

# Submit a Crown and Essential Infrastructure Development Application

**Version 1.6**



**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.

<b>Locations</b>	Search and add the location of the proposed development.
<b>Application contacts</b>	<p><b>Applicants</b> are the individual(s) or business submitting the proposed development application. For Crown or Essential Infrastructure Applications, it is important to nominate whether the applicant is a Crown (State) Agency or Individual endorsed by a State Agency.</p> <p><b>Primary Contact</b> is an individual or business (single contact) who is the main contact regarding additional documentation and/or other information.</p> <p><b>Invoice Contact</b> 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><b>Land Owners</b> are individuals and/or businesses (multiple allowed) that have the interest in the land and registered on the Certificate of Title.</p>
<b>Development Details</b>	Provide details of the current and proposed uses on the development site, development cost and details of the proposed development.
<b>What do you want to do?</b>	Provide what is to be developed on the site, for example school building, ambulance station, solar panels etc.
<b>Declarations</b>	Read and acknowledge the Electricity Declaration and the Native Vegetation Declaration (when available).
<b>Documents</b>	Upload proposed development technical drawings.
<b>Review</b>	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 CROWN application** to open the development application.

The 'start a new CROWN application' icon is not available to all users.

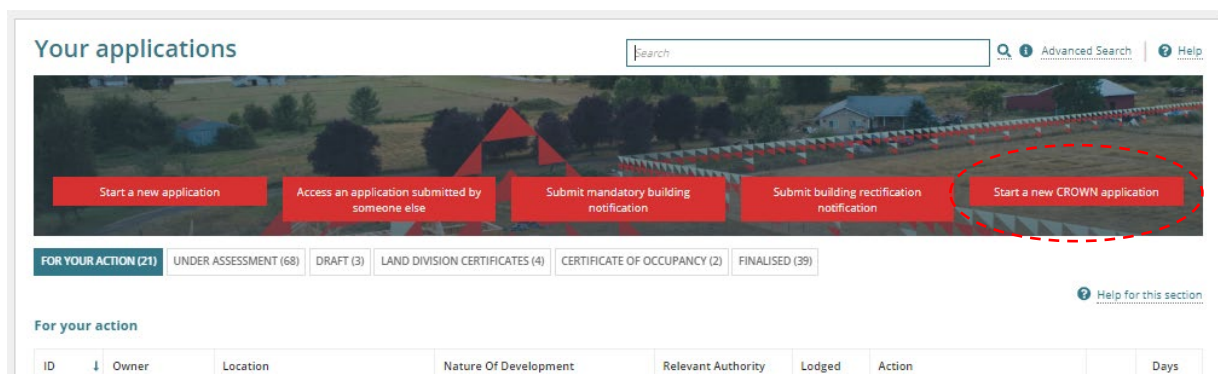
The icon will be visible to users who have registered for an organisation account with PlanSA to be able to submit a Crown or Essential Infrastructure application.

Users who have 'organisation administrator' rights will have access to a checkbox called 'Crown Applicant' within their organisation page.

If you are a registered Crown or Essential Infrastructure organisation and the icon does not appear, please contact the PlanSA service desk on 1800 752 66.

### Important!

If a Crown and Essential Infrastructure application is incorrectly submitted using the 'start new application' icon it cannot be re-distributed from authority to authority. The applicant will need to withdraw and re-submit.



2. Read through the **Crown and Essential Infrastructure – Development Applications** information to ensure you need to submit here.

Follow the link '[Guide for Applicants: Crown and Essential Infrastructure Development Applications](#)' for more information about this pathway, including what supporting documents may be required with your application.

If you are NOT a Crown (State) Agency or have not been endorsed by a State Agency to lodge an application for essential infrastructure, you cannot submit your application through this pathway. If you are unsure whether you are a State Agency or that your project meets the definition of essential infrastructure, please contact the PlanSA Service Desk on 1800 752 66.



3. Click on **NEXT** to continue.

CROWN AND ESSENTIAL INFRASTRUCTURE - Development Applications

Use this process to submit a new application for Crown or Essential Infrastructure development.

[Help for this section](#)

Crown development is a type of development that is undertaken or sponsored by a Crown or State Agency. Essential infrastructure is defined under the *Planning, Development and Infrastructure Act 2016* and includes specified development for the generation and supply of electricity and water, transport networks and facilities, coast protection, health, education, community and emergency facilities.

**Prepare to submit your development application:**

Refer to the [Guide for Applicants: Crown and Essential Infrastructure Development Applications](#) for more information about this assessment pathway, including what supporting documents may be required with your application.

**Before you start:**

A State Agency does not include the Commonwealth Government, the South Australian Housing Trust or a council.

If you are NOT a Crown (State) Agency or have not been endorsed by a State Agency to lodge an application for essential infrastructure, you cannot submit your application through this pathway. To submit a non-Crown application, please submit your development application [here](#).

If you are unsure whether you are a State Agency or that your project meets the definition of essential infrastructure, please contact the PlanSA Service Desk on 1800 752 664.

The application will take approximately 10 minutes to complete.

