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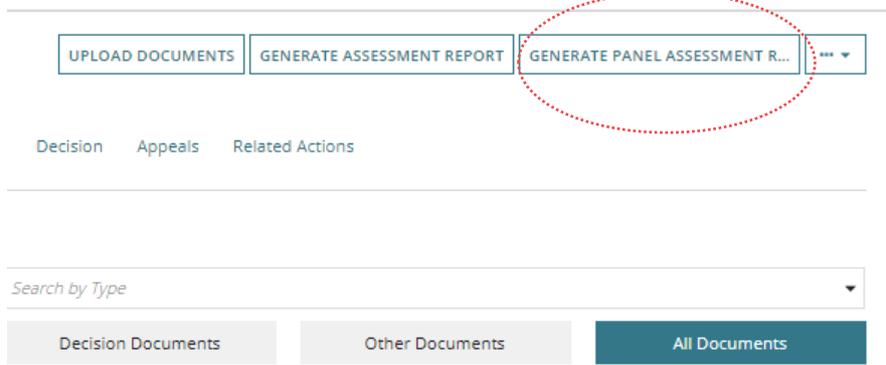
# Decision Referred to Panel

## Overview

In this topic we will cover the activities performed pre the Panel meeting such as generating the panel assessment report, downloading technical drawings / plans, and uploading Panel hearing invitations, agendas and minutes created outside of DAP using your own templates and forms etc.

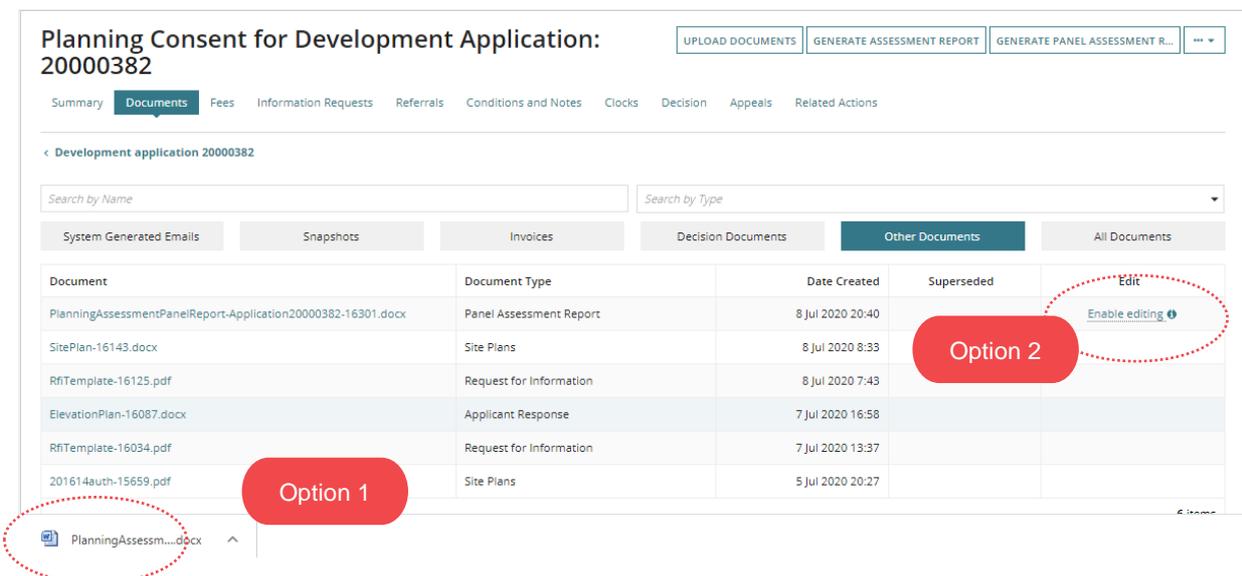
### 1. Generate the Panel Assessment Report

1. Click on the **Documents** tab.
2. Click on **Generate Panel Assessment Report**.



3. Use **F5** to refresh your screen to assist with updating the documents listing.
4. Click on the **document name** of the Panel Assessment report to save and make updates from word.

Alternatively, click on **Enable editing** to edit the document using Word online.



## 2. Make Online Edits to the Panel Assessment Report

Making edits through Word Online automatically saves the updates made into the Panel Assessment Report. Make the updates and upload back into the Documents store for the development application.

1. Click on **Enable editing**.

Planning Consent for Development Application: 20000382

Documents | Fees | Information Requests | Referrals | Conditions and Notes | Clocks | Decision | Appeals | Related Actions

Development application 20000382

System Generated Emails | Snapshots | Invoices | Decision Documents | **Other Documents** | All Documents

Document	Document Type	Date Created	Superseded	Edit
PlanningAssessmentPanelReport-Application20000382-16301.docx	Panel Assessment Report	8 Jul 2020 20:40		Enable editing

2. Click on **Edit online** to open in Word online.

Planning Consent for Development Application: 20000382

Documents | Fees | Information Requests | Referrals | Conditions and Notes | Clocks | Decision | Appeals | Related Actions

Development application 20000382

System Generated Emails | Snapshots | Invoices | Decision Documents | **Other Documents** | All Documents

Document	Document Type	Date Created	Superseded	Edit
PlanningAssessmentPanelReport-Application20000382-16301.docx	Panel Assessment Report	8 Jul 2020 20:40		Edit online

3. Update the Panel Assessment Report.
4. Click on the **File** menu to print the report to your local printer.
5. Close 'X' the Panel Assessment Report tab.

Planning Consent for Development Application: 20000382

Word | PlanningAssessmentPanelReport-Application20000382-16301

File | Home | Insert | Layout | References | Review | View | Help | Table | Tell me what you want to do | Editing

DEVELOPMENT NO.:	20000382
APPLICANT:	Penny Public
ADDRESS:	LOT 11 EAST TCE PARACHILNA SA 5730 LOT 11 EAST TCE PARACHILNA SA 5730
NATURE OF DEVELOPMENT:	house, with shed and verandah
ZONE / SUB-ZONE / OVERLAY	
LODGEMENT DATE:	5 Jul 2020
RELEVANT AUTHORITY:	State Commission Assessment Panel
PLANNING & DESIGN CODE VERSION:	
CATEGORY OF DEVELOPMENT:	Code Assessed - Deemed to Satisfy
NOTIFICATION:	Not determined

- 6. Click on the Panel Assessment Report to download for or attaching to an email (if required) or print.

