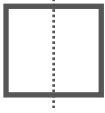


If you're considering dividing your land, here's a step-by-step guide to the process in South Australia...



## STEP 1: LODGE A COMMUNITY DIVISION DEVELOPMENT APPLICATION

Prepare and lodge a Community Division Development Application in PlanSA (online planning system). Your application will need to include your proposed plan of division, Certificate(s) of Title, any other supporting documentation as required, and payment of applicable application fees.



## STEP 2: APPLICATION FORWARDED TO AUTHORITIES FOR ASSESSMENT

Your application will be forwarded to SA Water and other government agencies who will examine your application. Referral fees are applicable if certain government agencies are referred to, such as Department for Infrastructure & Transport (DIT).



## STEP 3: ASSESSMENT BY RELEVANT DECISION AUTHORITY

Following completion of assessment by government agencies, council/relevant decision authority will examine your application to ensure that it complies with the Planning and Design Code. This will include consideration of policies relating to existing buildings or structures on the site, allotment sizing and dimensions, environmental factors, traffic considerations and other relevant planning matters.



## STEP 4: APPROVAL BY RELEVANT DECISION AUTHORITY

If your application to divide your land is approved a Decision Notification Form will be issued by PlanSA on behalf of Decision Authority, which will include conditions of approval from Council/SCAP and other government agencies that must be satisfied before you can proceed.



## STEP 5: ADDRESS CONDITIONS OF APPROVAL

Many applications are deemed non-compliant but are still approved subject to conditions. Common conditions of approval include the demolition of any required structures on site, delivery of common property, payment of standard fees to SCAP and SA Water for connections/manifold, upgrade of existing sewer (if applicable), and completion of Outer Boundary Survey and Certified Community Survey for lodgement with the Lands Titles Office (LTO).



## STEP 6: LODGEMENT WITH LANDS TITLES OFFICE

Once all conditions of your approved application have been met and clearances issued by the relevant agencies, the Outer Boundary Survey and Certified Community Survey plans may be lodged with the LTO. The plans will be examined, approved, and deposited which will enable new Certificate(s) of Titles to be issued.



## ESTIMATED TIMEFRAME: APPROXIMATELY 22-26 WEEKS

(From application lodgement in PlanSA until new Certificate(s) of Title are issued)

*NOTE: The nature of your specific community division, extent of approval conditions, demolition timeframe and general backlogs with authorities could affect the progress of your application. To streamline the process, please address any requests for information and approval conditions as soon as possible.*

**Alexander Symonds can manage the above process for you, including preparation of necessary documentation and liaison with relevant authorities. Call us to discuss on (08) 8130 1666 or email [adelaide@alexander.com.au](mailto:adelaide@alexander.com.au)**