

Submit a Crown and Essential Infrastructure Development Application

Version 1.1



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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.

Locations	Search and add the location of the proposed development.
Applicants	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.
Primary Contact	The individual(s) or business who will be contacted by phone and/or receive direct communications either by email or post, requesting documentation and/or information.
Land Owners	The land owners are the individual(s) or business that have the interest in the land and registered on the Certificate of Title.
Invoice Contact	The individual(s) or business who will receive direct communications either by email or post for all financial matters, e.g. Fee Advice seeking payment, tax invoices and refund advices.
Development Details	Provide details of the current and proposed uses on the development site, development cost and details of the proposed development.
What do you want to do?	Provide what is to be developed on the site, for example school building, ambulance station, solar panels etc.
Declarations	Read and acknowledge the Electricity Declaration and the Native Vegetation Declaration (when available).
Documents	Upload proposed development technical drawings.
Review	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.

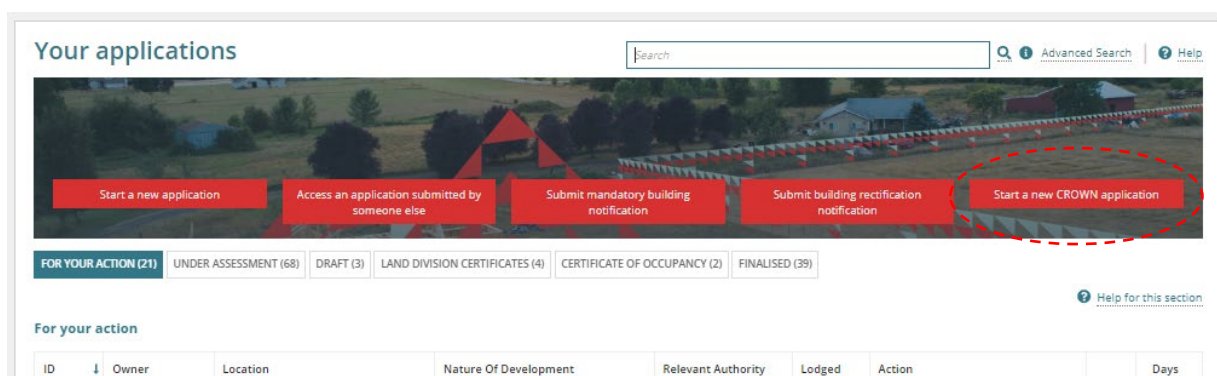
The icon will be visible to users who have registered for an organisation account with PlanSA to be able to submit a Crown or Essential Infrastructure application.

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**.


The screenshot shows the 'Development Application' form. On the left is a sidebar with a menu: Locations, Applicants, Primary Contact, Land Owners, Invoice Contact, Development Details, What do you want to do?, Consents, Declarations, Documents, and Review. The main content area is titled 'Locations' and includes instructions on how to select a location. Below this is a 'Search Type' section with three buttons: ADDRESS SEARCH (selected), TITLE OR PLAN SEARCH, and MAP SEARCH. There is also an 'Address Search' input field with the placeholder text 'Type an address to search'. In the bottom right corner, there are two buttons: 'SAVE DRAFT' and 'NEXT'. The 'SAVE DRAFT' button is circled in red.

The **Your Applications** dashboard is shown.


2. Click on the **Draft** tab within the **Your Applications** dashboard.

The screenshot shows the 'Your applications' dashboard. At the top, there is a search bar and links for 'Advanced Search' and 'Help'. Below this is a banner image of a rural landscape. Under the banner are five red buttons: 'Start a new application', 'Access an application submitted by someone else', 'Submit mandatory building notification', 'Submit building rectification notification', and 'Start a new CROWN application'. Below these buttons is a row of tabs: 'FOR YOUR ACTION (21)', 'UNDER ASSESSMENT (68)', 'DRAFT (3)', 'LAND DIVISION CERTIFICATES (4)', 'CERTIFICATE OF OCCUPANCY (2)', and 'FINALISED (39)'. The 'DRAFT (3)' tab is circled in red.

3. Locate the 'draft' application and then click on **Resume** to show the application.

Alternatively, use the  trash can icon to delete the 'draft' application.

The screenshot shows the 'Your applications' dashboard with the 'Draft' tab selected. Below the tabs is a table with the following columns: Owner, Location, Nature of Development, Created, and two action buttons. The table contains one row of data:

Owner	Location	Nature of Development	Created		
	25 PIRIE ST ADELAIDE SA 5000		1 Apr 2021	Resume	

The 'Resume' button in the table is circled in red.

The Development Application returns to the 'locations' page.

1. Select Development Location

Address Search

1. Type the development’s address in the **Address Search**.

When searching for a location within a **street number range**, e.g. 89-91 then enter the range to return a location match.

2. Select the matching address.

Search Type

ADDRESS SEARCHTITLE OR PLAN SEARCHMAP SEARCH

Choose a type of search or enter location identification record.

Address Search

16 halifax

16 HALIFAX STREET, HILTON

16 HALIFAX STREET, ADELAIDE

The **Address Search** and the **Property Data** table show the selected location details.

3. Select the relevant Property Data reference (if required) and click **add selected**.

Address Search

16 HALIFAX STREET, ADELAIDE

Type an address to search

Property Data

Following addresses match your search criteria. Please select one to see more details.

<input checked="" type="checkbox"/>	Location Reference	Title Ref	Plan Parcel	Council	Status
<input checked="" type="checkbox"/>	16 HALIFAX ST ADELAIDE SA 5000	CT 5791/877	F182202 AL550	ADELAIDE CITY COUNCIL	
<input checked="" type="checkbox"/>	16 HALIFAX ST ADELAIDE SA 5000	CT 5791/878	F182203 AL551	ADELAIDE CITY COUNCIL	

Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

ADD SELECTED

Zones

- Capital City

Overlays

- Airport Building Heights (Regulated) (All structures over 100 metres AHD)
- Affordable Housing
- Building Near Airfields
- Design
- Heritage Adjacency
- Hazards (Flooding - Evidence Required)
- Local Heritage Place (227)
- Noise and Air Emissions
- Prescribed Wells Area
- Regulated and Significant Tree

Technical Numeric Variations (TNVs)

- Maximum Building Height (Metres) (Maximum building height is 53m)

Repeat steps if more than one location.

