Apply for the Next Consent

Version 1.1



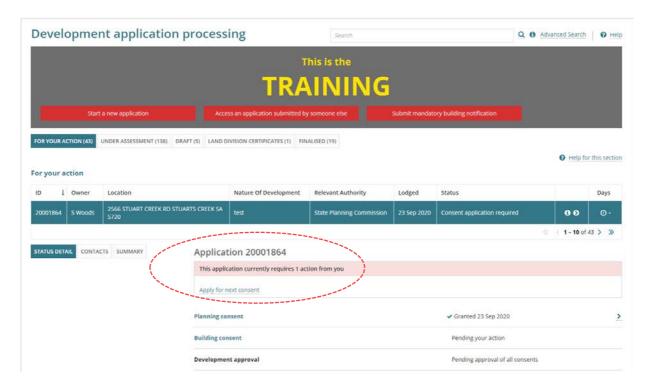
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Background

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.

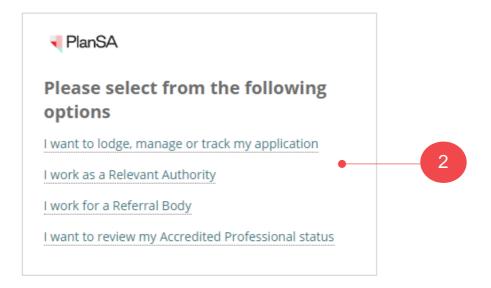
When the Relevant Authority 'grants' the first consent an email is sent advising a Decision Notification Form (DNF) has been granted and this email is the prompt to submit the next consent, i.e. building consent.



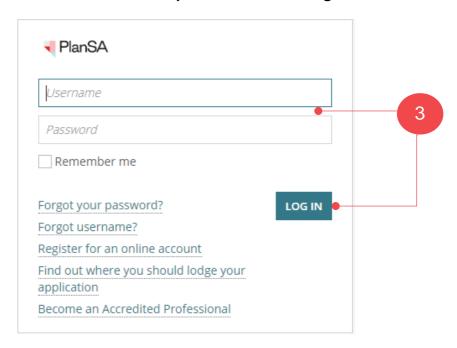
1. View Development Application

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 Not a Relevant Authority.



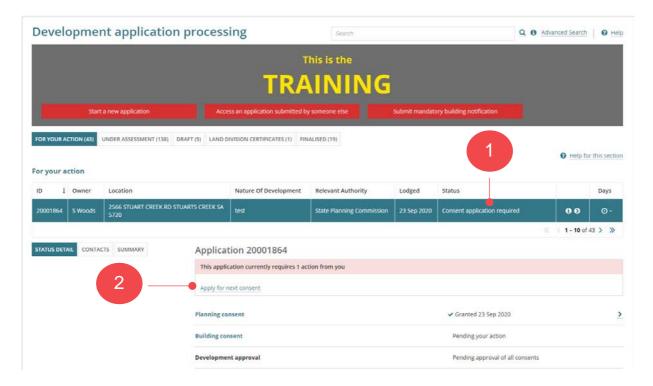
3. Enter in your **account username** and **password** and click **log in**.



2. Apply for the Next Consent

In the **For Your Action** tab your development application displays with a status of 'Consent application required'.

- 1. Click on the application (not ID) to display your **Apply for next consent** action.
- 2. Click on the **Apply for next consent** action to initiate.

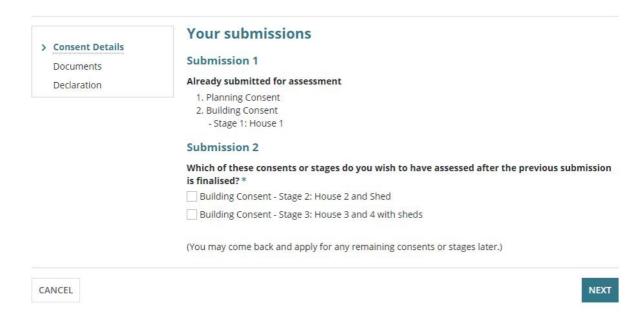


3. Submit the Next Consent Details

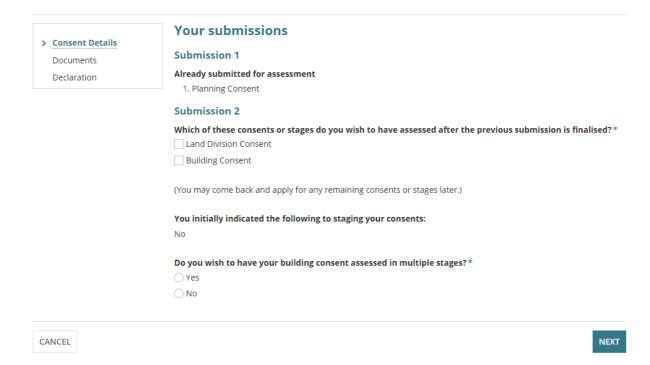
Complete the Consent Details

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).

