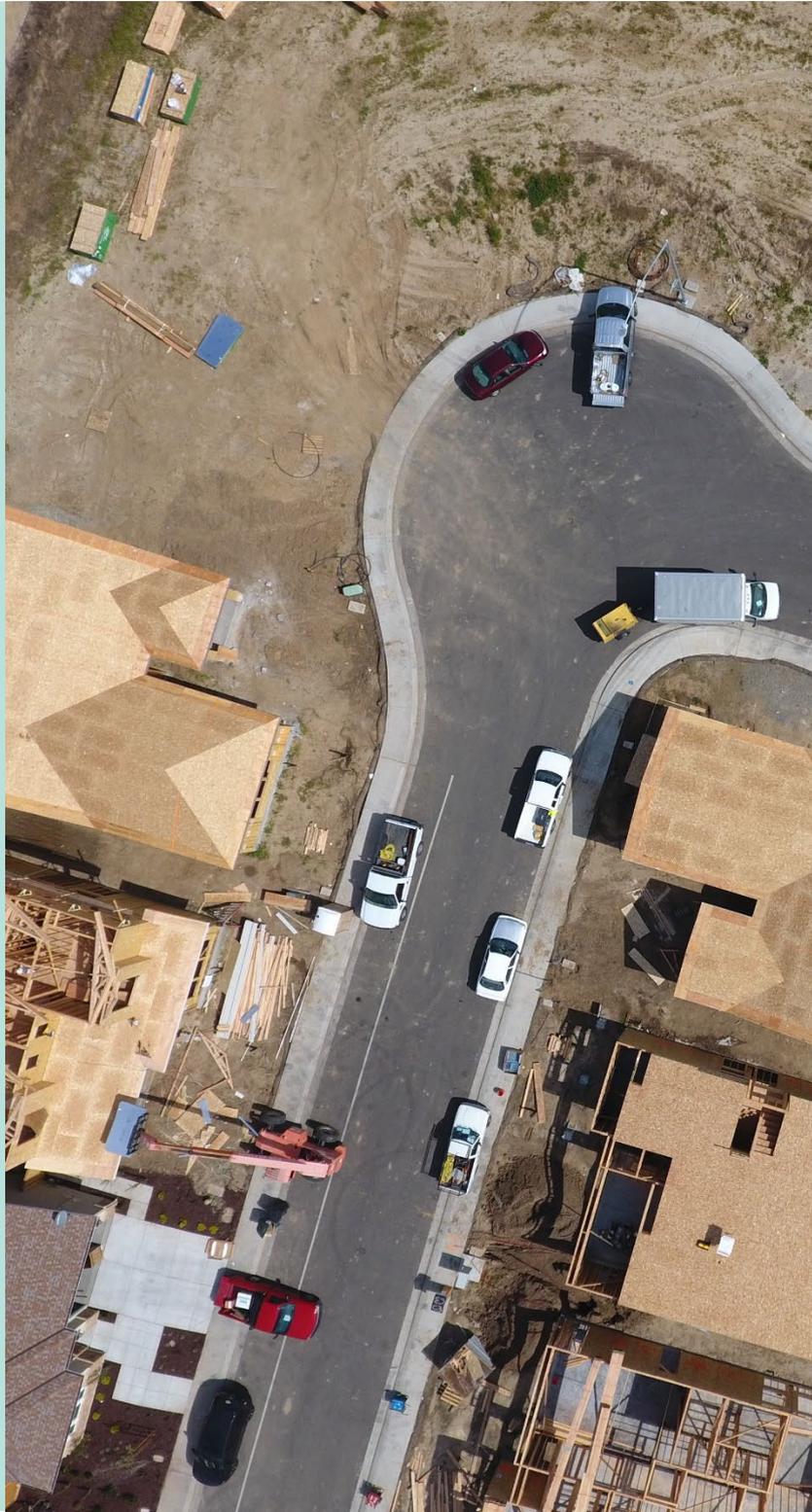


# Transitional application process for granting building rules consent

Version 1.1



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## Introduction

This guide outlines the transitional application process for granting Building Rules Consent under the *Planning, Development and Infrastructure Act 2016* (PDI Act), where Planning Consent and/or combined Planning and Land Division Consent have already been approved under the *Development Act 1993* (Development Act).

## Excluded from the transitional application process

Development applications for Planning Consent and/or combined Planning and Land Division Consent lodged prior to 31<sup>st</sup> July 2020 and being processed in existing development application systems, includes the Electronic Development Application Lodgement and Assessment system (EDALA), will continue to be assessed under the Development Act as per the PDI (Transitional Provisions) Regulations 2017 and notice of the decision issued under the PDI Act 2016 - Decision Notification Form (DNF).

## Process for granting building rules consent

From 31<sup>st</sup> July 2020, applicant requests for assessment of associated Building Consent, will be performed under the PDI Act.

