

Guide for Relevant Authorities

Development Assessment

Assess a Building Consent

Version 2.25



Government of South Australia

Department for Housing
and Urban Development



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1. Receive Development Application

The applicant's development application is available from the **For Your Action** table, with an action of 'Commence Assessment' and number of business days to complete the assessment.

An email notification is sent to the organisations group mailbox, advising a development application has been submitted, and includes the ID number.

1. Search for the application by **ID** number.
2. Remove the Assigned to me only (as required).
3. Click on the application **ID** to assign the building assessment to an assessor.

Development application processing

21000740

This is the
TRAINING

Submit mandatory building notification

Submit mandatory Re-Inspection notification

nt

FOR YOUR ACTION (18)

ASSESSMENT IN PROGRESS (33)

WAITING (13)

UPCOMING (1)

COMPLETED (18)

BUILDING NOTIFICATIONS (0)

1 results for: "21000740"
☐ Assigned to me only

ID	Owner	Location	Nature of Development
21000740	John Smith	11 HALIFAX ST HILTON SA 5033	new office

2. Allocate an assessor to assess the consent

Allocate the consent to an assessor to provide you with visibility of your team's and an assessor's workload, to assist with identifying available capacity to take on new work, or to check a team member's current workload.

For more information visit [Manage Team Workload | PlanSA](#).

1. Against the applicable consent click in the **Allocated Assessor** field and start typing the name of person (i.e. yourself or a team member and select their name from the returned matches)
2. Click **Save User Allocation** to assign.

When you are allocating a consent to a team member, return to the **Assessment** dashboard to complete another task. If you allocate the consent to yourself, then continue by selecting the **Building** consent.

Assessment status					
	Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
✓	Planning Consent	Tom Gregory - Ben Green and Associates Pty Ltd - Planning Level 1		Granted	
▶	Building Consent	Grant Johnsen - Fluid Building Approvals Pty Ltd - Building Level 2	EPN TESTFIVE ✕	Under Assessment	🕒 0
	Development Approval for: Planning Consent Building Consent	City of Adelaide		Awaiting Precursor Consent	
▶ View team workload			Help for this section	SAVE USER ALLOCATION	

3. Select **Start Assessment** in the displayed consent **Summary** screen.

Development Application: 20001839

START ASSESSMENT

PLACE ON HOLD

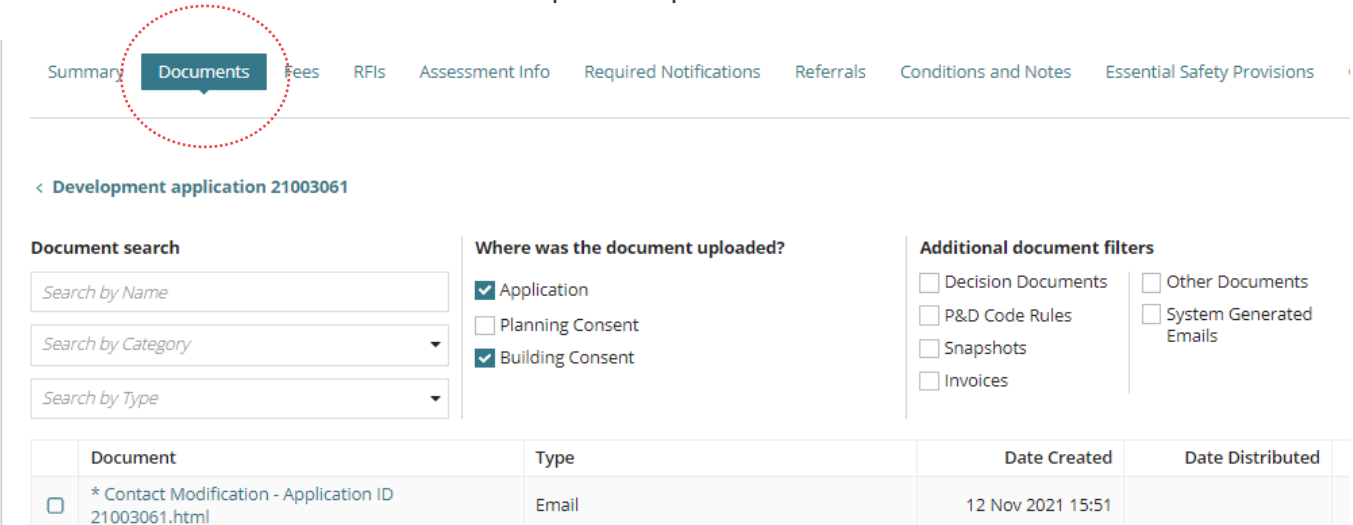
[Clocks](#) [Appeals](#) [Related Actions](#)

Help for this section

3. Manage Assessment Documents

Upload all documentation received or used to conduct the assessment of the consent e.g. PDF of 'the Code', working notes and technical drawings and plans.

1. Click on **Document** tab and visit [Request, Upload and Generate documents | PlanSA](#) for instructions on 'how to download and open multiple documents at once'.



The screenshot shows the 'Documents' tab selected in the top navigation bar. Below the navigation bar, the page title is '< Development application 21003061'. The main content area is divided into three sections: 'Document search', 'Where was the document uploaded?', and 'Additional document filters'.

Document search

- Search by Name
- Search by Category
- Search by Type

Where was the document uploaded?

- ☒ Application
- ☐ Planning Consent
- ☒ Building Consent

Additional document filters

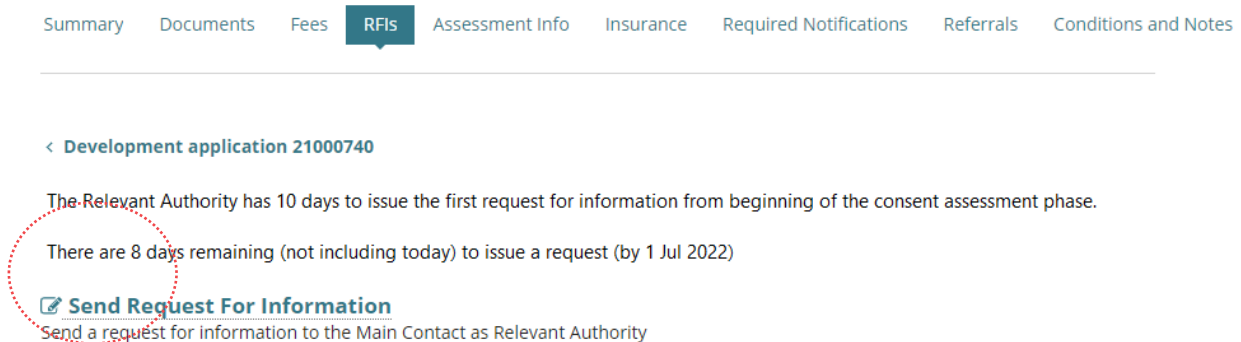
- ☐ Decision Documents
- ☐ P&D Code Rules
- ☐ Snapshots
- ☐ Invoices
- ☐ Other Documents
- ☐ System Generated Emails

	Document	Type	Date Created	Date Distributed
<input type="checkbox"/>	* Contact Modification - Application ID 21003061.html	Email	12 Nov 2021 15:51	

4. Request for Information

The request will go direct to the development applications 'primary contact' and the development application will move to the **Waiting** tab on the dashboard.

1. Click on **RFIs** and then **Send Request for Information**. Beginning



For more information visit [Request, Upload and Generate documents | PlanSA](#) for instructions on how to:

- Request further information during assessment (includes recall request)
- Provide requested further information during assessment
- Perform an extension of time for an applicant to respond with further information
- Evaluate the request for information response

5. Update Assessment Information

The assessment information contains the building / building work details, who is issuing the Certificate of Occupancy (CoO), Construction Industry Training Fund (CITF) levy paid or not, details of the Home owners warranty insurance and inspections required.

Edit Additional Consent Information

1. Click on **Assessment Info** tab.
2. Click on Edit within the **Additional consent Info** section.

Summary Documents Fees RFIs **Assessment Info** Insurance Required Notifications Referrals Conditions and Notes

< Development application 21000740

Additional consent info

Edit

Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant?

No

3. Click on **Upload** to locate the Assessment Checklist (as required) and drag-and-drop into the Drop files here field.
4. Click on **Cancel** to close the Open window.

Edit Building Consent Info

Add Assessment Checklist (Optional)

Document

UPLOAD

Drop files here

Note: You may select multiple documents to upload simultaneously.

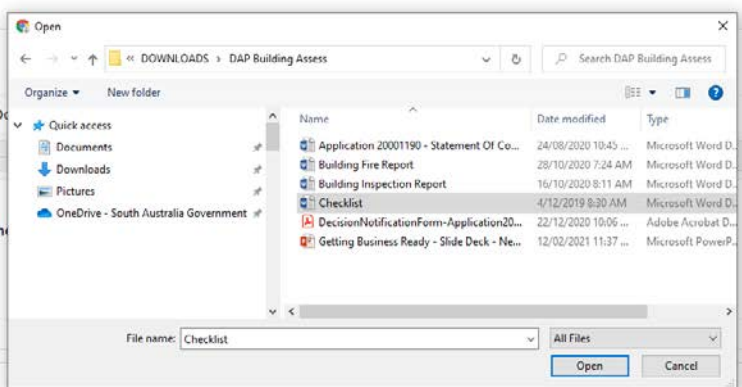
Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant?

☒ Yes

☐ No

Receipt number *

CANCEL



5. Categorise the document as follows:
 - **Document Category** = Assessment Documents
 - **Document Type** = Assessment Checklist

Update CITF Levy Payment

The Construction Industry Training Fund (CITF) levy Payment question is only shown when the building and construction total development cost exceeds \$100,000.

Construction Industry Training Fund Levy (CITF) is paid

The **Edit Building Consent Info** page shows **Yes** the Construction Industry Training Fund (CITF) levy has been provided by the applicant, including the receipt number.

Edit Building Consent Info

Add Assessment Checklist (Optional)

Document	Document Category	Document Type
<div> <div>UPLOAD</div> <div>Drop files here</div> </div>	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

Has Construction Industry Training Fund Levy (CITF) been provided by the Applicant? *

☒ Yes

☐ No

Receipt number *

54654

A Please upload a copy of the CITF Payment Reference to the Documents section for this consent.

CANCEL

SUBMIT

Construction Industry Training Fund Levy (CITF) not paid

The **Edit Building Consent Info** page shows **No** the Construction Industry Training Fund (CITF) levy has not been provided by the applicant.

