Apply for the Next Consent

Version 1.3



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Background

The initial submission of the development application was to assess the consents at different times, i.e. when submitting, assess now was selected for planning consent and assess later was selected for building consent.

When the Relevant Authority 'grants' the first consent an email is sent advising a Decision Notification Form (DNF) has been granted and this email is the prompt to submit the next consent, i.e. building consent.



Apply for next Building Consent - Application ID 22000603

Applicant: Penny Public

Address: UNIT 11FL 31 HALIFAX ST ADELAIDE SA 5000



You can now apply for the next Building Consent of your development application.

View the Development Application.

Regards,

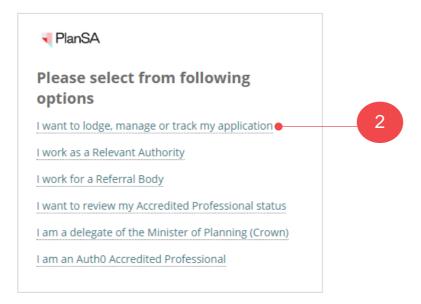
City

08 8880 1111

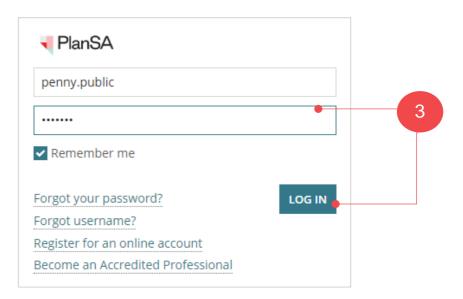
1. Login to account

On the granting of the previous consent by the assessing Relevant Authority, you will receive an email notification advising a Decision Notification Form (DNF) has been granted for the applicable consent and this email is your prompt to apply for your next consent in the DAP system.

- 1. Click on the **Development Application** link in the email.
- 2. Click on I want to lodge, manage or track my application.

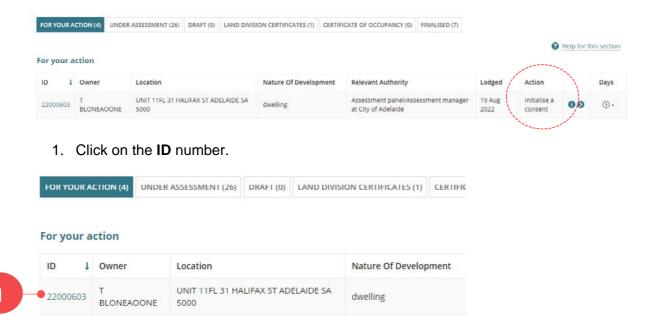


3. Enter in your account username and password and click log in.



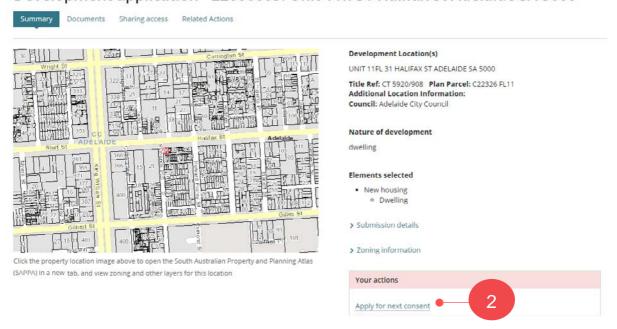
2. Apply for the Next Consent

The development application shows in the For Your Action table with an 'Initialise a consent' action.



2. Click on your action - Apply for next consent.

Development application - 22000603: Unit 11fl 31 Halifax St Adelaide SA 5000



3. Complete the submission form

Complete the Consent Details

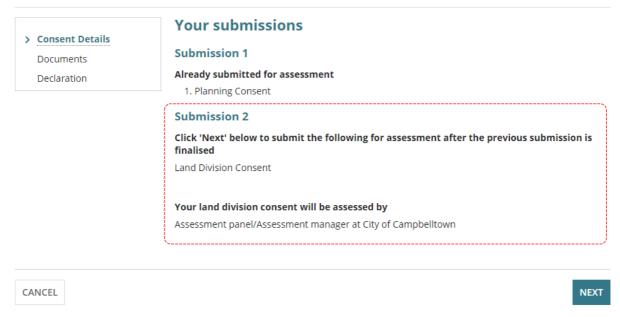
The next consent for submission is shown, or where more than one consent to be applied for a selection can be made on which consent to submit next (refer example image below).

