Government of South Australia Department for Trade and Investment



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## Background

After undertaking an inspection, a council may carry out a re-inspection of a required building rectification, to ensure that necessary rectification work has taken place.



If or when an inspection outcome is 'unsatisfactory', an email will notify the applicant or builder that an action is required to rectify the breaches, issues or faults. On rectification of the breach, issue or fault a 'building rectification notification' must be submitted to advise the local council, who will determine whether to perform another inspection, or not.

Inspection Unsatisfactory – Commencement of Building work for Application ID 22000255 Applicant: Jolanda Address: 76 SOUTH TCE ADELAIDE SA 5000

This the inspection we conducted on the 20–Jul-2022 of the building /building work "Demolition stage" for building notification "Commencement of Building work" has identified rectification of the following is required:

Additional re-enforcement needed before pouring the slab

When rectified, login into your <u>PlanSA account</u>, to manage your application and submit a Building Rectification Notification for this application.

# **Included instructions**

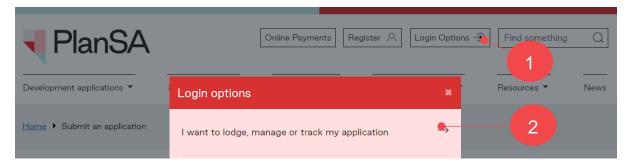
- Submit Building Rectification Notification
- View the details of the unsatisfactory inspection
- Respond to the building rectification notification
- View the application building rectification notifications
  - o Notifications and Inspections page
  - o Building Rectifications
  - o View the rectification response details
  - o Building Notification with Completed Inspections



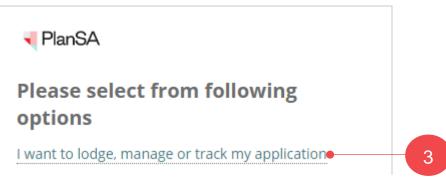
## **Submit Building Rectification Notification**

On completion of rectifying the breaches, issues or faults, submit your response to the building rectification notification to advise the local council.

- 1. Open **PlanSA** and click on **Login Options**.
- 2. Click on I want to lodge, manage, or track my application login option.



3. Click on I want to lodge, manage or track my application within the login prompt.



4. Enter in your Username and Password and click on SIGN IN.

PlanSA		
penny.public	•	-4
•••••		
Remember me		
Forgot your password?	LOG IN	
Forgot username?		
Register for an online account		
Become an Accredited Professional		

5. Click on **Submit mandatory re-inspection notification** within **Your Applications** dashboard.

our applications	Search	٩	Advanced Search     G Help
	al & mit		5
	P	IN THE REAL PROPERTY OF	and the second second
Start a new application	Access an application submitted by someone else	Submit mandatory building notification	Submit building rectification notification
OR YOUR ACTION (364) UNDER ASSES	SMENT (3106) DRAFT (26) LAND DIVISIO	CERTIFICATES (29)	CUPANCY (54) FINALISED (510)
			Help for this set

6. Type the **application numbe**r and then click **Search** icon.

## Submit Building Rectification Notification

No items available

The building rectification notification record is shown, with the following information:

- Application ID opens the development application.
- Inspection ID opens the inspection details.
- Notification is the building notification originally submitted.
- Inspection Date is the date the inspection was performed by the local council.
- Who when you move the cursor over the icon, the inspectors name is shown.

200	00255				Qx					
	Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Inspected Date	Inspection Outcome	Inspection Category	Who
	22000255	447	Demolition stage	9A	Commencement of Building work	76 SOUTH TCE ADELAIDE SA 5000	20-Jul-2022	Unsatisfactory	Building Inspection	1

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## View the details of the unsatisfactory inspection

- 1. Right click the mouse on the inspection ID to show a menu.
- 2. Click on **Open link in a new tab** in your open browser.

#### **Submit Building Rectification Notification** QX 22000255 Application Inspection Building **Building Work** Notification Location Classification ID ID Work 76 SOUTH Demolition Commencement of TCE 22000255 <u>44</u>7 9A Building work ADELAIDE SA Open link in new tab • 5000 Open link in new window Open link in incognito window 1 Save link as... CANCEL Copy link address Inspect

The **Inspection Details** are shown in a new tab, and then scroll down, until the rectification details are visible, includes the rectification letter that can be downloaded to view the contents.

