

How to...

Bulk supersede documents



Overview

The ability to bulk supersede documents is only available to relevant authorities.

Superseding of documents uploaded by either the applicant, primary contact or relevant authority and/or generated by the system (limited document types) is restricted to the relevant authority that issued the consent or development approval.

When documents have been selected for a consent or development approval where you are not the relevant authority, a warning message is shown and will provide the document types you must remove to proceed with the bulk supersede.

	Document	Type
<input type="checkbox"/>	DapConsentVerificationSnapshot340529-2402784.pdf	Verification Snapshot
<input type="checkbox"/>	CodeRules-Detacheddwelling-Valuation6819611018-Verif-2402783.pdf	P&D Code Rules - at Verification
<input type="checkbox"/>	CodeRules-Landdivision-Valuation6819611018-Verif-2402781.pdf	P&D Code Rules - at Verification
<input type="checkbox"/>	FeeAdvice-Application24020324-PlanningAndLandDivisionConsent-153174-2402780.pdf	Fee Advice
<input checked="" type="checkbox"/>	LetterForRelevantAuthorityReassigned-Application24020324-2402777.pdf	Letter to Applicant
<input type="checkbox"/>	DapSubmissionSnapshotAppl24020324-2402775.pdf	Application Snapshot
<input checked="" type="checkbox"/>	Sample-2402773.docx	Stamped Plans
<input checked="" type="checkbox"/>	Report1-2402774.png	CITB Payment Reference

- ⚠** Please remove the below documents to continue with the bulk supersede.
- Land Division Consultation Report
 - Letter to Applicant

Description

Please enter the description for superseding

CANCEL

Excluded documents

The following public register available documents cannot be superseded.


- Verification Outcome
- Referral Snapshot
- Decision Notification Form
- Development Approval

A further set of documents that cannot be superseded are:

- Application Snapshot
- P&D Code rules – at verification
- P&D Code rules – at assessment start

When any of the above excluded documents are selected in error, a warning message is shown and will provide the document types you must remove to proceed with the bulk supersede.

	Document	Type
<input checked="" type="checkbox"/>	EmailEvidence-68464650-2595753.pdf	Email Evidence
<input type="checkbox"/>	Clock-2595748.png	Public Notification Image
<input type="checkbox"/>	OnlyOneStakeholderForPostAndEmai12-2595749.xlsx	Public Notification Stakeholders
<input type="checkbox"/>	Planningnotification-2595750.docx	Public Notification Document
<input type="checkbox"/>	SignonlandWordDocument-24044279-2595751.docx	Sign On Land
<input type="checkbox"/>	SignonlandPdf-24044279-2595752.pdf	Final Sign On Land
<input type="checkbox"/>	Public_notification_nadeem_mcculloch_3504-2595746.pdf	Public Notification Letters
<input checked="" type="checkbox"/>	CodeRules-Valuation1700511252-AssessmentStart-2595744.pdf	P&D Code Rules - at Assessment Start
<input type="checkbox"/>	TaxInvoice-Application24044279-PlanningConsent-169052-2595739.pdf	Tax Invoice
<input checked="" type="checkbox"/>	VerificationOutcome-PlanningConsent-Application24044279-2595736.pdf	Verification Outcome

-  Please remove the below documents to continue with the bulk supersede.
- P&D Code Rules - at Assessment Start
 - Verification Outcome

Description

Please enter the description for superseding

CANCEL

How to...

Bulk supersede documents



The ability to bulk supersede is available from the Documents tab of the Application, Consent, Development Approval and the Certificate of Occupancy application.

1. Open **Documents** tab.
2. Click on the checkboxes against the documents being superseded. A minimum of 2 documents must be selected to show the 'Bulk Supersede' option.
3. Click **Bulk Supersede**.

