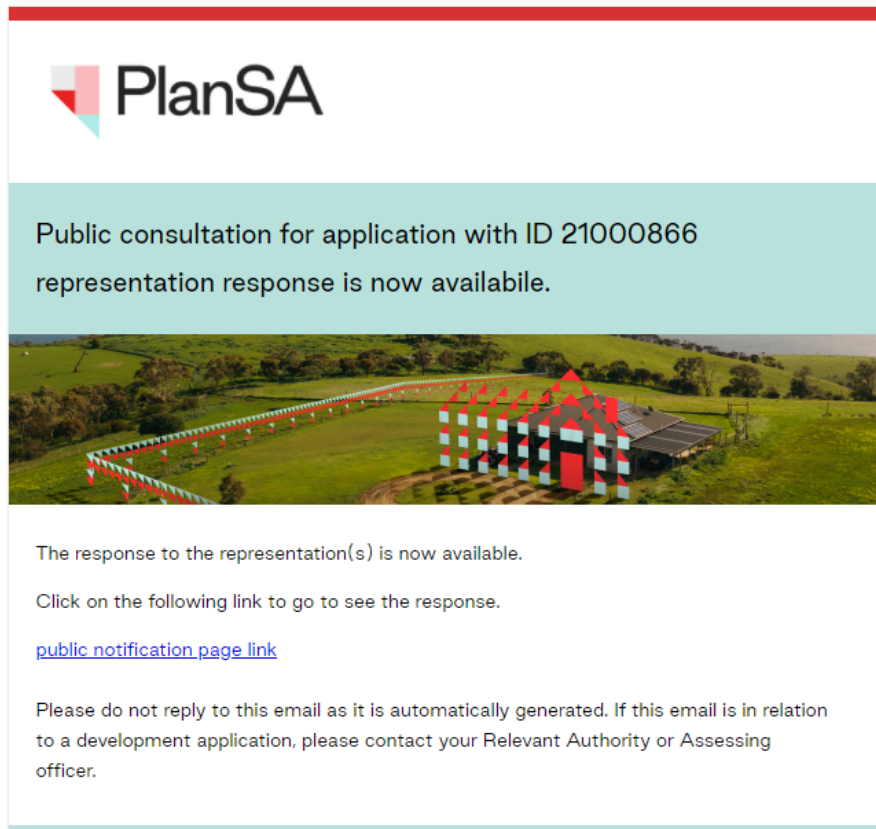


## Background

An email notification is generated, when an applicant submits their response to representations electronically. Alternatively, an applicant may provide their response by post.



## Included instructions

- [Method 1 Online Response to Representations](#)
- [Method 2 Receive Postal Response to Representations](#)
- [Acknowledge the Response to Representation](#)

## Related Instructions

- [How to – Process an applicant's request for an extension of time to respond on representations](#)



## Method 1: Online Response to Representations

1. Search for the application using its **ID** number.
2. Uncheck the **Assigned to me only** box (as required).
3. Click on the **application** record (not the ID) to view the status details.
4. Click on **Planning Consent**.

Development application processing 21002441

This is the **TRAINING**

Submit mandatory building notification Submit mandatory Re-Inspection notification nt

FOR YOUR ACTION (15) ASSESSMENT IN PROGRESS (36) WAITING (12) UPCOMING (1) COMPLETED (18) BUILDING NOTIFICATIONS (0)

1 results for: "21002441"

Assigned to me only

ID	Owner	Location	Nature of Development
21002441	Big Build	LOT 42 SIR DONALD BRADMAN DR ADELAIDE AIRPORT SA 5950, LOT 42 SIR DONALD BRADMAN DR ADELAIDE AIRPO..	Demolish existing building and create multiple warehouses with loading bays

STATUS DETAIL CONTACTS SUMMARY

Application 21002441

Planning consent

5. Select the **Documents** tab.
6. Click on the **Response to Representations** document to download.

Planning Consent for Development Application: 21000880

UPLOAD DOCUMENTS GENERATE ASSES

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

< Development application 21000880

Search by Name Search by Type

System Generated Emails Snapshots Invoices P&D Code Rules Public Notification

Document	Document Type
<input type="checkbox"/> * Public consultation for application with ID 21000880 representation response is now available..html	Email
<input type="checkbox"/> * PublicNotice_328_Summary.pdf	Response to Representation

7. **Download** the file to view it on screen.

## Open with preferred application

If you have followed the [Set a document to always open with a preferred application](#) instructions, the document will open immediately.



8. Once the response has been reviewed, and complete the instructions to [acknowledge the Response to Representation](#).

## Method 2: Receive Postal Response to Representations

1. Search for the application using its **ID** number.
2. Uncheck the **Assigned to me only** box (as required).
3. Click on the **application** record (not the ID) to view the status details.
4. Click on the **Planning Consent**.

Development application processing 21000866

Submit mandatory building notification Submit mandatory Re-Inspection notification

FOR YOUR ACTION (117) ASSESSMENT IN PROGRESS (142) WAITING (11) UPCOMING (17) COMPLETED (65) BUILDING NOTIFICATIONS

1 results for: "21000866"

Assigned to me only

ID	Owner	Location	Nature of Development
21000866	T Applicant	LOT 1 AMAROODINNA ST MARLA SA 5724	Test No signage and Emails

