

Background

1

A new application contact, can be added by both applicant and/or assessing relevant authority, during or after:

- The assessment for planning, land division or building consent, or
- The granting of development approval, or
- The submitting of a required building notification.

The types of contacts that can be added are:

- Applicant
- Land Owner
- Builder
- Building Certifier
- Building Owner
- Owner's Agent
- Registered Building Work Supervisor

Reusable and default application contacts

During the following stages of application submission, building consent assessment and during building/building work construction an option to “**Add from your application contacts**” is available for volume applicants and accredited professionals to select an application contact, or the contact will automatically default.

- Application submission application contacts, includes applicants, primary contact, invoice contact and adding a builder, and
- Updating contacts from the development application contacts, and
- Providing building indemnity insurance details, and
- Submitting building notifications.

To learn more, visit [how to set-up reusable and default application contacts | PlanSA](#).

New contacts for building notifications

When adding a new contact on behalf of an individual, who does not have the required access to add themselves or their business as a contact to a building notification, once added as an application contact, their contact record is available for selection from the field drop-down, as seen in the image below.

Who is providing this notification?*

- Licensed Building Work Contractor
- Building Owner

Builder *

Select

Select

John Mathew (Builder)

[+ Add new Licensed Building Work Contractor Contact](#)

[+ Add from your application contacts](#)

New building owner contact for Essential Safety Provisions

2

During the completion of the Building Consents - Essential Safety Provisions (ESPs) – the addition of new building owner by the assessing authority will create an application contact and automatically add to the Applications Contacts.

Office

Relevant building or building part *

B I ☰ ☷ Ux

Office and amenities

ESP Schedule

Office

Building Owner *

Select Building owner ▼

(+) Add new Building Owner

Confirmation added as an application contact

When a new contact is added they receive an email advising their addition as an application contact, along with the 'primary contact' for the application.

Contact Modification - Application ID 22000114

Applicant: Test Automation

Address: 100 KING WILLIAM ST ADELAIDE SA 5000



This email is to advise that you have been added or updated as the Builder for Application ID 22000114.

Included instructions

- [Locate the application contacts](#)
- [Add an individual or business contact](#)
- [Add a contact from your application contacts](#)
- [Add a Crown Agency Contact](#)

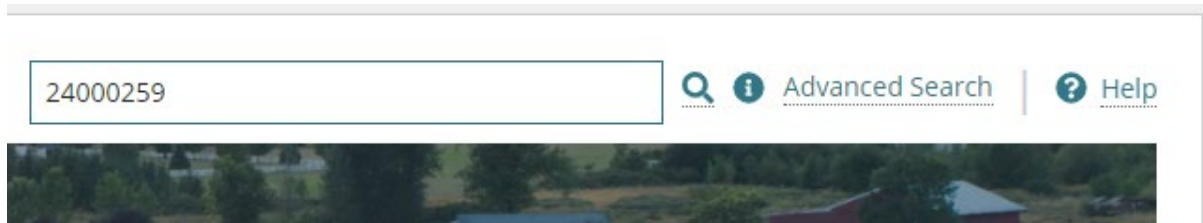
How to...

Add a new contact to an application



Locate the application contacts

1. Search for the development application using the **ID** number.



Tip for assessing authorities: Remove the **Assigned to me only** checkbox to view all applications.

2. Click on the **ID** of the application to view more details.

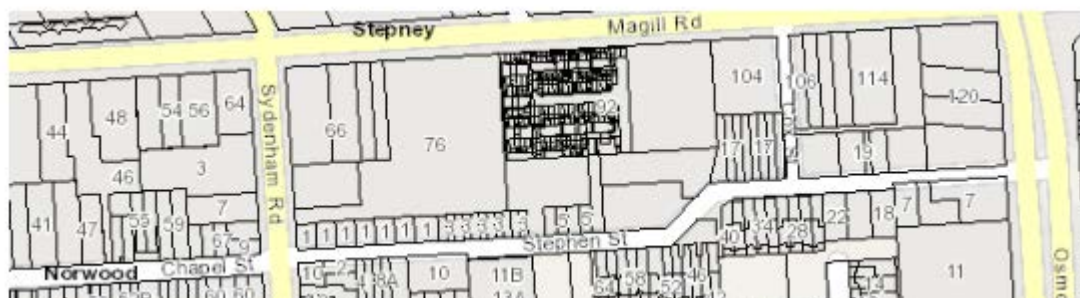
1 results for: "24000259"

ID	Owner	Location
24000259	L Public	68 APPELBEE CR 5067

3. The **development application – summary** screen shows.

Development application - 24000259:

Summary Documents Sharing access Related Actions



4. Scroll down the page, until the **applicant contacts** are visible.

Add a new contact from your application contacts

This feature is only available to volume applicants (e.g. builders, surveyors) and accredited professionals and will remain hidden until the application contacts have been set-up following the [how to set-up reusable and default application contacts | PlanSA](#) instructions.

