User Acceptance Testing Scenarios

Contents

1 Setup Scenarios

Title	Create a PlanBuild Tasmania Project
Subject Area	Establishing a PlanBuild Tasmania Project
Objectives	• To enable unregistered users to register to use all features of PlanBuild Tasmania • To ensure that users can successfully login to a registered user account • Registered users can create a development application in PlanBuild Tasmania
Test Cases	• 1.1 User Registration • 1.2 Login • 1.3 Create a Project

1.1 User Registration

Title	User Registration
Description	The user will register for an account using the public-facing website.
Actors	- Applicant - Permit Authority - Public User - Referral Authority
Prerequisites	- The user will have either: - Completed a General Enquiry about a future development - Decided to proceed with an application
Process	- From the PlanBuild home page - Click on the **Register** button in the top right corner - Complete the **Register** web form - Once complete, click the **Register** button to close the form - Respond to the registration email to activate your account - Click on your username in the top right corner and navigate to the **Profile** button to enter further information, for example address, phone numbers and password management
Alternative Flow	Not applicable.
Outcome	The user has successfully logged in and can view the user dashboard.

1.2 Login

Title	Login
Description	A user logs into PlanBuild Tasmania to start/view a project/development/applications.
Actors	• Registered Users
Prerequisites	• 1.1 User Registration
Process	• From the PlanBuild home page • Click on the Profile button
Alternative Flow	Not applicable.
Outcome	The user has successfully logged in and can view the user dashboard.

1.3 Create a Project

Title	Create a Project
Description	A logged in user can create or manage a project and its applications.
Actors	• Registered User (Applicant)
Prerequisites	• 1.1 User Registration • 1.2 Login
Process	• Click anywhere in the ***Search address or enter property identification number* (PID)** field • Start typing the property address, PID or Folio number • Select the suggested address from the drop-down list • Click **Create Project** button to display the 'Create Project' window • In section **4. Project Name**, enter a Project Name in the field • In section **6. Owners**, enter the owner details either by checking the **Project Administrator is the property owner** box • Click the **Create Project** button • Click the **Create Project** button on the confirmation dialogue box to confirm creation of the project
Alternative Flow	To change the Project Name (as defined above): • Click on the ✎ icon to the right of the Project name, enter a new name and click the **Save Name** button to close the dialogue box To add an additional owner to the project (in addition to **Owners** step above): • Click the **+ Owner** button (you will need to enter the email address of a registered PlanBuild Tasmania user to use this option) • Enter the owner's email address and click the **Add Owner** button
Outcome	The user has successfully created a PlanBuild Tasmania project.

1.4 Create a Sub-Project

Title	Create a Sub-Project
Description	A logged in user can create or manage a project and its applications.
Actors	• Registered User (Applicant)
Prerequisites	• 1.1 User Registration • 1.2 Login • 1.3 Create a Project
Process	• Open an existing Project via the Project Search screen from the Search menu • Click **Create Sub Project** button to display the 'Create Sub Project' window • Select a **Sub Project Type** from the drop-down menu • Type a new name in the **Sub Project Name** section, or use the pre-filled Project Name • Click the **Create** button to create the sub-project

Alternative Flow	To change the Sub Project Name (as defined above):
	
	• Click on the ✎ icon to the right of the Sub Project name, enter a new name and click the **Save Name** button to close the dialogue box
	
	To add an additional _Applicant_ to the sub project (in addition to **Owners** step above):
	
	• To invite a Contact:
	    o In the section **Sub Project Access** click the **+ Invite** button to invite a registered Contact or Licensee
	    o To invite a Contact you will need to enter the email address of a registered PlanBuild Tasmania user and click Search
	    o Once a registered user is found click the **Invite Contact** button
	
	• To invite a Licensee:
	    o In the section **Sub Project Access** click the **+ Invite** button to invite a registered Contact or Licensee
	    o Click on the Licensee heading and use the Search, or 'Filter by Class' option to find a registered Licensee
	    o Once the registered Licensee is found, click on the radio button next to the Licensee Name, to select this user
	    o Select the appropriate Activity Type and Organisation, then click the **Invite Licensee** button

Outcome	The user has successfully created a PlanBuild Tasmania Sub Project.

2 Planning Scenarios

2.1 Submit a Planning Application

Title	Create a Planning Application
Description	A logged in user can complete and lodge a planning application for assessment.
Actors	• Applicant
Prerequisites	• 1.3 Create a Project

Process	• Click on the **Planning Development** tile
	• Check the **Development Name**, or edit if required in the 'Development Details' dialogue box and click the **+ Create** button
	• In the 'Available Applications/Forms' section under 'Planning', click on the **Planning Application** button
	• Review the 'Confirm start of Planning Application and click the **Create Form** button
	• Complete the web form noting mandatory fields and additional functions:
	    ○ Select **I am the Applicant**
	    ○ Upload documents from the **Available Documents** or **Supporting Documents** modules
	• You can click the **Save** button on the top right corner, or once the form is complete and you have completed the mandatory questions, click the **Save & Submit Application** button
	• Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application
	• If prompted to make payment see XYZ (making an upfront payment)

Alternative Flow	To add an additional applicant to the project (in addition to the step above): • Click the **+ Add Applicant** button • Enter the owner's email address and click the **Add Applicant** button To purchase the Property Title for the project (in addition to step (e(b)) above): • Click the **$ Purchase Titles** button • Check the box to select the Title • Enter **Name** and **Address** • Enter the test credit card details as per **2.10 Pay** Invoice • Click on the **Purchase** button in the 'Purchase Titles?' dialogue box • Click on the **Save and Submit Button**
Outcome	The 'Submitted Planning Application' will show as 'Submitted' in the 'Submitted or Active Applications/Forms' section of the user dashboard.

2.2 Receive and review a Planning Application

Title	Receive and review a Planning Application
Description	The administration officer reviews a submitted application for completeness, add notes, requests additional information from the applicant and to generate an invoice prior to marking it as 'valid' prior to being acknowledged by the assessing officer.
Actors	• Planning Assessment Officer
Prerequisites	• 2.1 Create a Planning Application • 2.2 Request No Planning Permit Required/Exempt from Planning Confirmation • 2.4 Apply for Council Consent to the Making of a Planning Application

Process	• Click on the **admin_eve@hobartcity.com.au** user account
	• In the 'Organisation Tasks' section, click on the bottom task to open the 'Pre-assessment preliminary check [Application Name]* Application Form'
	• Click the **Claim Task** button in the top right corner
	• Review the completed application and if required:
	    ○ Set the Planning Assessment Timeframe according to the application type:
	        ▪ Discretionary
	        ▪ Permitted
	        ▪ Referral Authority
	    ○ Request additional information (2.6) by clicking on the **Request Additional Information** button
	    ○ Generate an invoice (2.9) by clicking on the **Raise an Invoice** button
	    ○ Add Internal Notes by clicking on the **+ Add Note** button, entering notes in the 'Notes' text box and clicking **Save Note** to close
	• You can click the **Save** button on the top right corner, or once the form is deemed satisfactorily complete, click the **Mark as Valid** button
	
	* Note the name of the application will depend on the type submitted.

Alternative Flow	Not applicable.
Outcome	The submitted planning application is marked as valid and passed to the Assessing Officer to validate.

2.3 Generate Request for Information (pre-assessment)

Title	Generate Request for Additional Information
Description	The administration officer requires additional information from the applicant or internal user to complete the application prior to validating for assessment. This may include several requests.
Actors	• Administration Officer • Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application
Process	• Click on the **Request Information** button • Select the **Recipient** from the drop-down list in the 'Request Additional Information' dialogue box • Click on the **Create Request Information** button • Under the 'Information Requested' section: • Use **+ Add New Reason** to add a free text RFI item • Use **+ Add Library Reason** to add an RFI item from the Organisation's RFI Library • Use **+ Add Reason from a Related From** to add an RFI item that has been raised on another form, such as an internal or external referral. • Click **Save and Submit** to generate the request to the applicant • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application NOTE: only documents within the 'Supporting Documents' section on the Assess Planning Application Screen will be available to the recipient of the referral/request.

Alternative Flow	To edit a referral reason:
	
	• To use a standard reason as opposed to entering one as per 'Reason for Request' above:
	    ○ Click the **Add Library Reason** button to add a standard library reason.
	    ○ Click the check box to select the reason and then the **Add Reason** button to confirm
	• Click the **Edit Reason** button to edit the Library Reason and click **Save Reason** to confirm

Outcome	The request for information will appear in the 'Requests / Referrals' section of the form.

2.4 Respond to Requests for Additional Information

Title	Respond to Request for Additional Information
Description	The user (applicant or internal user) responds to requests for additional information and can attach documents. This may include several requests.
Actors	• Applicant
Prerequisites	• 2.6 Generate Request for Additional Information
Process	• Login as **jane-designer** • In the 'My Task List' section, click on the task **Respond to Request** under the 'Action' column • Enter the required information into the text box in the ' Further Information Response' section and attach any documents by clicking the **+ Add Document** button • Click **Save & Submit** • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to submit the application
Alternative Flow	Not applicable.
Outcome	The request for information will appear in the 'Requests / Referrals' section of the form.

2.5 Receive Response to Request for Additional Information

Title	Receive Response to Request for Additional Information
Description	The planning authority reviews the additional information as provided by the applicant or internal user from the request. This may include several responses.
Actors	• Administration Officer • Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application • 2.6 Generate Request for Additional Information
Process	• In the 'My Task List' section, click on the task **Acknowledge Response** under the 'Action' column • Review the response and click **Save and Acknowledge** • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to submit the application
Alternative Flow	Not applicable.
Outcome	The request for information will appear in the 'Requests / Referrals' section of the form.

2.6 Issue a Request for Payment

Title	Generate Invoice
Description	The planning authority generates an invoice for applicable application fees.
Actors	• Administration Officer • Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application
Process	• Click on the **Raise an Invoice** button • Select the **Recipient** from the drop-down list in the 'Raise an Invoice' dialogue box • Click on the **+ New line item** button in the 'Invoice' section and complete the 'Add a new invoice line item' web form and click **Save Line Item** • Click **Save & Create Invoice** • Review the completed invoice in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to generate the invoice
Alternative Flow	Not applicable
Outcome	The generated invoice will be displayed as a related task under the **Assess Planning Application** in the 'Submitted or Active Applications/Forms' section.

2.7 Pay Invoice

Title	Pay fees
Description	The user pays the issued invoice for applicable application fees.
Actors	• Applicant
Prerequisites	• 1.2 Login • 1.3 Create a Project

Process	• Login as **jane-designer**
	• In the 'My Task List' section, click on the task **Awaiting Payment** under the 'Action' column
	• Click **Save & Pay Now**
	• In the 'Confirm Payment' dialogue box, check that the Name and Address are correct then enter the following information:
	    o Card Number: 4564710000000004
	    o Security Code: 847
	    o Name on Card: Test User
	    o Expiration: 02/29
	• Click on **Confirm & Pay**
	• Once the invoice has rendered, click **OK**

Alternative Flow	To pay an application fee at the time of completing a planning application, refer to **2.1** and **2.2**.
Outcome	The invoice status is **Paid** in the Requests / Referrals section.

2.8 Acknowledge receipt of payment

Title	Acknowledge receipt of payment
Description	The planning authority generates an invoice for applicable application fees.
Actors	• Administration Officer • Planning Assessment Officer
Prerequisites	• 2.7 Pay Invoice request
Process	• Click on the **Acknowledge receipt invoice** notification • Select **Save & Acknowledge** button
Alternative Flow	Active Requests / Referrals
Outcome	The applicant will receive a notification that the payment has been received.

2.9 Assign application to assessor for assessment

Title	Refer application to assessor for assessment
Description	The Officer will review the application tasks, assigning them to an Assessing Officer. The Officer can also unassign tasks, placing them in the Organisational tasks list
Actors	• Work Admin Officer
Prerequisites	• 2.1 Submit a Planning Application • 2.2 Receive and review a Planning Application
Process	• Logged in as a user which has Work Admin permissions • Under the Search tab in the left hand side menu select '**Task**' • Review the listed tasks and select relevant tasks that are to be assigned or unassigned To Assign: • Once tasks have been selected, **click** on the **Assign** • Select the **Available Assignee** from the drop-down list in the 'Assign Task' dialogue box To Unassign: • Once tasks have been selected, **click** on the **Assign** • Click on the **Unassign Tasks** button in the pop up dialog box • These tasks will now be listed as unassigned
Alternative Flow	Not Applicable
Outcome	The Officer has assigned or unassigned tasks to Assessing Officers

2.10 Review and Start Assessment of Planning Application

Title	Start Assessment of Planning Application
Description	The Assessing Officer will review the planning application and mark it as 'Valid' prior to assessment which can be undertaken by the same Assessing Officer, or assigned to another Assessing Officer.
Actors	• Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application • 2.6 Generate Request for Additional Information • 2.7 Respond to Requests for Additional Information • 2.8 Receive Response to Request for Additional Information • 2.9 Issue a Request for Payment • 2.10 Pay Invoice • 2.12 Generate a Referral • 2.13 Respond to a Referral

Process	• Login as relevant user
	• Under 'Organisation Tasks' click on 'Acknowledge submitted Planning Application form'
	• Click the **Claim Task** button in the top right corner
	• Review the completed application and if required:
	    o Confirm the Planning Assessment Timeframe according to the application type:
	        ▪ Discretionary
	        ▪ Permitted
	        ▪ Referral Authority
	    o Request additional information (**2.6**) by clicking on the **Request Additional Information** button
	    o Generate an invoice (**2.9**) by clicking on the **Raise an Invoice** button
	    o Generate referrals (**2.12**) by clicking on the required button for:
	        ▪ TasWater Referral
	        ▪ Heritage Referral
	        ▪ TasFire Referral
	        ▪ Internal Referral
	    o Add Internal Notes by clicking on the **+ Add Note** button, entering notes in the 'Notes' text box and clicking **Save Note** to close
	• You can click the **Save** button on the top right corner, or once the form is deemed satisfactorily validated, click the **Validate** button
	• In the 'Submitted or Active Applications/Forms' section, click on the Planning Application (with reference) that is under **Assessment**
	• Claim the Task and assess the application
	• Go to **2.30 Determine Planning** Application to finalise and determine the application

Alternative Flow	If the planning application is Discretionary (s57), it must be advertised - refer 2.15.
Outcome	The planning application is validated for assessment.

2.11 Request further information (during assessment)

Title	Generate Request for Additional Information
Description	The Administration or Assessment Officer requires additional information from the applicant. Multiple requests can be made. A request for information required by internal or external referral units can form part of this request.
Actors	• Administration Officer • Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application
Process	• Click on the **Request Information** button • Select the **Recipient** from the drop-down list in the 'Request Additional Information' dialogue box • Click on the **Create Request Information** button • Under the 'Information Requested' section: • Use **+ Add New Reason** to add a free text RFI item • Use **+ Add Library Reason** to add an RFI item from the Organisation's RFI Library • Use **+ Add Reason from a Related From** to add an RFI item that has been raised on another form, such as an internal or external referral. • Click **Save and Submit** to generate the request to the applicant • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application NOTE: only documents within the 'Supporting Documents' section on the Assess Planning Application Screen will be available to the recipient of the referral/request.

Alternative Flow	To edit a referral reason:
	
	• To use a standard reason as opposed to entering one as per 'Reason for Request' above:
	   ○ Click the **Add Library Reason** button to add a standard library reason.
	   ○ Click the check box to select the reason and then the **Add Reason** button to confirm
	• Click the **Edit Reason** button to edit the Library Reason and click **Save Reason** to confirm

Outcome	The request for information will appear in the 'Requests / Referrals' section of the form.

2.12 Generate an Internal Referral

Title	Generate an Internal Referral
Description	The Assessing Officer can generate referrals to other authorities/parties within their organisation.
Actors	• Planning Assessment Officer
Prerequisites	• 2.8 Acknowledge and Assess Submitted Planning Application
Process	The following process is for an **Internal Referral**: • In the Assessment status, click on the **Internal Referral** button • Select the **Recipient** from the drop-down list in the 'Internal Referral' dialogue box • Click on the **Create Internal Referral** button • Under the 'Reason for Request' section, click on the **+ Reason** and enter required text into the 'Add Reason' text field • Click **Save Reason** to confirm the request • Add documents in the 'Documents' section by clicking the **+ Add Document** button • Create an **RFI Template** where available • Click **Save and Submit** to generate the referral. NOTE: only documents within the 'Supporting Documents' section on the Assess Planning Application Screen will be available to the recipient of the referral/request.
Outcome	The referral is generated.

2.12a Generate an Internal Referral for Planning Referral Unit & Referral Unit Nominate RFI items to Planner

A specific 'Referral Unit' form, titled Assessment Referral, has been developed to allow for more detailed assessment by the Referral Unit and the ability to generate an Assessment Report by individual Referral Units. This form can remain in the 'Assessment' status for the duration of the Planning Permit assessment.

A separate form, titled Referral Unit RFI Review, has been developed to allow the Referral Unit to communicate any further information request (RFI) items to the Planning Assessment Officer. The Planning Assessment Officer can import any RFI items nominated by Referral Unit directly into the consolidated Request for Information sent to an applicant (2.11).

Both the Assessment Referral and Referral Unit RFI Review forms are commenced by the Planning Assessment Officer via the referral functionality on the Assess Planning Application Screen.

Title	Generate an Assessment Referral
Description	The Assessing Officer can generate referrals to Referral Units within their Organisation.
Actors	• Planning Assessment Officer
Prerequisites	• 2.8 Acknowledge and Assess Submitted Planning Application
Process	The following process is for an **Internal Referral** to a Referral Unit: • In the Assessment status, click on the **Assessment Referral** button • Select the **Recipient** from the drop-down list in the 'Assessment Referral' dialogue box • Click on the **Create Assessment Referral** button • Complete the relevant form fields. • Click **Save and Submit** to generate the referral. NOTE: only documents within the 'Supporting Documents' section on the Assess Planning Application Screen will be available to the recipient of the referral/request.
Outcome	The referral is generated.

Title	Undertake an Assessment by Referral Unit
Description	A Referral Unit can receive an Assessment Referral and undertake an assessment.
Actors	• Planning Assessment Officer
Prerequisites	• 2.12a Generate an Assessment Referral
Process	The following process is to **Undertake a Referral Assessment**: • Login as user chosen as referee in 2.12a • In the 'My Task List' section, click on the task **Assessment Report** under the 'Action' column • Complete the relevant form fields. • Add conditions if appropriate , these can be imported onto the Planning Permit by the Planning Assessor. • Click **Save and Submit** to generate the report. NOTE: only documents within the 'Supporting Documents' section on the Assess Planning Application Screen will be available to the recipient of the referral/request.
Outcome	The report is generated.

Title	Generate a Referral Unit RFI Review form
Description	The Assessing Officer can generate a form to allow a Referral Unit to review an application and nominate further information required.
Actors	• Planning Assessment Officer
Prerequisites	• 2.8 Acknowledge and Assess Submitted Planning Application
Process	The following process is for an **Referral Unit RFI Review** to a Referral Unit: • In the Assessment status, click on the **Referral Unit RFI Review** button • Select the **Recipient** from the drop-down list in the 'Referral Unit RFI Review dialogue box • Click on the **Create Referral Unit RFI Review** button • Complete the relevant form fields. • Click **Save and Submit** to generate the referral. NOTE: only documents within the 'Supporting Documents' section on the Assess Planning Application Screen will be available to the recipient of the referral/request.
Outcome	The referral is generated. Referral Unit can review application and determine if/which RFI items are required for assessment.

