

# MyDAS2 – an overview

## A guide for applicants

MyDAS2 is the state's online system for preparing and assessing development applications. MyDAS2 supports the online preparation and tracking of your application. This fact sheet explains what MyDAS2 can do for you.

## What can I do in MyDAS2?

You can complete DA forms 1 and 2 online using MyDAS2. As the end of the preparation step, MyDAS2 will create a PDF of your completed form(s) which you can download.

## Preparing and lodging to SARA

When giving an application to the State Assessment and Referral Agency (SARA) under the Planning Act 2016, you can use MyDAS2 to prepare and lodge your application directly with SARA. MyDAS2 supports development applications, change representations, change applications and extension applications. You can also prepare and submit pre-lodgement enquiries and pre-referral responses to SARA using MyDAS2.

## How do I sign up?

Before you can use MyDAS2, you will need to register an account. Registration simply requires you to provide your name, contact phone number and email address. The email address will be your MyDAS2 username when logging in.

If you wish to set up an account for multiple users (e.g. as part of an organisation, please select this option when registering your username. Once you login, MyDAS2 will prompt you to provide the organisation's name, ABN, email and address, after which you will be able to add colleagues to the account.

Please see the department's [website](#) (search for 'MyDAS2') for more MyDAS2 user guides.

## MyDAS2 features

### Contact details

The details you registered with will automatically populate in the application contact details section during application preparation. The first time you prepare an application, you can enter your postal address details. By clicking the checkbox on the same screen, MyDAS2 will update your profile with details which will automatically populate in any future applications. You can update your details at any time in this way, or by updating your user profile.

### Location details

During preparation of any application in MyDAS2, you will be prompted to provide the site location for your development proposal. You can provide the location details in the form of a street address, a lot on plan, or as coordinates.



MyDAS2 supports fast and simple entry of multiple 'lot on plan' details. For example, you can 'copy and paste' (or 'drag and drop') up to 20 property descriptions at once. MyDAS2 also supports dynamic searching of street addresses – just start typing the address and a list of possible addresses will start to display.

## Filtering

MyDAS2 will automatically filter potential assessment manager names for your application based on the location details of your site.

A similar MyDAS2 filtering feature applies when you come to identify which triggers apply to your development application under the Planning Regulation 2017. MyDAS2 will hide any triggers that are unlikely to apply to your application based on the assessment manager and aspects of development you have selected. You can clear this filter to show 'all triggers' if preferred.

## Uploading documents

MyDAS2 supports multiple-file upload including 'drag and drop' functionality for ease of use. Up to 10 documents can be uploaded at once. The maximum file size for individual documents is 25MB.

## Completing tasks

While your application is being assessed by SARA you may receive tasks in MyDAS2 that require your action. Any '**active tasks**' for your attention will display on your MyDAS2 home page as well as from within the application record itself.

Clicking on the task name will open the task. You will need to '**accept**' a task before you can complete it. You can also just close the task and come back to it another time. A task will no longer display on your home page or application record once it has been submitted.

You may need to upload a document (or documents) as part of completing a task. When you submit the task, you will see the uploaded document(s) in '**Manage documents**'.