Where payment of CITF levy is required, then exit the Edit Building Consent Info page and request payment evidence from the applicant. Upon receiving the CITF receipt from the applicant upload a scanned copy to the document store for the Building Consent and then follow instructions [Upload and supersede a document | PlanSA](#).

6. Provide a **reason why CITF has not been provided** (mandatory).

7. Click **SUBMIT** to save changes.

Has Construction Industry Training Fund Levy (CITF) been provided by the Applicant? *

☐ Yes

☒ No

Reason why CITF has not been provided *

Provide a reason why

CANCEL

SUBMIT

Complete NHHA Indicators

The National Housing and Homeless Agreement (NHHA) indicator questions only shows for 1A building class.

8. Click on the applicable **NHHA* Indicators** (as applicable).
9. Click on **Submit** to complete the updates.

Edit Building Consent Info

Help for this section

Add Assessment Checklist (Optional)

Document	Document Category	Document type	
<div><div><div>Checklist</div><div>DOCX - 11.24 KB</div></div><div><div>UPLOAD</div><div>Drop files here</div></div></div>	Assessment Documents	Assessment Checklist	X
	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant? *

Yes

No

Receipt number *

12345

NHHA indicators *

An extension to an existing dwelling that adds at least one room that may be used as a bedroom

A new detached or semi-detached residential dwelling

Developments that include multiple residential dwellings (including mixed developments)

Not Applicable

CANCEL

SUBMIT

The updates show in the **Additional consent info** section of the **Assessment Info** screen.

Additional consent info

Edit

Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant?

Yes

Receipt number *

1234

National Housing and Homelessness Agreement Indicators

A new detached or semi-detached residential dwelling

Complete Energy Efficiency & Livable Housing Design Concession Indicators

The Energy Efficiency and Livable Housing Design Concession Indicators are shown when a **single or multiple** building/building work contain a class 1A, 1B or 2.

From more information refer to [NCC 2022 modern homes provisions | PlanSA](#) and [Ministerial Building Standard \(MBS\)007 | PlanSA](#).

Building/Building Work 1A Concessions

10. Has the building/building work followed a concession pathway for **NCC Part H6 Energy Efficiency?**
- Yes, then select the primary concession reason. Only one reason can be selected.

Building/Building Work: Single storey dwelling

National Construction Code (NCC) Part H6 - Energy Efficiency *	Class 1A	Building/building work used a concession pathway? * <div><input type="radio"/> Yes</div>	Select concession reason <div>---Please select---</div>
		<div>---Please select---</div> <div>Alteration and addition</div> <div>Building consent lodged before 1 January 2027 (irregular/small allotment)</div> <div>Development application submitted before 1 October 2024</div> <div>Irregular/small allotment (existing)</div> <div>Manufactured off-site - 60sqm or less</div> <div>Manufactured off-site - designated location</div> <div>Mt Barker - Master Planned Neighbourhood Zone (MPNZ)</div> <div>Worker or Tourist Accommodation</div>	

-
- No, the concession reason is disabled.

Energy Efficiency & Livable Housing Design Concession Indicators

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

Building/Building Work: Single storey dwelling

National Construction Code (NCC) Part H6 - Energy Efficiency *	Class 1A	Building/building work used a concession pathway? * <div><input type="radio"/> Yes</div> <div><input checked="" type="radio"/> No</div>	Select concession reason <div>---Please select---</div>
National Construction Code (NCC) Part H8 - Livable Housing Design *	Class 1A	Building/building work used a concession pathway? * <div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div>	Select concession reason <div>---Please select---</div>

11. Has the building/building work for a class 1A only followed a concession pathway for **NCC Part H8 Livable Housing Design**?
- Yes, then select a concession reason. Only one reason can be selected.

A NCC Part H8 Livable Housing Design concession is not applicable for a building consent in the Mt Barker – Master Planning Neighbourhood Zone (MPNZ) and transportable building manufactured off-site to be erected/placed in a designated location.

Energy Efficiency & Livable Housing Design Concession Indicators

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

Building/Building Work: Single storey dwelling

National Construction Code (NCC) Part H6 - Energy Efficiency *	Class 1A	Building/building work used a concession pathway? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Select concession reason ---Please select---
National Construction Code (NCC) Part H8 - Livable Housing Design *	Class 1A	Building/building work used a concession pathway? * <input checked="" type="radio"/> Yes	Select concession reason ---Please select---

---Please select---

Alteration and addition

Building consent lodged before 1 January 2027 (irregular/small allotment)

Development application submitted before 1 October 2024

Irregular/small allotment (existing)

Manufactured off-site - 60sqm or less

Worker or Tourist Accommodation

- No, the concession reason is disabled.

Energy Efficiency & Livable Housing Design Concession Indicators

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

Building/Building Work: Single storey dwelling

National Construction Code (NCC) Part H6 - Energy Efficiency *	Class 1A	Building/building work used a concession pathway? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Select concession reason ---Please select---
National Construction Code (NCC) Part H8 - Livable Housing Design *	Class 1A	Building/building work used a concession pathway? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Select concession reason ---Please select---

Building/Building Work 1B Concessions

A class 1B building/building work has only one concession pathway for Part H6 – Energy Efficiency there a no concessions for H8 Livable Housing.

12. Has the building/building work followed a concession pathway for **NCC Part H6 Energy Efficiency**?
- Yes, then select a concession reason. Only one reason can be selected.

Energy Efficiency & Livable Housing Design Concession Indicators

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

Building/Building Work: Single storey dwelling for tourist accommodation

National Construction Code (NCC) Part H6 - Energy Efficiency *	Class 1B	Building/building work used a concession pathway? * <input checked="" type="radio"/> Yes	Select concession reason ---Please select---
		<div>---Please select---</div> <div>Alteration and addition</div> <div>Building consent lodged before 1 January 2027 (irregular/small allotment)</div> <div>Development application submitted before 1 October 2024</div> <div>Irregular/small allotment (existing)</div> <div>Manufactured off-site - 60sqm or less</div> <div>Manufactured off-site - designated location</div> <div>Mt Barker - Master Planned Neighbourhood Zone (MPNZ)</div> <div>Worker or Tourist Accommodation</div>	

- No, the concession reason is disabled.

Energy Efficiency & Livable Housing Design Concession Indicators

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

Building/Building Work: Single storey dwelling for tourist accommodation

National Construction Code (NCC) Part H6 - Energy Efficiency *	Class 1B	Building/building work used a concession pathway? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Select concession reason ---Please select---
---	-------------	---	---

Building/Building Work 2 Concessions

A class 2 building/building work has different concessions to that of a class 1A or 1B, they are Section J – Energy Efficiency and Part G7 – Livable housing design and only one concession reason is available ‘Development application lodged before 1 October 2024’.

13. Complete for **NCC Section J - Energy Efficiency and Part G7 – Livable Housing Design** has the building/building work followed a concession pathway.
- Yes, the concession reason defaults ‘Development application lodged before 1 October 2024’.

Energy Efficiency & Livable Housing Design Concession Indicators

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

Building/Building Work: Multi storey apartment complex

National Construction Code (NCC) Section J - Energy Efficiency *	Class 2	Building/building work used a concession pathway? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Select concession reason Development application lodged before 1 Oct...
National Construction Code (NCC) Part G7 - Livable Housing Design *	Class 2	Building/building work used a concession pathway? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Select concession reason Development application lodged before 1 Oct...

CANCEL

SUBMIT

- No, the concession reason is disabled.

Energy Efficiency & Livable Housing Design Concession Indicators

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)

Building/Building Work: Multi storey apartment complex

National Construction Code (NCC) Section J - Energy Efficiency *	Class 2	Building/building work used a concession pathway? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Select concession reason Development application lodged before 1 Oct...
National Construction Code (NCC) Part G7 - Livable Housing Design *	Class 2	Building/building work used a concession pathway? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Select concession reason Please select

CANCEL

SUBMIT

Concessions are not applicable for a building consent stage

14. Available only for staged building consents is the option to indicate the concessions are **Not applicable for this building consent stage**.

When flagged, the concession pathways and concession reasons are disabled. To enable remove the flag.

Energy Efficiency & Livable Housing Design Concession Indicators

For more information refer to [NCC 2022 modern homes provisions](#) and [Ministerial Building Standard \(MBS\) 007](#)


Building/Building Work: Single storey dwelling

National Construction Code (NCC) Part H6 - Energy Efficiency *	Class 1A	Building/building work used a concession pathway? <input type="radio"/> Yes <input type="radio"/> No	Select concession reason ---Please select---
National Construction Code (NCC) Part H8 - Livable Housing Design *	Class 1A	Building/building work used a concession pathway? <input type="radio"/> Yes <input type="radio"/> No	Select concession reason ---Please select---

☒ Not applicable for this building consent stage

Edit Building or Building Work Details

1. Click on **Edit** within the applicable Building / Building Work.

Building or Building Work: Office 

Edit

Description
office

Classification
5 - Office for professional or commercial purposes

Number of occupants

Is Certificate of Occupancy required?

Rise in Storeys
10

Total Floor Area (m²)
2

Swimming Pool Inspection
☐ This Building Work requires inspection as per Practice Direction 8

Farm Building or Farm Shed
☐ For Inspection purposes this Building Work is a Farm Building or Farm Shed

2. Review the building / building work **Name** and **Description** entered by the applicant and over type with a revised description.

Building or Building Work single storey home

Short Description *
single storey home

Description *
single storey home

Update details for a 1A Classification

3. Expand the **Classification** to show more information.
4. **Is Certificate of Occupancy required?** defaults to **No**, where the building consent is verified within the SA Planning portal before 1 October 2024.


Noting, for staged building consents the field ‘**Is a Certificate of Occupancy required for this stage**’ is shown and defaults to **No**.

Classification

1A - Detached house/ Fire separated attached dwelling

Classification *

1A - Detached house/ Fire separated attached dwelling



A Certificate of Occupancy is required for a Class 1a building where the application for building consent is verified on or after 1 Oct 2024. Further information can be found here: [Certificate Of Occupancy](#)

Is Certificate of Occupancy required for this stage?

No

Update details for a 1B and 2 to 9 Classifications

5. Expand the **Classification** to show more information.
6. Check the **Classification** and update as required.
7. Check and update the **Number of occupants** as required.
8. Choose the applicable response to question **Is a Certificate of Occupancy required?**

Noting, for staged building consents the option ‘Not applicable for this stage’ is shown.

