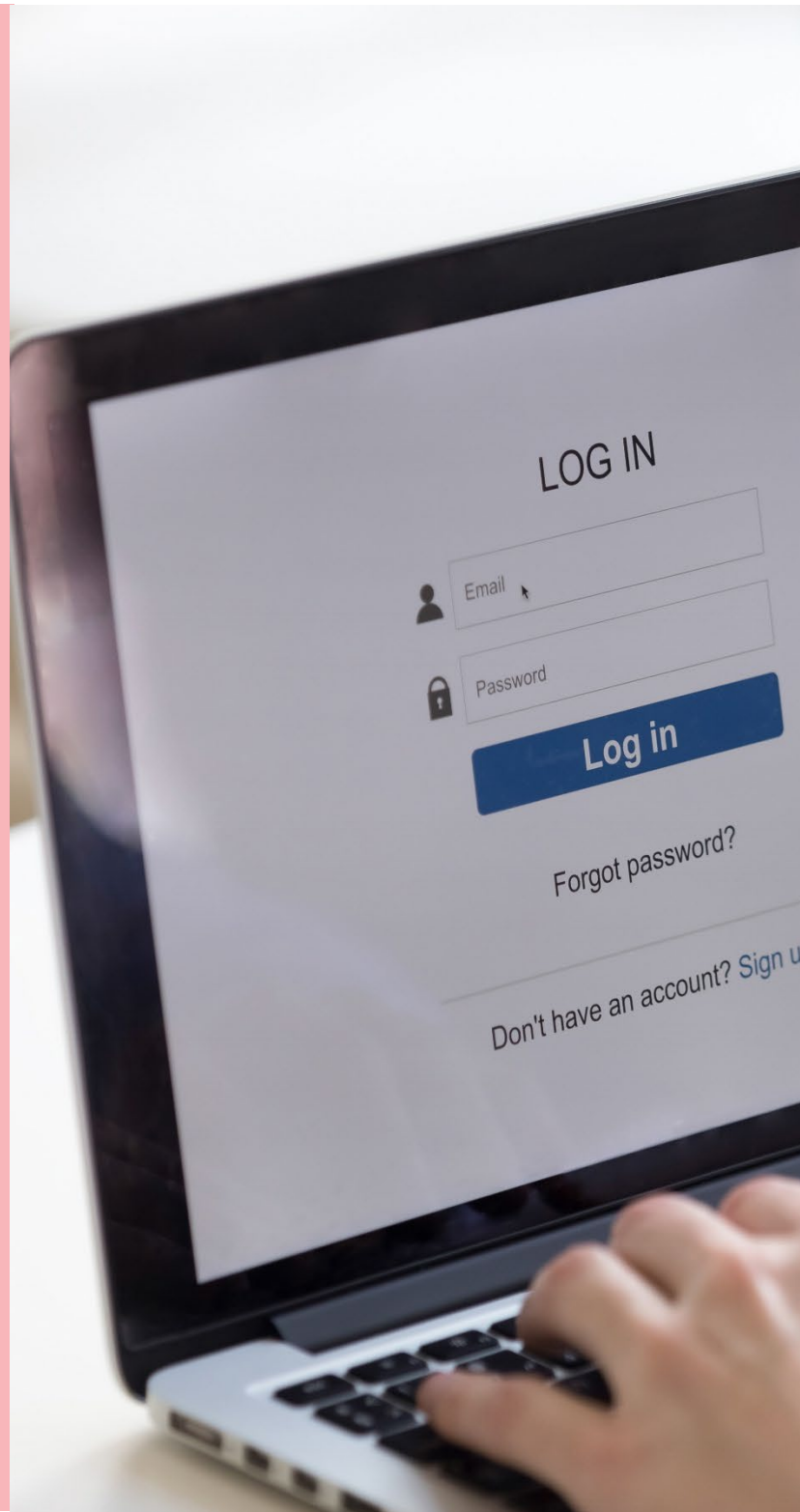


Create an online account to lodge an application for home developments

Version 1.0

11 March 2021



Background

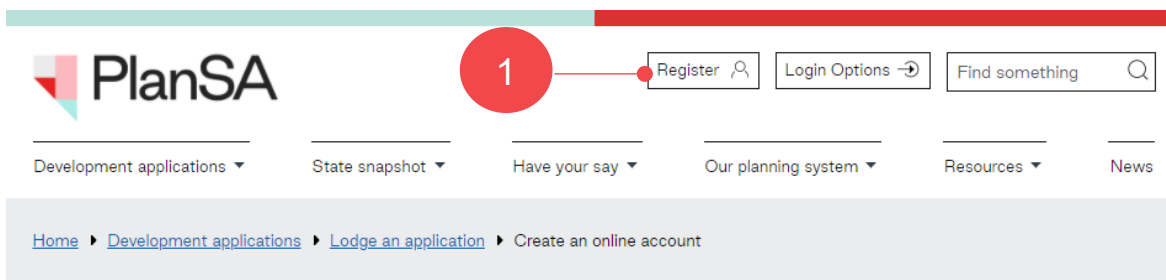
An online account will need to be created in order to 'lodge an application' for developments and/or improvements at home or for properties at different locations. The creation of an online account will enable you to track the progress of the development application through the development approval process and complete the actions such as 'make a payment' or 'upload requested documentation'.

To set-up an online account there are 3 stages to complete:

1. Complete online account registration
2. Confirm your account creation
3. Login for the first time

1. Complete Online Account Registration

1. Go to the **PlanSA portal** and click on **Register**.



2. Click on **Start your registration**.

Create an online account

Use this wizard to register for an online account to lodge and manage development applications under the *Planning, Development and Infrastructure Act 2016*.

Start your registration →

2

For applicants

By creating an account, you can lodge a development application online. You can also track the progress of your lodged application.

