

Guide for Relevant Authorities

Development Assessment

Assess a Planning & Land Division Consent

Version 4.10



Government of South Australia

Department for Trade
and Investment

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Related Instructions

1 **Manage Team Workload** [View](#)

Instructions on how to allocate the Consent to an Assessor

2 **Receive and Respond to a Request for Documentation** [View](#)

Instructions on how to issue a request for documentation and information

3 **Respond to an External Referral Request** [View](#)

Information and instructions on referral requests and respond.

4 **Respond and Request to an Internal Referral** [View](#)

Instructions on how to issue an internal referral and respond to a request.

5 **Fee Payments** [View](#)

Information and instructions on how to make a fee payment.

6 **Make a Decision on the Assessed Consent** [View](#)

Information and instructions on how to make a decision on a consent.

7 **Issue Development approval** [View](#)

Information and instructions on how to issue a development approval.

8 **Appeals** [View](#)

Information and instructions on how to manage an appeal.

1. Receives Development Application

The applicant’s development application is available from the **For Your Action** table, with an action of ‘Commence Assessment’ and number of business days to complete the assessment.

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

1. Search for the application by **ID** number.
2. Remove the Assigned to me only (as required).
3. Click on the application **ID** to assign the planning assessment to an assessor.

Development application processing

This is the **TRAINING**

Submit mandatory building notification
Submit mandatory Re-Inspection notification

FOR YOUR ACTION (18)
ASSESSMENT IN PROGRESS (33)
WAITING (13)
UPCOMING (1)
COMPLETED (18)
BUILDING NOTIFICATIONS (0)

1 results for: "21000740"

Assigned to me only

ID	Owner	Location	Nature of Development
21000740	John Smith	11 HALIFAX ST HILTON SA 5033	new office

2. Allocate an assessor to assess the consent

Allocate the consent to an assessor to provide you with visibility of your team’s and an assessor’s workload, to assist with identifying available capacity to take on new work, or to check a team member’s current workload.

For more information visit [Manage Team Workload.](#)

1. Against the applicable consent click in the **Allocated Assessor** field and start typing the name of person (i.e. yourself or a team member and select their name from the returned matches)
2. Click **Save User Allocation** to assign.

When you are allocating a consent to a team member, return to the **Assessment** dashboard to complete another task. If you allocate the consent to yourself, then continue by selecting the **Planning** consent or **Planning and Land Division** consent.

Assessment status				
Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
▶ Planning Consent	Assessment Manager at City of Adelaide	Autho testOne ✕	Under Assessment	🕒 12
Building Consent - Stage 1	City of Adelaide	Type to select the user	Awaiting Precursor Consent	
Staged Development Approval for: Planning Consent Building Consent - Stage 1	City of Adelaide	No assessor assigned Edit	Awaiting Precursor Consent	
Building Consent - Stage 2	City of Adelaide	Type to select the user	Initialised	
Development Approval for: Building Consent - Stage 2	City of Adelaide	No assessor assigned Edit	Awaiting Precursor Consent	

[View team workload](#)

[Help for this section](#)
SAVE USER ALLOCATION

3. Select **Start Assessment** in the displayed consent **Summary** screen.

Development Application:

DISTRIBUTE REFERRALS
START ASSESSMENT
PLACE ON HOLD

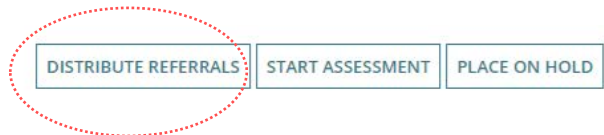
3. Distribute Referrals

On payment of the Fee Advice issued on completion of Planning or Planning and Land Division consent, will automatically distribute the referral(s) and an email distributed to the application's 'primary contact' advising a referral request has been sent.

For referral(s) automatically distributed at verification the Distribute Referrals button is not shown and does not show when no referrals added during verification. In cases, where the assessor chose not to distribute the referral(s) automatically, then the Distributed Referrals button is available.

Distribute referrals not automatically distributed at verification

1. Click **Distribute Referrals** to send the referral requests.



Related Actions

[? Help for this section](#)

Zoning information	
Zones	<ul style="list-style-type: none"> • Rural Horticulture
Overlays	<ul style="list-style-type: none"> • Dwelling Excision

2. Choose which referrals to distribute or leave all selected.
3. Click **Distribute Referrals**.

Distribute referrals

[? Help for this section](#)

Referrals

Which referral requests do you wish to distribute at this time?

Commissioner of Highways

GO BACK
DISTRIBUTE REFERRALS

4. Manage Assessment Documents

The **Documents** page is where you can upload documents created when conducting the assessment, working notes etc. and generate the assessment or panel report and File Notes.

The filter **Where was the document uploaded?** defaults with the 'Application' and 'Planning and Land Division Consent' selected and documentation shown in the table.

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

< **Development application 22000081**

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

Application

Planning and Land Division Consent

Building Consent

	Document	Type
<input type="checkbox"/>	* Code Rules - valuation 020782615_ - Assessment Start.pdf	P&D Code Rules - at Assessment Start
<input type="checkbox"/>	* Development Application Successfully Lodged - Application ID 22000081 _ Address_ 33 CARRINGTON ST ADELAIDE SA 5000.html	Email

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

- Fact sheet – Document types and applicant visibility
- Upload requested mandatory documentation received by post or email
- Upload and supersede a document

5. Request for Information

The request will go direct to the development applications 'primary contact' and the development application will move to the **Waiting** tab on the dashboard.

