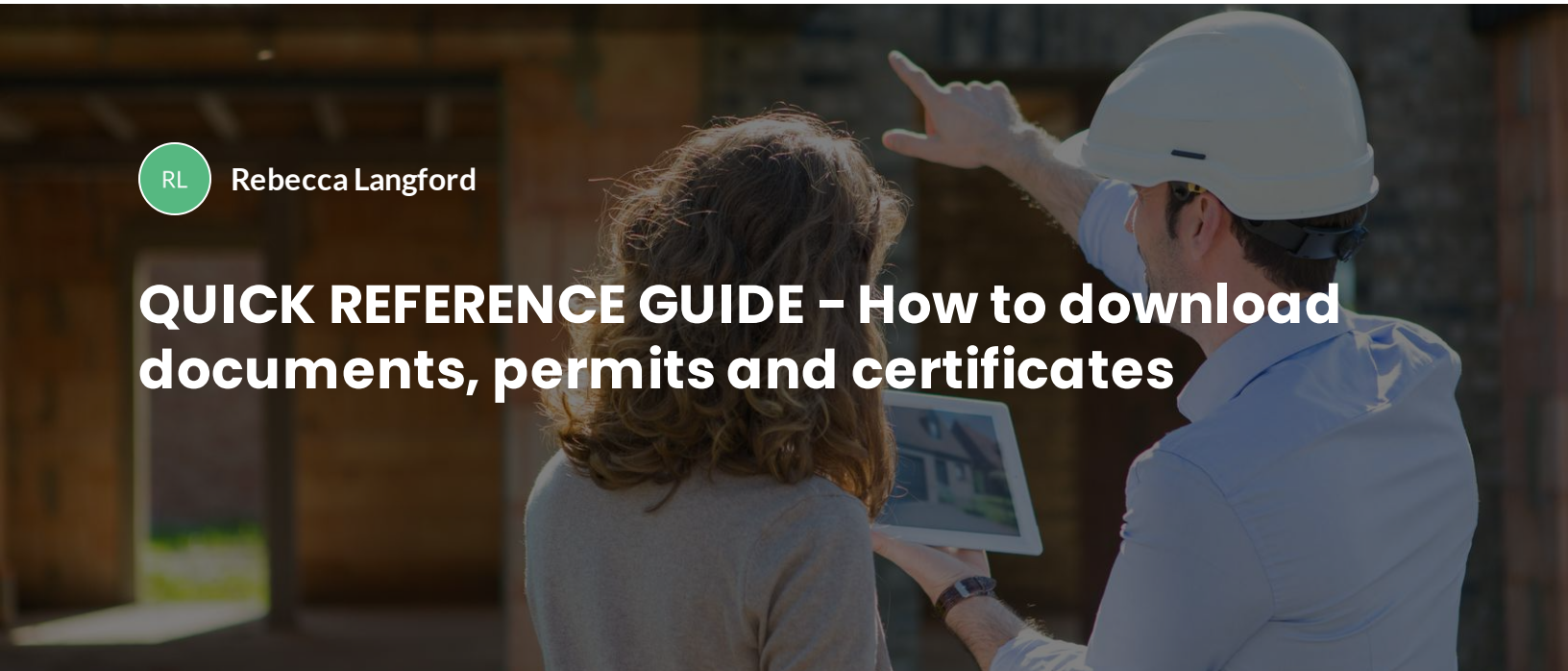




Rebecca Langford

QUICK REFERENCE GUIDE – How to download documents, permits and certificates



How to download documents, permits and certificates

Step 1

Receiving Application Services email notifications

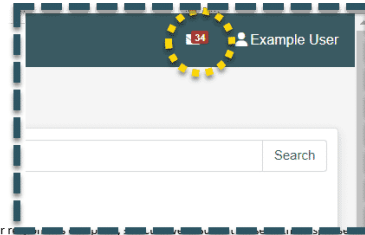


The following task for Granny house at [redacted] TAS 7018 has been assigned to you in Planbuild.

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 request is complete, 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's a determination for the Application, you will receive an email notification. Go to the determination via the link in the notification. Alternatively, you can enter the Sub Project page from the dashboard, where you can see the application status.

Step 2

Application summary

The screenshot displays the 'Application summary' interface. On the left, a green sidebar contains navigation links for 'PROPERTY', 'PROJECT', 'PLANNING SUMMARY', and 'PLANNING ZONES'. The main content area is divided into 'Property Information' (with fields for TITLE, LGA, PLANNING SCHEME, LOCALITY, PLANNING ZONES, and PLANNING CODES) and a blurred image area. A progress bar at the bottom shows four stages: 'Draft', 'Submitted', 'Assessment', and 'Determined'. The 'Determined' stage is highlighted with a yellow box and labeled 'A'. Below the progress bar, the 'Determined Summary' section includes start/completed dates and a 'Download PDF' button labeled 'B'. A 'Determined Document Pack' section, labeled 'C', contains a table of documents and a 'Download All' button.

Version	Document Date	Document Type	Description	Filename (size)	Prepared By
1	17/07/2023	Other	Doc added by applicant	Schedule_1_Single_Storey.pdf (3 MB)	Owner User

A. In the Application Summary, you will see that the application status is now 'Determined'.

B. You can download the permit / certificate on this page.

C. Documents uploaded or selected to form part of this application or assessment are also available for download for users with suitable roles.

We can put other QRGs here if needed.

GO TO LOCATION 1