How to…
Submit a response to a building rectification notification

Government of South Australia
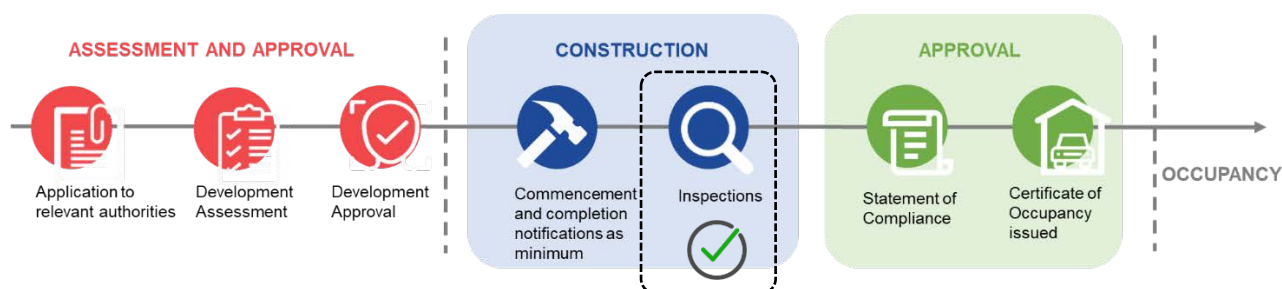Department for Trade and Investment

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Background

After undertaking an inspection, a council may carry out a re-inspection of a required building rectification, to ensure that necessary rectification work has taken place.

If or when an inspection outcome is 'unsatisfactory', an email will notify the applicant or builder that an action is required to rectify the breaches, issues or faults. On rectification of the breach, issue or fault a 'building rectification notification' must be submitted to advise the local council, who will determine whether to perform another inspection, or not.

Inspection Unsatisfactory – Commencement of Building work
for Application ID 22000255
Applicant: Jolanda
Address: 76 SOUTH TCE ADELAIDE SA 5000

This the inspection we conducted on the 20-Jul-2022 of the building/building work "Demolition stage" for building notification "Commencement of Building work" has identified rectification of the following is required:

Additional re-enforcement needed before pouring the slab

When rectified, login into your PlanSA account, to manage your application and submit a Building Rectification Notification for this application.

Included instructions

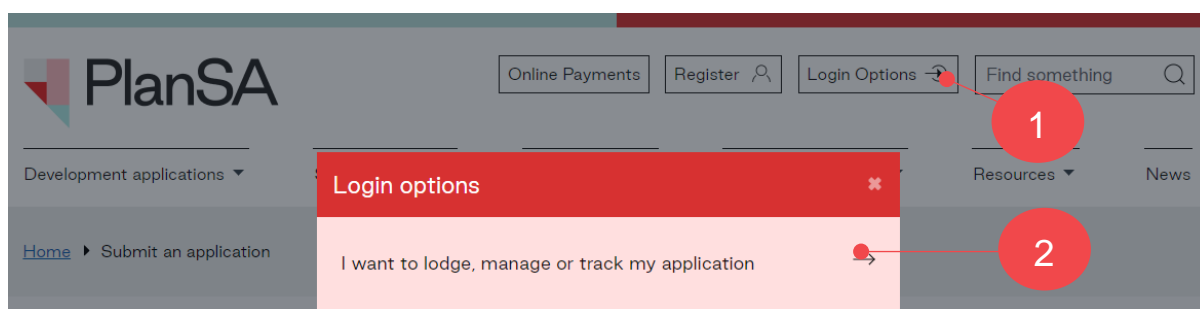- Submit Building Rectification Notification
- View the details of the unsatisfactory inspection
- Respond to the building rectification notification
- View the application building rectification notifications
    - Notifications and Inspections page
    - Building Rectifications
    - View the rectification response details
    - Building Notification with Completed Inspections

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Submit Building Rectification Notification

