

Background

1

When an applicant has answered 'yes' to entering a domestic building works and the building works is \$12,000 and over, then the Building Indemnity Insurance details and copy of the *Policy Certificate* is required.

Who can update the building indemnity insurance details?

Both applicant and the relevant authority assessing the building consent or granting the development approval can upload the building indemnity insurance certificate and edit the insurance details.

The relevant authority is notified by email of the uploaded 'Building Indemnity Insurance' document(s) upon submitting the changes.

When can the building indemnity insurance details be edited?

The domestic building works and Building Indemnity insurance details are editable during and following the granting of a building consent assessment and/or development approval.

Included instructions

Both applicant and a relevant authority can follow the below instructions. Noting, for a relevant authority the pathway to opening the 'building consent' will vary to the applicant.

Additionally, the same instructions can be followed to make changes to the domestic building works and Building Indemnity insurance details.

- [Open the development application – building consent](#)
- [Update the building indemnity insurance details](#)
 - [Issued building indemnity insurance policy](#)
 - [Building indemnity insurance not issued](#)
 - [Building indemnity insurance issued](#)
 - [Exempt from holding building indemnity insurance](#)
 - [Exemption not obtained](#)
 - [Exemption obtained](#)
 - [Add an existing application builder contact](#)
 - [Add a new application builder contact](#)
 - [Upload a copy of the Building Indemnity Insurance Certificate](#)

Related Instructions

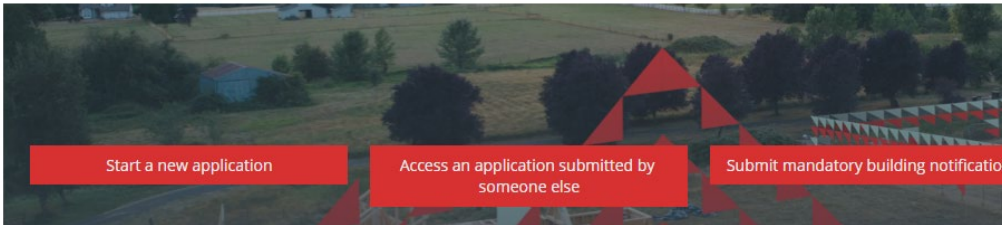
- [Submit a building notification | PlanSA](#) for instructions on how to upload the 'insurance certificate' during the submitting of the building work 'commencement' notification.

Open the development application – building consent

2

1. Search for the application using the ID number (as required).
2. Click on the ID number to view the application details.

Your applications 21001312




[Start a new application](#) [Access an application submitted by someone else](#) [Submit mandatory building notification](#)

FOR YOUR ACTION (253) UNDER ASSESSMENT (835) DRAFT (11) LAND DIVISION CERTIFICATES (16) CERTIFICATE OF OCCUPANCY (27)

1 results for: "21001312"

ID	Owner	Location	Nature of Development
21001312	T Applicant	23 TOBRUK AV ROBE SA 5276	EXTENSION

3. Click on **Building Consent** within the Status detail table to view the details.



Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

[Submission details](#)
[Zoning information](#)

There is currently no action required from you.

Status detail	
Planning consent	✓ Granted 1 Nov 2021
Building consent	✓ Granted 19 Nov 2021
Development approval	Assessment in progress
Development application	Pending development approval

The **Building Consent** screen is shown within a 'Granted' consent status.

Building Consent for Development Application: 21001312

[Summary](#) [Documents](#) [Fees](#) [Information Requests](#) [Assessment Info](#) [Insurance](#) [Related Actions](#)

[Help for this section](#)

< Development application 21001312

Consent status: Granted

Development location(s)
23 TOBRUK AV ROBE SA 5276

Title ref CT 5093/783 **Plan parcel** D35175 AL100 **Council** Dc Of Robe

Zoning information

Zones

- Neighbourhood

Update the building indemnity insurance details

3

4. Click **Insurance** tab.

5. Click **Edit** within the Building or building work insurance details.

Summary Documents Fees Information Requests Assessment Info **Insurance** Related Actions

< Development application 21001312

Building or building work insurance details: extension

[Edit](#)

Description

extension

Issued building indemnity insurance policy

Building indemnity insurance not issued

6. Click **No** and **SUBMIT** to update insurance policy details.

Edit Building or Building Work Insurance:

Building or building work insurance details: Building Contract is Not Applicable

Description

Has the applicant entered into a domestic building works contract? *

☒ Yes

☐ No

☐ Not Applicable

☐ Owner Builder

Has the Building Indemnity Insurance been issued? *

☐ Yes

☒ No

CANCEL

SUBMIT

The **Insurance** page shows with updates.

Summary Documents Fees RFIs Assessment Info **Insurance** Required Notifications Referrals Conditions and Notes Clocks Decision

< Development application 23037203

Building or building work insurance details: Building Contract is Not Applicable

[Edit](#)

Description

Has the applicant entered into a domestic building works contract?

