



PlanBuild
TASMANIA

Receive and assess an application for an Amended Permit

Version 1



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Introduction

When an amendment is required to an approved permit, the applicant will fill out an application which relates to the initial permit. The Permit Authority will receive the application and review it, grant a new permit if appropriate. The initial permit will be superseded.

In this user guide, we will go through how to receive and assessing an Application for Minor Amendment of Planning Permit.

Receiving the task

Organisation Tasks 

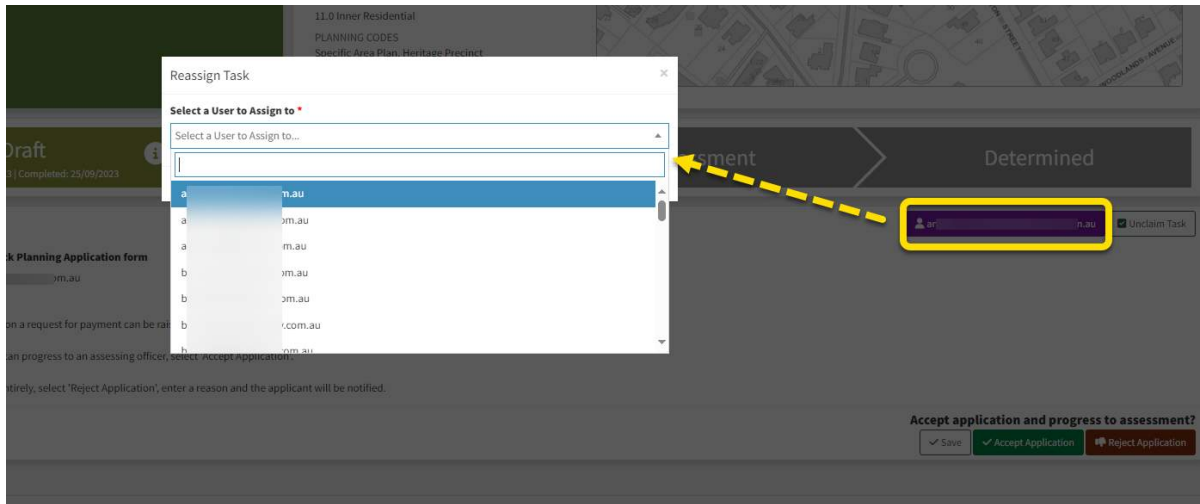
Showing 1 to 10 of 61 entries

Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action
06/03/2024	12/03/2024	5 days	Owner User	Owner User		New house	Pre-assessment preliminary check Minor Amendment to Planning Permit form Minor Amendment to Planning Permit (Planning)

When the application comes into the Permit Authority, it follows the same workflow as an initial Planning Application and the task will first appear in Organisation Tasks list of an Admin Officer.

The Admin Officer will check the details and attachment of the application, and 'Accept Application' if it is ready to proceed to the second submitted status.

Second Submitted Stage



The application will then appear in the user who has the 'Permit Authority - Planning Acknowledgement' role in the organisation. This user will allocate the task to one of the Assessing Officer using the purple button in the Task Summary box.

The task will then appear on the selected users 'My Task List' and they will receive an email notification.

Once the Assessing Officer clicks 'Start Assessment', the Assessment Clock will start.

Amendment details

Task
Assess Amended Planning Application form
Assigned to: [User]
Description: Assess application.
If the application is approved, when the assessment is completed, select 'Issue Determination' and the system will notify the owner/applicants.
If the application is refused, when the assessment is completed, select 'Refuse Application' and the system will notify the owner/applicants.
Download Form | Go to Payments | Is the assessment complete? | Save | Issue Determination | Refuse Application | Reclaim Task

Related Form
Use this section to select the Permit, Certificate or Approval that this form relates to, or will affect.
For example, if you are making an amendment to a Permit, please ensure that you have selected the relevant Permit prior to progressing.
If this section is left blank, this form or application will not be associated with a previous approval.
Select related form: PLN-HOB-2024-0020 Planning Permit 05/13/2024

Assessment Clock Activity
This section provides a summary of events that have affected the assessment clock, such as a request for information.
You can also use this section to manually pause/resume the assessment clock.
Application Valid Date: 07/03/2024
Current Due Date: 05/04/2024
Active Pause Events: Showing 0 to 0 of 0 entries. No Active Pause Events.
Pause Events History: Showing 0 to 0 of 0 entries. No Pause Event History.
Pause Clock | Resume Clock

Request Minor Amendment
Permit Reference: PLN-HOB-2024-0020
Proposed Amendment: the number of rooms should be 5.
Was the Planning Permit subject to an Appeal?
 Yes
 No

On the Assessment screen, it shows the related form. The user can search for the initial planning permit for reference if needed.

