



PlanBuild
TASMANIA


Assess an Application

Version 1



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1. Find the Task

The screenshot shows the PlanBuild dashboard interface. At the top right is a '+ Create project' button. Below it is a 'Task Filter' section with a search bar and checkboxes for 'Has Outstanding RFI' and 'Has Outstanding Referral'. A callout '6' points to the search bar. The main area is divided into two task lists. The first is 'My Task List' (callout '2') showing two tasks. The second is 'Organisation Tasks' (callout '1') showing three tasks. Callout '2' points to the 'Showing 1 to 10 of 27 entries' text. Callout '3' points to the 'Action' column in the 'Organisation Tasks' table. Callout '4' points to the 'Assignee' column. Callout '5' points to a task row in the 'Organisation Tasks' table. Callout '6' points to the search bar in the 'Task Filter' section.

Once an application is progressed to 'Assessment' status, it will be available on the PlanBuild Dashboard for users with the 'Assessing Officer' role in the portal to claim/assign.

The following tips might help you find a task:

1. Any unassigned tasks you have access to will appear under 'Organisation Tasks'. Any tasks you currently have claimed will appear under 'My Task List'. If there is only one Admin Officer / Assessment Officer in the Department, the task will go directly to their 'My Task List'.
2. You can select any of the column headings to rearrange the task list by different criteria, such as Created Date, Due Date, Address, etc.
3. See the 'Action' column to check the type of application, and the action required. At this stage, the action item should be listed as 'Assess Application form'.
4. Select the 'pop out' button to open the task in a new tab (so that you can view the referral and other details you need from dashboard). You can click on the 'cycle' button to view the referral history (including payment request) of the application.

Assess an Application

5. A tick under the RFI column indicates the application has a current RFI, which does not stop the application from being progressed to Assessment stage.

6. You can search for a task directly in the search bar by Address, Reference Number, Project, Sub Project or Application Name, Owner or Applicant details. This will filter both the 'My Task List' and 'Organisation Tasks'.



2. Adjust Assessment Timeframe

The screenshot shows the 'Planning Application' interface. On the left, a sidebar contains 'PROPERTY' (7018), 'PROJECT' (New house PROJ-2023-0E9V), and 'PLANNING SUMMARY' (New house PLANN-2023-LY8P). A yellow dashed arrow points from the 'PLANNING SUMMARY' section to the 'Adjust Assessment Timeframe' form in the 'Available Applications/Forms' section. The 'Adjust Assessment Timeframe' form is highlighted with a yellow box. Other forms in the 'Available Applications/Forms' section include 'Request Time Extension of Applicant' and 'Withdrawal Request'. The 'Submitted or Active Applications/Forms' section shows a 'Planning Application' (PLANNA-HOB-2023-8F9V) with a '3 related' link and an 'Assessment' button.

During assessment, an Assessing Officer can adjust the timeframe via 'Request Time Extension of Applicant' or 'Adjust Assessment Timeframe'.

To find the 2 forms, navigate to the Sub Project Summary page via the panel on the top left of the Assessment page.

