

Guide for Volume Builders and Building Supervisors

Mandatory Building Notifications

Submit a Building Notification

Version 3.9



Government of South Australia

Department for Trade
and Investment

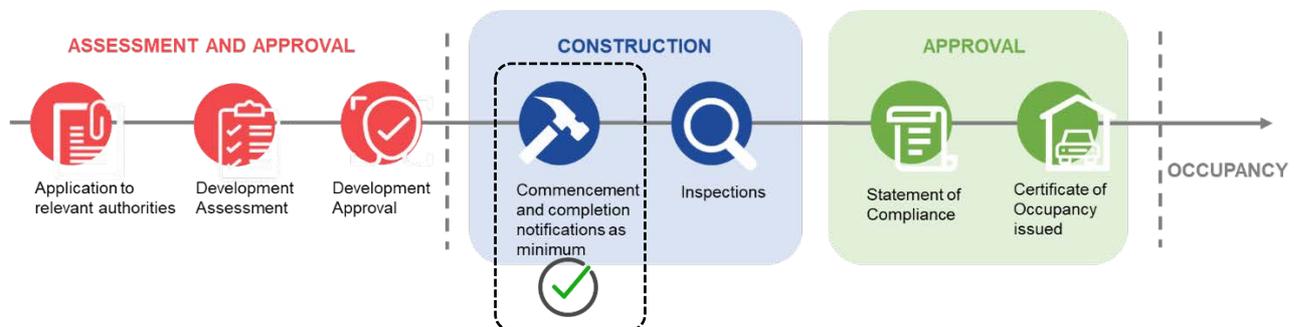
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Background

After development approval is granted, during the construction of the building or building works mandatory building notifications are submitted at the commencement and/or completion of a milestone, such as:

- Commencement of building works
- Completion of steel reinforcement
- Completion of wall and roof timber or steel framing
- Completion of brick works
- Completion of building work



Where can I locate the required building notifications?

The *Decision Notification Form* (DNF) issued on granting development approval lists the mandatory building notifications and the timeframe to submit.

REQUIRED NOTIFICATIONS

You are advised that notice and/or documentation must be provided to council when the following stages of building work are reached (regulation 93):

Building work Ground floor fit out

- Commencement of building work (1 business day's notice)
- Commencement of installation of designated building product (1 business day's notice)
- Commencement of Provision of a completed checklist in relation to the installation of a designated building product
- Commencement of framing (2 business days' notice)
- Completion of framing (2 business days' notice)
- Completion of building work (1 business day's notice)
- Statement of Compliance or other documents required to be provided at the completion of building work

Related Instructions

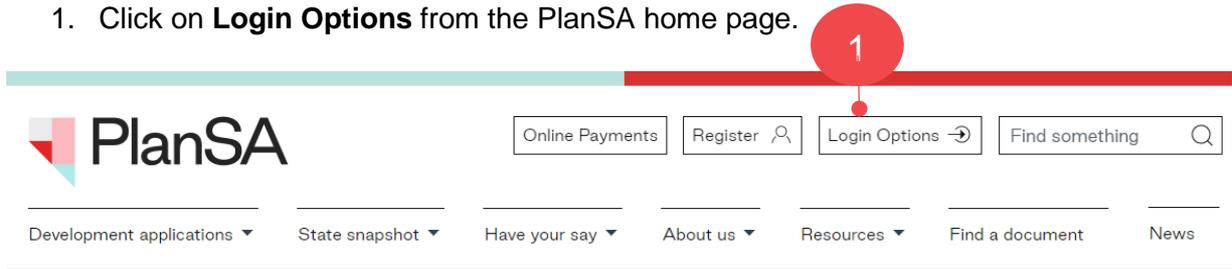
For more instructions visit page [Building Inspections | PlanSA](#).

1. Submit a Building Notification

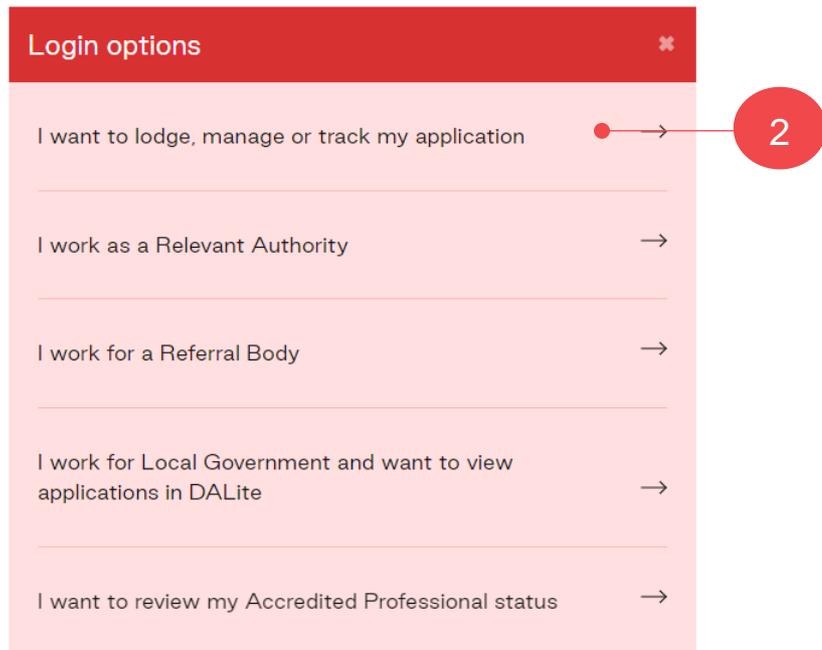
In this topic we will detail the process of submitting a mandatory building notification for a development application, including what information to include, and where to find the mandatory building notification information.

Log in to your online account from PlanSA

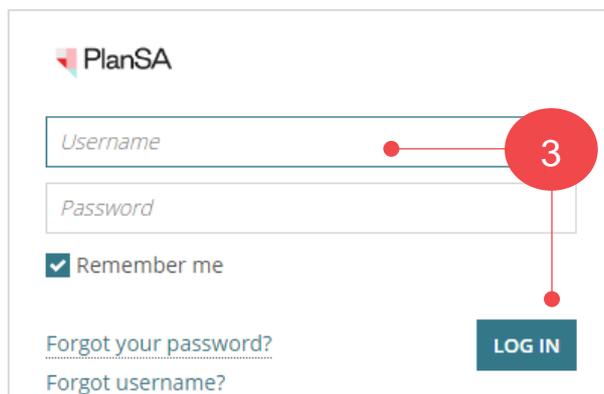
1. Click on **Login Options** from the PlanSA home page.



