



How to... Add a new contact to an application

Background

A new application contact, can be added by both applicant and/or assessing relevant authority, during or after:

- The assessment for planning, land division or building consent, or
- The granting of development approval, or
- The submitting of a required building notification.

The types of contacts that can be added are:

- Applicant
- Land Owner
- Builder
- Building Certifier
- Building Owner
- Owner's Agent
- Registered Building Work Supervisor

New contacts for building notifications

When adding a new contact on behalf of an individual, who does not have the required access to add themselves or their business as a contact to a building notification, once added as an application contact, their contact record is available for selection from the field drop-down, as seen in the image below.

Who is providing this notification? *

Licensed Building Work Contractor

Building Owner

Builder *

Select

Select

Big Building Biz (Builder)

Helen Public (Builder)

[+ Add new Licensed Building Work Contractor Contact](#)

New building owner contact for Essential Safety Provisions

During the completion of the Building Consents - Essential Safety Provisions (ESPs) – the addition of new building owner by the assessing authority will create an application contact and automatically add to the Applications Contacts.

Office

Relevant building or building part *

B I ☰ ☷ Ix

Office and amenities

ESP Schedule

Office

Building Owner *

Select Building owner

[\(+ Add new Building Owner\)](#)

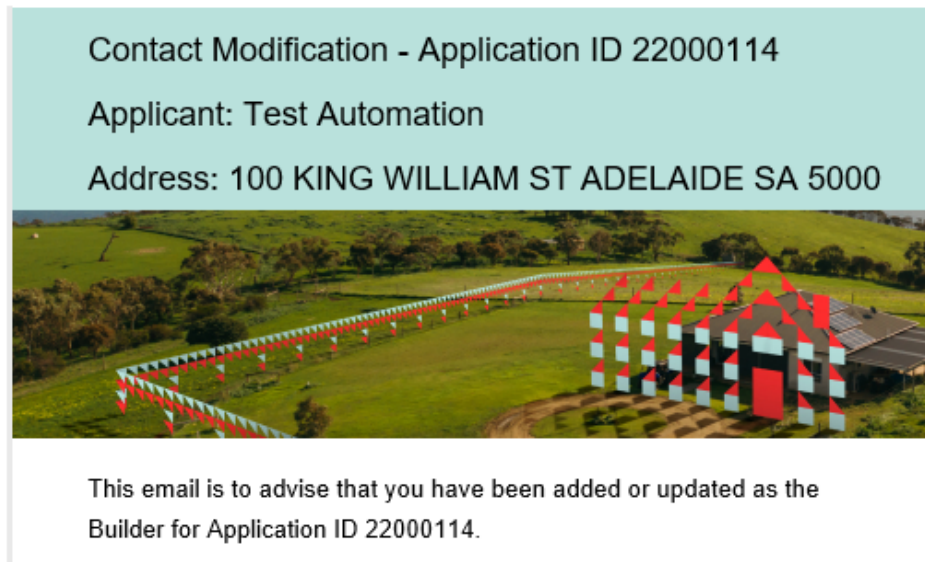


How to... Add a new contact to an application

Confirmation added as an application contact

2

When a new contact is added they receive an email advising their addition as an application contact, along with the 'primary contact' for the application.



Included instructions

- [Locate the application contacts](#)
- [Add a new individual contact](#)
- [Add a Business Contact](#)
- [Add a Crown Agency Contact](#)



How to... Add a new contact to an application

Locate the application contacts

1. Search for the development application using the **ID** number.

22000114 [Advanced Search](#) | [Help](#)

Tip for assessing authorities: Remove the **Assigned to me only** checkbox to view all applications.

2. Click on the **ID** of the application to view more details.

1 results for: "22000114"

Assigned to me only

ID	Owner	Location
22000114	T Automation	100 KING WILLIAM ST ADELAIDE SA 5000

3. The **development application – summary** screen shows.

Development application: 22000114

Summary | Documents | Event History | Land Division Certificates | Building Notifications

4. Scroll down the page, until the **applicant contacts** are visible.

Application contacts

Applicant [Edit](#)

Name: Mr John Public
Type: Individual

Preferred Contact Method: Email
Phone: 0426496320
Email: dptitestautomation@gmail.com



How to... Add a new contact to an application

Add a new individual contact

5. Click on **Add new application contact**.

Builder or Contractor [Edit](#)

Name: Big Building Biz
Type: Business
Address: 60 FLINDERS STREET ADELAIDE
Builders Licence No: 4546

Preferred Contact Method: Email
Phone: 84254000
Email: dptitestautomation@gmail.com

[Add new application contact](#)

The **Edit Contact** screen will show.

