

Issue a decision on a variation application

Version 2.12



Government of South Australia

Department for Trade
and Investment

Table of Contents

Overview of variations	3
Variation Examples	4
Raise a variation on land division with a planning review	4
Raise a variation on land division with staged building consent.....	5
Raise a variation on Building Consent.....	7
Raise a variation on Building Consent (first consent)	8
Raise a variation on Planning Consent (not staged building).....	8
Raise a variation on Building Consent – Stage 2.....	9
Raise a variation on Planning Consent (not minor).....	10
Raise a variation on Building Consent (not a variation)	11
1. Receive variation request.....	12
Locate the development application.....	13
2. Assess variation request	14
Review the variation request.....	14
Review the consent of the variation	15
View and download related documentation.....	15
3. Recording the variation request decision.....	16
3.1 Made a Decision to Request Further Information (RFI)	18
Review amended plans.....	21
3.2 Variation decision is deemed a minor variation	23
Provide variation fee advice and tax invoice.....	25
Update and upload stamped plans.....	27
Update conditions	30
Provide Decision Notification Form (DNF).....	33
3.3 Variation decision by council who issued development approval.....	34
Print and post DNF to primary contact.....	36
3.4 Decision Variation – Not Minor.....	37
Print the variation outcome letter.....	38
3.5 Decision not a variation.....	39
3.6 Decision Assessment not required	40
4. Search and view variation applications.....	42

Overview of variations

A variation of an authorisation is submitted by the applicant – or a relevant authority on behalf of the applicant – for the chosen consent through the Development Application Processing (DAP) system against the development application consent – planning, building, or land division – that requires varying.

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.

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

Variation Examples

Raise a variation on land division with a planning review

All authorities determine the variation is 'deemed minor variation'.

Application contains:

- Planning (granted),
- Land Division (granted)
- Building – Stage 1 (granted)
- Combined development approval Planning, LD and Building stage 1
- Building - Stage 2 (granted)
- Development approval - building stage 2

1 Applicant raises a variation on Land Division

2 Authority for **Land Division** determines variation is 'deemed minor variation'.

3 Authority for **Building Consent Stage 1** determines variation is 'deemed minor variation'.

4 Authority for **combined development approval** determines

- 'Deemed minor variation, and
- Requires planning consent review - Yes

5 Authority for **Planning Consent** determines the variation is 'deemed minor variation'.

6 Goes back to authority for **Land Division** determines variation is 'deemed minor variation'.

7 Goes back to **Building Consent Stage 1** determines variation is 'deemed minor variation'.

8 Goes back Authority for **combined development approval** determines variation is 'deemed minor variation'.

Note The ability to send for planning review is not available.

9 Authority for **Building Consent Stage 2** determines variation is 'deemed minor variation'.

10 Authority for **development approval of Building Consent Stage 2** determines variation is 'deemed minor variation'.

Note The ability to send for planning review is not available

Variation is endorsed

Raise a variation on land division with staged building consent

A variation is submitted on land division with the authority deciding 'deemed minor variation', the process follows the order of assessment. At combined development approval the authority deciding 'deemed minor variation' and No to planning consent review, then continues to building consent – stage 2 etc.

Application contains:

- Planning (granted),
- Land Division (granted)
- Building – Stage 1 (granted)
- Combined development approval Planning, LD and Building stage 1
- Building - Stage 2 (granted)
- Development approval - building stage 2

1 Applicant raises a variation on Land Division

2 Authority for **Land Division** determines variation is 'deemed minor variation'.

3 Authority for **Building Consent Stage 1** determines variation is 'deemed minor variation'.

4 Authority for **combined development approval** determines

- 'Deemed minor variation, and
- Requires planning consent review - No

Requires planning consent review is available

- **Yes**, to planning review on submitting decision the authority who issued the 'planning consent' is notified to review variation request.
- **No**, the variation is endorsed.

5 Authority for **Building Consent Stage 2** determines variation is 'deemed minor variation'.

6 Authority for **development approval of Building Consent Stage 2** determines variation is 'deemed minor variation'.

Requires planning consent review is available

- **Yes**, to planning review on submitting decision the authority who issued the 'planning consent' is notified to review variation request..
- **No**, the variation is endorsed.

7 Authority for **Planning Consent** determines the variation is 'deemed minor variation'.

-
- 8** Goes back to authority for **Land Division** determines variation is 'deemed minor variation'.
-
- 9** Goes back to **Building Consent Stage 1** determines variation is 'deemed minor variation'.
-
- 10** Goes back Authority for **combined development approval** determines variation is 'deemed minor variation'.
- Note** The ability to send for planning review is not available.
-
- 11** Goes back to authority for **Building Consent Stage 2** determines variation is 'deemed minor variation'.
-
- 12** Goes back to authority for **development approval of Building Consent Stage 2** determines variation is 'deemed minor variation'.

Note The ability to send for planning review is not available.

Variation is endorsed

Raise a variation on Building Consent

A variation is submitted on building consent (2nd consent) with the authority deciding 'deemed minor variation', at development approval review the relevant authority determines 'yes' planning consent review required.

Application contains:

- Planning (granted)
- Building (granted)
- Combined development approval Building and Planning

1 Authority for **Building** determines variation is 'deemed minor variation'.

2 Authority for **combined development approval** determines variation is 'deemed minor variation'.

Requires planning consent review is available

- **Yes**, to planning review on submitting decision the authority who issued the 'planning consent' is notified to review variation request.
- **No**, the variation is endorsed.

3 Authority for **Planning** determines variation is 'deemed minor variation'.

4 Authority for **Building** determines variation is 'deemed minor variation'.

5 Authority for **combined development approval** determines variation is 'deemed minor variation'.

Variation is endorsed

Raise a variation on Building Consent (first consent)

A variation is submitted on building consent (1st consent) with the authority deciding 'deemed minor variation', then the variation process follows the order of assessment.

Application contains:

- Building (granted)
- Planning (granted)
- Combined development approval Building and Planning

1 Authority for **Building** determines variation is 'deemed minor variation'.

2 Authority for **Planning** determines variation is 'deemed minor variation'.

3 Authority for **combined development approval** determines variation is 'deemed minor variation'.

Note The ability to send for planning review is not available.

Variation is endorsed

Raise a variation on Planning Consent (not staged building)

A variation is submitted on planning consent with the authority deciding 'deemed minor variation', then the variation process follows the order of assessment.

Application contains:

- Planning (granted)
- Building (granted)
- Combined development approval Building and Planning

1 Authority for **Planning** determines variation is 'deemed minor variation'.

2 Authority for **Building** determines variation is 'deemed minor variation'.

3 Authority for **combined development approval** determines variation is 'deemed minor variation'.

Note The ability to send for planning review is not available.

