



Northern
Territory
Government

DEPARTMENT OF
INFRASTRUCTURE, PLANNING & LOGISTICS

**DIPL – Subdivision Development Guidelines
Public User Guide**

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Document Management

Version Control

Version No.	Date	Author	Description
00.01	26/08/2020	Halley Pates	Initial version
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00.03	09/12/2020	Grant Harris	Updates to figure references

Terms and Abbreviations

The following terms / abbreviations have been used throughout this document:

Term / Abbreviation	Meaning
ILIS	Integrated Land Information System
SDG	Subdivision Development Guidelines

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1 How to Access Subdivision Development Guidelines Online

To access the Subdivision Development Guidelines (SDG) Online Portal, go to <https://www.ntlis.nt.gov.au/sdg-online>.

You can use the portal as a non-registered user. The guidelines are available for download to the public on the homepage or via Document Search.

If you want to enable more of the website's features such as document subscriptions, you are required to sign up for an account.

If you are an individual, you must have your amendment proposal endorsed by one of the Authorised User Groups.

Only Authorised Users can request amendments to the SDG. Refer to the Authorised Groups User Guide.

2 Standard User Functions

2.1 Download Documents

As a public user of the site, you can download documents from the home page by simply clicking the links to the required document. Where there are many documents available, such as Part 3 and Part 4, the "View Documents" link will take you to a separate page that lists all of the documents in that section. From there, you can download each document by clicking the link.

If you are a logged in user, clicking on the link will take you to the document details page where you will see more information about the document.

The screenshot in Figure 1 is an example of a logged in user's view of the document page. Simply click on the link under **Filename** or click the **Download Document** button to download the document.

View Document

Document Name
SS1000 - STREET HIERARCHY - CATEGORY A - RESIDENTIAL AND MIXED USE - SET TYPE 1 - SHEET 1 OF 4

Document Version
1

Filename
[SS1000 \[0\].pdf](#)

Category
Part 3 - Standard Drawings

Upload Date
17/08/2020 1:53 PM

Comments

[Download Document](#)

Previous Versions

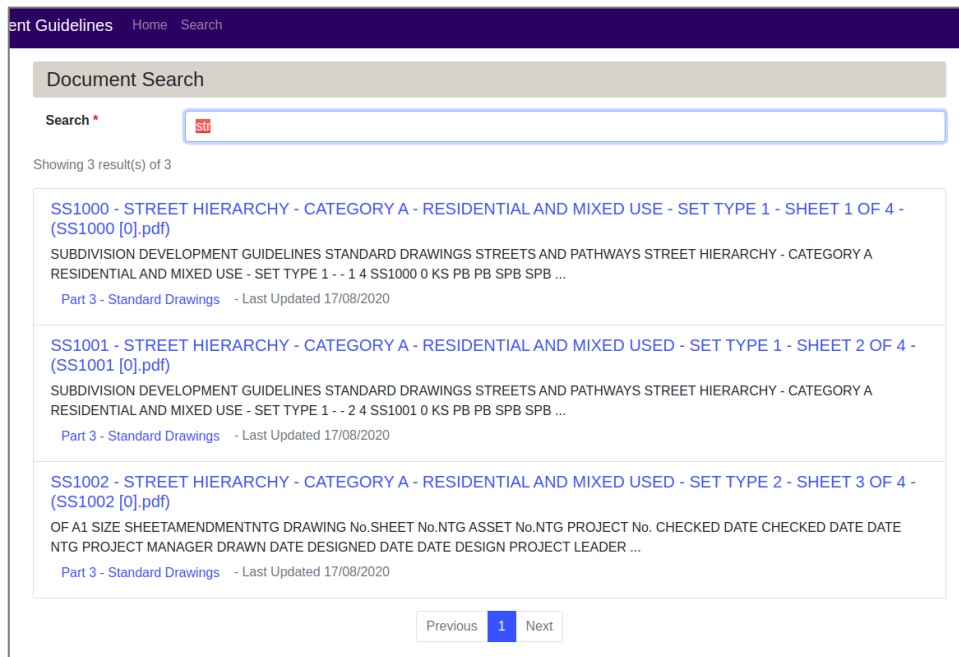
There are no other versions of the document.

Figure 1 - View Document

2.2 Search Documents

To search for documents, click **Search**. On the Document Search screen, type in the keyword(s) that correspond to the document you're looking for. The portal will display the relevant search results as you type, as per Figure 2.

