

Guide for Relevant Authorities

Development Assessment

# Verify a Planning and Land Division Consent

Version 3.18



**Government of South Australia**

Department for Housing  
and Urban Development

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## Review the Development Application Details

The applicant’s development application is available from the **For Your Action** table, with an action of ‘Awaiting Verification’ or ‘Assessment in progress’ and five business days to complete the verification process. Noting, the number of days displayed may be less than five (i.e. four or three) on commencement of verification.

An email notification is sent to the organisation’s group mailbox advising a development application has been submitted and includes the ID number.

1. Remove the **Assigned to me only** flag within the **For Your Action** table to show all development applications.
2. Click on the application record (not the **ID** number) with the action ‘Start verification (planning consent)’ to view more details.
3. Click on **Planning Consent** to commence verification.

FOR YOUR ACTION (188) ASSESSMENT IN PROGRESS (113) WAITING (44) UPCOMING (45) COMPLETED (242) BUILDING NOTIFICATIONS (58) RECTIFICATION NOTIFICATIONS (2)

**For your action**

Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
25026435	A One	5 ANDERSON CT NEWTON SA 5074	Single storey dwelling, carport and swimming pool		Start Verification (Planning Consent)	—	🕒 3

⏪ < 1 - 10 of 188 > ⏩

STATUS DETAIL CONTACTS SUMMARY

### Application 25026435

This application currently requires 1 action

Start Verification 🕒 3

**Planning consent** Pending verification

Verification

## Preview development application

4. Click on application ID to view the development application summary.

FOR YOUR ACTION (188) ASSESSMENT IN PROGRESS (113) WAITING (44) UPCOMING (45) COMPLETED (242) BUILDING NOTIFICATIONS (58) RECTIFICATION NOTIFICATIONS (2)

**For your action**

Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
25026435	A One	5 ANDERSON CT NEWTON SA 5074	Single storey dwelling, carport and swimming pool		Start Verification (Planning Consent)	—	🕒 3

The Development Application – Summary displays.

Development application - 25026435: Anderson Ct Newton SA 5074

UPLOAD ADDITIONAL DOCUMENT...

- Summary
- Documents
- Event History
- Sharing access
- Inspection
- Operative Dates
- 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

This application currently requires 1 action

Start Verification 🕒 3

**Application Status:** Submitted  
**Fees Outstanding:** No  
**Development Location(s)** [edit](#)  
 ANDERSON CT NEWTON SA 5074  
**Title Ref:** CT 5375/830 **Plan Parcel:** D27638 AL23  
**Additional Location Information:**  
**Council:** Campbelltown City Council

**Nature of development** [edit](#)  
 Single storey dwelling, carport and swimming pool

- Elements selected** [edit](#)
- New housing
  - Carport or garage
    - Carport
  - Swimming pool or spa pool and associated swimming pool safety features

- > Submission details and Consent details
- > Planning information
- > Zoning information
- > Applicant's view

Submission details and Consent Details

The Submission and Consent details show applicant provided information as part of their development application submission and includes ability to edit details prior to verification.

Development Details

Editing development details is used to update the 'Current Use' and 'Proposed Use'.

▼ Submission details and Consent details

Development Details [edit](#)

Current Use	Residential
Proposed Use	Residential
Development cost (excluding fit out)	<b>Total Development Cost (excluding fit-out costs)</b> \$ 850,000
Proposed development details	Single storey dwelling, carport and swimming pool

**Consent assessment order**

Editing the consent assessment order is used to remove a consent or change the assessment order. It is important to note, that a removed consent cannot be re-added.

More information on changing the assessment order can be found in [how to change the consent assessment order for a development application | PlanSA](#).

Proposed development details	Single storey dwelling, carport and swimming pool
------------------------------	---

**Consent assessment order:** [edit](#)

- 1. Planning
- 2. Building

**Consent details**

<b>Preliminary Agreement</b>
------------------------------

**Submissions for application 25026435**

[Back to Application](#)

**Submission 1**

- 1. Planning Consent
- 2. Building Consent

[Remove consents from submission](#)

[Change assessment order](#)

**Consent details**

Shows the more information provided for consent approvals, includes Preliminary Agreement details (as applicable), Public notification sign on land and who nominated to erect the sign, Construction Industry Training Fund (CITF) paid or not paid details and Builder details.

Updates to the following will occurring during the consent verification and/or assessment processes for:

- Public Notification Sign on Land, and
- Construction Industry Training Fund (CITF)

**Consent details**

<p><b>Preliminary Agreement</b></p> <p>Do you have an agreement with a State Government agency related to your application? (Preliminary Agreement)</p> <p>Who is the Preliminary Agreement with?</p>	<p><b>Yes</b></p> <p><b>Commissioner of Highways; Environment Protection Authority</b></p>
<p><b>Public Notification Sign on Land</b></p> <p>Should your application require public notification, who will be responsible for erecting the sign on the land?</p>	<p><b>Relevant Authority</b></p>
<p><b>Construction Industry Training Fund (CITF)</b></p> <p>Has the Construction Industry Training Fund Levy (CITF) been paid?</p> <p>Provide a reason why the CITF has not been paid</p>	<p><b>No</b></p>
<p><b>Builder details</b></p> <p>Who is the builder or contractor engaged for the proposed development?</p>	<p><b>Big-Bigger-Best Builders BLD 5667, Mr Forever Building BLD 4585</b></p>

## Planning Information

Shows the ‘element information’ supplied during application submission and /or updated during planning and land division consent assessment, includes the ability to edit the Element Details.

### Element information available is:

- Regulated and Significant Trees
- The Urban Tree Canopy Overlay applies to this application (as applicable)
- Housing Numbers (as applicable)
- Land Division
- Swimming Pool
- New House
- Septic/Sewer information submitted by applicant
- Certificate of Title information submitted by applicant

### Element details edit

**Regulated and Significant Trees**

Does the application include any works that will result in No damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s)?

[Significant and regulated trees | PlanSA](#)

**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:

**Housing Numbers**

**Affordable housing overlay applies to this application**

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

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

Land Division	
Details	Value
<b>Application Type</b>	Conventional (Torrens title)
<b>Number of existing allotments</b>	1
<b>Number of proposed allotments (excluding road and reserve)</b>	2
<b>Proposed reserve area (m<sup>2</sup>)</b>	0
<b>Area of land to be divided (m<sup>2</sup>)</b>	888
<b>No of additional allotment(s) created within the Environment and Food Production Areas overlay</b>	

**Swimming Pool**

What is the distance from the pump to the boundary of the property (to the nearest full metre please)? (Not provided by applicant)  
 Is the pump housed with a sound proof barrier? No

**New House**

Is there a brush fence within 3m of the proposed house? No  
 Are you proposing to add or modify a driveway? (Not provided by applicant)

**Septic/Sewer information submitted by applicant**

Does this development require a new septic system or amendment to an existing septic system? i.e. septic tank and / or wastewater disposal area? (Not provided by applicant)

**Certificate of Title information submitted by applicant**

Does the Certificate of Title (CT) have one or more constraints registered over the property? (Not provided by applicant)

## Zoning Information

Displays the location or locations Zones and Overlays.

### ▼ Zoning information

**Zones**

- General Neighbourhood

**Overlays**

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Affordable Housing
- Hazards (Flooding - Evidence Required)
- Prescribed Wells Area
- Regulated and Significant Tree
- Stormwater Management
- Traffic Generating Development
- Urban Tree Canopy

## Applicant's View

Displays the status detail shown to the applicant matches their view from the **Development Application Summary** tab and Actions Required, e.g. Apply for next consent or make a payment.

### ▼ Applicant's view

**Actions required**

[Apply for next consent](#)

**Status detail**

<b>Planning consent</b>	Assessment in progress	▼
Verification	Checking submission	
<b>Land Division consent</b>	Pending your action	
<b>Development approval</b>	Pending approval of all consents	
<b>Development application</b>	Pending approval of all consents	
<b>Land Division Certificate</b>		

## Check and update the development location address (as required)

The first consent to be assessed confirm the development location(s) are correct as the location cannot be changed once the first consent is verified.

### When can I update the development Location?

The development location can be updated up until the consent is verified. Once the consent is lodged the development location is set.

1. Click on **Development application** link to show the application Summary tab.
2. Click edit against the Development Location(s).

The screenshot shows the 'Summary' tab of an application. On the left is a map of Campbelltown with a red rectangle highlighting a location on Montacute Rd. On the right, the application details are listed:

- This application currently requires 1 action
- Start Verification
- Application Status: Submitted
- Fees Outstanding: No
- Development Location(s) [edit](#)
- 1 MONTACUTE RD CAMPBELLTOWN SA 5074
- Title Ref: CT 5848/821 Plan Parcel: D56950 AL2
- Additional Location Information:
- Council: Campbelltown City Council

The **Edit Locations** page shows.

3. Click  **trash can** icon or **RESET LOCATIONS** button to remove the location address (as required) and then add a new location.

### Edit Locations

The 'Edit Locations' page includes an information banner, a search type selector, an address search field, a location details table, a 'RESET LOCATIONS' button, and a map.

**Select a location search type**

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

Address Search:

**Location details**

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	0/100	CAMPBELLTOWN CITY COUNCIL

[RESET LOCATIONS](#)

**Zones**

- Urban Corridor (Business)

**Overlays**

## Add a new/additional location

### Perform an 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.

1. Type in the **Address Search** the address of the development.
2. Select the matching address.

### Edit Locations

**i** A development application requires the locations of the proposed development. Once the locations are selected the ability to provide additional location information is available and can be used to provide a tenancy number, for example.

#### Select a location search type

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

#### Address Search

3 montacut
3 MONTACUTE DRIVE, OAKDEN
3 MONTACUTE ROAD, CAMPBELLTOWN
3 MONTACUTE STREET, ELIZABETH DOWNS

The **Location details** show the selected location, the property location image updates to show both locations and the Zones, Overlays and TNVs are updated.

3. Click on **SUBMIT** to save location changes.

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	3 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5711/774	D3028 AL19	1714282008	0/100	CAMPBELLTOWN CITY COUNCIL	
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	0/100	CAMPBELLTOWN CITY COUNCIL	

RESET LOCATIONS



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

#### Zones

- General Neighbourhood
- Urban Corridor (Business)

#### Overlays

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Advertising Near Signalised Intersections
- Affordable Housing
- Future Road Widening
- Hazards (Flooding - Evidence Required)
- Prescribed Wells Area
- Regulated and Significant Tree
- Stormwater Management
- Traffic Generating Development
- Urban Transport Routes
- Urban Tree Canopy
- Noise and Air Emissions

#### Technical Numeric Variations (TNVs)

- Maximum Building Height (Metres) (Maximum building height is 16.5m)
- Minimum Building Height (Levels) (Minimum building height is 2 levels)
- Maximum Building Height (Levels) (Maximum building height is 4 levels)
- Minimum Primary Street Setback (Minimum primary street setback is 2m)
- Interface Height (Development should be constructed within a building envelope provided by a 30 or 45 degree plane, depending on orientation, measured 3m above natural ground at the boundary of an allotment)

CANCEL

SUBMIT

## Perform a title reference search

For applications submitted on a 'parent' location and now 'child' locations are available, then refer to [Submit a development application on a newly created allotment | PlanSA](#) for instructions on completion missing location and suburb information.

1. Click on **TITLE** search type.
2. Click on **Prefix Type** field drop-down to make selection, e.g. CT-Certificate of Title.
3. Type the **Volume** number and **Folio** number.
4. Click on **SEARCH** to return a location match.

Select a location search type

ADDRESS	<b>TITLE</b>	PLAN PARCEL	VALUATION	MAP
---------	--------------	-------------	-----------	-----

Title Search

Prefix Type

Volume

Folio

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	0/100	CAMPBELLTOWN CITY COUNCIL		

The **Location details** show the selected location, the property location image updates to show both locations and the Zones, Overlays and TNVs are updated.

Select a location search type

ADDRESS	<b>TITLE</b>	PLAN PARCEL	VALUATION	MAP
---------	--------------	-------------	-----------	-----

Title Search

Prefix Type

Volume

Folio

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	3 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5711/774	D3028 AL19	1714282008	0/100	CAMPBELLTOWN CITY COUNCIL		
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	0/100	CAMPBELLTOWN CITY COUNCIL		

5. Click on **SUBMIT** to save location changes.

### Perform a plan parcel search

1. Click on **PLAN PARCEL** search type.
2. Click on **Plan Type** field drop-down to make selection, e.g. D – Deposited Plan.
3. Type the **Plan Number**, e.g. 3028.
4. Click on **Parcel Type** field drop-down to make selection, e.g. Allotment.
5. Type the **Parcel Number**, e.g. 19.
6. Click on **SEARCH** to return a location match.

Select a location search type

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

Plan Parcel Search

Plan Type D - Deposited Plan

Plan Number 3028

Parcel Type Allotment

Parcel Number 19

CLEAR SEARCH SEARCH

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	<input type="text" value="0/100"/>	CAMPBELLTOWN CITY COUNCIL	

The **Location details** show the selected location, the property location image updates to show both locations and the Zones, Overlays and TNVs are updated.

Select a location search type

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

Plan Parcel Search

Plan Type --- Select One ---

Plan Number

Parcel Type --- Select One ---

Parcel Number

CLEAR SEARCH SEARCH

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	3 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5711/774	D3028 AL19	1714282008	<input type="text" value="0/100"/>	CAMPBELLTOWN CITY COUNCIL	
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	<input type="text" value="0/100"/>	CAMPBELLTOWN CITY COUNCIL	

7. Click on **SUBMIT** to save location changes.

### Perform a valuation number search

1. Click on **VALUATION** search type.
2. Type the **valuation number**, e.g. 1714282008.
3. To enable the **SEARCH** button click mouse on the page and then click on the button to return a location match.

