

Guide for relevant authorities

Public notification

# On public consultation

Version 5.1



**Government of South Australia**

Department for Trade  
and Investment

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## Related Instructions

### 1 **Initiate a public notification consultation**

*Includes instructions on setting up the notification listing, generating the sign on land and generating the public notification letters.*

### 2 **On Public Consultation**

*Includes instructions on running reports to monitor the representation submissions and add submissions received outside of 'Have your say' i.e. post, in person or by email.*

### 3 **Close the Public Consultation Period**

*Includes instructions on adding submissions received outside of 'Have your say' or late submissions, upload supporting evidence, and close the public consultation period, providing representations to the applicant.*

### 4 **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.*

### 5 **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


During the consultation period, representation submissions can be monitored within the public consultation.

### Locate the application on public consultation

1. Search for the application by the **ID** number.
2. De-select the **Assigned to me only** – as required.
3. Click on the **application** record – not the **ID** – to view the status details.
4. Click on **Planning Consent**.

### Development application processing

Search



Submit mandatory building notification
Submit mandatory Re-inspection notification
Inspections

FOR YOUR ACTION (60)
ASSESSMENT IN PROGRESS (97)
WAITING (13)
UPCOMING (12)
COMPLETED (74)
BUILDING NOTIFICATIONS (7)
RE-INSPECTION

**Assessment in progress**

Assigned to me only

ID	Owner	Location	Nature of Development
21000837	T Testfour	16 ROBE ST ROBE SA 5276	Test for DP3-2386
21000834	T Testfour	10 LAUREL TCE ROBE SA 5276	demolishing accommodation - sash test

STATUS DETAIL

CONTACTS

SUMMARY

Application 21000834

Planning consent

5. Click on the **Public Notification** tab within the **Consent** screen.

## Planning Consent for Development Application: 21000834

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

< Development application 21000834

**Consent status: Under Assessment**

**Development location(s)**  
10 LAUREL TCE ROBE SA 5276

**Title ref** CT 5342/133 **Plan parcel** D10181 AL72 **Council** Dc Of Robe

**Zoning information**

**Zones**

- Neighbourhood

## View and export representations

6. Click on **Manage Representations** to view the submission responses.

### Planning Consent for Development Application: 21000834

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

---

[< Development application 21000834](#)

#### Public notification

Public notification details

Public consultation 9 Aug 2021 - 11 Aug 2021

[Manage Representations \(2\)](#)
[View Contacts \(4\)](#)
[View Details](#)

#### Public notification status

<b>Public consultation period</b>	9 Aug 2021 - 11 Aug 2021	<b>In Progress</b>
-----------------------------------	--------------------------	--------------------

The **Manage Representations** shows with a list of submissions received to-date, and includes:

- **Send DNF** defaults to a **Tick** icon (when added via the DAP) shows a **Cross** icon (when added via the Have your say page)
- **Number** of representations – order is descending.
- **Wishes to be heard** or not.
- **Status** – of the representation – defaults to indicating valid.

Public consultation 9 Aug 2021 - 11 Aug 2021

[Manage Representations \(3\)](#)
[View Contacts \(4\)](#)
[View Details](#)

Send DNF	Date received	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	

+ Add public notification representor
[Export list of representors](#)

## Export a list of representors

7. Click on **Export list of representors**.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3) View Contacts (4) View Details

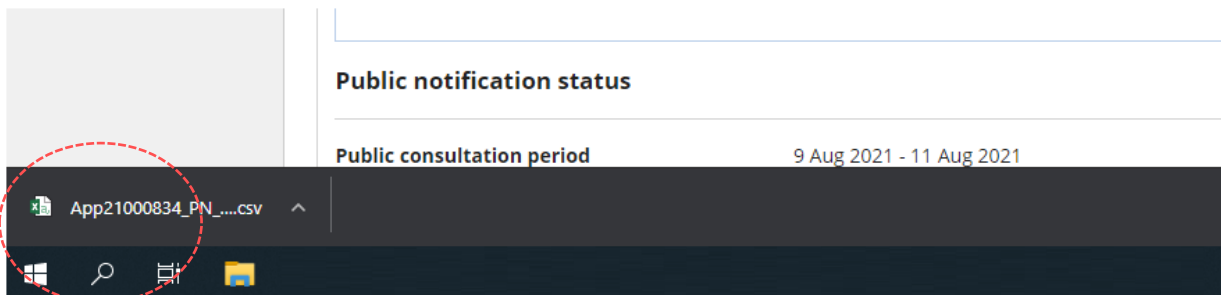
Send DNF	Date received	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✓	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✗
✓	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	✓
✓	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	✓

