

Background

During the assessment of a development application 'assessment fees' are generated and payment is required to progress the development application assessment. Notification of this fee payment is either by email or post, based on the communication method nominated during the submission of the development application.

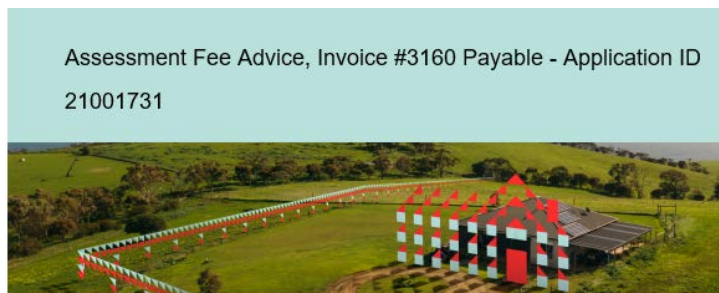
Getting Started

There are two methods for making a fee payment:

1. Log in to your applications from the email notification; or
2. Log in from the **PlanSA portal** home page.

Method 1: Login from the email notification

1. Click on the **Development Application** link from within the email notification.



This email is to advise that Assessment Fee Advice fees have been generated for your consent and payment is required to progress Development Application ID 21001731.

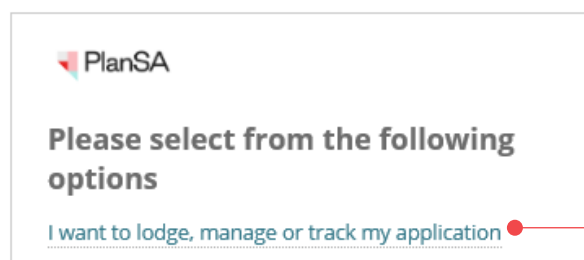
Please use the following links to go to the application or to download the fee advice from document store.

View the [Development Application](#).
View the [documents section](#) of the Development Application.

If you do not have access to the development application, please contact the application's main contact, Penny Public.

1

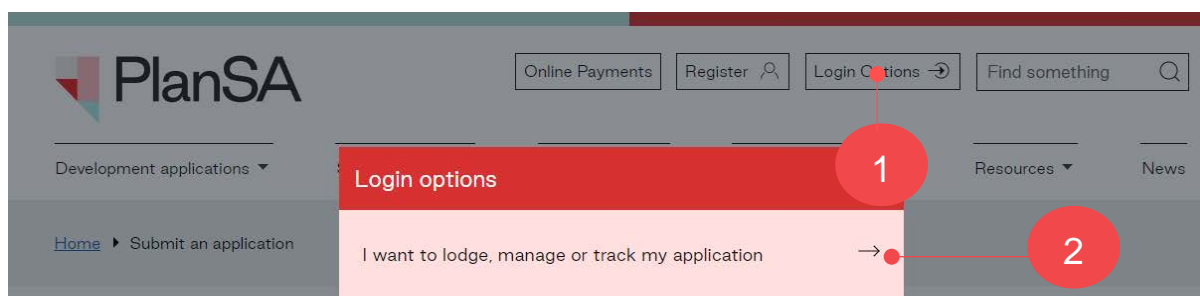
2. Click on the login option: **'I want to lodge, manage or track my application'**, then proceed to step 3 and enter in your username and password.



