

How to...

Respond to representor submissions

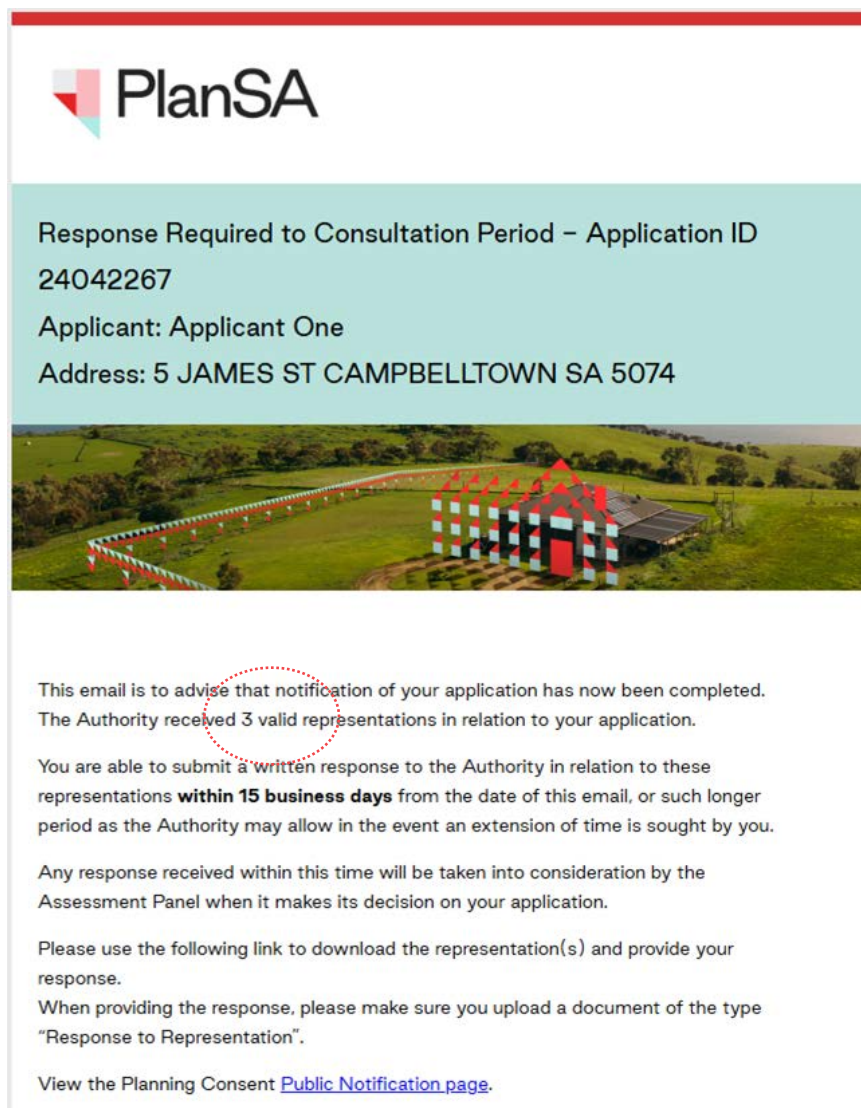


Background

1

Following the conclusion of the notification period, you will receive an email informing the notification of your application has been completed, the total number of 'valid' representations and the timeframe to respond to the representations. When no representations received the email will advise no further action is required.

Any response received within this time will be taken into consideration by the Assessment Panel when it makes its decision on your application.



Require an extension of time to respond

When you need more time to review the submissions to provide a response contact the relevant authority to request an extension of time.

Login to view the representation(s)

2

Login to view the public notification page of your application

A **Public Notification** link is provided within the 'Response Required to Notification Period' email to download the representation(s) prior to providing your response.

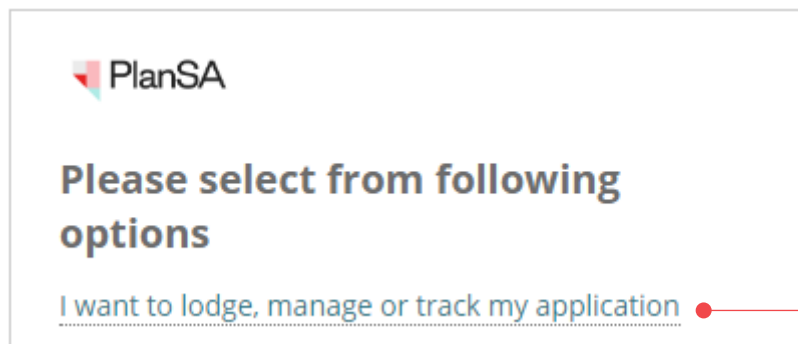
1. Click on the **Public Notification page** link.

