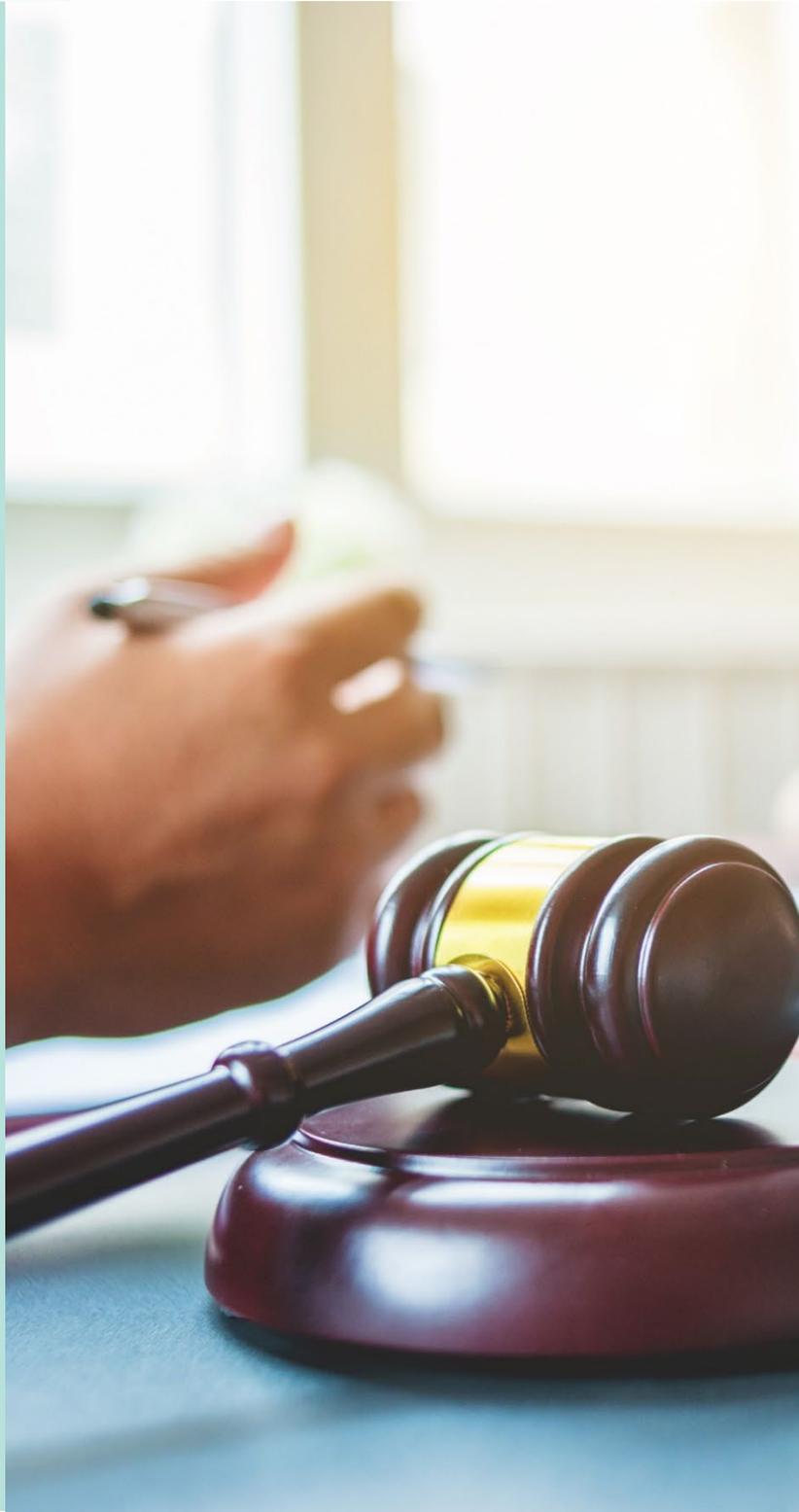


Guide for the Relevant Authorities

Planning - Land Division - Building Consent

Manage an appeal of a decision

Version 4.2



Government of South Australia

Department for Housing
and Urban Development

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Raise a fee for the review of an assessment manager decision

Raise a fee advice for the 'Review of Assessment Manager Decision Fee' before adding the Assessment Panel appeal matter during assessment or post decision as the ability to raise a fee is disabled, once an appeal is in-progress.

For appeals to the Assessment Manager during consent assessment refer to instructions [How to – invoice additional fees during assessment instructions | PlanSA](#).

Raising fee post decision for the review of assessment managed decision

1. Open the applicable consent with decision.
2. Click on **Related Actions** tab.
3. Click on **Determine Additional Fees Post Decision**.

Planning and Land Division Consent - 24003897: Liascos Av Newton SA 5074

Summary Documents Fees RFIs Referrals Planning Info Conditions and Notes Clocks Decision Appeals **Related Actions**

-  **Upload Documents**
Upload documents associated with consents for the DAP.
-  **Update Appeal Matters**
Add or Update Appeal Matters for the DAP
-  **Generate File Notes**
-  **Determine Additional Fees Post Decision**
Create and send an invoice to the applicant

The **Determine Additional Fees** page displays with fees available for invoice post decision.

Determine Additional Fees

All fees raised on this application

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

4. Click on checkbox against **Review of Assessment Manager Decision Fee**.
5. Click on **SUBMIT** to generate fee advice for payment.

Review of Assessment Manager Decision Fee

Review of Assessment Manager Decision Fee

Description	Statutory Amount	Actual	GST Included	Reason for variation
Review of Assessment Manager Decision Fee 	\$573.00	\$573.00	\$0.00	<i>Reason for variation (from \$573.00)</i>
Total Payable Fees		\$573.00	\$0.00	

CANCEL
SUBMIT

The **Related Actions** page displays.

An appeal matter can be added whilst a fee advice is waiting payment.

