

Background

The checklist tool can be used to identify refined elements of an application that have a Deemed-to-Satisfy (DTS) pathway in the Planning and Design Code (the Code). It provides assessors with the ability to easily assess and identify whether the development complies/does not comply with the DTS provisions within the Code.

The *Generate Checklist* tool can be used for Planning/Planning and Land Division Consent applications that have a status of “in verification” or “awaiting verification” and provides the following features:

- Ability to search for applications assigned to the organisation in the verification process.
- The *Generate checklist* tool will identify elements where a DTS pathway exists.
- Ability to generate a DTS checklist in Microsoft Word format, includes; checkboxes for each DTS provision and an area to provide comments.

The checklist can be downloaded, completed, and saved back to the document store as evidence that elements within the application are able/unable to be assessed as a DTS form of development.

Included instructions

1. **Generate Checklist**
 - a. No code checklist identified
 - b. Previously Generated Checklists
2. **View checklist from the application document store**
3. **Completing the Code Rule Checklist in Word**
 - a. How to complete the checklist
4. **Upload the Code Rule Checklist to the consent document store**


Related Instructions

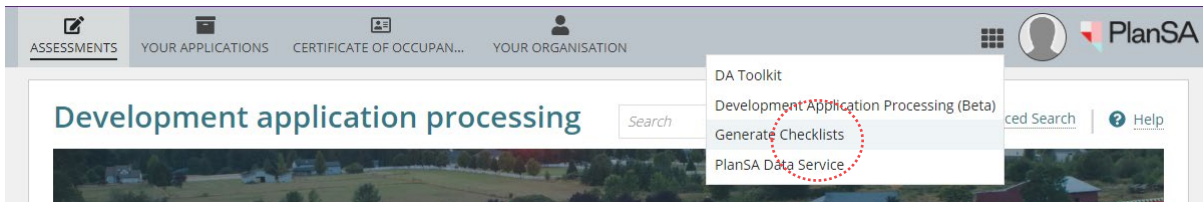
[Request, upload and generate documents | PlanSA](#)

Document management


- [Upload and supersede a document](#)
- [Download and open multiple documents at the same time](#)

Generate Checklist

1. Click on the  **9 dots menu** and select **Generate Checklists** option.



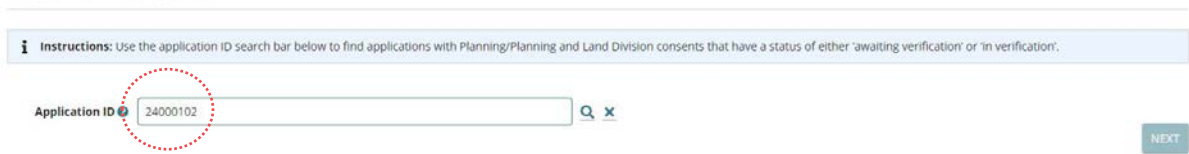
The **Generate Checklist** page displays at **Step 1 – Search Application**.

2. Enter the **application ID** of the planning/planning and land division consent 'awaiting verification' or 'in verification'.
3. Click  **Search** icon to locate the application.

Generate Checklist



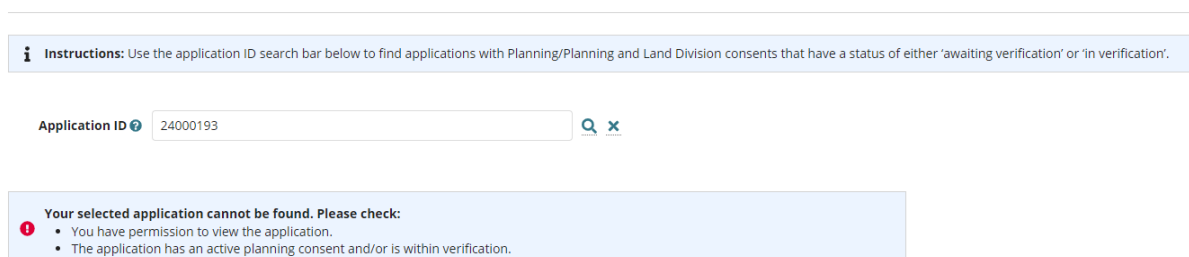
Step 1 - Search Application



Application cannot be found

An error message is shown when the planning/planning and land division consent is already verified or you are not the relevant authority for the consent.