CANCEL

NEXT

Save and open an application draft

1. You can save a draft of your submission at any time by clicking **Save Draft**.

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.

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		
DOWNNS 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

	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
	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

> **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

Help for this section

## 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		

RESET LOCATIONS

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		

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)


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	

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

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

Start typing property address

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

**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 DRAFTNEXT

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 Esplanade60/100			

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 pirie
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

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	

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

### Technical Numeric Variations (TNVs)

- Maximum Building Height (Metres) (No prescribed height limit)
- Concept Plan (Concept Plan 79 - Primary Pedestrian Area)

SAVE DRAFT

NEXT

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

CL - Crown Lease

Volume

6297

Folio

43

CLEAR SEARCH

SEARCH

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		

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

**Technical Numeric Variations (TNVs)**

- Maximum Building Height (Metres) (No prescribed height limit)
- Concept Plan (Concept Plan 79 - Primary Pedestrian Area)

SAVE DRAFT

NEXT

## 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	<div>0/100</div>	ADELAIDE CITY COUNCIL		

RESET LOCATIONS

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

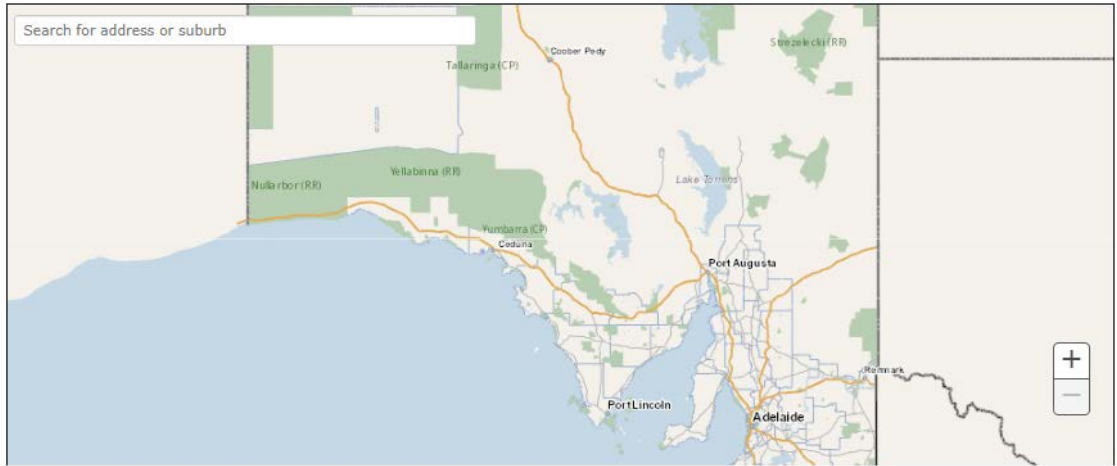
Map Search

- 1. Click **MAP SEARCH**.

Select a location search type

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


Map Search



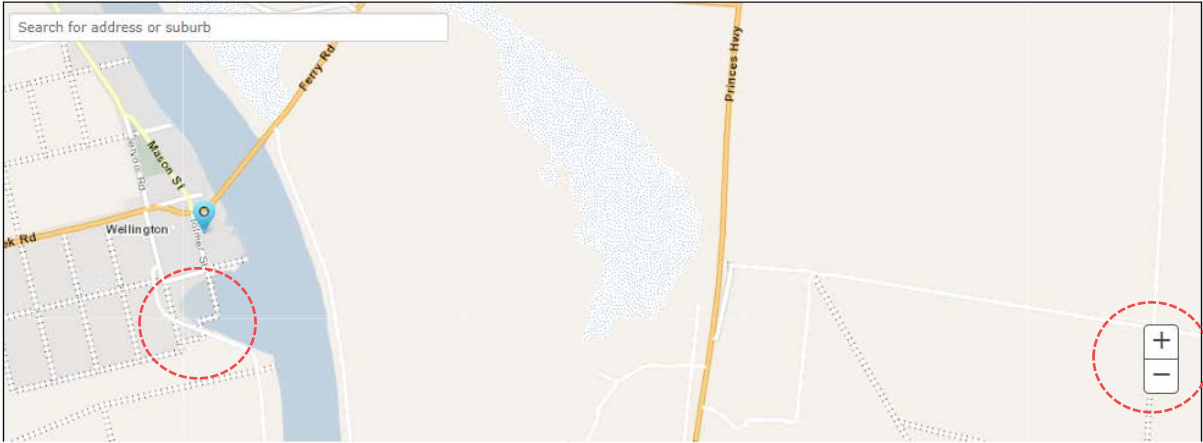
Cannot find the council land or water development location? >

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

Search for address or suburb



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.