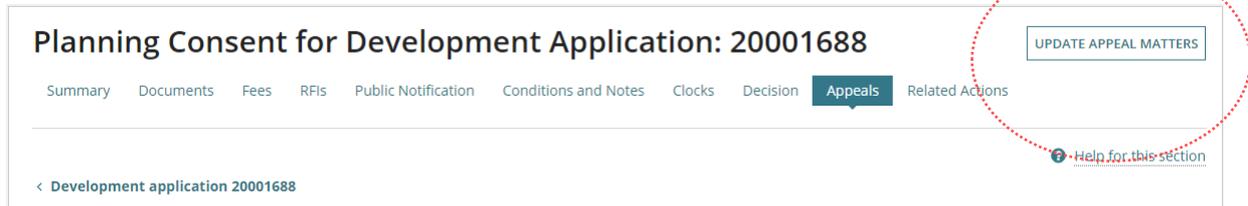
Planning and Land Division Consent - 24003897: Liascos Av Newton SA 5074

Summary Documents Fees RFIs Referrals Planning Info Conditions and Notes Clocks Decision Appeals **Related Actions**

-  **Upload Documents**
Upload documents associated with consents for the DAP.
-  **Update Appeal Matters**
Add or Update Appeal Matters for the DAP
-  **Generate File Notes**
-  **Determine Additional Fees Post Decision**
Create and Send an invoice to the applicant

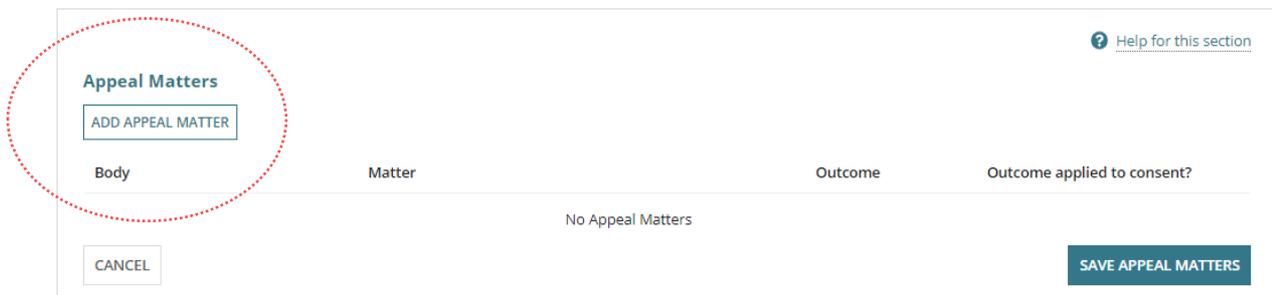
Add an appeal against the Consent

1. Click on **Appeals** tab.
2. Click on **Update Appeal Matters** to add the appeal.

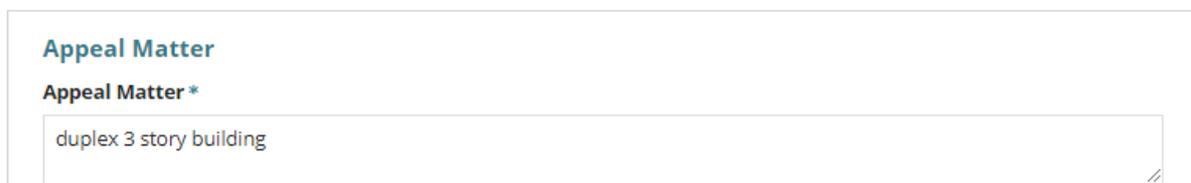


Part 1: Complete the Appeal Matter

3. Within the **Appeals Matters** page select **Add Appeal Matter** to capture the details.



4. Leave default **Appeal Matter** (nature of development) or make edits as required.



5. Select the applicable **Appeal Body** from the table below.

Appeal Matter

Appeal Matter *

duplex 3 story building

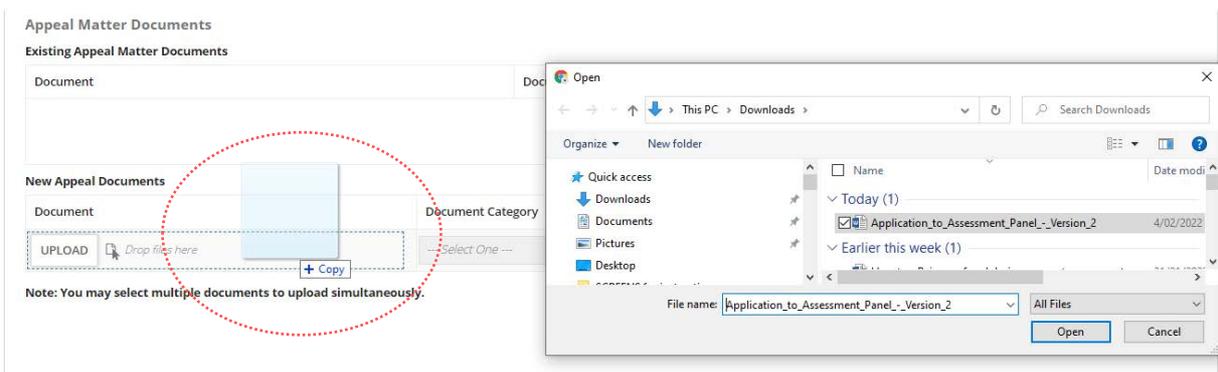
Appeal Body *

Assessment Panel

Appeal Body	Select when received ...
Assessment Panel	Application to Assessment Panel
Commission	Application to State Planning Commission
Court	S126 Notice to ERDC

Upload Appeal Matter Documents

6. Click on **Upload** located under **New Appeal Documents** section.
7. Drag-and-drop from the **Open** window the appeal document, emails, correspondence, meeting minutes etc. to assist in an audit trail.
8. Click Cancel to close the Open window.



9. Select the applicable document 'Category' and 'Type' for each document uploaded.

Appeal Matter Documents

Existing Appeal Matter Documents

Document	Document Type	Date Created
No items available		

New Appeal Documents

Document	Document Category	Document Type
Application_to_Assessment_Panel_-_Version_2 DOCX - 160.34 KB	Appeal Document	Application to Assessment Panel
UPLOAD	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Part 2: Add the Appeal

The purpose of the two-part process is to enable the ability to record multiple appeals against the one matter, for example:

- multiple third party appeals on a single matter, or
- applicant’s appeal against conditions, or
- Third-party appeal against the decision.

10. Click on **Add Appeal** to provide appellant name and what is being appealed.

11. Complete the **Appeal** fields as follows.

- **Appellant Name*** person making the appeal.
- **Date Appeal Lodged*** with the assessment panel or court.
- **What’s being appealed? *** Make selection from list of options.

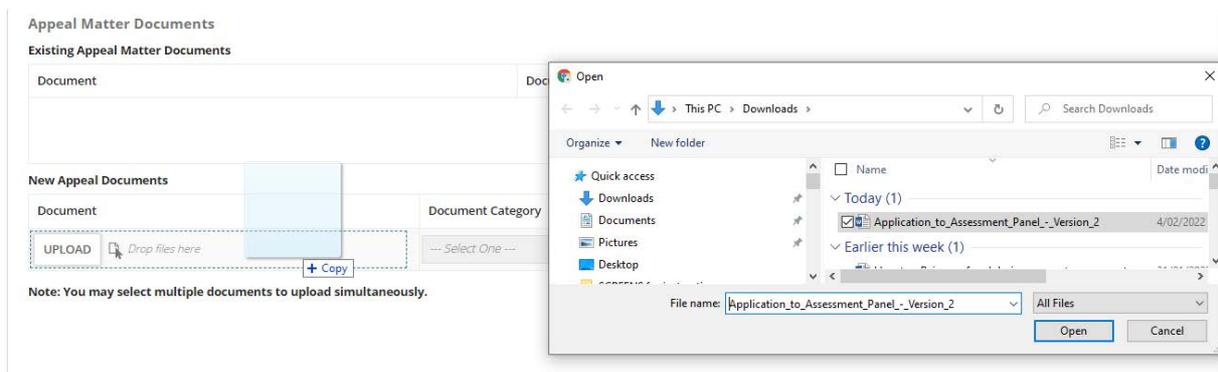
What’s being appealed?	Reason required
Applicant appeals conditions	No
Applicant appeals consent refusal as a result of referral agency direction	No
Applicant appeals regarding process	Yes

