

## Background

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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).

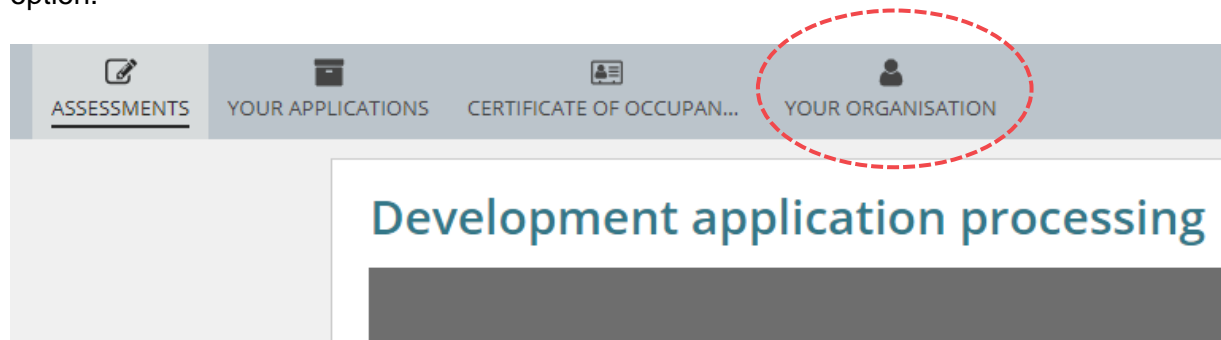
### Who can setup and update application contacts?

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.



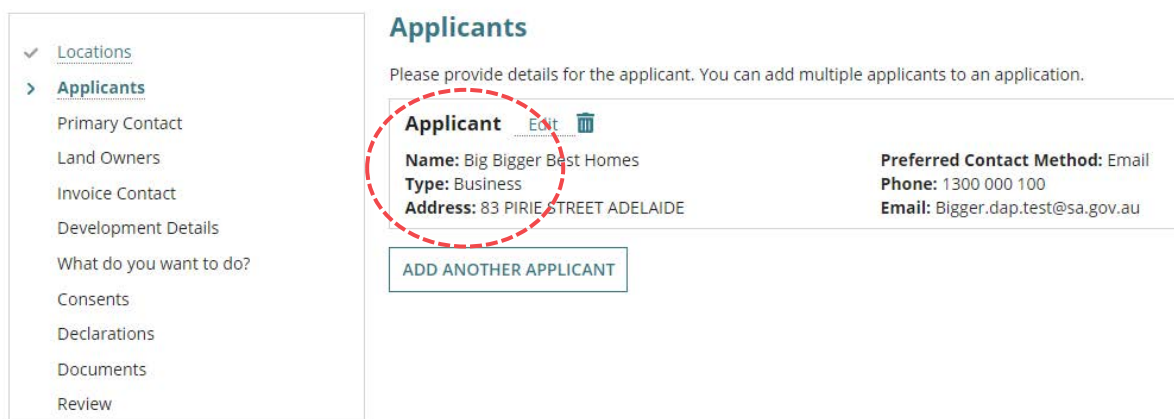
## Where can I use the application contacts?

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### Application Submission - contacts

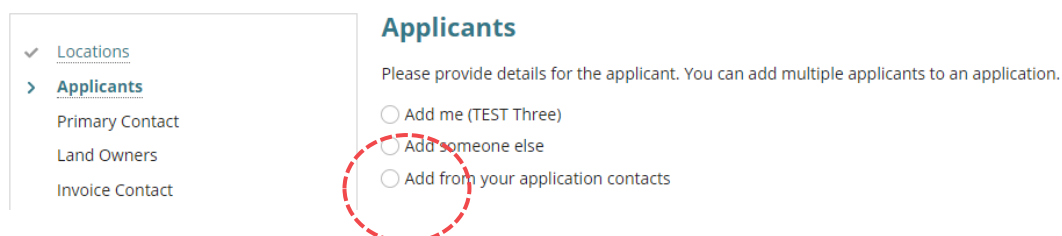
During application submission, the contacts you have made a 'default' contact will automatically show as the contact for Applicants, Primary Contact, and Invoice Contact.

