

Confirm the reserved matters have been met

Version 1.2

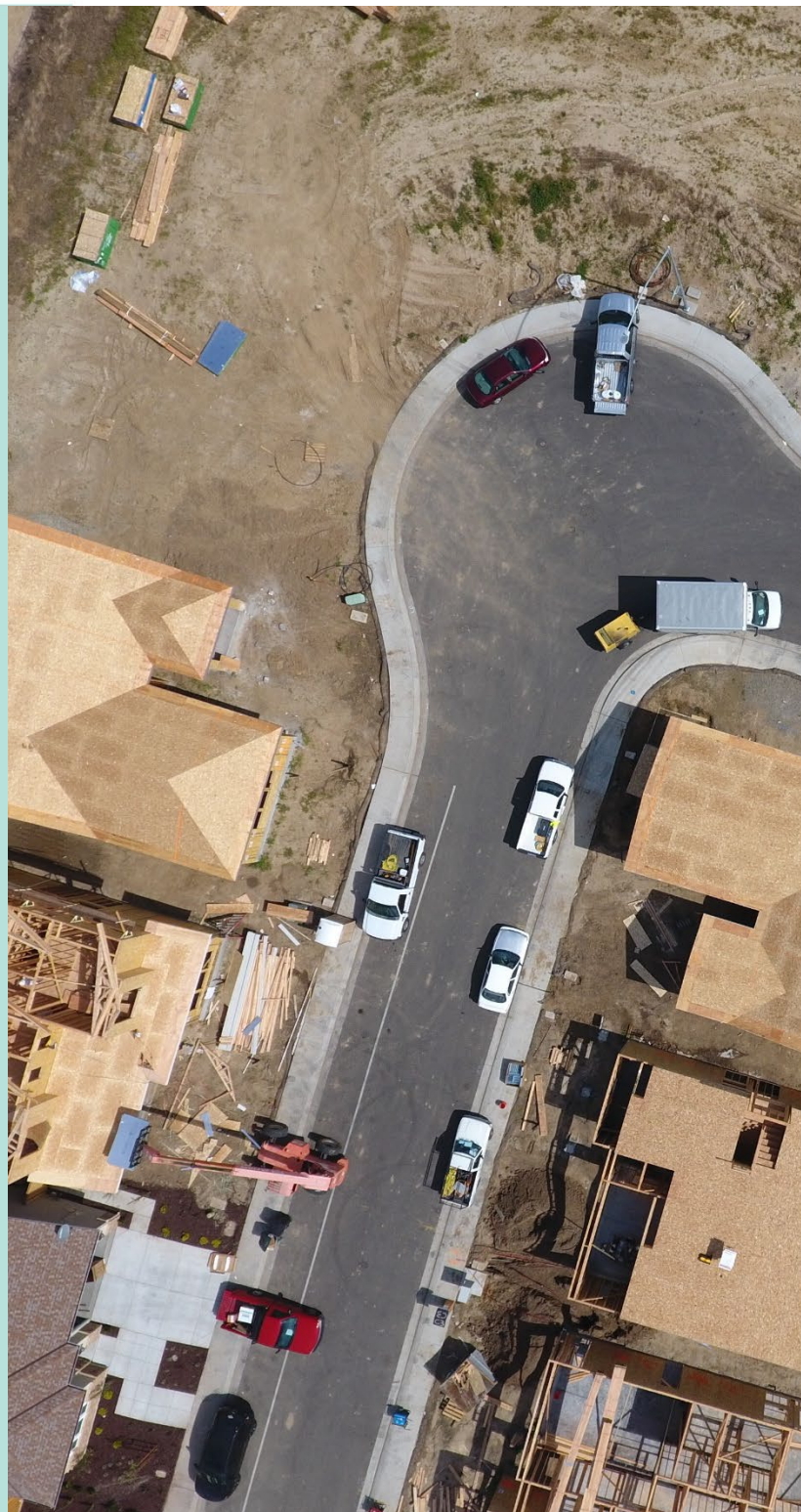


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What are Reserved Matters?

