

Guide for relevant authorities

Public Notification

# Close the public consultation

Version 5.2



**Government of South Australia**

Department for Trade  
and Investment

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## Related Instructions

### 1 Initiate a public notification consultation

*Includes instructions on setting up the notification listing, generating the sign on land and generating the public notification letters.*

### 2 On Public Consultation

*Includes instructions on running reports to monitor the representation submissions and add submissions received outside of 'Have your say' i.e. post, in person or by email.*

### 3 Close the Public Consultation Period

*Includes instructions on adding submissions received outside of 'Have your say' or late submissions, upload supporting evidence, and close the public consultation period, providing representations to the applicant.*

### 4 Receive an extension of time request to respond to representations

*Includes instructions on how an extension of time request is received and how to grant the extension and notify the applicant.*

### 5 Receive applicants response to representations

*Includes instructions on receiving response to representations online and how to upload response to representations received in the post.*

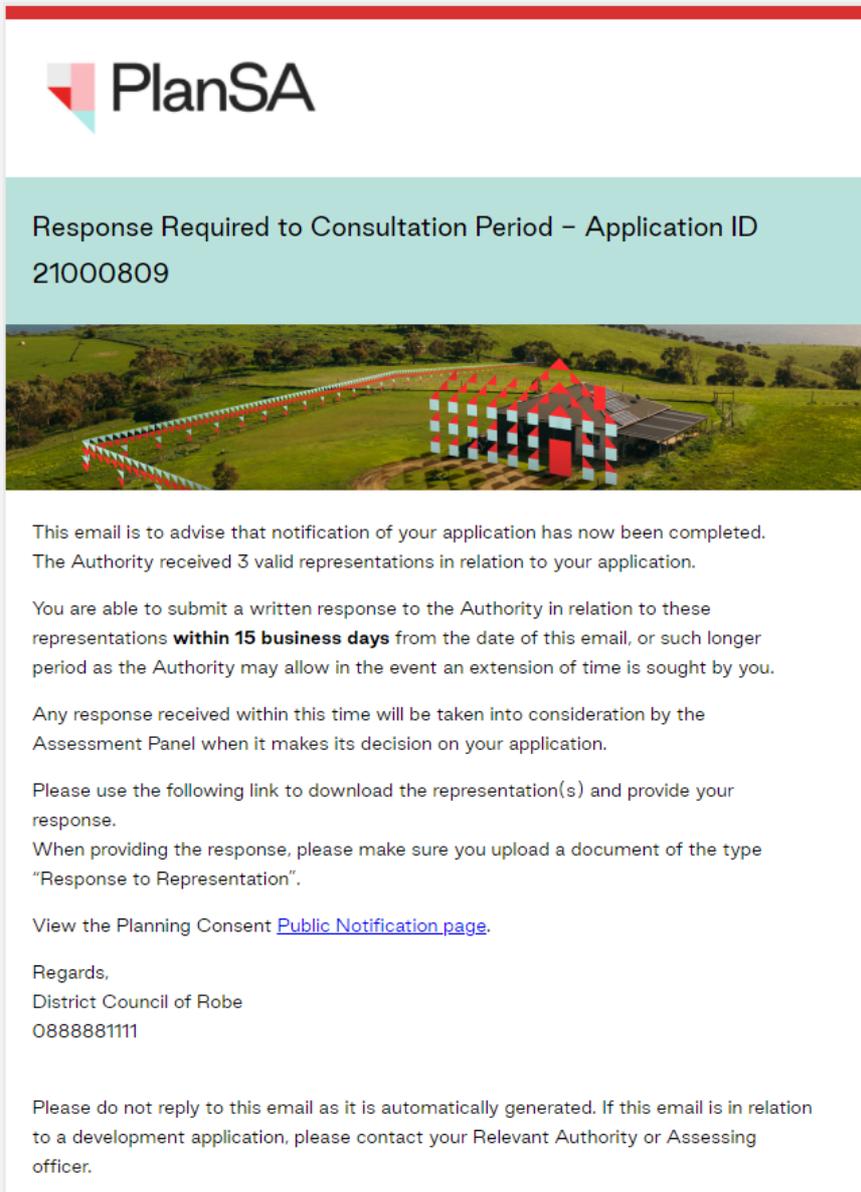
**Close the public consultation**

## Close the Public Consultation

Before closing the consultation you will need to ensure you have uploaded any hard copy submissions received during the notification period and allow a couple of days for 'postal' representations.

On closing the Public Notification consultation period, the following occurs:

- **Representations are combined** and available from the document store.
- **Applicant** receives an email advising 'Response Required to Consultation period' including links to download the representations.



The screenshot shows an email notification from PlanSA. The header features the PlanSA logo. Below the logo, the subject line reads "Response Required to Consultation Period – Application ID 21000809". The main body of the email contains the following text:

This email is to advise that notification of your application has now been completed. The Authority received 3 valid representations in relation to your application.