Submitting application for land division consent

Submission 2 defaults automatically with Land Division Consent and **Your building consent** will be assessed by defaults automatically with the development location relevant authority.

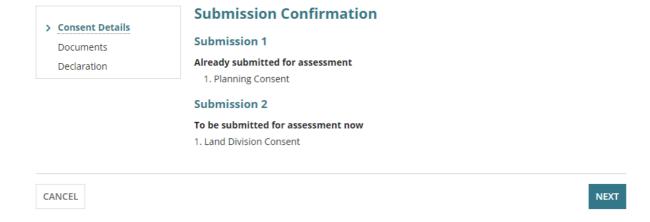
1. Click **NEXT** to continue.

Apply for additional consents - application 24003194



The **Submission Confirmation** shows the consent being submitted now for assessment.

2. Click **NEXT** to continue and Upload Required Documents.



Submitting building consent as the next consent

Building consent (not staged)

On application submission chosen to submit planning consent 'now' and building consent 'later' then **Submission 2** is to apply for building consent.

The following information is required to complete the submission.

- Building consent to be assessed in stages or not staged
- Who assessing the consent
- Builder, contractor, or owner builder constructing the proposed development
- Payment of the Construction Industry Training Fund Levy (CITB)

Apply for additional consents - application 25000142

	The state of the s
> Consent Details	Your submissions
Documents	Submission 1
Declaration	Already submitted for assessment
Declaration	1. Planning Consent
	Submission 2
	Click 'Next' below to submit the following for assessment after the previous submission is finalised
	Building Consent
	You initially indicated the following to staging your consents:
	No
	Do you wish to have your building consent assessed in multiple stages?*
	○ Yes
	○ No
	Who should assess your building consent?*
	○ City of Campbelltown
	○ Independent accredited professional
	Has a builder or contractor been engaged for the proposed development?*
	Yes
	○ No
	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
	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

1. Click **NEXT** to continue.

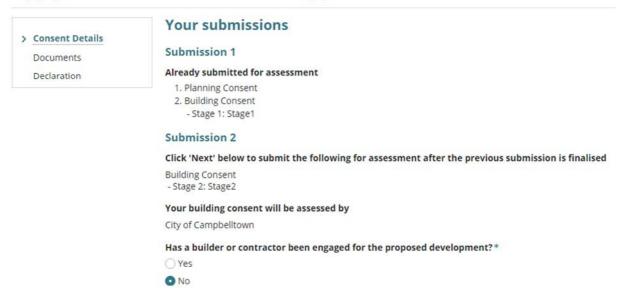
The **Submission Confirmation** shows the consent being submitted now for assessment.

2. Click **NEXT** to continue and Upload Required Documents.

Staged building consent (final)

Submission 2 is the next and final building consent stage, e.g. stage 2 then the Consent Details page will default with the relevant authority chosen for stage 1 and prompted to indicate the Builder, contractor, or owner builder constructing the proposed development.

Apply for additional consents - application 24004134



1. Click **NEXT** to continue.

The **Submission Confirmation** shows the consent being submitted now for assessment.

2. Click **NEXT** to continue and Upload Required Documents.

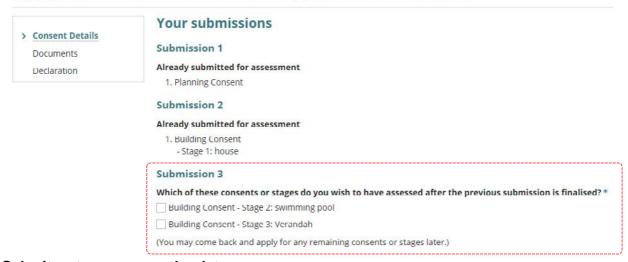
Staged building consent (multiple)

For staged building consents, when you have indicated to assess the stages later, these stages are shown under **Submission 3** and under **Submission 2** shows the stages you have already submitted for assessment.

