

# Electronic Lodgement System User Guide



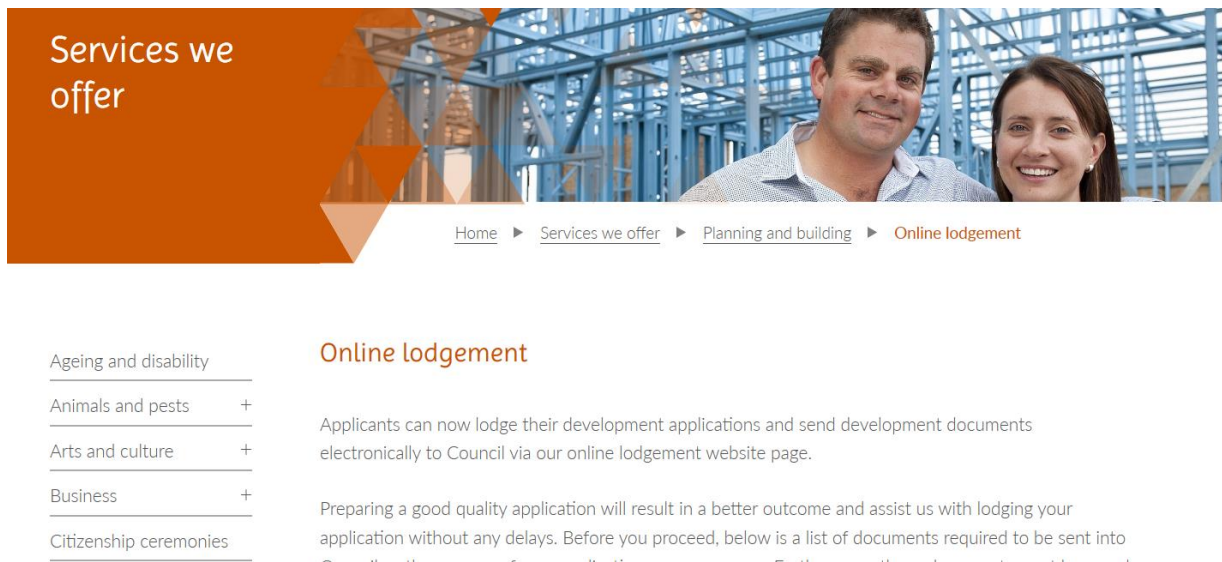
Please follow this helpful guide to assist you in lodging a Development application with City of Marion.

## LOGGING A NEW APPLICATION

### Step 1:

You can locate our City of Marion website lodgement page under the menu headings of:

**Services We Offer - Planning and Building – Online Lodgement.**



### Step 2:

If you haven't already filled in and saved our Development Application Form as a PDF, click on the Development Application Form link provided.

For further assistance to lodge a Development Application, please refer to the 'Electronic lodgement system user guide' and required forms below.

[Development Application Form](#)

(442 KB)

### Step 3:

Please fill in our Development Application Form noting the boxes circled in red on the below image are mandatory.

Development applications submitted without the correct information will result in significant processing delays. Please ensure you fill in all of the pages included in the Development Application Form PDF.

**Note: By using Council's Electronic Lodgement System the form does not need to be signed.**

# Development Application Form

## Completing this application

All sections must be completed, any missing sections may cause delays or Council will be unable to process the lodgement. It is recommended this form be completed online and printed prior to lodgement.

Print clearly using BLOCK LETTERS and place a TICK in appropriate boxes.



Development Application Number 100/ (this field is to be completed by Council)

### Section 1 – Correspondence Method please check "X" only one of the following boxes.

- I Accept all future correspondence by email OR  
 I choose only to receive general assessment correspondence via email but to receive stamped Plans and Decision Notification Forms by hardcopy mail.

Send all future correspondence to the following e-mail address:

### Section 2 – Consent Sought

Select the type of consent you wish to apply for (please tick one box only):

- Development Plan Consent (Planning Consent Only)  
 Building Rules Consent (Building Consent Only)  
 Development Approval (Planning & Building)  
 Schedule 1A \* development that requires Building Rules Consent only

Please ensure to check the relevant box

\*Note – If you are unsure what type of consent is needed telephone Customer Service on (08) 8375 6685 or visit Council's website

### Section 3 – Location of Proposed Development

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Number	Lot Number	Deposited/File/Strata Plan No	Ct Volume / Folio

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Name	Suburb	State	Postcode

### Section 4 – Applicant Details \*All correspondence will be sent to the Applicant

Given Name <input type="text"/>	Surname <input type="text"/>
---------------------------------	------------------------------

\* Initials not accepted.

Postal Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street No.	Street Name	Suburb	State	Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Mobile	Phone	

Acting on behalf of the Owner Yes  No

### Section 5 – Owner's Details of the Subject Land \*If same as Applicant, leave blank and move to Section 6

Given Name <input type="text"/>	Surname <input type="text"/>
---------------------------------	------------------------------

\* Initials not accepted.

