

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.

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
20002163	P Public	LOT 1522 OODNADATTA TRK NILPINNA STATION SA 5723, LOT 1522 OODNADATTA TRK NILPINNA STATION SA 5723...	Tourist accommodation, water tanks and solar panels	State Planning Commission	21 Dec 2020	Assessment in progress	0

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

Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Consent status: Under Assessment

How to...

Place a consent assessment on hold and remove the hold



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.

2

Place on hold (due to applicant's request)

Time consent has been on hold so far
0 day(s)

Reason for placing on hold *

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)'.

Planning Consent for Development Application: 20002163

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Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Consent status: On Hold (Applicant Request)

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.

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
20002163	P Public	LOT 1522 OODNADATTA TRK NILPINNA STATION SA 5723. LOT 1522 OODNADATTA TRK NILPINNA STATION SA 5723.	Tourist accommodation, water tanks and solar panels	State Planning Commission	21 Dec 2020	Assessment on hold (applicant request)	

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

Consent status: On Hold (Applicant Request)

How to...

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.

4

Take off hold (due to applicant's request)

Reason

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'.

Planning Consent for Development Application: 20002163

Summary Documents Fees RFIs Referrals Public Notification Conditions and Notes Clocks Decision Appeals Related Actions

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Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Consent status: Under Assessment