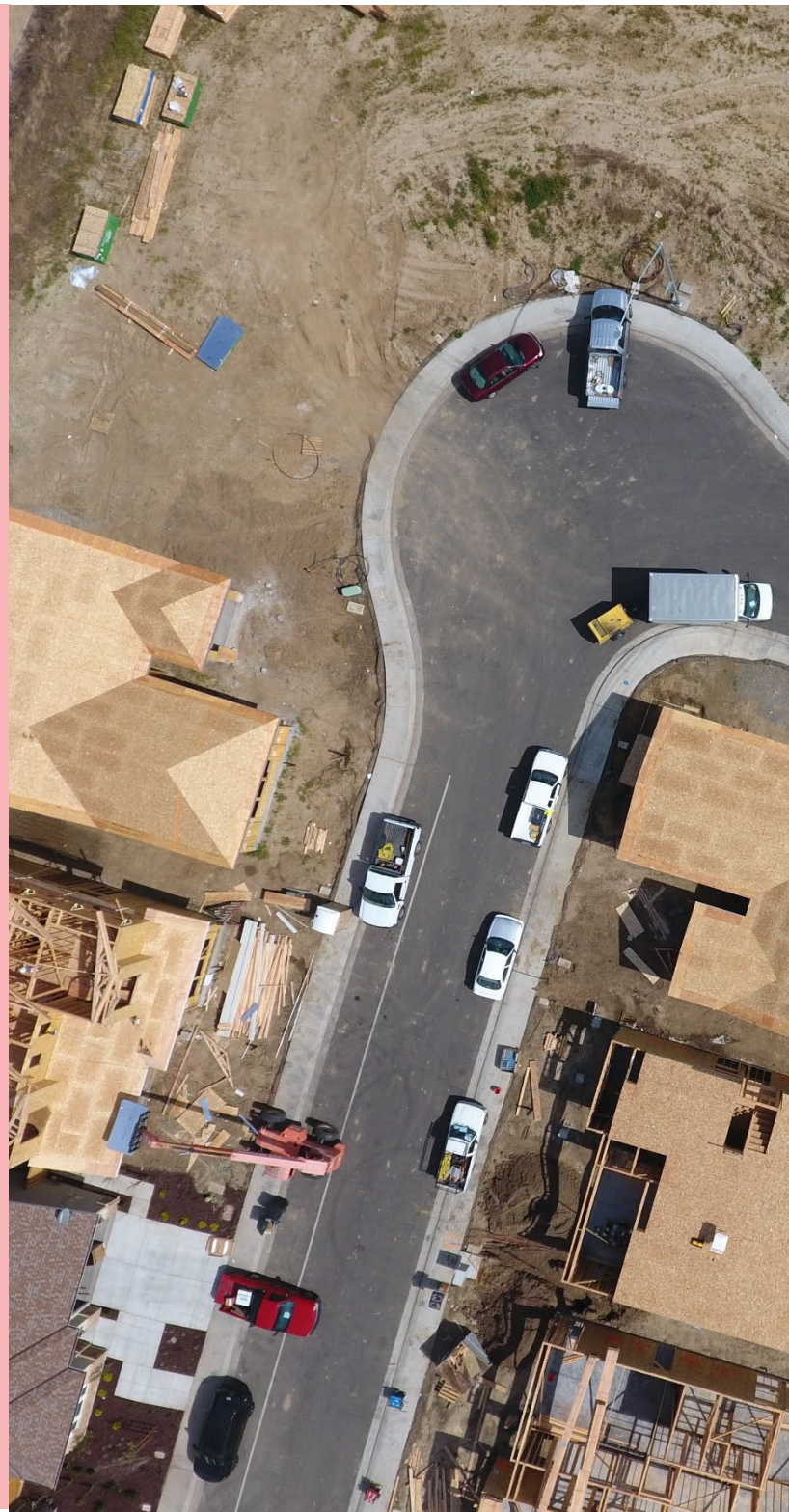


Guide for Relevant Authorities and Applicants

Submit a Development Application

Version 3.13



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 individuals and/or businesses (multiple allowed) who will benefit from the development approval.</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 new house, carport etc. More information about the application is requested based on the element(s) chosen, for example a 'New House' element will ask questions about a brush fence, modifying a driveway and septic/sewer information.
Consents	<p>Based on the information supplied, the consents required are determined (i.e. Planning, Land Division, Building), and provides an option of applying for both consents at this time, or just one and will apply for remaining consents later.</p> <p>Upon choosing the consent(s) applying for at this time, then elect who is to assess the consent, i.e. assessment manager/panel or independent assessor.</p>
Declarations	Read and acknowledge the Electricity Declaration and the Native Vegetation Declaration (when available).
Documents	Upload proposed development technical drawings, copy of insurance policy (as applicable), CITB receipt, pre-lodgement agreement (as applicable) etc.
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 application** to open the development application.

Your applications Search

This is the TRAINING

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

FOR YOUR ACTION (22) | UNDER ASSESSMENT (384) | DRAFT (9) | LAND DIVISION CERTIFICATES (7) | CERTIFICATE OF OCCUPANCY (8) | FINALISED (56)

For your action

ID	Owner	Location	Nature Of Development	Relevant Authority
----	-------	----------	-----------------------	--------------------

2. Read through the **Development application preparation**.
3. Click on **Next** to continue.

Submit a Development Application

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

Development application preparation

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

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

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

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

Save and open an application draft

1. Click on **Save Draft** on the page completing.

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.

2. Click on the **Draft** tab within the **Your Applications** dashboard.
3. Locate the 'draft' application and then click on **Resume** to show the application.

Alternatively, use the  trash can icon to delete the 'draft' application.

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		
DOWN 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

<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		

1. Add locations of the proposed development

Overview

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

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

i 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

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		

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		



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)

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

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	



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

Location details

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

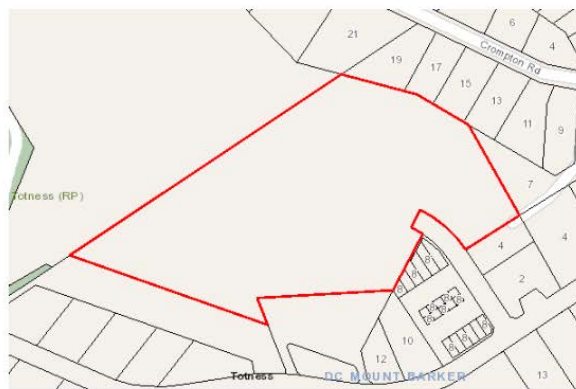
Provide or update additional location information

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 DRAFT NEXT

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 Esplanade 60/100			

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 <u>pirie</u>
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

<i>Start typing property address</i>

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



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)

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

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


Volume

Folio

 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	



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)

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.

