Guide for Relevant Authorities

Crossover Public Notification

Close the Public Consultation Period

Version 4.1
30 August 2021

This Guide includes **Software Version 3.21.0** features and functionality.

Government of South Australia
Attorney-General's Department

Table of Contents

About this guide

This guide is for development applications on or after the 26th August 2021 with an in progress public notice, a notification period to commence or not yet commenced.

Related Instructions

1   CROSSOVER PUBLIC NOTIFICATION
Close the Public Consultation Period

Includes instructions on adding submissions received outside of 'Have your say' i.e. post, in person or by email, or late submissions, upload supporting evidence, and close the public consultation period.

2   NEW SOLUTION PUBLIC NOTIFICATION
Close the Public Consultation Period

Includes instructions on uploading statement confirming notice on the land and manage representations.

3   **Receive an extension of time request to respond to representations**

Includes instructions on how an extension of time request is received and how to grant the extension and notify the applicant.

4   **Receive applicants response to representations**

Includes instructions on receiving response to representations online and how to upload response to representations received in the post.

Close the Public Consultation Period

To allow for 'late submissions' do not close the consultation in Consult24 immediately.

When closed and late submissions are received refer to **Error! Reference source not found.** for instructions.

Before closing the consultation in Consult24, you will need to ensure you have uploaded any hard copy submissions received during the notification period.

On closing the Public Notification consultation period, the following occurs:

- **Applicant** receives an email advising 'Response Required to Consultation period' including links to download the representations.

Response Required to Consultation Period - Application ID 21002441

This email is to advise that notification of your application has now been completed. The Authority received 7 valid representations in relation to your application.

You are able to submit a written response to the Authority in relation to these representations **within 15 business days** from the date of this email, or such longer period as the Authority may allow in the event an extension of time is sought by you.

Any response received within this time will be taken into consideration by the Assessment Panel when it makes its decision on your application.

Please use the following link to download the representation(s) and provide your response. When providing the response, please make sure you upload a document of the type "Response to Representation".

View the Planning Consent Public Notification page.

- Consultation documentation is attached to the **Public Notification** within the development application planning consent, includes all representations, a list of representors details and the notification letters.

Locate the Application on Public Consultation

1. Login to the DAP and search for the application by the **ID** number.

2. Remove the **Assigned to me only** (as required).

3. Click on the **application** record (not the ID) to view the status details, and shows the action 'Consolidate public consultation documents'.

4. Click on the **Planning Consent**.

FOR YOUR ACTION (18)	ASSESSMENT IN PROGRESS (38)	WAITING (10)	UPCOMING (1)	COMPLETED (18)	BUILDING NOTIFICATIONS (0)	RE-INSPECTION NOTIFICATIONS (0)

For your action

☐ Assigned to me only

ID ↓	Owner	Location	Nature of Development	Lodged	Action
21002459	E Twenty	9 LANE ST RICHMOND SA 5033	Test Release 3.04	15 Apr 2021	Grant Development Approval
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	14 Apr 2021	Consolidate public consultation documents

STATUS DETAIL	CONTACTS	SUMMARY

Application 21002441

This application currently requires 1 action from you

Consolidate public consultation documents

Planning consent   Assessment in progress

5. Click on the **Public Notification** tab.

Planning Consent for Development Application: 21002441

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

‹ Development application 21002441

The **Public consultation status** shows a Task: Consolidate public consultation documents.

Public consultation 20 Apr 2021 - 21 Apr 2021 ⌄

Manage Documents

Public notification status

Public consultation period	20 Apr 2021 - 21 Apr 2021	Pending consolidation of documents in C24	ⓘ ⊘0
		✔ Task: Upload evidence of signage at start of public consultation period	ⓘ
		Task: Consolidate public consultation documents	ⓘ 0

6. Click on **Click here to go to Consult24**.

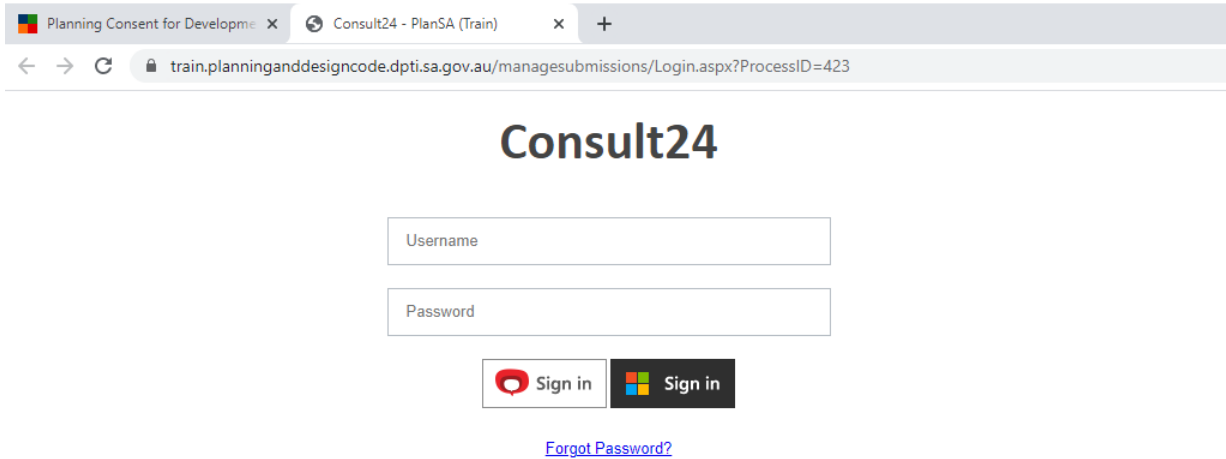**Manage the notification at Consult24**
Click here to go to Consult24

