



Heritage Tasmania PlanBuild User Guide

Process 1

Responding to external referrals from Planning Authority
(Including Notice of Interest & Notice of Decision)

Process 2

Extending Planning Assessment Timeframe (14 day extension)

Process 3

Assessing Application for Minor Works Approval - Heritage

April 2025 | Version 1.0

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Process 1: Responding to external referrals from Planning Authority (including Notice of Interest & Notice of Decision)

(Note: A Heritage Referral and Assessment Process flowchart is provided at the end of this document as an additional resource to this guide)

How do I know if a referral has been made to Heritage Tasmania?

PlanBuild Tasmania Email Notifications

When a referral is sent from the Planning Authority to Heritage Tasmania, a notification email (named 'New Task Available – Heritage Assessment') will be sent to Heritage Tasmania enquiries email inbox (enquiries@heritage.tas.gov.au).

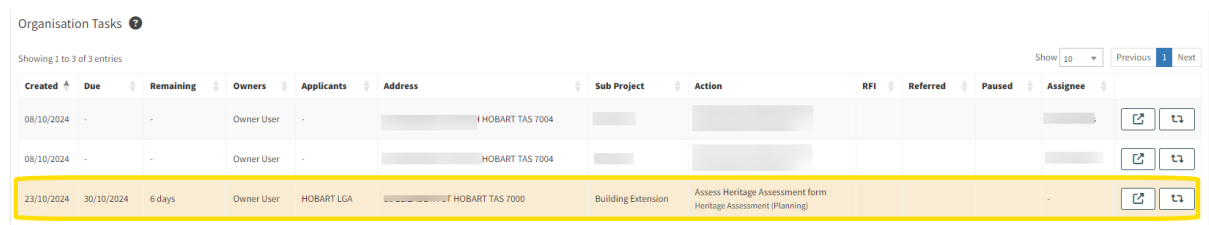
This is because the user 'enquiries@heritage.com.au' has been set up with the 'Application Notification Role' applied. (This can be updated/changed at any time by any person with the 'Organisation System Admin' role in Heritage Tasmania.)

Task Lists

The referral will also be visible and available to those with Assessing Officer role via the Organisation Tasks list on the PlanBuild Tasmania dashboard, named 'Assess Heritage Assessment form - Heritage Assessment (planning)'.

The task will be available for anyone to open, view and claim.

There are two action icons at the end of this task row. You can open the task in a new browser (tab) using the pop-out icon  so that you can still keep this current page (dashboard) open. Clicking the other icon  will show you a list of referral history of this application (if there are any).



Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action	RFI	Referred	Paused	Assignee
08/10/2024	-	-	Owner User	-	HOBART TAS 7004						
08/10/2024	-	-	Owner User	-	HOBART TAS 7004						
23/10/2024	30/10/2024	6 days	Owner User	HOBART LGA	HOBART TAS 7000	Building Extension	Assess Heritage Assessment form Heritage Assessment (Planning)				-

Below is an example of multiple referrals appearing in the Organisation Task List. Note that one of these tasks is assigned (see right hand column).

Organisation Tasks 

Showing 1 to 9 of 9 entries

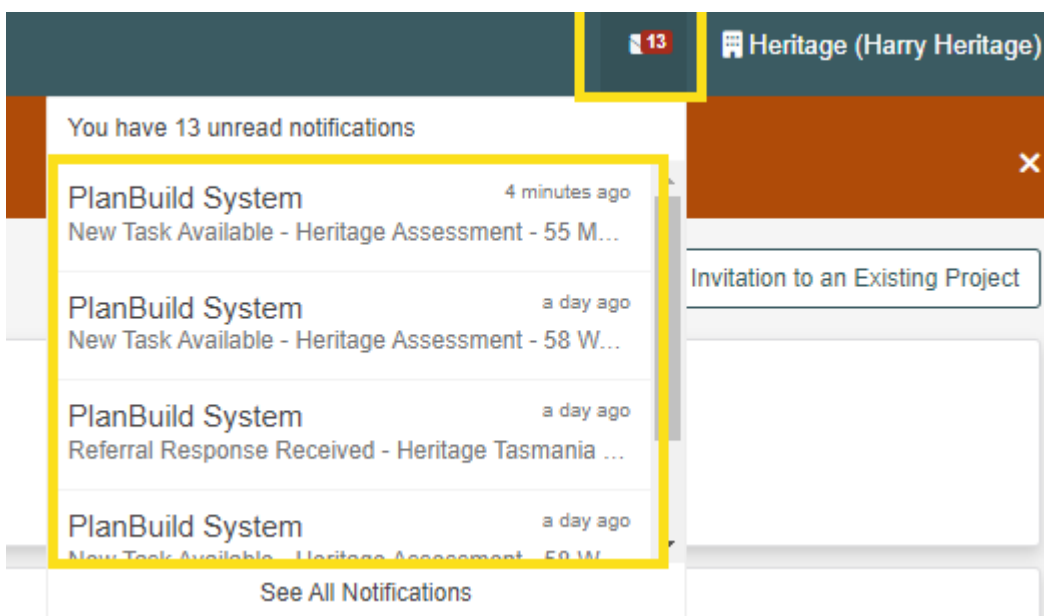
Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action	RFI	Referred	Paused	Assignee	
02/10/2024	09/10/2024	6 days	Owner User	Owner User	55 MORTIMER AV MOUNT STUART TAS 7000		Assess Heritage Assessment form Heritage Assessment (Planning)				-	 
01/10/2024	08/10/2024	5 days	Owner User	Owner User	58 WATERWORKS RD DYNNYRNE TAS 7005		Assess Heritage Assessment form Heritage Assessment (Planning)				Harry Heritage	 
25/09/2024	02/10/2024	0 days	Owner User	Owner User	55 BARRACK ST HOBART TAS 7000		Assess Heritage Assessment form Heritage Assessment (Planning)				-	 

PlanBuild Tasmania Notifications

Notifications for this task are also available via the notifications list in the PlanBuild portal. These can be viewed by clicking on the white envelope icon (near your login name), where you can see and open the most recent notifications.

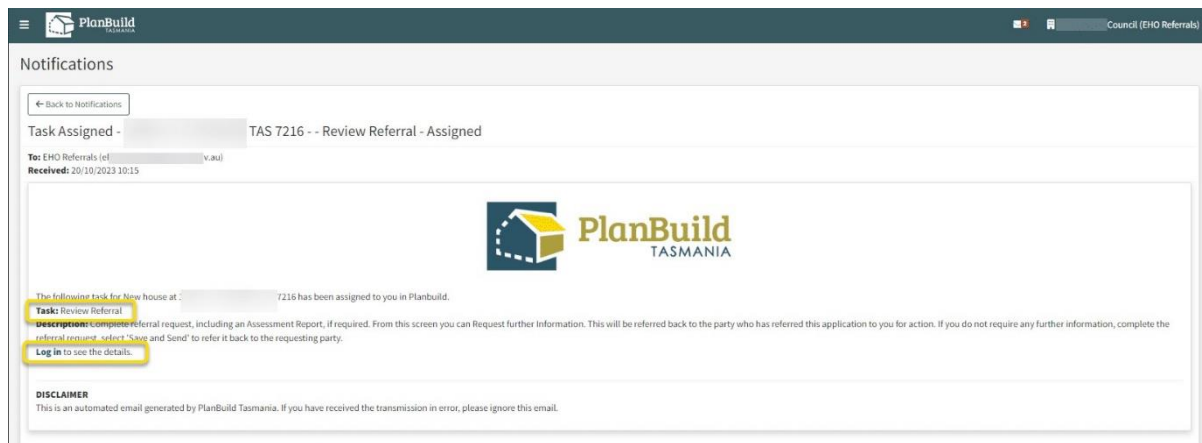


You can click on "See All Notifications" at the end of the menu to view a list of notifications. Click on the individual notification to display the notification details.



Notification view

When viewing an individual notification, click 'Log in' from within the notification, and it will take you directly to the task to be completed.



Once the task is open, you will need to claim or have the task assigned to you to complete the task.

