

Background

When a building notification submitted in error the inspecting council can reset the submission up until an inspection outcome of 'successful' or 'unsatisfactory' recorded. Inspection records and historical documents are retained following a reset.

Includes instructions

- [Resetting mandatory 'commencement' notification](#)
- [Resetting mandatory 'completion' notification with inspection required](#)
- [Resetting rectification notification with no to inspect](#)

Related Instructions

[Building Inspections | PlanSA](#) instructions How to – Record a 'to be inspected' decision for a rectification notification.

Resetting mandatory 'commencement' notification

An inspected rectification notification cannot be reset.

The following instructions will demonstrate resetting the 'Granny Flat' commencement of building work notification.

☰ BUILDING NOTIFICATIONS - SUBMITTED | DECISION OUTCOME SUBMIT MANDATORY BUILDING NOTIFICATION

🔍 Search Building Notifications SEARCH DATE OF ACTIVITY Any - Any 📄 ⌵ 🔄

Application ID	Owner	Location	Building/Building Work	Notification	Date of Activity	Comment	To Be Inspected?
25044877	Netra Houston	14 FRANK ST NEWTON SA 5074	Granny Flat	Commencement of Building work	30 Mar 2026	🗨️	Record Decision

1. Search for the **application**.



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2. Click on the application **ID** from the list of search results.

Search results for: "25044877" [Clear search](#)

Application ID	Primary Contact	Location	Title Ref	Plan Parcel	Nature of Development	Lodged
25044877	Netra Houston	14 FRANK ST NEWTON SA 5074	CT 6241/15	D123419AL181	Granny Flat	4 Nov 2025

The **Summary** page of the development application opens.

3. Click on the **Building Notifications** tab to view list of building/building work notifications.

Development application - 25044877: 14 Frank St Newton SA 5074

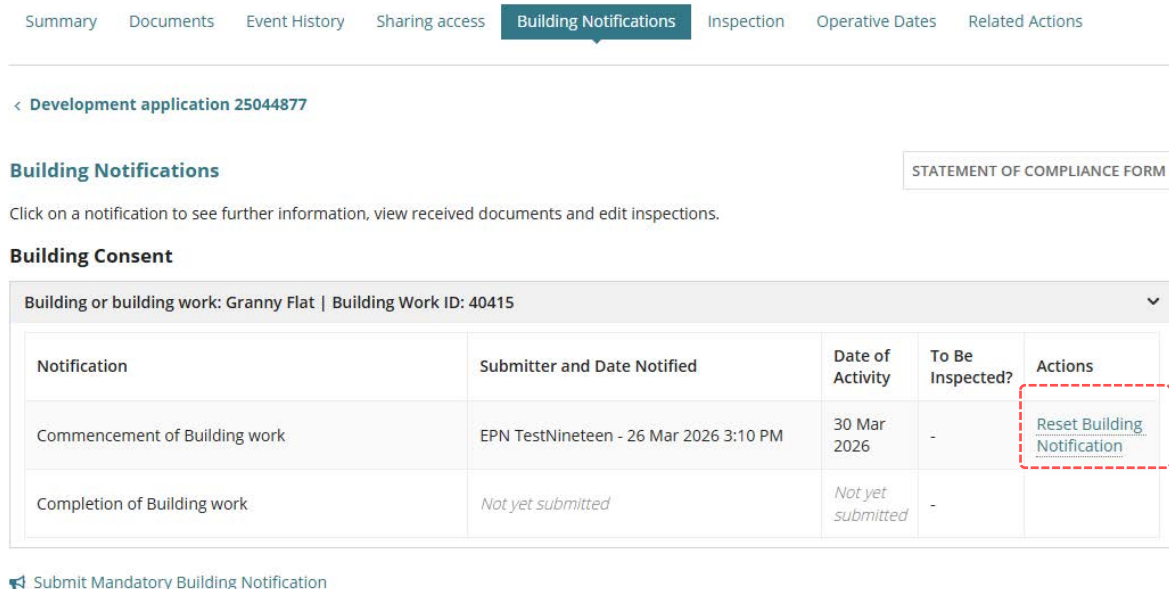
- Summary
- Documents
- Event History
- Sharing access
- Building Notifications**
- Inspection
- Operative Dates
- Related Actions



Application Status: Development Approval Granted
Fees Outstanding: No

The **Building Notifications** page opens.

