

Table of Contents

| | |
|---|-----------|
| Decision Referred to Panel | 3 |
| 1. Generate the Panel Assessment Report..... | 3 |
| 2. Make Online Edits to the Panel Assessment Report..... | 4 |
| 3. Download Development Application Documents..... | 6 |
| 4. Upload Panel Meeting Documentation and Decision | 7 |
| 5. Add Conditions and Notes, or Refusal Reason | 9 |
| Refusal Reason | 10 |
| 6. Upload the Stamped Plans | 12 |
| Record the Consent Decision | 13 |
| 1. Public Notification Representatives (Planning Consent only) | 13 |
| 2. Resolve Outstanding Items..... | 14 |
| Resolve Review additional documents from applicant | 14 |
| Resolve Construction Industry Training Fund Levy (CITB) (Building Consent only) | 15 |
| Update Planning Information | 16 |
| 3. Record the decision | 20 |
| Decision is Refused | 21 |
| Decision is Granted | 22 |

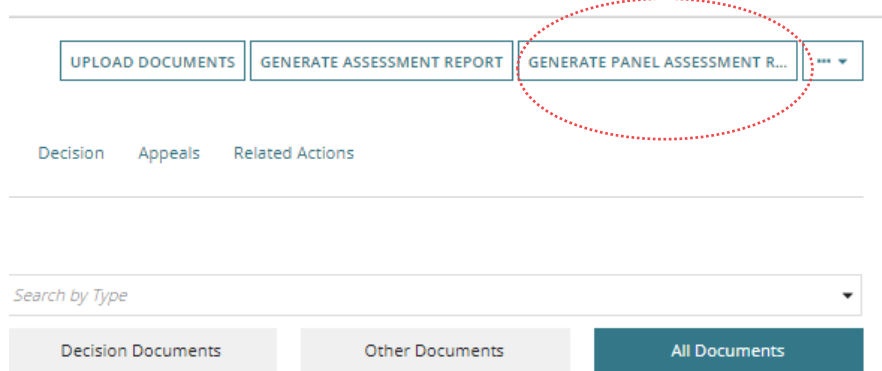
Decision Referred to Panel

Overview

In this topic we will cover the activities performed pre the Panel meeting such as generating the panel assessment report, downloading technical drawings / plans, and uploading Panel hearing invitations, agendas and minutes created outside of DAP using your own templates and forms etc.

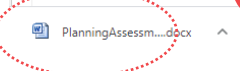
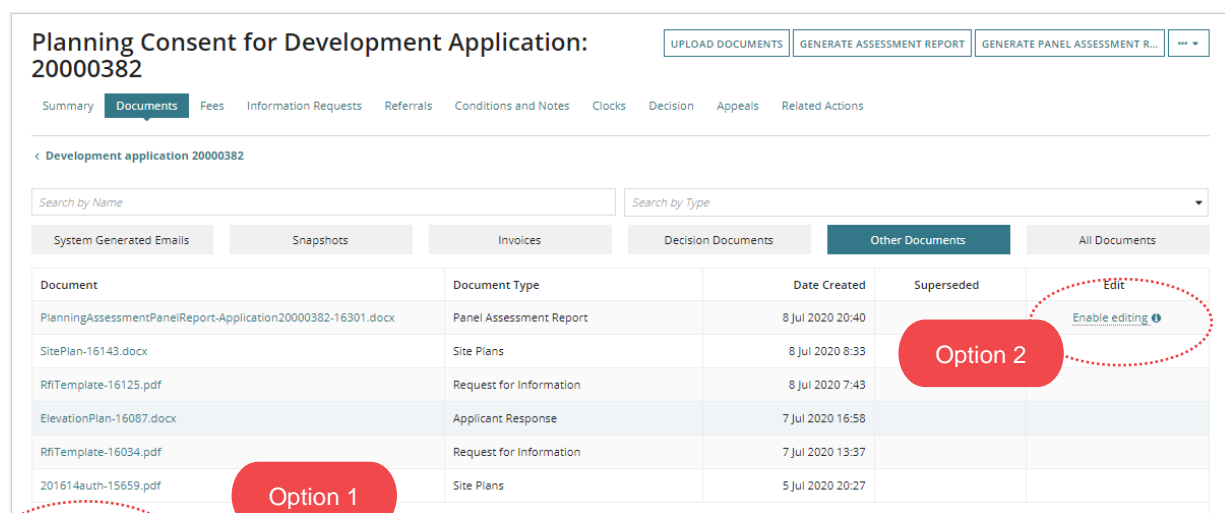
1. Generate the Panel Assessment Report

1. Click on the **Documents** tab.
2. Click on **Generate Panel Assessment Report**.



3. Use **F5** to refresh your screen to assist with updating the documents listing.
4. Click on the **document name** of the Panel Assessment report to save and make updates from word.

Alternatively, click on **Enable editing** to edit the document using Word online.



2. Make Online Edits to the Panel Assessment Report

Making edits through Word Online automatically saves the updates made into the Panel Assessment Report. Make the updates and upload back into the Documents store for the development application.

