

Acknowledge a new submitted Application - Building and Plumbing

Version 1



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Introduction

All building and plumbing related applications share similar workflows in PlanBuild Tasmania. In this assessment guide, we are using a Building Permit application assessment to illustrate the features and assessment steps in PlanBuild Tasmania, but these principals apply regardless of the application type.



1. Find the Task

After the applicant has submitted a building or plumbing related application, it will be available to be seen on the PlanBuild Dashboard by users with the 'Admin Officer' role and 'Building' and/or 'Plumbing' department(s).

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03/10/2023	31/03/2024	179 days	Owner User		43 AUGUSTA RD LENAH VALLEY TAS 7	008	LM-CC-Test	Submit Amend Building Permit (Form 18) form Amend Building Permit (Form 18) (Building)				Ľ
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03/10/2023			Owner User	Owner User	5 BAY RD NEW TOWN TAS 7008	New home		mitted Application for Building Permit form ding Permit (Building)				Ľ
13/10/2023	- 27/10/2023		Owner User Owner User	Owner User	5 BAY RD NEW TOWN TAS 7008 16 RUTH DR LENAH VALLEY TAS 7008	New home Shelley Test 2		ding Permit (Building)			- Mark Anderson	

The following tips might help you find a task:

1. Any unassigned tasks you have access to will appear under 'Organisation Tasks'. Any tasks you currently have claimed will appear under 'My Task List'. If there is only one Admin Officer in the Department, the task will go directly to their '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 'Acknowledge Submitted 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 payment request) of the application.

5. 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'.



2. Claim Task

Draft Started: 03/10/2023 Completed: 03/10	i 2023	\rangle	Submitted Started: 03/10/2023		Assessment	\geq	Completed
Task Acknowledge submitted Application for Building P	rmit form	-					Claim Ta
Unassigned Description							
Review application. To start the assessment clock, select 'Start Assessmen	This will upda	te the status of the	application to 'Assessment' and the statutory clo	cks will start.			
If the application is to be rejected entirely, select 'Reje	Application', e	enter a reason and	the applicant will be notified.				

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.

3. Reassign Task

	Reassign Task Select a User to Assign to *		2 000	IX	2 1 2.88
	Select a User to Assign to	*		10X	10 100
	1		1.1/2 2		
	abeyk@hobartcity.com.au	A			
	bakerd@hobartcity.com.au				
	bowdenl@hobartcity.com.au		7		
	buildingreferrals@hobartcity.com.au				
/10/2023	clementm@hobartcity.com.au		sessment		
	ehoreferrals@hobartcity.com.au			\sim	
	fieldings@hohartrity.com.au	*			lga_HOBART@geometry.com,au

You can unclaim the task using the 'Unclaim' button or reassign it to others using the purple button with your email address on it 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.



4. Navigate to other applications/documents

PROJECT LGA New home Hobart PROJ-2023-Z6DE PLANNING SCHEME BUILDING SUMMARY New home New home PLANNING CODES Specific Area Plan, Heritage Precinct Specific Area Plan, Heritage Precinct	PROJECT TITLE LGA New home Hobart Hobart PROJ-2023-Z6DE PLANNING SCHEME LOCALITY BUILDING SUMMARY PLANNING ZONES 11.0 Inner Residential PLANNING CODES Specific Area Plan. Heritage Precinct	property 	Property Information PROPERTY ID (PID) 5
New nome PROJ-2023-Z6DE PLANNING SCHEME EDCALITY PROJ-2023-Z6DE Interim Planning Scheme New Town PLANNING ZONES 11.0 Inner Residential BUILDING SUMMARY PLANNING CODES New home Specific Area Plan, Heritage Precinct	New nome PROJ-2023-Z6DE Interim Planning Scheme LOCALITY PROJ-2023-Z6DE Interim Planning Scheme New Town PLANNING ZONES 11.0 Inner Residential BUILDING SUMMARY PLANNING CODES New home Specific Area Plan, Heritage Precinct	PROJECT	TITLE LGA
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BUILDING SUMMARY Specific Area Plan, Heritage Precinct New home Specific Area Plan, Heritage Precinct	BUILDING SUMMARY Specific Area Plan, Heritage Precinct New home Specific Area Plan, Heritage Precinct		
BUILD-2023-923I		New home	

You can navigate to other Sub Projects and applications using the project panel.