Reserved matters can be used to defer a decision on parts of an application that are incidental to a proposal and are not fundamental to the overall assessment of the application. For example, a reserved matter may relate to landscaping or the location of the air conditioning plant and equipment.

The use of reserved matters can benefit the planning authority and applicant by allowing some matters of detail to be set aside to be dealt with at a later time. This provides both financial and progressive certainty for the applicant, but also security for the assessing authority to further consider certain matters after the planning consent is granted.

Where to look:

Planning, Development and Infrastructure Act 2016: Section 102(3)

How do I know the planning consent has a reserved matter?

The Decision Notification Form (DNF) issued on granting Planning Consent will identify reserved matters separately to those matters which are conditions (refer image). The wording for the reserved matters clearly identifies the requirement, and when it is to be fulfilled.

On receipt of the information relating to a reserved matter, a relevant authority will assess and if satisfactory will be approved.

As each reserved matter is met, the “No of Reserved Matters” listed on the DNF will reduce by that number, until all are met, resulting in 0 (zero) being shown.

PlanSA
DECISION NOTIFICATION FORM
 Section 126(1) of the Planning, Development and Infrastructure Act 2016

TO THE APPLICANT(S):

Name: Penny Public
 Postal address: 83 PIRIE STREET ADELAIDE SA 5000
 Email: sascha.woods@sa.gov.au

IN REGARD TO:

Development application no.: 23000032 Lodged on: 10 Jan 2023
 Nature of proposed development: tourist accommodation - 10 huts

LOCATION OF PROPOSED DEVELOPMENT:

Location reference: 3A DENNIS AV ROBE SA 5276
 Title ref.: CT 5995/491 Plan Parcel: D73581 AL101 Council: DC C

Location reference: 3A DENNIS AV ROBE SA 5276
 Title ref.: CT 5995/492 Plan Parcel: D73581 AL101 Council: DC C

DECISION:

Decision type	Decision (granted/refused)	Decision date	No. of conditions	No. of reserved matters	Entity responsible for decision (relevant authority)
Planning Consent	Granted	10 Jan 2023	1	2	Assessment Manager at Limestone Coast Southern Regional Assessment Panel

RESERVED MATTERS

Planning Consent

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

Reserved Matter 1
 The following matter is reserved pursuant to Section 102(3) of the Planning, Development and Infrastructure Act 2016 and is to be addressed prior to Development Approval being granted:

- A wastewater approval issued under the *South Australian Public Health Act 2011* and the *South Australian Public Health (Wastewater) Regulations 2013* in respect of the proposed alterations to the on-site wastewater system to accommodate the proposed shower must be obtained and uploaded to the portal.

Reserved Matter 2
 Prior to a Development Approval being issued by Council the applicant shall have an application approved under the *Public Health Act, 2011* for the alterations required to the existing waste water system

CONDITIONS

Planning Consent

When a response to reserved matters is required a 'hold' is placed on the Development approval until the applicant responds and the relevant authority assesses met, not met or deferred (staged building consent only)

Assessment status				
Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
✓ Planning Consent	Assessment Manager at Limestone Coast Southern Regional Assessment Panel	Teamlead Testfour ✕	Granted	
✓ Building Consent - Stage 1	District Council of Robe	Teamlead Testfour ✕	Granted	
▶ Staged Development Approval for: Planning Consent Building Consent - Stage 1	District Council of Robe	Type to select the user	On Hold	
Building Consent - Stage 2	District Council of Robe	Teamlead Testfour ✕	Initialised	
Development Approval for: Building Consent - Stage 2	District Council of Robe	No assessor assigned Edit	Awaiting Precursor Consent	

> [View team workload](#) [Help for this section](#) [SAVE USER ALLOCATION](#)

Record a Reserved Matters Decision

Locate and Open the Application Planning Consent

When an applicant responds to the reserved matters an email notification will inform the assessing relevant authority or the assessing officer (if allocated) to review the response supporting documentation to determine if the reserved matters have been met or not.

