How to…
Reset building consent under assessment to awaiting verification

Government of South Australia
Department for Trade and Investment

PlanSA
Version 1.1

Background

The "Reset Consent to Verification" action is available within the Related Actions tab of the Building Consent. This allows the relevant authority to revert a consent that is under assessment, back into the verification process if changes to staging are required or if the consent needs to be reassigned to another authority. For transparency, notification of this action is sent to the applicant and recorded in the audit history.

Can I reset the building consent with an active referral request or Request for Information (RFI)?

No. Before the building consent can be reset, recall any active referrals and RFI's.

Will resetting the building consent remove the information I have entered?

The information you have entered remains saved within the consent assessment tabs; Assessment Info (except the classification details), Insurance, Required Notifications, Referrals, Conditions and Notes and Essential Safety Provisions.

Exception building/building work classification details
These will need to be re-entered, includes, Minor development only (class 1A), Number of occupants and Is Certificate of Occupancy Required (Classes 1B, 2 to 9).

What happens after performing a reset building consent?

Where an external referral has been distributed and not yet responded the process will 'recall' the referral and the referral body will receive a *Rest building consent back to verification* email or when not yet distributed the referral is 'deleted'. In both cases a record of the 'recall' or 'deletion' is added to the **Event History** for the application.

The building consent is reset back to 'awaiting verification' and the allocated assessor (if allocated) or relevant authority receives an email notifying the application is awaiting verification, and a record of the 'consent reset to verification' is added to the **Event History** for the application, including the 'reason' for resetting.

An email is also sent to the primary contact for the application and external referral bodies for distributed and not yet responded referral requests, advising 'Reset building consent back to verification' and includes the reason for resetting. When the primary contact's preferred communication method is 'post' then arrange for a letter to be sent.

How to…
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PlanSA
Version 1.1

Can I use 'reset consent to verification' to allocate to a different relevant authority?

Yes. The 'reset consent to verification' can be used by an assessing authority, for example, a council or Regional Assessment Panel (RAP) to allocate the consent to an accredited professional, or an accredited professional allocating the consent to another accredited professional within their organisation.

If you are an accredited professional wanting to resign from your engagement, contact the PlanSA Service Desk to discuss further.

Included instructions

- Reset Building Consent to Verification
  - o Outstanding fee payment
  - o Outstanding fee endorsement

Related instructions

- How to – Cancel an issued fee advice and re-issue a revised application fee advice | PlanSA.
- How to – Endorse a fee refund | PlanSA.

How to…
Reset building consent under assessment to awaiting verification

Government of South Australia
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PlanSA
Version 1.1

Reset Building Consent to Verification

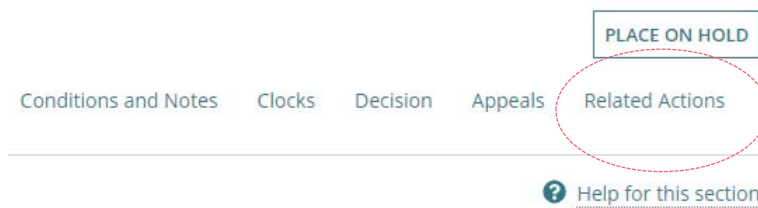1. Open the building consent under assessment.

Building Consent - 23001246:

| Summary | Documents | Fees | RFIs | Assessment Info | Insurance | Required Notifications | Referrals |

< Development application 23001246

Consent status: Under Assessment

Fees Outstanding: No

2. Click on **Related Actions** tab.

PLACE ON HOLD

| Conditions and Notes | Clocks | Decision | Appeals | Related Actions |

❓ Help for this section

3. Click on **Reset consent to Verification**.

| Summary | Documents | Fees | RFIs | Assessment Info | Insurance | Required Notifications |

⬆ **Upload Documents**
Upload documents associated with consents for the DAP.

💲 **Determine Additional Fees**
Determine if additional fees are required for a consent in the DAP

🔨 **Record Decision**
Record a decision on a consent for the DAP

🔨 **Update Appeal Matters**
Add or Update Appeal Matters for the DAP

⏸ **Place On Hold**

⚡ **Reset Assessment Time-frame as per Reg 35.1**

📄 **Generate File Notes**

✏ **Edit Total Development Cost**
Edit/Update the total development cost for this development application

🔄 **Reset Consent to Verification**
Resets the active consent back into Verification stage.

How to…
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Department for Trade and Investment

PlanSA
Version 1.1

Outstanding fee payment

Resetting the building consent cannot be performed with an outstanding fee payment, the fee advice 'awaiting payment' will need to be cancelled to proceed.

