



PlanBuild
TASMANIA

TasWater User Guide: Assessing an Application & Issuing a Determination (Approval/Refusal)

Assessing an Application & Issuing a Determination (Approval/Refusal)

Find the Task

Once an application is progressed to 'Assessment' status, it will be available on the PlanBuild Dashboard for users with the 'Assessing Officer' role in the portal to claim or assign, current work allocation process can be applied.

The following tips might help you find a task:

1. Any unassigned tasks that require an assessment will appear under 'Organisation Tasks'. Any tasks a user has claimed or been assigned will appear under 'My Task List'.
2. You can select any of the column headings to rearrange the task list by different criteria, such as Created Date, Due Date, Address, etc.
3. See the 'Action' column to check the type of application, and the action required. At this stage, the action item should be listed as 'Assess Application form'.
4. Select the 'pop out' button to open the task in a new tab (so that you can view the referral and other details you need from dashboard). You can click on the 'cycle' button to view the referral history (including payments) on the application.
5. A tick under the RFI column indicates the application has a current RFI, which does not stop the application from being progressed to Assessment stage.
6. You can search for a task directly in the search bar by Address, Reference Number, Project, Sub Project or Application Name, Owner or Applicant details. This will filter both the 'My Task List' and 'Organisation Tasks'.

The screenshot displays the PlanBuild dashboard interface. At the top, there's a 'Home' header and a 'Task Filter' section with a search bar (labeled 6) and checkboxes for 'Has Outstanding RFI' and 'Has Outstanding Referral'. Below this, the 'My Task List' section shows a table of tasks with columns: Created, Due, Remaining, Owners, Applicants, Address, Sub Project, Action (labeled 3), RFI (labeled 5), Referred, Paused, and Assignee (labeled 4). The 'Organisation Tasks' section below it also shows a similar table. Numbered callouts 1-6 highlight specific features: 1. Organisation Tasks tab, 2. Task Filter search bar, 3. Action column, 4. Pop out button, 5. RFI column, 6. Search bar.

Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action	RFI	Referred	Paused	Assignee
12/07/2024	26/07/2024	7 days	Owner User	Owner User	60 FISHER AV SANDY BAY TAS 7005	TasWater test	Assess Amended Certificate(s) of Water and Sewerage Compliance form				
15/07/2024	29/07/2024	10 days	Owner User	Ted TasWater	60 FISHER AV SANDY BAY TAS 7005	TasWater test	Assess Permit to Construct form	✓			
16/07/2024	06/08/2024	18 days	Owner User	Ted TasWater	60 FISHER AV SANDY BAY TAS 7005	TasWater test	Assess Certificate of Practical Completion form				
16/07/2024	30/07/2024	11 days	Owner User	Owner User	60 FISHER AV SANDY BAY TAS 7005	TasWater test	Assess Amended Engineering Design Approval form				

Created	Due	Remaining	Owners	Applicants	Address	Sub Project	Action	RFI	Referred	Paused	Assignee
30/05/2024	13/06/2024	15 days overdue	Owner User	Owner User	2 SALAMANCA SQ BATTERY POINT TAS 7004	State Growth Demo	Assess Planning Referral to TasWater form				Shelley Wyer
11/05/2024	09/06/2024	29 days overdue	Ted TasWater	Ted TasWater	60 FISHER AV SANDY BAY TAS 7005	plumbing	Assess Certificate(s) for Certificate of Practical Completion form	✓	✓		Shelley Wyer
08/07/2024	22/07/2024	3 days	Owner User	Owner User	50 LIVERPOOL ST HOBBART TAS 7000	Project - 45 New dwelling	Assess Planning Referral to TasWater form				
09/07/2024	30/07/2024	11 days	Owner User	Owner User	109 MAIN RD MOONAH TAS 7009	New Deck & Pergola	Assess Certificate of Practical Completion form	✓	✓		Anthony Gengia

Claim Task

After opening the application, you can claim the unassigned task. Please note that you can view the application without claiming the task, as can anyone in the organisation.



The screenshot shows a task lifecycle bar with four stages: Draft, Submitted, Assessment, and Completed. The 'Draft' stage is highlighted in green and includes a sub-label 'Assess Certificate(s) for Certifiable Work form'. Below the bar, the task details are shown: 'Task: Assess Certificate(s) for Certifiable Work form', 'Unassigned', and 'Description: Assessment is required'. A 'Claim Task' button is visible in the top right corner of the task details section.

