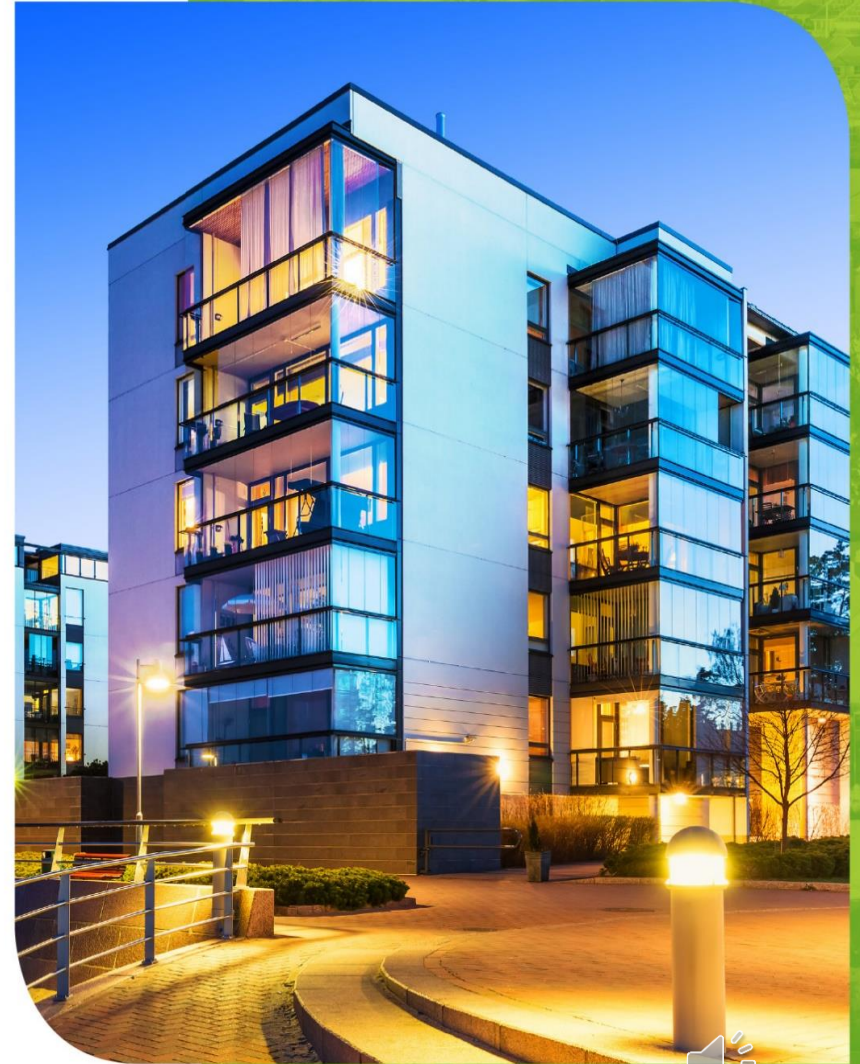




Industry Education Webinar:

