



Planning and Building Application Online Submission

User Guide

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General Information about Online Submissions

Planning and Building applications can now be submitted online through the City's website. Please familiarise yourself with this user guide prior to lodging an application.

Required Planning and Building Application Information

Prior to submitting an application, applicants should download the latest application forms and checklists, this will help ensure that required information is provided at lodgement.

Becoming a Registered User Prior to Lodgement

Please email dau.inbox@cityofperth.wa.gov.au and provide the following information to enable the City to set you up as a registered user.

- A generic email (an admin type email); the reason for this is we only set up a company once and the login details can be used by anyone in your company.
- Postal address confirmation
- Contact Name
- Applicant Name

Once you have registered, an email containing your username and password will be sent to the generic email address provided.

Note:

You can only view applications or submit further information through your user portal if you are the listed applicant.

Application Fees

Application fees can be paid on submission by credit card or if fees exceed \$10,000.00 a 'Cash Invoice' option is available which will generate an invoice with EFT details.

Note:

An application submitted without fees is deemed incomplete and will not be processed until payment is made.

Application File Types

The City only accept application plans in PDF. Plans must be:

- Unlocked, with no security features.
- To scale (1:1000)
- Optimised for minimum file size (max upload size per attachment 80mb)

Note:

The use of words with accents or special characters are not allowed.

Examples of accents: Café, Façade

Special character examples: - ! " % ^ & () { } [] : ; @ ' # < > , ? /

File Sizes

There is an 80-megabyte restriction with a limit of 20 attachments per session. For large applications, with documents and plans exceeding these limits, please contact the application team on 9461 3366 to discuss alternate lodgement methods.

File Naming

Please ensure that documents you attach have the correct file name and are uploaded to the correct attachment box. Please refer example below:

** Denotes that the field is mandatory.*

Plans and Document Attachments

Attach File *

Architectural Plans

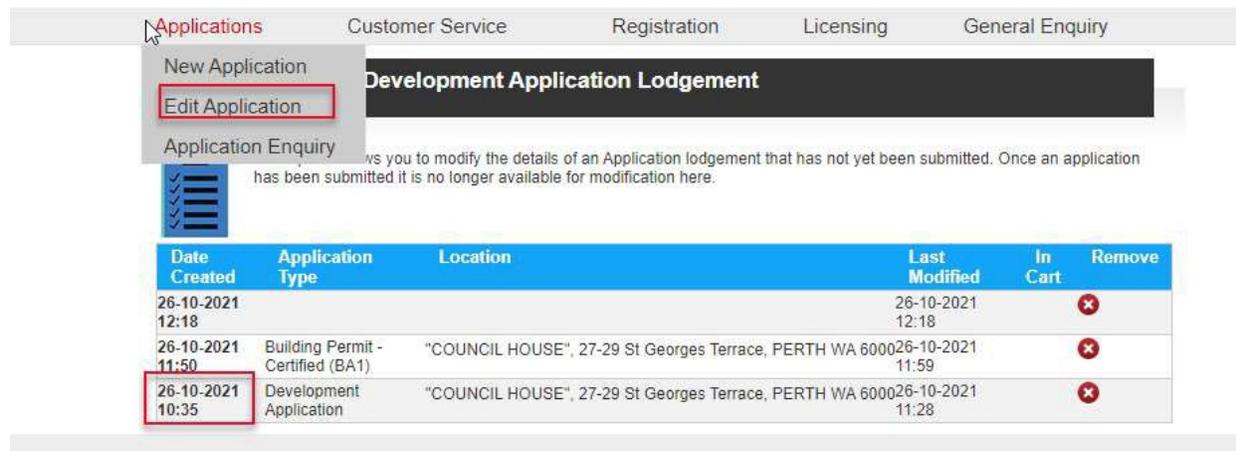
Where there is no file name recorded against the attachment box please type in what the document is e.g.: Fire Engineer Report.

If you exceed the attachment limit, please refer to the 'Step 4- Submitting Additional Information'.

Session Timed Out

The online system will 'time out' after 20 minutes of non-activity. It is recommended you have all attachments ready to load prior commencing the lodgement process. Any application commenced but not submitted will be saved and can be edited once the user has logged back into the system.

If you are a registered user, simply log back in, hover over 'Applications', select 'Edit Application', and click on the relevant application. Your application will continue where it timed out.



