Lodgement Guide: Development Application

This guide provides detail about how to use the Development Applications Online[1] (DAO) portal to lodge and track the progress of your application under the *Planning Act 1999*. If you are a first time user, you will need to create an account.

Depending on the complexity of the proposal, or if you are unsure about any of the requirements, it may be beneficial to engage a professional town planner who can assist with preparing the application or lodge it on your behalf to help ensure all statutory requirements are met.

For an overview of planning applications and process, refer to the NT Government website[2].

Once you have created an account and logged in, select '**Create New**' from the left hand menu and select the type of application from the list.

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 including a file reference or generic name i.e. 'Bob's subdivision' or 'Motor Repair Station Smith Street'.

2. Land information

Location of proposed development

Click the "add location" button. Search for your property using either the address or parcel tabs and click "Search" button. Confirm the correct search result and select Add Location.

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

Land owner information and authorisation

Section 46(1) of the *Planning Act 1999* requires an application to contain the name and contact details of the owner of the land to which the application relates. If the land is owned by more than one person or multiple companies, you will need to obtain written authorisation from each:

- **Individual owner**: Each person listed on the title must provide written authorisation for the application.
- **Companies**: For each company listed on the title, written authorisation must be obtained from the director or authorised representative of the company.

[1] https://www.ntlis.nt.gov.au/planning
[2] https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes

The authorisation must be dated within six months prior to the submission of the application.

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)

3. Applicant information

Contact

You must nominate one person as the contact for your application. All correspondence for the application will go to the nominated contact for the DAO account. To update details listed below go to Manage Account.

Applicant

In accordance with section 46(3)(aa)(i) of the *Planning Act 1999*, a development application is to contain the name and contact details of the **applicant** AND **any person on whose behalf the application is made.**

These details will appear in any public notice of the application and reports during the assessment process. The applicant may be the same person as the contact (DAO account owner), similarly, the landowner may be the person on whose behalf the application is made.

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

Any Persons with an Agreement to Acquire an Interest in the Land

In accordance with section 46(3)(aa)(iii) and (iv) of the *Planning Act 1999*, a development application is to contain the name and contact details of **any person who entered into an agreement** with applicant and/or landowner, **to acquire an estate or interest in the land to which the application relates**; and **any person with an interest prescribed by regulation**.

Please add any additional persons who has an interest the proposal by clicking the “I have additional persons to add” button.

By clicking the “No other persons identified” button, the applicant declares there are no other persons/parties identified with an interest in the land to which the application relates.

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. Development information

Development / Proposal

Brief Description of Existing Land Use

Briefly describe the current use of the land. This could be as simple 'vacant', '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. '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)[3] of the NT Planning Scheme 2020.

Assessment Category

You should be certain which assessment category[4] applies to your development under the NT Planning Scheme 2020 before proceeding with your application. For further information about merit and impact assessable developments, go to the NT Government website[5].

Select the applicable assessment category for your application from the drop-down menu.

Value of Works

Where an application involves building works, an estimate of the total value of works must be provided. This value is used to determine the applicable development application lodgement fee and should reflect the total cost of construction.

You do not need to provide an estimate for the following types of development. For these, simply enter "0" in the value of works field:

- a use with no physical development
- extensions to an existing dwelling
- a dwelling-independent
- subdivision or consolidation
- a single dwelling on one lot
- ancillary structures such as sheds or carports
- clearing of native vegetation

[3] https://nt.gov.au/__data/assets/pdf_file/0008/914930/nt-planning-scheme-schedule-two-definitions.pdf
[4] https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/check-if-you-need-planning-approval/assessment-categories
[5] https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/check-if-you-need-planning-approval/assessment-categories

Statement of Effect of Use or Development Proposal

You must provide a Statement of Effect that addresses all relevant matters listed under section 46(3) of the *Planning Act 1999*, as identified in the table below, unless your application falls within a prescribed class of development application pursuant to 5B of the *Planning Regulations 2000* – see below.

The Statement of Effect must:

- respond to each relevant matter identified
- clearly explain how the proposed development complies with, or considers, those matters
- provide sufficient detail to enable proper assessment of the application

Important: the consent authority may reject the application without further consideration if a statement is not provided or it does not adequately address the relevant section 46(3) matters.

