

## Background

You can download multiple documents, e.g. plans, technical drawings etc. into a ZIP file from the **Documents** tab in the development application, applicable consent or development approval. They will download to your computer's Downloads folder.

## Included instructions

- [Select the documents to download](#)
- [Clear document selection](#)
- [Download the ZIP file containing the documents](#)
- [Open all documents at once](#)
- [Delete the Zip folder and document contents](#)

## Related Instructions

Visit the PlanSA Support Library – [Request, upload and generate documents](#) for instructions on how to:

- Set a document to always open by a preferred application
- Upload and supersede a document.

## Select the documents to download

1. Click on the **Documents** tab.
2. Leave the **Where was the document uploaded?** defaults, e.g. Application and Building Consent or make own selections.
3. Further filter the documentation by:
  - **Document Search** options; name, category or type.
  - **Additional document filters**; e.g. Decision Documents or Other Documents (e.g. plans)
4. Click on the selection checkbox against each document.

### Clear document selection

5. Click on **Clear document selection** to remove the selections (as required) or click on the selection check box against the individual document.

### Building Consent for Development Application: 21001312

[Summary](#)
Documents
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**Document search**

Search by Name

Search by Category

Search by Type

**Where was the document uploaded?**

Application

Planning Consent

Building Consent

Development Approval

**Additional document filters**

Decision Documents  System Generated Emails

Snapshots

Invoices

Other Documents

|                                     | Document                 | Type                         | Date Created      | Superseded |
|-------------------------------------|--------------------------|------------------------------|-------------------|------------|
| <input checked="" type="checkbox"/> | * building insurance.pdf | Building Indemnity Insurance | 19 Nov 2021 11:55 |            |
| <input checked="" type="checkbox"/> | * plans.docx             | Stamped Plans                | 19 Nov 2021 9:57  |            |
| <input checked="" type="checkbox"/> | Plans-77007.docx         | Stamped Plans                | 18 Nov 2021 13:17 |            |
| <input checked="" type="checkbox"/> | Plans-77008.docx         | Decision Notification Form   | 18 Nov 2021 13:17 |            |

6. Click on **ZIP file for documents** to generate the ZIP file.

18 Nov 2021 13:17

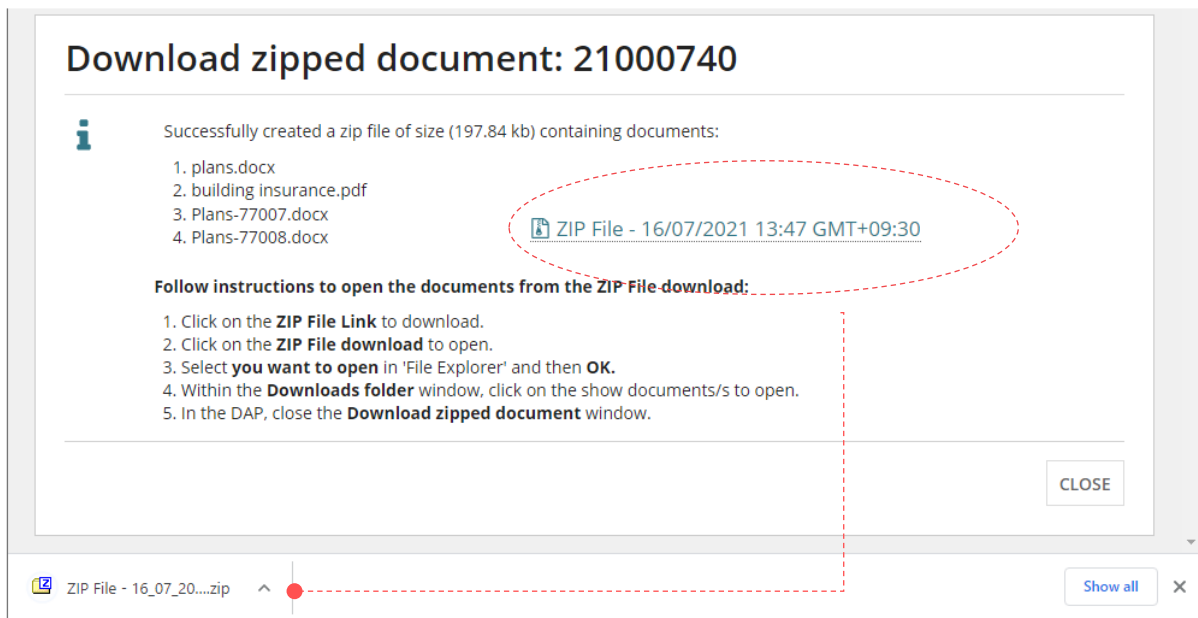
[✕ Clear document selection](#)
[📁 Create ZIP file for 4 documents](#)

