How to...

Setup reusable and default application contacts



Background

Creating frequently used contacts and 'default' contacts (applicant, primary contact, invoice contact, builder etc.) is a time saver when completing the application contacts page and post submission during assessment and development approval.

Saved contacts can be used at the following points of the application process:

- Submission of an application.
- Adding additional contacts after submission.
- Adding or updating building indemnity insurance details for building consent.
- Submitting a building notification, includes updating building indemnity insurance details and who signing Part A of the Statement of Compliance (SoC).

Who can setup and update application contacts?

Organisation administrators can create and save standard contact details in the DAP system for the following contact types:

- Applicant
- Primary Contact
- Invoice Contact
- Builder
- Registered building work supervisor, and
- Private Certifier

How do I know if I am an Organisation Administrator?

An Organisation Administrator's dashboard ribbon will display the **Your Organisation** option.



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Where can I use the application contacts?

Application Submission - contacts

During application submission, the contacts you have made a 'default' contact will automatically show as the contact for Applicants, Primary Contact, and Invoice Contact.

Development Application

Locations Applicants	Applicants Please provide details for the applicant. You can ac	dd multiple applicants to an application.
Primary Contact	Applicant Ext 🔟	
Land Owners	Name: Big Bigger Best Homes	Preferred Contact Method: Email
Invoice Contact	Type: Business	Phone: 1300 000 100
Development Details	Address: 83 PIRIE STREET ADELAIDE	Email: Bigger.dap.test@sa.gov.au
What do you want to do?	ADD ANOTHER APPLICANT	
Consents		
Declarations		
Documents		
Review		

When no default contact, the contact page shows the option to add yourself, someone else or add from your application contacts.

Development Application

	Applicants
 Locations 	
> Applicants	Please provide details for the applicant. You can add multiple applicants to an application.
Primary Contact	O Add me (TEST Three)
Land Owners	Add someone else
Invoice Contact	 Add from your application contacts
invoice contact	$\lambda = \lambda_{i} + \lambda_{i}$

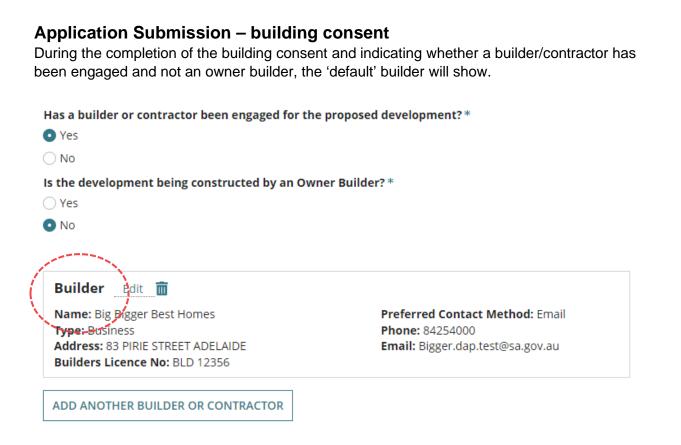
On choosing option 'Add from your application contacts' the **Search Application Contacts** shows. To add an application contact with matching type (e.g. applicant) start typing the name of the contact or select from the drop-down list of contacts.

Applicants

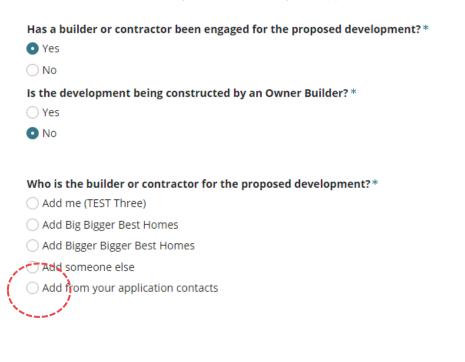
Please provide details for the applicant. You can add multiple applicants to an application.

Search Application Contacts

Select a value
Q Search
Select a value
Big Homes, 83 PIRIE STREET ADELAIDE SA 5000, 1300 000 100
Big Bigger Best Homes, Rachel, 83 PIRIE STREET ADELAIDE SA 5000, 1300 000 100



If no 'default' builder, the ability to select from your application contacts is available.