Yes

Has the Building Indemnity Insurance been issued?

No

Building indemnity insurance issued

4

7. Click **Yes** when issued/received a building indemnity insurance policy.

Building or building work insurance details: Building Contract is Not Applicable

Description

Has the applicant entered into a domestic building works contract? *

☒ Yes

☐ No

☐ Not Applicable

☐ Owner Builder

Has the Building Indemnity Insurance been issued? *

☒ Yes

☐ No

7

8. Complete the mandatory insurance policy details, as follows:
- Name(s) of person(s) insured** (i.e., building owner/beneficiary)
 - Name of Insurer**
 - Insurance Number**
 - Insurance date of issue**

Limitations on the Liability of insurer

Any limitations on the insurance should be listed on the contract. Consumer and Business Services (CBS) are the relevant Agency that deals with building indemnity insurance, under the *Building Work Contractors Act 1995*, contact [Consumer and Business Services \(CBS\)](#) for any general queries on the limitations listed on the insurance documents.

9. Click **Yes** if limitations and then enter the limitation details.

Name(s) of person(s) insured *

Little-Big Box Builds

8

Name of Insurer *

QBE 2/100

Insurance Number *

123456789BWI-123 9/100

Insurance date of issue *

12/10/2023

Limitations on the Liability of insurer *

☒ Yes

☐ No

9

Limitations *

Maximum policy limit for all claims under this policy is \$150,000 inclusive of all costs and expenses 100 /100

Exempt from holding building indemnity insurance

5

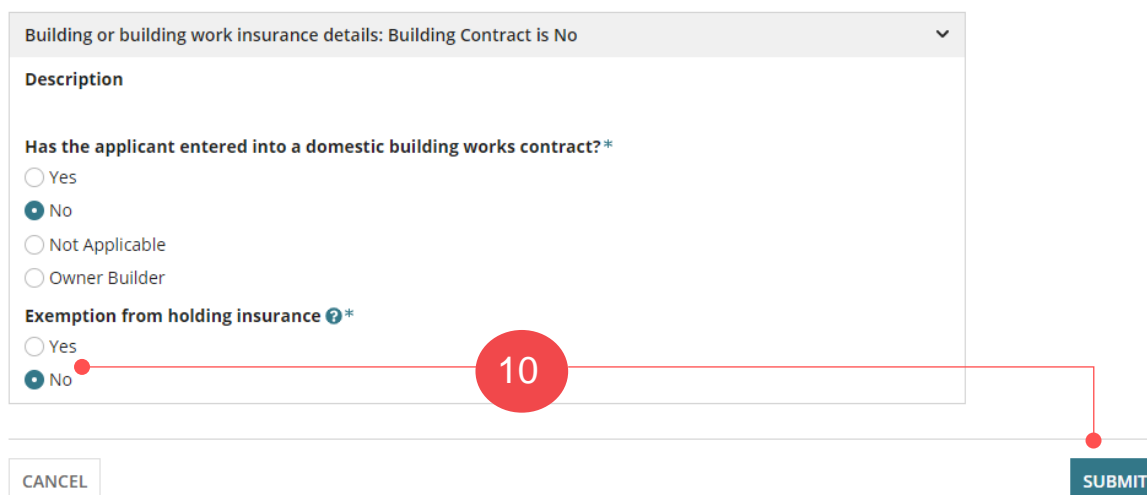
A building work contractor who is seeking to build their own home or perform work on their own home to a value of \$12,000 or more and that requires development approval can apply to the [Consumer and Business Services \(CBS\)](#) for an exemption from obtaining insurance. If an exemption obtained from CBS, then you are required to provide additional information.

Exemption not obtained

10. Select **No** when an exemption not obtained.

11. SUBMIT updates.

Edit Building or Building Work Insurance:



Exemption obtained

12. Select **Yes** when an exemption obtained.

13. Complete the mandatory exemption details, as follows;

- Date of exemption**
- Details of building work to which the exemption applies**
- Details of conditions (if any) to which the exemption is subject**

Exemption from holding insurance ?*

- ☒ Yes
- ☐ No

12

Date of the Exemption *

08/09/2023



Details of building work to which the exemption applies *

Shed

13

4/100

Details of conditions (if any) to which the exemption is subject *

Enter from the exemption document

33/100

Add an existing application builder contact

6

14. Click in the **Builder** field and hit the 'space bar' on your keyboard to show list of licensed builders already added to the application or start typing the name of the builder to show a list of matches.

Builder ?*

b 14 [+Add Builder](#)

Little-Smaller Box Builders

Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

15. Click on the builder name to add.

Builder ?*

Little-Smaller Box Builders ✕

Name of Builder	Builder's licence number
Little-Smaller Box Builders	BLD 123456 15

Please upload a copy of the Building Indemnity Insurance certificate or any other relevant documentation

Add a new application builder contact

16. Click **Add Builder**.

Builder ?*

Type to select a builder 16 [+Add Builder](#)

Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

17. The **Edit Builder** page shows. Leave default contact of **INDIVIDUAL** or change to **BUSINESS** and then complete the builder contact details.

