How to…
Login to your development application account

Government of South Australia
Department for Trade and Investment

PlanSA

Version 1.2

Background

Throughout the assessment of your development application you can login to your account at any time to view the progress from the PlanSA Login Options, or view your development application and document store from hyperlinks provided within an email notification when an action is required from you, e.g. upload documentation or advising an outcome, e.g. verification of building consent completed.
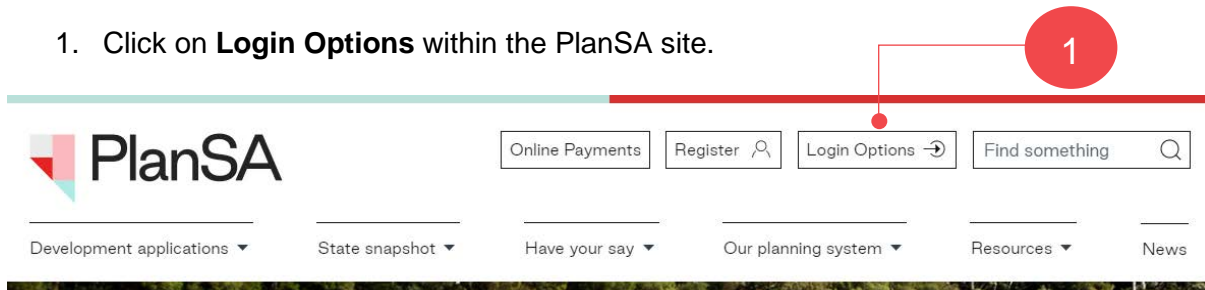
Related Instructions

The instructions below are available from the PlanSA support library Submit an application.

- Create an online account to lodge an application for home developments
- Create an online account to lodge applications for an organisation
- Share access to your application with someone
- Take control of a shared application

How to…
Login to your development application account

Government of South Australia
Department for Trade and Investment

PlanSA

Version 1.2
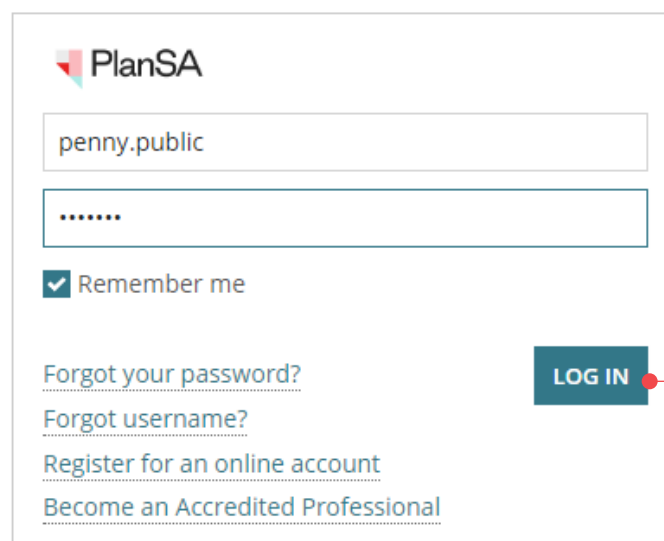
Login from the PlanSA portal home page

1. Click on **Login Options** within the PlanSA site.

2. Select the login option: '**I want to lodge, manage or track my application**'.
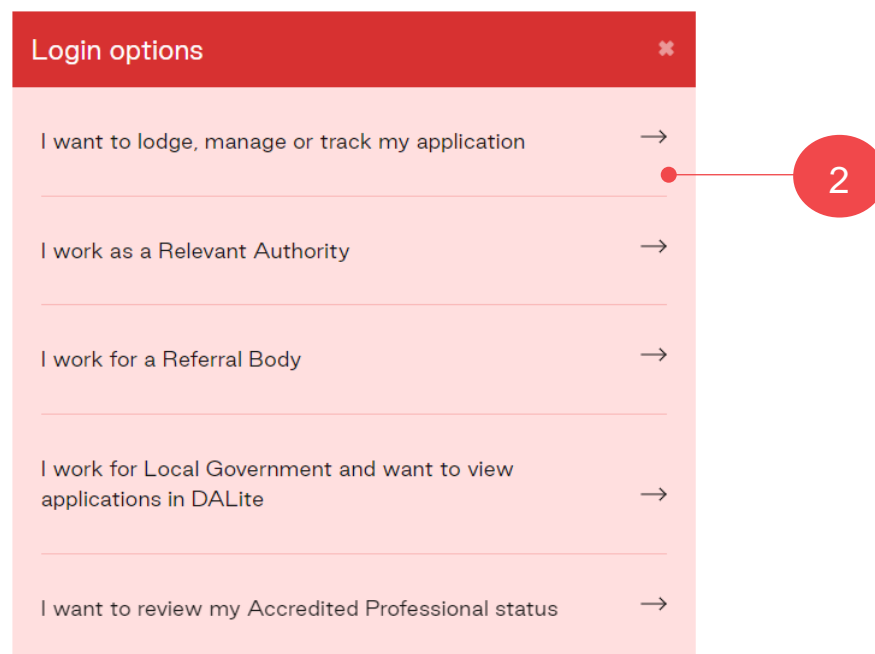
3. Enter your **username** and **password** and click **LOG IN**.

