

Guide for Relevant Authorities

Development Assessment

# Assess a Building Consent

Version 2.22



**Government of South Australia**

Department for Trade  
and Investment

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## 1. Receive Development Application

The applicant's development application is available from the **For Your Action** table, with an action of 'Commence Assessment' and number of business days to complete the assessment.

An email notification is sent to the organisations group mailbox, advising a development application has been submitted, and includes the ID number.

1. Search for the application by **ID** number.
2. Remove the Assigned to me only (as required).
3. Click on the application **ID** to assign the building assessment to an assessor.

### Development application processing

**This is the TRAINING**

Submit mandatory building notification      Submit mandatory Re-Inspection notification

FOR YOUR ACTION (18)   ASSESSMENT IN PROGRESS (33)   WAITING (13)   UPCOMING (1)   COMPLETED (18)   BUILDING NOTIFICATIONS (0)

**1 results for: "21000740"**

Assigned to me only

ID	Owner	Location	Nature of Development
21000740	John Smith	11 HALIFAX ST HILTON SA 5033	new office

## 2. Allocate an assessor to assess the consent

Allocate the consent to an assessor to provide you with visibility of your team's and an assessor's workload, to assist with identifying available capacity to take on new work, or to check a team member's current workload.

For more information visit [Manage Team Workload](#).

1. Against the applicable consent click in the **Allocated Assessor** field and start typing the name of person (i.e. yourself or a team member and select their name from the returned matches)
2. Click **Save User Allocation** to assign.

When you are allocating a consent to a team member, return to the **Assessment** dashboard to complete another task. If you allocate the consent to yourself, then continue by selecting the **Building** consent.

Assessment status					
	Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
✓	Planning Consent	Tom Gregory - Ben Green and Associates Pty Ltd - Planning Level 1		Granted	
▶	Building Consent	Grant Johnsen - Fluid Building Approvals Pty Ltd - Building Level 2	EPN TESTFIVE ✕	Under Assessment	🕒 0
	Development Approval for: Planning Consent Building Consent	City of Adelaide		Awaiting Precursor Consent	

> [View team workload](#) 🔗 [Help for this section](#) **SAVE USER ALLOCATION**

3. Select **Start Assessment** in the displayed consent **Summary** screen.

**Development Application: 20001839**

**START ASSESSMENT**

**PLACE ON HOLD**

[Clocks](#) [Appeals](#) [Related Actions](#)

🔗 [Help for this section](#)

### 3. Manage Assessment Documents

Upload all documentation received, or used to conduct the assessment of the consent e.g. PDF of 'the Code', working notes and technical drawings and plans.

1. Click on **Document** tab and visit [Request, Upload and Generate documents](#) for instructions on 'how to download and open multiple documents at once'.

Summary **Documents** Fees RFIs Assessment Info Required Notifications Referrals Conditions and Notes Essential Safety Provisions

< Development application 21003061

**Document search**

Search by Name

Search by Category

Search by Type

**Where was the document uploaded?**

Application

Planning Consent

Building Consent

**Additional document filters**

Decision Documents

P&D Code Rules

Snapshots

Invoices

Other Documents

System Generated Emails

	Document	Type	Date Created	Date Distributed
<input type="checkbox"/>	* Contact Modification - Application ID 21003061.html	Email	12 Nov 2021 15:51	

## 4. Request for Information

The request will go direct to the development applications 'primary contact' and the development application will move to the **Waiting** tab on the dashboard.

1. Click on **RFIs** and then **Send Request for Information**. Beginning

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

< Development application 21000740

The Relevant Authority has 10 days to issue the first request for information from beginning of the consent assessment phase.

There are 8 days remaining (not including today) to issue a request (by 1 Jul 2022)

 **Send Request For Information**

Send a request for information to the Main Contact as Relevant Authority

**For more information** visit [Request, Upload and Generate documents](#) for instructions on how to:

- Request further information during assessment (includes recall request)
- Provide requested further information during assessment
- Perform an extension of time for an applicant to respond with further information
- Evaluate the request for information response

## 5. Update Assessment Information

The assessment information contains the building / building work details, who is issuing the Certificate of Occupancy (CoO), Construction Industry Training Fund Levy (CITB) paid or not, details of the Home owners warranty insurance and inspections required.

### Edit Additional Consent Information

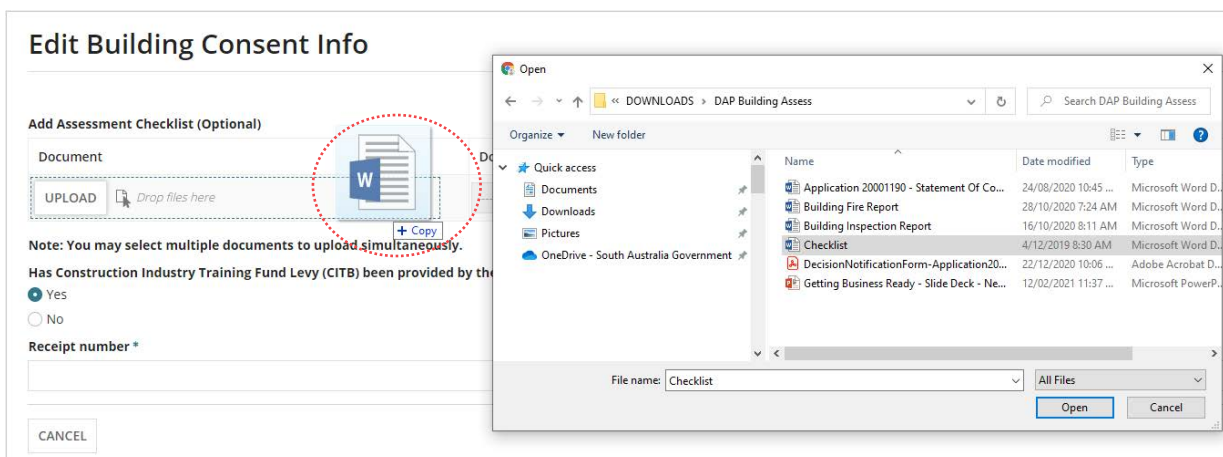
1. Click on the **Assessment Info** tab.
2. Click on Edit within the **Additional consent Info** section.

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

< Development application 21000740



3. Click on **Upload** to locate the Assessment Checklist (as required) and drag-and-drop into the Drop files here field.
4. Click on **Cancel** to close the Open window.



5. Categorise the document as follows:
  - **Document Category** = Assessment Documents
  - **Document Type** = Assessment Checklist

## Update CITB Levy Payment

The CITB Levy Payment question is only shown when the building and construction total development cost is \$40,000 or greater.

### 6. Determine has the applicant indicated **Yes** or **No** to the question **Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant?**

- **Yes**

The CITB has been provided and no further action is required. Click on **Cancel** to exit the screen.

Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant? \*

Yes  
 No

Receipt number \*

12345

CANCEL SUBMIT

- **No**

When the building works require a CITB levy payment, then contact the applicant to provide this detail.

In instances where the CITB levy is not applicable, then provide a **reason** why and then **Submit** to keep the changes.

