

Guide for Relevant Authorities

Development Assessment

Verify a Building Consent

Version 3.10



Government of South Australia

Department for Trade
and Investment

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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) to view the status details.
3. Click on **Building Consent** to commence verification.

FOR YOUR ACTION (2098) ASSESSMENT IN PROGRESS (416) WAITING (57) UPCOMING (135) COMPLETED (533) BUILDING NOTIFICATIONS (19) RE-INSPECTION NOTIFICATIONS (0)

[Help for this section](#)

For your action
 Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
21003061	T UserOne	UNIT 5 274 SOUTH TCE ADELAIDE SA 5000	improvements		Start Verification (Building Consent)	—	5

Application 21003061

This application currently requires 1 action from you

Start Verification	5
Planning consent	✓ Granted 13 Aug 2020
Building consent	Pending verification

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.

Building Consent - 22000552: 100 Waymouth St Adelaide SA 5000 [VERIFY CONSENT](#)

Summary Documents Fees Referrals Clocks Decision Appeals Related Actions

[Help for this section](#)

< Development application 22000552

Consent status: Awaiting Verification

Development Location(s) 100 WAYMOUTH ST ADELAIDE SA 5000	Zoning information Zones
---	-----------------------------

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

Building Consent - 22000552: 100 Waymouth St Adelaide SA 5000

Summary
Documents
Fees
Referrals
Clocks
Decision
Appeals
Related Actions

[Help for this section](#)

< Development application 22000552

Internal Referrals

ADD A NEW INTERNAL REFERRAL

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

Summary
Documents
Fees
Clocks
Decision
Appeals
Related Actions

[Help for this section](#)

< Development application 21003061

Consent status: Awaiting Verification

Development location(s)
UNIT 5 274 SOUTH TCE ADELAIDE SA 5000

Title ref CT 5158/826 **Plan parcel** S12673 UN5 **Council** Adelaide City Council

Nature of development
improvements

Proposed use	warehouse
Development cost (excluding fit-out)	\$100,000

Zoning information

Zones

- Capital City

Sub Zones

- City Frame

Overlays

- Airport Building Heights (Regulated)
- Affordable Housing
- Building Near Airfields
- Design



Perform verification of the building consent

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

On completion of the verification of the building rules consent an email is received by the application contacts to make payment and to advise the outcome of the verification is now available.

Alternatively, if the applications 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.

Relevant Authority	Based on the accreditation level of the accredited professional and the type of development, determine if the appropriate relevant authority for the consent.
Verify Documentation	Check documentation against mandatory development documentation and issue Request for Documentation (RFD) as required, and/or waiver need to supply missing documentation.
Confirm Consent	Determine if building consent is required, or not.
Nature of Development	Extend on the description of the development provided by the applicant.
Fee Request	Determine and select the applicable building consent fee(s).
Summary	Provides a summary of the verification performed above, and where enables corrections to be made prior to submitting.

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.

For example, if on completing the review the person is a level 3 Accredited Professional, however they would need to be a level 1 or 2, then the answer would be no.

Note: you can return to this screen, via the navigation pane, throughout the verification process should you determine through further verification of the application you are not the appropriate Relevant Authority for the consent.

Confirmed the appropriate relevant authority

1. Click Yes to being the **Relevant Authority** for this building consent.

Council assessing the building consent

2. Select the **reason** why you are the appropriate relevant authority.
 - Assessment Manager – Section 96
 - Council – Section 98
 - Referred to Council – Section 99

Consent Verification

[Help for this section](#)

> **Relevant Authority**

- Verify Documentation
- Confirm Consent
- Nature and Cost of Development
- Fee Request
- Summary

Relevant Authority

Are you an appropriate Relevant Authority for this Building Consent? *

Yes

No

Reason *

--- Select One ---

--- Select One ---

- Assessment Manager - Section 96
- Council - Section 98
- Referred to Council - Section 99

Accredited Professional assessing the building consent

3. Select the **reason** why you are the appropriate relevant authority.
- Accredited Professional – Section 97 – Building Level 1
 - Accredited Professional – Section 97 – Building Level 2
 - Accredited Professional – Section 97 – Building Level 3
 - Referred to Accredited Professional – Section 99

If an accredited professional with Automatic Mutual Recognition (AMR) select reason 'Automatic Deemed Registration - Accredited Professional - Section 97'.