The **Your applications** dashboard is shown with your application or applications.

How to…
Login to your development application account

Government of South Australia
Department for Trade
and Investment

PlanSA
Version 1.2

Login to view the development application within the email notification

The below example, steps you through how to view the development application on completion of a building consent verification. These instructions can be followed when the 'Development Application' hyperlink is available from within any email notification.

1. Click on Development Application link from within the email notification.

How to…
Login to your development application account

Government of South Australia
Department for Trade
and Investment

PlanSA

Version 1.2

2. Click on the login option: '**I want to lodge, manage or track my application**', then proceed to step 3 and enter in your username and password.
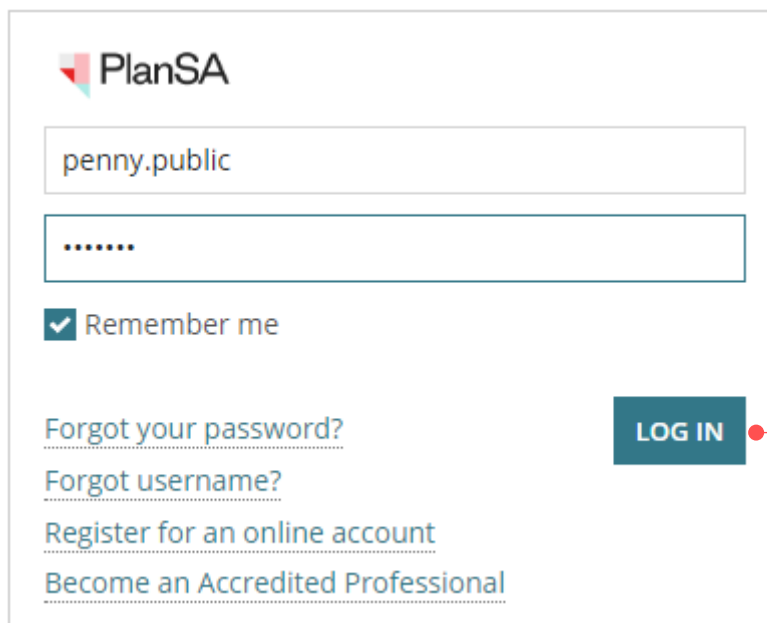
PlanSA

Please select from following options

I want to lodge, manage or track my application — ● — 2

I work as a Relevant Authority

I work for a Referral Body

I want to review my Accredited Professional status

I am a delegate of the Minister of Planning (Crown)

I am an Auth0 Accredited Professional

3. Enter your username and password, and then SIGN IN.

PlanSA

penny.public

••••••••

☑ Remember me

Forgot your password?

Forgot username?

Register for an online account

Become an Accredited Professional

LOG IN — ● — 3

How to…
Login to your development application account

Government of South Australia
Department for Trade and Investment

PlanSA
Version 1.2

The **Development Application Summary** screen is shown.

Referencing the email notification details you can visit the **Documents** tab to view documentation, e.g. Verification Outcome letter or remain on the Summary screen to view the current application status of your application.

How to…
Login to your development application account

Government of South Australia
Department for Trade
and Investment

PlanSA
Version 1.2

Login to view the application documents section within the email notification

The below example, steps you through how to view the development application documents store when a certificate of occupancy has been issued. These instructions can be followed when the 'Documents' hyperlink is available from within any email notification.