- 4. As required, add **Additional Location Information**. For example, provide a tenancy number.
- 5. Click on **Next** to continue.

Locations

Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council	
16 HALIFAX ST ADELAIDE SA 5000	CT 5791/877	F182202 AL550	<div>0/100</div>	ADELAIDE CITY COUNCIL	X
16 HALIFAX ST ADELAIDE SA 5000	CT 5791/878	F182203 AL551	<div>0/100</div>	ADELAIDE CITY COUNCIL	X

Add another location

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

Newly Created Allotment and/or Tenancy Development

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

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

Search Type

ADDRESS SEARCH

TITLE OR PLAN SEARCH

MAP SEARCH

Choose a type of search or enter location identification record.

SAVE DRAFT

NEXT

Title or Plan 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.

For an application for a tenancy, perform a search using the ‘parent’ Certificate of Title (CT) or use the [Map Search](#).

- 1. Click **TITLE OR PLAN SEARCH**.

Performing a Title Search

- 2. Click on the **Prefix Type** field drop-down to make selection, e.g. CT-Certificate of Title.
- 3. Type the **Volume** number and **Folio** number.
- 4. Click **SEARCH** to return a location match.
- 5. Click on the checkbox against the Location to select and then complete [Add selected location\(s\)](#) instructions.
- 6. **Repeat steps** if more than one location.

Locations

Please select the location of the proposed development via the below search functions. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function.

Newly Created Allotment and/or Tenancy Development

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

• **Map Search:** zoom into the development location and drop a pin on the parcel of land, or

• **Title of Plan** using the 'parent' Certificate of Title (CT).

Search Type

ADDRESS SEARCH

TITLE OR PLAN SEARCH

MAP SEARCH

Choose a type of search or enter location identification record.

Title or Plan Search

Prefix Type

CT - Certificate Of Title

Volume

5254

Folio

253

Plan Type

--- Select One ---

Plan Number

Parcel Type

--- Select One ---

Parcel Number

CLEAR SEARCH

SEARCH

Property Data

Following addresses match your search criteria. Please select one to see more details.

<input type="checkbox"/>	Location Reference	Title Ref	Plan Parcel	Council	Status
<input type="checkbox"/>	20 NORTON ST WHYALLA STUART SA 5608	CT 5254/253	T560501 AL5362	THE CORPORATION OF THE CITY OF WHYALLA	
<input type="checkbox"/>	18 NORTON ST WHYALLA STUART SA 5608	CT 5254/253	T560501 AL5362	THE CORPORATION OF THE CITY OF WHYALLA	
<input type="checkbox"/>	24 NORTON ST WHYALLA STUART SA 5608	CT 5254/253	T560501 AL5363	THE CORPORATION OF THE CITY OF WHYALLA	

Performing a Plan Search

- 1. Click on the **Plan Type** field drop-down to make selection, e.g. D – Deposited Plan.
- 2. Type the **Plan Number**, e.g. 28814
- 3. Click on the **Parcel Type** field drop-down to make selection, e.g. Allotment.
- 4. Type the **Parcel Number**, e.g. 4.
- 5. Click **SEARCH** to return a location match.
- 6. Click on the checkbox against the Location to select and then complete [Add selected location\(s\)](#) instructions.
- 7. **Repeat steps** if more than one location.

Locations

Please select the location of the proposed development via the below search functions. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function.

Newly Created Allotment and/or Tenancy Development

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

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

Search Type

ADDRESS SEARCH

TITLE OR PLAN SEARCH

MAP SEARCH

Choose a type of search or enter location identification record.

Title or Plan Search

Prefix Type

--- Select One ---

Volume

Folio

Plan Type

D - Deposited Plan

Plan Number

28814

Parcel Type

Allotment

Parcel Number

4

CLEAR SEARCH

SEARCH

Property Data

Following addresses match your search criteria. Please select one to see more details.

<input checked="" type="checkbox"/>	Location Reference	Title Ref	Plan Parcel	Council	Status
<input checked="" type="checkbox"/>	LOT 4 BALMORAL TRK GAWLER EAST SA 5118	CT 6162/334	D28814 AL4	TOWN OF GAWLER	



Zones


- Master Planned Neighbourhood

Overlays

- Affordable Housing
- Gas and Liquid Petroleum Pipelines
- Gas and Liquid Petroleum Pipelines (Facilities)
- Hazards (Bushfire - General)
- Hazards (Bushfire - Medium Risk)


Map Search

Find a location by zooming in and out on the map.

1. Click **MAP SEARCH**.
2. Zoom into the map to find the location using the Zoom buttons .
3. Click on the map with the mouse 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
5. Click on the checkbox against the Location to select and then complete [Add selected location\(s\)](#) instructions.
6. **Repeat steps** if more than one location.

Locations

Please select the location of the proposed development via the below search functions. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function.

 **Newly Created Allotment and/or Tenancy Development**
To identify the development location for a tenancy or development where the proposed Certificate of Title (CT) has not yet been created, search for the location using:

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

Search Type

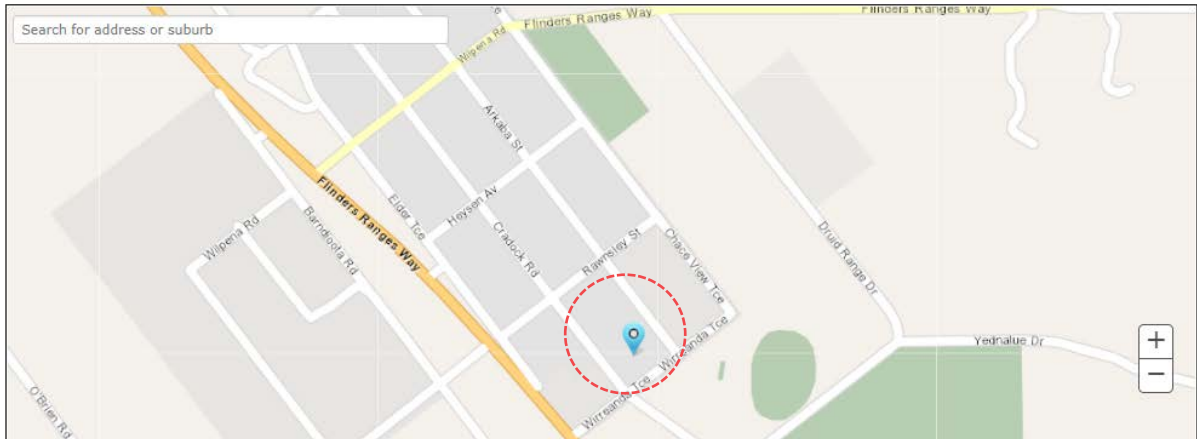
ADDRESS SEARCH

TITLE OR PLAN SEARCH

MAP SEARCH

Choose a type of search or enter location identification record.

