Submit a Development Application

Version 3.7





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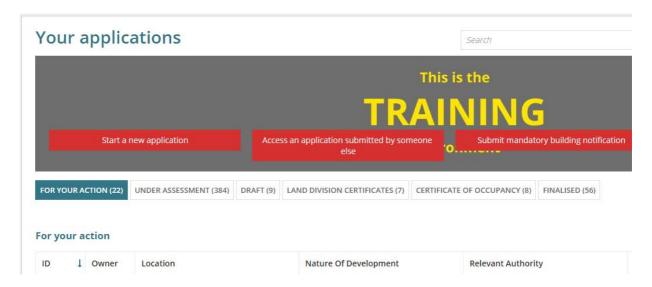
Development Application Information to Provide

The following pages outline the required information and documentation to be uploaded in order to complete your development application.

Locations	Search and add the location of the proposed development.
Applicants	The individual(s) or business submitting the proposed development application.
Primary Contact	The individual(s) or business who will be contacted by phone and/or receive direct communications either by email or post, requesting documentation and/or information.
Land Owners	The land owners are the individual(s) or business that have the interest in the land and registered on the Certificate of Title.
Invoice Contact	The individual(s) or business who will receive direct communications either by email or post for all financial matters, e.g. Fee Advice seeking payment, tax invoices and refund advices.
Development Details	Provide details of the current and proposed uses on the development site, development cost and details of the proposed development.
What do you want to do?	Provide what is to be developed on the site, for example new house, carport etc. More information about the application is requested based on the element(s) chosen, for example a 'New House' element will ask questions about a brush fence, modifying a driveway and septic/sewer information.
Consents	Based on the information supplied, the consents required are determined (i.e. Planning, Land Division, Building), and provides an option of applying for both consents at this time, or just one and will apply for remaining consents later. Upon choosing the consent(s) applying for at this time, then elect who is to assess the consent, i.e. assessment manager/panel or independent assessor.
Declarations	Read and acknowledge the Electricity Declaration and the Native Vegetation Declaration (when available).
Documents	Upload proposed development technical drawings, copy of insurance policy (as applicable), CITB receipt, pre-lodgement agreement (as applicable) etc.
Review	Provides details of the information entered for review, and an opportunity to make edits prior to submitting the development application for development approval.

Start a New Application

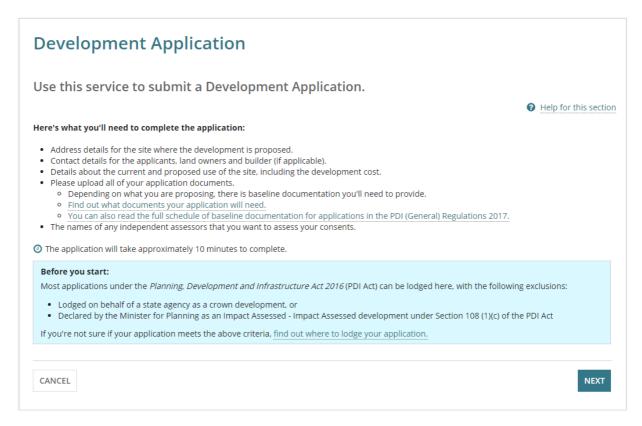
1. Click on **Start a new application** to open the development application.



2. Read through the Before you start information.

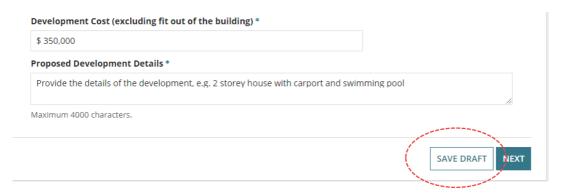
Follow the link 'what you need to supply for a development application' to view a list of the documentation you will need to upload cross-check against the documentation provided by the professional (e.g. building, surveyor, engineer, architect etc.)

3. Click on Next to continue.



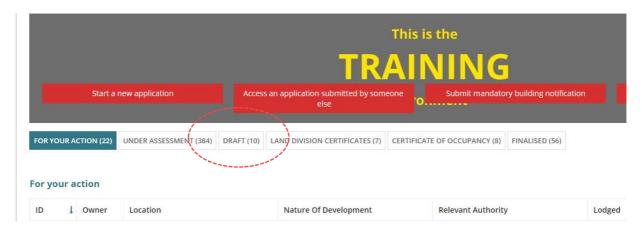
Save and open an application draft

1. Click on Save Draft on the page completing.



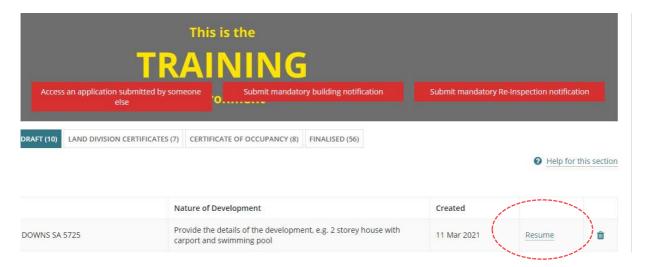
The Your Applications dashboard is shown.

2. Click on the **Draft** tab within the **Your Applications** dashboard.



3. Locate the 'draft' application and then click on **Resume** to show the application.

Alternatively, use the trash can icon to delete the 'draft' application.



The Development Application shows the 'last' page completed before saving a draft.

1. Select Development Location

Address Search

1. Type in the **Address Search** the address of the development.

When searching for a location within a **street number range**, e.g. 89-91 then enter the range to return a location match.

2. Select the matching address.

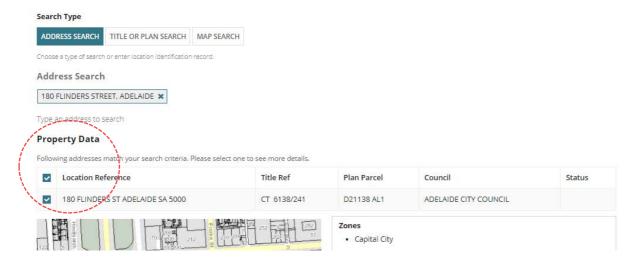
Locations

Please select the location of the proposed development via the below search functions. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function.



The Address Search and the Property Data table show the selected location details.

Repeat steps if more than one location.



Title or Plan Search

Newly Created Allotment and/or Tenancy Development

For newly created allotment(s) where the Certificate of Title (CT) has been created for the 'child' location, refer to <u>How to – Submit a development application on a new allotment | PlanSA</u> instructions.

When an application for a tenancy then perform a search using the 'parent' Certificate of Title (CT) or use the Map Search.

1. Click TITLE OR PLAN SEARCH.

Performing a Title Search

20 NORTON ST WHYALLA STUART SA 5608

18 NORTON ST WHYALLA STUART SA 5608

24 NORTON ST WHYALLA STUART SA 5608

- 2. Click on the **Prefix Type** field drop-down to make selection, e.g. CT-Certificate of Title.
- 3. Type the **Volume** number and **Folio** number.
- 4. Click **SEARCH** to return a location match.
- 5. Click on the checkbox against the Location to select and then complete Add selected location(s) instructions.
- 6. Repeat steps if more than one location.

Locations Please select the location of the proposed development via the below search functions. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function Newly Created Allotment and/or Tenancy Development To identify the development location for a tenancy or development where the proposed Certificate of Title (CT) has not yet been created, search for the Map Search: zoom into the development location and drop a pin on the parcel of land, or Title of Plan using the 'parent' Certificate of Title (CT). Search Type ADDRESS SEARCH TITLE OR PLAN SEARCH MAP SEARCH Title or Plan Search Prefix Type CT - Certificate Of Title Plan Type Volume 5254 Plan Number Folio 253 Parcel Type Parcel Number CLEAR SEARCH **Property Data** Following addresses match your search criteria. Please select one to see more details. Location Reference Title Ref Plan Parcel Council Status

T560501 AL5362

T560501 AL5362

T560501 AL5363

THE CORPORATION OF THE CITY OF WHYALLA

THE CORPORATION OF THE CITY OF WHYALLA

THE CORPORATION OF THE CITY OF WHYALLA

CT 5254/253

CT 5254/253

CT 5254/253

Performing a Plan Search

- 1. Click on the **Plan Type** field drop-down to make selection, e.g. D Deposited Plan.
- 2. Type the Plan Number, e.g. 28814
- 3. Click on the **Parcel Type** field drop-down to make selection, e.g. Allotment.
- 4. Type the Parcel Number, e.g. 4.
- 5. Click **SEARCH** to return a location match.
- Click on the checkbox against the Location to select and then complete Add selected location(s) instructions.
- 7. Repeat steps if more than one location.

Locations Please select the location of the proposed development via the below search functions. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function. Newly Created Allotment and/or Tenancy Development To identify the development location for a tenancy or development where the proposed Certificate of Title (CT) has not yet been created, search for the location using: Map Search: zoom into the development location and drop a pin on the parcel of land, or • Title of Plan using the 'parent' Certificate of Title (CT). Search Type ADDRESS SEARCH TITLE OR PLAN SEARCH MAP SEARCH Choose a type of search or enter location identification record Title or Plan Search Prefix Type Plan Type D - Deposited Plan Volume Plan Number 28814 Folio Parcel Type Allotment Parcel Number CLEAR SEARCH SEARCH **Property Data** Following addresses match your search criteria. Please select one to see more details, ✓ Location Reference Title Ref Plan Parcel Council Status LOT 4 BALMORAL TRK GAWLER EAST SA 5118 D28814 AL4 TOWN OF GAWLER Master Planned Neighbourhood CT GAWLER Affordable Housing Gas and Liquid Petroleum Pipelines Gas and Liquid Petroleum Pipelines (Facilities) Hazards (Bushfire - General) Hazards (Bushfire - Medium Risk)

Map Search

Find a location by zooming in and out on the map.