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

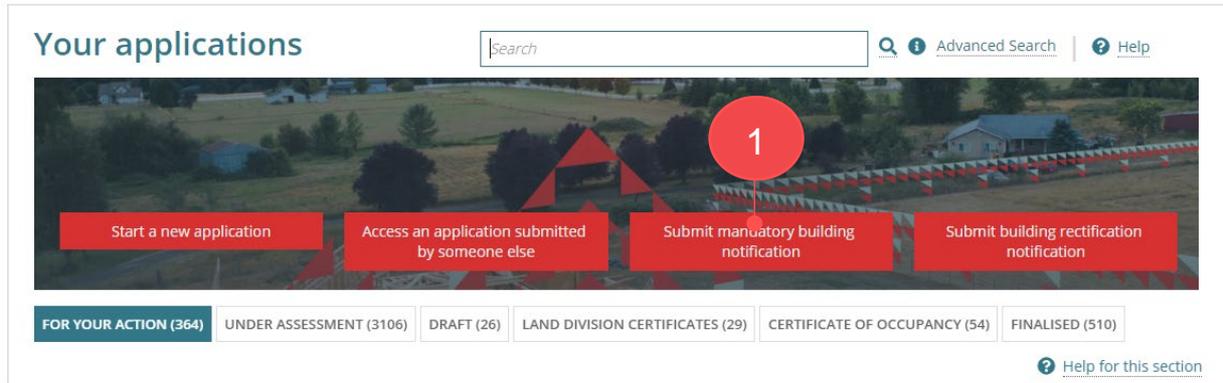


3. Enter your 'username' and 'password' and **Log In** to view your applications.

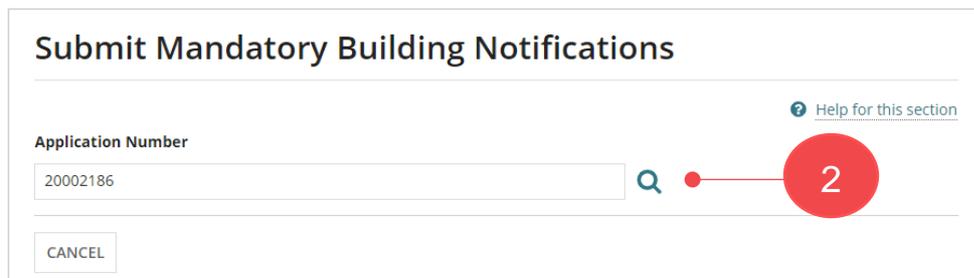


Submit a building notification

1. Click on the **Submit mandatory building notification**.

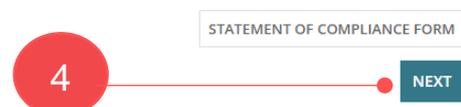
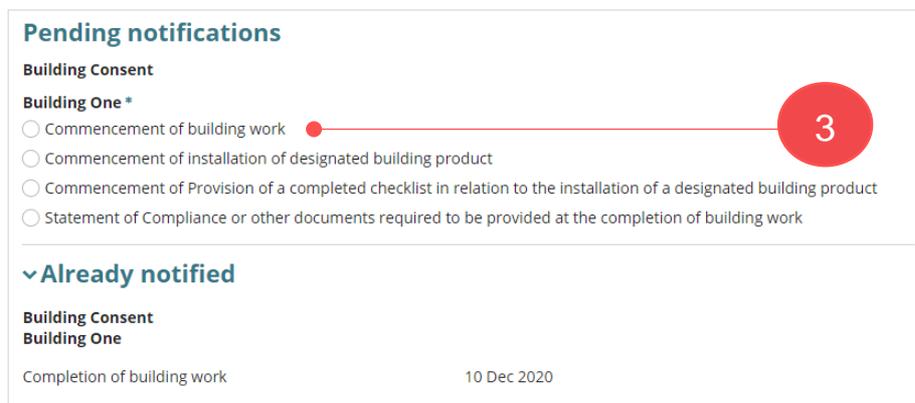


2. Type the **ID** number of the application and then click on  search.



The **Mandatory Building Notifications** screen shows with Pending Notifications and Already Notified notifications.

3. Click on the 'Commencement of building work' notification from the **Pending Notifications** list.
4. Click on **Next** to provide further information.



Update the Building or Building Work Insurance Details

A builder who is carrying out domestic building work where the contract price is over \$12,000 will be required to take out a Building Indemnity Insurance (BII) policy on behalf of the owner. BII is required prior to the builder commencing the building/building work.

On supply of the BII policy document to the relevant authority, the policy details are captured in the system during the assessment of your building consent or development approval; includes uploading of the BII policy document.

On submitting the first building notification for 'commencement' the building/building work insurance details will show and may require incomplete policy information to be provided before submission can occur; at the time of initially entering your BII policy details these fields were not available and/or now mandatory.

For assistance and further information refer to the [How to – Update the building indemnity insurance details and upload insurance certificate](#) instructions.

Insurance details are partially completed

1. Download the uploaded building indemnity insurance document to reference when completing the missing policy details.

Builder ⓘ*

 [Add Builder](#)

Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

Upload Building Indemnity Insurance Documents

Document	Document Category	Document Type
IndemnityInsuranceDocument-359559.docx		Building Indemnity Insurance

UPLOAD Drop files here

--- Select One ---

--- Select One ---

2. Enter the missing insurance policy details, in this example this includes the **name of the person(s) insured**, **limitations on the liability of insurer** and the **builder** carrying out the building/building work.

Has the Building Indemnity Insurance been issued?*

Yes

No

Name(s) of person(s) insured * 0/100

Name of Insurer * 6/100

Insurance Number * 10/100

Insurance date of issue *

Limitations on the Liability of insurer *

Yes

No

Add an existing application builder contact

3. Click in the **Builder** field and hit the 'space bar' on your keyboard to show a list of licensed builders already added to the application or start typing the name of the builder to show a list of matches.
4. Click on the builder name to add.