Map Search



Property Data

Following addresses match your search criteria. Please select one to see more details.

<input type="checkbox"/>	Location Reference	Title Ref	Plan Parcel	Council	Status
<input type="checkbox"/>	4 CRADOCK RD HAWKER SA 5434	CT 5426/199	T300402 AL7	THE FLINDERS RANGES COUNCIL	

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 and the suburb can be used to locate the applicable council who will receive and assess the submitted development application.

1. Click MAP SEARCH.

Add an on-land location

2. 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.

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

ADD LOCATION

3. Click **ADD LOCATION**.
4. **Repeat steps** if more than one 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 *

12 65 56 89 11/100

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

Corner of street and street 27/100

Type the Lot/Tenancy number or local landmark details

Suburb *

ADELAIDE AIRPORT ✕

Type the name of the suburb

Local Government Area (council) / Authority *

☒ City of West Torrens

ADD LOCATION

Add an on/over water location

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**.

7. **Repeat steps** if more than one 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 *

58 99 66 3312/100

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

100 metres off-shore20/100

Type the Lot/Tenancy number or local landmark details

Suburb
No Suburb

Local Government Area (council) / Authority
State Planning Commission

ADD LOCATION

Add selected location(s)

The Property Data table will show a single location match or multiple location matches.

1. Click on the location(s) checkbox to select required location(s).

Search Type

ADDRESS SEARCHTITLE OR PLAN SEARCHMAP SEARCH

Choose a type of search or enter location identification record.

Address Search


505 FULLARTON ROAD, NETHERBY

Type an address to search

Property Data

Following addresses match your search criteria. Please select one to see more details.

<input checked="" type="checkbox"/>	Location Reference	Title Ref	Plan Parcel	Council	Status
<input checked="" type="checkbox"/>	505 FULLARTON RD NETHERBY SA 5062	CT 6278/253	D129045 AL60	CITY OF MITCHAM	
<input checked="" type="checkbox"/>	505 FULLARTON RD NETHERBY SA 5062	CT 6278/254	D129045 AL61	CITY OF MITCHAM	



Zones

- Community Facilities

Overlays

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Advertising Near Signalised Intersections

2. Click ADD SELECTED.



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

ADD SELECTED

Overlays

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Advertising Near Signalised Intersections
- Future Road Widening
- Heritage Adjacency
- Hazards (Flooding - Evidence Required)
- Local Heritage Place (3696)
- Local Heritage Place (3697)
- Major Urban Transport Routes
- Prescribed Wells Area
- Regulated and Significant Tree
- State Heritage Place (26978)
- Traffic Generating Development
- Water Resources

The selected property location/s are displayed in the selected **Locations** table.

Development Application

Locations

Selected LocationTitle RefPlan ParcelAdditional Location InformationCouncil

505 FULLARTON RD NETHERBY SA 5062	CT 6278/253	D129045 AL60	0/100	CITY OF MITCHAM	X
505 FULLARTON RD NETHERBY SA 5062	CT 6278/254	D129045 AL61	0/100	CITY OF MITCHAM	X

Locations

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

Help for this section

- 3. As required, add **Additional Location Information**. For example, provide a tenancy number.
- 4. Click on **NEXT** to continue.

Development Application

> Locations

Applicants

Primary Contact

Land Owners

Invoice Contact

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Locations

Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council	
505 FULLARTON RD NETHERBY SA 5062	CT 6278/253	D129045 AL60		CITY OF MITCHAM	X
505 FULLARTON RD NETHERBY SA 5062	CT 6278/254	D129045 AL61		CITY OF MITCHAM	X

Add another location

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

Newly Created Allotment and/or Tenancy Development

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

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

Search Type

ADDRESS SEARCHTITLE OR PLAN SEARCHMAP SEARCH

Choose a type of search or enter location identification record.

SAVE DRAFT

NEXT

2. Provide Applicant Details

The ‘applicant’ is an individual or business that is legally responsible for the development application.

As an applicant for Crown or Essential Infrastructure Applications, it is important to nominate whether you are:

A Crown (State) agency	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).
Acting on behalf of a Crown agency	If you are acting on behalf of a Crown agency you are an individual or business who is lodging an application for a Crown agency.
Sponsored by a Crown agency	If you are sponsored by a Crown agency for the provision of essential infrastructure.
A prescribed body (Section 130 – Essential Infrastructure)	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).

1. 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)**

✓ [Locations](#)

> [Applicants](#)

Primary Contact

Land Owners

Invoice Contact

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Applicants

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)

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

☐ Add me (User One)

☐ Add someone else

☐ Add from your application contacts

Add applicants

Option 1 – Add Me

1. Click on **Add Me** to use my user account details.

✓ [Locations](#)

> [Applicants](#)

Primary Contact

Land Owners

Invoice Contact

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Applicants

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)

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

☒ Add me (User One)

☐ Add someone else

☐ Add from your application contacts

GO BACK

SAVE DRAFT

NEXT

The Applicant contact record displays with your contact details, with options to:

- **Add another applicant** as required.
- **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
- **Delete** to remove an applicant.

2. Next, complete [Add the Crown Agency as an applicant](#).

✓ [Locations](#)

> [Applicants](#)

Primary Contact

Land Owners

Invoice Contact

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Applicants

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)

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

Applicant

Edit

Name: User One

Type: Individual

Preferred Contact Method: Email

Email: cindy.paulo2@sa.gov.au

ADD ANOTHER APPLICANT

A CROWN agency must be added as one of the applicants

GO BACK

SAVE DRAFT

NEXT

Option 2 – Add someone else

1. Click on **Add someone else**.
2. Click on the appropriate contact type:
 - **Individual** provide the contact details of a person.
 - **Business** provides the contact details of a business.
 - **Crown Agency** refer to [Add Crown Agency as an applicant](#).
3. Complete the contact details.