By clicking the 'Building/Plumbing Summary' box, you will be directed to the Sub Project page and be able to see other applications that were lodged under the same Sub Project.

By clicking the 'Project' box, you will be directed to the Project page where you can see other Sub Projects that are set up under the same Project. For example, a building assessor would be able to access the planning permit application here and find the planning permit conditions.

Note any user in your organisation can access this information, however only those with the required role (e.g. Admin Officer) and department (e.g. Planning) will be able to claim the task and interact.



5. View Payment

Draft Started: 25/09/2023 Completed: 25/09/2023		1bmitted rted: 25/09/2023				
Task						
Acknowledge submitted Application for Building Permit form Assigned to Iga_HOBART@geometry.com.au						
Description Review application.						
To start the assessment clock, select 'Start Assessment'. This will upda	ate the status of the application to 'As:	sessment' and the statutory clocks will st	art.			
If the application is to be rejected entirely, select 'Reject Application',						
Go to Payments						
Go to Payments	Payments					
	Payment Search 🔞					
	Payment Search Q PLANIM-CLA-2023-TMOC					
	Q. PLANNA-CLA-2023-TMOC Date Paid		Date issued			
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	Q PLANUK CLA 2023 THOC Date Paid Dots Paid. Payments		Dote Issued	e Name Property Address		

If a payment has been made for an application (either Upfront or via a request for payment) the 'Go to Payments' button will appear. This button will lead you to the Payments page and filter the search to 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.



6. Notes

Notes This section can be used to communicate with other users within your organisation. You do	Notes At	tachments C	ommunications	
not need to claim this task to use this functionality.	This section is for	storing internal ass	essment notes, these will not form part of a system output.	
Use the tabs to select: Notes: You can make a note against this application or assessment that is viewable by other	Showing 1 to 2 of	2 entries		Show 10 v Previous 1 Next
users within your organisation on this screen and the notes summary on the sub-project	Created On 🗍	Created By	Content	\$
screen.				
Attachments: You can upload an attachment against this application or assessment that can be downloaded by another user within your organisation.	16/04/2024			
be downloaded by another user within your organisation.			Valid Application.	
Communications: You can communicate with other users within your organisation. Here you	10/04/2021			
can select a user or multiple users to receive your communication, enter the content of the	16/04/2024		Payment required.	
communication and select a due date for action. The recipient/s will receive the				
communications via their PlanBuild dashboard.				
				+ Add Note

The 'Notes' section under the task description box is for internal use and the notes will not be visible to the applicants or anyone outside of the organisation. 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. Attachment - to attached any documents for internal use only.

3. communications - make a note to one or more specific internal user(s). Users being named in the message will receive the communication via their dashboard.

7. Raise an Invoice

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 Provide RFI Response to Heritage Tasmania TasWater Referral	Information Internal Referral
and more manage.	Request Payment PUMNUA-CUA-2023-0236 (External Reference: NIA)	Project - Soal Project - Revert Application - Respect Payment
	PROVERTY 30 GORDONS HILL RD ROSNY PARK TAS 7018	Property Information
	PROJECT New house PROJ-2023 OESV	TITE LAND Commen TAMAGE Commen Parameteristic Sector Comment Sector Comment Secto
	PLANNING SUBMULEY New house PLANN-2023 CHIP	R-MONE 2008 Canada Juano Canada Juano De Terraria De Terraria de Canada Service de C
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Click on 'Raise an Invoice' under the 'Generate Request, Referral or Invoice' section to 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. for advertising of a Planning Permit application if not charged initially).



Add a new invoice line ite	em		×
Fee *			
Fee		 Custom Fee 	
Description			
Description			
Ledger Code			
Ledger Code			
Base Total (\$)			
Base Total (\$)			
Units	Rate per Unit (\$)	GST (\$)	
Units	Rate per Unit (\$)	0.00	
Calculated Total (\$)			
0.00			
		🔹 Save Line Item 🗙 Ca	ncel

Under 'Invoice', select '+New line item' to select individual payment item(s). You may add multiple line items to a single request.

Click 'Save & Create Invoice' to generate the request.

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.