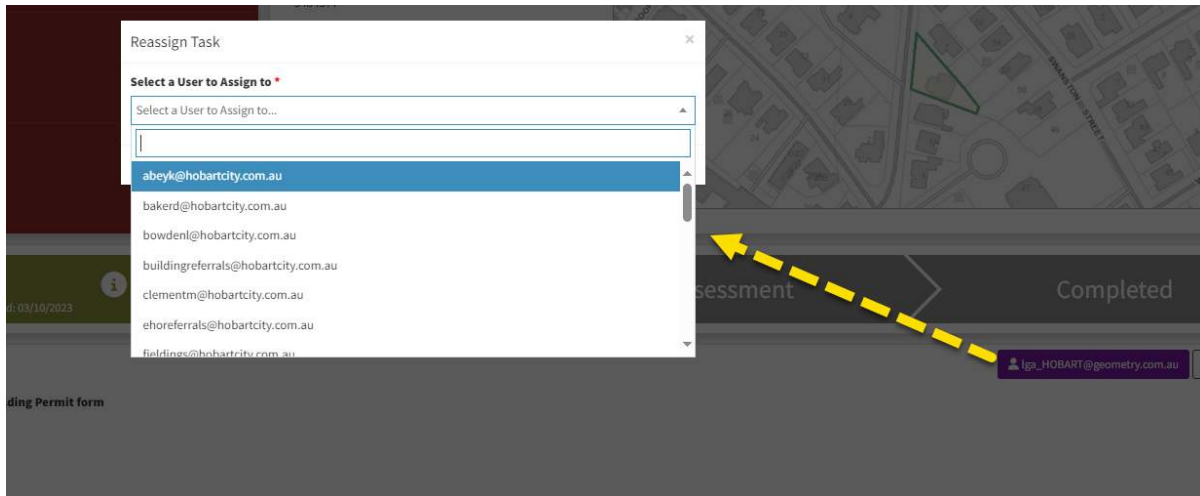
3. Claim Task

The screenshot shows the task management interface. At the top, a progress bar indicates the stages: 'Draft' (Started: 07/09/2023 | Completed: 07/09/2023), 'Submitted' (Started: 07/09/2023 | Completed: 08/09/2023), 'Assessment' (Started: 08/09/2023 | Due: 15/09/2023), and 'Completed'. Below the progress bar, a 'Task' section is shown. The task 'Assess Application for Building Permit form' is highlighted with a yellow box. It is currently 'Unassigned'. A 'claim Task' button is also highlighted with a yellow box. The description of the task is: 'Assess application. If the application is approved, when the assessment is completed, select 'Approve & Issue' and the system will notify the applicant. If the application is refused, when the assessment is completed, select 'Refuse Application' and the system will notify the applicant.'

After opening the application, you can claim the unassigned task.

Please note that you can view the application without claiming the task, as can anyone in the organisation.

4. Reassign Task



You can unclaim the task using the 'Unclaim' button or reassign it to others using the purple button with your email address on it if needed.

The task will then appear on the selected user's 'My Task List' and they will receive an email notification that a new task has been assigned to them.

If you unclaim a task without reassigning to an individual user, it will appear back in the 'Organisation Tasks' for anyone with the appropriate role in PlanBuild Tasmania to claim.

You can add notes to the internal 'notes' section before you reassign a task to provide more detail/information to the assessor. These will not be visible outside of your organisation.

5. View Payment

Draft Started: 25/09/2023 | Completed: 25/09/2023

Submitted Started: 25/09/2023

Task

Acknowledge submitted Application for building Permit form
Assigned to lga_HOBART@geometry.com.au

Description
Review application.

To start the assessment clock, select 'Start Assessment'. This will update the status of the application to 'Assessment' and the statutory clocks will start.

If the application is to be rejected entirely, select 'Reject Application', enter a reason and the applicant will be notified.

Go to Payments

Payments

Payment Search

PLANNA-CLA-2023-TMOC

Date Paid: Date Issued: Payment Pending

Payments

Showing 1 to 1 of 1 entries

| Issued Date | Application Number | Name | Invoice Number | Payee Name | Property Address | Total | Total GST | Receipt Number | Paid on Date |
|-------------|----------------------|--|----------------|------------|--|----------|-----------|----------------|--------------|
| 25/09/2023 | PLANNA-CLA-2023-TMOC | PLANNA-CLA-2023-TMOC: Planning Application | 05248314 | Owner User | 30 GORDONS HILL RD ROSHY PARK TAS 7918 | \$692.00 | \$0.00 | 3579617371 | 25/09/2023 |

If a payment has been made for an application (either Upfront or via a request for payment) the 'Go to Payments' button will appear. This button will lead you to the Payments page and filter the search to payments related to this application only.

Payment details can also be found by selecting 'Payments' on the left-hand-side navigation bar, this will show all payment records for your organisation.

6. Notes

Notes

This section can be used to communicate with other users within your organisation. You do not need to claim this task to use this functionality.

Use the tabs to select:

Notes: You can make a note against this application or assessment that is viewable by other users within your organisation on this screen and the notes summary on the sub-project screen.

Attachments: You can upload an attachment against this application or assessment that can be downloaded by another user within your organisation.

Communications: You can communicate with other users within your organisation. Here you can select a user or multiple users to receive your communication, enter the content of the communication and select a due date for action. The recipient/s will receive the communications via their PlanBuild dashboard.

Notes

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

Showing 1 to 2 of 2 entries

| Created On | Created By | Content | |
|------------|------------|--------------------|--|
| 16/04/2024 | | | |
| 16/04/2024 | | Valid Application. | |
| 16/04/2024 | | Payment required. | |

+ Add Note

The 'Notes' section under the task description box is for internal use and the notes will not be visible to the applicants or anyone outside of the organisation. There are 3 tabs:

1. Notes - It can be used for any kind of internal communication, such as noting any communications with the applicant outside of PlanBuild Tasmania (e.g. emails, phone calls, etc.), or to provide any additional information to an assessor or a staff member who is taking over the task.
2. Attachment - to attached any documents for internal use only.
3. communications - make a note to one or more specific internal user(s). Users being named in the message will receive the communication via their dashboard.

7. Raise an Invoice

Generate Request, Referral or Invoice

From this section, you can request additional information from the applicant, internally refer the application, refer to other Authorities and raise invoices.