1. Click on **Enable editing**.

Planning Consent for Development Application: 20000382

Documents | Fees | Information Requests | Referrals | Conditions and Notes | Clocks | Decision | Appeals | Related Actions

Development application 20000382

System Generated Emails | Snapshots | Invoices | Decision Documents | **Other Documents** | All Documents

| Document | Document Type | Date Created | Superseded | Edit |
|--|-------------------------|------------------|------------|----------------|
| PlanningAssessmentPanelReport-Application20000382-16301.docx | Panel Assessment Report | 8 Jul 2020 20:40 | | Enable editing |

2. Click on **Edit online** to open in Word online.

Planning Consent for Development Application: 20000382

Documents | Fees | Information Requests | Referrals | Conditions and Notes | Clocks | Decision | Appeals | Related Actions

Development application 20000382

System Generated Emails | Snapshots | Invoices | Decision Documents | **Other Documents** | All Documents

| Document | Document Type | Date Created | Superseded | Edit |
|--|-------------------------|------------------|------------|-------------|
| PlanningAssessmentPanelReport-Application20000382-16301.docx | Panel Assessment Report | 8 Jul 2020 20:40 | | Edit online |

3. Update the Panel Assessment Report.
4. Click on the **File** menu to print the report to your local printer.
5. Close 'X' the Panel Assessment Report tab.

Planning Consent for Development Application: 20000382

Word | PlanningAssessmentPanelReport-Application20000382-16301

File | Home | Insert | Layout | References | Review | View | Help | Table | Tell me what you want to do | Editing

| | |
|---------------------------------|--|
| DEVELOPMENT NO.: | 20000382 |
| APPLICANT: | Penny Public |
| ADDRESS: | LOT 11 EAST TCE PARACHILNA SA 5730 LOT 11 EAST TCE PARACHILNA SA 5730 |
| NATURE OF DEVELOPMENT: | house, with shed and verandah |
| ZONE / SUB-ZONE / OVERLAY | |
| LODGEMENT DATE: | 5 Jul 2020 |
| RELEVANT AUTHORITY: | State Commission Assessment Panel |
| PLANNING & DESIGN CODE VERSION: | |
| CATEGORY OF DEVELOPMENT: | Code Assessed - Deemed to Satisfy |
| NOTIFICATION: | Not determined |

- 6. Click on the Panel Assessment Report to download for or attaching to an email (if required) or print.

Planning Consent for Development Application: 20000382

Summary Documents Fees Information Requests Referrals Conditions and Notes Clocks

< Development application 20000382

Search by Name

System Generated Emails Snapshots Invoices

| Document | Document Type |
|--|-------------------------|
| PlanningAssessmentPanelReport-Application20000382-16301.docx | Panel Assessment Report |
| SitePlan-16143.docx | Site Plans |
| RfiTemplate-16125.pdf | Request for Information |
| ElevationPlan-16087.docx | Applicant Response |
| RfiTemplate-16034.pdf | Request for Information |
| 201614auth-15659.pdf | Site Plans |

📄 PlanningAssessm....docx ^

3. Download Development Application Documents

From the Documents store for the development application, download the documentation required to accompany the Panel Assessment Report such as stamped plans, technical drawings etc.

1. Click on the document file name to download.
2. Click on the downloaded file to open.
3. Print the document.
4. Return to the Documents tab and then repeat the steps until all documentation printed.

Planning Consent for Development Application: 20000382


Summary **Documents** Fees Information Requests Referrals Conditions and Notes Clocks

< Development application 20000382

Search by Name

System Generated Emails Snapshots Invoices

| Document | Document Type |
|--|-------------------------|
| PlanningAssessmentPanelReport-Application20000382-16301.docx | Panel Assessment Report |
| SitePlan-16143.docx | Site Plans |
| RfiTemplate-16125.pdf | Request for Information |
| ElevationPlan-16087.docx | Applicant Response |
| RfiTemplate-16034.pdf | Request for Information |
| 201614auth-15659.pdf | Site Plans |

 PlanningAssessm....docx ^

4. Upload Panel Meeting Documentation and Decision

Any documentation prepared prior to the Panel meeting outside of the DAP (the assessment workflow) such as invitations to the panel meeting, and the Agenda for the panel meeting etc. and following the Panel meeting such as the minutes (including the determination), are to be uploaded into the **Documents** store for the development application to support the consent assessment decision.

1. Search for the application by **ID** number.
2. Remove the **Assigned to me only** if no results returned (i.e. not assigned to you).
3. Click on the application (not the ID) to view the status details.
4. Click on the **Planning consent** with a status of 'assessment in progress'.

FOR YOUR ACTION (1946) ASSESSMENT IN PROGRESS (214) WAITING (47) UPCOMING (96) COMPLETED (432) BUILDING NOTIFICATIONS (8) RE-INSPECTION NOTIFICATIONS (0)

1 results for: "21001272"

Assigned to me only

| ID | Owner | Location | Nature of Development | Relevant Authority | Lodged | Status | Days |
|----------|-----------|---------------------------------|--|--------------------|-------------|------------------------|------|
| 21001272 | E TestOne | 63-69 ANGAS ST ADELAIDE SA 5000 | extension back kitchen lounge + swimming pool you can modify | City of Adelaide | 22 Feb 2021 | Assessment in progress | 0 |