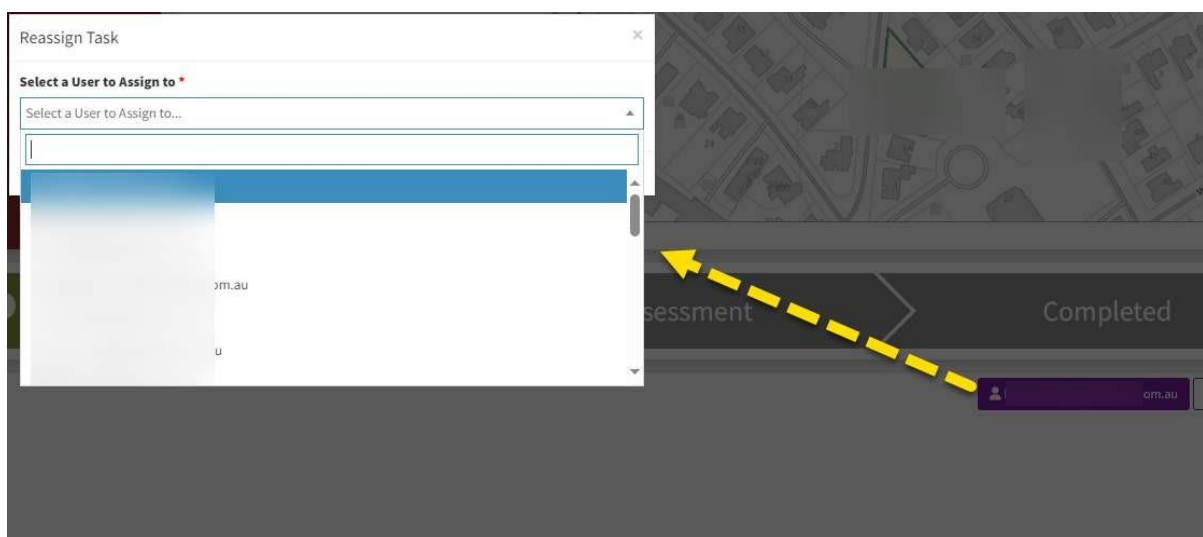
Reassign Task

You can unclaim the task using the 'Unclaim Task' button or reassign it to others using the purple 'Reassign Task' button if needed.

The task will then appear on the selected user's 'My Task List' and they will receive an email notification that a new task has been assigned to them.

If you unclaim a task without reassigning to an individual user, it will appear back in the 'Organisation Tasks' for anyone with the appropriate role in PlanBuild Tasmania to claim.

You can add notes to the Internal Communications 'Notes' tab before you reassign a task to provide more detail/information to the assessor. These will not be visible outside of your organisation.



The screenshot shows a 'Reassign Task' dialog box overlaid on a map background. The dialog box has a title bar 'Reassign Task' and a close button. Below the title bar, there is a section 'Select a User to Assign to *' with a search input field 'Select a User to Assign to...'. A dropdown menu is open, showing a list of users. A yellow dashed arrow points from the 'Completed' stage of the task lifecycle bar to the 'Reassign Task' button in the bottom right corner of the dialog box.

Review application details and perform assessments

Once the assessor is assigned the application / form for assessment, you can review the application details and put in details of assessment, conditions, recommendations, etc. The application form sections will look different depending on the type of application.

The following information may assist with this process.

Go to Payments

Acknowledge submitted Application for Certificate(s) for Certifiable Work form

SaveSave & Confirm

Details of previous lodgements

Previous Lodgement

TasWater reference no. 1

Council reference no. 2

Type of work

If the work includes both Building and Plumbing please check both boxes.

The type of work to be undertaken includes: 3

☒ Building

☒ Plumbing

Description of work

Description of proposed use or development*

Subdivision and New Dwelling

Constructing near TasWater Infrastructure

Will you be constructing within 2m of TasWater infrastructure?*

☐ Yes (56W)

☒ No

Classification of Work

Please select a classification for your work*

Medium Works

Certificate of Title

Adjust Assessment Timeframe

During assessment, if an Assessment Officer (a user who has the 'Assessing Officer' role in the portal) needs to adjust the timeframe, it can be actioned via the 'Adjust Assessment Timeframe' form.

To find the form, navigate to the Sub Project Summary page via the panel on the top left of the Assessment page.

Available Applications/Forms

The below forms are available for you to create according to the selected Sub Project Type.
If a form is currently greyed out, this means either that is not for this project stage, or you do not have the right permissions to create it. Some forms may only be available to certain party involved with your Sub Project. Find out more by clicking on a form to view the form description.
Before starting an application, you are encouraged to generate a property report in the above section. You can also request advice from the relevant Council or Authorities, or use the [guided enquiry service](#) to find out more about the requirements and rules that might apply to your proposed work.

Other Applications

Withdrawal Request

Adjust Assessment Timeframe

Certificate of Practical Completion

Application for Amended Engineering Design Approval (Amended EDA)

Application for Permit to Construct (PTC)

Application for Amended Permit to Construct (Amended PTC)

Application for Engineering Design Approval (EDA)

Certifiable Work

Application for Amended Certificate(s) for Certifiable Work (Amended CCW)

Application for Amended 56W Consent

Application for 56W Consent

Application for Amended Certificate(s) of Water and Sewerage Compliance

Application for Certificate(s) of Water and Sewerage Compliance

Application for Certificate(s) for Certifiable Work (CCW)

Submitted or Active Applications/Forms 4

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (For example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Certificate of Practical Completion

TASWACPC GLE-2024-0001

Assessment

Due: 30/07/2024

View Payment

If a payment has been made for an application (either upfront or via a request for payment) the 'Go to Payments' button will appear. Click this button to go to the Payments page. This will display the payments related to this application only.