Upon receiving the CITB receipt from the applicant upload a scanned copy to the document store for the Building Consent and then follow [Upload and supersede a document](#) instructions.

### Edit Building Consent Info

[Help for this section](#)

Add Assessment Checklist (Optional)

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant? \*

Yes  
 No

Reason why CITB has not been provided \*

CANCEL SUBMIT



### Complete the NHA Indicators

The National Housing and Homeless Agreement (NHA) indicator questions only shows for 1A building class.

7. Click on the applicable **NHA\* Indicators** (as applicable).
8. Click on **Submit** to complete the updates.

### Edit Building Consent Info

[? Help for this section](#)

**Add Assessment Checklist (Optional)**

Document	Document Category	Document type	
<div style="display: flex; align-items: center;"> <div> <p><b>Checklist</b></p> <p>DOCX - 11.24 KB</p> </div> </div>	Assessment Documents	Assessment Checklist	✕
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">UPLOAD</div> <div style="font-size: 0.9em; color: #666;">Drop files here</div> </div>	--- Select One ---	--- Select One ---	

**Note:** You may select multiple documents to upload simultaneously.

**Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant? \***

Yes

No

**Receipt number \***

12345

**NHA indicators \***

An extension to an existing dwelling that adds at least one room that may be used as a bedroom

A new detached or semi-detached residential dwelling

Developments that include multiple residential dwellings (including mixed developments)

Not Applicable

CANCEL

SUBMIT

The updates show in the **Additional consent info** section of the **Assessment Info** screen.

**Additional consent info** ▼

[Edit](#)

**Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant?**

Yes

**Receipt number \***

1234

**National Housing and Homelessness Agreement Indicators**

- A new detached or semi-detached residential dwelling

## Edit Building or Building Work Details

1. Click on **Edit** within the applicable Building / Building Work.

**Building or Building Work: Office** ▼

**Edit**

**Description**  
office

**Classification**

5 - Office for professional or commercial purposes

**Number of occupants**

**Is Certificate of Occupancy required?**

**Rise in Storeys**  
10

**Total Floor Area (m<sup>2</sup>)**  
2

**Swimming Pool Inspection**  
 This Building Work requires inspection as per Practice Direction 8

**Farm Building or Farm Shed**  
 For Inspection purposes this Building Work is a Farm Building or Farm Shed

2. Review the building / building work **Name** and **Description** entered by the applicant and over type with a revised description.

**Building or Building Work single storey home**

---

**Short Description \***

single storey home

**Description \***

single storey home

### Update details for a 1A Classification

3. Expand the **Classification** to show more information.
4. **Is Certificate of Occupancy required?** defaults to **No**, where the building consent is lodged and verified within the SA Planning portal before 1 October 2024.

Noting, for staged building consents the field '**Is a Certificate of Occupancy required for this stage**' is shown and defaults to **No**.

**Classification**

1A - Detached house/ Fire separated attached dwelling

**Classification\***

1A - Detached house/ Fire separated attached dwelling

**Is Certificate of Occupancy required?**

No

### Update details for a 1B and 2 to 9 Classifications

5. Expand the **Classification** to show more information.
6. Check the **Classification** and update as required.
7. Check and update the **Number of occupants** as required. For building classes 1a and 10 (includes 10a, 10b and 10c) the field is not available.
8. Choose the applicable response to question **Is a Certificate of Occupancy required?**

Noting, for staged building consents the option 'Not applicable for this stage' is shown.

**Classification**

5 - Office for professional or commercial purposes

**Classification\***

5 - Office for professional or commercial purposes

**Number of occupants\***

10

**Is Certificate of Occupancy required?\***

Yes

No

**The Certificate of Occupancy will be issued by\***

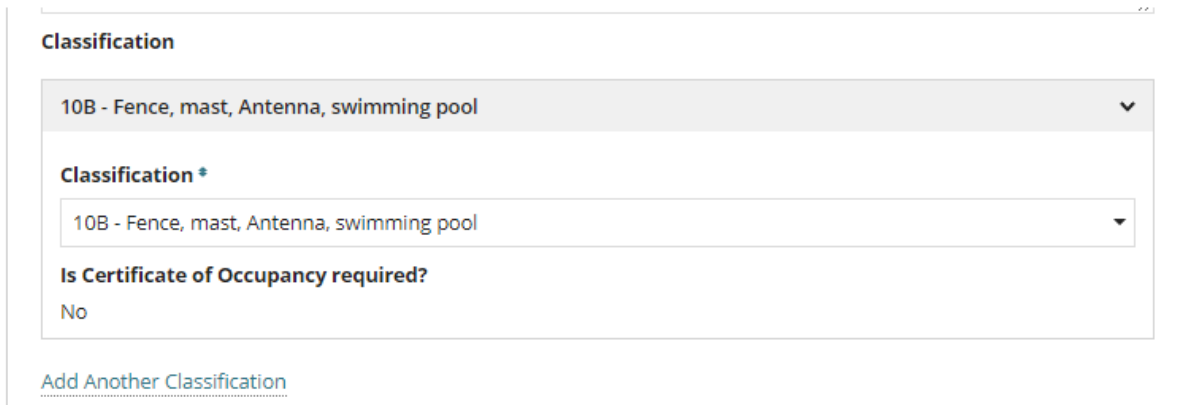
-- please select --

The building certifier

The council

### Update details for 10A, B and C Classification

- Expand the **Classification** to show more information.
- Check the **Classification** and update as required.
- Is Certificate of Occupancy Required?** is not editable and defaults to 'No'.



**Classification**

10B - Fence, mast, Antenna, swimming pool

**Classification \***

10B - Fence, mast, Antenna, swimming pool

**Is Certificate of Occupancy required?**

No

[Add Another Classification](#)

### Add another classification

Where the assessment has identified another classification not captured during verification.

- Click on **Add another classification**.
- Repeat steps for:
  - [Update details for a 1A Classification](#)
  - [Update details for a 1B and 2 to 9 Classifications](#) or
  - [Update details for 10A, B and C Classification](#).

### Update Storeys and Floor area

- Check the **Rise in Storeys** entered by the applicant and amend accordingly.
- Check the **Total Floor Area** entered by the applicant and amend accordingly.



**Classification**

1A - Detached house/ Fire separated attached dwelling

[Add Another Classification](#)

**Rise in Storeys \***

1

**Total Floor Area (m<sup>2</sup>) \***

750

## Update the Domestic Building Works Contract

The domestic building works contract question only shows for building works up to and over \$12,000 and the building works are for one of the following classifications:

- 1A – Detached house/fire separated attached dwelling
- 1B – Boarding/Guest house with < 12 persons and <300 square metres
- 10A – Open or private garage, shed etc.
- 10B – Fence, mast, antenna, swimming pool

When the applicant has not answered the question related to the building works contract then contact the applicant (as required) to complete this question and if applicable the 'Building Indemnity Insurance' questions.