Application 21001272

Planning consent Assessment in progress

Verification Completed 22 Feb 2021

Information Required Responded 22 Feb 2021

Fee Payable Payment received 22 Feb 2021

5. Click on the **Documents** tab to upload the meeting documentation.
6. Click on **Upload Documents**.

Planning Consent for Development Application: 21001272

UPLOAD DOCUMENTS GENERATE ASSESSMENT REPORT GENERATE PANEL ASSESSMENT R... --

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

Development application 21001272

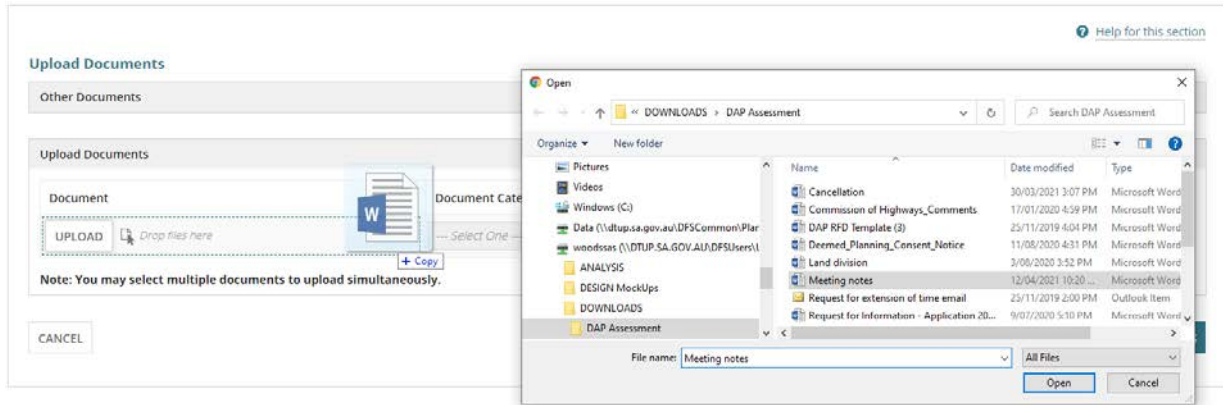
Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Search by Name Search by Type

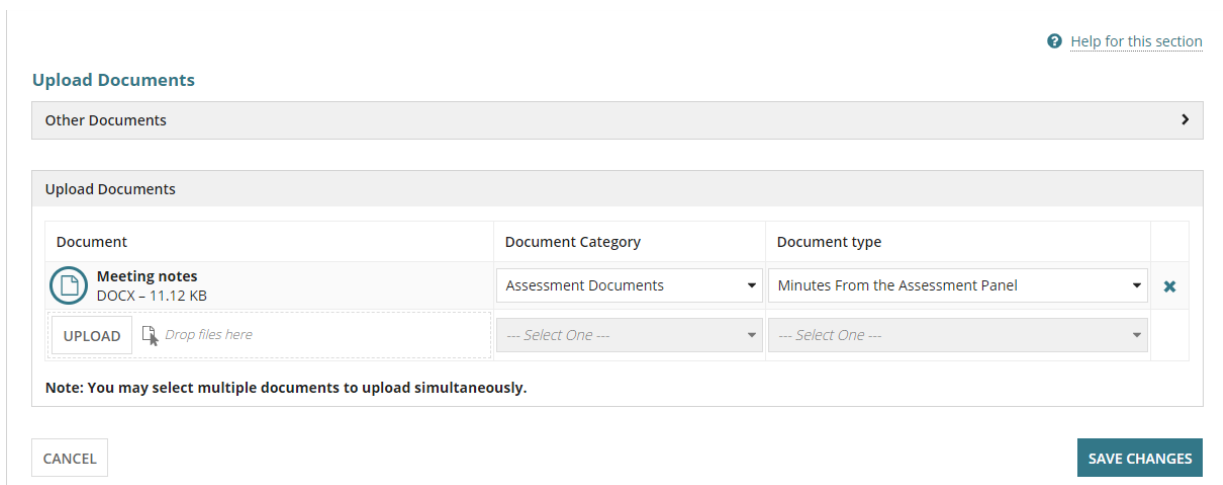
System Generated Emails Snapshots Invoices Decision Documents Other Documents All Documents

7. Collapse the **Other Documents** to hide the list of documentation already uploaded.
8. Click on **Upload** to locate the saved documents and then drag-and-drop one at a time into the **Drop files here** field.



9. Categorise the uploaded documents as follows.
 - **Document Category** = Assessment Documents
 - **Document Type** = Minutes from the Assessment Panel

10. Click on **Save Changes** to complete the action.



The **Documents** screen is shown with the uploaded documents.

| Postal Correspondence | | | |
|--|-----------------------------------|------------------|--------------------|
| The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent. | | | |
| Search by Name | | Search by Type | |
| System Generated Emails | Snapshots | Invoices | Decision Documents |
| Other | | | |
| Document | Document Type | Type Description | Date Created |
| * Meeting notes.docx | Minutes from the assessment panel | | 12 Apr 2021 10:23 |

5. Add Conditions and Notes, or Refusal Reason

From the Panel Determination, as applicable, add the advised condition(s) and/or advisory note(s).

1. Click on the **Conditions and Notes** tab.
2. Click on the **Conditions** and/or the **Advisory Notes** filter to view Conditions and Advisory Notes added by the relevant authority.
3. Click on **Add** to enter your own condition.

