



**PlanBuild**  
TASMANIA

# Application for Certificate of Likely Compliance (Building) User Guide

Version 1

## Table of Contents

Introduction.....	1
1.Create a Project .....	2
<i>Secondary Address</i> .....	3
<i>Other Project Details</i> .....	4
2.Create a Sub Project .....	5
<i>Invite a licensee</i> .....	6
3.Application for Certificate of Likely Compliance – Building Work.....	7
<i>Complete the 'Application for Certificate of Likely Compliance -Building Work' form</i> .....	8
<i>Certificate(s) of Title</i> .....	9
<i>Owner</i> .....	10
<i>Applicant</i> .....	10
<i>Building Surveyor Details</i> .....	11
<i>Details and Value of Works</i> .....	12
<i>Available Documents</i> .....	13
<i>Supporting Documents</i> .....	14
<i>Owner Builder</i> .....	14
<i>Licensed Building Service Provider Details</i> .....	15
<i>Submit the Application</i> .....	15
4.Next Steps .....	16

## Introduction

Before lodging this form, you must have:

1. engaged a Building Surveyor, and have confirmed that the Building Surveyor has registered with PlanBuild Tasmania.
2. registered for an account with PlanBuild Tasmania, created a Project and Sub Project in PlanBuild.

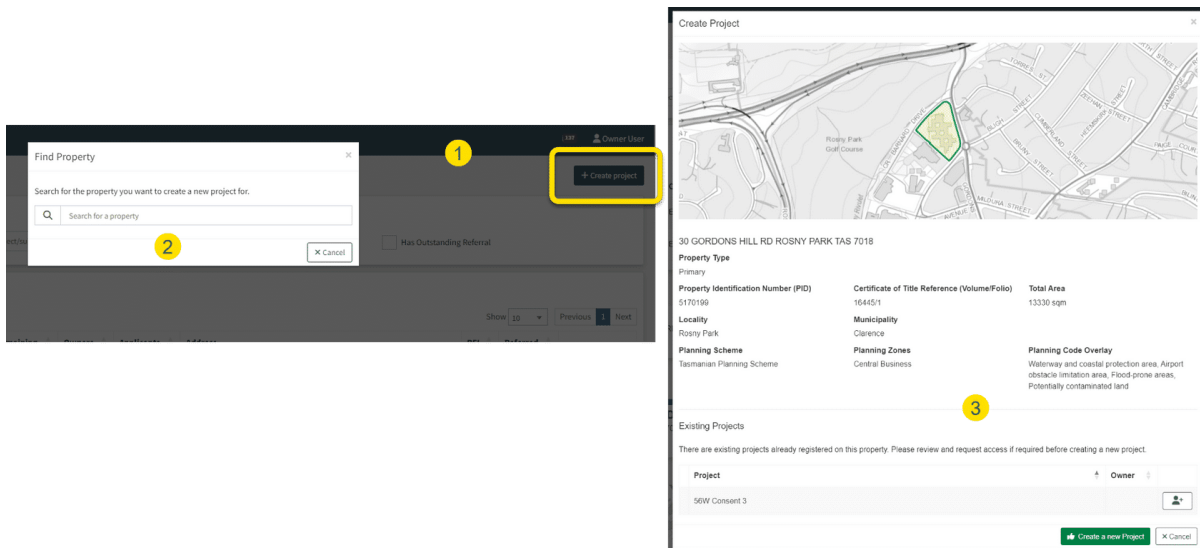
This application must reference all design documentation, Certificates of the Responsible Designer and Certificates of Qualified Persons.

Before beginning your Application for Certificate of Likely Compliance - Building, you can add a Licensee (such as your Building Designer) to your Building Sub Project 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 and supplied to you, you can upload these documents within the 'Application for Certificate of Likely Compliance - Building' form in the 'Documents' section.

## 1. Create a Project

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



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 X

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.

