

Background

1

On refusing the variation request due to your variation being deemed a major change you will be notified by email that a new application is available from the Draft tab in **Your Application** dashboard – and is linked to your original development application.

A letter outlining the reason for the decision being deemed a major change will also be sent by post.



Included instructions

- [Log in to your online account from the email](#)
- [Locate and submit the draft development application](#)
- [Locate and view the original development application](#)

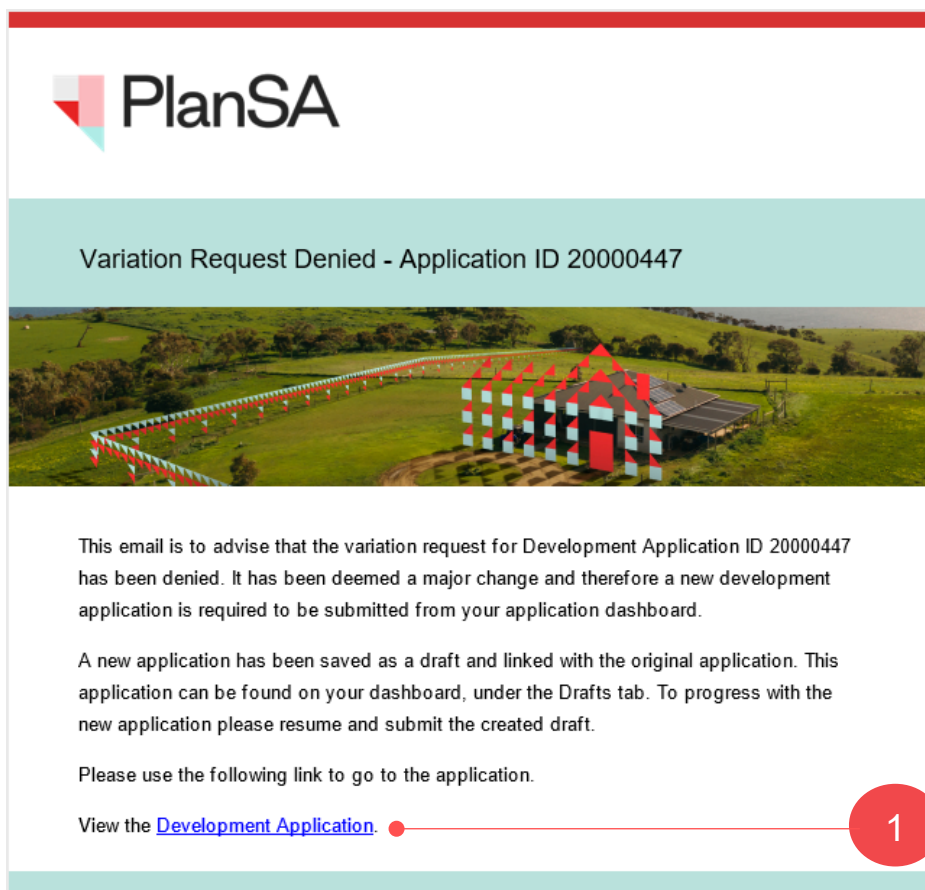
Related Instructions

- [Apply for a variation to a development application](#)
- [Submit a development application](#)

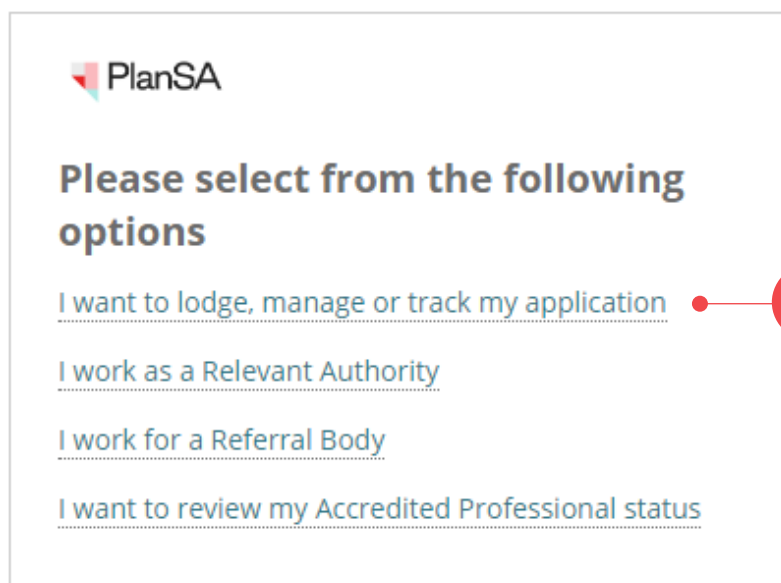
Log in to your online account from the email