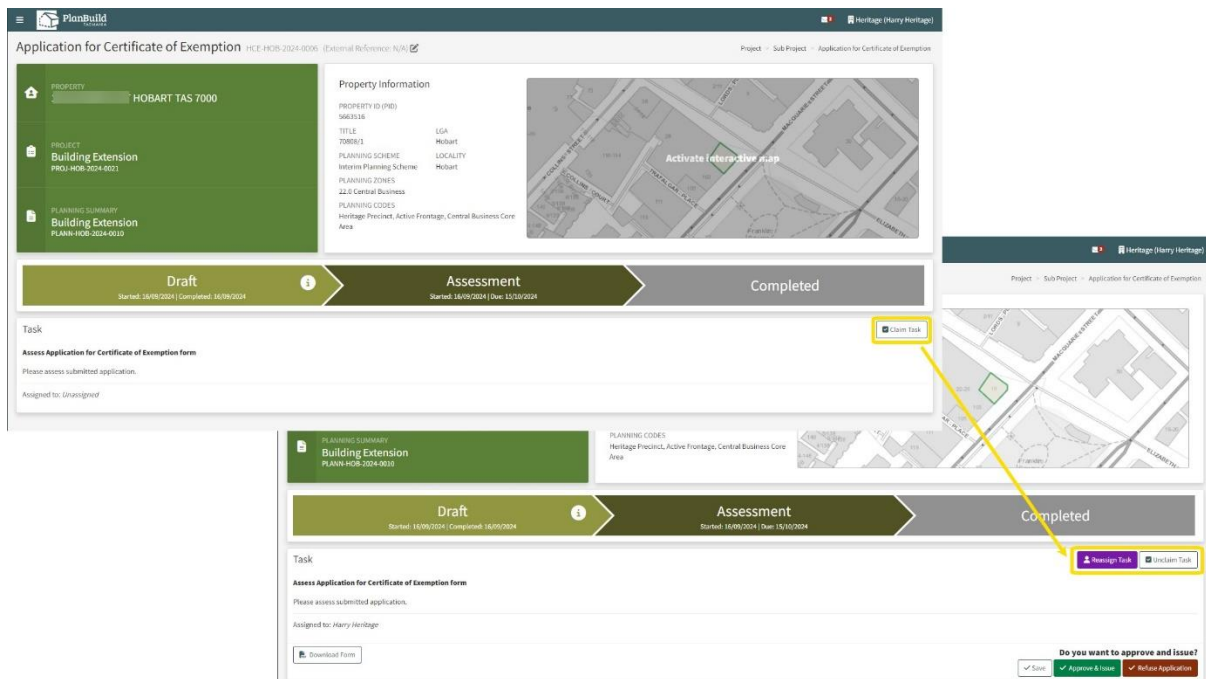
Assigning and Claiming a Task

Once the task/form is open, if you have the 'Assessing Officer' role, you will be able to claim and/or assign tasks.

The person/s who will do this within your organisation will depend on organisation business rules on how this process is managed.

As an Assessing Officer - Claiming a Task

1. Open the task/form
2. You have to select 'Claim Task' first if the task was not directly assigned to you.
3. You do not have to 'Claim Task' if the referral is assigned to you directly.
4. If for any reason you need to reassign the task to someone else, you can click on the purple button (Reassign Task) and select the assignee from the dropdown.
5. You also have the option to 'Unclaim Task', which will unassign the task, and release the task back to the Organisation Task List on the dashboard for another user to claim.



Reassigning Tasks as a Manager - (Users assigned with the 'Work Admin' role in the PlanBuild portal)

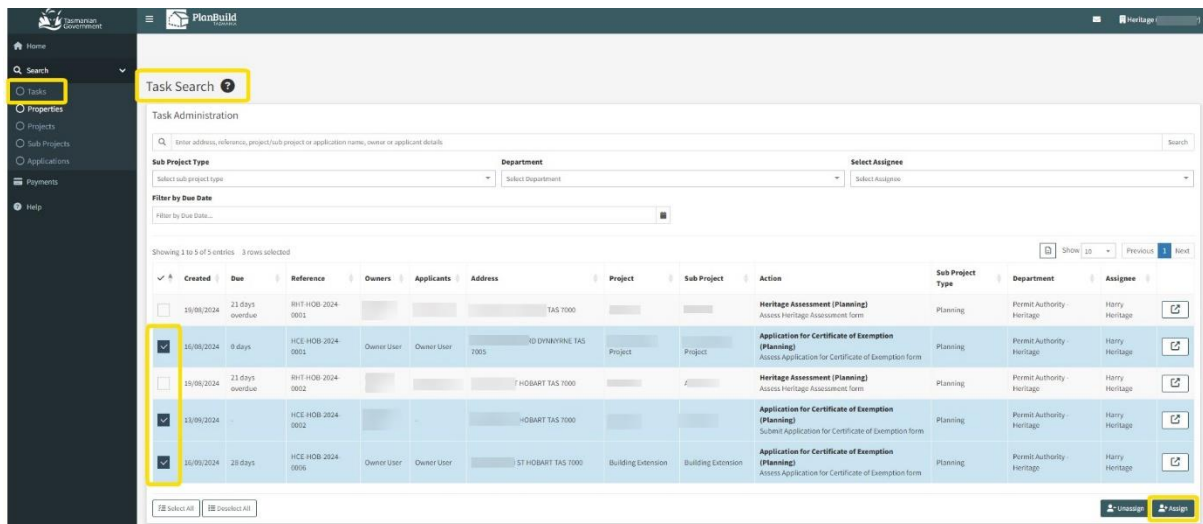
The manager will be given the Work Admin role in the portal. They can assign the task/s among their team.

You can use the search function (on the left-hand side menu) to perform a Task Search.

Select the relevant referral task/s and assign them to a particular Officer/s. You can assign each task individually or bulk assign (multiple) tasks to officers. This may be useful when officers go on leave or away for a period of time and work needs to be allocated to another officer.

Note: When clicking on '+Assign', a drop down will have a list of possible assignees to select from.

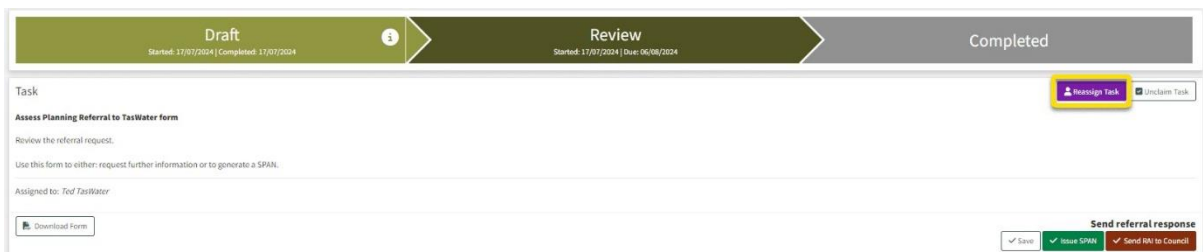
Tasks can also be assigned using the Organisation Tasks list on the dashboard to see which tasks are unassigned and open individual tasks and assign via the process mentioned above by claiming and reassigning tasks.



Assigning/reassigning tasks from Task List (on Dashboard)

Depending on the business procedure, the manager will be able to find the referral tasks under either 'My Task List' (eg if the Task is assigned to the manager directly by the Admin Officer) or Organisation Tasks (if the task is yet to be assigned, or an Officer released the task using the 'Unclaim Task' button).

Open the task page. In the Task Summary section, claim the task if it hasn't been assigned to you, and then click on the purple button to reassign it to an Assessing Officer.



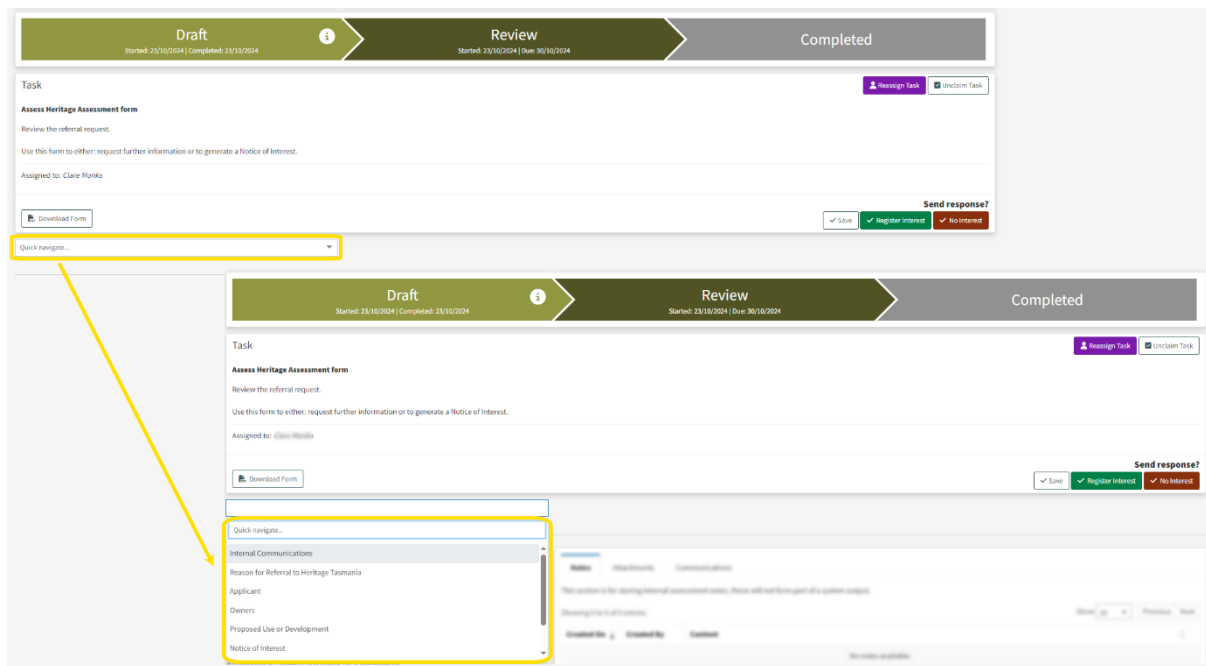
As an Assessing Officer – Review Task

Review the application and respond to the referral.

Officers can view the details of the referral, and the documents (if any) attached to it.

Quick Navigate Menu

You can quick navigate to any module of the form by using the Quick navigate drop down menu



Internal Communications

The Internal Communications section can be used to communicate with other users within your organisation (This is not available for communication with the planning authority that sent the referral to Heritage Tasmania). You do not need to claim this task to use this functionality.

