



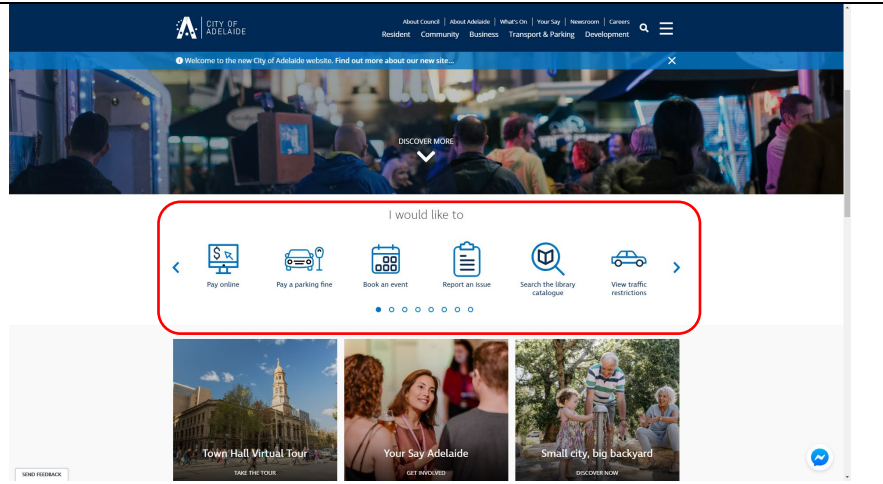
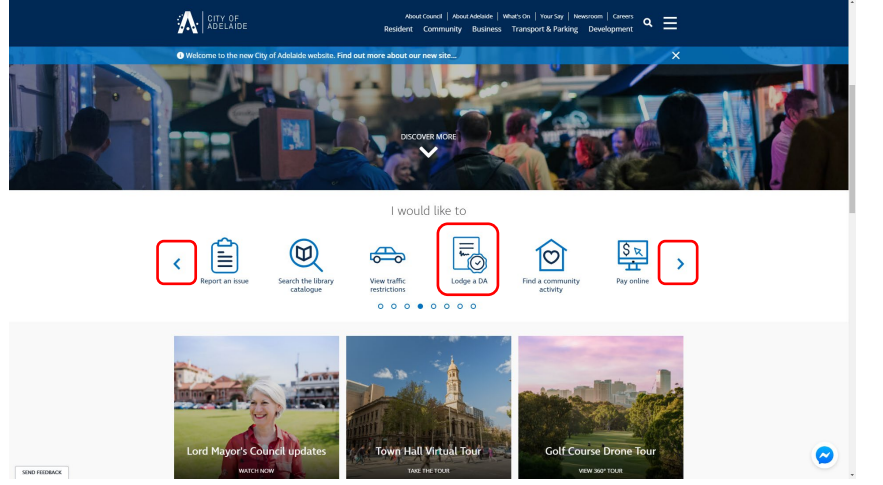
How to Submit a Development Application










































This guide steps you through submitting a Development Application online. For information on what is required in order to lodge an application, or for any other related information, please go to www.cityofadelaide.com.au/DA.

Enhancements have been made to the Development Application forms, resulting in easier and quicker lodging and processing of applications. Whilst anyone can conduct a Development Application Enquiry, the new capability to conduct a Property Enquiry is now available.









The **initial lodgement fee of \$67.00** is now required upon submission, which enables faster processing. Additional fees will be invoiced during processing depending on the assessment requirements.

<p>1. To go directly to information about development applications go to www.cityofadelaide.com.au/DA</p> <p style="text-align: center;">OR</p> <p>From the City of Adelaide website, scroll down to the I would like to section.</p>	
<p>2. Use the left and right arrows to scroll through the options, and find and click on the Lodge a DA button.</p>	