Variation is endorsed

Raise a variation on Building Consent – Stage 2

A variation is submitted on **building consent – stage 2** and at development approval review the relevant authority determines 'yes' planning consent review required.

Application contains:

- Planning (granted)
- Building – Stage 1 (granted)
- Combined development approval Planning and Building Stage 1
- Building – Stage 2 (granted)
- Development approval – Building Stage 2
- Building – Stage 3 (under assessment)

1 Authority for **Building – Stage 2** determines variation is 'deemed minor variation'.

2 Authority for **development approval of Building Consent Stage 2** determines variation is 'deemed minor variation'.

Requires planning consent review is available

- **Yes**, to planning review on submitting decision the authority who issued the 'planning consent' is notified to review variation request.
- **No**, the variation is endorsed.

3 Authority for **Planning** determines variation is 'deemed minor variation'.

4 Goes back to authority for **Building – Stage 2** determines variation is 'deemed minor variation'.

5 Goes back to authority for **development approval of Building Consent Stage 2** determines variation is 'deemed minor variation'.

Note The ability to send for planning review is not available.

Variation is endorsed

Raise a variation on Planning Consent (not minor)

The planning consent authority determines the variation is 'not minor'. This same process will be followed if a variation is raised on a different consent, i.e., Planning & Land Division, Land Division or Building.

Application contains:

- Planning (granted)
- Building (granted)
- Combined development approval Building and Planning

- 1 Authority for **Planning** determines variation is 'not minor'.

The variation request is not required to be reviewed by each authority who granted a consent or issued development approval; stops with the authority for planning consent with a status of 'Not minor – new application required'.

- 2 Applicant is advised by email or letter, the refusal of the variation request and a new draft development application linked to their existing application is available for submission.

The original application with all consents granted and development approval is retained along with the unique development application ID number and a new application ID number created (linked to the original) when the 'draft' application is submitted with the new technical drawings.

Raise a variation on Building Consent (not a variation)

The building consent authority determines the variation is 'not a variation'.

This same process will be followed if a variation is raised on a different consent, i.e., Planning & Land Division, Land Division or Building - Stage.

Application contains:

- Planning (granted)
- Building (granted)
- Combined development approval Building and Planning – in progress

1 Applicant raises a variation on Building

2 Authority for **Building** determines variation is 'not a variation'.

The variation request is not required to be reviewed by each authority who granted a consent or issued development approval; stops with the authority for building consent with a status of 'Not minor – new application required'.

3 Applicant is advised by email or letter; the refusal of the variation request and instructed to submit a new application.

The original application with all consents granted and development approval is retained along with the unique development application ID number; with no linkage to the new submitted application.

1. Receive variation request

Receive amended plans for an application with granted consent or development approval

When an applicant provides amended plans – over the counter or in the post – for an application that has been granted consent or development approval, this is considered varying the application.

For more information visit [Assess an application consent | PlanSA](#) and instructions:

- [Apply for a variation to a development.](#)

Receive amended plans for an application under assessment

When an applicant provides amended plans – over the counter or in the post – while the consent is under assessment, this is considered to be amending not varying the application. This process will need to be managed in line with your internal processes to update the relevant elements of the application – for example, uploading new documents, plans and the like, as a relevant authority.

You may also need to reset the assessment time to allow for the time taken in assessing and updating the variations.

For more information visit [Assess an application consent | PlanSA](#) and instructions:

- [Reset the assessment clock on receiving an application variation.](#)

Locating the Variation Request within the For Your Action table

The **For Your Action** table will show the action “Respond to Variation Request” or when there are actions with an assessment clock, this action will take priority, for example action “Grant Development Approval”.

Locate the development application

1. Search for the application by **ID** number.
2. Remove the **Assigned to me only** flag to view all development application action items for the organisation.
3. Click on the application **ID** with the action **Respond to Variation Request – Planning/Building Consent**.

FOR YOUR ACTION (2099) ASSESSMENT IN PROGRESS (468) WAITING (65) UPCOMING (125) COMPLETED (615) BUILDING NOTIFICATIONS (88) RE-INSPECTION NOTIFICATIONS (0)


For your action

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
22000090	T Automation	25 PIRIE ST ADELAIDE SA 5000	dwelling	17 Mar 2022	Respond to Variation Request - Building Consent	—	🕒 -

4. Click on the **Variation Request** tab in the opened development application.

Summary Documents Event History Building Notifications Variation Requests Certificate of Occupancy Inspection Related Actions



This application currently requires 1 action from you

Respond to Variation Request (329) - Building Consent 🕒 -

Development Location(s)
25 PIRIE ST ADELAIDE SA 5000

Title Ref: CT 5751/329 **Plan Parcel:** F181672 AL830

Additional Location Information:
Council: Adelaide City Council

The **Apply For Variation** is available and used to apply for a variation when the varied plans are provided by the applicant over the counter or in the post.

The variation request is displayed with the option to view the **Review Variation Request** action requiring completion.

5. Click on the **Review Variation Request** to view the details and to make a decision.

Summary Documents Event History Building Notifications Variation Requests Certificate of Occupancy Inspection Related Actions

< Development application 22000090

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn	
330	changes to framework	changes to framework	Building Consent	City of Adelaide	Submitted	Review Variation Request

2. Assess variation request

Review the variation request

Assessing and reviewing a variation will differ depending on the variation request and will be specific to each situation.

1. Click on the **Review Variation Request** to view more details.

SummaryDocumentsEvent HistoryBuilding NotificationsVariation RequestsCertificate of OccupancyInspectionRelated Actions

< Development application 22000090

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn	
330	changes to framework	changes to framework	Building Consent	City of Adelaide	Submitted	Review Variation Request

2. Click **CANCEL** to close the view.

Review Variation Request 330

Help for this section

Consent Details

Building Consent (ID: 15487)

Description

changes to framework

Details

changes to framework

Decision *

--- Select One ---

CANCEL

SUBMIT

Review the consent of the variation

- Click on the **consent** link of the variation request.

Summary	Documents	Event History	Building Notifications	Variation Requests	Certificate of Occupancy	Inspection	Related Actions
< Development application 22000090							
ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)	
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn		
330	changes to framework	changes to framework	Building Consent	City of Adelaide	Submitted	Review Variation Request	

View and download related documentation

- Click on **Documents** tab.
- Click on **Decision Documents** filter to show the decision related documentation, e.g. stamped plans, Decision Notification Form (DNF) and the assessment report.
- Click on document **file name** to download the document.

Refer to the **PlanSA Support Library** – [Request, Upload and Generate documents](#) for instructions on how to download and open multiple documents at once.

