

Background

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When an application requires public notification, a sign must be placed on the subject land during the public notification period – unless exempt within the zone. You can choose to place the sign on land yourself or pay the relevant authority to do this on your behalf.

You will be informed by the relevant authority if your application requires public notification when you receive your fee invoice. You will be advised how to meet that requirement via email.

Included instructions


- [Advised public consultation period \(email notification\)](#)
- [Download and print the sign on the land](#)
- [Take a photograph of the sign and upload evidence](#)
- [Upload written statement at conclusion of the public consultation period](#)

Related Instructions

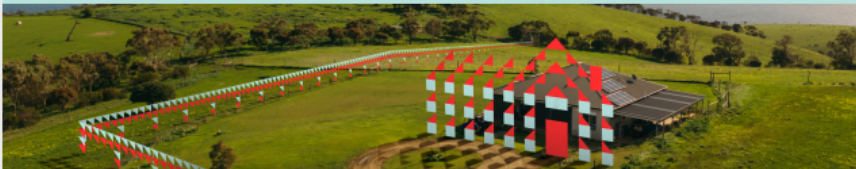
- [How to respond to representor submissions](#)

Advised public consultation period – email notification

You will be advised by email when the public consultation period will start and end. The email will also state when the notice must be put on the land and what the signage requirements are.



Public Consultation Period – Development Application ID 21000914



The public consultation period for development application 21000914 starts on 4 August 2021 and ends on 25 August 2021.

You are required to place a notice on the land no later than 4 August 2021 in accordance with the following requirements:

The notice must be:

- placed on, or within a reasonable distance of, the public road frontage of the relevant land, ensuring that it is visible and legible to members of the public from the public road;
- mounted at least 600mm above ground level, and no more than 1.5 metres above ground level;
- made of weatherproof material (e.g. laminated print attached to fence/building, corflute print on star droppers, or other); and
- at least A3 size.

In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1. Gillies Street, 2. Halifax Street.

Access the [notice on land document](#) here to get the content that needs to be printed.

You are also required to ensure that the following information is uploaded to the public notification record:

- Within 1 business day of the start of the notification period: upload a photograph clearly displaying the notice on the land with details of the location, date and time the photograph was taken
- Within 2 business days of the end of the notification period: upload a written statement confirming that the notice/sign on the relevant land was undertaken in accordance with the relevant requirements of the Act, Regulations and Practice Direction.

Document should be uploaded via the [public notification page](#) on the PlanSA portal. Please make sure you use the document type "Evidence of Notice on Land".

Download and print the notice on the land

Requirements for placing a notice on land

The notification email will contain a list of requirements for placing the sign on land.

- (a) Outlines where the sign must be placed, mounted height, number of signs per street location(s).
- (b) Outlines the sign size (A3) and weatherproof materials



The public consultation period for development application 21000914 starts on 4 August 2021 and ends on 25 August 2021.

You are required to place a notice on the land no later than 4 August 2021 in accordance with the following requirements:

The notice must be:

- placed on, or within a reasonable distance of, the public road frontage of the relevant land, ensuring that it is visible and legible to members of the public from the public road;
- mounted at least 600mm above ground level, and no more than 1.5 metres above ground level;
- made of weatherproof material (e.g. laminated print attached to fence/building, corflute print on star droppers, or other); and
- at least A3 size.

In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1. Gillies Street, 2. Halifax Street.

(a)

(b)

(a)

Download notice on land – for Internet Explorer browser

1. Click on the notice on land document link to download the sign.



The public consultation period for development application 21000908 starts on 22 August 2021 and ends on 10 September 2021.

