

User Guide 39 Guest access to SPEAR applications

Purpose of this User Guide

The purpose of this User Guide is to provide guidance to Applicant Contacts on how to grant and remove guest access to SPEAR applications.

Who should read this?

Primary audience: All SPEAR users and members of the public such as property owners, land developers and any other interested third parties.

Introduction

SPEAR is an application that enables Subdivision Act plans 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). As such, the main components of SPEAR are only accessible to surveyors (Applicant Contact), Responsible Authorities, referral authorities, Land Use Victoria and public objectors.

Applicant Contacts can grant guest access to third parties to login to SPEAR on an application-by-application basis. Whilst the guest cannot upload or modify any documents in SPEAR, they will have access to every document within that application, including those added by Responsible Authorities and RAs. Guest access allows a guest user to:

- View, save or print documents
- Pay fees to the responsible authority (where SPEAR Payments have been enabled) and receive SPEAR notification emails when applications reach key milestones - Planning Permit Decision, Street Addressing completed, Certification Decision, SOC Decision, Release for Lodgement, Lodgement at Land Use Victoria, Registration at Land Use Victoria.

This guide outlines the processes involved in granting and removing guest access.

39.1 How do I invite a guest to view my SPEAR application?

- Click on the Guests tab within the chosen application and type in the email address of any guests you would like to invite. You will also need to select or enter a reason for inviting each guest and click 'invite'.

Return to Application List | View Document Rules | Settings | Contact Us | Help | Logout

1501 WALLAN ROAD, WHITTLESEA VIC 3757
R1Z RDZ, DPO
Whittlesea City Council
Planning Permit and Certification
Dealing Type: Section 22 (Subdivision)
Application Status: Referred
References: **SPEAR Ref # - S018153M**

Planning & Subdivision Applications Online Adam Ronaldo
(Applicant Contact, Administrator)
(Signing User)
Current User Role: Applicant Contact / Oberon Surveys Pty Ltd

SPEAR

Summary | Details | Contacts | **Guests** | Email / Download Documents | View activity log

Manage Guest access to S018153M

This screen will allow you to invite other interested parties to view the status of this SPEAR application.
Please enter the email address of the party(s) you wish to give SPEAR access to and select the reason for inviting.

Select or enter email address

john.smith@developer.com

Select or enter reason for inviting guest

Developer or

Optional text to be included in email:

There are currently no guests who are able to view this application.

invite

- SPEAR will automatically send an email to each guest containing a SPEAR guest user ID and password. The guest will be able to login to SPEAR to view the application and print or save all associated documents.

Guests Invited
The following Guest(s) were invited to view this application:
john.smith@developer.com

39.2 How do I remove a guest from my SPEAR application?

- Click on the Guests tab within the chosen application. Tick the checkbox next to each guest you would like to remove and click 'remove'.

Return to Application List | View Document Rules | Settings | Contact Us | Help | Logout

1501 WALLAN ROAD, WHITTLESEA VIC 3757
R1Z RDZ, DPO
Whittlesea City Council
Planning Permit and Certification
Dealing Type: Section 22 (Subdivision)
Application Status: Referred
References: **SPEAR Ref # - S018153M**

Planning & Subdivision Applications Online Adam Ronaldo
(Applicant Contact, Administrator)
(Signing User)
Current User Role: Applicant Contact / Oberon Surveys Pty Ltd

SPEAR

Summary | Details | Contacts | **Guests** | Email / Download Documents | View activity log

Manage Guest access to S018153M

Guests Invited
The following Guest(s) were invited to view this application:
john.smith@developer.com

This screen will allow you to invite other interested parties to view the status of this SPEAR application.
Please enter the email address of the party(s) you wish to give SPEAR access to and select the reason for inviting.

Select or enter email address

Select or enter reason for inviting guest

Optional text to be included in email:

The following guests are able to view this application: (Tick to remove access)

john.smith@developer.com (Developer)

remove

39.3 How do I remove a guest from multiple SPEAR applications?

Applicant Contacts can remove a guest from multiple SPEAR applications at once. This option only becomes available once a guest has been invited to view an application.

- Browse to the Application List and click on the [Remove Guests](#) link (located at the very top of the screen between 'Settings' and 'Contact Us'). This link will only be visible once you have invited at least one guest to an application.

Public Search | View Document Rules | Reports | Settings | **Remove Guests** | Contact Us | Help | Logout

Planning & Subdivision Applications Online Adam Ronaldo (Applicant Contact, Administrator) (Signing User) Current User Role Applicant Contact / Oberon Surveys Pty Ltd

SPEAR

Search: All Applications | My Applications | Watched

Current Applications Only

Displaying 1 - 20 of 63 results.

Action Req	Property	SPEAR Ref	Responsi Authority	Applicati Type	Status	Plan Number	Applican Ref	Submitted	Advertised Objected	R.F.I	SAFR	Watch
	Unknown	S039592P		Certific...	Draft							<input type="checkbox"/>
	34 SHARPE COURT BERWICK 3806	S039475A	Casey...	Transfe...	Lodged...	RA1234...						<input type="checkbox"/>
	11 ALANBRAE TERRACE ATTWOOD 3049	S039472M	Hume C...	Transfe...	Lodged...	AP1234...						<input type="checkbox"/>

- Tick the checkbox next to each application from which you wish to remove guest access and click 'remove'.