Select a location search type

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

Valuation Search

1714282008	10/10	CLEAR SEARCH	SEARCH
------------	-------	--------------	--------

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	0/100	CAMPBELLTOWN CITY COUNCIL	

The **Location details** show the selected location, the property location image updates to show both locations and the Zones, Overlays and TNVs are updated.

Select a location search type

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

Valuation Search

Type the valuation number	0/10	CLEAR SEARCH	SEARCH
---------------------------	------	--------------	--------

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	3 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5711/774	D3028 AL19	1714282008	0/100	CAMPBELLTOWN CITY COUNCIL	
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	0/100	CAMPBELLTOWN CITY COUNCIL	

4. Click **SUBMIT** to save location changes.

## Perform a map search

1. Click on **MAP** search type.

Select a location search type

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

Map Search



Cannot find the council land or water development location? >

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	3 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5711/774	D3028 AL19	1714282008	0/100	CAMPBELLTOWN CITY COUNCIL	

2. Zoom into the map to find the location using the Zoom buttons or use the **Search for address or suburb**.

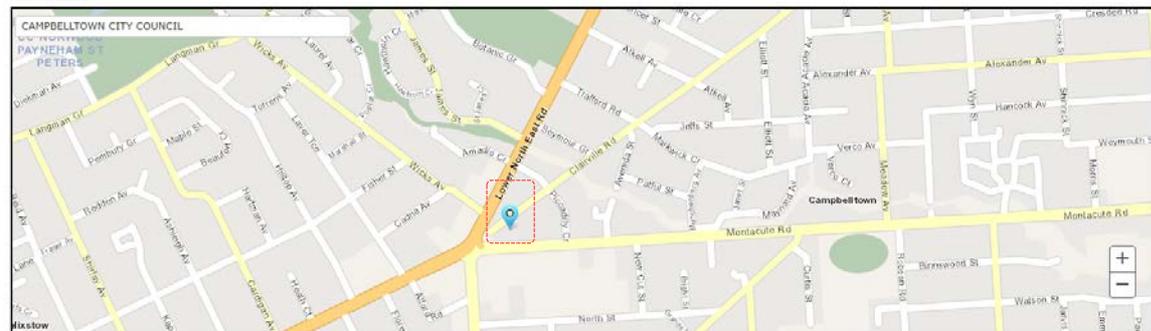
3. Left click the mouse to 'drop a pin' on the property location

The **Location details** show the selected location, the property location image updates to show both locations and the Zones, Overlays and TNVs are updated.

Select a location search type

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

Map Search



Cannot find the council land or water development location? >

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	3 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5711/774	D3028 AL19	1714282008	0/100	CAMPBELLTOWN CITY COUNCIL	
<input checked="" type="checkbox"/>	1 MONTACUTE RD CAMPBELLTOWN SA 5074	CT 5848/821	D56950 AL2	1714278201	0/100	CAMPBELLTOWN CITY COUNCIL	

4. Click **SUBMIT** to save location changes.

The **Development Application Summary** page shows with the updated development locations.

### Development application - 25001386: 1 Montacute Rd Campbelltown SA 5074 + 1 more location(s)

[UPLOAD ADDITIONAL DOCUMENT...](#)

[Summary](#) [Documents](#) [Event History](#) [Sharing access](#) [Inspection](#) [Operative Dates](#) [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

This application currently requires 1 action

Start Verification

1

**Application Status:** Submitted

**Fees Outstanding:** No

**Development Location(s)** [edit](#)

1 MONTACUTE RD CAMPBELLTOWN SA 5074

**Title Ref:** CT 5848/821 **Plan Parcel:** D56950 AL2

**Additional Location Information:**

**Council:** Campbelltown City Council

3 MONTACUTE RD CAMPBELLTOWN SA 5074

**Title Ref:** CT 5711/774 **Plan Parcel:** D3028 AL19

**Additional Location Information:**

**Council:** Campbelltown City Council

### Cannot find the council land or water development location?

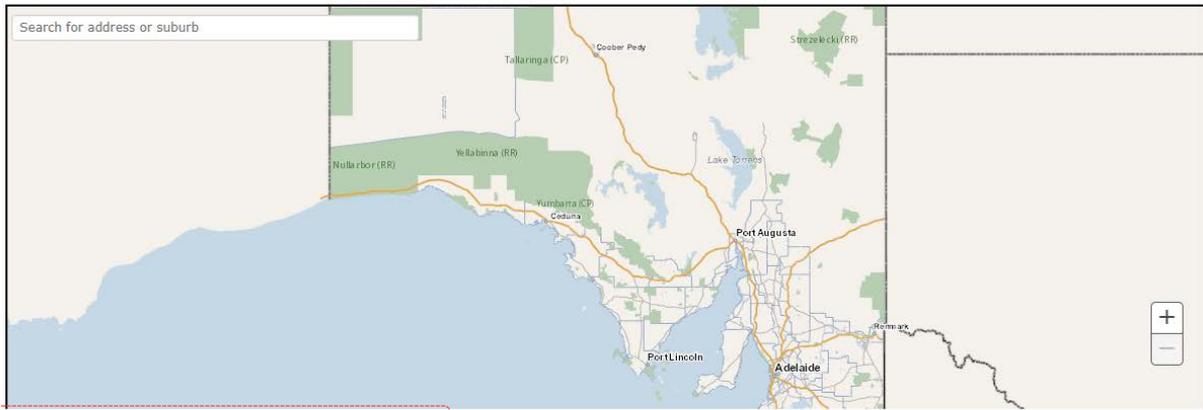
When the location of the development is on council land (e.g. street sign or tree) or over/on water development (e.g. jetty, pontoon) then a location description or GPS coordinates can be used and the suburb to locate the applicable council who will receive and assess the submitted development application.

1. Click on **MAP** search type.
2. Click on accordion **Cannot find the council land or water development location?** to expand and view the location fields.

Select a location search type

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

Map Search



Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	12 36 46				somewhere in a park 19/100	CAMPBELLTOWN CITY COUNCIL	

The location fields for council land or water development location are shown.

**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 \***

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**

Type the Lot/Tenancy number or local landmark details

**Suburb \***

Type the name of the suburb

**Complete the following fields to add a new on land location**

3. Complete the fields as follows.

- Click 'No' to **Over / on water development**.
- Enter the **Location** details or **GPS Coordinates**.
- Enter **Additional Location Information**, as needed.
- Type the name of the **Suburb** and then select match.
- The **Local Government Area (Council) / Authority** will default.

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

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 \***

Road verge GPS Coordinate Lat : and Long: 41/100

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**

170 metres south of intersection 32/100

Type the Lot/Tenancy number or local landmark details

**Suburb \***

CAMPBELLTOWN ✕

Type the name of the suburb

**Local Government Area (council) / Authority \***

City of Campbelltown

**ADD LOCATION**

**Location details**

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	12 36 46				somewhere in a park <span>19/100</span>	CAMPBELLTOWN CITY COUNCIL		

4. Click on **ADD LOCATION**.

5. **Repeat steps** if more than one location.

6. Remove the replaced location by click on  trash can icon.

Select a location search type

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

Address Search

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	Road verge GPS Coordinate Lat : and Long:				170 metres south of intersection 32/100	City of Campbelltown		
<input checked="" type="checkbox"/>	12 36 46				somewhere in a park 19/100	CAMPBELLTOWN CITY COUNCIL		




7. Click on **SUBMIT** to save location changes.

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	Road verge GPS Coordinate Lat : and Long:				170 metres south of intersection 32/100	City of Campbelltown		




The **Development Application Summary** page shows with the updated development locations.

### Development application - 23001525



Application Status: Submitted

Fees Outstanding: No

Development Location(s) [edit](#)

Road verge GPS Coordinate Lat : and Long:

Title Ref: / Plan Parcel:

Additional Location Information: 170 metres south of intersection

Council: Campbelltown City Council

**Complete the following fields to add a new on/over water location**

3. 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.

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 \***

32° 7'32.79"S 133°40'8.09"E
29/100

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**

Within enclosure off of Jetty
29/100

Type the Lot/Tenancy number or local landmark details

**Suburb**

No Suburb

**Local Government Area (council) / Authority**

State Planning Commission

ADD LOCATION

4. Click on **ADD LOCATION**.
5. **Repeat steps** if more than one location.
6. Remove the replaced location by click on trash can icon.

Select a location search type

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

Address Search

Start typing property address

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	32° 7'32.79"S 133°				Within enclosure off of Jetty <span style="font-size: 0.8em; color: #0070c0;">29/100</span>		
<input checked="" type="checkbox"/>	32° 7'32.79"S 133°40'8.09"E				Within enclosure off of Jetty <span style="font-size: 0.8em; color: #0070c0;">29/100</span>		

RESET LOCATIONS

CANCEL

SUBMIT

7. Click on **SUBMIT** to save location changes.

**Location details**

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	32° 7'32.79"S 133°40'8.09"E				Within enclosure off of Jetty 29/100			

RESET LOCATIONS

CANCEL

**SUBMIT**

The **Development Application Summary** page shows with the updated development locations.

**Development application - 23001525**

- Summary**
- Documents
- Event History
- Sharing access
- Inspection
- Operative Dates
- Related Actions



**Application Status:** Submitted

**Fees Outstanding:** No

**Development Location(s)** [edit](#)

32° 7'32.79"S 133°40'8.09"E

**Title Ref. / Plan Parcel:**

**Additional Location Information:** Within enclosure off of Jetty

**Council:** State Planning Commission

## Distribute Internal Referral

Prior to commencing the verification an internal referral can be distributed to team member(s) with expertise within a specialist team, such as engineers, arborists, or wastewater management etc.

**Planning Consent - 22000370: 128 Grote St Adelaide SA 5000** VERIFY CONSENT

Summary Documents Fees Referrals Clocks Decision Appeals Related Actions

< Development application 22000370 Help for this section

**Consent status: Awaiting Verification**

**Development Location(s)**  
128 GROTE ST ADELAIDE SA 5000

**Title Ref:** CT 5152/550 **Plan Parcel:** F17240 AL2

Open the **Referrals** tab and complete instructions ‘How to - add and distribute an internal referral request’ found in the [Assess and application consent > Request and respond to external referral | PlanSA](#).

**Planning Consent - 22000370: 128 Grote St Adelaide SA 5000**

Summary Documents Fees **Referrals** Clocks Decision Appeals Related Actions

< Development application 22000370 Help for this section

**Internal Referrals**

**ADD A NEW INTERNAL REFERRAL**

5. Click on **Verify Consent** within the **Planning Consent** screen.

**Planning Consent for Development Application: 21002969** VERIFY CONSENT

Summary Documents Fees Clocks Decision Appeals Related Actions

< Development application 21002969 Help for this section

**Consent status: Awaiting Verification**

**Development location(s)**  
118-120 KING WILLIAM ST ADELAIDE SA 5000

**Title ref** CT 5228/139 **Plan parcel** F125962 AL1 **Council** Adelaide City Council

**Nature of development**  
New housing - Dwelling alteration or addition - Shed - Planning & Building Consent Created By Regression Test Auto

**Proposed use** Residential Multi Dwelling

**Development cost (excluding fit-out)** \$300,000

**Zoning Information**

**Zones**

- Capital City

**Overlays**

- Airport Building Heights (Regulated)
- Affordable Housing
- Building Near Airfields
- Design
- Hazards (Flooding - Evidence Required)
- Noise and Air Emissions
- Prescribed Wells Area
- Regulated and Significant Tree

## Perform verification of the Planning Consent

The following pages outline the information and documentation verified to determine whether planning consent is required to continue with the building rules consent assessment.

On completion of the verification of the planning consent an email is received by the 'invoice contact' to make payment.

Alternatively, if the invoice contacts preferred method is 'post' then the relevant authority must print the documentation (i.e. Fee Advice and Verification Outcome Letter) from the applications **Documents** store.

## Planning and Land Division Consent

When the application is for both planning and land division consent and the relevant authority is the same for both planning and land division, then the consents are performed together.

If the relevant authority for the planning consent is a planning accredited professional, then the Land Division consent will be assessed separately by the applicable assessment manager/panel at council.

# 1. Confirm the Relevant Authority

## Combined Planning and Land Division Consent

When the relevant authority is an assessment manager/panel (council) for both Planning and Land Division, then the consents are combined and assessed together and the Relevant Authority defaults for the Land Division Consent to the location council.

**Relevant Authority**

Relevant Authority for this Land Division Consent

City of Adelaide

Are you an appropriate Relevant Authority for this Planning Consent? \*

Yes

No

## Confirmed the appropriate relevant authority

1. Click **Yes** I am the appropriate authority.

## Reason for being the relevant authority

The reasons available for selection are determined by the relevant authority, for example, an accredited professional can only select reasons associated with Exempt, Accepted and Deemed to Satisfy developments and accreditation level.

### Relevant Authority

Are you an appropriate Relevant Authority for this Planning Consent? \*

Yes

No

Reason \*

--- Select One ---

--- Select One ---

Accepted Development - Section 104

Accredited Professional - Section 97 - Building Level 1 - DTS

Accredited Professional - Section 97 - Land Surveyor - Land Division Planning Consent

Accredited Professional - Section 97 - Level 1 Surveyor - DTS

Accredited Professional - Section 97 - Level 3 - DTS

Accredited Professional - Section 97 - Level 4 - DTS

Relevant Authority (Exempt)

An assessment manager/assessment panel at council or for a regional assessment panel (RAP) will have a different set of reasons.