5. Click on  trashcan icon to remove.



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"/>	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)

## 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 560732/100

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 Bay60/100

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

<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 Esplanade60/100			

RESET LOCATIONS

SAVE DRAFT

NEXT

## 2. Application Contacts

### Overview

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

#### 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

**For Crown or Essential Infrastructure Applications, are you..\***

☐ A Crown agency  
☐ Acting on behalf of a Crown agency  
☐ Sponsored by a Crown agency  
☐ A prescribed body (Section 130 - Essential infrastructure)

#### 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

Edit Delete

<b>Name:</b> Miss Philip Williams <b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0423567995	<b>Alternative Phone:</b> Not provided <b>Email:</b> 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

<b>Name:</b> Ms Penny Public <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0400 236 698	<b>Alternative Phone:</b> Not provided <b>Email:</b> PennyP_PRIMARY_DAPTEST@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

<b>Name:</b> Ms Joyce Jones <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 8425 4000	<b>Alternative Phone:</b> Not provided <b>Email:</b> jJones_INVOICE_DAPTEST@sa.gov.au
---	---	--

#### 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
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

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

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

## 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](#)

<b>Applicant</b> <a href="#">Edit</a> <a href="#">Delete</a>	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Name:</b> Miss Philip Williams <b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Phone:</b> 0423567995	<b>Email:</b> Jolanda.visser_APPLICANT@sa.gov.au

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.

## Nominate who submitting the application

As an applicant for Crown or Essential Infrastructure Applications, it is important to nominate whether you are one of the following. If nominate one of the first 3 options, then a 'Crown' applicant must be added.

<b>A Crown (State) agency</b>	The Crown or a Minister of the Crown or a department or administrative unit of the State (other than in partnership or joint venture with a person that is not a State Agency).
<b>Acting on behalf of a Crown agency</b>	If you are <b>acting on behalf of a Crown agency</b> you are an individual or business who is lodging an application for a Crown agency.
<b>Sponsored by a Crown agency</b>	If you are <b>sponsored by a Crown agency for the provision of essential infrastructure</b> .
<b>A prescribed body (Section 130 – Essential Infrastructure)</b>	If you are a prescribed body (SAPN, Electranet etc) and you are lodging for a prescribed form of development, identified as Essential Infrastructure (S130 of the PDI Act).

- From the options choose one of the following applicant types:
  - A Crown Agency**
  - Acting on behalf of a Crown Agency**
  - Sponsored by a Crown Agency**
  - A prescribed body (Section 130 – Essential Infrastructure)**
- Click **ADD CONTACT** to add the Crown agency.

### Application contacts

For Crown or Essential Infrastructure Applications, are you.. \*

- ☐ A Crown agency
- ☒ Acting on behalf of a Crown agency
- ☐ Sponsored by a Crown agency
- ☐ A prescribed body (Section 130 - Essential infrastructure)

#### 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  
**Address:** 9 LIASCOS AVENUE NEWTON SA 5074

**Preferred Contact Method:** Email  
**Phone:** 0423567995

**Alternative Phone:** Not provided  
**Email:** Jolanda.visser\_APPLICANT@sa.gov.au

A CROWN agency must be added as one of the applicants

A series of options are available to add another contact. Select option **Add someone else** or if the Crown agency has been created as a frequently used contact, then select **Add from your 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.

**Applicant**  
**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

☐ Add me (EPN TestNineteen) ☐ Add Penny Public ☐ Add Joyce Jones ☐ Add someone else ☐ Add from your application contacts

CANCEL

A CROWN agency must be added as one of the applicants

3. In this example, **Add someone else** is being chosen.

The contact form displays and defaults to an 'individual' contact type.

**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  
**Address:** 9 LIASCOS AVENUE NEWTON SA 5074

**Preferred Contact Method:** Email  
**Phone:** 0423567995

**Alternative Phone:** Not provided  
**Email:** jolanda.visser\_APPLICANT@sa.gov.au

INDIVIDUAL

BUSINESS

CROWN AGENCY

COUNCIL

**Title \***  
--- Select One ---

**First Name \***  

100 characters maximum

**Last Name \***  

100 characters maximum

4. Click **CROWN AGENCY** contact type.

INDIVIDUAL

BUSINESS

CROWN AGENCY

COUNCIL

**Crown Agency \***  

100 characters maximum

**Postal Address \***  

Type an address to search

5. Complete the contact fields from the table below.

<b>Crown Agency</b>	Mandatory. Enter the agency name.
<b>Postal Address</b>	<p>Mandatory.</p> <p>Start typing the postal address to show a list of addresses and then make an address selection.</p> <p><b>Postal Address *</b></p> <div> <div>11 waymouth</div> <div>11 WAYMOUTH AVENUE, GLANDORE</div> <div>11 WAYMOUTH STREET, ADELAIDE</div> </div> <p>If an address cannot be found use the <a href="#">Enter the address manually</a> option or use to add a PO Box address.</p>
<b>Preferred Contact Method</b>	Default to email. As applicable, can be changed to post.
<b>Phone</b>	Optional. Preference is to provide a phone number.  Provide the main contact number, e.g. mobile, office number etc. 1300 numbers and similar are allowed.
<b>Alternative Phone</b>	Optional. Provide as applicable.
<b>Email</b>	Optional. Preference is to provide to enable email communications with the agency.

6. Click **SAVE CONTACT** or CANCEL to close the contact form without saving.

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'.