1. Click on **RFIs** and then **Send Request for Information**.

Summary Documents Fees **RFIs** Referrals Public Notification Conditions and Notes Clocks Decision Appeals Related Actions

< Development application 22000460

The Relevant Authority has 10 days to issue the first request for information from beginning of the consent assessment phase.

There are 8 days remaining (not including today) to issue a request (by 1 Jul 2022)

 **Send Request For Information**

Send a request for information to the Main Contact as Relevant Authority

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

- Request further information during assessment (includes recall request)
- Provide requested further information during assessment
- Perform an extension of time for an applicant to respond with further information
- Evaluate the request for information response

6. Manage External and Internal Referrals

The **Referrals** page shows automatically ‘distributed’ external referral requests and ‘initialised’ external referral requests not yet distributed.

A consent decision cannot be made until all ‘distributed’ referrals have been responded to or recalled by the Relevant Authority (if they determine the referral is no longer required).

Note: If the Referral Body has responded with conditions these will appear on the ‘**Conditions and Notes**’ tab.

For more information on managing external and internal referrals read the following instructions.

External Referrals

- [Respond to an external referral request](#)

Internal Referrals

- [Add and distribute an internal referral request](#)
- [Reassign an internal referral to another team member](#)
- [Respond to an internal referral](#)
- [Review and acknowledge an internal referral response](#)
- [Report on applications with assigned internal referrals](#)

1. Click on **Referrals** tab.
2. Click on **Add a new external Referral** or **Add a new internal referral** (as required).

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

[Help for this section](#)

< Development application 22000575

External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service	Regional assessment panel/Assessment manager at Limestone Coast Southern Regional Assessment Panel	Schedule 9 (3)(2) Hazards (Bushfire - High Risk) Overlay	Direction				Initialised	Delete
Commissioner of Highways	Regional assessment panel/Assessment manager at Limestone Coast Southern Regional Assessment Panel	Schedule 9 (3)(4) Future Road Widening Overlay	Direction	19 Jan 2023	17 Feb 2023		Distributed	Recall Referral

Schedule 9 of the PD&I Regulations

ADD A NEW EXTERNAL REFERRAL

Internal Referrals

ADD A NEW INTERNAL REFERRAL

Add an external referral

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

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

Referral body 1

Referral body type *

Referral body *

- Country Fire Service

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

Referral body *

Response type *

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

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

Fee Schedule *

- Select One ---
- Standard
- High Value

- **Reason for Referral/Comments** provide instruction and or information to the referral body. This is shown in the referral request received by the referral body.

When multiple referrals required, then **ADD A NEW REFERRAL**.

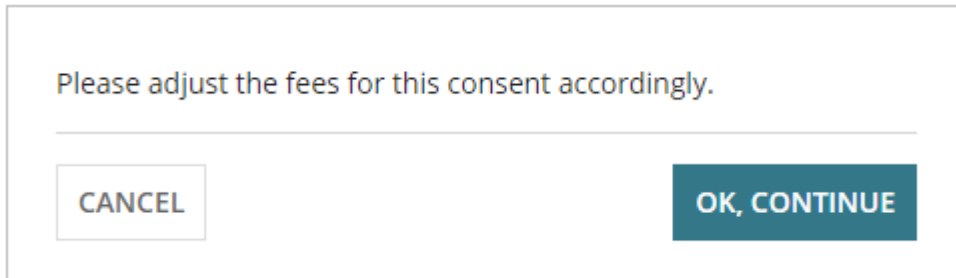
Reason for Referral/Comments *

Provide a comment or reason to the referral body

Maximum 500 characters.

ADD A NEW REFERRAL

4. Click **SUBMIT** to save.
5. Click **OK, CONTINUE** to message prompt to adjust the fees accordingly. Refer to and complete [Check Assessment Fees and Determine Additional Fees](#) instructions.



6. The referral request shows with an 'initialised' status and 'delete' action.

Action Types Delete and Recall Referral

When a referral request is added and not distributed, then the 'Delete' action is shown and allows you to delete a request when added in error or no longer required.

For distributed referral requests, the 'Recall Referral' action is shown and allows you to recall the request if no longer required, as an example.

External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
Coast Protection Board	Assessment panel/Assessment manager at District Council of Robe	Schedule 9 (3)(3) Coastal Areas Overlay	Direction	5 Jan 2022	17 Feb 2022		Recalled	
Commissioner of Highways	Assessment panel/Assessment manager at District Council of Robe	Schedule 9 (3)(4) Future Road Widening Overlay	Direction	24 Jan 2023	22 Feb 2023		Distributed	Recall Referral
South Australian Country Fire Service	Assessment panel/Assessment manager at District Council of Robe	Schedule 9 (3)(2) Hazards (Bushfire - High Risk) Overlay	Direction				Initialised	Delete

7. Click **DISTRIBUTE REFERRALS**.

Defer Referral Distribution

The referrals to be distributed are shown. In cases, where multiple referrals to be distributed, there is the ability to deselect a referral to distribute later and to provide a reason why deferring until later.

Which referral requests do you wish to distribute at this time?

- Commissioner of Highways
- Relevant authority under the Landscape South Australia Act 2019

Reason to defer *

Provide a defer reason

8. Click **DISTRIBUTE REFERRALS**.

Distribute referrals

Referrals

Which referral requests do you wish to distribute at this time?

- South Australian Country Fire Service

GO BACK

DISTRIBUTE REFERRALS

The **Referrals** page shows with the referral request showing as 'distributed' with an action to 'Recall Referral'. A deferred referral will show as 'initialised' with an action to 'Delete'.

