

Guide for Relevant Authorities

Development Assessment

# Verify a Planning and Land Division Consent

Version 3.17



**Government of South Australia**

Department for Housing  
and Urban Development

## Table of Contents

Review the Development Application Details.....	5
Preview development application.....	5
Submission Details.....	6
Planning Information .....	8
Zoning Information .....	9
Applicant's View .....	9
Check and update the development location address (as required) .....	10
Add a new/additional location.....	11
Perform an address search .....	11
Perform a title reference search .....	12
Perform a plan parcel search .....	13
Perform a valuation number search .....	14
Perform a map search.....	15
Cannot find the council land or water development location? .....	17
Distribute Internal Referral .....	22
Perform verification of the Planning Consent.....	23
Planning and Land Division Consent.....	23
1. Confirm the Relevant Authority.....	24
Confirmed the appropriate relevant authority .....	24
Confirmed not the appropriate relevant .....	26
2. Review Consent Documentation .....	29
Mandatory Documentation Provided .....	30
Missing Mandatory Documentation .....	31
Option 1: Request additional documentation .....	31
Option 2: Waive the requirement for additional documentation.....	32
Option 3: Waive some documentation and request some documentation .....	32
Request for Documentation .....	33
3. Resume Verification .....	36
4. Review and Refine the Elements.....	37
Purpose of the development .....	38
Regulated and Significant Trees .....	39
Tree located on the neighbour's property .....	39
Plant replacement trees or pay into the Urban Tree Fund .....	40
The Urban Tree Canopy Overlay applies to this application .....	41
Urban Tree Canopy does not apply.....	42

	To be Confirmed prior to Development approval .....	42
	Applicant has opted to plant new trees or retain existing trees .....	42
	Applicant has opted to pay into the Urban Tree Canopy Off-set scheme.....	43
	Applicant has opted to a combination of retain/plant and payment .....	44
	Review Land division or Boundary Realignment .....	45
	Review Septic/Sewer Information .....	45
5.	Category of Development for each Element .....	47
	Review the elements returned P&D Code .....	47
	Parent-Child Locations .....	48
	Categorise development elements .....	49
	Development Category - Exempt .....	51
	Generate an exempt letter.....	51
	Development Category - Accepted .....	53
	Generate an accepted letter .....	53
6.	Confirm Planning Consent Required .....	55
	Confirmed Consent is required.....	55
	Confirmed Consent is not required.....	56
7.	Update Nature and Cost of Development .....	57
	Review and Update the Development Costs .....	58
8.	Add Referrals .....	59
	Requires a referral .....	59
	Remove an added referral .....	61
	Referral is not required.....	61
9.	Confirm Public Notification .....	62
	Public notification required .....	62
	Update the Relevant Authority Reason .....	62
	Public notification not required .....	63
10.	Complete Fee Request.....	64
	View all fees raised on this application.....	64
	Default Fees .....	64
	Lodgement Fees .....	65
	Council proposed development is revenue raising .....	66
	Council proposed development is not revenue raising .....	66
	Planning Consent Fees.....	67
	Land Division Consent Fees .....	68
	Building Consent Fees .....	69
	Compliance Fees .....	71

	Building and Building Work Compliance Fees .....	71
	Urban Tree Canopy Off-Set Fee .....	72
	Urban Tree Fund Fee.....	73
	Referral Body Fees .....	74
11.	Review Verification Summary and Submit .....	75
	Distribute documentation .....	75

## 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 (109)

ASSESSMENT IN PROGRESS (78)

WAITING (3)

UPCOMING (85)

COMPLETED (85)

BUILDING NOTIFICATIONS (0)

RECTIFICATION NOTIFICATIONS (0)

[Help for this section](#)

**For your action**

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
24048161	P Public	124 BURNS RD INGLEWOOD SA 5133	Land Division 1 into 2		Start Verification (Planning Consent)	—	⌚ 5

STATUS DETAIL

CONTACTS

SUMMARY

**Application 24048161**

This application currently requires 1 action

Start Verification

⌚ 5

Planning consent

Pending verification

⌵

Verification

Land Division consent

Still required

## Preview development application

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

FOR YOUR ACTION (109)

ASSESSMENT IN PROGRESS (78)

WAITING (3)

UPCOMING (85)

COMPLETED (85)

BUILDING NOTIFICATIONS (0)

RECTIFICATION NOTIFICATIONS (0)

[Help for this section](#)

**For your action**


☐ Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
24048161	P Public	124 BURNS RD INGLEWOOD SA 5133	Land Division 1 into 2		Start Verification (Planning Consent)	—	⌚ 5

The Development Application – Summary displays.

Development application - 24048161: 124 Burns Rd Inglewood SA 5133

SummaryDocumentsEvent HistorySharing accessInspectionOperative DatesRelated 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 Verification5

Application Status: Submitted

Fees Outstanding: No

Development Location(s) edit  
124 BURNS RD INGLEWOOD SA 5133

Title Ref: CT 5925/271 Plan Parcel: H105700 SE451

Additional Location Information:  
Council: Adelaide Hills Council

Nature of development edit  
Land Division 1 into 2

Elements selected edit

- Land division

> Submission details

> Planning Information

> Zoning information

> Applicant's view

Submission Details

The Submission 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’.

Development Detailsedit

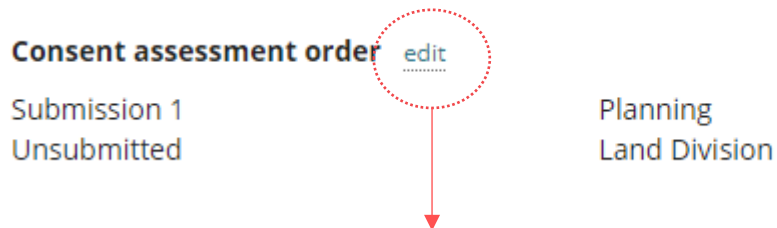
Current Use	vacant land
Proposed Use	vacant land
Development cost (excluding fit out)	<b>Total Development Cost (excluding fit-out costs)</b> \$ 1
Proposed development details	Land Division 1 into 2

Consents required / Relevant authorities assigned to assess them

- Planning Consent
  - Land Division Consent
- Planning ACP One  
Adelaide Hills Council

### Consent assessment order

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



### Submissions for application 24048161

[Back to Application](#)

#### Submission 1

1. Planning Consent

[Remove consents from submission](#)

#### Unsubmitted consents

- Land Division Consent

### Consent details

Editing the consent details is used to update elements selected and associated element information. The same can be performed from the **Elements selected**.