Advertising Referral | Planning Assessment Report | Heritage Referral | Request Information | Internal Referral

Raise an Invoice | Provide RPI Response to Heritage Tasmania | TasWater Referral

Request Payment

PLANNING-CLA-3023-0230 (Internal Reference: N/A)

Property: 30 GORDONS HILL RD ROSNY PARK TAS 7018

Project: New house
PROJ-2023-0230

Planning Summary: New house
PLANN-2023-178P

Property Information

PROPERTY ID (PID): S179239

TITLE: LGA

LOCALITY: Clarence

PLANNING SCHEME: Tasmanian Planning Scheme

LOCALITY: Rosny Park

PLANNING ZONES: Central Business

PLANNING CODES: Potentially contaminated land, Airport obstacle limitation

Request Payment | Awaiting Payment | Acknowledge | Paid

Task

Submit Request Payment form

Recipient

Request to Pay Details

Details of Request

Invoice

| Name | Ledger Code | Base (\$) | Units | Per Unit (\$) | Sub Total (\$) | GST (\$) | Total (\$) |
|---------------------------------|-------------|-----------|-------|---------------|----------------|----------|------------|
| No line items for this invoice. | | | | | | | |

Click on 'Raise an Invoice' under the 'Generate Request, Referral or Invoice' section to open up the 'Request Payment' form, where you can put in the details of the request.

Choose a recipient from the drop down, you can review the application form in a separate tab to find the names of the applicant, owner etc. to ensure you select the appropriate person.

You can provide more information to the person receiving the request such as why additional fees are being requested (e.g. for advertising of a Planning Permit application if not charged initially).

The screenshot shows a modal window titled "Add a new invoice line item" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Fee ***: A dropdown menu labeled "Fee..." and a checkbox labeled "Custom Fee".
- Description**: A text input field labeled "Description...".
- Ledger Code**: A text input field labeled "Ledger Code...".
- Base Total (\$)**: A text input field labeled "Base Total (\$)..."
- Units**: A text input field labeled "Units...".
- Rate per Unit (\$)**: A text input field labeled "Rate per Unit (\$)..."
- GST (\$)**: A text input field containing the value "0.00".
- Calculated Total (\$)**: A shaded text input field containing the value "0.00".

At the bottom right of the form, there are two buttons: a green button labeled "Save Line Item" with a thumbs-up icon, and a white button labeled "Cancel" with an X icon.

Under 'Invoice', select '+New line item' to select individual payment item(s). You may add multiple line items to a single request.

Click 'Save & Create Invoice' to generate the request.

The request will be sent to the selected user via email and PlanBuild Tasmania notifications. Once a payment has been made, you will be notified and see in your 'My Task List' there is a payment ready for review.

8. Payment method - Office Use Only

For upfront payments, applicants can pay via:

1. Credit card
2. BPay
3. The 'Office Use Only' button

Confirm Payment

Payment Summary

Fees are required to progress the form...

| Fee | Sub Total | GST | Total |
|--------------------------------------|-----------|--------|---------------|
| Tasmanian Heritage Listed Properties | \$1.00 | \$0.00 | \$1.00 |
| | | \$0.00 | \$1.00 |

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

The 'Office Use Only' button would allow applicant to submit the application without making a payment. An applicant should only use it after being instructed by a staff to do so.

Note: With BPay, the application will only appear at Council users' dashboard on the day after the payment has been made. Before that, the application would sit with the application under 'Draft' status and not visible for Council.

9. Review application details and perform assessments

The screenshot displays a multi-section web form for assessing an application. The sections include:

- Advertising:** Contains instructions and a 'Start Advertising' button.
- Assessor Recommendation:** Includes fields for 'Assessor Recommendation', 'Assessor Name', 'Assessor Role', and 'Date Completed'.
- Determination:** Features a rich text editor with a toolbar and a text area containing a council notice about a planning application.
- Conditions:** Includes a table for adding conditions with columns for 'Code' and 'Description', and buttons for 'Add Custom Condition', 'Add Duty Condition', and 'Add Reference Condition'.
- Determination Details:** Contains fields for 'Determination', 'Determination Date', 'Authorised By', 'Delegated Authorisation Name', and 'Delegated Authorisation Role'.
- Permit Dates:** Includes 'Date Overridden', 'Issue Date Overridden', 'Apply Date Overridden', and 'Default Apply 10% calendar days from issue date'.
- Signatory:** Includes a 'Please sign this form' field and a 'Not Signed' button.

You can review the application details and put in details of assessment, conditions, recommendations, etc. The application form sections will look different depending on the type of application.

10. Available Documents and Assessment Documents

Acknowledge submitted Minor Amendment to Planning Permit form Save Start Assessment Start assessment? Reject Application

Available Documents

This section shows all the documents available as part of this Project.
Information uploaded as part of a Request for Further Information or Referral will be shown here.

Documents listed in this section are not available/visible to a Request for Information or Referral. **Documents listed in this section will not be referenced in the approval.**

To make these documents available to Referrals and Requests as well as the approved output, use the checkboxes to select relevant documents and click the 'Add Selected' button. These documents will be moved to the 'Assessment Documents' section.

Search Document Type

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

Showing 0 to 0 of 0 entries Show 10 Previous Next

| Version | Document Type | Description | Filename (size) | Uploaded Prepared by | Form |
|---------------------|---------------|-------------|-----------------|----------------------|------|
| No Documents Found. | | | | | |

















Select All Deselect All + Add Selected

Assessment Documents

These documents and certificates have been submitted with this planning application OR have been added by Council as part of the review/assessment process.

All documents within this section are available/visible to all Referrals and Requests generated as part of this assessment.

