

Record an inspection outcome

Version 1.6



Government of South Australia

Department for Housing
and Urban Development

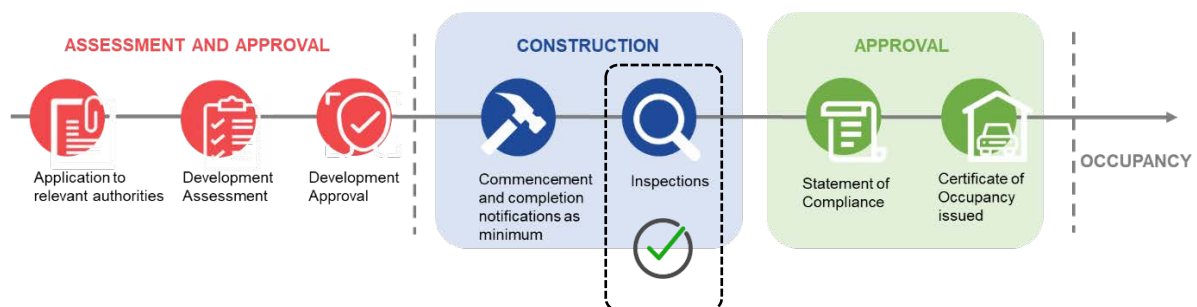
Table of Contents

Background	3
Practice Directions and Regulations.....	3
Inspection Timeframes.....	3
Record an Inspection Outcome	4
Search for the location of the development	4
Method 1: Access through the Inspection ID	5
Method 2: Access through the Record an Inspection Outcome option	6
Method 3: Access through the Application ID.....	7
Update the date of activity of building notification	8
Save a draft of an in-progress inspection	10
Resume the inspection	11
Delete the draft inspection	11
Complete the Inspection Details	12
Record an unsatisfactory Inspection	13
Upload the inspection documentation and/or building rectification required letter ..	15
Record a not inspected inspection	17
View completed inspections	18
Edit Inspection Outcome	19
Change a 'Not inspected' inspection outcome to 'Unsatisfactory and rectification required'.....	19
Edit inspection outcome to remove an uploaded document	23
Edit inspection outcome to flag rectification required for unsatisfactory inspection	25
Perform an inspection of a rectification notification	28
Update rectification inspection	31

Background

Councils must undertake inspections in accordance with approved inspection related Practice Directions under the Act. Once an inspection is undertaken it is a requirement that records of that inspection are accurately recorded within the ePlanning system.

This is critical to ensure that both follow-up inspections take place, as required, and that council records of inspections are maintained.



Practice Directions and Regulations

Refer to the practice directions below for more information in relation to inspection and inspection reporting requirements.

- **Practice Direction 8** Council Swimming Pool Inspections [View](#)
- **Practice Direction 9** Council Inspections [View](#)
- **Planning, Development and Infrastructure (General) Regulations** Schedule 7 [View](#)

Inspection Timeframes

When a council chooses to inspect for 'Completion of building work' or 'Statement of Compliance' notifications or other documents required to be provided at the completion of building work, there are required timeframes for that inspection to occur:

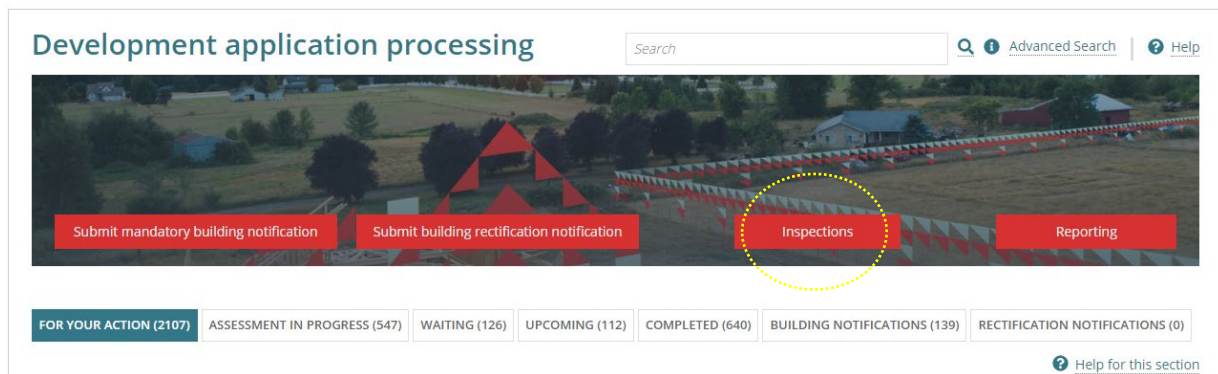
Timeframe	Building Work and Location
2 business days* *Remainder of the day of notification + 2	To undertake a completion inspection ' within ' metropolitan Adelaide includes, Farm Building or Farm sheds and Class 1 or Class 2-9 .
3 business days* *Remainder of the day of notification + 3	To undertake a completion ' outside ' of metropolitan Adelaide , includes, Farm Building or Farm sheds and Class 1 or Class 2-9 .
10 business days* *Remainder of the day of notification + 10	To undertake an inspection of swimming pool safety features .

Record an Inspection Outcome

On submission of a building / building work notification by the applicant or builder, the council determines whether an 'inspection' is required or not. When an inspection is required, the outcomes of the inspection are recorded within the ePlanning system.

Noting, the 'inspections' option is only available to councils, and recording an inspection outcome for Completed Building works is required to issue the Certificate of occupancy (CoO)

1. Click on **Inspections** from the **Assessment** dashboard.



Search for the location of the development

2. Expand the **Search Inspections** to view the filtering options.
3. Type the location details then click **Enter** to search and view inspections that match the entered location.

▼ **Search Inspections**

Application ID Inspection ID Inspection Outcome **king william** Inspection Category Who

> **Draft**

▼ **Pending**

Only one can be selected

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Who

There are three methods of accessing the inspection record to record the inspection outcome.

- [Method 1: Access through the Inspection ID](#)
- [Method 2: Access through the Record an Inspection Outcome option](#)
- [Method 3: Access through the Application ID](#)

Method 1: Access through the Inspection ID

1. Click on the **Inspection ID** to view the details.

> Search Inspections

> Draft

▼ Pending

Only one can be selected

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity
24001440	2199	Dwelling	1A	Completion of completion of building work	7C HECTORVILLE RD HECTORVILLE SA 5073	30-May-2025	03-Jun-2025

2. Click on **Record Inspection** to record the outcome and then refer to [Complete the Inspection Details](#) instructions.

