

Purpose of this User Guide

The purpose of this User Guide is to provide advice to users wishing to modify an active SPEAR application.

Who should read this?

Primary audience: Applicants & Council

For information: Referral Authorities

Introduction

An applicant may need to modify an application that their organisation has created.

The application must be "current", which means that the planning process has not yet been completed.

There are two types of planning application:

1. Planning permit only application
2. Planning permit & certification application (or "Joint" application)

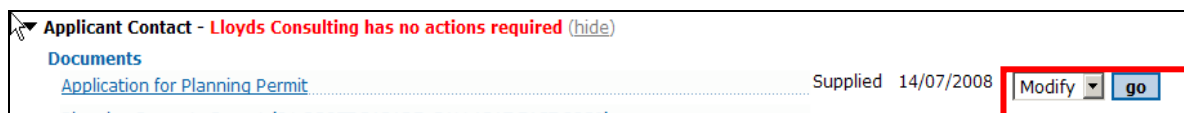
A planning application consists of:

- "Form" data that was previously supplied using the "Create Application Wizard" in SPEAR.
- Supporting documents which have previously been loaded into the application.

If there is a need to amend a planning permit which has already been issued, please refer to the User Guide #7 - Application to amend planning permit.

1.1 Changing "form" data prior to lodgement at council

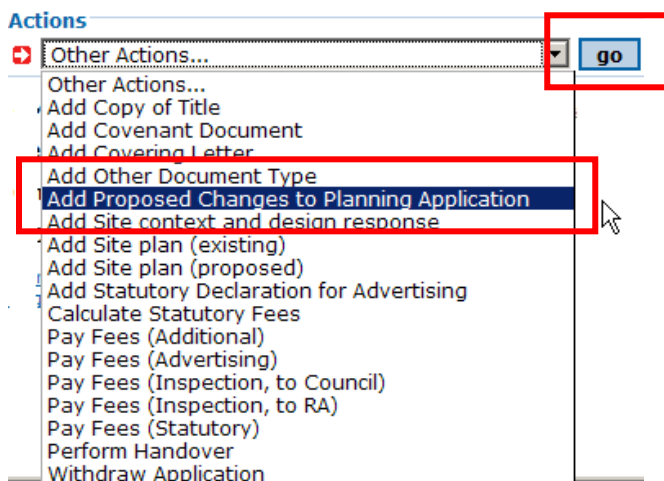
- If the application has a status of "Draft", the applicant is able to change any aspect of their application. To do this, the applicant selects the "Modify" option alongside the reference to the application details on the Details Screen, as per this example:



1.2 Changing "form" data after lodgement at council

- Once the application has been submitted to council and the application status is no longer "Draft", the only data from the "Create Application Wizard" that is able to be modified are the applicant reference number, Applicant Contact, applicant and owner details.

- If there is a need to advise council of changes to any of the following:
 - (a) the property(s)
 - (b) the proposal description or
 - (c) the nature of the application,
 the applicant needs to describe these changes using the optional action "Add Proposed Changes to Planning Application".
- To perform the action to "Add Proposed Changes to Planning Application", go to the Details Screen of the relevant application, then select the optional action as shown below:



This results in the following screen being presented to the applicant.

 A screenshot of a web form titled "Add Proposed Changes to Planning Application". The form contains the following information:

- Council:** Ballarat City Council
- Council Reference Number(s):** Not Yet Supplied
- SPEAR Reference Number:** S001642V
- Applicant Contact:** Adam Beckham, Lloyds Consulting, 100 Beckham Street, Melbourne, VIC, 3000, 86363048
- Property:** 31 SCOTT PARADE, BALLARAT EAST VIC 3350, CPN 2028745

 Below the information is a large text area with the prompt "Describe in full the nature of your proposed change:". At the bottom left, there is a checkbox with the text "I, Adam Beckham, declare that I am the owner associated with this application." At the bottom right, there are two buttons: "add now" and "cancel".

