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

A 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

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Bulk supersede documents





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The following public register available documents cannot be superseded.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A further set of documents that cannot be superseded are: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	Туре
~	EmailEvidence-68464650-2595753.pdf	Email Evidence
	Clock-2595748.png	Public Notification Image
	OnlyOneStakeholderForPostAndEmai12-2595749.xlsx	Public Notification Stakeholders
	Planningnotification-2595750.docx	Public Notification Document
	SignonlandWordDocument-24044279-2595751.docx	Sign On Land
	SignonlandPdf-24044279-2595752.pdf	Final Sign On Land
	Public_notification_nadeem_mcculloch_3504- 2595746.pdf	Public Notification Letters
~	CodeRules-Valuation1700511252-AssessmentStart- 2595744.pdf	P&D Code Rules - at Assessment Start
	TaxInvoice-Application24044279-PlanningConsent- 169052-2595739.pdf	Tax Invoice
~	VerificationOutcome-PlanningConsent- Application24044279-2595736.pdf	Verification Outcome

A 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

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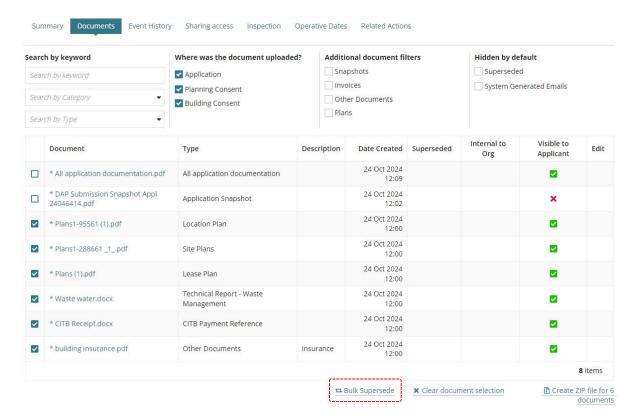
Bulk supersede documents



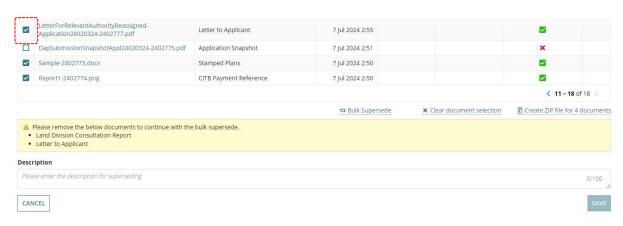


The ability to bulk supersede is available from the Documents tab of the Application, Consent, Development Approval and the Certificate of Occupancy application.

- 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.



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.



Bulk supersede documents

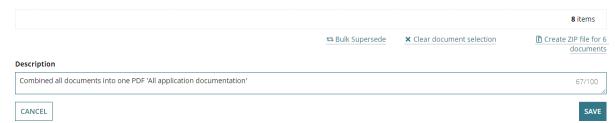




Click on checkboxes to remove document selections as per the warning message.
Once all documents are removed the warning message is hidden and SAVE button enabled.

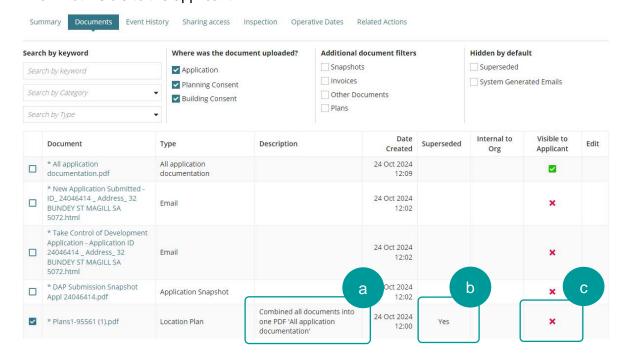


- 5. Enter a **description** as applicable. The description entered is automatically applied to <u>all</u> selected documents selected and shows in the documents table 'Description' column.
- 6. Click SAVE.



