

Guide for Relevant Authorities

Development Assessment

# Issue Development Approval

Version 2.17



**Government of South Australia**

Department for Housing  
and Urban Development

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## Introduction

A decision to grant Development Approval can be made after reviewing and approving required consents.

Before recording the development approval decision, check and update the following information:

- Check Conditions and Notes and update as required
- Check consents are consistent
- Check Compliance Fees collected and invoice when missing
- Check Required Notifications and add notifications when missing
- Update Building Statistics
- Upload Stamped Plans

On issuing Development Approval all parties involved in the assessment of the Development Application are notified by email (or by post).

- Applicant
- Relevant Authority
- Referral Bodies

The email received contains links that will direct the recipient to view the Development Application or download the Decision Notification Form (DNF) from the applications Documents store.

If the recipient was a representor, they can view the application and the DNF from the Public Register located on the SA Planning Portal.

# 1. Locate and Open Development Application for Approval

**Method 1:** Go direct to Development Approval without assignment

1. Searching for the application **ID** number provided in the email.
2. Remove the **Assigned to me only** flag to show or locate in the **For Your Action** table.
3. Click on the application record (not the ID) to show the status details.
4. Click on **Development Approval** to open.

1 results for: "21002653"

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21002653	E Twenty	13 LUCAS ST RICHMOND SA 5033	alteration	City of West Torrens	12 Nov 2021	Lodged	5

STATUS DETAIL CONTACTS SUMMARY

## Application 21002653

Planning consent	✓ Granted 4 Mar 2021	>
Building consent	✓ Granted 18 Jan 2022	>
Development approval	Assessment in progress	
Development application	Pending development approval	

**Method 2:** View the application and assign Development Approval to an assessor

1. Click on the **ID** number to open the development application.

1 results for: "21002653"

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21002653	E Twenty	13 LUCAS ST RICHMOND SA 5033	alteration	City of West Torrens	12 Nov 2021	Lodged	5

STATUS DETAIL CONTACTS SUMMARY

## Application 21002653

Planning consent	✓ Granted 4 Mar 2021	>
Building consent	✓ Granted 18 Jan 2022	>
Development approval	Assessment in progress	
Development application	Pending development approval	

2. In the **Allocated Assessor** field type the name of the staff member and select from list of matches.
3. Click on **Save User Allocation** to complete the assignment.

On allocating the development approval to team member to assess the assigned team member is notified by email of the allocation and then return to the Assessment dashboard.

Assessment status					
	Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
✓	Planning Consent	City of West Torrens	Type to select the user	Granted	
✓	Building Consent	City of West Torrens	Type to select the user	Granted	
▶	Development Approval for: Planning Consent Building Consent	City of West Torrens	<div>tw</div> <div>EPN Twenty Three</div> <div>EPN Twenty</div>	In Progress	🕒 5

[View team workload](#)

[Help for this section](#)

SAVE USER ALLOCATION

4. Click on **Development Approval** to open and commence a review.

### Resolve Reserved Matters

The development approval status will show 'Hold' when the applicant has outstanding reserved matters to be resolved.

## Resolve Reserved Matters

When issuing a planning consent, a reserve matter will be identified separately to those matters which are conditions and can be used to defer a decision on parts of an application that are incidental to a proposal and not fundamental to the overall assessment of the application. The wording for the reserved matters clearly identifies the requirement, and when the requirement is to be fulfilled. An example follows:

*A Landscape plan shall be prepared for the site that adequately screens the building as viewed from the road and includes predominantly indigenous species and a mixture of groundcovers, shrubs and trees.*

A task is created, and both the applicant and relevant authority are notified by email to respond (applicant) and resolve (planning relevant authority) the reserve matter and a 'hold' is placed on the development approval.

On receipt of the information relating to a reserved matter, it will be assessed and if satisfactory, approved by the relevant authority or delegate removing the 'hold' from the development approval.

**For more information** on how to respond and confirm reserved matters visit [Assess an application consent > Reserved Matters | PlanSA](#).

## 2. Check Stamped Plans for Consistency

If there are inconsistencies, then complete [Indicate inconsistent](#).

1. Click on **Documents** tab to view.
2. Click on 'Planning' and 'Building Consent' filters within the **Where was the document uploaded?**
3. Click on 'Decision Documents' filter to show the stamped plans within **Additional document filters**.
4. Click on the **file name** to download.

Summary **Documents** Fees Required Notifications Insurance Statistics Decision Clocks Related Actions

**Document search**

Search by Name

Search by Category

Search by Type

**Where was the document uploaded?**

☒ Application

☒ Planning Consent

☒ Building Consent

☒ Development Approval

**Additional document filters**

☒ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☐ System Generated Emails

**Other**

☐ Superseded

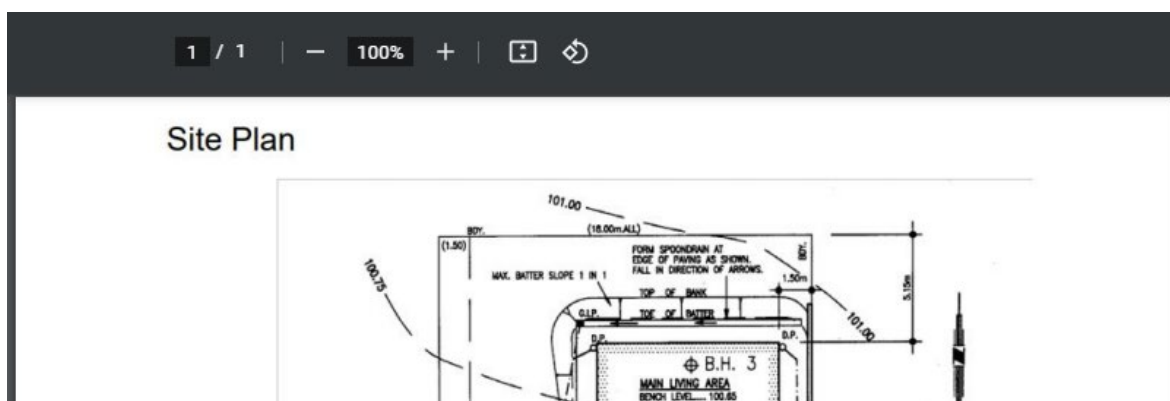
Document	Type	Date Created	Superseded	Visible to Applicant
<input type="checkbox"/> * building insurance.pdf	Stamped Plans	18 Jan 2022 8:16		<input checked="" type="checkbox"/>
<input type="checkbox"/> Plans-80367-80749.docx	Decision Notification Form	15 Jul 2021 9:05		<input checked="" type="checkbox"/>

5. Click on the stamped plan(s) to view in a new tab.

**For more information** on 'how to download and open multiple documents at once' visit [Request, Upload and Generated Documents > Document Management | PlanSA](#).

StampedSitePlan-....pdf

6. Review the stamped plans/s on screen or print as required.



### 3. Indicate inconsistent consents

On determining inconsistency of the granted consents, the relevant authority who granted the last consent e.g. Building Consent receives an email advising the development application has been marked inconsistent and details of what will need to be resolved before the development approval can proceed.

