

How to...

# Upload further documentation associated with a building or building work notification



Government of South Australia

Department for Trade  
and Investment



Version 1.0

## Background

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Additional building work documentation can be uploaded at any point, includes:

- Development approval of planning and building consent or building consent stage
- During building/building work construction and
- On or after the completion of a building/building work.

## Included instructions

The following instructions are for builders and sub-contractors who do not have access to the application.

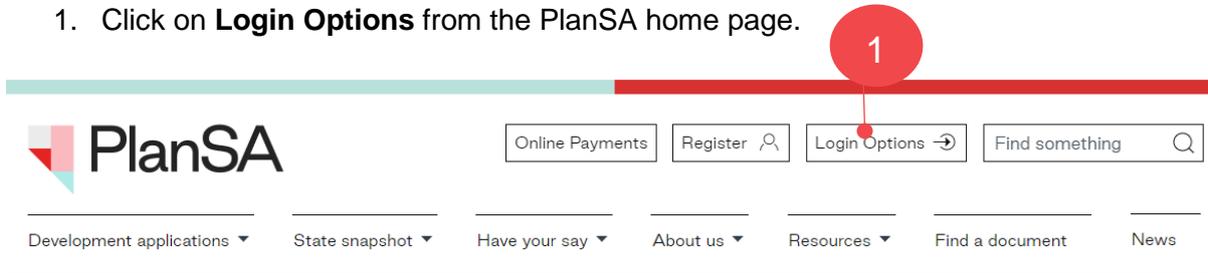
1. [Login to your account](#)
2. [View building notifications within the submission page](#)
3. [View documents uploaded for a building work](#)

The following instructions are for applicants, builders and sub-contractors who have access to the application.

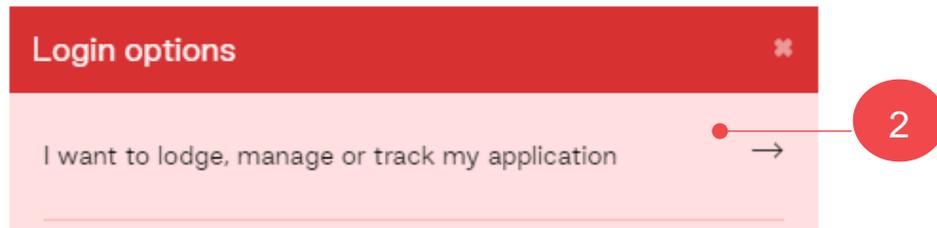
4. [View uploaded further documentation from a building notification](#)

## 1. Login to your account

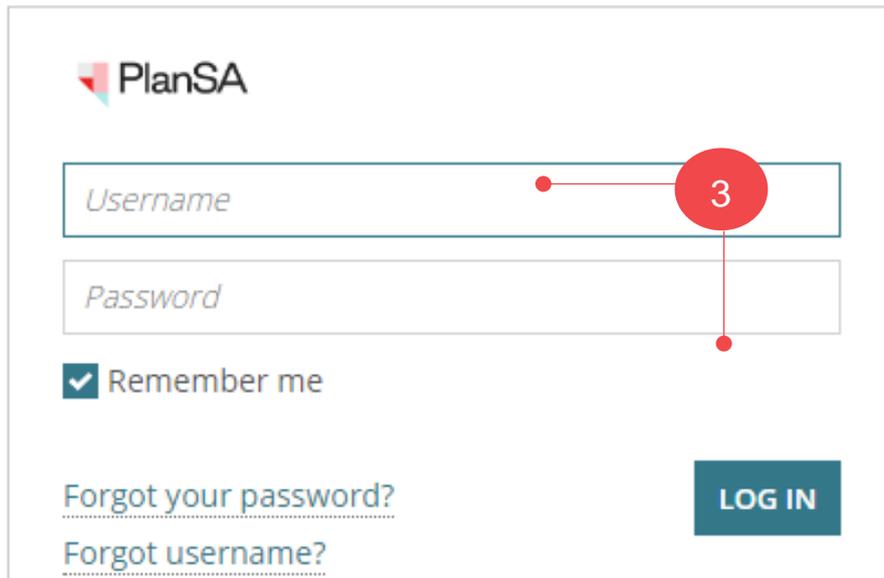
1. Click on **Login Options** from the PlanSA home page.