2.13 Generate an External Referral

Title	Generate an External Referral
Description	The Assessing Officer can generate referrals to other Authorities such as Tasmania Fire Service, TasWater and Heritage Tasmania.
Actors	• Planning Assessment Officer
Prerequisites	• 2.11 Acknowledge and Assess Submitted Planning Application
Process	The following process is for an **Internal Referral**: • In the Assessment status, click on the **relevant referral** button • Under the 'Reason for Request' section, click on the **+ Reason** and enter required text into the 'Add Reason' text field • Click **Save Reason** to confirm the request • Add documents in the 'Documents' section by clicking the **+ Add Document** button • Click **Save and Submit** to generate the request to the applicant • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application
Alternative Flow	The following process is for referrals to Authorities: a) **TasWater:** • Click **TasWater Referral** button • Confirm 'TasWater Referral' dialogue box and click the **Create TasWater Referral** button • Repeat steps above b) **Heritage Tasmania:** • Click **Heritage Referral** button • Confirm 'TasWater Referral' dialogue box and click the **Create Heritage Referral** button • Repeat steps above c) **Tasmania Fire Service:** • Click **TasFire Referral** button • Confirm 'TasWater Referral' dialogue box and click the **Create TasFire Referral** button • Repeat steps above
Outcome	The referral is generated.

2.14 Respond to a Referral

Title	Respond to a Referral
Description	An Authority can respond to referrals and attach documents.
Actors	• Planning Authority - Internal • Planning Authority - External
Prerequisites	• 2.11 Acknowledge and Assess Submitted Planning Application • 2.12 Generate a Referral
Process	• Login as **admin_eve@hobartcity.com.au** • In the 'My Task List' section, click on the task **Respond to Referral** under the 'Action' column • Enter the required information into the text box in the ' Further Information Response' section and attach any documents by clicking the **+ Add Document** button • Click **Save & Submit** • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to submit the application

Alternative Flow	**TasWater**:
	• Login as **taswater-ted@geometry.com.au**
	• In the 'My Task List' section, click on the task **Respond to Referral** under the 'Action' column
	• In the 'SPAN response' section choose a response
	• Add **Conditions**:
	  o Click **+ Custom Condition** to customise your Condition and click **Save Condition** and add 'TasWater' to the 'Origin' field when complete
	  o Click **+ Add Library Condition** to add a standard Condition, click the check box next to the Condition and click **Add Condition** when complete
	  o Click **Add Referral Condition** to add Conditions that will be available to be included with the standard Conditions on the Planning Permit and click the **Add Conditions** button when complete
	• Click **Save & Submit**
	• Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to submit the application
	
	Heritage Tasmania:
	• Login as **heritage-harry@geometry.com.au**
	
	TasFire:
	• Login as **tasfire-sam@geometry.com.au**

Outcome	A response to a referral is sent back to the referrer for review and action.

2.15 Receive Response to a Referral

Title	Receive Referral Response
Description	The permit authority can view responses to referrals from Tasmania Fire Service, TasWater and Heritage Tasmania and any documents that have been provided.
Actors	• Planning Assessment Officer
Prerequisites	• 2.12 Generate a Referral • 2.13 Respond to a Referral
Process	• Login as relevant user • In the 'Requests / Referrals' section in the Assessment status, click on the [⤢] icon to the right of the **Completed** label under the 'Status' column • Click on the **Download PDF** button in the 'Completed Summary' section to view the referral response
Alternative Flow	Not applicable.
Outcome	The referral response is viewable/downloadable in PDF format.

2.16 Request advertising

Title	Request advertising
Description	The Planning Assessment Officer can request an application to be advertised by a Planning Admin Officer by completing the advertising request.
Actors	• Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application • Application is assessed as Discretionary under s57 of the *Land Use Planning and Approvals Act 1993*
Process	• Once the task has been claimed and in the Assessment status, navigate to the 'Request information / Refer application' section and click the **Advertising Request** button • Select the recipient you want the advertising task to be assigned to and click **Create Advertising Request** • Enter the relevant details in the 'Reason for Referral' section including 'Name', 'Advertisement Description' and any other information admin will require (e.g. which neighbours to notify etc) • Include any documents in the '**Documents**' section you wish to be included in the advertising request • Click **Save & Submit** • Review the advertisement request in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to submit the request.
Alternative Flow	If the Planning Assessment Officer is undertaking the entire advertising process, then follow 2.18 Advertise a planning application.
Outcome	The nominated user will receive a task to advertise the planning application

2.17 Create site notice and associated documents

UNDER CONSTRUCTION

2.18 Advertise a planning application

Title	Advertise Planning Application
Description	The Council advertises planning applications that are Discretionary under s57 of the *Land Use Planning and Approvals Act 1993*.
Actors	• Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application • Application is assessed as Discretionary under s57 of the *Land Use Planning and Approvals Act 1993* • 2.16 Request Advertising
Process	From an advertising request (see Alternative Flow below if creating from assessment screen) • Login as user the advertisement request has been submitted to • In the 'My Task List' section, click on the task **Advertisement Request** under the 'Action' column • Review instruction from assessor and include any documents to be advertised in the **Documents to be Advertised** section • Navigate to the 'Advertising' section and click the **Start Advertising** button • Enter the relevant details from the advertisement request tab into the advertisement creation screen, including **Name** and **Advertisement Description** • Click the **Save** button • Add documents by clicking the **Select From Advertised Documents** button (note documents included in this section will be publicly available) • Once complete, you can click the **Publish** button and select the **Advertising Period** dates (14, 28 or custom) • Once complete, click the **Advertise** button
Alternative Flow	• In the Assessment status, navigate to the 'Advertising' section and click the **Start Advertising** button • Enter the relevant details in the 'Development Details' section including **Name** and **Advertisement Description** • Click the **Save** button • Add documents by clicking the **Select From Advertised Documents** button • Once complete, you can click the **Publish** button and select the **Advertising Period** dates • Once complete, click the **Advertise** button
Outcome	The published advertisement is visible on the public-facing PlanBuild Tasmania website.

2.19 Access/View Advertised Planning Applications

Title	View Advertised Planning Applications
Description	Unregistered and registered users can view advertised planning applications that are Discretionary under s57 of the *Land Use Planning and Approvals Act 1993* from the public-facing website.
Actors	• Public Users
Prerequisites	• 2.15 Advertising
Process	• Visit https://planbuild-test.geometry.com.au/external/enquiry • Click on the 'Advertisements' • On the 'Current Advertisements' page select relevant LGA(s) navigate to the bottom of the page • Click on the address of the planning application • Accept the **Important information** disclaimer and the **Accept and Continue** button
Alternative Flow	Not applicable.
Outcome	The public user can view details about the advertised planning application.

2.20 Re-Advertise a planning application

Title	Re-Advertise Planning Application
Description	The Council advertises planning applications that are Discretionary under s57 of the *Land Use Planning and Approvals Act 1993.*
Actors	• Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application • Application is assessed as Discretionary under s57 of the *Land Use Planning and Approvals Act 1993* • 2.16 Request Advertising
Process	• Login as relevant user • Navigate to the 'Advertising' section and click on the launch icon to the right of the 'Status' column • Click the red **Withdraw button** refer to section 2.21 Withdraw an advertised planning application • Once complete, the status will show as withdrawn • Once complete, click the **Re-Advertise button,** refer to section 2.18 Advertise a planning application • Status under advertising will show as **Re-Advertised**
Alternative Flow	Not applicable.
Outcome	The published advertisement is visible on the public-facing PlanBuild Tasmania website.

2.21 Withdraw an advertised planning application

Title	Withdraw an advertised planning application
Description	The Council advertises planning applications that are Discretionary under s57 of the *Land Use Planning and Approvals Act 1993*.
Actors	• Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application • Application is assessed as Discretionary under s57 of the *Land Use Planning and Approvals Act 1993* • 2.16 Request Advertising
Process	• Login as relevant user • Navigate to the 'Advertising' section and click on the launch icon to the right of the 'Status' column • Click the red **Withdraw button** from with the status window • Confirm request to **Withdraw Advertisement** by selecting green Withdrawn button • Once complete, the status will show as withdrawn
Alternative Flow	Not applicable.
Outcome	The published advertisement is visible on the public-facing PlanBuild Tasmania website.

2.22 Lodge a Representation to a Planning Application

Title	Lodge a Representation to a Planning Application
Description	The user can submit a representation against an advertised planning application using PlanBuild Tasmania.
Actors	• Public Users
Prerequisites	• 2.15 Advertising
Process	• Visit https://planbuild-test.geometry.com.au/external/enquiry • Click on the 'Advertisements' • On the 'Current Advertisements' page select relevant LGA(s) navigate to the bottom of the page • Click on the address of the planning application • Accept the **Important information** disclaimer and the **Accept and Continue** button • Click on the **Make Representation** button • Complete the web form noting the mandatory fields and attach any additional documents • Click on the consent box if you consent to share this representation • Click the reCAPTCHA check box and **Submit Representation** button to submit the representation
Alternative Flow	Not applicable.
Outcome	Representation is submitted with any supporting documentation to the local council.

2.23 Receive a Representation to a Planning Application

Title	Receive Representation
Description	The Planning Authority can view Representations made to an advertised planning application.
Actors	• Planning Assessment Officer
Prerequisites	• 2.15 Advertising • 2.17 Lodge a Representation to a Planning Application
Process	• In the 'Advertising' section in the Assessment status, click on the ⧉ icon to open the advertising screen • Click on the ⧉ in the 'Representations' section to view the submitted representation
Alternative Flow	• **Manually add a representation:** • In the 'Representations' section in the 'Advertisement' screen, click on the **+ Add New Representation** button and complete the web form • If required, select the Representee check box to share these details and add any supporting documents • When complete, click the **Create Representation** button
Outcome	The Assessing Officer can view the submitted representation with any supporting documentation.

2.24 Withdraw a Representation to a Planning Permit Application

Title	Withdraw Representation
Description	The Planning Permit Authority can withdraw Representations made to an advertised planning application.
Actors	• Planning Assessment Officer
Prerequisites	• 2.15 Advertising • 2.17 Lodge a Representation to a Planning Application
Process	• In the 'Advertising' section in the Assessment status, click on the ⤢ icon to open the advertising screen • Click on the ⤢ in the 'Representations' section to view the submitted representation • Enter the reason for the withdrawal in the 'Representation Withdrawal Reason' text box and click the **Withdraw Representation** button to confirm
Alternative Flow	The person who submitted the representation will receive an email with a link to withdraw their representation if required.
Outcome	The status of the representation is set to 'Withdrawn'.

2.25 Request to Extend Time to Determine a Planning Permit Application

Title	Request Time Extension
Description	The Assessing Officer requests an extension of time to determine the planning application if it will not be determined within the statutory timeframes.
Actors	• Planning Assessment Officer
Prerequisites	• 2.5 Receive and Validate a Planning Application • 2.11 Acknowledge and Assess Submitted Planning Application • A valid reason for requesting an extension of time

Process	• Login as relevant user
	• In the 'My Task List' section, open the application by clicking the ⧉ icon
	• Click on the **Project** on the top left side of the Planning Application screen
	• Under 'Available Applications/Forms' click the **Request Extension of Time to Determine Planning Permit** button
	• Complete the web form:
	    ○ Select **Planning Application** from 'Form' drop-down list
	    ○ Select the **Recipient**
	    ○ Enter text into the **Reason for Extension** text field
	    ○ Enter the **Extension Date**
	    ○ Click the **Save & Submit** button
	• Recipient logs in and approves (or rejects) request as an allocated task by clicking the **Approve Extension** button
	• Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to submit the response to the extension
	• The Permit Authority can view the response in the 'Requests / Referrals' section in the Assessment status, click on the ⧉ icon to the right of the **Completed** label under the 'Status' column
	• Click on the **Download PDF** button in the 'Completed Summary' section to view the referral response

Alternative Flow	Not applicable.
Outcome	A request to extend time is sent to the applicant to review and accept.

2.26 Extend time (internal Council staff)

UNDER CONSTRUCTION

2.28 Generate assessment report

Title	Generate assessment report
Description	The Assessing Officer reviews the planning application and generates a Planning Assessment Report.
Actors	• Planning Assessment Officer
Prerequisites	• 2.1 Submit a Planning Application • 2.2 Receive and Review a Planning Application
Process	• Remain logged in as relevant user • On the 'Home' page – the relevant Planning Permit Application will appear in 'My Task List'. • *NOTE – if the Application has been opened from the 'Organisations Tasks' list in the 'Task' section, click the* **Claim Task** *button.* **8.4 Claiming a Task** • Click on the record in this list. The Application will display in the 'Submitted' status. • **Select** the application from the 'Submitted or Active Applications/Forms' section • Review the assessed application ensuring that the Assessment section is complete • Under the **Generate Request** section **Select** Planning Assessment Report • Select the relevant recipient from the drop-down list and click on the **Create Planning Assessment Report** button • The Planning Assessment Report form will be displayed in draft status • **Complete** all other relevant sections required for the Planning Assessment Report • Click the **Save & Submit** button. • The Planning Assessment Report will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the Confirm button
Alternative Flow	
Outcome	A Planning Assessment Report will be generated and will be included with the Planning Application for final assessment

2.29 Prepare Council Agenda/Meeting Pack

UNDER CONSTRUCTION

2.30 Determine Planning Application

Title	Determine Planning Application
Description	The Assessing Officer completes the assessment of the planning application and makes a determination.
Actors	• Planning Assessment Officer

Prerequisites	• Complete the steps detailed at **2.11 Acknowledge and Assess Submitted Planning** Application where required**:**
	    ○ 2.7 Respond to Requests for Additional Information
	    ○ 2.8 Receive Response to Request for Additional Information
	    ○ 2.9 Issue a Request for Payment
	    ○ 2.10 Pay Invoice
	    ○ 2.11 Acknowledge and Assess Submitted Planning Application
	    ○ 2.12 Generate a Referral
	    ○ 2.13 Respond to a Referral
	    ○ 2.14 Receive Response to a Referral
	    ○ 2.15 Advertising
	    ○ 2.16 Access/View Advertised Planning Applications
	    ○ 2.17 Lodge a Representation to a Planning Application
	    ○ 2.18 Receive a Representation to a Planning Application
	    ○ 2.19 Withdraw a Representation to a Planning Permit Application
	    ○ 2.20 Request to Extend Time to Determine a Planning Permit Application

Process	• Remain logged in as relevant user • On the 'Home' page – the Application for a Plumbing Permit will appear in 'My Task List'. • Click on the record in this list. The Application for a Plumbing Permit will display in the 'Submitted' status. • *NOTE – if the Application has been opened from the 'Organisations Tasks' list in the 'Task' section, click the* **Claim Task** *button. 8.4 Claiming a Task* • **Select** the application from the 'Submitted or Active Applications/Forms' section • Review the assessed application ensuring that the Assessment section is complete • Enter the **Issue** and **Expiry** dates into the 'Permit Timeframes Override' section if applicable (if not entered, the planning permit issue and expiry dates will default to those specified by the system) • **Complete** all other relevant sections required for the assessment • Click on the **issue determination** • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application • Click on the **Determined** application from the 'Submitted or Active Applications/Forms' section • Under the Determined Summary section Click the **Download PDF** button • The applicant can view the completed application and outputs in the 'Recently Completed' section of their dashboard
Alternative Flow	Not applicable.
Outcome	The planning application is determined as either approved or refused and the planning permit is issued.

2.31 Approve application and issue permit

Title	Approve application and issue permit
Description	The Assessing Officer completes the assessment and approves the planning application and issues the permit.
Actors	• Planning Assessment Officer
Prerequisites	• 2.1 Submit a Planning Application • 2.2 Receive and Review a Planning Application • 2.6 Issue a Request for Payment • 2.7 Pay Invoice • 2.10 Review and start Assessment of Planning Application
Process	• Remain logged in as relevant user • On the 'Home' page – the relevant Planning Application will appear in 'My Task List'. • Click on the record in this list. The Application will display in the 'Submitted' status. • *NOTE – if the Application has been opened from the 'Organisations Tasks' list in the 'Task' section, click the* **Claim Task** *button.* **8.4 Claiming a Task** • **Select** the application from the 'Submitted or Active Applications/Forms' section • **Review** the assessed application ensuring that the Assessment section is complete • **Complete** all other relevant sections required for the assessment • Enter the **Issue** and **Expiry** dates into the 'Permit Timeframes Override' section if applicable (if not entered, the planning permit issue and expiry dates will default to those specified by the system) • Click on the **issue determination** • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application • Click on the **Determined** application from the 'Submitted or Active Applications/Forms' section • Under the Determined Summary section Click the **Download PDF** button •
Alternative Flow	
Outcome	The planning application has been approved and the permit is issued.

2.32 Refuse application and issue refusal

Title	Refuse application and issue refusal
Description	The Assessing Officer completes the assessment, refusing the planning application and issues a refusal.
Actors	• Planning Assessment Officer
Prerequisites	• 2.1 Submit a Planning Application • 2.2 Receive and Review a Planning Application • 2.6 Issue a Request for Payment • 2.7 Pay Invoice • 2.10 Review and start Assessment of Planning Application
Process	• Remain logged in as relevant user • On the 'Home' page – the relevant Planning Application will appear in 'My Task List'. • Click on the record in this list. The Application will display in the 'Submitted' status. • *NOTE – if the Application has been opened from the 'Organisations Tasks' list in the 'Task' section, click the* **Claim Task** *button.* **8.4 Claiming a Task** • **Select** the application from the 'Submitted or Active Applications/Forms' section • Review the assessed application ensuring that the Assessment section is complete • **Complete** all other relevant sections required for the assessment • Click on the **reject application** • Within the dialog box, enter the **reasons** for Rejection and select the **reject application** button • The application will now be displayed as **Refused** • Under the Submitted or Active Applications/Forms section select the application • In the Refused summary section, click the **Download Refused Snapshot** button
Alternative Flow	
Outcome	The planning application has been refused the permit has not been issued.

2.33 Record Notice of Appeal (TASCAT)

Title	Record Notice of Appeal (TASCAT)
Description	Upon an appeal being lodged in respect to a permit, Council will receive notification outside of PlanBuild (as per current practise). A Council user can register the appeal against the relevant permit. This will change the status of the permit to 'Appealed' and record basic information about the appeal.
Actors	• Planning Assessment Officer • Planning Admin Officer
Prerequisites	• 2.30 Determine Planning Application
Process	• Receive Notice of Appeal (outside of PlanBuild) • Login as relevant user • Navigate to the relevant Sub-Project. • Select the 'Record Notice of Appeal' form from the Sub-Project summary screen. • Create 'Record Notice of Appeal' form. • Once form is at draft status, use the drop down selector to choose the Planning Permit subject to appeal. • Complete all other relevant form fields. • Once complete select **'Record Appeal'** to finalise the form. • Upon finalisation of the form, the status of the relevant Planning Permit will be changed to 'Under Appeal'.
Alternative Flow	
Outcome	An appeal has been recorded against planning permit. The status of the relevant permit has been altered accordingly.