4. Locate the building notification submitted in error and complete action *Reset Rectification Response*.



The **Completion of Framing Rectification Reset** page opens.

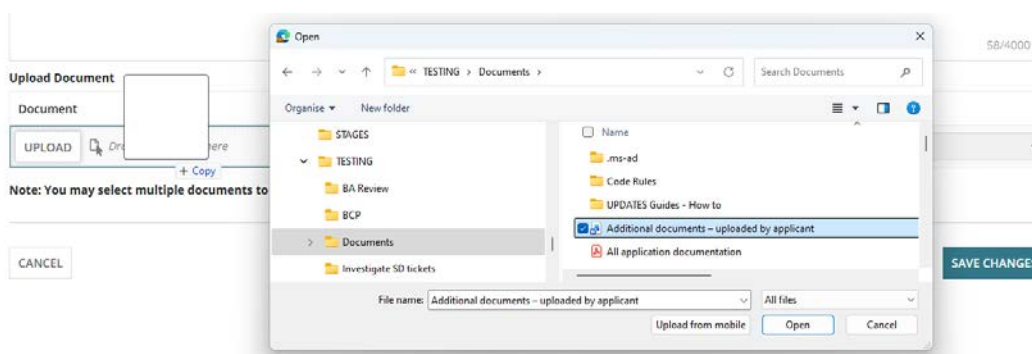
5. Provide a reset reason (mandatory).
6. Click on UPLOAD to upload a document.

Commencement of Building work Building Notification Reset



The **Open** window opens.

7. Drag-and-drop files into the upload field.
8. Click Cancel to close the Open window.



How to...

Reset a submitted building and rectification notification



The document uploaded is to be categorised

Upload Document

Document	Document Category	Document Type	
Additional documents -... DOCX - 21.88 KB	Other	Correspondence - General	X
UPLOAD	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

9. Click SAVE CHANGES.

The **Building Notifications** page opens, and the submitted notification is reset, clearing the submitter and activity date fields.

Building Consent

Building or building work: Granny Flat Building Work ID: 40415				
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	Not yet submitted	Not yet submitted	-	
Completion of Building work	Not yet submitted	Not yet submitted	-	

An event history record is created capturing the building notification reset in the **Event History** page.

Summary Documents **Event History** Sharing access Building Notifications Inspection Operative Dates Related Actions

Application ID 25044877

Event Audit History

Time	Consent / Dev. Appr.	User	Action	Description
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Click on the event record to view more details.

26/03/2026 15:13	EPN TestNineteen	BUILDING_NOTIFICATION_RESET	Building Notification reset by epn.test19@sa.gov.au for Building Notification ID: 13822 Building Notification name: Commencement of Building work The reason for reset: Submitted in error, not yet commenced ground work.
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Selected Event

Time 26/03/2026 15:13 **User** EPN TestNineteen

Description
Building Notification reset by epn.test19@sa.gov.au for Building Notification ID: 13822 Building Notification name: Commencement of Building work The reason for reset: Submitted in error, not yet commenced ground work.

Details
Building Notification record data has been updated:
modifiedDate has been updated from 27/02/2026 14:44 GMT+10:30 to 26/03/2026 15:13 GMT+10:30

If an inspection was to take place, the created inspection record will have been cancelled and the record removed from the **Inspections** page of the development application.

Summary Documents Event History Sharing access Building Notifications Variation Requests Certificate of Occupancy **Inspection** Operative Dates
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
No items available											

The task to *Record an inspection* outcome is cancelled and removed from the **Summary** page and the **My Tasks** list allocated to the council.

Summary Documents Event History Sharing access Building Notifications Variation Requests Certificate of Occupancy Inspection Operative Dates
Related Actions



Application Status: Development Approval Granted
Fees Outstanding: No

Image showing the Summary page after resetting a notification with an inspection required

MY TASKS

MY APPLICATIONS

Assigned to me only Assigned to my Council

Q 25031281 CONSENT/DA TYPE | Any CONSENT STATUS | Any

CONS/DA ALLOCATED TO | Any TASK NAME | Any TASK ASSIGNED TO | Any

Application ID	Location	Consent/Dev Approval Type	Consent/Dev Approval Status	Consent/Dev Approval Allocated To	Task Name	Task Assigned To	Task Days Remaining
25031281	1 COMO ST NEWTON SA 5074	DA - PC, BC	Granted		Respond to Variation Request		

Image showing MY TASKS after resetting a notification the record inspection action is removed.

