

# Pre-lodgement service



## Step-by-step guide to the pre-lodgement service

### Purpose

This fact sheet provides a step-by-step breakdown 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](mailto:dpti.pdprelodgementenquiries@sa.gov.au) or calling (08) 7109 7081.

### Step 1 – Initiation Meeting

The Investment Team sets up a meeting with you (or your representative) to provide an overview of the pre-lodgement service and help you decide whether to use the service or to lodge directly with the Development Assessment Commission (DAC).

The DAC has established two committees:

- The Inner Metropolitan Development Assessment Committee (IMDAC) which is the approval authority for development proposals over \$10 million in Adelaide City and over 4 storeys in an Urban Corridor Zone in Inner Metropolitan Adelaide.
- The Port Adelaide Development Assessment Committee (PADAC) which is the approval authority for development proposals over \$3 million in the Port Adelaide Regional Centre Zone.

If you decide to use the pre-lodgement service, the team discusses a preliminary project plan and assessment pathway, and outlines the design review process.

### Step 2 – Pre-lodgement panel meeting #1

The Investment Team establishes a pre-lodgement panel (PLP) that includes:

- a DPTI panel chair
- a case manager from the DPTI Investment Team that provides planning advice IMDAC/PADAC
- a design advisor from the Office of Design and Architecture South Australia (ODASA) that provides design advice
- a representative of the relevant Council to your proposal site
- the Government Architect
- a representative from each of the other relevant referral bodies (see *Referral Agencies and Pre-lodgement Agreements Fact Sheet*).

It is recommended that you attend the PLP meeting with the following members of your project team:

- project manager
- planning consultant
- design team representative.

The purpose of the first PLP meeting is to:

- inform the panel about your development proposal
- review all the materials required for final lodgement
- identify planning parameters
- map out an indicative timeframe for the project
- identify the requirements for design review
- generate initial feedback on your proposal from the panel.



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You need to provide the following materials for this meeting:

- a description of the land use/proposal
- site context analysis
- analysis against the provisions of the relevant Council Development Plan (including acknowledging any non-compliance)
- preliminary drawings that illustrate the proposed development's height, building envelope and access
- photographs of the site and its surrounds.

You should provide these materials to the Investment Team at least 5 days before the meeting to ensure the referral agencies have adequate time to prepare their advice. If you cannot provide the materials within this timeframe, the meeting will be rescheduled.

The case manager takes live minutes of the meeting and distributes them to the parties (within 24 hours) and prepares a report that is used to track progress on issues, actions and timelines (within 5 working days).

## Step 3 – Design review process

The case manager organises a design review process that is tailored to your proposal and liaises with the Design Review Panel (DRP), which is chaired by the Government Architect (see *Fact Sheet – Government Architect Referrals and Pre-lodgement Agreements*).

You are assigned a design advisor who participates in the pre-lodgement panel meetings and provides advice to the DRP.

DRP meetings are held concurrently with the PLP meetings. The case manager attends DRP meetings and provides updates on how your proposal is progressing through pre-lodgement

and identifies any matters raised or key changes that have resulted.

## Step 3 – Pre-lodgement panel meeting # 2

The case manager schedules the second PLP meeting following the first design review.

You should provide a preliminary set of plans and the following technical reports (where relevant) at least 5 days before the meeting:

- planning (if one is to be provided)
- site history, to determine possible contamination risk
- accessibility analysis – vehicles, bicycles and pedestrians (once general layout and yield is understood)
- waste management
- heritage
- acoustic

Draft reports are generally acceptable. If the subject land includes a State Heritage Place, a Heritage Conservation Plan may be required early in the process to help inform the design. The case manager circulates the reports to the relevant referral bodies.

It is recommended that you address the following special issues early in the pre-lodgement process:

- *Traffic and waste management*

To be discussed with the relevant Council to assist the preparation of traffic and waste reports; the case manager can help set up these discussions (in some cases, a council officer can be brought into the PLP meeting).

- *Encroachment issues*

Development applications that include building work that extends beyond allotment boundaries



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and into public land (such as verandahs, balconies and signage) usually require an Encroachment Authorisation from Council (contact applicable Council for encroachment policies); encroachment applications are separate to development applications, although they often run concurrently.

## Step 4 – Pre-lodgement agreements

Development applications are referred to relevant state agencies once they are lodged with the planning authority. The circumstances under which a referral is required are set out in Schedule 8 of the Development Regulations 2008.

Section 37 AA of the Development Act allows agreements to be reached with agencies prior to lodgement (*see Fact Sheet – Referral Agencies and Pre-lodgement Agreements*). Pre-lodgement agreements can be reached with any referral body.

Your case manager starts the pre-lodgement agreement process following the second (or possibly third) PLP meeting. You are asked to fill out a pre-lodgement agreement form, which is sent to the relevant referral agencies.

## Step 5 – Pre-lodgement meeting panel meeting #3/#4

In some cases PLP #3 is the final meeting whereas for more complex projects an additional meeting is required. Ideally it is scheduled following the final design review and the Government Architect's recommendations report.

You should provide any outstanding technical reports at least 5 days prior to the meeting.

The panel reviews the reports prior to the meeting and provides feedback on:

- any material that is missing, inconsistent or unclear
- whether the reports are adequate for a development assessment
- any outstanding issues or concerns that should be addressed prior to lodgement with DAC.

Council and DAC officers prepare their reports at this stage. Lodgement generally takes place within one to two weeks of the meeting.

## Step 6 – IMDAC/ PADAC briefing

You may choose to present your proposal to IMDAC/PADAC at a briefing prior to formal lodgement. This allows IMDAC/PADAC to ask questions and raise any fundamental issues with the proposal.

Your case manager prepares a brief explaining how the proposal has progressed through the pre-lodgement process and any key changes that have occurred (*see Development Assessment Commission Briefings Fact Sheet*).

## For further information

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

To discuss your needs, phone or email:

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Level 5, Roma Mitchell House  
136 North Terrace, Adelaide

Call: (08) 7109 7081

Email: [dpti.pdprelodgementenquiries@sa.gov.au](mailto:dpti.pdprelodgementenquiries@sa.gov.au)



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