Step 1 - Search Application




4. The location details for the application are displayed. Click **NEXT** to continue.

Search Application Refine Elements Generate Checklists View Checklists Confirmation

Step 1 - Search Application

i Instructions: Use the application ID search bar below to find applications with Planning/Planning and Land Division consents that have a status of either 'awaiting verification' or 'in verification'.

Application ID



Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council
97A ARTHUR ST MAGILL SA 5072	CT 6265/706	D128781 AL701	D/100	CAMPBELLTOWN CITY COUNCIL

Nature of Development
construct 2 x 2 storey dwellings

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

Step 2 – Refine Elements displays with the elements selected by the applicant during submission or by the assessor in verification.

An element selected in verification is not showing

An element added during verification will not show, when a draft not saved before generating the Code Rules Checklist.

Search Application Refine Elements Generate Checklists View Checklists Confirmation

Step 2 - Refine Elements

Elements

[Land use definitions](#)

i Elements can not be added to the application from this page. Please return to the application summary page to make any changes.

Please review the range of elements selected in this application.

Elements

<input type="checkbox"/> Boundary realignment	<input type="checkbox"/> Carport or garage	<input type="checkbox"/> Change of building classification
<input type="checkbox"/> Change of use	<input type="checkbox"/> Demolition	<input type="checkbox"/> Dwelling alteration or addition
<input type="checkbox"/> Land division	<input checked="" type="checkbox"/> New housing	<input type="checkbox"/> Shed
<input type="checkbox"/> Swimming pool or spa pool and associated swimming pool safety features	<input checked="" type="checkbox"/> Tree-damaging activity	<input type="checkbox"/> Verandah

Show less elements

RESIDENTIAL COMMERCIAL / INDUSTRIAL COMMUNITY INFRASTRUCTURE RURAL

<input type="checkbox"/> Air handling unit, air conditioning system or exhaust fan	<input type="checkbox"/> Animal keeping	<input type="checkbox"/> Deck
<input type="checkbox"/> Fences and walls	<input type="checkbox"/> Filling of land	<input type="checkbox"/> Outbuilding
<input type="checkbox"/> Private bushfire shelter	<input type="checkbox"/> Replacement building	<input type="checkbox"/> Shade sail
<input type="checkbox"/> Solar panels	<input type="checkbox"/> Water tanks	
<input type="checkbox"/> Other - Residential		

Refine elements to provide more detail

- Tree-damaging activity
- New housing [refine](#)

5. **Refine** the elements.

Reminder, any refinement you make will not be reflected in the planning/planning and land division consent.

6. Click **GENERATE AVAILABLE CHECKLISTS**.

Refine elements to provide more detail

- Tree-damaging activity
- New housing [refine](#)
 - Detached dwelling
- Verandah
- Swimming pool or spa pool and associated swimming pool safety features
- Carport or garage [refine](#)
 - Outbuilding (Carport or garage)

Refine 'Carport or garage'

Please specify which elements are included in this application from the detailed list below. [x](#)

Carport

Outbuilding (Carport or garage)

Refining any elements on this page will not update within the application.

[CANCEL](#) [BACK](#) [GENERATE AVAILABLE CHECKLISTS](#)

Step 3 – **Generate Checklist (Deemed-to-satisfy)** displays with the elements separated into elements with a code checklist and those that do not.

Use **BACK** to update an element refinement (as required).

7. Leave the elements selected by default, or to generate a checklist for specific element, remove the tick from the elements you wish to exclude.

Search Application Refine Elements Generate Checklists View Checklists Confirmation

Step 3 - Generate Checklist (Deemed-to-Satisfy)

The following elements have a code checklist available:

Select one or more of the below elements

- Detached dwelling
- Verandah
- Outbuilding (Carport or garage)

The following elements DO NOT have a code checklist available:

Elements

- Tree-damaging activity
- Swimming pool or spa pool and associated swimming pool safety features

[CANCEL](#) [BACK](#) [GENERATE CHECKLIST](#)

When no code rules checklist is available, then refer to the [No code checklist identified](#) instructions.

