

Background

1

The person nominated to endorse the decision (e.g. manager or team leader) will receive an email notification advising the variation for a consent has been assessed and the decision requires endorsement.

Planning Consent Variation Request Requires Endorsement –
Application ID 25002243
Applicant: Test Applicant
Variation ID: 730
Address: 3 CASH ST ROSTREVOR SA 5073



A variation request for Planning Consent for Application ID 25002243 has been assessed and the decision requires your endorsement.

Please use the following links to go to the application.
View the [Development Application](#).

If you have any questions, please contact the Officer for the Planning Consent.

Included instructions

- [Locate the application consent](#)
- [Decision Not Endorsed](#)
- [Decision Endorsed](#)

Related Instructions

- [Guide – Issue a decision on a variation application](#)

How to... Endorse a variation decision



Locate the application consent

Search for application

1. Search for the application by the **ID** number if known or the **location** address.
2. Click on the application ID to open the application.

Development Application Processing ASSESSMENTS

25002243 8/50 SEARCH Help

Hello Test ACP ! Mission Impossible Approvals

ASSESSMENTS
REQUEST FOR INFORMATION
ACTIVE REFERRALS

Search results for: "25002243" Clear search

Application ID	Primary Contact	Location	Title Ref	Plan Parcel	Nature of Development	Lodged
25002243	Test Applicant	3 CASH ST ROSTREVOR SA 5073	CT 6217/636	D119989AL71	house extension 2nd storey	15 Sept 2025

My Tasks assigned to me

In **My Tasks** assigned to me the task 'Respond to variation endorsement request' shows and assigned to me.

3. Click consent type, e.g. PC to open the consent.

MY TASKS **MY APPLICATIONS**

Assigned to me only Assigned to my Organisation

Search Tasks SEARCH CONSENT/DA TYPE Any CONSENT STATUS Any

CONS/DA ALLOCATED TO Any TASK NAME Any

Application ID	Location	Location RA	Consent/Dev Approval Type	Consent/Dev Approval Status	Consent/Dev Approval Allocated To	Task Name	Task Assigned To	Task Days Remaining
25002243	3 CASH ST ROSTREVOR SA 5073	City of Campbelltown	PC	Granted		Respond to Variation Endorsement Request	Test ACP Thirteen	
25002215	5 JAMES ST CAMPBELLTOWN SA 5074	City of Campbelltown	PC	Granted		Respond to Variation Endorsement Request	Test ACP Thirteen	

Search Active Variations dashboard

1. Click on ACTIVE VARIATIONS in the main menu.

The screenshot shows the PlanSA dashboard interface. On the left, a vertical menu contains several options, with 'ACTIVE VARIATIONS' highlighted by a red dashed box. The main content area is titled 'MY TASKS' and includes a search bar and a table of active variation requests. The table has columns for Application ID, Location, Location RA, Consent/Dev Approval Type, Consent/Dev Approval Status, Consent/Dev Approval Allocated To, Task Name, Task Assigned To, and Task Days Remaining. Two rows of data are visible, both for 'Respond to Variation Endorsement Request' tasks assigned to 'Test ACP Thirteen'.

The ACTIVE VARIATIONS dashboard opens with 'active' variation requests for the organisation, excludes variation requests with a different relevant authority and endorsed.

2. Located the variation request by performing one or more of the following.
 - a. **Search** for the application by ID number, variation ID, location, nature of development or primary contact name.
 - b. **Filter** applications by variation status.
 - c. **Variation request** from and to date
 - d. **Consent allocated to** filter consents allocated to me, or someone else in my organisation.
3. Click on **application ID** to open the application.

ACTIVE VARIATIONS

Application ID	Variation ID	Location	Nature of Development	Primary Contact	Variation Request Current Item	Relevant Authority Organisation	Allocated To	Status	Variation Request Actions	Variation Request Date
25002243	730	3 CASH ST ROSTREVOR SA 5073	house extension 2nd storey	T Applicant	PC	Mission Impossible Approvals		Under Assessment	Respond to Variation Endorsement Request	16/09/2025
25002215	726	5 JAMES ST CAMPBELLO WN SA 5074	Garage	T Fourteen	BC	Mission Impossible Approvals		Under Assessment	Respond to Variation Request	11/09/2025
25002215	721	5 JAMES ST CAMPBELLO WN SA 5074	Verandah and swimming pool	T Fourteen	PC	Mission Impossible Approvals		Under Assessment	Respond to Variation Endorsement Request	11/09/2025

How to... Endorse a variation decision



Review the consent decision and details

The development application Summary page shows with task 'Respond to variation endorsement request for variation request – Planning Consent'.