Planning Consent for Development Application: 21001272

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

< Development application 21001272 [Help for this section](#)

Relevant Authority
 v City of Adelaide

Reserved matters Conditions Advisory notes Refusal reason

4. Complete the **Condition** fields and then **Save** to add the condition, as follows:

Title *

Other

Condition *

B I

-

-

 Ix

Provide details of the condition

Include in DNF Clearance Requirement

GO BACK SAVE

- **Title** – select from the list of ‘reusable’ conditions or select ‘Other’ to add a one-off condition.

Information

- The ‘Title’ is only a reference and will not be shown on the Decision Notification Form (DNF).
- An ‘Other’ condition is not saved to the reusable conditions database; it is only applicable to the application added within.

If the condition is to be reused then email the ‘Organisation Administrator’ to create a reusable condition.

- **Condition** type in the details and leave ‘Include in DNF’ as default and/or indicate ‘Clearance Requirement’.

5. Click on **Add** and repeat the steps until all conditions have been entered.
6. Click on **Go Back** to when completed.

Relevant Authority
 ▼ City of Adelaide

Reserved matters **Conditions** Advisory notes Refusal reason

Add

| Title | Included in DNF | Clearance requirement not met | Sort | Show/Edit |
|--|-----------------|-------------------------------|------|-----------|
| Other | ✔ | | ↑ ↓ | Show/Edit |
| AGD - Practice Direction 12 Condition - Storm Water Management Overlay | ✔ | | ↑ ↓ | Show/Edit |

GO BACK

7. Within the **Conditions and Notes** screen repeat the steps to **add an Advisory note** (as required).

Planning Consent for Development Application: 21001272

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

< Development application 21000638 [Help for this section](#)

Relevant Authority
 ▼ City of Adelaide

Reserved matters **Advisory notes** Refusal reason

Add

| Title | Included in DNF | Met | Sort | Show/Edit |
|--------------------|-----------------|-----|------|-----------|
| No items available | | | | |

Refusal Reason

In instances where the Panel Decision is to refuse the Planning Consent then a 'reason' must be added before making the decision.

8. Click on the **Refusal Reason** filter to add the reasons.
9. Click on **Enter refusal reasons**.

Relevant Authority
 ▼ City of Adelaide

Reserved matters Conditions Advisory notes **Refusal reason**

Enter refusal reasons

No reason entered

10. Enter the reason/s for the refusal.

11. Click on **Save Changes** to create the Refusal Reason.

City of Adelaide 🗑️

Reasons for Refusal

B I ☰ ☰ ↶ ↷

Provide details

CANCEL
SAVE CHANGES

The **Conditions and Notes** screen shows and to view the 'refusal reason' click on the **Refusal Reason** filter.

Relevant Authority

▼ **City of Adelaide**

Reserved matters

Conditions

Advisory notes

Refusal reason

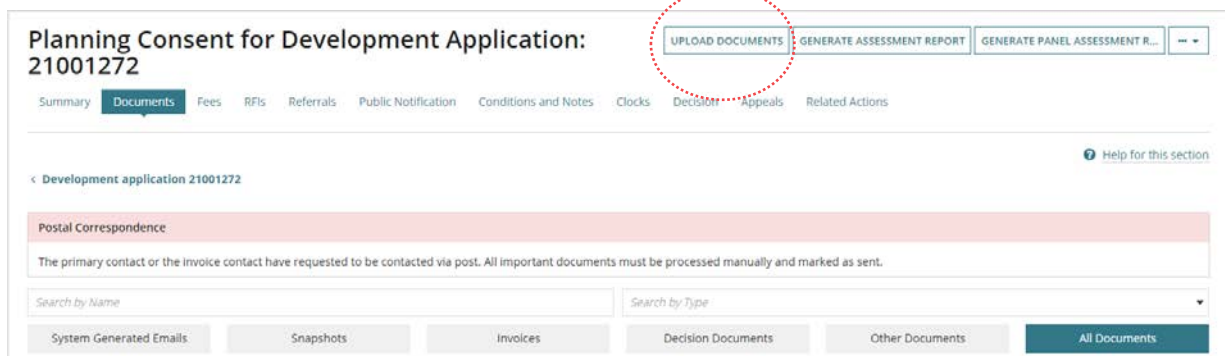
Enter refusal reasons

Provide details

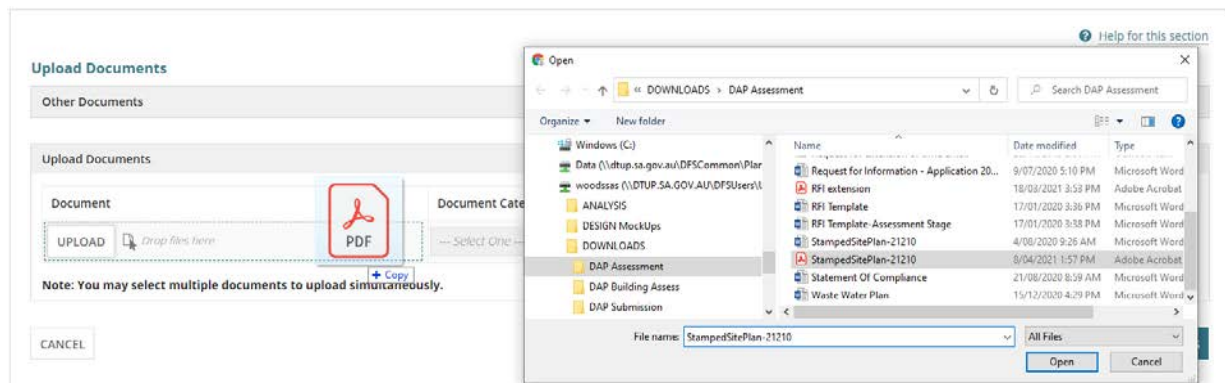
6. Upload the Stamped Plans

Download the plans and open in a marking up software (Bluebeam, Trapeze) to stamp electronically. Alternatively, download the plans to print and stamp by hand, before scanning and uploading into the Documents store for the development application.

