

Background

The Organisation Profile contains your locations and contact details such as, email addresses, contact phone number, postal and street addresses. This information is used within letter templates, fee advices, tax invoices, etc.

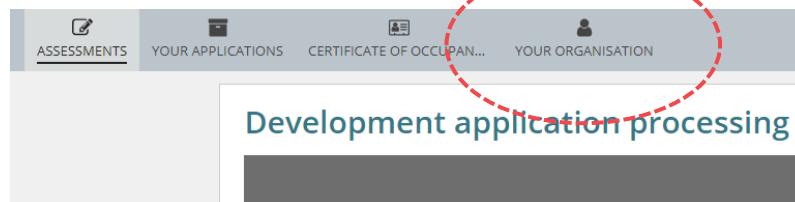
Below, are two examples of where the contact details are shown.

Who can edit the organisation details?

Nominated staff member(s) within each 'Organisation' are assigned to the 'Organisation Administrator' role, which has access to maintain details of the organisation, staff members' online account access, and details of the standard conditions and notes.

How do I know if I am an Organisation Administrator?

An Organisation Administrator's dashboard ribbon will display the **Your Organisation** option.



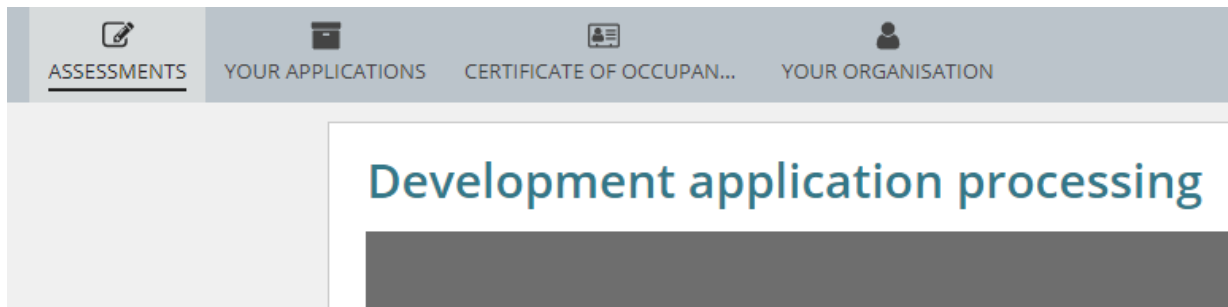
How to... Update the Organisations Contact Details



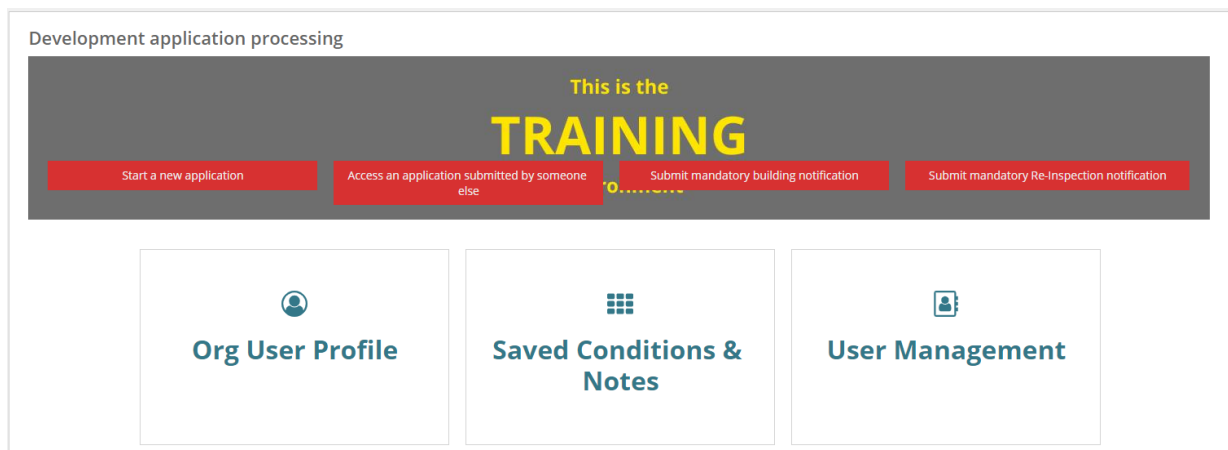
Edit the Organisation location contact details

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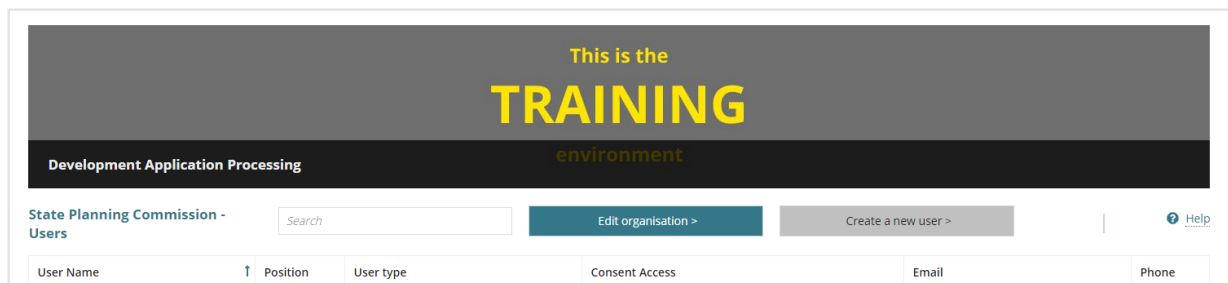
1. Select **Your Organisation** in the dashboard.



