

Included instructions

- [Search for the development application](#)
- [Submit Extension of Time Request](#)
- [Payment of Extension of Operative Period Fee](#)
- [Notified of the Operative Period Date Request Decision](#)

Related instructions

Whilst submitting a request to extend the operative date for a development application consent or development approval decision, the following [PlanSA | Support Library](#) resources are referenced.

[How to - Login to your development application account | PlanSA.](#)

[How to – Make an application fee payment within PlanSA | PlanSA](#)

[How to – Make an application fee payment within your application | PlanSA](#)

[How to – Print application fee payment documents fee advice and tax invoice | PlanSA](#)

Search for the development application

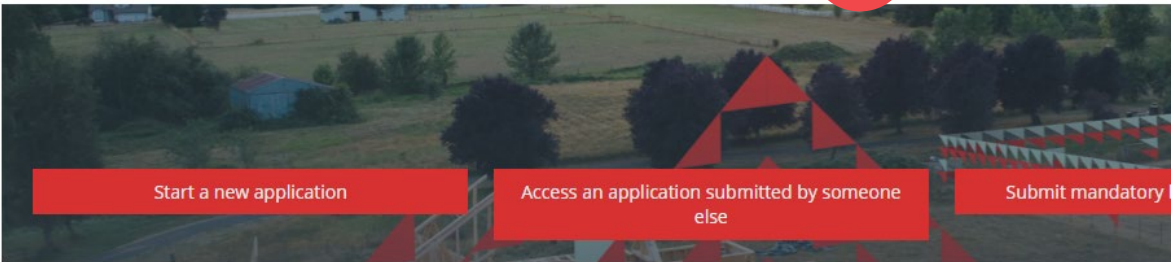
Before your begin, perform [Login to your development application account | PlanSA.](#)

1. Search for the development application using the **ID** number.
2. Click on the **ID** number to view the development application.

Your applications

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24000074



Start a new application

Access an application submitted by someone else

Submit mandatory

FOR YOUR ACTION (960) UNDER ASSESSMENT (2289) DRAFT (21) LAND DIVISION CERTIFICATES (85) CERTIFICATE OF OCCUPANCY (116)

1 results for: "24000074"

ID	↓	Owner	Location	Nature of Development
24000074		T Applicant	326 CADDY RD LOVEDAY SA 5345	Erection of Shed (40ftx20ft)

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3. The **development application – Summary** page displays.

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Development application - 24000074: 97a Arthur

[Summary](#) [Documents](#) [Sharing access](#) [Related Actions](#)



Application Status: Lodged
Fees Outstanding: No
Development Location(s)


Submit Extension of Time Request

On submission of the request, the first email received by the application's primary contact confirming the extension of time request is submitted and includes the requested extension date.

Extension of time request submitted for Application ID

Applicant:

Address: 97A ARTHUR ST




An extension of time request has been submitted for the following consent: Planning Consent


Requested Extension Date: 7 Feb 2025


1. Click on **Related Actions** to access the 'Request Extension of Time'.
2. Click on **Request Extension of Time**.


Development application - 24000074: 97a Arthur

[Summary](#) [Documents](#) [Sharing access](#) [Related Actions](#)

[Apply for Variation](#)

[Withdraw Application](#)

[Upload additional documentation](#)

[Request Extension of Time](#)
Apply to extend the operative period of a consent or approval

Request an extension of time for a development application decision



The **Submit Extension of Time Request** page displays with the decisions issued.

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3. Select the **consent** applicable (example to follow) or **development approval** when all consents granted.

The selection will show the **Current Operative End Date**. The same date is defaulted in the **Request Extension Date** field.

4. Overtyping the defaulted **requested extension date** with a new date.
5. Providing a **reason** for the request.
6. Upload any supporting documentation if required.
7. Click on **SUBMIT EXTENSION OF TIME REQUEST**.