Builder ?*

Little-Smaller Box Builders

Shop-Shop Fitouts

[+Add Builder](#)

Certificate has to be uploaded again.

5. The added licensed builder contact populates the **Builder** field, along with the **Name of Builder** and **Builder's licence number**.

Builder ?*

Little-Smaller Box Builders x

Name of Builder
Little-Smaller Box Builders

Builder's licence number
BLD 123456

Add a new application builder contact

6. Click **Add Builder**.

Builder ?*

[+Add Builder](#)

i Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

7. The **Edit Builder** page shows. Leave default contact of **INDIVIDUAL** or change to **BUSINESS** and then complete the builder contact details.
8. Click **SAVE** to create the contact.

Edit Builder

*Contact Type Builder

INDIVIDUAL **BUSINESS**

Business Name *

100 characters maximum

Licence Number *

 9/50
50 characters maximum

9. The added licensed builder contact populates the **Builder** field, along with the **Name of Builder** and **Builder's licence number**.

Builder ⓘ*

Little-Shop-Shop x

Name of Builder
Little-Shop-Shop

Builder's licence number
BLD 26693

9

Please upload a copy of the Building Indemnity Insurance certificate or any other relevant documentation

Add builder from application contacts

The feature 'Add from your application contacts' is only available to volume applicants (e.g. builders, contractors) and accredited professionals. To learn more, visit [how to set-up reusable and default application contacts | PlanSA](#).

10. Click **Add from your application contacts**.

Builder ⓘ*

Type to select a builder

+Add Builder

+Add from your application contacts

10

Please note that if you change the builder, the Building Indemnity Insurance Certificate has to be uploaded again.

The **Search standard contacts** page displays.

11. Click in the field to search for a builder. Noting, if a building contact has not been set-up in your Application Contacts, then 'select a value' will show.

12. Select the required builder.

Search standard contacts *

--Select a Value--

Q Search

--Select a Value--

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

12

13. Click **ADD**.

Search standard contacts *

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

CANCEL

ADD

13

The builder added now shows.

Builder ?*

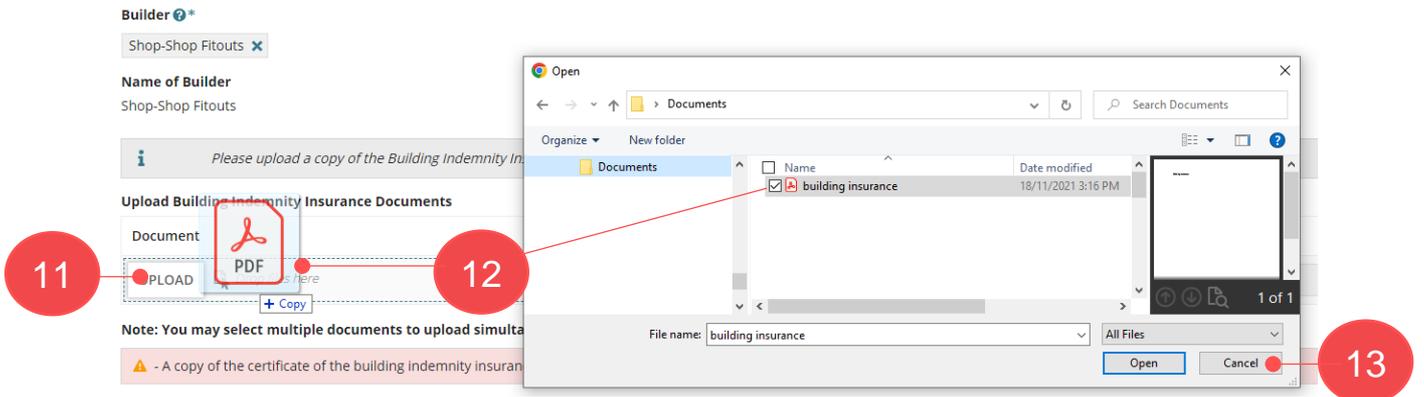
Big-Biggest Builders ×

Name of Builder **Builder's licence number**

Big-Biggest Builders BLD 12356

Upload Building Indemnity Insurance document

- 14. Click on **Upload** to locate the saved copy of the insurance certificate.
- 15. Drag-and-drop the document into the *Drop files here* field.
- 16. Click **Cancel** to close the Open window.



The document file is automatically categorised with
Building indemnity insurance

Document	Document Category	Document Type	
building insurance PDF - 183.69 KB	Building Consent Documents	Building Indemnity Insurance	×
UPLOAD Drop files here	--- Select One ---	--- Select One ---	

Provide date of activity and any comments to council

1. Enter the **Date of Activity** or select from the calendar.

The entered activity date is informing the council when the building/building work will be commencing and / or completed.

Submit Mandatory Building Notifications: 22000057

[Help for this section](#)

[Back](#)

Application Number	Development Location(s)	Building or building work	Notification
22000057	1 KING WILLIAM ST ADELAIDE SA 5000	10A & 1A	Commencement of Building work

Builder details

Date of Activity*

09/05/2022

The Notification Date will be the date you submit this notification. The Activity Date should be the date you will commence or complete the specified activity, depending on the notification request. For example, if the notification reads, one business days notice of the commencement of a concrete pour, the activity date provided should be the date of the pour.

Comments

0/5000

When the activity date entered is in the past or does not provide sufficient business days' notice, a warning message is shown. Update the date of activity to a date that is in the future and within the prescribed days' notice; e.g., 1 business days' notice.

Builder details

Date of Activity*

17/03/2022

The Notification Date will be the date you submit this notification. The Activity Date should be the date you will commence or complete the specified activity, depending on the notification request. For example, if the notification reads, one business days notice of the commencement of a concrete pour, the activity date provided should be the date of the pour.

Warning: 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)

2. Provide **comments** to the council building/inspections officer (as required). The comments box will show you the maximum number of characters (5000) you can enter.

Comments

Provide information / directions - as required

48/5000

Provide the details of who providing the notification

1. Leave the **Licensed Building Work Contractor** selection or change to the **Building Owner**.
2. Select the contact from the **Builder** or **Building Owner** field.