2.33a Record Appeal Outcome and Amend Permit

Title	Record Appeal Outcome and Amend Permit
Description	Upon being notified of an appeal outcome (outside of PlanBuild) a Council user can record the appeal outcome within PlanBuild and amend the permit.
Actors	• Planning Assessment Officer • Planning Admin Officer
Prerequisites	• 2.30 Determine Planning Application • 2.33 Record Notice of Appeal (TASCAT)
Process	Where TASCAT directs Council to: 1. Grant the Permit, or; 2. Grant the Permit with or without specific conditions • Receive Notification of Appeal Outcome and directions from TASCAT (outside of PlanBuild) • Login as relevant user • Navigate to the relevant Sub-Project. • Select the 'Record Appeal Outcome and Amend Permit' form from the Sub-Project summary screen. • Create 'Record Appeal Outcome and Amend Permit' form. • Once form is at draft status, use the drop down selector to choose the Planning Permit subject to appeal. • Complete all other relevant form fields. • Make any amendments/adjustments to Permit Conditions as directed by TASCAT. • Once complete select **'Issue Determination'** to finalise the form. • Upon finalisation of the form, the status of the relevant existing Planning Permit will be changed to 'Superseded'. Where TASCAT directs Council to cancel the Permit. • Receive Notification of Appeal Outcome and directions from TASCAT (outside of PlanBuild) • Login as relevant user • Navigate to the relevant Sub-Project. • Select the 'Cancel Planning Permit' form from the Sub-Project summary screen. • Create 'Cancel Planning Permit' form. • Once form is at draft status, use the drop down selector to choose the Planning Permit subject to appeal. • Complete all other relevant form fields. • Once complete select **'Issue Determination'** to finalise the form. • Upon finalisation of the form, the status of the relevant existing Planning Permit will be changed to 'Cancelled'.
Alternative Flow	
Outcome	An appeal outcome has been recorded against planning permit. Council has recorded the outcome of the appeal and issued an amended permit or cancelled the permit in accordance with direction from TASCAT.

2.34 Application for Planning Permit Change of Use to Visitor Accommodation

Title	Application for Planning Permit Change of Use to Visitor Accommodation
Description	Apply to change the use of an existing habitable building where it is 'Permitted' under Planning Directive No. 6 - Exemption and Standards for Visitor Accommodation in Planning Schemes.
Actors	Applicant
Prerequisites	1.3 Create a Project
Process	- Click on the Property in question in the 'My Properties' section. - The property summary screen will display, with the Project created - Click on the Project in the 'Projects' area. - Click on the Create Sub-Project button - Select 'Planning' in the 'Development Type' dropdown box - Provide a name for the Development and click the **Create** button. The Public Health Risk Summary Page will display. - Click the **Application for Planning Permit Change of Use to Visitor Accommodation** button under 'Available Applications/Forms'. Click the **Create Form** button. - The Application for Planning Permit Change of Use to Visitor Accommodation Form will display in 'Draft' status. - Under the 'Pre-Application Advice' module, select the relevant box and add in any necessary text into the text field. - Add an Applicant (to select the logged in user click 'I am the Applicant'). - Review the owner details - Upload or purchase Certificate of Title - To purchase the Property Title for the project (in addition to steps above): - Click the $ Purchase Titles button - Check the box to select the Title - Enter Name and Address - Enter the following test credit card details as per 2.10 - Click on the Purchase button in the 'Purchase Titles?' dialogue box - Select the scheme that applies to the application - Add in details in the Proposed Use or Development, Owner Notification, Crown Land Consent, Council General Manager Consent and Building Self-Assessment Form - Add in any Supporting Documents as necessary. - Click the **Save & Submit** button. - The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the Confirm button - The amended planning application will move to 'Submitted'
Outcome	The submitted 'Application for Planning Permit Change of Use to Visitor Accommodation' is passed onto Council for assessment

2.35 Apply for a minor amendment

Title	Request for a Minor Amendment
Description	Request a minor amendment to a Planning Permit to amend approved plans or change part of a permit that has already been issued by the council.
Actors	• Applicant • Designer
Prerequisites	• 1.3 Create a Project • 2.1 Submit a Planning Application

Process	• Find the Planning Permit created as part of **2.1 Submit a Planning Application**
	• Click the '**Amend Planning Application**' Available Applications/Forms'. Click the **Create Form** button.
	• The Application to **Amend Planning Application** Building will display in 'Draft' status.
	• Select the relevant Planning Permit that is to be cancelled or replaced
	• Under the '**Pre-Application Advice**' module, select the relevant box and add in any necessary text into the text field.
	• Review the Applicant and owner details
	• Upload or purchase Certificate of Title
	    ○ To purchase the Property Title for the project (in addition to steps above):
	        ▪ Click the **$ Purchase Titles** button
	        ▪ Check the box to select the Title
	        ▪ Enter **Name** and **Address**
	        ▪ Enter the following test credit card details as per **2.10**
	        ▪ Click on the **Purchase** button in the 'Purchase Titles?' dialogue box
	• Enter the relevant details in the 'Owner Notification' module including the applicant declaration
	• Select relevant sections in the 'Crown Land Consent' and 'Council General Manager Consent' modules
	• Add in details in the Proposed Use or Development, Value of Works and add in any Supporting Documents as necessary.
	• Click the **Save & Submit** button.
	• The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button
	• The amended planning application will move to 'Submitted'

Alternative Flow	Not applicable.
Outcome	The submitted 'Application for Minor Amendment to Planning Permit' is passed onto Council for assessment

2.36 Amend a permit

UNDER CONSTRUCTION

2.37 Cancel a permit

UNDER CONSTRUCTION

2.38 Request No Planning Permit Required/Exempt from Planning Confirmation

Title	Request No Planning Permit Required/Exempt from Planning Confirmation
Description	A logged in user can complete and lodge a request to confirm if their development requires a planning permit, or is exempt under the planning scheme.
Actors	• Applicant
Prerequisites	• 1.3 Create a Project

Process	• Login to your PlanBuild Tasmania user account (refer **1.2**)
	• Click on the **Planning Development** tile
	• Check the **Development Name**, or edit if required in the 'Development Details' dialogue box and click the **+ Create** button
	• In the 'Available Applications/Forms' section under 'Pre-Planning', click on the **Request No Permit Required / Exempt Confirmation** button
	• Review the 'Confirm start of Request No Permit Required / Exempt Confirmation and click the **Create Form** button
	• Complete the web form noting mandatory fields and additional functions:
	    o Select **I am the Applicant**
	    o Upload documents from the **Available Documents** or **Supporting Documents** modules
	• You can click the **Save** button on the top right corner, or once the form is complete and you have completed the mandatory questions, click the **Save & Submit Application** button
	• Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application

Alternative Flow	To add an additional applicant to the project (in addition to steps above): • Click the **+ Add Applicant** button • Enter the owner's email address and click the **Add Applicant** button To purchase the Property Title for the project (in addition to steps above): • Click the **$ Purchase Titles** button • Check the box to select the Title • Enter **Name** and **Address** • Enter the following test credit card details as per **2.10** • Click on the **Purchase** button in the 'Purchase Titles?' dialogue box • Click on the **Save and Submit Button**
Outcome	The 'Submitted Request for No Permit Required / Exempt Confirmation' will show as '**Submitted**' in the 'Submitted or Active Applications/Forms' section of the user dashboard.

2.39 Apply for Crown Consent to the Making of a Planning Application

Title	Apply for Crown Consent to the Making of a Planning Application
Description	If Crown Land is identified as being affected by the development, an unregistered user can access a button on the Property Report from the Enquiry to contact the managing Agency to seek consent.
Actors	• Applicant • Planning Assessment Officer (future functionality from the logged-in view)
Prerequisites	• A Property Report has been generated by the General Enquiry
Process	• Visit https://planbuild-test.geometry.com.au/external/enquiry • Enter an address that is impacted by Crown Land in the **Enter address, PID or Title** search field • Select the suggested address from the drop-down list and click on the **Generate Property Report** button • Navigate to the footer of the Property Report and click the **Request Other Authority Advice** button • Complete the web form and click the **Submit** button
Alternative Flow	**NOTE: The functionality for this flow is under development for future release** If logged in and wish to request Crown consent whilst completing a development application: a) Click on the **Request Other Authority Advice** button to the left of the **+ Generate Property Report** button at the top right corner of the dashboard; or view the Property Report and access the button.
Outcome	The requested advice will be submitted to the relevant Crown Land management authority for review.

2.40 Apply for Council Consent to the Making of a Planning Application

Title	Apply for Council Consent to the Making of a Planning Application
Description	If Council-owned or administered land is identified as being affected by the development, an unregistered user can access a button on the Property Report from the Enquiry to contact the relevant local council to seek General Manager consent.
Actors	• Applicant • Planning Assessment Officer (future functionality from the logged-in view)
Prerequisites	• The user can access the Property Report that is generated as a result of completing an Enquiry OR • 1.3 Create a Project

Process	• Login to your PlanBuild Tasmania user account (refer **1.2**)
	• Click on the **Planning Development** tile
	• Check the **Development Name**, or edit if required in the 'Development Details' dialogue box and click the **+ Create** button
	• In the 'Available Applications/Forms' section under 'Pre-Planning', click on the **Application for Council General Manager Consent** button
	• Review the 'Confirm start of Application for Council General Manager Consent' and click the **Create Form** button
	• Complete the web form noting mandatory fields and additional functions:
	    o Select **I am the Applicant**
	    o Upload documents from the **Available Documents** or **Supporting Documents** modules
	• You can click the **Save** button on the top right corner, or once the form is complete and you have completed the mandatory questions, click the **Save & Submit Application** button
	• Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application

Alternative Flow	**NOTE: The functionality for this flow is under development for future release** If logged in and wish to request Council General Manager consent whilst completing a development application: • Click on the **Request Advice from Council** button to the left of the **+ Generate Property Report** button at the top right corner of the dashboard; or view the Property Report and access the button.
Outcome	The requested advice will be submitted to the relevant council for review and assessment as per 2.5 Receive and Validate a Planning Application

3 Heritage Tasmania Scenarios

Title	Assess Certificate of Exemption Application
Subject Area	Heritage Tasmania
Objectives	• To successfully allow applicants to submit applications directly to Heritage Tasmania for assessment as part of their development application using PlanBuild Tasmania.
Test Cases	• 3.1 Create a Certificate of Exemption Application • 3.2 Receive and Assess Certificate of Exemption Application • 3.3 Receive Referral for a Planning Application

3.1 Create a Certificate of Exemption Application

Title	Create Certificate of Exemption Application
Description	An applicant creates a Certificate of Exemption application and it is forwarded to Heritage Tasmania for assessment.
Actors	• Applicant
Prerequisites	• 1.3 Create a Project

Process	• Login to your PlanBuild Tasmania user account (refer **1.2**)
	• Click on the **Planning Development** tile
	• Check the **Development Name**, or edit if required in the 'Development Details' dialogue box and click the **+ Create** button
	• In the 'Available Applications/Forms' section under 'Pre-Planning', click on the **Certificate of Exemption - Heritage** button
	• Review the 'Confirm start of Certificate of Exemption - Heritage' and click the **Create Form** button
	• Complete the web form noting mandatory fields and additional functions:
	    a. Select **I am the Applicant**
	    b. Upload documents from the **Available Documents** or **Supporting Documents** modules
	• You can click the **Save** button on the top right corner, or once the form is complete and you have completed the mandatory questions, click the **Save & Submit Application** button
	• Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the Declaration and click the **Confirm** button to submit the application

Alternative Flow	Not applicable.
Outcome	Heritage Tasmania successfully receives a Certificate of Exemption for assessment.

3.2 Receive and Assess Certificate of Exemption Application

Title	Receive Assess Certificate of Exemption Application
Description	Heritage Tasmania Assessing Officers can remotely assess applications and provide the results to the applicant using PlanBuild Tasmania.
Actors	• Applicant • Administration Officer • Assessor - Planner
Prerequisites	• 3.1 Create a Certificate of Exemption Application
Process	• Log in as **heritage-harry** • Select the 'Assess Certificate of Exemption form' from 'My Task List' for the address • Review the information provided and enter **Comments** in the mandatory field • If required, create a **Request for Information** (**2.6**) • Add documents as required • If required, request additional time to determine the application • Click **Approve & Issue** to complete
Alternative Flow	Not applicable.
Outcome	The Certificate of Exemption is assessed and issued.

3.3 Receive Referral for a Planning Application

Title	Receive a Referral for a Planning Application
Description	Heritage Tasmania can receive referrals for planning applications that are affected by Heritage Tasmania requirements through PlanBuild Tasmania.
Actors	• Assessment Officer - Heritage Tasmania
Prerequisites	• 2.12 Generate a Referral

Process	• Login as **heritage-harry**
	• In the 'My Task List' section, click on the task **Respond to Request** under the 'Action' column
	• Enter response into the 'Further Information Response" section
	• Add **Conditions**:
	   ○ Click **+ Custom Condition** to customise your Condition and click **Save Condition** and add 'Heritage Tasmania' to the 'Origin' field when complete
	   ○ Click **+ Add Library Condition** to add a standard Condition, click the check box next to the Condition and click **Add Condition** when complete
	   ○ Click **Add Referral Condition** to add Conditions that will be available to be included with the standard Conditions on the Planning Permit and click the **Add Conditions** button when complete
	• Click **Save & Submit**
	• Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to submit the application

Alternative Flow	Not applicable.
Outcome	A referral is received by a Permit Authority and Heritage Tasmania can respond.

4 TasWater Scenarios

Title	TasWater Statutory Planning Assessment Notice (SPAN)
Subject Area	TasWater
Objectives	• To allow Assessing Officers to seek advice about requirements for planning applications directly from PlanBuild Tasmania in the form of a referral
Test Cases	• 4.1 Receive Statutory Planning Assessment Notice (SPAN) • 4.2 Create a Certificate of Certifiable Work • 4.3 Create a

4.1 Receive Planning Application Referral Notice

Title	Receive Planning Application Referral Notice
Description	TasWater can be contacted using a referral from PlanBuild Tasmania to request advice and assessment about any requirements relating to the proposed use or development.
Actors	• Assessor - Referral Authority (TasWater)
Prerequisites	• 2.12 Generate a Referral

Process	The following process is for an **Internal Referral**:
	
	• Login as **taswater-ted@geometry.com.au**
	• In the 'My Task List' section, click on the task **Respond to Referral** under the 'Action' column
	• In the 'SPAN response' section choose a response
	• Add **Conditions**:
	    o Click **+ Custom Condition** to customise your Condition and click **Save Condition** and add 'TasWater' to the 'Origin' field when complete
	    o Click **+ Add Library Condition** to add a standard Condition, click the check box next to the Condition and click **Add Condition** when complete
	    o Click **Add Referral Condition** to add Conditions that will be available to be included with the standard Conditions on the Planning Permit and click the **Add Conditions** button when complete
	• Click **Save & Submit**
	• Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the bottom of the preview window and click the **Confirm** button to submit the application

Alternative Flow	Not applicable.
Outcome	A Referral is received by TasWater Assessing Officers for advice and response. TasWater will issue a Submission to Planning Authority Notice (SPAN) to Council and this will form a part of the planning permit.

4.2 Create a Certificate for Certifiable Work

Title	Create a Certificate for Certifiable Work – Building & Plumbing
Description	The user can create a TasWater development to lodge a Certificate for Certifiable Work – Building & Plumbing
Actors	• Applicant • Plumber • Referral Authority - TasWater
Prerequisites	• The user will have completed 1.3 Create a Project • The user will be logged in as the same user as in 1.2 Login (**Jane Designer**)
Process	• Find the Building Development Project created as part of 1.3 Create a Project • Click on the **TasWater Development** tile • In the 'Development Details' dialogue box, enter the **Development Name** and click the **+ Create** button • In the 'Available Applications/Forms' sections, click the **Certificate for Certifiable Work** • Click the **Create Form** button in the 'Confirm start of Certificate for Certifiable Work - Plumbing' dialogue box • Complete the form noting the mandatory questions and click the **Save & Submit** button. • Review form and click the **Confirm** button.
Alternative Flow	The application can be made as a logged in TasWater user
Outcome	The Certificate for Certifiable Work Building & Plumbing is issued

4.3 Create a Certificate of Water and Sewerage Compliance

Title	Create a Certificate of Water and Sewerage Compliance - Plumbing
Description	TasWater can assess a Certificate of Certifiable Works and issue a Certificate of Water and Sewerage Compliance
Actors	• Referral Authority - TasWater
Prerequisites	• The Certificate for Certifiable Works - Plumbing has been completed

Process	• Login to PlanBuild Tasmania as **TasWater Ted**
	• Select the 'Assess Certificate of Water and Sewerage from 'My Task List' for the address
	• Review and assess the application noting mandatory questions, and where required:
	    o 2.6 Generate Request for Additional Information
	    o 2.9 Issue a Request for Payment
	    o 2.12 Generate a Referral
	• Once complete, click the **Approve & Issue** button

Alternative Flow	
Outcome	The Certificate of Water and Sewerage Compliance is issued

4.4 Application for Engineering Design Approval

Title	Application for Engineer Design Approval (TasWater)
Description	Create an application for approval for issue of an Engineering Design Approval
Actors	Applicant
Prerequisites	The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case
Process	- Click on the Property in question in the 'My Properties' section. - The property summary screen will display, with the Project created - Click on the Project in the 'Projects' area. - Click on the Create Development button - Select 'TasWater' in the 'Development Type' dropdown box - Provide a name for the Development and click the **Create** button. The TasWater Page will display. - Click the **Engineer Design Approval** button under 'Available Applications/Forms'. Click the **Create Form** button. - The Application for Engineer Design Approval Form will display in **'Draft'** status. - Add an Applicant (to select the logged in user click 'I am the Applicant'). - Add in details in the Trading Information/Company Details, Details of Previous Lodgements (if applicable) and Description of Work - Select the Types of Work that applies to the work being undertaken - Confirm whether **Constructing near TasWater Infrastructure** - Select the 'Classification of the Work Being Undertaken' using the dropdown box - Upload or purchase Certificate of Title - To purchase the Property Title for the project (in addition to steps above): - Click the **$ Purchase Titles** button - Check the box to select the Title - Enter **Name** and **Address** - Enter the following test credit card details as per **2.10** - Click on the **Purchase** button in the 'Purchase Titles?' dialogue box - Upload any Supporting Documents as necessary. - Click the **Save & Submit** button. - The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button The application will move to 'Submitted'
Alternative Flow	Not applicable
Outcome	The Application will be created and the application will be passed onto TasWater for Assessment.