### Planning Consent for Development Application: 20000382

Summary Documents Fees Information Requests Referrals Conditions and Notes Clocks

< Development application 20000382

Search by Name

System Generated Emails Snapshots Invoices

Document	Document Type
PlanningAssessmentPanelReport-Application20000382-16301.docx	Panel Assessment Report
SitePlan-16143.docx	Site Plans
RfiTemplate-16125.pdf	Request for Information
ElevationPlan-16087.docx	Applicant Response
RfiTemplate-16034.pdf	Request for Information
201614auth-15659.pdf	Site Plans

📄 PlanningAssessm....docx ^

### 3. Download Development Application Documents

From the Documents store for the development application, download the documentation required to accompany the Panel Assessment Report such as stamped plans, technical drawings etc.

1. Click on the document file name to download.
2. Click on the downloaded file to open.
3. Print the document.
4. Return to the Documents tab and then repeat the steps until all documentation printed.

**Planning Consent for Development Application: 20000382**

Summary **Documents** Fees Information Requests Referrals Conditions and Notes Clocks

< Development application 20000382

Search by Name

System Generated Emails Snapshots Invoices

Document	Document Type
PlanningAssessmentPanelReport-Application20000382-16301.docx	Panel Assessment Report
SitePlan-16143.docx	Site Plans
RfiTemplate-16125.pdf	Request for Information
ElevationPlan-16087.docx	Applicant Response
RfiTemplate-16034.pdf	Request for Information
201614auth-15659.pdf	Site Plans

 PlanningAssessm....docx ^

## 4. Upload Panel Meeting Documentation and Decision

Any documentation prepared prior to the Panel meeting outside of the DAP (the assessment workflow) such as invitations to the panel meeting, and the agenda for the panel meeting etc. and following the Panel meeting such as the minutes (including the determination), are to be uploaded into the **Documents** store for the development application to support the consent assessment decision.

1. Search for the application by **ID** number.
2. Remove the **Assigned to me only** if no results returned (i.e. not assigned to you).
3. Click on the application (not the ID) to view the status details.
4. Click on the **Planning consent** with a status of 'assessment in progress'.

FOR YOUR ACTION (1946) ASSESSMENT IN PROGRESS (214) WAITING (47) UPCOMING (96) COMPLETED (432) BUILDING NOTIFICATIONS (8) RE-INSPECTION NOTIFICATIONS (0)

1 results for: "21001272"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21001272	E TestOne	63-69 ANGAS ST ADELAIDE SA 5000	extension back kitchen lounge + swimming pool you can modify	City of Adelaide	22 Feb 2021	Assessment in progress	0

**Application 21001272**

Planning consent Assessment in progress

Verification  Completed 22 Feb 2021

Information Required  Responded 22 Feb 2021

Fee Payable  Payment received 22 Feb 2021

5. Click on the **Documents** tab to upload the meeting documentation.
6. Click on **Upload Documents**.

Planning Consent for Development Application: 21001272

UPLOAD DOCUMENTS GENERATE ASSESSMENT REPORT GENERATE PANEL ASSESSMENT R... --

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

< Development application 21001272

Postal Correspondence

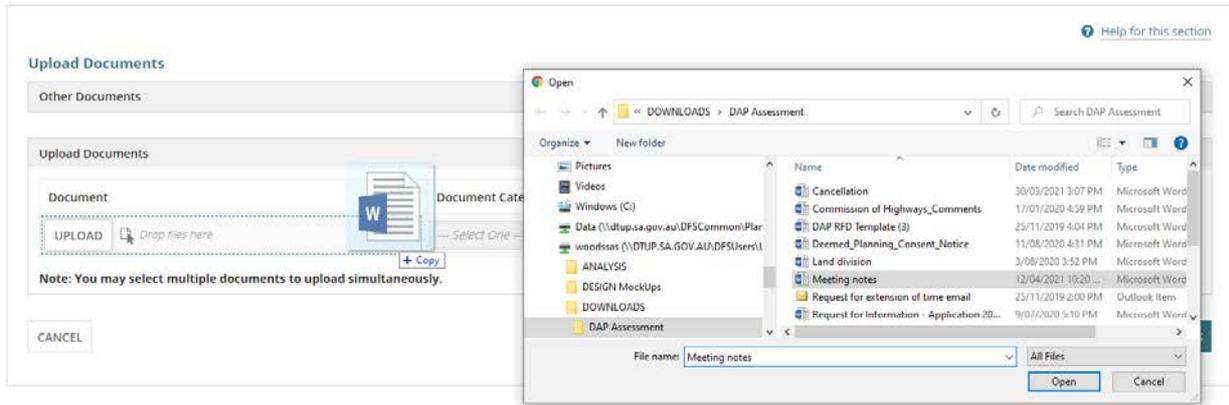
The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Search by Name Search by Type

System Generated Emails Snapshots Invoices Decision Documents Other Documents **All Documents**

