How to…
Enable the submission of Crown or Essential Infrastructure applications

Government of South Australia
Department for Trade and Investment
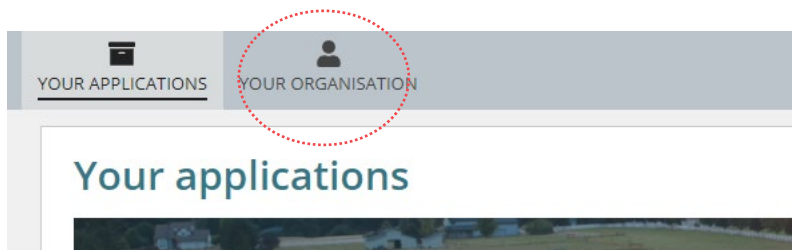
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Background

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Organisation admin users are now able to enable the submission of Crown or Essential Infrastructure applications. A new checkbox called "Crown Applicant" is available within the organisation page and once flagged will enable the '**Start a new CROWN application**' button within the Your applications dashboard.
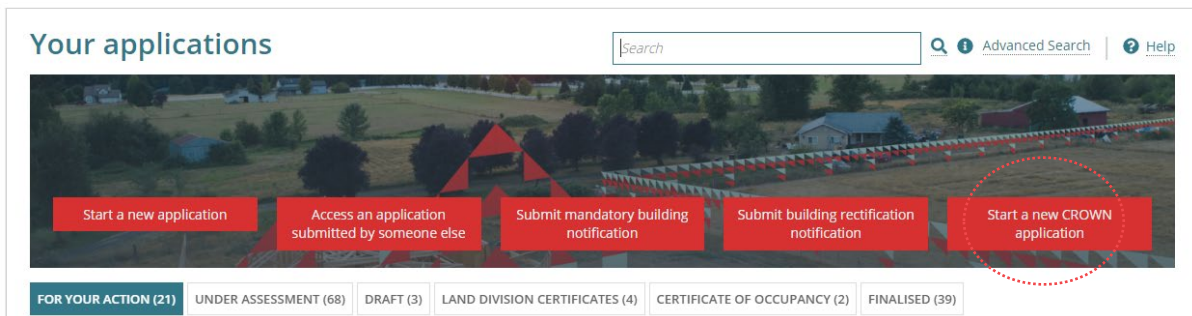
Who can set-up and manage the enabling of Crown or Essential Infrastructure applications?

Only staff members who have the 'Organisation Administrator' role and has access to the Your Organisation dashboard.
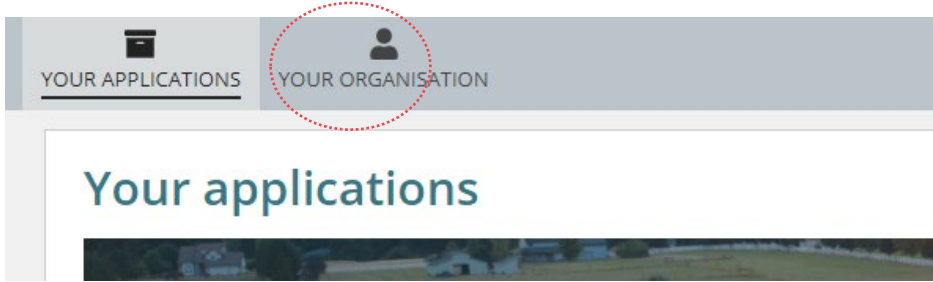

Related Instructions

[Submit an Application | PlanSA](#)

