Place a consent assessment on hold and remove the hold





Background

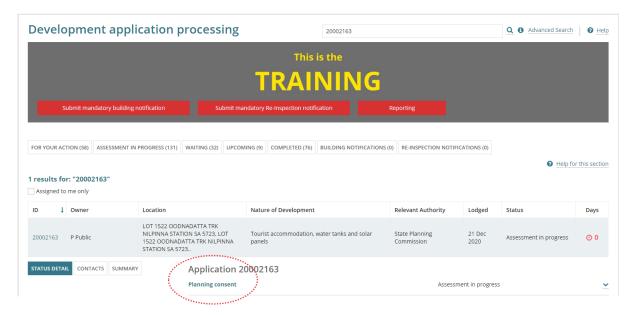
Placing a 'hold' on an assessment is performed on receiving a written request by the applicant.

Place an assessment on hold

1. Login (if not already) and locate the development application within the **Assessment** dashboard and the **Assessment in progress** tab.

Alternatively, using the details provide by the applicant, e.g. application ID or the location address perform a **Search** and then remove the Assigned to me only to show the application.

- 2. Click on the application (not the ID) to show more details.
- 3. Click on the consent applicable, e.g. planning consent.



4. Click on **Place on Hold** action showing within the **Consent for Development Application** screen.



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How to...

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Government of South Australia

- 5. Provide the **reason** for placing on hold as per the applicant's request within the **Place on hold (due to applicant's request)** screen.
- 6. Click on **Submit** to complete the action.



The **Consent for Development Application** screen shows with the **Take off Hold** action showing and the assessment Current status updates to 'On Hold (Applicant Request'.



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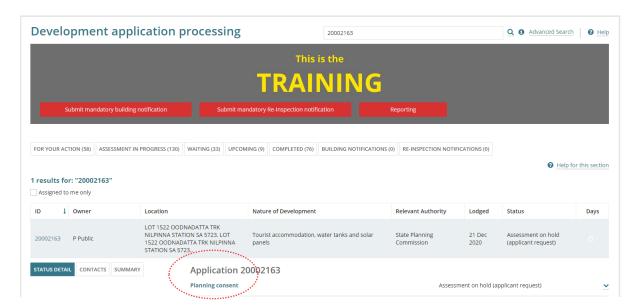
Take the assessment off hold

Taking the assessment off 'hold' is performed on receiving a written request by the applicant.

1. Login (if not already) and locate the development application within the **Assessment** dashboard and the **Assessment in progress** tab.

Alternatively, using the details provide by the applicant, e.g. application ID or the location address perform a **Search** and then remove the Assigned to me only to show the application.

- 2. Click on the application (not the ID) to show more details.
- 3. Click on the **consent** applicable, e.g. planning consent.



4. Click on **Take off Hold** action showing within the **Consent for Development Application** screen.



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Place a consent assessment on hold and remove the hold



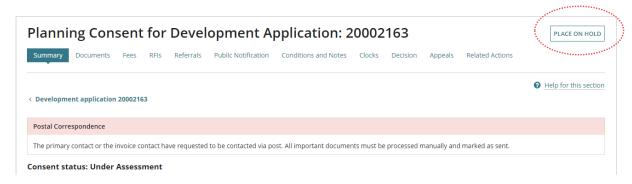


5. Provide the **reason** for taking off the hold as per the applicant's request within the **Take off hold (due to applicant's request)** screen.

	e off hold (due to applicant's request)	
		pplicants request for taking off hold
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6. Click on **Submit** to complete the action.

The **Consent for Development Application** screen shows with the **Place on Hold** action showing and the assessment Current status updates to 'Under Assessment'.



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