



PlanBuild
TASMANIA

Guide to Application for Certificate for Certifiable Work (CCW) Building and Plumbing

Version 1

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Introduction

Under the definition contained within the Water and Sewerage industry Act 2008 and Water and Sewerage (General) Regulations 2009, works are certifiable only if they will:

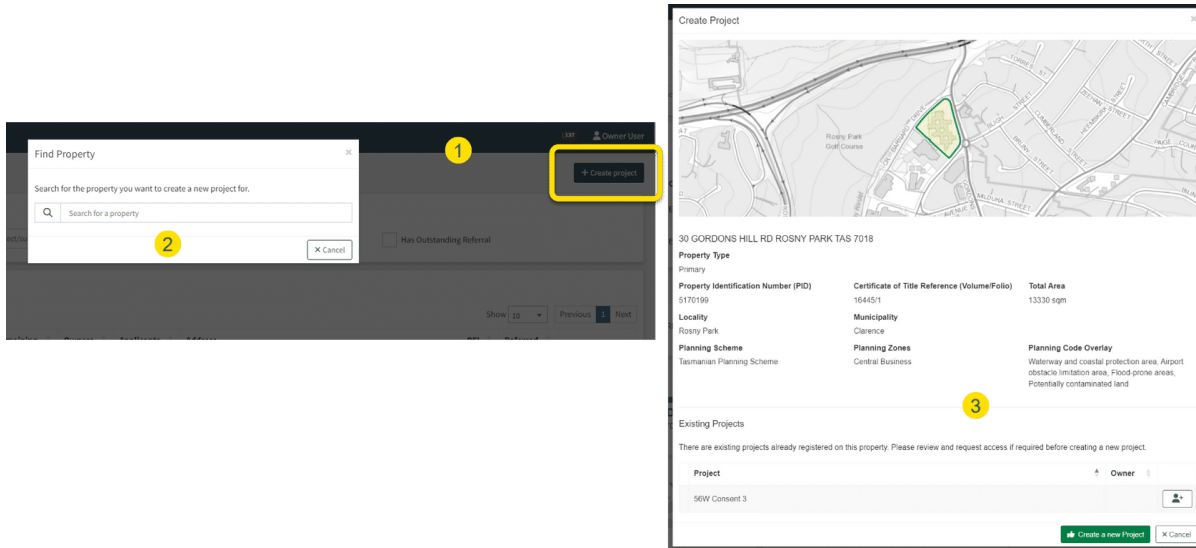
- increase the demand for water supplied by TasWater; or
- increase or decrease the amount of sewage or toxins that is to be removed by, or discharged into, TasWater's sewerage infrastructure; or
- require a new connection, or a modification to an existing connections, to be made to TasWater's infrastructure; or
- damage or interfere with TasWater's works' or
- adversely affect TasWater's operations.

If proposed works do not fit into any of the above categories, there is no need to complete this form.

This application form covers both Building and Plumbing work types.

Before lodging this form, you must have registered for an account with PlanBuild Tasmania, created a Project and Sub Project in the portal. Note that the Sub Project type should be set as 'TasWater' in order to lodge this form.

1. Create a 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 X

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 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 Owner User	Street Number and Name 123 Test Street
Email Address no-reply-ownerapp-org-user@geometry.com.au	Suburb Hobart
Phone Number 0400123456	Postcode 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.	

[+ Add Crown](#) [+ Add Council](#) [+ Add Owner](#)

[Create Project](#)