Public consultation page
Click here to go to public page

Notice on land document
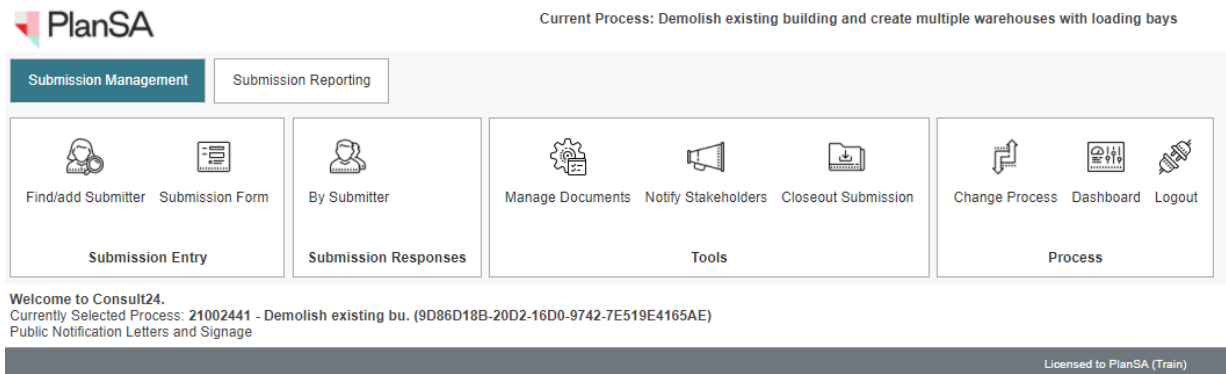Click here to download document

7. Click on the [Sign in] **Sign in** (Microsoft button) to sign in with your DAP username and password.

The **PlanSA Submission Management** screen is shown.

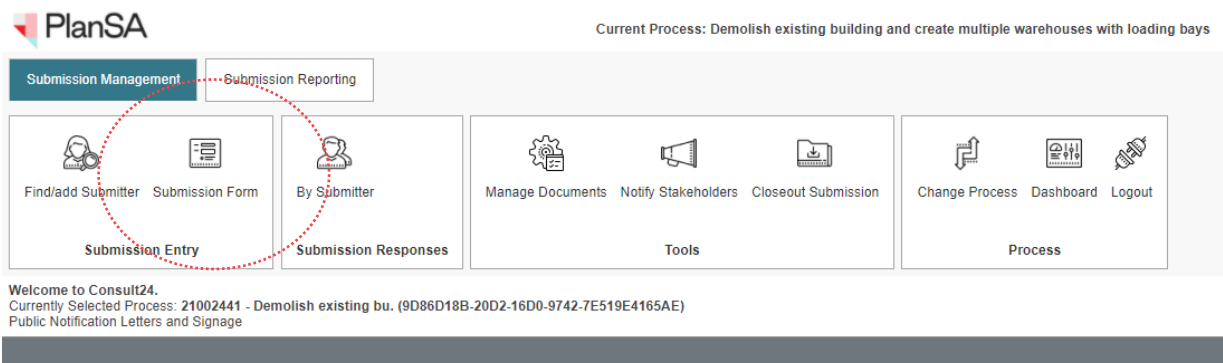### Add a Submission Received Outside of Have Your Say

The **Submission Form** option is used to capture submissions received outside of 'Have Your Say' including for example those received over the counter, by email or the post and/or late submissions received via the same methods.

1. Click on **Submission Form** to enter details into the online form.

2. Click on **Add a new submission** within the **Submission Reporting** tab.
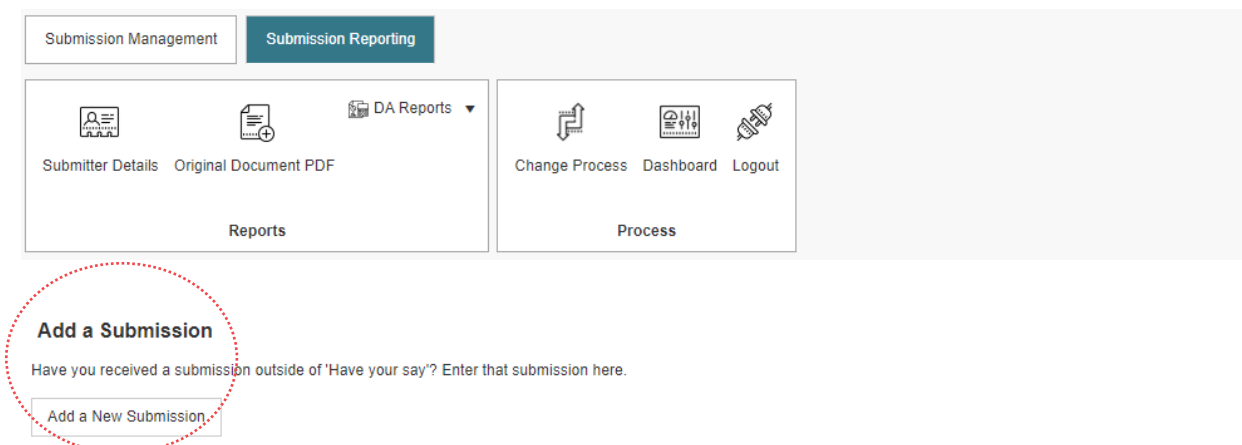
3. Complete the **Submission Form** fields from the email, form etc.

