

When can I upload additional documentation?

1

A submission to upload additional documentation can be performed during the development assessment or development approval of your application.

Development assessment is on hold (at your request)

When you have requested your application to be 'put on hold' you will not be able to upload additional documents, until the hold is removed. Contact the relevant authority assessing your development application for further assistance and guidance in these cases.

What happens next?

The relevant authority assessing your development application will review each document submitted and individually determine to approval or not approve the upload.

On approval of the upload the document(s) are visible from your development application's document store and an email is sent to confirm the review is complete and lists the uploaded documents.

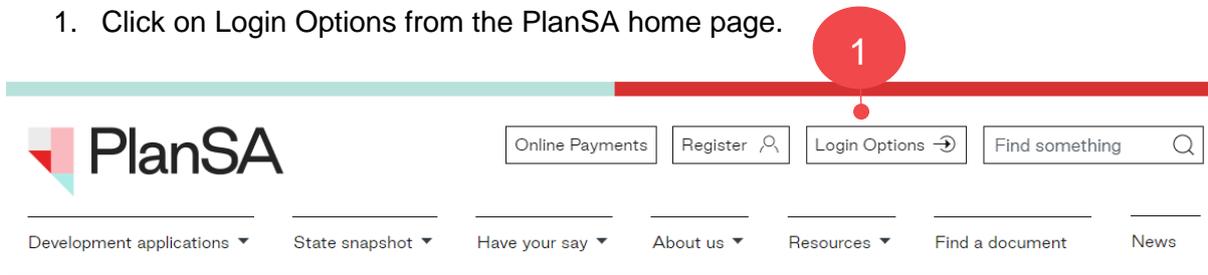
For the document(s) where the upload was not approved, these documents will not appear in your development application's document store, and an email is sent to advise the additional document(s) has been reviewed.

Included instructions

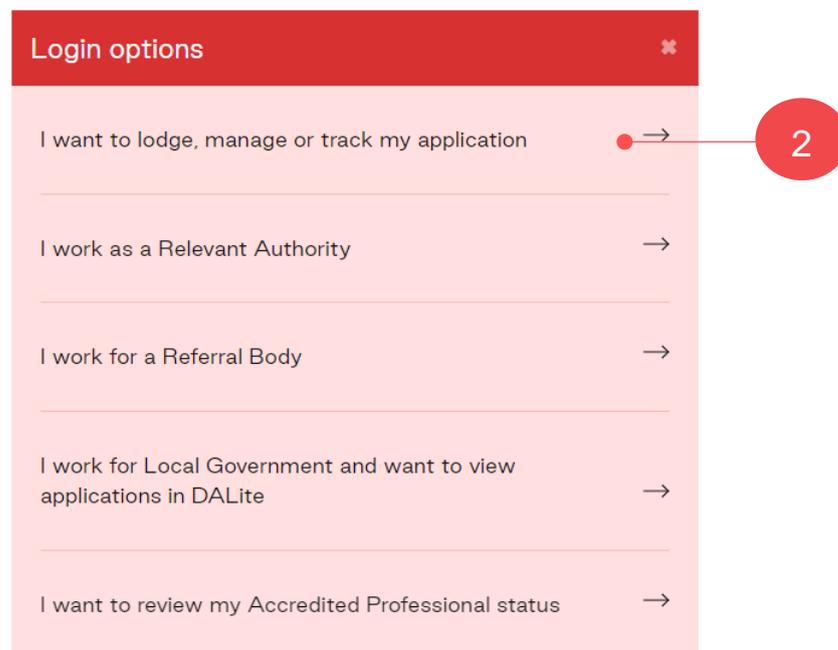
- [Log in to your online account from PlanSA](#)
- [Locate your application](#)
- [Upload the additional documentation](#)
- [View the uploaded documents awaiting review](#)
- [View a history of the additional documents approved and not approved](#)

