



PlanBuild
TASMANIA

Application for Planning Permit User Guide

Version 1

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Introduction

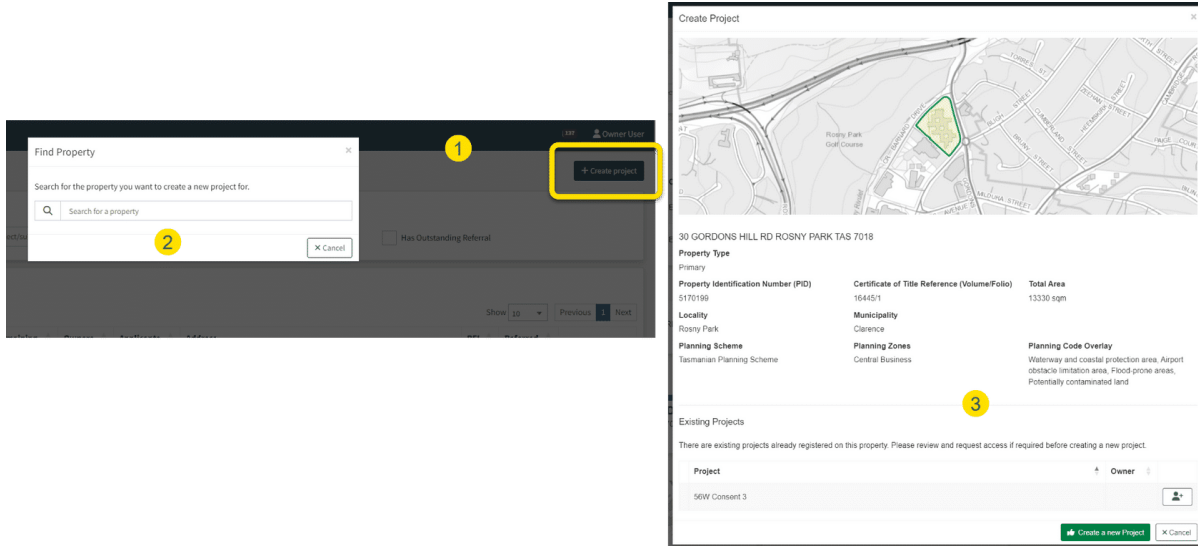
Before you start your application, you will need to know if you require planning approval or not.

If you are unsure if you require a permit, use the [PlanBuild Tasmania Enquiry Service](#).

To complete a Planning Application, please go to the [PlanBuild Tasmania website](#). You will need to register for an account and login to the Application Service Portal.

1. Create a Project

Create Project



Login to PlanBuild Tasmania to access your dashboard and create a project by:

1. Select 'Create Project'.
2. Start entering the property address and select from the dropdown.
3. Check the property details and any existing Projects under this address (in case other parties involved in this work have already set up a project).
4. Create a new project.

Secondary Address

Create Project

1. Properties ?


Confirm the correct property address has been selected before creating the project.

- The Primary Address is the address selected when the project was created.
- If the project relates to more than one address, select the 'Add Secondary Address' button and enter the other address details.

Primary Address 30 GORDONS HILL RD ROSNY PARK TAS 7018 ×

Add Secondary Address

2. Property Map ?



You will then be shown the property map and details, where you can add a secondary address if your planning application is relevant to another address (e.g. if the application is related to changing the property boundary).

Other Project Details

4. Project Name 1

The project name will be your reference to your project. This will also be visible to any other people on your project, for example your Building Surveyor or Council.
Examples may be House Build, or Bedroom Renovation, New Garage.

Project Name *

Project Name...

5. Project Administrator 2

The project administrator role is given to the user who creates the project. This can be changed at any stage. A user with this role on the project can create applications, and add other parties to the project, for example invite owners, licensees (ie. Designer or building surveyor), and other qualified people.

Name	Street Number and Name
Owner User	123 Test Street
Email Address	Suburb
no-reply-ownersapp-org-user@geometry.com.au	Hobart
Phone Number	Postcode
0400123456	Tasmania, 7000
	Country
	Australia

6. Owners 3

Project Administrator is the property owner. 2

Add the property owner details to the project.

- If the Project Administrator is not the Owner, select the 'Add Owner' button.
- If the land is owned, partially or in full, by the Crown, select the 'Add Crown' button.
- If the land is owned, partially or in full, by the Council, select the 'Add Council' button.

Name	Email
No Owners added.	

+ Add Crown + Add Council + Add Owner

3 Create Project

Under the Property Summary, you will be asked to:

1. Provide a project name - the name will be your reference to your project. This will also be visible to any other people on your project, for example your building surveyor or council.
2. Provide owner's details - Under 'Owners' section, tick the box if you (the Project Administrator) are the property owner, or add an owner via the buttons on the top right corner of this section.
3. 'Create Project'.

