

Background

1

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.

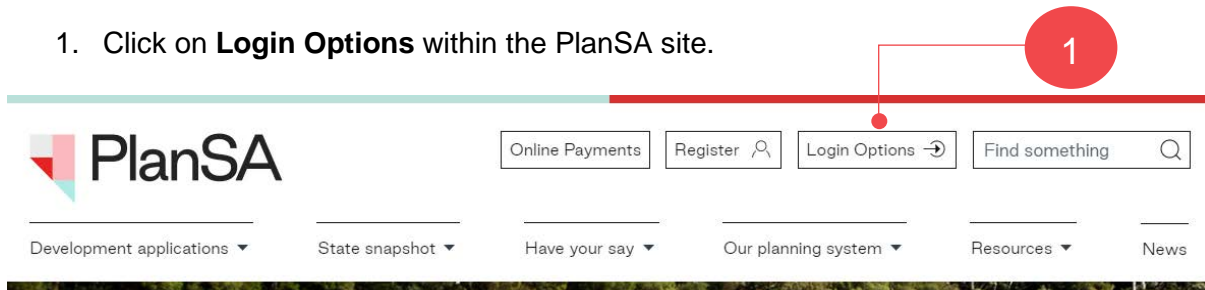
Related Instructions

The instructions below are available from the PlanSA support library [Submit an application](#).

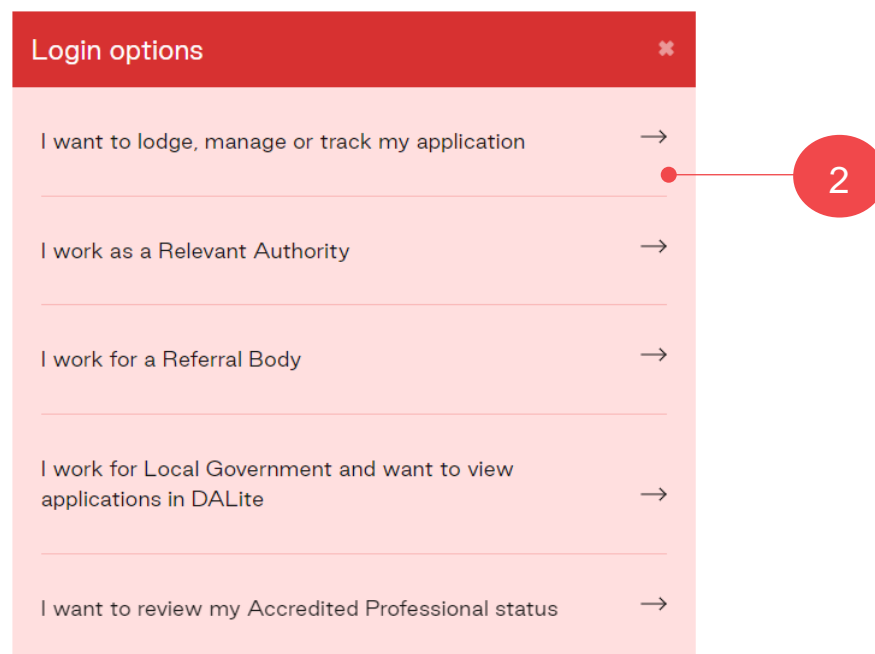
- [Create an online account to lodge an application for home developments](#)
- [Create an online account to lodge applications for an organisation](#)
- [Share access to your application with someone](#)
- [Take control of a shared application](#)

Login from the PlanSA portal home page

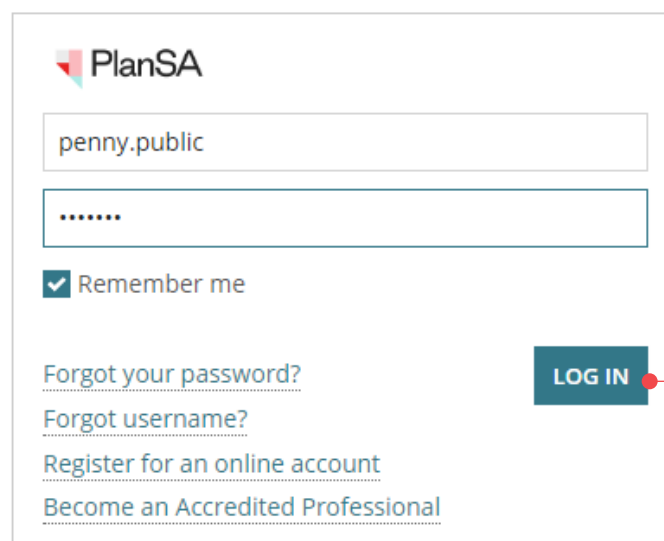
1. Click on **Login Options** within the PlanSA site.