1. Search using the application **ID** shown in the email notification.
2. Remove the **Assigned to me only** to view all applications; this is required only when the application is not assigned to you.
3. Click on the application **ID** to view the actions required and the consents.

Development application processing 23000032

FOR YOUR ACTION (55) ASSESSMENT IN PROGRESS (80) WAITING (19) UPCOMING (7) COMPLETED (97) BUILDING NOTIFICATIONS (6) RECTIFICATION NOTIFICATIONS (0)

1 results for "23000032"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged
23000032	P Public	3A DENNIS AV ROBE SA 5276, 3A DENNIS AV ROBE SA 5276	tourist accommodation - 10 huts	District Council of Robe	10 Jan 2023

4. Click on **Resolve Reserved Matters**.

Development application - 23000032: 3a Dennis Av Robe SA 5276 + 1 more location(s)

Summary Documents Event History Sharing access Inspection Related Actions

This application currently requires 1 action from you

Resolve Reserved Matters

The Planning Consent **Conditions and Notes** page shows and the Conditions tab selected by default.

5. Click on the **Reserved matters** tab.

Planning Consent - 23000032: 3a Dennis Av Robe SA 5276 + 1 more location(s)

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

[Help for this section](#)

< Development application 23000032

Relevant Authority [Preview Conditions and Notes](#)

Add Standard Groups >

▼ **Limestone Coast Southern Regional Assessment Panel**

Conditions Advisory notes **Reserved matters** Refusal reason

Title	Included in DNF	Clearance requirement not met

The list of Reserved matters to be addressed shows and the **Reserved Matter Submissions** sections shows the applicant submitted responses, and if an open action the **Respond to Reserved Matters** option is disabled.

▼ Limestone Coast Southern Regional Assessment Panel

Conditions Advisory notes **Reserved matters** Refusal reason

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

Respond to Reserved Matters

Title	Reserved Matter	Included in DNF	Met	Not Met Reasons	Defer
Wastewater application	The following matter is reserved pursuant to Sec ...	✓	✗		✗
Wastewater existing alterations	Prior to a Development Approval being issued by ...	✓	✗		✗

Reserved Matter Submissions

Title	Submitted By	Date Submitted	Resolved By	Date Resolved	Action
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 9:55			Show/Edit

Review the reserved matters submission and download documentation

The 'Title' of the reserved matters response includes the submitters name and number of addressed reserved matters.

1. Click on **submission link** to view the addressed reserved matters and attached documentation.

Reserved Matter Submissions

Title	Submitted By	Date Submitted	Resolved By	Date Resolved	Action
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 9:55	Teamlead Testfour	10 Jan 2023 10:26	Finalised
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 11:32			Show/Edit

A read-only **Resolved Reserved Matters** page opens in a new browser tab with supporting documents and the reserved matters addressed.

2. Click on the **document name** to download a copy.

Resolved Reserved Matters 23000032

Summary Related Actions

Supporting Documents

Document	Type	Date Created
* Additional documents - uploaded by applicant.docx	Technical Report - Waste Management	10 Jan 2023 9:55

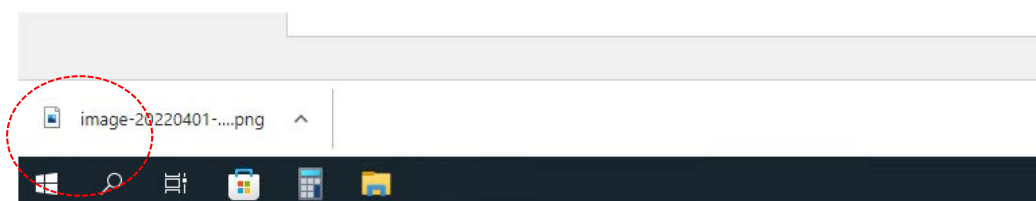
Reserved Matters

Reserved Matters	Reserved Matters Decision	Date/Reason
The following matter is reserved pursuant to Section 102(3) of the Planning, Development and Infrastructure Act 2016 and is to be addressed prior to Development Approval being granted:A wastewater approval issued under the South Australian Public Health Act 2011 and the South Australian Public Health (Wastewater) Regulations 2013 in respect of the proposed alterations to the on-site wastewater system to accommodate the proposed shower must be obtained and uploaded to the portal.		