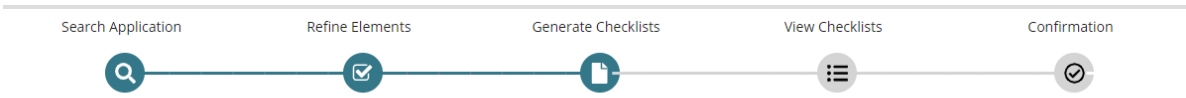
8. Click **GENERATE CHECKLIST**.

No code checklist identified

Where a code checklist cannot be found a note will advise:

There are no checklists available for this application. Based on the elements selected and the location, there are no deemed-to-satisfy assessment criteria available.

9. Click DONE.



Step 3 - Generate Checklist (Deemed-to-Satisfy)

Note: There are no checklists available for this application. Based on the elements selected and the location, there are no deemed-to-satisfy assessment criteria available.

The following elements have a code checklist available:

None identified

The following elements DO NOT have a code checklist available:

Elements

- Land Division within the Limited Land Division Overlay
- Row dwelling

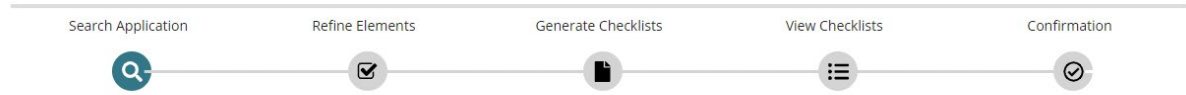
DONE

The **Generate Checklist** page displays with [Step 1 – Search Application](#).

Generate Checklist



[Help for this section](#)



Step 1 - Search Application

Instructions: Use the application ID search bar below to find applications with Planning/Planning and Land Division consents that have a status of either 'awaiting verification' or 'in verification'.


Application ID

How to...

Generate Code Rules Checklist for Deemed to Satisfy elements



Step 4 – View Generated Checklists displays with a document generation progress bar.

10. Click  **Refresh** to update the document progress bar.

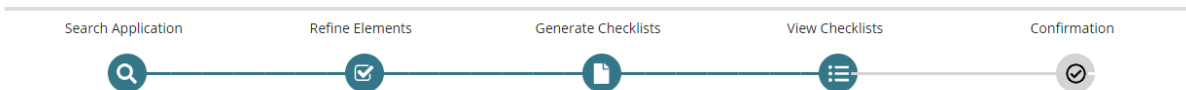
The **Generated Checklists** displays the Code Rules Checklist for each element selected.

Previously Generated Checklists


Only Code Rules Checklists upload to the application document store are made available from the **Previously Generated Checklists** section.

11. Expand the **Previously Generated Checklists** (as needed).

12. Click **SUBMIT** to upload to the applications document store.




Step 4 - View Generated Checklists

100% 

Note: Document generation has successfully completed for the following elements. To generate for different elements/repeat elements, go back and try again.
Verandah, OutbuildingToCarportOrSheda

Document	Document Type	Date Created	
* CodeRulesChecklist - Verandah - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 17:18	✘
* CodeRulesChecklist - OutbuildingToCarportOrSheda - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 17:18	✘

Previously Generated Checklists 

Document	Type	Date Created
* CodeRulesChecklist - DetachedDwelling - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 8:39
* CodeRulesChecklist - DetachedDwelling - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 8:21

13. Click **YES** to continue or **NO** to close the message.

The checklists will be made available within the document store.
Are you sure you want to continue?

How to...

Generate Code Rules Checklist for Deemed to Satisfy elements



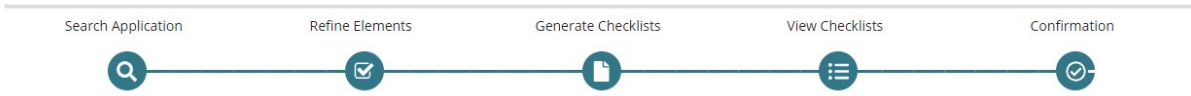
Confirmation of the Code Rules Checklist added to the application document store displays.

