

Pre-lodgement service



Overview of the pre-lodgement service

Purpose

This fact sheet gives an overview of the pre-lodgement case management service offered by the Department of Planning, Transport and Infrastructure (DPTI).

The service is managed by the DPTI Investment Team, which can be contacted by emailing dpti.pdprelodgementenquiries@sa.gov.au or calling (08) 7109 7081.

Why have a pre-lodgement service?

The pre-lodgement service is a free service that has been designed to contribute to a more efficient decision-making and assessment processes for development proposals.

This service is a collaborative process in which proponents and key decision-makers, including statutory referral agencies, work closely to achieve the best design, planning and development outcomes for everyone involved.

It is particularly effective for complex projects where addressing issues early in the design stage can have significant benefits.

The service:

- provides progressive certainty by resolving planning and design issues up front
- integrates the planning and design review processes
- facilitates pre-lodgement agreements that eliminate the need for DAC to undertake agency referrals
- enables proponents to obtain feedback from DAC during the development of their proposal

- advises proponents on how to submit a complete application when and as required.

The service also helps streamline decision-making.

Where applications are lodged with pre-lodgement agreements for all referral agencies, DPTI aims to present the application to DAC within 10 to 20 working days for a decision (provided public notification is not required and the proposal is not non-complying development).

What development is eligible for the pre-lodgement service?

The service applies to development proposals that are over:

- \$10 million in value in the City of Adelaide
- 4 storeys in the Urban Corridor Zone as described in the following Development Plans:
 - Norwood Payenham and St Peters
 - Unley
 - West Torrens
 - Burnside
 - Prospect.
- \$3 million in value in the Regional Centre Zone as described in the Port Adelaide Enfield Development Plan.

How does the pre-lodgement service work?

The service is tailored to each development proposal. However, the following steps are generally common to all projects:



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- **Step 1:**
The proponent contacts the DPTI Investment Team to start the process and the development is assigned a case manager.
- **Step 2:**
The case manager holds an initiation meeting with the proponent to help determine the most effective and appropriate assessment pathway for the proposal.
- **Step 3:**
The case manager establishes a Pre-lodgement Panel (which includes senior planning assessment officers; the Government Architect or delegate; representatives of the relevant council; and representatives of the relevant referral agencies) to review the proposal and arranges panel meetings with the proponent.
- **Step 4:**
In parallel with the panel meetings, the case manager liaises between the Design Review Panel and the proponent as required.
- **Step 5:**
The proponent presents the proposal to DAC, which provides advice on how it is progressing and identifies any significant concerns.
- **Step 6:**
The proponent seek pre-lodgement agreements from the relevant referral bodies.*
- **Step 7:**
The proponent lodges the final development application with DAC.

**Where a pre-lodgement agreement is not reached, a referral is required. See the flow chart.*

How does the design review process fit in the pre-lodgement service?

The Design Review Panel (DRP) is made up of architects, landscape architects and other design professionals with extensive industry experience. It assists the Government Architect in forming independent advice to proponents and DAC on the design quality of development proposals.

The Government Architect chairs the DRP and issues a recommendations report to the proponent within 10 working days of each session. The Government Architect's final recommendations report forms part of the pre-lodgement agreement and is considered by DAC when assessing the development application.

How and when do I start the pre-lodgement service?

The service is available to proponents at any stage of their proposal, but is most effective when commenced at early concept stage.

Before the case manager can form the Pre-lodgement Panel, the proponent must submit the following materials*:

- a description of the land use/proposal
- site analysis and broad consideration against the provisions of the relevant Development Plan
- preliminary drawings that conceptually address the proposed development's height, building envelope and access.

DPTI can help proponents develop these materials in consultation with relevant referral agencies, where appropriate.

** Other information and materials may be required, depending on the nature of the development proposal.*



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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



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