

How to... Add and edit an assessing officer's note



Overview

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The option to add 'Assessing Officer Notes' is available from the **Consent Summary** page (for all consent types) during consent verification, assessment, and post decision; excludes the **Development Approval Summary** page, though a note can be added to the consent during development approval.

Summary Documents Fees Referrals Clocks Decision Appeals Related Actions

Help for this section

< Development application 22000922

Consent status: Awaiting Verification

Development Location(s)
348 WATTLE RANGE RD MOUNT BURR SA 5279
Title Ref: CT 5434/210 **Plan Parcel:** D21168 AL16
Additional Location Information:
Council: Wattle Range Council

Test new RAP

Proposed use Test new RAP

Development cost (excluding fit-out) \$10,000

Zoning information

Zones

- Rural

Overlays

- Hazards (Acid Sulfate Soils)
- Hazards (Bushfire - General)
- Hazards (Flooding - Evidence Required)
- Key Outback and Rural Routes
- Native Vegetation
- Prescribed Wells Area
- Water Protection Area
- Water Resources

Technical Numeric Variations (TNVs)

- Minimum Site Area (Minimum site area is 40 ha)
- Minimum Dwelling Allotment Size (Minimum dwelling allotment size is 30 ha)

Assessing Officer Notes

Here is a place to record notes for yourself.
Notes will be visible to other members of your team and recorded in the even history.

[Click here to edit notes](#)

An event audit entry is created each time the Assessing Officer Notes are modified, in the Event History of the application.

Summary Documents **Event History** Sharing access Inspection Related Actions

Application ID 22000922

Event Audit History

Time	Consent / Dev. Appr.	User	Action	Description
28/09/2022 12:25	C32776	EPN TESTFIVE	ASSESSING_OFFICER_NOTE	Assessing officer note has been updated. Notes are in the details below.

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Selected Event

Time 28/09/2022 12:25

User EPN TESTFIVE

Consent ID 32776

Description
Assessing officer note has been updated. Notes are in the details below.

Details
Here is a place to record notes for yourself.
Notes will be visible to other members of your team and recorded in the even history.

Who can see the Assessing Officer Notes?

Only the consent relevant authority staff.

Where consents (planning, land division and/or building) are being assessed by the same relevant authority, the Assessing Officer Notes are not carried over to the next consent; if required, notes can be viewed from the applicable consent.

In scenarios where the consent is reassigned to a different relevant authority, the Assessing Officer Notes option is hidden and the notes are cleared; an event audit entry records the note clearing, in the Event History of the application.

Summary Documents **Event History** Sharing access Inspection Related Actions

Application ID 22000922

Event Audit History

Time	Consent / Dev. Appr.	User	Action	Description
28/09/2022 12:31	C32776	EPN TESTFIVE	CW-AWAITING-VERIFICATION CREATED	Start Verification (###) created
28/09/2022 12:31	C32776	EPN TESTFIVE	EMAIL_NOTIFICATION_SENT	Email notification sent to : To: test.scap.dpti@gmail.com
28/09/2022 12:31	C32776	EPN TESTFIVE	EMAIL_NOTIFICATION_SENT	Email notification sent to : To: Testygusty@gmail.com
28/09/2022 12:31	C32776	EPN TESTFIVE	REASSIGN_RELEVANT_AUTHORITY	Reassignment to State Planning Commission
28/09/2022 12:31	C32776	EPN TESTFIVE	ASSESSING_OFFICER_NOTE	Assessing officer note has been reset.

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Selected Event

Time	User	Consent ID
28/09/2022 12:31	EPN TESTFIVE	32776

Description
Assessing officer note has been reset.

The relevant authority reassigned the consent will see the event audit entry records for the addition or modification of an assessing office note, however, they will not have the permissions to view the details.

Summary Documents **Event History** Sharing access Inspection Related Actions

Application ID 22000922

Event Audit History

Time	Consent / Dev. Appr.	User	Action	Description
28/09/2022 12:31	C32776	EPN TESTFIVE	CW-AWAITING-VERIFICATION CREATED	Start Verification (###) created
28/09/2022 12:31	C32776	EPN TESTFIVE	EMAIL_NOTIFICATION_SENT	Email notification sent to : To: test.scap.dpti@gmail.com
28/09/2022 12:31	C32776	EPN TESTFIVE	EMAIL_NOTIFICATION_SENT	Email notification sent to : To: Testygusty@gmail.com
28/09/2022 12:31	C32776	EPN TESTFIVE	REASSIGN_RELEVANT_AUTHORITY	Reassignment to State Planning Commission
28/09/2022 12:31	C32776	EPN TESTFIVE	ASSESSING_OFFICER_NOTE	Assessing officer note has been reset.

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Cannot View Event You do not have permissions to view the assessing officer notes of the selected consent.

How to... Add and edit an assessing officer's note



Add/Edit Assessing Officer Notes

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1. Click here to add notes.

Summary Documents Fees Referrals Clocks Decision Appeals Related Actions

< Development application 22000922 [Help for this section](#)

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Proposed use	Test new RAP
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Technical Numeric Variations (TNVs)

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Assessing Officer Notes

[Click here to add notes](#)

2. Type an assessment note or add to an existing note (maximum of 2000 characters) and then **SUBMIT** to save.

Add/Edit Assessing Officer Notes

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3. Click **Yes** to confirm or **No** to continue recording/editing the note.

Are you sure you want to submit the notes?

How to... Add and edit an assessing officer's note



The **Consent Summary** page is shown with the comments/notes visible in the Assessing Officer Notes option.

- Summary
- Documents
- Fees
- Referrals
- Clocks
- Decision
- Appeals
- Related Actions

[Help for this section](#)

< Development application 22000922

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