

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.

Please note: 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 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/lta.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.

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.

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, authorisation must be obtained from the company director/s (on company letterhead or under company seal).

If the land is owned by more than one person or company, authorisation must 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 \(54.6 KB\)](#)

Brief Description of Existing Land Use

Briefly describe the current use of the land. This could be as simple as 'single dwelling' 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, ie 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.

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

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.

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

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

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 of the NT Planning Scheme, including any overlay requirements.

If you are seeking a variation to a requirement:

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

Impact assessable

Your statement of effect must address:

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

You can read more information about merit and impact assessable developments, go the NT Government website⁶.

You can also [contact a planner](#)⁷ to confirm the applicable planning scheme and assessment category.

Read more about assessment categories on the [NT Government website](#)⁸.

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

⁶ <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/check-if-you-need-planning-approval/assessment-categories>

⁷ <https://nt.gov.au/property/land-planning-and-development/contact-a-planner>

⁸ <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/check-if-you-need-planning-approval/assessment-categories>

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
- setback distance from a building to a lot boundary
- 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.

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](#)⁹.

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.

You should contact your [local council](#)¹⁰ to find out more.

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.

⁹ <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/subdivide-or-consolidate-land/prepare-a-land-suitability-assessment>

¹⁰ <https://nt.gov.au/community/local-councils-remote-communities-and-homelands/find-your-council>

- 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
 - 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 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: <ol 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; |
| 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; |

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

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

A planner will contact you if further information is required to assess the application.

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

For development and building works

| Site plans at a legible scale, not less than 1:500, 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 scale not less than 1:200, 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 total floor area and percentage of site cover |
| Elevations and sections at a scale not less than 1:200, showing: | |
| 1 | All elevations of buildings, indicating finished floor levels, existing and finished ground levels 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, between 1:500 and 1:10 000, 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. |

Supporting documents

In addition to the statement of effect, you may upload other supporting documents that you wish to provide (eg traffic impact assessment) within this section of the electronic form.

You should not upload to this section, supporting documents for subdivision that relate to:

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

These should already have been uploaded under Section 3 Application Details.

Image of Proposed Development

You must provide an indicative image of your proposal.

This image will be displayed on your exhibition 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.

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

Please do not upload more than one image in this section. Additional concepts and images can be added in the Supporting Documents section.

5. Review and lodge

Once completed, you should review your application before lodgement.

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 for lodgement. You will receive an email requesting you to make payment. Following payment, processing of your application will commence.