

Background

When an applicant has answered 'yes' to entering into a domestic building works and the building works is \$12,000 and over, then the Building Indemnity Insurance details and copy of the insurance certificate is required.

Who can update the building indemnity insurance details?

Both applicant and the relevant authority assessing the building consent or granting the development approval can upload the building indemnity insurance certificate and edit the insurance details.

The relevant authority is notified by email of the uploaded 'Building Indemnity Insurance' document(s) upon submitting the changes.

When can the building indemnity insurance details be edited?

The domestic building works and Building Indemnity insurance details are editable during and following the granting of a building consent assessment and/or development approval.

Included instructions

Both applicant and a relevant authority can follow the below instructions. Noting, for a relevant authority the pathway to opening the 'building consent' will vary to the applicant.

Additionally, the same instructions can be followed to make changes to the domestic building works and Building Indemnity insurance details.

- [Open the development application – building consent](#)
- [Update the building indemnity insurance details](#)
- [Upload a copy of the Building Indemnity Insurance Certificate](#)

Related Instructions

- [Submit a building notification](#) for instructions on how to upload the 'insurance certificate' during the submitting of the building work 'commencement' notification.

Open the development application – building consent

1. Search for the application using the ID number (as required).
2. Click on the ID number to view the application details.

| ID | Owner | Location | Nature of Development |
|----------|-------------|---------------------------|-----------------------|
| 21001312 | T Applicant | 23 TOBRUK AV ROBE SA 5276 | EXTENSION |

3. Click on **Building Consent** within the Status detail table to view the details.

| Status detail | |
|-------------------------|------------------------------|
| Planning consent | ✓ Granted 1 Nov 2021 |
| Building consent | ✓ Granted 19 Nov 2021 |
| Development approval | Assessment in progress |
| Development application | Pending development approval |

The **Building Consent** screen is shown within a 'Granted' consent status.

Building Consent for Development Application: 21001312

Summary Documents Fees Information Requests Assessment Info Insurance Related Actions

< Development application 21001312

Help for this section

Consent status: Granted

Development location(s)
23 TOBRUK AV ROBE SA 5276

Title ref CT 5093/783 **Plan parcel** D35175 AL100 **Council** Dc Of Robe

Zoning information

Zones

- Neighbourhood

Update the building indemnity insurance details

4. Click **Insurance** tab.
5. Click **Edit** within the Building or building work insurance details.

Building Consent for Development Application: 21001312

Summary Documents Fees Information Requests Assessment Info **Insurance** Related Actions

< Development application 21001312

Building or building work insurance details: extension

Edit

Description

extension

Has the applicant entered into a domestic building works contract?

Yes

Has the Building Indemnity Insurance been issued?

No

6. Update response to 'Yes' for the question **Has the building indemnity insurance been issued?**
7. Complete the Insurer details as follows.
 - a. **Insurer name.**
 - b. **Insurance number;** this is the policy number.
 - c. **Insurance date of issue** type the date or select from the calendar.

Has the Building Indemnity Insurance been issued?