View the referral response

1. Click **View Details**.

Summary Documents Fees RFIs Assessment Info Required Notifications **Referrals** Conditions and Notes Essential Safety Provisions Clocks
 Decision Appeals Related Actions

< Development application 23004103

[Help for this section](#)

External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service - Regulation 45	City of Norwood, Payneham and St. Peters	Regulation 45	Advice	2 Mar 2023	31 Mar 2023	2 Mar 2023	Responded	View details

2. The Referral details show, including the referral body's response.

South Australian Country Fire Service - Regulation 45 referral

< Referrals

Referral details

Referred Body	South Australian Country Fire Service - Regulation 45	Distributed	2 Mar 2023
Referred by	City of Norwood, Payneham and St. Peters	Due	31 Mar 2023
Response type	Regulation 45	Response	2 Mar 2023
Referral type	Advice	Status	Responded

Relevant Authority's comment

Provide a comment to the referral body

Referral Body's response

RFIs

No Requests For Information have been issued in relation to this referral.

Advice

No comment

Reasons Provide a reason why no comment - as required

[Update clearance requirements](#)

3. Click **Referrals** to exit the referral details and show the referrals page.

Summary Documents Fees RFIs Assessment Info Required Notifications **Referrals** Conditions and Notes Essential Safety Provisions Clocks
 Decision Appeals Related Actions

< Development application 23004103

[Help for this section](#)

External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service - Regulation 45	City of Norwood, Payneham and St. Peters	Regulation 45	Advice	2 Mar 2023	31 Mar 2023	2 Mar 2023	Responded	View details

4. Update Planning Information

The Planning Info tab contains information specific to:

- **Regulated and Significant Trees**, and
- **Urban Tree Canopy** for applications with a development location in the 'Urban Tree Canopy Overlay' and the proposed development has one or more of the following elements (refer image below).

Refine elements to provide more detail

- New housing refine (optional)

Refine 'New housing'

Please specify which elements are included in this application from the detailed list below. ✕

- Ancillary accommodation ✕
- Detached dwelling
- Dwelling
- Dwelling within the Limited Dwelling Overlay
- Dwelling or residential flat building undertaken by: a) the South Australian Housing Trust either individually or jointly with other persons or bodies; or b) registered Community Housing providers participating in housing renewal programs endorsed by the South Australian Housing Authority
- Group dwelling
- Row dwelling
- Residential flat building
- Retirement facility ✕
- Student accommodation ✕
- Semi-detached dwelling
- Supported accommodation ✕
- Temporary accommodation in an area affected by bushfire

✕ Indicates elements that do not trigger the Urban Tree Canopy Overlay questions.

1. Click **Planning Info** tab.

Planning Consent - 23001275: 36 Mines Rd Campbelltown SA 5074

UPDATE PLANNING INFO

[Summary](#)
[Documents](#)
[Fees](#)
[RFIs](#)
[Referrals](#)
Planning Info
[Conditions and Notes](#)
[Clocks](#)
[Decision](#)
[Appeals](#)
[Related Actions](#)

Planning Information

! **Important:** If appropriate, please ensure that any amounts payable under the Act or relevant Schemes have been raised / received prior to issuing a consent decision (such as fee payable for 'replacement tree')

Regulated and Significant Trees

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

2. Click **UPDATE PLANNING INFO** to make updates to the applicant / assessors inputs and/or complete mandatory questions prior to granting the consent.
 - [Update regulated and significant tree 'undecided' answer](#)
 - [Update assessment of the Urban Tree Canopy Off-set scheme](#)
 - [Update Reason application is eligible for Urban Tree Canopy Off-set scheme](#)

Planning Information ✕

Important: If appropriate, please ensure that any amounts payable under the Act or relevant Schemes have been raised / received prior to issuing a consent decision (such as fee payable for 'replacement tree')

Regulated and Significant Trees

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

Yes
 No

[Significant and regulated trees | PlanSA](#)

	No. of Regulated Trees	No. of Significant Trees
<input type="checkbox"/> Trees are to be:		
<input type="checkbox"/> Damaged (i.e. impacts to roots or pruning)		
<input checked="" type="checkbox"/> Removed	12	22

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

Yes
 No

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected: *

Undecided
 Replanting on site
 Payment into an Urban Tree Fund
 Combination of replanting and payment

Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

The Urban Tree Canopy Overlay applies to this application

Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)

CANCEL
CONFIRM

Update regulated and significant tree 'undecided' answer

Before a decision can be granted the 'undecided' answer must be changed to one of the following options:

a.	Replanting on site	The location of the trees is required, for example, obtain the landscaping plan.
b.	Payment into an Urban Tree Fund	Invoice the applicant for additional fees for the number of trees specified in the 'Removed' columns regulated / significant.
c.	Combination of replanting and payments	Refer to options a and b above, and then update 'how many replacement trees are intended to be planted'.

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected: *

- Undecided
- Replanting on site
- Payment into an Urban Tree Fund
- Combination of replanting and payment

i Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

1. Update 'Undecided' to one of the options found in the table above, e.g. Payment into an Urban Tree Fund.
2. Click **CONFIRM** to save changes.

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected: *

- Undecided
- Replanting on site
- Payment into an Urban Tree Fund
- Combination of replanting and payment

i Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

The Urban Tree Canopy Overlay applies to this application

i Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)

CANCEL

CONFIRM

The Planning Information page shows with answer e.g. 'Payment into an Urban Tree Fund'.

