



## Overview

The cancellation of a public consultation can be performed before consultation commences or during consultation; excludes completed consultations. There are several scenarios where the cancelling of a public consultation is needed, which may include:

- Missing documentation
- Additional documentation
- Incorrect documentation uploaded
- Public notification is not required
- Sign on land was not placed on the land prior to commencement of public notification
- Letters were not sent within the prescribed time frame (i.e., 4 days' notice)

## What occurs following cancellation of a consultation?

### Cancellation communications

The relevant authority is responsible to issue their own communications to the applicant, primary contact, owner/occupiers, and representors if the consultation was in progress.

### Active tasks are cancelled

The cancellation will automatically end all applicant and relevant authority tasks, if not yet actioned, for example upload sign on land evidence.

### Application is removed from the public register

The application is removed from the public register (takes approximately 1 hour) and members of the public when the QR code is scanned are advised the application cannot be found.

The screenshot shows the PlanSA website interface. At the top, there is a navigation bar with the PlanSA logo on the left and several utility buttons: 'Online Payments', 'Register' (with a person icon), 'Login Options' (with a right-pointing arrow icon), and a search box labeled 'Find something'. Below the navigation bar is a horizontal menu with dropdown arrows for 'Development applications', 'State snapshot', 'Have your say', 'Our planning system', 'Resources', and 'News'. A breadcrumb trail is visible: 'Home > Have your say > Notified developments > Current notified developments > Submission'. The main content area displays 'Notification ID: 1185' in a large font. Below this, there is a warning icon (exclamation mark in a circle) followed by the text: 'We are unable to find this application. Please check the link provided and try again.' At the bottom of the content area, there is a button with a left-pointing arrow and the text 'View all applications on Public Notice'.

## What happens to the received representations for the cancelled consultation round?

The representations become invalid but remain available to 'view' from the cancelled consultation round and the documents store. The relevant authority is responsible to advise the representors a new representation will need to be submitted, on commencement of the new consultation round.

## Can the sign-on land remain for the cancelled consultation round?

No. The applicant or relevant authority, who nominated to place the sign on land will need to take down the old sign and then replace with the new sign generated on initiating a new consultation round with a new consultation end date and QR Code.

<b>APPLICANT</b> PENNY PUBLIC	<b>NATURE OF DEVELOPMENT</b> tourist playground and accommodation	
<b>APPLICATION NUMBER</b> 22002940		
<b>VIEW THE PLANS AND HAVE YOUR SAY ON THE APPLICATION</b> <a href="http://www.plan.sa.gov.au/en/public_notices">www.plan.sa.gov.au/en/public_notices</a>		
<b>MAKE A REPRESENTATION</b> <b>Up until 11:59pm on the 09-11-2022</b>		
<b>FOR MORE INFORMATION</b>		
<b>CONTACT</b> District Council	<b>PHONE</b> 08 888 1111	<b>EMAIL</b> DCAdmin@council.com

## Can an owner/occupier still scan the QR Code in the initial Notice of Development Application letter and the public scan the QR Code on the sign on land?

Yes. However, in both scenario's when the QR Code is scanned they are advised the application cannot be found.

The screenshot shows the PlanSA website interface. At the top, there is a navigation bar with the PlanSA logo, a search bar, and links for Online Payments, Register, Login Options, and Find something. Below the navigation bar, there are several menu items: Development applications, State snapshot, Have your say, Our planning system, Resources, and News. The main content area displays a breadcrumb trail: Home > Have your say > Notified developments > Current notified developments > Submission. The title of the page is "Notification ID: 1185". Below the title, there is a red warning icon and a message: "We are unable to find this application. Please check the link provided and try again." At the bottom of the page, there is a button that says "View all applications on Public Notice".

## Will the new round Notice of Development Application letter include a new QR Code and link?

Yes. A new QR Code and PlanSA pathway (e.g. <https://plan.sa.gov.au/en/pn?aid=1186>) will be generated for the new round of consultation 'Notice of development application' letters.

The application documentation may be examined:

- online on the PlanSA Portal: <https://plan.sa.gov.au/en/pn?aid=1186>



*Use your smart phone to scan this code*

- in person at the principal office

If you wish to comment on the application, please complete an:

- online representation form at <https://plan.sa.gov.au/en/pn?aid=1186>, or



## Cancel current public consultation round

1. Open the applications planning consent.
2. Click on **Public Notification**.
3. Click **CANCEL CURRENT ROUND OF PUBLIC CONSULTATION**.