You are able to submit a written response to the Authority in relation to these representations **within 15 business days** from the date of this email, or such longer period as the Authority may allow in the event an extension of time is sought by you.

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

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](#).

Regards,  
District Council of Robe  
0888881111

Please do not reply to this email as it is automatically generated. If this email is in relation to a development application, please contact your Relevant Authority or Assessing officer.

Close the public consultation

### Locate the Application on Public Consultation

1. Login to the DAP and search for the application by the **ID** number.
2. Remove the **Assigned to me only** (as required).
3. Click on the **application** record (not the ID) to view the status details, and shows the action 'Consolidate public consultation documents'.
4. Click on the **Planning Consent**.

FOR YOUR ACTION (64) ASSESSMENT IN PROGRESS (101) WAITING (13) UPCOMING (13) COMPLETED (76) BUILDING NOTIFICATIONS (7) RE-INSPECTION NOTIFICATIONS (0)

**For your action**  
 Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action
21000938	T Testfour	LOT 223 SOUTHERN PORTS HWY ROBE SA 5276	fish farm - sash test	17 Aug 2021	Upload evidence of signage at start of public consultation period
21000898	T Testfour	LOT 3 SOUTHERN PORTS HWY MOUNT BENSON SA 5275	fish farm		Start Verification (Planning Consent)
21000889	t twenty	38 ROBE ST ROBE SA 5276	test	12 Aug 2021	Commence Assessment
21000815	Big Construction Test	LOT 223 SOUTHERN PORTS HWY ROBE SA 5276	fish breeding facility - Sash Test	5 Aug 2021	Consolidate public consultation documents
21000809	T Testfour	4 WHITE ST ROBE SA 5276	2 storey dwelling , large shed for boat, fish tanks - Test Sash	5 Aug 2021	Consolidate public consultation documents

Application 21000809

This application currently requires 1 action from you

Consolidate public consultation documents

Planning consent Assessment in progress

5. Click on the **Public Notification** tab.

The **Public consultation status** shows the following open tasks:

- Consolidate public consultation documents.
- Upload statement at end of public consultation period confirming compliance with signage requirements

Planning Consent for Development Application: 21000809

Summary Documents Fees RFIS Referrals **Public Notification** Conditions and Notes Clocks Decision Appeals Related Actions

Development application 21000809

**Public notification**

Public notification details

Public consultation 9 Aug 2021 - 13 Aug 2021

STEP 4: CLOSE CONSULTATION Manage Representations (0) View Contacts (4) View Details

**Public notification status**

Public consultation period 9 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

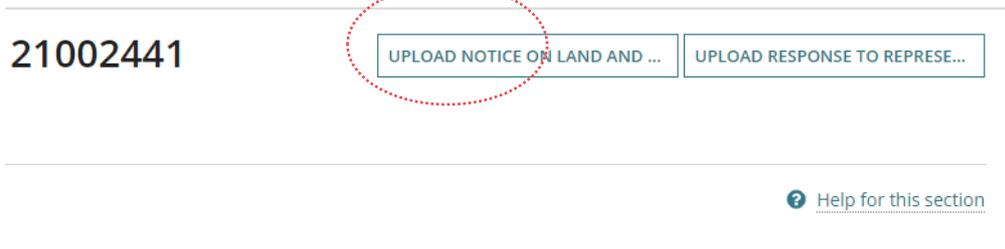
## Upload Statement Confirming Notice on the Land

Where the Relevant Authority is responsible for erecting the public notification sign on the land, and similarly the applicant, both are to follow the [Practice Direction 3 Notification of Performance Assessed Development applications 20019](#);

### 12 Confirmation of public notification

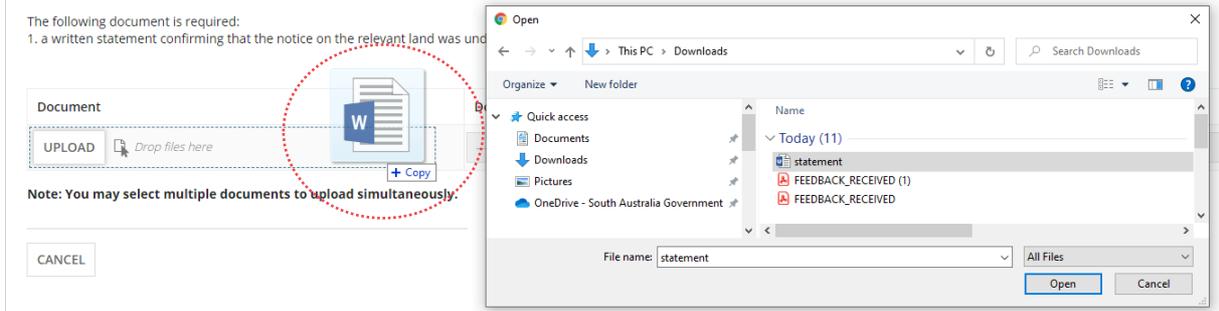
(b) Within 2 business days of the end of the notification period, a written statement confirming that the notice on the relevant land was undertaken in accordance with the relevant requirements of the Act, Regulations and this practice direction.

