

Guide for relevant authorities

Public notification

# Initiate a public notification consultation

Version 5.3



**Government of South Australia**

Department for Housing  
and Urban Development

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**Initiate a public notification consultation**

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

## Initiate a public notification consultation

## 1. Overview

The relevant authority may be required to undertake public consultation on an application for development before making its decision.

*The Planning, Development and Infrastructure Act 2016* (PDI Act) has determined that development applications determined to be performance assessed and restricted development will – in most instances – require notification.

### Timeframes and Methods

Category	Sub-category	Notification required	Notification timeframe	Method of notification
Accepted	-		-	-
Code assessed	Deemed-to-satisfy		-	-
	Performance assessed: excluded by Code or minor		-	-
	Performance assessed (not minor)		15 business days	 Letter/email to adjacent land  Site notice*  Published on Portal
Impact assessed	Restricted		20 business days	 Letter/email to adjacent land  Letter/email to others significantly affected  Site notice*  Published on Portal
	Impact assessed by Minister (EIS)		30 business days	 Published on Portal  Published in local newspaper  Published in state-wide newspaper  Methods determined by Minister (regard to CEC)

### Notification email and street address set-up

#### Organisation – notification email

The **Organisation profile** contains your locations and contact details such as, email addresses, contact number, postal and street addresses. This information is used in letter templates, fee advices, tax invoices, and the like.

Within the organisation profile the **Notification email address** will be used to send you public notification representations. Contact the team member/s who perform the organisation administrator role for your organisation to confirm an email address has been provided and if not supply the email address applicable.

Refer instructions [How to - Update the organisation contact details | PlanSA](#) for more details.

**Initiate a public notification consultation****Organisation – street address**

The street address of the council office must be recorded in the **Organisation profile** for inclusion in public notification letters informing the owner/occupier where plans are located for viewing during public notification.

When there is more than one office, provide the street address of the main/central office.

Refer instructions [How to - Update the organisation contact details | PlanSA](#) for more details.

**Sign on land**

The **FOR MORE INFORMATION** fields are populated with contact details stored within the **Organisation profile** of the relevant authority assessing the development application.

Note – the EMAIL address listed is the contact email address for the organisation – not the email address for receiving public notice representations.



**VIEW THE PLANS AND HAVE YOUR SAY ON THE APPLICATION**

[www.plan.sa.gov.au/en/public\\_notices](http://www.plan.sa.gov.au/en/public_notices)

**MAKE A REPRESENTATION**

**Up until 11:59pm on the 18-08-2021**

**FOR MORE INFORMATION**

CONTACT	PHONE	EMAIL
City of Adelaide	08 8880 1111	test.council.dpti+COUNCIL_ADEL AIDE_CITY@gmail.com

**It is an offence to damage, destroy, obscure or remove this notice. Penalties apply.**

PAGE 1 OF 1 83 WORDS ENGLISH (AUSTRALIA) 143%

## 2. Related instructions

### 1 Initiate a public notification consultation

*Includes instructions on setting up the notification listing, generating the sign on land and generating the public notification letters.*

### 2 On Public Notification

*Includes instructions on running reports to monitor the representation submissions and add submissions received outside of 'Have your say' i.e. post, in person or by email.*

### 3 Close the Public Notification Period

*Includes instructions on adding submissions received outside of 'Have your say' or late submissions, upload supporting evidence, and close the public notification period, providing representations to the applicant.*

### 4 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.*

### 5 Receive applicants' response to representations

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

## Initiate a public notification consultation

### 3. Initiate Public Notification from Planning Consent

1. Click on the **Public Notification** tab.
2. Click on **Edit** – as required – to change the following public notification details:

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

< Development application 21000664 [Help for this section](#)

#### Public notification

Public notification details

Does this consent require public notification?

Yes

**Reason**

code assessed

**Who will erect the public notification sign on the land?**

Applicant

Edit

#### Edit public notifications details

As required change the following public notification details:

- Public notification is or is not required.
- Who is putting the sign on the land – i.e. the relevant authority or the applicant.
- Sign is not required on the land.

#### Change sign on land

When the sign on land is updated, you will be prompted to adjust the fees accordingly.

- **Relevant Authority** is placing the sign on the land, rather than the applicant – as initially indicated. Then the applicant will be charged a signage fee.
- **Signage on the land not required** – the applicant to be refunded for the paid signage fee.

3. Click on **SUBMIT** to save changes.

#### Edit Public Notifications

Does this consent require public notification? \*

☒ Yes  
☐ No

**Reason \***

code assessed

Who will erect the public notification sign on the land? \*

☒ Relevant Authority  
☐ Applicant  
☐ Signage on land not required

Please adjust the fees for this consent accordingly.

(i) As Public Notification is required, the Relevant Authority has been updated to the Assessment Panel at City of Adelaide

CANCEL SUBMIT

Change public notification not required

Refund public notification fees

Refund the applicant for the paid public notification and sign on land fees – as applicable – referring to instructions [How to - Refund an invoiced fee amount | PlanSA](#).

- refund an invoiced fee amount
- endorse a fee refund

1. Update question **Does this consent require public notification?** Respond **No**.
2. Provide a **Reason that public notification is not required**.
3. Click on **SUBMIT** to apply.

### Edit Public Notifications

Does this consent require public notification? \*

☐ Yes

☒ No

Reason that public notification is not required \*

provide a reason

CANCEL

SUBMIT

The **Public Notification** screen is showing.

SummaryDocumentsFeesRFIsReferralsPublic NotificationConditions and NotesClocksDecisionAppealsRelated Actions

Development application 21000664

Help for this section

Public notification

Public notification details

Does this consent require public notification?

No

Reason that public notification is not required

provide a reason

Edit

## Initiate a public notification consultation

## Change public notification required

## Invoice public notification fees

When public notification requires invoicing the applicant for the public notification and sign on land fees – as applicable – refer instructions [How to - Invoice additional fees during assessment | PlanSA.](#)

- invoice additional fees during assessment
- print application fee payment documents – fee advice and tax invoice

1. Update question **Does this consent require public notification?** Respond **Yes**.
2. Provide a reason why public notification is required.
3. Choose **Who will erect the public notification sign on the land?**

### Edit Public Notifications

**Does this consent require public notification? \***

☒ Yes

☐ No

**Reason \***

performance assessed - code

**Who will erect the public notification sign on the land? \***

☒ Relevant Authority

☐ Applicant

☐ Signage on land not required

(i) As Public Notification is required, the Relevant Authority has been updated to the Assessment Panel at City of Adelaide

4. Click on **SUBMIT** to apply.
5. Click **OK, CONTINUE** to acknowledge adjust the fees prompt.

Please adjust the fees for this consent accordingly.

The public notification screen is showing.

SummaryDocumentsFeesRFIsReferralsPublic NotificationConditions and NotesClocksDecisionAppealsRelated Actions

< Development application 21000808

Public notification

Public notification details

New public consultation

CREATE CONSULTATION

## Initiate a public notification consultation

## Returning to public notification

During the process of initiating a public consultation notice, you were required to exit to return later. A new public consultation record is shown with a link to stage you left.

1. Click on the process link – e.g. **Letters and Notify**.

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

[Help for this section](#)

[Development application 21000908](#)

**Public notification**

Public notification details

Does this consent require public notification?  
Yes  
Reason  
Code  
Who will erect the public notification sign on the land?  
Applicant

Edit

New Public consultation 22 Aug 2021 - 10 Sep 2021

LETTERS AND NOTIFY

[View Contacts \(4\)](#)

[Details](#)

INITIATE A NEW ROUND OF PUBLIC CONSULTATION

The stage screen is shown and then continue with completing the public notice process.

### Sign and Contacts:

Step 1: Public Consultation

**Step 2: Sign and Contacts**

Step 3: Letters and Notify

Review Sign on Land: 21000664

The Sign On Land has been generated using the public notification image

[Click here to download, view and edit the Sign on Land.](#)

Upload modified sign on land

UPLOAD

ATTACH

Owner and Occupier Contact Details

To make corrections to the owner/occupier contact details the public consultation will need to be deleted.

Make your corrections within the 'Notify Owner/Occupier Details' spreadsheet and then create a New Public Consultation with the updated owner/occupier details.

Postal Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Business Name
Mr	James	Public	1 North Street	Glenelg	SA	5045	
Mr	Henry	Public	50 Flinders Street	Adelaide	SA	5000	Public consulting

Email Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Email ID	Business Name
Ms	Penny	Public	1 King William Street	Adelaide	SA	5000	sascha.woods@sa.gov.au	
Miss	Eliza	Public	13 First Street	North Adelaide	SA	5001	woodssash@gmail.com.au	

DELETE CONSULTATION

CLOSE

**> NEXT**


**Initiate a public notification consultation****View details option**

Available from **View Details** option are the instructions you provided to advise how many sign on land notices to erect. Instructions are included in the email to the applicant on notify completion.

Public Notification Period – Development Application ID  
24033400

Applicant: EPN TestEleven

Address: 196 SMITH ST NARACORTE SA 5271



The public notification period for development application 24033400 starts on 31 January 2025 and ends on 20 February 2025.

Location – 196 SMITH ST NARACORTE SA 5271

You are required to place a notice on the land no later than 31 January 2025 in accordance with the following requirements:

The details and opportunity to submit a representation, relating to this application, will be available on the 'Applications on Public Notice' register from 31 January 2025

The notice must be:

- placed on, or within a reasonable distance of, the public road frontage of the relevant land, ensuring that it is visible and legible to members of the public from the public road;
- mounted at least 600mm above ground level, and no more than 1.5 metres above ground level;
- made of weatherproof material (e.g. laminated print attached to fence/building, corflute print on star droppers, or other); and
- at least A3 size.

In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1. north facing fence

1. Click on **View Details** to show on-screen.

2. Click on **View Details** again to close

New Public consultation 22 Aug 2021 - 10 Sep 2021

LETTERS AND NOTIFY [View Contacts \(4\)](#) [View Details](#)

**View Details**

 In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1. Giles Street, and Hutt Street.

**Initiate a public notification consultation****View contacts**

**View Contacts** shows the postal and email contact details for owner/occupiers who received notification of the public consultation. The number shown in brackets indicates the number of owner/occupier contacts – for example the sample image below shows (4).

1. Click on **View Contacts (4)** to show on-screen.
2. Click on **View Contacts (4)** again to close

The screenshot shows a web interface for a public consultation. At the top, it says 'New Public consultation 22 Aug 2021 - 10 Sep 2021'. Below this, there are two buttons: 'LETTERS AND NOTIFY' and 'View Contacts (4)'. To the right of 'View Contacts (4)' is a link 'View Details'. The main section is titled 'View Contacts' and contains two sub-sections: 'Postal Contacts' and 'Email Contacts'.

**Postal Contacts**

Title	First Name	Last Name	Address	City	State	Postcode	Business Name
	James	Public	1 North Street	Glenside	SA	5045	
	Henry	Public	50 Flinders Street	Adelaide	SA	5000	Public consulting

**Email Contacts**

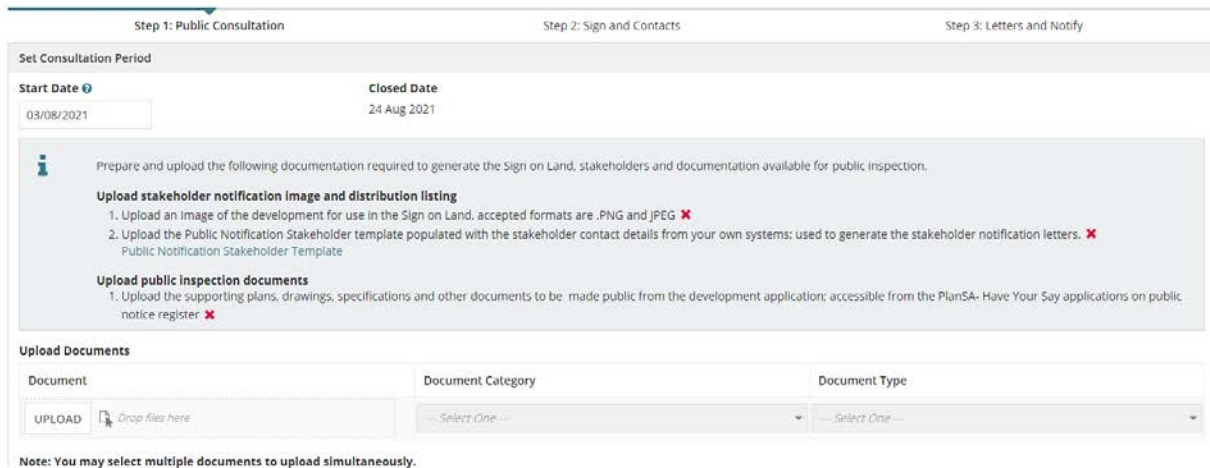
Title	First Name	Last Name	Address	City	State	Postcode	Email ID	Business Name
	Penny	Public	1 King William Street	Adelaide	SA	5000	sascha.woods@sa.gov.au	
	Eliza	Public	13 First Street	North Adelaide	SA	5001	woodssash@gmail.com.au	

## Initiate a public notification consultation

## 4. Step 1 – Create public consultation

Creating a public consultation and notifying owner/occupiers is a 3-step process.