**For more information** on how to resolve a consent inconsistency visit [Issue development approval | PlanSA](#).

1. Click the **Summary** tab and then **Grant Development Approval**.

#### Development Approval - 23000481: 19 Morialta Road

GRANT DEVELOPMENT APPROVAL

PLACE ON HOLD

Summary

Documents

Fees

Required Notifications

Insurance

Statistics

Decision

Clocks

Related Actions

&lt; Development application 23000481

Status

**In Progress**

Fees Outstanding: No

The **Consistency Check** page shows.

Complete the  
Update the Urban Tree Canopy Overlay applies to this application instructions (as applicable) before recording the consistency check outcome.

### Record the consistency check outcome

2. Complete the inconsistent fields as follows.

- Click **No** consents are inconsistent.
- Provide a **reason for inconsistency**.
- Click on **Submit** to complete the action.

#### Consistency Check

[? Help for this section](#)

You can record an inconsistency with the Development Approval prior to actioning the items below

- ▲ Stamped Plans-Dev Approval must be uploaded in the Development Approval - Documents tab prior to Granting Development Approval.
- ▲ Please ensure building statistics are updated prior to Granting Development Approval.

Do you confirm that all the granted Consents on this Development Approval are consistent? \*

☐ Yes☒ No

Development Approval will be marked as inconsistent upon form submission, and assigned back to the relevant authority of the last granted consent.

Reason for Inconsistency \*

CANCEL

SUBMIT



## Update the Urban Tree Canopy Overlay applies to this application

When the applicant has opted to confirm at development approval their Urban Tree Canopy Off-set scheme method (i.e. retain/plant trees, pay into the Urban Tree Canopy Off-set Scheme or combination of both) or it is the first time the question is has been available, then during Development approval the assessor is prompted to change the selection to one of the four available options.

### Select one of the following options:

- ☐ Urban Tree Canopy does not apply
- ☒ To be confirmed prior to Development Approval
- ☐ Applicant has opted to plant new trees or retain existing trees
- ☐ Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- ☐ Applicant has opted to a combination of retaining/planting and payment

The option "To be confirmed prior to Development Approval" is not valid at this stage. Please select another option.

1. Check the granted planning or planning and land division consent to identify if the consent assessed one or more of the following elements (Urban tree canopy does not apply).
  - Ancillary accommodation
  - Retirement facility
  - Student accommodation
  - Supported accommodation, or
  - Temporary accommodation in an area affected by bushfire.
2. Confirmed the urban tree canopy:
  - a. does not apply, then select option **Urban Tree Canopy does not apply** and continue to Record the consistency check outcome.
  - b. does apply, then CANCEL to close the Consistency Check page. Contact the applicant to discussion the options.
4. Return to Development Approval and [Check Assessment and Compliance Fees and Determine Additional Fees](#) to invoice the applicant when opted to pay into the Urban Tree Canopy Off-set Scheme.
5. Click **Grant Development Approval** and complete one of the following instructions.
  - Applicant has opted to plant new trees or retain existing trees
  - Applicant has opted to pay into the Urban Tree Canopy Off-set scheme
  - Applicant has opted to a combination of retain/plant and payment

## Consistency Check

### 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.

**i** 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](#)

### Select one of the following options:

- ☒ Urban Tree Canopy does not apply
- ☐ To be confirmed prior to Development Approval
- ☐ Applicant has opted to plant new trees or retain existing trees
- ☐ Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- ☐ Applicant has opted to a combination of retaining/planting and payment

## Applicant has opted to plant new trees or retain existing trees

1. Select the option: Applicant has opted to plant new trees or retain existing trees.
2. Update the **number of trees planted/retained** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being planted/retained.

### Consistency Check

#### 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](#)

#### Select one of the following options:

- ☐ Urban Tree Canopy does not apply
- ☐ To be confirmed prior to Development Approval
- ☒ Applicant has opted to plant new trees or retain existing trees
- ☐ Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- ☐ Applicant has opted to a combination of retaining/planting and payment

#### Please nominate the number of trees to be retained/planted

A landscaping plan or similar evidence may be requested. If not already provided with your application documentation.....

Tree size:	No. of Trees to be planted/retained
Small	0
Medium	1
Large	0

### When is Designated Zone and soil type not required?

The 'Designated Zone' and 'Soil Type' is not required, if one of the following options are selected:

- Urban Tree Canopy does not apply, or
- To be determined prior to development approval, or
- Applicant has opted to plant new trees or retain existing trees.


## Applicant has opted to pay into the Urban Tree Canopy Off-set scheme

1. Update the **number of trees to paid** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being paid into the Urban Tree Canopy Off-set Scheme.

2. Select a reason the application is eligible for Urban Tree Canopy Off-set Scheme, can be one or multiple reasons.

a. **Designated Zone**

Use the  (information icon) to view the designated zones; Housing Diversity Neighbourhood, Urban Renewal Neighbourhood, or City Living Zone.

- b. **Designated Soil Type** the property location has soil type not suitable for tree planting.

i. **E-D**


ii. **H1-D**

iii. **H2-D**

## Consistency Check

 [Help for this section](#)

### 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:

- ☐ Urban Tree Canopy does not apply
- ☐ To be confirmed prior to Development Approval
- ☐ Applicant has opted to plant new trees or retain existing trees
- ☒ Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- ☐ Applicant has opted to a combination of retaining/planting and payment

#### Please nominate the number of trees to be paid

Tree size:	No. of Trees to be paid
Small	2
Medium	0
Large	0

#### Reason application is eligible for Urban Tree Canopy Off-set Scheme:

- ☒ Designated Zone 
- ☐ Designated Soil Type 

#### The Designated Soil Type is: \*

E-D 

### Applicant has opted to a combination of retain/plant and payment

1. Update the **number of trees to be planted/retained** for each tree size. If the tree size is not applicable, then enter 0 (zero).


There must be at least 1 tree being planted/retained.

2. Update the **number of trees to be paid** for each tree size. If the tree size is not applicable, then enter 0 (zero).

There must be at least 1 tree being paid into the Urban Tree Canopy Off-set Scheme.

3. Select a reason the application is eligible for Urban Tree Canopy Off-set Scheme, can be one or multiple reasons.

a. **Designated Zone**

Use the  (information icon) to view the designated zones; Housing Diversity Neighbourhood, Urban Renewal Neighbourhood, or City Living Zone.

- b. **Designated Soil Type** the property location has soil type not suitable for tree planting.

i. **E-D**


ii. **H1-D**

iii. **H2-D**

## Consistency Check

### 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:

- ☐ Urban Tree Canopy does not apply
- ☐ To be confirmed prior to Development Approval
- ☐ Applicant has opted to plant new trees or retain existing trees
- ☐ Applicant has opted to pay into the Urban Tree Canopy Off-set Scheme
- ☒ Applicant has opted to a combination of retaining/planting and payment

#### Please nominate the number of trees to be retained/planted and to be paid

A landscaping plan or similar evidence may be requested, if not already provided with your application documentation.