On completion of rectifying the breaches, issues or faults, submit your response to the building rectification notification to advise the local council.
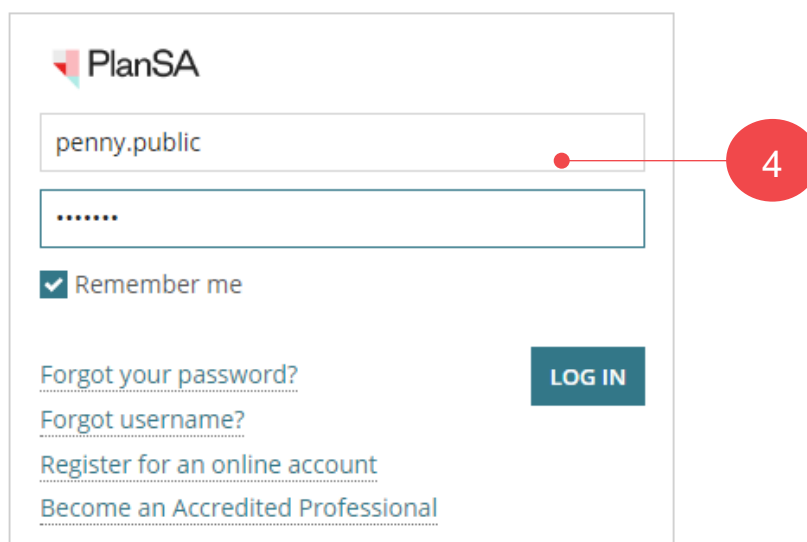
1. Open **PlanSA** and click on **Login Options**.

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

3. Click on **I want to lodge, manage or track my application** within the login prompt.
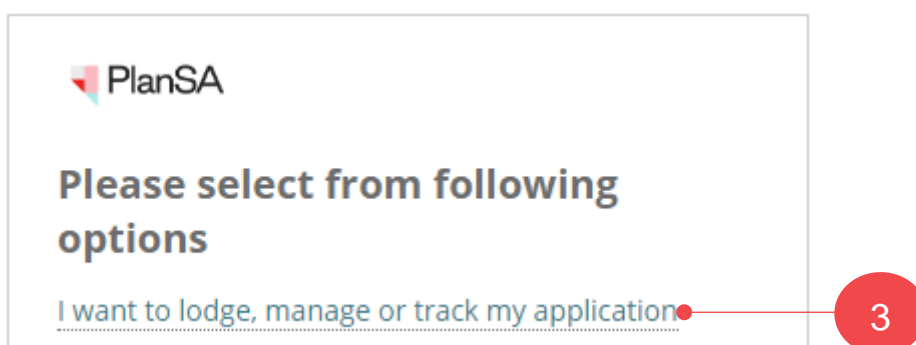
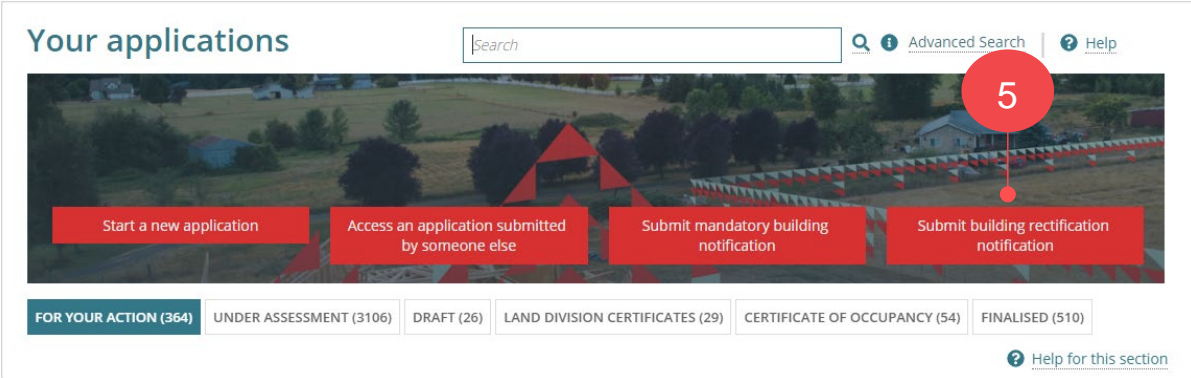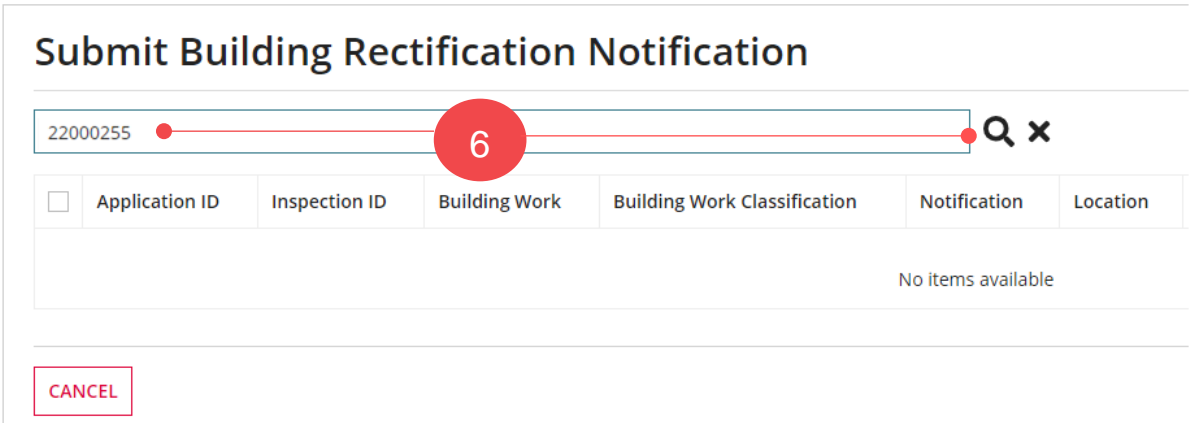4. Enter in your **Username** and **Password** and click on **SIGN IN**.

