

Background

1

The ability to determine additional fees is available during the assessment of a consent (Planning, Planning and Land Division and Building) or Development Approval.

Included instructions

- **Invoice applicant for additional fees**
 - [View fees already paid](#)
 - [View Urban Tree Canopy Off-set Scheme/Restricted or Significant Trees Information](#)
- **Lodgement Fees**
- **Planning Consent Fees**
- **Building Consent Fees**
 - [Development cost with no planning elements](#)
 - [Development cost planning elements are 'Not Applicable'](#)
 - [Development cost planning elements with estimated costs and building classifications](#)
- **Compliance**
- **Referral Body Fees**
- **Appeals Fee**
- **[View generated fee advice](#)**

How to...

Invoice additional fees during assessment



Government of South Australia
Department for Housing
and Urban Development



Invoice applicant for additional fees

2

The applicable **Consent Development Application** screen is showing.

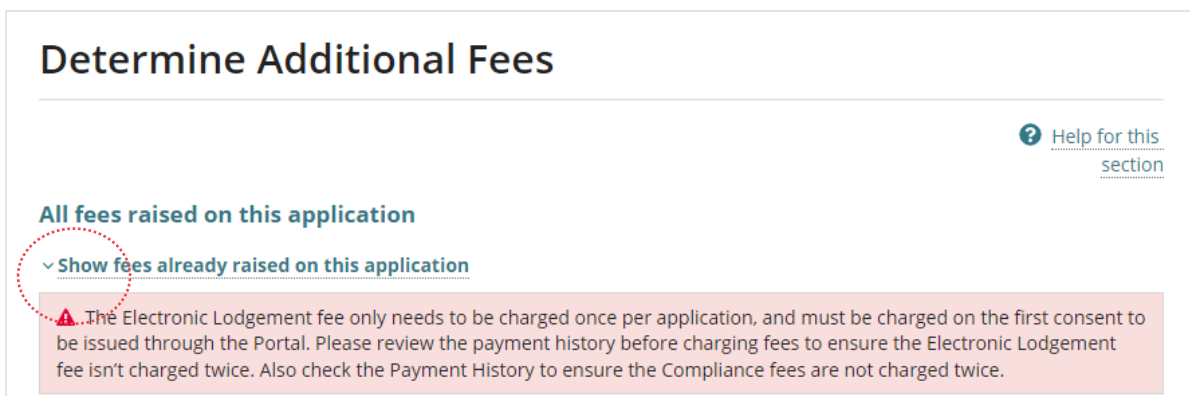
1. Click on the **Fees** tab.
2. Click on **Determine Additional Fees** action.



View fees already paid

During verification of the consent (Planning, Planning and Land Division and Building) assessment and/or compliance fees may have been invoiced and paid. Before invoicing the applicant for additional fees, check the fees already raised.

3. Expand **Show fees already raised on this application** to view the invoiced fees during verification.



4. Click on the **Fee Advice** record to expand and view the details.

All fees raised on this application

^ Hide fees already raised on this application

Lodgement Fee Advice - Planning Consent - 23301 - Paid on 26/06/2023	>
Additional Assessment Fee Advice - Planning Consent - 23312 (Varied) - Paid on 27/06/2023	>
Assessment Fee Advice - Building Consent - 23314 - Paid on 27/06/2023	>

5. Review and note the fees paid, before proceeding with determining additional fees.

3

6. Click on the **Fee Advice** record to close.

Lodgement Fee Advice - Planning Consent - 23301 - Paid on 26/06/2023

Payment Reference Number 23301

Consent ID

Invoice download [FeeAdvice-Application23001246-PlanningConsent-23301-366001.pdf](#)

Verified by EPN TestTen

Verified on 26 Jun 2023 3:26 PM

Date Paid 26 Jun 2023 3:27 PM

Method of Payment Cash

Relevant Authority's Financial system receipt or transaction number 2

Relevant Authority's Financial system user 2

Relevant Authority's Financial system date 26 Jun 2023

Receipt download [TaxInvoice-Application23001246-PlanningConsent-23301-366004.pdf](#)

Fees

Description	Statutory Amount	Actual	GST Included	Reason for variation
Deemed to Satisfy	\$228.00	\$228.00	\$20.73	
Electronic Lodgement Fee	\$193.00	\$193.00	\$0.00	
Total Payable Fees		\$421.00	\$20.73	

7. Click **Hide fees already raised on this application** to close the expanded view.

All fees raised on this application

Hide fees already raised on this application

Lodgement Fee Advice - Planning Consent - 23301 - Paid on 26/06/2023

Additional Assessment Fee Advice - Planning Consent - 23312 (Varied) - Paid on 27/06/2023

Assessment Fee Advice - Building Consent - 23314 - Paid on 27/06/2023

The **Show fees already raised on this application** is shown.