What's being appealed?	Reason required
Applicant appeals refusal	No
Other, and provide a Reason	Yes
Relevant Authority appeals deemed consent	No
Third Party appeals regarding process	Yes
Third Party appeals consent granted	No

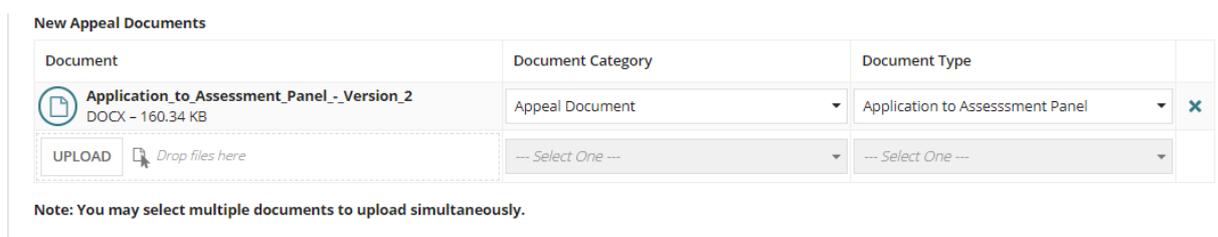
- **Reason** provide details when shown.
- **ERD Court Appeal Number** enter if relevant.

Upload Appeal Documents

12. Click on **Upload**.
13. Drag-and drop appeal documents into the **Drop files here** field.
14. Click **Cancel** in the Open window.



15. Select the applicable document 'Category' and 'Type' for each document uploaded.



Record an Appeal Event

An event may include meeting minutes, phone conversations or similar, to assist in keeping an audit trail for the outcome.

16. Click on **Add new event**.

17. Enter **date of the event** and then select the **Event type**.

Events

Date of Event	Event	
21/12/2020	Conference ▼	
+ Add new event		

Outcome

Leave the **Appeal Outcome** this field is completed upon receiving the court documents.

18. Click on **Add Appeal** to complete.

Outcome

Appeal Outcome

--- Select One ---
▼

GO BACK

ADD APPEAL

19. Click **Add Appeal Matter** to create.

Outcome

--- Select One ---
▼

All child appeal outcomes are required before the outcome can be set on the appeal matter

GO BACK

ADD APPEAL MATTER

20. Select **Save Appeal Matter** to complete the recording of the appeal matter.

Help for this section

ADD APPEAL MATTER

Body	Matter	Outcome	Outcome applied to consent?
Assessment Panel	Construction of an outbuilding		

CANCEL
SAVE APPEAL MATTERS

The created appeal shows in the **Appeal Matters** screen, with an option to Update Appeal Matters.

Generate Panel Assessment Report only shows when?
 For appeals made against a 'planning consent' the Panel Assessment Report is generated from the Appeals tab or the Documents tab.

21. Return to the **Assessment** dashboard.

Planning Consent for Development Application: 20001688

- Summary
- Documents
- Fees
- RFIs
- Public Notification
- Conditions and Notes
- Clocks
- Decision
- Appeals
- Related Actions

GENERATE PANEL ASSESSMENT R...
UPDATE APPEAL MATTERS

Development application 20001688
Help for this section

Appeal Matters

Body	Matter	Outcome	Outcome applied to consent?
Assessment Panel	Construction of an outbuilding		

22. Click on **Waiting** tab to locate and view the development application with a status of 'pending an appeal outcome'.

- FOR YOUR ACTION (47)
- ASSESSMENT IN PROGRESS (112)
- WAITING (34)
- UPCOMING (9)
- COMPLETED (72)
- BUILDING NOTIFICATIONS (0)

Help for this section

Waiting

Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Who
20001688	B Monier	LOT 62 WEST TCE PARACHILNA SA 5730	Construction of an outbuilding	31 Aug 2020	
20001686	M Rohatgi	LOT 1485 KALI ST OAK VALLEY SA 5690, LOT 1485 KALI ST OAK VALLEY SA 5690	House shed		
20001654	T Victory	LOT 1500 ANDAMOOKA RD ANDAMOOKA STATION SA 5722	g.	10 Sep 2020	—
20001650	J Sewart	LOT 1517 OODNADATTA TRK OODNADATTA SA 5734, LOT 1517 OODNADATTA TRK OODNADATTA SA 5734, LOT 1517 O..	Detached dwelling	24 Aug 2020	
20001442	A Marry	742 NILPINNA RD NILPINNA STATION SA 5723, 742 NILPINNA RD NILPINNA STATION SA 5723	Need to construct a room attaching to the existing building.	29 Jul 2020	—

<< < 11 - 20 of 34 > >>

- STATUS DETAIL
- CONTACTS
- SUMMARY

Application 20001688

- Planning consent
Pending appeal outcome >
- Building consent
Assessment in progress

2. Update Appeals and Appeal Matter Outcomes

You will need to update an appeal or an appeal matter when notified of an outcome and can including uploading supporting documentation and recording a meeting or phone call.

Locate the development application with a pending appeal outcome

1. Search for the application by 'location' or 'ID' when provided and remove the **Assigned to me** option.
Alternatively, locate within the **Waiting** tab.
2. Click on the **application record** not the ID to view the consent details.
3. Click on the **consent** or **development approval** being appealed.

FOR YOUR ACTION (47) ASSESSMENT IN PROGRESS (112) **WAITING (34)** UPCOMING (9) COMPLETED (72) BUILDING NOTIFICATIONS (0)

Help for this section

Waiting
 Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Who
20001688	B Monier	LOT 62 WEST TCE PARACHILNA SA 5730	Construction of an outbuilding	31 Aug 2020	

11 - 20 of 34

STATUS DETAIL CONTACTS SUMMARY

Application 20001688

Planning consent	Pending appeal outcome
Building consent	Assessment in progress
Verification	✓ Completed 24 Nov 2020
Development approval	Pending approval of all consents
Development application	Pending approval of all consents

Record Outcome: Appeal

First the outcome of the appeal is added to the appellant's appeal and then followed by adding the outcome to the Appeal Matter.

