

Background

1

You may need to apply for a variation to your application, plans and/or drawings for numerous reasons – such as changes in measurements, design, and boundaries.

The process to apply for a variation will depend on the stage of your application:

- **Consent is Under Assessment**

Provide the updated drawings (using one of the following methods) to the assessing relevant authority, who will make the necessary amendments to your application.

- Online by [upload additional documents into your application](#)
- Email
- Post
- In person

- **Consent(s) are Granted**

[Apply for a variation](#) available online from your application or by contacting the assessing relevant authority.

Variation selectable consents examples

On submission of the variation request the consent issuing relevant authority is notified and evaluate your request to decide if variation is minor, not minor, or not a variation.

The ability to submit a variation request must be done within the consent 'Operative Period End' date (2 years from the decision date) or the development approval 'Commencement Date' (1 year from the decision date or 2 years from the decision date). For further assistance in these instances, contact the relevant authority who granted the consent or issued the development approval.

Application Progress

Planning or Planning & Land Division Consent	Land Division	Building Consent	A variation request can be raised on ...
Granted	Granted	Under assessment	<ul style="list-style-type: none"> • Planning • Land Division
Under Assessment	-	Awaiting precursor consent decision	No variation can be raised
Granted	-	Stage 1 granted Stage 2 awaiting precursor consent decision	<ul style="list-style-type: none"> • Planning • Building Consent Stage 1
Granted	-	Stage 1 granted Stage 2 granted	<ul style="list-style-type: none"> • Planning • Building Consent Stage 1 • Building Consent Stage 2
Granted	-	Granted	<ul style="list-style-type: none"> • Planning & Land Division • Building

Included instructions

- [Apply for a variation](#)
- [Upload supporting documents](#)

Related Instructions

Throughout the assessment of the variation request you may be asked for information, payment or be notified of the decision outcome via email or letter.

1. Request for information

During the assessment of your variation the relevant authority may request additional information by email or letter. Follow the instructions to respond to the request.

- [Respond to request for information](#)

2. Request for variation fee payment

When your variation request is deemed minor a variation fee payment is required. The application's invoice contact is advised by email (with fee advice for payment attached) or by letter. Follow the instructions to make the payment.

- [Make application fee payment PlanSA](#)
- [Make application fee payment within your application](#)
- [Print application fee payment documents – fee advice and tax invoice](#)

3. Variation decision

a) Variation is 'not minor'

You will be advised by email or letter when your variation request is 'not minor'. A draft development application will be created and linked to the existing development application. Follow the instructions to [locate and submit the development application](#).

b) Approval

On approval of your variation request you are advised, and a Decision Notification Form (DNF) will be generated and made available from your development applications document store. Follow the instructions [preview the DNF](#) to print and/or save.

c) Not a variation

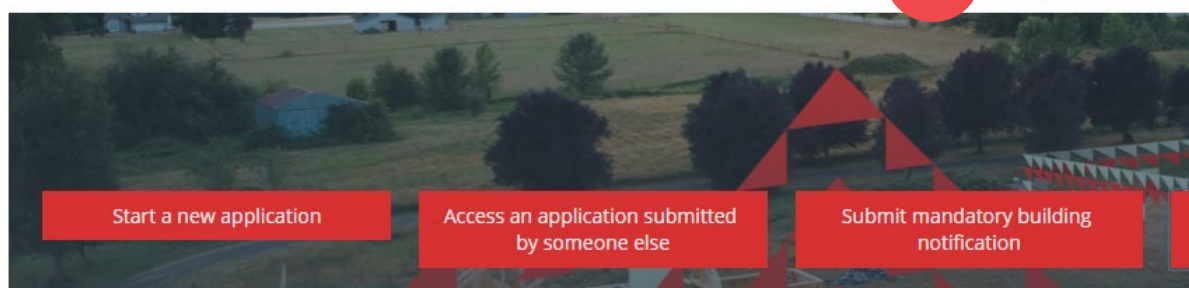
When your variation request is considered not a variation – i.e. changes that significantly alter the proposed development – you are advised to lodge a new development application. Follow the instructions to [submit a development application](#).

Apply for a variation

3

1. Search for the application by **ID** number.
2. Click on the **ID** number to view the development application details.