Can the stages be submitted in any order?

Yes. The stages do not need to be submitted in numerical order, if stage 3 is ready now and stage 2 is not yet ready, then submit stage 3 to be assessed now.

Apply for additional consents - application 22000603

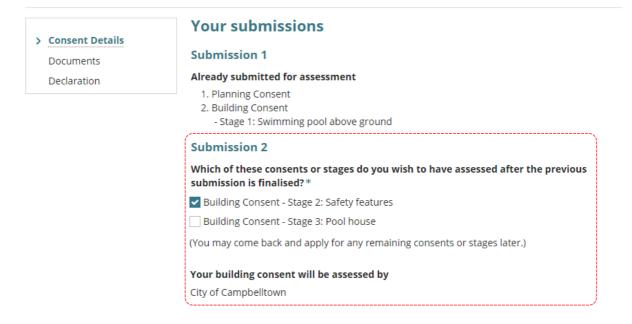


Submit a stage now another later

1. Click on checkbox against the **building consent – stage** to submit now.

The field **Your building consent will be assessed by** defaults automatically with the relevant authority already assessing Stage 1 building consent.

Apply for additional consents - application 25000146

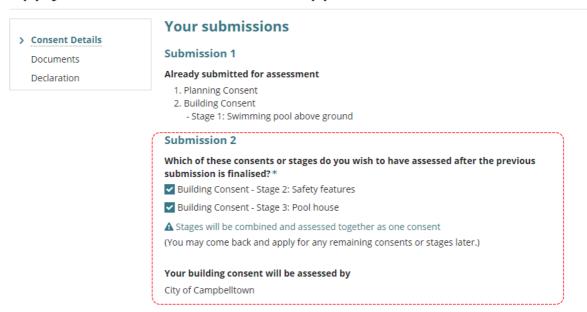


Submit both stages now

1. Click on checkbox against each of the **building consent – stages** to submit now.

By submitting both stages now, they are combined and assessed together as one consent with **Your building consent will be assessed by** defaulting automatically with the relevant authority already assessing Stage 1 building consent.

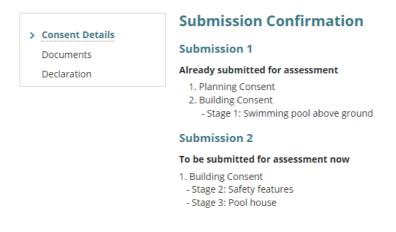
Apply for additional consents - application 25000146



2. Click **NEXT** to continue.

The **Submission Confirmation** shows the consent being submitted now for assessment.

3. Click **NEXT** to continue and Upload Required Documents.

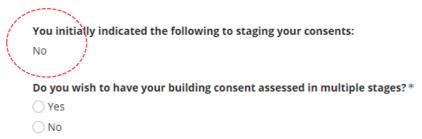


CANCEL



Building consent to be assessed in stages or not staged

The next consent defaults with the selection made in the initial application submission. There is the ability to change if remains staged or not.

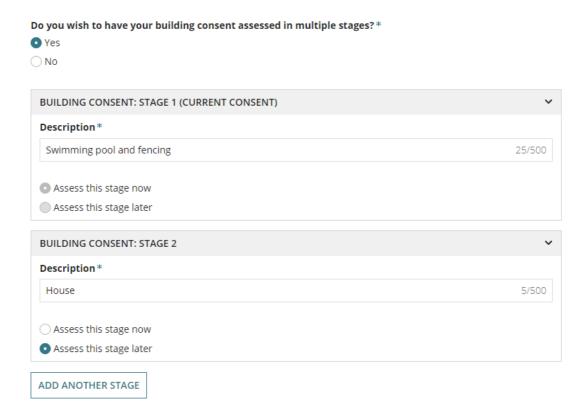


Choose to confirm building consent is not staged

1. Click **No** to building consent assessed in multiple stages.

Choose to stage building consent

- 2. Choose 'Yes' to question **Do you wish to have your building consent assessed in multiple stages?**
- 3. Provide a **Description for Stage 1** and automatically defaults to 'now'.
- 4. Provide a **Description for Stage 2** and it is recommended to keep the selection of 'assess this stage later'.



