

How to...

Enable the submission of Crown or Essential Infrastructure applications



Government of South Australia

Department for Housing
and Urban Development

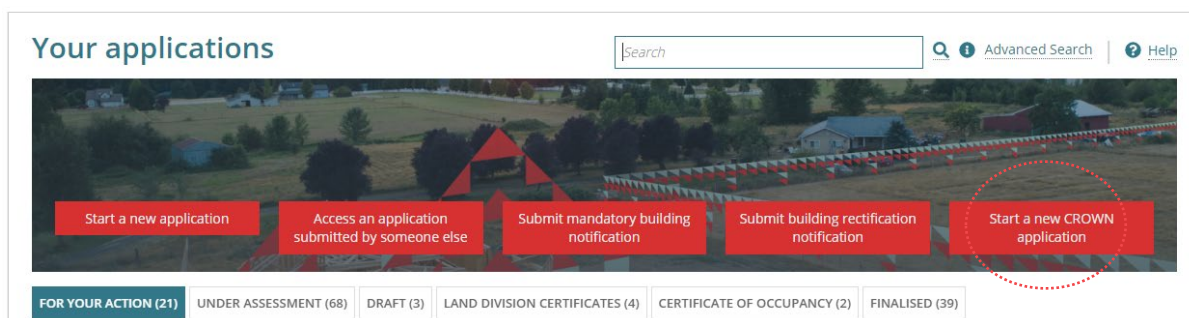


Version 1.0

Background

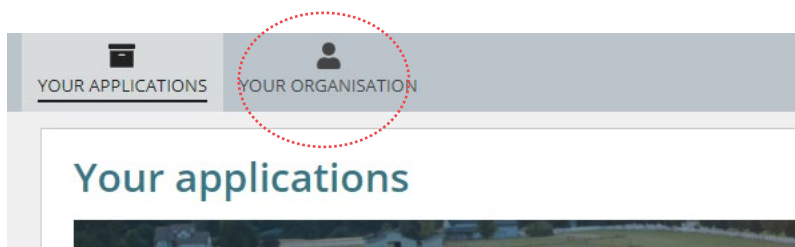
1

Organisation admin users are now able to enable the submission of Crown or Essential Infrastructure applications. A new checkbox called "Crown Applicant" is available within the organisation page and once flagged will enable the '**Start a new CROWN application**' button within the Your applications dashboard.



Who can set-up and manage the enabling of Crown or Essential Infrastructure applications?

Only staff members who have the 'Organisation Administrator' role and has access to the Your Organisation dashboard.



Related Instructions

[Submit an Application | PlanSA](#)

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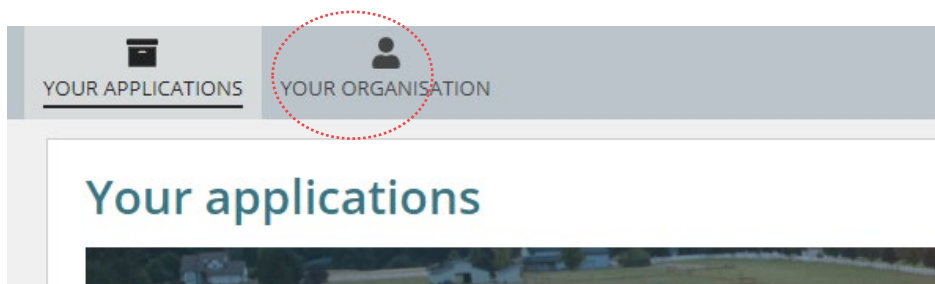


Version 1.0

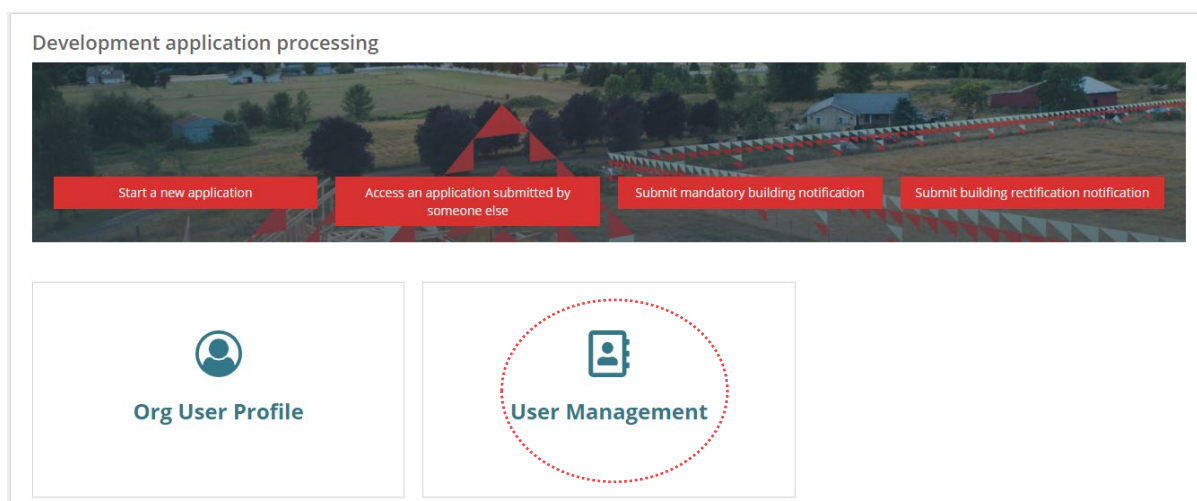
Enable the Start a new Crown application button

