

## Background

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When you have been listed as a specific contact on the development application to be the primary contact or invoice contact during the development approval process, the applicant will email you instructions on 'How to take control of a development application submitted by someone else' (refer to the below example) and provide to you over the phone or by a separate email the 'Access Code' to access the application.

A 'primary contact' will receive calls and/or correspondence from the relevant authority to clarify details of the application or requests to provide additional documentation and information. Whereas the 'invoice contact' will receive all correspondence related to the payment of fees.



### How to take control of a Development Application submitted by someone else

Create an online account, if you don't have one already.

Once your account is set up, access the [Dashboard](#).

On the screen, select the button labelled "Access an application submitted by someone else".

The person who submitted the application will have sent you an 'Application ID' and an 'Access code'. Enter these codes into the fields provided, and select "Next" to launch the application

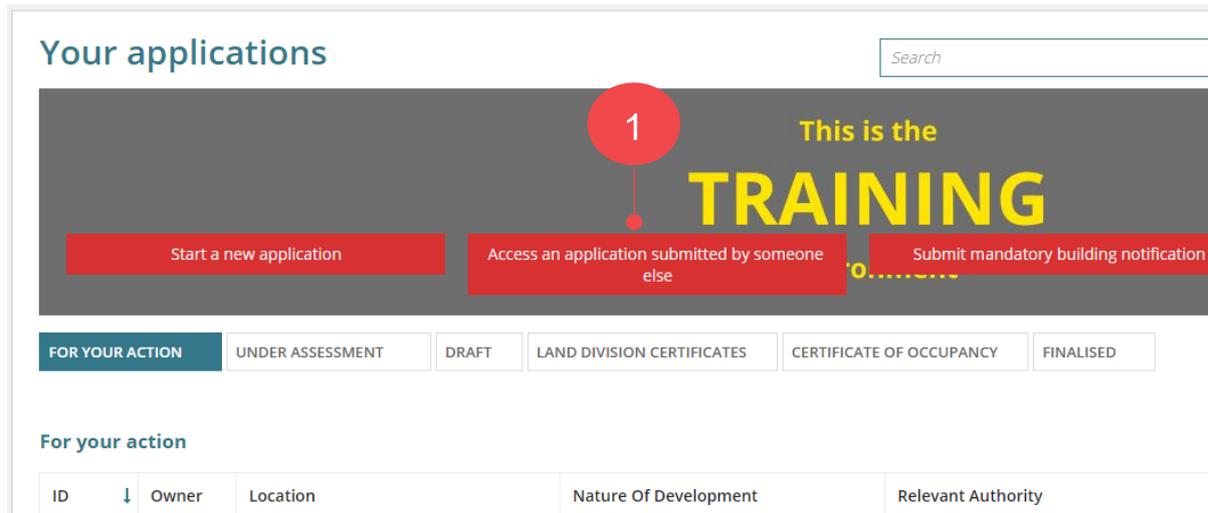
Please do not reply to this email as it is automatically generated. If this email is in relation to a development application, please contact your Relevant Authority or Assessing officer.

## Getting Started

Before you can take control of the application you will need to open an account. Refer to the instructions in: [How to – Create an online account to lodge an application for home developments](#).

Once logged in the **Your Applications** dashboard is shown. If this is your first time signing in, there will be no applications available/listed until the following steps are completed to take control of the shared application.

1. Click on **Access an application submitted by someone else**.



**Your applications** Search

**1** This is the **TRAINING**

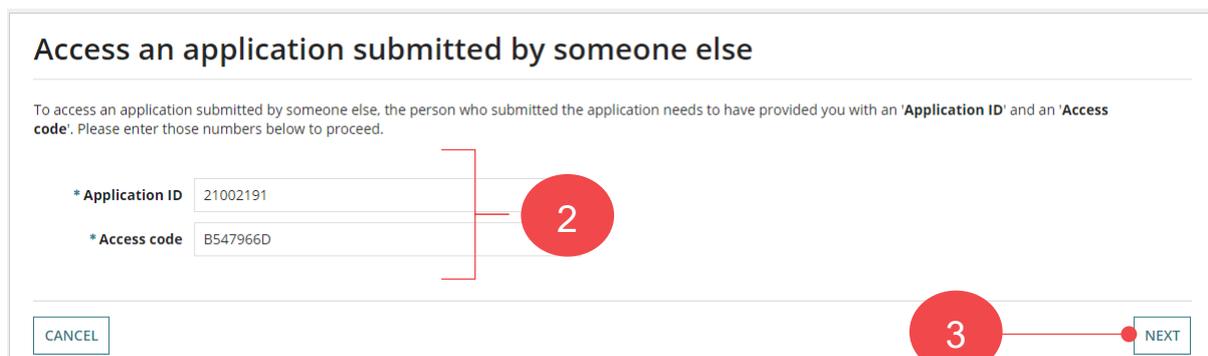
Start a new application    Access an application submitted by someone else    Submit mandatory building notification

FOR YOUR ACTION    UNDER ASSESSMENT    DRAFT    LAND DIVISION CERTIFICATES    CERTIFICATE OF OCCUPANCY    FINALISED

**For your action**

ID	↓ Owner	Location	Nature Of Development	Relevant Authority
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2. Enter the **Application ID** and **Access code** provide by the applicant.
3. Click **Next** to complete the action.



**Access an application submitted by someone else**

To access an application submitted by someone else, the person who submitted the application needs to have provided you with an 'Application ID' and an 'Access code'. Please enter those numbers below to proceed.

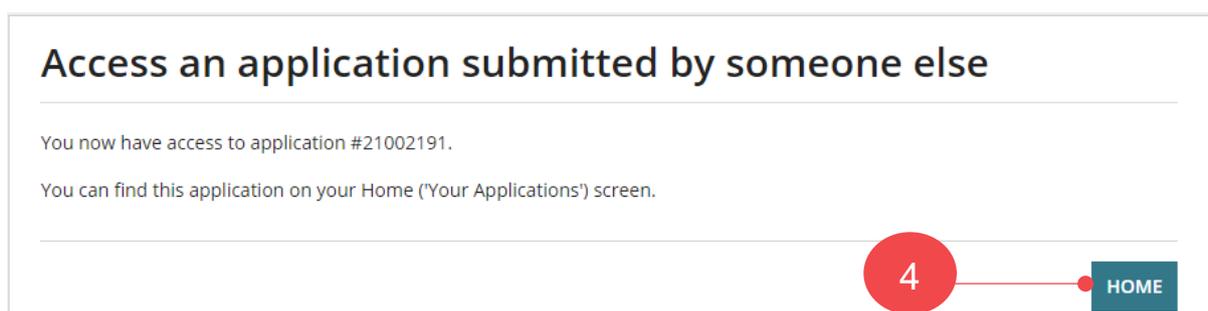
\* Application ID

\* Access code

**2**

CANCEL **3** NEXT

4. An on-screen confirmation message advises 'You now have access to application' and then click **Home** to find the application in Your Applications screen.



**Access an application submitted by someone else**

You now have access to application #21002191.

You can find this application on your Home ('Your Applications') screen.

**4** HOME