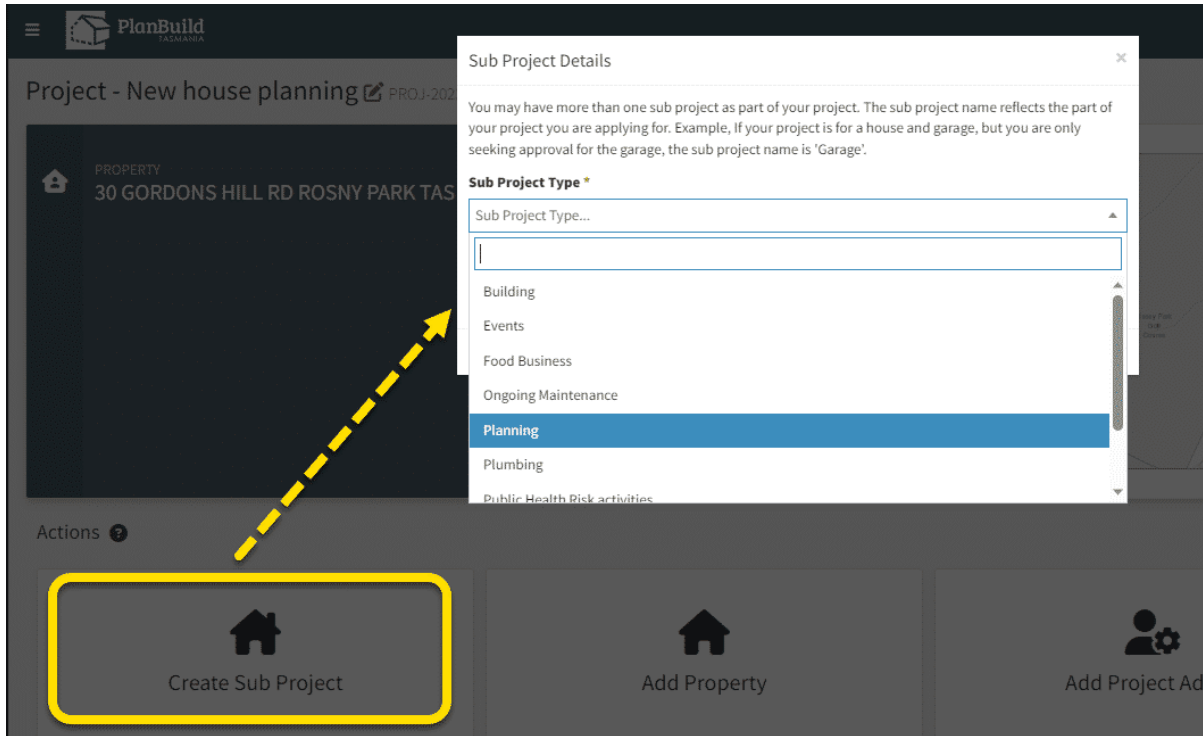
Note

In step 3 - if a project has already been created, you can request to be added to the project by clicking on the button on the right-hand side of the project name.



2. Create a Sub Project

Create Sub Project



Once you have created a Project, you will be directed to the Project page where you can create a Sub Project for your planning application with the steps listed below:

1. Select 'Create Sub Project'.
2. Select 'Planning' in the pop-up box under 'Sub Project Type'.
3. The Project name will carry forward to the Sub Project by default, you can rename the Sub Project if required.

3. Create the Planning Application

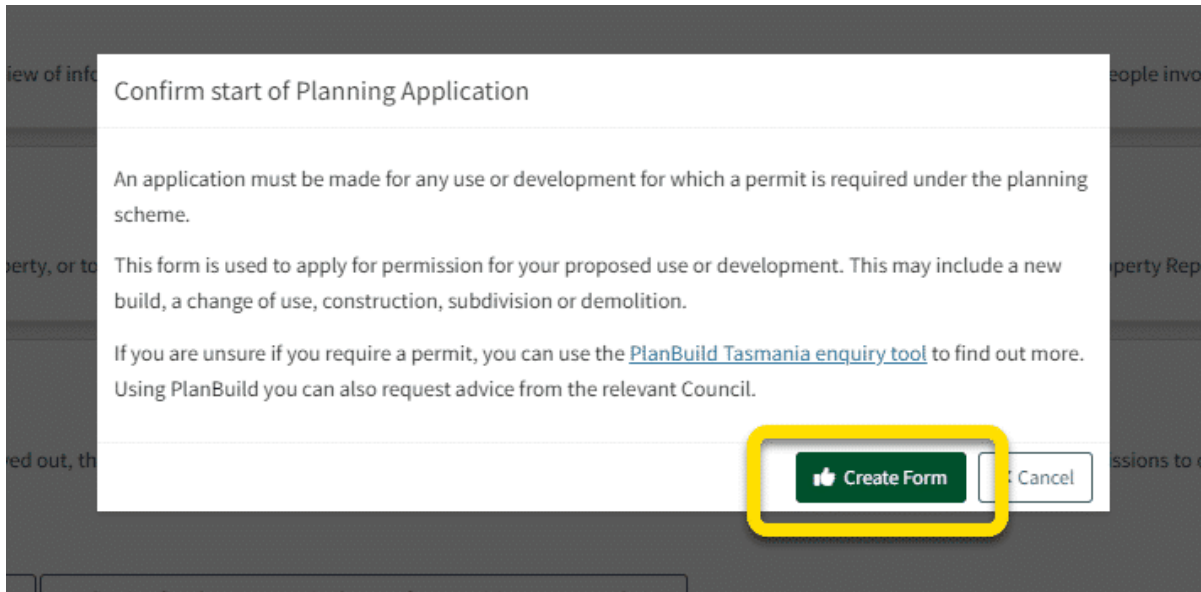
Select the Planning Application Form

The screenshot displays the 'Planning Summary' page for a new house planning project. The page is divided into several sections:

- Property Information:** Includes details such as PROPERTY ID (PID) 5170199, TITLE 16445/1, LGA Clarence, LOCALITY Rosny Park, and PLANNING ZONES Central Business.
- Map:** A map showing the property location in Rosny Park, Tasmania.
- Planning Summary:** A section providing an overview of the project, with a 'Retire Sub Project' button.
- Property Report:** A section with a 'Generate Property Report' button.
- Available Applications/Forms:** A section listing various forms available for creation. The 'Planning Application' button is highlighted with a yellow box.

Planning applications are created from the Sub Project summary page. Select the 'Planning Application' form under Available Application/Forms. A dialogue box will pop up to provide further information about the form.

Create Form to enter the Planning Summary Page



To confirm, select 'Create Form'.

You will be directed to the Planning Summary page.

PlanBuild Tasmania

Planning Application PLANNA-CLA-2023-3DLK (External Reference: N/A) Project > Sub Project > Planning Application

PROPERTY
30 GORDONS HILL RD ROSNY PARK TAS 7018

PROJECT
New house planning
PROJ-2023-9RUQ

PLANNING SUMMARY
New house planning
PLANN-2023-JME8

Property Information

PROPERTY ID (PID)	S170199
TITLE	16445/1
PLANNING SCHEME	Tasmanian Planning Scheme
PLANNING ZONES	Central Business
PLANNING CODES	Potentially contaminated land, Airport obstacle limitation area, Watershed and coastal protection area
LGA	Clarence
LOCALITY	Rosny Park

Activate interactive map

Rosny Park

Draft
Started: 26/08/2023

Submitted

Assessment

Determined

Task

no-reply-ownerapp-org-user@geometry.com.au Withdraw Task

Submit Planning Application form
Assigned to no-reply-ownerapp-org-user@geometry.com.au

Description
Please fill out the form attaching any required documents. Upon submission this information will be sent to the relevant party to progress your application.

Save Save & Submit

Before you start

Before you start an application

Before you start your application, you will need to know if you require planning approval or not.

If you are unsure if you require a permit, use the [PlanBuild Tasmania Enquiry Service](#) to lodge a request for advice from the relevant Council.

Once your application has been submitted the Council will review your application. If payment has not been made, you will be sent a request for the payment of application fees via PlanBuild Tasmania.

Once the fees have been paid and the Council is satisfied with the information provided, the application will be assessed and you will be notified of the outcome.

If further action is required to assess your application you will receive an email notification containing a task to complete.

4. Fill out the Planning Application

The screenshot displays the 'Planning Application' interface for '30 GORDONS HILL RD ROSNY PARK TAS 7018'. It includes a left-hand navigation menu with sections for 'PROPERTY', 'PROJECT', and 'PLANNING SUMMARY'. The main content area is divided into 'Property Information' (listing details like PID, title, LGA, and planning zones) and a map area with an 'Activate interactive map' button. A prominent status chevron at the top indicates the application is in the 'Draft' stage, with 'Submitted', 'Assessment', and 'Determined' stages following. Below the chevron, a 'Task' section titled 'Submit Planning Application form' is shown, assigned to 'no-repl@...tas.gov.au'. This section contains a description and 'Save' and 'Save & Submit' buttons. At the bottom, a 'Before you start' section provides instructions on how to apply for a permit, including information about council enquiries, fees, and notification processes.

The above image shows the top section of a Planning Application.

In the status chevron, you can see the application is now under 'Draft' status.

The 'Save' and 'Save & Submit' buttons on the bottom right corner of the Task section will stay while you navigate the page. You can save the application anytime and come back to finish it later, or select 'Save & Submit' when you are ready to submit the application.

There is also an option to withdraw the application during 'Draft' status. You will be asked to provide a reason for the withdrawal.

Pre-Application Advice

Pre-Application Advice

Please enter the name of anyone that you have spoken with at a council about this application. This may include a general enquiry or a Council Planner.

Have you spoken with anyone at Council about this application? ?

Yes - enter details below

No - continue to the next section

If yes, provide the name of the person you contacted

Enter name and position (if known).

If you have been in touch with the relevant Council prior to submission, select 'Yes - enter details below' and provide the contact details of the officer(s).

Otherwise, select 'No - continue to the next section'.

Applicant

Applicant

Please select whether you are the applicant, or wish to add an applicant to this application.

Showing 0 to 0 of 0 entries

Show 10 Previous Next

Name	Email	Phone	Address	Involvement
No Applicants Found.				

