

## Requests for additional information during assessment

### **Providing further information after a request from the Relevant Authority\*.**

\*Relevant Authority - The organisation or individual who will be responsible for assessing the development application. This could be the assessment manager from council, an independent accredited professional, State Planning Commission or relevant panel.

### **Why is the relevant authority asking me to provide further information?**

When development applications are lodged under the *Planning, Development and Infrastructure Act 2016*, baseline documentation may need to be provided with the application. Baseline documentation is required for any application that requires planning consent. The documentation required depends on the type of development that is proposed and is outlined in Schedule 8 (Plans) of the *Planning, Development and Infrastructure Regulations 2017*.

If an application is lodged without its required baseline documentation, the relevant authority may request additional information - Request for Further Documentation (RFD) if still in verification, or a Request for Information (RFI) if the application is under assessment - before proceeding any further.

### **How many times can the relevant authority ask me to provide further information?**

For a residential Deemed-to-Satisfy development, the relevant authority cannot request further information exceeding the baseline (i.e. mandatory) information.

For a non-residential Deemed-to-Satisfy development and for Performance Assessed development, the relevant authority can request further information on one occasion.

Further requests for additional information may occur, but agreement from the applicant is required.

### **How long does the relevant authority have to request further information and how long do I have to respond?**

The relevant authority has 10 business days from the date of lodgement to send a RFD/RFI to the applicant.

As the applicant, you have 60 business days from the date of the request to respond to the RFD/RFI.

## How do I respond to the request for further information?

You will receive an email with a link to the RFD/RFI. Alternatively, you can login to the Development Assessment Processing (DAP) system via PlanSA and the application will appear in the 'For Action' tab.

Click on the application ID and navigate to the 'your actions' section. Select 'yes' or 'no' to choose whether or not you want to respond to the request.

If you select 'yes', you can upload the information at the bottom of the page.

If you select 'no', you will need to provide a reason. When you are satisfied with the information provided, click on 'submit' and it will be sent back to the relevant authority.

## How does a request for further information affect the timeline of my application?

The clock stops on the application when a RFD/RFI is sent to the applicant, and it restarts when the relevant authority is satisfied that the appropriate information has been supplied.

If you do not provide the information within the required timeframe, the relevant authority may refuse your application.

## Need more help?

To find out more visit [www.plan.sa.gov.au](http://www.plan.sa.gov.au), email [PlanSA@sa.gov.au](mailto:PlanSA@sa.gov.au) or call the PlanSA Service Desk on 1800 752 664.