

Step-by-step guide to the pre-lodgement service

This fact sheet provides a step-by-step breakdown of the free pre-lodgement service offered by the Attorney-General's Department (AGD).

The service is managed by Planning and Land Use Services (PLUS) Planning and Development section.

Step 1 – Initiation meeting

The PLUS Planning and Development section sets up a meeting with the applicant or their representative to provide an overview of the pre-lodgement service and help decide whether to use the service or lodge directly with the State Planning Commission (SPC).

If you decide to use the pre-lodgement service the team will discuss a preliminary project plan and assessment pathway, and outline the design review process.

Step 2 – Pre-lodgement panel meeting #1

The PLUS Planning and Development section establishes a pre-lodgement panel (PLP) that includes:

- an AGD panel chair
- a case manager from the PLUS Planning and Development section to provide planning advice to the State Commission Assessment Panel (SCAP)
- a design advisor from the Office of Design and Architecture South Australia (ODASA) to provide design advice on behalf of the Government Architect
- a representative of the council relevant to your proposal site
- a representative from each of the other relevant referral bodies – see *Fact Sheet – Referral agencies and pre-lodgement agreements*.

It is recommended that you attend the PLP meeting with the following members of your project team:

- project manager
- planning consultant
- design team representative.

The purpose of the first PLP meeting is to:

- inform the panel about your development proposal
- review all materials required for final lodgement

- identify planning parameters
- map out an indicative timeframe for the project
- identify requirements for design review
- generate initial feedback on your proposal from the panel.

You need to provide the following materials for this meeting:

- a description of the land use/proposal
- site context analysis
- analysis against the relevant provisions of the Planning and Design Code
- preliminary drawings that illustrate the proposed development's height, building envelope and access
- photographs of the site and its surrounds.

These materials should be provided to the PLUS Planning and Development section at least 5 days before the meeting to ensure referral agencies have enough time to prepare their advice. If the materials cannot be provided within this timeframe the meeting will be rescheduled.

The case manager takes live minutes of the meeting, distributes them to all parties, with actions and timelines within 5 working days.

Step 3 – Design review process

The design advisor from ODASA organises a design review process tailored to the proposal and liaises with the Design Review Panel (DRP), chaired by the Government Architect – see *Fact Sheet – Government Architect referrals and pre-lodgement agreements*.

Applicants are assigned a design advisor who participates in the pre-lodgement panel meetings and provides advice to the DRP.

DRP meetings are held concurrently with the PLP meetings. The case manager attends DRP meetings and provides updates on how the proposal is progressing through pre-lodgement and identifies any matters raised or key changes.

Pre-lodgement panel meeting #2

The case manager schedules the second PLP meeting following the first design review.

You should provide a preliminary set of plans and the following technical reports – where relevant – at least 5 days before the meeting:

- planning – if one is to be provided
- site history to determine possible contamination risk
- accessibility analysis – vehicles, bicycles and pedestrians – once general layout and yield is understood
- waste management
- heritage
- acoustic.

Draft reports are generally acceptable. If the subject land includes a State Heritage Place a Heritage Conservation Plan may be required early in the process to help inform the design. The case manager circulates the reports to relevant referral bodies.

It is recommended you address the following special issues early in the pre-lodgement process:

- **Traffic and waste management**

To be discussed with the relevant council to assist the preparation of traffic and waste reports. The case manager can help set up these discussions. In some cases a council officer can be brought into the PLP meeting.

- **Encroachment issues**

Development applications that include building work extending beyond allotment boundaries and into public land – such as verandahs, balconies and signage – usually require an Encroachment Authorisation from council. Contact the applicable council for encroachment policies. Encroachment applications are separate to development applications, although often run concurrently.

Step 4 – Pre-lodgement agreements

Development applications are referred to relevant state agencies once they are lodged with the planning authority. The circumstances under which a referral is required are set out in Section 123 of the *Planning, Development and Infrastructure Act 2016* allows agreements to be reached with agencies prior to lodgement. See Fact Sheet – *Referral agencies and pre-lodgement agreements*. Pre-lodgement agreements can be reached with any referral body.

The case manager starts the pre-lodgement agreement process following the second – or possibly third – PLP meeting. Applicants are asked to fill out a pre-lodgement agreement form, which is sent to the relevant referral agencies.

Step 5 – Pre-lodgement meeting panel meeting #3 and #4

In some cases PLP #3 is the final meeting. An additional meeting is required for more complex projects – ideally scheduled after the final design review and the Government Architect's recommendations report.

Outstanding technical reports should be provided at least 5 days before the meeting.

The panel reviews the reports before the meeting and provides feedback on:

- any material that is missing, inconsistent or unclear
- whether the reports are adequate for a development assessment
- outstanding issues or concerns that should be addressed before lodgement with SPC.

Minutes will be distributed as per previous meetings and the application team will finalise the lodgement. Lodgement generally takes place within 1 to 2 weeks of the meeting.

Step 6 – SCAP briefing

There may be an opportunity for more complex projects to enable you to present your proposal to SCAP at a briefing prior to formal lodgement. This allows SCAP to ask questions and raise any fundamental issues with the proposal.

This can be done in consultation with the case manager and they will prepare a brief explaining how the proposal has progressed through the pre-lodgement process and any key changes that have occurred – see *Fact Sheet – Development Assessment Commission briefings*.

Further information

You can download a pre-lodgement pack from plan.sa.gov.au/en/pre-lodgement or ask the PLUS Planning and Development section to mail it to you.

To discuss your needs, contact our **Inner Metro Development Assessment Team** by calling 1800 752 664 or email PlanSA@sa.gov.au