

Resolve Land Division Inconsistency

Issue Land Division Certificate of Approval

Instructional Guide for:

- Relevant Authorities
- Referral Bodies



Version 2.0
17 July 2020



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Guide Overview

This Module guide includes **Software Version 1.5.36** features and functionality.

- Module 1: Introduction to PlanSA
- Module 2: Navigate the Planning Workflow
- Module 3: Manage Online Account
- Module 4: Submit a Development Application
- Module 5: Track a Development Application
- Module 6: Manage Team Workload
- Module 7: Verify Development Application (Planning, Land Division & Building)
- Module 8: Fee Payments
- Module 9: Assess Consent (Planning, Land Division & Building)
- Module 10: Public Notification
- Module 11: Request and Respond to Referrals (Internal and External)
- Module 12: Make Decision on the Assessed Consent
- Module 13: Variation to Development
- Module 14: Issue Development Approval
- Module 15: Appeals
- Module 16: Issue Land Division Certificate of Approval (CoA)**
- Module 17: Building Notification
- Module 18: Development Application Report, Section 7



In addition to the Guide, there are a series of [videos](#) available on the following topics.

16.0 Overview of Issue Land Division Certificate of Approval

16.1 Submit an Application, 16.8 Withdraw Certificate Application, and 16.9 Reissue a Certificate of Approval

16.2 Review Application and 16.3 Additional Fees

16.4 Clearance Requirements and Consistency Check

16.6 Issue Certificate of Approval

16.8 Withdraw Certificate Application, and 16.9 Reissue a Certificate of Approval

16.4 Resolve Land Division Inconsistency

In this topic we will be taken through the process of addressing inconsistencies which need to be resolved in proceeding with the issuing of a Land Division Certificate.

On receiving the email notification advising that a Consistency check is required for the Land Division Certificate, follow the link:

- **Development application** to view and open from For Your Action table.



Locate the Development Application using one of the following methods:

- Locate the Development Application in **For Your Action** and remove the **Assigned to me only** flag to see all development applications, or
- Search using the Development Application ID number provided in the email and remove the **Assigned to me only** flag to see all development applications.

Select the Development Application record (not the ID) to select and open the **Land Division Certificate(s)**.

The screenshot shows the PlanSA web application interface. At the top, there are navigation tabs: ASSESSMENTS, YOUR APPLICATIONS, and YOUR ORGANISATION. The main header area displays "Development application processing" with a search bar containing "20000079" and an "Advanced Search" button. Below the header is a banner image of a rural landscape with a red banner that says "Submit mandatory building notification".

Below the banner, there are filters for application status: FOR YOUR ACTION (20), ASSESSMENT IN PROGRESS (37), WAITING (4), UPCOMING (3), COMPLETED (16), and BUILDING NOTIFICATIONS (0). A search filter shows "1 results for: '20000079'" and an "Assigned to me only" checkbox.

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	
20000079	L Apple	LOT 176 RAILWAY TCE N MARREE SA 5733, LOT 176 RAILWAY TCE N MARREE SA 5733	land division	State Commission Assessment Panel	6 Jul 2020	Development Approval granted	0 -

Below the table, there are tabs for "STATUS DETAIL", "CONTACTS", and "SUMMARY". The "STATUS DETAIL" tab is active, showing the following information for Application 20000079:

- Planning and Land Division consent: ✓ Granted 14 Jul 2020
- Development approval: ✓ Development approval granted 14 Jul 2020
- Development application: ✓ Granted 14 Jul 2020
- Land Division Certificate(s): Certificate(s) in progress

Review details of the Inconsistency

Select the **Id** number of the certificate to open.

Development application: 20000079

Summary Documents Event History **Land Division Certificates** Sharing access Related Actions

< Development application 20000079

Land Division Certificates for Planning and Land Division Consent

Go to Development Approval Go to Planning and Land Division Consent

Id ↑	Re-issue of	Staged?	Final Stage?	Submitted Date	Lapses	Status	Actions
29		No	No	15 Jul 2020		Under assessment	

Select **Inconsistencies** in the opened Land Division Certificate and note the **Resolve Inconsistency** option available from within the same screen.

Land Division Certificate - 29

Summary **Inconsistencies** Clearance Requirements Open Space Fee Advices Related Actions

RESOLVE INCONSISTENCY SUBMIT SURVEY PLANS WITHDRAW CERTIFICATE

< Development application 20000079

Land Division Certificate Details

Certificate Number	29	Certificate Stage Number	001
Certificate Status	Under assessment	Development Number	
Application Certificate	20000079		
Development Approval Number	155		
Submitted Date	15 Jul 2020 12:11		
Submitted By	Sascha Woods		

Issue Certificate Checklist

All fees paid or waived?	Yes
Any outstanding clearance requirements?	No
Is certificate consistent?	No

Within the request select **View** to read through the comments provided by State Commission Assessment Panel (SCAP) Planning Services, then return to the **Summary** to download the 'Survey Plan' and open on screen.