1. Click **Appeals** tab.
2. Click **Update Appeal Matters** to add a new appeal document/s or add an event.

Building Consent for Development Application: 22000027

Summary Documents Fees RFIs Assessment Info Referrals Conditions and Notes Essential Safety Provisions Clocks Decision **Appeals** Related Actions

UPDATE APPEAL MATTERS

Help for this section

< Development application 22000027

Appeal Matters

Body	Matter	Outcome	Outcome applied to consent?
Assessment Panel	duplex 3 story building		

The Appeal Matters screen shows.

3. Click on the **Appeal Matter** record to edit.

Appeal Matters [Help for this section](#)

ADD APPEAL MATTER

Body	Matter	Outcome	Outcome applied to consent?
Assessment Panel	duplex 3 story building		

CANCEL SAVE APPEAL MATTERS

The Appeal Matter and Appeals details are shown.

4. Click on the **Appellant's appeal record** to open.

Appeal Matter [Help for this section](#)

Appeal Matter *
duplex 3 story building

Appeal Body
Assessment Panel

Appeal Matter Documents

Existing Appeal Matter Documents

Document	Document Type	Date Created
* Application_to_Assessment_Panel_-_Version_2.docx	Application to Assessment Panel	4 Feb 2022 13:08

New Appeal Documents

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Appeals

ADD APPEAL

Appellant Name	What's Being Appealed?	Outcome	Date Appeal Lodged
Penny Public	Applicant appeals regarding process		04/02/2022

Outcome

--- Select One ---

i All child appeal outcomes are required before the outcome can be set on the appeal matter

GO BACK UPDATE APPEAL MATTER

The appellant's appeal opens.

Appeal

Appellant Name*
Penny Public

Date Appeal Lodged*
4 Feb 2022

What's Being Appealed?
Applicant appeals regarding process

Reason
Include the details

ERD Court Appeal Number

Appeal Documents

Existing Appeal Documents

Document	Document Type	Date Created
No items available		

New Appeal Documents

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Events

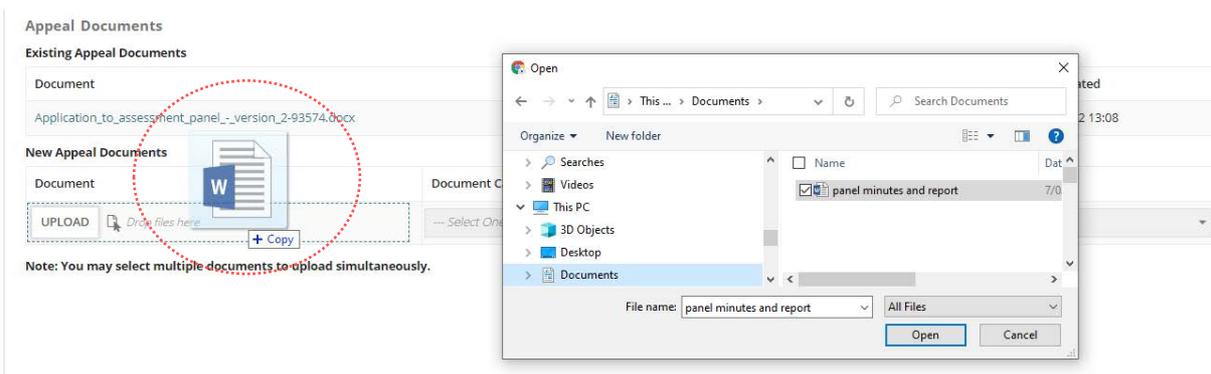
Date of Event	Event
07/02/2022	Conference
<input type="button" value="+ Add new event"/>	

Outcome

Appeal Outcome
--- Select One ---

Upload Supporting Documentation

5. Click on **Upload** to attach relevant and supporting outcome documentation.
6. Drag-and-drop file into the **Drop files here** field.
7. Click Cancel to close the Open window.



8. Categorise the Document for example, select **Category** 'Appeal Document' and **Type** 'Minutes from the assessment panel'.

New Appeal Documents

Document	Document Category	Document Type
 panel minutes and report DOCX - 19.94 KB	Appeal Document	--- Select One ---
UPLOAD  Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Events

Date of Event	Event
07/02/2022	Conference
+ Add new event	

--- Select One ---
 Application to Assessment Panel
 Correspondence - General
 Court Decision
 Decision Notification Form
 Internal Correspondence
 Legal Correspondence
 Minutes from the Assessment Panel
 Panel Agenda Item
 Panel Assessment Report
 S126 Notice to ERDC

Choose outcome of the appeal

9. Chose the **Appeal Outcome** from the list of options in the table below and enter the date of the outcome.

Appeal Outcome	Select when decision made by the ...
Affirm the decision	Assessment Panel, or Court
Confirm the decision	Court
Vary the decision	Assessment Panel, or Court
Set Aside the decision	Assessment Panel
Reverse the decision	Court
Appeal Withdrawn	Appellant

10. Provide a **withdrawn reason** when the appeal outcome is 'Appeal Withdrawn'.

Outcome

Appeal Outcome

Appeal Withdrawn

Withdrawn reason

Date of outcome*

dd/mm/yyyy

GO BACK UPDATE APPEAL

11. Click on **Update Appeal** to complete.

Outcome

Appeal Outcome

Affirm the decision ▼

Date of outcome *

07/02/2022

[GO BACK](#) [UPDATE APPEAL](#)

The Appeal Matter screen shows with the added 'outcome' for the appellants appeal

Appeal Matter [Help for this section](#)

Appeal Matter *
duplex 3 story building

Appeal Body
Assessment Panel

Appeal Matter Documents

Existing Appeal Matter Documents

Document	Document Type	Date Created
Application_to_assessment_panel_-_version_2-93574.docx	Application to Assessment Panel	4 Feb 2022 13:08

New Appeal Documents

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Appeals

[ADD APPEAL](#)

Appellant Name	What's Being Appealed?	Outcome	Date Appeal Lodged
Penny Public	Applicant appeals regarding process	Affirm the decision	04/02/2022

Outcome

Appeal Matter Outcome

--- Select One ---

[GO BACK](#) [UPDATE APPEAL MATTER](#)

Record Outcome: Appeal Matter

Affirm or Confirm the Decision

For “Affirm” or “Confirm” appeal outcomes, a Decision Notification Form (DNF) is not generated, and the consent status updates from ‘Under Appeal’ to the original decision e.g. ‘Granted’.

1. Chose **Appeal Matter Outcome** from the list of outcome options, e.g. Affirm the decision.
2. Leave the **Apply appeal matter outcome** flagged.
3. Type or select from the calendar the **Date of outcome**.
4. Click **Update Appeal Matter** to apply the outcome.

Outcome

Appeal Matter Outcome

Affirm the decision

Apply Appeal Matter Outcome

Once you set the appeal matter outcome to be applied, the entire appeal matter will be locked in and you won't be able to change it.