- **Submission Source** select the delivery method from list of options.

Submitter details

- Submitter **First and Last Name**.

- Submitter **address**, leaving the **City** field blank.

- Submitter **contact details**.

- Submitters **nominated speaker**.

Submitter representation details

4. Click on **Submit** to create the submission.

Would you like to present your submission in person at a hearing? *

⚈ I wish to be heard in support of my submission.

◯ I do not wish to be heard in support of my submission.

My position is:

◯ I support the development
◉ I support the development with some concerns (detail below)
◯ I oppose the development

    The specific reasons I believe that planning consent should be granted/refused are:

Enter details of the concern

‖

Use this section if you want to attach supporting documentation to your submission.
Select files for upload (pdf files only):

[   ]   Select

No records to display.

Submit

5. Click on **OK** to acknowledge further edits cannot be made.

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Are you sure you want to submit: Once submitted it can no longer be edited.

OK   Cancel
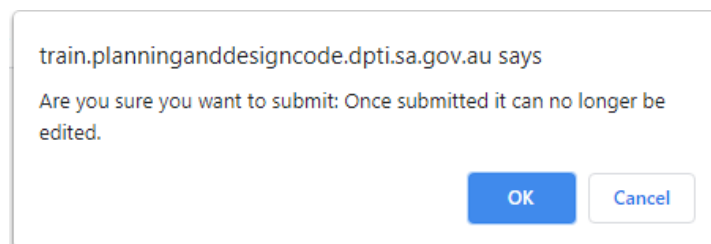
The **Add a Submission** screen displays. Repeat the steps until all submissions are added.

Modify a Late Submission

After capturing a late submissions through the **Submission Form** option, you can then locate the submitter through the **Find/Add Submitter** option to update the details to indicate a 'late' submission.

1. Click on **Find/Add Submitter** to locate the submitter.
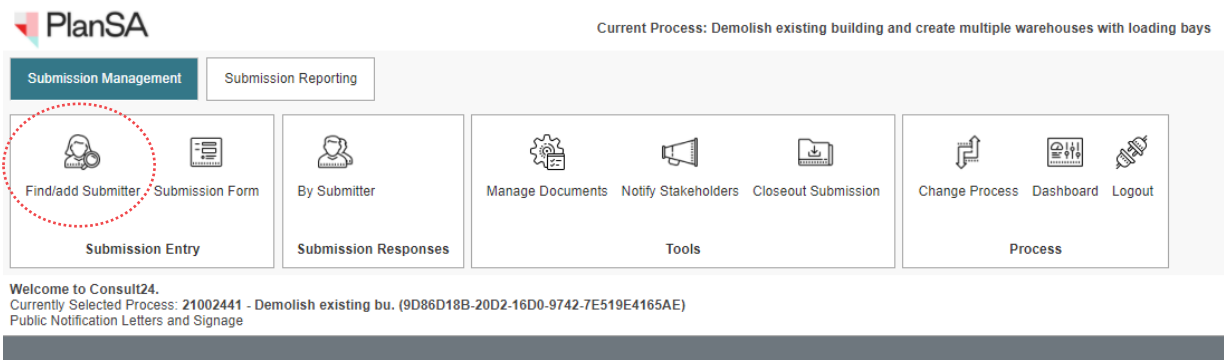
2. Start to type the submitter's name within the **Find or Add a Submitter** field and then select the matching name to open their submission.
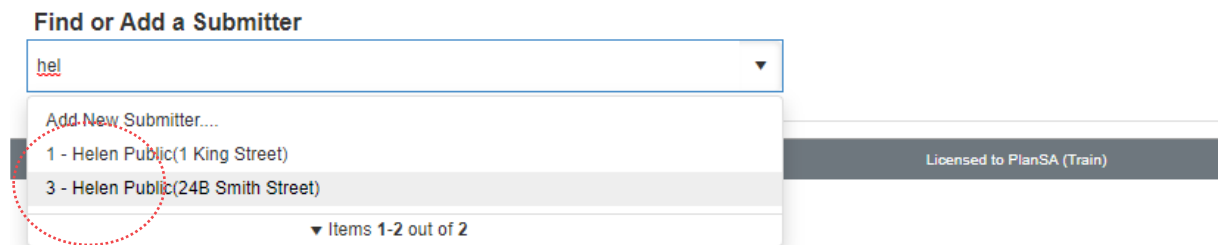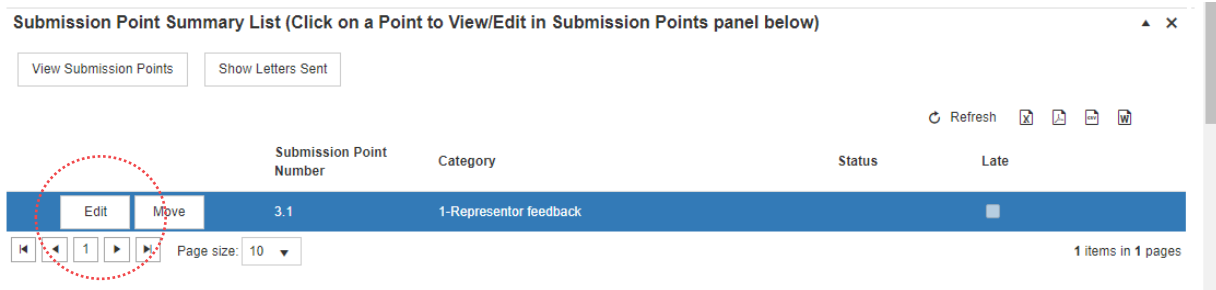