After performing a document search, click on the document link from the search results to download it.



ent Guidelines Home Search

Document Search

Search *

Showing 3 result(s) of 3

[SS1000 - STREET HIERARCHY - CATEGORY A - RESIDENTIAL AND MIXED USE - SET TYPE 1 - SHEET 1 OF 4 - \(SS1000 \[0\].pdf\)](#)
 SUBDIVISION DEVELOPMENT GUIDELINES STANDARD DRAWINGS STREETS AND PATHWAYS STREET HIERARCHY - CATEGORY A RESIDENTIAL AND MIXED USE - SET TYPE 1 - - 1 4 SS1000 0 KS PB PB SPB SPB ...
[Part 3 - Standard Drawings](#) - Last Updated 17/08/2020

[SS1001 - STREET HIERARCHY - CATEGORY A - RESIDENTIAL AND MIXED USED - SET TYPE 1 - SHEET 2 OF 4 - \(SS1001 \[0\].pdf\)](#)
 SUBDIVISION DEVELOPMENT GUIDELINES STANDARD DRAWINGS STREETS AND PATHWAYS STREET HIERARCHY - CATEGORY A RESIDENTIAL AND MIXED USE - SET TYPE 1 - - 2 4 SS1001 0 KS PB PB SPB SPB ...
[Part 3 - Standard Drawings](#) - Last Updated 17/08/2020

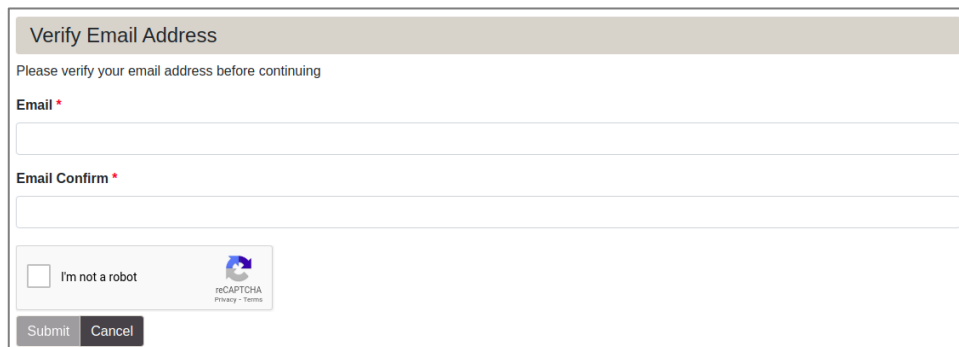
[SS1002 - STREET HIERARCHY - CATEGORY A - RESIDENTIAL AND MIXED USED - SET TYPE 2 - SHEET 3 OF 4 - \(SS1002 \[0\].pdf\)](#)
 OF A1 SIZE SHEETAMENDMENTNTG DRAWING No.SHEET No.NTG ASSET No.NTG PROJECT No. CHECKED DATE CHECKED DATE DATE NTG PROJECT MANAGER DRAWN DATE DESIGNED DATE DATE DESIGN PROJECT LEADER ...
[Part 3 - Standard Drawings](#) - Last Updated 17/08/2020

Previous 1 Next

Figure 2 - Document Search

2.3 Sign Up

Click on **Sign Up** to create an account. You will be prompted to verify your email address as per Figure 3. Enter your email address on the required fields, complete the reCAPTCHA verification and click **Submit**.




Verify Email Address

Please verify your email address before continuing

Email *

Email Confirm *

I'm not a robot 

Submit Cancel

Figure 3 - Email Verification

You will be advised that a verification email has been sent to your registered email address. If you do not receive an email, please check your spam/junk folder. If you still

have not received an email after 30 minutes, you can attempt to resend the verification email by completing the reCAPTCHA verification and clicking **Resend**, as per Figure 4.

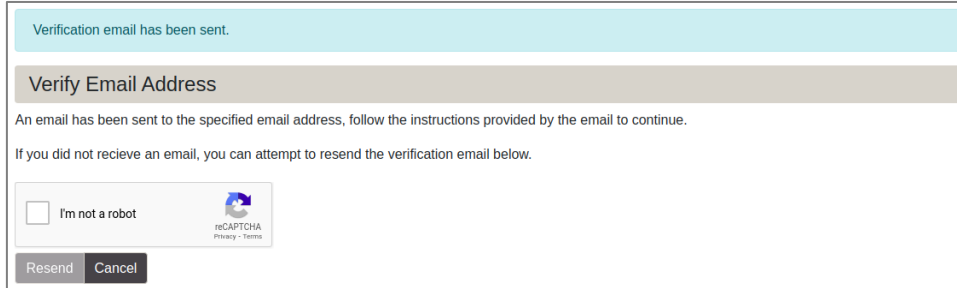


Figure 4 - Email Verification Resend

Figure 5 is a sample of the email message. Follow the link to continue with the sign-up process.