1. Click on Documents section link to view the documentation upload and generated throughout the assessment of your development application.
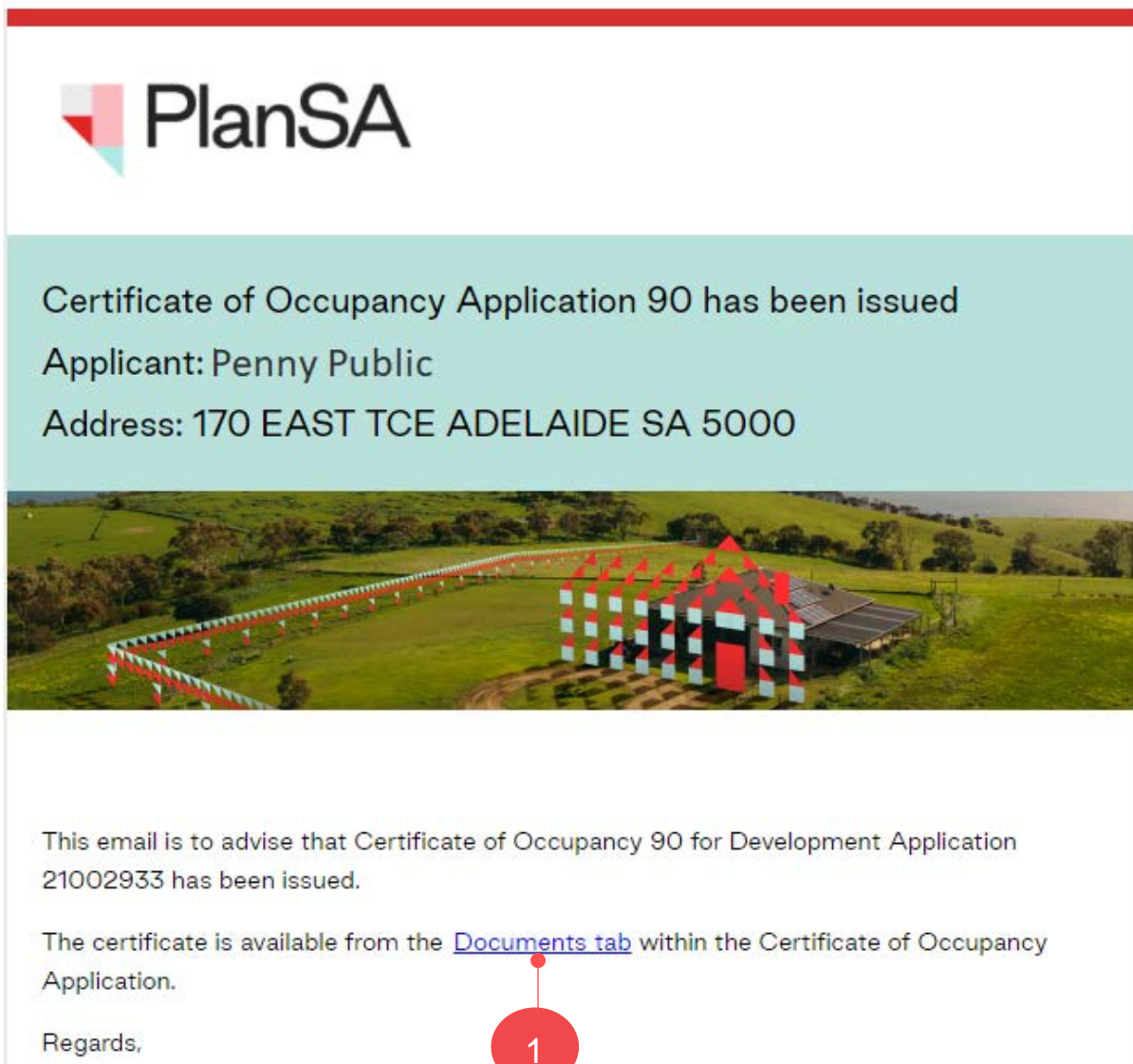
PlanSA

Certificate of Occupancy Application 90 has been issued

Applicant: Penny Public

Address: 170 EAST TCE ADELAIDE SA 5000

This email is to advise that Certificate of Occupancy 90 for Development Application 21002933 has been issued.