1. Click on **Upload Notice on Land ...** from the **Public Notification** screen.



2. Click on **Upload** to locate the statement and drag-and-drop into **Drop files here** field.
3. Click on **Cancel** to close the Open window.

### Evidence of notice on land and a written statement of compliance for application 21002441



4. Categorise the document as follows and the Submit.
  - **Document Category** = Public Notice Documents
  - **Document Type** = Evidence of Notice on land

Document	Document Category	Document type	
<p><b>statement</b> DOCX - 11.14 KB</p> <p>UPLOAD Drop files here</p>	Public Notice Documents	Evidence of Notice on Land	X
	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.



**Close the public consultation**

Returns to the **Public Notification** screen. The task is updated to complete under the **Public Notification status** section and an email notification also confirms the upload.

Public consultation 20 Apr 2021 - 21 Apr 2021 ▼

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**Public notification status**

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<b>Public consultation period</b>	20 Apr 2021 - 21 Apr 2021	Completed	<span style="color: #0070c0;">i</span>
		<ul style="list-style-type: none"> <li style="margin-bottom: 5px;">✓ Task: Upload evidence of signage at start of public consultation period <span style="float: right; color: #0070c0;">i</span></li> <li style="margin-bottom: 5px;">✓ Task: Consolidate public consultation documents <span style="float: right; color: #0070c0;">i</span></li> <li style="margin-bottom: 5px;">✓ Task: Upload statement at end of public consultation period confirming compliance with signage regulations <span style="float: right; color: #0070c0;">i</span></li> </ul>	
<b>Applicant response period</b>	26 Apr 2021 - 14 May 2021	Pending completion of public notification period	<span style="color: #0070c0;">i</span> 15
		Task: Respond to representations	

An email notification is received by the relevant authority advising uploaded evidence of notice on land performed.

The applicant has uploaded evidence of notice on land for the development application 21002441



The applicant has uploaded evidence of notice on land for the development application 21002441

View the [public notification page link](#).

Close the public consultation

## View received representations

1. Click on **Manage Representations** to view the submission responses.

### Planning Consent for Development Application: 21000834

Summary
Documents
Fees
RFIs
Referrals
Public Notification
Conditions and Notes
Clocks
Decision
Appeals
Related Actions

< Development application 21000834

#### Public notification

Public notification details

Public consultation 9 Aug 2021 - 11 Aug 2021

[Manage Representations \(2\)](#)
[View Contacts \(4\)](#)
[View Details](#)

#### Public notification status

<b>Public consultation period</b>	9 Aug 2021 - 11 Aug 2021	<b>In Progress</b>
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The **Manage Representations** shows with a list of submissions received to-date, and includes:

- **Send DNF** defaults to a **Tick** icon (when added via the DAP) shows a **Cross** icon (when added via the Have your say page)
- **Number** of representations – order is descending.
- **Wishes to be heard** or not.
- **Status** – of the representation – defaults to indicating valid.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)
[View Contacts \(4\)](#)
[View Details](#)

#### Manage Representations

Send DNF	Date received	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	

[+ Add public notification representor](#)
[Export list of representors](#)

**Close the public consultation**

**View submitter information**

2. Click on the representation to show more information on-screen.

**Show less information**

- Click on the representation to show less information.

Manage Representations

Send DNF	Date received	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✔	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✘
✔	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	✔
✔	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	✔

**Helen Public**

<p><b>Stakeholder Category</b> INDIVIDUAL</p> <p><b>Submission Source</b> Post</p> <p><b>Email</b></p> <p><b>Reason to grant or refuse the planning consent</b></p>	<p><b>Stakeholder Position</b> I support the development</p> <p><b>Late Submission</b> No</p> <p><b>Phone</b></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

Document	Document Type	Date Created	Edit
* Plans-60059.docx	Representation(s)	11 Aug 2021 8:05	<a href="#">Edit</a>

[+ Add public notification representor](#)
[Export list of representors](#)

## Close the public consultation

## Add a late representation

The + **Add public notification representor** option is used to capture late representations sent by post and/or email within the public notification period.