Classification

5 - Office for professional or commercial purposes

Classification *

5 - Office for professional or commercial purposes

Number of occupants *

10

Is Certificate of Occupancy required? *

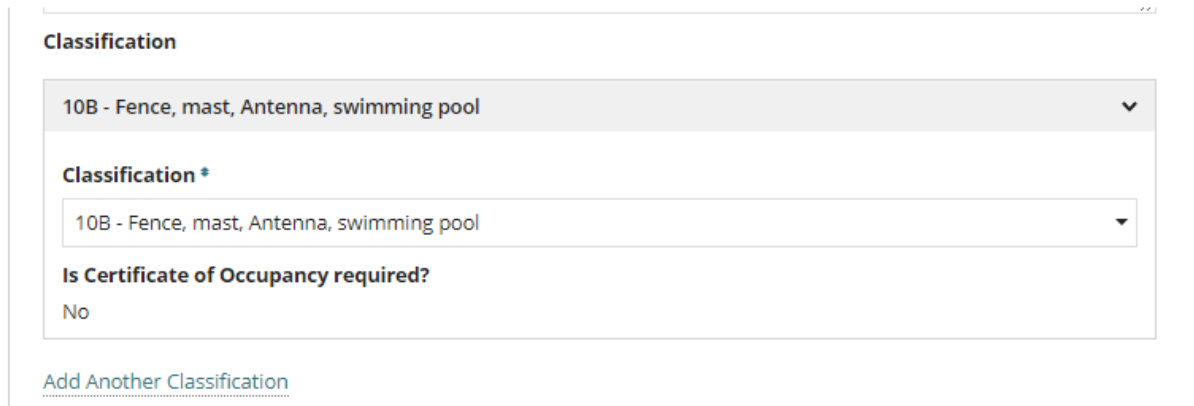
☐ Yes

☒ No

☐ Not Applicable

Update details for 10A, B and C Classification

9. Expand the **Classification** to show more information.
10. Check the **Classification** and update as required.
11. **Is Certificate of Occupancy Required?** is not editable and defaults to 'No'.



The screenshot shows a web form titled "Classification". At the top, there is a dropdown menu with the selected option "10B - Fence, mast, Antenna, swimming pool". Below this, there is a section labeled "Classification *" containing another dropdown menu with the same selected option. Underneath, there is a label "Is Certificate of Occupancy required?" followed by a text input field containing the word "No". At the bottom of the form, there is a link that says "Add Another Classification".

Add another classification

Where the assessment has identified another classification not captured during verification.

12. Click on **Add another classification**.
13. Repeat steps for:
 - [Update details for a 1A Classification](#)
 - [Update details for a 1B and 2 to 9 Classifications](#) or
 - [Update details for 10A, B and C Classification](#).

Update Storeys and Floor area

14. Check the **Rise in Storeys** entered by the applicant and amend accordingly.
15. Check the **Total Floor Area** entered by the applicant and amend accordingly.



The screenshot shows a web form titled "Classification". At the top, there is a dropdown menu with the selected option "1A - Detached house/ Fire separated attached dwelling". Below this, there is a link that says "Add Another Classification". Underneath, there is a label "Rise in Storeys *" followed by a text input field containing the number "1". Below that, there is a label "Total Floor Area (m²) *" followed by a text input field containing the number "750". A red dotted circle is drawn around the "Rise in Storeys" and "Total Floor Area" fields.

Update the Domestic Building Works Contract

The domestic building works contract question only shows for building works up to and over \$12,000 and the building works are for one of the following classifications:

- 1A – Detached house/fire separated attached dwelling
- 1B – Boarding/Guest house with < 12 persons and <300 square metres
- 10A – Open or private garage, shed etc.
- 10B – Fence, mast, antenna, swimming pool

When the applicant has not answered the question related to the building works contract then contact the applicant (as required) to complete this question and if applicable the 'Building Indemnity Insurance' questions.

Has the applicant entered into a domestic building works contract? *

☐ Yes

☐ No

☐ Not Applicable

☐ Owner Builder

Swimming Pool Inspection

☐ This Building Work requires inspection as per Practice Direction 8

Farm Building or Farm Shed

☐ For inspection purposes this Building Work is a Farm Building or Farm Shed

CANCEL

SUBMIT

16. Choose the applicable response to question **Has the applicant entered into a domestic building works contract?**

- **Yes** go to [Update the Building Indemnity Insurance](#).
- **No** Continue to [Update Building Work Inspection Indicators](#).
- **Not applicable** Continue to [Update Building Work Inspection Indicators](#).
- **Owner builder** Continue to [Update Building Work Inspection Indicators](#).

Applicant is an Owner Builder

The 'owner builder' option is only available for Class 1 and Class 10 building works.

Update the Building Indemnity Insurance

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.

Follow instructions [Update the building indemnity insurance details and upload the insurance certificate | PlanSA](#) to complete the building indemnity insurance details within the **Assessment Info** tab or **Insurance** tab.

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 provided additional information.

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 *

John

4/100

Name of Insurer *

Patrick

8/100

Insurance Number *

Fm-0i48

7/100

Insurance date of issue *

30/01/2024

Limitations on the Liability of insurer *

- ☐ Yes
- ☒ No

Builder ? *

Big-Biggest Builders

Name of Builder

Big-Biggest Builders

Builder's licence number

BLD 12356

Upload Building Indemnity Insurance Documents

Document	Document Category	Document Type	
building in... PDF – 183.6...	Building Consent Documents ▾	Building Indemnity Insurance ▾	
<div>UPLOAD Drop files here</div>	--- Select One --- ▾	--- Select One --- ▾	

Update Building Work Inspection Indicators

The identification of a Swimming Pool inspection required and confirming the building work is a Farm Building or Farm Shed is required for regulatory requirements for inspections.

Note. Either selection does not automatically create a building notification record within the **Required Notifications** screen.

17. Click on checkbox for **Swimming pool inspection** (as applicable)
18. Click on checkbox for **Farm Building or Farm shed inspection** (as applicable)
19. Click on **Submit** to save updates to the Building or Building Work information.

[Add Another Classification](#)

Rise in Storeys *

10

Total Floor Area (m²) *

2

Swimming Pool Inspection

☐ This Building Work requires inspection as per Practice Direction 8

Farm Building or Farm Shed

☐ For Inspection purposes this Building Work is a Farm Building or Farm Shed

CANCEL

SUBMIT

The **Assessment Info** screen shows with the updates showing repeat the steps to **Add another Building or Building Work**, as required.

SummaryDocumentsFeesRFIsAssessment InfoInsuranceRequired NotificationsReferralsConditions and Notes

< Development application 21000740

Additional consent info

Edit

Has Construction Industry Training Fund Levy (CITB) been provided by the Applicant?

No

Statement of Compliance Uploaded

When a Statement of Compliance (SoC) has been uploaded for a building/building work the

Building or Building Work: test

Edit

Description

test

Classification

1A - Detached house/ Fire separated attached dwelling

Minor development only?

No

If the building is completed after 31 December 2023, who will the Certificate of Occupancy be issued by?

The building certifier

Rise in Storeys

2

Total Floor Area (m²)

2

Has the applicant entered into a domestic building works contract?

No

Swimming Pool or Swimming Pool Safety Features

☐ This Building Work includes a swimming pool and/or swimming pool safety features. Tick this box to ensure council inspection and Statement of Compliance requirements are met.

Farm Building or Farm Shed

☐ This Building Work includes a farm building or farm shed. Tick this box to ensure council inspection requirements are met.

Statement of Compliance Uploaded?

No

6. View and update Insurance details

When the applicant has answered the question relating to the domestic building works and the building works is \$12,000, then Building Indemnity Insurance is required.

To complete this section contact with the applicant maybe required and a copy of the *Certificate of Insurance* and/or *indemnity insurance policy* must be uploaded to the building consent document store.

Insurance certificate received after consent granted or development approval

The 'insurance certification' can only be uploaded through the **Insurance** tab for the Building consent by either the applicant or relevant authority. Refer to instructions [How to – update the building indemnity insurance details and upload the insurance certificate | PlanSA](#).

1. Click **Insurance** tab.
2. Click **Edit** within the Building or building work insurance details.
3. Complete [How to – update the building indemnity insurance details and upload the insurance certificate | PlanSA](#).

Building or building work insurance details: Building Contract is No

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 *

Shop-Shop Fitouts 17/100

Name of Insurer *

LG 2/100

Insurance Number *

03-648 6/100

Insurance date of issue *

12/10/2023

Limitations on the Liability of insurer *

☐ Yes

☒ No

Builder *

Shop-Shop Fitouts

Name of Builder

Shop-Shop Fitouts

Builder's licence number

BLD 12345

Upload Building Indemnity Insurance Documents

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

Note: You may select multiple documents to upload simultaneously.

7. Mandatory Building Notifications

Add the required notifications for each building / building work an applicant must submit to inform the Relevant Authority of the commencement or completion of a stage in the building construction.

1. Click on the **Required Notifications** tab.
2. Click **Edit** within each Notification to record if a building notification is required or not.

< Development application 20001190

Please note that you must record whether building notifications are required for each of the below building works, and the applicable building notifications.

Notifications for Ground floor fit out

[Edit](#)

Building Notifications are yet to be recorded

Notifications for Accommodation

[Edit](#)

Building Notifications are yet to be recorded

Notifications for Hotel

[Edit](#)

Building Notifications are yet to be recorded

Building notifications not required

3. Click No to **Are building notifications required for this building work?**
4. Provide a **reason** why building notifications are not required.
5. **SUBMIT** to complete.

Edit Notifications for Ground floor fit out

[? Help for this section](#)

Are building notifications required for this building work? *

☐ Yes

☒ No

Reason that building notifications are not required *

CANCEL

SUBMIT

Building notifications required

1. Click Yes to 'Are building notifications required for this building work?'

Edit Notifications for a:

Are building notifications required for this building work? *

☒ Yes

☐ No

Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

Default Notifications

The Required Notifications table defaults with 'Building work' Commencement and Completion notifications.

When adding notifications for a subsequent staged building consent, the building work commencement and completion notifications can be deleted when not applicable to the staged building consent currently under assessment.

Statement of Compliance

The requirement to upload a Statement of Compliance is now included in notification 'Completion of Building Work'; applicable for building classes 1A, 1B, 10C and 2-9, and 10B when flag 'swimming pool or swimming pool safety features' inspection required.

For building consents (staged or not staged) under assessment or not yet submitted the above applies (i.e. combined with the completion notification), when granted the notification will remain.

Include designated building product notifications

2. Click on **Include** at the end of the removed notification.

The notification shows beneath the 'Building work Commencement' notification; sort is not available for the required notifications, defaults to the order specified.