SCAP: State Commission
Assessment Panel Best Practices



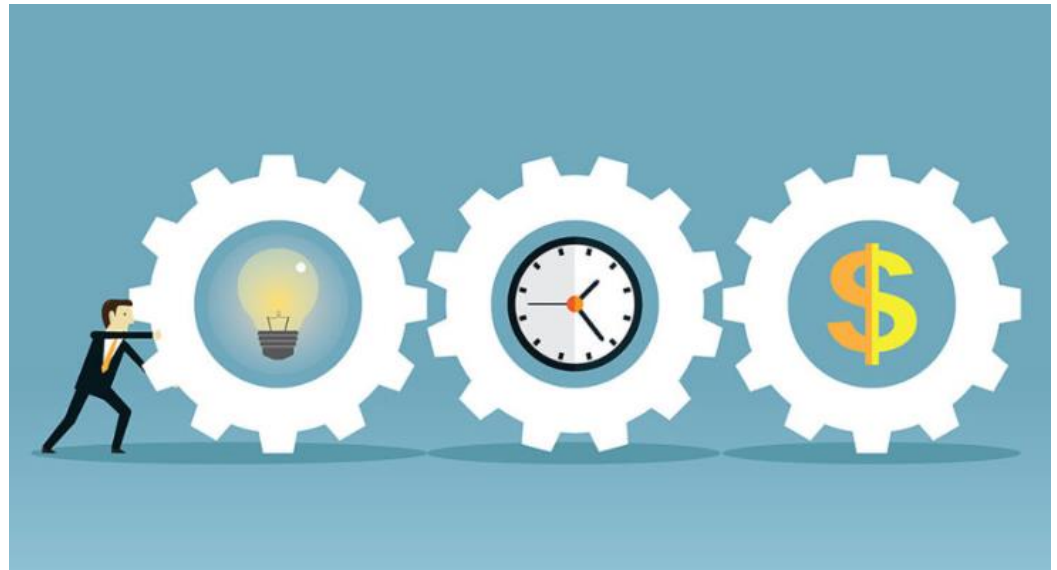


Industry Education Program

Land Services SA is committed to providing an excellent Customer Experience. One way we continue to deliver value to the Industry is through our Industry Education Program, where we produce a range of helpful educational materials, hold regular webinars and Industry Events.

Why are we doing this?

- ✓ Assist in educating the industry by providing regular training updates
- ✓ Assist in reducing requisitions across your business, saving you time and money
- ✓ Supporting you to deliver excellent service to your clients





About our Land Services SA Team

This Industry Education Webinar was prepared by two of Land Services SA's Subject Matter Experts. Our staff have years of experience and are well respected in the Industry.



Bill Sheeky is a Senior Division Officer for Land Services SA. He has been with LSSA since its inception in 2017 and has worked several different positions within the Lands Titles Office over the 45 years he's been with us.

Martine Aldahn is Plan Examiner and Lease Plan expert who has been with LSSA for 3 years. Martine background is architecture and CAD



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- The difference between applying for Fresh SCAP and an Extension
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Plan Approval Guidelines

The first approval required is through the State Commission Assessment Panel (SCAP).

SCAP is responsible for the functions, powers and Duties of the Development Assessment Commission (DAC).

These responsibilities include the assessment and determination of development applications where the State Planning Commission is the relevant authority act as the consenting authority for non-complying applications approved by a council of regional assessment panel Assess and report on Crown development and public infrastructure applications to the Minister for Planning

Where our interest lies is that they act as the lodgement authority for all land division applications





External Agencies involved in Plan Approval

External Agencies Involved in Plan approval – and what they are reviewing

SCAP referral to agencies:		Other Agencies (determined from the Development Plan and CT)
SA Water	water meter	Environment Protection Authority
	water supply	
	Waste water /drainage	
SA Power Networks	Electrical Meter	DECD - Education
	Electrical supply/distribution	DBC Aboriginal Affairs & Reconciliation
	Electrical Easements	State Heritage Agreement
Gas (EPIC energy & DSD energy resources Division or SEAGas PTY LTD & DSD	Gas Meter	Controlled Access Roads
	Gas supply/distribution	Land Management Agreement
		Crown Land
NBN/Telstra	Supply and distribution	Other Planning Professionals
Council:		
Planning Professional	Planning Approval	
DIT (DPTI)	Abutting a main road	
	Mark Maintenance	
	Public Transport	
DAC	Open Space	
	Land Use	

An idea to consider – how much overlap in this activity is there with the PIR / Form 1 preparation?





Plan Types that require SCAP

There are a variety of different plan types that are examined, processed, and approved within the South Australian Property ecosystem.

