

Background

Additional building work documentation can be uploaded at any point, includes:

- Development approval of planning and building consent or building consent stage
- During building/building work construction and
- On or after the completion of a building/building work.

When a builder or building owner has supplied the Statement of Compliance (SoC) or documentation (e.g. checklist, reports) specified by the assessing authority for building consent and/or development approval, then upload the documentation using one of the following methods.

- Document store of the application, or
- Submit building notification page for the applicable building/building work.

Included instructions

- [Upload the Statement of Compliance into the application document store](#)
- [View an uploaded Statement of Compliance from completion of building work notification](#)
- [Upload further documentation associated with a building or building work notification](#)

Upload the Statement of Compliance into the application document store

1. Search for the application using the **ID** number.
2. Click on **ID** number to open the development application.

The **development application summary** page shows.

3. Click on **Documents** tab.
4. Click **UPLOAD** Documents.

The screenshot shows the 'Documents' tab selected in the application summary. The 'UPLOAD DOCUMENTS' button is circled in red. Below the navigation tabs, there are search filters for keyword, category, and type. There are also checkboxes for 'Where was the document uploaded?' (Application, Planning Consent, Building Consent, Development Approval), 'Additional document filters' (Decision Documents, P&D Code Rules, Snapshots, Invoices, Other Documents), and 'Hidden by default' (Superseded, System Generated Emails). A table below shows a document entry:

Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * Notice_A_-_Designated_building_products (2).docx	Building Notification	Checklist	1 Mar 2023 11:31			<input checked="" type="checkbox"/>	

The **Upload Documents** page shows.

5. Click **Upload** and then drag-and-drop the document into the **Drop files here** field.
6. Categorise the uploaded Statement of Compliance (SoC) fields as follows:
 - **Document Category** select 'Occupancy Documents'.
 - **Document Type** select 'Statement of Compliance'.
 - **Building Work** select the 'building work'.
Field shows only for the 'Statement of Compliance' document type with building work that requires a SoC.
7. **SAVE CHANGES** to complete the document upload.

The screenshot shows the 'Upload Documents' page. A document 'Application 2... DOCX - 172.9 KB' is being uploaded. The 'Document Category' is set to 'Occupancy Documents', 'Document Type' is 'Statement of Compliance', and 'Building Work' is 'dwelling'. The 'Visible to Applicant' checkbox is checked. There is an 'UPLOAD' button and a 'Drop files here' area. A note states: 'Note: You may select multiple documents to upload simultaneously.' At the bottom, there are 'CANCEL' and 'SAVE CHANGES' buttons.



The **Documents** table shows the uploaded document.

- Click on the document record not the link to view the document details and the building work allocated.

Search by keyword <input type="text" value="Search by keyword"/> Search by Category [dropdown] Search by Type [dropdown]	Where was the document uploaded? <input checked="" type="checkbox"/> Application <input checked="" type="checkbox"/> Planning Consent <input checked="" type="checkbox"/> Building Consent <input checked="" type="checkbox"/> Development Approval	Additional document filters <input type="checkbox"/> Decision Documents <input type="checkbox"/> P&D Code Rules <input type="checkbox"/> Snapshots <input type="checkbox"/> Invoices <input type="checkbox"/> Other Documents	Hidden by default <input type="checkbox"/> Superseded <input type="checkbox"/> System Generated Emails				
Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * Application 22005043 - Statement Of Compliance.docx	Statement of Compliance		1 Mar 2023 11:44			<input checked="" type="checkbox"/>	

- Click on the Building Work field to allocate the document to a different building work, as required.

Selected Document

Document * Application 22005043 - Statement Of Compliance.docx	Date Created 1 Mar 2023 11:44	Uploaded By epn.test4@sa.gov.au
Document Type Statement of Compliance	Superseded <input type="checkbox"/>	
Description <input type="text"/>	Internal to Organisation <input type="checkbox"/>	
Building Work dwelling		

Updates the Building Consent Assessment Information

Within the chosen building/building work the **Statement of Compliance Uploaded?** Is updated from No to Yes.

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

< Development application 22005043

Additional consent info >

Building or Building Work: dwelling

Description

Classification
1A - Detached house/ Fire separated attached dwelling

Farm Building or Farm Shed
 This Building Work includes a farm building or farm shed. Tick this box to ensure council inspection requirements are met.

Statement of Compliance Uploaded?
Yes



View uploaded Statement of Compliance in the completion of building work notification

The document uploaded for a specific building/building work is visible from the 'completed building work' building notification.

1. Click **Building Notifications** tab.
2. Click on the **Completion of Building Work** notification within the applicable building/building work to view more details.

Summary Documents Event History Sharing access **Building Notifications** Certificate of Occupancy Inspection Related Actions

[Help for this section](#)

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Building Notifications STATEMENT OF COMPLIANCE FORM

Click on a notification to see further information, view received documents and edit inspections.

