

Background

1

A relevant authority may permit an applicant to vary an application at any time before the application is decided. The date of receipt of the varied application then becomes the new date of receipt of the application for the purposes of decision time limits.

If the variations are not substantial, then time limits will continue to run from the original verification date/payment of fees.

Land Division number of proposed allotments

When the number of proposed allotments is modified (per table below) the assessing authority should reset the assessment clock to reflect the correct assessment timeframe.

If the number of proposed allotments changes to ...	And includes creation of a public road ...	The land division assessment timeframe is ...
11 and above	can be either Yes or No	60 days
10 and lower	Yes	60 days
10 and lower	No	30 days

When can I not reset the assessment clock?

Public Notification

The ability to 'reset' the assessment timeframe is not available in the **Related Actions** whilst on public consultation; on close of public consultation the ability to reset the assessment timeframe is available

What happens after resetting the assessment clock?

Communications are sent

Both the applicant and application's primary contact receive the *Assessment clock has been reset* email notification and includes the reason for resetting the assessment clock.

Assessment clock has been reset – Application ID: 25045200
Applicant: Big House Designs
Address: 60 ANN ST STEPNEY SA 5069



This email is to advise that the assessment timeframe for the Land Division Consent of Application ID 25045200 has been reset for the following reasons:

The number of proposed allotments changed from 11 to 9 thus reducing the assessment timeframe from 60 days to 30 days.

View the [Development Application](#).

If you have any questions about this, please contact the assessing officer.

How to... Reset the consent assessment clock



Generates new Commence Assessment task

2

The task 'commence assessment' is available in **MY TASKS** assigned to me (if allocated the consent) or assigned to the organisation and the Task Days Remaining showing new assessment time frame.

MY TASKS						MY APPLICATIONS		
<input type="radio"/> Assigned to me only <input checked="" type="radio"/> Assigned to my Organisation								
<input type="text" value="Search Tasks"/> SEARCH			CONSENT/DA TYPE Any		CONSENT STATUS Any			
CONSIDA ALLOCATED TO Any			TASK NAME Commence Assessment		TASK ASSIGNED TO Any			
Application ID	Location	Location RA	Consent/Dev Approval Type	Consent/Dev Approval Status	Consent/Dev Approval Allocated To	Task Name	Task Assigned To	Task Days Remaining
25045200	60 ANN ST STEPNEY SA 5069	City of Norwood, Payneham and St. Peters	LDC	Under Assessment		Commence Assessment		(30 Days)

Updates Assessment dashboard

The application consent remains 'under assessment' but the **Consent Days Remaining** have been reset with the new assessment timeframe.

ASSESSMENTS COMPLETED ASSESSMENTS								
<input type="text" value="Search Assessments"/> SEARCH			CONSENT TYPE Any		CONSENT STATUS Any		CONSENT ALLOCATED TO Any	
Application ID	Location	Nature of Development	Primary Contact	Lodged	Consent Type	Consent Status	Consent Allocated To	Consent Days Remaining
25045200	60 ANN ST STEPNEY SA 5069	land division	Big House Designs	06/11/2025	LDC	Under Assessment		(30 Days)

Event history record created

In the **Event History** page an audit record is created with description of 'Assessment clock has been reset as per Reg 35.1'.

Summary Documents **Event History** Sharing access Operative Dates Related Actions

Application ID 25044817

Event Audit History				
Time	Consent / Dev. Appr.	User	Action	Description
06/11/2025 15:18	C493454	EPN TestNineteen	EMAIL_NOTIFICATION_SENT	Email notification sent to : To: dptitesting99+Applicant1@gmail.com and COMHIGWAYSfakeaddress@changeme12312.com
06/11/2025 15:17	C493454	EPN TestNineteen	CW_COMMENCE_ASSESSMENT_CREATED	Commence Assessment created
06/11/2025 15:17	C493454	EPN TestNineteen	ASSESSMENT_CLOCK_RESET	Assessment clock has been reset as per Reg 35.1

How to...

Reset the consent assessment clock



Click on the event record to view more information, includes **reason for resetting** the clock.

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Selected Event

Time	User	Consent ID
06/11/2025 15:17	EPN TestNineteen	493454

Description
Assessment clock has been reset as per Reg 35.1

User Comments
Reason: Provide a reason for resetting the clock.

Details
A new assessment clock has been created for Consent #493454. Additional timeframe added for Public Notification and Referrals. Refer to the clocks tab for more information.

How to...

Reset the consent assessment clock



Perform reset assessment timeframe

1. Click **Related Actions** in the consent under assessment.
2. Click **Reset assessment time-frame as per Reg 35.1** action.



Upload Documents

Upload documents associated with consents for the DAP.



Determine Additional Fees

Determine if additional fees are required for a consent in the DAP



Update Appeal Matters

Add or Update Appeal Matters for the DAP



Place On Hold



Reset Assessment Time-frame as per Reg 35.1



Generate File Notes



Edit Total Development Cost

Edit/Update the total development cost for this development application

The **Reset assessment clock** page displays.

When the consent under assessment is planning, planning and land division or land division the Application Summary is available with the development category and relevant authority.