Inspection Details #2199

RECORD INSPECTION

Summary

Related Actions

Application ID

24001440

Building Work

Dwelling

Building Work ID

12613

Building Work Classification

1A

Notification Description

Completion of completion of building work

Notification Date

30 May 2025

Date of Activity

3 Jun 2025 9:30 AM

Status

Inspection Pending

Category

Building Inspection

Decision Comment

Development Location(s)

7C HECTORVILLE RD HECTORVILLE SA 5073

Title Ref:

CT 6215/709

Plan Parcel:

C41361 FL100

Additional Location Information:

Council:

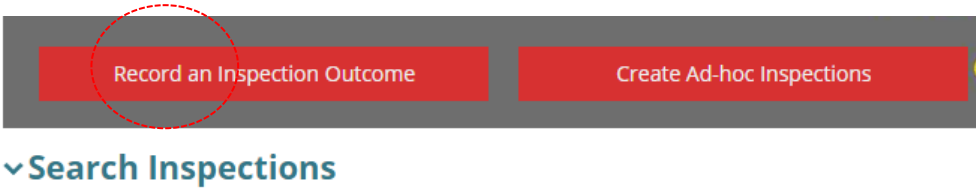
Campbelltown City Council


Who

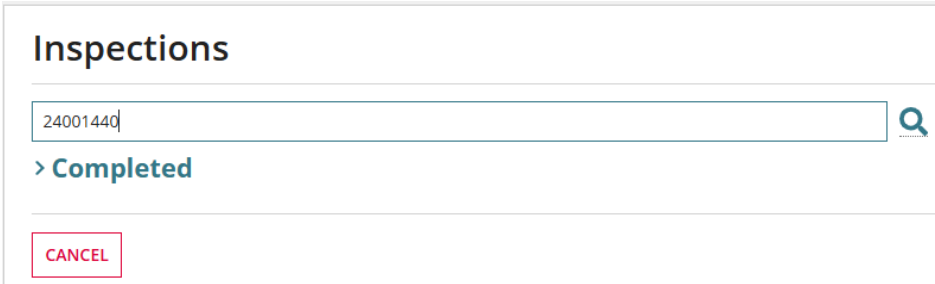
Type to select the user

Method 2: Access through the Record an Inspection Outcome option

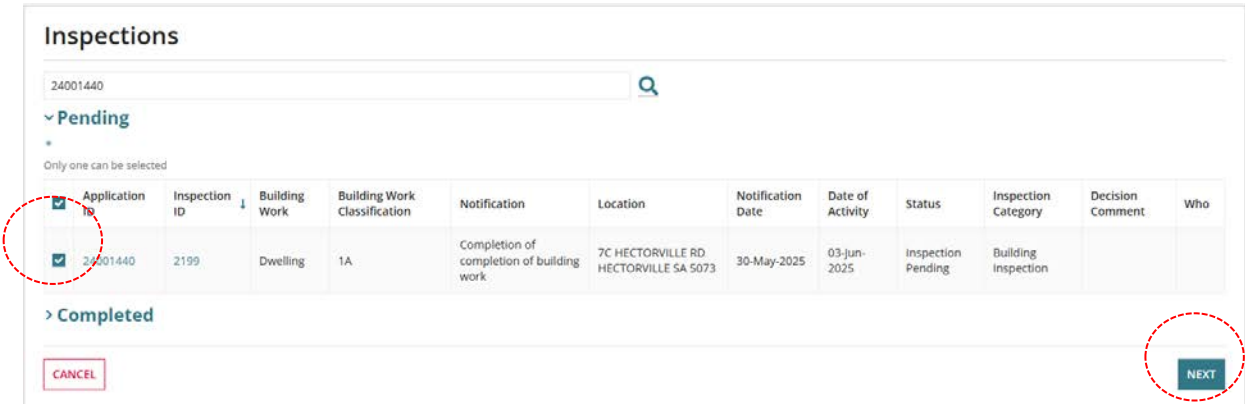
1. Click on **Record an Inspection Outcome**.



2. Type the **application ID** and click the search  icon.



3. Click on the checkbox against the applicable notification, and then **Next** to proceed.




The **Inspection Details** screen shows and then refer [Complete the Inspection Details](#) instructions.

Method 3: Access through the Application ID

1. Click on **Inspection** tab.

SummaryDocumentsEvent HistorySharing accessBuilding NotificationsVariation RequestsCertificate of OccupancyInspectionOperative DatesRelated Actions



This application currently requires 1 action

Record Inspection Outcome

Application Status: Development Approval Granted

Fees Outstanding: No

Development Location(s)

7C HECTORVILLE RD HECTORVILLE SA 5073

2. Click on the **Inspection ID** to record the outcome and refer to [Complete the Inspection Details instructions](#).

Development application - 24001440: 7c Hectorville Rd Hectorville SA 5073

SummaryDocumentsEvent HistorySharing accessBuilding NotificationsVariation RequestsCertificate of OccupancyInspectionOperative DatesRelated Actions

Inspections

> Draft

> Pending

> Completed

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
24001440	2199	Dwelling	1A	Completion of completion of building work	7C HECTORVILLE RD HECTORVILLE SA 5073	30-May-2025	03-Jun-2025	Inspection Pending	Building Inspection		

> Completed

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category
No items available										

> Inspection Documents

Update the date of activity of building notification

The ‘date of activity’ for a submitted building notification can be changed within the inspection record in situations when the licensed building contractor or owner builder has submitted the building notification with an incorrect ‘date of activity’, or the date has changed after submitting the building notification.

An update to the ‘Date of Activity’ will notify the applicant by email or letter when their preferred communication method is ‘post’.

1. Click **Edit** against the Date of Activity.

Inspection Details #2199

SummaryRelated Actions

Application ID	24001440	Development Location(s)	7C HECTORVILLE RD HECTORVILLE SA 5073
Building Work	Dwelling	Title Ref:	CT 6215/709
Building Work ID	12613	Plan Parcel:	C41361 FL100
Building Work Classification	1A	Additional Location Information:	
Notification Description	Completion of completion of building work		
Notification Date	30 May 2025		
Date of Activity	3 Jun 2025 9:30 AM	Edit	
Status	Inspection Pending		
Category	Building Inspection		

2. Type or select from the calendar a new ‘future’ activity date.

Edit Building Notification Response : 24001440

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
3 Jun 2025

New Activity Date *
04/06/2025

CANCEL

SUBMIT

When an activity date is not within the prescribed time frame or in the past a warning message show. This is the same message shown to applicants on submitting the building notification and will not stop you from submitting the change of date.

Edit Building Notification Response : 24001440

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
3 Jun 2025

New Activity Date *
02/06/2025

CANCEL

SUBMIT

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 exption (\$750)

3. **Submit** to save changes.

Edit Building Notification Response : 24001440

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

3 Jun 2025

New Activity Date *

04/06/2025

CANCEL

SUBMIT

The **Inspection Details** screen is shown with the new **Date of activity** with a date and time stamp with who performed the updates. The building notification is also updated with the new date of activity.

Inspection Details #2199

Summary

Related Actions

Application ID

24001440

Building Work

Dwelling

Building Work ID

12613

Building Work Classification

1A

Notification Description

Completion of completion of building work

Notification Date

30 May 2025

Date of Activity

4 Jun 2025 9:30 AM

Last updated by:EPN Nineteen on 30 May 2025 12:24 PM

Status

Inspection Pending

Category

Building Inspection

Development Location(s)

7C HECTORVILLE RD HECTORVILLE SA 5073

Title Ref: CT 6215/709

Plan Parcel: C41361 FL100

Additional Location Information:

Council: Campbelltown City Council

Save a draft of an in-progress inspection

If waiting for further information from a builder or internally before submitting the inspection outcome a 'draft' can be saved and resumed when ready to complete.

1. Click on **SAVE DRAFT**.

> [View team workload](#)

* **Inspection Outcome** Not Inspected

* **Not Inspected Reason** unable to inspect as the builder was not on site

952 characters remaining.

New Inspection Documents

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

Note: You may select multiple documents to upload simultaneously.

CANCEL **SAVE DRAFT** **SUBMIT**

2. Click **YES** to confirm saving a draft of your inspection.

Are you sure you want to Save a Draft of your inspection and return back to the previous screen?

NO **YES**

The **Inspection Details** page shows.