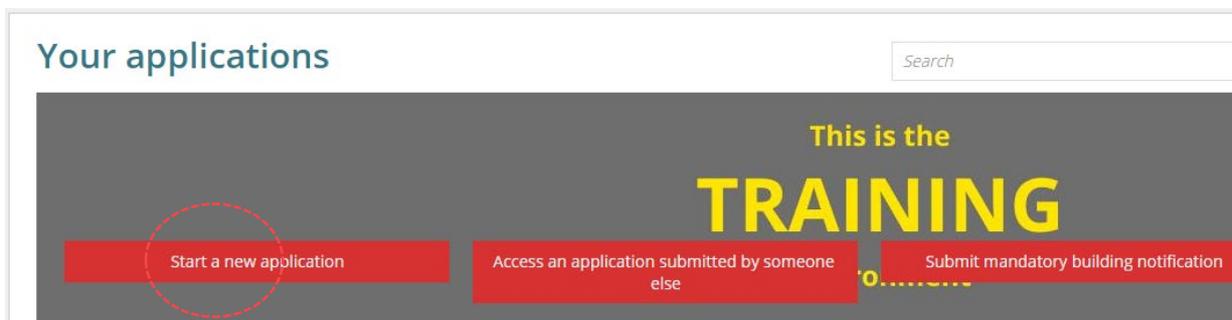
	Who	Description
1	Relevant Authority that has already granted Planning Consent	Provides the applicant with the decision documentation. <ul style="list-style-type: none"> <li>• Decision Notification Form (DNF)</li> <li>• Stamped Plans</li> <li>• Application (optional)</li> </ul>
2	Applicant	Provides their engaged building certifier with the Planning Consent documentation to commence the assessment.
3	Building Certifier, or Building Surveyor (council)	Submits the development application in the DAP system 'on behalf' of the applicant.
<b>Alternate</b>	Applicant	Creates and online account and submits the development application in the DAP system.
4	Building Certifier, or Building surveyor (council)	Performs Building Consent verification includes. <ul style="list-style-type: none"> <li>• confirming the applicant has provided the granted consent(s) documentation, and</li> <li>• Fee Request for building assessment (lodgement fee) and/or invoices direct outside of the DAP system.</li> </ul>
5	Applicant	Receives the verification fee advice notification (email or post) and makes payment online via the DAP system, in person or in the post.
<b>Alternate</b>	Building Certifier	Receives fee payment in person or in the post, and receipts into own financial systems.
6	Building Certifier, or Building Surveyor (council)	Proceeds with assessing the Building Consent and makes a decision to grant or refuse; issuing a Decision Notification Form, Form 1, 2 and 3.
7	Relevant Authority (council)	Grants or refuses development approval.

## Complete development application and submit

The Relevant Authority that granted the Planning and/or Land Division Consent provides the applicant with the *Decision Notification Form (DNF)* and *Stamped Plan(s)*. These are provided to the Building Certifier who has been engaged to perform the building rules assessment.

To issue a building rules decision a development application must be completed and submitted referring to instructions [Submit a development application | PlanSA](#).

### 1. Select **Start a new application**.



### 2. Read through the **Development application preparation**.

### 3. Click on **Next** to continue.

## Submit a Development Application

 The application will take approximately 10 minutes to complete. [Help for this section](#)

### Development application preparation

- Property address details of the proposed development.
- Contact details (name, address, phone number and email) of the applicants, invoice contact, primary contact, land owners and builder.
- Details of the current and proposed use of the site.
- Information on your proposal including information related to regulated and significant trees activity, urban tree canopy (for new housing) and wastewater details.
- Names of any accredited professionals engaged to assess any consents.
- Proposal plans as described in the [development application checklist](#) relevant to the proposed development.

Information provided with the application including names and contact details is collected and published on the [SA planning portal development application register](#) as required under regulation 120 of the *Planning, Development and Infrastructure (General) Regulations 2017*. In the event your development application is subject to notification additional details including the proposal plans will be publicly available during the public notification period.

**Most applications under the Planning, Development and Infrastructure Act 2016 (PDI Act) can be lodged here, with the following exclusions:**

- Crown (State) Agency or have been endorsed by a State Agency to lodge an application for essential infrastructure, submit your development application [here](#).
- Declared by the Minister for Planning as an Impact Assessed development under Section 108 (1)(c) of the PDI Act.

## Provide details of the consents already granted

4. Upon reaching the **Consents** page refer to the provided *Decision Notification Form* to complete the following questions.

<b>A</b>	<b>Have any of the required consents for this development already been granted using a different system?</b>	<ul style="list-style-type: none"> <li><b>Yes</b> to indicate consent granted pre 31<sup>st</sup> July 2020 under the Development Act.</li> </ul>
<b>B</b>	<b>Which consent(s) have been granted</b>	<p>The consents available are determined by the elements chosen in the <b>What do you want to do?</b> page.</p> <ul style="list-style-type: none"> <li><b>Planning Consent</b></li> <li><b>Planning Consent and Land Division Consent</b></li> </ul>
<b>C</b>	<b>Details of consent(s) already granted</b>	<ul style="list-style-type: none"> <li><b>Application Number</b> located on the <i>Decision Notification Form</i></li> <li><b>Date consent(s) granted</b> located on the <i>Decision Notification Form</i></li> </ul>

### Consents

To proceed with your development, you must first gain the consent of expert assessors, to ensure that your proposed development complies with all pertinent regulations.

Based on the information you have supplied, your application will require the following consents:

- Planning Consent
- Building Consent

Have any of the required consents for this development already been granted using a different system? \*

- Yes
 ●
A

No

**▲ IMPORTANT** - If you are seeking to vary an existing Planning Consent previously issued under a different system, please select 'No' to the above question and ensure that in the 'Development Details' screen you describe the application as involving a variation to an existing planning consent.

