

Guide for Relevant Authorities

Development Assessment

Verify a Land Division Consent

Version 1.4



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 to show all development applications.
2. Click on the application record (not the **ID** number) with the action ‘Start verification to view more details.
3. Click on **Land Division Consent** to commence verification.

FOR YOUR ACTION (33) | ASSESSMENT IN PROGRESS (78) | WAITING (16) | UPCOMING (6) | COMPLETED (85) | BUILDING NOTIFICATIONS (2) | RECTIFICATION NOTIFICATIONS (0)

[Help for this section](#)

For your action
 Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
22000074	T Testfour	349 SPRINGS RD ROBE SA 5276, 349 SPRINGS RD ROBE SA 5276	divide 1 in to 10	24 Jun 2022	Start Verification (Land Division Consent)	—	4

STATUS DETAIL | CONTACTS | SUMMARY

Application 22000074

This application currently requires 1 action from you

Start Verification 4

Planning consent	✓ Granted 1 Sep 2022	>
Land Division consent	Pending verification	∨
Verification		
Development approval	Pending approval of all consents	

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.

For more information refer to [Update an incorrect development location](#) instructions.

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.

Land Division Consent - 22000430: 1 King William St Adelaide SA 5000

Summary Documents Fees Referrals Clocks Decision Appeals Related Actions

VERIFY CONSENT PLACE ON HOLD

Help for this section

< Development application 22000430

Consent status: Awaiting Verification

Development Location(s)
1 KING WILLIAM ST ADELAIDE SA 5000

Title Ref: CT 6144/284 Plan Parcel: F122559 AL2
Additional Location Information:
Council: Adelaide City Council

Zoning information

Zones
• Capital City

Overlays

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

Land Division Consent - 22000430: 1 King William St Adelaide SA 5000

Summary Documents Fees Referrals Clocks Decision Appeals Related Actions

Help for this section

< Development application 22000430

Internal Referrals

ADD A NEW INTERNAL REFERRAL

4. Click on **Verify Consent**.

Land Division Consent - 22000430: 1 King William St Adelaide SA 5000

Summary Documents Fees Referrals Clocks Decision Appeals Related Actions

VERIFY CONSENT PLACE ON HOLD

Help for this section

< Development application 22000430

Consent status: Awaiting Verification

Development Location(s)
1 KING WILLIAM ST ADELAIDE SA 5000

Title Ref: CT 6144/284 Plan Parcel: F122559 AL2
Additional Location Information:
Council: Adelaide City Council

Zoning information

Zones
• Capital City

Overlays

Perform verification of the Land Division Consent

The following pages outline the information and documentation verified to determine whether land division consent is required to continue with the land division consent assessment.

On completion of the verification of the land division 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. 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.

Consent Verification

[Help for this section](#)

> [Verify Documentation](#)

Referrals

Fee Request

Summary

Verify Documentation

Documentation

Document	Type	Date Created
DecisionNotificationForm-Application22000074-104178.pdf	Decision Notification Form	1 Sep 2022 16:07
104170.docx	Stamped Plans	1 Sep 2022 16:04
VerificationOutcome-PlanningConsent-Application22000074-96328.pdf	Verification Outcome	24 Jun 2022 9:14
LetterForRelevantAuthorityReassigned-Application22000074-96145.pdf	Letter to Applicant	22 Jun 2022 17:01
-93735.pdf	Floor Plans	11 Feb 2022 12:30

5 items

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.
5. Click on **Yes** or **No** to the land currently having or will be subject to a deed of agreement?
6. Click NEXT to continue.

Has all mandatory documentation been provided?*

Yes
 No

Does the land currently have, or will the land be subject to a deed of agreement?*

Yes
 No

SAVE DRAFT
NEXT

Missing Mandatory Documentation

1. 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.

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

Does the land currently have, or will the land be subject to a deed of agreement? *

Yes

No

SAVE DRAFT NEXT

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 and edit 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).

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.

The screenshot shows a web form with the following elements:

- Question: **Has all mandatory documentation been provided? ***
- Options: Yes, No
- Question: **How do you wish to resolve the shortfall in documentation? ***
- Options: Request additional documentation, Waive the requirement for additional documentation, Waive some documentation and request some documentation
- Section: **Waived Documentation ***
- Text input field: include a reason for the waiver
- Placeholder text: Details of documentation waived, and reason
- Buttons: GO BACK, SAVE DRAFT, NEXT

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.

