How to…
Create an ad-hoc inspection

Government of South Australia
Department for Trade and Investment

PlanSA

Version 1.3
Software version 3.44.0

Background

The performing and recording of inspections is generally available to councils when inspecting after a notification is received; for example, during or at the completion of construction. Councils may however always wish to inspect at other times during building work and it is important that records of these 'ad hoc' inspections are recorded in the ePlanning system.
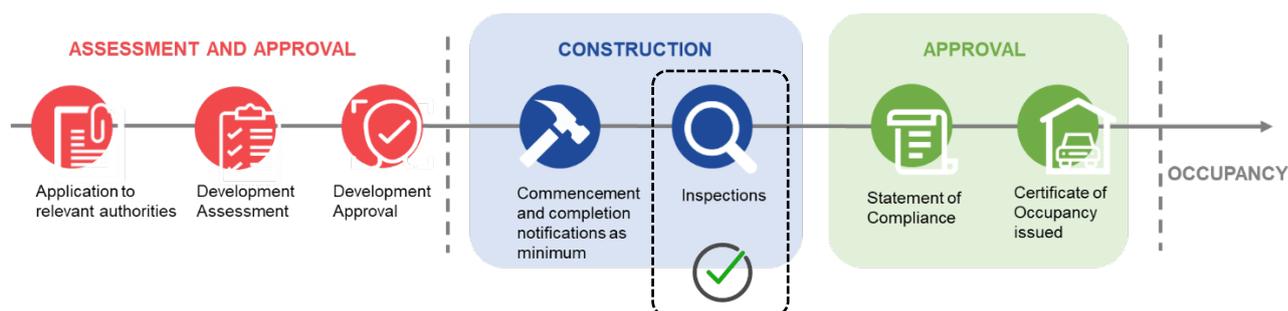
Why is an ad hoc inspection record created?

An ad hoc inspection record must be created when a council undertakes an inspection of this type during construction. This will ensure that the inspection is correctly recorded to ensure that any issues, and that the record of this inspection is captured.

Ad hoc inspections may take place when a council detects an issue with building work outside the normal notification process, when a complaint is made about building work, or when notifications have failed to be received, amongst other reasons.

Is a development application needed?

Yes. A development application must exist to create an adhoc inspection record.

Does an adhoc inspection need to be created against a building work?

No. An adhoc inspection can be created against a development application with a building consent or without a building consent (i.e., planning).

Is the applicant or builder notified when an adhoc inspection is occurring?

No. There is no email sent to the applicant or builder advising an inspection is going to take place. You will need to notify the applicant or builder through your existing communication channels if you wish to advise them that an inspection will or has occurred.

Is an adhoc inspection included in the inspection reporting?

Yes. The adhoc inspection against a building work will be counted as an inspection within the Inspections Reports for council, that is – Inspections Compliance, Inspections Register, Inspection Location, Practice Direction 8 and Practice Direction 9.

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Create an ad hoc inspection against a building work

1. Click on **Inspections** from the **Assessment** dashboard.

2. Click on **Create Ad-hoc inspections**.
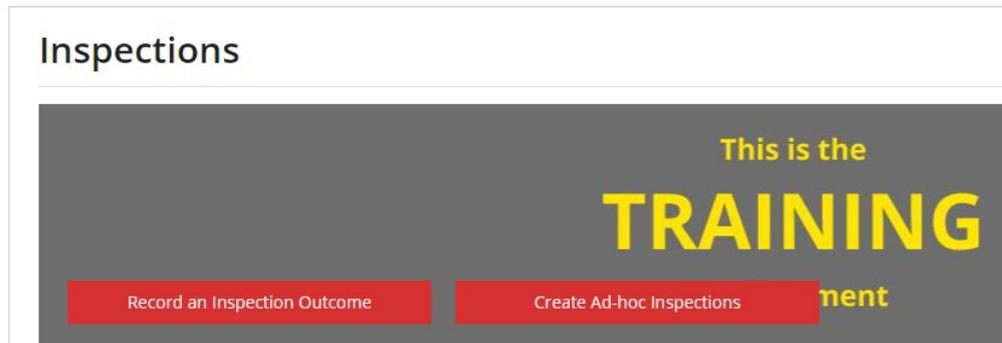
3. Type in the **ID** of the application and then click on the **Search** icon.
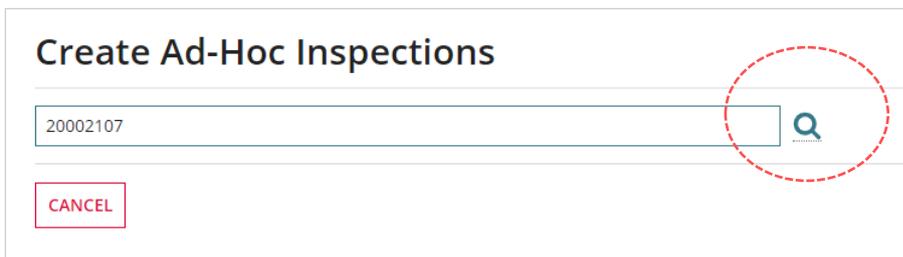
4. Click on checkbox against the 'building work(s)' to indicate which building work the ad-hoc inspection relates to.