<p>3. Select the Application Type which will determine what information you need to capture.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>Select Application Type</h3> <p>Select the required application type and click the Next button to continue.</p> <p>Please note a \$62.50 Lodgement Fee is required to be paid to submit this Application. Additional fees (such as planning assessment fee, public notification fee, referral fee etc.) may be charged upon initial processing of your application. Click here for more details</p> <p>Development Planning Consent + Building Rules Consent = Development Approval</p> <p>Click here to submit Privately Certified Building Rules Consents, amended plans or additions</p> <h4>Development Applications</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Application Types</th> <th style="width: 50%;">Information</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Development Plan Consent</td> <td>In most instances, lodgement for a Development Planning Assessment must be submitted to Council</td> </tr> <tr> <td><input type="radio"/> Development Approval</td> <td>If you select this option, it is assumed that you are seeking both Development Planning Consent and Building Rules Consent through Council.</td> </tr> </tbody> </table> <p style="text-align: right;">Next</p> </div>	Application Types	Information	<input type="radio"/> Development Plan Consent	In most instances, lodgement for a Development Planning Assessment must be submitted to Council	<input type="radio"/> Development Approval	If you select this option, it is assumed that you are seeking both Development Planning Consent and Building Rules Consent through Council.																																		
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<p>4. For both application types, you will next look up the property address for the application.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>Property Search</h3> <p>You can search for a property address by entering some or all of the details below and then click on the Search Button.</p> <p>A list of properties will be displayed. For more information on the property click the Information Symbol next to the address. When you have chosen a property click on the tick box next to the address and then click on the Next Button to go to the next step.</p> <p>If you cannot find the correct property, please contact the Duty Planner: d.planner@cityofadelaide.com.au or phone (08) 8203 7185</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Address Search</div> <h4>Search using the Property Address</h4> <p>Enter the address details into one or more of the fields below.</p> <p style="color: red;">Not all fields are required however it is recommended that a Street Name is used.</p> <p><input type="checkbox"/> Advanced Search</p> <p>Street Number <input style="width: 100px;" type="text"/></p> <p>Street Name <input style="width: 100px;" type="text"/></p> <p>Street Type <input style="width: 100px;" type="text" value="(any)"/> <input type="button" value="v"/></p> <p>Suburb <input style="width: 100px;" type="text"/></p> <p style="text-align: right;">Previous Search</p> </div>																																								
<p>5. A list of search results will be displayed. The information icon () on the left-hand side of each property will display information in a new tab pertaining to that property when clicked.</p> <p>To select the property, click in the tick box and click Next (or add more properties where multiple sites need to be included).</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>Property Search</h3> <p>You can search for a property address by entering some or all of the details below and then click on the Search Button.</p> <p>A list of properties will be displayed. For more information on the property click the Information Symbol next to the address. When you have chosen a property click on the tick box next to the address and then click on the Next Button to go to the next step.</p> <p>If you cannot find the correct property, please contact the Duty Planner: d.planner@cityofadelaide.com.au or phone (08) 8203 7185</p> <p>Number of Properties Found: 44</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 70%;">Address</th> <th style="width: 20%;">Parcel Description</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td>Level 7 Suite 19 108 King William Street, ADELAIDE SA 5000</td><td>Lot 19 CP 24484</td></tr> <tr><td><input type="checkbox"/></td><td></td><td>Level 7 Suite 20 108 King William Street, ADELAIDE SA 5000</td><td>Lot 20 CP 24484</td></tr> <tr><td><input type="checkbox"/></td><td></td><td>Flight Centre, Level 7 Suite 21 108 King William Street, ADELAIDE SA 5000</td><td>Lot 21 CP 24484</td></tr> <tr><td><input type="checkbox"/></td><td></td><td>Xiao Lawyers, Level 8 Suite 22 108 King William Street, ADELAIDE SA 5000</td><td>Lot 22 CP 24484</td></tr> <tr><td><input type="checkbox"/></td><td></td><td>Level 8 Suite 23 108 King William Street, ADELAIDE SA 5000</td><td>Lot 23 CP 24484</td></tr> <tr><td><input type="checkbox"/></td><td></td><td>Fair Work Lawyers, Level 8 Suite 24 108 King William Street, ADELAIDE SA 5000</td><td>Lot 24 CP 24484</td></tr> <tr><td><input type="checkbox"/></td><td></td><td>Level 8 Suite 25 108 King William Street, ADELAIDE SA 5000</td><td>Lot 25 CP 24484</td></tr> <tr><td><input type="checkbox"/></td><td></td><td>Level 