

Getting Started

To assist with the assessment of your development application the relevant authority may issue a 'request for additional information' by email notification or through a letter in the post.

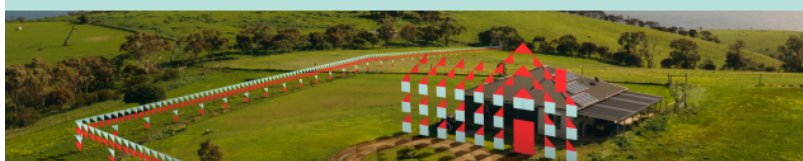
From the date of the request you will have **60 business days** to provide the requested information.

Log in to your online account from the email

1. Click on **the Development Application** link within the email notification.



Request for More Information – Application ID 21000389



This email is to advise that additional information has been requested by the relevant authority to assist with the assessment of your development application.

Please use the following links to go to the application or to download the "Request for Information" form from the document store.

View the [Development Application](#).

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

1

2. Click on **I want to lodge, manage or track my application** account option.



Please select from the following options

[I want to lodge, manage or track my application](#)

[I work as a Relevant Authority](#)

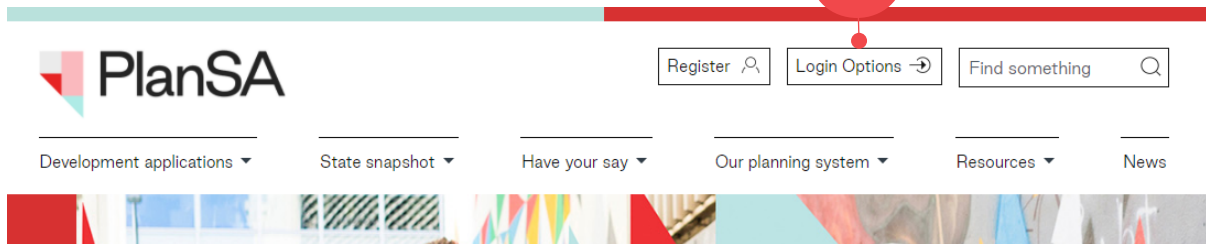
[I work for a Referral Body](#)

[I want to review my Accredited Professional status](#)

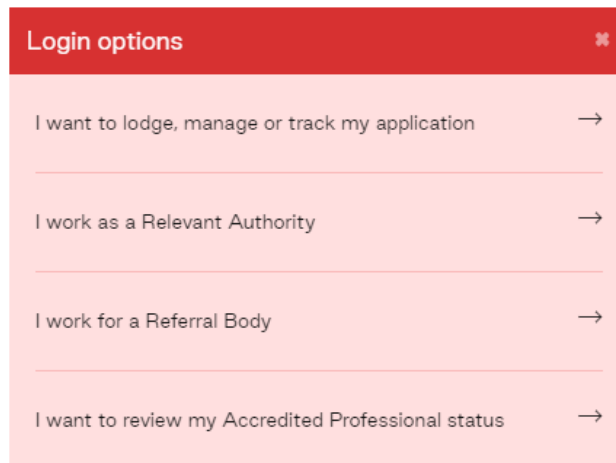
2

Log in to your online account from PlanSA

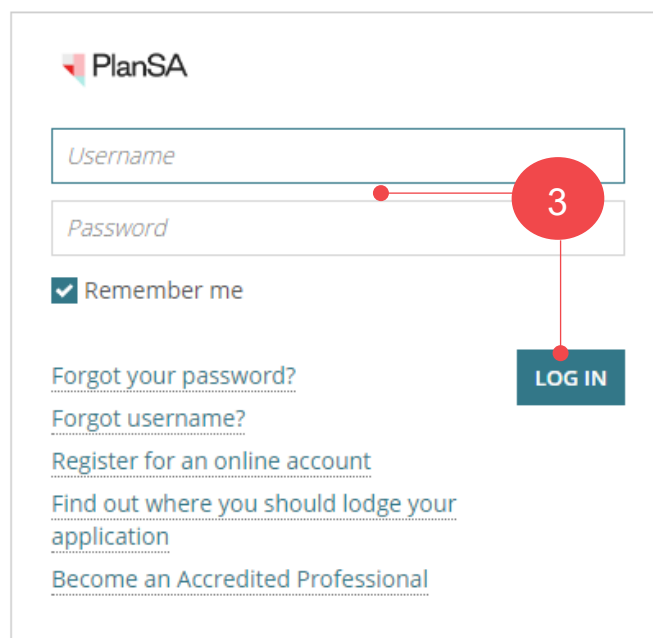
1. Click on Login Options from the PlanSA home page.



2. Click on **I want to lodge, manage or track my application** account option.



3. Completing the log in screen with your 'username' and 'password' and **Log in** to view your applications.



View the request for additional information

The **Development application** summary shows and within **Your Actions** a 'Provide Information – requested by Relevant Authority' tasks shows, including a response due by date.