+ Add public notification representor [Export list of representors](#)

8. Click on the file download to view in Excel.

### Open with preferred application

If you have followed the [Set a document to always open with a preferred application](#) instructions the list of representors will open immediately in Excel rather than downloading.



Example of a PDF list of submitters.

App21000834\_PN\_representors (1) - Excel

GivenName	FamilyName	BusinessName	Address	Phone	Email	WishesToBeHeard	Represented	DateReceived	SendDNF
		Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607			TRUE	Ben Public	10/08/2021	TRUE
Penny	Public		50 Flinders street, Adelaide SA 5000		<a href="mailto:ppublic@gmail.com">ppublic@gmail.com</a>	TRUE		10/08/2021	TRUE
Helen	Public		PO Box 101, Glenelg SA 5000		<a href="mailto:helen@yahoo.com">helen@yahoo.com</a>	FALSE		10/08/2021	TRUE

### View submitter information

- Click on the representation to show more information on-screen.

### Show less information

- Click on the representation to show less information.

Manage Representations

Send DNF	Date received	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	

#### Helen Public

**Stakeholder Category** INDIVIDUAL

**Stakeholder Position** I support the development

**Submission Source** Post

**Late Submission** No

**Email**

**Phone**

**Reason to grant or refuse the planning consent**

Document	Document Type	Date Created	Edit
* Plans-60059.docx	Representation(s)	11 Aug 2021 8:05	

[+ Add public notification representor](#)
[Export list of representors](#)

**On public consultation****Manage representation**

Throughout the public notice period updates to the received representations can be performed, for example:

- Submitter has advised they want to withdraw their representation.
- Submitter has advised a change to their representation – e.g. contact details
- Submitter has provided documentation separate to their representation.
- Council has reviewed the representation and deemed it invalid.

**Withdraw a representation**

Have the submitter's request to withdraw saved to your computer to upload as evidence of the request into the documents store for the consent.

1. Click **Edit** option to make changes to a submission.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3) View Contacts (4) View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
<input checked="" type="checkbox"/>	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	<input checked="" type="checkbox"/>

+ Add public notification representor [Export list of representors](#)

2. Scroll down until the **Status of a representation** is visible.

3. Click on **Withdrawn**.

**Wishes to be heard? \***

- Yes  
 No

**Nominated speaker**

**My position is \***

- I support the development  
 I support the development with some concerns  
 I do not support the development

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

**Late submission? \***

- Yes  
 No


**Representation received \***

**Status of a representation \***

- Valid  
 Invalid  
 Withdrawn









4. Click on **SAVE** to keep updates.

The status of the representation updates with an  **Explanation** icon for withdrawn.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details







Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
	10 Aug 2021	Blg Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	

+ Add public notification representor      Export list of representors

5. Click on the **Send DNF** indicator  **Tick** icon to turn off.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
	10 Aug 2021	Blg Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	
	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	

+ Add public notification representor      Export list of representors

## Update a representor’s contact details and wishes to be heard

1. Click **Edit** option to make changes to a submission.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✓	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✓
✓	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	✓
✗	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!

+ Add public notification representor      Export list of representors

2. Make changes to the contact details – e.g. postal or street address, preferred contact method, phone number or email.

### Edit Affected Parties

**INDIVIDUAL**   BUSINESS

**Title \***  
Ms

**First Name \***  
Helen  
100 characters maximum

**Last Name \***  
Public  
100 characters maximum

**Postal Address**  
**Postal Address**  
*Type an address to search*

Search for address

**Country \***  
Australia

**Street Address \***  
PO Box 101  
500 characters maximum

**City \***  
Glenelg  
50 characters maximum

**State \***  
South Australia

**Postcode \***  
5000  
Must be 4 digits

3. Update the **Wishes to be heard?** details – as requested.

For example, change **Wishes to be heard?** from **No** to **Yes** – or vice versa, or change the nominated speaker.