2

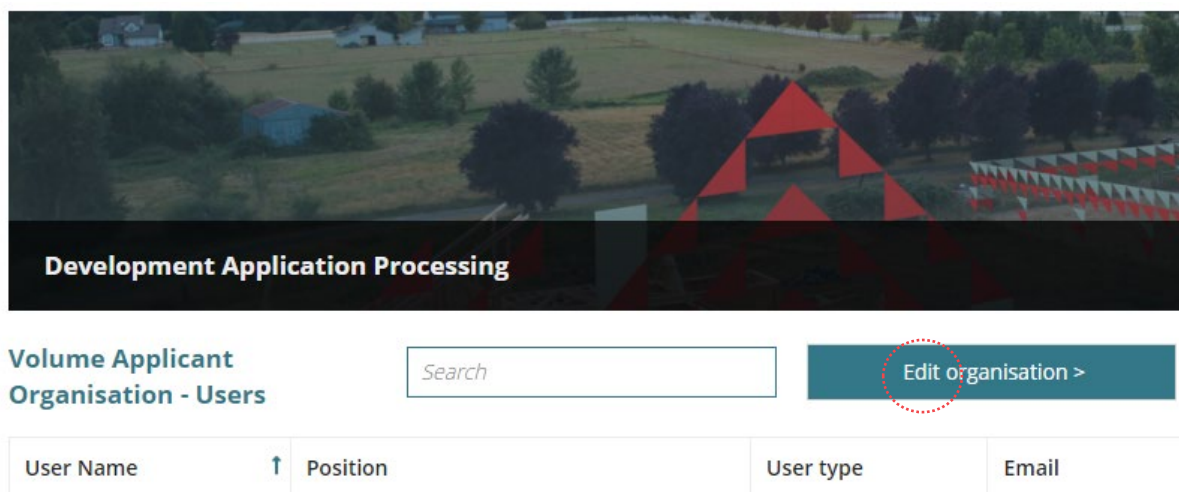
1. Select **Your Organisation** in the dashboard.



2. Select the **User Management** option.



3. Select **Edit Organisation** to proceed.



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4. The **Edit Organisation** page shows.

3

Edit Organisation

Organisation Details

Organisation Type *

☐ Relevant Authority

☐ Referral Body

☒ Applicant

Please tick the below checkbox if you are a Crown Applicant

☐ Crown Applicant

5. Tick checkbox **Crown applicant** to enable the button 'Start a new CROWN application' in the dashboard Your applications.

Edit Organisation

Organisation Details

Organisation Type *

☐ Relevant Authority

☐ Referral Body

☒ Applicant

Please tick the below checkbox if you are a Crown Applicant

☒ Crown Applicant

6. Click **SUBMIT** to save updates.

Organisation Status

Effective From

26 Jul 2019

CANCEL

SUBMIT

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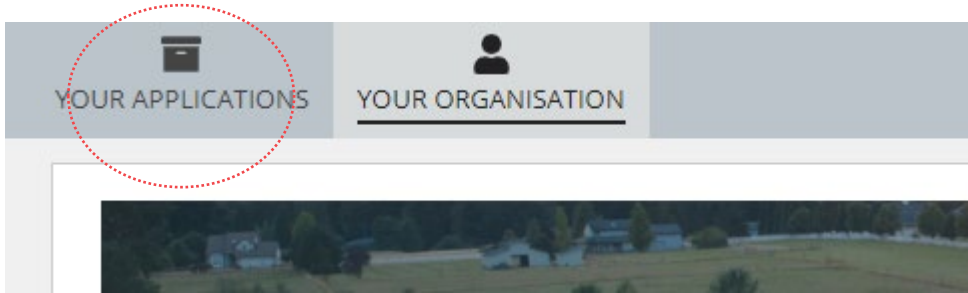
7. The **Organisation** page shows, and an **event history** record created for the change.

4

Event History

User impacted	Action taken by	Time of change	Type change
	User One	13/11/2023 09:41	EDIT_ORGANISATION

8. Select **Your Applications** to exit Your Organisation.



9. The Your Applications dashboard shows and the **Start a new CROWN application** button is available.

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

Start a new CROWN application

FOR YOUR ACTION (21)

UNDER ASSESSMENT (68)

DRAFT (3)

LAND DIVISION CERTIFICATES (4)

CERTIFICATE OF OCCUPANCY (2)

FINALISED (39)