

Background

If an accredited professional resigns from an engagement as a relevant authority or dies or becomes incapable for any other reason of carrying out the functions of a relevant authority in respect of a particular development, the matter may be referred to another relevant authority. Division 4 – 90 Removal from acting – Planning, Development and Infrastructure Act 2016

When the accredited professional resigns as the consent relevant authority, an email is sent to both the applicant and the primary contact. This notification includes an action instructing the applicant to re-apply for the resigned consent.

Consent(s) Resigned | Application #26000506

Applicant: Test Applicant

Address: 7C HECTORVILLE RD HECTORVILLE SA 5073



The relevant authority Top Gun Assessors has resigned from acting on your Building consent(s) assessment for Application 26000506. The request requires your confirmation and an action to reassign it to a new relevant authority for the assessment to proceed.

[Click to apply for the consent and assign a new relevant authority](#)

As a result of this action, all existing active referrals, outstanding fee advice, and active requests for information will be recalled or closed.

Regards,
Top Gun Assessors
1800752664

Included instructions

1. [Apply for the next consent from the email notification](#)
2. [Submit application for next consent – planning](#)
3. [Submit application for next consent – staged building](#)

Apply for the next consent from the email notification

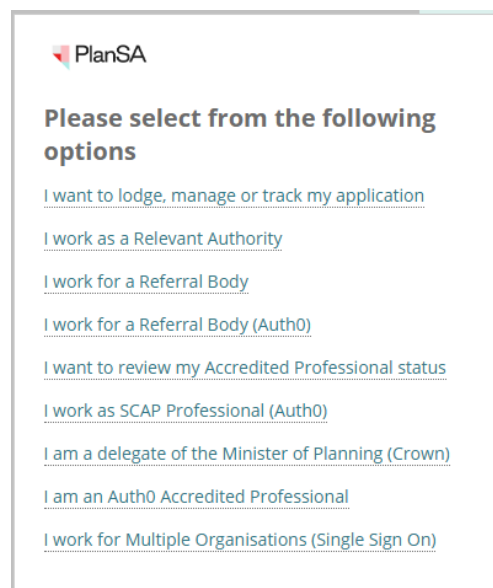
1. Click on the hyperlink **Click to apply for the consent and assign a new relevant authority**.

The relevant authority Top Gun Assessors has resigned from acting on your Building consent(s) assessment for Application 26000506. The request requires your confirmation and an action to reassign it to a new relevant authority for the assessment to proceed.

[Click to apply for the consent and assign a new relevant authority](#)

The PlanSA window opens with a series of login options.

2. Click on **I want to lodge, manage or track my application** and follow the instructions [How to login to your development application account | PlanSA](#).



The **Summary** page of the development application opens with action(s) to apply for the next consent.

Summary Documents Sharing access Variation Requests Notifications & Inspections Certificate of Occupancy Operative Dates Related Actions



Application Status: Lodged

Fees Outstanding: No

> Zoning information

Actions required

Apply for next consent required

Apply for next consent required

Status detail

On resigning from the building consent – stage the following dashboards are updated and reflect applying for the next consent is required.

- **Applications in progress** the application 'status' has persisted *Apply for next consent required – building consent stage 3*. Preview more application details will show two actions to apply for the next consent.

APPLICATIONS IN PROGRESS

PENDING YOUR ACTION

Q 26000506 SEARCH LODGED | Any - Any APPLICATION STATUS | Any Download Filter Refresh

Application ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Application Status	Days Remaining
26000506	Test Applicant	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x multi-storey dwellings	user four - Top Gun Assessors	26/02/2026	Apply for next consent required - Building Consent Stage 3	

STATUS DETAIL
CONTACTS
SUMMARY

Application 26000506

This application currently requires 2 actions

- Apply for next consent required
- Apply for next consent required

Planning consent ✔ Granted 26 Feb 2026 >

Building Consent

Stage 1 ✔ Granted 26 Feb 2026 >

Stage 2 Pending your action v

- **Pending your action** shows two tasks requiring your action to *Apply for next consent required*, including the date requested which indicates the task associated with the accredited professional resigning from the consent.

APPLICATIONS IN PROGRESS

PENDING YOUR ACTION

Q 26000506 SEARCH RELEVANT AUTHORITY | Any ACTION REQUIRED | Any Download Filter Refresh

DATE REQUESTED | Any - Any DUE DATE | Any - Any

Application ID	Owner	Location	Relevant Authority	Action Required	Date Requested	Due Date	Task Days Remaining
26000506	Test Applicant	7C HECTORVILLE RD HECTORVILLE SA 5073	user four - Top Gun Assessors	Apply for next consent required	26/02/2026	-	
26000506	Test Applicant	7C HECTORVILLE RD HECTORVILLE SA 5073		Apply for next consent required	05/03/2026	-	

- **Under Assessment** shows the building consent stages where the accredited professional has resigned with a *Apply for next consent required* status.