1. Click on the **Documents** tab.
2. Click on **Upload Documents**.



3. Collapse the **Other Documents** to hide the list of documentation already uploaded.
4. Click on **Upload** to locate the saved documents and then drag-and-drop one at a time into the **Drop files here** field.



5. Categorise the uploaded documents as follows.
 - **Document Category** = Plans
 - **Document Type** = Stamped Plans
6. Click on **Save Changes** to upload the stamped plans into the document store.

Record the Consent Decision

Recording the consent decision is performed on:

- Receiving a direct refusal response from a referral body.
- Receiving a Panel decision.
- Completing their assessment.

Important!

If the relevant authority is the same for both planning and building consent, then a Decision Notification Form (DNF) is not generated on 'granting' the Building Consent, this will occur on granting the development approval. There will be no changes to the Form 1, 2 & 3 generation and distribution to the applicable contacts.

When the primary contacts preferred method is post (as indicated by the on-screen message) then print the DNF from the **Documents** store.

Decision Endorsement

When the decision is 'endorsed' by a team leader / manager the DNF is generated and they are responsible for providing the DNF and/or the Form 1, 2 & 3 to the application contacts when 'post' is the preferred method of communication. The assessor is not notified by email when a decision has been endorsed; notification by the team leader / manager will need to take place by email or phone call.

1. Click on the **Decision** tab.

1. Public Notification Representatives (Planning Consent only)

On 'granting' or 'refusing' the Planning Consent decision from the Documents tab print the Decision Notification Form (DNF) and post to representatives shown on screen.

2. Click on **Export List of hardcopy representors** to download a listing.
3. Click on the download to view and print the listing.

Representatives requiring postal correspondence

A copy of the decision notification form will need to be sent to the representatives below to the address provided.

| Date received | Name | Address | Email | Phone | Represented by | Wish to be heard |
|---------------|------------|-----------------------|-------|--------------|----------------|------------------|
| 17 Jul 2020 | Burt Smith | 5 Second Street, 5733 | - | 08 8456 4564 | - | Yes |

[Export list of hardcopy representors](#)

2. Resolve Outstanding Items

If all and/or one of the following is outstanding, or not completed the **Record Decision** is not available. Once actioned the decision can be granted and/or refused.

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

< Development application 22000081

The following items must be actioned before a decision can be granted:

All referrals must be responded, recalled, or expired

Public notification period and associated actions must be completed

Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).

Complete / Confirm information in the "Planning Info" Tab

Complete outstanding task 'Review Additional documents from Applicant' in the Additional documents

There is no decision for this consent.

Items to action before decision can be granted:

| | |
|--|--------------|
| All referrals must be responded, recalled or expired | All consents |
| Stamped plans must be uploaded in the Documents tab on this consent (except refusal decision) | All consents |
| Complete outstanding task 'Review Additional documents from applicant' in the additional documents | All consents |
| Public notification period and associated actions must be completed | Planning |
| Complete / Confirm information in the "Planning Info" tab | Planning |
| The information on the Assessment Info tab must be reviewed | Building |
| Building notifications must be recorded or sent to not required for each building work in the required notifications tab | Building |

Resolve Review additional documents from applicant

1. Click the < **Development application** link to return to the application summary page.
2. Click on **Additional documents** tab to view the applicant uploaded documents.



3. Complete instructions [How to – Approve the upload of additional documentation submitted by an applicant | PlanSA.](#)

Resolve Construction Industry Training Fund Levy (CITB) (Building Consent only)

When making a decision on a building consent and an 'error' message shows "The Construction Industry Training Fund Levy (CITB) details must be provided before a decision can be granted" to resolve the error complete the following instructions.

1. Upload the *CITB Payment document* into the **Document** store.
2. Edit the **Assessment Info** 'Additional Consent Information' response to question **Has Construction industry Training Fund Levy (CITB) been provided by the applicant?** To 'Yes' and then enter the receipt number.

Building Consent for Development Application: 20001628

[Summary](#) [Documents](#) [Fees](#) [Information Requests](#) [Assessment Info](#) [Required Notifications](#) [Referrals](#)

[Related Actions](#)

< [Development application 20001628](#)

Additional consent info

[Edit](#)

Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant?

