

## User Guide 30 Emailing and saving SPEAR documents

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### Purpose of this User Guide

The purpose of this User Guide is to provide guidance to SPEAR users on how to email or save multiple documents from SPEAR.

### Who should read this?

Primary audience: **Applicant Contacts, Responsible Authorities** and **referral authorities**.

### Introduction

SPEAR is an internet based application that enables Subdivision Act plans and planning applications to be electronically submitted to the Responsible Authority, referred to referral authorities and tracked online from the initial planning stage through to 'Certification' and issuing of 'Statement of Compliance' (SOC). The main components of SPEAR are only accessible to surveyors (Applicant Contact), Responsible Authorities, referral authorities, Land Use Victoria and public objectors.

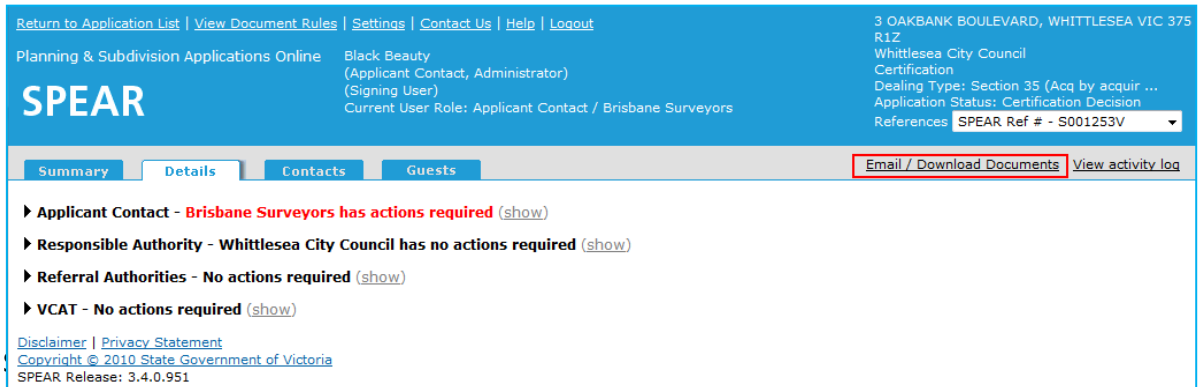
Documents contained within each application are in PDF format. SPEAR makes it easy to email multiple documents to third parties, or download and save them to a computer or document management system. This guide will outline these processes.

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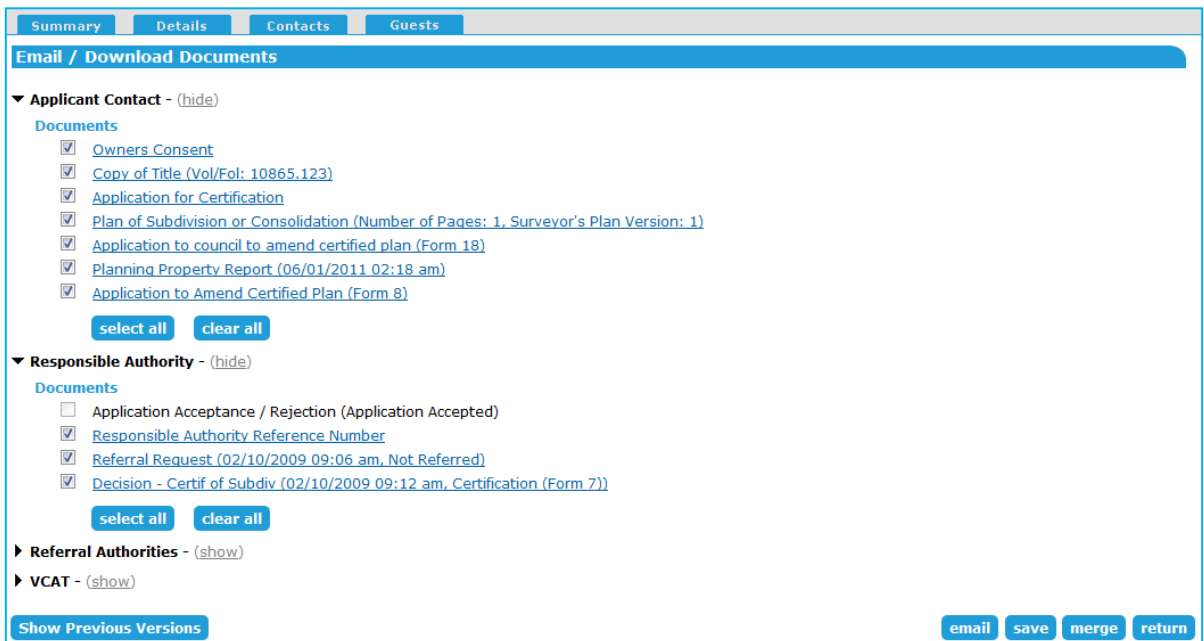
### 30.1 All SPEAR users: Email documents to a third party

Any PDF document in SPEAR can be emailed to a third party via the [Email / Download Documents](#) link. This option is available to all users in SPEAR at any stage through the application process.

Click on the link located under the blue SPEAR banner in the top right-hand section of the screen.



Select the documents you would like to email and click the 'email' button. You can also view and select previous versions of the documents if required.



Enter the email address of the third party. You can elect to send a copy of the email to yourself if required. You can also include optional text with the email. Check the box next to each document you would like to attach to the email and click 'continue'.