Tree size:	No. of Trees to be planted/retained	No. of Trees to be paid
Small	0	2
Medium	1	0
Large	0	0

#### Reason application is eligible for Urban Tree Canopy Off-set Scheme:

- ☐ Designated Zone 
- ☒ Designated Soil Type 

#### The Designated Soil Type is: \*

H2-D

## 5. Review resolution of inconsistencies

On resolving of the inconsistencies by the relevant authority who issued the prior consent (e.g. building rules approval) an email notification is received advising the inconsistencies have been resolved.

1. Search for the development application.
2. Removed the 'Assigned to me only' flag to show within the **For Your Action** table.
3. Click on the application record (not ID) to view the status details.
4. Click on **Development Approval**.

1 results for: "21002653"

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21002653	E Twenty	13 LUCAS ST RICHMOND SA 5033	alteration	City of West Torrens	12 Nov 2021	Lodged	5

STATUS DETAIL CONTACTS SUMMARY

### Application 21002653

Planning consent	✓ Granted 4 Mar 2021	>
Building consent	✓ Granted 18 Jan 2022	>
Development approval	Assessment in progress	
Development application	Pending development approval	

5. Click on **Inconsistencies** tab to view the resolution.
6. Click on **View** action to review the details of the resolution.

Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks **Inconsistencies** Related Actions

< Development application 21002653

Consent Affected	Date Made Inconsistent	Made Inconsistent By	Date of Resolution	Resolved By	Actions
Building Consent (14391)	18/01/2022	EPN Twenty	18/01/2022	EPN Twenty	View

**Inconsistency Details**

**Reason Made Inconsistent:**  
building plans differ to planning

**Details of Resolution:**  
updated plans

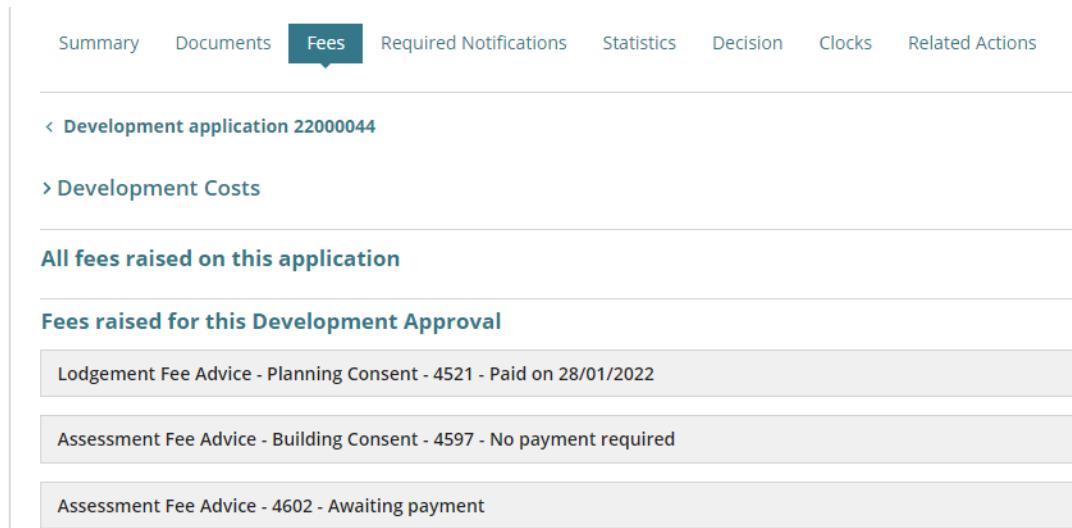
**Notes:**  
updated plans

[x Close](#)

7. After reviewing the resolution details review 'any' supporting documentation uploaded from the **Documents** tab.

## 6. Check Assessment and Compliance Fees and Determine Additional Fees

Checking what fees have already been paid is performed to ensure all the required fees have been invoiced and paid by the applicant prior to granting the development approval.



Summary Documents **Fees** Required Notifications Statistics Decision Clocks Related Actions

< Development application 22000044

> Development Costs

All fees raised on this application

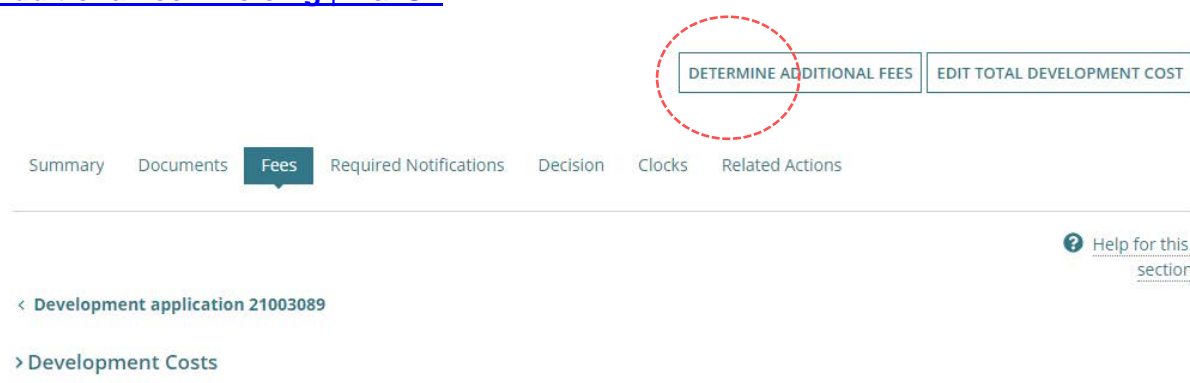
Fees raised for this Development Approval

Lodgement Fee Advice - Planning Consent - 4521 - Paid on 28/01/2022
Assessment Fee Advice - Building Consent - 4597 - No payment required
Assessment Fee Advice - 4602 - Awaiting payment

### Compliance and assessment fees have not been charged

Send a fee advice for payment when it is determined that compliance fees and/or assessment fees have not yet been charged. The applications invoice contact will receive an email notification advising a payment is required or the 'fee advice' is sent by post as per their preferred method of communication.

For more information on determining additional fees visit [Fee invoicing and payments > Additional fee invoicing | PlanSA](#).



Summary Documents **Fees** Required Notifications Decision Clocks Related Actions

< Development application 21003089

> Development Costs

DETERMINE ADDITIONAL FEES EDIT TOTAL DEVELOPMENT COST

? Help for this section

### Can additional fees be invoiced post development approval?

Yes. Invoicing an application for additional fees can only be performed for a Planning or Planning and Land Division consent, within the **Related Actions** option for fees:

- Publication of Building Envelope Fee
- Review of Assessment Manager Decision Fee

## 7. Update Development Costs

If additional fees are determined during building consent assessment, the new 'Total Development Cost' is used to calculate the statutory fee amount.

Any changes made to the Total Development Cost or Development Costs will create an event record and the application's primary contact will be automatically notified by email of the change.

Noting, if the primary contact's preferred method of communication is 'post' then a letter **must** be sent advising of the Total Development Cost changes.