Inspection Details #367

Summary Related Actions

[Go Back](#)

Application ID 22000066	Development Location(s)
Building Work Building Work 2	1 KING WILLIAM ST ADELAIDE SA 5000
Building Work Classification 10A,1A	Title Ref: CT 6144/284 Plan Parcel: F122559 AL2
Notification Description Commencement of Building work	Additional Location Information:
	Council: Adelaide City Council



3. Expand the **Draft** section to view the saved inspections record.

Resume the inspection

- Click on **Resume**.

> Search Inspections

▼ Draft

Application ID	Inspection ID	Location	Created By	Created on		
22000066	367	1 KING WILLIAM ST ADELAIDE SA 5000	e pn.test7@sa.gov.au	31 May 2022	Resume	
22000029	386	1 KING WILLIAM ST ADELAIDE SA 5000	e pn.test7@sa.gov.au	12 May 2022	Resume	


- Continue completing the details and **SUBMIT** or **SAVE DRAFT** to return later.

> View team workload

* Inspection Outcome: Not Inspected

* Not Inspected Reason: unable to inspect as the builder was not on site
952 characters remaining.

New Inspection Documents

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.

Delete the draft inspection

- Click on the  trashcan.

> Search Inspections

▼ Draft

Application ID	Inspection ID	Location	Created By	Created on		
22000002	298	128 GROTE ST ADELAIDE SA 5000	e pn.test9@sa.gov.au	30 Mar 2022	Resume	

- Click on **Confirm** to delete or **Cancel** to keep.

Confirming the deletion will remove the 'draft' inspection from the **Draft** section.

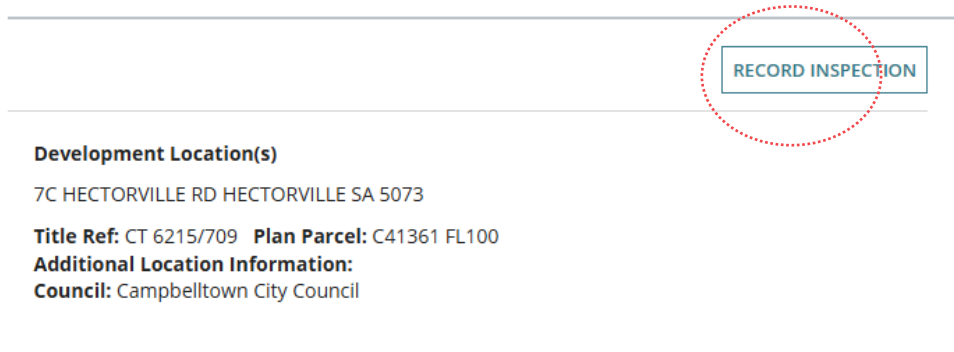
> Search Inspections

▼ Draft

Application ID	Inspection ID	Location	Created By	Created on		
22000002	298	128 GROTE ST ADELAIDE SA 5000	e pn.test9@sa.gov.au	30 Mar 2022	Resume	<div> <input type="button" value="Cancel"/> <input type="button" value="Confirm"/> </div>

Complete the Inspection Details

1. Click **Record Inspection** to begin.



The screenshot shows a web interface for recording an inspection. A button labeled 'RECORD INSPECTION' is circled in red. Below the button, the form contains the following text:

Development Location(s)
7C HECTORVILLE RD HECTORVILLE SA 5073

Title Ref: CT 6215/709 **Plan Parcel:** C41361 FL100

Additional Location Information:
Council: Campbelltown City Council

2. Complete the **Inspection Details** as follows:

- **Inspected By:** Leave the default, or use 'X' to delete and add a new 'inspected by' name.
- **Inspection Outcome** (mandatory): Defaults to 'Not Recorded' one of the following must be chosen.
 - Satisfactory
 - Unsatisfactory
 - Not Inspected
- **Inspection Date** (mandatory): Use the calendar to set the date.
- **Inspection Time:** Use the 24 hour clock to set the time.
- **All non-conformances have been rectified:** Shows only when the inspected the 'completion of building work' notification and is flagged to allow a Certificate of Occupancy (CoO) to be issued.

All non conformance have been rectified ☒ Checking this option will allow a Certificate of Occupancy to be issued

- **Elements Inspected:** Select the inspected element(s).
- **Rectification details for Breaches, issues or faults** (mandatory): Shows when 'rectification required' is flagged and must be completed with details/instructions required to resolve. The text entered will auto-populate in the available *Generate building rectification required letter* template.
- **Notes:** Record as required.

3. Complete [Upload the inspection documentation](#) (as required).

4. **SUBMIT** the inspection outcome.

Record an unsatisfactory Inspection

When the outcome of the inspection is 'unsatisfactory', specify all the breaches, issues or faults and send an inspection letter to the applicant and builder. On submission the applicant and builder will be notified by email of the 'unsatisfactory' outcome and the actions required to resolve the issues.

1. Select 'Unsatisfactory' **inspection outcome** (mandatory).
2. Click on **Rectification Required** to notify the builder/owner builder when rectification of the breach, issue or fault is required.
3. Type or use the calendar to add the **Inspection Date** (mandatory).
4. Use the 24-hour clock to set the **Inspection Time***.
5. Click on the **inspected elements** as required.

Inspected By EPN TestOne

Inspected By EPN TestOne

* Inspection Outcome Unsatisfactory

Rectification Required ☒

* Inspection Date 20/07/2022 11:00

Elements Inspected ☒ Primary structural elements
☐ Structural framing and roof trusses

6. Provide the **rectification details**, may include an instruction to upload photographs, reports, or other forms of evidence.
7. Add inspection Notes as required and any details provided are not visible to the applicant.
8. Click on **Generate building 'rectification' required letter** template link.

* Rectification details for breaches, issues or faults 63/2000

Notes 42/4000

[Generate building 'rectification' required letter](#)

New Inspection Documents

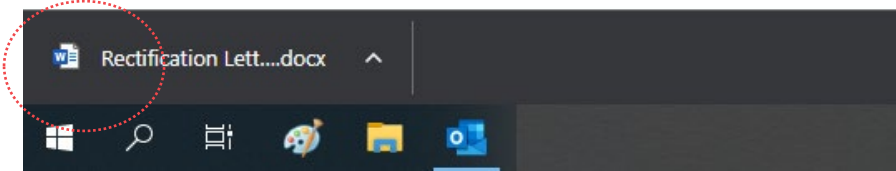
Document	Document Category	Document Type
	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL SAVE DRAFT SUBMIT

