

Background

When an issued Fee Advice has 'not yet been paid' and it has been identified that fee(s) have not been invoiced and/or invoiced in error, then the Fee Advice can be cancelled and re-issued by re-performing a verification of the consent.

Included instructions

- [Cancel a Lodgement Fee Advice](#)
- [Reissue a Lodgement Fee Advice](#)

Related instructions

Visit the Support Library page – [Fee invoicing and Payments](#) to view:

- How to – Make an application fee payment with PlanSA
- How to – Make an application fee payment within your application
- How to – Refund an invoiced fee amount
- How to – Print application fee payment documents (fee advice and tax invoice)
- How to – Upload a correspondence document and record the date sent

Cancel a Lodgement Fee Advice

On completion of the fee advice cancellation, the application's 'invoice contact' is notified by email or if the **Postal Correspondence** message shows, then notify by 'post'.

1. Search using the **ID** of the application and uncheck the **Assigned to me only** checkbox to view all results.

Development application processing 20001426

This is the **TRAINING**

Submit mandatory building notification | Submit mandatory Re-Inspection notification

FOR YOUR ACTION (42) | ASSESSMENT IN PROGRESS (49) | WAITING (9) | UPCOMING (10) | COMPLETED (52) | BUILDING NOTIFICATIONS

1 results for: "20001426"

Assigned to me only

ID	Owner	Location	Nature of Development
20001426	D Fleming	13 MCFARLANE ST ROBE SA 5276	12x6 Shed and shade sail

2. Click on the application (not the ID) to view the Status detail, then click on **Planning consent** with a status of 'Awaiting Payment'.

1 results for: "20001426"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
20001426	D Fleming	13 MCFARLANE ST ROBE SA 5276	12x6 Shed and shade sail	District Council of Robe		Payment required	

STATUS DETAIL | CONTACTS | SUMMARY

Application 20001426

Planning consent | Awaiting payment

Verification | Completed 29 Jul 2020

Fee Payable | Payment requested 29 Jul 2020

Cancel an issued fee advice and re-issue a revised application fee advice



3. Click on the **Fees** tab to view invoice fees.
4. Expand the **Lodgement Fee Advice – Awaiting payment** to view the details.

A **Postal Correspondence** message displays when the 'primary contact's' or 'invoice contact's' preferred communication method is 'post'.

5. Click on **Cancel Fee Advice**.

Planning Consent for Development Application: 20001426 PAY FEE ADVICE

Summary Documents **Fees** Referrals Clocks Decision Appeals Related Actions

< Development application 20001426 Help for this section

All fees raised on this application

Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Fees raised for this Consent

Lodgement Fee Advice - Planning Consent - 1264 - Awaiting payment

Cancel Fee Advice

Payment Reference Number	1264
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6. Provide a **reason for the cancellation** within the Cancel Fee Advice screen.
7. Click on **Submit** to complete.

Reason for cancellation *

Insert reason

This reason will be provided to the invoice contact.

GO BACK SUBMIT

8. Clicking on **OK, CONTINUE** to acknowledge cancelling the lodgement fee will send this consent back to verification, and automatically remove initialised referrals; on completing this action, the Applicant is notified.

Cancelling the lodgement fee will send this consent back to verification, and automatically remove any initialised referrals.

CANCEL OK, CONTINUE

How to...

Cancel an issued fee advice and re-issue a revised application fee advice



Returns to the **Fee Advice** record which is updated to 'Fees Withdrawn', and the applicant 'Invoice Contact' is notified by email of the cancellation.

All fees raised on this application

Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Fees raised for this Consent

Lodgement Fee Advice - Planning Consent - 1264 - Fees Withdrawn >

Reissue a Lodgement Fee Advice

The applicant's 'Invoice Contact' will receive an email notification advising a Lodgement Fee Advice has been generated and payment is required, or when the **Postal Correspondence** message shows, then print off the 'Fee Advice' and send via post.

