



## 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.

Summary Documents Fees RFIs Clocks Related Actions

< Development application 24046525

**Consent status: Awaiting Precursor Consent**

Fees Outstanding: No

**Development Location(s)**  
38A SOUTH ST HECTORVILLE SA 5073

Title Ref: CT 5554/246 Plan Parcel: F134345 AL94  
Additional Location Information:  
Council: Campbelltown City Council  
building alteration and addition

Proposed use Residential  
Development cost (excluding fit-out) \$250,000

**Mandatory documentation details**

Requested date	Requestor	Decision	Request document	Waived documentation	Status
5 Nov 2024 12:22 PM	Planning ACP Two	Request additional documentation	Download request document		In Progress

**Important Note:** This application has another Consent in progress (Planning Consent). Please note that this may impact the assessment and information required for this Consent.

**Zoning information**

**Zones**

- General Neighbourhood

**Overlays**

- Airport Building Heights (Regulated) (All structures over 45 metres)
- Affordable Housing
- Hazards (Flooding - Evidence Required)
- Prescribed Wells Area
- Regulated and Significant Tree
- Stormwater Management
- Urban Tree Canopy

## 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](#)

## 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?\*

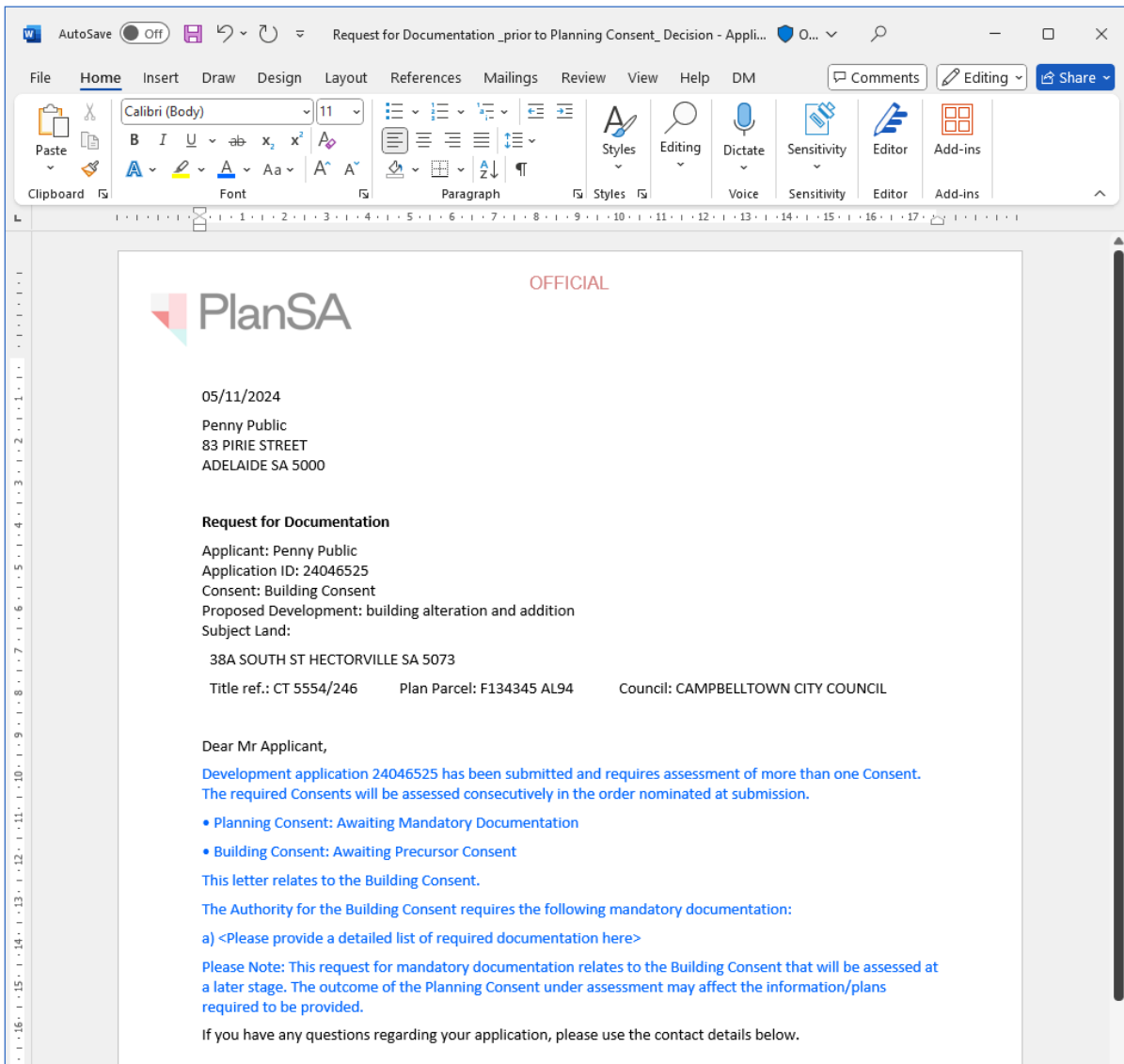
- Request additional documentation
- Waive the requirement for additional documentation
- Waive some documentation and request some documentation