No

NHHA Indicators

- Developments that include multiple residential dwellings (including mixed developments)

Update Planning Information

Update regulated and significant tree 'undecided' answer (Planning only)

Before a decision can be granted the 'undecided' answer must be changed to one of the following options:

| | | |
|----|---|---|
| a. | Replanting on site | The location of the trees is required, for example, obtain the landscaping plan. |
| b. | Payment into an Urban Tree Fund | Invoice the applicant for additional fees for the number of trees specified in the 'Removed' columns regulated / significant. |
| c. | Combination of replanting and payments | Refer to options a and b above, and then update 'how many replacement trees are intended to be planted'. |

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected: *

- Undecided
- Replanting on site
- Payment into an Urban Tree Fund
- Combination of replanting and payment

Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

1. Update 'Undecided' to one of the options found in the table above, e.g. Payment into an Urban Tree Fund.
2. Click **CONFIRM** to save changes.

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected: *

- Undecided
- Replanting on site
- Payment into an Urban Tree Fund
- Combination of replanting and payment

Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

The Urban Tree Canopy Overlay applies to this application

Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme](#) | PlanSA

CANCEL

CONFIRM

The Planning Information page shows with answer e.g. 'Payment into an Urban Tree Fund'.

| Trees are to be: | No. of Regulated Trees | No. of Significant Trees |
|--|------------------------|--------------------------|
| Damaged (i.e. impacts to roots or pruning) | | |
| Removed | 12 | 22 |

Is this application for a tree located on a neighbour's property?

No

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected:

- Payment into an Urban Tree Fund

Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

Resolve mandatory Urban Tree Canopy Off-set Scheme question (Planning only)

When making a decision on a planning or planning and land division consent and an ‘error’ message shows “Complete/Confirm information in the “Planning Info” tab, to resolve the error complete the following instructions.

1. Click **Planning Info** tab.

Planning Consent - 23001275: 36 Mines Rd Campbelltown SA 5074

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

[Help for this section](#)

< Development application 23001275

The following items must be actioned before a decision can be granted:

Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).

Complete / Confirm information in the "Planning Info" Tab

There is no decision for this consent.

2. Click **UPDATE PLANNING INFO**.

Planning Consent - 23001275: 36 Mines Rd Campbelltown SA 5074

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

UPDATE PLANNING INFO

Planning Information

Important: If appropriate, please ensure that any amounts payable under the Act or relevant Schemes have been raised / received prior to issuing a consent decision (such as fee payable for 'replacement tree')

Regulated and Significant Trees

When is Designated Zone and soil type not required?

The ‘Designated Zone’ and ‘Soil Type’ is not required, if one of the following options are selected:

- Urban Tree Canopy does not apply, or
- To be determined prior to development approval, or
- Applicant has opted to plant new trees or retain existing trees.


3. Scroll down until question **Reason application is eligible for Urban Tree Canopy Off-set Scheme** is visible.

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

- Designated Zone
- Designated Soil Type

4. Select a reason the application is eligible for Urban Tree Canopy Off-set Scheme, can be one or multiple reasons.

a. **Designated Zone**

Use the  (information icon) to view the designated zones; Housing Diversity Neighbourhood, Urban Renewal Neighbourhood, or City Living Zone.

b. **Designated Soil Type** the property location has soil type not suitable for tree planting.

i. **E-D**


ii. **H1-D**


iii. **H2-D**

5. Tick the **CONFIRM INFORMATION** checkbox to confirm all mandatory information provided.

6. Click **CONFIRM** to save the changes.

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

Designated Zone 

Designated Soil Type 

The Designated Soil Type is: *

H1-D

CONFIRM INFORMATION

Tick this box to save details and confirm completion of this section.

CANCEL CONFIRM

The **Planning Information** page shows with the reason(s) application eligible for the Urban Tree Canopy Off-set scheme.

The Urban Tree Canopy Overlay applies to this application


Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)


Elect one of the following options:
Applicant has opted to a combination of retaining/planting and payment

Please nominate the number of trees to be retained/planted and to be paid
A landscaping plan or similar evidence may be requested. If not already provided with your application documentation.

| Tree size: | No. of Trees to be planted/retained | No. of Trees to be paid |
|------------|-------------------------------------|-------------------------|
| Small | 0 | 2 |
| Medium | 1 | 0 |
| Large | 0 | 0 |

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

Designated Zone 

Designated Soil Type 

The Designated Soil Type is:
H1-D

Remaining action upload stamped plans

When the only action remaining is the 'Stamped plans must be uploaded in the Documents tab on this consent (except refusal decision)' the ability to record a decision is made available; this does not mean you can grant a consent without uploading stamped plans.

An upload document option is made available for 'granted' decisions and when 'refused' decision the ability to proceed without uploading stamped plans is allowed.

Refer to Decision is Refused or Decision is Granted.

RECORD DECISION

Summary Documents Fees RFIs Referrals Public Notification Planning Info Conditions and Notes Clocks **Decision** Appeals Related Actions

< Development application 23000760 [Help for this section](#)

The following items must be actioned before a decision can be granted:

- Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).

There is no decision for this consent.

3. Record the decision

When stamped plans not yet uploaded a warning message shows and will either remain showing for a 'granted' decision or hidden for a 'refused' decision.

Decision *


--- Select One ---

Does this decision require endorsement? *

Yes

No

Decision date

29/08/2023 

Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).

State or Local Heritage Place Question (Planning Consent only)

1. Determine Yes or No answer to question **Is this development adaptive reuse of a state or local heritage place?**

Next, determine Yes or No to question does the **decision require endorsement.**

Decision

[Help for this section](#)

Important note

When you submit your decision below, the Decision Notification form will automatically be generated and sent to all interested parties that have provided an email address.