**Consent details** [edit](#)

<b>Planning Consent</b>
If public notification is required for your planning consent, who would you like to erect the public notification sign on the land?
Relevant Authority
<b>Land Division Consent</b>

#### Elements selected [edit](#)

- Land division

▼ Submission details

**Development Details** [edit](#)

Planning Information

Shows details of the Land Division or Boundary Realignment with the ability to edit the Element Details.

▼ Planning Information

Element details [edit](#)

Land Division ▼

Details	Value
Application Type	Conventional (Torrens title)
Number of existing allotments	1
Number of proposed allotments (excluding road and reserve)	2
Proposed reserve area (m²)	0
Area of land to be divided (m²)	888
No of additional allotment(s) created within the Environment and Food Production Areas overlay	

**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

- Productive Rural Landscape

#### Overlays

- Environment and Food Production Area
- Hazards (Bushfire - High Risk) (High)
- Hazards (Flooding - Evidence Required)
- Limited Land Division
- Mount Lofty Ranges Water Supply Catchment (Area 1)
- Native Vegetation
- Prescribed Water Resources Area
- Water Resources

## 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

##### Planning consent

Assessment in progress



Verification

Checking submission

##### Land Division consent

Pending your action

##### Development approval

Pending approval of all consents

##### Development application

Pending approval of all consents

##### Land Division Certificate

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 we 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).

SummaryDocumentsEvent HistorySharing accessInspectionOperative DatesRelated Actions



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

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

Select a location search type

ADDRESS

TITLE

PLAN PARCEL


VALUATION

MAP


Address Search

Start typing property address

Location details

<input 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

!

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.

☒

Selected Location

☒

3 MONTACUTE RD CAMPBELLTOWN SA 5074

☒

1 MONTACUTE RD CAMPBELLTOWN SA 5074

Title Ref

CT 5711/774

CT 5848/821

Plan Parcel

D3028 AL19

D56950 AL2

Valuation

1714282008

1714278201

Provide additional location information

0/100


0/100

Council

CAMPBELLTOWN CITY COUNCIL

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

### Title Search



Prefix Type CT - Certificate Of Title

Volume

Folio

[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
---------	-------	-------------	-----------	-----

### Title Search

Prefix Type --- Select One ---

Volume

Folio

[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	

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
<b>Plan Parcel Search</b> <div> Plan Type: D - Deposited Plan  Plan Number: 3028  Parcel Type: Allotment  Parcel Number: 19 </div> <div> CLEAR SEARCH SEARCH </div>				

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
<b>Plan Parcel Search</b> <div> Plan Type: --- Select One ---  Plan Number:  Parcel Type: --- Select One ---  Parcel Number: </div> <div> CLEAR SEARCH SEARCH </div>				

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		

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

171428200810/10

CLEAR SEARCHSEARCH

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 number0/10

CLEAR SEARCHSEARCH

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

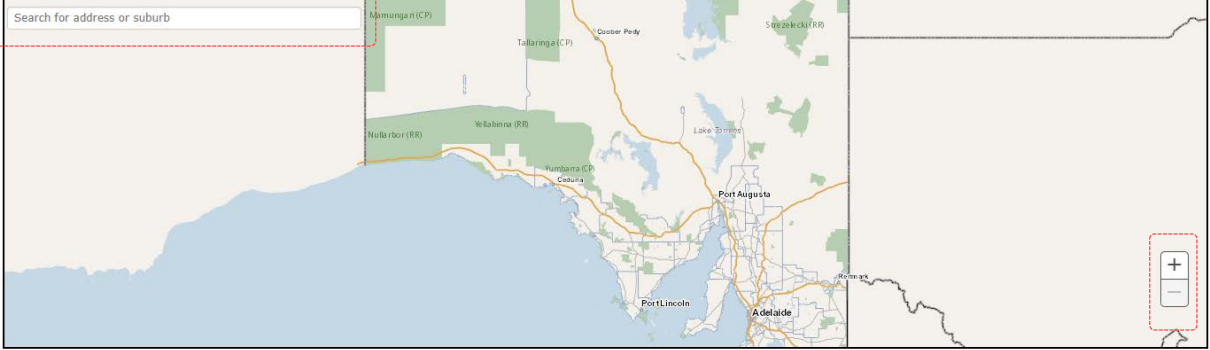
PLAN PARCEL

VALUATION

MAP


Map Search



Search for address or suburb



Cannot find the council land or water development location?

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council	
<input checked="" type="checkbox"/>	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

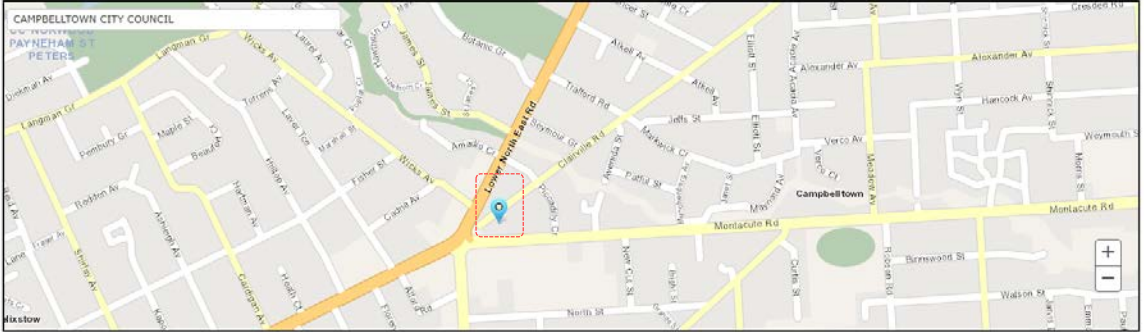
TITLE

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)

