

Submit a Crown and Essential Infrastructure Development Application

Version 1.5



Government of South Australia

Department for Housing
and Urban Development

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Development Application Information to Provide

The following pages outline the required information and documentation to be uploaded in order to complete your development application.

Locations	Search and add the location of the proposed development.
Application contacts	<p>Applicants are the individual(s) or business submitting the proposed development application. For Crown or Essential Infrastructure Applications, it is important to nominate whether the applicant is a Crown (State) Agency or Individual endorsed by a State Agency.</p> <p>Primary Contact is an individual or business (single contact) who is the main contact regarding additional documentation and/or other information.</p> <p>Invoice Contact is an individual or business (single contact) who is the main contact for financial matters, includes receiving and payment of fee advices, on successful fee payment receives the tax invoice and fee refund advice (as applicable).</p> <p>Land Owners are individuals and/or businesses (multiple allowed) that have the interest in the land and registered on the Certificate of Title.</p>
Development Details	Provide details of the current and proposed uses on the development site, development cost and details of the proposed development.
What do you want to do?	Provide what is to be developed on the site, for example school building, ambulance station, solar panels etc.
Declarations	Read and acknowledge the Electricity Declaration and the Native Vegetation Declaration (when available).
Documents	Upload proposed development technical drawings.
Review	Provides details of the information entered for review, and an opportunity to make edits prior to submitting the development application for development approval.

Start a New Application

1. Click on **Start a new CROWN application** to open the development application.

The 'start a new CROWN application' icon is not available to all users.

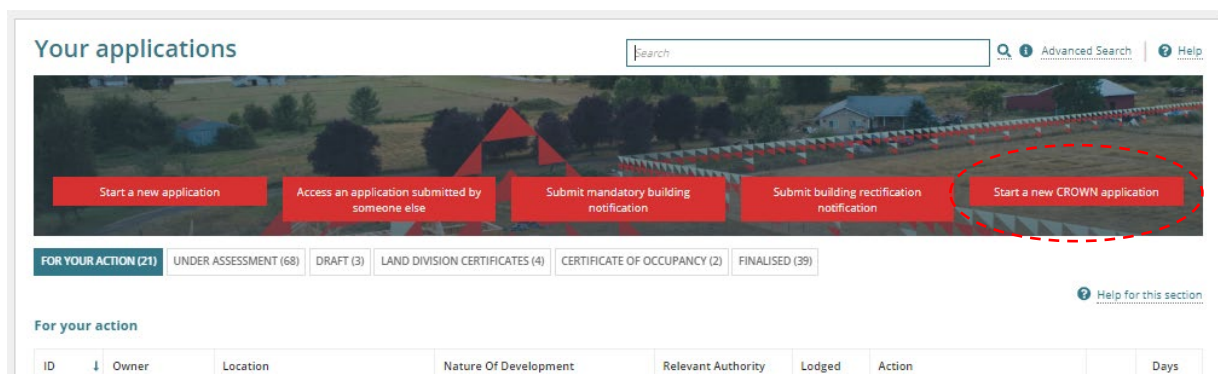
The icon will be visible to users who have registered for an organisation account with PlanSA to be able to submit a Crown or Essential Infrastructure application.

Users who have 'organisation administrator' rights will have access to a checkbox called 'Crown Applicant' within their organisation page.

If you are a registered Crown or Essential Infrastructure organisation and the icon does not appear, please contact the PlanSA service desk on 1800 752 66.

Important!

If a Crown and Essential Infrastructure application is incorrectly submitted using the 'start new application' icon it cannot be re-distributed from authority to authority. The applicant will need to withdraw and re-submit.



2. Read through the **Crown and Essential Infrastructure – Development Applications** information to ensure you need to submit here.

Follow the link '*Guide for Applicants: Crown and Essential Infrastructure Development Applications*' for more information about this pathway, including what supporting documents may be required with your application.

If you are NOT a Crown (State) Agency or have not been endorsed by a State Agency to lodge an application for essential infrastructure, you cannot submit your application through this pathway. If you are unsure whether you are a State Agency or that your project meets the definition of essential infrastructure, please contact the PlanSA Service Desk on 1800 752 66.

3. Click on **NEXT** to continue.

CROWN AND ESSENTIAL INFRASTRUCTURE - Development Applications

Use this process to submit a new application for Crown or Essential Infrastructure development.

[Help for this section](#)

Crown development is a type of development that is undertaken or sponsored by a Crown or State Agency. Essential infrastructure is defined under the *Planning, Development and Infrastructure Act 2016* and includes specified development for the generation and supply of electricity and water, transport networks and facilities, coast protection, health, education, community and emergency facilities.

Prepare to submit your development application:

Refer to the [Guide for Applicants: Crown and Essential Infrastructure Development Applications](#) for more information about this assessment pathway, including what supporting documents may be required with your application.

Before you start:

A State Agency does not include the Commonwealth Government, the South Australian Housing Trust or a council.

If you are NOT a Crown (State) Agency or have not been endorsed by a State Agency to lodge an application for essential infrastructure, you cannot submit your application through this pathway. To submit a non-Crown application, please submit your development application [here](#).

If you are unsure whether you are a State Agency or that your project meets the definition of essential infrastructure, please contact the PlanSA Service Desk on 1800 752 664.

The application will take approximately 10 minutes to complete.

CANCEL

NEXT

Save and open an application draft

1. You can save a draft of your submission at any time by clicking **Save Draft**.

Development Cost (excluding fit out of the building) *

\$ 350,000

Proposed Development Details *

Provide the details of the development, e.g. 2 storey house with carport and swimming pool

Maximum 4000 characters.

SAVE DRAFT

NEXT

The **Your Applications** dashboard is shown.

Access an application submitted by someone else

Submit mandatory building notification

Submit mandatory Re-Inspection notification

DRAFT (10)

LAND DIVISION CERTIFICATES (7)

CERTIFICATE OF OCCUPANCY (8)

FINALISED (56)

	Nature of Development	Created		
DOWNNS SA 5725	Provide the details of the development, e.g. 2 storey house with carport and swimming pool	26 Mar 2025	Resume	

The development application will open at [Add locations of the proposed development](#) page.
Progress through the pages until you reach the page not yet completed or partially completed.

Development Application

Help for this section

> 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

Location details

	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
	<input checked="" type="checkbox"/>	83 PIRIE ST ADELAIDE SA 5000	CT 6297/43 AL789	D129192 0205168077	0/100	ADELAIDE CITY COUNCIL		

1. Add locations of the proposed development

Overview

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

Location search options

1. [Address Search](#) finds the property location using an address.
2. [Title Search](#) finds the property locations by the Certificate of Title (CT) or Crown Lease (CL) reference.
3. [Plan Parcel Search](#) finds the property locations by plan type e.g. deposited plan (D) and parcel type e.g. allotment (AL).
4. [Valuation Search](#) finds the property locations by valuation number.
5. [Map Search](#) use to find a location by zooming in and out on the map and then drop-a-pin to select the location or manually added the location details if [Cannot find the council land or water development location?](#).

Location Details

The **Location details** section defaults with 'No locations selected' and NEXT is disabled.

Location details

<input type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
No locations selected								

SAVE DRAFT

NEXT

Overview of the location details table and options

Once a location search is performed the **Location details** table shows a single or multiple location matches and these locations are immediately selected, this is indicated by the ticked ☒ checkbox.

Location details

<input checked="" type="checkbox"/> Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/> 89 PIRIE ST ADELAIDE SA 5000	CT 6121/19	F139544 AL5	0205172607	0/100	ADELAIDE CITY COUNCIL		
<input checked="" type="checkbox"/> 89 PIRIE ST ADELAIDE SA 5000	CT 6121/18	F139545 AL6	0205172607	0/100	ADELAIDE CITY COUNCIL		

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

- Capital City

Overlays

- Airport Building Heights (Regulated) (All structures over 120 metres AHD)
- Affordable Housing
- Building Near Airfields
- Design
- Heritage Adjacency
- Hazards (Flooding - Evidence Required)
- Noise and Air Emissions
- Prescribed Wells Area
- Regulated and Significant Tree
- State Heritage Place (1291)

Technical Numeric Variations (TNVs)

- Maximum Building Height (Metres) (No prescribed height limit)
- Concept Plan (Concept Plan 79 - Primary Pedestrian Area)

De-select property location

To keep the location visible in the table but not a selected location for the development then clicks on the checkbox to remove selection (i.e. ☐ tick removed). The property location image reflects the location de-selection.

Location details

<input type="checkbox"/> Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input type="checkbox"/> 89 PIRIE ST ADELAIDE SA 5000	CT 6121/19	F139544 AL5	0205172607		ADELAIDE CITY COUNCIL		
<input checked="" type="checkbox"/> 89 PIRIE ST ADELAIDE SA 5000	CT 6121/18	F139545 AL6	0205172607	0/100	ADELAIDE CITY COUNCIL		

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

- Capital City


Overlays

- Airport Building Heights (Regulated) (All structures over 120 metres AHD)
- Affordable Housing
- Building Near Airfields
- Design
- Heritage Adjacency
- Hazards (Flooding - Evidence Required)
- Noise and Air Emissions
- Prescribed Wells Area
- Regulated and Significant Tree
- State Heritage Place (1291)



Technical Numeric Variations (TNVs)

- Maximum Building Height (Metres) (No prescribed height limit)
- Concept Plan (Concept Plan 79 - Primary Pedestrian Area)

Delete property location

To remove a location from the table then click on  trashcan icon.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	89 PIRIE ST ADELAIDE SA 5000	CT 6121/19	F139544 AL5	0205172607	0/100	ADELAIDE CITY COUNCIL		
<input checked="" type="checkbox"/>	89 PIRIE ST ADELAIDE SA 5000	CT 6121/18	F139545 AL6	0205172607	0/100	ADELAIDE CITY COUNCIL		

RESET LOCATIONS

The location is removed from the **Location details** table and the property location map is updated to reflect the remaining locations selected, includes refreshing the Zones, Overlays and Technical Numeric Variations (TNVs) to reflect the remaining selected locations.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	89 PIRIE ST ADELAIDE SA 5000	CT 6121/19	F139544 AL5	0205172607	0/100	ADELAIDE CITY COUNCIL		

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
- Capital City
- Overlays
- Airport Building Heights (Regulated) (All structures over 120 metres AHD)
 - Affordable Housing
 - Building Near Airfields
 - Design
 - Heritage Adjacency
 - Hazards (Flooding - Evidence Required)
 - Noise and Air Emissions
 - Prescribed Wells Area
 - Regulated and Significant Tree
 - State Heritage Place (1291)
- Technical Numeric Variations (TNVs)
- Maximum Building Height (Metres) (No prescribed height limit)
 - Concept Plan (Concept Plan 79 - Primary Pedestrian Area)

Reset Locations

1. Click **Reset Locations** option to bulk remove all selected locations.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	89 PIRIE ST ADELAIDE SA 5000	CT 6121/19	F139544 AL5	0205172607	0/100	ADELAIDE CITY COUNCIL	
<input checked="" type="checkbox"/>	89 PIRIE ST ADELAIDE SA 5000	CT 6121/18	F139545 AL6	0205172607	0/100	ADELAIDE CITY COUNCIL	
<input checked="" type="checkbox"/>	83 PIRIE ST ADELAIDE SA 5000	CT 6297/43	D129192 AL789	0205168077	0/100	ADELAIDE CITY COUNCIL	

RESET LOCATIONS



Zones

- Capital City

Overlays

- Airport Building Heights (Regulated) (All structures over 120 metres AHD)
- Affordable Housing
- Building Near Airfields
- Design
- Heritage Adjacency
- Hazards (Flooding - Evidence Required)
- Noise and Air Emissions

2. Click **YES** to confirm clearing all selected locations or **CANCEL** to close the pop-up window.

Are you sure you want to clear all the selected locations

CANCEL

YES

The Location details table shows 'No locations selected' and NEXT is disabled.