All fees raised on this application

Show fees already raised on this application

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.

Urban Tree Canopy Off-set Scheme / Restricted or Significant Trees Information

View Urban Tree Canopy Off-set Scheme/Restricted or Significant Trees Information

4

During application submission, planning or planning and land division consent verification and assessment the applicant has nominated:

- payment into the 'Urban Tree Fund', or
- combination of replanting and payment into the 'Urban Tree Fund', or
- payment into the Urban Tree Canopy Off-set scheme, or
- combination of retraining/planting and payment into the Urban Tree Canopy Off-set scheme.

The details of the number of trees are available when determining additional fees to assist with the calculation of the fees applicable. Where the applicant has indicated a combination, then review the **Planning Info** tab to identify the number of trees being replanted or retaining to deduct this figure from the tree totals.

8. Expand **Urban Tree Canopy Off-set Scheme / Restricted or Significant Trees Information** to view a breakdown of the number of trees.

All fees raised on this application

▼ Show fees already raised on this application

⚠ 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.

Urban Tree Canopy Off-set Scheme / Restricted or Significant Trees Information



9. Review and note the numbers of trees to calculate the total amount, before proceeding with determining additional fees.

10. Collapse the expanded view of the **Urban Tree Canopy Off-set Scheme / Restricted or Significant Trees Information**.

Urban Tree Canopy Off-set Scheme / Restricted or Significant Trees Information ▼

Regulated and Significant Trees

Includes damage or removal to regulated or significant tree(s)?

Yes

Applicant Response

Payment into an Urban Tree Fund

Trees are to be:	No. of Regulated Trees	No. of Significant Trees
Removed	2	2

ⓘ Note: 2 replacement trees for every regulated tree removed and 3 replacement trees for every significant tree removed.

How to...

Invoice additional fees during assessment



Lodgement Fees

The ‘Electronic Lodgement Fee only needs to be charged once per application and must be charged on the first consent. During the verification of the first consent (either planning or building) this fee is invoiced and paid by the applicant to lodge the application.

Similarly, the ‘Hard copy’ fee is charged by the receiving location council for applications received over the counter or in the post.

Typically, during consent assessment both fees would have been invoiced during the consent verification.

▲ 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.

LODGE

PLANNING CONSENT

BUILDING CONSENT

COMPLIANCE

REFERRAL BODY

☐ Electronic Lodgement Fee

☐ Hard copy

CANCEL

SUBMIT

How to...

Invoice additional fees during assessment

Planning Consent Fees

The planning consent fees are invoiced and distributed to the location's council. An example of when an additional fee is invoice, is when public notification was previously identified at verification as 'not required' and during consent assessment it is determined that public notification is required.

1. Click on PLANNING CONSENT fee type.
2. Click on the fee(s) to be invoiced, e.g. **Public Notification** and **Sign on Land**.
3. The 'Actual' amount for the Sign On Land is set by the location's council. Type over the amount with the cost, e.g., \$250.00.
4. Click SUBMIT if no further fee(s) to be included.

LODGEMENT

PLANNING CONSENT

BUILDING CONSENT

COMPLIANCE

REFERRAL BODY

☐ Crown Development

☐ Performance Assessed

☐ Deemed to Satisfy

☒ Public Notification

☐ Impact Assessed (EIS) Assessment

☒ Sign on Land

☐ Impact Assessed (EIS) Declaration

☐ Impact Assessed (Restricted)

☐ Land Division (Restricted)

Description	Statutory Amount	Actual	GST Included	Reason for variation
Public Notification				
Sign on Land <i>i</i>				
Total Payable Fees				

CANCEL

SUBMIT

i

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

Building Consent Fees

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Invoice applicant for building assessment fees during planning consent

When invoicing an applicant for building assessment fees, the application Development Costs is referenced to automatically calculate the 'statutory' amount for the selected building assessment fee(s) based on the provided estimated development cost and building classification.

As required, **edit the Development Costs** prior to invoicing the building assessment fees to update or add an 'estimated development cost' and/or building classification for each planning element. Refer to the [Update the total development costs during assessment and development approval](#) instructions.