An email will be sent automatically from SPEAR to the address you have indicated. The recipient will not require a SPEAR login to view these documents and will only be able to click on links in their notification email to view the PDF's directly.

Summary Details Contacts **Guests**

### Email SPEAR Documents

Please enter the email address(s) of the person(s) you wish to send the selected document(s) to:

Email address(s):   
Separate multiple addresses with a comma

Please send a copy to my email

Optional text to be included in email:

The documents you have chosen to email are as follows. Un-tick to remove any documents you do not wish to send.

- [Owners Consent](#)
- [Copy of Title \(Vol/Fol: 10865.123\)](#)
- [Application for Certification](#)
- [Plan of Subdivision or Consolidation \(Number of Pages: 1, Surveyor's Plan Version: 1\)](#)
- [Application to council to amend certified plan \(Form 18\)](#)
- [Planning Property Report \(06/01/2011 02:18 am\)](#)
- [Application to Amend Certified Plan \(Form 8\)](#)
- [Responsible Authority Reference Number](#)
- [Referral Request \(02/10/2009 09:06 am, Not Referred\)](#)
- [Decision - Certif of Subdiv \(02/10/2009 09:12 am, Certification \(Form 7\)\)](#)

## 30.2 Applicant Contact: Email application documents to a lodging party?

The Applicant Contact has an additional option where they can specifically email the lodging party with key application documents and information about lodging a plan at Land Use Victoria.

This option is only available between the SPEAR application statuses of 'Certification Decision' and 'Statement of Compliance'.

Choose 'Email Application Documents to Lodging Party' from the 'Actions' dropdown list under the Applicant Contact section and click 'go'.

The screenshot shows a web interface for sending application documents to a lodging party. At the top, there are tabs for 'Summary', 'Details', 'Contacts', and 'Guests'. The main heading is 'Email Application Documents to Lodging Party'. Below this, a message states: 'Send application documents to the lodging party to assist them in the preparation of lodgement documentation.' The form includes the following fields and options:

- Lodging Party's email address:** A text input field containing 'spear@lodgingparty.com.au'.
- CC email address:** A text input field with a note: 'Separate multiple addresses with a comma'.
- Optional text to be included in email:** A text area containing the text: 'As discussed, please refer t the spear documents in this email.'
- Application documents to be included with notification:** A list of documents with checkboxes:
  - [Abstract of Field Records](#)
  - [Surveyors Report \(02/05/2008 09:55 am, Number of Pages: 2\)](#)
  - [Decision - Certif of Subdiv \(02/05/2008 10:01 am, Certification & SOC \(Form 6\)\)](#)
  - [Plan of Subdivision or Consolidation \(Number of Pages: 1, Surveyor's Plan Version: 11\)](#)
  - [Decision - Certif of Subdiv \(19/10/2009 12:05 pm, Certifying new version of existing plan with SOC \(Form 22\)\)](#)

At the bottom right, there are two buttons: 'continue' and 'return'.

Type in the email address of the lodging party and an optional cc email address.

Tick the check box under the 'Lodging Party Email address' to automatically attach the SPEAR User Guide providing instructions for lodgment at Land Use Victoria.

You may include optional text within the email.

Check the boxes next to the documents you would like to attach to the email and click 'continue'. This action requires password level authentication.

Applicant Contact's should note that this does not replace the need to 'Release for Lodgement'. The purpose of this email function is to notify the lodging party ahead of time that a plan application is nearing completion, so that they can start to prepare for lodgment.

### 30.3 How do I download and save multiple documents at once?

Using the 'Email / Download Documents' function, multiple documents can be downloaded at once for saving or printing.

On the Email / Download Documents screen, select the documents you would like to download and click 'save' or 'merge'. You can also view and select previous versions of the documents if required.

Clicking 'save' will create a zip file containing the selected documents saved as separate PDF files. This option is useful if you need to save the individual documents to your computer or a document management system.

Clicking 'merge' will create one PDF file containing all the selected documents. This option is useful if you wish to print the documents or save them all in one file.

The screenshot displays the 'Email / Download Documents' interface. At the top, there are tabs for 'Summary', 'Details', 'Contacts', and 'Guests'. Below the tabs, the title 'Email / Download Documents' is shown. The interface is organized into sections:

- Applicant Contact - (hide)**
  - Documents**
    - Owners Consent
    - Copy of Title (Vol/Fol: 10865.123)
    - Application for Certification
    - Plan of Subdivision or Consolidation (Number of Pages: 1, Surveyor's Plan Version: 1)
    - Application to council to amend certified plan (Form 18)
    - Planning Property Report (06/01/2011 02:18 am)
    - Application to Amend Certified Plan (Form 8)
  -
- Responsible Authority - (hide)**
  - Documents**
    - Application Acceptance / Rejection (Application Accepted)
    - Responsible Authority Reference Number
    - Referral Request (02/10/2009 09:06 am, Not Referred)
    - Decision - Certif of Subdiv (02/10/2009 09:12 am, Certification (Form 7))
  -
- Referral Authorities - (show)**
- VCAT - (show)**

At the bottom left, there is a 'Show Previous Versions' button. At the bottom right, there are four buttons: 'email', 'save', 'merge', and 'return'.

### Where to get more information

Further information on this topic can be found by:

- Contacting the SPEAR Service Desk on 9194 0612 or email [spear.info@delwp.vic.gov.au](mailto:spear.info@delwp.vic.gov.au)
- Selecting the [Help](#) link in the relevant area of the system.