Reason \*

--- Select One ---

--- Select One ---

Accepted Development - Section 104

Assessment Manager - Section 96 - DTS

Assessment Manager - Section 96 - Performance Assessed

Assessment Panel - Section 93

Relevant Authority (Exempt)

### Accreditation level required for accredited professionals

When the relevant authority is an accredited professional, the selection of an accreditation level is required. The available accreditation level is determined by the accredited professional engaged to assess the consent and the linked accreditations on their DAP user profile.

For example, below ‘test one – Plan & Build ACP’ is the relevant authority for planning consent.

Assessment status				
Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
▶ Planning Consent	test one - Plan & Build ACP	Type to select the user	In Verification	(2 Days)

On selecting the reason for being the relevant authority ‘Level 3 – DTS’ the accreditation levels available for selection are determined by the reason (i.e. what accreditation levels can assess Level 3 – DTS) and their linked accreditations.

For example, our relevant authority ‘test one – Plan & Building ACP’ has Planning Level 1 and Level 3 accreditation linked to their user profile. Either accreditation level can be selected for assessment of a ‘Level 3 – DTS’ application.

#### Relevant Authority

Are you an appropriate Relevant Authority for this Planning Consent? \*

Yes

No

Reason \*

Accredited Professional - Section 97 - Level 3 - DTS

This application will be verified and assessed using the accreditation level \*

--- Select One ---

--- Select One ---

test.one - Plan & Build ACP - Planning Level 1

test.one - Plan & Build ACP - Planning Level 3

If the accredited professional does not have the required level of accreditation, then an error message displays advising they do not hold an accreditation to assess the consent based on the reason selected and reassigning the consent to another relevant authority with the correct level accreditation is required.

#### ▲ Relevant Authority

Are you an appropriate Relevant Authority for this Planning Consent? \*

Yes

No

Reason \*

Accredited Professional - Section 97 - Building Level 1 - DTS

You do not hold an accreditation to assess this application based on the reason selected. Please reassign it to a relevant authority that has the right accreditation level to perform the assessment.

On completion of verification the relevant authority updates with the accreditation level selected, for example ‘Planning Level 3’ within the application Assessment Status table.

Assessment status	
Consent / Stage / Dev. Approval	Relevant Authority
▶ Planning Consent	test one - Plan & Build ACP - Planning Level 3

## Confirmed not the appropriate relevant

When not the appropriate Relevant Authority the assessment is reassigned to the appropriate authority and the relevant authority will receive an email to the 'group mailbox' advising a consent has been assigned as the new relevant authority.

The applicant will be advised by email that the assessment of the consent has been reassigned to a different relevant authority, and a 'Relevant Authority Reassigned' letter is also available from the applications **Documents** store

1. Click **No** I am not the relevant authority.
2. Provide a reason why you are not the relevant authority, for example - I do not have the appropriate accreditation level.
3. Select **Who should assess the consent**, this is determined by the relevant authority currently assigned the consent.

### Relevant Authority

Are you an appropriate Relevant Authority for this Planning Consent? \*

- Yes  
 No

Reason \*

Enter reason

Who should assess the planning consent? \*

- Assessment panel/Assessment manager at State Planning Commission  
 Independent Assessor

### Reassigning to an accredited professional

4. Start typing the accredited professionals full name or business name to show a list of names containing a match.

Independent Assessor

\* Professional name

fluid

[View list of assessors here](#)

user four - Fluid Building Approvals Pty Ltd

5. Click on the accredited professional name to add. As needed, your selection can be removed (x) to add a different professional.

Independent Assessor

\* Professional name

user four - Fluid Building Approvals Pty Ltd x

[View list of assessors here](#)

[Type to select the professional]

No results found, will show when an accredited professionals does not have the required level of accreditation required to issue a decision.

\* Professional name

fluid

[View list of accredited professionals here](#)

No results found

6. Click REASSIGN.

**Relevant Authority**

Are you an appropriate Relevant Authority for this Planning Consent?\*

Yes

No

Reason \*

Don't have the correct level of accreditation

Who should assess the planning consent?\*

Assessment panel/Assessment manager at City of Adelaide

Assessment panel/Assessment manager at State Planning Commission

Independent Assessor

\* Professional name

[View list of assessors here](#)

*[Type to select the professional]*

SAVE DRAFT REASSIGN

7. Click on **Back to Application** within the message 'Consent was reassigned'.

Consent was reassigned

This consent was reassigned to the relevant authority. Please wait a minute for the consent to process.

[Back to Application](#)

The application **Summary** page shows with the consent relevant authority updated.

Assessment status	
Consent / Stage / Dev. Approval	Relevant Authority
Planning Consent	user four - Fluid Building Approvals Pty Ltd

### Public Notification Required

When it has been determined a 'performance assessed' development requires public notification the reason is must be updated to 'Assessment Panel' and until the reason is updated verification cannot be submitted.

1. Click on **Relevant Authority** in the menu.

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- ✓ [Category of Development](#)
- ✓ [Nature and Cost of Development](#)
- ✓ [Referrals](#)
- ✓ [Public Notifications](#)
- ✓ [Fee Request](#)
- > [Summary](#)

#### Verify Application

#### Relevant Authority

⚠ This consent requires Public Notification. Update the Relevant Authority Reason to the 'Assessment Panel' before verification can be submitted.

**Are you an appropriate Relevant Authority for this Planning and Land Division Consent?**

Yes

**Reason**

Assessment Manager - Section 96 - Performance Assessed

2. Update the relevant authority reason to 'Assessment Panel – Section 93'.

- > [Relevant Authority](#)
- [Verify Documentation](#)
- [Elements](#)
- [Category of Development](#)
- [Nature and Cost of Development](#)
- [Referrals](#)
- [Public Notifications](#)
- [Fee Request](#)
- [Summary](#)

#### Relevant Authority

**Are you an appropriate Relevant Authority for this Planning and Land Division Consent?\***

Yes

No

**Reason \***

Assessment Manager - Section 96 - Performance Assessed

--- Select One ---

Accepted Development - Section 104

Assessment Manager - Section 96 - DTS

Assessment Manager - Section 96 - Performance Assessed

Assessment Panel - Section 93

Relevant Authority (Exempt)

3. Click NEXT through each of the pages until reach Summary page where verification can be submitted.

- > [Relevant Authority](#)
- [Verify Documentation](#)
- [Elements](#)
- [Category of Development](#)
- [Nature and Cost of Development](#)
- [Referrals](#)
- [Public Notifications](#)
- [Fee Request](#)
- [Summary](#)

#### Relevant Authority

**Are you an appropriate Relevant Authority for this Planning and Land Division Consent?\***

Yes

No

**Reason \***

Assessment Panel - Section 93

## 2. Review Consent Documentation

The applicant during the submission of the development application uploaded the documentation displayed. Compare the provided documentation against the [Baseline documentation for development applications requiring planning consent](#) to determine if all required documentation has been provided by the applicant.

**For more information** visit [Request, Upload and Generate documents | PlanSA](#) for instructions on how to:

- Supersede a Document
- Upload correspondence document and record the date sent

4. Click on the **document name** to download a copy to view on screen.

### Consent Verification

[Help for this section](#)

- ✓ Relevant Authority
- > **Verify Documentation**
- Confirm Consent
- Nature of Development
- Fee Request
- Summary

#### Verify Documentation

**Documentation**

Document	Document Type	Date Created
* Letter for Relevant Authority Reassigned - Application 21002381.pdf	Letter to Applicant	31 Mar 2021 8:12
* Letter for Relevant Authority Reassigned - Application 21002381.pdf	Letter to Applicant	31 Mar 2021 7:48
* CITB Levy Payment.pdf	CITB Payment Reference	31 Mar 2021 7:10
* Floor Plan.docx	Floor Plans	31 Mar 2021 7:10

If a transitional application the **Verify Documentation** screen will display an Important message to check the applicant has provided the associated Decision Notification Form (DNF) and stamped plans.

Consent(s) already granted

**⚠** The applicant has indicated that a required consent has already been granted under the Development Act. Please ensure that the associated DNF and stamped plans have been provided.

5. Click on the document **download** located at the bottom of the screen.

GO BACK

---

Floor Plan.docx
^

6. The document opens and as required save the document to use in a marking up software, such as Trapeze or Bluebeam and/or print.

## Mandatory Documentation Provided

A **Mandatory documentation details** table displays when resuming verification due to a request for additional documentation.

Mandatory documentation details		
Requested date	Decision	Waived documentation ?
11 Jul 2020 2:35 PM	Request additional documentation	

7. Click on **Yes** indicating all mandatory documentation provided and then **Next** to continue.

- **Yes**

Consent(s) already granted

▲ The applicant has indicated that a required consent has already been granted under the Development Act. Please ensure that the associated DNF and stamped plans have been provided.

**Has all mandatory documentation been provided? \***

Yes  
 No

---

GO BACK
SAVE DRAFT **NEXT**

## Deed of Agreement (Land Division)

The 'deed of agreement' question shows in the **Verify Documentation** page only for a combined Planning and Land Division consent.

**Does the land currently have, or will the land be subject to a deed of agreement? \***

Yes  
 No

## Missing Mandatory Documentation

- Click on **No** indicating missing mandatory documentation and then choose how the shortfall is going to be resolved.

Refer to [Request for Documentation](#) for detailed instructions on completing the letter template and uploading a copy to send electronically or upload into the development application **Documents** store.

Consent(s) already granted

 The applicant has indicated that a required consent has already been granted under the Development Act. Please ensure that the associated DNF and stamped plans have been provided.

Has all mandatory documentation been provided? \*

Yes

No

How do you wish to resolve the shortfall in documentation? \*

Request additional documentation

Waive the requirement for additional documentation

Waive some documentation and request some documentation

GO BACK SAVE DRAFT SUBMIT

### Option 1: Request additional documentation

- Click on **Request additional documentation**.
- Click on the **Generate 'request for additional documentation' document** to download the letter template.
- Open the **Request for additional documentation** download from the bottom of the screen and edit the letter to list the documentation required.
- Upload the letter to send electronically or print and send through the post.
- When the request letter is sent by post, upload a copy into the development applications **Documents** store.

Has all mandatory documentation been provided? \*

Yes

No

How do you wish to resolve the shortfall in documentation? \*

Request additional documentation

Waive the requirement for additional documentation

Waive some documentation and request some documentation

Generate 'request for additional documentation' document

UPLOAD  Drop file here

Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

GO BACK SAVE DRAFT SUBMIT

**Option 2: Waive the requirement for additional documentation**

1. Click on **Waive the requirement for additional documentation**.
2. Provide the reason for waiving the requirement for additional documentation.
3. Click on **Next** to continue.

Has all mandatory documentation been provided? \*

Yes

No

How do you wish to resolve the shortfall in documentation? \*

Request additional documentation

Waive the requirement for additional documentation

Waive some documentation and request some documentation

**Waived Documentation \***

include a reason for the waiver

Details of documentation waived, and reason

GO BACK SAVE DRAFT NEXT

**Option 3: Waive some documentation and request some documentation**

Is a combination of option 1 and option 2.

Refer to [Request for Documentation](#) for detailed instructions on completing the letter template and uploading a copy to send electronically or upload into the development application **Documents** store.

Has all mandatory documentation been provided? \*

Yes

No

How do you wish to resolve the shortfall in documentation? \*

Request additional documentation

Waive the requirement for additional documentation

Waive some documentation and request some documentation

**Waived Documentation \***

Details of documentation waived, and reason

Generate 'request for additional documentation' document

UPLOAD Drop file here

Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

GO BACK SAVE DRAFT SUBMIT

## Request for Documentation

The applications 'primary contact' is notified of the Request for Documentation by email and/or by post and the submission will move to the **Waiting** tab on the **Assessments** dashboard, stopping the verification clock.

Upon the applicant uploading the documentation in response to the request the verification clock will reset to 5 days (business) and the verifying of the building consent will recommence at confirming the relevant authority.

### Is the Nature of Development, correct?

Before proceeding with the request for additional documentation, return to the application **Summary** tab to edit the **Nature of development** and make updates (as required) for inclusion in the Request for Documentation letter to the primary contact.

1. Click on **generate 'request for additional documentation' documents** link to download the letter template; prefilled with submission information from the development application.

Consent(s) already granted

 The applicant has indicated that a required consent has already been granted under the Development Act. Please ensure that the associated DNF and stamped plans have been provided.

