



Background

Reassign the endorsement of the decision is performed when the team leader / manager nominated was in error, they are unavailable (e.g. on leave), left the organisation, or their role has changed.

Contact the new endorser by email and/or phone call with the application ID number on completion of the reassignment.

Included instructions

- [Locate the application consent](#)
- [Reassign to a new endorser](#)

Related Instructions

- [Guide – Make a decision on an assessed consent | PlanSA](#)
- [How to – Endorse a consent 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

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

Filter My Tasks by task name

3. Leave default selection to show **Assigned to me only** tasks or click on **Assign to my Organisation** to view all applications with task pending.
4. Click on filter **Task Name** and start typing 'respond to variation endorsement request' and select from list of matches.

MY TASKS MY APPLICATIONS

Assigned to me only Assigned to my Organisation

Search Tasks SEARCH CONSENT/DA TYPE | Any CONSENT STATUS | Any

CONSDA ALLOCATED TO | Any TASK NAME | Any TASK ASSIGNED TO | 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 Request	Test ACP	Thirteen
----------	-----------------------------	----------------------	----	---------	--	------------------------------	----------	----------

The applications with consents with endorsement requests are shown.

5. Click on the **application ID** to open the application.

MY TASKS MY APPLICATIONS

Assigned to me only Assigned to my Organisation

Search Tasks SEARCH CONSENT/DA TYPE | Any CONSENT STATUS | Any

CONSDA ALLOCATED TO | Any TASK NAME | Respond to Variation Endorsement Request TASK ASSIGNED TO | 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

Reassign a new endorser

The Application Summary page shows with action 'Respond to Variation Endorsement Request for Variation Request'.

6. Click on the **Variation Request** tab to view the endorsement request.

7. Click on the **Reassign** action.

ID	Short Description	Variation Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
730	changes to number of rooms	changes to number of rooms	Development Approval For: Planning Consent Building Consent	City of Campbelltown	Endorsed	
731	Increase storeys	Increase storeys to 3	-	-	Not Minor - New Application required	
734	Splitting development into 2 apartment blocks	Splitting development into 2 apartment blocks	-	-	Not A Variation - New Application Required	
735	Changes to the trusses sizes	Changes to the trusses sizes	Planning Consent	Mission Impossible Approvals	Under Assessment	Reassign

The **Reassign Nominated Endorser** page displays with the current nominated endorser.

Reassign Nominated Endorser

Current nominated endorser
Test ACP Thirteen

Nominate a team leader from your organisation*

8. Click in field **Nominate a team leader from your organisation** and start typing the **name** of the new endorser and select name from the list of matches.

4

Reassign Nominated Endorser

Current nominated endorser
Test ACP Thirteen

Nominate a team leader from your organisation*

Test ACP Twelve x

CANCEL

SUBMIT

You cannot nominate yourself an error message will show and SUBMIT disabled.

Current nominated endorser
Test ACP Fourteen

Nominate a team leader from your organisation*

Test ACP Thirteen x

You cannot nominate yourself.

You cannot reassign to the assessor, an error message will show and SUBMIT disabled.

Current nominated endorser
Test ACP Fourteen

Nominate a team leader from your organisation*

Test ACP Thirteen x

You cannot nominate yourself.

More information for accredited professionals

The search field '**Nominate a team leader from your organisation**' will only return search results for persons within the organisation with the required accreditation level (see tables below) for the relevant authority 'reason' determined during consent verification.

For individuals within the organisation whose accreditation has expired and no renewal (includes applications 'in draft') their name will not be available in the field **Nominate a team leader from your organisation**.

Planning consent accreditation required by relevant authority reason

Relevant Authority Reason	Accreditation required
Accepted Development – Section 104	Planning Level 1, 3 and 4 Building Level 1, 2 and 3
Accredited Professional - Section 97 - Building Level 1 - DTS	Building Level 1
Accredited Professional - Section 97 – Land Surveyor – Land Division Planning Consent	Surveyor
Accredited Professional - Section 97 – Level 1 Surveyor - DTS	Not applicable
Accredited Professional - Section 97 - Level 3 - DTS	Planning Level 1 and 3
Accredited Professional - Section 97 - Level 3 – DTS with minor variations	Planning Level 1 and 3



Relevant Authority Reason	Accreditation required
Accredited Professional - Section 97 - Level 4 - DTS	Planning Level 1, 3 and 4
Relevant Authority (Exempt)	Planning Level 1, 3 and 4 Building Level 1, 2 and 3

Building consent accreditation required by relevant authority reason

Relevant Authority Reason	Accreditation required
Accredited Professional - Section 97 - Building Level 1	Building Level 1
Accredited Professional - Section 97 - Building Level 2	Building Level 1 and 2
Accredited Professional - Section 97 - Building Level 3	Building Level 1, 2 and 3
Automatic Deemed Registration – Accredited Professional – Section 97	AMR

9. Click on **Submit** to complete the reassignment.

Reassign Nominated Endorser

Current nominated endorser
Test ACP Fourteen

Nominate a team leader from your organisation *

Test ACP Twelve ✕

CANCEL

SUBMIT

The **Variation Request** page shows the request with a status of 'under assessment'.

Summary Documents Event History Sharing access Building Notifications **Variation Requests** Certificate of Occupancy Inspection
Operative Dates Related Actions

< Development application 25002243

ID	Short Description	Variation Details	Current Item	Reviewing Relevant Authority	Status	Action(s)
735	Changes to the trusses sizes	Changes to the trusses sizes	Planning Consent	Mission Impossible Approvals	Under Assessment	Reassign

Variation Request Details: 735

Building Consent Processing 17 Sept 2025	Comments Assessors notes visible as comments to relevant authorities and hidden from applicants.
Development Approval For: Planning Consent Building Consent Processing 17 Sept 2025	Comments Enters assessment notes as required, to share with other consent relevant authorities. Hidden to applicants.
Planning Consent Processing 17 Sept 2025	Comments None provided