Showing 1 to 7 of 7 entries

| Version | Uploaded Date | Document Date | Document Type | Description | Filename (size) | Prepared By | |
|---------|---------------|---------------|-------------------------|--|--|-------------|---|
| 01 | 06/10/2023 | 06/10/2023 | Property Title Document | 0 FOLIO PLAN 16445_0_1.pdf | 0 FOLIO PLAN 16445_0_1.pdf | 1 |     |
| 01 | 06/10/2023 | 06/10/2023 | Property Title Document | 1 SCHEDULE OF EASEMENTS 16445_0_1.pdf | 1 SCHEDULE OF EASEMENTS 16445_0_1.pdf | 1 |     |
| 01 | 06/10/2023 | 06/10/2023 | Property Title Document | 0 PLAN-RELATED DOCUMENTS 16445_0_1.pdf | 0 PLAN-RELATED DOCUMENTS 16445_0_1.pdf | 1 |     |
| 01 | 06/10/2023 | 06/10/2023 | Property Title Document | 0 Folio Text 16445_0_1.pdf | 0 Folio Text 16445_0_1.pdf | 1 |     |

Documents submitted with the application will be available under '**Assessment Documents**' - These are the documents that will form part of the assessment and approval. Assessment Officer can unlink any irrelevant documents if needed, and those documents will stay under '**Available Documents**' and you can add them back in the future if needed.



Assess an Application

Download Form Assess Amended Planning Application form

Is the assessment complete?
Save Issue Determination Refuse Application

Available Documents

This section shows all the documents available as part of this Project.
Information uploaded as part of a Request for Further Information or Referral will be shown here.
Documents listed in this section are not available/visible to a Request for Information or Referral. **Documents listed in this section will not be referenced in the approval.**
To make these documents available to Referrals and Requests as well as the approved output, use the checkboxes to select relevant documents and click the 'Add Selected' button. These documents will be moved to the 'Assessment Documents' section.

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

Showing 1 to 3 of 3 entries. Show 10 Previous 1 Next

| Version | Document Type | Description | Filename (size) | Uploaded Prepared by | Form |
|--------------------------|---------------|---------------------|--|-----------------------|---|
| <input type="checkbox"/> | 1 | Access and Driveway | Screenshot 2023-08-11 15:22:00.png (39 KB) | 06/10/2023 Owner User | PLANNA-CLA-2023-AEDT Request for Information - Planning |
| <input type="checkbox"/> | 1 | PlanBuild Document | Request for Information | 06/10/2023 LGA | PLANNA-CLA-2023-AEDT Request for Information - Planning |

Select All Deselect All + Add Selected

Assessment Documents

These documents and certificates have been submitted with this planning application OR have been added by Council as part of the review/assessment process.
All documents within this section are available/visible to all Referrals and Requests generated as part of this assessment.

Showing 1 to 7 of 7 entries

| Version | Uploaded Date | Document Date | Document Type | Description | Filename (size) | Prepared By | Stamp |
|---------|---------------|---------------|-------------------------|---------------------------------------|---------------------------------------|-------------|--------------------------|
| 01 | 06/10/2023 | 06/10/2023 | Property Title Document | 0 FOLIO PLAN 16445_0_1.pdf | 0 FOLIO PLAN 16445_0_1.pdf | 1 | <input type="checkbox"/> |
| 01 | 06/10/2023 | 06/10/2023 | Property Title Document | 1 SCHEDULE OF EASEMENTS 16445_0_1.pdf | 1 SCHEDULE OF EASEMENTS 16445_0_1.pdf | 1 | <input type="checkbox"/> |

The completed referral requests and the documents obtained throughout the administration and assessment processes will be listed under 'Available Documents', you need to add them to 'Assessment Documents' for them to form part of the approved document pack.

For viewing purpose only - You can also find the list of referrals under the 'Requests and/or Referrals' section, you can also download the documents from there.

11. What can you do with the Assessment Documents?

Assessment Documents

These documents and certificates have been submitted with this planning application OR have been added by Council as part of the review/assessment process.

All documents within this section are available/visible to all Referrals and Requests generated as part of this assessment.

Showing 1 to 5 of 5 entries

| Version | Uploaded Date | Document Date | Document Type | Description | Filename (size) | Prepared By | Stamp | 2 | 3 | 4 | 5 |
|---------|---------------|---------------|-------------------------|---|---|-------------|-------|---|---|---|---|
| 1 | 25/09/2023 | 25/09/2023 | Property Title Document | 0 Folio Text 132051_0_1.pdf | 0 Folio Text 132051_0_1.pdf | 1 | 6 | 2 | 3 | 4 | 5 |
| 1 | 25/09/2023 | 25/09/2023 | Property Title Document | 1 FOLIO PLAN 132051_0_1.pdf | 1 FOLIO PLAN 132051_0_1.pdf | 1 | | 2 | 3 | 4 | 5 |
| 1 | 25/09/2023 | 07/09/2023 | Property Title Document | 0 Folio Text 132051_0_2.pdf | 0 Folio Text 132051_0_2.pdf | 1 | | 2 | 3 | 4 | 5 |
| 1 | 25/09/2023 | 18/09/2023 | Property Title Document | 1 FOLIO PLAN 132051_0_2.pdf | 1 FOLIO PLAN 132051_0_2.pdf | 1 | | 2 | 3 | 4 | 5 |
| 1 | 25/09/2023 | 05/09/2023 | Architectural Plans | BUILD-2023-XYPC_Architectural Plans_1_Jones House Plan.pdf (3 MB) | BUILD-2023-XYPC_Architectural Plans_1_Jones House Plan.pdf (3 MB) | Owner User | | 2 | 3 | 4 | 5 |

