



PlanBuild
TASMANIA


TasWater User Guide: Issuing a Determination (Approval / Rejection)

Version 1



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The screenshot displays a task workflow with four stages: Draft, Submitted, Assessment, and Completed. The 'Assessment' stage is currently active. Below the workflow, the task is titled 'Assess Certificate(s) for Certifiable Work form' and is assigned to 'eamonn.tiernan@taswater.com.au'. A 'Download Form' button is present. A yellow box highlights a confirmation dialog with the text 'Do you want to approve and issue?' and three options: 'Save', 'Approve & Issue', and 'Refused'.

Regardless of the application type, the processes to issue a certificate or refusal are similar. This guide will be using the determination of a Certificate for Certifiable Work (CCW) as an example.

Signatory



A signature is required for TasWater certificates to be issued as well as for a refusal.

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.

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="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01	25/09/2023	05/09/2023	Architectural Plans	plans	BUILDA-2023-XYPC_Architectural Plans_1_Jones House Plan.pdf (3 MB)	Owner User	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

When issuing a certificate, permit or consent it is important to check that all relevant documents are included under the Assessment Documents, as that will form part of the approval and will be visible to the applicant.

Refusal

Download Form Assess Planning Application form

Is the assessment complete?
Save Issue Determination Refuse Application

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...

Approved (without conditions)
Approved (subject to conditions)
Refused
Amended due to Appeal
Cancelled due to Appeal

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).

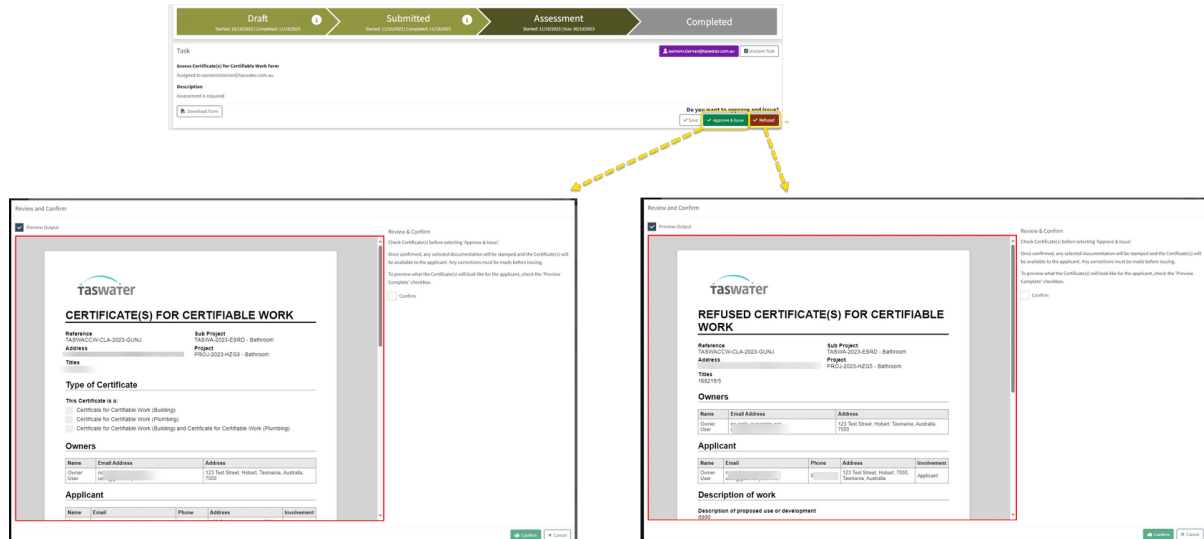
Reject vs Refuse

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.

Issue the Determination




After clicking on the 'Approve & Issue' or 'Refused' 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.

Check the Certificate / Refusal (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.

 Certificate(s) for Certifiable Work TASWACCW-HOB-2023-A83R 	Completed Submitted: 20/10/2023 Completed: 20/10/2023 
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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.

 Refused Certificate(s) for Certifiable Work TASWACCW-CLA-2023-GUNJ 	Rejected Completed: 20/10/2023 
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After issuing the determination, you will be redirected to the Sub Project page, where you will see the status of the application has become 'Completed' or 'Rejected'.

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