Summary

Documents

Fees

RFIs

Assessment Info

Insurance

Required Notifications

Conditions and Notes

Clocks

Decision

Appeals

< Development application 22000090

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

☒ Application

☐ Planning Consent

☒ Building Consent

☐ Development Approval

Additional document filters

☒ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☐ System Generated Emails

☐ Plans

	Document	Type	Date Created	Superseded
<input type="checkbox"/>	DapSubmissionSnapshotAppl22000090-94420.pdf	Stamped Plans	17 Mar 2022 16:37	

- Click on the download to open to review on screen.
- Click on the **Development application** link to return to the application.

3. Recording the variation request decision

1. Locate the [development application](#).
2. Click on the **Variation Requests** in the opened development application.
3. Click on the **Review Variation Request** action.

In response to a variation request the relevant authority has four (4) decision options:

- **Request further information**

The relevant authority may request further information from the applicant prior to determining the type of variation proposed.

- **Deemed minor variation**

The relevant authority may determine that the application is a minor variation in accordance with Regulation 65 of the *Planning, Development and Infrastructure (General) Regulations 2017*.

In this case, the variation is not treated as a new application. The existing authorisation is updated to reflect the endorsed minor variation, generating an updated Decision Notification Form (DNF).


- **Variation – not minor**

The relevant authority determines the application is not minor and further assessment required.

In this case, a 'draft' copy of the original development application (located in the 'draft' tab of the **Your Applications** dashboard) is made for the applicant to submit with the amended plans. Once the 'draft' application is submitted, a link to the 'original application' is made and located in the **Summary** page of the application.

Once approved, the second application serves to vary the original approval.

[Summary](#)
[Documents](#)
[Event History](#)
[Sharing access](#)
[Inspection](#)
[Related Actions](#)



This application currently requires 1 action from you

Start Verification 🕒 5

Original Application: [23001270](#)

Application Status: Submitted

Fees Outstanding: No

Development Location(s) [edit](#)

15 HIGHLAND AV ROSTREVOR SA 5073

- **Not a variation**

The relevant authority may determine the proposed changes are substantial and change the essential nature of the authorisation.

In this case, the applicant is instructed to submit a new application and the development will be assessed as new.

- **Assessment not required**

The relevant authority for a consent only, may determine an assessment of the variation is not required, where a decision has been made prior to subsequent variation decisions for development approval and planning consent.

In this case, an 'assessment not required' decision will not generate a Decision Notification Form (DNF) and proceeds to the next relevant authority to make a variation decision.

When not to use an 'assessment not required' decision

For example, when a variation has been raised in error, then [withdraw](#) the application.

3.1 Made a Decision to Request Further Information (RFI)

You may need to request further information from the applicant in order to appropriately assess and review the variation request.

1. Click on the **Decision** field and select **Request Further Information**.
2. Type **Comments** describing the information required.
3. Click **SUBMIT** to complete the decision.

Review Variation Request 330

[? Help for this section](#)

Consent Details
Building Consent (ID: 15487)

Description
changes to framework

Details
changes to framework

Decision *
Request Further Information


Comments

Max length: 4000 characters

CANCEL

SUBMIT

4. Leave the default **RFI Due Date** (60 business days from today's date) or update to date up to one calendar year from today's date.

 Requests for information must have a minimum due date of 60 business days and up to one calendar year, as prescribed in section 119 of the *Planning, Development and Infrastructure Act 2016*

RFI Due Date *
31/08/2022

[Generate 'request for additional information' document](#)

UPLOAD

Drop file here

Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

CANCEL

SEND REQUEST

5. Click on **Generate 'request for additional information' document** to download the letter template.
6. Click on the download to open and enter the information required from the applicant.

RFI Due Date *

31/08/2022

Generate 'request for additional information' document

UPLOAD Drop file here

Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

CANCEL

7. Provide the Required Information in the area set-aside <Please provide a detailed list of required information here>.

PlanSA

08/06/2022

Mr Test Applicant
8 CARNARVON AVENUE
REDWOOD PARK SA 5097

Request for Information

Applicant: Test Applicant
Application ID: 22000183
Subject Land:
212 PIRIE ST ADELAIDE SA 5000
Title ref.: CT 5264/553 Plan Parcel: D15733 AL27 Council: ADELAIDE CITY COUNCIL

Dear Mr Applicant,

The following additional information is required by the due date 31/08/2022 to assist with the assessment of your Planning Consent for proposed development.

Proposed Development:
Testing DA

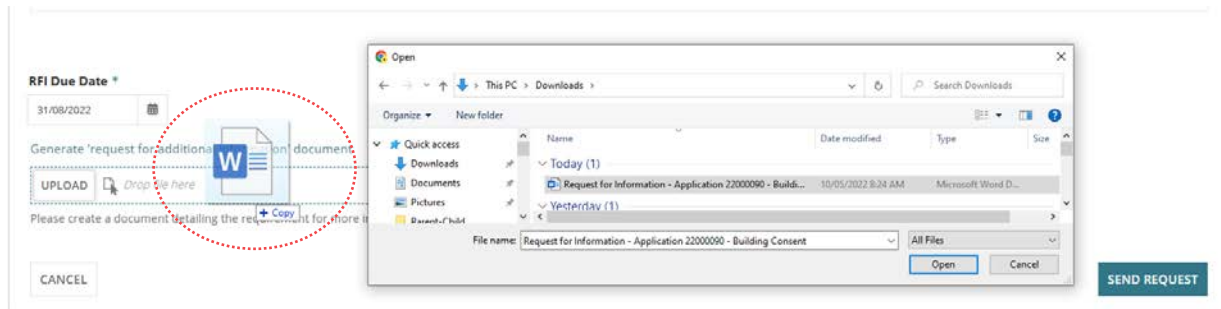
Required Information
<Please provide a detailed list of required information here>

If you require additional time to provide the information, please contact the Authority on the details below as soon as possible to allow for consideration of your request.

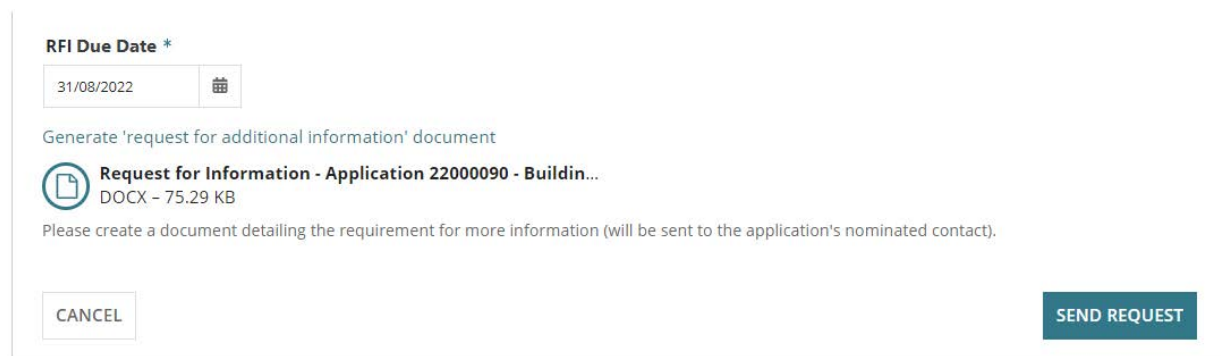
Page 1 of 1 136 words English (Australia) Accessibility: Investigate Focus 100%

Issue a decision on a variation application

8. Save the updated request for additional information letter.
9. Click on **Upload** to locate the saved letter and drag-and-drop into the **Drop files here** field.