4.5 Assessing an Application for Engineering Design Approval

Title	Assessing an Application for Engineering Design Approval (TasWater)
Description	An Application for Engineering Design Approval has been submitted for assessment
Actors	TasWater Assessing Officer
Prerequisites	• The user will have completed **4.4 Application for Engineer Design Approval** prior to undertaking this case • The **Application for Engineer Design Approval** has been assigned and accepted by a Admin (or other) Officer and an invoice has been sent to the Applicant for payment (if applicable) The user will be logged in as an Assessing Officer based on the property selected for **1.3 Search for a property and create a project**
Process	• On the 'Home' page – the Application for Engineering Design Approval will appear in '**My Task List**'. • Click on the record in this list. The Application for Engineering Design Approval will display in the status of **'Assessment'**. • Review the entered details • If applicable, review or generate **Request for Information or Referrals** • Add in **ET Assessment** Details • In the '**Application Supporting Documentation**' section, upload and/or select any documents that are to be included in the assessment • These documents will appear in the **Documentation to be included in assessment section**. Add in **stamp date** • Add a **condition** from the conditions library and/or a custom condition. • Add in **Assessing Officer Comments** relevant to the application and complete the • If relevant, add in details around the **Reason for Refusal** • Click the **Approve and Issue** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button
Alternative Flow	Not applicable
Outcome	The Engineering Design Approval will be approved and issued.

4.6 Application for Permit to Construct – Subdivision only

Title	Application for Permit to Construct – Subdivision only
Description	Create an application for Permit to Construct
Actors	Applicant
Prerequisites	The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case and an Engineering Design Approval has been issued.
Process	- Click on the Property in question in the 'My Properties' section. - The property summary screen will display, with the Project created - Click on the Project in the 'Projects' area. - Click on the Create Development button - Select 'TasWater' in the 'Development Type' dropdown box - Provide a name for the Development and click the **Create** button. The TasWater Summary Page will display. - Click the **Permit to Construct** button under 'Available Applications/Forms'. Click the **Create Form** button. - The Application for Permit to Construct Form will display in **'Draft'** status. - Add an Applicant (to select the logged in user click 'I am the Applicant'). - Add in details in the Trading Information/Company Details, Details of Previous Lodgements (if applicable) and Description of Work - Select the Types of Work that applies to the work being undertaken - Confirm whether **Constructing near TasWater Infrastructure** - Select the 'Classification of the Work Being Undertaken' using the dropdown box - Upload or purchase Certificate of Title - To purchase the Property Title for the project (in addition to steps above): - Click the **$ Purchase Titles** button - Check the box to select the Title - Enter **Name** and **Address** - Enter the following test credit card details as per **2.10** - Click on the **Purchase** button in the 'Purchase Titles?' dialogue box - Upload any Supporting Documents as necessary. - Click the **Save & Submit** button. - The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button The application will move to 'Submitted'
Alternative Flow	Not Applicable
Outcome	The Application will be created and the application will be passed onto TasWater for Assessment.

4.7 Assess an Application for Permit to Construct – Subdivision only

Title	Assess an Application for Permit to Construct – Subdivision only
Description	An Application for Permit to Construct – Subdivision only has been submitted for assessment
Actors	TasWater Assessing Officer
Prerequisites	• The user will have completed **4.6 Application for Permit to Construct – Subdivision** only prior to undertaking this case • The **Application for Permit to Construct – Subdivision** has been assigned and accepted by a Admin (or other) Officer and an invoice has been sent to the Applicant for payment (if applicable) The user will be logged in as an Assessing Officer based on the property selected for **1.3 Search for a property and create a project**
Process	• On the 'Home' page – the Application for Engineering Design Approval will appear in '**My Task List**'. • Click on the record in this list. The Application for Engineering Design Approval will display in the status of **'Assessment'**. • Review the entered details • If applicable, review or generate **Request for Information or Referrals** • Add in **ET Assessment** Details • In the '**Application Supporting Documentation**' section, upload and/or select any documents that are to be included in the assessment • These documents will appear in the **Documentation to be included in assessment section**. Add in **stamp date** • Add a **condition** from the conditions library and/or a custom condition. • Add in **Assessing Officer Comments** relevant to the application and complete the • If relevant, add in details around the **Reason for Refusal** • Click the **Approve and Issue** button The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button
Alternative Flow	Not applicable
Outcome	The Permit to Construct –Subdivision Only will be approved and issued.

5 Building Scenarios

Title	Building Applications and Assessments
Subject Area	Building Applications
Objectives	• To allow users to create, lodge and assess building applications

Test Cases	• 5.1 Notification of Low Risk - Building Work
	• 5.2 Create Certificate of Responsible Designer
	• 5.3 Certificate of Qualified Person – Assessable Item
	• 5.4 Certificate of Likely Compliance (Building) – Application & Assessment
	   o 5.4.1 Create an Application for a Certificate of Likely Compliance (Building Work)
	   o 5.4.2 Assess and Issue a Certificate of Likely Compliance (Building Work)
	   o 5.4.3 Refer an Application to a Referral Authority
	   o 5.4.4 Refer an Application to a Referral Authority
	• 5.5 Building Permit – Application & Assessment
	   o 5.5.1 Create an Application for a Building Permit
	   o 5.5.2 Assess and Issue a Building Permit
	• 5.6 Combined Application for Certificate of Likely Compliance and Building Permit.
	   o 5.6.1 Create a Combined Application for a Certificate of Likely Compliance and Building Permit (*For use only where Council Building Surveyor services are engaged*)
	   o 5.6.2 Assess Combined Application for a Certificate of Likely Compliance and Building Permit and Issue a Certificate of Likely Compliance (Building)
	   o 5.6.3 Assess Combined Application for Certificate of Likely Compliance and Building Permit and Issue a Building Permit
	• 5.7 Building - Start Work Notification and Authorisation
	   o 5.7.1 Notification of Intention to Start Building Work
	   o 5.7.2 Authorisation to Start Building Work
	• 5.8 Building - Mandatory Notification Stages
	   o 5.8.1 Notify Building Surveyor at a Mandatory Notification Stage
	   o 5.8.2 Assess Mandatory Stage Notification Inspection – Building
	• 5.9 Building – Occupancy Permit
	   o 5.9.1 Application for Occupancy Permit
	   o 5.9.2 Assess and Issue Occupancy Permit
	• 5.10 Building – Standard of Work Certification
	   o 5.10.1 Produce Standard of Work Certification
	• 5.11 Building – Certificate of Final Inspection
	• 5.12 Building – Certificate of Completion
	• 5.13 Change Building Surveyor
	   o 5.13.1 Produce Change Building Surveyor form
	   o 5.13.2 Assess Change Building Surveyor form
	• 5.14 Change other parties

5.1 Notification of Low Risk - Building Work

Title	Create a Notification of Low Risk - Building Work
Description	The objective of this case is to send a Notification of Low Risk - Building Work to the relevant Permit Authority
Actors	Any registered user (Owner/Applicant)
Prerequisites	• The user will have completed **1.3 Create a Project** prior to undertaking this case • The user will be logged in as the same user as in **1.2 Login**
Steps	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Under 'Actions' click on the 'Create Development' button. • In the 'Development Details' pop-up select a 'Development Type' from the dropdown list. Provide a name for the Development and click the **Create** button. The Building Summary Page will display. • Click the **Notification of Low Risk - Building Work (Form 80)** button under 'Available Applications/Forms'. Click the **Create Form** button in the pop-up. • The Notification of Low Risk Building Work Form will display in 'Draft' status. • Complete require fields on the form. (You can either select an unlicensed 'responsible person' or licensed builder as the responsible person for the work). • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox. • If the value of work exceeds $20,000 you will be prompted to pay fees and levies. • Click **Confirm & Pay** button. • The payment screen will appear: ○ Add in the test card details as per **2.7** • Click the **Confirm & Pay** button. • Once the payment has been processed, click the **OK** button. • The notification will be sent to the relevant Permit Authority.
Outcome	The Notification of Low Risk Building Work will be created and sent to the Permit Authority.

5.2 Create Certificate of Responsible Designer

Title	Create Certificate of Responsible Designer
Description	The purpose of this case is to create a Certificate of Responsible Designer
Actors	• Owner/Applicant • Designer
Prerequisites	• The user will have completed 1.3 Create a Project • The user will be logged in as the same user as in 1.2 Login (Owner/Applicant)
Steps	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created as per 1.3 Create a Project • Click on the Project in the 'Projects' area. • Under 'Actions' click on the 'Create Development'. • In the 'Development Details' pop-up select a 'Development Type' from the dropdown list. Provide a name for the Development and click the **Create** button. The Building Summary Page will display. • Under 'Development Access' click on the invite button. • In the 'Invite' pop-up select a Licensee from the Licensee tab (e.g. Jane Designer), select an Organisation from the dropdown list and click the **Invite Licensee** button. (An invitation will be sent for the selected Designer to join the Development) • Logout as Owner User and login as the invited Designer. • Click on the red notifications button in the top right of the screen (beside the login/logout button) and select "See All Notifications' • Open the 'Development Invitation" notification from the notifications list and click on 'Login and accept the invite". A pop-up will display confirming you have accepted the invitation. • Return to the user Home page and under 'Recent Developments' click on the development you have just joined. The Building Summary page will display. • Click the **Certificate of Responsible Designer (Form 35)** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Certificate of Responsible Designer Form will display in 'Draft' status. • Complete the form by filling out all blank fields. • Upload design documentation PDF and complete the required data fields when prompted. • In the 'Attribution as Designer' module, click the checkbox. • In the 'Assessment of Certifiable Works (TasWater) module, click the checkboxes. (this is optional) • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the Confirm button. • The Status of the form will change to 'Completed'.
Outcome	A Building Development will have been created as part of the Project. The Certificate of Responsible Designer form will be created and the status will be listed as 'Completed' against the Building Development. This form and attached documentation will be available to subsequent application forms.

5.3 Certificate of Qualified Person – Assessable Item

Title	Create Certificate of Qualified Person - Assessable Item
Description	The purpose of this case is to create Certificate of Qualified Person - Assessable Item
Actors	• Designer
Prerequisites	• The user will have completed 1.3 Create a Project • The user will be logged in as the same user as in 1.2 Login • A building development will have been created as part of 5.2 Create Certificate of Responsible Designer
Steps	• Find and open the Building Development Project created as part of **5.2 Create Certificate of Responsible Designer.** • Click the 'Certificate of Qualified Person – Assessable Item (Form 55)' button under 'Available Applications/Forms'. Click the 'Create Form' button. • The Certificate of Qualified Person Form will display in 'Draft' status. • Complete the form by filling out all blank fields. • Upload design documentation PDF and complete the required data fields when prompted. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button. • The Status of the form will change to 'Completed'.
Outcome	The Certificate of Qualified Person form will be created and the status will be listed as 'Completed' against the Building Development. This form and attached documentation will be available to subsequent application forms.

5.4 Certificate of Likely Compliance (Building) – Application & Assessment

5.4.1 Create an Application for a Certificate of Likely Compliance (Building Work)

Title	Create an Application for a Certificate of Likely Compliance (Building Work)
Description	The objective of this case is to create an Application for a Certificate of Likely Compliance (Building)
Actors	• Designer
Prerequisites	• The user will have completed 1.3 Create a Project • The user will be logged in as the same user as in 1.2 Login (**Jane Designer** and **Bob Surveyor**) • A building development will have been created as part of 5.2 Create Certificate of Responsible Designer • A Certificate of Qualified Person will have been created as part of 5.3 Certificate of Qualified Person – Assessable Item
Steps	• Find the Building Development Project created as part of 5.2 Create Certificate of Responsible Designer. • Click the 'Application for Certificate of Likely Compliance – Building Work (Form 11A)' button under 'Available Applications/Forms'. • Click the **Create Form** button. • The 'Application for Certificate of Likely Compliance' form will display in 'Draft' status. • Complete the form by filling out all blank fields. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • In the Building Surveyor Details module, click the 'Select Licensee' button. Select 'Bob Surveyor', choose an Activity Type from the dropdown list, add their Organisation Details (Building Surveyor Organisation) from the dropdown list and click the 'Select Licensee' button. • Ensure the category of work nominated is 'Permit Work'. • Follow help text prompts to select and add relevant supporting documentation. • In the Licensed Building Service Provider Details, click on the 'Add Licensee' button. Select 'Bob Builder' and add their Organisation (Builder Organisation) from the dropdown list. Click the **Select Licensee** button. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button. • The Status of the form will change to 'Submitted'.
Outcome	The Application form will be created and the status will be listed as 'Submitted' against the Building Development. The Building Surveyor will receive this application.

5.4.2 Assess and Issue a Certificate of Likely Compliance (Building Work)

Title	Assess and Issue a Certificate of Likely Compliance (Building Work)
Description	The objective of this case is to Assess and Issue a Certificate of Likely Compliance (Building).
Actors	Building Surveyor
Prerequisites	• The user will have completed 5.4.1 Create an Application for a Certificate of Likely Compliance (Building Work) prior to undertaking this case. • The user will be logged in as the Building Surveyor as added to the Application for a CLC Case in **5.4.1**.

Steps	• On the 'Home' page – the Application for Certificate of Likely Compliance (Building) will appear in 'My Task List'.
	• Click on the record in this list. The Application for a Certificate of Likely Compliance will display, in the 'Submitted' status.
	• Click on the 'Acknowledge' button. The status will change to 'Assessment' in the Building Summary page, under 'Submitted or Active Applications/Forms'.
	• Click on the form to open it and review the details in form.
	• Complete the form by filling out all blank fields.
	
	Conditions
	• Add a condition from the conditions library and/or a custom condition.
	
	Notifications
	• Add Default and/or Custom Notification Stage/s via the relevant button/s in the Notifications Module.
	• Select the notifications by clicking the check boxes and click the **Add Notifications** button.
	
	Request additional Information and/or make a Referral
	• **Request for Information** - Follow steps in **2.11 Request for Information**
	• **Internal Referral** - Follow steps in **2.12**
	• **Chief Fire Officer Report** - Follow steps in **2.13 Generate an External Referral**
	• **Refer to EHO** - Follow steps in **2.13 Generate an External Referral**
	    ○ The application is referred to the Referral Authority.
	    ○ The Referral Authority provides a response to Assessing Authority, as per **2.14 Respond to Referral.**
	    ○ The Assessing Authority must acknowledge and process the response, as per **2.15 Receive a Response to a Referral**
	
	Approving and Issuing
	• Add a signature in the Building Surveyor module.
	• Follow help text prompts in documents modules to select documents for approval stamping.
	• Manually select a Stamp Date, in the drop down box, for the Documents module. Leaving this blank to allow the Stamp Date to be auto-selected.
	• Click the **Approve and Issue** button.
	• The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.

Outcome	The Certificate of Likely Compliance will be Issued. The status of the CLC will change to 'Complete'.
	The Applicant can now make application for a Building Permit.

5.4.3 Refer an Application to a Referral Authority

Title	Refer an Application to a Referral Authority
Description	The objective of this case is to refer an application from an assessor to an external referral authority for review.
Actors	• Assessor • Referral Authority
Prerequisites	• The user will be currently assessing an application prior to undertaking this case. • The user will be logged in as the relevant assessor
Steps	• In the Assessment status, click on the **relevant referral** button. • Click on the **Create Report** button in the pop-up box. • The **Request for Report** form will open in the draft status. • Complete the form by filling out all blank fields. • Add documents in the 'Documents' section by checking the required document/s in the 'Available Documents' section and clicking the **Add Selected** button; and/or clicking the **+ Add Document** button and following the prompts. • In the 'Request Details' section, check all the 'applicable requirements' that apply and enter any required text into the 'Comments' text field/s • Click **Save and Submit** to generate the request to the Referral Authority • Review the completed application in the 'Review and Confirm' dialogue box, check the **Confirm** box at the top of the page and click the **Confirm** button to submit the referral.
Outcome	The application is referred to the Referral Authority. The Referral Authority may be any one (or all) of the following: • The 'Applicant' in the case of a Request for Information' • A 'Colleague' from within the Assessor's organisation in the case of an Internal Referral • The Chief Fire Officer • EHO The Referral Authority provides a response to Assessing Authority. *<The Assessing Authority must acknowledge and process the response in the Assessment status as per* **5.4.4 Respond to a Referral***>*

5.4.4 Respond to a Referral

Title	Respond to Referral Request (TasFire/EHO)
Description	The objective of this case is to refer an application from an assessor to an external referral authority for review.
Actors	• Assessor • Referral Authority
Prerequisites	• The assessor will have referred an application to a referral authority. • The user will be logged in as the relevant referral authority. •
Steps	
Outcome	The application is referred to the Referral Authority

5.5 Building Permit – Application & Assessment

5.5.1 Create an Application for a Building Permit

Title	Create an Application for a Building Permit
Description	The objective of this case is to create an Application for a Building Permit
Actors	• Applicant/Owner
Prerequisites	• The user will have completed 1.3 Create a Project prior to undertaking this case • The user will be logged in as the same user as in 1.2 Login **as an Applicant** • A **Certificate of Likely Compliance** will have been created and approved as part of 5.4.1 Create an Application for a Certificate of Likely Compliance (Building Work) prior to undertaking this case.
Steps	• Find the Building Development Project created as part of **5.4.1 Create an Application for a Certificate of Likely Compliance (Building** Work). • Click the 'Application for Building Permit (Form 2)' button under 'Available Applications/Forms'. Click the **Create Form** button. • The Application for a Building Permit Form will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • Complete the form by filling out all blank fields. • Follow help text prompts to select and add relevant supporting documentation. • Manually select a Stamp Date, in the drop down box, for the Documents module. Leaving this blank to allow the Stamp Date to be auto-selected. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The Application for a Building Permit form will be created and the status will be listed as 'Submitted' on the Building Summary page. The Permit Authority will now be prompted to review and assess the application.

5.5.2 Assess and Issue a Building Permit

Title	Assess and Issue a Building Permit as a Permit Authority
Description	The objective of this case is to Assess and Issue Building Permit. This case will require use of the Referral Module and Conditions Module.
Actors	• Permit Authority
Prerequisites	• The user will have completed **5.5.1 Create an Application for a Building Permit Create an Application for a Building Permit** prior to undertaking this case. • The user will be logged in as the relevant Permit Authority as added to the Application for a Building Permit Case in **5.5.1**.

Steps	• On the 'Home' page – the Application for a Building Permit will appear in 'My Task List'.
	• Click on the record in this list. The Application for a Building Permit will display in the 'Submitted' status.
	• *NOTE – if the Application has been opened from the 'Organisations Tasks' list in the 'Task' section, click the **Claim Task** button.*
	• The Assessor should review the Application in the "Submitted' status to verify that the Application has sufficient information to commence the assessment stage.
	• Click on the **Save & Acknowledge** button. The status will change to 'Under assessment' and the statutory clock is started.
	• Review the details in form.
	
	Conditions
	
	• Add a condition from the conditions library and/or a custom condition.
	
	 Request for Information/Referrals/Raise an Invoice (optional)
	
	• Undertake a Request for Information by clicking the relevant buttons. Select the applicant as the recipient of the Request for Information
	• If applicable 'Raise an Invoice' as per **2.6 Issue a request For Payment**
	• Fill in the 'Information Required' details and upload any documents.
	• Follow steps in **5.4.3 Refer an Application to a Referral Authority/Assessment by Referral Authority**.
	    o The application is referred to the Referral Authority.
	    o The Referral Authority provides a response to Assessing Authority, as per **2.14 Respond to Referral.**
	    o The Assessing Authority must acknowledge and process the response, as per **2.15 Receive a Response to a Referral**
	
	Approving and Issuing
	
	• Follow help text prompts in documents modules to select documents for approval and stamping.
	• Manually select a Stamp Date, in the drop down box, for the Documents module. Leaving this blank to allow the Stamp Date to be auto-selected.
	• Once all completed, click the **Approve and Issue** button.