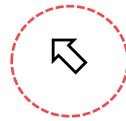
Valuation Search

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	0/100	ADELAIDE CITY COUNCIL	

RESET LOCATIONS

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

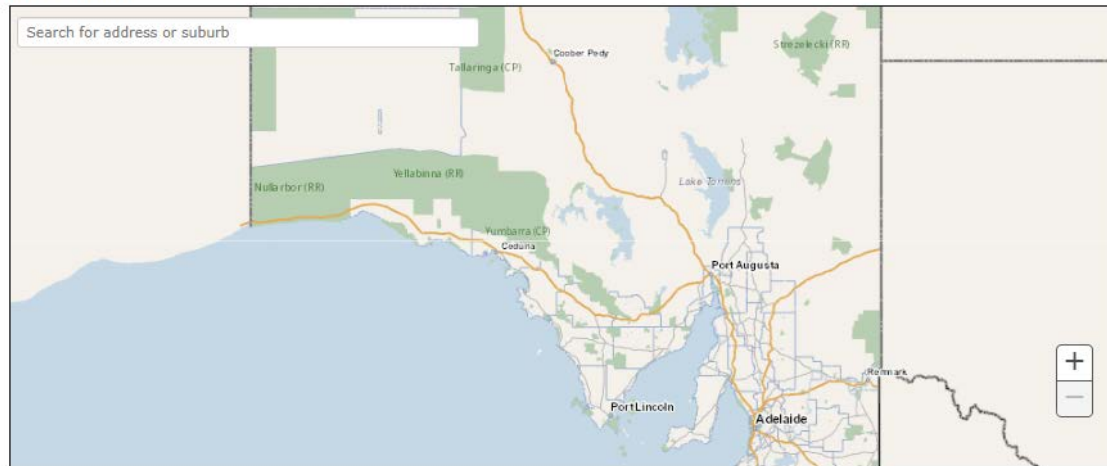
Map Search

1. Click **MAP SEARCH**.

Select a location search type

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


Map Search



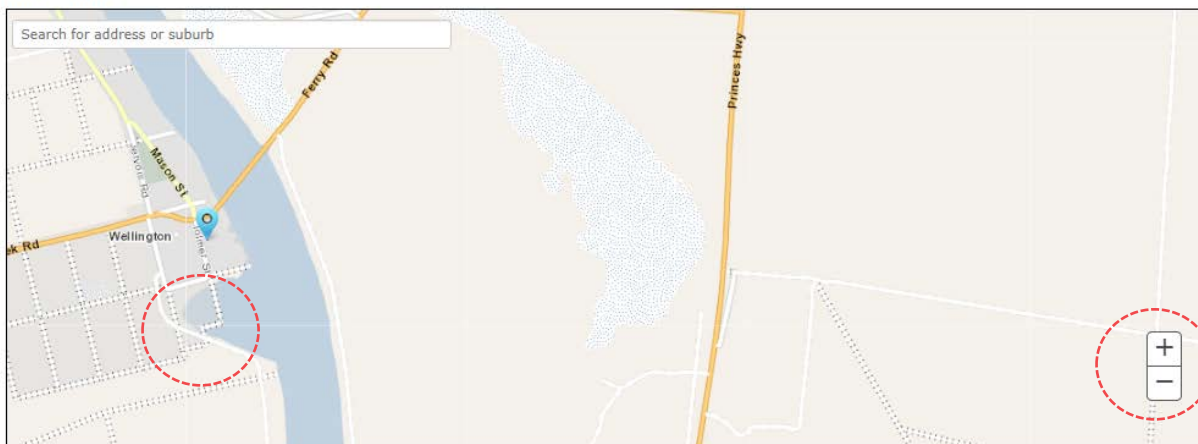
Cannot find the council land or water development location? >

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

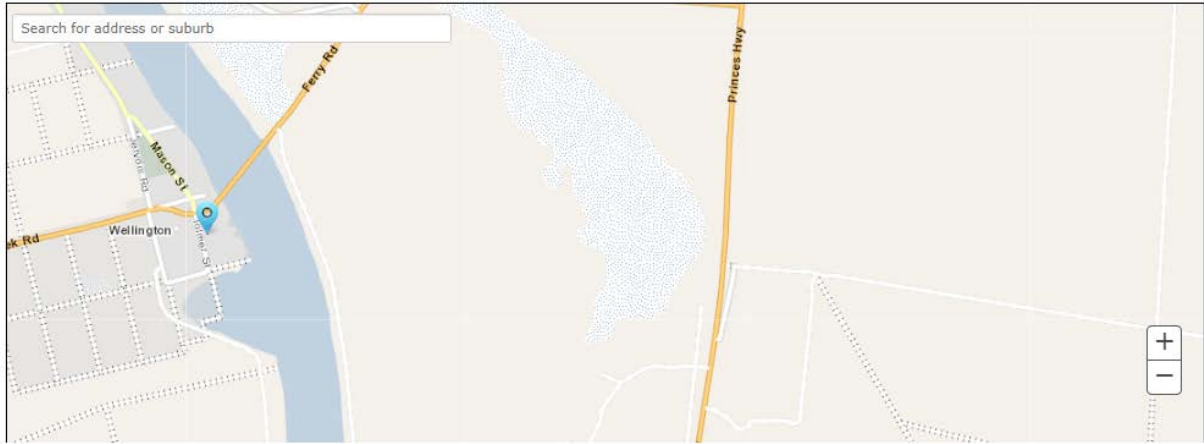
Map Search



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



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.

- Click on  trashcan icon to remove.



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)

SAVE DRAFT **NEXT**

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 5607 32/100

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 Bay 60/100

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

	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

2. Application Contacts

Overview

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

- ✓ [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](#)

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.

[ADD 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.

[ADD 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](#)

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	Preferred Contact Method: Email	Alternative Phone: Not provided
Name: Miss Philip Williams 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	Preferred Contact Method: Email	Alternative Phone: Not provided
Name: Ms Penny Public 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	Preferred Contact Method: Email	Alternative Phone: Not provided
Name: Ms Joyce Jones 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. ADD CONTACT

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

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.

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.		<input type="button" value="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.		<input type="button" value="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.