#### Development Application



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

#### Development Application




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



## Application Submission – building consent

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During the completion of the building consent and indicating whether a builder/contractor has been engaged and not an owner builder, the 'default' builder will show.

Has a builder or contractor been engaged for the proposed development? \*

☒ Yes

☐ No

Is the development being constructed by an Owner Builder? \*

☐ Yes

☒ No

### Builder

[Edit](#)

**Name:** Big Bigger Best Homes

**Type:** Business

**Address:** 83 PIRIE STREET ADELAIDE

**Builders Licence No:** BLD 12356

**Preferred Contact Method:** Email

**Phone:** 84254000

**Email:** Bigger.dap.test@sa.gov.au

ADD ANOTHER BUILDER OR CONTRACTOR

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

Has a builder or contractor been engaged for the proposed development? \*

☒ Yes

☐ No

Is the development being constructed by an Owner Builder? \*

☐ Yes

☒ No

Who is the builder or contractor for the proposed development? \*

☐ Add me (TEST Three)

☐ Add Big Bigger Best Homes

☐ Add Bigger Bigger Best Homes

☐ Add someone else

☐ Add from your application contacts

How to...

# Setup reusable and default application contacts

## Adding an application contact

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

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Application contacts

Add a new contact from your application contacts

Search a new contact from your application contacts

ADD NEW CONTACT

Applicant

Edit

Name: Test Applicant

Type: Individual

Address: 15 SOUTH TERRACE SEMAPHORE

Preferred Contact Method: Email

Email: testplansa2023@gmail.com

## 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 details: Swimming Pool

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

No

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

Jill Public11/100

Name of Insurer \*

QBE3/100

Insurance Number \*

W45685/100

Insurance date of issue \*

01/02/2024

Limitations on the Liability of insurer \*

Yes

No

Builder ? \*

Type to select a builder

Add Builder

Add from your application contacts

How to...

## Setup reusable and default application contacts



Government of South Australia

Department for Housing  
and Urban Development



Version 1.1

### 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.

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#### Submit Mandatory Building Notifications: 23002364

[< Back](#)

Application Number	Development Location(s)	Building or building work	Notification
23002364	1 KING WILLIAM ST ADELAIDE SA 5000		Commencement of Building work
Builder details			

#### Who is providing this notification? \*

☒ Licensed Building Work Contractor

☐ Building Owner

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

[Add from your application contacts](#)

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 Compliance?

##### Part A: \*

☒ Main building work contractor

☐ Registered building work supervisor

☐ Building certifier

##### Licensed Building Work Contractor \*

Select

[Add new Licensed Building Work Contractor](#)

[Add from your application contacts](#)

##### Part B: \*

☐ Owner

☐ Owner's agent

## Related Instructions

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- [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](#)

How to...