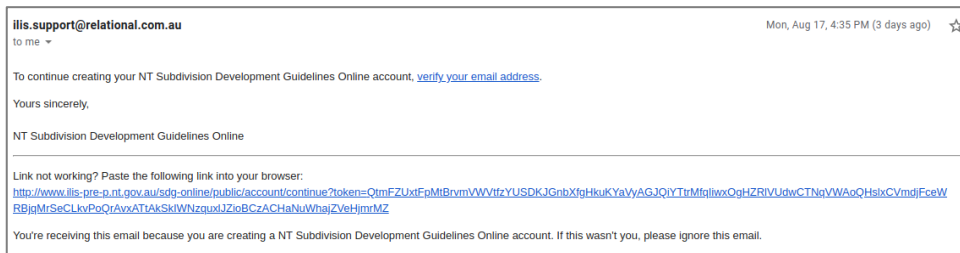
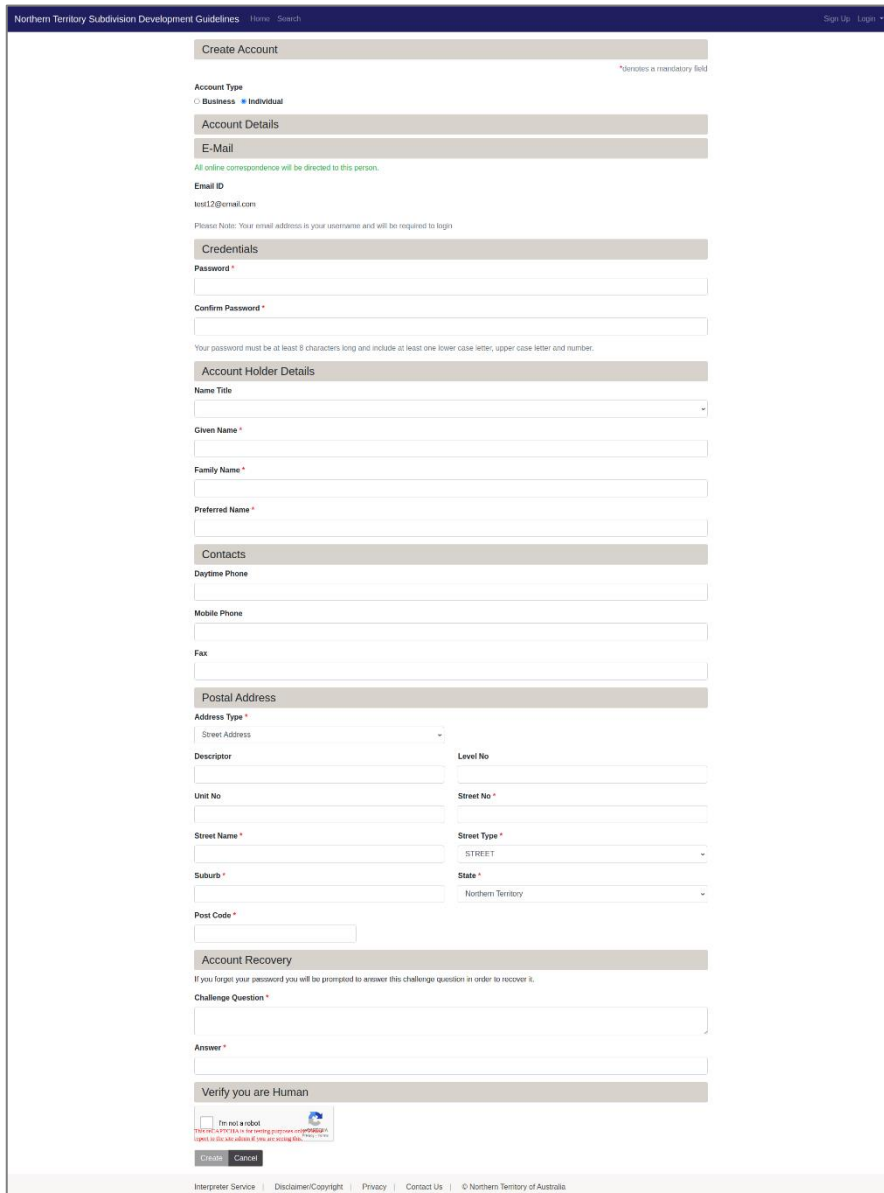


Figure 5 - Verification Email

The link will take you to the account creation page where you need to fill in your account details as per Figure 6. Select **Business** if you are signing up for a business entity or **Individual** otherwise. Complete the form and click **Create**.



