



**PlanBuild**  
TASMANIA


# Administrative Revision to a Permit/Certificate/ Refusal

**Version 1**



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## Introduction

If an Assessing Authority needs to revise a permit or certificate that has been issued, without the formal amendment process (i.e. for a keying error) this can be done by superseding the original one.

Note there is a separate process for an amendment, whereby the applicant will lodge an application for amendment.

The revision process has 2 major steps - process the application again as an applicant and re-do the assessment to reflect the items that need to be revised.

Previous information will pre-fill so changes will only need to be made to the section which requires revision.

# 1. Pick the correct application form

**Applicant**

Application for Amended Demolition Permit (Form 1)	Application for Demolition Permit (Form 1)	Application for Permit of Substantial Compliance (Form 9)	Application for Occupancy Permit (Form 4)	Application for Amended Permit of Substantial Compliance (Form 9)
Request Extension to Building or Demolition Permit	Application for Amended Certificate of Likely Compliance - Demolition Work (Form 1)	Application for Amended Combined Certificate of Likely Compliance and Building Permit (Form 2)		
Combined Application for Certificate of Likely Compliance and Building Permit (Form 2)	Application for Amended Combined Certificate of Substantial Compliance and Permit of Substantial Compliance (Form 8 & 9)	Submit Notice for Proposed Protection Work	Change Building Surveyor	
Change Building Surveyor - No Agreement	Heating Appliance Installation Compliance Certificate	Notification of Low Risk - Building Work (Form 80)	Application for Amended Certificate of Likely Compliance - Building Work (Form 2)	
Application for Certificate of Likely Compliance - Demolition Work (Form 1)	Application for Certificate of Substantial Compliance (Form 8)	Application for Building Permit (Form 2)	Application for Amended Building Permit (Form 2)	
Application for Amended Certificate of Substantial Compliance (Form 8)	Combined Application for Certificate of Substantial Compliance and Permit of Substantial Compliance (Form 8 & 9)	Notification of Intention to Install Heating Appliance	Application for Building Certificate	
Application for Certificate of Likely Compliance - Building Work (Form 2)				

**Other Applications**

Adjust Assessment Timeframe	Withdrawal Request
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**Council**

Permit of Substantial Compliance (Form 25)	Amend Building Permit (Form 18)	Certificate of Completion - Permit Building Work (Form 20)	Standalone Invoice	Building Permit (Form 18)	Certificate of Completion - Permit Demolition Work (Form 70)
Building Notice - Permit Authority (Form 14)					

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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.

 Building Permit (Form 18) BUILDA-HOB-2023-FDDJ	<b>Completed</b> Submitted: 05/10/2023 Completed: 05/10/2023
 Certificate of Likely Compliance - Building Work (Form 11A) BUILDA-HOB-2023-2PEZ	<b>Completed</b> Expires: 07/09/2025 Completed: 06/09/2023

Search for the Sub Project that the original permit / certificate was issued in.

You can search it from the dashboard or via the search function on the left-hand side navigation bar.

In the Sub Project page (under Available Applications/Forms), pick the type of the application that the kind of permit / certification was issued on. E.g., if you are superseding a building permit, pick the Application for Building Permit.

## 2. Select the related form

The screenshot shows a task management interface. At the top, a progress bar indicates the task is in the 'Draft' stage, with sub-steps 'Submitted', 'Assessment', and 'Completed'. The task title is 'Submit Application for Building Permit form'. Below the task details, a 'Related Form' dropdown menu is open, displaying a list of forms. The selected form is 'BUILDA-HOB-2023-FDD: Building Permit (Form 18) 05/10/2023'.

In the 'new' application form, you are required to choose the related form from the dropdown. If there is more than one, check the reference on the Sub Project page and pick the permit / certification that you need to supersede.