SummaryDocumentsEvent HistorySharing accessInspectionOperative DatesRelated 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 Verification1

**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

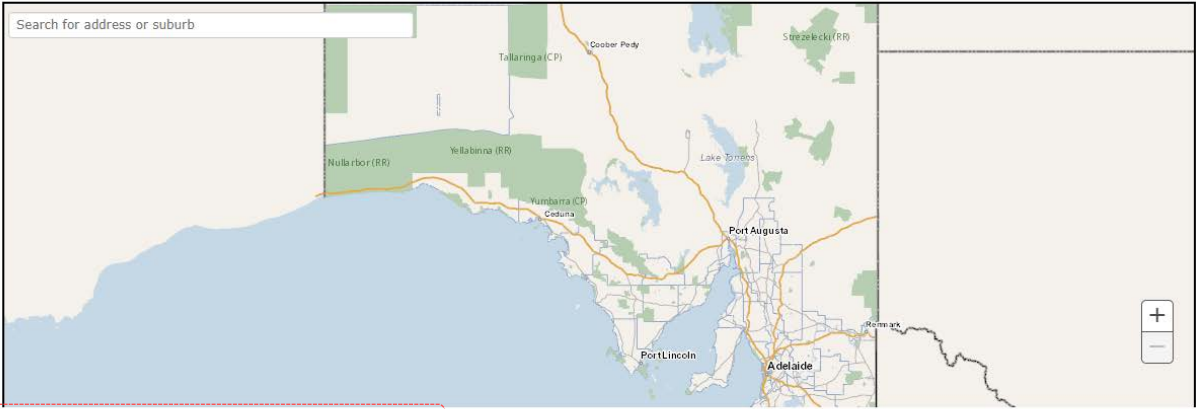
PLAN PARCEL

VALUATION

MAP

Map Search

Search for address or suburb



Cannot find the council land or water development location?

Location details

<input checked="" type="checkbox"/>	Selected Location	Title Ref	Plan Parcel	Valuation	Provide additional location information	Council		
<input checked="" type="checkbox"/>	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 \*

0/100

Type a description of the location, e.g. verge between street name and street name or 49 51 29 99 GPS coordinates

Additional Location Information

0/100

Type the Lot/Tenancy number or local landmark details

Suburb \*

Type the name of the suburb

ADD LOCATION

## 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 19/100	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

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"/>	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		


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"/>	Road verge GPS Coordinate Lat : and Long:				170 metres south of intersection 32/100	City of Campbelltown		

RESET LOCATIONS

CANCEL

SUBMIT

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

Development application - 23001525

Summary

Documents

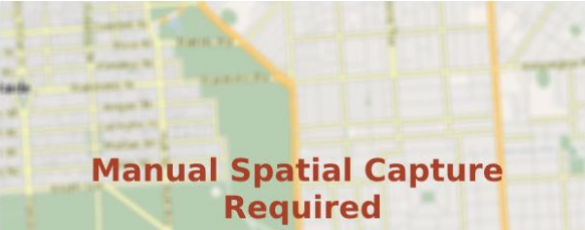
Event History

Sharing access

Inspection

Operative Dates

Related Actions



Manual Spatial Capture Required

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 29/100		
<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

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

user four - Fluid Building Approvals Pty Ltd

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

SAVE DRAFT

NEXT

## 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

✓ 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

[Help for this section](#)

