

Background

Applicants can request for a time extension to respond to representations received by email or post. As part of processing and responding to the request, applicants can scan and upload it (as applicable) to the Development Application Processing (DAP) system.

Applicants are notified by email, when an extension is granted or refused (see example below).



Extension of Time for Response to Public Notification Granted – Application ID 21000880



The request for extension of time to respond to public notification representations has been Granted for Development Application ID 21000880.

The end date has been extended to 9 Sep 2021.

Please use the following link to go to the application.

View the [Development Application](#).

Related Instructions

- How to – View and upload an applicant's response to representations



Process the extension of time request

1. Search for the application using its **ID** number.
2. Uncheck the **Assigned to me only** box (as required).
3. Click on the **application** record (not the ID) to view the status details.
4. Click on **Planning Consent**.

1 results for: "21002441"

Assigned to me only

ID	Owner	Location	Nature of Development
21002441	Big Build	LOT 42 SIR DONALD BRADMAN DR ADELAIDE AIRPORT SA 5950, LOT 42 SIR DONALD BRADMAN DR ADELAIDE AIRPO..	Demolish existing building and create multiple warehouses with loading bays

STATUS DETAIL CONTACTS SUMMARY

Application 21002441
Planning consent

5. Select the **Public Notification** tab and scroll down until the **Public notification documents** display.

Planning Consent for Development Application: 21002441

Summary Documents Fees RFIs Referrals **Public Notification** Representors Conditions and Notes Clocks Decision

< Development application 21002441

Public notification

Public notification details

6. Click on **Process Extension of time Request**.

Public consultation 11 Jul 2021 - 10 Aug 2021

Manage Representations (7) View Contacts (7) **Process Extension of time Request**

Public notification status

Public consultation period	11 Jul 2021 - 10 Aug 2021	Completed
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7. Complete the **Process Extension of Time** fields as follows:

- **Decision:** choose either to 'Grant' or 'Refuse' the extension of time
- **Extension End Date:** select the new date from the calendar
- **Reason:** provide a reason when the extension is 'refused', which will be included in the email notification to the applicant.

Process Extension of Time
for Applicant to respond to Public Notification representations

Public consultation 11 July 2021 - 10 Aug 2021

Representation Response Start Date
12 Aug 2021

Representation Response End Date
2 Sept 2021

Decision *
Granted

Extension Start Date
12 Aug 2021
This date is the proceeding day after the response end date

Extension End Date * **Total Business Days**
9/09/2021 6

8. To **Upload**, locate the request file and then drag-and-drop into the **Drop files here** field.

9. Click on **Cancel** to close the Open window.

Process Extension of Time
for Applicant to respond to Public Notification representations

Public consultation 11 July 2021 - 10 Aug 2021

Representation Response Start Date
12 Aug 2021

Representation Response End Date
2 Sept 2021

Decision *
Granted

Extension Start Date
12 Aug 2021
This date is the proceeding day after the response end date

Extension End Date * **Total Business Days**
9/09/2021 6

Upload Document

Document Category
--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Open file dialog box:
Path: << DOWNLOADS >> DAP Assessment
File name: EoT
Type: Adobe Acrobat

10. The uploaded document is categorised as follows:

- **Document Category:** 'Applicant Document'
- **Document Type:** 'EoT to respond to Public Notif Representations'

11. Select 'GRANT' or 'REFUSE' to complete and notify the applicant.

Upload Document

Document	Document Category	Document type
EoT PDF - 740.58 KB	Applicant Document	EoT to Respond to Public Notif Representations
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

12. Click on **Confirm** to acknowledge the extended time frame.

Confirm Extension

You are about to extend the time frame the applicant has to respond public notification representations by 5 business days

For a 'granted' time extension, the 'end date' for **Applicant response period** will be updated with the new response date.

Public consultation 11 Jul 2021 - 10 Aug 2021	
Manage Representations (7)	View Contacts (7)
Public notification status	
Public consultation period	11 Jul 2021 - 10 Aug 2021
Applicant response period	12 Aug 2021 - 9 Sep 2021