## Submit a development application on a newly created allotment



**Background** 

When land division occurs on a property, the original allotment is considered the 'Parent' location, and the newly created allotments are often referred to as the 'Child' locations. The newly created allotments can now be used as the development location for your proposed development (e.g. new house).

### Before you start

Complete How to - Login to your development application account | PlanSA

#### Included instructions

- Start a new application
- Add Development Location
  - No Results Found
  - Matching property locations
  - Missing location suburb
  - Missing both location reference and suburb

#### Related instructions

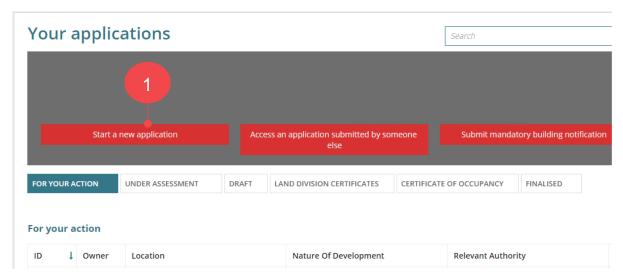
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### Start a new application

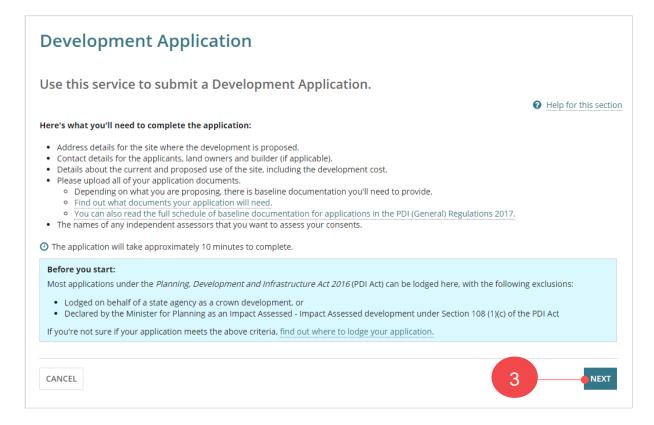
1. Click Start a new application.



2. Read through the **Before you start** information.

Follow the link 'what you need to supply for a development application' to view a list of the documentation you will need to upload cross-check against the documentation provided by the professional (e.g. building, surveyor, engineer, architect etc.)

3. Click on Next to continue.



created allotment

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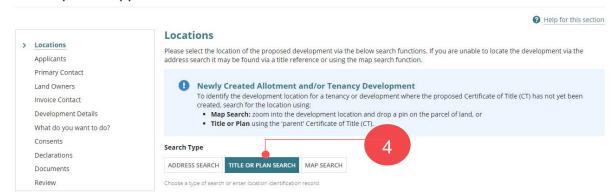


# **Add Development Location**

The Development Application – **Locations** page shows.

4. Click TITLE OR PLAN SEARCH option.

#### **Development Application**



- 5. Complete the **Title** search fields as follows.
  - a. Select the **prefix type**, e.g. CT Certificate of Title.
  - b. Enter the Volume and Folio numbers.
  - c. Click **SEARCH** to return matching results.

OR the Plan Parcel search fields as follows.

- a. Select Plan Type
- b. Enter Plan Number
- c. Select Parcel Type
- d. Enter Parcel Number

#### No Results Found

In the example below, the Title search was performed with the title details of the 'parent' location (i.e. the property location divided into multiple allotments) which is now 'cancelled' to create the new allotments for the 'child' locations. A cancelled parent location will show message 'No Results Found'.