The information will not be visible to the applicants or anyone outside of the organisation and will not form part of a system output. 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. Attachments - This section is for storing internal assessment documents that can be downloaded by another user within your organisation that will not be part of the assessment documents.

3. 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.

All content in the Internal Communications section is visible to other users in your organisation.

Reason for Referral and information

The next sections will include a reason for referral to Heritage Tasmania and details of the Proposed Use/Development and associated documents.

1. Once reviewed, select the relevant 'Notice of Interest' response either

- No Interest
- Interested – Further Information Required
- Interested

2. In the 'Assessing Officer Comments' section, provide any additional information that you wish to be sent back to the Planning Authority (Council).

3. In the 'Referral Documents' section, any documents added will be provided to Council with your referral response. If requesting further information use this section to add any document that you want to refer back to the applicant eg the RFI letter. If responding with a Notice of Interest, please ensure the notice is uploaded here, prior to selecting the green 'Register Interest' button at the top of the screen.

4. Once your review is complete and the necessary information and documents are included and attached, select the relevant response button (at the top of the screen) to reply to the referral. Select the green 'Register Interest' button if you are including a Notice of Interest document or are requesting further information from the applicant.

If you respond 'No Interest'

Add any relevant comments in the 'Assessing Officer Comments' section and if relevant attach any documents in the 'Referral Document' section.

Once complete, click the red 'No Interest' button.

If you respond 'Interested'

Add any relevant comments in the 'Assessing Officer Comments' section and attach any documents in the 'Referral Document' section. Include the 'Notice of Interest' document in this section. Once complete, click the green 'Interested' button.

If you respond 'Interested – Further Information Required'

Add any relevant comments in the 'Assessing Officer Comments' section and attach any documents in the 'Referral Document' section. Include the 'Notice of Interest' document in this section. Once complete, click the green 'Interested' button.

This advises Council that Heritage Tasmania confirmed interest and has requested further information.

Download Form Assess Heritage Assessment form

Save Register Interest No Interest

4

Notice of Interest 1

Assessing Officer Comments 2

Use this section to provide any additional information back to the Council.

Comments

Notice of interest attached

Referral Documents 3

Documents provided by Council with their referral are shown in this section.

Documents in this section will be provided to Council with your referral response.

- If requesting further information use this section to add any documents that you want to refer back to the applicant (e.g. the RFI letter).
- If responding with a Notice of Interest, please ensure the notice is uploaded here prior to selecting the 'Register Interest' button.

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By
1	01/10/2024	01/10/2024	Notice of Interest	Notice of Interest	Notice of Interest.docx (12 KB)	Harry Heritage

Showing 1 to 1 of 1 entries

Download All

+ Add Revision + Add Document

Form published: 24/09/2024 10:32

Submitting your response to Council

After the Heritage Assessor clicks either the red or green button to submit the response to Council, you can review and confirm your response. You can click the 'Preview Output' button to see the document that the Planning Authority will receive. Once satisfied that all the information is included and correct, check the Confirm box (top right) and then click the green Confirm button (bottom right). This will now be submitted to Council.

Review and Confirm

☒ Preview Output

Review & Confirm
 Check form before selecting 'Confirm'.
 Any corrections must be made before issuing.
 On 'Confirm' the referral will be provided to Council.
☐ Confirm




HERITAGE TASMANIA - INTEREST REGISTERED

Reference
 RHT-HOB-2024-0009

Application Reference
 PLN-HOB-2024-0020

Address
 55 MORTIMER AV MOUNT STUART TAS 7000

Titles
 23565/26

Notice of Interest

After a preliminary review of the proposal, Heritage Tasmania has the following interest in this application

Interested

Assessing Officer Comments

Comments

Applicant

Name	Email	Phone	Address	Involvement
Owner User	no-reply-ownerapp-org-user@geometry.com.au	0400123456	123 Test Street, Hobart, Tasmania, Australia, 7000	Applicant

Owner

Name	Email Address	Address
Owner User	no-reply-ownerapp-org-user@geometry.com.au	123 Test Street, Hobart, Tasmania, Australia, 7000

Documents

Further Information Required - Process

If you sent through 'Interested – Further Information Required' (from the applicant), Council will then send an RFI to the external applicant. This may only be for heritage matters but could also include TasWater and other council departments requests.

Once the council has received a response to the RFI from the applicant, they will refer the information received back to Heritage Tasmania. Heritage Tasmania will receive a new task and notification of this response.

This is shown as Review RFI Response in the notification list.

Notifications

Filter by Received

☐ Show Archived

Showing 1 to 10 of 10 entries

✓	Subject
☐	New Task Available - Review RFI Response - ST HOBART TAS 7000 - PLANNA-HOB-2024-0010

There will also be an available Organisation task that can be claimed.

Organisation Tasks ?

Showing 1 to 1 of 1 entries

Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action	RFI	Referred	Paused	Assignee
25/10/2024	14/11/2024	19 days	Owner User	-	ST HOBART TAS 7000	Building Extension	Assess Review RFI Response form Review RFI Response (Planning)				

Once claimed, the officer can review and assess the information provided in the RFI response. The Assessing Officer can add any additional information/comments in the assessing officer comments section as well as include document/s in the appropriate document section.

Once this review is complete, either click the green 'Acknowledge' button (when the information provided by the applicant is sufficient and no further information is required by Heritage Tasmania) or by clicking the red 'Request Information' button (if the information provided is not sufficient and you wish to request further information).

Draft
Started: 03/10/2024 | Completed: 03/10/2024

Review
Started: 03/10/2024 | Due: 23/10/2024

Completed

Task

Assess Review RFI Response form

Review the RFI Response items provided by the assessor.

Assigned to: Clare Monks

Once this is submitted, the Council will receive the relevant notifications.

If additional request/s for further information is submitted to the Planning Authority from Heritage Tasmania, the Council will send out additional RFI/s to the applicant. When the response is received it will be sent back to Heritage Tasmania, repeating the process explained above. This process repeats/continues until Heritage

Tasmania receives a satisfactory response and clicks the green 'Acknowledge' button.

Uploading a Notice of Decision

Heritage Tasmania will then conduct their Assessment of Impact, as per Heritage Tasmania business process.

Once complete, Heritage Tasmania Assessing Officer can submit a 'Notice of Decision' via PlanBuild portal for the relevant Planning Application.

From the Planning Summary page of the planning application, in the 'Available Applications/Forms' section shown below, under the Planning heading, select 'Upload Notice of Decision' to create form.

The below forms are available for you to create according to the selected Sub Project Type.

If a form is currently greyed out, this means either that is not for this project stage, or you do not have the right permissions to create it. Some forms may only be available to certain party involved with your Sub Project. Find out more by clicking on a form to view the form description.

Before starting an application, you are encouraged to generate a property report in the above section. You can also request advice from the relevant Council or Authorities, or use the [guided enquiry service](#) to find out more about the requirements and rules that might apply to your proposed work.

Visitor Accommodation

- Application for Planning Permit Change of Use to Visitor Accommodation
- Application for Building Self Assessment Form - Change of Use

Planning

- Application for Minor Amendment of Planning Permit
- Planning Application
- Upload Notice of Decision**

Applicant

- Adjust Planning Permit Expiry Date

Council

- Cancel Planning Permit
- Standalone Invoice

Other Applications

- Request Time Extension of Applicant
- Adjust Assessment Timeframe
- Request Extension to Planning Permit Period
- Withdrawal Request

Post Planning Permit

- Record Appeal Outcome and Cancel Permit
- Lodge Final Plan for Sealing (Subdivision)
- Record Appeal Outcome and Amend Permit
- Application for Condition Endorsement
- Record Notice of Appeal

Pre-planning

- Application for Certificate of Exemption - Heritage
- Request for No Planning Permit Required Confirmation
- Application for General Manager Consent

ST HOBART TAS 7000 - Upload Notice of Decision PLANNA-HOB-2024-0014 (External Reference: N/A)

Project > Sub Project > Upload Notice of Decision

PROPERTY ST HOBART TAS 7000

PROJECT Building Extension PROJ-HOB-2024-0037

PLANNING SUMMARY Building Extension PLANN-HOB-2024-0023

Property Information

- PROPERTY ID (PID): 5663016
- TITLE: 70368/1
- PLANNING SCHEME: Interim Planning Scheme
- PLANNING ZONES: 22.0 Central Business
- PLANNING CODES: Heritage Precinct, Active Frontage, Central Business Core Area
- LGA: Hobart
- LOCALITY: Hobart

Task

Submit Upload Notice of Decision form

Please upload assessment documents

Assigned to: [User Name]

Save & Submit

When you create this form, a task will appear on your 'My Task List'. This is a reminder that you have a Notice of Decision that has not yet been submitted to Council. (Note: This task will be removed when you submit the form to Council.)

The internal communications section is available to use amongst Heritage Tasmania officers. See notes above on using this section.

Complete the Assessing Officer Comments section and attach Heritage Tasmania's Notice of Decision and any other documentation to be provided to Council in the Assessment Documents section.

Once complete, select the green 'Save & Submit' button at the top right of the screen. You can then review and confirm your response. Once satisfied that all the information is included and correct, check the Confirm box (top right) and then click the green Confirm button (bottom right). This will now be submitted to Council.