14. Click **DONE** to complete.

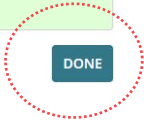
Generate Checklist - 23000608



[Help for this section](#)



The checklist documents have now been successfully added to the document store.



DONE

View the Code Rules Checklist from the application document store

1. Open the **Documents** tab for the application planning/planning and land division consent.
2. The 'Code Rule Checklist – During Verification' documents are available.
3. Click on the document name to download.

Summary **Documents** Fees Referrals Planning Info Clocks Decision Appeals Related Actions

< Development application 23000608 Help for this section

Search by keyword
Search by keyword
Search by Category
Search by Type

Where was the document uploaded?
 Application
 Planning Consent
 Building Consent

Additional document filters
 P&D Code Rules
 Snapshots
 Other Documents

Hidden by default
 Superseded
 System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * CodeRulesChecklist - DetachedDwelling - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 17:34			✗	
<input type="checkbox"/> * CodeRulesChecklist - Verandah - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 17:33			✗	
<input type="checkbox"/> * CodeRulesChecklist - DetachedDwelling - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 8:39			✗	
<input type="checkbox"/> * CodeRulesChecklist - DetachedDwelling - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 8:21			✗	
<input type="checkbox"/> DapSubmissionSnapshotAppl23000608-156640.pdf	Application Snapshot	31 May 2023 7:58			✗	
<input type="checkbox"/> AllDocuments-156639.pdf	All application documentation	31 May 2023 7:57			✓	

6 items

4. The **Save As window** displays. Save to a folder location on your computer.

Save As

Documents > Code Rules

Organize New folder

Name	Date modified	Type	Size
CodeRulesChecklist - DetachedDwelling ...	15/02/2024 8:17 AM	Microsoft Word D...	221

File name: CodeRulesChecklist - Verandah - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif

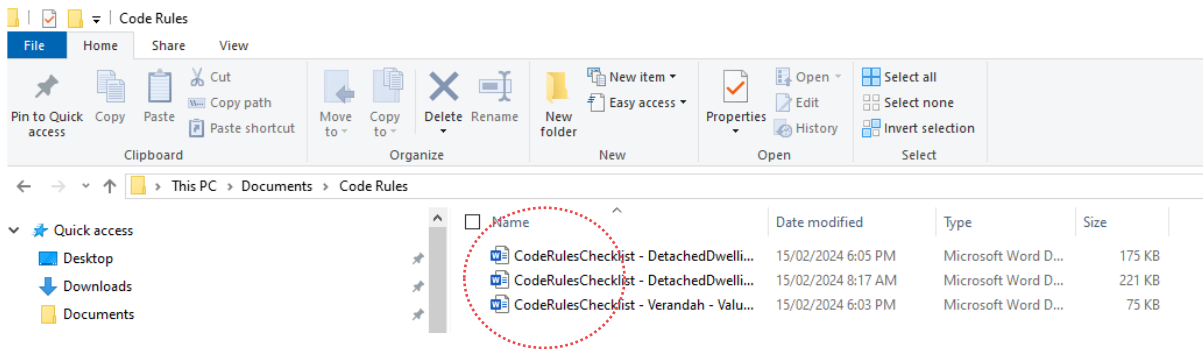
Save as type: Microsoft Word Document

Save Cancel

5. Repeat the steps until all 'Code Rule Checklist – During Verification' documents are saved to a folder on your computer.