**Phone**

Enter a local, national or international number - with plus sign. Spaces are allowed.

**Email \***

50 characters maximum.

**Wishes to be heard? \***

Yes

No

**Nominated speaker**

4. Click on **Save** to keep updates.

5. Click on **Manage Representations** to see the listing.

The changes in representor details are reflected within the table.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

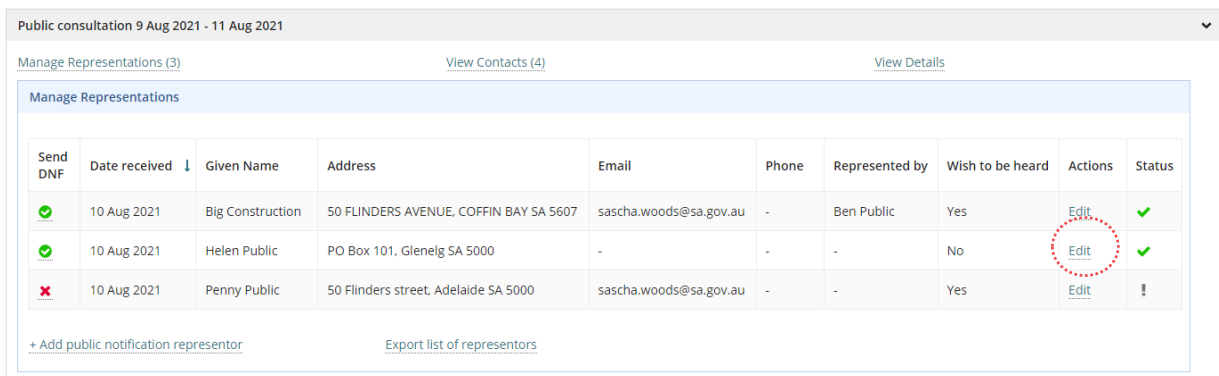
Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✔	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✔
✘	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!
✔	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	✔

+ Add public notification representor      [Export list of representors](#)

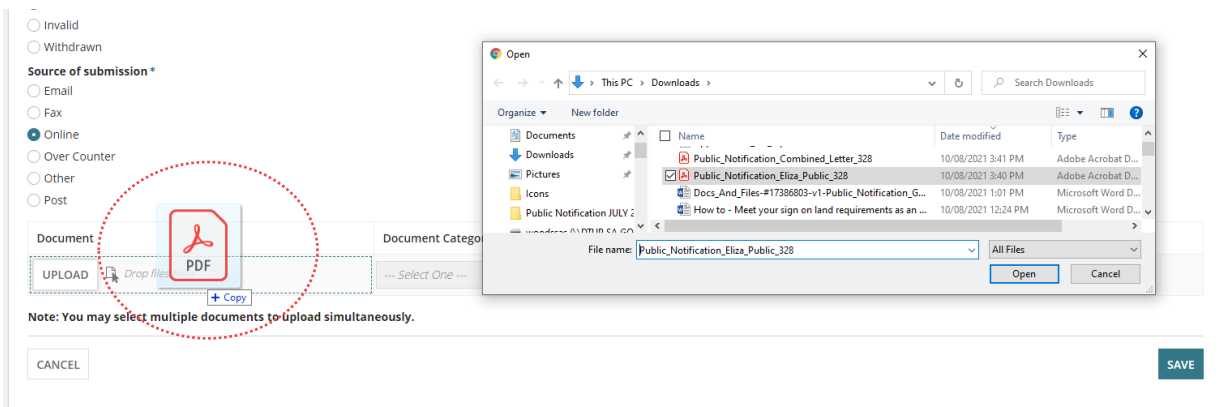
## Upload representor additional documentation

Save the submitter’s additional documentation to your computer for uploading into their representation.