- 1. Click MAP SEARCH.
- 2. Zoom into the map to find the location using the Zoom buttons + 1.
- 3. Click on the map with the mouse and drag the map down / up or sideways to locate the location.
- 4. Left-click the mouse to 'drop a pin' on the property location
- 5. Click on the checkbox against the Location to select and then complete Add selected location(s) instructions.
- 6. **Repeat steps** if more than one location.

Locations

Please select the location of the proposed development via the below search functions. If you are unable to locate the development via the address search it may be found via a title reference or using the map search function.



Newly Created Allotment and/or Tenancy Development

To identify the development location for a tenancy or development where the proposed Certificate of Title (CT) has not yet been created, search for the location using:

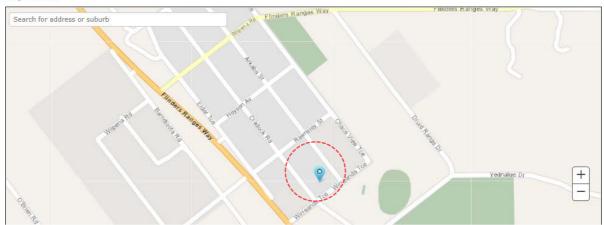
- Map Search: zoom into the development location and drop a pin on the parcel of land, or
- Title of Plan using the 'parent' Certificate of Title (CT).

Search Type

ADDRESS SEARCH TITLE OR PLAN SEARCH MAP SEARCH

Choose a type of search or enter location identification record

Map Search



Property Data

Following addresses match your search criteria. Please select one to see more details.

Location Reference	Title Ref	Plan Parcel	Council	Status
4 CRADOCK RD HAWKER SA 5434	CT 5426/199	T300402 AL7	THE FLINDERS RANGES COUNCIL	

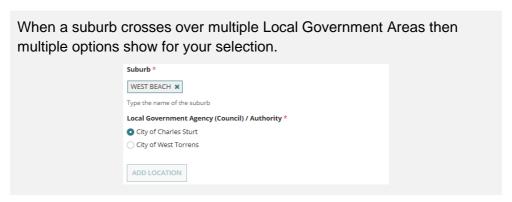
Cannot find the council land or water development location?

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.

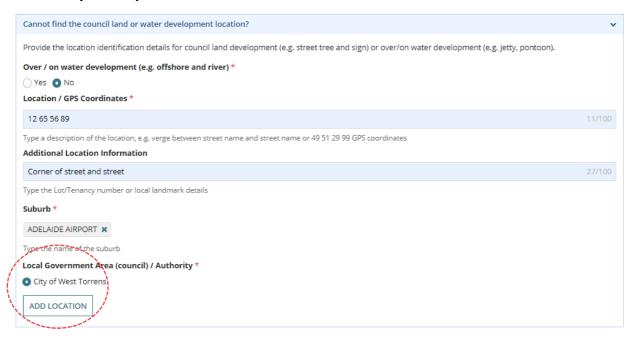
1. Click MAP SEARCH.

Add an on land location

- 2. 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.



- 3. Click ADD LOCATION.
- Repeat steps if more than one location.

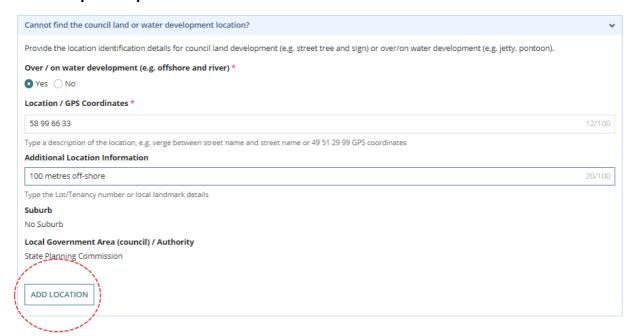


Add an on/over water location

- 5. 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.

6. Click ADD LOCATION.

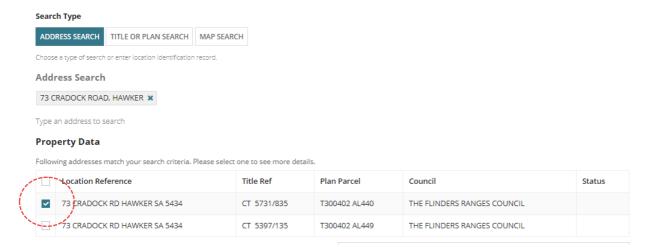
7. Repeat steps if more than one location.



Add selected location(s)

The Property Data table will show a single location match or multiple location matches.

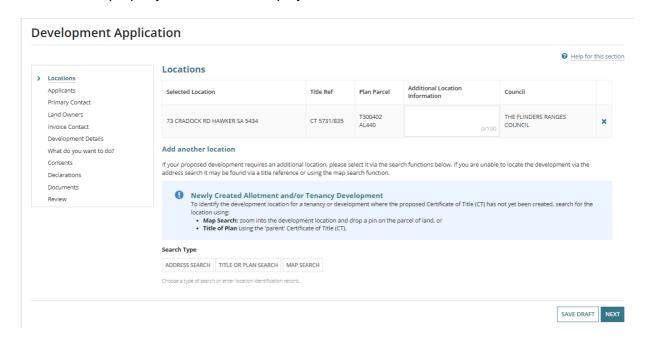
1. Click on the location(s) checkbox to select required location(s).



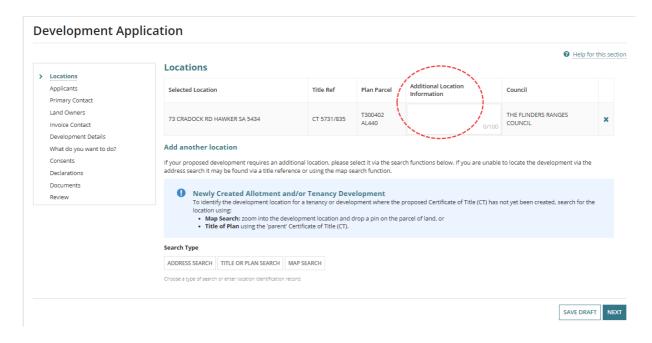
2. Click ADD SELECTED.



The selected property location/s are displayed in the selected Locations table.



- 3. As required, add Additional Location Information. For example, provide a tenancy number.
- 4. Click on Next to continue.



2. Provide Applicant Details

The 'applicant' is an individual, or business that is legally responsible for the development application.

When I am submitting this application on behalf of the applicant(s) listed below option is only visibly to relevant authority's inputting a development application on behalf of an applicant. Noting, remove the 'tick' from the checkbox when you are not submitting an application on behalf of an applicant.

Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts, the **Applicants** page will automatically default with the applicant contact details.

If your application contacts have not yet been set-up or has been set-up without a 'default' applicant contact, then an option to "Add from your application contacts" is available.

To learn more, visit <u>how to set-up reusable and default application contacts|PlanSA</u>.

Default application contacts

- 1. Alternatively, when your application contacts have been setup with a 'default' applicant contact, then the **Applicant contacts** page displays the contact automatically with options to:
 - **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - Delete to remove the contact.
- 2. Click ADD ANOTHER APPLICANT or NEXT to continue.

Applicants

Please provide details for the applicant. You can add multiple applicants to an application.

Applicant Edit
Name: Miss Penny Public Preferred Contact Method: Email
Type: Individual Phone: 0400 111 000
Address: 83 PIRIE STREET ADELAIDE Email: ppublic.daptesting@sa.gov.au

ADD ANOTHER APPLICANT

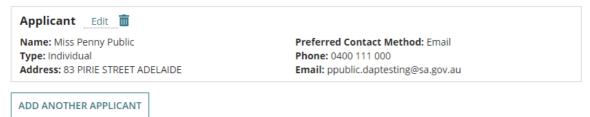
- 1. From the options choose one of the following:
 - Add Me as the applicant, or
 - Add someone else either as an individual or a business.
 - Add from your application contacts is only available to volume applicants and accredited professionals.

Option 1 – Add Me

- 2. Click on Add Me to use my details. Additional options are made available to:
 - Add another applicant as required.
 - Edit to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - Delete to remove an applicant.

Applicants

Please provide details for the applicant. You can add multiple applicants to an application.



3. Click on Next to continue.

Option 2 – Add someone else

- 1. Click on Add someone else.
- 2. Click on the appropriate contact type:
 - Individual provide the contact details of a person.
 - Business provide the contact details of a business.
 - Crown Agency is not applicable.

Applicants

Please provide details for the applicant. You can add multiple applicants to an application.



- 3. Click ADD APPLICANT.
- 4. Click on Next to continue.

Option 3 - Add from your application contacts

- 1. Click on Add from your application contacts.
- 2. Click in the **Search Application Contacts** field start typing name of the applicant contact or select from a list of applicant contacts.

Applicants

Please provide details for the applicant. You can add multiple applicants to an application.

Search Application Contacts

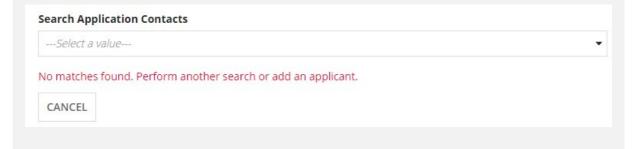


Application contacts not set-up

When the contacts have not yet been set-up a warning message displays, advising No matches found. Perform another search or add an applicant.

Cancel the search to manually add someone else.

To setup the application contacts for use in future application submissions, complete <u>how to set-up reusable and default application contacts | PlanSA</u> instructions.



3. Click on the contact and then ADD APPLICANT.

Applicants

Please provide details for the applicant. You can add multiple applicants to an application.