1. Click on **+Add public notification representor** to enter details into the online form.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (1) [View Contacts \(4\)](#) [View Details](#)

Send DNF	Date received	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	

[+ Add public notification representor](#) [Export list of representors](#)

2. Using the representation form complete the **Edit Contact** fields as follows.

## Complete the contact details

3. Select **INDIVIDUAL** or **BUSINESS** contact.
4. Complete the contact name fields – Title, First Name and Last Name.

### Edit Contact

**INDIVIDUAL** BUSINESS

**Title \***

Mr

**First Name \***

Joe

100 characters maximum

**Last Name \***

Public

5. Start typing the **Postal Address**, then click on the matching addressing.

**Postal Address \***

50 Flinders street

UNIT 2 50 FLINDERS STREET, KENT TOWN

UNIT 1 50 FLINDERS STREET, KENT TOWN

50 FLINDERS DRIVE, STREAKY BAY

50 FLINDERS HIGHWAY, ELLISTON

50 FLINDERS DRIVE, VALLEY VIEW

## Close the public consultation

## PO Box Address

To add PO Box address click on **Enter the address manually** which shows the following fields to complete.

- **Country** – defaults to Australia
- **Street Address** – enter PO Box details
- **City** – enter suburb name
- **State** – select from list of options
- **Post Code**

Search for address

**Country \***

Australia

**Street Address \***

PO BOX 101

500 characters maximum

**City \***

Adelaide

50 characters maximum

**State \***

South Australia

**Postcode \***

5000

Must be 4 digits

6. Leave the **Preferred Contact Method** field as default of Email if representation received by email. Change to Post if received by post or in person.
7. Complete the **phone number** field with a mobile or landline.
8. Complete the **email** field; mandatory when 'email' is the preferred method of contact.

**Preferred Contact Method**

Post

**Phone**

84254155

Enter a local, national or international number - with plus sign. Spaces are allowed.

**Email**

*Must contain an '@' and a '.'*

**Close the public consultation**

**Complete the representation**

9. Use the representation form to complete the representation fields.

**Wishes to be heard? \***

Yes

No

**My position is \***

I support the development

I support the development with some concerns

I do not support the development

**The specific reason I believe that planning consent should be granted/refused are:**

Enter the reasons

---

**Late submission? \***

Yes

No

**Representation received \***

11/08/2021

**Status of a representation \***

Valid

Invalid

Withdrawn

**Source of submission \***

Email

Fax

Online

Over Counter

Other

Post

**Upload the Representation**

10. Click on **UPLOAD** to locate the saved representation application form and drag-and-drop into the **Drop files here** field.

**Source of submission \***

Email

Fax

Online

Over Counter

Other

Post

**Document**

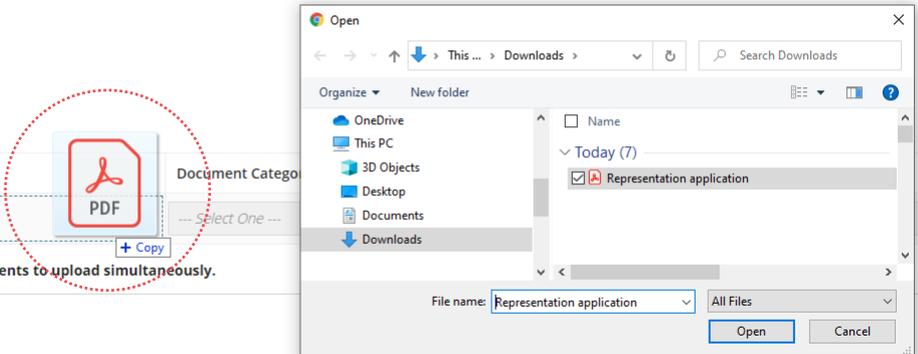
**UPLOAD**  Drop files here

**Document Category**

--- Select One ---

**Note: You may select multiple documents to upload simultaneously.**

CANCEL



**Close the public consultation**

11. The document categorising automatically populates:

- **Document Category** = Public Notice Documents
- **Document Type** = Representation(s)

12. Click on **SAVE** to keep updates.

Document	Document Category	Document Type	Date Created
Representation application PDF – 451.71 KB	Public Notice Documents	Representation(s)	
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

The Public consultation screen shows:

13. Click on **Manage Representations** to see the listing.

The added representation shows in the listing.

Public consultation 9 Aug 2021 - 11 Aug 2021

[Manage Representations \(4\)](#)
[View Contacts \(4\)](#)
[View Details](#)

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
	11 Aug 2021	Joe Public	PO BOX 101, Adelaide SA 5000	-	84254155	-	No	<a href="#">Edit</a>	
	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	
	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	

[+ Add public notification representor](#)
[Export list of representors](#)

**Close the public consultation**

## Manage representation

After the close of the public notice period updates to the received representations can be performed, for example:

- Submitter has advised they want to withdraw their representation.
- Submitter has advised a change to their representation – e.g. contact details.
- Submitter has provided documentation separate to their representation.
- Council has reviewed the representation and deemed it invalid.

## Withdraw a representation

Have the submitter's request to withdraw saved to your computer to upload as evidence of the request into the documents store for the consent.