1. Click **Edit** option to make changes to a submission.

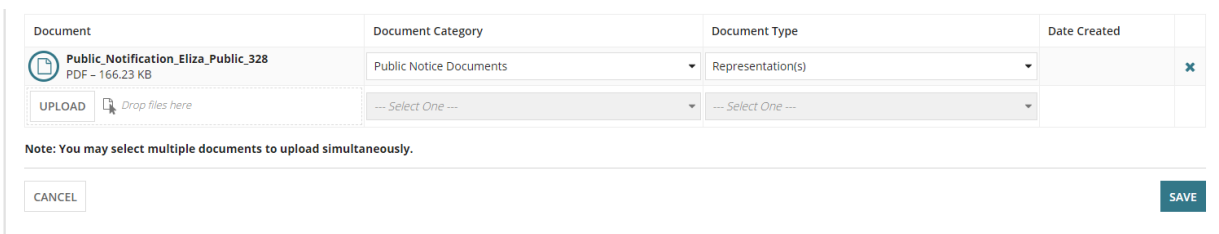


2. Click on **UPLOAD** to locate saved documents.
3. Drag and drop into the **Drop files here** field.
4. Click on **Cancel** to close the Open window.



5. The document categorising automatically populates.
  - **Document Category** = Public Notice Documents
  - **Document Type** = Representation(s)

6. Click on **SAVE** to keep updates.



**On public consultation**

The Public consultation screen shows.

7. Click on **Manage Representations** to see the listing.
8. Click on the representation to view more information.

Public consultation 9 Aug 2021 - 11 Aug 2021

[Manage Representations \(3\)](#)
[View Contacts \(4\)](#)
[View Details](#)

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✔	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✔
✔	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	✔
✘	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!

**Helen Public**

<b>Stakeholder Category</b> INDIVIDUAL	<b>Stakeholder Position</b> I support the development
<b>Submission Source</b> Post	<b>Late Submission</b> No
<b>Email</b> sascha.woods@sa.gov.au	<b>Phone</b>

**Reason to grant or refuse the planning consent**

Document	Document Type	Date Created	Edit
* Public_notification_eliza_public_279-60012 (1).pdf	Representation(s)	11 Aug 2021 13:44	
* Plans-60059.docx	Representation(s)	11 Aug 2021 8:05	

[+ Add public notification representor](#)
[Export list of representors](#)

**On public consultation**

**Representation deemed invalid**

Following a review of the submitter’s representation, the assessing officer has deemed the representation invalid and it will not be sent to the applicant for review and submitter will not be notify of the decision outcome.

1. Click **Edit** option to make changes to a submission.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✓	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<b>Edit</b>	✓
✓	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	Edit	✓
✗	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	Edit	!

+ Add public notification representor      Export list of representors

2. Scroll down until the **Status of a representation** is visible.
3. Select **Invalid**.
4. Click on **SAVE** to keep updates.

Late submission? \*

Yes

No

Representation received \*

10/08/2021

Status of a representation \*

Valid

Invalid

Withdrawn

Source of submission \*

Email

Fax

Online

Over Counter

Other

Post

Document	Document Category	Document Type	Date Created
<input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/>	<input type="text" value="--- Select One ---"/>	<input type="text" value="--- Select One ---"/>	

Note: You may select multiple documents to upload simultaneously.

The public consultation screen shows.

5. Click on **Manage Representations** to see the listing.

The status of the representation updates with a **✘ Cross** icon for invalid.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✔	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✘
✘	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!
✔	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	✔

+ Add public notification representor      Export list of representors

6. Click on the **Send DNF** indicator **✔ Tick** icon to turn off.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✘	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✘
✘	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!
✔	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	✔

+ Add public notification representor      Export list of representors

## Add a representation received outside of the Have your say page

The + **Add public notification representor** option is used to capture submissions received outside of the **Have your say** page – e.g. received over the counter, by email or post – and/or late representations received via those methods.

1. Click on **+Add public notification representor** to enter details into the online form.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (1) View Contacts (4) View Details

Send DNF	Date received	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
<input checked="" type="checkbox"/>	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	<input checked="" type="checkbox"/>

[+ Add public notification representor](#) [Export list of representors](#)

2. Using the representation form complete the **Edit Contact** fields as follows.

### Complete the contact details

3. Select **INDIVIDUAL** or **BUSINESS** contact.
4. Complete the contact name fields – Title, First Name and Last Name.

### Edit Contact

**INDIVIDUAL** BUSINESS

**Title \***  
Mr

**First Name \***  
Joe  
100 characters maximum

**Last Name \***  
Public

5. Start typing the **Postal Address**, then click on the matching addressing.

**Postal Address \***

50 Flinders street

UNIT 2 50 FLINDERS STREET, KENT TOWN

UNIT 1 50 FLINDERS STREET, KENT TOWN

50 FLINDERS DRIVE, STREAKY BAY

50 FLINDERS HIGHWAY, ELLISTON

50 FLINDERS DRIVE, VALLEY VIEW



**On public consultation****PO Box Address**

To add PO Box address click on **Enter the address manually** which shows the following fields to complete.

