

Guide for Relevant Authorities

Crossover Public Notification

Monitor and add representations during public consultation

Version 4.1

30 August 2021

This Guide includes **Software Version 3.21.0** features and functionality.



Government of South Australia
Attorney-General's Department

Monitor and add representations during public consultation

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About this guide

This guide is for development applications on or after the 26th August 2021 with an in progress public notice, a notification period to commence or not yet commenced.

Related Instructions

1 Crossover Public Notification Close the Public Consultation Period

Includes instructions on adding submissions received outside of 'Have your say' i.e. post, in person or by email, or late submissions, upload supporting evidence, and close the public consultation period.

2 New Solution Public Notification Close the Public Consultation Period

Includes instructions on uploading statement confirming notice on the land and manage representations.

3 Receive an extension of time request to respond to representations

Includes instructions on how an extension of time request is received and how to grant the extension and notify the applicant.

4 Receive applicants response to representations

Includes instructions on receiving response to representations online and how to upload response to representations received in the post.

On Public Consultation

Monitor representation submissions

Locate the Application on Public Consultation

During the consultation period monitoring of the representation submissions can be performed within Consult24.

1. Login to the DAP and search for the application by the **ID** number.
2. Remove the **Assigned to me only** (as required).
3. Click on the **application** record (not the ID) to view the status details.
4. Click on the **Planning Consent**.

Development application processing

21002441

This is the

TRAINING

Submit mandatory building notification

Submit mandatory Re-Inspection notification

FOR YOUR ACTION (15)

ASSESSMENT IN PROGRESS (36)

WAITING (12)

UPCOMING (1)

COMPLETED (18)

BUILDING NOTIFICATIONS (0)

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. Click on the **Public Notification** tab.

Planning Consent for Development Application: 21002441

Summary
Documents
Fees
RFIs
Referrals
Public Notification
Conditions and Notes
Clocks
Decision
Appeals
Related Actions

[< Development application 21002441](#)

Monitor and add representations during public consultation

6. Click on **Click here to go to Consult24**.

Manage the notification at Consult24
[Click here to go to Consult24](#)

Public consultation page
[Click here to go to public page](#)

Notice on land document
[Click here to download document](#)

INITIATE A NEW ROUND OF PUBLIC CONSULTATION

7. Click on Sign In



Consult24

Username

Password



[Forgot Password?](#)

The **PlanSA Submission Management** screen shows.

PlanSA Current Process: Demolish existing building and create multiple warehouses with loading bays

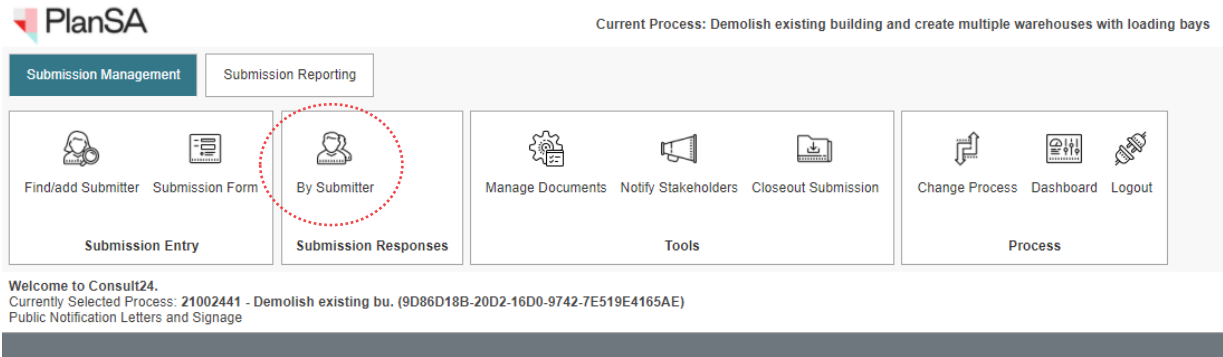
Submission Management | Submission Reporting

 Find/add Submitter	 Submission Form	 By Submitter	 Manage Documents	 Notify Stakeholders	 Closeout Submission	 Change Process	 Dashboard	 Logout
Submission Entry		Submission Responses	Tools			Process		

Welcome to Consult24.
Currently Selected Process: 21002441 - Demolish existing bu. (9D86D18B-20D2-16D0-9742-7E519E4165AE)
Public Notification Letters and Signage