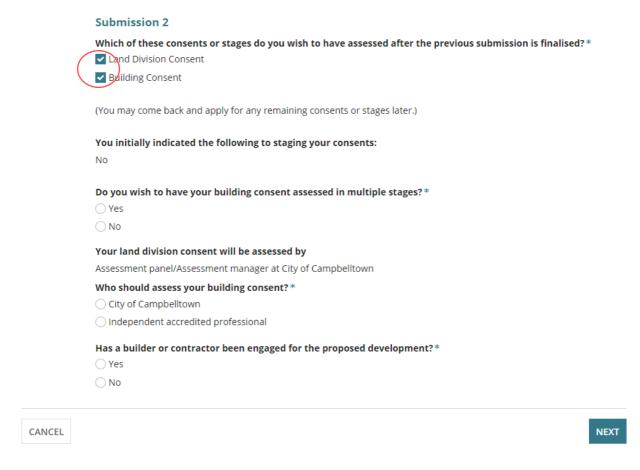
Example of a staged building consent



Example of land division consent being the next consent

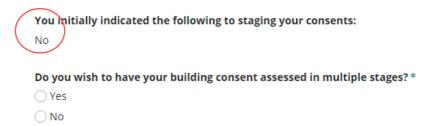


1. Click on the consent/s to be submitted next.



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

Click No to building consent assessed in multiple stages.

You initially indicated the following to staging your consents:

No

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

Yes

No

Choose to stage building consent

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

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

 Yes
 No

BUILDING CONSENT: STAGE 1 (CURRENT CONSENT)

Description *

Swimming pool and fencing 25/500

Assess this stage now
 Assess this stage later

BUILDING CONSENT: STAGE 2

Description *

House 5/500

Assess this stage now
 Assess this stage later

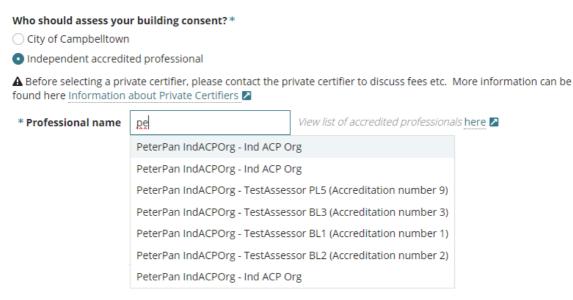
6. Choose who should assess your consent? select one of the following.

When the next consent is for:

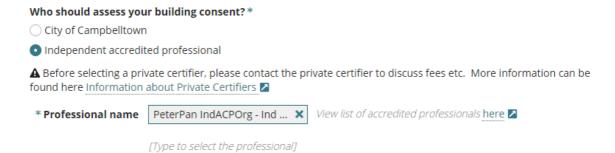
- Land division consent, the relevant authority will automatically default to the location releveant authority.
- A building stage, the Relevant Authority will automatically default.
- a. **Relevant Authority** being an Assessment Manager/Panel for a council or State Planning Commission, or
- b. Independent accredited professional

Independent Accredited Professional

- 7. Click on Independent accredited professional.
- 8. Start typing the **name** of the accredited professional, then select their name from list of matches.



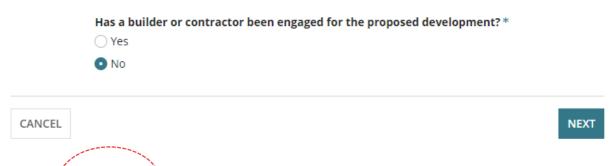
The professional selected is shown.



Builder, contractor, or owner builder constructing the proposed development

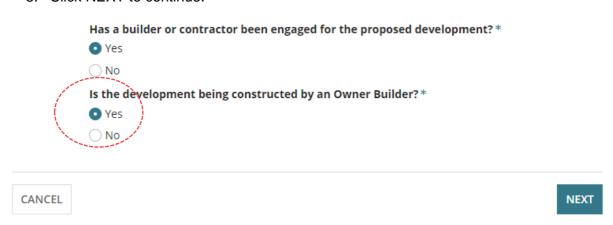
Option 1: Builder or Contractor not yet engaged

- 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 vuilder 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.