Application contacts

Add a new contact from your application contacts

ADD NEW CONTACT

Building Consent

City of Norwood, Payneham and St. Peters
Address: PO Box 204
Phone: 0883664530
Email: kalyan.mallampati+Council@sa.gov.au

Applicant [Edit](#)

Name: Miss Penny Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE
Preferred Contact Method: Email
Phone: 0400 111 000
Email: ppublic.daptesting@sa.gov.au

Primary Contact [Edit](#)

Name: Miss Penny Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE
Preferred Contact Method: Email
Phone: 011111111
Email: test@mail.com

Land Owner [Edit](#)

Name: Ms Liz Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE
Preferred Contact Method: Email
Phone: 011111111
Email: test@mail.com

Invoice Contact [Edit](#)

Name: Ms Liz Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE
Preferred Contact Method: Email
Phone: 011111111
Email: test@mail.com

Builder [Edit](#)

Name: Little Shed Builders
Type: Business
Address: 83 PIRIE STREET ADELAIDE
Builders Licence No: BLD 123659
Preferred Contact Method: Email
Phone: 1800 111 000
Email: LSB.testingdap@sa.gov.au

How to...

Add a new contact to an application



Add an individual or business contact

5

5. Click on ADD NEW CONTACT.

Application contacts

Add a new contact from your application contacts

Search a new contact from your application contacts

ADD NEW CONTACT

Building Consent
City of Norwood, Payneham and St. Peters
Address: PO Box 204

Applicant [Edit](#)
Name: Miss Penny Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE

The **Edit Contact** screen displays.

6. Select the **Contact Type** from the drop-down list, e.g. Builder

Edit Contact

* Contact Type

INDIVIDUAL **BUSIN**

Title *

First Name *

100 characters maximum

Applicant
Builder
Building Certifier
Building Owner
Land Owner
Owner's Agent
Registered Building Work Supervisor

7. Leave the default contact type **INDIVIDUAL** or change to BUSINESS.

Edit Builder

* Contact Type

INDIVIDUAL **BUSINESS**

Title *

8. Complete the individual or business contact information.

- **Contact Name***: Title – First Name – Last Name
- **Business Name***:
 - **Main Contact Name**: When adding a business contact, option to add first name or full name of the organisations main contact for enquiries related to invoice payments, for example.
- **Licence Number***:
Is shown when the new contact is a builder, building certifier, owner’s agent or registered building work supervisor.

INDIVIDUAL BUSINESS

Business Name *

John's Pergolas and Retaining Walls

100 characters maximum

Main Contact Name

John Johnes

100 characters maximum

Licence Number *

BLD 15645

50 characters maximum

9. Complete the postal address

- **Post Address***
Start typing the address and then select the matching address.

Postal Address


Postal Address

83 piri
83 PIRIE STREET, ADELAIDE
Search for address

Manually enter a postal address

If the 'no results found' or a matching address has not shown, then select **Enter the address manually**.

Postal Address *

Type an address to search 

Enter the address manually

Preferred Contact Method

The enter the Country, Street Address, City, State and Post Code.

Country *

Street Address *

500 characters maximum

City *

50 characters maximum

State *

Postcode *

Must be 4 digits

How to...

Add a new contact to an application



- **Preferred contact method:** leave 'email' default or change to 'post'.
- **Phone*** accepts 1800 or 1300 numbers, mobile numbers or landline numbers.
- **Alternative phone*** is optional. Leave blank if no alternative phone number.
- **Email***

10. Click on **Save** to keep the changes.

Preferred Contact Method

Email

Phone*

1300 100 000

Enter a local, national or international number - with plus sign. Spaces are allowed.

Alternative Phone

0400 111 222

Enter a local, national or international number - with plus sign. Spaces are allowed.

Email*

JohnPergolas.daptest@sa.gov.au

50 characters maximum.

The contact is added to the **Application Contacts** and when more than one of the same contact type a number is added (refer to image below).

Invoice Contact [Edit](#)

Name: Ms Liz Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE

Preferred Contact Method: Email
Phone: 011111111
Email: test@mail.com

Builder 1 [Edit](#)

Name: Little Shed Builders
Type: Business
Address: 83 PIRIE STREET ADELAIDE
Builders Licence No: BLD 123659

Preferred Contact Method: Email
Phone: 1800 111 000
Email: LSB.testingdap@sa.gov.au

Builder 2 [Edit](#)

Name: John's Pergolas and Retaining Walls
Type: Business
Address: 83 PIRIE STREET ADELAIDE
Builders Licence No: BLD 15645

Preferred Contact Method: Email
Phone: 1300 100 000
Alternative Phone: 0400 111 222
Email: JohnPergolas.daptest@sa.gov.au

How to...