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

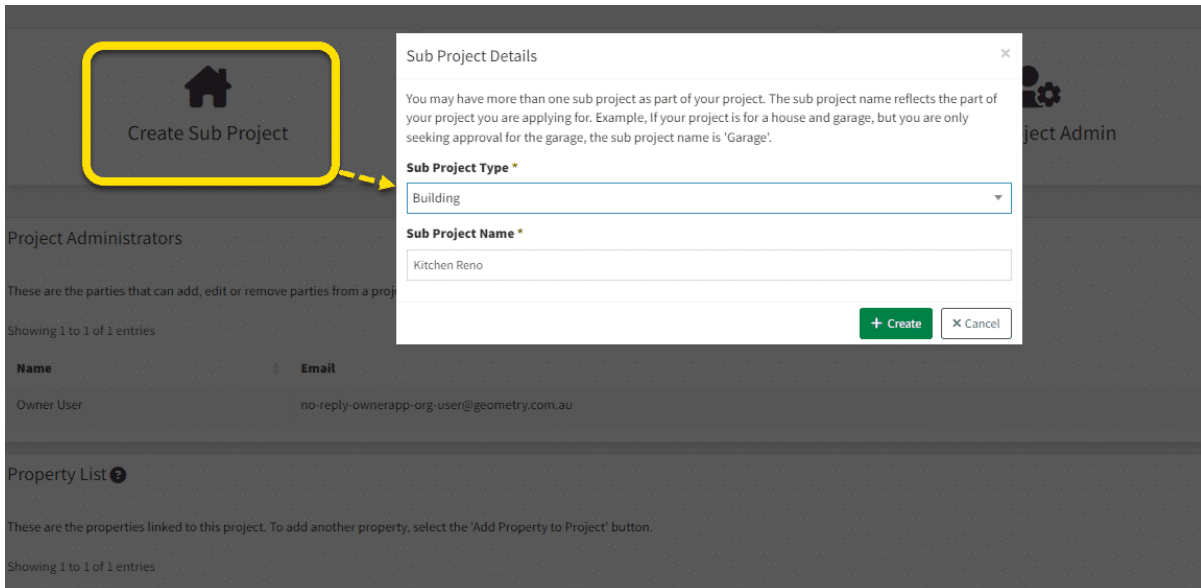
1. Provide a project name - the name will be your reference to your project. This will also be visible to any other people on your project, for example your building surveyor or council.
2. Provide owner's details - Under 'Owners' section, tick the box if you (the Project Administrator) are the property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

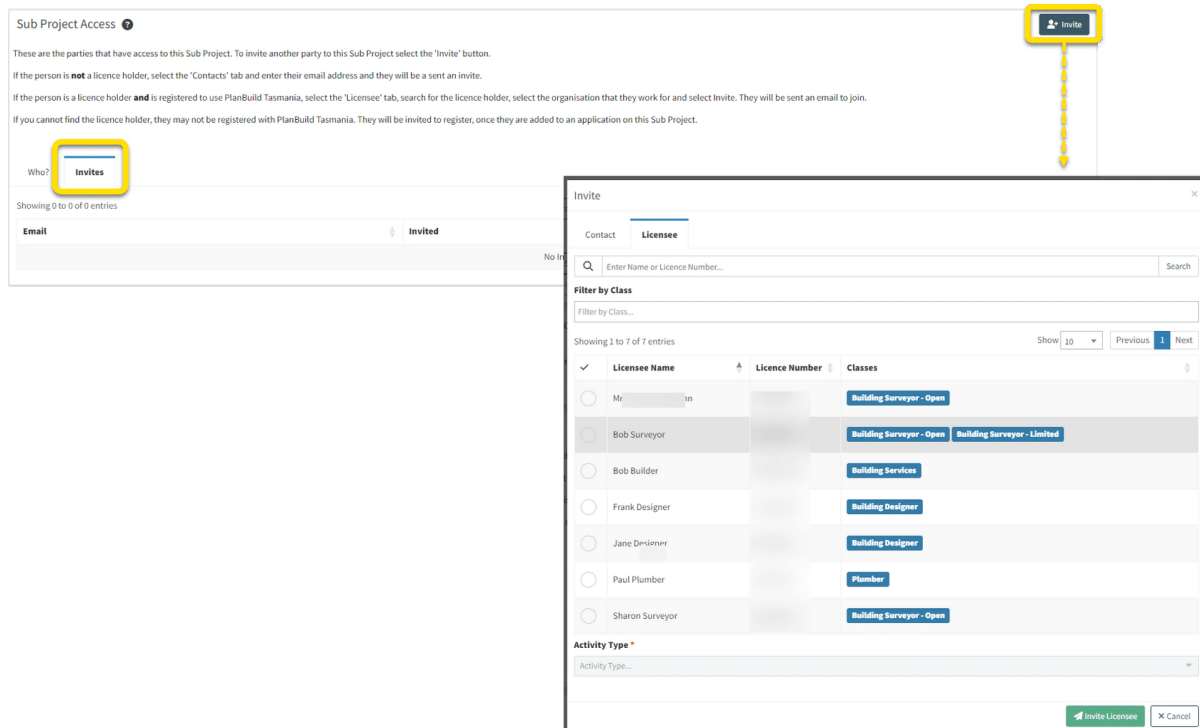
(If you lodged your Application for CLC using PlanBuild Tasmania, please skip this step and locate the Building Sub Project which you used to submit the application.)