Payment details can also be found by selecting 'Payments' on the left-hand-side navigation bar. This will show all payment records for your organisation.

The image shows a two-part screenshot. The top part is a 'Draft' application status page. It has a green header bar with 'Draft' and a progress indicator. Below the header, it says 'Task: Acknowledge submitted Application for Certificate(s) for Certifiable Work form'. There is a 'Go to Payments' button highlighted with a yellow box and a yellow arrow pointing down to the bottom screenshot. The bottom screenshot is the 'Payments' page. It has a 'Payment Search' section with a search bar containing 'TASWACW-SOR-2023-YE1Y'. Below the search bar are fields for 'Date Paid' and 'Date Issued', and a 'Payment Pending' checkbox. The main section is a table of payments. The table has columns: Issued Date, Application Number, Name, Invoice Number, Payee Name, Property Address, Total, Total GST, Receipt Number, and Paid on Date. There is one row of data. At the bottom right of the table is a share icon.

Payments

Payment Search

TASWACW-SOR-2023-YE1Y

Date Paid: Date Issued: Payment Pending

Showing 1 to 1 of 1 entries

Issued Date	Application Number	Name	Invoice Number	Payee Name	Property Address	Total	Total GST	Receipt Number	Paid on Date
24/08/2023	TASWACW-SOR-2023-YE1Y	TASWAA-SOR-2023-98MH; Invoice	25975990		BAY RD MIDWAY POINT TAS 7171	\$431.88	\$0.00		

Internal Communications

The Internal Communications section can be used to communicate with other users within your organisation. You do not need to claim this task to use this functionality.

The information will not be visible to the applicants or anyone outside of the organisation and will not form part of a system output. There are 3 tabs:

- 1. Notes** - It can be used for any kind of internal communication, such as noting any communications with the applicant outside of PlanBuild Tasmania (e.g. emails, phone calls, etc.), or to provide any additional information to an assessor or a staff member who is taking over the task.
- 2. Attachments** - This section is for storing internal assessment documents that can be downloaded by another user within your organisation that will not be part of the assessment documents.
- 3. Communications** - You can communicate with other users within your organisation. Here you can select a user or multiple users to receive your communication, enter the content of the communication and select a due date for action. The recipient/s will receive the communications via their PlanBuild dashboard. All content in the Internal Communications section is visible to other users in your organisation.

Internal Communications

This section can be used to communicate with other users within your organisation. You do not need to claim this task to use this functionality.

Use the tabs to select:

Notes: You can make a note against this application or assessment that is viewable by other users within your organisation on this screen and the notes summary on the sub-project screen.

Attachments: You can upload an attachment against this application or assessment that can be downloaded by another user within your organisation.

Communications: You can communicate with other users within your organisation. Here you can select a user or multiple users to receive your communication, enter the content of the communication and select a due date for action. The recipient/s will receive the communications via their PlanBuild dashboard.

NotesAttachmentsCommunications

This section is for storing internal assessment notes, these will not form part of a system output.

Showing 0 to 0 of 0 entries

Show10PreviousNext

Created On	Created By	Content
No notes available.		

+ Add Note

Raise an Invoice

To request payment / raise an invoice, click on 'Raise an Invoice' under the 'Generate Request, Referral or Invoice' section. This will open up the 'Request Payment' form, where you can put in the details of the request.

Choose a recipient from the drop down, you can review the application form in a separate tab to find the names of the applicant, owner etc. to ensure you select the appropriate person.

You can provide more information to the person receiving the request such as why additional fees are being requested (e.g. adjusting the category of work under 'Request to pay details')

Generate Request, Referral or Invoice

From this section, you can request additional information from the applicant, internally refer the application, refer to other Authorities and raise invoices.

Raise an InvoiceRequest for InformationInternal Referral

Request Payment
Started: 11/01/2024

Awaiting Payment

Acknowledge

Paid

Task

Submit Request Payment form

Create a request for payment by selecting the 'New Line Item' button to add the relevant fees.

Assigned to: Ted TasWater

SaveSave & Create Invoice

Recipient

Recipient*

Recipient...

Request to Pay Details

Details of Request

B I S — ¶ | | | | | | | |

Invoice

Showing 0 to 0 of 0 entries

Name	Ledger Code	Base (\$)	Units	Per Unit (\$)	Sub Total (\$)	GST (\$)	Total (\$)
No line items for this invoice.							