5. Click on **Submit mandatory re-inspection notification** within **Your Applications** dashboard.
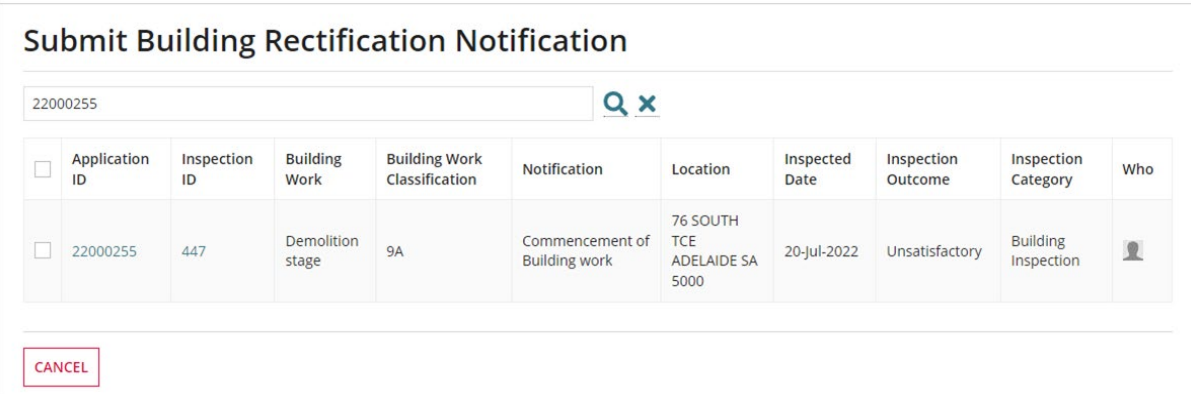

6. Type the **application numbe**r and then click 🔍 **Search** icon.

The building rectification notification record is shown, with the following information:

- **Application ID** opens the development application.
- **Inspection ID** opens the inspection details.
- **Notification** is the building notification originally submitted.
- **Inspection Date** is the date the inspection was performed by the local council.
- **Who** when you move the cursor over the icon, the inspectors name is shown.

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View the details of the unsatisfactory inspection

1. Right click the mouse on the inspection ID to show a menu.

2. Click on **Open link in a new tab** in your open browser.

Submit Building Rectification Notification

	Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location
☐	22000255	447	Demolition	9A	Commencement of Building work	76 SOUTH TCE ADELAIDE SA 5000

Open link in new tab
Open link in new window
Open link in incognito window

Save link as…
Copy link address

Inspect

CANCEL

The **Inspection Details** are shown in a new tab, and then scroll down, until the rectification details are visible, includes the rectification letter that can be downloaded to view the contents.