Submit Extension of Time Request

Decisions

☒ Planning Consent

☐ Building Consent

Current Operative End Date

17 Jan 2025

Requested Extension Date *

17 Jan 2025

Reason(s) for the extension of time request *

Provide a reason

Supporting Documents

Document	Document Category	Document Type
<div><div>UPLOAD</div><div>Drop files here</div></div>	<div>--- Select One ---</div>	<div>--- Select One ---</div>

Note: You may select multiple documents to upload simultaneously.

A fee of \$116/\$138 is payable at the time of lodgement of this application. This fee is solely an application charge for the processing of this request. Payment of this fee does not guarantee an approval of the extension of time.

CANCEL

SUBMIT EXTENSION OF TIME REQUEST

The development application **Related Actions** page displays.

Payment of Extension of Operative Period Fee

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A second email is received by the application's invoice contact seeking payment of the 'Operative Period Extension Fee Advice' and includes the Fee Advice to be paid attached.



This email is to advise that Operative Period Extension Fee Advice fees have been generated for your consent and payment is required to progress Development Application ID 24000074.

Please see the attached Fee Advice for further information.

Pay your Development Application online without logging on, using the [PlanSA Online Payments](#) page.

Please use the following links to go to the application.

View the [Development Application](#).

If you require access to the development application, please contact the application's main contact, Test Applicant.

Regards,
City of
08 888 1111

The payment of the 'extension of operative period fee' can be made, by one of the following methods.

PlanSA Online payment

Complete instructions [How to – Make an application fee payment within PlanSA | PlanSA](#).

Login to your development application account to make a payment

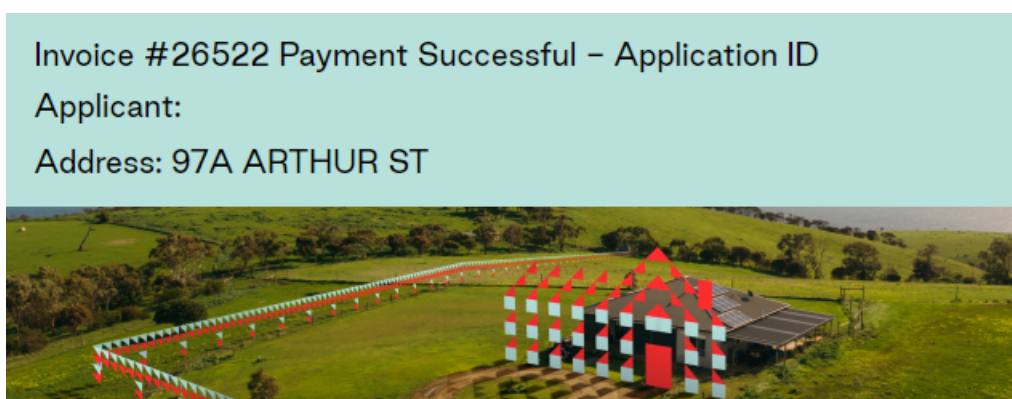
Complete instructions [How to – Make an application fee payment within your application | PlanSA](#).

On payment of the 'extension of operative period fee' a third email is received by the application's invoice contact confirming the payment was successful and includes the Tax Invoice attached.

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Reprinting of a Fee Advice and Tax Invoice

As required, the fee advice and tax invoice can be re-printed. Refer to [How to – Print application fee payment documents fee advice and tax invoice | PlanSA](#) instructions.



This email is to advise that Invoice #26522 for Development Application ID 24 has been successfully paid.

Please see the attached Tax Invoice for further information.

Please use the following links to go to the application.

View the [Development Application](#).

Notified of the Operative Period Date Request Decision

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Once the relevant authority for the consent or development approval has made a decision (granted or refused) an email is sent to the application's primary contact, with the decision outcome, and the:

- New or unchanged (if refused) consent operative period end date requested, or
- New or unchanged (if refused) development approval substantial commencement date and completion date, and
- reason for extension of time refusal.

Example of an approved extension of time for a consent email.



Example of a refused extension of time for a consent email.



How to...

Request an extension of time for a development application decision



Government of South Australia

Department for Trade
and Investment



PlanSA

Version 1.0

Example of an approved extension of time for a development approval email.

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