



PlanBuild
TASMANIA

Guide to Building Permit Application

Version 1



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Introduction

An application for a Building Permit must be lodged with Council if the Building Surveyor has determined that the work is Permit building work.

If the Certificate of Likely Compliance - Building Work (CLC) has been created externally of PlanBuild Tasmania and supplied to you by your Building Surveyor, you may need to create a Project, and Sub Project (Building) in PlanBuild Tasmania and upload these as supporting documents when lodging an Application for Building Permit.

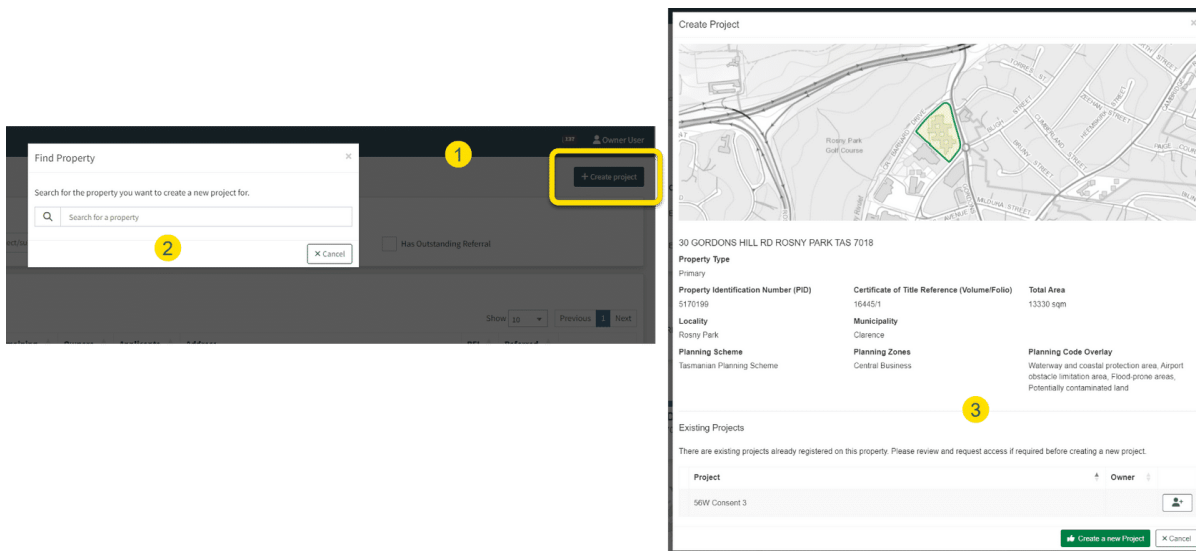
If the CLC (Certificate of Likely Compliance - Building Work) and associated documents were previously created using PlanBuild Tasmania - find the relevant Sub Project and you will see these two applications sitting under Submitted or Active Applications / Forms section and be listed as 'Completed'. You can create your Application for Building Permit in the same Sub Project to be able to select the CLC and associated documents as part of your Application for Building Permit.

Please refer to our Guide to Certificate of Likely Compliance - Permit Building Work applications if you need assistance in creating Certificate of Likely Compliance - Building Work (Form 11A).

1. Create a Project

(If you lodged your Application for CLC using PlanBuild Tasmania, please skip this step and locate the Building Sub Project which you used to submit the application.)

Create Project



Login to PlanBuild Tasmania to access your dashboard and create a project by:

1. Select 'Create Project'.
2. Start entering the property address and select from the dropdown.
3. Check the property details and any existing Projects under this address (in case other parties involved in this work have already set up a project).
4. Create a new project.

Secondary Address

Create Project

1. Properties ?


Confirm the correct property address has been selected before creating the project.

- The Primary Address is the address selected when the project was created.
- If the project relates to more than one address, select the 'Add Secondary Address' button and enter the other address details.

Primary Address 30 GORDONS HILL RD ROSNY PARK TAS 7018 ×

Add Secondary Address

2. Property Map ?



You will then be shown the property map and details, where you can add a secondary address if your application is relevant to another address (e.g. if the application is related to changing the property boundary).

Other Project Details

4. Project Name 1

The project name will be your reference to your project. This will also be visible to any other people on your project, for example your Building Surveyor or Council.
Examples may be House Build, or Bedroom Renovation, New Garage.

