

Background

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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.

Who can update the building indemnity insurance details?

Both applicant and the relevant authority assessing the building consent or granting the development approval can upload the building indemnity insurance certificate and edit the insurance details.

The relevant authority is notified by email of the uploaded 'Building Indemnity Insurance' document(s) upon submitting the changes.

When can the building indemnity insurance details be edited?

The domestic building works and Building Indemnity insurance details are editable during and following the granting of a building consent assessment and/or development approval.

Included instructions

Both applicant and a relevant authority can follow the below instructions. Noting, for a relevant authority the pathway to opening the 'building consent' will vary to the applicant.

Additionally, the same instructions can be followed to make changes to the domestic building works and Building Indemnity insurance details.

- [Open the development application – building consent](#)
- [Update the building indemnity insurance details](#)
 - [Issued building indemnity insurance policy](#)
 - [Building indemnity insurance not issued](#)
 - [Building indemnity insurance issued](#)
 - [Exempt from holding building indemnity insurance](#)
 - [Exemption not obtained](#)
 - [Exemption obtained](#)
 - [Add an existing application builder contact](#)
 - [Add a new application builder contact](#)
 - [Upload a copy of the Building Indemnity Insurance Certificate](#)

Related Instructions

- [Submit a building notification](#) for instructions on how to upload the 'insurance certificate' during the submitting of the building work 'commencement' notification.

Open the development application – building consent

1. Search for the application using the ID number (as required).
2. Click on the ID number to view the application details.

ID	Owner	Location	Nature of Development
21001312	T Applicant	23 TOBRUK AV ROBE SA 5276	EXTENSION

3. Click on **Building Consent** within the Status detail table to view the details.

Status detail	
Planning consent	✓ Granted 1 Nov 2021
Building consent	✓ Granted 19 Nov 2021
Development approval	Assessment in progress
Development application	Pending development approval

The **Building Consent** screen is shown within a 'Granted' consent status.

Building Consent for Development Application: 21001312

Summary | Documents | Fees | Information Requests | Assessment Info | Insurance | Related Actions