Required Notifications

Name of Building Stage	Notification required on	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Installation of a designated building product on a designated building	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

Removed Default Notifications

- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business days' notice) [Include](#)

Add required notifications

There are three methods available for adding the required notifications:

1. **Predefined Notifications** to include individual 'standard' building notifications.
2. **Predefined Notification Groups** to bulk include 'standard' building notifications.
3. **+ Add New Notification** to include an ad hoc building notification.

When the 'predefined' notifications and groups are not available, then contact the Organisation Administrator who can create the reusable notifications and/or groups. Similarly, contact the Organisation Administrator to make modifications to the predefined notifications and groups.

Included notifications are automatically position between the required 'Building work' commencement and completion notifications, or when the removed default notifications have been added then position after the '*Installation of a designated building product on a designated building*', or the '*Provision of a completed supervisor's checklist relating to the installation of the designated building product*'.

The number of business days' notice will default as illustrated in the table below.

Notification Type ...	Required on ...	Default business days' notice ...
Building Work (mandatory)	Commencement	1
Predefined notifications and Ad hoc Notifications	Commencement	1 Metropolitan Adelaide 2 Outside metropolitan Adelaide
Predefined notifications and Ad hoc Notifications	Completion	1 Metropolitan Adelaide 1 Outside metropolitan Adelaide 5 Land Not Within a Council Area (LNWCA) * <ul style="list-style-type: none"> • ANANGU PITJANTJATJARA YANKUNYTJATJARA • MARALINGA TJARUTJA • PASTORAL UNINCORPORATED AREA • UIA RIVERLAND • UIA TORRENS ISLAND • UIA WHYALLA * Includes development over or on water (e.g. pontoon, jetty)
Building Work (mandatory)	Completion	1

Notifications added by an Accredited Professional

Notifications added by a Relevant Authority who is an Accredited Professional (Certifier) the business days' notice defaults to one day for both commencement and completion notification, irrespective of the development location.

Notification Type ...	Required on ...	Default business days' notice ...
Building Work (mandatory)	Commencement	1

Notifications added by an Accredited Professional, continued ...

Predefined notifications and Ad hoc Notifications	Commencement	1 Irrespective of development location
Predefined notifications and Ad hoc Notifications	Completion	<p>1 with exception of Land Not Within a Council Area (LNWCA) * when 5 business days, for locations:</p> <ul style="list-style-type: none"> • ANANGU PITJANTJATJARA • YANKUNYTJATJARA • MARALINGA TJARUTJA • PASTORAL UNINCORPORATED AREA • UIA RIVERLAND • UIA TORRENS ISLAND • UIA WHYALLA <p>* Includes development over or on water (e.g. pontoon, jetty)</p>
Building Work (mandatory)	Completion	1

Notifications added by State Planning Commission

Notifications added by a Relevant Authority who is the State Planning Commission for Land Not within a Council Area (LNWCA) and development over or on water (e.g. pontoon, jetty).

Notification Type ...	Required on ...	Default business days' notice ...
Building Work (mandatory)	Commencement	1
Predefined notifications and Ad hoc Notifications	Commencement	2 Metropolitan Adelaide, Outside metropolitan Adelaide, LNWCA, and on or over water.
Predefined notifications and Ad hoc Notifications	Completion	<p>1 Metropolitan Adelaide and Outside metropolitan Adelaide</p> <p>5 LNWCA and on or over water:</p> <ul style="list-style-type: none"> • ANANGU PITJANTJATJARA • YANKUNYTJATJARA • MARALINGA TJARUTJA • PASTORAL UNINCORPORATED AREA • UIA RIVERLAND • UIA TORRENS ISLAND • UIA WHYALLA
Building Work (mandatory)	Completion	1

Add a notification from the Predefined Notifications (individually)

1. Expand the **Predefined Notifications**.
2. Click **INCLUDE** to insert the notification/s.

▼ Predefined Notifications

i The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Prior to filling swimming pool		Completion	INCLUDE
Wet areas and waterproofing		Completion	INCLUDE
Firewalls		Completion	INCLUDE
External Wall Cladding		Completion	INCLUDE
Wall and Roof Framing		Completion	INCLUDE
Pouring of Concrete Footings		Completion	INCLUDE
Swimming pool safety features		Completion	INCLUDE

7 items

3. Use the Sort ↑ **Up** and ↓ **Down** arrows to change the notification order.

Notification Title

The predefined notification title is not editable. If a modification of the 'title' is required, then contact the Organisation Administrator (if you do not hold that role) who can make the modifications.

Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	<div> <div>↑</div> <div>↓</div> <div>↑</div> <div>↓</div> </div>
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div> <div>↑</div> <div>↓</div> <div>↑</div> <div>↓</div> </div>
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div> <div>↑</div> <div>↓</div> <div>↑</div> <div>↓</div> </div>
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div> <div>↑</div> <div>↓</div> <div>↑</div> <div>↓</div> </div>
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div> <div>↑</div> <div>↓</div> <div>↑</div> <div>↓</div> </div>

Included notifications remain in the predefined notifications table with INCLUDE disabled. When deleted (trash can icon) the notification is returned.

▼ Predefined Notifications

i The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Prior to filling swimming pool		Completion	INCLUDE
Wet areas and waterproofing		Completion	INCLUDE
Firewalls		Completion	INCLUDE

Add a group of notifications from a Predefined Notification Group

1. Expand the **Predefined Notification Groups**.

When a building notification within a group has been added from the Predefined Notifications (single) the group is expanded with a Duplicate Item message listing the notifications within the group already added.

To add the notification group, remove from the **Required Notifications** the existing notification(s) and then **INCLUDE** to add the group.

▼ Predefined Notification Groups

i The included notification groups are shown in the order of selection. Use the sort options to change the notifications order.

New Dwelling

Notification	Required Stage
Pouring of Concrete Footings	Completion
Wall and Roof Framing	Completion
Firewalls	Completion
Wet areas and waterproofing	Completion
External Wall Cladding	Completion

5 items

Duplicate Item One or more notifications in the group exist in the above Required Notifications table. Remove the notification/s to enable the inclusion of the notifications group;

- Pouring of Concrete Footings
- Wall and Roof Framing
- Firewalls

REMOVE

INCLUDE

Swimming Pools

2. Expand the required **Group** showing the included notifications, then click **INCLUDE** to bulk include notifications.

▼ Predefined Notification Groups

i The included notification groups are shown in the order of selection. Use the sort options to change the notifications order.

New Dwelling

Swimming Pools

Notification	Required Stage
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion

REMOVE

INCLUDE

The notifications will automatically position below the previously included notifications.

3. Use the Sort ↑ **Up** and ↓ **Down** arrows to change the notification order.
4. As required, **Delete** (trashcan icon) notifications not required or duplicated.

Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>
Prior to filling swimming pool	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>
Swimming pool safety features	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>
Statement of Compliance and other documents required to be provided at the	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>

Delete a group of notifications from the Predefined Notification Groups

1. Expand **Predefined Notification Groups**.
2. Expand required **Group** to show the included notifications, then click **REMOVE** to bulk remove the notifications from the Required Notifications.

▼Predefined Notification Groups

The included notification groups are shown in the order of selection. Use the sort options to change the notifications order.

New Dwelling

Swimming Pools

Notification	Required Stage
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion
<div><div>REMOVE</div><div>INCLUDE</div></div>	

The notifications are removed from the **Required Notifications** and the ability to 'include' the group is enabled.

Add New Notification (manually)

1. Click **+ ADD NEW NOTIFICATION**.

Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Prior to filling swimming pool	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool safety features	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

> Predefined Notifications

> Predefined Notification Groups

+ ADD NEW NOTIFICATION

2. Complete the notification fields as follows.
 - Type **title/description** of the notification. Allows numeric and special characters.
 - Choose when the **notification required** on 'Commencement' or 'Completion'.
 - Number of **business days' notice** defaults to 1 within metropolitan Adelaide and 2 outside metropolitan Adelaide.

3. Use the Sort **↑ Up** and **↓ Down** arrows to change the notification order.

Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Prior to filling swimming pool	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool safety features	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool fencing	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

Update a notification title for a predefined notification

The predefined notification title is not editable. If a modification of the 'title' is required, then contact the Organisation Administrator who can make the modifications (except if you are an Organisation Administrator).

1. Delete (trashcan icon) the notification to be modified.

Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Firewalls	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

2. The notification is removed from the table and returned to the Predefined Notifications.

Required Notifications

Name of Building Stage	Required On	Business Days Notice	Sort
Building work	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	1	
Pouring of Concrete Footings	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Wall and Roof Framing	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Prior to filling swimming pool	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool safety features	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	
Swimming pool fencing	<input checked="" type="radio"/> Commencement <input type="radio"/> Completion	2	
Building work	<input type="radio"/> Commencement <input checked="" type="radio"/> Completion	1	

Removed Default Notifications

- Installation of a designated building product on a designated building (1 business day's notice) [Include](#)
- Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice) [Include](#)

Predefined Notifications

The included notifications are shown in the order of selection. Use the sort options to change the notifications order.

Notification	Comment	Notification Required On	
Prior to filling swimming pool		Completion	INCLUDE
Wet areas and waterproofing		Completion	INCLUDE
Firewalls		Completion	INCLUDE
External Wall Cladding		Completion	INCLUDE
Wall and Roof Framing		Completion	INCLUDE
Pouring of Concrete Footings		Completion	INCLUDE
Swimming pool safety features		Completion	INCLUDE

3. **SUBMIT** to save the notifications added.

Please note that once submitted, the notifications will be ordered as below, regardless of the current displayed order

- Commencement of Building work (1 business day's notice)
- Commencement of Installation of a designated building product on a designated building (1 business day's notice)
- Commencement of Provision of a completed supervisor's checklist relating to the installation of the designated building product (1 business day's notice)
- Commencement of Manually added notifications
- Completion of Building work (1 business day's notice)

4. Return to the **Required Notifications** page and EDIT the building work notifications.

5. To add the updated notification(s), follow instructions for:

- [Add a notification from the Predefined Notifications](#)
- [Add a group of notifications from a Predefined Notification Group](#)
- [Add New Notification](#)

Summary Documents Fees RFIs Assessment Info Insurance **Required Notifications** Referrals Conditions and Notes Clocks Decision

< Development application 22000832

Please note that you must record whether building notifications are required for each of the below building works, and the applicable building notifications.

Notifications for Boat Shed

Are building notifications required for this building work?

Yes

Required Notifications

- Commencement of Building work (1 business day's notice)
- Commencement of Foundations (2 business days' notice)
- Completion of Foundations (1 business day's notice)
- Commencement of Framing - Stop work direction pursuant to Section 146(3) of the PDI Act (2 business days' notice)
- Commencement of External cladding prior to lining installation (2 business days' notice)
- Completion of Building work (1 business day's notice)

Include additional certificates, reports or other documents

1. Click Yes or No to providing additional certificates, reports or other documents to accompany the Statement of Compliance.
2. When Yes then provide the **Additional documents required** (mandatory).