## Download the ZIP file containing the documents

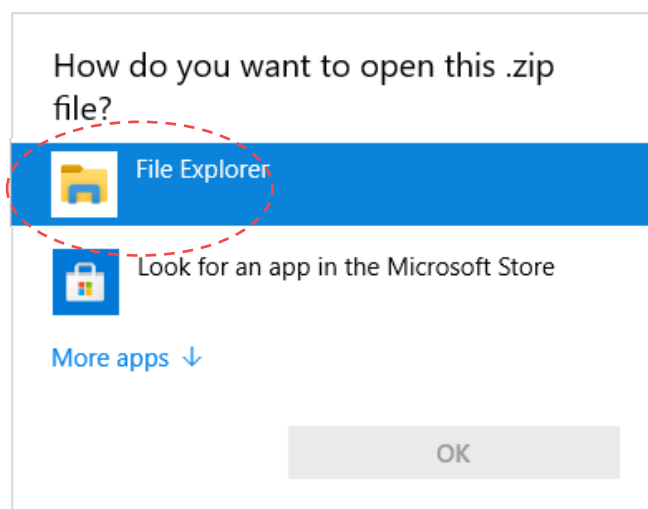
The **Download zipped document** window will appear, listing the documents in the created ZIP File, total file size (e.g. 728.88kb) and the ZIP file link.

Note that when a large number of documents selected for download and/or the total file size is large the creation of the ZIP File can take a couple of minutes.

7. Click on **the ZIP file link** to download.
8. Click on the **ZIP file download** to open.



9. Select **you want to open** in 'File Explorer' and then **OK**.

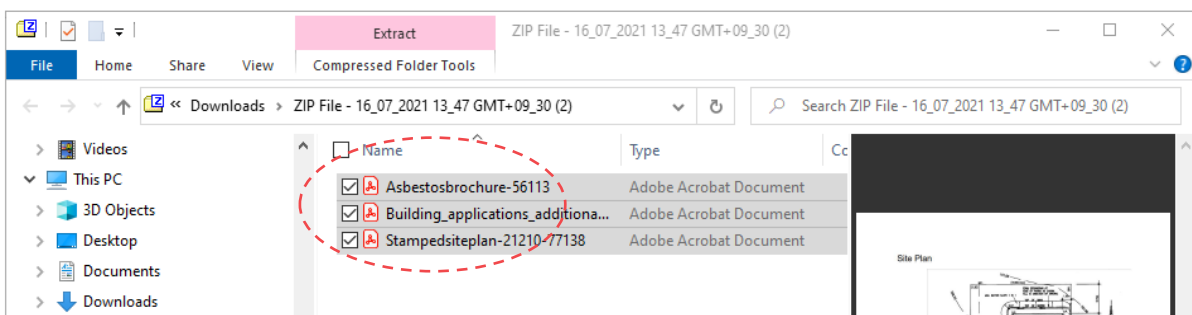


## Open all documents at once

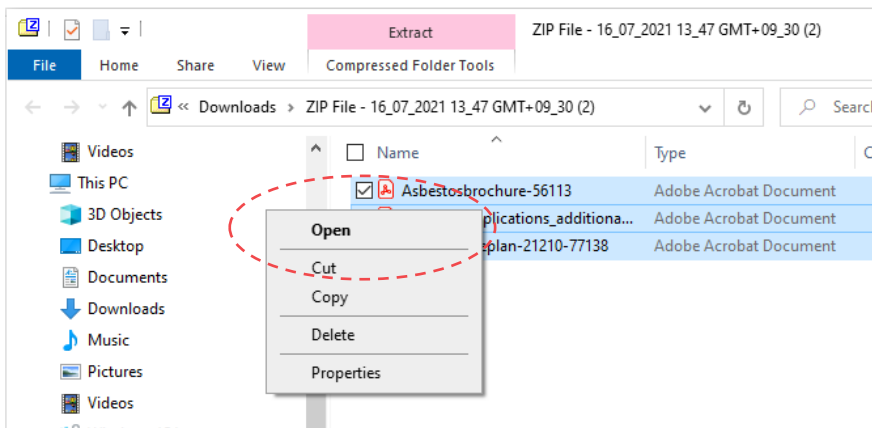
The **Downloads** folder window opens showing the contents of the ZIP File.