Land Division Certificate - 29

Summary **Inconsistencies** Clearance Requirements Open Space Fee Advices Related Actions

RESOLVE INCONSISTENCY

Consistency Checks

Requested By	Requested Date	Respondee	Response Date	Actions
testscap.planningservices	16/07/2020			View Resolve

Consistency Check Details

Requester Comments:

Respondee Comments:

Close

Review Consent Documentation

From the **Documents** download the 'Survey Plan' and open on screen.

Next, select the **ID** of the Application Certificate to download the stamped plans from the applicable consents.

The screenshot shows the 'Land Division Certificate - 29' page. At the top right, there are buttons for 'RESOLVE INCONSISTENCY', 'SUBMIT SURVEY PLANS', and 'WITHDRAW CERTIFICATE'. Below the title, there are tabs for 'Summary', 'Inconsistencies', 'Clearance Requirements', 'Open Space', 'Fee Advices', and 'Related Actions'. The 'Summary' tab is active. The page displays 'Development application 20000079'. There are two main sections: 'Land Division Certificate Details' and 'Issue Certificate Checklist'. The 'Land Division Certificate Details' section includes fields for Certificate Number (29), Certificate Stage Number (001), Certificate Status (Under assessment), Application Certificate (20000079), Development Approval Number (155), Submitted Date (15 Jul 2020 12:11), and Submitted By (Sascha Woods). The 'Issue Certificate Checklist' section includes 'All fees paid or waived?' (Yes), 'Any outstanding clearance requirements?' (No), and 'Is certificate consistent?' (No). Below these sections, there are 'Submission Details' and 'Documents' sections. The 'Documents' section contains a table with columns: Document, Document type, Type Description, Date Created, and Edit. A red box highlights the row for 'SurveyPlan-18617.docx', which is of type 'Survey Plan' and was created on '15 Jul 2020 12:11'. A red line points from this document to the next screenshot.

Select **Documents** to download and view the stamped plans.

The screenshot shows the 'Development application: 20000079' page. At the top, there are tabs for 'Summary', 'Documents', 'Event History', 'Land Division Certificates', 'Sharing access', and 'Related Actions'. The 'Documents' tab is active and highlighted with a red box. Below the tabs, there is a section for 'Land Division Certificates for Planning and Land Division Consent'. This section includes links for 'Go to Development Approval' and 'Go to Planning and Land Division Consent'. Below these links is a table with columns: Id ↑, Re-issue of, Staged?, Final Stage?, Submitted Date, Lapses, Status, and Actions. The table contains one row with the following data: Id: 29, Re-issue of: No, Staged?: No, Final Stage?: No, Submitted Date: 15 Jul 2020, Lapses: (empty), Status: Under assessment, and Actions: (empty).

Use the **Document Type** to search for the 'stamped plans', and then select the document name to download the document.

The screenshot shows the 'Development application: 20000079' page. At the top, there are tabs for 'Summary', 'Documents', 'Event History', 'Land Division Certificates', 'Sharing access', and 'Related Actions'. The 'Documents' tab is active. Below the tabs, there is a search bar labeled 'Search by Name' with a dropdown menu showing 'Stamped Plans' selected. Below the search bar, there are several filter buttons: 'System Generated Emails', 'Snapshots', 'Invoices', 'Decision Documents', 'Other Documents', and 'All Documents'. Below these buttons is a table with columns: Document, Document Type, Date Created, Superseded, and Edit. The table contains one row with the following data: Document: StampedSitePlan-18401.docx, Document Type: Stamped Plans, Date Created: 14 Jul 2020 14:29, Superseded: (empty), and Edit: (empty). A red line points from the 'Stamped Plans' dropdown to the document name in the table.

Open the **Stamped Plan** document to view on screen, and the compare against the opened Survey Plan.

Resolve Inconsistency

Return to the Development Application Land Division Certificate to capture the resolution, such as minor change to the boundary requiring an upload of a new document.

Locate the Development Application in **For Your Action** and remove the **Assigned to me only** flag to see all development applications, or search using the Development Application ID and remove the **Assigned to me only** flag to see all development applications.

Select the development application record (not the ID) to select and open the **Land Division Certificate(s)**.