The screenshot shows a web form titled "Consent Verification". On the left is a navigation menu with items: "Relevant Authority", "Verify Documentation", "Confirm Consent", "Nature and Cost of Development", "Fee Request", and "Summary". The "Relevant Authority" section is active. It contains the question "Are you an appropriate Relevant Authority for this Building Consent?*" with radio buttons for "Yes" (selected) and "No". Below this is a "Reason *" dropdown menu. The dropdown is open, showing a list of options: "Accredited Professional - Section 97 - Building Level 1", "Accredited Professional - Section 97 - Building Level 2", "Accredited Professional - Section 97 - Building Level 3", and "Referred to Accredited Professional - Section 99". A red dashed circle highlights the "Reason *" label and the dropdown menu.

Confirmed not the appropriate relevant authority

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. Click **No** to being the **Relevant Authority** for this building consent.
2. Provide a **reason**, for example 'I do not have the appropriate accreditation level'.
3. **Who should assess the building consent** - select one of the available option(s) which is determined by the Relevant Authority currently assigned the consent.

Consent Verification ? Help for this section

Relevant Authority

Are you an appropriate Relevant Authority for this Building Consent? *

Yes

No

Reason *

I don't have the appropriate accreditation level

Who should assess the building consent? *

Assessment Manager/Assessment Panel at City of Charles Sturt

State Planning Commission

Independent Assessor

4. Click on **Back to Application** to exit and return to the Assessments dashboard.

Building Consent for Development Application: 21002381

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

Consent was reassigned

This consent was reassigned to the relevant authority. Please wait a minute for the consent to process.

[Back to Application](#)

2. Review Consent Documentation

During the submission of the development application, the applicant will have 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.

Consent Verification ? Help for this section

Verify Documentation

Documentation

Document	Document Type	Date Created
* Letter for Relevant Authority Reassigned - Application 21002381.pdf	Letter to Applicant	31 Mar 2021 8:12
* Letter for Relevant Authority Reassigned - Application 21002381.pdf	Letter to Applicant	31 Mar 2021 7:48
* CITB Levy Payment.pdf	CITB Payment Reference	31 Mar 2021 7:10
* Floor Plan.docx	Floor Plans	31 Mar 2021 7:10

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.

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.

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

GO BACK

Floor Plan.docx

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

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

Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

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.

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

Waived Documentation *

Details of documentation waived, and reason

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.

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

Waived Documentation *

Details of documentation waived, and reason

Generate 'request for additional documentation' document

 Drop file here

Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

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.

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

The screenshot shows a web form with the following elements:

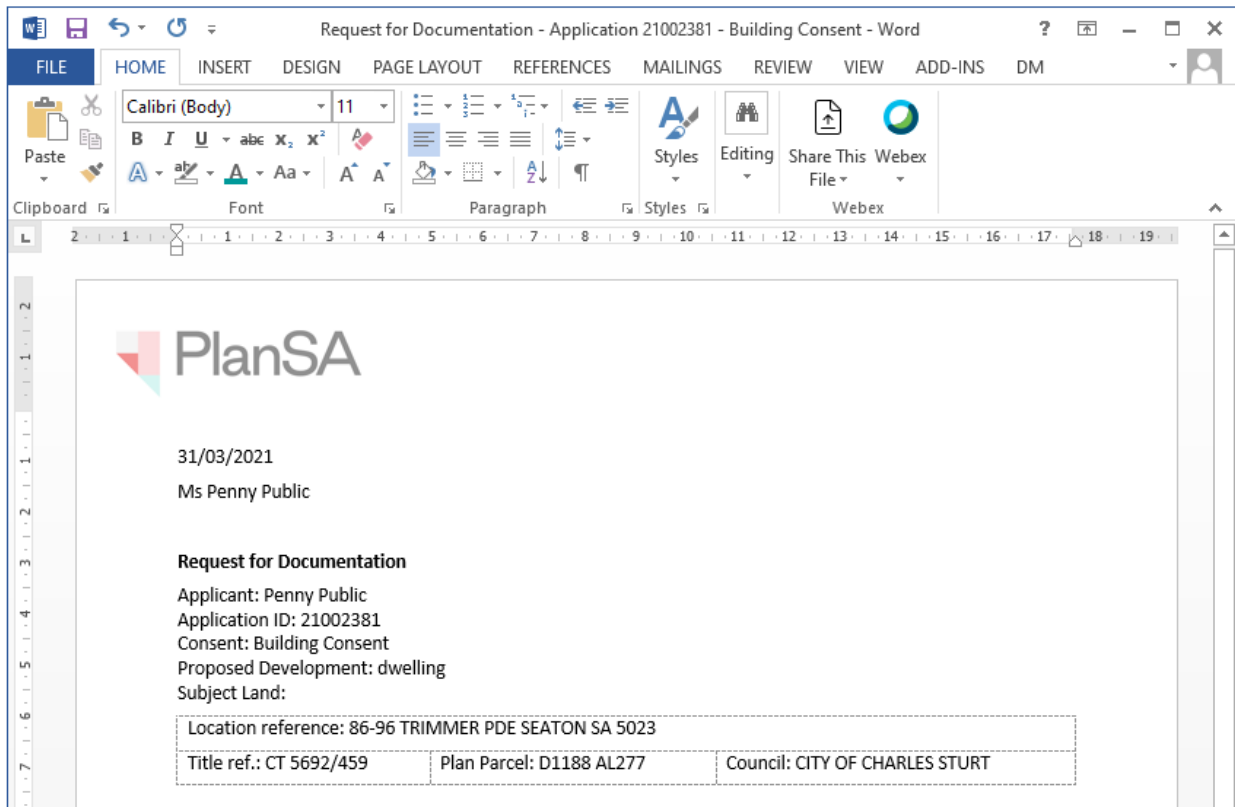
- Question: "Has all mandatory documentation been provided?*" with radio buttons for "Yes" and "No". The "No" option is selected and circled in red.
- Question: "How do you wish to resolve the shortfall in documentation?*" with radio buttons for "Request additional documentation", "Waive the requirement for additional documentation", and "Waive some documentation and request some documentation". The "Request additional documentation" option is selected and circled in red.
- Section: "Generate 'request for additional documentation' document" containing an "UPLOAD" button and a "Drop file here" area.
- Text: "Please create a document detailing the requirement for more information (will be sent to the application's nominated contact)."
- Navigation buttons: "GO BACK", "SAVE DRAFT", and "SUBMIT".

