

Pre-lodgement service



State Heritage referrals and pre-lodgement agreements

Purpose

This fact sheet provides information about referrals to the State Heritage Unit ('the Unit') of the Department of Environment, Water and Natural Resources (DEWNR) and associated pre-lodgement agreements.

It is produced by the Investment Team of the Department of Planning, Transport and Infrastructure (DPTI), which offers a pre-lodgement service. The team can be contacted by emailing dpti.pdprelodgementenquiries@sa.gov.au or calling (08) 7109 7081.

What is the role of the State Heritage Unit?

The State Heritage Unit ('the Unit') considers the merits of a proposal's treatment of a State heritage place and/or any effects on the context of the place. The Unit provides specialist advice to the proponent and the Development Assessment Commission (DAC).

Can the State Heritage Unit issue a development approval?

No, the Unit cannot approve a development project.

The approval authority for development proposals over \$10 million in the City of Adelaide and over 4 storeys in an Urban Corridor Zone in Inner Metropolitan Adelaide is the Inner Metropolitan Development Assessment Commission (IMDAC).

The approval authority for development proposals over \$3 million within Port Adelaide Regional

Centre Zone is the Port Adelaide Development Assessment Committee (PADAC).

The committees of IMDAC and PADAC are both established by the Development Assessment Commission (DAC).

When is a development proposal referred to the State Heritage Unit?

A development proposal is referred to the Unit when the proposal:

- directly affects a State heritage place; or
- materially affects the context in which a State heritage place is situated, in the opinion of the DPTI planning officer.

How can I find out if a building is heritage listed?

- conduct a search in DPTI's heritage places database*: www.planning.sa.gov.au/go/development-plans/heritage-places-database-search
- check to see if it listed in the relevant Council Development Plan: www.sa.gov.au/developmentplans

(* State heritage referrals are not relevant for local heritage places, which are managed by the relevant Council)



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Pre-lodgement service

How does the pre-lodgement service assist a referral to the State Heritage Unit?

The pre-lodgement service assists proponents to manage referrals to the Unit and negotiate pre-lodgement agreements with the Unit.

Pre-lodgement agreements can preclude the need for referrals during the formal assessment process. This can significantly reduce assessment timelines and provide greater certainty for proponents.

How and when should the State Heritage Unit be contacted?

If you are using the pre-lodgement service, your case manager will help determine whether review by the Unit is required prior to lodging your application with DAC.

If so, the case manager will request a senior representative of the Unit to attend pre-lodgement panel meetings to discuss your proposal during the planning and design stage.

Should you choose to lodge your application directly with DAC, rather than going through the pre-lodgement process, DPTI planning officers will refer your application to the Unit after lodgement, if required.

When and how do I obtain a pre-lodgement agreement with the State Heritage Unit?

You can request a pre-lodgement agreement once you have finalised your proposal, provided all the required documentation and paid the referral fee. Your case manager will help you submit a Pre-lodgement Agreement Request Form at the appropriate time.

The Unit will consider undertaking a pre-lodgement agreement when it has sufficient information to assess the heritage-related impacts of the proposal.

What information is required for a pre-lodgement agreement with the State Heritage Unit?

The amount of information required depends on the complexity of the proposal and its potential impact on the State heritage place. At minimum, you will need to provide the following information:

- concept, site, demolition and extent of works plans
- specifications comprising details of proposed finishes, colours, materials, conservation methods and building fabric management techniques
- photographs that show the site, setting, buildings or parts of a building and/or landscape features, as well as historic photos, if relevant.

Some development proposals also may require a comprehensive Heritage Impact Report prepared by an independent qualified heritage consultant or architect. The report should set out the rationale in your design approach and enable the planning authority to understand and assess the heritage impacts.

If a Conservation Management Plan or other heritage report already exists for the heritage place, the conservation policies it contains may (depending on their prevalence) provide the benchmark for planning the project and assessing its impact. Your proposal should address any relevant conservation policies and any urgent works identified in the plan/report.

If a Conservation Management Plan does not exist for a State Heritage listed building and refurbishment or alterations to that building are proposed, it is recommended that one be prepared early in the design process to ensure the elements of heritage value can be protected. Using the plan to inform decision making will assist you in progressing through the assessment process.



Government of South Australia

Department of Planning,
Transport and Infrastructure



Pre-lodgement service

Your case manager will discuss with you the precise level of detail required to support your proposal during the pre-lodgement process.

What if I do not use the pre-lodgement service?

If you lodge your development application directly with DAC and do not obtain a pre-lodgement agreement, your application is subject to an eight-week statutory referral to the Unit.

If the material you provided with your development application is incomplete at time of lodgement, the Unit may 'stop the clock' on the application to request further information.

Once it has all the required material, the Unit reviews the heritage-related merits of your proposal and its impacts on the State heritage place. It then provides advice to DAC to consider during its assessment. If the Unit does not consider the proposed treatment appropriate, it will likely recommend that DAC refuse the application.

For further information

You can download a pre-lodgement pack from www.dpti.sa.gov.au/planning/prelodgementservice or ask DPTI to mail it to you.

To discuss your needs, phone or email:

Investment Team
Department of Planning, Transport and Infrastructure
Level 5, Roma Mitchell House
136 North Terrace, Adelaide

Call: (08) 7109 7081

Email: dpti.pdprelodgementenquiries@sa.gov.au

State Heritage Unit of DEWNR

Call: (08) 8124 4960

Email: dewnr.stateheritageda@sa.gov.au

Web: www.environment.sa.gov.au/Heritage



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