✓ Locations

> Applicants

Primary Contact

Land Owners

Invoice Contact

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Applicants

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)

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

INDIVIDUAL

BUSINESS

CROWN AGENCY

Business Name *

Big-Little Construction Company

100 characters maximum

Main Contact Name

Joe

4. Click **ADD APPLICANT**.

ADD APPLICANT

CANCEL

A CROWN agency must be added as one of the applicants

GO BACK

SAVE DRAFT

NEXT

5. The applicant contact displays. Next, complete [Add the Crown Agency as an applicant](#).

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

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

Applicant Edit

Name: Big-Little Construction Company **Preferred Contact Method:** Email

Type: Business **Phone:** 1300 112 335

Address: 83 PIRIE STREET ADELAIDE **Email:** BLconstruction.testdap@sa.gov.au

ADD ANOTHER APPLICANT

A CROWN agency must be added as one of the applicants

Option 3 – Add from your application contacts

1. Click on **Add from your application contacts**.
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---

Mr Iam Applicant, 1 Applicant address Mycity SA 5555, 0244466666

Application contacts not set-up

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

Cancel the search to manually add someone else.

To setup the application contacts for use in future application submissions, complete [how to set-up reusable and default application contacts | PlanSA](#) instructions.

Search Application Contacts

---Select a value---

No matches found. Perform another search or add an applicant.

CANCEL

3. Click on the contact and then ADD APPLICANT.

Search Application Contacts

Mr Iam Applicant, 1 Applicant address Mycity SA 5555, 0244466666

ADD APPLICANT CANCEL

4. The applicant contacts displays. Next, complete [Add the Crown Agency as an applicant](#).

<p>Development Details</p> <p>What do you want to do?</p> <p>Consents</p> <p>Declarations</p> <p>Documents</p> <p>Review</p>	<p>Please provide details for the applicant. You can add multiple applicants to an application.</p> <div><p>Applicant Edit </p><p>Name: Mr Iam Applicant Preferred Contact Method: Email</p><p>Type: Individual Phone: 0244466666</p><p>Address: 1 Applicant address Mycity Email: test@test.com</p></div> <p>ADD ANOTHER APPLICANT</p> <p>A CROWN agency must be added as one of the applicants</p>
--	---

Add the Crown Agency as an applicant

If you are lodging an application for a **Crown agency**, **Acting on behalf of a crown agency** or **Sponsored by a Crown agency**, you will need to ensure that a Crown agency is added as an another Applicant.

1. Click **ADD ANOTHER APPLICANT**.

Applicants

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)

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

Applicant [Edit](#) [Delete](#)

Name: User One **Preferred Contact Method:** Email

Type: Individual **Email:** cindy.paulo2@sa.gov.au

ADD ANOTHER APPLICANT

A CROWN agency must be added as one of the applicants

2. Select option **Add someone else**.

Applicants

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)

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

Applicant [Edit](#) [Delete](#)

Name: User One **Preferred Contact Method:** Email

Type: Individual **Email:** cindy.paulo2@sa.gov.au

- ☐ Add me (User One)
- ☒ Add someone else
- ☐ Add from your application contacts

A CROWN agency must be added as one of the applicants

3. Click **Crown Agency** and complete with the contact details.

Applicants

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)

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

INDIVIDUAL

BUSINESS

CROWN AGENCY

Crown Agency*

Department of ...

100 characters maximum

4. Click **ADD APPLICANT** to save.

Email *

department.daptest@sa.gov.au

50 characters maximum.

ADD APPLICANT

CANCEL

A CROWN agency must be added as one of the applicants

GO BACK

SAVE DRAFT

NEXT

The added Crown Agency displays as **Applicant 2** and the warning message resolved.

✓ Locations

> Applicants

Primary Contact

Land Owners

Invoice Contact

Development Details

What do you want to do?

Consents

Declarations

Documents

Review

Applicants

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)

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

Applicant 1

Edit

Bin

Name: Big-Little Construction Company

Type: Business

Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email

Phone: 1300 112 335

Email: BLconstruction.testdap@sa.gov.au

Applicant 2

Edit

Bin

Name: Department of ...

Type: Crown Agency

Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email

Phone: 1300 222 000

Email: department.daptest@sa.gov.au

ADD ANOTHER APPLICANT

GO BACK

SAVE DRAFT

NEXT

Tip for adding a PO Box address

- 1. Click on **Enter the address manually**.

Applicants

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

INDIVIDUAL

BUSINESS

CROWN AGENCY

Title *

Miss

First Name *

Penny

100 characters maximum

Last Name *

Public

100 characters maximum

Postal Address *

Type an address to search ⓘ
Enter the address manually

- 2. Leave the **Postal Address** field blank.
- 3. Complete the **Street Address** fields with the PO Box details.

Postal Address

Postal Address

Type an address to search

Search for address

Country *

Australia

Street Address *

PO Box 100

500 characters maximum

City *

Adelaide

50 characters maximum

State *

South Australia

Postcode *

5000

Must be 4 digits

3. Provide Contact Details

Primary Contact

There can only be ONE primary contact and this person will receive all communications during the assessment of the development application, for example, request for documentation, requests for information, decision and approval notifications.

Important!

Complete the 'Share a development application with another instructions' 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.

Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts, the **Primary Contact** page will automatically default with the primary contact details.

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

To learn more, visit [how to set-up reusable and default application contacts|PlanSA](#).

Default Application Contacts

1. Alternatively, when your application contacts have been setup with a 'default' primary contact, then the **Primary contacts** page displays the contact automatically with options to:
 - **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove the contact.
2. Click **NEXT** to continue.

Primary contact

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

Primary Contact [Edit](#)

Name: Miss Penny Public

Type: Individual

Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email

Phone: 011111111

Email: test@mail.com

SAVE DRAFT

NEXT

1. From the options choose one of the following:
 - **Add Me** as the applicant, or
 - **Add an applicant contact**, or
 - **Add someone else** either as an individual or a business.
 - **Add from your application contacts** is only available to volume applicants and accredited professionals.