You are required to place a notice on the land no later than 22 August 2021 in accordance with the following requirements:

The notice must be:

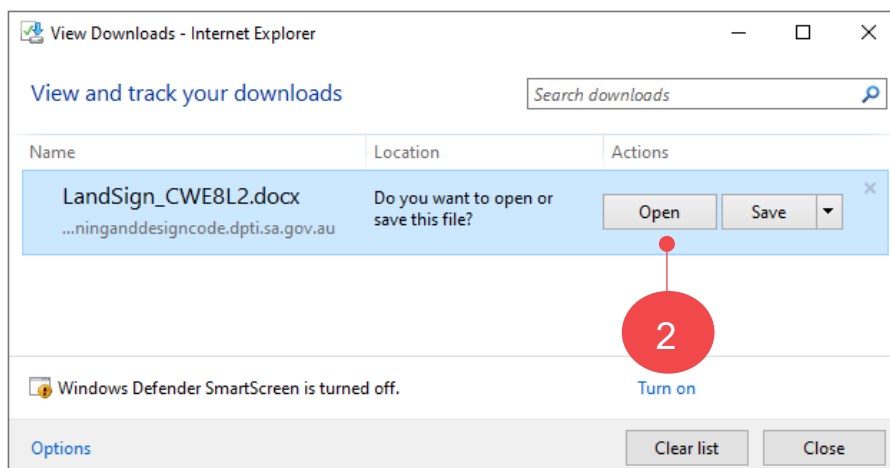
- placed on, or within a reasonable distance of, the public road frontage of the relevant land, ensuring that it is visible and legible to members of the public from the public road;
- mounted at least 600mm above ground level, and no more than 1.5 metres above ground level;
- made of weatherproof material (e.g. laminated print attached to fence/building, corflute print on star droppers, or other); and
- at least A3 size.

In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1. ~~Giles Street, and Hutt Street.~~

Access the [notice on land document](#) here to get the content that needs to be printed.

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2. Click on **Open** within the **View Downloads – Internet Explorer** window.



Download notice on land – for Google Chrome browser

1. Click on the **notice on land** document link to download the sign.



The public consultation period for development application 21000908 starts on 22 August 2021 and ends on 10 September 2021.

You are required to place a notice on the land no later than 22 August 2021 in accordance with the following requirements:

The notice must be:

- placed on, or within a reasonable distance of, the public road frontage of the relevant land, ensuring that it is visible and legible to members of the public from the public road;
- mounted at least 600mm above ground level, and no more than 1.5 metres above ground level;
- made of weatherproof material (e.g. laminated print attached to fence/building, corflute print on star droppers, or other); and
- at least A3 size.

In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1. Giles Street, and Hutt Street.

Access the [notice on land document](#) here to get the content that needs to be printed.

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2. Click on the LandSign download located at the footer of the browser.



Print the notice on land

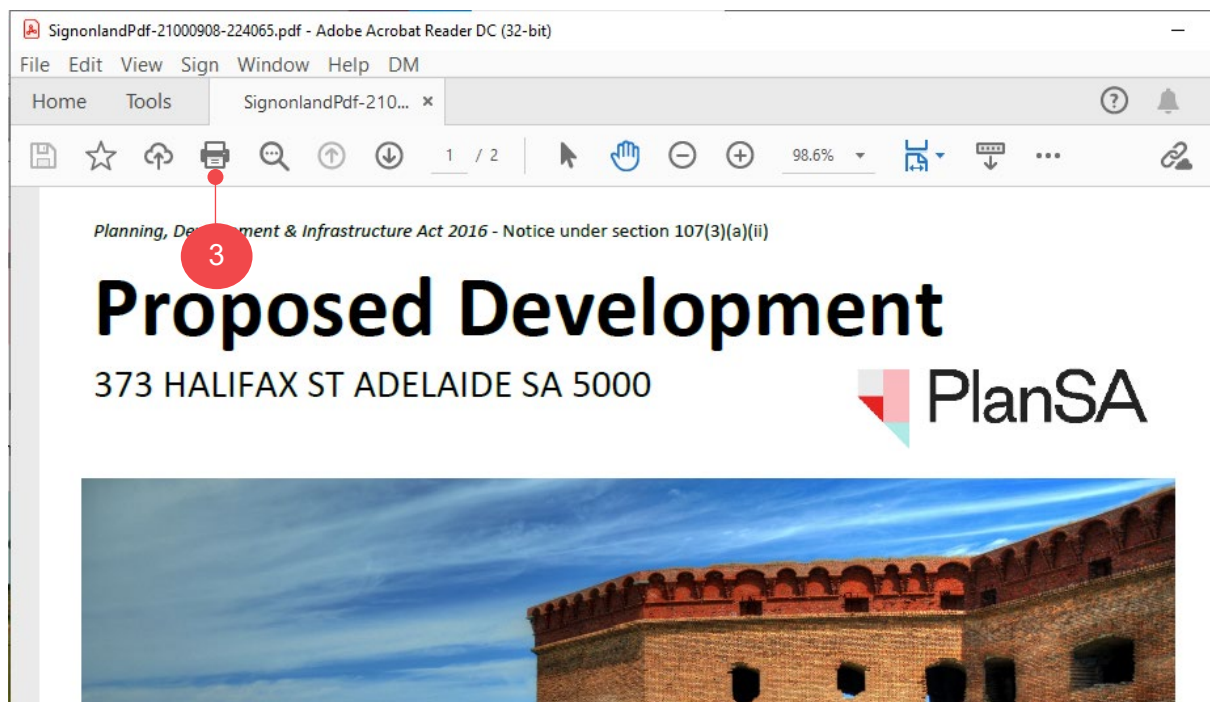
The notice on land opens in Adobe Acrobat Reader.