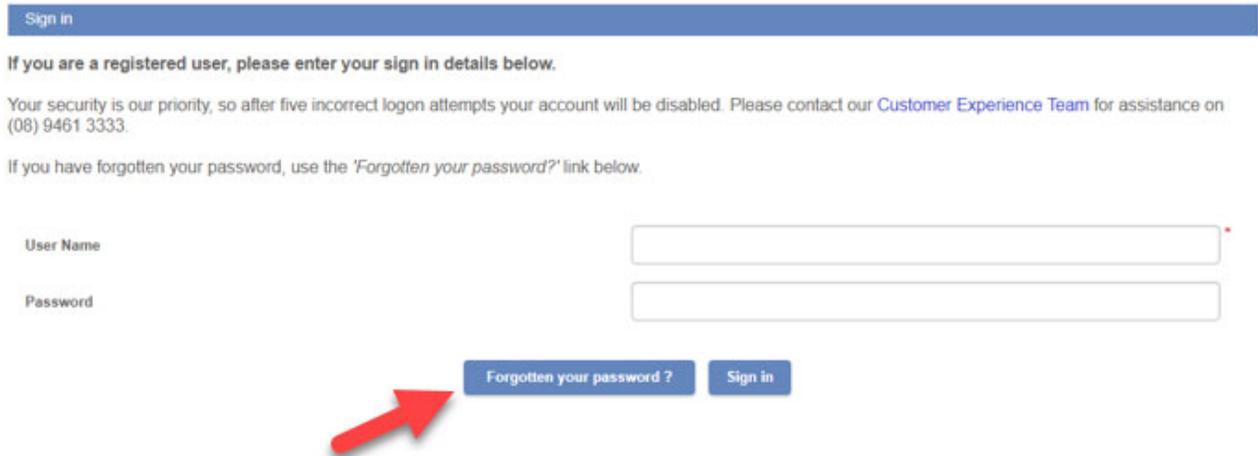
The screenshot shows a navigation menu with 'Applications' highlighted. A dropdown menu is open, showing 'New Application', 'Edit Application' (highlighted with a red box), and 'Application Enquiry'. Below the menu is a table with the following data:

Date Created	Application Type	Location	Last Modified	In Cart	Remove
26-10-2021 12:18			26-10-2021 12:18		✘
26-10-2021 11:50	Building Permit - Certified (BA1)	"COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000	26-10-2021 11:59		✘
26-10-2021 10:35	Development Application	"COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000	26-10-2021 11:28		✘

Note: If your application is not listed, it means it has not been saved.

Forgot your Password?

If you forget your password, click 'forgotten your password'. Please ensure that you have the following information:



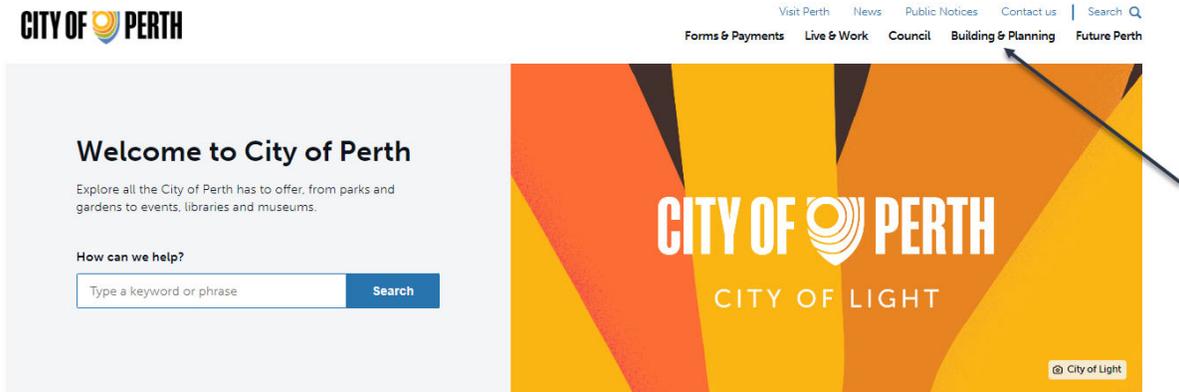
The screenshot shows a sign-in interface. At the top, there is a blue header bar with the text "Sign in". Below this, a message reads: "If you are a registered user, please enter your sign in details below." A security notice follows: "Your security is our priority, so after five incorrect logon attempts your account will be disabled. Please contact our [Customer Experience Team](#) for assistance on (08) 9461 3333." Below the notice, it says: "If you have forgotten your password, use the 'Forgotten your password?' link below." The form contains two input fields: "User Name" and "Password". At the bottom of the form, there are two buttons: "Forgotten your password ?" and "Sign in". A red arrow points to the "Forgotten your password ?" button.

