

A woman with curly hair and a man in a white hard hat and light blue shirt are looking at a tablet together. The man is pointing at the screen. The background is a blurred indoor setting.

QUICK REFERENCE GUIDE – How to track progress and requests for information, and view payments

Track progress and requests for information, and view payments

After an Application is created, it will be shown under 'Submitted or Active Applications / Forms in the Sub Project page. Applicants will receive a notification when there is a task for them to action on, such as responding to Request for information and payment request.

Step 1

Check Application statuses

The screenshot displays the 'PlanBuild' interface for a 'New Bathroom' project (PLANN-2023-RY2B). The 'Submitted or Active Applications/Forms' section contains the following data:

Application ID	Status	Details
PLANNA-CLARENCE-2023-BFRA	Submitted	Marked with yellow circle 'A'
PLANNA-CLARENCE-2023-RUCI - Request Time Extension of Applicant (18/07/2023)	Under Review	Marked with yellow circle 'C'
PLANNA-CLARENCE-2023-RUCI	Assessment	Marked with yellow circle 'B', Due: 09/09/2023

A. the Application submitted will be listed under "Submitted or Active Applications / Forms" in the Sub Project page. You can search for the relevant Sub Project page via the dashboard.

B. The box on the right shows the current status of the Application. This Application has moved from 'Submitted' to 'Assessment'.

C. Applicants will be able to see if a request for payment or time extension has been made, or additional information is requested from them.

Step 2

Check Application statuses

Certificate of Likely Compliance - Building Work (Form 11A) - Summary BUILDA-CLARENCE-2023-EZGQ (External Reference: Building Surveyors company reference) Project > Sub Project > Certificate of Likely Compliance - Building Work (Form 11A)

PROPERTY
PARK TAS 7018

PROJECT
Extension
PROJ-2023-TRUL

BUILDING SUMMARY
Extension
BUILD-2023-LBK1


Property Information

TITLE: LGA: Clarence

PLANNING SCHEME: Tasmanian Planning Scheme LOCALITY: Rosny Park

PLANNING ZONES: Central Business

PLANNING CODES: Airport obstacle limitation area, Flood-prone areas, Potentially contaminated land, Waterway and coastal protection area



Draft
Started: 03/08/2023 | Completed: 03/08/2023

Submitted
Started: 03/08/2023 | Completed: 03/08/2023

Assessment
Started: 03/08/2023 | Completed: 03/08/2023

Completed

Certificate of Likely Compliance - Building Work (Form 11A)

Completed Summary

Start Date: 03 Aug 2023, 11:55 am
Completed Date: 03 Aug 2023, 11:55 am
By: Bob Surveyor

[Download PDF](#)

By clicking on the relevant Application on the Sub Project page, users will be directed to the Application Summary Page.

On this page, users can download pdf documents which captures the different statuses of an Application relevant to their roles.

Step 3

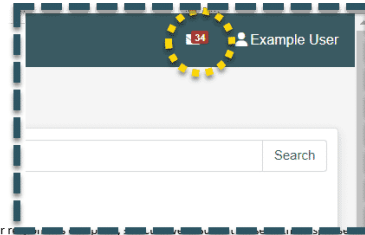
Receiving Application Services email notifications



The following task for Granny house at [REDACTED] TAS 7018 has been assigned to you in Planbuild.

Task: Respond to request

Description: Please review and respond to the request for information. You can upload any documents requested by the assessor. When your response is received, you will receive a notification from the assessor.
[Log in](#) to see the details.