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

The screenshot shows a file download interface with the following elements:

- Section: "Generate 'request for additional documentation' document" containing an "UPLOAD" button and a "Drop file here" area.
- Text: "Please create a document detailing the requirement for more information (v".
- Navigation button: "GO BACK".
- File list: A file named "Request for Docu...docx" is shown with a download icon circled in red.

3. The template opens in Word and then click **Enable Editing** to make the updates.



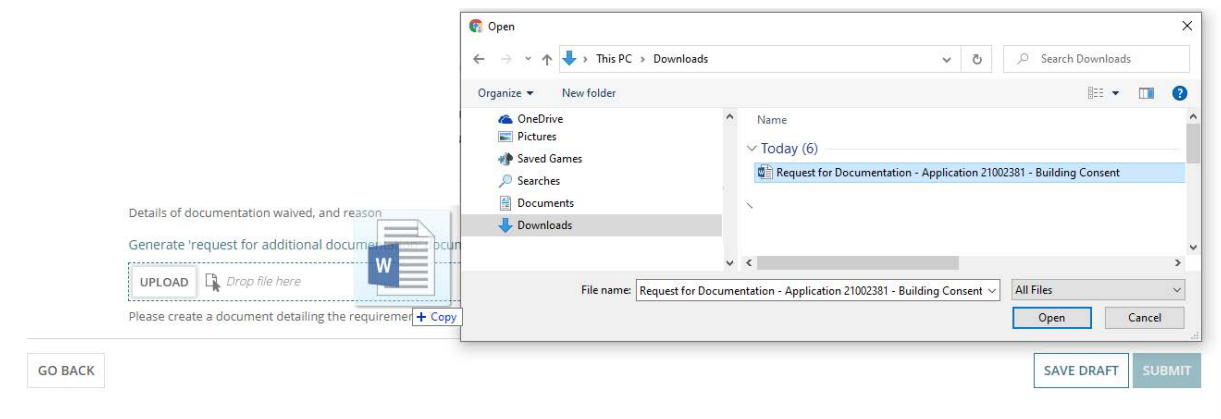
4. Go to the marked area in the letter to list the additional documentation required.



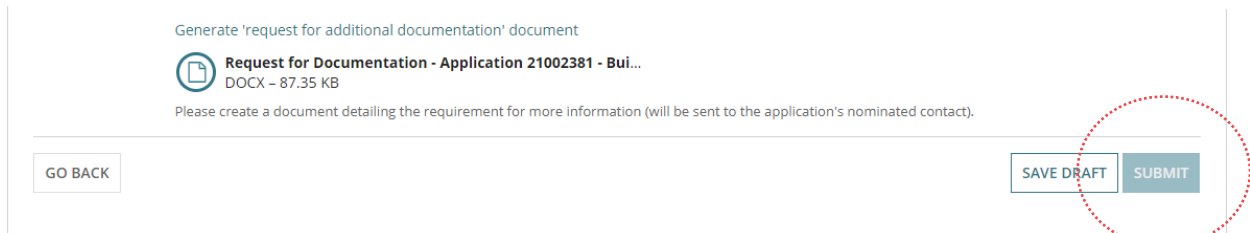
5. **Save** the 'Request for additional documentation letter' to a location on your computer.
6. **Print** the 'Request for Documentation letter' when the primary contacts preferred method of communication is post.
7. Close the 'Request for Documentation letter'.