Apply appeal matter outcome

Date of outcome*

dd/mm/yyyy

UPDATE APPEAL MATTER

GO BACK

5. Click **Save Appeal Matters** to complete the outcome

Building Consent for Development Application: 22000027

Summary Documents Fees RFIs Assessment Info Referrals Conditions and Notes Essential Safety Provisions Clocks Decision Appeals **Related Actions**

Appeal Matters [Help for this section](#)

ADD APPEAL MATTER

Body	Matter	Outcome	Outcome applied to consent?
Assessment Panel	duplex 3 story building	Affirm the decision	No

CANCEL **SAVE APPEAL MATTERS**

The Appeal Matters screen shows with the appeal outcome recorded.

Appeal Matters

Body	Matter	Outcome	Outcome applied to consent?
Assessment Panel	duplex 3 story building	Affirm the decision	Yes

Appeal Withdrawn

Performed upon request by the appellant.

A Decision Notification Form (DNF) is not generated, and the consent status updates from 'Under Appeal' to the original decision e.g. 'Granted'.

1. Chose **Appeal Matter Outcome** from the list of outcome options, e.g. Appeal Withdrawn.
2. Leave the **Apply appeal matter outcome** flagged.
3. Provide a **withdrawn reason**.
4. Type or select from the calendar the **Date of outcome**.
5. Click **Update Appeal Matter** to apply the outcome.

Outcome

Appeal Matter Outcome

Appeal Withdrawn

Apply Appeal Matter Outcome

Once you set the appeal matter outcome to be applied, the entire appeal matter will be locked in and you won't be able to change it.

Apply appeal matter outcome

Withdrawn reason

withdrawn not pursuing

Date of outcome*

08/02/2022

GO BACK

UPDATE APPEAL MATTER

6. Click **Save Appeal Matters** to complete the outcome

Planning Consent for Development Application: 21002497

Summary Documents Fees RFIs Public Notification Conditions and Notes Clocks Decision Appeals **Related Actions**

Help for this section

Appeal Matters

ADD APPEAL MATTER

Body	Matter	Outcome	Outcome applied to consent?
Court	Nice new hut	Appeal Withdrawn	No

CANCEL

SAVE APPEAL MATTERS

The Appeal Matters screen shows with the appeal 'outcome' and the 'outcome applied to the consent'.

Planning Consent for Development Application: 21002497

Summary Documents Fees RFIs Public Notification Conditions and Notes Clocks Decision Appeals Related Actions

GENERATE PANEL ASSESSMENT R... UPDATE APPEAL MATTERS

< Development application 21002497 [Help for this section](#)

Appeal Matters

Body	Matter	Outcome	Outcome applied to consent?
Court	Nice new hut	Appeal Withdrawn	Yes

Vary the Decision, Set Aside or Reverse the Decision

1. Chose **Appeal Matter Outcome** from the list of outcome options, e.g. Set Aside
2. Leave the **Apply appeal matter outcome** un-flagged.

Important note for the Apply appeal matter outcome

Before confirming the appeal matter outcome, leave the checkbox un-flagged and then complete the [Update Conditions and Notes](#) instructions and then return to the **Appeals** tab to confirm the outcome.

3. Type or select from the calendar the **Date of outcome**.

Reversing a 'refused' decision

When reversing a 'refused' consent for appeal outcomes of 'Set aside the decision' or 'Reverse the decision', the field **Operative end date** shows and defaults 12 months from the entered **Date of Outcome**.

Apply Appeal Matter Outcome

Please adjust the conditions and notes as required from the Conditions and Notes page.
Once you set the appeal matter outcome to be applied, the entire appeal matter will be locked in and you won't be able to change it.

Apply appeal matter outcome

Date of outcome *

07/02/2022

Operative end date *

07/02/2023

4. Click **Update Appeal Matter** to save the updates and not apply.

Outcome

Appeal Matter Outcome

Reverse the decision

Apply Appeal Matter Outcome

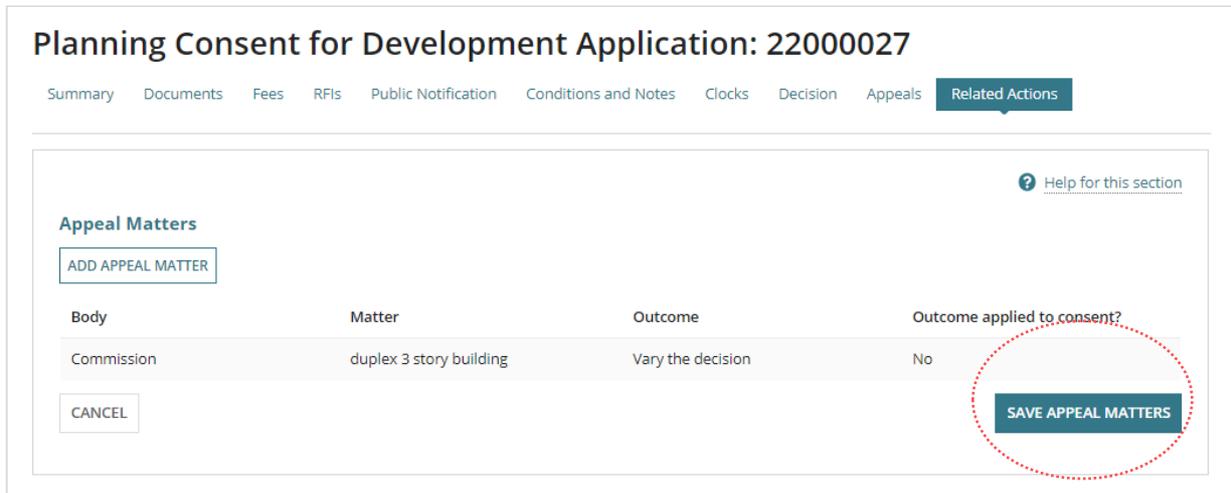
Please adjust the conditions and notes as required from the Conditions and Notes page.
Once you set the appeal matter outcome to be applied, the entire appeal matter will be locked in and you won't be able to change it.