Option 1 – Add Me

1. Click on **Add Me** to use my details. Additional options are made available to:
 - **Edit** the contact details and change the preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove the contact.

Option 2 – Add one of the other contacts you have added

2. Click on **Add (contact name)**. Additional options are made available to:
 - **Edit** the contact details and change the preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove the contact.

Primary contact


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

- ☒ Add me (User One)
- ☐ Add Big-Little Construction Company
- ☐ Add Department of ...
- ☐ Add someone else
- ☐ Add from your application contacts

3. The selected contact displays as the Primary Contact. Click NEXT, to continue.

Primary contact

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

Primary Contact Edit 	
Name: Big-Little Construction Company	Preferred Contact Method: Email
Type: Business	Phone: 1300 112 335
Address: 83 PIRIE STREET ADELAIDE	Email: BLconstruction.testdap@sa.gov.au

SAVE DRAFT

NEXT

Option 3 – Add someone else

1. Click on **Add someone else**.

Primary contact

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

- ☐ Add me (User One)
- ☐ Add Big-Little Construction Company
- ☐ Add Department of ...
- ☒ Add someone else
- ☐ Add from your application contacts

2. 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 not applicable.

Primary contact

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

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

Business Name *

100 characters maximum

3. Complete the contact details fields and then ADD CONTACT PERSON.
4. Click **NEXT** to continue.

Option 4 – Add from your application contacts

1. Click on **Add from your application contacts**.
2. Click in the **Search Application Contacts** field start typing name of the invoice contact or select from a list of contacts.

Primary contact

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

Search Application Contacts

---Select a value---

---Select a value---

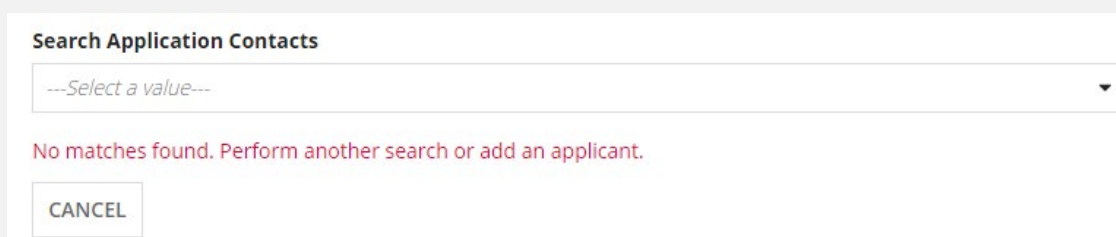
Miss Penny Public, 83 PIRIE STREET ADELAIDE SA 5000, 01111111

Application contacts not set-up

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

Cancel the search to manually add someone else.

To setup the application contacts for use in future application submissions, complete [how to set-up reusable and default application contacts | PlanSA](#) instructions.



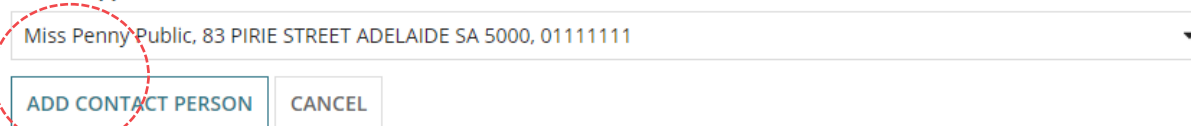
The screenshot shows a form titled "Search Application Contacts". It features a dropdown menu with the text "---Select a value---". Below the dropdown, a red message states: "No matches found. Perform another search or add an applicant." At the bottom of the form is a button labeled "CANCEL".

3. Click on the contact and then ADD CONTACT PERSON.

Primary contact

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

Search Application Contacts



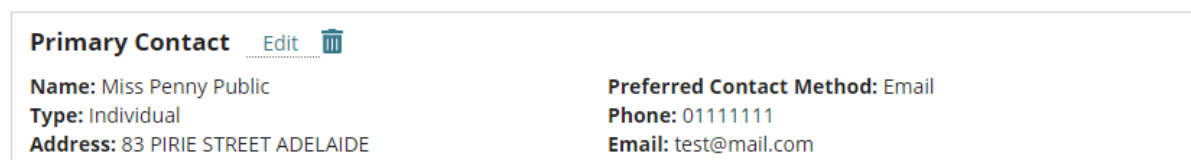
The screenshot shows the "Search Application Contacts" form. The dropdown menu now displays a selected contact: "Miss Penny Public, 83 PIRIE STREET ADELAIDE SA 5000, 01111111". Below the dropdown are two buttons: "ADD CONTACT PERSON" and "CANCEL". The "ADD CONTACT PERSON" button is circled in red.

The primary contact displays.

4. Click on **Next** to continue.

Primary contact

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



The screenshot shows a form titled "Primary Contact" with "Edit" and a trash icon. The form contains the following details:
Name: Miss Penny Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE
Preferred Contact Method: Email
Phone: 01111111
Email: test@mail.com



The screenshot shows two buttons: "SAVE DRAFT" and "NEXT". The "NEXT" button is circled in red.

Land Owners

The land owners are the individual(s) or business that have the interest in the land and registered on the Certificate of Title.

Important!

Complete the 'Share a development application with another instructions' 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.

1. From the options choose one of the following:
 - **Add Me** as the applicant, or
 - **Add an applicant contact**, or
 - **Add someone else** either as an individual or a business.
 - **Add from your application contacts** is only available to volume applicants and accredited professionals.

Option 1 – Add Me

Land owners

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

- ☒ Add me (User One)
- ☐ Add Big-Little Construction Company
- ☐ Add Department of ...
- ☐ Add someone else

2. Click on **Add Me** to use my details. Additional options are made available to:
 - **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove 'me' as a land owner.