ASSESSMENTS | COMPLETED ASSESSMENTS

Q 26000506 SEARCH RELEVANT AUTHORITY | Any CONSENT TYPE | Any CONSENT STATUS | Any Download Filter Refresh

Application ID	Location	Nature of Development	Applicant	Relevant Authority	Consent Type	Consent Status	Days Remaining
26000506	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x multi-storey dwellings	Test Applicant		Building Consent - Stage 2	Apply for next consent required	
26000506	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x multi-storey dwellings	Test Applicant	user four - Top Gun Assessors	Building Consent - Stage 3	Apply for next consent required	

Help for this page

Submit application for next consent – staged building

1. Click on **PENDING YOUR ACTION** and search for the application.
2. Click on the *Apply for next consent* with the most recent date requested.

Applying for the next building consent stage

The remaining staged building consents will stay assigned to the resigned accredited professional until the applicant lodges the next consent (e.g., Building Consent – Stage 2). At that point, the relevant authority will update the record with the new consent authority. The consent will either remain visible in the dashboard if another accredited professional from the same organisation is selected, or it will be removed.

APPLICATIONS IN PROGRESS				PENDING YOUR ACTION			
Q 26000506		SEARCH	RELEVANT AUTHORITY Any	ACTION REQUIRED Any			
DATE REQUESTED Any - Any		DUE DATE Any - Any					
Application ID	Owner	Location	Relevant Authority	Action Required	Date Requested	Due Date	Task Days Remaining
26000506	Test Applicant	7C HECTORVILLE RD HECTORVILLE SA 5073	user four - Top Gun Assessors	Apply for next consent required	26/02/2026	-	
26000506	Test Applicant	7C HECTORVILLE RD HECTORVILLE SA 5073		Apply for next consent required	05/03/2026	-	

The **Apply for additional consents** page opens.

Apply for additional consents - application 26000506

- > [Consent Details](#)
- Documents
- Declaration

Your submissions

Submission 1

Already submitted for assessment

1. Planning Consent
2. Building Consent
- Stage 1: A

Breakdown of your submission history when accredited professional resigned from a staged building consent

Submission 2

(No consents)

Submission 3

Already submitted for assessment

1. Building Consent
- Stage 2: Dwelling- Lot 102

Submission 4

Click 'Next' below to select a new assessor and submit the following for assessment again

Building Consent
- Stage 2: Dwelling- Lot 102

(You may come back and apply for any remaining consents or stages later.)

For this example, resigned from building consent stage 2 and stage 3 not yet submitted.

- **Submission 2** original building consent – stage 2 shows (no consents). This occurs when the same stage has had multiple accredited professionals either from the same or different organisations.
- **Submission 3** already submitted for assessment shows the stage accredited professional has resigned from.
- **Submission 4** re-applying for the building consent stage with different relevant authority.

When applying for the building consent stage from which the previous accredited professional resigned, only that stage will be available. The subsequent building consent stages only become available when the next stage is applied for.

3. Choose a relevant authority for the consent. The choice can be the location council or Regional Assessment Panel (when applicable) or an accredited professional in the same organisation as the person who resigned or a different accredited professional.
4. Click NEXT to continue.

Who should assess your building consent? *

- City of Campbelltown
- Independent accredited professional

CANCEL

NEXT

The **Submission confirmation** page opens with the submission to be submitted for assessment now.

5. Click NEXT to continue.

Submission Confirmation

Submission 1
Already submitted for assessment

1. Planning Consent
2. Building Consent
- Stage 1: A

Submission 2
(No consents)

Submission 3
Already submitted for assessment

1. Building Consent
- Stage 2: Dwelling- Lot 102

Submission 4
To be submitted for assessment now

1. Building Consent
- Stage 2: Dwelling- Lot 102

CANCEL NEXT

Uploading of documentation is mandatory to continue.

6. Click on **UPLOAD** and drag-and-drop files from the **Open** window into the field *Drop or paste files here*.
7. Click on **Cancel** to close the Open window.

Documents

Please upload documents to submit your application by viewing a [summary of the requirements](#).

You can also view the [full schedule of requirements](#).

Document

Plans1-95561 (...)
PDF - 532 KB

UPLOAD

Note: You may select multiple documents.