Which consent(s) have been granted? \*

- Planning consent

B

#### Details of consent(s) already granted

You will have been sent a Decision Notification Form. Please review that document to provide the following information. We'll also ask you to upload a copy of this document in one of the following steps.

**Application Number \***

12324

C

**Date consent(s) granted \***

10/02/2021

**Relevant Authority \***

- City of West Torrens  
 Private certifier  
 Other

**Please specify the private certifier \***

-- Please specify the private certifier --

**D Relevant Authority**

**Make selection from:**

- Location council
- Private certifier
- other

Relevant Authority select **location council**.

A screenshot of a form titled 'Relevant Authority\*'. It contains three radio button options: 'City of Campbelltown', 'Private certifier', and 'Other'. The 'City of Campbelltown' option is selected, indicated by a filled blue circle. A red dashed circle highlights this option. A red line connects this option to a red circle containing the letter 'D'.

Relevant Authority select **Private certifier** and then select the private certifier from the field drop-down.

A screenshot of a form titled 'Relevant Authority\*'. It contains three radio button options: 'City of West Torrens', 'Private certifier', and 'Other'. The 'Private certifier' option is selected, indicated by a filled blue circle. A red dashed circle highlights this option. A red line connects this option to a red circle containing the letter 'D'. Below the radio buttons is a section titled 'Please specify the private certifier \*' with a dropdown menu. The dropdown menu is open, showing a search bar with the text 'Search' and a list of options: 'Access Planning (SA) Pty Ltd', 'Acro Cert Pty Ltd', and 'Acrocert'. The 'Access Planning (SA) Pty Ltd' option is highlighted in blue. A red dashed circle highlights the search bar and the dropdown list.

Relevant Authority select **Other** and then type the name of the relevant authority from the DNF.

A screenshot of a form titled 'Relevant Authority\*'. It contains three radio button options: 'City of West Torrens', 'Private certifier', and 'Other'. The 'Other' option is selected, indicated by a filled blue circle. A red dashed circle highlights this option. A red line connects this option to a red circle containing the letter 'D'. Below the radio buttons is a section titled 'Please enter the relevant authority exactly as show in the Decision Notification Form \*'. Below this title is a text input field containing the text 'Planning Authority'. A red dashed circle highlights the title and the input field.

## Complete who assessing the building consent and developing the project

5. Complete the **Building Consent** questions referring to instructions [Submit a Development Application | PlanSA](#).

A **warning message** displays when 'assess later' is chosen. When consent(s) have been already granted (e.g. planning) proceed by changing to 'assess now'.

 You must apply for at least one consent/stage to proceed

Based on the information you have supplied, your application will require the following consents:

- Planning Consent
- Building Consent

Have any of the required consents for this development already been granted using a different system? \*

- Yes  
 No

 **IMPORTANT** – If you are seeking to vary an existing Planning Consent previously issued under a different system, please select 'No' to the above question and ensure that in the 'Development Details' screen you describe the application as involving a variation to an existing planning consent.

Which consent(s) have been granted? \*

- Planning consent

Details of consent(s) already granted

You will have been sent a Decision Notification Form. Please review that document to provide the following information. We'll also ask you to upload a copy of this document in one of the following steps.

Application Number \*

12324

Date consent(s) granted \*

10/02/2021



Relevant Authority \*

- City of Campbelltown  
 Private certifier  
 Other

### Your options for assessment of the required consent(s)

In some circumstances, you can choose an assessment authority to assess your application. You can choose between a local council or a private accredited professional.

[Learn more about different assessment authorities.](#)

#### Building Consent

Do you wish to have your building consent assessed in multiple stages? \*

- Yes  
 No  
 Undecided

When should this consent be assessed? \*

- Assess this consent now  
 Assess this consent later

Who should assess your building consent? \*

- City of Campbelltown  
 Independent accredited professional

GO BACK

SAVE DRAFT

NEXT

## More information for consent approvals

The **More information for consent approvals** will show additional information required for the consents being applied for now. For consents being assessed later the information will be request on submission of the next consent.

Information requested	Is shown when required consents are ...
Construction Industry Training Fund	Building
Builder or contractor details	Building

## Payment of the Construction Industry Training Fund Levy (CITF)

The Construction Industry Training Fund Levy (CITF) is a 0.25% levy collected on building and construction projects performed in South Australia, valued over \$100,000.

When the total development cost is \$100,000 or less then question **Has Construction Industry Training Fund Levy (CITF) been paid** will not show.

### CITF is not yet paid

1. Click **No**.
2. Provide a reason why the CITF has not been paid (not mandatory).

A warning message shows with hyperlink to the CITB web page to **Lodge and Pay a Levy**. Once paid the receipt must be provided to the relevant authority you have nominated to issue building consent approval.

Has the Construction Industry Training Fund Levy (CITF) been paid? \*

Yes

No

Provide a reason why the CITF has not been paid

**⚠** The CITF receipt number is required by PlanSA for Building Consent Approval. To lodge and pay a levy please click [here](#)

### Paid Construction Industry Training Fund Levy (CITF)

1. Click **Yes**, if CITF is paid.

The **Receipt Number** and **Upload CITF Receipt** shows and must be completed.