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	

- 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

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

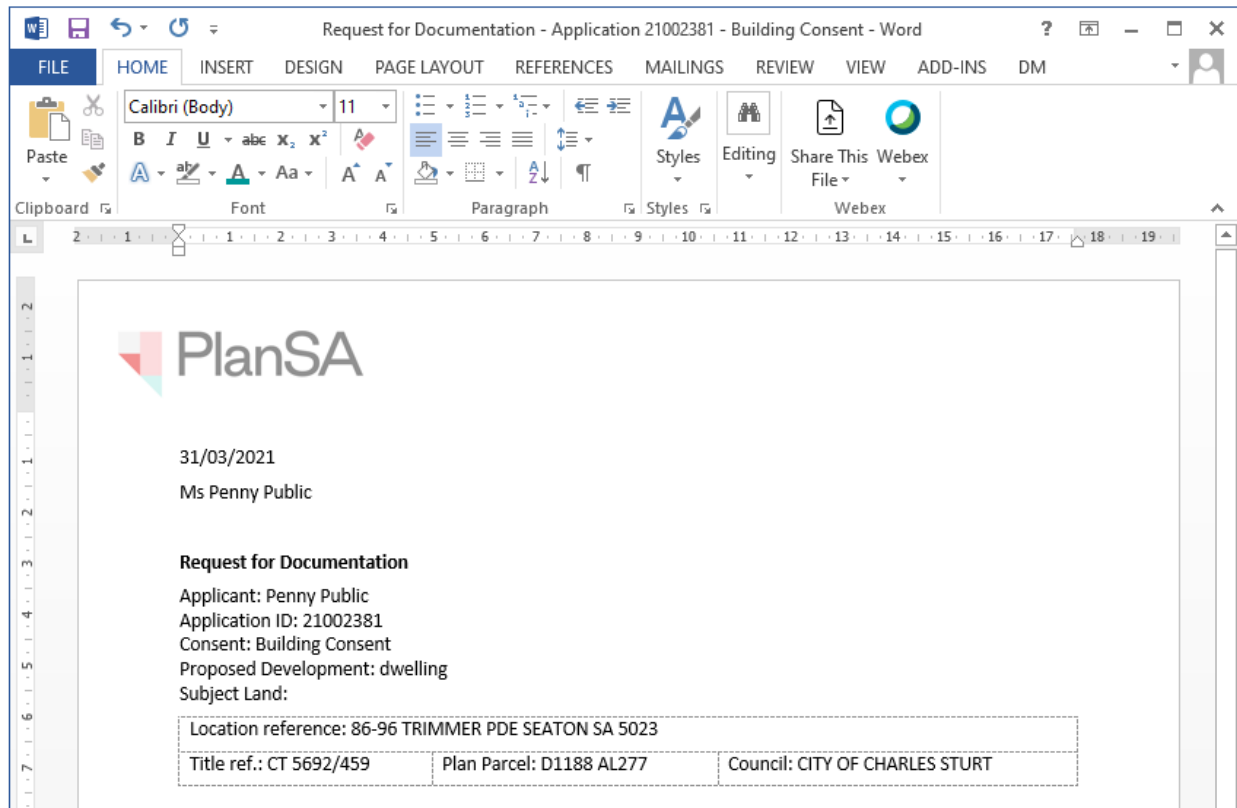
SAVE DRAFT

SUBMIT

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

## Verify a Planning and Land Division Consent

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



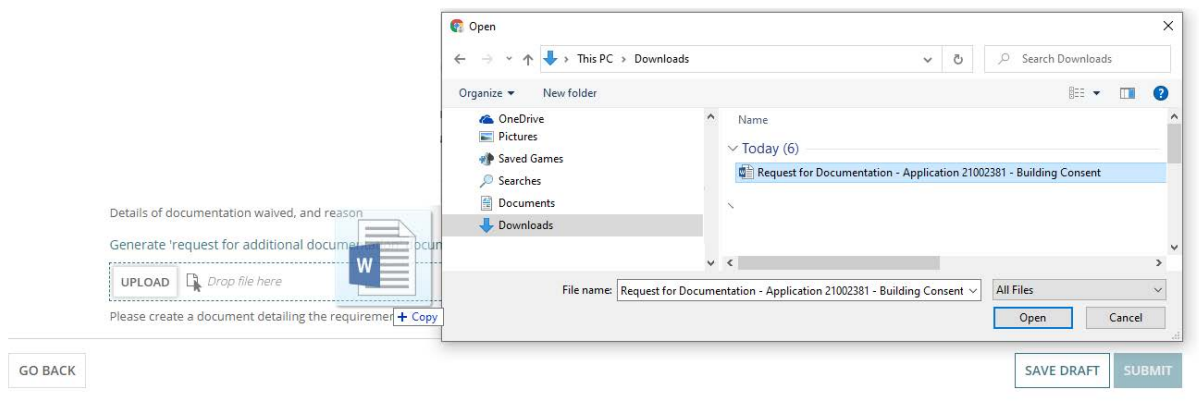
- Go to the marked area in the letter to list the additional documentation required.



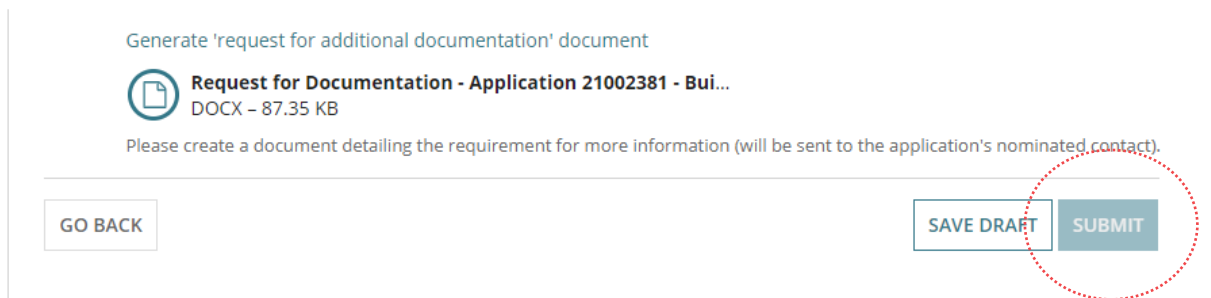
- Save** the 'Request for additional documentation letter' to a location on your computer.
- Print** the 'Request for Documentation letter' when the primary contacts preferred method of communication is post.
- Close the 'Request for Documentation letter'.

The **Verify Documentation** screen is showing.

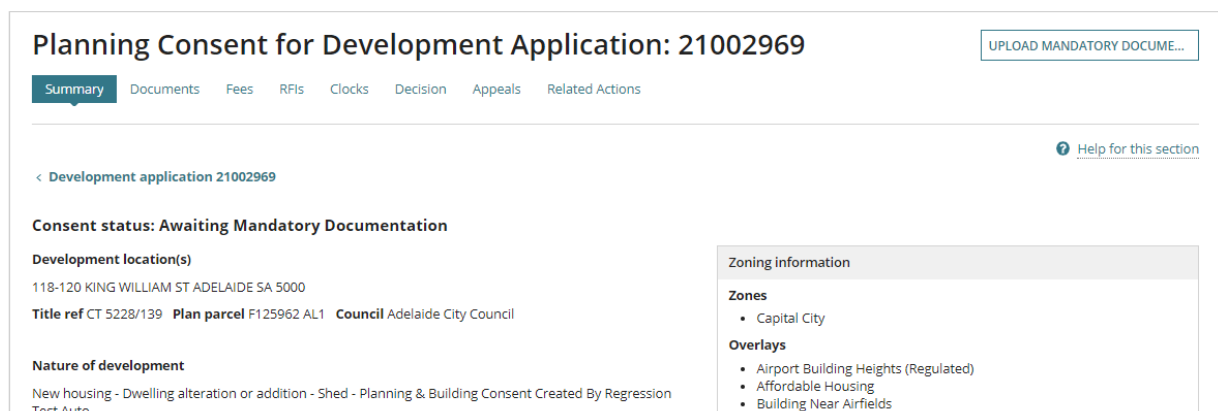
8. Click on **Upload** to locate and open the 'Request for Documentation letter'.
9. Locate the letter and drag-and-drop into the screen or use 'Open'.



