

Background

1

Applications being submitted for council development have the ability to add a council as an applicant and/or land owner contact which prompts submitters when completing the **What do you want to do?** page to flag the **Purpose of the development** is to raise revenue for the council or not.

Included instructions

- [Add council as an application contact](#)
- [Council purpose of the development](#)

Start new application

1. In the dashboard select **Your Applications** and **Start a new application**.

2. The Development Application opens. Click **NEXT** to continue.

Development Application

Use this service to submit a Development Application.

Here's what you'll need to complete the application:

- Address details for the site where the development is proposed.
- Contact details for the applicants, land owners and builder (if applicable).
- Details about the current and proposed use of the site, including the development cost.
- 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.](#)
- The names of any independent assessors that you want to assess your consents.

The application will take approximately 10 minutes to complete.

Before you start:

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

- Lodged on behalf of a state agency as a crown development, or
- Declared by the Minister for Planning as an Impact Assessed - Impact Assessed development under Section 108 (1)(c) of the PDI Act

If you are a Crown (State) Agency or have been endorsed by a State Agency to lodge an application for essential infrastructure, please submit your development application [here](#)

CANCEL

NEXT

3. Search and select the property location using one of the available search options. Click **NEXT** to continue.

- > **Locations**
- Applicants
- Primary Contact
- Land Owners
- Invoice Contact
- Development Details
- What do you want to do?
- Consents
- Declarations
- Documents
- Review

Locations

Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council
57 NEWTON RD NEWTON SA 5074	CT 5935/841	F9201 AL1	0/100	CAMPBELLTOWN CITY COUNCIL ✕

Add another location

If your proposed development requires an additional location, please select it via the search functions below. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function.

! Newly Created Allotment and/or Tenancy Development

To identify the development location for a tenancy or development where the proposed Certificate of Title (CT) has not yet been created, search for the location using:

- Map Search:** zoom into the development location and drop a pin on the parcel of land, or
- Title or Plan** using the 'parent' Certificate of Title (CT).

Search Type

ADDRESS SEARCH
TITLE OR PLAN SEARCH
MAP SEARCH

Choose a type of search or enter location identification record.

SAVE DRAFT

NEXT

Add council as an application contact

Add council as another applicant

The Applicants contact may default when the organisation has set-up their frequently used contacts. Referring to [How to – Setup reusable and default application contacts | PlanSA](#).

Either keep the default applicant contact and add council as another applicant contact or remove to add council as the sole applicant.

4. Click ADD ANOTHER APPLICANT. Multiple contacts are allowed.

- ✓ **Locations**
- > **Applicants**
- Primary Contact
- Land Owners
- Invoice Contact
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- What do you want to do?
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Applicants

Please provide details for the applicant. You can add multiple applicants to an application.

Applicant Edit Trash

Name: Miss Philip Williams **Preferred Contact Method:** Email

Type: Individual **Phone:** 0423567995

Address: 9 LIASCOS AVENUE NEWTON **Email:** Jolanda@sa.gov.au

ADD ANOTHER APPLICANT



5. Click **Add someone else**.

- Locations
- Applicants**
 - Primary Contact
 - Land Owners
 - Invoice Contact
 - Development Details
 - What do you want to do?
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Applicants

Please provide details for the applicant. You can add multiple applicants to an application.

Applicant [Edit](#) [Delete](#)
Name: Miss Phillip Williams **Preferred Contact Method:** Email
Type: Individual **Phone:** 0423567995
Address: 9 LIASCOS AVENUE NEWTON **Email:** jolanda@sa.gov.au

Add me (EPN)
 Add someone else
 Add from your application contacts

6. Click **COUNCIL** contact type.

7. The contact fields automatically populate with the location council contact details.

- Locations
- Applicants**
 - Primary Contact
 - Land Owners
 - Invoice Contact
 - Development Details
 - What do you want to do?

Applicants

Please provide details for the applicant. You can add multiple applicants to an application.

INDIVIDUAL BUSINESS CROWN AGENCY **COUNCIL**

Council *
City of Campbelltown
100 characters maximum

Email *
CAMPBELLTOWN_CITY@gmail.com
50 characters maximum.

ADD APPLICANT CANCEL

GO BACK

SAVE DRAFT

NEXT

The added council contact shows as 'Applicant 2'.

- Locations
- Applicants**
 - Primary Contact
 - Land Owners
 - Invoice Contact
 - Development Details
 - What do you want to do?
 - Consents
 - Declarations
 - Documents
 - Review

Applicants

Please provide details for the applicant. You can add multiple applicants to an application.