10. Click on the first document.

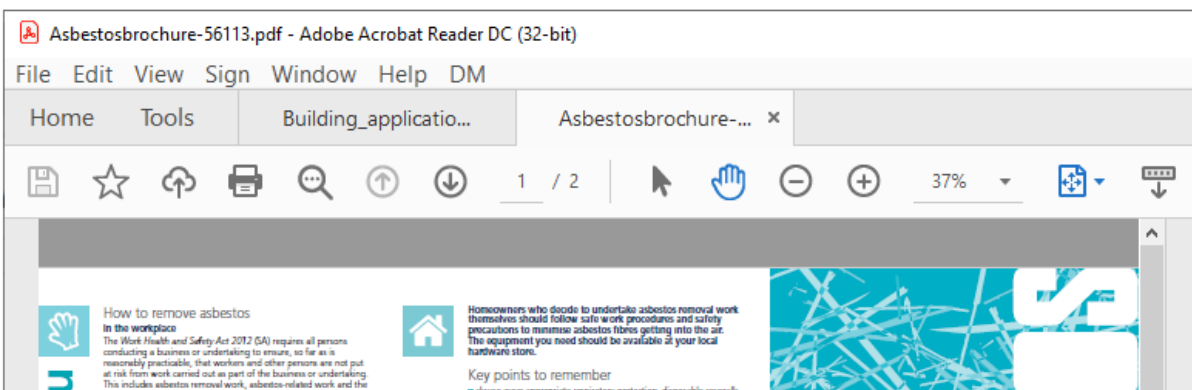
11. Hold the **Shift** key down and using the mouse click on each document until all selected. Alternatively, hold down the **Ctrl** key and press **A** key to select all documents.



12. Right click mouse on the selected documents and select **Open** from the menu.

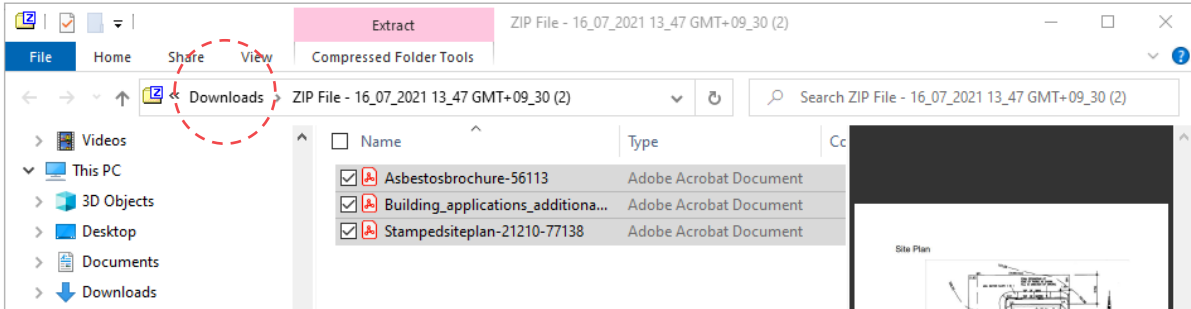


The selected documents will open in the format they were saved in – i.e. PDF Adobe Acrobat Reader, Word etc.