### Public Consultation:



### Step 1 Public consultation

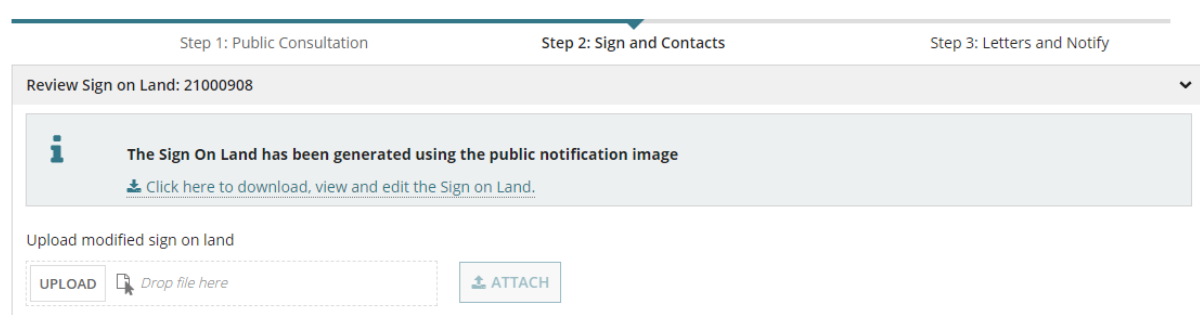
Includes:

- Setting the consultation start and close date
- Uploading plans, sign image and stakeholder contact details



When sign on land is not required uploading an image is not required.

### Sign and Contacts:



### Step 2 Sign and contact

Review the generated sign on land, modify as required and then upload the modified sign.



When sign on land is not required this step is shown. Skip to the next step.

## Initiate a public notification consultation

## Letters and Notify:

Step 1: Public Consultation      Step 2: Sign and Contacts      **Step 3: Letters and Notify**

Review letters

3/ 3 (100%) documents generated.

**Postal Contacts** | **Email Contacts**

Title	First Name	Last Name	Address	City	State	Postcode	Business Name
Mr	James	Public	1 North Street	Glenelg	SA	5045	
Mr	Henry	Public	50 Flinders Street	Adelaide	SA	5000	Public Construction

**Step 3 Letters and notify**

Review the generated postal and email letters, update as required and then upload the modified letters or letter.

1. Click on **CREATE CONSULTATION**.

Summary   Documents   Fees   RFIs   Referrals   **Public Notification**   Planning Info   Conditions and Notes   Clocks   Decision   Appeals

Related Actions

< Development application 23000957 [Help for this section](#)

**Public notification**

Public notification details >

New public consultation

**CREATE CONSULTATION**

**Set consultation period****Public Consultation:**

Step 1: Public Consultation      Step 2: Sign and Contacts      Step 3: Letters and Notify

Set Consultation Period

<b>Start Date</b> ⓘ	<b>Closed Date</b>
03/08/2021	24 Aug 2021

2. Enter a **Start Date** or make selection from the calendar.**Important!**

You will not be able to select a date within four days of the current date as per legislation requirements for the distribution of the letters.

3. The **Closed Date** automatically shows as 15 or 20 business days from the start date.

## Initiate a public notification consultation

## Upload consultation documentation

## Important!

When the public consultation period is active – i.e. in progress – you cannot add additional documentation for the public to review. Therefore, ensure all documentation is available online to the public – on the **Have your say** page.


The public consultation documentation is uploaded within Step 1.

Step 1: Public Consultation


Step 2: Sign and Contacts

Step 3: Letters and Notify


Set Consultation Period

Start Date 

Closed Date



03/10/2023 

23 Oct 2023




Prepare and upload the following documentation required to generate the Sign on Land, stakeholders and documentation available for public inspection.

**Upload stakeholder notification image and distribution listing**












- Upload an Image of the development for use in the Sign on Land, accepted formats are .PNG and JPEG 
- Upload the Public Notification Stakeholder template populated with the stakeholder contact details from your own systems; used to generate the stakeholder notification letters. 

Public Notification Stakeholder Template  
Public Notification Stakeholder Template v2  
Public Notification Stakeholder Template v3

**Upload public inspection documents (Maximum file size 50MB per document)**

- Upload the supporting plans, drawings, specifications and other documents to be made public from the development application; accessible from the PlansSA- Have Your Say applications on public notice register 

Upload Documents

Document	Document Category	Document Type	
 <b>83 Pirie</b> PNG – 2.45 MB	Public Notice Documents	Public Notification Image	
 <b>Notification List Import ...</b> XLXS – 12.57 KB	Public Notice Documents	Public Notification Stakeholders	
 <b>Plans (1)</b> PDF – 532 KB	Public Notice Documents	Public Notification Document	
 <b>Map showing developm...</b> DOCX – 36.9 KB	Public Notice Documents	Public Notification Map	
 <b>Sign on land position</b> DOCX – 36.9 KB	Public Notice Documents	Public Notification Sign Placement	
<div> <div>UPLOAD </div> <div>Drop files here</div> </div>	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

## Types of public notification documents

Document Type	Details
1 Public notification image	<p>* <b>Mandatory</b></p> <p>Image of the development – land division, drawing, image – used on the sign on land.</p>
2 Public notification stakeholders	<p>* <b>Mandatory</b></p> <p>The public notification stakeholder template populated from your system – with stakeholder contact details. This will then generate the stakeholder notification letters.</p>
3 Public notification document	<p>* <b>Mandatory</b></p> <p>Supporting applicant plans for reference only and will not be available to the public.</p>

**Initiate a public notification consultation**

Document Type	Details
<b>4 Public notification map</b>	<b>Optional</b> Image of the Geographic Information Systems (GIS) or marked up map showing the notified owner/occupiers.
<b>5 Public notification sign placement</b>	<b>Optional</b> Photograph and/or marked up map showing where to place the sign on land.

## Initiate a public notification consultation

## Prepare stakeholder listing

The setup of the notification list involves downloading the **Public Notification Stakeholder Template** to complete with the contact details of the owners and/or occupiers who need to be informed of the proposed development.

## Troubleshooting Tips for Uploading the Stakeholder Template

Check all fields have been completed, referring to instructions [Complete Public Notification Stakeholder Template](#) or [Complete Public Notification Stakeholder Template v2 or V3](#), and examples of [Address line examples for template](#) and [Address line examples for templates v2 and v3](#).

Check for the following common data anomalies, which may prevent you from uploading the stakeholder template:

- Symbols such as ‘&’ are removed.
- Valid State codes are entered without spaces (e.g., SA, VIC, OTH).
- Overseas addresses are entered into the correct fields.
- Character limits are not exceeded (100 Characters for Family Name, Given Name and Business Name, and 500 Characters for Address).

**Notified by email**

When the public notification letters are generated, they will be sent to the email address provided. There is no requirement to post these letters.

### Using own contact listing

When exporting contact information from your own systems ensure the column order and headings match the Public Notification Stakeholder Template (image 1 below), or either the Public Notification Stakeholder Template v2 or Public Notification Stakeholder Template v3 (image 2 below).

## 1. Public Notification Stakeholder Template

[illegible]

2. Public Notification Stakeholder Template v2 and Public Notification Stakeholder Template v3

[illegible]

## Initiate a public notification consultation

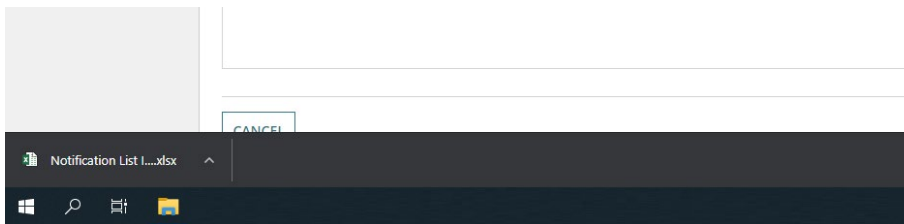
1. Click on **Public Notification Stakeholder Template** to download.

The screenshot shows the 'Set Consultation Period' step of a three-step process. It includes fields for 'Start Date' (08/11/2022) and 'Closed Date' (28 Nov 2022). Below these, there is an information icon and a list of instructions for uploading documents. The instructions are divided into two sections: 'Upload stakeholder notification image and distribution listing' and 'Upload public inspection documents (Maximum file size 50MB per document)'. The first section lists three items to upload: an image of the development, the Public Notification Stakeholder Template, and the Public Notification Stakeholder Template v2 and v3. The second section lists one item: supporting plans, drawings, specifications, and other documents. Below the instructions is an 'Upload Documents' section with a table for document uploads.

Document	Document Category	Document Type
UPLOAD	--- Select One ---	--- Select One ---

2. Click on the **download** to open.

The **Public Notification Stakeholder Template** opens in Excel.



### Open with preferred application

If you have followed the instructions [How to - Set a document to always open with a preferred application | PlanSA](#) the template will open immediately in Excel rather than downloading.

3. Click **Enable Editing**.

The screenshot shows the 'Notification List Import Template' Excel spreadsheet in Protected View. The spreadsheet has columns for 'Title', 'FirstName', 'LastName', 'Address', 'City', 'State', 'Postcode', 'EmailId', and 'BusinessName'. The 'Title' column is highlighted. A yellow banner at the top of the spreadsheet reads 'PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing'.

## Initiate a public notification consultation

## Complete Public Notification Stakeholder Template

4. Complete the contact fields from the table below or ensure data exported from own systems complies with the acceptable formats for a successful upload.

	A	B	C	D	E	F	G	H	I
1	Title	FirstName	LastName	Address	City	State	Postcode	EmailId	BusinessName
2	Mr	James	Public	1 North Street	Glenelg	SA	5045		
3	Ms	Penny	Public	1 King William Street	Adelaide	SA	5000	public@gmail.com	
4	Mr	Henry	Public	50 Flinders Street	Adelaide	SA	5000		Public Construction

Field	Action
-------	--------

<b>Title</b>	Type Ms, Mrs, Mr, Dr etc. or leave field blank.
--------------	---

	Type first name of the recipient. (100-character limit)
--	--

<b>First Name</b>	Alternate acceptable formats when data exported from own systems. <ul style="list-style-type: none"> <li>• Mr A and Mrs J Public</li> <li>• Penny Public</li> <li>• Anthony and June Public</li> </ul>
-------------------	--

**Reminder!**

Symbols such as '&' will not be accepted, change instances to 'and'.

**Last Name**

Type last name of the recipient or leave field blank when the First Name field contains the full name. (100-character limit)
---

**Address**

Type the postal / residential address, e.g. 1 First Street. (500-character limit)
--

**Reminder!**

Alternate format when data exported from own systems is combining Address, City, State and Post Code, e.g. 1 King William Street Adelaide SA 5000.

**City**


Type the suburb or town name or for an overseas address, then type the name of city, e.g. London.
---

Otherwise, leave field blank when the <b>Address</b> field contains the full address.
---

## Initiate a public notification consultation

Field	Action
<b>State</b>	Type SA. Type OTH for overseas addresses.

**How do I resolve the invalid stakeholder message?**

 Invalid Stakeholder Template: Invalid State Code entered; Valid State Codes are: ACT,CI,CKI,NI,NSW,NT,OTH,QLD,SA,TAS,VIC,WA

- Any spaces before/after the state code must be removed. Use the TRIM function in Excel to remove extra spaces.
- Check the state field is not blank.
- Check the state code is valid (as per image above).