10. Click on **Send Request**.



The **Variation Requests** displays and the request action(s) updates to **Provide Further Information**.

<div>APPLY FOR VARIATION</div> <div> Certificate of Occupancy Inspection Related Actions </div> <div> Help for this section </div>			
Current Item	Reviewing Relevant Authority	Status	Action(s)
Building Consent	City of Adelaide	Withdrawn	
Building Consent	City of Adelaide	Awaiting Further Information	Provide Further Information

Return to the **Assessments** dashboard and wait for the applicant to respond to the further information request email notification – shown below.

Review amended plans

When the applicant has responded to the 'request for information' an email is received by the allocated assessor for the consent or by the 'group mailbox' for the organisation - and the review and assessment recommence to identify whether the applicant amendments introduce any new elements to the development.

1. Locate the [development application](#).
2. Click on the **Review Variation Request** to review the details and documentation submitted with the request and/or supplied upon request.

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn	
330	changes to framework	changes to framework	Building Consent	City of Adelaide	Awaiting Further Information	Review Variation Request

3. Click on the **file name** of the document to download a copy.

Download multiple documents at once

For instructions on how to download multiple documents at once refer to the **PlanSA Support Library** – [Request, Upload and Generate documents](#) for instructions.

When notification of an applicant's response to a **Request for Information** is received, download the **Request for Information** to identify the documentation requested and then cross reference against the documentation uploaded and/or provided over the counter or post.

Review Variation Request 330

[Help for this section](#)

Existing Documents

	Document	Type	Date Created	Edit
<input type="checkbox"/>	* Plans (1).pdf	Sectional Drawings	10 May 2022 8:40	
<input type="checkbox"/>	* Request for Information - Application 22000090 - Building Consent.pdf	Request for Information	10 May 2022 8:33	

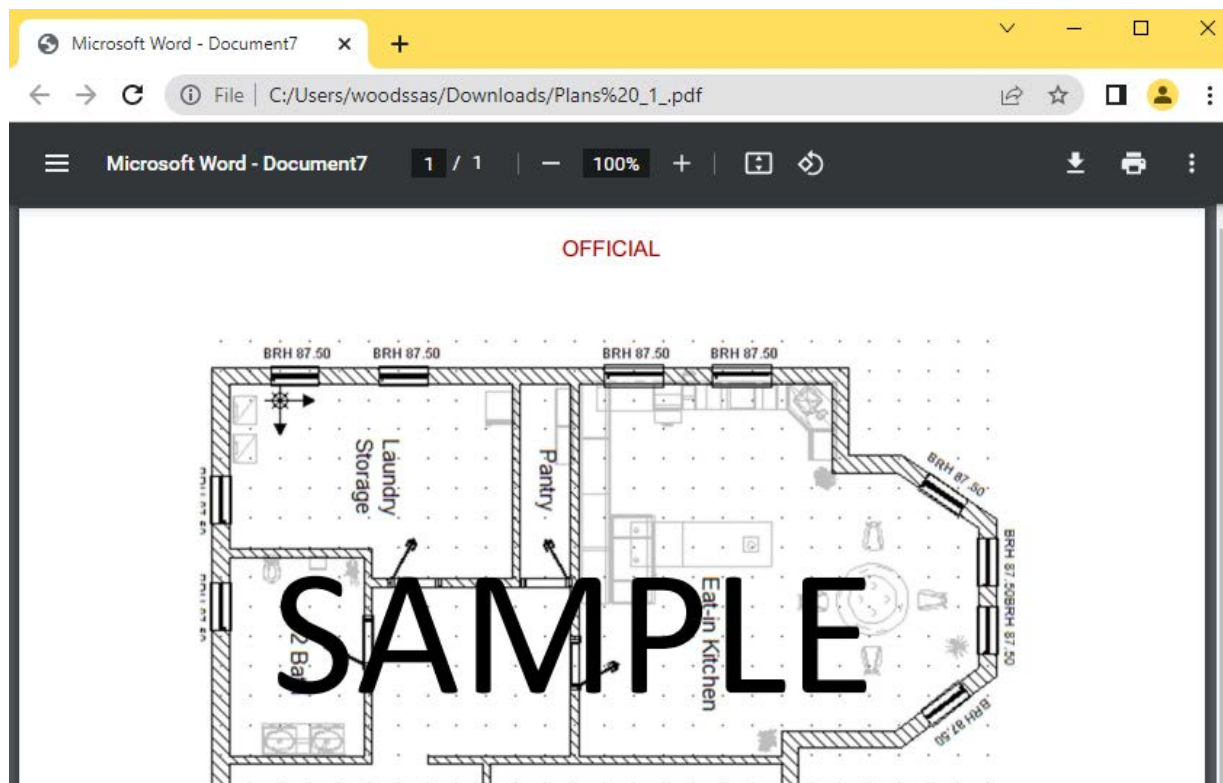
Consent Details

Building Consent (ID: 15487)

Description

changes to framework

4. Click on the download file to open and view on screen.



3.2 Variation decision is deemed a minor variation

If the relevant authority is satisfied the variation is minor in nature (and does not require an application for assessment) select 'deemed minor variation'. In this case, the variation is not treated as a new application. The existing authorisation is updated to reflect the endorsed minor variation, generating an updated Decision Notification Form (DNF).

1. Click on the **Decision** field and then select **Deemed Minor Variation**.
2. Select **Yes** or **No** for the question: **Do you need to edit the conditions for this consent?**
3. Review and update the **Nature of development** (as required).
4. **Upload** documentation as required.
5. Provide a comment on why this decision was made.

Decision *
Deemed Minor Variation

Do you need to edit the conditions for this consent?
☒ Yes
☐ No
A task will be created to edit the conditions after the applicant has paid the required variation fees

Nature of development *
dwelling

New Documents

Document	Document Category	Document Type
<div>UPLOAD Drop files here</div>	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Comments
Insert the background for making this decision

Max length: 4000 characters

6. The **Variation Fee List** displays. Leave the **fee amount** as **default**.

Variation Fee for each consent deemed minor

The variation fee is charged by each relevant authority who needs to consider the variation except for Development Approval when no variation fee is charged.