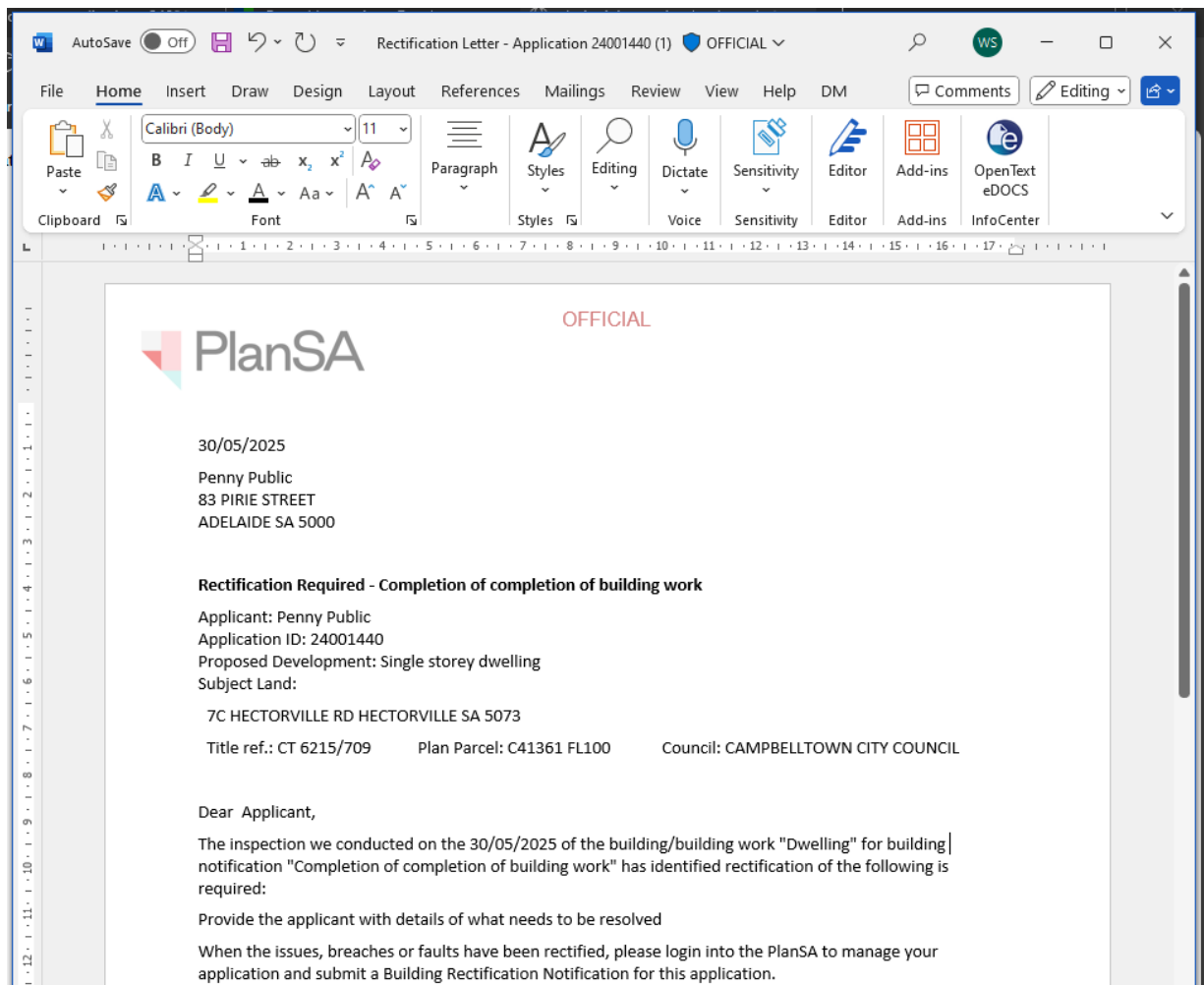
Record an Inspection Outcome

- Click on the **Rectification letter download** located at the bottom of the screen (if the letter has not automatically opened).



The Rectification Required letter template is automatically populated with details you have already provided, plus details from the building notification. Within the example letter template below, the pre-populated information is shown in 'blue' font colour.

- Click **Enable Editing** to make any changes.
- Save the letter locally to a folder on your computer for upload.

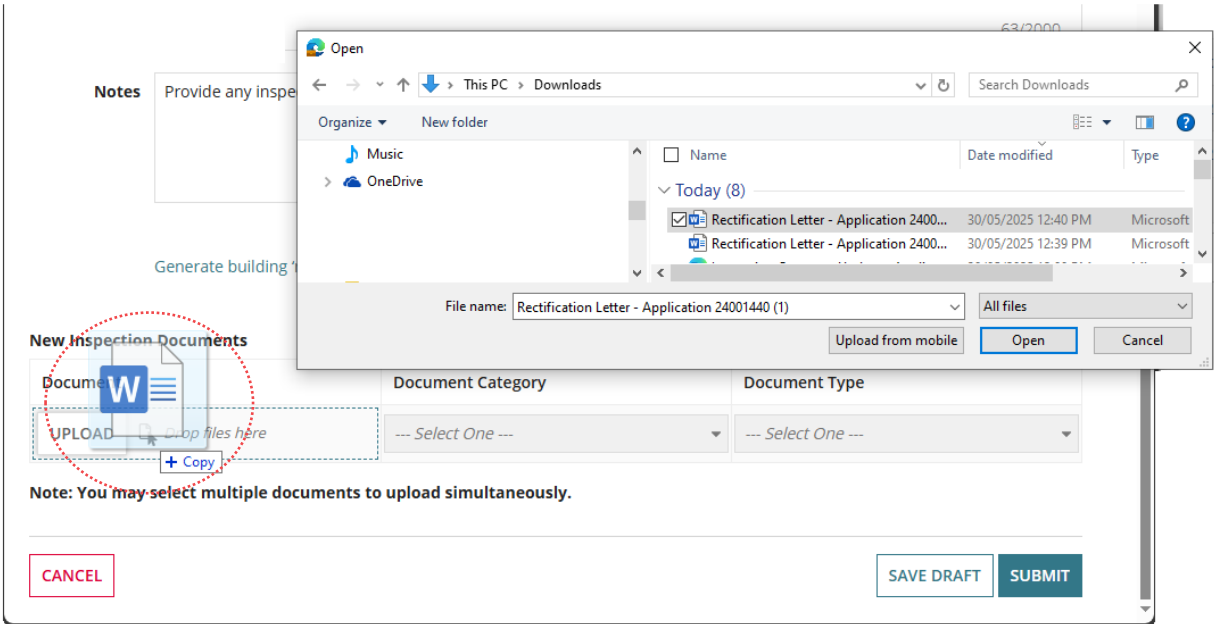


Upload the inspection documentation and/or building rectification required letter

12. Click on **UPLOAD** to locate saved inspection documentation and then drag-and-drop into the Drop files here field.

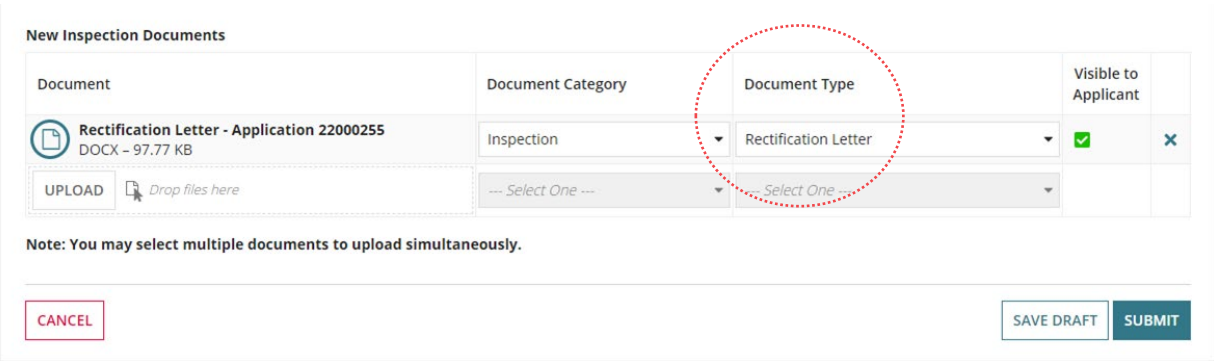
Important! The maximum file size is 70 MB.

13. Repeat until all documents added.



14. Categorise the document(s) selecting ‘inspection’ **category** and ‘inspection document’ or ‘rectification letter’ **type**.