Project Name *

Project Name...

5. Project Administrator 2

The project administrator role is given to the user who creates the project. This can be changed at any stage. A user with this role on the project can create applications, and add other parties to the project, for example invite owners, licensees (ie. Designer or building surveyor), and other qualified people.

Name Owner User	Street Number and Name 123 Test Street
Email Address no-reply-ownerapp-org-user@geometry.com.au	Suburb Hobart
Phone Number 0400123456	Postcode Tasmania, 7000
	Country Australia

6. Owners 3

Project Administrator is the property owner.

Add the property owner details to the project.

- If the Project Administrator is not the Owner, select the 'Add Owner' button.
- If the land is owned, partially or in full, by the Crown, select the 'Add Crown' button.
- If the land is owned, partially or in full, by the Council, select the 'Add Council' button.

Name	Email
No Owners added.	

3 [+ Add Crown](#) [+ Add Council](#) [+ Add Owner](#) [Create Project](#)

Under the Property Summary, you will be asked to:

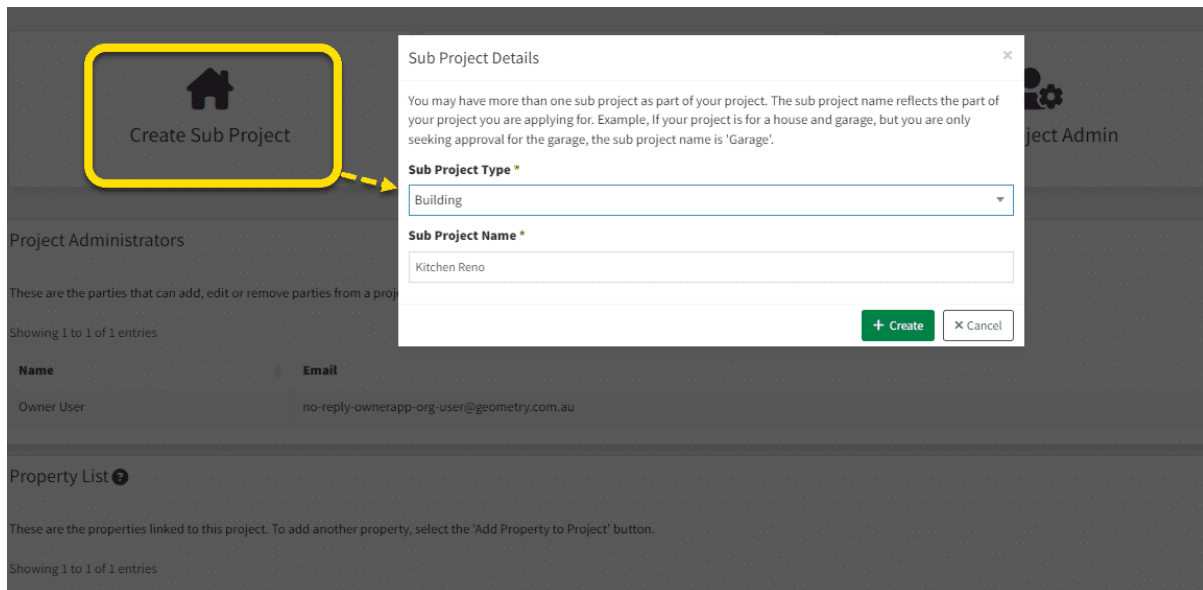
1. Provide a project name - the name will be your reference to your project. This will also be visible to any other people on your project, for example your building surveyor or council.
2. Provide owner's details - Under 'Owners' section, tick the box if you (the Project Administrator) are the property owner, or add an owner via the buttons on the top right corner of this section.
3. 'Create Project'.

Note

In step 3 - if a project has already been created, you can request to be added to the project by clicking on the button on the right-hand side of the project name.