The submitted notification is removed from the building notification **Decision Outcome** dashboard.

≡ BUILDING NOTIFICATIONS - SUBMITTED | **DECISION OUTCOME**

Q 25044877 DATE OF ACTIVITY | Any - Any INSPECTING | Any DECISION DATE | Any - Any

Application ID	Owner	Location	Building/Building Work	Notification	Comment	Date of Activity	Inspecting	Decision Comment ↓	Decision Date
No items available									

Stakeholders are notified of the notification reset

An email *Building Notification Reset* is sent and received by the following.

- Building notification email for the organisation (if exists)
- Organisation email (if no building notification email)
- User who submitted the notification
- Applicant contacts
- Primary contact

Building Notification Reset – Application ID: 25044877

Applicant: Applicant One

Address: 14 FRANK ST NEWTON SA 5074



This email is confirming City of Campbelltown has reset the Commencement of Building work building notification for building/building work: Granny Flat

Login to view [development application](#) to re-submit the Commencement of Building work when ready.

Regards,

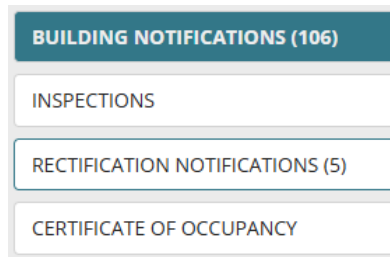
City of Campbelltown

08 888 1111

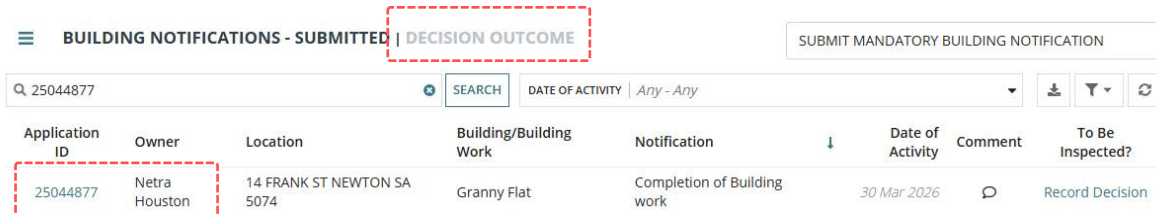
Resetting mandatory 'completion' notification with inspection required

An inspected rectification notification cannot be reset.

The Building Notifications list (if recent decision) will show the building notification in the Decision Outcome list prior to the reset.



1. Click on DECISION OUTCOME to view a list of notifications with an inspection decision.
2. Click on the application ID to open the development application.



The **Summary** page of the development application opens and shows a *Record Inspection Outcome* action. That same action is available in the My Tasks list and assigned to the council.