Remove Guests

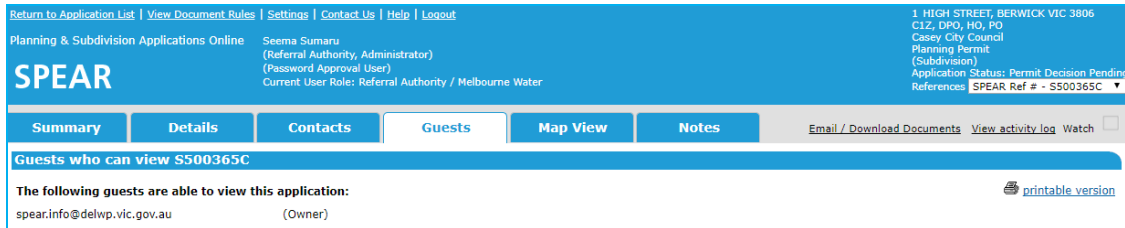
Remove Guest(s) access to SPEAR application(s): (Tick to remove access) [printable version](#)

john.smith@developer.com	S018153M (150L WALLAN ROAD, WHITTLESEA VIC 3757)	<input checked="" type="checkbox"/>
	S018232V (62 FIR STREET, WHITTLESEA VIC 3757)	<input checked="" type="checkbox"/>
	S018279M (7 CLOCKTOWER COURT BERWICK 3806)	<input checked="" type="checkbox"/>

remove **cancel**

39.4 Can Responsible Authorities of RAs invite guests to view applications?

Responsible Authorities and referral authority users are unable to invite guests to view applications. However, these users will be able to view a list of guests that have been invited by the Applicant Contact to view a particular application by clicking on the Guests tab within that application.



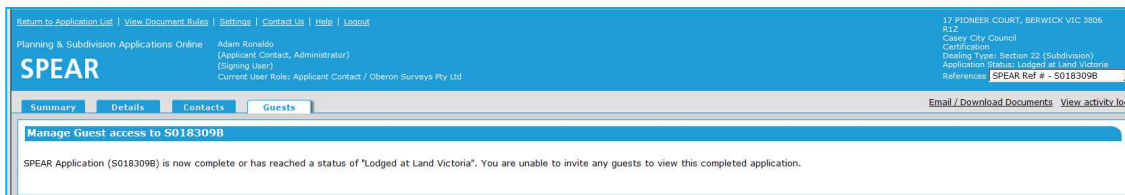
The screenshot shows the SPEAR web application interface. At the top, there are navigation links: 'Return to Application List', 'View Document Rules', 'Settings', 'Contact Us', 'Help', and 'Logout'. The main header includes 'Planning & Subdivision Applications Online' and the user's name 'Seema Sumaru (Referral Authority, Administrator) (Password Approval User)'. The current user role is 'Referral Authority / Melbourne Water'. The application details show '1 HIGH STREET, BERWICK VIC 3806', 'C12, DPO, HO, PO', 'Casey City Council', 'Planning Permit (Subdivision)', and 'Application Status: Permit Decision Pending'. The application reference is 'SPEAR Ref # - S500365C'. Below the header, there are tabs for 'Summary', 'Details', 'Contacts', 'Guests', 'Map View', and 'Notes'. The 'Guests' tab is selected, showing a list of guests who can view the application. The list includes 'spear.info@delwp.vic.gov.au (Owner)'. There is a 'printable version' link next to the list.

39.5 When will guest access to an application expire?

For a planning permit-only application, guest access will expire sixty days after a permit decision has been made.

If the application involves a certification component, guest access will expire once the application has reached a status of 'Lodged at Land Use Victoria'.

Once these milestones have been reached, guests will no longer be able to view the application, and the Applicant Contact will be unable to invite additional guests.



The screenshot shows the SPEAR web application interface. At the top, there are navigation links: 'Return to Application List', 'View Document Rules', 'Settings', 'Contact Us', 'Help', and 'Logout'. The main header includes 'Planning & Subdivision Applications Online' and the user's name 'Adam Ronalds (Applicant Contact, Administrator) (Signing User)'. The current user role is 'Applicant Contact / Oberon Surveys Pty Ltd'. The application details show '17 PIONEER COURT, BERWICK VIC 3806', 'R12', 'Casey City Council', 'Certification', 'Dealing Type: Section 22 (Subdivision)', and 'Application Status: Lodged at Land Use Victoria'. The application reference is 'SPEAR Ref # - S018309B'. Below the header, there are tabs for 'Summary', 'Details', 'Contacts', and 'Guests'. The 'Guests' tab is selected, showing a message: 'Manage Guest access to S018309B'. The message states: 'SPEAR Application (S018309B) is now complete or has reached a status of "Lodged at Land Victoria". You are unable to invite any guests to view this completed application.'

Need more information?

Further information on this topic can be found by:

1. Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR
2. Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au
3. Selecting the [Help](#) link in the relevant area of the system.