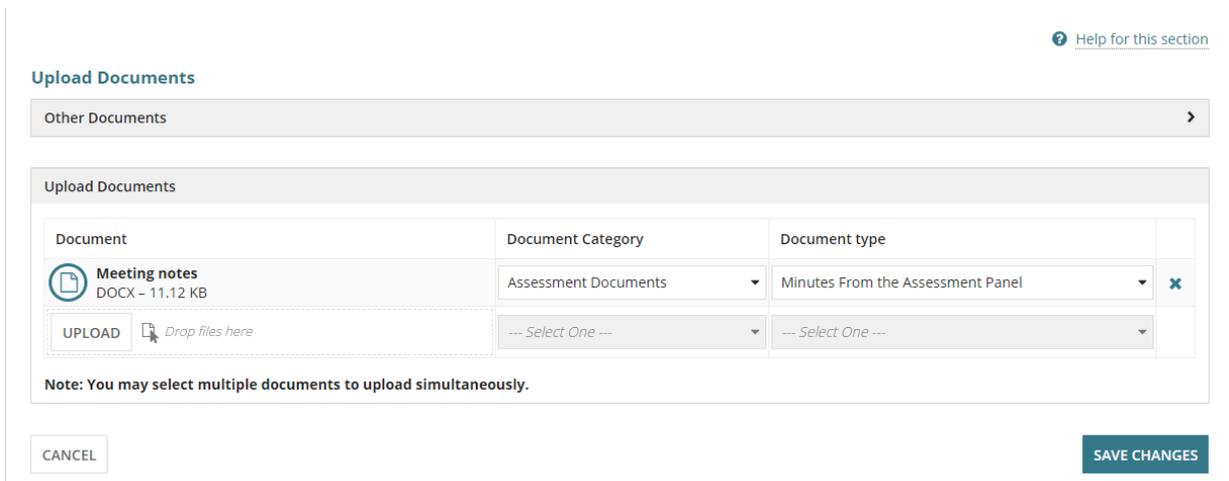
Make a Decision on Assessed Consent

7. Collapse the **Other Documents** to hide the list of documentation already uploaded.
8. Click on **Upload** to locate the saved documents and then drag-and-drop one at a time into the **Drop files here** field.



9. Categorise the uploaded documents as follows.
  - **Document Category** = Assessment Documents
  - **Document Type** = Minutes from the Assessment Panel

10. Click on **Save Changes** to complete the action.



The **Documents** screen is shown with the uploaded documents.

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.			
Search by Name		Search by Type	
System Generated Emails	Snapshots	Invoices	Decision Documents
Other			
Document	Document Type	Type Description	Date Created
* Meeting notes.docx	Minutes from the assessment panel		12 Apr 2021 10:23

## 5. Add Conditions and Notes, or Refusal Reason

From the Panel Determination, add the advised condition(s) and/or advisory note(s).

1. Click on the **Conditions and Notes** tab.
2. Click on the **Conditions** and/or the **Advisory Notes** filter to view Conditions and Advisory Notes added by the relevant authority.
3. Click on **Add** to enter your own condition.

Planning Consent for Development Application: 21001272

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

< Development application 21001272 [Help for this section](#)

Relevant Authority  
 v City of Adelaide

Reserved matters Conditions Advisory notes Refusal reason

4. Complete the **Condition** fields and then **Save** to add the condition, as follows:

**Title \***

Other

**Condition \***

B I

Provide details of the condition

Include in DNF  Clearance Requirement

GO BACK SAVE

- **Title** – select from the list of ‘reusable’ conditions or select ‘Other’ to add a one-off condition.

### Information

- The ‘Title’ is only a reference and will not be shown on the Decision Notification Form (DNF).
- An ‘Other’ condition is not saved to the reusable conditions database; it is only applicable to the application added within.

If the condition is to be reused, then email the ‘Organisation Administrator’ to create a reusable condition.

- **Condition** type in the details and leave ‘Include in DNF’ as default and/or indicate ‘Clearance Requirement’.

5. Click on **Add** and repeat the steps until all conditions have been entered.
6. Click on **Go Back** when completed.

Relevant Authority  
 ▼ City of Adelaide

Reserved matters   **Conditions**   Advisory notes   Refusal reason

Add

Title	Included in DNF	Clearance requirement not met	Sort		
Other	✔		↑ ↓	🗑️	Show/Edit
AGD - Practice Direction 12 Condition - Storm Water Management Overlay	✔		↑ ↓	🗑️	Show/Edit

GO BACK

7. Within the **Conditions and Notes** screen repeat the steps to **add an Advisory note** (as required).

Planning Consent for Development Application: 21001272

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

< Development application 21000638 [Help for this section](#)

Relevant Authority  
 ▼ City of Adelaide

Reserved matters   **Advisory notes**   Conditions   Refusal reason

Add

Title	Included in DNF	Met	Sort		
No items available					

### Refusal Reason

In instances where the Panel Decision is to refuse the Planning Consent then a 'reason' must be added before making the decision.

8. Click on the **Refusal Reason** filter to add the reasons.
9. Click on **Enter refusal reasons**.

Relevant Authority  
 ▼ City of Adelaide

Reserved matters   Conditions   Advisory notes   **Refusal reason**

Enter refusal reasons

No reason entered

10. Enter the reason/s for the refusal.

11. Click on **Save Changes** to create the Refusal Reason.

**City of Adelaide** 

**Reasons for Refusal**

**B I**   

Provide details

The **Conditions and Notes** screen shows and to view the 'refusal reason' click on the **Refusal Reason** filter.