If you do not have the information please contact the Applications Team via email dau.inbox@cityofperth.wa.gov.au and an officer will provide the details.

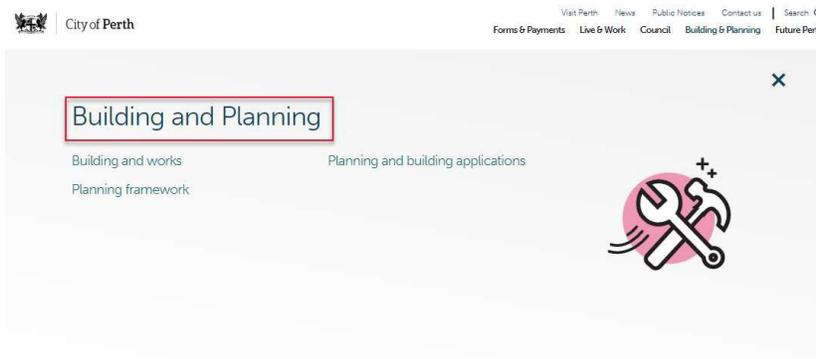
Assistance

If you have any difficulties lodging a building or planning application, please contact the ApplicationsTeam via email: dau.inbox@cityofperth.wa.gov.au or phone 08 9461 3366.

Step 1 – Locating Applications Online



Click on 'Building and Planning'



Click on 'e-Lodgement'



You must read the 'Agreement' section, then select 'By clicking here you agree to the terms and conditions and can now start submission' to proceed to e-lodgement.

Agreement

I agree that I will comply with the requirements under the relevant legislation and City policies to provide complete and correct forms, information and plans for the City to assess an application. If insufficient or incorrect information is submitted, I acknowledge that the application will not be lodged or further processed until all required documents and fees have been received, to the satisfaction of the City, in accordance with relevant legislation.

I have read all fields of the electronic form carefully and have consulted the application guide.

I, the applicant have obtained permission from the author and/or relevant right holders to reproduce, publish and distribute all documents and plans submitted for the purpose of my application.

I fully indemnify the City for any alleged breach of copyright relating to the documents submitted as a result of them being reproduced/published/distributed by the City in processing my application.

The email address that I have provided in submitting this application is the email address to which I will accept any notification or communication from the Council.

Upon submission of an application a registered user login will be provided to me. I agree that any additional information that is required to be submitted to the City e.g. further technical information, amended plans or other drawings, will need to be submitted to the City via this portal using my registered user login.

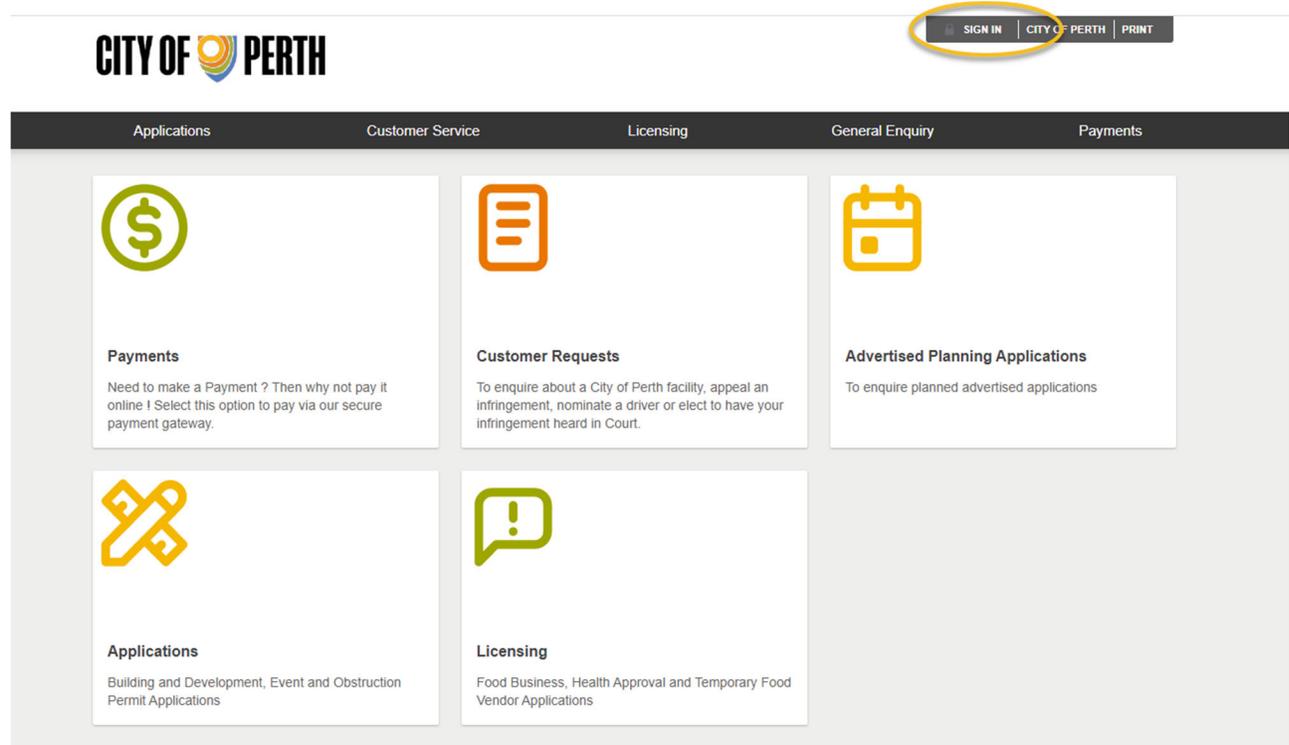
Please note the following:

- An application submitted to the City is not considered to be lodged until all information is checked and is confirmed that is complete and correct.
- Please be aware that additional fees may be incurred once your application is processed e.g. estimated value of works submit is incorrect, works bond.

[By clicking here you agree to the terms and conditions and can now start submission. >](#)

Step 2- Login as a Registered User

Click 'Sign in'



Using your username and password 'sign in'

Sign in

If you are a registered user, please enter your sign in details below.

Your security is our priority, so after five incorrect logon attempts your account will be disabled. Please contact our [Customer Experience Team](#) for assistance on (08) 9461 3333.

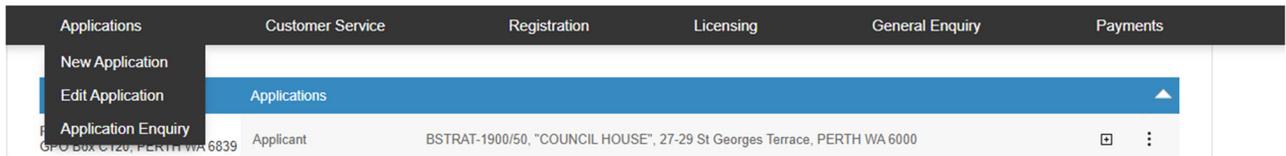
If you have forgotten your password, use the '[Forgotten your password?](#)' link below.

User Name

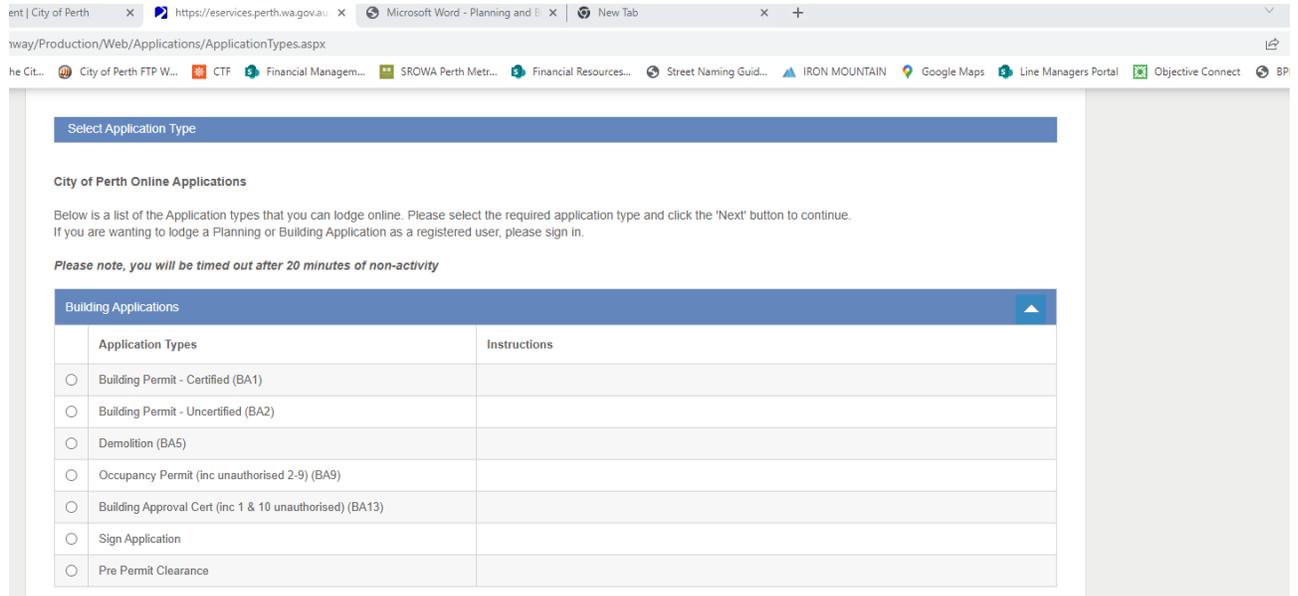
Password

[Forgotten your password ?](#) [Sign in](#)