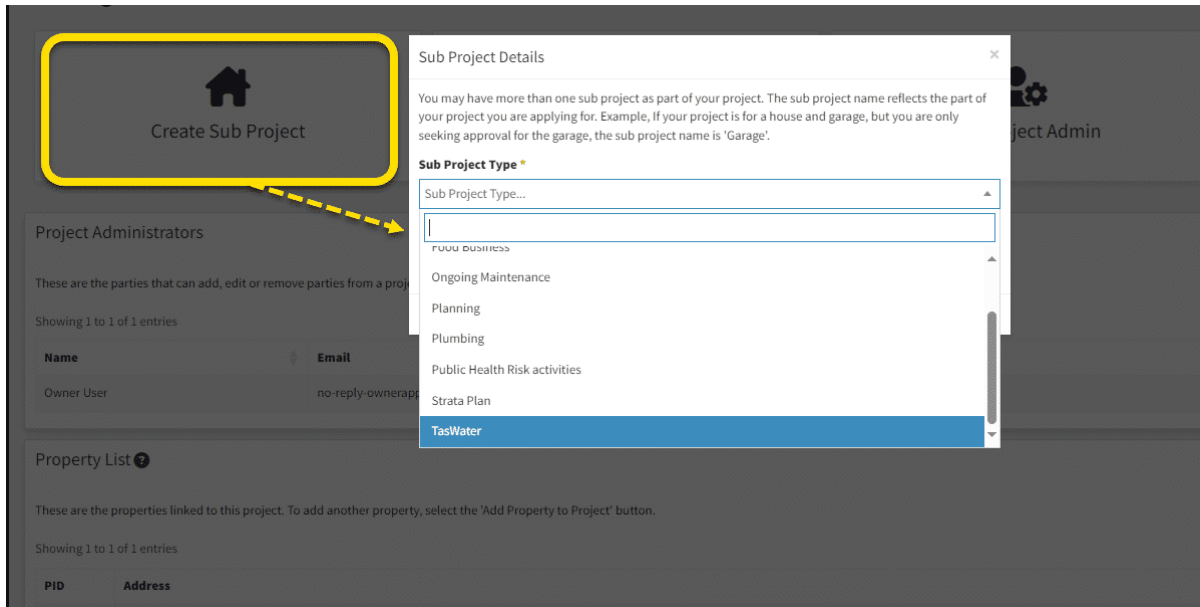
Under the Property Summary, you will be asked to:

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



Once you have created a Project, you will be directed to the Project page where you can create a Sub Project for your Application for Certificate for Certifiable Work (CCW) Building and Plumbing with the steps listed below:

1. Select 'Create Sub Project'.
2. Select 'TasWater' 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 'Application for Certificate for Certifiable Work (CCW) Building and/or Plumbing

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.

Other Applications

Withdrawal Request Adjust Assessment Timeframe Application for Amended Engineering Design Approval Application for Engineering Design Approval Application for Amended Permit to Construct Application for Permit to Construct Certificate of Practical Completion

Certifiable Work

Application for Certificate(s) for Certifiable Work Application for Amended Certificate(s) for Certifiable Work Application for Certificate of Water and Sewerage Compliance Application for 56W Consent Application for Amended 56W Consent

Application for Amended Certificate of Water and Sewerage Compliance

On the TasWater Sub Project page, select the 'Application for Certificate for Certifiable Work' and create the form.

We will go through the form step-by-step.

Complete the 'Application for Certificate for Certifiable 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-EUX

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

First of all, the above image shows the top section of an 'Application for Certificate for Certifiable Work' form.

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.

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.

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

Name	Email	Phone	Address	Involvement
No Applicants Found				

[+ I am the Applicant](#) [+ Add Applicant](#)

Applicant

Applicant Type *
Individual

Existing
Existing...

Or

Name * Name... **Street Number and Name *** Street Number and Name...

Email Address * Email Address... **Suburb *** Suburb...

Phone Number * Phone Number... **Postcode *** Postcode...

Involvement Type * Involvement Type... **Country *** Country...

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

[+ Add Applicant](#) [X Cancel](#)

Please 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.

Trading information/ Company details

Trading information/ Company details

Individual or Company Name ⓘ	
<input type="text"/>	
ABN/ACN ⓘ	
<input type="text"/>	
Postal address	
<input type="text"/>	
Suburb	Postcode
<input type="text"/>	<input type="text"/>
Primary contact phone number	Other contact phone number
<input type="text"/>	<input type="text"/>

Add trading information / company details if relevant.

Details of previous lodgements

Details of previous lodgements

If you have previously lodged an application relating to this project, outside of PlanBuild Tasmania portal, please provide the relevant reference number.

Previous Lodgement	
TasWater reference no. ⓘ	Council reference no. ⓘ
<input type="text"/>	<input type="text"/>

If you have previously lodged an application relating to this project, outside of the PlanBuild Tasmania portal, please provide the relevant reference number.

Work Details

Description of work	Description of proposed use or development* <input type="text"/>
Type of work <small>If your work includes both Building and Plumbing please check both boxes.</small>	The type of work to be undertaken includes: ? <input type="checkbox"/> Building <input type="checkbox"/> Plumbing

You are required to provide a description of the work to be completed, and the development that is going to occur. For example, 'new dwelling, multiple dwellings x2, subdivision x4, partial demolition, new garage' etc. You should also indicate if it is a building or plumbing work or both.

Please note that the description given here should be the same as what was provided for the planning permit (if there is one).