2

1. Click on the **Development Application** link within the email notification.



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



How to...

Locate and submit an application linked to the original application



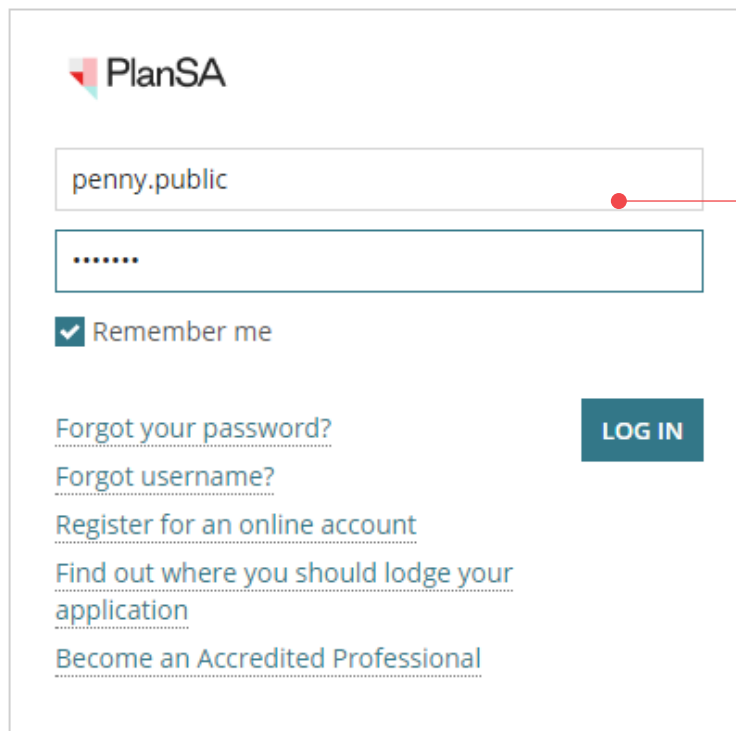
Government of South Australia
Attorney-General's Department



Version 1.0
Software version 3.21.0

3. Log in with your **username** and **password**.

3



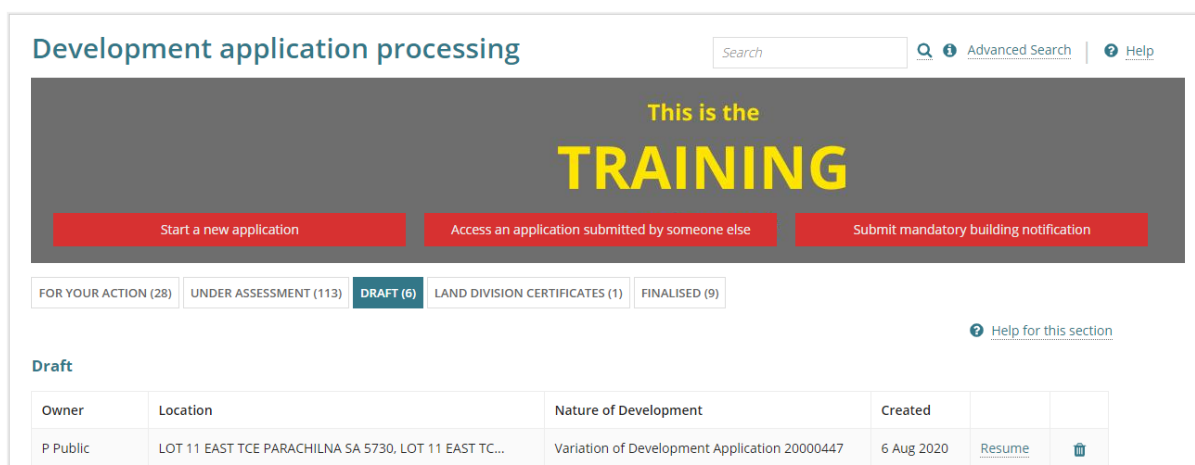
The screenshot shows the PlanSA login interface. At the top left is the PlanSA logo. Below it are two input fields: the first contains the username 'penny.public' and the second contains masked characters '.....'. A red circle with the number '3' is positioned to the right of the username field, with a red line pointing to its right edge. Below the password field is a checkbox labeled 'Remember me' which is checked. To the right of the password field is a dark blue 'LOG IN' button. Below the login fields are several links: 'Forgot your password?', 'Forgot username?', 'Register for an online account', 'Find out where you should lodge your application', and 'Become an Accredited Professional'.