Completing the Code Rule Checklist in Word

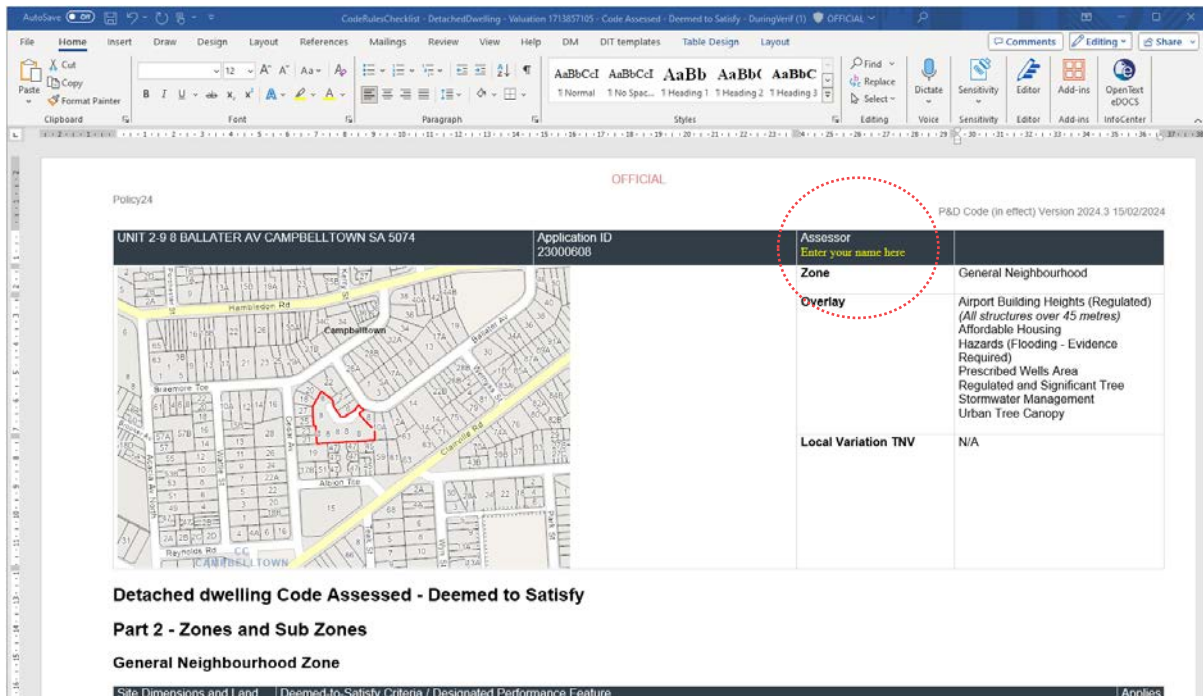
1. Open the folder location where the 'Code Rule Checklist – During Verification' are saved.
2. Click on the word document to open.



3. Enable editing (as applicable).

The Code Rules Checklist will show the latest version of the code, location details, application ID, Zone and Overlays and TNV details.

4. Underneath the **Assessor** label the allocated assessor will default, otherwise enter your name here.



How to complete the checklist

- Click on **Select** to show a list of options, includes; Yes, No and N/A (not applicable).

Site Dimensions and Land Division	Deemed-to-Satisfy Criteria / Designated Performance Feature	Applies								
	<p>DTS/DPF 2.2</p> <p>Where the site of a dwelling does not comprise an entire allotment:</p> <table border="0"> <tr> <td style="border: 1px solid black; padding: 2px;">Select</td> <td>a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Yes</td> <td>b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">No</td> <td></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">N/A</td> <td></td> </tr> </table> <p>Comments:</p>	Select	a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1	Yes	b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:	No		N/A		Select
Select	a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1									
Yes	b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:									
No										
N/A										

- Within **Comments:** provide any assessment comments or notes etc.

Site Dimensions and Land Division	Deemed-to-Satisfy Criteria / Designated Performance Feature	Applies				
	<p>DTS/DPF 2.2</p> <p>Where the site of a dwelling does not comprise an entire allotment:</p> <table border="0"> <tr> <td style="border: 1px solid black; padding: 2px;">[No]</td> <td>a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">[Yes]</td> <td>b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:</td> </tr> </table> <p>Comments: Provide any assessment comments, notes etc.</p>	[No]	a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1	[Yes]	b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:	Select
[No]	a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1					
[Yes]	b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:					

- Click on **Select** to show a list of options, includes; Complies, Does not Comply, Minor Variation or N/A (not applicable).