1. 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
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Title *
--- Select One ---

First Name *

100 characters maximum

Last Name *

100 characters maximum

Postal Address *

Type an address to search ⓘ
Enter the address manually

Preferred Contact Method
Email

Phone

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 *

Must contain an '@' and a '.'
50 characters maximum.

2. 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.

3. 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	Mandatory. Start typing the postal address to show a list of addresses and then make an address selection. Postal Address * <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">1 king <u>william</u></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">1 KING WILLIAM STREET, ROSEWATER</div> <div style="border: 1px solid #ccc; padding: 2px;">1 KING WILLIAM STREET, ADELAIDE</div> If an address cannot be found use the Enter the address manually option or use to add a PO Box address.
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.

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

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 Domaynece, 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	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

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.

[ADD CONTACT](#)

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

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 **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

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 **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

INDIVIDUAL	BUSINESS	CROWN AGENCY	COUNCIL
-------------------	-----------------	---------------------	----------------

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.

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 **Preferred Contact Method:** Email **Alternative Phone:** Not provided
Address: 83 PIRIE STREET ADELAIDE SA 5000 **Phone:** 0427 689 000 **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 **Preferred Contact Method:** Email **Alternative Phone:** Not provided
Address: 9 LIASCOS AVENUE NEWTON SA 5074 **Phone:** 0423567995 **Email:** Jolanda.visser_APPLICANT@sa.gov.au

Applicant 2 [Edit](#) [Delete](#)

Name: Mr EPN TestNineteen **Preferred Contact Method:** Email **Alternative Phone:** Not provided
Address: **Phone:** 0765435234 **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 **Preferred Contact Method:** Email **Alternative Phone:** Not provided
Address: 9 LIASCOS AVENUE NEWTON SA 5074 **Phone:** 0423567995 **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 **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

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. house
- **Proposed Use** – write a description of what is on the site after your development application, e.g. house
- **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 on **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. house

Proposed Use *

Write a description of what is on the site after your development application, e.g. house

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.

4. Choose Development Elements and Refine

The elements enable you to specify what you want to develop, for example a new house, with a shed and carport or garage, and based on the selection/s you may be prompted to refine the element.

1. Click on each **element** of your proposed development.

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"/> Land division | <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"/> New housing | <input type="checkbox"/> Shed |
| <input checked="" type="checkbox"/> Swimming pool or spa pool | <input type="checkbox"/> Tree-damaging activity | <input type="checkbox"/> Verandah |

Show more elements

2. Click on **Show more elements** to view more options.

Show less elements

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Air handling unit, air conditioning system or exhaust fan | <input type="checkbox"/> Animal keeping | <input type="checkbox"/> Fences and walls |
| <input type="checkbox"/> Outbuilding | <input type="checkbox"/> Private bushfire shelter | <input type="checkbox"/> Replacement building |
| <input type="checkbox"/> Shade sail | <input type="checkbox"/> Solar panels | <input type="checkbox"/> Water tanks |
| <input type="checkbox"/> Other - Residential | | |

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

4. Click on **Next** to continue and provide more information about your application.

Selected Elements

At least one of the elements in your proposed development needs to be specified in more detail. If you understand planning terminology, click 'refine' and select the correct option(s). If you're not sure, don't worry. The Relevant Authority who assesses your application will be able to set or correct this selection based on the other details you provide.

- New housing
 - Dwelling
- Shed
 - Shed
- Carport or garage
 - Carport

refine (optional)

refine (optional)

refine (optional)

Refine 'Carport or garage'

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

Carport

Outbuilding (in the form of a garage)

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.

The screenshot shows a sidebar on the left with navigation links: Locations, Applicants, Primary Contact, Land Owners, Invoice Contact, Development Details, What do you want to do? (selected), Consents, Declarations, Documents, and Review. The main content area is titled 'What do you want to do?' and contains a list of elements. 'Land division' is selected with a checked checkbox, while 'Boundary realignment' is disabled with a greyed-out checkbox. Other elements include Change of use, Swimming pool or spa pool and associated swimming pool safety features, Carport or garage, Demolition, New housing, Tree-damaging activity, Change of building classification, Dwelling alteration or addition, Shed, and Verandah. A 'Show more elements' link is present. Below the elements list is a section 'Refine elements to provide more detail' with a bullet point for 'Land division' and a 'refine (optional)' link.

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

The screenshot shows the same sidebar as above. In the main content area, 'Boundary realignment' is now selected with a checked checkbox, and 'Land division' is disabled with a greyed-out checkbox. All other elements and the 'Show more elements' link remain the same. The 'Refine elements to provide more detail' section now shows a bullet point for 'Boundary realignment'.

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

The screenshot shows the same sidebar as above. In the main content area, 'Boundary realignment' is selected with a checked checkbox, and 'Land division' is disabled with a greyed-out checkbox. All other elements and the 'Show more elements' link remain the same. The 'Refine elements to provide more detail' section now shows a bullet point for 'Boundary realignment'.

Estimated development costs

The estimated development cost is used to calculate the building assessment fees during the verification of your planning or building consent by the relevant authority as per the [Choose Consent Timing and Assessing Relevant Authority](#) instructions.

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

1. If you aren't sure, you can leave the estimated development cost as \$0.

The relevant authority you have chosen to assess your development application will contact you to obtain this information during the verification of the planning and/or building consent.

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)
New housing	\$ 0
Shed	\$ 0
Carport or garage	\$ 0

Total Development Cost (excluding fit-out costs)
\$ 250,000

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

GO BACK SAVE DRAFT NEXT

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

Development cost totals do not match

The sum total 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)
\$ 250,000

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.

SAVE DRAFT NEXT

Do I need to update the Total Development Costs on the Development Details page?

No. When the Total Development Cost is changed the **Development Details** page is automatically updated with the new total development cost.

