

Background

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When an application requires public notification, a sign must be placed on the subject land during the public notification period – unless exempt within the zone. You can choose to place the sign on land yourself or pay the relevant authority to do this on your behalf.

You will be informed by the relevant authority if your application requires public notification when you receive your fee invoice. You will be advised how to meet that requirement via email.

Included instructions

- [Advised public notification period – email notification](#)
- [Download and print the sign on the land](#)
- [Take a photograph of the sign and upload evidence](#)
- [Upload written statement at conclusion of the public notification period](#)

Related Instructions

- [How to - Respond to representor submissions | PlanSA](#)

Advised public notification period – email notification

You will be advised by email when the public notification period will start and end. The email will also state when the notice must be put on the land and what the signage requirements are.

Public Notification Period – Development Application ID

24033400

Applicant: EPN TestEleven

Address: 196 SMITH ST NARACORTE SA 5271



The public notification period for development application 24033400 starts on 31 January 2025 and ends on 20 February 2025.

Location – 196 SMITH ST NARACORTE SA 5271

You are required to place a notice on the land no later than 31 January 2025 in accordance with the following requirements:

The details and opportunity to submit a representation, relating to this application, will be available on the 'Applications on Public Notice' register from 31 January 2025

The notice must be:

- placed on, or within a reasonable distance of, the public road frontage of the relevant land, ensuring that it is visible and legible to members of the public from the public road;
- mounted at least 600mm above ground level, and no more than 1.5 metres above ground level;
- made of weatherproof material (e.g. laminated print attached to fence/building, corflute print on star droppers, or other); and
- at least A3 size.

In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1.

Please see the attached Sign on Land document to get the content that needs to be printed.

You are also required to ensure that the following information is uploaded to the public notification record:

- Within 1 business day of the start of the notification period: upload a photograph clearly displaying the notice on the land with details of the location, date and time the photograph was taken
- Within 2 business days of the end of the notification period: upload a written statement confirming that the notice/sign on the relevant land was undertaken in accordance with the relevant requirements of the Act, Regulations and Practice Direction.

Document should be uploaded via the [public notification page](#) on the PlanSA portal. Please make sure you use the document type "Evidence of Notice on Land".

Download and print the notice on the land

Requirements for placing a notice on land


The notification email will contain a list of requirements for placing the sign on land.

- (a) Outlines where the sign must be placed, mounted height, number of signs per street location(s).
- (b) Outlines the sign size (A3) and weatherproof materials

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- at least A3 size.

(a)

(b)

Print the notice on land

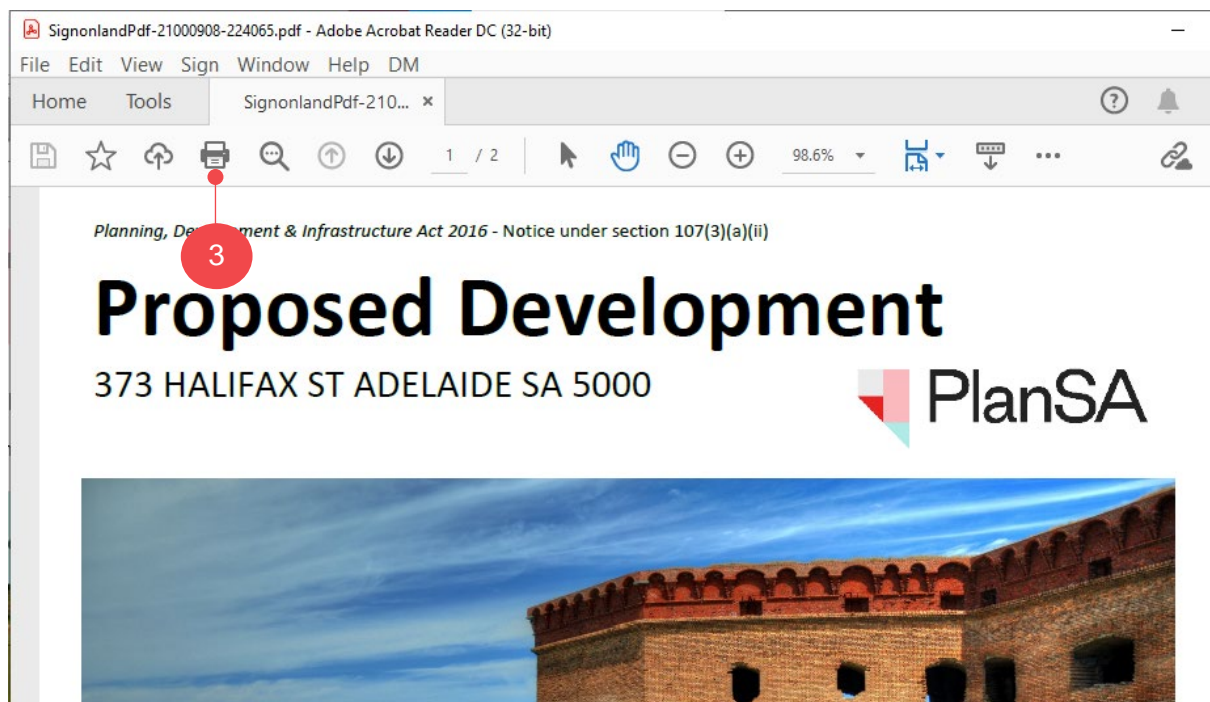
The notice on land opens in Adobe Acrobat Reader.