< Development application 21001312

Consent status: Granted

Development location(s)
23 TOBRUK AV ROBE SA 5276

Title ref CT 5093/783 **Plan parcel** D35175 AL100 **Council** Dc Of Robe

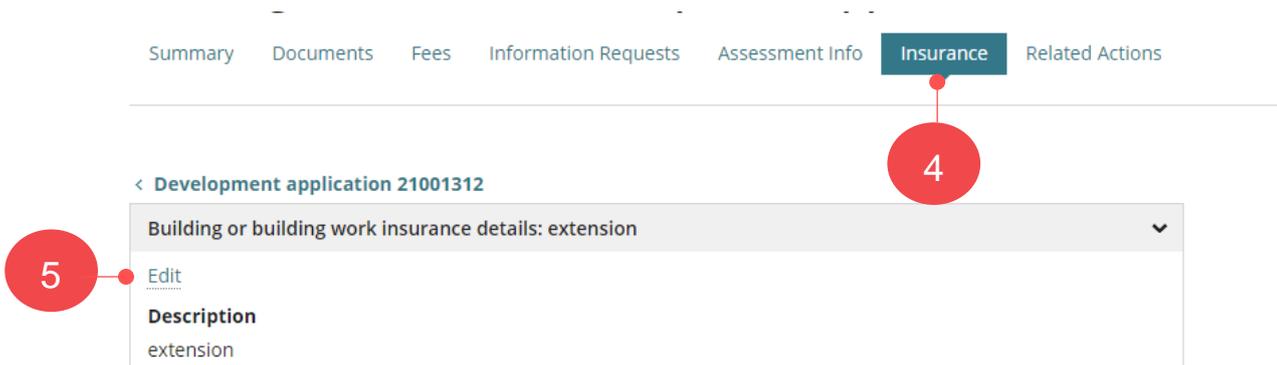
Zoning information

Zones

- Neighbourhood

Update the building indemnity insurance details

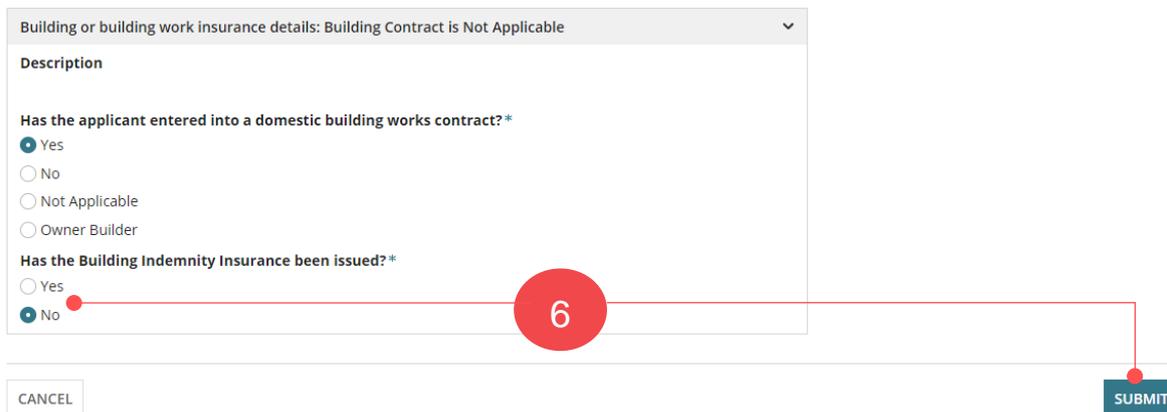
- 4. Click **Insurance** tab.
- 5. Click **Edit** within the Building or building work insurance details.



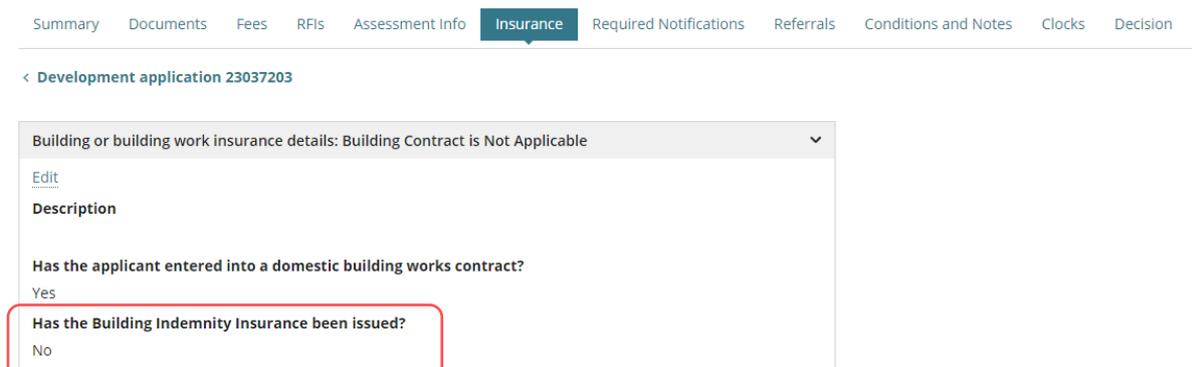
Issued building indemnity insurance policy Building indemnity insurance not issued

- 6. Click **No** and **SUBMIT** to update insurance policy details.

Edit Building or Building Work Insurance:



The **Insurance** page shows with updates.



Building indemnity insurance issued

7. Click **Yes** when issued/received a building indemnity insurance policy.

Building or building work insurance details: Building Contract is Not Applicable ▼

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 7

No

8. Complete the mandatory insurance policy details, as follows:
- a. **Name(s) of person(s) insured** (i.e., building owner/beneficiary)
 - b. **Name of Insurer**
 - c. **Insurance Number**
 - d. **Insurance date of issue**

Limitations on the Liability of insurer

Any insurance certificate may apply a limitation of liability clause including, but not limited to:

- may limit liability resulting from non-completion of building work to an amount that is not less than 20% of the contract price; or
- may exclude liability for work that is not residential building work or is not work required to be covered by the certificate of insurance.

Any limitations on the insurance should be listed on the contract. Consumer and Business Services (CBS) are the relevant Agency that deals with building indemnity insurance, under the *Building Work Contractors Act 1995*, contact [CBS](#) for any general queries on the limitations listed on the insurance documents.

9. Click **Yes** if limitations and then enter the limitation details.

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

Little-Big Box Builds 8 QBE 2/100

Insurance Number * **Insurance date of issue ***

123456789BWI-123 9/100 12/10/2023 📅

Limitations on the Liability of insurer *

Yes 9

No

Limitations *

Maximum policy limit for all claims under this policy is \$150,000 inclusive of all costs and expenses 100 /100

Exempt from holding building indemnity insurance

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.

Exemption not obtained

- 10. Select **No** when an exemption not obtained.
- 11. SUBMIT updates.

Edit Building or Building Work Insurance:

Exemption obtained

- 12. Select **Yes** when an exemption obtained.
- 13. Complete the mandatory exemption details, as follows;
 - a. **Date of exemption**
 - b. **Details of building work to which the exemption applies**
 - c. **Details of conditions (if any) to which the exemption is subject**

Add an existing application builder contact

14. Click in the **Builder** field and hit the 'space bar' on your keyboard to show list of licensed builders already added to the application or start typing the name of the builder to show a list of matches.