If you are not an existing contact for the application, then use the [Add new](#) option and follow the [Add a New Contact](#) instructions to add yourself as a new contact for the application.

Who is providing this notification? *

Licensed Building Work Contractor 1

Building Owner

Builder *

Little-Big Homes (Builder) 2

Select

Little-Big Homes (Builder)

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

The contact details for the selected building work contractor or building owner are shown.

Who is providing this notification? *

Licensed Building Work Contractor

Building Owner

Builder *

Little-Big Homes (Builder) [Add new Licensed Building Work Contractor Contact](#)

Builder's Name	Builder's Address	Builder's Phone Number	Builder's Licence Number	Builder's Email
Little-Big Homes	101 GRENPELL STREET, ADELAIDE SA 5000	84254100	BLD 123456	s.woods@sa.gov.au

Application contacts

The feature 'Add from your application contacts' is only available to volume applicants (e.g. builders, contractors) and accredited professionals. To learn more, visit [how to set-up reusable and default application contacts | PlanSA](#).

3. Click **Add from your application contacts**.

Who is providing this notification? *

Licensed Building Work Contractor

Building Owner

Builder *

Select

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

[Add from your application contacts](#)

The **Search standard contacts** page displays.

4. Click in the field to search for a builder. Noting, if a building contact has not been set-up in your Application Contacts, then 'select a value' will show.
5. Select the required builder.

Search standard contacts *

--Select a Value--

Q Search **4**

--Select a Value--

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

6. Click **ADD**.

Search standard contacts *

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

CANCEL **5** ADD

The builder added shows.

Who is providing this notification? *

- Licensed Building Work Contractor
- Building Owner

Builder *

Big-Biggest Builders (Builder) [Add new Licensed Building Work Contractor Contact](#) [Add from your application contacts](#)

Builder's Name	Builder's Address	Builder's Phone Number	Builder's Licence Number	Builder's Email
Big-Biggest Builders	83 PIRIE STREET, ADELAIDE SA 5000	1300 100 000	BLD 12356	test@builder.com

Provide who is completing Part A and Part B of the Statement of Compliance

The 'Commencement of building work' notification for each building/building work requires the full name and contact details of the person/s signing Part A and Part B of the Statement of Compliance. Except when the building/building work notification is for a class 10A with or without a swimming pool, or class 10B without a swimming pool, then the question **Who is proposed to sign the Statement of Compliance?** is hidden.

1. Choose who is completing **Part A** of the Statement of Compliance, e.g. Main building work contractor.
2. Select the contact from the **Licensed Building Work Contractor** field.

When the contact has already been added, for example the 'building work contractor', then the ability to select the contact is made available.

For contacts not yet added to the application, for example the registered building work supervisor or building certifier, then use the [Add new](#) option and follow the [Add a new contact](#) instructions to add yourself as a new contact for the application.

Who is proposed to sign the Statement of Compliance?

Part A:*

- Main building work contractor
- Registered building work supervisor
- Building certifier

Licensed Building Work Contractor *

Select

Select

Little-Big Homes (Builder)

[Add new Licensed Building Work Contractor](#)

The contact details of who is signing Part A are shown.

Who is proposed to sign the Statement of Compliance?

Part A:*

- Main building work contractor
- Registered building work supervisor
- Building certifier

Licensed Building Work Contractor *

Little-Big Homes (Builder)

[Add new Licensed Building Work Contractor](#)

Builder's Name	Builder's Address	Builder's Phone Number	Builder's Licence Number	Builder's Email
Little-Big Homes	101 GRENFELL STREET, ADELAIDE SA 5000	84254100	BLD 123456	s.woods@sa.gov.au

Application contacts

The feature 'Add from your application contacts' is only available to volume applicants (e.g. builders, contractors) and accredited professionals. To learn more, visit [how to set-up reusable and default application contacts | PlanSA](#).

3. Click **Add from your application contacts**.

Who is proposed to sign the Statement of Compliance?

Part A: *

- Main building work contractor
- Registered building work supervisor
- Building certifier

Licensed Building Work
Contractor *

[Add new Licensed Building Work Contractor](#)

[Add from your application contacts](#)

The **Search standard contacts** page displays.

4. Click in the field to search for a builder. Noting, if a building contact has not been set-up in your Application Contacts, then 'select a value' will show.

5. Select the required builder.

Search standard contacts *

4

Big-Biggest Builders, Helen, 83 PIRIE STREET ADELAIDE SA 5000, 1300 100 000

6. Click **ADD**.

Search standard contacts *

6

The builder added shows.

Who is proposed to sign the Statement of Compliance?

Part A: *

- Main building work contractor
- Registered building work supervisor
- Building certifier

Licensed Building Work
Contractor *

[Add new Licensed Building Work Contractor](#)

[Add from your application contacts](#)

Builder's Name	Builder's Address	Builder's Phone Number	Builder's Licence Number	Builder's Email
Big-Biggest Builders	83 PIRIE STREET, ADELAIDE SA 5000	1300 100 000	BLD 12356	test@builder.com

7. Choose who is completing **Part B** of the Statement of Compliance, e.g. Owner.

When the contact has already been added, for example the 'owner (land owner)', then the ability to select the contact is made available.

For contacts not yet added to the application, for example the owner's agent then use the [Add new](#) option and follow the [Add a new contact](#) instructions to add yourself as a new contact for the application.

8. Select the owner contact from the **Owner** field.

The listing will show existing 'Land Owner/s' and 'Building Owner' from the Essential Safety Provisions (ESPs) if applicable.

Part B: *

Owner

Owner's agent

Owner *

Select

Select

Penny Public (Land-Owner)

[Add new Owner](#)

The contact details of who is signing Part B are shown.

Part B: *

Owner

Owner's agent

Owner *

Penny Public (Land-Owner)

[Add new Owner](#)

Building Owner's Name	Building Owner's Address	Building Owner's Phone Number	Building Owner's Email
Penny Public	50 FLINDERS STREET, ADELAIDE SA 5000	0426496320	dptitestautomation@gmail.com

i Part A and Part B of the Statement of Compliance must be signed by the appropriate parties. Note these names may change by the end of construction but must be provided now as part of the Commencement Notification.