8. Payment method - Office Use Only

For upfront payments, applicants can pay via:

1. Credit card

2. BPay

3. The 'Office Use Only' button

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 Pteaseenter the name to be shown on the receipt Name * Owner User Address *			
123 Test Street, Hobart, Tasmania, Australia, 7000			
Test Card Number Name on Card	Security Co	de ¥	
	e Co	nfirm & Pay	× Cancel

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 a staff to do so.

Note: With BPay, the application will be only be appear at Council users' dashboard on the day after the payment has been made. Before that, the application would sit with the application under 'Draft' status and not visible to Council.



9. Review application details

Acknowledge submitted Application for Building Permit form					✓ Sav	e 🗸 Start Assessment	Start assessment	- 1
	ABN							
	35 264 254 198							
Description of Work	Commercial or Residential *							
	Residential		T					
	Type of Work *		Building Code Classification	IS				
	Alteration		Building Code Classifications					
	Description of Work							
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Value of Work								
	This Information has been populated from	the associated Ce	ertificate of Likely Compliance					
	Value (GST inclusive)	Price		No. of dwelling units				
	1000	Estimate	Ŧ					
								-
Other Details								
	Area: m ²							
	Existing building floor area	New floor	area					
	Material:							
	Floor	Walls		Roof		Frame		
	Floor	▼ Walls	*	Roof	*	Frame	v	
								-
Documents and Certificates Provided								

You can review the application details before starting the assessment. The application form sections will look different depending on the type of application.

Any greyed-out sections means editing is not allowed.



10. Available Documents and Assessment Documents

										✓ Save	✓ Start Ass		Start assessmer
Available Documents	Searc	ch							Document Type				
This section shows all the documents available as part of this Project.	Sear	ch docum	ent name, prepare	ed by, reference o	r form				Filter by document t	type	Ŧ	A []	pproved
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hese documents will be moved to the 'Assessment Documents' section.										Sel	ect All	Deselect A	II + Add Selecte
Assessment Documents	Show	ring 1 to 7	of 7 entries										
hese documents and certificates have been submitted with this planning application OR ave been added by Council as part of the review/assessment process.	Show	ving 1 to 7 Version	Unloaded	Document Date	Document	Туре	Description	Filena	me (size)	Prepared By			
hese documents and certificates have been submitted with this planning application OR ave been added by Council as part of the review/assessment process. Il documents within this section are available/visible to all Referrals and Requests generated			Uploaded			perty Title	Description 0 FOLIO PLAN 16445_0_1.pdf	0 FOLIO			3	*	X
hese documents and certificates have been submitted with this planning application OR ave been added by Council as part of the review/assessment process. Il documents within this section are available/visible to all Referrals and Requests generated	÷	Version	Uploaded Date	Date	PTF Doc	perty Title ument perty Title	0 FOLIO PLAN	0 FOLIO 16445_ 1 SCHE EASEM	D PLAN 0_1.pdf EDULE OF		3	*	
Assessment Documents here documents and certificates have been submitted with this planning application OR are been added by Council as part of the review/assessment process. Il documents within this section are available/visible to all Referrals and Requests generated a part of this assessment.	÷ =	Version O1	Uploaded Date	Date 06/10/2023	PDF Doc	perty Title ument perty Title ument perty Title	0 FOLIO PLAN 16445_0_1.pdf 1 SCHEDULE OF EASEMENTS	0 FOLIO 16445_ 1 SCHE EASEM 16445_ 0 PLAN DOCUM	D PLAN 0_1.pdf DULE OF ENTS 0_1.pdf -RELATED	By			

Documents submitted with the application will be available under **'Assessment Documents'** - These are the documents that will form part of the assessment and approval. Admin Officer / Assessment Officer can unlink any irrelevant documents if needed, and those documents will stay under **'Available Documents'** and you can add them back in the future if needed.