## 3. Add Applicant

The screenshot shows a modal form for adding an applicant. The form is titled 'Applicant' and contains several fields: 'Applicant Type' (set to 'Individual'), 'Existing' (set to 'Existing...'), 'Name', 'Street Number and Name', 'Email Address', 'Suburb', 'Phone Number', 'Postcode', 'Involvement Type', and 'Country'. A '+ Add Applicant' button is highlighted with a yellow box, and a dashed yellow arrow points from it to the 'Existing...' dropdown menu. A note at the bottom states: 'NOTE: You must be authorised by the applicant to submit this application on their behalf'.

Add applicant using the '+Add Applicant' button. You should be able to find the original applicant under the 'Existing' dropdown.

## 4. Add 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 Building Permit:

- Certificate of Likely Compliance
- All documents referred to on the Certificate of Likely Compliance
- Certificate of Title, Schedule and Plan
- Site plans
- Architectural Plans
- Certificates of the responsible designers (Building Work) (Approved Form 35)
- Outline Plan and procedure of demolition works (if applicable)
- Details of proposed work for the protection of persons or property
- All certificates and reports relied on by the designer and the Building Surveyor
- Evidence of the contract price of the building work, or if there is no contract an estimate of the total cost of the building work provided by a Building Surveyor
- A Certificate for Certifiable Work (Building) if required under the Water and Sewerage Industry Act 2008
- The documents (if required) referred to in Schedule 2 of the [Directors Specified List](#).

**Search** **Document Type**

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

Showing 1 to 7 of 7 entries Show 10  Previous 1 Next

<input type="checkbox"/>	Version	Document Type	Description	Filename (size)	Uploaded Prepared by	Form	
<input type="checkbox"/>	1	Property Title Document	0 Folio Text 60296_0_1.pdf	0 Folio Text 60296_0_1.pdf	07/09/2023 1	PLUMBA-HOB-2023-TIPQ Application for Certificate of Likely Compliance - Plumbing Work (Form 3)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	1	Property Title Document	1 Folio Text for common lot 60296/0 60296_0_1.pdf	1 Folio Text for common lot 60296/0 60296_0_1.pdf	07/09/2023 1	PLUMBA-HOB-2023-TIPQ Application for Certificate of Likely Compliance - Plumbing Work (Form 3)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	1	Property Title Document	2 FOLIO PLAN 60296_0_1.pdf	2 FOLIO PLAN 60296_0_1.pdf	07/09/2023 1	PLUMBA-HOB-2023-TIPQ Application for Certificate of Likely Compliance - Plumbing Work (Form 3)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	1	PlanBuild Document	Building Permit (Form 18)	BUILDA-HOB-2023-FDDJ Building Permit (Form 18) (Completed).pdf	05/10/2023 HOBART LGA	BUILDA-HOB-2023-FDDJ Application for Building Permit (Form 2)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	1	PlanBuild Document	Certificate of Likely Compliance - Building Work (Form 11A)	BUILDA-HOB-2023-HMTB Certificate of Likely Compliance - Building Work (Form 11A) (Completed).pdf	06/09/2023 Bob Surveyor	BUILDA-HOB-2023-HMTB Application for Certificate of Likely Compliance - Building Work (Form 2)	<input type="checkbox"/> <input type="checkbox"/>

**Supporting Documents**


These documents will be submitted with your application.

To add any additional documents select 'Add Document'.

Showing 0 to 0 of 0 entries

<input type="checkbox"/>	Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By
No Documents Found.							

The form should have been pre-filled, however, you would need to add the documents back to the assessment before submitting the form.



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## 5. Payment

Confirm Payment

Payment Summary

Fees are required to progress the form...