Relevant Authority

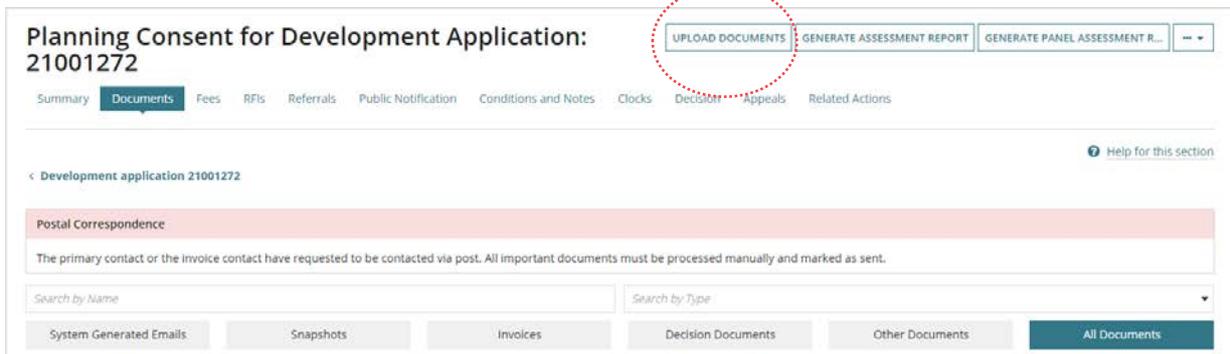
▼ **City of Adelaide**

Enter refusal reasons  
Provide details

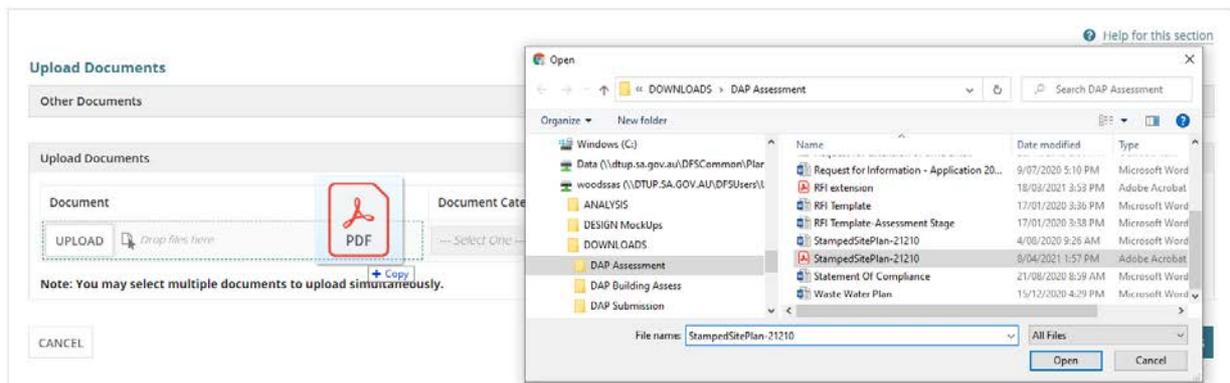
## 6. Upload the Stamped Plans

Download the plans and open in a marking up software (Bluebeam, Trapeze) to stamp electronically. Alternatively, download the plans to print and stamp by hand, before scanning and uploading into the Documents store for the development application.

1. Click on the **Documents** tab.
2. Click on **Upload Documents**.



3. Collapse the **Other Documents** to hide the list of documentation already uploaded.
4. Click on **Upload** to locate the saved documents and then drag-and-drop one at a time into the **Drop files here** field.



5. Categorise the uploaded documents as follows.
  - **Document Category** = Plans
  - **Document Type** = Stamped Plans
6. Click on **Save Changes** to upload the stamped plans into the document store.

## Record the Consent Decision

Recording the consent decision is performed on:

- Receiving a direct refusal response from a referral body.
- Receiving a Panel decision.
- Completing their assessment.

### Important!

If the relevant authority is the same for both planning and building consent, then a Decision Notification Form (DNF) is not generated on 'granting' the Building Consent, this will occur on granting the development approval. There will be no changes to the Form 1, 2 & 3 generation and distribution to the applicable contacts.

When the primary contacts preferred method is post (as indicated by the on-screen message) then print the DNF from the Documents store.

### Decision Endorsement

When the decision is 'endorsed' by a team leader / manager the DNF is generated and they are responsible for providing the DNF and/or the Form 1, 2 & 3 to the application contacts when 'post' is the preferred method of communication. The assessor is not notified by email when a decision has been endorsed; notification by the team leader / manager will need to take place by email or phone call.

1. Click on the **Decision** tab.

## 1. Public Notification Representatives (Planning Consent only)

On 'granting' or 'refusing' the Planning Consent decision from the Documents tab print the Decision Notification Form (DNF) and post to representatives shown on screen.

2. Click on **Export List of hardcopy representors** to download a listing.
3. Click on the download to view and print the listing.

### Representatives requiring postal correspondence

A copy of the decision notification form will need to be sent to the representatives below to the address provided.

Date received	Name	Address	Email	Phone	Represented by	Wish to be heard
17 Jul 2020	Burt Smith	5 Second Street, 5733	-	08 8456 4564	-	Yes

[Export list of hardcopy representors](#)

## 2. Resolve Outstanding Items

If all and/or one of the following is outstanding, or not completed the **Record Decision** is not available. Once actioned the decision can be granted and/or refused.

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

< Development application 22000081

The following items must be actioned before a decision can be granted:

All referrals must be responded, recalled, or expired

Public notification period and associated actions must be completed

Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).

Complete / Confirm information in the "Planning Info" Tab

Complete outstanding task 'Review Additional documents from Applicant' in the Additional documents

**There is no decision for this consent.**

### Items to action before decision can be granted:

All referrals must be responded, recalled or expired	All consents
Stamped plans must be uploaded in the Documents tab on this consent (except refusal decision)	All consents
Complete outstanding task 'Review Additional documents from applicant' in the additional documents	All consents
Public notification period and associated actions must be completed	Planning
Complete / Confirm information in the "Planning Info" tab	Planning
The information on the Assessment Info tab must be reviewed	Building
Energy Efficiency & Livable Housing Design must be recorded in the Additional Consent Info in the Assessment Info tab	Building
Building notifications must be recorded or sent to not required for each building work in the required notifications tab	Building