Trees are to be:	No. of Regulated Trees	No. of Significant Trees
Damaged (i.e. impacts to roots or pruning)		
Removed	12	22

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

No


In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected:

Payment into an Urban Tree Fund

i Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

Update assessment of the Urban Tree Canopy Off-set scheme

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






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

Refine elements to provide more detail

- New housing refine (optional)

Refine 'New housing'

Please specify which elements are included in this application from the detailed list below. x


- Ancillary accommodation 
- Detached dwelling
- Dwelling
- Dwelling within the Limited Dwelling Overlay
- Dwelling or residential flat building undertaken by: a) the South Australian Housing Trust either individually or jointly with other persons or bodies; or b) registered Community Housing providers participating in housing renewal programs endorsed by the South Australian Housing Authority
- Group dwelling
- Row dwelling
- Residential flat building
- Retirement facility 
- Student accommodation 
- Semi-detached dwelling
- Supported accommodation 
- Temporary accommodation in an area affected by bushfire 

Urban Tree Canopy does not apply

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

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

The Urban Tree Canopy Overlay applies to this application

 Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme](#) | [PlanSA](#)

Elect one of the following options:*

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

To be Confirmed prior to Development approval

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

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

The Urban Tree Canopy Overlay applies to this application

Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)

Elect one of the following options: *

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

Applicant has opted to plant new trees or retain existing trees

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

1. Update the **number of trees planted/retained** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being planted/retained.

The Urban Tree Canopy Overlay applies to this application

Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)

Elect one of the following options: *

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

Please nominate the number of trees to be retained/planted

A landscaping plan or similar evidence may be requested. If not already provided with your application documentation.

Tree size:	No. of Trees to be planted/retained
Small	0
Medium	1
Large	0

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

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

1. Update the **number of trees to paid** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being paid into the Urban Tree Canopy Off-set Scheme.

2. Record the number of trees to be paid by size to calculate the Urban Tree Canopy fees for entry into the Fee Request - [Compliance Fees](#).

The Urban Tree Canopy Overlay applies to this application

i Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)

Elect one of the following options:*

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

Please nominate the number of trees to be paid

Tree size:	No. of Trees to be paid
Small	2
Medium	0
Large	0

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

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

1. Update the **number of trees to be planted/retained** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being planted/retained.

2. Update the **number of trees to be paid** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being paid into the Urban Tree Canopy Off-set Scheme.

3. Record the number of trees to be paid by size to calculate the Urban Tree Canopy fees for entry into the Fee Request - [Compliance Fees](#).

The Urban Tree Canopy Overlay applies to this application



Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)

Elect one of the following options:*

- Urban Tree Canopy does not apply
- To be confirmed prior to Development Approval
- Applicant has opted to plant new trees or retain existing trees
- Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- Applicant has opted to a combination of retaining/planting and payment

Please nominate the number of trees to be retained/planted and to be paid

A landscaping plan or similar evidence may be requested. If not already provided with your application documentation.

Tree size:	No. of Trees to be planted/retained	No. of Trees to be paid
Small	0	2
Medium	1	0
Large	0	0

Update reason application is eligible for Urban Tree Canopy Off-set scheme

When is Designated Zone and soil type not required?

The 'Designated Zone' and 'Soil Type' is not required, if one of the following options are selected:

- Urban Tree Canopy does not apply, or
- To be determined prior to development approval, or
- Applicant has opted to plant new trees or retain existing trees.

1. Scroll down until question **Reason application is eligible for Urban Tree Canopy Off-set Scheme** is visible.

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

Designated Zone ?

Designated Soil Type ?

2. Select why the application is eligible for Urban Tree Canopy Off-set Scheme, can be one or multiple reasons.

a. **Designated Zone**

Use the ? (information icon) to view the designated zones; Housing Diversity Neighbourhood, Urban Renewal Neighbourhood, or City Living Zone.

b. **Designated Soil Type** the property location has soil type not suitable for tree planting.

- i. **E-D**
- ii. **H1-D**
- iii. **H2-D**

3. Tick the **CONFIRM INFORMATION** checkbox to confirm all mandatory information provided.

4. Click **CONFIRM** to save the changes.

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

Designated Zone ?

Designated Soil Type ?

The Designated Soil Type is: *

H1-D

CONFIRM INFORMATION

Tick this box to save details and confirm completion of this section.

CANCEL CONFIRM

The **Planning Information** page shows with the reason(s) application eligible for the Urban Tree Canopy Off-set scheme.

The Urban Tree Canopy Overlay applies to this application


Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In [specified circumstances](#) an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)


Select one of the following options:
Applicant has opted to a combination of retaining/planting and payment

Please nominate the number of trees to be retained/planted and to be paid
A landscaping plan or similar evidence may be requested, if not already provided with your application documentation.

Tree size:	No. of Trees to be planted/retained	No. of Trees to be paid
Small	0	2
Medium	1	0
Large	0	0

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

Designated Zone 

Designated Soil Type 

The Designated Soil Type is:
H1-D

5. Update Development Costs

If additional fees are determined during planning consent assessment, the new 'Total Development Cost' is used to calculate the statutory fee amount.

Any changes made to the Total Development Cost or Development Costs will create an event record and the application's primary contact will be automatically notified by email of the change.

Noting, if the primary contact's preferred method of communication is 'post' then a letter **must** be sent advising of the Total Development Cost changes.

Development Costs information can be found under the **Fees** tab as shown below.

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

Summary Documents **Fees** RFIs Referrals Public Notification Conditions and Notes Clocks

< Development application 22000081

▼ Development Costs

Total Development Cost (excluding fit-out costs)

\$ 250,000

- **The Development Costs** breakdown (including the Total Development Cost) will show when local council is the relevant authority for building consent:

Summary Documents **Fees** RFIs Referrals Public Notification Conditions and Notes Clocks Decision Appeals

< Development application 22000081

▼ Development Costs

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
Land division	\$ 0	Not Applicable
Dwelling alteration or addition	\$ 0	Not Applicable
Swimming pool, spa pool or associated safety features	\$ 0	Not Applicable
Total Development Cost (excluding fit-out costs)*		
\$ 655,000		

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

For more information on updating development costs read [Update the total development costs during assessment and development approval](#) instructions.