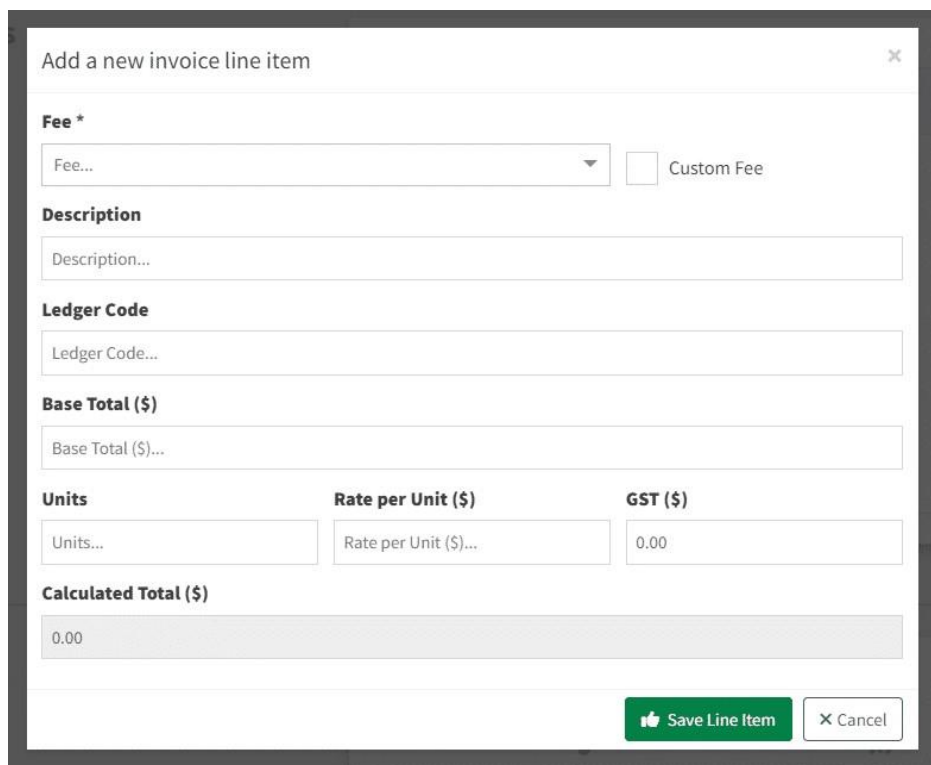
SaveNew Line Item

Raise an Invoice (cont)

Under 'Invoice', select '+New line item' to select individual payment item(s). You may add multiple line items to a single request. If you start typing TasWater under the Fee heading, all the TasWater fees will be visible. The relevant financial year fee will populate. Review the fee for each line item before saving.

Once all the individual line items are completed and checked click 'Save & Create Invoice' to generate the request. A 'Review and Confirm' window will show where you can review prior to issuing request to the application for payment.

The request will be sent to the selected user via email and PlanBuild Tasmania notifications. Once a payment has been made, you will be notified and see in your 'My Task List' there is a payment ready for review.



The screenshot shows a web form titled "Add a new invoice line item" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Fee ***: A dropdown menu with "Fee..." and a small downward arrow, followed by a checkbox labeled "Custom Fee".
- Description**: A text input field with "Description..." as a placeholder.
- Ledger Code**: A text input field with "Ledger Code..." as a placeholder.
- Base Total (\$)**: A text input field with "Base Total (\$)" as a placeholder.
- Units**: A text input field with "Units..." as a placeholder.
- Rate per Unit (\$)**: A text input field with "Rate per Unit (\$)" as a placeholder.
- GST (\$)**: A text input field with "0.00" as a placeholder.
- Calculated Total (\$)**: A greyed-out text input field with "0.00" as a placeholder.
- At the bottom right, there are two buttons: a green button with a thumbs-up icon labeled "Save Line Item" and a white button with an X icon labeled "Cancel".

Payment methods

For upfront payments, applicants can pay via:

1. Credit card
2. BPay
3. 'Office Use Only' button

Credit card payments will be processed at the time of submitting an application. The application will then appear on Council users' dashboard.

BPAY payments will be processed overnight. This means the application will only appear at TasWater users' dashboard on the day after the payment has been made. Before that, the application will sit with the application under 'Draft' status and not visible for TasWater.

The '**Office Use Only**' button would allow applicant to submit the application without making a payment. An applicant should only use it after being instructed by staff to do so or the application is a TasWater application (Stranded asset).

Confirm Payment

Payment Summary

Fees are required to progress the form...

Fee	Sub Total	GST	Total
TasWater - Certificate for Certifiable Work - Minor	\$344.66	\$0.00	\$344.66
		\$0.00	\$344.66

Payment Method

☒ Credit Card

☐ BPAY

☐ Office Use Only

Please enter the name to be shown on the receipt

Name *

Ted TasWater

Address *

Address...

Test

Card Number

Security Code

Name on Card

Expiration

MM / YY

Confirm & Pay **Cancel**

Payment method - Office Use Only

The 'Office Use Only' button allows an applicant to submit the application without making a payment. An applicant should only use this option after being instructed by a TasWater staff member to do so. The application will appear on TasWater users' dashboard once the application is submitted.

If 'Office Use Only' has been used to submit an application, a red banner with 'Office Use Only' will appear on the top of the application form.