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

Location details

<input type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
No locations selected							

SAVE DRAFT

NEXT

Provide or update additional location information

As required, add **Additional Location Information** can be entered, for example to provide a tenancy number or the proposed new allotment information for proposed plans of land division.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	LOT 101 SOUTH EASTERN FWY TOTNESS SA 5250	CT 6312/83	D135552 AL101	5810020188	0/100	MOUNT BARKER DISTRICT COUNCIL		

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

- Employment

Overlays

- Hazards (Bushfire - High Risk) (High)
- Hazards (Flooding - Evidence Required)
- Murray-Darling Basin
- Major Urban Transport Routes
- Native Vegetation
- Non-stop Corridor
- Prescribed Water Resources Area
- River Murray Tributaries Protection Area
- Regulated and Significant Tree
- Traffic Generating Development
- Water Resources

Technical Numeric Variations (TNVs)

- Concept Plan (Concept Plan 114 - Totness)
- Concept Plan (Concept Plan 3 - Mount Barker and Littlehampton)

SAVE DRAFTNEXT

1. Type in the **Provide additional location information** field details of the new allotment, for example.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	LOT 101 SOUTH EASTERN FWY TOTNESS SA 5250	CT 6312/83	D135552 AL101	5810020188	Lot 101 Endeavour Way 21/100	MOUNT BARKER DISTRICT COUNCIL		

RESET LOCATIONS

2. Alternatively, when the additional location information has been supplied during the creation of a manual location for example, click in the field to update the provided information.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	100 ESPLANADE COFFIN BAY SA 5607				Coastal waters adjacent (north of) 100 Esplanade60/100			

RESET LOCATIONS

Address Search

1. Start typing the address of the development and then select from list of matching addresses.

When searching for a location within a **street number range**, e.g. 89-91 then enter the range to return a location match.

Select a location search type

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

Address Search

83 pirie
83 PIRIE STREET, ADELAIDE

On executing a successful search, the **Address** search field is cleared.

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).

2. Repeat steps if more than one location or click **NEXT** to continue.

Select a location search type

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

Address Search

Start typing property address

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	83 PIRIE ST ADELAIDE SA 5000	CT 6297/43	D129192 AL789	0205168077	0/100	ADELAIDE CITY COUNCIL	

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

- Capital City

Overlays

- Airport Building Heights (Regulated) (All structures over 120 metres AHD)
- Affordable Housing
- Building Near Airfields
- Design
- Heritage Adjacency
- Hazards (Flooding - Evidence Required)
- Noise and Air Emissions
- Prescribed Wells Area
- Regulated and Significant Tree

Technical Numeric Variations (TNVs)

- Maximum Building Height (Metres) (No prescribed height limit)
- Concept Plan (Concept Plan 79 - Primary Pedestrian Area)

SAVE DRAFT

NEXT

Title Search

Newly Created Allotment and/or Tenancy Development

For newly created allotment(s) where the Certificate of Title (CT) has been created for the 'child' location, refer to [How to – Submit a development application on a new allotment | PlanSA](#) instructions.

When an application for a tenancy then perform a search using the 'parent' Certificate of Title (CT) or use the [Map Search](#).

1. Click **TITLE** search type.
2. Click on the **Prefix Type** field drop-down to make selection, e.g. CT-Certificate of Title.
3. Type the **Volume** number (e.g. 6297) and **Folio** number (e.g. 43).

Select a location search type


ADDRESS	TITLE	PLAN PARCEL	VALUATION	MAP
Title Search				
Prefix Type		CT - Certificate Of Title		
Volume		6297		
Folio		43		
CLEAR SEARCH				SEARCH

4. Click **SEARCH** to return location matches.

On executing a successful search, the **Title** search fields are cleared.

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"/>	83 PIRIE ST ADELAIDE SA 5000	CT 6297/43	D129192 AL789	0205168077	0/100	ADELAIDE CITY COUNCIL	

RESET LOCATIONS

No results found

If the search returns no matches a warning message ‘No Results Found’ shows.

Check the Title Search details and update incorrect details and perform another search. If the search continues to show ‘No Results Found’ then try another search type to find the property location.

Select a location search type

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

Title Search

Prefix Type

CL - Crown Lease

Volume

6297

Folio

43

CLEAR SEARCH

SEARCH

No Results Found

5. Repeat steps if more than one location or click **NEXT** to continue.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	83 PIRIE ST ADELAIDE SA 5000	CT 6297/43	D129192 AL789	0205168077	0/100	ADELAIDE CITY COUNCIL		

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

- Capital City

Overlays

- Airport Building Heights (Regulated) (All structures over 120 metres AHD)
- Affordable Housing
- Building Near Airfields
- Design
- Heritage Adjacency
- Hazards (Flooding - Evidence Required)
- Noise and Air Emissions
- Prescribed Wells Area
- Regulated and Significant Tree

Technical Numeric Variations (TNVs)

- Maximum Building Height (Metres) (No prescribed height limit)
- Concept Plan (Concept Plan 79 - Primary Pedestrian Area)

SAVE DRAFT

NEXT

Plan Parcel Search

Newly Created Allotment and/or Tenancy Development

For newly created allotment(s) where the Certificate of Title (CT) has been created for the 'child' location, refer to [How to – Submit a development application on a new allotment | PlanSA](#) instructions.

When an application for a tenancy then perform a search using the 'parent' Certificate of Title (CT) or use the [Map Search](#).

1. Click **PLAN PARCEL** search type.
2. Click on **Plan Type** field drop-down to make selection, e.g. D – Deposited Plan.
3. Type **Plan Number**, e.g. 129192.
4. Click on **Parcel Type** field drop-down to make selection, e.g. Allotment (AL)
5. Type **Parcel Number**, e.g. 789.

Select a location search type

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

Plan Parcel Search

Plan Type	D - Deposited Plan
Plan Number	129192
Parcel Type	Allotment
Parcel Number	789


CLEAR SEARCH SEARCH

6. Click **SEARCH** to return a location match.

On executing a successful search, the **Plan Parcel** search fields are cleared.

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"/>	83 PIRIE ST ADELAIDE SA 5000	CT 6297/43	D129192 AL789	0205168077	0/100	ADELAIDE CITY COUNCIL	

RESET LOCATIONS

7. Repeat steps if more than one location or click **NEXT** to continue.

Valuation Search


- 1. Click **VALUTATION** search type.
- 2. Type the valuation number.
- 3. Click mouse (arrow icon below) outside the search field to enable the **SEARCH** button.

Select a location search type

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

Valuation Search

10/10



CLEAR SEARCH

SEARCH

- 4. Click **SEARCH** button to return a location match.

On executing a successful search, the **Valuation** search field is cleared.

Select a location search type

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

Valuation Search


10/10

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"/>	83 PIRIE ST ADELAIDE SA 5000	CT 6297/43	D129192 AL789	0205168077	<div>0/100</div>	ADELAIDE CITY COUNCIL		

RESET LOCATIONS

- 5. Repeat steps if more than one location or click **NEXT** to continue.

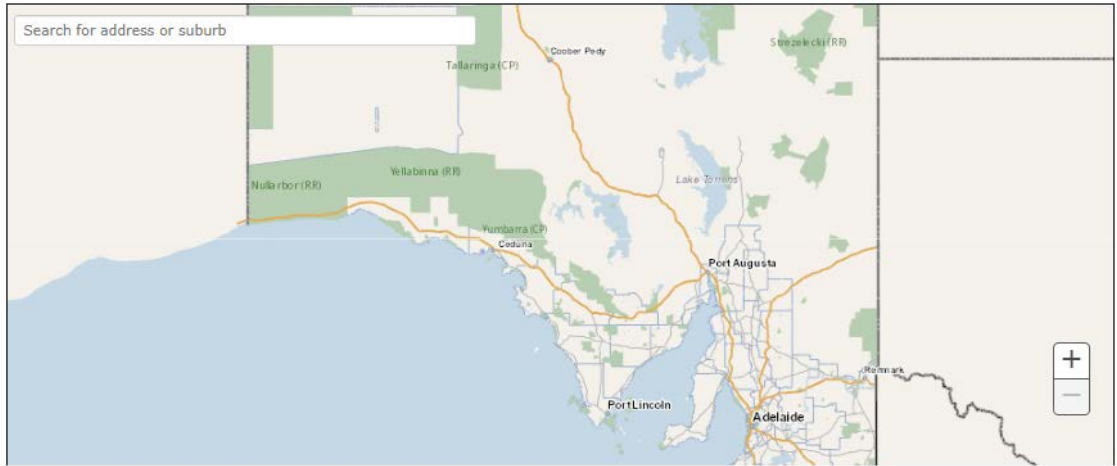
Map Search

- 1. Click **MAP SEARCH**.

Select a location search type

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


Map Search



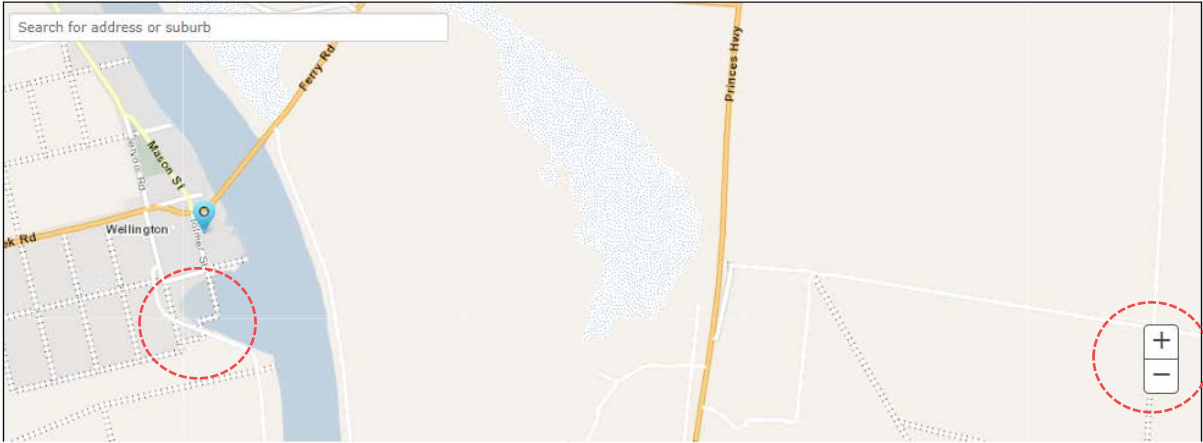
Cannot find the council land or water development location? >

Location details

<input type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
No locations selected								

- 2. Zoom into the map to find the location using the Zoom buttons .
- 3. Click mouse on the map and drag the map down/up or sideways to locate the location.
- 4. Left click the mouse to 'drop a pin' on the property location

Map Search




Cannot find the council land or water development location? >

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).

