

Guide for Relevant Authorities

Development Assessment

# Verify a Building Consent

Version 3.12



**Government of South Australia**

Department for Housing  
and Urban Development

## Table of Contents

Review the Development Application Details.....	4
Distribute Internal Referral .....	4
Perform verification of the building consent .....	6
1. Confirm the Relevant Authority.....	7
Confirmed the appropriate relevant authority .....	7
Confirmed not the appropriate relevant authority .....	9
2. Review Consent Documentation .....	11
Mandatory Documentation Provided .....	12
Missing Mandatory Documentation .....	12
Option 1: Request additional documentation .....	13
Option 2: Waive the requirement for additional documentation.....	13
Option 3: Waive some documentation and request some documentation .....	14
Request for Documentation .....	15
3. Resume Verification .....	18
4. Confirm Building Consent Required .....	19
Confirmed Building Consent is required .....	19
Confirmed Building Consent is not required .....	19
Provide Building Consent Not Required Letter .....	20
5. Update Nature and Cost of Development .....	22
Review and Update Nature of Development .....	22
Review and Update the Consent Stages Description .....	23
Confirmed building consent is not staged.....	23
Confirmed building consent is staged.....	24
Add another building consent stage .....	25
Separate building consent stages (assess later) .....	26
Provide the Building or Building Work Details .....	27
Review and Update the Development Costs .....	28
6. Complete Fee Request .....	29
Development Cost .....	29
Lodgement Fees .....	30
Council proposed development is revenue raising .....	31
Council proposed development is not revenue raising .....	32
Building Consent Fees .....	33
Compliance Fees .....	35
Modify the Fee Amount .....	36
7. Review Verification Summary and Submit.....	37

Distribute documentation .....37

## 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) to view the status details.
3. Click on **Building Consent** to commence verification.

FOR YOUR ACTION (2098) ASSESSMENT IN PROGRESS (416) WAITING (57) UPCOMING (135) COMPLETED (533) BUILDING NOTIFICATIONS (19) RE-INSPECTION NOTIFICATIONS (0)

[Help for this section](#)

**For your action**  
☐ Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
21003061	T UserOne	UNIT 5 274 SOUTH TCE ADELAIDE SA 5000	improvements		Start Verification (Building Consent)	—	5

Application 21003061

This application currently requires 1 action from you

Start Verification 5

Planning consent	✓ Granted 13 Aug 2020	>
Building consent	Pending verification	>

## 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 waste water management etc.

**Building Consent - 22000552: 100 Waymouth St Adelaide SA 5000** [VERIFY CONSENT](#)

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

[Development application 22000552](#)

**Consent status: Awaiting Verification**

**Development Location(s)**  
100 WAYMOUTH ST ADELAIDE SA 5000

**Zoning information**  
Zones

[Help for this section](#)



## Perform verification of the building consent

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

On completion of the verification of the building rules consent an email is received by the application contacts to make payment and to advise the outcome of the verification is now available.

Alternatively, if the applications 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.

<b>Relevant Authority</b>	Based on the accreditation level of the accredited professional and the type of development, determine if the appropriate relevant authority for the consent.
<b>Verify Documentation</b>	Check documentation against mandatory development documentation and issue Request for Documentation (RFD) as required, and/or waiver need to supply missing documentation.
<b>Confirm Consent</b>	Determine if building consent is required, or not.
<b>Nature of Development</b>	Extend on the description of the development provided by the applicant.
<b>Fee Request</b>	Determine and select the applicable building consent fee(s).
<b>Summary</b>	Provides a summary of the verification performed above, and where enables corrections to be made prior to submitting.

## 1. Confirm the Relevant Authority

On reviewing the summary details in the development application, check the documentation to determine whether you are the appropriate Relevant Authority to complete the consent.

For example, if on completing the review the person is a level 3 Accredited Professional, however they would need to be a level 1 or 2, then the answer would be no.

Note: you can return to this screen, via the navigation pane, throughout the verification process should you determine through further verification of the application you are not the appropriate Relevant Authority for the consent.

### Confirmed the appropriate relevant authority

1. Click Yes to being the **Relevant Authority** for this building consent.

### Council assessing the building consent

2. Select **reason** 'Council – Section 98' as the reason why you are the appropriate relevant authority.

#### Relevant Authority

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

☒ Yes

☐ No

Reason \*

Council - Section 98

### Accredited Professional assessing the building consent

#### Automatic Mutual Recognition (AMR)

If an accredited professional with Automatic Mutual Recognition (AMR) select reason 'Automatic Deemed Registration - Accredited Professional - Section 97'.

3. Select the **reason** why you are the appropriate relevant authority.

#### Relevant Authority

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

☒ Yes

☐ No

Reason \*

--- Select One ---

--- Select One ---

Accredited Professional - Section 97 - Building Level 1

Accredited Professional - Section 97 - Building Level 2

Accredited Professional - Section 97 - Building Level 3

### 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 – Building Level 1' is the relevant authority for building consent and the accreditation level defaults with the highest level of accreditation.

Assessment status	
Consent / Stage / Dev. Approval	Relevant Authority
▶ Building Consent	test one - Plan & Build ACP - Building Level 1

On selecting the reason for being the relevant authority 'Section 97 - Building Level 1' the accreditation level matching will default immediately, determined by the reason and their linked accreditations.

For example, our relevant authority 'test one – Plan & Building ACP' has Building Level 1 accreditation linked to their user profile.

#### Relevant Authority

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

☒ Yes

☐ No

Reason \*

Accredited Professional - Section 97 - Building Level 1

This will be assessed by: test.one - Plan & Build ACP - Building Level 1

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 Building Consent? \*

☒ Yes

☐ No

Reason \*

Accredited Professional - Section 97 - Building Level 2

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 by default, for example 'Building Level 1' within the application Assessment Status table.