Postal Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street No.	Street Name	Suburb	State	Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Mobile	Phone	

### Section 6 – Further Information Contact \*Please note this section is to be completed if contact person is not the Applicant

Given Name <input type="text"/>	Surname <input type="text"/>
---------------------------------	------------------------------

\* Initials not accepted.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Mobile	Phone	

## Step 4:

Once you have completed the required development application form, you will need to save it to your computer in a location you can find (such as the C: drive) and name your file appropriately **e.g Development Application Form – Site Address**

**Development Application Form**  
Completing this application  
All sections must be completed, any missing sections may cause delays or Council will be unable to process the lodgement. It is recommended this form be completed online and printed prior to lodgement.  
Print clearly using BLOCK LETTERS and place a TICK in appropriate boxes.

Development Application Number 100/ (this field is to be completed by Council)

**Section 1 – Correspondence Method** please check  only one of the following boxes.  
 I Accept all future correspondence by email OR  
 I choose only to receive general assessment correspondence via email but to receive stamped Plans and Decision Notification Forms by hardcopy mail.  
Send all future correspondence to the following e-mail address:

**Section 2 – Consent Sought**  
Select the type of consent you wish  
 Development Plan Consent (P)  
 Building Rules Consent (Build)  
 Development Approval (Plan)  
 Schedule 1A \* development that  
\*Note – If you are unsure what type Council's website

**Section 3 – Location of Proposal**  
Street Number Lot Number  
Street Name

**Section 4 – Applicant Details**  
Given Name  
\* Initials not accepted.  
Postal Address  
Street No. Street Name  
Email  
Acting on behalf of the Owner

**Section 5 – Owner's Details of**  
Given Name  
\* Initials not accepted.  
Postal Address  
Street No. Street Name  
Email

**Section 6 – Further information Contact** \*Please note this section is to be completed if contact person is not the Applicant.  
Given Name Surname  
\* Initials not accepted.  
Email Mobile Phone

Save As  
Computer > Local Disk (C:) >  
File name: Development-Application-Form 245 Sturt Road Sturt  
Save as type: Adobe PDF Files (\*.pdf)  
Save

## Step 5:

Once the development application form is saved, close the PDF form on your website browser

## Step 6:

From the City of Marion Online Lodgements page, click on the **LODGE A NEW DEVELOPMENT APPLICATION** heading.



[LODGE A NEW DEVELOPMENT APPLICATION](#)

For applicants or private certifiers who wish to lodge a new development application to Council.

### Step 7:

A new page will open up as below. Please ensure to:

- Include your email address in the field at the top of the form
- Tick the "I agree" check box if happy to receive all future communication by email
- Fill in all fields as requested (mandatory fields are highlighted in red below)
- Ensure you have attached all relevant documentation as requested (instructions below)

City of Marion

### City of Marion - Lodge a New Development Application

**From**

I agree (as the Applicant, the owner, and/or Authorised Agent) to be legally bound by the terms and conditions of this service and that I consent all correspondence relevant to this application or which is otherwise required to be provided to me under the Development Act 1993 and Development Regulations 2008, including Decision Notification Forms, stamped plans and relevant documents, being provided to me in electronic format only.

**Name**

I have attached a completed and signed Development Application Form and Power Declaration Form

I have attached a Site Plan (minimum scale 1-200)

I have attached a Floor Plan and Elevations (minimum scale 1-100)

**Certificate of Title attached**

**Other Supporting Documents**

**Include Message**

**Drop Files Here**

**Limitations**  
Max size: 500 MB  
Accepted Filetypes

**Please ensure to add these files**

**A certificate of title is required for most applications. This drop down tab allows you to choose if you will be providing the title, or if you require Council to undertake a search for a fee.**

### Step 8:

To add the required development application form and other documentation to this submission form, simply click on the **+ADD files** button

**Include Message**

**Drop Files Here**

**Limitations**  
Max size: 500 MB  
Accepted Filetypes

### Step 9:

Locate where you have saved your Development Application Form and other development documents for this application (**note: all files should be sent as a PDF file only**) and click on either **OPEN** or **INSERT** (depending on the type of program being used).

Repeat this for each file to be added to the submission form.

City of Marion

### City of Marion - Lodge a New Development Application

**From** Your Email Address (e.g. email@domain.com)

I agree (as the Applicant, the owner, and/or Authorised Agent) to be legally bound by the terms and conditions of this service and that I consent all correspondence relevant to this application or which is otherwise required to be provided to me under the Development Act 1993 and Development Regulations 2008, including Decision Notification Forms, stamped plans and relevant documents, being provided to me in electronic format only.

**Name** Your Name Here

I have attached a completed and signed Development Application Form and Power Declaration Form

I have attached a Site Plan (minimum 1:100 scale)

I have attached a Floor Plan and Elevations

**Certificate of Title attached** Yes

**Other Supporting Documents** List other Supporting Documents here.

**Include Message** Please accept a new electronic application

[+ Add Files...](#)

[Send](#)

### Step 10:

Once you have attached all of your files, you will see them listed at the bottom of the form. If you are happy that all required fields are filled in and all relevant documentation is attached, you can now submit your application to Council by clicking on the **SEND** button.

Drop Files Here

Limitations  
Max size: 500 MB  
Accepted Filetypes

[+ Add Files...](#)

[Send](#)

**Attached files**

File Name	Size	Remove
Development Application Form.pdf	722.20 KB	<a href="#">Remove</a>
Floor Plans.pdf	1.27 MB	<a href="#">Remove</a>
Site Plan.pdf	57.10 KB	<a href="#">Remove</a>

Our Development Administration Team will contact you once the applicable fees have been determined in relation to your application. Your application will then proceed upon receipt of payment of these fees.