**Development Costs** information can be found under the **Fees** tab as shown below.

- The **Total Development Cost** (excluding fit-out costs) will show when an accredited professional is the relevant authority for building consent:

Summary Documents **Fees** RFIs Assessment Info Insurance Required Notifications Referrals

< Development application 21002652

▼ Development Costs

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

\$ 250,000

- The **Development Costs** breakdown (including the Total Development Cost) will show when local council is the relevant authority for building consent:

Summary Documents **Fees** RFIs Assessment Info Required Notifications Referrals Conditions and Notes

< Development application 22000057

▼ Development Costs

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
Office	\$ 0	Not Applicable

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

\$ 200,000

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

**For more information** on updating development costs visit [Assess an application consent > Update total development cost | PlanSA](#).



## 8. Check the Required Notifications

1. Click on **Required Notifications** tab.
2. Click on **Edit** to check the required notifications have been added.

[Summary](#) [Documents](#) [Fees](#) **[Required Notifications](#)** [Insurance](#) [Statistics](#) [Decision](#) [Clocks](#) [Related Actions](#)

[Help for this section](#)

< **Development application 22000207**

Please note that you must record whether building notifications are required for each of the below building works, and the applicable building notifications.

Notifications for ellys test

[EDIT](#)

**Are building notifications required for this building work?**

Yes

**Required Notifications**

- Commencement of Building work (*1 business day's notice*)
- Completion of Building work (*1 business day's notice*)
- Statement of Compliance and other documents required to be provided at the completion of building work

**Swimming Pool or Swimming Pool Safety Features**

☐ This Building Work includes a swimming pool and/or swimming pool safety features. Tick this box to ensure council inspection and Statement of Compliance requirements are met.

**Farm Building or Farm Shed**

☐ This Building Work includes a farm building or farm shed. Tick this box to ensure council inspection requirements are met.

**Statement of Compliance additional documents**

**As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?**

No

**Would council like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?**

Yes - waste water certificate



## Required notifications

### Why can I not edit or remove a building notification

When an accredited professional granted the building consent and determined the building/building work requires building notifications, then during development approval this cannot be changed to 'not required'.

## Default Notifications

The Required Notifications table defaults with 'Building work' Commencement and Completion notifications and 'Statement of Compliance and other documents required to be provided at the completion of building work'.

When adding notifications for a subsequent staged building consent, the building work commencement and completion notifications can be deleted when not applicable to the staged building consent currently under assessment.

### Class 10A building work/works




The notification 'Statement of Compliance and other documents required to be provided at the completion of building work' is not a default notification for Class 10A building/building work; add from the **Removed Default Notifications** listing if required.

## Include designated building product notifications

1. Click on **Include** at the end of the removed notification.

The notification shows beneath the 'Building work Commencement' notification; sort is not available for the required notifications, defaults to the order specified.

#### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Installation of a designated building product on a designated building	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

#### Removed Default Notifications

- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

## Add required notifications

There are three methods available for adding the required notifications:

1. **Predefined Notifications** to include individual 'standard' building notifications.
2. **Predefined Notification Groups** to bulk include 'standard' building notifications.
3. **+ Add New Notification** to include an ad hoc building notification.

When the 'predefined' notifications and groups are not available, then contact the Organisation Administrator who can create the reusable notifications and/or groups. Similarly, contact the Organisation Administrator to make modifications to the predefined notifications and groups.

Included notifications are automatically position between the required 'Building work' commencement and completion notifications, or when the removed default notifications have been added then position after the '*Installation of a designated building product on a designated building*', or the '*Provision of a completed supervisor's checklist relating to the installation of the designated building product*'.

The number of business days' notice will default as illustrated in the table below.

Notifications added by a Relevant Authority who is an Accredited Professional (Certifier) the business days' notice defaults to one day for both commencement and completion notification, irrespective of the development location.

Notification Type ...	Required on ...	Default business days' notice ...
Building Work	Commencement	1
Building Work	Completion	1
Statement of Compliance	Completion	1
Predefined notifications	Commencement	1 Metropolitan Adelaide 2 Outside metropolitan Adelaide
Ad hoc notifications	Commencement	1 Metropolitan Adelaide 2 Outside metropolitan Adelaide
Predefined notifications	Completion	1 Irrespective of development location
Ad hoc notifications	Completion	1 Irrespective of development location

## Predefined Notifications

1. Expand the **Predefined Notifications**.
2. Click **INCLUDE** to insert the notification/s.

### ▼ Predefined Notifications

**i** The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Foundations	Field is used to provide comments - visible internally only	Completion	INCLUDE
Foundations	Field is used to provide comments - visible internally only	Commencement	INCLUDE
Framing	Field is used to provide comments - visible internally only	Completion	INCLUDE
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	Stop work direction pursuant to Section 146(3) of the PDI Act	Commencement	INCLUDE
Swimming pool - Ground work	Include a comment regarding the notification	Completion	INCLUDE
Swimming pool - Installation	construction of the swimming pool, installation	Commencement	INCLUDE

6 items

3. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.

## Notification Title

The predefined notification title is not editable. If a modification of the 'title' is required, then contact the Organisation Administrator (if you do not hold that role) who can make the modifications.

### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

### ▼ Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

Included notifications are taken out of the predefined notifications table. When deleted (trash can icon) the notification is returned.

### ▼ Predefined Notifications

**i** The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Framing	Field is used to provide comments - visible internally only	Completion	INCLUDE
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	Stop work direction pursuant to Section 146(3) of the PDI Act	Commencement	INCLUDE
Swimming pool - Ground work	Include a comment regarding the notification	Completion	INCLUDE
Swimming pool - Installation	construction of the swimming pool, installation	Commencement	INCLUDE

Predefined Notification Group

1. Expand the **Predefined Notification Groups**.

▼ Predefined Notification Groups

The included notification groups are shown in the order of selection. Use the sort options to change the notifications order.

Swimming Pools

Framing

Shed

Foundations

+ ADD NEW NOTIFICATION

2. Expand the required **Group** showing the included notifications, then click **INCLUDE** to bulk include notifications.

▼ Predefined Notification Groups

The included notification groups are shown in the order of selection. Use the sort options to change the notifications order.

Swimming Pools

Framing

Notification	Required Stage
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	Commencement
Framing	Completion

INCLUDE

The notifications will automatically position below the previously included notifications.

3. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.
4. As required, **Delete** (trashcan icon) notifications not required or duplicated.

Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	<div></div> <div></div>
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<div></div> <div></div>
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div></div> <div></div>
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<div></div> <div></div>
Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div></div> <div></div>
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div></div> <div></div>

## Add New Notification

### 1. Click + ADD NEW NOTIFICATION.

#### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

#### Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

#### > Predefined Notifications

#### > Predefined Notification Groups

ADD NEW NOTIFICATION

### 2. Complete the notification fields as follows.

- Type **title/description** of the notification. Allows numeric and special characters.
- Choose when the **notification required** on 'Commencement' or 'Completion'.
- Number of **business days' notice** defaults to 1 within metropolitan Adelaide and 2 outside metropolitan Adelaide.

