

## Ways to lodge your application for approval

**In the new planning system, you can lodge a development application online or offline.**

### What you'll need to lodge

#### Forms

All development applications should be lodged using the following forms completed and signed:

- Development Application Form
- Electricity Infrastructure Declaration
- Native Vegetation Declaration (if applicable)

If you are lodging through the PlanSA lodgement system, these forms are built-in to the process and you do not need to download and complete these forms elsewhere.

If you are lodging by email, post or in person, you will need to download and print these forms from PlanSA and complete them as an attachment to your application. All forms are available from [plan.sa.gov.au/resources/forms](http://plan.sa.gov.au/resources/forms).

#### Plans and documentation

Most development applications require a baseline of plans and documentation to be provided, including:

- Short development description
- Site plan
- Floor plan
- Elevations
- Colour sample schedule

Depending on what you are proposing, additional documentation may be required.

Refer to the [Development Application Checklist](#) to see what documentation you may need to prepare and complete as part of your lodgement.

### Fees! No fees are required at lodgement

A key change in the new planning system is that fees are not required at the time of lodgement.

As part of the new “verification” process, payable fees are determined and invoiced by the Relevant Authority\* within five business days after an application has been lodged.

Once you receive your invoice and pay all fees, your application formally enters the development assessment process.

*\*Relevant Authority - The organisation or individual who will be responsible for assessing the development application. This could be the assessment manager from council, an independent accredited professional, State Planning Commission or relevant panel.*

## Ways to lodge your application

There are several ways you can lodge an application in the new planning system:

### Via PlanSA's online lodgement system

The new planning system facilitates online lodgement for development applications.

By submitting a digital form, applications can be lodged into the PlanSA system in just ten minutes. For applications lodged online, there is no need to print and complete any forms as these are built into the system.

To use the PlanSA lodgement system, you will need to first register for an online account: [plan.sa.gov.au/development\\_applications/lodge\\_an\\_application/create\\_an\\_online\\_account](http://plan.sa.gov.au/development_applications/lodge_an_application/create_an_online_account)

If you already have an account, you can lodge your development application online: [plan.sa.gov.au/development\\_applications/lodge\\_an\\_application/lodge\\_online](http://plan.sa.gov.au/development_applications/lodge_an_application/lodge_online)

You may wish to engage an independent accredited professional to lodge an application on your behalf or seek assistance from your local council.

### Via the relevant authority

You are still able to lodge your development application with the Relevant Authority. The Relevant Authority is entitled to charge an additional \$80 processing fee for applications lodged on your behalf.

If you are lodging via the relevant authority, make sure you include a copy of all completed and signed statutory forms.

### Further information

For more detailed guidance on how to submit an application download the [Guide to submitting a development application](#) from PlanSA.

### Need more help?

To find out more visit [www.plan.sa.gov.au](http://www.plan.sa.gov.au), email [PlanSA@sa.gov.au](mailto:PlanSA@sa.gov.au) or call the PlanSA Service Desk on 1800 752 664.