## How to... Update contact details for an application contact



### Background

Updating applicant or contact information for an application may be needed when;

- an email notification has 'bounced' due to an email address being incorrect
- a letter has been 'returned to sender'
- a contact has advised a change of postal address and/or email
- a contact has been replaced by another person / business.

#### Locate the application contacts

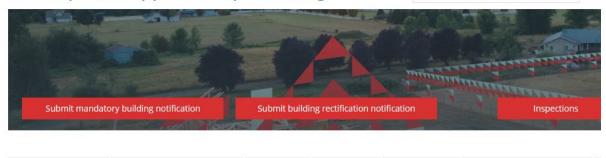
- 1. Search for the development application using the ID number.
- 2. Remove the Assigned to me only checkbox to view all applications.

#### Important!

For applicants following these instructions the **Assigned to me only** checkbox will not display within the **Your Applications** screen.

#### **Development application processing**

ASSESSMENT IN PROGRESS (252)



WAITING (156) UPCOMING (92)

24000285

COMPLETED (317) BUILDING NOTIFICATIONS (124)

0 results for: "24000285"

Assigned to me only

FOR YOUR ACTION (235)

3. Click on the ID of the application to view more details.

#### 1 results for: "24000285"

Assigned to me only

ID ↓	Owner	Location	1
24000285	T Applicant	97A ARTHUR ST MAGILL SA 5072	¢

Version 1.2

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## Update contact details

#### Important!

The contact details cannot be updated when the status of the development application is 'Awaiting Payment'.

- 4. The **development application summary** screen is shown. Scroll down to the **Applicant contacts**.
- 5. Click on **Edit** against the applicable contact.

Application contacts		
ADD NEW CONTACT	Applicant Edit   Name: Test Applicant   Type: Individual   Address: 15 SOUTH TERRACE SEMAPHORE	Preferred Contact Method: Email Email: testplansa2023@gmail.com
	Primary Contact Edit Name: Test Applicant Type: Individual Address: 15 SOUTH TERRACE SEMAPHORE	Preferred Contact Method: Email Email: testplansa2023@gmail.com
	Land OwnerEdit Name: Test Applicant Type: Individual Address: 15 SOUTH TERRACE SEMAPHORE	Preferred Contact Method: Email Email: testplansa2023@gmail.com
	Invoice Contact Edit Name: Test Applicant Type: Individual Address: 15 SOUTH TERRACE SEMAPHORE	Preferred Contact Method: Email Email: testplansa2023@gmail.com
	BuilderEdit Name: Little-Big Builders Type: Business Address: 83 PIRIE STREET ADELAIDE Builders Licence No: BLD 12356	Preferred Contact Method: Email Phone: 1300 100 100 Email: LBB_DAPTESTING@sa.gov.au

- 6. The **Edit Invoice Contact** screen is showing and then overtype the applicable fields with the details provided. \* Indicates mandatory fields.
  - Contact details\*: Title First Name Last Name
  - Postal Address\*
  - Preferred Contact Method: Email or Post
  - Phone\*
  - Alternative Phone
  - Email\*
- 7. Click on **Save** to keep the changes.

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# How to... Update contact details for an application contact



### **Remove an application contact**

Contacts that cannot be removed always are the Primary and Invoice Contacts. Where an application has multiple applicant contacts, then an applicant can be removed, however there must always be at least one applicant.

1. Click Edit against the applicable contact.

Application contacts		
Add a new contact from your application contacts	Planning Consent	
Search a new contact from your application contacts	City of Marion	Phone: 08 888 1111
ADD NEW CONTACT	Address: 1 Fake Address Adelaide 5000	Email: test.council.dpti+COUNCIL_CITY_OF_MARION@gmail.co m
	Applicant 1 Edit	
	Name: MyBusiness1	Preferred Contact Method: Email
	Type: Business	Phone: 01111111
	Address: 83 PIRIE STREET ADELAIDE	Email: test@test.com
	Applicant Edit	
	Name: Mr Iam Applicant	Preferred Contact Method: Email Phone: 0244466666
	Type: Individual Address: 1 Applicant address Mycity	Email: test@test.com

The Edit contact page displays.

#### **Edit Applicant**

INDIVIDUAL	BUSINESS	CROWN AGENCY
Title *		
Mr		
First Name*		
lam		
100 characters m	aximum	

- 2. Scroll to the bottom of the page until the **DELETE** button shows.
- 3. Click **DELETE** and confirm the deletion.

Delete Applicant	
Are you sure you want to del	lete this Applicant from this
Application?	
NO	DELETE APPLICANT

The **Application contacts** updates, with the contact removed no longer showing.