3. Click **Next** to continue.

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)
New housing	\$ 200,000
Shed	\$ 20,000
Carport or garage	\$ 30,000

Total Development Cost (excluding fit-out costs)

\$ 250,000

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


SAVE DRAFT

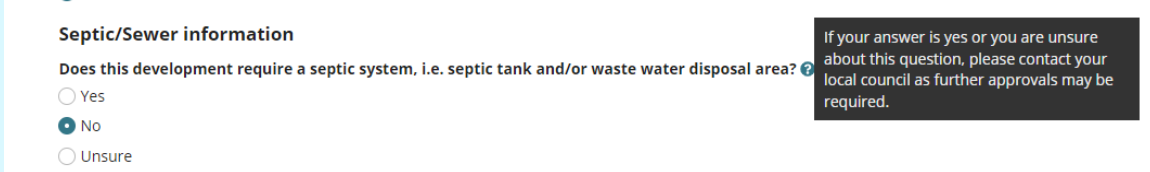
NEXT

More information about your application


The questions shown within the More information 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/significate 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 

[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/significate 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. 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 3
- No

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](#)

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

5

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? *

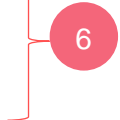
- Yes
- No

[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	<p>During the assessment of your consent (planning or planning and land division)</p> <p>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.</p>
b.	Replanting on site	<p>During the assessment of your consent (planning or planning and land division)</p> <p>the relevant authority will request for documentation showing the location of the new trees, for example, landscaping plan.</p>
c.	Payment into an Urban Tree Fund	<p>During assessment of your consent (planning or planning and land division)</p> <p>the relevant authority will send a fee advice for the amount to be paid into the Urban Tree Canopy fund.</p>
d.	Combination of replanting and payments	<p>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.</p>

The Urban Tree Canopy applies to this application

The Urban Tree Canopy Overlay applies to this application

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

Select one of the following options: *

- 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. ✕

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

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

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	<p>During assessment of your consent (planning or planning and land division) or at development approval</p> <p>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.</p>
b.	Plant new trees or retain existing trees	<p>During assessment of your consent (planning or planning and land division) or at development approval</p> <p>the relevant authority will request for documentation showing the location of the new trees, for example, landscaping plan.</p>
c.	Payment into the Urban Tree Canopy Off-set scheme	<p>During assessment of your consent (planning or planning and land division) or at development approval</p> <p>the relevant authority will send a fee advice for the amount to be paid into the Urban Tree Canopy off-set scheme.</p>
d.	Combination of retaining/planting and payment	<p>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.</p>

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.

8. 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) Conventional (Torrens title)
Proposed reserve area (m ²)	Lease (Lease portion (subject land) and for a period greater than 6 years)
Area of land to be divided (m ²)	Strata (Amendment to existing)

9. 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

10. 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

11. 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


12. 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

13. 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 - Researching a property

14. Click on **Next** to continue.

6. Choose Consent Timing and Assessing Relevant Authority

Based on the information provided you are advised of the Consents required, in this example both Planning and Building consent are required.

Consents

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

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

- Planning Consent
- Building Consent

Consents already granted

1. Choose the response to question 'Have any of the required consents for this development already been granted using a different system?'

- **No** consents granted under a different system and then complete the [Planning Consent](#) questions.

Consents

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

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

- Planning Consent
- Building Consent

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

- Yes
- No

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

- **Yes** the development application consent has already been granted (i.e. pre 31st July 2020 under the Development Act).

Consents

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

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

- Planning Consent
- Building Consent

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

- Yes
- No

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

Which consent(s) have been granted *

- Planning consent

- 2. Click on the **Planning Consent** radio button to select.

Complete the **Details of the consent(s) already granted** fields as follows from the Decision Notification Form (DNF) and then proceed to complete the Building Consent questions.

- **Application Number**
- **Type** or select the date **consent(s) Granted**

Which consent(s) have been granted *

- Planning consent

Details of consent(s) already granted

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

Application Number *
12324

Date consent(s) granted *
10/02/2021

Relevant Authority *

- City of West Torrens
- Private certifier
- Other

Please specify the private certifier *
-- Please specify the private certifier --

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

Relevant Authority *

- City of West Torrens
- Private certifier
- Other

Please specify the private certifier *

Access Planning (SA) Pty Ltd

Search

Access Planning (SA) Pty Ltd

Acro Cert Pty Ltd

Acrocert

- c. **Other** and then type the name of the relevant authority from the DNF.

Relevant Authority *

- City of West Torrens
- Private certifier
- Other

Please enter the relevant authority exactly as show in the Decision Notification Form *

Planning Authority

Planning Consent

1. Choose **When should this consent be assessed?**

- **Assess now**
- **Assess later** - choose this option when you may need further advice, e.g. from an independent professional.

▼ Planning Consent

When should this consent be assessed? *

- Assess this consent now
- Assess this consent later

2. Choose **Who should assess your planning consent?**

The location of the development will determine which relevant authority options to present.

3. Click on one of the following to assess the consent.

- **Assessment Panel/Assessment Manager** at the location council, or
- **Regional Assessment Panel/Assessment Manager** is available only when the location council has formed a Regional Assessment Panel, or
- **Assessment Panel/Assessment Manager at State Planning Commission** is available when the location is in land not within council area (LNUCA).
- **Independent accredited professional** is available always (regardless of the location).

Chosen accredited professional

An independent accredited professional can assess this consent. They must be engaged directly outside of DAP but are required to be selected so they can complete their assessment.

4. Start typing the accredited professionals name or business to show list of names containing a match.

▼ Planning Consent

When should this consent be assessed? *

- Assess this consent now
- Assess this consent later

Who should assess your planning consent? *

- Assessment panel/Assessment manager at City of Norwood, Payneham and St. Peters
- Independent accredited professional

⚠ Before selecting an accredited professional, please contact the accredited professional to discuss their engagement, the process and fees.

More information can be found [here](#) [Information about Accredited Professionals](#)

* Professional name

- John Public - Fluid Building Approvals Pty Ltd

[View list of accredited professionals here](#)

5. Click on the required name to select. The selection is added and can be removed (x) as required, to search for a different name.

* Professional name

[View list of accredited professionals here](#)

No results found, will show when an accredited professionals does not have the required level of accreditation required to issue a decision. In these cases, view the list of accredited professionals to confirm names or as required to contact a different accredited professional.

* Professional name [View list of accredited professionals here](#)

No results found

6. Choose **If public notification is required, who would you like to erect the sign on the land?**

- **Applicant** – you will be responsible for the costs for printing the sign and placing on the land.
- **Relevant Authority** – you may incur additional fees.

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)
- Relevant Authority (additional fees may be incurred)

Land Division Consent

7. Indicate when the consent is to be assess 'now' or 'later' when you may need further advice, e.g. from an Independent Assessor.

Your land division consent will be assessed by

Automatically displays the Assessment Panel/Assessment Manager (at council or State Planning Commission) identified by location of the development site.