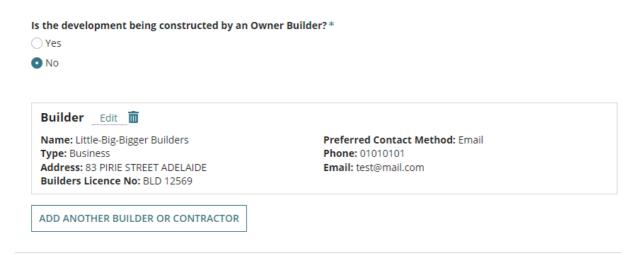
Option 3: Development being constructed by a builder or contractor

- 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					
مط 4 لمام	vildor or contractor					

Add the builder 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.

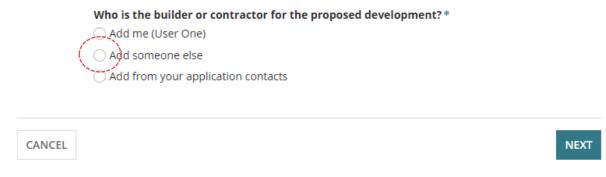
If your application contacts have not yet been set-up or has been set-up without a 'default' builder contact, then an option to "**Add from your application contacts**" is available.

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

- 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

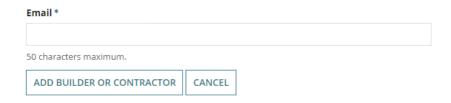
1. Click on **Add someone else** to enter the builder details.



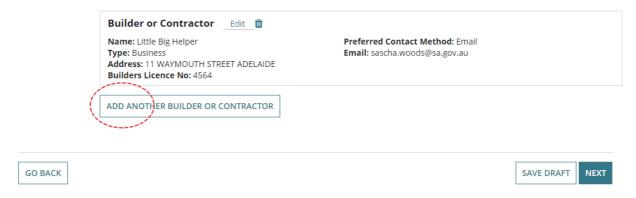
- 2. Select Individual or Business.
- 3. Complete the shown fields with the contractor / builder contact details.



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

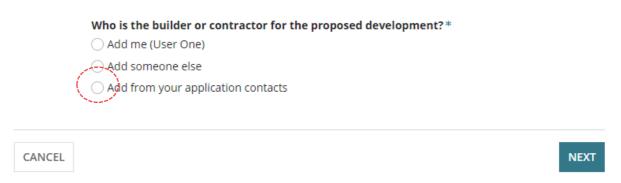
When your organisation has set-up frequently used and/or default application contacts, the 'builder contact' will automatically default.

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.



2. 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

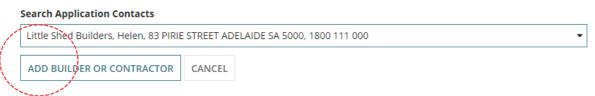
When the contacts have not yet been set-up a warning message displays, advising No matches found. Perform another search or add an applicant.

Cancel the search to manually add someone else.

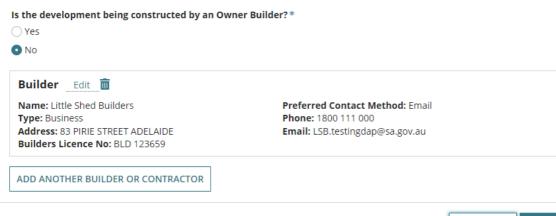
To setup the application contacts for use in future application submissions, complete <u>how to setup reusable and default application contacts | PlanSA</u> instructions.



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.



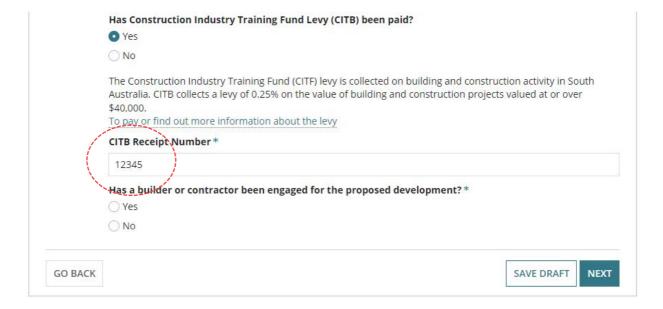


Payment of the Construction Industry Training Fund Levy (CITB)

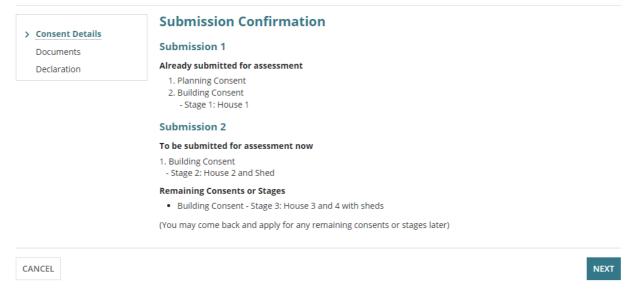
The Construction Industry Training Fund Levy is collected on building and construction activity in South Australia. CITB collects a levy of 0.25% on the value of the building and construction projects valued at or over \$40,000.