STATUS DETAIL CONTACTS SUMMARY

Application 21000866

Planning consent

5. Select the **Public Notification** tab and then 'UPLOAD RESPONSE TO REPRES...'.

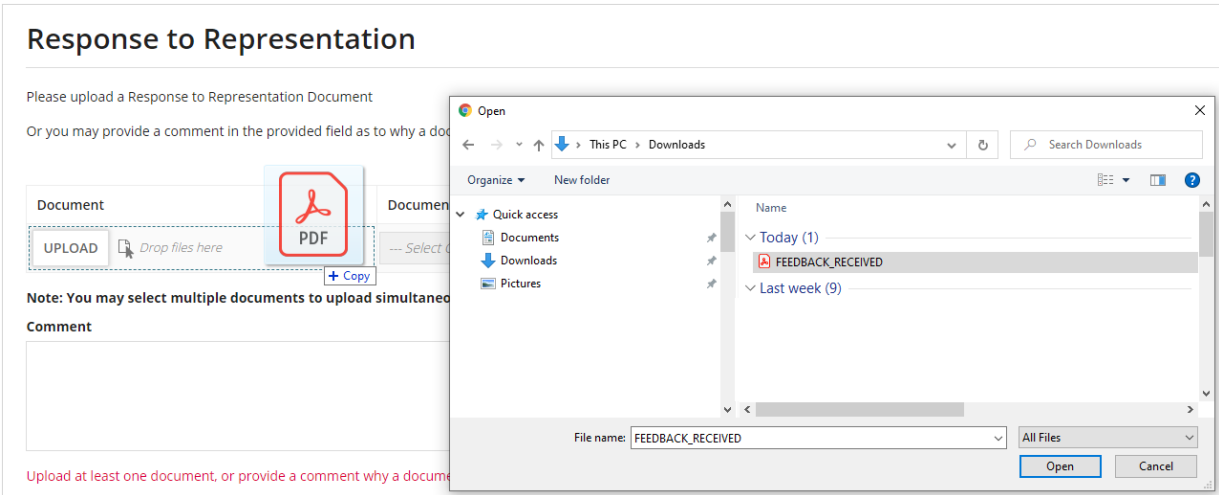
Development Application: 21000866

Referrals Public Notification Conditions and Notes Clocks Decision Appeals Related Actions

UPLOAD RESPONSE TO REPRES...

Help for this section

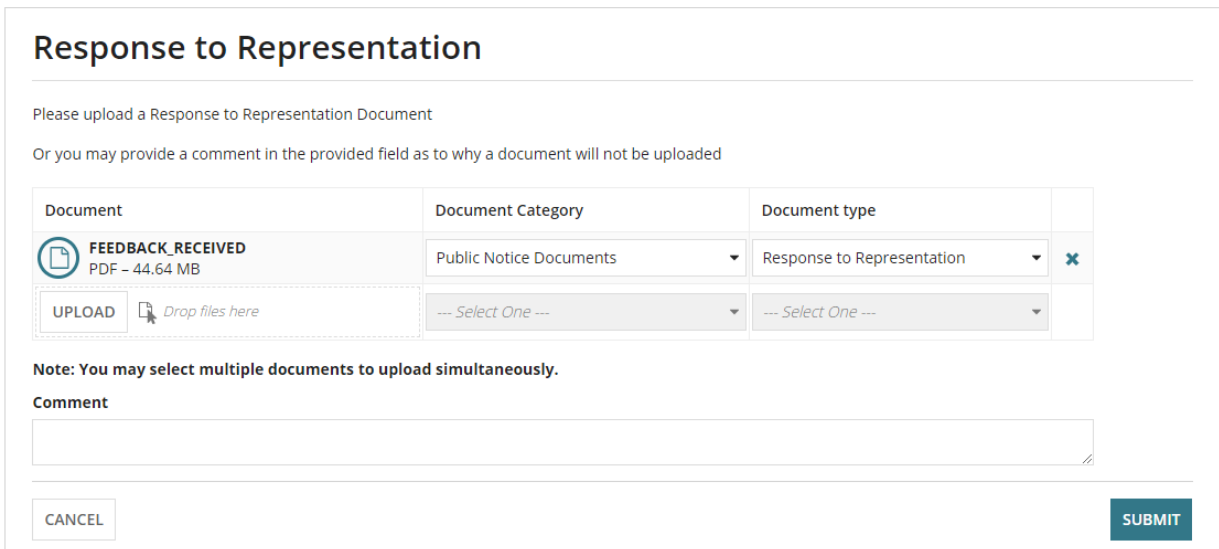
6. **Upload** the applicant's response from your computer using the drag-and-drop function into the **Drop files here** field.



7. The document is categorised as follows:

- **Document Category:** 'Public Notice Documents'
- **Document Type:** 'Response to Representation'

8. Click on **Submit** to complete.





## Acknowledge the Response to Representation

1. Click on 'Acknowledge Response to RE...'

Development Application: 21000866

Referrals **Public Notification** Conditions and Notes Clocks Decision Appeals Related Actions

ACKNOWLEDGE RESPONSE TO RE...

[Help for this section](#)

Once acknowledgement is complete, the associated task status within the **Public notification** section under the **Applicant response period** will update to 'Completed' (indicated by a tick).

Public consultation 10 Jul 2021 - 9 Aug 2021			
<a href="#">Manage Representations (4)</a>	<a href="#">View Contacts (7)</a>	<a href="#">Process Extension of time Request</a>	<a href="#">View Details</a>
<b>Extension of Time reason for refusal</b>			
sufficient time			
<b>Public notification status</b>			
<b>Public consultation period</b>	10 Jul 2021 - 9 Aug 2021	<b>Completed</b>	<a href="#">i</a>
		✓ Task: Consolidate public consultation documents	<a href="#">i</a>
<b>Applicant response period</b>	11 Aug 2021 - 31 Aug 2021	<b>Completed</b>	<a href="#">i</a>
		✓ Task: Respond to representations	
		✓ Task: Acknowledge response to representation(s)	<a href="#">i</a>