Open

« TESTING » Documents

Search Documents

Organise New folder

Name
Plans (1)
Plans1-95561 (1)
Plans1-95561 (1)

File name: Plans1-95561 (1) All Files

Open Cancel

8. Categorise the document(s) and click NEXT to continue.

Document	Document Category	Document Type	
Plans1-95561 (...) PDF - 532 KB	Engineering Document	Engineering Structural	X
UPLOAD Drop or paste files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

9. Complete the submission declaration and SUBMIT to complete.

Your building consent will be assessed by

City of Campbelltown

Documents

Please upload documents to support the assessment of your proposal. Find out what you need to provide for this application by viewing a [summary of the regulations](#).

You can also view the [full schedule of regulations](#).

Uploaded Documents

Document	Document Type
Plans1-95561 (1) PDF - 532 KB	Engineering Structural

Submission Declaration *

In accordance with section 119(13) of the *Planning, Development and Infrastructure Act 2016*, I confirm that the owner of land has consented to the making of this application and that all documents attached to this application have been uploaded with the permission of the relevant rights holders. It has been acknowledged that copies of this application and supporting documentation may be provided to interested persons in accordance with the Act and Regulations.

CANCEL

SUBMIT

10. The **Consents submitted successfully** page opens and click **OK** to close.

Consents submitted successfully for application 26000506

You have successfully applied for the following consent(s):

- 1. Building Consent
- Stage 2: Dwelling- Lot 102

OK

The **Your Applications** homepage displays and an email sent the relevant authority advising of your application submission.

After application submission the following dashboards are updated.

- **Application in Progress** shows the application with a 'Awaiting verification building consent stage 2' status with 5 days (business) remaining.

APPLICATIONS IN PROGRESS						PENDING YOUR ACTION	
Q 26000506		SEARCH	LODGED Any - Any	APPLICATION STATUS Any			
Application ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Application Status	Days Remaining
26000506	Test Applicant	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x multi-storey dwellings	City of Campbelltown	26/02/2026	Awaiting Verification - Building Consent Stage 2	5 Days

- **Pending Your Action** shows action *Apply for next consent required* with today's date as the date requested.

APPLICATIONS IN PROGRESS				PENDING YOUR ACTION			
Q 26000506		SEARCH	RELEVANT AUTHORITY Any	ACTION REQUIRED Any			
DATE REQUESTED Any - Any		DUE DATE Any - Any					
Application ID	Owner	Location	Relevant Authority	Action Required	Date Requested	Due Date	Task Days Remaining
26000506	Test Applicant	7C HECTORVILLE RD HECTORVILLE SA 5073	City of Campbelltown	Apply for next consent required	05/03/2026	-	

- **Under Assessment** shows the staged building consent 'awaiting verification' and the staged building consent not yet applied for and both with the new relevant authority.

ASSESSMENTS COMPLETED ASSESSMENTS							
Q 26000506		SEARCH	RELEVANT AUTHORITY Any	CONSENT TYPE Any	CONSENT STATUS Any		
Application ID	Location	Nature of Development	Applicant	Relevant Authority	Consent Type	Consent Status	Days Remaining
26000506	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x multi-storey dwellings	Test Applicant	City of Campbelltown	Building Consent - Stage 2	Awaiting Verification	5 Days
26000506	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x multi-storey dwellings	Test Applicant	City of Campbelltown	Building Consent - Stage 3	Apply for next consent required	

Submit application for next consent – planning

1. Click on **PENDING YOUR ACTION**.
2. Click on the action *Apply for next consent required*.

APPLICATIONS IN PROGRESS				PENDING YOUR ACTION			
Q Search Tasks		SEARCH	RELEVANT AUTHORITY Any	ACTION REQUIRED Any			
DATE REQUESTED Any - Any		DUE DATE Any - Any					
Application ID	Owner	Location	Relevant Authority	Action Required	Date Requested	Due Date	Task Days Remaining
26000592	Joan Public	44 FOREST AV NEWTON SA 5074		Apply for next consent required	06/03/2026	-	

The **Apply for additional consents** page opens.

Apply for additional consents - application 26000592

> **Consent Details**

Documents

Declaration

Your submissions

Submission 1

Already submitted for assessment

1. Planning Consent

Submission 2

Click 'Next' below to select a new assessor and submit the following for assessment again

Planning Consent

(You may come back and apply for any remaining consents or stages later.)

3. Choose a relevant authority for the consent. The choice can be the location council or Regional Assessment Panel (when applicable) or an accredited professional in the same organisation as the person who resigned or a different accredited professional.
4. Click NEXT to continue.