Stamp Date

Stamp Date... 6

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

+ Add Revision + Add Document

Download All

Please refer to the numbers on the image for the following:

1. You can select any Assessment Documents and use the '+Add Revision' button to upload a new revision.
2. You can check any of the previous version of the same document.
3. You can download an individual document using the download button, or download all of them using the 'Download All' button at the bottom right corner of this list.
4. If a document is irrelevant to the assessment, you can unlink it. The unlinked document will stay under 'Available Documents', and you can add them back from there anytime.
5. You can edit the document details (if required).
6. You can choose the documents to be stamped and apply a stamp date to it.

Note: Any documents in the 'Assessment Documents' section, once the determination is issued, will form part the approved documents, which will be listed on the Permit/Certificate and be downloadable by the applicant.

12. Stamping

FOR REFERENCE ONLY
This drawing is representative of the documentation requirements of Schedule 1. The content should not be relied upon as accurate for another building project.

Any specific manufacturer, product, material or component shown within this set of drawings has been included for example purposes only.

DRAWING SCHEDULE
A01 - Cover Page
A02 - Site Plan
A03 - Floor Plan
A04 - Footing / Slab Plan
A05 - Details
A06 - Roof Framing & Bracing Plan
A07 - Roof Plan
A08 - Drainage Plan
A09 - Electrical & Cable Tray Plan
A10 - Mechanical & Plumbing Plan

FOR REFERENCE ONLY
This drawing has been included as an example of how to present the relevant AS 1939 requirements for a Class 1a dwelling. Plans show the example single storey dwelling is not deemed to be within a Bushfire Hazard zone, and no further requirements in the drawings have been applied to drawings in bushfire zones.

Additional information required for a Building Application:
1. BC Assessment Report by an Accredited Building Assessor.
2. Bushfire Hazard Management Plan prepared by an Accredited Building Assessor.
Alternative to Building Applications under a competent Designer / Architect may comprise their own BSL Assessment and BSLMP with the Bushfire Hazard Level Assessment Report as published in the Assessment Report of Building Services.
Assess and comply with BCA 3.7.4.1, 3.7.4.2, 3.7.4.3, 3.7.4.4, 3.7.4.5, 3.7.4.6, 3.7.4.7, 3.7.4.8, 3.7.4.9, 3.7.4.10, 3.7.4.11, 3.7.4.12, 3.7.4.13, 3.7.4.14, 3.7.4.15, 3.7.4.16, 3.7.4.17, 3.7.4.18, 3.7.4.19, 3.7.4.20, 3.7.4.21, 3.7.4.22, 3.7.4.23, 3.7.4.24, 3.7.4.25, 3.7.4.26, 3.7.4.27, 3.7.4.28, 3.7.4.29, 3.7.4.30, 3.7.4.31, 3.7.4.32, 3.7.4.33, 3.7.4.34, 3.7.4.35, 3.7.4.36, 3.7.4.37, 3.7.4.38, 3.7.4.39, 3.7.4.40, 3.7.4.41, 3.7.4.42, 3.7.4.43, 3.7.4.44, 3.7.4.45, 3.7.4.46, 3.7.4.47, 3.7.4.48, 3.7.4.49, 3.7.4.50, 3.7.4.51, 3.7.4.52, 3.7.4.53, 3.7.4.54, 3.7.4.55, 3.7.4.56, 3.7.4.57, 3.7.4.58, 3.7.4.59, 3.7.4.60, 3.7.4.61, 3.7.4.62, 3.7.4.63, 3.7.4.64, 3.7.4.65, 3.7.4.66, 3.7.4.67, 3.7.4.68, 3.7.4.69, 3.7.4.70, 3.7.4.71, 3.7.4.72, 3.7.4.73, 3.7.4.74, 3.7.4.75, 3.7.4.76, 3.7.4.77, 3.7.4.78, 3.7.4.79, 3.7.4.80, 3.7.4.81, 3.7.4.82, 3.7.4.83, 3.7.4.84, 3.7.4.85, 3.7.4.86, 3.7.4.87, 3.7.4.88, 3.7.4.89, 3.7.4.90, 3.7.4.91, 3.7.4.92, 3.7.4.93, 3.7.4.94, 3.7.4.95, 3.7.4.96, 3.7.4.97, 3.7.4.98, 3.7.4.99, 3.7.4.100.

