

Frequently Asked Questions



Code Amendment Fees

Q – Do fees apply to code amendments?

A – Yes. Fees apply to cover the administrative costs of processing code amendments.

The overarching principle underpinning processing fees is that of “user pays”. If a landowner seeks to initiate a code amendment, the associated administrative cost is covered by that entity. This principle also recognises the substantial commercial benefit that is typically realised by a proponent seeking a code amendment, through increases in the value of their land.

Q – Do fees apply to all code amendment types?

A – No. Fees are not charged for council* or state agency led code amendments, as they generally result in a community benefit.

* Fees may apply to council led amendments if a landowner or developer has funded or partially funded the code amendment.

Q – Does the fee vary between code amendments?

A – Yes. The total code amendment fees vary relative to the complexity of the proposal.

There are three code amendment complexity streams – simple, moderate and complex. The total code amendment fee increases relative to the complexity of the proposal.

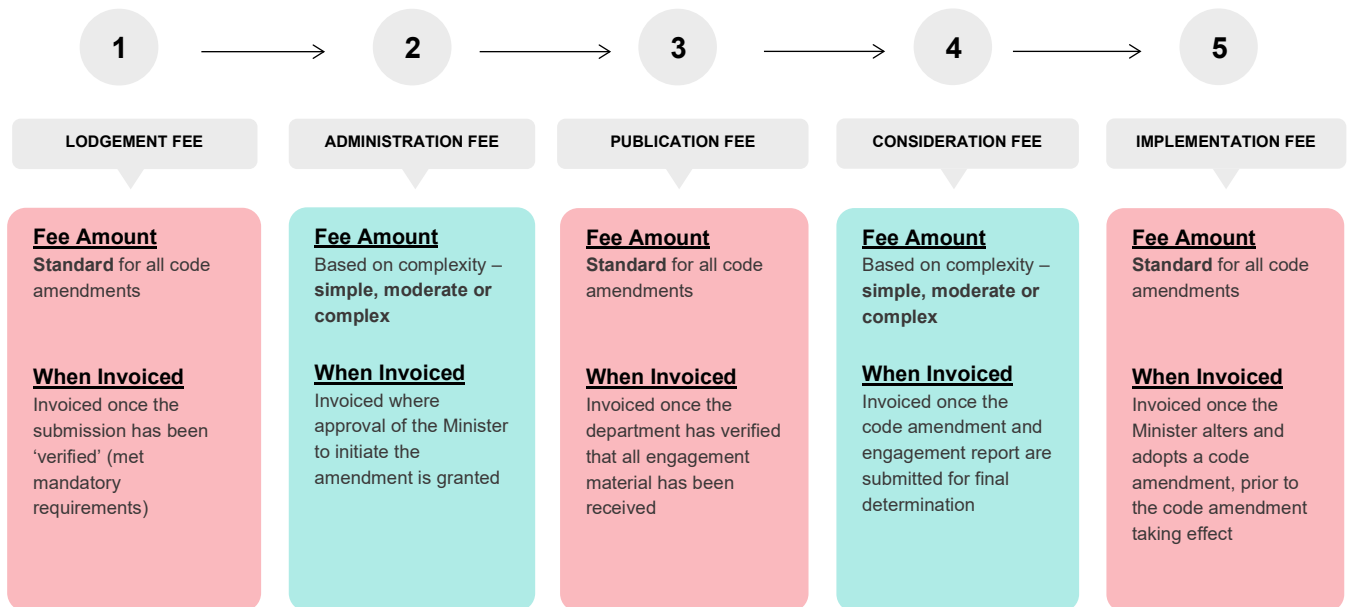
The department uses the complexity matrix when determining the complexity stream of a proposed code amendment. Further information about the complexity matrix is available in the [Chief Executive Policy Service Standards and Code Amendment Fees](#) and the on the PlanSA [Processing fees](#) webpage.

Note: the complexity fee stream was introduced in April 2024. Code amendments lodged prior to this date will be invoiced against the fee notice that was in effect at the date of the lodgement.

Q – When are the fees charged?

A – The Ministerial [fee notice](#) prescribes a fee for code amendments processed under section 73(2)(b) of the Act.

The fees are paid in five key stages of the code amendment process as outlined below.



Note: the Ministerial fee notice is subject to change. Fees are paid based on the fee notice that was in effect at the date of the code amendment lodgement.

Q – How will I be invoiced?

A – Fees are managed in the new Code Amendment Tracking System (CATS).

When a code amendment is submitted, both a primary contact and an invoice contact are required. The primary contact is typically the consultant and the invoice contact is typically the landowner.

Invoices are generated in the CATS and are addressed to the invoice contact.

Once invoiced, the CATS will:

- email a copy of the invoice to the primary contact and invoice contact for the code amendment; a copy of the invoice will also be available in the code amendment documents section within the CATS
- create a 'make payment' task for the primary contact to record payment
- place the code amendment on hold until the fee has been paid.

Q – How do I pay an invoice?

A – The code amendment is automatically placed **on hold** once the invoice is issued and we are waiting for payment to be made. The most efficient method of payment is by credit card through the CATS or the Planning Services Branch on (7133 3028).

If you opt to pay via EFT, **YOU MUST**:

- always contact the Planning Services Branch to confirm the correct payment account details – do not rely on details for any historic payments made
- once transferred, record the payment details in the CATS using the 'record EFT details' functionality or send a copy of the remittance details to Planning Services at dhud.planningservices@sa.gov.au.

IMPORTANT: if payment is made by EFT and the CATS or Planning Services Branch are not provided with remittance information, we will not be aware the payment has been made and the code amendment **will remain on hold**.

Q – Where can I find out more information or get assistance?

A - For more information:

- visit the PlanSA website: plan.sa.gov.au/have_your_say/code-amendments
- email: PlanSA@sa.gov.au
- phone: 1900 752 664.