	<b>DEVELOPMENT APPLICATIONS</b> Checklist for Change of Land Use	Document No:	ENV001D
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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](http://www.plan.sa.gov.au).

\* The new planning system will be implemented in large regional towns and metropolitan areas later this year.

## 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](http://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](http://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 **\$80 processing fee** per application will be applicable for any Development Applications that are not lodged through the ePlanning Portal.

## CHECKLIST / GUIDELINE (all statutory forms are available from [www.plan.sa.gov.au/resources/forms](http://www.plan.sa.gov.au/resources/forms))

In considering a Development Application, Council must assess the appropriateness of the proposed land use in terms of the zoning of the area where the land is situated. Where an Application requires Council’s consent, consideration must be given to the long term impact that the proposal may have on the area, eg impact on neighbours, traffic and safety issues, access and visibility, visual impact, future development etc.

The following list is intended as a guideline only, as a minimum amount of information required to be submitted.


**Development Application Form** (statutory form - not required if lodging on the ePlanning Portal)

**Electricity Infrastructure Declaration** (statutory 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](http://www.dcgrant.sa.gov.au) to assist you in filling out this form.

**Native Vegetation Declaration** (statutory 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 proposal.

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- Description of the type of Development or Activity to be undertaken;** this should contain where relevant, the following details:
- a) Description of the proposed development, in sufficient detail to describe all activities proposed on the site, and the intended use of buildings, eg what is manufactured in what quantities, what is the service being provided, how does it affect the current activities on the land, or other appropriate descriptions;
  - b) Employment of persons (if any);
  - c) Hours of operation;
  - d) Appearance of buildings and structures, and site maintenance/tidiness;
  - e) Traffic impacts, including parking requirements for the business – for staff and customers – and details of how and where parking is to be provided; expected traffic types and volumes, eg for deliveries/raw materials in, sales/finished goods out etc; and access to and from the site, and to and from the building/premises to be used;
  - f) Landscaping/treeplanting, both existing and proposed, showing information relating to numbers, location and species of plants;
  - g) Waste management and disposal;
  - h) Security and other lighting;
  - i) Control of dust/smoke/noise etc;
  - j) Proposed signage – size, materials, colour/wording and location; and
  - k) Any other relevant details.
- Plan(s)** as necessary, including:
- Site Plan (minimum scale 1:500), showing:
    - Existing buildings;
    - Proposed buildings;
    - Proposed entrance(s)/exit(s);
    - Car parking area(s) (refer to 4.5 above);
    - Landscaping/tree planting (refer to 4.6 above);
    - Location of signs (refer to 4.10 above);
    - Location of existing/proposed on-site wastewater system, soakage trenches, external pipework and connections; and
    - Any other relevant details.
  - Plans and elevations (to scale) as appropriate for all existing and proposed structures, as well as signs, landscaping etc.

## 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](http://www.plan.sa.gov.au/resources/forms)

**Please note:** Provision of all relevant information at the time of lodgement of your application will help in assessment of your proposal and should avoid unnecessary delays in processing.

The Planning, Development and Infrastructure Act and Regulations are quite specific in detailing certain types of applications that require referral to Government authorities. These referrals require the payment of additional fees, and will involve time periods as specified in the Act for various responses. Other types of applications may require public notification. These will also be subject to additional fees, and this process will lengthen the time taken for Council to reach a decision on your applications.

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Most applications will be determined by individual Council Officers under delegated authority; however some applications will require consideration by the Council Assessment Panel (CAP). If this is the case you (and any persons who may have lodged a representation if your application has been publicly notified) will be notified of the date of the CAP meeting and be invited to attend.

Should you require further information, please contact:

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