FOR REFERENCE ONLY
This drawing has been included as an example of how to present the relevant AS 1939 requirements for a Class 1a dwelling. Plans show the example single storey dwelling is not deemed to be within a Bushfire Hazard zone, and no further requirements in the drawings have been applied to drawings in bushfire zones.

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2. Bushfire Hazard Management Plan prepared by an Accredited Building Assessor.
Alternative to Building Applications under a competent Designer / Architect may comprise their own BSL Assessment and BSLMP with the Bushfire Hazard Level Assessment Report as published in the Assessment Report of Building Services.
Assess and comply with BCA 3.7.4.1, 3.7.4.2, 3.7.4.3, 3.7.4.4, 3.7.4.5, 3.7.4.6, 3.7.4.7, 3.7.4.8, 3.7.4.9, 3.7.4.10, 3.7.4.11, 3.7.4.12, 3.7.4.13, 3.7.4.14, 3.7.4.15, 3.7.4.16, 3.7.4.17, 3.7.4.18, 3.7.4.19, 3.7.4.20, 3.7.4.21, 3.7.4.22, 3.7.4.23, 3.7.4.24, 3.7.4.25, 3.7.4.26, 3.7.4.27, 3.7.4.28, 3.7.4.29, 3.7.4.30, 3.7.4.31, 3.7.4.32, 3.7.4.33, 3.7.4.34, 3.7.4.35, 3.7.4.36, 3.7.4.37, 3.7.4.38, 3.7.4.39, 3.7.4.40, 3.7.4.41, 3.7.4.42, 3.7.4.43, 3.7.4.44, 3.7.4.45, 3.7.4.46, 3.7.4.47, 3.7.4.48, 3.7.4.49, 3.7.4.50, 3.7.4.51, 3.7.4.52, 3.7.4.53, 3.7.4.54, 3.7.4.55, 3.7.4.56, 3.7.4.57, 3.7.4.58, 3.7.4.59, 3.7.4.60, 3.7.4.61, 3.7.4.62, 3.7.4.63, 3.7.4.64, 3.7.4.65, 3.7.4.66, 3.7.4.67, 3.7.4.68, 3.7.4.69, 3.7.4.70, 3.7.4.71, 3.7.4.72, 3.7.4.73, 3.7.4.74, 3.7.4.75, 3.7.4.76, 3.7.4.77, 3.7.4.78, 3.7.4.79, 3.7.4.80, 3.7.4.81, 3.7.4.82, 3.7.4.83, 3.7.4.84, 3.7.4.85, 3.7.4.86, 3.7.4.87, 3.7.4.88, 3.7.4.89, 3.7.4.90, 3.7.4.91, 3.7.4.92, 3.7.4.93, 3.7.4.94, 3.7.4.95, 3.7.4.96, 3.7.4.97, 3.7.4.98, 3.7.4.99, 3.7.4.100.

FOR REFERENCE ONLY
This drawing has been included as an example of how to present the relevant AS 1939 requirements for a Class 1a dwelling. Plans show the example single storey dwelling is not deemed to be within a Bushfire Hazard zone, and no further requirements in the drawings have been applied to drawings in bushfire zones.

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Additional information required for a Building Application:
1. BC Assessment Report by an Accredited Building Assessor.
2. Bushfire Hazard Management Plan prepared by an Accredited Building Assessor.
Alternative to Building Applications under a competent Designer / Architect may comprise their own BSL Assessment and BSLMP with the Bushfire Hazard Level Assessment Report as published in the Assessment Report of Building Services.
Assess and comply with BCA 3.7.4.1, 3.7.4.2, 3.7.4.3, 3.7.4.4, 3.7.4.5, 3.7.4.6, 3.7.4.7, 3.7.4.8, 3.7.4.9, 3.7.4.10, 3.7.4.11, 3.7.4.12, 3.7.4.13, 3.7.4.14, 3.7.4.15, 3.7.4.16, 3.7.4.17, 3.7.4.18, 3.7.4.19, 3.7.4.20, 3.7.4.21, 3.7.4.22, 3.7.4.23, 3.7.4.24, 3.7.4.25, 3.7.4.26, 3.7.4.27, 3.7.4.28, 3.7.4.29, 3.7.4.30, 3.7.4.31, 3.7.4.32, 3.7.4.33, 3.7.4.34, 3.7.4.35, 3.7.4.36, 3.7.4.37, 3.7.4.38, 3.7.4.39, 3.7.4.40, 3.7.4.41, 3.7.4.42, 3.7.4.43, 3.7.4.44, 3.7.4.45, 3.7.4.46, 3.7.4.47, 3.7.4.48, 3.7.4.49, 3.7.4.50, 3.7.4.51, 3.7.4.52, 3.7.4.53, 3.7.4.54, 3.7.4.55, 3.7.4.56, 3.7.4.57, 3.7.4.58, 3.7.4.59, 3.7.4.60, 3.7.4.61, 3.7.4.62, 3.7.4.63, 3.7.4.64, 3.7.4.65, 3.7.4.66, 3.7.4.67, 3.7.4.68, 3.7.4.69, 3.7.4.70, 3.7.4.71, 3.7.4.72, 3.7.4.73, 3.7.4.74, 3.7.4.75, 3.7.4.76, 3.7.4.77, 3.7.4.78, 3.7.4.79, 3.7.4.80, 3.7.4.81, 3.7.4.82, 3.7.4.83, 3.7.4.84, 3.7.4.85, 3.7.4.86, 3.7.4.87, 3.7.4.88, 3.7.4.89, 3.7.4.90, 3.7.4.91, 3.7.4.92, 3.7.4.93, 3.7.4.94, 3.7.4.95, 3.7.4.96, 3.7.4.97, 3.7.4.98, 3.7.4.99, 3.7.4.100.