To review this, the relevant TasWater user can see the comment provided from the applicant and why they used out of office. To accept this,

1. Select a reason from the drop-down menu,
2. Include your comment
3. Select 'Save' at the top right of the screen.

TasWater (Ted TasWater)

Application for Certificate(s) for Certificable Work

TASWACW-HOB-2024-0018 | External Reference: N/A

Project > Sub-Project > Application for Certificate(s) for Certificable Work

PROPERTY
18 ELIZABETH ST HOBART TAS 7000

PROJECT
Building Extension
PROJ-HOB-2024-0054

TASWATER SUMMARY
Building Extension
TASWA-HOB-2024-0015

Property Information

PROPERTY ID (PID)
5663516
TITLE
70808/1
PLANNING SCHEME
Interim Planning Scheme
PLANNING ZONES
22.0 Central Business
PLANNING CODES
Active Frontage, Heritage Precinct, Central Business Core Area

LGA
Hobart
LOCALITY
Hobart

Draft
Started: 17/07/2024 | Completed: 17/07/2024

Submitted
Started: 17/07/2024

Assessment

Completed

Task

Acknowledge submitted Application for Certificate(s) for Certificable Work form

Confirm all required information has been submitted.

Assigned to: Ted TasWater

Office Use Only

Office use was selected during submission with the following reason and no submission fees have been paid.

Comment

Spoke to TasWater Development Services - TasWater Project

Reason

Reason...

Assessor Comments

Assessor Comments...

Available Documents and Assessment Documents

'**Assessment Documents**' show all documents that have been submitted with this application or have been added as part of the review/assessment process.

These are the documents that will form part of the assessment and approval. Admin Officers / Assessment Officers can unlink any irrelevant documents if needed, and those documents will stay under '**Available Documents**'. They can be added back in the future if needed.

Acknowledge submitted Minor Amendment to Planning Permit form

Start assessment?

Save

Start Assessment

Reject Application

Available Documents

This section shows all the documents available as part of this Project.

Information uploaded as part of a Request for Further Information or Referral will be shown here.

Documents listed in this section are not available/visible to a Request for Information or Referral. **Documents listed in this section will not be referenced in the approval.**

To make these documents available to Referrals and Requests as well as the approved output, use the checkboxes to select relevant documents and click the 'Add Selected' button. These documents will be moved to the 'Assessment Documents' section.

Search

Document Type

Search document name, prepared by, reference or form

Filter by document type

Approved

Showing 0 to 0 of 0 entries

Showing 10 Previous Next

Version	Document Type	Description	Filename (size)	Uploaded Prepared by	Form
No Documents Found.					

Select All

Deselect All

+ Add Selected

Assessment Documents

These documents and certificates have been submitted with this planning application OR have been added by Council as part of the review/assessment process.

All documents within this section are available/visible to all Referrals and Requests generated as part of this assessment.

Showing 1 to 7 of 7 entries

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By	
☐	06/10/2023	06/10/2023	Property Title Document	0 FOLIO PLAN 16445_0_1.pdf	0 FOLIO PLAN 16445_0_1.pdf	1	
☐	06/10/2023	06/10/2023	Property Title Document	1 SCHEDULE OF EASEMENTS 16445_0_1.pdf	1 SCHEDULE OF EASEMENTS 16445_0_1.pdf	1	
☐	06/10/2023	06/10/2023	Property Title Document	0 PLAN-RELATED DOCUMENTS 16445_0_1.pdf	0 PLAN-RELATED DOCUMENTS 16445_0_1.pdf	1	
☐	06/10/2023	06/10/2023	Property Title Document	0 Folio Text 16445_0_1.pdf	0 Folio Text 16445_0_1.pdf	1	

Available Documents and Assessment Documents

'**Available Documents**' will list any documents that are available as part of the Sub Project. Documents uploaded as part of a Request for Further Information or Referral will also be shown here. If there are no documents under '**Available Documents**', it means that there are no previously uploaded documents for that Sub Project.

Documents listed in '**Available Documents**' are not available/visible to a Request for Information or Referral. Documents listed in this section will not be referenced in the approval.

The completed referral requests and any documents obtained throughout the administration and assessment processes will be listed under '**Available Documents**'. To make these documents available to Referrals and Requests as well as the approved output, from the '**Available Documents**' section, use the checkboxes to select relevant documents and click the 'Add Selected' button to move these documents to the '**Assessment Documents**' section.

All documents under '**Assessment Documents**' will form part of the assessment and approved document pack.

For viewing purpose only - You can also find the list of referrals under the ‘Requests and/or Referrals’ section, you can also download the documents from there.

Download Form

Assess Amended Planning Application form

Save

Issue Determination

Refuse Application

Available Documents

This section shows all the documents available as part of this Project.

Information uploaded as part of a Request for Further Information or Referral will be shown here.

Documents listed in this section are not available/visible to a Request for Information or Referral. **Documents listed in this section will not be referenced in the approval.**

To make these documents available to Referrals and Requests as well as the approved output, use the checkboxes to select relevant documents and click the 'Add Selected' button. These documents will be moved to the 'Assessment Documents' section.