Who should assess your planning consent?*

Assessment panel/Assessment manager at City of Campbelltown

Independent accredited professional

* Professional name

At 'Top Gun Assessors'

[View list of accredited professionals here](#)

5. Choose who to placing the public notification sign on land and NEXT to continue.

More information for consent approvals

Public Notification Sign On land

Planning and Land Division Consent

More Information
Public notification lets neighbours and other interested parties have a say about a development before a decision is made. A 'sign on the land' may be required and placed on the land of your proposed development. When opting to erect the 'sign on land' ensure the [signage requirements](#) are met on page 4 of *Practice Direction 3 - Notification of Performance Assessed Development Applications* or you are opting for the relevant authority to erect the 'sign on land' additional application fees may apply.

Should your application require public notification, who will be responsible for erecting the sign on the land? *

- Applicant
- Relevant Authority

6. The **Submission confirmation** page shows and NEXT to continue.

The screenshot shows a web interface for 'Submission Confirmation'. On the left is a sidebar with 'Consent Details' (expanded), 'Documents', and 'Declaration'. The main content area is titled 'Submission Confirmation' and lists 'Submission 1' (Already submitted for assessment) and 'Submission 2' (To be submitted for assessment now), both with '1. Planning Consent' listed below them.

7. Click on **UPLOAD** and drag-and-drop files from the **Open** window into the field *Drop or paste files here*.

8. Click on **Cancel** to close the Open window.

Documents

Please upload documents to support the assessment of your proposal. Find out what you need to provide for this application by viewing a [summary of the regulations](#).

You can also view the [full schedule of regulations](#).

The screenshot shows a document upload interface. On the left, there's a 'Document' list with an 'UPLOAD' button and a 'Drop or paste files here' area. A red box highlights a PDF icon. On the right, an 'Open' file dialog window is open, showing a file list with 'All application documentation' selected. A red dashed box highlights the 'Cancel' button in the dialog.

How to... Applying for consent after relevant authority resignation



9. Categorise the documents and NEXT to continue.

Document	Document Category	Document Type
All application d... PDF - 15.69 KB	All documentation	All application documentation
UPLOAD Drop or paste files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

NEXT

10. Complete the submission declaration and SUBMIT to complete.

✓ [Consent Details](#)

✓ [Documents](#)

> [Declaration](#)

Submission 1

Already submitted for assessment

- 1. Planning Consent

New submission

- 1. Planning Consent

Your planning consent will be assessed by

Professional name

At 'Top Gun Assessors'

More information for consent approvals

Should your application require public notification, who will be responsible for erecting the sign on the land?
Relevant Authority

Documents

Please upload documents to support the assessment of your proposal. Find out what you need to provide for this application by viewing a [summary of the regulations](#).

You can also view the [full schedule of regulations](#).

Uploaded Documents

Document	Document Type
All application documentat... PDF - 15.69 KB	All application documentation

Submission Declaration *

In accordance with section 119(13) of the *Planning, Development and Infrastructure Act 2016*, I confirm that the owner of land has consented to the making of this application and that all documents attached to this application have been uploaded with the permission of the relevant rights holders. It has been acknowledged that copies of this application and supporting documentation may be provided to interested persons in accordance with the Act and Regulations.

CANCEL **SUBMIT**

11. The **Consents submitted successfully** page opens and click **OK** to close.

Consents submitted successfully for application 26000592

You have successfully applied for the following consent(s):

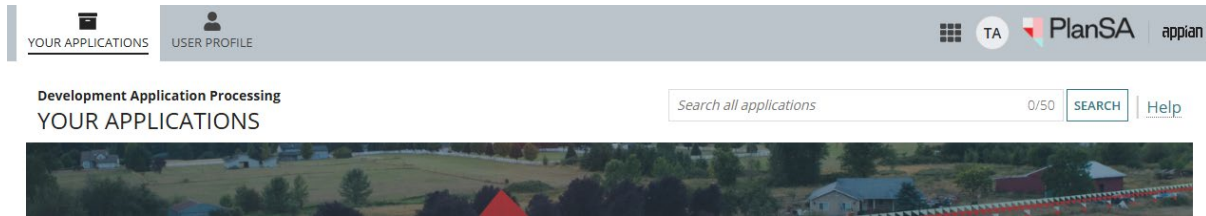
- 1. Planning Consent

OK

How to... Applying for consent after relevant authority resignation



The **Your Applications** homepage displays and an email sent the relevant authority advising of your application submission.



The **Application in Progress** shows the application with a 'Submitted' status with 5 days (business) remaining.

APPLICATIONS IN PROGRESS				PENDING YOUR ACTION			
Q Search Your Applications				APPLICATION STATUS Any			
SEARCH				LOGGED Any - Any			
Application ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Application Status	Days Remaining
26000592	Joan Public	44 FOREST AV NEWTON SA 5074	alterations to building and interior	user four - Top Gun Assessors	06/03/2026	Submitted	🕒 (5 Days)