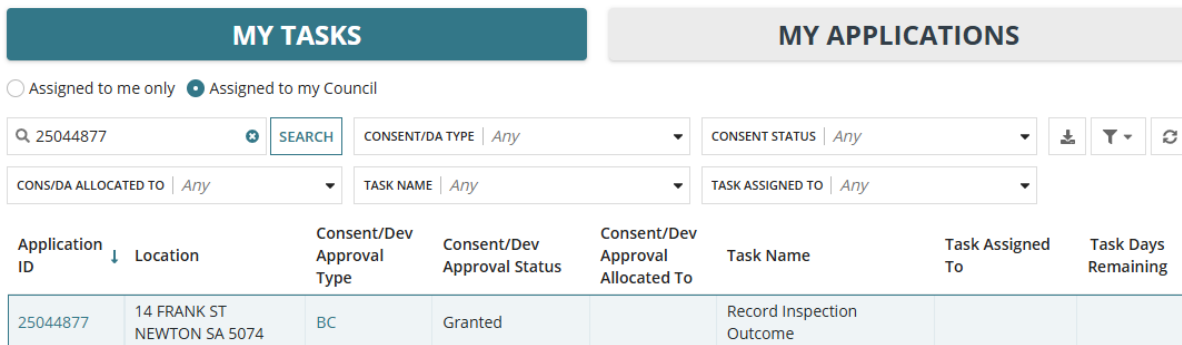


Image showing the Record Inspection Outcome task

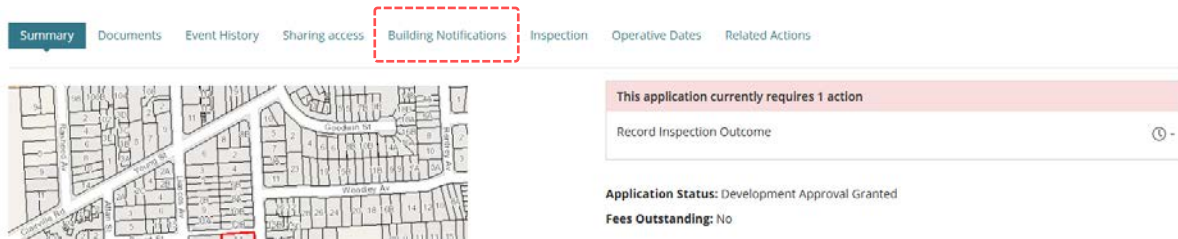
How to...

Reset a submitted building and rectification notification

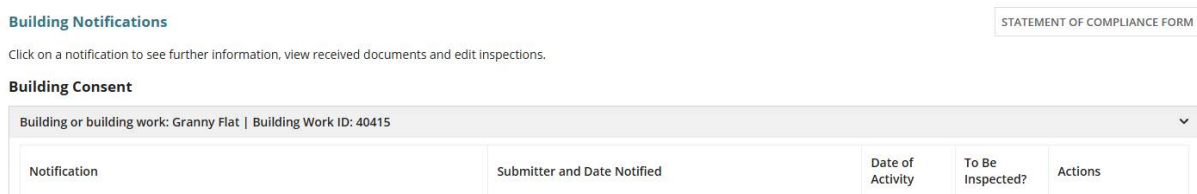


3. Click on **Building Notifications** tab to view the building/building works.

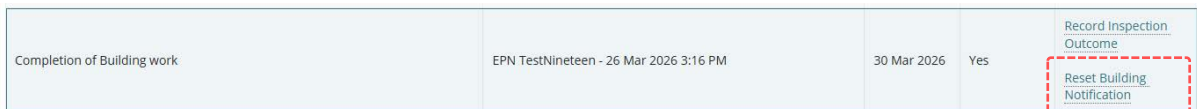
8



The **Building Notifications** page opens.



4. Click on Reset Building Notification.



The **Completion of Building Work Building Notification Reset** opens.

5. Complete the **Reset Reason** and upload a document (as required).

6. Click on **SAVE CHANGES**.

Completion of Building work Building Notification Reset

Reset Reason*

Enter a reason to reset

Building work not yet completed, advised in error.

50/4000

Upload Document

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

Note: You may select multiple documents to upload simultaneously.

CANCEL

SAVE CHANGES

How to...

Reset a submitted building and rectification notification



The **Building Notifications** page opens and with the submitter, date of activity and to be inspected fields reset and cleared.

Building Consent

Building or building work: Granny Flat Building Work ID: 40415				
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	EPN TestNineteen - 26 Mar 2026 3:21 PM	27 Mar 2026	-	Reset Building Notification
Completion of Building work	Not yet submitted	Not yet submitted	-	

The inspection record is cancelled and removed from the **Inspections** page.

Summary Documents Event History Sharing access Building Notifications **Inspection** Operative Dates 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
No items available											

The task to *Record Inspection Outcome* is cancelled and removed from the **Summary** page.

Summary Documents Event History Sharing access Building Notifications Inspection Operative Dates Related Actions



Application Status: Development Approval Granted

Fees Outstanding: No

The uploaded *Statement of Compliance* document is automatically superseded by the system and removed from the **Documents** page.

Summary Documents Event History Sharing access Building Notifications Inspection Operative Dates Related Actions

Search by keyword

Search by keyword

Search by Category

Search by Type

state

No Results Found

Where was the document uploaded?

- Application
- Planning Consent
- Building Consent
- Development Approval

Additional document filters

- Decision Documents
- P&D Code Rules
- Snapshots
- Invoices
- Other Documents

Hidden by default

- Superseded
- System Generated Emails

	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/>	* Additional documents - uploaded by applicant.docx	Correspondence - General	26 Mar 2026 15:13		<input checked="" type="checkbox"/>	

How to...