	• The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The Building Permit will be Issued. The status of the Building Permit will change to 'Complete'

5.6 Combined Application for Certificate of Likely Compliance and Building Permit.

5.6.1 Create a Combined Application for a Certificate of Likely Compliance and Building Permit (*For use only where Council Building Surveyor services are engaged*)

Title	Create a Combined Application for a Certificate of Likely Compliance and Building Permit
Description	This application and assessment will only be used in Council areas where the Council offered Building Surveying Services and the Applicant has chosen to use Council's Building Surveying services.
Actors	• Applicant
Prerequisites	• **This application type is only available within a Local Government Area that provides 'in-house' Council building certification services.** • The user will have completed 1.3 Create a Project prior to undertaking this case • The user will be logged in as the same user as in 1.2 Login **as an Applicant** • A Building Development will have been created as part of **5.2 Create Certificate of Responsible Designer** and the CRD will have been created. • A Certificate of Qualified Person will have been created as part of **5.3 Certificate of Qualified Person – Assessable Item**
Steps	• Find the Building Development Project created as part of **5.2 – Certificate of Responsible Designer**. • Click the **Combined Application for Certificate of Likely Compliance and Building Permit (Form 2)** button under 'Available Applications/Forms'. • Click the **Create Form** button. • The 'Combined Application for Certificate of Likely Compliance and Building Permit' Form will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • In the Building Surveyor Details module, click the **Select Licensee** button. Select a Council employed Building Surveyor (e.g. within Break o Day, Jake Ihnen) and add their Organisation Details (Break o Day Council) and click the 'Select Licensee' button. • Complete the form by filling out all blank fields. • Ensure the category of work nominated is 'Permit Work'. • Follow help text prompts to select and add relevant supporting documentation. • In the Licensed Building Service Provider Details, click on the **Add Licensee** button. Select 'Bob Builder' and add their Organisation (Builder Organisation). • Click the **Save & Submit** button. • Review form and click the **Confirm** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The Application form will be created and the status will be listed as 'Submitted' against the Building Development. The Building Surveyor will receive this application.

5.6.2 Assess Combined Application for a Certificate of Likely Compliance and Building Permit and Issue a Certificate of Likely Compliance (Building)

Title	Assess Combined Application for a Certificate of Likely Compliance and Building Permit and Issue a Certificate of Likely Compliance (Building)
Description	The objective of this case is to Assess a combined application for a CLC and Building Permit, and to Issue a CLC (Building).
Actors	• Building Surveyor (Council)
Prerequisites	• The user will have completed **5.6.1 Create a Combined Application for a Certificate of Likely Compliance and Building Permit** (*For use only where Council Building Surveyor services are engaged*)prior to undertaking this case. • The user will be logged in as the Building Surveyor as added to the Combined Application for a Certificate of Likely Compliance and Building Permit Case in 5.6.1.

Steps	• On the 'Home' page – the Combined Application for a Certificate of Likely Compliance and Building Permit will appear in 'My Task List'.
	• Click on the record in this list. The Combined Application for a Certificate of Likely Compliance and Building Permit will display, in the 'Submitted' status.
	• Click on the 'Acknowledge' button. The status will change to 'Assessment' in the Building Summary page, under 'Submitted or Active Applications/Forms'.
	• Click on the form to open it and review the details in form.
	• Complete the form by filling out all blank fields.
	
	Conditions
	
	• Add a condition from the conditions library and/or a custom condition.
	
	Notifications
	
	• Add Default and/or Custom Notification Stage/s via the relevant button/s in the Notifications Module.
	• Select the notifications by clicking the check boxes and click the **Add Notifications** button.
	
	Request additional Information and/or make a Referral
	
	• **Request for Information** - Follow steps in **2.11 Request for Information**
	• **Internal Referral** - Follow steps in **2.12**
	• **Chief Fire Officer Report** - Follow steps in **2.13 Generate an External Referral**
	• **Refer to TasWater** - Follow steps in **2.13 Generate an External Referral**
	• **Refer to EHO** - Follow steps in **2.13 Generate an External Referral**
	     o The application is referred to the Referral Authority.
	     o The Referral Authority provides a response to Assessing Authority, as per **2.14 Respond to Referral.**
	     o The Assessing Authority must acknowledge and process the response, as per **2.15 Receive a Response to a Referral**
	• Follow help text prompts in documents modules to select documents for approval and stamping.

	• Manually select a Stamp Date, in the drop down box, for the Documents module. Leaving this blank to allow the Stamp Date to be auto-selected. • Add a signature in the Building Surveyor module. **Approving and Issuing** • Click the **Approve and Issue** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The combined application is assessed and a CLC (Building) is issued

5.6.3 Assess Combined Application for Certificate of Likely Compliance and Building Permit and Issue a Building Permit

Title	Assess Combined Application for a Certificate of Likely Compliance and Building Permit and Issue a Building Permit
Description	The objective of this case is to issue a Building Permit.
Actors	• Permit Authority
Prerequisites	• The applicant will have completed **5.6.1 Create a Combined Application for a Certificate of Likely Compliance and Building Permit** (*For use only where Council Building Surveyor services are engaged*) prior to undertaking this case. • Council's Building Surveyor will have assessed/commenced assessment of the Certificate of Likely Compliance. The user will be logged in as the relevant Permit Authority.
Steps	• Find the relevant Building Development. • Click the 'Building Permit (Form 18)' button under 'Available Applications/Forms'. • Click the **Create Form** button. • The 'Building Permit' Form will display in 'Draft' status. • Review the details in form. **Conditions** • Add a condition from the conditions library and/or a custom condition. **Request for Information/Referrals (optional)** • Undertake a Request for Information by clicking the relevant buttons. Select the applicant as the recipient of the Request for Information • Fill in the 'Information Required' details and upload any documents. • Follow steps in 5.4.3 Refer an Application to a Referral Authority/Assessment by Referral Authority.
Outcome	The Building Permit will be Issued. The status of the Building Permit will change to 'Complete'

5.7 Building - Start Work Notification and Authorisation

5.7.1 Notification of Intention to Start Building Work

Title	Notification of Intention to Start Building Work
Description	The objective of this case is to notify the Building Surveyor of the intention to start building work. Once submitted, the Notification will be assessed by the relevant Building Surveyor and an Authorisation to Start Building Work will be issued.
Actors	• Responsible Person - Owner/Applicant/Builder
Prerequisites	• The user will have received **5.5.2 Assess and Issue a Building Permit** (or, for notifiable building work, received a Certificate of Likely Compliance) • The user will be logged in as the relevant responsible person for the work (Builder/Owner/Applicant)
Steps	• Find the Building Development Project created as part of **5.4.1 Create an Application for a Certificate of Likely Compliance (Building** Work) • Click the 'Start Work Notification – Building Work (Form 39)' button under 'Available Applications/Forms'. Click the **Create Form** button. • The Application for a Start Work Notification Form will display in 'Draft' status. • Complete the form by filling out all blank fields. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The Start Work Notification will be sent to the Building Surveyor who can then assess this application and authorise work to commence. The status of the Notification will change to 'Assessment'

5.7.2 Authorisation to Start Building Work

Title	Authorisation to Start Building Work
Description	The objective of this case is to review and authorise a Start Work Notification
Actors	• Building Surveyor
Prerequisites	• The user will have received **5.7.1 Notification of Intention to Start Building Work (Form 39)** • The user will be logged in as the assessing Building Surveyor.
Steps	• Via the Task List, find and open the 'Assess Start Work Authorisation – Building Work' task for the relevant development. • Complete the form by filling out all blank fields. • Click the **Approve and Issue** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The Start Work Authorisation will be sent to the relevant parties who will then be permitted to commence building work. The status of the Notification will change to 'Completed'.

5.8 Building - Mandatory Notification Stages

5.8.1 Notify Building Surveyor at a Mandatory Notification Stage

Title	Notify Building Surveyor at a Mandatory Notification Stage
Description	The purpose of this case is to notify the Building Surveyor that work has reached a Mandatory Notification Stage as a Responsible Person Once submitted, the Notification Stage will be assessed by the relevant Building Surveyor and approval to continue work will be granted.
Actors	• 'Responsible Person' – Owner/Applicant/Builder
Prerequisites	• The user will be logged in as the relevant responsible person for the work (Builder/Owner/Applicant)
Steps	• Find the Building Development Project created as part of **5.4.1 Create an Application for a Certificate of Likely Compliance (Building** Work) • Click the 'Mandatory Stage Notification Inspection - Building' button under 'Available Applications/Forms'. Click the **Create Form** button. • The Application for a Mandatory Stage Notification Inspection - Building will display in 'Draft' status. • Within the 'Request Mandatory Notification Inspection' module select the notification type, by check the checkbox. • Select the pen icon to add notification details. • Complete the inspection form by filling out all blank fields. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	Mandatory Notification will be sent to the Building Surveyor who can then assess stage and provide a response. The status of the Notification will change to 'Assessment'.

5.8.2 Assess Mandatory Stage Notification Inspection – Building

Title	Assess Mandatory Stage Notification Inspection – Building
Description	The objective of this case is to review and authorise a Start Work Notification
Actors	• Building Surveyor
Prerequisites	• The user will have received **5.7.2 Mandatory Stage Notification Inspection - Building** • The user will be logged in as the assessing Building Surveyor.
Steps	• Via the Task List, find and open the 'Assess Mandatory Stage Notification Inspection – Building' task for the relevant development. • Within the 'Notification' module, select the 'Assess Notification' (clipboard icon) • Complete the Assess Notification form by completing the blank fields. • Click on the **Assess Notification** button. The Mandatory Stage Notification Inspection – Building form will display in the Assessment status. • Click the **Approve and Issue** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The relevant parties will be notified that work can proceed. They will lodge subsequent notifications upon reaching any further stages. The status of the Notification will change to 'Completed'.

5.9 Building – Occupancy Permit

5.9.1   Application for Occupancy Permit

Title	Application for Occupancy Permit
Description	The purpose of this case is to apply to the Building Surveyor for an Occupancy Permit. Once submitted, the Occupancy Permit application will be assessed by the relevant Building Surveyor and an Occupancy Permit will be granted.
Actors	• Owner/Applicant
Prerequisites	• The user will be logged in as the relevant Owner or Applicant
Steps	• Find the Building Development Project created as part of **5.4.1 Create an Application for a Certificate of Likely Compliance (Building Work)** • Click the 'Application for Occupancy Permit (Form 4)' button under 'Available Applications/Forms'. Click the **Create Form** button. • The Application for an Occupancy Permit form will display in 'Draft' status. • Complete the form by filling out all blank fields. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	Application for Occupancy Permit will be sent to the Building Surveyor who can then assess this application and issue an Occupancy Permit. The status of the application will change to 'Assessment'.

5.9.2 Assess and Issue Occupancy Permit

Title	Assess and Issue Occupancy Permit
Description	The objective of this case is to review an Application for Occupancy Permit and Issue an Occupancy Permit.
Actors	• Building Surveyor
Prerequisites	• The user will have received **5.9.1 Application for Occupancy Permit (Form 4)** • The user will be logged in as the assessing Building Surveyor.

Steps	• Via the Task List, find and open the 'Assess Application for Occupancy Permit' task for the relevant development.
	• The Occupancy Permit (form 13) will display in the Assessment status.
	• Complete the form by filling out all blank fields.
	• In the 'Documents Provided' module select the relevant documents for stamping, by checking the 'Stamp' checkbox beside the listed document/s, and select a stamp date.
	• Add conditions as required via the relevant add conditions buttons.
	
	Request additional Information and/or make a Referral
	
	    ○ **Request for Information** - Follow steps in **2.11 Request for Information**
	    ○ **Refer to EHO** - Follow steps in **2.13 Generate an External Referral**
	
	• Add a signature.
	• Click the **Approve and Issue** button.
	• The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.

Outcome	The Occupancy Permit (Form 13) will be generated and issued. The status of the application will change to 'Completed".

5.10 Building – Standard of Work Certification

5.10.1 Produce Standard of Work Certification

Title	Produce Standard of Work Certification
Description	The purpose of this case is to produce the Standard of Work Certificate as the responsible Builder for the work
Actors	• Builder
Prerequisites	• The Builder has completed all building work. If application pertains to a habitable building, an Occupancy Permit has been issued in respect to the work.
Steps	• Find the Building Development Project created as part of **5.4.1 Create an Application for a Certificate of Likely Compliance (Building Work)**. • Click the **Standard of Work Certificate – Building Work (Form 71A)** button under 'Available Applications/Forms'. • Click the **Create Form** button. • The Standard of Work Certificate – Building Work (Form 71A) will display in 'Draft' status. • Complete the form by filling out all blank fields. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The Standard of Work Certificate will available via the Building Summary screen. Relevant parties will receive notifications. The Building Surveyor will be able to produce a Certificate of Final Inspection (Permit Work) or Certificate of Completion (Notifiable Work).

5.11 Building – Certificate of Final Inspection

Title	Produce a Certificate of Final Inspection
Description	The Building Surveyor has received a Standard of Work Certificate and all work is complete. The Building Surveyor will produce a Certificate of Final Inspection.
Actors	• Building Surveyor
Prerequisites	• The work is 'Permit' building work. The Builder has completed all building work and submitted a Standard of Work Certificate. If application pertains to a habitable building, an Occupancy Permit has been issued in respect to the work.
Steps	• Find the Building Development Project created as part of **5.4.1 Create an Application for a Certificate of Likely Compliance (Building** Work). • Click the 'Certificate of Final Inspection – Building Work (Form 12)' button under 'Available Applications/Forms'. • Click the **Create Form** button. • The Certificate of Final Inspection (Form 12) will display in 'Draft' status. • Complete the form by filling out all blank fields. • Add a signature. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The Certificate of Final Inspection will available via the Building Summary screen. Relevant parties will receive notifications. The Permit Authority will now be able to issue a Certificate of Completion for the work.

5.12 Building – Certificate of Completion

Description	Upon completion of works the Building Surveyor (Notifiable Work) or Permit Authority (Permit Work) will produce a Certificate of Completion
Actors	• Permit Authority (Permit Work) OR • Building Surveyor (Notifiable Work)
Prerequisites	• The work is 'Permit' building work. The Certificate of Final Inspection has been issued by the Building Surveyor; OR • The Work is Notifiable Work and the Building Surveyor has received a Standard of Work Certificate.

Steps	• Find the Building Development Project created as part of **5.4.1 Create an Application for a Certificate of Likely Compliance (Building Work)**.
	• Click the 'Certificate of Completion – Permit Building Work (Form 20)' or, for Notifiable Work the 'Certificate of Completion – Notifiable Building Work (Form 20), button under 'Available Applications/Forms'.
	• Click the **Create Form** button.
	• The Certificate of Completion (Form 20) will display in 'Draft' status.
	• Complete the form by filling out all blank fields.
	
	Request additional Information and/or make a Referral
	
	      ○ **Internal Referral -** Follow steps in **2.12 Generate an Internal Referral**
	      ○ **Request for Information** - Follow steps in **2.11 Request for Information**
	      ○ **Create Invoice** - Follow steps in **2.6 Issue a Request for Payment**
	• The application is referred to the Referral Authority.
	      ○ The referral point provides a response, to each request**.**
	      ○ The Permit Authority/Building Surveyor must acknowledge and process the responses, as per **2.15 Receive a Response to a Referral** and **2.8 Acknowledge Receipt of Payment.**
	• All 'Active Referrals and Requests' should be finalised.
	• Add signature.
	• Click the **Save & Submit** button.
	• The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.

Outcome	The Certificate of Completion will be available to all relevant users via the Building Summary screen. All relevant parties will receive a notification.

5.13 Change Building Surveyor

5.13.1 Produce Change Building Surveyor form

Title	Produce Change Building Surveyor form
Description	The purpose of this case is to allow an owner/applicant to select and add a new Building Surveyor to an 'in-flight' Development.
Actors	• Owner/Applicant
Prerequisites	• The Owner/Applicant has created a Development as per **1.4 Create a Development**, an initial Building Surveyor has accepted an invitation to join the Development. • The user will be logged in as the Owner/Applicant.
Steps	• Find the 'in-flight' Building Development Project created as part of **1.4 Create a Development** • Click the 'Nominate Building Surveyor' button under 'Available Applications/Forms'. • Click the **Create Form** button. • The Nominate Building Surveyor form will display in the 'Draft' status. • Complete the form by filling out all blank fields. • In the 'Building Surveyor' module click on the **Change Licensee** button. • In the pop-up box select a new Building Surveyor from the list of available Building Surveyors (Sharon Surveyor); select an organisation from the 'Organisation' drop down box (Building Surveyor Organisation) and click on the **Change Licensee** button. • Click the **Save & Submit** button. • The Nominate Building Surveyor form will display in the Building Summary page, in the 'Assessment' status.
Outcome	The Nominate Building Surveyor form is created and forwarded to the nominated Building Surveyor. The nominated Building Surveyor will accept the nomination; and if applicable provide the Owner/Applicant with advice on the correct Application Form needed to progress the development. The 'Nominate Building Surveyor' form will display as 'Completed' in the Building Summary page.

5.13.2 Assess Change Building Surveyor form

Title	Assess Change Building Surveyor form
Description	The purpose of this case is to allow a nominated Building Surveyor to assess a 'Nominate Building Survey' form, and join an in-flight development.
Actors	• Building Surveyor
Prerequisites	• The Owner/Applicant has created a Development as per **1.4 Create a Development**, and completed a 'Nominate Building Surveyor' form. • The user will be logged in as the nominated Building Surveyor.
Steps	• In the 'My Task List' on the Home Page find the 'Assess Nominated Building Surveyor form' tasks. • Click the task, the 'Nominate Building Surveyor' form will display in the 'Assessment' status. • Complete the form by filling out all blank fields. • Click the **Confirm** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The 'Nominate Building Surveyor' form will display as 'Completed' in the Building Summary page. The nominated Building Surveyor has access to the Project and appears in the list of building service providers under 'Development Access' on the Building Summary Page.

5.14 Change other parties

Title	Change Other Parties
Description	The purpose of this case is to allow an owner/applicant to select and add a new Building Services User to an 'in-flight' Development.
Actors	• Owner/Applicant
Prerequisites	• The Owner/Applicant has created a Development as per **1.4 Create a Development**. • The new Building Services User is registered with PlanBuild • The user will be logged in as the Owner/Applicant
Steps	• Find the 'in-flight' Building Development Project created as part of **1.4 Create a Development** • Click the 'Invite' button under 'Development' Access' on the Building Summary Page. • In the pop-up window, on the 'Contact' tab, insert the 'new party's' email address in the search bar and select the 'new party' from the list of options. OR • In the pop-up window, on the 'Licensee' tab, select the 'new party' from the list of options provided. • Select the 'new party's' organisation details in the 'Organisation' dropdown box. • Click the **Invite Licensee** button.
Outcome	The 'new party' is sent a PlanBuild 'Notification' with a link to the invitation to join the development, and a prompt to accept the invitation. Upon acceptance of the invitation the 'new party' has access the development and appears in the list of building service providers under 'Development Access' on the Building Summary Page.