Reset assessment clock

Important Note: Please be aware that the assessment clock is being reset. Notification of this action and the reason will be sent to the applicant.

Application Summary

Development Category	Impact Assessed - Restricted
Relevant Authority	Assessment Panel at City of Campbelltown

For planning and land division or land division the **Land Division** details are available and shows the 'number of proposed allotments' this value determines the assessment timeframe.

Land Division

Details	Value
Application Type	Conventional (Torrens title)
Number of existing allotments	1
Number of proposed allotments (excluding road and reserve)	9
Proposed reserve area (m ²)	0
Area of land to be divided (m ²)	4,411

Does the land division include creation of a public road or has land vested in council?

No

How to...

Reset the consent assessment clock



3. Provide a **reason** (mandatory) for resetting the assessment clock for inclusion in the *Assessment clock has been reset* email notification to the applicant and primary contact.

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Reason *

Provide a reason for resetting the clock.

Additional timeframes required

Consent with referrals

4. The **Additional timeframe required** is shown with 'Referrals' selected by default, and includes advice 'if selected, adds applicable timeframe, e.g. 20 days to the assessment clock. Leave the default selection, otherwise remove and the additional days are not added or clock reset.

Additional timeframes required

Referrals (if selected, Adds 20 days to the assessment clock)

Reminder: Referrals will need to be manually distributed following this action.

CANCEL

SUBMIT

Planning and/or Land Division consent with public notification

5. The **Additional timeframe required** shows with public notification selected by default, and includes advice 'if selected, adds 30 days to the assessment clock'. Leave the default selection, otherwise remove and the additional days are not added or clock reset.

Additional timeframes required

Public Notification (if selected, Adds 30 days to the assessment clock)

CANCEL

SUBMIT

Planning and/or Land Division consent with public notification and referrals

6. The **Additional timeframe required** shows both public notification and referrals selected by default and includes advice of the number of days that are added to the assessment clock. Leave the default selection, otherwise remove and the additional days are not added or clock reset.

Additional timeframes required

Public Notification (if selected, Adds 30 days to the assessment clock)

Referrals (if selected, Adds 20 days to the assessment clock)

Reminder: Referrals will need to be manually distributed following this action.

CANCEL

SUBMIT

How to...

Reset the consent assessment clock



7. Click on SUBMIT to reset the clock.

The **Related Actions** page displays.

Summary Documents Fees RFIs Referrals Planning Info Conditions and Notes Clocks Decision
Appeals **Related Actions**

- Upload Documents**
Upload documents associated with consents for the DAP.
- Generate Assessment Report**
Generate an assessment report for the DAP
- Generate Panel Assessment Report**
Generate a Panel Assessment Report for the DAP
- Start Assessment**
- Update Appeal Matters**
Add or Update Appeal Matters for the DAP
- Place On Hold**
- Reset Assessment Time-frame as per Reg 35.1**
- Generate File Notes**
- Edit Total Development Cost**
Edit/Update the total development cost for this development application
- Add Default Conditions**

8. Click on **Clocks** tab to view the new clock.

The previous assessment clock is 'cancelled' and a new 'active' clock is created with a new start date (being the first full business day) and expiry date.

9. Click on **Clock** drop-down to select the new 'active' clock and the original clock assessment shows a 'cancelled' status.

Summary Documents Fees Referrals **Clocks** Appeals Related Actions

< Development application 25045200

Clock

Select a clock type
Select a clock type
Verification #396885 - Completed
Assessment #396887 - Cancelled
Referral #396888 - Completed
Assessment #396889 - Active

On Hold

How to... Reset the consent assessment clock



The example below for resetting a land division clock, shows the **original assessment clock** now 'cancelled' and the previous assessment time frame, including the Days from verification.

Clock

Assessment #396887 - Cancelled

Clock duration 65 business days (102 calendar days)

Start Date 7 Nov 2025

Completion Date

Expiry Date 16 Feb 2026

Total days Consent On Hold 0

Clock Extension Criteria		
Reason for being RA	0 days	
Days from verification	5 days	
Development Category	0 days	
Land Division	60 days	
Building Classification	0 days	
Maximum of: (Public Consultation Period + Applicant Response Period) or Referral Period		
0 days	0 days	0 days

The example below, shows the **new 'active' assessment clock** with new assessment time frame and excludes the **Days from verification** (plus or minus) from the cancelled assessment clock.

Clock

Assessment #396889 - Active

Clock duration 30 business days (42 calendar days)

Start Date 7 Nov 2025

Completion Date

Expiry Date 18 Dec 2025

Total days Consent On Hold 0

Clock Extension Criteria		
Reason for being RA	0 days	
Development Category	0 days	
Land Division	30 days	
Building Classification	0 days	
Maximum of: (Public Consultation Period + Applicant Response Period) or Referral Period		
0 days	0 days	0 days

How to...

Reset the consent assessment clock



10. Click on **Summary** tab to start assessment.

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Land Division Consent - 25045200: 60 Ann St Stepney SA 5069



Summary Documents Fees Referrals Clocks Appeals Related Actions

[Help for this section](#)

< Development application 25045200

Consent status: Under Assessment

Fees Outstanding: No