Northern Territory Subdivision Development Guidelines | Home | Search | Sign Up | Login

Create Account *denotes a mandatory field

Account Type
 Business Individual

Account Details

E-Mail
All online correspondence will be directed to this person.
 Email ID
 test12@email.com
Please Note: Your email address is your username and will be required to login.

Credentials
 Password *
 Confirm Password *
Your password must be at least 8 characters long and include at least one lower case letter, upper case letter and number.

Account Holder Details
 Name Title
 Given Name *
 Family Name *
 Preferred Name *

Contacts
 Daytime Phone
 Mobile Phone
 Fax

Postal Address
 Address Type *
 Street Address
 Descriptor
 Unit No
 Street Name *
 Suburb *
 Post Code *
 Level No
 Street No *
 Street Type *
 State *
 Northern Territory

Account Recovery
If you forget your password you will be prompted to answer this challenge question in order to recover it.
 Challenge Question *
 Answer *

Verify you are Human
 I'm not a robot
THE CAPTCHA is a security measure to help protect your privacy. It is not a test of your intelligence. If you are having trouble, please contact your system administrator.

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Figure 6 - Create Account

Finally, you will be asked to select from the options that best describes you as a user of the portal, as per Figure 7. Choose one and click **Save**.

Please provide more information about your account before proceeding.

Which category best describes you as a user of this site? *

--Please Select--

Figure 7 - User Category

You have now successfully created your account.

2.4 Login and Logout

To login, click **Login** at the top-right of the page, enter your registered email address and password as per Figure 8 and press **Submit** .

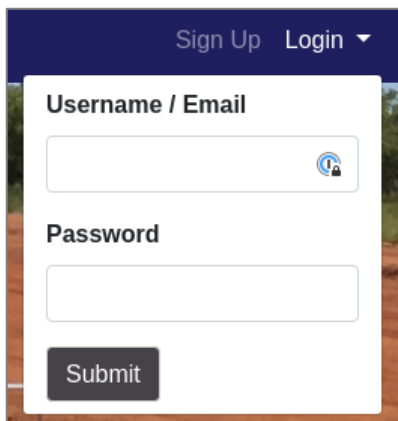


Figure 8 - Login Dialog

To logout from your account, click your name on the top right corner of the page and select **Logout** on the dropdown menu that will appear as per Figure 9.

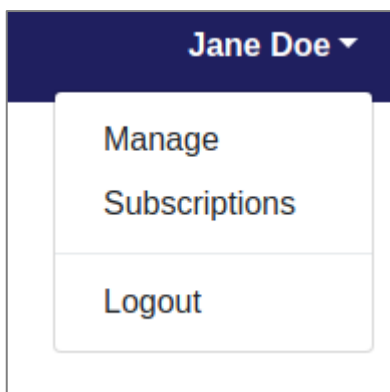
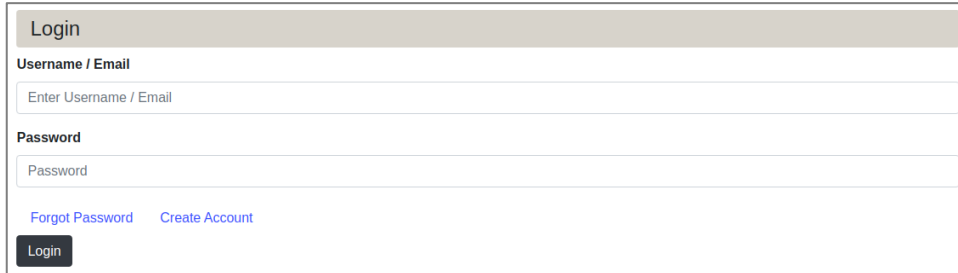


Figure 9 - Logging Out

2.5 Forgot Password

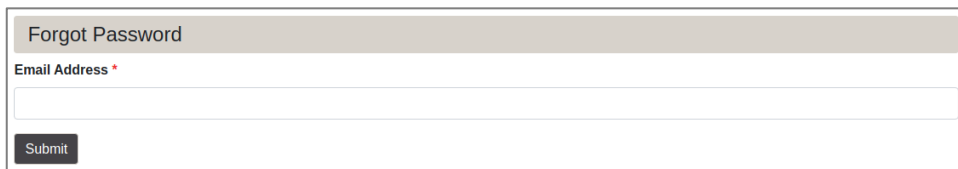
You will find the **Forgot Password** link by going to the login page at <https://www.ntlis.nt.gov.au/sdg/auth/login>. The portal will also forward you to that same page if you've entered an incorrect combination of your login details, see Figure 10.