The **Verify Documentation** screen is showing.

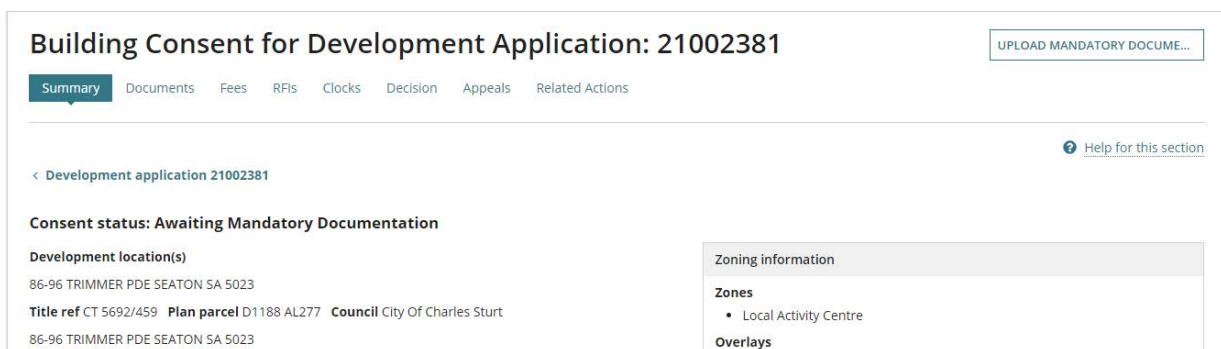
8. Click on **Upload** to locate and open the 'Request for Documentation letter'.
9. Locate the letter and drag-and-drop into the screen or use 'Open'.



10. The uploaded letter displays, and then **Submit** to notify the application contact.



The Building Consent **Summary** screen and the **Upload Mandatory Document** 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 building consent.

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 (building consent)' to view more details.
3. Click on **Building Consent** to commence verification.

The screenshot shows a dashboard with a navigation bar at the top containing tabs: FOR YOUR ACTION (13), ASSESSMENT IN PROGRESS (5), WAITING (2), UPCOMING (3), COMPLETED (48), BUILDING NOTIFICATIONS (0), and RE-INSPECTION NOTIFICATIONS (0). Below the navigation bar is a section titled 'For your action' with a checkbox for 'Assigned to me only'. A table lists application records with columns: ID, Owner, Location, Nature of Development, Lodged, Action, Who, and Days. The first row shows application 21002381 for 'S Woods' at '86-96 TRIMMER PDE SEATON SA 5023, 86-96 TRIMMER PDE SEATON SA 5023' with a 'dwelling' nature. The 'Action' column for this row is 'Start Verification (Building Consent)' with a '5' day timer. Below the table, the 'Application 21002381' details are shown. A red box highlights the 'Building consent' link in the 'Building consent' section, which is currently 'Pending verification'. Other sections include 'Planning consent' which is 'Granted 31 Mar 2021'.

4. Click on **Resume Verification** within the **Building Consent** screen.

The screenshot shows the 'Building Consent for Development Application: 21002381' screen. The top navigation bar includes 'Summary', 'Documents', 'Fees', 'Clocks', 'Decision', 'Appeals', and 'Related Actions'. A red box highlights the 'RESUME VERIFICATION' button in the top right corner. Below the navigation bar, the 'Consent status: In Verification' is displayed. A 'Help for this section' link is also visible.

The **Consent Verification** screen is shown at the Relevant Authority question. Return to [Confirm the Relevant Authority](#) and complete.

The screenshot shows the 'Consent Verification' screen. The top navigation bar includes 'Help for this section'. On the left, a sidebar menu lists: > Relevant Authority, Verify Documentation, Confirm Consent, Nature and Cost of Development, Fee Request, and Summary. The main content area is titled 'Relevant Authority' and asks 'Are you an appropriate Relevant Authority for this Building Consent? *'. There are two radio button options: 'Yes' and 'No'.