Assessment status	
Consent / Stage / Dev. Approval	Relevant Authority
▶ Building Consent	test one - Plan & Build ACP - Building Level 1



## Confirmed not the appropriate relevant authority

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 Building Consent? \*

☐ Yes

☒ No

Reason \*

Provide a reason for reassigning

Who should assess the building consent? \*

☐ Northern Limestone Coast Regional Assessment Panel

☒ District Council of Tatiara

☐ 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 Building Consent? \*

- ☐ Yes
- ☒ No

Reason \*

Provide a reason for reassigning

Who should assess the building consent? \*

- ☐ Northern Limestone Coast Regional Assessment Panel
- ☒ District Council of Tatiara
- ☐ State Planning Commission
- ☐ Independent Assessor

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	test one - Plan & Build ACP - Planning Level 1
✓	Land Division Consent	Regional assessment panel/Assessment manager at Northern Limestone Coast Regional Assessment Panel
▶	Building Consent	District Council of Tatiara

## 2. Review Consent Documentation

During the submission of the development application, the applicant will have uploaded the documentation displayed. Compare the provided documentation against the [Baseline documentation for development applications requiring building consent | PlanSA](#) 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.

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

### Consent Verification

✓ Relevant Authority

> **Verify Documentation**

Confirm Consent

Nature and Cost 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.

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

GO BACK

Floor Plan.docx

3. 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

## 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

1. Click on **Request additional documentation**.
2. Click on the **Generate 'request for additional documentation' document** to download the letter template.
3. Open the **Request for additional documentation** download from the bottom of the screen and edit the letter to list the documentation required.
4. Upload the letter to send electronically or print and send through the post.
5. 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

Drop file here

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

### 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 \***

Details of documentation waived, and reason

**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

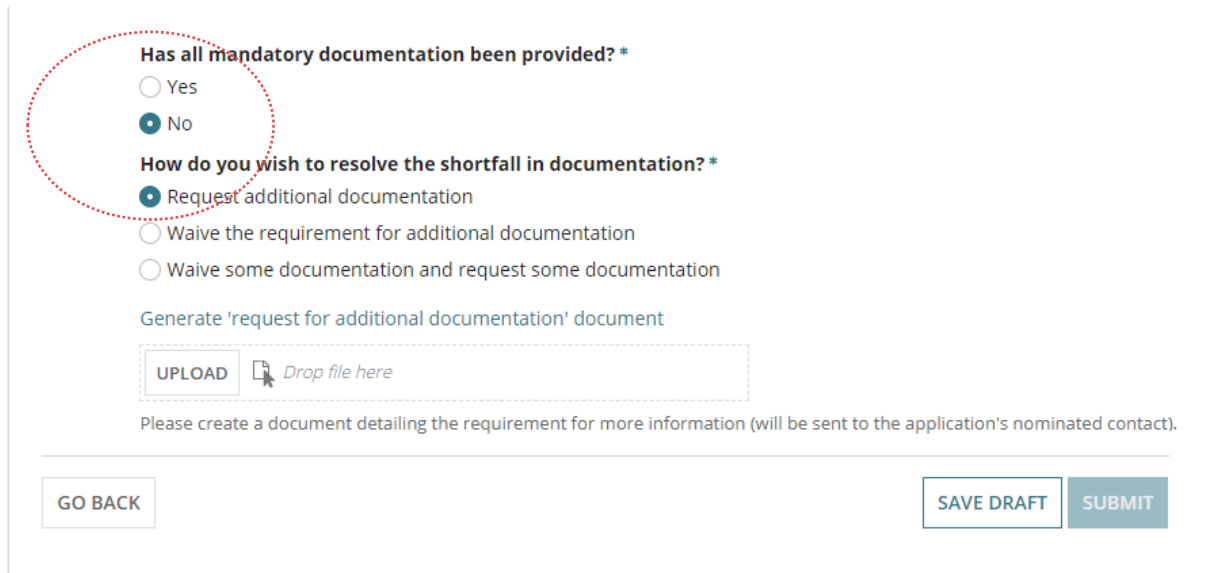
SUBMIT

## 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.

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



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

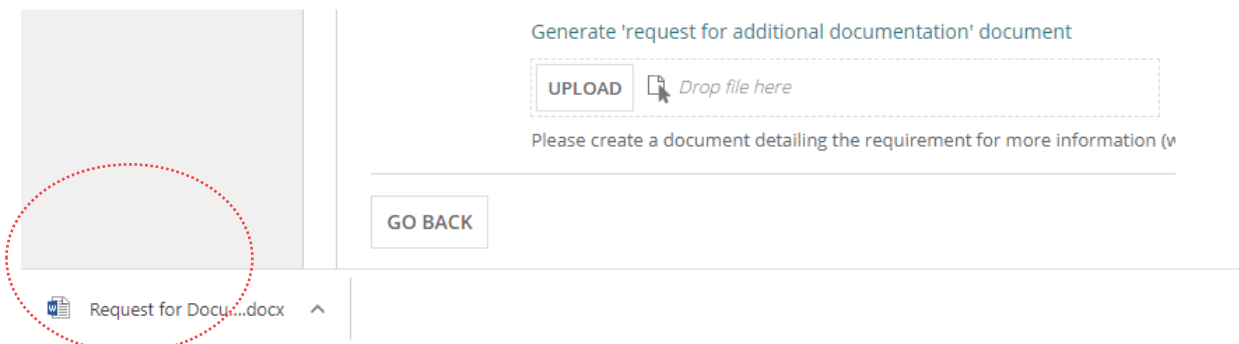
Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