<b>Post Code</b>	Type post code for applicable suburb or for an overseas address, then type the post code here, e.g. N7 6EZ. Otherwise, town name or leave field blank when the <b>Address</b> field contains the full address.
<b>Email ID</b>	Type the email address. Noting, when an email is provided the recipient will receive the Public Notification letter via email.
<b>Business</b>	Type name of business or leave blank when the <b>Address</b> field contains the business name with the full address.  Noting, this field is not referenced in the letter template.

**Initiate a public notification consultation****Address line examples for template**

Local address is Level 10, Wakefield House, 1 First Street, Adelaide SA 5001, then enter address details in the stakeholder template as follows:

<b>Address</b>	Level 10 Wakefield House 1 First Street
<b>City</b>	Adelaide
<b>State</b>	SA
<b>Post Code</b>	5000

An alternate acceptable format:

<b>Address</b>	Level 10 Wakefield House 1 First Street Adelaide SA 5000
<b>City</b>	
<b>State</b>	SA
<b>Post Code</b>	

International address is: 28 Tennison Road, London N7 6EZ, then enter address details in the stakeholder template as follows:

<b>Address Line 1</b>	28 Tennison Road London N7 6EZ
<b>City</b>	
<b>State</b>	OTH (mandatory field)
<b>Post Code</b>	

An alternate acceptable format:

<b>Address Line 1</b>	28 Tennison Road
<b>City</b>	London
<b>State</b>	OTH (mandatory field)
<b>Post Code</b>	N7 6EZ

## Initiate a public notification consultation

## Complete Public Notification Stakeholder Template v2 or V3

5. Complete the contact fields from the table below or ensure data exported from own systems complies with the acceptable formats for a successful upload.


C4														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ID	Title	FirstName	LastName	Address1	Address2	Address3	City	Suburb	State	Country	Postcode	EmailID	Organisation
2														

Field	Action
<b>ID</b>	Leave field blank or keep own system reference number.
<b>Title</b>	Leave field blank or type Ms, Mrs, Mr, Dr etc.
<b>First Name</b>	<p>Type first name of the recipient. (100-character limit)</p> <p>Alternate acceptable formats when data exported from own systems.</p> <ul style="list-style-type: none"> <li>• Mr A and Mrs J Public</li> <li>• Penny Public</li> <li>• Anthony and June Public</li> </ul>
<b>Reminder!</b> Symbols such as '&' will not be accepted, change instances to 'and'.	
<b>Last Name</b>	<p>Type last name of the recipient or leave field blank when the First Name field contains the full name. (100-character limit)</p>
<b>Address 1</b>	<p>Type the floor level, tenancy or apartment number, e.g. Level 10.</p> <p>Alternate acceptable formats when data exported from own systems.</p> <ul style="list-style-type: none"> <li>• Wakefield House Level 10</li> <li>• 1 First Street or 1 First St</li> <li>• 1 First Street Adelaide SA 5001</li> </ul> <p>(The total character limit for Address 1, 2 and 3 is 500)</p>
<b>Address 2</b>	<p>Type the street address or the building name when address 1 contains a floor level, unit, tenancy or apartment number.</p> <p>Alternate acceptable formats when data exported from own systems.</p> <ul style="list-style-type: none"> <li>• 1 First Street Adelaide SA 5001</li> <li>• Wakefield House</li> </ul>
<b>Address 3</b>	Leave blank or type the street address when address 1 and 2 contain building address information, for example Level 10 Wakefield House.

## Initiate a public notification consultation

Field	Action
<b>City</b>	Leave field blank or for an overseas address, then type the name of city, e.g. London, otherwise keep own system exported data.
<b>Suburb</b>	Type the suburb or town name Otherwise, leave field blank when the <b>Address 1, 2 or 3</b> field contains the full address.
<b>State</b>	Type SA Type OTH for overseas addresses

## How do I resolve the invalid stakeholder message?

 Invalid Stakeholder Template: Invalid State Code entered; Valid State Codes are: ACT,CI,CKI,NI,NSW,NT,OTH,QLD,SA,TAS,VIC,WA

- Any spaces before/after the state code must be removed. Use the TRIM function in Excel to remove extra spaces.
- Check the state field is not blank.
- Check the state code is valid (as per image above).

<b>Country</b>	For an overseas address type the country full name, e.g. United Kingdom or abbreviation, e.g. UK
<b>Post Code</b>	Type post code for applicable suburb or town name When an overseas address, then type the post code here, e.g. N7 6EZ
<b>Email ID</b>	Type the email address. Noting, when email is provided the recipient will receive the Public Notification letter via email.
<b>Organisation</b>	Type name of business. Noting, this field is not referenced in the letter template.

**Initiate a public notification consultation****Address line examples for templates v2 and v3**

Local address is Level 10, Wakefield House, 1 First Street, Adelaide SA 5001, then enter address details in the stakeholder template as follows:

<b>Address Line 1</b>	Level 10
<b>Address Line 2</b>	Wakefield House
<b>Address Line 3</b>	1 First Street
<b>City</b>	
<b>Suburb</b>	Adelaide
<b>State</b>	SA (mandatory field)
<b>Country</b>	
<b>Post Code</b>	5000

An alternate acceptable format:

<b>Address Line 1</b>	Level 10, Wakefield House
<b>Address Line 2</b>	1 First Street, Adelaide SA 5000
<b>Address Line 3</b>	
<b>City</b>	
<b>Suburb</b>	
<b>State</b>	SA (mandatory field)
<b>Country</b>	
<b>Post Code</b>	

International address is: 28 Tennison Road, London N7 6EZ, then enter address details in the stakeholder template as follows:

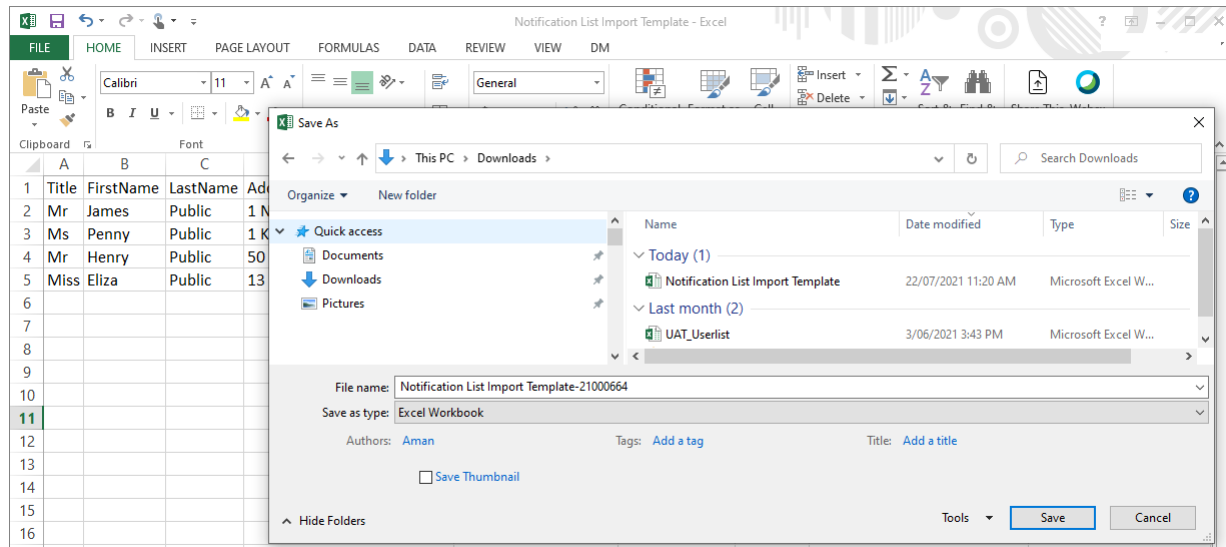
<b>Address Line 1</b>	28 Tennison Road
<b>Address Line 2</b>	
<b>Address Line 3</b>	
<b>City</b>	London
<b>Suburb</b>	
<b>State</b>	OTH (mandatory field)
<b>Country</b>	UK or United Kingdom
<b>Post Code</b>	N7 6EZ

An alternate acceptable format:

<b>Address Line 1</b>	28 Tennison Road London N7 6EZ
<b>Address Line 2</b>	
<b>Address Line 3</b>	
<b>City</b>	
<b>Suburb</b>	
<b>State</b>	OTH (mandatory field)
<b>Country</b>	
<b>Post Code</b>	

## Initiate a public notification consultation

6. Save the **Public Notification Stakeholder Template** to a folder on your computer and close Excel.



The Public Consultation screen is showing. Next complete [Upload consultation documentation](#) to upload the stakeholder's Excel file.

## Upload public notification documents

## Mandatory documentation checklist

As each uploaded document is allocated a type, the listed documents will show a tick. All documents require a tick before you can proceed to the next step.

**Set Consultation Period**

Start Date: 08/11/2022 Closed Date: 28 Nov 2022

**Prepare and upload the following documentation required to generate the Sign on Land, stakeholders and documentation available for public inspection.**

**Upload stakeholder notification image and distribution listing**

1. Upload an image of the development for use in the Sign on Land, accepted formats are .PNG and JPEG ✓
2. Upload the Public Notification Stakeholder template populated with the stakeholder contact details from your own systems; used to generate the stakeholder notification letters. ✓

Public Notification Stakeholder Template  
Public Notification Stakeholder Template v2  
Public Notification Stakeholder Template v3

**Upload public inspection documents (Maximum file size 50MB per document)**

1. Upload the supporting plans, drawings, specifications and other documents to be made public from the development application; accessible from the PlanSA- Have Your Say applications on public notice register ✗

**Upload Documents**

Document	Document Category	Document Type	
Public Notice - Create Public Notification PNG - 308.06 KB	Public Notice Documents	Public Notification Image	✗
Notification List Import Template v2_test XLSX - 10.72 KB	Public Notice Documents	Public Notification Stakeholders	✗
UPLOAD  Drop files here	--- Select One ---	--- Select One ---	

## Initiate a public notification consultation

1. Click on **UPLOAD** to open the relevant documentation from the file location on your computer.

Step 1: Public Consultation      Step 2: Sign and Contacts      Step 3: Letters and Notify

Set Consultation Period

Start Date       Closed Date 28 Nov 2022

**Prepare and upload the following documentation required to generate the Sign on Land, stakeholders and documentation available for public inspection.**

**Upload stakeholder notification image and distribution listing**

1. Upload an Image of the development for use in the Sign on Land, accepted formats are .PNG and JPEG ❌
2. Upload the Public Notification Stakeholder template populated with the stakeholder contact details from your own systems; used to generate the stakeholder notification letters. ❌

Public Notification Stakeholder Template  
Public Notification Stakeholder Template v2  
Public Notification Stakeholder Template v3

**Upload public inspection documents (Maximum file size 50MB per document)**

1. Upload the supporting plans, drawings, specifications and other documents to be made public from the development application; accessible from the PlanSA- Have Your Say applications on public notice register ❌

**Upload Documents**

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/>	--- Select One ---	--- Select One ---

2. Drag-and-drop the document into the **Drop files here** field and repeat until all required documents are shown.

Prepare and upload the following documentation required to generate the Sign on Land, stakeholders and documentation available for public inspection.

**Upload stakeholder notification image and distribution listing**

1. Upload an Image of the development for use in the Sign on Land, accepted formats are .PNG and JPEG ❌
2. Upload the Public Notification Stakeholder template populated with the stakeholder contact details from your own systems; used to generate the stakeholder notification letters. ❌

Public Notification Stakeholder Template  
Public Notification Stakeholder Template v2  
Public Notification Stakeholder Template v3

**Upload public inspection documents**

1. Upload the supporting plans, drawings, specifications and other documents to be made public from the development application; accessible from the PlanSA- Have Your Say applications on public notice register ❌

**Upload Documents**

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/>	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

3. Against each uploaded document chose a **Document Type** from the table below.

**Upload Documents**


Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/>	--- Select One ---	--- Select One ---
<input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/>	--- Select One ---	--- Select One ---
<input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/>	--- Select One ---	--- Select One ---
<input type="button" value="UPLOAD"/> <input type="text" value="Drop files here"/>	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.



CANCEL      NEXT

## Initiate a public notification consultation

4. Click **NEXT** to continue.


 Prepare and upload the following documentation required to generate the Sign on Land, stakeholders and documentation available for public inspection.