15. Click on **Submit** to save the inspection outcome.



The **Inspection Details** screen will show the inspection outcome details and option to EDIT INSPECTION.

Inspection Details #2199

EDIT INSPECTION

Summary

Related Actions

Application ID

24001440

Building Work

Dwelling

Building Work ID

12613

Building Work Classification

1A

Notification Description

Completion of completion of building work

Notification Date

30 May 2025

Date of Activity

4 Jun 2025 9:30 AM

Status

Inspection Completed

Category

Building Inspection

Development Location(s)

7C HECTORVILLE RD HECTORVILLE SA 5073

Title Ref:

CT 6215/709

Plan Parcel:

C41361 FL100

Additional Location Information:

Council: Campbelltown City Council

Record a not inspected inspection

Recording an inspection was 'not inspected' occurs in cases when the builder was not present during a site visit or council was unable to attend within the legislated timeframe and upon making their visit (after the time-frame) the building/building work had been completed and unable to inspect.

1. Click **Record outcome**.
2. Leave the **Inspected By** field blank or user allocated to inspect.
3. Click on **Inspection Outcome** field drop-down and select 'Not Inspected'.

Status Inspection Pending

Category Building Inspection

> View team workload

* Inspection Outcome Not Inspected

4. Provide a **Not Inspected Reason** (mandatory) e.g. builder not present.
5. As required, **upload a document**.
6. Click **Submit** to complete.


> View team workload

* Inspection Outcome Not Inspected

* Not Inspected Reason unable to inspect as the builder was not on site

952 characters remaining.

New Inspection Documents

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

Note: You may select multiple documents to upload simultaneously.

CANCEL SAVE DRAFT SUBMIT

View completed inspections

On returning to the Inspections screen, the completed ‘inspection’ can be viewed from the **Completed** listing.

1. Expand the **Completed** section to view the completed inspections.
2. Click on the **Inspection ID** to view the details and uploaded documentation.

> Search Inspections

> Draft

> Pending

< Completed

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category	Who
24001440	2199	Dwelling	1A	Completion of completion of building work	7C HECTORVILLE RD HECTORVILLE SA 5073	30-May-2025	04-Jun-2025	30-May-2025	Unsatisfactory	Building Inspection	

The **Inspection Details** are displayed in the same tab.

Inspection Details #2199

EDIT INSPECTION

SummaryRelated Actions

Application ID24001440

Building WorkDwelling

Building Work ID12613

Building Work Classification1A

Notification DescriptionCompletion of completion of building work

Notification Date30 May 2025

Date of Activity4 Jun 2025 9:30 AM

Last updated by EPN Nineteen on 30 May 2025 12:24 PM

StatusInspection Completed

Development Location(s)

7C HECTORVILLE RD HECTORVILLE SA 5073

Title Ref: CT 6215/709 Plan Parcel: C41361 FL100

Additional Location Information:

Council: Campbelltown City Council

3. To view the inspection documentation, click on the document name to download.

Inspection Documents

Document	Document Type	Date Created	Visible to Applicant
* Rectification Letter - Application 24001440 (1).docx	Rectification Letter	30 May 2025 12:44	✓

4. Click on the download to open and view on-screen.

Inspection Details #2199 - Development

dptittraining.appiancloud.com/sui

https://dptittraining

Code Amendments... Outlook Customer - Business PlanSA PowerBI Contin...

Downloads

Rectification Letter - Application 24001440_1.docx

Open file

Document download started. Please check your browser's file download section, which is typic

Edit Inspection Outcome

The ability to edit an inspection outcome is available to all users within the organisation to change the inspection outcome (not inspected, successful or unsuccessful), modify the inspection date, or flag rectification required. Except when the Certificate of Occupancy has been issued for the building/building work, then editing an inspection is not available.

When the original inspection required rectification the original inspection outcome cannot be edited, only the latest inspection outcome (i.e. rectification) can be edited.

On submitting the updates an event record 'Inspection Outcome Updated' is created in the **Event History** tab of the development application with the entered reason for updating and an email sent to applicant, primary contact, builder and the building consent relevant authority.

1. Locate the inspection using one of the following methods.

- [Method 1: Access through the Inspection ID](#)
- [Method 2: Access through the Record an Inspection Outcome option](#)
- [Method 3: Access through the Application ID](#)

Change a 'Not inspected' inspection outcome to 'Unsatisfactory and rectification required'

Edit Date of Activity

Making edits to the Date of Activity is performed from the Inspection Details – Summary page, it is not available when editing the inspection outcome information.

The **Inspection Details** page shows with EDIT INSPECTION available.

2. Click on EDIT INSPECTION.

Inspection Details #3051

SummaryRelated Actions

Application ID

25001834

Building Work

Dwelling 1A

Building Work ID

42649

Building Work Classification

1A

Notification Description

Completion of Footings

Notification Date

29 May 2025

Date of Activity

3 Jun 2025 9:30 AM [Edit](#)

Status

Inspection Completed

Category

Building Inspection

Decision Comment

> View team workload

Inspected By

Inspection Outcome

Not Inspected

Inspection Date and Time

Development Location(s)

21 WOODLEY AV NEWTON SA 5074

Title Ref: CT 5911/465 Plan Parcel: D63569 AL701

Additional Location Information:

Council: Campbelltown City Council

EDIT INSPECTION

The Inspection outcome fields are editable.

Inspection Details #3051

Summary

Related Actions

Inspection Details #3051

Application ID

25001834

Building Work

Dwelling 1A

Building Work ID

42649

Building Work Classification

1A

Notification Description

Completion of Footings

Notification Date

29 May 2025

Date of Activity

3 Jun 2025 9:30 AM

Status

Inspection Completed

Category

Building Inspection

Development Location(s)

21 WOODLEY AV NEWTON SA 5074

Title Ref:

CT 5911/465

Plan Parcel:

D63569 AL701

Additional Location Information:

Council: Campbelltown City Council

> View team workload

* Inspection Outcome

Not Inspected

* Inspection Outcome Edit Reason

* Not Inspected Reason

Unable to get on site within the time frame

0/355

957 characters remaining.

3. Change the inspection outcome ‘Not inspected’ to ‘Unsatisfactory’.

Inspection Details #3051

Application ID

25001834

Building Work

Dwelling 1A

Building Work ID

42649

Building Work Classification

1A

Notification Description

Completion of Footings

Notification Date

29 May 2025

Date of Activity

3 Jun 2025 9:30 AM

Status

Inspection Completed

Category

Building Inspection

Development Location(s)

21 WOODLEY AV NEWTON SA 5074

Title Ref:

CT 5911/465

Plan Parcel:

D63569 AL701

Additional Location Information:

Council: Campbelltown City Council

> View team workload

* Inspection Outcome

Not Inspected

* Inspection Outcome Edit Reason

* Not Inspected Reason

Unable to get on site within the time frame

0/355

957 characters remaining.


4. Indicate if **Rectification Required** or leave un-checked (not mandatory).

Generate building ‘rectification’ required letter

When Rectification Required is un-checked then the letter template is not made available.

Record an Inspection Outcome

5. Record the **inspection Date** and **time** (mandatory).
6. Provide an **inspection outcome edit reason** (mandatory).