Monitor and add representations during public consultation

8. Click on **By Submitter** to view the submission responses.



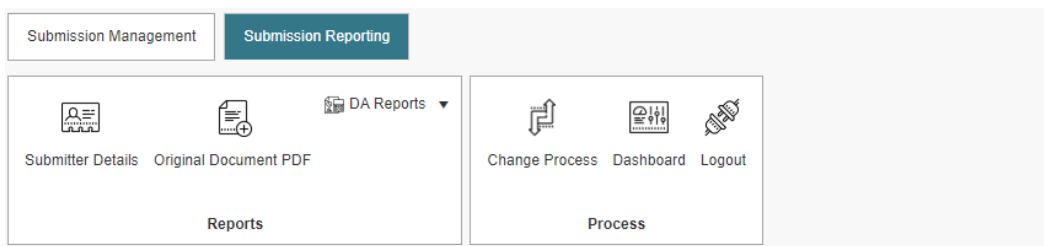
The **Submission Reporting** tab opens with the **Enter by Submitter** screen showing with a list of submissions received to-date, and includes;

- **Number** of submissions; order is descending.
- **Wishes to be heard** or not.

View submitter information

9. Click on the following viewing icons to show more information on-screen.

- View submitter details
- View submission
- Add new point (not used)
- Indicates submission has an attachment



Enter By Submitter

Edit Submitter (Click on a submitter to open points table)

--Name/Number-- Search Show All Refresh [Print] [PDF] [Excel]

No.	Name	Organisation/OnBehalf	Notes	No. Points Made	Wishes to be heard	
2	Woods Sascha		Automoderated	1	No	
1	Public Helen		Automoderated	1	Yes	

Page size: 10

2 items in 1 pages

Monitor and add representations during public consultation

Download a submitter listing

10. Click on the following icons to download a list of submitters.



Downloads submitters in an **Excel** file format.






Downloads submitters in a **Word** file format.





Downloads submitters in a **PDF** file format.

Enter By Submitter

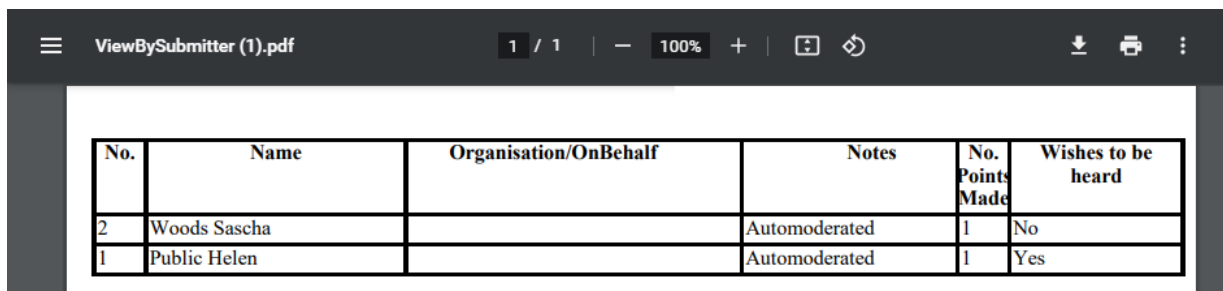
Edit Submitter (Click on a submitter to open points table)

--Name/Number-- Search Show All Refresh   

No.	Name	Organisation/OnBehalf	Notes	No. Points Made	Wishes to be heard	
2	Woods Sascha		Automoderated	1	No	 

11. Click on the **file download** to view in Excel, Word or PDF.

Example of a PDF list of submitters.






View Submitter uploaded documents

12. Click on the submitter record to show more options, includes; **Edit** option to make changes to a submission, and **Documents** tab to view attached document/s.