Locate and submit the draft development application

4

The draft development application is a copy of your original development application with the following pages:

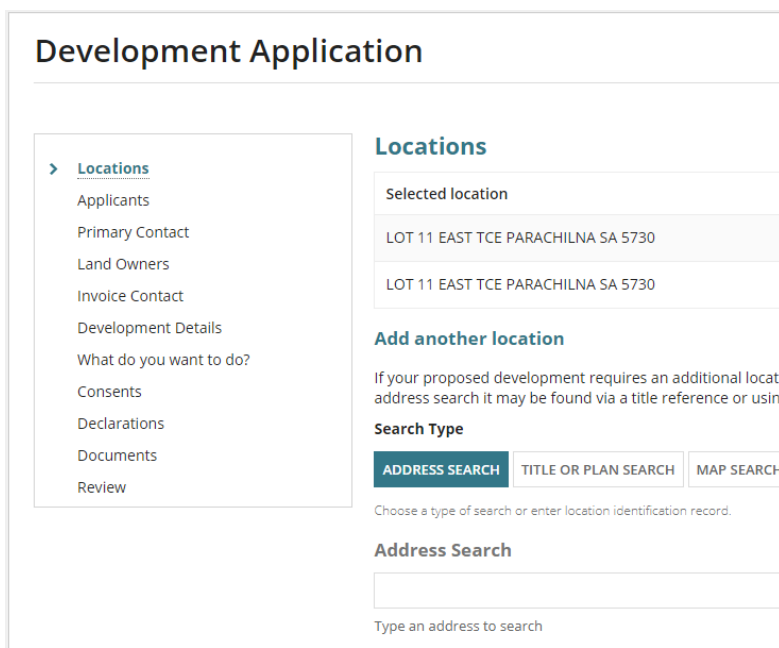
1. Click on the **Draft** tab within your development applications screen.
2. Click on **Resume** against the application showing **Variation of Development Application** under **Nature of Development**.



Owner	Location	Nature of Development	Created	
P Public	LOT 11 EAST TCE PARACHILNA SA 5730, LOT 11 EAST TC...	Variation of Development Application 20000447	6 Aug 2020	Resume

Locations of proposed development

3. Review **Locations** – selected from your original application – and make updates as required.
4. Click on **NEXT** to continue.



Selected location
LOT 11 EAST TCE PARACHILNA SA 5730
LOT 11 EAST TCE PARACHILNA SA 5730

Add another location

If your proposed development requires an additional location address search it may be found via a title reference or using

Search Type

ADDRESS SEARCH **TITLE OR PLAN SEARCH** **MAP SEARCH**

Choose a type of search or enter location identification record.

Address Search

Type an address to search

Applicant and contact details

5. Review the details provided and edit as required within the following screens that are pre-populated with your original applications applicant and contact details:

5

- **Primary Contact**
- **Land Owners**
- **Invoice Contact**


6. Click on **NEXT** to continue.

Development Application

[✓ Locations](#)
[✓ Applicants](#)
[✓ Primary Contact](#)
[✓ Land Owners](#)
[> Invoice Contact](#)
Development Details

Invoice contact

Please provide details for the invoice contact for this application. The assessing authority might need to contact this person.

