

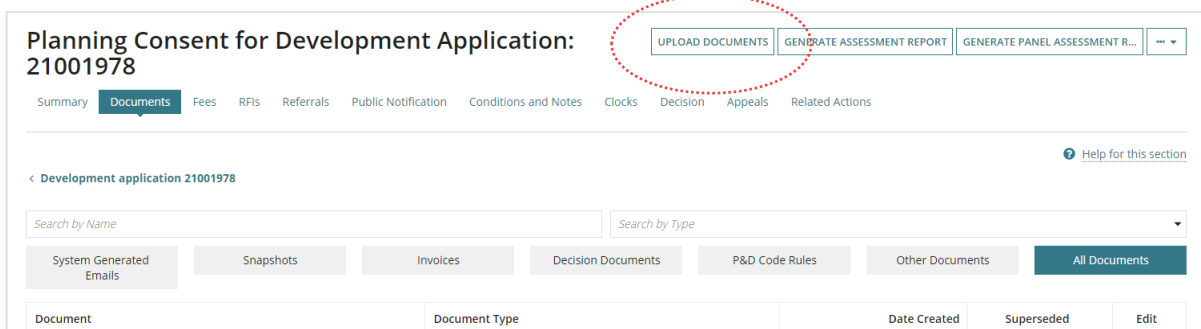
Background

1

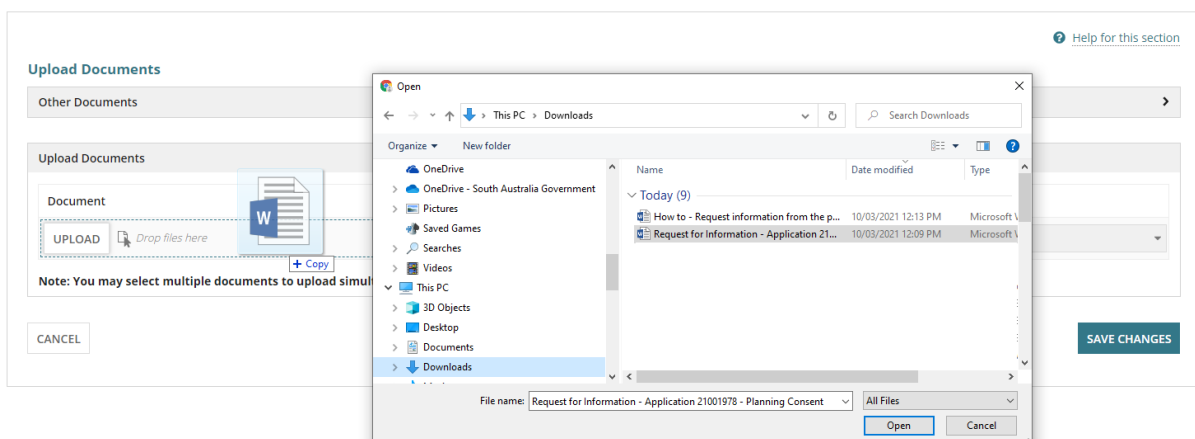
Upload the communications, e.g. letter, PDF of email etc. to the development application Documents store and record the date sent, to keep a record of communications between the relevant authority and the applicant and/or contacts (i.e. primary contact, invoice contact or land owner/s).

The below is an example of uploading a 'Request for information' letter sent to the primary contact through the post.

1. Click on the **Documents** tab.
2. Click on **Upload Documents** action.



3. Click on the **Other Documents** heading to collapse the expanded view.
4. Click on **Upload** within the **Upload Documents** screen.
5. Navigate to the folder location the letter saved within and then drag-and-drop the file into the 'Drop file here' field.
6. Close 'X' the **Open** window.



- 7. Categorise the document choosing 'Assessment Documents' category and 'Request for Information' type.
- 8. Click **Save Changes** to complete the action.

Upload Documents

Document	Document Category	Document type
Request for Information - Application 21001978 - Plann... DOCX - 86.43 KB	Assessment Documents	Request for Information
UPLOAD Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL SAVE CHANGES

- 9. Click on the document type (not the document file name) to show details of the selected document.

Document	Document Type	Date Created	Date Distributed	Superseded	Edit
* Request for Information - Application 21001978 - Planning Consent.docx	Request for Information	10 Mar 2021 12:27			

- 10. Select the **Date Distributed** from the pop-up calendar.
- 11. Click on **Update Documents** to save.

Selected Document

Document
* Request for Information - Application 21001978 - Planning Consent.docx

Document Type
Request for Information

Date Created
10 Mar 2021 12:27

Date Distributed
10/03/2021

Superseded

UPDATE DOCUMENTS

The 'date distributed' displays in the field against the 'Request for information' document record.

Document	Document Type	Date Created	Date Distributed	Superseded	Edit
* Request for Information - Application 21001978 - Planning Consent.docx	Request for Information	10 Mar 2021 12:27	10 Mar 2021		