Enter By Submitter

Edit Submitter (Click on a submitter to open points table)

--Name/Number-- Search Show All Refresh    Points Documents Notes Select Point to edit View Submission 

No.	Name	Organisation/OnBehalf	Notes	No. Points Made	Wishes to be heard	
2	Woods Sascha		Automoderated	1	No	 
1	Public Helen		Automoderated	1	Yes	  

1 Public Helen Point Category Status Late

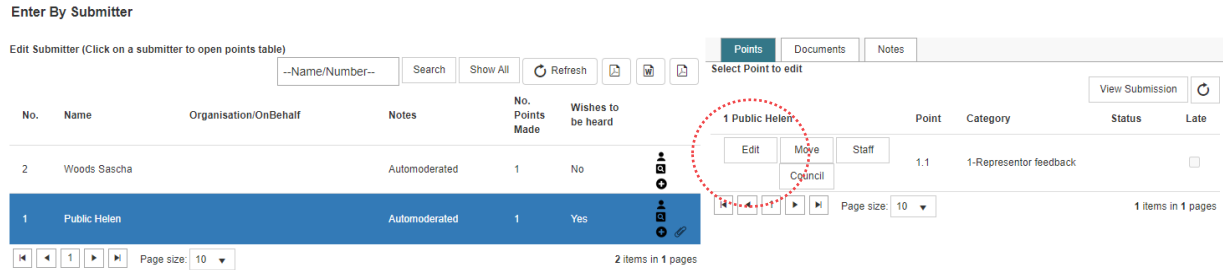
    1.1 1-Represantor feedback

Page size: 10 1 items in 1 pages

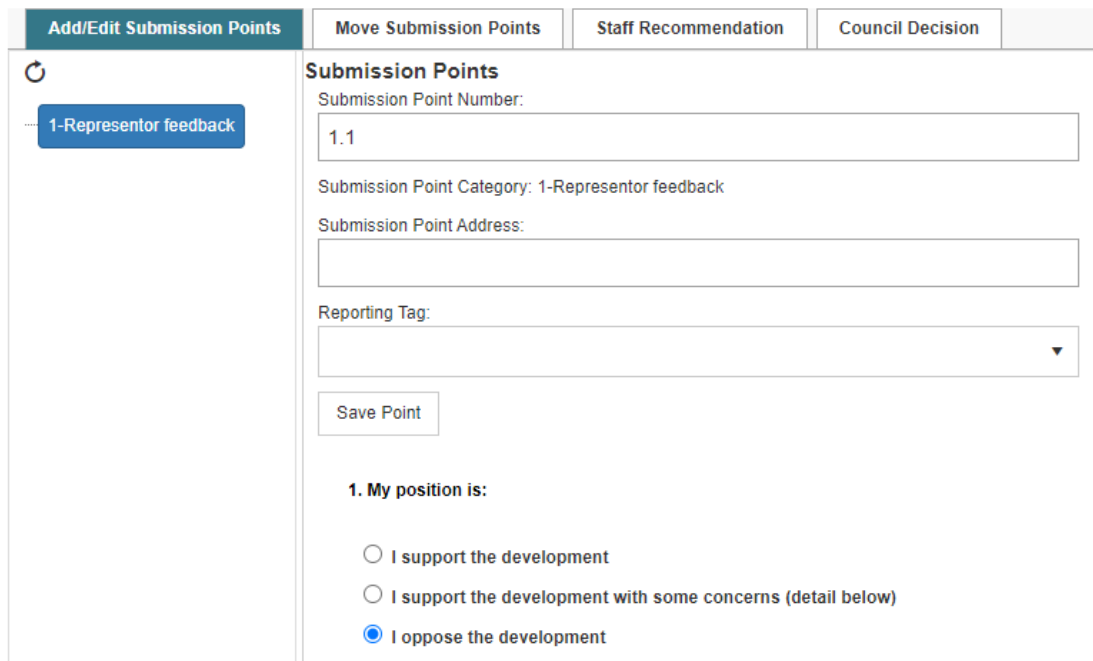
2 items in 1 pages

Monitor and add representations during public consultation

13. Click on **Edit** within the **Points** tab to view the submission details.

