

## Background

During the assessment of a development application 'assessment fees' are generated and payment is required to progress the development application assessment. Notification of this fee payment is either by email or post, based on the communication method nominated during the submission of the development application.

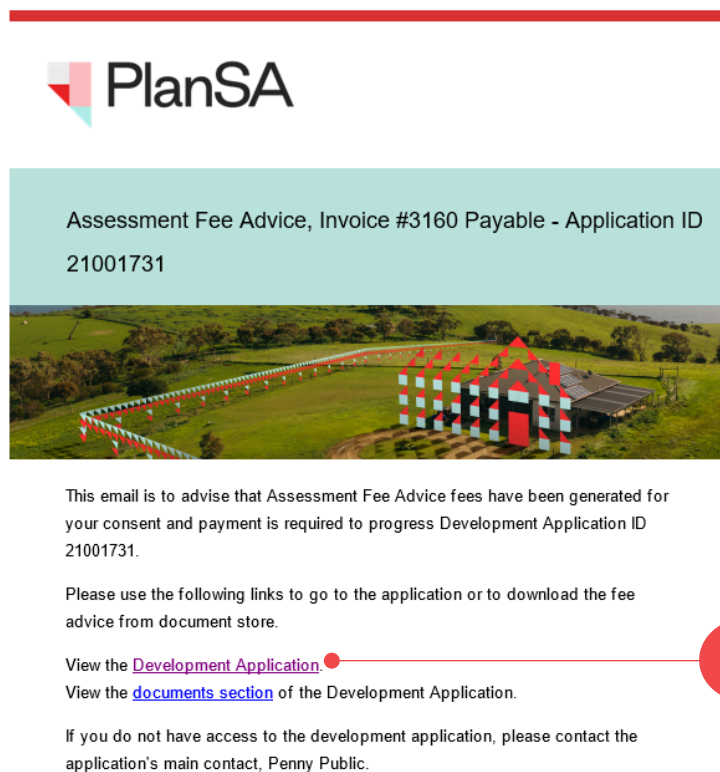
## Getting Started

There are two methods for making a fee payment:

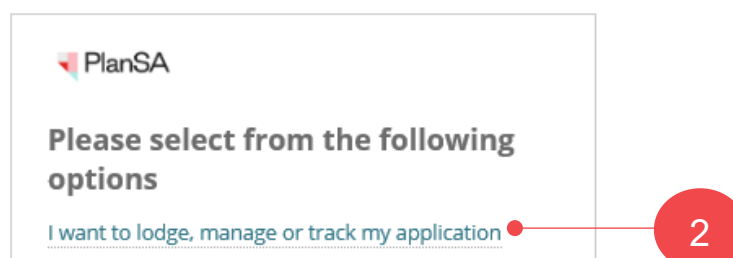
1. Log in to your applications from the email notification; or
2. Log in from the **PlanSA portal** home page.

### Method 1: Login from the email notification

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

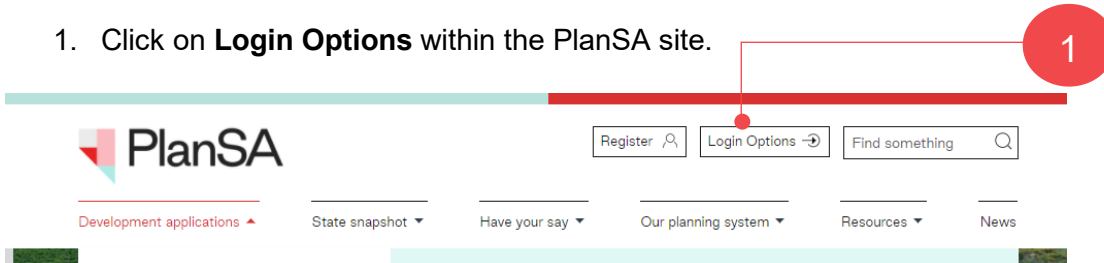


2. Click on the login option: **'I want to lodge, manage or track my application'**, then proceed to step 3 and enter in your username and password.

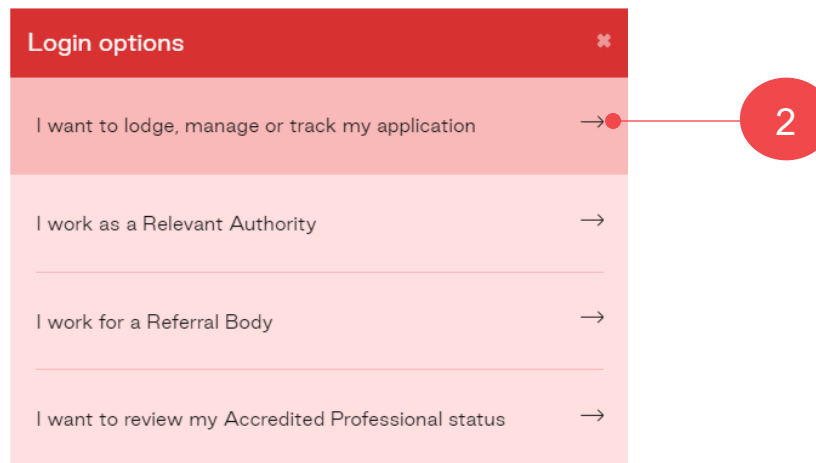


## Method 2: Login from the PlanSA portal home page

1. Click on **Login Options** within the PlanSA site.



2. Select the login option: **'I want to lodge, manage or track my application'**.



3. Enter your **username** and **password** within the **PlanSA** login window and click **LOG IN**.

PlanSA

penny.public

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Remember me

[Forgot your password?](#)