The screenshot shows a web form with the following elements:

- Question: **Has all mandatory documentation been provided? ***
- Options: Yes, No
- Question: **How do you wish to resolve the shortfall in documentation? ***
- Options: Request additional documentation, Waive the requirement for additional documentation, Waive some documentation and request some documentation
- Section: **Waived Documentation ***
- Text input field: |
- Placeholder text: Details of documentation waived, and reason
- Section: **Generate 'request for additional documentation' document**
- Upload button: UPLOAD Drop file here
- Text: Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).
- Buttons: GO BACK, SAVE DRAFT, SUBMIT

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:

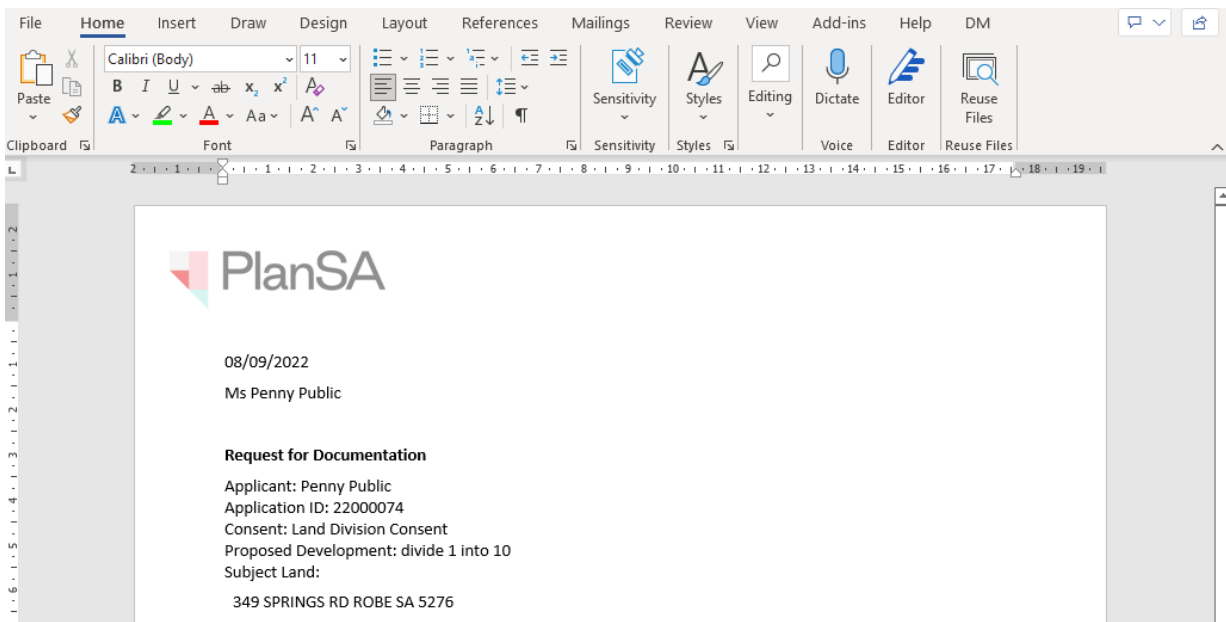
- A grey header box containing the text "Consent(s) already granted".
- A warning message: "The applicant has indicated that a required consent has already been granted under the Development Act. Please ensure that the associated DNF and stamped plans have been provided."
- A question: "Has all mandatory documentation been provided?*" with radio buttons for "Yes" and "No". The "No" option is selected and circled in red.
- A 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.
- A link: "Generate 'request for additional documentation' document".
- An upload area with a dashed border, containing an "UPLOAD" button and the text "Drop file here".
- A note: "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.

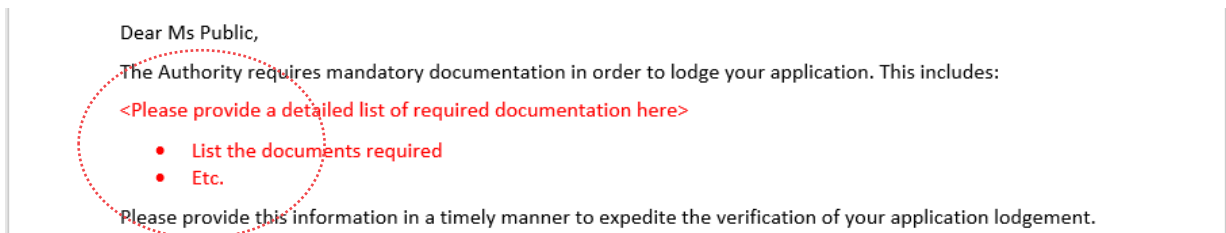
The screenshot shows a file download interface with the following elements:

- A grey rectangular area on the left, representing a document icon, which is circled in red.
- A link: "Generate 'request for additional documentation' document".
- An upload area with a dashed border, containing an "UPLOAD" button and the text "Drop file here".
- A note: "Please create a document detailing the requirement for more information (w".
- A "GO BACK" button.
- A file name bar at the bottom showing "Request for Docu...docx" with a small upward arrow.