Map Search

Search for address or suburb



Cannot find the council land or water development location?

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	10 TOLMER ST WELLINGTON SA 5259	CT 5397/619	F15239 AL158	4171097108	0/100	THE RURAL CITY OF MURRAY BRIDGE	
<input checked="" type="checkbox"/>	10 TOLMER ST WELLINGTON SA 5259	CT 5397/618	F15239 AL157	4171097108	0/100	THE RURAL CITY OF MURRAY BRIDGE	

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

- Conservation
- Rural
- Township

Overlays


- Environment and Food Production Area
- Historic Shipwrecks (State)
- Hazards (Bushfire - General) (General)
- Hazards (Flooding - Evidence Required)
- Limited Land Division
- Murray-Darling Basin
- Native Vegetation
- River Murray Flood Plain Protection Area
- Traffic Generating Development


Technical Numeric Variations (TNVs)

- Finished Ground and Floor Levels (Minimum finished floor level is 1.87m AHD)
- Minimum Site Area (Minimum site area is 100 ha)
- Minimum Site Area (Minimum site area is 1,200 sqm)

Changing pin location





When changing the pin location when the wrong location was pinned (i.e. selected) initially, these locations will remain selected in the Location Details table.

5. Click on  trashcan icon to remove.



Cannot find the council land or water development location? >

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	5 -7 TOLMER ST WELLINGTON SA 5259	CT 6017/93	F15239 AL132	4171090002	0/100	THE RURAL CITY OF MURRAY BRIDGE	
<input checked="" type="checkbox"/>	5 -7 TOLMER ST WELLINGTON SA 5259	CT 6017/93	F15239 AL134	4171090002	0/100	THE RURAL CITY OF MURRAY BRIDGE	
<input checked="" type="checkbox"/>	10 TOLMER ST WELLINGTON SA 5259	CT 5397/619	F15239 AL158	4171097108	0/100	THE RURAL CITY OF MURRAY BRIDGE	
<input checked="" type="checkbox"/>	10 TOLMER ST WELLINGTON SA 5259	CT 5397/618	F15239 AL157	4171097108	0/100	THE RURAL CITY OF MURRAY BRIDGE	

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

- Township
- Conservation
- Rural

Overlays

- Hazards (Bushfire - General) (General)
- Hazards (Flooding - Evidence Required)
- Murray-Darling Basin
- Native Vegetation
- River Murray Flood Plain Protection Area
- Traffic Generating Development
- Environment and Food Production Area
- Historic Shipwrecks (State)
- Limited Land Division

Technical Numeric Variations (TNVs)

- Finished Ground and Floor Levels (Minimum finished floor level is 1.87m AHD)
- Minimum Site Area (Minimum site area is 1,200 sqm)
- Minimum Site Area (Minimum site area is 100 ha)

The locations are removed from the **Location Details** table and from the property location image, includes refreshing the Zones, Overlays and Technical Numeric Variations (TNVs) to reflect the remaining selected locations.

6. Repeat steps if more than one location or click **NEXT** to continue.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	5 -7 TOLMER ST WELLINGTON SA 5259	CT 6017/93	F15239 AL132	4171090002	0/100	THE RURAL CITY OF MURRAY BRIDGE		
<input checked="" type="checkbox"/>	5 -7 TOLMER ST WELLINGTON SA 5259	CT 6017/93	F15239 AL134	4171090002	0/100	THE RURAL CITY OF MURRAY BRIDGE		

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

- Township

Overlays

- Hazards (Bushfire - General) (General)
- Hazards (Flooding - Evidence Required)
- Murray-Darling Basin
- Native Vegetation
- River Murray Flood Plain Protection Area
- Traffic Generating Development

Technical Numeric Variations (TNVs)

- Finished Ground and Floor Levels (Minimum finished floor level is 1.87m AHD)
- Minimum Site Area (Minimum site area is 1,200 sqm)

Cannot find the council land or water development location?

When the location of the development is on council land (e.g. street sign or tree) or over/on water development (e.g. jetty, pontoon) then a location description or GPS coordinates can be used and the suburb to locate the applicable council who will receive and assess the submitted development application.

1. Click **MAP** search.

Select a location search type

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

Map Search



2. Expand **Cannot find the council land or water development location?**

Cannot find the council land or water development location? ▼

Provide the location identification details for council land development (e.g. street tree and sign) or over/on water development (e.g. jetty, pontoon).

Over / on water development (e.g. offshore and river) *

☐ Yes ☐ No

Location / GPS Coordinates *

0/100

Type a description of the location, e.g. verge between street name and street name or 49 51 29 99 GPS coordinates

Additional Location Information

0/100

Type the Lot/Tenancy number or local landmark details

Suburb *

Type the name of the suburb

Add an on-land location

Complete the following steps to manually add a tree location, bridge repair location or signage location (but not limited to these examples).

3. Complete the fields as follows.
 - Click 'No' to **Over / on water development**.
 - Enter the **Location** details or **GPS Coordinates**.
 - Enter **Additional Location Information**, as needed.
 - Type the name of the **Suburb** and then select match.
 - The **Local Government Area (Council) / Authority** will default.

Suburb crosses over Local Government Areas

When a suburb crosses over multiple Local Government Areas then multiple options show for your selection.

Suburb *

WEST BEACH ✕

Type the name of the suburb

Local Government Agency (Council) / Authority *

☒ City of Charles Sturt

☐ City of West Torrens

4. Click ADD LOCATION.

Cannot find the council land or water development location?

Provide the location identification details for council land development (e.g. street tree and sign) or over/on water development (e.g. jetty, pontoon).

Over / on water development (e.g. offshore and river) *

☐ Yes ☒ No

Location / GPS Coordinates *

Google Map coordinates: -34.44267, 138.56902 44/100

Type a description of the location, e.g. verge between street name and street name or 49 51 29 99 GPS coordinates

Additional Location Information

Bridge located on Railway Terrace 33/100

Type the Lot/Tenancy number or local landmark details

Suburb *

TWO WELLS ✕

Type the name of the suburb

Local Government Area (council) / Authority *

☒ Adelaide Plains Council

ADD LOCATION

The **Location details** table shows the added location. There is no property location map and no Zones, Overlays and Technical Numeric Variations (TNVs).

Select a location search type

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

Address Search

Start typing property address

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	Google Map coordinates: -34.44267, 138.56902				Bridge located on Railway Terrace 33/100	Adelaide Plains Council		

RESET LOCATIONS

Add location on/over water

Complete the following steps to manually add pontoon or pontoon and gangway (but not limited to this example).

5. Complete the fields as follows.
- Click ‘Yes’ to **Over / on water development**.

Enter the **Location details** or **GPS Coordinates**.

Enter **Additional Location Information**, as needed.

Suburb defaults to ‘No suburb’

Local Government Area (Council)/Authority defaults to State Planning Commission.
6. Click **ADD LOCATION**.

Cannot find the council land or water development location?

Provide the location identification details for council land development (e.g. street tree and sign) or over/on water development (e.g. jetty, pontoon).

Over / on water development (e.g. offshore and river) *

Yes

No

Location / GPS Coordinates *

100 ESPLANADE COFFIN BAY SA 560732/100

Type a description of the location, e.g. verge between street name and street name or 49 51 29 99 GPS coordinates

Additional Location Information

Coastal waters adjacent (north of) 100 Esplanade, Coffin Bay60/100

Type the Lot/Tenancy number or local landmark details

Suburb

No Suburb

Local Government Area (council) / Authority

State Planning Commission

ADD LOCATION

The **Location details** table shows the added location. There is no property location map and no Zones, Overlays and Technical Numeric Variations (TNVs).

Select a location search type

ADDRESS

TITLE

PLAN PARCEL

VALUATION

MAP

Address Search

Start typing property address

Location details

<div><div>Selected Location</div></div>	Title Ref	Plan Parcel	Valuation	<div><div>Provide additional location information</div><div>Coastal waters adjacent (north of) 100 Esplanade60/100</div></div>	Council		
<div><div>100 ESPLANADE COFFIN BAY SA 5607</div></div>							

RESET LOCATIONS

SAVE DRAFT

NEXT

2. Application Contacts

Overview

The Application Contacts page is where you provide contact details of the Applicants, Primary Contact, Invoice Contact and Land Owners.

Development Application

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

Application contacts

☒ I am submitting this application on behalf of the applicant(s) listed below

For Crown or Essential Infrastructure Applications, are you..*

☐ A Crown agency

☐ Acting on behalf of a Crown agency

☐ Sponsored by a Crown agency

☐ A prescribed body (Section 130 - Essential infrastructure)

Applicants*

The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

Applicant [Edit](#) [Delete](#)

Name: Miss Philip Williams
Address: 9 LIASCOS AVENUE NEWTON SA 5074

Preferred Contact Method: Email
Phone: 0423567995

Alternative Phone: Not provided
Email: jolanda.visser_APPLICANT@sa.gov.au

Primary Contact*

A primary contact is a single contact for the application and who is contacted by the relevant authority communicates with, when further information is required during the assessment of your development application.
Check the contact details and make edits as required or add a primary contact.

Primary Contact [Edit](#) [Delete](#)

Name: Ms Penny Public
Address: 83 PIRIE STREET ADELAIDE SA 5000

Preferred Contact Method: Email
Phone: 0400 236 698

Alternative Phone: Not provided
Email: PennyP_PRIMARY_DAPTEST@sa.gov.au

Invoice Contact*

An invoice contact is a single contact for application and who is contacted by the relevant authority communicates with, for payment of fees required during the assessment of your development application.
Check the contact details and make edits as required or add an invoice contact.

Invoice Contact [Edit](#) [Delete](#)

Name: Ms Joyce Jones
Address: 83 PIRIE STREET ADELAIDE SA 5000

Preferred Contact Method: Email
Phone: 8425 4000

Alternative Phone: Not provided
Email: jJones_INVOICE_DAPTEST@sa.gov.au

Land Owners*

The land owner(s) can be one or multiple persons, a corporation or a trust.
Check the contact details and make edits as required and/or add another land owner.

[ADD CONTACT](#)

Applicants

There can be 'multiple' applicants and these persons and/or businesses who will benefit from the development approval.

Primary Contact

There can 'only' be one primary contact, and this person or business will receive all communications during the assessment of the development application, for example request for documentation, requests for information, decision and approval notifications.