### 3. Use the Sort **Up** and **Down** arrows to change the notification order.

#### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

## Predefined notification title needs updating

The predefined notification title is not editable. If a modification of the 'title' is required, then contact the Organisation Administrator who can make the modifications (except if you are an Organisation Administrator).

1. Delete (trashcan icon) the notification to be modified.

### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

The notification is removed from the table and returned to the Predefined Notifications.

### Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

### Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

### Predefined Notifications

The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Framing	Field is used to provide comments - visible internally only	Completion	<a href="#">INCLUDE</a>
Swimming pool - Ground work	Include a comment regarding the notification	Completion	<a href="#">INCLUDE</a>
Swimming pool - Installation	construction of the swimming pool, installation	Commencement	<a href="#">INCLUDE</a>

2. **SUBMIT** to save the notifications added.

Please note that once submitted, the notifications will be ordered as below, regardless of the current displayed order

- Commencement of Building work (1 business day's notice)
- Commencement of Installation of a designated building product on a designated building (1 business day's notice)
- Commencement of Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice)
- Commencement of Manually added notifications
- Completion of Building work (1 business day's notice)
- Completion of Statement of Compliance and other documents required to be provided at the completion of building work (1 business day's notice)

[CANCEL](#)

[SUBMIT](#)

3. Return to the **Required Notifications** page and EDIT the building work notifications.

Summary Documents Fees RFIs Assessment Info Insurance **Required Notifications** Referrals Conditions and Notes Clocks Decision

< Development application 22000832

Please note that you must record whether building notifications are required for each of the below building works, and the applicable building notifications.

**Notifications for Boat Shed**

[EDIT](#)

**Are building notifications required for this building work?**  
Yes

**Required Notifications**

- Commencement of Building work (1 business day's notice)
- Commencement of Foundations (2 business days' notice)
- Completion of Foundations (1 business day's notice)
- Commencement of Framing - Stop work direction pursuant to Section 146(3) of the PDI Act (2 business days' notice)
- Commencement of External cladding prior to lining installation (2 business days' notice)
- Completion of Building work (1 business day's notice)

## 4. Expand Predefined Notifications and click INCLUDE against the modify notification, e.g. Framing Inspection.

**Required Notifications**

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

**Removed Default Notifications**

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

**Predefined Notifications**

The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Framing Inspection	Field is used to provide comments - visible internally only	Completion	<a href="#">INCLUDE</a>
Swimming pool - Ground work	Include a comment regarding the notification	Completion	<a href="#">INCLUDE</a>
Swimming pool - Installation	construction of the swimming pool, installation	Commencement	<a href="#">INCLUDE</a>

5. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.

Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	<div></div>
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<div>↓</div>
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div>↑ ↓</div>
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<div>↑ ↓</div>
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<div>↑ ↓</div>
Framing Inspection	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div>↑</div>
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div></div>

6. **SUBMIT** to save the notifications added.

Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	<div></div>
Foundations	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<div>↓</div>
Foundations	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div>↑ ↓</div>
Framing - Stop work direction pursuant to Section 146(3) of the PDI Act	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<div>↑ ↓</div>
Framing Inspection	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div>↑ ↓</div>
External cladding prior to lining installation	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	<div>↑</div>
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div></div>

Please note that once submitted, the notifications will be ordered as below, regardless of the current displayed order

- Commencement of Building work (1 business day's notice)
- Commencement of Installation of a designated building product on a designated building (1 business day's notice)
- Commencement of Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice)
- Commencement of Manually added notifications
- Completion of Building work (1 business day's notice)
- Completion of Statement of Compliance and other documents required to be provided at the completion of building work (1 business day's notice)

CANCEL

SUBMIT



## Building work council inspection requirements

The inspection requirements for building/building work **Swimming pool or swimming pool safety features** and **Farm Building or Farm Shed** is determined by the relevant authority (council or accredited professional) during the assessment of the building Consent.

During development approval, check the inspection requirements, and update as required.

### Required Notifications

Name of building stage	Notification required on	Business days notice
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1
Statement of Compliance and other documents required to be provided at the completion of building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1

#### Removed default notifications

- Installation of a designated building product on a designated building (*1 business day's notice*) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (*1 business day's notice*) [Include](#)

[ADD NOTIFICATION](#)

#### Swimming Pool or Swimming Pool Safety Features

☐ This Building Work includes a swimming pool and/or swimming pool safety features. Tick this box to ensure council inspection and Statement of Compliance requirements are met.

#### Farm Building or Farm Shed

☐ This Building Work includes a farm building or farm shed. Tick this box to ensure council inspection requirements are met.

## Statement of Compliance additional documents

### Accredited Professional granted Building consent

When the *Decision Notification Form (DNF)* or the *Statement of Compliance form* is generated, the additional documentation specified by both the building and development approval authorities are combined and shown in the above-mentioned forms.

The requested additional documentation by the building relevant authority (e.g., accredited professional) is shown, and not editable.

### Statement of Compliance additional documents

As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

No

Would council like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

☐ Yes

☐ No

- Click on **Yes** if additional documentation is identified and must be provided.
- Enter the additional certificates, reports, or other documents within the **List below any additional requirements** comments box.

**Important!**

To show the specified additional documentation within the 'Statement of Compliance' section of the DNF a comment must be entered into the **List below any additional requirements** comments box.

**Statement of Compliance additional documents**

As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

No

Would council like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

☒ Yes

☐ No

**Additional documents required \***

waste water certificate

23/4000

**Council granted Building Consent**

The requested additional documentation added during Building Consent is shown, and editable.

- Add to the additional documentation already provided (as required) or when left blank then add the certifications, reports or other documents required with the completed Statement of Compliance.

**Statement of Compliance additional documents**

As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

**Additional documents required \***

waste water certificate

23/4000

- Click on **Submit** to complete and return to the **Required Notifications** screen.

Please note that once submitted, the notifications will be ordered as below, regardless of the current displayed order

- Commencement of Building work (1 business day's notice)
- Commencement of Installation of a designated building product on a designated building (1 business day's notice)
- Commencement of Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice)
- Manually added notifications
- Completion of Building work (1 business day's notice)
- Statement of Compliance and other documents required to be provided at the completion of building work

CANCEL

SUBMIT

- On return to the **Required Notifications** screen repeat steps until each building work has a notification indicated.

## 9. Confirm Building Insurance

When an applicant has answered 'yes' to entering a domestic building works and the building works is \$12,000 and over, then the Building Indemnity Insurance details and copy of the insurance certificate is required.

1. Click on **Insurance** tab.
2. Click **Edit** as required. For more information on updating the building indemnity insurance details visit [Assess an application consent > Building Indemnity Insurance | PlanSA](#).

Summary Documents Fees Required Notifications **Insurance** Statistics Decision Clocks Related Actions

< Development application 23030066

Building or building work insurance details: BW 1

Edit

### Description

Has the applicant entered into a domestic building works contract?

Yes

Has the Building Indemnity Insurance been issued?