## Resolve Review additional documents from applicant

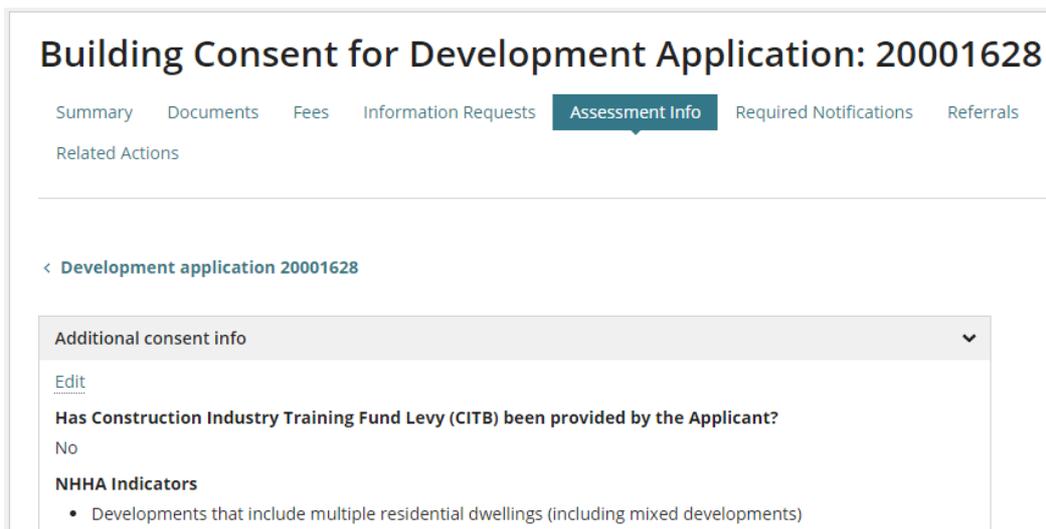
1. Click the < **Development application** link to return to the application summary page.
2. Click on **Additional documents** tab to view the applicant uploaded documents.



3. Complete instructions [How to – Approve the upload of additional documentation submitted by an applicant | PlanSA](#).

## Resolve Construction Industry Training Fund Levy (CITB) (Building consent only)

1. Upload the *CITB Payment document* into the **Document** store.
2. Edit the **Assessment Info** 'Additional Consent Information' response to question **Has Construction Industry Training Fund Levy (CITB) been provided by the applicant?** To 'Yes' and then enter the receipt number.



## Resolve Energy Efficiency & Livable Housing Design must be recorded (Building consent only)

1. Click **Assessment Info** tab.
2. Edit **Additional Consent Info**.

Summary Documents Fees RFIs **Assessment Info** Required Notifications Referrals

**Additional consent info** ▼

[Edit](#)

**National Housing and Homelessness Agreement Indicators**

- A new detached or semi-detached residential dwelling

**Energy Efficiency & Livable Housing Design Concession Indicators**

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

**Building/Building Work:** Multi storey apartment complex

National Construction Code (NCC) <b>Section J - Energy Efficiency *</b>	Class <b>2</b>	<b>Building/building work used a concession pathway?</b> Yes	<b>Select concession reason</b> Development application lodged before 1 October 2024
National Construction Code (NCC) <b>Part G7 - Livable Housing Design *</b>	Class <b>2</b>	<b>Building/building work used a concession pathway?</b> No	<b>Select concession reason</b> -

**Building/Building Work:** Single storey dwelling

National Construction Code (NCC) <b>Part H6 - Energy Efficiency *</b>	Class <b>1A</b>	<b>Building/building work used a concession pathway?</b>	<b>Select concession reason</b>
National Construction Code (NCC) <b>Part H8 - Livable Housing Design *</b>	Class <b>1A</b>	<b>Building/building work used a concession pathway?</b>	<b>Select concession reason</b>

3. Add the applicable NCC concessions for the building/building work.

The Energy Efficiency and Livable Housing Design Concession Indicators are shown when a single or multiple building/building work contain a class 1A, 1B or 2.

From more information refer to [NCC 2022 modern homes provisions | PlanSA](#) and [Ministerial Building Standard \(MBS\)007 | PlanSA](#).

4. SUBMIT to save updates.

Building/Building Work: Single storey dwelling

National Construction Code (NCC) <b>Part H6 - Energy Efficiency *</b>	Class <b>1A</b>	Building/building work used a concession pathway? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Select concession reason Development application lodged b... ▼
National Construction Code (NCC) <b>Part H8 - Livable Housing Design *</b>	Class <b>1A</b>	Building/building work used a concession pathway? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Select concession reason Development application lodged b... ▼

Not applicable for this building consent stage

CANCEL SUBMIT

**Additional consent info** ▼

[Edit](#)

**National Housing and Homelessness Agreement Indicators**

- A new detached or semi-detached residential dwelling

**Energy Efficiency & Livable Housing Design Concession Indicators**

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

Building/Building Work: Multi storey apartment complex

National Construction Code (NCC) <b>Section J - Energy Efficiency *</b>	Class <b>2</b>	Building/building work used a concession pathway? Yes	Select concession reason Development application lodged before 1 October 2024
National Construction Code (NCC) <b>Part G7 - Livable Housing Design *</b>	Class <b>2</b>	Building/building work used a concession pathway? No	Select concession reason -

Building/Building Work: Single storey dwelling

National Construction Code (NCC) <b>Part H6 - Energy Efficiency *</b>	Class <b>1A</b>	Building/building work used a concession pathway? Yes	Select concession reason Development application lodged before 1 October 2024
National Construction Code (NCC) <b>Part H8 - Livable Housing Design *</b>	Class <b>1A</b>	Building/building work used a concession pathway? Yes	Select concession reason Development application lodged before 1 October 2024

Not applicable for this building consent stage

**Update Planning Information**

**Update regulated and significant tree ‘undecided’ answer (Planning only)**

Before a decision can be granted the ‘undecided’ answer must be changed to one of the following options:

a.	<b>Replanting on site</b>	The location of the trees is required, for example, obtain the landscaping plan.
b.	<b>Payment into an Urban Tree Fund</b>	Invoice the applicant for additional fees for the number of trees specified in the ‘Removed’ columns regulated / significant.
c.	<b>Combination of replanting and payments</b>	Refer to options a and b above, and then update ‘how many replacement trees are intended to be planted’.

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected: \*

- Undecided
- Replanting on site
- Payment into an Urban Tree Fund
- Combination of replanting and payment

**i** Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

1. Update ‘Undecided’ to one of the options found in the table above, e.g. Payment into an Urban Tree Fund.
2. Click **CONFIRM** to save changes.

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected: \*

- Undecided
- Replanting on site
- Payment into an Urban Tree Fund
- Combination of replanting and payment

**i** Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

**The Urban Tree Canopy Overlay applies to this application**

**i** Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme](#) | [PlanSA](#)

CANCEL

CONFIRM

The Planning Information page shows with answer e.g. ‘Payment into an Urban Tree Fund’.

