

# Lodgement Guide: Development Application

This guide provides detail about how to use the [Development Applications Online](#)<sup>1</sup> (DAO) form to lodge your application for a development permit under section 46(2) 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 development permit on the [NT Government website](#)<sup>2</sup>.

Once you have created an account and logged in, select the 'create new' arrow and the type of application as 'Development Application - New DA' for a new development or subdivision 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

### 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'.

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

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

## 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

Under section 46(1) of the *Planning Act 1999*, an application for a development application may only be made by the owner of the land, or a person authorised in writing by the owner.

### Owner’s authorisation

In accordance with the *Planning Act 1999*, a development application is to contain the name and contact details of the owner of the land to which the application relates.

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

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.

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. 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

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 exhibition notice and reports during the application assessment process. The applicant may be the same person as the contact, similarly, the landowner may be the person on whose behalf the application is made.

## Add additional applicant

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 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. 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 \(Definitions\)](#)<sup>3</sup> 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. Refer to page 6 of this guide for further information.

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<sup>3</sup> [https://nt.gov.au/data/assets/pdf\\_file/0008/914930/nt-planning-scheme-schedule-two-definitions.pdf](https://nt.gov.au/data/assets/pdf_file/0008/914930/nt-planning-scheme-schedule-two-definitions.pdf)

You should be certain which [assessment category](#)<sup>4</sup> applies to your development under the NT Planning Scheme 2020 before proceeding with your application.

If you need a development permit under the Jabiru Town Plan, you should select “Discretionary Through Jabiru Town Plan”.

If the land is in a specific use zone under the previous NT Planning Scheme 2007, you should select “Discretionary Through NT Planning Scheme 2007”.

You can also [contact a planner](#)<sup>5</sup> to confirm the applicable planning scheme and assessment category.

## 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.

## Statement of Effect of Use or Development Proposal

You must provide a statement of effect that addresses all relevant matters in section 46(3) of the *Planning Act 1999* that are noted in the following table. The consent authority may reject an application without further consideration if it does not address the relevant matters.

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<sup>4</sup> <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/check-if-you-need-planning-approval/assessment-categories>

<sup>5</sup> <https://nt.gov.au/property/land-planning-and-development/contact-a-planner>

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: <ul style="list-style-type: none"> <li>• 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</li> <li>• whether the proposed development has been referred to the NT EPA under Part 4, Division 3 of the Environmental Protection Act 2019</li> </ul>
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)(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 <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
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: <ol style="list-style-type: none"> <li>(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</li> <li>(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</li> <li>(iii) any other information prescribed by regulation about the development.</li> </ol>

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 pages 10-11 of this guide for further information.

## 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](#)<sup>6</sup> 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](#)<sup>7</sup>.

## Simplified Statement of Effect Template

You may complete and upload a simplified statement of effect if your proposal requires a development permit only because it has become *Merit Assessable* under Clause 1.8(1)(b)(ii)(2) of the NT Planning Scheme 2020 (i.e. a permitted use that does not comply with a relevant development requirement set out in Part 5, such as a setback for example).

A simplified statement of effect template is available on the [NT Government website](#)<sup>8</sup>.

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<sup>6</sup> [https://nt.gov.au/\\_data/assets/pdf\\_file/0010/914869/nt-planning-scheme-part-four-zones-and-assessment-tables.pdf](https://nt.gov.au/_data/assets/pdf_file/0010/914869/nt-planning-scheme-part-four-zones-and-assessment-tables.pdf)

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

<sup>8</sup> <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/development-applications>

## 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 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 within this section of the electronic form.

Supporting documents can include:

- traffic impact assessment
- site and soil evaluation report
- site photos

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 pink 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.

## 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](#)<sup>9</sup>, 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](#)<sup>10</sup>.

## 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](#)<sup>11</sup> 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

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<sup>9</sup> <http://www.ntlis.nt.gov.au/building-practitioners/>

<sup>10</sup> <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/subdivide-or-consolidate-land/prepare-a-land-suitability-assessment>

<sup>11</sup> <https://nt.gov.au/community/local-councils-remote-communities-and-homelands/find-your-council>

evaluator, to confirm whether onsite wastewater management systems can be installed on each lot in accordance with the [Code of Practice for Wastewater Management](#)<sup>12</sup>.

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.

### File types

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**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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<sup>12</sup> <https://nt.gov.au/property/building/health-and-safety/wastewater-management/wastewater-management-codes-and-guidelines>