



PlanBuild
TASMANIA

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

Administrative Revisions to a Certificate, Approval or Consent (Excluding Permit Authority Referrals - SPAN & CRLD)

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.

This administrative revision process has 2 major steps:

1. Process and submit the application again as an applicant
2. 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(s) for Certifiable Work application as an example below.



Select the correct application form

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, select the type of the application that the certification etc was issued on. E.g., if you are wanting to supersede a CCW, select the Application for CCW.

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 Certificate(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	

Select the related form

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 will not be associated with any previous application/s.

Draft Started: 16/10/2023 Submitted Assessment Completed

Task

Submit Application for Certificate(s) for Certifiable Work form

Assigned to: @taswater.com.au

Description

Please complete the form and attach any required documents.

Save Save & Submit

Related Form

Select related form

Select related form...

TASWACCW-CLA-2023-KKBZ: Certificate(s) for Certifiable Work 18/09/2023

Showing 1 to 1 of 1 entries

Name	Email	Status
Owner User	.com.au	Registered User

Add Applicant

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

The screenshot shows a web application interface with a modal form titled "Applicant" in the foreground. The form contains the following fields:

- Applicant Type ***: A dropdown menu with "Individual" selected.
- Existing**: A dropdown menu with "Existing..." selected.
- Or**: A text label between two columns of fields.
- Name ***: A text input field with "Name..." placeholder.
- Street Number and Name ***: A text input field with "Street Number and Name..." placeholder.
- Email Address ***: A text input field with "Email Address..." placeholder.
- Suburb ***: A text input field with "Suburb..." placeholder.
- Phone Number ***: A text input field with "Phone Number..." placeholder.
- Postcode ***: A text input field with "Postcode..." placeholder.
- Involvement Type ***: A dropdown menu with "Involvement Type..." selected.
- Country ***: A text input field with "Country..." placeholder.

At the bottom of the form, there is a green button labeled "+ Add Applicant" and a grey button labeled "X Cancel". A yellow dashed arrow points from the "Existing" dropdown to the "+ Add Applicant" button in the background. The background interface shows a table with columns "Phone", "Address", and "Involvement", and a message "No Applicants Found.".

Add Documents

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

Any existing documents previously added to the sub-project will appear under 'Available Documents'.

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'. This is the section where the applicant includes all the documents relevant to their application.

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

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'.

Search

Search document name, prepared by, reference or form

Document Type

Filter by document type

☐ Approved

Showing 1 to 7 of 7 entries

Showing 10

Previous

Next

	Version	Document Type	Description	Filename (size)	Uploaded Prepared by	Form	
☐	1	Property Title Document	0 FOLIO PLAN 138259_0_6.pdf	0 FOLIO PLAN 138259_0_6.pdf	08/07/2024 Owner User	TASWACCW GLE 2024 0002 Application for Certificate(s) for Certifiable Work (CCW)	
☐	1	Property Title Document	0 FOLIO PLAN 138259_0_6.pdf	0 FOLIO PLAN 138259_0_6.pdf	08/07/2024 Owner User	TASWACCW GLE 2024 0002 Application for Certificate(s) for Certifiable Work (CCW)	
☐	1	Property Title Document	0 Folio Text 138259_0_6.pdf	0 Folio Text 138259_0_6.pdf	08/07/2024 Owner User	TASWACCW GLE 2024 0002 Application for Certificate(s) for Certifiable Work (CCW)	
☐	1	Property Title Document	1 FOLIO PLAN 138259_0_6.pdf	1 FOLIO PLAN 138259_0_6.pdf	08/07/2024 Owner User	TASWACCW GLE 2024 0002 Application for Certificate(s) for Certifiable Work (CCW)	
☐	1	Property Title Document	1 SCHEDULE OF EASEMENTS 138259_0_6.pdf	1 SCHEDULE OF EASEMENTS 138259_0_6.pdf	08/07/2024 Owner User	TASWACCW GLE 2024 0002 Application for Certificate(s) for Certifiable Work (CCW)	
☐	1	Property Title Document	1 SURVEY NOTES 138259_0_6.pdf	1 SURVEY NOTES 138259_0_6.pdf	08/07/2024 Owner User	TASWACCW GLE 2024 0002 Application for Certificate(s) for Certifiable Work (CCW)	
☐	1	Planbuild Document	Certificate(s) for Certifiable Work	TASWACCW GLE 2024 0003 Certificate(s) for Certifiable Work (Completed).pdf	09/07/2024 Ted TasWater	TASWACCW GLE 2024 0003 Application for Certificate(s) for Certifiable Work (CCW)	

Select All

Deselect All

+ Add Selected

Supporting Documents

These documents will be submitted with this 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.						

Download All

+ Add Revision

+ Add Document

Form number: 16/07/2024 12-44

Payment (applicable when upfront payments are in place)

Like a normal application, the system might ask for payment if TasWater is taking upfront payments.

Depending on the TasWater agreed workflow, you may use the 'Office Use Only' option to push through the application. You will need to include a reason in the popup window) for using 'Office Use Only'.

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

Save and Submit the (new) Application

Once you 'Save & Submit' the application that you just created, you will be directed back to the Sub Project page.

From here you can select the 'new' application (in submitted status) and start the assessment process the same as if it were a new application.

'Assess' the application

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 (See 'TasWater User Guide: Assessing an Application & Issuing a Determination (Approval / Refusal)' if you need further detail on these steps).

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

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

The screenshot shows a task interface with a progress bar at the top. The progress bar has four stages: 'Draft' (green, with a sub-progress bar), 'Submitted' (green), 'Assessment' (grey), and 'Completed' (grey). Below the progress bar, the task is titled 'Task' and 'Acknowledge submitted Application for Certificate(s) for Certifiable Work form'. The status is 'Unassigned'. The description says 'Confirm all required information has been submitted.' There is a 'Claim Task' button on the right.

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 will show a 'Completed' status. Once the page is refreshed (this can take up to a few minutes), the status of the original certificate will show as 'Superseded'.

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

The screenshot shows a list of 'Submitted or Active Applications/Forms' on the left. It contains two entries: 'Certificate(s) for Certifiable Work' (TASMANCON-CLA-2023-8.234) and 'Certificate(s) for Certifiable Work' (TASMANCON-CLA-2023-8.232). The first entry is marked 'Completed' and the second is marked 'Superseded'. Arrows point from these entries to two detailed views. The top view shows the 'Completed Summary' for the first entry, with a 'Download PDF' button. The bottom view shows the 'Superseded' status for the second entry, with a message: 'This application form is no longer active: Superseded by completion of Certificate(s) for Certifiable Work'.