2. Click on: **I want to lodge, manage or track my application.**

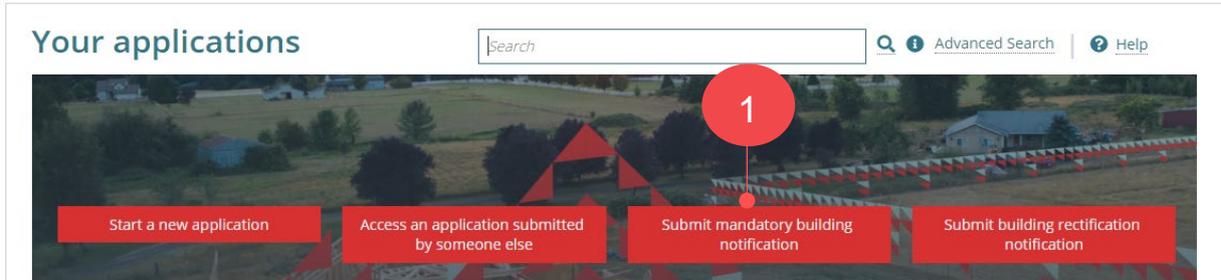


3. Enter your 'username' and 'password' and **Log In** to view your applications.

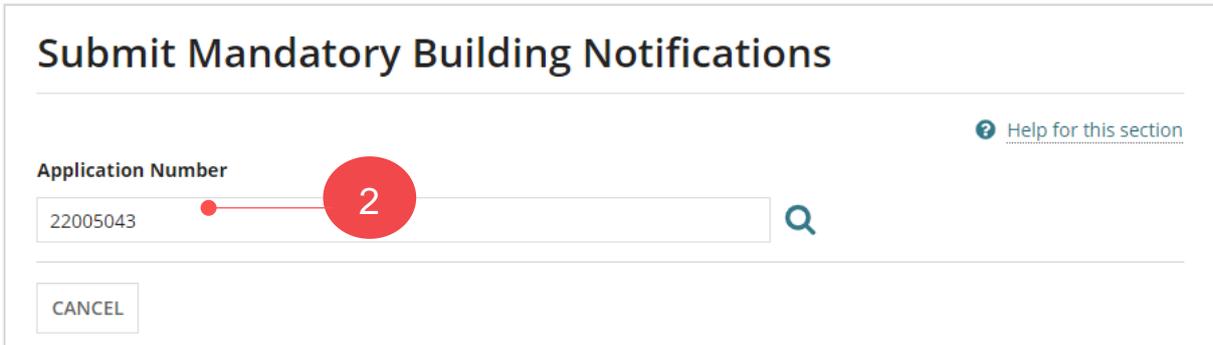


## 2. View building notifications within the submission page

1. Click on **Submit mandatory building notification**.

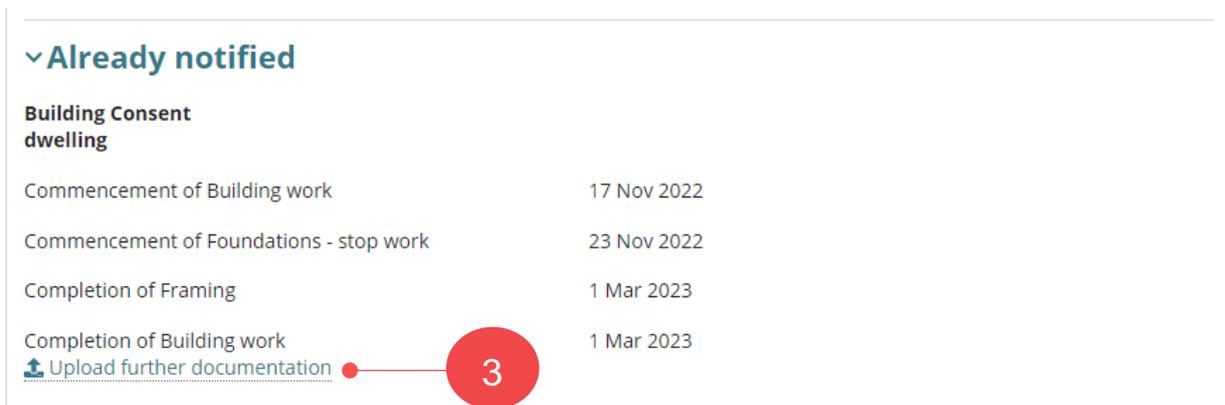


2. Type the **ID** number of the application and then click on search.



The **Mandatory Building Notifications** screen shows with the Pending Notifications and Already Notified notifications.

3. Click on **Upload further documentation**.



The **Submit Mandatory Building Notifications** page shows with the existing documents.

## Submit Mandatory Building Notifications: 22005043

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### Application Number

22005043

### Development Location(s)

LOT 52 OLD NARACOORTE RD ROBE SA 5276

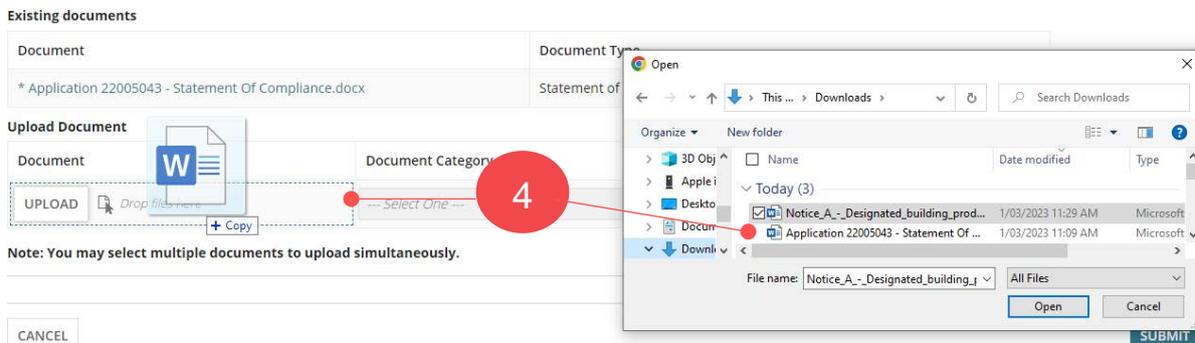
### Building or building work

dwelling

### Existing documents

Document	Document Type
* Application 22005043 - Statement Of Compliance.docx	Statement of Compliance

- Click **Upload** and then drag-and-drop the applicable document into the **Drop files here** field. Once all documents uploaded, click **Cancel** to close the Open window.