Noting, the **Resume Verification** takes place as a result of 'cancelling' the Lodgement Fee Advice prior to the applicant's payment.

To reissue a 'Lodgement Fee Advice' remain in the consent.

1. Click on the **Summary** tab and then click on **Resume Verification**.

Planning Consent for Development Application: 20001426

Summary Documents Fees Clocks Decision Appeals Related Actions

Help for this section

< Development application 20001426

Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Consent status: In Verification

Development location(s)
13 MCFARLANE ST ROBE SA 5276

Title ref CT 6128/785 Plan parcel F205439 AL93 Council Dc Of Robe

Zoning information

Zones

- Neighbourhood

2. Move through the **Consent Verification** pages using **Next** until the **Fee Request** page is reached.

Consent Verification

Help for this section

> Relevant Authority

- Verify Documentation
- Elements
- Category of Development
- Confirm Consent
- Nature of Development
- Fee Request
- Summary

Relevant Authority

The Home Builder assessment pathway is not available until 19 March 2021. Any application submitted prior to this date will not be processed.

Are you an appropriate Relevant Authority for this Planning Consent? *

Yes

No

Reason *

Assessment Manager - Section 96 - DTS

SAVE DRAFT NEXT

3. Click on **Yes** to the question: **'Has all mandatory documentation has been provided?'** (this will have been determined in the initial verification), then click **Next** to continue.

Consent Verification

[Help for this section](#)

- Relevant Authority
- Verify Documentation**
- Elements
- Category of Development
- Confirm Consent
- Nature of Development
- Fee Request
- Summary

Verify Documentation

Documentation

Document	Document Type	Date Created
VerificationOutcome-PlanningConsent-Application20001426-25531.pdf	Verification Outcome	29 Jul 2020 14:10
MElevation-25509.pdf	Elevations	29 Jul 2020 13:48
MSitePlan-25510.pdf	Site Plans	29 Jul 2020 13:48
MFloorPlan-25511.pdf	Floor Plans	29 Jul 2020 13:48
MSpecs-25512.pdf	Specifications	29 Jul 2020 13:48

5 items

Has all mandatory documentation been provided? *

Yes

No

GO BACK SAVE DRAFT NEXT

4. Click on **Yes** to question: **'Is Consent required for this Development Application?'** (this will have been determined in the initial verification), then click **Next** to continue.

Consent Verification

[Help for this section](#)

- Relevant Authority
- Verify Documentation
- Elements
- Category of Development
- Confirm Consent**
- Nature of Development
- Fee Request
- Summary

Confirm Planning Consent required

Is Planning Consent required for this Development Application? *

Yes

No

GO BACK SAVE DRAFT NEXT

- Select the fee(s) from the applicable Lodgement, Planning Consent, Building Consent, and Compliance options, then click on **Next** to continue.

Consent Verification

[? Help for this section](#)

- ✓ [Relevant Authority](#)
- ✓ [Verify Documentation](#)
- ✓ [Elements](#)
- ✓ [Category of Development](#)
- ✓ [Confirm Consent](#)
- ✓ [Nature of Development](#)
- [Fee Request](#)
- Summary

Fee Request

Consent Sought: Planning Consent
Development Cost: \$13,000.00

All fees raised on this application

▼ [Show fees already raised on this application](#)

LODgement

PLANNING CONSENT

BUILDING CONSENT

COMPLIANCE

Electronic Lodgement Fee
 Hard copy

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Total Payable Fees				

i Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

GO BACK

SAVE DRAFT

NEXT

- Click on **Submit** within the **Fee Request Summary** screen to complete verification.

Fee Request

Description	Statutory Amount	Actual	GST Included	Reason for variation
Electronic Lodgement Fee				
Performance Assessed				
Total Payable Fees				

i Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

GO BACK

SAVE DRAFT

SUBMIT

The **Summary** screen for the consent shows with the Consent Status as 'Awaiting Payment'.