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

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

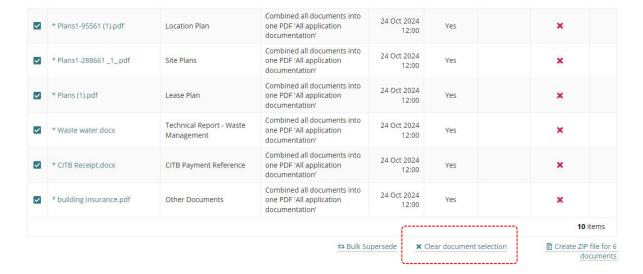


Bulk supersede documents

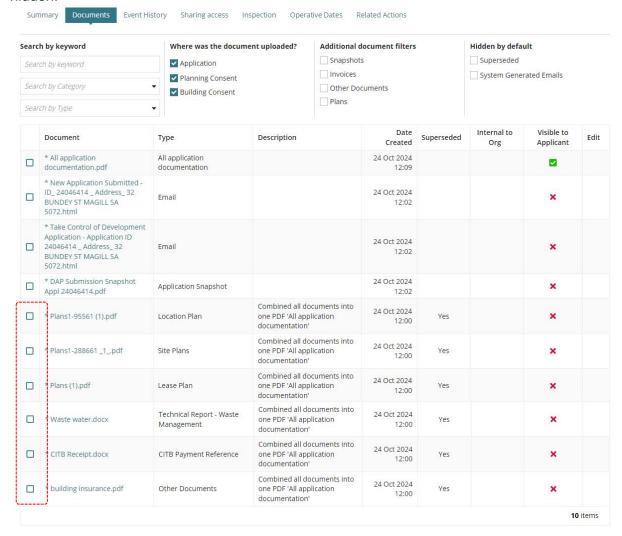




7. Click Clear document selection.



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

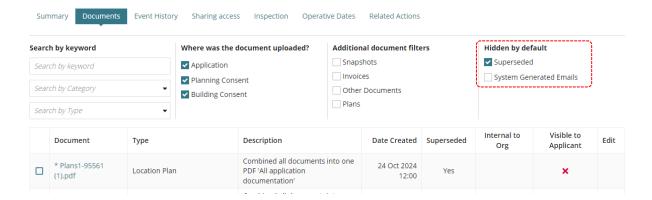


Bulk supersede documents

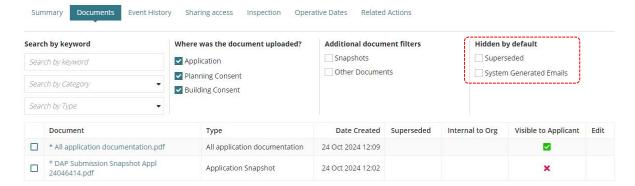




8. Click Superseded checkbox to show list of superseded documents.

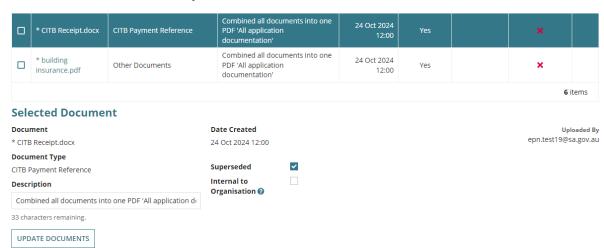


9. Click Superseded checkbox again to hide the superseded documents.



Remove superseded

- 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.

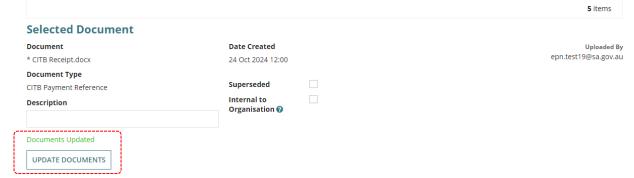


Bulk supersede documents

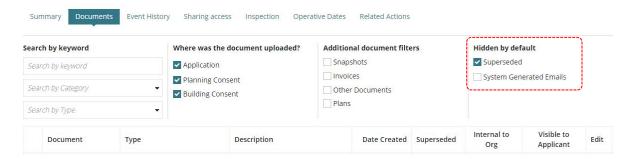




- 12. Update or remove the **Description**, as required.
- 13. Remove the **Superseded** checkbox flag (tick removed).
- 14. Click UPDATE DOCUMENTS to save changes.



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



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

