



PlanBuild
TASMANIA

Guide to Advertising a Planning Application in PlanBuild Tasmania

Version 1

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Generating an advertisement

An Assessing Officer can prepare an Advertisement from the Assessment screen directly, or send a referral (Advertising Request) for an Admin Officer to action.

Once advertised, both the Assessing Officer and Admin Officer can view and manage the advertisement section (e.g. adding a representation received externally) by opening it from the parent Planning Assessment screen.

Sending an advertising referral to an Admin Officer

The screenshot shows the 'Generate Request, Referral or Invoice' section. A yellow box highlights the 'Advertising Referral' button, with a yellow arrow pointing down to the 'Advertisement Request' form. The form includes the following details:

- PROPERTY:** 30 GORDONS HILL RD ROSNY PARK TAS 7018
- PROJECT:** New Garage (PROJ-CLA-2024-0003)
- PLANNING SUMMARY:** New Garage (PLAN-CLA-2024-0003)
- PROPERTY ID (PID):** S170139
- PLANNING CODES:** Central Business, Airport obstacle limitation area, Waterway and coa protection area, Flood-prone areas, Potentially contaminated land
- Task:** Submit Advertisement Request form (Assigned to lge_clarence@geometry.com.au)
- Description:** This task will trigger a request to an Administration Officer to advertise the application.

During Assessment, the Assessing Officer can generate an 'Advertising Referral' under the 'Generate Request, Referral or Invoice' section, which will open up an 'Advertisement Request' form.

Advertisement Request form

The screenshot shows a web form titled "Submit Advertisement Request form" in a "Draft" state. The form is divided into several sections:

- Task:** "Submit Advertisement Request form" assigned to "lga_014826262@planbuild.tas.gov.au".
- Recipient:** A dropdown menu for selecting a recipient.
- Advertising Request:** A text area for providing request details.
- Notes:** A section for internal communications with a "Notes" table. The table has columns for "Created On", "Created By", and "Content".
- Available Documents:** A section for attaching documents. It includes a search bar and a table of available documents.

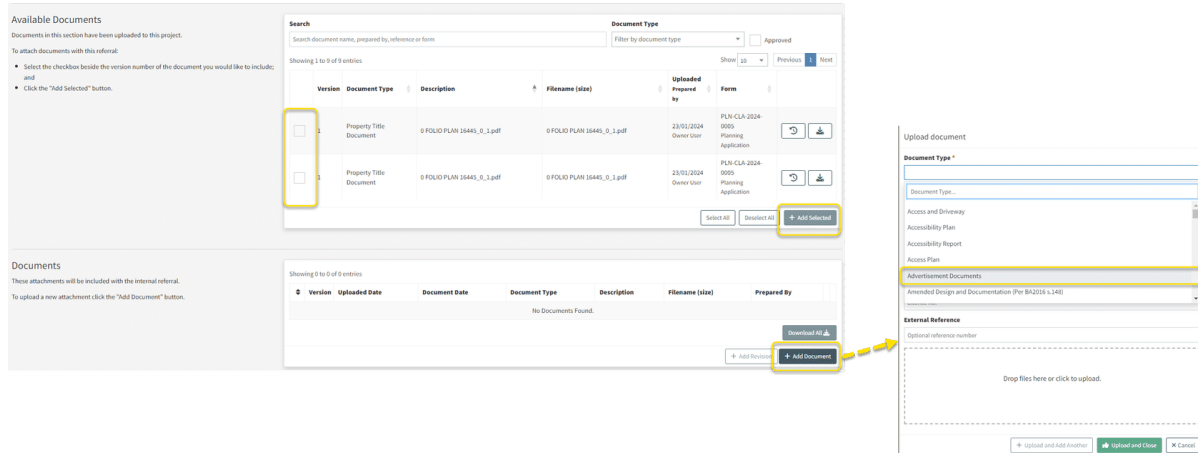
Version	Document Type	Description	Filename (Size)	Uploaded Date	Form
1	Property Title Document	C:\P\01\PLAN 38445_0_1.pdf	87950\PLAN 38445_0_1.pdf	23/01/2024	PLN-GA-2024-005 Planning Application
1	Property Title Document	C:\P\01\PLAN 38445_0_1.pdf	87950\PLAN 38445_0_1.pdf	23/01/2024	PLN-GA-2024-005 Planning Application
- Documents:** A section for uploading documents. It includes a table with columns for "Version", "Uploaded Date", "Document Date", "Document Type", "Description", "Filename (Size)", and "Prepared By".
- Council Description:** A text area for providing council-specific information.