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and Urban Development





Adding an application contact

Post submission of the application, from the application summary page additional contacts can be added or edit existing contacts.

pplication contacts		
ld a new contact from your application contacts	Applicant Edit	
earch a new contact from your application contacts	Name: Test Applicant	Preferred Contact Method: Email
	Type: Individual	Email: testplansa2023@gmail.com
ADD NEW CONTACT	Address: 15 SOUTH TERRACE SEMAPHORE	

Adding or updating building indemnity insurance

The ability to 'Add from your application contacts' is available when adding or updating the building indemnity insurance for the granted building consent or during the submission of the 'Commencement of Building Work' notification.

Edit Building or Building Work Insurance: 23000230

Building or building work insurance deta	ails: Swimming	Pool	``
Description			
Has the applicant entered into a dome	stic building w	orks contract? *	
• Yes	sere number of the		
○ No			
🔿 Not Applicable			
🔿 Owner Builder			
Has the Building Indemnity Insurance l	been issued?*		
 Yes 			
○ No			
Name(s) of person(s) insured *		Name of Insurer *	
Name(s) of person(s) insured *	11/100	Name of Insurer * QBE	3/100
• • •	11/100		3/100
Jill Public	11/100 5/100	QBE	3/100
Jill Public Insurance Number *	5/100	QBE Insurance date of issue *	3/100
Jill Public Insurance Number * W4568	5/100	QBE Insurance date of issue *	3/100
Jill Public Insurance Number * W4568 Limitations on the Liability of insurer *	5/100	QBE Insurance date of issue *	3/100
Jill Public Insurance Number * W4568 Limitations on the Liability of insurer * Yes	5/100	QBE Insurance date of issue *	3/100



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Submission of building/building work notifications

The ability to 'Add from your application contacts' is available during the submission of a building/building work notification.

Submit Mandatory Building Notifications: 23002364

Application Number	Development Location(s)	Building or building work	Notification	
23002364	1 KING WILLIAM ST ADELAIDE SA 5000		Commencement of Building work	
Builder details				
the is providing this potification	n? *			
/ho is providing this notificatio				
/ho is providing this notificatio Licensed Building Work Contra				

When submitting a commencement of Building Work Notification, the 'Add from your application contacts' is available for who signing **Part A** of the **Statement of Compliance**.

Who is proposed to sign the Statement of Comp	oliance?	
Part A:*		
 Main building work contractor 		
 Registered building work supervisor 		
O Building certifier		
Licensed Building Work Contractor *		
Select	Add new Licensed Building Work Contractor	Add from your application contacts
Part B:*		
Owner		
Owner's agent		

How to...

Setup reusable and default application contacts



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Related Instructions

- Submit a development application | PlanSA
- Submit a Crown or essential infrastructure development application | PlanSA
- How to Add a new contact to an application | PlanSA
- How to Update contact details for an application contact | PlanSA
- How to Apply for the next consent | PlanSA
- How to Update the building indemnity insurance details and upload the insurance certificate | PlanSA
- Submit a building notification | PlanSA

Included instructions

- Accessing Application Contacts
- Navigating Application Contacts
- View Default Contacts
- Edit a Contact
- Remove a contact
- Restoring a removed contact
- Download a contact list

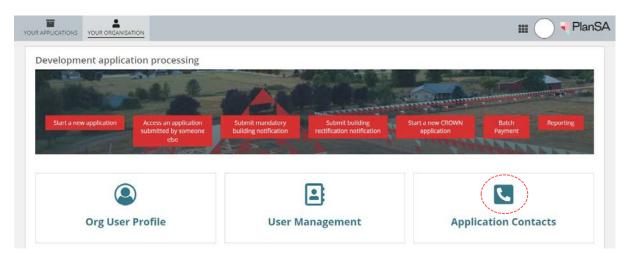


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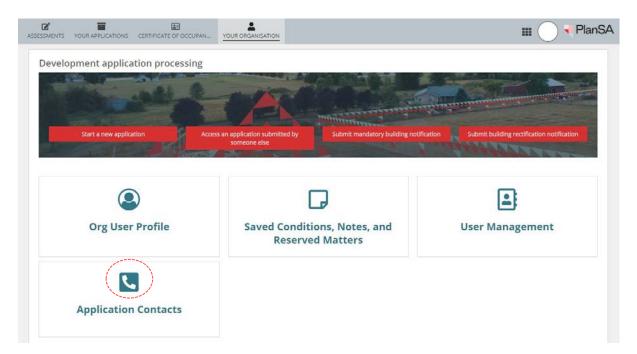
Accessing Application Contacts

- 1. Click on Your Organisation located in the dashboard ribbon.
- 2. Click on Application contacts.