7. Click on **SUBMIT** to issue the fee advice and record the decision.

Variation Fee List

MINOR VARIATION

☒ Minor variation

Description	Statutory Amount	Actual	GST Included	Reason for variation
Minor variation				
Total Payable Fees				

Refer to the application [Fees and Charges](#) for the current financial year statutory amounts

CANCEL

SUBMIT

The **Variation Requests** displays and the request action(s) shows **Make Payment**.

APPLY FOR VARIATION

Inspection

Related Actions

[Help for this section](#)

Reviewing Relevant Authority	Status	Action(s)
City of Adelaide	Withdrawn	
City of Adelaide	Awaiting Payment	Make Payment

Provide variation fee advice and tax invoice

When the primary contact's preferred method is post – as indicated by an on-screen prompt – print the **Fee Advice** and record the date distributed against the document.

1. Click on **Documents** tab.
2. Click on **Invoices** filter to display only the **Fee Advice** and **Tax Invoices** documents.
3. Select the **file name** of the Fee Advice to download a copy.

Summary **Documents** Event History Building Notifications Variation Requests Certificate of Occupancy Inspection Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

☒ Application

☒ Planning Consent

☒ Building Consent

☒ Development Approval

Additional document filters

☐ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☒ Invoices

☐ Other Documents

☐ System Generated Emails

☐ Plans

	Document	Type	Date Created	Superseded
<input type="checkbox"/>	* Fee Advice - Application 22000090 - Building Consent - 4659.pdf	Fee Advice	10 May 2022 9:01	

4. Click on the download to open and print.



5. Print the tax invoice.

Fee Advice - Application 22000... 1 / 2 94% +

PlanSA

Government of South Australia
Department for Infrastructure and Transport
ABN 92 366 288 135

Invoice to:
Test Automation

Application number: 22000090
Fee Advice No: 4659
Date: 10 May 2022
Nature of development:
dwelling

For enquiries, please contact:
City of Adelaide
PO Box 2252
Adelaide SA 5001
Ph: (08) 8203 7185

Fee Advice

6. Click on the document type – not the file name – to view the document details. Record the **Date Distributed** and then **UPDATE DOCUMENTS** to save the changes.

	Document	Type	Date Created
<input checked="" type="checkbox"/>	* Fee Advice - Application 22000090 - Building Consent - 4659.pdf	Fee Advice	10 May 2022 9:01
<input type="checkbox"/>	TaxInvoice-Application22000090-BuildingConsent-4600-94415.pdf	Tax Invoice	17 Mar 2022 16:32
<input type="checkbox"/>	FeeAdvice-Application22000090-BuildingConsent-4600-94409.pdf	Fee Advice	17 Mar 2022 16:31
<input type="checkbox"/>	TaxInvoice-Application22000090-PlanningConsent-4599-94395.pdf	Tax Invoice	17 Mar 2022 16:16
<input type="checkbox"/>	FeeAdvice-Application22000090-PlanningConsent-4599-94390.pdf	Fee Advice	17 Mar 2022 16:15

Selected Document

Document

* Fee Advice - Application 22000090 - Building Consent - 4659.pdf

Document Type

Fee Advice

Description

UPDATE DOCUMENTS

Date Distributed

04/08/2020

Date Created

10 May 2022 9:01

Superseded

☐


Return to the **Assessments** dashboard and wait for the applicant to pay the fee advice as directed by the email notification.

Payment of the variation fee advice

For instructions on how to record an 'over the counter payment' refer to the **PlanSA Support Library** – [Fee invoicing and payments](#) for instructions.

PAY VARIATION FEE ADVICE

Clocks Decision Appeals Related Actions

 Help for this section

Update and upload stamped plans

Upload the variation stamped plans prior to updating the conditions. This will generate the Decision Notification Form (DNF). Noting, the original stamped plans remain valid.

1. Click on the **Documents** tab.
2. Click on **Plans** and/or **Other Documents** filter to only view document types such as plans and technical drawings.

Summary **Documents** Event History Building Notifications Variation Requests Certificate of Occupancy Inspection Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

☒ Application

☒ Planning Consent

☒ Building Consent

☒ Development Approval

Additional document filters

☐ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☒ Other Documents

☐ System Generated Emails

☒ Plans

	Document	Type	Date Created	Superseded
<input type="checkbox"/>	* Plans (1).pdf	Sectional Drawings	10 May 2022 8:40	
<input type="checkbox"/>	* Request for Information - Application 22000090 - Building Consent.pdf	Request for Information	10 May 2022 8:33	
<input type="checkbox"/>	FeeAdvice-Application22000099-4464-94386.pdf	Floor Plans	17 Mar 2022 16:04	

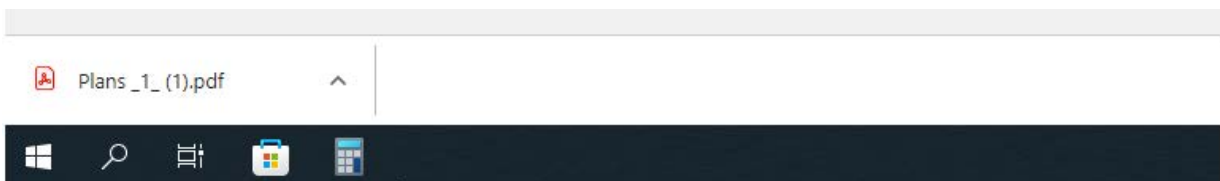
Download plans and/or technical drawings

3. Click on the **file name** of the provided amended plan and/or drawings to download.

Download multiple documents at once

For instructions on how to download multiple documents at once refer to the **PlanSA Support Library** – [Request, Upload and Generate documents](#) for instructions.

4. Click on the **download** to open and print or save.



Upload stamped plan(s)

5. Once stamped – electronically or manually – return to **Documents** tab.
6. The **Upload Documents** page is shown.

UPLOAD DOCUMENTS

Certificate of Occupancy Inspection Related Actions

Additional document filters

☐ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☒ Other Documents

☐ System Generated Emails

☒ Plans

Other

☐ Superseded

	Date Created	Superseded	Visible to Applicant	Edit
	10 May 2022 8:40		<input checked="" type="checkbox"/>	

7. Click on **Upload** to locate the saved stamped plans file and drag-and-drop into the *Drop files here* field.

Upload Documents

Upload Documents

Document

UPLOAD

Drop files here

Note: You may select multiple documents to upload simultaneously.

Other Documents

CANCEL

SAVE CHANGES

Open

This PC > Downloads

Organize New folder

Today (4)

☒ Stamped Plans

☐ Request for Information - Application 22000090 - Buil...

