

## Overview of the pre-lodgement service

This fact sheet gives an overview of the pre-lodgement case management service offered by the Attorney-General's Department (AGD).

The service is managed by the AGD's Planning and Land Use Service's (PLUS) Planning and Development section.

### Why have a pre-lodgement service?

The pre-lodgement service is a free service that contributes to more efficient decision-making and assessment processes for your development proposal.

It is a collaborative process involving you and key decision-makers – including statutory referral agencies – working closely to achieve the best design, planning and development outcomes for everyone involved.

The service is particularly effective for complex projects, where addressing issues early in the design stage can have significant benefits.

The service:

- provides progressive certainty by resolving planning and design issues up front
- integrates the planning and design review processes
- facilitates pre-lodgement agreements that eliminate the need for the State Planning Commission (SPC) to undertake agency referrals
- enables you to get feedback from SPC staff during the development of your proposal
- advises you how to submit a complete application when and as required.

The service also helps streamline decision-making.

Where applications are lodged with pre-lodgement agreements for all referral agencies, AGD aims to present the application to the State Commission Assessment Panel (SCAP) within 20 working days for a decision – provided public notification is not required and the proposal is not a non-complying development.

### What developments are eligible for the pre-lodgement service?

The service applies to development proposals that are:

- more than \$10 million in value in the City of Adelaide
- five storeys or more in height within those parts of the Design Overlay within the following council areas:

- City of Burnside
  - City of Prospect
  - City of Unley
  - City of West Torrens
  - City of Norwood Payneham and St Peters
  - The City of Holdfast Bay.
- \$3 million or more in value in those parts of the Design Overlay within the City of Port Adelaide Enfield.

## How does the pre-lodgement service work?

It is tailored to each proposal. However, the following 7 steps are generally common to all projects:

- **Step 1**  
You contact the AGD PLUS Planning and Development section and the development is assigned a case manager.
- **Step 2**  
The case manager holds an initiation meeting with you to help determine the most effective and appropriate assessment pathway.
- **Step 3**  
The case manager establishes a Pre-lodgement Panel (PLP) which includes senior planning assessment officers, the Government Architect or delegate, representatives of the relevant council, and representatives of the relevant referral agencies – to review the proposal, and arranges panel meetings with you.
- **Step 4**  
In parallel with the panel meetings, the case manager liaises between the Design Review Panel and you as required.
- **Step 5**  
You present the proposal to SCAP, which provides advice on how it is progressing and identifies any significant concerns.
- **Step 6**  
You seek pre-lodgement agreements from the relevant referral bodies.<sup>1</sup>
- **Step 7**  
You lodge the final development application with via the portal for SPC assessment.

---

<sup>1</sup> Where a pre-lodgement agreement is not reached, a referral is required. See the flow chart.

## How does the design review process fit in the pre-lodgement service?

The Design Review Panel (DRP) is made up of experienced architects, landscape architects and other design professionals with extensive industry experience and is chaired by the Government Architect. The DRP helps the Government Architect formulate independent advice to applicants and SCAP on the design quality of development proposals.

The Government Architect issues a recommendations report to the applicant within 10 working days of each session. The Government Architect's final recommendations report is part of the pre-lodgement agreement, should one be accepted, and is considered by SCAP when assessing the development application.

## How and when do I start the pre-lodgement service?

The service is available at any stage prior to formal lodgement of your proposal, but is most effective when commenced at early concept stage.

Before the case manager can form the Pre-lodgement Panel, you must submit the following materials<sup>2</sup>:

- a description of the land use/proposal
- site analysis and broad consideration against the provisions of the Planning and Design Code
- preliminary drawings that conceptually address the proposed development's height, building envelope and access.

The PLUS Planning and Development section can help you develop these materials in consultation with relevant referral agencies, where appropriate.

## Further information

You can download a pre-lodgement pack from [plan.sa.gov.au/en/pre-lodgement](http://plan.sa.gov.au/en/pre-lodgement) or ask the PLUS Planning and Development section to mail it to you.

To discuss your needs, call the **Inner Metro Development Assessment Team** on 1800 752 664 or email [PlanSA@sa.gov.au](mailto:PlanSA@sa.gov.au).

---

<sup>2</sup> Other information and materials may be required, depending on the nature of the development proposal.