

# Respond to Clearance Requirements

Issue Land Division Certificate of Approval

Instructional Guide for:

- Relevant Authorities
- Referral Bodies



**Version 2.0**  
17 July 2020



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## Guide Overview

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

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



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

16.0 Overview of Issue Land Division Certificate of Approval

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

16.2 Review Application and 16.3 Additional Fees

**16.4 Clearance Requirements and Consistency Check**

16.6 Issue Certificate of Approval

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

## 16.5.1 Respond to Land Division Certificate Clearance Requirements

### Audience

- Relevant Authorities
- Referral Bodies

In this topic we will be taken through the process of addressing Clearance Requirements and responding.

On receiving the email notification advising new clearance requirements for the Land Division Certificate, follow the link:

- **Development Application** - to view and open from For Your Action table, or
- **Certificate section** - to go direct to the certificate details for the Development Application.

Please review new clearance requirements for land division certificate #29 for development application 20000079.

View the [Development Application](#). View the [certificate section](#) of the Development Application.

Locate the Development Application using one of the following methods:

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

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

The screenshot shows the PlanSA web application interface. At the top, there are navigation tabs: ASSESSMENTS, YOUR APPLICATIONS, and YOUR ORGANISATION. The main content area is titled "Development application processing" and displays a search result for ID 20000079. Below the search bar, there is a table with columns: ID, Owner, Location, Nature of Development, Relevant Authority, Lodged, and Status. The table contains one row for ID 20000079, owned by L Apple, located at LOT 176 RAILWAY TCE N MARREE SA 5733, with a nature of development of "land division". The relevant authority is the State Commission Assessment Panel, and the status is "Development Approval granted". Below the table, there are tabs for STATUS DETAILS, CONTACTS, and SUMMARY. The SUMMARY tab is active, showing a list of actions for "Application 20000079": "Planning and Land Division consent" (Granted 14 Jul 2020), "Development approval" (Development approval granted 14 Jul 2020), "Development application" (Granted 14 Jul 2020), and "Land Division Certificate(s)" (Certificate(s) in progress).

From the **Land Division Certificates** page select the **Id** number of the certificate to view the clearance requirements.

Development application: 20000079

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

< Development application 20000079

Land Division Certificates for Planning and Land Division Consent

Go to Development Approval Go to Planning and Land Division Consent

Id	Re-issued of	Staged?	Final Stage?	Submitted Date	Lapses	Status	Actions
29		No	No	15 Jul 2020		Submitted	

Select the **Clearance Requirements** and review the requirement details from the record.

Land Division Certificate - 29

RESPOND CLEARANCE REQ'S

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

Conditions - Land division (1) - Referral Comment from SCAP Planning Services

Clearance requirement (not met)  
TEST ✓ included in DNF

Land Division Certificate clearance requirements

Edit conditions

State Commission Assessment Panel

Clearance requirement (not met)  
Write the clearance requirement

Status Distributed

Confirm the clearance requirement has been met as noted in the conditions, e.g. visit the property and check the house demolished.

### Clearance Requirement Unmet

Return to the Development Application Certificate, and select **Respond Clearance Req's**.

Land Division Certificate - 29

RESPOND CLEARANCE REQ'S SUBMIT SURVEY PLANS WITHDRAW CERTIFICATE

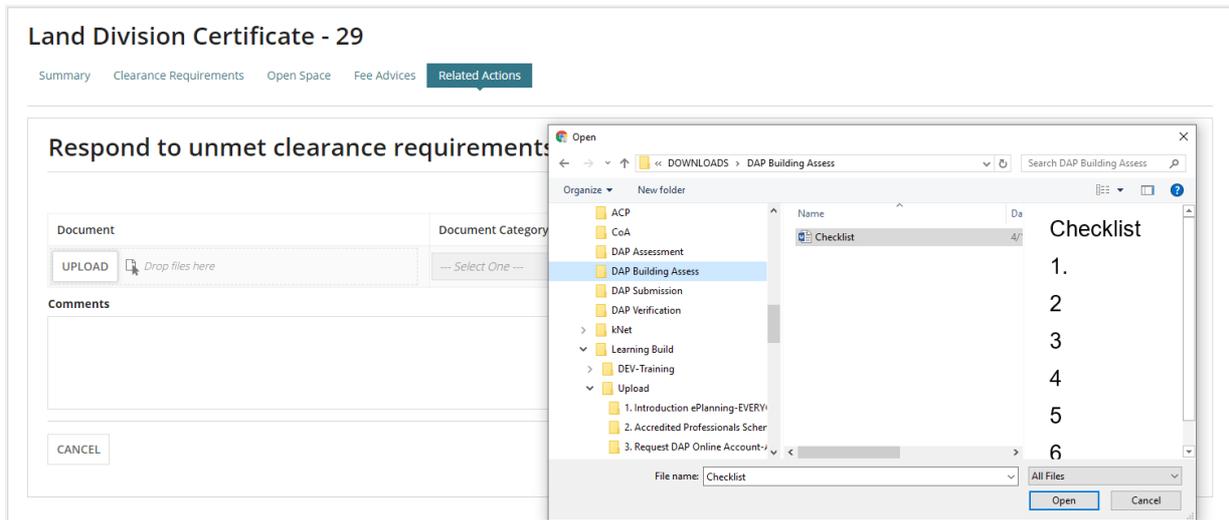
Summary Clearance Requirements Open Space Fee Advices Related Actions