2. Enter the **Receipt Number** (mandatory).

Has the Construction Industry Training Fund Levy (CITF) been paid? \*

Yes

No

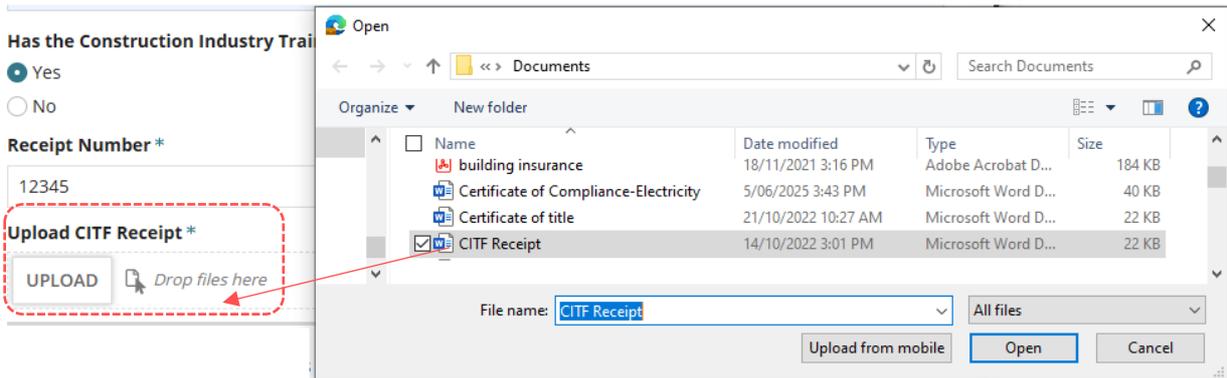
Receipt Number \*

12345

Upload CITF Receipt \*

UPLOAD  Drop files here

3. Click on **UPLOAD** to locate the CITF Receipt and drag-and-drop into *Drop files here*.



The **Upload CITF Receipt** shows the selected document and option to upload another document.

Upload CITF Receipt \*



**CITF Receipt**  
DOCX - 21.85 KB



 Drop files here

### Remove uploaded documents

4. Move the mouse over the icon to show  remove option. Click on  to remove.

Upload CITF Receipt \*



**CITF Receipt**  
DOCX - 21.85 KB



 Drop files here

## Builder or contractor details

Completion of the builder or contractor details is required to indicate who is the builder or contractor engaged for the proposed development.

*Applicant has a default builder or contractor*

When your organisation has set-up frequently used and/or default application contacts the 'builder contact' will automatically default. If your application contacts have not yet been set-up or has been set-up without a 'default' builder contact then follow instructions [How to - set-up reusable and default application contacts | PlanSA](#).

If the default builder/contractor is different then use **Delete** to remove.

**Builder or contractor details**  
Building consent

<b>Builder</b> <a href="#">Edit</a> <a href="#">Delete</a>	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Name:</b> Big-Bigger-Best Builders	<b>Phone:</b> 1300 100 000	<b>Email:</b> BBB_testemail_applicant@gmail.com
<b>Main Contact:</b> Not provided		
<b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000		
<b>Builders Licence No:</b> Not provided		

[ADD ANOTHER BUILDER OR CONTRACTOR](#)

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

On delete the option to indicate who is the builder or contractor engaged for the proposed development shows with the following selection options.

- Builder or contractor has not yet been engaged
- Owner Builder
- Me as the logged in user
- Any of the application contacts (outlined in image below)
- Add someone else, to creating a new builder contact.
- Add from your application contacts, to select a builder contact from your standard contacts.

## Builder or contractor details

Building consent

**Who is the builder or contractor engaged for the proposed development?\***

- Builder or contractor has not yet been engaged
- Owner Builder
- Add me (EPN TestNineteen)
- Add Big-Bigger-Best Builders
- Add Applicant One
- Add someone else
- Add from your application contacts

### Add another builder or contactor

1. Click ADD ANOTHER BUILDER OR CONTRACTOR.

The question shows **Who is the builder or contractor engaged for the proposed development** with options to select one of the following.

- Me as the logged in user
  - Any of the application contacts (outlined in image below)
  - Add someone else, to creating a new builder contact.
  - Add from your application contacts, to select a builder contact from your standard contacts.
2. Click on **Add me** or **Add one of the application contacts** or follow the instructions for [Option 5: Add someone else to create the builder / contractor contact](#) or [Option 6: Add a builder contact from your application contacts](#)

**Builder or contractor details**

Building consent

<b>Builder</b>		
<b>Name:</b> Big-Bigger-Best Builders	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Main Contact:</b> Bob	<b>Phone:</b> 1300 100 000	<b>Email:</b> BBB_testemail_builder@gmail.com
<b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000		
<b>Builders Licence No:</b> BLD 5667		

**Who is the builder or contractor engaged for the proposed development?\***

- Add me (EPN TestNineteen)
- Add Big-Bigger-Best Builders
- Add Applicant One
- Add someone else
- Add from your application contacts

---

The added contact shows as Builder 2 and the first contact shows Builder 1.