The certificate is available from the Documents tab within the Certificate of Occupancy Application.

Regards,

1

How to…
Login to your development application account

Government of South Australia
Department for Trade
and Investment

PlanSA
Version 1.2

2. Click on the login option: '**I want to lodge, manage or track my application**', then proceed to step 3 and enter in your username and password.
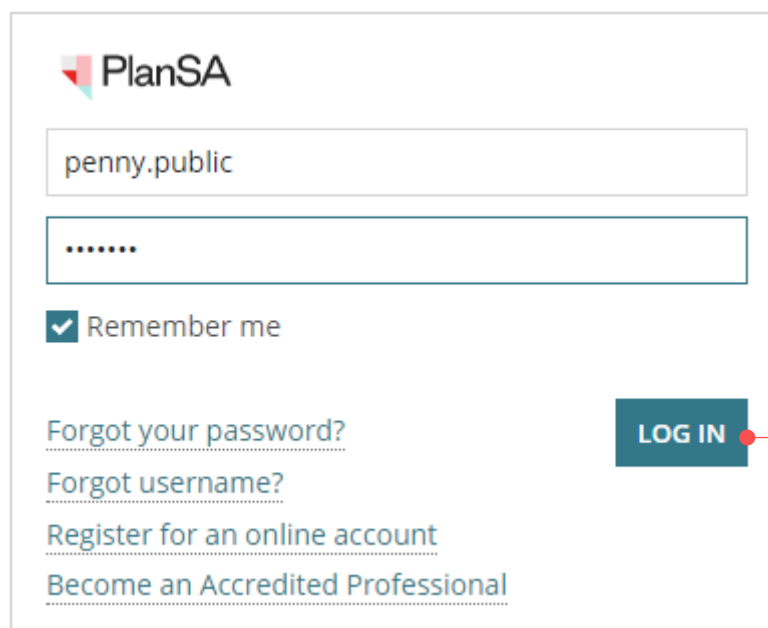
PlanSA

Please select from following options

I want to lodge, manage or track my application

I work as a Relevant Authority

I work for a Referral Body

I want to review my Accredited Professional status

I am a delegate of the Minister of Planning (Crown)

I am an Auth0 Accredited Professional

2

3. Enter your username and password, and then SIGN IN.

PlanSA

penny.public

••••••••

☑ Remember me

Forgot your password?
Forgot username?
Register for an online account
Become an Accredited Professional

LOG IN

3

How to…
Login to your development application account

Government of South Australia
Department for Trade
and Investment

PlanSA
Version 1.2

The **Documents** tab is selected and shows a list of documents uploaded and generated by the system.

Development application: 21002933

Summary | **Documents** | Sharing access | Building Notifications | Certificate of Occupancy | Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

- ☑ Application
- ☑ Planning Consent
- ☑ Building Consent
- ☑ Development Approval

Additional document filters

- ☐ Decision Documents
- ☐ Snapshots
- ☐ Invoices
- ☐ Other Documents

	Document	Type	Date Created
☐	* Certificate of Occupancy 90.pdf	Certificate of Occupancy	19 Jan 2022 11:21
☐	* building insurance.pdf	Limitations or Conditions	19 Jan 2022 10:06
☐	TaxInvoice-Application21002933-Certoccupancy-4411-90544.pdf	Tax Invoice	16 Dec 2021 18:04
☐	FeeAdvice-Application21002933-Certoccupancy-4411-90537.pdf	Fee Advice	16 Dec 2021 18:03
☐	TaxInvoice-Application21002933-Certoccupancy-4410-90528.pdf	Tax Invoice	16 Dec 2021 17:55
☐	FeeAdvice-Application21002933-Certoccupancy-4410-90525.pdf	Fee Advice	16 Dec 2021 17:54
☐	Soc-90494.docx	Statement of Compliance	16 Dec 2021 17:41
☐	Soc-90485.docx	Statement of Compliance	16 Dec 2021 17:39
☐	DecisionNotificationForm-Application21002933-90470.pdf	Development Approval	16 Dec 2021 17:38
☐	Stampedplans-dev-90452.txt	Stamped Plans - Dev Approval	16 Dec 2021 17:35