**Has all mandatory documentation been provided? \***

Yes

No

**How do you wish to resolve the shortfall in documentation? \***

Request additional documentation

Waive the requirement for additional documentation

Waive some documentation and request some documentation

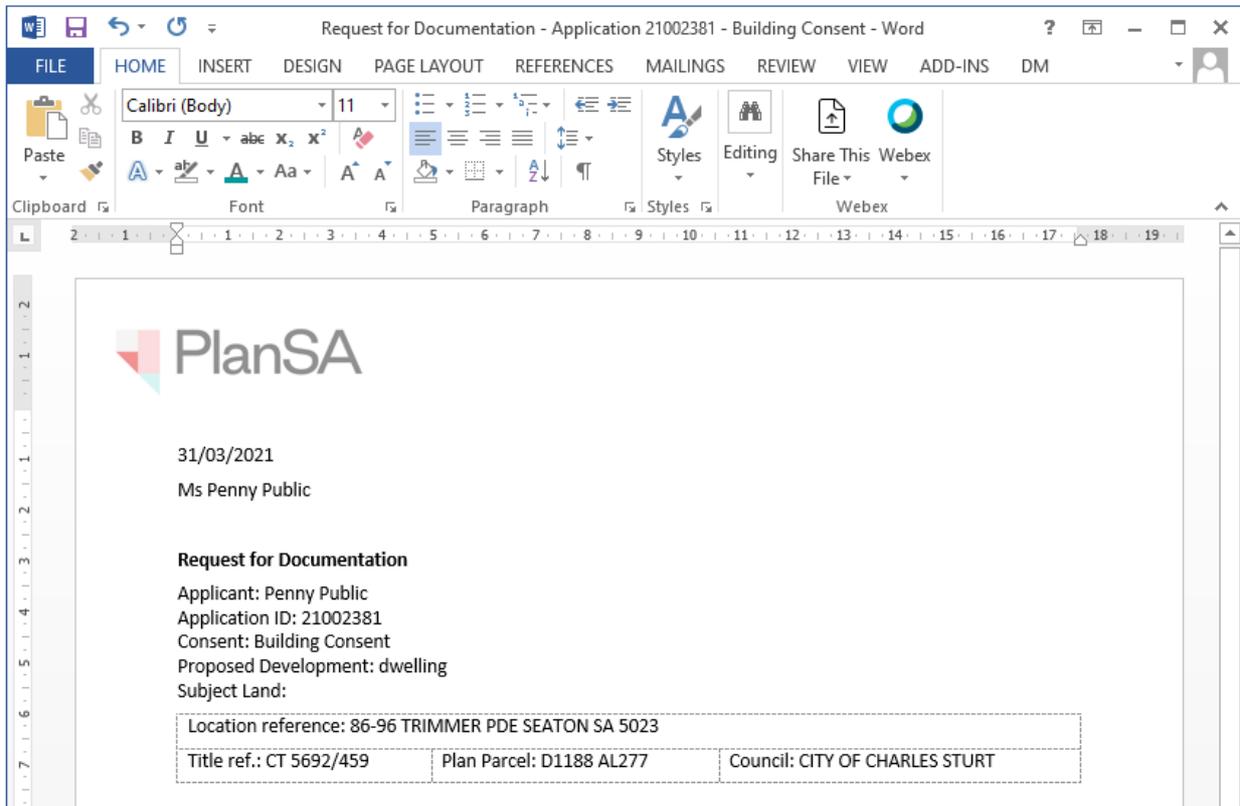
Generate 'request for additional documentation' document

 Drop file here

Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

2. Click on the download to open the letter template.

- The template opens in Word and then click **Enable Editing** to make the updates.



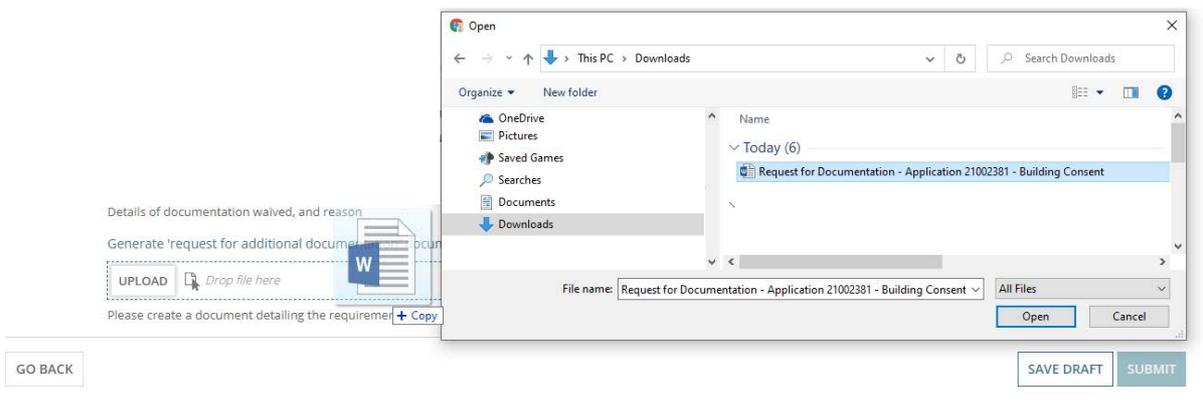
- Go to the marked area in the letter to list the additional documentation required.



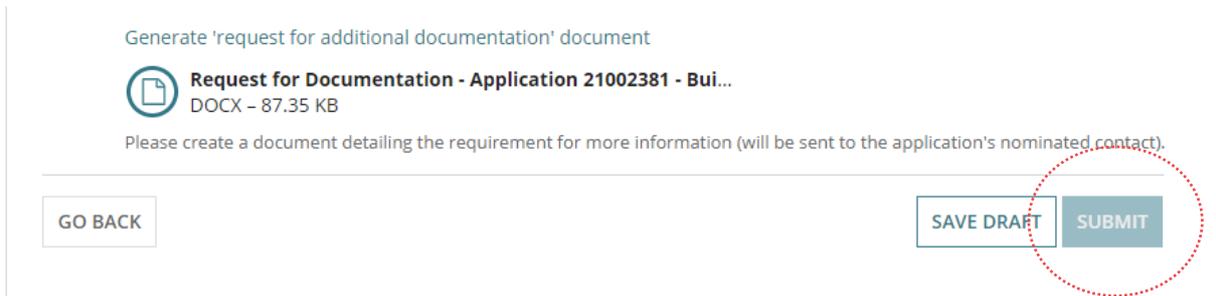
- Save** the 'Request for additional documentation letter' to a location on your computer.
- Print** the 'Request for Documentation letter' when the primary contacts preferred method of communication is post.
- Close the 'Request for Documentation letter'.

The **Verify Documentation** screen is showing.

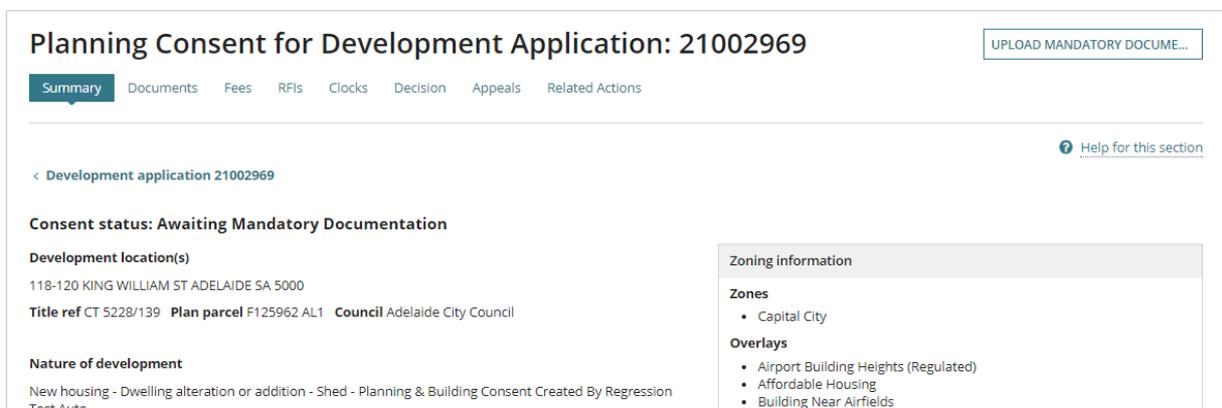
8. Click on **Upload** to locate and open the 'Request for Documentation letter'.
9. Locate the letter and drag-and-drop into the screen or use 'Open'.



10. The uploaded letter displays, and then **Submit** to notify the application contact.



The Planning Consent **Summary** screen and the **Upload Mandatory Docume..** option is shown.



Return to the **Assessments** dashboard to complete another task whilst waiting for the applications contact to reply to the request for documentation.

### 3. Resume Verification

An email notification is sent when the contact for the application has uploaded the documentation requested and then resume verification of the planning consent.

1. Search using the **ID** number of the application.
2. Remove **Assigned to me only** within the **For Your Action** to show all applications.
3. Click on the application record (not the **ID** number) to view the status details.
4. Click on **Planning Consent** to pending assessment.

FOR YOUR ACTION (187) | ASSESSMENT IN PROGRESS (114) | WAITING (44) | UPCOMING (44) | COMPLETED (242) | BUILDING NOTIFICATIONS (58) | RECTIFICATION NOTIFICATIONS (2)

1 results for: "25026435"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
25026435	A One	5 ANDERSON CT NEWTON SA 5074	Single storey dwelling, carport and swimming pool	City of Campbelltown		Submitted	

STATUS DETAIL | CONTACTS | SUMMARY

Application 25026435

Planning consent

Pending assessment

Verification

The relevant authority is currently checking the submission.

5. Click on **Resume Verification** within the **Planning Consent** screen.

#### Planning Consent - 25026435: 5 Anderson Ct Newton SA 5074

Summary | Documents | Fees | Referrals | Planning Info | Clocks | Decision | Appeals | Related Actions



[Help for this section](#)

< Development application 25026435

Consent status: In Verification

Fees Outstanding: No

The **Consent Verification** screen is shown at the Relevant Authority question or where the page where 'save draft' initiated. Return to [Confirm the Relevant Authority](#) and complete.

### Consent Verification

[Help for this section](#)

**IMPORTANT** - Have you checked the Development Location(s) on the Application? This information cannot be edited after the first Consent is verified

**Relevant Authority**

Are you an appropriate Relevant Authority for this Planning Consent? \*

Yes

No

**Relevant Authority**

- > [Relevant Authority](#)
  - Verify Documentation
  - Elements
  - Category of Development

## 4. Review and Refine the Elements

The five categories of **Elements** (as seen below) are used to specify the elements relevant to the proposed development.



Each category contains a list of elements which can be chosen and records them with the requirement to 'refine' if they are not an element defined within 'the Code'.

1. Confirm the elements chosen and alter either by adding or taking away based on reviewing 'the Code' and the documentation provided (e.g. site plans, elevations etc.).

### Elements

#### Land use definitions

If you need to add or remove an element that will affect the consents required for this application, please do so from the application summary page.

Please review the range of elements selected in this application.

#### Elements

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Boundary realignment  | <input checked="" 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 checked="" type="checkbox"/> New housing       | <input type="checkbox"/> Shed                              |
| <input checked="" type="checkbox"/> Swimming pool or spa pool and associated swimming pool safety features | <input type="checkbox"/> Tree-damaging activity       | <input type="checkbox"/> Verandah                          |

### Removing elements Boundary realignment or Land Division

When the combined planning and land division consent contains either land Division or Boundary realignment elements, these cannot be removed from the consent. A warning message is shown when deselected in these instances, and a prompt to withdraw and submit a new application.

#### Elements

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Boundary realignment   | <input type="checkbox"/> Land division          | <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"/> New housing            | <input type="checkbox"/> Shed              |
| <input type="checkbox"/> Swimming pool or spa pool and associated swimming pool safety features | <input type="checkbox"/> Tree-damaging activity | <input type="checkbox"/> Verandah          |

Show more elements

Unable to remove Land Division. The changes you have selected are not permissible on an existing application. For removal of land division or boundary realignment, a new development application will have to be submitted.

The changes you have selected are not permissible on an existing application. Unable to remove element that affects the current consent.

- For each of the elements select **refine** and specify which elements are included in the application. Noting, an error message will display if at least one element is not specified.

**Refine elements to provide more detail**

- New housing
  - Detached dwelling
- Carport or garage
  - Carport
- Swimming pool or spa pool and associated swimming pool safety features



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

**Additional Element Information**

Review and update (as required) information provided by the applicant.

**Purpose of the development**

**Council proposed development is raising revenue or not**

Is visible only when the council has been added as an applicant and/or land owner, allowing the submitter to indicate if the proposed development is to raise revenue for the council or not.

By indicating if revenue raising or not, will determine if the Electronic Lodgement Fee (ELF) is defaulted and disabled (revenue raising) or defaulted and enabled (not revenue raising).

- Leave or update the submitters selection i.e. not flagged (not revenue raising) or flagged (revenue raising).

**Refine elements to provide more detail**

- Shade sail

**Purpose of the development**

- The primary purpose of this development is to raise revenue for the Council.

## Regulated and Significant Trees

The information has been provided by the applicant in their submission. After reviewing the required documentation and/or consulting with the applicant direct (by phone) and request(s) for documentation (RFD) the applicant's initial responses may change; update the response as required.

1. Leave the applicants selection to question **Does the application include any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s).**
  - a. **Yes**, works will result in damage or remove of a regulated or significant tree(s).

### Changing applicant 'yes' response

When the applicant's response is changed from Yes to No the details provided by the applicant are removed and not restored when changed back to Yes. To locate the applicant's original response, download the 'Application Snapshot' from the document store.

- b. **No**, work will not result in damage or remove of a regulated or significant tree(s).

## Tree located on the neighbour's property

2. Leave the applicants selection to question **Are any of the tree(s) located on a neighbour's property.**
  - a. **Yes**, tree(s) are located on the neighbour's property. A letter for the land owner is generated on submission of verification and available to download in the consent document library.

### Tree(s) located on neighbour's property and Electronic Lodgement Fee (ELF)

When the applicant's response is 'yes' and the only element selected is 'Tree damaging activity' then ELF is not applicable and will not default in the Fee Request page.