! **Crown applications cannot currently be lodged online**

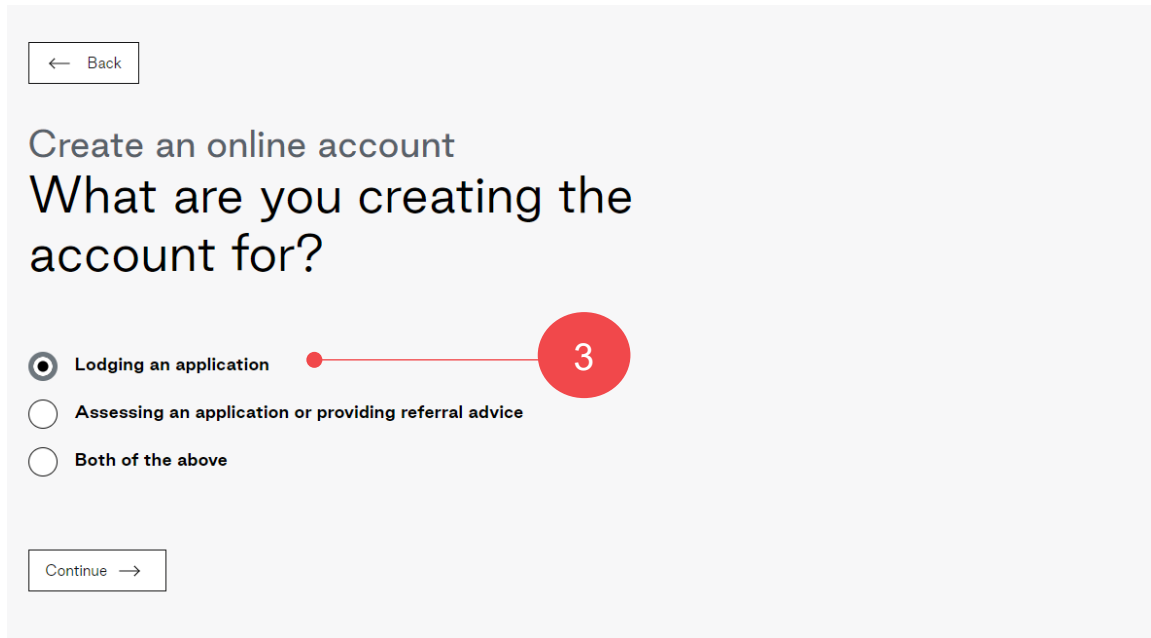
For practitioners

If you are a relevant authority or a referral agency, you can login to assess a development application online. You can also track the progress of all applications in a dashboard.

Related Content

- [Find out if you need approval](#)
- [Development application checklist](#)
- [Find out where to lodge](#)
- [Lodge online](#)

3. Select **Lodging an application** and click on **Continue**.



← Back

Create an online account

What are you creating the account for?

Lodging an application

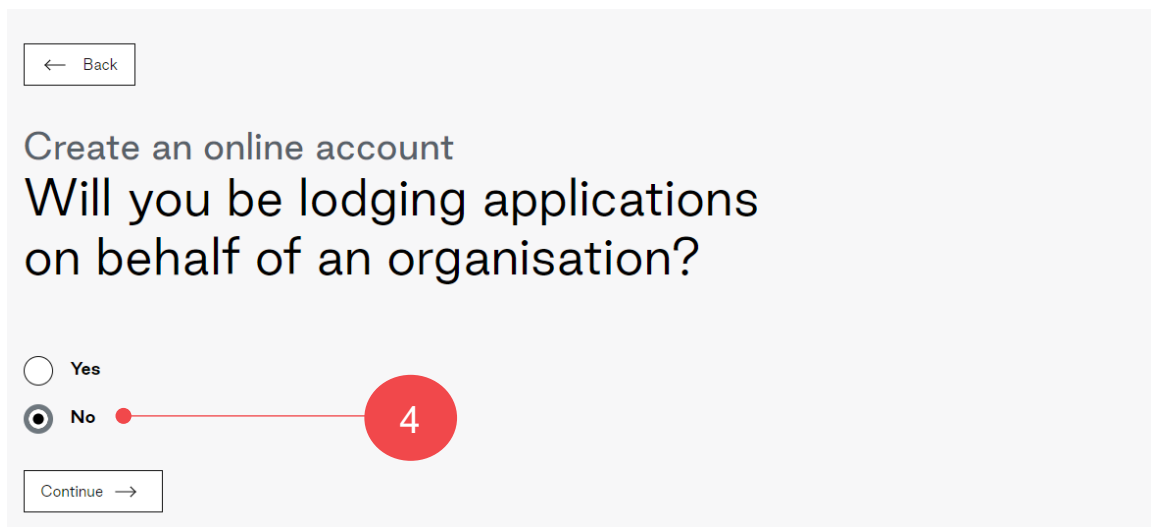
Assessing an application or providing referral advice

Both of the above

Continue →

The screenshot shows a form titled 'Create an online account' with the question 'What are you creating the account for?'. There are three radio button options: 'Lodging an application' (selected), 'Assessing an application or providing referral advice', and 'Both of the above'. A red circle with the number '3' is positioned to the right of the first option, connected by a red line. A 'Continue' button with a right-pointing arrow is at the bottom.

4. Select **No** to lodging on behalf of an organisation and then click on **Continue**.



← Back

Create an online account

Will you be lodging applications on behalf of an organisation?

