



PlanBuild
TASMANIA

Application for Certificate of Likely Compliance & Plumbing Permit User Guide

Version 1

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Introduction

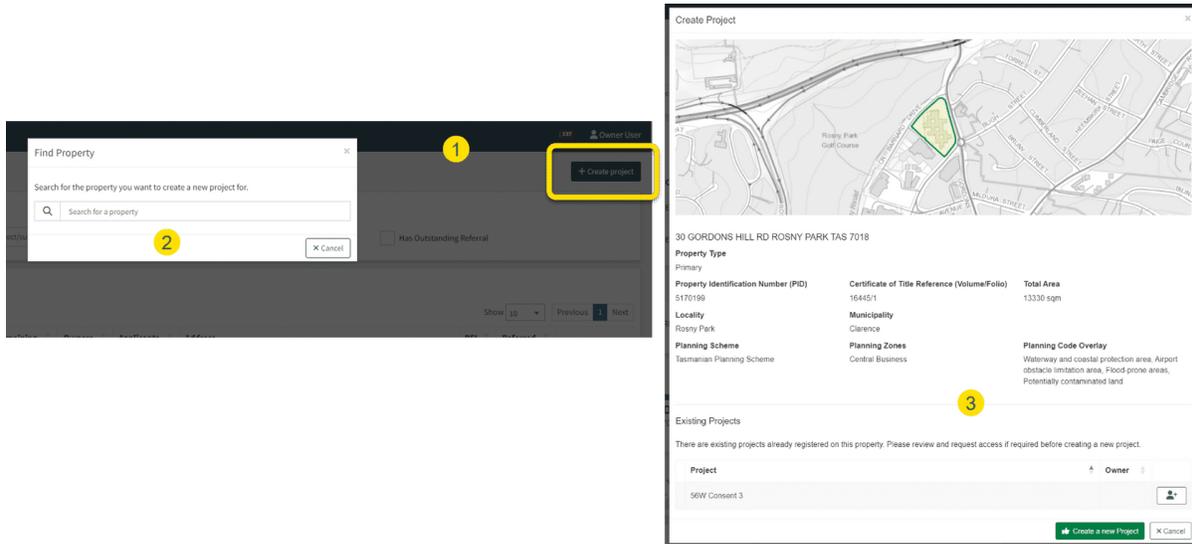
Before lodging this form, you must have registered for an account with PlanBuild Tasmania, created a Project and Sub Project in the portal (outlined in this guide).

This application must reference all design documentation, Certificates of the Responsible Designer and Certificates of Qualified Persons.

Licensees can create the Certificates of the Responsible Designer and Certificates of Qualified Persons in the same Sub project before you (the applicant) lodge the Certificate of Likely Compliance - Plumbing Work application. Alternately, the you can upload these documents within the application.

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 *

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.

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.	

3 Create Project

Under the Property Summary, you will be asked to:

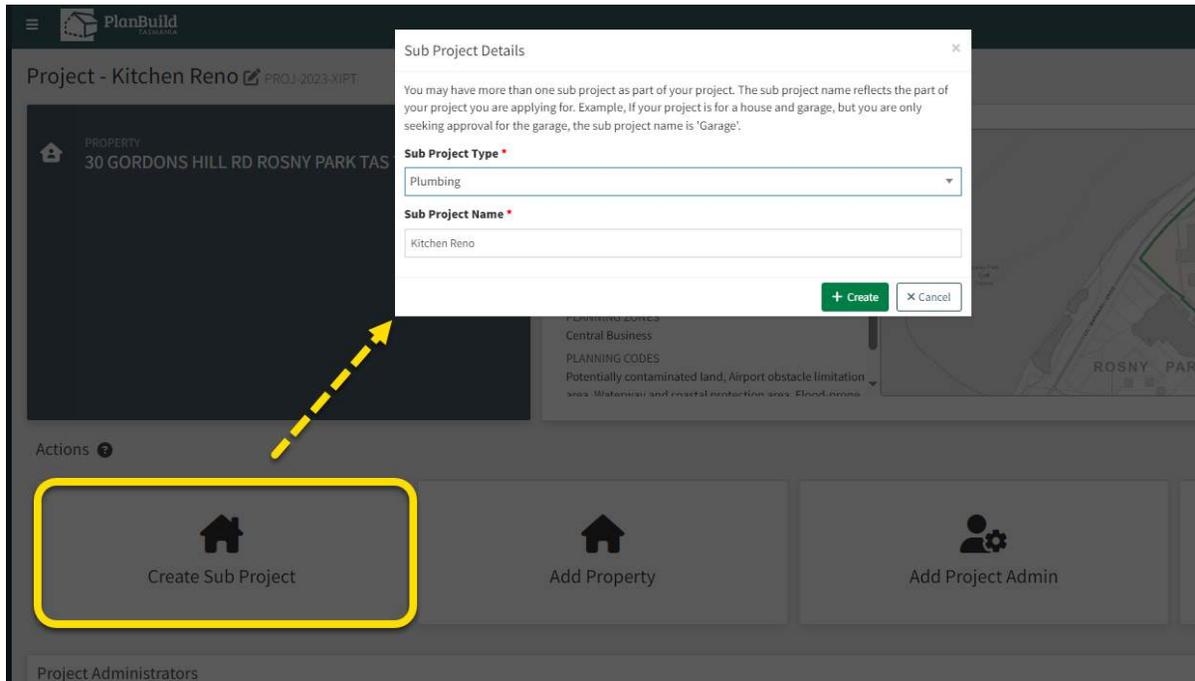
1. Provide a project name - the name will be your reference to your project. This will also be visible to any other people on your project, for example your building surveyor or council.
2. Provide owner's details - Under 'Owners' section, tick the box if you (the Project Administrator) are the property 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 'Plumbing' 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. Application for Certificate of Likely Compliance - Plumbing Work

Available Applications/Forms

These forms are available for you to create. If a form is greyed out, this means either that it cannot be submitted at this stage in the project, or that you do not have the correct permissions to create it. Some forms may only be available to another party involved with your sub project.

Licensees and Qualified Persons

Certificate of Qualified Person - Assessable Item (Form 55) | Notice for Performance of Emergency Work (Form 77) | Certificate of the Responsible Designer - Plumbing | Mandatory Stage Notification Inspection - Plumbing | Record Backflow Prevention Device Test Results

Start Work Notification - Plumbing Work (Form 60) | Standard of Work Certificate - Plumbing Work (Form 71B)

Maintenance

Schedule of Maintenance - Prescribed Essential Building Services (Form 46)

Applicant

Application for Amended Certificate of Likely Compliance - Plumbing Work (Form 3) | Submit Notice for Proposed Protection Work | Notification of Low Risk - Plumbing Work (Form 80) | **Application for Certificate of Likely Compliance - Plumbing Work (Form 3)** | Request Extension to Plumbing Permit

Council

Certificate of Completion - Permit Plumbing Work (Form 21) | Plumbing Notice (Form 22) | Plumbing Inspection Direction (Form 64) | Certificate of Completion - Notifiable Plumbing Work (Form 21) | Plumbing Permit (Form 19)

Other Applications

Withdrawal Request | Adjust Assessment Timeframe

If your designer is using PlanBuild Tasmania to produce the Certificate of Responsible Designer, you can invite them to the Sub Project and create the 'Certificate of Responsible Designer (Form 35)' form on the Sub Project Summary page.

If they have created the Certificate of Responsible Designer externally of PlanBuild Tasmania and have provided to you, you can upload this to the Supporting Documents section of the Application for Certificate of Likely Compliance - Plumbing Work.

Once you are ready to begin an application, select the 'Application for Certificate of Likely Compliance - Plumbing Work' (form 3) form on the Sub Project page.

Complete the 'Application for Certificate of Likely Compliance - Plumbing Work' form

Application for Certificate of Likely Compliance - Plumbing Work PLUMBA-HOB-2023-WGWC (External Reference: N/A) Project > Sub Project > Application for Certificate of Likely Compliance - Plumbing Work

PROPERTY S 7000

PROJECT Kitchen Reno PROJ-2023-EUXY

PLUMBING SUMMARY Kitchen Reno PLUMB-2023-GMYG

Property Information

PROPERTY ID (PID)

TITLE LGA Hobart

PLANNING SCHEME LOCALITY North Hobart

Interim Planning Scheme

PLANNING ZONES 11.0 Inner Residential

PLANNING CODES Specific Area Plan, Heritage Precinct

Draft Submitted Assessment Completed

Started: 07/09/2023

Task

Submit Application for Certificate of Likely Compliance - Plumbing Work form

Assigned to no-reply@...metry.com.au

Description

Please fill out the application and add any supporting documents. Upon submission this information will be sent to the Permit Authority (Council) for assessment.