The screenshot shows a login form with a title bar 'Login'. Below the title bar, there are two input fields: 'Username / Email' with the placeholder text 'Enter Username / Email', and 'Password' with the placeholder text 'Password'. Below the input fields, there are two links: 'Forgot Password' and 'Create Account'. At the bottom left, there is a 'Login' button.

Figure 10 - Login Page

Click **Forgot Password**. Enter your registered email address as per Figure 11. Click **Submit**.



The screenshot shows a 'Forgot Password' form with a title bar 'Forgot Password'. Below the title bar, there is an input field for 'Email Address *'. At the bottom left, there is a 'Submit' button.

Figure 11 - Forgot Password

You will be prompted to answer the account recovery question that you set up during sign-up. Enter your answer as per Figure 12 and click **Submit**.



The screenshot shows a 'Forgot Password' form with a title bar 'Forgot Password'. Below the title bar, there is a 'Question' field with the text 'workplace'. Below the question field, there is an input field for 'Answer *'. At the bottom left, there is a 'Submit' button.

Figure 12 - Security Question

If you entered the correct answer, you will receive an email with the instructions to reset your password. Figure 13 is an example of the email.

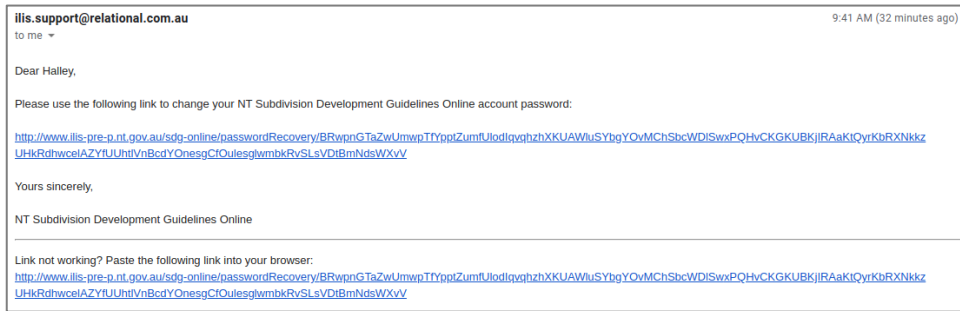


Figure 13 - Password Reset Email

The link will take you to a page where you will be asked to change your password. Enter your new password as per Figure 14 and click **Change**.

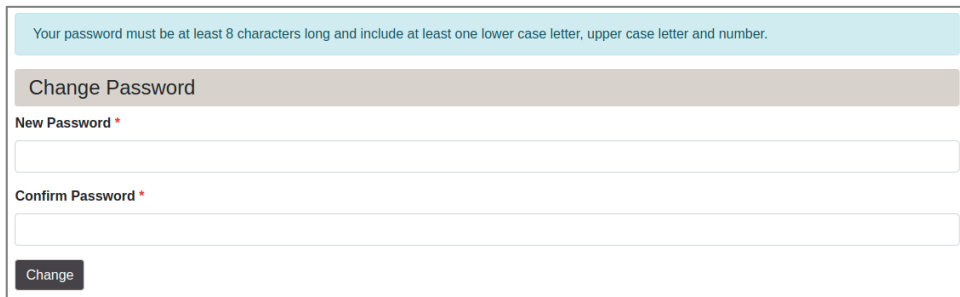


Figure 14 - Change Password

2.6 Subscriptions

As a registered user, more of the SDG website’s features become enabled such as being able to subscribe to documents. As a subscriber of documents, you will get the advantage of receiving updates via email each time there are changes to documents of interest to you.

Go to your subscriptions page by clicking your name at the top right corner of the page and selecting **Subscriptions**.

On the My Subscriptions page, you will find all active categories that you can subscribe to, as per Figure 15. Click **Subscribe** on the Guideline that you want to receive notifications for.