**Upload stakeholder notification image and distribution listing**





1. Upload an Image of the development for use in the Sign on Land, accepted formats are .PNG and JPEG 
2. Upload the Public Notification Stakeholder template populated with the stakeholder contact details from your own systems; used to generate the stakeholder notification letters. 

Public Notification Stakeholder Template

**Upload public inspection documents**

1. Upload the supporting plans, drawings, specifications and other documents to be made public from the development application; accessible from the PlanSA- Have Your Say applications on public notice register 

**Upload Documents**

Document	Document Category	Document Type
 2247709_building_hotel_sleep_sleeping_icon PNG - 233.46 KB	Public Notice Documents	Public Notification Image
 Notification List Import Template-21000664 XLSX - 11.6 KB	Public Notice Documents	Public Notification Stakeholders
 Plans-80367 DOCK - 11.09 KB	Public Notice Documents	Public Notification Document
<b>UPLOAD</b>  Drop files here	--- Select One ---	--- Select One ---

**Note:** You may select multiple documents to upload simultaneously.

**CANCEL** **NEXT**

**Applicant has nominated to place the sign on the land**

When the applicant has nominated to place the sign on the land, then advise the applicant of the position and number of notice(s) to be erected field shows and allows you to enter instructions to the applicant on the number of signs to erect and the placement.

**Advise the Applicant of the position and number of notice(s) to be erected \***

In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1. {insert public road name}, 2. {insert/delete public road name (when more than one frontage)} and 3. {insert/delete public road name (when more than one frontage)}

3733 chars remaining.

**CANCEL** **> NEXT**

1. Overtyping the **address placeholders** {insert public road name} placeholder and {insert public road name – when more than one frontage} with the public road name/s.

**Delete address placeholder**

When only one public road deletes the address placeholders 2. {insert public road name – when more than one frontage} and 3. {insert public road name – when more than one frontage}.

2. Click **Next** to move to **Step 2 – Sign and Contacts**.

**Advise the Applicant of the position and number of notice(s) to be erected \***

In order to provide maximum visibility to members of the public 'a notice on the land' is required on 1. Giles Street.

3733 chars remaining.

**CANCEL** **> NEXT**

## 5. Step 2 – Sign and contacts

In **Step 2 – Sign and Contacts** the **Sign on Land** is generated. At this step you can print the sign on land to send to the applicant when post is the preferred method – or if you, as the relevant authority, are nominated to place the sign on land. For applicants and relevant authorities who receive the instructions by email, the sign on land is attached as a PDF document for printing and/or saving.

### Correcting owner/occupier contact details

The owner/occupier contact details are view only – no edits can be made. To update the contact details, you will need to **Delete Consultation** this also deletes both uploaded and generated documentation, make the corrections within the public notification stakeholder spreadsheet and create a new consultation.

### Sign on land is not required

When sign on land is not required, proceed to **Step 3 – Letters and Notify**.

1. Click on **> Next** to continue and complete [Step 3 – Generate letters and notify](#).


Sign and Contacts:

Step 1: Public Consultation


Step 2: Sign and Contacts

Step 3: Letters and Notify


Owner and Occupier Contact Details



To make corrections to the owner/occupier contact details the public consultation will need to be deleted.  
Make your corrections within the 'Notify Owner/Occupier Details' spreadsheet and then create a New Public Consultation with the updated owner/occupier details.

 Postal Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Business Name
Mr	James	Public	1 North Street	Glenelg	SA	5045	
Mr	Henry	Public	50 Flinders Street	Adelaide	SA	5000	Public consulting

 Email Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Email ID	Business Name
Ms	Penny	Public	1 King William Street	Adelaide	SA	5000	s.wood@sa.gov.au	
Miss	Eliza	Public	13 First Street	North Adelaide	SA	5001	ash@gmail.com.au	

DELETE CONSULTATION

CLOSE

> NEXT

**Initiate a public notification consultation****Preview the generated sign on land**

In **Step 2 – Sign and Contacts**, the sign on land is generated with the uploaded image of the development and information from the development application, including:

- application ID number
- location
- applicant details
- nature of development.

The contact details are the relevant assessing authority's phone number and email address. Refer to [Notification email and street address set-up](#) for more details.

1. Click on the **sign on land download link** to view.

**Sign and Contacts:**

Step 1: Public Consultation    Step 2: Sign and Contacts    Step 3: Letters and Notify

Review Sign on Land: 21000908

**i** The Sign On Land has been generated using the public notification image  
[Click here to download, view and edit the Sign on Land.](#)

Upload modified sign on land

UPLOAD Drop file here    ATTACH

2. Click on the **document download** to open and view in Word.

@ Email Contacts

Title	First Name	Last Name	Address
Ms	Penny	Public	1 King William Street
Miss	Eliza	Public	13 First Street

SignOnLand Wor....docx

**Open with preferred application**

If you have followed the instructions [How to - Set a document to always open with a preferred application | PlanSA](#) the document will open immediately in Word rather than downloading.

## Initiate a public notification consultation

## Modify the generated sign on land

As needed you can modify the details within the sign on land to:

- adjust the image size to fit the sign contents on one page
- increase the font size of the applicant or decrease for the nature of development details.

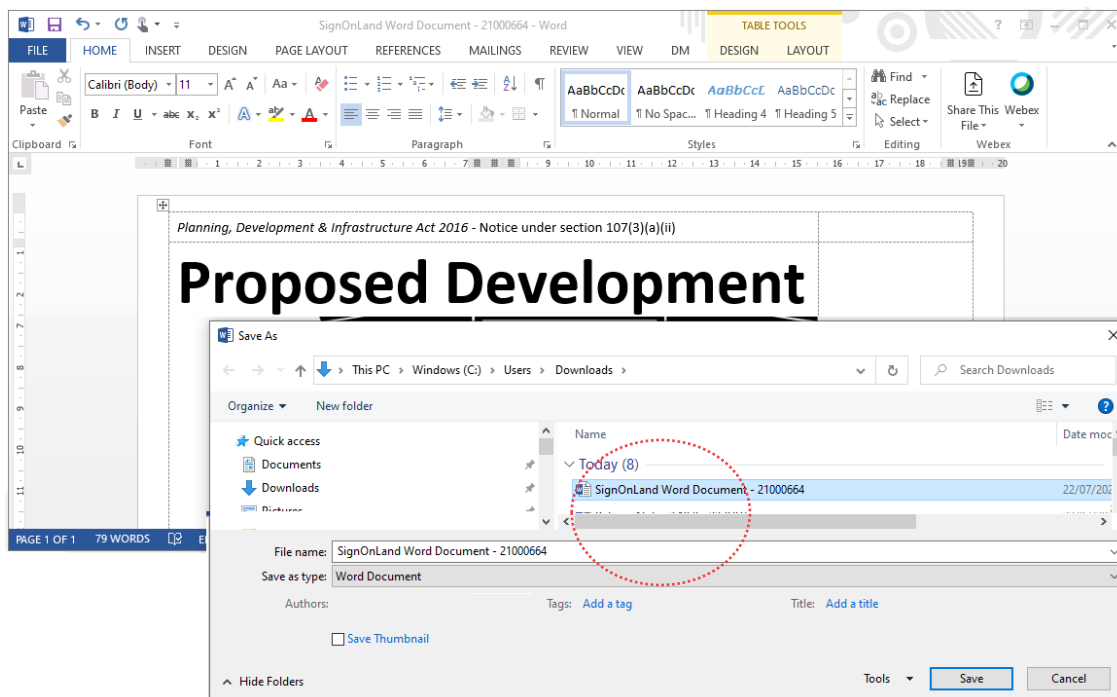
If the council contact details are incorrect then contact your organisation administrator to update the contact details within the organisation profile – including street address.

3. The sign opens in Word. Click on **Enable Editing** to make required changes.



4. Click on **File** and then **Save As** to choose a folder location to save the sign.

5. Click on **X** to close the saved sign.



## Initiate a public notification consultation

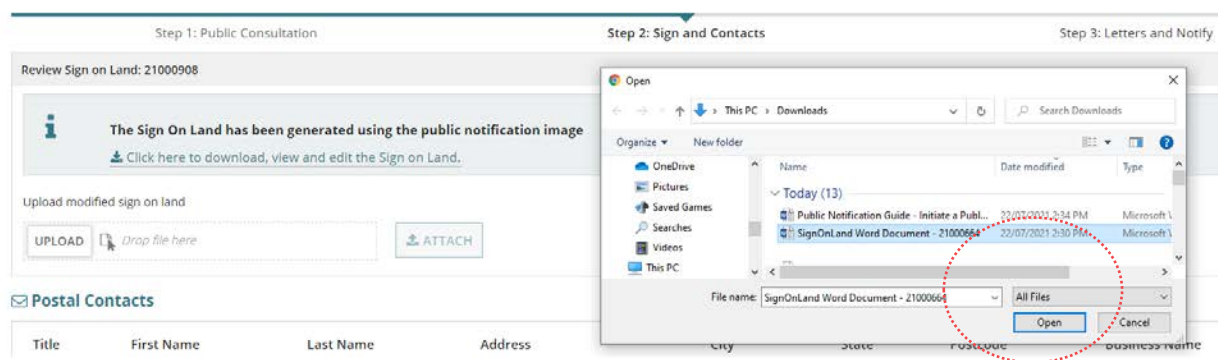
## Preview the generated sign on land

## Returning to a previous step

Note, on moving to **Step 3 – Letters and Notify** you cannot return to **Step 2** to make changes. The public consultation will need to be deleted and a new consultation created.

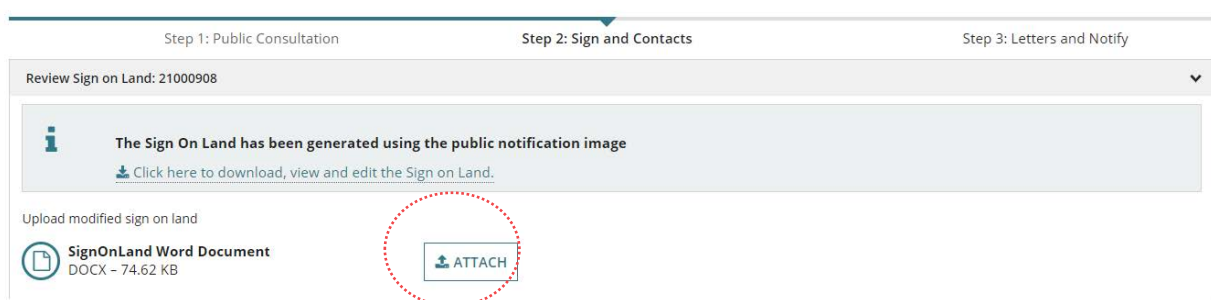
6. Return to **Step 2 – Sign and Contacts** screen.
7. Click on **UPLOAD** to locate and select the sign. Click on **Open** to attach.

## Sign and Contacts:

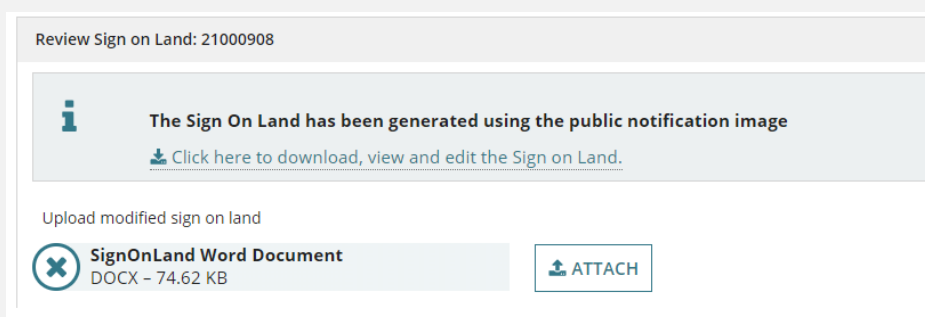


8. Click on **ATTACH** to keep the uploaded Sign on Land.

## Sign and Contacts:



## Move the mouse over the uploaded document to show X to delete, if required.



On attaching the modified sign on land, a confirmation message advises **The Sign on Land document has been reuploaded.** This replaces the original sign on land that was generated.