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

Yes

No

Not Applicable

Owner Builder

**Swimming Pool Inspection**

This Building Work requires inspection as per Practice Direction 8

**Farm Building or Farm Shed**

For inspection purposes this Building Work is a Farm Building or Farm Shed

---

16. Choose the applicable response to question **Has the applicant entered into a domestic building works contract?**

- **Yes** go to [Update the Building Indemnity Insurance](#).
- **No** Continue to [Update Building Work Inspection Indicators](#).
- **Not applicable** Continue to [Update Building Work Inspection Indicators](#).
- **Owner builder** Continue to [Update Building Work Inspection Indicators](#).

### **Applicant is an Owner Builder**

The 'owner builder' option is only available for Class 1 and Class 10 building works.

## Update the Building Indemnity Insurance

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.

Follow the [Update the building indemnity insurance details and upload the insurance certificate](#) instructions to complete the building indemnity insurance details within the **Assessment Info** tab or **Insurance** tab.

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.

**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

**Name(s) of person(s) insured \***

John 4/100

**Name of Insurer \***

Patrick 8/100

**Insurance Number \***

Fm-0i48 7/100

**Insurance date of issue \***

30/01/2024

**Limitations on the Liability of insurer \***

- Yes
- No

**Builder ? \***

Big-Biggest Builders ✕

**Name of Builder**

Big-Biggest Builders

**Builder's licence number**

BLD 12356

**Upload Building Indemnity Insurance Documents**

Document	Document Category	Document Type	
<b>building in...</b> PDF - 183.6...	Building Consent Documents <span style="float: right;">▼</span>	Building Indemnity Insurance <span style="float: right;">▼</span>	✕
<div style="border: 1px dashed gray; padding: 5px; display: flex; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">UPLOAD</span>  Drop files here                 </div>	--- Select One --- <span style="float: right;">▼</span>	--- Select One --- <span style="float: right;">▼</span>	

## Update Building Work Inspection Indicators

The identification of a Swimming Pool inspection required and confirming the building work is a Farm Building or Farm Shed is required for regulatory requirements for inspections.

**Note.** Either selection does not automatically create a building notification record within the **Required Notifications** screen.

17. Click on checkbox for **Swimming pool inspection** (as applicable)
18. Click on checkbox for **Farm Building or Farm shed inspection** (as applicable)
19. Click on **Submit** to save updates to the Building or Building Work information.

[Add Another Classification](#)

**Rise in Storeys \***

**Total Floor Area (m<sup>2</sup>) \***

**Swimming Pool Inspection**

This Building Work requires inspection as per Practice Direction 8

**Farm Building or Farm Shed**

For Inspection purposes this Building Work is a Farm Building or Farm Shed

The **Assessment Info** screen shows with the updates showing repeat the steps to **Add another Building or Building Work**, as required.

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

< Development application 21000740

Additional consent info ▼

[Edit](#)

**Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant?**

No

## Statement of Compliance Uploaded

When a Statement of Compliance (SoC) has been uploaded for a building/building work the

Building or Building Work: test

[Edit](#)

**Description**  
test

**Classification**

1A - Detached house/ Fire separated attached dwelling

**Minor development only?**  
No

**If the building is completed after 31 December 2023, who will the Certificate of Occupancy be issued by?**  
The building certifier

**Rise in Storeys**  
2

**Total Floor Area (m<sup>2</sup>)**  
2

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

**Swimming Pool or Swimming Pool Safety Features**  
 This Building Work includes a swimming pool and/or swimming pool safety features. Tick this box to ensure council inspection and Statement of Compliance requirements are met.

**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?**  
No



## 6. View and update Insurance details

When the applicant has answered the question relating to the domestic building works and the building works is \$12,000, then Building Indemnity Insurance is required.

To complete this section contact with the applicant maybe required and a copy of the *Certificate of Insurance* and/or *indemnity insurance policy* must be uploaded to the building consent document store.

### Insurance certificate received after consent granted or development approval

The 'insurance certification' can only be uploaded through the **Insurance** tab for the Building consent by either the applicant or relevant authority. Refer to instructions [How to – update the building indemnity insurance details and upload the insurance certificate | PlanSA](#).

1. Click **Insurance** tab.
2. Click **Edit** within the Building or building work insurance details.
3. Complete [How to – update the building indemnity insurance details and upload the insurance certificate | PlanSA](#).

Building or building work insurance details: Building Contract is No

**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

Name(s) of person(s) insured \* 17/100      Name of Insurer \* 2/100

Shop-Shop Fitouts      LG

Insurance Number \* 6/100      Insurance date of issue \* 12/10/2023

03-648      12/10/2023

Limitations on the Liability of insurer \*

Yes  
 No

Builder \* Shop-Shop Fitouts

Name of Builder      Builder's licence number

Shop-Shop Fitouts      BLD 12345

Upload Building Indemnity Insurance Documents

Document	Document Category	Document Type	
building in... PDF - 183.6...	Building Consent Documents	Building Indemnity Insurance	X
UPLOAD  Drop files here	-- Select One --	-- Select One --	

Note: You may select multiple documents to upload simultaneously.

## 7. Mandatory Building Notifications

Add the required notifications for each building / building work an applicant must submit to inform the Relevant Authority of the commencement or completion of a stage in the building construction.

1. Click on the **Required Notifications** tab.
2. Click **Edit** within each Notification to record if a building notification is required or not.

< Development application 20001190

Please note that you must record whether building notifications are required for each of the below building works, and the applicable building notifications.

Notifications for Ground floor fit out	▼
<a href="#">Edit</a>	Building Notifications are yet to be recorded
Notifications for Accomodation	▼
<a href="#">Edit</a>	Building Notifications are yet to be recorded
Notifications for Hotel	▼
<a href="#">Edit</a>	Building Notifications are yet to be recorded

### Building notifications not required

3. Click No to **Are building notifications required for this building work?**
4. Provide a **reason** why building notifications are not required.
5. **SUBMIT** to complete.

### Edit Notifications for Ground floor fit out

[? Help for this section](#)

**Are building notifications required for this building work? \***

Yes  
 No

**Reason that building notifications are not required \***

CANCEL
SUBMIT

## Building notifications required

1. Click Yes to 'Are building notifications required for this building work?'

Edit Notifications for a:

Are building notifications required for this building work? \*

Yes

No

---

**Required Notifications**

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

## Default Notifications

The Required Notifications table defaults with 'Building work' Commencement and Completion notifications.

When adding notifications for a subsequent staged building consent, the building work commencement and completion notifications can be deleted when not applicable to the staged building consent currently under assessment.

### Statement of Compliance

The requirement to upload a Statement of Compliance is now included in notification 'Completion of Building Work'; applicable for building classes 1A, 1B, 10C and 2-9, and 10B when flag 'swimming pool or swimming pool safety features' inspection required.

For building consents (staged or not staged) under assessment or not yet submitted the above applies (i.e. combined with the completion notification), when granted the notification will remain.

## Include designated building product notifications

2. Click on **Include** at the end of the removed notification.

The notification shows beneath the 'Building work Commencement' notification; sort is not available for the required notifications, defaults to the order specified.

**Required Notifications**

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Installation of a designated building product on a designated building	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

### Removed Default Notifications

- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's [notice](#)) **Include**

## Add required notifications

There are three methods available for adding the required notifications:

1. **Predefined Notifications** to include individual 'standard' building notifications.
2. **Predefined Notification Groups** to bulk include 'standard' building notifications.
3. **+ Add New Notification** to include an ad hoc building notification.