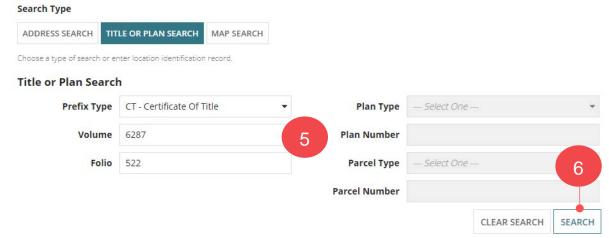
Search Type					
ADDRESS SEARCH TITLE OR PLAN SEARCH MAP SEARCH					
Choose a type of search or enter location identification record.					
Title or Plan Search					
Prefix Type	CT - Certificate Of Title  ▼	Plan Type	Select One		~
Volume	5343	Plan Number			
Folio	994	Parcel Type	Select One		~
		Parcel Number			
				CLEAR SEARCH	SEARCH
			No Results Found		

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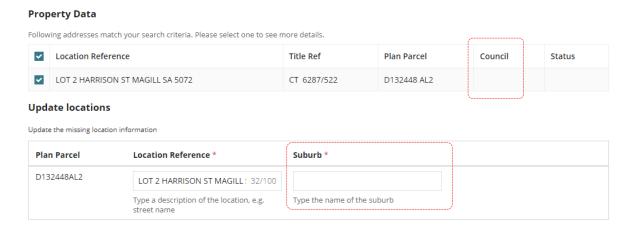
#### Found matching property locations

In this example, performing a search using the 'child' location title reference.



#### Missing location suburb

The **Property Data** will show matching locations and **Update Locations** when the suburb information is missing; required to identify the "Council" to receive and assess your proposed development application.



- 6. The **Location Reference** automatically populates with the 'property addresses' returned in the search matching locations. Note, any modifications to the location reference are saved once location is added.
- 7. Start to type the **suburb name** and select from list of suggested suburb matches.



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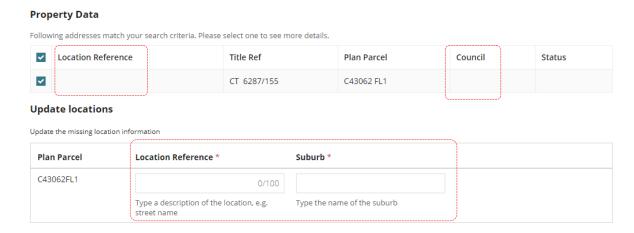
This application example shows a choice of two Local Government Areas (council).

8. Make a selection of which **Local Government Areas (council)** to receive and assess your proposed development application.



#### Missing both location reference and suburb

The **Property Data** will show matching locations and **Update Locations** when the location(s) are missing both Location Reference (street address) and Suburb information; required to identify the "Council" to receive and assess your proposed development application.



- 9. Type the location address in the Location Reference field, including;
  - a. Allotment number (if known)
  - b. Street name, and
  - c. Suburb name.



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**Update locations** 

**Update locations** 

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10. Start to type the **suburb name** and select from list of suggested suburb matches.

# Update the missing location information Plan Parcel Location Reference \* Suburb \* 10 C43062FL1 Lot 1 Elizabeth Street, Norwo 31/100 Type a description of the location, e.g. street name

The Local Government Area (council)/Authority shows and automatically selected.

# Plan Parcel Location Reference \* Suburb \* Local Government Area (council) / Authority \* C43062FL1 Lot 1 Elizabeth Street, Norwc 31/100 Type a description of the location, e.g. Street name Type the name of the suburb Type the name of the suburb Type the name of the suburb Type the name of the suburb

#### No Land Parcels Found

The 'No Land Parcels Found' will show in the property location image, as the location is not yet available in the South Australian Property and Planning Atlas (SAPPA).

11. Click ADD SELECTED.

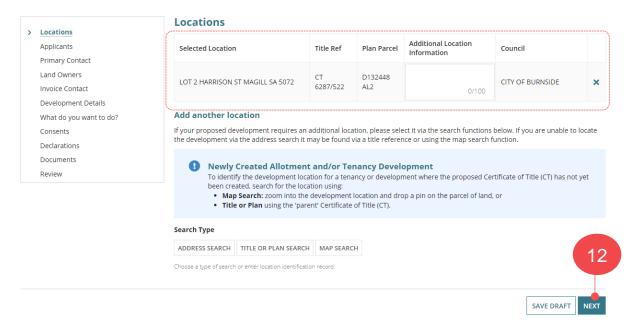


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The Selected Location(s) show.



12. Add another location (as required) or **NEXT** to continue.