GO BACK


SAVE DRAFT

SUBMIT

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




Generate 'request for additional documentation' document

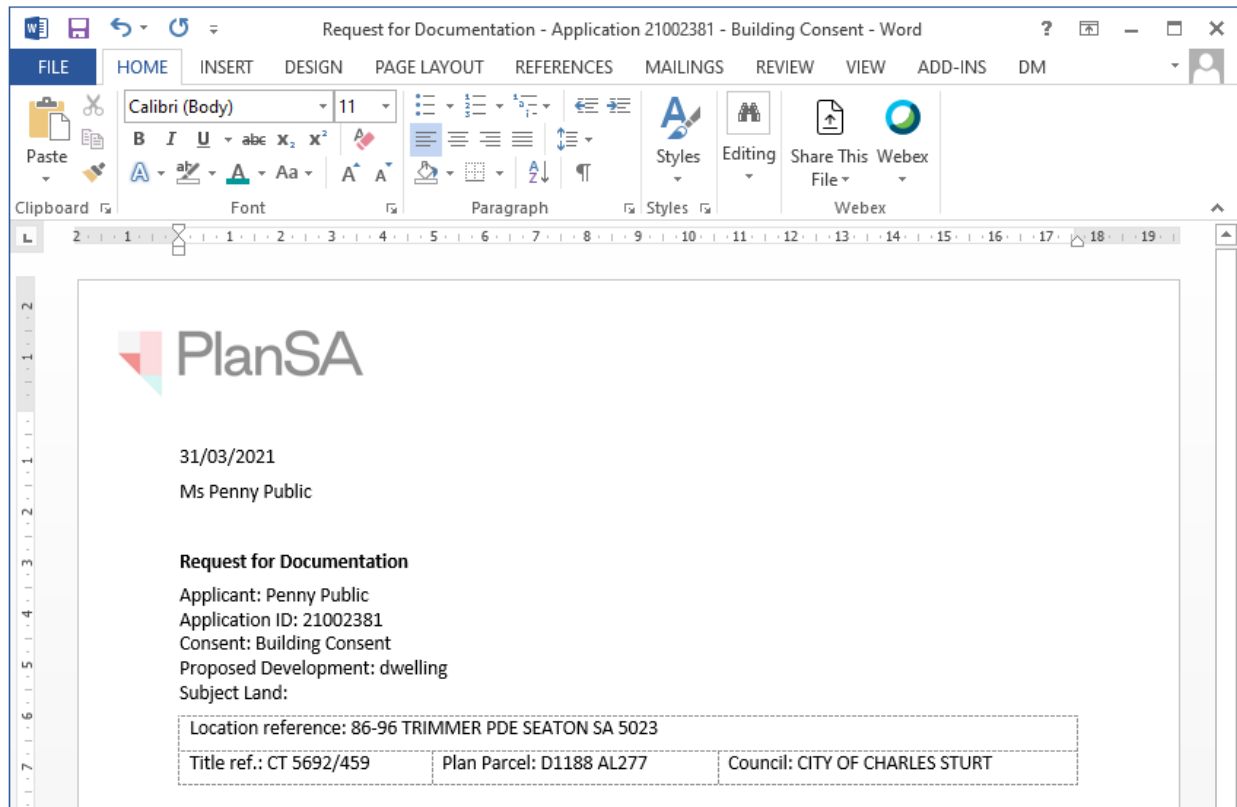
UPLOAD  Drop file here

Please create a document detailing the requirement for more information (v

GO BACK

 Request for Docu...docx ^

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



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

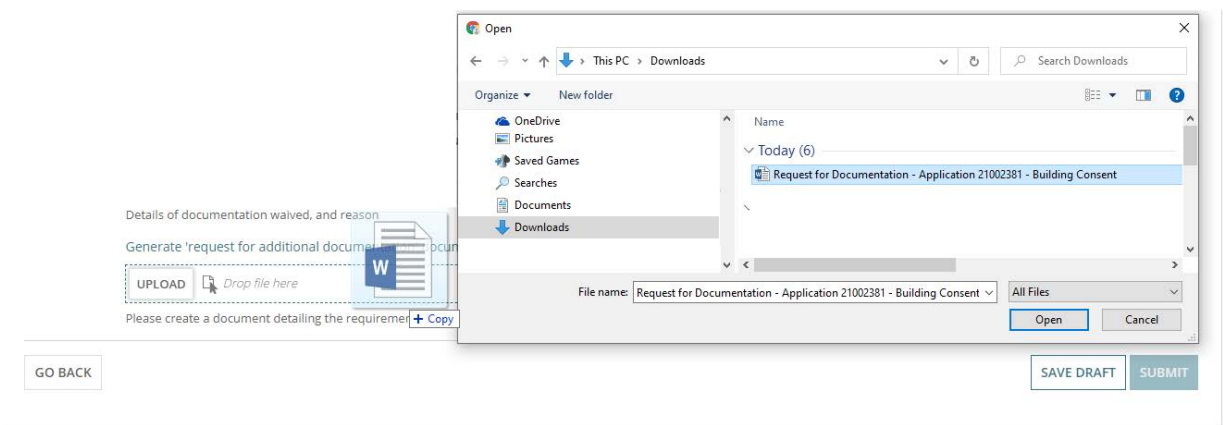


5. **Save** the 'Request for additional documentation letter' to a location on your computer.
6. **Print** the 'Request for Documentation letter' when the primary contacts preferred method of communication is post.
7. Close the 'Request for Documentation letter'.

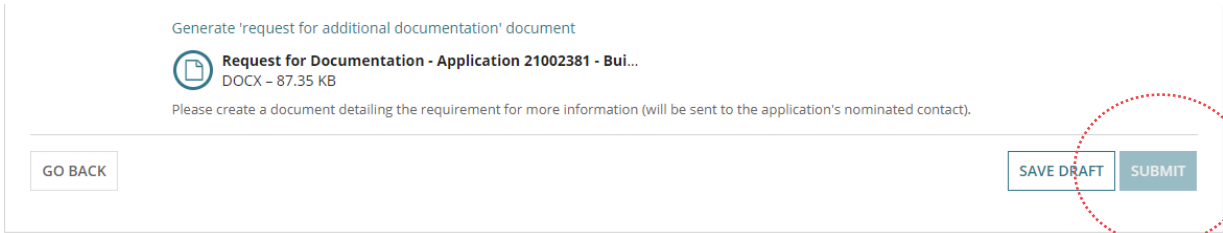


The **Verify Documentation** screen is showing.