5.15 Lodgement of Documents (Building Surveyor)

Title	Lodgement of Documents (Building Surveyor)
Description	The purpose of this case is to allow a Building Surveyor to lodge documents completed outside of PlanBuild Tasmania, to an 'in-flight' Sub-Project.
Actors	• Building Surveyor
Prerequisites	• The Owner/Applicant has created a Sub-Project as per **1.4 Create a Sub-Project** and invited a 'Building Surveyor' • The user will be logged in as the nominated Building Surveyor.
Steps	• Find and open the 'in-flight' Building Sub-Project created as part of **1.4 Create a Sub-Project** • In the section Available Applications/Forms under the heading Other Applications, click the form Lodge Documents With Permit Authority (Building Surveyor) • Complete the form by filling out the fields and uploading documents
Outcome	Relevant parties will receive notifications. The Permit Authority will now be able to review the lodged documents and Accept or Reject the documents.

6 Plumbing Scenarios

Title	Create and Assess Plumbing Applications (Multiple Forms).
Subject Area	Plumbing Applications
Objectives	Create a Notification of Low Risk Work - Plumbing
Test Cases	6.1 Create a Notification of Low Risk Work - Plumbing 6.2 Certificate of Responsible Designer 6.3 Certificate of Qualified Person - Assessable Item 6.4 Certificate of Likely Compliance (Plumbing) - Application and Assessment 6.4.1 Create an Application for a Certificate of Likely Compliance (Plumbing) 6.4.2 Assess and Issue a Certificate of Likely Compliance (Plumbing) 6.5 Plumbing Permit - Application and Assessment 6.5.1 Create an Application for a Plumbing Permit 6.5.2 Issue a Plumbing Permit as a Permit Authority 6.6 Plumbing - Start Work Notification and Authorisation 6.6.1 Notification of Intention to Start Work 6.6.2 Authorisation to Start Plumbing Work 6.7 Plumbing - Mandatory Notification Stages 6.7.1 Notify Permit Authority - Plumbing at a Mandatory Notification Stage 6.7.2 Assess Mandatory Notification Stage 6.8 Standard of Work Certification – Plumbing Work 6.8.1 Produce a Standard of Work Certificate – Plumbing Work 6.9 Plumbing - Certificate of Completion 6.9.1 Produce a Certificate of Completion

6.1 Create a Notification of Low Risk Work - Plumbing

Title	Create a Notification of Low Risk Work - Plumbing (Form 80)
Description	A user can send a Notification of Low Risk Work - Plumbing to the relevant Permit Authority.
Actors	• Owner/Applicant
Prerequisites	• User is logged in as **designer-jane**
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the **Project** in the 'Projects' area. • Click the '**Create Development'** tile. • In the 'Development Details' pop-up box select 'Plumbing' in 'Development Type' drop down box. • Provide a name for the Development in the 'Development Details' dialogue box and click the **Create** button. • The Plumbing Development will appear in the 'Developments' section of the Projects Summary Page. Click on the Plumbing Development, to open it in the Plumbing Summary Page. • Click the 'Notification of Low Risk - Building Work (Form 80)' button under 'Available Applications/Forms'. Click the **Create Form** button. • The Notification of Low Risk Building Work Form will display in 'Draft' status. • Complete require fields on the form. (You can either select an unlicensed 'responsible person' or licensed builder as the responsible person for the work) by clicking the **+ Add Licensee** button, in the 'Responsible Licensee' module. • Click the **Save & Submit** button. • The Preview window will display. Click the **Confirm** check box and then the **Confirm** button. • If the value of work exceeds $20,000 you will be prompted to pay fees and levies. • Click **Confirm & Pay** button. • The payment screen will appear: ○ Add in the test card details as per **2.7 Pay Fees** • Once the payment has been processed, click the 'OK' button. • The notification will be sent to the relevant Permit Authority.
Alternative Flow	Not applicable.
Outcome	The Notification of Low Risk Plumbing Work will be created and sent to the Permit Authority. The Notification of Low Risk Work – Plumbing form will display in the 'Submitted' status on the Plumbing Summary Page.

6.2 Certificate of Responsible Designer

Title	Certificate of Responsible Designer
Description	A user can create a Certificate of Responsible Designer.
Actors	• Applicant (Designer)
Prerequisites	• User is logged in as **designer-jane** *(Jane's Grand Designs)*
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the **Project** in the 'Projects' area. • Click the '**Create Development'** tile. • In the 'Development Details' pop-up box select 'Plumbing' in 'Development Type' drop down box. • Provide a name for the Development in the 'Development Details' dialogue box and click the **Create** button. The Plumbing Summary Page will display. • Click the 'Certificate of Responsible Designer – Plumbing' button under 'Available Applications/Forms'. Click the **Create Form** button. • The Certificate of Responsible Designer Form will display in 'Draft' status. • Complete the form by filling out all blank fields. • Upload design documentation PDF and complete the required data fields when prompted. • In the 'Attribution as Designer' module, click the checkbox. • In the 'Assessment of Certifiable Works (TasWater) module, click the checkboxes. (this is optional) • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Alternative Flow	Not applicable.
Outcome	The Certificate of Responsible Designer form has been created and its status is 'Submitted' in the Plumbing Development. The CRD and any attached documentation will be available to subsequent application forms.

6.3 Certificate of Qualified Person - Assessable Item

Title	Create a Certificate of Qualified Person - Assessable Item
Description	A user can create a Certificate of Qualified Person - Assessable Item (Form 55).
Actors	• Applicant (Designer)
Prerequisites	• User is logged in as **designer-jane *(Jane's Grand Designs)*** • A Plumbing Development has been created as per **6.2 Certificate of Responsible Designer**
Process	• Find the Building Development Project created as part of **6.2 Certificate of Responsible Designer**. • Click the 'Certificate of Qualified Person – Assessable Item (Form 55)' button under 'Available Applications/Forms'. Click the **Create Form** button. • The 'Certificate of Qualified Person' Form will display in 'Draft' status. • Complete the form by filling out all blank fields. • Upload design documentation PDF and complete the required data fields when prompted. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Alternative Flow	Not applicable.
Outcome	The Certificate of Certificate of Qualified Person form has been created and its status is 'Completed' in the Plumbing Development. The certificate and any attached documentation will be available to subsequent application forms.

6.4 Certificate of Likely Compliance (Plumbing) - Application and Assessment

6.4.1 Create an Application for a Certificate of Likely Compliance (Plumbing)

Title	Create an Application for a Certificate of Likely Compliance (Plumbing)
Description	A user can create a Certificate of Likely Compliance (Plumbing), generate referrals and apply Conditions.
Actors	• Applicant (Designer)
Prerequisites	• User is logged in as **designer-jane** *(Jane's Grand Designs)* • A Plumbing Development has been created as per **6.2 Certificate of Responsible Designer**
Process	• Find the Plumbing Development Project created as part of **6.2 Certificate of Responsible Designer**. • Click the 'Application for Certificate of Likely Compliance - Plumbing Work (Form 3)' button under 'Available Applications/Forms'. Click the **Create Form** button. • The 'Application for Certificate of Likely Compliance - Plumbing Work' form will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • In the 'Licensee Details' module, click the **+ Add Licensee** button. Select **Paul Plumber** and add their Organisation Details (Plumber Organisation) and click the **Select Licensee** button. • Complete the form by filling out all blank fields. • Ensure the category of work nominated is 'Permit Work'. • Follow help text prompts to select and add relevant supporting documentation. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button. • The Status of the form will change to 'Submitted'.
Alternative Flow	Not applicable.
Outcome	The Certificate of Likely Compliance form has been created and its status is 'Submitted' in the Plumbing Development. The Building Surveyor will receive this application.

6.4.2 Assess and Issue a Certificate of Likely Compliance

Title	Assess and Issue a Certificate of Likely Compliance
Description	A user can login to assess a Certificate of Likely Compliance (Plumbing) (Form 3), generate referrals and apply Conditions.
Actors	- Applicant (Plumber) - Relevant LGA
Prerequisites	6.4.1 Create an Application for a Certificate of Likely Compliance (Plumbing) - User is logged in as the Assessing Officer as added to 6.4.1
Process	- Login as the relevant LGA - On the 'Home' page – the Application for Certificate of Likely Compliance (Plumbing) will appear in 'My Task List'. - Click on the record in this list. The 'Application for a Certificate of Likely Compliance' will display. - Click on the **Save & Acknowledge** button. The status will change to 'Assessment' and the form will display in the Plumbing Summary page, under 'Submitted or Active Applications/Forms'. - Click on the record in this list to reopen the form. - Complete the form by filling out all blank fields. - Follow help text prompts in documents modules to select documents for approval and stamping. **Certificate Conditions** - Add a condition from the conditions library and/or a custom condition. **Request additional Information and/or make a Referral** **Request for Information** - Follow steps in **2.11 Request for Information** **Internal Referral** - Follow steps in **2.12 Generate an Internal Referral** - The application is referred to the Referral Authority. - The Referral Authority provides a response to Assessing Authority, as per **2.14 Respond to Referral.** - The Assessing Authority must acknowledge and process the response, as per **2.15 Receive a Response to a Referral** **Create Invoice -** Follow steps in **2.2.6 Issue Request for Payment** - The invoice is sent to the selected recipient. - The recipient makes payment, as per **2.7 Pay Fees.** - The Assessing Authority must acknowledge the payment, as per **2.8 Acknowledge Receipt of Payment** **Notifications** - Add Mandatory Notification Stage via the Notifications Module. - Select the notifications by clicking the check boxes and click the **Add notifications** butto/s. **Approving and Issuing** - Add a signature in the 'Permit Authority' module. - Once all completed, click the **Approve and Issue** button. - The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Outcome	The Certificate of Likely Compliance will be issued and the status of the application will be shown as 'Complete'. The applicant can proceed to an application for Plumbing Permit.

6.5 Plumbing Permit - Application and Assessment

6.5.1 Create an Application for a Plumbing Permit

Title	Create an Application for a Plumbing Permit
Description	A user can create a Plumbing Permit and submit to the Assessing Authority.
Actors	•
Prerequisites	• User is logged in as **designer-jane** *(Jane's Grand Designs)* • A Certificate of Likely Compliance (Plumbing Work) has been issued.
Process	
Outcome	

6.5.2 Issue a Plumbing Permit as a Permit Authority

Actors	• Permit Authority
Prerequisites	• The applicant will have applied for a Certificate of Likely Compliance (Plumbing Work) for Permit Plumbing work. • Council will have assessed/commenced assessment of the Certificate of Likely Compliance. The user will be logged in as the relevant Permit Authority.
Steps	• Find the relevant Plumbing Development. • Click the 'Plumbing Permit' button under 'Available Applications/Forms'. • Click the **Create Form** button. • The 'Plumbing Permit' Form will display in 'Draft' status. • Review the details in form. **Conditions** • Add a condition from the conditions library and/or a custom condition. **Request for Information/Referrals (optional)** • Undertake a Request for Information by clicking the relevant buttons. Select the applicant as the recipient of the Request for Information • Fill in the 'Information Required' details and upload any documents.
Outcome	The Plumbing Permit will be Issued. The status of the Plumbing Permit will change to 'Complete'

6.6 Plumbing - Start Work Notification and Authorisation

6.6.1   Notification of Intention to Start Work

Title	Notification of Intention to Start Work
Description	The user can create a Start Work Notification as the Responsible Person. On submission, the Notification will be assessed by the relevant Assessing Officer and an Authorisation to Start Plumbing Work will be issued.
Actors	- Responsible Person: - Applicant - Owner - Plumber
Prerequisites	6.5.2 Issue a Plumbing Permit as a Permit Authority; OR - If notifiable work, a Certificate of Likely Compliance - The user is logged in as the relevant Responsible Person for the work
Process	- Find the Building Development Project created as part of **6.4.1** Create an Application for a Certificate of Likely Compliance (Plumbing). - Click the 'Start Work Notification – Plumbing Work (Form 60)' button under 'Available Applications/Forms'. Click the **Create Form** button. - The Application for a Start Work Notification Form will display in 'Draft' status. - Complete the form by filling out all blank fields. - Click the **Save & Submit** button. - The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Alternative Flow	Not applicable.
Outcome	The Start Work Notification is sent to the Assessing Officer

6.6.2 Authorisation to Start Plumbing Work

Title	Authorisation to Start Plumbing Work
Description	A user can review and authorise a Start Work Notification for Plumbing applications.
Actors	• Assessing Officer - Plumbing Authority
Prerequisites	• The user would have received a **6.6.1** Start Work Notification – Plumbing Work (Form 60) • The user is logged in as the Plumbing Authority Assessor.
Process	• Via the Task List, find and open the 'Acknowledge submitted Start Work Authorisation – Plumbing Work' task for the relevant development. • The form will open in the 'Submitted' status. Click the **Save & Acknowledge** button. • The form will display in the 'Assessment' status under 'Submitted or Active Applications/Forms' on the Plumbing Summary page. Click on this record to open the form. • Complete the form by filling out all blank fields. • Click the **Approve and Issue** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Alternative Flow	Not applicable.
Outcome	The Start Work Authorisation is sent to the relevant parties and the work is permitted to commence. The form displays as 'Completed'.

6.7 Plumbing - Mandatory Notification Stages

6.7.1 Notify Permit Authority - Plumbing at a Mandatory Notification Stage

Title	Notify Building Surveyor at a Mandatory Notification Stage
Description	The Assessing Officer (Permit Authority - Plumbing) is notified of a Mandatory Notification Stage where it is assessed and approval granted for work to continue.

Actors	• Responsible Person:
	   ○ Applicant
	   ○ Owner
	   ○ Plumber

Prerequisites	• The user is logged in as the relevant Responsible Person for the work.
Process	• Find the Plumbing Development Project created as part of **6.4.1Create an Application for a Certificate of Likely Compliance (Plumbing)** • Click the 'Mandatory Stage Notification Inspection - Plumbing' button under 'Available Applications/Forms'. • The Application for a Mandatory Stage Notification Inspection - Plumbing will display in 'Draft' status. • Within the 'Request Mandatory Notification Inspection' module select the notification type. • Select the pen icon to add notification details. • Complete the inspection form by filling out all blank fields. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Alternative Flow	Not applicable.
Outcome	The Mandatory Notification is sent to the Permit Authority - Plumbing for assessment and response. The status of the Notification will change to 'Assessment'.

6.7.2 Assess Mandatory Notification Stage

Title	Assess Mandatory Notification Stage
Description	The user can review and assess a Mandatory Notification Stage
Actors	• Permit Authority - Plumbing
Prerequisites	• The user is logged in as the Permit Authority - Plumbing Assessing Officer
Process	• Via the Task List, find and open the 'Assess Mandatory Stage Notification Inspection – Plumbing' task for the relevant development. • Within the 'Notification' module, select the 'Assess Notification' (clipboard icon) • Complete the Assess Notification form by completing the blank fields. • Click the **Assess Notification** button. The Assess 'Mandatory Stage Notification Inspection – Plumbing' form will display in the "Assessment" status. • Click the **Approve & Issue** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Alternative Flow	Not applicable.
Outcome	The relevant parties will be notified that work can proceed. Subsequent notifications will be lodged upon reaching any further stages.

6.8 Standard of Work Certification – Plumbing Work

6.8.1 Produce a Standard of Work Certificate – Plumbing Work

Title	Produce Standard of Work Certification – Plumbing Work
Description	The user produces as Standard of Work Certificate – Plumbing Work.
Actors	• Applicant (Plumber)
Prerequisites	• The Plumber has completed all Plumbing work. • If application pertains to a habitable building, an Occupancy Permit has been issued in respect of the work.
Process	• Find the Plumbing Development Project created as part of **6.4.1 Create an Application for a Certificate of Likely Compliance (Plumbing)** • Click the 'Standard of Work Certificate – Plumbing (Form 71B)' button under 'Available Applications/Forms'. • Click the **Create Form** button. • The Standard of Work Certificate – Plumbing (Form 71B) will display in 'Draft' status. • Complete the form by filling out all blank fields. • Click the **Save & Submit** button. • The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.
Alternative Flow	Not applicable.
Outcome	The Standard of Work Certificate is available from the Development Summary screen. Relevant parties will receive notifications, and the Permit Authority - Plumbing can produce a Certificate of Final Inspection (Permit Work) or Certificate of Completion (Notifiable Work).

6.9 Plumbing - Certificate of Completion

Title	Produce a Certificate of Completion
Description	The user can produce a Certificate of Completion following the completion of works
Actors	• Permit Authority - Plumbing (Permit Work) • Permit Authority - Plumbing (Notifiable Work)
Prerequisites	• The work is 'Permit Plumbing Work' • The Certificate of Final Inspection has been issued by the Permit Authority - Plumbing OR • The work is 'Notifiable Work' and the Permit Authority - Plumbing has received a Standard of Work Certificate

Process	• Find the Building Development Project created as part of **6.4.1** Create an Application for a Certificate of Likely Compliance (Plumbing)
	• Click the 'Certificate of Completion – Permit Plumbing Work (Form 21)' or, for Notifiable Work the 'Certificate of Completion – Notifiable Plumbing Work (Form 21) button under 'Available Applications/Forms'.
	• Click the 'Create Form' button.
	• The Certificate of Completion (Form 21) will display in 'Draft' status.
	• Complete the form by filling out all blank fields.
	
	Request additional Information and/or make a Referral
	
	• **Request for Information** - Follow steps in **2.11 Request for Information**
	• **Internal Referral** - Follow steps in **2.12 Generate an Internal Referral**
	   o The application is referred to the Referral Authority.
	   o The Referral Authority provides a response to Assessing Authority, as per **2.14 Respond to Referral.**
	   o The Assessing Authority must acknowledge and process the response, as per **2.15 Receive a Response to a Referral**
	• **Create Invoice -** Follow steps in **2.2.6 Issue Request for Payment**
	   o The invoice is sent to the selected recipient.
	   o The recipient makes payment, as per **2.7 Pay Fees.**
	   o The Assessing Authority must acknowledge the payment, as per **2.8 Acknowledge Receipt of Payment**
	• Add a signature in the 'Permit Authority' module.
	• Click the **Save & Submit** button.
	• The form will be displayed in a popup window, review the form. At the top of the page, check the 'Confirm' checkbox and click the **Confirm** button.

Alternative Flow	Not applicable.
Outcome	The Certificate of Completion will be available to all relevant users via the Development Summary screen. All relevant parties will receive a notification. The form will display in the 'Submitted 'status.