**Builder or contractor details**

Building consent

<b>Builder 1</b> <a href="#">Edit</a> <a href="#">Delete</a>		
<b>Name:</b> Big-Bigger-Best Builders	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Main Contact:</b> Bob	<b>Phone:</b> 1300 100 000	<b>Email:</b> BBB_testemail_builder@gmail.com
<b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000		
<b>Builders Licence No:</b> BLD 5667		

<b>Builder 2</b> <a href="#">Edit</a> <a href="#">Delete</a>		
<b>Name:</b> Mr Forever Building	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Address:</b> 5 RITA DRIVE PARALOWIE SA 5108	<b>Phone:</b> 0478962315	<b>Email:</b> dptitesting99@gmail.com
<b>Builders Licence No:</b> BLD 4585		

---

### Option 1: Builder or Contractor not yet engaged

1. Click on **Builder or contractor has not yet been engaged**.
2. Next, complete [Acknowledge Declarations](#).

**Builder or contractor details**  
Building consent

Who is the builder or contractor engaged for the proposed development?\*

Builder or contractor has not yet been engaged

Owner Builder

Add me (EPN TestNineteen)

Add Big-Bigger-Best Builders

Add Applicant One

Add someone else

Add from your application contacts

GO BACK SAVE DRAFT NEXT

### Option 2: Development being constructed by owner builder

1. Click on **Owner builder**.
2. Next, complete [Acknowledge Declarations](#).

**Builder or contractor details**  
Building consent

Who is the builder or contractor engaged for the proposed development?\*

Builder or contractor has not yet been engaged

Owner Builder

Add me (EPN TestNineteen)

Add Big-Bigger-Best Builders

Add Applicant One

Add someone else

Add from your application contacts

GO BACK SAVE DRAFT NEXT

### Option 3: Add me. logged in user and applicant

1. Click on **Add me**.

#### Builder or contractor details

Building consent

Who is the builder or contractor engaged for the proposed development? \*

Builder or contractor has not yet been engaged

Owner Builder

Add me (EPN TestNineteen)

Add Big-Bigger-Best Builders

Add Applicant One

Add someone else

Add from your application contacts

The **Builder or contractor details** shows the builder contact card with 'not provided' displayed in the **Builder Licence No** field.

2. Click **Edit** to add the builder licence number.

**Builder or contractor details**

Building consent

<b>Builder</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Mr EPN TestNineteen <b>Address:</b> 1 KING WILLIAM STREET ADELAIDE SA 5000 <b>Builders Licence No:</b> Not provided			<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0426543245	<b>Alternative Phone:</b> Not provided <b>Email:</b> Nineteen_dummyemail@gmail.com
--	--	--	---	--

ADD ANOTHER BUILDER OR CONTRACTOR

The contact card shows and editable.

3. Enter the builders **licence number** (mandatory).

<b>INDIVIDUAL</b>	<b>BUSINESS</b>
-------------------	-----------------

**Title \***

Mr

**First Name \***

EPN

100 characters maximum

**Last Name \***

TestNineteen

100 characters maximum

**Licence Number \***

BLD 1235 8/50

50 characters maximum

4. Scroll down, until the UPDATE CONTACT button is visible.
5. Click UPDATE CONTACT to save changes.

**Email \***

Nineteen\_dummyemail@gmail.com

50 characters maximum.

UPDATE CONTACT CANCEL

The contact card displays with the builder's licence number.

6. Perform ADD ANOTHER BUILDER OR CONTRACTOR as required.
7. Next, complete [Acknowledge Declarations](#).

**Builder or contractor details**

Building consent

**Builder** [Edit](#) [Delete](#)

**Name:** Mr EPN TestNineteen

**Address:** 1 KING WILLIAM STREET ADELAIDE SA 5000

**Builders Licence No:** BLD 1235

**Preferred Contact Method:** Email

**Phone:** 0426543245

**Alternative Phone:** Not provided

**Email:** Nineteen\_dummyemail@gmail.com

[ADD ANOTHER BUILDER OR CONTRACTOR](#)

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

**Option 4: Add an application contact (applicant, primary contact, invoice contact or land owner)**

1. Click on **contact** required.

**Builder or contractor details**

Building consent

**Who is the builder or contractor engaged for the proposed development? \***

- Builder or contractor has not yet been engaged
- Owner Builder
- Add me (EPN TestNineteen)
- Add Big-Bigger-Best Builders
- Add Applicant One
- Add someone else
- Add from your application contacts

The **Builder or contractor details** shows the builder contact card with 'not provided' displayed in the **Builder Licence No** field.

2. Click **Edit** to add the builder licence number.

**Builder or contractor details**

Building consent

**Builder** [Edit](#) [Delete](#)

**Name:** Big-Bigger-Best Builders

**Main Contact:** Not provided

**Address:** 83 PIRIE STREET ADELAIDE SA 5000

**Builders Licence No:** Not provided

**Preferred Contact Method:** Email

**Phone:** 1300 100 000

**Alternative Phone:** Not provided

**Email:** BBB\_testemail\_applicant@gmail.com

[ADD ANOTHER BUILDER OR CONTRACTOR](#)

The contact card shows and editable.

3. Enter the builders **licence number** (mandatory).

INDIVIDUAL
BUSINESS

**Business Name \***

Big-Bigger-Best Builders

100 characters maximum

**Main Contact Name**

100 characters maximum

**Licence Number \***

BLD 6669
8/50

50 characters maximum

4. Click UPDATE CONTACT to save changes.

**Email \***

BBB\_testemail\_applicant@gmail.com

50 characters maximum.

UPDATE CONTACT

CANCEL

The contact card displays with the builder’s licence number.