3. In the **Late Submission** field click on 'late' and enter the **Submission date**.

4. Click on **Save** to keep changes.
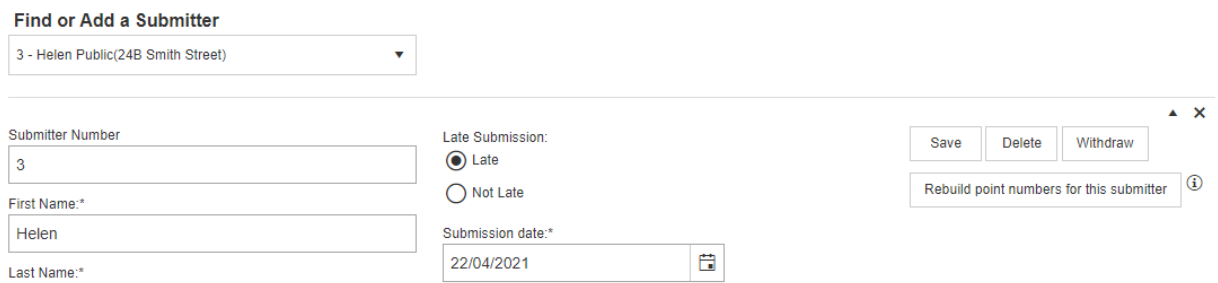
5. Scroll down to until the **Submission Point Summary** section is visible.

Close the Public Consultation Period

6. Click on the representor feedback record and then **Edit** to update.

7. Scroll down until the **Late Submission** fields are displayed and then change to 'Late' and **Save Point**.
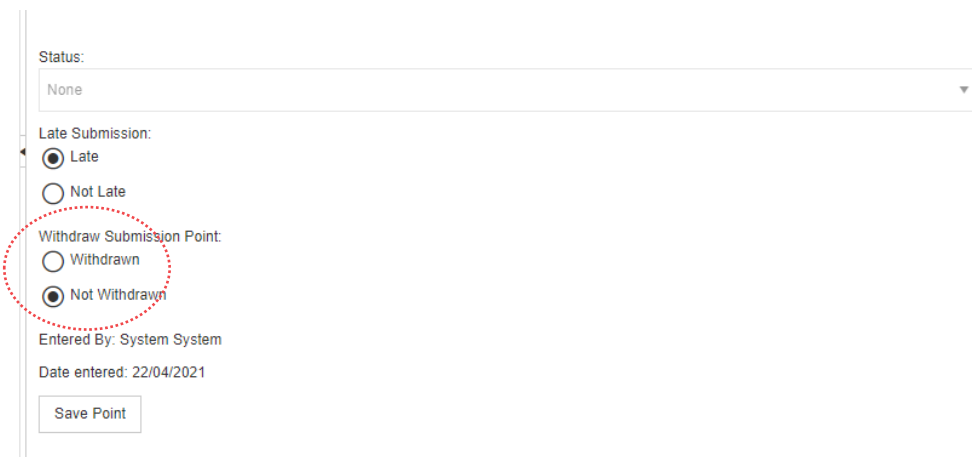
8. Scroll up until the submitter details are displayed, and then click on **Rebuild point numbers for this submitter**.
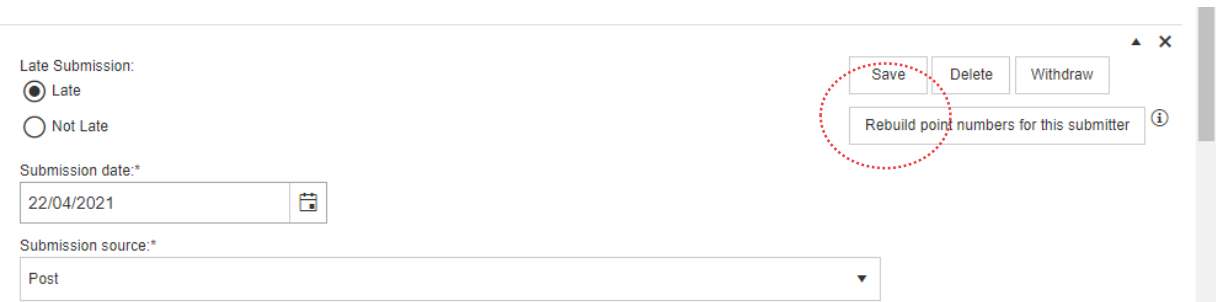