Sign and Contacts:

Step 1: Public Consultation

Step 2: Sign and Contacts

Step 3: Letters and Notify

Review Sign on Land: 21000908



The Sign On Land has been generated using the public notification image


[Click here to download, view and edit the Sign on Land.](#)

Reupload modified Sign On Land

UPLOAD

Drop file here

ATTACH



The Sign on Land document has been reuploaded.

9. Click > **Next** to complete **Step 3 – Letters and Notify.**

@ Email Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Email ID	Business Name
Ms	Penny	Public	1 King William Street	Adelaide	SA	5000	s.wood@sa.gov.au	
Miss	Eliza	Public	13 First Street	North Adelaide	SA	5000	ash@gmail.com.au	

CANCEL

CLOSE

> NEXT

## Initiate a public notification consultation

## 6. Step 3 – Generate letters and notify

At **Step 3 – Letters and Notify** the notification letters are generated, and you can print the notification letters to be sent to the owner/occupiers. For owner/occupiers who are receiving their notification by email the notification letter is attached as a PDF for printing and/or saving.

### Correcting owner/occupier contact details

The owner/occupier contact details are a view only – and can't be edited. To update the contact details, you will need to delete consultation – which also deletes both uploaded and generated documentation. Make the corrections within the public notification stakeholder spreadsheet and create a new consultation.

### Preview the Postal Contact Letters

The **Postal Contacts** are shown by default and the notification letters are combined and available for download.

1. Click on the **Public Notification combined document for postal contact's** link.

Letters and Notify:

Step 1: Public Consultation | Step 2: Sign and Contacts | **Step 3: Letters and Notify**

Review letters

3/ 3 (100%) documents generated.

**Postal Contacts** | Email Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Business Name
Mr	James	Public	1 North Street	Glenelg	SA	5045	
Mr	Henry	Public	50 Flinders Street	Adelaide	SA	5000	Public Construction

Review Public Notification letter for all contacts

Download document for review

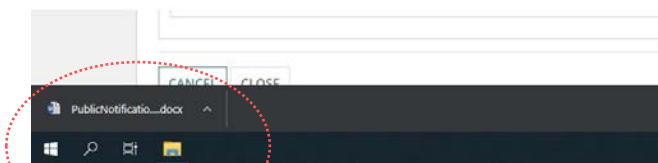
[PublicNotification combined document for postal contacts - .docx](#)

Reupload reviewed document

UPLOAD  Drop file here

CANCEL CLOSE

2. Click on the letter **download** to preview in Word.




### Open with preferred application

If you have followed the instructions [How to - Set a document to always open with a preferred application | PlanSA](#) the document will open immediately in Word rather than downloading.

## Initiate a public notification consultation

3. Review the letters checking the following information is correct.

- (a) **Owner/occupier contact** postal address details.
- (b) **Owner/occupier salutation**



## Proposed Development

Under the Planning, Development and Infrastructure Act 2016

Public notification commencement on 28/07/2021

Mr James Public  
1 North Street  
Glenelg SA 5045

Dear Mr Public

(a) (b)

(c) **Examine application documentation physical addresses details.**

The address shown is the street address from the **Organisation** profile. If the address is incorrect then provide the organisation administrator with the correct details.



Use your smart phone to scan this code

- in person at the principal office of Assessment Panel at City of Adelaide, Pirie Street, Adelaide, SA, 5000

If you wish to comment on the application, please complete an:

(c)

ASSESSMENTS	YOUR APPLICATIONS	CERTIFICATE OF OCCUPANCY	YOUR ORGANISATION
<h3>Street Address</h3> <p>Street or PO Box *</p> <input type="text" value="165 Sir Donald Bradman Drive"/> <p>500 characters maximum</p> <p>City, town or suburb</p> <input type="text" value="Hilton"/> <p>50 characters maximum</p> <p>State</p> <input type="text" value="South Australia"/> <p>Postcode</p> <input type="text" value="5033"/> <p>Must be 4 digits</p>			

(c)

## Initiate a public notification consultation

**(d) Email and postal address contact details**

The email shown is from the organisation profile. If there is no email address – or the email is incorrect – then provide the organisation administrator with the correct details.

If you wish to comment on the application, please complete an:

- Online representation form at <https://plan.sa.gov.au/en/pn?aid=634>, or
- Hard copy form at <https://plan.sa.gov.au/en/pn-form> and submit to Assessment Panel at City of Adelaide at GPO Box 2252 or [test.council.dpti+COUNCIL\\_ADELAIDE\\_CITY@gmail.com](mailto:test.council.dpti+COUNCIL_ADELAIDE_CITY@gmail.com).

(d)

All representations must be received by no later than **11:59pm on 18/08/2021**.

HOME

LD CERTIFICATES

YOUR APPLICATIONS

CERTIFICATE OF OCCUPAN...

**YOUR ORGANISATION**

## Edit Organisation

**Organisation Details**

**Organisation Type \***

☒ Relevant Authority

☐ Referral Body

☐ Applicant

**Please tick the below checkbox if you are a Crown Applicant**

☒ Crown Applicant

**Organisation Name \***

City of Campbelltown

200 characters maximum

**Organisation Email Address \***

plansatesting2024+Council@gmail.com

50 characters maximum

**Public Notification Email Address**

test.council.dpti+COUNCIL\_ADELAIDE\_CITY@gmail.com

50 characters maximum

(d)

The postal address is from the organisation profile. If the postal address is incorrect, provide the organisation administrator with the correct details.

HOME

LD CERTIFICATES

YOUR APPLICATIONS

CERTIFICATE OF OCCUPAN...

YOUR ORGANISATION

Postal Address

Street or PO Box

(d)

GPO Box 2252

500 characters maximum

City, town or suburb

Adelaide

50 characters maximum

State

South Australia

Postcode

5000

Must be 4 digits

(e) Phone or email contact details.

The phone number is from the organisation profile. If the phone number is missing or incorrect, provide the organisation administrator with the correct details.

The email is from the organisation profile. If the email address is missing or incorrect, provide the organisation administrator with the correct details.

be contacted should a hearing be arranged.

If you have any questions relating to this matter, please contact Assessment Panel at City of Adelaide by telephone on 08 8880 1111 or email test.council.dpti+COUNCIL\_ADELAIDE\_CITY@gmail.com.

(e)

Organisation Email Address \*

plansatesting2024+Council@gmail.com

(e)

50 characters maximum

Public Notification Email Address

test.council.dpti+COUNCIL\_ADELAIDE\_CITY@gmail.com

50 characters maximum

Building Notification Email Address

plansatesting2024+NOTIFY@gmail.com

50 characters maximum

Organisation Phone \*

08 888 1111

(e)

Enter exact 10 numbers in format: XXXXXXXXXX.

Initiate a public notification consultation

Preview the Email Contact Letters

The letters for the email contacts are generate individually.

- 1. Click on **Email Contacts** to view.
- 2. Click on the email contact to select.
- 3. Click on the **Download document for review** link.

Letters and Notify:

Step 1: Public Consultation

Step 2: Sign and Contacts

Step 3: Letters and Notify

Review letters

3/ 3 (100%) documents generated.

Postal Contacts

Email Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Business Name
Mr	James	Public	1 North Street	Glenelg	SA	5045	
Mr	Henry	Public	50 Flinders Street	Adelaide	SA	5000	Public Construction

Review Public Notification letter for all contacts

Download document for review

PublicNotification combined document for postal contacts - .docx

Reupload reviewed document

UPLOAD Drop file here

UPLOAD

CANCEL

CLOSE

NOTIFY

- 4. Click on the letter to download and preview in Word.

Review Public Notification letter for: Penny Public

Download document for review

PublicNotification - 352588 - Penny Public.docx

Reupload reviewed document

UPLOAD Drop file here

UPLOAD

CANCEL

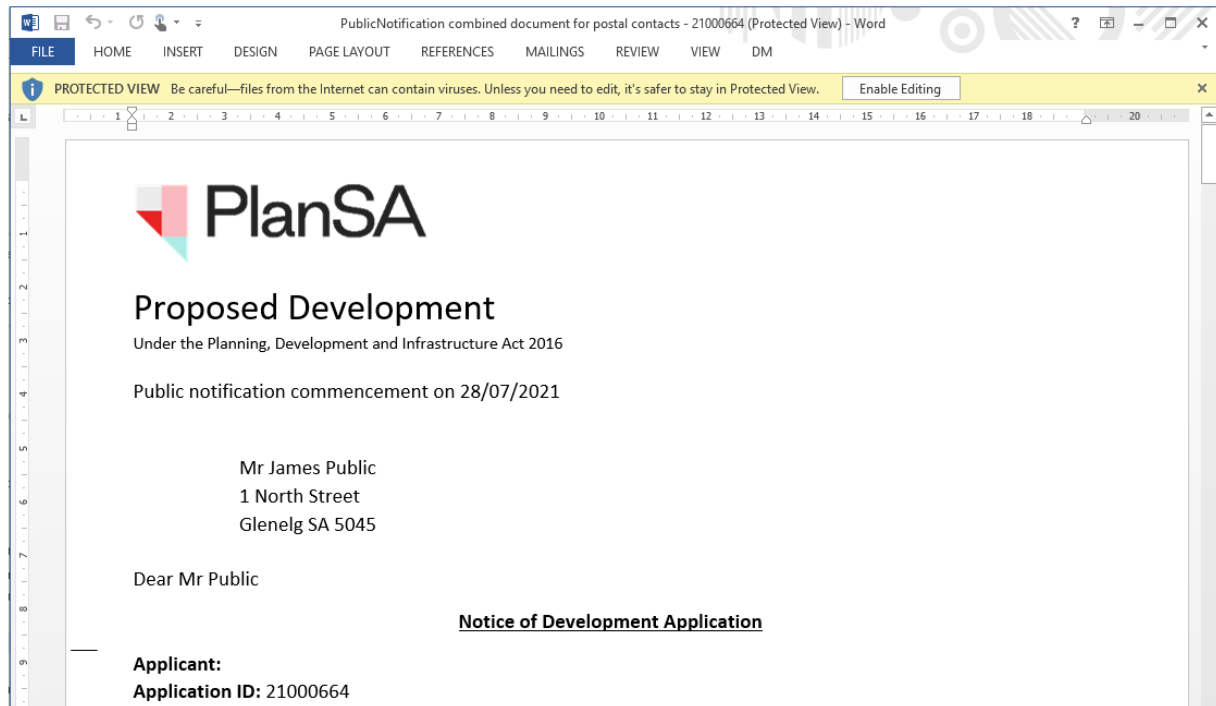
CLOSE

PublicNotificatio....docx

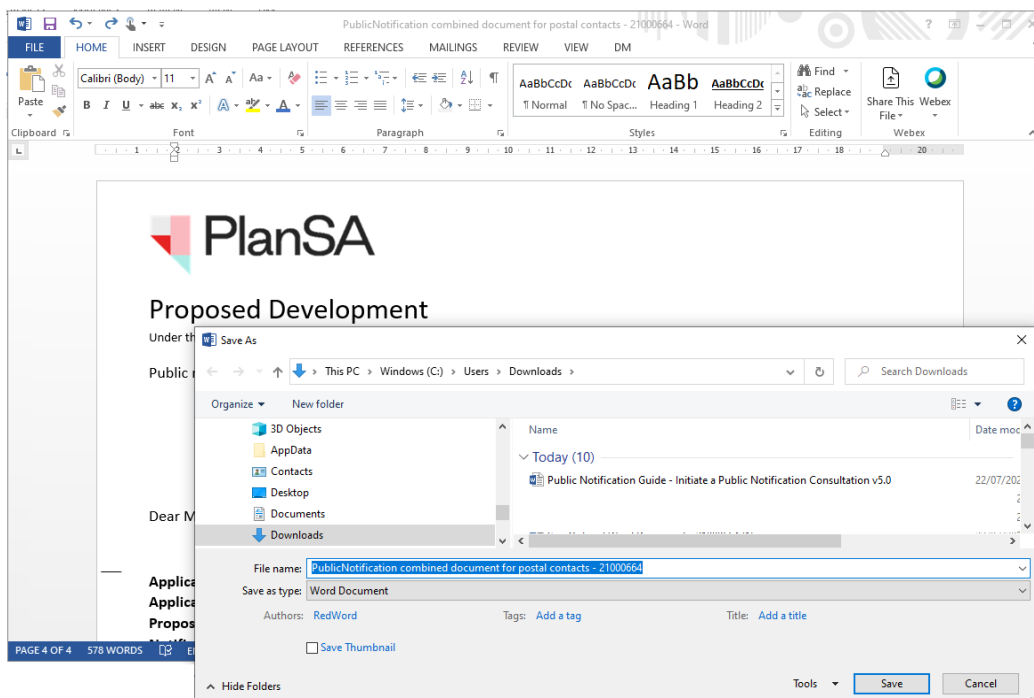
## Initiate a public notification consultation

## Modify the contact letters

- The notification letters open in Word. Click on **Enable Editing** to make required changes.