Search Application Contacts

Ms Liz Public, 83 PIRIE STREET ADELAIDE SA 5000, 011111111

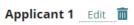
ADD APPLICANT CANCEL

The applicant contacts displays.

4. Click on **Next** to continue.

Applicants

Please provide details for the applicant. You can add multiple applicants to an application.



Name: Miss Penny Public

Type: Individual

Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email

Phone: 0400 111 000

Email: ppublic.daptesting@sa.gov.au

Applicant 2 Edit 📶

Name: Ms Liz Public Type: Individual

Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email

Phone: 011111111 Email: test@mail.com

ADD ANOTHER APPLICANT



3. Provide Contact Details

Primary Contact

There can 'only' be one primary contact and this person will receive all communications during the assessment of the development application, for example; request for documentation, requests for information, decision and approval notifications.

Important!

Complete the 'Share a development application with another instructions' to give the contact access to your development application to perform an action requested by the relevant authority and view documentation issued on making a decision.

Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts, the **Primary Contact** page will automatically default with the primary contact details.

If your application contacts have not yet been set-up or has been set-up without a 'default' primary contact, then an option to "Add from your application contacts" is available.

To learn more, visit <u>how to set-up reusable and default application</u> contacts|PlanSA.

Default Application Contacts

- Alternatively, when your application contacts have been setup with a 'default' primary contact, then the **Primary contacts** page displays the contact automatically with options to:
 - Edit to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - Delete to remove the contact.
- 2. Click **NEXT** continue.

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.

Primary Contact Edit

Name: Miss Penny Public

Type: Individual

Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email

Phone: 01111111 Email: test@mail.com



- 1. From the options choose one of the following:
 - Add Me as the applicant, or
 - Add an applicant contact, or
 - Add someone else either as an individual or a business.
 - Add from your application contacts is only available to volume applicants and accredited professionals.

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.

Add me (Test UserOne)

Add Penny Public

Add someone else

Option 1 - Add Me

- 1. Click on **Add Me** to use my details. Additional options are made available to:
 - Edit the contact details and change the preferred contact method default of 'Email' to 'Post'.
 - Delete to remove the contact.

Option 2 - Add one of the other contacts you have added

- 2. Click on Add (contact name). Additional options are made available to:
 - Edit the contact details and change the preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove the contact.

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.

Add me (Test UserOne)

Add Penny Public

Add someone else

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.

Primary Contact Edit

Name: Ms Liz Public Preferred Contact Method: Email

Type: Individual Phone: 011111111

Address: 83 PIRIE STREET ADELAIDE Email: test@mail.com



3. Click **NEXT** to continue.

Option 3 – Add someone else

1. Click on Add someone else.

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.

Add me (Test UserOne)

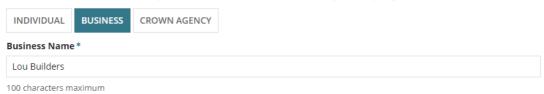
Add Penny Public

Add someone else

- Click on the appropriate contact type:
 - Individual provide the contact details of a person.
 - **Business** provide the contact details of a business.
 - Crown Agency is not applicable.

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.



- 3. Complete the contact details fields and then ADD CONTACT PERSON.
- 4. Click **NEXT** to continue.

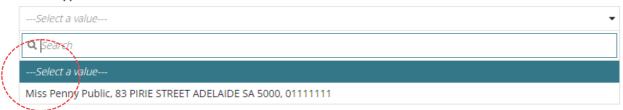
Option 4 – Add from your application contacts

- 1. Click on Add from your application contacts.
- 2. Click in the **Search Application Contacts** field start typing name of the invoice contact or select from a list of contacts.

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.

Search Application Contacts

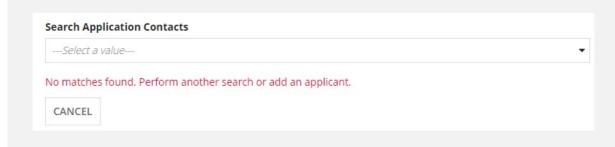


Application contacts not set-up

When the contacts have not yet been set-up a warning message displays, advising No matches found. Perform another search or add an applicant.

Cancel the search to manually add someone else.

To setup the application contacts for use in future application submissions, complete <u>how to set-up reusable and default application contacts | PlanSA</u> instructions.



3. Click on the contact and then ADD CONTACT PERSON.

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.

Search Application Contacts

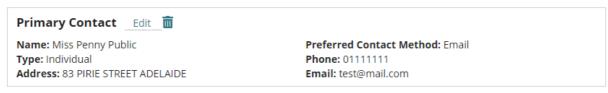


The primary contact displays.

4. Click **NEXT** to continue.

Primary contact

Please provide details for the primary contact for this application. The assessing authority might need to contact this person.





Land Owners

The land owners are the individual(s) or business that have the interest in the land and registered on the Certificate of Title.

Important!

Complete the 'Share a development application with another instructions' to give the contact access to your development application to perform an action requested by the relevant authority and view documentation issued on making a decision.

- 1. From the options choose one of the following:
 - Add Me as the applicant, or
 - Add an applicant contact, or
 - Add someone else either as an individual or a business.
 - Add from your application contacts is only available to volume applicants and accredited professionals.

Option 1 - Add Me

Land owners

Please provide details for the land owner. You can add multiple land owners to an application.

Add me (Test UserOne)

Add Penny Public

Add Lou Builders

Add someone else

- 2. Click on Add Me to use my details. Additional options are made available to:
 - Edit to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - Delete to remove 'me' as a land owner.

Land owners

Please provide details for the land owner. You can add multiple land owners to an application.

Land Owner Edit

Name: Mr Test UserOne
Type: Individual
Address: 275 MARION ROAD NORTH PLYMPTON

Preferred Contact Method: Email Email: dptitesting99+testemail@gmail.com

ADD ANOTHER LAND OWNER

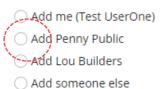
3. Click **NEXT** to continue.

Option 2 – Add one of the other contacts you have added

1. Click on Add (contact name).

Land owners

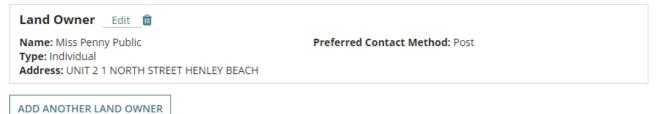
Please provide details for the land owner. You can add multiple land owners to an application.



- 2. Additional options are made available to:
 - Edit to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove the 'applicant' land owner.
 - Add another land owner as required.

Land owners

Please provide details for the land owner. You can add multiple land owners to an application.



3. Click **NEXT** to continue.

Option 3 – Add someone else

- 1. Click on Add someone else.
- 2. Click on the applicable contact type:
 - **Individual** provide the contact details of a person.
 - **Business** provide the contact details of a business.
 - Crown Agency is not applicable.
- 3. Complete the contact details fields and then ADD LAND OWNER.

Land owners

Please provide details for the land owner. You can add multiple land owners to an application.

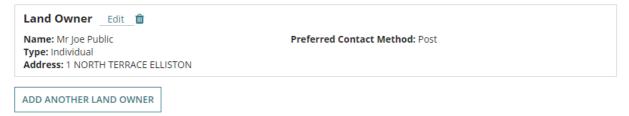
INDIVIDUAL	BUSINESS	CROWN AGENCY
Title *		
Mr		
First Name *		
Joe		

The land owner contact displays, with additional options made available to:

- **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
- **Delete** to remove the 'primary contact' as a land owner.
- Add another land owner as required.

Land owners

Please provide details for the land owner. You can add multiple land owners to an application.



4. Click on Next to continue.

Invoice Contact

There can 'only' be one invoice contact and typically this person is also the 'primary contact' and they will receive all communications during the assessment of the development application in relation to fee payments and/or refunds (when applicable).

Important!

Complete the 'Share a development application with another instructions' to give the contact access to your development application to perform an action requested by the relevant authority and view documentation issued on making a decision.

Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts, the **Invoice Contact** page will automatically default with the invoice contact details.

If your application contacts have not yet been set-up or has been set-up without a 'default' invoice contact, then an option to "Add from your application contacts" is available.

To learn more, visit <u>how to set-up reusable and default application contacts|PlanSA</u>.

Default Invoice Contact

- Alternatively, when your application contacts have been setup with a 'default' invoice contact, then the **Invoice contacts** page displays the contact automatically, with options to:
 - **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - Delete to remove the contact.
- 2. Click **NEXT** to continue.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.

Invoice Contact Edit

Name: Mrs John Jones

Type: Individual
Address: 1 invoice Address

Preferred Contact Method: Email
Phone: 01111111
Email: test@mail.com

SAVE DRAFT

NEXT

- 1. From the options choose one of the following:
 - Add Me as the applicant, or
 - Add an applicant, primary or land owner contact, or
 - Add someone else either as an individual or a business.
 - Add from your application contacts is only available to volume applicants and accredited professionals.

Option 1 - Add Me

- 1. Click on Add Me to use my details. Additional options are made available to:
 - Edit to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - **Delete** to remove 'me' as a land owner.

Option 2 – Add one of the other contacts you have added

- 2. Click on **Add (contact name)**. Additional options are made available to:
 - **Edit** to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
 - Delete to remove 'me' as a land owner.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.

Add me (User One)

Add Penny Public

Add Liź Public

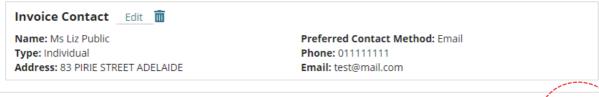
Add someone else

Add from your application contacts

The selected contact displays as the Invoice contact.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.



SAVE DRAFT NEXT

3. Click on **Next** to continue.

Option 3 - Add someone else

- 1. Click on Add someone else.
- 2. Complete the contact details fields and then ADD INVOICE PERSON.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.