Invoice Contact

There can 'only' be one invoice contact, and this person or business is also the primary contact and they will receive all communications during the assessment of the development application in relation to fee payments and/or refunds (when applicable).

Land Owners

The land owners are the persons and/or businesses that have the interest in the land and registered on the Certificate of Title.

Frequently used contacts

The ability to set-up frequently used contacts and default contacts is available for most applicants (excluding single applicants) and when your organisation has set-up frequently used and/or default application contacts, the **Application Contacts** page automatically defaults with these contact details.

✓ Locations

> Application Contacts

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Application contacts

Applicants*
The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

ADD CONTACT

Applicant Edit Delete		
Name: Miss Philip Williams	Preferred Contact Method: Email	Alternative Phone: Not provided
Address: 9 LIASCOS AVENUE NEWTON SA 5074	Phone: 0423567995	Email: Jolanda.visser_APPLICANT@sa.gov.au

Primary Contact*
A primary contact is a single contact for the application and who is contacted by the relevant authority communicates with, when further information is required during the assessment of your development application.
Check the contact details and make edits as required or add a primary contact.

Primary Contact Edit Delete		
Name: Ms Penny Public	Preferred Contact Method: Email	Alternative Phone: Not provided
Address: 83 PIRIE STREET ADELAIDE SA 5000	Phone: 0400 236 698	Email: PennyP_PRIMARY_DAP@sa.gov.au

Invoice Contact*
An invoice contact is a single contact for application and who is contacted by the relevant authority communicates with, for payment of fees required during the assessment of your development application.
Check the contact details and make edits as required or add an invoice contact.

Invoice Contact Edit Delete		
Name: Ms Joyce Jones	Preferred Contact Method: Email	Alternative Phone: Not provided
Address: 83 PIRIE STREET ADELAIDE SA 5000	Phone: 8425 4000	Email: Jjones_INVOICE_DAPTEST@sa.gov.au

Setting up frequently used contacts

If your application contacts have not yet been set-up or has been set-up without a 'default' applicant contact, then an option to **"Add from your application contacts"** is available.

For more information visit [Your organisation profile and reusable contacts, conditions and building notifications | PlanSA](#).

Share access

Important!

Complete the instructions [Share a development application with another | PlanSA](#) to give the contact access to your development application to perform an action requested by the relevant authority and view documentation issued on making a decision.

Relevant authorities submitting applications on behalf-of applicants

Available only to relevant authorities (excludes independent accredited professionals) the option **I am submitting this application on behalf of the applicant(s) listed below** is available and defaulted (i.e. checkbox is ticked).

Development Application

- ✓ Locations
- > **Application Contacts**
 - Development Details
 - What do you want to do?
 - Consents
 - Declarations
 - Documents
 - Review

Application contacts

☒ I am submitting this application on behalf of the applicant(s) listed below

Applicants*

The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

Applicant: [Edit](#) [Delete](#)

Name: Miss Philip Williams	Preferred Contact Method: Email	Alternative Phone: Not provided
Address: 9 LIASCOS AVENUE NEWTON SA 5074	Phone: 0423567995	Email: Jolanda.visser_APPLICANT@sa.gov.au

[ADD CONTACT](#)

On submission, an email is generated and received by the primary contact to 'take control of the development application'. If the primary contact 'takes control' of the development application the relevant authority no longer has visibility of the application and ownership is transferred to the applicants.

Relevant authorities submitting applications for their location

When the relevant authority is submitting a development application for their location (i.e. council) then turn-off submitting on behalf-of (i.e. checkbox is not ticked) this keeping the application in Your Application dashboard.

Nominate who submitting the application

As an applicant for Crown or Essential Infrastructure Applications, it is important to nominate whether you are one of the following. If nominate one of the first 3 options, then a 'Crown' applicant must be added.

A Crown (State) agency	The Crown or a Minister of the Crown or a department or administrative unit of the State (other than in partnership or joint venture with a person that is not a State Agency).
Acting on behalf of a Crown agency	If you are acting on behalf of a Crown agency you are an individual or business who is lodging an application for a Crown agency.
Sponsored by a Crown agency	If you are sponsored by a Crown agency for the provision of essential infrastructure .
A prescribed body (Section 130 – Essential Infrastructure)	If you are a prescribed body (SAPN, Electranet etc) and you are lodging for a prescribed form of development, identified as Essential Infrastructure (S130 of the PDI Act).

- From the options choose one of the following applicant types:
 - A Crown Agency**
 - Acting on behalf of a Crown Agency**
 - Sponsored by a Crown Agency**
 - A prescribed body (Section 130 – Essential Infrastructure)**
- Click **ADD CONTACT** to add the Crown agency.

Application contacts

For Crown or Essential Infrastructure Applications, are you.. *

- ☐ A Crown agency
- ☒ Acting on behalf of a Crown agency
- ☐ Sponsored by a Crown agency
- ☐ A prescribed body (Section 130 - Essential infrastructure)

Applicants*

The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

ADD CONTACT

Applicant [Edit](#) [Delete](#)

Name: Miss Philip Williams
Address: 9 LIASCOS AVENUE NEWTON SA 5074

Preferred Contact Method: Email
Phone: 0423567995

Alternative Phone: Not provided
Email: Jolanda.visser_APPLICANT@sa.gov.au

A CROWN agency must be added as one of the applicants

A series of options are available to add another contact. Select option **Add someone else** or if the Crown agency has been created as a frequently used contact, then select **Add from your application contacts**.

Applicants*
The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

Applicant
Name: Miss Philip Williams
Address: 9 LIASCOS AVENUE NEWTON SA 5074

Preferred Contact Method: Email
Phone: 0423567995

Alternative Phone: Not provided
Email: jolanda.visser_APPLICANT@sa.gov.au

☐ Add me (EPN TestNineteen) ☐ Add Penny Public ☐ Add Joyce Jones ☐ Add someone else ☐ Add from your application contacts

CANCEL

A CROWN agency must be added as one of the applicants

3. In this example, **Add someone else** is being chosen.

The contact form displays and defaults to an 'individual' contact type.

Applicants*
The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

Applicant
Name: Miss Philip Williams
Address: 9 LIASCOS AVENUE NEWTON SA 5074

Preferred Contact Method: Email
Phone: 0423567995

Alternative Phone: Not provided
Email: jolanda.visser_APPLICANT@sa.gov.au

INDIVIDUAL

BUSINESS

CROWN AGENCY

COUNCIL

Title *
--- Select One ---

First Name *

100 characters maximum

Last Name *

100 characters maximum

4. Click **CROWN AGENCY** contact type.

INDIVIDUAL

BUSINESS

CROWN AGENCY

COUNCIL

Crown Agency *

100 characters maximum

Postal Address *

Type an address to search

5. Complete the contact fields from the table below.

Crown Agency	Mandatory. Enter the agency name.
Postal Address	<p>Mandatory.</p> <p>Start typing the postal address to show a list of addresses and then make an address selection.</p> <p>Postal Address *</p> <div> <div>11 waymouth</div> <div>11 WAYMOUTH AVENUE, GLANDORE</div> <div>11 WAYMOUTH STREET, ADELAIDE</div> </div> <p>If an address cannot be found use the Enter the address manually option or use to add a PO Box address.</p>
Preferred Contact Method	Default to email. As applicable, can be changed to post.
Phone	Optional. Preference is to provide a phone number. Provide the main contact number, e.g. mobile, office number etc. 1300 numbers and similar are allowed.
Alternative Phone	Optional. Provide as applicable.
Email	Optional. Preference is to provide to enable email communications with the agency.

6. Click **SAVE CONTACT** or CANCEL to close the contact form without saving.

The contact is added immediately, and in this example an additional applicant is added and now shows Applicant 1 and Applicant 2 labels. Also available, are contact maintenance options 'Edit' and 'Delete'.

Applicants*
 The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
 Check the contact details and make edits as required and/or add another applicant.
 ADD CONTACT

Applicant 1 [Edit](#) [Delete](#)
Name: Miss Phillip Williams
Address: 9 LIASCOS AVENUE NEWTON SA 5074
Preferred Contact Method: Email
Phone: 0423567995
Alternative Phone: Not provided
Email: jolanda.visser_APPLICANT@sa.gov.au

Applicant 2 [Edit](#) [Delete](#)
Name: PIRSA
Address: 11 WAYMOUTH STREET ADELAIDE SA 5000
Preferred Contact Method: Email
Phone: 1300 111 222
Alternative Phone: Not provided
Email: PIRSA_dummyemail@sa.gov.au

Methods of adding contacts

Default application contacts

When your application contacts have been setup with a 'default' contact, then the **Application contacts** page displays these contacts automatically. Included maintenance options are:

- **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
- **Delete** to remove the contact.

Applicants*
The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

ADD CONTACT

Applicant Edit Delete		
Name: Miss Philip Williams	Preferred Contact Method: Email	Alternative Phone: Not provided
Address: 9 LIASCOS AVENUE NEWTON SA 5074	Phone: 0423567995	Email: Jolanda.visser_APPLICANT@sa.gov.au

Add another contact

For contacts that allow more than one contact (i.e. applicants and land owners) the 'add contact' option is available.

Whilst adding a contact the ability to modify the other contacts is disabled until you have completed adding the contact or cancelled the process of adding or modifying a contact.

1. Click **ADD CONTACT**.

Applicants*
The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

ADD CONTACT

Applicant Edit Delete		
Name: Miss Philip Williams	Preferred Contact Method: Email	Alternative Phone: Not provided
Address: 9 LIASCOS AVENUE NEWTON SA 5074	Phone: 0423567995	Email: Jolanda.visser_APPLICANT@sa.gov.au

A series of options are available to add another contact, either yourself as the person logged in to the system (Add me), someone else, add from your application contacts or add an existing contact already added or defaulted e.g. primary contact, invoice contact, land owner and applicant.

A **CANCEL** button is available, to close adding another contact.

Applicants*
The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

Applicant		
Name: Miss Philip Williams	Preferred Contact Method: Email	Alternative Phone: Not provided
Address: 9 LIASCOS AVENUE NEWTON SA 5074	Phone: 0423567995	Email: Jolanda.visser_APPLICANT@sa.gov.au

☐ Add me (EPN TestNineteen) ☐ Add Penny Public ☐ Add Joyce Jones ☐ Add someone else ☐ Add from your application contacts

CANCEL

Option 1 – Add Me

1. Click on **Add Me** to use my user account details.

The contact is added immediately, and in this example an additional applicant is added and now shows Applicant 1 and Applicant 2 labels. Also available, are contact maintenance options 'Edit' and 'Delete'.

Application contacts

Applicants* The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval. Check the contact details and make edits as required and/or add another applicant.			ADD CONTACT
Applicant 1 Edit Delete Name: Miss Philip Williams Address: 9 LIASCOS AVENUE NEWTON SA 5074	Preferred Contact Method: Email Phone: 0423567995	Alternative Phone: Not provided Email: Jolanda.visser_APPLICANT@sa.gov.au	
Applicant 2 Edit Delete Name: Mr EPN TestNineteen	Preferred Contact Method: Email Phone: 0765435234	Alternative Phone: Not provided Email: epn.test19.RA19@sa.gov.au	

When non-mandatory contact details are not completed 'Not provided' is shown.

