

## Additional Information Required

This handout describes the steps required for the ICP /Applicant to complete when the DNO has requested additional information.

You would know a request has been received as a notification will be issued.

You will have **20 working days** to supply the additional information; otherwise the application will be automatically cancelled.

## Re-locating the Saved Application

You can view the 'saved' application at any stage by clicking:

- POC
- REGISTER

Select	Select or Archive Cancel	Applicant's Ref	Project No.	Expiry No.	Site Name	Site Address	Delivery Centre	Request Date	Application Status	Issue Formal Offer Status	Date Issued	ICP Offer Accepted Status	Date
<input type="checkbox"/>	<input type="checkbox"/>	5_2456	XXXXXX_Y1		Peter Smith	123 Some Street Some Towns	Wales	25/04/2013	Original	Pending		Pending	
<input type="checkbox"/>	<input type="checkbox"/>	5_1234	XXXXXX_Y1		Archib Street	Archib Lane Archib Towns	Wales	25/04/2013	Original	Issued	25/04/2013	Rejected	25/04/2013

To narrow down your search results, click

**Search (Show)**

Application Type: All Archived: No

Applicant's Name: Demo ICP PO Issued Status: All

Classification: All PO Acceptance Status: All

Delivery Centre: All Days Left before PO Expiry: All

App Request Date From: PO Issue Date To:

PO Issue Date From: Site Name (Site):

Project No (Site): Applicant's Ref (Site):

Application Type: All UnMineral.LI web.DA: All

- Enter your search criteria and click

**Search**



- Click on the required **SianTest** link.

The 'POC Application Status' screen will be shown. This will confirm the status of the application and whether the clock has been paused.

Stage	Personnel	Operation	Date	Comments/Status
0	Applicant	Quotation Requested	02/05/2013 13:23:00	Webnet
1	Admins	Check Min Info Registration	02/05/2013 13:25:00	Yes Registered
2	Designer	Min Info Checked	02/05/2013 13:26:00	Design Min Info Checked
		Last Additional Info requested	02/05/2013 14:00:00	Requested
		Last Additional Info received		Pending
		Last Clock Paused	02/05/2013 13:56:00	Yes
		Last Clock Restarted		No
		Additional Info Request Completed		Pending
3	Designer	Formal Offer Issued		Pending
4	Applicant	Formal Offer Accepted		Pending
		Formal Offer Expires		Pending

## Additional Info

**Add/View**

Click

The 'Additional Information Reply' screen will be shown

Date	Check Passed	Passed By	Date Clock Re-started	Restarted By	No Of Working Days
02/05/2013 13:56:00		Ann Oryson			0
02/05/2013 13:41:00		Shan Williams	02/05/2013 13:41:00	Shan Williams	0

  

Select	DNO Request Detail	ICP Reply	Info Date	Date Source Requested	Date Additional Info Provided
<input type="checkbox"/>	test	Edit	DNO	02/05/2013 14:00:00	
<input type="checkbox"/>	please send boundary plan	Edit	DNO	02/05/2013 13:59:00	
<input type="checkbox"/>	Clearer Boundary Plan	Edit	DNO	02/05/2013 13:57:00	

All **Clock Pause/Restart Info (Hide)** shows in the top pane.

## General Information (Show)

can be viewed by clicking **(Show)**.

- View the **Additional Information Request (Hide)**

**Add New**

**Choose File**

**Upload**

**Exit**

- Click **Add New**
- Click **Choose File**, navigate to your saved document and double click it
- Click **Upload** at top of screen
- Then click **Exit**
- In additional information request, tick the select to send box for the request you wish to send back to the DNO

**Clearer Boundary Plan**

- Click **Edit** within the **ICP Reply** area (bottom of screen) to add a comment

Clearer boundary plan as requested.

**Update Cancel**

- Click **Update** to add the comment
- Tick the additional information you have uploaded

**Clearer Boundary Plan** **Clearer boundary plan as requested. Edit**

## Submit to DNO

**Submit**

- Click **Submit** once you have uploaded the additional information



## What happens next?

The DNO will receive a notification to advise the information has been sent. The DNO will then review the information and continue with the POC process.

The next step would be for the DNO to issue the quotation. You will receive notification once this has been issued.

Please refer to the **POC Part 2** handout for more information.



## Applicant Guide

# Additional Information

## POC Module