Additional options are made available:

- Edit to update your contact details and change your preferred contact method default of 'Email' to 'Post'.
- Delete to remove the 'primary contact' as a land owner.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.



3. Click on **Next** to continue.

Option 4 – Add from your application contacts

- 1. Click on Add from your application contacts.
- 2. Click in the **Search Application Contacts** field start typing name of the invoice contact or select from a list of contacts.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.

Search Application Contacts

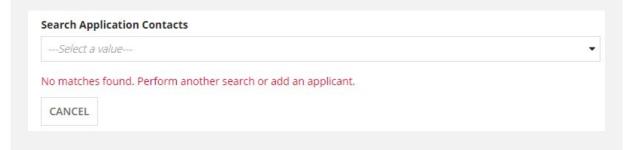


Application contacts not set-up

When the contacts have not yet been set-up a warning message displays, advising No matches found. Perform another search or add an applicant.

Cancel the search to manually add someone else.

To setup the application contacts for use in future application submissions, complete <u>how to set-up reusable and default application contacts | PlanSA</u> instructions.



3. Click on the contact and then ADD INVOICE PERSON.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.

Search Application Contacts

Mrs John Jones, 1 invoice Address SA 5000, 01111111

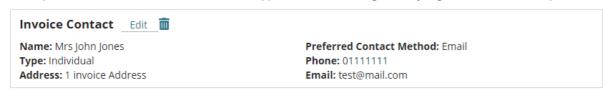
ADD INVOICE PERSON CANCEL

The invoice contact displays.

4. Click on **Next** to continue.

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.





4. Provide Development Details

- 1. Complete the Development Details as follows.
 - **Current Use** write a description of what is on the site before your development application, e.g. house
 - **Proposed Use** write a description of what is on the site after your development application, e.g. house
 - **Development Cost** provide a dollar value (excluding the fit out of the building)
 - Proposed Development Details write a description of the proposed development
- 2. Click on Next to continue.

Development Details

Please provide details about the existing and proposed uses on the development site.

Current Use *

Write a description of what is on the site before your development application, e.g. house	
	/

Proposed Use *

Write a description of what is on the site after your development application, e.g. house

Development Cost (excluding fit out of the building) *

\$ 350,000

Proposed Development Details *

Provide the details of the development, e.g. 2 storey house with carport and swimming pool

Maximum 4000 characters.

5. Choose Development Elements and Refine

The 'elements' enable you to specify what you want to develop, for example a new house, with a shed and carport or garage, and based on the selection/s you may be prompted to refine the element.

1. Click on each **element** of your proposed development.

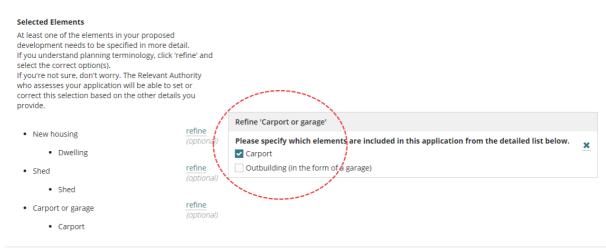
What do you want to do?



2. Click on **Show more elements** to view more options.



- 3. When refining the element you will be prompted with relevant options from the Planning and Design code (see image below).
- 4. Click on **Next** to continue and provide more information about your application.





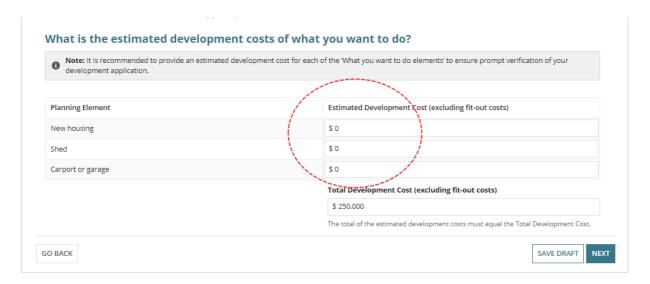
Estimated development costs

The estimated development cost is used to calculate the building assessment fees during the verification of your planning or building consent by the relevant authority as per the Choose Consent Timing and Assessing Relevant Authority instructions.

What if I don't know the estimated development cost of all the elements?

1. If you aren't sure, you can leave the estimated development cost as \$0.

The relevant authority you have chosen to assess your development application will contact you to obtain this information during the verification of the planning and/or building consent.

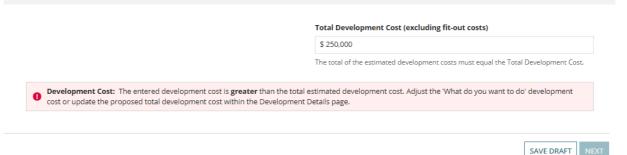


2. Enter the **estimated development cost** (whole dollars) for each of the elements.

Development cost totals do not match

The sum total of the estimated development costs must equal the 'Total Development Cost' shown on the **Development Details** page; an error message will show if these totals do not match.

To continue to the next page, update the estimated development cost(s) or update the Total Development Cost so that both totals match.



Do I need to update the Total Development Costs on the Development Details page?

No. When the Total Development Cost is changed the **Development Details** page is automatically updated with the new total development cost.

3. Click Next to continue.

What is the estimated development costs of what you want to do?

Note: It is recommended to provide an estimated development cost for each of the 'What you want to do elements' to ensure prompt verification of your development application.

Planning Element

Estimated Development Cost (excluding fit-out costs)

New housing

\$ 200,000

Shed

\$ 20,000

Carport or garage

\$ 30,000

Total Development Cost (excluding fit-out costs)

\$ 250,000

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

SAVE DRAFT NEXT

More information about your application

The questions shown within the More information page will vary as the 'elements' selected.	y are based on the
Question assistance Move the mouse over the Information icon to show more details.	
Does this development require a sentic system, i.e. sentic tank and/or waste water disposal area? about this q	rer is yes or you are unsure uestion, please contact your l as further approvals may be

Regulated and Significant Trees

When the proposed development location has overlay 'Regulated and Significant Trees' then additional information is required to identify if the proposed development includes any works that will result in damage or removal to regulated and/or significant trees on the site or neighbouring land. For more information Significant and regulated trees | PlanSA.

- 1. Select one of the following to indicate whether the proposed development will result in damage or removal to regulated or significant trees.
 - a. **Yes**, to works will result in damage or removal and then complete the table breakdown by regulated / significant tree damage or to be removed.
 - b. **No**, continue to the next question.

Regulated and Significant Trees

Are you undertaking any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s) on the site or neighbouring land?*

• Yes	
○ No	T

Significant and regulated trees | PlanSA 🗹

Trees are to be:	No. of Regulated Trees	No. of Signifcant Trees
Damaged (i.e. impacts to roots or pruning)		
Removed		

- 2. Select one or both of the following activities.
 - a. **Damaged** (i.e. impacts to roots or pruning)
 - b. Removed
- 3. Type the of number regulated and/or significant trees.

Enter a 0 (zero) when the type (i.e. regulated or significant) of tree is not applicable.

Example, of both tree 'damage' and 'removal'

Regulated and Significant Trees

Are you undertaking any works that will result in damage (includes impacts to roots and pruning) or removal to regulated or significant tree(s) on the site or neighbouring land? *



Significant and regulated trees | PlanSA 🗹

~	Trees are to be: 2	No. of Regulated Trees	No. of Signifcant Trees
~	Damaged (i.e. impacts to roots or pruning)	0	1
~	Removed	0	1

If approved, do you want to plant replacement trees on the site or pay into the Urban Tree Fund?*

○ Undecided	4
 Replanting on site 	4
• Payment into an Urbar	n Tree Fur

Ocombination of replanting and payment

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.

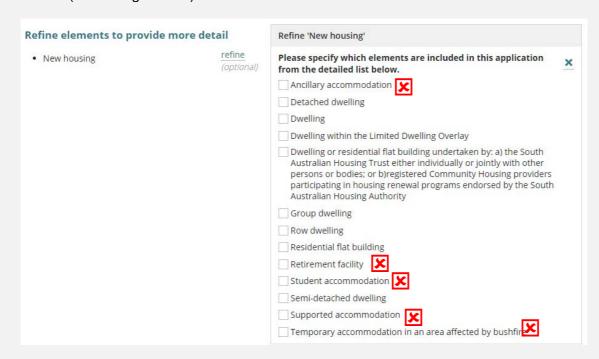
4. When an activity involves removal of a tree, then make a selection referring to the table below.

		During the assessment of your consent (planning or planning and land division)
a.	Undecided	the relevant authority will make contact to identify if you are planting new tree(s), pay into the Urban Tree Fund or a combination of planting and payment.
		During the assessment of your consent (planning or planning and land division)

C.	Payment into an Urban Tree Fund	During assessment of your consent (planning or planning and land division) the relevant authority will send a fee advice for the amount to be paid into the Urban Tree Canopy fund.
d.	Combination of replanting and payments	Refer to options b and c for the action taken by the relevant authority during your consent (planning or planning and land division) verification or assessment.

The Urban Tree Canopy applies to this application

Additional information is required when your proposed development is within the **Urban Tree Canopy Overlay** and has one or more of the following "What do you want to do?" elements (refer image below).



Indicates elements that do not trigger the Urban Tree Canopy Overlay questions.

Visit the following PlanSA pages for more information.

