

Background

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Throughout the assessment and approval of a consent (planning, planning & land division, and building) or development approval, documentation supplied by an applicant or internal and/or external source, can be uploaded by the relevant authority into the applicable document store for the consent or development approval.

What types of documents can I upload after the consent or development approval has been granted?

There are no restrictions on the type of documents that can be uploaded into the document store, i.e. the same document 'categories' and 'types' during assessment or development approval are available after a consent or development approval has been granted.

Why is the document uploaded after development approval granted not showing?

When viewing the document store within a specific consent -- for example planning -- the **Where was the document uploaded?** filters will default to show documents uploaded into the 'application' and 'Planning Consent'. To show documents upload into the Development Approval then flag (tick) the checkbox.

Planning Consent for Development Application: 21002986

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

< Development application 21002986

Document search

Search by Name

Reports

Search by Type

Where was the document uploaded?

Application

Planning Consent

Building Consent

Development Approval

Additional document filters

Other Documents

	Document	Type	Date Created	Superseded
<input type="checkbox"/>	* plans.docx	Technical Report - Building Calculations	29 Nov 2021 12:54	

Related Instructions

- [Upload and supersede a document](#)
- [Update the building insurance details and upload the insurance certificate](#)



Upload a document

The instructions below demonstrate how to upload a document into an issued development approval. These same instructions apply when uploading a document during the assessment of a consent.

1. Search using the application **ID** number.
2. Remove the **Assigned to me only** flag.
3. Click on application (not the ID) to show the status detail and then select the applicable consent or development approval to open.

Development application processing

This is the **TRAINING**

[Submit mandatory building notification](#) [Submit mandatory Re-Inspection notification](#)

FOR YOUR ACTION (2095)ASSESSMENT IN PROGRESS (413)WAITING (62)UPCOMING (135)COMPLETED (550)BUILDING NOTIFICATIONS

1 results for: "21002986"

 Assigned to me only

ID	Owner	Location	Nature of Development	Re
21002986	T Automation	1 KING WILLIAM ST ADELAIDE SA 5000	(STAGING APPLCTN) Planning Building and Land Division Consent Created By Test Auto	Cit

STATUS DETAIL CONTACTS SUMMARY

Application 21002986

Planning consent

Building Consent

Stage 1

Stage 2

Development approval

~~Planning - Building Stage 1~~

Final - Building Stage 2

How to...

Upload a document after development approval granted



4. Click on **Documents** tab.

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Development Approval for Development Application: 21002986

Summary Documents Fees Required Notifications Statistics Decision Clocks Related Actions

< Development application 21002986

Status
Granted

Consent Type	Consent Status
Building Consent	Granted

5. Click on **Upload Documents** within the Documents store.

Development Approval for Development Application: 21002986

Summary Documents Fees Required Notifications Statistics Decision Clocks Related Actions

UPLOAD DOCUMENTS

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

Application

Planning Consent

Building Consent

Development Approval

Additional document filters

Decision Documents

P&D Code Rules

Snapshots

Invoices

Other Documents

System Generated Emails

Other

Superseded

Document	Type	Date Created	Superseded	Visible to Applicant	Edit
<input type="checkbox"/> DapDevelopmentApprovalSnapshot972-86943.pdf	Development Approval Snapshot	30 Sep 2021 3:48		✘	

6. Locate the document within the **Open** window and drag-and-drop into the *Drop files here* field.

7. Click **Cancel** to close the **Open** window.

Upload Documents

Upload Documents

Document

UPLOAD Drop files here

Note: You may select multiple documents to upload simultaneously.

Other Documents

CANCEL

Open

This PC > Downloads

Organize New folder

Downloads

Name Date modified

Today (1)

Request for Information - Application 21003061 - Buil... 29/11/2021 11:14 AM

Last week (3)

plans 26/11/2021 8:40 AM

File name: plans All Files

Open Cancel

Upload a document after development approval granted



- 8. Categorise the document with the appropriate 'Category' and 'Type'.
- 9. Click **Save Changes** to upload.

Upload Documents

Document	Document Category	Document Type	Visible to Applicant
plans DOCX - 11.09 KB	Reports	Building Calculations	Yes
UPLOAD Drop files here	-- Select One --	-- Select One --	

Note: You may select multiple documents to upload simultaneously.

Other Documents >

CANCEL **SAVE CHANGES**

The document is shown in the document store listing.

Development Approval for Development Application: 21002986

Summary **Documents** Fees Required Notifications Statistics Decision Clocks Related Actions

Document search

Search by Name
Search by Category
Search by Type

Where was the document uploaded?

- Application
- Planning Consent
- Building Consent
- Development Approval

Additional document filters

- Decision Documents
- P&D Code Rules
- Snapshots
- Invoices
- Other Documents
- System Generated Emails

Document	Type	Date Created
<input type="checkbox"/> * plans.docx	Technical Report - Building Calculations	29 Nov 2021 12:54