5. Click on **Submit** to create.
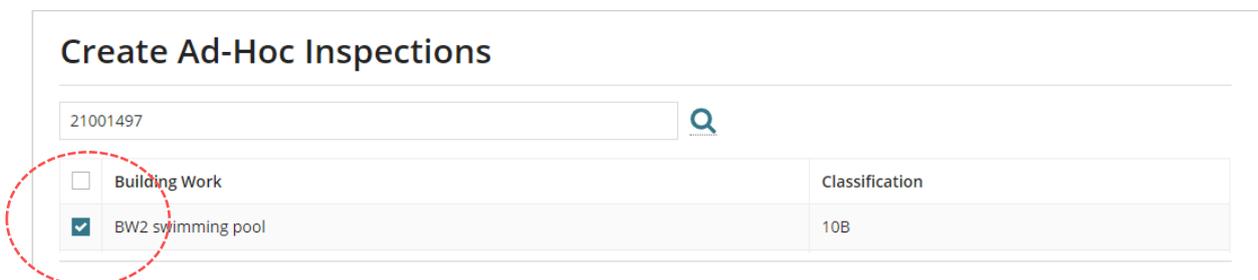
On returning to the **Inspections** dashboard the created ad-hoc inspection displays in the 'Pending' listing.

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Create an ad-hoc inspection with no building work/s

An ad-hoc inspection can be created against an application that has 'Planning consent' in progress and/or granted and no building work(s).

1. Click on **Inspections** from the **Assessment** dashboard.

2. Click on **Create Ad-hoc inspections**.
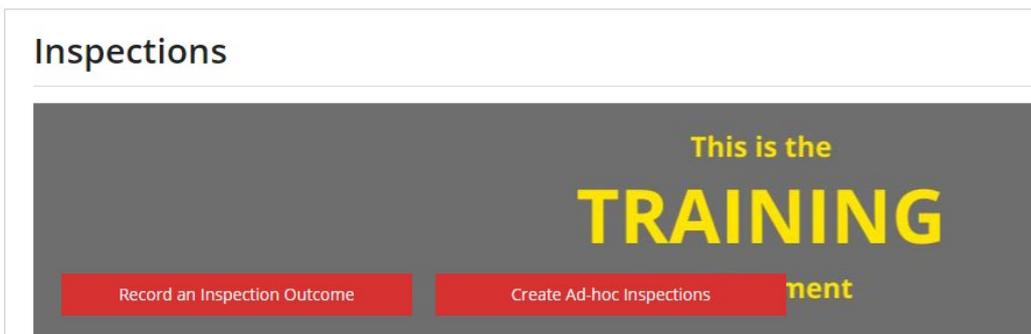
3. Type in the **ID** of the application and then click on the **Search** icon.

4. Click on **Submit** to create.

The Inspections dashboard shows with the created adhoc inspection.

~Pending

Only one can be selected

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
22000031	399				1 KING WILLIAM ST ADELAIDE SA 5000			Inspection Pending	Adhoc Inspection		

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Allocate ad-hoc inspection to a staff member

1. Click on the **ID** number of the inspection.

2. Type in the first letters of the staff member surname in the **Who** field and then select their name from the list of matches.

The selected staff member's name shows in both the **Who** and **Inspected By** fields.

3. Click on **Go Back**.

The Inspections dashboard will display, and the **Who** field will have the name of the allocated staff member.