1. Click on  **Printer**.

Professional Printing

When opting to have a professional printing business print the sign then Save the Sign on Land PDF to your computer or USB device.

2. Place the notice on the land in accordance with **Requirements for placing a notice on land** on page 3.



Take a photograph of the sign and upload evidence

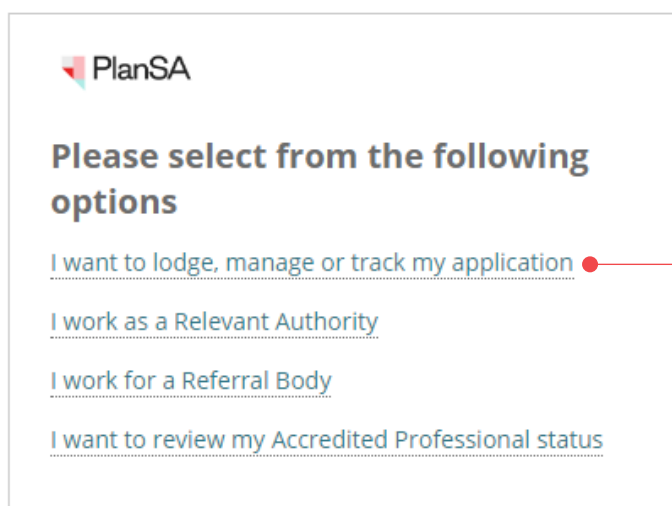
Within 1 business day of the start of the notification period, you need to take a photograph clearly displaying the notice on the land – with details of the location, date and time the photograph was taken.

Option 1: Upload evidence from the public notification period email

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

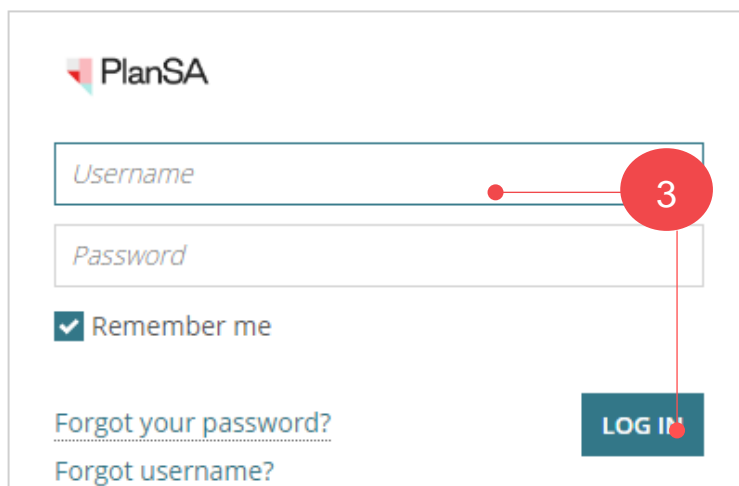
Document should be uploaded via the [public notification page](#) on the PlanSA portal. Please make sure you use the document type "Evidence of Notice on Land".