8. Click on **Ok** to continue.
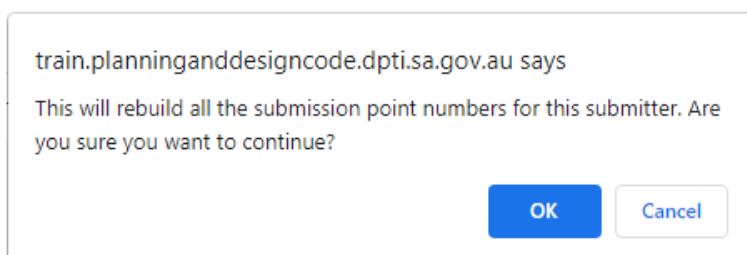
Upload a document to a submitters submission

When a submitter has provided support documentation outside of their submission, due to forgetting to upload with their submission and/or attach when delivered in person or by post.

1. Click on **Find/Add Submitter** to locate the submitter.
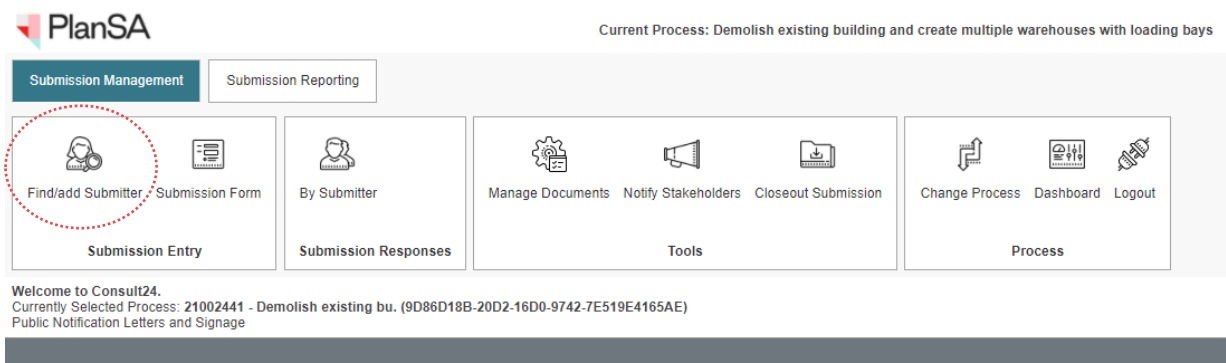
2. Start to type the submitter's name within the **Find or Add a Submitter** field and then select the matching name to open their submission.
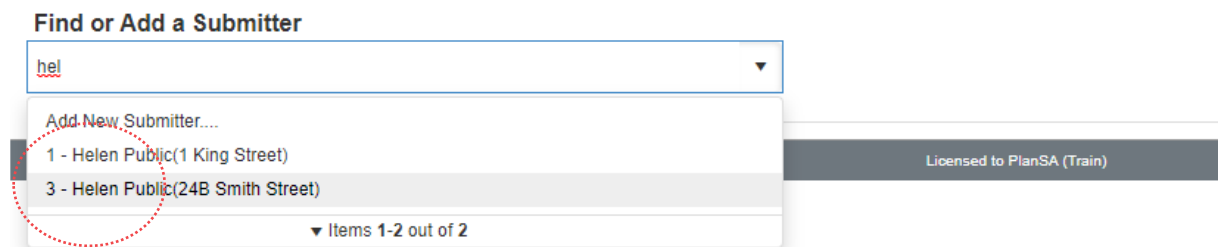
3. Click on **Select** to locate and attach a PDF document from the saved folder location.
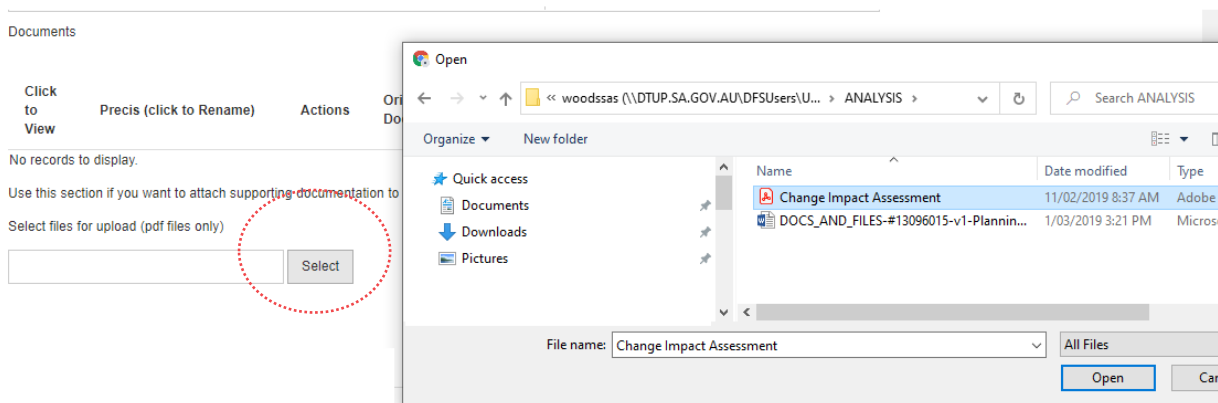
A document record is created and shown in the **Documents** table.