Yes

Name(s) of person(s) insured

Name of Insurer

Reliable Insurance & Co

Insurance Number

BLD987654

Insurance date of issue

28 Feb 2023

Limitations on the Liability of insurer

No

### Building Indemnity Insurance Documents

Document	Type	Date Created
IndemnityInsuranceDocument-2-2048640.docx	Building Indemnity Insurance	12 Jul 2023 11:51

## 10. Record Building Statistics

The capturing of building information for Australian Bureau of Statistics (ABS) reporting only applies if the development approval or staged development approval has a granted building consent, or stage building consent.

When the building statistics have not yet been updated a message “Please ensure building statistics are updated prior to Granting Development Approval.” is shown in the **Decision** and **Grant Development Approval** pages.

1.

Click on the **Statistics** tab.
2.

Click on **Update Building Statistics** to complete.

SummaryDocumentsFeesRequired NotificationsInsuranceStatisticsDecisionClocksRelated Actions

UPDATE BUILDING STATISTICS

< Development application 24002303

Help for this section

● Building statistics are yet to be updated for this Development Application. Please use the *Update Building Statistics* button to complete these.

The **Edit building statistics** page displays.

### Edit building statistics

Help for this section

BCA Classifications

Primary BCA Classification \*

--- Select One ---

Secondary BCA Classification

--- Select One ---

Other BCA Classifications

--- Select One ---

Building components

⚠ If the building consent relates to a multi-purpose building, such as a residential building with some retail components, then select based on the main/majority purpose of the building. For a full list of the classifications and descriptions, please refer to [Functional Classification of Buildings](#).

Please select one of the following classifications based on the main function/purpose relating to the building consent.

☐ Residential Buildings (ABS 1)

☐ Commercial Buildings (ABS 2)

☐ Industrial Buildings (ABS 3)

☐ Other Non-residential buildings (ABS 4)

Supplementary Information

Frame material \*

--- Select One ---

Wall material \*

--- Select One ---

Roof material \*

--- Select One ---

Structure detached (free standing) or attached to another building or structure \*

--- Select One ---

ADD ANOTHER BUILDING

CANCEL

SUBMIT

## Building Code of Australia (BCA) Classifications Statistics

3. Refer to the building consent building/building work to complete the mandatory **BCA primary classification** and optional secondary and/or other BCA classifications.

Building or Building Work: single storey dwelling

Description

Classification

10A - Open or private garage, shed etc

Is Certificate of Occupancy required?

No

1B - Boarding / Guest house with not > than 12 persons and not > than 300 square metres

Number of occupants

10

Is Certificate of Occupancy required?

No

Edit building statistics

BCA Classifications

Primary BCA Classification \*

1B - Boarding / Guest house with not > than 12 pers...

Secondary BCA Classification

--- Select One ---

Other BCA Classifications

--- Select One ---

## Building Components Statistics

Completion of the **Building Components** fields record whether building consent applies to one or more of the following categories (single or multiple selections allowed).

- Residential buildings
- Commercial buildings
- Industrial buildings
- Other Non-residential buildings

The **Building Components Statistics** section is hidden for a class 10B (fence, mast, antenna, swimming pool) building/building work, unless multiple classed building/building work and includes a class 10B then the building components statistics section is shown.

## Building Component Classification

4. Click on the applicable building **classification**, i.e. Residential, Commercial, industrial or other non-residential.

### Building components

Does this building consent apply to: \*

- ☒ Residential Buildings (ABS 1)
- ☐ Commercial Buildings (ABS 2)
- ☐ Industrial Buildings (ABS 3)
- ☐ Other Non-residential buildings (ABS 4)

## Building Component Class

5. Click on the applicable building **class**.

**i** Residential Buildings - that contain one or more dwellings, intended for the provision of long-term accommodation, such as detached houses, townhouses and apartments. This classification also includes buildings built adjacent to existing residential buildings, such as garden sheds or free standing garages.

### Residential buildings \*

- ☒ Houses (ABS 11)
- ☐ Semi-detached, row or terrace houses, townhouses (ABS 12)
- ☐ Apartments (ABS 13)
- ☐ Residential Buildings not elsewhere classified (ABS 19)

## Building Component Sub-Class

6. Click on the applicable building **sub-class**.

### Houses (ABS 11) \*

- ☒ Separate House (ABS 111)
- ☐ Kit House (ABS 112)
- ☐ Transportable or relocatable house (ABS 113)
- ☐ Detached secondary dwelling (ABS 114)

## Dwellings

**Number of new dwellings to be created on the site \***

**Number of demolished dwellings \***

**Number of pre-existing dwellings on the site \***

- ☐ Check this box if any dwellings are being relocated from or to this site

## Dwelling Statistics

The **Dwellings** statistics only shows when a building/building work or works contains classes 1A, 1B, 2, 3 or 4.

### Separate House, Kit House and Detached secondary dwelling

#### Houses (ABS 11) \*

- ☒ Separate House (ABS 111)  
☐ Kit House (ABS 112)  
☐ Transportable or relocatable house (ABS 113)  
☐ Detached secondary dwelling (ABS 114)

#### Dwellings

Number of new dwellings to be created on the site \*

2

Number of demolished dwellings \*

1

Number of pre-existing dwellings on the site \*

1

☒ Check this box if any dwellings are being relocated from or to this site

Number of dwellings relocated to this site \*

1

Number of dwellings relocated off this site \*

0

7. Complete the mandatory dwelling statistics fields:
- Number of new dwellings to be created on the site
  - Number of demolished dwellings
  - Number of pre-existing dwellings on the site

8. When applicable flag the checkbox - **if any dwellings are being relocated from or to this site.**

The following mandatory fields are shown for completion.

- Number of dwellings relocated to this site
- Number of dwellings relocated off this site

### Transportable or relocatable house

#### Houses (ABS 11) \*

- ☐ Separate House (ABS 111)  
☐ Kit House (ABS 112)  
☒ Transportable or relocatable house (ABS 113)  
☐ Detached secondary dwelling (ABS 114)

#### Dwellings

Number of dwellings relocated to this site \*

1

Number of dwellings relocated off this site \*

0

☒ Check this box if any dwellings are being created aside from those listed above

Number of new dwellings to be created on the site \*

1

Number of demolished dwellings \*

1

Number of pre-existing dwellings on the site \*

1

9. Complete the mandatory dwelling statistics fields:
- Number of dwellings relocated to this site
  - Number of dwellings relocated off this site, and
10. When applicable flag the checkbox – **if any dwellings are being created aside from those listed above.**

When applicable the following additional fields are shown for completion.

- Number of new dwellings to be created on the site
- Number of demolished dwellings
- Number of pre-existing dwellings on the site



**Classification is commercial buildings, industrial buildings or other non-residential buildings**

The **Dwellings** question shows when a building/building work or works contains classes 1A, 1B, 2, 3 or 4 within another class 5 - 9

Please select one of the following classifications based on the main function/purpose relating to the building consent. \*

- ☐ Residential Buildings (ABS 1)
- ☒ Commercial Buildings (ABS 2)
- ☐ Industrial Buildings (ABS 3)
- ☐ Other Non-residential buildings (ABS 4)

**i** Commercial Buildings – that are primarily occupied with or engaged in commercial trade, such as retail, office and transport activities.