## Setup reusable and default application contacts



Government of South Australia

Department for Housing  
and Urban Development



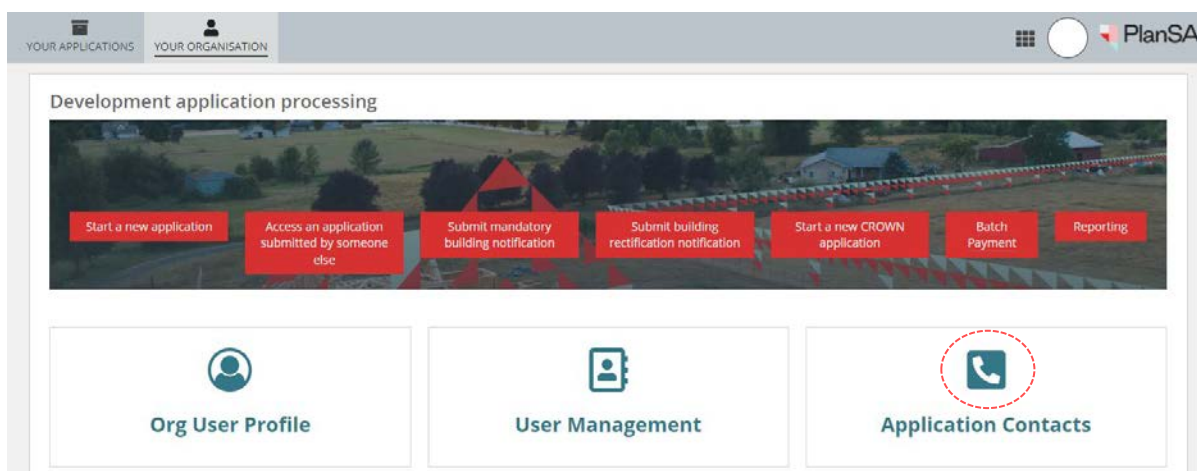
Version 1.1

### Accessing Application Contacts

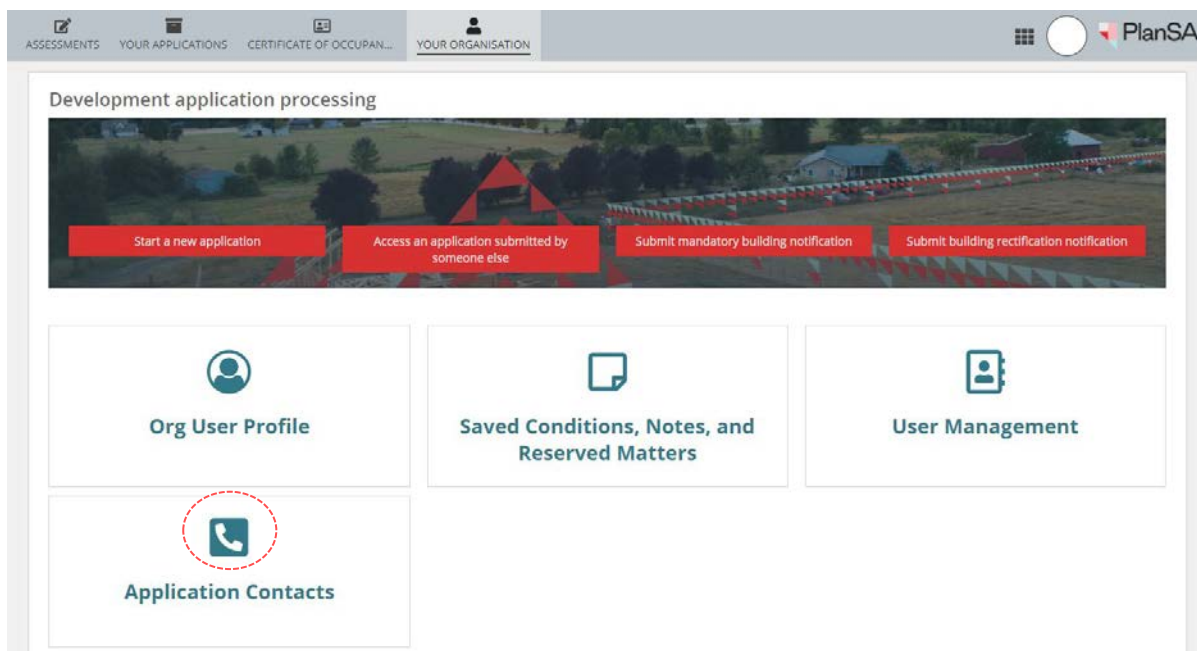
7

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.



