FLINDERS COUNCIL
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# Development Application (DA) Process Flowchart

## Applicant

Applicant obtains '**Planning and Building in the Flinders Municipality Information Pack**' (from Website or FC Office)

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Complete and return **'001 Development Enquiry Form' and 'DA Checklist'** and lodges to Council (via Email or Front Office)

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Applicant receives a **'Certificate of Exemption'**

*No further action is required*

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Applicant receives invoice

*Application status is shown on invoice*

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**Applicant makes payment to Council**

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Applicant receives **Planning Permit, Cover Letter, Appeal Form**, and associated documents

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Next application process to follow is **Building (BA) and Plumbing (PA) Application Process**

## Planning Authority (Flinders Council)

Front Office will receipt a Development Application by completing a checklist of documentation, stamping plans, and scanning

*Applicant is welcome to keep original documentation*

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Council completes assessment overview to determine if application status is **Permitted, Discretionary or Exempt**

*Please note that a 14-day advertising period applies to all discretionary applications*

**IF EXEMPT** | **IF PERMITTED** | **IF DISCRETIONARY**

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Council issues relevant invoice

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Council receives payment notification and **clock starts on planning assessment procedure**

*Clock will stop if Council request further information from applicant*

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Final assessment of conditions and creation of **Planning Permit**

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**Planning Permit, Cover Letter** and associated documents issued to applicant

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## Technical Advice (Planner)

**Application is received and assessed**

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Lodge conditions for **Planning Permit**

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