How to…
Record and update a not inspected building or building work

Government of South Australia
Department for Trade and Investment

PlanSA

Version 1.2
Software version 3.44.0

Included instructions

- Record building or building work not inspected
- Update the building or building work ready to be inspected
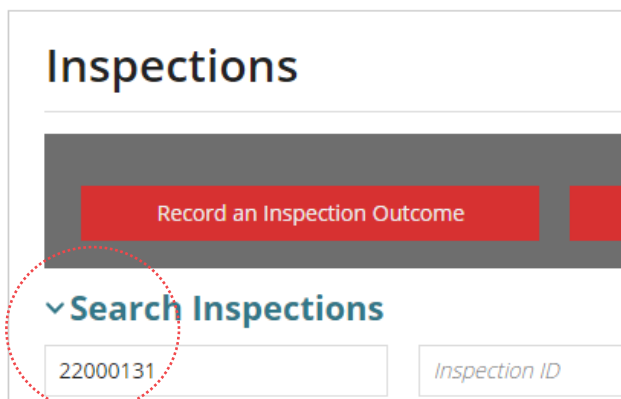- View the new building or building work inspections record

Record building or building work not inspected

In instances where you are unable to inspect a building or building work, the inspection record is updated with a 'not inspected' outcome and the building work to be inspected automatically updates from Yes to No.

1. Click on Inspections from the Assessments dashboard.
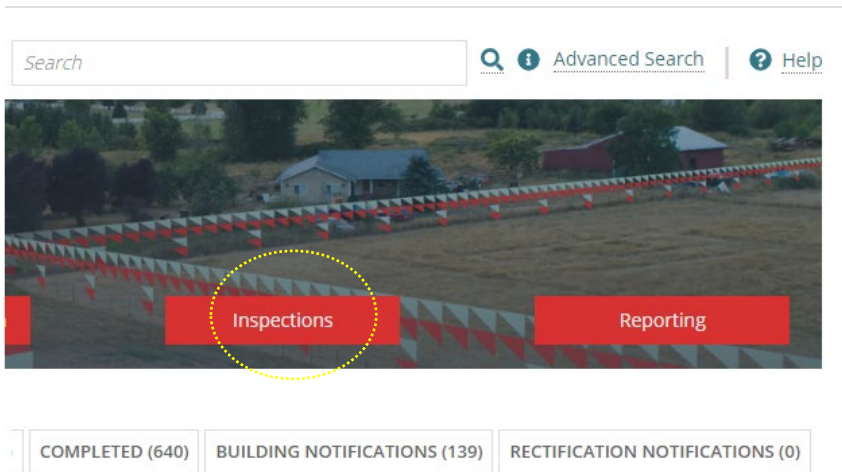
2. Expand **Search Inspections** to search for the application.

3. Enter the **Application ID** to return all inspections with a pending inspection for the application.

How to…
Record and update a not inspected building or building work

Government of South Australia
Department for Trade and Investment

PlanSA

Version 1.2
Software version 3.44.0

4. Click on the **Inspection ID** to record the 'not inspected' outcome.

2

⌄ Pending

Only one can be selected

Application ID	Inspection ID ↓	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity
22000131	396	Building Work 1	1A	Commencement of Building work	128 GROTE ST ADELAIDE SA 5000	26-May-2022	26-Apr-2022

5. Click on **RECORD INSPECTION**.

Inspection Details #396

RECORD INSPECTION

Summary   Related Actions

Go Back

Application ID 22000131
Building Work   Building Work 1
Building Work Classification 1A
Notification Description Commencement of Building work

Development Location(s)
128 GROTE ST ADELAIDE SA 5000
Title Ref: CT 5152/550 **Plan Parcel:** F17240 AL2
Additional Location Information:
Council: Adelaide City Council

6. Complete the Inspection details fields as follows and then **SUBMIT** to complete.

- **Inspected by** leave blank or allocated user. On selecting the 'Not inspected' outcome the Inspected by field is hidden.

- **Inspection Outcome** select 'Not Inspected'.

- **Not Inspected Reason** provide a description why not inspected. Maximum of 1000 characters.

* **Inspection Outcome**   Not Inspected

* **Not Inspected Reason**   Due to poor weather, unable to visit the site

955 characters remaining.