9 Suite 26 108 King William Street, ADELAIDE SA 5000</td><td>Lot 26 CP 24484</td></tr> <tr><td><input type="checkbox"/></td><td></td><td>Charmonix It Management Consulting, Level 9 Suite 27 108 King William Street, ADELAIDE SA 5000</td><td>Lot 27 CP 24484</td></tr> </tbody> </table> </div>			Address	Parcel Description	<input type="checkbox"/>		Level 7 Suite 19 108 King William Street, ADELAIDE SA 5000	Lot 19 CP 24484	<input type="checkbox"/>		Level 7 Suite 20 108 King William Street, ADELAIDE SA 5000	Lot 20 CP 24484	<input type="checkbox"/>		Flight Centre, Level 7 Suite 21 108 King William Street, ADELAIDE SA 5000	Lot 21 CP 24484	<input type="checkbox"/>		Xiao Lawyers, Level 8 Suite 22 108 King William Street, ADELAIDE SA 5000	Lot 22 CP 24484	<input type="checkbox"/>		Level 8 Suite 23 108 King William Street, ADELAIDE SA 5000	Lot 23 CP 24484	<input type="checkbox"/>		Fair Work Lawyers, Level 8 Suite 24 108 King William Street, ADELAIDE SA 5000	Lot 24 CP 24484	<input type="checkbox"/>		Level 8 Suite 25 108 King William Street, ADELAIDE SA 5000	Lot 25 CP 24484	<input type="checkbox"/>		Level 9 Suite 26 108 King William Street, ADELAIDE SA 5000	Lot 26 CP 24484	<input type="checkbox"/>		Charmonix It Management Consulting, Level 9 Suite 27 108 King William Street, ADELAIDE SA 5000	Lot 27 CP 24484
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<p>6. To enter details of all parties involved in the application, click on the Add New icon () on the right-hand side. Once all have been added, click Next.</p> <p>Note: Contacts can be edited or removed.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>Identify Parties applicable to this lodgement</h3> <p>Complete contact details by clicking the Link icon to all applicable categories below.</p> <p>Click NEXT to continue.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Parties</th> <th style="width: 40%;">Names</th> <th style="width: 30%;">Link/s</th> </tr> </thead> <tbody> <tr> <td>Applicant</td> <td>COA PLANNING TEAM (additional names can be added for this party)</td> <td> </td> </tr> <tr> <td>Builder/Architect/Designer</td> <td>(no names currently exist for this party)</td> <td></td> </tr> <tr> <td>Alternative Contact</td> <td>(no names currently exist for this party)</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Previous Next</p> </div>	Parties	Names	Link/s	Applicant	COA PLANNING TEAM (additional names can be added for this party)	 	Builder/Architect/Designer	(no names currently exist for this party)		Alternative Contact	(no names currently exist for this party)																													
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<p>7. Complete all the details required on the application form, then click Next.</p> <p><i>*For information about a field, hover over the text.</i></p> <p>Note: Fields displayed will be determined by the application type you have selected.</p>	<p style="color: red; font-size: small;">* Denotes that the field is mandatory.</p> <h3>Communications</h3> <p>Who is your preferred contact for communication and invoicing <input type="text" value="Select ..."/> *</p> <h3>Proposed Works</h3> <p>Please describe the proposed work <input style="width: 100%;" type="text"/> *</p> <p>Estimated Cost of Development (\$) <input type="text"/> *</p> <p>Who will issue the Building Rules? <input type="text" value="Select ..."/></p> <p>Existing Land Use <input type="text"/> *</p> <h3>Other Information</h3> <p>Does Schedule 21 or 22 apply <input type="text" value="Select ..."/> *</p> <p>Has the Construction Industry Training Act 1993 been paid <input type="text" value="Select ..."/> *</p> <p>Has the signed Declaration Form for clearances to powerlines been included <input type="text" value="Select ..."/> *</p> <p>Will Heritage Incentive Scheme funding be sought <input type="text" value="Select ..."/> *</p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p>
<p>8. Attach the Certificate of Title by clicking on <i>Browse</i>.</p> <ul style="list-style-type: none"> ▪ You can load up to 6 additional files, such as plans and images. <p>Click Next.</p> <p>Note: each attachment has a size limit of 25MB each.</p>	<p style="color: red; font-size: small;">* Denotes that the field is mandatory.</p> <h3>Plans and Certificate of Title</h3> <p>Certificate of Title Attachment <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/></p> <p>Attachment 1 <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/></p> <p>Title <input style="width: 100%;" type="text"/></p> <p>Attachment 2 <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/></p> <p>Title <input style="width: 100%;" type="text"/></p> <p>Attachment 3 <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/></p> <p>Title <input style="width: 100%;" type="text"/></p> <p>Attachment 4 <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/></p> <p>Title <input style="width: 100%;" type="text"/></p> <p>Attachment 5 <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/></p> <p>Title <input style="width: 100%;" type="text"/></p> <p>Attachment 6 <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/></p> <p>Title <input style="width: 100%;" type="text"/></p> <h3>Additional Comments</h3> <p>Is there anything else you would like to add to your application? (optional) <input style="width: 100%;" type="text"/></p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p>