Constructing near TasWater Infrastructure

Constructing near TasWater Infrastructure <small>If you are constructing within a TasWater easement or within 2m of TasWater infrastructure, consent for any works is required. You may check that under the 'TasWater Infrastructure' section in the Property Report (which can be generated via the Sub Project Summary page or the Enquiry Service page.) if you are unsure.</small> <small>If your answer is 'Yes' in this section, you can still proceed with this application now, but please also submit an Application for 56W Consent.</small>	Will you be constructing within 2m of TasWater infrastructure?* <input type="radio"/> Yes (56W required.) <input type="radio"/> No
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'56W Consent' is required for any works located within a TasWater easement or within 2m of TasWater infrastructure. You can provide the document under 'Supporting Documents' below. (Or add that from 'Available Documents' to the 'Support Documents' sections below, if you applied for it via the same Sub Project.)

If you have not applied for consent, you can still submit the CCW application, and then apply for the 56W Consent, and add it to the application when you are requested to do so.

Classification of the work being undertaken

Classification of the work being undertaken

Work is classified as follows:

Minor

- Single dwelling/extension/alteration
- One or two units/town houses
- Auxiliary dwelling/dependence unit
- Shed/garage/carport
- Demolition
- Shop refit
- Light industrial/commercial/retail site / <0.15Ha
- Minor extension to commercial/light industrial/retail
- New connections
- Change of use

Medium

- Three (3) to 10 dwellings/units/town houses/dependence units
- Light industrial/commercial/retail site/0.15-0.3Ha
- New/modified backflow protection devices
- New/modified fire protection/metering services
- Restricted or wayside water connection

Major

- 11-30 dwellings/units/townhouses/dependence units
- Industrial/commercial/retail site/>0.3Ha - 1.5Ha

Significant

- >30 dwellings/units/town houses/dependence units
- Heavy industrial/commercial/retail site/>1.5Ha
- Effluent reuse/development within buffer areas

Complex

- Materially beyond the parameters of the significant classification (e.g. a project of state significance)

If you have a planning permit / planning approval for this project, your project would have been referred to TasWater by the council and classified. Please select the relevant classification here. Alternatively, the classification details on the left would help you select the correct classification for your project. For further assistance please contact [TasWater](#).

please note that incorrect classification could result in delays in processing your application.

Please select a classification for your work*

Please select a classification for your work...

- Minor Work
- Medium Work
- Major Work
- Significant Work
- Complex Work

If you have a planning approval for this work, your project will have been referred to TasWater by the council. During that process the work will have already been classified. Please select the classification for the work here according to that.

Alternatively, please read the minor, medium, major, significant and complex work classification to help you select the correct classification for your project:

Minor 0 – 2 ET typically including:

- Single dwelling/extension/alteration
- One or two units/town houses
- Auxiliary dwelling/dependence unit
- Shed/garage/carport
- Demolition
- Shop refit
- Light industrial/commercial/retail site / <0.15Ha

- Minor extension to commercial/light industrial/retail
- New connections
- Change of use

Medium >2 - 10 ET typically including:

- Three (3) to 10 dwellings/units/town houses/dependence units
- Light industrial/commercial/retail site/0.15-0.3Ha
- New/modified backflow protection devices
- New/modified fire protection/metering services
- Restricted or wayside water connection

Major >10 - 30 ET typically including:

- 11-30 dwellings/units/townhouses/dependence units
- Industrial/commercial/retail site/>0.3Ha - 1.5Ha

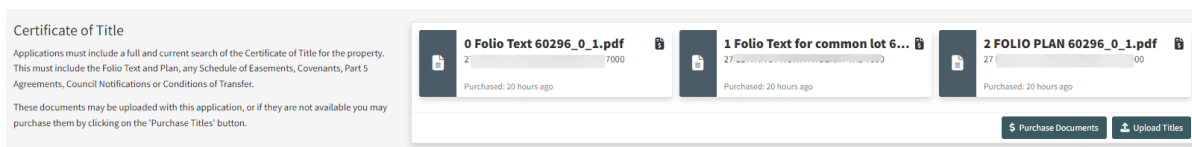
Significant >30 ET typically including:

- >30 dwellings/units/town houses/dependence units
- Heavy industrial/commercial/retail site/>1.5Ha
- Effluent reuse/development within buffer areas

Complex

- Materially beyond the parameters of the significant classification (e.g. a project of state significance)

