Receive and assess an application for an Amended Permit

Version 1

Tasmanian Government

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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 The initial permit will be superseded.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

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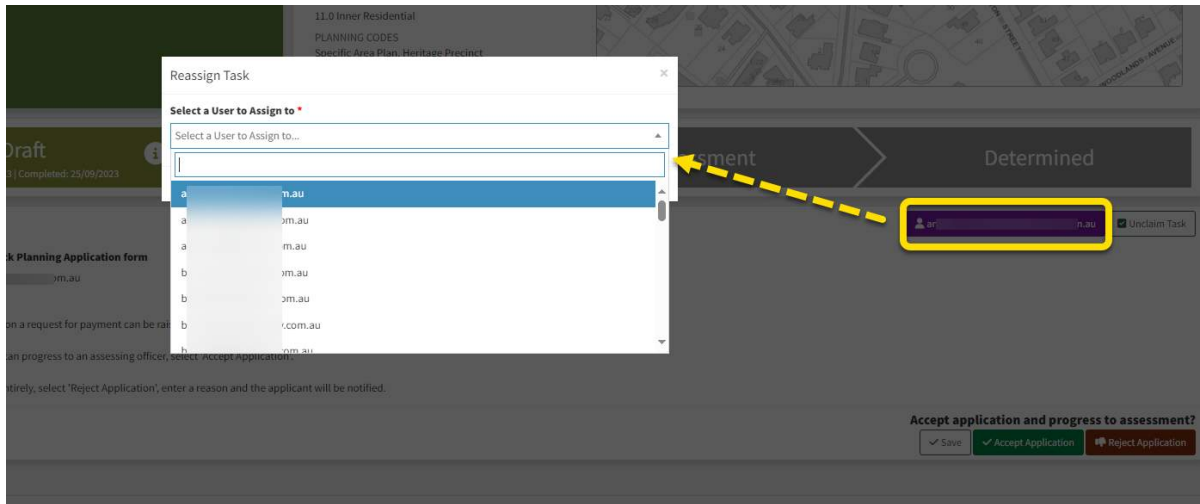
The application will then appear in the user who has the 'Permit Authority – Planning Acknowledgement' role in the organisation. This user will allocate the task to one of the Assessing Officer using the purple button in the Task Summary box.

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

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'.

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 O cer's 'My Task List' and they will receive a notification.

The Assessment 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 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.

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