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



The Planning Consent **Summary** screen and the **Upload Mandatory Document..** 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 (2095) ASSESSMENT IN PROGRESS (416) WAITING (59) UPCOMING (135) COMPLETED (533) BUILDING NOTIFICATIONS (19) RE-INSPECTION NOTIFICATIONS (0)

1 results for: "21002969"

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21002969	T AutomationEdit	118-120 KING WILLIAM ST ADELAIDE SA 5000	New housing - Dwelling alteration or addition - Shed - Planning & Building Consent Created By Regr..	City of Adelaide		Submitted	0 -

**STATUS DETAIL** CONTACTS SUMMARY

**Application 21002969**

**Planning consent**

Pending assessment

The relevant authority is currently checking the submission

Information Required

✓ Responded 15 Nov 2021

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

**Planning Consent for Development Application: 21002969**

**RESUME VERIFICATION**

Summary Documents Fees Clocks Decision Appeals Related Actions

< Development application 21002969

**Consent status: In Verification**

The **Consent Verification** screen is shown at the Relevant Authority question. 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

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.

RESIDENTIAL

COMMERCIAL / INDUSTRIAL

COMMUNITY

INFRASTRUCTURE

RURAL

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

☐ Boundary realignment

☐ Land division

☐ Carport or garage

☐ Change of building classification

☐ Change of use

☐ Demolition

☐ Dwelling alteration or addition

☐ New housing

☐ Shed

☒ Swimming pool or spa pool and associated swimming pool safety features

☐ Tree-damaging activity

☐ Verandah

Show less elements

### 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

☐ Boundary realignment

☐ Land division

☐ Carport or garage

☐ Change of building classification

☐ Change of use

☐ Demolition

☐ Dwelling alteration or addition

☐ New housing

☐ Shed

☐ Swimming pool or spa pool and associated swimming pool safety features

☐ Tree-damaging activity

☐ 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.

2. 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.

**Selected Elements \***


- Swimming pool or spa pool and associated swimming pool safety features
- Tourist accommodation
- Shade sail
- Restaurant
- Function centre
- Water tanks

**Refine 'Water tanks'**

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

☐ Water tank (above ground)

☐ Water tank (underground)

**Additional Element Information** 

3. Expand the **Additional Element Information** to check 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).

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

Show less elements

RESIDENTIAL	COMMERCIAL / INDUSTRIAL	COMMUNITY	INFRASTRUCTURE	RURAL
<input type="checkbox"/> Air handling unit, air conditioning system or exhaust fan	<input type="checkbox"/> Animal keeping	<input type="checkbox"/> Deck		
<input type="checkbox"/> Fences and walls	<input type="checkbox"/> Filling of land	<input type="checkbox"/> Outbuilding		
<input type="checkbox"/> Private bushfire shelter	<input type="checkbox"/> Replacement building	<input checked="" type="checkbox"/> Shade sail		
<input type="checkbox"/> Solar panels	<input type="checkbox"/> Water tanks			
<input type="checkbox"/> Other - Residential				

### 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

☐ No

1

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

☒ Yes

☐ No

2

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



3. As required, update the applicant's **Trees are to be** selection of Damaged (i.e. impacts to roots or pruning) and/or Removed.
4. 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

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

5. 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.


	Applicant's selection	Assessor prompt during assessment
a.	Undecided	<p>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).</p> <p><i>Note: Once in assessment, the assessor must select either b, c or d.</i></p>



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. 

- ☐ 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

**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

**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

## 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 	
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 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

GO BACK

SAVE DRAFT

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.

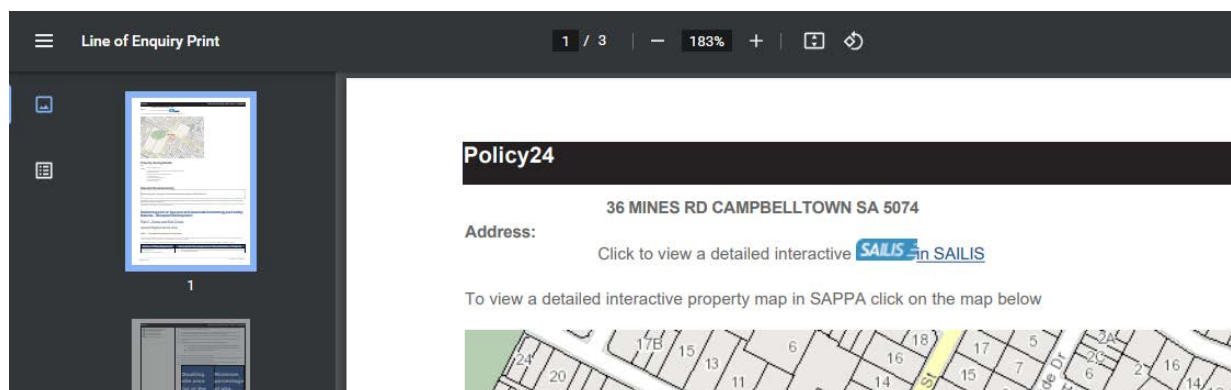
When a development application is lodged a second snapshot of the applicable P&D Code Rules is taken for the assessment pathway determined for each element (e.g. deemed-to-satisfy, performance assessed) and is available as a PDF document link within the **Documents** store.

### 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.

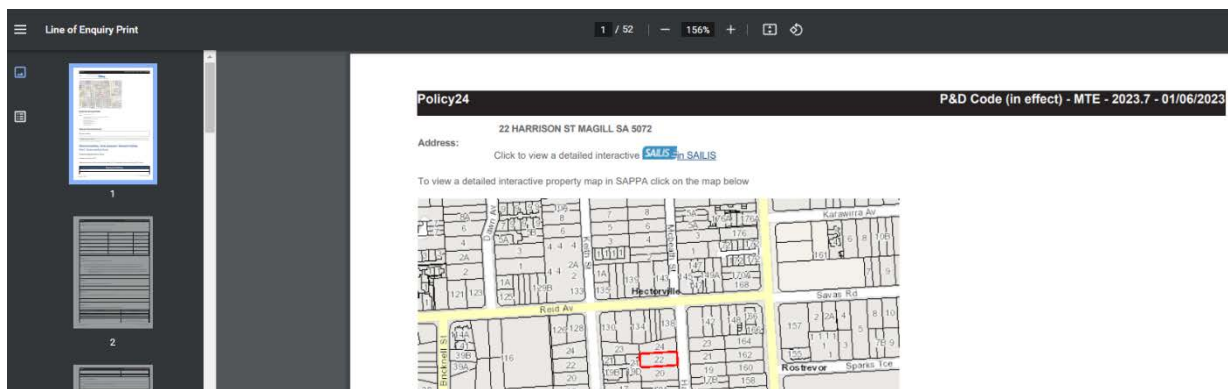
2. The P&D Code opens in a new browser tab with 'the Code' returned for that element (e.g. swimming pool or spa pool) for all assessment pathways.



