

Lodgement Guide: Exceptional Development Permit Application

This guide provides detail about how to use the [Development Applications Online](#)¹ (DAO) form to lodge your application for an exceptional development permit under section 38(1) 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 an exceptional development permit 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 'Exceptional Development Permit – New EDP'.

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

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'.

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

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

2. Land information

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

Any person may apply to the Minister for an exceptional development permit. If you are not the owner of the land it is strongly recommended that you provide written authorisation from the owner/s to lodge the application.

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.

3. 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.

Development Assessment Services office

You should select the Development Assessment Services 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.

4. Proposal Details

Development / Proposal

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.

Brief Description of Development / Proposal

The description of your development / proposal should specify the defined use(s) you are proposing i.e. Motor repair station, Rooming accommodation, Subdivision to create two lots etc.

Defined uses are found under [Schedule 2 \(Definitions\)](#)³ of the [NT Planning Scheme 2020](#).

Details of Proposal / Statement of Effect

You must provide a statement of effect that describes the effect of the proposed development or of the proposal.

The statement should be detailed and should address, but not be limited to, those matters required to be considered by the consent authority under section 51 of the *Planning Act 1999* and listed below. These are the matters that, under section 42 of the Act, the Minister must take into account when determining whether to grant an EDP.

Applicants should be aware that under section 40(1) of the Act, the Minister must not grant an EDP unless they are satisfied that is preferable to issue a permit in relation to the proposal in the application, than to amend the planning scheme.

Brief summaries of the section 51 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
51(d)	An environment protection objective within the meaning of the <i>Waste Management and Pollution Control Act 1998</i> that is relevant to the land to which the application relates;
51(h)	The merits of the proposed development as demonstrated in the application;

³ https://nt.gov.au/data/assets/pdf_file/0008/914930/nt-planning-scheme-schedule-two-definitions.pdf

SECTION OF THE PLANNING ACT 1999	MATTERS TO BE ADDRESSED IN APPLICATION
51(j)	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;
51(k)	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;
51(m)	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; and ii. any requirement for public facilities and services to be connected to the land; and iii. whether public facilities 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;
51(n)	An assessment of the potential impact on the existing and future amenity of the area in which the land situated;
51(p)	An assessment of the benefit or detriment to the public interest of the development, including (if relevant), how the following matters are provided for in the application: <ol style="list-style-type: none"> i. community safety through crime prevention principles in design; ii. water safety; iii. access for persons with disabilities;
51(r)	An assessment of any potential impact on natural, social, cultural or heritage values, including for example, the heritage significance of a heritage place or object under the <i>Heritage Act 2011</i> ;
51(s)	Any beneficial uses, quality standards, criteria, or objectives, that are declared under section 73 of the <i>Water Act 1992</i> ;
51(t)	Any other matters

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 table below provides further guidance on the dimensioned plans that you should provide. 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 building 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 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
11	Vehicle access points
12	Existing and proposed bores and on-site effluent disposal systems and the separation distances between them

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, land suitability assessment, site and soil evaluation report, site photos, additional sign images etc.) within this section of the electronic form.

Image of Proposed Development

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

This image will be displayed on your yellow 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.

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