Add a new contact

1. Select + **Add new ... available within the section being completed.**

Who is providing this notification?

- Add new licensed building work contractor contact
- Add new building owner

Who is proposed to sign the Statement of Compliance? Part A and Part B

- Add new licensed building work contractor
- Add new registered building work supervisor
- Add new building certifier

Who is providing this notification?*

- Licensed Building Work Contractor
 Building Owner

Builder*



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

Edit Builder

* Contact Type

INDIVIDUAL BUSINESS

Title *

First Name *

100 characters maximum

Last Name *

100 characters maximum

Licence Number *

50 characters maximum

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

Edit Builder

* Contact Type

Business Name *

100 characters maximum

Licence Number *

50 characters maximum

Postal Address *

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

The contact is created for this application only and will default when submitting the next building notification.

Who is providing this notification? *

- Licensed Building Work Contractor
 Building Owner

Builder *

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

Builder's Name	Builder's Address	Builder's Phone Number	Builder's Licence Number	Builder's Email
Little-Big Homes	101 GRENFELL STREET, ADELAIDE SA 5000	84254100	BLD 123456	s.woods@sa.gov.au

Supply support documentation

1. **Upload Documents** as required.
2. Click **SUBMIT**

Upload Document

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

3. Click on **Go to New Submission** to submit another building notification.

Mandatory Building Notification Submission

The below Building Notification for application (#22000057) has been submitted for Building or Building Work: 10A & 1A

- Commencement of Building work (1 business day's notice)

Please wait for the statutory time before commencing the actual activity.

The submitted notification will be listed under the **Already Notified** area of the Mandatory Building Notifications screen.

▼ Already notified

Building Consent Description	
Commencement of Building work	28 Apr 2022
Completion of Building work	28 Apr 2022
Completion of Statement of Compliance and other documents required to be provided at the completion of building work	28 Apr 2022
Upload further documentation	
Building Consent 10A & 1A	
Commencement of Building work	5 May 2022

2. Submit Completion Notification with Statement of Compliance

At the end of construction, the 'completion' building notification must be accompanied by the 'Statement of Compliance' for a Certificate of Occupancy (CoO) to be issued (as applicable).

Completion of Statement of Compliance (SoC) notification remains

This notification will continue to show for development applications in-progress (e.g. under assessment or at least one consent granted) and development approval issued prior to 3 March 2023.

Building or building work: dwelling

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	Test Applicant Volume - 17 Nov 2022 10:00 AM	17 Nov 2022	Yes	
Commencement of Foundations - stop work	Test Applicant Volume - 23 Nov 2022 10:58 AM	23 Nov 2022	-	
Completion of Framing	epn testFour - 1 Mar 2023 10:51 AM	2 Mar 2023	-	
Completion of Building work	epn testFour - 2 Mar 2023 8:40 AM	3 Mar 2023	-	
Completion of Statement of Compliance and other documents required to be provided at the completion of building work	<i>Not yet submitted</i>	<i>Not yet submitted</i>	-	

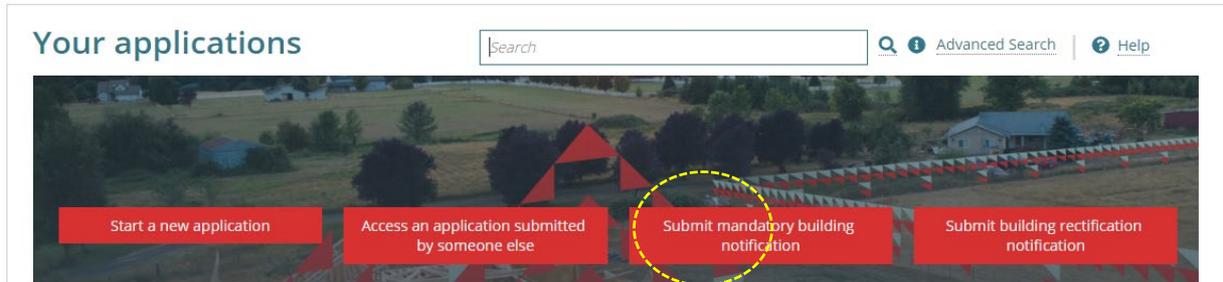
New applications after this date, will no longer show the 'Completion of Statement of Compliance' notification; only the 'Completion of Building Work' notification where the uploading of the SoC is required prior to submission.

Building or building work: class 2

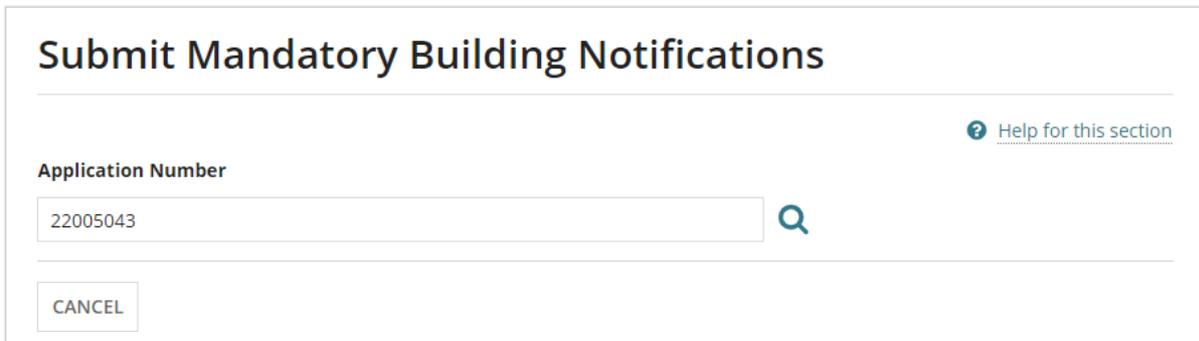
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Inspection ID
Commencement of Building work	User One - 2 Mar 2023 8:44 AM	8 Mar 2023	-	
Completion of Building work	Submit Building Notification	<i>Not yet submitted</i>	-	