Comments/Remarks

NA

3. At the bottom of the page, click on **document download** to view and print (if required).



Record the Reserved Matters Decision

1. Click on **Reserved Matters** tab to show the reserved matter(s) to be met.
2. Click on **Show/Edit** to record the decision.

▼ Limestone Coast Southern Regional Assessment Panel

Conditions	Advisory notes	Reserved matters	Refusal reason
------------	----------------	-------------------------	----------------

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

		Respond to Reserved Matters			
Title	Reserved Matter	Included in DNF	Met	Not Met Reasons	Defer
Wastewater application	The following matter is reserved pursuant to Sec ...	✔	✘		✘
Wastewater existing alterations	Prior to a Development Approval being issued by ...	✔	✘		✘

Reserved Matter Submissions

Title	Submitted By	Date Submitted	Resolved By	Date Resolved	Action
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 9:55	Teamlead Testfour	10 Jan 2023 10:26	Finalised
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 11:32			Show/Edit

The **Resolved Reserved Matter** page shows with uploaded documents addressing the reserve matters listed.

3. Download a copy of the document(s) if not performed in [Review the addressed reserved matters and download documentation](#).

Resolve Reserved Matter

Uploaded Documents

Document	Type	Date Created
* Additional documents - uploaded by applicant.docx	Technical Report - Waste Management	10 Jan 2023 9:55

Reserved Matters

Reserved Matters	Reserved Matters Decision	Date/Reason	Clear response
The following matter is reserved pursuant to Section 102(3) of the Planning, Development and Infrastructure Act 2016 and is to be addressed prior to Development Approval being granted:A wastewater approval issued under the South Australian Public Health Act 2011 and the South Australian Public Health (Wastewater) Regulations 2013 in respect of the proposed alterations to the on-site wastewater system to accommodate the proposed shower must be obtained and uploaded to the portal.	<input type="radio"/> Met <input type="radio"/> Not Met <input type="radio"/> Defer to later stage		Clear response

Reserved Matters 'Met' Decision

1. Click on **Met** decision (mandatory).
2. Type the **Date** met or select from the calendar (mandatory).
3. Record a **Comments/Remarks** (mandatory).

Resolve Reserved Matter

Uploaded Documents

Document	Type	Date Created
* Additional documents - uploaded by applicant.docx	Site Plans	10 Jan 2023 11:32

Reserved Matters

Reserved Matters	Reserved Matters Decision	Date/Reason	Clear response
The following matter is reserved pursuant to Section 102(3) of the Planning, Development and Infrastructure Act 2016 and is to be addressed prior to Development Approval being granted: A wastewater approval issued under the South Australian Public Health Act 2011 and the South Australian Public Health (Wastewater) Regulations 2013 in respect of the proposed alterations to the on-site wastewater system to accommodate the proposed shower must be obtained and uploaded to the portal.	<input checked="" type="radio"/> Met <input type="radio"/> Not Met <input type="radio"/> Defer to later stage	10/01/2023	Clear response

Comments/Remarks*

All required documentation provided

35/255

4. Select **Yes** to edit or add conditions or notes (as required).

If you choose not to edit or add conditions or notes, then both **SUMBIT** and **SUBMIT AND FINALISE** are enabled.

5. Click **SUBMIT** to save updates.

Do you want to add the conditions and notes*

- Yes
 No

i If Yes is selected, the conditions and notes will be available for editing

Submit and Finalise - marks the reserved matter submission as Finalised. Resends DNF where one or more reserved matters are marked as Met.
Submit - saves the contents of this form but does not mark it as finalised. Allows further edits and does not send a DNF and an email to the applicant.