Inspection Details #447

Summary   Related Actions

Go Back

Application ID   22000255
Building Work   Demolition stage
Building Work Classification   9A
Notification Description   Commencement of Building work

Development Location(s)
76 SOUTH TCE ADELAIDE SA 5000
Title Ref: CT 5956/773   **Plan Parcel:** D69382 AL6
Additional Location Information:
Council: Adelaide City Council

Rectification details for breaches, issues or faults   Additional re-enforcement needed before pouring the slab

Inspection Documents

Document	Document Type	Date Created
* Rectification Letter - Application 22000255.docx	Rectification Letter	21 Jul 2022 07:39

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Respond to the building rectification notification

Close the **Inspection Details** browser tab and return to the **Submit Building Rectification Notification** page to submit your response to the local council. On submitting the response, a confirmation email is sent to yourself and the local council who performed the original inspection.

_____

1. Click on the checkbox to select the building rectification record.

2. Click **NEXT** to provide your response details.

The **Submit Building Rectification Notification** page is shown with the original building notification details and a section to record your Rectification Response Details, includes ability to upload evidence, e.g. photos, reports etc.

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3. Provide any **Comments** to the local council regarding the rectification performed and completed.

4. Indicate who is providing this notification. Leave the Licensed Building Work Contractor default selection or change to Building Owner.

5. Click on the Builder field to select your name from the list of contacts.

   If your name is not a selectable contact, then use the 👤+ Add new option and follow the Add a new contact instructions to add yourself as a new contact for the application.

Submit Building Rectification Notification : 22000255

Application Number	Development Location(s)	Building or building work	Associated Notification
22000255	76 SOUTH TCE ADELAIDE SA 5000	Demolition stage	Commencement of Building work

Rectification Response Details ⌄

Comments

Addition re-enforcements have been added as per our conversation

64/2000

Rectification Details for breaches, issue or faults
Additional re-enforcement needed before pouring the slab

Who is providing this notification? *
🔘 Licensed Building Work Contractor
⚪ Building Owner

Builder *

Select ▼   👤+ Add new Licensed Building Work Contractor Contact

Upload Document

Document	Document Category	Document Type
UPLOAD 🗋 Drop files here	--- Select One --- ▼	--- Select One --- ▼

Note: You may select multiple documents to upload simultaneously.

BACK   SUBMIT

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Add a new contact

1. Select **+ Add new ….**

2. Click on the **Contact Type** to select your contact type, e.g. Builder.

Edit Contact

* Contact Type   --- Select One ---

--- Select One ---
Builder
Building Owner

INDIVIDUAL   BUSIN

Title *
--- Select One ---

First Name *

2

3. Leave INDIVIDUAL default and then fill in the form with your individual details and **SAVE** to create the contact.

Edit Builder

* Contact Type   Builder

3

INDIVIDUAL   BUSINESS

Title *
Ms

First Name *
Liz
100 characters maximum

Last Name *
Public
100 characters maximum

Licence Number *
54654

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4. Alternatively, you can change the contact type to **Business** and then fill in the form with your business details.

Edit Builder

* **Contact Type**   Builder

INDIVIDUAL   **BUSINESS**   ④

Business Name *

Big & Small Building Business

100 characters maximum

Licence Number *

12345

50 characters maximum

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

The contact is created and will only be available for the application.

Who is providing this notification? *
● Licensed Building Work Contractor
○ Building Owner

Builder *

Big & Small Building Business (Build... ▼   ⚭ Add new Licensed Building Work Contractor Contact

Builder's Name	**Builder's Address**	**Builder's Phone Number**	**Builder's Licence Number**	**Builder's Email**
Big & Small Building Business	25 PARI, ENFIELD SA 5085	84254000	12345	BSB@gmail.com

Upload supporting documents or photographic evidence of the completed building work rectification.