Land owners

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

Land Owner [Edit](#) 

Name: User One
Type: Individual

Preferred Contact Method: Email
Email: cindy.paulo2@sa.gov.au

[ADD ANOTHER LAND OWNER](#)

3. Click **NEXT** to continue.

Option 2 – Add one of the other contacts you have added

1. Click on **Add (contact name)**.

Land owners

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


- ☒ Add me (User One)
- ☐ Add Big-Little Construction Company
- ☐ Add Department of ...
- ☐ Add someone else

2. Additional options are made available to:

- **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
- **Delete** to remove the 'applicant' land owner.
- **Add another land owner** as required.

Land owners

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

Land Owner Edit 	
Name: Big-Little Construction Company	Preferred Contact Method: Email
Type: Business	Phone: 1300 112 335
Address: 83 PIRIE STREET ADELAIDE	Email: BLconstruction.testdap@sa.gov.au

[ADD ANOTHER LAND OWNER](#)

3. Click **NEXT** to continue.

Option 3 – Add someone else

1. Click on **Add someone else**.
2. Click on the applicable contact type:
 - **Individual** provide the contact details of a person.
 - **Business** provide the contact details of a business.
 - **Crown Agency** is not applicable.
3. Complete the contact details fields and then ADD LAND OWNER.

Land owners

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

INDIVIDUAL **BUSINESS** **CROWN AGENCY**

Title *

Mr

First Name *

Joe

100 characters maximum

The land owner contact displays, with additional options made available to:

- **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
- **Delete** to remove the 'primary contact' as a land owner.
- **Add another land owner** as required.

Land owners

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

Land Owner

Edit

Name: Mr Joe Public

Type: Individual

Address: 1 NORTH TERRACE ELLISTON

Preferred Contact Method: Post

ADD ANOTHER LAND OWNER

4. Click **NEXT** to continue.

Invoice Contact

There can only be one invoice contact and typically this person is also the 'primary contact'. They will receive all communications during the assessment of the development application in relation to fee payments and/or refunds (when applicable).

Important!

Complete the 'Share a development application with another instructions' 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.

Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts, the **Invoice Contact** page will automatically default with the invoice contact details.

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

To learn more, visit [how to set-up reusable and default application contacts|PlanSA](#).

Default Invoice Contact

1. Alternatively, when your application contacts have been setup with a 'default' invoice contact, then the **Invoice contacts** page displays the contact automatically, with options to:
 - **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove the contact.
2. Click **NEXT** to continue.

Invoice contact

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

Invoice Contact [Edit](#)

Name: Mrs John Jones
Type: Individual
Address: 1 invoice Address

Preferred Contact Method: Email
Phone: 011111111
Email: test@mail.com

SAVE DRAFT

NEXT

1. From the options choose one of the following:
 - **Add Me** as the applicant, or
 - **Add an applicant, primary or land owner contact**, or
 - **Add someone else** either as an individual or a business.
 - **Add from your application contacts** is only available to volume applicants and accredited professionals.

Option 1 – Add Me

2. Click on **Add Me** to use my details. Additional options are made available to :
 - **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove 'me' as a land owner.

Option 2 – Add one of the other contacts you have added

3. Click on **Add (contact name)**. Additional options are made available to :
 - **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove 'me' as a land owner.
4. Click on **Add Me** to use my details.

Invoice contact


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

- ☒ Add me (User One)
- ☐ Add Big-Little Construction Company
- ☐ Add Department of ...
- ☐ Add someone else
- ☐ Add from your application contacts

The selected contact displays as the Invoice contact.

Invoice contact

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

Invoice Contact Edit 	
Name: Department of ...	Preferred Contact Method: Email
Type: Crown Agency	Phone: 1300 222 000
Address: 83 PIRIE STREET ADELAIDE	Email: department.daptest@sa.gov.au

5. Click **NEXT** to continue.

Option 3 – Add someone else

1. Click on **Add someone else**.
2. Complete the contact details fields and then ADD INVOICE PERSON.

Invoice contact

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

INDIVIDUAL BUSINESS CROWN AGENCY

Title *
Miss

First Name *
Josie
100 characters maximum


Last Name *
Public
100 characters maximum

The add contact displays as the Invoice contact, with additional options to:

- **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
- **Delete** to remove the 'primary contact' as a land owner.

Invoice contact

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

Invoice Contact Edit 

Name: Miss Josie Public **Preferred Contact Method:** Post
Type: Individual
Address: 1 NORTH TERRACE MOONTA BAY

3. Click **NEXT** to continue.

Option 4 – Add from your application contacts


1. Click on **Add from your application contacts**.
2. Click in the **Search Application Contacts** field start typing name of the invoice contact or select from a list of contacts.

Invoice contact

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

Search Application Contacts

---Select a value---

 Search

---Select a value---

Mrs John Jones, 1 invoice Address SA 5000, 01111111

Application contacts not set-up

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

Cancel the search to manually add someone else.

To setup the application contacts for use in future application submissions, complete [how to set-up reusable and default application contacts | PlanSA](#) instructions.

Search Application Contacts

---Select a value---

No matches found. Perform another search or add an applicant.

CANCEL

- Click on the contact and then ADD INVOICE PERSON.

Invoice contact

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

Search Application Contacts

Mrs John Jones, 1 Invoice Address SA 5000, 01111111

ADD INVOICE PERSON

CANCEL

The invoice contact displays.

- Click **NEXT** to continue.

Invoice contact

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

Invoice Contact

Edit 

Name: Mrs John Jones

Type: Individual

Address: 1 Invoice Address

Preferred Contact Method: Email

Phone: 01111111

Email: test@mail.com

SAVE DRAFT

NEXT

4. 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.

5. 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)

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.

Total Development Cost (excluding fit-out costs)

\$ 11,000,000

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

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.

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 a ‘Regulated and Significant Trees’ overlay 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](#).

- 1. Select one of the following to indicate whether the proposed development will result in damage or removal to regulated or significant trees.
 - a. **Yes**, for works that will result in damage or removal and then complete the table breakdown by regulated / significant tree damage or to be removed.
 - b. **No**, 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) on the site or neighbouring land? *

☒ Yes 1

☐ 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 type="checkbox"/>	Removed		

2. Select one or both of the following activities.
 - a. **Damaged** (i.e. impacts to roots or pruning)
 - b. **Removed**
3. 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 both tree 'damage' and '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) on the site or neighbouring land? *

- ☒ Yes
☐ No

[Significant and regulated trees](#) | [PlanSA](#)

<input checked="" type="checkbox"/>	Trees are to be: 2	No. of Regulated Trees 3	No. of Significant Trees
<input checked="" type="checkbox"/>	Damaged (i.e. impacts to roots or pruning)	0	1
<input checked="" type="checkbox"/>	Removed	0	1

If approved, do you want to plant replacement trees on the site or pay into the Urban Tree Fund? *

- ☐ Undecided **4**
☐ Replanting on site
☒ Payment into an Urban Tree Fund
☐ Combination of replanting and payment

i 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 \$156.00 for every tree not replanted on site.