On the form, the Assessing Officer can assign the task to a specific user under 'Recipient', and state any request details under 'Advertising Request'.

Note: Any user in your organisation will appear to be selected, however, only those users with either 'Admin Officer/Assessing Officer' role and 'Planning' department in PlanBuild will be able to create an advertisement.

The user can also put notes and documents under 'Notes' for internal communications (content in this section is only visible to internal users).

Advertising documents



To nominate exact documents to be advertised, add them from the 'Available Documents' section to the 'Documents' section using the '+ Add Selected' button.

Additional documents can be added directly under the 'Documents' section.



Confirm request

Review and Confirm

Tasmanian Government **PlanBuild** TASMANIA

ADVERTISEMENT REQUEST

Status: Draft

Reference: AR-CLA-2024-0001 Application Reference: PLN-CLA-2024-0005
Address: _____

Recipient
Full Name: _____

Advertising Request
Information Required: please advertise it from 1 Feb to 20 Feb 2024, and include the documents attached.

Documents

Version	Document Date	Document Type	Description	Prepared By
1	18 Jan 2024	Advertisement Documents	Adv	


Council Description
Council Proposed Use or Development Description: _____

Review & Confirm
Please review your referral.
Select 'Submit' to submit your response back to the requesting party.

Confirm





Once ready, use the 'Save & Submit' button to proceed. Review and confirm the request.

Receiving the task (by the Admin Officer)

My Task List 

Showing 1 to 10 of 31 entries

Show 10 Previous 1 2 3 4 Next

Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action	RFI	Referred	Paused	
23/01/2024	25/01/2024	2 days	Owner User	-		New Garage	Advertisement Request Planning Application (Planning)				 
23/01/2024	21/02/2024	28 days	Owner User	Owner User		New Garage	Assess Planning Application form Planning Application (Planning)		✓		 

The Admin Officer (the 'recipient' on the Advertisement Request form) will receive an email and a system notification regarding the advertising task, where they can click on the link within the notification text to enter the form directly.

The task will also appear on 'My Task List', the Admin Officer can open the task from there as well.

Read the task

Advertising Request

Information Required

please advertise it from 1 Feb to 20 Feb 2024, and include the documents attached.

Notes

These notes and attachments are only visible to others in your organisation.

Notes Attachments

This section is for storing internal assessment notes, these will not form part of a system output.

Showing 0 to 0 of 0 entries

Created On Created By Content

No notes available.

+ Add Note

Council Description

If applicable, enter a council-specific description, for example, single residential dwelling and garage.

Council Proposed Use or Development Description

Documents to be Advertised

Showing 1 to 1 of 1 entries

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By	Stamp
1	23/01/2024	18/01/2024	Advertisement Documents	Adv		CLARENCE LGA	<input type="checkbox"/>

Stamp Date

Stamp Date...

Leave the Stamp Date blank to have the system apply the date at the time of stamping

+ Add Revision + Add Document

Download All

Advertising

Start advertising the Planning application by clicking the "Start Advertising" button

Start Advertising

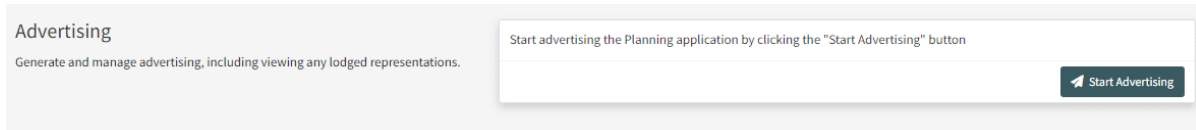
Form published: 14/11/2023 13:28

After opening the task, the Admin Officer can read through the request details and notes.

The Admin Officer should manually mark or download the documents needed for the advertisement (listed under 'Documents to be Advertised'), as the files will not be carried forward to the Advertisement Page and need to be selected from existing documents or re-uploaded.

Click on 'Start Advertising' to open the Advertisement form.

[Alternative method] Assessing Officer to prepare the Advertisement



Instead of sending out an Advertisement Referral for the Admin Officer to action, Assessing Officers can prepare the Advertisement themselves by clicking 'Start Advertising' under 'Advertising'.

Refer to the 'Start Advertising' section of this user guide to for the steps on preparing and publishing an advertisement.

