How to…
Perform outside assessment Request for Documentation and Conditions and Notes

Government of South Australia
Department for Housing and Urban Development

PlanSA

Version 1.0

Background

Any consent with a status of 'awaiting precursor consent' relevant authorities now have the ability from the consent **Related Actions** tab to add conditions and notes and request mandatory documentation.

When requesting mandatory documentation, the consent status of awaiting precursor consent will remain unchanged, i.e. does not update with 'awaiting response to documentation' and does not stop a decision being made on the consent currently under assessment.

The applicant and relevant authorities will observe an **Important Note** in the Consent Summary page after a request for mandatory documentation is sent, informing the reader another consent is currently in progress.

Included instructions

- Request for Documentation
- Add Conditions and Notes

Related Instructions

- How to - create, modify and delete a reusable standard condition and note | PlanSA
- Verify Planning and Land Division Consent | PlanSA
- Verify Land Division Consent | PlanSA
- Verify Building Consent | PlanSA
- Upload requested mandatory documentation | PlanSA

How to…
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Government of South Australia
Department for Housing and Urban Development

PlanSA
Version 1.0

Request for Documentation

1. Click **Related Actions** and **Request for Mandatory Documentation**.

Building Consent - 24046525: South St Hectorville SA 5073

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

Upload Documents
Upload documents associated with consents for the DAP.

Update Appeal Matters
Add or Update Appeal Matters for the DAP

Generate File Notes

Request for Mandatory Documentation
Request additional documentation

The **Request for Mandatory Documentation** page shows with the same request options available when requesting documentation during consent verification.
- Request additional documentation
- Waive the requirement for additional documentation, and
- Waive some documentation and request some documentation.

Instructions

To request mandatory documentation complete the instructions Review Consent Documentation in the consent applicable guides; Verify Planning and Land Division Consent | PlanSA, Verify Land Division Consent | PlanSA and Verify Building Consent | PlanSA.

Request for Mandatory Documentation

Documentation

Document	Type	Date Created
* Plans (1).pdf	Technical Report - Landscaping	5 Nov 2024 8:54

Mandatory documentation details

Requested date	Requestor	Decision	Request document	Waived documentation ?
		No documents requested		

> ℹ Note: This application includes 2 or more consents. Until the initial consent has been determined, limited tasks are available. A Request for Mandatory Documentation (RFD) can be made while a precursor consent decision is pending.