**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 Phillip 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:** PIRSA  
**Address:** 11 WAYMOUTH STREET ADELAIDE SA 5000  
**Preferred Contact Method:** Email  
**Phone:** 1300 111 222  
**Alternative Phone:** Not provided  
**Email:** PIRSA\_dummyemail@sa.gov.au

## 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

<b>Applicant</b> <a href="#">Edit</a> <a href="#">Delete</a>		
<b>Name:</b> Miss Philip Williams	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Phone:</b> 0423567995	<b>Email:</b> 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

<b>Applicant</b> <a href="#">Edit</a> <a href="#">Delete</a>		
<b>Name:</b> Miss Philip Williams	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Phone:</b> 0423567995	<b>Email:</b> 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.

<b>Applicant</b>		
<b>Name:</b> Miss Philip Williams	<b>Preferred Contact Method:</b> Email	<b>Alternative Phone:</b> Not provided
<b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Phone:</b> 0423567995	<b>Email:</b> 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

<b>Applicants*</b> 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.			<a href="#">ADD CONTACT</a>
<b>Applicant 1</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Miss Philip Williams <b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0423567995	<b>Alternative Phone:</b> Not provided <b>Email:</b> Jolanda.visser_APPLICANT@sa.gov.au	
<b>Applicant 2</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Mr EPN TestNineteen	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0765435234	<b>Alternative Phone:</b> Not provided <b>Email:</b> epn.test19.RA19@sa.gov.au	

When non-mandatory contact details are not completed 'Not provided' is shown.

### Application contacts

<b>Applicants*</b> 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.			<a href="#">ADD CONTACT</a>
<b>Applicant 1</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Miss Philip Williams <b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0423567995	<b>Alternative Phone:</b> Not provided <b>Email:</b> Jolanda.visser_APPLICANT@sa.gov.au	
<b>Applicant 2</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Mr EPN TestNineteen	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0765435234	<b>Alternative Phone:</b> Not provided <b>Email:</b> 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.

7. 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

CANCEL

The contact form displays and defaults to an 'individual' contact type.

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

**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.

SAVE CONTACT CANCEL

8. 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.

9. Complete the contact fields from the table below.

<b>Title</b>	Mandatory. Is only applicable for an 'individual' contact type. Make selection from list of drop-down options.
<b>First Name</b>	Mandatory. Is only applicable for an 'individual' contact type.
<b>Last Name</b>	Mandatory. Is only applicable for an 'individual' contact type.
<b>Business Name</b>	Mandatory. Is only applicable for a 'business' contact type.
<b>Main Contact Name</b>	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.
<b>Postal Address</b>	<p>Mandatory.</p> <p>Start typing the postal address to show a list of addresses and then make an address selection.</p> <p><b>Postal Address *</b></p> <div> <div>1 king william</div> <div>1 KING WILLIAM STREET, ROSEWATER</div> <div>1 KING WILLIAM STREET, ADELAIDE</div> </div> <p>If an address cannot be found use the <a href="#">Enter the address manually</a> option.</p>
<b>Preferred Contact Method</b>	Default to email. As applicable, can be changed to post.
<b>Phone</b>	Mandatory.  Provide the main contact number, e.g. mobile, office number etc. 1300 numbers and similar are allowed.
<b>Alternative Phone</b>	Is not mandatory. Provide as applicable.
<b>Email</b>	Mandatory.

10. 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

EditDelete

**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

### 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 Domanece, 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

**Address:** 83 PIRIE STREET ADELAIDE SA 5000

**Preferred Contact Method:** Email

**Phone:** 8425 4000

**Alternative Phone:** Not provided

**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.

**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

ADD CONTACT



## 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.

<b>Primary Contact</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Ms Penny Public <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0400 236 698	<b>Alternative Phone:</b> Not provided <b>Email:</b> 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.

<b>Primary Contact</b> <b>Name:</b> Ms Penny Public <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0400 236 698	<b>Alternative Phone:</b> Not provided <b>Email:</b> 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.

UPDATE CONTACT

CANCEL

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.

<b>Primary Contact</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Ms Penny Public <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0427 689 000	<b>Alternative Phone:</b> Not provided <b>Email:</b> 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](#)

<b>Applicant 1</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Miss Philip Williams <b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0423567995	<b>Alternative Phone:</b> Not provided <b>Email:</b> Jolanda.visser_APPLICANT@sa.gov.au
<b>Applicant 2</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Mr EPN TestNineteen	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0765435234	<b>Alternative Phone:</b> Not provided <b>Email:</b> 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](#)

<b>Applicant</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Miss Philip Williams <b>Address:</b> 9 LIASCOS AVENUE NEWTON SA 5074	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 0423567995	<b>Alternative Phone:</b> Not provided <b>Email:</b> 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.

<b>Invoice Contact</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Name:</b> Ms Joyce Jones <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 8425 4000	<b>Alternative Phone:</b> Not provided <b>Email:</b> 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. established primary school
  - **Proposed Use** – write a description of what is on the site after your development application, e.g. new building and outdoor learning play spaces
  - **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 **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., Established Primary School

**Proposed Use \***

Write a description of what is on the site after your development application, e.g., new building and outdoor learning play spaces.