When the 'predefined' notifications and groups are not available, then contact the Organisation Administrator who can create the reusable notifications and/or groups. Similarly, contact the Organisation Administrator to make modifications to the predefined notifications and groups.

Included notifications are automatically position between the required 'Building work' commencement and completion notifications, or when the removed default notifications have been added then position after the '*Installation of a designated building product on a designated building*', or the '*Provision of a completed supervisor's checklist relating to the installation of the designated building product*'.

The number of business days' notice will default as illustrated in the table below.

Notification Type ...	Required on ...	Default business days' notice ...
Building Work (mandatory)	Commencement	1
Predefined notifications and Ad hoc Notifications	Commencement	1 Metropolitan Adelaide 2 Outside metropolitan Adelaide
Predefined notifications and Ad hoc Notifications	Completion	1 Metropolitan Adelaide 1 Outside metropolitan Adelaide 5 Land Not Within a Council Area (LNWCA) * <ul style="list-style-type: none"> <li>• ANANGU PITJANTJATJARA YANKUNYTJATJARA</li> <li>• MARALINGA TJARUTJA</li> <li>• PASTORAL UNINCORPORATED AREA</li> <li>• UIA RIVERLAND</li> <li>• UIA TORRENS ISLAND</li> <li>• UIA WHYALLA</li> </ul> * Includes development over or on water (e.g. pontoon, jetty)
Building Work (mandatory)	Completion	1

## Notifications added by an Accredited Professional

Notifications added by a Relevant Authority who is an Accredited Professional (Certifier) the business days' notice defaults to one day for both commencement and completion notification, irrespective of the development location.

Notification Type ...	Required on ...	Default business days' notice ...
Building Work (mandatory)	Commencement	1

## Notifications added by an Accredited Professional, continued ...

Predefined notifications and Ad hoc Notifications	Commencement	1 Irrespective of development location
Predefined notifications and Ad hoc Notifications	Completion	1 with exception of Land Not Within a Council Area (LNWCA) * when 5 business days, for locations: <ul style="list-style-type: none"> <li>• ANANGU PITJANTJATJARA YANKUNYTJATJARA</li> <li>• MARALINGA TJARUTJA</li> <li>• PASTORAL UNINCORPORATED AREA</li> <li>• UIA RIVERLAND</li> <li>• UIA TORRENS ISLAND</li> <li>• UIA WHYALLA</li> </ul> * Includes development over or on water (e.g. pontoon, jetty)
Building Work (mandatory)	Completion	1

### Notifications added by State Planning Commission

Notifications added by a Relevant Authority who is the State Planning Commission for Land Not within a Council Area (LNWCA) and development over or on water (e.g. pontoon, jetty).

Notification Type ...	Required on ...	Default business days' notice ...
Building Work (mandatory)	Commencement	1
Predefined notifications and Ad hoc Notifications	Commencement	2 Metropolitan Adelaide, Outside metropolitan Adelaide, LNWCA, and on or over water.
Predefined notifications and Ad hoc Notifications	Completion	1 Metropolitan Adelaide and Outside metropolitan Adelaide 5 LNWCA and on or over water: <ul style="list-style-type: none"> <li>• ANANGU PITJANTJATJARA YANKUNYTJATJARA</li> <li>• MARALINGA TJARUTJA</li> <li>• PASTORAL UNINCORPORATED AREA</li> <li>• UIA RIVERLAND</li> <li>• UIA TORRENS ISLAND</li> <li>• UIA WHYALLA</li> </ul>
Building Work (mandatory)	Completion	1

### Add a notification from the Predefined Notifications (individually)

1. Expand the **Predefined Notifications**.
2. Click **INCLUDE** to insert the notification/s.

▼ Predefined Notifications

**i** The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Prior to filling swimming pool		Completion	INCLUDE
Wet areas and waterproofing		Completion	INCLUDE
Firewalls		Completion	INCLUDE
External Wall Cladding		Completion	INCLUDE
Wall and Roof Framing		Completion	INCLUDE
Pouring of Concrete Footings		Completion	INCLUDE
Swimming pool safety features		Completion	INCLUDE

7 items

3. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.

### Notification Title

The predefined notification title is not editable. If a modification of the 'title' is required, then contact the Organisation Administrator (if you do not hold that role) who can make the modifications.

### Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

Included notifications remain in the predefined notifications table with INCLUDE disabled. When deleted (trash can icon) the notification is returned.

▼ Predefined Notifications

**i** The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Prior to filling swimming pool		Completion	INCLUDE
Wet areas and waterproofing		Completion	INCLUDE
Firewalls		Completion	INCLUDE


## Add a group of notifications from a Predefined Notification Group

### 1. Expand the **Predefined Notification Groups**.

When a building notification within a group has been added from the Predefined Notifications (single) the group is expanded with a Duplicate Item message listing the notifications within the group already added.

To add the notification group, remove from the **Required Notifications** the existing notification(s) and then **INCLUDE** to add the group.

#### ▼ Predefined Notification Groups

 The included notification groups are shown in the order of selection. Use the sort options to change the notifications order.

#### New Dwelling

Notification	Required Stage
Pouring of Concrete Footings	Completion
Wall and Roof Framing	Completion
Firewalls	Completion
Wet areas and waterproofing	Completion
External Wall Cladding	Completion

5 items

**Duplicate Item** One or more notifications in the group exist in the above Required Notifications table. Remove the notification/s to enable the inclusion of the notifications group:

- Pouring of Concrete Footings
- Wall and Roof Framing
- Firewalls


REMOVE

INCLUDE

#### Swimming Pools

### 2. Expand the required **Group** showing the included notifications, then click **INCLUDE** to bulk include notifications.

#### ▼ Predefined Notification Groups

 The included notification groups are shown in the order of selection. Use the sort options to change the notifications order.

#### New Dwelling

#### Swimming Pools

Notification	Required Stage
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion
















REMOVE

INCLUDE

The notifications will automatically position below the previously included notifications.

3. Use the Sort ↑ **Up** and ↓ **Down** arrows to change the notification order.
4. As required, **Delete** (trashcan icon) notifications not required or duplicated.


#### Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	 
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	  
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	  
Prior to filling swimming pool	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	  
Swimming pool safety features	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	 
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Statement of Compliance and other documents required to be provided at the	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

#### Delete a group of notifications from the Predefined Notification Groups

1. Expand **Predefined Notification Groups**.
2. Expand required **Group** to show the included notifications, then click **REMOVE** to bulk remove the notifications from the Required Notifications.



#### Predefined Notification Groups

 The included notification groups are shown in the order of selection. Use the sort options to change the notifications order.

New Dwelling >

Swimming Pools ▾

Notification	Required Stage
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion

The notifications are removed from the **Required Notifications** and the ability to 'include' the group is enabled.



