

## Included instructions

- [Receive request for an extension of time](#)
- [Extend the operative period](#)

## Related instructions

Visit [Support Library-Assess an application consent and Assessment Timeframe | PlanSA](#) for instructions on 'how to request an extension of time'.

## Receive request for an extension of time

An extension of time (EOT) request can be submitted by the applicant or the relevant authority for requests received by email, over the phone or in the mail. On submission of the request an 'Extension of time request submitted' email confirmation is received by the application's primary contact and the relevant authority.

On payment of the operative period extension fee an action 'Process extension of time request' is created and available from the assessors or organisation **For Your Action** in the Assessments dashboard and notified by email 'Payment successful, including reference to the relevant consent or development approval'.

1. Remove the **Assigned to me only** to show all applications (as required).
2. Click on the application (not the ID) with action 'Process Extension of Time Request' to show the consent details.
  - a. Alternatively, search for the application using the applications **ID** number.
3. Click on the applicable consent and/or development approval.

**FOR YOUR ACTION (78)** ASSESSMENT IN PROGRESS (66) WAITING (35) UPCOMING (4) COMPLETED (109) BUILDING NOTIFICATIONS (4) RECTIFICATION NOTIFICATIONS (0)

### For your action

Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
22000558	E TESTTEN	LOT 3002 ROSS RD HECTORVILLE SA 5073	build 4 x 2 storey dwellings	15 Sept 2022	Process Extension of Time Request	—	🕒 -

**STATUS DETAIL** CONTACTS SUMMARY

### Application 22000558

This application currently requires 1 action from you

Enter operative period extension details 🕒 -

Planning consent	✓ Granted 15 Sept 2022	>
Building consent	✓ Granted 15 Sept 2022	>
Development approval	✓ Development approval granted 15 Sept 2022	>



## Extend the operative period

As the relevant authority for the consent or development approval, decide to grant or refuse the request to change the operative period date. Upon making the decision, the primary contact is advised by email the 'Extension of Time' is either:

- Approved, including the new commencement and completion dates for the consent or development approval, or
- Refused, including a reason why the authority made the decision to not grant the extension.

1. The applicable development approval or consent is displayed.

### Development Approval - 22000558: Lot 3002 Ross Rd Hectorville SA 5073

Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks Related Actions

< Development application 22000558 [Help for this section](#)

Status  
**Granted**  
Fees Outstanding: No

2. Click on **Decision** tab within the open development approval or consent.

Development Approval - 22000558: Lot 3002 Ross Rd Hectorville SA 5073 PROCESS EXTENSION

Summary Documents Fees Required Notifications Insurance Statistics **Decision** Clocks Related Actions

< Development application 22000558

The Urban Tree Canopy Overlay applies to this application  
Elect one of the following options:  
Applicant has opted to plant new trees or retain existing trees  
Soil type  
E-D

Substantial Commencement Date : 15 Sept 2024 >

3. Expand the **Operative Period End Date** accordion (consents) or the **Substantial Commencement Date accordion** (development approval) to view the history, including the 'waiting' decision'.

Substantial Commencement Date : 15 Sept 2024 ⌵

History

Decision	Decision Maker	Reason	Notes	Decision Date	Substantial Commencement Date	Substantial Completion Date
Waiting	EPN Nineteen					
Granted	EPN TESTTEN			15 Sept 2022	15 Sept 2024	15 Sept 2025

How to...

# Extend the operative date for a consent or development approval



4. Click **Process Extension** to change the operative period.

3

## Development Approval - 22000558: Lot 3002 Ross Rd Hectorville SA 5073

Summary Documents Fees Required Notifications Insurance Statistics **Decision** Clocks Related Actions



< Development application 22000558

The Urban Tree Canopy Overlay applies to this application

Elect one of the following options:

Applicant has opted to plant new trees or retain existing trees

Soil type

E-D

Substantial Commencement Date : 15 Sept 2024 >

The **Review Operative Period Extension Request** is displayed.

### Review Operative Period Extension Request

[Help for this section](#)

**Request Details**

<b>Extension Date*</b>	<b>Substantial Commencement Date</b>	<b>Substantial Completion Date</b>
15 Sep 2024	15 Sep 2024	15 Sep 2025

[EDIT REQUEST](#)

**Decision**

**Grant operative period change?\***

Yes

No

**Applicant extension of time request document**

[UPLOAD](#) Drop files here

[CANCEL](#) [SUBMIT](#)

5. As required, click **EDIT REQUEST** to enable the **Extension Date** to be changed.

## Review Operative Period Extension Request

**Request Details**

<b>Extension Date*</b>	<b>Substantial Commencement Date</b>	<b>Substantial Completion Date</b>
15/09/2024	15 Sep 2024	15 Sep 2025

## Operative period change not granted

6. Click **No** to the operative period change.
7. Provide a **reason for not granting**.

### Review Operative Period Extension Request

[Help for this section](#)

**Request Details**

<b>Extension Date*</b>	<b>Substantial Commencement Date</b>	<b>Substantial Completion Date</b>
15/09/2024	15 Sep 2024	15 Sep 2025

**Decision**

**Grant operative period change?\***

Yes

No

**Reason for not granting? \***

Provide a reason.