4. Confirm Building Consent Required

Confirmed Building Consent is required

1. Click on **Yes** and then **Next** to continue.

Consent Verification

[Help for this section](#)

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- > **Confirm Consent**

Nature and Cost of Development

Fee Request

Summary

Confirm Building Consent required

Is Building Consent required for this Development Application? *

Yes

No

[GO BACK](#) [SAVE DRAFT](#) [NEXT](#)

Confirmed Building Consent is not required

When building consent is 'not required' a verification fee is not charged and the applications contact will receive an email notification advising the applicable consent is not required.

2. Click on **No** and detail a **reason** why the building consent is not required.
3. Click on **Confirm consent not required**.

Consent Verification

[Help for this section](#)

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- > **Confirm Consent**

Nature and Cost of Development

Fee Request

Summary

Confirm Building Consent required

Is Building Consent required for this Development Application? *

Yes

No

! If you proceed this consent will be set to **Not required**.

Reason *

include details

This reason will be provided to the applicant.

[CONFIRM CONSENT NOT REQUIRED](#)

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

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

Provide Building Consent Not Required Letter

When the applicant and primary contact’s preferred method is ‘post’ (indicated by an onscreen message) then print the *Building 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.

1. Click on the **Documents** tab

Building Consent for Development Application: 20000308

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

< Development application 20000308

Consent status: Not Required

Development location(s)
 LOT 11 EAST TCE PARACHILNA SA 5730

Title ref CT 5787/439 **Plan parcel** T390401 AL11 **Council** Pastoral Unincorporated Area

Zoning information
Zones
 • Remote Areas

2. Click on the file name of the **Letter to Applicant document** to download a copy.

Building Consent for Development Application: 20000308

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

< Development application 21001312

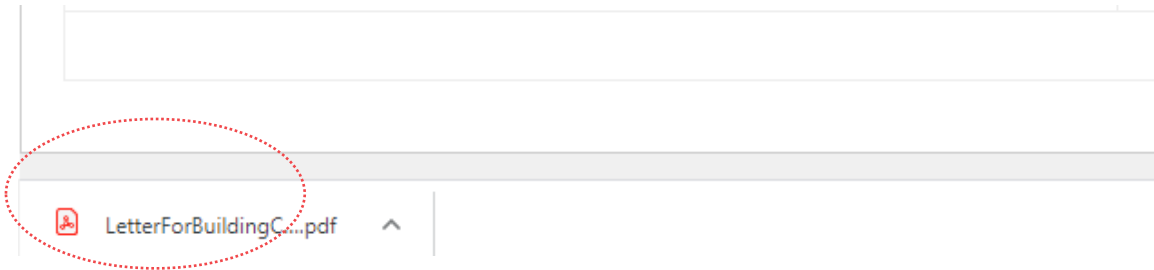
Document search
 Search by Name
 Search by Category
 Search by Type

Where was the document uploaded?
 Application
 Planning Consent
 Building Consent

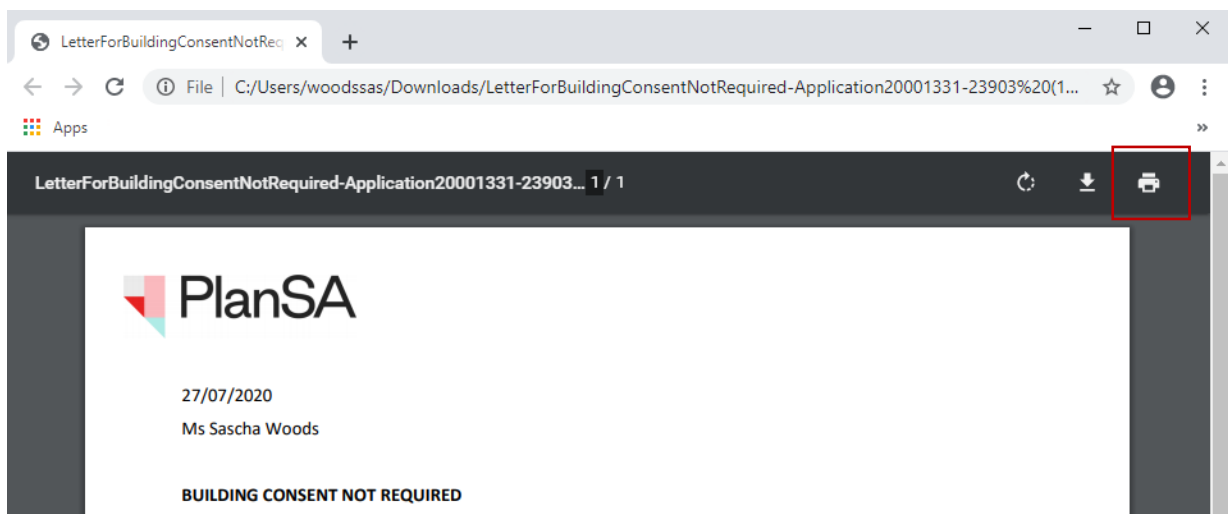
Additional document filters
 Decision Documents
 Snapshots
 Invoices
 System Generated Emails