5. Perform ADD ANOTHER BUILDER OR CONTRACTOR as required.
6. Next, complete [Acknowledge Declarations](#).

**Builder or contractor details**

Building consent

<b>Builder</b> <a href="#">Edit</a> <a href="#">Delete</a>	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Name:</b> Big-Bigger-Best Builders	<b>Phone:</b> 1300 100 000	<b>Email:</b> BBB_testemail_applicant@gmail.com
<b>Main Contact:</b> Not provided		
<b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000		
<b>Builders Licence No:</b> BLD 6669		

ADD ANOTHER BUILDER OR CONTRACTOR

GO BACK

SAVE DRAFT

NEXT

### Option 5: Add someone else to create the builder / contractor contact

1. Click on **Add someone else** to enter the builder details.

#### Builder or contractor details

Building consent

Who is the builder or contractor engaged for the proposed development?\*

- Builder or contractor has not yet been engaged
- Owner Builder
- Add me (EPN TestNineteen)
- Add Big-Bigger-Best Builders
- Add Applicant One
- Add someone else
- Add from your application contacts

The builder contact card opens and contact type 'individual' defaulted.

2. Leave **Individual** default or change to **Business** contact type.

#### Builder or contractor details

Building consent

INDIVIDUAL	BUSINESS
------------	----------

Title \*

First Name \*

100 characters maximum

Last Name \*

100 characters maximum

3. Complete the shown fields with the contractor / builder contact details.

#### Builder or contractor details

Building consent

INDIVIDUAL	BUSINESS
------------	----------

Title \*

First Name \*

100 characters maximum

Last Name \*

100 characters maximum

Licence Number \*

50 characters maximum

8/50

4. Click SAVE CONTACT to create the contact.

**Email\***

ppublicbuilders\_dummyemail@gmail.com

50 characters maximum.

SAVE CONTACT CANCEL

GO BACK SAVE DRAFT NEXT

The contact card displays with the builder's licence number.

5. Perform ADD ANOTHER BUILDER OR CONTRACTOR as required.

6. Next, complete [Acknowledge Declarations](#).

**Builder or contractor details**

Building consent

**Builder** [Edit](#) [Delete](#)

**Name:** Ms Penny Public  
**Address:** 83 PIRIE STREET ADELAIDE SA 5000  
**Builders Licence No:** BLD 6899

**Preferred Contact Method:** Email  
**Phone:** 0400 271 000

**Alternative Phone:** Not provided  
**Email:** ppublicbuilders\_dummyemail@gmail.com

ADD ANOTHER BUILDER OR CONTRACTOR

GO BACK SAVE DRAFT NEXT

### Option 6: Add a builder contact from your application contacts

#### Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts the 'builder contact' will automatically default. If your application contacts have not yet been set-up or has been set-up without a 'default' builder contact then complete the instructions [How to - set-up reusable and default application contacts | PlanSA](#).

1. Click **Add from your application contacts**.

#### Builder or contractor details

Building consent

**Who is the builder or contractor engaged for the proposed development?\***

- Builder or contractor has not yet been engaged
- Owner Builder
- Add me (EPN TestNineteen)
- Add Big-Bigger-Best Builders
- Add Applicant One
- Add someone else
- Add from your application contacts

2. Click in the **Search Application Contacts** field start typing name of the builder or select from a list of contacts.

The screenshot shows the 'Builder or contractor details' form. Under 'Search Application Contacts', a dropdown menu is open, displaying a list of contacts. The first contact is highlighted in blue. The list includes:

- Big-Bigger-Best Builders, Bob, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000
- Dwell Creators, Brij Savs, 52 WRIGHT ROAD INGLE FARM SA 5098, 0412658751
- Miss Manni Roy, 13 AVON LANE GILBERTON SA 5081, 0456225862
- Mr Forever Building, 5 RITA DRIVE PARALOWIE SA 5108, 0478962315

3. Click on the contact and then **SAVE CONTACT**.

The screenshot shows the 'Builder or contractor details' form. The 'Search Application Contacts' dropdown menu now displays the selected contact: 'Big-Bigger-Best Builders, Bob, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000'. Below the dropdown, the 'SAVE CONTACT' button is highlighted with a red dashed box, and the 'CANCEL' button is visible next to it.

### Application contacts not set-up

When the contacts have not yet been set-up a warning message displays, advising **No matches found. Perform another search or add an applicant.**

Cancel the search to manually add someone else.

To setup the application contacts for use in future application submissions complete the instructions [How to - set-up reusable and default application contacts | PlanSA](#).

**Search Application Contacts**

---Select a value---

No matches found. Perform another search or add an applicant.

CANCEL

The contact card displays with the builder's licence number.

4. Perform ADD ANOTHER BUILDER OR CONTRACTOR as required.
5. Next, complete [Acknowledge Declarations](#).

**Builder or contractor details**

Building consent

**Builder** [Edit](#) [Delete](#)

**Name:** Big-Bigger-Best Builders

**Main Contact:** Bob

**Address:** 83 PIRIE STREET ADELAIDE SA 5000

**Builders Licence No:** BLD 5667

**Preferred Contact Method:** Email

**Phone:** 1300 100 000

**Alternative Phone:** Not provided

**Email:** BBB\_testemail\_builder@gmail.com

ADD ANOTHER BUILDER OR CONTRACTOR

GO BACK

SAVE DRAFT

NEXT

## Consents Summary

The Consents Summary will list the consents to be submitted for review or assessment based on the selections made in the previous Consents and Required Consents page.

For Planning Consent and/or Land Division Consent the assessment action shows 'already granted and review only' required.