< Development application 20000079

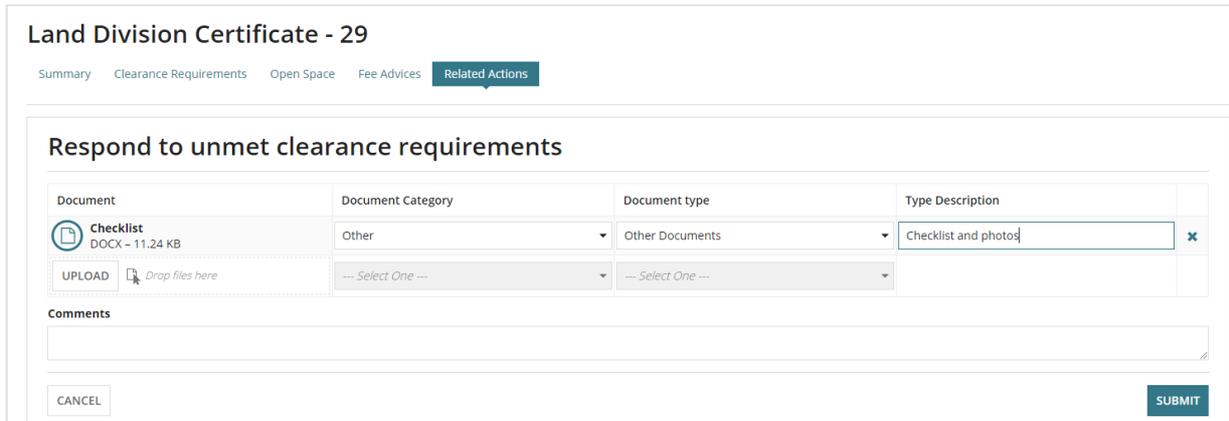
Land Division Certificate Details	
Certificate Number	29
Certificate Status	Submitted
Application Certificate	20000079
Development Approval Number	155
Submitted Date	15 Jul 2020 12:11
Submitted By	Sascha Woods

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

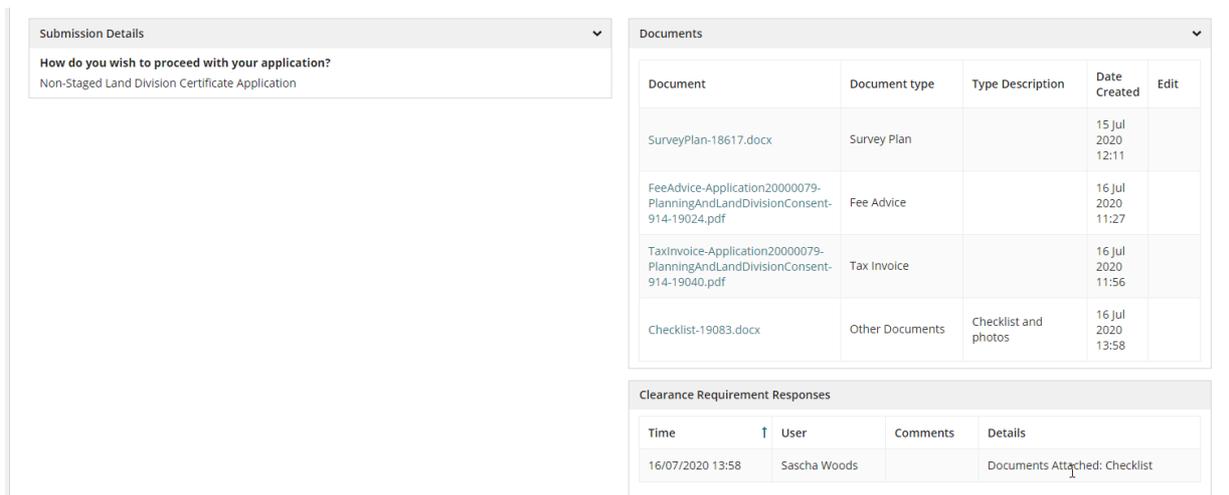
Select **Upload** to attach documentation or photos showing the condition not yet met, e.g. house has not been demolished.