Document	Type	Date Created
<input type="checkbox"/> LetterForBuildingConsentNotRequired-Application20001331-23903	Letter to Applicant	18 Nov 2021 13:38

3. Click on the **download** to open the letter template.



4. Print the letter and then close 'X' tab and return to the **Documents** store screen.



Return to the **Assessments** dashboard to complete another task whilst waiting for the applications contact to reply to the request for documentation.

Building Consent for Development Application: 20000308

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

< Development application 21001312

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

Application

Planning Consent

Building Consent

Additional document filters

Decision Documents

Snapshots

Invoices

System Generated Emails

Document	Type	Date Created
<input type="checkbox"/> LetterForBuildingConsentNotRequired-Application20001331-23903	Letter to Applicant	18 Nov 2021 13:38

5. Update Nature and Cost of Development

Within this page the building or portion of the building (i.e. building work) details are individually captured and classified, and this detail will flow through into the 'building rules' assessment stage of development approval.

Review and Update Nature of Development

1. Review the **Nature of Development** description and update (when applicable).

Editing the Nature of Development

The **Nature of Development** is not editable unless:

- an application for Building Consent is submitted separately to the Planning Consent application, i.e. two separate applications
- The application is a Transitional application, where planning consent is granted under the *Development Act* and building consent is to be assessed under the *Planning Development Infrastructure Act 2016*.

Consent Verification

[? Help for this section](#)

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Confirm Consent](#)
- > **[Nature and Cost of Development](#)**
- Fee Request
- Summary

Nature Of Development

Nature of development *

dwelling

Review and Update the Consent Stages Description

When the applicant during submission had chosen either **No** or **Undecided** to building consents assessed in multiple stages, their selection is shown as well as the option to change to multiple building stages, if the applicant changes their decision.

During verification is the final opportunity to change a building consent from not staged to a staged building consent.

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Confirm Consent](#)
- [Nature and Cost of Development](#)
- Fee Request
- Summary

Nature and Cost of Development

Nature of Development *

alterations

11/4000

Consent Stages

The applicant has indicated the following to multiple stages:

Undecided

Following conversations with the applicant, are they wanting to stage this building consent? *

Yes

No

Confirmed building consent is not staged

1. Click **No** – to staging the building consent assessment.

Consent Stages

The applicant has indicated the following to multiple stages:

Undecided

Following conversations with the applicant, are they wanting to stage this building consent? *

Yes

No

➤ Building or Building Work 1

ADD BUILDING OR BUILDING WORK

2. Click on **Building or Building Work 1** to expand.

▼ Building or Building Work 1

Short Description *

A short description of the building or building work, to appear as the label and in the DNF

Description

3. Next, complete [Provide the Building or Building Work Details](#).

Confirmed building consent is staged

1. Click **Yes** – to stage the building consent assessment.
2. Enter a **description** for Building Consent: Stage 1 (Current Consent) to be assessed now.

Important! When a building consent has been changed to staged, then the current consent being assessed is for Stage 1.

3. Click on **Building or Building Work 1** to expand and complete [Provide the Building or Building Work Details](#).

Consent Stages

The applicant has indicated the following to multiple stages:

Undecided

Following conversations with the applicant, are they wanting to stage this building consent? *

Yes

No

BUILDING CONSENT: STAGE 1 (CURRENT CONSENT) ▾

Description *

House 5/500

Assess this stage now
 Assess this stage later

Building or Building Work 1 ▾

Short Description *

2 storey dwelling

Description

4. Enter a **description** for **Building Consent: Stage 2** to be assessed later.
5. **Add another stage**, as required.

BUILDING CONSENT: STAGE 2 ▾

Description *

Swimming Pool 13/500

Assess this stage now
 Assess this stage later

[ADD ANOTHER STAGE](#)

Add another building consent stage

During the assessment of a staged consent the ability to add another stage is available.