Council will then acknowledge and complete this task.

Once this process is completed, it will read as completed on the planning summary page.

Monitoring the Planning Application Assessment Due date

To ensure that a Notice of Decision is completed and uploaded on the PlanBuild portal within the required timeframe, Heritage Tasmania Assessing Officers can monitor the Planning Application Assessment Due date from the Planning Summary page.

Go to the Planning Summary page for the relevant application.

The screenshot shows the 'Planning Summary' page for a 'Building Extension' project (PLANN-HOB-2024-0023). The page is divided into three main sections: a left sidebar, a central 'Property Information' table, and a map on the right.

Left Sidebar:

- PROPERTY: 18 ELIZABETH ST HOBART TAS 7000
- PROJECT: Building Extension (PROJ-HOB-2024-0037)

Property Information Table:

Property Information	
PROPERTY ID (PID)	5663316
TITLE	70808/1
PLANNING SCHEME	Interim Planning Scheme
PLANNING ZONES	22.0 Central Business
PLANNING CODES	Heritage Precinct, Active Frontage, Central Business Core Area
LGA	Hobart
LOCALITY	Hobart

Map: A street map showing the property location at the intersection of Macquarie Street and Elizabeth Street. The property is highlighted in green.

Planning Summary Section:

The Planning summary will provide you with a quick overview of information related to your Planning work, i.e. applications completed or available to start and a summary of the people involved in your Planning work.

Scroll down the page to the Submitted or Active Applications/Forms section. You will see the Planning Application listed. If you click on the related button, you will see the Heritage Tasmania 'Interest Registered' form on the drop down, the date that Council received this advice and that the task is complete.

On the right-hand side you will see that the actual planning application is still under assessment by the planning authority with a due date.

Heritage Tasmania Assessing Officers can monitor this section for the due date at any time.

Submitted or Active Applications/Forms ⓘ

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (For example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Planning Application PLN-HOB-2024-0039	^ 1 related	Assessment Due: 03/12/2024
RHT-HOB-2024-0004	Heritage Tasmania - Interest Registered (05/11/2024) ↗ Completed	

If an RFI is still outstanding for an application, it will be listed under related documents (1). If there is an outstanding (not yet complete) RFI, the assessment timeframe clock will pause. The assessment timeframe clock can also be manually paused by the Planning Assessor (at Council) for other reasons. When the assessment timeframe clock is paused, the '!' icon (2) will be displayed in the coloured status box. If the assessment timeframe clock has been paused, the due date will not appear on the Assessment banner (3).

Submitted or Active Applications/Forms ⓘ

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (For example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Planning Application PLN-HOB-2024-0039	^ 2 related	Assessment Started: 05/11/2024
RHT-HOB-2024-0004	Heritage Tasmania - Interest Registered (05/11/2024) ↗ Completed	
PLANNA-HOB-2024-0030	Request for Information (05/11/2024) ↗ Request 1	

Once the assessment timeframe clock is resumed, the recalculated due date will be displayed in the Assessment banner.

Submitted or Active Applications/Forms ⓘ

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (For example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Planning Application PLN-HOB-2024-0039	^ 2 related	Assessment Due: 03/12/2024
RHT-HOB-2024-0004	Heritage Tasmania - Interest Registered (05/11/2024) ↗ Completed	
PLANNA-HOB-2024-0030	Request for Information (05/11/2024) ↗ Completed	

(Note: Further detail about the assessment timeframe clock for the planning authority can be found in the Assessment Timeframe Clock Process Guide document)

Once the council has issued the Planning Permit (decision), Heritage Tasmania will receive notification that a permit has been issued via a notification with a link to the Planning Permit within PlanBuild portal, as Heritage Tasmania has been part of the Sub-Project.

Notifications

← Back to Notifications

Action - Planning Permit

ST HOBART TAS 7000 - PLN-HOB-2024-0024

To: Harry Heritage ()

Received: 25/10/2024 12:20



Project: Building Extension

Sub Project Name: Building Extension

Reference Number: PLN-HOB-2024-0024

Application: Planning Permit

Address ST HOBART TAS 7000

Dear Harry Heritage

A final decision has been reached on this application.

Log in to PlanBuild Tasmania to see the details.

DISCLAIMER

This is an automated email generated by PlanBuild Tasmania. If you have received the transmission in error, please ignore this email.

Heritage Tasmania can review the permit issued.

Process 2: Extending Planning Assessment Timeframe (14 day extension)

Background

Section 39(3) of the *Historic Cultural Heritage Act 1995* states - As soon as practicable after the application day, the Heritage Council may notify the relevant planning authority that it requires an extra 14 days to consider the discretionary permit application, in which case the relevant planning authority is to notify the applicant of the Heritage Council's requirement.

How do I extend the Planning Assessment timeframe?

If an extra 14 days is required to be added to the Planning Assessment timeframe, it can be done in PlanBuild by the following steps.

Navigating to the Planning Summary page

From the Review status of the Assess Heritage Assessment form page (the page you are already on while reviewing the Heritage Assessment), click on the Planning Summary box in the coloured square at the top left hand side of the screen. This will take you to the Planning Summary page.

The screenshot displays the PlanBuild interface for the 'HOBART TAS 7000 - Heritage Assessment' project. The top navigation bar shows the project name and a breadcrumb trail: Project > Sub Project > Parent Application > Heritage Assessment. The left sidebar contains a list of items: 'PROPERTY HOBART TAS 7000', 'PROJECT Building Alterations PROJ-...', 'PLANNING SUMMARY Building Alterations PLANN-HOB' (highlighted with a yellow box), and 'PLANNING APPLICATION PLN-HOB...'. The main content area is divided into two sections. The left section, titled 'Property Information', lists details: PROPERTY ID (PID) 2743857, TITLE 149233/1, LGA Hobart, PLANNING SCHEME Interim Planning Scheme, LOCALITY Hobart, PLANNING ZONES 22.0 Commercial, and PLANNING CODES Specific Area Plan. The right section shows a map of the property area, with 'BRISBANE LANE' and 'ARROY STREET' visible. Below the main content area is a progress bar with three stages: 'Draft' (Started: 10/04/2025 | Completed: 10/04/2025), 'Review' (Started: 10/04/2025 | Due: 17/04/2025), and 'Completed'. The 'Review' stage is currently active. Below the progress bar is a 'Task' section titled 'Assess Heritage Assessment form'. It includes instructions: 'Review the referral request. Use this form to either: request further information or to generate a Notice of Interest. Assigned to: Heritage Enquiries'. There is a 'Download Form' button and a 'Quick navigate...' dropdown. At the bottom right, there is a 'Send response?' section with three buttons: 'Save', 'Register interest', and 'No interest'.

If you have the Planning Sub Project reference number, you can also search on Sub Projects. The reference number should be similar to PLANN-XXX-XXXX-XXXX.

1. Click 'Search' on the menu on the left hand side of the screen, then click on Sub Projects
2. Enter the Planning Sub Project reference number in the search bar
3. Click search.

Selecting the form to extend the assessment timeframe

Under the 'Available Applications/Forms' section in Other Applications, select 'Heritage Council Additional Time' button.

Available Applications/Forms

The below forms are available for you to create according to the selected Sub Project Type.

If a form is currently greyed out, this means either that is not for this project stage, or you do not have the right permissions to create it. Some forms may only be available to certain party involved with your Sub Project. Find out more by clicking on a form to view the form description.

Before starting an application, you are encouraged to generate a property report in the above section. You can also request advice from the relevant Council or Authorities, or use the [guided enquiry service](#) to find out more about the requirements and rules that might apply to your proposed work.

Visitor Accommodation

Application for Building Self Assessment Form - Change of Use Application for Planning Permit Change of Use to Visitor Accommodation

Planning

Upload Notice of Decision Planning Application Application for Minor Amendment of Planning Permit

Applicant

Adjust Planning Permit Expiry Date

Council

Cancel Planning Permit

Other Applications

Standalone Invoice Withdrawal Request Request Extension to Planning Permit Period Request Time Extension of Applicant **Heritage Council Additional Time** Adjust Assessment Timeframe

Pre-planning

Request for No Planning Permit Required Confirmation Application for Minor Works Approval - Heritage Application for General Manager Consent

Post Planning Permit

Lodge Final Plan for Sealing (Subdivision) Application for Condition Endorsement Record Notice of Appeal Record Appeal Outcome and Cancel Permit Record Appeal Outcome and Amend Permit

A pop-up window will appear to confirm this is the form you wish to create, click green 'Create Form' button.

Confirm start of Heritage Council Additional Time

This form can be used by Heritage Tasmania to add a 14 days to the assessment timeframe of a discretionary planning application, as per Section 39(3) of the *Historic Cultural Heritage Act 1995*.

Create Form
 Cancel

Completing the form to extend the assessment timeframe

When the form opens, it will be assigned to you (the person logged in at the time of creating the form). Go to the ‘Extend Planning Assessment Timeframe’ module.

Select the form that you wish to apply the 14 day extension to (ie Planning Application). The reference number of the planning application is also displayed. You can use this to check your records to ensure it is the correct form you are selecting.

Draft

Started: 10/04/2025 | Due: 07/10/2025

Approved

Task

Reassign Task

Unclaim Task

Withdraw Task

Submit Heritage Council Extension of Time form

Use this form to extend the assessment period of a planning permit assessment in accordance with Section 39(3) of the Historic Cultural Heritage Act 1995.

