How to... Upload requested mandatory documentation received by post or email

Background

When the application's contact provides the documentation by post, email or in person, scan and upload the documentation (as required) within the building consent screen with the status – 'Awaiting mandatory information'.

Related Instructions

Available from the PlanSA Support Library – <u>Verify an application consent</u> page under the following topics:

- Verification Planning
- Verification Land Division
- Verification Building

Before you begin

Log in to the ePlanning system and the applicable consent is shown on screen.

Upload provided documentation

- 1. Click on the **Waiting** tab to locate the application.
- 2. Untick the Assigned to me only checkbox to view all development applications.
- 3. Click on the application record (not the ID number).
- 4. Click on the applicable consent (e.g. **Building Consent**) with the status 'Awaiting mandatory information'.

FOR YOUR ACTION	(12) ASSESSMENT IN PROGR	RESS (5) WAITING (3) UPCOMING (3) COMPLETED (48) BUIL	DING NOTIFICATIONS (0) RE-INSPECTION NOTIFICATIONS	(0) Help for this section
ID .	Owner	Location	Nature of Development	Lodged Who
21002381	S Woods	86-96 TRIMMER PDE SEATON SA 5023, 86-96 TRIMMER PDE SEATON SA 5023	dwelling	-
21002263	T Automation	1 KING WILLIAM ST ADELAIDE SA 5000	Horticulture : Planning consent created by Test Au	utomation –
21002249	construction co	10 SMITH RD SALISBURY EAST SA 5109	In ground swimming pool and safety barrier	0
STATUS DETAIL	CONTACTS SUMMARY	Application 21002381	✓ Granted 31 Awaiting mar	Mar 2021

Government of South Australia

Software version 3.02.0

Version 1.0

Attorney-General's Department





- 5. Click on Upload Mandatory Document within the Consent screen.

 Building Consent for Development Application: 21002381

 Summary
 Documents

 Fees
 RFIs
 Clocks

 Development application 21002381

 Consent status: Awaiting Mandatory Documentation

 Development location(s)
 - 6. Click on **Upload** to locate and open the documentation provided.
 - 7. Locate the relevant document(s) and drag-and-drop into the screen or use 'Open'.

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	Organize 🔻 New folder				B== 🕶 🔲 🌘		
		🗸 🖈 Quick access	^	Name	Date modified	Туре ^	
		Documents	*	📹 Building Drawings 2	2/09/2019 12:20 PM	Microsoft Word	
New Documents		Downloads	*	Building Drawings	2/09/2019 12:18 PM	Microsoft Word	and the second second
		Pictures		CITB Levy Payment	4/09/2019 11:46 AM	Adobe Acrobat	
		Fictores		🖬 Elevation Plan	2/09/2019 12:23 PM	Microsoft Word	
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Document	Docu		~	<		>	
UPLOAD Drop files here	Sel	File name:			✓ All Files	~	
					Open	Cancel	

- 8. Categorise the uploaded documents by selecting the applicable **Document Category** and **Document Type**.
- 9. Click on Send Documents to complete the action.

Document		Document Category			Document type	a second a second a second	
Build DOC	ding Drawings X – 923.49 KB	$\langle \rangle$	Engineering Document	•	Engineering Structural)•	3
UPLOAD	Drop files here		Select One	Ŧ	Select One	*	