- **Country** – defaults to Australia
- **Street Address** – enter PO Box details
- **City** – enter suburb name
- **State** – select from list of options
- **Post Code**

Search for address

**Country \***

Australia

**Street Address \***

PO BOX 101

500 characters maximum

**City \***

Adelaide

50 characters maximum

**State \***

South Australia

**Postcode \***

5000

Must be 4 digits

6. Leave the **Preferred Contact Method** field as default of Email if representation received by email. Change to Post if received by post or in person.
7. Complete the **phone number** field with a mobile or landline.
8. Complete the **email** field; mandatory when 'email' is the preferred method of contact.

**Preferred Contact Method**

Post

**Phone**

84254155

Enter a local, national or international number - with plus sign. Spaces are allowed.

**Email**

*Must contain an '@' and a '.'*

## Complete the representation

9. Use the representation form to complete the representation fields.

**Wishes to be heard? \***

Yes

No

**My position is \***

I support the development

I support the development with some concerns

I do not support the development

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

Enter the reasons

**Late submission? \***

Yes

No

**Representation received \***

11/08/2021

**Status of a representation \***

Valid

Invalid

Withdrawn

**Source of submission \***

Email

Fax

Online

Over Counter

Other

Post

## Upload the Representation

10. Click on **UPLOAD** to locate the saved representation application form and drag-and-drop into the **Drop files here** field.

**Source of submission \***

Email

Fax


Online

Over Counter

Other

Post

**Document**

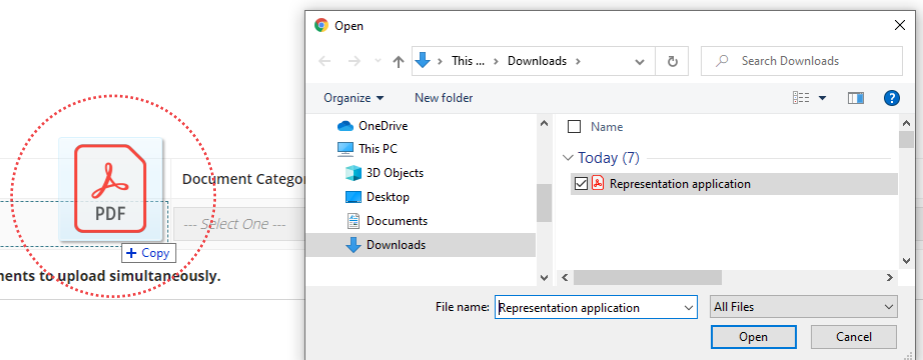
**UPLOAD**  Drop files here

**Document Category**

--- Select One ---

**Note: You may select multiple documents to upload simultaneously.**

**CANCEL**






**On public consultation**

11. The document categorising automatically populates:

- **Document Category** = Public Notice Documents
- **Document Type** = Representation(s)

12. Click on **SAVE** to keep updates.









Document	Document Category	Document Type	Date Created
 <b>Representation application</b> PDF – 451.71 KB	Public Notice Documents	Representation(s)	
<input type="button" value="UPLOAD"/>  Drop files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

The Public consultation screen shows:

13. Click on **Manage Representations** to see the listing.

The added representation shows in the listing.

Public consultation 9 Aug 2021 - 11 Aug 2021										
<a href="#">Manage Representations (4)</a>			<a href="#">View Contacts (4)</a>				<a href="#">View Details</a>			
Manage Representations										
Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status	
	11 Aug 2021	Joe Public	PO BOX 101, Adelaide SA 5000	-	84254155	-	No	<a href="#">Edit</a>		
	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>		
	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>		
	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>		

[+ Add public notification representor](#)      [Export list of representors](#)

For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**  
Department for Trade  
and Investment