3. Click on  **Printer**.

Professional Printing

When opting to have a professional printing business print the sign then Save the Sign on Land PDF to your computer or USB device.

4. Place the notice on the land in accordance with **Requirements for placing a notice on land** on page 3.



Take a photograph of the sign and upload evidence

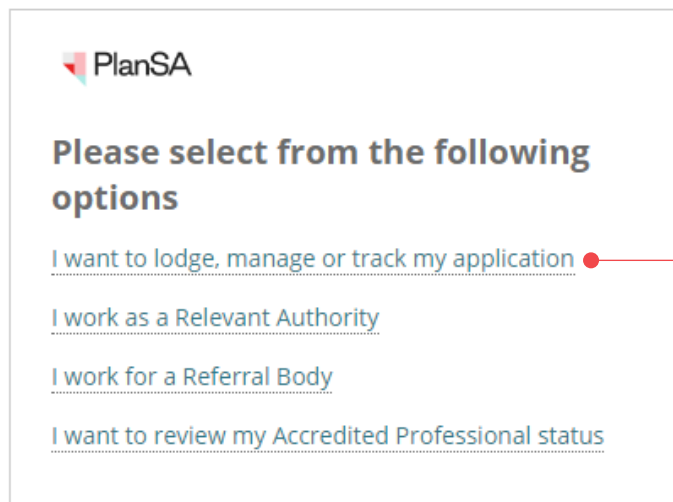
Within 1 business day of the start of the notification period, you need to take a photograph clearly displaying the notice on the land – with details of the location, date and time the photograph was taken.

Option 1: Upload evidence from the public consultation period email

1. Click on the **Public notification page** link.

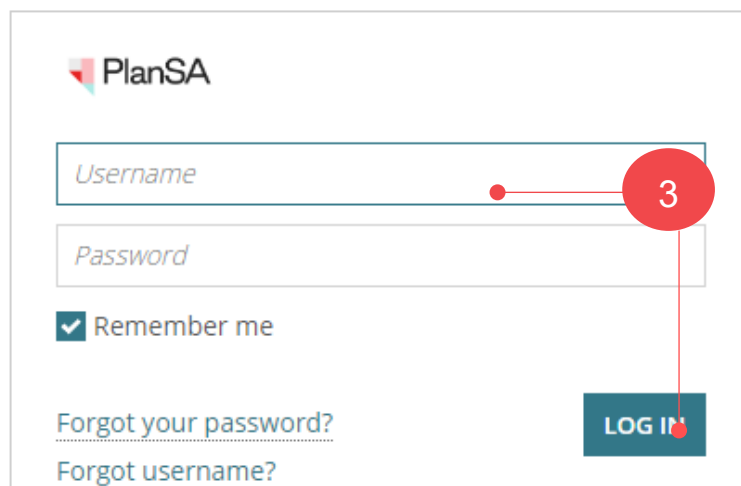
Document should be uploaded via the [public notification page](#) on the PlanSA portal. Please make sure you use the document type "Evidence of Notice on Land".