1. Click **Add another stage**.

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Confirm Consent](#)
- > **[Nature and Cost of Development](#)**
- Fee Request
- Summary

Nature and Cost of Development

Nature of Development *

2 storey dwelling, with swimming pool and retaining wall

4/4000

Consent Stages

BUILDING CONSENT: STAGE 1 (CURRENT CONSENT) ▼

Description *

House 3/500

Assess this stage now
 Assess this stage later

> **Building or Building Work 1**

ADD BUILDING OR BUILDING WORK

ADD ANOTHER STAGE

2. Enter a **description** for the new **Building Consent: Stage 3** to be assessed later.

BUILDING CONSENT: STAGE 3 ▼

Description *

Swimming pool 13/500

Assess this stage now
 Assess this stage later

[Remove stage](#)

ADD ANOTHER STAGE

Separate building consent stages (assess later)

When an applicant has submitted all stages to be assessed now and they want each stage to be submitted separately, then change those stages to be assessed 'later' rather than now.

1. Click on **Assess this stage later** within each stage.

The screenshot shows two stages of a building consent application. The first stage is titled 'BUILDING CONSENT: STAGE 2 (CURRENT CONSENT)' and has a description of 'House' (5/500 characters). Below the description, there are two radio button options: 'Assess this stage now' (which is currently selected) and 'Assess this stage later' (which is circled in red). Below the options is a button labeled 'ADD BUILDING OR BUILDING WORK'. The second stage is titled 'BUILDING CONSENT: STAGE 3 (CURRENT CONSENT)' and has a description of 'verandah' (8/500 characters). It also has two radio button options: 'Assess this stage now' (selected) and 'Assess this stage later' (circled in red). Below the options is another button labeled 'ADD BUILDING OR BUILDING WORK'.

The ADD BUILDING OR BUILDING WORK is not required for stages to be assessed later. When a stage is the 'current' consent being assessed, then adding a building or building work is required.

The screenshot shows two stages of a building consent application. The first stage is titled 'BUILDING CONSENT: STAGE 2' and has a description of 'House' (5/500 characters). Below the description, there are two radio button options: 'Assess this stage now' and 'Assess this stage later' (which is selected). The second stage is titled 'BUILDING CONSENT: STAGE 3' and has a description of 'verandah' (8/500 characters). It also has two radio button options: 'Assess this stage now' and 'Assess this stage later' (which is selected).

Provide the Building or Building Work Details

- Complete the Building or Building Work details as follows.
 - Short Description** - enter a description of the building, or building work (which will appear on the DNF).
 - Description** – provide a details description of the building or building work.
 - Classification** – select a building classification/s (multiple selects is available).
 - Rise in Storeys** - enter the rise in storeys.
 - Total Floor Area (m²)** - enter only the total floor area for the building or building work.
 - Swimming Pool Inspection** – indicate an inspection is required (as applicable).
 - Farm Building or Farm Shed** – indicate an inspection is required (as applicable).
- Click on **Add another building or building work** (as required).

When the application contains multiple building works that will be completed at different times, each building/building work can be added individually which also enables the ability to add building notifications specific to each building/building work during the assessment of the building consent.

- Click on **Next** to continue.

Building or Building Work 1

Short Description *

Description *

Classification *

Rise in Storeys *

Total Floor Area (m²) *

Swimming Pool Inspection

This Building Work requires inspection as per Practice Direction 8

Farm Building or Farm Shed

For Inspection purposes this Building Work is a Farm Building or Farm Shed

ADD ANOTHER BUILDING OR BUILDING WORK

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 including 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.

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.

ADD ANOTHER BUILDING OR BUILDING WORK

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 local council is the relevant authority for building consent.

Development Costs

i 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	\$ 0	Not Applicable ▼

Total Development Cost (excluding fit-out costs)

\$ 250,000

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

GO BACK
SAVE DRAFT
NEXT

6. Complete Fee Request

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

Important 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).
- **Compliance** fees are collected from the applicant and distributed to council.

Development Cost

The calculation of the fees is performed on the Development Cost shown. During the completion of the **Nature and Cost of Development** page the Total Development Cost was updated the Development Cost will show the 'new' amount.

Lodgement Fees

1. Click on the fees applicable to the building and/or building works.
 - Leave the **Electronic Lodgement Fee** default selection.
 - Select the **Hard copy** fee for applications received by post, in person or by email.

Lodgement Fees for Accredited Professionals

For accredited professionals, fees are determined between you and the client, therefore only the **Lodgement fee** must be charged once per application, and on the first consent assessed through the Development Assessment Processing (DAP).