2. Select the login option: **'I want to lodge, manage or track my application'**.



3. Enter your **username** and **password** and click **LOG IN**.



How to...

Login to your development application account



Government of South Australia
Department for Trade
and Investment



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

3

Your applications

This is the **TRAINING**

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

FOR YOUR ACTION (34) | UNDER ASSESSMENT (399) | DRAFT (11) | LAND DIVISION CERTIFICATES (7) | CERTIFICATE OF OCCUPANCY (11) | FINALISED (65)

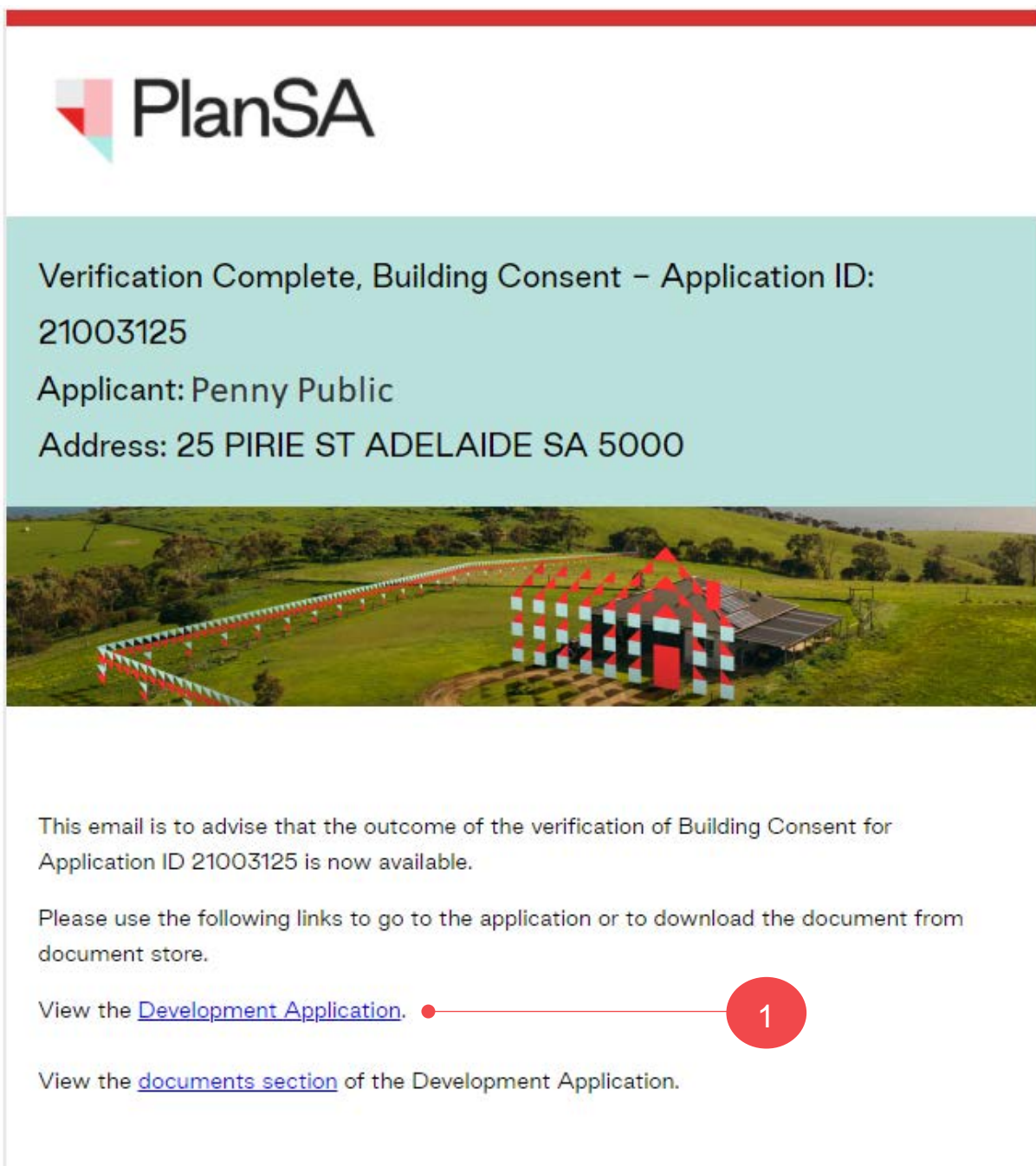
For your action

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged
21002441	Big Build	LOT 42 SIR DONALD BRADMAN DR ADELAIDE AIRPORT SA 5...	Demolish existing building and create multiple warehouses with loading bays	City of West Torrens	14 Apr 2021

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.