Summary **Documents** Event History Sharing access Inspection Operative Dates Related Actions

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

Snapshots

Invoices

Other Documents

Plans

Hidden by default

Superseded

System Generated Emails

	Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/>	* All application documentation.pdf	All application documentation		24 Oct 2024 12:09			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* DAP Submission Snapshot Appl 24046414.pdf	Application Snapshot		24 Oct 2024 12:02			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* Plans1-95561 (1).pdf	Location Plan		24 Oct 2024 12:00			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* Plans1-288661 _1_.pdf	Site Plans		24 Oct 2024 12:00			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* Plans (1).pdf	Lease Plan		24 Oct 2024 12:00			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* Waste water.docx	Technical Report - Waste Management		24 Oct 2024 12:00			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* CITB Receipt.docx	CITB Payment Reference		24 Oct 2024 12:00			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* building insurance.pdf	Other Documents	Insurance	24 Oct 2024 12:00			<input checked="" type="checkbox"/>	

8 items

Bulk Supersede
 Clear document selection
 Create ZIP file for 6 documents

If one of the excluded documents is selected and/or you are not the relevant authority for the consent or development approval for which these documents were upload and/or generated, then the warning message will show and lists the documents to be removed before continuing with the bulk supersede.

<input checked="" type="checkbox"/>	LetterForRelevantAuthorityReassigned-Application24020324-2402777.pdf	Letter to Applicant		7 Jul 2024 2:55			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	DapSubmissionSnapshotAppl24020324-2402775.pdf	Application Snapshot		7 Jul 2024 2:51			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Sample-2402773.docx	Stamped Plans		7 Jul 2024 2:50			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Report1-2402774.png	CITB Payment Reference		7 Jul 2024 2:50			<input checked="" type="checkbox"/>	

< 11 - 18 of 18 >

Bulk Supersede
 Clear document selection
 Create ZIP file for 4 documents

⚠ Please remove the below documents to continue with the bulk supersede.

- Land Division Consultation Report
- Letter to Applicant

Description

Please enter the description for superseding 0/100

CANCEL
SAVE

How to... Bulk supersede documents



- Click on checkboxes to remove document selections as per the warning message. Once all documents are removed the warning message is hidden and SAVE button enabled.

<input checked="" type="checkbox"/>	Sample-2402773.docx	Stamped Plans	7 Jul 2024 2:50		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Report1-2402774.png	CITB Payment Reference	7 Jul 2024 2:50		<input checked="" type="checkbox"/>	

< 11 - 18 of 18 >

[Bulk Supersede](#)
 [Clear document selection](#)
 [Create ZIP file for 2 documents](#)

Description

Please enter the description for superseding 0/100

- Enter a **description** as applicable. The description entered is automatically applied to all selected documents selected and shows in the documents table 'Description' column.

- Click **SAVE**.

8 items

[Bulk Supersede](#)
 [Clear document selection](#)
 [Create ZIP file for 6 documents](#)

Description

Combined all documents into one PDF 'All application documentation' 67/100

The documents table shows all documents for the application (includes the sent emails), includes:

- showing the bulk superseded description against each of the superseded documents.
- updating Superseded to 'Yes', and
- not visible to the applicant.

Summary **Documents** Event History Sharing access Inspection Operative Dates Related Actions

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

Snapshots

Invoices

Other Documents

Plans

Hidden by default

Superseded

System Generated Emails

	Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/>	* All application documentation.pdf	All application documentation		24 Oct 2024 12:09			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* New Application Submitted - ID_ 24046414 _ Address_ 32 BUNDEY ST MAGILL SA 5072.html	Email		24 Oct 2024 12:02			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* Take Control of Development Application - Application ID 24046414 _ Address_ 32 BUNDEY ST MAGILL SA 5072.html	Email		24 Oct 2024 12:02			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* DAP Submission Snapshot Appl 24046414.pdf	Application Snapshot		24 Oct 2024 12:02			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* Plans1-95561 (1).pdf	Location Plan	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	

How to... Bulk supersede documents



7. Click Clear document selection.

5

<input checked="" type="checkbox"/>	* Plans1-95561 (1).pdf	Location Plan	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* Plans1-288661_1_.pdf	Site Plans	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* Plans (1).pdf	Lease Plan	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* Waste water.docx	Technical Report - Waste Management	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* CITB Receipt.docx	CITB Payment Reference	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	* building insurance.pdf	Other Documents	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
								10 items

[Bulk Supersede](#)
[Clear document selection](#)
[Create ZIP file for 6 documents](#)

The document selection is removed, and the Bulk Supersede and Create Zip file options are hidden.

Summary **Documents** Event History Sharing access Inspection Operative Dates Related Actions

Search by keyword

Where was the document uploaded?