Your applications




FOR YOUR ACTION (115) UNDER ASSESSMENT (160) DRAFT (4) LAND DIVISION CERTIFICATES (1) CERTIFICATE OF OCCUPANCY

1 results for: "22003766"

ID	Owner	Location	Nature of Development
22003766	T Applicant	9 UNION ST ROBE SA 5276	tourist accommodation

3. Select **Related Actions** and then **Apply for Variation**.

Summary Documents Sharing access Notifications & Inspections Certificate of Occupancy **Related Actions**

 Upload Documents
Upload documents associated with consents for the DAP.

 Apply for Variation

 Cancel Application

 Create Application for Certificate of Occupancy
Create Application for Certificate of Occupancy

 Statement Of Compliance Form

Why is Apply for Variation not available?

If the development application is under assessment or the consent 'Operative Period End' date, the consent 'Operative Date' or development approval 'Commencement Date' has passed, then the **Apply for Variation** action will not be available. For further assistance in these instances, contact the relevant authority who granted the consent or issued the development approval.

4. Complete the **Submit an Application Variation Request** fields as follows.

- Select the **Consent** being varied referring to [Variation selectable consents](#) table.
- Provide a **Short description** for example, amendment to the number of storeys.
- Provide **Details** for example, change from 2 storey to 1 storey.

4

Submit an Application Variation Request

[Help for this section](#)

Consent *

☐ Planning Consent
☒ Building Consent - Stage 1: Dwelling Stage 2: Dwelling
☐ Building Consent - Stage 3: Dwelling Stage 4: Dwelling

Short description *

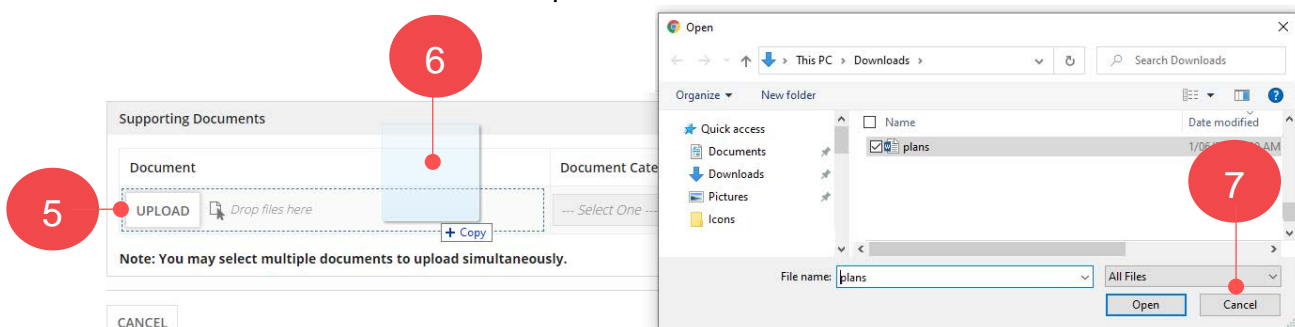
Provide a description of the variation to the relevant authority 0/255

Details *

Provide a detailed description of the variation being requested. 0/4000

Upload supporting documents

- Click on **Upload** to locate support documents.
- Drag-and-drop document into the **Drop files here** field. Repeat until all documents shown within the **Supporting Documents table**.
- Click **Cancel** to close the Open window.



8. Categorise the uploaded plans, for example:

- **Document Category** = Plans
- **Document Type** = Floor Plans

5

9. Click **Submit Variation Request** to complete the action and notify the relevant authority who will make a decision on the variation request.

The screenshot shows the 'Supporting Documents' section of the PlanSA interface. A red circle with the number '8' points to the 'Document Category' and 'Document Type' dropdown menus. The 'Document Category' is set to 'Plans' and the 'Document Type' is set to 'Floor Plans'. A red circle with the number '9' points to the 'SUBMIT VARIATION REQUEST' button at the bottom right of the form. The form also includes a 'Document' table with a file named 'plans.DOCX - 11.09 KB', an 'UPLOAD' button, and a 'Drop files here' area. A 'CANCEL' button is located at the bottom left.

The **Related Actions** screen is shown.

The screenshot shows the 'Related Actions' screen with a navigation bar at the top containing links for 'Summary', 'Documents', 'Sharing access', 'Notifications & Inspections', 'Certificate of Occupancy', and 'Related Actions'. The 'Related Actions' link is highlighted. Below the navigation bar, there is a list of actions:

- Upload Documents**: Upload documents associated with consents for the DAP.
- Apply for Variation**
- Cancel Application**
- Create Application for Certificate of Occupancy**: Create Application for Certificate of Occupancy
- Statement Of Compliance Form**