Edit Builder

17

* Contact Type Builder

INDIVIDUAL BUSINESS

Business Name *

Little-Smaller Box Builders

100 characters maximum

Licence Number *

BLD 123456 10/50

50 characters maximum

18. Click **SAVE** to create the contact.

19. The licensed builder contact shows. To remove, click 'X' and repeat the steps to create another licensed builder contact.

Add builder from application contacts

The feature 'Add from your application contacts' is only available to volume applicants (e.g. builders, contractors) and accredited professionals. Refer to instructions [How to - set-up reusable and default application contacts | PlanSA](#).

20. Click **Add from your application contacts**.

Builder ?*

+ Add Builder

+ Add from your application contacts



Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

The **Search standard contacts** page displays.

21. Click in the field to search for a builder. Noting, if a building contact has not been set-up in your Application Contacts, then 'select a value' will show.

22. Select the required builder.

Search standard contacts *

--Select a Value--

Q Search

--Select a Value--

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

23. Click **ADD**.

Search standard contacts *

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

CANCEL

22

ADD

The builder added now shows.

Builder ?*

Big-Biggest Builders X

Name of Builder

Big-Biggest Builders

Builder's licence number

BLD 12356

Important to know about removing a builder!

Removing the builder to add a different builder, will remove the 'Building Indemnity Insurance (BII)' document, as the system considers both builder and uploaded Building Indemnity Insurance (BII) document are associated (i.e. the BII is issued in the builder's name).

Builder ?*

Shop-Shop Fitouts ✕

Name of Builder

Shop-Shop Fitouts

Builder's licence number

BLD 12345

Upload Building Indemnity Insurance Certificate or exemption

24. Click on **Upload** to locate the saved copy of the insurance certificate.

25. Drag-and-drop the document into the *Drop files here* field.

26. Click **Cancel** to close the Open window.

Builder ?*

Shop-Shop Fitouts ✕

Name of Builder

Shop-Shop Fitouts

Please upload a copy of the Building Indemnity Insurance

Upload Building Indemnity Insurance Documents

Document

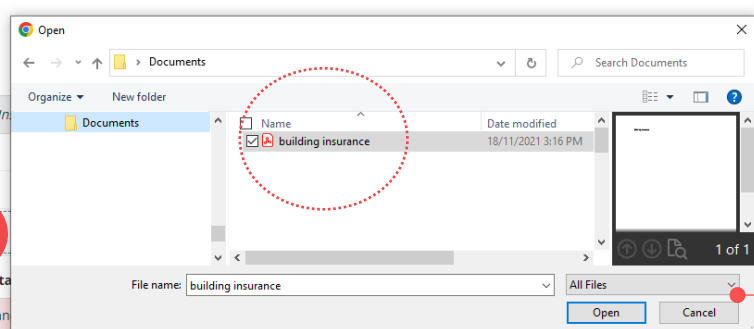


UPLOAD

+ Copy

Note: You may select multiple documents to upload simultaneously

⚠️ - A copy of the certificate of the building indemnity insurance



The document file is automatically categorised as 'Building Indemnity Insurance' (see below example) or 'Building Insurance Exemption'.

Building indemnity insurance



Document	Document Category	Document Type	
building insurance PDF – 183.69 KB	Building Consent Documents ▾	Building Indemnity Insurance ▾	✕
UPLOAD Drop files here	--- Select One --- ▾	--- Select One --- ▾	

How to...

Update the Building Indemnity Insurance details and upload the insurance certificate

27. Click **Submit** to save the updates.

Upload Building Indemnity Insurance Documents

Document	Document Category	Document Type	
 building in... PDF – 183.6...	Building Consent Documents ▾	Building Insurance Exemption ▾	✕
<div>UPLOAD  Drop files here</div>	--- Select One --- ▾	--- Select One --- ▾	

Note: You may select multiple documents to upload simultaneously.

CANCEL

27

SUBMIT

The Building or Building work shows the added insurance details.

Summary Documents Fees RFIs Assessment Info Insurance Required Notifications Referrals Conditions and Notes

Appeals Related Actions

< Development application 23037203

Building or building work insurance details: Building Contract and Insurance is Yes >

Building or building work insurance details: Building Contract is No ▾

Edit

Description

Has the applicant entered into a domestic building works contract?
No

Exemption from holding insurance
Yes

Date of the Exemption
8 Sep 2023

Details of building work to which the exemption applies
Shed

Details of conditions (if any) to which the exemption is subject
Enter from the exemption document

Name of Builder
Little-Smaller Box Builders

Builder's licence number
BLD 123456

Building Indemnity Insurance Documents

Document	Type	Date Created
* building insurance.pdf	Building Insurance Exemption	27 Oct 2023 12:19