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.

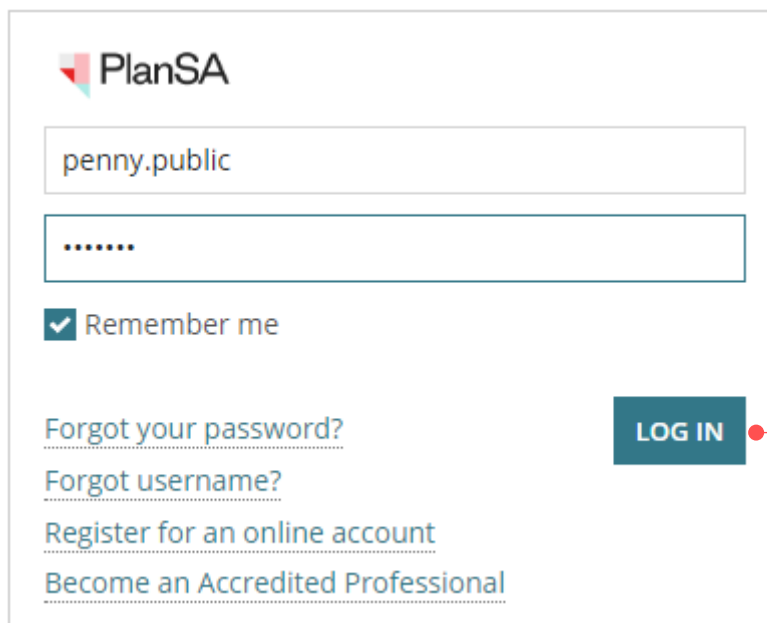



 PlanSA

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](#)

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



 PlanSA

Remember me

[Forgot your password?](#)

[Forgot username?](#)

[Register for an online account](#)

[Become an Accredited Professional](#)


LOG IN

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.

Development application: 21003125

Summary
Documents
Event History
Sharing access
Inspection
Related Actions



Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

Development Location(s)
25 PIRIE ST ADELAIDE SA 5000

Title Ref: CT 5751/329 **Plan Parcel:** F181672 AL830

Additional Location Information:
Council: Adelaide City Council

Nature of development [edit](#)

Elements selected [edit](#)

- Office

▶ [Submission details](#)

▶ [Zoning information](#)

▶ [Applicant's view](#)

[Help for this section](#)