Applicant 1 [Edit](#) [Delete](#)
Name: Miss Phillip Williams **Preferred Contact Method:** Email
Type: Individual **Phone:** 0423567995
Address: 9 LIASCOS AVENUE NEWTON **Email:** jolanda.visser@sa.gov.au

Applicant 2 [Edit](#) [Delete](#)
Name: City of Campbelltown **Preferred Contact Method:** Email
Type: Council **Phone:** 08 888 1111
Address: 1 Fake Address Adelaide 5000 Campbelltown **Email:** CAMPBELLTOWN_CITY@gmail.com

ADD ANOTHER APPLICANT

GO BACK

SAVE DRAFT

NEXT

Add council as an applicant

9. Click **Add someone else**.

The screenshot shows the 'Applicants' section of the form. On the left is a sidebar with 'Locations' checked and 'Applicants' expanded. The main area has the heading 'Applicants' and the instruction 'Please provide details for the applicant. You can add multiple applicants to an application.' Below this are two radio buttons: 'Add me (Test Applicant)' and 'Add someone else'. The 'Add someone else' radio button is selected and circled in red.

10. Click COUNCIL contact type.

11. The contact fields automatically populate with the location council contact details.

This screenshot shows the 'Applicants' form with 'COUNCIL' selected in the contact type dropdown, which is circled in red. Below the dropdown, the 'Council *' field is populated with 'City of Campbelltown'. The sidebar on the left shows 'Applicants' expanded with various sub-sections like 'Primary Contact', 'Land Owners', etc.

12. ADD APPLICANT.

This screenshot shows the 'Email *' field with the value 'CAMPBELLTOWN_CITY@gmail.com'. Below the field is the text '50 characters maximum.' and two buttons: 'ADD APPLICANT' and 'CANCEL'. The 'ADD APPLICANT' button is circled in red.

The screenshot shows the bottom navigation bar with three buttons: 'GO BACK', 'SAVE DRAFT', and 'NEXT'.

The added council contact shows.

13. Click **NEXT** to continue.

This screenshot shows the 'Applicants' form with the added council applicant details displayed in a box. The details include: Name: City of Campbelltown, Type: Council, Address: 1 Fake Address Adelaide 5000 Campbelltown, Preferred Contact Method: Email, Phone: 08 888 1111, and Email: CAMPBELLTOWN_CITY@gmail.com. Below the details box is an 'ADD ANOTHER APPLICANT' button. The sidebar on the left shows 'Applicants' expanded with sub-sections like 'Primary Contact', 'Land Owners', etc.

The screenshot shows the bottom navigation bar with three buttons: 'GO BACK', 'SAVE DRAFT', and 'NEXT'. The 'NEXT' button is circled in red.



Add primary contact

The primary contact may default when the organisation has set-up their frequently used contacts. Referring to [How to – Setup reusable and default application contacts | PlanSA](#).

Either keep the default primary contact or remove to add a different contact from scratch or from the list of frequently used contacts.

14. Click **NEXT** to continue.

- ✓ [Locations](#)
- ✓ [Applicants](#)
- > [Primary Contact](#)
- Land Owners
- Invoice Contact
- Development Details
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Primary contact

Please provide details for the primary contact for this application. The primary contact will be sent a code enabling them to take control of this application. The assessing authority may need to contact this person.

Primary Contact [Edit](#)

Name: Ms Penny Public	Preferred Contact Method: Email
Type: Individual	Phone: 0400 236 698
Address: 83 PIRIE STREET ADELAIDE	Email: PennyP_PRIMARY_DAP@sa.gov.au

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

Add council as a land owner

If the council has been added as an applicant contact, they are also available as a selectable land owner contact. Where the council is not an existing contact then add council as someone else.

15. Add council contact.

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- > [Land Owners](#)
- Invoice Contact
- Development Details
- What do you want to do?
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Land owners

Please provide details for the land owner. You can add multiple land owners to an application.

- Add me (EPN TestNineteen)
- Add Philip Williams
- Add City of Campbelltown
- Add Penny Public
- Add someone else

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

The added council contact shows as a land owner.

16. Click ADD ANOTHER LAND OWNER as required. Multiple contacts are allowed.

17. Click NEXT to continue.

Land owners

Please provide details for the land owner. You can add multiple land owners to an application.