Apply appeal matter outcome

Date of outcome *

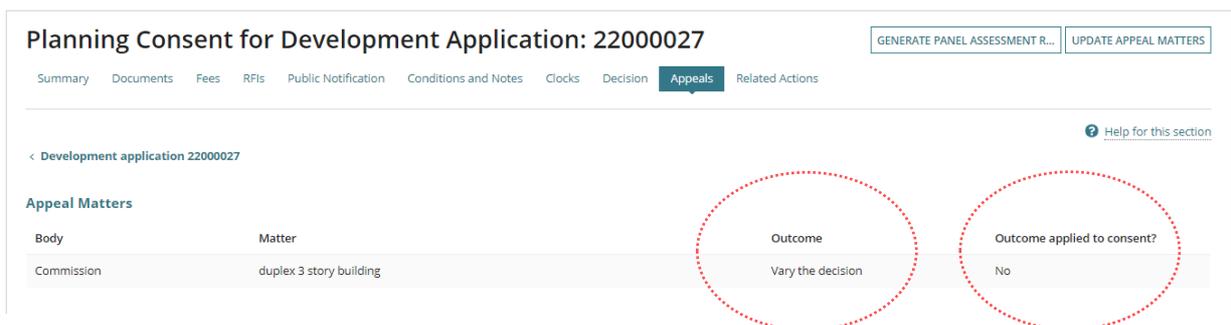
22/12/2020

5. Click **Save Appeal Matters** to keep the changes.



The **Appeals** screen shows with the:

- **Outcome** of the appeal (e.g. Vary the decision), and
 - **Outcome applied to consent?** shows **No** when the 'Apply appeal matter outcome' checkbox left un-flagged to allow the updating of the conditions and notes before confirming the decision to:
 - **Vary the decision**
 - **Set aside the decision**
 - **Reverse the decision**



Update Conditions and Notes

Depending on the Appeal decision made the conditions and/or Notes will need to be updated or new condition / note added. The decisions that affect the conditions include:

- Vary the decision
- Set aside the decision
- Reverse the decision

Upon completion of updating the conditions and notes continue to [Update Appeals and Appeal Matter Outcomes](#).

1. Within the showing **Appeal Matters** screen click on **Conditions and Notes** tab.

Planning Consent for Development Application: 22000027

Summary Documents Fees RFIs Public Notification **Conditions and Notes** Clocks Decision Appeals Related Actions

< Development application 22000027

Appeal Matters

Body	Matter	Outcome
Commission	duplex 3 story building	Vary the decision

2. Click **Conditions** to view, add or edit the conditions.

Planning Consent for Development Application: 22000027

Summary Documents Fees RFIs Public Notification **Conditions and Notes** Clocks Decision Appeals Related Actions

< Development application 22000027

Relevant Authority
 v City of Adelaide

Reserved matters **Conditions** Advisory notes Refusal reason

Add

Title	Included in DNF	Clearance requirement not met	Sort		
Conditions - Planning					Show/Edit

Edit a condition

3. Click **Show/Edit** against the condition to amend.

Planning Consent for Development Application: 22000027

Summary Documents Fees RFIs Public Notification **Conditions and Notes** Clocks Decision Appeals Related Actions

< Development application 22000027

Relevant Authority
 v City of Adelaide

Reserved matters **Conditions** Advisory notes Refusal reason

Add

Title	Included in DNF	Clearance requirement not met	Sort		
Conditions - Planning	✖		↑ ↓	🗑️	Show/Edit

4. Update the **Conditions** fields as follows and **Save Changes**.

- **Condition** update the details of the condition.
- **Clearance Requirement** indicate as required (if applicable).

Conditions - Planning

B I

Details of the condition

Include in DNF Clearance Requirement

GO BACK **SAVE**

5. Click **Go Back** in the shown relevant authority conditions screen.

Relevant Authority
 v City of Adelaide

Reserved matters **Conditions** Advisory notes Refusal reason

Add

Title	Included in DNF	Clearance requirement not met	Sort		
Conditions - Planning	✖		↑ ↓	🗑️	Show/Edit

GO BACK

Add a condition

6. Click **Conditions**.
7. Click **Add** to add a new condition.

Planning Consent for Development Application: 22000027

Summary Documents Fees RFIs Public Notification **Conditions and Notes** Clocks Decision Appeals Related Actions

< Development application 22000027

Relevant Authority
 v City of Adelaide

Reserved matters **Conditions** Advisory notes Refusal reason

Add

Title	Included in DNF	Clearance requirement not met	Sort		
Conditions - Planning	✖		↑ ↓	🗑	Show/Edit

8. Select the **Title** to make a selection from the list of 'standard' conditions or create a new 'other' condition.
9. Click **Clearance Requirement** to flag (if applicable).
10. Click **Save**.

Title *

Tree Protection Area

Condition *

B I [List Icon] [Link Icon]

The Significant Tree namely the [insert tree species] located [insert location of the tree on the Land] identified for retention on the approved plans herein granted consent (Tree) shall be protected during the course of the construction of the Development. The area in which the Tree's branches and roots are located shall be protected during the course of the construction of the Development by the erection of a secure fence prior to

The applicant or the person(s) having the benefit of this consent shall ensure that the Fence is maintained in good order and remains in place around the Tree throughout the course of the construction of the Development.

Include in DNF Clearance Requirement

GO BACK **SAVE**

11. Click **Go Back** in the shown relevant authority conditions screen.

Relevant Authority
 v City of Adelaide

Reserved matters **Conditions** Advisory notes Refusal reason

Add

Title	Included in DNF	Clearance requirement not met	Sort		
Conditions - Planning	✖		↑ ↓	🗑	Show/Edit
Tree Protection Area	✔		↑ ↓	🗑	Show/Edit

GO BACK

12. As required, repeat the steps for maintain the **Advisory Notes** and/or **Reserved Matters** or add a **Refusal reason**.

Add Refusal Reason

When changing the decision from 'granted' to 'refused' then add a refusal reason to show on the Decision Notification Form (DNF).

Development Approval - Planning Consent; Land Division Consent; Building Consent					City of Adelaide
--	--	--	--	--	------------------

FROM THE RELEVANT AUTHORITY: SPC - Section 94 - Schedule 6 at State Planning Commission
Date: 7 Feb 2022

REFUSAL REASONS

Planning Consent overturned by the panel

13. Click **Refusal Reason**.

14. Click **Enter refusal reasons**.

Planning Consent for Development Application: 22000027

Summary Documents Fees RFIs Public Notification **Conditions and Notes** Clocks Decision Appeals Related Actions

< Development application 22000027 [Help for this section](#)

Relevant Authority
City of Adelaide

Reserved matters Conditions Advisory notes **Refusal reason**

Enter refusal reasons
 No reason entered

15. Provide the **reasons for the refusal**.

16. Click **Save Changes** to complete the addition.

Assessment Items

Relevant Authority
City of Adelaide

Reasons for Refusal

B I

Provide reason for the refusal from the assessment panel or other

CANCEL **SAVE CHANGES**

The relevant authority conditions and notes screen shows with 'Reserved Matters' shown by default.

Apply Appeal Matter Outcome

The appeal matter 'outcome' is only updated on completion of [Update Conditions and Notes](#).

When is a revised Decision Notification Form (DNF) generated?

When an appeal is made to the Assessment Panel/Commission with an outcome of 'Reverse the decision' or 'Set Aside the Decision', then a revised DNF is generated and an email sent to the primary contact, referral bodies and consent relevant authorities.

When does the court order become the new DNF?

The court order becomes the new DNF for an appeal made to the Court with an outcome of 'Reverse the Decision' or 'Set Aside the Decision'

1. Click on **Appeals** tab within the **Conditions and Notes** screen.
2. Click on **Update Appeal Matters** to view the appeal.