CANCEL

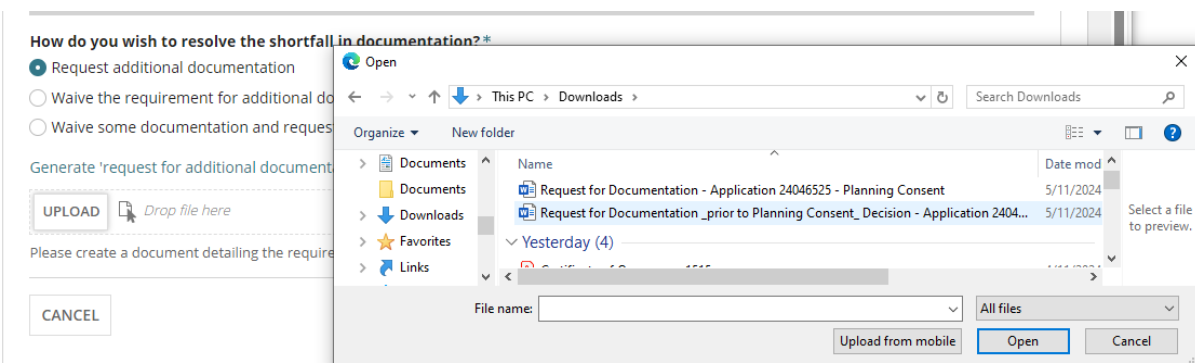
SEND REQUEST

## 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.



## Send request

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

**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

Generate 'request for additional documentation' document

**Request for Documentatio...**  
DOCX - 91.96 KB

Please create a document detailing the requirement for more documentation (will be sent to the application's nominated contact).

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

## Building Consent - 24046525: 38a 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
- Upload Mandatory Documents**  
Upload mandatory applicant documents requested by the relevant authority
- Update Appeal Matters**  
Add or Update Appeal Matters for the DAP
- Generate File Notes**

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

Summary Documents Fees RFIs Clocks Related Actions

< Development application 24046525

**Consent status: Awaiting Precursor Consent**

Fees Outstanding: No

**Development Location(s)**  
38A SOUTH ST HECTORVILLE SA 5073

**Title Ref:** CT 5554/246 **Plan Parcel:** F134345 AL94  
**Additional Location Information:**  
**Council:** Campbelltown City Council

building alteration and addition

**Proposed use** Residential

**Development cost (excluding fit-out)** \$250,000

**Mandatory documentation details**

Requested date	Requestor	Decision	Request document	Waived documentation	Status
5 Nov 2024 12:22 PM	Planning ACP Two	Request additional documentation	Download request document		In Progress

**Important Note:** This application has another Consent in progress (Planning Consent). Please note that this may impact the assessment and information required for this Consent.

**Zoning information**

**Zones**

- General Neighbourhood

**Overlays**

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- Prescribed Wells Area
- Regulated and Significant Tree
- Stormwater Management
- Urban Tree Canopy

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).

## Building Consent - 24046525: 38a 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 Building Consent **Summary** page shows **Mandatory Documentation Details** with details of the responded request.

Consent status: Awaiting Precursor Consent

Fees Outstanding: No

Development Location(s)

SOUTH ST HECTORVILLE SA 5073

Title Ref: CT 5554/246 Plan Parcel: F134345 AL94

Additional Location Information:

Council: Campbelltown City Council

building alteration and addition

Proposed use Residential

Development cost (excluding fit-out) \$250,000

### Mandatory documentation details

Requested date	Requestor	Decision	Request document	Waived documentation	Status
5 Nov 2024 12:22 PM	Planning ACP Two	Request additional documentation	Download request document		Responded

**Important Note:** This application has another Consent in progress (Planning Consent). Please note that this may impact the assessment and information required for this Consent.

### Zoning information

#### Zones

- General Neighbourhood

#### Overlays

- Airport Building Heights (Regulated) (All structures over 45 metres)
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- Urban Tree Canopy

## 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.

Assessment status				
Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
✓ Planning Consent	Assessment Manager at City of Campbelltown	Type to select the user	Granted	
▶ Building Consent	City of Campbelltown	Type to select the user	Awaiting Mandatory Documentation	
Development Approval for: Planning Consent Building Consent	City of Campbelltown	No assessor assigned <a href="#">Edit</a>	Awaiting Precursor Consent	

> [View team workload](#) [Help for this section](#) [SAVE USER ALLOCATION](#)



## Upload Mandatory Documentation

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

### Building Consent - 24046414: Bunday St Magill SA 5072

UPLOAD MANDATORY DOCUM...