Summary Documents Fees RFIs Referrals **Public Notification** Conditions and Notes Clocks Decision Appeals Related Actions

< Development application 22002941

**Public notification**

Public notification details >

Public consultation 20 Oct 2022 - 9 Nov 2022

[Manage Representations \(3\)](#) [View Contacts \(9\)](#) [View Details](#)

**Public notification status**

Public consultation period	20 Oct 2022 - 9 Nov 2022	In Progress	<a href="#">i</a> <a href="#">5</a>
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✓ Task: Upload evidence of signage at start of public consultation period [i](#)

**CANCEL CURRENT ROUND OF PUBLIC CONSULTATION**

4. Provide a **cancellation reason** and SUBMIT.

### Cancel Public Notification 20/10/2022 - 09/11/2022

**Please Note:**

- The DAP System will not take any further action in relation to this notification, the stakeholders nor any representors
- The Public Consultation will be withdrawn from the PlanSA 'Notified Developments Page' within approximately 1 hour
- All already received representation attachments will remain in the document's store

**Cancellation Reason \***

Incorrect documents placed on notice

36/4000

Please supply the reason why the in progress round of Notification is to be cancelled

**CANCEL** **SUBMIT**

5. Click **OK, CONTINUE** to confirm the cancellation.

Are you sure you would like to proceed? This action is unable to be reversed

**CANCEL** **OK, CONTINUE**



The **Public Notification** page shows with option to INITIATE NEW ROUND OF CONSULTATION.

Summary Documents Fees RFIs Referrals **Public Notification** Conditions and Notes Clocks Decision Appeals Related Actions

[Help for this section](#)

< Development application 22002941

**Public notification**

Public notification details >

Public consultation 20 Oct 2022 - 2 Nov 2022 >

INITIATE NEW ROUND OF CONSULTATION

6. Expand the cancelled **Public Consultation** to view more details.

Public consultation 20 Oct 2022 - 2 Nov 2022

[Manage Representations \(3\)](#) [View Contacts \(9\)](#) [View Details](#)

**Reason for cancellation of public consultation**

Incorrect documents placed on notice

**Public notification status**

Public consultation period	20 Oct 2022 - 2 Nov 2022	Cancelled	<a href="#">i</a>
		✓ Task: Upload evidence of signage at start of public consultation period	<a href="#">i</a>
Applicant response period	-	Not required for this consultation period	<a href="#">i</a>

Next, [Supersede public notification documents](#).



## Supersede public notification documents

Prior to initiating a new round of consultation supersede the existing public notification documents, including:

- Sign on Land
- Final Sign on Land
- Public Notification Combined Letters
- Evidence of Notice on Land
- Public Notification Stakeholders
- Public Notification Document(s)
- Public Notification Image
- Representations

1. Click on **Public Notification** filter to show only public notification documentation.
2. Click on the document record (not the document link) to show more details.

Summary Documents Fees RFIs Referrals Public Notification Conditions and Notes Clocks Decision Appeals Related Actions

< Development application 22002940

Search by keyword  
Search by keyword  
Search by Category  
Search by Type

Where was the document uploaded?  
 Application  
 Planning Consent  
 Building Consent

Additional document filters  
 P&D Code Rules  
 Snapshots  
 Invoices  
 Plans  
 Public Notification

Hidden by default  
 Superseded  
 System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
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3. Click on **Superseded**.
4. Type a **description**, e.g., public consultation round cancelled and UPDATE DOCUMENTS to save changes.

The document record shows both 'description' and 'yes' as superseded.

Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> Public_notification_combined_letter_1187-1789080.pdf	Public Notification Combined Letters	Public consultation round cancelled	14 Oct 2022 11:19	Yes			

10 Items

### Selected Document

**Document**  
Public\_notification\_combined\_letter\_1187-1789080.pdf

**Date Created**  
14 Oct 2022 11:19

**Document Type**  
Public Notification Combined Letters

**Description**  
Public consultation round cancelled  
65 characters remaining.

**Superseded**

Uploaded By  
applian\_deployment\_preprod

Documents Updated

UPDATE DOCUMENTS

## Initiate a new consultation round

Next, complete the [Initiate a public consultation notification](#) instructions available from PlanSA Support Library > Assess an application consent and Public Notification.