## Add New Notification (manually)

1. Click **+ ADD NEW NOTIFICATION**.

### Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Prior to filling swimming pool	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool safety features	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

### Removed Default Notifications

- Installation of a designated building product on a designated building (*1 business day's notice*) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (*1 business day's notice*) [Include](#)

### > Predefined Notifications

### > Predefined Notification Groups



2. Complete the notification fields as follows.

- Type **title/description** of the notification. Allows numeric and special characters.
- Choose when the **notification required** on 'Commencement' or 'Completion'.
- Number of **business days' notice** defaults to 1 within metropolitan Adelaide and 2 outside metropolitan Adelaide.

3. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.

### Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Prior to filling swimming pool	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool safety features	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool fencing	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

## Update a notification title for a predefined notification

The predefined notification title is not editable. If a modification of the 'title' is required, then contact the Organisation Administrator who can make the modifications (except if you are an Organisation Administrator).

1. Delete (trashcan icon) the notification to be modified.

### Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

2. The notification is removed from the table and returned to the Predefined Notifications.

### Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Prior to filling swimming pool	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool safety features	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool fencing	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

### Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

### Predefined Notifications

The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Prior to filling swimming pool		Completion	<input type="button" value="INCLUDE"/>
Wet areas and waterproofing		Completion	<input checked="" type="button" value="INCLUDE"/>
Firewalls		Completion	<input type="button" value="INCLUDE"/>
External Wall Cladding		Completion	<input type="button" value="INCLUDE"/>
Wall and Roof Framing		Completion	<input type="button" value="INCLUDE"/>
Pouring of Concrete Footings		Completion	<input type="button" value="INCLUDE"/>
Swimming pool safety features		Completion	<input type="button" value="INCLUDE"/>

### 3. **SUBMIT** to save the notifications added.

Please note that once submitted, the notifications will be ordered as below, regardless of the current displayed order

- Commencement of Building work (1 business day's notice)
- Commencement of Installation of a designated building product on a designated building (1 business day's notice)
- Commencement of Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice)
- Commencement of Manually added notifications
- Completion of Building work (1 business day's notice)

CANCEL SUBMIT

### 4. Return to the **Required Notifications** page and EDIT the building work notifications.

### 5. To add the updated notification(s), follow instructions for:

- [Add a notification from the Predefined Notifications](#)
- [Add a group of notifications from a Predefined Notification Group](#)
- [Add New Notification](#)

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

< Development application 22000832

Please note that you must record whether building notifications are required for each of the below building works, and the applicable building notifications.

Notifications for Boat Shed

EDIT

Are building notifications required for this building work?  
Yes

**Required Notifications**

- Commencement of Building work (1 business day's notice)
- Commencement of Foundations (2 business days' notice)
- Completion of Foundations (1 business day's notice)
- Commencement of Framing - Stop work direction pursuant to Section 146(3) of the PDI Act (2 business days' notice)
- Commencement of External cladding prior to lining installation (2 business days' notice)
- Completion of Building work (1 business day's notice)

## Include additional certificates, reports or other documents

1. Click Yes or No to providing additional certificates, reports or other documents to accompany the Statement of Compliance.
2. When Yes then provide the **Additional documents required** (mandatory).

### Statement of Compliance additional documents

As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

- Yes  
 No

### Additional documents required\*

waste water certificate

23/4000

3. Click on **Submit** to complete and return to the **Required Notifications** screen.
4. On return to the **Required Notifications** screen repeat steps 2 to 10 until each building work has a notification indicated.

## 8. Add and Distribute External and Internal Referrals

The **Referrals** page shows automatically 'distributed' external referral requests and 'initialised' external referral requests not yet distributed.

For building consent there are only 3 referral bodies available:

- Commission (building committee)
- Country Fire Service (Reg 45)
- Metropolitan Fire Service.

There are no referral fees for referrals to the Country Fire Service or Metropolitan Fire Service, only referrals to the Commission (building committee) will incur a fee.

A consent decision cannot be made until all 'distributed' referrals have been responded to or recalled by the Relevant Authority (if they determine the referral is no longer required).

**Note:** If the Referral Body has responded with conditions these will appear on the '**Conditions and Notes**' tab.

**For more information** on managing external and internal referrals read the following instructions.

### External Referrals

[Respond to an external referral request](#)

### Internal Referrals

[Add and distribute an internal referral request](#)

[Reassign an internal referral to another team member](#)

[Respond to an internal referral](#)

[Review and acknowledge an internal referral response](#)

[Report on applications with assigned internal referrals](#)

## Add an external referral

1. Click on **Referrals** tab.
2. Click on **Add a new external Referral** or **Add a new internal referral** (as required).

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

< Development application 22000068

### External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service - Regulation 45	District Council of Robe	Regulation 45	Advice	27 Jan 2023	24 Feb 2023		Distributed	<a href="#">Recall Referral</a>

Schedule 9 of the PD&I Regulations

**ADD A NEW EXTERNAL REFERRAL**

### Internal Referrals

**ADD A NEW INTERNAL REFERRAL**

The **Edit Referrals** page shows with existing referrals distributed or to be distributed.

3. Complete the **referral body** information, making selections from the field drop-down lists as follows.
  - **Referral Body** leave 'referral body' default selection.

## Edit Referrals

[Help for this section](#)

### Existing Referrals

Referral Body	Status
South Australian Country Fire Service - Regulation 45	Distributed

Link to [PDI General Regulations 2019](#)

### Referral body 1

Referral body type\*

Referral Body

- **Referral Body** click on the field to start typing name and make selection from the list of results.

**Referral body \***

--- Select One ---

--- Select One ---

Commission (Building Technical Panel)

Country Fire Service - Reg 45

Metropolitan Fire Service

- **Response Type** either automatically populates based on the referral body chosen, e.g. Country Fire Service – Reg 45 and Metropolitan Fire Service. The Commission (Building Technical Panel) will require a response type to be selected.

**Referral body type \***

Referral Body

**Referral body \***

Commission (Building Technical Panel)

**Response type \***

--- Select One ---

--- Select One ---

Regulation 45

Section 118

- **Referral Type** automatically populates based on the response type chosen. There are two types; Advice and Concurrence.
- **Referral Period** automatically populates based on the response type chosen. The period shown is the number of days the referral body has to respond to the referral or in the case of referrals to the Commission (Building Technical Panel) the period is on-going.
- **Reason for Referral/Comments** provide instruction and or information to the referral body. This is shown in the referral request received by the referral body.

When multiple referrals required, then **ADD A NEW REFERRAL.**

4. Click **SUBMIT** to save.

**Reason for Referral/Comments \***

Provide a comment or reason to the referral body

Maximum 500 characters.

ADD A NEW REFERRAL

CANCEL

SUBMIT

5. Click **OK, CONTINUE** to message prompt to adjust the fees accordingly. Refer to and complete [Check Assessment Fees and Determine Additional Fees](#) instructions.

Please adjust the fees for this consent accordingly.

CANCEL OK, CONTINUE

6. The referral request shows with an 'initialised' status and 'delete' action.

**Action Types Delete and Recall Referral**

When a referral request is added and not distributed, then the 'Delete' action is shown and allows you to delete a request when added in error or no longer required.

For distributed referral requests, the 'Recall Referral' action is shown and allows you to recall the request if no longer required, as an example.