Add a new contact to an application



Add a contact from your application contacts

Add a new contact from your application contacts

Is only available to volume applicants (e.g. builders, surveyors) and accredited professionals. To learn more, visit [how to set-up reusable and default application contacts|PlanSA](#).

Note, the searchable contact types exclude invoice contacts and primary contacts.

1. Start typing the contact's name to show a list of contacts containing those letters.

Application contacts

Add a new contact from your application contacts

Liz

Ms Liz Public , 83 PIRIE STREET ADELAIDE SA 5000 , 011111111

Building Consent

City of Norwood, Payneham and St. Peters

Address: PO Box 204

2. Click on the contact's name to select.
3. The contact type and contact details are displayed. Click CANCEL to perform another search or ADD the contact.

Application contacts

Add a new contact from your application contacts

Ms Liz Public , 83 PIRIE STREET ADELAIDE SA 5000 , ...

Applicant

Name: Ms Liz Public
Address: 83 PIRIE STREET ADELAIDE SA 5000
Phone: 011111111
Email: test@mail.com

CANCEL

Building Consent

City of Norwood, Payneham and St. Peters

Address: PO Box 204

Applicant Edit

Name: Miss Penny Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE

Primary Contact Edit

Name: Miss Penny Public
Type: Individual
Address: 83 PIRIE STREET ADELAIDE

ADD NEW CONTACT

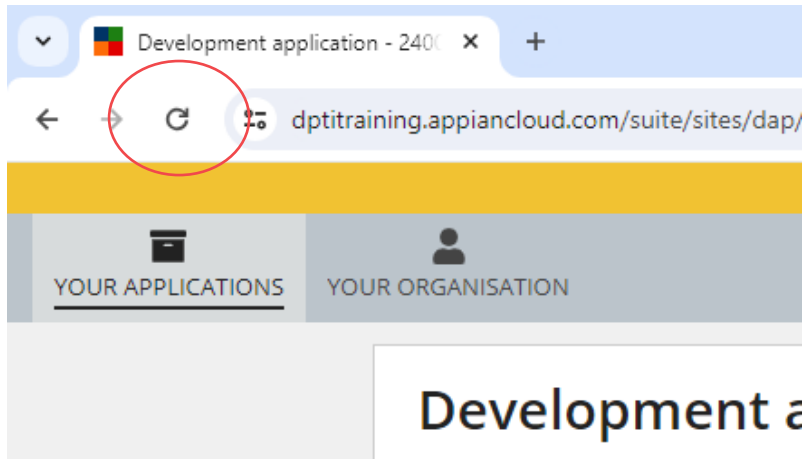
How to...

Add a new contact to an application



4. Refreshing the browser maybe required, to show the added contact.

10



The contact displays in the application contacts.

Application contacts

Add a new contact from your application contacts

[ADD NEW CONTACT](#)

Building Consent	City of Norwood, Payneham and St. Peters	Phone: 0883664530
	Address: PO Box 204	Email: kalyan.mallampati+Council@sa.gov.au

Applicant 1 Edit	Preferred Contact Method: Email
Name: Miss Penny Public	Phone: 0400 111 000
Type: Individual	Email: ppublic.daptesting@sa.gov.au
Address: 83 PIRIE STREET ADELAIDE	

Applicant 2 Edit	Preferred Contact Method: Email
Name: Ms Liz Public	Phone: 0111111111
Type: Individual	Email: test@mail.com
Address: 83 PIRIE STREET ADELAIDE	

Add a Crown Agency Contact

The **Crown Agency** contact is only available for contact types 'Applicant' and 'Land Owner'.

1. Select the Contact Type from the drop-down list, e.g. Land Owner.
2. Select the contact type **CROWN AGENCY**.

Edit Land Owner

* Contact Type Land Owner

INDIVIDUAL BUSINESS **CROWN AGENCY**

3. Complete the business contact information.

Crown Agency*

Postal Address

Start typing the address and then select the matching address.

If the 'no results found' or a matching address has not shown, then complete [Manually enter the postal address](#) instructions.

Postal Address*

50 flinder

50 FLINDERS DRIVE, STREAKY BAY

50 FLINDERS HIGHWAY, ELLISTON

Preferred contact method: leave 'email' default or change to 'post'.

Phone*

Alternative phone: is optional. Leave blank if no alternative phone number.

Email*

4. Click on **Save** to keep the changes.

Email *

edu@sa.gov.au

50 characters maximum.

CANCEL

SAVE