Save Save & Submit Withdraw Task

The above image shows the top section of an Application for Certificate of Likely Compliance - Plumbing Work.

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.

Certificate(s) of Title

Relevant Property Title/s

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.

Total Area: 142m²

Certificate/s of Title

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

No titles have been purchased or uploaded.

Purchase Documents Upload Titles

Purchase Titles

Select the products you would like to purchase, if no documents are visible the title reference may not yet be available.

Showing 1 to 1 of 1 entries

<input checked="" type="checkbox"/>	Title	Product	Cost	Address	Purchased
<input type="checkbox"/>	60	Folio Text and Plan	\$35.60	27 [REDACTED] TAS 7000	

Selected Products

Product	Cost
No products selected	
Total: \$0.00	

Pay Cancel

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 in the 'Relevant Property Title/s' section 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

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-ownerapp-org-user@geometry.com.au	Registered User

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.

Applicant

Applicant/s

Showing 0 to 0 of 0 entries

Show 10 Previous Next

Name	Email	Phone	Address	Involvement
No Applicants Found				

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

I am the Applicant Add Applicant

Please select whether you are the applicant, or add an applicant to this application (if completing on their behalf).

You can add yourself as the applicant directly by selecting 'I am the Applicant'. To add a new user as an Applicant, select 'Add an Applicant' and fill in the pop-up form. Planbuild Tasmania will send an invitation to the person to register for an account if they have not already done so, if registered the person will receive an invitation to join the Project.

Available Documents

Available Documents

Any existing documents previously added to the sub-project will appear here.

To add any of these existing documents to this application, select the relevant documents and click on 'Add Selected'. This will move the documents from Available Documents to Supporting Documents.

To add any other supporting documents, scroll down to the next section and select 'Add Document'.

Where available, the following documents should be provided with an Application for Certificate of Likely Compliance (plumbing work):

- A certificate for certifiable work (plumbing) if required under the Water and Sewerage Industry Act 2008
- Certificates of the responsible designers - plumbing work (Form 35)
- Any other document relied on by a designer
- Any Certificate of an assessable item by a qualified person (Form 55)
- Any performance solution proposal and verification method
- Copy of letter from owner consenting to use of a performance solution (if applicable)
- Any determination made by the Appeal Tribunal under Division 2 of Part 19
- The documents (if required) referred to in Schedule 2 of the Director's Specified List

Search

Document Type

Approved

Showing 1 to 1 of 1 entries Show 10 1

	Version	Document Type	Description	Filename (size)	Uploaded Prepared by	Form	
<input type="checkbox"/>	1	PlanBuild Document	Completed Certificate of the Responsible Designer (Form 35)	BUILDA-HOB-2023-TCBQ Completed Certificate of the Responsible Designer (Form 35) (Completed).pdf	06/09/2023 Jane Designer	BUILDA-HOB-2023-TCBQ Certificate of the Responsible Designer (Form 35)	<input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="⬇️"/>

Any documents that are available on the Sub Project previously are displayed under the Available Documents section, such as the completed Certificate of Responsible Designer, and/or a set of plans may be required for a range of different applications.

If there are no documents here, it means that there are no previously uploaded documents for this Sub Project.

Documents listed under this section are NOT yet added to the application. Select the relevant document(s) and use the '+Add Selected' button to add the documents you need for the CLC application to the 'Supporting Documents' section.