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, 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. Application for Certificate of Likely Compliance - Building Work

**Applicant**

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

**Other Applications**

Adjust Assessment Timeframe | Withdrawal Request

**Council**

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

**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) BULDA-CLA-2023-AFK2	<b>Completed</b> Submitted: 05/09/2023 Completed: 05/09/2023
--	--

Once you have created your Building Sub Project, select the 'Application for Certificate of Likely Compliance - Building Work' form (form 2) to create the form.

## Complete the 'Application for Certificate of Likely Compliance - Building Work' form

Application for Certificate of Likely Compliance - Building Work BUILDA-HOB-2023-HMTB (External Reference: N/A) Project > Sub Project > Application for Certificate of Likely Compliance - Building Work

**PROPERTY**  
TAS 7000

**PROJECT**  
Kitchen Reno  
PROJ-2023-EUXV

**BUILDING SUMMARY**  
Kitchen Reno  
BUILD-2023-FOXU

**Property Information**

PROPERTY ID (PID)  
TITLE LGA  
Interim Planning Scheme Hobart  
PLANNING SCHEME LOCALITY  
Interim Planning Scheme North Hobart  
PLANNING ZONES  
11.0 Inner Residential  
PLANNING CODES  
Specific Area Plan, Heritage Precinct

**Draft**  
Started: 05/09/2023

Submitted Assessment Completed

Task no-i Withdraw Task

**Submit Application for Certificate of Likely Compliance - Building Work form**  
Assigned to no-req: ometry.com.au

**Description**  
Please fill out the form attaching any required documents.  
Upon submission this information will be sent to the selected Building Surveyor to progress your application.  
Before lodging this form, you must have engaged a Building Surveyor.

First of all, the above image shows the top section of an Application for Certificate of Likely Compliance - Building Work.

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 and come back to finish it later, 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.

## Certificate(s) of Title

**Certificate(s) of Title**  
Ensure that the correct property title is selected prior to submitting your application. Where the address is associated with several titles, de-select the titles that are not relevant.

**Upload or Purchase Title(s)**  
Applications must include a full and current search of the Certificate of Title for the property. This must include the Folio Text and Plan, any Schedule of Easements, Covenants, Part 5 Agreements, Council Notifications or Conditions of Transfer.

These documents may be uploaded with this application, or if they are not available you may purchase them by clicking on the 'Purchase Titles' button.

**Purchase Titles**  
Select the products you would like to purchase, if no documents are visible the title reference may not yet be available.

Showing 1 to 4 of 4 entries

<input checked="" type="checkbox"/>	Title	Product	Cost	Address	Purchased
<input type="checkbox"/>	16445/1	Folio Text and Plan	\$35.60	30 GORDONS HILL RD ROSNY PARK TAS 7018	
<input type="checkbox"/>	16445/1	Survey Notes and Plan	\$35.60	30 GORDONS HILL RD ROSNY PARK TAS 7018	
<input type="checkbox"/>	16445/1	Schedule of Easements and Folio Plan	\$35.60	30 GORDONS HILL RD ROSNY PARK TAS 7018	
<input type="checkbox"/>	16445/1	Plan Related Documents	\$0.00	30 GORDONS HILL RD ROSNY PARK TAS 7018	

**Selected Products**

Product	Cost
No products selected	
<b>Total:</b>	<b>\$0.00</b>

Buttons: **Pay**, **Cancel**

Please ensure that the correct Property Title is selected prior to submitting your application. Where the address is associated with several titles, de-select the Titles that are not relevant.

Applications must include a full and current search of the Certificate of Title for the property. This must include the Folio Text and Plan, any Schedule of Easements, Covenants, Part 5 Agreements, Council Notifications or Conditions of Transfer.

You can upload these Title documents if you have purchased them already. Or you can purchase them directly within the application by clicking on the 'Purchase Titles' button.

## Owner

Owners

This must be the name(s) that appear as owner(s) on the Certificate of Title for the property.  
Additional owners can be added by the Project Administrator or a Registered Owner via the Project Summary Screen.

Showing 1 to 1 of 1 entries

Name	Email	Status
Owner User	no-reply-ownerapp-org-user@geometry.com.au	Registered User

Owner details are set during the creation of the Project, this must be the name(s) that appear as owner(s) on the Certificate of Title for the selected property.

Owner details can be updated, or additional owners can be added by the Project Administrator or a Registered Owner via the Project Summary page.

