

A photograph showing a man in a white hard hat and a woman looking at a tablet together. The man is pointing at the screen. The woman has long, wavy brown hair and is wearing a grey top. The background is slightly blurred, suggesting an indoor setting.

QUICK REFERENCE GUIDE – How to select your application form

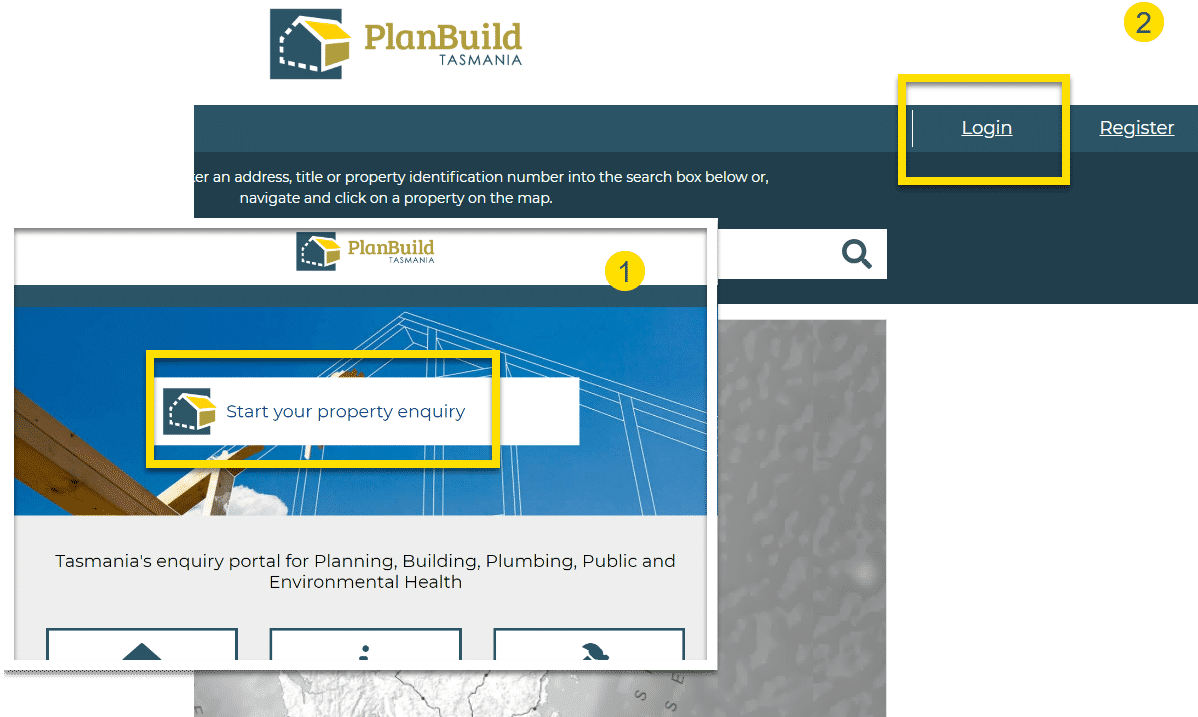
How to create an application

To be able to view and select your application forms in PlanBuild Tasmania, you will need to first log in to your PlanBuild Tasmania account, and a relevant Sub Project.

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

Step 1

Login





1. Go to planbuild.tas.gov.au, assess the portal by click 'Start your property enquiry' to enter the portal.

2. Log in.

Step 2


Find / Create a Project


Project - Carport  PROJ-2023-MP3Q


 PROPERTY
30 GORDONS HILL RD ROSNY PARK TAS 7018

Property Information

TITLE	LGA
	Clarence
PLANNING SCHEME	LOCALITY
Tasmanian Planning Scheme	Rosny Park
PLANNING ZONES	
Central Business	
PLANNING CODES	
Airport obstacle limitation area, Flood-prone area Potentially contaminated land, Waterway and co protection area	