- Click on **File** and then **Save As**. Choose a folder location and **Save**.
- Click on **X** to close the document.

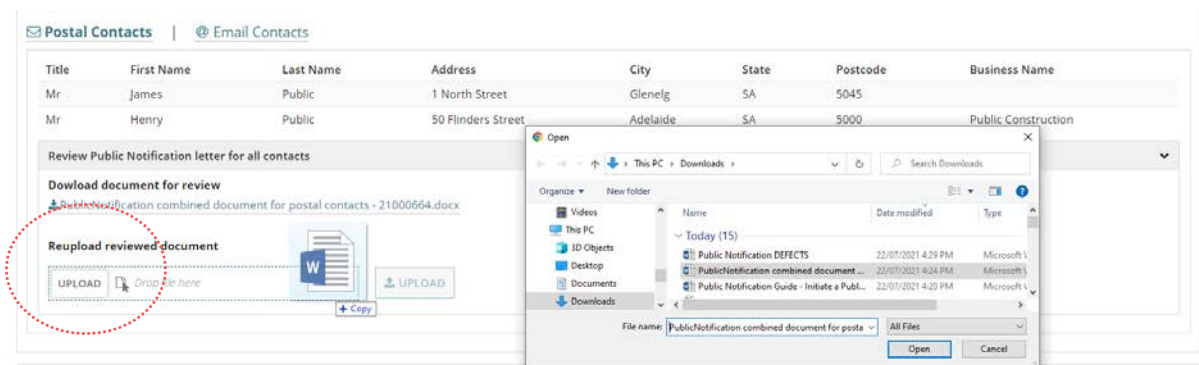


## Initiate a public notification consultation

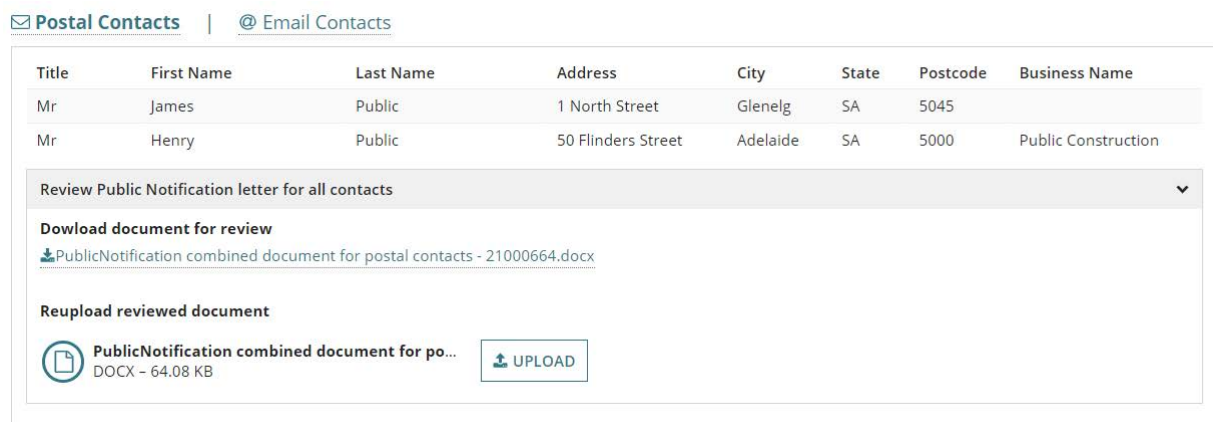
## Upload modified postal contact letters

The postal contact letters must be upload as a group and not individually – even if only one letter has been modified.

1. Return to **Step 3 – Letters and Notify** screen.
2. Click on **UPLOAD**. Locate and select the modified postal letter template within the window and then **Open** to attach.

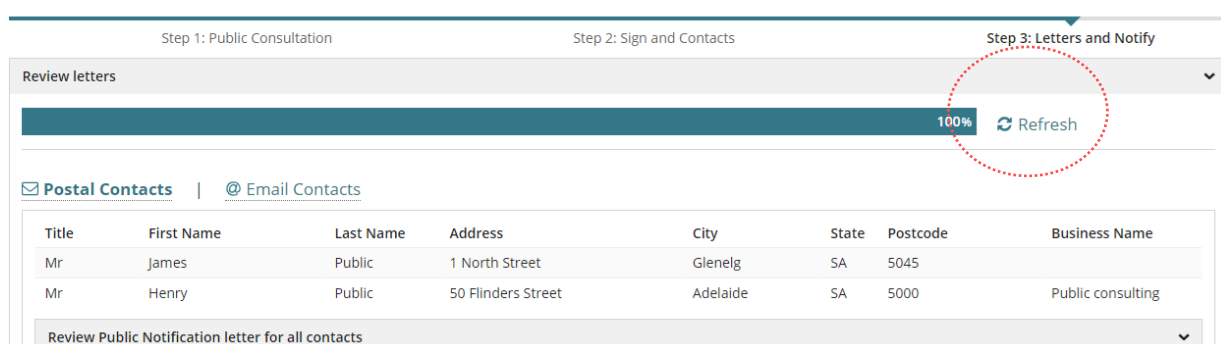


3. Click on **UPLOAD** to replace the original letters with the modified letters.



While uploading the modified letters, a status bar will show how the upload is progressing.

### Letters and Notify:

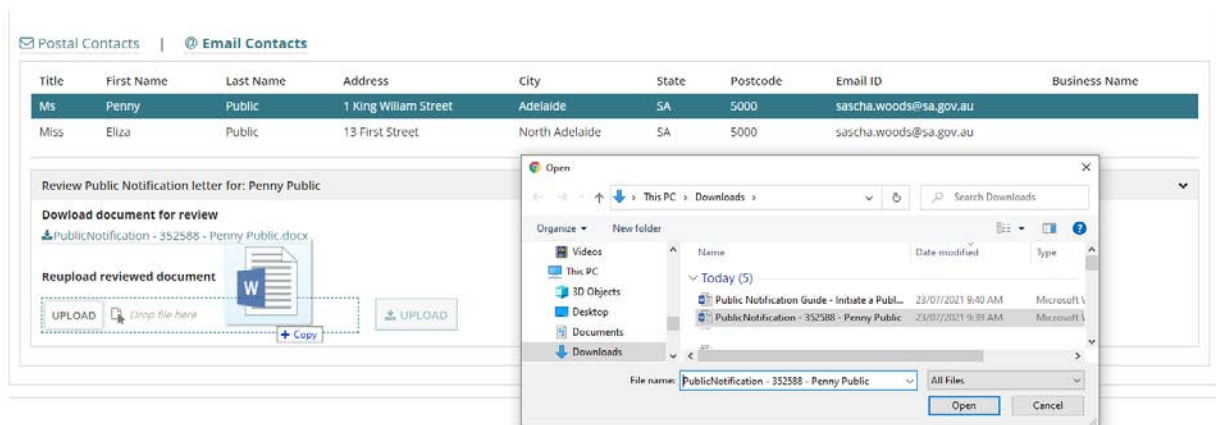




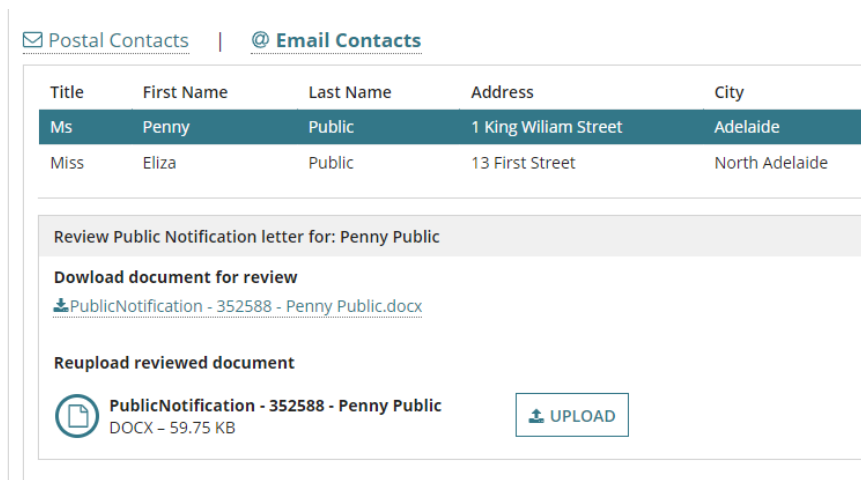
## Initiate a public notification consultation

## Upload Modified Email Contact Letters

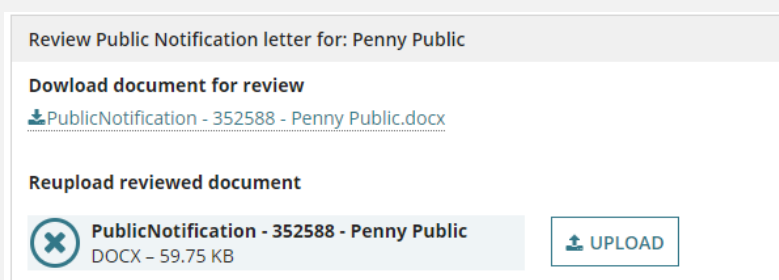
1. Return to **Step 3 – Letters and Notify** screen.
2. Click on **UPLOAD** select the modified postal letter template within the window and then **Open** to attach.
3. Click on **Cancel** to close the Open window.



4. Click on **UPLOAD** to replace the original letter with the modified.



Move the mouse over the uploaded document to show X to delete – if required.



Initiate a public notification consultation

When uploading the modified notification letter to preview again, use the download document link under the **Review Public Notification letter for: contacts name**.

Postal Contacts

@ Email Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Email ID	Business Name
Ms	Penny	Public	1 King William Street	Adelaide	SA	5000	woods@sa.gov.au	
Miss	Eliza	Public	13 First Street	North Adelaide	SA	5000	woods@sa.gov.au	

Review Public Notification letter for: Penny Public

Download document for review

PublicNotification-352588 - Penny Public.docx

Reupload reviewed document

UPLOAD

Drop file here

UPLOAD

## Initiate a public notification consultation

## Notify the stakeholders

On completion of the create consultation 3-step process, the following will automatically occur:

1. The applicant will be emailed instructions for placing the sign on land – including a link to download the sign on land PDF for printing.



When sign on land is not required uploading an image is not required.

2. Email the owner/Occupier contacts shortly. An email evidence document confirms the sent emails and is made available from the **Documents** tab of the assessed planning consent.
3. Creation of the public notice page. Made publicly available on the start date of the public consultation period from the PlanSA **Have your say** page.
4. Saved public notification documents are uploaded to create the consultation – e.g. sign image, stakeholder template, technical drawings/plans – and are generated on completing the create consultation 3-step process – e.g. notification letters, sign on land are made available from the **Documents** tab of the assessed planning consent.

Remembering for owner/occupier's and/or applicant contact(s) receiving posted communications to send the following:

- Sign on land printed at **Step 2** or complete [Print the sign on land](#).



When sign on land is not required then perform NOTIFY.

- Notification letters printed at **Step 3** – or complete [Print the Notification Letters](#).

1. Click **NOTIFY** to complete the process.

**On notify completion**

The following will automatically take place.

1. Email applicant the instructions on '**Placing the sign on land**' including a link to download the Sign on Land PDF for printing.
2. Email the Owner/Occupier contacts shortly. An '**Email Evidence**' document confirms the sent emails and is made available from the **Documents** tab of the assessed Planning Consent.
3. Create the Public Notice page. Made publicly available on the '**start date**' of the public consultation period from the PlanSA Have Your Say page.
4. Save public notification documents uploaded to create the consultation (e.g. notification letters, sign on land), are made available from the **Documents** tab of the assessed Planning Consent.