Yes

No

Insurer name *

Build Insurance

Insurance number *

15464

Insurance date of issue *

09/11/2021

Building Indemnity Insurance Documents

Document

Document Category

Document Type

UPLOAD

Drop files here

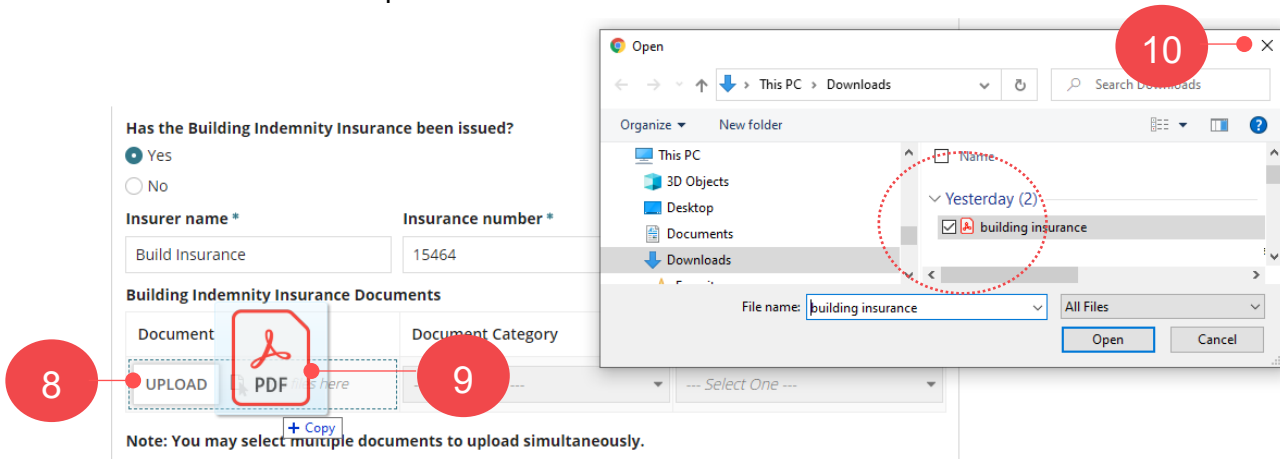
--- Select One ---

--- Select One ---

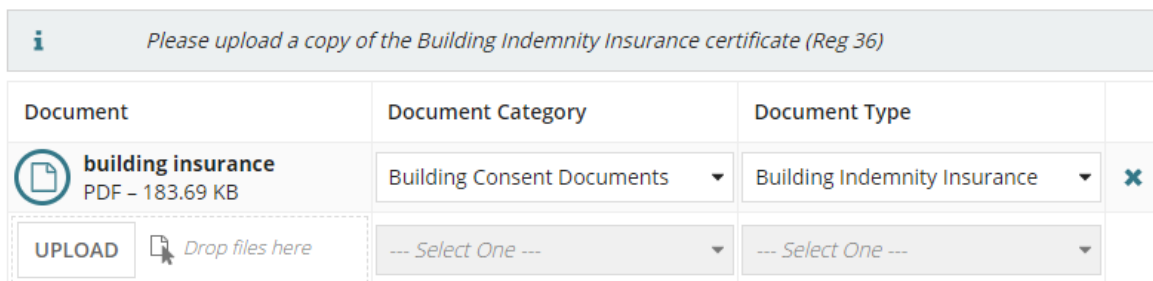
Note: You may select multiple documents to upload simultaneously.

Upload a copy of the Building Indemnity Insurance Certificate

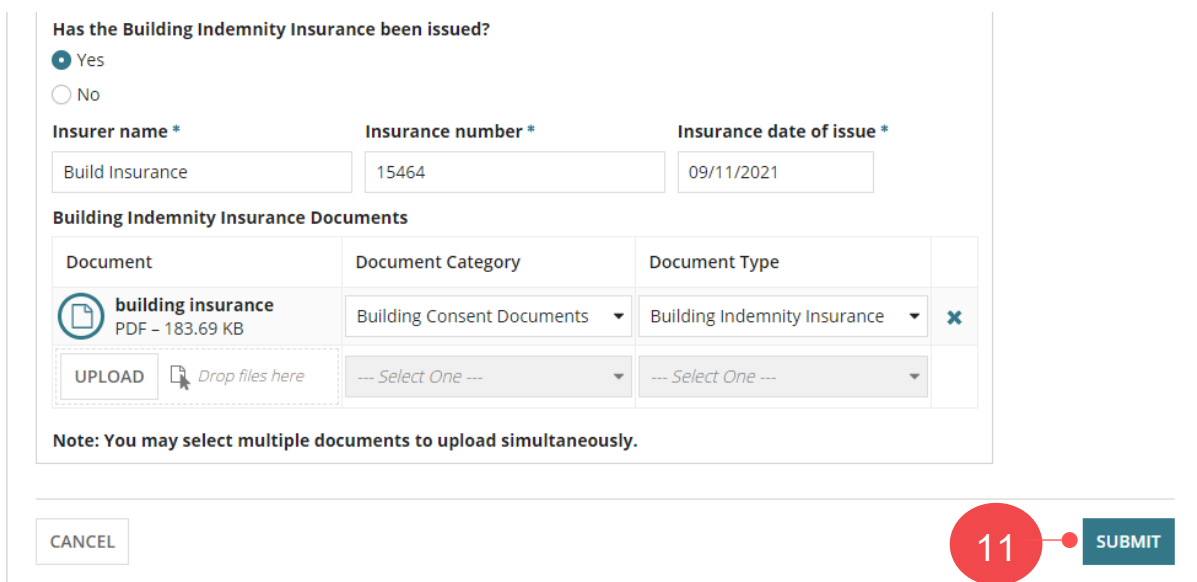
8. Click on **Upload** to locate the saved copy of the insurance certificate.
9. Drag-and-drop the document into the *Drop files here* field.
10. Close 'x' the Open window.



The document file is automatically categorised.



11. Click **Submit** to save the updates.



How to...

Update the Building Indemnity Insurance details and upload the insurance certificate



The Building or Building work shows the added insurance details.

The screenshot shows the 'Insurance' tab selected in the application details. The main heading is 'Building Consent for Development Application: 21001312'. Below the heading are navigation tabs: Summary, Documents, Fees, Information Requests, Assessment Info, Insurance (selected), and Related Actions. A breadcrumb trail shows '< Development application 21001312'. The main content area is titled 'Building or building work insurance details: extension' and includes an 'Edit' link. The description is 'extension'. Two questions are asked: 'Has the applicant entered into a domestic building works contract?' (Yes) and 'Has the Building Indemnity Insurance been issued?' (Yes). A table lists the insurance details:

| Insurer name * | Insurance number * | Insurance date of issue * |
|-----------------|--------------------|---------------------------|
| Build Insurance | 15464 | 9 Nov 2021 |

Below this is a section for 'Building Indemnity Insurance Documents' with a table:

| Document | Type | Date Created |
|--------------------------|------------------------------|-------------------|
| * building insurance.pdf | Building Indemnity Insurance | 19 Nov 2021 10:33 |

12. Click on profile to sign out.

The screenshot shows the user profile dropdown menu. At the top right, there is a circular profile picture and the PlanSA logo. The dropdown menu is titled 'Signed in as Test Applicant' and contains three buttons: 'PROFILE', 'SETTINGS', and 'SIGN OUT'. A red circle with the number '12' is positioned over the 'SIGN OUT' button, with a red line pointing to it. At the bottom left of the page, there is a link: '? Help for this section'.