Application contacts

Applicants* The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval. Check the contact details and make edits as required and/or add another applicant.			ADD CONTACT
Applicant 1 Edit Delete Name: Miss Philip Williams Address: 9 LIASCOS AVENUE NEWTON SA 5074	Preferred Contact Method: Email Phone: 0423567995	Alternative Phone: Not provided Email: Jolanda.visser_APPLICANT@sa.gov.au	
Applicant 2 Edit Delete Name: Mr EPN TestNineteen	Preferred Contact Method: Email Phone: 0765435234	Alternative Phone: Not provided Email: epn.test19.RA19@sa.gov.au	

Option 2 – Add someone else

This option allows you to manually add a new contact. In this example, a new land owner contact is being created.

7. Click on **Add someone else**.

Land Owners*
The land owner(s) can be one or multiple persons, a corporation or a trust.
Check the contact details and make edits as required and/or add another land owner.

☐ Add me (EPN TestNineteen) ☐ Add Philip Williams ☐ Add EPN TestNineteen ☐ Add Penny Public ☐ Add Joyce Jones ☒ Add someone else

The contact form displays and defaults to an 'individual' contact type.

INDIVIDUAL	BUSINESS	CROWN AGENCY	COUNCIL
Title * <div>--- Select One ---</div>			
First Name * <div></div> <div>100 characters maximum</div>			
Last Name * <div></div> <div>100 characters maximum</div>			
Postal Address * <div></div> <div>Type an address to search </div> <div>Enter the address manually</div>			
Preferred Contact Method <div>Email</div>			
Phone <div></div> <div>Enter a local, national or international number - with plus sign. Spaces are allowed.</div>			
Alternative Phone <div></div> <div>Enter a local, national or international number - with plus sign. Spaces are allowed.</div>			
Email * <div>Must contain an '@' and a '.'</div> <div>50 characters maximum.</div>			
<div><input type="button" value="SAVE CONTACT"/> <input type="button" value="CANCEL"/></div>			

8. Click on the appropriate contact type.

- **Individual** provide the contact details of a person.
- **Business** provide the contact details of a business.
- **Crown Agency** is only applicable to State Government agency applications or when submitting a crown and essential infrastructure development application.
- **Council** is only applicable to councils' applications.

9. Complete the contact fields from the table below.

Title	Mandatory. Is only applicable for an 'individual' contact type. Make selection from list of drop-down options.
First Name	Mandatory. Is only applicable for an 'individual' contact type.
Last Name	Mandatory. Is only applicable for an 'individual' contact type.
Business Name	Mandatory. Is only applicable for a 'business' contact type.
Main Contact Name	Is not mandatory and only available for contact types 'Business' and 'Council'. As applicable, provide the full name of the person the relevant authority should ask for when calling or direct communications.
Postal Address	<p>Mandatory.</p> <p>Start typing the postal address to show a list of addresses and then make an address selection.</p> <p>Postal Address *</p> <div> <div>1 king william</div> <div>1 KING WILLIAM STREET, ROSEWATER</div> <div>1 KING WILLIAM STREET, ADELAIDE</div> </div> <p>If an address cannot be found use the Enter the address manually option.</p>
Preferred Contact Method	Default to email. As applicable, can be changed to post.
Phone	Mandatory. Provide the main contact number, e.g. mobile, office number etc. 1300 numbers and similar are allowed.
Alternative Phone	Is not mandatory. Provide as applicable.
Email	Mandatory.

10. Click **SAVE CONTACT** or **CANCEL** to close the contact form without saving.

The saved contact shows with maintenance options ‘Edit’ and ‘Delete’ and option to add another contact.

Land Owners*
The land owner(s) can be one or multiple persons, a corporation or a trust.
Check the contact details and make edits as required and/or add another land owner.

ADD CONTACT

Land Owner

EditDelete

Name: Property Trustee
Main Contact: Louise
Address: 1 KING WILLIAM STREET ADELAIDE SA 5000

Preferred Contact Method: Email
Phone: 1300 111 000

Alternative Phone: Not provided
Email: PT_dummyemail@sa.gov.au

Option 3 - Add from your application contacts

This option allows you add a new contact from your application contacts. In this example, an invoice contact is being added.

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

Invoice Contact*

An invoice contact is a single contact for application and who is contacted by the relevant authority communicates with, for payment of fees required during the assessment of your development application. Check the contact details and make edits as required or add an invoice contact.

☒ Add me (EPN TestNineteen) ☐ Add Philip Williams ☐ Add EPN TestNineteen ☐ Add Penny Public ☐ Add Property Trustee ☐ Add someone else
☐ Add from your application contacts

CANCEL

The **Search Applications Contacts** shows.

Invoice Contact*

An invoice contact is a single contact for application and who is contacted by the relevant authority communicates with, for payment of fees required during the assessment of your development application. Check the contact details and make edits as required or add an invoice contact.

Search Application Contacts

---Select a value---

CANCEL

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

Search Application Contacts

---Select a value---

Q Search

---Select a value---

Ms Joyce Jones, 83 PIRIE STREET ADELAIDE SA 5000, 8425 4000

CO Constructions, Joe, UNIT 3 21 NILE STREET GLENELG SA 5045, 049812738

Mrs Avi Domanece, 5 RITA AVENUE ROSTREVOR SA 5073, 0487941355

Application contacts not set-up

A warning message “No matches found. Perform another search or add an applicant.” when the contacts have not yet been set-up. Cancel the search to manually add someone else.

Search Application Contacts

---Select a value---

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

CANCEL

To setup the application contacts for use in future application submissions visit [Your organisation profile and reusable contacts, conditions and building notifications | PlanSA](#).

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

Invoice Contact*

An invoice contact is a single contact for application and who is contacted by the relevant authority communicates with, for payment of fees required during the assessment of your development application. Check the contact details and make edits as required or add an invoice contact.

Search Application Contacts

Ms Joyce Jones, 83 PIRIE STREET ADELAIDE SA 5000, 8425 4000

SAVE CONTACT

CANCEL

The saved contact shows with maintenance options ‘Edit’ and ‘Delete’ and option to add another contact.

Invoice Contact*

An invoice contact is a single contact for application and who is contacted by the relevant authority communicates with, for payment of fees required during the assessment of your development application. Check the contact details and make edits as required or add an invoice contact.

Invoice Contact

[Edit](#) [Delete](#)

Name: Ms Joyce Jones

Address: 83 PIRIE STREET ADELAIDE SA 5000

Preferred Contact Method: Email

Phone: 8425 4000

Alternative Phone: Not provided

Email: JJones_INVOICE_DAPTEST@sa.gov.au

Option 4 - Add an existing contact

This option allows you to add an existing contact. In this example, an existing contact (outlined in the image below) will be added as a land owner contact.

Land Owners*
The land owner(s) can be one or multiple persons, a corporation or a trust.
Check the contact details and make edits as required and/or add another land owner.

Land Owner
Name: Property Trustee
Main Contact: Louise
Address: 1 KING WILLIAM STREET ADELAIDE SA 5000
Preferred Contact Method: Email
Phone: 1300 111 000
Alternative Phone: Not provided
Email: PT_dummyemail@sa.gov.au

☐ Add me (EPN TestNineteen) ☒ Add Philip Williams ☐ Add EPN TestNineteen ☐ Add Penny Public ☐ Add Joyce Jones ☐ Add someone else

CANCEL

1. Click on radio button of one of the existing contacts. Multi selection is not allowed.

Land Owners*
The land owner(s) can be one or multiple persons, a corporation or a trust.
Check the contact details and make edits as required and/or add another land owner.

Land Owner
Name: Property Trustee
Main Contact: Louise
Address: 1 KING WILLIAM STREET ADELAIDE SA 5000
Preferred Contact Method: Email
Phone: 1300 111 000
Alternative Phone: Not provided
Email: PT_dummyemail@sa.gov.au

☐ Add me (EPN TestNineteen) ☒ Add Philip Williams ☐ Add EPN TestNineteen ☐ Add Penny Public ☐ Add Joyce Jones ☐ Add someone else

CANCEL

The contact is added immediately, and in this example an additional land owner is added and now shows Land Owner 1 and Land Owner 2 labels. Also available, are contact maintenance options 'Edit' and 'Delete'.

Land Owners*
The land owner(s) can be one or multiple persons, a corporation or a trust.
Check the contact details and make edits as required and/or add another land owner.

Land Owner 1 [Edit](#) [Delete](#)
Name: Property Trustee
Main Contact: Louise
Address: 1 KING WILLIAM STREET ADELAIDE SA 5000
Preferred Contact Method: Email
Phone: 1300 111 000
Alternative Phone: Not provided
Email: PT_dummyemail@sa.gov.au

Land Owner 2 [Edit](#) [Delete](#)
Name: Miss Philip Williams
Address: 9 LIASCOS AVENUE NEWTON SA 5074
Preferred Contact Method: Email
Phone: 0423567995
Alternative Phone: Not provided
Email: Jolanda.visser_APPLICANT@sa.gov.au

ADD CONTACT

Contact Maintenance option – Edit

1. Click Edit against the contact being updated.

Primary Contact*
A primary contact is a single contact for the application and who is contacted by the relevant authority communicates with, when further information is required during the assessment of your development application.
Check the contact details and make edits as required or add a primary contact.

Primary Contact Edit Delete

Name: Ms Penny Public
Address: 83 PIRIE STREET ADELAIDE SA 5000

Preferred Contact Method: Email
Phone: 0400 236 698

Alternative Phone: Not provided
Email: PennyP_PRIMARY_DAP@sa.gov.au

The contact form opens and editable.

Primary Contact*
A primary contact is a single contact for the application and who is contacted by the relevant authority communicates with, when further information is required during the assessment of your development application.
Check the contact details and make edits as required or add a primary contact.

Primary Contact

Name: Ms Penny Public
Address: 83 PIRIE STREET ADELAIDE SA 5000

Preferred Contact Method: Email
Phone: 0400 236 698

Alternative Phone: Not provided
Email: PennyP_PRIMARY_DAP@sa.gov.au

INDIVIDUALBUSINESSCROWN AGENCYCOUNCIL

Title *

Ms

First Name *

Penny

100 characters maximum

Last Name *

Public

100 characters maximum

2. Make the required updates, e.g. changes to the contact phone number. Then **UPDATE CONTACT**.

Phone

0427 689 000

Enter a local, national or international number - with plus sign. Spaces are allowed.

Alternative Phone

Enter a local, national or international number - with plus sign. Spaces are allowed.

Email *

PennyP_PRIMARY_DAP@sa.gov.au

50 characters maximum.

UPDATE CONTACT

CANCEL

The changes are reflected in the contact card.