6. Select the Contact Type from the drop-down list, e.g. Builder

Edit Contact

* Contact Type

INDIVIDUAL **BUSIN**

Title *

First Name *

100 characters maximum

- Applicant
- Builder**
- Building Certifier
- Building Owner
- Land Owner
- Owner's Agent
- Registered Building Work Supervisor

7. Leave the default contact type **INDIVIDUAL**.

Edit Builder

* Contact Type

INDIVIDUAL **BUSINESS**

Title *



How to...

Add a new contact to an application

8. Complete the individual contact information.

Contact Name*:

Title – First Name – Last Name

Licence Number

Is shown when the new contact is a builder, building certifier, owner's agent or registered building work supervisor.

Post Address*

Start typing the address and then select the matching address.

Postal Address*

50 FLINDERS DRIVE, STREAKY BAY

50 FLINDERS HIGHWAY, ELLISTON

50 FLINDERS AVENUE, COFFIN BAY

50 FLINDERS HIGHWAY, PORT LINCOLN

Manually enter the postal address

If the 'no results found' or a matching address has not shown, then select **Enter the address manually**.

Postal Address*

Type an address to search ⓘ

Enter the address manually

The enter the Country, Street Address, City, State and Post Code.

Country*

Australia

Street Address*

50 Flinders Street

500 characters maximum

City*

Adelaide

50 characters maximum

State*

South Australia

Postcode*

5001



How to...

Add a new contact to an application

Preferred contact method: leave 'email' default or change to 'post'.

Phone*

Alternative phone: is optional. Leave blank if no alternative phone number.

Email*

9. Click on **Save** to keep the changes.

Preferred Contact Method

Email

Phone *

84254000

Enter a local, national or international number - with plus sign. Spaces are allowed.

Alternative Phone

Enter a local, national or international number - with plus sign. Spaces are allowed.

Email *

hpublic@gmail.com

50 characters maximum.

The contact is added to the **Application Contacts** and when more than one of the same contact types, e.g. builder a number is shown.

Builder or Contractor 1 [Edit](#)

Name: Big Building Biz
Type: Business
Address: 60 FLINDERS STREET ADELAIDE
Builders Licence No: 4546

Preferred Contact Method: Email
Phone: 84254000
Email: dptitestautomation@gmail.com

Builder or Contractor 2 [Edit](#)

Name: Ms Helen Public
Type: Individual
Address: 50 Flinders Street Adelaide
Builders Licence No: H45/454

Preferred Contact Method: Email
Phone: 84254000
Email: dptitestautomation@gmail.com

[Add new application contact](#)



How to... Add a new contact to an application

Add a Business Contact

1. Select the Contact Type from the drop-down list, e.g. Owner's Agent
2. Select the contact type **BUSINESS**.

Edit Owner's Agent

* Contact Type

3. Complete the business contact information.

Business Name*

Licence Number

Is shown when the new contact is a builder, building certifier, owner's agent or registered building work supervisor.

Postal Address

Start typing the address and then select the matching address.

If the 'no results found' or a matching address has not shown, then complete [Manually enter the postal address](#) instructions.

Postal Address*

50 FLINDERS DRIVE, STREAKY BAY

50 FLINDERS HIGHWAY, ELLISTON

Preferred contact method: leave 'email' default or change to 'post'.

Phone*

Alternative phone: is optional. Leave blank if no alternative phone number.

Email*

4. Click on **Save** to keep the changes.

Enter a local, national or international number - with plus sign. Spaces are allowed.

Email*

50 characters maximum.



How to...

Add a new contact to an application

Add a Crown Agency Contact

8

The **Crown Agency** contact is only available for contact types 'Applicant' and 'Land Owner'.

1. Select the Contact Type from the drop-down list, e.g. Land Owner.
2. Select the contact type **CROWN AGENCY**.

Edit Land Owner

* Contact Type Land Owner

INDIVIDUAL BUSINESS **CROWN AGENCY**

3. Complete the business contact information.

Crown Agency*

Postal Address

Start typing the address and then select the matching address.

If the 'no results found' or a matching address has not shown, then complete [Manually enter the postal address](#) instructions.

Postal Address*

50 flinder

50 FLINDERS DRIVE, STREAKY BAY

50 FLINDERS HIGHWAY, ELLISTON

Preferred contact method: leave 'email' default or change to 'post'.

Phone*

Alternative phone: is optional. Leave blank if no alternative phone number.

Email*

4. Click on **Save** to keep the changes.

Email *

edu@sa.gov.au

50 characters maximum.

CANCEL

SAVE