Search

Document Type

Search document name, prepared by, reference or form

Filter by document type

Approved

Showing 1 to 3 of 3 entries

Show 10

Previous

1

Next

	Version	Document Type	Description	Filename (size)	Uploaded Prepared by	Form	
☐	1	Access and Driveway	r	Screenshot 2023-08-11 152200.png (39 KB)	06/10/2023 Owner User	PLANNA-CLA-2023-AEDT Request for Information- Planning	
☐	1	PlanBuild Document	Request for Information	PLANNA-CLA-2023-AEDT Request for Information (Completed).pdf	06/10/2023 LGA	PLANNA-CLA-2023-AEDT Request for Information- Planning	

Select All

Deselect All

Add Selected

Assessment Documents

These documents and certificates have been submitted with this planning application OR have been added by Council as part of the review/assessment process.

All documents within this section are available/visible to all Referrals and Requests generated as part of this assessment.

Showing 1 to 7 of 7 entries

	Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By	Stamp	
=	☐	06/10/2023	06/10/2023	Property Title Document	0 FOLIO PLAN 16445_0_1.pdf	0 FOLIO PLAN 16445_0_1.pdf	1	☐	
=	☐	06/10/2023	06/10/2023	Property Title Document.	1 SCHEDULE OF EASEMENTS 16445_0_1.pdf	1 SCHEDULE OF EASEMENTS 16445_0_1.pdf	1	☐	

What can you do with the Assessment Documents

Please refer to the numbers on the image for the following:

1. You can select any Assessment Documents and use the '+Add Revision' button to upload a new revision.
2. You can check any of the previous version of the same document.
3. You can download an individual document using the download button, or download all of them using the 'Download All' button at the bottom right corner of this list.
4. If a document is irrelevant to the assessment, you can unlink it. The unlinked document will stay under 'Available Documents', and you can add them back from there anytime.
5. You can edit the document details (if required).
6. You can choose the documents to be stamped and apply a stamp date to it.

Note: Any documents in the 'Assessment Documents' section, once the determination is issued, will form part the approved documents, which will be listed on the Permit/Certificate and be downloadable by the applicant as the 'Document Pack'.

Assessment Documents

These documents and certificates have been submitted with this planning application OR have been added by Council as part of the review/assessment process.

All documents within this section are available/visible to all Referrals and Requests generated as part of this assessment.

Showing 1 to 5 of 5 entries

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By	Stamp	2	3	4	5
1	25/09/2023	25/09/2023	Property Title Document	0 Folio Text 132051_0_1.pdf	0 Folio Text 132051_0_1.pdf	1	6	↺	⬇	🗑	🔗
1	25/09/2023	25/09/2023	Property Title Document	1 FOLIO PLAN 132051_0_1.pdf	1 FOLIO PLAN 132051_0_1.pdf	1		↺	⬇	🗑	🔗
1	25/09/2023	07/09/2023	Property Title Document	0 Folio Text 132051_0_2.pdf	0 Folio Text 132051_0_2.pdf	1		↺	⬇	🗑	🔗
1	25/09/2023	18/09/2023	Property Title Document	1 FOLIO PLAN 132051_0_2.pdf	1 FOLIO PLAN 132051_0_2.pdf	1		↺	⬇	🗑	🔗
1	25/09/2023	05/09/2023	Architectural Plans	BUILD-A-2023 XTPC_Architectural Plans_1_Jones House Plan.pdf (3 MB)	BUILD-A-2023 XTPC_Architectural Plans_1_Jones House Plan.pdf (3 MB)	Owner User		↺	⬇	🗑	🔗

Stamp Date

Stamp Date... 6

Leave the Stamp Date blank to have the system apply the date at the time of stamping

[Download All](#)

[+ Add Revision](#) [+ Add Document](#)

Stamping

As an Assessment Officer, you can stamp documents if required. Tick under the 'Stamp' column for the documents that you would like to stamp and apply a stamp date, if left blank the document will be stamped as the determination date.

PlanBuild Tasmania will apply the stamp on empty space on every page of the document, beginning in the bottom right-hand corner until a suitable location is found. Note – if in reviewing the plans you see a limited area of white space, download and apply stamp to appropriate pages and upload it back to the application.

If you do not wish to put a stamp on every page, you can download the document, stamp the appropriate pages and upload it back to the application.

FOR REFERENCE ONLY
This drawing is a representation of the documentation requirements of Schedule 1. The content should not be relied upon as accurate for another building project.

Any details (materials, quality, material or components) shown within this set of drawings has been included for example purposes only.

Owner / Client: Consumer Building & Occupational Services
Project: Class 1a (Single Storey) Example
1 Example Street, TASMANIA

Drawing Title: Floor Plan
Date: 27/07/2016
Scale: 1:100 @ A3
Stamp: A03 (3 of 14)

Soil & Water Management Strategies
Downpipes to be connected into Council stormwater as soon as the roof is installed.
Install AG drain prior to footing excavation. See drawing A08 Drainage Plan for location.
Successful material placed on top of AG drain. To be removed when building works are complete and used as fill on site for any lay down. Install a sediment fence on the downpipe side of material.
Construction vehicles to be parked on the street only, to prevent overloading adjacent roads Example Street.