CANCEL

SUBMIT

SUBMIT AND FINALISE

The **Reserved Matters** tab shows with the Met column shows the entered date met and the submission action Show/Edit remains and Respond to Reserved Matters remains disabled.

Conditions
Advisory notes
Reserved matters
Refusal reason

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

Respond to Reserved Matters

Title	Reserved Matter	Included in DNF	Met	Not Met Reasons	Defer
Wastewater application	The following matter is reserved pursuant to Sec ...	✔	Met - 10 Jan 2023		✘
Wastewater existing alterations	Prior to a Development Approval being issued by ...	✔	✘		✔

Reserved Matter Submissions

Title	Submitted By	Date Submitted	Resolved By	Date Resolved	Action
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 9:55	Teamlead Testfour	10 Jan 2023 10:26	Finalised
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 11:32			Show/Edit

6. Complete [Update Conditions and Notes](#).
7. Click on **Reserved matters** tab to finalise the decision.
8. Click on **Show/Edit** against the reserved matter submission.

Conditions
Advisory notes
Reserved matters
Refusal reason

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

Respond to Reserved Matters

Title	Reserved Matter	Included in DNF	Met	Not Met Reasons	Defer
Wastewater application	The following matter is reserved pursuant to Sec ...	✔	Met - 10 Jan 2023		✘
Wastewater existing alterations	Prior to a Development Approval being issued by ...	✔	✘		✔

Reserved Matter Submissions

Title	Submitted By	Date Submitted	Resolved By	Date Resolved	Action
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 9:55	Teamlead Testfour	10 Jan 2023 10:26	Finalised
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 11:32			Show/Edit

The **Resolve Reserved Matter** page shows.

9. Change **Do you want to add the conditions and notes** to “No” to enable the SUBMIT AND FINALISE button.

Do you want to add the conditions and notes *

Yes
 No

! If Yes is selected, the conditions and notes will be available for editing

Submit and Finalise - marks the reserved matter submission as Finalised. Resends DNF where one or more reserved matters are marked as Met.

Submit - saves the contents of this form but does not mark it as finalised. Allows further edits and does not send a DNF and an email to the applicant.

CANCEL

SUBMIT

SUBMIT AND FINALISE

Confirm the reserved matters have been met

10. Click **SUBMIT AND FINALISE**.

11. Click **OK, Continue** to acknowledge the generation of the Decision Notification Form (DNF) and email to the applicant advising a Decision Notification Form (DNF) for Planning Consent is available.

The DNF will be generated and distributed once this form is submitted. Please make sure that you have reviewed the conditions and notes before proceeding.
 Note: Once the Reserved Matters has been finalised you will be unable to further edit those that are marked as Met.

CANCEL
OK, CONTINUE

The Reserved matter(s) show the date met and the submission marked as 'finalised'.

Conditions	Advisory notes	Reserved matters	Refusal reason
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Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

[Respond to Reserved Matters](#)

Title	Reserved Matter	Included in DNF	Met	Not Met Reasons	Defer
Wastewater application	The following matter is reserved pursuant to Sec ...	✔	Met - 10 Jan 2023		✘
Wastewater existing alterations	Prior to a Development Approval being issued by ...	✔	✘		✔

Reserved Matter Submissions

Title	Submitted By	Date Submitted	Resolved By	Date Resolved	Action
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 9:55	Teamlead Testfour	10 Jan 2023 10:26	Finalised
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 11:32	Teamlead Testfour	10 Jan 2023 12:15	Finalised

