

When can an applicant upload additional documentation?

1

The applicant can only upload additional documentation during the consent assessment (excludes verification) and during development approval. Once the consent or development approval is granted the ability to upload additional documentation is no longer available.

Development assessment is on hold (applicant request)

When the applicant has requested the assessment to be 'put on hold' the upload additional documents is not available, until the hold is removed.

What happens next?

An email 'Additional document(s) have been uploaded by the applicant is received by the allocated assessor / relevant authority and a task is created 'Review additional documents from applicant'.

The allocated assessor/relevant authority will then locate and open the development application to review the applicant's submitted document(s) and then determines whether to approve or not approve the upload.

On accepting, the document(s) are visible from the development application's document store and an email is sent to the application's primary contact confirming additional document(s) have been accepted.

For the document(s) where the upload was not accepted, these documents will not appear in the development application's document store, and an email is sent to the application's primary contact advising the additional document(s) are not accepted.

Included instructions

- [Locate the development application](#)
- [Review the uploaded document](#)
- [Confirm accepting the documentation](#)
- [Confirm not accepting the documentation](#)

Related Instructions

- [How to – Upload additional documents during development assessment and approval](#)

How to...

Approve the upload of additional documentation submitted by an applicant



Government of South Australia
Attorney-General's Department



Version 1.1
Software version 3.38.0

Locate the development application

2

1. Search for the application by the **ID** number.
2. Remove the **Assigned to me only** to show all results.
3. Click on the **ID** number to open the development application details.

Development application processing

22000063

FOR YOUR ACTION (67) ASSESSMENT IN PROGRESS (123) WAITING (29) UPCOMING (15) COMPLETED (101) BUILDING NOTIFICATIONS

1 results for: "22000063"

Assigned to me only

ID	Owner	Location	Nature of Development
22000063	Applicant	62 ROBE ST ROBE SA 5276	DP3-2829 test

4. Click on the **Additional Documents** tab to view the document.

Development application: 22000063

Summary Documents **Additional documents** Event History Inspection Related Actions

This application currently requires 1 action from you

Review additional documents from Applicant

Development Location(s)
62 ROBE ST ROBE SA 5276

Title Ref: CT 5312/302 **Plan Parcel:** H441800 SE641
Additional Location Information:
Council: Dc Of Robe

Review the uploaded documents

The **Additional documents** page is shown with a list of documents the applicant has submitted for upload.

5. Click on the document **file name** to download and view.

Development application: 22000118

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

The Applicant has uploaded a document/s. Please review and confirm if the document/s are to be included in the document library. Click 'Yes' or 'No' in the Upload Accepted column, and when your review is complete, click on Submit. Upon submission, an email will be sent to the Applicant advising of the outcome.

Document Name	Type	Requested Document Upload	Upload Accepted
Plans_1_(1).pdf	Floor Plans	e pn.test7@sa.gov.au on 10 May 2022 15:47	<input type="radio"/> YES <input type="radio"/> NO

6. Click on the document download (if not automatically opened).

Plans (1).pdf

7. The document opens for review and close or print and close (as required).

Microsoft Word - Document7

Microsoft Word - D... 1 / 1 100%

Laundry Storage

Pantry

Eat-In Kitchen

SAMPLE

Confirm accepting the documentation

On accepting the document upload the application's primary contact receives a confirmation email 'Additional document(s) uploads have been reviewed'.

1. Click **Yes** against each document or against a single document, to be accepted for uploading.
2. Click **SUBMIT** to continue or **CANCEL** to stop the upload.

Development application: 22000118 UPLOAD ADDITIONAL DOCUMEN...

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

i The Applicant has uploaded a document/s. Please review and confirm if the document/s are to be included in the document library. Click 'Yes' or 'No' in the Upload Accepted column, and when your review is complete, click on Submit. Upon submission, an email will be sent to the Applicant advising of the outcome.

Document Name	Type	Requested Document Upload	Upload Accepted
Plans_1_(1).pdf	Detailed Elevations	epn.test7@sa.gov.au on 11 May 2022 7:32	<input type="radio"/> YES
Plans_1_(1).pdf	Engineering Footing Design	epn.test7@sa.gov.au on 11 May 2022 7:32	<input type="radio"/> YES
Stamped Plans.pdf	Stamped Plans	epn.test7@sa.gov.au on 10 May 2022 16:08	<input checked="" type="radio"/> Rejected by epn.test7@sa.gov.au on 10 May 2022 16:11

CANCEL SUBMIT

3. The Upload Accepted shows the decision 'Accepted' and the user details and date and time stamped.

Development application: 22000118 UPLOAD ADDITIONAL DOCUMEN...

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

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Document Name	Type	Requested Document Upload	Upload Accepted
Plans_1_(1).pdf	Detailed Elevations	epn.test7@sa.gov.au on 11 May 2022 7:32	<input checked="" type="radio"/> Accepted by epn.test7@sa.gov.au on 11 May 2022 7:33
Plans_1_(1).pdf	Engineering Footing Design	epn.test7@sa.gov.au on 11 May 2022 7:32	<input checked="" type="radio"/> Accepted by epn.test7@sa.gov.au on 11 May 2022 7:33
Stamped Plans.pdf	Stamped Plans	epn.test7@sa.gov.au on 10 May 2022 16:08	<input checked="" type="radio"/> Rejected by epn.test7@sa.gov.au on 10 May 2022 16:11

4. Click **Documents** tab to view the uploaded document(s).

Development application: 22000118

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

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

- Application
- Planning Consent
- Building Consent
- Development Approval

Additional document filters

- Decision Documents
- P&D Code Rules
- Snapshots
- Invoices
- System Generated Emails
- Plans

Document	Type	Date Created	Superseded
<input checked="" type="checkbox"/> * Additional Document_s_ Uploads have been reviewed - Application ID 22000118 _ Address_ 25 PIRIE ST ADELAIDE SA 5000.html	Email	10 May 2022 16:02	
<input checked="" type="checkbox"/> * Plans_1_(1).pdf	Floor Plans	10 May 2022 15:47	

Confirm not accepting the documentation

On not accepting the documentation the application's primary contact receives a confirmation email 'Additional document(s) uploads have been reviewed'.

1. Click **No** against each document or against a single document, not being accepted for uploading.

Development application: 22000118 UPLOAD ADDITIONAL DOCUMEN...

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Stamped Plans.pdf	Stamped Plans	epn.test7@sa.gov.au on 10 May 2022 16:08	<input checked="" type="radio"/> YES <input checked="" type="radio"/> NO
Plans_1_(1).pdf	Floor Plans	epn.test7@sa.gov.au on 10 May 2022 15:47	<input checked="" type="radio"/> Accepted by epn.test7@sa.gov.au on 10 May 2022 16:01

2. Click **SUBMIT** to continue or **CANCEL**.

Development application: 22000118 UPLOAD ADDITIONAL DOCUMEN...

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

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Plans_1_(1).pdf	Floor Plans	epn.test7@sa.gov.au on 10 May 2022 15:47	<input checked="" type="radio"/> Accepted by epn.test7@sa.gov.au on 10 May 2022 16:01

The **Upload Accepted** shows the decision 'Rejected' including the user details and time and date stamp.

Development application: 22000118 UPLOAD ADDITIONAL DOCUMEN...

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Plans_1_(1).pdf	Floor Plans	epn.test7@sa.gov.au on 10 May 2022 15:47	<input checked="" type="radio"/> Accepted by epn.test7@sa.gov.au on 10 May 2022 16:01