Site Dimensions and Land Division	Deemed-to-Satisfy Criteria / Designated Performance Feature	Applies				
	<p>DTS/DPF 2.2</p> <p>Where the site of a dwelling does not comprise an entire allotment:</p> <table border="0"> <tr> <td style="border: 1px solid black; padding: 2px;">[No]</td> <td>a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">[Yes]</td> <td>b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:</td> </tr> </table> <p>Comments: Provide any assessment comments, notes etc.</p>	[No]	a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1	[Yes]	b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:	<div style="border: 1px solid black; padding: 2px;"> Part 2 - Zones.anc Select Complies Does not Comply Minor Variation N/A </div>
[No]	a. the balance of the allotment accords with site area and frontage requirements specified in General Neighbourhood Zone DTS/DPF 2.1					
[Yes]	b. if there is an existing dwelling on the allotment that will remain on the allotment after completion of the development, it will not contravene:					

- Repeat the steps until the checklist is completed.

- Save the checklist.

- Close 'X' checklist.

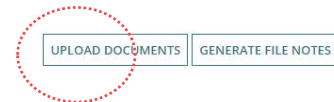
Upload the Code Rule Checklist to the consent document store

Regardless of the assessment outcome (i.e. deemed-to-satisfy or performance assessed) you can upload the Code Rules Checklist to the applications document store.

Reminder, when uploading a new version of the 'Code Rules Checklist' supersedes the old version following the [Upload and supersede a document](#) instructions.

1. Open the **Documents** tab for the application planning/planning and land division consent.
2. Click **UPLOAD DOCUMENTS**.

Planning Consent - 23000608: Unit 2-9 8 Ballater Av



Summary **Documents** Fees Referrals Planning Info Clocks Decision Appeals Related Actions

< Development application 23000608 Help for this section

Search by keyword: Search by keyword

Search by Category:

Search by Type:

Where was the document uploaded?

- Application
- Planning Consent
- Building Consent

Additional document filters

- P&D Code Rules
- Snapshots
- Other Documents

Hidden by default

- Superseded
- System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
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3. Click **UPLOAD** and the **Open** window displays.
4. Drag-and-drop the Code Rules Checklist to the 'Drop Files here' field.
5. **Cancel** to close the Open window.

Generate Code Rules Checklist for Deemed to Satisfy elements



6. Categorise the document as 'Assessment Documents' and 'Code Rules Checklist – Manual Upload'. The document is not visible to the applicant.
7. Click **SAVE CHANGES** to complete the upload.

Upload Documents

Upload Documents

Document	Document Category	Document Type	Visible to Applicant	
<div style="display: flex; align-items: center;"> <div> <p>CodeRulesChecklist... DOCX – 220.11 KB</p> </div> </div>	Assessment Documents	Code Rules Checklist - Manual Upload	✘	✕
<div style="display: flex; align-items: center;"> <div style="border: 1px dashed #ccc; padding: 2px; margin-right: 5px;"> <p>UPLOAD</p> </div> <div style="border-bottom: 1px dashed #ccc; padding: 2px;"> <p>Drop files here</p> </div> </div>	--- Select One ---	--- Select One ---		

Note: You may select multiple documents to upload simultaneously.

Other Documents >

CANCEL

SAVE CHANGES

The 'Code Rules Checklist – Manual Upload' displays in the documents table.

Planning Consent - 23000608: Unit 2-9 8 Ballater Av

UPLOAD DOCUMENTS GENERATE FILE NOTES

Summary Documents Fees Referrals Planning Info Clocks Decision Appeals Related Actions

Help for this section

Development application 23000608

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Search by keyword

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Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * CodeRulesChecklist - DetachedDwelling - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif (1).docx	Code Rules Checklist - Manual Upload	15 Feb 2024 18:29			✘	
<input type="checkbox"/> * CodeRulesChecklist - DetachedDwelling - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 17:34			✘	
<input type="checkbox"/> * CodeRulesChecklist - Verandah - Valuation 1713857105 - Code Assessed - Deemed to Satisfy - DuringVerif.docx	Code Rules Checklist - During Verification	15 Feb 2024 17:33			✘	