Owner / Client: Consumer Building & Occupational Services
Project: Class 1a (Single Storey) Example
1 Example Street, TASMANIA

Drawing Title: Site Plan
Date: 27/07/2016
Scale: 1:200 @ A3
Stamp: A02 (2 of 14)

DRAWING SCHEDULE
A01 - Cover Page
A02 - Site Plan
A03 - Floor Plan
A04 - Footing / Slab Plan
A05 - Details
A06 - Roof Framing & Bracing Plan
A07 - Roof Plan
A08 - Drainage Plan
A09 - Reflected Ceiling Plan
A10 - Elevations
A11 - Section & Notes
A12 - Window Schedule
A13 - Lighting Calculator
A14 - Glazing Calculator
BP01 - Bushfire Protection Plan
(Provided for reference only - example building is not a bushfire-prone area)
UA01 - Universal Access Plan
(Provided for reference only)

Owner / Client: Consumer Building & Occupational Services
Project: Class 1a (Single Storey) Example
1 Example Street, TASMANIA

Drawing Title: Cover Page
Date: 27/07/2016
Scale: NTS @ A3
Stamp: A01 (1 of 14)

Internal Referrals

The internal referral process for different kinds of applications and referred parties follow the same process.

Choose the appropriate form under the 'Generate Request, Referral or Invoice' section. Select the correct recipient and enter the details of the referral request. You also set a referral timeframe. Once completed click 'Save and Submit' on the form.

The referred party will then get an email and a notification in their PlanBuild mailbox.

You will receive an email and a notification in your PlanBuild mailbox when a response is available. The task will also appear under 'My Task List'

The screenshot displays a web-based form for submitting an internal referral. At the top, a progress bar shows four stages: 'Draft' (highlighted), 'Assessment', 'Review', and 'Completed'. Below this, the 'Task' section identifies the form as 'Submit Internal Referral form' and provides a description: 'Complete the reason for referral and select 'Save and Submit' to refer it to the selected user.' The 'Recipient' section features a dropdown menu. The 'Notes' section includes a text area for recording internal notes and a table for listing attachments, with a note stating 'Showing 0 to 0 of 0 entries'. The 'Council Description' section has a text area for the council's proposed use or development description. The 'Reason for Referral' section includes a text area and buttons for 'Add Reason' and 'Add Library Reason'. The 'Referral Report Type' section has a dropdown menu. The 'Set Referral Timeframe' section includes a date picker for 'Start Date', a 'Number of days' input, a 'Type' dropdown (set to 'Business Days'), and a checkbox for 'Exclude local public holidays'. A 'Calculated Assessment Due Date' is shown at the bottom of this section.

Request For Information (RFI)

You may request for further information from the applicant during the assessment. Use the 'Request for Information' button to open up the form, complete required details and insert the request reason using either the '+Add New Reason' button for free typing or '+Add Library Reason' for standard requests that have been saved in the library.

You can consolidate different referral parties' requests and send that to the applicant in one go. To add an RFI reason from a referral select '+Add reason from related form' and any relevant requests will appear that can be added.

Upload relevant documents (if required) and select 'Save and Submit'. The applicant will get a notification from PlanBuild Tasmania.

You will get a notification and see it in your 'My Task List' when a response is available. The statutory clock is paused when the Request for Information form is sent. The statutory clock resumes when you click the 'Save and Acknowledge' button on the returned response.

Generate Request, Referral or Invoice
From this section, you can request additional information from the applicant, internally refer the application, refer to other Authorities and raise invoices.

Raise an Invoice

Request for Information

Internal Referral

Draft
Started: 18/07/2024

Request

Under Review

Completed

Task

Submit Request for information form

Please fill out the request for further information. You can select or upload documents to be sent with this request.

When the request is complete, select 'Save & Submit' to send the request to the selected party.

Assigned to: Toof Facilitator

Save

Save & Submit

Recipient

Recipient *

Recipient...

Requested By

Requested By:

Information Requested

To add the reason/s for the request you can either:

- Select 'Add New Reason' to enter any details you require,
- Select 'Add Library Reason' to add an editable reason from your organisation's conditions/RFI library,
- Select 'Add Reason from Related Form' to add a condition from a related form.

Showing 0 to 0 of 0 entries

#	Code	Description	Reason
No results			

+ Add New Reason

+ Add Library Reason

+ Add Reason from Related Form

Available Documents

Documents listed in this section can be provided to the applicant as part of this request.

To add a document to the request use the checkbox to select the document and then click the 'Add Selected' button. The added document will appear in the Documents to be Provided section below.

Search

Search document name, prepared by, reference or form

Document Type

Filter by document type

Approved

Showing 0 to 0 of 0 entries

Unloaded

Review attached 'Assessment Documents'

When issuing a certificate, permit or consent it is important to check that all relevant documents to the application assessment are included under the 'Assessment Documents' section and stamped if required.

All of the documents listed here will form part of the approval and will be available to the applicant.

Available Documents

This section shows all the documents available as part of this Project.

Information uploaded as part of a Request for Further Information or Referral will be shown here.

