

Lodgement Guide: Concurrent Application

This guide provides detail about how to use the [Development Applications Online](#)¹ (DAO) form to lodge your concurrent application under section 30C of the *Planning Act 1999*.

Depending upon the complexity of the proposal, or if you are having difficulty understanding these requirements, it may be in your best interests to engage a professional planner to assist you in the preparation of your application or to prepare it on your behalf.

For information about the overall process, read how to apply for a concurrent application on the [NT Government website](#)².

Once you have created an account and logged in, select the 'create new' arrow and the type of application as 'Concurrent Application' for a new concurrent application.

File types

All files should be saved and uploaded to DAO as either:

- PDF for reports and plans or
- PNG or JPEG for the image of the proposed development

Each file should be named in a way that clearly describes the content of the file and should not be uploaded more than once.

Please note: files have a maximum size limit of 50MB. Files greater than 10MB in size may be slow to upload depending on the capabilities of your server, your connection to the internet and current conditions of the network.

1. Overview

Pre-application meeting

Before lodging a concurrent application, under section 30B of the Act you must first meet with a Planning Advisor. You can book an appointment on the [Development Applications Online](#)³ website.

Following your pre-application meeting with a Planning Adviser, you will be provided with a copy of a 'Record of Meeting'. The contents of this document are mutually agreed and both the proponent and the Planning Adviser sign the document. When completed, a copy is provided to you, and you will be prompted to upload a copy of this document when completing the online application form.

¹ <https://www.ntlis.nt.gov.au/planning>

² <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/concurrent-applications>

³ <https://www.ntlis.nt.gov.au/planning/Ita.bookings>

Friendly name

A friendly name is used to identify your application in DAO. The friendly name is not published, but may be used in correspondence to you.

You can enter anything that helps you identify your application, for example, 'Bob's subdivision' or 'Motor Repair Station Smith Street'.

2. Applicant information

Contact

You must nominate one person as the contact for your application. You can update the contact details in the 'manage account' section of DAO.

All correspondence for your application will go to the nominated contact.

Applicant

The applicant name will appear on any advertising and reports that may be required during the application process.

The applicant may be the same person as the contact.

Add additional applicant

More than one applicant may be added using the "Add Additional Applicant" button.

Lands Planning office

You should select the Lands Planning office closest to where your proposal is located. Please note that the Alice Springs office should be selected for applications including and south of Newcastle Waters.

3. Application Details

Location of proposed development

Search for your property and add it to the application using "add location" button.

You can add more than one property if your proposal involves multiple parcels.

Land owner information

Under section 30(B) of the *Planning Act 1999*, a concurrent application may only be made by the owner of the land, or a person authorised in writing by the owner.

Owner's authorisation

Owner's authorisation is required in writing if the applicant is not the owner or the sole property owner.

If the land is owned by a company or body corporate, written authorisation should be obtained from the company director/s or from the body corporate.

If the land is owned by more than one person or company, written authorisation should be obtained from each person or company named on the title.

Authorisation may be demonstrated by uploading a completed land owner/s authorisation form:

- [land owner/s authorisation form PDF \(676.5 KB\)](#)
- [land owner/s authorisation form DOCX \(54.6 KB\)](#)

Authorisation should be dated within 6 months of the date of the application.

Brief Description of Existing Land Use

Briefly describe the current use of the land. This could be as simple as 'dwelling-single' or 'warehouse' for example.

Proposed Amendment Information

Select the type of planning scheme amendment you are requesting from the drop down list.

- Rezoning: where you are requesting to change the land use zoning of the affected parcel/s.
- Policy and rezoning: where you are requesting to change the planning rules and also change the land use zoning of the affected parcel/s, ie amend an area plan and rezone land.
- Policy: where you are requesting to change the planning rules.

Brief Description of Proposed Amendment

Briefly describe the nature of your proposed amendment. This could be as simple as 'rezone from Zone LR to Zone LMR' or 'include a new overlay'.

Include in the description the relevant policy, i.e. the NT Planning Scheme 2020, or the specific strategic land use plan.