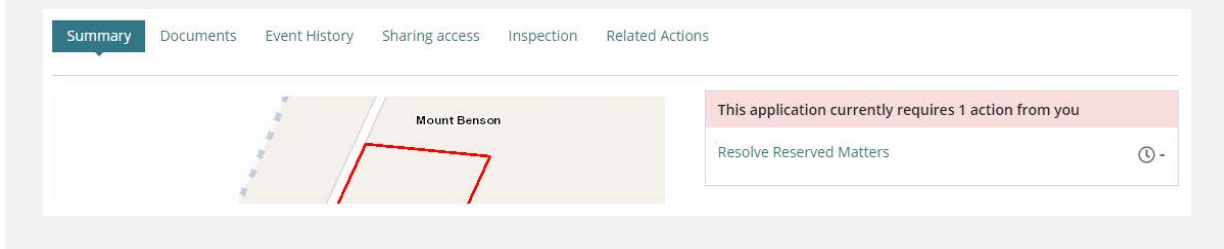
Post is the preferred communication method

For applicants and/or primary contacts that have chosen 'post' as their preferred communication method, download and print the revised 'Decision Notification Form (DNF)' from the documents store.

Reserved Matters 'Not Met' Decision

On finalising the reserved matter submission as 'not met' or when multiple reserved matters in the one submission have combination of 'met' and 'not met' decision, the submission is marked as 'finalised' and the applicant is advised by email of the review outcomes, including the 'not met' reasons.

A task 'Resolved Reserved Matters' is created for the relevant authority and the applicant's task 'A response to Reserved Matter(s) is required' continues to remain active until all reserved matters are marked as 'met'.



1. Click on **Not Met** decision (mandatory).
2. Type a **Reason** why the reserved matters have not been met (mandatory).
Note, the reason entered is included in the email to the applicant.
3. Record a **Comments/Remarks** (mandatory).
4. Click **SUBMIT AND FINALISE** to generate an email to the applicant advising the reserved matters not met.

Resolve Reserved Matter

Uploaded Documents

Document	Type	Date Created
* Additional documents - uploaded by applicant.docx	Technical Report - Waste Management	10 Jan 2023 9:55

Reserved Matters

Reserved Matters	Reserved Matters Decision	Date/Reason	Clear response
The following matter is reserved pursuant to Section 102(3) of the Planning, Development and Infrastructure Act 2016 and is to be addressed prior to Development Approval being granted: A wastewater approval issued under the South Australian Public Health Act 2011 and the South Australian Public Health (Wastewater) Regulations 2013 in respect of the proposed alterations to the on-site wastewater system to accommodate the proposed shower must be obtained and uploaded to the portal.	<input type="radio"/> Met <input checked="" type="radio"/> Not Met <input type="radio"/> Defer to later stage	Missing drawings 16/255	Clear response

Comments/Remarks *

Missing drawings 16/255

Submit and Finalise - marks the reserved matter submission as Finalised. Resends DNF where one or more reserved matters are marked as Met.

Submit - saves the contents of this form but does not mark it as finalised. Allows further edits and does not send a DNF and an email to the applicant.

The reserved matter(s) shows the **not met reasons** and the submission is marked 'finalised'.

Conditions	Advisory notes	Reserved matters	Refusal reason
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Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

Respond to Reserved Matters

Title	Reserved Matter	Included in DNF	Met	Not Met Reasons	Defer
Wastewater application	The following matter is reserved pursuant to Sec ...	✓	✗	Missing drawings	✗
Wastewater existing alterations	Prior to a Development Approval being issued by ...	✓	✗		✗

Reserved Matter Submissions

Title	Submitted By	Date Submitted	Resolved By	Date Resolved	Action
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 9:55	Teamlead Testfour	10 Jan 2023 10:26	Finalised

Reserved Matters ‘Defer to later stage’ Decision

The ‘Defer to later stage’ option is only available for staged building consents and can be used when multiple reserved matters decisions have been made, for example a submission contain 3 reserved matters and you have marked one as ‘met’ another as ‘not met’ and the final as ‘defer to later stage’.

On finalising the submission, the applicant is advised by email of the review outcomes, including the reserved matters ‘met’ and/or ‘not met’ with reasons and ‘defer to later stage’.