1. Click on the **Variation Requests** tab to respond to the request.

Summary Documents Event History Sharing access **Variation Requests** Operative Dates Related Actions

This application currently requires 1 action

Respond to Variation Endorsement Request for Variation Request (730) - Planning Consent

Application Status: Lodged
Fees Outstanding: No

When the initial decision was not endorsed and the assessor (same/different) has submitted the revised decision for endorsement, then a new record is created for the second request.

Make an endorsement decision

1. Click on **Respond to endorsement**.

Summary Documents Event History Sharing access **Variation Requests** Operative Dates Related Actions

Help for this section

< Development application 25002243

ID	Short Description	Variation Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
730	changes to number of rooms	changes to number of rooms	Planning Consent	Mission Impossible Approvals	Under Assessment	Respond to Endorsement Reassign

Decision Endorsed

The act of endorsing the assessment officer's decision will generate the Decision Notification Form (DNF) and send an email notification to the relevant parties advising the variation has been granted. If the preferred method of communication is post, then print the DNF from the **Documents** store.

The Decision Notification Form (DNF) is not generated when the variation decision is 'assessment not required'.

How to... Endorse a variation decision



The **Respond to decision endorsement request** page shows the variation decision of variation – not minor, not a variation – new application or assessment not required.

Respond to decision endorsement request

Decision
Assessment not required

Do you endorse this decision?*

Yes
 No

Decision date

16/09/2025

1. Click on **Yes** to endorse the decision.
2. Leave the **Decision date** default, i.e. today's date.

On endorsement of a 'deemed minor' variation the stamped plans are made available in the application document store (if applicable) and the *Decision Notification Form (DNF)* generated.

3. Click **SUBMIT** to endorse the decision.

The **Variation Request** page displays with the variation record with status of 'endorsed' no further decisions required or 'not minor – new application required' or 'not a variation' or 'under assessment' with the same or different relevant authority for the next consent with an 'under assessment' status.

An email is sent to the assessor advising the consent variation request is endorsed.

< Development application 25002243

ID	Short Description	Variation Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
730	changes to number of rooms	changes to number of rooms	Building Consent	Mission Impossible Approvals	Endorsed	

Variation Request Details: 730

	Comments
Planning Consent Not Endorsed - Assessment not required 16 Sept 2025 Reason: Provide reasons to the assessor why the decision is not endorsed.	Write some notes as required, these are shown as comments when previewing the variation request and not visible to applicants, only relevant authorities.
Planning Consent Assessment not required 16 Sept 2025	Reason Provide a reason
Building Consent Endorsed - 16 Sept 2025	Comments Provide reason why not required.
Building Consent Endorsed	

Not Endorsed

When the decision is not endorsed no email notification is sent to the assessment officer to advise the decision outcome, the endorser will need to notify.

The assessment officer on resolving the reason(s) will make the decision without seeking endorsement or they will request endorsement of their decision.

1. Click on **No** to not endorse the decision.
2. Include a **reason** for not endorsing.
3. Leave the **Nominate an Assessment Officer** default. Alternatively, remove 'X' the assessment officer that initiated the decision and nominate another (as required).

Respond to decision endorsement request

Decision
Assessment not required

Do you endorse this decision? *

Yes

No

Reason for not endorsing *

Provide reasons to the assessor why the decision is not endorsed.

Nominate an Assessment Officer *

Test ACP Fourteen X

CANCEL SUBMIT

The 'Stamped Plans' remain internal to the organisation until a decision is made/endorsed.

4. Click on **Submit** to complete the response to the decision endorsement request.

The **Variation Requests** page shows with action 'review variation request'. Click on the request to view more details including the reason why the decision was not endorsed.

The variation process re-starts with 'reviewing the variation request'.

ID	Short Description	Variation Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
730	changes to number of rooms	changes to number of rooms	Planning Consent	Mission Impossible Approvals	Under Assessment	Review Variation Request

Variation Request Details: 730

Planning Consent - Not Endorsed - Assessment not required
16 Sept 2025
Reason: Provide reasons to the assessor why the decision is not endorsed.

Comments
Write some notes as required, these are shown as comments when previewing the variation request and not visible to applicants, only relevant authorities.

Planning Consent
Under Assessment