

## Background

On expiry of an RFI, a *Respond to Request for Information – Expired* email is sent to the primary contact, relevant authority and/or allocated assessor, advising the ability to upload requested information has expired, and the assessment of the consent will continue without this information.

An action for the assessor to 'Review Expired RFI' is available from the **For Your Action** tab to confirm the information received is sufficient to continue with the assessment or enter a 'Further RFI Applicant Agreement' when the information at hand is insufficient to continue.

Alternatively, the assessor can proceed with making a decision without completing the 'Review Expired RFI' action.

## Included instructions

- [Review the Expired RFI](#)
- [Information provided is sufficient](#)
- [Information provide is insufficient](#)

## Related Instructions

Visit the PlanSA Support Library page – [Request, upload and generate documents](#) for instructions on how to:

- perform an extension of time for an applicant to respond with further information
- evaluate the request for information response.

## Review the Expired RFI

1. Search for the application using the ID number located on the email.
2. Remove the 'Assigned to me only' flag (if not the allocated assessor).
3. Click on the application ID to view the application summary.

FOR YOUR ACTION (87) ASSESSMENT IN PROGRESS (69) WAITING (32) UPCOMING

1 results for: "23015735"

Assigned to me only

ID	Owner	Location
23015735	E Eighteen	114 WILLIAM ST NORWOOD SA 5067

The application **Summary page** shows the 'Review Expired RFI' awaiting your action.

4. Click on the consent under assessment.

### Development application - 23015735: 114 William St Norwood SA 5067

Summary Documents Event History Sharing access Inspection Related Actions

This application currently requires 1 action

- Review Expired RFI

Application Status: Lodged  
Fees Outstanding: No  
Development Location(s): 114 WILLIAM ST NORWOOD SA 5067

5. Click on the 'RFIs' tab to review the expired RFI.
6. Click on 'Review Expired RFI'.

**i** The active assessment clock is currently paused and will resume from the applicant response date after acknowledgement of "Yes" all information received.

**Send Request For Information**  
Send a request for information to the Main Contact as Relevant Authority

#### Further information requests

Requested by	Requested date	Due date	Response date	Request Document	Action(s)
Assessment panel/Assessment manager at City of Norwood, Payneham and St. Peters	27 May 2023	22 Aug 2023	No Response	Download request document	<a href="#">View Response Details</a> <a href="#">Review Expired RFI</a>
Commissioner of Highways	27 May 2023	22 Aug 2023	27 May 2023	Download request document	<a href="#">View Response Details</a> <a href="#">View Decision History</a>

## Information provided is sufficient

7. Download and review the initial 'Request for Information' document to determine if sufficient information has been provided.
8. If information provided is sufficient, click 'Yes' and then 'SUBMIT' to complete.

### RFI Response Decision - Application: 23015735

#### Documentation

Document	Type	Date Created
RespondToRequest-1988409.docx	Applicant Response	27 May 2023 10:45
RespondToRequest-1988401.pdf	Request for Information	27 May 2023 10:24
RequestForDocumentation-Application22000291-1988398.pdf	Request for Information	27 May 2023 10:21
Test-Support4.pdf	Receipt	1 May 2023 16:36
VerificationOutcome-PlanningConsent-Application23015735-1947377.pdf	Verification Outcome	26 Apr 2023 10:48
AllDocuments-1947364.pdf	All application documentation	26 Apr 2023 10:43
		6 items

Has all requested documentation been provided? \*

- Yes  
 No

CANCEL

SUBMIT

The **Further Information Requests** page shows the 'Send Request for Information' link, the 'View Decision History' action is available, and the assessment clock is un-paused (active).



The active clock is currently paused and the timeframe to issue a request for further information is on hold.

#### [Send Request For Information](#)

Send a request for information to the Main Contact as Relevant Authority

#### Further information requests

Requested by	Requested date	Due date	Response date	Request Document	Action(s)
Assessment panel/Assessment manager at City of Norwood, Payneham and St. Peters	27 May 2023	22 Aug 2023	No Response	Download request document	<a href="#">View Response Details</a> <a href="#">View Decision History</a>

## Information provide is insufficient

- If information is insufficient, click 'No', and then select 'Request Additional documentation'.

Alternatively, the review of the expired request for information may result in waiving the additional documentation, or combination of waiving some documentation and requesting documentation, or neither request additional and waiving document and choose to proceed with the assessment with insufficient information.

- Provide 'Details of Further RFI Applicant Agreement'.

Has all requested documentation been provided? \*

Yes

No

How do you wish to resolve the shortfall in documentation? \*

Request additional documentation

Waive the requirement for additional documentation

Waive some documentation and request some documentation

Proceed to resume assessment and determine a decision

Details of Further RFI Applicant Agreement ? \*

Provide applicant agreement to issue another request

52/4000

- Upload any supporting documentation to show written correspondence with the applicant.