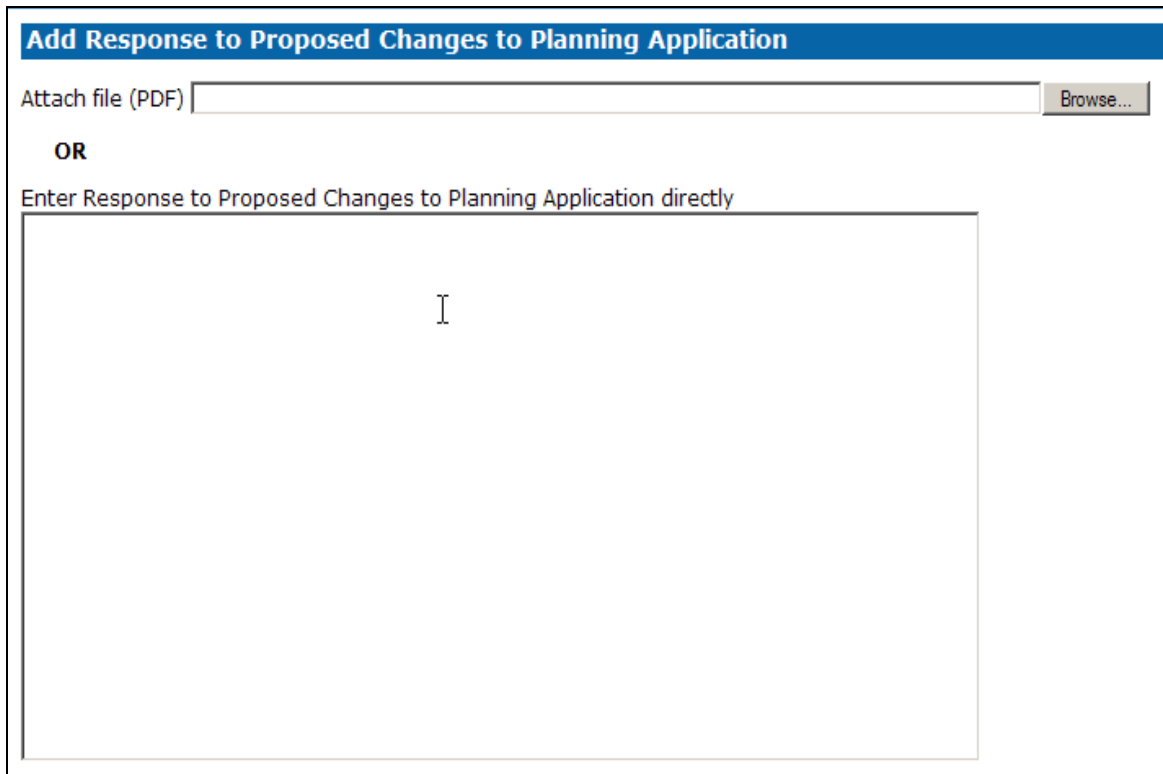
- Once this action has been authenticated, council is notified by SPEAR. Council may then choose to respond to this proposal for change. See section 1.3 below.

1.3 Assessing changes to "form" data after lodgement at council

- After the applicant has requested a change to information within their application (see above), council will receive a notification to this effect. Council is then required to respond to this proposal. This is done by selecting the mandatory action on the Details Tab as shown below:



This action takes council to the following screen where a response may be added – either by uploading a previously-saved PDF document, or entering the response directly.



- This response has no consequences within the SPEAR system. If council does not accept the proposed amendments by the applicant, council is required to contact the applicant directly and attempt to resolve the area of disagreement. This may result in another "Proposed Changes to Planning Application" being added by the applicant.

1.4 Changing supporting documents

- Applicants are able to add new versions of documents at any time whilst an application is "current". This includes:
 - new versions of documents which have already been added to the application, and
 - initial versions of documents which have not yet been added to the application.

- Once the applicant has authenticated a new version of a document, SPEAR will notify council who may view the new document along with the description of the change that the applicant has entered.
- If council determines that the new version of the document is unacceptable in the context of the application, then council is required to contact the applicant directly and attempt to resolve the area of disagreement. This may result in another "Proposed Changes to Planning Application" being added by the applicant.

Need more information?

Further information on this topic can be found by:

1. Visiting the SPEAR website www.landexchange.vic.gov.au/SPEAR
Contacting the SPEAR Service Desk on 8636 3049 or email spear.info@dse.vic.gov.au
- 2.
3. Selecting the Help link in the relevant area of the SPEAR system
4. To register as a user, click register here from the SPEAR web site.
5. To obtain a Planning Property Report or for information on Planning Schemes, visit: www.dpcd.vic.gov.au
6. For information on Titles, visit www.land.vic.gov.au
7. Visit www.dpcd.vic.gov.au/aav for more information on Cultural Heritage Management Plans.