



PlanBuild
TASMANIA

TasWater User Guide: Administrative Revisions to a Certificate, Approval or Consent


(Excluding Permit Authority Referrals- SPAN & CRLD)

Version 1



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Introduction

If an Assessing Authority needs to revise a certificate, approval or consent that has been issued, outside of the formal amendment process (i.e. for a keying error) this can be done by superseding the original.

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

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. This process is applicable for all TasWater Applications - Certificate for Certifiable Work (CCW), Certificate(s) of Water and Sewerage Compliance, 56W Consent, Engineering Design Approval, Permit to construct etc.

We are using a Certificate for Certifiable Work application as an example below.

Pick the correct application form

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

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

Certifiable Work

Application for 50W Consent Application for Amended 50W Consent Application for Amended Certificate(s) of Water and Sewerage Compliance Application for Certificate(s) of Water and Sewerage Compliance Application for Amended Certificate(s) for Certifiable Work

Application for Certificates(s) for Certifiable Work

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-CLA-2023-KKBZ	^ 1 related	Completed Submitted: 18/09/2023 Completed: 18/09/2023
TASWAA-CLA-2023-JLDH - Submit Request (15/09/2023)	Completed	

Search for the Sub Project that the original 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 certification etc was issued on. E.g., if you are superseding a CCW, pick the Application for CCW.

Select the related form

The screenshot shows a task workflow with stages: Draft (Started: 16/10/2023), Submitted, Assessment, and Completed. The task is titled 'Submit Application for Certificate(s) for Certifiable Work form' and is assigned to a user. The description asks to complete the form and attach documents. Below the task, there is a 'Related Form' section with a dropdown menu labeled 'Select related form'. The dropdown is open, showing a search bar and a list of results. One result is visible: 'TASWACCW-CLA-2023-KKBZ: Certificate(s) for Certifiable Work 18/09/2023'. Below the dropdown is a table of owners.

Name	Email	Status
Owner User	@taswater.com.au	Registered User

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 certification that you need to supersede.

Note: If you leave this blank, the form will be submitted as a new individual application and not associated with any previous application.

Add Applicant

The screenshot shows a modal form for adding an applicant. The form has several sections: 'Applicant Type' (Individual), 'Existing' (Existing...), '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...), and 'Country' (Country...). A note at the bottom states: 'NOTE: You must be authorised by the applicant to submit this application on their behalf'. There are '+ Add Applicant' and 'Cancel' buttons at the bottom. A yellow dashed arrow points from the '+ Add Applicant' button in the modal to the '+ Add Applicant' button in the background application form.

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



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 1

<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="button" value="Refresh"/> <input type="button" value="Download"/>
<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="button" value="Refresh"/> <input type="button" value="Download"/>
<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="button" value="Refresh"/> <input type="button" value="Download"/>
<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="button" value="Refresh"/> <input type="button" value="Download"/>
<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="button" value="Refresh"/> <input type="button" value="Download"/>

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

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. Note – You may like to download all documents prior to creating the application / forms for easy uploading or duplicate the browser.

Payment (applicable when upfront payments are in place)

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	\$1.00

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: ...

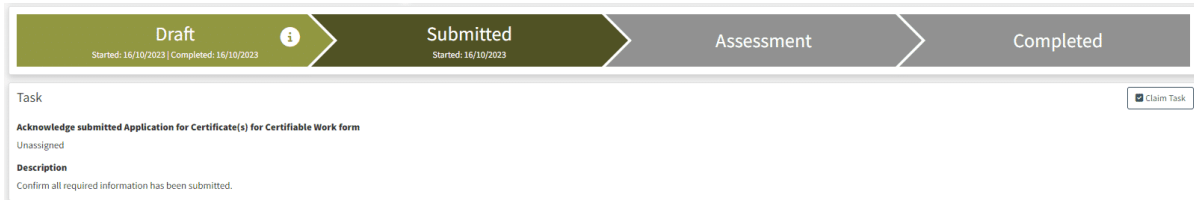
Name on Card: Expiration: MM / YY

Confirm & Pay Cancel

Like a normal application, the system might ask for payment if TasWater has taken on upfront payment.

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

'Assess' the application



The screenshot displays a task management interface. At the top, a horizontal progress bar shows four stages: 'Draft' (highlighted in green with an information icon), 'Submitted', 'Assessment', and 'Completed'. Below this, a task card is shown with the following details:

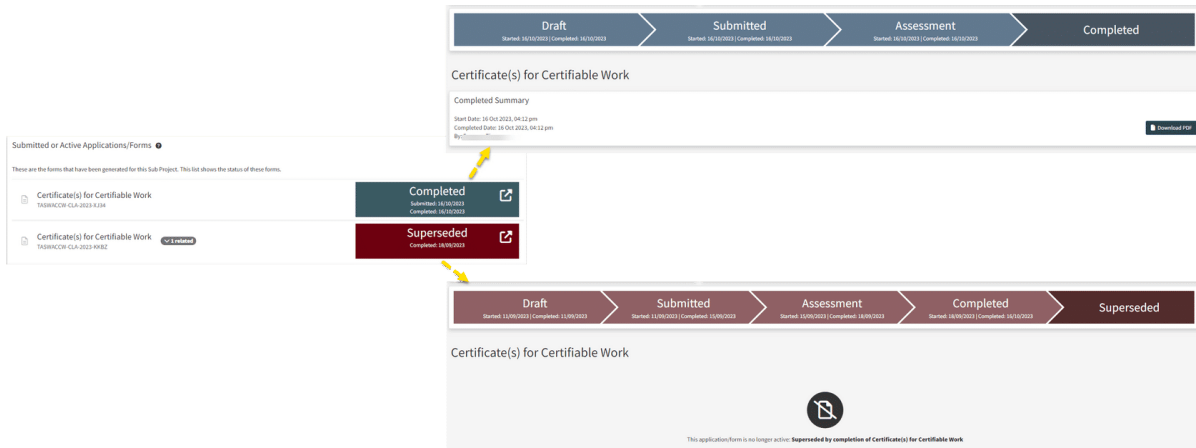
- Task:** Acknowledge submitted Application for Certificate(s) for Certifiable Work form
- Status:** Unassigned
- Description:** Confirm all required information has been submitted.
- Action:** Claim Task (button)

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

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

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

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. Once the page is refreshed (this can take up a few minutes), the status of the original certificate has become 'Superseded'.

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