g., cost of 3 medium trees @ $ each.

5. Click **SUBMIT** if no further fee(s) to be included.

Urban Tree Fund Fee

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

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

2. Type over the **Actual** amount with the calculated amount, e.g. $163.

3. Click **SUBMIT** if no further fee(s) to be included.

Referral Body Fees

The referral body fees are automatically selected when the referral is added during verification with the 'statutory amount' disabled (i.e. not editable) and distributed to the referral body.

11.   Review Verification Summary and Submit

Review the verification summary and return to the applicable page(s) when updates to entered information is required before submitting.

Consent Verification

❓ Help for this section

⚠ IMPORTANT – Have you checked the Development Location(s) on the Application? This information cannot be edited after the first Consent is verified

✓ Relevant Authority	**Verify Application**
✓ Verify Documentation	**Relevant Authority**
✓ Elements	**Are you an appropriate Relevant Authority for this Planning Consent?**
✓ Category of Development	Yes
✓ Confirm Consent	**Reason**
✓ Nature of Development	Assessment Panel - Section 93
✓ Referrals	
✓ Public Notifications	**Verify Documentation**
✓ Fee Request	**Documentation**
➤ **Summary**	

Document	Type	Date Created

Click **Submit** to complete the verification process.

Total Payable Fees		$2,194.50	$90.91

GO BACK		SAVE DRAFT	SUBMIT

Distribute documentation

The following documentation is generated and available from the Documents store for the consent. If the either primary contact and invoice contact preferred communications method is post then print and place in the post.

For more information visit Request, upload and generate documents.

Fee Advice

The 'fee advice' is generated and email notification sent to the applications 'invoice contact' advising payment required. Until the 'fee advice' is paid the development application will not progress to 'assessment'.

Verification Outcome

The 'verification outcome' letter is generated and provides a summary of the decisions made.

For more information visit
plan.sa.gov.au