	DEVELOPMENT APPLICATIONS Checklist for Solar Panel Installation	Document No:	ENV006D
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		Relevant Policy/Act:	

Effective 31 July 2020, a new planning system – PlanSA applies across South Australia’s outback and rural areas.

PlanSA includes the new Planning and Design Code and associated ePlanning Portal, replacing hard copy Council Development Plans and the manual processing of Development Applications.

Development Applications can now be lodged and tracked online at www.plan.sa.gov.au.

HOW TO LODGE AN APPLICATION

There are several ways you can lodge an application in the new planning system:

- **Via the PlanSA ePlanning Portal**

Development Applications can be lodged on the ePlanning Portal via www.plan.sa.gov.au.

For detailed guidance on how to submit an application download the ‘Guide to submitting a Development Application’ from Plan SA via www.plan.sa.gov.au/about/learning_and_support.

No forms will be required if you are lodging on the ePlanning Portal as these are built into the system.

- **Via email, post or in person**

Should you choose to not lodge on the ePlanning Portal, Development Applications (along with all statutory forms) can be emailed, posted or delivered to Council. An additional **\$87 processing fee** per application will be applicable for any Development Applications that are not lodged through the ePlanning Portal.

CHECKLIST (all statutory forms are available from www.plan.sa.gov.au/resources/forms)

- Development Application Form** (statutory form – not required if lodging on the ePlanning Portal)
- Electricity Infrastructure Declaration** (located on above form – not required if lodging on the ePlanning Portal)

All applications lodged must include a signed copy of an Electricity Infrastructure Declaration. This can be completed by an Applicant or the Property Owner. A guideline “Building Safely near Powerlines” is available from the Council Office or on the Council website at www.dcgrant.sa.gov.au to assist you in filling out this form.


- Native Vegetation Declaration** (located on above form – not required if lodging on the ePlanning Portal)

All applications lodged must include a signed Native Vegetation Declaration to declare whether or not native vegetation is to be removed as part of the development approval.

- Site Plan** (up to A3 only if lodged in hard copy) showing:
 - Boundary distances from Solar Panels and supporting structure in four (4) directions

If located on a roof, relevant location details must be supplied

- Construction Detail**
Descriptive structural detail and calculations including Regulation 88
- Construction Industry Training Board Levy**

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If the development cost is greater than \$40,000, a receipt showing that the Training Board Levy has been paid must be provided to Council.

PAYMENT OF FEES

A key change in the new planning system is that fees **are not required** at lodgement.

Payable fees are determined and invoiced by Council within 5 business days after an application has been lodged. This is part of the verification process.

A Development Application formally enters the development assessment process once fees have been received.

Forms are available at the Council Office or on the PlanSA website at www.plan.sa.gov.au/resources/forms