7 Public Health Scenarios

Title	Public Health Applications
Subject Area	Environmental and Public Health
Objectives	To allow users to create applications related to environmental and public health
Test Cases	7.1 Create an Application for a Place of Assembly 7.2 Assess Place of Assembly Application 7.3 Application for Registration or Notify a Food Business (Ongoing Business) 7.4 Acknowledge submitted Application to Register or Notify a Food Business (Ongoing Business) 7.5 Assess Registration or Notify a Food Business (Ongoing Business) Application 7.6 Renewal Application for Registration or Notify a Food Business (Ongoing Business) 7.7 Application for Registration or Notify a Food Business (One-off Event) 7.7.2 Assess Registration or Notify a Food Business (One-off Event) 7.8 Application to Register a Mobile Food Business **Error! Reference source not found. Error! Reference source not found.** 7.9 Application for Regulated System 7.10 Renewal of Registration of Regulated System 7.11 Upload Recreational Water Quality Testing Results 7.12 Upload Maintenance of On-Site Wastewater System 7.13 Upload Maintenance of Backflow Prevention Device

7.1 Create an Application for a Place of Assembly

Title	Create an Application for a Place of Assembly
Description	The objective of this case is to create an Application for a Place of Assembly
Actors	• Applicant
Prerequisites	• 1.3 Create a Project
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the 'Create Development' button • Select 'Events' in the 'Development Type' drop down box • Enter a name for the Development and click the **Create** button. The Event Summary Page will display. • Click the **Place of Assembly** button under 'Available Applications/Forms'. • Click the **Create Form** button. • The Place of Assembly Application Form will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • Add in details in the Contact Person, Event Information, Details of Event, Hours of Operation and add in any Supporting Documents as necessary. • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the **Confirm** checkbox and click the 'Confirm & Pay' button. • The payment screen will appear: • Add in the test card details as per **2.10 Pay Invoice** • Once the payment has been processed, click the **OK** button. • The application will move to 'Assessment'.
Alternative Flow	Not applicable.
Outcome	The Place of Assembly Application will be created and the application will be passed to the Council for Assessment.

7.2 Assess Place of Assembly Application

Title	Assess Place of Assembly Application
Description	The objective of this case is to Assess an application for a Place of Assembly
Actors	• Permit Authority - Assessing Officer
Prerequisites	• The user will have completed **7.1Create an Application for a Place of Assembly** prior to undertaking this case • The user will be logged in as a Council based on the property selected for **1.3 Create a Project**
Process	• On the 'Home' page – the Application for a Place of Assembly will appear in 'My Task List'. • Click on the record in this list. The Place of Assembly Application will display in the status of 'Under Assessment'. • Review the details entered and download any Supporting Documents. • Add in assessment details in the following modules: o Assessors Notes o Assessment Checklist o Assessors notes to the Applicant • Click the **Approve and Issue** button. • The application will be previewed in a popup window. At the top of the page, click the **Confirm** checkbox and click the 'Confirm' button. • The application will move to 'Completed'.
Alternative Flow	Not applicable.
Outcome	The Place of Assembly certificate will be issued.

7.3 Renewal Place of Assembly Application

UNDER CONSTRUCTION

7.4 Application for a Licence to carry out a Public Health Risk Activity (Operator)

Title	Application for a Licence to carry out a Public Health Risk Activity (Operator)
Description	The objective of this case is to create an Application for a Licence to carry out a Public Health Risk Activity (Operator)
Actors	• Applicant
Prerequisites	• 1.3 Create a Project
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'Public Health Risk Activities' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Public Health Risk Summary Page will display. • Click the **Public Health Risk Activity Operator** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Application for a Licence to carry out a Public Health Risk Activity (Operator) Form will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • Add in details of What activity will you be undertaking, Operating Information and add in any Supporting Documents as necessary. • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button ○ **2.10 Pay Invoice** • The application will move to Submitted.
Alternative Flow	Not applicable.
Outcome	The Application for a Licence to carry out a Public Health Risk Activity (Operator) will be created and the application will be passed to the Council for Assessment.

7.5 Assess Application for a Licence to carry out a Public Health Risk Activity (Operator)

Title	Assess Assess Application for a Licence to carry out a Public Health Risk Activity (Operator)
Description	The objective of this case is to Assess an application for a Licence to carry out a Public Health Risk Activity (Operator)
Actors	• Permit Authority - Assessing Officer
Prerequisites	• The user will have completed **7.4 Create an Application for a Licence to carry out a Public Health Risk Activity (Operator)** prior to undertaking this case • The user will be logged in as a Council based on the property selected for **1.3 Create a Project**

Process	• On the 'Home' page – the Application for a Licence to carry out a Public Health Risk Activity (Operator) will appear in 'My Task List'.
	• Click on the record in this list. The Licence to carry out a Public Health Risk Activity (Operator) Application will display in the status of 'Under Assessment'.
	• Review the details entered and download any Supporting Documents.
	• Add in assessment details in the following modules:
	    o Assessors Notes
	    o Public Health Risk Assessment
	• Click the **Approve and Issue** button.
	• The application will be previewed in a popup window. At the top of the page, click the **Confirm** checkbox and click the 'Confirm' button.
	• The application will move to 'Completed'.

Alternative Flow	Not applicable.
Outcome	The Licence to carry out a Public Health Risk Activity (Operator) will be issued.

7.6 Renewal of an Application for a Licence to carry out a Public Health Risk Activity (Operator)

Title	Renewal of an Application for a Licence to carry out a Public Health Risk Activity (Operator)
Description	The objective of this case is to renew an Application for a Licence to carry out a Public Health Risk Activity (Operator)
Actors	Applicant
Prerequisites	The user will have completed 7.4 Application for a Licence to carry out a Public Health Risk Activity (Operator) prior to starting this case
Process	- Open the Development created as part of **7.4 Application for a Licence to carry out a Public Health Risk Activity (Operator)** - The Public Health Risk Activities Summary (Operator) screen will display - Under the 'Available Applications/Forms' section, click the **Public Health Risk Activity Operator - Renewal** button. Click the **Create Form** button. - The Application for a Licence to carry out a Public Health Risk Activity (Operator) Renewal Form will display in 'Draft' status. - Add an Applicant (to select the logged in user click 'I am the Applicant'). - Review and update what activity will you be undertaking, Operating Information and add in any Supporting Documents as necessary. - Click the **Save & Submit** button - The renewal application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button **2.10 Pay Invoice** - The application will move to Submitted.
Alternative Flow	Not applicable
Outcome	The Renewal Application for a Licence to carry out a Public Health Risk Activity (Operator) will be submitted for assessment.

7.7 Application for Registration of Premises Public Health Risk Activity

Title	Application for a Licence to carry out a Public Health Risk Activity (Premises)
Description	The objective of this case is to create an Application for Registration of Premises Public Health Risk Activity
Actors	• Applicant
Prerequisites	• 1.3 Create a Project
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'Public Health Risk Activities' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Public Health Risk Summary Page will display. • Click the **Public Health Risk Activity Premises** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Application for Registration of Premises where a Public Health Risk Activity may be carried out will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • Add in trading details, contact person, type of public health risk activity and add in any Supporting Documents as necessary. • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button ○ **2.10 Pay Invoice** • The application will move to Submitted.
Alternative Flow	Not applicable.
Outcome	The Application for Registration of Premises Public Health Risk Activity will be created and the application will be passed to the Council for Assessment.

7.8 Assess Application for Registration of Premises Public Health Risk Activity

Title	Assess the Registration of Application for Registration of Premises Public Health Risk Activity
Description	The objective of this case is to Assess an Application for Registration of Premises Public Health Risk Activity
Actors	• Permit Authority - Assessing Officer
Prerequisites	• The user will have completed **7.7 Create an Application for Registration of Premises Public Health Risk Activity** prior to undertaking this case • The user will be logged in as a Council based on the property selected for **1.3 Create a Project**

Process	• On the 'Home' page – the Application for a Licence to carry out a Public Health Risk Activity (Operator) will appear in 'My Task List'.
	• Click on the record in this list. The Application for Registration of Premises where a Public Health Risk Activity will display in the status of 'Under Assessment'.
	• Review the details entered and download any Supporting Documents.
	• Add in assessment details in the following modules:
	    ○ Assessors Notes
	    ○ Public Health Risk Assessment
	• Click the **Approve and Issue** button.
	• The application will be previewed in a popup window. At the top of the page, click the **Confirm** checkbox and click the 'Confirm' button.
	• The application will move to 'Completed'.

Alternative Flow	Not applicable.
Outcome	The Registration of Premises Public Health Risk Activity will be issued.

7.9 Renewal of an Application for a Licence to carry out a Public Health Risk Activity (Premises)

Title	Renewal of an Application for a Licence to carry out a Public Health Risk Activity (Premises)
Description	The objective of this case is to renew an Application for a Licence to carry out a Public Health Risk Activity (Premises)
Actors	Applicant
Prerequisites	The user will have completed 7.4 Application for a Licence to carry out a Public Health Risk Activity (Premises) prior to starting this case
Process	- Open the Development created as part of **7.4 Application for a Licence to carry out a Public Health Risk Activity (Premises)** - The Public Health Risk Activities Summary (Premises) screen will display - Under the 'Available Applications/Forms' section, click the **Public Health Risk Activity Premises - Renewal** button. Click the **Create Form** button. - The Application for a Licence to carry out a Public Health Risk Activity (Premises) Renewal Form will display in 'Draft' status. - Add an Applicant (to select the logged in user click 'I am the Applicant'). - Review and update what activity will you be undertaking, Operating Information and add in any Supporting Documents as necessary. - Click the **Save & Submit** button - The renewal application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button **2.10Pay Invoice** - The application will move to Submitted.
Alternative Flow	Not applicable
Outcome	The Renewal Application for a Licence to carry out a Public Health Risk Activity (Operator) will be submitted for assessment.

7.10 Application for Registration or Notify a Food Business (Ongoing Business)

Title	Application for Registration or Notify a Food Business (Ongoing Business)
Description	The objective of this case is to create an Application to Register or Notify a Food Business (Ongoing Business)
Actors	• Applicant
Prerequisites	• 1.3 Create a Project
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'Food Business' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Food Business Summary Page will display. • Click the **Register or Notify a Food Business (Ongoing Business)** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Register or Notify a Food Business (Ongoing Business) Application Form will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • Add in details in the Trading Details, Contact Person (on-site), Type of Food Business, Types of Food and Food Handling Activities, Hours of Operation and add in any Supporting Documents as necessary. • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button • **2.10 Pay Invoice** • The application will move to Submitted.
Alternative Flow	Not applicable.
Outcome	The Register or Notify a Food Business (Ongoing Business) Application will be created and the application will be passed to the Council for Assessment.

7.11 Acknowledge submitted application for Registration or Notify a Food Business (Ongoing Business)

Title	Acknowledge the submitted application for Registration or Notify a Food Business (Ongoing Business)
Description	The objective of this case is to acknowledge a submitted application to Register or Notify a Food Business (Ongoing Business) by the assessor
Actors	• Permit Authority – Assessing Officer
Prerequisites	• The user will have completed **7.3 Application for Registration or Notify a Food Business (Ongoing Business)** prior to undertaking this case • The user will be logged in as a Council based on the property selected for **1.3 Create a Project**
Process	• On the 'Home' page – the Acknowledgement notification of an Application for Registration or Notify a Food Business (Ongoing Business) will appear in 'My Task List'. • Click on the record in this list. The Application for Registration or Notify a Food Business (Ongoing Business) will display in the status of 'Submitted'. • Click the **Save and Acknowledge** button. • The application will be previewed in a popup window. At the top of the page, click the **Confirm** checkbox and click the 'Confirm' button. • The application will move to 'Assessment' status.
Alternative Flow	Not applicable.
Outcome	The Register or Notify a Food Business (Ongoing Business) Application will be moved to the Assessment stage for the Council to assess.

7.12 Assess Registration or Notify a Food Business (Ongoing Business) Application

Title	Assess Registration or Notify a Food Business (Ongoing Business) Application
Description	The objective of this case is to Assess an Application to Register or Notify a Food Business (Ongoing Business)
Actors	• Permit Authority - Assessment Officer
Prerequisites	• The user will have completed **7.3 Create an Application of Application to Register or Notify a Food Business** prior to starting this case. • The Register or Notify a Food Business (Ongoing Business) Application has been accepted by a Council Admin. (or other) Officer and an invoice has been sent to the Applicant for payment. • The user will be logged in as a Council based on the property selected for **1.3 Search for a property and create a project**
Process	• On the 'Home' page – the Application to Register or Notify a Food Business will appear in 'My Task List'. • Click on the record in this list. The Application to Register or Notify a Food Business will display in the status of 'Under Assessment'. • Review the entered details • Add in assessment details • In the 'Supporting Documents' section, upload and/or select any documents that are required for issuing the final permit. • Click the **Approve and Issue** button.
Alternative Flow	Not applicable.
Outcome	The Certificate of Food Business (Ongoing) will be issued.

7.13 Renewal Application for Registration or Notify a Food Business (Ongoing Business)

Title	Renewal Application for Registration or Notify a Food Business (Ongoing Business)
Description	The objective of this case is to renewal and application for Register or Notify a Food Business (Ongoing Business)
Actors	• Applicant
Prerequisites	• The user will have completed **7.3 Create an Application of Application to Register or Notify a Food Business** prior to starting this case.
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'Food Business' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Food Business Summary Page will display. • Click the **Register or Notify a Food Business (ongoing business) - Renewal** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Register or Notify a Food Business (ongoing business) – Renewal Application Form will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • Add in details in the Trading Details, Contact Person (on-site), Type of Food Business, Types of Food and Food Handling Activities, Hours of Operation and add in any Supporting Documents as necessary. • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button • **2.10 Pay Invoice** • The application will move to Submitted.
Alternative Flow	Not applicable.
Outcome	The Register or Notify a Food Business (Ongoing Business) - Renewal Application will be submitted.

7.14 Create a Public Health Application - Food Business Registration (One-Off Event)

Title	Application for Registration or Notify a Food Business (One-Off Event)
Description	The objective of this case is to create an Application to Register or Notify a Food Business (One-off Event)
Actors	• Applicant
Prerequisites	• 1.3 Create a Project
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Under 'Food Developments' click the **Add Food Development** button. • Provide a name for the Development and click the **Create** button. The Food Summary Page will display. • Click the **Register or Notify a Food Business (One-off Event)** button under 'Available Applications/Forms'. Click the **Create Form** button. • The application will display in 'Draft' status. • Add an Applicant (to select the logged in user, click 'I am the Applicant'). • Add in details in the Company Details, Food Business type, Types of Food and activities, Food preparation, Event Information, Hours of Operation and Contact Person (on-site) • Click the **Save & Submit** button • The application will be previewed in a popup window. At the bottom of the page, click the **Confirm** checkbox and click the **Confirm & Pay** button. • The payment screen will appear: ○ Add in the test card details as per **2.10 Pay Invoice** • Once the payment has been processed, click the **OK** button. • The application will move to 'Submitted' status.
Alternative Flow	Not applicable.
Outcome	The Application for Registration or Notification of a Food Business (One-off Event) will be created and the application will be passed to the Council for Assessment.

7.15 Assess Registration or Notify a Food Business (One-off Event)

Title	Assess Registration of Notify a Food Business (One-off Event)
Description	The objective of this case is to Assess an Application for Registration or Notification of a Food Business (One-off Event)
Actors	• Permit Authority - Assessment Officer
Prerequisites	• The user will have completed **7.3Create an Application for Registration or Notification of a Food Business (One-off Event)** prior to undertaking this case • The **Registration or Notification of a Food Business (One-off Event)** application has been accepted by a Council Admin (or other) Officer and an invoice has been sent to the Applicant for payment • The user will be logged in as a Council based on the property selected for **1.3 Search for a property and create a project**
Process	• On the 'Home' page – the Application for Registration or Notification of a Food Business (One-off Event) will appear in '**My Task List**'. • Click on the record in this list. The Place of Assembly Application will display in the status of **'Assessment'**. • Review the entered details • Add in assessment details • In the '**Supporting Documents**' section, upload and/or select any documents that are required for issuing the final permit. • Click the **Approve and Issue** button
Alternative Flow	Not applicable.
Outcome	The Registration or Notification of a Food Business (One-off Event) certificate will be issued.

7.16 Application to Register a Mobile Food Business

Title	Application to Register a Mobile Food Business
Description	Create an application to Register a Mobile Food Business
Actors	• Applicant
Prerequisites	• The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Under 'Food Developments' click the **Add Food Development** button. • Provide a name for the Development and click the **Create** button. The Food Summary Page will display. • Click the 'Register a Mobile Food Business; button under 'Available Applications/Forms'. Click the **Create Form** button. • The application will display in 'Draft' status. • Add an Applicant (to select the logged in user, click 'I am the Applicant'). • Complete the application fields • Click the **Save & Submit** button • The application will be previewed in a popup window. At the bottom of the page, click the 'Confirm' checkbox and click the **Confirm & Pay** button. • The payment screen will appear: o Add in the test card details as per **2.10 Pay Invoice** • Once the payment has been processed, click the 'Ok' button. • The application will move to 'Under Assessment'.
Alternative Flow	Not applicable.
Outcome	The Application will be created and the application will be passed to the Council for Assessment.

7.17 Assess and Issue a Registration for a Mobile Food Business

Title	Assess and Issue a Registration for a Mobile Food Business
Description	The objective of this case is to Assess an application to Register a Mobile Food Business
Actors	• Permit Authority - Assessing Officer
Prerequisites	• The user will have completed **7.3 Create an Application for Registration or Notification of a Mobile Food Business** prior to undertaking this case • The **Registration or Notification of a Mobile Food Business** application has been accepted by a Council Admin (or other) Officer and an invoice has been sent to the Applicant for payment • The user will be logged in as a Council based on the property selected for **1.3 Search for a property and create a project**
Process	• On the 'Home' page – the Application for Registration or Notification of a Food Business (One-off Event) will appear in '**My Task List**'. • Click on the record in this list. The Place of Assembly Application will display in the status of **'Assessment'**. • Review the entered details • Add in assessment details • In the '**Supporting Documents**' section, upload and/or select any documents that are required for issuing the final permit. • Click the **Approve and Issue** button
Alternative Flow	Not applicable.
Outcome	The Registration of the Mobile Food Business will be issued.

7.18 Application for Regulated System

Title	Application for Regulated System
Description	Create an Application for Regulated System
Actors	Applicant
Prerequisites	The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case
Process	- Click on the Property in question in the 'My Properties' section. - The property summary screen will display, with the Project created - Click on the Project in the 'Projects' area. - Click on the Create Development button - Select 'Ongoing Maintenance' in the 'Development Type' dropdown box - Provide a name for the Development and click the **Create** button. The Ongoing Maintenance Summary Page will display. - Click the **Registration of a Regulated System** button under 'Available Applications/Forms'. Click the **Create Form** button. - The Registration of a Regulated System Application Form will display in 'Draft' status. - Add an Applicant (to select the logged in user click 'I am the Applicant'). - Add in details in Business Name, Daytime Contact Person, Contact Number, After-Hours Contact Person, Contact Number, Type of System, System Make/Model, System Serial Number, Owner's Identifying Number, Details of who will be maintaining the system, Description of where system is located at registered address. - Add in any Supporting Documents as necessary by clicking on '**Add Document**' button. - Click the **Save & Submit** button - The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button **2.10 Pay Invoice** - The application will move to 'Assessment' status.
Alternative Flow	Not applicable.
Outcome	The Application for Regulated System will be passed to the Council for Assessment.