If more than one element selected and one is for 'Tree damaging activity' then ELF must be paid and defaults in the Fee Request page.

- b. No, tree(s) located on the neighbour's property.

Additional Element Information ▼

---

### Regulated and Significant Trees

**Does the application include any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s)? \***

Yes ← 1

No

**Are any of the tree(s) located on a neighbour's property? \***

Yes ← 2

No

The letter for land owner will be generated at the end of the verification process and can be found in the document library for you to distribute.

- As required, update the applicant's **Trees are to be** selection of Damaged (i.e. impacts to roots or pruning) and/or Removed.
- As required, update the number of **Regulated** and/or **Significant Trees**.

**Additional Element Information** ▼

**Regulated and Significant Trees**

Does the application include any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s)?\*

Yes  
 No

Are any of the tree(s) located on a neighbour's property?\*

Yes  
 No

The letter for land owner will be generated at the end of the verification process and can be found in the document library for you to distribute.

[Significant and regulated trees | PlanSA](#)

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

3

**Plant replacement trees or pay into the Urban Tree Fund**

- Leave the applicant's selection or change as required following the table below.

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected:\*

Undecided  
 Replanting on site  
 Payment into an Urban Tree Fund  
 Combination of replanting and payment

How many replacement trees are intended to be planted?\*

1

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.

5

	Applicant's selection	Assessor prompt during assessment
a.	<b>Undecided</b>	To follow-up with the applicant on how they want to replace the removed trees (i.e. planting new tree(s), pay into the Urban Tree Fund or a combination of planting and payment).  <i>Note: Once in assessment, the assessor must select either b, c or d.</i>

b.	<b>Replanting on site</b>	To follow-up the location of the trees, for example, landscaping plan.
c.	<b>Payment into an Urban Tree Fund</b>	To invoice the applicant.
d.	<b>Combination of replanting and payments</b>	Refer to options b and c above, and then update 'how many replacement trees are intended to be planted'.

### The Urban Tree Canopy Overlay applies to this application

The section **Urban Tree Canopy Overlay applies to this application** shows when the applications development location is in the 'Urban Tree Canopy Overlay' and the proposed development has one or more of the following elements (refer image below).

 Indicates the elements that do not trigger the "Urban Tree Canopy Overlay applies this application" questions.

**Refine elements to provide more detail**

- New housing refine (optional)

Refine 'New housing'

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

- Ancillary accommodation 
- 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 

## Urban Tree Canopy does not apply

Choose the 'Urban Tree Canopy does not apply' for refined 'exempt elements; ancillary accommodation, retirement facility, student accommodation, supported accommodation and temporary accommodation in an area affected by bushfire.

1. Click on **Urban Tree Canopy does not apply**.

### The Urban Tree Canopy Overlay applies to this application

**i** Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme](#) | [PlanSA](#)

#### Elect one of the following options:\*

- 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

## To be Confirmed prior to Development approval

During Development approval the assessor is prompted to change the selection to one of the four available options.

1. Leave the applicants selection of **To be confirmed prior to Development Approval**.

### The Urban Tree Canopy Overlay applies to this application

**i** Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme](#) | [PlanSA](#)

#### Elect one of the following options:\*

- 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

Opting to **plant new trees or retain existing trees** will prompt the assessor to contact the applicant to identify the number of trees to be planted/retained by size (small, medium, large). Refer to the Urban Tree Canopy Overlay in the *Planning & Design Code* for tree size specifications, e.g. mature height and canopy spread.

1. Enter 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.

**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

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

Opting to **pay into the Urban Tree Canopy Off-set Scheme** will prompt the assessor to contact the applicant to identify the number of trees to be paid by size (small, medium, large). Refer to the Urban Tree Canopy Overlay in the *Planning & Design Code* for tree size specifications, e.g. mature height and canopy spread.

1. Enter 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. Record the number of trees to be paid by size to calculate the Urban Tree Canopy fees for entry into the Fee Request - [Compliance Fees](#).

**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 paid**

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

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

Opting to **retain/plant and pay into the Urban Tree Canopy Off-set Scheme** will prompt the assessor to contact the applicant to identify the number of trees to be retained/planted and paid by size (small, medium, large). Refer to the Urban Tree Canopy Overlay in the *Planning & Design Code* for tree size specifications, e.g. mature height and canopy spread.

1. Enter 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. Enter 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. Record the number of trees to be paid by size to calculate the Urban Tree Canopy fees for entry into the Fee Request - [Compliance Fees](#).

**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

## Housing Numbers

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

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

When new housing refined the Housing Numbers are re-set and the values to be re-entered.

### Housing Numbers

**Affordable housing overlay applies to this application**

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

Development activity	No. of proposed dwellings *	No. of proposed residential buildings *	No. of dwellings for affordable housing *
Detached dwelling	<input type="text"/>	<input type="text"/>	<input type="text"/>

**i Detached Dwelling**

Number of residential buildings will automatically populate equal to the number of proposed dwellings.

1. Provide values in the enabled fields. For the below example, **No. of proposed dwellings** which automatically populates the **No. of proposed residential buildings** with matching value.

Development activity	No. of proposed dwellings *	No. of proposed residential buildings *	No. of dwellings for affordable housing *
Detached dwelling	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>

### Proposed location with the Affordable Housing overlay

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

3. Provide a value of 0 (zero) or when greater, then the value cannot be greater than the total number of proposed dwellings.

Development activity	No. of proposed dwellings *	No. of proposed residential buildings *	No. of dwellings for affordable housing *
Detached dwelling	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>

## Review Land division or Boundary Realignment

1. Review the values entered by the applicant and make updates as necessary.

Additional information is requested when locations are in overlays Environment and Food Production Areas or Character Preservation Districts – Not in Township. When planning and land division are not combined this additional information must be included to proceed.

2. Enter value in **No of additional allotment(s) created within the** applicable overlay field. Mandatory and accepts 0 or greater.

Land Division <span style="float: right;">⚠</span>	
Details	Value
Application Type	Conventional (Torrens title) ▾
Number of existing allotments	1
Number of proposed allotments (excluding road and reserve)	2
Proposed reserve area (m <sup>2</sup> )	0
Area of land to be divided (m <sup>2</sup> )	888
No of additional allotment(s) created within the Environment and Food Production Areas overlay	<input style="border: 2px solid red;" type="text"/>

## Review Septic/Sewer Information

1. Check applicant’s response to the **Septic/Sewer Information** as applicable (question always shows and not mandatory).

A **Yes** or **Unsure** response will prompt the applicant to submit a *Septic tank and/or wastewater disposal application* with the location council.

### Managing wastewater applications

To identify applications flagged as requiring a wastewater application open the **DAP Wastewater Information Report** located in the **Reporting** option.

#### Septic/Sewer information

Does this development require a new septic system or amendment to an existing septic system? i.e. septic tank and / or wastewater disposal area? ⓘ

- Yes  
 No  
 Unsure

**⚠ Further Action Required:** septic tank and / or wastewater disposal applications must be lodged with Council and are not included in this development application. If your answer is yes or you are unsure about this question, please contact your local Council. Failure to do so may result in delay of your development approval.

Click **Next** to continue.

**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

**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**

Does the Certificate of Title (CT) have one or more constraints registered over the property? [?](#)

Yes

No

Unsure

*For more information SA.GOV.AU - Researching a property*

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**NEXT**

## 5. Category of Development for each Element

The applicable Policy Part/s of the Planning and Design Code (for all assessment pathways) for each element is available as a PDF document link within the Category of Development page and accessible within the **Document** store.

When a development application is lodged a second snapshot of the applicable P&D Code Rules is taken for the assessment pathway determined for each element (e.g. deemed-to-satisfy, performance assessed) and is available as a PDF document link within the **Documents** store.

### Review the elements returned P&D Code

Referring to the linked **Current P&D Code for this element** determine and select the applicable Category of Development for each Element.

1. Click on the **Current P&D code** link to open.

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- [Category of Development](#)
- [Nature and Cost of Development](#)
- [Referrals](#)
- [Public Notifications](#)
- [Fee Request](#)
- [Summary](#)

#### Category of development for each element

[Land use definitions](#)

Please reference the current code below for each element, to ensure that any recent code amendments are taken into account in your verification.

**Dwelling\***

--please select--

[Current P&D code for this element \(valuation 1700459204\)](#)

**Land Division within the Limited Land Division Overlay\***

--please select--

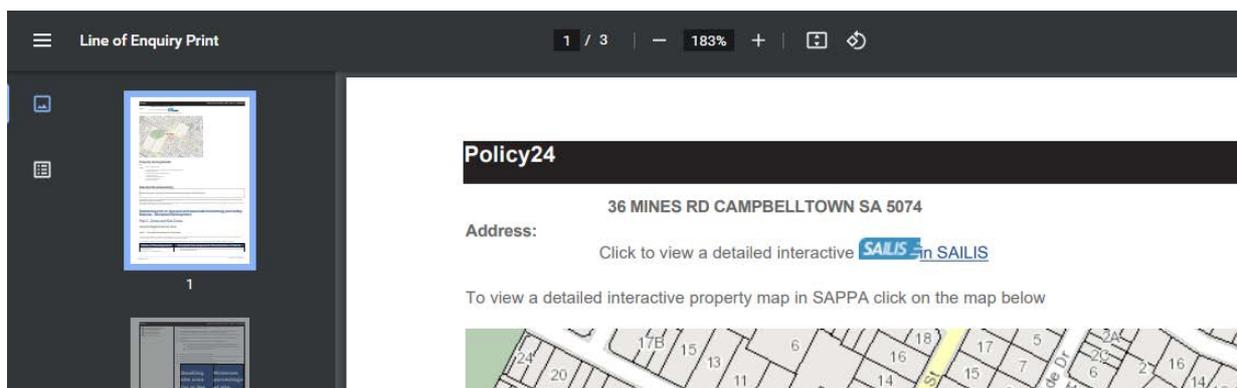
[Current P&D code for this element \(valuation 1700459204\)](#)

**Swimming pool or spa pool and associated swimming pool safety features\***

--please select--

[Current P&D code for this element \(valuation 1700459204\)](#)

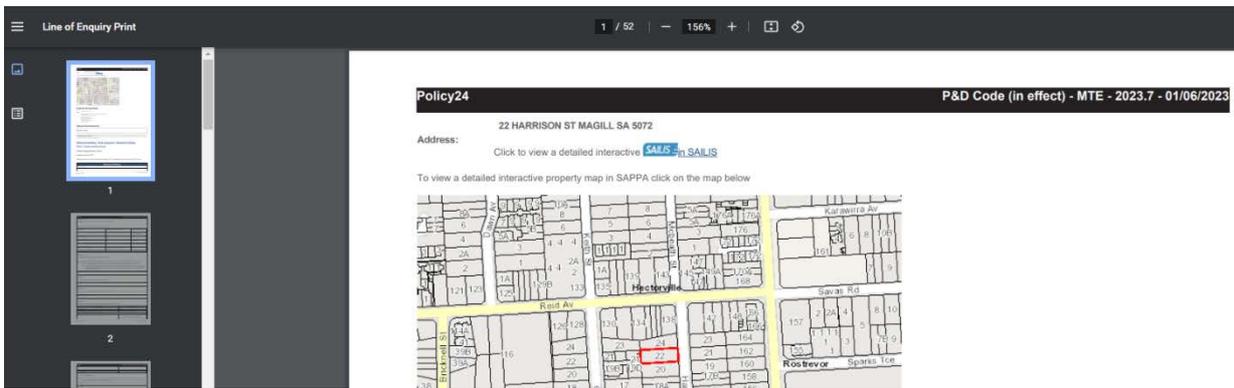
2. The P&D Code opens in a new browser tab with 'the Code' returned for that element (e.g. swimming pool or spa pool) for all assessment pathways.



### Parent-Child Locations

For applications submitted on a 'child' location for now 'cancelled' parent locations to create the new allotments (child locations), may use the location references of the 'Parent' or 'Grand Parent' to locate and return to the Current P&D Code for the element.

The P&D Code will show the address of the 'parent' or 'grand parent', as seen in the below example.



### Planning and Design Code Not Available

A message will advise the Planning and Design code in unavailable for the element and/or location and provides a link to the Online Planning and Design Code.

**Planning and Design Code Not Available**

An extract of the current Planning and Design Code is unavailable for this element and/or location. Please refer to the online [Planning and Design Code](#) to search the policies that apply for this address or view the full version of the Code.

[Close this tab](#)

## Categorise development elements

The development categories available for selection are determined by the relevant authority, for example, an accredited professional can only assess a development that is Exempt, Accepted and Code Assessed – Deemed to Satisfy.

### Category of development for each element

[Land use definitions](#)

Please reference the current code below for each element, to ensure that any recent code amendments are taken into account in your verification. i

**Detached dwelling\***

--please select--

--please select--

Exempt

Accepted

Code Assessed - Deemed to Satisfy

An assessment manager/assessment panel at council or for a regional assessment panel (RAP) will have additional development categories.