Division Plans

Community
Plans

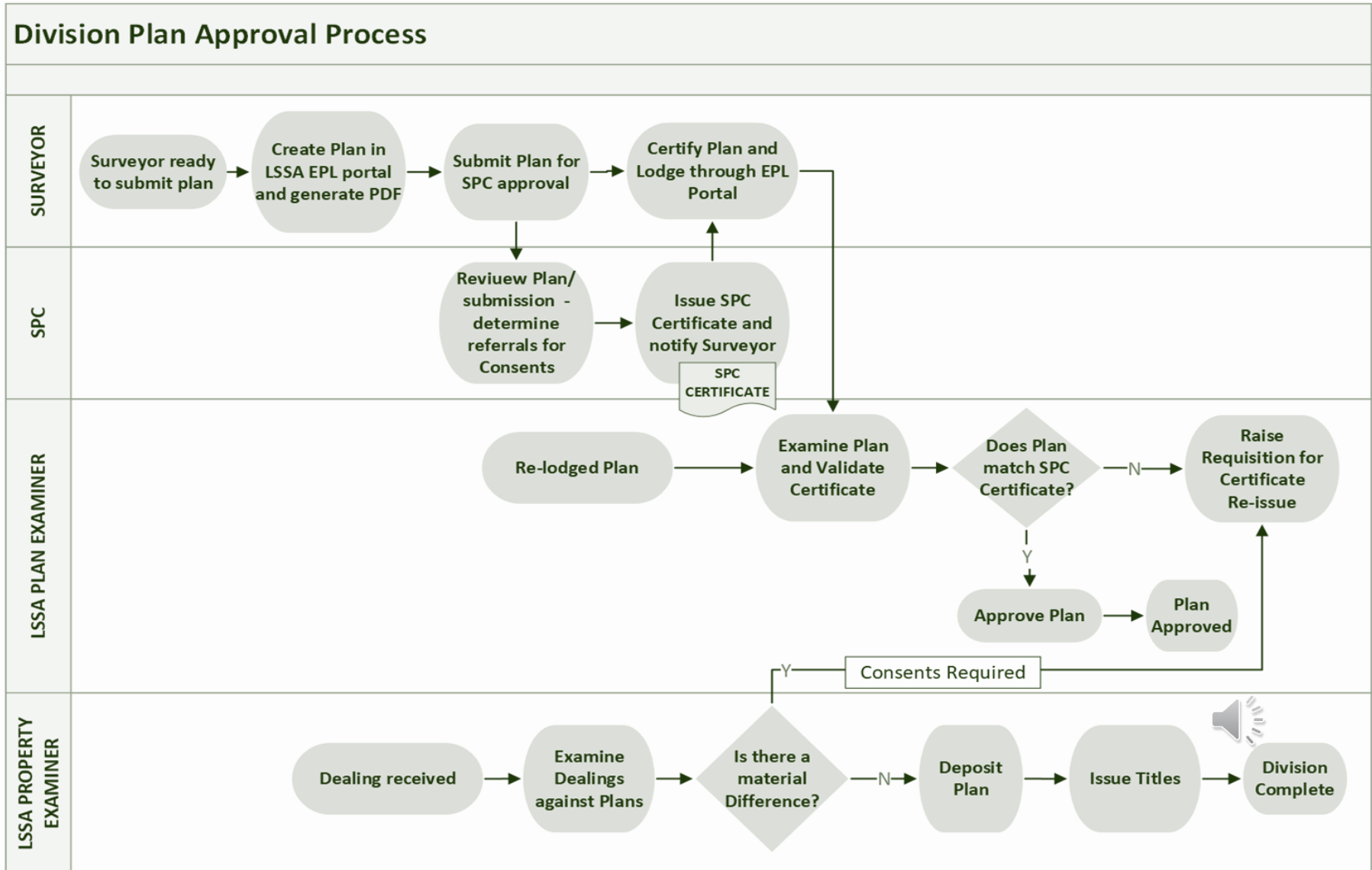
Amendment
to Strata
Plans

Boundary
Realignments





Pathway through SCAP and LSSA





When is FRESH SCAP required?