Statement of Compliance additional documents

As the building Relevant Authority, would you like to request any additional certificates, reports or other documents that must be provided at the completion of the building work with the completed Statement of Compliance?

☒ Yes
☐ No

Additional documents required *

waste water certificate

23/4000

3. Click on **Submit** to complete and return to the **Required Notifications** screen.
4. On return to the **Required Notifications** screen repeat steps 2 to 10 until each building work has a notification indicated.

8. Add and Distribute External and Internal Referrals

The **Referrals** page shows automatically 'distributed' external referral requests and 'initialised' external referral requests not yet distributed.

For building consent there are only 3 referral bodies available:

- Commission (building committee)
- Country Fire Service (Reg 45)
- Metropolitan Fire Service.

There are no referral fees for referrals to the Country Fire Service or Metropolitan Fire Service, only referrals to the Commission (building committee) will incur a fee.

A consent decision cannot be made until all 'distributed' referrals have been responded to or recalled by the Relevant Authority (if they determine the referral is no longer required).

Note: If the Referral Body has responded with conditions these will appear on the '**Conditions and Notes**' tab.

For more information on managing external and internal referrals read the following instructions.

External Referrals

[Respond to an external referral request | PlanSA](#)

Internal Referrals

[Add and distribute an internal referral request | PlanSA](#)

[Reassign an internal referral to another team member | PlanSA](#)

[Respond to an internal referral | PlanSA](#)

[Review and acknowledge an internal referral response | PlanSA](#)

[Report on applications with assigned internal referrals | PlanSA](#)

Add an external referral

1. Click on **Referrals** tab.
2. Click on **Add a new external Referral** or **Add a new internal referral** (as required).

Summary Documents Fees RFIs Assessment Info Insurance Required Notifications **Referrals** Conditions and Notes Clocks Decision

< Development application 22000068

External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service - Regulation 45	District Council of Robe	Regulation 45	Advice	27 Jan 2023	24 Feb 2023		Distributed	Recall Referral

[Schedule 9 of the PD&I Regulations](#)

ADD A NEW EXTERNAL REFERRAL

Internal Referrals

ADD A NEW INTERNAL REFERRAL

The **Edit Referrals** page shows with existing referrals distributed or to be distributed.

3. Complete the **referral body** information, making selections from the field drop-down lists as follows.
- **Referral Body** leave 'referral body' default selection.

Edit Referrals

[Help for this section](#)

Existing Referrals

Referral Body	Status
South Australian Country Fire Service - Regulation 45	Distributed

[Link to PD&I General Regulations 2019](#)

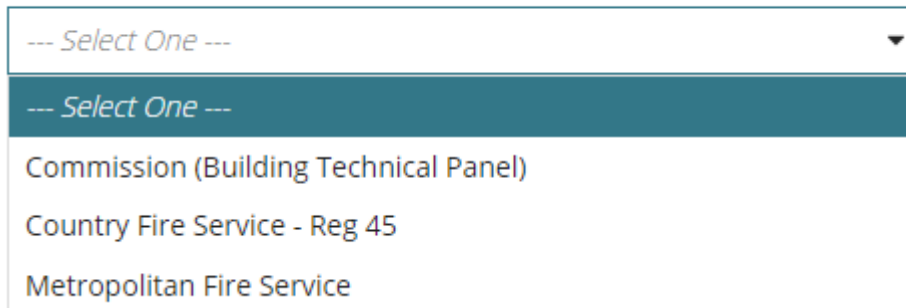
Referral body 1

Referral body type*

Referral Body ▼

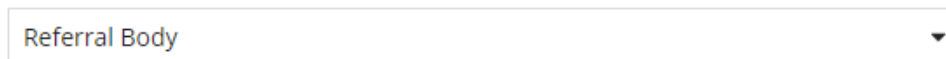
- **Referral Body** click on the field to start typing name and make selection from the list of results.

Referral body *



- **Response Type** either automatically populates based on the referral body chosen, e.g. Country Fire Service – Reg 45 and Metropolitan Fire Service. The Commission (Building Technical Panel) will require a response type to be selected.

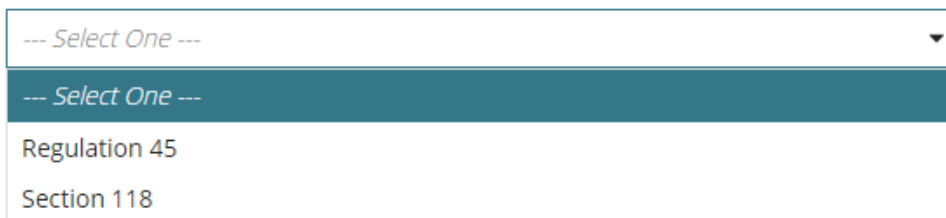
Referral body type *



Referral body *



Response type *



- **Referral Type** automatically populates based on the response type chosen. There are two types; Advice and Concurrence.
- **Referral Period** automatically populates based on the response type chosen. The period shown is the number of days the referral body has to respond to the referral or in the case of referrals to the Commission (Building Technical Panel) the period is on-going.
- **Reason for Referral/Comments** provide instruction and or information to the referral body. This is shown in the referral request received by the referral body.

When multiple referrals required, then **ADD A NEW REFERRAL**.

4. Click **SUBMIT** to save.

Reason for Referral/Comments *

Provide a comment or reason to the referral body

Maximum 500 characters.

ADD A NEW REFERRAL

CANCEL

SUBMIT

5. Click **OK, CONTINUE** to message prompt to adjust the fees accordingly. Refer to and complete instructions [Check Assessment Fees and Determine Additional Fees](#).

Please adjust the fees for this consent accordingly.

CANCEL

OK, CONTINUE

6. The referral request shows with an 'initialised' status and 'delete' action.

Action Types Delete and Recall Referral

When a referral request is added and not distributed, then the 'Delete' action is shown and allows you to delete a request when added in error or no longer required.

For distributed referral requests, the 'Recall Referral' action is shown and allows you to recall the request if no longer required, as an example.

External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service - Regulation 45	District Council of Robe	Regulation 45	Advice	27 Jan 2023	24 Feb 2023		Distributed	Recall Referral
South Australian Metropolitan Fire Service	District Council of Robe	Regulation 45	Advice				Initialised	Delete

7. Click **DISTRIBUTE REFERRALS**.

Defer Referral Distribution

In cases, where multiple referrals to be distributed, there is the ability to deselect a referral to distribute later and to provide a reason why deferring until later.

Which referral requests do you wish to distribute at this time?

☒ South Australian Metropolitan Fire Service

☐ Commission (Building Technical Panel)

Reason to defer *

Provide the reason why the referral distribution is being deferred

8. Click **DISTRIBUTE REFERRALS**.

Distribute referrals

Referrals

Which referral requests do you wish to distribute at this time?

☒ South Australian Metropolitan Fire Service

GO BACK

DISTRIBUTE REFERRALS

The **Referrals** page shows with the referral request showing as 'distributed' with an action to 'Recall Referral'. A deferred referral will show as 'initialised' with an action to 'Delete'.

External referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Country Fire Service - Regulation 45	District Council of Robe	Regulation 45	Advice	27 Jan 2023	24 Feb 2023		Distributed	Recall Referral
South Australian Metropolitan Fire Service	District Council of Robe	Regulation 45	Advice	27 Jan 2023	24 Feb 2023		Distributed	Recall Referral
Commission (Building Technical Panel)	District Council of Robe	Regulation 45	Concurrence				Initialised	Delete

9. Update Development Costs

If additional fees are determined during building consent assessment, the new 'Total Development Cost' is used to calculate the statutory fee amount.

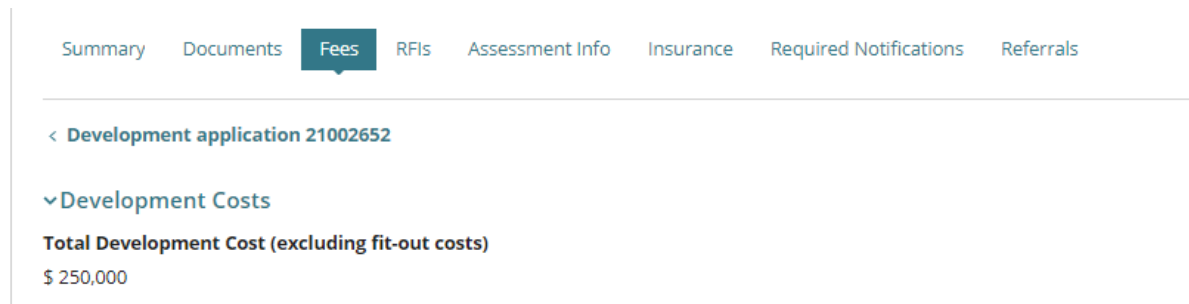
Any changes made to the Total Development Cost or Development Costs will create an event record and the application's primary contact will be automatically notified by email of the change.

Noting, if the primary contact's preferred method of communication is 'post' then a letter **must** be sent advising of the Total Development Cost changes.

For more information refer to instructions [Update the total development costs during assessment and development approval | PlanSA](#).

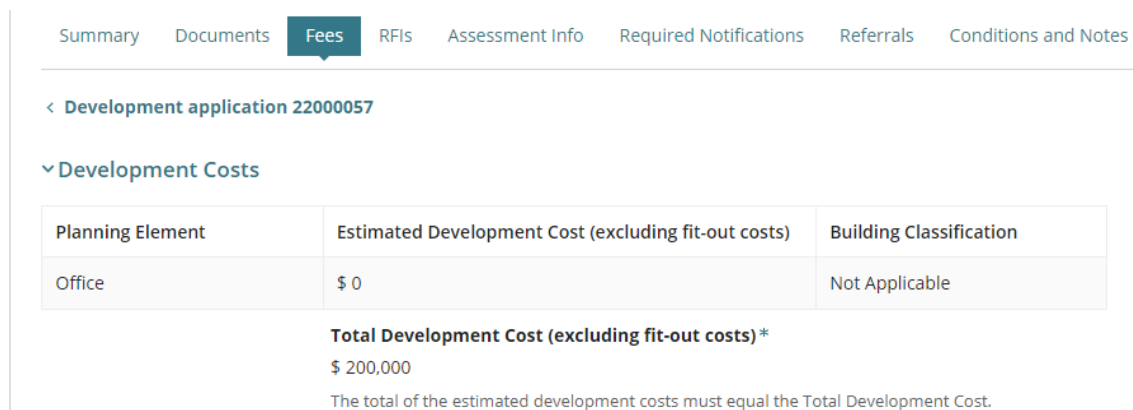
Development Costs information can be found under the **Fees** tab as shown below.