Primary Contact*
A primary contact is a single contact for the application and who is contacted by the relevant authority communicates with, when further information is required during the assessment of your development application.
Check the contact details and make edits as required or add a primary contact.

Primary Contact Edit Delete

Name: Ms Penny Public
Address: 83 PIRIE STREET ADELAIDE SA 5000

Preferred Contact Method: Email
Phone: 0427 689 000

Alternative Phone: Not provided
Email: PennyP_PRIMARY_DAP@sa.gov.au

Contact Maintenance option - Delete

When more than one contact, applicable only for applicants and land owners.

1. Click **Delete** against the contact being removed.

Applicants*
The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

[ADD CONTACT](#)

Applicant 1 Edit Delete Name: Miss Philip Williams Address: 9 LIASCOS AVENUE NEWTON SA 5074	Preferred Contact Method: Email Phone: 0423567995	Alternative Phone: Not provided Email: Jolanda.visser_APPLICANT@sa.gov.au
Applicant 2 Edit Delete Name: Mr EPN TestNineteen	Preferred Contact Method: Email Phone: 0765435234	Alternative Phone: Not provided Email: epn.test19.RA19@sa.gov.au

The contact is removed immediately from the contact card and from being selected as a contact and removed the **Applicant 1** label from the remaining contact.

Applicants*
The applicant can be one or multiple persons, a corporation or a trust who benefit from the development approval.
Check the contact details and make edits as required and/or add another applicant.

[ADD CONTACT](#)

Applicant Edit Delete Name: Miss Philip Williams Address: 9 LIASCOS AVENUE NEWTON SA 5074	Preferred Contact Method: Email Phone: 0423567995	Alternative Phone: Not provided Email: Jolanda.visser_APPLICANT@sa.gov.au
--	--	--

When only single contact, applicable for primary and invoice contacts.

1. Click **Delete** against the contact being removed.

Invoice Contact*
An invoice contact is a single contact for application and who is contacted by the relevant authority communicates with, for payment of fees required during the assessment of your development application.
Check the contact details and make edits as required or add an invoice contact.

Invoice Contact Edit Delete Name: Ms Joyce Jones Address: 83 PIRIE STREET ADELAIDE SA 5000	Preferred Contact Method: Email Phone: 8425 4000	Alternative Phone: Not provided Email: JJones_INVOICE_DAPTEST@sa.gov.au
---	---	--

The contact is removed immediately and the **ADD CONTACT** button shows.

Invoice Contact*
An invoice contact is a single contact for application and who is contacted by the relevant authority communicates with, for payment of fees required during the assessment of your development application.
Check the contact details and make edits as required or add an invoice contact.

[ADD CONTACT](#)

All contacts must be added to proceed to the NEXT page. If a contact is missing when NEXT is clicked an error message will display with which contact is missing.

Invoice contact(s) are required

3. Provide Development Details

1. Complete the Development Details as follows.
 - **Current Use** – write a description of what is on the site before your development application, e.g. established primary school
 - **Proposed Use** – write a description of what is on the site after your development application, e.g. new building and outdoor learning play spaces
 - **Development Cost** – provide a dollar value (excluding the fit out of the building)
 - **Proposed Development Details** – write a description of the proposed development
2. Click **NEXT** to continue.

Development Details

Please provide details about the existing and proposed uses on the development site.

Current Use *

Write a description of what is on the site before your development application, e.g., Established Primary School

Proposed Use *

Write a description of what is on the site after your development application, e.g., new building and outdoor learning play spaces.

Total Development Cost (excluding fit-out costs) *

\$ 11,000,000

Proposed Development Details *

Provide the details of the development, e.g., Construct a new building (STEM) and outdoor learning play spaces (including landscaping)

Maximum 4000 characters.

4. Choose Development Elements and Refine

The 'elements' enable you to specify what you want to develop, for example an education facility with solar panels and a shade sail. Based on the selection/s you may be prompted to refine the element.

1. Click on each **element** of your proposed development, click on Show more elements to view more options.

What do you want to do?

Please specify what you are applying for from the list of elements below.

Elements

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

[Show less elements](#)

RESIDENTIAL	COMMERCIAL / INDUSTRIAL	COMMUNITY	INFRASTRUCTURE	RURAL
-------------	-------------------------	-----------	----------------	-------

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Air handling unit, air conditioning system or exhaust fan	<input type="checkbox"/> Amenities block
<input type="checkbox"/> Boat berth	<input type="checkbox"/> Camp ground	<input type="checkbox"/> Caravan and tourist park
<input type="checkbox"/> Child Care Facility	<input checked="" type="checkbox"/> Educational facility	<input type="checkbox"/> Electricity substation
<input type="checkbox"/> Essential Infrastructure	<input type="checkbox"/> Fences and walls	<input type="checkbox"/> Filling of land
<input type="checkbox"/> Indoor recreation facility	<input type="checkbox"/> Internal fitout	<input type="checkbox"/> Motorsport track, racing circuit or drag strip
<input type="checkbox"/> Museum	<input type="checkbox"/> Place of worship	<input type="checkbox"/> Public service depot
<input type="checkbox"/> Recreation area	<input type="checkbox"/> Recreational pontoon	<input type="checkbox"/> Replacement building
<input type="checkbox"/> Request for essential safety provisions	<input type="checkbox"/> Residential park	<input type="checkbox"/> Retirement facility
<input checked="" type="checkbox"/> Shade sail	<input checked="" type="checkbox"/> Solar panels	<input type="checkbox"/> Spectator viewing structure
<input type="checkbox"/> Stormwater Infrastructure	<input type="checkbox"/> Telecommunications facility	<input type="checkbox"/> Temporary Buildings and Structures
<input type="checkbox"/> Temporary Car Parking	<input type="checkbox"/> Water tanks	
<input type="checkbox"/> Other - Community		

2. When refining the element you will be prompted with relevant options from the Planning and Design Code (see image below).

Refine elements to provide more detail

- Solar panels
 - Solar photovoltaic panels (roof mounted)
- Educational facility
- Shade sail

[refine](#)
(optional)

Refine 'Solar panels'

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

<input checked="" type="checkbox"/> Solar photovoltaic panels (roof mounted)
<input type="checkbox"/> Solar photovoltaic panels (ground mounted)

Land Division or Boundary Realignment

On selecting either Land Division or Boundary realignment element, the other element is automatically disabled, as demonstrated in the below example.

What do you want to do?

Please specify what you are applying for from the list of elements below.

Elements

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

[Show more elements](#)

Refine elements to provide more detail

- Land division [refine \(optional\)](#)

Deselecting the Land division element immediately enables the Boundary realignment element.

What do you want to do?

Please specify what you are applying for from the list of elements below.

Elements

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

[Show more elements](#)

Refine elements to provide more detail

Another example below, illustrates selection of Boundary realignment element and disabling of the Land Division element.

What do you want to do?

Please specify what you are applying for from the list of elements below.

Elements

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

[Show more elements](#)

Refine elements to provide more detail


- Boundary realignment

Estimated development costs

The estimated development cost can be provided for each element.

- 1. Enter the **estimated development cost** (whole dollars) for each of the elements.

What is the estimated development costs of what you want to do?

 **Note:** It is recommended to provide an estimated development cost for each of the 'What you want to do elements' to ensure prompt verification of your development application.

Planning Element	Estimated Development Cost (excluding fit-out costs)
Solar panels	\$ 1,000,000
Educational facility	\$ 9,000,000
Shade sail	\$ 1,000,000
Total Development Cost (excluding fit-out costs)	
\$ 11,000,000	

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

- 2. Click **NEXT** to continue.

Development cost totals do not match


The sum of the estimated development costs must equal the 'Total Development Cost' shown on the **Development Details** page; an error message will show if these totals do not match.

To continue to the next page, update the estimated development cost(s) or update the Total Development Cost so that both totals match.

Total Development Cost (excluding fit-out costs)

\$ 11,000,000


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

 **Development Cost:** The entered development cost is **greater** than the total estimated development cost. Adjust the 'What do you want to do' development cost or update the proposed total development cost within the Development Details page.

What if I don't know the estimated development cost of all the elements?

- 1. The estimated development cost for the element(s) can be left as \$0.

What is the estimated development costs of what you want to do?

 **Note:** It is recommended to provide an estimated development cost for each of the 'What you want to do elements' to ensure prompt verification of your development application.


Planning Element	Estimated Development Cost (excluding fit-out costs)
Solar panels	\$ 0
Educational facility	\$ 0
Shade sail	\$ 0
Total Development Cost (excluding fit-out costs)	
\$ 11,000,000	

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


More information about your application

The questions shown within the **more information about your application** page will vary as they are based on the 'elements' selected.

Question assistance

Move the mouse over the  Information icon to show more details.

Septic/Sewer information

Does this development require a septic system, i.e. septic tank and/or waste water disposal area? 

- ☐ Yes
☒ No
☐ Unsure

If your answer is yes or you are unsure about this question, please contact your local council as further approvals may be required.

Regulated and Significant Trees

When the proposed development location has overlay 'Regulated and Significant Trees' then additional information is required to identify if the proposed development includes any works that will result in damage or removal to regulated and/or significant trees on the site or neighbouring land. For more information [Significant and regulated trees | PlanSA](#).

Select one of the following to indicate whether the proposed development will result in damage or removal to regulated or significant trees.

1. Click **No** when works will not result in damage or removal of regulated/significant trees and continue to the next question.

Regulated and Significant Trees

Are you undertaking any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s)? *

- ☐ Yes
☒ No

1

[Significant and regulated trees | PlanSA](#) 

You do not require consent to remove or damage a tree which is not **regulated** or **significant**. However, we strongly recommend that you engage a professional arborist if you are uncertain about the nature of the tree, or whether the anticipated damage might compromise the viability and safety of the tree.

2. Click **Yes** when works will result in damage or removal of regulated/significant trees.

Are you undertaking any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s)? *

- ☒ Yes
☐ No

2

Are any of the tree(s) located on a neighbour's property? *

- ☐ Yes
☐ No

3. Click **Yes** or **No** if any of the tree(s) located on a neighbour’s property (mandatory).

Regulated and Significant Trees

Are you undertaking any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s)? *

- ☒ Yes
☐ No

Are any of the tree(s) located on a neighbour’s property? *

- ☒ Yes
☐ No

3

Complete the table breakdown by regulated / significant tree damage or to be removed.

4. Select one or both of the following activities.
- a. **Damaged** (i.e. impacts to roots or pruning)
 - b. **Removed**
5. Type the of number regulated and/or significant trees.

Enter a 0 (zero) when the type (i.e. regulated or significant) of tree is not applicable.