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



The screenshot shows the PlanSA logo at the top left. Below it, the text reads "Please select from the following options". There are four options listed as underlined links: "I want to lodge, manage or track my application", "I work as a Relevant Authority", "I work for a Referral Body", and "I want to review my Accredited Professional status". A red circle with the number "2" is positioned to the right of the first option, with a red line pointing to the link text.

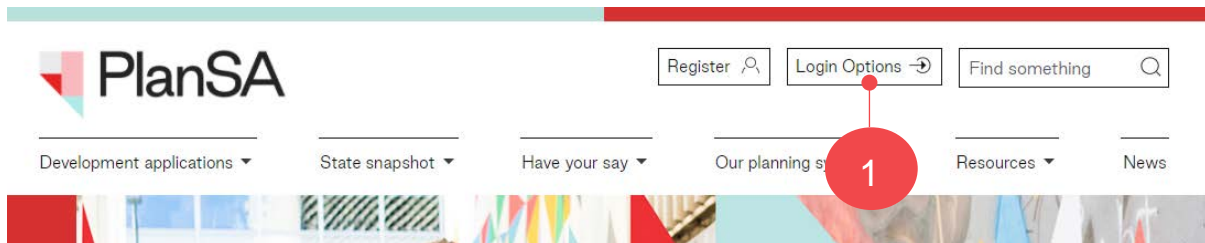
3. Enter your username and password to **LOG IN** to view your applications.



The screenshot shows the PlanSA login form. It includes the PlanSA logo at the top left. There are two input fields: "Username" and "Password". Below the "Remember me" checkbox, there are two links: "Forgot your password?" and "Forgot username?". A blue "LOG IN" button is located at the bottom right. A red circle with the number "3" is positioned to the right of the "Username" field, with a red line pointing to the input field.

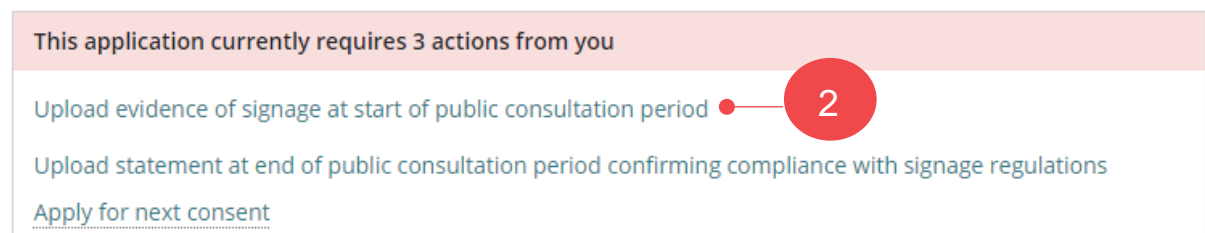
Option 2: Upload evidence from the development application

1. From the PlanSA site **Login** to your development application.



The Your Applications dashboard shows and the application available from within the **For Your Action** table.