Fee	Sub Total	GST	Total
Tasmanian Heritage Listed Properties	\$1.00	\$0.00	\$1.00
		\$0.00	<b>\$1.00</b>

**Payment Method**

Credit Card  
 BPAY  
 Office Use Only

Please enter the name to be shown on the receipt

**Name \***  
Owner User

**Address \***  
123 Test Street, Hobart, Tasmania, Australia, 7000

**Test**

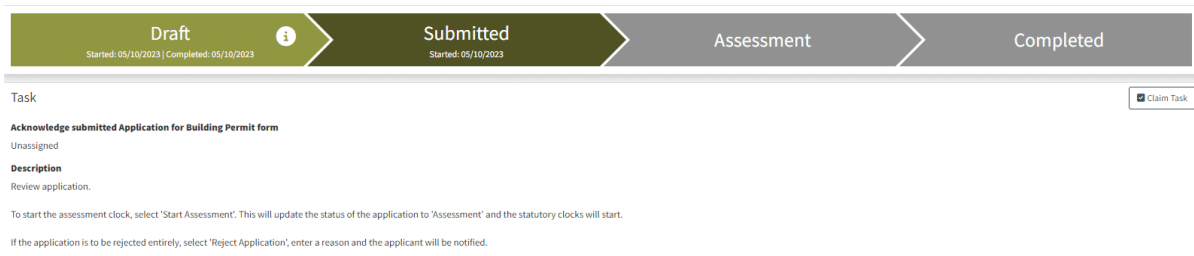
Card Number: ..... Security Code: ...

Name on Card: Expiration: MM / YY

Like a normal application, the system might ask for payment if the Council takes upfront payment.

You can use the 'Office Use Only' option to push through the application (and note a reason in the pop-up form) without paying.

## 6. 'Assess' the application

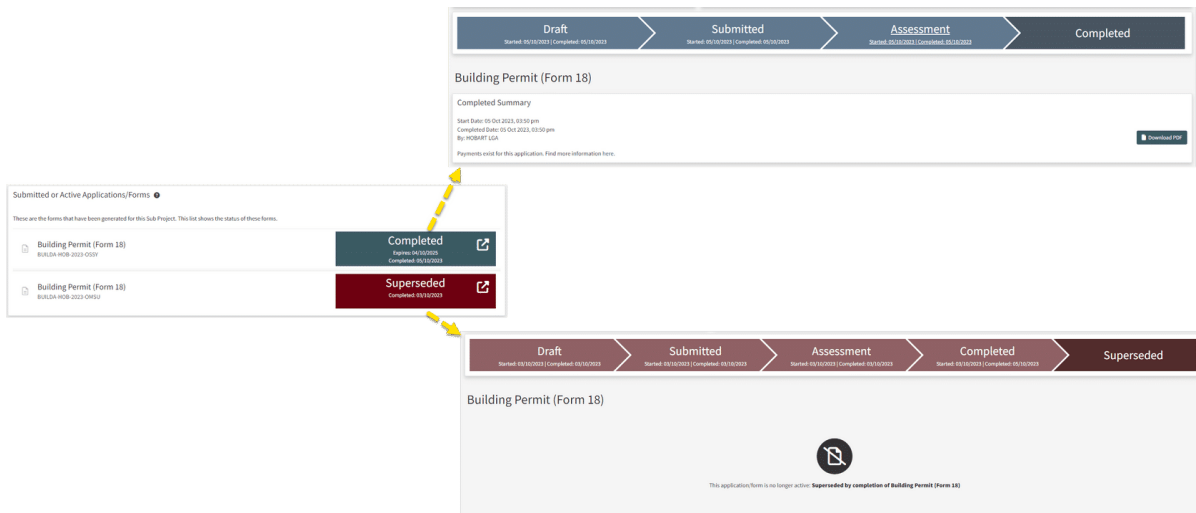


You can start the assessment process right after being directed back to the Sub Project page. You need to claim the task, go through the acknowledge application and/or accept application steps and start the assessment – just like a normal assessment.

The application details will be exactly the same as the original one, but this provides the Assessor the opportunity to amend anything they need to the permit / certificate.

Note: only those with the 'Assessing Officer' role in PlanBuild Tasmania will be able to undertake this step.

## 7. Superseding the previous permit / certificate



After confirming the 'determination', you will be redirected to the Sub Project page.

At first, both the original and the updated permit would show a 'Completed' status. Refresh the page after a while (this can take up to 10 minutes), the status of the original permit / certificate has become 'Superseded'.

You can open up the updated item and download the new permit / certificate, and you will see the original one is no longer available.

