

# Pre-lodgement service



## Airport referrals and pre-lodgement agreements

### Purpose

This fact sheet provides information about referrals to the Commonwealth Secretary for the Department of Transport and Regional Services 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 case management service. The team can be contacted by emailing [dpti.pdprelodgementenquiries@sa.gov.au](mailto:dpti.pdprelodgementenquiries@sa.gov.au) or calling (08) 7109 7081.

### When are development proposals referred to the Commonwealth Secretary for the Department of Transport and Regional Services?

A referral is necessary when the height of a proposed building or structure will, or is likely to penetrate the Obstacle Limitation Surface (OLS).<sup>1</sup>

The airspace above the OLS is protected for aviation safety and therefore any proposed building or structure above this surface must be approved by Commonwealth Secretary of DIT, as required under the *Airports Act 1996*.

Such developments may be approved provided they do not compromise airport operational safety.

As a referral agency DIT can direct the planning authority to refuse a development application or approve a development under certain conditions.

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<sup>1</sup> DIT approval may be required for future aerials, masts and cranes even where the building or structure does not penetrate the OLS. Advisory notes may be added to any planning consent to flag the possible need for such approval.

This power of 'direction' can therefore ultimately determine the outcome of the application. (For more information on referral types see Referral Agencies & Pre-lodgement Agreement Fact Sheet.)

### What is the role of Adelaide Airport Limited in the referral process?

Adelaide Airport Limited administers and facilitates the assessment and approval process for all development applications affecting airspace above the OLS.

It considers the merits of a proposal's impact on aviation safety and operations, and provides advice to the proponent and the approval authority.

It also coordinates comments and advice from the Civil Aviation Safety Authority (CASA) and Airservices Australia, which is provided to the Commonwealth Secretary of DIT for assessment and approval.

### What is the referral and assessment process?

1. The application is referred to the Commonwealth Secretary of DIT, through Adelaide Airport Limited, for assessment.
2. Adelaide Airport Limited seeks comments and advice from CASA and Airservices Australia.
3. Adelaide Airport Limited forwards its own comments and advice, along with those of CASA and Airservices, to DIT.



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4. DIT makes a decision on the proposal within 28 days of receiving the comments (unless further information is required) and forwards its decision to the approval authority.

DIT cannot approve a building, structure or aerial if CASA advises that it would have an unacceptable effect on the safety of existing or future airport operations.

## Can Adelaide Airport Limited issue a development approval?

No, 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 is the Inner Metropolitan Development Assessment Committee (IMDAC). The approval authority for development proposals over \$3 million in the Port Adelaide Regional Centre Zone is the Port Adelaide Development Assessment Committee (PADAC). Both of these are committees established by the Development Assessment Commission (DAC).

However, DIT may direct the approval authority to refuse the proposal to ensure the operational safety of the airport.

## How does the referral process work during pre-lodgement?

The pre-lodgement service helps proponents manage referrals to and negotiate pre-lodgement agreements with DIT.

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

If you are using the pre-lodgement service, your case manager will advise you whether or not a referral is required.

If a referral is required, your case manager contacts Adelaide Airport Limited on your behalf, forwards the relevant documents and arranges for a representative to take part in a pre-lodgement panel, if required, to discuss your proposal and any related issues.

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

If you lodge your development application directly with the DAC and do not obtain a pre-lodgement agreement, your application will be subject to the statutory referral process, which currently takes around eight weeks (or longer for complex projects).

If the material you provide with your development application (such as final building heights) is incomplete when it is lodged, the application may be subject to 'stop-the-clock' provisions while further information is requested; this may result in your project being delayed.

## What material is required for assessment?

Your development proposal should include the following information (for both pre-lodgement and lodgement directly with the approval authority):

- site location details
- elevations and external materials and finishes
- a detailed description of the proposed development
- details of the maximum height above the Australian Height Datum (AHD) of the proposed development
- details of flue exhausts (e.g. location, discharge rate).

Additional information may be requested by the aviation bodies.

Separate approval is required for mobile and tower crane operations. An application should be made in writing to Adelaide Airport Limited at least eight



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weeks before you propose to use the crane. The approval process generally takes four to six weeks.

In some cases the approval authority may require a report by an aeronautical engineer demonstrating that the proposed development will not affect airport operational safety.

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

## How can I determine if my building or structure will penetrate protected airspace?

Refer to Map Adel/1 (Overlay 5) - Airport Building Heights in the Adelaide (City) Development Plan to determine whether or not your proposed building or structure will penetrate the OLS.

The values shown are in Australian Height Datum (AHD), commonly known as 'above sea level'. The asterisks indicate the approximate ground level in AHD (e.g. 40 metres on West Terrace and 44 metres at Victoria Square), while the numbers without asterisks represent the OLS (or 'referral trigger level') in metres AHD.

A surveyor can help you determine the level of your site in AHD.

## 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:

Investment Team  
Department of Planning, Transport and Infrastructure  
Level 6, Roma Mitchell House  
136 North Terrace, Adelaide

Call: (08) 7109 7081

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

## Adelaide Airport Limited

(08) 8308 9211

[www.adelaideairport.com.au](http://www.adelaideairport.com.au)

## Adelaide City Council – Development Assessment Team

Call: (08) 8203 7185

[www.adelaidecitycouncil.com/development/planning-building](http://www.adelaidecitycouncil.com/development/planning-building)

## Airservices Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)

## Commonwealth Department of Transport and Regional Services

[www.infrastructure.gov.au/aviation](http://www.infrastructure.gov.au/aviation)



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