2. Click on: **I want to lodge, manage or track my application.**



The screenshot shows the PlanSA logo at the top left. Below it, the text reads "Please select from the following options". There are four options listed, each with a red circle and a line pointing to it: "I want to lodge, manage or track my application" (labeled with a red circle '2'), "I work as a Relevant Authority", "I work for a Referral Body", and "I want to review my Accredited Professional status".

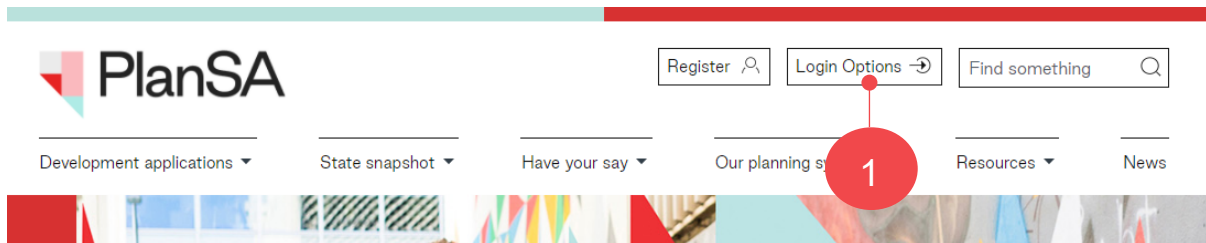
3. Enter your username and password to **LOG IN** to view your applications.



The screenshot shows the PlanSA login form. It includes the PlanSA logo at the top left. Below it are two input fields: "Username" and "Password". A red circle with the number "3" is positioned over the Username field. Below the input fields is a checkbox labeled "Remember me" which is checked. At the bottom left, there are two links: "Forgot your password?" and "Forgot username?". At the bottom right, there is a blue button labeled "LOG IN" with a red circle and a line pointing to it.

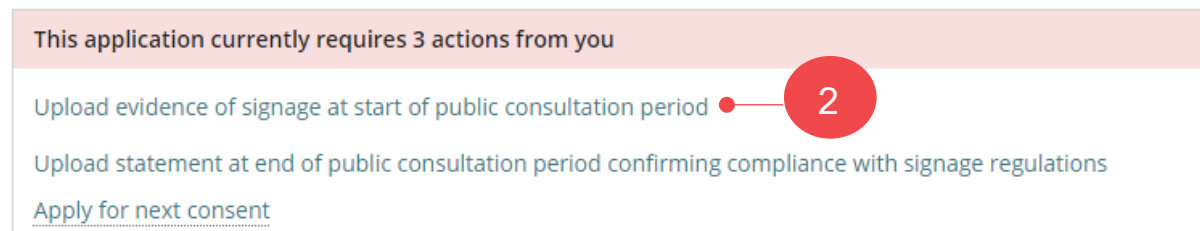
Option 2: Upload evidence from the development application

1. From the PlanSA site **Login** to your development application.



The Your Applications dashboard shows and the application available from within the **For Your Action** table.

