

Background

When the application's contact provides the documentation by post, email or in person, scan and upload the documentation (as required) within the building consent screen with the status – 'Awaiting mandatory information'.

Related Instructions

Available from the PlanSA Support Library – [Verify an application consent](#) page under the following topics:

- Verification – Planning
- Verification – Land Division
- Verification - Building

Before you begin

Log in to the ePlanning system and the applicable consent is shown on screen.

Upload provided documentation

1. Click on the **Waiting** tab to locate the application.
2. Untick the **Assigned to me only** checkbox to view all development applications.
3. Click on the application record (not the **ID** number).
4. Click on the applicable consent (e.g. **Building Consent**) with the status – 'Awaiting mandatory information'.

FOR YOUR ACTION (12) | ASSESSMENT IN PROGRESS (5) | **WAITING (2)** | UPCOMING (3) | COMPLETED (48) | BUILDING NOTIFICATIONS (0) | RE-INSPECTION NOTIFICATIONS (0)

Help for this section

Waiting

Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Who
21002381	S Woods	86-96 TRIMMER PDE SEATON SA 5023, 86-96 TRIMMER PDE SEATON SA 5023	dwelling		–
21002263	T Automation	1 KING WILLIAM ST ADELAIDE SA 5000	Horticulture : Planning consent created by Test Automation		–
21002249	construction co	10 SMITH RD SALISBURY EAST SA 5109	In ground swimming pool and safety barrier		⊗

STATUS DETAIL | CONTACTS | SUMMARY

Application 21002381

Planning consent	✓ Granted 31 Mar 2021	>
Building consent	Awaiting mandatory information	∨

Upload requested mandatory documentation received by post or email

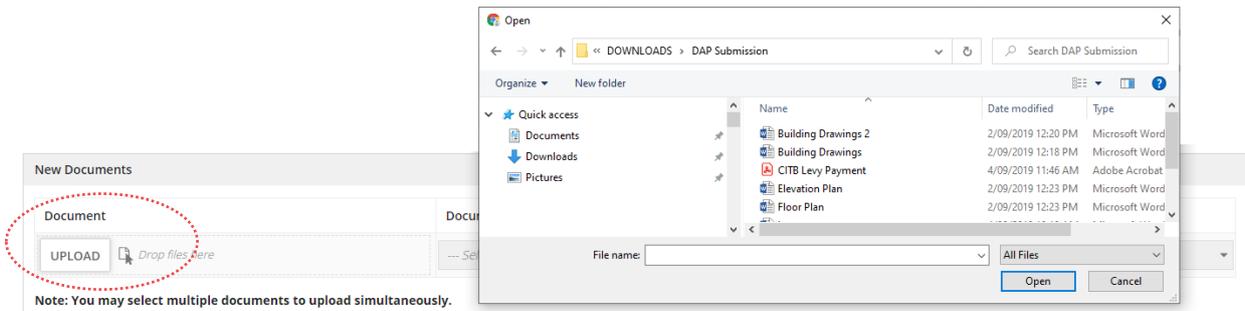


5. Click on **Upload Mandatory Document** within the **Consent** screen.



6. Click on **Upload** to locate and open the documentation provided.

7. Locate the relevant document(s) and drag-and-drop into the screen or use 'Open'.



8. Categorise the uploaded documents by selecting the applicable **Document Category** and **Document Type**.

9. Click on **Send Documents** to complete the action.