**Applicant extension of time request document**

Drop files here

## Operative period change granted for a consent

8. Click **Yes** to the operative period change.

**Decision**

**Grant operative period change?\***

Yes

No

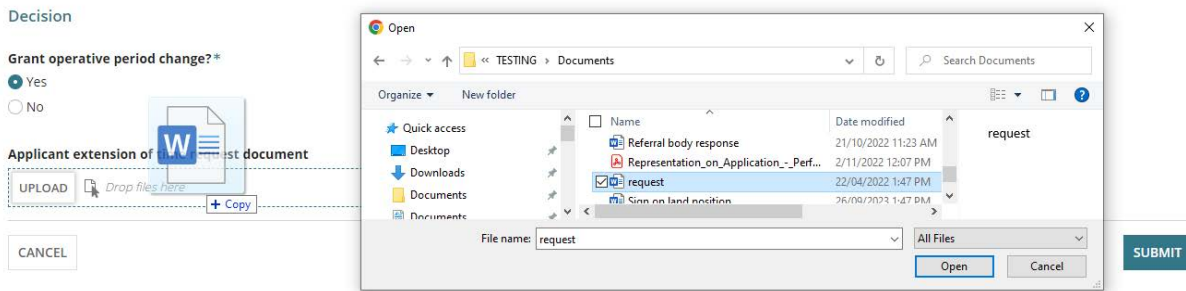
**Applicant extension of time request document**

Drop files here

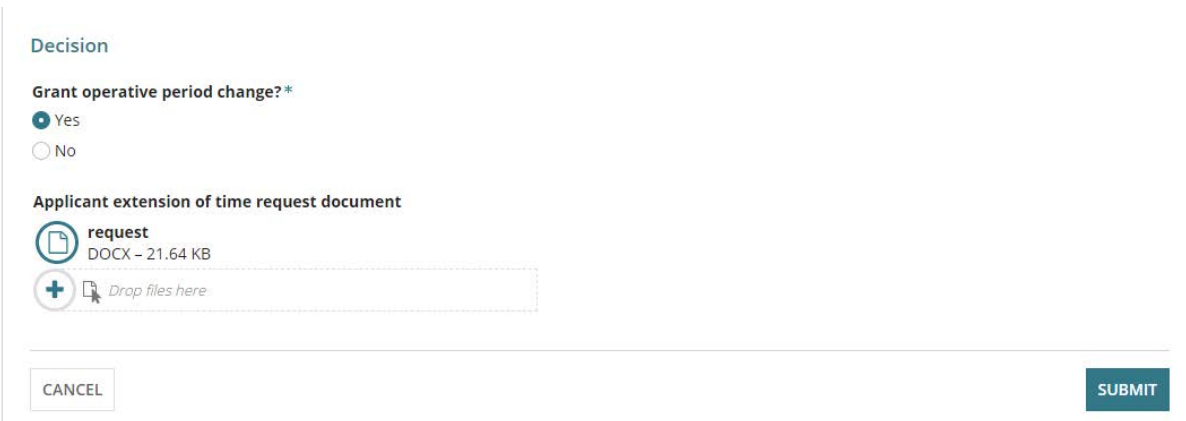
## Upload applicant's extension of time request

9. Click **Upload** and drag-and-drop document from the **Open** window into the *Drop files here* field.

10. Click **Cancel** to close the **Open** window.



11. Select **Submit** to grant the operative period extension.



The Decision page is displayed. Expand the **Substantial Commencement Date** (development approval) or **Operative Period End Date** (consents) accordion to view the decision.

### Development Approval - 22000558: Lot 3002 Ross Rd Hectorville SA 5073

Summary Documents Fees Required Notifications Insurance Statistics **Decision** Clocks Related Actions

< Development application 22000558

**The Urban Tree Canopy Overlay applies to this application**

Elect one of the following options:  
Applicant has opted to plant new trees or retain existing trees

**Soil type**  
E-D

Substantial Commencement Date : 15 Sept 2024

History						
Decision	Decision Maker	Reason	Notes	Decision Date	Substantial Commencement Date	Substantial Completion Date
Granted	EPN Nineteen	Provide a reason.		23 Oct 2023	15 Sept 2024	15 Sept 2025
Granted	EPN TESTTEN			15 Sept 2022	15 Sept 2024	15 Sept 2025