A task ‘Resolved Reserved Matters’ is created for the relevant authority and the applicant’s task ‘A response to Reserved Matter(s) is required’ continues to remain active until all reserved matters are marked as ‘met’.

1. Click on **Defer to later stage** decision (mandatory).
2. Record a **Comments/Remarks** (mandatory).
3. Click **SUBMIT AND FINALISE** to generate an email to the applicant advising the reserved matters are deferred to a later stage.

Reserved Matters

Reserved Matters	Reserved Matters Decision	Date/Reason	Clear response
The following matter is reserved pursuant to Section 102(3) of the Planning, Development and Infrastructure Act 2016 and is to be addressed prior to Development Approval being granted: A wastewater approval issued under the South Australian Public Health Act 2011 and the South Australian Public Health (Wastewater) Regulations 2013 in respect of the proposed alterations to the on-site wastewater system to accommodate the proposed shower must be obtained and uploaded to the portal.	<input type="radio"/> Met <input type="radio"/> Not Met <input checked="" type="radio"/> Defer to later stage		Clear response

Comments/Remarks *

Deferred as not applicable at stage 1 16/255

The reserved matter(s) shows **Defer** and the submission is marked ‘finalised’.

Conditions	Advisory notes	Reserved matters	Refusal reason
------------	----------------	------------------	----------------

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

Respond to Reserved Matters

Title	Reserved Matter	Included in DNF	Met	Not Met Reasons	Defer
Wastewater application	The following matter is reserved pursuant to Sec ...	✔	✘	Missing drawings	✘
Wastewater existing alterations	Prior to a Development Approval being issued by ...	✔	✘		✔

Reserved Matter Submissions

Title	Submitted By	Date Submitted	Resolved By	Date Resolved	Action
VolApplicant Test - Addressed 1 Reserved Matters	VolApplicant Test	10 Jan 2023 9:55	Teamlead Testfour	10 Jan 2023 10:26	Finalised
Teamlead Testfour - Addressed 2 Reserved Matters	Teamlead Testfour	10 Jan 2023 10:48	Teamlead Testfour	10 Jan 2023 10:48	Finalised

Update Conditions and Notes

Add a condition

1. Click on **Conditions** tab.

[Preview Conditions and Notes](#)

Add Standard Groups >

▼ Limestone Coast Southern Regional Assessment Panel

Conditions

Advisory notes

Reserved matters

Refusal reason

ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		
Test Condition Release 2.31	✔				Show/Edit

2. Expand **Add Standard Groups** to a group of conditions (as applicable) or click **ADD CONDITION** to select a standard condition or manually enter a condition.

3. The **Add Conditions** page shows and then complete the fields as follows.

- **Title** select a standard condition or 'Other' to add manually.
- **Custom Title** shows when 'Other' type selected. Provide a meaningful title, e.g. Water Supply
- **Condition** provides the condition details.
- **Clearance Requirement** indicate as applicable.

4. Click **SAVE** to create the condition.

Add Conditions

Title*

Other ▼

Custom Title*

Water Supply

Condition*

B I

A dwelling is connected, or will be connected, to a reticulated water scheme or mains water supply with the capacity to meet the requirements of the development. Where this is not available it is serviced by a rainwater tank or tanks capable of holding at least 50,000 litres of water which is:

1. exclusively for domestic use
2. connected to the roof drainage system of the dwelling.

Include in DNF Clearance Requirement

GO BACK
SAVE

The **Conditions** table shows the added condition(s) including maintenance options Sort, Delete, Show (view) and Edit.

Conditions		Advisory notes	Reserved matters	Refusal reason
ADD CONDITION				
Title	Included in DNF	Clearance requirement not met	Sort	
Test Condition	✓		↓	Show/Edit
Water Supply	✓		↑	Show/Edit

GO BACK FINALISE

Edit a condition

1. Click on **Show/Edit** against the condition.

Conditions		Advisory notes	Reserved matters	Refusal reason
ADD CONDITION				
Title	Included in DNF	Clearance requirement not met	Sort	
Test Condition	✓		↓	Show/Edit
Water Supply	✓		↑	Show/Edit

GO BACK FINALISE

The **Modify Conditions** page shows.

