

# Development Fact Sheet 7

## Applications lodged by Builders

### Information for Builders

If you are a builder or another representative preparing or lodging a Development Application on behalf of a client, you need to ensure that you provide all of the information required for the Application. Some of this information may be beyond the scope of your contract services in which case you should liaise with the owner to get this information to lodge with the Application, (**see Fact Sheet 5 – What Do I need to lodge a Application?**).

It is important to talk to your client about who will be nominated as the Applicant and contact person on the Development Application form lodged with the Council, as the Council will only contact the nominated person during the assessment process. You should also ensure that you communicate regularly with the owner to keep them informed of the progress of the Application assessment.

The Council may only deal with the nominated person – having several parties contacting the Council regarding one Application is problematic, can result in confusion regarding the status of the Application and can slow down the assessment process.

If you are lodging a complex Application it is recommended that you seek the services of a Planning consultant and also check with the Council to ensure that you have provided all of the information required.

### Information for owners

If you have engaged a builder to prepare and/or lodge a Development Application on your behalf you need to ensure they have all of the information required for approval. Some of the information required may be beyond the scope of your contracted services with the builder, so please discuss this with them and be clear on who is providing which information. Applications lodged without all the required information take longer to process, so your approval may be delayed, (**see Fact Sheet 5 – What Do I need to lodge an Application?**).

The Development Application form that is submitted with the Application asks for the name of the Applicant and for the contact person for the Application. If your builder is managing the process for you, please ensure that you communicate with your builder about the progress of your Application as the Council may only deal with the nominated contact person for the Application.

*The information provided in this Development Fact Sheet is intended as a general guide only and readers are encouraged to refer to the Norwood Payneham & St Peters (City) Development Plan and to seek professional planning advice if necessary. This information is subject to frequent updates and this version was last updated in June 2016. The latest version can be downloaded via the Council's website at [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au). For further information, please contact the Council's Urban Planning & Environment Department on 8366 4530.*

