

Development permit application: guide to attachments

This guide provides detail about what information, documents and plans are required as part of your application for a development permit under section 43 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](#)¹.

File types

Please save all files 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.

Owner's authorisation

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

If the land is owned by a company or body corporate, authorisation must be obtained from the company director/s (on company letterhead or under company seal) or from the body corporate.

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 the [land owner/s authorisation form](#)² at step 2 (land information) of your electronic application.

¹ <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/development-applications>

² https://nt.gov.au/_data/assets/pdf_file/0005/675365/landowners-authorisation-to-lodge-a-da-form.pdf

Applicants and beneficiaries

In accordance with section 46(3)(aa) of the *Planning Act 1999*, you must provide the name and contact details of any beneficiaries of the application.

Beneficiaries include:

- the applicant
- the land owner/s
- any person on whose behalf the application is made
- any person who has entered into an agreement with any persons listed above to acquire an estate or interest in the land to which the application relates.

Where there are beneficiaries other than the applicant and land owner/s, you can add these at step 3 (applicant information) of your electronic application by clicking the “Add Additional Beneficiary” button.

Development/Proposal

Brief Description of Development / Proposal

The description of your development should specify the defined use(s) you are proposing.

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

Assessment category

Your application will have to certain matters (and your application will be considered against certain matters) depending on which assessment category applies.

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”.

If you need help identifying which assessment category applies to your development under the NT Planning Scheme 2020, you can read about how to check you assessment category on the [NT government website](#)⁴.

Value of works

You must provide the estimated the value of works of your proposal.

For development other than subdivision, the application lodgement fee is determined based on the value of works.

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>

Variation of Part 5 requirements

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.

Statement of Effect of Use or Development Proposal

Your statement of effect must address all relevant matters in section 46(3) of the *Planning Act 1999*. These matters are summarised in the table below.

The consent authority may reject an application without further consideration if it does not address the relevant 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 ¹
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"> • 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

Clause 6.3 of the NT Planning Scheme: Subdivision - Land Suitability Assessment and Stormwater Management for Subdivision

Subdivision applications for land subject to Clause 6.3 of the NT Planning Scheme are to include:

1. A **Land Suitability Assessment** addressing the Land Suitability Categories detailed in the [NT Land Suitability Guidelines](#)⁵; and
2. A **Stormwater Management Plan** in accordance with local Council requirements. This includes land in Zone RR (Rural Residential), Zone RL (Rural Living), Zone R (Rural), and Zone H (Horticulture), and unzoned land.

Applicants are encouraged to seek advice from the relevant government agencies regarding the type and level of information that is required for their proposal prior to submitting their subdivision application. For more information, refer to the planning section of the [NT Government website](#)⁶.

Type of Assessment	To be prepared by	Characteristics Likely triggers for assessment type	Likely triggers for assessment type
Preliminary	Applicant or suitably qualified professional	Small scale subdivision on land that is moderately to highly suitable	<ul style="list-style-type: none"> • Should demonstrate a suitability class rating of either S1 or S2 • 1ha of unconstrained land with unconstrained access to a public road • Boundary lines are unconstrained
Standard	Suitably qualified professional	Larger scale subdivision or land is marginally suitable	<ul style="list-style-type: none"> • Not all land suitability categories are demonstrated as having a suitability class rating of S1 or S2 • A proposed public road

If your proposal is in Zone LR (Low Density Residential) and requires a development application because it has become *Merit Assessable* under Clause 1.8(1)(b)(ii)(2) of the NT Planning Scheme 2020 (i.e. it does not comply with a relevant development requirement set out in Part 5, such as a setback for example), you can use the [simplified statement of effect template](#)⁷.

⁵ https://nt.gov.au/_data/assets/pdf_file/0019/915022/nt-land-suitability-guidelines.pdf

⁶ www.nt.gov.au/planning

⁷ https://nt.gov.au/_data/assets/word_doc/0012/945678/statement-of-effect.docx

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.

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

DEVELOPMENT / BUILDING WORKS PROPOSED	
A site plan 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
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PROPOSALS TO SUBDIVIDE OR CONSOLIDATE

Plans should be at a legible scale, between 1:500 and 1:10 000, showing the following information:	
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.

CLEARING OF NATIVE VEGETATION PROPOSALS

Maps or plans are to include the following information and are to be scaled or dimensioned:	
1	The location of the parcel and parcel boundaries.
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.

Image of proposed development

You must provide an indicative image of your proposal.

This will be displayed on your pink sign and on the online planning notices.

If your application is for subdivision or consolidation, or a minor development such as a carport, a clear site plan will be sufficient.

Subdivision / consolidation

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.
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 the proposal in the application is to subdivide land and there are existing buildings on the land you will need to address section 46(3)(k) of the *Planning Act 1999* by providing a statement from a registered building certifier to verify that the existing buildings will continue to comply with the *Building Act 1993* following the proposed subdivision. A list of registered building certifiers able to provide this service may be found on the following website: <http://www.ntlis.nt.gov.au/building-practitioners>, or can be provided by the Registrar, Building Practitioners Board, on telephone (08) 8923 9309.

Additional Supporting Documents

You may wish to provide additional documents, studies or plans to support your application. These can be included as an 'Additional Supporting Document'.