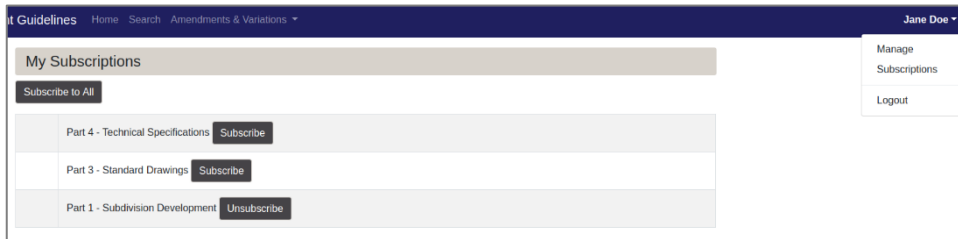


Figure 15 - My Subscriptions

Select **Yes** on the confirmation box to continue as per Figure 16.

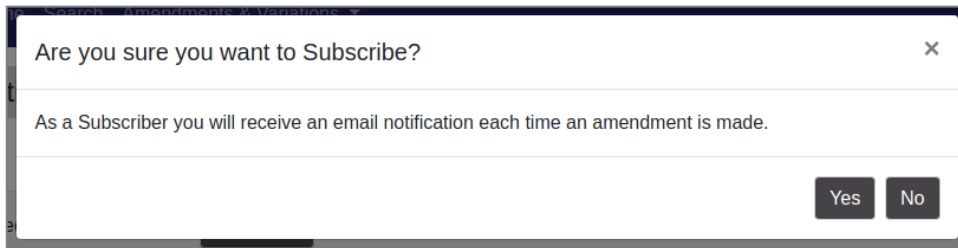


Figure 16 - Subscription Confirmation

You can also opt to subscribe to all categories quickly in one click of a button by using **Subscribe to All** instead.

To unsubscribe from a Guideline, click on the **Unsubscribe** button beside it. Select **Yes** on the confirmation box as per Figure 17 to continue.

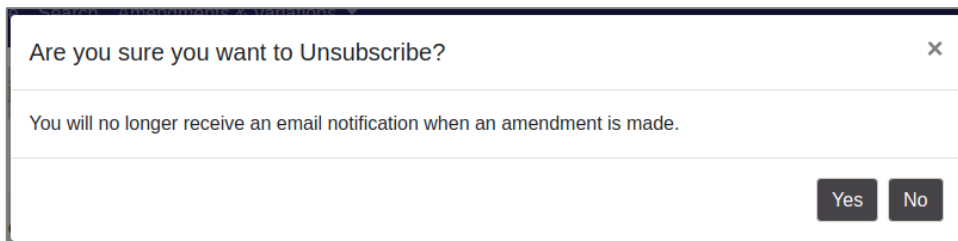


Figure 17 - Unsubscribe Confirmation

You can also easily subscribe/unsubscribe when doing a document search. If you're logged in and you're searching for a document, you will see a **Subscribe** or **Unsubscribe** button beside the document category name as per Figure 18.

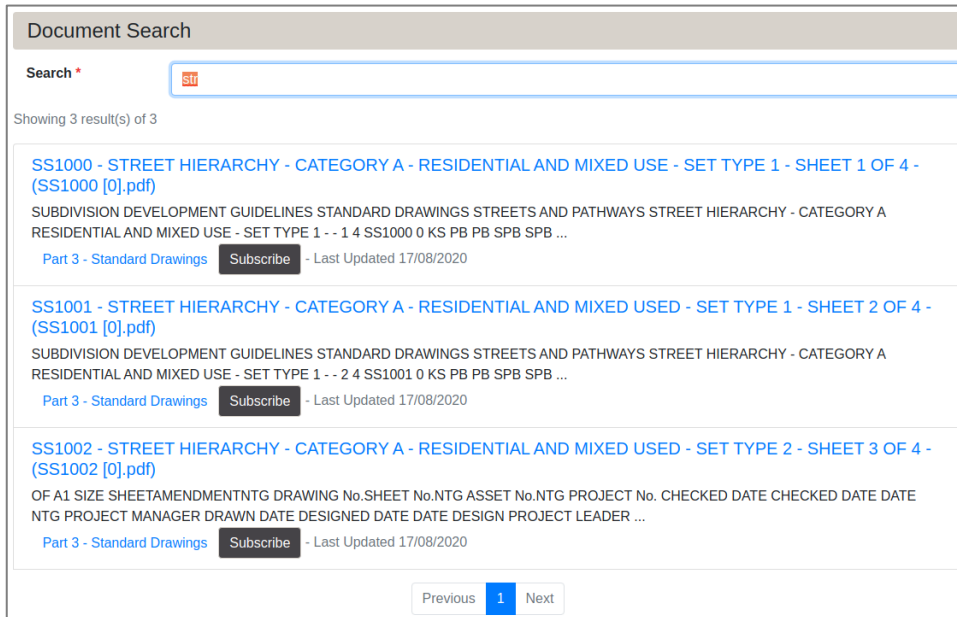


Figure 18 - Subscribe During Search

2.7 Manage Account

To go to your Account Details page, click your name at the top right corner of the page and select **Manage**.