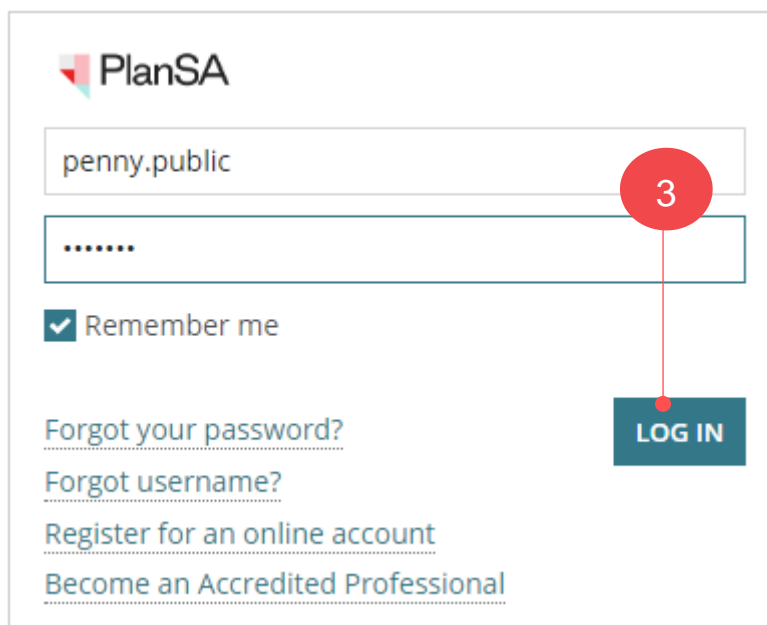
2

Method 2: Login from the PlanSA portal home page

1. Click on **Login Options** within the PlanSA site.
2. Select the login option: **'I want to lodge, manage or track my application'**.



3. Enter your **username** and **password** within the **PlanSA** login window and click **LOG IN**.



4. Click on the application record with an action 'Make Payment' to view the action required within the **Status Detail** view.
5. Click on **Make Payment** requiring your action.

Your applications

Advanced Search Help

Start a new application

Access an application submitted by someone else

Submit mandatory building notification

Submit building rectification notification

FOR YOUR ACTION (24)

UNDER ASSESSMENT (57)

DRAFT (4)

LAND DIVISION CERTIFICATES (4)

CERTIFICATE OF OCCUPANCY (3)

FINALISED (40)

ID	Applicant	Address	Category	Assessment	Action	Info
23001247	T Applicant	15 HIGHLAND AV ROSTREVOR SA 5073	dwelling & land division	Assessment panel/Assessment manager at City of Campbelltown	Make Payment	?

« < 1 - 10 of 24 > »

STATUS DETAIL

CONTACTS

SUMMARY

Application 23001247

This application currently requires 1 action

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Make Payment	
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6. Click on the **'Outstanding Fee Advice'** to be paid and then **Pay Invoice** to proceed.

Pay Fee Advice

[Help for this section](#)

Outstanding Fee Advices

Please select the fee advice that you wish to pay

ID	Description	Amount	Date
8332	Lodgement Fee Advice	\$193.00	03/10/2023 13:11

CANCEL

PAY INVOICE

7. Click on **Pay with credit card**.


Payment

1. To open a credit card payment session, select the 'Pay with credit card' link below.

2. It is recommended that you do not close your browser or navigate away from the payment session without completing your payment or selecting 'Cancel'. If the payment session is closed incorrectly, it may take up to 15 minutes before a new session can be opened.



Pay with credit card

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8. Provide your credit card details and then  **Pay Now ...** to confirm your payment.



Payment

1. To open a credit card payment session, select the 'Pay with credit card' link below.
2. It is recommended that you do not close your browser or navigate away from the payment session without completing your payment or selecting 'Cancel'. If the payment session is closed incorrectly, it may take up to 15 minutes before a new session can be opened.

  **Government of South Australia**


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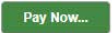
Payment Details  * Required field

Card Type *  Visa  Mastercard

Card Number *

Expiration Month * Expiration Year *

CVN *  This code is a three or four digit number printed on the back or front of credit cards.



Secured by **ANZ Banking Group Ltd.** ABN 11 005 357 522

9. The **Receipt** shows confirming your payment. Use Ctrl + P to **Print** the screen.

10. Click **DONE** to close the **Fee Advice Payment for Application** page.

  **Government of South Australia**

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Receipt Date: 01-02-2024
Order Number: 19219447-cfec-4b71-a7cd-238e94505002

Billing Information

Payment Details

Card Type	Visa	Total amount	AUD 193.00
Card Number	xxxxxxxxxxxx3747		
Expiration Date	03-2025		

Please keep a copy of this receipt for your records

Secured by **ANZ Banking Group Ltd.** ABN 11 005 357 522

CANCEL

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DONE

How to...

Make an application fee payment within your application



Government of South Australia

Department for Trade and Investment



Version 1.4

The **Your Applications** dashboard will display and on payment of the fee the application will move to the **Under Assessment** tab, allowing the assessing relevant authority to proceed with assessing the development application.

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Your applications

Search [Advanced Search](#) [Help](#)

Start a new application | Access an application submitted by someone else | Submit mandatory building notification | Submit building rectification notification

FOR YOUR ACTION (24) | **UNDER ASSESSMENT (57)** | DRAFT (4) | LAND DIVISION CERTIFICATES (4) | CERTIFICATE OF OCCUPANCY (3) | FINALISED (40)

[Help for this section](#)

Under assessment

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status	Days
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