22000027

Decision **Appeals** Related Actions

GENERATE PANEL ASSESSMENT R... UPDATE APPEAL MATTERS

[? Help for this section](#)

Outcome	Outcome applied to consent?
Vary the decision	No

3. Click on the **Appeal Matters** record to show the details.

Appeal Matters

[? Help for this section](#)

ADD APPEAL MATTER

Body	Matter	Outcome	Outcome applied to consent?
Commission	duplex 3 story building	Vary the decision	No

CANCEL SAVE APPEAL MATTERS

The **Appeal Matter** screen is shown.

Planning Consent for Development Application: 22000027

Summary Documents Fees RFIs Public Notification Conditions and Notes Clocks Decision Appeals **Related Actions**

Appeal Matter

Appeal Matter*
duplex 3 story building

Appeal Body
Commission

Appeal Matter Documents

Existing Appeal Matter Documents

Document	Document Type
* Application_to_Assessment_Panel_-_Version_2.docx	Application to Assessment Panel

4. Click **Apply appeal matter outcome**.
5. Click **Update Appeal Matter** to complete the appeal outcome.

Outcome

Appeal Matter Outcome

Vary the decision

Apply Appeal Matter Outcome

Please adjust the conditions and notes as required from the Conditions and Notes page.
Once you set the appeal matter outcome to be applied, the entire appeal matter will be locked in and you won't be able to change it.

Apply appeal matter outcome

Date of outcome*

07/02/2022

GO BACK **UPDATE APPEAL MATTER**

6. Click on **Save Appeal Matters** to complete the updates.

Planning Consent for Development Application: 22000027

Summary Documents Fees RFIs Public Notification Conditions and Notes Clocks Decision Appeals **Related Actions**

Appeal Matters

ADD APPEAL MATTER

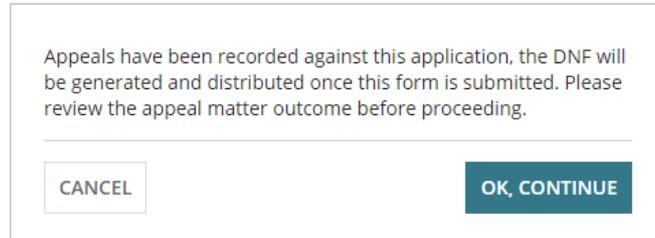
Body	Matter	Outcome	Outcome applied to consent?
Commission	duplex 3 story building	Vary the decision	No

CANCEL **SAVE APPEAL MATTERS**

- Click **OK CONTINUE** to acknowledge the appeal has been recorded and the Decision Notification Form (DNF) will be generated and distributed.

Acknowledge DNF generated pop-up message

The acknowledge DNF message only shows for an appeal made to the Assessment Panel/Commission and the decision is 'Reverse the decision' or 'Set Aside the Decision'.



The **Outcome applied to consent?** has updated to 'Yes' from 'No'.

Planning Consent for Development Application: 22000027 UPDATE APPEAL MATTERS

Summary Documents Fees RFIs Public Notification Conditions and Notes Clocks Decision **Appeals** Related Actions

< Development application 22000027 Help for this section

Appeal Matters

Body	Matter	Outcome	Outcome applied to consent?
Commission	duplex 3 story building	Vary the decision	Yes

View the Decision

On applying the appeal matter outcome, a new decision record is created for the now 'refused' or 'granted' consent / development approval.

- Click on **Decision** tab to view the applied outcome.

The **Decision** screen shows with the new 'refused' decision.

Planning Consent for Development Application: 22000027

Summary Documents Fees RFIs Public Notification Conditions and Notes Clocks **Decision** Appeals Related Actions

< Development application 22000027

Assessor	Decision	Decision Date	Endorsed?	Nominated Endorser	Responded By	Responded Date
Test Automation	Granted	25 Jan 2022	Not requested			
EPN TestSeven ACC AO	Refused	7 Feb 2022	Not requested			

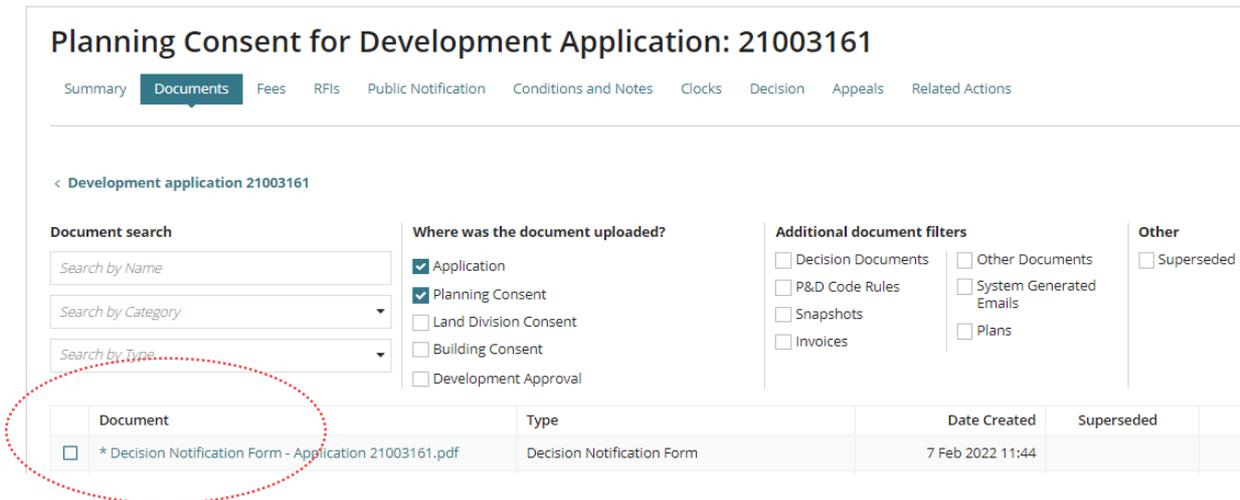
3. Provide the Decision Notification Form

Only, when ‘Reverse the Decision’ is the appeal outcome

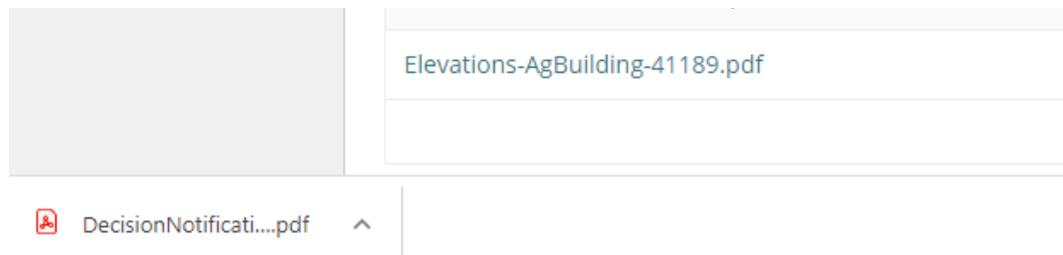
A revised *Decision Notification Form (DNF)* is generated, and an email notification sent to the applicant, primary contact, land owner(s) and relevant parties’ e.g. relevant authority, referral bodies, representors etc.