Remember for owner/occupier's and/or applicant contact(s) receiving '**post**' communications to send the following:

- '**Sign on Land**' printed at step 2 or print from the Documents tab of the assessed Planning Consent, and
- '**Notification letters**' printed at step 3 or print from the Documents tab of the assessed Planning Consent

[DELETE CONSULTATION](#)[CLOSE](#)[NOTIFY](#)

The public notification screen shows:

- status is **Pending Commencement** and clock shows 15 days.
- **Task: Upload evidence of signage at start of public consultation period** and clock showing 2 days. Only when sign on land is required.

Public consultation 18 Oct 2022 - 7 Nov 2022

[View Contacts \(9\)](#)

[View Details](#)

Public notification status

Public consultation period

18 Oct 2022 - 7 Nov 2022

Pending Commencement

15

Task: Upload evidence of signage at start of public consultation period

5

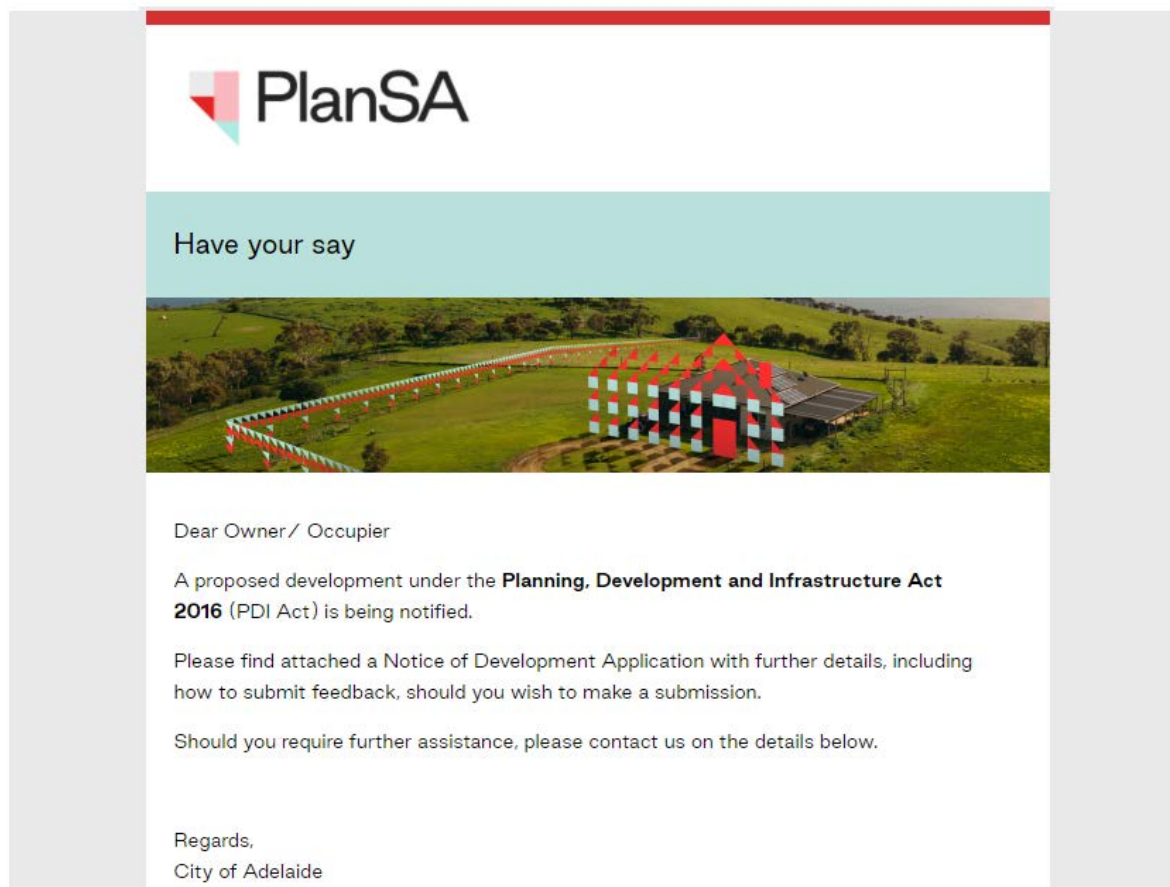
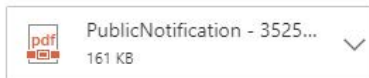
CANCEL CURRENT ROUND OF PUBLIC CONSULTATION

**Initiate a public notification consultation****Distribute email notifications**

For the owner/occupier and the application contact who nominated email as their preferred notification method, the following are automatically sent on completion of the create consultation 3-step process.

**Owner/Occupier – Notification Letter by email**

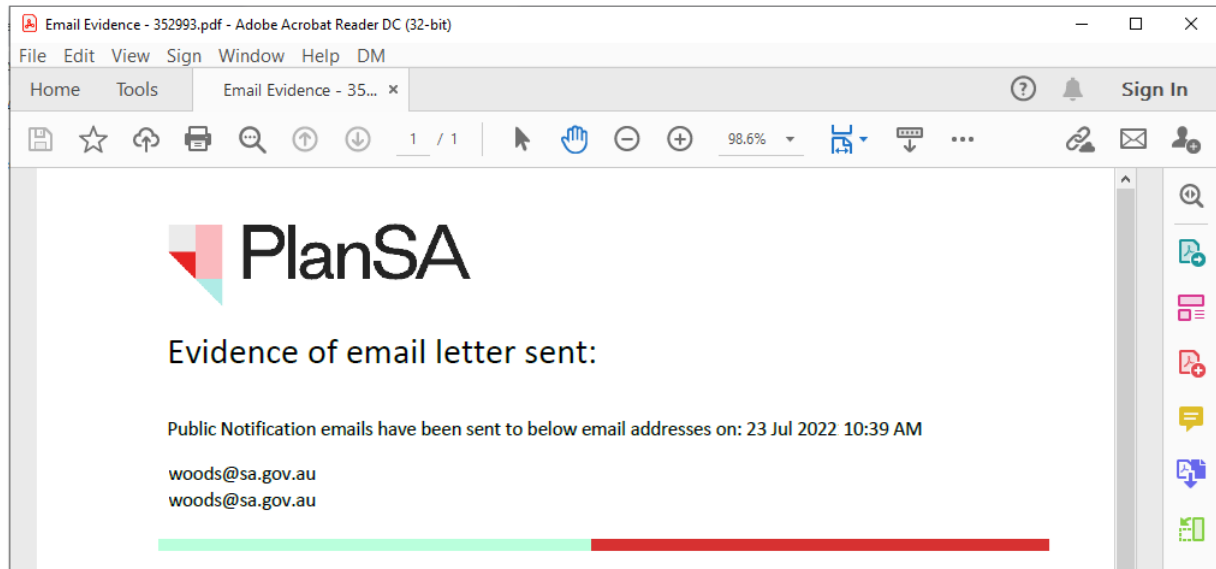
On successful generation of the notification letters and emails, the contacts who nominated email will receive a notification with the public notification letter attached.



## Initiate a public notification consultation

## Evidence email has been sent

Available from the **Documents** tab of the Planning Assessment is an evidence of email letter sent document, which includes the owner/occupier's emails addresses.



1. Click on **Documents** tab within the Planning Consent.
2. Click on **Public Notification** filter.

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

---

**Search by keyword**

Search by keyword

Search by Category

Search by Type

**Where was the document uploaded?**

☒ Application

☒ Planning Consent

**Additional document filters**

☐ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☐ Other Documents

☒ Public Notification

**Hidden by default**

☐ Superseded

☐ System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * Notification List Import Template.xlsx	Public Notification Stakeholders	12 Oct 2022 13:52			✗	
<input type="checkbox"/> * 352521_location_on_icon.png	Public Notification Image	12 Oct 2022 13:52			✗	
<input type="checkbox"/> Plans1-1786546.pdf	Public Notification Document	12 Oct 2022 13:56			✓	
<input type="checkbox"/> SignonlandWordDocument-22001233-1786547.docx	Sign On Land	12 Oct 2022 13:56			✗	
<input type="checkbox"/> SignonlandPdf-22001233-1786548.pdf	Final Sign On Land	12 Oct 2022 13:56			✓	
<input type="checkbox"/> * public_notification_combined_letter_1165.pdf	Public Notification Combined Letters	12 Oct 2022 13:56			✗	

6 items

3. Click on **Email Evidence** file name to download.
4. Click on the file **download** to open.

## Open with preferred application

If you have followed the instructions [How to - Set a document to always open with a preferred application | PlanSA](#) the document will open immediately in Adobe Reader rather than downloading.

**Initiate a public notification consultation****Applicant – Notice of consultation period by email**

On successful initiation of the Public Consultation the Development Application applicant will receive an email notification advising the public consultation start and end dates and what actions they are required to complete.

The below example is for an applicant who nominated the relevant authority to put the sign on land.

**Public Notification period for the development application****24033400****Applicant: Penny Public****Address: 196 SMITH ST ADELAIDE SA 5000**

The public notification period for the development application 24033400 starts on 31 January 2025 and ends on 20 February 2025

Location – 196 SMITH ST ADELAIDE SA 5000

For more information click on the following link to go to the public notification page

View the [public notification page link](#).

Please do not reply to this email as it is automatically generated. If this email is in relation to a development application, please contact your Relevant Authority or Assessing officer.

## 7. Navigating the Public Notification Consultation

On completion of the 3-step process the **Public Notification** screen shows with the following:

- **Manage Representations**
- **View Contacts**
- **View Details** (shows only when a sign on land is required)
- **Cancel current round of public consultation**

Public consultation 18 Oct 2022 - 7 Nov 2022

[View Contacts \(9\)](#)[View Details](#)

**Public notification status**

Public consultation period

18 Oct 2022 - 7 Nov 2022

Pending Commencement

15

Task: Upload evidence of signage at start of public consultation period

5

CANCEL CURRENT ROUND  
OF PUBLIC CONSULTATION

### Public notification status

The consultation period dates are shown and in progress, and a task for either the applicant or relevant authority to **upload evidence of signage at start of public consultation period**.

As the public notification period progresses and draws to completion further tasks will show in the **Public notification status** section.

Public consultation 18 Oct 2022 - 7 Nov 2022

[View Contacts \(9\)](#)[View Details](#)

**Public notification status**

Public consultation period

18 Oct 2022 - 7 Nov 2022

Pending Commencement

15

Task: Upload evidence of signage at start of public consultation period

5

CANCEL CURRENT ROUND  
OF PUBLIC CONSULTATION

**Important!** When the public consultation period is active – i.e. in progress – you cannot use the **Manage Documents** link to add additional documentation for the public to review.

## Initiate a public notification consultation

## Manage Representations

Through the **Manage Representations** option during the public notification consultation period online representations submitted can be viewed and postal / email representations are entered.

Refer to [Guide – On Public Consultation | PlanSA](#) for more information and instructions.

Click **Manage Representations** to show **+Add public notification representors**.

Public consultation 26 Aug 2022 - 25 Aug 2022

[Manage Representations \(0\)](#)
[View Contacts \(1\)](#)
[View Details](#)

Manage Representations

+ Add public notification representors

## View Contacts

Through the **View Contacts** option shows the owner / occupier contact details separated by Postal or Email communication method.

Public consultation 18 Oct 2022 - 7 Nov 2022

[View Contacts \(9\)](#)
[View Details](#)

### Public notification status

Public consultation period	18 Oct 2022 - 7 Nov 2022	Pending Commencement	105
		Task: Upload evidence of signage at start of public consultation period	05

CANCEL CURRENT ROUND OF PUBLIC CONSULTATION

To close the display, click on **View contacts**.

Public consultation 18 Oct 2022 - 7 Nov 2022											
<a href="#">View Contacts (9)</a>				<a href="#">View Details</a>							
View Contacts											
✉ Postal Contacts											
Title	First Name	Last Name	Address	City	State	Postcode	Business Name				
	Fiona	HARRIS	PO BOX 56	KENSINGTON PARK	SA	5068					
	Matt	NIXON	61 ALEXANDRINA DRIVE	CLAYTON BAY	SA	5256					

For this example, there are no email contacts.

@ Email Contacts

Title	First Name	Last Name	Address	City	State	Postcode	Email ID	Business Name
No items available								

**Initiate a public notification consultation**

## Manage Public Notification Documents

The public notification documents uploaded on consultation creation – e.g. stakeholder notification template, sign image and plans, drawings – are available from the **Documents** tab – along with the notification letters and the sign on land that were generated on completing the create consultation 3-step process.