Trees are to be:	No. of Regulated Trees	No. of Significant Trees
Damaged (i.e. impacts to roots or pruning)		
Removed	12	22

Is this application for a tree located on a neighbour's property?

No

In answering the question "do you want to plant replacement trees on the site or pay into the Urban Tree Fund?" the applicant has selected:

- Payment into an Urban Tree Fund

**i** Note: If replanting on site, you will be required to plant two replacement trees for every regulated tree removed and three replacement trees for every significant tree removed. Alternatively, if you elect to pay into the fund, the amount payable will be \$156.00 for every tree not replanted on site.

## Resolve mandatory Urban Tree Canopy Off-set Scheme question (Planning only)

When making a decision on a planning or planning and land division consent and an 'error' message shows "Complete/Confirm information in the "Planning Info" tab, to resolve the error complete the following instructions.

1. Click **Planning Info** tab.

### Planning Consent - 23001275: 36 Mines Rd Campbelltown SA 5074

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

[Help for this section](#)

< Development application 23001275

The following items must be actioned before a decision can be granted:

Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).

Complete / Confirm information in the "Planning Info" Tab

There is no decision for this consent.

2. Click **UPDATE PLANNING INFO**.

### Planning Consent - 23001275: 36 Mines Rd Campbelltown SA 5074

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

UPDATE PLANNING INFO

#### Planning Information

**Important:** If appropriate, please ensure that any amounts payable under the Act or relevant Schemes have been raised / received prior to issuing a consent decision (such as fee payable for 'replacement tree')

#### Regulated and Significant Trees

#### When is Designated Zone and soil type not required?

The 'Designated Zone' and 'Soil Type' is not required, if one of the following options are selected:

- Urban Tree Canopy does not apply, or
- To be determined prior to development approval, or
- Applicant has opted to plant new trees or retain existing trees.

3. Scroll down until question **Reason application is eligible for Urban Tree Canopy Off-set Scheme** is visible.

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

- Designated Zone 
- Designated Soil Type 

4. Select a reason the application is eligible for Urban Tree Canopy Off-set Scheme, can be one or multiple reasons.

a. **Designated Zone**

Use the  (information icon) to view the designated zones; Housing Diversity Neighbourhood, Urban Renewal Neighbourhood, or City Living Zone.

b. **Designated Soil Type** the property location has soil type not suitable for tree planting.

i. **E-D**

ii. **H1-D**

iii. **H2-D**

5. Tick the **CONFIRM INFORMATION** checkbox to confirm all mandatory information provided.

6. Click **CONFIRM** to save the changes.

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

Designated Zone 

Designated Soil Type 

The Designated Soil Type is: \*

H1-D

**CONFIRM INFORMATION**

Tick this box to save details and confirm completion of this section.

The **Planning Information** page shows with the reason(s) application eligible for the Urban Tree Canopy Off-set scheme.

**The Urban Tree Canopy Overlay applies to this application**

Note: The overlay seeks to preserve and enhance the urban tree canopy through the planting of new trees and the retention of existing trees. In specified circumstances an applicant may elect to make a contribution to a fund instead of planting the trees required by the overlay. For more information visit [Urban tree canopy off-set scheme | PlanSA](#)

**Elect one of the following options:**  
Applicant has opted to a combination of retaining/planting and payment

**Please nominate the number of trees to be retained/planted and to be paid**  
A landscaping plan or similar evidence may be requested. If not already provided with your application documentation.

Tree size:	No. of Trees to be planted/retained	No. of Trees to be paid
Small	0	2
Medium	1	0
Large	0	0

Reason application is eligible for Urban Tree Canopy Off-set Scheme:

Designated Zone 

Designated Soil Type 

The Designated Soil Type is:  
H1-D

### Remaining action upload stamped plans

When the only action remaining is the 'Stamped plans must be uploaded in the Documents tab on this consent (except refusal decision)' the ability to record a decision is made available; this does not mean you can grant a consent without uploading stamped plans.

An upload document option is made available for 'granted' decisions and when 'refused' decision the ability to proceed without uploading stamped plans is allowed.

Refer to Decision is Refused or Decision is Granted.

The screenshot shows a web interface for recording a decision. At the top right, there is a button labeled "RECORD DECISION". Below this is a horizontal navigation menu with the following items: Summary, Documents, Fees, RFIs, Referrals, Public Notification, Planning Info, Conditions and Notes, Clocks, Decision (highlighted in a dark blue box), Appeals, and Related Actions. Below the navigation menu, there is a breadcrumb trail: < Development application 23000760. To the right of the breadcrumb trail is a help icon and the text "Help for this section". Below the breadcrumb trail, there is a heading: "The following items must be actioned before a decision can be granted:". Underneath this heading, there is a list item: "Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).". At the bottom of the screenshot, there is a bolded text: "There is no decision for this consent."

### 3. Record the decision

When stamped plans not yet uploaded a warning message show and will either remain showing for a 'granted' decision or hidden for a 'refused' decision.

**Decision \***

--- Select One ---

**Does this decision require endorsement? \***

Yes

No

**Decision date**

29/08/2023

---

Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).

### State or Local Heritage Place Question (Planning Consent only)

1. Determine Yes or No answer to question **Is this development adaptive reuse of a state or local heritage place?**

Next, determine Yes or No to question does the **decision require endorsement.**

## Decision

[Help for this section](#)

**Important note**

When you submit your decision below, the Decision Notification form will automatically be generated and sent to all interested parties that have provided an email address.

Before submitting the decision visit the ['Conditions and Notes'](#) tab to include any comments from advice referrals in the DNF, and modify the order of comments as you see fit.

After selecting the options below, you may click on the Preview DNF link to determine how the DNF to be sent will look.

**Is this development adaptive reuse of a state or local heritage place? \***

Yes

No

**Decision \***

--- Select One ---

### Decision is Refused

**Decision\***  
 Refused

**Does this decision require endorsement?\***  
 Yes  
 No

**Reason for not requesting endorsement\***  
 Provide a reason for no endorsement required.

**Decision date**  
 31/08/2023

[Preview DNF \(opens in a new tab\)](#)

Note that when previewing a DNF with a refusal, the refusal reasons section will only appear if a value was entered in the 'Conditions and Notes' section.