Reset a submitted building and rectification notification



Click on the **Superseded** checkbox to view the superseded *Statement of Compliance* document.

Summary **Documents** Event History Sharing access Building Notifications Inspection Operative Dates Related Actions

Search by keyword
Search by keyword
Search by Category
Search by Type

Where was the document uploaded?
 Application
 Planning Consent
 Building Consent
 Development Approval

Additional document filters
 Decision Documents
 P&D Code Rules
 Snapshots
 Invoices
 Other Documents

Hidden by default
 Superseded
 System Generated Emails

Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * Additional documents - uploaded by applicant.docx	Statement of Compliance	granny flat	26 Mar 2026 15:16	Yes		✗	

An event history record is created capturing the building notification reset in the **Event History** page.

26/03/2026 15:21	EPN TestNineteen	BUILDING_NOTIFICATION_RESET	Building Notification reset by epn.test19@sa.gov.au for Building Notification ID: 13823 Building Notification name: Completion of Building work The reason for reset: Provide reason for the reset
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Click on the event record to view more details.

Selected Event

Time 26/03/2026 15:21 **User** EPN TestNineteen

Description
Building Notification reset by epn.test19@sa.gov.au for Building Notification ID: 13823 Building Notification name: Completion of Building work The reason for reset: Provide reason for the reset

Details
Building Notification record data has been updated:
modifiedDate has been updated from 26/03/2026 15:16 GMT+10:30 to 26/03/2026 15:21 GMT+10:30
isAcknowledged has been updated from true to null
acknowledgedDate has been updated from 26/03/2026 15:16 GMT+10:30 to null
acknowledgedUserId has been updated from epn.test19@sa.gov.au to null
isBuildingInspectionRequired has been updated from true to null

The submitted notification is removed from the building notification **Decision Outcome** dashboard.

BUILDING NOTIFICATIONS - SUBMITTED | DECISION OUTCOME

SEARCH 25044877 DATE OF ACTIVITY Any - Any INSPECTING Any DECISION DATE Any - Any

Application ID	Owner	Location	Building/Building Work	Notification	Comment	Date of Activity	Inspecting	Decision Comment	Decision Date
No items available									

Stakeholders are notified of the notification reset

An email *Building Notification Response Reset* is sent and received by the following.

- Building notification email for the organisation (if exists)
- Organisation email (if no building notification email)
- Organisation email of the authority who issued building consent
- User who submitted the notification
- Land owner
- Builder (if Certificate of Occupancy required)

Building Notification Reset – Application ID: 25044877

Applicant: Applicant One

Address: 14 FRANK ST NEWTON SA 5074



This email is confirming City of Campbelltown has reset the Completion of Building work building notification for building/building work: Granny Flat

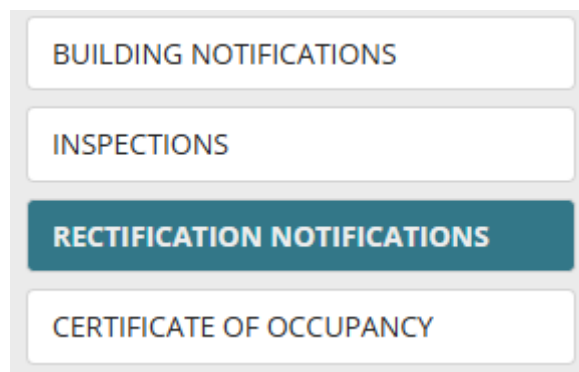
Login to view [development application](#) to re-submit the Completion of Building work when ready.

Regards,
City of Campbelltown
08 888 1111

Resetting rectification notification with no to inspect

An inspected rectification notification cannot be reset.

The Rectification Notifications list (if recent decision) will show the rectification notification in the Decision Outcome list prior to the reset.



1. Click **RECTIFICATION NOTIFICATIONS** to view submitted and notifications with an inspection decision outcome.
2. Click on **Decision Outcome** and search by the application number.
3. Click on **Application ID** to open the application.