## 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 is 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. 

#### 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. 

#### 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. 

#### 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?

**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.

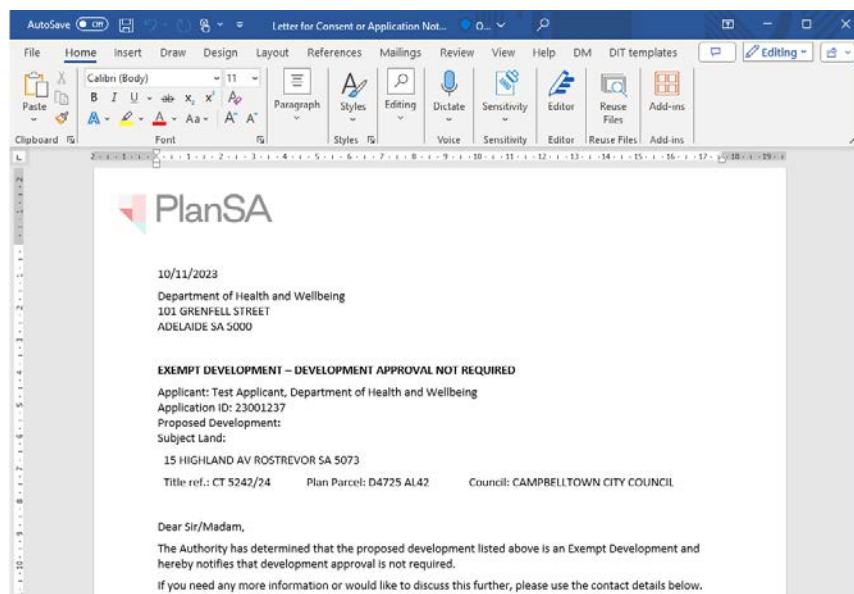
Generate 'exempt letter' document

UPLOAD  Drop file here

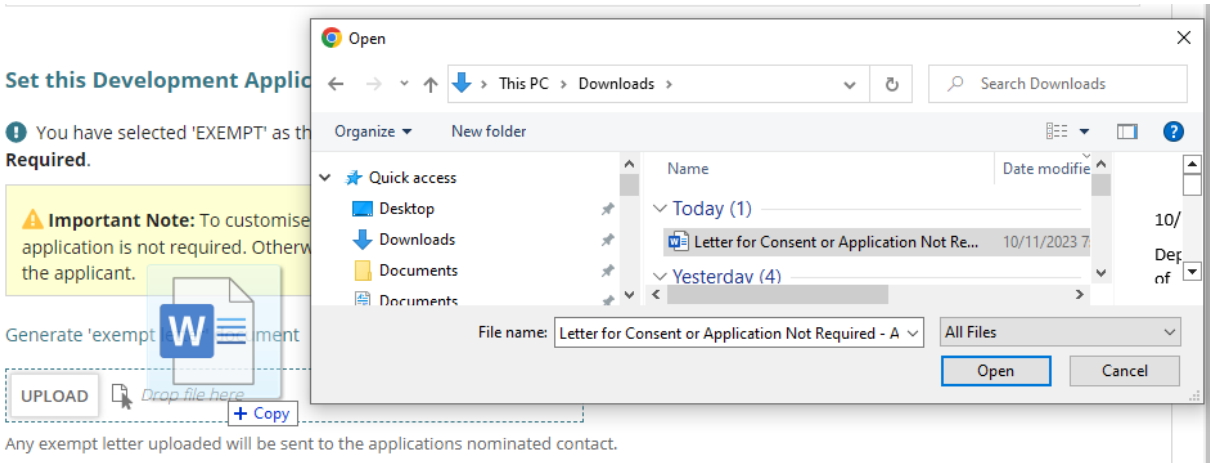
Any exempt letter uploaded will be sent to the applications nominated contact.

**CONFIRM APPLICATION NOT REQUIRED**

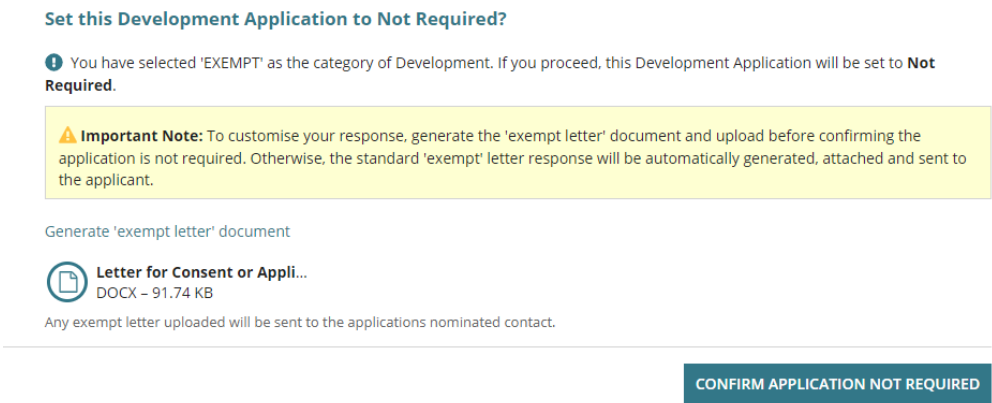
3. The letter opens in Word where you can make changes and save locally to your computer.