SCAP Decision Table 2.5 PPG

Subject	Fresh SCAP is required (material differences)	Fresh SCAP is not required (no material differences)
Plan Purpose	Where the plan purpose doesn't agree with the easement(s) details status	
Subject Title Details		SUBJECT TITLE DETAILS shows the correct land description but the title has been cancelled.
Road Width	Where the width of the road is changed affecting the road design.	
Area	<ol style="list-style-type: none">1. Due to a change in data the area of the parcel is significantly different or under the council's minimum parcel size.2. Where the parcel has full data but the area is not shown.	<ol style="list-style-type: none">1. Where the area is changed due to survey data difference or a drafting error (the data remains the same) and the area change does not fall below the council's minimum parcel size.
Parcel	<ol style="list-style-type: none">1. Where the shape of the parcel is changed.2. Where the number of parcels is changed (including parcels vesting for roads / reserve).3. Where the parcel number is changed in a Community, Community Strata or Amendment to a Strata or Community Plan.	<ol style="list-style-type: none">1. Where the change in the parcel shape is due to adopting minor bends in accordance with occupation from a survey.2. Where the parcel number is changed in a Division or Filed Plan only written confirmation from the council is required





When is FRESH SCAP required?

SCAP Decision Table 2.5 PPG

Subject	Fresh SCAP is required (material differences)	Fresh SCAP is not required (no material differences)
Easement (being a planning condition)	<ol style="list-style-type: none"> 1. Due to a change in the width, extent or position of an easement or an appurtenance. 2. Where a private easement that is not a planning condition is changed to a planning condition or vice versa. 3. Where a private easement is changed to a service easement or vice versa. 4. Where an easement is added, deleted (including an existing easement), varied or extinguished (excluding extinguishment by Section 90C or 90E of the RPA 1886). 5. Where the general purpose of an easement is changed. 6. Where the benefiting party of an easement being created is changed. 7. Where there are changes to the benefiting party of an easement to be created including name, title reference or parcel. 8. Where the STATUS NEW or PROPOSED is incorrectly shown 9. Where the diagram shows an easement (including an existing easement) but the EASEMENT DETAILS on the textual sheet do not show the easement or vice versa. This is not applicable where the EASEMENT DETAILS refer to a plan that the easement is over. 10. The easement is not fixed. 	<ol style="list-style-type: none"> 1. Where there is a minor change to the easement data. 2. Where a former name of a statutory authority, public utility or local government area is shown in the easement detail. 3. Where the wrong FORM is shown in the Easement Details (e.g. SHORT instead of LONG or vice versa) 4. Where the EASEMENT DETAILS shows Free and Unrestricted Right of Way that should be Right of Way or vice versa. 5. Where a redesignated parcel and easement is added so that the easement can be created at a later stage. (e.g. The easement STATUS is shown as PROPOSED 6. Where an easement is extinguished by Section 90c of the Real Property Act 1886 but an extinguishment note was used in the EASEMENT DETAILS or vice versa. 7. Where an existing easement of limited duration created by lease (e.g. GU's) is omitted

Subject	Fresh SCAP is required (material differences)	Fresh SCAP is not required (no material differences)
Encroachment	<ol style="list-style-type: none"> 1. Where there has been a change to an encroachment pursuant to the Strata Titles Act 1988 or the Community Titles Act 1996. 2. Where there is an encroachment over Public land and the encroachment ANNOTATION does not label the land as being a road or reserve. 3. Where OTHER TITLES AFFECTED does not show the title reference or shows the incorrect title reference for an encroachment in a Community plan or an amendment to a Strata plan. 	
Service Infrastructure	<ol style="list-style-type: none"> 1. Where the service infrastructure (if applicable) has not been included. 2. Where the service infrastructure has been changed. 	
Street names	<ol style="list-style-type: none"> 1. Not Required. 	<ol style="list-style-type: none"> 1. Where a street name is changed only written confirmation from the council is required.