Proposed Development Information

Brief Description of Development / Proposal

The description of your development / proposal should specify the defined use(s) you are proposing i.e. Dwelling-single with a reduced building setback to the side boundary, Bar-small with alfresco dining area, Subdivision to create two lots etc.

Defined uses are found under [Schedule 2 \(Definitions\)](#)⁴ of the [NT Planning Scheme 2020](#).

⁴ https://nt.gov.au/_data/assets/pdf_file/0008/914930/nt-planning-scheme-schedule-two-definitions.pdf

Assessment Category

The matters your application will be considered against (and which you should address in your statement of effect) depends on which assessment category applies.

You should be certain which [assessment category](#)⁵ applies to your development under the NT Planning Scheme 2020 before proceeding with your application.

Merit Assessable vs Impact Assessable developments

To adequately address matters under 46(3)(a) of the *Planning Act 1999*, you will need to properly address matters under the NT Planning Scheme 2020 based on the applicable assessment category.

Merit assessable

Your statement of effect must demonstrate how the application meets all [applicable requirements](#)⁶ of the NT Planning Scheme, including any overlay requirements.

If you are seeking a variation to a requirement you must address:

- the purpose of the requirement;
- the purpose and outcomes of the zone; and
- any guidance in an area plan that applies to the site and proposed development.

Impact assessable

Your statement of effect will need to address the appropriateness of the proposed development, and the potential impacts on surrounding uses. It will need to include an assessment of:

- the relevant development or subdivision requirements, and any overlays;
- the purpose and outcomes of the zone; and
- any guidance in an area plan or the strategic framework that applies to the area.

For further information about merit and impact assessable developments, go to the [NT Government website](#)⁷.

You can also [contact a planner](#)⁸ to confirm the applicable planning scheme and assessment category.

Read more about assessment categories on the [NT Government website](#)⁹.

⁵ <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/check-if-you-need-planning-approval/assessment-categories>

⁶ https://nt.gov.au/_data/assets/pdf_file/0010/914869/nt-planning-scheme-part-four-zones-and-assessment-tables.pdf

⁷ <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/check-if-you-need-planning-approval/assessment-categories>

⁸ <https://nt.gov.au/property/land-planning-and-development/contact-a-planner>

⁹ <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/check-if-you-need-planning-approval/assessment-categories>

Value of Works

Where the application involves building works, provide an estimate for the value of works. The value of works is used to determine the application lodgement fee.

You do not have to provide an estimate for any of the following (simply put "0"):

- a use with no physical development
- a dwelling–single on one lot
- extensions to a dwelling, ancillary structures like a shed or carport, or a dwelling-independent
- clearing of native vegetation
- subdivision or consolidation

Key variations sought

You must check the relevant box(es) if you are seeking consent to vary a minimum development requirement relating to any of the following:

- building height
- setbacks
- car parking
- residential density
- subdivision lot size

You must address these and any other variations that you are seeking in your statement of effect.

Subdivision / Consolidation

If your application is for subdivision or consolidation of land, follow the prompts to identify the:

- Site area
- Number of existing lots
- Number of lots to be created

Subdivision for the Purpose of a Unit Title Scheme

If the proposal in the application is for a subdivision to create a unit title scheme or for changes to existing unit titles created under the *Unit Title Schemes Act 2009* you will need to provide the information specified by section 30C(4)(j) of the *Planning Act 1999*.

A brief summary of these requirements are listed here for guidance.

1	Plans showing all proposed units including common property, car parking, loading bays, communal facilities and amenities, private open space and areas set aside for communal storage and collection of garbage, as appropriate.
2	Details of any buildings existing or proposed to be situated on the scheme land.

3	A statement from a registered building certifier verifying the structural integrity of the buildings, including the fire safety qualities of the walls and other proposed boundaries within the building.
4	Details of the exclusive use by-law that applies or will apply to the scheme land.
5	If the development is proposed to be staged details and boundaries of the implementation of each stage.

Statement of Building Compliance

If there are existing buildings on the land you wish to subdivide you must address section 30C(4)(i) of the *Planning Act 1999*.

This requires you to provide a statement from a registered building certifier to verify that the buildings will continue to comply with the *Building Act 1993* following the proposed subdivision.