* Inspection Outcome	Unsatisfactory ▼	
Rectification Required	<input checked="" type="checkbox"/>	
* Inspection Date	29/05/2025 	02:00
* Inspection Outcome Edit Reason	Able to contact owner and attend the site	

41/355




7. As applicable select the elements inspected (not mandatory).
8. Provide details of the **rectification breaches, issues or faults** (not mandatory). Note, the text entered will appear as entered in the generated '*building rectification required letter*'.
9. Provide any further **Notes** on the inspection, these are only visible internally.

Elements Inspected	<input type="checkbox"/> Primary structural elements <input type="checkbox"/> Structural framing and roof trusses <input type="checkbox"/> Wet areas and waterproofing <input type="checkbox"/> Barriers to prevent falls <input type="checkbox"/> Cladding <input type="checkbox"/> Egress provisions <input type="checkbox"/> Bushfire protection systems <input type="checkbox"/> Passive and active fire safety elements <input type="checkbox"/> Fire rated construction <input type="checkbox"/> Fire safety elements, including, but not limited to, smoke alarms <input type="checkbox"/> Fire protection systems, including, but not limited to, bushfire protection systems <input type="checkbox"/> Private bushfire shelters <input type="checkbox"/> Performance solutions <input type="checkbox"/> Swimming pool safety features
* Rectification details for breaches, issues or faults	Additional works required. <p style="text-align: right;">26/2000</p>
Notes	Write some inspection notes as needed. <p style="text-align: right;">38/4000</p>

10. Click on Generate building 'rectification' required letter to open letter template.
11. Make changes to the letter template as needed and save locally to upload.

12. Upload the **Rectification Letter** to the inspection outcome.

New Inspection Documents

Document	Document Category	Document Type	Type Description	Visible to Applicant	
 Rectification Le... DOCX – 91.6 KB	Inspection	Rectification Letter	Relates to framing	<input checked="" type="checkbox"/>	
<div>UPLOAD  Drop files here</div>	--- Select One ---	--- Select One ---			

Note: You may select multiple documents to upload simultaneously.

CANCEL

SAVE DRAFT

SUBMIT

13. Submit and save inspection outcome changes.

The **Inspection Details** preview shows the revised inspection outcome details.

The Inspection Outcome Edit Reason is not available in the preview.
An event record ‘Inspection Outcome Updated’ is created in the **Event History** tab of the development application with the entered reason for updating.

14. Click on **Application ID** to view the development application or click on DAP Inspections tab to view the inspections dashboard.

Assessments - Development Ap x | DAP Inspections - Development x | Inspection Details #3048 - Deve x

← → ↻ ⚙

ASSESSMENTS | YOUR APPLICATIONS | LD CERTIFICATES | CERTIFICATE OF OCCUPAN... | YOUR ORGANISATION

Inspection Details #3051

Summary

Related Actions

Application ID

25001834

Building Work

Dwelling 1A

Building Work ID ?

42649

Building Work Classification

1A

Notification Description

Completion of Footings

Edit inspection outcome to remove an uploaded document

1. Click on **EDIT INSPECTIONS**.

Inspection Details #2165

EDIT INSPECTION

Summary

Related Inspections

Related Actions

Application ID

25001230

Building Work

test building wrk 1

Building Work ID

13916

Building Work Classification

2

Notification Description

Rectification of Rectification of testing

Notification Date

29 May 2025

Status

Inspection Completed

Category

Rectification

Decision Comment

> View team workload

Inspected By

EPN Nineteen

Inspection Outcome

Satisfactory

Inspection Date and Time

22 May 2025 5:00 AM

Development Location(s)

3 JAMES ST CAMPBELLTOWN SA 5074

Title Ref: CT 6205/983 Plan Parcel: D118036 AL741

Additional Location Information:

Council: Campbelltown City Council

4 JAMES ST CAMPBELLTOWN SA 5074

Title Ref: CT 5808/79 Plan Parcel: F128144 AL10

Additional Location Information:

Council: Campbelltown City Council

1 JAMES ST CAMPBELLTOWN SA 5074

Title Ref: CT 6299/903 Plan Parcel: D112867 AL100

Additional Location Information:

Council: Campbelltown City Council

2. Provide an **inspection outcome edit reason** (mandatory).

> View team workload

Inspected By

EPN Nineteen

Inspected By

EPN Nineteen

* Inspection Outcome

Satisfactory

* Inspection Date


22/05/2025

05:00



* Inspection Outcome Edit Reason

Removing document uploaded in error.

36/355

3. Click on  icon against the document to remove.

Existing Inspection Documents

Document	Document Type	Date Created	Visible to Applicant	
* categoryofplanning.png	Inspection Outcome Report	29 May 2025 13:41		

New Inspection Documents

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.

CANCEL

SAVE DRAFT

SUBMIT

The document is removed from the inspection outcome and as required upload another document.


Will the document also be removed from the application documents store?
No. The document is still available and can be superseded if required.

4. Click SUBMIT to complete.

Existing Inspection Documents

Document	Document Type	Date Created
No items available		

New Inspection Documents

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

Note: You may select multiple documents to upload simultaneously.

CANCEL

SAVE DRAFT

SUBMIT

The **Inspection Details** shows, and the document removed from **Inspection Documents**.

The Inspection Outcome Edit Reason is not available in the preview.
An event record ‘Inspection Outcome Updated’ is created in the **Event History** tab of the development application with the entered reason for updating.

Inspection Details #2165

EDIT INSPECTION

Summary

Related Inspections

Related Actions

Application ID

25001230

Building Work

test building wrk 1

Building Work ID

13916

Building Work Classification

2

Notification Description

Rectification of Rectification of testing

Notification Date

29 May 2025

Status

Inspection Completed

Category

Rectification

Decision Comment

Development Location(s)

3 JAMES ST CAMPBELLTOWN SA 5074

Title Ref:

CT 6205/983

Plan Parcel:

D118036 AL741

Additional Location Information:

Council:

Campbelltown City Council

4 JAMES ST CAMPBELLTOWN SA 5074

Title Ref:

CT 5808/79

Plan Parcel:

F128144 AL10

Additional Location Information:

Council:

Campbelltown City Council

1 JAMES ST CAMPBELLTOWN SA 5074

Inspection Documents

Edit inspection outcome to flag rectification required for unsatisfactory inspection

1. Click on **EDIT INSPECTIONS**.

Inspection Details #2162

EDIT INSPECTION

Summary

Related Actions

Application ID

24001063

Building Work

Single storey dwelling

Building Work ID

11928

Building Work Classification

1A

Notification Description

Commencement of framing

Notification Date

29 May 2025

Date of Activity

1 May 2025 9:30 AM

Status

Inspection Completed

Category

Building Inspection

Decision Comment

> View team workload

Inspected By

Inspection Outcome

Unsatisfactory

Rectification Required

Development Location(s)

34 BUNDEY ST MAGILL SA 5072

Title Ref: CT 5667/436

Plan Parcel: F133919 AL68

Additional Location Information:

Council: Campbelltown City Council

The Inspection Details shows and editable.

2. Click on **Rectification Required**. The link to *Generate building ‘rectification’ required letter* is available.
3. Provide an **inspection outcome edit reason** (mandatory).

Inspected By

Inspected By

Type to select the user

* Inspection Outcome

Unsatisfactory

Rectification Required

☒

* Inspection Date

08/05/2025

01:30

* Inspection Outcome Edit Reason

Missed flagging rectification required.

39/355

Record an Inspection Outcome

4. As applicable select the elements inspected (not mandatory).
5. Provide details of the **rectification breaches, issues or faults** (not mandatory). Note, the text entered will appear as entered in the generated '*building rectification required letter*'.
6. Provide any further **Notes** on the inspection, these are only visible internally.