Land Owner [Edit](#) [Delete](#)

Name: City of Campbelltown **Preferred Contact Method:** Email
Type: Council **Phone:** 08 888 1111
Address: 1 Fake Address Adelaide 5000 Campbelltown **Email:** CAMPBELLTOWN_CITY@gmail.com

[ADD ANOTHER LAND OWNER](#)

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

Add invoice contact

The invoice contact may default when the organisation has set-up their frequently used contacts. Referring to [How to – Setup reusable and default application contacts | PlanSA](#).

Either keep the default invoice contact or remove to add a different contact from scratch or from the list of frequently used contacts.

18. Click **NEXT** to continue.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.

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

Name: Ms Joyce Jones **Preferred Contact Method:** Email
Type: Individual **Phone:** 8425 4000
Address: 83 PIRIE STREET ADELAIDE **Email:** Jjones_INVOICE_DAPTEST@sa.gov.au

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



Complete the Development Details

19. Provide the details of the council development.

20. Click **NEXT** to continue.

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

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

Current Use *

Proposed Use *

Total Development Cost (excluding fit-out costs) *

Proposed Development Details*

Maximum 4000 characters.

Complete What do you want to do?

21. Select the development elements, e.g. shade sail

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

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

Elements

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

Show less elements

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

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

Council purpose of the development

22. Indicate the purpose of the development. This option only applies when 'council' is an applicant and/or land owner.

Flag the checkbox when development is to raise revenue for the council or leave unflagged if not raising revenue.

23. Click NEXT to continue.

Refine elements to provide more detail

- Shade sail

Purpose of the development

The primary purpose of this development is to raise revenue for the Council.

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)
Shade sail	\$ 0

Total Development Cost (excluding fit-out costs)

\$ 15,000

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

24. Complete more information about your application and NEXT to continue.

Development Application

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- ✓ [Land Owners](#)
- ✓ [Invoice Contact](#)
- ✓ [Development Details](#)
- [What do you want to do?](#)
- Consents
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More information about your application

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) on the site or neighbouring land? *

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.

Septic/Sewer information

Does this development require a new septic system or amendment to an existing septic system? i.e. septic tank

25. Complete the Consents details and NEXT to continue.

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- ✓ [Land Owners](#)
- ✓ [Invoice Contact](#)
- ✓ [Development Details](#)
- ✓ [What do you want to do?](#)
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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.



26. Consents Summary review and NEXT to continue.

Development Application

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

To be submitted for assessment now

1. Planning Consent
2. Building Consent

CHANGE ASSESSMENT ORDER

27. Complete the declarations and NEXT to continue.

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

28. Upload documentation required for the proposed development and NEXT to continue.

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

Documents

Please upload all of your application documents.

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

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

Document	Document Category	Document Type	
Plans (1) PDF - 532 KB	Plans	Site Plans	✕
UPLOAD Drop files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

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

Yes
 No

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


29. Review application details.

- ✓ [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
57 NEWTON RD NEWTON SA 5074	CT 5935/841	F9201 AL1		CAMPBELLTOWN 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 & Overlays

Zones

- General Neighbourhood

Added council contacts show as an applicant and/or land owner.

Application Contacts

Applicant 1

Name: Miss Philip Williams
Type: Individual
Address: 9 LIASCOS AVENUE NEWTON

Preferred Contact Method: Email
Phone: 0423567995
Email: Jolanda.visser@sa.gov.au

Applicant 2

Name: City of Campbelltown
Type: Council
Address: 1 Fake Address Adelaide 5000 Campbelltown

Preferred Contact Method: Email
Phone: 08 888 1111
Email: CAMPBELLTOWN_CITY@gmail.com

Primary Contact

Name: Ms Penny Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email
Phone: 0400 236 698
Email: PennyP_PRIMARY_DAP@sa.gov.au

Land Owner

Name: City of Campbelltown
Type: Council
Address: 1 Fake Address Adelaide 5000 Campbelltown

Preferred Contact Method: Email
Phone: 08 888 1111
Email: CAMPBELLTOWN_CITY@gmail.com

Invoice Contact

Name: Ms Joyce Jones
Type: Individual
Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email
Phone: 8425 4000
Email: Jjones_INVOICE_DAPTEST@sa.gov.au

Check the purpose of the development is showing the desired selection. i.e. showing a when not raising revenue or when raising revenue.

What do you want to do?

You have selected the following elements

Shade sail - \$0.00

Purpose of the development

The primary purpose of this development is to raise revenue for the Council.



30. Complete the submission declaration and SUBMIT to complete.

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