I am the Applicant Add Applicant

Applicant

Applicant Type *

Individual

Existing

Existing...

Or

Name * Street Number and Name *

Name... Street Number and Name...

Email Address * Suburb *

Email Address... Suburb...

Phone Number * Postcode *

Phone Number... Postcode...

Involvement Type * Country *

Involvement Type... Country...

NOTE: You must be authorised by the applicant to submit this application on their behalf

+ Add Applicant X Cancel

Select whether you are the applicant, or add an applicant to this application.

You can add the applicant directly if the person has been added to the Sub Project. To add a new user as an Applicant, fill in the pop-up form and Planbuild Tasmania will send an invitation to the person to join the project.

Owner

Owners		
This must be the name(s) that appear as owner(s) on the Certificate of Title for the property. Additional owners can be added by the Project Administrator or a Registered Owner via the Project Summary Screen.		
Showing 1 to 1 of 1 entries		
Name	Email	Status
Owner User	no-reply-owenapp-org-user@geometry.com.au	Registered User

Project - New house planning 49501-2023-49502

PROPERTY 30 GORDONS HILL RD ROSNY PARK TAS 7018

Property Information

PROPERTY ID (PID) 3170229
TITLE LGA Clarence
DEVELOPMENT SCHEME LOCALITY Rosny Park
PLANNING SCHEME Rosny Park
PLANNING ZONES Central Business
PLANNING CODES Potentially contaminated land, Airport obstacle limitation area, Wetlands and coastal protection area

(Project Summary page)

Actions

- Create Sub Project
- Add Property
- Add Project Admin
- Add Owner

Project Administrators

These are the parties that can add, edit or remove parties from a project. To add another party, select the 'Add Project Administrator' button.

Showing 1 to 1 of 1 entries

Name	Email	Status
Owner User	no-reply-owenapp-org-user@geometry.com.au	Registered User

Property List

These are the properties linked to this project. To add another property, select the 'Add Property to Project' button.

Showing 1 to 1 of 1 entries

PID	Address	Primary
3170229	30 GORDONS HILL RD ROSNY PARK TAS 7018	Yes

Owners

Showing 1 to 1 of 1 entries

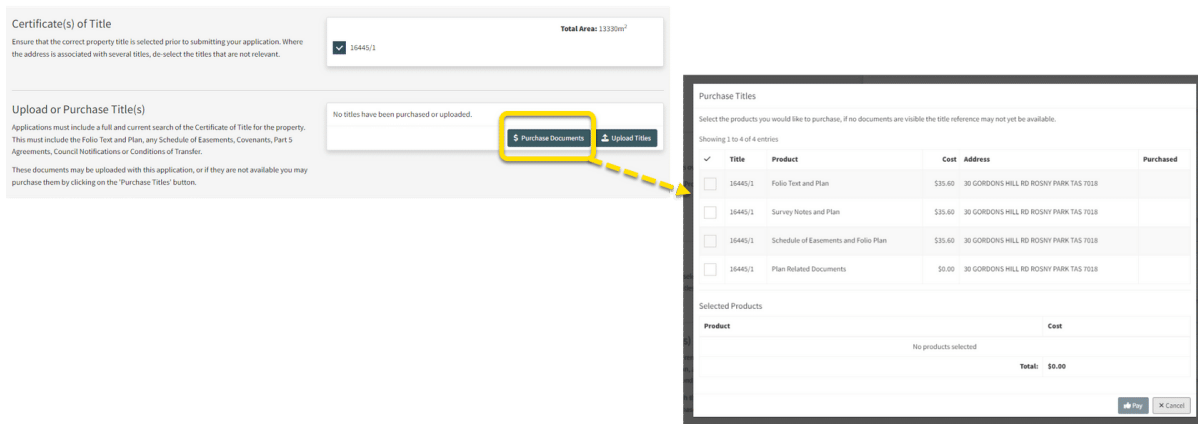
Name	Email	Status
Owner User	no-reply-owenapp-org-user@geometry.com.au	Registered User

+ Add Owner + Add Owner + Add Owner

The 'Owner' details are set during the creation of the Project, this must be the name(s) that appear as owner(s) on the Certificate of Title for the selected property.

Owner details can be updated, or additional owners can be added by the Project Administrator or a Registered Owner via the Project Summary page.

Certificate(s) of Title



Please ensure that the correct Property Title is selected prior to submitting your application. Where the address is associated with several titles, de-select the Titles that are not relevant.

Applications must include a full and current search of the Certificate of Title for the property. This must include the Folio Text and Plan, any Schedule of Easements, Covenants, Part 5 Agreements, Council Notifications or Conditions of Transfer.

You can upload these Title documents if you have purchased them already. Or you can purchase them directly within the application by clicking on the 'Purchase Titles' button.

Owner Notification

Owner Notification

If you are not the sole owner of the land, you are required to declare that you have notified all owners that you intend to make the application. If there are multiple owners, you must notify all of the owners.

Are you the sole owner of the land?*

Yes - continue to the next section

No - answer question below

If no, have you notified all owners, joint or part owners of your intention to submit this application?