4. When an activity involves removal of a tree, then make a selection referring to the table below.

a.	Undecided	During the assessment of your consent (planning or planning and land division) 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.
b.	Replanting on site	During the assessment of your consent (planning or planning and land division) the relevant authority will request for documentation showing the location of the new trees, for example, landscaping plan.

c.	Payment into an Urban Tree Fund	During assessment of your consent (planning or planning and land division) the relevant authority will send a fee advice for the amount to be paid into the Urban Tree Canopy fund.
d.	Combination of replanting and payments	Refer to options b and c for the action taken by the relevant authority during your consent (planning or planning and land division) verification or assessment.

The Urban Tree Canopy applies to this application

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.


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

✗ 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](#)

The Urban Tree Canopy Overlay applies to this application



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

1. Select one of the following options from the table below.

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

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).

If unsure, then contact the location council for further assistance.

Septic/Sewer information

Does this development require a septic system, i.e. septic tank and/or waste water disposal area? 


- ☐ Yes
☒ No
☐ Unsure

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](#)

GO BACK SAVE DRAFT **NEXT**

3. The **Consents Summary** page shows with ‘Planning Consent’ being submitted for assessment now.
4. Click NEXT to continue.

Consents Summary

To be submitted for assessment now

1. Planning Consent

GO BACK 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 located 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.

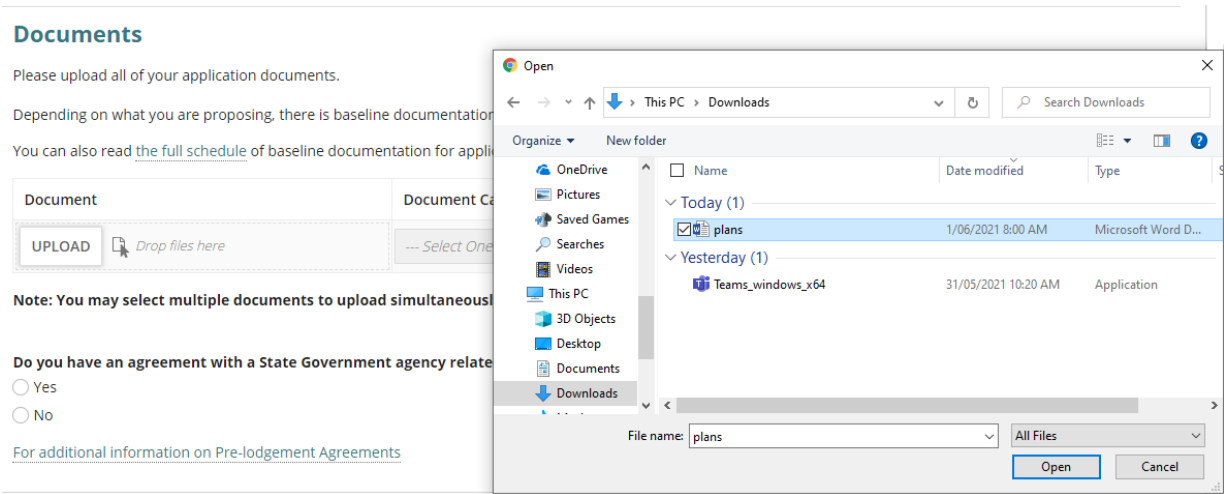
[*Regulation 18\(2\)\(a\) of the Native Vegetation Regulations 2017](#)

2. On completion, move to the **Next** page.

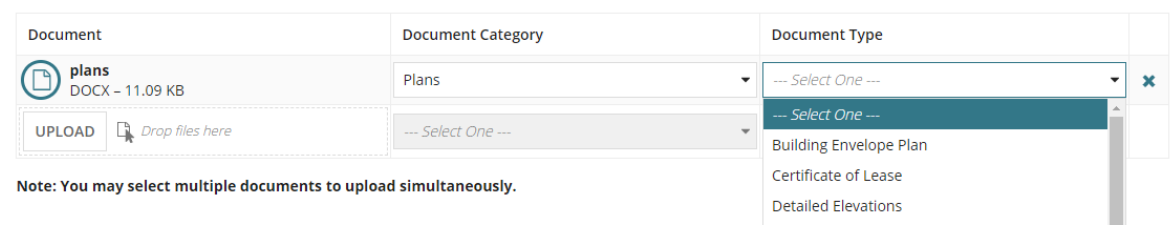
8. Upload Technical Documents and Drawings

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 are uploaded.
- 4. Click on **Cancel** to close the Open window.



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

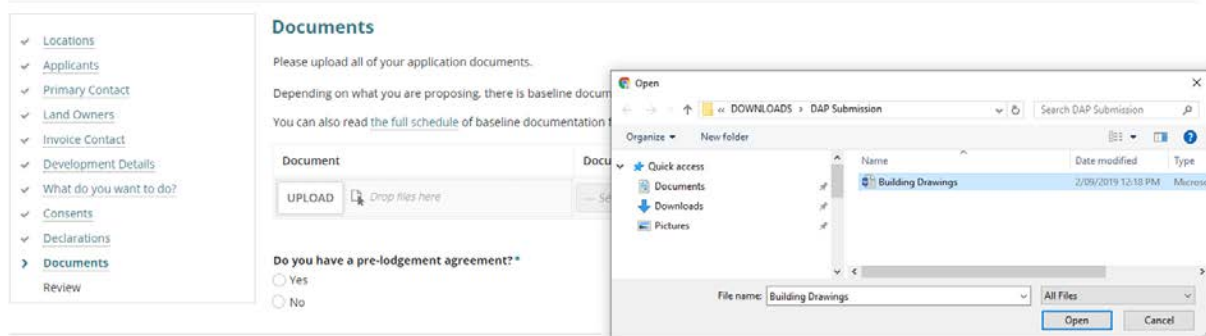


Upload all documents as one file

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.