Figure 19 is an example of an Individual Account Details page.

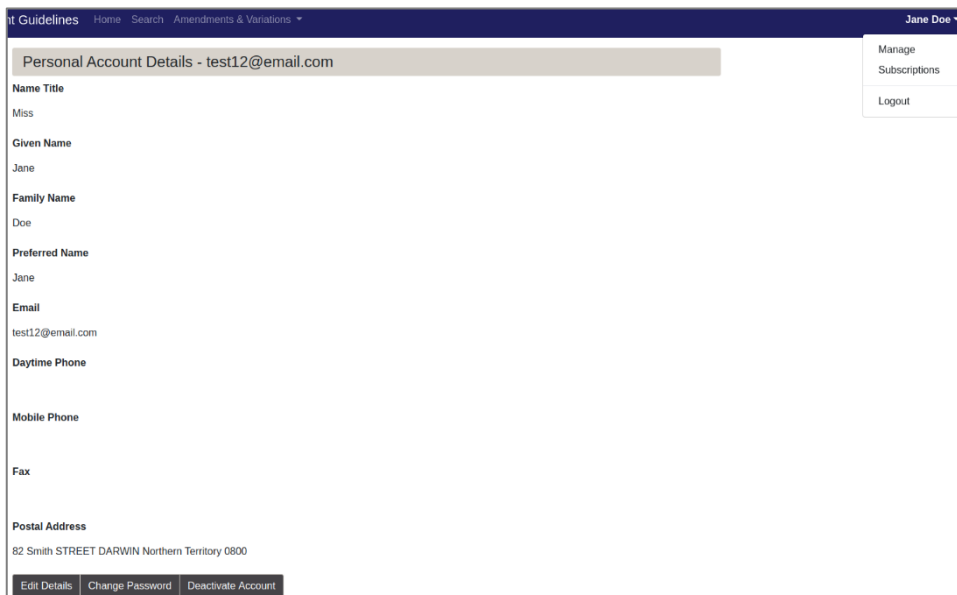


Figure 19 - Manage Account

2.7.1 Edit Individual Account

In your Account Details page, click on the **Edit Details** button at the bottom.

Your account form will be enabled where you can update your information as per Figure 20. Click **Save** when you're done.

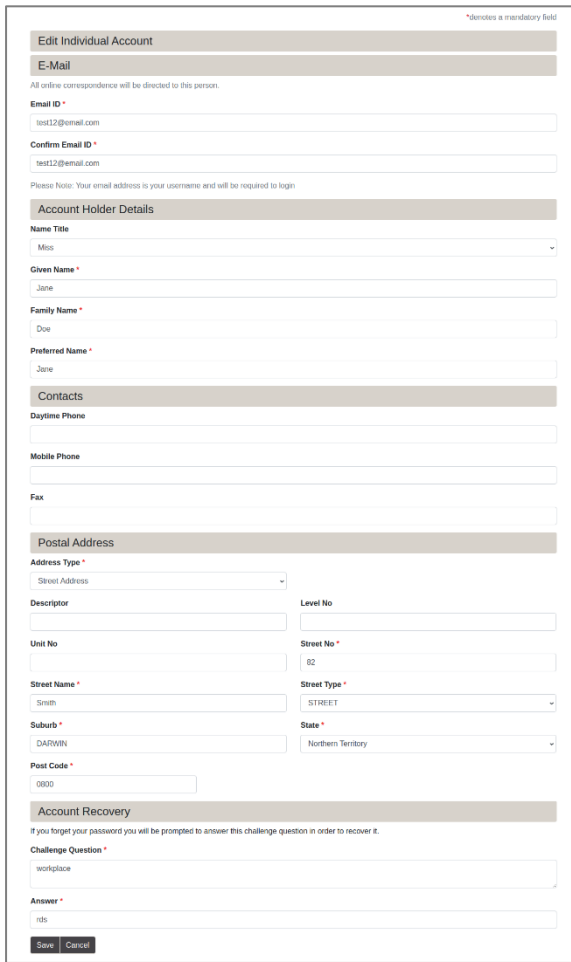


Figure 20 - Edit Account

2.7.2 Edit Business Account

If you are the administrator of a business account, you have access to update the information of the business as per Figure 21. In the Account Details page, click on the **Edit Details** button on the 'Business Details' section.