Assessment status

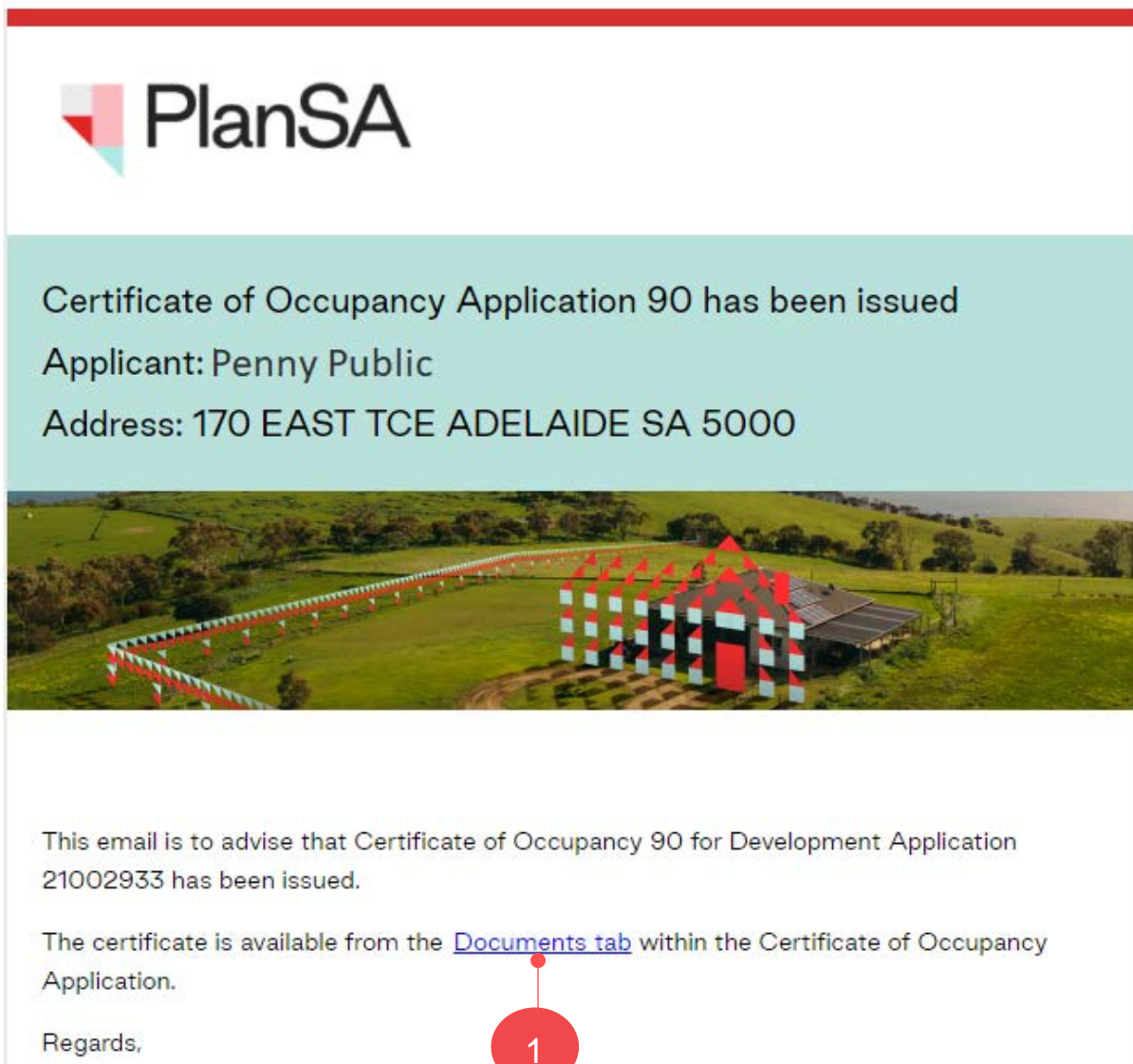
Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
▶ Building Consent	City of Adelaide		Under Assessment	🕒 40
▶ Planning Consent			Initialised	
▶ Development Approval for: Building Consent Planning Consent	City of Adelaide	No assessor assigned Edit	Awaiting Precursor Consent	

▶ [View team workload](#) [Help for this section](#) SAVE USER ALLOCATION

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.



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.

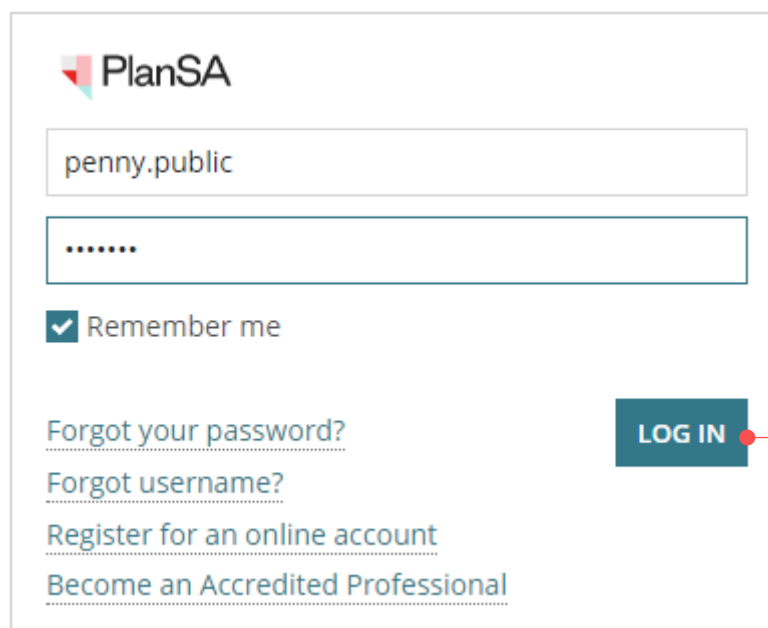


PlanSA

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](#)

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



PlanSA

Remember me

[Forgot your password?](#)

[Forgot username?](#)

[Register for an online account](#)

[Become an Accredited Professional](#)

LOG IN



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

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