- Urban tree canopy off-set scheme
- Application Fees and Charges

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 <u>specified circumstances</u> an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit <u>Urban tree canopy off-set scheme | PlanSA | P</u>

Elect one of the following options: *

- To be confirmed prior to Development Approval
- \bigcirc Plant new trees or retain existing trees
- O Payment into the Urban Tree Canopy Off-set scheme
- Ocombination of retaining/planting and payment
- 1. Select one of the following options from the table below.

a.	To be confirmed prior to Development approval	During assessment of your consent (planning or planning and land division) or at development approval the relevant authority will make contact to identify if you are planting/retaining tree(s), pay into the Urban Tree Canopy Off-set scheme, or a combination of planting and payment.					
b.	Plant new trees or retain existing trees	During assessment of your consent (planning or planning and land division) or at development approval the relevant authority will request for documentation showing the location of the new trees, for example, landscaping plan.					
C.	Payment into the Urban Tree Canopy Off-set scheme	During assessment of your consent (planning or planning and land division) or at development approval the relevant authority will send a fee advice for the amount to be paid into the Urban Tree Canopy off-set scheme.					
d.	Combination of retaining/planting and payment	Refer to options b and c for the action taken by the relevant authority during assessment of your consent (planning or planning and land division) or at development approval.					

New House

4. Complete the **New House** questions, as applicable (question is not mandatory).

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

Demolition

5. Complete the **Demolition** mandatory questions.

The 'demolition' questions are shown when the **What do you want to do?** element 'Demolition' has been selected.

Demolition

Is the demolition for the whole of a building? *

Yes

No

If **Yes**, to demolition of the whole building, then you are prompted to indicate if the building is heritage listed or located within one of the following Zones or overlays.

Demolition

YesNo

Is the demolition for the whole of a building? *
 Yes
 No
 Is the building heritage listed or located within one of the following Zones or overlays? *

Zones and overlays:

- · State Heritage
- Local Heritage
- Historic Area
- · Zones applying in the City of Adelaide
 - Capital City
 - City Living
 - o City Main Street
 - City Riverbank
 - City Parklands

Septic/Sewer

6. Complete the **Septic/Sewer Information** as applicable (question is not mandatory).

If unsure, then contact the location council for further assistance.

	Septic/Sewer information
	Does this development require a septic system, i.e. septic tank and/or waste water disposal area? 💡
	○ Yes
	● No
	○ Unsure
Certif	ficate of Title Information
7.	Complete the Certificate of Title Information as applicable (question is not mandatory).
	If Yes , then you are prompted to select one or more constraints.
Ce	rtificate of Title information
Do	es the Certificate of Title (CT) have one or more constraints registered over the property? 🛭
0	Yes
\circ	No
\circ	Unsure
Sel	ect one or more of the below constraints *
	Easement or rights of way
	Land Management Agreement
	Encumbrance

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

8. Click on Next to continue.

6. Choose Consent Timing and Assessing Relevant Authority

Based on the information provided you are advised of the Consents required, in this example both Planning and Building consent are required.

Consents

To proceed with your development, you must first gain the consent of expert assessors, to ensure that your proposed development complies with all pertinent regulations.

Based on the information you have supplied, your application will require the following consents:

- Planning Consent
- Building Consent

Consents already granted

- 1. Choose the response to question 'Have any of the required consents for this development already been granted using a different system?
 - No consents granted under a different system and then complete the Planning Consent questions.

Consents

To proceed with your development, you must first gain the consent of expert assessors, to ensure that your proposed development complies with all pertinent regulations.

Based on the information you have supplied, your application will require the following consents:

- Planning Consent
- Building Consent

Have any of the required consents for this development already been granted using a different system?*

O Yes

No

MPORTANT – If you are seeking to vary an existing Planning Consent previously issued under a different system, please select 'No' to the above question and ensure that in the 'Development Details' screen you describe the application as involving a variation to an existing planning consent.

 Yes the development application consent has already been granted (i.e. pre 31st July 2020 under the Development Act).

Consents

To proceed with your development, you must first gain the consent of expert assessors, to ensure that your proposed development complies with all pertinent regulations.

Based on the information you have supplied, your application will require the following consents:

- Planning Consent
- Building Consent

Have any of the required consents for this development already been granted using a different system?*



○ No

A IMPORTANT – If you are seeking to vary an existing Planning Consent previously issued under a different system, please select 'No' to the above question and ensure that in the 'Development Details' screen you describe the application as involving a variation to an existing planning consent.

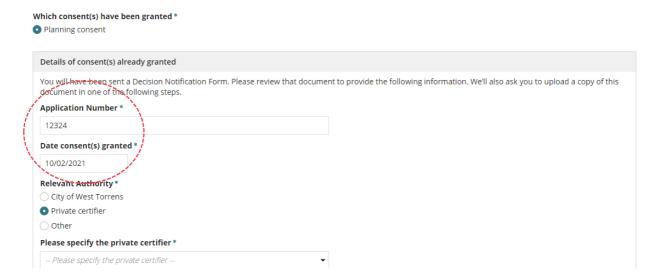
Which consent(s) have been granted *

O Planning consent

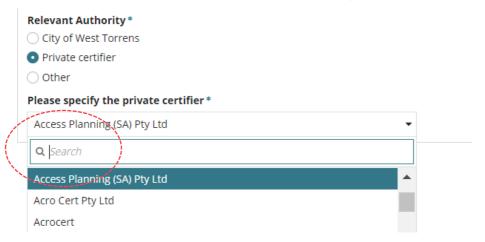
2. Click on the **Planning Consent** radio button to select.

Complete the **Details of the consent(s) already granted** fields as follows from the Decision Notification Form (DNF) and then proceed to complete the Building Consent questions.

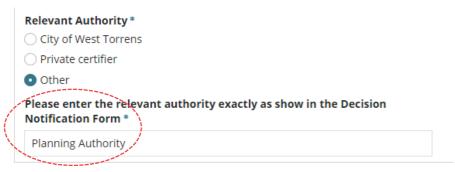
- Application Number
- Type or select the date consent(s) Granted



- Relevant Authority select:
 - a. Council
 - b. **Private certifier** and then select the private certifier from the field drop-down.



c. Other and then type the name of the relevant authority from the DNF.



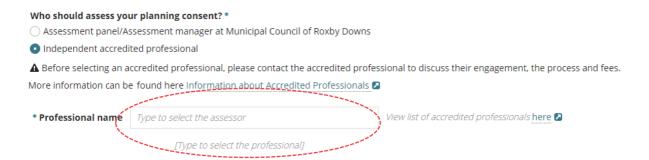
Planning Consent

- 1. Choose When should this consent be assessed?
 - Assess now
 - Assess later choose this option when you may need further advice, e.g. from an Independent Assessor.

Planning Consent

When should this consent be assessed? *

- Assess this consent now
- Assess this consent later
 - 2. Choose Who should assess your planning consent?
 - Assessment Panel/Assessment Manager identified by location of the development site
 - Independent accredited professional then search for the name of the accredited professional to add their details.



- 3. Choose If public notification is required, who would you like to erect the sign on the land?
 - Applicant you will be responsible for the costs for printing the sign and placing on the land.
 - Relevant Authority you may incur additional fees.

If public notification is required for your planning consent, who would you like to erect the public notification sign on the land?*

- Applicant (signage will need to satisfy specific regulations see link below)
- Relevant Authority (additional fees may be incurred)

Land Division Consent

Indicate when the consent is to be assess 'now' or 'later' when you may need further advice, e.g. from an Independent Assessor.

Your land division consent will be assessed by

Automatically displays the Assessment Panel/Assessment Manager (at council or State Planning Commission) identified by location of the development site.

∨Planning Consent
When should this consent be assessed? *
Assess this consent now
Assess this consent later
Who should assess your planning consent? *
Assessment panel/Assessment manager at State Planning Commission
○ Independent accredited professional
If public notification is required for your planning consent, who would you like to erect the public notification sign on the land?
Applicant (signage will need to satisfy specific regulations - see link below)
Relevant Authority (additional fees may be incurred)
View signage requirements
 ∨Land Division Consent
When should this consent be assessed? *
• Assess this consent now
○ Assess this consent later
Your land division consent will be assessed by
Assessment panel/Assessment manager at State Planning Commission
→ Building Consent
Do you wish to have your building consent assessed in multiple stages? *
○ Yes
○ No

Building Consent

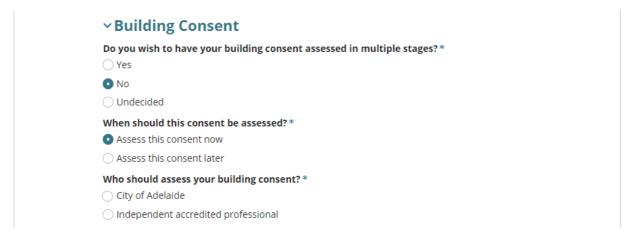
Building consent assessed in multiple stages

- 1. Choose 'Yes' to question **Do you wish to have your building consent assessed in multiple stages?**
- 2. Provide a **Description for Stage 1** and 'now'
- 3. When to assess this stage is 'Now' and cannot be changed.
- 4. Provide a **Description for Stage 2** and it is recommended to keep the selection of 'assess this stage later'.

∨Building Consent
Do you wish to have your building consent assessed in multiple stages?
• Yes
O No
○ Undecided
Description of stage 1 *
House
Assess this stage now
Assess this stage later
Description of stage 2 *
Swimming pool
Assess this stage now
Assess this stage later
ADD ANOTHER STAGE

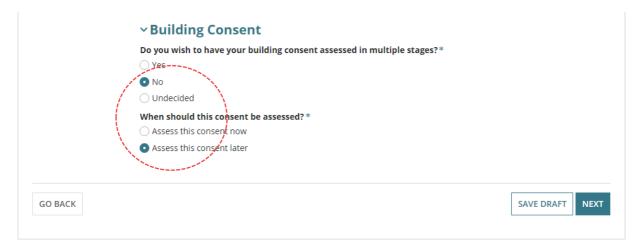
Building consent assessed now (not staged or undecided)

- 1. Click **No** or **Undecided** to the building consent being assessed in multiple stages.
- 2. Click on Assess this consent now.
- 3. Next, complete Authority assessing the building consent.