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.

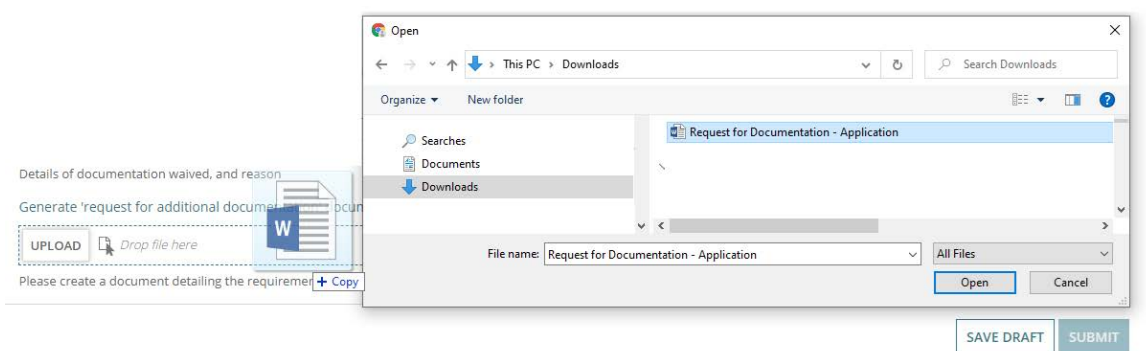
6. **Print** the 'Request for Documentation letter' when the primary contacts preferred method of communication is post.

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'.



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

Generate 'request for additional documentation' document

 **Request for Documentation - Application 21002381 - Bui...**
DOCX - 87.35 KB

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

The Land Division Consent **Summary** screen shows with the **UPLOAD MANDATORY DOCUME...** button available and the consent status shows 'Awaiting Mandatory Documentation'.

Summary Documents Fees RFIS Clocks Decision Appeals Related Actions

< ~~Development application 22000074~~

Consent status: Awaiting Mandatory Documentation

Development Location(s)
349 SPRINGS RD ROBE SA 5276

Title Ref: CT 5325/682 **Plan Parcel:** H441800 SE108
Additional Location Information:
Council: Dc Of Robe

Zoning information

Zones

- Rural

Overlays

- Hazards (Bushfire - General)

2. Resume Verification

An email notification is sent when the contact for the application has uploaded the documentation requested and then resume verification of the land division 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 **Land Division Consent** to pending assessment.

FOR YOUR ACTION (33) ASSESSMENT IN PROGRESS (78) WAITING (18) UPCOMING (6) COMPLETED (83) BUILDING NOTIFICATIONS (2) RECTIFICATION NOTIFICATIONS (0) [Help for this section](#)

For your action
 Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
22000074	T Testfour	349 SPRINGS RD ROBE SA 5276, 349 SPRINGS RD ROBE SA 5276	divide 1 in to 10	24 Jun 2022	Start Verification (Land Division Consent)	—	4

STATUS DETAIL CONTACTS SUMMARY

Application 22000074

This application currently requires 1 action from you

Start Verification 4

Planning consent	✓ Granted 1 Sep 2022	>
Land Division consent Verification	Pending verification	∨
Development approval	Pending approval of all consents	

5. Click on **Resume Verification**.

Rd Robe SA 5276 + 1 more

RESUME VERIFICATION

PLACE ON HOLD

[Help for this section](#)

Zoning information

Zones

- Rural

3. Add Referrals

The referral to State Planning Commission (SPC) Planning Services is automatically added and distributed upon payment of the *Fee Advice* issued on completing the verification.

As required, additional Referrals to 'referral agencies' and/or 'council' can be added.

1. Provide a **reason** for the referral or any **comments** of note for SPC Planning Services.
2. Complete [Add another referral body](#) as required.
3. Click **NEXT** to Continue.

- ✓ [Verify Documentation](#)
- **Referrals**
- [Fee Request](#)
- [Summary](#)

Referrals

[Link to Schedule 9 of the PD&I Regulations](#)

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

Referral body
SPC Planning Services

Response type
Regulation 76

Referral type
Advice

Referral period
20 Business Days

Reason for Referral/Comments*

Maximum 500 characters.

Automatically distribute referral after verification

ADD ANOTHER REFERRAL BODY

GO BACK

SAVE DRAFT

NEXT

Add another referral body

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.

1. Click **ADD ANOTHER REFERRAL BODY**.

Reason for Referral/Comments *

Provide any comments of note

Maximum 500 characters.

ADD ANOTHER 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 2 ✕

Referral body type *

Referral Body

Referral body *

Environment Protection Authority

- **Response Type** either automatically populates based on the referral body chosen, or other referral bodies will require a response type to be selected.

