

QUICK REFERENCE GUIDE – How to create an Application



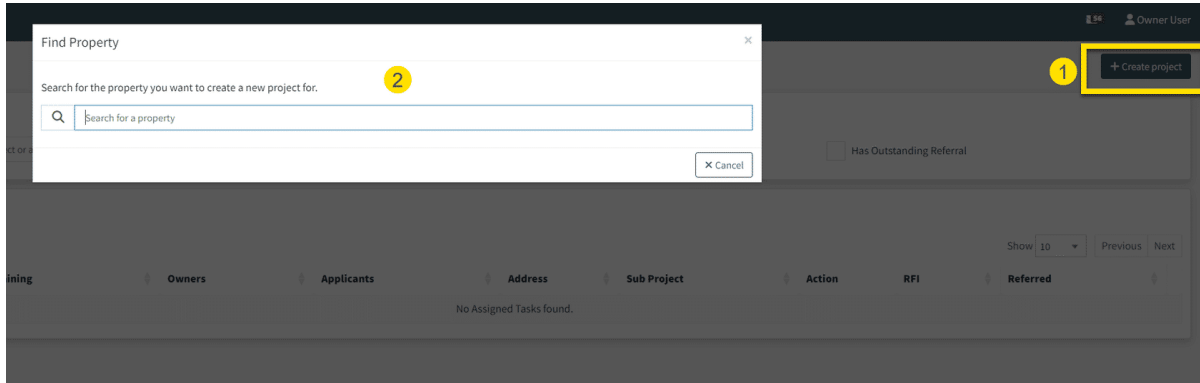
How to create an application

To create an application in PlanBuild Tasmania, you will need to first create a Project and a Sub Project and then complete an application form from the Sub Project Page.

We will go through the step-by-step process with you.

Step 1

Create a Project




From the Application Services Dashboard:

1. Select 'Create Project'
2. Enter the property address

Step 2

Create a Project

Create Project



30 GORDONS HILL RD ROSNY PARK TAS 7018

Property Type
Primary

Property Identification Number (PID)	Certificate of Title Reference (Volume/Folio)	Total Area
5170199	16445/1	13330 sqm

Locality Rosny Park	Municipality Clarence	Planning Code Overlay Waterway and coastal protection area, Airport obstacle limitation area, Flood-prone areas, Potentially contaminated land
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Planning Scheme
Tasmanian Planning Scheme

Planning Zones
Central Business

Existing Projects

There are existing projects already registered on this property. Please review and request access if required before creating a new project.

Project	Owner
56W Consent 3	

Create a new Project Cancel

3. Select 'Create Project'

Step 3

Create a Sub Project

PlanBuild
TASMANIA

Project - Kitchen Reno PROJ-2023-PD&F

PROPERTY
30 GORDONS HILL RD ROSNY PARK TAS

Sub Project Details

You may have more than one sub project as part of your project. The sub project name reflects the part of your project you are applying for. Example, if your project is for a house and garage, but you are only seeking approval for the garage, the sub project name is 'Garage'.

Sub Project Type * 2

Sub Project Type...

Sub Project Name * 3

Kitchen Reno 4

+ Create X Cancel

Actions

Create Sub Project 1

Add Property

Add Project A

From the Project Page:

1. Select 'Create Sub Project'
2. Select the 'Sub Project Type'
3. Name your Sub Project
4. Select 'Create'

Step 4

Complete an Application Form

The screenshot shows the 'Submit Planning Application form' interface. It is divided into several sections:

- Value of Works:** A section for entering the estimated value of works for the proposed use or development. A callout '3' points to the input field.
- Available Documents:** A section for adding existing documents. A callout '4' points to the 'Add Document' button.
- Supporting Documents:** A section for adding supporting documents. A callout '4' points to the 'Add Document' button.
- Form Details:** A section for entering the estimated value of works. A callout '5' points to the 'Save & Submit' button.

Callout '1' points to the 'Create Form' button in the 'Confirm start of Planning Application' dialog. Callout '2' points to the 'Cancel' button in the same dialog.

In the Sub Project level, users can submit forms and applications:

1. Select the application form (read the form details to ensure you are completing the correct application form)
2. Select 'Create Form'
3. Answer the required questions
4. Add required documents
5. Once you are ready to submit your application select 'Save & Submit' to lodge

We can put other QRGs here if needed.

GO TO LOCATION 1