The screenshot shows the PlanSA web interface. At the top, there are navigation tabs: ASSESSMENTS, YOUR APPLICATIONS, and YOUR ORGANISATION. The user is logged in as PlanSA. The main content area is titled "Development application processing" and shows a search bar with the ID "20000079". Below the search bar is a banner image with a red overlay that says "Submit mandatory building notification". Underneath the banner are several filter tabs: FOR YOUR ACTION (20), ASSESSMENT IN PROGRESS (37), WAITING (4), UPCOMING (3), COMPLETED (16), and BUILDING NOTIFICATIONS (0). The "FOR YOUR ACTION" tab is selected, showing "1 results for: '20000079'". There is a checkbox for "Assigned to me only" which is unchecked. Below this is a table with columns: ID, Owner, Location, Nature of Development, Relevant Authority, Lodged, and Status. The table contains one row for ID 20000079, owned by L Apple, located at LOT 176 RAILWAY TCE N MARREE SA 5733. The "Nature of Development" is "land division". The "Relevant Authority" is "State Commission Assessment Panel". The "Lodged" date is "6 Jul 2020" and the "Status" is "Development Approval granted". Below the table are tabs for STATUS DETAIL, CONTACTS, and SUMMARY. The "STATUS DETAIL" tab is selected, showing a list of application stages: "Application 20000079", "Planning and Land Division consent" (Granted 14 Jul 2020), "Development approval" (Development approval granted 14 Jul 2020), "Development application" (Granted 14 Jul 2020), and "Land Division Certificate(s)" (Certificates) in progress. The "Land Division Certificate(s)" link is highlighted with a red box.

Select the **Id** number of the certificate to open.

The screenshot shows the details of a development application for ID 20000079. The page title is "Development application: 20000079". There are navigation tabs: Summary, Documents, Event History, Land Division Certificates (selected), Sharing access, and Related Actions. Below the tabs is a breadcrumb: < Development application 20000079. The main content area is titled "Land Division Certificates for Planning and Land Division Consent". There are two links: "Go to Development Approval" and "Go to Planning and Land Division Consent". Below the links is a table with columns: Id, Re-issue of, Staged?, Final Stage?, Submitted Date, Lapses, Status, and Actions. The table contains one row with Id 29, Re-issue of No, Staged? No, Final Stage? No, Submitted Date 15 Jul 2020, Lapses, Status Under assessment, and Actions. The first row is highlighted with a red box.

Select **Inconsistencies** in the opened Land Division Certificate, and then **Resolve Inconsistency** option.

Note, prior to resolving the inconsistency, the Issue Certificate Checklist item **Is certificate consistent?** displays as 'No' currently.

Land Division Certificate - 29

RESOLVE INCONSISTENCY | SUBMIT SURVEY PLANS | WITHDRAW CERTIFICATE

Summary | Inconsistencies | Clearance Requirements | Open Space | Fee Advices | Related Actions

< Development application 20000079

Land Division Certificate Details			
Certificate Number	29	Certificate Stage Number	001
Certificate Status	Under assessment	Development Number	
Application Certificate	20000079		
Development Approval Number	155		
Submitted Date	15 Jul 2020 12:11		
Submitted By	Sascha Woods		

Issue Certificate Checklist	
All fees paid or waived?	Yes
Any outstanding clearance requirements?	No
Is certificate consistent?	No

Provide **Comments** on your resolution, and **Upload** amended plans/drawings etc.

Land Division Certificate - 29

Summary | Inconsistencies | Clearance Requirements | Open Space | Fee Advices | Related Actions

Resolve Inconsistency

Requested by: testscap.planningservices

Requested on: 16/07/2020

Requester Comments:

Resolution Comments:
Changes made to survey plan, correcting boundaries

Upload Document

Document	Document Category
UPLOAD <small>Drop files here</small>	--- Select One ---

Resolution of This Inconsistency is Complete

CANCEL | SAVE

Categorise the upload plans, drawings etc. and flag **Resolution of this inconsistency is complete** and click **Resolve Inconsistency** to submit the response to SCAP Planning Services.

Upload Document

Document	Document Category	Document type
Survey Plan-Stamped PDF - 289.42 KB	Plans	Survey Plan
<input type="button" value="UPLOAD"/> <small>Drop files here</small>	<small>--- Select One ---</small>	<small>--- Select One ---</small>

Resolution of This Inconsistency is Complete

Select **Inconsistencies** to view the request and date responded.

Land Division Certificate - 29

Summary **Inconsistencies** Clearance Requirements Open Space Fee Advices Related Actions

Consistency Checks

Requested By	Requested Date	Respondee	Response Date	Actions
testscap.planningservices	16/07/2020	Sascha.Woods@sa.gov.au	17/07/2020	View

Return to **Summary** and then **Assessments**; no further action required at this point.

ASSESSMENTS YOUR APPLICATIONS YOUR ORGANISATION PlanSA

Land Division Certificate - 29

Summary **Inconsistencies** Clearance Requirements Open Space Fee Advices Related Actions

< Development application 20000079

Land Division Certificate Details

Certificate Number	29	Certificate Stage Number	001
Certificate Status	Under assessment	Development Number	
Application Certificate	20000079		
Development Approval Number	155		
Submitted Date	15 Jul 2020 12:11		
Submitted By	Sascha Woods		

Issue Certificate Checklist

All fees paid or waived?	Yes
Any outstanding clearance requirements?	No
Is certificate consistent?	No

For more information visit
plan.sa.gov.au