SECTION OF THE *PLANNING ACT 1999*	MATTERS TO BE ADDRESSED IN APPLICATION
46(3)(a)	an assessment demonstrating how the proposed development will comply with any planning scheme that applies to the land
46(3)(b)	an assessment demonstrating how the proposed development will comply with an interim development control order, if any, applying to the land
46(3)(c)	a statement specifying: • whether the proposed development is required to be referred to the NT EPA under Part 4, Division 3 of the Environment Protection Act 2019; and • whether the proposed development has been referred to the NT EPA under Part 4, Division 3 of the Environmental Protection Act 2019
46(3)(d)	an assessment demonstrating the merits of the proposed development
46(3)(e)	a description of the physical characteristics of the land and a detailed assessment demonstrating the land's suitability for the purposes of the proposed development and the effect of development on that land and other land
46(3)(f)	a statement specifying the public facilities or public open space available in the area in which the land is situated, whether land for public facilities or public open space is to be provided by the developer and whether it is proposed that facilities or open space be developed by the developer

46(3)(g)	a statement specifying the public utilities or infrastructure provided in the area in which the land is situated, the requirement for public facilities and services to be connected to the land and whether public utilities or infrastructure are to be provided by the developer or land is to be provided by the developer for the provision of public utilities or infrastructure
46(3)(h)	an assessment of the potential impact on the existing and future amenity of the area in which the land is situated
46(3)(j)	an assessment of the benefit or detriment to the public interest of the development
46(3)(ja)	in the case of a proposed subdivision or consolidation of land in a Restricted Water Extraction Area – the information required by section 14C(1) of the *Water Act 1992*
46(3)(k)	in the case of a proposed subdivision of land on which a building is situated – a report from a building certifier within the meaning of the *Building Act 1993* as to whether the building will cease to comply with the *Building Act 1993* if the proposed development were to proceed
*46(3)(l)	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: (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 46(3)(l), 5A and 8C of the *Planning Regulations 2000* also need to be addressed. Refer to page 10 of this guide for further information.

Prescribed classes of development applications pursuant to 5B of the *Planning Regulations 2000*

Item	Class of development application	Provision
1	Application to carry out a permitted development that requires consent only because the development will not fully comply with the applicable development requirements in the NT Planning Scheme	Section 46(3)(aa), (a) and (b)
2	Application for the subdivision of land that creates no more than 2 lots	Section 46(3)(aa), (a), (b), (e), (ja) and (k)
3	Application for the consolidation of land	Section 46(3)(aa), (a), (b), (ja) and (k)

4	Application for the subdivision of land for the purpose of a boundary realignment	Section 46(3)(aa), (a), (b), (ja) and (k)
5	Application for the subdivision of land under the Unit Titles Act 1975 or the Unit Title Schemes Act 2009, other than to subdivide vacant land	Section 46(3)(aa), (a), (b), (ja), (k) and (l)

Simplified statement of effect templates for the abovementioned prescribed classes of development applications are available on the NT Government website[6].

[6] https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/development-applications

Dimensioned Plans

All plans must be:

- drawn to scale, and
- clearly legible when printed at A3 size.

The tables below provide further guidance on the dimensioned plans required for different types of development applications. Applicants must ensure that the plans submitted include all information specified for the relevant application type.

Important
If the submitted plans do not contain the necessary information as outlined below:

- you will be contacted by email and
- asked to provide additional information before the application can proceed.

Providing complete, accurate, and appropriately detailed plans at lodgement will help avoid delays in the assessment process.

For development and building works

Site plans:	
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:	
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:	
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

Subdivision plans:	
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:	
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 and dimensional plans, you may upload any additional supporting documents that are considered relevant to the application.

Supporting documents can include:

- Adjoining Property Owners consent form (eligible low risk developments only)
- Local Government Council and Service Authority consent form (eligible low risk developments only)
- traffic impact assessment
- site and soil evaluation report
- site photos

Image of Proposed Development

You must provide **one** indicative image of your proposal that is reflective of the proposed development and could include a perspective, elevation or a site plan. Only upload one image in this section.

The image may be used on public exhibition signage and online planning notices.

The resolution of the image should be sufficient to be legible if printed at an A4 size, a minimum of 730 x 800 pixels, landscape orientation and the file type should be PNG or JPEG.

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.

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 46(3)(l) 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, and whether any upgrades to the building are required to meet building regulations.
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 46(3)(k) 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[7], 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[8].

[7] http://www.ntlis.nt.gov.au/building-practitioners/
[8] https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/subdivide-or-consolidate-land/prepare-a-land-suitability-assessment

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[9] 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[10].

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.*

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.

[9] https://nt.gov.au/community/local-councils-remote-communities-and-homelands/find-your-council
[10] https://nt.gov.au/property/building/health-and-safety/wastewater-management/wastewater-management-codes-and-guidelines

File Types

All documents uploaded to the DAO portal must be saved in one of the following formats:

- **PDF** for reports, plans, and written documentation
- **PNG or JPEG** for images of the proposed development

Each document/attachment must be clearly named to describe its contents and be uploaded **only once**.

Examples include:

- Landowner's Authorisation
- Application Statement of Effect
- Proposed Plans

File size limits:

- The maximum file size is **50 MB** per file.
- Files larger than **10 MB** may take longer to upload, depending on your internet connection, server capability, and current network conditions.