Development Application



2. Select 'Other' from the **Document Category** field.

Document	Document Category	Document type
Building Drawings DOCX – 923.49 KB UPLOAD Drop files here	Other --- Select One --- All documentation Building Documents Engineering Document Other Plans	--- Select One --- --- Select One ---

3. Select 'Other Documents' or 'Planning Documents' from the **Document Category** field.

Document	Document Category	Document type
Building Drawings DOCX – 923.49 KB UPLOAD Drop files here	Other --- Select One ---	--- Select One --- Other Documents Correspondence - General Further Information Land Management Agreement (LMA) Other Documents Planning Documents

4. Type a **description** of the documents contained within the one document file.

Document	Document Category	Document type	Type Description
Building Drawings DOCX – 923.49 KB UPLOAD Drop files here	Other	Other Documents	Engineering, structural etc.
	--- Select One ---	--- Select One ---	




Pre-lodgement agreement

Note: this question will appear as if the application were for “planning consent”, however it will not be relevant to Crown or Essential Infrastructure Applications.

- 1. Click **No** to the question **do you have an agreement with a State Government agency related to your application? (Pre-lodgement agreement)**
- 2. Click on **Next** to review the application details and submit.

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.](#)

Document	Document Category	Document Type	
 Test doc DOCX - 13.31 KB	All documentation	All application documentation	
<div>UPLOAD  Drop files here</div>	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

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

☐ Yes

☒ No

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

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.

Development Application

✓ Locations

✓ Applicants

✓ Primary Contact

✓ Land Owners

✓ Invoice Contact

✓ Development Details

✓ What do you want to do?

✓ Consents

✓ Declarations

✓ Documents

➤ Review

☐ Hide Application Details

Development Locations

Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council
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.

Development Application

✓ Locations

✓ Applicants

✓ Primary Contact

✓ Land Owners

✓ Invoice Contact

✓ Development Details

✓ What do you want to do?

✓ Consents

✓ Declarations

✓ Documents


➤ Review

☐ Hide Application Details

Development Locations

Selected Location	Title Ref	Plan Parcel	Additional Location Information	Council
25 66 89 88 Verge			Corner of Smith Street and Coral Street	DC OF ROBE

Manual Spatial Capture
Required



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

Start a new application

Start a new CROWN application

Access an application submitted by someone else

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 are:

- 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.

1. Click on the **Under Assessment** tab to locate the application.

Alternatively, use the **Search** feature and the ID number to locate it.

2. Click on the **ID** number of the application to view.

Your applications

Search [Advanced Search](#) [Help](#)

Start a new application Start a new CROWN application Access an application submitted by someone else Submit mandatory building notification Submit building rectification notification

FOR YOUR ACTION (907) **UNDER ASSESSMENT (2206)** DRAFT (17) LAND DIVISION CERTIFICATES (79) CERTIFICATE OF OCCUPANCY (103) FINALISED (928)

[Help for this section](#)


Under assessment

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status	Days
23002027	Department of Education	505 FULLARTON RD NETHERBY SA 5062, 505 FULLARTON R...	Construct a new building (STEM) and outdoor learning play spaces (including landscaping)	Minister for Planning		Submitted	i 2 5

3. Click on **Sharing access** within the **Development Application** screen.

Crown - Development application - 23002027: 505 Fullarton Rd Netherby SA 5062 + 1 more location(s)

[Summary](#) [Documents](#) [Sharing access](#) [Related Actions](#)



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

Application Status: Submitted
Fees Outstanding: No
Development Location(s)
505 FULLARTON RD NETHERBY SA 5062
Title Ref: CT 6278/253 **Plan Parcel:** D129045 AL60
Additional Location Information:
Council: City Of Mitcham

505 FULLARTON RD NETHERBY SA 5062
Title Ref: CT 6278/254 **Plan Parcel:** D129045 AL61
Additional Location Information:
Council: City Of Mitcham

Nature of development
Construct a new building (STEM) and outdoor learning play spaces (including landscaping)

Elements selected

The **Access Code** is shown.

Provide this number and the application ID over the phone or in an email.

Use the **Refresh access code** option if the code has expired.

- To send instructions on how to use the system to the contact who is sharing access to the application, type their email address in the **Email Address** field and then **Send Email** to complete the sharing.

Development application: 21002191

[Summary](#) [Documents](#) [Sharing access](#) [Related Actions](#)

Application ID 21002191
Access Code 5B3991A8 [Refresh access code](#)

To share access with someone else, provide them with the Application ID and Access Code numbers above.

Send Instructions

If anyone that you wish to share access with has not used the Development Application system before, they may require instructions to use this system. Please enter their email address below. Each recipient will receive an email explaining how to proceed. You will need to provide them with the 'Application ID' and 'Access code' separately.

Email address [SEND EMAIL](#)


A list of people that have access to your applications is also available from the **Sharing Access** screen, which allows you to check if your contacts have successfully accessed the application and revoke 'sharing access' from a contact.

Revoke Sharing Access

5. Click on the  **trash can** icon.

The following users and organisations have access to your application.

You may revoke the access for any of these users by clicking on the associated trash can icon below.

Name	Username	Email	Organisation	Actions
Test UserOne	test.userone	dptitesting99+testemail@gmail.com		
Sascha Woods	Sascha.Woods@sa.gov.au	Sascha.Woods@sa.gov.au	State Planning Commission	

6. Click on **Confirm** to complete the action.

Revoke someone else's access to this application

This action will terminate the access that **Sascha Woods** has to this application.

It will also disable this application's current access code and generate a new access code to replace it (this change will prevent **Sascha Woods** from rejoining the application with the code previously provided). The new access code will be displayed on the 'Sharing access' screen once you confirm this action.

- Any other people who already have access will not be affected.
- If you have sent the old access code to any other people who have not used it to gain access yet, send the new access code to them and tell them to use it instead of the old one.

CANCEL

CONFIRM

For more information visit
plan.sa.gov.au



Government of South Australia

Department for Trade
and Investment