Start advertising

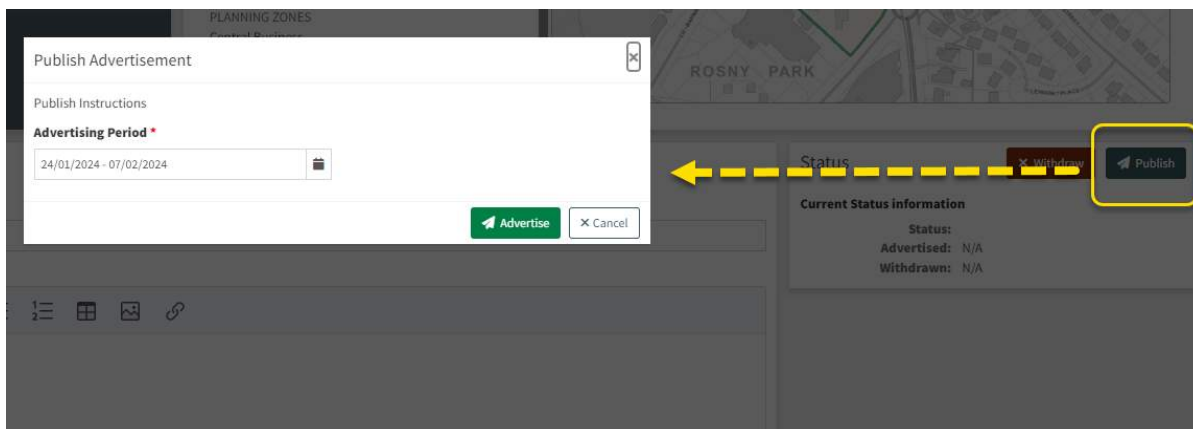
The screenshot shows a web form titled 'Sub Project Details'. It has several sections: 'Name' with a text input field; 'Advertisement Description' with a rich text editor containing icons for bold, italic, link, and list; 'Letter Created Date' with a date picker; and 'Document Templates' with a dropdown menu. A 'Save' button with a green thumbs-up icon is highlighted with a yellow box. To the right, a 'Status' panel shows 'Draft' status and 'Withdraw' and 'Publish' buttons. Below the form, there is a 'Download' button.

The Advertisement page will be opened as a new tab, you can always refer to the original Advertisement Request while entering the details.

Enter the details, including Name and Advertisement Description, and then click the 'Save' button.

You can also download document templates from this page if needed, such as Public Notice and Neighbour Notification, depending on what has been uploaded for your organisation.