6. Check Assessment Fees and Determine Additional Fees

Checking what fees have already been paid is performed to ensure all the required fees have been invoiced and paid by the applicant prior to granting the development approval.

Summary Documents **Fees** RFIs Referrals Public Notification Conditions and Notes Clocks Decision Appeals

< Development application 22000081

> Development Costs

All fees raised on this application

Fees raised for this Consent

Lodgement Fee Advice - Planning and Land Division Consent - 4512 - Paid on 30/03/2022

Compliance and assessment fees have not been charged

Send a fee advice for payment when it is determined that compliance fees and/or assessment fees have not yet been charged. The applications invoice contact will receive an email notification advising a payment is required or the 'fee advice' is sent by post as per their preferred method of communication.

Application:

DETERMINE ADDITIONAL FEES EDIT TOTAL DEVELOPMENT COST

Decision Appeals Related Actions

For more information on determining additional fees and step-by-step instructions visit [Invoice additional fees during assessment](#) and [Fee invoicing and payments](#).

7. Manage Public Notifications

The need for public notification is identified during the verification stage and can be altered during the assessment of Planning Consent.

Refer to the following Guides for detailed instructions on the public notification process.

- [Initiate a public consultation notification](#)
- [On public consultation](#)
- [Close the public consultation period](#)
- [Post public consultation closure](#)
- [Sign on land requirement](#)

Updating public notification is required

1. Select the **Public Notification** tab.
2. Click on **Edit** to change the following public notification details.

Summary Documents Fees RFIs Referrals **Public Notification** Conditions and Notes Clocks Decision Appeals Related Actions

< Development application 21000485 [Help for this section](#)

Public notification

Public notification details

Does this consent require public notification?
No

Reason that public notification is not required
test

Edit

3. Change to **Yes** - public notification is required and provide a **Reason** for the public notification.
4. Leave the **Who will erect the public notification sign on the land** default of 'Relevant Authority' or change to 'Applicant' or 'Signage on land not required' when exempt within the zone.

5. Click on **Submit** to update.

Relevant authority reason automatically updates

Upon making the change 'public notification is required' within the **Public Notification** tab an on-screen message will advise the relevant authority has been updated to the 'Assessment Panel at <council name> or <Regional Assessment Panel name>.

Edit Public Notifications

Does this consent require public notification? *

Yes
 No

Reason *

P&D Code

Who will erect the public notification sign on the land? *

Relevant Authority
 Applicant
 Signage on land not required

i (i) As Public Notification is required, the Relevant Authority has been updated to the Assessment Panel at District Council of Robe

CANCEL
SUBMIT

6. Click on **Ok, Continue** to acknowledge the fees adjustment message.

Please adjust the fees for this consent accordingly.

CANCEL

OK, CONTINUE

The **Summary** tab for the Planning Consent will also show the updated relevant authority.

Category of development for this consent

- Development category
- Reason

Code Assessed - Performance Assessed
P & D Code

Relevant Authority

Assessment Panel at District Council of Robe [edit](#)

Are you an appropriate Relevant Authority for this consent? Yes

Reason Assessment Panel - Section 93; [edit](#)

Updating public notification is not required

1. Select the **Public Notification** tab.
2. Click on **Edit** to change the following public notification details.

Summary Documents Fees RFIs Referrals **Public Notification** Conditions and Notes Clocks

< Development application 21000485

Public notification

Public notification details ▼

Does this consent require public notification?
Yes Edit

Reason
P&D Code

Who will erect the public notification sign on the land?
Relevant Authority

3. Change to **No** and provide a **Reason** why public notification is not required.
4. Click on **Submit** to update.

Manually update the relevant authority reason

When public notification is not required the relevant authority is not automatically changed and will need to be manually changed within the **Summary** tab of the planning consent.

Edit Public Notifications

Does this consent require public notification? *

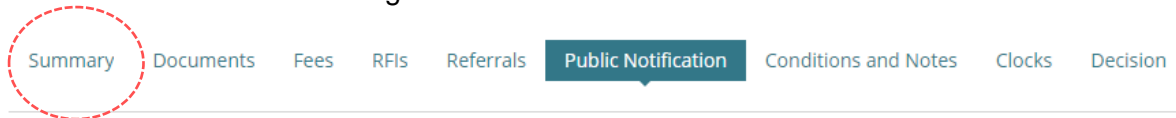
Yes
 No

Reason that public notification is not required *

reason

CANCEL
SUBMIT

- Click on **Summary** tab to update the relevant authority to Assessment Manager at <council name> or <Regional Assessment Panel name>.



< Development application 21000485

Public notification

Public notification details

Does this consent require public notification?
No

Reason that public notification is not required
reason

- Click on **Edit** against the **Reason** to update.

Relevant Authority

Assessment Panel at District Council of Robe [edit](#)

Are you an appropriate Relevant Authority for this consent? Yes

Reason Assessment Panel - Section 93: [edit](#)

Consent contacts

Relevant Authority

- Click in the **New Reason** field to select 'Assessment Manager – Section 96 – Performance Assessed'.

- Click on **Submit** to update.

Update Relevant Authority Reason

Current Relevant Authority Reason

Reason
Assessment Panel - Section 93

New Reason *

Assessment Manager - Section 96 - Performance Assessed

The **Relevant Authority** and **Reason** reflect the edits made.