Before submitting the decision visit the ['Conditions and Notes'](#) tab to include any comments from advice referrals in the DNF, and modify the order of comments as you see fit.

After selecting the options below, you may click on the Preview DNF link to determine how the DNF to be sent will look.

Is this development adaptive reuse of a state or local heritage place? *

Yes

No

Decision *

--- Select One ---

Decision is Refused

Decision*

Refused

Does this decision require endorsement?*

Yes

No

Reason for not requesting endorsement*

Provide a reason for no endorsement required.

Decision date

31/08/2023

[Preview DNF \(opens in a new tab\)](#)

Note that when previewing a DNF with a refusal, the refusal reasons section will only appear if a value was entered in the 'Conditions and Notes' section.

2. Click on **Decision** to choose 'Refused' from the list options.

When the decision is 'refused', and the refusal reason is missing a warning message is shown. Complete Add Conditions and Notes, or Refusal Reason instructions to add a refusal reason.

Preview Decision Notification Form (DNF)

When the decision is chosen the [Preview DNF \(opens in a new tab\)](#) is shown, allowing you to preview the DNF before submitting a decision.

3. Click on [Preview DNF \(opens in a new tab\)](#) A DRAFT ONLY – UNOFFICIAL VERSION opens in a new tab. Closing the browser tab once finished reviewing.

4. Complete **Endorsement of the decision** (as applicable).
5. Leave **Decision Date** default or change as appropriate.
6. **SUBMIT** the decision.

Decision is Granted

Decision *
 Granted

Please upload stamped plans

| Document | Document Category | Document Type |
|--|--------------------|--------------------|
| Plans (1) PDF - 532 KB UPLOAD Drop files here | Plans | Stamped Plans |
| | --- Select One --- | --- Select One --- |

Note: You may select multiple documents to upload simultaneously.

Does this decision require endorsement? *
 Yes
 No

Reason for not requesting endorsement *
 Provide a reason for no endorsement required.

Decision date
 31/08/2023

Consent Operative end date *
 31/08/2025

[Preview DNF \(opens in a new tab\)](#)

CANCEL SUBMIT

1. Click on **Decision** to choose 'Granted' from the list options.

Upload stamped plans

2. Click on **UPLOAD** to select plans from saved location.
3. Drag-and-drop into the **UPLOAD** field and then close the open window.

After selecting the options below, you may click on the Preview DNF link to determine how the DNF to be sent will look.

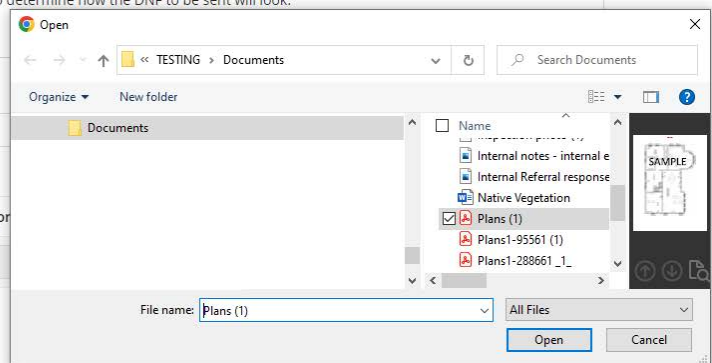
DNF will be generated once this form is submitted.

Decision *
 Granted

Please upload stamped plans

| Document | Document Category | Document Type |
|--|--------------------|--------------------|
| PDF UPLOAD Drop files here + Copy | --- Select One --- | --- Select One --- |

Note: You may select multiple documents to upload simultaneously.



4. Document automatically categorised as 'Plans' and 'Stamped Plans'.

Please upload stamped plans

| Document | Document Category | Document Type |
|--|--------------------|--------------------|
| Plans (1) PDF - 532 KB UPLOAD Drop files here | Plans | Stamped Plans |
| | --- Select One --- | --- Select One --- |

Note: You may select multiple documents to upload simultaneously.

5. Repeat steps until all stamped plans uploaded.
6. Complete **Performance Solutions (Building Consent only)**.
7. Complete **Endorsement of the decision** (as applicable).
8. **Preview Decision Notification Form (DNF)**.
9. SUBMIT the decision.
10. The Decision page shows and the decision recorded.
11. Click **Show more info** to view reason why endorsement request not required and then **Close** to hide the information.

REQUEST EXTENSION OF TIME

Summary Documents Fees RFIs Public Notification Planning Info Conditions and Notes Clocks **Decision** Appeals Related Actions

[Help for this section](#)

< Development application 23000760

| Assessor | Decision | Decision Date | Endorsed? | Nominated Endorser | Responded By | Responded Date | Nominated Assessment Officer | Actions |
|-----------------------|----------|---------------|---------------|--------------------|--------------|----------------|------------------------------|----------------|
| e pn.test23@sa.gov.au | Granted | 31 Aug 2023 | Not requested | | | | | Show more info |

Reason endorsement request not required

For decision by e pn.test23@sa.gov.au on 31 Aug 2023.

Details:

Provide a reason for no endorsement required.