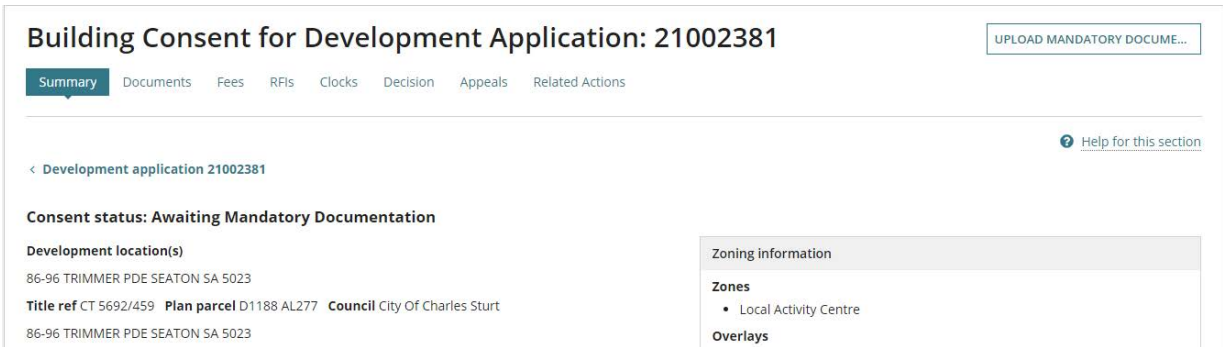
8. Click on **Upload** to locate and open the ‘Request for Documentation letter’.
9. Locate the letter and drag-and-drop into the screen or use ‘Open’.



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



The Building 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 building consent.

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 (building consent)' to view more details.
3. Click on **Building Consent** to commence verification.

The screenshot shows the 'For your action' section of a web application. At the top, there are tabs for different stages: 'FOR YOUR ACTION (13)', 'ASSESSMENT IN PROGRESS (5)', 'WAITING (2)', 'UPCOMING (3)', 'COMPLETED (48)', 'BUILDING NOTIFICATIONS (0)', and 'RE-INSPECTION NOTIFICATIONS (0)'. Below these is a sub-section 'For your action' with a checkbox 'Assigned to me only'. A table lists applications with columns: ID, Owner, Location, Nature of Development, Lodged, Action, Who, and Days. The first row shows application 21002381 for 'S Woods' at '86-96 TRIMMER PDE SEATON SA 5023, 86-96 TRIMMER PDE SEATON SA 5023', with the action 'Start Verification (Building Consent)' and 5 days remaining. Below the table, there are tabs for 'STATUS DETAIL', 'CONTACTS', and 'SUMMARY'. The 'STATUS DETAIL' tab is active, showing 'Application 21002381'. A message states 'This application currently requires 1 action from you'. Below this, there are two actions: 'Start Verification' (5 days) and 'Building consent' (highlighted with a red dashed circle). The 'Building consent' action is further detailed with 'Planning consent' (Granted 31 Mar 2021) and 'Building consent' (Pending verification).

4. Click on **Resume Verification** within the **Building Consent** screen.

The screenshot shows the 'Building Consent for Development Application: 21002381' screen. It has tabs for 'Summary', 'Documents', 'Fees', 'Clocks', 'Decision', 'Appeals', and 'Related Actions'. The 'Summary' tab is active. Below the tabs, there is a section 'Consent status: In Verification'. In the top right corner, there is a button labeled 'RESUME VERIFICATION' (highlighted with a red dashed circle). A 'Help for this section' link is also visible.

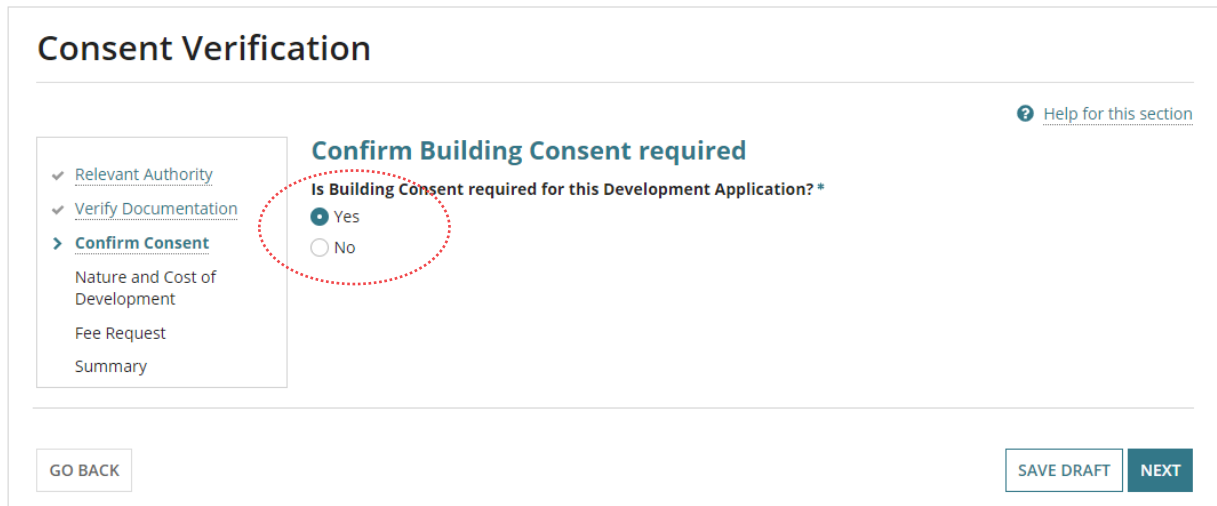
The **Consent Verification** screen is shown at the Relevant Authority question. Return to [Confirm the Relevant Authority](#) and complete.

The screenshot shows the 'Consent Verification' screen. It has a 'Help for this section' link. On the left, there is a sidebar with a list of options: 'Relevant Authority' (selected), 'Verify Documentation', 'Confirm Consent', 'Nature and Cost of Development', 'Fee Request', and 'Summary'. The main content area is titled 'Relevant Authority' and contains the question 'Are you an appropriate Relevant Authority for this Building Consent? \*'. Below the question are two radio buttons: 'Yes' and 'No'.