8. Representors

The **Representors** option is linked to the public notification process and becomes available on the close of the public notice period; provides a listing of the people and business that made a comment during the 'Public Notification' period and who will receive a Decision Notification Form (DNF) on granting or refusing the decision.

1. Click on **Representors** and then follow [Post public consultation closure](#) instructions to:
 - Add a representor
 - Edit a representation
 - Export the list of representors.

Summary
Documents
Fees
Information Requests
Referrals
Public Notification
Representors
Conditions and Notes
Clocks
Decision
Appeals
Related Actions

< Development application 20000486

Representors

Note: This grid is sorted alphabetically by Surname

Send DNF	Date received	Name	Address	Email	Phone	Represented by	Wish to be heard	Action(s)
<input checked="" type="checkbox"/>	20 Jul 2020	Josie Bloggs	LOT 109 FIFTH STREET, MARREE SA 5733		-	-	No	Edit
<input checked="" type="checkbox"/>	17 Jul 2020	Rachel Bloggs	3a Fifth Street, Marree 5733	dummyemail@hotmail.com	0411 222 333	-	Yes	Edit
<input checked="" type="checkbox"/>	17 Jul 2020	Belinda Public	11 First Street, Marree 5733	dummy@hotmail.com	0488646910	Belinda Public	No	Edit
<input checked="" type="checkbox"/>	17 Jul 2020	Sue Public	1 King William Street, Adelaide 5000		0400111222	-	Yes	Edit
<input checked="" type="checkbox"/>	17 Jul 2020	Burt Smith	5 Second Street, 5733	-	08 8456 4564	-	Yes	Edit

+ [Add public notification representor](#)

Export list of representors

9. Maintain Conditions, Notes and Reserved Matters

Available from the **Conditions and Notes** page are the organisations 'default' standard conditions and notes, including the capability to add new conditions, or make edits to a 'default' condition. Refer to the [create, modify and delete a reusable standard condition and note](#) instructions.

Additionally, Referral Body responses with conditions are available from this page and grouped under the applicable Referral Body.

The conditions, notes and reserved matters are included in both the *Decision Notification Form* (DNF) and *Assessment Reports*.

1. Click on **Conditions and Notes** tab.

The **Conditions** tab is automatically selected and shows any default conditions.

Summary Documents Fees RFIs Referrals Public Notification **Conditions and Notes** Clocks Decision Appeals Related Actions

< Development application

Relevant Authority [Preview Conditions and Notes](#)

Add Standard Groups >

▼ District Council of Robe

Conditions Advisory notes Reserved matters Refusal reason

ADD CONDITION

Type	Title	Included in DNF	Clearance requirement not met	Sort		
Planning	In accordance with the plans	✔	✘	↓	🗑	Show/Edit

Add a standard group of conditions, advisory note, and reserved matters

2. Expand **Add Standard Groups** to select a group.
3. From the **Select Groups** drop-down make a selection.

[Preview Conditions and Notes](#)

Add Standard Groups ▼

Select Groups

Added Groups

- ✔ Waste Water
- ✔ Garage or outbuilding

Title	Items in the group
No groups added	

4. Click **ADD GROUP**.

5. Confirm you want to the add the groups.

Are you sure you want to add the groups to the consent?

NO
YES

The added group shows and includes the group items, e.g. conditions and reserved matters.

Add Standard Groups ▼

Select Groups ---Select groups--- ADD GROUP

Added Groups

Title	Items in the group
Waste Water	Conditions, Reserved Matters

6. Click on the **Conditions** tab to view the condition added from the group.

Conditions

Advisory notes

Reserved matters

Refusal reason

ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		
The construction of a drainage system	✔		↓	🗑	Show/Edit

7. Click on the **Reserved Matters** tab to view the reserved matters added from the group and then use the Sort arrows to change the order of display in the Decision Notification Form (DNF).

Conditions

Advisory notes

Reserved matters

Refusal reason

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval

ADD RESERVED MATT...

Title	Met	Sort		
Wastewater existing alterations	✘	↓	🗑	Show/Edit
Filling of land	✘	↑ ↓	🗑	Show/Edit
Wastewater application	✘	↑	🗑	Show/Edit

Add a standard condition, advisory note, or reserved matters

1. Click on the applicable tab. For this example, **Conditions**.
2. Click **ADD CONDITION**.

Conditions

Advisory notes

Reserved matters

Refusal reason

ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		

The **Add Conditions** page shows.

3. Select the **Title** of the standard condition to add.

Add Conditions

Title*

--- Select One ---

--- Select One ---

The residential outbuilding / garage

The construction of a drainage system

Use of Garage or Shed

Other

Include in DNF Clearance Requirement

4. The **Condition** details show the standard condition details and then **SAVE**.

Add Conditions

Title*

The residential outbuilding / garage

Condition*

B I

The residential outbuilding shall only be used for domestic purposes in conjunction with the existing dwelling and not for industrial or commercial use

Include in DNF Clearance Requirement

GO BACK
SAVE

The condition shows and then use the Sort arrows to change the order of display in the Decision Notification Form (DNF).

Title	Included in DNF	Clearance requirement not met	Sort		
The construction of a drainage system	✔		↓	🗑	Show/Edit
The residential outbuilding / garage	✔		↑	🗑	Show/Edit

Add Other condition, advisory notes, or reserved matters

1. Click on the applicable tab. For this example, conditions.

2. **ADD CONDITION.**

Conditions	Advisory notes	Reserved matters	Refusal reason
------------	----------------	------------------	----------------

ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		
-------	-----------------	-------------------------------	------	--	--

The **Add Conditions** page shows.