Note: If you signed up for a Business Account, you automatically become the account administrator. Your administrator credentials can be removed by another administrator linked to the business account.

Business Details - ABC Holdings	
Business Name	ABC Holdings
Trading Name	ABC Holdings
Business Type	Proprietary Limited
Business ABN	
Business ACN	051775556
Postal Address	18 Cavenagh STREET DARWIN CITY Northern Territory 0800
Edit Details	

Figure 21 - Business Details

Your business account form will be enabled where you can update the business information as per Figure 22. Click **Save** when you're done.

Edit Business Account
*denotes a mandatory field

Business Details

Business Name *

Trading Name *

Business Type *

Business ABN

Business ACN

Postal Address

Address Type *

Descriptor **Level No**

Unit No **Street No ***

Street Name * **Street Type ***

Suburb * **State ***

Post Code *

Figure 22 - Edit business details

2.7.3 Link Users to the Business Account

As a business account administrator, you can also link users to the account. In the Account Details page, click **Add User** on the 'Users Linked to this Business' section.

As per as per Figure 23 below, shows that there is one user linked to the business account.

Users Linked to this Business					
Name	User Id	Date Added	Administrator	Edit	Deactivate
Jane Doe	test10@email.com	16/07/2020	No	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>
<input type="button" value="Add User"/>					

Figure 23 - Link User

Enter the required information, such as a valid email address, a temporary password, etc as per Figure 24. To give this user administrator privileges, tick on the corresponding box under 'Admin Privileges'. Click **Create**.

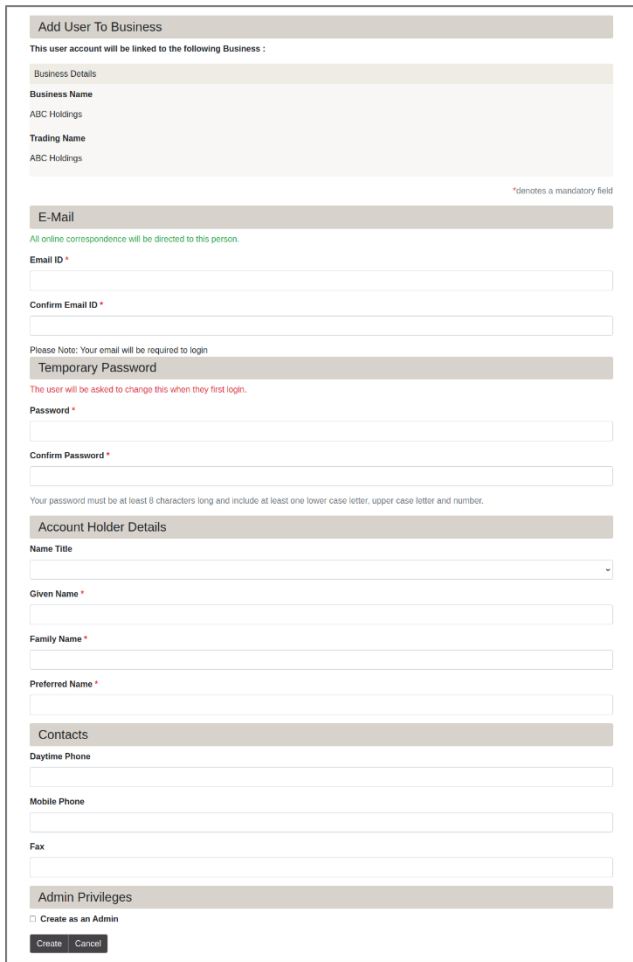


Figure 24 - Create User

Inform the user to login using the email address that you've registered and the temporary password. As soon as this user logs in, they will be prompted to change their password and will be asked for other relevant information required to complete the account creation process.

2.7.4 Change Password

In your Account Details page, click on the **Change Password** button at the bottom.

Enter your current and new password on the fields provided and click **Change** to update your password as per Figure 25.

Your password must be at least 8 characters long and include at least one lower case letter, upper case letter and number.

Change Password

Current Password *

New Password *

Confirm Password *

Figure 25 - Change Password

2.7.5 Deactivate Individual Account

Click on the **Deactivate Account** button at the bottom of the Account Details page.

You will be prompted to confirm if you are certain about deactivating your account as per Figure 26. Click **Yes** to continue.

Deactivate Individual Account

This account will be **deactivated**. If you wish to reactivate your account, please contact ILIS Support on ILIS.Support@nt.gov.au or (08) 8995 5309

User id : test14@email.com

Are you sure ?

Figure 26 - Deactivate Account

You will be logged out of your account and your account becomes inactive.