1. Click on BUILDING CONSENT fee type.

Building Assessment – Class fees

Development cost with no planning elements

A Building Assessment – Class fee cannot be invoiced during Planning Consent as only the Total Development Cost is available. This occurs when the Building Consent has not yet been submitted, or the Relevant authority is an accredited professional.

Development Costs

Total Development Cost (excluding fit-out costs)

\$ 55,555

If a Building Assessment – Class fee is selected, then an error message will display. To resolve the error message and to continue with submitting the additional fee(s), remove the Building Assessment – Class fee selection.

Description	Statutory Amount	Actual	GST Included	Reason for variation
Building Assessment - Class 1 Application fees				
Total Payable Fees				



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

⚠ There are no planning elements for the building assessment - class fee(s) selected. Remove the selection to SUBMIT the additional fees or CANCEL to edit the Total Development Costs and assign a building assessment - class to charge the additional building assessment fees.

How to...

Invoice additional fees during assessment



Development cost planning elements are 'Not Applicable'

8

When the development cost planning element(s) have a 'Not Applicable' building classification, then this indicates the building assessment – class fees are not being charged during the consent.

Development Costs

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
Land division	\$ 0	Not Applicable
New housing	\$ 0	Not Applicable

Total Development Cost (excluding fit-out costs) *

\$ 500,000

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

If a Building Assessment – Class fee is selected, then an error message will display. To resolve the error message and to continue with submitting the additional fee(s), remove the Building Assessment – Class fee selection.

LODGEMENT

PLANNING CONSENT

LAND DIVISION CONSENT

BUILDING CONSENT

COMPLIANCE

☒ Building Assessment - Class 1

☐ Issue Essential Safety Provisions

☐ Building Assessment - Class 10

☐ Referral to Commission (Concurrence)

☐ Building Assessment - Classes 2-9

☐ Referral to Commission (Opinion)

☐ Building Assessment - Demolition

☐ Certificate of occupancy

☐ Change of Classification

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

⚠ There are no planning elements for the building assessment - class fee(s) selected. Remove the selection to SUBMIT the additional fees or CANCEL to edit the Total Development Costs and assign a building assessment - class to charge the additional building assessment fees.

CANCEL

SUBMIT

Development cost planning elements with estimated costs and building classifications

9

When the development cost planning element(s) have an 'estimated development cost' and building classification, then this indicates the building assessment – class fees can be charged during the consent.

The statutory fee amount is calculated using the correlating planning element nominated Building Assessment – Class and estimated development cost amount, per planning element, i.e. a fee record is added for each planning element.

Development Costs

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
Land division	\$ 1	Not Applicable
New housing	\$ 499,999	Building Assessment - Class 1

Total Development Cost (excluding fit-out costs) *

\$ 500,000

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


1. Click on the applicable Building Assessment - Class fee(s) to add.


Resolve error message - No planning elements for the building assessment – class fee(s) selected


If a Building Assessment – Class fee selected with no associated planning element with the same building classification, then an error message is shown and advises 'there are no planning elements for that building assessment – class fee.'

2. Click on the Building Assessment – Class fee to remove the selection and resolve the error message and enable SUBMIT to continue.

3. Click SUBMIT if no further fee(s) to be included.

Description	Statutory Amount	Actual	GST Included	Reason for variation
Building Assessment - Class 10  Application fees				
Total Payable Fees				

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

 There are no planning elements for the building assessment - class fee(s) selected. Remove the selection to SUBMIT the additional fees or CANCEL to edit the Total Development Costs and assign a building assessment - class to charge the additional building assessment fees.

CANCEL
SUBMIT

How to...


Invoice additional fees during assessment

Compliance Fees

The compliance fees specific to building classes and swimming pools or swimming pool safety features are collected and distributed to the location’s council who will undertake the inspection of the building or building work.

4. Click on COMPLIANCE fee type.

Building classes and swimming pools or swimming pool safety features

5. Click on the applicable compliance fee(s) to add.
6. Click on the  plus icon when there are multiple dwellings/buildings.
7. Click SUBMIT if no further fee(s) to be included.

LODGEMENT


PLANNING CONSENT

BUILDING CONSENT

COMPLIANCE

APPEALS

☒ Class 1 Building



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

☐ Classes 2-9 Buildings


☐ Swimming pools or swimming pool safety features

☐ Urban Tree Canopy Off-set Fee - Medium

☐ Urban Tree Canopy Off-set Fee - Small

☐ Urban Tree Canopy Off-set Fee - Large

☐ Urban Tree Fund Fee

Description	Statutory Amount	Actual	GST Included	Reason for variation
Class 1 Building 				
Total Payable Fees				

CANCEL

SUBMIT

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

How to...