3. Select the **Title** 'other' to manually add a condition.

Add Conditions

Title *

--- Select One ---

--- Select One ---

The residential outbuilding / garage

The construction of a drainage system

Use of Garage or Shed

Other

Include in DNF
 Clearance Requirement

4. Overtyping the 'other' **Custom Title** with a description that is easy to identify in the conditions table; does not show on the Decision Notification Form).

5. Provide the **condition** details.

6. Flag a **Clearance Requirement** (as required).

7. Click **SAVE**.

Add Conditions

Title *

Other

Custom Title (not visible on Decision Notification Form) *

Use of Garage or Shed

Condition *

B I ☰ ☰ ↶

The domestic outbuilding herein granted consent shall not be used for human habitation nor any use which is not reasonably incidental to the use of the land for residential purposes.

Include in DNF
 Clearance Requirement

GO BACK SAVE

The condition shows and then use the Sort arrows to change the order of display in the Decision Notification Form (DNF).

Conditions Advisory notes Reserved matters Refusal reason

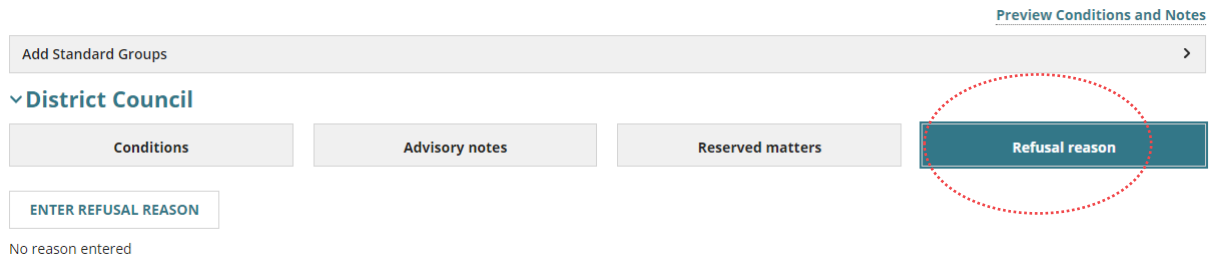
ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		
The construction of a drainage system	✔		↓	🗑️	Show/Edit
The residential outbuilding / garage	✔		↑ ↓	🗑️	Show/Edit
Use of Garage or Shed	✔		↑	🗑️	Show/Edit

Add a Refusal Reason

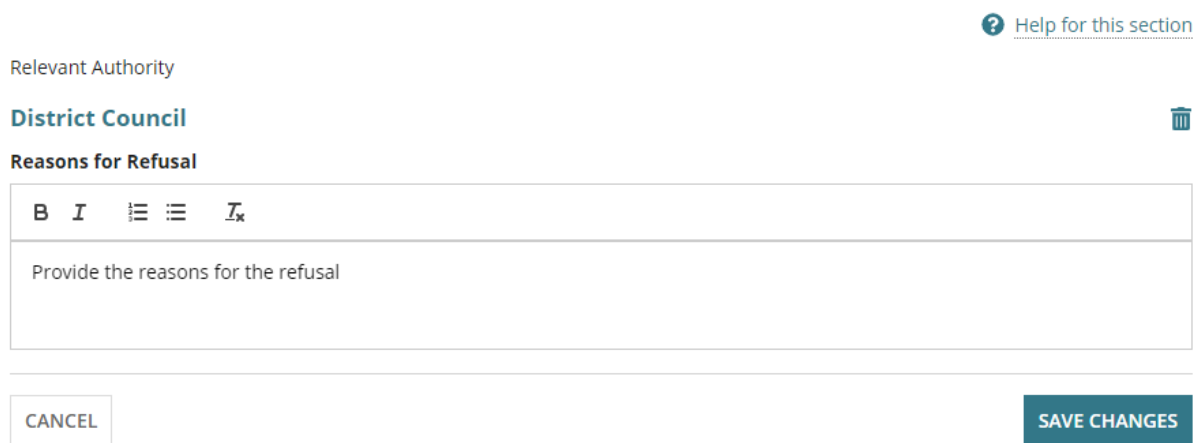
When the assessment outcome is to refuse the consent, then a **Refusal reason** must be added before making the decision.

