

Rebecca Langford

QUICK REFERENCE GUIDE - How to register my business and access Application Services

How to register my business and access Application Services

'Organisation' can be created in PlanBuild Tasmania. This allows industry professionals to set up an Organisation User, which allows a number of users to work within an Organisation within PlanBuild.



Login to your individual account

		2
	Login	<u>Register</u>
er an address, title or property identification number into the search box below or, navigate and click on a property on the map.		
Start your property enquiry Tasmania's enquiry portal for Planning, Building, Plumbing, Public and Environmental Health		

1. Go to planbuild.tas.gov.au, assess the portal by click 'Start your property enquiry' to enter the portal.

2. Log in.

(Or refer to How to register myself and access Application Services on how to create an account.)

Step 2

Go to Profile

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		Bob Builder Logged in at 9:52 AM on Thursday, 10 th of August, 2023
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Click on your User Name on the top right corner, and click 'Profile'.



Create a new Organisation

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1. Choose the second tab 'Organisation Details' and click 'Create a new Organisation' on the bottom right.

2. Create a new Organisation.

Note:

If you have more than one Organisation, and you are creating a second Organisation profile, you must do so using your individual user profile. You cannot create a new Organisation whilst logged in as your current Organisation profile.



Fill out the form

Build				
	New Organisation		×	
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1 entries	Primary contact details			
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	First Name	Last Name		
eyor Organisation	Email Address *			
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	Street Number and Name *	Suburb *		
	Street Number and Name	Suburb		
	State / Territory *	Postcode *		
	State / Territory 💌	Postcode		
	Country *	Phone *		
	Australia 👻	Phone	_	
		Save × Cance	el	

Fill out the form and save. The new organisation will be shown under 'My Organisations'.



Set as default account

User Profile											
User Info	Organisation Details	Licensee Details So	Licensee Details Support								
My Organisations											
Switch to your Organisation via the Organisation Switcher by clicking your user at the top right of the screen. If you are an administrator of your organisation you can navigate to the Organisation by clicking the relevant row below to navigate to that Organisation.											
To create a new organisation, select 'Create a new Organisation'.											
Note: You must be logged in as an individual profile to create a new organisation (you cannot create whilst logged in under your organisation profile).											
Showing 1 to 1 of 1 entries								1 Next			
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Build	er Organisation		Organisation		12345678901234	Admin Officer Assessing Officer		~	Active		•

In the User profile, 'switch it on' to make it the default account. (Optional)

We can put other QRGs here if needed.

GO TO LOCATION 1