**External referrals**

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service - Regulation 45	District Council of Robe	Regulation 45	Advice	27 Jan 2023	24 Feb 2023		Distributed	<a href="#">Recall Referral</a>
South Australian Metropolitan Fire Service	District Council of Robe	Regulation 45	Advice				Initialised	<a href="#">Delete</a>

7. Click **DISTRIBUTE REFERRALS**.

### Defer Referral Distribution

In cases, where multiple referrals to be distributed, there is the ability to deselect a referral to distribute later and to provide a reason why deferring until later.

**Which referral requests do you wish to distribute at this time?**

South Australian Metropolitan Fire Service

Commission (Building Technical Panel)

**Reason to defer \***

Provide the reason why the referral distribution is being deferred

8. Click **DISTRIBUTE REFERRALS**.

## Distribute referrals

### Referrals

**Which referral requests do you wish to distribute at this time?**

South Australian Metropolitan Fire Service

GO BACK

**DISTRIBUTE REFERRALS**

The **Referrals** page shows with the referral request showing as 'distributed' with an action to 'Recall Referral'. A deferred referral will show as 'initialised' with an action to 'Delete'.

#### External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service - Regulation 45	District Council of Robe	Regulation 45	Advice	27 Jan 2023	24 Feb 2023		Distributed	<a href="#">Recall Referral</a>
South Australian Metropolitan Fire Service	District Council of Robe	Regulation 45	Advice	27 Jan 2023	24 Feb 2023		Distributed	<a href="#">Recall Referral</a>
Commission (Building Technical Panel)	District Council of Robe	Regulation 45	Concurrence				Initialised	<a href="#">Delete</a>



## 9. Update Development Costs

If additional fees are determined during building consent assessment, the new 'Total Development Cost' is used to calculate the statutory fee amount.

Any changes made to the Total Development Cost or Development Costs will create an event record and the application's primary contact will be automatically notified by email of the change.

Noting, if the primary contact's preferred method of communication is 'post' then a letter **must** be sent advising of the Total Development Cost changes.

**Development Costs** information can be found under the **Fees** tab as shown below.

- The **Total Development Cost** (excluding fit-out costs) will show when an accredited professional is the relevant authority for building consent:

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

---

< Development application 21002652

▼ Development Costs

**Total Development Cost (excluding fit-out costs)**

\$ 250,000

- The **Development Costs** breakdown (including the Total Development Cost) will show when local council is the relevant authority for building consent:

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

---

< Development application 22000057

▼ Development Costs

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
Office	\$ 0	Not Applicable

**Total Development Cost (excluding fit-out costs) \***

\$ 200,000

The total of the estimated development costs must equal the Total Development Cost.

**For more information** on updating development costs please see the [Update the total development costs during assessment and development approval](#) instructions.

## 10. Check Assessment Fees and Determine Additional Fees

Checking what fees have already been paid is performed to ensure all the required fees have been invoiced and paid by the applicant prior to granting the development approval.

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

< Development application 22000057

> 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 - 4543 - Paid on 31/01/2022
--

### Compliance and assessment fees have not been charged

Send a fee advice for payment when it is determined that compliance fees and/or assessment fees have not yet been charged. The applications invoice contact will receive an email notification advising a payment is required or the 'fee advice' is sent by post as per their preferred method of communication.

DETERMINE ADDITIONAL FEES EDIT TOTAL DEVELOPMENT COST

Essential Safety Provisions Clocks Decision Appeals Related Actions

Help for this section

**For more information** on determining additional fees read [Invoice additional fees during assessment](#) instructions.

## 11. Update Conditions and Notes

Available from the **Conditions and Notes** page are the organisations 'default' standard conditions and notes, including the capability to add new conditions, or make edits to a 'default' condition. Refer to [create, modify and delete a reusable standard condition and note](#) instructions.

1. Click on **Conditions and Notes** tab.

The **Conditions** tab is automatically selected and shows any default conditions.

2. Click on **ADD CONDITION** and follow the [Conditions and Notes](#) instructions.

Summary Documents Fees RFIs Assessment Info Required Notifications Referrals **Conditions and Notes** Essential Safety Provisions Clocks

< Development application 21000623

Relevant Authority [Preview Conditions and Notes](#)

Add Standard Groups >

▼ District Council

**Conditions** Advisory notes Refusal reason

ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		
Building Condition	✓			🗑️	Show/Edit

3. Click on **Advisory notes** to view default notes or add new following the [Conditions and Notes](#) instructions.

### Refusal Reason

4. When the assessment outcome is to refuse the consent, then a **Refusal reason** must be added before making the decision.

[Preview Conditions and Notes](#)

Add Standard Groups >

▼ District Council

Conditions **Advisory notes** **Refusal reason**

ENTER REFUSAL REASON

No reason entered

5. Enter the reasons for the refusal, and then **SAVE CHANGES**.

## Assessment Items

[? Help for this section](#)