**Commercial buildings \***

- ☐ Retail and wholesale trade buildings (ABS 21)
- ☒ Transport Buildings (ABS 22)
- ☐ Offices (ABS 23)
- ☐ Commercial Buildings not elsewhere classified (ABS 29)

**Transport Buildings (ABS 22) \***

- ☒ Passenger transport buildings (ABS 221)
- ☐ Non-passenger transport buildings (ABS 222)
- ☐ Commercial Carparks (ABS 223)
- ☐ Transport buildings not elsewhere classified (ABS 224)

**Dwellings**

Does this building consent involve any residential dwellings, for example caretakers residence alongside a factory or a multi-purpose building with a residential component?

- ☐ Yes ☒ No

11. Leave default of 'No' to question **Does this building consent involve any residential dwellings, for example caretakers' residence alongside a factory or multi-purpose building with a residential component?**

Change to 'Yes' if a residential dwelling forms part of the proposed multi-purpose development.

The following mandatory fields are shown for completion.

- a. Number of new dwellings to be created on the site
- b. Number of demolished dwellings
- c. Number of pre-existing dwellings on the site
- d. Number of dwellings relocated to this site
- e. Number of dwellings relocated off this site

**Supplementary Information**

The **Supplementary Information** section is hidden for a class 10B (fence, mast, antenna, swimming pool) building/building work, unless multiple classed building/building work and includes a class 10B then the supplementary information is shown.

12. Complete the **Supplementary Information** fields making selections from the field dropdowns.



13. Click on **Add another building** to provide 'Supplementary Information' for more than one building / building work.

### Building components

**⚠** If the building consent relates to a multi-purpose building, such as a residential building with some retail components, then select based on the main/majority purpose of the building. For a full list of the classifications and descriptions, please refer to [Functional Classification of Buildings](#).

Please select one of the following classifications based on the main function/purpose relating to the building consent. \*

- ☒ Residential Buildings (ABS 1)  
☐ Commercial Buildings (ABS 2)  
☐ Industrial Buildings (ABS 3)  
☐ Other Non-residential buildings (ABS 4)

### Supplementary Information

Frame material \*

Steel

Wall material \*

Weatherboard

Roof material \*

Tiles

Structure detached (free standing) or attached to another building or structure \*

Detached

**ADD ANOTHER BUILDING**

14. Click **SUBMIT** to save and complete.

The Statistics page shows with selections and option to UPDATE BUILDING STATISTICS.

SummaryDocumentsFeesRequired NotificationsInsuranceStatisticsDecisionClocksRelated Actions

UPDATE BUILDING STATISTICS

< Development application 24030803

**BCA Classifications**

**Primary BCA Classification**  
1A - Detached house/ Fire separated attached dwelling

**Secondary BCA Classification**

**Other BCA Classifications**

**Building components**

**⚠** If the building consent relates to a multi-purpose building, such as a residential building with some retail components, then select based on the main/majority purpose of the building. For a full list of the classifications and descriptions, please refer to [Functional Classification of Buildings](#).

Please select one of the following classifications based on the main function/purpose relating to the building consent.

Residential Buildings (ABS 1)

**Residential Buildings**  
Separate House (ABS 111)

**Dwellings**

Number of new dwellings to be created on the site\*  
1

Number of demolished dwellings\*  
1

Number of pre-existing dwellings on the site\*  
1

☐ Check this box if any dwellings are being relocated from or to this site

**Supplementary Information**

**Building 1**

**Frame material**  
Steel

**Wall material**  
Weatherboard

**Roof material**  
Tiles

**Structure detached (free standing) or attached to another building or structure**  
Detached

**Building 2**

**Frame material**  
Steel

**Wall material**  
Stone

**Roof material**  
Tiles

**Structure detached (free standing) or attached to another building or structure**  
Attached

## 11. Upload Stamped Plans

Download the stamped plans and open in your marking up tool or PDF reader to stamp, and then upload into the Development Approval Documents prior to granting approval.

1. Click on **Documents** tab to view.
2. Click on 'Planning' and 'Building Consent' filters within the **Where was the document uploaded?**
3. Click on 'Decision Documents' filter to show the stamped plans within **Additional document filters**.
4. Click on the **file name** to download.

The screenshot shows the 'Documents' tab in the PlanSA system. The 'Where was the document uploaded?' filter has 'Application', 'Planning Consent', 'Building Consent', and 'Development Approval' selected. The 'Additional document filters' section has 'Decision Documents' selected. The 'Other' section has 'Superseded' unchecked. The table below lists documents:

	Document	Type	Date Created	Superseded	Visible to Applicant
<input type="checkbox"/>	* building insurance.pdf	Stamped Plans	18 Jan 2022 8:16		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Plans-80367-80749.docx	Decision Notification Form	15 Jul 2021 9:05		<input checked="" type="checkbox"/>

5. Click on the stamped plan(s) to view in a new tab.

**For more information** on 'ow to download and open multiple documents at once visit [Request, Upload and Generated Documents > Document Management | PlanSA](#).

StampedSitePlan-....pdf ^

## Upload stamped plans

1. Return to the **Documents** screen and click on **Upload Documents**.

The screenshot shows the 'Documents' screen with a navigation bar at the top containing: Summary, Documents (active), Fees, Required Notifications, Insurance, Statistics, Decision, Clocks, Inconsistencies, and Related Actions. On the right side, there is a button labeled 'UPLOAD DOCUMENTS' which is circled in red. Below the navigation bar, there are several filter sections: 'Document search' with input fields for 'Search by Name', 'Search by Category', and 'Search by Type'; 'Where was the document uploaded?' with checkboxes for Application, Planning Consent, Building Consent, and Development Approval; 'Additional document filters' with checkboxes for Decision Documents, P&D Code Rules, Snapshots, Invoices, System Generated Emails, and Superseded; and 'Other' with a checkbox for Superseded. At the bottom, there is a table with columns: Document, Type, Date Created, Superseded, Visible to Applicant, and Edit.

2. Click on **Upload** to locate the stamped plans.
3. Drag-and-drop the file into the **Drop files here** field.

The screenshot shows the 'Upload Documents' screen. On the left, there is a 'Document' section with an 'UPLOAD' button and a 'Drop files here' area. Below it, there is a 'Note: You may select multiple documents to upload simultaneously.' and an 'Other Documents' section with a 'CANCEL' button. On the right, a file explorer window is open, showing the 'Downloads' folder. A file named 'StampedSitePlan-21210' is selected, and the 'Open' button is highlighted.

4. Categorise the uploaded plans as follows:
  - **Document Category** = Plans
  - **Document Type** = Stamped Plans – Dev Approval
5. Click on **Save Changes** to complete the upload.

### Stamped Plans – Dev Approval Visibility

The Stamped Plans – Dev Approval are marked 'Internal to Organisation' (i.e. applicant cannot view) until a decision is made or endorsed and the Decision Notification Form is generated and available from the application documents store.