What Consents are required and how it works

SCAP Decision Table PPG 23.1.4

23.1.4 The following table sets out the consents required in the letter to release Division and Community plans for amendment

Type of amendment	Party required to Consent			
	Plan is unapproved		Plan is approved	
	No application lodged	Application lodged	No application lodged	Application lodged
Material difference	EPL - NIL	C	B	C
	Manual - A			

LEGEND	
A	Certifying Surveyor or plan drafter's representative
B	Certifying Surveyor or plan drafter's representative The request must include a statement that the Applicant(s) have consented to the amendments
C	Certifying Surveyor or plan drafter's representative Lodging party of the Application and The request must include a statement that the Applicant(s) and all affected parties have consented to the amendments

Letter requirements:

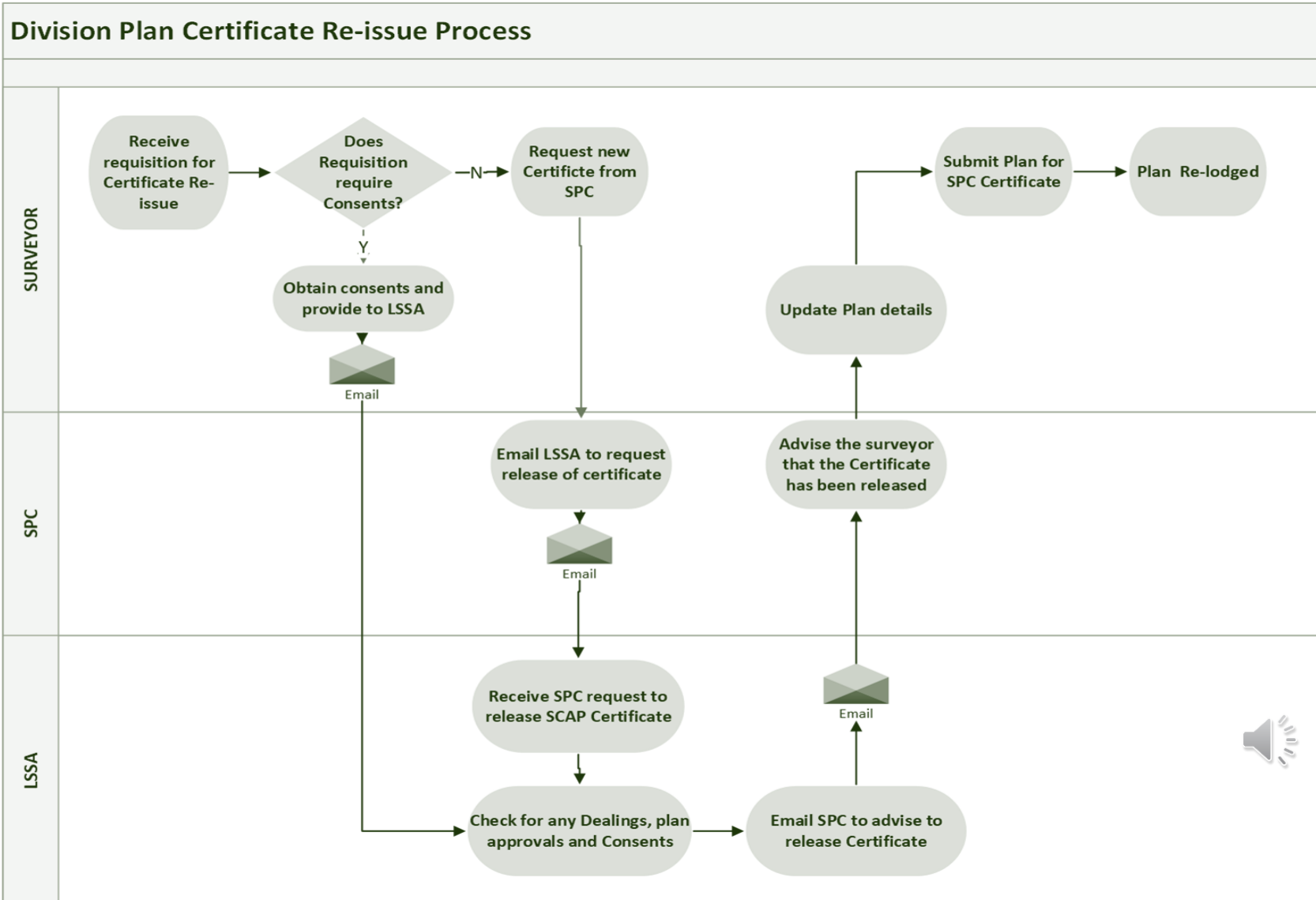
- Should be on the letterhead of the consenting party's company or firm, and must be signed
- The consent letter must be an original (not faxed) or the consents letter can be scanned in colour, saved as a [PDF](#) and attached to an e-mail.
- Include authorisation for release of SCAP if applicable