2. Select the **User Management** option.



3. Select **Edit Organisation** to proceed.



Update the Organisation Details

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Edit Organisation

[? Help for this section](#)

Organisation Details

Organisation Name *
State Planning Commission
200 characters maximum

Organisation email address *

50 characters maximum

Notification email address

50 characters maximum

Organisation phone *

Enter exact 10 numbers in format: XXXXXXXXXX.

4. Update the **Organisation details** paying attention to the mandatory (*) fields.

- **Organisation Name***: Cannot be edited.
- **Organisation email address***: Provide the email address of the group mailbox to receive email notifications throughout the submission and assessment of a development application.

Example of when the organisation email address is referenced

When a consent (planning, land division, building) or development approval is not assigned to a staff member then the relevant authority email notifications will be sent to the 'Organisation email address' provided.

- **Notification email address**: Provide the email address to receive public notification representations.
- **Organisation Phone***: Provide the organisation's main contact number.

Update the Other Organisation Details (optional)

▼ [Other organisation details \(optional\)](#)

Organisation short name

50 characters maximum

ABN

Enter exact 11 numbers in format: XXXXXXXXXXXX.

Website

200 characters maximum

5. The **Other Organisation Details (optional)** fields are not mandatory. The information provided is not utilised within the in-built letter, fee advice or tax invoice templates.

- **Organisation short name:** Keep the short name (if provided) otherwise leave the field blank.
- **ABN:** Keep the ABN number (if provided) otherwise leave the field blank.
- **Website:** Keep the website details (if provided) otherwise leave the field blank.

How to... Update the Organisations Contact Details



Update the Postal Address

The **postal address** shown will be included in the letters, Decision Notification Form (DNF), fee advice and tax invoice templates.

The outlined area shows where the entered 'postal' address and contact phone number will be populated.

Sample Tax Invoice

PlanSA

Government of South Australia
Department for Infrastructure and Transport
ABN 92 366 288 135

Invoice to:
Tom Victory

Application number: 20002002
Tax Invoice No: 1957
Date: 20 Oct 2020

For enquiries, please contact:
State Planning Commission
1 Fake Address Adelaide 5000
SA
Ph: (08) 7109 7018

Sample Decision Notification Form (DNF)

b. if an appeal is commenced—
i. until the appeal is dismissed, struck out or withdrawn; or
ii. until the questions raised by the appeal have been finally determined (other than any question as to costs).

CONTACT DETAILS OF CONSENT AUTHORITIES

Name: State Planning Commission	Type of consent: Planning; Building
Telephone: 0871097018	Email: woods@sa.gov.au
Postal address: 1 Fake Address Adelaide 5000, SA	

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6. Type over the displayed **Street or PO Box** and **City, town or suburb** fields or provide the postal address details when 'blank' fields are shown.

Postal Address

Street or PO Box

500 characters maximum

City, town or suburb

50 characters maximum

State

Postcode


Must be 4 digits

Update the Street Address (office location)

For Local Government Councils the **street address** must be provided to populate the public notification letters and sign on land to direct readers on where the plans are located for viewing during public notification. The outlined area in the samples (below) shows where the 'street address' will be populated.

For all other organisations provide the street address of the office. When there is more than one office provide the street address of the main/central office.

Sample Sign on Land

<p>Online https://dpti.sa.gov.au/saplanningportal/development_application_register#view-20001974-DAP</p>	<p>Online https://train.planninganddesigncode.dpti.sa.gov.au/HaveYourSay/default.aspx?pid=160</p>	<p>Be in writing</p> <hr/> <p>Include the name and address of the person/s who are making the representation</p> <hr/> <p>Set out the particular reasons why planning consent should be granted or refused</p>
<p>Scan this code with your phone camera</p> 	<p>Email sascha.woods@sa.gov.au</p>	
<p>Visit the office of State Planning Commission 1 Fake Address Adelaide 5000 Not Provided Not Provided</p>		
<p>Post 1 Fake Address Adelaide 5000 Provided Not Provided</p>		

Sample Notification Letter



Or, in person at

1 Fake Address Adelaide 5000

Use you smart phone to scan this code

7. Type over the displayed **Street or PO Box** and **City, town or suburb** fields or provide the postal address details when 'blank' fields are shown.

Street Address

Street or PO Box *

500 characters maximum

City, town or suburb

50 characters maximum

State **Postcode**

--- Select One ---

Must be 4 digits

8. **Submit** to save updates.