[Forgot username?](#)

[Register for an online account](#)

[Find out where you should lodge your application](#)

[Become an Accredited Professional](#)

LOG IN

- Click on the application record with a 'Payment Require' status to view the action required within the **Status Detail** view.

Your applications

This is the **TRAINING**

Start a new application | Access an application submitted by someone else | Submit mandatory building notification | Submit mandatory Re-Inspection notification

FOR YOUR ACTION (26) | UNDER ASSESSMENT (378) | DRAFT (9) | LAND DIVISION CERTIFICATES (7) | CERTIFICATE OF OCCUPANCY (6) | FINALISED (56)

For your action

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status	Days
21001885	J Bloggs	9 IDLA CR ENFIELD SA 5085	Demolition and construction of new dwelling	City of Port Adelaide Enfield	3 Mar 2021	Consent application required	-
21001424	T UserOne	LOT 675 UPPER STURT RD BELAIR SA 5052	Office	City of Mitcham		Payment required	-

- Click on **Make Payment** requiring your action.

STATUS DETAIL | CONTACTS | SUMMARY

### Application 21001424

This application currently requires 1 action from you

- Make Payment

Planning consent: ✓ Granted 24 Feb 2021

Building consent: Assessment in progress

Verification: ✓ Completed 24 Feb 2021

Fee Payable: Payment required

Development approval: Pending approval of all consents

Development application: Pending approval of all consents

- Click on the '**Outstanding Fee Advice**' to be paid and then **Pay Invoice** to proceed.

### Pay Fee Advice

Outstanding Fee Advices

Please select the fee advice that you wish to pay

ID	Description	Amount	Date
3088	Assessment Fee Advice	\$1,680.00	24/02/2021 13:53

CANCEL | PAY INVOICE

7. Click on **Pay with credit card**.

### Fee Advice Payment for Application 21001424

[Help for this section](#)

**Invoice #3088 Fees Payable**

Item	Amount (exc. GST)	GST	Amount (inc. GST)
Building Assessment - Classes 2-9	\$1,263.64	\$126.36	\$1,390.00
Certificate of occupancy	\$45.45	\$4.55	\$50.00
Issue Essential Safety Provisions	\$218.18	\$21.82	\$240.00
<b>Total</b>	<b>\$1,527.27</b>	<b>\$152.73</b>	<b>\$1,680.00</b>

[Pay with credit card](#) (opens BPoint in a new tab - please keep both tabs open until the payment has completed)

8. Provide your credit card details and then **NEXT** → to confirm your payment.

The screenshot shows a web browser window with the BPOINT logo and a payment form. The form displays the amount of AUD 1,680.00 and lists accepted cards as Mastercard and Visa. The card number field contains 5105105105100. The expiry date is 99/00 and the CVN is 123. A prominent orange button labeled 'NEXT >' is at the bottom of the form.

### Important!

Do not close the **DAP Pay normal Fee Advice** tab until the payment has been approved.

9. Review the payment details and then **PAY** → to proceed with the payment.

### Review Details

Amount	AUD 1,680.00
Card Number	510510...100
Expiry Date	99/00

10. An 'Approved' **Payment Result** shows and then use Ctrl + P to **Print** the screen.

5

## Payment Result

<b>Transaction Status</b>	Approved
<b>Amount</b>	\$1,680.00
<b>Transaction Number</b>	949583921
<b>Receipt Number</b>	11676873921
<b>Processed Stamp</b>	2021-03-04 13:33:10 (Eastern time)

Please print the screen for your records.

If the payment was successful, a receipt will be sent to your email address.

Close this browser tab and proceed with your application.

11. Close the 'DPTI Payment' browser tab to show the **Fee Advice Payment** screen and then click **DONE** to complete the payment.

The **Your Applications** dashboard will display and on payment of the fee the application will move to the **Under Assessment** tab, allowing the assessing relevant authority to proceed with assessing the development application.

### Your applications

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FOR YOUR ACTION (25)
UNDER ASSESSMENT (379)
DRAFT (9)
LAND DIVISION CERTIFICATES (7)
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FINALISED (56)

[Help for this section](#)

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status	Days
21001424	T UserOne	LOT 675 UPPER STURT RD BELAIR SA 5052	Office	City of Mitcham	4 Mar 2021	Assessment in progress	60