Who assessing the consent

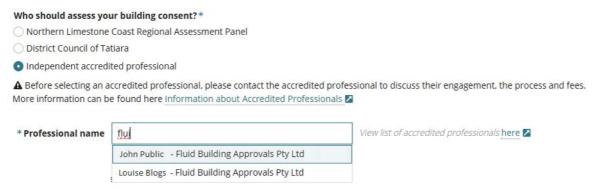
The location of the development will determine which relevant authority options to present or when next submission is for **land division consent** then the relevant authority automatically defaults with the location relevant authority or **building consent stage** then the relevant authority will automatically default with the relevant authority who granted the previous stages.

- 5. Click on one of the following to assess the consent.
 - **Regional Assessment Panel** is available <u>only</u> 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.

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



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

Professional name	John Public	- Fluid Build 🗙	View list of accredited professionals here
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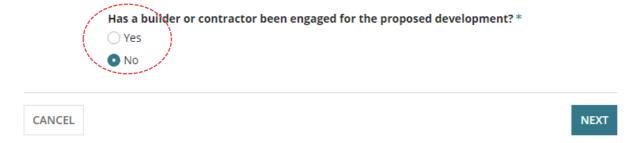
No results found, will show when an accredited professionals does not have the required level of accreditation required to issue a decision. In these cases, view the list of accredited professionals to confirm names or as required to contact a different accredited professional.

* Professional name	fluid	View list of accredited professionals here
	No results found	

Builder, contractor, or owner builder constructing the proposed development

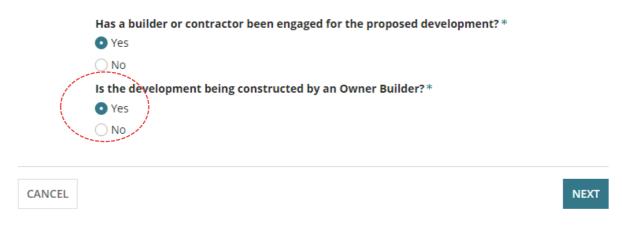
Option 1: Builder or Contractor not yet engaged

- 1. Click on **No** a builder or contractor has not been engaged for the proposed development.
- 2. Click NEXT to continue.



Option 2: Development being constructed by owner builder

- 1. Click on **No** a builder or contractor has been engaged for the proposed development.
- 2. Click on **Yes** an owner builder is performing the construction of the proposed development.
- 3. Click NEXT to continue.

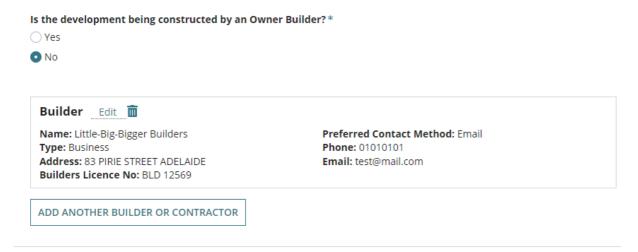


Option 3: Development being constructed by a builder or contractor

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

	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 (User One)
	Add someone else
	Add from your application contacts
CANCEL	NEXT
dd the bu	uilder or contractor

Default application builder contact



SAVE DRAFT

NEXT

Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts, the 'builder contact' will automatically default.

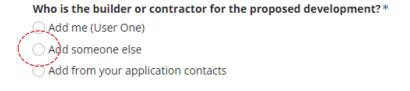
If your application contacts have not yet been set-up or has been set-up without a 'default' builder contact, then an option to "Add from your application contacts" is available.

To learn more visit <u>How to - set-up reusable and default application contacts | PlanSA.</u>

- 1. Use the **Edit** and **Remove** available options, as required.
- 2. Click ADD ANOTHER BUILDER OR CONTRACTOR, as required.
- 3. Click NEXT to continue.

Add someone else to create the builder / contractor contact

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



2. Select Individual or Business.

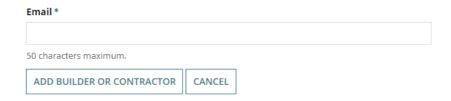
CANCEL



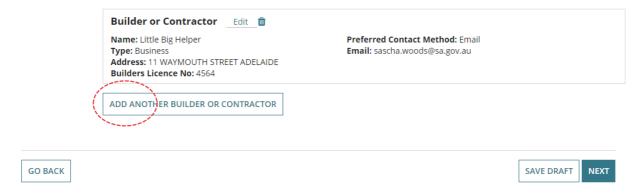
- 3. Complete the shown fields with the contractor / builder contact details.



