

## Background

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When land division occurs on a property, the original allotment is considered the 'Parent' location, and the newly created allotments are often referred to as the 'Child' locations. The newly created allotments can now be used as the development location for your proposed development (e.g. new house).

## Before you start

Complete [How to – Login to your development application account | PlanSA](#)

## Included instructions

- [Start a new application](#)
- [Add Development Location](#)
  - [No Results Found](#)
  - [Matching property locations](#)
  - [Missing location suburb](#)
  - [Missing both location reference and suburb](#)

## Related instructions

- [Submit a development application | PlanSA](#)

## Start a new application

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1. Click **Start a new application**.

**Your applications** Search

1

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

FOR YOUR ACTION   UNDER ASSESSMENT   DRAFT   LAND DIVISION CERTIFICATES   CERTIFICATE OF OCCUPANCY   FINALISED

**For your action**

ID	↓	Owner	Location	Nature Of Development	Relevant Authority
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2. Read through the **Before you start** information.

Follow the link '[development application checklist](#)' to view a list of the documentation you will need to upload cross-check against the documentation provided by the professional (e.g. building, surveyor, engineer, architect etc.)

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.

CANCEL 3 NEXT

## Add Development Location

The **Location of Proposed Development** page has five location search options.

### Development Application

> Locations

Application Contacts

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Location of Proposed Development

!

A development application requires the locations of the proposed development. Once the locations are selected the ability to provide additional location information is available and can be used to provide a tenancy number, for example.

Select a location search type

ADDRESS

TITLE

PLAN PARCEL

VALUATION

MAP

Address Search

Start typing property address

[Help for this section](#)

### Title Search

4. Click **TITLE** search option.

Select a location search type

ADDRESS

4

TITLE

PLAN PARCEL

VALUATION

MAP

Title Search

Prefix Type

CT - Certificate Of Title

Volume

6163

Folio

900

CLEAR SEARCH

SEARCH

! No Results Found

5. Complete the **Title** search fields as follows.

- Select the **prefix type**, e.g. CT – Certificate of Title.
- Enter the **Volume** and **Folio** numbers.
- Click **SEARCH** to return matching results.

### No Results Found

In the example, the Title search was performed with the title details of the ‘parent’ location (i.e. the property location divided into multiple allotments) which is now ‘cancelled’ to create the new allotments for the ‘child’ locations.

A cancelled parent location will show message ‘No Results Found’.

## Found matching property locations

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6. Perform another search either by CLEAR SEARCH to clear the information within the fields or type over the top with the new details.

Select a location search type

ADDRESS	TITLE	PLAN PARCEL	VALUATION	MAP
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Title Search

Prefix Type

Volume

Folio

6

CLEAR SEARCH

SEARCH

7. Provide the details of the 'child' location title reference and then SEARCH.

Select a location search type

ADDRESS	TITLE	PLAN PARCEL	VALUATION	MAP
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Title Search

Prefix Type

Volume

Folio

7

CLEAR SEARCH

SEARCH

8. Click **SEARCH**.

The Title search fields are automatically cleared.

Select a location search type

ADDRESS	TITLE	PLAN PARCEL	VALUATION	MAP
---------	-------	-------------	-----------	-----

Title Search

Prefix Type

Volume

Folio

8

CLEAR SEARCH

SEARCH

The **Location details** table shows a single or multiple location matches. A property location map shows with the selected locations outlined, including the Zones, Overlays and Technical Numeric Variations (TNVs).

## Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	LOT 100 MANDEVILLE ST DAVOREN PARK SA 5113	CT 6311/170	D136996 AL100	2911262027	0/100	CITY OF PLAYFORD	

RESET LOCATIONS



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

### Zones

- Master Planned Neighbourhood

### Sub Zones

- Emerging Activity Centre

### Overlays

- Affordable Housing
- Building Near Airfields
- Defence Aviation Area (All structures over 15 metres)
- Prescribed Wells Area
- Regulated and Significant Tree
- Traffic Generating Development

### Technical Numeric Variations (TNVs)

- Concept Plan (Concept Plan 18 - Playford North)
- Concept Plan (Concept Plan 81 - Edinburgh Defence Airfield Lighting Constraints)

SAVE DRAFT

NEXT

## Missing location suburb

The **Locations details** table will show matching locations and Edit shown when either location address and/or suburb information is missing.

A “Council” must be assigned to prompt who assessing the consent approvals in the Consents page.