Consent Verification [Help for this section](#)

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Confirm Consent](#)
- ✓ [Nature and Cost of Development](#)
- > [Fee Request](#)
- Summary

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: Building Consent
Development Cost: \$410,000

All fees raised on this application

No ~~previous fees have been~~ raised for this application

LODGEPLANNING CONSENTBUILDING CONSENTCOMPLIANCE

Electronic Lodgement Fee
 Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Total Payable Fees				

i

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

Building Consent Fees

2. Click on the **Building Consent** tab.
3. Click on the **building consent fees** applicable to the building works.

Building Assessment Fees

When building assessment fees are being charged at the point of building consent and the [Update Nature and Cost of Development](#) section has been completed, then the 'Building Assessment – Class' fee is automatically selected and the statutory amount calculated on the 'estimated development cost'.

i Available Building Consent Fees

For accredited professionals, fees are determined between you and the client. The **Home Building Development approval fee** is the only fee available during verification.

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](#)
- ✓ [Confirm Consent](#)
- ✓ [Nature and Cost of Development](#)
- > [Fee Request](#)
- Summary

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: Building Consent
Development Cost: \$250,000

All fees raised on this application

No previous fees have been raised for this application

LODGE
PLANNING CONSENT
BUILDING CONSENT
COMPLIANCE

- Building Assessment - Class 1 **i**
- Building Assessment - Class 10
- Building Assessment - Classes 2-9
- Building Assessment Demolition
- Certificate of occupancy
- Change of Classification

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

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

i Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

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.

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

The screenshot shows the 'BUILDING CONSENT' tab with the following fee selection options:

- 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
Building Assessment - Class 1 i				<i>Reason for variation</i>
Total Payable Fees				

Fee Discrepancy: Update the Development Costs within the Nature and Cost of Development page to invoice the selected Building Assessment – Class fee(s) or remove the selection to continue; invoicing the building assessment – class fees at a later stage.

Buttons: GO BACK, SAVE DRAFT, NEXT

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

The screenshot shows the 'BUILDING CONSENT' tab with the following fee selection options:

- Building Assessment - Classes 2-9
- Building Assessment - Demolition
- Certificate of occupancy
- Change of Classification
- Referral to Commission (Concurrence)
- Referral to Commission (Opinion)


Button: GO BACK


Compliance Fees

A compliance fee (for inspections) is charged per building and the applicant invoiced during building consent verification/assessment or during development approval by the issuing council.


Compliance Fees for Accredited Professionals



The **Urban Tree Canopy off-set Fee** and **Urban Tree Fund Fee** will be determined by the council issuing the development approval.

6. Select the **Compliance** tab.
7. Click on the fees applicable to the building and/or building works.
8. 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.

LODGEMENT PLANNING CONSENT BUILDING CONSENT **COMPLIANCE**

Class 1
 Class 10 > \$10,000
 Classes 2-9 
 Swimming pools or swimming pool safety features
 Urban Tree Fund Fee

Description	Statutory Amount	Actual	GST Included	Reason for variation	
Classes 2-9				Reason for variation	
Classes 2-9				Reason for variation	
Total Payable Fees					

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts



Modify the Fee Amount

Only fee amounts in an editable field can be changed up or down, for example **Hard Copy**.

9. Click in the field and type the new **fee amount** (inc. GST)
10. Enter a **reason** for the change.

<input type="text" value="\$95.00"/>	\$0.00	<input type="text" value="increased due to the amount of paperwork provided"/>
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11. Once all required fees have been selected, then select **Next** to continue.

7. Review Verification Summary and Submit

A summary of the verification is produced, scroll through the summary checking information entered, and identifying any keying in errors.

If changes to entered information is required then select the applicable page and make the necessary edits, and the progress through the subsequent pages.

Consent Verification

[Help for this section](#)

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Confirm Consent](#)
- ✓ [Nature and Cost of Development](#)
- ✓ [Fee Request](#)
- > [Summary](#)

Verify Application

Relevant Authority

Are you an appropriate Relevant Authority for this Building Consent?
Yes

Reason
Accredited Professional - Section 97 - Building Level 1

Verify Documentation

Documentation

Document	Document Type	Date Created
* Building Drawings.docx	Engineering Structural	31 Mar 2021 10:44
* Request for Documentation - Application 21002381 - Building Consent.pdf	Request for Documentation	31 Mar 2021 9:32
* Letter for Relevant Authority Reassigned - Application 21002381.pdf	Letter to Applicant	31 Mar 2021 8:12

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 instructions on how to download a document and record the date sent, refer to [Request, upload and generate documents](#) page.

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



Government of South Australia
Department for Trade
and Investment