Categorise uploaded documentation and/or photos and **Submit** to upload.



On return to the **Summary** the documentation and/or photo's upload are available from the **Documents** and **Clearance Requirements Responses**.



## Clearance Requirement Met

Return to the Development Application Certificate, and select **Clearance Requirements**.

Select **Edit conditions** to update.

Land Division Certificate - 29

RESPOND CLEARANCE REQ'S

Summary Clearance Requirements Open Space Fee Advices Related Actions

Conditions - Land division (1) - Referral Comment from SCAP Planning Services

Clearance requirement (not met)  
TEST ✓ included in DNF

Land Division Certificate clearance requirements

Edit conditions

State Commission Assessment Panel

Clearance requirement (not met)  
Write the clearance requirement  
Status Distributed

Flag the condition **Met** and the **Date Met**, and then **Save Changes** to send the responses to State Commission Assessment Panel (SCAP) Planning Services.

Land Division Clearance Requirements

Conditions

State Commission Assessment Panel

Condition \*  
Write the clearance requirement

Status Responded  Clearance Requirement  Met Date Met \*  
16/07/2020

CANCEL SAVE CHANGES

Return to the **Summary** screen, or your **Assessments** dashboard.

Land Division Certificate - 29

RESPOND CLEARANCE REQ'S

Summary Clearance Requirements Open Space Fee Advices Related Actions

Conditions - Land division (1) - Referral Comment from SCAP Planning Services

Clearance requirement (not met)  
TEST ✓ included in DNF

Land Division Certificate clearance requirements

Edit conditions

State Commission Assessment Panel

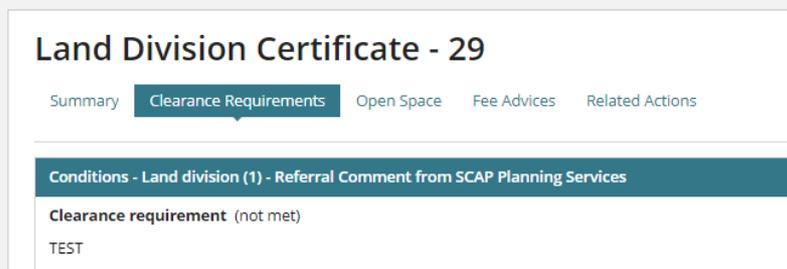
Clearance requirement (Met - 16 Jul 2020)  
Write the clearance requirement  
Status Responded

## 16.5.2 Respond to Referral Clearance Requirements

### Audience

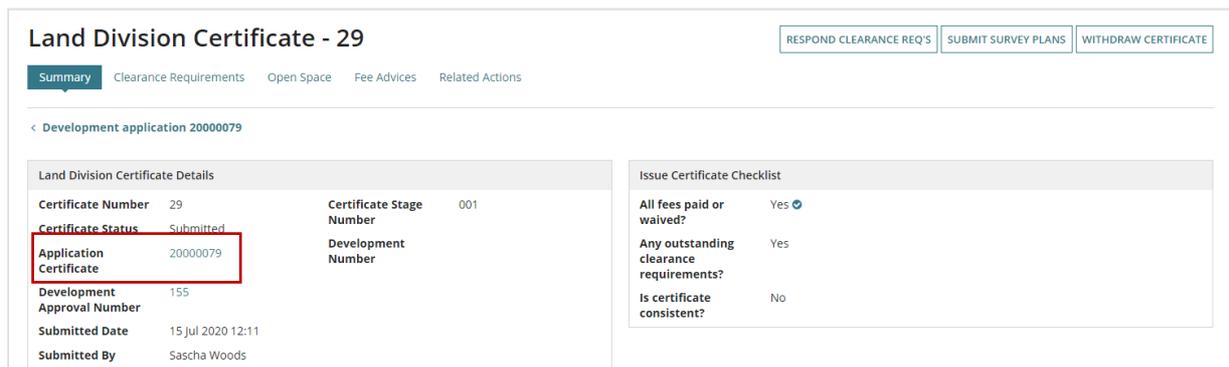
- Referral Bodies

In this topic we will be taken through the process of actioning referral Clearance Requirements and responding, when a referral comment shows a 'not met' clearance requirement.