Building consent assessed later (not staged or undecided)

- 1. Click on **No** or **Undecided** to the building consent being assessed in multiple stages.
- 2. Click on Assess this consent later.
- 3. Click on **Next** and then review and complete Consents for assessment now and later summary.



A **warning message** displays when the 'Planning Consent' has already been granted and the building consent to be assessed later. To resolve the warning, update the building consent to be assessed 'now' and continue to complete the application.



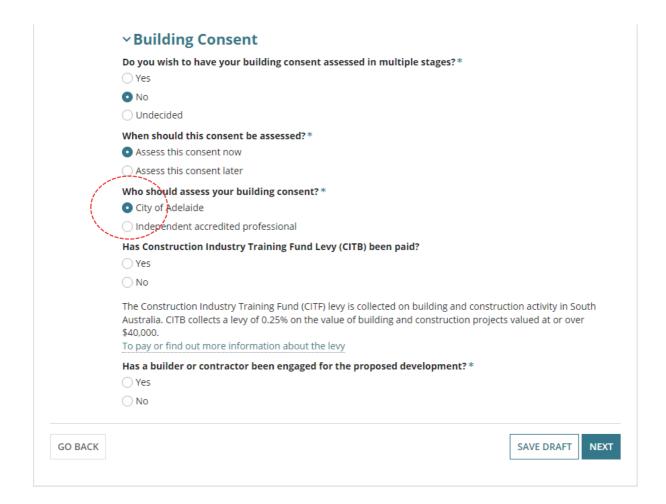
Authority assessing the building consent

Option 1: Council assessing your building consent

1. Click on **Council** – to assess your building consent.

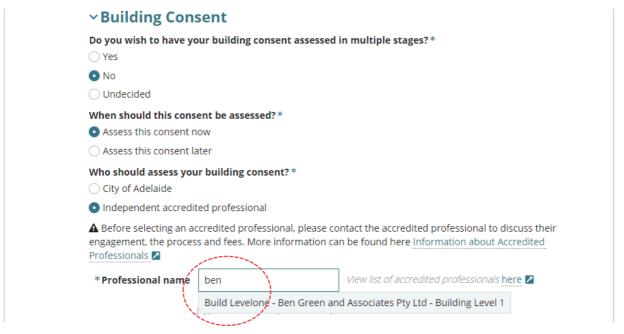
The council is a selectable option and identified by the development location.

2. Next, complete Payment of the Construction Industry Training Fund Levy (CITB) details.



Option 2: Independent accredited professional assessing your building consent

- 1. Click on Independent accredited professional to assess your building consent.
- 2. Start typing the name of the accredited professional.
- 3. Select matching name from the list of results.



4. The selection is added and can be removed (x) as required, to search for a different name.



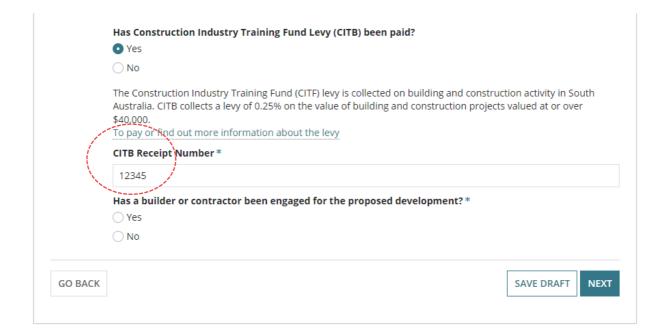
5. Next, complete Payment of the Construction Industry Training Fund Levy (CITB) details.

Payment of the Construction Industry Training Fund Levy (CITB)

The Construction Industry Training Fund Levy is collected on building and construction activity in South Australia. CITB collects a levy of 0.25% on the value of the building and construction projects valued at or over \$40,000.

The question **Has Construction Industry Training Fund Levy (CITB) been paid** is not shown, when the total development cost of your development is less than \$40,000.

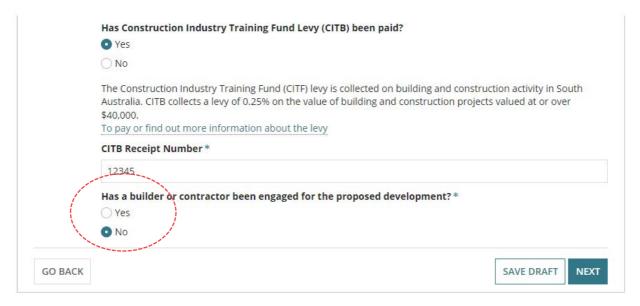
- 1. Click **Yes** when the **Construction Industry Training Fund Levy (CITB)** has been paid.
- 2. Enter the CITB Receipt Number.
- 3. Alternatively, click **No** when the **Construction Industry Training Fund Levy (CITB)** has not been paid.
- 4. Next, complete Error! Reference source not found..



Builder, contractor, or owner builder constructing the proposed development

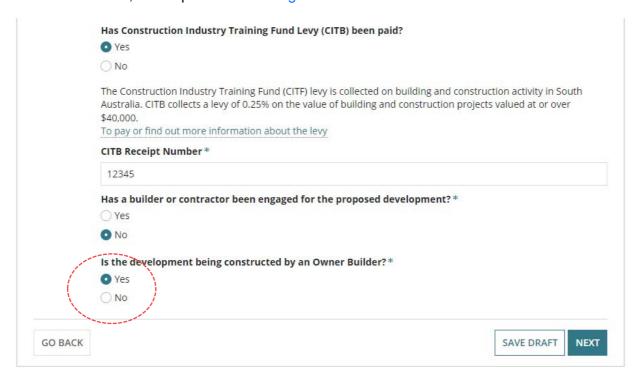
Option 1: Builder or Contractor not yet engaged

- Click on No a builder or contractor has not been engaged for the proposed development.
- 2. Next, complete Acknowledge Declarations.



Option 2: Development being constructed by owner builder

- Click on No a builder or contractor has been engaged for the proposed development.
- 2. Click on **Yes** an owner builder is performing the construction of the proposed development.
- 3. Click Next, to complete Acknowledge Declarations.



Option 3: Development being constructed by a builder or contractor

- 1. Click on **Yes** a builder or contractor has been engaged for the proposed development.
- 2. Click on **No** an owner builder is not performing the construction of the proposed development.

Add the builder or contractor

Builder defaults automatically from your organisation application contacts

Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts, the 'builder contact' will automatically default.

If your application contacts have not yet been set-up or has been set-up without a 'default' builder contact, then an option to "Add from your application contacts" is available.

To learn more, visit how to set-up reusable and default application contacts|PlanSA.

- 3. Use the **Edit** and **Remove** available options, as required.
- 4. Click ADD ANOTHER BUILDER OR CONTRACTOR, as required.

Is the development being constructed by an Owner Builder? *

Yes

No

No

No

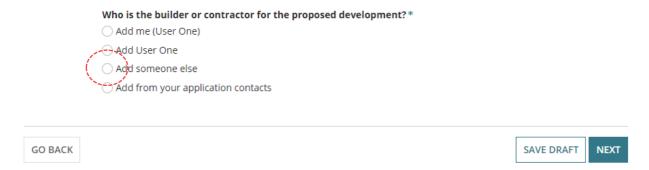
Name: Little-Big-Bigger Builders
Type: Business
Address: 83 PIRIE STREET ADELAIDE
Builders Licence No: BLD 12569

ADD ANOTHER BUILDER OR CONTRACTOR

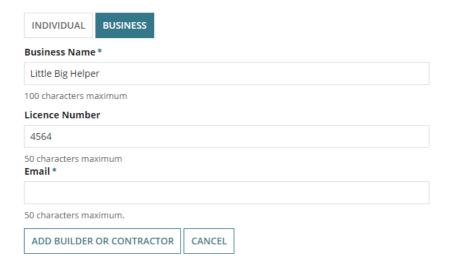
5. Next, complete Acknowledge Declarations.

Add someone else to create the builder / contractor contact

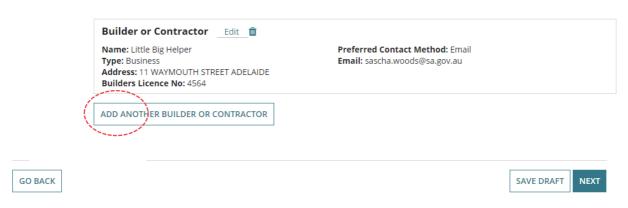
1. Click on Add someone else to enter the builder details.



- 2. Select Individual or Business.
- 3. Complete the shown fields with the contractor / builder contact details.
- 4. Click Add Builder or Contractor to save.



5. Click on Add another builder or contractor or click Next to continue.



Add a builder contact from your application contacts

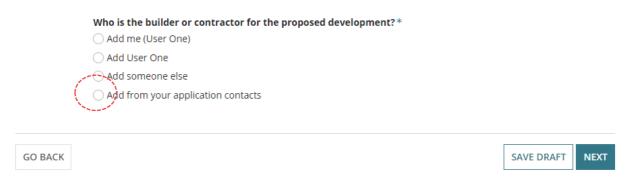
Add from your application contacts

When your organisation has set-up frequently used and/or default application contacts, the 'builder contact' will automatically default.

If your application contacts have not yet been set-up or has been set-up without a 'default' builder contact, then an option to "Add from your application contacts" is available.

To learn more, visit how to set-up reusable and default application contacts PlanSA.

1. Click Add from your application contacts.



2. Click in the **Search Application Contacts** field start typing name of the builder or select from a list of contacts.



Click on the contact and then ADD BUILDER OR CONTRACTOR.