4. Click Add Builder or Contractor to save.



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



Add builder from my application contacts

Add from your application contacts

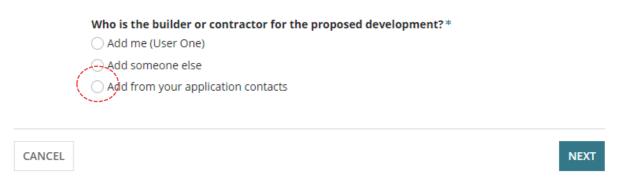
When your organisation has set-up frequently used and/or default application contacts, the 'builder contact' will automatically default.

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

To learn more visit How to - set-up reusable and default application contacts | PlanSA.

Add a builder contact from your application contacts

1. Click Add from your application contacts.



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

Application contacts not set-up

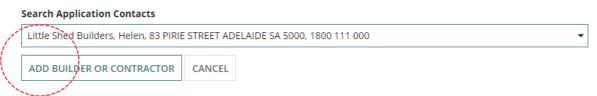
When the contacts have not yet been set-up a warning message displays, advising *No matches found. Perform another search or add an applicant.*

Cancel the search to manually add someone else.

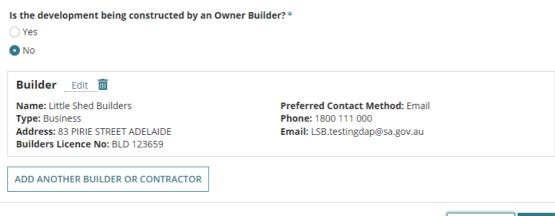
To setup the application contacts for use in future application submissions, complete instructions How to - set-up reusable and default application contacts | PlanSA.



3. Click on the contact and then ADD BUILDER OR CONTRACTOR.



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





Payment of the Construction Industry Training Fund Levy (CITB)

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 (CITE) lew is collected on building and construction activity in South Australia

	of building and construction projects valued over \$100,000.
Has Construction Industry Training Fu	nd Levy (CITF) been paid?
• Yes	
○ No	
CITF Receipt Number*	
65698	
For more information on when the levy a	pplies, please refer to our Leviable Work Reference Table which will further outline
leviable building and construction activities	es.
Has a builder or contractor been engag	ged 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.

H	as Construction Industry Training Fund Levy (CITF) been paid?
0) Yes
6	No No
T	ne CITF receipt number is required by PlanSA for Building Consent Approval. To lodge and pay a levy please click here
	or more information on when the levy applies, please refer to our <u>Leviable Work Reference Table</u> which will further outlin

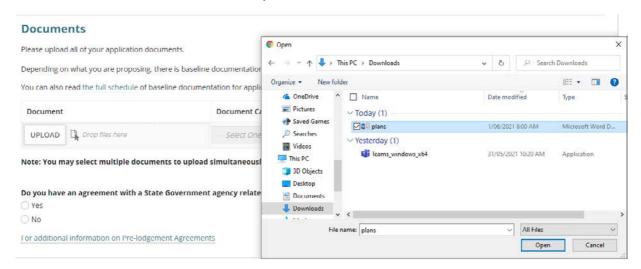
- 3. Click NEXT to continue.
- 4. Review the 'Submission Confirmation' and move on to the **Next** page.

Upload Required Documents

In support of the consent application mandatory documents must be provided. Refer to the Development Application Checklist - Planning | PlanSA and Development Application Checklist - Building | PlanSA for more details.

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.

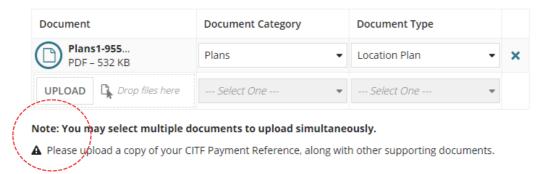


5. Categorise the documents using the 'category' and 'type' drop-down lists.



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.



