

Background

Reassign the endorsement of the decision is performed when the team leader / manager nominated was in error, they are unavailable (e.g. on leave), left the organisation, or their role has changed.

Contact the new endorser by email and/or phone call with the application ID number on completion of the reassignment.

Included instructions

- [Locate the application consent](#)
- [Reassign to a new endorser](#)

Related Instructions

Available from the PlanSA Support Library – [Assess an application consent](#) page.

- Guide – Make a decision on an assessed consent

Before you begin

Log in to the ePlanning system and the **Assessments** dashboard is showing.

Locate the application consent

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1. Search for the application by the **ID** number if known or the **location** address.
2. Remove the **Assigned to me only** flag to view all applications.
3. Click on the **application** (not the ID) to view the status details.
4. Click on the **consent** with the status of 'Assessment in progress'.

FOR YOUR ACTION (59) ASSESSMENT IN PROGRESS (135) WAITING (39) UPCOMING (11) COMPLETED (81) BUILDING NOTIFICATIONS (0) RE-INSPECTION NOTIFICATIONS (0) [Help for this section](#)

2 results for: "LUNATIC LANE"
 Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21002327	D Lake	LOT 502 LUNATIC LANE ANDAMOOKA SA 5722	adfh	State Planning Commission		Checking submission	0
21001258	J Sewart	LOT 500 LUNATIC LANE ANDAMOOKA SA 5722	Detached Dwelling	State Planning Commission	3 Mar 2021	Assessment in progress	0

Application 21001258
 Planning consent
 Assessment in progress
 Verification Completed 3 Mar 2021

Reassign a new endorser

5. Click on the **Decision** tab to view the endorsement request.
6. Click on the **Reassign** action.

Planning Consent for Development Application: 21001258

Summary Documents Fees RFIs Referrals Conditions and Notes Clocks **Decision** Appeals Related Actions [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	Waiting	Jeff Sewart				Reassign

7. Type the **name** of the new endorser and select their name from the list of matches.
8. Click on **Submit** to complete the reassignment.

Reassign Nominated Endorser

Current nominated endorser
Jeff Sewart

New endorser from your organisation *

bret
Brett Miller