Yes - enter owner details below

No - you must notify all owners before proceeding with this application

List all owners, joint or part owners as recorded on the Title documents notified: ?

Enter the full names as appear on Title documents and use (;) to separate multiple entries.

Enter the date that the last owner, joint or part owner was notified ?

Declaration

I declare that all land owners, joint or part owners have been notified of this planning application.

If you are not the only owner of the property listed on the Title documents, you are required to declare that you have notified all owners that you intend to make the application.

List all owner, joint or part owners as recorded on the Title documents that you have notified in the space provided, and enter the date that the last owner, joint or part owner was notified.

Crown Land Consent and General Manager Consent

Crown Land Consent

If your proposed use or development involves land that is owned by the Crown, the relevant Minister or delegate must provide written consent to use or develop this land under Section 52(1B) of the [Land Use Planning and Approvals Act 1993](#).

If you are unsure if this property involves Crown Land, you can assess the Planning Summary page via the panel on top left of this page, and generate a Property Report from there for more information. After generating the report, you can use the 'Request Other Authority Advice' button to contact the managing Agency.

You must obtain written consent from the relevant management authority prior to lodging this planning application.

Further Information

[Click here](#) to learn more about obtaining Crown Land consent for this application.

Is Crown Land involved in the proposed use or development?*

- Yes - complete question below
- No - continue to the next section
- Unsure

If yes, has written Crown Land consent been obtained?

- Yes - upload written consent
- No - application will not be progressed until consent has been provided

General Manager Consent

If your proposed use or development involves land that is owned or administered by a council, the Council General Manager responsible for the land must provide written consent to use or develop this land under Section 52(1B) of the [Land Use Planning and Approvals Act 1993](#).

If you are unsure if this property involves council-owned or administered Land, you can assess the Planning Summary page via the panel on top left of this page, and generate a Property Report from there for more information.

After generating the report, you can use the 'Request Advice from Council' button to contact the managing council.

You must obtain written consent from the relevant council General Manager prior to lodging this planning application.

Further Information

[Click here](#) to learn more about obtaining Council Land consent for this application.

Is Council-owned or administered land involved in the proposed use or development?*

- Yes - complete question below
- No - continue to the next section
- Unsure

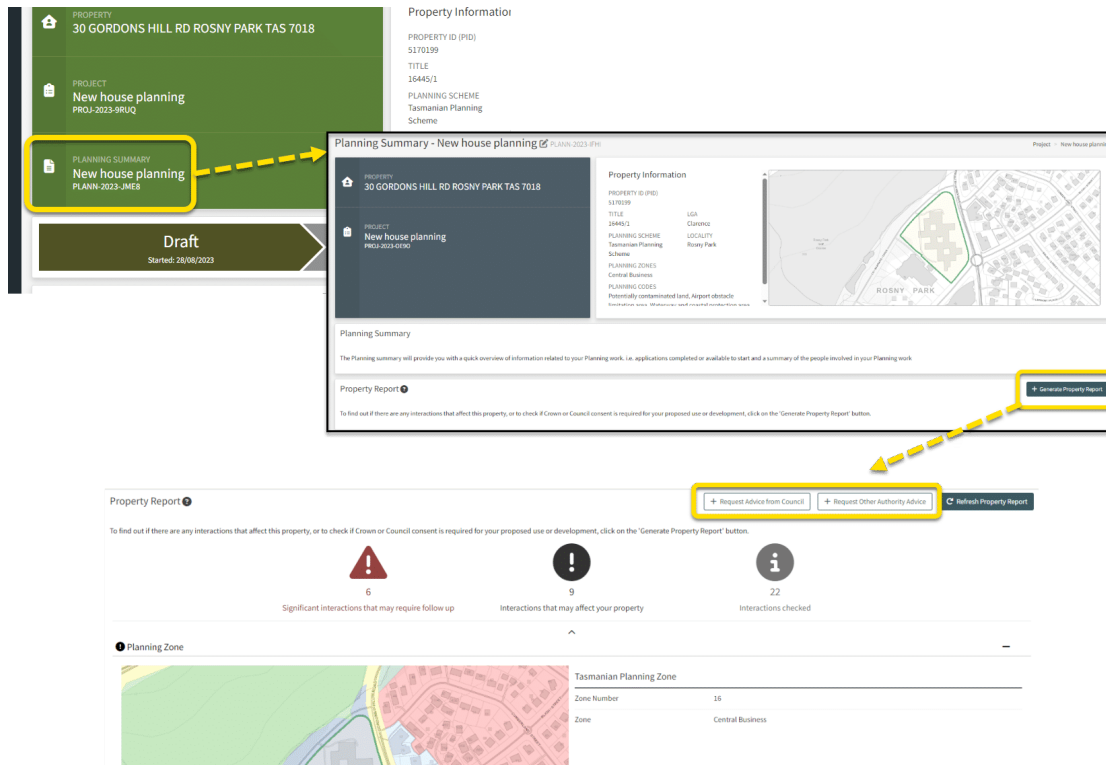
If yes, has written consent been obtained from the Council General Manager?

