# 05 ATSQRGEXT Request an extension

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## Introduction

This quick reference guide will take you through the steps for requesting an extension for an amendment.

## Audience

Council Planning Authority  
Other Planning Authorities

## Legend

**Note:** Hint or tip  
**Important:** Critical information or outcome or next step
## Request an Extension

### Important:
- An extension request is only available for these stages:
  - Authorisation
  - Exhibition
  - Panels
  - Adoption.
- An extension request is not available for amendment request 20(4), 20A.
- 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 **ATS Dashboard** to view amendments in progress.

1. In the **Action** column of the **Amendments in progress** table, select **Choose Action**. From the dropdown menu, choose **Extension**, which will take you to **Details of extension request**.
2. Select the **Extension request type**.

   **Note:** The requested extension must be justified as required by the Act. The regulations or directions must be received in adequate time to enable the request to be determined.

   This justification must be included in **Step 3** or in the attachments in **Step 4**.

3. Enter the reason(s) for the extension request in the **Provide reason(s) for the extension request** textbox.

4. Click **Upload New** to upload relevant, supporting documentation.

   **Note:** The filename should adhere to the appropriate naming conventions in the [Guidelines for Preparing Planning Scheme Amendment Documentation - September 2014](#). Large files may take longer to upload.

5. Provide **Requested extension date**.

6. Click **Submit** to complete the extension request.
7. In the **Action** column of the **Amendments in progress** table, select **Choose Action** and from the dropdown menu, select **Details**.

8. Scroll down to the **Extension** table to check progress of the request (for example, check whether the **Date requested** has been applied).

The **Date extension decided** will be shown as:
- Yes
- No
- Yes with conditions.