


## Background


1

Following the conclusion of the notification period, you will receive an email informing the notification of your application has been completed, the total number of 'valid' representations and the timeframe to respond to the representations. When no representations received the email will advise no further action is required.

Any response received within this time will be taken into consideration by the Assessment Panel when it makes its decision on your application.



Response Required to Consultation Period – Application ID  
21000809



This email is to advise that notification of your application has now been completed. The Authority received 3 valid representations in relation to your application.

You are able to submit a written response to the Authority in relation to these representations **within 15 business days** from the date of this email, or such longer period as the Authority may allow in the event an extension of time is sought by you.

Any response received within this time will be taken into consideration by the Assessment Panel when it makes its decision on your application.

Please use the following link to download the representation(s) and provide your response.

When providing the response, please make sure you upload a document of the type "Response to Representation".

View the Planning Consent [Public Notification page](#).

Regards,  
District Council of Robe  
0888881111

Please do not reply to this email as it is automatically generated. If this email is in relation to a development application, please contact your Relevant Authority or Assessing officer.

## Require an extension of time to respond

2

When you need more time to review the submissions to provide a response contact the relevant authority to request an extension of time.

## Included instructions

- [Login to view the representation\(s\)](#)
- [Preview the representor submissions](#)
- [Respond to representations](#)

## Login to view the representation(s)

3

Login to view the public notification page of your application

A **Public Notification** link is provided within the 'Response Required to Consultation Period' email to download the representation(s) prior to providing your response.

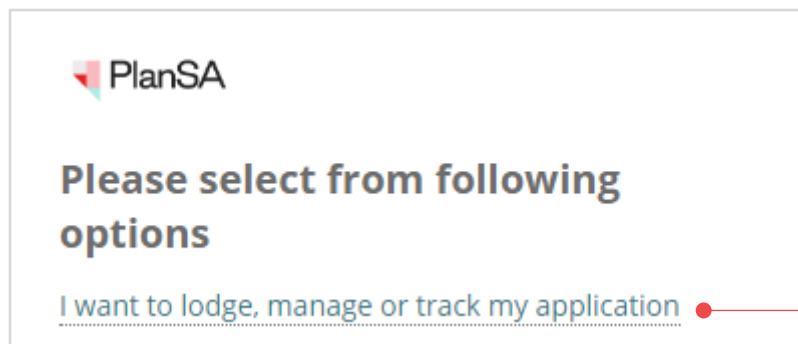
1. Click on the **Public Notification page** link.

Please use the following link to download the representation(s) and provide your response. When providing the response, please make sure you upload a document of the type "Response to Representation".

View the Planning Consent [Public Notification page](#).

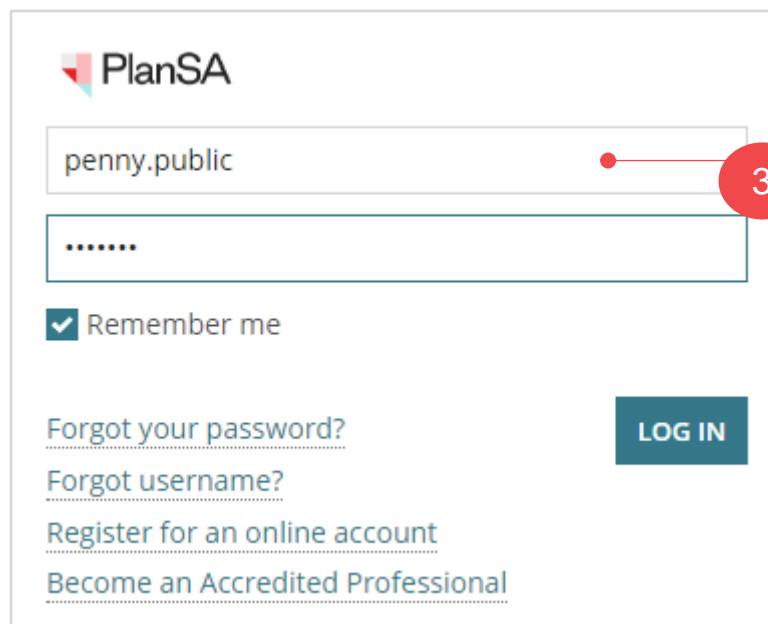
1

2. Click on **I want to lodge, manage or track my application** login option.



2

3. Complete your login details, i.e. username and password.



3

## Preview the representor submissions

4

The **Public Notification** screen **UPLOAD RESPONSE TO REPRESENTATION** shows.

4. Click on the **View Combined Representation(s)**.

Planning and Land Division Consent for Development Application: 21000941

Summary Documents Fees Information Requests **Public Notification** Related Actions

< Development application 21000941

Public notification

Public notification details

Public consultation 6 Aug 2021 - 13 Aug 2021

View Details

4 View Combined Representation(s)

**Public notification status**

<b>Public consultation period</b>	6 Aug 2021 - 13 Aug 2021	<b>Completed</b>	<a href="#">i</a>
		<a href="#">✓</a> Task: Upload evidence of signage at start of public consultation period	<a href="#">i</a>
		<a href="#">✓</a> Task: Consolidate public consultation documents	<a href="#">i</a>
		<a href="#">✓</a> Task: Upload statement at end of public consultation period confirming compliance with signage regulations	<a href="#">i</a>
<b>Applicant response period</b>	18 Jul 2021 - 17 Aug 2021	<b>In Progress</b>	<a href="#">i</a> 15
		Task: Respond to representations	