Building Consent

Building or building work: dwelling				
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	Test Applicant Volume - 17 Nov 2022 10:00 AM	17 Nov 2022	Yes	
Commencement of Foundations - stop work	Test Applicant Volume - 23 Nov 2022 10:58 AM	23 Nov 2022	-	
Completion of Framing	epn testFour - 1 Mar 2023 10:51 AM	2 Mar 2023	-	
Completion of Building work	epn testFour - 1 Mar 2023 3:14 PM	3 Mar 2023	-	
Completion of Statement of Compliance and other documents required to be provided at the completion of building work	<i>Not yet submitted</i>	<i>Not yet submitted</i>	-	

The **Supporting Documents** shows the Statement of Compliance (Soc).

Building Notification Details

<p>Notification Completion of Building work</p> <p>Date of Activity 3 Mar 2023 10:30 AM Edit</p> <p>Who provided this notification? Licensed Building Work Contractor: Methomes</p> <p>Comments Write a comment as required</p> <p>To be inspected? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Supporting Documents</p> <table border="1"> <thead> <tr> <th>Document</th> <th>Document Type</th> <th>Type Description</th> <th>Building Work</th> <th>Date Created</th> </tr> </thead> <tbody> <tr> <td>* Notice_A_-_Designated_building_products (2).docx</td> <td>Building Notification</td> <td>Checklist</td> <td>dwelling</td> <td>1 Mar 2023 11:31</td> </tr> <tr> <td>* Application 22005043 - Statement Of Compliance.docx</td> <td>Statement of Compliance</td> <td></td> <td>dwelling</td> <td>1 Mar 2023 11:11</td> </tr> </tbody> </table>	Document	Document Type	Type Description	Building Work	Date Created	* Notice_A_-_Designated_building_products (2).docx	Building Notification	Checklist	dwelling	1 Mar 2023 11:31	* Application 22005043 - Statement Of Compliance.docx	Statement of Compliance		dwelling	1 Mar 2023 11:11
Document	Document Type	Type Description	Building Work	Date Created												
* Notice_A_-_Designated_building_products (2).docx	Building Notification	Checklist	dwelling	1 Mar 2023 11:31												
* Application 22005043 - Statement Of Compliance.docx	Statement of Compliance		dwelling	1 Mar 2023 11:11												

[Submit Mandatory Building Notification](#)

Upload further documentation associated with a building or building work notification

1. Click **Building Notifications** tab.

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	Test Applicant Volume - 17 Nov 2022 10:00 AM	17 Nov 2022	Yes	

2. Click on **Submit Mandatory Building Notification** link.

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
213		epn testFour - 27 Feb 2023 2:29 PM	-	

[Submit Mandatory Building Notification](#)

The **Submit Mandatory Building Notifications** page shows with pending and already notified notifications.

3. **Upload further documentation** within the applicable building/building work.

If the 'completion of building work' notification has not yet been notified then the Upload further documentation link is available from the 'pending notifications' section, when notified the link is available from the 'already notified' section.

Pending notifications

Building Consent

dwelling

Completion of Building work

Completion of Statement of Compliance and other documents required to be provided at the completion of building work

[Upload further documentation](#)

The **Submit Mandatory Building Notifications** page shows with the existing documents.

Submit Mandatory Building Notifications: 22005043

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Application Number

22005043

Development Location(s)

LOT 52 OLD NARACOORTE RD ROBE SA 5276

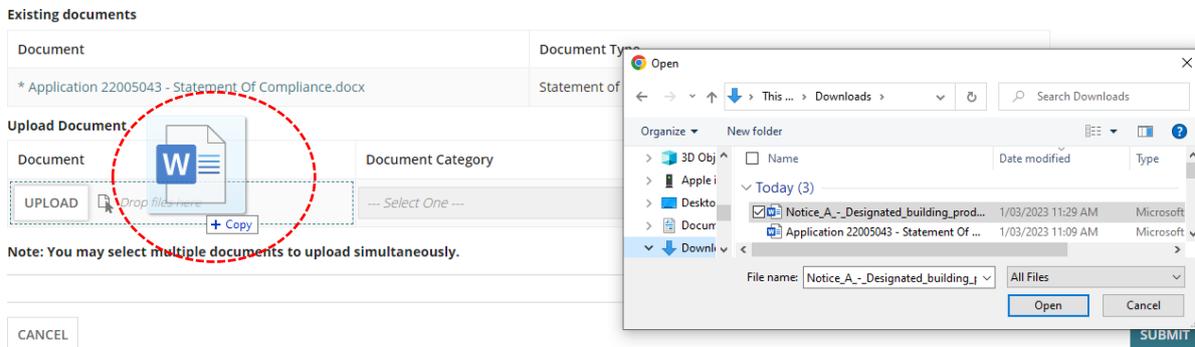
Building or building work

dwelling

Existing documents

Document	Document Type
* Application 22005043 - Statement Of Compliance.docx	Statement of Compliance

- Click **Upload** and then drag-and-drop the applicable document into the **Drop files here** field.



- Categorise the uploaded documents. For example, when a Statement of Compliance uploaded select the following:

- **Document Category** = Occupancy Documents
- **Document Type** = Statement of Compliance

- SUBMIT** to complete the document upload.

- Click **GO TO NEW SUBMISSION** to upload another document.

Mandatory Building Notification Document Submission

Extra documentation for the below Building Notification for Building or Building Work: dwelling on application (#22005043) has been submitted

- Completion of Building work (1 business day's notice)

[CLOSE](#)

[GO TO NEW SUBMISSION](#)