Log in to your online account from PlanSA

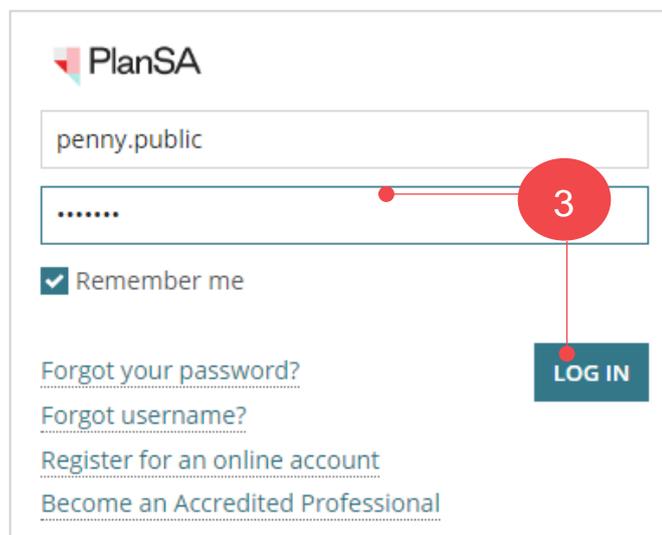
1. Click on Login Options from the PlanSA home page.



2. Click on **I want to lodge, manage or track my application** account option.



3. Completing the log in screen with your 'username' and 'password' and **Log in** to view your applications.



How to...

Upload additional documents during development assessment and approval

Locate your application

3

1. Search for your application by the **ID** number or locate within the list of **For Your Action** applications.
2. Click on the **ID** number of the application to view the development application details.

Your applications

1

22000063



FOR YOUR ACTION (290)

UNDER ASSESSMENT (857)

DRAFT (11)

LAND DIVISION CERTIFICATES (18)

CERTIFICATE OF OCCUPANCY (36)

1 results for: "22000063"

ID	Owner	Location	Nature of Development
22000063	T Applicant	62 ROBE ST ROBE SA 5276	Detached dwelling, garage and pool

2

Upload and submit your additional documentation

The Development application – summary page shows with the **Upload Additional Documentation** button.

3. Click the **Upload Additional Document**.

Development application: 22000063

3

UPLOAD ADDITIONAL DOCUMEN...

Summary Documents Sharing access Related Actions



Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

Development Location(s)

62 ROBE ST ROBE SA 5276

Title Ref: CT 5312/302 Plan Parcel: H441800 SE641

Additional Location Information:

Council: Dc Of Robe

Nature of development

DP3-2829 test

Elements selected

- New housing
 - Detached dwelling

[Submission details](#)[Zoning information](#)

There is currently no action required from you.

Status detail**Planning consent**

Assessment in progress



How to...

Upload additional documents during development assessment and approval

The **Upload Additional Documentation** page is shown.

4. Click on **UPLOAD** to open the file explorer.
5. Navigate the **Open** window to locate the documentation being uploaded.
6. Drag-and-drop the document into the *Drop files here field*.

4

Development application: 22000063

Summary Documents Sharing access Related Actions

Upload Additional Documentation

Upload Documents

Document

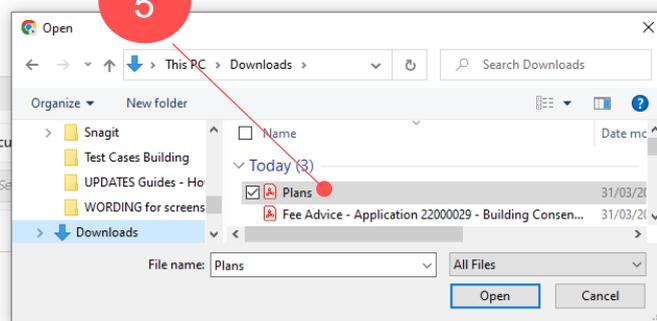
UPLOAD

Drop files here

+ Copy

Note: You may select multiple documents to upload simultaneously.

CANCEL



7. Categorise the document making selections from the **Document Category** and **Document Type** field drop-downs, e.g. Plans and Floor Plans.
8. Click **SUBMIT** to complete.

Development application: 22000063

Summary Documents Sharing access Related Actions

Upload Additional Documentation

Upload Documents

Document

Plans
PDF - 532 KB

Document Category

Plans

Document Type

Floor Plans

UPLOAD

Drop files here

--- Select One ---

--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL

8

SUBMIT



How to...

Upload additional documents during development assessment and approval

View the documents uploaded and awaiting review

The Development application – summary page shows with the **Upload Additional Documentation** button and the **Additional Documents** tab is shown.

9. Click on **Additional Documents** tab to view uploaded documents.

Development application: 22000063 UPLOAD ADDITIONAL DOCUMENT...

