# Submit an amendment for adoption

<table>
<thead>
<tr>
<th>Stage</th>
<th>Drafting</th>
<th>Authentication</th>
<th>Exhibition</th>
<th>Panels</th>
<th>Adoption</th>
<th>Decision</th>
<th>Gazette</th>
<th>Finish</th>
</tr>
</thead>
</table>

## Introduction
This quick reference guide will take you through the steps for adopting an amendment, prior to submitting it for a decision to the Department.

## Audience
- Department Planner
- Council Planning Authority
- Other Planning Authorities

## Legend
- **Note:** Hint or tip
- **Important:** Critical information or outcome or next step
## Submit an amendment for adoption

In the **Adoption** stage of the application, you can select one of the following:

I. Adoption
II. Abandon
III. Split

**Important:**
- All mandatory fields have a red asterisk (*) next to them.
- Refer to the step numbers (e.g. 2) in screenshots for guidance on how to enter information when completing a draft amendment.

Go to **Intelledox > Dashboard > Amendment in progress** to display amendments in progress.

**Note:** Adoption of an amendment can only occur once an amendment has been submitted for assessment.
Submit an amendment for adoption

### Screenshots

1. **Amendments in progress**
   - **Columns:** Amendment number, Site created, Site modified, Status, Contact, Idem
   - **Action column:** Choose Action dropdown
   - **Adoption**

2. **Preliminary information**
   - **Status:** Date of adoption by the council/planning authority
   - **File upload:** Correctly named council/planning authority resolution
   - **Amendment details**

3. **Submit**
   - **Component**

### Steps

**I. Adoption**

1. In the **Action** column, click the **Choose Action** dropdown for the relevant amendment and select **Adoption**.
   
   The application will guide you to the Preliminary information page.

2. Review and edit the Preliminary information on the page, if necessary.

3. Review the **Adoption date** and amend using the calendar, if necessary.

4. Click **Submit** to proceed to the Decision stage of the application.

   Your Dashboard will display and the amendment **Status** will update to **Adopted**.
Submit an amendment for adoption

 Screenshots

<table>
<thead>
<tr>
<th>Amendment number</th>
<th>Data created</th>
<th>Data notified</th>
<th>Status</th>
<th>Contact</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>C04Rand</td>
<td>5/06/2018 2:41 PM</td>
<td>5/06/2018 2:41 PM</td>
<td>Draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C04Rand</td>
<td>6/05/2018 4:55 PM</td>
<td>7/06/2018 11:21 AM</td>
<td>Submissions Under Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C04Rand</td>
<td>6/06/2018 10:32 PM</td>
<td>15/06/2018 10:35 PM</td>
<td>Exhibition Request Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C04Rand</td>
<td>3/05/2018 13:53 PM</td>
<td>3/05/2018 13:54 PM</td>
<td>Panel Appointed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C04Rand</td>
<td>3/05/2018 10:32 PM</td>
<td>3/05/2018 10:33 PM</td>
<td>Request for pause</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Abandon

1. Click the Choose Action dropdown for the amendment and select **Abandon**.

   The application will guide you to the **Abandon Notification Form**.

   **Important:** Review the information on the page before proceeding. When you submit the information, the action cannot be undone.

2. Enter the **Abandon date** using the calendar.

3. If applicable, **Upload** the Council/Planning Authority resolution form or any other supporting documentation.

4. Click **Submit** to finish.

Adoption is when the amendment has been submitted and the application status updates to **Adopted**.

Abandon is when the amendment has been submitted and the application status updates to **Pre-Gazetted**.
Screen shots

Steps

III. Split

1. In the Action column, click the Choose Action dropdown for the amendment and select Split. The application will guide you to the Split application page.

2. Select the Number of splits you wish to split the amendment.

3. Tick the box Select Yes to proceed to confirm your split. Note: The Submit button will appear after you tick the box.

4. Click Submit to proceed to the Decision stage of the application.

Important: The amendment Status on Dashboard will be updated to Split Parent, and freeze forever. The split children amendments will be named as the original amendment number followed by pt and a number with the Split Parent status shown. For the second split, the amendment name will be updated to the original number followed by a sequential alpha character (for example, C251bendpt1A, C251bendpt1B).