- The **Total Development Cost** (excluding fit-out costs) will show when an accredited professional is the relevant authority for building consent:



The screenshot shows the 'Fees' tab selected in a navigation bar. Below the navigation bar, the breadcrumb is '< Development application 21002652'. Under the 'Development Costs' section, the 'Total Development Cost (excluding fit-out costs)' is listed as '\$ 250,000'.

- The **Development Costs** breakdown (including the Total Development Cost) will show when local council is the relevant authority for building consent:



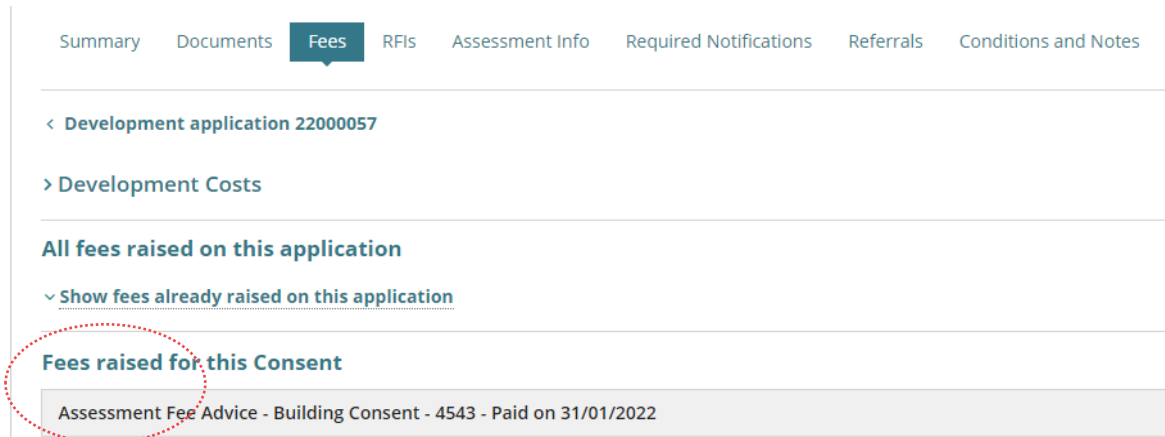
The screenshot shows the 'Fees' tab selected in a navigation bar. Below the navigation bar, the breadcrumb is '< Development application 22000057'. Under the 'Development Costs' section, there is a table with the following data:

Planning Element	Estimated Development Cost (excluding fit-out costs)	Building Classification
Office	\$ 0	Not Applicable

Below the table, the 'Total Development Cost (excluding fit-out costs)*' is listed as '\$ 200,000'. A note states: 'The total of the estimated development costs must equal the Total Development Cost.'

10. Check Assessment Fees and Determine Additional Fees

Checking what fees have already been paid is performed to ensure all the required fees have been invoiced and paid by the applicant prior to granting the development approval.



Summary Documents **Fees** RFIs Assessment Info Required Notifications Referrals Conditions and Notes

< Development application 22000057

> Development Costs

All fees raised on this application

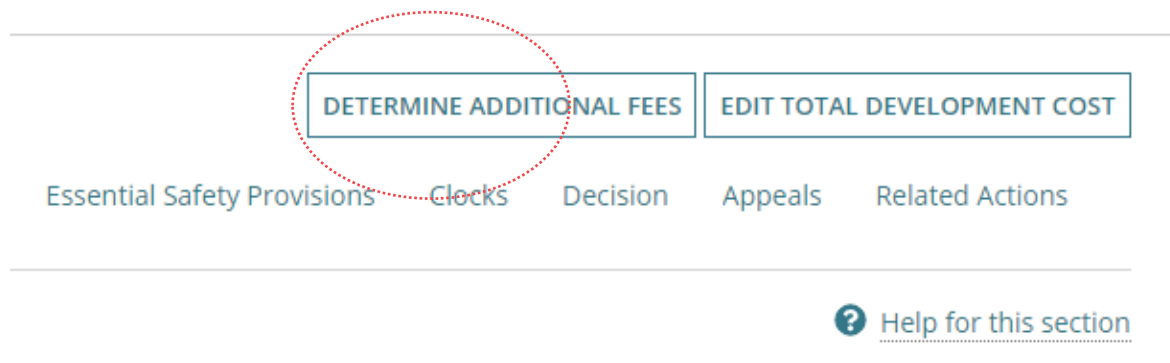
▼ Show fees already raised on this application

Fees raised for this Consent

Assessment Fee Advice - Building Consent - 4543 - Paid on 31/01/2022

Compliance and assessment fees have not been charged

Send a fee advice for payment when it is determined that compliance fees and/or assessment fees have not yet been charged. The applications invoice contact will receive an email notification advising a payment is required or the 'fee advice' is sent by post as per their preferred method of communication.



DETERMINE ADDITIONAL FEES EDIT TOTAL DEVELOPMENT COST

Essential Safety Provisions Clocks Decision Appeals Related Actions

? Help for this section

For more information refer to instructions [Invoice additional fees during assessment | PlanSA](#).

11. Update Conditions and Notes

Available from the **Conditions and Notes** page are the organisations 'default' standard conditions and notes, including the capability to add new conditions, or make edits to a 'default' condition. Refer to instructions [How to - create, modify and delete a reusable standard condition and note | PlanSA](#).

1. Click on **Conditions and Notes** tab.

The **Conditions** tab is automatically selected and shows any default conditions.

2. Click on **ADD CONDITION** and follow instructions [Conditions and Notes | PlanSA](#).

Summary Documents Fees RFIs Assessment Info Required Notifications Referrals **Conditions and Notes** Essential Safety Provisions Clocks

< Development application 21000623

Relevant Authority [Preview Conditions and Notes](#)

Add Standard Groups >

▼ District Council

Conditions

Advisory notes

Refusal reason

ADD CONDITION

Title	Included in DNF	Clearance requirement not met	Sort		
Building Condition	✓			🗑️	Show/Edit

3. Click on **Advisory notes** to view default notes or add new following instructions [Conditions and Notes | PlanSA](#).

Refusal Reason

4. When the assessment outcome is to refuse the consent, then a **Refusal reason** must be added before making the decision.

[Preview Conditions and Notes](#)

Add Standard Groups >

▼ District Council

Conditions

Advisory notes

Refusal reason

ENTER REFUSAL REASON

No reason entered

5. Enter the reasons for the refusal, and then **SAVE CHANGES**.

Assessment Items

Relevant Authority

District Council

Reasons for Refusal

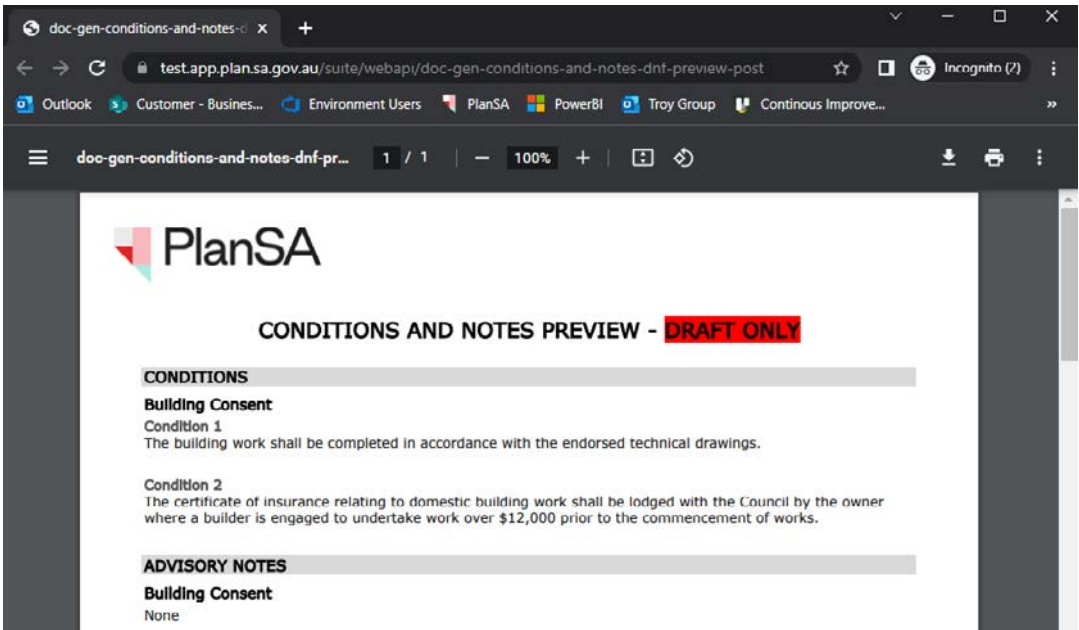
B I [bulleted list icon] [numbered list icon] [link icon]

Provide the reasons for the refusal

CANCEL

SAVE CHANGES

6. To view all added conditions and notes in a document preview click on the **Preview Conditions and Notes** link.

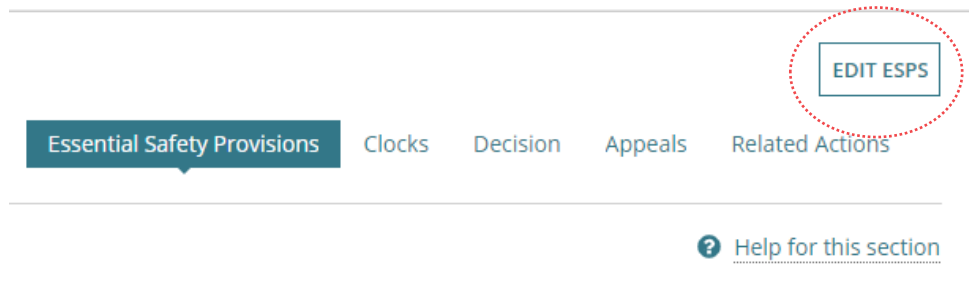


12. Add Essential Safety Provisions (ESPs)

Essential Safety Provisions are requirements for building owners to install certain items within a building and ensure the ongoing maintenance for the life of the building. This can include items such the testing of as fire extinguishers, smoke detectors etc.

On adding the Essential Safety Provisions these are recorded on the Decision Notification Form (DNF) and flag the conditions as being specific to the Essential Safety Provisions.