Please use the following link to download the representation(s) and provide your response.
When providing the response, please make sure you upload a document of the type
"Response to Representation".

View the Planning Consent [Public Notification page](#).

1

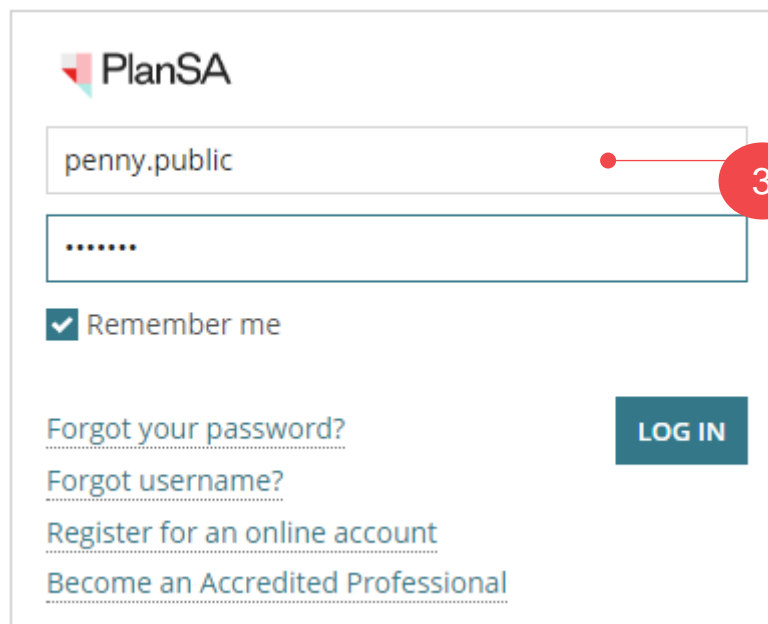
2. Click on **I want to lodge, manage or track my application** login option.



The screenshot shows the PlanSA login page. At the top is the PlanSA logo. Below it, the text 'Please select from following options' is displayed. Underneath, there are four links: 'I want to lodge, manage or track my application', 'I want to view my application', 'I want to view my representation', and 'I want to view my response'. The first link is highlighted with a red circle and a red line pointing to it.

2

3. Complete your login details, i.e. username and password.



The screenshot shows the PlanSA login form. At the top is the PlanSA logo. Below it, there are two input fields: one for the username (containing 'penny.public') and one for the password (containing dots). Below the password field is a checkbox labeled 'Remember me'. To the right of the 'Remember me' checkbox is a blue button labeled 'LOG IN'. Below the 'LOG IN' button are four links: 'Forgot your password?', 'Forgot username?', 'Register for an online account', and 'Become an Accredited Professional'. The 'Forgot your password?' link is highlighted with a red circle and a red line pointing to it.

3

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Preview the representor submissions

3

The **Public Notification** screen UPLOAD RESPONSE TO REPRESENTATION shows.

4. Click on the **View Combined Representation(s)**.

Planning and Land Division Consent for Development Application: 21000941

Summary Documents Fees Information Requests **Public Notification** Related Actions

Development application 21000941

Public notification

Public notification details

Public consultation 6 Aug 2021 - 13 Aug 2021

View Details

4 View Combined Representation(s)

Public notification status

Public consultation period	6 Aug 2021 - 13 Aug 2021	Completed	
		Task: Upload evidence of signage at start of public consultation period	
		Task: Consolidate public consultation documents	
		Task: Upload statement at end of public consultation period confirming compliance with signage regulations	
Applicant response period	18 Jul 2021 - 17 Aug 2021	In Progress	15
Task: Respond to representations			

5. Click on the **download** to preview and print as required.

PublicNotice_435_Summary.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help DM

Home Tools PublicNotice_435_S...

Details of Representations

Application Summary

Application ID	21000971
Proposal	Fish Farm - Sash Training - Do not Touch
Location	LOT 5 RIVIERA DR MOUNT BENSON SA 5275