Invoice additional fees during assessment



Urban Tree Canopy Off-set Fee

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

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

1. Click checkbox against the applicable **Urban Tree Canopy off-set fee** small, medium or large.
2. The **Statutory Amount** defaults with amount for a small, medium or large tree. 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.
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.

LODGEMENT

PLANNING CONSENT

BUILDING CONSENT

COMPLIANCE

APPEALS

☐ Class 1 Building

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

☐ Classes 2-9 Buildings

☐ Swimming pools or swimming pool safety features

☒ Urban Tree Canopy Off-set Fee - Medium

☒ Urban Tree Canopy Off-set Fee - Small

☒ Urban Tree Canopy Off-set Fee - Large

☐ Urban Tree Fund Fee

CANCEL

SUBMIT

i

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

How to...

Invoice additional fees during assessment

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

APEALS

☐ Class 1 Building

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

☐ Classes 2-9 Buildings

☐ Swimming pools or swimming pool safety features

☐ Urban Tree Canopy Off-set Fee - Medium

☐ Urban Tree Canopy Off-set Fee - Small

☐ Urban Tree Canopy Off-set Fee - Large

☒ 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	

CANCEL

SUBMIT

How to...

Invoice additional fees during assessment

Referral Body Fees

The Referral Body fee is collected during development assessment and distributed to the applicable State Government agency. When an additional external referral has been added during consent assessment a prompt is shown advising to ‘adjust the fees for this consent accordingly’.

Please adjust the fees for this consent accordingly.

CANCEL

OK, CONTINUE

Within the **Determine Additional Fees** page the Referral Body fee type is then available. If no additional external referrals determined during the consent assessment, then the Referral Body fee type is not shown.

1. Click on REFERRAL BODY fee type.
2. Click on each referral body fee to add.
3. Click SUBMIT if no further fees to be included.

LODGEMENTPLANNING CONSENTBUILDING CONSENTCOMPLIANCEREFERRAL BODY

☒ Commissioner of Highways - Standard

☒ CFS - Standard

Description	Statutory Amount	Actual	GST Included	Reason for variation
Commissioner of Highways - Standard				Reason for variation
CFS - Standard				Reason for variation
Total Payable Fees				

CANCEL

SUBMIT

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

How to...

Invoice additional fees during assessment

Appeals Fee

Raise a fee advice for the ‘Review of Assessment Manager Decision Fee’ before adding the Assessment Panel appeal matter (during assessment or post decision) as the ability to raise a fee is disabled once an appeal is in-progress.

1. Click on APPEALS fee type.
2. Click on Review of Assessment Manager Decision Fee checkbox.
3. Click SUBMIT if no further fees to be included.

Determine Additional Fees

All fees raised on this application

▼ Show fees already raised on this application

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LODGE

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PLANNING CONSENT

LAND DIVISION CONSENT

BUILDING CONSENT

COMPLIANCE

APPEALS

☒ Review of Assessment Manager Decision Fee

Description	Statutory Amount	Actual	GST Included	Reason for variation
Review of Assessment Manager Decision Fee				
Total Payable Fees				

CANCEL

SUBMIT

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

How to...

Invoice additional fees during assessment

View generated fee advice

Tip to refresh changed information

Click on the **F5** key or ↻ within the browser tab.

1. Expand the **Assessment Fee Advice** at 'Awaiting Payment' to show the fee advice details.
2. Click on the 'fee advice' **Invoice Download** to download the fee advice (as required).

Fees raised for this Consent

Lodgement Fee Advice - Planning and Land Division Consent - 4291 - No payment required

Assessment Fee Advice - Planning and Land Division Consent - 4673 - Awaiting payment

Cancel Fee Advice

Payment Reference Number

4673

Consent ID

Invoice download

[FeeAdvice-Application21003035-PlanningAndLandDivisionConsent-4673-95786.pdf](#)

Verified by

 EPN TestSeven ACC AO

Verified on


1 Jun 2022 1:37 PM

Fees

Description	Statutory Amount	Actual	GST Included	Reason for variation
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3. Click on the **Fee Advice download** located at the footer of the page to show on screen and print (as required).

Total Payable Fees

 Fee Advice - Appli....pdf ^