▼ Planning Consent

When should this consent be assessed? *

- Assess this consent now
- Assess this consent later

Who should assess your planning consent? *

- Assessment panel/Assessment manager at State Planning Commission
- Independent accredited professional

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)
- Relevant Authority (additional fees may be incurred)

[View signage requirements](#)

▼ Land Division Consent

When should this consent be assessed? *

- Assess this consent now
- Assess this consent later

Your land division consent will be assessed by

Assessment panel/Assessment manager at State Planning Commission

▼ Building Consent

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

- Yes
- No

Building Consent

Building consent assessed in multiple stages

8. Choose 'Yes' to question **Do you wish to have your building consent assessed in multiple stages?**
9. Provide a **Description for Stage 1** and 'now'
10. When to **assess this stage** is 'Now' and cannot be changed.
11. Provide a **Description for Stage 2** and it is recommended to keep the selection of 'assess this stage later'.

▼ Building Consent

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

Yes

No

Undecided

Description of stage 1 *

House

Assess this stage now

Assess this stage later

Description of stage 2 *

Swimming pool

Assess this stage now

Assess this stage later

ADD ANOTHER STAGE

Building consent assessed now (not staged or undecided)

- 13. Click **No** or **Undecided** to the building consent being assessed in multiple stages.
- 14. Click on **Assess this consent now**.
- 15. Next, complete [Authority assessing the building consent](#).

Building Consent

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

Yes

No

Undecided

When should this consent be assessed?*

Assess this consent now

Assess this consent later

Who should assess your building consent?*

City of Adelaide

Independent accredited professional

Building consent assessed later (not staged or undecided)

- 16. Click on **No** or **Undecided** to the building consent being assessed in multiple stages.
- 17. Click on **Assess this consent later**.
- 18. Click on **Next** and then review and complete [Consents for assessment now and later summary](#).

Building Consent

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

Yes

No

Undecided

When should this consent be assessed?*

Assess this consent now

Assess this consent later

GO BACK

SAVE DRAFT

NEXT

A **warning message** displays when the ‘Planning Consent’ has already been granted and the building consent to be assessed later. To resolve the warning, update the building consent to be assessed ‘now’ and continue to complete the application.

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

16. Choose **Who should assess your building consent?**

The location of the development will determine which relevant authority options to present.

17. Click on one of the following to assess the consent.

- **Regional Assessment Panel** is available only when the location council has formed a Regional Assessment Panel, or
- **Council**, or
- **State Planning Commission** is available when the location is in land not within council area (LNWCA), and
- **Independent accredited professional** is available always (regardless of the location).

Chosen an accredited professional

An independent accredited professional can assess this consent. They must be engaged directly outside of DAP but are required to be selected so they can complete their assessment.

18. Start typing the accredited professionals individual name or business name to show a list of names containing a match.

▼ **Building Consent**

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

- Yes
- No
- Undecided

When should this consent be assessed?*

- Assess this consent now
- Assess this consent later

Who should assess your building consent?*

- Northern Limestone Coast Regional Assessment Panel
- District Council of Tatiara
- Independent accredited professional

▲ Before selecting an accredited professional, please contact the accredited professional to discuss their engagement, the process and fees. More information can be found here [information about Accredited Professionals](#)

* Professional name [View list of accredited professionals here](#)

John Public - Fluid Building Approvals Pty Ltd
Louise Blogs - Fluid Building Approvals Pty Ltd

19. Click on the accredited professional name to add. As needed, your selection can be removed (x) to add a different professional.

* Professional name [View list of accredited professionals here](#)

No results found, will show when an accredited professionals does not have the required level of accreditation required to issue a decision. In these cases, view the list of accredited professionals to confirm names or as required to contact a different accredited professional.

* Professional name [View list of accredited professionals here](#)

No results found

Next, complete [Payment of the Construction Industry Training Fund Levy \(CITB\)](#) details.

Payment of the Construction Industry Training Fund Levy (CITF)

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

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

1. CITF is paid then click **Yes** and enter the **CITF Receipt Number** (mandatory).

The Construction Industry Training Fund (CITF) levy is collected on building and construction activity in South Australia. CITB collects a levy of 0.25% on the value of building and construction projects valued over \$100,000.

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

- Yes
 No

CITF Receipt Number *

65698

For more information on when the levy applies, please refer to our [Leviable Work Reference Table](#) which will further outline leviable building and construction activities.

Has a builder or contractor been engaged for the proposed development? *

- Yes
 No

2. When CITF is not paid then click **No**.

A warning message will inform payment of the CITF is required including a hyperlink to the CITB web page to **Lodge and Pay a Levy** now or later. Once paid the receipt must be provided to the relevant authority you have nominated to issue building consent approval.

The Construction Industry Training Fund (CITF) levy is collected on building and construction activity in South Australia. CITB collects a levy of 0.25% on the value of building and construction projects valued over \$100,000.

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

- Yes
 No

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

For more information on when the levy applies, please refer to our [Leviable Work Reference Table](#) which will further outline leviable building and construction activities.

3. Next, complete [Builder, contractor, or owner builder constructing the proposed development](#).

Builder, contractor, or owner builder constructing the proposed development

Option 1: Builder or Contractor not yet engaged

1. Click on **No** - a builder or contractor has not been engaged for the proposed development.
2. Next, complete [Acknowledge Declarations](#).

The Construction Industry Training Fund (CITF) levy is collected on building and construction activity in South Australia. CITB collects a levy of 0.25% on the value of building and construction projects valued over \$100,000.

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

Yes
 No

CITF Receipt Number*

65698

For more information on when the levy applies, please refer to our [Leviable Work Reference Table](#) which will further outline leviable building and construction activities.

Has a builder or contractor been engaged for the proposed development? *

Yes
 No

GO BACK SAVE DRAFT NEXT

Option 2: Development being constructed by owner builder

1. Click **Yes**, a builder or contractor has been engaged for the proposed development.
2. Click **Yes**, an owner builder is performing the construction of the proposed development.
3. Click Next, to complete [Acknowledge Declarations](#).

The Construction Industry Training Fund (CITF) levy is collected on building and construction activity in South Australia. CITB collects a levy of 0.25% on the value of building and construction projects valued over \$100,000.

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

Yes
 No

CITF Receipt Number*

65698

For more information on when the levy applies, please refer to our [Leviable Work Reference Table](#) which will further outline leviable building and construction activities.

Has a builder or contractor been engaged for the proposed development? *

Yes
 No

Is the development being constructed by an Owner Builder? *

Yes
 No

GO BACK SAVE DRAFT NEXT

Option 3: Development being constructed by a builder or contractor

1. Click **Yes**, a builder or contractor has been engaged for the proposed development.
2. Click **No**, when an owner builder is not performing the construction of the proposed development.

