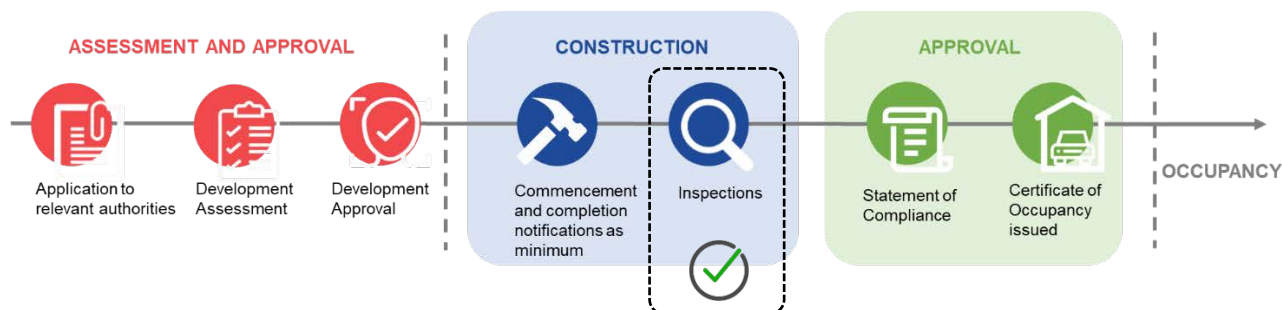


## Background

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

# How to...

## Action a Building Notification



## Receive a building notification

2

When a building notification has been submitted the organisations group mailbox or the building notification group mailbox (if set-up) will receive an email advising a building notification submitted.

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

Development application processing

Submit mandatory building notification Submit building rectification notification Inspections Reporting

FOR YOUR ACTION (121) ASSESSMENT IN PROGRESS (103) WAITING (44) UPCOMING (12) COMPLETED (180) **BUILDING NOTIFICATIONS (11)** RECTIFICATION NOTIFICATIONS (0)

Help for this section

**Building Notifications**

Application ID	Owner	Location	Building/Building Work	Notification	Date of Activity	Comment	To Be Inspected?
----------------	-------	----------	------------------------	--------------	------------------	---------	------------------

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 (121) ASSESSMENT IN PROGRESS (103) WAITING (44) UPCOMING (12) COMPLETED (180) **BUILDING NOTIFICATIONS (11)** RECTIFICATION NOTIFICATIONS (0)

Help for this section

**Building Notifications**

Application ID	Owner	Location	Building/Building Work	Notification	Date of Activity	Comment	To Be Inspected?
23001450	T Automation	3 CAMPBELL RD PARADISE SA 5075	Building Works for house	Commencement of building work	9 Nov 2023		Record Decision

## Update the Date of Activity for a building notification

3

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 (121)

ASSESSMENT IN PROGRESS (103)

WAITING (44)

UPCOMING (12)

COMPLETED (180)

**BUILDING NOTIFICATIONS (11)**

RECTIFICATION NOTIFICATIONS (0)


[Help for this section](#)

**Building Notifications**

Application ID	Owner	Location	Building/Building Work	Notification	Date of Activity	Comment	To Be Inspected?
23001450	T Automation	3 CAMPBELL RD PARADISE SA 5075	Building Works for house	Commencement of building work	9 Nov 2023		Record Decision

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

Summary Documents Event History Sharing access **Building Notifications** Inspection Operative Dates Related Actions



**Application Status:** Development Approval Granted  
**Fees Outstanding:** No  
**Development Location(s)**  
3 CAMPBELL RD PARADISE SA 5075  
**Title Ref:** CT 6164/468 **Plan Parcel:** F137856 AL1  
**Additional Location Information:**  
**Council:** Campbelltown City Council

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

<b>Building Notifications</b>					STATEMENT OF COMPLIANCE FORM
Click on a notification to see further information, view received documents and edit inspections.					
<b>Building Consent</b>					
Building or building work: Building Works for house					
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions	
Commencement of Building work	EPN Nineteen - 9 Nov 2023 1:18 PM	9 Nov 2023	-		
Completion of Building work	EPN Nineteen - 9 Nov 2023 1:19 PM	9 Nov 2023	Yes		

# How to...

## Action a Building Notification



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

4

### Building Notification Details

**Notification**  
Commencement of Building work

**Date of Activity**  
9 Nov 2023 10:30 AM [Edit](#)

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

**Who provided this notification?**  
Licensed Building Work Contractor: [Yes-to-Insurance Builders](#)

**Comments**  
Scenario passed, as it defaults the insurance document and the builder that the document is associated with

**Persons nominated to sign the Statement of Compliance**  
**Part A:** [Yes-to-Insurance Builders](#)  
**Part B:** [Test Automation](#)

**To be inspected?**  
☐ Yes ☐ No

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

5. **Submit** to save changes.