- Yes - upload written consent
- No - application will not be progressed until consent has been provided

If your proposed use or development involves land that is owned by the Crown or a local council, you will need a written consent from the relevant Minister/delegate or the General Manager of the local council.



Crown Land Consent and General Manager Consent (continued)




If you are unsure if any consents are needed, you can access the Planning Summary page via the panel on top left of this Planning Application page, and generate a Property Report from there for more information.

After generating the report, you can use the 'Request Other Authority Advice' or 'Request Advice from Council' button to contact the managing Agency if needed.

If you have a written consent, you can upload that under the 'Supporting Documents' section, which will be covered in later section of this application guide.

The Planning Application will only be progressed when consents have been provided.

Reason for the Planning Application and planning details

What is the reason for your planning application?* 

- I want to change how the property is used
- I want to use the property for visitor accommodation
- I want to subdivide
- I want to undertake a new development or alteration
- I want to do a minor boundary adjustment
- I want to put up a sign(s)
- I want to demolish
- I want to do works only
- Other

If your application is to subdivide, please enter the number of proposed lots.*

0

If your application is for signage, please enter the number of signs.

You will be required to provide the reason for applications.

If your application is for a subdivision or a sign, you will need to provide the number of the proposed lots and/or sign(s).

Reason for the Planning Application and planning details (continued)

Proposed Use or Development

Additional information to assist you to complete this section:

Visitor Accommodation

In some circumstances, a full planning application to change the use of an existing habitable building to visitor accommodation is not required. If you are unsure which application you are required to complete, you should review the [Planning Reform website](#) for information on short stay accommodation and confirm whether you should use this form or if you should use the standard 'Application for Planning Permit Change of Use to Visitor Accommodation' form.

Tasmanian Heritage Listed Properties

If your application relates to a Tasmanian Heritage Listed Property, you can find out more information from the [PlanBuild Tasmania website](#) or by visiting the [Heritage Tasmania website](#).

EPA Level 2 Activities

The Environment Protection Authority's purpose is to regulate developments and activities that may impact on environmental quality and to promote best practice, sustainable environmental management. If you are unsure if the planning application is for an EPA Activity under the *Environmental Management and Pollution Control Act 1994*, you can find out more information at the [EPA website](#).

Use of Road Reserve

The Department of State Growth manage the State Road network. If you want to undertake an activity that may impact on a State road, you need a permit. This may mean that you need to apply for Crown Land Consent or require other permissions, for example where there you require new or altered access to a driveway, or where you are seeking to discharge stormwater. For more information on what you need to do, see the [Permits and Bookings](#) section of the State Growth website.

Permitted or discretionary

If you are unsure if your application is to be assessed as a permitted or discretionary application, you can find out more information using the [PlanBuild Tasmania Enquiry Service](#) to request advice from Council before you lodge the application.

Further Information

For more information on how to complete the application see [Planning Application Supporting Information](#).

What is the reason for the application?

I want to change the use of the building

I want to change the use of the building

I want to change the use of the building

I want to change the use of the building

I want to change the use of the building

I want to change the use of the building

I want to change the use of the building

I want to change the use of the building

I want to change the use of the building

I want to change the use of the building

Other

If your application is for:

0

If your application is for:

Yes

No

Is the application for:

Yes

No

Unsure

Is the proposed use or development:

Permitted

Discretionary

Unsure

Provide a full description of the proposed use or development:

In the same section, the application asks for further details of the property and the plan:

- Is the property a Tasmanian Heritage Listed Property?
- Is the application for an EPA Activity under the Environmental Management and Pollution Control Act 1994?
- Does the development or proposed use involve any of the road reserve?
- Is the proposed use or development permitted or discretionary?
- Full description of the proposed use or development will be required.

There is help text along this section to help applicants to confirm and find out further information they need to answer the questions.

Value of Works

Value of Works

Enter the estimated value of works for the proposed use or development.

The estimated cost of the proposed use or development is to include the cost of labour and materials using current industry pricing and is to include GST.

If your application relates to Signage or a Change of Use where there are no development costs, please enter '0'.

What is the estimated value of the works?*

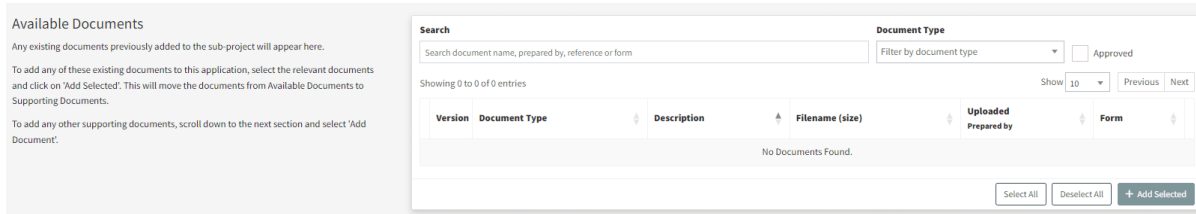
Enter whole numbers only (no comma or spaces).

Enter the estimated value of works for the proposed use or development, which should include current costs of labour and materials.