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.

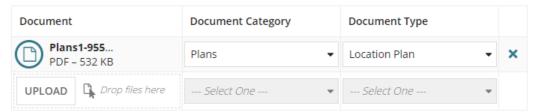
▲ Documents

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.

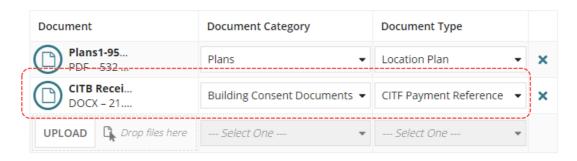
You can also read the full schedule of baseline documentation for applications in the PDI (General) Regulations 2017.



Note: You may select multiple documents to upload simultaneously.

A 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'.



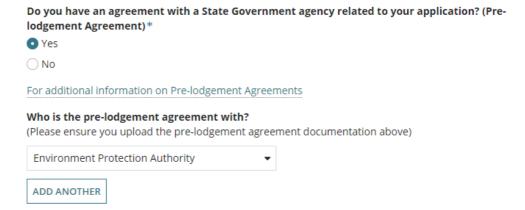
Pre-lodgement agreement

How do pre-lodgement agreements work?

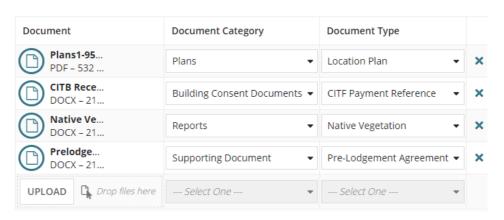
A pre-lodgement agreement is reached between development applicants and referral agencies prior to lodging an application for planning consent. Pre-lodgement agreements can be reached with any referral body.

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).

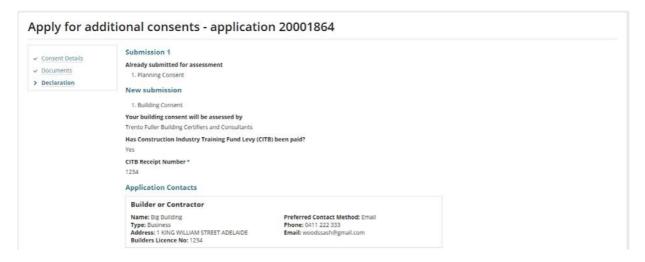


4. Complete instructions upload individual documents to attach the pre-lodgement agreement and categorise as 'Supporting Document' and 'Pre-Lodgement Agreement'.



Review and Submit Next Consent

1. Review the consent submission details for accuracy and click on the relevant section where amendments are required.



- 2. Scroll down until the **Submission Declaration** displays, then read the declaration and acknowledge (tick the box).
- 3. Click on Submit to complete.

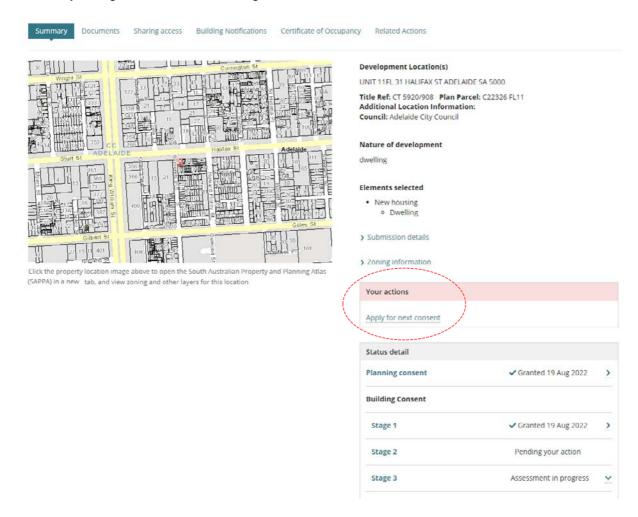


4. Click **OK** to acknowledge the consent submitted successfully message.



The **Development Application – Summary** page is shown and the 'Apply for next consent' action will be available, until all stages have been submitted.

You can apply for the next consent now; however, it will not be assessed until the stage currently being assessed has been granted.



For more information visit plan.sa.gov.au