4. Leave the 'Original Document' default selection or change to 'Evidence' or 'Correspondence'.

Documents

Click to View	Precis (click to Rename)	Actions	Original Document	Evidence	Correspondance	Marked Up Version
📄	Change Impact Assessment	🗑 📎	☑	☐	☐	☐

Use this section if you want to attach supporting documentation to your submission.

Select files for upload (pdf files only)

| | Select |

5. Click on **Save** to keep updates.

Late Submission:
◉ Late
◯ Not Late

Save   Delete   Withdraw

Rebuild point numbers for this submitter ⓘ

Submission date:*
22/04/2021 📅

Submission source:*
Post ▼

Documents

Click to View	Precis (click to Rename)	Actions	Original Document	Evidence	Correspondance	Marked Up Version
📄	Change Impact Assessment	🗑 📎	☑	☐	☐	☐

Use this section if you want to attach supporting documentation to your submission.

Select files for upload (pdf files only)

| | Select |

6. Click on **Ok** to continue.

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This will rebuild all the submission point numbers for this submitter. Are you sure you want to continue?
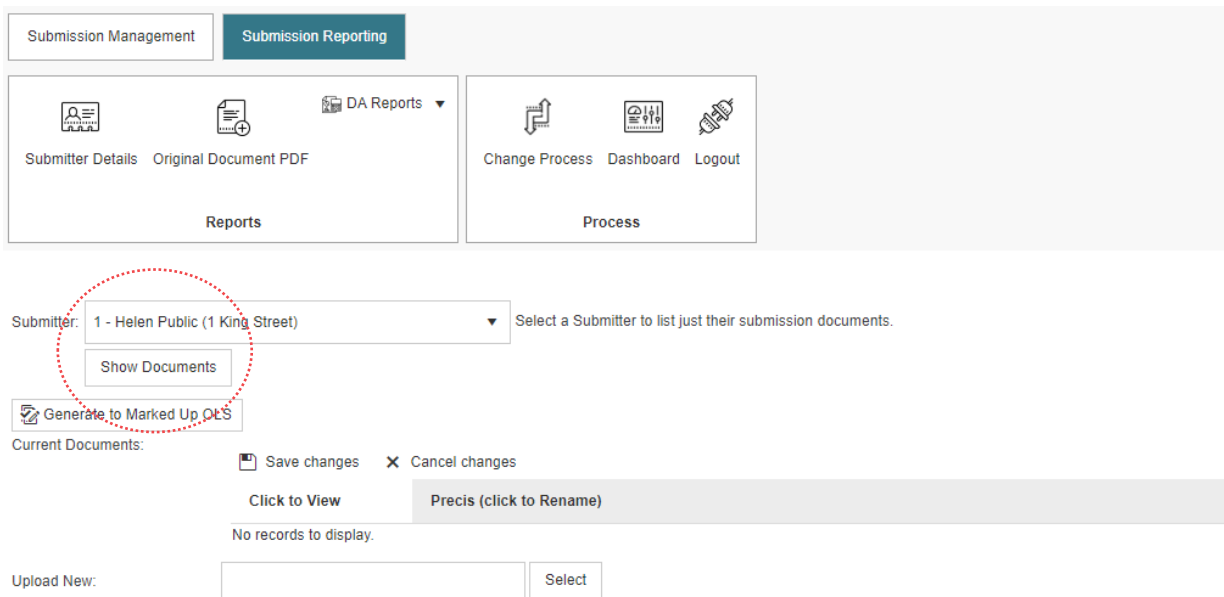
OK   Cancel