## Applicant

Applicant/s

Showing 0 to 0 of 0 entries

Show 10 Previous Next

Name	Email	Phone	Address	Involvement
No Applicants Found				

Applicant

**Applicant Type \***

Individual

**Existing**

Existing...

Or

**Name \*** **Street Number and Name \***

Name... Street Number and Name...

**Email Address \*** **Suburb \***

Email Address... Suburb...

**Phone Number \*** **Postcode \***

Phone Number... Postcode...

**Involvement Type \*** **Country \***

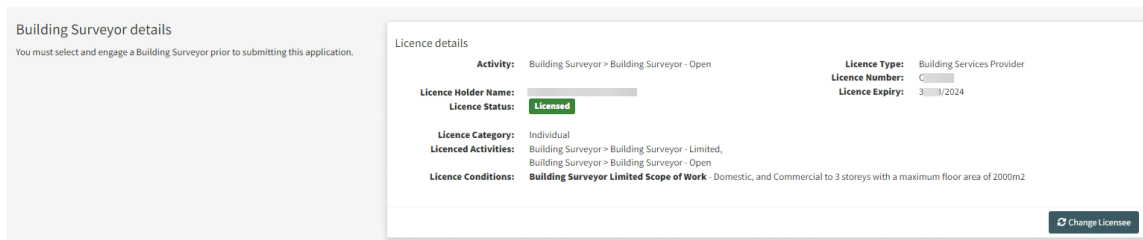
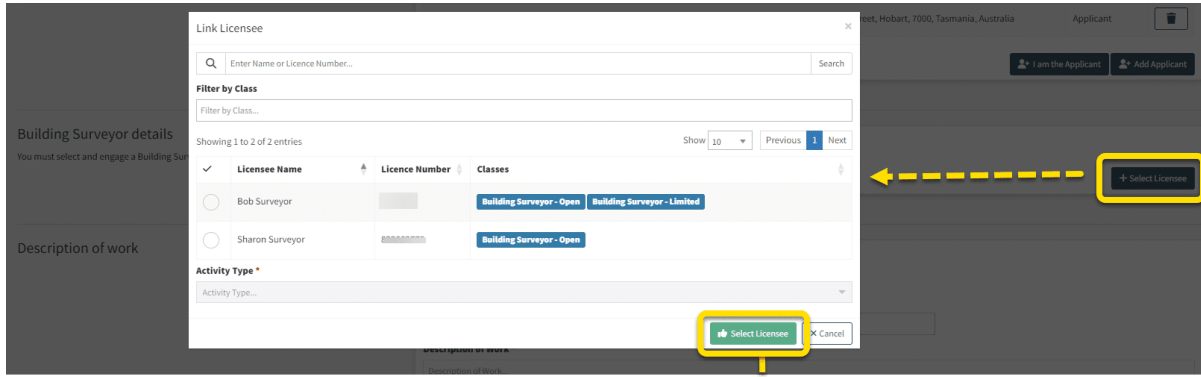
Involvement Type... Country...

**NOTE:** You must be authorised by the applicant to submit this application on their behalf

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.

## Building Surveyor Details



It is necessary to provide details of the Building Surveyor that you have engaged for this work. Before lodging this form in PlanBuild Tasmania, please confirm your Building Surveyor has already registered with the portal.

Click '+Select Licensee', search for the Building Surveyor you have engaged with.

After adding the Building Surveyor, you will be able to see the licensee's live license details under 'Building Surveyor Details'.

## Details and Value of the Work

Description of Work	<p><b>Commercial or Residential *</b> Commercial or Residential... ▾</p> <p><b>Type of Work *</b> Type of Work... ▾</p> <p><b>Building Code Classifications *</b> Building Code Classifications... ▾</p> <p><b>Description of Work *</b> Description of Work... ▾</p>												
Category of Work <small>If you are unsure of the Category of Work applicable to this project, your Building Surveyor will be able to guide you.</small>	<p><b>Category of work *</b> Category of work... ▾</p>												
Value of Work	<table border="1"><tr><td><b>Value (GST inclusive)*</b></td><td><b>Price*</b></td><td><b>No. of dwelling units*</b></td></tr><tr><td><input type="text"/></td><td>Price... ▾</td><td>0 <input type="text"/></td></tr></table>	<b>Value (GST inclusive)*</b>	<b>Price*</b>	<b>No. of dwelling units*</b>	<input type="text"/>	Price... ▾	0 <input type="text"/>						
<b>Value (GST inclusive)*</b>	<b>Price*</b>	<b>No. of dwelling units*</b>											
<input type="text"/>	Price... ▾	0 <input type="text"/>											
Other Details	<p><b>Area: m<sup>2</sup></b></p> <table border="1"><tr><td><b>Existing building floor area</b></td><td><b>New floor area</b></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p><b>Material:</b></p> <table border="1"><tr><td><b>Floor</b></td><td><b>Walls</b></td><td><b>Roof</b></td><td><b>Frame</b></td></tr><tr><td>Floor... ▾</td><td>Walls... ▾</td><td>Roof... ▾</td><td>Frame... ▾</td></tr></table>	<b>Existing building floor area</b>	<b>New floor area</b>	<input type="text"/>	<input type="text"/>	<b>Floor</b>	<b>Walls</b>	<b>Roof</b>	<b>Frame</b>	Floor... ▾	Walls... ▾	Roof... ▾	Frame... ▾
<b>Existing building floor area</b>	<b>New floor area</b>												
<input type="text"/>	<input type="text"/>												
<b>Floor</b>	<b>Walls</b>	<b>Roof</b>	<b>Frame</b>										
Floor... ▾	Walls... ▾	Roof... ▾	Frame... ▾										