## 4. Confirm Building Consent Required

### Confirmed Building Consent is required

1. Click on **Yes** and then **Next** to continue.

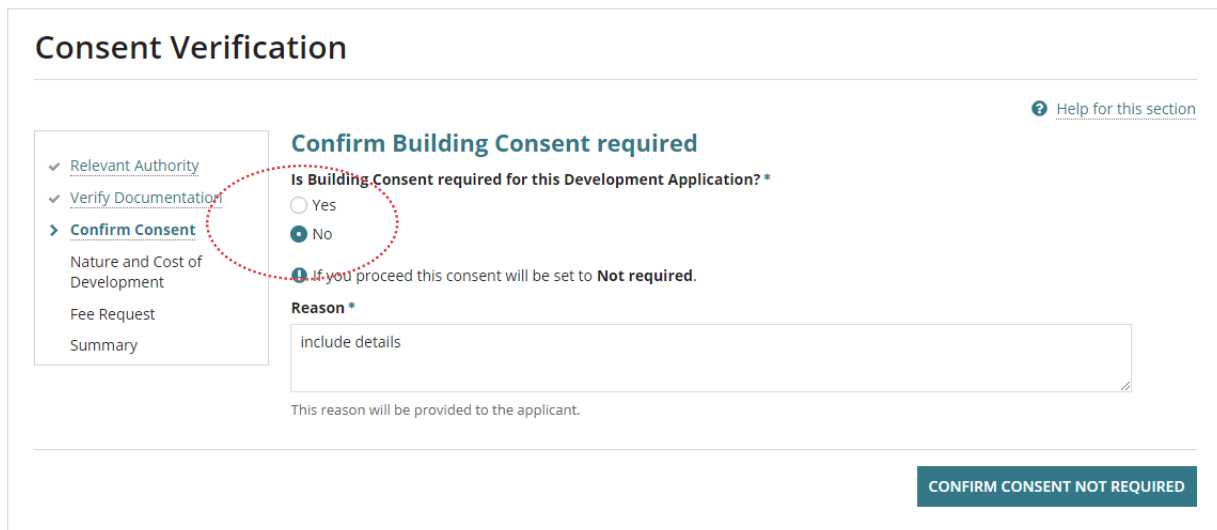


The screenshot shows the 'Consent Verification' section of a web form. On the left is a sidebar menu with 'Confirm Consent' selected. The main area is titled 'Confirm Building Consent required' and contains the question 'Is Building Consent required for this Development Application? \*'. The 'Yes' radio button is selected and circled in red. At the bottom right are 'GO BACK', 'SAVE DRAFT', and 'NEXT' buttons.

### Confirmed Building Consent is not required

When building consent is 'not required' a verification fee is not charged and the applications contact will receive an email notification advising the applicable consent is not required.

2. Click on **No** and detail a **reason** why the building consent is not required.
3. Click on **Confirm consent not required**.



This screenshot shows the same 'Consent Verification' form, but with the 'No' radio button selected and circled in red. Below the question, there is a warning icon and text: 'If you proceed this consent will be set to Not required.' A 'Reason \*' field is present with the placeholder text 'include details'. At the bottom right is a 'CONFIRM CONSENT NOT REQUIRED' button.

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

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

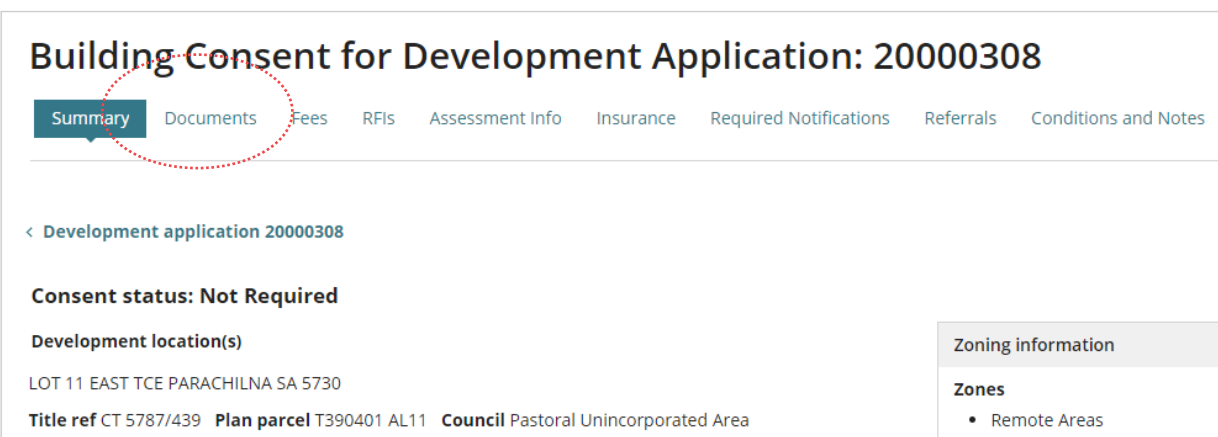
## Provide Building Consent Not Required Letter

When the applicant and primary contact's preferred method is 'post' (indicated by an onscreen message) then print the *Building 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.