Advertised documents

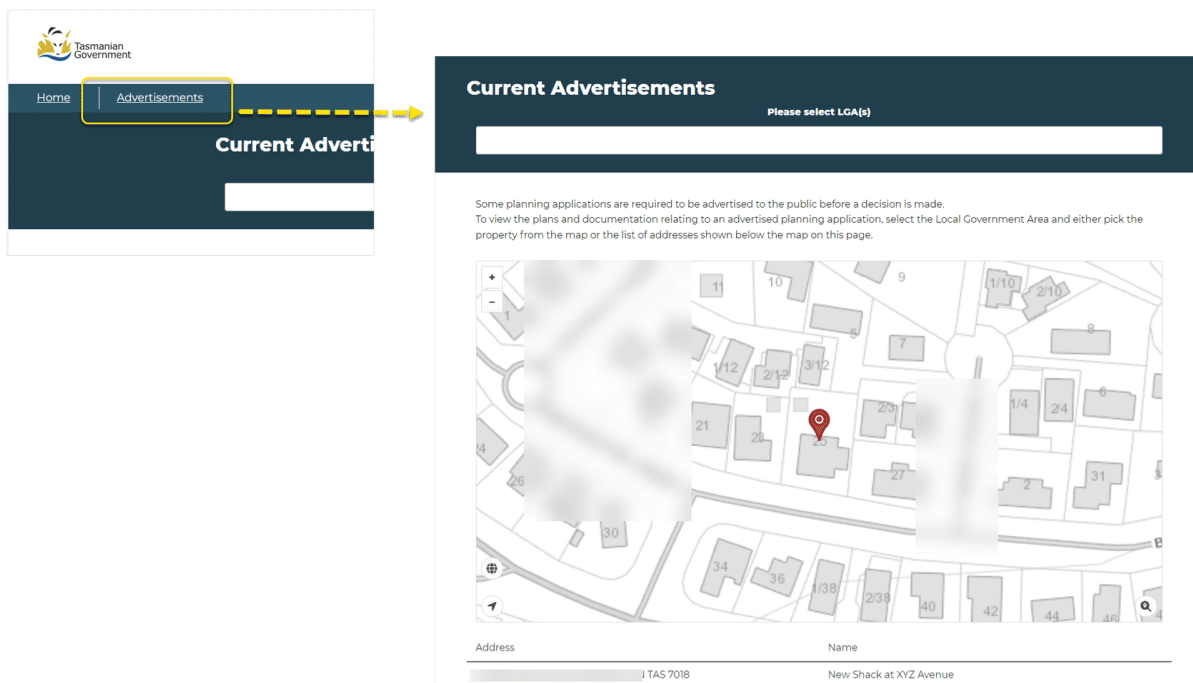


In this section, add the documents using the 'Upload New Attachment' or 'Select from Available Documents' button. Please note that documents included in this section will be publicly available in the advertisement.

Once complete, you can click the Publish button and select the Advertising Period dates (14, 28 or custom).

Once complete, click the 'Advertise' button.

View the advertisement

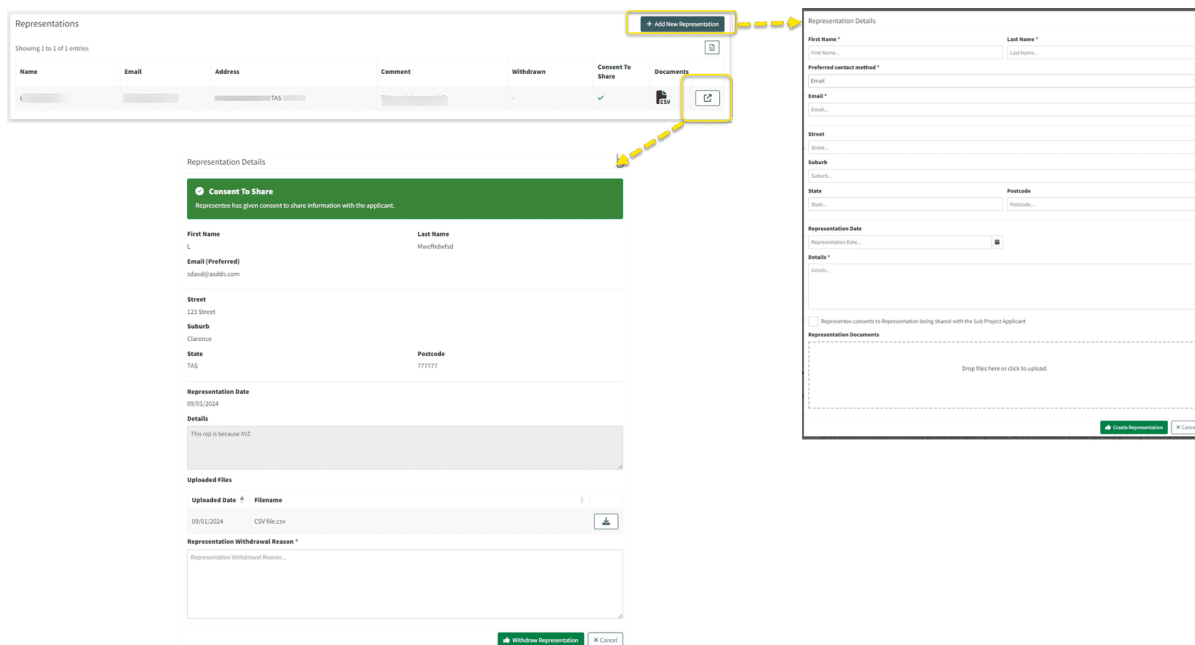


Once the advertisement is live, it can be viewed on Advertisement page on the PlanBuild Tasmania website (<https://www.planbuild.tas.gov.au>).

Viewers can navigate the map and see the list of current advertisements on this page. They can open an advertisement by clicking on a specific item, view the documents and make a representation.

The Assessing Officer role that has this planning assessment assigned to them at the time of a representation will receive a notification of it.

Managing the Representations



The Assessing Officer and Admin Officer can always go to the Advertisement Page to view the list of representations (search for the application, open the page from the 'Advertisement' section of the Assessment screen).

The user can '+ Add New Representation' to include representations that come from email or post to the portal.

The user can click on the pop-out button at the end of the listing to view full details and the documents attached to the representation.

If requested by the representor, the user can also withdraw the representation for them. A reason for withdrawal is required for this action. The representors can also do that themselves via the link provided to them in an email when the representation is submitted.