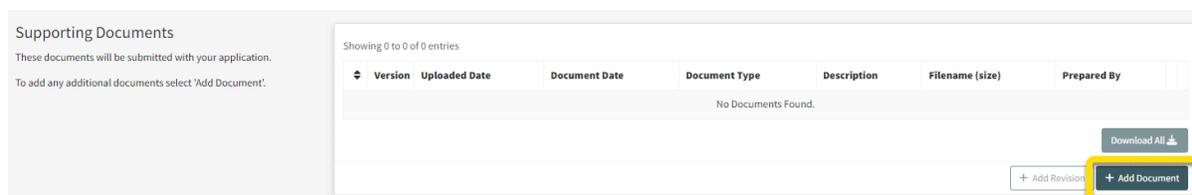
Where available, the following documents should be provided with an Application for Certificate of Likely Compliance (plumbing work):

- A certificate for certifiable work (plumbing) if required under the Water and Sewerage Industry Act 2008
- Certificates of the responsible designers – plumbing work (Form 35)
- Any other document relied on by a designer
- Any Certificate of an assessable item by a qualified person (Form 55)
- Any performance solution proposal and verification method
- Copy of letter from owner consenting to use of a performance solution (if applicable)
- Any determination made by the Appeal Tribunal under Division 2 of Part 19



- Any determination made by the Appeal Tribunal under Division 2 of Part 19
- The documents (if required) referred to in Schedule 2 of the [Directors Specified List](#)

Supporting Documents



The screenshot shows a web interface for 'Supporting Documents'. On the left, there is a sidebar with the title 'Supporting Documents' and the text: 'These documents will be submitted with your application. To add any additional documents select 'Add Document''. The main area displays a table with the following columns: Version, Uploaded Date, Document Date, Document Type, Description, Filename (size), and Prepared By. The table is currently empty, with the text 'Showing 0 to 0 of 0 entries' and 'No Documents Found.' below the header. At the bottom right of the table area, there are two buttons: '+ Add Revision' and '+ Add Document'. The '+ Add Document' button is highlighted with a yellow border.

You can upload other documents under 'Supporting Documents'. If you have purchased the Land Title Documents within the application, they should appear here too.

Licensed Service Provider Details

Licensed Building Service Provider details

Please note that all licensees must hold a current licence with the relevant scope. If the selected licensee does not have a current and/or suitable license, your application may not be valid.

Showing 1 to 2 of 2 entries

License	Activities	Conditions	Associated	Status
J 31/01/2022	Building Designer > Building Designer Building Services Provider	Building Designer Scope of Work - Architectural design and documentation of Classes 1&10; and Classes 2-9 up to 3 storeys with a maximum floor area of 2000m ² , and refurbishments of any storey		License Expired <input type="button" value="E"/> <input type="button" value="D"/>

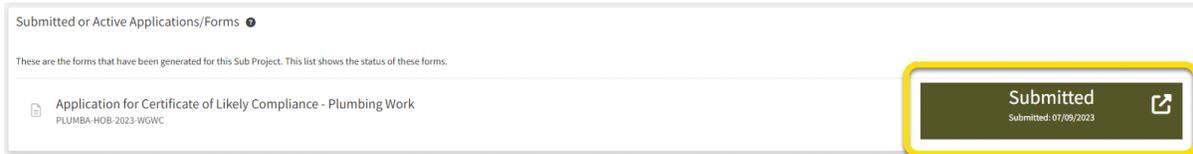
You can add a licensed tradesperson, such as a plumber, to your application by selecting 'Add licensee' and searching for them by name or license number.

You can filter the available licensees by 'license class' to select your licensee from the list. Please note that you must have engaged your licensee prior to adding them to an application.

All the Licensed Service Provider details in relation to this application must be listed in this section. You can see the licensee details and see if they have a current and/or suitable license.

For help to find a licensed tradesperson, please visit the [Consumer, Building and Occupational Services](#) website.

Submit the Application



Once all information and documents are ready, click 'Save & Submit' and confirm the submission.

Depending on the council you are applying to, an upfront payment may be required before you can submit the application. If required, payment can be made online using card or BPay.

If an upfront payment is not required, you will receive a request for payment notification from PlanBuild Tasmania once council has reviewed the application.

You will then see the application sitting under 'Submitted or Active Applications/Forms' in the Sub Project page with the 'Submitted' status.

3. Next Steps

Once submitted, the Permit Authority will review your application.

If further action or information is required from you concerning your application, the Permit Authority will notify you via PlanBuild Tasmania. Once the Certificate of Likely Compliance is issued, the Permit Authority will initiate the process to generate a Plumbing Permit for the work which will appear in your Sub Project as a separate document.

The 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.

You will receive a notification when a determination for your application is ready.