



PlanBuild
TASMANIA

Issue a Refusal to an Application

Version 1



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1. Reject or Refuse?

The screenshot displays a task management interface. At the top, a progress bar shows four stages: 'Draft' (Started: 07/09/2023 | Completed: 07/09/2023), 'Submitted' (Started: 07/09/2023 | Completed: 08/09/2023), 'Assessment' (Started: 08/09/2023 | Due: 15/09/2023), and 'Completed'. The 'Assessment' stage is highlighted with a yellow border. Below the progress bar, the task is titled 'Assess Application for Building Permit form' and assigned to 'im.au'. The description states: 'Assess application. If the application is approved, when the assessment is completed, select 'Approve & Issue' and the system will notify the applicant. If the application is refused, when the assessment is completed, select 'Refuse Application' and the system will notify the applicant.' At the bottom right, a section titled 'Do you want to approve and issue?' contains three buttons: 'Save', 'Approve & Issue', and 'Refuse Application'. The 'Refuse Application' button is highlighted with a yellow border.

Under 'Submitted' status, an Admin Officer has the option to reject an application during preliminary checks if needed. They can use the 'Reject Application' option in the Task description box, and enter a reason for rejection.

Once an application is progressed to 'Assessment' status, you can no longer reject as it has been accepted and deemed valid.

During assessment, there is an option to refuse an application which will issue a refusal output (a certificate) to the applicant.

2. Refusal

The image shows a composite of two screenshots from a web application. The top screenshot displays the 'Reason for Refusal' section, which includes a text area for providing details and a rich text editor with a toolbar. The bottom screenshot shows the 'Determination Details' section, which contains several form fields for entering specific information.

Reason for Refusal
If the application is to be refused, please add details around the Reason for Refusal in this section. This information will be provided to the applicant.

Reason for Refusal
H B I 66 CB

Conditions
Use the 'Add Library Condition' function to add your Councils existing conditions to this Permit. Once added, conditions can be edited for this Permit.
Use the 'Add Custom Condition' function to create a new condition for this Permit.
Use the 'Add Referral Condition' to add a condition that has been requested by a referral authority (e.g. TasWater).

Showing 0 to 0 of 0 entries

Code	Description
No results	

+ Add Custom Condition + Add Library Condition + Add Referral Condition

Determination Details
Enter details about the determination of this application. Details entered here are for Council use and will not be displayed on the permit.
The 'Determination' section will allow you to enter the details that will be displayed on the planning permit.


Determination
Determination...
Determination Date
Enter date of determination
Authorised By
Authorised By...
Delegated Authorisation Name
Delegated Authorisation Role

You will be required to provide reasons or details of the refusal, the layout and requirements might vary depending on the type of the application form. This information will be reflected on the refusal output (e.g. the Notice of Refusal).

3. Review and confirm

Review and Confirm

Preview Output



NOTICE OF REFUSAL TO ISSUE BUILDING PERMIT

Reference
BUILDA-HOB-2023-SFDZ

Sub Project
[Redacted]

Address
[Redacted] 7008

Project
[Redacted]

Titles
[Redacted]

Property Titles

Selected Titles 15875/31 Total Area: 829m²

Owners

Name	Email Address	Address
Owner	n [Redacted]	123 Test Street, Hobart, Tasmania, Australia, 7000
User	u [Redacted]	

Applicant / Owner Builder Details

Name	Email	Phone	Address	Involvement
Owner	n [Redacted]	0400123456	123 Test Street, Hobart, 7000, Tasmania, Australia	Applicant
User	u [Redacted]			

Permit Authority Details

Permit Authority Name

Review & Confirm

Check Permit before selecting 'Approve & Issue'.

Once confirmed, any selected documentation will be stamped and the Permit will be available to the applicant. Any corrections must be made before issuing.

To view what the Permit will look like for the applicant, check the 'Preview Complete' checkbox.

Confirm

After clicking on the 'Refuse Application' in the task description box, a pop-up window will come up for you to review the determination.

Tick the 'Preview Output' box to view refusal output that will be seen by the applicant.

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