Summary Documents **Additional documents** Sharing access Related Actions



Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

Development Location(s)
62 ROBE ST ROBE SA 5276
Title Ref: CT 5312/302 **Plan Parcel:** H441800 SE641
Additional Location Information:
Council: Dc Of Robe

Nature of development
DP3-2829 test

Elements selected

- New housing
 - Detached dwelling

> Submission details
> Zoning information

There is currently no action required from you.

Status detail

Planning consent Assessment in progress ▼

The **Additional documents** page shows a list of document(s) you have uploaded and as you upload further documents throughout the assessment of your development application a record of these uploads is available from the Additional documents page.

Development application: 22000063 UPLOAD ADDITIONAL DOCUMENT...

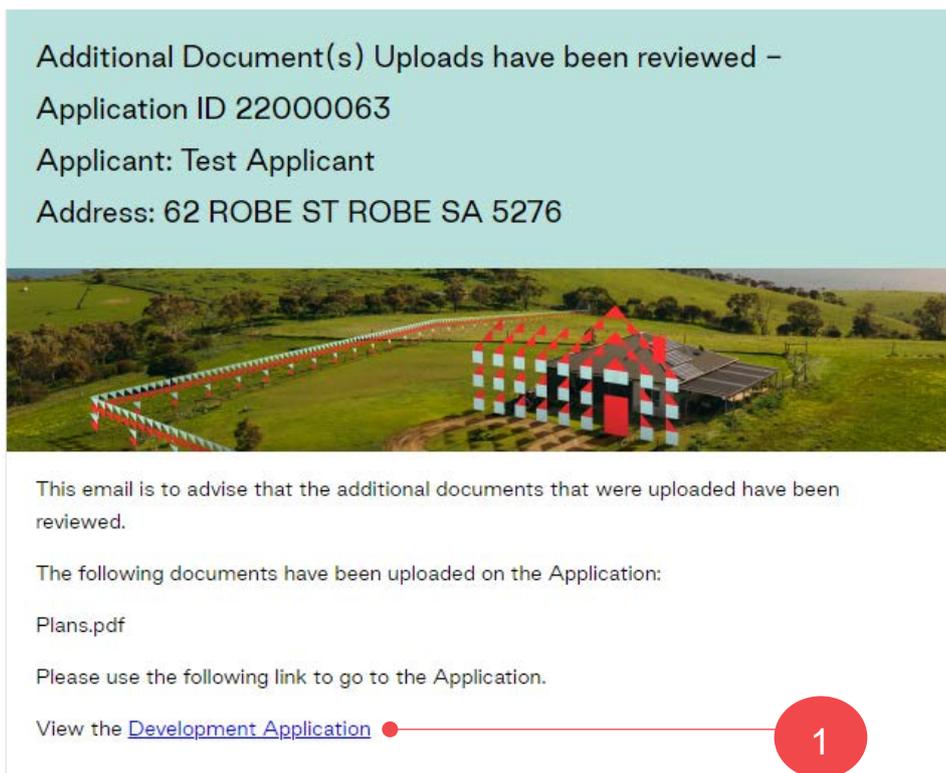
Summary Documents **Additional documents** Sharing access Variation Requests Related Actions

Document Name	Type	Description	Requested Document Upload	Upload Accepted
Plans_1_(1).pdf	Location Plan		test.automation on 10 May 2022 15:50	
Dummy Document 1.pdf	Correspondence - General		test.automation on 28 Apr 2022 16:25	YES 28 Apr 2022 16:27
JPEG DUMMY.jpg	Construction Details		test.automation on 28 Apr 2022 16:25	
Only one stakeholder for post and email.xlsx	Decision Notification Form		test.automation on 28 Apr 2022 16:25	
AMG.png	Engineering Footing Design		test.automation on 28 Apr 2022 16:25	NO 28 Apr 2022 16:27