[xClose](#)

Performance Solutions (Building Consent only)

Determine Yes or No to question **Does this assessment contain any performance solutions?**

Contains Performance Solutions




1. Click on **Yes** acknowledging the assessment contains performance solutions.
2. Click on **Upload** and choose document from saved folder location.
3. Categorise the documentation as follows:
 - **Document Category** = Building Documents
 - **Document Type** = Performance Solution Assessment

Next, answer the endorsement question.

Does this assessment contain any performance solutions? *

Yes
 No

Please upload performance solution details

| Document | Document Category | Document type | |
|--|--------------------|---------------------------------|---|
|  PBDS_Prevention_of_surface_water_entry PDF - 386.79 KB | Building Documents | Performance Solution Assessment |  |
| UPLOAD  Drop files here | --- Select One --- | --- Select One --- | |

No Performance Solutions

4. Click on **No** acknowledging the assessment does not contain performance solutions.

Next, answer the endorsement question.

Decision *

Granted

Does this assessment contain any performance solutions? *

Yes
 No

Does this decision require endorsement? *

Yes
 No

Decision date

23/09/2020

Consent Operative end date *

23/09/2021

[Preview DNF \(opens in a new tab\)](#)

Endorsement of the decision

Determine Yes or No to question **Does this decision require endorsement?**

1. Click on **No** acknowledging the decision does not require endorsement by a team leader / manager.
2. Provide a **reason** for not requesting endorsement.



Does this decision require endorsement? *

Yes

No

Reason for not requesting endorsement *

have required delegation (example)

Decision date

23/09/2020

Consent Operative end date *

23/09/2021

3. Click on **Yes** acknowledging the decision does require endorsement by a team leader / manager.
4. Start typing the **team leader / manager name** and then select match from the listing.

The nominated team member on submission of the decision will be notified by email an application requires endorsement. For instructions refer to 'How to Endorse a consent decision' available from the **PlanSA Support Library** and the [Assess an application consent](#) page.

5. Leave the following field default dates, or change as required.
 - **Decision Date.**
 - **Consent Operative Date.**
6. Click on **Submit** to complete the action.



Does this decision require endorsement? *

Yes

No

Nominate a team leader from your organisation *

Tom Victory ✕

Decision date

23/09/2020

Consent Operative end date *

23/09/2021

Preview DNF (opens in a new tab)

CANCEL SUBMIT

Resolve refused decision endorsement

When the nominated endorser has not endorsed the decision no email notification is sent, they will advise by either email or phone call along with providing the application ID number which is now showing in the **For Your Action** table with an action 'Decision Endorsement Refused'.

1. Search for the application by the **ID** number.
2. Remove the **Assigned to me only** flag to view all applications.
3. Click on the **application** record (not the ID) to view the status detail.
4. Click on the **consent** with a status of 'Assessment in progress'.

The screenshot shows a dashboard with a navigation bar at the top containing tabs for 'FOR YOUR ACTION (60)', 'ASSESSMENT IN PROGRESS (135)', 'WAITING (39)', 'UPCOMING (11)', 'COMPLETED (81)', 'BUILDING NOTIFICATIONS (0)', and 'RE-INSPECTION NOTIFICATIONS (0)'. Below this is a 'For your action' section with a checkbox for 'Assigned to me only'. A table lists applications with columns for ID, Owner, Location, Nature of Development, Lodged, Action, Who, and Days. Application 21001258 is highlighted, showing a 'Decision Endorsement Refused' action. Below the table, the 'STATUS DETAIL' for application 21001258 is displayed, showing a list of actions: 'Decision Endorsement Refused', 'Planning consent' (circled in red), and 'Verification'. The 'Planning consent' action has a status of 'Assessment in progress'.

5. Click on the **Decision** tab to review the reason for refusal.
6. Click on **Show more info** to view the reason.
7. Click on **Acknowledge** to complete the action.

The screenshot shows the 'Planning Consent for Development Application: 21001258' page. The 'Decision' tab is selected, showing a table of decisions. The 'Show more info' link for the 'Granted' decision is circled in red. Below the table, the 'Reason for not endorsing' is shown as 'incorrect details and missing conditions'.

| Assessor | Decision | Decision Date | Endorsed? | Nominated Endorser | Responded By | Responded Date | Nominated Assessment Officer | Actions |
|--------------|----------|---------------|-----------|--------------------|--------------|----------------|------------------------------|-------------------------------|
| Sascha Woods | Granted | 13 Apr 2021 | No | Jeff Sewart | Jeff Sewart | 13 Apr 2021 | Sascha Woods | Show more info Acknowledge |

Reason for not endorsing
Details:
incorrect details and missing conditions
*Close

8. Resolve the reason(s) provided by the endorser this may include; changing the decision from 'granted' to 'Refused' or vice versa or adding condition(s) and/or note(s).

9. Return to the **Decision** tab and click on **Record Decision**.

Planning Consent for Development Application: 21001258

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

[RECORD DECISION](#)

[Help for this section](#)

< Development application 21001258

| Assessor | Decision | Decision Date | Endorsed? | Nominated Endorser | Responded By | Responded Date | Nominated Assessment Officer | Actions |
|--------------|----------|---------------|-----------|--------------------|--------------|----------------|------------------------------|--------------------------------|
| Sascha Woods | Granted | 13 Apr 2021 | No | Jeff Sewart | Jeff Sewart | 13 Apr 2021 | Sascha Woods | Show more info |

10. Complete the Record the Consent Decision instructions.

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Trade
and Investment