Actions 


Create Sub Project


Add Property

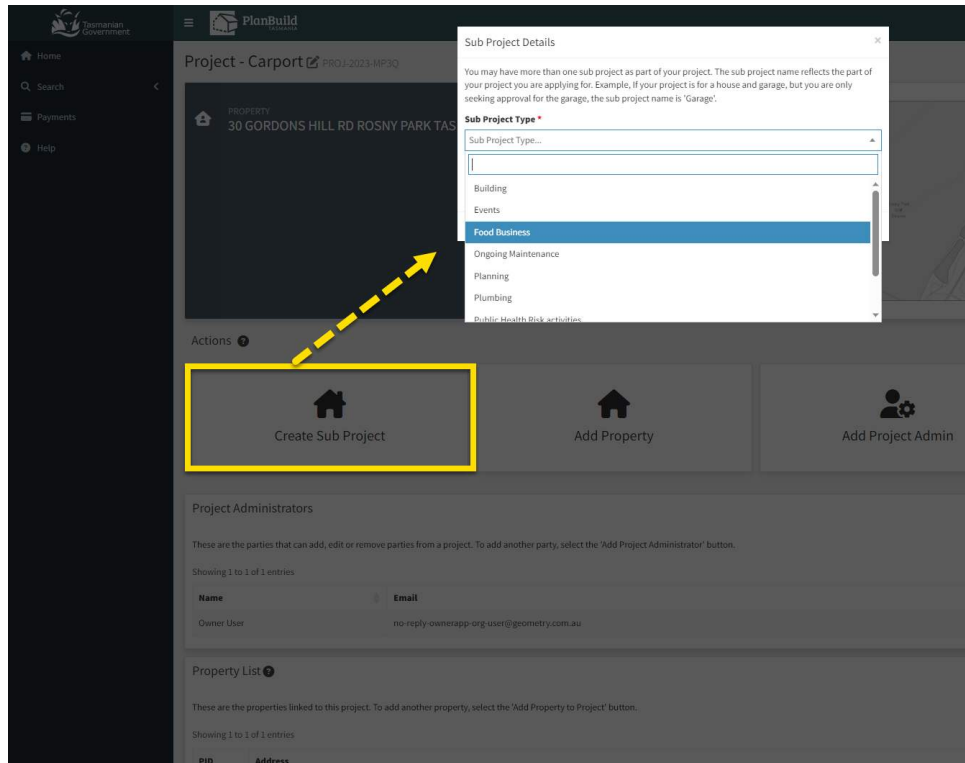
Project Administrators

These are the parties that can add, edit or remove parties from a project. To add another party, select the 'Add Project Administrator' button.

Go to the relevant Project via the Dashboard (or refer to [_QRG link_](#) to create a new Project).

Step 3

Create a Sub Project



Create a Sub Project.

It is important to select the correct Sub Project Type as that would determine the type of forms that would be available to you.

Step 4

Available Applications/Forms

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.

Building Surveyor

Non-referral - Request for Report From Environmental Health Officer CLC (Form 42)	Demolition Inspection Direction (Form 75)	Non-referral - Request for Environmental Health Officer Occupancy Report (Form 42)	Certificate of Completion - Notifiable Demolition Work (Form 70)	
Certificate of Final Inspection - Demolition Work (Form 69)	Building Notice - Building Surveyor (Form 14)	Certificate of Final Inspection - Building Work (Form 12)	Lodge Building Surveying Documents With Council	Certificate of Completion Notifiable Building Work (Form 20)
Building Inspection Direction (Form 44)	Lodge Certificate of Likely Compliance (Notifiable Work) with Council			

Licencees and Qualified Persons

Standard of Work Certificate - Demolition Work (Form 71C)	Start Work Notification and Authorisation - Demolition Work	Standard of Work Certificate - Building Work (Form 71A)	Notice for Performance of Emergency Work (Form 77)	Certificate of the Responsible Designer (Form 35)
Certificate of Qualified Person - Assessable Item (Form 55)	Start Work Notification - Building Work (Form 39)			

Maintenance

Schedule of Maintenance - Prescribed Essential Building Services (Form 46)
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Applicant

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

Council

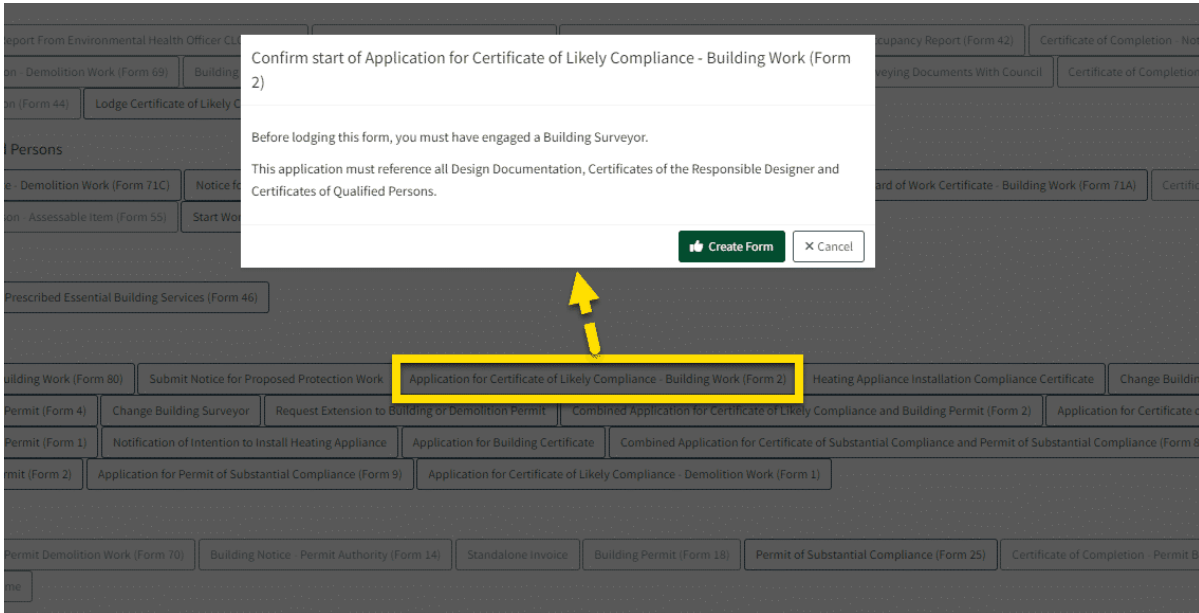
Certificate of Completion - Permit Demolition Work (Form 70)	Building Notice - Permit Authority (Form 14)	Standalone Invoice	Building Permit (Form 18)	Adjust Assessment Timeframe	Permit of Substantial Compliance (Form 25)
Certificate of Completion - Permit Building Work (Form 20)					

In the Sub Project page, you will find the list of available Applications/Forms. You will only be able select the forms that are relevant to your role in the Sub Project, and the stage of your applications.

The form numbers are stated in the brackets.

Step 5

Step 5 Title



Click on a form and a pop-up screen will provide more information of the form.

you can select 'Create Form' if this is the form you are after, or you select 'Cancel' and look for another form.

We can put other QRGs here if needed.

GO TO LOCATION 1