7.19 Assess Application for Regulated System

ID	7.20
Title	Assess and Issue a Registration for Regulated System
Description	The objective of this case is to Assess an application for Regulated System
Actors	• Permit Authority - Assessing Officer
Prerequisites	• The user will have completed **7.19 Application for Registration of Regulated System** prior to undertaking this case • The user will be logged in as a Council based on the property selected for **1.3 Search for a property and create a project**
Process	• On the 'Home' page – the Application for Registration for Regulated System will appear in '**My Task List**'. • Click on the record in this list. The Application for Regulated System will display in the status of **'Assessment'**. • Review the entered details • Add in any relevant conditions, documents, Set the expiry date and add a signatory. • Click the **Approve and Issue** button
Alternative Flow	Not applicable.
Outcome	The Registration of Regulated System will be issued.

7.20 Renewal of Registration of Regulated System

Title	Renewal of Registration of Regulated System
Description	The objective of this case is to renew an application for Regulated System
Actors	Applicant
Prerequisites	The user will have completed **7.19 Create an Application for Regulated System** prior to starting this case.
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'Ongoing Maintenance' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Ongoing Maintenance Summary Page will display. • Click the **Registration of a Regulated System** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Registration of a Regulated System Application Form will display in 'Draft' status. • Add an Applicant (to select the logged in user click 'I am the Applicant'). • Add in details in Business Name, Daytime Contact Person, Contact Number, After-Hours Contact Person, Contact Number, Type of System, System Make/Model, System Serial Number, Owner's Identifying Number, Details of who will be maintaining the system, Description of where system is located at registered address. • Add in any Supporting Documents as necessary by clicking on '**Add Document**' button. • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button • **2.10 Pay Invoice** • The application will move to 'Assessment' status.
Alternative Flow	Not applicable.
Outcome	The Certificate for Registration of a Regulated System will be passed to the Council for Assessment.

7.21 Upload Recreational Water Quality Testing Results

Title	Upload Recreational Water Quality Testing Results
Description	The user is able to upload water quality testing results using PlanBuild Tasmania
Actors	Applicant
Prerequisites	The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'Ongoing Maintenance' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Ongoing Maintenance Summary Page will display. • Click the **Record Pool and Spa Test Results** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Record Pool and Spa Test Results Form will display in 'Draft' status. • Add in details in Type of Pool, Pool name/location, Test Date, Test time, AM/PM, Temperature, Number of patrons, Free Chlorine, Total Chlorine, Combined Chlorine and pH. • Add in test results document(s) as necessary by clicking on '**Add Document**' button. • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button • **2.10Pay Invoice** The application will move to 'Completed' status.
Alternative Flow	Not applicable.
Outcome	Water quality testing results have been uploaded to PlanBuild Tasmania

7.22 Record Maintenance of a Cooling Tower

Title	Record Maintenance of a Cooling Tower
Description	The user is able to upload maintenance of a cooling tower using PlanBuild Tasmania
Actors	• Applicant
Prerequisites	• The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'On-Going Maintenance' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Ongoing Maintenance Summary Page will display. • Click the **Record Maintenance of a Cooling Tower** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Record Maintenance of a Cooling Tower will display in **'Draft'** status. • Add in Cooling Tower details and upload the test results • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button • The application will move to 'Assessment'
Alternative Flow	Not applicable.
Outcome	Maintenace of a cooling tower results are uploaded to the PlanBuild system for assessment.

7.23 Assess Record Maintenance of a Cooling Tower

Title	Assess Record Maintenance of a Cooling Tower
Description	The objective of this case is to Assess Record Maintenance of a Cooling Tower
Actors	Permit Authority - Assessing Officer
Prerequisites	• The user will have completed **7.23 Record Maintenance of a Cooling Tower** prior to undertaking this case • The user will be logged in as a Council based on the property selected for **1.3 Search for a property and create a project**
Process	• On the 'Home' page – the Record Maintenance of a Cooling Tower will appear in '**My Task List**'. • Click on the record in this list. The Record Maintenance of a Cooling Tower will display in the status of **'Assessment'**. • Review the entered details and generate relevant template • Click the **Approve** button
Alternative Flow	Not applicable.
Outcome	The Record Maintenance of a Cooling Tower will be assessed and confirmed

7.24 Record Pool and Spa Test Results

Title	Record Pool and Spa Test Results
Description	The user is able to upload pool and spa test results using PlanBuild Tasmania
Actors	• Applicant
Prerequisites	• The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'On-Going Maintenance' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Ongoing Maintenance Summary Page will display. • Click the **Record Pool and Spa Test Results** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Record Pool and Spa Test Results will display in **'Draft'** status. • Add in details of pool and upload the test results and any other relevant documentation. • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button • The test results will now be submitted.
Alternative Flow	Not applicable.
Outcome	Pool and spa test results are uploaded to the PlanBuild system

7.25 Record Test Results for On-Site Wastewater

Title	Upload Maintenance of On-Site Wastewater System
Description	The user is able to upload maintenance of on-site wastewater systems using PlanBuild Tasmania
Actors	• Applicant
Prerequisites	• The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'On-Going Maintenance' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Ongoing Maintenance Summary Page will display. • Click the **Record Test Results for Onsite Wastewater** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Record Test Results for Onsite Wastewater will display in **'Draft'** status. • Add in onsite wastewater details and upload the test results • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button • The application will move to 'Assessment'
Alternative Flow	Not applicable.
Outcome	On-site wastewater system results are uploaded to the PlanBuild system

7.26 Assess Test Results for On-Site Wastewater

Title	Assess Record Maintenance for Onsite Wastewater
Description	The objective of this case is to Assess Record Maintenance for onsite wastewater
Actors	Permit Authority - Assessing Officer
Prerequisites	- The user will have completed **7.26 Record Maintenance for Onsite Wastewater** prior to undertaking this case - The user will be logged in as a Council based on the property selected for **1.3 Search for a property and create a project**
Process	- On the 'Home' page – the Record Maintenance for Onsite Wastewater will appear in '**My Task List**'. - Click on the record in this list. The Record Maintenance for Onsite Wastewater will display in the status of **'Assessment'**. - Review the entered details and generate relevant template - Click the **Approve** button
Alternative Flow	Not applicable.
Outcome	The Record Maintenance for Onsite Wastewater will be assessed and confirmed

7.27 Record Backflow Prevention Device Test Results

Title	Upload Maintenance of Backflow Prevention Device
Description	The user is able to upload backflow prevention device test results using PlanBuild Tasmania
Actors	• Applicant
Prerequisites	• The user will have completed **1.3 Search for a property and create a project** prior to undertaking this case
Process	• Click on the Property in question in the 'My Properties' section. • The property summary screen will display, with the Project created • Click on the Project in the 'Projects' area. • Click on the Create Development button • Select 'On-Going Maintenance' in the 'Development Type' dropdown box • Provide a name for the Development and click the **Create** button. The Ongoing Maintenance Summary Page will display. • Click the **Record Backflow Prevention Device Test Results** button under 'Available Applications/Forms'. Click the **Create Form** button. • The Record Backflow Prevention Device Test Results will display in **'Draft'** status. • Add in details of device and upload the test results • Click the **Save & Submit** button • The application will be previewed in a popup window. At the top of the page, click the 'Confirm' checkbox and click the **Confirm** button • The application will move to 'Assessment'
Alternative Flow	Not applicable.
Outcome	Maintenance of backflow prevention device documents are uploaded to the PlanBuild system

7.28 Assess Record Backflow Prevention Device Test Results

| Title	Assess
Description	The objective of this case is to Assess Record Maintenance of a Cooling Tower
Actors	Permit Authority - Assessing Officer
Prerequisites	• The user will have completed **7.27 Record Backflow Prevention Device Test Results** prior to undertaking this case • The user will be logged in as a Council based on the property selected for **1.3 Search for a property and create a project**
Process	• On the 'Home' page – the Record Backflow Prevention Device Test Results will appear in '**My Task List**'. • Click on the record in this list. The Record Backflow Prevention Device Test Results will display in the status of **'Assessment'**. • Review the entered details • Click the **Approve** button
Alternative Flow	Not applicable.
Outcome	The Record Backflow Prevention Device Test Results will be assessed and confirmed

8 Organisation Administration Functions

8.1 Invite a User to an Organisation / Add User Roles

Title	Invite a User to an Organisation / Add User Roles
Description	An Organisation can invite users and add user roles for the invitees
Actors	• Permit Authorities - System Administrators • System Administrator
Prerequisites	• An invitee must be a registered PlanBuild Tasmania user • The user is logged in to PlanBuild Tasmania as an Administrator role

Process	**To Invite a User from the Organisation Profile**
	
	• Navigate to, and click on the **Profile** button
	• In the 'User Profile' tab, click on the 'Organisation Details' tab
	• Click on the name of the Organisation, or click on the ⬀ icon to open the 'Organisation' screen
	• Click on the 'Pending Invites' tab and click the **Invite** button
	• In the 'Invite Contact' dialogue box, enter the details, noting the mandatory fields:
	   o Email address
	   o Organisation Roles - Assessing Officer etc.
	   o Organisation Classifications - Permit Authority, Builder etc.
	• Click on the **Send Invite** button, or **Cancel** to cancel - the invitee is now visible in the 'Pending Invites' tab
	
	User Accepts Invitation
	
	• Click the **Log in and accept the invite** link in the notification email
	
	Assign User Roles
	
	• In the 'Active Members' tab, click on the 'Roles' field to add or remove user role as required (note that multiple roles can be added)

Alternative Flow	If the user is not registered: • Click the **Register as a user** link in the email generated by the Organisational invite • Complete the Registration Form and accept the terms and conditions • Confirm email address in notification email received and login
Outcome	• A user is successfully invited to the Organisation • User roles are added and assigned to invited users

8.2 Add a Condition to the Condition Library

Title	Add a Condition to the Condition Library
Description	A user can add a Condition template to the Organisation's common library. The user can view the Condition and select it when creating a Permit.
Actors	• System Administrator • Permit Authority - System Administrator • Permit Authority - Assessment Officer • Permit Authority - Administration Officer
Prerequisites	• The LGA must be a registered PlanBuild Tasmania user • The user must be logged in to the Organisation's Profile

Process	• Login to PlanBuild Tasmania as **HOBART LGA**
	• Navigate to and click on the **Profile** button
	• Click on the **Organisation Details** tab
	• Click on the council name in the 'Name' row OR click on the ⧉ icon to view the 'Organisation' summary screen
	• In the 'General' tab, navigate to the 'Conditions Library' module at the bottom of the screen and click on **+ Add Library Condition**
	• Enter the Condition details into the 'Add Library Condition' dialogue box noting the mandatory fields:
	    ○ 'Code' - enter a unique code, for example PLN-x for planning conditions
	    ○ 'Type' (not mandatory) - select the type of Condition, for example Plumbing
	    ○ 'Description' - for example, Subdivision
	    ○ 'Condition' - enter the text for the Condition
	    ○ 'Origin' - enter a value, for example a legislative reference etc.
	• Once complete, click **Save Condition** or **Cancel** to cancel the entry
	
	Test that the Condition has been added to the Library
	
	• Open an application in the Assessment status
	• Navigate to the 'Conditions' module and click on **+ Add Library Condition**
	• Select the added Condition to the application from the 'Add Conditions from Library' dialogue box by checking the check box to select the Condition and click on **Add Conditions** to add, or **Cancel** to cancel

Alternative Flow	Not applicable.
Outcome	The template is visible in the 'Conditions Library' list in the module

8.3 Add an RFI to the library

Title	Add a Referral Reason to the Request for Information Library
Description	A user can add a Request for Information (RFI) template to the Organisation's common library. The user can view the RFI reason and select it when creating a request for further information
Actors	- System Administrator - Permit Authority - System Administrator - Permit Authority - Assessment Officer - Permit Authority - Administration Officer
Prerequisites	- The LGA must be a registered PlanBuild Tasmania user - The user must be logged in to the Organisation's Profile
Process	- Login to PlanBuild Tasmania as **HOBART LGA** - Navigate to and click on the **Profile** button - Click on the **Organisation Details** tab - Click on the council name in the 'Name' row OR click on the ⧉ icon to view the 'Organisation' summary screen - In the 'General' tab, navigate to the 'RFI Reason Library' module at the bottom of the screen and click on **+ Add Library RFI** - Enter the RFI details into the 'Add Library RFI Reason' dialogue box noting the mandatory fields: 'Code' - enter a unique code, for example 'BLD-PLNS' etc. 'Description' - for example, 'Updated Plans' etc. 'RFI' - enter the text for the RFI - Once complete, click **Save RFI Reason** or **Cancel** to cancel the entry **Test that the RFI has been added to the Library:** - Open an application in the Assessment status - Navigate to the 'Request information / Refer application' module and click on **Request Additional Information** - Select the 'Recipient' from the drop-down list in the 'Request Additional Information' dialogue box - Click on **Create Request Additional Information** - Navigate to the 'Reason for Request' module and click on **+ Library Reason** - Select the added Reason from the 'Reason' column and click **Add Reason** - Note, if prompted to overwrite the reason, click **Yes**
Alternative Flow	Not applicable.
Outcome	The additional referral reason is visible in the 'RFI Reason' list in the module

8.4 Claiming a task

|	
Title	Claiming a Task
Description	The user can claim tasks that have not been claimed, or reassigned to the user by another registered PlanBuild Tasmania user.
Actors	• Any registered Permit Authority User
Prerequisites	• The user is logged into PlanBuild Tasmania • A Task has not been assigned to a user
Process	• Login to PlanBuild Tasmania • Select the Task from the 'Organisation Tasks' or click on the ⧉ icon to open the task. • • In the 'Task'' pane click on the **Claim Task** button. The button will display as 'Unclaim Task' and the **User Name** purple button will appear alongside the **Unclaim Task** button. • On the 'Home Screen' the task will display in the user's 'My Task List'
Alternative Flow	Not applicable.
Outcome	A Task is now assigned to the user.

8.5 Reassigning a task

Title	Reassigning a Task
Description	The user can reassign tasks to other registered PlanBuild Tasmania users.
Actors	• Any registered Permit Authority User
Prerequisites	• The user is logged into PlanBuild Tasmania • A Task has been assigned to a user
Process	• Login to PlanBuild Tasmania • Select the Task from 'My Task List' or click on the ☑ icon to open the task • Click on the **User Name** purple button and the 'Reassign Task' dialogue box will display • Select the new from the 'User to Assign to' drop-down list. • Click the **Reassign** button to reassign the task, or **Cancel** to cancel. • The new User will receive a notification advising they have been assigned a new task, and the task will display in their 'My Task List'.
Alternative Flow	To un-assign or reassign a task from the Task Search view: • Select **Tasks** from Search drop-down list in the left navigation panel • In the 'Task Administration' view, enter the name of the task in the 'Search Tasks' search bar, for example 'Request for Information' • OR • Select an assignee from the 'Select Assignee' drop-down list (including un-assigned tasks) • OR • Filter by date by clicking on the 'Filter by Due Date' drop-down menu, for example last 7 days; or by selecting the appropriate item in the any of the three drop-down lists under "Development Type', 'Department' or 'Select Assignee' • Select the Task/s to be assigned from the list displayed by checking the checkbox for each Task. OR • Click on the **Select All/Deselect All** buttons to select all Tasks to reassign • Click on the **Unassign** or **Assign** buttons to open the 'Assign Tasks' dialogue box and select the 'Available Assignee' from the drop-down list • Click on th**e Assign Tasks** button to assign the task, o**r Cancel** to cancel • The new User will receive a notification advising they have been assigned a new task, and the task will display in their 'My Task List'.
Outcome	The Task is reassigned to another PlanBuild Tasmania user.

8.6 Download Snapshots and View Events

Title	Download Snapshots and View Events
Description	The user can view events that have occurred against an application and download PDF 'snapshots' of data entered.
Actors	• Any registered Permit Authority User
Prerequisites	• The user is logged into PlanBuild Tasmania • An application has been assessed
Process	• Login to PlanBuild Tasmania • On the 'Home Screen' navigate to the 'Recently Completed' section and click on the application that you want to view • On the 'Determined Planning Application - Summary' screen the following options are available: **Download a Summary of the Application** • In the 'Completed Summary' screen, click on the **Download PDF** button to view and download a PDF 'snapshot' of the assessed application • Click on 'open file' in the 'Downloads' text box to open a PDF version of the completed application. . **View Events Related to the Application** • On the 'Determined Planning Application - Summary', click on the relevant event tab either **Draft**, **Submitted** or **Assessment.** • In the event 'Summary' section click on the **Download 'event' Snapshot** button • Click on 'open file' in the 'Downloads' text box to open a PDF snapshot of the event Summary. • Note - the event "Summary' snapshot will show the relevant information available at that stage of the application. This functions allows a user to track changes, additions and amendments to an application at each stage of the approval process.
Alternative Flow	Not applicable.
Outcome	The user can view and download PDF versions of application snapshots, and view all events that have occurred during the lifetime of the application

8.7 Search for a Development, Application, Property or Task

Title	Search for a Development, Application, Property or Task
Description	The user can use the search function to search for developments, applications, properties or tasks that have been generated using PlanBuild Tasmania.
Actors	• Registered User
Prerequisites	• The user is logged into PlanBuild Tasmania and can see the Home Screen

Process	To search for **Applications**:
	
	• On the 'Home Screen' click on **Search** in the left navigation panel; and select **Applications** from the drop-down list.
	• In the 'Application Search' view, enter the relevant search criteria and/or filters:
	    ○ By name, reference, address or PID
	    ○ Council (can multi-select by Council name)
	    ○ Application Status (can multi-select - Completed, Draft etc.)
	    ○ Development Type (can multi-select - Building, Events etc.)
	    ○ Enter a Date Range (created/completed)
	    ○ Check the box for an outstanding RFI or Referral
	• Click the **Search** button to return search results
	• Click on the ⬀ icon to view the associated application
	
	To search for **Properties**:
	
	• Select **Properties** under 'Search' in the left navigation panel
	• In the 'Property Search' view, enter the address, PID or Folio reference into the search field
	• Click the **Search** button to return search results
	• Click on the ⬀ icon to view the associated Projects
	
	To search for **Tasks**:
	
	• Select **Tasks** under 'Search' in the left navigation panel
	• In the 'Task Search' view, enter the name of the task (action), for example 'Request for Information' and click the **'Search'** button**.**
	
	OR
	
	• Filter the task list by selecting the relevant options from the drop-down lists in the filter boxes.
	• Locate the relevant task in the search results and click on the ⬀ icon to view the retrieved task.

Alternative Flow	Not applicable.
Outcome	The applicable list of developments, applications, properties and tasks is returned and the user can view the document/task.

8.8 Search for a Payment

Title	Search for a Payment
Description	The user can use the search function to search for payments made through PlanBuild Tasmania.
Actors	• Registered User
Prerequisites	• The user is logged into PlanBuild Tasmania and can see the Home Screen
Process	• On the 'Home Screen' click on **Payments** in the left navigation panel • In the 'Payment Search' view, enter the relevant search criteria and/or filters: o By payment name, receipt number or form reference • Click the **Search** button or hit Enter to return search results • Click on the ⧉ icon to view the associated payment **Download the Payment Summary** If you would like a copy of the payment details, click on the **Download Payment Summary** button
Alternative Flow	Not applicable.
Outcome	A list of payments made against an application is returned and viewable from the search

8.9 Generate payment details CSV

UNDER CONSTRUCTION