1. CANCEL to exit **Reset Building Consent**.

2. The **Related Actions** shows.

How to…
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Government of South Australia
Department for Trade and Investment

PlanSA
Version 1.1

5

3. Click **Fees** tab and expand the fee advice 'awaiting payment' and then follow instructions [How to – Cancel an issued fee advice and re-issue a revised application fee advice | PlanSA](#).

4. Once the fee advice is cancelled, return to related actions to continue with resetting the building consent to verification.

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

Related Actions

‹ **Development application 23037203**

› **Development Costs**

All fees raised on this application

˅ **Show fees already raised on this application**

Fees raised for this Consent

| Assessment Fee Advice - Building Consent - 133148 - No payment required | › |
| Additional Assessment Fee Advice - Building Consent - 135730 - Awaiting payment | › |

Outstanding fee endorsement

Resetting the building consent cannot be performed with a fee refund awaiting endorsement. The user allocated to endorse the refund will need to either endorse or refuse the fee refund to proceed.

1. CANCEL to exit **Reset Building Consent**.

Reset Building Consent ID:20892

⚠ **Please Note:**
- The current assessment tasks and clocks will be cancelled and reset
- The consent will be moved back to the verification stage

There is an outstanding fee endorsement. The endorsement must be actioned before resetting the building consent to verification

Reset Reason *

e.g Applicant requested building consent to be staged

0/4000

Please supply the reason why the in progress assessment is to be reset

CANCEL   SUBMIT

How to…
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Government of South Australia
Department for Trade and Investment

PlanSA
Version 1.1

6

2. The **Related Actions** shows.

| Summary | Documents | Fees | RFIs | Assessment Info | Insurance | Required Notifications | Referrals | Conditions and Notes | Clocks | Decision | Appeals | Related Actions |

Upload Documents
Upload documents associated with consents for the DAP.

Distribute Referrals
Distribute referrals for the DAP

Determine Additional Fees
Determine if additional fees are required for a consent in the DAP

Pay Additional Fee Advice
Pay an additional fee for the consent for the DAP

Update Appeal Matters
Add or Update Appeal Matters for the DAP

Place On Hold

Upload Notice On Land And Written Statement
Action to upload a written statement of compliance for a public notification.

Reset Assessment Time-frame as per Reg 35.1

Generate File Notes

Edit Total Development Cost
Edit/Update the total development cost for this development application

Reset Consent to Verification
Resets the active consent back into Verification stage.

3. Click **Fees** tab and expand the fee advice 'pending endorsement to locate the allocated approver who is to complete the instructions How to – Endorse a fee refund | PlanSA.

4. On completion of the endorsement return to **Related Actions** to reset the building consent to verification.

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

‹ **Development application 23037203**

› **Development Costs**

All fees raised on this application

⌄ **Show fees already raised on this application**

Fees raised for this Consent

| Assessment Fee Advice - Building Consent - 133148 - No payment required | › |

| Additional Assessment Fee Advice - Building Consent - 135730 - Fees Withdrawn | › |

| Additional Assessment Fee Advice - Building Consent - 135731 (Varied) - Paid on 27/10/2023 | › |

Refunds

Invoice #135731 Refund - 27 Oct 2023 - PENDING-ENDORSEMENT ⌄

Refund Reference Number	34
Total Refund Amount	$262.00
Assessment Officer	epn TestTwentyOne
Financial Approver	EPN Eighteen Edit

How to…
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Government of South Australia
Department for Trade and Investment

PlanSA
Version 1.1

7

5. Provide a **Reset Reason** and then SUBMIT.

Important Information!
The 'reset reason' is included in the email sent to the primary contact and the event record created in the **Event History** for the application.

Reset Building Consent ID:37439

⚠ **Please Note:**
- The current assessment tasks and clocks will be cancelled and reset
- The consent will be moved back to the verification stage

Reset Reason *

Provide the reason for resetting

32/4000

Please supply the reason why the in progress assessment is to be reset

CANCEL   SUBMIT

6. Click **OK, CONTINUE** to confirm the reset or CANCEL to close the message window.

This action is unable to be reversed, are you sure you would like to proceed?

CANCEL   OK, CONTINUE

The **Building Consent Summary** shows with a Consent status of 'awaiting verification' and VERIFY CONSENT available.

Complete instructions [Verify a building consent | PlanSA Support Library](#) to re-verify the building consent.

Building Consent - 23001246:

VERIFY CONSENT   PLACE ON HOLD

Summary   Documents   Fees   Referrals   Clocks   Decision   Appeals   Related Actions

❓ Help for this section

‹ Development application 23001246

Consent status: Awaiting Verification
Fees Outstanding: No
Development Location(s)

Zoning information