An option shows prompting to select or create a builder or contractor contact.

Has a builder or contractor been engaged for the proposed development?*

Yes

No

Is the development being constructed by an Owner Builder?*

Yes

No

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

Add me (Test Applicant)

Add Test Applicant

Add someone else

GO BACK SAVE DRAFT NEXT

Add the builder or contractor

Builder defaults automatically from your organisation application contacts

Add from your application contacts

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

3. Use the **Edit** and **Remove** available options, as required.
4. Click ADD ANOTHER BUILDER OR CONTRACTOR, as required.

Has a builder or contractor been engaged for the proposed development?*

Yes

No

Is the development being constructed by an Owner Builder?*

Yes

No

Builder Edit Remove

Name: Little-Big-Bigger Builders **Preferred Contact Method:** Email

Type: Business **Phone:** 01010101

Address: 83 PIRIE STREET ADELAIDE **Email:** test@mail.com

Builders Licence No: BLD 12569

ADD ANOTHER BUILDER OR CONTRACTOR

GO BACK SAVE DRAFT NEXT

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

Add someone else to create the builder / contractor contact

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

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

- Add me (User One)
- Add User One
- Add someone else
- Add from your application contacts

GO BACK

SAVE DRAFT

NEXT

2. Select **Individual** or **Business**.
3. Complete the shown fields with the contractor / builder contact details.
4. Click **Add Builder or Contractor** to save.

INDIVIDUAL

BUSINESS

Business Name *

Little Big Helper

100 characters maximum

Licence Number

4564

50 characters maximum


Email *

50 characters maximum.

ADD BUILDER OR CONTRACTOR

CANCEL

5. Click on **Add another builder or contractor** or click **Next** to continue.

Builder or Contractor [Edit](#) 

Name: Little Big Helper

Type: Business

Address: 11 WAYMOUTH STREET ADELAIDE

Builders Licence No: 4564

Preferred Contact Method: Email

Email: sascha.woods@sa.gov.au

ADD ANOTHER BUILDER OR CONTRACTOR

GO BACK

SAVE DRAFT

NEXT

Add a builder contact from your application contacts

Add from your application contacts

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

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

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

- Add me (User One)
- Add User One
- Add someone else
- Add from your application contacts

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

Is the development being constructed by an Owner Builder?*

- Yes
- No

Search Application Contacts

---Select a value---

Search

---Select a value---

- Little Shed Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1800 111 000
- Little Big Bigger Builders, Billy, 83 PIRIE STREET ADELAIDE SA 5000, 01010101

2. Click on the contact and then **ADD BUILDER OR CONTRACTOR**.

Is the development being constructed by an Owner Builder?*

- Yes
- No

Search Application Contacts

Little Shed Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1800 111 000

Application contacts not set-up

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

Cancel the search to manually add someone else.

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

Search Application Contacts

---Select a value---

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

CANCEL

3. The builder contact displays. Click ADD ANOTHER BUILDER OR CONTRACTOR, as required.
4. Click on **Next** to continue.

Is the development being constructed by an Owner Builder? *

- Yes
- No

Builder [Edit](#)

Name: Little Shed Builders	Preferred Contact Method: Email
Type: Business	Phone: 1800 111 000
Address: 83 PIRIE STREET ADELAIDE	Email: LSB.testingdap@sa.gov.au
Builders Licence No: BLD 123659	

ADD ANOTHER BUILDER OR CONTRACTOR

SAVE DRAFT **NEXT**

Consents for assessment now and later summary

1. A **summary of the consents** to be submitted follows and allows changes to the Assessment order if required.
2. Click on **Next** to complete the declarations.

Development Application

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- ✓ [Land Owners](#)
- ✓ [Invoice Contact](#)
- ✓ [Development Details](#)
- ✓ [What do you want to do?](#)
- > **Consents**
 - Declarations
 - Documents
 - Review

Consents Summary

To be submitted for assessment now

1. Planning Consent
2. Building Consent

[CHANGE ASSESSMENT ORDER](#)

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

For an application with both planning and staged building consents assessed now and later the Consents Summary page will separate the consents, to be submitted for assessment now from the remaining consents or stages.

Development Application

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- ✓ [Land Owners](#)
- ✓ [Invoice Contact](#)
- ✓ [Development Details](#)
- ✓ [What do you want to do?](#)
- > **Consents**
 - Declarations
 - Documents
 - Review

Consents Summary

To be submitted for assessment now

1. Planning Consent
2. Building Consent - Stage 1: House

[CHANGE ASSESSMENT ORDER](#)

Remaining consents or stages

- Building Consent - Stage 2: swimming pool

(You may come back and apply for any remaining consents or stages later.)

[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** 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 located 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](#)

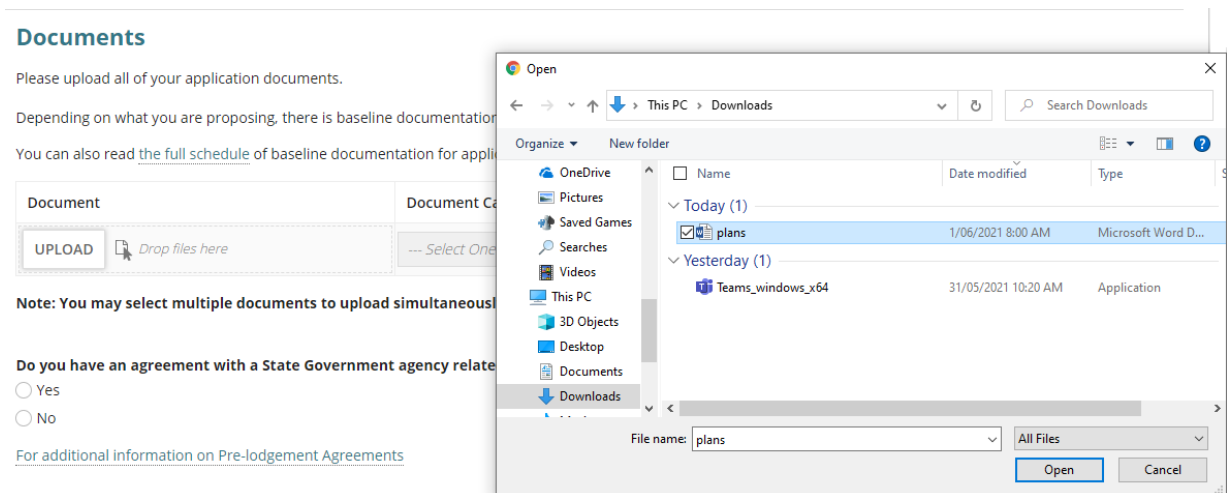
2. On completion, move to the **Next** page.

