



PlanBuild
TASMANIA

Issue a Permit / Certificate

Version 1



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Issue a Permit/Certificate

The image displays two screenshots of a task management interface. The top screenshot shows a task titled 'Assess Planning Application form' in the 'Assessment' stage. The workflow progress bar shows 'Draft', 'Submitted', 'Assessment', and 'Determined'. The 'Assessment' stage is active, and the task description includes instructions on how to proceed if the application is approved or refused. The bottom screenshot shows a task titled 'Assess Application for Building Permit form' in the 'Completed' stage. The workflow progress bar shows 'Draft', 'Submitted', 'Assessment', and 'Completed'. The 'Completed' stage is active, and the task description includes instructions on how to proceed if the application is approved or refused. Both screenshots show buttons for 'Issue Determination', 'Refuse Application', and 'Approve & Issue'.

Regardless of the application type, the process to issue a permit / certificate is similar, although the 'determination buttons' might be labelled in different ways.

1. Signatory

The image displays two screenshots of a signature form. The top screenshot shows a 'Signatory' field with a text input and an 'Add Signature' button. The bottom screenshot shows a 'Permit Authority' field with a text input and an 'Add Signature' button. The 'Permit Authority' field also includes a paragraph of text: 'This permit is granted subject to the above, and in accordance with the Building Act 2016 and the Building Regulations 2016. With the granting of this permit, notice is given, that an Authorised Person may enter the above land to perform its functions, and exercise its powers, under Sections 17, 26 and 31 of the Building Act 2016 and the Building Regulations 2016.'

A signature is required for any the permits or certificates to be issued.

Users with 'Signatory' role (who has added a signature to their profile) can add their signature on the permits/certificates using the 'Add Signature' button.

2. Assessment Documents

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**

Search document name, prepared by, reference or form Filter by document type Approved

Showing 0 to 0 of 0 entries Show 10 Previous Next

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

Assessment Documents

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

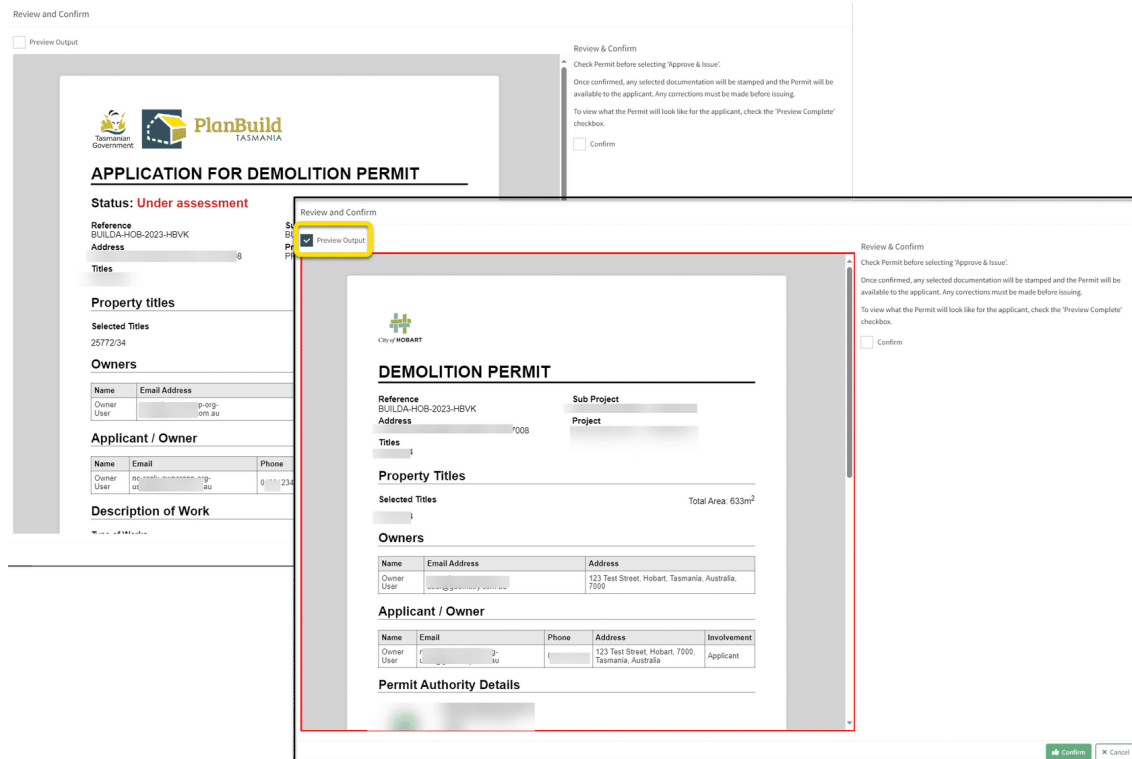
All documents within this section are available/visible to all Referrals and Requests generated as part of this assessment.

Showing 1 to 5 of 5 entries

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By	
01	25/09/2023	25/09/2023	Property Title Document	0 Folio Text 132051_0_1.pdf	0 Folio Text 132051_0_1.pdf	1	<input type="checkbox"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="Share"/>
01	25/09/2023	25/09/2023	Property Title Document	1 FOLIO PLAN 132051_0_1.pdf	1 FOLIO PLAN 132051_0_1.pdf	1	<input type="checkbox"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="Share"/>
01	25/09/2023	25/09/2023	Property Title Document	0 Folio Text 132051_0_2.pdf	0 Folio Text 132051_0_2.pdf	1	<input type="checkbox"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="Share"/>
01	25/09/2023	25/09/2023	Property Title Document	1 FOLIO PLAN 132051_0_2.pdf	1 FOLIO PLAN 132051_0_2.pdf	1	<input type="checkbox"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="Share"/>
01	25/09/2023	05/09/2023	Architectural Plans	BUILD-2023-XYP- Architectural Plans_1_Jones House Plan.pdf (3 MB)		Owner User	<input type="checkbox"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="Share"/>

Any documents included under Assessment Documents will form part of the approval.

3. Review and confirm



After clicking on the 'determination button' in the task description box (It would be named as 'Issue Determination', 'Approve & Issue', etc.), a pop-up window will come up for you to review the determination.

Tick the 'Preview Output' box to view permit / certificate that will be seen by the applicant.

Confirm if ready to issue. You can also cancel the preview and amend anything you need.

4. Check the permit/certificate (optional)

Submitted or Active Applications/Forms

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

Planning Permit
PLANNA-CLA-2023-ETVD 3 related

Determined
Expires: 04/10/2025
Completed: 05/10/2023

Draft
Started: 23/08/2023 | Completed: 23/08/2023

Submitted
Started: 23/08/2023 | Completed: 23/08/2023

Assessment
Started: 23/08/2023 | Completed: 05/10/2023

Determined

Planning Permit

Determined Summary

Start Date: 05 Oct 2023, 11:15 am
Completed Date: 05 Oct 2023, 11:15 am
By: [User Name]

Payments exist for this application. Find more information here.

Download PDF

After issuing the permit / certificate, you will be redirected to the Sub Project page, where you will see the status of the application has become 'Determined'.

Click on the 'completed' item to enter the Application Summary. You can download the permit and / or the Determined Document Pack if needed, which contains all the approved documents.