

# How to...

## Add a new contact to an application



## Background

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During the assessment of the application, an additional contact may need to be added.

## Locate the application contacts

1. On logging in, the **Assessment** dashboard will display.
2. Search for the development application using the **ID** number within the Assessment dashboard **Search** field.
3. Remove the **Assigned to me only** checkbox to view all applications.

### Important!

For applicants following these instructions the **Assigned to me only** checkbox will not display within the **Your Applications** screen.

### Development application processing

  
  

FOR YOUR ACTION (58) ASSESSMENT IN PROGRESS (132) WAITING (31) UPCOMING (9) COMPLETED (76) BUILDING NOTIFICATIONS

0 results for: "21000141"

Assigned to me only

4. Click on the **ID** of the application to view more details.

### 1 results for: "21000141"

Assigned to me only

ID	Owner	Location	Nature of Development
21000141	Big Business	LOT 1517 OODNADATTA TRK OODNADATTA SA 5734, LOT 1517 OODNADATTA TRK OODNADATTA SA 5734, LOT 1517 O..	tourist accommodation

## Add an application contact

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### Important!

The contact details cannot be updated when the status of the development application is 'Awaiting Payment'

5. The **development application – summary** screen will display. Scroll down until the **applicant contacts** are visible.
6. Click on **Add new application contact**.

#### Invoice Contact [Edit](#)

**Name:** Miss Penny Money

**Type:** Individual

**Address:** 1 KING WILLIAM ROAD UNLEY

**Preferred Contact Method:** Email

**Email:** woodssash@gmail.com

[Add new application contact](#)

7. The **Edit Contact** screen will show, complete the contact fields as outlined below.  
\* Indicates a mandatory field.
  - **Contact Type:** select type: Applicant, Land Owner, Builder.
  - **Contact:** an **Individual** or **Business** or **Crown Agency**
  - **Contact Name\***: Title – First Name – Last Name
  - **Crown Agency Name\***: complete when 'Crown Agency' contact is selected.
  - **Business Name\***: complete when 'Business' contact is selected.
  - **Licence Number:** complete when 'builder' contact type is selected.
  - **Post Address\***
  - **Preferred contact method:** leave 'email' default or change to 'post'.
  - **Phone**
  - **Alternative phone**
  - **Email\***
8. Click on **Save** to keep the changes.