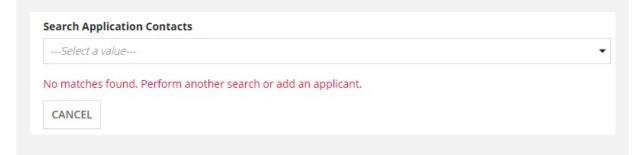


Application contacts not set-up

When the contacts have not yet been set-up a warning message displays, advising No matches found. Perform another search or add an applicant.

Cancel the search to manually add someone else.

To setup the application contacts for use in future application submissions, complete <u>how to set-up reusable and default application contacts | PlanSA</u> instructions.



- 3. The builder contact displays. Click ADD ANOTHER BUILDER OR CONTRACTOR, as required.
- 4. Click on **Next** to continue.

Is the development being constructed by an Owner Builder?*

Yes

No

No

No

No

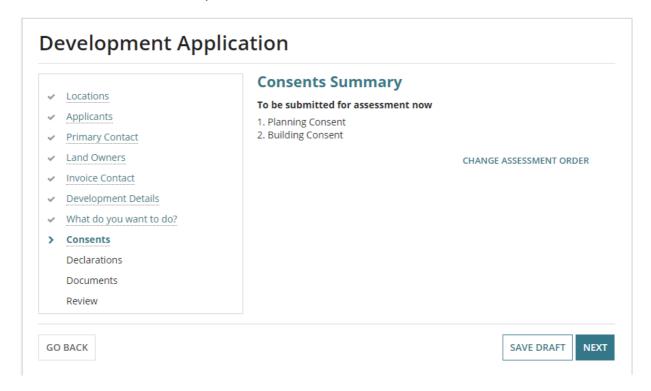
Preferred Contact Method: Email
Type: Business
Address: 83 PIRIE STREET ADELAIDE
Builders Licence No: BLD 123659

ADD ANOTHER BUILDER OR CONTRACTOR

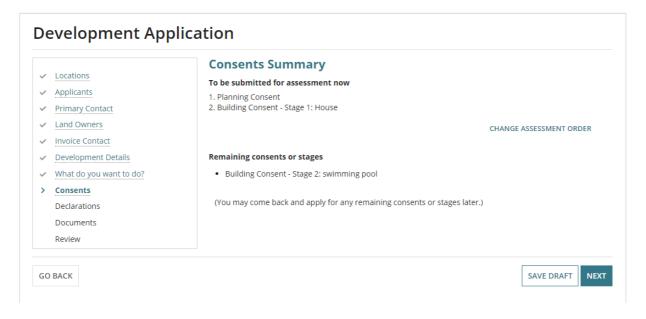


Consents for assessment now and later summary

- 1. A **summary of the consents** to be submitted follows and allows changes to the Assessment order if required.
- 2. Click on **Next** to complete the declarations.



For an application with both planning and staged building consents assessed now and later the Consents Summary page will separate the consents, to be submitted for assessment now from the remaining consents or stages.



7. Acknowledge Declarations

Electricity Declaration

- Read through the declaration and determine whether the proposed building construction is not contrary to the regulations prescribed for the purposes of section 86 of the Electricity Act 1996 and then make the applicable selection.
- 2. Read through the **More Information** notes providing further information on section 86 of the Electricity Act 1996 and section 3(1) of the Planning, Development and Infrastructure Act 2016).

Note: If you are submitting this application on behalf of someone else please ensure the relevant party is aware of this requirement and upload supporting documentation if necessary.

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In accordance with the requirements under Clause 6(1) of Schedule 8 of the Planning, Development and Infrastructure (General) Regulations 2017, the proposed development will involve the construction of a building which would, if constructed in accordance with the plans submitted, not be contrary to the regulations prescribed for the purposes of section 86 of the Electricity Act 1996.
○Yes
○No
More Information about the Electricity Declaration
Native Vegetation Declaration
I declare that: *
The proposed development will not or would not, involve the clearance of Native Vegetation under the Native Vegetation Act 1991, including any clearance that may occur in connection with a relevant access point and/or driveway, and/or within 10m of a building (other than a residential building or tourist accommodation), and/or within 20m of a dwelling or addition to an existing dwelling for fire prevention and control, and/or within 50m of residential or tourist accommodation in connection with a requirement under a relevant overlay to establish an asset protection zone in a bushfire prone area.
The application is supported by a report prepared in accordance with Regulation 18(2)(a) of the Native Vegetation Regulations 2017 that establishes clearance is categorised as 'low level clearance' (for more information, please use the link below*). Please upload the report in relation to native vegetation on the next page.
On report or declaration supplied with this application.
*Regulation 18(2)(a) of the Native Vegetation Regulations 2017

3. When **No** selected then complete the **Technical Regulator Required Declaration** options.

Note: If you are submitting this application on behalf of someone else please ensure the relevant party is aware of this requirement and upload supporting documentation if necessary.

Electricity Declaration

In accordance with the requirements under Clause 6(1) of Schedule 8 of the Planning, Development and Infrastructure (General) Regulations 2017, the proposed
development will involve the construction of a building which would, if constructed in accordance with the plans submitted, not be contrary to the regulations prescribed
for the purposes of section 86 of the Electricity Act 1996.

YesNo

Technical Regulator Required Declaration *

- If determined by the Relevant Authority that a Power Line Clearance Declaration is required, this application will be referred to the Office of the Technical Regulator.
- This application is intended only to house electricity infrastructure, or constitutes electricity infrastructure (within the meaning of the Electricity Act 1996) and it is acknowledged that if this referral occurs it will extend the time for processing of the application and the applicant will pay the associated referral fee.
- This development does not involve the construction of, or alteration to, a building to require a statement in accordance with Clause 6(1) of Schedule 8 of the Planning, Development and Infrastructure (General) Regulations 2017

Native Vegetation Declaration

When the development location is located in the 'Native Vegetation Zone' then the Native Vegetation Declaration is displayed.

If the application is supported by a report, then upload during the completion of Upload Technical Documents and Drawings steps.

1. Read through the declaration and then select the applicable declaration statement.

As needed follow the link to the Regulation 18(2)(a) of the Native Vegetation Regulation 2017 for more information.

Note: If you are submitting this application on behalf of someone else please ensure the relevant party is aware of this requirement and upload supporting documentation if necessary.

Electricity Declaration

In accordance with the requirements under Clause 6(1) of Schedule 8 of the Planning, Development and Infrastructure (General) Regulations 2017, the proposed development will involve the construction of a building which would, if constructed in accordance with the plans submitted, not be contrary to the regulations prescribed for the purposes of section 86 of the Electricity Act 1996.

Yes

○ No

More Information about the Electricity Declaration

Native Vegetation Declaration

I declare that:

- The proposed development will not or would not, involve the clearance of Native Vegetation under the Native Vegetation Act 1991, including any clearance that may occur in connection with a relevant access point and/or driveway, and/or within 10m of a building (other than a residential building or tourist accommodation), and/or within 20m of a dwelling or addition to an existing dwelling for fire prevention and control, and/or within 50m of residential or tourist accommodation in connection with a requirement under a relevant overlay to establish an asset protection zone in a bushfire prone area.
- The application is supported by a report prepared in accordance with Regulation 18(2)(a) of the Native Vegetation Regulations 2017 that establishes clearance is categorised as 'low level clearance' (for more information, please use the link below*). Please upload the report in relation to native vegetation on the next page.
- No report or declaration supplied with this application.

*Regulation 18(2)(a) of the Native Vegetation Regulations 2017

2. On completion, move to the Next page.

8. Upload Technical Documents and Drawings

Before you begin, the technical documents and drawings provided by the developer, architect or builder, must be in an electronic format for upload.

Reports and CITB Receipt

When information provided requires a document to be uploaded an on-screen prompt will advise to upload in order to proceed to the next page. For example, native vegetation report, or CITB receipt.

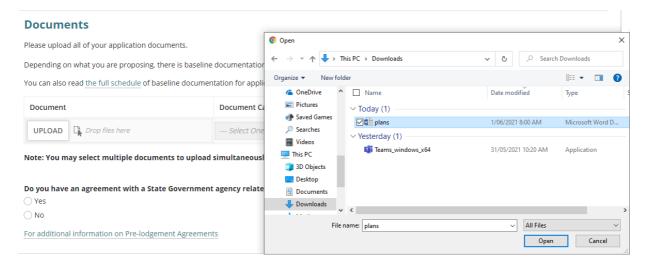
Consent(s) already granted documentation

When Planning Consent 'granted' pre 31st July 2020, the following documentation provided by the assessing Relevant Authority must be uploaded 'individually' in order to proceed.

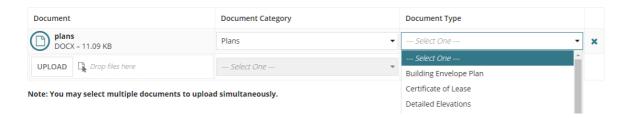
- Category: Transitional Applications Type: Decision Notification Form
- Category: Transitional Applications Type: Stamped Plans

Upload individual documents

- 1. Click on **Upload** to locate drawings, plans etc. saved on your computer.
- 2. Drag and drop the document within the **Open** window into the **Drop files here** field.
- 3. Repeat drag and drop until all documents uploaded.
- 4. Click on Cancel to close the Open window.



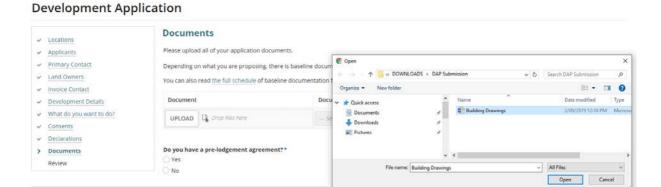
5. Categorise the documents using the 'category' and 'type' drop-down lists.