5. Click on the **download** to preview and print as required.

PublicNotice\_435\_Summary.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help DM

Home Tools PublicNotice\_435\_S... x

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**Details of Representations**

**Application Summary**

Application ID	21000971
Proposal	Fish Farm - Sash Training - Do not Touch
Location	LOT 5 RIVIERA DR MOUNT BENSON SA 5275

**Representations**

**Representor 1** - Penny Public

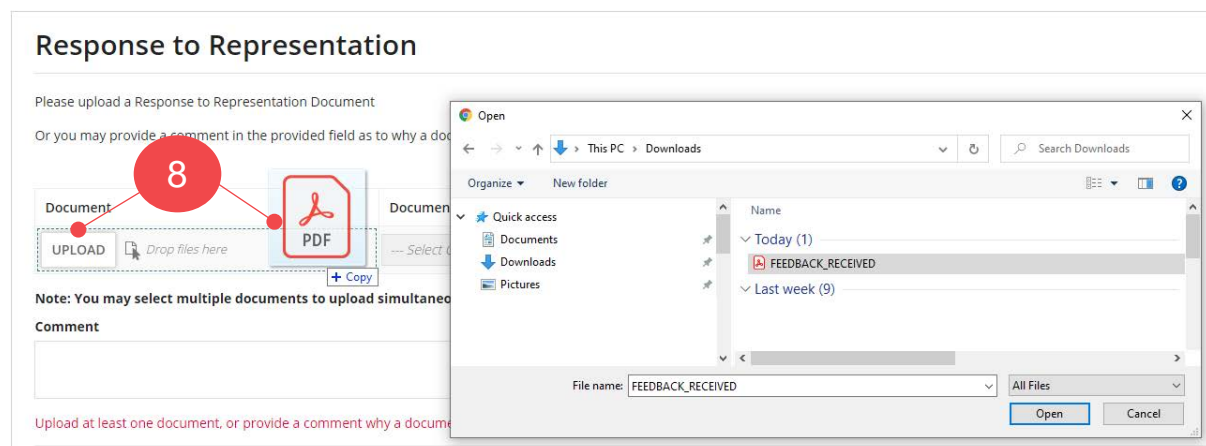
## Respond to representations

- Return to the **Public notification** screen and then click on **UPLOAD RESPONSE TO REPRESENTATIONS**.

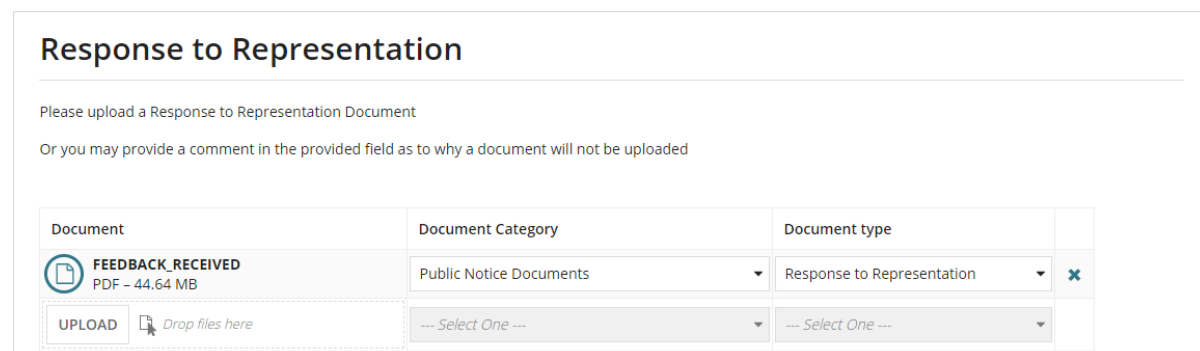


The **Response to Representation** screen is shown.

- Click on **Upload** to locate your response and drag-and-drop into the **Drop files here** field.



- The uploaded document is categorised as follows:
  - Document Category** = Public Notice Documents
  - Document Type** = Response to Representation



# How to... Respond to representor submissions



9. Provide a reason in the **comment** field if you are choosing not to respond.

10. Click on **Submit** complete the task 'respond to representations'.

6

### Response to Representation

Please upload a Response to Representation Document  
Or you may provide a comment in the provided field as to why a document will not be uploaded

Document	Document Category	Document type	
<b>FEEDBACK_RECEIVED</b> PDF - 44.64 MB	Public Notice Documents	Response to Representation	
<b>UPLOAD</b> Drop files here	--- Select One ---	--- Select One ---	

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

**Comment**

**CANCEL** **SUBMIT**

On returning to the **Public Notification** screen the Task: Respond to representations is completed.

### Planning and Land Division Consent for Development Application: 21000941

Summary Documents Fees Information Requests **Public Notification** Related Actions

< Development application 21000941 [Help for this section](#)

#### Public notification

Public notification details >

Public consultation 6 Aug 2021 - 13 Aug 2021

View Details View Combined Representation(s)

#### Public notification status

Public consultation period	6 Aug 2021 - 13 Aug 2021	Completed	
		Task: Upload evidence of signage at start of public consultation period	
		Task: Consolidate public consultation documents	
		Task: Upload statement at end of public consultation period confirming compliance with signage regulations	

Applicant response period	18 Jul 2021 - 17 Aug 2021	Completed	15
		Task: Respond to representations	