How to…
Upload and supersede a document

Government of South Australia
Attorney-General's Department

PlanSA

Version 1.1
Software version 3.28.0

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.

3. Click on the **Other Documents** heading to collapse the expanded view.

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4. Click on **Upload** within the **Upload Documents** screen.

5. Navigate to the folder location the 'site plan' is saved within and then drag-and-drop the file into the '*Drop file here'* field.

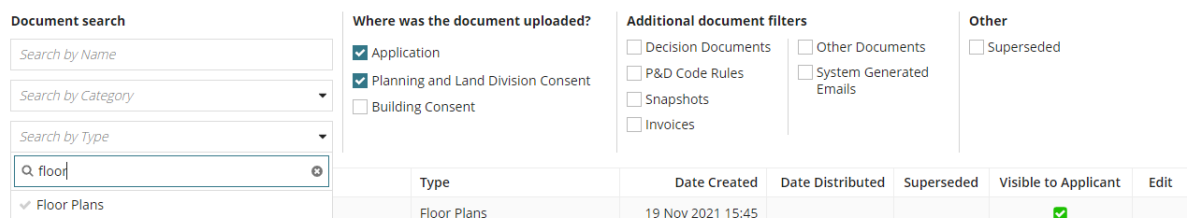6. Close 'X' the **Open** window.
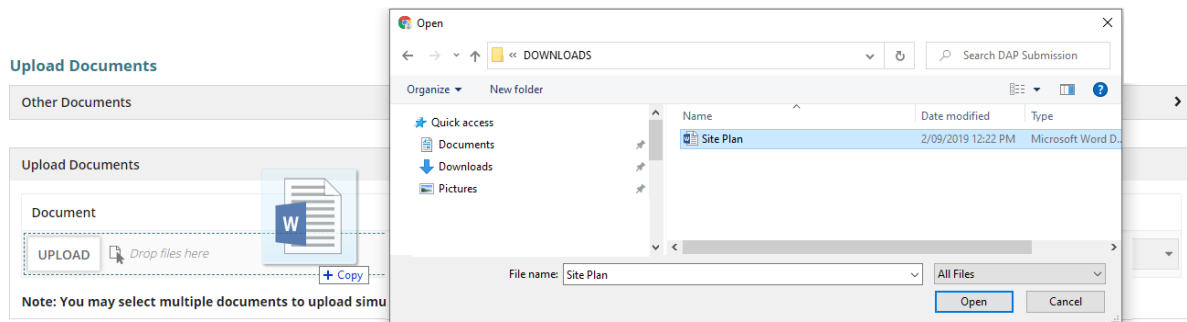
7. Categorise the document choosing the suitable document category 'e.g. Plans' and suitable document type 'e.g. Floor Plans'.

8. Click **Save Changes** to complete the action.
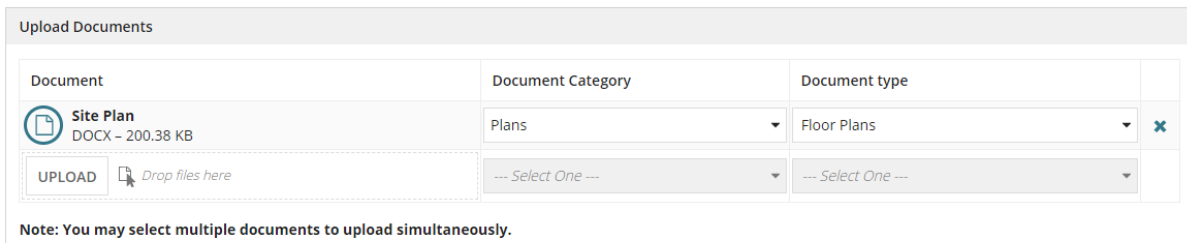
9. Click on the **Search by Type** filter and select the applicable document type, e.g. 'Floor plans' to show only documents matching the selected type.

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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 Click on **Superseded** checkbox.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.