If the application is related to Signage and Change of Use only, please put '\$0'.



Available Documents and Supporting Documents



Available Documents section is to display any documents that are available on the Sub Project. If you have other applications under the same Sub Project, any documents uploaded or submitted by other invited parties (Building Surveyors, Designers, etc.) previously will be available here for selection.

Applicants will also see other previously uploaded documents that they may want to re-use when lodging a new application. For example, a set of plans may be required for a range of different applications.

If there are no documents under 'Available Documents', it means that there are no previously uploaded documents for that sub-project.

Documents listed under this section are NOT yet added to the application. To add an 'Available Document' to an application, applicants can select the relevant documents and use the '+Add Selected' button to add them to the 'Supporting Documents' section.

Only document in the 'Supporting Documents' section will be submitted with the application.

Available Documents and Supporting Documents (continued)

The screenshot shows a web interface for 'Supporting Documents'. On the left, there is a sidebar with instructions and a list of document types: Site plans, Elevations, Floor plans, and Drainage plans. The main area contains a table with columns: Version, Uploaded Date, Document Date, Document Type, Description, Filename (size), and Prepared By. The table is currently empty, displaying 'Showing 0 to 0 of 0 entries' and 'No Documents Found.'. At the bottom right of the table area, there are two buttons: '+ Add Revision' and '+ Add Document', with the latter highlighted by a yellow box. A 'Download All' button is also visible above the '+ Add Document' button.

Supporting Documents are the documents that form part of the application. Select '+add Document' to add all relevant documents.

Your application may include:

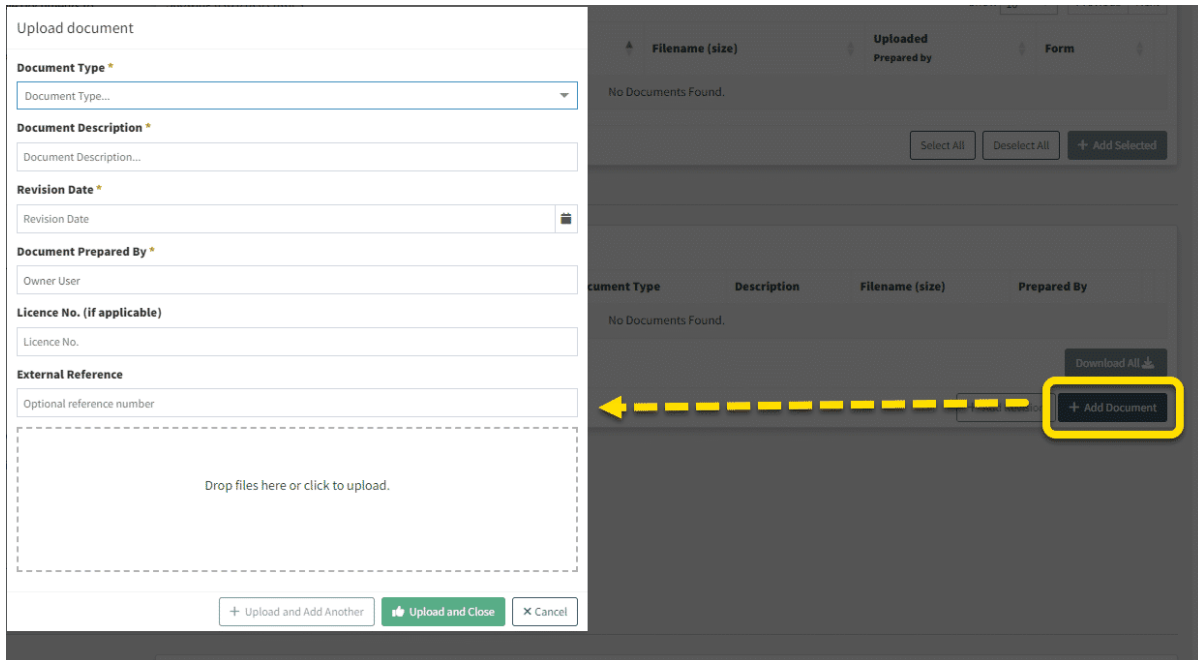
- Site plans
- Elevations
- Floor plans
- Drainage plans

Other documents may be required if they are relevant to your application, e.g.:

- Council General Manager Consent
- Crown Land Owner Consent
- Certificate of Exemption from Heritage Tasmania

To find out more about what may need to be included with your application, see [application supporting documents](#).

Available Documents and Supporting Documents (continued)



Select '+ Add Document' will open up a pop-up form.

Select the appropriate document type from the drop-down menu, provide a description and revision date of the document, and state who had prepared the document.

The Revision Date is the date on the document itself (e.g. the date on a plan).

It is optional to put in relevant licence no. (e.g. if you are uploading a plan that was created by a building surveyor), as well as external reference.

Drag and drop the file(s) from your device to the rectangular box at the bottom of the form. Alternatively, you can click on the rectangular box to view your local file(s).