Volume applicant, your organisation view, and available options.



Accredited professional relevant authority, your organisation view, and available options.





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Navigating Application Contacts

The Application Contacts page contains 3 sections:

- Contacts lists your organisations 'active' reusable (no default) and 'default' contacts.
- **Removed Contacts** lists removed contacts (i.e. not permanently deleted) with the ability to restore to your contacts list (as required).
- Event History shows event records created through contact maintenance.

Application Contacts

										Help for this section
Use this s	screen to	create a co	ontact listing for th	e contacts you regula	arly use when	submittin	g development applications (wi	th the abilit	y to edit as	required).
~Con	tacts									
Search										
Show	default c	ontacts								
Q Searc	h for nan	ne, license i	number, postal add	ress	SEARCH					± ▼• 3
+ ADD A	A CONTAG	т								
Contact	t Type	Name	Main Contact	License Number	Postal Ad	ddress	Preferred Contact Method	Phone	Email	Default Contact
					No	contacts fo	ound			
		Conta	cts							
> Ever		tory								
	Fea	ature					Description			
							Selected sho	ws on	ly cor	ntacts marked
1	SI	now deta	ault contacts				as a default o	contac	t	
2	Q 5	earch for n	ame, license numb	er, postal address		SEARCH			-	name, builder's
							licence numb	er and	d addi	ress details
3	Q, B	LD 12356			0	SEARCH	Use ³ to rer	noves	search	n criteria
4	+ AD	D A CONTA	\CT				Opens the A	dd Co	ntact	page
5	Ŧ						Exports the c	ontac	t listin	g
6	۲						Ability to creater of the search of the sear			sing the
7	C						Refresh the p			
8	\checkmark						Indicates a d	efault	conta	ct
9	×						Indicates a c	ontact	is no	t a default
10	Edit						Opens the E	dit pag	je	
11	Ô						Removes cor Removed Co		-	



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Add a Contact

1. Click + ADD A CONTACT.

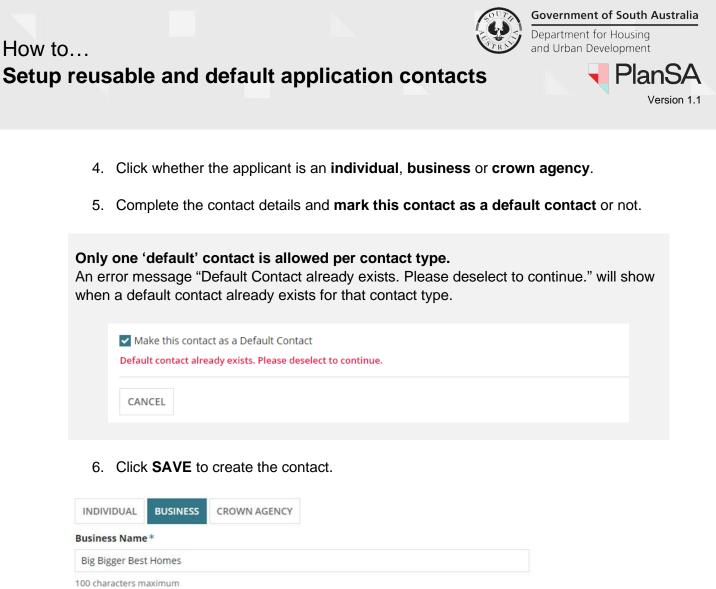
Application Contacts

Use this screen to	create a co	ontact listing for the	e contacts you regula	rly use when submit	ing development applications (wi	ith the ability	/ to edit as	Help for this required).	section
∼Contacts Search									
Show default o	me, license i	number, postal add	ress	SEARCH				¥ T.	S
Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact	
				No contact	s found				
> Removed > Event His		cts							

- 2. The Add Contact page displays.
- 3. Select the Contact Type from the drop-down list.