Documents listed in this section are not available/visible to a Request for Information or Referral.

Documents listed in this section will not be referenced in the approval.

To make these documents available to Referrals and Requests as well as the approved output, use the checkboxes to select relevant documents and click the 'Add Selected' button. These documents will be moved to the 'Assessment Documents' section.

Search

Search document name, prepared by, reference or form

Document Type

Filter by document type

Showing 0 to 0 of 0 entries

Version	Document Type	Description	Filename (size)	Uploaded Prepared by	Form
No Documents Found.					

Select All Deselect All + Add Selected

Assessment Documents

These documents have been submitted with this application or have been added as part of the review/assessment process.

All documents within this section are available/visible to all Referrals and Requests generated as part of this assessment.

Showing 1 to 4 of 4 entries

Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By	Stamp
1	15/07/2024	15/07/2024	Property Title Document	Survey Notes and Plan.pdf	Survey Notes and Plan.pdf	Owner User	
1	18/07/2024	18/07/2024	Architectural Plans	Architectural Plans	Architectural Plans.pdf (216 KB)	Owner User	
1	18/07/2024	18/07/2024	Site Plan	Site Plan	Additional Plans.pdf (216 KB)	Owner User	
1	15/07/2024	15/07/2024	Property Title Document	Folio Text and Plan.pdf	Folio Text and Plan.pdf	Owner User	

Stamp Date

Stamp Date...

Leave the Stamp Date blank to have the system apply the date at the time of stamping

+ Add Revision + Add Document

Refusal

If a refusal is required, the assessor will be required to provide reasons or details of the refusal. The layout and requirements might vary depending on the type of the application form. This information will be reflected on the refusal output (e.g. the Notice of Refusal).

Download Form Go to Payments Assess Certificate(s) for Certifiable Work form

Do you want to approve and issue?

Save Approve & Issue Refuse

Application Outcome

Enter details about the outcome of this application or referral. Details entered here are for TasWater use.

Application - Referral Outcome*

Refused

Assessment Fee Schedule Assessment Fee Amount*

Water ET Assessment - Additional / New

Sewer ET Assessment - Additional / New

Notes / Comments

B I S - 44

Reason for Refusal

If the application is to be refused, please provide a reason for refusal and then proceed with the 'Refused' button.

Reason for Refusal

B I S - 44

Approve and Issue or Refuse an Application

Once the assessment is complete the assessor can issue the certificate, permit or consent (or refusal).

Regardless of the application type, the processes to approve and issue a certificate or refusal are similar.

The screenshot shows a workflow interface with four stages: Draft, Submitted, Assessment, and Completed. The 'Assessment' stage is active, showing a task titled 'Assess Certificate(s) for Certifiable Work form'. Below the task title, it says 'Assessment is required' and 'Assigned to: Ted TasWater'. There are buttons for 'Download Form' and 'Go to Payments'. A yellow box at the bottom right asks 'Do you want to approve and issue?' with three options: 'Save', 'Approve & Issue', and 'Refused'.

Issue the Determination

After clicking on the 'Approve & Issue' or 'Refused' button in the Task description box, a pop-up window will come up for you to review the determination.

Tick the 'Preview Output' box to view and review the approved certificate or refusal output as it will be seen by the applicant.

Tick the 'Confirm' checkbox and click the 'Confirm' button if ready to issue. You can cancel the preview and return to the assessment screen to amend anything you need.

The screenshot shows a 'Review and Confirm' pop-up window. It has two tabs: 'Certificate(s) for Certifiable Work' and 'Refused Certificate(s) for Certifiable Work'. The 'Certificate(s) for Certifiable Work' tab is active, showing a form with fields for 'Reference', 'Address', 'Type of Certificate', and 'Owners'. The 'Refused Certificate(s) for Certifiable Work' tab is also visible, showing a form with fields for 'Reference', 'Address', 'Owners', and 'Applicant'. Both tabs have a 'Confirm' checkbox and a 'Confirm' button. A yellow dashed line points from the 'Approve & Issue' button in the top screenshot to the 'Certificate(s) for Certifiable Work' tab in this screenshot.

Check the Certificate / Refusal (optional)

After issuing the determination, you will be redirected to the Sub Project page, where you will see the status of the application has become 'Completed' or 'Rejected'.

Click on the 'completed' item to enter the Application Summary. You can download the approved certificate or the Determined Document Pack if needed, which contains all the approved documents.

Submitted or Active Applications/Forms

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (for example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Certificate(s) for Certifiable Work

TASWACW-HDB-2024-0020

1 related

Completed

Started: 18/07/2024

Completed: 18/07/2024

Submitted or Active Applications/Forms

The below are the applications/forms that have been generated for this Sub Project. This list shows the status of these forms, and the relevant outstanding tasks if there are any. To view the application, select the relevant row and it will open the summary page. Please note that you will only be able to view the information that is relevant to your role and project stages (for example, an applicant would not be able to view the details of an application that is under the Assessment stage).

Refused Certificate(s) for Certifiable Work

TASWACW-HDB-2024-0022

Refused

Completed: 18/07/2024