### Consents Summary

#### To be submitted for review or assessment now

1. Planning Consent (already granted - review only)
2. Building Consent (full assessment required)

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

## Acknowledge Declarations

### Electricity Declaration

#### 1. Select Yes or No.

**Note:** If you are submitting this application on behalf of someone else please ensure the relevant party is aware of this requirement and upload supporting documentation if necessary.

#### Electricity Declaration

In accordance with the requirements under Clause 6(1) of Schedule 8 of the Planning, Development and Infrastructure (General) Regulations 2017, the proposed development will involve the construction of a building which would, if constructed in accordance with the plans submitted, not be contrary to the regulations prescribed for the purposes of section 86 of the Electricity Act 1996.

- Yes  
 No

### Native Vegetation Declaration

#### 1. Read through the declaration and then select the applicable declaration statement.

#### Native Vegetation Declaration

##### I declare that: \*

- The proposed development will not or would not, involve the clearance of Native Vegetation under the Native Vegetation Act 1991, including any clearance that may occur in connection with a relevant access point and/or driveway, and/or within 10m of a building (other than a residential building or tourist accommodation), and/or within 20m of a dwelling or addition to an existing dwelling for fire prevention and control, and/or within 50m of residential or tourist accommodation in connection with a requirement under a relevant overlay to establish an asset protection zone in a bushfire prone area.
- The application is supported by a report prepared in accordance with Regulation 18(2)(a) of the Native Vegetation Regulations 2017 that establishes clearance is categorised as 'low level clearance' (for more information, please use the link below\*). Please upload the report in relation to native vegetation on the next page.
- No report or declaration supplied with this application.

\*[Regulation 18\(2\)\(a\) of the Native Vegetation Regulations 2017](#)

## Upload documents

### CITF receipt

The **Documents** table will show CITF receipt already uploaded when completing the [More information for consent approvals](#). Removal of the CITF receipt must be performed from the Consents – More information for consent approvals page.

- ✓ [Locations](#)
- ✓ [Application Contacts](#)
- ✓ [Development Details](#)
- ✓ [What do you want to do?](#)
- ✓ [Consents](#)
- ✓ [Declarations](#)
- > **Documents**
- Review

### Documents

Please upload all of your application documents.

Depending on what you are proposing, there is baseline documentation you'll need to provide. [Find out what documents your application will need.](#)

You can also read [the full schedule](#) of baseline documentation for applications in the PDI (General) Regulations 2017.

**Consent(s) already granted**

Please also upload the following documents for the consent(s) already granted (use document category 'Transitional Applications'):

- Decision Notification Form
- Stamped plans
- Application (optional)

Document	Document Category	Document Type	
<b>CITF Receipt</b> DOCX – 21.85 ...	Building Consent Documents	CITF Payment Reference	
<b>Plans1-95561 ...</b> PDF – 532 KB	Transitional Applications	Stamped Plans	✕
<b>Council_ACP ...</b> DOCX – 21.94 ...	Transitional Applications	Decision Notification Form	✕
<input type="button" value="UPLOAD"/> <span style="border: 1px dashed #ccc; padding: 2px;">Drop files here</span>	--- Select One ---	--- Select One ---	

**Note: You may select multiple documents to upload simultaneously.**

**! Removal of CITF Payment Reference**  
The removal of an uploaded *CITF Payment Reference* must be performed from the same section uploaded, menu item **Consents** and **More information for consent approvals** page.

### Consent(s) already granted documentation

Upload the Decision Notification Form and Stamped Plans completing [Upload individual documents](#) instructions and categorise the document as a 'Transitional Applications' and 'Decision Notification Form' and 'Stamped Plans'.

Document	Document Category	Document Type	
<b>CITF Receipt</b> DOCX – 21.85 ...	Building Consent Documents	CITF Payment Reference	
<b>Plans1-95561 ...</b> PDF – 532 KB	Transitional Applications	Stamped Plans	✕
<b>Council_ACP ...</b> DOCX – 21.94 ...	Transitional Applications	Decision Notification Form	✕
<input type="button" value="UPLOAD"/> <span style="border: 1px dashed #ccc; padding: 2px;">Drop files here</span>	--- Select One ---	--- Select One ---	

## Review and submit development application for building consent assessment

- Progress through the pages until the **Review** page is displayed. Scroll through the information reviewing the information provided.

### Consent Details

You have selected following consents:

- Planning Consent
- Building Consent

### Consents

Have any of the required consents for this development already been granted using a different system?

Yes

**⚠ IMPORTANT** – If you are seeking to vary an existing Planning Consent previously issued under a different system, please select 'No' to the above question and ensure that in the 'Development Details' screen you describe the application as involving a variation to an existing planning consent.

Which consent(s) have been granted

Planning consent

Application Number

12324

Date consent(s) granted

10 Feb 2021

Relevant Authority

City of Campbelltown

### Building Consent

Do you wish to have your building consent assessed in multiple stages?

No

When should this consent be assessed?

Assess this consent now

Who should assess your building consent?

City of Campbelltown

Acknowledge the **Submission Declaration** and submit.

#### Submission Declaration \*

- All documents attached to this application have been uploaded with the permission of the relevant rights holders. It has been acknowledged that copies of this application and supporting documentation may be provided to interested persons in accordance with the Act and Regulations.

GO BACK

SAVE DRAFT

SUBMIT

You will receive confirmation of your submission, and an **ID** number created for your development application.