Example of tree damaging activity

Regulated and Significant Trees

Are you undertaking any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s)? *

- ☒ Yes
☐ No

Are any of the tree(s) located on a neighbour’s property? *

- ☒ Yes
☐ No

[Significant and regulated trees](#) | [PlanSA](#)

5

<input type="checkbox"/>	Trees are to be:	No. of Regulated Trees	No. of Signficant Trees
<input checked="" type="checkbox"/>	Damaged (i.e. impacts to roots or pruning)	1	0
<input type="checkbox"/>	Removed		

4

Example of tree removal

Regulated and Significant Trees

Are you undertaking any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s)? *

- ☒ Yes
☐ No

Are any of the tree(s) located on a neighbour’s property? *

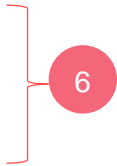
- ☐ Yes
☒ No

Significant and regulated trees | PlanSA [🔗](#)

<input type="checkbox"/>	Trees are to be:	No. of Regulated Trees	No. of Significant Trees
<input type="checkbox"/>	Damaged (i.e. impacts to roots or pruning)		
<input checked="" type="checkbox"/>	Removed	1	0

If approved, do you want to plant replacement trees on the site or pay into the Urban Tree Fund? *

- ☐ 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 \$500.00 for every tree not replanted on site.

6. When an activity involves removal of a tree, then make a selection referring to the table below.

a.	Undecided	During the assessment of your consent (planning or planning and land division) the relevant authority will make contact to identify if you are planting new tree(s), pay into the Urban Tree Fund or a combination of planting and payment.
b.	Replanting on site	During the assessment of your consent (planning or planning and land division) the relevant authority will request for documentation showing the location of the new trees, for example, landscaping plan.
c.	Payment into an Urban Tree Fund	During assessment of your consent (planning or planning and land division) the relevant authority will send a fee advice for the amount to be paid into the Urban Tree Canopy fund.
d.	Combination of replanting and payments	Refer to options b and c for the action taken by the relevant authority during your consent (planning or planning and land division) verification or assessment.

The Urban Tree Canopy applies to this application

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: *

- ☒ To be confirmed prior to Development Approval
- ☐ Plant new trees or retain existing trees
- ☐ Payment into the Urban Tree Canopy Off-set scheme
- ☐ Combination of retaining/planting and payment

Additional information is required when your proposed development is within the **Urban Tree Canopy Overlay** and has one or more of the following “What do you want to do?” 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. [x](#)

- ☐ Ancillary accommodation **x**
- ☐ 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 **x**
- ☐ Student accommodation **x**
- ☐ Semi-detached dwelling
- ☐ Supported accommodation **x**
- ☐ Temporary accommodation in an area affected by bushfire **x**

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

Visit the following [PlanSA](#) pages for more information.

- [Urban tree canopy off-set scheme](#)
- [Application Fees and Charges](#)

7. Select one of the following options from the table below.

a.	To be confirmed prior to Development approval	During assessment of your consent (planning or planning and land division) or at development approval the relevant authority will make contact to identify if you are planting/retaining tree(s), pay into the Urban Tree Canopy Off-set scheme, or a combination of planting and payment.
b.	Plant new trees or retain existing trees	During assessment of your consent (planning or planning and land division) or at development approval the relevant authority will request for documentation showing the location of the new trees, for example, landscaping plan.
c.	Payment into the Urban Tree Canopy Off-set scheme	During assessment of your consent (planning or planning and land division) or at development approval the relevant authority will send a fee advice for the amount to be paid into the Urban Tree Canopy Off-set scheme.
d.	Combination of retaining/planting and payment	Refer to options b and c for the action taken by the relevant authority during assessment of your consent (planning or planning and land division) or at development approval.

Land division or boundary realignment

For elements Land Division or Boundary realignment additional information is requested and mandatory. During the assessment of the application the relevant authority may update the type and values supplied upon review of survey plans and the likes.

1. Select the type of land division or boundary realignment, e.g. Conventional (Torrens title).

Land Division	
Details	Value
Application Type	Conventional (Torrens title)
Number of existing allotments	-- please select --
Number of proposed allotments (excluding road and reserve)	Community (Community division and community strata)
Proposed reserve area (m ²)	Conventional (Torrens title)
Area of land to be divided (m ²)	Lease (Lease portion (subject land) and for a period greater than 6 years)
	Strata (Amendment to existing)

2. Provide the following mandatory values.

- Number of existing allotments – cannot be 0, must be 1 or more.
- Number of proposed allotments (excluding road and reserve) – must be 1 or more.
- Proposed reserve area (m²) - can be 0 and not shown for boundary realignment.
- Area of land to be divided (m²) – must be greater than 1m²

Land Division	
Details	Value
Application Type	Conventional (Torrens title)
Number of existing allotments	1
Number of proposed allotments (excluding road and reserve)	3
Proposed reserve area (m ²)	0
Area of land to be divided (m ²)	888

New House

2. Complete the **New House** questions, as applicable (question is not mandatory).

New House

Is there a brush fence within 3m of the proposed house?

- ☐ Yes
- ☒ No

Are you proposing to add or modify a driveway?

- ☐ Yes
- ☒ No

Demolition

3. Complete the **Demolition** mandatory questions.

The 'demolition' questions are shown when the **What do you want to do?** element 'Demolition' has been selected.

Demolition

Is the demolition for the whole of a building? *

- ☐ Yes
☒ No

If **Yes** to demolition of the whole building, then you are prompted to indicate if the building is heritage listed or located within one of the following Zones or overlays.

Demolition

Is the demolition for the whole of a building? *

- ☒ Yes
☐ No

Is the building heritage listed or located within one of the following Zones or overlays? *

- ☒ Yes
☐ No

Zones and overlays:

- State Heritage
- Local Heritage
- Historic Area
- Zones applying in the City of Adelaide
 - Capital City
 - City Living
 - City Main Street
 - City Riverbank
 - City Parklands

Septic/Sewer

4. Complete the **Septic/Sewer Information** as applicable (question is not mandatory).

A **Yes** or **Unsure** response will prompt to submit a *Septic tank and/or wastewater disposal application* with your local council.

Septic/Sewer information

Does this development require a new septic system or amendment to an existing septic system? i.e. septic tank and / or wastewater disposal area? ?

- ☐ Yes
☐ No
☒ Unsure


⚠ Further Action Required: septic tank and / or wastewater disposal applications must be lodged with Council and are not included in this development application. If your answer is yes or you are unsure about this question, please contact your local Council. Failure to do so may result in delay of your development approval.

Certificate of Title Information

5. Complete the **Certificate of Title Information** as applicable (question is not mandatory).

If **Yes**, then you are prompted to select one or more constraints.

Certificate of Title information

Does the Certificate of Title (CT) have one or more constraints registered over the property? 

☒ Yes

☐ No

☐ Unsure

Select one or more of the below constraints *

☐ Easement or rights of way

☐ Land Management Agreement

☐ Encumbrance

For more information [SA.GOV.AU](https://sa.gov.au) – Researching a property

6. Click **NEXT** to continue.

6. Consent and Consent Summary

The system will progress *Crown and Essential Infrastructure applications* as if for “planning consent” purposes, consistent with private developments and the current system framework. However, the final decision (if granted), will be for “development approval” only, consistent with the legislative framework.

1. The **Consents** page automatically defaults with Planning Consent and the ‘Minister for Planning’ as the authority.
2. Click **NEXT** to continue.

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

Planning Consent

When should this consent be assessed?
Assess this consent now

Who should assess your planning consent?
Minister for Planning

If public notification is required for your planning consent, who would you like to erect the public notification sign on the land?
Applicant (signage will need to satisfy specific regulations - see link below)

[View signage requirements](#)

GO BACK SAVE DRAFT **NEXT**

3. The **Consents Summary** page shows with ‘Planning Consent’ being submitted for assessment now.
4. Click NEXT to continue.

Consents Summary

To be submitted for assessment now

1. Planning Consent

GO BACK SAVE DRAFT **NEXT**

7. Acknowledge Declarations

Electricity Declaration

1. Read through the declaration and determine whether the proposed building construction is not contrary to the regulations prescribed for the purposes of section 86 of the Electricity Act 1996 and then make the applicable selection.
2. Read through the **More Information** notes providing further information on *section 86 of the Electricity Act 1996 and section 3(1) of the Planning, Development and Infrastructure Act 2016*).

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

More Information about the Electricity Declaration

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](#)

3. When **No** is selected then complete the **Technical Regulator Required Declaration** options.

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

Technical Regulator Required Declaration *

- ☐ If determined by the Relevant Authority that a Power Line Clearance Declaration is required, this application will be referred to the Office of the Technical Regulator.
- ☐ This application is intended only to house electricity infrastructure, or constitutes electricity infrastructure (within the meaning of the Electricity Act 1996) and It is acknowledged that if this referral occurs it will extend the time for processing of the application and the applicant will pay the associated referral fee.
- ☐ This development does not involve the construction of, or alteration to, a building to require a statement in accordance with Clause 6(1) of Schedule 8 of the Planning, Development and Infrastructure (General) Regulations 2017

Native Vegetation Declaration

When the development location is in the 'Native Vegetation Zone' then the Native Vegetation Declaration is displayed.

If the application is supported by a report, then upload during the completion of Upload Technical Documents and Drawings steps.

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

As needed follow the link to the *Regulation 18(2)(a) of the Native Vegetation Regulation 2017* for more information.

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

[More Information about the Electricity Declaration](#)

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.

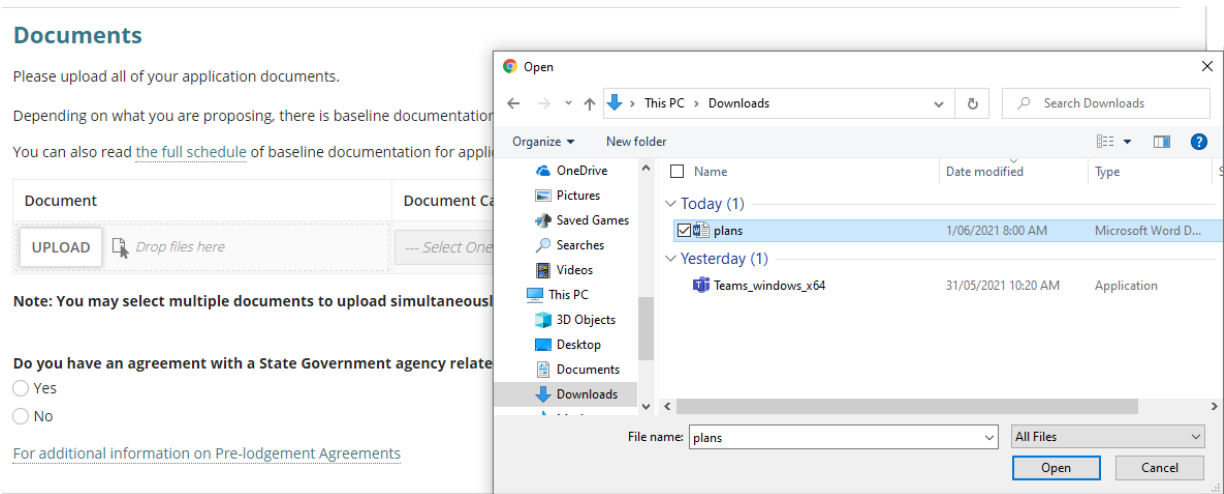
*Regulation 18(2)(a) of the Native Vegetation Regulations 2017

2. On completion, move to the **Next** page.

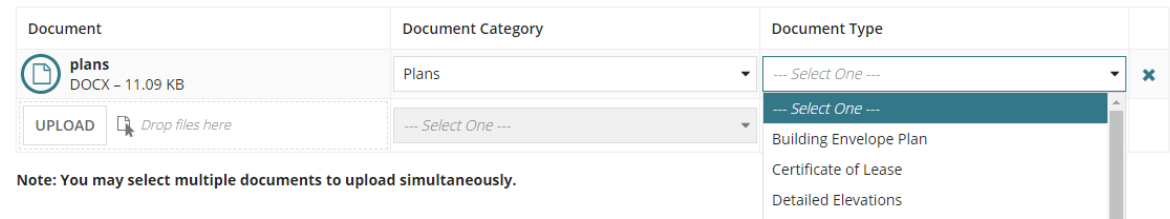
8. Upload Technical Documents and Drawings

Upload individual documents

- 1. Click on **Upload** to locate drawings, plans etc. saved on your computer.
- 2. Drag and drop the document within the **Open** window into the **Drop files here** field.
- 3. Repeat drag and drop until all documents are uploaded.
- 4. Click on **Cancel** to close the Open window.