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 screen to create a contact listing for the contacts you regularly use when submitting development applications (with the ability to edit as required).
Contacts
Search
[ ] Show default contacts
[ Search for name, license number, postal address ] [ SEARCH ]
[ + ADD A CONTACT ]
Table with 10 columns: Contact Type, Name, Main Contact, License Number, Postal Address, Preferred Contact Method, Phone, Email, Default Contact, [ ]
No contacts found
> Removed Contacts
> Event History

Table with 2 columns: Feature, Description. It lists 11 features of the Application Contacts page, such as 'Show default contacts', search functionality, adding contacts, exporting, filtering, refreshing, and deleting contacts.



How to...

# Setup reusable and default application contacts

## Add a Contact

1. Click **+ ADD A CONTACT**.

### Application Contacts

[? Help for this section](#)

Use this screen to create a contact listing for the contacts you regularly use when submitting development applications (with the ability to edit as required).

▼ Contacts

Search

☐ Show default contacts

+ ADD A CONTACT

Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact	
No contacts found									

> Removed Contacts

> Event History

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

## Add Contact

\* Contact type

INDIVIDUAL

BUSIN

Title \*

First Name \*

Last Name \*

---Select One---

Applicant

Builder

Invoice Contact

Primary Contact

Registered Building Work Supervisor

Building Certifier

4. Click whether the applicant is an **individual**, **business** or **crown agency**.
5. Complete the contact details and **mark this contact as a default contact** or not.

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**Only one 'default' contact is allowed per contact type.**

An error message "Default Contact already exists. Please deselect to continue." will show when a default contact already exists for that contact type.

☒ Make this contact as a Default Contact

Default contact already exists. Please deselect to continue.

CANCEL

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

INDIVIDUAL

**BUSINESS**

CROWN AGENCY

**Business Name \***

Big Bigger Best Homes

100 characters maximum

**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

SAVE

How to...

# Setup reusable and default application contacts

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

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

## Application Contacts

Help for this section

Use this screen to create a contact listing for the contacts you regularly use when submitting development applications (with the ability to edit as required).

▼ Contacts

Search

☐ Show default contacts

⬇️ ⬆️ ↺

+ ADD A CONTACT

Contact Type	Name	Main Contact	License Number	Postal Address	Preferred Contact Method	Phone	Email	Default Contact		
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	Edit	
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	Edit	

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

## View Default Contacts

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1. Click **Show default contacts**.

### ▼ Contacts

Search

☐ Show default contacts

 Search for name, license number, postal address

SEARCH



+ 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	
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au		Edit	
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au		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		Edit	
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Invoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	

7 items

List of default contacts displays.

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

### ▼ Contacts

Search

☒ Show default contacts

 Search for name, license number, postal address

SEARCH



+ 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	
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Invoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	

## Edit a Contact

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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	
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	
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Invoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Builder	Big Bigger Best Homes		BLD 12356	83 PIRIE STREET ADELAIDE SA 5000	EMAIL	84254000	Bigger.dap.test@sa.gov.au		Edit	

6 items

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
Builder

INDIVIDUAL
BUSINESS

Business Name\*
Big Bigger Best Homes
100 characters maximum

Main Contact Name

☒ Make this contact as a Default Contact

CANCEL
SAVE

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

## Setup reusable and default application contacts



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

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🗑️
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	❌	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	❌	Edit🗑️
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	✔️	Edit🗑️
Invoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	✔️	Edit🗑️
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	✔️	Edit🗑️
6 items									

## Remove a contact

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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	<input checked="" type="checkbox"/>	Edit	
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Edit	
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	Edit	
Invoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	Edit	
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	Edit	

6 items

The **Remove Application Contact** window displays.

2. Click **OK, CONTINUE** to confirm the removal

### Big Bigger Best Homes

Summary

Remove Application Contact

Are you sure you want to remove the contact from the application contact list?  
Please note, when the contact being removed is a default contact they will be removed from the Default Contact list.

CANCEL

OK, CONTINUE

The contact is removed from the list of contacts.

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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Edit	
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	Edit	
Invoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	Edit	
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au	<input checked="" type="checkbox"/>	Edit	

5 items



- Expand **Removed Contacts** to show the removed contact.