2. Create a Sub Project

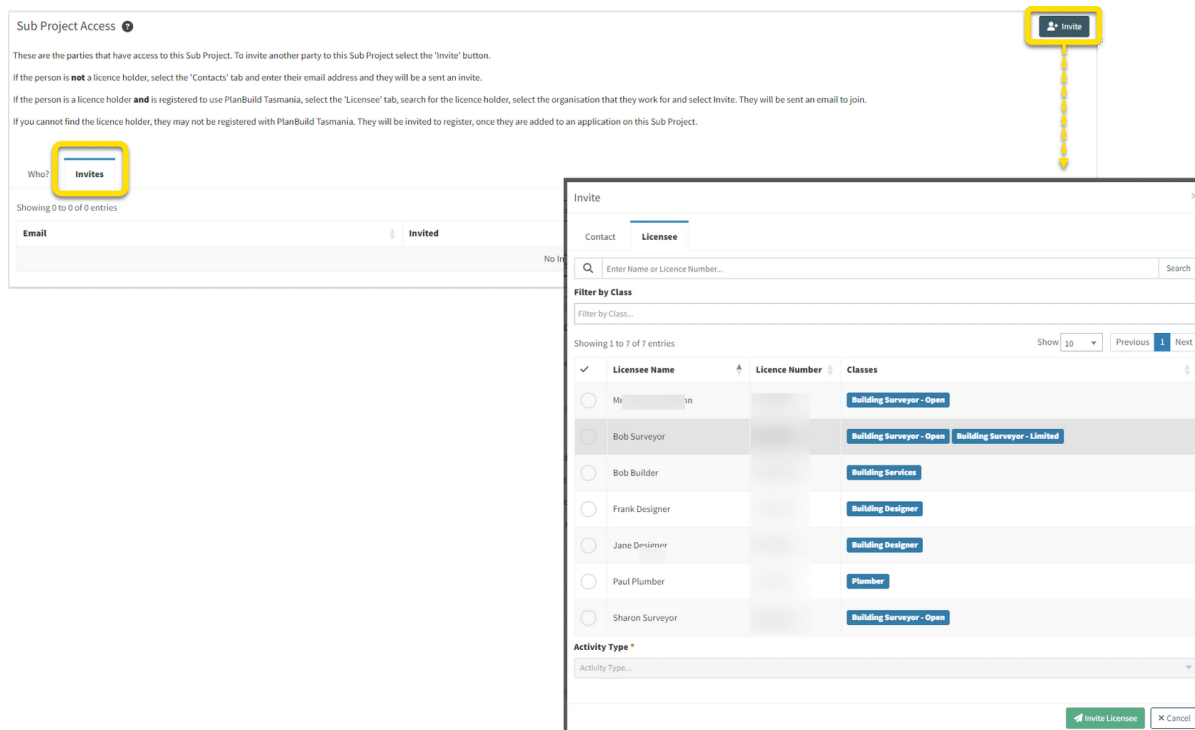
(If you lodged your Application for CLC using PlanBuild Tasmania, please skip this step and locate the Building Sub Project which you used to submit the application.)



Once you have created a Project, you will be directed to the Project page where you can create a Sub Project for your Certificate of Likely Compliance – Permit Building Work Application with the steps listed below:

1. Select 'Create Sub Project'.
2. Select 'building' in the pop-up box under 'Sub Project Type'.
3. The Project name will carry forward to the Sub Project by default, you can rename the Sub Project if required.

Invite a licensee



Before beginning your Application for Certificate of Likely Compliance - Building Work (CLC), you can add a Licensee (such as your Building Designer) to your Building Sub Project under 'Sub Project Access' on the Sub Project page, so they can create a Certificates of the Responsible Designer and/or Certificates of Qualified Persons, which will then be available in the Documents section to be selected when you submit your application.

If these documents have been created outside of PlanBuild Tasmania instead, you can upload these documents within the application for Certificate of Likely Compliance - Building form in the Documents section.

3. Create the Building Permit Application

Select the Application for Building Permit Form (Form 2)