Builder ?*

 14 [+Add Builder](#)

Little-Smaller Box Builders

Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

15. Click on the builder name to add.

Builder ?*

Little-Smaller Box Builders ×

Name of Builder	Builder's licence number
Little-Smaller Box Builders	BLD 123456

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Please upload a copy of the Building Indemnity Insurance certificate or any other relevant documentation

Add a new application builder contact

16. Click **Add Builder**.

Builder ?*

 [+Add Builder](#) 16

Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

17. The **Edit Builder** page shows. Leave default contact of **INDIVIDUAL** or change to **BUSINESS** and then complete the builder contact details.

Edit Builder

17

* Contact Type

Business Name *

100 characters maximum

Licence Number *

 10/50

50 characters maximum

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

19. The licensed builder contact shows. To remove, click 'X' and repeat the steps to create another licensed builder contact.

Add builder from application contacts

The feature 'Add from your application contacts' is only available to volume applicants (e.g. builders, contractors) and accredited professionals. To learn more, visit [how to set-up reusable and default application contacts | PlanSA](#).

20. Click **Add from your application contacts**.

Builder *

Type to select a builder

Add Builder

Add from your application contacts

20



Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

The **Search standard contacts** page displays.

21. Click in the field to search for a builder. Noting, if a building contact has not been set-up in your Application Contacts, then 'select a value' will show.

22. Select the required builder.

Search standard contacts *

--Select a Value--

Search

21

--Select a Value--

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

23. Click **ADD**.

Search standard contacts *

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

CANCEL

22

ADD

The builder added now shows.

Builder *

Big-Biggest Builders

Name of Builder

Big-Biggest Builders

Builder's licence number

BLD 12356

Important to know about removing a builder!

Removing the builder to add a different builder, will remove the 'Building Indemnity Insurance (BII)' document, as the system considers both builder and uploaded Building Indemnity Insurance (BII) document are associated (i.e. the BII is issued in the builders name).

Builder *

Shop-Shop Fitouts

Name of Builder

Shop-Shop Fitouts

Builder's licence number

BLD 12345

Upload Building Indemnity Insurance Certificate or exemption

24. Click on **Upload** to locate the saved copy of the insurance certificate.

25. Drag-and-drop the document into the *Drop files here* field.

26. Click **Cancel** to close the Open window.

Builder *

Shop-Shop Fitouts

Name of Builder

Shop-Shop Fitouts

Please upload a copy of the Building Indemnity Insurance Certificate or Exemption.

Upload Building Indemnity Insurance Documents

Document

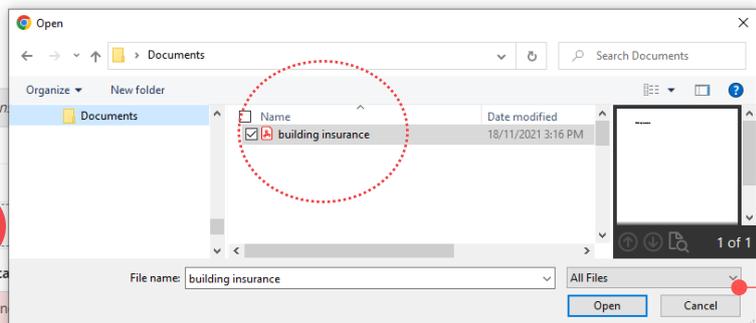
24 **25**

UPLOAD

+ Copy

Note: You may select multiple documents to upload simultaneously.

- A copy of the certificate of the building indemnity insurance must be uploaded.



The document file is automatically categorised as 'Building Indemnity Insurance' (see below example) or 'Building Insurance Exemption'.

Building indemnity insurance

Document	Document Category	Document Type	
building insurance PDF - 183.69 KB	Building Consent Documents	Building Indemnity Insurance	
UPLOAD	--- Select One ---	--- Select One ---	

27. Click **Submit** to save the updates.

Upload Building Indemnity Insurance Documents

Document	Document Category	Document Type	
building in... PDF - 183.6...	Building Consent Documents ▼	Building Insurance Exemption ▼	✕
UPLOAD Drop files here	--- Select One --- ▼	--- Select One --- ▼	

Note: You may select multiple documents to upload simultaneously.

CANCEL **27** **SUBMIT**

The Building or Building work shows the added insurance details.

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

< [Development application 23037203](#)

Building or building work insurance details: Building Contract and Insurance is Yes >

Building or building work insurance details: Building Contract is No ▼

[Edit](#)

Description

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

Exemption from holding insurance
Yes

Date of the Exemption
8 Sep 2023

Details of building work to which the exemption applies
Shed

Details of conditions (if any) to which the exemption is subject
Enter from the exemption document

Name of Builder	Builder's licence number
Little-Smaller Box Builders	BLD 123456

Building Indemnity Insurance Documents

Document	Type	Date Created
* building insurance.pdf	Building Insurance Exemption	27 Oct 2023 12:19