File name: Stamped Plans

All Files

Open Cancel

8. Categorise the stamped plans and then **SAVE CHANGES** to complete the upload.

Upload Documents

Upload Documents

Document	Document Category	Document Type	Visible to Applicant
<div><div>Stamped Plans</div><div>PDF – 532 KB</div></div>	Variation Outcome	Stamped Plans - Minor Variation	<input checked="" type="checkbox"/>
<div><div>UPLOAD</div><div>Drop files here</div></div>	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

Other Documents

CANCEL

SAVE CHANGES

The **Documents** page is shown with the uploaded stamped plan shows at the top of the listing.

Summary

Documents

Event History

Building Notifications

Variation Requests

Certificate of Occupancy

Inspection

Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

☒ Application

☒ Planning Consent

☒ Building Consent

☒ Development Approval

Additional document filters

☐ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☐ Other Documents

☐ System Generated Emails

☐ Plans

Update conditions

When the applicant pays the minor variation fee advice an email notification is received advising to edit the applicable consent conditions before the Decision Notification Form (DNF) is generated.

1. Locate the [development application](#) with action 'Review Conditions'.
2. Click on **Review Conditions** action to edit the consent condition(s).

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn	
330	changes to framework	changes to framework	Building Consent	City of Adelaide	Under Assessment	Review Conditions

3. The **Review Conditions for Variation Request** page is shown.
4. Expand **Conditions** to view the details and select **Edit conditions** to make additions and/or adjustments to the wording.

Review Conditions for Variation Request 330

Relevant Authority

City of Adelaide

Conditions (1)

Edit conditions

test ✓ included in DNF

Advisory notes (1)

Refusal reasons

CLOSE

COMPLETE REVIEW OF CONDITIONS

5. Scroll down until see **+Add new condition** and select to complete.

Assessment Items




[? Help for this section](#)

Relevant Authority


City of Adelaide

Conditions

Condition *

B I   

test



[+ Add new condition](#)

CANCEL

SAVE CHANGES

SAVE AND FINALISE

6. Complete the Condition fields as follows and **SAVE** when adding another condition or **SAVE AND FINALISE**.

- **Title** – select a standard condition or choose **Other** to enter your own condition details.
- **Condition** – type the details of the description using the formatting options available.
- **Clearance Requirement** – flag as applicable.

Add a new reserved matter and/or edit advisory notes as applicable.

Title *

Other

[Cancel](#)

Condition *

B I   

Write an ad-hoc condition specific only to the variation

[+ Add new condition](#)

CANCEL

SAVE CHANGES

SAVE AND FINALISE

7. Click on **Complete Review of Conditions**.

Review Conditions for Variation Request 330

Relevant Authority

City of Adelaide

Conditions (2) >

Advisory notes (1) >

Refusal reasons >

CLOSE

COMPLETE REVIEW OF CONDITIONS

8. Click **OK, CONTINUE** to confirm the DNF generation.

The DNF will be generated and distributed once this form is submitted. Please make sure that you have reviewed the conditions before proceeding.

CANCEL

OK, CONTINUE

The **Variation Requests** screen displays and the variation request action(s) updates to **Review Variation Request** for the shown ‘current’ consent or development approval or updates to **Endorsed**.

SummaryDocumentsEvent HistoryBuilding NotificationsVariation RequestsCertificate of OccupancyInspectionRelated Actions

< Development application 22000090

Help for this section

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn	
330	changes to framework	changes to framework	Development Approval For: Planning Consent Building Consent	City of Adelaide	Under Assessment	Review Variation Request

Provide Decision Notification Form (DNF)

When the primary contact’s preferred method is post – as indicated by an on-screen prompt – print the DNF and record the date distributed.

- 1. Click the **Documents** tab.
- 2. Click on the **Decision Documents** filter.
- 3. Click on the **file name** of the Decision Notification Form to download.

SummaryDocumentsEvent HistoryBuilding NotificationsVariation RequestsCertificate of OccupancyInspectionRelated Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

☒ Application

☒ Planning Consent

☒ Building Consent

☒ Development Approval

Additional document filters

☒ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☐ Other Documents

☐ System Generated Emails

☐ Plans

Document	Type	Date Created	Superse
<input type="checkbox"/> DecisionNotificationForm-Application22000090-95416.pdf	Decision Notification Form	10 May 2022 10:29	

- 4. Click on the **download** to open and print.
- 5. Return to the **Document** listing.
- 6. Click on **Document Type** – not the file name – to view the document details.

Document	Type	Date Created
<input type="checkbox"/> DecisionNotificationForm-Application22000090-95416.pdf	Decision Notification Form	10 May 2022 10:29

- 7. Record the **Date Distributed** and then **UPDATE DOCUMENTS** to save the change.

Selected Document

Document

DecisionNotificationForm-Application22000090-95416.pdf

Document Type

Decision Notification Form

Description

UPDATE DOCUMENTS

Date Created

10 May 2022 10:29

Date Distributed

10 May 2022

Superseded

☐

3.3 Variation decision by council who issued development approval

The council that issued the development approval will only receive a variation request when the prior consents – planning, land division and building – have been deemed minor by the relevant authority.

1. Locate the [development application](#) with action 'Review Variation Request'.

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn	
330	changes to framework	changes to framework	Development Approval For: Planning Consent Building Consent	City of Adelaide	Under Assessment	Review Variation Request

2. The **Review Variation Request** page is shown.

Review Variation Request 330

[Help for this section](#)

Existing Documents

	Document	Type	Date Created	Edit
<input type="checkbox"/>	* Plans (1).pdf	Sectional Drawings	10 May 2022 8:40	
<input type="checkbox"/>	* Request for Information - Application 22000090 - Building Consent.pdf	Request for Information	10 May 2022 8:33	

Development Approval Details

Development Approval For:
Planning Consent
Building Consent

Description

changes to framework

Details

changes to framework

3. Click on the **Decision** field and then select **Deemed Minor Variation**.

Follow the instructions below when decision is deemed not a minor variation:

- [3.4 Decision a variation – not minor](#), or
- [3.5 Decision not a variation](#).

4. Select **Yes** or **No** to the question: **Requires planning consent review?**

Is a planning consent review required?

When a planning consent review is required, an email is sent to the relevant Planning Consent authority, advising a response to a variation request is required.

Following a review by the relevant authority who issued the planning consent the succeeding consents – land division, building – are required to make a variation decision.

5. Update the **Nature of Development** (as required).

Decision *

Deemed Minor Variation

Requires planning consent review? *

☐ Yes

☒ No

Nature of development *

dwelling

6. **Upload** to a relevant file it into the **Drop files here** field (as required).