1. Click **Edit** option to make changes to a submission.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3) View Contacts (4) View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
<input checked="" type="checkbox"/>	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✓
<input checked="" type="checkbox"/>	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	✓
<input checked="" type="checkbox"/>	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	✓

+ Add public notification representor Export list of representors

2. Scroll down until the **Status of a representation** is visible.

3. Click on **Withdrawn**.

**Wishes to be heard? \*** Yes No**Nominated speaker****My position is \*** I support the development I support the development with some concerns I do not support the development**The specific reason I believe that planning consent should be granted/refused are:****Late submission? \*** Yes No**Representation received \*****Status of a representation \*** Valid Invalid Withdrawn

**Close the public consultation**

4. Click on **SAVE** to keep updates.

The status of the representation updates with an **!** **Explanation** icon for withdrawn.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3) [View Contacts \(4\)](#) [View Details](#)

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
<input checked="" type="checkbox"/>	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✓
<input checked="" type="checkbox"/>	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!
<input checked="" type="checkbox"/>	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	✓

+ Add public notification representor [Export list of representors](#)

5. Click on the **Send DNF** indicator  **Tick** icon to turn off.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3) [View Contacts \(4\)](#) [View Details](#)

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
<input checked="" type="checkbox"/>	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✓
<input checked="" type="checkbox"/>	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	✓
<input type="checkbox"/>	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!

+ Add public notification representor [Export list of representors](#)

**Close the public consultation**

**Update a representor’s contact details and wishes to be heard**

1. Click **Edit** option to make changes to a submission.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✓	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✓
✓	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	✓
✗	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!

+ Add public notification representor      Export list of representors

2. Make changes to the contact details – e.g. postal or street address, preferred contact method, phone number or email.

### Edit Affected Parties

**INDIVIDUAL**    BUSINESS

**Title \***

**First Name \***  
  
 100 characters maximum

**Last Name \***  
  
 100 characters maximum

**Postal Address**  
**Postal Address**

Search for address

**Country \***

**Street Address \***  
  
 500 characters maximum

**City \***  
  
 50 characters maximum

**State \***

**Postcode \***  
  
 Must be 4 digits

**Close the public consultation**

3. Update the **Wishes to be heard?** details – as requested.

For example, change **Wishes to be heard?** from **No** to **Yes** – or vice versa, or change the nominated speaker.

**Phone**

Enter a local, national or international number - with plus sign. Spaces are allowed.

**Email \***

50 characters maximum.

**Wishes to be heard? \***

Yes

No

**Nominated speaker**

4. Click on **Save** to keep updates.

5. Click on **Manage Representations** to see the listing.

The changes in representor details are reflected within the table.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✓	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✓
✗	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!
✓	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	✓

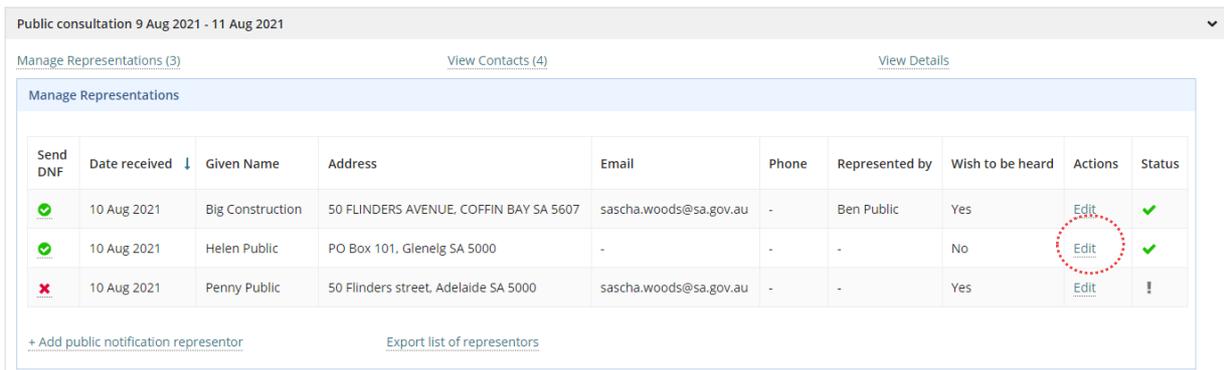
+ Add public notification representor      Export list of representors