8. Upload Technical Documents and Drawings

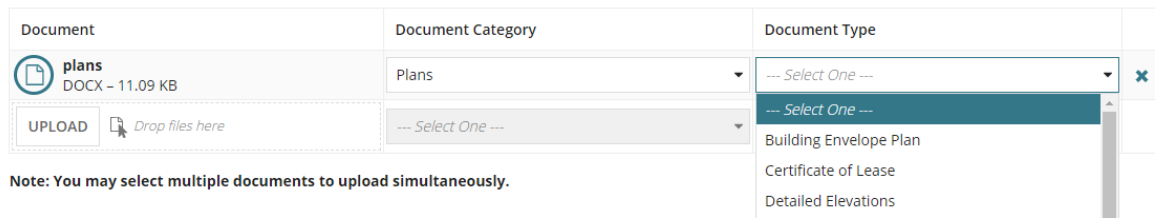
Before you begin, the technical documents and drawings provided by the developer, architect or builder, must be in an electronic format for upload.

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 uploaded.
4. Click on **Cancel** to close the Open window.



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



Note: You may select multiple documents to upload simultaneously.

CITF receipt is required

When [payment of the Construction Industry Training Fund Levy \(CITF\)](#) has occurred then this payment receipt must be uploaded to proceed.

Document	Document Category	Document Type	
Plans1-955... PDF – 532 KB	Plans ▼	Location Plan ▼	✕
UPLOAD Drop files here	--- Select One --- ▼	--- Select One --- ▼	

Note: You may select multiple documents to upload simultaneously.

Please upload a copy of your CITF Payment Reference, along with other supporting documents.

When proceeding to the next page and the CITF receipt has not been uploaded an error message will prompt the uploading of the CITF payment reference document to proceed.

Documents

A CITF Payment Reference document is required

Please upload all of your application documents.

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

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

Document	Document Category	Document Type	
Plans1-955... PDF – 532 KB	Plans ▼	Location Plan ▼	✕
UPLOAD Drop files here	--- Select One --- ▼	--- Select One --- ▼	

Note: You may select multiple documents to upload simultaneously.

Please upload a copy of your CITF Payment Reference, along with other supporting documents.

Upload the CITF receipt completing [upload individual documents](#) instructions and categorise the document as a 'Building Consent Documents' and 'CITF Payment Reference'.

Document	Document Category	Document Type	
Plans1-95... PDF – 532...	Plans ▼	Location Plan ▼	✕
CITB Recei... DOCX – 21....	Building Consent Documents ▼	CITF Payment Reference ▼	✕
UPLOAD Drop files here	--- Select One --- ▼	--- Select One --- ▼	

Consent(s) already granted documentation

When **consents already granted** the following documentation provided by the relevant authority must be uploaded 'individually' to proceed.

Upload the Decision Notification Form and Stamped Plans completing **upload individual documents** instructions and categorise the document as a 'Transitional Applications' and 'Decision Notification Form' and 'Stamped Plans'.

Consent(s) already granted

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

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

Document	Document Category	Document Type	
Plans1-95... PDF - 532 ...	Plans	Location Plan	✕
CITB Rece... DOCX - 21...	Building Consent Documents	CITF Payment Reference	✕
Native Ve... DOCX - 21...	Reports	Native Vegetation	✕
Plans1-95... PDF - 532 ...	Transitional Applications	Decision Notification Form	✕
Additional... DOCX - 21...	Transitional Applications	Stamped Plans	✕
UPLOAD Drop files here	--- Select One ---	--- Select One ---	

Native vegetation report required

If the [Native Vegetation Declaration](#) is being supported by a report that establishes clearance is categorised as 'low level clearance' then this report must be uploaded to proceed.




⚠ Documents

Please upload the report in relation to native vegetation before proceeding





Please upload all of your application documents.

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

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

Document	Document Category	Document Type	
 Plans1-95... PDF - 532 ...	Plans ▼	Location Plan ▼	✕
 CITB Recei... DOCX - 21....	Building Consent Documents ▼	CITF Payment Reference ▼	✕
UPLOAD  <i>Drop files here</i>	--- Select One --- ▼	--- Select One --- ▼	

Upload the report completing [Upload individual documents](#) instructions and categorise the document as a 'Reports' and 'Native Vegetation'.

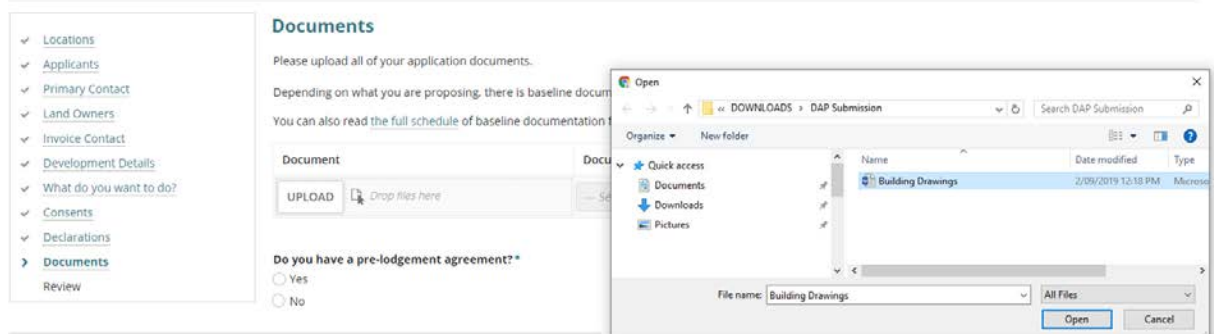
Document	Document Category	Document Type	
 Plans1-95... PDF - 532 ...	Plans ▼	Location Plan ▼	✕
 CITB Recei... DOCX - 21....	Building Consent Documents ▼	CITF Payment Reference ▼	✕
 Native Ve... DOCX - 21....	Reports ▼	Native Vegetation ▼	✕
UPLOAD  <i>Drop files here</i>	--- Select One --- ▼	--- Select One --- ▼	

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 ---
	--- Select One --- All documentation Building Documents Engineering Document Other Plans	--- 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 ---	--- Select One --- Correspondence - General Further Information Land Management Agreement (LMA) Other Documents 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

How do pre-lodgement agreements work?