Details of Further RFI Applicant Agreement ? \*

Provide applicant agreement to issue another request

Please attach any supporting documentation to show written correspondence

Document



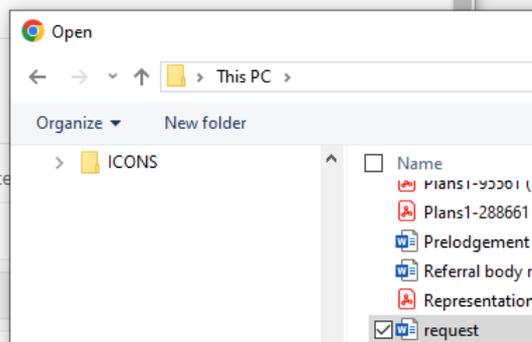
Document Category

UPLOAD

Drop files here

+ Copy

--- Select One ---



- Categorise the uploaded applicants agreement with document category of 'Applicant Document' and type of 'Applicant Response'.

Please attach any supporting documentation to show written correspondence with the Applicant.

Document	Document Category	Document Type	
request DOCX - 21.64 KB	Applicant Document	Applicant Response	X
UPLOAD  Drop files here	--- Select One ---	--- Select One ---	

13. Leave the default **RFI due date** or over type with new due date.

Note: You may select multiple documents to upload simultaneously.

RFI Due Date \*

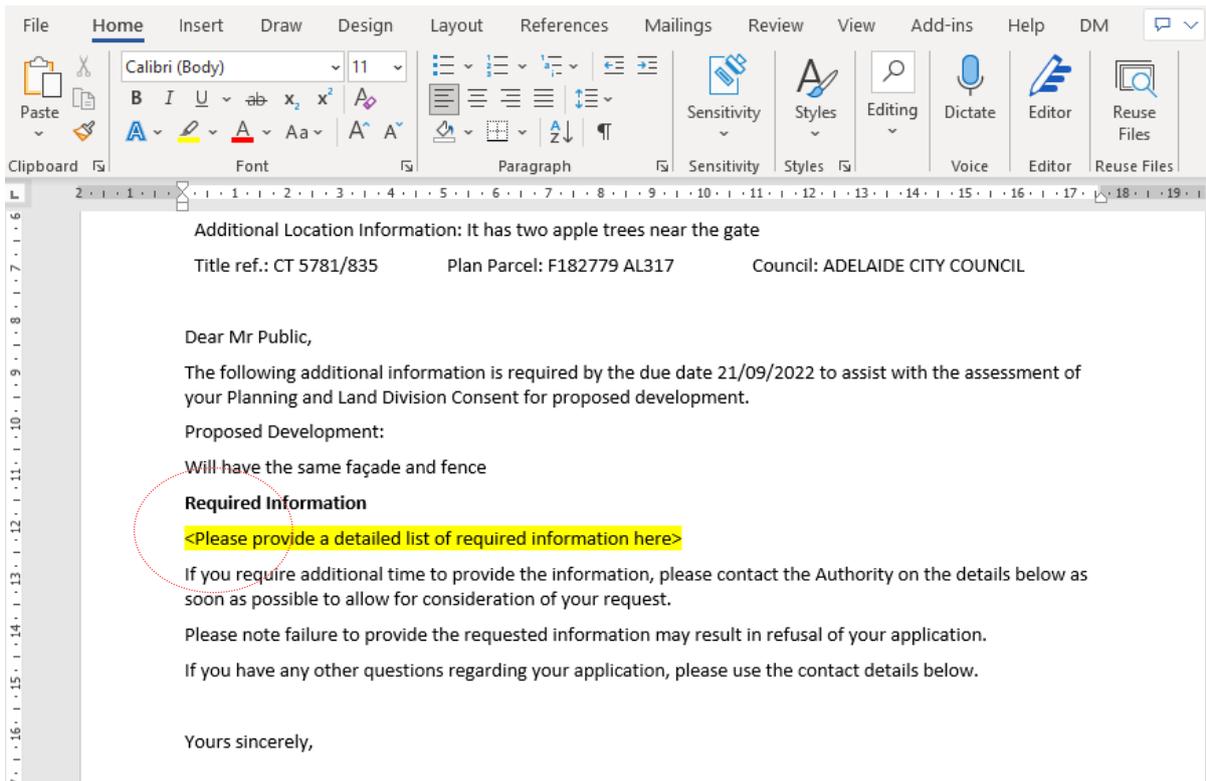
Generate 'request for additional information' document

Drop file here

Please create a document detailing the requirement for more information (will be sent to the application's nominated contact).

14. Download the 'Request for Additional Information' document and enable editing.

15. Update with the required information and save to a folder location on your computer.



16. Click on 'UPLOAD' or drag-and-drop the document into the *Drop file here* field.

Please attach any supporting documentation to show written correspondence with the Applicant.

17. Click 'SEND REQUEST' to complete.

Note: You may select multiple documents to upload simultaneously.

The **Further Information Requests** page shows, the 'Send Request for Information' link is disabled, a new further information request record created, and the assessment clock is paused.

**i** The active clock is currently paused and the timeframe to issue a request for further information is on hold.

**Send Request For Information**  
Send a request for information to the Main Contact as Relevant Authority

**Further information requests**

Requested by	Requested date	Due date	Response date	Request Document	Action(s)
Assessment panel/Assessment manager at City of Norwood, Payneham and St. Peters	31 Jan 2024	29 Apr 2024	Pending Applicant Response	Download request document	<ul style="list-style-type: none"> <li>Process extension of time</li> <li>View applicant correspondence</li> <li>Provide further information</li> <li>Recall Request</li> </ul>