7. Provide a **comment** on why this decision was made.

8. Click on **SUBMIT** to complete and record the decision or send to the relevant Planning Consent authority.

New Documents

Document

UPLOAD



Drop files here

Document Category

--- Select One ---

Document Type

--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Comments

Based on the information provided decision has been made

Max length: 4000 characters

CANCEL

SUBMIT

The **Variation Request** screen displays. For this example, there are no further variation reviews required – variation endorsed, no further actions are required.

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn	
330	changes to framework	changes to framework	-	-	Endorsed	

The applicant receives an email notifying the variation decision 'approved' outcome and a revised Decision Notification Form (DNF) is generated and available from the documents store.

Print and post DNF to primary contact

When the primary contact's preferred method is post – as indicated by an on-screen prompt complete the [Provide decision notification form](#) instructions.

DECISION:

Decision type	Decision (granted/refused)	Decision date	No. of conditions	No. of reserved matters	Entity responsible for decision (relevant authority)
Planning Consent	Granted	17 Mar 2022	1	0	Planning Levelone - Ind ACP Org - Planning Level 1
Building Consent	Granted	17 Mar 2022	2	0	City of Adelaide
Development Approval - Planning Consent; Building Consent	Granted	17 Mar 2022	3	0	City of Adelaide

FROM THE RELEVANT AUTHORITY: Accredited Professional - Section 97 - Building Level 1 at City of Adelaide

Date: 10 May 2022

MINOR VARIATION TO PREVIOUS AUTHORISATION

Consent affected	Description of minor variation	Date minor variation endorsed*	Entity responsible for decision
Building Consent; Development Approval For: Planning Consent Building Consent	changes to framework	10 May 2022	City of Adelaide

* Date minor variation endorsed does not affect operative date of original consent.

3.4 Decision Variation – Not Minor

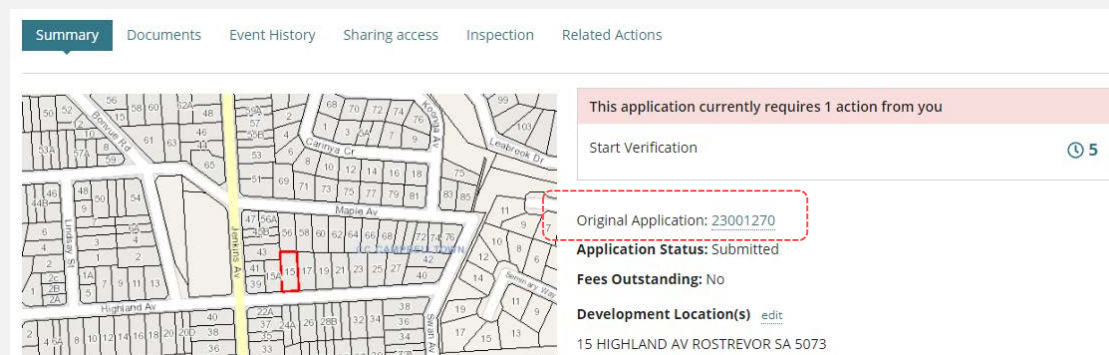
If the relevant authority is not satisfied the variation is minor in nature, then select the 'Variation - Not Minor' decision; creating a 'draft' development application linked to the existing authorisation.

An example of a variation – not minor, would include changes to plans that require further assessment, such as amending a condition or increasing the length of a carport being constructed on a boundary.

Outcome for the applicant

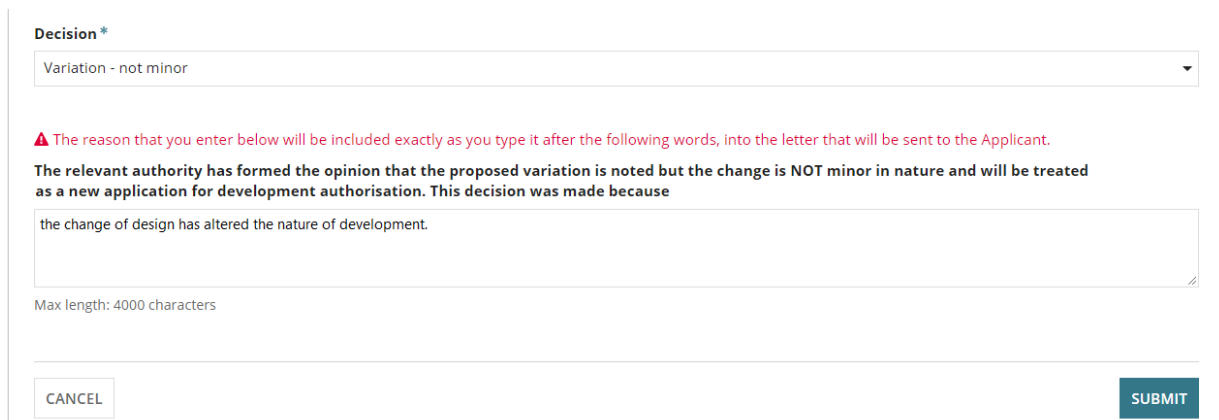
The applicant is advised via email or letter, their variation request has not been accepted as "minor" and a 'draft' of their original development application has been generated.

The draft development application is available in the 'Draft' tab of their **Your Applications** dashboard. On submission, a link to the 'original application' is made and located in the **Summary** page of the application.



The screenshot shows the 'Summary' page of a variation application. The page has a navigation bar with tabs: Summary, Documents, Event History, Sharing access, Inspection, and Related Actions. The main content area displays a map of the development location, a list of actions, and application details. A red box highlights the 'Original Application: 23001270' link. The application status is 'Submitted', and the fees outstanding are 'No'. The development location is '15 HIGHLAND AV ROSTREVOR SA 5073'.

1. Click **Decision** and select "Variation – not minor".
2. Noting, the text above is the statement shown within the letter template. The start of the reason is '**This decision was made because ...**' your entered text is to complete this sentence.
3. Click **SUBMIT** to record the decision.



The screenshot shows the 'Decision' form. The form has a dropdown menu for 'Decision' with 'Variation - not minor' selected. Below the dropdown is a text area for the reason, with a warning message and a template sentence.

Decision *

Variation - not minor

⚠ The reason that you enter below will be included exactly as you type it after the following words, into the letter that will be sent to the Applicant.

The relevant authority has formed the opinion that the proposed variation is noted but the change is NOT minor in nature and will be treated as a new application for development authorisation. This decision was made because

the change of design has altered the nature of development.

Max length: 4000 characters

CANCEL **SUBMIT**

On returning to the **Variation Request** screen, the status has updated to: **Not Minor – New Application required**.

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
329	Changes to the framework	Changes to the framework	Building Consent	City of Adelaide	Withdrawn	
330	changes to framework	changes to framework	-	-	Endorsed	
333	plans have change the window aspects	plans have change the window aspects	-	-	Not Minor - New Application required	

Print the variation outcome letter

1. Click on **Documents** tab.
2. Click on **Decision Documents** filter to show the 'Variation Outcome' letter.
3. Click on **file name** of the variation outcome to download.