	Details #447		
		Go Back	
Application ID	22000255	Developme	nt Location(s)
<b>Building Work</b>	Demolition stage	76 SOUTH T	CE ADELAIDE SA 5000
Building Work Classification	9A		5956/773 Plan Parcel: D69382 Al
Notification	Commencement of Building work	Council: Add	elaide City Council
Description			
	Additional re-enforcement needed befor	re pouring the slab	h.
Description Rectification details for breaches, issues	Additional re-enforcement needed befor	re pouring the slab	
Description Rectification details for breaches, issues or faults	Additional re-enforcement needed befor	re pouring the slab Document Type	Date Created



## Respond to the building rectification notification

Close the **Inspection Details** browser tab and return to the **Submit Building Rectification Notification** page to submit your response to the local council. On submitting the response, a confirmation email is sent to yourself and the local council who performed the original inspection.

- 1. Click on the checkbox to select the building rectification record.
- 2. Click **NEXT** to provide your response details.

2200	00255				Qx					
~	Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Inspected Date	Inspection Outcome	Inspection Category	Who
2	22000255	447	Demolition stage	9A	Commencement of Building work	76 SOUTH TCE ADELAIDE SA 5000	20-Jul-2022	Unsatisfactory	Building Inspection	1

The **Submit Building Rectification Notification** page is shown with the original building notification details and a section to record your Rectification Response Details, includes ability to upload evidence, e.g. photos, reports etc.

#### Submit Building Rectification Notification : 22000255

Application 22000255	Number	Development Location(s) 76 SOUTH TCE ADELAIDE SA 5000	Building or building work Demolition stage	Associated Notification Commencement of Building work	¢
Rectification	Response Details				~
Comments					
Addition re-	enforcements have been a	dded as per our conversation		64/2	2000
Additional re Who is provi			Contractor Contact		
Document		Document Category		Document Type	
UPLOAD	Drop files here	Select One	*	Select One	*
Note: You m	ay select multiple docum	ents to upload simultaneously.			





- 3. Provide any **Comments** to the local council regarding the rectification performed and completed.
- 4. Indicate who is providing this notification. Leave the Licensed Building Work Contractor default selection or change to Building Owner.
- 5. Click on the Builder field to select your name from the list of contacts.

If your name is not a selectable contact, then use the <u>Add new</u> option and follow the Add a new contact instructions to add yourself as a new contact for the application.

## Submit Building Rectification Notification : 22000255

22000255	lumber	Development Location(s) 76 SOUTH TCE ADELAIDE SA 5000	Building or building worl Demolition stage	k Associated Notificat Commencement of B	
Rectification F	Response Details				
Comments					
Addition re-e	nforcements hav	e been added as per our conversatio	on	64/2	2000
Additional re-e	enforcement nee ling this notifica				
<ul> <li>Building Ov</li> <li>Builder*</li> </ul>	uilding Work Con vner	tractor			
O Building Ov			Building Work Contractor Con	tact	
Building Ov Builder*	vner		Building Work Contractor Con	tact	
<ul> <li>Building Ov</li> <li>Builder *</li> <li>Select</li> </ul>	vner			ttact Document Type	
<ul> <li>Building Ov</li> <li>Builder *</li> <li>Select</li> <li>Upload Docur</li> <li>Document</li> </ul>	vner	<ul> <li>Add new Licensed E</li> <li>Document Ca</li> </ul>	ategory		*
Building Ov Builder * Select Upload Docur Document UPLOAD	ment	<ul> <li>Add new Licensed E</li> <li>Document Ca</li> </ul>	ategory	Document Type	*
Building Ov Builder * Select Upload Docur Document UPLOAD	ment	Add new Licensed B Document Ca	ategory	Document Type	*

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#### Add a new contact

- 1. Select + Add new ....
- 2. Click on the **Contact Type** to select your contact type, e.g. Builder.

* Conta	ct Type	Select One	
INDIVIDUAL	BUSIN	Select One	
INDIVIDUAL	DOSIN	Builder	2
Title *		Building Owner	

3. Leave INDIVIDUAL default and then fill in the form with your individual details and **SAVE** to create the contact.

	Edit Builder				
	* Contact Type Builder				
3	INDIVIDUAL BUSINESS				
	Title *				
	Ms				
	First Name *				
	Liz				
	100 characters maximum				
	Last Name *				
	Public				
	100 characters maximum				
	Licence Number *				
	54654				



4. Alternatively, you can change the contact type to **Business** and then fill in the form with your business details.

Edit Builde	r
* Contact Type	Builder
INDIVIDUAL BUSIN	
Business Name*	
Big & Small Building Bu	isiness
100 characters maximum	
Licence Number*	
12345	
50 characters maximum	

5. Click **SAVE** to create the contact.

The contact is created and will only be available for the application.