The initial permit reference and proposed amendment details are listed under the 'Request Minor Amendment' section.

The assessment of an Application for an Amended Permit shares the same process as an initial application.

Request for Information

If further information is needed, create the 'Request for Information' form under 'Generate Request, Referral or Invoice'.

Pick the recipient (usually this refers to the Applicant).

Under 'About This Request', the Assessing Officer needs to manually delete irrelevant default text in the text box, and keep the last part for the amendment application, as shown in the image.

Under 'Information Requested', add details from the library or manually insert the details using the '+Add New Reason' button.

With an Application for Amended Permit, Assessing Officer needs to add conditions from the initial permit using the '+Add Reason from Related Form'.

The screenshot shows two sections of a web application interface. The top section is titled 'Available Documents' and contains a search bar, a 'Document Type' dropdown, and a table with columns: Version, Document Type, Description, Filename (size), Uploaded Prepared by, and Form. Below the table are buttons for 'Select All', 'Deselect All', and '+ Add Selected'. The bottom section is titled 'Documents Provided with this Request' and contains a table with columns: Version, Uploaded Date, Document Date, Document Type, Description, Filename (size), and Prepared By. Below this table are buttons for '+ Add Revision' and '+ Add Document'.

Move any relevant existing documents from 'Available Documents' to 'Documents Provided with this Request' using the '+Add Selected' button, to include them in the RFI.

Users can add other documents using the '+Add Document' button in the 'Documents Provided with this Request' section. Save and submit the form.

When there is a response, it will appear on the Assessing Officer's 'My Task List' and they will receive a notification.

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:

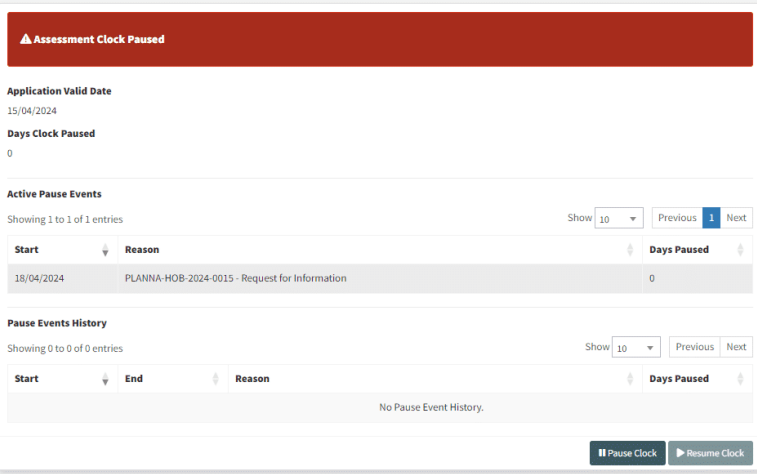
- Select 'Resume Clock'.
- Use the 'Manual Resume Date' option to select the date that the manual pause event ended. This can be the current date or any date since the manual clock was paused.
- Confirm by selecting 'Resume Clock'.

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.




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 Clock Activity' section.

Issuing Amended Permit

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.

 Amended Planning Permit PLN_AM-HOB-2024-0001 ▼ 1 related	Determined Expires: 08/03/2026 Completed: 08/03/2024 
 Planning Permit PLN-HOB-2024-0009 ▼ 2 related	Superseded Completed: 08/03/2024 

When everything is ready, select 'Issue Determination', preview and confirm the amended permit.

In a few minutes, the new permit documents will be ready, and the applicant will receive a notification.

On the Sub Project Summary page, you will see the initial permit being 'Superseded' and the amended permit has been 'Determined'. Users can enter the application summary page of the amended permit to download the permit documents if needed.