Applicant

Application for Amended Certificate of Substantial Compliance (Form 8)	Submit Notice for Proposed Protection Work	Change Building Surveyor - No Agreement	Application for Amended Certificate of Likely Compliance - Demolition Work (Form 1)	Application for Building Permit (Form 2)
Request Extension to Building or Demolition Permit	Application for Certificate of Likely Compliance - Building Work (Form 2)	Application for Amended Combined Certificate of Substantial Compliance and Permit of Substantial Compliance (Form 8 & 9)		
Application for Amended Demolition Permit (Form 1)	Change Building Surveyor	Application for Amended Certificate of Likely Compliance - Building Work (Form 2)	Application for Demolition Permit (Form 1)	Application for Certificate of Substantial Compliance (Form 6)
Combined Application for Certificate of Likely Compliance and Building Permit (Form 2)	Application for Permit of Substantial Compliance (Form 9)	Application for Occupancy Permit (Form 4)		
Combined Application for Certificate of Substantial Compliance and Permit of Substantial Compliance (Form 8 & 9)	Application for Certificate of Likely Compliance - Demolition Work (Form 1)	Application for Amended Building Permit (Form 2)		
Application for Amended Combined Certificate of Likely Compliance and Building Permit (Form 2)	Application for Amended Permit of Substantial Compliance (Form 9)	Notification of Low Risk - Building Work (Form 80)	Heating Appliance Installation Compliance Certificate	
Notification of Intention to Install Heating Appliance	Application for Building Certificate			

Other Applications

Withdrawal Request	Adjust Assessment Timeframe
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Council

Building Notice - Permit Authority (Form 14)	Certificate of Completion - Permit Demolition Work (Form 70)	Certificate of Completion - Permit Building Work (Form 20)	Permit of Substantial Compliance (Form 25)	Amend Building Permit (Form 18)	Building Permit (Form 18)
Standalone Invoice					

Submitted or Active Applications/Forms

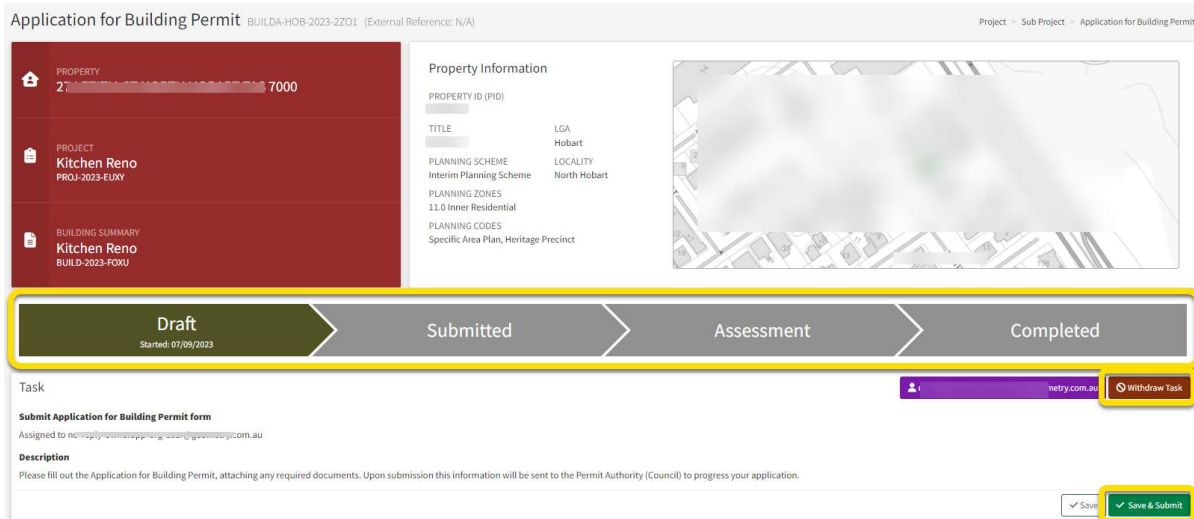
These are the forms that have been generated for this Sub Project. This list shows the status of these forms.

Completed Certificate of the Responsible Designer (Form 35) BUILDA-HOB-2023-TCBQ	Completed Submitted: 06/09/2023 Completed: 06/09/2023
Certificate of Likely Compliance - Building Work (Form 11A) BUILDA-HOB-2023-HMTB	Completed Expires: 05/09/2025 Completed: 06/09/2023

If the Certificate of Likely Compliance - Building Work (CLC) has been created externally of PlanBuild Tasmania and supplied to you, select the 'Application for Building Permit (form 2)' and upload the CLC and associated documents as a supporting document.

If the CLC and the relevant Certificate of Responsible Designer were previously created using PlanBuild Tasmania - find the relevant Sub Project and you will see these two applications sitting under Submitted or Active Applications / Forms and be listed as 'Completed'. You can create your Application for Building Permit in the same Sub Project to be able to select the CLC and associated documents from the 'Available Documents' section as part of your application.