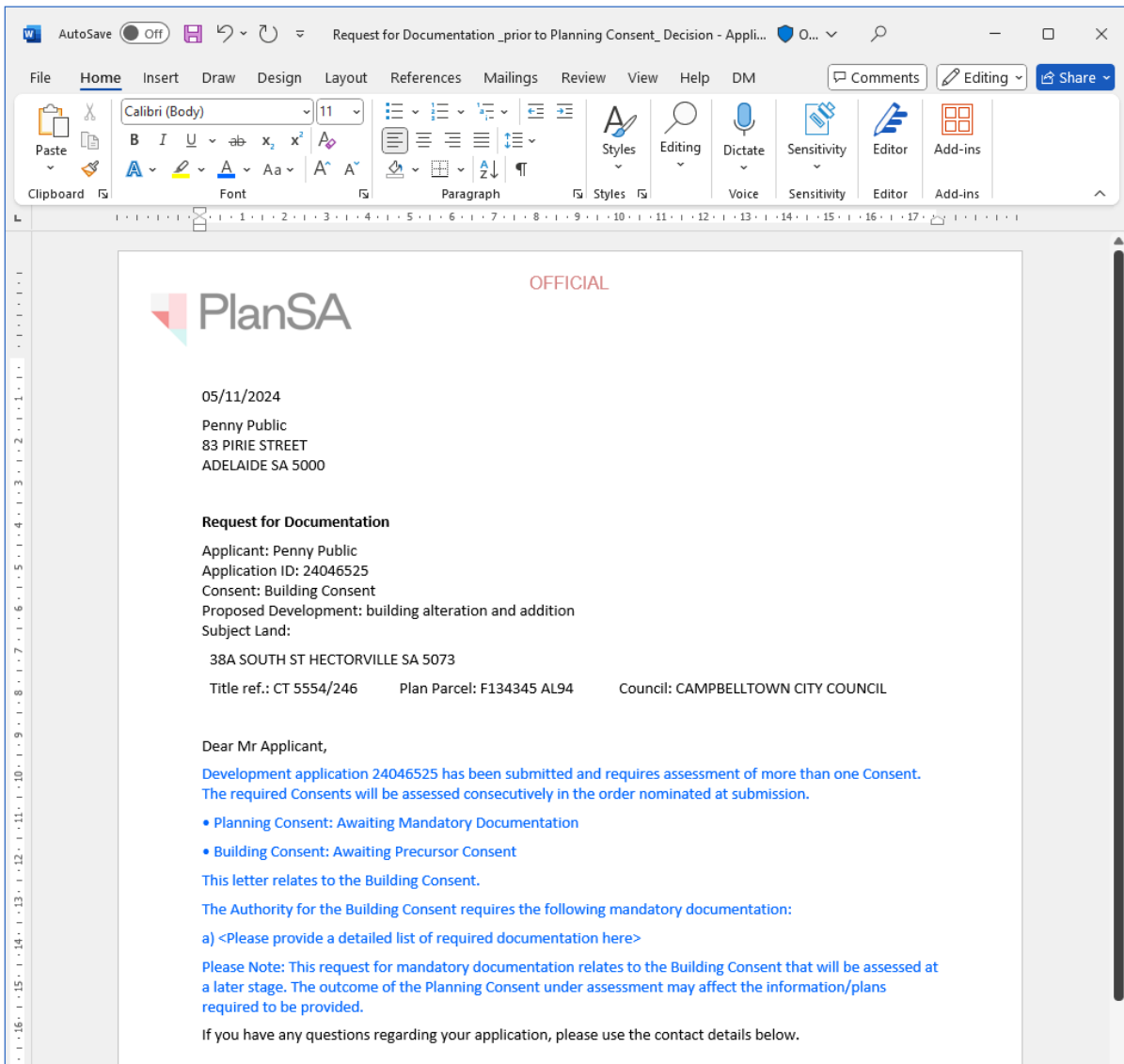**How do you wish to resolve the shortfall in documentation?** *
- ○ Request additional documentation
- ○ Waive the requirement for additional documentation
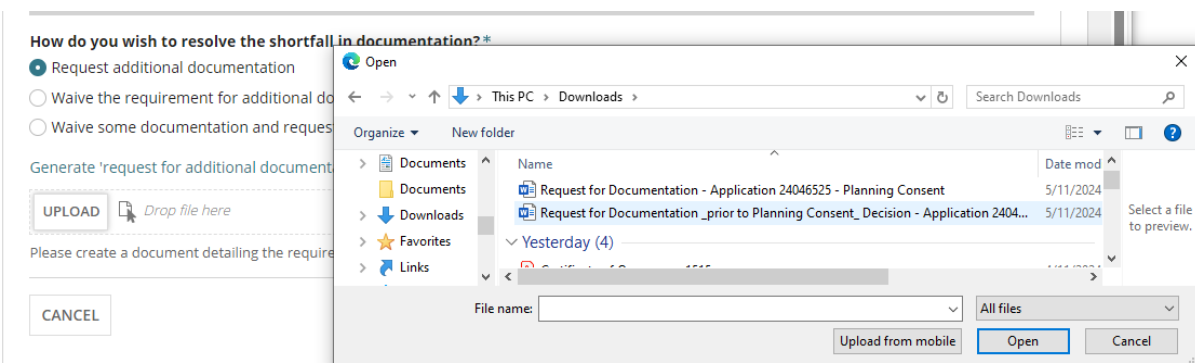- ○ Waive some documentation and request some documentation

CANCEL   SEND REQUEST

How to…
Perform outside assessment Request for Documentation and Conditions and Notes

Government of South Australia
Department for Housing and Urban Development

PlanSA

Version 1.0

Request for Documentation Letter

The Request for Documentation letter (text in blue) will inform applicants and primary contact the request relates to a consent that will be assessed at a later stage.

The **file name** for the document download reflects the documentation request is for consent prior to planning consent decision.

How to…
Perform outside assessment Request for Documentation and Conditions and Notes

Government of South Australia
Department for Housing and Urban Development

PlanSA

Version 1.0

4

Send request

The primary contact will receive an email and a task to Provide mandatory documentation for a consent.

The **Related Actions** pages show, and the **Request for Mandatory Documentation** hidden and **Upload Mandatory Documents** visible.

The Building Consent **Summary** page shows **Mandatory Documentation Details** with details of the in-progress request.

On applicant response an email *Applicant Submitted Documents* is received by the relevant authority for the consent 'under assessment' and 'awaiting precursor consent' and the **Related Actions** shows the 'Request for Mandatory Documentation' option where another request for mandatory documentation can be requested (as required).

The Building Consent **Summary** page shows **Mandatory Documentation Details** with details of the responded request.

Consent Verification

When the prior consent is now granted, and the applicant is yet to responded to the request for documentation or has responded the next consent shows 'Awaiting Mandatory Documentation'. Until a response is received the relevant authority cannot proceed with the verification.

How to…
Perform outside assessment Request for Documentation and Conditions and Notes

Government of South Australia
Department for Housing and Urban Development

PlanSA
Version 1.0

6

Upload Mandatory Documentation

A relevant authority can perform on behalf of the applicant and/or primary contact Upload requested mandatory documentation | PlanSA.

On responding to the request in full the consent is now awaiting verification with the VERIFY CONSENT button now available.

During the consent verification and verifying documentation the **Mandatory documentation details** shows with the responded requests performed prior to assessment.