Upon submitting this form, the planning authority will be notified that the additional days have been added to the assessment timeframe.

Assigned to: Heritage Enquiries

Save

Save & Submit

Quick navigate...

Extend Planning Assessment Timeframe

Select the planning permit you are seeking to extend via the 'Form' selector.

To add 14 days to the planning assessment timeframe, enter 14 into the 'Extend By Days' field.

Form *

PLN-HOB-2025-0147: Planning Application

Original Due Date

22/05/2025

Current Due Date

22/05/2025

Extend By Days *

Extend By Days...

Reason for Adjustment *

Reason for Adjustment...

Once the form relating to the extension is selected, the original and current due date will be displayed (pre-populated from the system). In the ‘Extend By Days’ the Heritage Assessor enters ‘14’. After a few seconds, the Calculated Due Date will appear below with the new due date for the Planning Assessment (adding on the 14 days to the current due date). The ‘Reason for Adjustment’ section will also need to be completed by the Heritage Assessor. Once completed, click the green ‘Save and Submit’ button.

Extend Planning Assessment Timeframe

Select the planning permit you are seeking to extend via the 'Form' selector.

To add 14 days to the planning assessment timeframe, enter 14 into the 'Extend By Days' field.

Form *

PLN-HOB-2025-0147: Planning Application

Original Due Date

22/05/2025

Current Due Date

22/05/2025

Extend By Days *

14

Calculated Due Date

05/06/2025

Reason for Adjustment *

Reason for Adjustment...

Confirming the 14 day extension is applied to the assessment timeframe

The 14 day extension to the assessment timeframe will then be applied to the current due date and this new due date will be displayed. This process does not need any actions/approvals from council in the system.

You can view the due date from the Planning Summary page on the Assessment status banner. You can also see the approved Heritage Council Extension of Time form has been approved (automatically when submitted by Heritage Tasmania), where it is listed under the 'Related' forms drop down list.

Submitted or Active Applications/Forms

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (For example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Planning Application PLN-HOB-2025-0147 ^2 related	Assessment Due: 05/06/2025
RHT-HOB-2025-0027 Heritage Assessment (10/04/2025) Review	
HTCEX-HOB-2025-0013 Heritage Council Extension of Time (10/04/2025) Approved	

Notifications

When Heritage Tasmania have applied the 14 day extension to the planning assessment timeframe, the applicant of the planning application will receive a notification through PlanBuild to advise that the planning assessment timeframe has been extended (see below).

Notifications

[← Back to Notifications](#)

Heritage Council - Additional Assessment Time 88 ARGYLE ST HOBART TAS 7000 - PLN-HOB-2025-0147

To: [REDACTED]

Received: 10/04/2025 12:30



Project: Building Alterations
Sub Project Name: Building Alterations
Reference Number: PLN-HOB-2025-[REDACTED]
Application: Planning Application
Address: [REDACTED] HOBART TAS 7000

Dear [REDACTED]

The Tasmanian Heritage Council have extended the planning assessment timeframe for this application, as per Section 39(3) of the *Historic Cultural Heritage Act 1995*.
The planning assessment timeframe has been adjusted accordingly in PlanBuild Tasmania.

[Log in](#) to see the details.

DISCLAIMER

This is an automated email generated by PlanBuild Tasmania. If you have received the transmission in error, please ignore this email.

Officers at the Permit Authority with the 'Referral Response Notification' role will also receive a notification advising the same (see below).

Notifications

[← Back to Notifications](#)

Heritage Council - Additional Assessment Time 88 ARGYLE ST HOBART TAS 7000 - PLN-HOB-2025-0147

To: Mark Anderson (andersonm@hobartcity.com.au)

Received: 10/04/2025 12:30



Project: Building Alterations
Sub Project Name: Building Alterations
Reference Number: PLN-HOB-2025-0147
Application: Planning Application
Address: 88 ARGYLE ST HOBART TAS 7000

Dear Mark Anderson

The Tasmanian Heritage Council have extended the planning assessment timeframe for this application, as per Section 39(3) of the *Historic Cultural Heritage Act 1995*.
The planning assessment timeframe has been adjusted accordingly in PlanBuild Tasmania.

[Log in](#) to see the details.

DISCLAIMER

This is an automated email generated by PlanBuild Tasmania. If you have received the transmission in error, please ignore this email.

If the Assessment Timeframe Clock is paused

If you are extending the assessment timeframe by 14 days and the assessment timeframe clock is already paused (eg a RFI has been sent to the applicant by a Council Planner), the display of dates will differ slightly than explained above.

The Current Due Date will not be displayed as the Assessment Timeframe Clock is paused, and a due date cannot be determined. The Calculated Due Date will also not display for the same reason.

Extend Planning Assessment Timeframe

Select the planning permit you are seeking to extend via the 'Form' selector.

To add 14 days to the planning assessment timeframe, enter 14 into the 'Extend By Days' field.

Form *

PLN-HOB-2025-0147: Planning Application

Original Due Date

22/05/2025

Extend By Days *

14

Calculated Due Date

No calculated date - Assessment clock is currently paused

Reason for Adjustment *

Reason for Adjustment...

While the Assessment Timeframe Clock is paused, the due date will not be displayed. You will be able to identify if the assessment timeframe clock is on pause as it is indicated by the exclamation mark in a triangle and the 'Started' date (only) being displayed in the status box.

Submitted or Active Applications/Forms

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (For example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Planning Application PLN-HOB-2025-0147 2 related	Assessment Started: 10/04/2025
RHT-HOB-2025-0027 Heritage Assessment (10/04/2025) Review	
HTCEX-HOB-2025-0013 Heritage Council Extension of Time (10/04/2025) Approved	

Once the Assessment Timeframe Clock is resumed, the system will update the Due Date to include the days paused from the RFI and the 14 day extension by the Heritage Assessor. The new/current Due Date will then be displayed on the status bar instead of the 'Started' date.

Process 3: Assessing Application for Minor Works Approval – Heritage

Applicants can select the Application for Minor Works Approval – Heritage via the Available Applications/Forms section on the Planning Summary page under Pre-Planning.

Available Applications/Forms

The below forms are available for you to create according to the selected Sub Project Type.

If a form is currently greyed out, this means either that is not for this project stage, or you do not have the right permissions to create it. Some forms may only be available to certain party involved with your Sub Project. Find out more by clicking on a form to view the form description.

Before starting an application, you are encouraged to generate a property report in the above section. You can also request advice from the relevant Council or Authorities, or use the [guided enquiry service](#) to find out more about the requirements and rules that might apply to your proposed work.

Visitor Accommodation

Application for Building Self-Assessment Form - Change of Use Application for Planning Permit Change of Use to Visitor Accommodation

Planning

Upload Notice of Decision Application for Minor Amendment of Planning Permit Planning Application

Applicant

Adjust Planning Permit Expiry Date

Council

Cancel Planning Permit

Other Applications

Standalone Invoice Withdrawal Request Request Time Extension of Applicant Adjust Assessment Timeframe Heritage Council Additional Time Request Extension to Planning Permit Period

Pre-planning

Request for No Planning Permit Required Confirmation **Application for Minor Works Approval - Heritage** Application for General Manager Consent

Post Planning Permit

Record Notice of Appeal Record Appeal Outcome and Amend Permit Lodge Final Plan for Sealing (Subdivision) Application for Condition Endorsement Record Appeal Outcome and Cancel Permit

Once an applicant completes the Application, prior to submitting their form, they are advised of the next steps in the assessment process

Next Steps

Next Steps

Once submitted, the Heritage Tasmania receiving officer will check that the necessary information has been obtained in order for the application to be assessed. An application will normally be determined within 7 days of all the required information having been received.

Under section 42(3) of the *Historic Cultural Heritage Act 1995*, the Heritage Council may either approve or refuse the Minor Works Approval application. If the application is refused, the applicant may submit a discretionary permit application for the works under section 35 of the Act.

Applicants are encouraged to consult with Heritage Tasmania's advisors prior to lodging a discretionary permit application.

Please note that a copy of any certificate of approval issued will be forwarded to the local planning authority for their information. A planning, building or plumbing permit from the local planning authority may also be required for the works.

Further information on the types of work that may be eligible for Minor Works Approval is available in the Tasmanian Heritage Council's Works Guidelines. The Guidelines can be downloaded from <https://heritage.tas.gov.au>.

Please contact Heritage Tasmania on 1300 850 332 if you require further information.

How do I know if an Application for Minor Works Approval has been lodged with Heritage Tasmania?

PlanBuild Tasmania Email Notifications

When this form is lodged by the applicant, Heritage Tasmania will receive a notification email that an Application for Minor Works Approval has been lodged. This is set up to be received by enquiries@heritage.tas.gov.au as they will be the only

ones at Heritage Tasmania set up with 'Application Notification' role in PlanBuild. This can be changed at any time by an Organisation System Admin User (See Process Guide - Organisation System Admin for details)

Task Lists

The application will also be visible and available to those with Assessing Officer role via the Organisation Task List on the PlanBuild Tasmania dashboard, named 'Assess Application for Minor Works Approval form'.

The task will be available for anyone to open, view and claim.