Invoice Contact [Edit](#) 

Name: Ms Sascha Woods
Type: Individual

Preferred Contact Method: Email
Email: Sascha.Woods@sa.gov.au

Development Details

7. Complete the **Development Details** fields as follows:
- Provide the **current** and **proposed** use.
 - Update **Development Cost** with a revised dollar figure – if required.
 - Overtyping **Proposed Development Details** with revised details – if required.
8. Click on **NEXT** to continue.

Development Application

[✓ Locations](#)
[✓ Applicants](#)
[✓ Primary Contact](#)
[✓ Land Owners](#)
[✓ Invoice Contact](#)
[> Development Details](#)
What do you want to do?
Consents
Declarations
Documents
Review

Development Details

Please provide details about the existing and proposed uses on the development site.

Current Use *
vacant land

Proposed Use *
tourist accommodation

Development Cost (excluding fit out of the building) *
\$ 250,000

Proposed Development Details *
Variation of Development Application 20000447
increasing the size of the accommodation
Maximum 4000 characters.

GO BACK

SAVE DRAFT

NEXT

What do you want to do?

6

9. Review **What do you want to do?** elements are populated from your original application. Make additions or changes as needed.
10. Click on **NEXT** to continue.

Development Application

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- ✓ [Land Owners](#)
- ✓ [Invoice Contact](#)
- ✓ [Development Details](#)
- [What do you want to do?](#)
- Consents
- Declarations
- Documents
- Review

What do you want to do?

Please specify what you are applying for from the list of elements below.

Elements

<input type="checkbox"/> Boundary realignment	<input type="checkbox"/> Land division	<input type="checkbox"/> Carport or garage
<input type="checkbox"/> Change of building classification	<input type="checkbox"/> Change of use	<input type="checkbox"/> Demolition
<input type="checkbox"/> Dwelling alteration or addition	<input checked="" type="checkbox"/> New housing	<input type="checkbox"/> Shed
<input type="checkbox"/> Swimming pool or spa pool	<input type="checkbox"/> Tree-damaging activity	<input type="checkbox"/> Verandah

[Show more elements](#)

Selected Elements

At least one of the elements in your proposed development needs to be specified in more detail. If you understand planning terminology, click 'refine' and select the correct option(s). If you're not sure, don't worry. The Relevant Authority who assesses your application will be able to set or correct this selection based on the other details you provide.

- New housing [refine \(optional\)](#)
- Tourist accommodation

[GO BACK](#)[SAVE DRAFT](#)[NEXT](#)

More information about your application

11. Review the **More information about your application** details populated from your original application and make updates as needed.
12. Click on **NEXT** to continue.

Development Application

- ✓ [Locations](#)
- ✓ [Applicants](#)
- ✓ [Primary Contact](#)
- ✓ [Land Owners](#)
- ✓ [Invoice Contact](#)
- ✓ [Development Details](#)
- [What do you want to do?](#)
- Consents
- Declarations
- Documents
- Review

More information about your application

New House

Is there a brush fence within 3m of the proposed house?

☐ Yes

☒ No

Are you proposing to add or modify a driveway?

☒ Yes

☐ No

Septic/Sewer information

Does this development require a septic system, i.e. septic tank and/or waste water disposal area? [?](#)

☒ Yes

☐ No

☐ Unsure

[GO BACK](#)[SAVE DRAFT](#)[NEXT](#)

Consents, Declarations and Documents

7

13. You will need to complete the following screens from the beginning as this information from your original application has not come across.

For each of the screens below, once completed select **NEXT** to proceed:

- Consents
- Declarations – Electricity and/or Native Vegetation
- Documents

Declarations and Documents

14. Review the details provided in your new development application. By scrolling down you will reach the **Submission Declaration**.