When the applicant and primary contact’s communication preferred method is ‘post’ the DNF will need to be printed and put in the post.

1. Click on **Documents** tab to locate the DNF.
2. Click on the **Decision Notification Form file name** to download.



3. Scroll to the bottom of the page and click on **download** to open or the opens immediately in Adobe Reader when open preferred method is set.

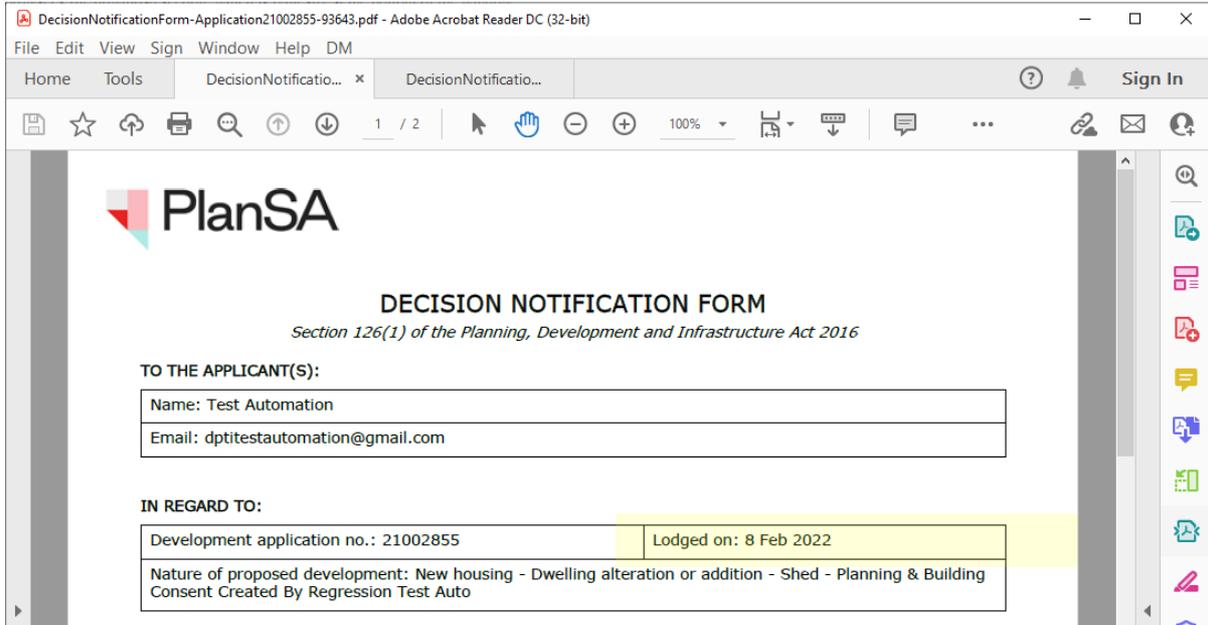


The Decision Notification Form (DNF) shows in a new browser tab and print as required.

Updates made to the re-issued Decision Notification Form

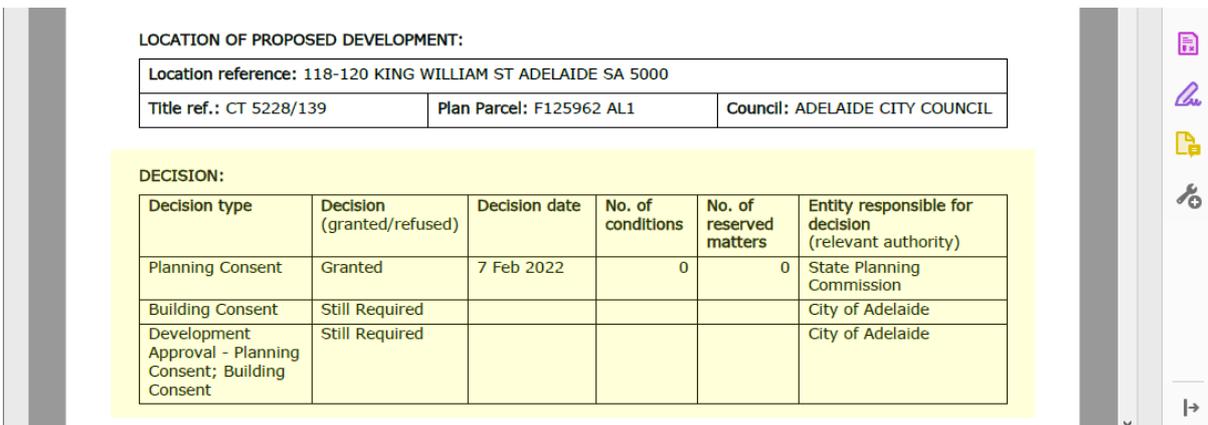
Lodged on Date

The Lodged-on date shows the appeal outcome completed date.



Decision

- **Consent appealed** decision reflects the outcome of the decision (e.g. Granted) when the outcome is 'Reverse the decision'.
- **Consents** shows 'Still required' when the consent decision changed from refused to granted.
- **Development approval** shows 'Still required' when the consent decision changed from refused to granted.
- **Decision Date** shows the appeal outcome completed date.
- **No of Conditions** shows the number of conditions



Refusal Reason

A 'refusal reason' added in the Conditions and Notes will show for the applicable consent when the appeal outcome results in the initial decision being reversed from granted to refused.

REFUSAL REASONS	
Planning Consent	
Decision handed down from the assessment panel	
CONTACT DETAILS OF CONSENT AUTHORITIES	
Name: State Planning Commission	Type of consent: Planning
Telephone: 0871097018	Email: troy@sa.gov.au
<p>This form constitutes the form of a decision notification under section 126(1) of the Planning, Development and Infrastructure Act 2016, as determined by the Minister for Planning and Local Government for the purposes of regulation 57(1) of the Planning, Development and Infrastructure (General) Regulations 2017. Published: 16 December 2021.</p>	
 Government of South Australia Attorney-General's Department	

Conditions and Advisory Notes

CONDITIONS	
Planning Consent	
None	
ADVISORY NOTES	
General Notes	
<ol style="list-style-type: none"> No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted. 	
<p>This form constitutes the form of a decision notification under section 126(1) of the Planning, Development and Infrastructure Act 2016, as determined by the Minister for Planning and Local Government for the purposes of regulation 57(1) of the Planning, Development and Infrastructure (General) Regulations 2017. Published: 16 December 2021.</p>	
 Government of South Australia Attorney-General's Department	

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Housing
and Urban Development