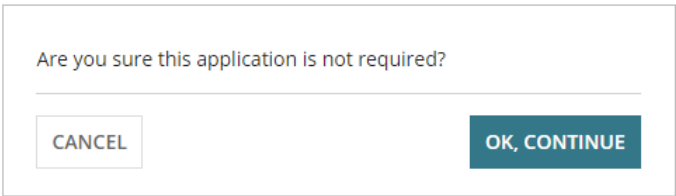
4. Click **UPLOAD** and then drag-and-drop the letter to the *Drop files here* field.
5. Click **CANCEL** to close the Open window.



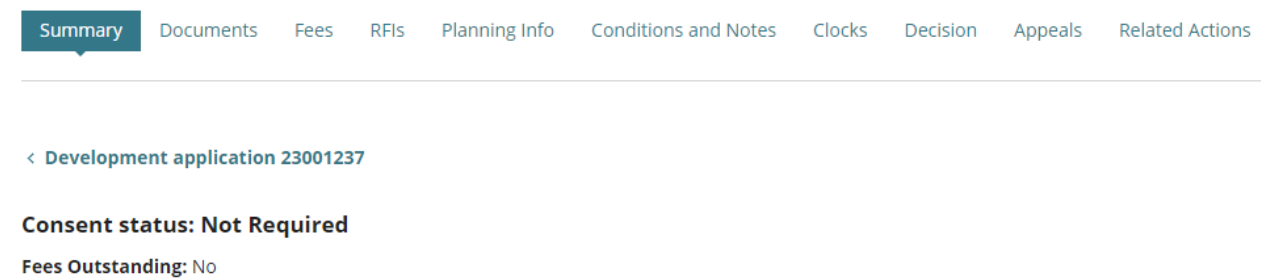
6. The letter is uploaded, and then **CONFIRM APPLICATION NOT REQUIRED**.



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



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



## 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?

**!** 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.

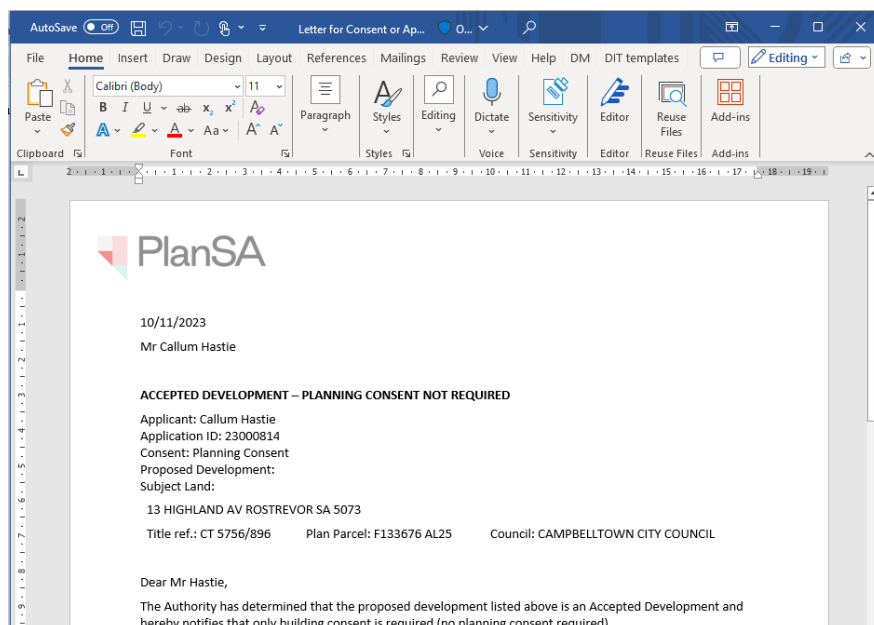
Generate 'accepted letter' document

UPLOAD  Drop file here

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

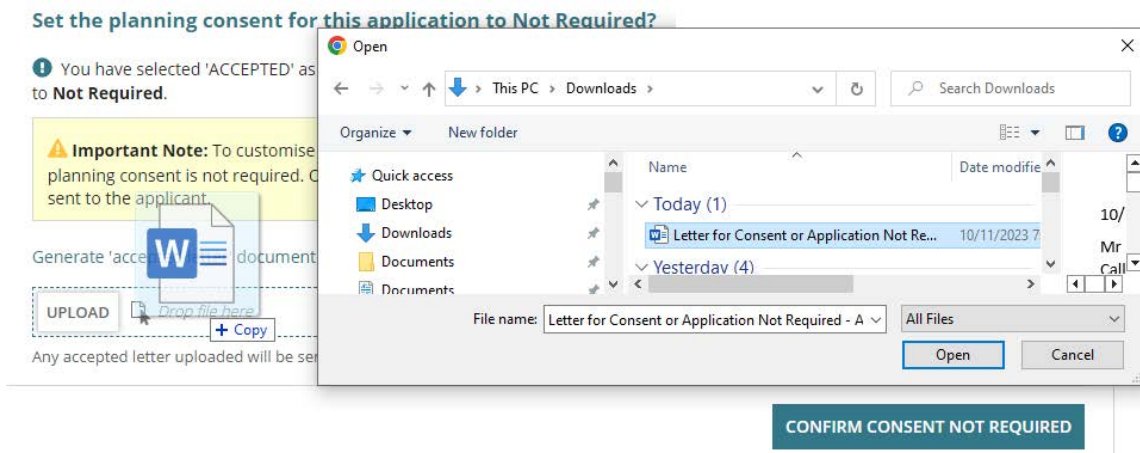
CONFIRM CONSENT NOT REQUIRED

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



## Verify a Planning and Land Division Consent

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**.

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

**!** 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

 **Letter for Consent or Appli...**  
DOCX – 91.73 KB

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

**CONFIRM CONSENT NOT REQUIRED**

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

Are you sure this consent is not required?

CANCEL
OK, CONTINUE

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

**Summary** Documents Fees Planning Info Clocks Decision Appeals Related Actions

< Development application 23000814

**Consent status: Not Required**

**Fees Outstanding:** No

## 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

Fee Request

Summary

GO BACK

SAVE DRAFT

NEXT

## 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

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

Reason \*

This reason will be provided to the applicant.