- Categorise the uploaded documents. For example, when a Statement of Compliance uploaded select the following:

- **Document Category** = Building Documents
- **Document Type** = Statement of Compliance

- SUBMIT** to complete the document upload.

- Click **GO TO NEW SUBMISSION** to upload another document.

## Mandatory Building Notification Document Submission

Extra documentation for the below Building Notification for Building or Building Work: dwelling on application (#22005043) has been submitted

- Completion of Building work (*1 business day's notice*)

[CLOSE](#)

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[GO TO NEW SUBMISSION](#)

## 3. View documents uploaded for a building work

1. Click **Upload further documentation** link provided in the applicable building/building work.

**▼ Already notified**

**Building Consent dwelling**

Commencement of Building work	17 Nov 2022
Commencement of Foundations - stop work	23 Nov 2022
Completion of Framing	1 Mar 2023
Completion of Building work	1 Mar 2023

[Upload further documentation](#) 1

The **Submit Mandatory Building Notifications** page shows with the existing documents.

## Submit Mandatory Building Notifications: 22005043

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**Application Number**

22005043

**Development Location(s)**

LOT 52 OLD NARACOORTE RD ROBE SA 5276

**Building or building work**

dwelling

**Existing documents**

Document	Document Type	Type Description
* Application 22005043 - Statement Of Compliance.docx	Statement of Compliance	
* Notice_A_-_Designated_building_products (2).docx	Building Notification	Checklist
* Application 22005043 - Statement Of Compliance.docx	Statement of Compliance	
* DapSubsequentSubmissionSnapshotAppl2 2007548-4984702.pdf	Statement of Compliance	

**Upload Document**

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

**Note:** You may select multiple documents to upload simultaneously.

## 4. View uploaded further documentation from a building notification

### Reminder

Access to the **Notification and Inspections** page is only available to individuals who have submitted the application or access to the development application shared.

1. Complete [Login to your account](#).
2. Search for the development application using the **ID** number.

### Your applications

2300489 2  [Advanced Search](#) [Help](#)

Start a new application
Access an application submitted by someone else
Submit mandatory building notification
Submit building rectification notification
Batch Payment
Reporting

FOR YOUR ACTION (274)
UNDER ASSESSMENT (184)
DRAFT (0)
LAND DIVISION CERTIFICATES (4)
CERTIFICATE OF OCCUPANCY (0)
FINALISED (89)

3. Click on **ID** number of the application returned.

FOR YOUR ACTION (274) UNDER ASSESSMENT (184) DRAFT (0) LAND DIVISION CERTIFICATES (4) CERTIFICATE OF OCCUPANCY (0) FINALISED (89) [Help for this section](#)

1 results for: "23004890" 3

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status
2300489	T Automation	500 LOWER NORTH EAST RD CAMPBELLTOWN SA 5074	CP testing 0103 - DP3-5375	City of Campbelltown	1 Mar 2023	Development Approval Granted

4. The development application **Summary** page is showing.
5. Click on **Notification and Inspections** tab.
6. Click on Completion of Building Work notification to view the supporting documents.

Summary Documents Sharing access Variation Requests **Notifications & Inspections** Certificate of Occupancy Related Actions

< Development application 23004890

Building Notifications 5

Is your intended action not available? [STATEMENT OF COMPLIANCE FORM](#)

> [Contact the Relevant Authority](#)

Click on a notification to show more details, for example who submitted the notification, supporting documents or edit the notification date of activity. [Help for this section](#)

Building or building work: class 2				
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Inspection ID
Commencement of Building work	User One - 2 Mar 2023 8:44 AM	8 Mar 2023	-	
Completion of Building work	User One - 2 Mar 2023 9:28 AM	8 Mar 2023	-	<span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">6</span>

How to...

# Upload further documentation associated with a building or building work notification



In the **Supporting Documents** the 'Statement of Compliance' document is visible.

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7. Click on the document link to open, as needed.

### Building Notification Details

**Notification**  
Completion of Building work

**Date of Activity**  
8 Mar 2023 10:30 AM [Edit](#)

**Who provided this notification?**  
Licensed Building Work Contractor: [Lightening Builders](#)

**Comments**

**To be inspected?**  
 Yes  No

### Supporting Documents

Document	Document Type	Building Work	Date Created
* Application 22005043 - Statement Of Compliance.docx	Statement of Compliance	class 2	2 Mar 2023 09:28

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