6. Click **Upload** and within the **Open** window drag-and-drop required documents into the *Drop files here field(s)*.

○ Building Owner

Builder *

Big & Small Building Business (Build... ▼

Builder's Name	**Builder's Addr**
Big & Small Building Business	25 PARI AVENU 5085

Upload Document

Document   ⑥

UPLOAD   + Copy

Note: You may select multiple documents to upload simultaneously.

Open window:
🔵 Open   ×

← → ↑   « ICONS › Icons   ⋁ ↻   🔍 Search Icons

Organize ▾   New folder

📁 DEVELOPMENT
📁 Fast Track
📁 ICONS
📁 Icons
📁 IDEAS

☐ Name   Date modified   Type
🖼 118940_warning_dialog_icon   5/07/2022 12:15 PM   PNG File
🖼 211679_information_circled_icon   5/07/2022 12:15 PM   PNG File
☑ 🖼 809113_architecture_car_garage_hous...   5/07/2022 12:15 PM   PNG File
🖼 2247709_building_hotel_sleep_sleepin...   5/07/2022 12:15 PM   PNG File

File name: 809113_architecture_car_garage_house_park_icon ⋁   All Files ⋁

Open   Cancel

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7. The document Category and type will default automatically. Type a **description** of the document, e.g. site photos.

8. Click on **Submit** to inform the local council of your completion of the building rectification.

On submitting the rectification notification, the **Your Applications** dashboard is shown; you can perform another task or sign out.

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View the application building rectification notifications

1. Search by the application ID number.

2. Click on the **ID** number to view your development application.

The Development application is shown.

3. Click on the **Notifications & Inspections** tab to view your building/building work required building notifications and completed inspections.

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Notifications and Inspections page

The **Building Notifications** shows the submitted building or building work building notifications, indicated by the submitters name and date notified, and not yet submitted notifications, indicated by the 'Submit Building Notification' link.

Building Rectifications

The **Building Rectifications** section shows the 'original' building notification, for example *Commencement of Building Work*, with the name of the person who submitted the original building notification, and the submitted date and time.

An action 'Record Rectification Response' is shown and when submitted, the action is completed and is no longer shown.

Building Rectifications

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
447	Commencement of Building work	EPN ˙ - 21 Jul 2022 8:02 AM	Yes	
448	Rectification of Additional re-enforcement needed before pouring the slab	EPN - 21 Jul 2022 8:04 AM	-	Record Rectification Response

Building Rectifications

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
447	Commencement of Building work	EPN ˙ - 21 Jul 2022 8:02 AM	Yes	
448	Rectification of Additional re-enforcement needed before pouring the slab	EPN - 21 Jul 2022 1:37 PM	-	

When the local council receives the rectification response, they will determine on reviewing your providing documentation to inspect, or not to inspect.

Building Rectifications

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
447	Commencement of Building work	EPN - 21 Jul 2022 8:02 AM	Yes	
448	Rectification of Additional re-enforcement needed before pouring the slab	EPN - 21 Jul 2022 1:37 PM	Yes	

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View the rectification response details

1. Click on the building rectification notification to view the rectification response details.

Building Rectifications

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
447	Commencement of Building work	EPN TestSeven ACC AO - 21 Jul 2022 7:50 AM	-	

Rectification Details

Rectification Required
Additional re-enforcement needed before pouring the slab

Who provided this notification?
Builder: Big & Small Building Business ⊞

To be inspected?
◯ Yes ◯ No

Supporting Documents

Document	Document Type	Type Description	Date Created
* 809113_architecture_car_garage_house_park_icon.png	Rectification document	Site photos	21 Jul 2022 07:50
* Rectification Letter - Application 22000255.docx	Rectification Letter		21 Jul 2022 07:39

2. Click on the building rectification notification again to show less details.

Building Rectifications

Original Inspection Id	Notification	Submitter and Date Notified	To Be Inspected?	Actions
447	Commencement of Building work	EPN ` - 21 Jul 2022 07:50 AM	—	

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Building Notification with Completed Inspections

When the local council determined to inspect a building notification the **To be inspected?** will show 'Yes' and when the inspection is completed the **Inspection ID** number is shown and the inspection is available from the **Inspections Completed** section.

1. Click on the inspection record to view the elements inspected and the supporting documents.

2. Click on the inspection record again to show less details.