Add Contact

* Contac	t type	Select One	
INDIVIDUAL	BUSIN	Select One	
	DODIN	Applicant	
Title *		Builder	
Select One		Invoice Contact	
First Name*		Primary Contact	
		Registered Building Work Supervisor	
100 characters m	aximum	Building Certifier	
Last Name*			



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Main Contact Name Rachel 100 characters maximum Postal Address* 83 PIRIE STREET, ADELAIDE X Type an address to search () Enter the address manually **Preferred Contact Method** Email -Phone * 1300 000 100 Enter a local, national or international number - with plus sign. Spaces are allowed. **Alternative Phone** Enter a local, national or international number - with plus sign. Spaces are allowed. Email* Bigger.dap.test@sa.gov.au 50 characters maximum. Make this contact as a Default Contact

CANCEL



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The contact shows with default contact flagged (as applicable).

7. Repeat the add contact steps until all the reusable and default contacts are created.

								() Help	for this s	ectio
se this screen	to <mark>create</mark> a contact l	listing for the co	ontacts you regula	arly use when submitting dev	elopment applications (with	the ability to ed	lit as required).			
Contact	S									
arch										
Show defau	t contacts									
Search for i	ame, license numbe	r, postal addres	5	SEARCH				Ŧ	₹.	2
ADD A CON	ГАСТ									
Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
opplicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	8
Builder	Big Bigger Best		BLD 12356	83 PIRIE STREET	EMAIL	84254000	Bigger.dap.test@sa.gov.au		Edit	6

Expand the Event History to view the event record created for the added contact.

> Removed Contacts

~ Event History

Time of change	Action taken by	Action	Type of Contact	Description
15/02/2024 10:08	TEST Three	ADD_CONTACT	Applicant	Contact Modified - Type: Applicant - New Contact added.
15/02/2024 10:05	TEST Three	EDIT_CONTACT	Builder	Contact Modified - Type: Builder - Contact Modified.
23/11/2023 15:47	Test One	ADD_CONTACT	Builder	New Contact added - Type: Builder - Name: Big Bigger Best Homes



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View Default Contacts

1. Click Show default contacts.

Search for name, lic	cense number, po:	stal address		SEARCH				Ŧ	T -	2
ADD A CONTACT										
Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
Builder	Big Little Homes	Helen	BLD 15697	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1800 100 323	BLH.dap.test@sa.gov.au	×	Edit	Ĩ
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au		Edit	ĩ
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	×	Edit	ī
Registered Building Work Supervisor	Mr Joe Public		BLD 123456	1 KING WILLIAM STREET ADELAIDE SA 5000	EMAIL	0427 000 369	Joepublic.dap.test@sa.gov.au	B	Edit	ĩ
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	đ
Invoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	Ĩ
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000	Bigger.dap.test@sa.gov.au		Edit	ĩ

List of default contacts displays.

2. Click again on **Show default contacts** to show all contacts.

arch										
Show defau	ult contacts									
\ Search for	name, license numbe	r, postal addre:	55	SEARCH					¥ .	1
ADD A CON	ITACT									
Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au		Edit	1
rimary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	1
nvoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	1
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000	Bigger.dap.test@sa.gov.au		Edit	1

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Edit a Contact

1. Click Edit against the applicable contact.

Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	×	Edit	8
Registered Building Work Supervisor	Mr Joe Public		BLD 123456	1 KING WILLIAM STREET ADELAIDE SA 5000	EMAIL	0427 000 369	Joepublic.dap.test@sa.gov.au		Edit	Ĩ
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	1
nvoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	ĩ
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	ĩ
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au		Edit	ĩ

The Edit Builder page displays with the contact details.

2. Update the contact information.

The **Main Contact Name** can be used to capture the name of person who will be the primary or invoice contact for that business contact.

Big Bigger Best Homes

Summary

Edit Builder			
* Contact type Bu	uilder		-
INDIVIDUAL BUSINESS	5		
Business Name*			
Big Bigger Best Homes			
00 characters maximum			

3. Click SAVE to update the contact or CANCEL to stop editing the contact.





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The updated contact displays at the top of the list of contacts.

ontact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au		Edit	1
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	8	Edit	
Registered Building Work Supervisor	Mr Joe Public		BLD 123456	1 KING WILLIAM STREET ADELAIDE SA 5000	EMAIL	0427 000 369	Joepublic.dap.test@sa.gov.au	8	Edit	1
rimary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
nvoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
pplicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	V	Edit	
									6 ite	m

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Remove a contact

Removing a contact does not permanently delete the contact. The contact is moved to the **Removed Contacts** section where the contact can be restored, as required.