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**Removed Contacts**

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	<a href="#">Restore</a>

## Restoring a removed contact

4. Click on Restore.

Removed Contacts								
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

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

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	
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au		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		Edit	
Primary Contact	Big Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Invoice Contact	Bigger Bigger Best Homes	Louise		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	
Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	Bigger.dap.test@sa.gov.au		Edit	



## Download a contact list

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1. Click  **Download** icon.

### ▼ Contacts

Search

☐ Show default contacts

SEARCH

+ 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	
Applicant	Big Homes			83 PIRIE STREET ADELAIDE SA 5000	EMAIL	1300 000 100	bighomes.dap.test@sa.gov.au		Edit	

The **Save As** window opens.

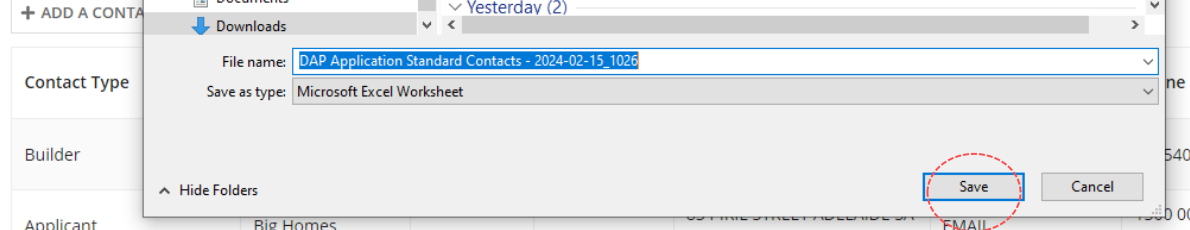
2. Open a folder location where the contact list to be saved and then **Save**.

### ▼ Contacts

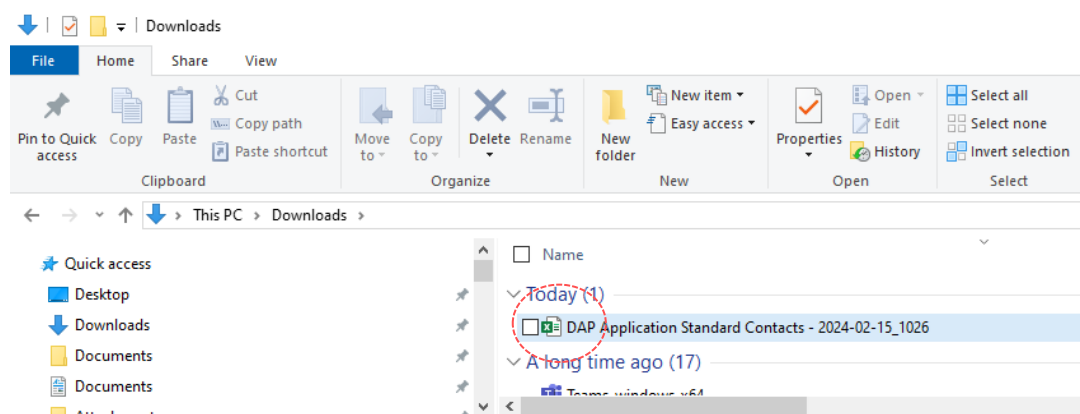
Search

☐ Show default

+ ADD A CONTACT



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



How to...

# Setup reusable and default application contacts



The DAP Application Standard Contacts opens in excel.

4. Enable editing (as applicable)

AutoSaveOff

DAP Application Standard Contacts - 2024-02-15\_1026 - Protected...Saved to this PC

Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpDM

1

PROTECTED VIEW

Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

A1

Record Name:

	A	B	C	D	E	F
1	Record Name:	DAP Application Standard Contacts				
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 EMAIL	
10	Applicant	Big Bigger Best Homes	Rachel		83 PIRIE STREET ADELAIDE SA 5000 EMAIL	