As an Assessing Officer, you can stamp documents if required. Tick under the 'Stamp' column for the documents that you would like to stamp and apply a stamp date, if left blank the document will be stamped as the determination date.

PlanBuild Tasmania will apply the stamp on empty space on every page of the document, beginning in the bottom right-hand corner until a suitable location is found.

If you do not wish to put a stamp on every page, you can download the document, stamp the appropriate pages and upload it back to the application.

13. Internal / External Referrals

The screenshot shows a web-based form for submitting an internal referral. At the top, there is a progress bar with four stages: 'Draft' (highlighted), 'Assessment', 'Review', and 'Completed'. Below the progress bar, the task is identified as 'Submit Internal Referral Form' with a date of 'Normal 14/10/2023'. The form is assigned to 'lga_100847@prominity.com.au'. The description states: 'Complete the reason for referral and select 'Save and Send' to refer it to the selected user.' There are 'Save' and 'Save & Send' buttons. The form is divided into several sections: 'Recipient' with a dropdown menu; 'Notes' with a table for recording internal notes and attachments; 'Council Description' with a text area for 'Council Proposed Use or Development Description'; 'Reason for Referral' with a text area and 'Add Reason' and 'Add Library Reason' buttons; 'Referral Report Type' with a dropdown menu; and 'Set Referral Timeframe' with a table for defining the assessment timeframe, including 'Start Date', 'Number of days', 'Type' (Business Days), and 'Calculated Assessment Due Date'.

The referral process for different kinds of applications and referred parties follow the same process.

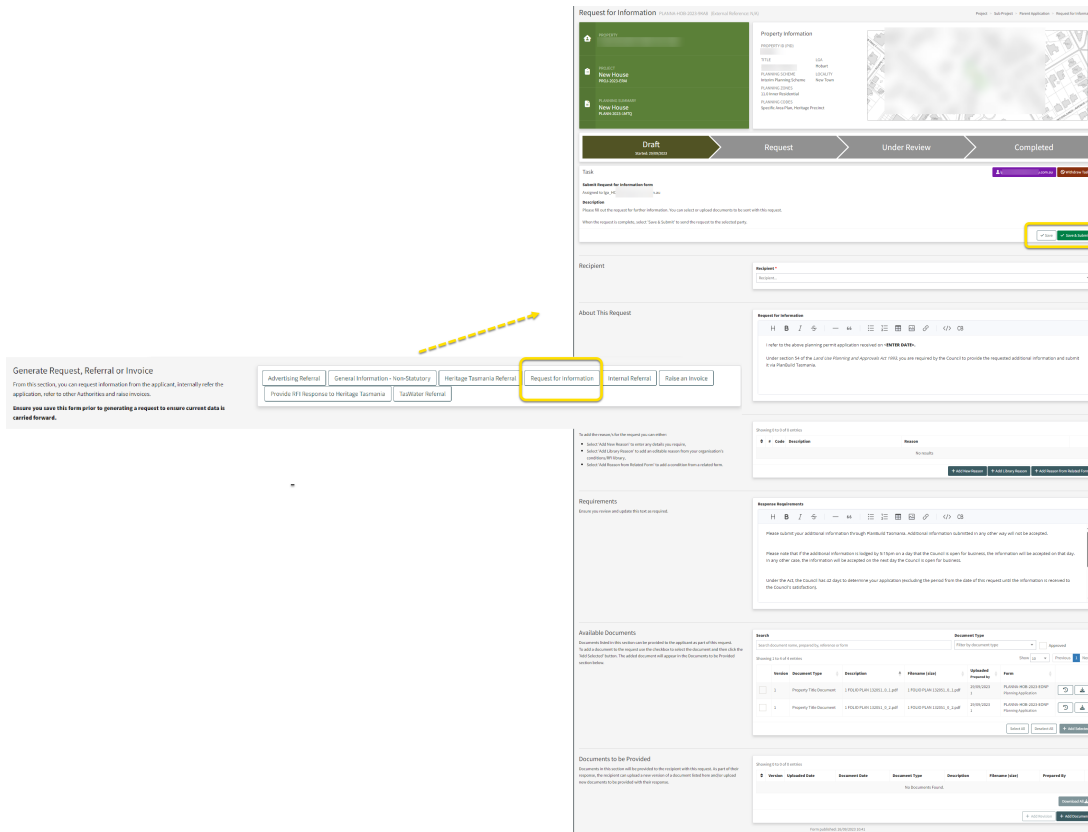
Choose the appropriate form under the 'Generate Request, Referral or Invoice' section, enter the details and attach any documents if needed. 'Save and Submit' the form.