Registered building certifiers can be found online using the [Building Practitioners Board Registration Check](#)¹⁰, or by calling the Building Practitioners Board on 08 8936 4082.

Land Suitability Assessment

Under clause 6.3 of the NT Planning Scheme 2020 you must provide a land suitability assessment if you want to subdivide in any of the following zones:

- RR (Rural Residential)
- RL (Rural Living)
- R (Rural)
- H (Horticulture)
- unzoned land.

Read about how to prepare a land suitability assessment on the [NT Government website](#)¹¹.

Stormwater Management Plan

Under clause 6.3 of the NT Planning Scheme 2020 you must provide a stormwater management plan if you want to subdivide in any of the following zones:

- RR (Rural Residential)
- RL (Rural Living)
- R (Rural)
- H (Horticulture)
- unzoned land.

The Stormwater Management Plan must be in accordance with local council requirements.

¹⁰ <http://www.ntlis.nt.gov.au/building-practitioners/>

¹¹ <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/subdivide-or-consolidate-land/prepare-a-land-suitability-assessment>

You should contact your [local council](#)¹² to find out more.

Site and soil evaluation report

Under clause 6.3 of the NT Planning Scheme 2020, for subdivision where no reticulated sewerage services are available, a site and soil evaluation report is to be prepared by an appropriately qualified site-and-soil evaluator, to confirm whether onsite wastewater management systems can be installed on each lot in accordance with the [Code of Practice for Wastewater Management](#)¹³.

A site and soil evaluator is defined in the Code of Practice for Wastewater Management as *a soil scientist or environmental engineer with appropriate training, competence and experience with site-and-soil evaluation for the design and installation of wastewater management systems. Also known as a land capability assessor.*

4. Application Documents

Meeting Record

Upload the signed meeting record provided to you from the pre-application meeting.

Proposed Amendment Report

Concurrent applications made under section 30C of the *Planning Act 1999* require the applicant to provide a statement that addresses:

- reason for the concurrent application and why a concurrent application is required for the development proposed to be carried out on the land.
- an explanation of the proposed amendment. For example, is the proposed amendment a rezoning of land, amendment to a clause in the planning scheme, or introduction of or changes to an existing component of the Strategic Framework?
- the purpose of the proposed amendment and its desired effect. For example, discuss the strategic intent of the proposal and how the proposal fits within the broader strategic planning intention for the area / region / NT, and demonstrate the need for the intended use in the proposed location.
- an assessment of the proposed amendment including:
 - whether the proposed amendment promotes the purpose and objectives of the *Planning Act 1999*;
 - whether the proposed amendment, other than a proposed amendment to a strategic framework, is contrary to any strategic framework in the planning scheme;
 - whether the proposed amendment is within a declared class of amendments that do not require exhibition;
 - whether the proposed amendment is not significant enough to require exhibition;
 - the merits of the proposed amendment and whether the amendment is in the public interest

¹² <https://nt.gov.au/community/local-councils-remote-communities-and-homelands/find-your-council>

¹³ <https://nt.gov.au/property/building/health-and-safety/wastewater-management/wastewater-management-codes-and-guidelines>

- any other matters that are relevant to the Minister’s consideration of the proposal.
- the details of any community consultation conducted, or proposed to be conducted, by the application in addition to the consultation required by the *Planning Act 1999*.

You should also consider including:

- specific reference to any existing land use plans, land use objectives, area plans, policy or reference documents that relate to the location and/or type of development;
- diagrams that demonstrate existing and proposed zones, land use structure changes, and any proposed changes to text;
- if applicable, demonstrate the suitability of the land to support future development as intended by the proposed amendment;
- if applicable, demonstrate that the infrastructure in the area is capable of supporting future development as intended by the proposed amendment; and
- consider if there is potential for the proposed amendment to set a precedent for the surrounding area.

Proposed Development Report

Concurrent applications made under section 30C of the *Planning Act 1999* require the applicant to provide a statement that:

- demonstrates how the development component of the application will comply with the planning scheme (including all relevant development requirements). The assessment should be against the planning requirements as if it were amended in accordance with the amendment proposal in the application; and
- describes the effect of a proposed use or development proposal. The statement should be detailed and address, but need not be limited to, those matters raised in section 30C(4) of the *Planning Act 1999*.