View the documents approved

Log in to your online account from the email

1. Click on **the Development Application** link within the email notification.



2. Click on **I want to lodge, manage or track my application** account option.



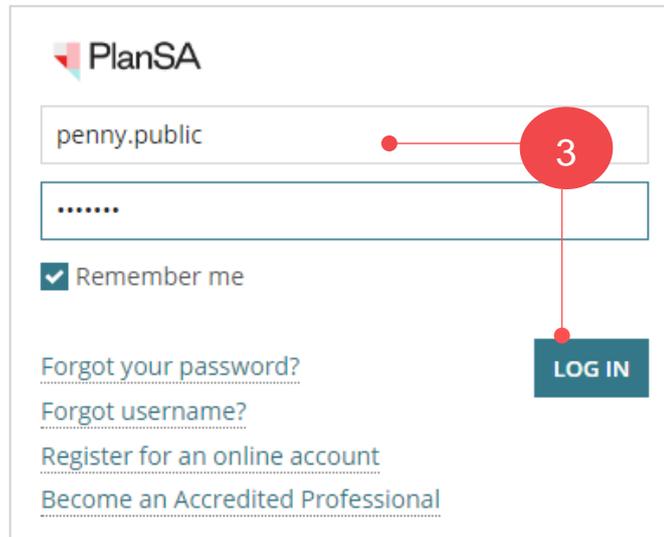


How to...

Upload additional documents during development assessment and approval

3. Completing the log in screen with your 'username' and 'password' and **Log in** to view your applications.

7

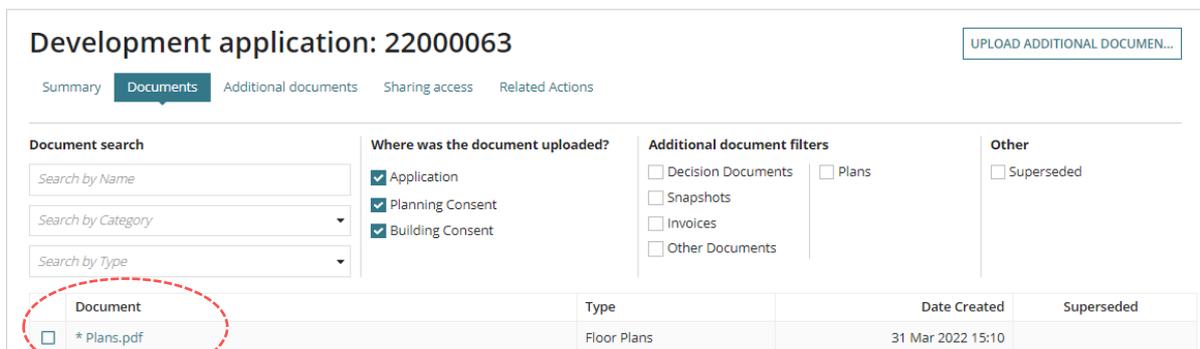


The **Development Application – Summary** page shows.

4. Click on **Documents** tab to view the uploaded documents.



The uploaded document(s) show in the list of documents.





How to...

Upload additional documents during development assessment and approval

View a history of the additional documents approved and not approved

Checking which documents have been not approved and approved for upload.

- Click on **Additional Documents** tab to view the history of document upload requests.

Development application: 22000063 UPLOAD ADDITIONAL DOCUMENT...

Summary Documents **Additional documents** Sharing access Related Actions



Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

Development Location(s)
62 ROBE ST ROBE SA 5276
Title Ref: CT 5312/302 **Plan Parcel:** H441800 SE641
Additional Location Information:
Council: Dc Of Robe

Nature of development
DP3-2829 test

Elements selected

- New housing
 - Detached dwelling

> Submission details
> Zoning information

There is currently no action required from you.

Status detail

Planning consent	Assessment in progress	▼
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Following the relevant authorities review of your submission, only accepted documents are available from your Documents store and the document link is removed; regardless of the decision outcome, i.e. accepted or not accepted.

Development application: 22000063 UPLOAD ADDITIONAL DOCUMENT...

Summary Documents **Additional documents** Sharing access Variation Requests Related Actions

Document Name	Type	Description	Requested Document Upload	Upload Accepted
Plans_1_(1).pdf	Location Plan		test.automation on 10 May 2022 15:50	
Dummy Document 1.pdf	Correspondence - General		test.automation on 28 Apr 2022 16:25	☑ YES 28 Apr 2022 16:27
JPEG DUMMY.jpg	Construction Details		test.automation on 28 Apr 2022 16:25	
Only one stakeholder for post and email.xlsx	Decision Notification Form		test.automation on 28 Apr 2022 16:25	
AMG.png	Engineering Footing Design		test.automation on 28 Apr 2022 16:25	⊗ NO 28 Apr 2022 16:27