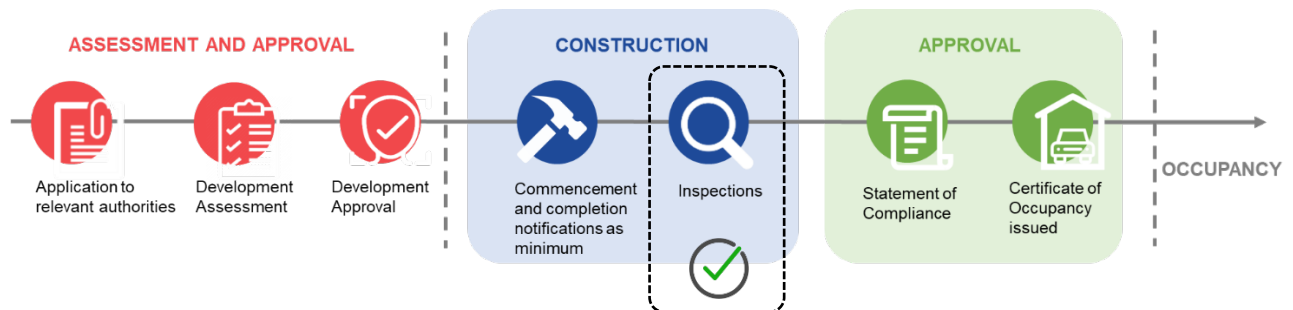


## Background

1

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 building work



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

## Included instructions

- [Update the Date of Activity for a building notification](#)
- [Record building notification to be inspected or not](#)

## Related Instructions

Available from the PlanSA Support Library – [Building Inspections](#) page.

- How to – Record an inspection outcome
- How to – Create an adhoc inspection
- How to – Record an adhoc inspection outcome

## Receive a building notification

When a building notification has been submitted the organisations group mailbox or the 'allocated assessor's' inbox will receive an email advising a building notification submitted.


1. Click on the **Building Notifications** tab.

Development application processing Search

This is the **TRAINING**

Submit mandatory building notification Submit mandatory Re-Inspection notification

FOR YOUR ACTION (18) ASSESSMENT IN PROGRESS (33) WAITING (13) UPCOMING (1) COMPLETED (18) **BUILDING NOTIFICATIONS (2)**

2. When the **Comment** icon is shaded  this indicates the builder provided a comment. Hover the mouse over the icon to view the details on-screen.

FOR YOUR ACTION (18) ASSESSMENT IN PROGRESS (33) WAITING (13) UPCOMING (1) COMPLETED (18) **BUILDING NOTIFICATIONS (2)** RE-INSPECTION NOTIFICATIONS (0) [Help for this section](#)

### Building Notifications

ID	Owner	Location	Building/Building Work	Notification	Activity Date	Comment	To be Inspected?
21000891	T UserOne	40 VICTORIA ST MILE END SA 5031	Single storey detached dwelling	Commencement of Footings	18 Mar 2021		<a href="#">Yes</a> <a href="#">No</a>
21000891	T UserOne	40 VICTORIA ST MILE END SA 5031	Single storey detached dwelling	Commencement of structural	18 Mar 2021		<a href="#">Yes</a> <a href="#">No</a>

## Update the Date of Activity for a building notification

The 'date of activity' for a submitted building notification can be changed 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 on the ID of the application to view the development application details.

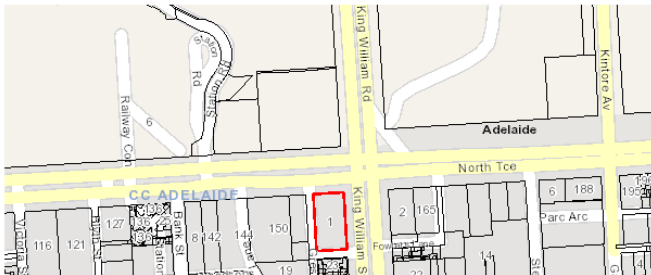
FOR YOUR ACTION (600) ASSESSMENT IN PROGRESS (718) WAITING (134) UPCOMING (212) COMPLETED (928) **BUILDING NOTIFICATIONS (41)** RE-INSPECTION NOTIFICATIONS (0)

### Building Notifications

ID	Owner	Location	Building/Building Work	Notification	Activity Date
22000052	T Automation	118-120 KING WILLIAM ST ADELAIDE SA 5000	Classification 9	Statement of Compliance and other documents required to be provided at the completion of building...	18 Feb 2022
22000053	T Test	1 KING WILLIAM ST ADELAIDE SA 5000	Test	Commencement of building work	1 Feb 2022

2. Click on **Building Notifications** to view the Building or Building Work notifications.

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



**Development Location(s)**  
1 KING WILLIAM ST ADELAIDE SA 5000

**Title Ref:** CT 6144/284 **Plan Parcel:** F122559 AL2  
**Additional Location Information:**  
**Council:** Adelaide City Council

**Nature of development**  
Regression building consent

2. Click on the applicable building notification to show the details.

### Building Notifications

STATEMENT OF COMPLIANCE FORM

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

### Building Consent

Building or building work: Test

Notification	Submitter	Activity Date	To Be Inspected?	Actions
Commencement of Building work	Grant Johnsen - 25 Feb 2022 6:22 PM	1 Feb 2022	-	


# How to... Action a Building Notification



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

4

## Building Notification Details


<b>Submission date/time</b> 25 Feb 2022 6:22 PM	<b>Building owner's name</b>
<b>Notification</b> Commencement of Building work	<b>Builder's licence number</b> 5456456456
<b>Date of activity</b> 1 Feb 2022 10:30 AM 	<b>Building owner's address</b> 1 king street
<b>Who provided this notification?</b>	<b>Building owner's phone</b> 34234234
<b>Comments</b>	
<b>To be inspected?</b> <input type="radio"/> Yes <input type="radio"/> No	

4. Type or select from the calendar the new activity date.

5. **Submit** to save changes.

