



How to...

## edit the date of activity for a submitted building notification

### Background

Post notification submission the 'date of activity' can be edited by an applicant and location authority when the notification has not yet been inspected, inspected and outcome saved as a draft or inspected, and the outcome was neither satisfactory nor unsatisfactory.

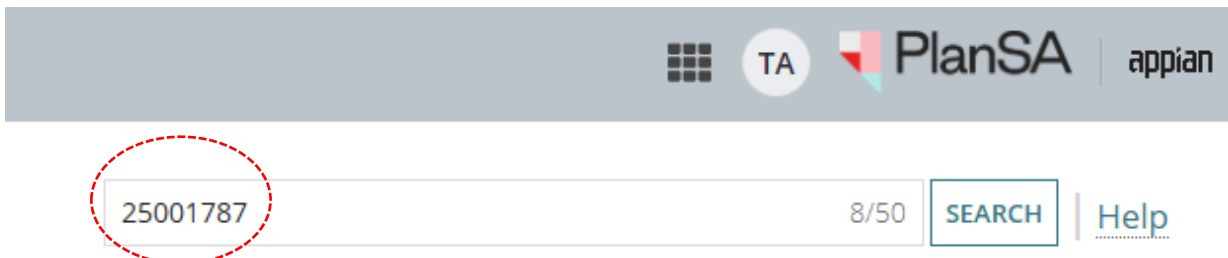
After changing the activity date, both applicant and location council receive an email with subject heading 'Building Notification – Updated Date of Activity for application' advising changes to the date of activity.

### Related Instructions

- [Submit a building notification](#)

### Change date of activity for submitted building notification

1. Log in to your online account from PlanSA.
2. Search for the development application.



Search results show matching development application.

3. Click on **Application ID** to open the development application.

Search results for: "25001787"

[Clear search](#)

Application ID	Development Number	Applicant	Owner	Location	Title Ref	Plan Parcel	Nature of Development
25001787		Test Applicant	T Applicant	60B FOREST AV NEWTON SA 5074	CT 6149/556	D95008AL802	Building alterations



# How to...

## edit the date of activity for a submitted building notification

The development application opens with the **Summary** tab showing.

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- Click on **Notifications & Inspections** tab.

Development application - 25001787: 60b Forest Av Newton SA 5074

Summary Documents Sharing access **Notifications & Inspections** Certificate of Occupancy Operative Dates Related Actions

< Development application 25001787

▼ Building Notifications

Is your intended action not available?  
[Contact the Relevant Authority](#)

STATEMENT OF COMPLIANCE FORM

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

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Inspection ID
Commencement of Building work	Test Applicant - 31 Jul 2025 11:54 AM	4 Aug 2025	Yes	2379
Completion of Building work	Test Applicant - 31 Jul 2025 11:57 AM	1 Sept 2025	-	

- Click on the notification record to view more notification details, includes the date of activity.

Building or building work: test wrk 1 with coo | Building Work ID: 14543

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Inspection ID
Commencement of Building work	Test Applicant - 31 Jul 2025 11:54 AM	4 Aug 2025	Yes	2379
Completion of Building work	Test Applicant - 31 Jul 2025 11:57 AM	1 Sept 2025	-	

The **Building Notification Details** displays below the building or building work required notifications.

- Click **Edit** next the date of activity.

Building Notification Details

Notification  
Completion of Building work

Date of Activity  
1 Sept 2025 9:30 AM [Edit](#)

The **Activity date** is the date you will commence or complete the building/building work, as specified in the building notification.  
For example, if the notification reads, completion of steelwork prior to pour, the activity date is the date the steelwork will be completed and ready for inspection.

Who provided this notification?  
Building Owner: [Test Applicant](#)

Comments  
test

To be inspected?  
☒ Yes ☐ No

Supporting Documents

Document	Document Type	Type Description	Building Work	Date Created
TestFile1-391394.pdf	Statement of Compliance	test	test wrk 1 with coo	31 Jul 2025 11:57



How to...

## edit the date of activity for a submitted building notification

The **Edit Building Notification Response** page displays with the Current Activity Date and option to enter the New Activity Date.

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7. Type the new activity date and **SUBMIT** to save changes.

### Edit Building Notification Response : 25001787

**The Activity date** is the date you will commence or complete the building/building work, as specified in the building notification.  
For example, if the notification reads, completion of steelwork prior to pour, the activity date is the date the steelwork will be completed and ready for inspection.

**Current Activity Date**  
1 Sep 2025

**New Activity Date \***  
10/08/2025

CANCEL

SUBMIT

If the **New Activity Date** is in the past, a warning message will appear but won't prevent submission.

#### New Activity Date \*

02/07/2025

⚠ This notification is either being provided with an activity date in the past, or with insufficient business days' notice. This may make you liable to a council expiation (\$750)

The **Notifications and Inspections** tab shows and the building notification shows updated date of activity.

8. Click on the building notification to view the **Building Notification Details** to preview the notification details. The date of activity 'last updated by' shows who and when the change was made.

#### Building Notification Details

**Notification**  
Completion of Building work

**Date of Activity**  
10 Aug 2025 9:30 AM [Edit](#)  
Last updated by Test Applicant on 12 Aug 2025 8:54 AM

**The Activity date** is the date you will commence or complete the building/building work, as specified in the building notification.  
For example, if the notification reads, completion of steelwork prior to pour, the activity date is the date the steelwork will be completed and ready for inspection.

**Who provided this notification?**  
Building Owner: [Test Applicant](#)

**Comments**  
test

**To be inspected?**  
☒ Yes ☐ No

#### Supporting Documents

Document	Document Type	Type Description	Building Work	Date Created
TestFile1-391394.pdf	Statement of Compliance	test	test wrk 1 with coo	31 Jul 2025 11:57