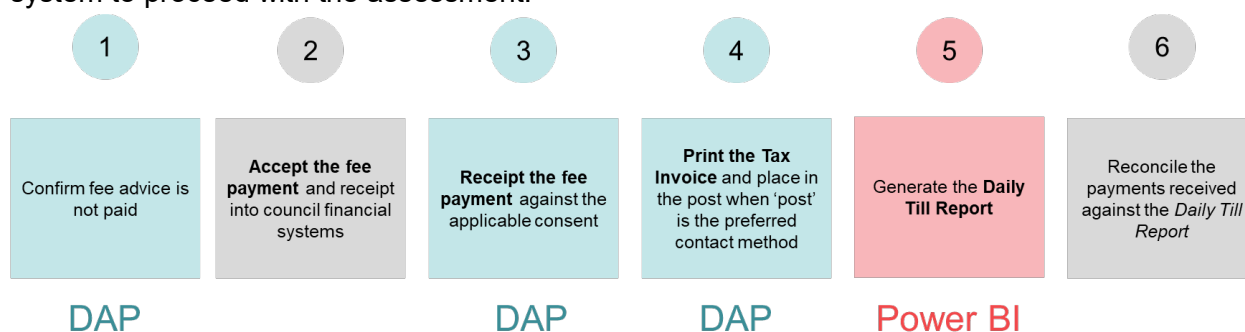


Background

1

For *Fee Advice* payments received over-the-counter or in the post from an applicant, or for the 'Invoice Contact' for an application, continue to follow current over-the-counter and/or mail/cash handling and receipting practices within your own financial systems.

Once the application fee payment has been receipted within your own financial systems, then the payment receipt details must be recorded against the application in the ePlanning system to proceed with the assessment.



Confirm fee advice has not been paid

1. Type the 'application number' from the Fee Advice within the **Assessment** dashboard **Search** field and enter to perform the search.




 Invoice to: EPN TestOne 55 Fake Street FAKEVILLE SA 5162 Application number: 20001885 Fee Advice No: 1950 Date: 16 Oct 2020	 Government of South Australia Department for Infrastructure and Transport ABN 92 366 288 135 For enquiries, please contact: City of Adelaide 1 Fake Address Adelaide 5000 Ph: 08 888 1111
---	---

2. Remove the **Assigned to me only** checkbox to view all applications.
3. The application status 'Payment Required' indicates the fee advice has not yet been paid.

How to...

Record over-the-counter fee payments



Receipting the fee payment

2

- Click on the applicable **consent** to continue with recording the payment.

Development application processing

20001885

This is the **TRAINING**

Submit mandatory building notification Submit mandatory Re-Inspection notification Inspections Reporting

FOR YOUR ACTION (1884) ASSESSMENT IN PROGRESS (200) WAITING (49) UPCOMING (63) COMPLETED (390) BUILDING NOTIFICATIONS (4) RE-INSPECTION NOTIFICATIONS (0)

1 results for: "20001885"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
20001885	E TestOne	1 KING WILLIAM ST ADELAIDE SA 5000	asd	City of Adelaide		Payment required	

Application 20001885

Planning consent Awaiting payment

Verification Completed 16 Oct 2020

Fee Payable Payment requested 16 Oct 2020

- Click on **Pay Fee Advice** within the consent screen showing.

Planning Consent for Development Application: 20001885

PAY FEE ADVICE

Summary Documents Fees Referrals Clocks Decision Appeals Related Actions

Development application 20001885

Consent status: Awaiting Payment

Development location(s)
1 KING WILLIAM ST ADELAIDE SA 5000

Title ref CT 6144/284 Plan parcel F122559 AL2 Council Adelaide City Council

Zoning information
Zones
• Capital City

- Click on the 'Outstanding Fee Advices', select and **Pay Invoice** to proceed.

Pay Fee Advice

Outstanding Fee Advices

Please select the fee advice that you wish to pay

ID	Description	Amount	Date
1950	Lodgement Fee Advice	\$677.00	16/10/2020 15:05

CANCEL PAY INVOICE

The **Fee Advice Payment** lists the fees outstanding and a **Payment** section to record the payment receipt details from your own systems.

Fee Advice Payment for Application 20001885

Invoice #1950 Fees Payable

[Help for this section](#)

Item	Amount (exc. GST)	GST	Amount (inc. GST)
Electronic Lodgement Fee	\$177.00	\$0.00	\$177.00
Deemed to Satisfy	\$454.55	\$45.45	\$500.00
Total	\$631.55	\$45.45	\$677.00

- Complete the external **payment** details with the receipting details from your own financial systems. * Indicates mandatory fields.

Payment

Payment Type *

- Paid by Cheque
 Paid by Cash
 Paid by EFT
 Paid by Credit Card

Relevant Authority's Financial system receipt or transaction number *

Relevant Authority's Financial system user *

Relevant Authority's Financial system date *

Receipts

  Drop files here

- Payment Type*:** select the method of payment.
- Relevant Authority's Financial System receipt or transaction number*:** type in the receipt / transaction number.
- Relevant Authority's Financial system user*:** type in the name of the person who receipted the payment.
- Relevant Authority's Financial system date*:** choose the payment receipted date.
Important!
The lodgement date is the date the payment is receipted against the application and not the date receipted into council financial systems.
- Receipts:** on taking the payment, it is not a requirement to upload a copy of the issued receipt.

How to...

Record over-the-counter fee payments



For a **Cheque** payment the following payment fields will display:

- Name of the Drawer*
- Cheque Number*

For an **EFT payment** the following payment field will display:

- EFT Receipt Number(s)*

Relevant Authority's Financial system date *

04/03/2021

Receipts

UPLOAD Drop files here

CANCEL

CANCEL DONE

8. Click **DONE** to complete the payment.

The **Consent** screen will update the status from 'Awaiting Payment' to 'Under Assessment'.

Planning Consent for Development Application: 20001885 START ASSESSMENT PLACE ON HOLD

Summary Documents Fees Referrals Clocks Appeals Related Actions

< Development application 20001885 Help for this section

Consent status: Under Assessment

Development location(s)
1 KING WILLIAM ST ADELAIDE SA 5000

Title ref CT 6144/284 Plan parcel F122559 AL2 Council Adelaide City Council

Zoning information

Zones

- Capital City