### Category of development for each element

[Land use definitions](#)

Please reference the current code below for each element, to ensure that any recent code amendments are taken into account in your verification. i

**Land Division within the Limited Land Division Overlay\***

--please select--

--please select--

Exempt

Accepted

Code Assessed - Deemed to Satisfy

Code Assessed - Performance Assessed

Impact Assessed - Non-Restricted

Impact Assessed - Regulations

Impact Assessed - Restricted

Crown Development

Essential Infrastructure

3. Select the applicable **development category** from the field drop-down.

### Category of development for each element

[Land use definitions](#)

Please reference the current code below for each element, to ensure that any recent code amendments are taken into account in your verification. i

**Detached dwelling\***

Code Assessed - Deemed to Satisfy

Current P&D code for this element (valuation 1501861006) [🔗](#)

**Does the development include 1 or more minor variations to DTS criteria?\***

Yes

No

**Capturing minor variations to DTS criteria**

For each element assessed as 'Code Assessed – Deemed to Satisfy' an additional question shows asking to indicate (yes or no) if the development includes 1 or more minor variations to the DTS criteria.

4. Select **Yes** or **No** in response to question **Does the development include 1 or more minor variations to DTS criteria** and when **Yes** then enter details of the determination in the text box provided.

Detached dwelling\*

Code Assessed - Deemed to Satisfy

Current P&D code for this element (valuation 1726860004) [↗](#)

**Does the development include 1 or more minor variations to DTS criteria?\***

Yes

No

**Details of minor variation/s determination\***

For example, provide details pertaining to set-back variances

61/4000

5. Repeat until a category of development is recorded against each element.

**Category of development for this consent**

The development categories selected for each element will automatically determine the overall category of development for the consent; based on the highest category selected.

6. Selecting a **Reason** is required, when consulted the online Code to determine the category of development select "P & D Code" reason or "Other" as applicable.
7. Provide details for the reason selected, is optional.

**Category of development for this consent**

Development category

Code Assessed - Deemed to Satisfy

This category is automatically selected based on the highest category you've selected for the elements.

**Reason\***

P & D Code

Other

**Reason details**

8. Uploading **DTS determination** documentation, is optional and only shows for Code Assessed – Deemed to Satisfy development.

6. Click **Next** to continue.

## Development Category - Exempt

The 'primary contact' (who can be the applicant) will receive an email and an 'exempt' letter is generated, advising a development application is not required.

Note, there is no option to charge a fee for verifying the application.

1. Complete the **Development category** fields as follows.
7. **Reason** select the reason applicable:
8. **P & D Code** when consulted the P&D Code to determine the category of development.
9. **Other** as required.
10. **Reason details** provide more details, as required.

### Generate an exempt letter

2. Click **Generate an 'exempt letter' document** to customise your response before submitting, or confirm the application is not required using the standard response template.

**Set this Development Application to Not Required?**

**i** You have selected 'EXEMPT' as the category of Development. If you proceed, this Development Application will be set to **Not Required**.

**!** **Important Note:** To customise your response, generate the 'exempt letter' document and upload before confirming the application is not required. Otherwise, the standard 'exempt' letter response will be automatically generated, attached and sent to the applicant.

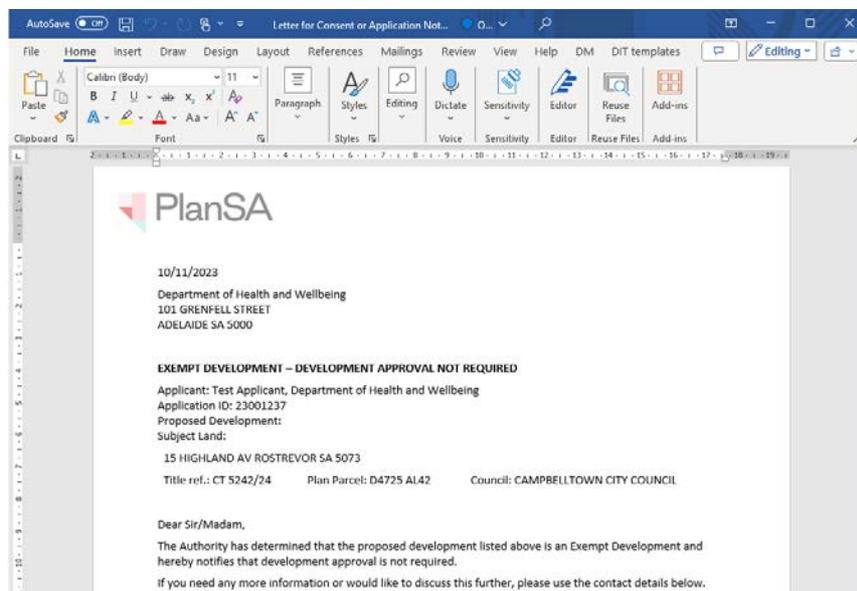
Generate 'exempt letter' document

UPLOAD  Drop file here

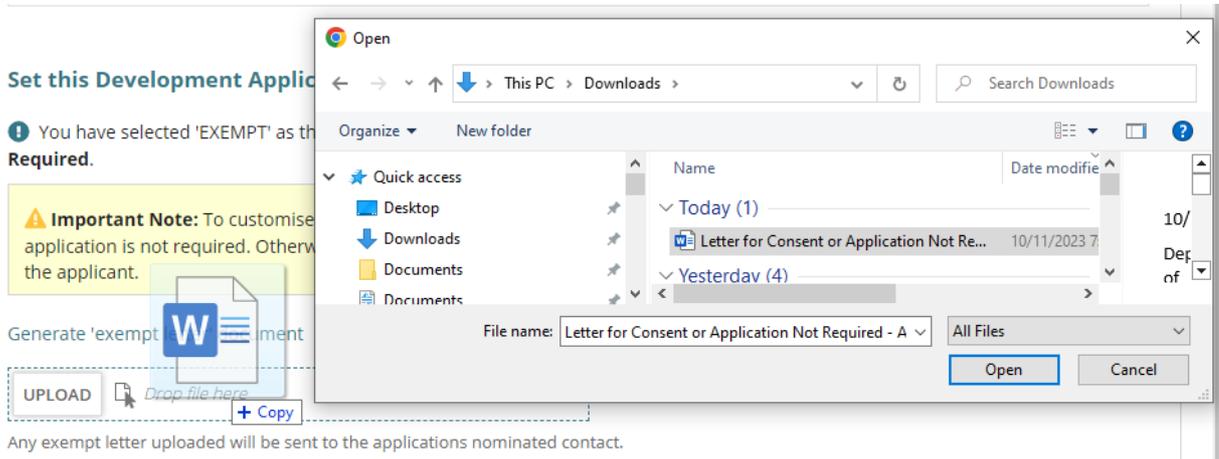
Any exempt letter uploaded will be sent to the applications nominated contact.

**CONFIRM APPLICATION NOT REQUIRED**

3. The letter opens in Word where you can make changes and save locally to your computer.



4. Click **UPLOAD** and then drag-and-drop the letter to the *Drop files here* field.
5. Click **CANCEL** to close the Open window.



6. The letter is uploaded, and then **CONFIRM APPLICATION NOT REQUIRED**.

**Set this Development Application to Not Required?**

**!** You have selected 'EXEMPT' as the category of Development. If you proceed, this Development Application will be set to **Not Required**.

**!** **Important Note:** To customise your response, generate the 'exempt letter' document and upload before confirming the application is not required. Otherwise, the standard 'exempt' letter response will be automatically generated, attached and sent to the applicant.

[Generate 'exempt letter' document](#)

**Letter for Consent or Appli...**  
DOCX - 91.74 KB

Any exempt letter uploaded will be sent to the applications nominated contact.

**CONFIRM APPLICATION NOT REQUIRED**

7. Confirm **OK, CONTINUE** or **CANCEL** the confirmation.



The consent Summary page shows with a consent status of 'Not Required'.

**Summary** Documents Fees RFIs Planning Info Conditions and Notes Clocks Decision Appeals Related Actions

< **Development application 23001237**

**Consent status: Not Required**

**Fees Outstanding:** No

## Development Category - Accepted

The 'primary contact' (who can be the applicant) will receive an email and an 'accepted' letter is generated, advising the applicable consent is not required.

Note, there is no option to charge a fee for verifying the application.

1. Complete the **Development category** fields as follows.
11. **Reason** select the reason applicable:
12. **P & D Code** when consulted the P&D Code to determine the category of development.
13. **Other** as required.
14. **Reason details** provide more details, as required.

### Generate an accepted letter

1. Click **Generate an 'accepted letter' document** to customise your response before submitting, or confirm the application is not required using the standard response template.

#### Set the planning consent for this application to Not Required?

**i** You have selected 'ACCEPTED' as the category of development. If you proceed, the planning consent for this application will be set to **Not Required**.

**!** **Important Note:** To customise your response, generate the 'accepted letter' document and upload before confirming the planning consent is not required. Otherwise, the standard 'accepted' letter response will be automatically generated, attached and sent to the applicant.

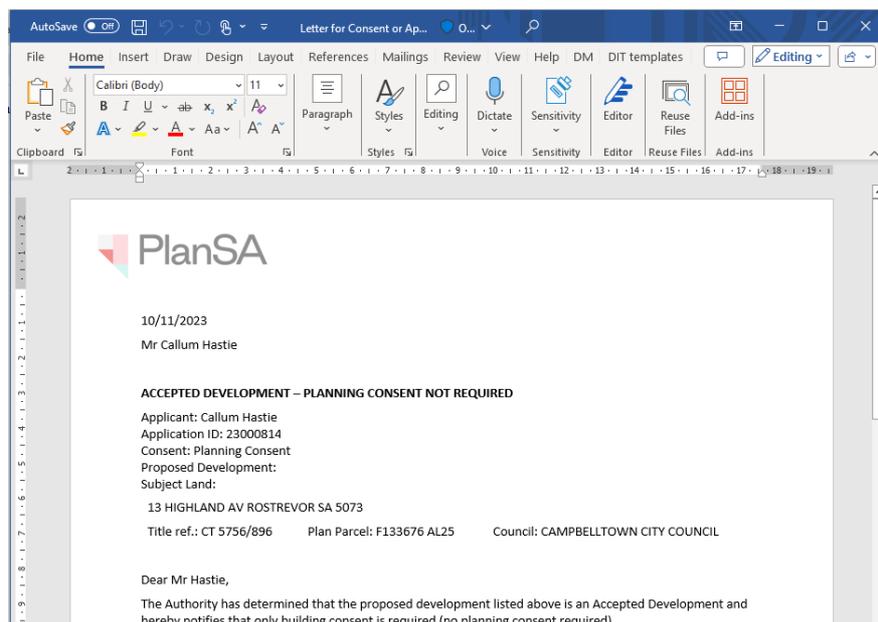
Generate 'accepted letter' document

UPLOAD  Drop file here

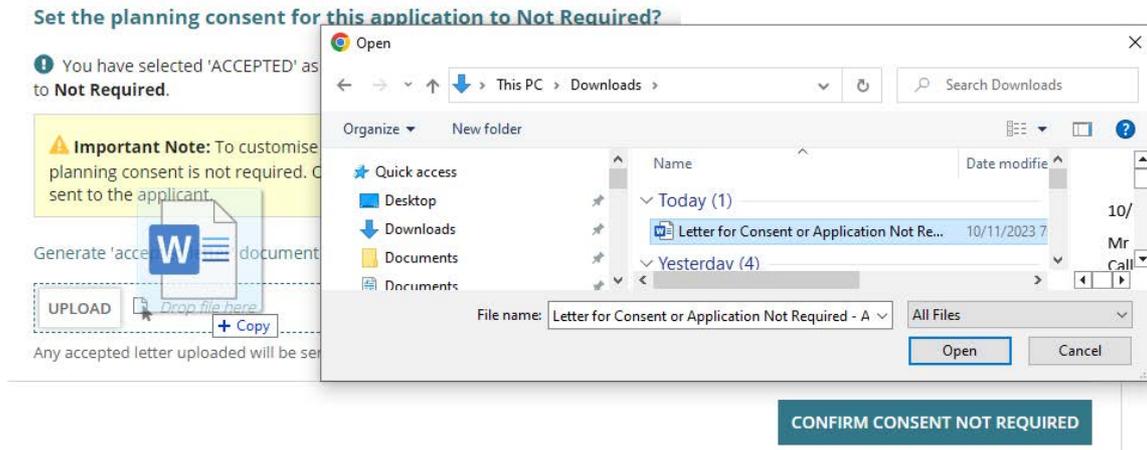
Any accepted letter uploaded will be sent to the applications nominated contact.

**CONFIRM CONSENT NOT REQUIRED**

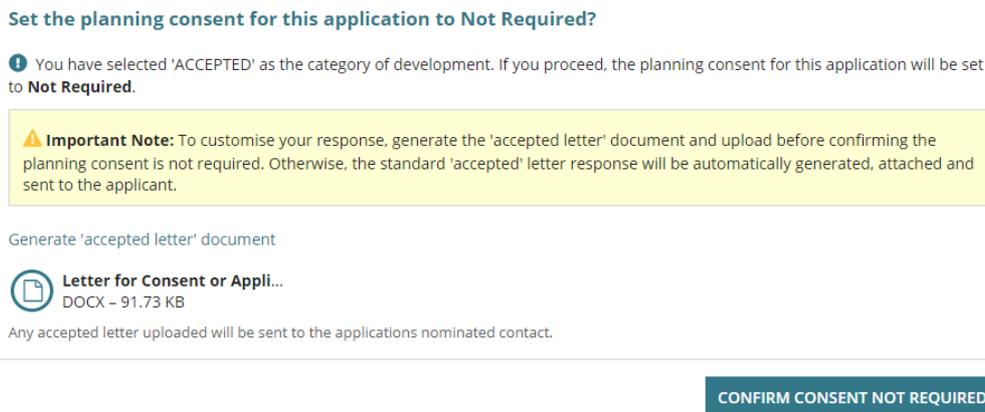
2. The letter opens in Word where you can make changes save locally to your computer.