**Total Development Cost (excluding fit-out costs) \***

\$ 11,000,000

**Proposed Development Details \***

Provide the details of the development, e.g., Construct a new building (STEM) and outdoor learning play spaces (including landscaping)

Maximum 4000 characters.

## 4. Choose Development Elements and Refine

The 'elements' enable you to specify what you want to develop, for example an education facility with solar panels and a shade sail. Based on the selection/s you may be prompted to refine the element.

1. Click on each **element** of your proposed development, click on Show more elements to view more options.

### 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 checked="" 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 checked="" 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		

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

### Refine elements to provide more detail

- Solar panels
  - Solar photovoltaic panels (roof mounted)
- Educational facility
- Shade sail

[refine](#)  
(optional)

Refine 'Solar panels'

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

<input checked="" type="checkbox"/> Solar photovoltaic panels (roof mounted)
<input type="checkbox"/> Solar photovoltaic panels (ground mounted)

## 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.

### What do you want to do?

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

#### Elements

- |   |   |  |
|---|---|--|
| <input checked="" 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 checked="" 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 more elements](#)

#### Refine elements to provide more detail

- Land division

[refine](#)  
(optional)

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

### 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 more elements](#)

#### Refine elements to provide more detail

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

### What do you want to do?

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

#### Elements

- |   |   |  |
|---|---|--|
| <input checked="" 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 more elements](#)

#### Refine elements to provide more detail

- Boundary realignment

Estimated development costs

The estimated development cost can be provided for each element.

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

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)
Solar panels	\$ 1,000,000
Educational facility	\$ 9,000,000
Shade sail	\$ 1,000,000
Total Development Cost (excluding fit-out costs)	
\$ 11,000,000	

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

- 2. Click **NEXT** to continue.

Development cost totals do not match

The sum 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.

**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.

Total Development Cost (excluding fit-out costs)	
\$ 11,000,000	

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

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

- 1. The estimated development cost for the element(s) can be left as \$0.

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)
Solar panels	\$ 0
Educational facility	\$ 0
Shade sail	\$ 0
Total Development Cost (excluding fit-out costs)	
\$ 11,000,000	


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

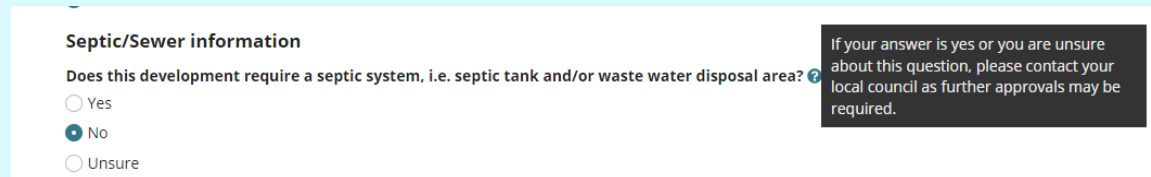


## More information about your application


The questions shown within the **more information about your application** 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/significant 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/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

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  
☐ No

3

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](#)

5

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

4

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

6

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><b>During the assessment of your consent (planning or planning and land division)</b></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><b>During the assessment of your consent (planning or planning and land division)</b></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><b>During assessment of your consent (planning or planning and land division)</b></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>b</b> and <b>c</b> 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

**i** 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](#)

#### Elect 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. [x](#)

- ☐ Ancillary accommodation **x**
- ☐ 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 **x**
- ☐ Student accommodation **x**
- ☐ Semi-detached dwelling
- ☐ Supported accommodation **x**
- ☐ Temporary accommodation in an area affected by bushfire **x**

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

## Housing numbers

Applicants proposing new housing are now required to include information on the number type and number of proposed dwellings whilst completing a development application.

**For more Information** visit [Submit an application | PlanSA](#) for 'how to' instructions for completing housing numbers for a proposed new housing development.

### Proposed location with the Affordable Housing overlay

A proposed location within the Affordable Housing overlay and meets the development relevant criteria for 'affordable housing' the ability to record the number of dwellings for affordable housing is available.

#### Housing Numbers

**Affordable housing overlay applies to this application**

**i** The proposed location and development meet the relevant criteria for 'affordable housing' as determined by the Minister responsible for the South Australian Housing Trust Act 1995 under Regulation 4 of the South Australian Housing Trust Regulations 2010.

Development activity	No. of proposed dwellings *	No. of proposed residential buildings *	No. of dwellings for affordable housing *
New housing			

### Proposed location is not in the affordable housing overlay

When the proposed location is not within the Affordable Housing overlay the ability to indicate if the proposed development will include or not include affordable housing is available.

Click **Yes** or **No** the proposed development includes affordable housing.

**Housing Numbers**

Does the proposed development include affordable housing? \*

☐ Yes

☐ No

Development activity	No. of proposed dwellings *	No. of proposed residential buildings *	No. of dwellings for affordable housing *
New housing			

Complete the housing numbers referencing the 'How to – completed housing number for a proposed new housing development' mentioned above.