DISCLAIMER

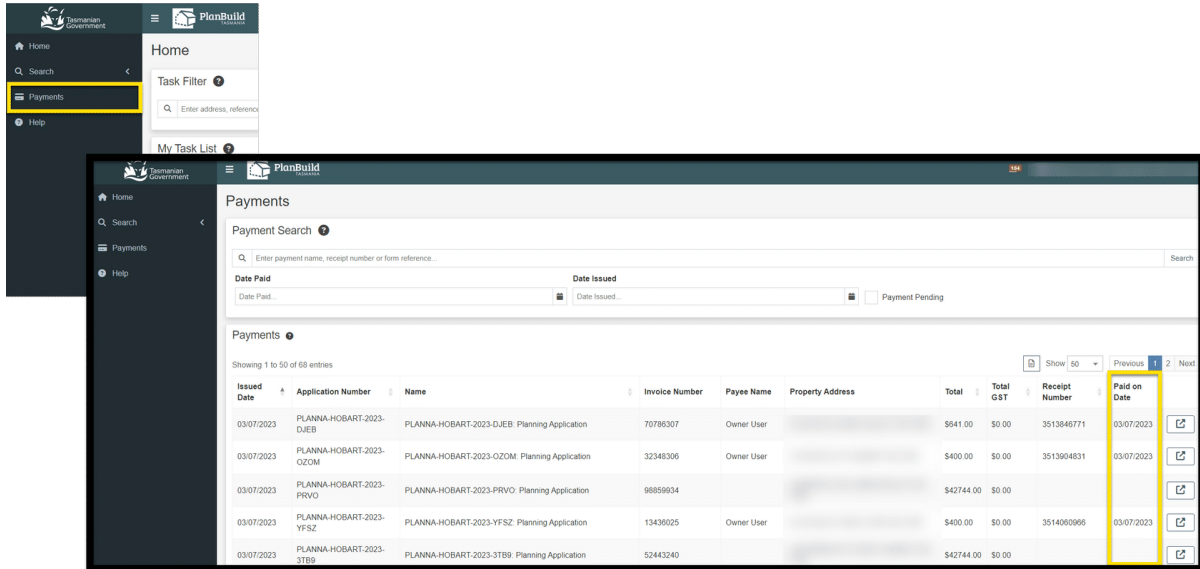
This is an automated email generated by PlanBuild Tasmania. If you have received the transmission in error, please ignore this email.

When there is a task that requires your action. You will receive an email notification from PlanBuild Tasmania. You will see the same system notification when you login to the portal.

Clicking on the link within the notification would take you to the task directly, and the assessing body will get a notification once you have submitted a response.

Step 4

Look for a payment that you have made



The screenshot shows the PlanBuild web application interface. On the left, a navigation menu highlights the 'Payments' option. The main content area displays the 'Payments' page with a search bar and a table of payment entries. The table has columns for Issued Date, Application Number, Name, Invoice Number, Payee Name, Property Address, Total, Total G&T, Receipt Number, and Paid on Date. The 'Paid on Date' column contains dates for all listed payments, indicating they have been made.

Issued Date	Application Number	Name	Invoice Number	Payee Name	Property Address	Total	Total G&T	Receipt Number	Paid on Date
03/07/2023	PLANNA-HOBART-2023-DJEB	PLANNA-HOBART-2023-DJEB Planning Application	70785307	Owner User		\$641.00	\$0.00	3513846771	03/07/2023
03/07/2023	PLANNA-HOBART-2023-OZOM	PLANNA-HOBART-2023-OZOM Planning Application	32348306	Owner User		\$400.00	\$0.00	3513904831	03/07/2023
03/07/2023	PLANNA-HOBART-2023-PRVO	PLANNA-HOBART-2023-PRVO Planning Application	98859634			\$42744.00	\$0.00		
03/07/2023	PLANNA-HOBART-2023-YFSZ	PLANNA-HOBART-2023-YFSZ Planning Application	13436025	Owner User		\$400.00	\$0.00	3514060966	03/07/2023
03/07/2023	PLANNA-HOBART-2023-3T89	PLANNA-HOBART-2023-3T89 Planning Application	52443240			\$42744.00	\$0.00		

You can access the Payments page via the navigation bar on the left.

Click on any items on the Payments page will direct you to the specific Payment Summary page.

You will see a date under the 'Paid on Date' column if the payment has been made.

We can put other QRGs here if needed.

GO TO LOCATION 1