2. Click **UPLOAD** and then drag-and-drop the letter to the *Drop files here* field.
3. Click **CANCEL** to close the Open window.



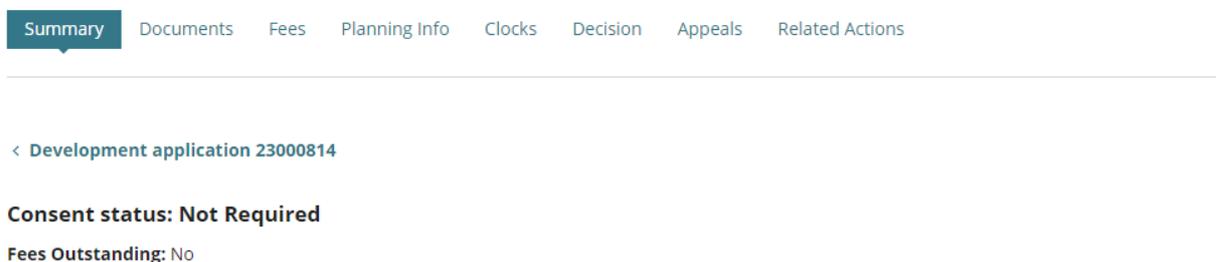
4. The letter is uploaded, and then **CONFIRM APPLICATION NOT REQUIRED**.



5. Confirm **OK, CONTINUE** or **CANCEL** the confirmation.



The consent Summary page shows with a consent status of 'Not Required'.



## 6. Confirm Planning Consent Required

The applications contact will receive an email notification advising the applicable consent is not required and when the applicant and primary contact's preferred method is 'post' (indicated by an onscreen message) then print the *Planning Consent Not Required Letter* from the **Documents** store for the development application.

**For more information** visit [Request, Upload and Generate documents | PlanSA](#) for instructions on how to:

- Supersede a Document
- Upload correspondence document and record the date sent

### Confirmed Consent is required

1. Click on **Yes** to confirm the consent is required.

### Consent Verification

[Help for this section](#)

**⚠ IMPORTANT** – Have you checked the Development Location(s) on the Application? This information cannot be edited after the first Consent is verified

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- ✓ [Category of Development](#)
- [Confirm Consent](#)

#### Confirm Planning Consent required

Is Planning Consent required for this Development Application? \*

Yes
  No

2. Click **Next** to continue.

Fee Request

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## Confirmed Consent is not required

3. Click **No** to confirm the consent is not required.
4. Provide a **reason** why the consent is not required.

Noting, there is no option to charge a fee for verifying the application.

### Consent Verification

[Help for this section](#)

**⚠ IMPORTANT** – Have you checked the Development Location(s) on the Application? This information cannot be edited after the first Consent is verified

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- ✓ [Category of Development](#)
- **[Confirm Consent](#)**
- Nature of Development
- Referrals
- Public Notifications

#### Confirm Planning Consent required

**Is Planning Consent required for this Development Application? \***

Yes  
 **No**

**i** If you proceed this consent will be set to **Not required**.

**Reason \***

This reason will be provided to the applicant.

5. Click on **Confirm consent not required**.

Fee Request

Summary

CONFIRM CONSENT NOT REQUIRED

6. Select **OK, Continue** in the pop-up window to confirm the consent is not required.

Returns to the consent **Summary** with a 'Not Required' consent status displayed.

ASSESSMENTS
YOUR APPLICATIONS
YOUR ORGANISATION

## Planning Consent for Development Application

Summary

Documents

Fees

Information Requests

Conditions and Notes

Clocks

[< Development application 20000308](#)

Consent status: Not Required

## 7. Update Nature and Cost of Development

The 'Nature of Development' section displays the proposed development details supplied by the applicant during the submission of the development application.

During verification, the relevant authority assessing the application reviews the proposed details. After review, the 'Nature of Development' is recorded in the Decision Notification Form (DNF) and used as the official description of the development when public notification is required.

1. Review the **Nature of Development** description and update as required.

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- ✓ [Category of Development](#)
- ✓ [Confirm Consent](#)
- > [Nature and Cost of Development](#)
- [Referrals](#)
- [Public Notifications](#)
- [Fee Request](#)
- [Summary](#)

### Nature and Cost of Development

**Nature of Development \***

Single storey dwelling, carport and swimming pool

49/4000

### Development Costs

For the calculation of the building assessment fees, a breakdown of the development costs (excluding fit-out costs) and a building classification is required. More information, visit [building classifications](#).

**i Building classification unknown or building assessment fees to be charged later**  
 When unsure of the building classification then select the 'Not Applicable' option for all planning elements. Similarly, the 'Not Applicable' building classification can be used when the building assessment fees are not being charged at this stage of development assessment.

## Review and Update the Development Costs

An updated Total Development Cost or Estimated Development Cost(s) is used to calculate the Building Assessment – Class and Compliance fee amount within the **Fee Request** page.

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

The **Development Costs** section will show the:

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

### Development Costs

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

\$ 41,000

GO BACK

SAVE DRAFT

NEXT

The **Development Costs** section will show the:

- **Development Costs by Elements** (includes the Total Development Cost) when the locations council is the relevant authority for building consent.
2. Click **NEXT** to continue.

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
New housing	\$ 0	Not Applicable ▼
Carport or garage	\$ 0	Not Applicable ▼
Swimming pool or spa pool and associated swimming pool safety features	\$ 0	Not Applicable ▼

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

\$ 850,000

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

SAVE DRAFT **NEXT**

## 8. Add Referrals

### Default referral to SPC Planning Services

When the consent is for both Planning and Land Division the referral to SPC Planning Services is automatically added and distributed upon payment of the *Fee Advice* issued on completing the verification.

[Link to Schedule 9 of the PD&I Regulations](#)

**Referral body 1**

**Consent this referral is for**  
Land Division Consent

**Referral body type**  
Referral Body

**Referral body**  
SPC Planning Services

**Response type**  
Regulation 76

**Referral type**  
Advice

**Referral period**  
20 Business Days

### Automatically distribute referral

The referral(s) are automatically distributed on payment of the fee advice issued on verification completion. Where manual distribution of the referral is required, then within the applicable referral de-select the option to automatically distribute referral after verification.

## Requires a referral

1. Click **Yes** to add the referral.

### Referrals

[Link to Schedule 9 of the PD&I Regulations](#)

**Does this consent require referrals? \***

- Yes
- No

**Note:** The referral(s) will be automatically distributed once verification is completed and the Consent status is under assessment. If you DO NOT want the referral(s) to be distributed at this time, DE-SELECT the automatic distribution box at the bottom of the associated referral body below and distribute manually during assessment.

**Referral body 1**

**Referral body type\***

Referral Body ▼

2. Complete the **referral body** information, making selections from the field drop-down lists as follows.

- **Referral Body** leave 'referral body' default selection.
- **Referral Body** click on the field to start typing name and make selection from the list of results.

Referral body 1

Referral body type \*

Referral Body

Referral body \*

--- Select One ---

Q country

Country Fire Service

- **Response Type** automatically populates based on the referral body chosen, e.g. Country Fire Service. Other referral bodies will require a response type to be selected, e.g. Commissioner of highways, then select from the drop-down field.

Referral body \*

Commissioner of Highways

Response type \*

--- Select One ---

--- Select One ---

Schedule 9 (3)(21) Advertising Near Signalised Intersections Overlay

Schedule 9 (3)(4) Future Road Widening Overlay

Schedule 9 (3)(7) Development Affecting Transport Routes and Corridors

- **Referral Type** automatically populates based on the response type chosen. There are two types: Advice and Direction.
- **Referral Period** automatically populates based on the response type chosen. The period shown is the number of days the referral body must respond to the referral.
- **Fee Schedule** automatically populates based on the response type chosen. The 'standard' schedule shown determines the statutory fee amount. Noting, not all referrals show a fee schedule, and others will require a selection, e.g. Minister – Heritage Places (example image below).

Fee Schedule \*

--- Select One ---

--- Select One ---

Standard

High Value

- **Reason for Referral/Comments** provide instruction and or information to the referral body. This is shown in the referral request received by the referral body.
- **Automatically distribute referral after verification** is the default. Remove the selection to manually distribute the referrals during the consent assessment.

When multiple referrals required, then **Add another referral body**.

**Reason for Referral/Comments \***

Review plans

Maximum 500 characters.

Automatically distribute referral after verification

ADD ANOTHER REFERRAL BODY

## Remove an added referral

3. Click on 'X' to delete.

**Comment**

Maximum 500 characters.

**Referral body 2**

**Referral body type \***

Referral Body

**Referral body \***

Minister - Heritage Places Act 1993



## Referral is not required

During the assessment of the planning consent, it is determined that a referral is required then this can be added from the **Referral** tab and the applicant invoiced for the additional 'referral' fee.

1. Click **No** the consent does not require referrals.
2. Click **Next** to continue.

## 9. Confirm Public Notification

When the **Category of Development** is either 'Performance Assessed' or 'Impact Assessed' then Public Notification is to be determined.

**For more information** visit [Assess an application consent > Public Notification | PlanSA](#) for instructions.

### Public notification required

1. Click **Yes** to public notification.

### Update the Relevant Authority Reason

When the 'initial' relevant authority reason chosen was 'Assessment Manager – Section 96 – Performance Assessed' and later determined public notification required, the reason must be updated to 'Assessment Panel' to ensure the correct timeframes are applied to the consent assessment.

2. Click on **Relevant Authority** within the left-hand navigation menu.

3. Click on the **Reason** field to select 'Assessment Panel – Section 93'.
4. Click **Next** to continue and repeat through the pages to follow until the Public Notification page is reached.

On return to the **Public Notifications** page complete the following fields.

5. Provide a **Reason** why public notification is required.
6. Click **Who will erect the public notification sign on the land** displays the applicant's selection of Applicant or Relevant Authority. Includes the option to indicate 'Signage on land not required'.

## Consent Verification

[? Help for this section](#)

**!** IMPORTANT – Have you checked the Development Location(s) on the Application? This information cannot be edited after the first Consent is verified

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- ✓ [Category of Development](#)
- ✓ [Confirm Consent](#)
- ✓ [Nature of Development](#)
- ✓ [Referrals](#)
- **Public Notifications**
- Fee Request
- Summary

### Public Notifications

**Does this consent require public notification? \***

Yes

No

**Reason \***

code

**Who will erect the public notification sign on the land?**

Applicant

Relevant Authority

Signage on land not required

GO BACK

SAVE DRAFT

NEXT

## Public notification not required

During the assessment of the consent if it is determined that public notification is required then this can be updated from within the **Public Notification** tab and the applicant invoiced for an additional 'sign on land' and/or 'public notification' fee.

1. Click **No** to public notification.
2. Click **Next** to continue.

## Consent Verification

[? Help for this section](#)

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- ✓ [Category of Development](#)

### Public Notifications

**Does this consent require public notification? \***

Yes

No

## 10. Complete Fee Request

The fees are grouped together under the applicable types; Compliance, Planning Consent, Building Consent and Lodgement.

There are 'statutory fees' as set out by the *Planning, Development and Infrastructure (Fees) Notice* and fees 'Set by RA' whereby the relevant authority is responsible for determining the amount, for example, Sign on Land fee.

### Fee Advice Distribution

On completion of the verification the Fee Advice is generated and the applications 'invoice contact notified by email or when post then print the 'Fee Advice' and send.

### View all fees raised on this application

When the consent is the first consent being verified the text 'No previous fees have been raised for this application'.

### Default Fees

During the verification process where a referral and/or public notification required these fees are automatically shown with the default statutory amount.

**Consent Sought:** Planning Consent

**Development Cost:** \$850,000

#### All fees raised on this application

No previous fees have been raised for this application

**LODGE**MENT
  PLANNING CONSENT
  BUILDING CONSENT
  COMPLIANCE

Electronic Lodgement Fee

Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Public Notification				Reason for variation (from \$289.00)
Sign on Land <b>i</b>				Reason for variation (from \$0.00)
Electronic Lodgement Fee				
<b>Total Payable Fees</b>		<b>\$1,054.00</b>	<b>\$0.00</b>	

**i** Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

## Lodgement Fees

### Lodgement Fees for Accredited Professionals

For accredited professionals, fees are determined between you and the client, therefore only the following fees must be invoiced at the point of verification.

**Lodgement fee** must be charged once per application, and on the first consent assessed through the Development Assessment Processing (DAP).

- Click on the fees applicable as follows.
  - Electronic Lodgement Fee (ELF).**

### Information

During verification the following will be observed based on whether the ELF has been paid or not.

- ELF is defaulted and disabled on the first consent or the second consent when ELF was not paid on the first consent, for example consent was not required or transitional.
- ELF is not defaulted on the second consent or subsequent consents (e.g. staged building) when ELF paid on the first consent.

### Tree(s) located on neighbour’s property and Electronic Lodgement Fee (ELF)

When the applicant’s response is ‘yes’ and the only element selected is ‘Tree damaging activity’ then ELF is not applicable and will not default.

If more than one element selected and one is for ‘Tree damaging activity’ then ELF must be paid and defaults.

- Hard copy fee** selects when the application received by post, in person or by email.