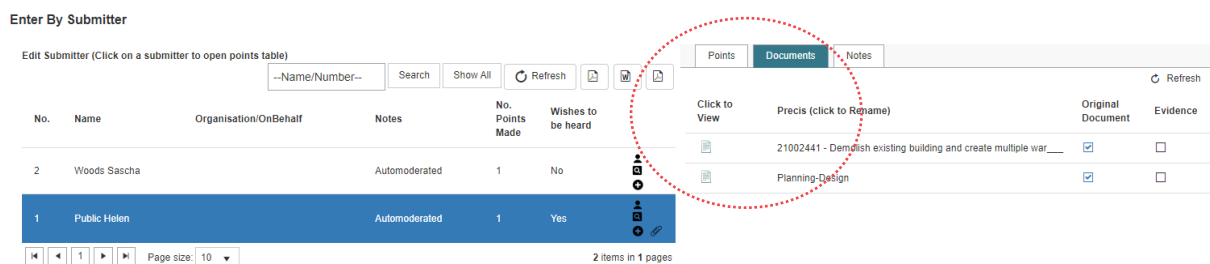


14. Make the updates in the submission form and then **Save Point** to keep.

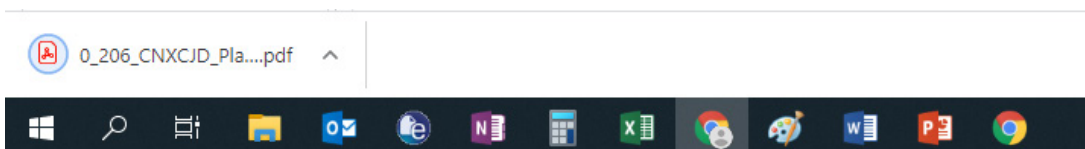


15. Click on the **Documents** tab.

16. Click on the **document** icon to download.



17. Click on the **file downloaded** to view in a new browser tab.

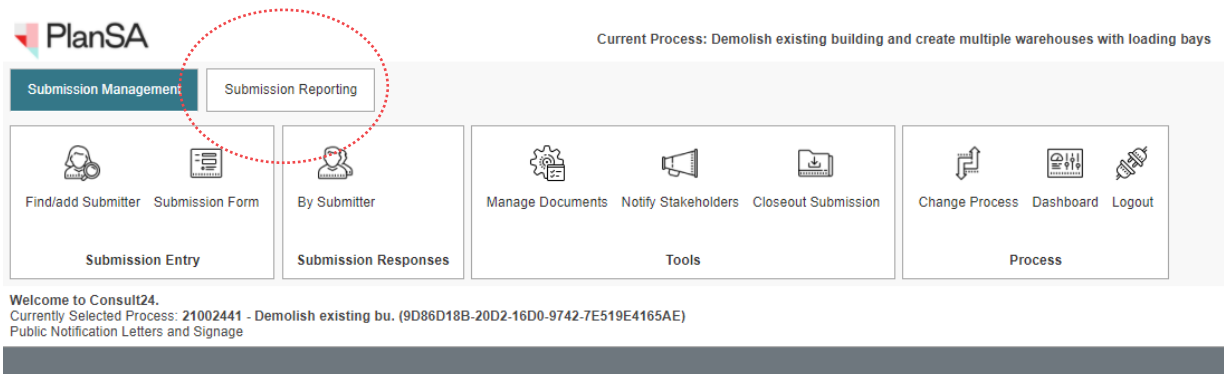


Monitor and add representations during public consultation

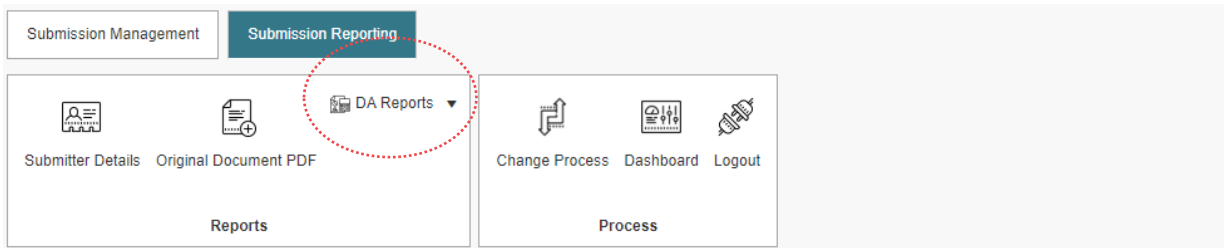
Run a Response Statistics Report to check submission numbers and responses

The Response Statistics Report can be run throughout the public notification period to monitor the submission numbers, and responses.