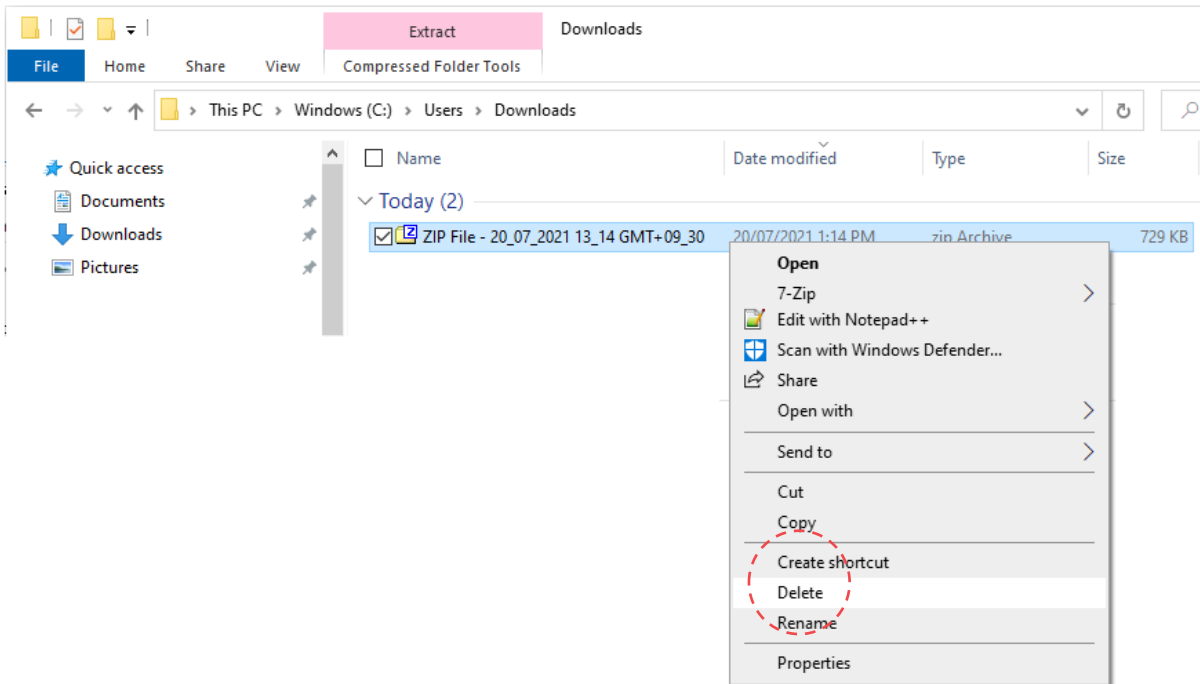


## Delete the Zip folder and document contents

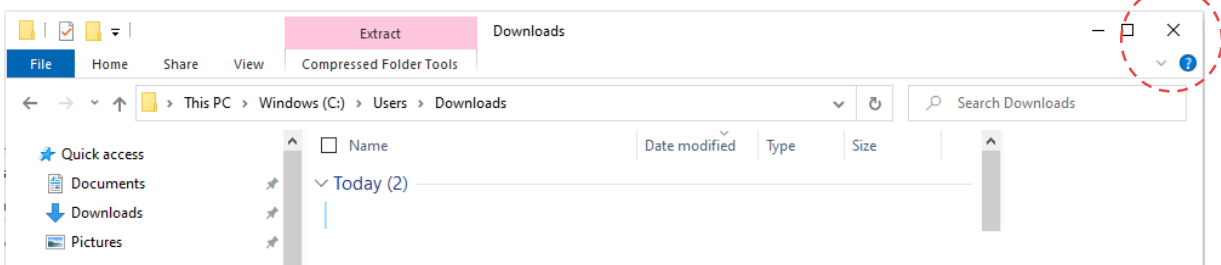
13. Click on **Downloads** within the document pathway.



14. Right click on the Zip file and select Delete from the menu.



15. Close the **Downloads** folder window.



16. Return to the Development Application and close the **Download zipped document** window.

## Download zipped document: 21000740

**i** Successfully created a zip file of size (728.88 kb) containing documents:

1. Asbestosbrochure-56113.pdf
2. Building\_applications\_additional\_information\_development\_checklist-56114.pdf
3. Stampedsiteplan-21210-77138.pdf

[ZIP File - 16/07/2021 13:47 GMT+09:30](#)

**Follow instructions to open the documents from the ZIP File download:**

1. Click on the **ZIP File Link** to download.
2. Click on the **ZIP File download** to open.
3. Select **you want to open** in 'File Explorer' and then **OK**.
4. Within the **Downloads folder** window, click on the show documents/s to open.
5. In the DAP, close the **Download zipped document** window.

**CLOSE**

The **Documents** page is shown.

## Building Consent for Development Application: 21001312

Summary **Documents** Fees RFIs Assessment Info Insurance Required Notifications Referrals Conditions and Notes Clocks

< Development application 21001312

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Search by Name

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**Additional document filters**

Decision Documents

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|                          | Document   | Type  | Date Created      |
|--------------------------|--|-------|-------------------|
| <input type="checkbox"/> | * Building Notification Response - Application ID 21001312.html            | Email | 19 Nov 2021 11:55 |
| <input type="checkbox"/> | * Building Notification Response Provided for Application ID 21001312.html | Email | 19 Nov 2021 11:55 |