4. Click on the **Documents** tab to view the request for information letter to identify the information to provide.

Development application: 21000389

Summary Documents Sharing access Related Actions

Development location(s)
37 BRUNATO RD BLEWITT SPRINGS SA 5171
Title ref CT 5823/610 **Plan parcel** F151614 AL12 **Council** City Of Onkaparinga

Nature of development
Construction of a detached dwelling (two building levels / building height 11m)
Swimming pool in rear yard (depth 1.2m)
Shed 50m2

Elements selected

- Demolition
 - Demolition
- Shed
 - Outbuilding (not being a garage)
- New housing
 - Detached dwelling
- Swimming pool or spa pool

> Submission details
> Zoning information

Your actions

Provide information - Requested by Relevant Authority (by 28 May 2021)
[Apply for next consent](#)

5. Click on the 'document name' with the 'Request for information' document type to download a copy.

Development application: 21000389

Summary Documents Sharing access Related Actions

Search by Name Search by Type

Snapshots Invoices Decision Documents

| Document | Document Type |
|---------------------------|-------------------------|
| * SitePlan1-49942 (1).pdf | Site Plans |
| Rfi-68318.pdf | Request for Information |

6. Click on the download to open and review the 'Request for information' letter.



7. The information to provide can be located where indicated by <information to provide will be detailed here>.
8. Close 'X' the letter and return to the **Documents** screen.



Upload and submit the additional information

1. Complete the 'Log in to your online account' instructions on the first page.

The **Development application** summary shows and within **Your Actions** a 'Provide Information – requested by Relevant Authority' tasks shows, including a response due by date.

2. Click on the **Provide Information – Requested by Relevant Authority**.

Development application: 21000389

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Your actions

- Provide information - Requested by Relevant Authority (by 28 May 2021)
 - Apply for next consent

3. Determine to respond to the relevant authority's request for further information.

- **No** not responding. Provide a **reason for not responding** and **Submit** to complete the action.

[Help for this section](#)

Respond to request for further information

Do you want to respond to the Relevant Authority's request for further information?*

Yes

No

Reason for not responding *

Provide details for not responding

CANCEL SUBMIT

- **Yes** responding. Continue to upload the information requested.

[Help for this section](#)

Respond to request for further information

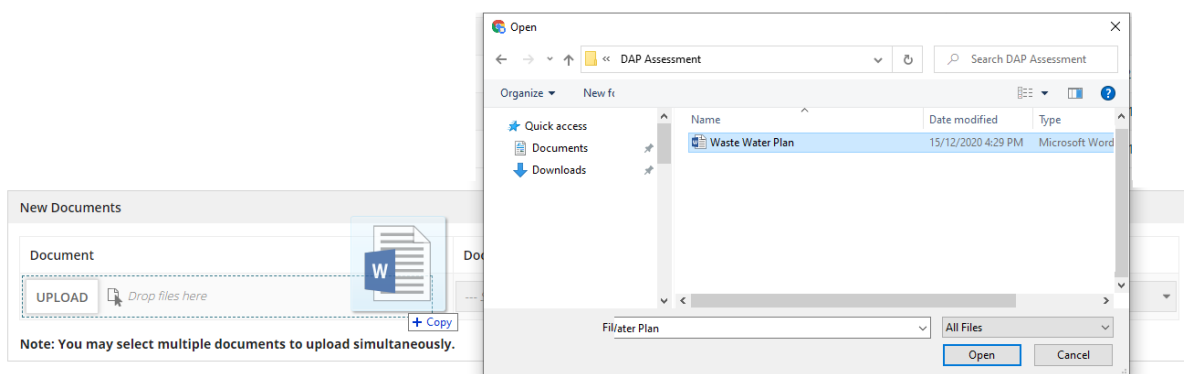
Do you want to respond to the Relevant Authority's request for further information? *

Yes

No

| Existing Documents | | |
|--------------------|---------------|--------------|
| Document | Document Type | Date Created |
| | | |

4. Click on **Upload** within the **Upload Documents** screen.
5. Navigate to the folder location the letter saved within and then drag-and-drop the file into the 'Drop file here' field.
6. Close 'X' the **Open** window.



7. Categorise the document choosing **category** - Applicant Document and **type** - Response to additional information request.
8. Click **Submit** to complete the action.

7

| Document | Document Category | Document type |
|---|--------------------|--|
| <div style="border: 1px dashed #ccc; padding: 5px;"> <p>Waste Water Plan DOCX - 11.09 KB</p> <p>UPLOAD </p> </div> | Applicant Document | Response To Additional Information Request |
| | --- Select One --- | --- Select One --- |

Note: You may select multiple documents to upload simultaneously.

CANCEL
SUBMIT