### Edit Building Notification Response : 23001450

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**  
9 Nov 2023

**New Activity Date\***  
13/11/2023

[CANCEL](#) [SUBMIT](#)

The building notifications shows the new activity date.

Building Notifications

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

Building Consent

Building or building work: Building Works for house				
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	EPN Nineteen - 9 Nov 2023 1:18 PM	13 Nov 2023		
Completion of Building work	EPN Nineteen - 9 Nov 2023 1:19 PM	9 Nov 2023	Yes	

## Record building notification to be inspected or not

5

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

1. Click **Record Decision**.

UPCOMING (12) COMPLETED (180) **BUILDING NOTIFICATIONS (11)** RECTIFICATION NOTIFICATIONS (0)

[Help for this section](#)

Building/Building Work	Notification	Date of Activity	Comment	To Be Inspected?
Building Works for house	Commencement of building work	9 Nov 2023		<b>Record Decision</b>

The Record 'to be inspected' decision and comments' window shows.

2. Click **Yes** or **No** to be inspected.
3. Make a **Decision Comment** detailing reason 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.

### Record 'to be inspected' decision and comments

Application ID

23001450

To be inspected

☒ Yes ☐ No

Decision Comment

Write a comment as required.

28/200

CANCEL

SUBMIT

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



Option 2: Action from the Development Application

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 (121)

ASSESSMENT IN PROGRESS (103)

WAITING (44)

Building Notifications

Application ID	Owner	Location
23001450	U One	3 CAMPBELL RD PARADISE SA 5075

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

The **Building Notifications** are shown with the building or building work notification details.

3. Click on the **name** of the notification to view 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: Building Works for house

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	EPN Nineteen - 9 Nov 2023 1:18 PM	9 Nov 2023	-	
Completion of Building work	EPN Nineteen - 9 Nov 2023 1:19 PM	9 Nov 2023	Yes	

The **Building Notification Details** shown.

Building Notification Details

Notification

Commencement of Building work

Date of Activity

13 Nov 2023 10:30 AM [Edit](#)

Last updated by EPN Nineteen on 16 Sept 2024 1:30 PM

The **Activity date** is the date you will commence or complete the building/building work, as specified in the building notification.

For example, if the notification reads, completion of steelwork prior to pour, the activity date is the date the steelwork will be completed and ready for inspection.

Who provided this notification?

Licensed Building Work Contractor: [Yes-to-Insurance Builders](#)

Comments

Scenario passed, as it defaults the insurance document and the builder that the document is associated with

Persons nominated to sign the Statement of Compliance

Part A: [Yes-to-Insurance Builders](#)

Part B: [Test Automation](#)

To be inspected?

☐ Yes ☐ No



How to...  
Action a Building Notification



- 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**  
13 Nov 2023 10:30 AM [Edit](#)  
Last updated by EPN Nineteen on 16 Sept 2024 1:30 PM

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

**Who provided this notification?**  
Licensed Building Work Contractor: [Yes-to-Insurance Builders](#)

**Comments**  
Scenario passed, as it defaults the insurance document and the builder that the document is associated with

**Persons nominated to sign the Statement of Compliance**  
**Part A:** [Yes-to-Insurance Builders](#)  
**Part B:** [Test Automation](#)

**To be inspected?**  
☒ Yes ☐ No  
Marked as building inspection required by at

**Decision Comment**  
Provide a comment as required.  
30/200

**SAVE**

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

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: Building Works for house				
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	EPN Nineteen - 9 Nov 2023 1:18 PM	13 Nov 2023	Yes	
Completion of Building work	EPN Nineteen - 9 Nov 2023 1:19 PM	9 Nov 2023	Yes	