View building notifications pending and already notified

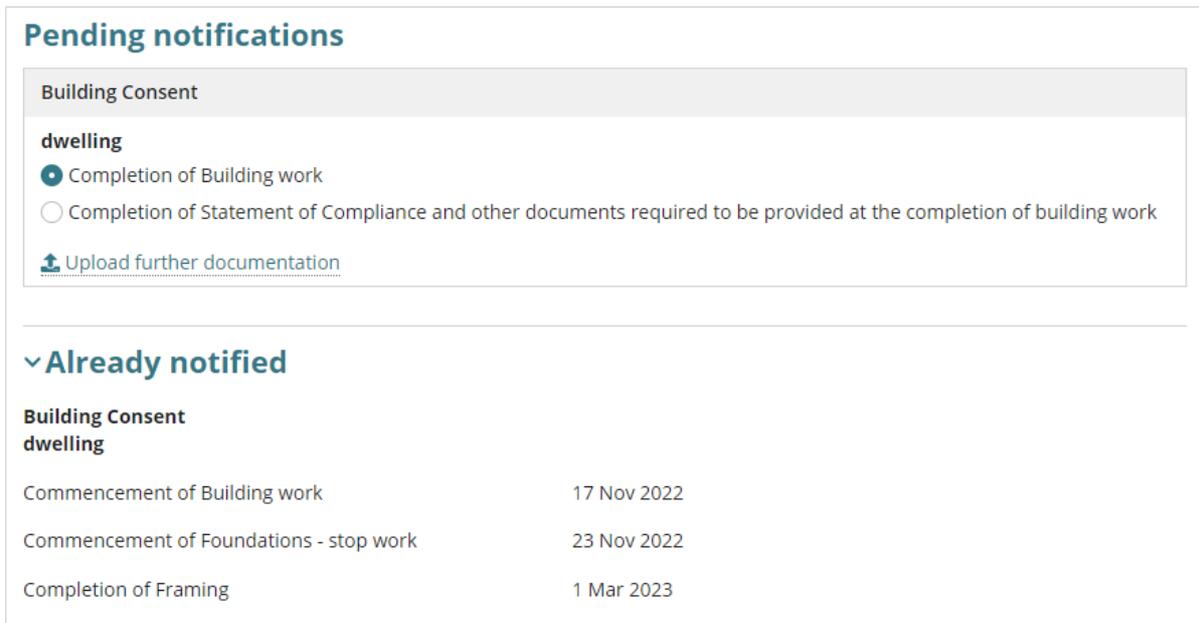
1. Log in to the DAP following the instructions [Log in to your online account from PlanSA.](#)
2. Click on **Submit mandatory building notification.**



3. Type the **ID** number of the application and then click on  search.



The **Mandatory Building Notifications** screen shows with the Pending Notifications and Already Notified notifications.



Download the Statement of Compliance Form

1. Click on **Statement of Compliance Form**.

Option 1: Download a blank statement of compliance form

2. Click on **Download a blank statement of compliance form**.
3. Click on **Download form** (MS Word File).

Download Statement of Compliance Form

Download a blank statement of compliance form

Download a form specific to a particular building or building works

Download form (MS Word file)

Option 2: Download statement of compliance form for a building or building work

This method will partially complete the 'Statement of Compliance' form with details from the selected building/building works.

Noting, the contact sign Part A and Part B of the Statement of Compliance are not automatically populated within the downloaded form.

4. Click on **Download a form specific to a particular building or building works**.
5. Click on the applicable **Building/building works** from the drop-down list.
6. Click on **Download form** (MS Word File).

Download Statement of Compliance Form

Download a blank statement of compliance form

Download a form specific to a particular building or building works

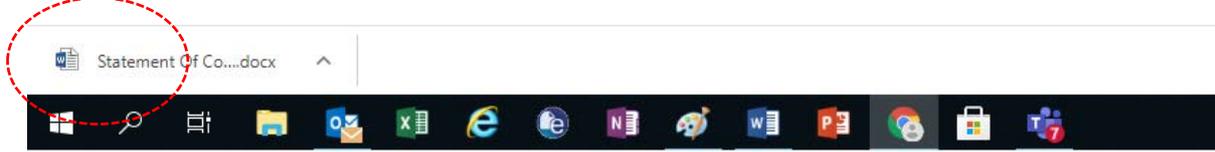
Building/building works

Building One

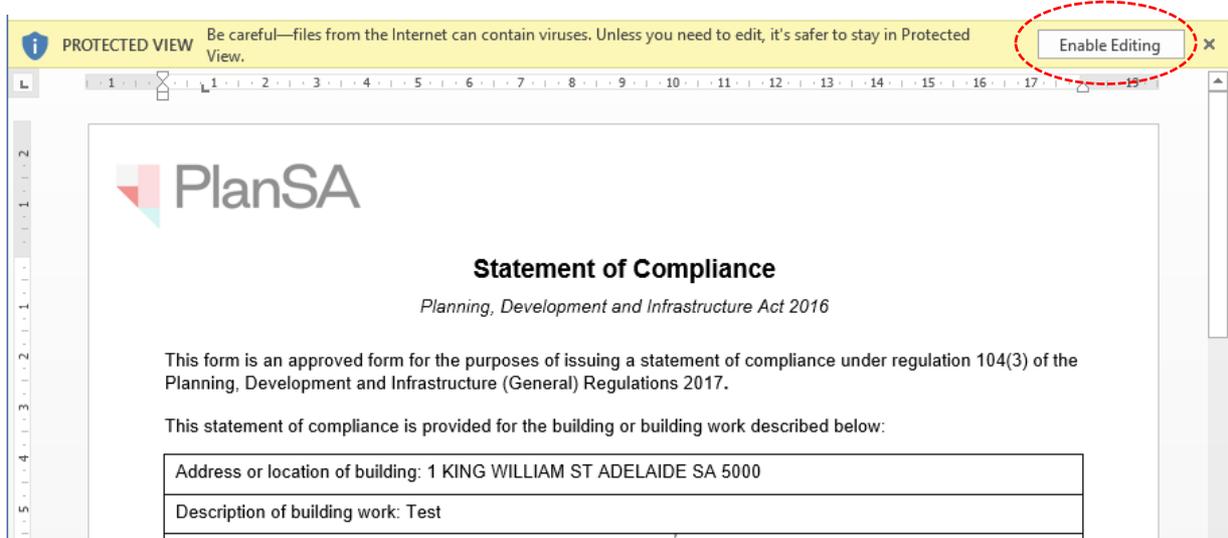
Download form (MS Word file)