1. Click on the **Documents** tab



**Building Consent for Development Application: 20000308**

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

< Development application 20000308

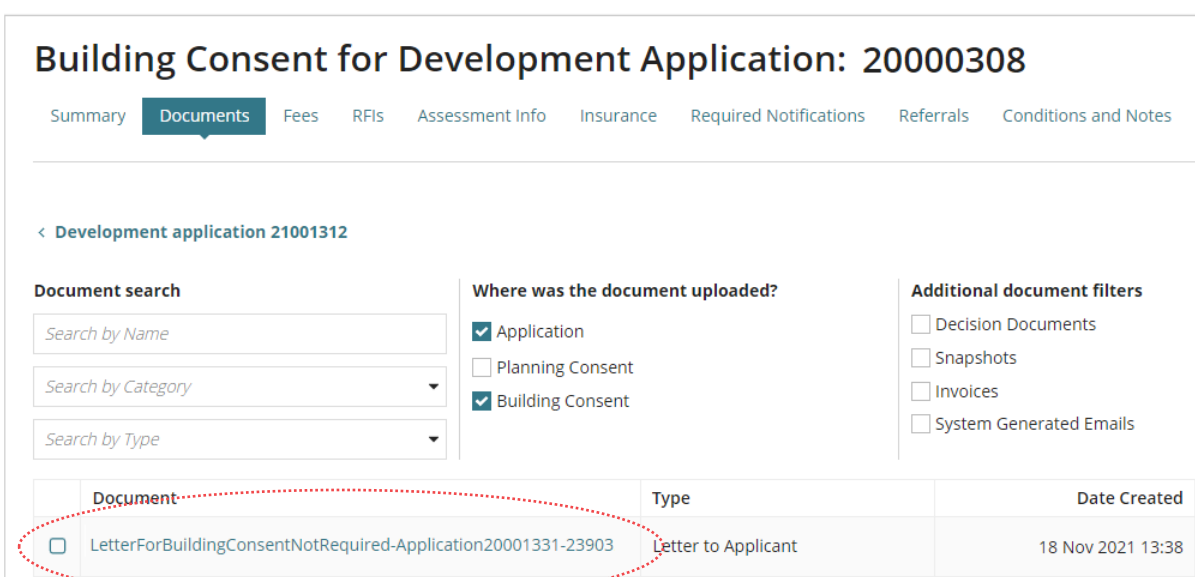
**Consent status: Not Required**

**Development location(s)**  
LOT 11 EAST TCE PARACHILNA SA 5730

**Title ref** CT 5787/439 **Plan parcel** T390401 AL11 **Council** Pastoral Unincorporated Area

**Zoning information**  
**Zones**  
• Remote Areas

2. Click on the file name of the **Letter to Applicant document** to download a copy.



**Building Consent for Development Application: 20000308**

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

< Development application 21001312

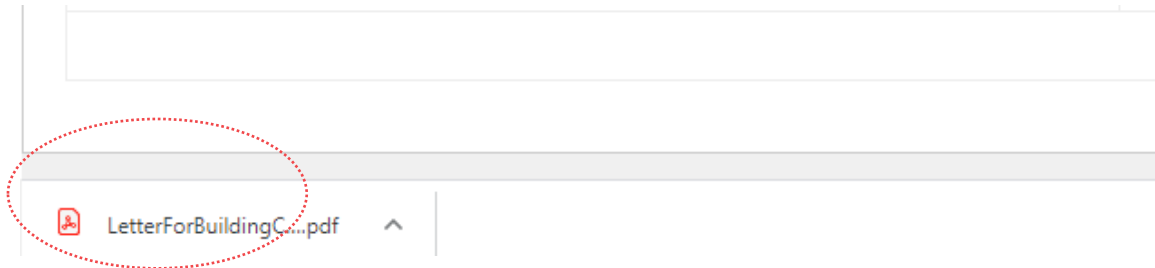
**Document search**  
Search by Name  
Search by Category  
Search by Type

**Where was the document uploaded?**  
☒ Application  
☐ Planning Consent  
☒ Building Consent

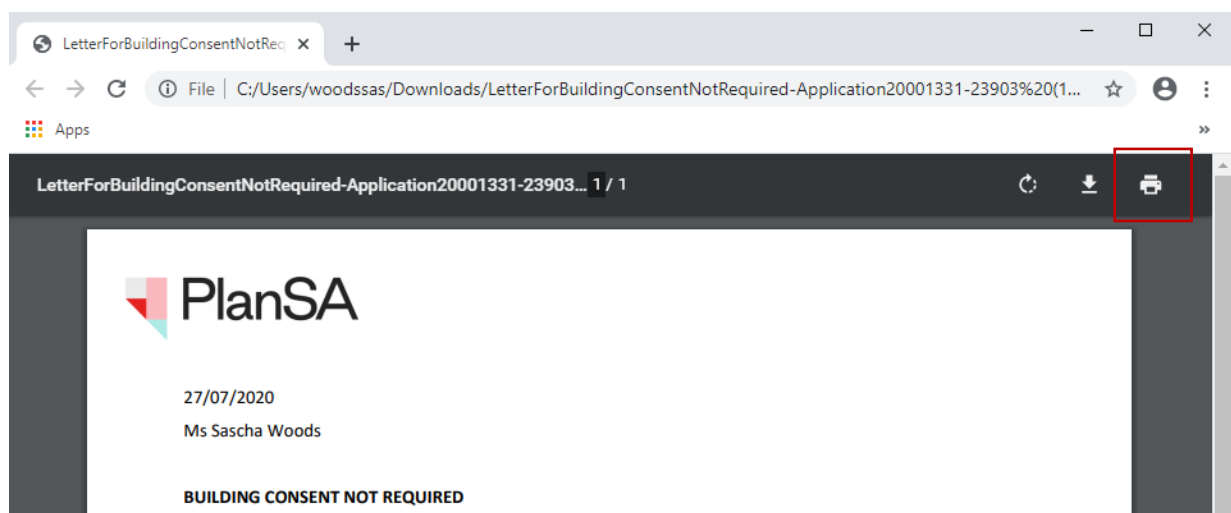
**Additional document filters**  
☐ Decision Documents  
☐ Snapshots  
☐ Invoices  
☐ System Generated Emails

Document	Type	Date Created
<input type="checkbox"/> LetterForBuildingConsentNotRequired-Application20001331-23903	Letter to Applicant	18 Nov 2021 13:38

3. Click on the **download** to open the letter template.



4. Print the letter and then close 'X' tab and return to the **Documents** store screen.



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

## Building Consent for Development Application: 20000308

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

< Development application 21001312

**Document search**

Search by Name

Search by Category

Search by Type

**Where was the document uploaded?**

☒ Application

☐ Planning Consent

☒ Building Consent

**Additional document filters**

☐ Decision Documents

☐ Snapshots

☐ Invoices

☐ System Generated Emails

	Document	Type	Date Created
<input type="checkbox"/>	LetterForBuildingConsentNotRequired-Application20001331-23903	Letter to Applicant	18 Nov 2021 13:38

## 5. Update Nature and Cost of Development

Within this page the building or portion of the building (i.e. building work) details are individually captured and classified, and this detail will flow through into the 'building rules' assessment stage of development approval.

