

Background

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When no development application activity has been observed for 6 months or greater, the relevant authority can initiate a discontinuation of the development application. This can occur where no response has been provided to requests to provide missing mandatory documentation or make a payment or required to lodge your application.

Depending on the applicants and primary contact preferred method of contact (post or email) both will receive either an email with subject 'Inactive Application' or a letter for 'intent to discontinue'.

The time frame to respond is 10 business days. After this timeframe has lapsed and no response is received the relevant authority will discontinue the application and the applicants and primary contact will be notified accordingly.

Complete outstanding actions to cancel the application discontinuation

You do have the option to complete the outstanding action rather than responding to the discontinue request and on completion of the action for example 'Provide mandatory documentation' the request to discontinue the application is cancelled.

For more details refer to the following instructions.

- [How to upload mandatory documentation | PlanSA](#)
- [How to make application fee payment PlanSA](#) or [How to make application fee payment within your application](#)

Included instructions

- [Respond to discontinue request](#)
- [Confirmation of development application discontinued](#)
- [View discontinued application](#)

Respond to discontinue request

Login to your online account from the email communications or PlanSA

1. Complete instructions [How to login to your development application | PlanSA](#).

Both an online account and shared access is required to view the application and respond to the discontinue application request. Refer to the following instructions for more information.

- [How to create an online account | PlanSA](#)
- [How to share access to your application with someone | PlanSA](#)
- [How to take control of a shared application | PlanSA](#)

2. Click on Development application link within the email

Inactive Application – Application ID 21001111

Applicant: jijo j

Address: BAKER ST BORDERTOWN SA 5268



This email is to advise that application 21001111 is currently inactive and requires action from the applicant.

Outstanding application tasks include:

- Provide mandatory documentation

Please use the link below to access your application and respond to the task marked 'A response to intent to discontinue application is required'.

View the [Development Application](#).

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Important: If no response is received within **10 business days**, your application will be 'discontinued'. A discontinued application cannot be re-activated and if you wish to progress the development you will need to submit a new application.

Please contact the relevant authority using the details below if you have any questions or if you have actioned the outstanding task.

Regards,

District Council of

How to...

Respond to a development application discontinue request

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Within the **For Your Action** the application will show with the action outstanding, for example Respond to request for mandatory documentation.

- Click on the application record to view more information and the second action requiring action for 'A response to intent to discontinue application is required'.
- Click on action 'A response to intent to discontinue application is required'.

FOR YOUR ACTION (1113) UNDER ASSESSMENT (2584) DRAFT (32) LAND DIVISION CERTIFICATES (96) CERTIFICATE OF OCCUPANCY (220) FINALISED (1288) 3 [Help for this section](#)

For your action

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Action	Days
21001111	J Jijo	BAKER ST BORDERTOWN SA 5268	Single storey dwelling	Assessment panel/Assessment manager at District Council of Tatiara		Respond to request for mandatory documentation	

STATUS DETAIL CONTACTS SUMMARY

Application 21001111

This application currently requires 2 actions

- Provide mandatory documentation for Planning Consent This request for mandatory documentation has been made in relation to the Planning Consent
- A response to intent to discontinue application is required 4

Planning consent Assessment in progress

Verification Checking submission

Information Required Mandatory information required

Development application summary

The same action 'A response to intent to discontinue application is required' is visible from your Development Application Summary page, including the outstanding action which triggered the request to discontinue the application.

Development application - 21001111: Baker St Bordertown SA 5268

Summary Documents Sharing access Operative Dates Related Actions

Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

Application Status: Submitted
Fees Outstanding: No
Development Location(s)
3 BAKER ST BORDERTOWN SA 5268
Title Ref: CT 5542/966 **Plan Parcel:** D1289 AL258
Additional Location Information:
Council: Tatiara Dc

Nature of development
Single storey dwelling

Elements selected

- New housing
 - Dwelling

> Submission details

> Planning Information

> Zoning information

Actions required

- Provide mandatory documentation for Planning Consent This request for mandatory documentation has been made in relation to the Planning Consent
- A response to intent to discontinue application is required

The **Development application – Respond to intent to discontinue application** displays with a message advising the application has not had any activity for more than 6 months and this is the reason for the relevant authority’s intent to discontinue your application.

Continue with the development application

5. Click **Yes** to continue.
6. Provide a **reason** for continuing and may include details why a delay in responding to request for documentation or making a payment. This is visible to the relevant authority on review of your response.