Fee Request

Summary

CONFIRM CONSENT NOT REQUIRED

5. Click on **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.
- 2. Click **Next** to continue.

Consent Verification

Help for this section

✓ Relevant Authority

✓ Verify Documentation

✓ Elements

✓ Category of Development

✓ Confirm Consent

> Nature of Development

Referrals

Public Notifications

Fee Request

Summary

Nature Of Development

Nature of development \*

Tourist Accommodation

GO BACK

SAVE DRAFT

NEXT

## 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) \*

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.

[> Nature and Cost of Development](#)  
[Fee Request](#)  
[Summary](#)

### Development Costs

**i** For the calculation of building consent, a breakdown of the development costs (excluding fit-out costs) and a building classification is required.  
[Information on Building Classifications](#)

Noting, for developments that consist of multiple planning elements (e.g. 3 x new housing) then enter the total development cost of all 3 houses (e.g. \$125,000 x 3 = \$375,000).

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
New housing	<input type="text" value="\$ 200,000"/>	<input type="text" value="Building Assessment - Class 1"/>
Dwelling alteration or addition	<input type="text" value="\$ 0"/>	<input type="text" value="Not Applicable"/>
Shed	<input type="text" value="\$ 0"/>	<input type="text" value="Not Applicable"/>

Total Development Cost (excluding fit-out costs)

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

## 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.

### 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

#### Public Notifications

Does this consent require public notification? \*

☒ Yes
 ☐ No

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

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.

- Relevant Authority
- Verify Documentation
- Elements
- Category of Development
- Confirm Consent
- Nature of Development
- Referrals
- Public Notifications
- Fee Request
- Summary

### Relevant Authority

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

☒ Yes
 ☐ No

**Reason \***

Assessment Manager - Section 96 - Performance Assessed
 Accredited Professional - Section 97 - Level 3 - DTS
 Accredited Professional - Section 97 - Level 4 - DTS
 Accredited Professional - Section 97 - Level 3 - DTS with minor variations
 Accredited Professional - Section 97 - Building Level 1 - DTS
 Accredited Professional - Section 97 - Level 1 Surveyor - DTS
 Accredited Professional - Section 97 - Land Surveyor - Land Division Planning Consent
 **Assessment Manager - Section 96 - Performance Assessed**
SPC - Section 110 - Restricted
 Minister - Section 95 - Impact
 Assessment Panel - Section 93

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.

## 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.

#### 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

LODGE	PLANNING CONSENT	BUILDING CONSENT	COMPLIANCE	REFERRAL BODY
-------	------------------	------------------	------------	---------------

☐ Electronic Lodgement Fee

☐ Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Sign on Land 				Reason for variation (from \$0.00)
CFS - Standard				
<b>Total Payable Fees</b>				



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).

1. 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				Reason for variation
CFS - Standard				
<b>Total Payable Fees</b>				

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

## 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.

LODGEMENT	PLANNING CONSENT	BUILDING CONSENT	COMPLIANCE	
<input checked="" type="checkbox"/> Electronic Lodgement Fee <input type="checkbox"/> 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.

LODGEMENT	PLANNING CONSENT	BUILDING CONSENT	COMPLIANCE	
<input checked="" type="checkbox"/> Electronic Lodgement Fee <input type="checkbox"/> 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

4. Click on the **Planning Consent** tab.
5. 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

LODGE

PLANNING CONSENT

BUILDING CONSENT

COMPLIANCE

REFERRAL BODY

☐ Crown Development

☐ 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 <div></div>				Reason for variation
CFS - Standard				
Total Payable Fees				

Add a Set by RA fee amount

6. 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.
7. Provide **reason for the variation**, the variation in this example, is adding a fee amount.

Sign on Land <div></div>	Set By RA	\$250.00	\$22.73	costs for printing and placing sign on the land
--------------------------	-----------	----------	---------	---

## 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
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

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Performance Assessed				<i>Reason for variation</i>
Land Division - 4 or less and no Public road				<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'.

✓ Relevant Authority

✓ Verify Documentation

✓ Elements

✓ Category of Development

✓ Confirm Consent

✓ Nature and Cost of Development

> Fee Request

Summary

### 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: \$200,000

All fees raised on this application

No previous fees have been raised for this application

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
Electronic Lodgement Fee				
Building Assessment - Class 1 <i>i</i>				
<b>Total Payable Fees</b>				

GO BACK

SAVE DRAFT

NEXT

i

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

## 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.

The screenshot shows the 'BUILDING CONSENT' tab selected. Under 'Lodgement', 'Building Assessment - Class 1' is checked. A red dotted circle highlights the 'GO BACK' button at the bottom left. A red box at the bottom contains a 'Fee Discrepancy' message. A blue information box points to the 'Building Assessment - Class 1' row in the table.

Description	Statutory Amount	Actual	GST Included	Reason for variation
Building Assessment - Class 1 <i>i</i>				Reason for variation
<b>Total Payable Fees</b>				

**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.

The screenshot shows the 'BUILDING CONSENT' tab selected. Under 'Lodgement', 'Building Assessment - Class 1' is checked. A red dotted circle highlights the 'GO BACK' button at the bottom left.

**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

☐ 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				
Hard copy				Reason for variation
Class 1 Building 				Reason for variation
Total Payable Fees				



## 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  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.





LODGE

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 				
Deemed to Satisfy 				Reason for variation
Urban Tree Canopy Off-set Fee - Medium 				Reason for variation
Urban Tree Canopy Off-set Fee - Small 				Reason for variation
<b>Total Payable Fees</b>				

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





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)
Total Payable Fees		\$0.00	\$0.00	

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

LODGE<sup>MENT</sup>

PLANNING CONSENT

BUILDING CONSENT

COMPLIANCE

REFERRAL BODY

☒ CFS - Standard

Description	Statutory Amount	Actual	GST Included	Reason for variation
-------------	------------------	--------	--------------	----------------------

## 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>
---------------------------	--	-------------------	----------------

[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