#### Upload Documents

The screenshot shows the 'Upload Documents' screen after a document has been uploaded. The document is listed as 'Plans1-95561 (1)' with a size of 'PDF - 532 KB'. The 'Document Category' is set to 'Plans' and the 'Document Type' is set to 'Stamped Plans - Dev Approval'. The 'Visible to Applicant' status is marked with a red 'X' and a blue 'X' icon. Below the document list, there is a 'Note: You may select multiple documents to upload simultaneously.' and an 'Information' box stating: 'The Plans - 'Stamped Plans Dev Approval' will be marked as 'Internal to Organisation' until a decision is made/endorsed.' At the bottom, there is a 'CANCEL' button and a 'SAVE CHANGES' button.

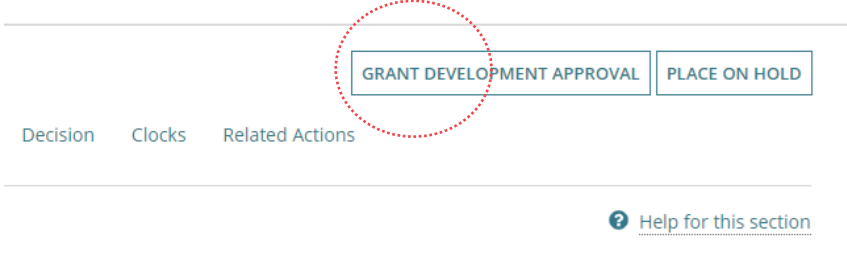
## 12. Issue Development Approval

On granting Development Approval, the following documentation is generated and distributed to all relevant parties.

- Decision Notification Form (DNF)
- Email delivered to relevant parties advising the approval
- Email delivered to the applicant, and contacts advising approval

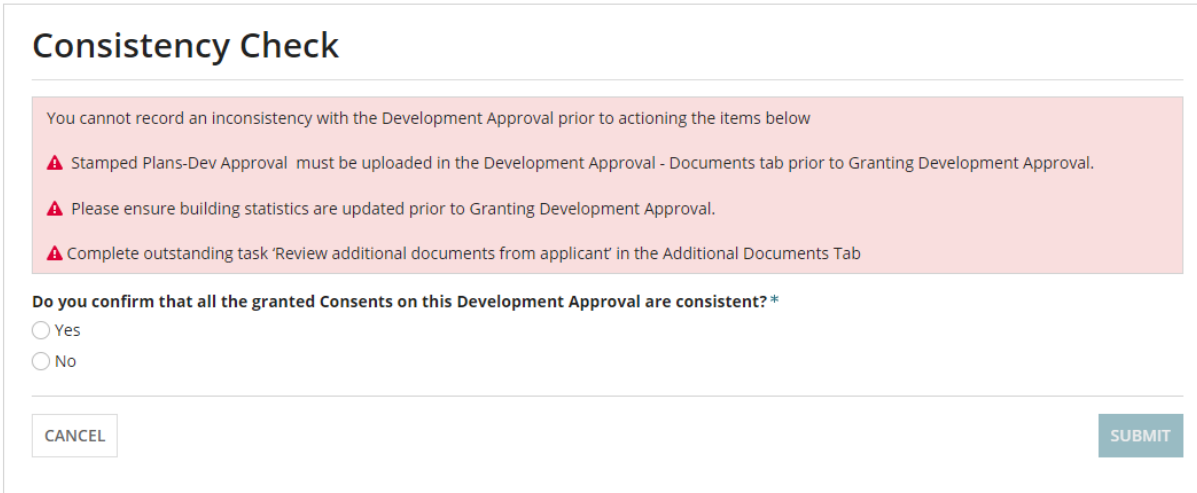
When an 'on-screen message' advises a 'post' method of communications, go to the **Documents** store to print the Decision Notification Form (DNF) and provide to the applicable contacts.

1. Click on **Summary** tab and **Grant Development Approval**.



The screenshot shows a web interface with a navigation bar at the top containing 'Decision', 'Clocks', and 'Related Actions'. Below this, there are two buttons: 'GRANT DEVELOPMENT APPROVAL' and 'PLACE ON HOLD'. The 'GRANT DEVELOPMENT APPROVAL' button is circled with a red dotted line. At the bottom right, there is a link that says '? Help for this section'.

The ability to record an inconsistency is disabled until all **outstanding items** (see image) are actioned. **For more information** on how to close the review additional documents task visit [Request, upload and generate documents > Upload additional documentation during development assessment and approval | PlanSA](#) to



The screenshot shows a 'Consistency Check' dialog box. It contains a message: 'You cannot record an inconsistency with the Development Approval prior to actioning the items below'. Below this message are three items listed with red triangle icons: 'Stamped Plans-Dev Approval must be uploaded in the Development Approval - Documents tab prior to Granting Development Approval.', 'Please ensure building statistics are updated prior to Granting Development Approval.', and 'Complete outstanding task 'Review additional documents from applicant' in the Additional Documents Tab'. Below the list is a question: 'Do you confirm that all the granted Consents on this Development Approval are consistent? \*'. There are two radio buttons: 'Yes' and 'No'. At the bottom left is a 'CANCEL' button and at the bottom right is a 'SUBMIT' button.

2. Click on **Yes** to confirm all development approvals are consistent.
3. Provide an internal **Note** as required. Maximum of 1000 characters.

An example of when to use, is when the consistency check has identified 'minor' inconsistencies but does not warrant a consistency check.

4. Leave the **Substantial Commencement Date** default of 12 months from today's date.
5. Leave the **Substantial Completion Date** default of 24 months from today's date.

### Stamped Plans – Dev Approval Visibility

On generating the development approval, the 'internal to organisation' is automatically removed from the Stamped Plans – Dev Approval allowing the applicant and associated parties to view from the application document store.

## Consistency Check

Do you confirm that all the granted Consents on this Development Approval are consistent? \*

☒ Yes

☐ No

 Development Approval will be marked as consistent upon form submission.

Notes


0/1000

**Substantial Commencement Date \***

23/10/2026 

**Substantial Completion Date \***

23/10/2027 

 **Information:** The 'internal to Organisation' is automatically removed from the stamped plans - dev approval on generating the development approval, allowing the applicant and associated parties to view from the application document store.

[Preview DNF \(opens in a new tab\)](#)

CANCEL

GENERATE DEVELOPMENT APPROVAL

6. Review the Decision Notification Form (DNF) and then return to the application to make updates or continue with the decision.
7. Click on **Generate Development Approval** within the **Consistency Check** screen.

The **Decision** page is shown with the Substantial Commencement Date, expand to view the decision and notes (when provided).

Summary Documents Fees Required Notifications Statistics **Decision** Clocks Related Actions

< Development application 22001393

Substantial Commencement Date : 16 Jan 2025

History

Decision	Decision Maker	Reason	Notes	Decision Date	Substantial Commencement Date	Substantial Completion Date
Granted	EPN testfour		There are small inconsistencies between the planning documents and the building documents	16 Jan 2023	16 Jan 2025	16 Jan 2026

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



**Government of South Australia**  
Department for Housing  
and Urban Development