Further information is provided, advising the action outstanding e.g. Provide mandatory documentation and to progress with the application you will need to complete the action.

Development application - 21001111: Baker St Bordertown SA 5268

Respond to intent to discontinue application

Discontinue the development application

7. Click **No** to discontinue the application.

A warning will advise a new application will need to be submitted if you wish to progress with the development.

8. Click **CONFIRM AND SUBMIT**.

Development application - 21001111: Baker St Bordertown SA 5268

Respond to intent to discontinue application

Please Note: The following application has been inactive for more than 6 months: [21001111](#)

Do you wish to continue with your development application?*

Yes

No

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Warning: A 'discontinued' application cannot be re-activated and if you wish to progress the development you will need to submit a new application.

CANCEL

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CONFIRM AND SUBMIT

The **Development Application Summary** page displays. The action outstanding remains, for example 'Provide mandatory documentation for planning consent' until the relevant authority has reviewed and accepted your response.

Development application - 21001111: Baker St Bordertown SA 5268

Summary Documents Sharing access Operative Dates Related Actions



Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

Application Status: Submitted

Fees Outstanding: No

Development Location(s)

3 BAKER ST BORDERTOWN SA 5268

Title Ref: CT 5542/966 **Plan Parcel:** D1289 AL258

Additional Location Information:

Council: Tatiara Dc

Nature of development

Single storey dwelling

Elements selected

- New housing
 - Dwelling

> Submission details

> Planning Information

> Zoning information

Actions required

Provide mandatory documentation for Planning Consent This request for mandatory documentation has been made in relation to the Planning Consent

Confirmation of development application discontinued

Once your development application is discontinued by the relevant authority any outstanding actions, for example make payment or respond to request for documentation are cancelled and the development application removed from Your Applications dashboards.

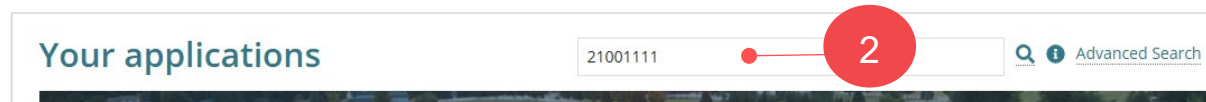
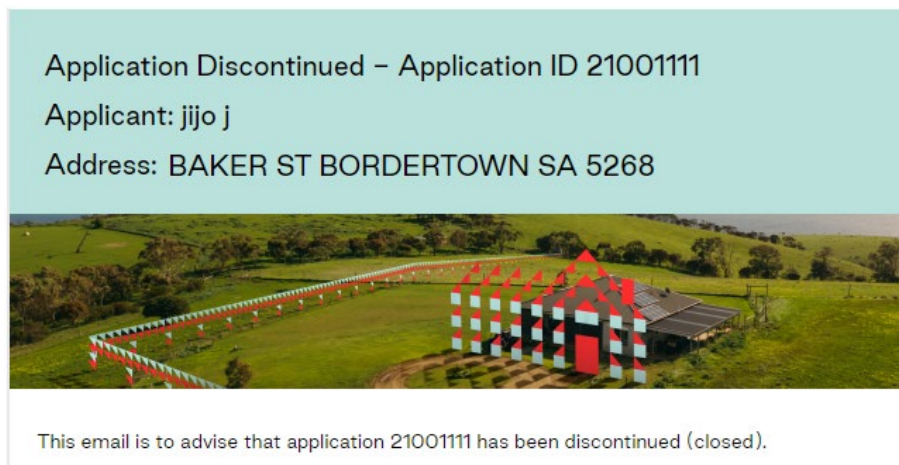
Though hidden in Your Applications dashboard, you can search for the development application to view as needed.

An email with subject 'Application Discontinued' is sent to applicants and primary contact and a copy sent to the relevant authority.

View discontinued application

Login to your online account from the email communications or PlanSA

1. Complete instructions [How to – Login to your development application | PlanSA](#).
2. Search for the development application referencing the email for the application ID.



3. Search returns a development application ID match with status of 'Discontinued'.

FOR YOUR ACTION (1118) UNDER ASSESSMENT (2581) DRAFT (33) LAND DIVISION CERTIFICATES (97) CERTIFICATE OF OCCUPANCY (222) FINALISED (1305)

1 results for: "21001111"

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ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status
21001111	jj	BAKER ST BORDERTOWN SA 5268	Single storey dwelling	District Council of		Discontinued