LODGE
PLANNING CONSENT
BUILDING CONSENT
COMPLIANCE
REFERRAL BODY

Electronic Lodgement Fee

Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Hard copy				Reason for variation
Sign on Land <span style="font-size: 0.8em;">i</span>				Reason for variation
CFS - Standard				
<b>Total Payable Fees</b>				

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

i

### Council proposed development is revenue raising

Determined through the [Purpose of the development](#) checkbox, council proposed development is revenue raising the Electronic Lodgement Fee (ELF) is selected by default and disabled for the first consent.

During verification of the second consent ELF is not defaulted as paid on the first consent.

- 2. Electronic Lodgement Fee** defaulted and disabled – must be paid on the first consent.

<b>LODGEMENT</b>	PLANNING CONSENT	BUILDING CONSENT	COMPLIANCE
------------------	------------------	------------------	------------

Electronic Lodgement Fee

Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
<b>Total Payable Fees</b>				

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

### Council proposed development is not revenue raising

Determined through the [Purpose of the development](#) checkbox, council proposed development is not revenue raising the Electronic Lodgement Fee (ELF) is selected by default and enabled. The assessor can elect to charge the ELF or not.

During verification of the second consent ELF is not defaulted as paid on the first consent or ELF has been waived.

- 3. Electronic Lodgement Fee** defaulted and enabled. Optional to charge ELF or not.

<b>LODGEMENT</b>	PLANNING CONSENT	BUILDING CONSENT	COMPLIANCE
------------------	------------------	------------------	------------

Electronic Lodgement Fee

Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
<b>Total Payable Fees</b>				

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

## Planning Consent Fees

- Click on the **Planning Consent** tab.
- Click on the fees applicable to the planning, for example, Performance Assessed and Public Notification.

### Fee Request

**▲** The Electronic Lodgement fee only needs to be charged once per application, and must be charged on the first consent to be issued through the Portal. Please review the payment history before charging fees to ensure the Electronic Lodgement fee isn't charged twice. Also check the Payment History to ensure the Compliance fees are not charged twice.

**Consent Sought:** Planning Consent

**Development Cost:** \$300,000.00

#### All fees raised on this application

No previous fees have been raised for this application

- Deemed to Satisfy
- Impact Assessed (EIS) Assessment
- Impact Assessed (EIS) Declaration
- Impact Assessed (Restricted)
- Land Division (Restricted)
- Performance Assessed
- Public Notification
- Sign on Land

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Hard copy				Reason for variation
Performance Assessed				Reason for variation
Public Notification				Reason for variation
Sign on Land <b>i</b>				Reason for variation
CFS - Standard				
<b>Total Payable Fees</b>				

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

**i**

### Add a Set by RA fee amount

- Click in the **Actual** field for the 'Set By RA' fee type, for example, Sign On Land and enter the dollar amount inclusive of GST.
- Provide **reason for the variation**, the variation in this example, is adding a fee amount.

Sign on Land <b>i</b>	Set By RA	\$250.00	\$22.73	costs for printing and placing sign on the land
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## Land Division Consent Fees

The **Land Division Consent** fees tab is available when verifying a combined Planning and Land Division consent.

When applicable, the “Regulation 76 Advice from Commission” fee is charged during verification and payable by the applicant to lodge the application for planning and land division consent.

LODGEMENT
PLANNING CONSENT
LAND DIVISION CONSENT
BUILDING CONSENT
COMPLIANCE

Building Envelope Plan Fee

Land Division - 4 or less and no Public road

Land Division - 5+ and/or public road

Publication of Building Envelope Fee

Regulation 76 Advice from Commission

Water Entities (excludes SA Water)

Water Entities (excludes SA Water) - Amended

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Public Notification				<i>Reason for variation</i>
Land Division - 4 or less and no Public road				<i>Reason for variation</i>
Regulation 76 Advice from Commission				<i>Reason for variation</i>
<b>Total Payable Fees</b>				

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

8. Click on the **Land Division Consent** tab.
9. Click on the land division fees applicable to the application.
  - **Building Envelope Plan Fee and Publication of Building Envelope Fee** [more information](#) available from PlanSA - *Our planning system > Instruments > Planning Instruments > Building envelope plans.*
  - **Land Division and Regulation 76 Advice from Commission** [more information](#) available from PlanSA – *Development applications > Before you lodge > Application fees.*

## Building Consent Fees

10. Click on the **Building Consent** tab.

11. Click on the **building consent** fees applicable to the building works.

### Charging Building Assessment Fees

When the building assessment fees are being charged at planning consent and the [Update Nature and Cost of Development](#) step completed, the 'Building Assessment – Class' fee is automatically selected, and the statutory amount calculated on the 'estimated development cost'.

LODGEMENT	PLANNING CONSENT	<b>BUILDING CONSENT</b>	COMPLIANCE
-----------	------------------	-------------------------	------------

- |  |   |
|--|---|
| <input type="checkbox"/> Building Assessment - Class 1     | <input type="checkbox"/> Issue Essential Safety Provisions    |
| <input type="checkbox"/> Building Assessment - Class 10    | <input type="checkbox"/> Referral to Commission (Concurrence) |
| <input type="checkbox"/> Building Assessment - Classes 2-9 | <input type="checkbox"/> Referral to Commission (Opinion)     |
| <input type="checkbox"/> Building Assessment - Demolition  |   |
| <input type="checkbox"/> Certificate of occupancy          |   |
| <input type="checkbox"/> Change of Classification          |   |

Description	Statutory Amount	Actual	GST Included	Reason for variation
Performance Assessed <b>i</b>	<div style="border: 1px solid #0070C0; border-radius: 15px; padding: 10px; background-color: #E0F0FF;">                     Refer to the application <a href="#">Fees and Charges</a> for the current financial year statutory amounts    </div>			Reason for variation
Public Notification				Reason for variation
Sign on Land <b>i</b>				Reason for variation
Electronic Lodgement Fee				
Commissioner of Highways - Standard				
<b>Total Payable Fees</b>				

**Received a Fee Discrepancy Message**

The 'Building Assessment – Class' fees are directly linked to the Development Cost on the Nature and Cost of Development Page. When a 'Building Assessment – Class' fee is selected but no 'building classification' exists for a planning element then a Fee Discrepancy error message will show, and the NEXT button will be disabled.

12. Remove the Building Assessment – Class fee(s) selection.

LODGE
PLANNING CONSENT
BUILDING CONSENT
COMPLIANCE

Building Assessment - Class 1  
 Building Assessment - Class 10  
 Building Assessment - Classes 2-9  
 Building Assessment - Demolition  
 Certificate of occupancy  
 Change of Classification

Issue Essential Safety Provisions  
 Referral to Commission (Concurrence)  
 Referral to Commission (Opinion)

Description	Statutory Amount	Actual	GST Included	Reason for variation
Building Assessment - Class 1 <span style="font-size: small;">i</span>				<i>Reason for variation</i>
<b>Total Payable Fees</b>				

**i** Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

**Fee Discrepancy:** Update the Development Costs within the Nature and Cost of Development page to invoice the selected Building Assessment – Class fee(s) or remove the selection to continue; invoicing the building assessment – class fees at a later stage.

GO BACK
SAVE DRAFT
NEXT

13. Click **GO BACK** to the **Nature and Cost of Development** page to change the building classification from 'Not Applicable' to the applicable building classification.

Building Assessment - Classes 2-9  
 Building Assessment - Demolition  
 Certificate of occupancy  
 Change of Classification

Referral to Commission (Concurrence)  
 Referral to Commission (Opinion)

GO BACK

## Compliance Fees

14. Select the **Compliance** tab.

### Building and Building Work Compliance Fees

A compliance fee is charged for each building and the invoicing to the applicant can occur during building consent verification or during development approval by the issuing council.

15. Click on the fees applicable to the building and/or building works.

16. Click on the  **Plus** icon to when more than one building.

As required, use  **Delete** to remove a compliance fee; only when multiple fees added.

LODGEMENT

PLANNING CONSENT

BUILDING CONSENT

**COMPLIANCE**

Class 1 Building 

Urban Tree Canopy Off-set Fee - Medium

Class 10 > \$10,000 except for swimming pools

Urban Tree Canopy Off-set Fee - Small

Classes 2-9 Buildings

Urban Tree Fund Fee

Regulation 39

Swimming pools or swimming pool safety features

Urban Tree Canopy Off-set Fee - Large

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Hard copy				<i>Reason for variation</i>
Class 1 Building 				<i>Reason for variation</i>
<b>Total Payable Fees</b>				

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts



### Urban Tree Canopy Off-Set Fee

The Urban Tree Canopy Off-set Fee statutory amount defaults to the scheme’s rate for a small tree. Move the mouse cursor over the **i** information icon to view the fee breakdown for each tree size (small, medium and large).

The Urban Tree Canopy Off-set Fee is distributed to the scheme of the same name. For more information visit the [Urban Tree Canopy Off-set scheme | PlanSA](#).

1. Click checkbox against **Urban Tree Canopy off-set fee** small, medium or large.
2. The **Statutory Amount** defaults. For more information refer to [Application Fees and Urban Tree Canopy Fees | PlanSA](#).
3. Type over the **Actual** amount with the calculated amount when the applicant has indicated paying into the fund for multiple trees.

The number of trees being paid are captured in [Applicant has opted to pay into the Urban Tree Canopy Off-set scheme](#) and [Applicant has opted to a combination of retain/plant and payment](#) instructions.

4. Provide a **reason for the variation**, e.g., cost of 3 medium trees @ \$ each.
5. Click **SUBMIT** if no further fee(s) to be included.

- Class 1 Building
- Class 10 > \$10,000 except for swimming pools
- Classes 2-9 Buildings
- Regulation 39
- Swimming pools or swimming pool safety features
- Urban Tree Canopy Off-set Fee - Large
- Urban Tree Canopy Off-set Fee - Medium
- Urban Tree Canopy Off-set Fee - Small
- Urban Tree Fund Fee

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee <b>i</b>				
Deemed to Satisfy <b>i</b>				Reason for variation
Urban Tree Canopy Off-set Fee - Medium <b>i</b>				Reason for variation
Urban Tree Canopy Off-set Fee - Small <b>i</b>				Reason for variation
<b>Total Payable Fees</b>				

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts.

**i**

### Urban Tree Fund Fee

The Urban Tree Fund Fee 'Actual' amount is set by the council who will receive the amount paid if they have a 'tree fund' in place, else paid into 'tree fund' managed by the State Government.

1. Click on the **Urban Tree Fund Fee** to add.
2. Type over the **Actual** amount with the calculated amount, e.g. \$163.
3. Click **SUBMIT** if no further fee(s) to be included.

LODGEMENT
PLANNING CONSENT
BUILDING CONSENT
COMPLIANCE

Class 1 Building  
 Class 10 > \$10,000 except for swimming pools  
 Classes 2-9 Buildings  
 Regulation 39  
 Swimming pools or swimming pool safety features  
 Urban Tree Canopy Off-set Fee - Large

Urban Tree Canopy Off-set Fee - Medium  
 Urban Tree Canopy Off-set Fee - Small  
 Urban Tree Fund Fee

Description	Statutory Amount	Actual	GST Included	Reason for variation
Urban Tree Fund Fee ⓘ	Set By RA	\$0.00	\$0.00	Reason for variation (from \$0.00)
<b>Total Payable Fees</b>		<b>\$0.00</b>	<b>\$0.00</b>	

### Referral Body Fees

The referral body fees are automatically selected when the referral is added during verification with the 'statutory amount' disabled (i.e. not editable) and distributed to the referral body.

#### Fee Request

**⚠** The Electronic Lodgement fee only needs to be charged once per application, and must be charged on the first consent to be issued through the Portal. Please review the payment history before charging fees to ensure the Electronic Lodgement fee isn't charged twice. Also check the Payment History to ensure the Compliance fees are not charged twice.

**Consent Sought:** Planning Consent  
**Development Cost:** \$300,000.00

#### All fees raised on this application

No previous fees have been raised for this application

LODGEMENT
PLANNING CONSENT
BUILDING CONSENT
COMPLIANCE
REFERRAL BODY

CFS - Standard

Description	Statutory Amount	Actual	GST Included	Reason for variation
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## 11. Review Verification Summary and Submit

Review the verification summary and return to the applicable page(s) when updates to entered information is required before submitting.

### Consent Verification

[Help for this section](#)

**▲ IMPORTANT** - Have you checked the Development Location(s) on the Application? This information cannot be edited after the first Consent is verified

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- ✓ [Category of Development](#)
- ✓ [Confirm Consent](#)
- ✓ [Nature of Development](#)
- ✓ [Referrals](#)
- ✓ [Public Notifications](#)
- ✓ [Fee Request](#)
- [Summary](#)

**Verify Application**

**Relevant Authority**

Are you an appropriate Relevant Authority for this Planning Consent?

Yes

**Reason**

Assessment Panel - Section 93

**Verify Documentation**

**Documentation**

Document	Type	Date Created

Click **Submit** to complete the verification process.

<b>Total Payable Fees</b>	<b>\$2,194.50</b>	<b>\$90.91</b>	
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GO BACK

SAVE DRAFT

SUBMIT

### Distribute documentation

The following documentation is generated and available from the Documents store for the consent. If the either primary contact and invoice, contact preferred communications method is post then print and place in the post.

### Fee Advice

The 'fee advice' is generated and email notification sent to the applications 'invoice contact' advising payment required. Until the 'fee advice' is paid the development application will not progress to 'assessment'.

### Letter to Land Owner

The 'Letter to Land Owner' is generated when tree damaging activity is located on neighbour's property.

### Verification Outcome

The 'verification outcome' letter is generated and provides a summary of the decisions made.

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



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