Complete the Statement of Compliance Form

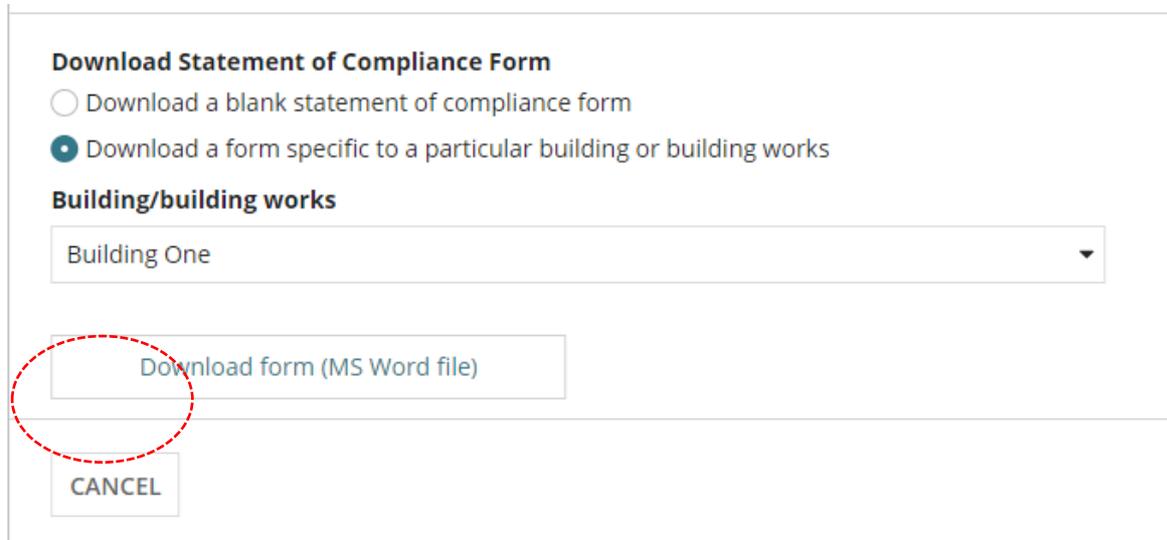
7. Click on the **Statement of Compliance Download** located at the bottom of the opened new browser tab.



8. Click on **Enable Editing** and complete the required information within the document.
9. Click on **File** menu option and then **Save** the form to a location on your computer.
10. Return to the **File** menu option to **Print** the form and sign **Part A** as the main building work contractor and have **Part B** signed by the owner of the relevant land or someone acting on their behalf.



11. Return to the **Development Application** select **Cancel** to close the window and return to the **Building Notification** screen.



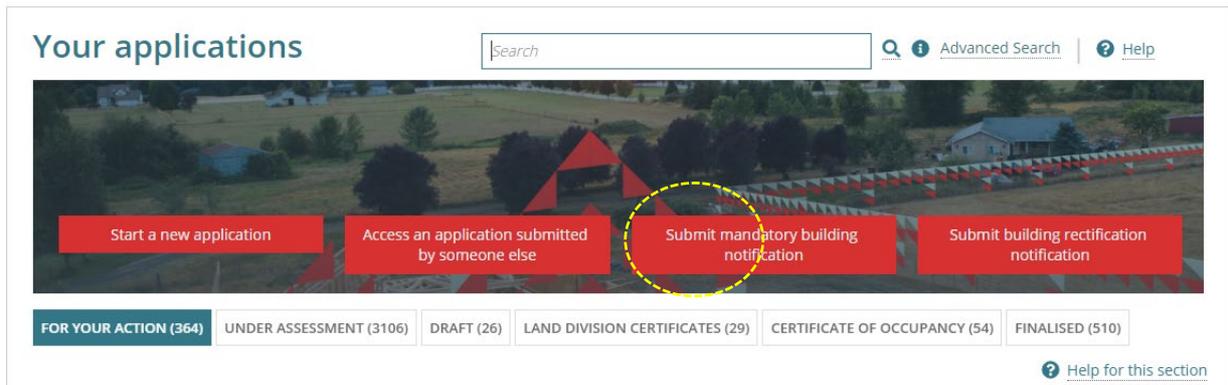
Upload the Completed Statement of Compliance

Once both Part A and Part B are signed, scan the *Statement of Compliance* and save to your computer for uploading on submitting the 'final' building notification.



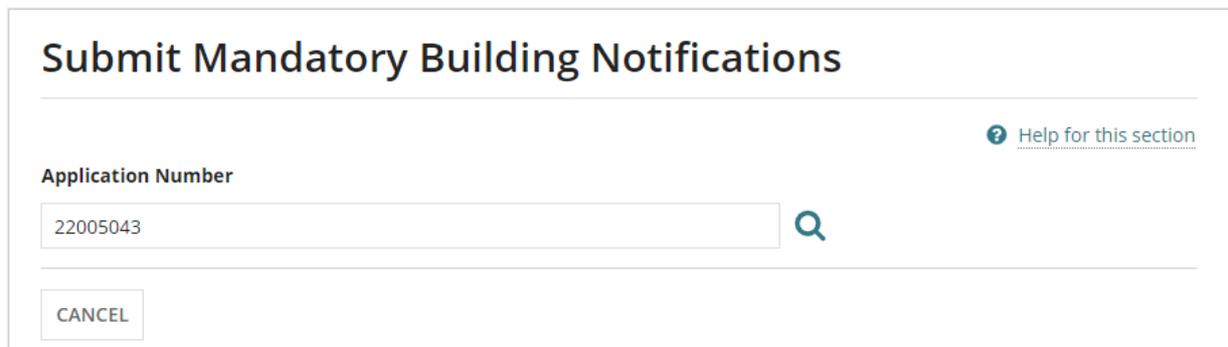
The screenshot shows the PlanSA logo at the top left. Below it is the title "Statement of Compliance" followed by the subtitle "Planning, Development and Infrastructure Act 2016". The text explains that this form is used for issuing a statement of compliance under regulation 104(3) of the Planning, Development and Infrastructure (General) Regulations 2017. It then states that the statement is provided for the building or building work described below. Two text boxes are present: the first contains "Address or location of building: 1 KING WILLIAM ST ADELAIDE SA 5000" and the second contains "Description of building work: Test".