Mandatory documentation details

Requested date	Decision	Waived documentation ❓	Status
5 Nov 2024 12:22 PM	Request additional documentation		Responded
6 Nov 2024 8:43 AM	Waive some documentation and request some documentation	Site plan	Responded

Has all mandatory documentation been provided? *
○ Yes
○ No

GO BACK   SAVE DRAFT   NEXT

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Department for Housing and Urban Development

PlanSA
Version 1.0

Add Conditions and Notes

The Conditions and Notes tab will have the same functionality available during the consent assessment, for example add default conditions, manually add and/ or edit and preview conditions and notes. Refer to instructions How to - create, modify and delete a reusable standard condition and note | PlanSA.

Any Conditions and Notes entered now will be saved and available during consent assessment.

1. Click **Conditions and Notes** tab.

2. Click **ADD DEFAULT CONDITIONS**.

When default conditions and notes are set-up for the relevant authority, they will appear in the respective tabs and the ADD DEFAULT CONDITIONS button is no longer displayed or will remain showing if no default conditions and notes are set-up.

How to…
Perform outside assessment Request for Documentation and Conditions and Notes

Government of South Australia
Department for Housing and Urban Development

PlanSA
Version 1.0

8

Add a standard group of conditions, advisory note, and reserved matters

1. Expand **Add Standard Groups** to select a group.

2. From the **Select Groups** drop-down make a selection.

Preview Conditions and Notes

Add Standard Groups		⌄
Select Groups	---Select groups--- ▾	ADD GROUP
	✓ Building conditions	
	✓ Building Construction	
Added Groups		

Title	Items in the group
No groups added	

3. Click ADD GROUP.

Preview Conditions and Notes

Add Standard Groups		⌄
Select Groups	Building Construction ⊗ ▾	ADD GROUP
Added Groups		

Title	Items in the group
No groups added	

⌄ **Planning ACP One**

Conditions	Advisory notes	Refusal reason

ADD CONDIT…

Title	Included in DNF	Clearance requirement not met	Sort		
Use of Garage or shed	✓			🗑	Show/Edit

4. Confirm you want to the add the groups.

Are you sure you want to add the groups to the consent?

NO		YES

The added group shows and includes the group items, e.g. conditions and reserved matters.

Add Standard Groups		⌄
Select Groups	---Select groups--- ▾	ADD GROUP
Added Groups		

Title	Items in the group
Building Construction	Conditions

How to…
**Perform outside assessment Request for
Documentation and Conditions and Notes**

Government of South Australia
Department for Housing
and Urban Development

PlanSA

Version 1.0

9

The standard group conditions are shown in the Conditions and/or Notes table.

Add a standard condition or advisory note

5. Click on the applicable tab. For this example, **Conditions**.

6. Click **ADD CONDITION**.

The **Add Conditions** shows below the table.

7. Select the **Title** to show a list of standard conditions.

8. Scroll for the required condition and then make selection.

9. The **Condition** details show the standard condition details and then **SAVE**.

How to…
Perform outside assessment Request for Documentation and Conditions and Notes

Government of South Australia
Department for Housing
and Urban Development

PlanSA
Version 1.0

10

The condition shows and then use the **Sort** arrows to change the order of display in the Decision Notification Form (DNF).

Add Other condition, advisory notes, or reserved matters

1. Click on the applicable tab. For this example, conditions.

2. **ADD CONDITION**.

The **Add Conditions** page shows.

3. Select the **Title** 'other' to manually add a condition.

4. Overtype the 'other' **Custom Title** with a description that is easy to identify in the conditions table; does not show on the Decision Notification Form).

5. Provide the **condition** details.

6. Click **SAVE**.

How to…
Perform outside assessment Request for Documentation and Conditions and Notes

Government of South Australia
Department for Housing and Urban Development

PlanSA
Version 1.0

11

Remove and edit a condition or note

7. Click on 🗑 trashcan to delete or Show/Edit to make changes to the condition details.

8. Click GO BACK to consent page.

Title	Included in DNF	Clearance requirement not met	Sort		
Use of Garage or shed	✅		↓	🗑	Show/Edit
The construction of drainage system	✅		↑ ↓	🗑	Show/Edit
In accordance with the plans	✅		↑ ↓	🗑	Show/Edit
Building Indemnity Insurance	✅		↑	🗑	Show/Edit

GO BACK

9. To view all added conditions and notes in a preview click on the **Preview Conditions and Notes** link.

Preview Conditions and Notes

Add Standard Groups	>

∨ **Planning ACP One**

Conditions	Advisory notes	Refusal reason

ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		
Use of Garage or shed	✅		↓	🗑	Show/Edit
The construction of drainage system	✅		↑ ↓	🗑	Show/Edit
In accordance with the plans	✅		↑ ↓	🗑	Show/Edit
Building Indemnity Insurance	✅		↑	🗑	Show/Edit

The *Conditions and Notes Preview – Draft Only* opens in a new browser tab.

10. Close the browser tab and return to the Conditions and Notes view.

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CONDITIONS AND NOTES PREVIEW - DRAFT ONLY

CONDITIONS
Building Consent
Condition 1
Use of Garage or shed

Condition 2
The construction of drainage system