CANCEL SUBMIT

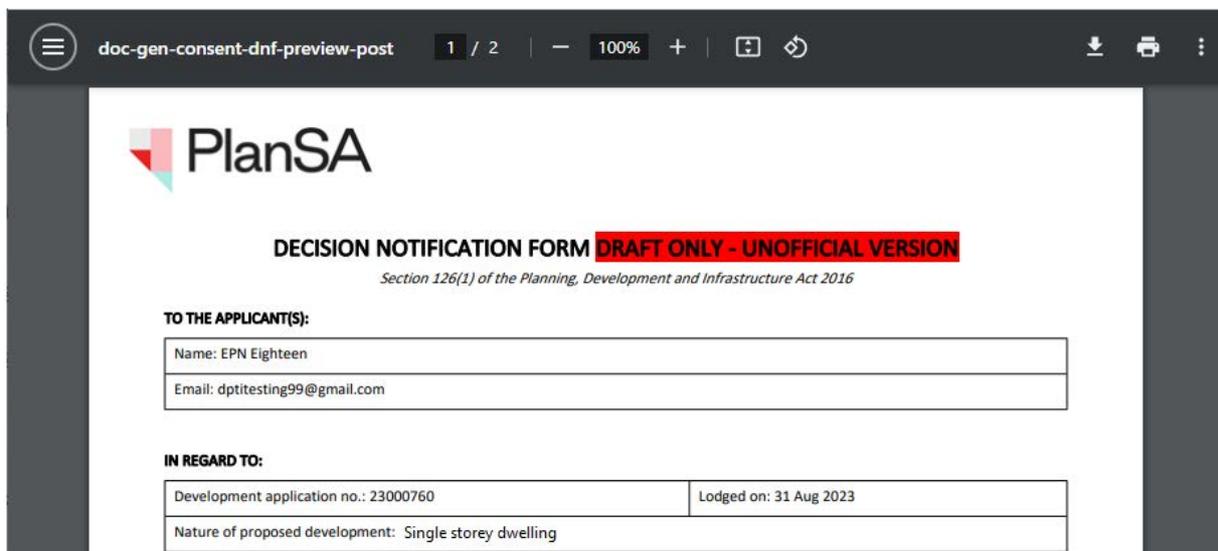
2. Click on **Decision** to choose 'Refused' from the list options.

When the decision is 'refused', and the refusal reason is missing a warning message is shown. Complete Add Conditions and Notes, or Refusal Reason instructions to add a refusal reason.

### Preview Decision Notification Form (DNF)

When the decision is chosen the [Preview DNF \(opens in a new tab\)](#) is shown, allowing you to preview the DNF before submitting a decision.

3. Click on [Preview DNF \(opens in a new tab\)](#) A DRAFT ONLY – UNOFFICIAL VERSION opens in a new tab. Closing the browser tab once finished reviewing.



4. Complete **Endorsement of the decision** (as applicable).
5. Leave **Decision Date** default or change as appropriate.
6. SUBMIT the decision.

### Decision is Granted

**Decision \***  
 Granted

Please upload stamped plans

Document	Document Category	Document Type
Plans (1) PDF - 532 KB	Plans	Stamped Plans
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

**Note:** You may select multiple documents to upload simultaneously.

**Does this decision require endorsement? \***  
 Yes  
 No

**Reason for not requesting endorsement \***  
 Provide a reason for no endorsement required.

**Decision date**  
 31/08/2023

**Consent Operative end date \***  
 31/08/2025

[Preview DNF \(opens in a new tab\)](#)

1. Click on **Decision** to choose 'Granted' from the list options.

### Upload stamped plans

2. Click on **UPLOAD** to select plans from saved location.
3. Drag-and-drop into the **UPLOAD** field and then close the open window.

After selecting the options below, you may click on the Preview DNF link to determine how the DNF to be sent will look.

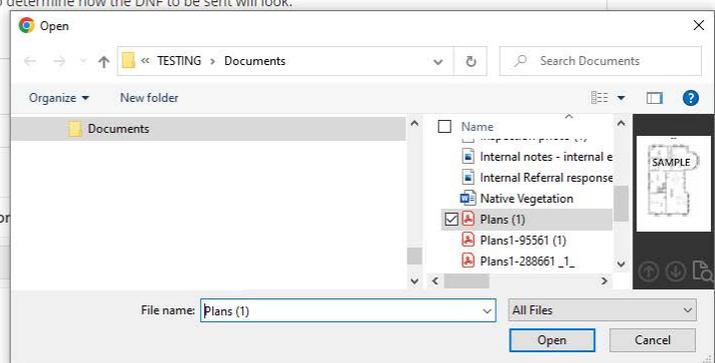
**DNF** will be generated once this form is submitted.

**Decision \***  
 Granted

Please upload stamped plans

Document	Document Category	Document Type
Plans (1) PDF - 532 KB	Plans	Stamped Plans
<input type="button" value="UPLOAD"/> Drop files here <input type="button" value="+ Copy"/>	--- Select One ---	--- Select One ---

**Note:** You may select multiple documents to upload simultaneously.



4. Document automatically categorised as 'Plans' and 'Stamped Plans'.

Please upload stamped plans

Document	Document Category	Document Type
Plans (1) PDF - 532 KB	Plans	Stamped Plans
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

**Note:** You may select multiple documents to upload simultaneously.

- 5. Repeat steps until all stamped plans uploaded.
- 6. Complete **Performance Solutions (Building Consent only)**.
- 7. Complete **Endorsement of the decision** (as applicable).
- 8. **Preview Decision Notification Form (DNF)**.
- 9. SUBMIT the decision.
- 10. The **Decision** page shows, and the decision recorded.
- 11. Click **Show more info** to view reason why endorsement request not required and then **Close** to hide the information.

