

Background

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The person nominated to endorse the decision (e.g. manager or team leader) will receive an email notification advising the consent for an application has been assessed and the decision requires endorsement.

Planning Consent Requires Endorsement – Application ID 20001435



Planning Consent for Application ID 20001435 has been assessed and the decision requires your endorsement.

Please use the following links to go to the application.
View the [Development Application](#).

If you have any questions, please contact the Officer for the Planning Consent.

Included instructions

- [Locate the application consent](#)
- [Decision Not Endorsed](#)
- [Decision Endorsed](#)

Related Instructions

Available from the PlanSA Support Library – [Assess an application consent](#) page.

- Guide – Make a decision on an assessed consent

Before you begin

Log in to the ePlanning system and the **Assessments** dashboard is showing.

How to...

Endorse a consent decision



Locate the application consent

2

1. Search for the application by the **ID** number.
2. Remove the **Assigned to me only** flag to view all applications.
3. Click on the application record (not the ID) to view the status detail.
4. Click on the consent with a status of 'Assessment in progress'.

FOR YOUR ACTION (60) ASSESSMENT IN PROGRESS (135) WAITING (39) UPCOMING (11) COMPLETED (81) BUILDING NOTIFICATIONS (0) RE-INSPECTION NOTIFICATIONS (0)

1 results for: "21001258"

Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
21001258	J Sewart	LOT 500 LUNATIC LANE ANDAMOOKA SA 5722	Detached Dwelling	State Planning Commission	3 Mar 2021	Assessment in progress	0

STATUS DETAIL CONTACTS SUMMARY

Application 21001258
Planning consent
Assessment in progress

Verification ✓ Completed 3 Mar 2021

Review the consent decision and details

5. Click on the **Decision** tab to view the assessor's recommendation.

Planning Consent for Development Application: 21001258

Summary Documents Fees RFIs Referrals Conditions and Notes **Decision** Appeals Related Actions

< Development application 21001258

Assessor	Decision	Decision Date	Endorsed?	Nominated Endorser	Responded By	Responded Date	Nominated Assessment Officer	Actions
Sascha Woods	Granted	13 Apr 2021	Waiting	Jeff Sewart				Respond Reassign

6. On determining the assessor's decision return to the **Summary** and read through the development details and zoning information before reviewing the:
 - **Documents** – to view the stamped plans.
 - **Assessment Information** – for additional development details (building only).
 - **Conditions and Notes** – added by a Referral Body/s and/or the assessor.

Decision Not Endorsed

When the nominated assessment officer's decision is not endorsed an email notification is not sent advising the decision outcome; contact the assessment officer by email and/or phone call and provide the application ID number and the action to take to resolve the refusal. The assessment officer on resolving the refusal reason(s) will make the decision without seeking endorsement or they will request another endorsement of their decision.

1. Click on the **Decision** tab to record the endorsement.
2. Click on the **Respond** action.

Planning Consent for Development Application: 21001258

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

< Development application 21001258

[Help for this section](#)

Assessor	Decision	Decision Date	Endorsed?	Nominated Endorser	Responded By	Responded Date	Nominated Assessment Officer	Actions
Sascha Woods	Granted	13 Apr 2021	Waiting	Jeff Sewart				Respond Reassign

3. Click on **No** to not endorse the decision.
4. Include a **reason** for not endorsing.
5. Leave the **Nominate an Assessment Officer** default.

Alternatively, remove 'X' the assessment officer that initiated the decision and nominate another (as required).

Respond to decision endorsement request

Decision

Granted

Do you endorse this decision? *

Yes

No

Reason for not endorsing *

incorrect details and missing condition

Nominate an Assessment Officer *

Sascha Woods

How to... Endorse a consent decision



6. Leave the **Decision date** default.
7. Click on **Submit** to complete the response to the decision endorsement request.

Respond to decision endorsement request

Decision

Granted

Do you endorse this decision? *

Yes

No

Reason for not endorsing *

incorrect details and missing condition

Nominate an Assessment Officer *

Sascha Woods ✕

Decision date

13/04/2021

[Preview DNF \(opens in a new tab\)](#)

CANCEL

SUBMIT

The **Decision** screen is shown and the outcome of the endorsement reflected within the **Endorsed?** field.

Planning Consent for Development Application: 21001258

RECORD DECISION

[Summary](#) [Documents](#) [Fees](#) [RFIs](#) [Referrals](#) [Conditions and Notes](#) [Clocks](#) **Decision** [Appeals](#) [Related Actions](#)

[Help for this section](#)

< [Development application 21001258](#)

Assessor	Decision	Decision Date	Endorsed?	Nominated Endorser	Responded By	Responded Date	Nominated Assessment Officer	Actions
Sascha Woods	Granted	13 Apr 2021	No	Jeff Sewart	Jeff Sewart	13 Apr 2021	Sascha Woods	Show more info

Decision Endorsed

The act of endorsing the assessment officer's decision will enforce their 'grant' or 'refuse' decision and will generate the Decision Notification Form (DNF) and send an email notification to the relevant parties advising the consent has been granted. If the preferred method of communication is post, then print the DNF from the **Documents** store.

The Decision Notification Form (DNF) is not generated when the Relevant Authority for building consent is the same authority who granted planning consent. The generation of the Form 1, 2 & 3 will still occur on granting Building Consent and sent to the required parties or print from the Documents store when 'post' preferred method of communication.

1. Click on the **Decision** tab to record the endorsement.
2. Click on the **Respond** action.

Planning Consent for Development Application: 21001258

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

[Help for this section](#)

< Development application 21001258

Assessor	Decision	Decision Date	Endorsed?	Nominated Endorser	Responded By	Responded Date	Nominated Assessment Officer	Actions
Sascha Woods	Granted	13 Apr 2021	Waiting	Jeff Sewart				Respond Reassign

3. Click on **Yes** to endorse the decision.
4. Leave the **Decision date** default, i.e. today's date.
5. Leave the **Operative end date** default.

Respond to decision endorsement request


Decision

Granted

Do you endorse this decision? *

Yes

No

 DNF will be generated once this form is submitted.

Decision date

13/04/2021

Operative end date *

13/04/2023

[Preview DNF \(opens in a new tab\)](#)

CANCEL

SUBMIT

How to... Endorse a consent decision



The **Decision** screen shows and the endorsement response is recorded.

Planning Consent for Development Application: 21001258

REQUEST EXTENSION FEE

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

[Help for this section](#)

< Development application 21001258

Assessor	Decision	Decision Date	Endorsed?	Nominated Endorser	Responded By	Responded Date	Nominated Assessment Officer	Actions
Sascha Woods	Granted	13 Apr 2021	No	Jeff Sewart	Jeff Sewart	13 Apr 2021	Sascha Woods	Show more info
Sascha Woods	Granted	13 Apr 2021	Yes	Jeff Sewart	Jeff Sewart	13 Apr 2021		

Operative Period End date : 13 Apr 2023

History

Decision	Decision Maker	Reason	Decision Date	Operative Period End
Granted	Jeff Sewart		13 Apr 2021	13 Apr 2023