5. Submit the Application

The screenshot shows the 'Submit Planning Application Form' interface. At the top right, there is a green button labeled 'Save & Submit'. Below the form, there are 'Cancel' and 'Confirm & Pay' buttons. A yellow dashed arrow points from the 'Save & Submit' button to the 'Confirm & Pay' button in the next screenshot.

(For Councils which take upfront payment only)

The 'Confirm Payment' screen displays a 'Payment Summary' table and a 'Payment Method' section. The table lists fees for advertising, planning, and a total amount of \$242.00. The 'Payment Method' section has 'Credit Card' selected.

Fee	Sub Total	GST	Total
Advertising Levy - Shareholder's Premium	\$1.00	\$0.00	\$1.00
Planning Permit - Cost of Works (\$2000)	\$10.00	\$0.00	\$10.00
			\$242.00

When you have completed all the necessary fields and attached all required documents to support your application, click on the green 'Save & Submit' button at the top right of this form.

Review and confirm the application in the pop-up window, select 'Confirm and Pay' or 'Confirm' (depends if the relevant Council takes upfront payment).

For Councils which require upfront payment, you will be directed to the payment screen. The application will only be submitted when payment is made.

- Payments (up to \$100k) can be made using credit card or BPay.
- If your amount exceeds this number, please contact the relevant council.
- Only use the 'Office Use Only' option if you are instructed by a Council staff to do so.
- If paying via BPay, applications will only be received by the Council on the day after the payment is made.

6. Next Steps



The following task for [REDACTED] HOBART TAS 7000 has been assigned to you in Planbuild.

Task: Respond to request

Description: Please review and respond to the request for information. You can upload any documents requested by the assessor. When your response is complete, select 'Save & Submit' to send the response to the assessor. Responses can be submitted within 2 years of Council requesting the information. The Council may not continue assessing your application until the information received is to Council's satisfaction.

[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.

The Council will review your application.

If an upfront payment is not required during the application, a request for the payment of application fees will be sent to you via PlanBuild Tasmania.

After the fees have been paid and the Council is satisfied with the information provided, the application will be assessed, and you will be notified of the outcome.

If further action or information is required from you concerning your application, the assessing Council will notify you via the portal.

The above notifications will be sent to / shown in:

- Your email address that you registered your PlanBuild Tasmania account with
- Your PlanBuild Tasmania inbox in the portal
- Your Task List on the Dashboard.



Application for Planning Permit User Guide

Submitted or Active Applications/Forms

These are the forms that have been generated for this Sub-Project. This list shows the status of those forms.

Submitted
Planning Application PLANNING-CLA-2023-0005

Planning Application - Summary PLANNING-CLA-2023-0005

30 GORDONS HILL RD ROSNY PARK TAS 7018

Property Information

PROPERTY ID (PID): 3019097
TITLE: 10445
LGA: Clarence
PLANNING SCHEME: LOCALITY
Transition Planning Scheme
LOCALITY: Rosny Park
PLANNING ZONES: Central Business
PLANNING CODES: Primarily open/residential land, Request detailed information from the Planning and Assessment Unit via the contact details below.

Draft Summary

Start Date: 20 Aug 2023, 04:03 pm
Completed Date: 20 Aug 2023, 10:12 pm
By: Owner User

Payments used for this application. Find more information here.

Draft Document Pack

Below are documents uploaded or selected to form part of this application or assessment. Please use the download icon to view the file.

Version	Document Date	Document Type	Description	Filename (size)	Prepared By
1	20/06/2023	Property Title Document	0 FOLIO TEXT 10445_0_1.pdf	0 FOLIO TEXT 10445_0_1.pdf	text
1	20/06/2023	Property Title Document	1 POLD PLAN 10445_0_1.pdf	1 POLD PLAN 10445_0_1.pdf	text
1	20/06/2023	Property Title Document	0 POLD PLAN 10445_0_1.pdf	0 POLD PLAN 10445_0_1.pdf	text
1	20/06/2023	Property Title Document	1 SURVEY NOTES 10445_0_1.pdf	1 SURVEY NOTES 10445_0_1.pdf	text
1	20/06/2023	Property Title Document	0 POLD PLAN 10445_0_1.pdf	0 POLD PLAN 10445_0_1.pdf	text
1	20/06/2023	Property Title Document	1 SCHEDULE OF ENGAGEMENTS 10445_0_1.pdf	1 SCHEDULE OF ENGAGEMENTS 10445_0_1.pdf	text
1	20/06/2023	Property Title Document	0 PLAN RELATED DOCUMENTS 10445_0_1.pdf	0 PLAN RELATED DOCUMENTS 10445_0_1.pdf	text
1	14/06/2023	Accessibility Plan	house plan with accessibility elements	1_Example House Plan Pack.pdf (1 MB)	Owner User

If you would like to check your submitted application, log on to the portal and search for the Sub Project page via 'Recent Sub Projects' on the dashboard. The submitted application will be listed under 'Submitted or Active Applications/Forms' and the status will be shown on the right.

Clicking on that item will direct you to the Planning Application Summary. You can download a 'Draft Snapshot' under the 'Draft' status, and download any documents that you have submitted with the application.

You will not be able to view details under the 'Submitted' and 'Assessment' statuses.