Summary Documents Fees RFIs Clocks Decision Appeals Related Actions

[Help for this section](#)

< Development application 24046414

Consent status: Awaiting Mandatory Documentation

Fees Outstanding: No

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

### Building Consent - 24046414: Bunday St Magill SA 5072

VERIFY CONSENT PLACE ON HOLD

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

[Help for this section](#)

< Development application 24046414

Consent status: Awaiting Verification

Fees Outstanding: No

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

## 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**.

### Building Consent - 24046525:

ADD DEFAULT CONDITIONS

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

< Development application 24046525

Relevant Authority

**Important Note:** This application has another Consent in progress (Planning Consent).

[Preview Conditions and Notes](#)

Add Standard Groups >

#### Planning ACP One

Conditions Advisory notes Refusal reason

ADD CONDITI...

Title	Included in DNF	Clearance requirement not met	Sort		
No items available					

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.

#### Planning ACP One

Conditions Advisory notes Refusal reason

ADD CONDIT...

Title	Included in DNF	Clearance requirement not met	Sort		
The construction of drainage system	✓		↓	🗑️	<a href="#">Show/Edit</a>
Use of Garage or shed	✓		↑ ↓	🗑️	<a href="#">Show/Edit</a>
In accordance with the plans	✓		↑	🗑️	<a href="#">Show/Edit</a>

## 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

Added Groups

- ✓ Building conditions
- ✓ Building Construction

Title	Items in the group
No groups added	

3. Click **ADD GROUP**.

[Preview Conditions and Notes](#)

Add Standard Groups

Select Groups

Added Groups

Title	Items in the group
No groups added	

### ▼ Planning ACP One

Conditions	Advisory notes	Refusal reason										
<input type="button" value="ADD CONDIT..."/>												
<table border="1"><thead><tr><th>Title</th><th>Included in DNF</th><th>Clearance requirement not met</th><th>Sort</th><th></th></tr></thead><tbody><tr><td>Use of Garage or shed</td><td>✓</td><td></td><td></td><td><input type="button" value="Show/Edit"/></td></tr></tbody></table>	Title	Included in DNF	Clearance requirement not met	Sort		Use of Garage or shed	✓			<input type="button" value="Show/Edit"/>		
Title	Included in DNF	Clearance requirement not met	Sort									
Use of Garage or shed	✓			<input type="button" value="Show/Edit"/>								

4. Confirm you want to the add the groups.

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

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

Add Standard Groups

Select Groups

Added Groups

Title	Items in the group
Building Construction	Conditions



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

▼ Planning ACP One

Conditions	Advisory notes	Refusal reason
ADD CONDIT...		
Title	Included in DNF	Clearance requirement not met
The construction of drainage system	✓	
Use of Garage or shed	✓	

### Add a standard condition or advisory note

- Click on the applicable tab. For this example, **Conditions**.
- Click **ADD CONDITION**.

▼ Planning ACP One

Conditions	Advisory notes	Refusal reason
ADD CONDIT...		
Title	Included in DNF	Clearance requirement not met
The construction of drainage system	✓	
Use of Garage or shed	✓	

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

- Select the **Title** to show a list of standard conditions.
- Scroll for the required condition and then make selection.
- The **Condition** details show the standard condition details and then **SAVE**.

### Add Conditions

**Title \***

In accordance with the plans

**Condition \***

B I [List Icon] [List Icon] [Link Icon]

In accordance with the plans

Include in DNF

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

Relevant Authority

**Important Note:** This application has another Consent in progress (Planning Consent).

[Preview Conditions and Notes](#)

Add Standard Groups >

▼ **Planning ACP One**

**Conditions** | Advisory notes | Refusal reason

[ADD CONDIT...](#)

Title	Included in DNF	Clearance requirement not met	Sort		
Use of Garage or shed	✓		↓	🗑️	<a href="#">Show/Edit</a>
The construction of drainage system	✓		↑ ↓	🗑️	<a href="#">Show/Edit</a>
In accordance with the plans	✓		↑	🗑️	<a href="#">Show/Edit</a>

## 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. Overtyping 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**.

### Add Conditions

**Title \***

Other

**Custom Title (not visible on Decision Notification Form) \***

Building Indemnity Insurance

**Condition \***

**B I** ☰ ☷ *I<sub>x</sub>*

The owner of land on which domestic building work is to be performed must ensure that a certificate of indemnity insurance is lodged with the relevant authority.

Include in DNF

[GO BACK](#) [SAVE](#)

## 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.

PlanSA

**CONDITIONS AND NOTES PREVIEW - DRAFT ONLY**

**CONDITIONS**

**Building Consent**

**Condition 1**  
Use of Garage or shed

**Condition 2**  
The construction of drainage system