Certificate(s) of Title

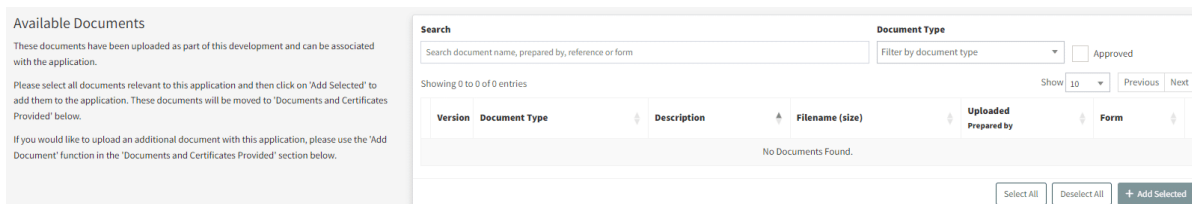


Applications must include a full copy of the Certificate of Title for the property. These must include the Folio Text and Plan, any Schedule of Easements, Covenants, Part 5 Agreements, Council Notifications or Conditions of Transfer if applicable.

If you have completed other applications within this Project, and have purchased the Title documents already, they should appear here with the date of purchasing.

Alternatively, you can upload the Title documents if you have purchased them outside PlanBuild Tasmania. You can also purchase them directly within the application by clicking on the 'Purchase Titles' button.

Available Documents



Any documents that are available on the Sub Project, are displayed under the 'Available Documents' section, such as set of plans which may be required for a range of different applications. Ensure all design plans and documents detail the proposed development works, including existing and proposed TasWater assets and all connection points.

If there are no documents here, 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. Select the relevant documents and use the '+Add Selected' button to add the documents you need to the 'Supporting Documents' section.

Supporting Documents

Supporting Documents

Documents listed in this section will be submitted to the Permit Authority along with your application.

To apply for Certificate(s) for Certifiable Work, you are required to provide:

- Copy of the full approved Planning Permit including all endorsed plans and documents or confirmation one is not required for your development.
- Copy of the design plans detailing your development, which also indicate all existing and proposed TasWater assets and connection points.

TasWater will be in touch if additional documents are required for the assessment or at later stage of the project.

Please note the documents will be available/visible in all Referrals and Requests generated as part of the assessment.

Form published: 13/03/2024 13:08

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By
Showing 0 to 0 of 0 entries						
No Documents Found.						

[Download All](#)

[+ Add Revision](#) [+ Add Document](#)

You can upload other documents under Supporting Documents.

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

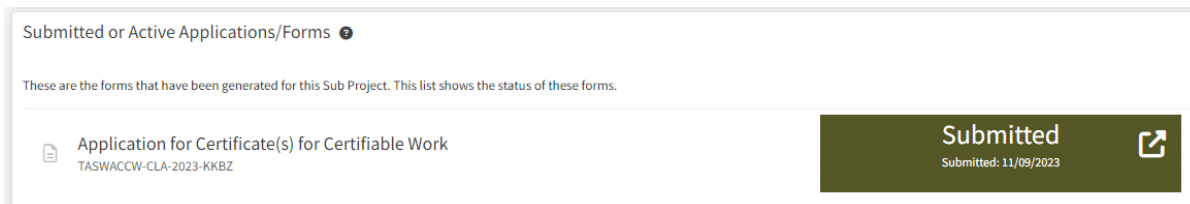
To apply for Certificate(s) for Certifiable Work, you are required to provide:

- Copy of the full approved Planning Permit including all endorsed plans and documents or confirmation one is not required for your development.
- Copy of the design plans detailing your development, which also indicate all existing and proposed TasWater assets and connection points.

TasWater will be in touch if additional documents are required for the assessment or at later stage of the project.

Please note the documents will be available/visible in all Referrals and Requests generated as part of the assessment.

Submit the Application



Once all information and documents are uploaded, click 'Save & Submit' where you can review the form before confirming the submission.

Fees are calculated based on information you provided in your application. TasWater will review the fee when your application is assessed. This may result in reclassification and fee adjustment if it has been paid upfront.

Where applicable, you may receive an additional invoice or a credit leading to a refund.

Information regarding maximum response times for applications can be found on the [TasWater website](#) under the Building and Development tab.

After confirming the submission, you will see the application sitting under 'Submitted or Active Applications/Forms' in the Sub Project page with the 'Submitted' status.

4. Next Steps

After submission, TasWater will review your application.

If further action or information is required from you concerning your application, TasWater will notify you via PlanBuild Tasmania. You will also receive a notification when a determination for your application is ready.

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.