1. Log in to the DAP following the instructions [Log in to your online account from PlanSA.](#)
2. Click on **Submit mandatory building notification.**



The screenshot shows the "Your applications" dashboard. At the top, there is a search bar with the word "Search" inside, and links for "Advanced Search" and "Help". Below the search bar is a large banner image of a construction site with a red triangle overlaid. Underneath the banner are four red buttons: "Start a new application", "Access an application submitted by someone else", "Submit mandatory building notification" (which is circled in yellow), and "Submit building rectification notification". Below these buttons are several filter tabs: "FOR YOUR ACTION (364)", "UNDER ASSESSMENT (3106)", "DRAFT (26)", "LAND DIVISION CERTIFICATES (29)", "CERTIFICATE OF OCCUPANCY (54)", and "FINALISED (510)". A "Help for this section" link is located at the bottom right.

3. Type the **ID** number of the application and then click on  search.



The screenshot shows the "Submit Mandatory Building Notifications" form. At the top right, there is a "Help for this section" link. Below the title, there is a label "Application Number" followed by a text input field containing the number "22005043" and a magnifying glass icon to its right. At the bottom left, there is a "CANCEL" button.

4. Click on **Completion of Building Work**.
5. Click on **Next** to submit the building notification.

Pending notifications

Building Consent
dwelling
 Completion of Building work
 Completion of Statement of Compliance and other documents required to be provided at the completion of building work
[Upload further documentation](#)

▼ **Already notified**

Building Consent
dwelling

Commencement of Building work	17 Nov 2022
Commencement of Foundations - stop work	23 Nov 2022
Completion of Framing	1 Mar 2023

[STATEMENT OF COMPLIANCE FORM](#)
NEXT

The **Notification – Completion of Building Work** page shows with a prompt message to upload the Statement of Compliance.

Submit Mandatory Building Notifications: 22005043

[Back](#)

Application Number	Development Location(s)	Building or building work	Notification
22005043	LOT 52 OLD NARACOORTE RD ROBE SA 5276	dwelling	Completion of Building work

i A Statement of Compliance is required to be uploaded. You can also upload other documents required to be provided at the completion of building work.

6. Enter the **Date of Activity** or select from the calendar.
7. Provide **comments** to the council building/inspections officer (as required).

Builder details ▼

Date of Activity*

03/03/2023

The Notification Date will be the date you submit this notification. The Activity Date should be the date you will commence or complete the specified activity, depending on the notification request. For example, if the notification reads, one business days notice of the commencement of a concrete pour, the activity date provided should be the date of the pour.

Comments

Write a comment as required

27/5000

Existing Building Contractor or Building Owner Contact

8. Leave the 'Licensed Building Work Contractor' as the default selection or change to 'Building Owner'.
9. Click on **Builder / Building Owner** drop-down menu to select your name.

Who is providing this notification?*

- Licensed Building Work Contractor
 Building Owner

Builder *

Big-Biggest Builders (Builder) ▼

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

[+ Add from your application contacts](#)

Builder's Name	Builder's Address	Builder's Phone Number	Builder's Licence Number	Builder's Email
Big-Biggest Builders	83 PIRIE STREET, ADELAIDE SA 5000	1300 100 000	BLD 12356	test@builder.com

If your name or business name is not available from the **Builder / Building Owner** drop-down menu, then you must complete the [Add a new contact](#) instructions.

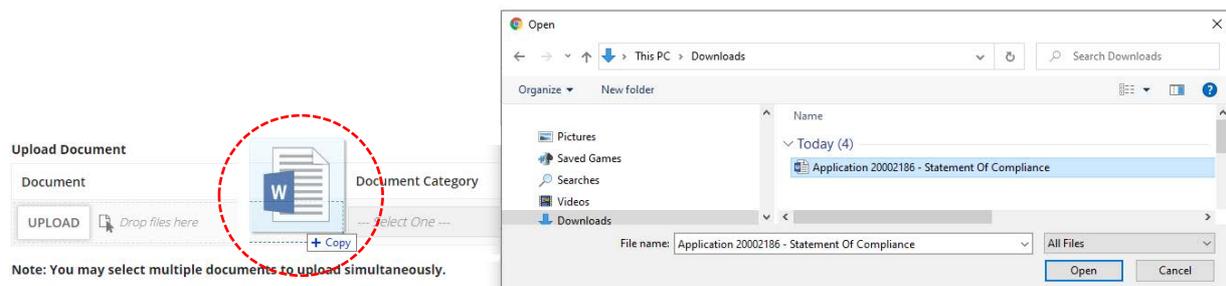
Statement of Compliance

When the Statement of Compliance (SoC) is already uploaded the **Supporting Documents** is shown with the SoC document(s).

Document	Type	Date Created
* Application 22005043 - Statement Of Compliance.docx	Statement of Compliance	3 Mar 2023 10:01

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

10. Click on **Upload** and then drag-and-drop the 'Statement of Compliance form' into the **Drop files here** field.
11. Click on **Cancel** to close the Open window.



12. Categorise the uploaded documents completing the fields as follows:
 - **Document Category** = Occupancy Documents
 - **Document Type** = Statement of Compliance

13. Click on **Submit** to complete the notification.

Upload Document

Document	Document Category	Document type	
 Application 20002186 - Statement Of Com... DOCX - 160.83 KB	Occupancy Documents	Statement of Compliance	
UPLOAD  Drop files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

CANCEL **SUBMIT**

14. Click on **Go to new submission**.

Mandatory Building Notification Submission

The below Building Notification for application (#20002186) has been submitted for Building or Building Work: Building One

- Statement of Compliance or other documents required to be provided at the completion of building work

 Please wait for the statutory time before commencing the actual activity.

GO TO NEW SUBMISSION

Returns to the **Submit Mandatory Building Notifications** screen, where you either submit any pending notifications (if multiple building/building works) or sign out (as applicable).

The building assessor for the Relevant Authority (Council or Building Certifier) will receive an email notification advising the building notification response provided by the builder for the Statement of Compliance or other documents at completion of the building work.

For more information visit
plan.sa.gov.au



Government of South Australia

Department for Trade
and Investment