REQUEST EXTENSION OF TIME

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

[Help for this section](#)

< Development application 23000760

Assessor	Decision	Decision Date	Endorsed?	Nominated Endorser	Responded By	Responded Date	Nominated Assessment Officer	Actions
e pn.test23@sa.gov.au	Granted	31 Aug 2023	Not requested					Show more info

**Reason endorsement request not required**

For decision by e pn.test23@sa.gov.au on 31 Aug 2023.

**Details:**

Provide a reason for no endorsement required.

[xClose](#)

### Performance Solutions (Building Consent only)

Determine Yes or No to question **Does this assessment contain any performance solutions?**

#### Contains Performance Solutions

1. Click on **Yes** acknowledging the assessment contains performance solutions.
2. Click on **Upload** and choose document from saved folder location.
3. Categorise the documentation as follows:
  - **Document Category** = Building Documents
  - **Document Type** = Performance Solution Assessment

Next, answer the endorsement question.

Does this assessment contain any performance solutions? \*

Yes  
 No

Please upload performance solution details

Document	Document Category	Document type	
 <b>PBDS_Prevention_of_surface_water_entry</b> PDF - 386.79 KB	Building Documents	Performance Solution Assessment	
<b>UPLOAD</b>  Drop files here	--- Select One ---	--- Select One ---	

#### No Performance Solutions

4. Click on **No** acknowledging the assessment does not contain performance solutions.

Next, answer the endorsement question.

**Decision \***

Granted

Does this assessment contain any performance solutions? \*

Yes  
 No

Does this decision require endorsement? \*

Yes  
 No

**Decision date**

23/09/2020

**Consent Operative end date \***

23/09/2021

[Preview DNF \(opens in a new tab\)](#)

## Endorsement of the decision

Determine Yes or No to question **Does this decision require endorsement?**

1. Click on **No** acknowledging the decision does not require endorsement by a team leader / manager.
2. Provide a **reason** for not requesting endorsement.

Does this decision require endorsement? \*

Yes

No

Reason for not requesting endorsement \*

have required delegation (example)

Decision date

23/09/2020

Consent Operative end date \*

23/09/2021

3. Click on **Yes** acknowledging the decision does require endorsement by a team leader / manager.
4. Start typing the **team leader / manager name** and then select match from the listing.

The nominated team member on submission of the decision will be notified by email an application requires endorsement. Refer to instructions [How to - Endorse a consent decision | PlanSA](#).

5. Leave the following field default dates or change as required.
  - **Decision Date.**
  - **Consent Operative Date.**
6. Click on **Submit** to complete the action.

Does this decision require endorsement? \*

Yes

No

Nominate a team leader from your organisation \*

Tom Victory ✕

Decision date

23/09/2020

Consent Operative end date \*

23/09/2021

Preview DNF (opens in a new tab)

CANCEL

SUBMIT

### Resolve refused decision endorsement

When the nominated endorser has not endorsed the decision no email notification is sent, they will advise by either email or phone call along with providing the application ID number which is now showing in the **For Your Action** table with an action 'Decision Endorsement Refused'.

1. Search for the application by the **ID** number.
2. Remove the **Assigned to me only** flag to view all applications.
3. Click on the **application** record (not the ID) to view the status detail.
4. Click on the **consent** with a status of 'Assessment in progress'.

The screenshot shows a dashboard with navigation tabs: FOR YOUR ACTION (60), ASSESSMENT IN PROGRESS (135), WAITING (39), UPCOMING (11), COMPLETED (81), BUILDING NOTIFICATIONS (0), and RE-INSPECTION NOTIFICATIONS (0). Below the tabs, there's a 'For your action' section with a checkbox for 'Assigned to me only'. A table lists applications with columns: ID, Owner, Location, Nature of Development, Lodged, Action, Who, and Days. Application 21001258 is highlighted, showing 'Decision Endorsement Refused'. Below the table, the 'Application 21001258' details are shown, including a red warning box: 'This application currently requires 1 action from you'. A list of actions follows: 'Decision Endorsement Refused', 'Planning consent' (circled in red), and 'Verification'.

5. Click on the **Decision** tab to review the reason for refusal.
6. Click on **Show more info** to view the reason.
7. Click on **Acknowledge** to complete the action.

The screenshot shows the 'Planning Consent for Development Application: 21001258' page. It has a 'RECORD DECISION' button and navigation tabs: Summary, Documents, Fees, RFIs, Referrals, Conditions and Notes, Clocks, Decision (active), Appeals, and Related Actions. Below the tabs, there's a 'Development application 21001258' section with a table of decision details. The table has columns: Assessor, Decision, Decision Date, Endorsed?, Nominated Endorser, Responded By, Responded Date, Nominated Assessment Officer, and Actions. The row shows 'Sascha Woods' as the assessor, 'Granted' as the decision, '13 Apr 2021' as the date, 'No' as endorsed, 'Jeff Sewart' as the endorser, 'Jeff Sewart' as the responder, and '13 Apr 2021' as the response date. The 'Actions' column contains 'Show more info' and 'Acknowledge' (both circled in red). Below the table, there's a 'Reason for not endorsing' section with 'Details: incorrect details and missing conditions' and a 'Close' button.

8. Resolve the reason(s) provided by the endorser this may include changing the decision from 'granted' to 'Refused' or vice versa or adding condition(s) and/or note(s).
9. Return to the **Decision** tab and click on **Record Decision**.

### Planning Consent for Development Application: 21001258

Summary Documents Fees RFIS Referrals Conditions and Notes Clocks **Decision** Appeals Related Actions
RECORD DECISION

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< Development application 21001258
[Help for this section](#)

Assessor	Decision	Decision Date	Endorsed?	Nominated Endorser	Responded By	Responded Date	Nominated Assessment Officer	Actions
Sascha Woods	Granted	13 Apr 2021	No	Jeff Sewart	Jeff Sewart	13 Apr 2021	Sascha Woods	<a href="#">Show more info</a>

10. Complete the Record the Consent Decision instructions.

For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**  
Department for Housing  
and Urban Development