View the submissions uploaded documentation

Use to view the submitters uploaded documentation and upload new document/s as required.
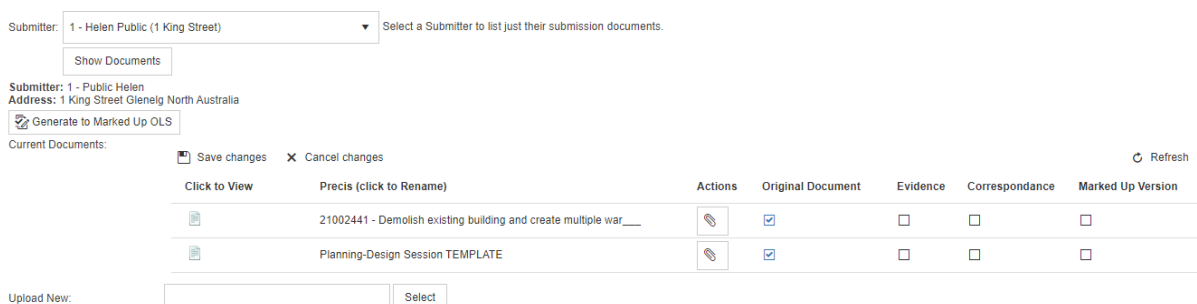
1. Click on **Manage Documents** within the **Submission Management** tab.
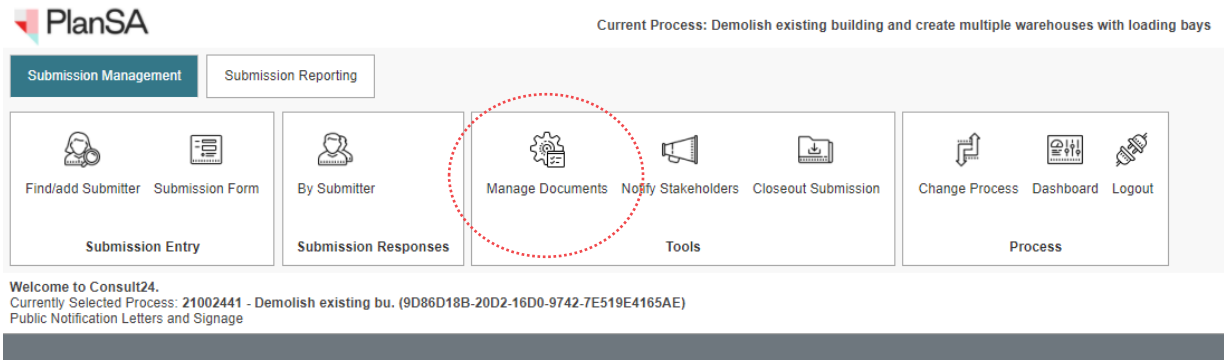
2. Click in the **Submitter** field to select a submitter from a listing, and then **Show Documents**.
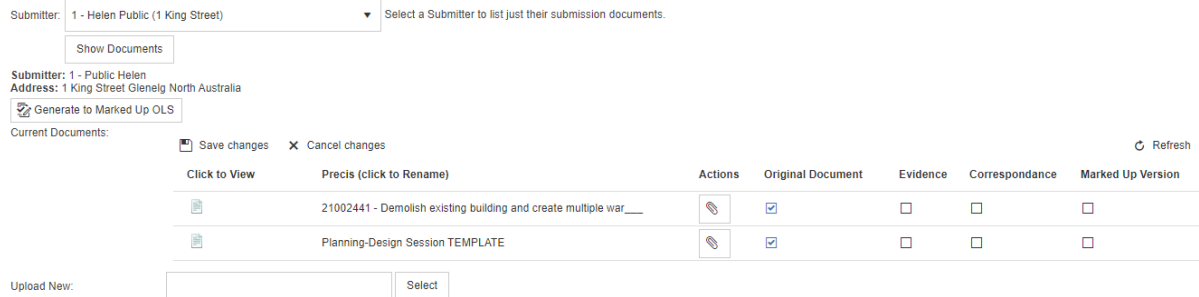

3. The document/s are shown in the **Current Documents** table. Click on the Document icon to download and view on-screen.
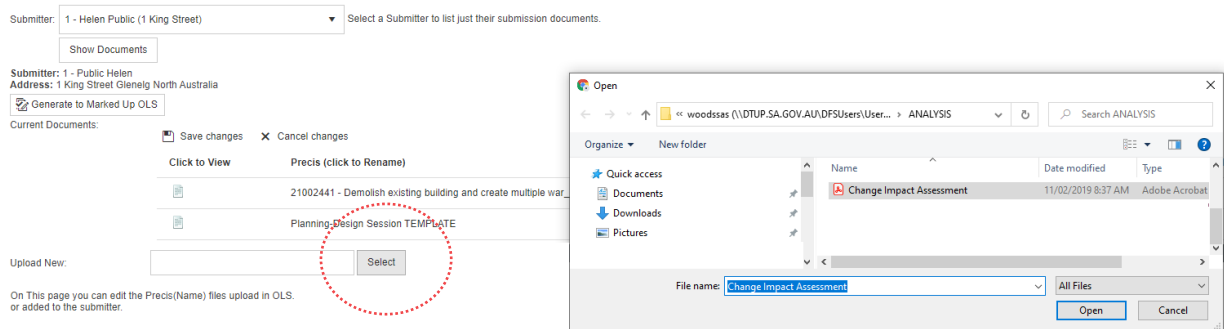
As required, use the **Upload New** option as an alternative to uploading a document within the Submitter's form; refer to Upload a document to a submitters submission.