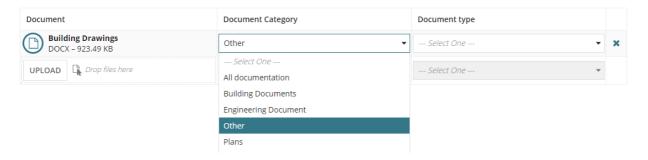
Upload all documents as one file

A building developer, architect, engineer etc. may provide all the technical documentation in one file via email or USB device.

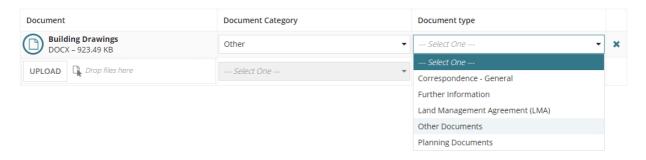
1. Select **Upload** to open the saved document folder location and drag-and-drop into the document field or open.



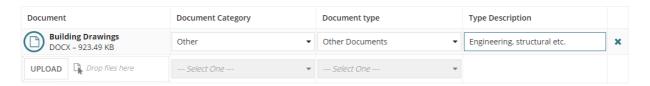
2. Select 'Other' from the **Document Category** field.



3. Select 'Other Documents' or 'Planning Documents' from the **Document Category** field.



4. Type a description of the documents contained within the one document file.



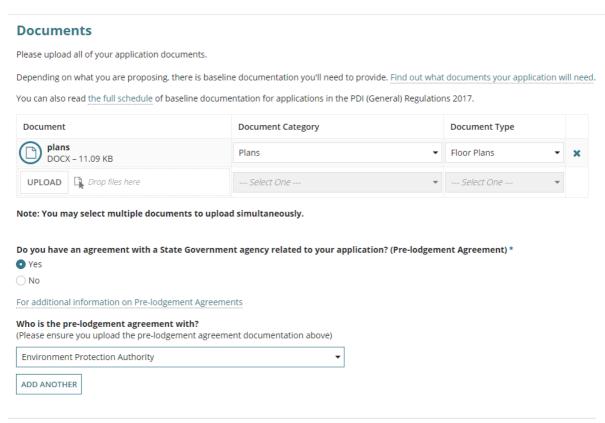
Pre-lodgement agreement

How do pre-lodgement agreements work?

A pre-lodgement agreement is reached between development applicants and referral agencies prior to lodging an application for planning consent. Pre-lodgement agreements can be reached with any referral body.

The process eliminates the need for referrals to be undertaken during the formal assessment process, thereby reducing assessment timelines and potential delays for the development application.

- Click on the applicable response to the question do you have an agreement with a State Government agency related to your application? (Pre-lodgement agreement)
 - Yes then continue to answer the questions to follow.
 - No then click on Next to review the application details and submit.
- Select Who is the pre-lodgement agreement with? from the drop-down listing.
- 3. Click Add Another (if applicable).
- 4. Click on **Next** to review the application details and submit.

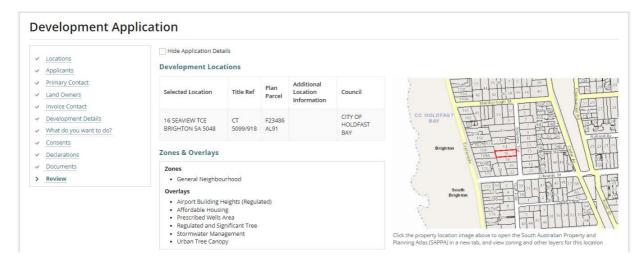




9. Review and Submit Development Application

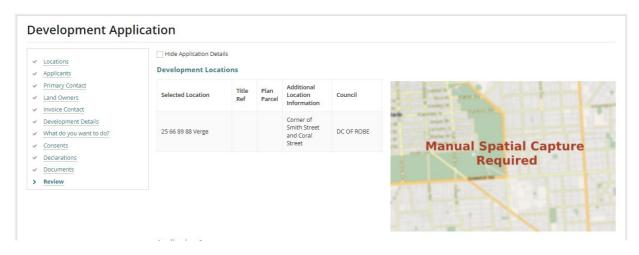
A summary of your development application displays, providing you an opportunity to read through the information provided, and make any edits (as necessary) by navigating to the applicable page through the navigation menu on the left-hand side.

1. Click on **Hide Application Details** to show less information, as required.

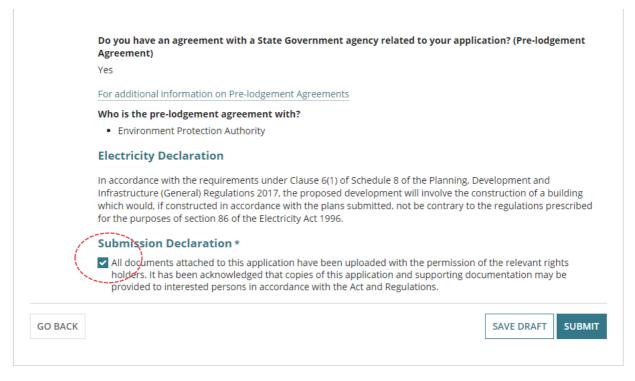


Development on council land or on/over water development

For applications with development on council land or on/water development the Development Locations table will show no information in the Title Ref or Plan Parcel fields as a manual spatial capture is required; indicated on the map image.

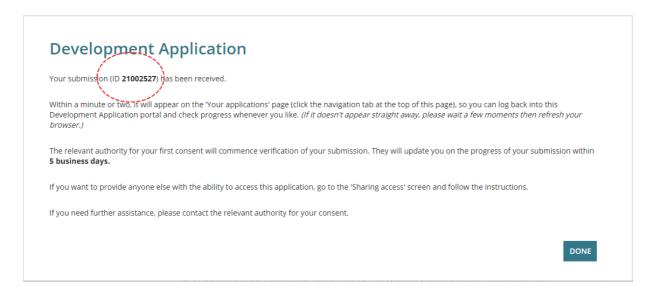


- 2. Scroll to the bottom of the page to read and complete the declaration.
- 3. **Submit** your development application for assessment and approval.

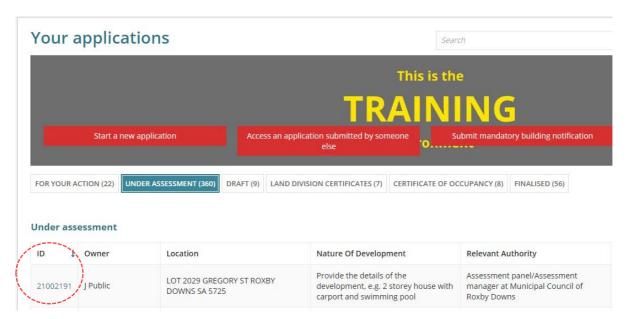


You will receive confirmation of your submission and an **ID** number created for your development application.

4. Click on **Done** to exit and return to **Your application** dashboard.



On return to the **Your applications** dashboard go to the **Under Assessment** tab to view the submitted development application, and then sign out.



Share the application with someone else

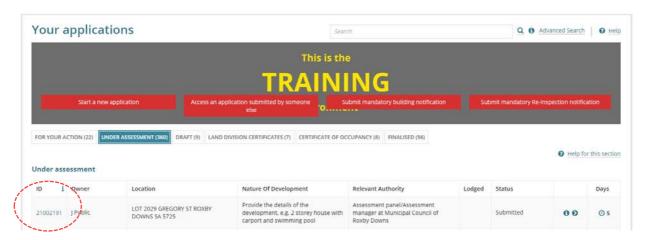
Once the application is submitted next is to share access with the application contacts (i.e. primary contact, invoice contact, land owner/s) so they can perform actions on the application throughout the development application assessment process.

Examples of actions the contacts will perform:

- Payment of fees. The 'invoice contact' receives the notification and makes payment.
- Provide information. The 'primary contact' receives the notification and uploads the information within the application's document store.
- 1. Click on the **Under Assessment** tab to locate the application.

Alternatively, use the **Search** feature and the ID number to locate.

2. Click on the **ID** number of the application to view.



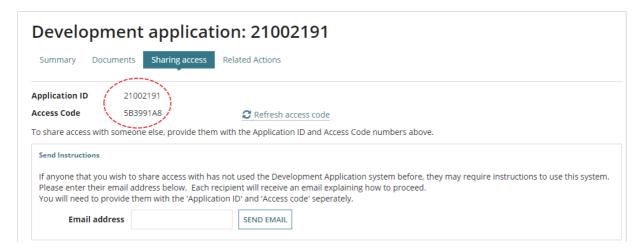
3. Click on **Sharing access** within the **Development Application** screen.



4. The Access Code is shown and provide this number and the application ID over the phone or in an email.

Use the **Refresh access code** option if the code has expired.

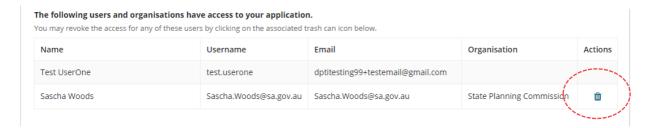
5. To send instructions on how to use the system to the contact who is being shared access to the application, type their email address in the Email Address field and then **Send Email** to complete the sharing.



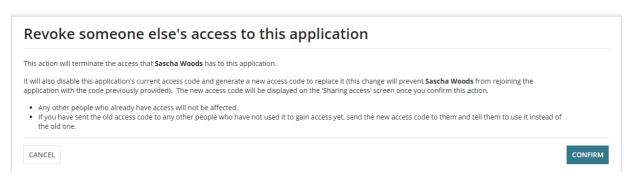
A list of people that have access to your applications is also available from the **Sharing** Access screen which allows you to check if your contacts have successfully accessed the application and revoke 'sharing access' from a contact.

Revoke Sharing Access

6. Click on the trash can icon.



7. Click on **Confirm** to complete the action.



For more information visit plan.sa.gov.au