Who is providing this notification Licensed Building Work Contra				
OBuilding Owner				
Builder *				
Big & Small Building Business (B	uild 🔻 🏰 Add ne	w Licensed Building Work Contr	actor Contact	
Builder's Name	Builder's Address	Builder's Phone Number	Builder's Licence Number	Builder's Email

Upload supporting documents or photographic evidence of the completed building work rectification.

6. Click **Upload** and within the **Open** window drag-and-drop required documents into the *Drop files here field(s)*.

uilder*		Open						×
Big & Small Building Business (B	uild 👻 🔒 Ad	← → ~ ↑ 🛄 « ICON	5 > 1	lcons 🗸	Ō	, ○ Search Ico	ons	
Builder's Name	Builder's Addr	Organize 👻 New folder					EE • 🔳	0
Big & Small Building Business	25 PARI AVENU 5085	BEVELOPMENT Fast Track	^	Name  I18940_warning_dialog_icon  I1679_information_circled_icon	5/07/	modified /2022 12:15 PM /2022 12:15 PM	Type PNG File PNG File	^
pload Document		lcons		809113_architecture_car_garage_hous	5/07/	/2022 12:15 PM	PNG File	
Document	6	IDEAS	~	<ul> <li>2247709_building_hotel_sleep_sleepin</li> </ul>	5/07/	/2022 12:15 PM	PNG File	> ~
		File name	e: 80	9113_architecture_car_garage_house_park_icon	~	All Files		~
UPLOAD here						Open	Cancel	

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- 7. The document Category and type will default automatically. Type a **description** of the document, e.g. site photos.
- 8. Click on **Submit** to inform the local council of your completion of the building rectification.

Document		Document Category		Document Type		Type Description	
	<b>13_architecture_car_gara</b> – 171.66 KB	Inspection	-	Rectification document	•	Site photos	×
UPLOAD	Drop files here	Select One	*	Select One	*		
	A prop files here			Select One	*		

On submitting the rectification notification, the **Your Applications** dashboard is shown; you can perform another task or sign out.

ίοι	ir a	applica	ations		Search			<b>Q 1</b> Ad	vanced Search	O He
			all a							
	Star	t a new appli	cation Access ar	application	Submit mandator		bmit building re	ctification	Batch Paymen	ıt
				y someone el			notificatio		AND AN	
FOR YO		CTION (364)				n		n	ISED (510)	
	DUR A	1-1	submitted b	y someone el	se notificatio	n	notificatio	n	ABDN	



# View the application building rectification notifications

- 1. Search by the application ID number.
- 2. Click on the ID number to view your development application.

1	-	all &				
S	tart a new application	Access an application submitt by someone else	ted Submit mandatory building notification	Submit building rectifica notification	ation	Batch Payment
	ACTION (364) UNDER	ASSESSMENT (3106) DRAFT (26) LAND	DIVISION CERTIFICATES (29) CERTIFICATE OF OCCU	PANCY (54) FINALISED (510	0)	
	for: "22000255"					Help for this se
	for: "22000255" Owner	Location	Nature of Development	Relevant Authority	Lodged	Help for this se     Status

The Development application is shown.

3. Click on the **Notifications & Inspections** tab to view your building/building work required building notifications and completed inspections.

Development application - 22000255: 76 South Tce	e Adelaide SA 5000
Summary Documents Sharing access Notifications & Inspections Certificate of Occupancy	Related Actions
	Development Location(s) 76 SOUTH TCE ADELAIDE SA 5000 Title Ref: CT 5956/773 Plan Parcel: D69382 AL6 Additional Location Information: Council: Adelaide City Council Nature of development FNew Housing
Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new	Elements selected  Demolition Partial demolition of a building or structure  Dwelling alteration or addition Owelling addition  Submission details
tab, and view zoning and other layers for this location	> Zoning information



## Notifications and Inspections page

The **Building Notifications** shows the submitted building or building work building notifications, indicated by the submitters name and date notified, and not yet submitted notifications, indicated by the 'Submit Building Notification' link.