2. Make changes to the condition details.
3. Mark **Clearance Requirement** (as required).
4. Click **SAVE** to keep changes.

Modify Conditions

Title *

Test Condition

Conditions

B I [List Icons] [Link Icon]

Test Condition - make changes to the existing condition, includes removing and adding text

Include in DNF Clearance Requirement

GO BACK SAVE

5. Click **FINALISE** to apply.

Conditions

Advisory notes

Reserved matters

Refusal reason

ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		
Test Condition	✔		↓	🗑	Show/Edit
Water Supply	✔		↑	🗑	Show/Edit

GO BACK

FINALISE

Add an advisory note

1. Click on **Advisory notes**.
2. Click **ADD ADVISORY NOTE**.

The screenshot shows a navigation bar with four tabs: 'Conditions', 'Advisory notes' (active), 'Reserved matters', and 'Refusal reason'. Below the tabs is a button labeled 'ADD ADVISORY NOTE' which is circled in red. Underneath is a table with the following structure:

Title	Included in DNF	Sort		
Advisory Notes	✔		🗑️	Show/Edit

At the bottom right of the interface are two buttons: 'GO BACK' and 'FINALISE'.

3. The **Add Advisory Notes** page shows and then complete the fields as follows.
 - **Title** select a standard advisory note or 'Other' to add a manually.
 - **Custom Title** shows when 'Other' type selected. Provide a meaningful title, e.g. Water Supply
 - **Condition** provides the condition details.
 - **Clearance Requirement** indicate as applicable.
4. Click **SAVE** to create the advisory note.

Add Advisory Notes

Title *

Advisory Notes

Advisory Note *

B I [List icons] [Link icon]

Construction Hours
That construction shall take place between 7am and 7pm Monday to Saturday and between 9am and 6pm on Sundays and public holidays. All such work shall be undertaken in such a manner so as not to cause any nuisance or annoyance to any of the occupiers of buildings within the locality. For further information on these requirements please contact the Environment Protection Authority on 1800 623 445

Requirements of other authorities
The issue of a development approval does not exempt any person from the responsibility to comply with the relevant requirements of other authorities and or acts.

Include in DNF

GO BACK SAVE

The **Conditions & Notes** page shows with the added advisory note including maintenance options, Sort, Delete, Show (view) and Edit.

Edit an advisory note

1. Click on **Show/Edit** against the advisory note.

Conditions
Advisory notes
Reserved matters
Refusal reason

ADD ADVISORY NOTE

Title	Included in DNF	Sort		
Advisory Notes	✔		🗑	Show/Edit

GO BACK
FINALISE

The **Modify Advisory Notes** page shows.

2. Make changes to the condition details.
3. Click **SAVE** to keep changes.

Modify Advisory Notes

Title*

Advisory Notes

Advisory Note

B I ☰ ☰ ↵

Encumbrance Compliance
The owner shall ensure that the requirements of any encumbrance(s) applicable to the property are complied with.

Street Numbering
Once construction is complete please ensure that your property is clearly identified with the Street Number (not allotment number) to assist emergency services and utilities in locating you, particularly in times of an emergency.
Street numbers must be clearly visible from the road and reflective. If you are unsure of your street number please contact the Council on 87682003 for further information.

Toilets for Workers
Health regulations require that toilet facilities be provided on or adjacent to any Development site prior to commencement of any development

Include in DNF

GO BACK
SAVE

4. Click **FINALISE** to apply.

Conditions
Advisory notes
Reserved matters
Refusal reason

ADD ADVISORY NOTE

Title	Included in DNF	Sort		
Advisory Notes	✔		🗑	Show/Edit

GO BACK
FINALISE

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Trade
and Investment