

How to... Upload and supersede a document



Background

During the assessment of a development application the applicant may produce amended plans, technical drawings etc. that supersede the originally submitted documentation.

The below is an example of uploading an amended 'Site Plan' and superseding the 'original'.

1. Click on the **Documents** tab.
2. Click on **Upload Documents** action.

Planning and Land Division Consent for Development Application: 21001184

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

< Development application 21001184

Postal Correspondence

The primary contact or the invoice contact have requested to be contacted via post. All important documents must be processed manually and marked as sent.

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

Application

Planning and Land Division Consent

Building Consent

Additional document filters

Decision Documents

P&D Code Rules

Snapshots

Invoices

Other Documents

System Generated Emails

Other

Super:

Document	Type	Date Created	Date Distributed	Supersede
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3. Click on the **Other Documents** heading to collapse the expanded view.

Help for this section

Upload Documents

Upload Documents

Document	Document Category	Document Type
UPLOAD	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

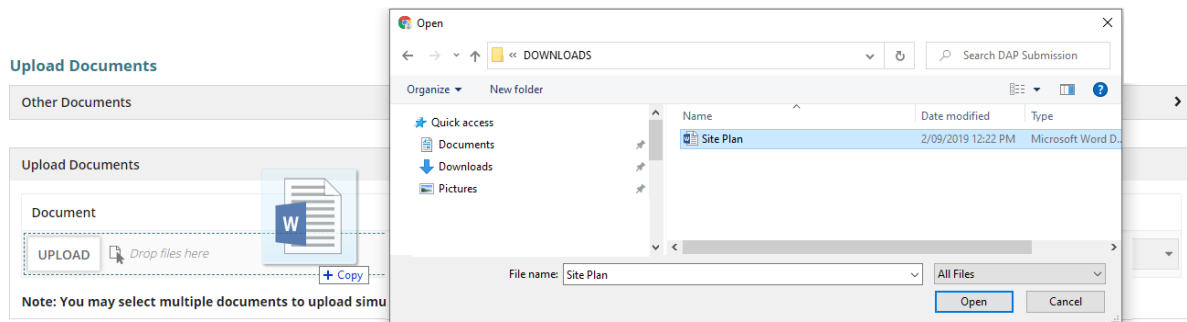
Other Documents

Document	Document Type	Date Created
* Contact Modification - Application ID 21001184.html	Email	19 Nov 2021 15:21

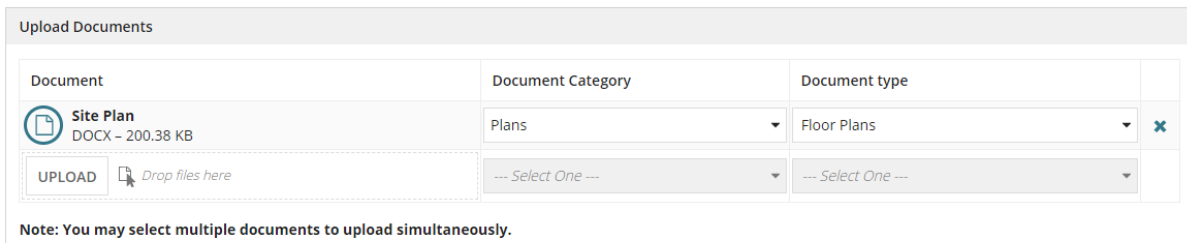
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- Click on **Upload** within the **Upload Documents** screen.
- Navigate to the folder location the 'site plan' is saved within and then drag-and-drop the file into the 'Drop file here' field.
- Close 'X' the **Open** window.



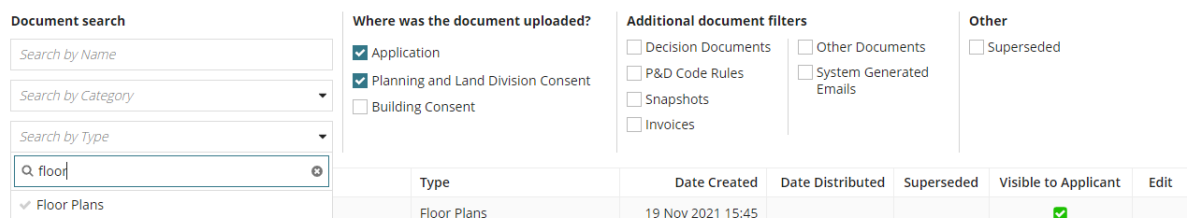
- Categorise the document choosing the suitable document category 'e.g. Plans' and suitable document type 'e.g. Floor Plans'.
- Click **Save Changes** to complete the action.



CANCEL

SAVE CHANGES

- Click on the **Search by Type** filter and select the applicable document type, e.g. 'Floor plans' to show only documents matching the selected type.



How to...

Upload and supersede a document



10. Locate the 'original' document, e.g. Site Plan and then click on the **document type** (not the document name) to show more details.

11. Click on **Superseded** checkbox.

12. Click **Update Documents** to keep the change.

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Other

Superseded

	Document	Type	Date Created	Date Distributed	Superseded	Visible to Applicant
<input type="checkbox"/>	* plans.docx	Floor Plans	19 Nov 2021 15:45			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Test-72893.pdf	Floor Plans	13 Oct 2021 12:05		Yes	<input checked="" type="checkbox"/>

Selected Document

Document
Test-72893.pdf

Date Created
13 Oct 2021 12:05

Date Distributed

Superseded

Description

UPDATE DOCUMENTS