#### **Building Rectifications**

**Building Rectifications** 

The **Building Rectifications** section shows the 'original' building notification, for example *Commencement of Building Work*, with the name of the person who submitted the original building notification, and the submitted date and time.

An action 'Record Rectification Response' is shown and when submitted, the action is completed and is no longer shown.

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions	
447	Commencement of Building work	EPN <sup>-</sup> - 21 Jul 2022 8:02 AM	Yes		
448	Rectification of Additional re-enforcement needed before pouring the slab	EPN - 21 Jul 2022 8:04 AM	-	Record R Response	ectification e
uilding Rectific	cations				
Original	Notification	Submitter and Date Noti	ified To I	Be pected?	Actions
uilding Rectific Original Inspection Id 447		Submitter and Date Noti EPN <sup>1</sup> - 21 Jul 2022 8:02 A	ified Ins	pected?	Action

When the local council receives the rectification response, they will determine on reviewing your providing documentation to inspect, or not to inspect.

Building Rectific	ations			
Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
447	Commencement of Building work	EPN - 21 Jul 2022 8:02 AM	Yes	
448	Rectification of Additional re-enforcement needed before pouring the slab	EPN - 21 Jul 2022 1:37 PM	Yes	
			and the second	



## View the rectification response details

1. Click on the building rectification notification to view the rectification response details.

Driginal nspection d	Notification	Submitter and Date Notified	To Be Inspec	ted? Action	5
147	Commencement of Building work	EPN TestSeven ACC AO - 21 Jul 2022 7:50 AM	-		
Rectification Rectification		Supporting Documents			
	-enforcement needed before pouring the sla ed this notification? Big & Small Building Business 🕀		Document Type	Type Description	Date Created
To be inspec		* 809113_architecture_car_garage_house_p rk_icon.png	a Rectification document	Site photos	21 Jul 2022 07:50
		* Rectification Letter - Application 22000255.docx	Rectification Letter		21 Jul 2022 07:39

2. Click on the building rectification notification again to show less details.

Building Rectific	ations			
Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
447	Commencement of Building work	EPN - 21 Jul 2022 07:50 AM	-	

### **Building Notification with Completed Inspections**

When the local council determined to inspect a building notification the **To be inspected?** will show 'Yes' and when the inspection is completed the **Inspection ID** number is shown and the inspection is available from the **Inspections Completed** section.

	d action not available? elevant Authority		STATEMENT O	F COMPLIANCE I	FORM
k on a notific	ation to show more details, for example who submitted the not	fication, supporting documents or e	edit the notification	date of activity.	
uilding or bu	ilding work: Demolition stage				
Notification		Submitter and Date Notified	Date o Activit		Inspection: Inspection: ID
Commencerr	nent of Building work	Test - 10 Jul 2022 2:26 PM	10 Jul 3	2022 Yes	447
Completion o	of Building work	EPN) - 12 Jul 2022 5:44 PM	11 Jul :	2022 -	
	of Statement of Compliance and other documents required to at the completion of building work	Submit Building Notification	Not ye submit		
uilding Recti	fications				
Original Inspection Id	Notification	Submitter and Date I	Notified	To Be Inspected?	Actions
447	Commencement of Building work	EPN - 21 Jul 2022 7:50	AM	5	

lick on an inspe	ection outcome to show r	more details, for exampl	e the elements inspected	d and supporting (	documents.		<b>8</b> H	elp for this sect
Inspection ID	Building Work	Building Work Classification	Notification	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category
447	Demolition stage	9A	Commencement of Building work	10-Jul-2022	10-Jul- 2022	20-Jul-2022	Unsatisfactory	Building Inspection

- 1. Click on the inspection record to view the elements inspected and the supporting documents.
- 2. Click on the inspection record again to show less details.

#### **vInspections** Completed

Inspection ID	Building Work	Building Work Classification	Notification	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category
447	Demolition stage	9A	Commencement of Building work	10-jul-2022	10-jul- 2022	20-jul-2022	Unsatisfactory	Building Inspection
Inspectio	on Outcome Deta	ails						
			Support	ing Documents				
	pected tructural elements		Support			Document Type	Type Description	Date Created
<ul> <li>Elements Ins</li> <li>Primary s</li> </ul>			Docum * Recti		plication		Description	