The question **Has Construction Industry Training Fund Levy (CITB) been paid** is not shown, when the total development cost of your development is less than \$40,000.

- 1. Click Yes when CITB has been paid or No when not yet paid.
- 2. Enter the CITB Receipt Number.
- 3. Click NEXT to continue.



Review the 'Submission Confirmation' and move on to the **Next** page.



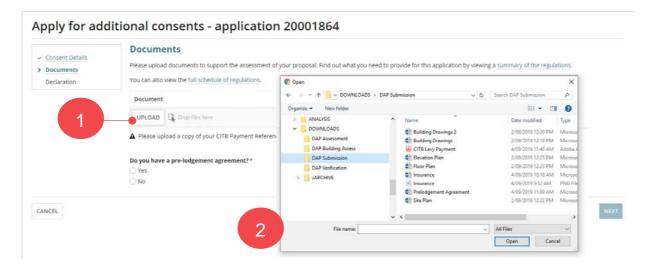
Upload Required Documents

In support of the consent application mandatory documents must be provided. Refer to the <u>Development Application Checklist – Planning</u> and <u>Development Application Checklist - Building</u> for more details.

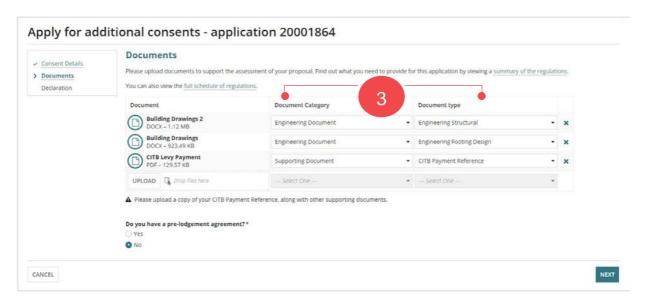
Information!

When CITB has been paid then upload a copy of the receipt under the category of 'support document' and type 'CITB Payment Reference'.

- 1. Click on **Upload** to open the folder explorer.
- 2. Navigate to the location of the saved documentation, and click on the document to open or drag-and-drop into the Document **upload** area.



3. Categorise each uploaded document, choosing the applicable 'category' and 'type'.



4. Indicate with a 'yes' or 'no' - Do you have a pre-lodgement agreement?

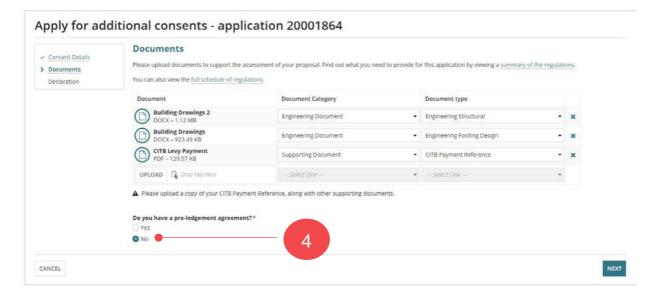
How do pre-lodgement agreements work?

A pre-lodgement agreement is reached between development applicants and Government referral bodies 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.

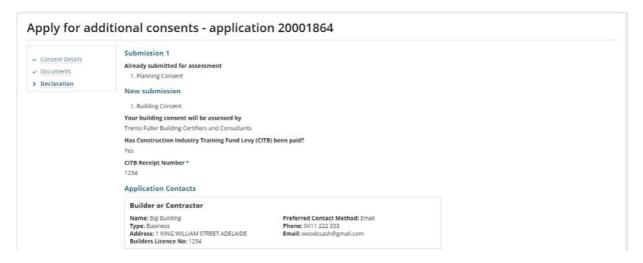
A pre-lodgement agreement is 'Not applicable' for building consent. When the next consent is for planning and/or land division then complete as follows.

- Yes, choose who the agreement is with and your agreement must be included in your Documents upload before moving to the **Next** page.
- No, move to the Next page.
- 5. Move on to the **Next** page.



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.



For more information visit plan.sa.gov.au