1. Click on Trash can icon.

Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact	-	
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au		Edit	Ô
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	×	Edit	Ô
Registered <mark>Buil</mark> ding Work Supervisor	Mr Joe Public		BLD 123456	1 KING WILLIAM STREET ADELAIDE SA 5000	EMAIL	0427 000 369	Joepublic.dap.test@sa.gov.au	×	Edit	Ô
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	Ô
nvoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	Ô
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	Ô

The Remove Application Contact window displays.

2. Click OK, CONTINUE to confirm the removal

Big Bigger Best Homes

Summary



The contact is removed from the list of contacts.

Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	×	Edit	Ô
Mr Joe Public		BLD 123456	1 KING WILLIAM STREET ADELAIDE SA 5000	EMAIL	0427 000 369	Joepublic.dap.test@sa.gov.au	×	Edit	Ô
Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	130 <mark>0</mark> 000 100	Bigger.dap.test@sa.gov.au		Edit	Ô
Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	Ô
Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	Ĩ
	Big Homes Mr Joe Public Big Bigger Best Homes Bigger Bigger Best Homes Big Bigger Best	Big Homes Contact Big Homes	Name Contact Number Big Homes Image: Contact Number Mr Joe Public Image: Contact BLD 123456 Big Bigger Best Louise Image: Contact Bigger Bigger Best Louise Image: Contact Big Bigger Best Barhel Image: Contact	Name Contact Number Postal Address Big Homes Contact Number 83 PIRIE STREET ADELAIDE SA 5000 Mr Joe Public J BLD 123456 1 KING WILLIAM STREET ADELAIDE SA 5000 Big Bigger Best Homes Louise 83 PIRIE STREET ADELAIDE SA 5000 Bigger Bigger Best Homes Louise 83 PIRIE STREET ADELAIDE SA 5000 Big Bigger Best Homes Barbel 83 PIRIE STREET ADELAIDE SA	Name Contact Number Postal Address Method Big Homes Contact Number Postal Address Method Big Homes Solo S3 PIRIE STREET ADELAIDE SA Solo EMAIL Mr Joe Public Image: Solo BLD 123456 1KING WILLIAM STREET ADELAIDE SA SOOO EMAIL Big Bigger Best Homes Louise S3 PIRIE STREET ADELAIDE SA SOOO EMAIL Bigger Bigger Best Homes Louise S3 PIRIE STREET ADELAIDE SA SOOO EMAIL Big Bigger Best Homes Rotel 83 PIRIE STREET ADELAIDE SA SOOO EMAIL	Name Contact Number Postal Address Method Phone Big Homes Contact Number Postal Address Method 100 Big Homes Soo0 Soo0 Soo0 EMAIL 100 100 Mr Joe Public Image: Postal Address EMAIL Soo0 Contact 100 100 Big Bigger Best BLD 123456 I KING WILLIAM STREET EMAIL 0427 000 369 Big Bigger Best Louise BLD 123456 B3 PIRE STREET ADELAIDE SA EMAIL 1300 000 Bigger Bigger Best Louise Soo0 Soo0 EMAIL 1300 000 Big Bigger Best Louise Sa PIRIE STREET ADELAIDE SA EMAIL 1300 000 Big Bigger Best Bachel B3 PIRIE STREET ADELAIDE SA EMAIL 1300 000	Name Contact Number Postal Address Method Phone Email Big Homes Contact Number Postal Address Method Phone Email Big Homes Contact S3 PIRIE STREET ADELAIDE SA S000 EMAIL 1300 000 bighomes.dap.test@sa.gov.au Mr Joe Public Full BLD 123456 1 KING WILLIAM STREET ADELAIDE SA 5000 EMAIL 0427 000 369 Joepublic.dap.test@sa.gov.au Big Bigger Best Homes Louise S3 PIRIE STREET ADELAIDE SA 5000 EMAIL 1300 000 Bigger.dap.test@sa.gov.au Big Bigger Best Homes Louise S3 PIRIE STREET ADELAIDE SA 5000 EMAIL 1300 000 Bigger.dap.test@sa.gov.au	NameContactNumberPostal AddressMethodPhoneEmailContactBig HomesContactBig HomesS3 PIRIE STREET ADELAIDE SA S000EMAIL1300 000 100bighomes.dap.test@sa.gov.auImailMr Joe PublicImailBLD 1234561KING WILLIAM STREET ADELAIDE SA 5000EMAIL0427 000 369joepublic.dap.test@sa.gov.auImailBig Bigger Best HomesLouiseS3 PIRIE STREET ADELAIDE SA 5000EMAIL1300 000 100Bigger.dap.test@sa.gov.auImailBigger Bigger Best HomesLouiseS3 PIRIE STREET ADELAIDE SA 5000EMAIL1300 000 100Bigger.dap.test@sa.gov.auImailBig Bigger Best HomesLouiseS3 PIRIE STREET ADELAIDE SA 5000EMAIL1300 000 100Bigger.dap.test@sa.gov.auImailBig Bigger Best HomesRachelS3 PIRIE STREET ADELAIDE SA 5000EMAIL1300 000 100Bigger.dap.test@sa.gov.auImail	NameContactNumberPostal AddressMethodPhoneEmailcontactcontactBig HomesContactSa PiRie STREET ADELAIDE SA S000EMAIL1300 000bighomes.dap.test@sa.gov.auContactEditMr Joe PublicLouiseBLD 1234561 KING WILLIAM STREET ADELAIDE SA 5000EMAIL0427 000 369joepublic.dap.test@sa.gov.auContactEditBig Bigger Best HomesLouiseLouiseSa PiRie STREET ADELAIDE SA S000EMAIL1300 000 100Bigger.dap.test@sa.gov.auContactEditBigger Bigger Best HomesLouiseSa PiRie STREET ADELAIDE SA S000EMAIL1300 000 100Bigger.dap.test@sa.gov.auContactEditBigger Bigger Best HomesLouiseSa PiRie STREET ADELAIDE SA S000EMAIL1300 000 100Bigger.dap.test@sa.gov.auContactEditBig Bigger Best HomesLouiseSa PiRie STREET ADELAIDE SA S000EMAIL1300 000 100Bigger.dap.test@sa.gov.auContactEdit