Referral body *

Environment Protection Authority

Response type *

--- Select One ---

--- Select One ---

Schedule 9 (3)(9) Activities of Environmental significance, or development in Mount Lofty Ranges, River ...

Schedule 9 (3)(23) Land Division near Landfill Waste Depots

Schedule 9 (3)(9A) Site Contamination

- **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.

Referral body 2 ✕

Referral body type *

Referral Body

Referral body *

Environment Protection Authority

Response type *

Schedule 9 (3)(23) Land Division near Landfill ...

Referral type

Advice

Referral period

20 Business Days

Fee Schedule *

--- Select One ---

- **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.
- **Automatically distribute referral after verification** is the default. Remove the selection to manually distribute the referrals during the consent assessment.

Reason for Referral/Comments *

Review plans

Maximum 500 characters.

Automatically distribute referral after verification

ADD ANOTHER REFERRAL BODY

When multiple referrals required, then **Add another referral body** or when added a referral in error then use the ‘✕’ to remove.

4. 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.

(a) 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'.

Where a subsequent consent, the fees invoiced during the first consent verification and/or assessment are shown within the **All fees raised on this application** hyperlink.

(b) Default Fees

During the verification process where a referral is 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: Land Division Consent

Development Cost: \$1

All fees raised on this application

▼ [Show fees already raised on this application](#)

- LODGE
- PLANNING CONSENT
- LAND DIVISION CONSENT
- COMPLIANCE
- REFERRAL BODY

- Building Envelope Plan Fee
- Land Division - 4 or less and no Public road
- Land Division - 5+ and/or public road
- Publication of Building Envelope Fee
- Regulation 76 Advice from Commission

Description	Statutory Amount	Actual	GST Included	Reason for variation
Native Vegetation - Standard				
Total Payable Fees				

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

Land Division Consent Fees

When applicable, the “Regulation 76 Advice from Commission” fee is charged during verification and payable by the applicant to lodge the application for land division consent.

- Click on the fees applicable as follows.
 - Building Envelope Plan Fee**
 - Publication of Building Envelope Fee**
 - Land Division – 4 or less and no public road**
 - Land Division – 5+ and/or public road**
 - Regulation 76 Advice from Commission**

- ✓ [Verify Documentation](#)
- ✓ [Referrals](#)
- > [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: Land Division Consent
Development Cost: \$1

All fees raised on this application

▼ [Show fees already raised on this application](#)

LODGEMENT
PLANNING CONSENT
LAND DIVISION CONSENT
COMPLIANCE

- Building Envelope Plan Fee
- Land Division - 4 or less and no Public road
- Land Division - 5+ and/or public road
- Publication of Building Envelope Fee
- Regulation 76 Advice from Commission

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee ⓘ				
Land Division - 4 or less and no Public road				(00)
Total Payable Fees		\$300.00	\$0.00	

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

For more information, visit the below PlanSA pages:

- 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.*

Referral Body Fees

The referral body fees are automatically selected when the referral is added during verification and the 'statutory amount' is not editable and distributed to the referral body.

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: Land Division Consent

Development Cost: \$1

All fees raised on this application

▼ [Show fees already raised on this application](#)

- LODGE MENT
- PLANNING CONSENT
- LAND DIVISION CONSENT
- COMPLIANCE
- REFERRAL BODY**

Native Vegetation - Standard

Description	Statutory Amount	Actual	GST Included	Reason for variation
-------------	------------------	--------	--------------	----------------------

5. 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](#)

- ✓ [Verify Documentation](#)
- ✓ [Referrals](#)
- ✓ [Fee Request](#)
- > [Summary](#)

Verify Application

Verify Documentation

Documentation

Document	Type	Date Created
* Request for Documentation - Application 22000074 - Land Division Consent.docx	Elevations	8 Sep 2022 8:54
* Request for Documentation - Application 22000074 - Land Division Consent.pdf	Request for Documentation	8 Sep 2022 8:47
DecisionNotificationForm-Application22000074-104178.pdf	Decision Notification Form	1 Sep 2022 16:07
104170.docx	Stamped Plans	1 Sep 2022 16:04
VerificationOutcome-PlanningConsent-Application22000074-96328.pdf	Verification Outcome	24 Jun 2022 9:14
LetterForRelevantAuthorityReassigned-Application22000074-96145.pdf	Letter to Applicant	22 Jun 2022 17:01
.93735.pdf	Floor Plans	11 Feb 2022 12:30

7 items

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

	Total Payable Fees	\$1,033.00	\$0.00	
--	---------------------------	-------------------	---------------	--

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



Government of South Australia
Department for Trade
and Investment