1. Click on the **Essential Safety Provisions** tab.
2. Click on **EDIT ESPS** to add or indicate ESPs not required.



The screenshot shows a navigation bar with five tabs: 'Essential Safety Provisions' (active), 'Clocks', 'Decision', 'Appeals', and 'Related Actions'. An 'EDIT ESPS' button is located in the top right corner, circled in red. Below the navigation bar, there is a link labeled '? Help for this section'.

ESPs Do Not Apply

3. Choose **No** to question **Do new Essential Safety Provisions Apply?**
4. Automatic default selection is **No** for **Is Form 3 annual return required?**
5. Click on **Save Changes** to complete.



The screenshot shows the 'View MRS 002 - Maintaining the performance of ESPs' form. It contains two questions:

- Do new Essential Safety Provisions apply? ***
☐ Yes
☒ No
- Is Form 3 annual return required? ***
☐ Yes
☒ No

Below the questions, there is an information box with an 'i' icon and the text: 'Even when no new ESPs are proposed, ticking Yes to this question will ensure that this address is included in Council reporting for Form 3 requirements.'

At the bottom, there are two buttons: 'CANCEL' and 'SAVE CHANGES'.

ESPs Do Apply

6. Choose **Yes** to question **Do new Essential Safety Provisions Apply?**

7. Automatic default selection is **Yes** for **Is a new Form 1 required?**

Generating a Form 2 only

Change selection to **No** and on completion of the decision the Form 2 is generated and available from the Documents store.

8. Automatic default selection is **Yes** for **Is Form 3 annual return required?**

Generating a Form 2 only

At step 7 when selected **No** for **Is a new Form 1 required?** then No defaults for this question.

9. Click on **Add ESP**.

[View MBS 002 - Maintaining the performance of ESPs](#)

Do new Essential Safety Provisions apply? *

☒ Yes

☐ No

Is a new Form 1 required? *


☒ Yes

☐ No

Is Form 3 annual return required? *


☐ Yes

☒ No

 Even when no new ESPs are proposed, ticking Yes to this question will ensure

ESPs

ESP Schedule

 Add ESP

CANCEL

Complete ESPs

1. Relevant building or building part* type a description.
2. **ESP Schedule*** over type 'ESP 1' with the title of the building or building part. This name also updates the 'title' of the relevant building or building part.
3. **Building Owner Name*** select the default 'land owner' from the application.

Office

Relevant building or building part *

B I [list icon] [list icon] [link icon]

improvements

ESP Schedule

Office

Building Owner *

Select Building owner

Select Building owner

Penny Jones

Big Business

Add new building owner of the building or building part

The new building 'owner' is selectable from the **Building Owner** field drop-down. On selection of the building owner their details are shown; building owner name, address and email.

Additionally, the building owner is available and editable from the list of 'Application Contacts' visible from the **Summary** tab of the development application.

An email to the new building owner will advise them of their addition as the building owner.

4. Click **(+) Add new Building Owner**.

Important! Multiple Building Owners cannot be recorded, only one building owner per building or building part. If another building owner is added then makes sure their name is shown within the Building Owner field.

Office

Relevant building or building part *

B I [list icon] [list icon] [link icon]

improvements

ESP Schedule

Office

Building Owner *

Select Building owner

(+) Add new Building Owner

5. Complete the **Individual** or **Business** details fields for the
6. Click **Save** to create.

Office

INDIVIDUAL

BUSINESS

Business Name

Big Business

100 characters maximum

Postal Address *

UNIT 1 50 FLINDERS STREET, KENT TOWN

Type an address to search

Enter the address manually

Preferred Contact Method

Email

Phone

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

woods@sa.gov.au

50 characters maximum.

CANCEL

SAVE

7. Select the applicable **As part of:**

Office

Relevant building or building part *

B I

improvements

ESP Schedule

Office

Building Owner *

Big Business

(+) Add new Building Owner

Building Owner Name

Big Business

Building Owner Address

UNIT 1 50 FLINDERS STREET, KENT TOWN

Building Owner Email

woods@sa.gov.au

As part of: *

☐ Building consent for a proposed new building work

☐ A change of building classification (irrespective of whether there is building work)

☐ Alterations to existing essential safety provisions

☒ An application for a new schedule of essential safety provisions to be issued

☐ Issuing any other certification of compliance with the Building Rules (eg Crown buildings and infrastructure)

National Construction Code (NCC) versions


The Building Consent – Assessment Date will be used to determine which ESP Schedule Options to use (NCC version 2019 or 2022). Due to building consents being at different stages of assessment, the 2019 ESP Schedule Options may still be applied to applications from 1 May 2023 as outlined below:

- For building consents already under assessment, the NCC 2019 ESP Schedule Options will continue to apply.
- For all new applications and building consents either 'initiated', 'awaiting verification', 'in verification' or 'awaiting payment', the NCC 2022 ESP Schedule Options will apply.


8. Expand the **Part** and then select all the ESPs installed or to be installed and repeat until all applicable ESPs completed.

The ESP Schedule indicates the **NCC version** being used (refer to outlined image below).



Edit an ESP

9. On selection of an ESP the **edit** option is enabled. Click on the  icon to enable the record.

Please Select all Essential Safety Provisions installed or to be installed
National Construction Code (NCC) 2022

9.01 Structural fire protection and compartmentation				
	Essential Safety Provision	Applicable ESP Installation Standards	Maintenance and Testing Standards	Edit
<input checked="" type="checkbox"/>	(a) Fire resistant materials applied to building elements, including intumescent paints, fire protective sprays, coatings and boards.	NCC Volume One - Section C (as applicable)	Annual inspections to check the integrity of fire resistant materials and/or as prescribed in AS 1851, sections 1 and 12.	
<input checked="" type="checkbox"/>	(b) Fire hazard properties of floor, wall and ceiling linings; floor coverings, air handling ductwork, lift cars, non-required and non-fire isolated stairways or ramps, attachments to internal floors, walls and ceilings, insulation, proscenium curtain and auditorium seating, etc	NCC Volume One - clause C2D11 and Specification 7	Annual inspection to identify any changes to linings and finishes	

10. Click in the column applicable to remove text from a provision, installation standard or maintenance and testing standards to suit the building/building work.

9.01 Structural fire protection and compartmentation				
	Essential Safety Provision	Applicable ESP Installation Standards	Maintenance and Testing Standards	Edit
<input checked="" type="checkbox"/>	(a) Fire resistant materials applied to building elements, including intumescent paints, fire protective sprays, coatings and boards.	NCC Volume One - Section C (as applicable)	Annual inspections to check the integrity of fire resistant materials and/or as prescribed in AS 1851, sections 1 and 12.	
<input checked="" type="checkbox"/>	(b) Fire hazard properties of floor, wall and ceiling linings; floor coverings, air handling ductwork, lift cars, non-required and non-fire isolated stairways or ramps, attachments to internal floors, walls and ceilings, insulation, proscenium curtain and auditorium seating, etc	NCC Volume One - clause C2D11 and Specification 7	Annual inspection to identify any changes to linings and finishes	

11. Click in the column applicable to add text to a provision, installation standard or maintenance and testing standards to suit the building/building work.

9.01 Structural fire protection and compartmentation				
	Essential Safety Provision	Applicable ESP Installation Standards	Maintenance and Testing Standards	Edit
<input checked="" type="checkbox"/>	(a) Fire resistant materials applied to building elements, including intumescent paints, fire protective sprays, coatings and boards.	NCC Volume One - Section C (as applicable)	Annual inspections to check the integrity of fire resistant materials and/or as prescribed in AS 1851, sections 1 and 12.	
<input checked="" type="checkbox"/>	(b) Fire hazard properties of floor, wall and ceiling linings; floor coverings, air handling ductwork, lift cars, non-required and non-fire isolated stairways or ramps	NCC Volume One – clause C2D11 and Specification 7	Annual inspection to identify any changes to linings and finishes. "As required, additional text can be added"	

12. Reset the modified provision back to the 'original' wording.

9.01 Structural fire protection and compartmentation				
	Essential Safety Provision	Applicable ESP Installation Standards	Maintenance and Testing Standards	Edit
<input checked="" type="checkbox"/>	(a) Fire resistant materials applied to building elements, including intumescent paints, fire protective sprays, coatings and boards.	NCC Volume One - Section C (as applicable)	Annual inspections to check the integrity of fire resistant materials and/or as prescribed in AS 1851, sections 1 and 12.	
<input checked="" type="checkbox"/>	(b) Fire hazard properties of floor, wall and ceiling linings; floor coverings, air handling ductwork, lift cars, non-required and non-fire isolated stairways or ramps, attachments to internal floors, walls and ceilings, insulation, proscenium curtain and auditorium seating, etc	NCC Volume One – clause C2D11 and Specification 7	Annual inspection to identify any changes to linings and finishes	

Add multiple Performance solutions

13. Click a performance solution used an complete details of the performance solution, installation standard and the maintenance and testing standards.

<input checked="" type="checkbox"/> (n) Performance solutions – structural fire protection and compartmentation – Describe the performance solution			
---	--	--	--

#1

Essential Safety Provision *	Applicable ESP Installation Standards *	Maintenance and Testing Standards *
Describe the performance solution	List the installation standards or construction practices that are integral to achieving the performance solution	List the maintenance and testing routines or special requirements that must be followed to ensure ongoing performance of the installation

ADD PERFORMANCE SOLUTION

14. Click **Add Performance Solution** to add another and repeat until completed.

#1

Essential Safety Provision *	Applicable ESP Installation Standards *	Maintenance and Testing Standards *
9.01 (a) Describe the performance solution	List installation standards	List testing maintenance routines

#2

Essential Safety Provision *	Applicable ESP Installation Standards *	Maintenance and Testing Standards *
9.01 (b) Add another.	List the installation standards or construction practices that are integral to achieving the performance solution	List the maintenance and testing routines or special requirements that must be followed to ensure ongoing performance of the installation

ADD PERFORMANCE SOLUTION

15. Delete  an added performance solution, as required.

#1

Essential Safety Provision *


9.01 (a) Describe the performance solution

Applicable ESP Installation Standards *

List installation standards

Maintenance and Testing Standards *

List testing maintenance routines

#2 

Essential Safety Provision *


9.01 (b) Add another.

Applicable ESP Installation Standards *

List installation standards

Maintenance and Testing Standards *

List testing maintenance routines

#3 

Essential Safety Provision *

9.01 (c) Add another.

Applicable ESP Installation Standards *

List the installation standards or construction practices that are integral to achieving the performance solution

Maintenance and Testing Standards *

List the maintenance and testing routines or special requirements that must be followed to ensure ongoing performance of the installation

ADD PERFORMANCE SOLUTION

The performance solution is removed.