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3. Expand Removed Contacts to show the removed contact.

Removed	Contacts							
ø								
Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au	Restore

Restoring a removed contact

4. Click on Restore.

Removed	Contacts							
Ø								
Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	
	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au	Restor

The restored contact displays at the top of the list of contacts.

ontact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
uilder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au	×	Edit	
pplicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	×	Edit	
egistered Building Work upervisor	Mr Joe Public		BLD 123456	1 KING WILLIAM STREET ADELAIDE SA 5000	EMAIL	0427 000 369	Joepublic.dap.test@sa.gov.au	×	Edit	
rimary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
ivoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
pplicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000	Bigger.dap.test@sa.gov.au		Edit	



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Download a contact list	Down	load	a	contact	list
-------------------------	------	------	---	---------	------

1. Click **Download** icon.

Contacts										
Search										
Show default contac	ts								-	
Q Search for name, lice	ense number, postal addre	557	SEARCH					(+	T 1	C
+ ADD A CONTACT									_/	
Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au	×	Edit	Ô
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	×	Edit	Ô

The Save As window opens.

2. Open a folder location where the contact list to be saved and then **Save**.

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3. Open the folder location, then double-click on the excel document – DAP Application Standard Contacts to open.

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The DAP Application Standard Contacts opens in excel.

4. Enable editing (as applicable)

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1	Record Name:	DAP Application Standard Contac	ts						
2	Exported On:	15 Feb 2024 10:26							
3									
4	Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method			
5	Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL			
6 Applicant		Big Homes			83 PIRIE STREET ADELAIDE SA 5000 EMAIL				
7 Registered Building Work Supervi		Mr Joe Public		BLD 123456	1 KING WILLIAM STREET ADELAIDE EMAIL				
8 Primary Contact		Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000 EMAIL				
9 Invoice Contact		Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	ADELAIDE SA 5000 EMAIL			
10 Applicant		Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000 EMAIL				

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