Relevant Authority

**District Council** 🗑️

**Reasons for Refusal**

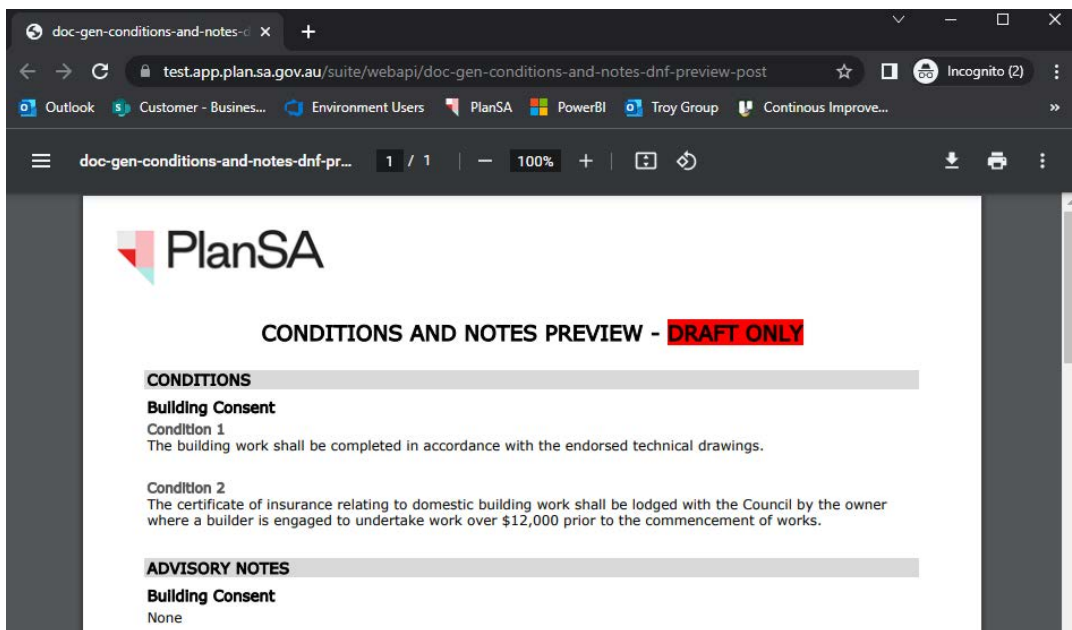
B I ☰ ☰ ↵

Provide the reasons for the refusal

CANCEL

SAVE CHANGES

6. To view all added conditions and notes in a document preview click on the **Preview Conditions and Notes** link.

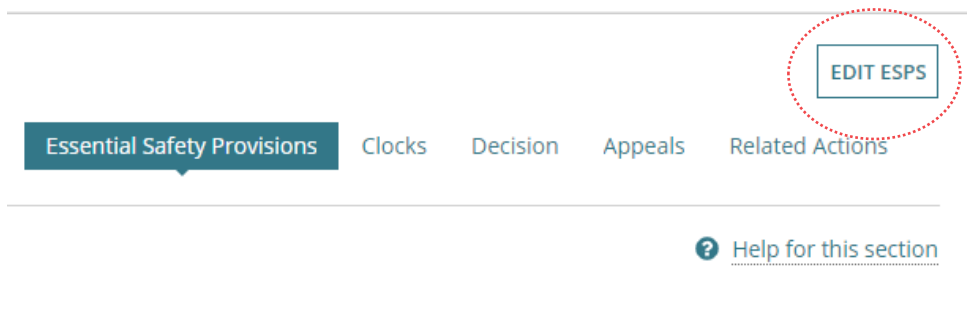


## 12. Add Essential Safety Provisions (ESPs)

Essential Safety Provisions are requirements for building owners to install certain items within a building and ensure the ongoing maintenance for the life of the building. This can include items such the testing of as fire extinguishers, smoke detectors etc.

On adding the Essential Safety Provisions these are recorded on the Decision Notification Form (DNF) and flag the conditions as being specific to the Essential Safety Provisions.

1. Click on the **Essential Safety Provisions** tab.
2. Click on **EDIT ESPS** to add or indicate ESPs not required.



### ESPs Do Not Apply

3. Choose **No** to question **Do new Essential Safety Provisions Apply?**
4. Automatic default selection is **No** for **Is Form 3 annual return required?**
5. Click on **Save Changes** to complete.

A screenshot of a form titled 'View MBS 002 - Maintaining the performance of ESPs'. It contains two questions with radio button options. The first question is 'Do new Essential Safety Provisions apply?\*' with 'No' selected. The second question is 'Is Form 3 annual return required?\*' with 'No' selected. Below the questions is an information box with an 'i' icon and text: 'Even when no new ESPs are proposed, ticking Yes to this question will ensure that this address is included in Council reporting for Form 3 requirements.' At the bottom are 'CANCEL' and 'SAVE CHANGES' buttons. A 'Help for this section' link is in the top right.

## ESPs Do Apply

6. Choose **Yes** to question **Do new Essential Safety Provisions Apply?**
7. Automatic default selection is **Yes** for **Is a new Form 1 required?**

### Generating a Form 2 only

Change selection to **No** and on completion of the decision the Form 2 is generated and available from the Documents store.

8. Automatic default selection is **Yes** for **Is Form 3 annual return required?**

### Generating a Form 2 only

At step 7 when selected **No** for **Is a new Form 1 required?** then No defaults for this question.

9. Click on **Add ESP**.

[View MBS 002 - Maintaining the performance of ESPs](#)

**Do new Essential Safety Provisions apply? \***

Yes

No

**Is a new Form 1 required? \***

Yes

No

**Is Form 3 annual return required? \***

Yes

No

**i** Even when no new ESPs are proposed, ticking Yes to this question will ensure

**ESPs**

ESP Schedule
<b>+ Add ESP</b>

**CANCEL**

## Complete the ESP 1 fields

1. Relevant building or building part\* type a description.

2. **ESP Schedule\*** over type 'ESP 1' with the title of the building or building part. This name also updates the 'title' of the relevant building or building part.
3. **Building Owner Name\*** select the default 'land owner' from the application.

The screenshot shows a form titled "Office". On the left, there is a text area for "Relevant building or building part \*" containing the word "improvements". On the right, there are two fields: "ESP Schedule" with the value "Office" and "Building Owner \*". The "Building Owner \*" field is a dropdown menu with a red dashed circle around it. The dropdown list is open, showing "Select Building owner" (highlighted in blue), "Penny Jones", and "Big Business".

### Add new building owner of the building or building part

The new building 'owner' is selectable from the **Building Owner** field drop-down. On selection of the building owner their details are shown; building owner name, address and email.

Additionally, the building owner is available and editable from the list of 'Application Contacts' visible from the **Summary** tab of the development application.

An email to the new building owner will advise them of their addition as the building owner.

4. Click **(+) Add new Building Owner**.

**Important!** Multiple Building Owners cannot be recorded, only one building owner per building or building part. If another building owner is added then makes sure their name is shown within the Building Owner field.

The screenshot shows the same "Office" form as above. The "Building Owner \*" dropdown menu is now closed, showing "Select Building owner". Below the dropdown menu, there is a blue link that says "(+) Add new Building Owner".

5. Complete the **Individual** or **Business** details fields for the
6. Click **Save** to create.

**Office**

INDIVIDUAL BUSINESS

**Business Name**

Big Business

100 characters maximum

**Postal Address \***

UNIT 1 50 FLINDERS STREET, KENT TOWN ✕

Type an address to search ⓘ  
Enter the address manually

**Preferred Contact Method**

Email

**Phone**

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**

woods@sa.gov.au

50 characters maximum.

CANCEL SAVE

7. Select the applicable **As part of:**

**Office**

Relevant building or building part\*

B I ≡ ≡ ≡ I

improvements

1% used

**ESP Schedule**

Office

**Building Owner\***

Big Business

(+) Add new Building Owner

**Building Owner Name**

Big Business

**Building Owner Address**

UNIT 1 50 FLINDERS STREET, KENT TOWN

**Building Owner Email**

woods@sa.gov.au

**As part of: \***

- Building consent for a proposed new building work
- A change of building classification (irrespective of whether there is building work)
- Alterations to existing essential safety provisions
- An application for a new schedule of essential safety provisions to be issued
- Issuing any other certification of compliance with the Building Rules (eg Crown buildings and Infrastructure)



### National Construction Code (NCC) versions

The Building Consent – Assessment Date will be used to determine which ESP Schedule Options to use (NCC version 2019 or 2022). Due to building consents being at different stages of assessment, the 2019 ESP Schedule Options may still be applied to applications from 1 May 2023 as outlined below:

- For building consents already under assessment, the NCC 2019 ESP Schedule Options will continue to apply.
- For all new applications and building consents either ‘initiated’, ‘awaiting verification’, ‘in verification’ or ‘awaiting payment’, the NCC 2022 ESP Schedule Options will apply.

8. Expand the **Part** and then select all the ESPs installed or to be installed, and repeat until all applicable ESPs completed The heading of the ESP changes to ‘green’ on when information provided.

The ESP Schedule indicates the **NCC version** being used (refer to outlined image below).