#1

Essential Safety Provision *


9.01 (a) Describe the performance solution

Applicable ESP Installation Standards *

List installation standards

Maintenance and Testing Standards *

List testing maintenance routines

#2 

Essential Safety Provision *

9.01 (c) Add another.

Applicable ESP Installation Standards *

List the installation standards or construction practices that are integral to achieving the performance solution

Maintenance and Testing Standards *

List the maintenance and testing routines or special requirements that must be followed to ensure ongoing performance of the installation

ADD PERFORMANCE SOLUTION

16. Select **SAVE ESP** or **RESET FORM** to restore back to a blank form.

9.12 Access for fire appliances

9.13 Clearances for large isolated buildings

CANCEL

RESET FORM

SAVE ESP

If no ESPs added an error message ‘At least one ESP is required’ shows and SAVE ESP is disabled.

At least one ESP is required.

CANCEL

SAVE ESP

On returning to the **Essential Safety Provisions** screen shows the details of the building or building part, including the NCC Edition (i.e. version).

17. Click **+Add ESP** and repeat the instructions until all building/building part ESPs are added.
18. **SAVE CHANGES.**

View MBS 002 - Maintaining the performance of ESPs

Help for this section

Do new Essential Safety Provisions apply? *

☒ Yes

☐ No

Is a new Form 1 required? *

☒ Yes

☐ No

Is Form 3 annual return required? *

☒ Yes

☐ No

i

Even when no new ESPs are proposed, ticking Yes to this question will ensure that this address is included in Council reporting for Form 3 requirements.

ESP

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name		
ESP 1	Office	2022	Building Corporation Management	Edit	

+ ADD ESP

CANCEL

SAVE CHANGES

The Essential Safety Provisions preview shows.

Review draft ESP Forms

19. Click to preview the ESP forms in a 'draft' format.

View MBS 002 - Maintaining the performance of ESPs

Do new Essential Safety Provisions apply? *

☒ Yes

☐ No

Is a new Form 1 required? *

☒ Yes

☐ No

Is Form 3 annual return required? *

☒ Yes

☐ No

ESP

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name		Preview ESP Forms
ESP 1	Office	2022	Building Corporation Management	View	

A download of the 'draft' ESP Form 1, 2 and 3 is generated and opens in a new browser tab.

PlanSA

Schedule of essential safety provisions (ESPs) DRAFT ONLY - UNOFFICIAL VERSION
Planning, Development and Infrastructure (PDI) Act 2016

FORM 1 - Schedule of ESPs installed or to be installed

This form is an approved form for the purposes of regulation 94(4) of the *Planning, Development and Infrastructure (General) Regulations 2017*.

Project or building name: SC Verification Transitional Test

Relevant building or building part to which this form relates: Office

Address of building/proposed development: 10 BUNDEY ST MAGILL SA 5072

To : City of Campbelltown

Development number: 24000937

This schedule is being issued as part of :

1. Building consent for a proposed new building work

A certificate of occupancy **will** be required for the new work.

Name of applicant: EPN TESTTEN CAMPBELLTOWN

Name and address of building owner: Building Corporation Management, 83 PIRIE STREET, ADELAIDE

The ESPs listed in **Column 1** of this form are to be installed in accordance with the approved installations standards or construction practices listed in **Column 2** of this form and must be maintained and tested in accordance with the standards or other requirements listed in **Column 3** of this form to ensure that they will continue to perform as required by 'Ministerial Building Standard MBS 002 – Maintaining the performance of essential safety provisions'.

Note - Where a new schedule of ESPs is prepared for an existing building, the standards in **Column 2** may be listed as 'existing', together with any relevant baseline data that must be maintained.

This form **includes** essential safety provisions to be installed as part of a performance solution.

In the image below, outlined shows the provisions customised and performance solutions added.

Table 1.1 – List of ESPs installed or to be installed in the building, the relevant installation standards to be used and the standards and other requirements for maintenance and testing

Column 1 - List of essential safety provisions (ESPs) installed or to be installed in the building	Column 2 - The applicable installation standards (or baseline data to be maintained)	Column 3 - Standards or other requirements for maintenance and testing of ESPs
9.01 Structural fire protection and compartmentation		
(b) Fire hazard properties of floor, wall and ceiling linings; floor coverings, air handling ductwork, lift cars, non-required and non-fire isolated stairways or ramps	NCC Volume One – clause C2D11 and Specification 7	Annual inspection to identify any changes to linings and finishes "As required, additional text can be added"
(n) Performance solutions – structural fire protection and compartmentation		
9.01 (a) provided solution details	Installation standards	Maintenance and testing frequency
9.01 (b) provide solution details	Installation standards	Maintenance and testing frequency
9.02 Means of egress		

View ESPs

20. Click **View** to preview the ESP form.

[View MBS 002 - Maintaining the performance of ESPs](#)

Do new Essential Safety Provisions apply? *

- ☒ Yes
- ☐ No


Is a new Form 1 required? *

- ☒ Yes
- ☐ No

Is Form 3 annual return required? *

- ☒ Yes
- ☐ No

ESPs

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name		Preview ESP Forms
ESP 1	Office	2022	Building Corporation Management	<div>View</div>	

The ESP form shows. Click **BACK** to return to the preview page.

SummaryDocumentsFeesRFIsAssessment InfoRequired NotificationsReferralsConditions and NotesEssential Safety ProvisionsClocks

Development application 24000937

View MBS 002 - Maintaining the performance of ESPs

ESP 1

Relevant building or building part *

Office

ESP Schedule

ESP 1

Building Owner

Building Corporation Management

Building Owner Name

Building Corporation Management

Building Owner Address

83 PIRIE STREET, ADELAIDE

Building Owner Email

buildingowner_DAP@sa.gov.au

As part of:

Building consent for a proposed new building work

Selected Essential Safety Provisions Installed or to be Installed

National Construction Code (NCC) 2022

9.01 Structural fire protection and compartmentation

>

9.02 Means of egress

>

Edit a building/building part ESP Schedule details

1. Click **EDIT ESPS**.

SummaryDocumentsFeesRFISAssessment InfoRequired NotificationsReferralsConditions and NotesEssential Safety ProvisionsClocks

Help for this section

< Development application 24000937

View MBS 002 - Maintaining the performance of ESPs

2. Click **Edit** against the **building/building part ESP**.

View MBS 002 - Maintaining the performance of ESPs

Do new Essential Safety Provisions apply? *
☒ Yes
☐ No

Is a new Form 1 required? *
☒ Yes
☐ No

Is Form 3 annual return required? *
☒ Yes
☐ No

Even when no new ESPs are proposed, ticking Yes to this question will ensure that this address is included in Council reporting for Form 3 requirements.

ESPs

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name	
ESP 1	Office	2022	Building Corporation Management	<div>Edit</div>

ADD ESP

CANCEL

SAVE CHANGES

3. Make changes as required and then **SAVE ESP** or select **CANCEL** to exit.

View MBS 002 - Maintaining the performance of ESPs

ESP 1

Relevant building or building part *

Office

ESP Schedule

ESP 1

Building Owner *

Building Corporation Management

(+) Add new Building Owner

Building Owner Name

Building Corporation Management

Building Owner Address

83 PIRIE STREET, ADELAIDE

Building Owner Email

buildingowner_DAI1@sa.gov.au

As part of: *

☒ Building consent for a proposed new building work

☐ A change of building classification (irrespective of whether there is building work)

☐ Alterations to existing essential safety provisions

☐ An application for a new schedule of essential safety provisions to be issued

☐ Issuing any other certification of compliance with the Building Rules (eg Crown buildings and Infrastructure)

Please Select all Essential Safety Provisions Installed or to be Installed

National Construction Code (NCC) 2022

9.01 Structural fire protection and compartmentation

9.02 Means of egress

The **Essential Safety Provisions** screen shows.

4. Click **SAVE CHANGES**

[View MBS 002 - Maintaining the performance of ESPs](#)

Do new Essential Safety Provisions apply? *

☒ Yes

☐ No

Is a new Form 1 required? *

☒ Yes

☐ No

Is Form 3 annual return required? *

☒ Yes

☐ No

Even when no new ESPs are proposed, ticking Yes to this question will ensure that this address is included in Council reporting for Form 3 requirements.

ESPs

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name		
ESP 1	Office	2022	Building Corporation Management	Edit	

ADD ESP

CANCEL

SAVE CHANGES

The **Essential Safety Provisions** screen shows with the building/building part ESPs and building owner name/s.

[View MBS 002 - Maintaining the performance of ESPs](#)

Do new Essential Safety Provisions apply? *

☒ Yes

☐ No

Is a new Form 1 required? *

☒ Yes

☐ No

Is Form 3 annual return required? *

☒ Yes

☐ No

ESPs

ESP Schedule	Relevant Building or Building Part	NCC Edition	Building Owner Name		Preview ESP Forms
ESP 1	Office	2022	Building Corporation Management	View	

13. Make the Decision

Recording the consent decision is performed on:

- Receiving a direct refusal response from a Referral Body.
- Receiving a Panel decision.
- Completion of the assessment.

On 'granting' the consent the Decision Notification Form (DNF) and Form 1, 2 and 3 is issued as per the preferred communication method (email or post) to all parties, e.g. applicant, Referral Body, Relevant Authority.

1. Click on the **Decision** tab to record whether 'granted' or 'refused'.

When **outstanding items** are displayed (see image) these must be actioned before a decision can be granted and for the **Record Decision** button to be enabled.

Complete [How to approve the upload of additional documentation submitted by an applicant | PlanSA](#) to close the outstanding task 'Review additional documents from applicant'.

Summary Documents Fees RFIs Assessment Info Insurance Required Notifications Referrals Conditions and Notes

< Development application 21003061

The following items must be actioned before a decision can be granted:

- All referrals must be responded, recalled, or expired
- Stamped plans must be uploaded in the Documents tab on this Consent (except refusal decision).
- The information on the Assessment Info tab must be reviewed
- Building notifications must be recorded or set to not required for each building work in the Required Notifications tab
- Complete outstanding task 'Review Additional documents from Applicant' in the Additional documents

There is no decision for this consent.

2. Click on **Record Decision** and then follow instructions [Make a decision on an assessed consent | PlanSA](#).

RECORD DECISION

Essential Safety Provisions Clocks **Decision** Appeals Related Actions

? Help for this section

When the assessment outcome is to refuse the consent, then a **Refusal reason** must be added in [Update Conditions and Notes](#) before making the decision.

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Housing
and Urban Development