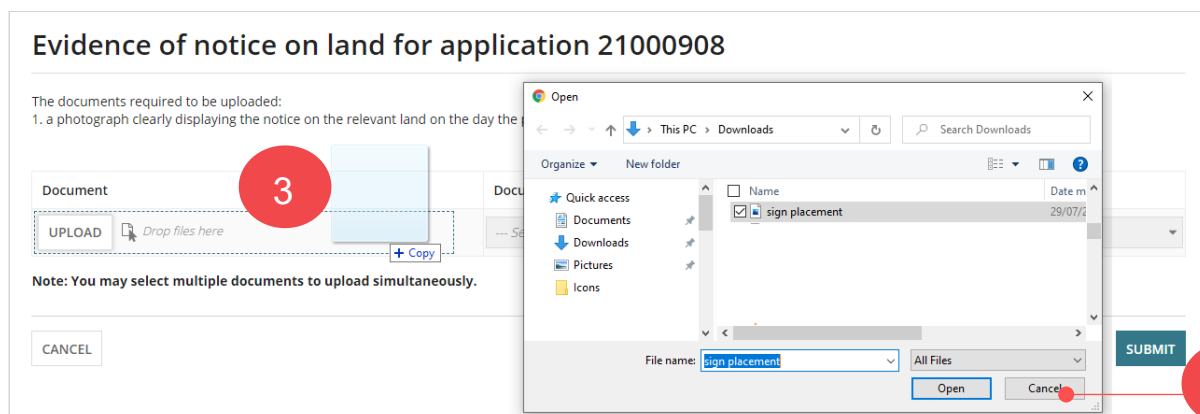
1. Click on the application **ID** to view the development application details.
2. Click on **Upload evidence of signage at start of public consultation period** action from within the **Summary** screen.



Upload evidence

The **Evidence of notice on land for application** screen displays.

3. Click **UPLOAD** to locate saved photo and drag-and-drop into the **Drop files here** field.
4. Click on **CANCEL** to close the open window.



5. The document category and type fields default with the following.

- **Document Category** = Public Notice Documents
- **Document Type** = Evidence of Notice on Land

6. Click on **SUBMIT** to upload the evidence.

Evidence of notice on land for application 21000908

The documents required to be uploaded:
1. a photograph clearly displaying the notice on the relevant land on the day the public notification period started

Document	Document Category	Document Type
sign placement PNG - 156.04 KB	Public Notice Documents	Evidence of Notice on Land
UPLOAD Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL **SUBMIT**

The Public Notification screen shows. Within the **Public notification status** section the **Task: Upload evidence of signage at start of public consultation period** is now completed.

Public consultation 3 Aug 2021 - 24 Aug 2021

[View Contacts \(4\)](#) [View Details](#)

Public notification status

Public consultation period	3 Aug 2021 - 24 Aug 2021	Pending Commencement	15
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Task: Upload evidence of signage at start of public consultation period

Upload written statement at conclusion of the public consultation period

Within 2 business days of the end of the notification period, you will need to upload a written statement confirming that the notice on the relevant land was undertaken in accordance with the relevant requirements of the Act, Regulations and practice direction.

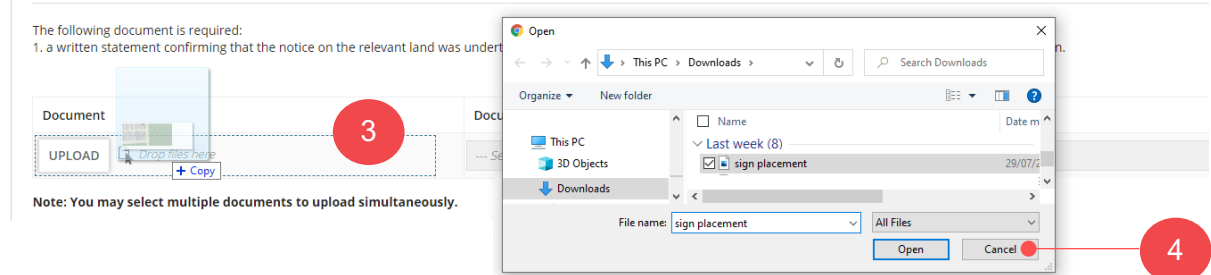
The application will appear in the **Your actions** tab.

1. Click on the application **ID** to view the development application details.
2. Click on **Upload statement at end of public consultation period confirming compliance with signage regulations** action.



3. Click **UPLOAD** to locate the written statement and drag-and-drop into the **Drop files here** field.
4. Click on **Cancel** to close the Open window.

Evidence of notice on land and a written statement of compliance for application 21000908



5. The document category and type fields default with the following.
 - **Document Category** = Public Notice Documents
 - **Document Type** = Evidence of Notice on Land
6. Click on **SUBMIT** to complete the action.

Evidence of notice on land and a written statement of compliance for application 21000908