Selected Essential Safety Provisions installed or to be installed  
National Construction Code (NCC) 2022

Essential Safety Provision	Applicable ESP Installation Standards	Maintenance and Testing Standards
<input checked="" type="checkbox"/> (a) Fire resistant materials applied to building elements, including intumescent paints, fire protective coatings, coatings and boards.	NCC Volume One - Section C (as applicable)	Annual inspections to check the integrity of fire resistant materials and/or as prescribed in AS 1851, sections 1 and 12.
<input checked="" type="checkbox"/> (b) Fire hazard properties of floor, wall and ceiling linings; floor coverings, air handling ductwork, lift cars, non-required and non-fire isolated stairways or ramps, attachments to internal floors, walls and ceilings, insulation, proscenium curtain and auditorium seating, etc.	NCC Volume One - clause C2D11 and Specification 7	Annual inspection to identify any changes to linings and finishes

An ESP on selection may prompt to provide more information, as seen in the below example (NCC version 2022).

9.04 Emergency lighting

Essential Safety Provision	Applicable ESP Installation Standards	Maintenance and Testing Standards
<input type="checkbox"/> (a) Emergency lighting	NCC Volume One - clause E4D2 and E4D4 and AS 2293.1.  NCC Volume Two - clause H3D6 and ABCB Housing Provisions Clause 9.5.5 for Class 1b buildings, and Volume One clause G1D3 for cool rooms, strongrooms etc.	Check power availability monthly. In addition, six monthly, yearly and 10-yearly procedures as prescribed in Appendix A of AS/NZS 2293.2.  Check power availability and light functionality monthly. For cool rooms and strongrooms, also check that the associated indicator lamp and the alarm positioned outside the chamber are functioning.
<input checked="" type="checkbox"/> (b) Performance solutions – emergency lighting – Describe the performance solution		

Essential Safety Provision *	Applicable ESP Installation Standards *	Maintenance and Testing Standards *
<i>Describe the performance solution</i>	<i>List the installation standards or construction practices that are integral to achieving the performance solution</i>	<i>List the maintenance and testing routines or special requirements that must be followed to ensure ongoing performance of the installation</i>

9. Select **Save ESP** to complete the building or building work part.

9.12 Access for fire appliances >

9.13 Clearances for large isolated buildings >

CANCEL SAVE ESP

On returning to the **Essential Safety Provisions** screen shows the details of the building or building part, including the NCC Edition (i.e. version).

10. Click **+Add ESP** and repeat the instructions until all building/building part ESPs are added.

[View MBS 002 - Maintaining the performance of ESPs](#)

**Do new Essential Safety Provisions apply? \***

Yes

No

**Is a new Form 1 required? \***

Yes

No

**Is Form 3 annual return required? \***

Yes

No

**i** Even when no new ESPs are proposed, ticking Yes to this question will ensure that this address is included in Council reporting for Form 3 requirements.

**ESPs**

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name	Remove
ESP 1 - Warehouse	Warehouse containing fish farm tanks	2022	epn testFour	

[+ Add ESP](#)

CANCEL SAVE CHANGES

## View and update building/building part ESP Schedule details

11. Click on the **building/building part ESP** view the details on screen.
12. Make changes as required and then **SAVE ESP** or select **CANCEL** to exit.

View MBS 002 - Maintaining the performance of ESPs

### ESP 1 - Warehouse

Relevant building or building part \*

Warehouse containing fish farm tanks

ESP Schedule

ESP 1 - Warehouse

Building Owner \*

epn testFour

(+) Add new Building Owner

Building Owner Name

epn testFour

Building Owner Address

.

Building Owner Email

nardla.symonds@sa.gov.au

As part of: \*

Building consent for a proposed new building work

A change of building classification (irrespective of whether there is building work)

Alterations to existing essential safety provisions

An application for a new schedule of essential safety provisions to be issued

Issuing any other certification of compliance with the Building Rules (eg Crown buildings and infrastructure)

Please Select all Essential Safety Provisions Installed or to be Installed  
National Construction Code (NCC) 2022

9.01 Structural fire protection and compartmentation	>
9.02 Means of egress	>
9.03 Signs	>
9.04 Emergency lighting	>

The **Essential Safety Provisions** screen shows.

13. Click **SAVE CHANGES**

View MBS 002 - Maintaining the performance of ESPs

Do new Essential Safety Provisions apply? \*

Yes

No

Is a new Form 1 required? \*

Yes

No

Is Form 3 annual return required? \*

Yes

No

**i** Even when no new ESPs are proposed, ticking Yes to this question will ensure that this address is included in Council reporting for Form 3 requirements.

ESP

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name	Remove
ESP 1 - Warehouse	Warehouse containing fish farm tanks	2022	epn testFour	

[+ Add ESP](#)

**CANCEL** **SAVE CHANGES**

The **Essential Safety Provisions** screen shows with the building/building part ESPs and building owner name/s.

- Summary
  - Documents
  - Fees
  - RFIs
  - Assessment Info
  - Insurance
  - Required Notifications
  - Referrals
  - Conditions and Notes
  - Essential Safety Provisions
- Appeals   Related Actions

< **Development application 23015859**

[View MBS 002 - Maintaining the performance of ESPs](#)

**Do new Essential Safety Provisions apply? \***

- Yes
- No

**Is a new Form 1 required? \***

- Yes
- No

**Is Form 3 annual return required? \***

- Yes
- No

**ESPs**

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name
ESP 1 - Warehouse	Warehouse containing fish farm tanks	2022	Jenny Public

## 13. Make the Decision

Recording the consent decision is performed on:

- Receiving a direct refusal response from a Referral Body.
- Receiving a Panel decision.
- Completion of the assessment.

On 'granting' the consent the Decision Notification Form (DNF) and Form 1, 2 and 3 is issued as per the preferred communication method (email or post) to all parties, e.g. applicant, Referral Body, Relevant Authority.

1. Click on the **Decision** tab to record whether 'granted' or 'refused'.

When **outstanding items** are displayed (see image) these must be actioned before a decision can be granted and for the **Record Decision** button to be enabled.

Complete [How to approve the upload of additional documentation submitted by an applicant|PlanSA](#) to close the outstanding task 'Review additional documents from applicant'.

The screenshot shows a navigation bar with tabs: Summary, Documents, Fees, RFIs, Assessment Info, Insurance, Required Notifications, Referrals, and Conditions and Notes. Below the navigation bar, the page title is '< Development application 21003061'. A red dashed circle highlights a section titled 'The following items must be actioned before a decision can be granted:' which lists four items: 'All referrals must be responded, recalled, or expired', 'Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).', 'The information on the Assessment Info tab must be reviewed', and 'Building notifications must be recorded or set to not required for each building work in the Required Notifications tab'. Below this list, it says 'Complete outstanding task 'Review Additional documents from Applicant' in the Additional documents'. A bold statement reads 'There is no decision for this consent.'. At the bottom, there is a navigation bar with tabs: Essential Safety Provisions, Clocks, Decision, Appeals, and Related Actions. The 'Decision' tab is highlighted. A 'RECORD DECISION' button is visible in the top right corner. A help link '? Help for this section' is at the bottom right.

When the assessment outcome is to refuse the consent, then a **Refusal reason** must be added in [Update Conditions and Notes](#) before making the decision.

For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**  
Department for Trade  
and Investment