Development Application

- ✓ Locations
- ✓ Applicants
- ✓ Primary Contact
- ✓ Land Owners
- ✓ Invoice Contact
- ✓ Development Details
- ✓ What do you want to do?
- ✓ Consents
- ✓ Declarations
- ✓ Documents
- > **Review**

☐ Hide Application Details

Development Locations

Selected location	Title Ref	Plan Parcel	Council
LOT 11 EAST TCE PARACHILNA SA 5730	CT 5787/439	T390401 AL11	PASTORAL UNINCORPORATED AREA
LOT 11 EAST TCE PARACHILNA SA 5730	CT 5787/439	T390401 AL12	PASTORAL UNINCORPORATED AREA

Zones

- Rural Settlement

Overlays

- Hazards (Bushfire - Outback)
- Key Outback and Rural Routes
- Native Vegetation

Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

15. Agree to the **Submission Declaration**, and then click **Submit** to complete.

Do you have a pre-lodgement agreement?

No

Electricity Declaration

In accordance with the requirements under Clause 6(1) of Schedule 8 of the Planning, Development and Infrastructure (General) Regulations 2017, the proposed development will involve the construction of a building which would, if constructed in accordance with the plans submitted, not be contrary to the regulations prescribed for the purposes of section 86 of the Electricity Act 1996.

Native Vegetation Declaration

No report or declaration supplied with this application.

Submission Declaration *

☒ All documents attached to this application have been uploaded with the permission of the relevant rights holders. It has been acknowledged that copies of this application and supporting documentation may be provided to interested persons in accordance with the Act and Regulations.

How to...

Locate and submit an application linked to the original application



Government of South Australia
Attorney-General's Department



PlanSA

Version 1.0
Software version 3.21.0

A new application ID number is generated and linked to your original development application ID number.

8

16. Select **DONE** to complete and return to **Your Applications** dashboard.

Development Application

Your submission (ID **20001505**) has been received.

Within a minute or two, it will appear on the 'Your applications' page (click the navigation tab at the top of this page), so you can log back into this

Development Application portal and check progress whenever you like. *(If it doesn't appear straight away, please wait a few moments then refresh your browser.)*

The relevant authority for your first consent will commence verification of your submission. They will update you on the progress of your submission within **5 business days**.

If you want to provide anyone else with the ability to access this application, go to the 'Sharing access' screen and follow the instructions.

If you need further assistance, please contact the relevant authority for your consent.

DONE

Locate and view the original development application

9

A link to the original application ID number is available from the **Summary** screen of the development application.

1. Click on the ID number of the application under assessment.

Development application processing

Search

This is the

TRAINING

Start a new application

Access an application submitted by someone else

FOR YOUR ACTION (28)

UNDER ASSESSMENT (114)

DRAFT (5)

LAND DIVISION CERTIFICATES (1)

FINALISED (9)

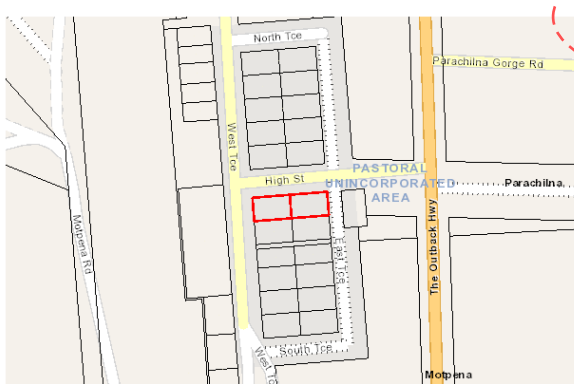
Under assessment

ID	Owner	Location	Nature Of Development	Relevant Authority
20001505	P Public	LOT 11 EAST TCE PARACHILNA SA 5730, LOT 11 EAST TC...	Variation of Development Application 20000447 increasing the size of the accommodation	State Planning Comm

The original application's ID is located above the Development Location(s) within the Summary screen.

Development application: 20001505

Summary Documents Event History Sharing access Related Actions



Original Application: 20000447

Development location(s) edit

LOT 11 EAST TCE PARACHILNA SA 5730

Title ref CT 5787/439 Plan parcel T390401 AL11 Council Pastoral Unincorporated Area

LOT 11 EAST TCE PARACHILNA SA 5730

Title ref CT 5787/439 Plan parcel T390401 AL12 Council Pastoral Unincorporated Area

Nature of development

Variation of Development Application 20000447
increasing the size of the accommodation

Elements selected edit

- New housing
- Tourist accommodation