RECTIFICATION NOTIFICATIONS - SUBMITTED | DECISION OUTCOME

SEARCH 25023570 INSPECTING Any DECISION DATE Any - Any

Application ID	Inspection ID	Owner	Location	Building/Building Work	Notification	Rectification Details	Inspecting	Decision Comment	Decision Date
25023570	2113	Netra Houston	21 WOODLEY AV NEWTON SA 5074	Swimming pool and/or safety features	Completion of Building work for swimming pool	Fencing needs some work	No		27 Feb 2026

The development application – summary page displays.

4. Click on **Building Notifications** tab.

The building notifications page displays. Scroll down until the **Building Rectifications** are visible.



How to...

Reset a submitted building and rectification notification



Government of South Australia

Department for Housing and Urban Development



Version 1.1

- Summary
- Documents
- Event History
- Sharing access
- Building Notifications**
- Variation Requests
- Inspection
- Operative Dates
- Related Actions

[Help for this section](#)

< Development application 25023570

Building Notifications

STATEMENT OF COMPLIANCE FORM

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

Building Consent

Building or building work: Garage, Shed and Swimming Pool Development | Building Work ID: 38642 >

Building or building work: Swimming pool and/or safety features | Building Work ID: 38643 v

5. Click Reset Rectification Response.

Building Rectifications

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
2113	Completion of Building work for swimming pool	EPN TESTTEN - 13 Feb 2026 3:00 PM	No	Reset Rectification Response

The **Completion of building work** page opens.

6. Record a **reason** (mandatory) for the reset and upload supporting documentation (as applicable).

7. Click **SAVE CHANGES**.

Completion of Building work for swimming pool Rectification Reset

Reset Reason*
Enter a reason to reset

Has had to delay the completion of swimming pool safety features.

65/4000

Upload Document

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

Note: You may select multiple documents to upload simultaneously.

CANCEL

SAVE CHANGES

The Building Notifications page displays and the rectification notification reset to 'record rectification response'.

Summary Documents Event History Sharing access **Building Notifications** Variation Requests Inspection Operative Dates Related Actions
[Help for this section](#)

< [Development application 25023570](#)

Building Notifications STATEMENT OF COMPLIANCE FORM

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

Building Rectifications

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
2113	Completion of Building work for swimming pool		-	Record Rectification Response

How to...

Reset a submitted building and rectification notification



The application is removed from the Rectification Notifications and **Decision Outcome** dashboard and with the applicant to re-submit when ready.

☰ RECTIFICATION NOTIFICATIONS - SUBMITTED | DECISION OUTCOME SUBMIT BUILDING RECTIFICATION NOTIFICATIONS

Q 25023570 INSPECTING | Any DECISION DATE | Any - Any

Applicat ion ID	Inspecti on ID	Owner	Location	Building/Building Work	Notification	Rectification Details	Inspecti ng	Decision Comment	Decision Date
No items available									

An event history record is created capturing the building notification reset in the **Event History** page.

31/03/2026 12:07		EPN TestNineteen	RECTIFICATION_RESPONSE_RESET	Rectification response reset by epn.test19@sa.gov.au for Building Notification ID: 11050 Building Notification name: Completion of Building work for swimming pool Rectification response: The reason for reset: Has had to delay the completion of swimming pool safety features.
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Click on the event record to view more details.

« < 1 - 10 of 136 > »

Selected Event

Time 31/03/2026 12:07	User EPN TestNineteen
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Description
Rectification response reset by epn.test19@sa.gov.au for Building Notification ID: 11050 Building Notification name: Completion of Building work for swimming pool Rectification response: The reason for reset: Has had to delay the completion of swimming pool safety features.

Details
InspectionDetails record data value has been updated:
isNotificationSubmitted has been updated from true to null
rectificationNotificationSubmittedBy has been updated from epn.test10@sa.gov.au to null
RectificationNotificationSubmittedOn has been updated from 13/02/2026 15:00 GMT+10:30 to null
reinspectionRequired has been updated from false to null
reinspectionProviderTypeid has been updated from 1 to null
reinspectionStakeholderid has been updated from 1242400 to null

Stakeholders are notified of the notification reset

An email *Building Notification Response Reset* is sent and received by the following.

- Building notification email for the organisation (if exists)
- Organisation email (if no building notification email)
- Organisation email of the authority who issued building consent
- User who submitted the notification
- Land owner
- Builder (if Certificate of Occupancy required)