Representations

Representor 1 - Penny Public

5

Respond to representations

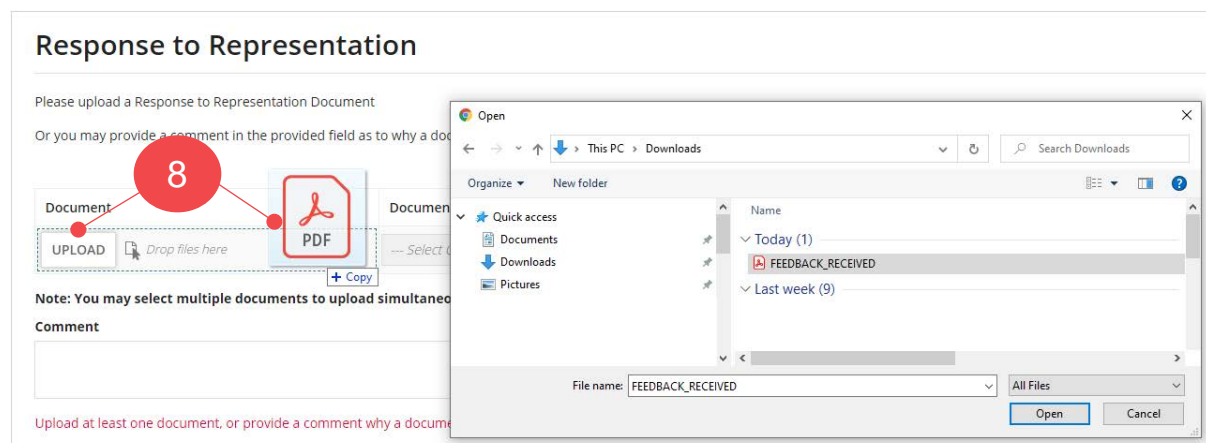
4

- Return to the **Public notification** screen and then click on **UPLOAD RESPONSE TO REPRESENTATIONS**.

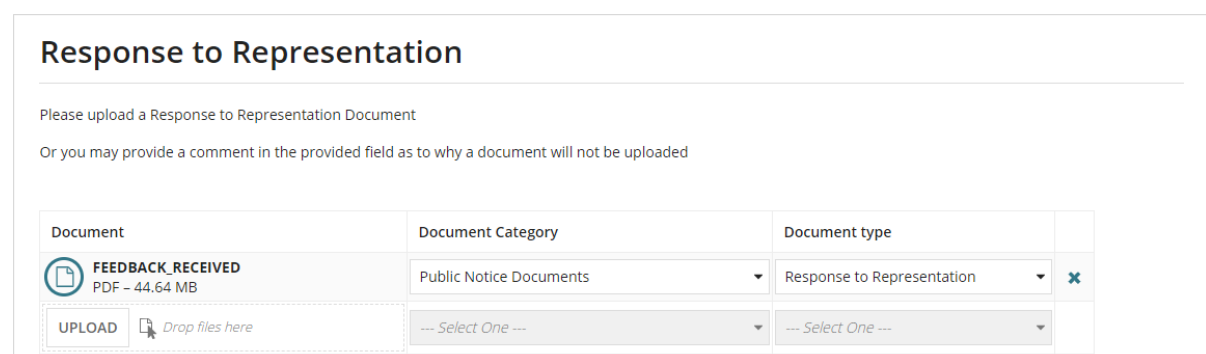




The **Response to Representation** screen is shown.

- Click on **Upload** to locate your response and drag-and-drop into the **Drop files here** field.



- The uploaded document is categorised as follows:
 - Document Category** = Public Notice Documents
 - Document Type** = Response to Representation



Document	Document Category	Document type
 FEEDBACK_RECEIVED PDF - 44.64 MB	Public Notice Documents	Response to Representation
UPLOAD  Drop files here	--- Select One ---	--- Select One ---

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9. Provide a reason in the **comment** field if you are choosing not to respond.

10. Click on **Submit** complete the task 'respond to representations'.

5

Response to Representation

Please upload a Response to Representation Document

Or you may provide a comment in the provided field as to why a document will not be uploaded

Document	Document Category	Document type	
FEEDBACK_RECEIVED PDF - 44.64 MB	Public Notice Documents	Response to Representation	
UPLOAD Drop files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

Comment

CANCEL**SUBMIT**

On returning to the **Public Notification** screen the Task: Respond to representations is completed.

Planning and Land Division Consent for Development Application: 21000941

Summary Documents Fees Information Requests **Public Notification** Related Actions

< Development application 21000941 [Help for this section](#)

Public notification

Public notification details >

Public consultation 6 Aug 2021 - 13 Aug 2021

View Details View Combined Representation(s)

Public notification status

Public consultation period	6 Aug 2021 - 13 Aug 2021	Completed	
		✓ Task: Upload evidence of signage at start of public consultation period	
		✓ Task: Consolidate public consultation documents	
		✓ Task: Upload statement at end of public consultation period confirming compliance with signage regulations	
Applicant response period	18 Jul 2021 - 17 Aug 2021	Completed	15
		✓ Task: Respond to representations	