There are two action icons at the end of this task row. You can open the task in a new browser (tab) using the pop-out icon so that you can still keep this page (dashboard) open. Clicking the other icon will show you a list of referral history of this application (if there are any).

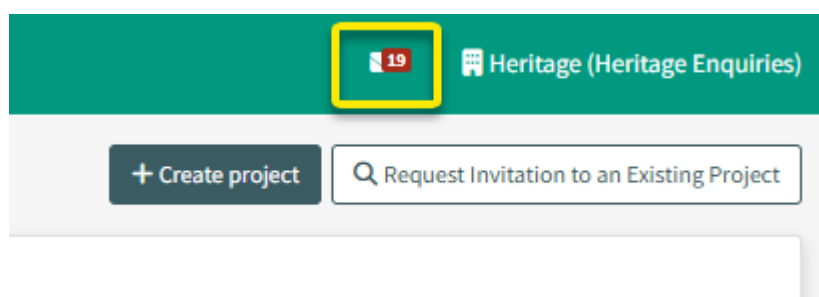
Organisation Tasks 

Showing 1 to 1 of 1 entries

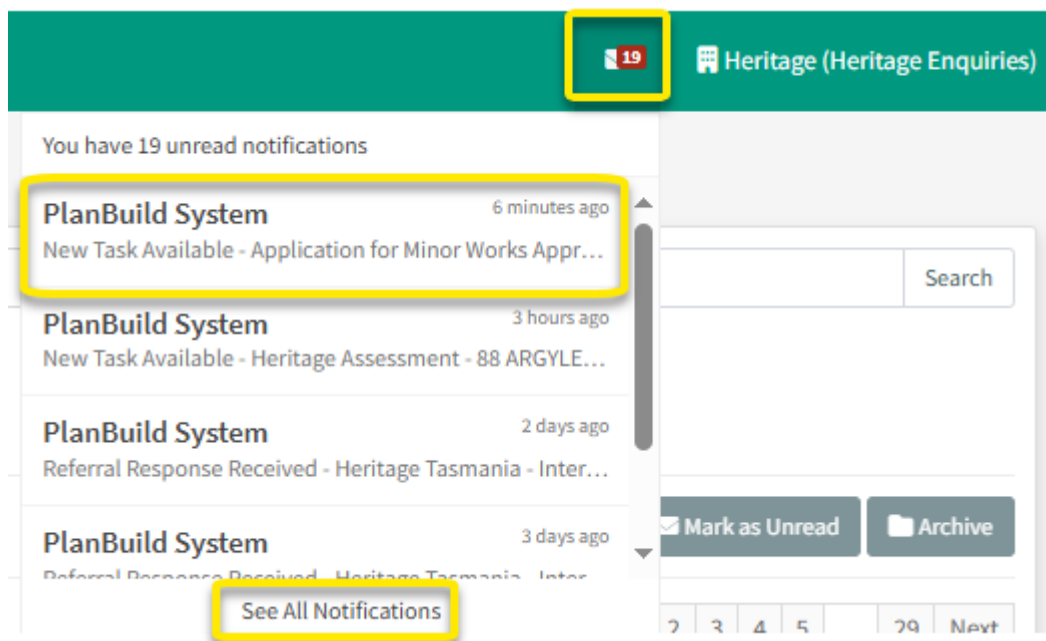
Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action	RFI	Referred	Paused	Assignee	
04/04/2025	11/04/2025	0 days					Assess Heritage Assessment form Heritage Assessment (Planning)					 
09/04/2025	06/10/2025	179 days					Submit Heritage Council Extension of Time form Heritage Council Extension of Time (Planning)				Russell Dobie	 
10/04/2025	15/05/2025	34 days	Owner User		7000 HOBART TAS	Building Alterations	Assess Application for Minor Works Approval form Application for Minor Works Approval (Planning)					 

PlanBuild Tasmania Notifications

Notifications for this task are also available via the notifications list in PlanBuild portal. These can be viewed by clicking on the white envelope icon (near your logon name), where you can see and open the most recent notifications. These notifications will only go to the users that are set up with 'Application Notification' role in PlanBuild.

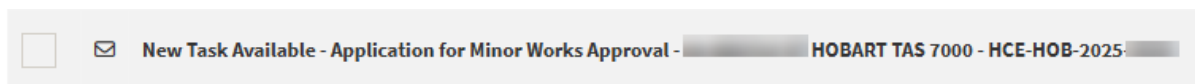


You can click on "See All Notifications" to view a list of notifications. Click on the individual notification to display the notification details.

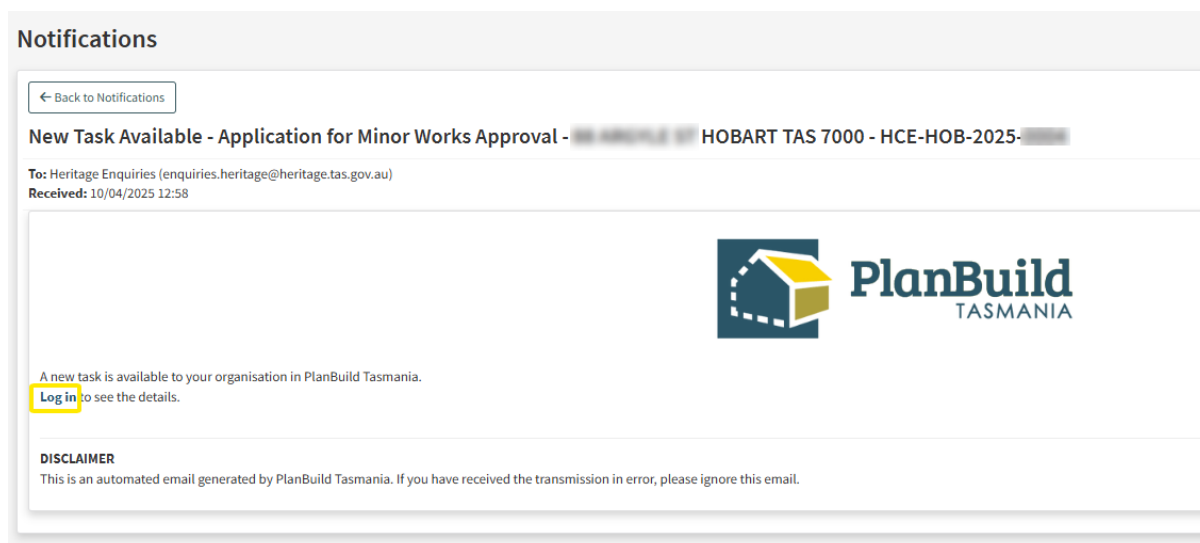


Notification View

Example from “See All Notifications’ view. Click on the notification that you want to view/open.



When viewing an individual notification, click 'Log in' from within the notification text, and it will take you directly to the task to be completed.



Once the task is open, you will need to claim or have the task assigned to you to complete the task.

Assigning and Claiming a Task

Once the task/form is open, if you have the 'Assessing Officer' role, you will be able to claim and/or assign tasks.

Who will do this within your organisation will depend on organisation business rules on how this process is managed.

As an Assessing Officer - Claiming a Task

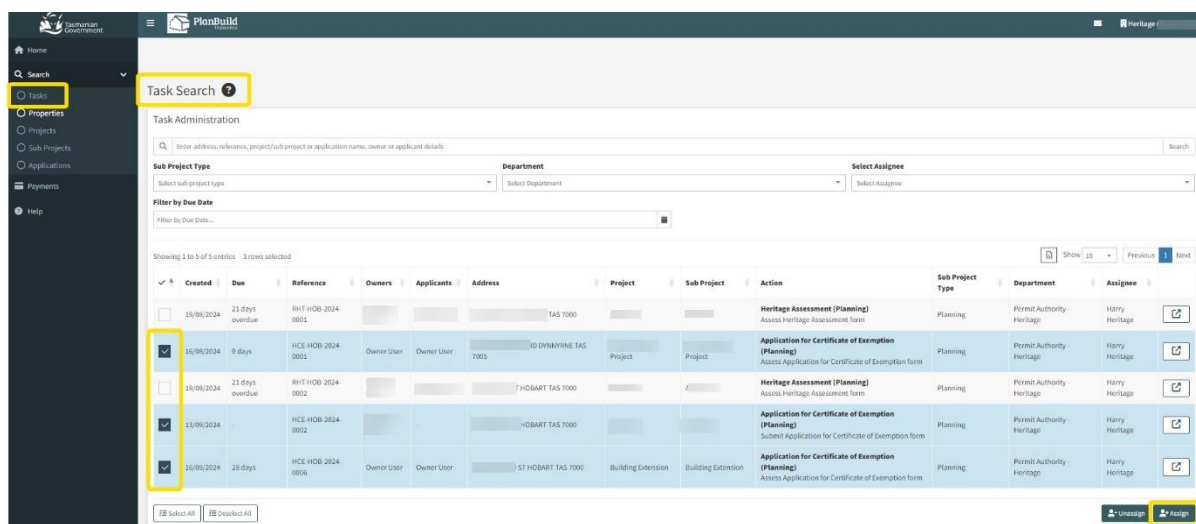
The screenshot displays the PlanBuild interface for an 'Assess Application for Minor Works Approval' form. The top section shows the property details for '88 ARGYLE ST HOBART TAS 7000' and a map. Below this is a progress bar with three stages: 'Draft' (Started: 10/04/2023, Completed: 10/04/2023), 'Assessment' (Started: 10/04/2023, Due: 15/05/2023), and 'Completed'. The 'Task' section shows the form title 'Assess Application for Minor Works Approval form' and the instruction 'Please assess submitted application.' A yellow box highlights the 'Claim Task' button in the top right corner of the task section. Below this, a second instance of the form is shown, with a yellow box highlighting the 'Reassign Task' and 'Unclaim Task' buttons in the bottom right corner. The 'Reassign Task' button is purple, and the 'Unclaim Task' button is green. At the bottom right, there is a 'Do you want to approve and issue?' section with buttons for 'Save', 'Approve & Issue', and 'Refuse Application'.