Brief summaries of these requirements are listed here for guidance. Note that ‘development’ below is used in the wider context of its definition in terms of the Act.

SECTION OF THE PLANNING ACT 1999	MATTERS TO BE ADDRESSED IN APPLICATION
30C(4)(a)	an assessment demonstrating how the proposal will comply with any interim development control order applying to the land;
30C(4)(b)	a statement specifying: <ul style="list-style-type: none"> i. whether the proposal is required to be referred to the NT EPA under Part 4, Division 3 of the <i>Environment Protection Act 2019</i>; and ii. whether the proposal has been referred to the NT EPA under Part 4, Division 3 of the <i>Environment Protection Act 2019</i>;
30C(4)(c)	an assessment demonstrating the merits of the proposal;

SECTION OF THE PLANNING ACT 1999	MATTERS TO BE ADDRESSED IN APPLICATION
30C(4)(d)	a description of the physical characteristics of the land and a detailed assessment demonstrating: <ol style="list-style-type: none"> i. the land's suitability for the purposes of the proposal; and ii. the effect of the proposal on that land and other land;
30C(4)(e)	a statement specifying: <ol style="list-style-type: none"> i. the public facilities or public open space available in the area in which the land is situated; and ii. whether land for public facilities or public open space is to be provided by the applicant/developer; and iii. whether it is proposed that facilities or open space be developed by the applicant/developer;
30C(4)(f)	a statement specifying: <ol style="list-style-type: none"> i. the public utilities or infrastructure provided in the area in which the land is situated; ii. any requirement for public facilities and services to be connected to the land; and iii. whether public utilities or infrastructure are to be provided by the applicant/developer; and iv. whether land is to be provided by the applicant/developer for the provision of public utilities or infrastructure
30C(4)(g)	an assessment of the potential impact on the existing and future amenity of the area in which the land is situated;
30C(4)(h)	an assessment of the benefit or detriment to the public interest of the development;
30C(4)(i)	if the proposal relates to a subdivision of land on which a building is situated – a report from a building certifier within the meaning of the <i>Building Act 1993</i> as to whether the building will cease to comply with the <i>Building Act 1993</i> if the proposed development were to proceed;
30C(4)(j)	for the development of land proposed to be the scheme land of a proposed or existing scheme, or the development of existing scheme land – a plan in the approved form specifying: <ol style="list-style-type: none"> (i) any information about any building that is, or will be, situated on the scheme land (including, for example, information about the structural integrity and fire safety of the building); and (ii) if any part of the development is subject to changes that are allowed by regulation – details about that part as required by regulation; and (iii) any other information prescribed by regulation about the development.

Note that for the purposes of addressing section 30(4)(j), 5A and 8C of the [Planning Regulations 2000](#) also need to be addressed. Refer to pages 5-6 of this guide for further information.

Dimensioned Plans

Depending on the nature, scale and complexity of your application, you may need to provide one or a combination of the following:

- Site plan
- Floor layout plans
- Elevations and sections
- Subdivision plan
- Clearing Plan

All plans should be to scale and legible if printed at an A3 size.

The tables below provide further guidance on the dimensioned plans that you should provide for different application types.

If your plans do not contain the necessary information as detailed below you will receive an email requesting you to provide further information.

For development and building works

Site plans at a legible scale showing the following information:

1	The north point, area of the existing parcel and boundary dimensions
2	Existing and proposed buildings and their distance from lot boundaries
3	Any existing and proposed easements, substations and services
4	Vehicle access points
5	Proposed surfacing of parking areas, driveways, vehicle turning areas and loading areas (locations and dimensions)
6	Landscape and open space areas including types of planting, details of screening and/or fencing (locations and descriptions)
7	The proximity of adjoining buildings and their uses
8	The location of any bores on the subject property and adjoining land
9	The location of any proposed and/or existing effluent disposal systems on the site
10	The location of water meter arrangements and sewer access points for multiple dwellings, commercial and industrial developments.