Close the public consultation

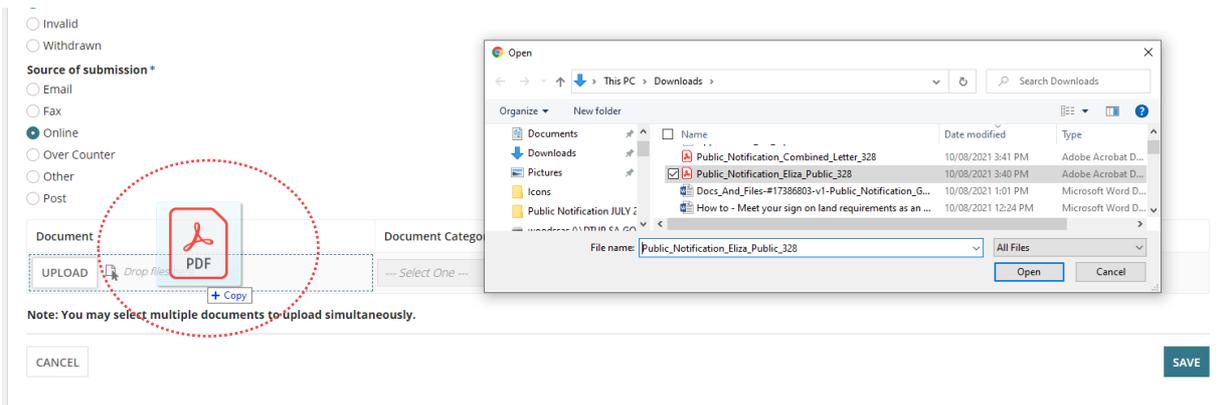
### Upload representor additional documentation

Save the submitter’s additional documentation to your computer for uploading into their representation.

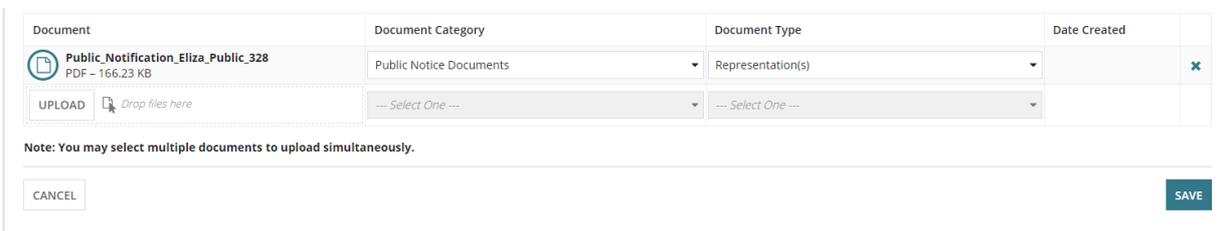
1. Click **Edit** option to make changes to a submission.



2. Click on **UPLOAD** to locate saved documents.
3. Drag and drop into the **Drop files here** field.
4. Click on **Cancel** to close the Open window.



5. The document categorising automatically populates.
  - **Document Category** = Public Notice Documents
  - **Document Type** = Representation(s)
6. Click on **SAVE** to keep updates.



The Public consultation screen shows.

**Close the public consultation**

7. Click on **Manage Representations** to see the listing.
8. Click on the representation to view more information.

Public consultation 9 Aug 2021 - 11 Aug 2021 ▼

[Manage Representations \(3\)](#)
[View Contacts \(4\)](#)
[View Details](#)

**Manage Representations**

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✔	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✔
✔	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	✔
✘	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!

### Helen Public

<p><b>Stakeholder Category</b> INDIVIDUAL</p> <p><b>Submission Source</b> Post</p> <p><b>Email</b> sascha.woods@sa.gov.au</p>	<p><b>Stakeholder Position</b> I support the development</p> <p><b>Late Submission</b> No</p> <p><b>Phone</b></p>
-------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

**Reason to grant or refuse the planning consent**

Document	Document Type	Date Created	Edit
* Public_notification_eliza_public_279-60012 (1).pdf	Representation(s)	11 Aug 2021 13:44	<a href="#">Edit</a>
* Plans-60099.docx	Representation(s)	11 Aug 2021 8:05	<a href="#">Edit</a>

[+ Add public notification representor](#)
[Export list of representors](#)

**Close the public consultation**

**Representation deemed invalid**

Following a review of the submitter’s representation, the assessing officer has deemed the representation invalid and it will not be sent to the applicant for review and submitter will not be notified of the decision outcome.

1. Click **Edit** option to make changes to a submission.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✓	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✓
✓	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	-	-	-	No	<a href="#">Edit</a>	✓
✗	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!

+ Add public notification representor      Export list of representors

2. Scroll down until the **Status of a representation** is visible.
3. Select **Invalid**.
4. Click on **SAVE** to keep updates.

**Late submission? \***

Yes

No

**Representation received \***

10/08/2021

**Status of a representation \***

Valid

Invalid

Withdrawn

**Source of submission \***

Email

Fax

Online

Over Counter

Other

Post

Document	Document Category	Document Type	Date Created
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---	

**Note: You may select multiple documents to upload simultaneously.**

**Close the public consultation**

The public consultation screen shows.