### 1. Click **Edit**.

#### Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	LOT 200 PENNYS HILL RD THE RANGE SA 5172	CT 6309/814	D134728 AL200	1395196064	0/100		

RESET LOCATIONS




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

# How to...

## Submit a development application on a newly created allotment

The **Update locations** option shows. The **Location Reference** automatically populates with the ‘property addresses’ returned in the search matching locations. Note, any modifications to the location reference are saved once location is added.

### Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	LOT 200 PENNYS HILL RD THE RANGE SA 5172	CT 6309/814	D134728 AL200	1395196064	0/100			

### Update locations

Update the missing location information

Plan Parcel	Location Reference*	Suburb*	Local Government Area (council) / Authority*	
D134728AL200	LOT 200 PENNYS HILL RD THE RANGE SA 5172			<input type="button" value="UPDATE"/>



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

2. Start to type the **suburb name** and select from list of suggested suburb matches.

### Update locations

Update the missing location information

2

Plan Parcel	Location Reference*	Suburb*	Local Government Area (council) / Authority*	
D134728AL200	LOT 200 PENNYS HILL RD THE RANGE SA 5172	<div>the range</div> <div>THE RANGE</div>		<input type="button" value="UPDATE"/>


This application example shows a choice of two Local Government Areas (council).

3. Make a selection of which **Local Government Areas (council)** to receive and assess your proposed development application.
4. Click **UPDATE** to save.

### Update locations

Update the missing location information

3

Plan Parcel	Location Reference*	Suburb*	Local Government Area (council) / Authority*	
D134728AL200	LOT 200 PENNYS HILL RD THE RANGE SA 5172	THE RANGE 	<div><input type="radio"/> Alexandrina Council</div> <div><input checked="" type="radio"/> City of Onkaparinga</div>	<input type="button" value="UPDATE"/>

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How to...

## Submit a development application on a newly created allotment



Government of South Australia  
Department for Housing  
and Urban Development

PlanSA  
Version 1.1

The **Location details** table shows the council selected.

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### Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	LOT 200 PENNYS HILL RD THE RANGE SA 5172	CT 6309/814	D134728 AL200	1395196064	0/100	City of Onkaparinga	Edit	

RESET LOCATIONS



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

## Missing both location reference and suburb

The **Property Data** will show matching locations and **Update Locations** when the location(s) are missing both Location Reference (street address) and Suburb information; required to identify the "Council" to receive and assess your proposed development application.

1. Click Edit.

### Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>		CT 6309/814	D134728 AL200	1395196064	0/100		Edit	

RESET LOCATIONS



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

The **Update locations** option shows, with both the **Location Reference** and **Suburb** fields are blank.

### Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>		CT 6309/814	D134728 AL200	1395196064	0/100			

### Update locations

Update the missing location information

Plan Parcel	Location Reference*	Suburb*	Local Government Area (council) / Authority*	
D134728AL200				UPDATE

RESET LOCATIONS



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

2. Type the location address in the **Location Reference** field, including the allotment number (if known), street name, and suburb name.

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## Update locations

Update the missing location information

Plan Parcel	Location Reference*	Suburb*	Local Government Area (council) / Authority*	
D134728AL200	Lot 199 Pennys Hill Road The Range SA 5172			UPDATE

3. Start to type the **suburb name** and select from list of suggested suburb matches.

## Update locations

Update the missing location information

Plan Parcel	Location Reference*	Suburb*	Local Government Area (council) / Authority*	
D134728AL200	Lot 199 Pennys Hill Road The Range SA 5172	the range THE RANGE		UPDATE

4. The **Local Government Area (council)/Authority** shows and automatically selected or make a selection when crosses over Local Government Areas.

5. Click UPDATE to save changes.

## Update locations

Update the missing location information

Plan Parcel	Location Reference*	Suburb*	Local Government Area (council) / Authority*	
D134728AL200	Lot 199 Pennys Hill Road The Range SA 5172	THE RANGE x	<input type="radio"/> Alexandrina Council <input checked="" type="radio"/> City of Onkaparinga	UPDATE

The Selected Location(s) show.

## Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	Lot 199 Pennys Hill Road The Range SA 5172	CT 6309/814	D134728 AL200	1395196064	0/100	City of Onkaparinga	Edit

RESET LOCATIONS



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

6. Add another location (as required) or **NEXT** to continue.



Complete the remainder of the application following [Submit a development application | PlanSA](#) instructions.