1. Open the task/form
2. You have to select 'Claim Task' first if the task was not directly assigned to you.
3. You do not have to 'Claim Task' if the task is assigned to you directly.
4. If for any reason you need to reassign the task to someone else, you can click on the purple button (Reassign Task) and select the assignee from the dropdown.
5. You also have the option to 'Unclaim Task', which will unassign the task, and release the task back to the Organisation Task List on the dashboard for another user to claim.

Reassigning Tasks as a Manager - (Users assigned with the Work Admin role in the PlanBuild portal)

The manager will be given the Work Admin role in the portal. They can assign the task/s among their team.

You can use the search function (on the left-hand side menu) to perform a Task Search.



Select the relevant assessment task/s and assign them to a particular officer/s. You can assign each task individually or bulk assign (multiple) tasks to officers. This may be useful when officers go on leave or away and work needs to be re-allocated to another officer.

Note: When clicking on '+Assign', a drop down will have a list of possible assignees to select from.

Tasks can also be assigned using the Organisation Tasks list on the dashboard to see which tasks are unassigned and open individual tasks and assign via the process mentioned above by claiming and reassigning tasks.

Assigning/reassigning tasks from Task List (on Dashboard)

Depending on the business procedure, the manager will be able to find the relevant tasks under either 'My Task List' (eg if the Task is assigned to the manager directly by the Admin Officer) or Organisation Tasks (if the task is yet to be assigned, or an Officer released the task using the 'Unclaim Task' button).

Open the task page. In the Task Summary section, claim the task if it hasn't been assigned to you, and then click on the purple button to reassign it to an Assessing Officer.

As an Assessing Officer – Review Application/Form

Review the information provided as part of the application.

Quick navigate menu

You can quick navigate to any module of the form by using the quick navigate drop down menu.

Internal Communications

The Internal Communications section can be used to communicate with other users within your organisation. You do not need to claim this task to use this functionality. The information will not be visible to the applicants or anyone outside of the organisation and will not form part of a system output.

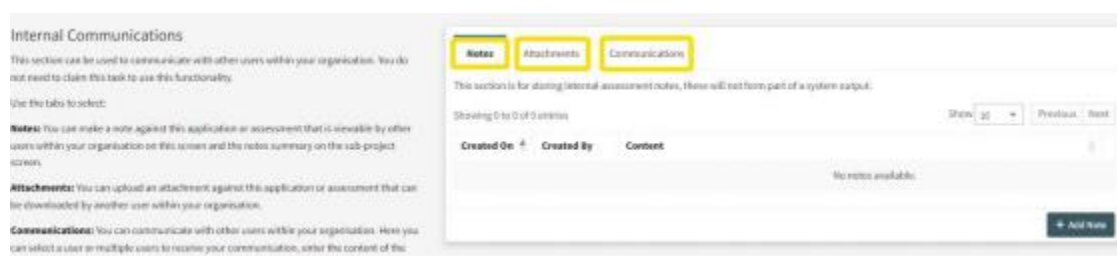
There are 3 tabs:

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. Attachments - This section is for storing internal assessment documents that can be downloaded by another user within your organisation that will not be part of the assessment documents.

3. 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.

All content in the Internal Communications section is visible to other users in your organisation.



‘Assessment decision’ section

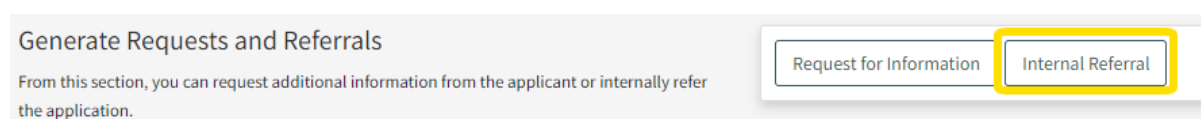
Complete the assessment decision section including if the application is approved or refused and the reason/s for the decision. Information here will be viewable on the output (what the applicant receives).

Generate Requests and Referrals section

Internal Referrals

You may request information and/or a report from internal officers as part of the assessment process.

Create the form under the 'Generate Request and Referral' section by selecting the Internal Referral button.



Select the ‘Recipient’ (internal) from the drop-down menu and enter your name in the ‘Referred By’ section.

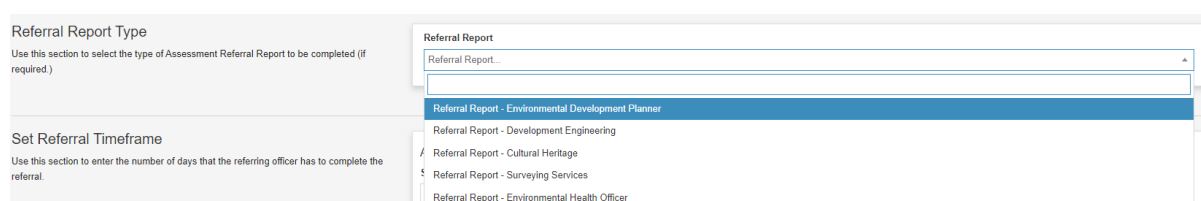
There is an Internal Communications section here if needed. You can find out more about the Internal Communications section above.

Under Council Description, if the applicant has already submitted a Planning Application to Council, this section will pre-populate.

Include a Reason for Referral. This may be a free text entry using the '+Add Reason' button or can be a pre-established library reason (from referral library) using the '+Add Library Reason' button.

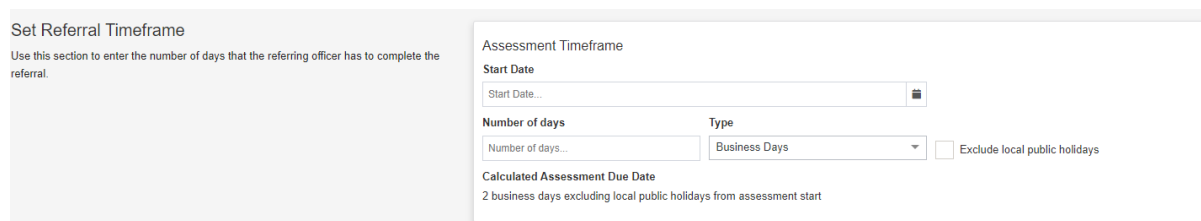
Note: To create the Reason Library, anyone with the 'Organisation System Admin' role can create/add/update reasons at any time. See the 'Process Guide – Organisation System Admin' for a step-by-step guide.

You can also add/request a Referral Report Type if relevant.



The screenshot shows a form section titled 'Referral Report Type' with a sub-header 'Use this section to select the type of Assessment Referral Report to be completed (if required)'. Below this is a 'Set Referral Timeframe' section with a sub-header 'Use this section to enter the number of days that the referring officer has to complete the referral.' To the right, there is a 'Referral Report' dropdown menu. The dropdown is open, showing a list of options: 'Referral Report - Environmental Development Planner' (highlighted in blue), 'Referral Report - Development Engineering', 'Referral Report - Cultural Heritage', 'Referral Report - Surveying Services', and 'Referral Report - Environmental Health Officer'.

When completing an internal referral, you can also set the number of days that the referring officer has to complete the referral by completing the 'Set Referral Timeframe' section. Select start date and the number of days that you are giving the officer to complete the internal referral response.



The screenshot shows the 'Set Referral Timeframe' section with a sub-header 'Use this section to enter the number of days that the referring officer has to complete the referral.' To the right, there is an 'Assessment Timeframe' section. It contains a 'Start Date' field with a calendar icon. Below this is a 'Number of days' field and a 'Type' dropdown menu. The 'Number of days' field is set to '2' and the 'Type' dropdown is set to 'Business Days'. There is also a checkbox labeled 'Exclude local public holidays' which is currently unchecked. Below these fields, it says 'Calculated Assessment Due Date' and '2 business days excluding local public holidays from assessment start'.

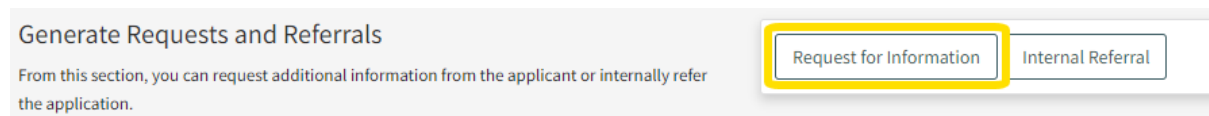
Once the internal referral form is completed click the green 'Save and Submit' button at the top-right of the form.

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'.

Request for Information

You may request further information from the applicant during the assessment process via the PlanBuild portal.



Use the 'Request for Information' button to create the form. Complete required details on the RFI form.