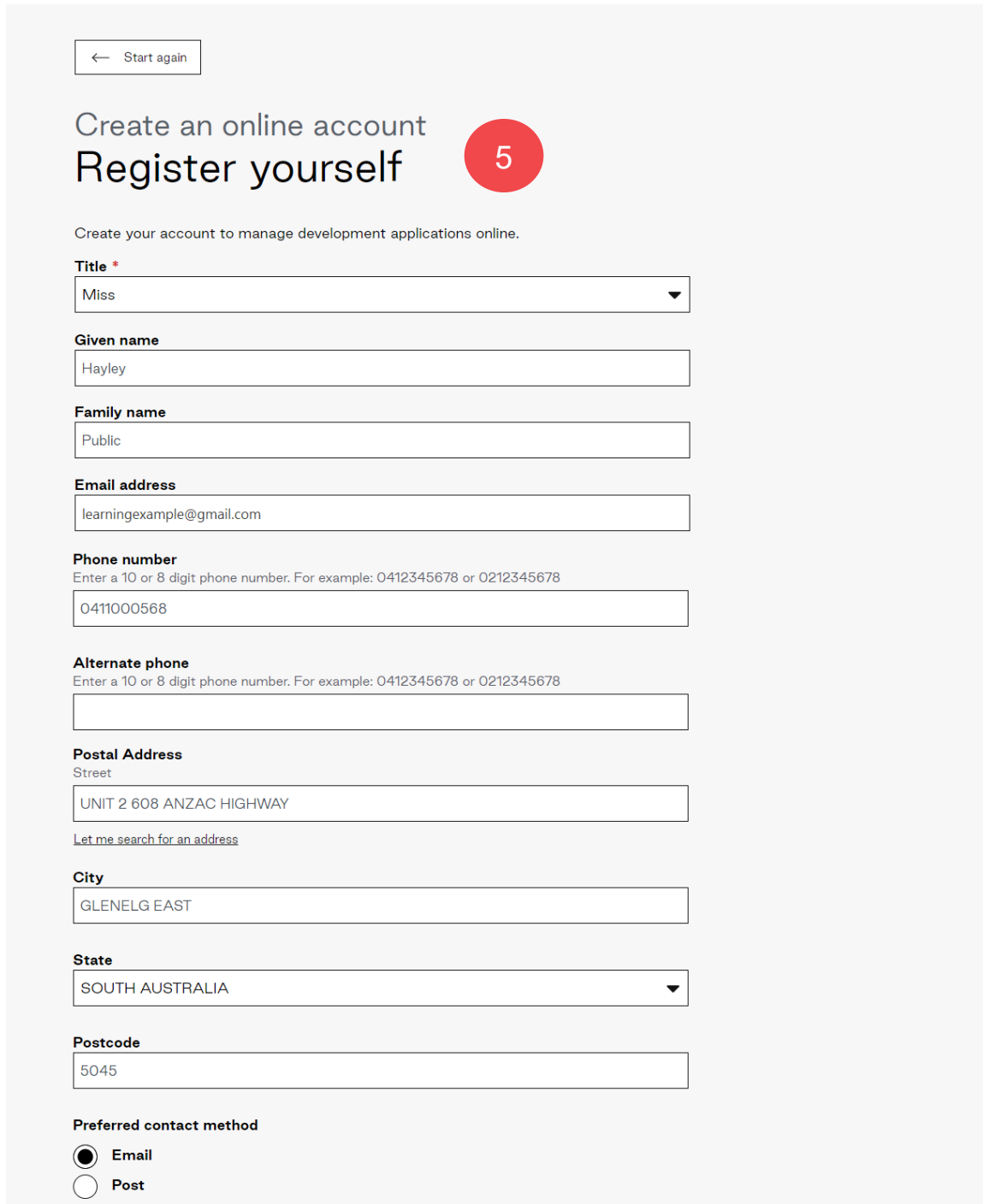
Yes

No

Continue →

The screenshot shows a form titled 'Create an online account' with the question 'Will you be lodging applications on behalf of an organisation?'. There are two radio button options: 'Yes' and 'No' (selected). A red circle with the number '4' is positioned to the right of the second option, connected by a red line. A 'Continue' button with a right-pointing arrow is at the bottom.

5. Complete the registration fields with your **full name**, **contact details** (includes postal address, contact phone number and email address) and your preferred **contact method** (e.g. email or post).