Complete the Application



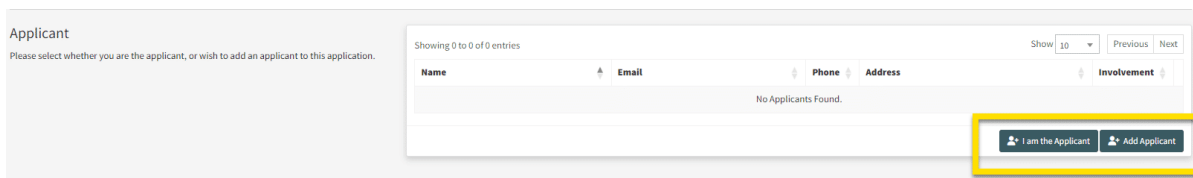
The above image shows the top section of an Application for Building Permit.

In the status chevron, you can see the application is now under 'Draft' status.

The 'Save' and 'Save & Submit' buttons on the bottom right corner of the Task section will stay while you navigate the page. You can save the application anytime, or select 'Save & Submit' when you are ready to submit the application.

There is also an option to withdraw the application during 'Draft' status. You will be asked to provide a reason for the withdrawal.

Provide Information and Documents



If your CLC was created using PlanBuild Tasmania, the application form will be prefilled with the information from the CLC. Please scroll down to check, information needed for this application should be the same as what was provided in the CLC, but you can add further information if needed. The CLC will also appear as an 'Available Documents', and you need to add this to the 'Supporting Documents' section to be submitted with your application.

If the CLC was created externally of PlanBuild Tasmania you will need to complete the required application form fields, with the information found on the CLC. You must upload the CLC and any associated documents to the 'Supporting Documents' section.

Please select whether you are the applicant, or add an applicant to this application.

You can add the applicant directly if the person has been added to the Sub Project. To add a new user as an Applicant, fill in the pop-up form and Planbuild Tasmania will send an invitation to the person to join the project.

Available Documents and Supporting Documents

Available Documents

Any existing documents previously added to the sub-project will appear here.

To add any of these existing documents to this application, select the relevant documents and click on 'Add Selected'. This will move the documents from Available Documents to Supporting Documents.

To add any other supporting documents, scroll down to the next section and select 'Add Document'.

Where available, the following documents should be provided with an Application for Building Permit:

- Certificate of Likely Compliance
- All documents referred to on the Certificate of Likely Compliance
- Certificate of Title, Schedule and Plan
- Site plans
- Architectural Plans
- Certificates of the responsible designers (Building Work) (Approved Form 35)
- Outline Plan and procedure of demolition works (if applicable)
- Details of proposed work for the protection of persons or property
- All certificates and reports relied on by the designer and the Building Surveyor
- Evidence of the contract price of the building work, or if there is no contract an estimate of the total cost of the building work provided by a Building Surveyor
- A Certificate for Certifiable Work (Building) if required under the Water and Sewerage Industry Act 2008
- The documents (if required) referred to in Schedule 2 of the [Directors Specified List](#).

Search **Document Type**

Search document name, prepared by, reference or form Filter by document type Approved

Showing 1 to 2 of 2 entries 1 row selected Show 10 Previous 1 Next

Version	Document Type	Description	Filename (size)	Uploaded Prepared by	Form	
<input checked="" type="checkbox"/>	PlanBuild Document	Certificate of Likely Compliance - Building Work (Form 11A)	BUILDA-HOB-2023-HMTB Certificate of Likely Compliance - Building Work (Form 11A) (Completed).pdf	06/09/2023 Bob Surveyor	BUILDA-HOB-2023-HMTB Application for Certificate of Likely Compliance - Building Work (Form 2)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	PlanBuild Document	Completed Certificate of the Responsible Designer (Form 35)	BUILDA-HOB-2023-TCBQ Completed Certificate of the Responsible Designer (Form 35) (Completed).pdf	06/09/2023 Jane Designer	BUILDA-HOB-2023-TCBQ Certificate of the Responsible Designer (Form 35)	<input type="checkbox"/> <input type="checkbox"/>

Supporting Documents

These documents will be submitted with your application.

To add any additional documents select 'Add Document'.

Showing 0 to 0 of 0 entries

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By
No Documents Found.						