Insert the request reason using either the '+Add New Reason' button for free texts or '+Add Library Reason' for standard requests that have been saved in the library. You can consolidate different referral parties' requests (eg internal referrals from more than one officer) and send that to the applicant in one RFI. To add an RFI reason from a referral select '+Add Reason from Related Form' and any relevant requests will appear that can be added.

Ensure any documents that are to be included as part of the RFI to the applicant, are listed under the 'Documents Provided with this Request' section. You can either use the '+Add Document' in this section to upload any document on your device. You can also move any documents from the 'Available Documents' section to the 'Documents Provided with this Request' section by selecting the required documents, and click '+Add Selected' or 'Select All' button/s (whichever is relevant).

Any documents in the 'Available Documents' section will not be included in the RFI.

Click the green 'Save and Submit' button at the top of the screen. You can review the RFI prior to issuing. If any changes need to occur you can hit the cancel button and add the relevant information. If you are ready to send you need to tick the confirm box and then click the green confirm button to issue the RFI.

This will send the RFI to the recipient (Applicant).

For more detailed explanation on consolidating internal referrals into an RFI for an external applicant, see the '*User Guide – Processing Internal and External RFIs and Referrals*'.

The applicant will get a notification from PlanBuild Tasmania.

Checkpoint

The assessment timeframe clock is paused when the Request for Information form is sent to an external applicant. The assessment timeframe clock resumes when you click the 'Save and Acknowledge' button on the returned response.

1. Shows that there are forms that are related to the original Application.
2. Lists the related form/s to this application – in this case it is an RFI to the applicant of the original application
3. The exclamation mark shows that there is a related document outstanding (and the assessment timeframe clock is paused) and
4. The start date of the assessment is displayed. The due date has been removed while there is an outstanding form (RFI) in progress and/or the assessment timeframe clock is paused. Once the RFI/form has been completed/satisfied, the revised due date will be calculated and then appear here.

Submitted or Active Applications/Forms ●

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (For example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Application for Certificate of Exemption HCE-HOB-2024-0006		1 related	1	3	Assessment Started: 25/10/2024	4
RFI-HOB-2024-0004	Request for Information (29/10/2024) Owner User	Request	2			

Checkpoint

To understand how to read a current snapshot of where an application/task may be at on your task list, there are 2 examples below for the same form type, their current state and what is being displayed.

Point 1 shows that the task is to Assess Application for Minor Works Approval form – it currently has an RFI in progress but no internal referrals in progress and that the assessment timeframe clock is paused. The due date is not currently displayed. This will be adjusted and displayed once the RFI is completed, and the assessment timeframe clock resumed and the known days paused will be a.

Point 2 shows that the task is to Assess Application for Minor Works Approval form – it currently has no RFIs or Internal referrals in progress, it displays a due date for the task to be competed.

My Task List ⓘ									
Showing 1 to 1 entries									
	Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action	
1	10/04/2025	-	34 days	Owner User	Applicant	HOBART TAS 7000	Building Alterations	Assess Application for Minor Works Approval form Application for Minor Works Approval (Planning)	RFI ✓ Referred ✓ Paused ✓
2	10/04/2025	15/05/2025	34 days	Owner User	Applicant	ST HOBART TAS 7000	Building Alterations	Assess Application for Minor Works Approval form Application for Minor Works Approval (Planning)	

The applicant will be issued a notification, and a task is assigned for their response. The notification also advises the applicant that the assessment timeframe clock is paused pending their response.

The screenshot shows an email notification from PlanBuild Tasmania. The subject is 'Task Assigned Request for Information - [redacted] HOBART TAS 7000 - RFI-HOB-2025 Respond to request - Assigned'. The email body includes the PlanBuild Tasmania logo and a message stating that a task for Building Alterations at [redacted] HOBART TAS 7000 has been assigned. It provides instructions on how to respond, including uploading documents and selecting 'Save & Submit' to send the response to the assessor. A disclaimer at the bottom states that the email is automated and generated by PlanBuild Tasmania.

Once completed by the applicant, the officer will be issued a notification, and a task is assigned to them for review and response.

When you open the form, it will be in 'Under Review' status.

The screenshot shows a horizontal progress bar with four stages: 'Draft' (Started: 10/04/2025 | Completed: 10/04/2025), 'Request' (Started: 10/04/2025 | Completed: 10/04/2025), 'Under Review' (Started: 10/04/2025 | Due: 28/04/2025), and 'Completed'. The 'Under Review' stage is highlighted with a yellow border.

If the response is not satisfactory, from within the RFI form, you can use the 'Create Additional Request' section to raise a further Request for Information prior to selecting 'Not Satisfactory' for the first RFI response. There is help text in the section that also provides details of what to do. This process can continue to loop until a satisfactory response is received from the Applicant.

If the secondary request is sent to the applicant prior selecting 'Not Satisfied' on this screen, the assessment timeframe clock will remain paused. If the response to the request is satisfactory, you can select 'Satisfied' to acknowledge the response.

Once the RFI is deemed satisfactory (clicking the green 'Satisfied' button), the assessment timeframe clock will resume as of the date of the response.

The screenshot shows the 'Under Review' task form. The progress bar at the top indicates the current stage is 'Under Review' (Started: 09/10/2024 | Due: 18/10/2024). The form includes a 'Task' section with instructions on how to handle unsatisfactory or satisfactory responses. At the bottom, there are buttons for 'Download Form', 'Save', 'Satisfied' (highlighted in green), and 'Not Satisfied'.

A full list of requests and referrals relating to the application will be listed in the 'Requests and/or Referrals' section in the Application for Minor Works Approval form.

Requests and/or Referrals							
Any requests or internal referrals that have been created will be displayed here.							
Showing 1 to 5 of 5 entries							
Created On	Reference	Referral	Recipient	Current Due Date	Completed Date	Outcome	Status
29/10/2024	RFI-HOB-2024-0005	Request for Information	Owner User		29/10/2024	✓	Completed
29/10/2024	RFI-HOB-2024-0002	Request for Information	Owner User		29/10/2024	✓	Completed
29/10/2024	RFI-HOB-2024-0003	Request for Information	Owner User	08/11/2024			Under Review

'Available Documents' and 'Assessment Documents' from within the Minor Works Approval form

When issuing a decision on an application, it is important to check that all relevant documents to the application assessment are included under the 'Assessment Documents' section and stamped if required.

All the documents listed here will form part of the approval and will be available to the applicant once a decision has been made.

Any documents in the 'Available Documents' section that form part of the assessment/approval will need to be selected and added to 'Assessment Documents' section. Any documents remaining in 'Available Documents' when the decision has been issued on the application, will not be available to view as part of the decision.

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

☐ Approved

Showing 0 to 0 of 0 entries

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

Assessment Documents

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

To add any additional documents select 'Add Document'.

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

The documents in this section upon completion will be associated with this approval.

Showing 0 to 0 of 0 entries

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By	Stamp
No Documents Found.							

Stamp Date

Issuing of Decision (Approved or Refused application)

Before issuing a decision on the Application for Minor Works Approval, ensure that all sections of the form are completed including the Assessment decision and reason/s for that decision.

Once the assessment is complete the assessor can issue the decision on the application (approved or refused).

After clicking on the green 'Approve & Issue' or red 'Refuse Application' button in the Task description box at the top-right of the page, a pop-up window will display the final output to review.

Tick the 'Preview Output' box to preview what the applicant will receive. Once finalised, tick the 'Confirm' checkbox and click the 'Confirm' button when ready to issue. You can cancel the preview and return to the assessment screen to amend the assessment as needed.

Review and Confirm

☒ Preview Output



APPLICATION FOR CERTIFICATE OF EXEMPTION

Reference
HCE-HOB-2024-0001

Address
55 ANGLESEA ST SOUTH HOBART TAS 7004

Titles
105869/1

Applicant

Name	Email	Phone	Address	Involvement
Owner User	no-reply-ownerapp-org-user@geometry.com.au	0400123456	123 Test Street, Hobart, Tasmania, Australia, 7000	Applicant

Owners

Name	Email Address	Address
Owner User	no-reply-ownerapp-org-user@geometry.com.au	123 Test Street, Hobart, Tasmania, Australia, 7000

Description of work

Brief Description of the Proposed Works
Removing roof - Test

Decision

Comments

Review & Confirm

Check Certificate before selecting 'Confirm'.

Once confirmed, any selected documentation and the Certificate will be available to the applicant. Any corrections must be made before Issuing.

To view what the Certificate will look like for the applicant, check the 'Preview Output' checkbox.

☒ Confirm

Check the Determination output (optional)

After issuing the determination, you will be redirected to the Planning Summary page, where you will see the status of the application has become 'Completed' or 'Refused'.

Click on the 'completed' or 'refused' application to access the Application Summary (allow the system a few minutes to process this step). You can download the Completed Summary and Document Pack as needed, which contains all the relevant and approved and/or refused documents.

 Application for Minor Works Approval HCE-HOB-2025-	Refused Completed: 10/04/2025 
 Application for Minor Works Approval HCE-HOB-2025- 2 related	Completed Started: 10/04/2025 Completed: 10/04/2025 

The applicant will get a notification to advise that a decision has been reached on the application and a link that will take them to the Application Summary page where they can also access the Completed Summary as well as the Completed Document Pack (attachments to the application determination).