4. Click on **Select** to locate and attach a PDF document from the saved folder location.

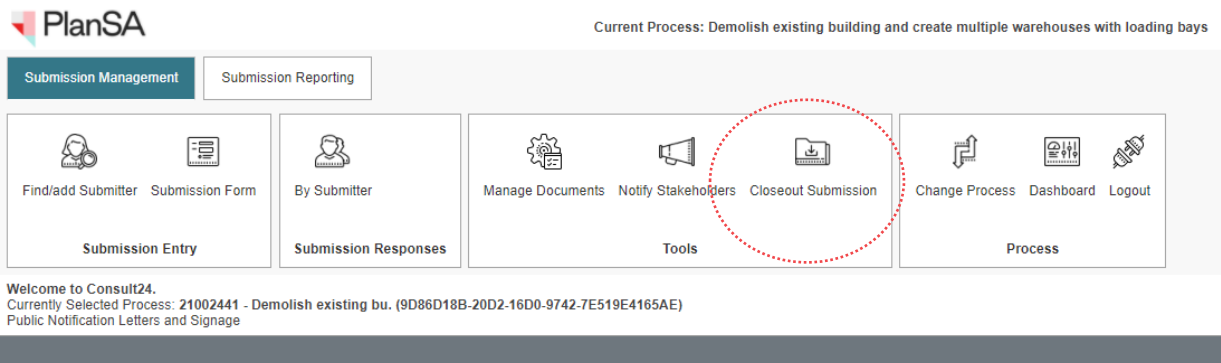The uploaded document/s are shown within the **Current Documents** table.

5. Click in the **file name** field to rename the document.

6. Leave the document type default of 'Original Document' or de-select and make a different selection/s.
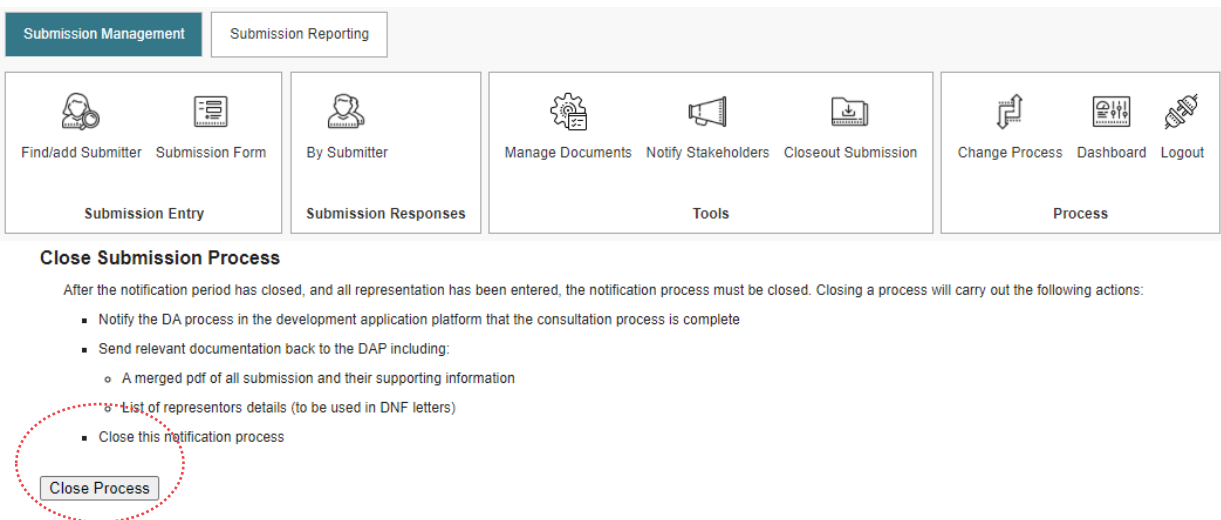
7. Click on **Save Changes**.
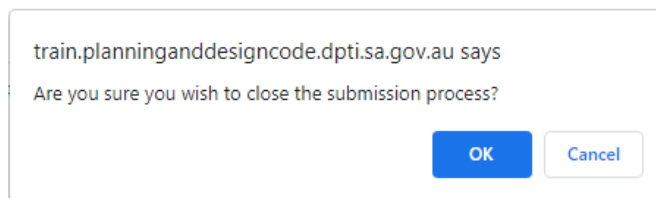
Close the public consultation period

1. Click on **Closeout Submission** within the **Submission Management** tab.
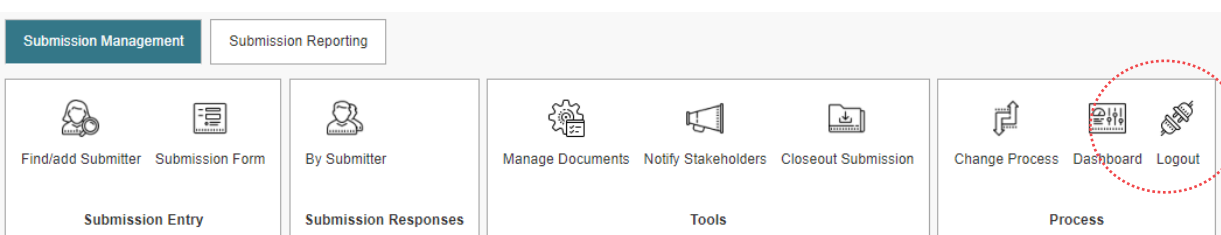

2. Read through the **Close Submission Process** information, and then **Close Process** to complete.

3. Select **OK** to confirm closing the submission process.

The **Close Submission Process** is confirmed on screen, and then **Logout** to return to the Public Notification in DAP (the assessment workflow).

For more information visit
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