A pre-lodgement agreement is reached between development applicants and referral agencies prior to lodging an application for planning consent. Pre-lodgement agreements can be reached with any referral body.

The process eliminates the need for referrals to be undertaken during the formal assessment process, thereby reducing assessment timelines and potential delays for the development application.

1. Click on the applicable response to the question **do you have an agreement with a State Government agency related to your application? (Pre-lodgement agreement)**
 - **Yes** then continue to answer the questions to follow.
 - **No** then click on **Next** to review the application details and submit.
2. Select **Who is the pre-lodgement agreement with?** from the drop-down list of State Government Agencies.
3. Click **Add Another** (if applicable).

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](#)






Who is the pre-lodgement agreement with?

(Please ensure you upload the pre-lodgement agreement documentation above)

Environment Protection Authority ▼

ADD ANOTHER

4. Complete instructions [upload individual documents](#) to attach the pre-lodgement agreement and categorise as 'Supporting Document' and 'Pre-Lodgement Agreement'.

Document	Document Category	Document Type	
 Plans1-95... PDF - 532 ...	Plans ▼	Location Plan ▼	✕
 CITB Rece... DOCX - 21...	Building Consent Documents ▼	CITF Payment Reference ▼	✕
 Native Ve... DOCX - 21...	Reports ▼	Native Vegetation ▼	✕
 Prelodge... DOCX - 21...	Supporting Document ▼	Pre-Lodgement Agreement ▼	✕
UPLOAD  Drop files here	--- Select One --- ▼	--- Select One --- ▼	

5. Click on **Next** to review the application details and submit.

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



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.

The screenshot shows the 'Your applications' dashboard. At the top, there is a search bar and a large banner that says 'This is the TRAINING'. Below the banner are three red buttons: 'Start a new application', 'Access an application submitted by someone else', and 'Submit mandatory building notification'. Underneath these buttons is a row of tabs: 'FOR YOUR ACTION (22)', 'UNDER ASSESSMENT (360)', 'DRAFT (9)', 'LAND DIVISION CERTIFICATES (7)', 'CERTIFICATE OF OCCUPANCY (8)', and 'FINALISED (56)'. The 'UNDER ASSESSMENT (360)' tab is highlighted. Below the tabs is a section titled 'Under assessment' containing a table with the following data:

ID	Owner	Location	Nature Of Development	Relevant Authority
21002191	Public	LOT 2029 GREGORY ST ROXBY DOWNS SA 5725	Provide the details of the development, e.g. 2 storey house with carport and swimming pool	Assessment panel/Assessment manager at Municipal Council of Roxby Downs

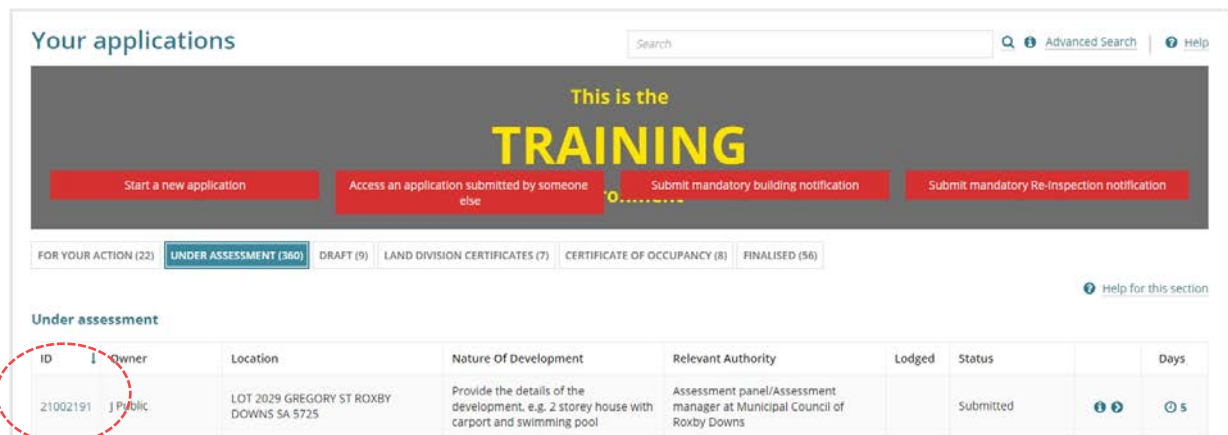
Share the application with someone else

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

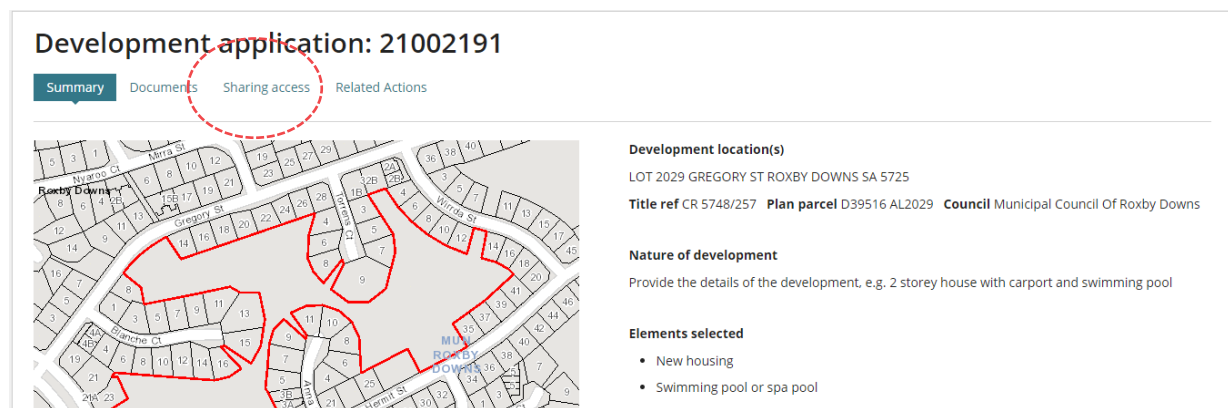
Examples of actions the contacts will perform:

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

1. Click on the **Under Assessment** tab to locate the application.
Alternatively, use the **Search** feature and the ID number to locate.
2. Click on the **ID** number of the application to view.



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



- 4. The **Access Code** is shown and 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.

- 5. To send instructions on how to use the system to the contact who is being shared 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


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

- 6. 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	

- 7. 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.

For more information visit
plan.sa.gov.au



Government of South Australia

Department for Housing
and Urban Development