← Start again

Create an online account

Register yourself

5

Create your account to manage development applications online.

Title *
Miss

Given name
Hayley

Family name
Public

Email address
learningexample@gmail.com

Phone number
Enter a 10 or 8 digit phone number. For example: 0412345678 or 0212345678
0411000568

Alternate phone
Enter a 10 or 8 digit phone number. For example: 0412345678 or 0212345678

Postal Address
Street
UNIT 2 608 ANZAC HIGHWAY
[Let me search for an address](#)

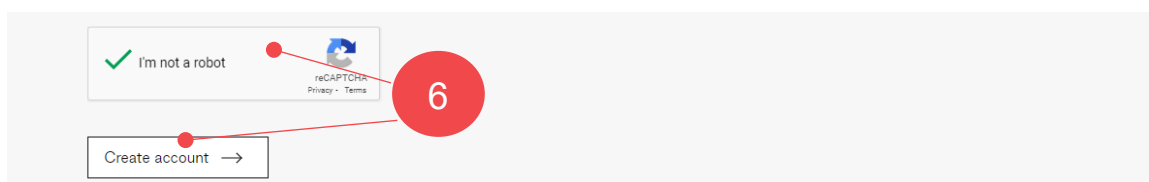
City
GLENELG EAST

State
SOUTH AUSTRALIA

Postcode
5045

Preferred contact method
 Email
 Post

6. Complete **I'm not a robot** and then **Create Account** to complete the registration.



I'm not a robot

reCAPTCHA
Privacy - Terms

6

Create account →

7. A message confirms the 'creation of your online account' and an email is sent to confirm your online account.

Create an online account

Register yourself

Create your account to manage development applications online.

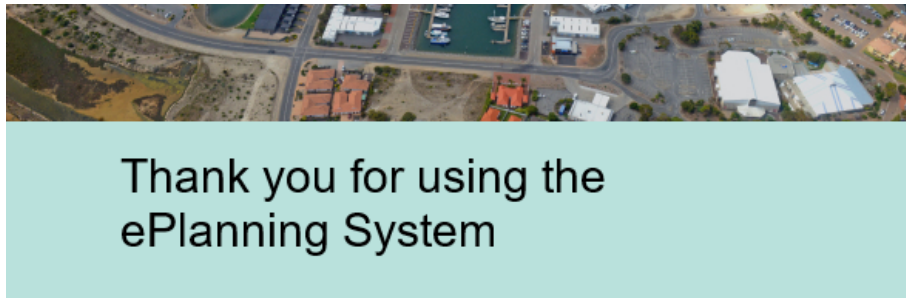
Your account has been created.

You will receive an email shortly to sascha.woods@sa.gov.au to confirm your online account.

Once you have confirmed your account, you will receive another email with your username, temporary password and a link to log in.

2. Confirm your account

1. Go to your email inbox and locate the email from PlanSA with a subject line of 'Confirmation of user account creation'.
2. Click on the embedded **link** to confirm your account.



Dear Hayley,
We have received a request from you to create an online account.
Please confirm your account by navigating to the following link:
https://plan.sa.gov.au/dev/dap_-_user_creation/confirm_email?requid=8a5ac79e-8af5-4396-b9a7-fb75458ede2b
Thank you,
PlanSA

2

3. A thank you message confirms 'your email address', and a second email is sent with your username and temporary password.



Register

Login

Find something

Development applications ▾

State snapshot ▾

Have your say ▾

About us ▾

Resources ▾

Find a document

News

Create an online account

Register yourself

Create your account to manage development applications online.