- 5. Categorise the documents using the 'category' and 'type' drop-down lists.

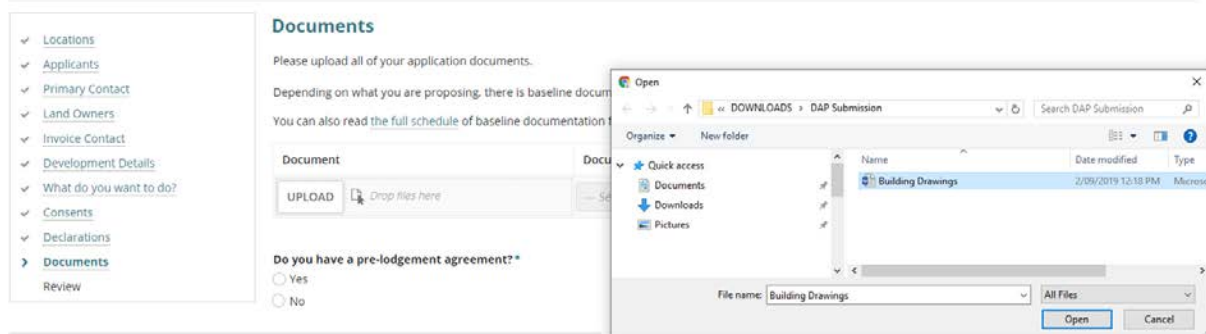


Upload all documents as one file

A building developer, architect, engineer etc. may provide all the technical documentation in one file via email or USB device.

1. Select **Upload** to open the saved document folder location and drag-and-drop into the document field or open.

Development Application



2. Select 'Other' from the **Document Category** field.

Document	Document Category	Document type
Building Drawings DOCX - 923.49 KB UPLOAD Drop files here	Other --- Select One --- All documentation Building Documents Engineering Document Other Plans	--- Select One --- --- Select One ---

3. Select 'Other Documents' or 'Planning Documents' from the **Document Category** field.

Document	Document Category	Document type
Building Drawings DOCX - 923.49 KB UPLOAD Drop files here	Other --- Select One ---	--- Select One --- Other Documents Correspondence - General Further Information Land Management Agreement (LMA) Planning Documents

4. Type a **description** of the documents contained within the one document file.

Document	Document Category	Document type	Type Description
Building Drawings DOCX - 923.49 KB UPLOAD Drop files here	Other	Other Documents	Engineering, structural etc.
	--- Select One ---	--- Select One ---	



Pre-lodgement agreement

Note: this question will appear as if the application were for “planning consent”, however it will not be relevant to Crown or Essential Infrastructure Applications.

- 1. Click **No** to the question **do you have an agreement with a State Government agency related to your application? (Pre-lodgement agreement)**
- 2. Click on **Next** to review the application details and submit.

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.](#)

Document	Document Category	Document Type	
 Test doc DOCX – 13.31 KB	All documentation ▾	All application documentation ▾	✕
<div>UPLOAD  Drop files here</div>	--- Select One --- ▾	--- Select One --- ▾	

Note: You may select multiple documents to upload simultaneously.

Do you have an agreement with a State Government agency related to your application? (Pre-lodgement Agreement) *

☐ Yes

☒ No

[For additional information on Pre-lodgement Agreements](#)

9. Review and Submit Development Application

A summary of your development application displays, providing you an opportunity to read through the information provided, and make any edits (as necessary) by navigating to the applicable page through the navigation menu on the left-hand side.

1. Click on **Hide Application Details** to show less information, as required.

Development Application

✓ Locations

✓ Applicants

✓ Primary Contact

✓ Land Owners

✓ Invoice Contact

✓ Development Details

✓ What do you want to do?

✓ Consents

✓ Declarations

✓ Documents

➤ Review

☐ Hide Application Details

Development Locations

Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council
16 SEAVIEW TCE BRIGHTON SA 5048	CT 5099/918	F23486 AL91		CITY OF HOLDFAST BAY


Zones & Overlays

Zones

- General Neighbourhood

Overlays

- Airport Building Heights (Regulated)
- Affordable Housing
- Prescribed Wells Area
- Regulated and Significant Tree
- Stormwater Management
- Urban Tree Canopy



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

Development on council land or on/over water development

For applications with development on council land or on/water development, the Development Locations table will show no information in the Title Ref or Plan Parcel fields as a manual spatial capture is required; indicated on the map image.

Development Application

✓ Locations

✓ Applicants

✓ Primary Contact

✓ Land Owners

✓ Invoice Contact

✓ Development Details

✓ What do you want to do?

✓ Consents

✓ Declarations

✓ Documents


➤ Review

☐ Hide Application Details

Development Locations

Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council
25 66 89 88 Verge			Corner of Smith Street and Coral Street	DC OF ROBE

Manual Spatial Capture Required



2. Scroll to the bottom of the page to read and complete the declaration.
3. **Submit** your development application for assessment and approval.

Do you have an agreement with a State Government agency related to your application? (Pre-lodgement Agreement)

Yes

[For additional information on Pre-lodgement Agreements](#)

Who is the pre-lodgement agreement with?

- Environment Protection Authority

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.

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.

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

Development Application

Your submission (ID **21002527**) 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.

Your applications

Search

Start a new application

Start a new CROWN application

Access an application submitted by someone else

FOR YOUR ACTION (907)

UNDER ASSESSMENT (2206)

DRAFT (18)

LAND DIVISION CERTIFICATES (79)

CERTIFICATE OF OCCUP

Under assessment

ID	Owner	Location	Nature Of Development
23002027	Department of Education	505 FULLARTON RD NETHERBY SA 5062,505 FULLARTON RD...	Construct a new building (STEM) and outdoor learning play spaces (including landscaping)

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 are:

- 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.

1. Click on the **Under Assessment** tab to locate the application.

Alternatively, use the **Search** feature and the ID number to locate it.

2. Click on the **ID** number of the application to view.

Your applications

Start a new application

Start a new CROWN application

Access an application submitted by someone else

Submit mandatory building notification

Submit building rectification notification

FOR YOUR ACTION (907) **UNDER ASSESSMENT (2206)** DRAFT (17) LAND DIVISION CERTIFICATES (79) CERTIFICATE OF OCCUPANCY (103) FINALISED (928)

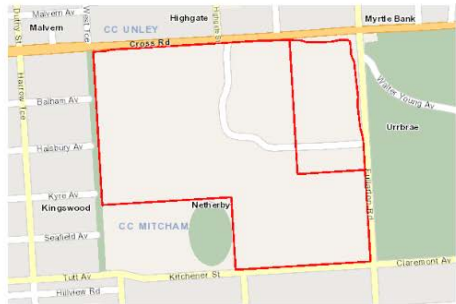
Under assessment

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status	Days
23002027	Department of Education	505 FULLARTON RD NETHERBY SA 5062, 505 FULLARTON R...	Construct a new building (STEM) and outdoor learning play spaces (including landscaping)	Minister for Planning		Submitted	5

3. Click on **Sharing access** within the **Development Application** screen.

Crown - Development application - 23002027: 505 Fullarton Rd Netherby SA 5062 + 1 more location(s)

Summary Documents **Sharing access** Related Actions



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

Application Status: Submitted

Fees Outstanding: No

Development Location(s)
505 FULLARTON RD NETHERBY SA 5062

Title Ref: CT 6278/253 **Plan Parcel:** D129045 AL60

Additional Location Information:
Council: City Of Mitcham

505 FULLARTON RD NETHERBY SA 5062

Title Ref: CT 6278/254 **Plan Parcel:** D129045 AL61

Additional Location Information:
Council: City Of Mitcham

Nature of development
Construct a new building (STEM) and outdoor learning play spaces (including landscaping)

Elements selected

The **Access Code** is shown.

Provide this number and the application ID over the phone or in an email.

Use the **Refresh access code** option if the code has expired.

4. To send instructions on how to use the system to the contact who is sharing access to the application, type their email address in the **Email Address** field and then **Send Email** to complete the sharing.

Development application: 21002191

[Summary](#) [Documents](#) [Sharing access](#) [Related Actions](#)

Application ID

21002191

Access Code

5B3991A8

[Refresh access code](#)

To share access with someone else, provide them with the Application ID and Access Code numbers above.

Send Instructions

If anyone that you wish to share access with has not used the Development Application system before, they may require instructions to use this system. Please enter their email address below. Each recipient will receive an email explaining how to proceed. You will need to provide them with the 'Application ID' and 'Access code' separately.

Email address

[SEND EMAIL](#)


A list of people that have access to your applications is also available from the **Sharing Access** screen, which allows you to check if your contacts have successfully accessed the application and revoke 'sharing access' from a contact.

Revoke Sharing Access

5. Click on the  **trash can** icon.

The following users and organisations have access to your application.

You may revoke the access for any of these users by clicking on the associated trash can icon below.

Name	Username	Email	Organisation	Actions
Test UserOne	test.userone	dptitesting99+testemail@gmail.com		
Sascha Woods	Sascha.Woods@sa.gov.au	Sascha.Woods@sa.gov.au	State Planning Commission	

6. Click on **Confirm** to complete the action.

Revoke someone else's access to this application

This action will terminate the access that **Sascha Woods** has to this application.

It will also disable this application's current access code and generate a new access code to replace it (this change will prevent **Sascha Woods** from rejoining the application with the code previously provided). The new access code will be displayed on the 'Sharing access' screen once you confirm this action.

- Any other people who already have access will not be affected.
- If you have sent the old access code to any other people who have not used it to gain access yet, send the new access code to them and tell them to use it instead of the old one.

CANCEL

CONFIRM

For more information visit
plan.sa.gov.au



Government of South Australia

Department for Housing
and Urban Development