### Edit Building Notification Response : 22000053

**i** 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.

<b>Current Activity Date</b> 1 Feb 2022	<b>New Activity Date*</b> 04/02/2022 
--	---

The building notifications shows the new activity date.

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

< Development application 22000053 [Help for this section](#)

### Building Notifications

STATEMENT OF COMPLIANCE FORM

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

### Building Consent

Building or building work: Test

Notification	Submitter	Activity Date	To Be Inspected?	Actions
Commencement of Building work	Grant Johnsen - 25 Feb 2022 6:22 PM	4 Feb 2022	-	

## Record building notification to be inspected or not

There are two (2) options to indicate if an inspection is required or not. When 'Yes' chosen an 'inspection' record is automatically created and available from the **Inspections** feature.

### Option 1: Action from the Building Notification Record

On making the decision to inspect or not, the building notification record is no longer displayed within the Building Notifications table. To view the building notification, refer to Option 2 for instructions.

1. Choose **Yes** or **No** to inspect (as shown below).
2. The building notification changes to 'bold' text.

COMPLETED (18) **BUILDING NOTIFICATIONS (2)** RE-INSPECTION NOTIFICATIONS (0)

[? Help for this section](#)

Notification	Date of Activity ↓	Comment	To Be Inspected?
<b>Commencement of building work</b>	24 Jun 2022		<b>Yes</b> <b>No</b>

3. Scroll down the page until the **Decision Comment** is visible, and then type a comment detailing why the notification was not inspected or inspected (as required).

The decision comment can be viewed from the **Building Notification** or the **Inspections** dashboard for 'pending' inspections.

4. Click **SUBMIT** to complete the inspection decision.

1 - 10 of 96

Application ID 22000117

To be inspected  No

Decision Comment

Provide a comment why an inspection is not required

51/200

CANCEL SUBMIT

# How to... Action a Building Notification



## Option 2: Action from the Development Application

6

This option will provide you with more details including the builder's information, location details, notification description, any notification comments, and activity date. In addition, follow these instructions to view the **inspection decision comments**.

1. Click on application **ID** to access the building notification within the application.

FOR YOUR ACTION (731) ASSESSMENT IN PROGRESS (1022) WAITING (300)

### 1 results for: "22000117"

Assigned to me only

ID	Owner	Location
22000117	G Johnsen	100 WAYMOUTH ST ADELAIDE SA 5000

2. Click on **Building Notifications** to view the Building or Building Work notifications.

The **Building Notifications** screen is shown with the building or building work notification details, including; who submitted the notification and the date of activity, notifications not yet submitted and to be inspected or not.

3. Click on the **name** of the notification to view the details.

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

[Help for this section](#)

< Development application 22000117

### Building Notifications

STATEMENT OF COMPLIANCE FORM

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

### Building Consent

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	epn twentyone - 22 Jun 2022 2:20 PM	24 Jun 2022	-	
Completion of Building work	<i>Not yet submitted</i>	<i>Not yet submitted</i>	-	
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>	-	

[Submit Mandatory Building Notification](#)

The **Building Notification Details** shown are supplied by the builder / owner builder along with any comments regarding the building activity.

4. Provide a response to the question **To Be Inspected?** selecting **Yes** or **No** to complete the action.
5. Provide an inspection **Decision Comment** detailing why the notification was not inspected or inspected (as required).
6. Click **SAVE**.

## Building Notification Details

**Notification**  
Commencement of Building work

**Date of Activity**  
24 Jun 2022 9:30 AM [Edit](#)

**Who provided this notification?**  
Licensed Building Work Contractor: [Builder Last](#)

**Comments**

**Persons nominated to sign the Statement of Compliance**

**Part A:** [Builder Last](#)

**Part B:** [Grant Johnsen](#)

**To be inspected?**  
 Yes  No

Marked as building inspection not required by epn.test21@sa.gov.au at 22 Jun 2022 2:35 PM

**Decision Comment**

Provide a comment why an inspection is not required

51/200

**SAVE**

# How to... Action a Building Notification



An inspection confirmation displays and the inspection requirement (i.e. Yes or No) recorded against the building notification record.

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

[Help for this section](#)

< Development application 22000117

**Building Notifications** STATEMENT OF COMPLIANCE FORM

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

**Building Consent**

Building or building work: 9A

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	epn twentyone - 22 Jun 2022 2:20 PM	24 Jun 2022	No	
Completion of Building work	<i>Not yet submitted</i>	<i>Not yet submitted</i>		
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>		

[Submit Mandatory Building Notification](#)

## Building Notification Details

**Notification**  
Commencement of Building work

**Date of Activity**  
24 Jun 2022 9:30 AM [Edit](#)

**Who provided this notification?**  
Licensed Building Work Contractor: [Builder Last](#)

**Comments**

**Persons nominated to sign the Statement of Compliance**

**Part A:** [Builder Last](#)

**Part B:** [Grant Johnsen](#)

**To be inspected?**  
 Yes  No

Marked as building inspection not required by epn.test21@sa.gov.au at 22 Jun 2022 3:18 PM

**Decision Comment**  
Provide a comment why an inspection is not required