Summary **Documents** Event History Building Notifications Variation Requests Inspection Related Actions

Document search

Where was the document uploaded?
☒ Application
☒ Planning Consent
☒ Building Consent
☒ Development Approval

Additional document filters
☒ Decision Documents
☐ P&D Code Rules
☐ Snapshots
☐ Invoices
☐ Other Documents
☐ System Generated Emails
☐ Plans

Document	Type	Date Created	Superseded
<input type="checkbox"/> * Letter to Applicant - Variation Supported - New Application22000090.pdf	Variation Outcome	10 May 2022 11:03	

4. Click on the **download** to open and print.
5. Click on the variation outcome **Document Type** – not the document link.

Document	Type
<input type="checkbox"/> * Letter to Applicant - Variation Supported - New Application22000090.pdf	Variation Outcome

6. Record the **Date Distributed** to the applicant and then **UPDATE DOCUMENTS** to complete.

Selected Document
Document
 * Letter to Applicant - Variation Supported - New Application22000090.pdf
Document Type
 Variation Outcome
Description

Date Created
 10 May 2022 11:03
Date Distributed

Superseded ☐

3.5 Decision not a variation

If the proposed amendments change the essential nature of the development, then 'not a variation' decision is made.

On submission of a new application (no links to the original) the development will be assessed as new.

Outcome for the applicant

The applicant is notified (email or post) of the decision and instructed to submit a new application.

1. Click **Decision** and select 'Variation – not minor'.
2. Noting, the text above is the statement shown within the letter template. The start of the reason is '**This decision was made because ...**' your entered text is to complete this sentence.
3. Click **SUBMIT** to record the decision.

Decision *

Not a variation

▲ The reason that you enter below will be included exactly as you type it after the following words, into the letter that will be sent to the Applicant.

The relevant authority considers the proposed variation to include additional elements that were not assessed as part of the original application and therefore a new application is required. This decision was made because

the updated design has included a bedsit above the garage.

Max length: 4000 characters

CANCEL

SUBMIT

On returning to the **Variation Request** screen, the status has updated to: **Not a Variation – New Application required.**

4. When applicants preferred method is post (indicated by a message on-screen) then complete [Print the variation outcome letter](#).

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
334	plans have change the window aspects	plans have change the window aspects	-	-	Not A Variation - New Application Required	

3.6 Decision Assessment not required

The relevant authority for a consent only, may determine an assessment of the variation is not required when a decision has already been made prior to a subsequent variation decision for development approval and planning consent, and does not require further assessment.

In this case, an 'assessment not required' decision will not generate a Decision Notification Form (DNF) and proceeds to the next relevant authority to make a variation decision.

When not to use an 'assessment not required' decision

For example, when a variation has been raised in error, then [withdraw](#) the application.


Outcome for the applicant

The applicant is notified (email or post) of the relevant authority's decision and reason for the 'assessment not required' decision.

1. Click **Decision** and select 'Assessment not required'.
2. Noting, the **reason provided** will be included in the email notification to the applicant(s) and primary contact.
3. Click **SUBMIT** to record the decision.

Decision *

Assessment not required

 The reason entered below, is included in the email notification sent to the applications applicants and primary contact.

Provide a reason why an assessment is not required *

Enter a reason.

15/4000

Max length: 4000 characters

CANCEL

SUBMIT

4. Click **OK, CONTINUE** to acknowledge a 'not require decision' does not generate a DNF or **CANCEL** to make changes.

An 'assessment not required' decision does not generate a DNF.
Make sure you have reviewed the decision for the variation
before proceeding.

CANCEL

OK, CONTINUE

The **Variation Request** page displays with the variation request **Current Item** showing the next consent or development approval to be assessed.

- 5. Click on the variation record to view the variation request details, includes a:
 - a. **Reason** visible to both relevant authorities and applicants when decision is ‘assessment not required’, and
 - b. **Comments** are visible to relevant authorities and hidden to applicants.

SummaryDocumentsEvent HistorySharing accessBuilding NotificationsVariation RequestsInspectionRelated Actions

< Development application 23002492

ID	Description	Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
988	Amend conditions	Amend condition no.6 and add a new	Development Approval For: Planning Consent Building Consent	City of Campbelltown	Under Assessment	Review Variation Request

Variation Request Details: 988

Building Consent

Assessment not required

1 Mar 2024

Reason

Variation is not applicable

Development Approval For:
Planning Consent
Building Consent

Under Assessment

4. Search and view variation applications

- 1. Search by the **ID** number of the original development application – using the **Enter** key to start the search.
- 2. Remove the **Assigned to me only** flag to view the original development application and the linked new development application.
- 3. Click on the **ID** number of the variation to open the development application.

Development application processing

20000447

This is the

TRAINING

environment

Submit mandatory building notification

FOR YOUR ACTION (35)

ASSESSMENT IN PROGRESS (46)

WAITING (16)

UPCOMING (8)

COMPLETED (34)

BUILDING NOTIFICATIONS (0)

2 results for: "20000447"

☐ Assigned to me only

ID	Owner	Location	Nature of Development
20001505	P Public	LOT 11 EAST TCE PARACHILNA SA 5730, LOT 11 EAST TCE PARACHILNA SA 5730	Variation of Development Application 20000447 increasing the size of the accommodation
20000447	P Public	LOT 11 EAST TCE PARACHILNA SA 5730, LOT 11 EAST TCE PARACHILNA SA 5730	Trailer Park

The original application number is displayed and linked within the **Summary** screen.

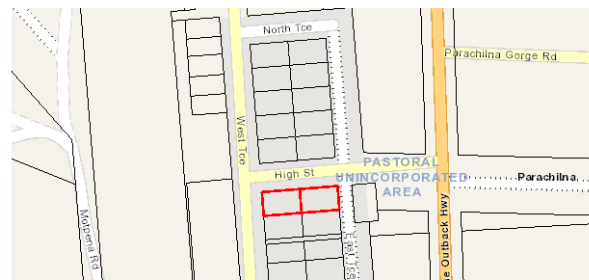
Summary

Documents

Event History

Sharing access

Related Actions



Original Application: [20000447](#)

Development location(s) [edit](#)

LOT 11 EAST TCE PARACHILNA SA 5730

Title ref CT 5787/439 Plan parcel T390401 AL11 Council Pastoral Unincorporated Area

LOT 11 EAST TCE PARACHILNA SA 5730

Title ref CT 5787/439 Plan parcel T390401 AL12 Council Pastoral Unincorporated Area

Nature of development

Variation of Development Application 20000447 increasing the size of the accommodation

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Trade
and Investment