Floor layout plans at a legible scale showing:

1	Dimensioned floor plans of existing and proposed buildings showing layout, partitioning, room sizes, uses
2	A schedule stating the total area of each component use in the building, the net floor area and percentage of site cover

Elevations and sections at a legible scale showing:

1	All elevations of buildings, indicating finished floor levels, existing and finished ground levels, overall height and external finishes
2	Sufficient cross-sections and longitudinal sections to show the relationship between structures and their respective heights

For subdivision or consolidation

Plans at a legible scale showing:	
1	The north point, area of the existing parcel and boundary dimensions
2	Approximate area of each of the proposal parcels
3	Existing buildings, bores and other improvements on site and on adjoining properties, in relation to lot boundaries
4	Contours at not greater than 2 metre intervals, flood lines, tidal surge lines, seepage lines and other natural features
5	Land units
6	Constrained land i.e. subject to waterlogging, with slope exceeding 5%, rock outcrops or pavement
7	Areas or sites of conservation, cultural or heritage significance
8	Existing substations, services, easements and reserves
9	Proposed substations, services, easements and reserves
10	Dimensions and bearings of proposed lot boundaries and roads

For clearing of native vegetation

Maps and plans at a legible scale, showing:	
1	The location of the parcel and parcel boundaries
2	Vehicle access points
2	The boundary of the area or areas proposed for clearing and any other areas previously cleared
3	Native vegetation types or other vegetation proposed for clearing (may be based on NR Maps NT data* or better mapping from other sources, if available)
4	Any areas of rainforest, vine thicket, riparian vegetation, mangroves, sand sheet heaths and wetlands) and locations of any buffers provided
5	Any areas of vegetation that will not be cleared because they are specifically protected e.g. sacred sites, essential habitats, heritage sites, and any buffers to protect them in relation to the area(s) proposed for clearing
6	Locations of native vegetation retained to provide connections with other areas of native vegetation
7	Locations of native vegetation retained for visual or other public amenity, including buffers around property boundaries.

8	Locations of any threatened plants and the areas excluded from clearing to protect them
9	Locations of threatened native animals in or around the proposed clearing and any areas excluded from clearing to protect their habitat
10	Locations of significant (or unusually dense) populations of native fauna, including seasonal aggregations and the steps taken to protect those features

Supporting documents

In addition to the statement of effect, you may upload other supporting documents that you wish to provide (e.g. traffic impact assessment, site and soil evaluation report, site photos, additional sign images etc.) within this section of the electronic form.

The following documents should not be uploaded as supporting documents, and instead be provided in the Subdivision / Consolidation section as applicable:

- Subdivision for the Purpose of a Unit Title Scheme (Scheme Statement)
- Statement of Building Compliance
- Land Suitability Assessment
- Stormwater Management Plan

Image of Proposed Development

You must provide **one** indicative image of your proposal.

This image will be displayed on your sign and alongside the application details on the online planning notices.

The image should be reflective of the proposed development and could include a perspective, elevation or a site plan.

The resolution of the image should be sufficient to be legible if printed at an A4 size and at least 730 x 800 pixels.

The image is to be in **landscape orientation** and the file type should be **PNG or JPEG**.

Only upload one image in this section. Additional concepts and images can be added in the Supporting Documents section.

If your submitted image does not meet the above requirements a planner may select an alternate image from your application material to be used as the sign image.

5. Review and lodge

Once completed, you should review your application before submitting it. Please note the file type information below.

The Review and Lodge screen will highlight any sections that do not have a required input.

A planner will check your submitted application to ensure that all requirements have been addressed and that your application is complete. If your application is incomplete or clarification is required, you will receive an email requesting you to provide further information.

When your application is considered complete, it will be accepted by the duty planner and forwarded to the relevant team manager for final review and lodgement. You will then receive an email requesting you to make payment. Following payment, processing of your application will commence.

File types

All files should be saved and uploaded to DAO as either:

- PDF for reports and plans or
- PNG or JPEG for the image of the proposed development

Each file should be named in a way that clearly describes the content of the file and should not be uploaded more than once.

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