Elements Inspected

- ☐ Primary structural elements
- ☐ Structural framing and roof trusses
- ☐ Wet areas and waterproofing
- ☐ Barriers to prevent falls
- ☐ Cladding
- ☐ Egress provisions
- ☐ Bushfire protection systems
- ☐ Passive and active fire safety elements
- ☐ Fire rated construction
- ☐ Fire safety elements, including, but not limited to, smoke alarms
- ☐ Fire protection systems, including, but not limited to, bushfire protection systems
- ☐ Private bushfire shelters
- ☐ Performance solutions
- ☐ Swimming pool safety features

*** Rectification details for breaches, issues or faults**

Additional works required.

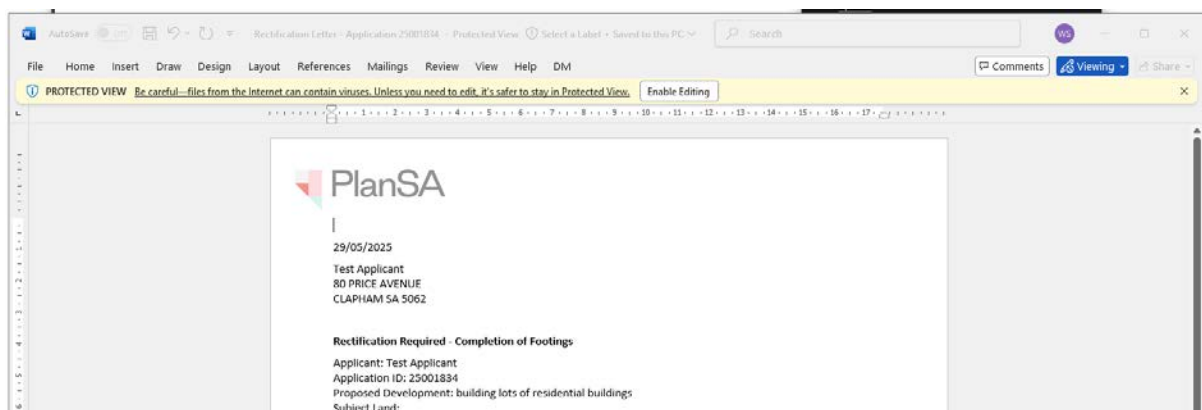
26/2000

Notes

Write some inspection notes as needed.




38/4000

7. Click on Generate building 'rectification' required letter to open letter template.
8. Make changes to the letter template as needed and save locally to upload.



9. Upload the **Rectification Letter** to the inspection outcome.

New Inspection Documents

Document	Document Category	Document Type	Type Description	Visible to Applicant	
 Rectification Le... DOCX – 91.6 KB	Inspection	Rectification Letter	Relates to framing	<input checked="" type="checkbox"/>	
<div>UPLOAD  Drop files here</div>	--- Select One ---	--- Select One ---			

Note: You may select multiple documents to upload simultaneously.

CANCEL

SAVE DRAFT

SUBMIT

10. Submit and save inspection outcome changes.

The **Inspection Details** preview shows the revised inspection outcome details.

The Inspection Outcome Edit Reason is not available in the preview.
An event record ‘Inspection Outcome Updated’ is created in the **Event History** tab of the development application with the entered reason for updating.

Inspection Details #2162

EDIT INSPECTION

Summary

Related Actions

Application ID

24001063

Building Work

Test

Building Work ID

11928

Building Work Classification

1A

Notification Description

Commencement of framing

Notification Date

29 May 2025

Date of Activity

1 May 2025 9:30 AM

Status

Inspection Completed

Category

Building Inspection

Decision Comment

> [View team workload](#)

Inspected By

Inspection Outcome

Unsatisfactory

Rectification Required

☒

Development Location(s)

34 BUNDEY ST MAGILL SA 5072

Title Ref:

CT 5667/436

Plan Parcel:

F133919 AL68

Additional Location Information:

Council: Campbelltown City Council

Perform an inspection of a rectification notification

When the applicant or builder submits the rectification notification the request is available from the **Rectification Notifications** tab within the **Assessments** dashboard.

1. Click on **Rectification Notifications** tab within the **Assessments** dashboard.

FOR YOUR ACTION (145)

ASSESSMENT IN PROGRESS (114)

WAITING (52)

UPCOMING (17)

COMPLETED (234)

BUILDING NOTIFICATIONS (21)

RECTIFICATION NOTIFICATIONS (1)

Rectification Notifications

Application ID	Inspection ID	Location	Building Work	Associated Notification	Rectification Details	Notification Date	To Be Inspected?
23001450	1749	3 CAMPBELL RD PARADISE SA 5075	Building Works for concrete	Completion of Building work	write something here	17 Sept 2024	Record Decision

Recent Decisions

Application ID	Inspection ID	Location	Building Work	Associated Notification	Rectification Details	Inspecting	Decision Comment	Decision Date
25001230	2171	1 JAMES ST CAMPBELLTOWN SA 5074, 3 JAMES ST CAMPBELLTOWN SA 5074, 4 JAMES ST CAMPBELLTOWN SA 5074	test building wrk 1		Resolve issue and provide photographic evidence of fix	Yes		30 May 2025
23001539	2186	43 JAMES ST CAMPBELLTOWN SA 5074	single storey dwelling		testing	Yes		29 May 2025
23001539	2181	43 JAMES ST CAMPBELLTOWN SA 5074	single storey dwelling	Completion of framing	test	No		29 May 2025
25001230	2159	1 JAMES ST CAMPBELLTOWN SA 5074, 3 JAMES ST CAMPBELLTOWN SA 5074, 4 JAMES ST CAMPBELLTOWN SA 5074	test building wrk 1	Commencement of Building work	testing	Yes		29 May 2025
23000908	2155	15 HIGHLAND AV ROSTREVOR SA 5073	test	Commencement of Building work	t	Yes		29 May 2025