The referred party will then get an email and a notification in their PlanBuild mailbox.

You will receive an email and a notification in your PlanBuild mailbox when a response is available. The task will also appear under 'My Task List'.

If the assessment timeframe has been paused because of a referral (e.g. a Request for Information) it will resume once you accept the response. See 'adjusting the assessment timeframe' if you need to adjust the clock based of when the response was originally received.

14. Request for Information



You may request for more information from the applicant during the assessment. Use the 'Request for Information' button to open up the form, inset the request using either the '+Add New Reason' button for free typing or '+Add Library Reason' for standard requests that have been saved in the library.

You can consolidate different referral parties' requests and send that to the applicant in one go, to add an RFI reason from a referral select '+Add reason from related form' and any relevant requests will appear to be added.

Upload relevant documents (if required) and select 'Save and Submit', the applicant will get a notification from PlanBuild Tasmania.

You will get a notification and see it in your 'My Task List' when a response is available.

The statutory clock stops when the Request for Information form is sent, resumes when you click the 'Save and Acknowledge' button on the response.

See 'adjusting the assessment timeframe' if you need to adjust the clock based of when the response was originally received.

Note 1. See 'adjusting the assessment timeframe' if you need to adjust the clock based of when the response was originally received.

Note 2. There is an option to use the 'General Information - Non-Statutory' form if you would like to obtain further information from the applicant without stopping the statutory clock.

15. The Assessment Clock

Assessment Clock Activity

This section displays information about the assessment clock for this application. You can also use this section to manually pause/resume the assessment clock.

Application Valid Date is the date that the application was deemed valid.

Days Clock Paused is the total number of days that the assessment clock has been paused for during the course of the assessment.

Active Pause Events provides the list of currently active clock pause events.

Pause Events History provides a summary of previous events that have paused the assessment clock, including a request for information or manual clock pause.

To manually 'pause' the assessment clock:

- Select 'Pause Clock'.
- Use the 'Manual Pause Start Date' option to set the effective date for the clock pause. This can be any date between the current date and the 'Application Valid Date'.
- Use the 'Pause Reason' option to select the relevant reason from the list of available reasons.
- Confirm by selecting 'Pause Clock'.

To manually 'resume' the, manually paused, assessment clock:

- Select 'Resume Clock'.
- Use the 'Manual Resume Date' option to select the date that the manual pause event ended. This can be the current date or any date since the manual clock was paused.
- Confirm by selecting 'Resume Clock'.

Automatic clock pause and resume:

- A request for information (RFI) sent to the applicant (or other party) via PlanBuild Tasmania will automatically pause the assessment clock.
- The assessment clock will be resumed automatically upon acknowledgment of the applicant's response by the assessor.
- If the assessor has deemed the RFI response satisfactory, the assessment clock will be resumed effective of the date of RFI response.
- If the assessor deems the response unsatisfactory, an additional RFI should be raised prior to selecting 'Not Satisfactory'.

Notes:

- An automatic pause (via RFI) cannot be resumed manually, only via the recipient's response to the request in the system.
- A manual pause can only be resumed manually.

Assessment Clock Paused

Application Valid Date
15/04/2024

Days Clock Paused
0

Active Pause Events
Showing 1 to 1 of 1 entries

| Start | Reason | Days Paused |
|------------|--|-------------|
| 18/04/2024 | PLANNA-HOB-2024-0015 - Request for Information | 0 |

Pause Events History
Showing 0 to 0 of 0 entries

| Start | End | Reason | Days Paused |
|-------------------------|-----|--------|-------------|
| No Pause Event History. | | | |

Pause Clock Resume Clock

The assessment clock will stop once the Request for Information is sent out and will resume automatically when the Assessing Officer confirms 'Satisfied' with the response. In the cases of unsatisfactory, the Assessing Officer should raise an Additional Request within the response, and then select 'Not Satisfied' to keep the clock pausing while pending for further responses.

The Assessing Officer can also stop the clock manually using the 'Pause Clock' button and 'Resume Clock' manually when they are satisfied with the responses.

Current clock status and clock pausing events are recorded under the 'Assessment ClockActivity' section.

15. Finalise the assessment

Once the assessment is complete and you are ready to issue the determination (i.e. Certificate/Permit/Notice or Refusal) the signature field must be completed by an authorised person.

See the Issue a Permit/Certificate User Guide for this process.

If you are not responsible for issuing determinations, and you need to refer the task to someone else to review, you can add a note to the internal 'notes' section and reassign the task by selecting the purple button with your email address to go to an individual or unclaim the task for it to return to the 'Organisation Task' list.