5. Click on **Manage Representations** to see the listing.

The status of the representation updates with a **✘ Cross** icon for invalid.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Manage Representations

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✔	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✘
✘	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!
✔	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	✔

+ Add public notification representor      Export list of representors

6. Click on the **Send DNF** indicator **✔ Tick** icon to turn off.

Public consultation 9 Aug 2021 - 11 Aug 2021

Manage Representations (3)      View Contacts (4)      View Details

Manage Representations

Send DNF	Date received ↓	Given Name	Address	Email	Phone	Represented by	Wish to be heard	Actions	Status
✘	10 Aug 2021	Big Construction	50 FLINDERS AVENUE, COFFIN BAY SA 5607	sascha.woods@sa.gov.au	-	Ben Public	Yes	<a href="#">Edit</a>	✘
✘	10 Aug 2021	Penny Public	50 Flinders street, Adelaide SA 5000	sascha.woods@sa.gov.au	-	-	Yes	<a href="#">Edit</a>	!
✔	10 Aug 2021	Helen Public	PO Box 101, Glenelg SA 5000	sascha.woods@sa.gov.au	-	Henry Public	Yes	<a href="#">Edit</a>	✔

+ Add public notification representor      Export list of representors

Close the public consultation

## Close the public consultation period

1. Click on **STEP 4: CLOSE CONSULTATION.**

**Public notification**

Public notification details >

Public consultation 9 Aug 2021 - 13 Aug 2021

**STEP 4: CLOSE CONSULTATION**      [Manage Representations \(0\)](#)      [View Contacts \(4\)](#)      [View Details](#)

**Public notification status**

<b>Public consultation period</b>	9 Aug 2021 - 13 Aug 2021	<b>Completed</b>	<a href="#">i</a>
		<ul style="list-style-type: none"> <li>✓ Task: Upload evidence of signage at start of public consultation period <a href="#">i</a></li> <li>Task: Consolidate public consultation documents <a href="#">i</a></li> <li>Task: Upload statement at end of public consultation period confirming compliance with signage regulations <a href="#">i</a></li> </ul>	

The Close Consultation window shows. On closing the consultation the following will generate:

- a Combined Representations PDF document available from the document store, and
- an email to the application advising a response required to consultation period.

2. Click on **CLOSE CONSULTATION.**

Close Consultation

[i](#) Clicking on Close Consultation will end this Public Consultation

The **Public consultation** Task: Consolidate public consultation documents is complete (indicated by a tick) and an action created 'Applicant response period' with timeframe of 15 business days to respond.

Public consultation 9 Aug 2021 - 13 Aug 2021

[Manage Representations \(4\)](#)      [View Contacts \(4\)](#)      [Process Extension of time Request](#)      [View Details](#)      [View Combined Representation\(s\)](#)

**Public notification status**

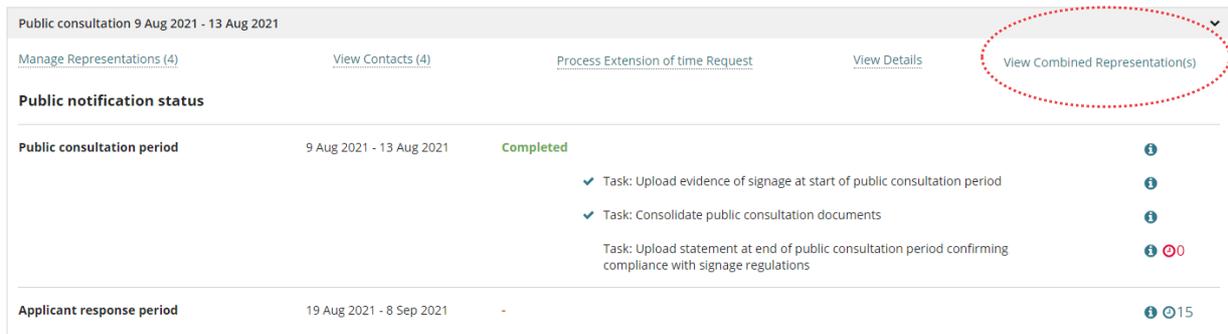
<b>Public consultation period</b>	9 Aug 2021 - 13 Aug 2021	<b>Completed</b>	<a href="#">i</a>
		<ul style="list-style-type: none"> <li>✓ Task: Upload evidence of signage at start of public consultation period <a href="#">i</a></li> <li>✓ Task: Consolidate public consultation documents <a href="#">i</a></li> <li>Task: Upload statement at end of public consultation period confirming compliance with signage regulations <a href="#">i</a> <a href="#">🔴</a></li> </ul>	
<b>Applicant response period</b>	19 Aug 2021 - 8 Sep 2021	-	<a href="#">i</a> 15

## Close the public consultation

## Print and post the combined representations

When the applicants preferred method of communication is 'post' a message will show on screen and then print from the View Combined Representations link.

