

## Background

Updating applicant or contact information for an application may be needed when;

- an email notification has 'bounced' due to an email address being incorrect
- a letter has been 'returned to sender'
- a contact has advised a change of postal address and/or email
- a contact has been replaced by another person / business.

## Locate the application contacts

1. Search for the development application using the **ID** number.
2. Remove the **Assigned to me only** checkbox to view **all** applications.

### Important!

For applicants following these instructions the **Assigned to me only** checkbox will not display within the **Your Applications** screen.

## Development application processing



FOR YOUR ACTION (235) ASSESSMENT IN PROGRESS (252) WAITING (156) UPCOMING (92) COMPLETED (317) BUILDING NOTIFICATIONS (124) |

0 results for: "24000285"

Assigned to me only

3. Click on the **ID** of the application to view more details.

1 results for: "24000285"

Assigned to me only

ID	Owner	Location
24000285	T Applicant	97A ARTHUR ST MAGILL SA 5072

# How to...

## Update contact details for an application contact



## Update contact details

### Important!

The contact details cannot be updated when the status of the development application is 'Awaiting Payment'.

4. The **development application – summary** screen is shown. Scroll down to the **Applicant contacts**.
5. Click on **Edit** against the applicable contact.

Application contacts

[ADD NEW CONTACT](#)

<b>Applicant</b> <a href="#">Edit</a>	<b>Preferred Contact Method:</b> Email <b>Email:</b> testplansa2023@gmail.com
<b>Name:</b> Test Applicant <b>Type:</b> Individual <b>Address:</b> 15 SOUTH TERRACE SEMAPHORE	
<b>Primary Contact</b> <a href="#">Edit</a>	<b>Preferred Contact Method:</b> Email <b>Email:</b> testplansa2023@gmail.com
<b>Name:</b> Test Applicant <b>Type:</b> Individual <b>Address:</b> 15 SOUTH TERRACE SEMAPHORE	
<b>Land Owner</b> <a href="#">Edit</a>	<b>Preferred Contact Method:</b> Email <b>Email:</b> testplansa2023@gmail.com
<b>Name:</b> Test Applicant <b>Type:</b> Individual <b>Address:</b> 15 SOUTH TERRACE SEMAPHORE	
<b>Invoice Contact</b> <a href="#">Edit</a>	<b>Preferred Contact Method:</b> Email <b>Email:</b> testplansa2023@gmail.com
<b>Name:</b> Test Applicant <b>Type:</b> Individual <b>Address:</b> 15 SOUTH TERRACE SEMAPHORE	
<b>Builder</b> <a href="#">Edit</a>	<b>Preferred Contact Method:</b> Email <b>Phone:</b> 1300 100 100 <b>Email:</b> LBB_DAPTESTING@sa.gov.au
<b>Name:</b> Little-Big Builders <b>Type:</b> Business <b>Address:</b> 83 PIRIE STREET ADELAIDE <b>Builders Licence No:</b> BLD 12356	

6. The **Edit Invoice Contact** screen is showing and then overtype the applicable fields with the details provided. \* Indicates mandatory fields.
  - **Contact details\***: Title – First Name – Last Name
  - **Postal Address\***
  - **Preferred Contact Method:** Email or Post
  - **Phone\***
  - **Alternative Phone**
  - **Email\***
7. Click on **Save** to keep the changes.

# How to...

## Update contact details for an application contact



## Remove an application contact

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Contacts that cannot be removed always are the Primary and Invoice Contacts. Where an application has multiple applicant contacts, then an applicant can be removed, however there must always be at least one applicant.

1. Click **Edit** against the applicable contact.

Application contacts

Add a new contact from your application contacts

**Planning Consent**

City of Marion  
Address: 1 Fake Address Adelaide 5000  
Phone: 08 888 1111  
Email: test.council.dpti+COUNCIL\_CITY\_OF\_MARION@gmail.com

**Applicant 1** [Edit](#)

Name: MyBusiness1  
Type: Business  
Address: 83 PIRIE STREET ADELAIDE  
Preferred Contact Method: Email  
Phone: 01111111  
Email: test@test.com

**Applicant 2** [Edit](#)

Name: Mr lam Applicant  
Type: Individual  
Address: 1 Applicant address Mycity  
Preferred Contact Method: Email  
Phone: 0244466666  
Email: test@test.com

The **Edit** contact page displays.

### Edit Applicant

Title \*

First Name \*

100 characters maximum

2. Scroll to the bottom of the page until the **DELETE** button shows.
3. Click **DELETE** and confirm the deletion.

**Delete Applicant**

Are you sure you want to delete this Applicant from this Application?

The **Application contacts** updates, with the contact removed no longer showing.