### Review and Update Nature of Development

1. Review the **Nature of Development** description and update (when applicable).

#### Editing the Nature of Development

The **Nature of Development** is not editable unless:

- an application for Building Consent is submitted separately to the Planning Consent application, i.e. two separate applications
- The application is a Transitional application, where planning consent is granted under the *Development Act* and building consent is to be assessed under the *Planning Development Infrastructure Act 2016*.

### Consent Verification

[? Help for this section](#)

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Confirm Consent](#)
- > **[Nature and Cost of Development](#)**
- [Fee Request](#)
- [Summary](#)

#### Nature Of Development

Nature of development \*

dwelling

## Review and Update the Consent Stages Description

When the applicant during submission had chosen either **No** or **Undecided** to building consents assessed in multiple stages, their selection is shown as well as the option to change to multiple building stages, if the applicant changes their decision.

During verification is the final opportunity to change a building consent from not staged to a staged building consent.

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Confirm Consent](#)
- > **[Nature and Cost of Development](#)**
- Fee Request
- Summary

### Nature and Cost of Development

**Nature of Development \***

alterations

11/4000

### Consent Stages

The applicant has indicated the following to multiple stages:

Undecided

**Following conversations with the applicant, are they wanting to stage this building consent? \***

☐ Yes

☐ No

## Confirmed building consent is not staged

1. Click **No** – to staging the building consent assessment.

### Consent Stages

The applicant has indicated the following to multiple stages:

Undecided

**Following conversations with the applicant, are they wanting to stage this building consent? \***

☐ Yes

☒ No

> Building or Building Work 1

ADD BUILDING OR BUILDING WORK

2. Click on **Building or Building Work 1** to expand.

▼ Building or Building Work 1

**Short Description \***

A short description of the building or building work, to appear as the label and in the DNF

**Description**

3. Next, complete [Provide the Building or Building Work Details](#).

## Confirmed building consent is staged

1. Click **Yes** – to stage the building consent assessment.
2. Enter a **description** for Building Consent: Stage 1 (Current Consent) to be assessed now.

**Important!** When a building consent has been changed to staged, then the current consent being assessed is for Stage 1.

3. Click on **Building or Building Work 1** to expand and complete [Provide the Building or Building Work Details](#).

### Consent Stages


The applicant has indicated the following to multiple stages:

Undecided

Following conversations with the applicant, are they wanting to stage this building consent? \*

☒ Yes

☐ No

**BUILDING CONSENT: STAGE 1 (CURRENT CONSENT)** 

**Description \***

5/500

☒ Assess this stage now


☐ Assess this stage later

**Building or Building Work 1**

**Short Description \***

**Description**

4. Enter a **description** for **Building Consent: Stage 2** to be assessed later.
5. **Add another stage**, as required.

**BUILDING CONSENT: STAGE 2** 

**Description \***

13/500

☐ Assess this stage now

☒ Assess this stage later

[ADD ANOTHER STAGE](#)



## Add another building consent stage

During the assessment of a staged consent the ability to add another stage is available.

1. Click **Add another stage**.

✓ [Relevant Authority](#)

✓ [Verify Documentation](#)

✓ [Confirm Consent](#)

> **[Nature and Cost of Development](#)**

[Fee Request](#)

[Summary](#)

### Nature and Cost of Development

**Nature of Development \***

2 storey dwelling, with swimming pool and retaining wall

4/4000

### Consent Stages

BUILDING CONSENT: STAGE 1 (CURRENT CONSENT) ▼

**Description \***

House

3/500

☒ Assess this stage now

☐ Assess this stage later

> Building or Building Work 1

ADD BUILDING OR BUILDING WORK

ADD ANOTHER STAGE

2. Enter a **description** for the new **Building Consent: Stage 3** to be assessed later.

BUILDING CONSENT: STAGE 3 ▼

**Description \***

Swimming pool

13/500

☐ Assess this stage now

☒ Assess this stage later

Remove stage

ADD ANOTHER STAGE

### Separate building consent stages (assess later)

When an applicant has submitted all stages to be assessed now and they want each stage to be submitted separately, then change those stages to be assessed 'later' rather than now.

1. Click on **Assess this stage later** within each stage.

**BUILDING CONSENT: STAGE 2 (CURRENT CONSENT)** ▼

**Description \***

House 5/500

☒ Assess this stage now  
☐ Assess this stage later

**ADD BUILDING OR BUILDING WORK**

**BUILDING CONSENT: STAGE 3 (CURRENT CONSENT)** ▼

**Description \***

verandah 8/500

☒ Assess this stage now  
☐ Assess this stage later

**ADD BUILDING OR BUILDING WORK**

The ADD BUILDING OR BUILDING WORK is not required for stages to be assessed later. When a stage is the 'current' consent being assessed, then adding a building or building work is required.

**BUILDING CONSENT: STAGE 2** ▼

**Description \***

House 5/500

☐ Assess this stage now  
☒ Assess this stage later

**BUILDING CONSENT: STAGE 3** ▼

**Description \***

verandah 8/500

☐ Assess this stage now  
☒ Assess this stage later

## Provide the Building or Building Work Details

3. Complete the Building or Building Work details as follows.
  - **Short Description** - enter a description of the building or building work (which will appear on the DNF).
  - **Description** – provide a details description of the building or building work.
  - **Classification** – select a building classification/s (multiple selects is available).
  - **Rise in Storeys** - enter the rise in storeys.
  - **Total Floor Area (m<sup>2</sup>)** - enter only the total floor area for the building or building work.
  - **Swimming Pool Inspection** – indicate an inspection is required (as applicable).
  - **Farm Building or Farm Shed** – indicate an inspection is required (as applicable).
4. Click on **Add another building or building work** (as required).

When the application contains multiple building works that will be completed at different times, each building/building work can be added individually which also enables the ability to add building notifications specific to each building/building work during the assessment of the building consent.

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

**Building or Building Work 1**  
**Short Description \***  
  
**Description \***  
  
**Classification \***  
  
**Rise in Storeys \***  
  
**Total Floor Area (m<sup>2</sup>) \***  
  
**Swimming Pool Inspection**  
☒ This Building Work requires inspection as per Practice Direction 8  
**Farm Building or Farm Shed**  
☐ For inspection purposes this Building Work is a Farm Building or Farm Shed  
**ADD ANOTHER BUILDING OR BUILDING WORK**

## 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 including step-by-step instructions visit [Charge building assessment fees during verification of planning and building consent | 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.