#### Housing Numbers

**Affordable housing overlay applies to this application**

**i** The proposed location and development meet the relevant criteria for 'affordable housing' as determined by the Minister responsible for the South Australian Housing Trust Act 1995 under Regulation 4 of the South Australian Housing Trust Regulations 2010.

Development activity	No. of proposed dwellings *	No. of proposed residential buildings *	No. of dwellings for affordable housing *
New housing	1	1	0



## 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.

1. 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)
Proposed reserve area (m <sup>2</sup> )	Conventional (Torrens title)
Area of land to be divided (m <sup>2</sup> )	Lease (Lease portion (subject land) and for a period greater than 6 years)
	Strata (Amendment to existing)

2. 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 (m<sup>2</sup>) - can be 0 and not shown for boundary realignment.
- Area of land to be divided (m<sup>2</sup>) – must be greater than 1m<sup>2</sup>

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 <sup>2</sup> )	0
Area of land to be divided (m <sup>2</sup> )	888

## New House

2. 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

3. 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

4. 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

5. 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](https://sa.gov.au) – Researching a property*

6. Click **NEXT** to continue.

## 6. Consent and Consent Summary

The system will progress *Crown and Essential Infrastructure applications* as if for “planning consent” purposes, consistent with private developments and the current system framework. However, the final decision (if granted), will be for “development approval” only, consistent with the legislative framework.

1. The **Consents** page automatically defaults with Planning Consent and the ‘Minister for Planning’ as the authority.
2. Click **NEXT** to continue.

### 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

#### ▼ Planning Consent

**When should this consent be assessed?**

Assess this consent now

**Who should assess your planning consent?**

Minister for Planning

**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)

[View signage requirements](#)

SAVE DRAFT

NEXT

## More information for consent approvals

The **More information for consent approvals** will show additional information required for the consents being applied for now. For consents being assessed later the information will be request on submission of the next consent.

Information requested	Is shown when required consents are ...
Preliminary Agreement	Planning
Public Notification Sign on Land	Planning and Land Division
Construction Industry Training Fund	Building
Builder or contractor details	Building

## Preliminary agreement

### How do preliminary agreements work?

A preliminary agreement is reached between development applicants and referral agencies prior to lodging an application for planning consent. Preliminary 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.

### No preliminary agreements

1. Click **No** then continue to answer the remaining questions

Do you have an agreement with a State Government agency related to your application? (Preliminary Agreement) \*

☐ Yes

☒ No

### I have preliminary agreements

2. Click **Yes** then continue to answer the questions to follow.

Do you have an agreement with a State Government agency related to your application? (Preliminary Agreement) \*

☒ Yes

☐ No

Who is the Preliminary Agreement with? \*

--- Select One ---

ADD

Upload Preliminary Agreement \*

UPLOAD  Drop files here

3. Click on **Who is the preliminary agreement with?** drop-down and start typing the name of the applicable State Government agency.

4. Click on required State Government agency from the list of matches.

Who is the Preliminary Agreement with? \*

--- Select One ---

Q commis

Commission (Building Technical Panel)

Commissioner of Highways

5. Click ADD ANOTHER and repeat the steps above (as required).

**Who is the Preliminary Agreement with? \***

Commissioner of Highways

ADD ANOTHER

**Upload Preliminary Agreement \***

UPLOAD

Drop files here

6. Click on UPLOAD to locate the document and drag-and-drop into *Drop files here*.

Do you have an agreement with a State Government agency related to your application? (Preliminary Agreement) \*

☒ Yes

☐ No

**Who is the Preliminary Agreement with? \***

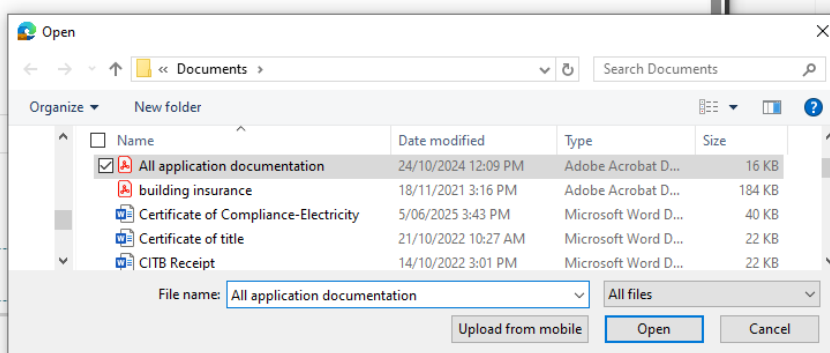
Commissioner of Highways

ADD ANOTHER

**Upload Preliminary Agreement \***

UPLOAD Drop files here

+ Copy



The **Upload Preliminary Agreement** shows the selected document and option to upload another document.

7. Repeat the process until all preliminary agreements are uploaded.

**Upload Preliminary Agreement \***



All application documentat...

PDF - 15.69 KB



Drop files here

**Remove uploaded documents**

8. Move the mouse over the icon to show  remove option. Click on  to remove.

**Upload Preliminary Agreement \***



All application documentat...

PDF - 15.69 KB



Drop files here



## Error message – number of preliminary agreements does not match number of uploaded documents

An error message is shown when the number of uploaded documents and the number selected State Government agencies do not match.