1. Click on **Refusal Reason** tab.

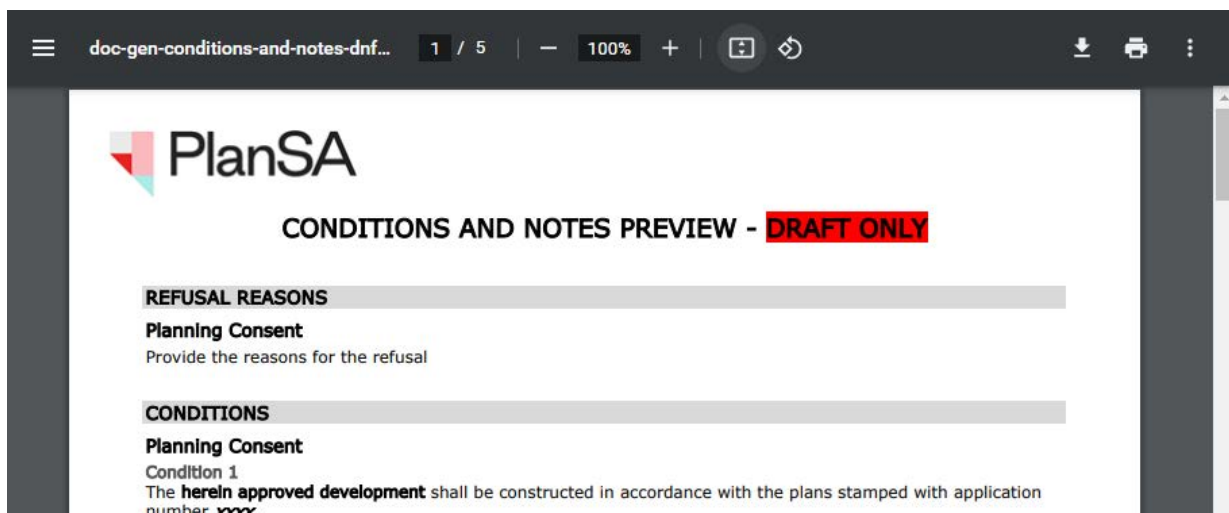


2. Enter the reasons for the refusal, and then **SAVE CHANGES**.

Assessment Items



3. To view all added conditions and notes in a preview click on the **Preview Conditions and Notes** link.



Referral Response

A referral body's response is also available from the **Conditions and Notes** page.

The three types of responses are:

- Supported without comments, can include a reason why a comment not provided.
- No objection, with comments (can include conditions and advisory notes)
- Do not support, includes a reason for not supporting the development.

1. Click on the **referral body** to view the conditions and notes.

The screenshot shows the 'Conditions and Notes' interface. At the top, there are four tabs: 'Conditions' (active), 'Advisory notes', 'Reserved matters', and 'Refusal reason'. Below the tabs is an 'ADD CONDITION' button and a table with the following data:

Type	Title	Included in DNF	Clearance requirement not met	Sort		
Planning	PC - Development in strict accordance with approved stamped plans	✓		↓	🗑️	Show/Edit
Land Division	LD - Land Division to be established in strict accordance with approved plans	✓		↑	🗑️	Show/Edit

Below the table is a 'Referral Response' section with two tabs: 'Referral - Advice' and 'Referral - Direction'. The 'Referral - Direction' tab is active, showing a list of referral bodies: 'SPC Planning Services' and 'Commissioner of Highways'. The 'Commissioner of Highways' tab is circled in red.

2. Expand **Conditions** or **Advisory Note** to view.

3. Click **Edit Condition** to view more information.

This screenshot shows the expanded details for the 'Commissioner of Highways' referral body. It features two tabs: 'Referral - Advice' and 'Referral - Direction'. The 'Referral - Direction' tab is active. Below the tabs, there are two sections: 'Conditions - Planning (1)' and 'Advisory notes - Planning (1)'. The 'Conditions - Planning (1)' section is expanded, showing a table with one condition:

Title	Condition	Clearance Requirements not Met
access1	Ensure all vehicles enter and exit the site in a forward direction.	✖ Clearance Requirement

A dropdown arrow in the top right corner of the 'Conditions - Planning (1)' header is circled in red.

4. The condition details are shown, then **CANCEL** to close.

Assessment Items

Commissioner of Highways

Referral Direction - Conditions

Title	Condition	Clearance Requirements not Met
access1	Ensure all vehicles enter and exit the site in a forward direction.	✖ Clearance Requirement

CANCEL

SAVE CHANGES

10. Make the Decision

Recording the consent decision is performed on:

- Receiving a direct refusal response from a Referral Body.
- Receiving a Panel decision.
- Completion of the assessment.

On 'granting' the consent the Decision Notification Form (DNF) is issued as per the preferred communication method (email or post) to all parties, e.g. applicant, Referral Body, Relevant Authority.

1. Click on the **Decision** tab to record whether 'granted' or 'refused'.

When **outstanding items** are displayed (see image) these must be actioned before a decision can be granted and for the **Record Decision** button to be enabled.

Complete [How to approve the upload of additional documentation submitted by an applicant|PlanSA](#) to close the outstanding task 'Review additional documents from applicant'.

Summary Documents Fees RFIs Referrals Public Notification Conditions and Notes Clocks **Decision** Appeals Related Actions

< Development application 22000081

The following items must be actioned before a decision can be granted:

All referrals must be responded, recalled, or expired

Public notification period and associated actions must be completed

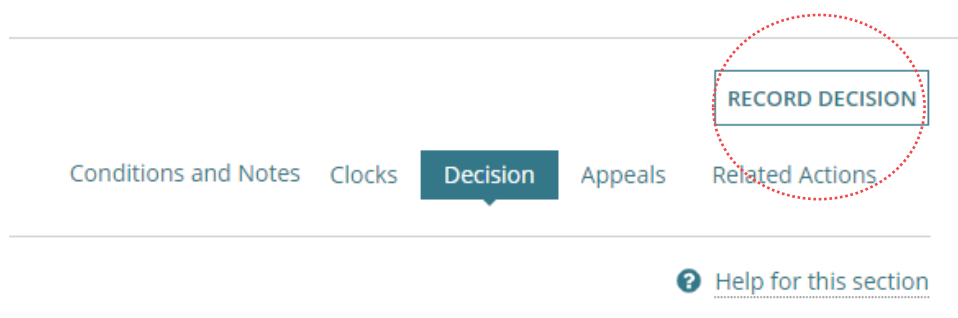
Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).

Complete / Confirm information in the "Planning Info" Tab

Complete outstanding task 'Review Additional documents from Applicant' in the Additional documents

There is no decision for this consent.

2. Click on **Record Decision** and follow [Making a decision on an assessed consent](#) instructions.



When the assessment outcome is to refuse the consent, then a **Refusal reason** must be added in [Update Conditions and Notes](#) before making the decision.

For more information visit
saplanningportal.sa.gov.au



Government of South Australia
Department of Planning,
Transport and Infrastructure