**Farm Building or Farm Shed**

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

ADD ANOTHER BUILDING OR BUILDING WORK

**Development Costs**

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

\$ 41,000

GO BACK    SAVE DRAFT    NEXT

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

- **Development Costs by Elements** (includes the Total Development Cost) when local council is the relevant authority for building consent.

**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	\$ 0	Not Applicable

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

\$ 250,000

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

GO BACK    SAVE DRAFT    NEXT

## 6. Complete Fee Request

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

### Important 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).
- **Compliance** fees are collected from the applicant and distributed to council.

### Development Cost

The calculation of the fees is performed on the Development Cost shown. During the completion of the **Nature and Cost of Development** page the Total Development Cost was updated the Development Cost will show the 'new' amount.

## Lodgement Fees

### Lodgement Fees for Accredited Professionals

For accredited professionals, fees are determined between you and the client, therefore only the **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.

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

**LODGE**




PLANNING CONSENT

BUILDING CONSENT

COMPLIANCE

☐ Electronic Lodgement Fee

☐ Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Building Assessment - Demolition 	<div> <p>Refer to the application <a href="#">Fees and Charges</a> for the current financial year statutory amounts</p>  </div>			Reason for variation
Certificate of occupancy				Reason for variation
Class 1 Building 				Reason for variation
<b>Total Payable Fees</b>				

## Council proposed development is revenue raising

Determined through the “Purpose of the Development” checkbox flagged on application submission where council is the applicant and/or land owner. 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).

When council proposed development is revenue raising the Electronic Lodgement Fee (ELF) must be paid on verification of the first consent. Verification of subsequent consents ELF is not defaulted.

### Building consent, the first consent

1. **Electronic Lodgement Fee** defaults and disabled – must be paid on the first consent.

LODGE	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>				

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

### Building consent, the subsequent (not staged or staged) consent

2. **Electronic Lodgement Fee** no default. Fee has either been paid on the first consent or assessor elected to not charge as the development is not raising revenue for the council.

LODGE	PLANNING CONSENT	BUILDING CONSENT	COMPLIANCE	
<input 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>				

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

**Council proposed development is not revenue raising**

When 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.

**Building consent, the first consent**


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

LODGE	PLANNING CONSENT	BUILDING CONSENT	COMPLIANCE
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☒ Electronic Lodgement Fee

☐ Hard copy

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

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

**Building consent, the subsequent (not staged or staged) consent**

2. **Electronic Lodgement Fee** no default.


Either paid on the first consent or assessor elected to not charge.

LODGE	PLANNING CONSENT	BUILDING CONSENT	COMPLIANCE
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☐ Electronic Lodgement Fee

☐ Hard copy

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

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



Building Consent Fees

3. Click on the **Building Consent** tab.
4. Click on the **building consent fees** applicable to the building works.

Building Assessment Fees

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

i

Available Building Consent Fees

For accredited professionals, fees are determined between you and the client. The **Referral to Commission (concurrence)** fee is the only fee available during verification.

LODGEMENT

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

i

☐ Referral to Commission (Concurrence)

☐ Referral to Commission (Opinion)

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

## 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.

5. Remove the Building Assessment – Class fee(s) selection.
6. Click **GO BACK** to the **Nature and Cost of Development** page to change the building classification from 'Not Applicable' to the applicable building classification.

LODGE

PLANNING CONSENT

**BUILDING CONSENT**

COMPLIANCE

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

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

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

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

**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


Compliance Fees

A compliance fee (for inspections) is charged per building and the applicant invoiced during building consent verification/assessment or during development approval by the issuing council.

Compliance Fees for Accredited Professionals

The **Urban Tree Canopy off-set Fee** and **Urban Tree Fund Fee** will be determined by the council issuing the development approval.

7. Select the **Compliance** tab.
8. Click on the fees applicable to the building and/or building works.
9. 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

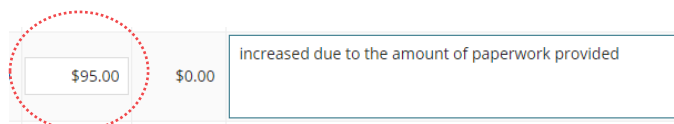
Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee	\$92.50	\$92.50	\$0.00	
Classes 2-9 Buildings 	\$270.00	\$270.00	\$0.00	<div>Reason for variation</div>
Total Payable Fees				

## Modify the Fee Amount

Only fee amounts in an editable field can be changed up or down, for example **Hard Copy**.

10. Click in the field and type the new **fee amount** (inc. GST)

11. Enter a **reason** for the change.



\$95.00	\$0.00	increased due to the amount of paperwork provided
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12. Once all required fees have been selected, then select **Next** to continue.

## 7. Review Verification Summary and Submit

A summary of the verification is produced, scroll through the summary checking information entered, and identifying any keying in errors.

If changes to entered information is required then select the applicable page and make the necessary edits, and the progress through the subsequent pages.

### Consent Verification

✓ Relevant Authority

✓ Verify Documentation

✓ Confirm Consent

✓ Nature and Cost of Development

✓ Fee Request

> Summary

#### Verify Application

##### Relevant Authority

Are you an appropriate Relevant Authority for this Building Consent?

Yes

**Reason**

Accredited Professional - Section 97 - Building Level 1

#### Verify Documentation

##### Documentation

Document	Document Type	Date Created
* Building Drawings.docx	Engineering Structural	31 Mar 2021 10:44
* Request for Documentation - Application 21002381 - Building Consent.pdf	Request for Documentation	31 Mar 2021 9:32
* Letter for Relevant Authority Reassigned - Application 21002381.pdf	Letter to Applicant	31 Mar 2021 8:12

Help for this section

## 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.

For instructions on how to download a document and record the date sent, refer to [Request, upload and generate documents | PlanSA](#) page.

### 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'.

### 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