Do you have an agreement with a State Government agency related to your application? (Preliminary Agreement) \*

☒ Yes

☐ No

Who is the Preliminary Agreement with? \*

Commissioner of Highways

ADD ANOTHER

Upload Preliminary Agreement \*



All application documentat...

PDF – 15.69 KB



Prelodgement agreement

DOCX – 21.84 KB



Drop files here



The number of preliminary agreements does not match the number of uploaded documents. To resolve the issue, upload/remove preliminary agreement documents or add/remove preliminary agreements.

To resolve, add another State Government agency or remove one or more of the uploaded documents, until both match. In the example below, another State Government agency added to match the number of documents uploaded and show option to **×** remove (as required).

Who is the Preliminary Agreement with? \*

Commissioner of Highways

Environment Protection Authority



ADD ANOTHER

Upload Preliminary Agreement \*



All application documentat...

PDF – 15.69 KB



Prelodgement agreement

DOCX – 21.84 KB



Drop files here

## Public Notification Sign on Land

### Public Notification Sign On land

Planning and Land Division Consent



#### More Information

Public notification lets neighbours and other interested parties have a say about a development before a decision is made. A 'sign on the land' may be required and placed on the land of your proposed development.

When opting to erect the 'sign on land' ensure the [signage requirements](#) are met on page 4 of *Practice Direction 3 - Notification of Performance Assessed Development Applications* or you are opting for the relevant authority to erect the 'sign on land' additional [application fees](#) may apply.

**Should your application require public notification, who will be responsible for erecting the sign on the land?\***

- ☐ Applicant  
☐ Relevant Authority

1. Click either 'Applicant' or 'Relevant Authority' to erect the 'sign on land' should the application require public notification.

**Should your application require public notification, who will be responsible for erecting the sign on the land?\***

- ☐ Applicant  
☒ Relevant Authority

3. Click NEXT to continue.

## Consent Summary

1. The **Consents Summary** page shows with 'Planning Consent' being submitted for assessment now.
2. Click NEXT to continue.

### Consents Summary

To be submitted for assessment now

1. Planning Consent

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** is 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 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

### Preliminary agreements

The **Documents** table will show preliminary agreements already uploaded when completing the [More information for consent approvals](#).

Removal of the preliminary agreements and/or CITF receipt must be performed from the Consents – More information for consent approvals page.

**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
All application do... PDF - 15.69 KB	Supporting Document	Preliminary Agreement
Prelodgement ag... DOCX - 21.84 KB	Supporting Document	Preliminary Agreement

**UPLOAD** Drop files here

--- Select One ---

**Note: You may select multiple documents to upload simultaneously.**

**Removal of Preliminary Agreement**  
The removal of an uploaded *Preliminary Agreement* must be performed from the same section uploaded, menu item **Consents** and **More information for consent approvals** page.

### 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.

**Document**

**Document Category**

**Document Type**

All application do...  
PDF - 15.69 KB

Prelodgement ag...  
DOCX - 21.84 KB

**UPLOAD** Drop files here

**Note: You may select multiple documents to**

**Removal of Preliminary Agreement**  
The removal of an uploaded *Preliminary* information for consent approvals page

**Open**

Search Documents

Organize New folder

Name	Date modified	Type	Size
Land division Certificate	19/11/2024 12:07 PM	Microsoft Word D...	38 KB
Map showing development on public ...	26/09/2023 1:46 PM	Microsoft Word D...	37 KB
Native Vegetation	14/10/2022 2:57 PM	Microsoft Word D...	22 KB
Plans (1)	31/03/2022 3:14 PM	Adobe Acrobat D...	532 KB

File name: Plans (1)