Remember to check the PPG





Re-Issue Process



The Difference between applying for FRESH SCAP and an EXTENSION



Re-Issue

- Consents Required
- Check PPG for required consents

Extend

- Consents Not Required





Summary of Key Points

Subject title details reflect the CT status

All CT's affected are shown in the Other Titles Affected, especially if extinguishing

Fresh SCAP

A letter is always required from the surveyor unless dispensation is provided from the Plan Examiner

Check CT for Existing Easements

Make sure all required Easements have been catered for

Check the PPG

To ensure you have got everything you need to proceed

Communicate with all parties

Talk to the client and conveyancer

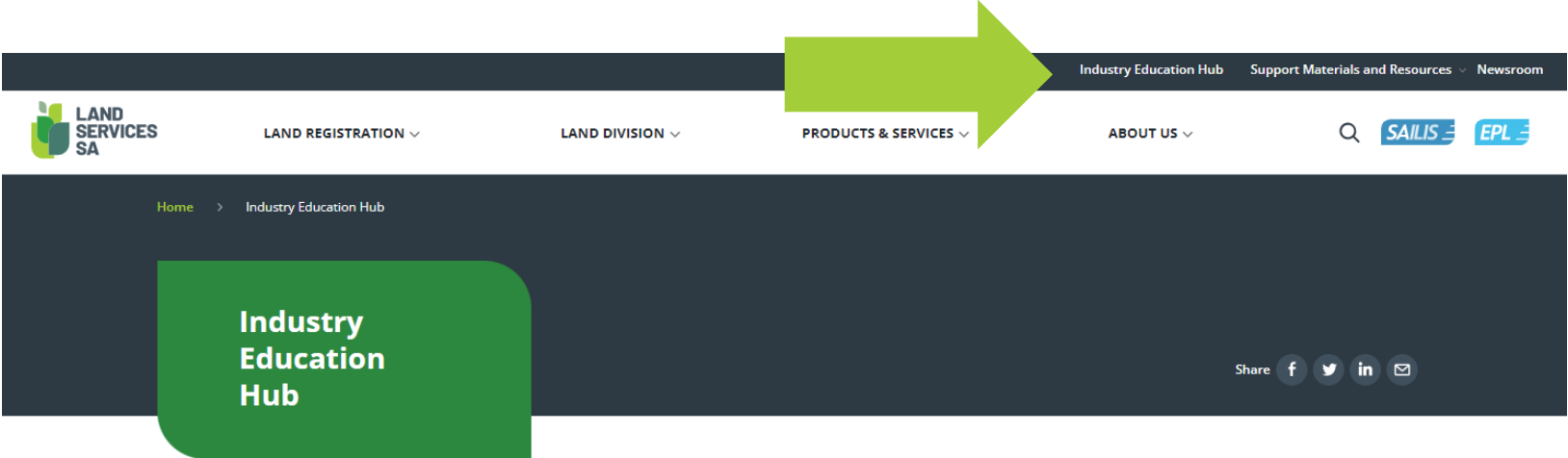
Ask for Help

If you still need help, ask our Client Advice Officers for assistance.





Industry Education Hub



Land Services SA partner with the SA Government and relevant Industry Bodies to deliver a range of Educational Materials to support property industry professionals. This webpage is dedicated to the publication of Industry Education Materials to assist conveyancing and survey professionals.

Hot Tip:
Keep updated on
LSSA's webinars and
video's

Industry Education Series	+
eConveyancing	+
Digital Plan Lodgement	+
SAILIS Video Tutorials	+
Land Services SA Fact Sheets	+



An aerial photograph of a residential neighborhood, showing numerous houses with dark roofs and lush green trees. The entire image is covered with a semi-transparent green overlay. A thin white vertical line is positioned to the left of the word 'Questions'.

Questions