1. Click on **Submission Reporting** tab.



2. Click on **DA Reports** and choose **Summary of Response Statistics**.

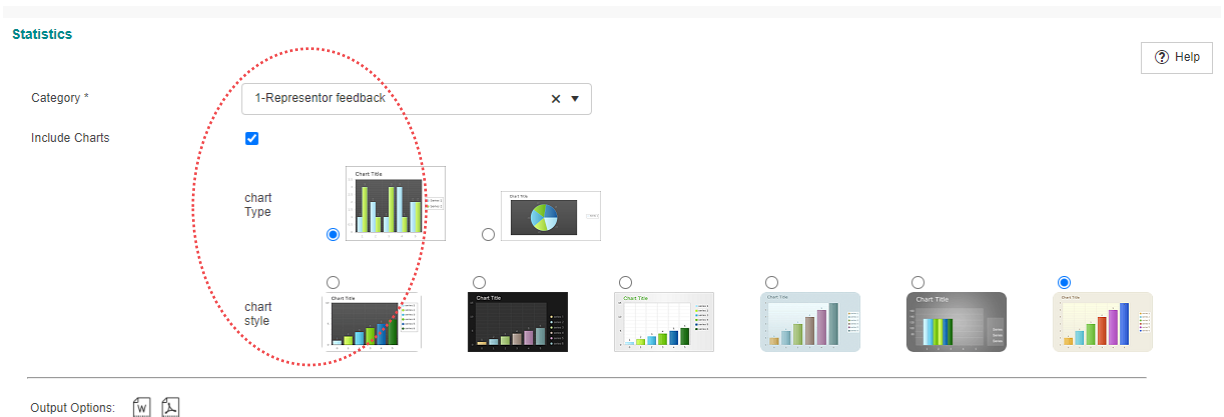


Add a Submission

Have you received a submission outside of 'Have your say'? Enter that submission here.

Add a New Submission

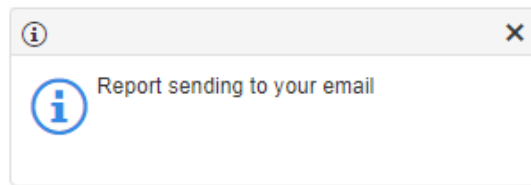
3. Complete the following to build the report information, chart type to represent the submissions and chart style (e.g. look and feel).



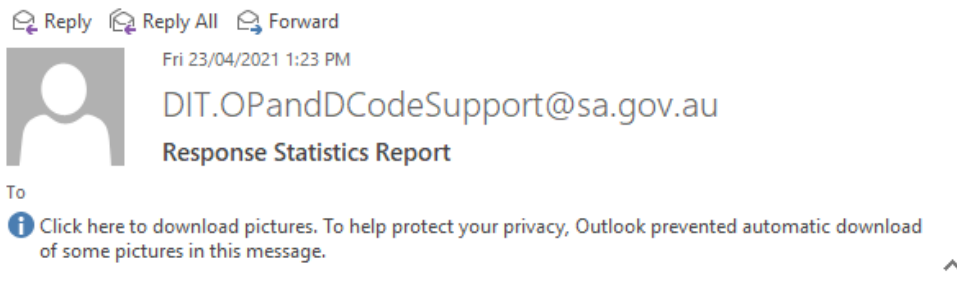
Monitor and add representations during public consultation

- **Category** click on Check All option.
- **Chart Type** choose either bar graph or pie graph.
- **Chart Style** choose your look and feel preference.
- **Output Options** choose PDF to email a link of the report once generated.

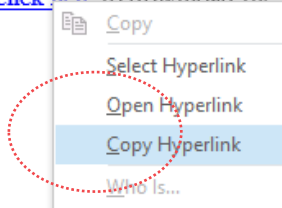
An information window shows advising sending the report to your email.



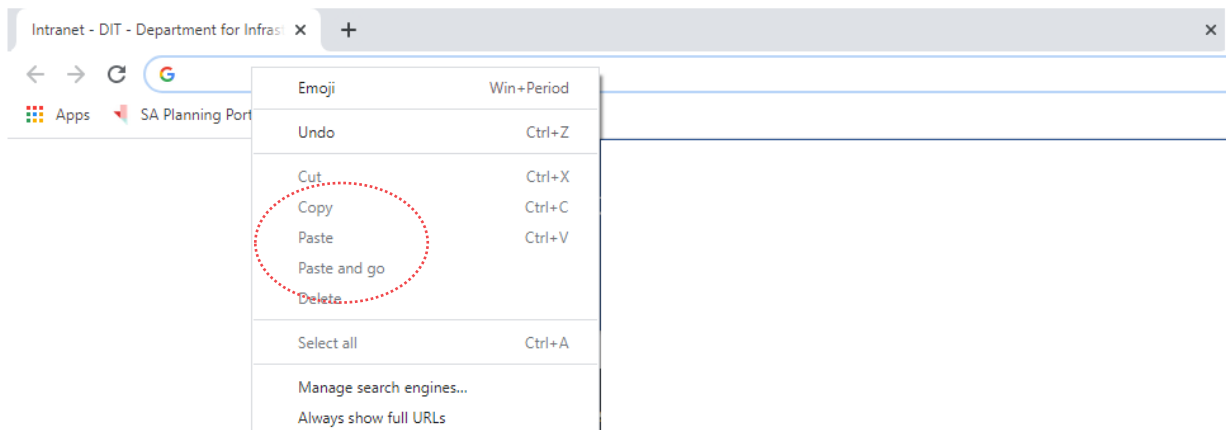
4. Within the email right click on the link and then click on **Copy Hyperlink**.