All files

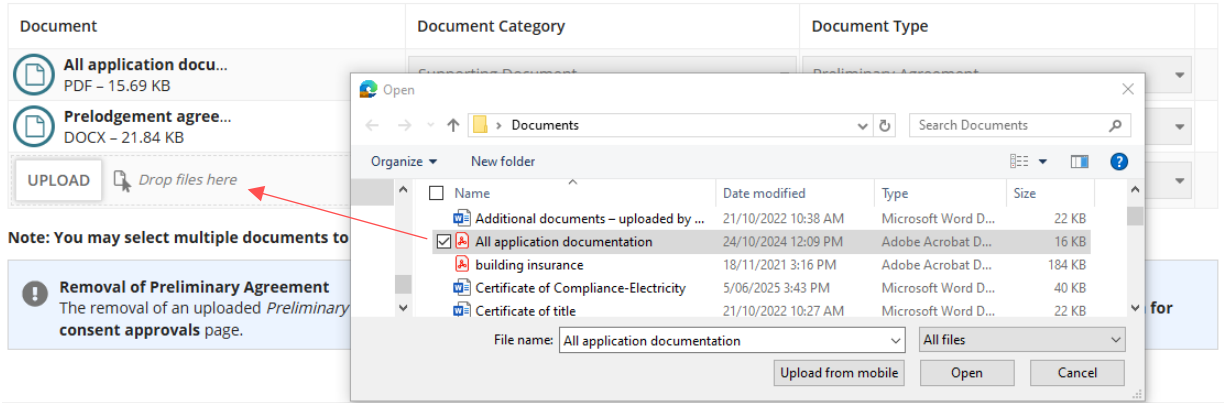
Upload from mobile Open Cancel

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

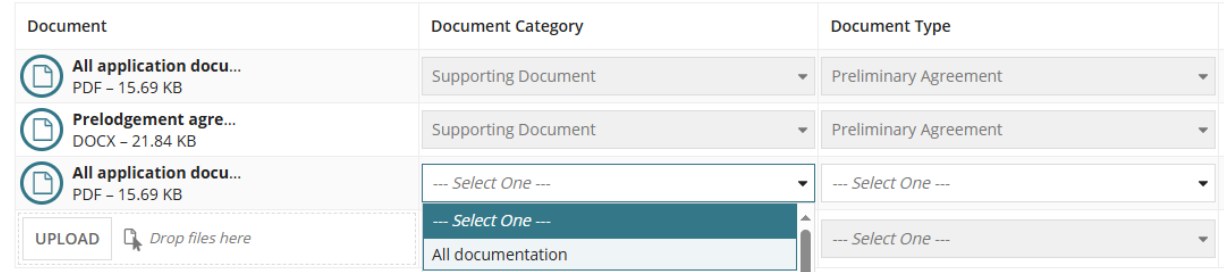
Upload all documents as one file

A building developer, architect, engineer etc. may provide all the technical documentation in one file via email or USB device.

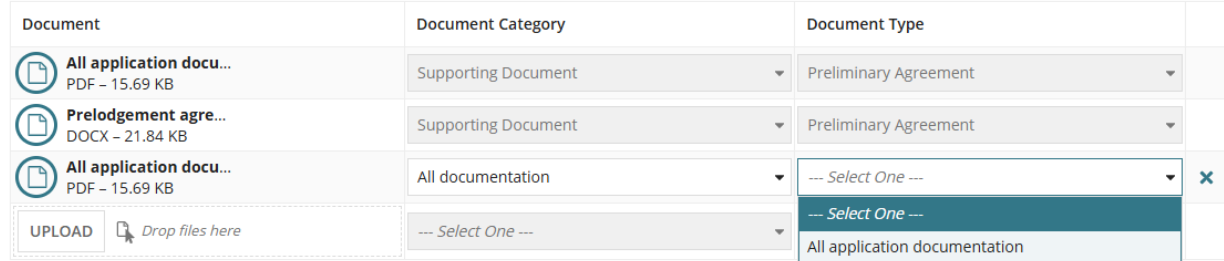
- 1. Select **Upload** to open the saved document folder location and drag-and-drop into the document field or open.



- 2. Select 'All documentation' from the **Document Category** field.



- 3. Select 'All application documentation' from the **Document Category** field.



Note: You may select multiple documents to upload simultaneously.

**! Removal of Preliminary Agreement**  
The removal of an uploaded *Preliminary Agreement* must be performed from the same section uploaded, menu item **Consents** and **More information for consent approvals** page.

- 4. 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.

☐ 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.

☐ 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.

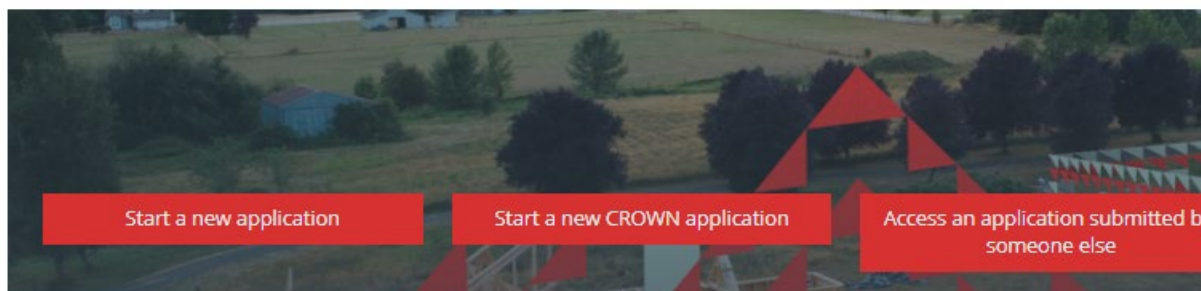
If you need further assistance, please contact the relevant authority for your consent.

DONE

On return to the **Your applications** dashboard go to the **Under Assessment** tab to view the submitted development application and then sign out.

## Your applications

Search



FOR YOUR ACTION (907)

**UNDER ASSESSMENT (2206)**

DRAFT (18)

LAND DIVISION CERTIFICATES (79)

CERTIFICATE OF OCCUP

### Under assessment

ID	Owner	Location	Nature Of Development
23002027	Department of Education	505 FULLARTON RD NETHERBY SA 5062,505 FULLARTON RD...	Construct a new building (STEM) and outdoor learning play spaces (including landscaping)

## 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.

**For more information** refer to [How to – Share access to your application with someone | PlanSA](#).

For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**

Department for Housing  
and Urban Development