 Application
 Planning Consent
 Building Consent

Additional document filters

 Snapshots
 Invoices
 Other Documents
 Plans

Hidden by default

 Superseded
 System Generated Emails

	Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/>	* All application documentation.pdf	All application documentation		24 Oct 2024 12:09			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* New Application Submitted - ID_ 24046414 _ Address_ 32 BUNDEY ST MAGILL SA 5072.html	Email		24 Oct 2024 12:02			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* Take Control of Development Application - Application ID 24046414 _ Address_ 32 BUNDEY ST MAGILL SA 5072.html	Email		24 Oct 2024 12:02			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* DAP Submission Snapshot Appl 24046414.pdf	Application Snapshot		24 Oct 2024 12:02			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* Plans1-95561 (1).pdf	Location Plan	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* Plans1-288661_1_.pdf	Site Plans	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* Plans (1).pdf	Lease Plan	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* Waste water.docx	Technical Report - Waste Management	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* CITB Receipt.docx	CITB Payment Reference	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	* building insurance.pdf	Other Documents	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		<input checked="" type="checkbox"/>	
								10 items

Hide superseded documents

How to... Bulk supersede documents



8. Click **Superseded** checkbox to show list of superseded documents.

6

Summary **Documents** Event History Sharing access Inspection Operative Dates Related Actions

Search by keyword

Where was the document uploaded?

 Application
 Planning Consent
 Building Consent

Additional document filters

 Snapshots
 Invoices
 Other Documents
 Plans

Hidden by default

 Superseded
 System Generated Emails

	Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/>	* Plans1-95561 (1).pdf	Location Plan	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		✘	

9. Click **Superseded** checkbox again to hide the superseded documents.

Summary **Documents** Event History Sharing access Inspection Operative Dates Related Actions

Search by keyword

Where was the document uploaded?

 Application
 Planning Consent
 Building Consent

Additional document filters

 Snapshots
 Other Documents

Hidden by default

 Superseded
 System Generated Emails

	Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/>	* All application documentation.pdf	All application documentation	24 Oct 2024 12:09			✔	
<input type="checkbox"/>	* DAP Submission Snapshot Appl 24046414.pdf	Application Snapshot	24 Oct 2024 12:02			✘	

Remove superseded

10. In the **Hidden by Default** filter options click **Superseded** checkbox to show list of superseded documents.

11. Click on the document (not the link) to view more details, includes the **Superseded** checkbox and **Description** field.

<input type="checkbox"/>	* CITB Receipt.docx	CITB Payment Reference	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		✘	
<input type="checkbox"/>	* building insurance.pdf	Other Documents	Combined all documents into one PDF 'All application documentation'	24 Oct 2024 12:00	Yes		✘	

6 items

Selected Document

Document
* CITB Receipt.docx

Document Type
CITB Payment Reference

Description
Combined all documents into one PDF 'All application d

33 characters remaining.

Date Created
24 Oct 2024 12:00

Superseded

Internal to Organisation

Uploaded By
epn.test19@sa.gov.au

How to... Bulk supersede documents



12. Update or remove the **Description**, as required.
13. Remove the **Superseded** checkbox flag (tick removed).
14. Click UPDATE DOCUMENTS to save changes.

5 items

Selected Document

Document * CITB Receipt.docx	Date Created 24 Oct 2024 12:00	Uploaded By epn.test19@sa.gov.au
Document Type CITB Payment Reference	Superseded <input type="checkbox"/>	
Description	Internal to Organisation <input type="checkbox"/>	

Documents Updated

UPDATE DOCUMENTS

15. Click **Superseded** checkbox to hide the list of superseded documents.

Summary **Documents** Event History Sharing access Inspection Operative Dates Related Actions

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

Snapshots

Invoices

Other Documents

Plans

Hidden by default

Superseded

System Generated Emails

Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit

Only the active documents are shown, and includes the document un-superseded.

Summary **Documents** Event History Sharing access Inspection Operative Dates Related Actions

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

Snapshots

Invoices

Other Documents

Hidden by default

Superseded

System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * All application documentation.pdf	All application documentation	24 Oct 2024 12:09			✔	
<input type="checkbox"/> * DAP Submission Snapshot Appl 24046414.pdf	Application Snapshot	24 Oct 2024 12:02			✘	
<input type="checkbox"/> * CITB Receipt.docx	CITB Payment Reference	24 Oct 2024 12:00			✔	