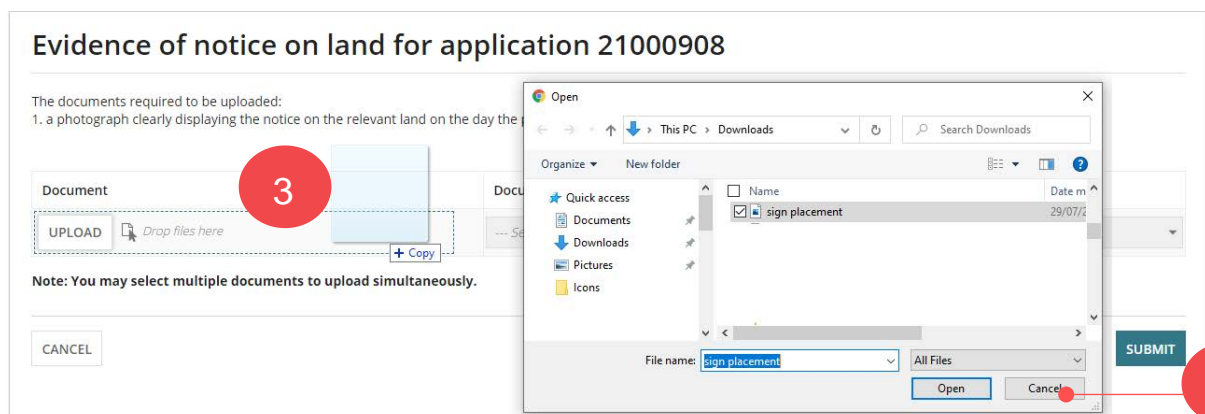
1. Click on the application **ID** to view the development application details.
2. Click on **Upload evidence of signage at start of public notification period** action from within the **Summary** screen.



Upload evidence

The **Evidence of notice on land for application** screen displays.

3. Click **UPLOAD** to locate saved photo and drag-and-drop into the **Drop files here** field.
4. Click on **CANCEL** to close the open window.



5. The document category and type fields default with the following.

- **Document Category** = Public Notice Documents
- **Document Type** = Evidence of Notice on Land

6. Click on **SUBMIT** to upload the evidence.

Evidence of notice on land for application 21000908

The documents required to be uploaded:
1. a photograph clearly displaying the notice on the relevant land on the day the public notification period started

Document	Document Category	Document Type
sign placement PNG - 156.04 KB	Public Notice Documents	Evidence of Notice on Land
UPLOAD Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL **SUBMIT**

The Public Notification screen shows. Within the **Public notification status** section the **Task: Upload evidence of signage at start of public notification period** is now completed.

Public consultation 3 Aug 2021 - 24 Aug 2021

[View Contacts \(4\)](#) [View Details](#)

Public notification status

Public consultation period	3 Aug 2021 - 24 Aug 2021	Pending Commencement	15
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✓ Task: Upload evidence of signage at start of public consultation period

Upload written statement at conclusion of the public notification period

Within 2 business days of the end of the notification period, you will need to upload a written statement confirming that the notice on the relevant land was undertaken in accordance with the relevant requirements of the Act, Regulations and practice direction.

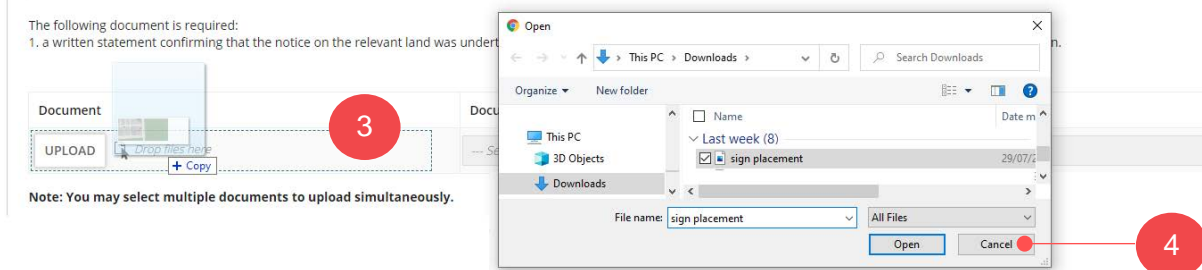
The application will appear in the **Your actions** tab.

1. Click on the application **ID** to view the development application details.
2. Click on **Upload statement at end of public notification period confirming compliance with signage regulations** action.



3. Click **UPLOAD** to locate the written statement and drag-and-drop into the **Drop files here** field.
4. Click on **Cancel** to close the Open window.

Evidence of notice on land and a written statement of compliance for application 21000908



5. The document category and type fields default with the following.
 - **Document Category** = Public Notice Documents
 - **Document Type** = Evidence of Notice on Land
6. Click on **SUBMIT** to complete the action.

Evidence of notice on land and a written statement of compliance for application 21000908