Create an online account

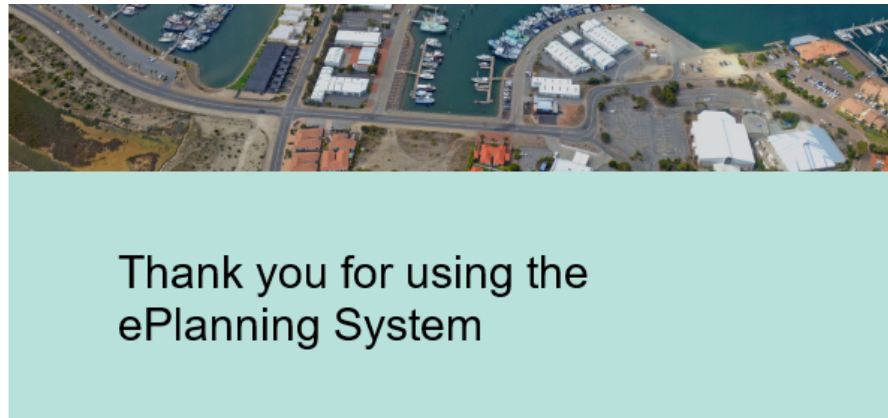
Thank you for confirming your email address. Your online account is now created.

You'll receive another email shortly from *Appian for Dept. of Planning* containing your username, temporary password and a link to log in.

If you have any questions about the DAP, please contact us at DPTI.PlanningReform@sa.gov.au.

3. Login for the first time

1. Go to your email inbox where an email is available with a subject line of 'Confirmation of user account creation'. It will contain a link to the **Login Page** along with your **User Name** and **temporary password**.
2. Click on the **link** to log in with your temporary password.



Your ePlanning account has been created.

Please use the following link to log in with your temporary password:

View the [Login Page](#).

2

Your user name and temporary password are:

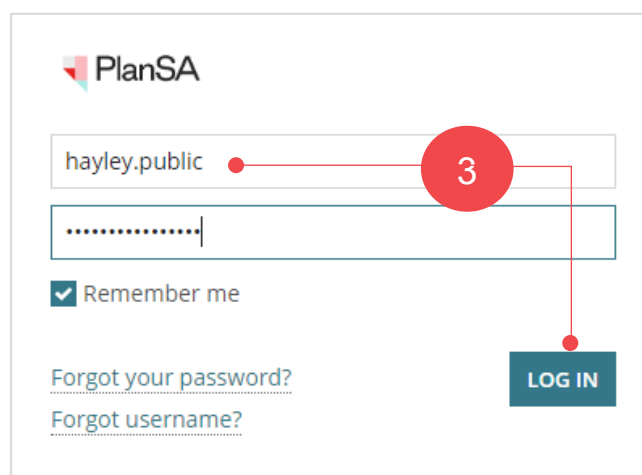
User Name: hayley.public

Temporary Password: h1i3S2JaqQ7hbX3z

You will be asked to select a new password when you log in.

If you have any questions, please speak to your Organisation Administrator or contact us at dpti.eplanningservicedesk@sa.gov.au or 08 8456 4840.

3. Enter the **User Name** and **Temporary Password** provided into the PlanSA login screen and **Log In** to proceed.



PlanSA

hayley.public

.....

Remember me

[Forgot your password?](#)

[Forgot username?](#)

LOG IN

3

- Change your password by entering the temporary password provided (**Old Password**) and then a **New Password**, and re-enter to **Confirm New Password**.

Click **Submit** to make the change.

PlanSA

Change Password

Please complete the form to change your password.

Old Password

.....

New Password

.....

Confirm New Password

.....

CANCEL SUBMIT

- Your applications screen displays, and you are ready to **Start a new application**.

Your applications

Search

5

Start a new application Access an application submitted by someone else Submit mandatory building notification

FOR YOUR ACTION (1) UNDER ASSESSMENT (0) DRAFT (0) LAND DIVISION CERTIFICATES (0) CERTIFICATE OF OCCUPANCY (0) FINALISED (0)

For your action

ID	↓ Owner	Location	Nature Of Development	Relevant Authority
				Regional assessment panel/Assessment

For more information visit
plan.sa.gov.au



Government of South Australia
Attorney-General's Department