Once the consultation period has begun, no further documents can be uploaded – or existing documents removed. Find below the public notification documents available from the **Documents** tab.

### Documents uploaded during consultation creation

Refer to [Upload consultation documentation](#) for list of documents.

#### Documents generated on consultation notification

##### Public Notification Letters

Individual letters attached to the email notifications to owners/occupiers

##### Public Notification Combined Letters

Combined letters printed and sent to the owners/occupiers

##### Sign on land

Sign on land in both Word and PDF formats. The PDF format is attached to the email to the applicant.

##### Email advising public consultation period

Applicant email advising the public consultation period details. Sent when the relevant authority is placing the sign on land.

##### Have your say email

Email sent to the owner/occupiers

##### Public Notification Email Evidence

Listing of the emails sent to the owner/occupiers

## Initiate a public notification consultation

## Print the Notification Letters

For owner/occupiers who preferred post as their method of communication, from the **Documents** tab download and print the combined letters – if not performed during [Step 3 – Generate letters and notify](#).

1. Click on **Documents** tab.
2. Filter by **Public Notification**.
3. Click on **Public notification combined document for postal contacts** document to download.
4. Click on document download to open.

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

Search by keyword  
  
 Search by Category  
  
 Search by Type

Where was the document uploaded?  
☒ Application  
☒ Planning Consent

Additional document filters  
☐ Decision Documents  
☐ P&D Code Rules  
☐ Snapshots  
☐ Invoices  
☐ Other Documents  
☒ Public Notification

Hidden by default  
☐ Superseded  
☐ System Generated Emails

	Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/>	* Notification List Import Template.xlsx	Public Notification Stakeholders	12 Oct 2022 13:52			✗	
<input type="checkbox"/>	* 352521_location_on_icon.png	Public Notification Image	12 Oct 2022 13:52			✗	
<input type="checkbox"/>	Plans1-1786546.pdf	Public Notification Document	12 Oct 2022 13:56			✓	
<input type="checkbox"/>	SignonlandWordDocument-22001233-1786547.docx	Sign On Land	12 Oct 2022 13:56			✗	
<input type="checkbox"/>	SignonlandPdf-22001233-1786548.pdf	Final Sign On Land	12 Oct 2022 13:56			✓	
<input checked="" type="checkbox"/>	* public_notification_combined_letter_1165.pdf	Public Notification Combined Letters	12 Oct 2022 13:56			✗	

6 items

## Open with preferred application

If you have followed the instructions [How to - Set a document to always open with a preferred application | PlanSA](#) the document will open immediately in Adobe Reader rather than downloading.

5. The notification letters open in Adobe Reader. **Print** and then close by clicking on **x**.



## Initiate a public notification consultation

## Record the date sent

**Date Distributed field is not showing**


The Date Distributed field only shows when the applicant contact/s have chosen 'post' as their preferred contact method.

1. Click on the **Public notification combined letters** record (not the document link).
2. Enter or select **date distribution**.
3. Click **UPDATE DOCUMENTS** to save the date.

<input type="checkbox"/>	* public_notification_combined_letter_1165.pdf	Public Notification Combined Letters	12 Oct 2022 13:56						
--------------------------	--	--------------------------------------	-------------------	--	--	--	--	--	--

6 items

### Selected Document

<b>Document</b> * public_notification_combined_letter_1165.pdf	<b>Date Created</b> 12 Oct 2022 13:56	<b>Uploaded By</b> appian_deployment_preprod
<b>Document Type</b> Public Notification Combined Letters	<b>Date Distributed</b> dd/mm/yyyy 	
<b>Description</b> <input type="text"/>	<b>Superseded</b> <input type="checkbox"/>	

## Initiate a public notification consultation

## Print the sign on land

When the relevant authority is responsible for placing the notice on the land – or the applicant's preferred communication method is post – print the sign from the **Documents** tab – if not printed during [Step 2 – Sign and contacts](#).

1. Click on the **Documents** tab.
2. Filter by **Public Notification** documents.
3. Click on **SignonlandPdf** to open in Adobe Reader.

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

Search by keyword

Search by Category

Search by Type

Where was the document uploaded?

☒ Application

☒ Planning Consent

Additional document filters

☐ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☐ Other Documents

☒ Public Notification

Hidden by default

☐ Superseded

☐ System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * Notification List Import Template.xlsx	Public Notification Stakeholders	12 Oct 2022 13:52			✗	
<input type="checkbox"/> * 352521_location_on_icon.png	Public Notification Image	12 Oct 2022 13:52			✗	
<input type="checkbox"/> Plans1-1786546.pdf	Public Notification Document	12 Oct 2022 13:56			✓	
<input type="checkbox"/> SignonlandWordDocument-22001233-1786547.docx	Sign On Land	12 Oct 2022 13:56			✗	
<input checked="" type="checkbox"/> SignonlandPdf-22001233-1786548.pdf	Final Sign On Land	12 Oct 2022 13:56			✓	
<input type="checkbox"/> * public_notification_combined_letter_1165.pdf	Public Notification Combined Letters	12 Oct 2022 13:56			✗	

6 items

4. Click on the document download to open.

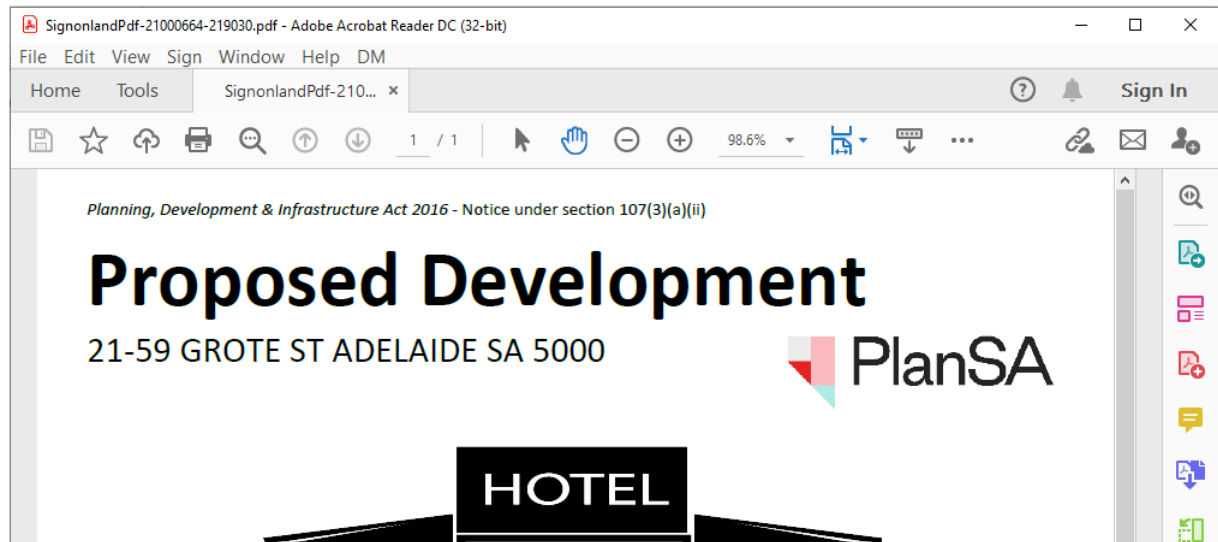


## Open with preferred application

If you have followed the instructions [How to - Set a document to always open with a preferred application | PlanSA](#) the document will open immediately in Adobe Reader rather than downloading.

## Initiate a public notification consultation

The sign on land PDF opens in Adobe Reader. Click on the **Printer** icon to print and/or **Save** to have printed professionally.



## Record the date sent to the applicant

## Date Distributed field is not showing

The Date Distributed field only shows when the applicant contact/s have chosen 'post' as their preferred contact method.

1. Click on the **sign on land PDF**.
2. Enter or select **date distribution**.
3. Click **UPDATE DOCUMENTS** to save the date.

<input type="checkbox"/>	SignonlandPdf-22001233-1786548.pdf	Final Sign On Land	12 Oct 2022 13:56					
<input type="checkbox"/>	* public_notification_combined_letter_1165.pdf	Public Notification Combined Letters	12 Oct 2022 13:56					

6 items

### Selected Document

<b>Document</b> SignonlandPdf-22001233-1786548.pdf	<b>Date Created</b> 12 Oct 2022 13:56	Uploaded By Administrator
<b>Document Type</b> Final Sign On Land	<b>Date Distributed</b> dd/mm/yyyy	
<b>Description</b> <input type="text"/>	<b>Superseded</b> <input type="checkbox"/>	

## Initiate a public notification consultation

## Upload the notice on land photographic evidence

### Applicant nominates to upload

On uploading the notice on land evidence, the assessing relevant authority receives an email.

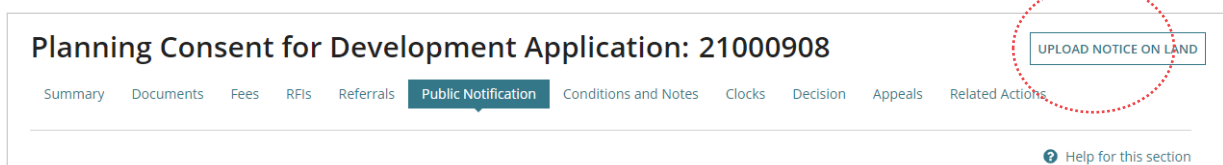


### Relevant authority nominated by the applicant

When the applicant has nominated the relevant authority, they must – within 1 business day of the start of the notification period – take a photograph that clearly displays the notice on the land, with details of the location, date and time the photograph was taken.

Follow the instructions below to upload the notice on land evidence.

1. Search using the application **ID** number.
2. Remove the **Assigned to me only flag** – as required.
3. Click on the **application** – not the ID – to view the status details.
4. Click on **Planning consent** to upload the sign on land evidence.
5. Click on the **Public Notification** tab and then select **UPLOAD NOTICE ON LAND**.





Initiate a public notification consultation

The evidence of notice on land for application screen displays.

- 6. Click **UPLOAD** to locate saved photo and drag-and-drop into the **Drop files here** field.
- 7. Click on **CANCEL** to close the window.
- 8. The **Document Category** and **Document Type** fields default as:
  - **Document Category** = Public Notice Documents
  - **Document Type** = Evidence of Notice on Land
- 9. Click on **SUBMIT** to upload the evidence.

Evidence of notice on land for application 21000908

The documents required to be uploaded:  
1. a photograph clearly displaying the notice on the relevant land on the day the public notification period started

Document	Document Category	Document Type	
 <b>sign placement</b> PNG - 156.04 KB	Public Notice Documents ▾	Evidence of Notice on Land ▾	✕
<div>UPLOAD  Drop files here</div>	--- Select One --- ▾	--- Select One --- ▾	

Note: You may select multiple documents to upload simultaneously.

CANCEL

SUBMIT

## Initiate a public notification consultation

The public notification screen shows.

Within the **Public notification status** section, the **Task: Upload evidence of signage at start of public consultation period** is now completed.

Public consultation 3 Aug 2021 - 24 Aug 2021 View Details

[View Contacts \(7\)](#)

**Public notification status**

Public consultation period	3 Aug 2021 - 24 Aug 2021	Pending Commencement	<span>15</span>
<span>✓</span> Task: Upload evidence of signage at start of public consultation period			

The uploaded evidence of sign on the land is available from the **Documents** and **Public Notification** tabs.

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

< Development application 22000298

**Search by keyword**

Search by keyword

Search by Category

Search by Type

**Where was the document uploaded?**

☒ Application

☒ Planning Consent

☐ Land Division Consent

**Additional document filters**

☐ Decision Documents

☐ P&D Code Rules

☐ Snapshots

☐ Invoices

☐ Other Documents

☐ Plans

☒ Public Notification

**Hidden by default**

☐ Superseded

☐ System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * 9070697_form_one_icon.png	Evidence of Notice on Land	13 Oct 2022 11:12			<input checked="" type="checkbox"/>	

An email is received by the applicant advising the evidence has been uploaded.



The Relevant Authority has uploaded [evidence of notice on land](#) for the development application 22000298



For more information visit  
**[plan.sa.gov.au](http://plan.sa.gov.au)**



**Government of South Australia**  
Department for Housing  
and Urban Development