The Land Title documents, completed CLC, CRD, and documents you submitted for these applications (and any other previous applications) will be available under 'Available Documents'. Select and add all the relevant documents to the 'Supporting Document' section using the '+Add Selected' button.

Add any new documents to the 'Supporting Documents' section using the '+Add Document' button. Where available, the following documents should be provided with an Application for Building Permit:

- Certificate of Likely Compliance
- All documents referred to on the Certificate of Likely Compliance
- Certificate of Title, Schedule and Plan
- Site plans
- Architectural Plans

- Certificates of the responsible designers (Building Work) (Approved Form 35)
- Outline Plan and procedure of demolition works (if applicable)
- Details of proposed work for the protection of persons or property
- All certificates and reports relied on by the designer and the Building Surveyor
- Evidence of the contract price of the building work, or if there is no contract an estimate of the total cost of the building work provided by a Building Surveyor
- A Certificate for Certifiable Work (Building) if required under the Water and Sewerage Industry Act 2008
- The documents (if required) referred to in Schedule 2 of the [Directors Specified List](#).

Licensed Building Service Provider Details

Licensed Building Service Provider details

Please note that all licensees must hold a current licence with the relevant scope. If the selected licensee does not have a current and/or suitable license, your application may not be valid.

Showing 1 to 2 of 2 entries

License	Activities	Conditions	Associated Status	
ANDI 14	Building Surveyor > Building Surveyor - Open Building Services Provider	Building Surveyor Limited Scope of Work - Domestic, and Commercial to 3 storeys with a maximum floor area of 2000m ²	Licensed	EX
JAI 21/2022	Building Designer > Building Designer Building Services Provider	Building Designer Scope of Work - Architectural design and documentation of Classes 1&10; and Classes 2-9 up to 3 storeys with a maximum floor area of 2000m ² , and refurbishments of any storey	License Expired	EX

+ Add License

All the licensed Building Service Provider details in relation to this application are listed in this section. You can check if the licensee has a current and suitable license.

4. Submit the Application

Confirm Payment

Payment Summary

Fees are required to progress the form...

Fee	Sub Total	GST	Total
Building Administration Fee	\$50.00	\$0.00	\$50.00
Industry Training Levy Fee	\$100.00	\$0.00	\$100.00
Building - Permit - \$20,001 to \$200,000	\$668.00	\$0.00	\$668.00
		\$0.00	\$818.00

Payment Method

Credit Card
 BPAY
 Office Use Only

Please enter the name to be shown on the receipt

Name *

Owner User

Address *

123 Test Street, Hobart, Tasmania, Australia, 7000

Test

Card Number: [.....] Security Code: [...]

Name on Card: [.....] Expiration: MM / YY

Confirm & Pay Cancel

Once all information and documents are ready, click 'Save & Submit'.

A payment screen will pop-up if the relevant Permit Authority is taking upfront payment. The application is submitted when the payment is made.







- Payments can be made using credit card or BPay.
- Only use the 'Office Use Only' option if you are instructed by a Permit Authority staff to do so.

If no payment is required upon submission of the application, you will receive a request for payment via PlanBuild Tasmania after the Permit Authority has received your application.

5. Next Steps

Submitted or Active Applications/Forms

These are the forms that have been generated for this Sub Project. This list shows the status of these forms.

 Application for Building Permit BUILDA-HOB-2023-2Z01	Submitted Submitted: 07/09/2023 
 Completed Certificate of the Responsible Designer (Form 35) BUILDA-HOB-2023-TCBQ	Completed Submitted: 06/09/2023 Completed: 06/09/2023 
 Certificate of Likely Compliance - Building Work (Form 11A) BUILDA-HOB-2023-HMTB	Completed Expires: 05/09/2025 Completed: 06/09/2023 

After submitting the Building Permit Application, you will see the application sitting under 'Submitted or Active Applications/Forms' in the Sub Project page with the 'Submitted' status.

If further action or information is required from you concerning your application, the Permit Authority will notify you via PlanBuild Tasmania.

The notifications will be sent to / shown in:

- Your email address that you registered your PlanBuild Tasmania account with
- Your PlanBuild Tasmania inbox in the portal
- Your Task List on the Dashboard.

You will receive a notification when a determination for your application is ready.