The report has been successfully generated.
Please [click here](#) to download the file.



5. In an open Google Chrome browser right click in the address field, click on **Paste** in the menu shown and then **Enter** key to search.



Monitor and add representations during public consultation

6. Click on the report **downloaded** to open.



7. Print the report as needed, or **Save** to share with the team.

Report: Response Statistics by Category

Category Name:	1-Representor feedback	
Overview of Category:		
Total number of submitters:	3	
Total number of points:	3	

Response field Number and Name:	1-Representation	
Question:	My position is:	
Total number of responses:	3	

Decision Sought	Number of submitters who selected this option	%
I support the development	0	0.00%
I support the development with some concerns (detail below)	2	66.67%
I oppose the development	1	33.33%

1-Representation

8. Return to the Statistics page and click on the ← back button in the browser to go back to the **Submission Management** screen.

PlanSA

Submission Management | Submission Reporting

Statistics

Category * 1-Representor feedback

Include Charts

chart Type

Monitor and add representations during public consultation

Add a Submission Received Outside of Have Your Say

The **Submission Form** option is used to capture submissions received outside of 'Have Your Say' including for example those received over the counter, by email or the post and/or late submissions received via the same methods.

1. Click on **Submission Form** to enter details into the online form.

PlanSA Current Process: Demolish existing building and create multiple warehouses with loading bays

Submission Management | Submission Reporting

Find/add Submitter | Submission Form | By Submitter | Manage Documents | Notify Stakeholders | Closeout Submission | Change Process | Dashboard | Logout

Submission Entry | Submission Responses | Tools | Process

Welcome to Consult24.
Currently Selected Process: 21002441 - Demolish existing bu. (9D86D18B-20D2-16D0-9742-7E519E4165AE)
Public Notification Letters and Signage

2. Click on **Add a new submission** within the **Submission Reporting** tab.

Submission Management | Submission Reporting

Submitter Details | Original Document PDF | DA Reports | Change Process | Dashboard | Logout

Reports | Process

Add a Submission

Have you received a submission outside of 'Have your say'? Enter that submission here.

Add a New Submission

3. Complete the **Submission Form** fields from the email, form etc.

- **Submission Source** select the delivery method from list of options.

Submitter details

- Submitter **First and Last Name**.
- Submitter **address**, leaving the **City** field blank.
- Submitter **contact details**.
- Submitters **nominated speaker**.

Submitter representation details

Monitor and add representations during public consultation

4. Click on **Submit to create the submission.**

Would you like to present your submission in person at a hearing? *

- I wish to be heard in support of my submission.
- I do not wish to be heard in support of my submission.

My position is:

- I support the development
- I support the development with some concerns (detail below)
- I oppose the development

The specific reasons I believe that planning consent should be granted/refused are:

Enter details of the concern

Use this section if you want to attach supporting documentation to your submission.
 Select files for upload (pdf files only):

Select

No records to display.

Submit

5. Click on **OK to acknowledge further edits cannot be made.**

train.planninganddesigncode.dpti.sa.gov.au says

Are you sure you want to submit: Once submitted it can no longer be edited.

OK
Cancel

The **Add a Submission** screen displays. Repeat the steps until all submissions are added.

6. Click on **Logout when no further activity to be performed.**

Submission Management

Submission Reporting

Submitter Details

Original Document PDF

DA Reports ▾

Reports

Change Process

Dashboard

Logout

Process

Add a Submission

Have you received a submission outside of 'Have your say'? Enter that submission here.

Add a New Submission

For more information visit
plan.sa.gov.au