Enter the details and value of the work as required.

If you are unsure of the Category of Work applicable to this project, your Building Surveyor will be able to guide you.

## Available 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 Certificate of Likely Compliance:

- The documents (if required) referred to in Schedule 1 of the [Directors Specified List](#)
- Copies of relevant permits or approvals required under other legislation
- Certificates of the responsible designers – building work (Approved Form 35)
- Any other documents relied on by a designer
- Any performance solution proposal and verification method
- Any Certificate of Qualified Person/s (Approved Form 55)
- Copy of letter from owner consenting to use of a performance solution (if applicable)
- Any determination made by the Appeal Tribunal under Division 2 of Part 19

**Search**

**Document Type**

Filter by document type ▼  Approved

Showing 1 to 1 of 1 entries Show 10 ▼ Previous 1 Next

Version	Document Type	Description	Filename (size)	Uploaded Prepared by	Form	
<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="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="⬇️"/>


Any documents that are available on the Sub Project previously are displayed under the Available Documents section, such as the completed Certificate of Responsible Designer, and/or a set of plans may be required for a range of different applications.

If there are no documents here, it means that there are no previously uploaded documents for that sub-project.

Documents listed under this section are NOT yet added to the application. Select the relevant documents and use the '+Add Selected' button to add the documents you need for the CLC application to the 'Supporting Documents' section.

Where available, the following documents should be provided with an Application for Certificate of Likely Compliance:

- The documents (if required) referred to in Schedule 1 of the [Directors Specified List](#)
- Copies of relevant permits or approvals required under other legislation
- Certificates of the Responsible Designers – Building Work (Approved Form 35)
- Any other documents relied on by a Designer
- Any performance solution proposal and verification method
- Any Certificate of Qualified Person/s (Approved Form 55)
- Copy of letter from owner consenting to use of a performance solution (if applicable)
- Any determination made by the Appeal Tribunal under Division 2 of Part 19



PlanBuild

TASMANIA

13

## Supporting Documents

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.						

+ Add Revision + Add Document Download All

You can upload other documents under Supporting Documents. If you have purchased the Land Title Documents within the application, they should appear here too.

Any documents in this section will be submitted to your Building Surveyor/Permit Authority as part of the application.

## Owner Builder

Owner Builder

If the work is to be undertaken by an Owner Builder, please check this box. You do not need to enter a Owner Builder Permit/Licence number at this point. Your Building Surveyor will provide you with documentation to support your application for Owner Builder. For more information about the Owner Builder process click [here](#).

**Will the work be undertaken by an Owner Builder?\***

Yes  
 No

**If yes, enter Owner Builder permit number/s here (if applicable)**

Check 'Yes' if the work is to be undertaken by an Owner Builder.

You do not need to enter an Owner Builder Permit/Licence number at this point. Your Building Surveyor will provide you with documentation to support your application for Owner Builder.

Refer to the [CBOS website](#) for more information about the Owner Builder process.



## 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 B [Redacted] 24	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 2000m2		Licensed
JAI ID [Redacted] 31 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 2000m2, and refurbishments of any storey		License Expired

+ 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/or suitable license.

## Submit the Application

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
Application for Certificate of Likely Compliance - Building Work BUILDA-HOB-2023-HMTB	Submitted Submitted: 06/09/2023

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

You will then see the application sitting under 'Submitted or Active Applications/Forms' in the Sub Project page with the 'Submitted' status.

## 4. Next Steps

Once submitted, the Building Surveyor / Permit Authority will review your application.

If further action or information is required from you concerning your application, the Building Surveyor / 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.