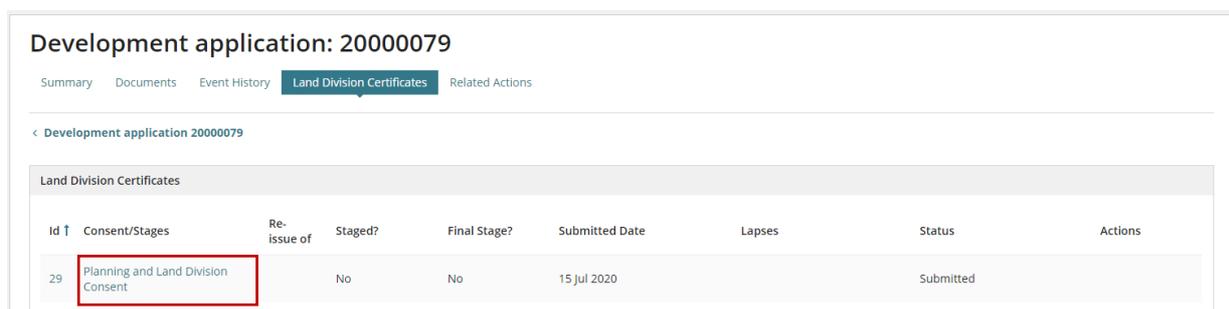


The referral clearance requirement must be provided, to issue the Land Division Certificate of Approval.

Within the Land Division Certificate select **Application Certificate ID number** to return to the Land Division Certificate screen.



Select the **Planning and Land Division Consent** to access the referrals.



In the open consent select **Referrals** and then **View Details** to view the clearance requirement and update.

Planning and Land Division Consent for Development Application: 20000079

Summary Documents Fees RFIs **Referrals** Public Notification Clocks Appeals Related Actions

< Development application 20000079

### SCAP Planning Services

Referral unassigned	<a href="#">Assign</a>
Referred by	State Commission Assessment Panel
Response type	Regulation 76
Referral type	Comment
Distributed	6 Jul 2020
Due	3 Aug 2020
Status	Responded
Relevant Authority's comment	

**VIEW DETAILS**

Under the Referral Agency's Response select **Update clearance requirements**.

### Referral Agency's response

**RFIs**  
No Requests For Information have been issued in relation to this referral.

**Advice**  
Support with comments

[Update clearance requirements](#)

**Condition 1 (Clearance Requirement Not Met)**  
TEST

**Advisory Note 1**  
TEST

Choose the applicable outcome for the clearance requirement.

- **Withdrawn** and provide a reason for the withdrawal and then **Save Changes** to respond.

### Assessment Items

Referral - Comment

**SCAP Planning Services**

Conditions

**Condition \***  
TEST

Clearance Requirement  Withdrawn  Met

**Reason for withdrawal**  
enter a reason

**CANCEL** **SAVE CHANGES**

- **Met** and select the **Date Met** from the calendar option and **Save Changes** to respond.

### Assessment Items

Referral - Comment

**SCAP Planning Services**

Conditions

Condition \*

TEST

Clearance Requirement  Withdrawn  Met **Date Met \***

16/07/2020

Returns to the Referrals detail, and then select **Assessments** to exit.

## Planning and Land Division Consent for Development Application: 20000079

Summary Documents Fees RFIs **Referrals** Public Notification Clocks Appeals Related Actions

< Development application 20000079

### SCAP Planning Services

Referral unassigned	<a href="#">Assign</a>	
Referred by	State Commission Assessment Panel	<input type="button" value="VIEW DETAILS"/>
Response type	Regulation 76	
Referral type	Comment	
Distributed	6 Jul 2020	
Due	3 Aug 2020	
Status	Responded	
Relevant Authority's comment		



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