<p>9.</p>	<p>To confirm your application, review the Property address and select if a receipt is required. Enter your email address and payer details.</p> <p>Read the statement and check the box alongside I agree and click Next.</p> <p>The initial lodgement fee of \$67.00 is now required upon submission, which enables faster processing.</p>	<div style="border: 1px solid black; padding: 5px;"> <h3>Confirm Your Application</h3> <p>Please be aware that you are required to pay this lodgement fee now to validate the lodgement of your application. Additional fees (such as planning assessment fee, public notification fee, referral fee etc.) will be charged upon initial processing of your application.</p> <p>Click the Next button to continue once you are sure that all of the application details have been completed correctly.</p> <p>Application Type INTERNAL Development Application</p> <p>Properties Offices, 25 Pirie Street, ADELAIDE SA 5000</p> <hr/> <p>Please tick this box to receive a summary development application email.</p> <p><input type="checkbox"/> I wish to receive email</p> <p style="text-align: right;"> Previous Next </p> </div>
<p>10.</p>	<p>A confirmation message is displayed for your application submission.</p> <p>To search for an application, you can use the address or lodgement date, or the DA number received in the acknowledgement email or letter.</p> <p>Note: The <i>Transaction Reference number</i> is not the application number. Your application number will be sent to you in an acknowledgement email / letter.</p>	<div style="border: 1px solid black; padding: 5px;"> <h3>Application Submission</h3> <p>Your Application has been submitted and will be processed shortly. You will receive an email verifying the details you have just submitted. You will receive another email shortly which will include an invoice for any additional charges required, the Development Application reference number and the contact details of the allocated officer.</p> <p>Transaction Reference DA-6283</p> <p>Transaction Date/Time 08/01/2018 3:49:55 PM</p> <p>Click to Print This Page</p> <hr/> <div style="background-color: #1a3d4d; color: white; padding: 5px; display: flex; justify-content: space-between;"> APPLICATIONS CUSTOMER SERVICE LICENSING PAYMENTS OTHER GENERAL ENQUIRY </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> Application Enquiry Property Enquiry </div> <p style="text-align: center; color: red; font-weight: bold; margin: 10px 0;">OR</p> <div style="background-color: #1a3d4d; color: white; padding: 5px; display: flex; justify-content: space-between;"> APPLICATIONS CUSTOMER SERVICE LICENSING PAYMENTS OTHER GENERAL ENQUIRY HOME </div> <div style="display: grid; grid-template-columns: 1fr 1fr 1fr; gap: 10px; margin-top: 10px;"> <!-- Card 1 --> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;">  <p>Online payments</p> <p>Make a payment online with your credit card</p> <p style="text-align: center;">Pay now</p> </div> <!-- Card 2 --> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;">  <p>Lodge development application</p> <p>Submit your Development Application online</p> <p style="text-align: center;">Lodge now</p> </div> <!-- Card 3 --> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;">  <p>Licence & permit application</p> <p>Apply online for a license or permit</p> <p style="text-align: center;">Apply now</p> </div> <!-- Card 4 --> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;">  <p>Development application enquiry</p> <p>Check the status of your Development Application</p> <p style="text-align: center;">Enquire now</p> </div> <!-- Card 5 --> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;">  <p>Customer enquiry</p> <p>Submit an online customer service request</p> <p style="text-align: center;">Enquire now</p> </div> <!-- Card 6 --> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;">  <p>Property enquiry</p> <p>Enquire online about a particular property</p> <p style="text-align: center;">Enquire now</p> </div> </div> </div>