New Inspection Documents

Document	Document Category	Document Type
UPLOAD Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL

SAVE DRAFT   SUBMIT

How to…
Record and update a not inspected building or building work

Government of South Australia

Department for Trade and Investment

PlanSA

Version 1.2
Software version 3.44.0

3

7. Click **Go Back** to exit the Inspection Details page.

Inspection Details #396

Summary Related Actions

Go Back

Application ID	22000131
Building Work	Building Work 1
Building Work Classification	1A
Notification Description	Commencement of Building work
Notification Date	26 May 2022
Date of Activity	26 Apr 2022 9:30 AM ✏ Edit
Status	Inspection Completed
Category	Building Inspection

Development Location(s)

128 GROTE ST ADELAIDE SA 5000

Title Ref: CT 5152/550 **Plan Parcel:** F17240 AL2
Additional Location Information:
Council: Adelaide City Council

8. Enter the **Application ID** to return all inspections for the application.

Inspections

Record an Inspection Outcome

ⅴ **Search Inspections**

22000131	Inspection ID

9. Expand **Completed** to view the 'not inspected' building work.

ⅴ **Completed**

Application ID	Inspection ID ↓	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category	Who
22000131	396	Building Work 1	1A	Commencement of Building work	128 GROTE ST ADELAIDE SA 5000	26-May-2022	26-Apr-2022		Not Inspected	Building Inspection	👤

How to…
Record and update a not inspected building or building work

Government of South Australia
Department for Trade and Investment

PlanSA

Version 1.2
Software version 3.44.0

Update the building or building work ready to be inspected 4

When you are ready to inspect the building work, then update the building notification from the development application, not the Building Notifications tab from the Assessments dashboard.

1. Search for the application by **ID** number.

2. Remove the **Assigned to me only** if the application is not shown.

3. Click on **ID** number to open the application.

4. Click on **Building Notifications** tab in Summary page of the development application.

How to…
Record and update a not inspected building or building work

Government of South Australia
Department for Trade and Investment

PlanSA

Version 1.2
Software version 3.44.0

5
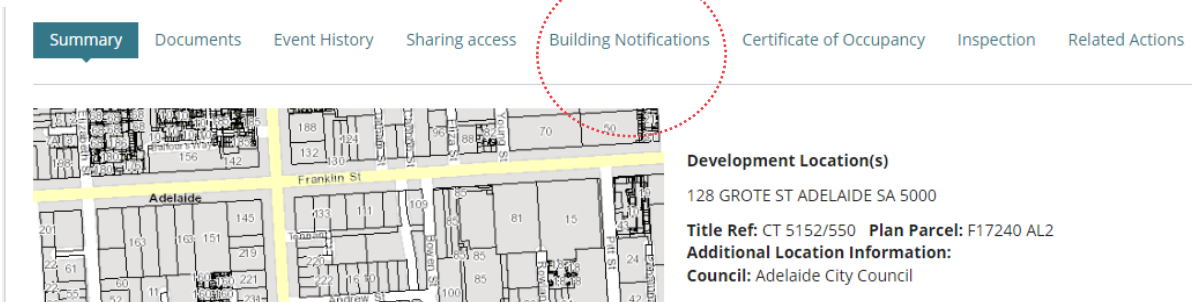
The **Building Notifications** page shows the building or building work notifications.

5. Within the applicable building or building work section, click on the building notification to view the **Building Notification Details**.

Building or building work: 9A					
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	epn twentyone - 22 Jun 2022 2:20 PM	24 Jun 2022	No	
Completion of Building work	*Not yet submitted*	*Not yet submitted*	-	
Completion of Statement of Compliance and other documents required to be provided at the completion of building work	*Not yet submitted*	*Not yet submitted*	-	

6. Click on **Yes** for the **To be inspected?** question.

7. As required, update or remove the inspection **decision comment**.

8. Click **SAVE** to keep changes.

To be inspected?
● Yes ○ No
Marked as building inspection required by epn.test21@sa.gov.au at 22 Jun 2022 3:18 PM
Decision Comment

|
0/200

SAVE

9. As required, edit the **Date of activity**.

Building Notification Details

Notification
Commencement of Building work
Date of Activity
24 Jun 2022 9:30 AM ☑ Edit
Who provided this notification?
Licensed Building Work Contractor: Builder Last ⊞
Comments

10. Enter a **New Activity Date** and **SUBMIT** to complete.

Edit Building Notification Response : 22000117

ℹ The Activity Date should be the date you will commence or complete the specified activity, depending on the notification request.

For example, If the notification reads, one business days notice of the commencement of a concrete pour, the activity date provided should be the date of the pour.

Current Activity Date
24 Jun 2022

New Activity Date *
dd/mm/yyyy 🗓

CANCEL   SUBMIT

How to…
Record and update a not inspected building or building work

Government of South Australia
Department for Trade
and Investment

PlanSA

Version 1.2
Software version 3.44.0

View the new building or building work inspections record

11. Click on **Inspection** tab within the application, to view the new **Inspections Pending** record.

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

Inspections

> Draft

> Pending

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
22000131	397	Building Work 1	1A	Commencement of Building work	128 GROTE ST ADELAIDE SA 5000	26-May-2022	31-May-2022	Inspection Pending	Building Inspection		