Download Form Assess Amended Planning Application form										✓ Sav	e 🗸 Is		sment complete?
Available Documents	Sea	ch							Documer	nt Type			
This section shows all the documents available as part of this Project.	Sea	rch docume	nt name, prepare	ed by, refer	ence or f	form			Filter by	document type		▼ Ap	proved
Information uploaded as part of a Request for Further Information or Referral will be shown here.	Sho	wing 1 to 3 o	of 3 entries									Show 10 *	Previous 1 Next
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.		Versi	Documen Type	t ģ	Descr	ription 🐥	Filename (size)		¢	Uploaded Prepared by	Form	• ÷	
To make these documents available to Referrals and Requests as vield 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.		1	Access and Driveway	i	c		Screenshot 2023-08-11	152200.png (39 KB)		06/10/2023 Owner User		INA-CLA-2023-AEDT est for Information - ing	34
		1	PlanBuild Document		Reque		PLANNA-CLA-2023-AED (Completed).pdf	T Request for Inforn	nation	06/10/2023 LG/	Reque	INA-CLA-2023-AEDT est for Information - ling	3 7
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Assessment Documents													
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The completed referral requests and the documents obtained throughout the administration and assessment processes will be listed under 'Available Documents', you (or the Assessing Officer, if the response is only available after this stage) need to add them to 'Assessment Documents' for them to form part of the 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.



11. What can you do with the Assessment Documents?

e documents and certificates have been submitted with this planning application OR										
been added by Council as part of the review/assessment process.	\$	Version	Uploaded Date	Document Date	Document Type	Description	Filename (size)	Prepared By	00	
ccuments within this section are available/visible to all Referrals and Requests generated rt of this assessment.	=	01	25/09/2023	25/09/2023	Property Title PDF Document	0 Folio Text 132051_0_1.pdf	0 Folio Text 132051_0_1.pdf	1	3	4 २ २
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	=	①1 ①1 ①	25/09/2023	05/09/2023	Architectural PDF Plans	plans	BUILDA-2023-XYPC_Architectural Plans_1_Jones House Plan.pdf (3 MB)	Owner User	37	8
		U								Download All

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).



12. Re	quest for	Information	١
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1	
Request for Information PLANNA-ROB 2023-9948 (Exernal Referen	nccc N(A) Project > taik Project > Parent Application > Rep
A PECPERTY	Property Information
	PROFEET (D. PRO)
PROJECT New House	TITLE IGA Hobart
PROJ-2022-CRW	PLANING SCORE Intern Frankelstein Radio Manuelstein IL Berein Henderal
PLANNING SUMMARY New House	110 knot Reddential PLANENC CODES Specific Angle, Narlage Procest
PLANE 3033 SHTQ	
Draft	Request Vnder Review Completed
\$200945 (2009)52 (2009)	
Task Submit Request for information form	Δi scomau 6
Assigned to Ign_HC saw	
Description Please Ril out the request for further information. You can select or upload documents to be	
When the request is complete, select 'Save & Solomik' to send the request to the selected part	n
Recipient	Recipient *
	Pacipierz
About This Request	Request for information
	H B I ↔ — ↔ ⊞ ⊞ ⊞ ⊠ 𝔄 (> 08
	I refer to the above planning permit application neelved on < ENTER DATE>. Under section S4 of the Land Use Planning and Approvals Arz (1903, you are required by the Council to provide the requested additional information and
	it via Planikuld Taomania.
Information Requested	Soviet 010 01 Forting
To add the essoon/u for the request you can either: • Solect 7kd New Reason' to enter any datalla you require,	e cade Description Reases
conditions/RFI library, • Solart Teld Brazen from Boland Error' to add a machine from a soland from	No results
Sector Address mataliana in stream any accuracy por majority. Societa 7 Addressani (Sector State 2004) Sector Addressani from Related Form's to add a condition from a related form. Societa 7 Addressani from Related Form's to add a condition from a related form.	tu mula
caddranal REBury, selected Metanashen Metana Ferrer to add a candidica trans index of ferre.	Ruspeen Inguirements
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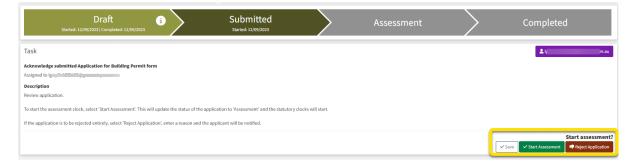
You may request more information before starting the assessment. Use the 'Request for Information' button to open up the form, inset the request using either the '+Add New Reason' button for free typing or '+Add Library Reason' for standard requests that have been saved in the library.

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.



13. Progress the application to the assessor



When you are ready to progress the application, click 'Start Assessment' to progress it to Assessment status. The statutory clock will now start and the task will be available for an 'Assessing Officer' to claim.

There is an option to 'Reject Application' if needed - this will mean the applicant will need to start a completely new application and should be avoided where possible (particularly where fees have been paid).