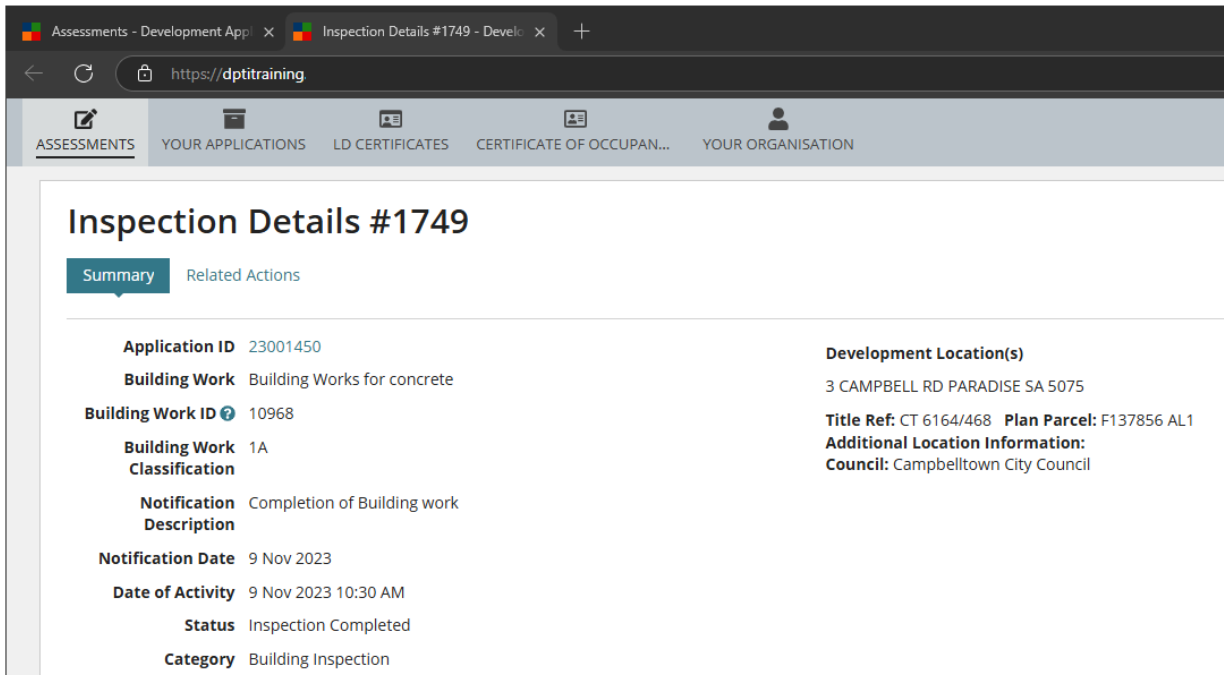
5 items

2. Right-click on the **Inspection ID** and click on **Open link in new tab** to view the inspection details.

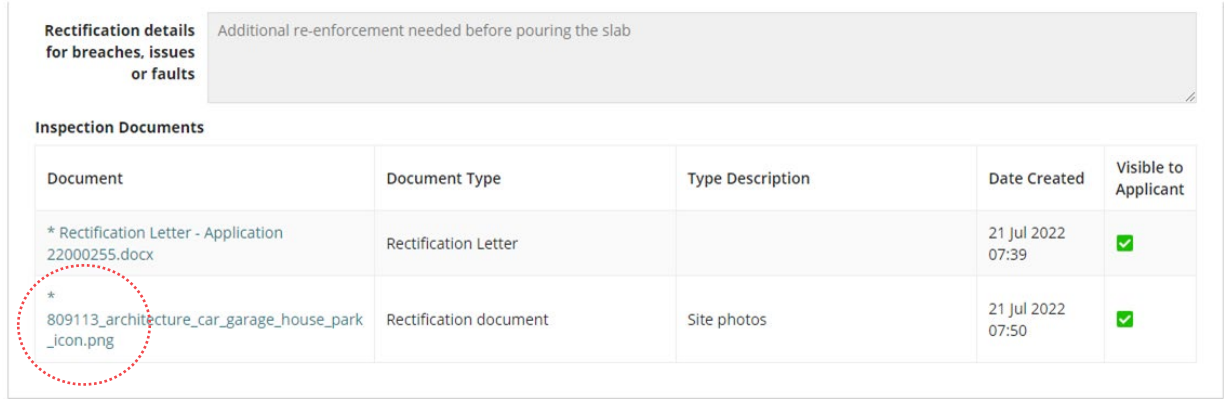
Rectification Notifications

Application ID	Inspection ID	Location	Building Work
23001450	1749	3 CAMPBELL RD PARADISE SA	Building Works for concrete
Recent Decisions			

The **Inspection Details** are shown in a new browser tab.



3. Scroll down the page until the rectification details and inspection documents are visible.
4. Click on the document link to download and view the supporting rectification evidence.



5. Click on the document download to open. This is only required, when the document has not opened automatically.
6. Close the Inspection browser tab and return to the list of Rectification Notifications.



7. Click on **Record a decision**.

COMPLETED (234)

BUILDING NOTIFICATIONS (21)

RECTIFICATION NOTIFICATIONS (1)

	Associated Notification	Rectification Details	Notification Date	To Be Inspected?
	Completion of Building work	write something here	17 Sept 2024	Record Decision

The **Record ‘to be inspected’ decision and comments** window opens (see below image) with option to record Yes or No to inspect and provide a decision comment.

8. Click on Yes or No to inspect.
9. Provide a **decision comment** (as applicable).
10. Click **SUBMIT** to complete.

Record ‘to be inspected’ decision and comments

Application ID

23001450

To be inspected


☐ Yes ☒ No

Decision Comment

Evidence is sufficient to not visit the site (example only).60/200

CANCEL

SUBMIT

The **Rectification Notifications** shows with the application displayed in the **Recent Decisions** table. To view a decision comment hover mouse over the  icon.

FOR YOUR ACTION (145)

ASSESSMENT IN PROGRESS (114)

WAITING (52)

UPCOMING (17)

COMPLETED (234)


BUILDING NOTIFICATIONS (21)

RECTIFICATION NOTIFICATIONS (0)

Rectification Notifications

Application ID	Inspection ID	Location	Building Work	Associated Notification	Rectification Details	Notification Date	To Be Inspected?
No items available							

Recent Decisions

Application ID	Inspection ID	Location	Building Work	Associated Notification	Rectification Details	Inspecting	Decision Comment	Decision Date
23001450	1749	3 CAMPBELL RD PARADISE SA 5075	Building Works for concrete	Completion of Building work	write something here	No		30 May 2025

Evidence is sufficient to not visit the site (example only).

Update rectification inspection

In cases where you have had a change of mind, and now want to inspect a rectification notification, the **To be inspected** can be changed from No to Yes (or Yes to No) within the Building Rectification record.

1. Search for the application by the ID number.
2. Remove the **Assigned to me only** flag to show all applications for your organisation (as required).
3. Click on the application **ID** number to view.

Development application processing

22000255



1. results for: "22000255"

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority
22000255	T Automation	76 SOUTH TCE ADELAIDE SA 5000	Regression Test Plan 1 b Building Consent Building New Housing	City of Adelaide

4. Click on the **Building Notifications** tab to view both Building and Building Rectification notifications.

Summary Documents Event History Sharing access **Building Notifications** Certificate of Occupancy Inspection Related Actions

[Help for this section](#)

< Development application 22000255

Building Notifications

STATEMENT OF COMPLIANCE FORM

Click on a notification to see further information, view received documents and edit inspections.

Building Consent Stage 1. Testing the first stage of the building consent – Demolition

Building or building work: Demolition stage

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	Test Automation - 10 Jul 2022 2:26 PM	10 Jul 2022	Yes	
Completion of Building work	EPN TestSeven ACC AO - 12 Jul 2022 5:44 PM	11 Jul 2022	-	
Completion of Statement of Compliance and other documents required to be provided at the completion of building work	Not yet submitted	Not yet submitted	-	

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 8:00 AM	No	

Record an Inspection Outcome

5. Click on the Building Rectification record to view the 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 8:00 AM	No	

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
 Marked as inspection not required by epn.test7@sa.gov.au at 21 Jul 2022 8:00 AM

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

6. Click on **Yes** to be inspected.

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 8:02 AM	Yes	

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
 Marked as inspection required by epn.test7@sa.gov.au at 21 Jul 2022 8:00 AM

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

An inspection record is created and available from both the Inspections tab for the application and the Inspections dashboard.

7. Click on the **Inspections** tab to view the 'pending' inspection.

Summary Documents Event History Sharing access Building Notifications Certificate of Occupancy **Inspection** Related Actions

Inspections

> Draft

v Pending

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
22000255	448	Demolition stage	9A	Rectification of Additional re-enforcement needed before pouring the slab	76 SOUTH TCE ADELAIDE SA 5000	10-Jul-2022	NA	Inspection Pending	Rectification		

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Housing
and Urban Development