1. Click on **View Combined Representations** link.



Public consultation 9 Aug 2021 - 13 Aug 2021

[Manage Representations \(4\)](#) [View Contacts \(4\)](#) [Process Extension of time Request](#) [View Details](#) [View Combined Representation\(s\)](#)

**Public notification status**

<b>Public consultation period</b>	9 Aug 2021 - 13 Aug 2021	<b>Completed</b>	<a href="#">?</a>
		<a href="#">✓</a> Task: Upload evidence of signage at start of public consultation period	<a href="#">?</a>
		<a href="#">✓</a> Task: Consolidate public consultation documents	<a href="#">?</a>
		Task: Upload statement at end of public consultation period confirming compliance with signage regulations	<a href="#">?</a> <a href="#">00</a>
<b>Applicant response period</b>	19 Aug 2021 - 8 Sep 2021	-	<a href="#">?</a> <a href="#">15</a>

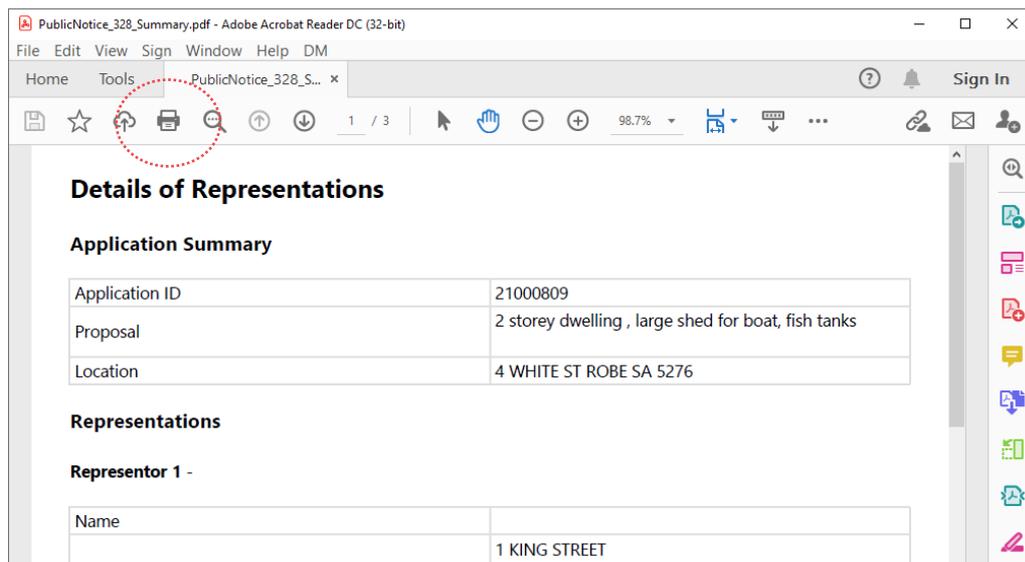
2. Click on the **download** to open.

The **Combined Representations** opens in Adobe Reader.

## Open with preferred application

If you have followed the [Set a document to always open with a preferred application](#) instructions the document will open immediately in Adobe Reader rather than downloading.

3. Print and close the document.



PublicNotice\_328\_Summary.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help DM

Home Tools PublicNotice\_328\_S... x

1 / 3 98.7%

### Details of Representations

#### Application Summary

Application ID	21000809
Proposal	2 storey dwelling , large shed for boat, fish tanks
Location	4 WHITE ST ROBE SA 5276

#### Representations

##### Representor 1 -

Name	1 KING STREET
------	---------------

**Close the public consultation**

**Record date distributed**

4. Click on the Documents tab.
5. Click on the Combined Representations record (not the file name) to show more information.

**Planning Consent for Development Application: 21000809**

[Summary](#)
[Documents](#)
[Fees](#)
[RFIs](#)
[Referrals](#)
[Public Notification](#)
[Conditions and Notes](#)
[Clocks](#)
[Decision](#)
[Appeals](#)
[Related Actions](#)

[Help for this section](#)

< Development application 21000809

**Search by keyword**

**Where was the document uploaded?**

- Application
- Planning Consent
- Building Consent

**Additional document filters**

- Snapshots
- Invoices
- Plans
- Public Notification

**Hidden by default**

- Superseded
- System Generated Emails

	Document	Document Type	Date Created	Date Distributed	Superseded	Edit
<input type="checkbox"/>	PublicNotice_328_Summary.pdf	Combined Representations	18 Aug 2021 11:40	18 Aug 2021		
<input type="checkbox"/>	* Public Not EventBrite.png	Evidence of Notice on Land	18 Aug 2021 11:22			

6. Type the Date Distributed and then **UPDATE DOCUMENTS** to save.

**Selected Document**

**Document**

PublicNotice\_328\_Summary.pdf

**Document Type**

Combined Representations

**Date Created**

18 Aug 2021 11:40

**Created By**

Administrator

**Description**

**Date Distributed**

**Superseded**

**Internal to Organisation ?**



For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**  
Department for Trade  
and Investment