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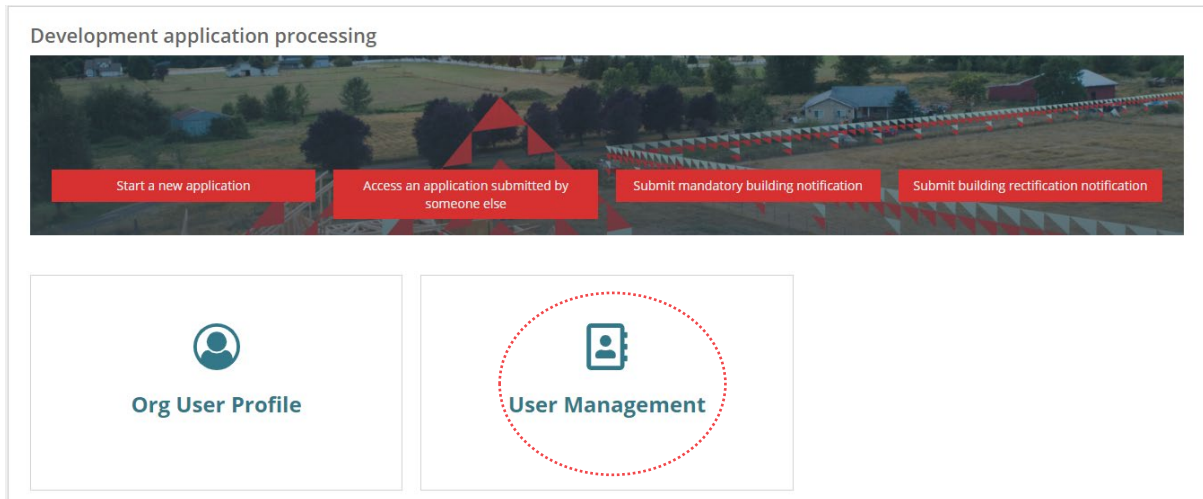
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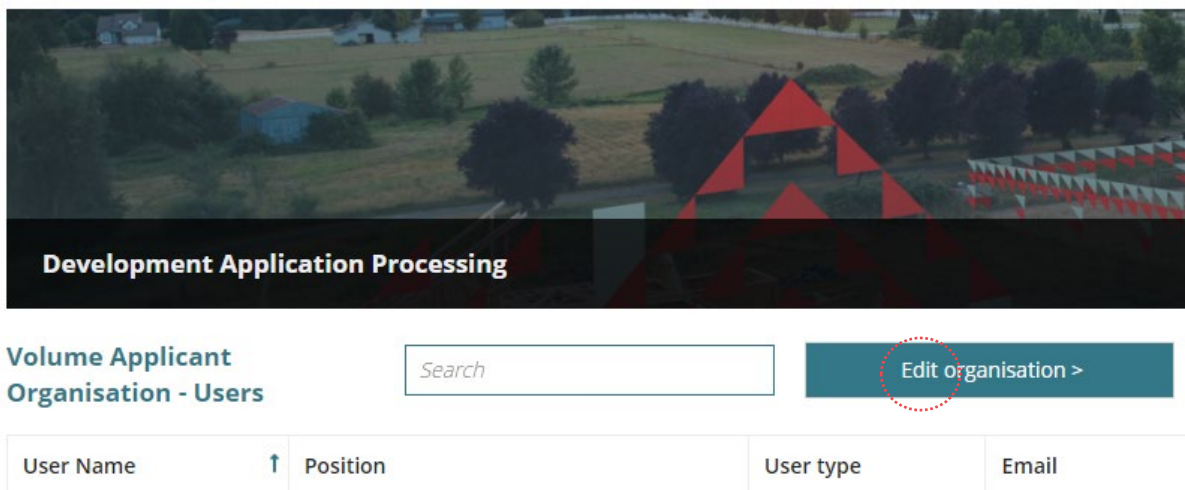
Enable the Start a new Crown application button

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

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

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

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4. The **Edit Organisation** page shows.

Edit Organisation

Organisation Details
Organisation Type *
☐ Relevant Authority
☐ Referral Body
☑ Applicant

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

5. Tick checkbox **Crown applicant** to enable the button 'Start a new CROWN application' in the dashboard Your applications.

Edit Organisation

Organisation Details
Organisation Type *
☐ Relevant Authority
☐ Referral Body
☑ Applicant

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

6. Click **SUBMIT** to save updates.

Organisation Status
Effective From
26 Jul 2019

CANCEL   SUBMIT

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7. The **Organisation** page shows, and an **event history** record created for the change.

∨ Event History

User impacted	Action taken by	Time of change	Type change
	User One	13/11/2023 09:41	EDIT_ORGANISATION

8. Select **Your Applications** to exit Your Organisation.

YOUR APPLICATIONS   YOUR ORGANISATION
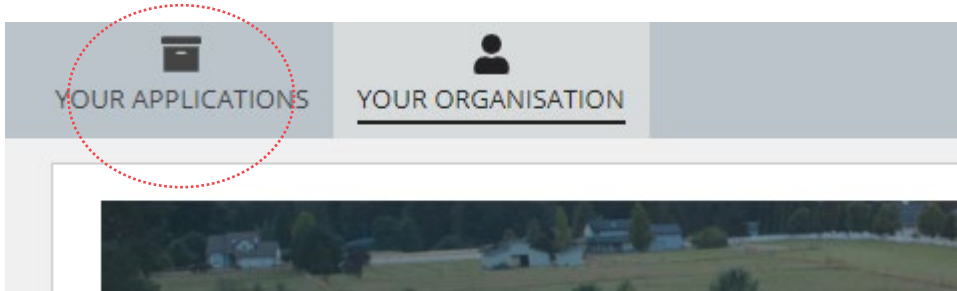
9. The Your Applications dashboard shows and the **Start a new CROWN application** button is available.

Your applications

Search   Q ⓘ Advanced Search   ❓ Help

Start a new application | Access an application submitted by someone else | Submit mandatory building notification | Submit building rectification notification | Start a new CROWN application

FOR YOUR ACTION (21) | UNDER ASSESSMENT (68) | DRAFT (3) | LAND DIVISION CERTIFICATES (4) | CERTIFICATE OF OCCUPANCY (2) | FINALISED (39)