7. Click on **Done** to exit and return to **Your application** dashboard.

## Development Application

Your submission (ID **25026448**) has been received.

Within a minute or two, it will appear on the 'Your applications' page (click the navigation tab at the top of this page), so you can log back into this Development Application portal and check progress whenever you like. *(If it doesn't appear straight away, please wait a few moments then refresh your browser.)*

The relevant authority for your first consent will commence verification of your submission. They will update you on the progress of your submission within **5 business days**.

If you want to provide anyone else with the ability to access this application, go to the 'Sharing access' screen and follow the instructions.

If you need further assistance, please contact the relevant authority for your consent.

**DONE**

On return to the **Your applications** dashboard go to the **Under Assessment** tab to view the submitted development application and then sign out.

Development application processing

Search  [Advanced Search](#) [Help](#)

Start a new application Access an application submitted by someone else Submit mandatory building notification Submit building rectification notification Start a new CROWN application

FOR YOUR ACTION (63) **UNDER ASSESSMENT (81)** DRAFT (3) LAND DIVISION CERTIFICATES (6) CERTIFICATE OF OCCUPANCY (24) FINALISED (76)

[Help for this section](#)

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status	Days
25026448	N Houston	10 AISH CL NEWTON SA 5074	test	City of Campbelltown		Verification in progress (Building Consent)	<a href="#">i</a> <a href="#">+</a> <a href="#">🕒</a>

## Share the application with someone else

Once the application is submitted next is to share access with the application contacts (i.e. primary contact, invoice contact, land owner/s) so they can perform actions on the application throughout the development application assessment process.

Examples of actions the contacts will perform:

- Payment of fees. The 'invoice contact' receives the notification and makes payment.
- Provide information. The 'primary contact' receives the notification and uploads the information within the application's document store.

**For more information** refer to [How to – Share access to your application with someone | PlanSA](#).

## Transitional consent details

There is no further action required outside or inside of the DAP system for the Planning and/or Land Division Consent.

### Development Application Summary page

Development application - 25026448: Newton SA 5074

[UPLOAD ADDITIONAL DOCUMENT...](#)

**Summary** Documents Sharing access Related Actions



Application Status: Submitted  
Fees Outstanding: No

The Development application summary page and **Submission details and Consent details** contains the Transitional Consent Details, including ability to edit.

▼ [Submission details and Consent details](#)

#### Development Details

Current Use	Residential
Proposed Use	Residential
Development cost (excluding fit out)	<b>Total Development Cost (excluding fit-out costs)</b> \$ 126,000
Proposed development details	Carport

#### Transitional Consent Details [edit](#)

Consent	Planning Consent
Application Number	12324
Date Consent(s) Granted	10/02/2021
Relevant Authority	City of Campbelltown

## Planning consent

The **Planning Consent Summary** page shows an information warning to advise 'This consent is part of a transitional application and was automatically granted.'

### Planning Consent - 25026448: Newton SA 5074

Summary Documents Fees RFIs Public Notification Planning Info Conditions and Notes Clocks Decision Appeals Related Actions

< Development application 25026448

Consent status: **Granted**

Fees Outstanding: No

 This consent is part of a transitional application, and was automatically granted.

Development Location(s)

Zoning information

Zones

- General Neighbourhood

For each consent a **Condition and Advisory Note** is also automatically added to advise you to refer to the Decision Notification Form (DNF) available from the Documents store.

1. Click **Show** against the condition.

### Planning Consent - 25026448: 10 Aish Cl Newton SA 5074

Summary Documents Fees RFIs Public Notification Planning Info Conditions and Notes Clocks Decision Appeals Related Actions

< Development application 25026448

Relevant Authority

[Preview Conditions and Notes](#)

Add Standard Groups >

City of Campbelltown

Conditions

Advisory notes

Reserved matters

Refusal reason

Title	Included in DNF	Clearance requirement not met	
Conditions - Planning			<a href="#">Show</a>

The **Modify Conditions** window shows with the conditional details (read only).

2. Click GO BACK to close.

### Modify Conditions

Custom Title\*

Conditions - Planning

Conditions

Please see DNF for existing Development Application Number 12324

Include in DNF  Clearance Requirement

GO BACK

3. Click **Advisory notes** tab.
4. Click **Show** against the advisory notes.

Relevant Authority

[Preview Conditions and Notes](#)

Add Standard Groups >

▼ **City of Campbelltown**

Conditions    **Advisory notes**    Reserved matters    Refusal reason

Title	Included in DNF	
Advisory notes - Planning	✖	<a href="#">Show</a>

GO BACK    **FINALISE**

The **Modify Advisory Notes** window shows with the conditional details (read only).

5. Click GO BACK to close.

## Modify Advisory Notes

**Custom Title\***

Advisory notes - Planning

**Advisory Note**

Please see DNF for existing Development Application Number 12324

Include in DNF

GO BACK

The Conditions and Advisory notes shows.

6. Click GO BACK to the **Conditions and Notes** page.

Relevant Authority

[Preview Conditions and Notes](#)

Add Standard Groups >

▼ **City of Campbelltown**

Conditions    **Advisory notes**    Reserved matters    Refusal reason

Title	Included in DNF	
Advisory notes - Planning	✖	<a href="#">Show</a>

GO BACK    **FINALISE**

For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**

Department for Housing  
and Urban Development