Select Applications



Select the application type and click 'next'



Planning Applications	
Application Types	Instructions
<input type="radio"/> Development Application / Amendment	
<input type="radio"/> Development Assessment Panel	
<input type="radio"/> Section 40	
<input type="radio"/> Built Strata Plan	
<input type="radio"/> Written Planning Advice	
<input type="radio"/> Transfer Plot Ratio - Donor	
<input type="radio"/> Development Approval Exemption Advice	

Enter property details and then press 'search'

Please search for and select your property address relating to this request

Our system will assist you to locate a property in the City of Perth.

If your property is not within the City of Perth boundaries, it will not be recognised by the system. Please check [City of Perth map](#) to identify your address from our property system.

To search for a property:

- To search for a park, reserve or landmark, click on the tickbox below
- don't include the suffix (ie use 6, not 6a)
- only include the name of the street (William not William Street)
- If you live in an apartment block with over 100 apartments, please state the apartment number.

Address Search

Search for locations using Address details:

Use this option if you wish to search for a property. Please enter the address details, then click on the search button to invoke the search.
If you wish to search for a park, reserve, building name or landmark, please click on the tickbox below to expand your search

Click here to specify unit/level numbers or to search by park, reserve, landmark or building name

Street Number

Street Name

Street Type

Suburb

Previous

Search

Select the Property and click 'next'

Please search for and select your property address relating to this request

Our system will assist you to locate a property in the City of Perth.

If your property is not within the City of Perth boundaries, it will not be recognised by the system. Please check [City of Perth map](#) to identify your address from our property system.

To search for a property:

- To search for a park, reserve or landmark, click on the tickbox below
- don't include the suffix (ie use 6, not 6a)
- only include the name of the street (William not William Street)
- If you live in an apartment block with over 100 apartments, please state the apartment number.

Number of Properties Found: 6

		Address
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000
<input type="checkbox"/>	<input type="checkbox"/>	"COUNCIL HOUSE COP OFFICES", 27-29 St Georges Terrace, PERTH WA 6000
<input type="checkbox"/>	<input type="checkbox"/>	"COUNCIL HOUSE CARPARK", 27-29 St Georges Terrace, PERTH WA 6000
<input type="checkbox"/>	<input type="checkbox"/>	"COUNCIL HOUSE FLOOR 2", 27-29 St Georges Terrace, PERTH WA 6000
<input type="checkbox"/>	<input type="checkbox"/>	"COUNCIL HOUSE FLOOR 3", 27-29 St Georges Terrace, PERTH WA 6000
<input type="checkbox"/>	<input type="checkbox"/>	"COUNCIL HOUSE GARDENS", 27-29 St Georges Terrace, PERTH WA 6000

Add More Properties

Next

Select appropriate applicant and click “Next” to commence lodgement

Contacts applicable to this lodgement

Registered Customers, please click [here](#) to sign in.

Don't have a sign in? Complete contact details by clicking "Add Name +" to all applicable categories below.

Please note: If you wish to receive a receipt of your transaction, please ensure you enter a valid email address when completing the "Add Name +" details.

Click **NEXT** to continue to the next stage

Contacts	Names	Link/s
Applicant *	City of Perth	 

Previous

Next

Step 3- Submitting your Application

Complete requested fields and add attachments, ensuring you attach documents against the correct file name (i.e. MRS Form 1 document is placed with file name 'Metropolitan Region Scheme Form 1') and then click 'next'.

Select the application type, click next

For Planning Applications:

The screenshot displays a web form for submitting an application. It is divided into two main sections: 'Application Details' and 'Application Type'.

Application Details:

- Description of proposed works:** A text area containing 'Large format digital sign'.
- Estimated Value of Work:** A text field containing '555555'.
- Related Applications:** An empty text area.
- Attach File:** A file upload field with 'Choose File' and 'Development Approval Form.pdf'. Below it, the text 'Development Approval Form' is displayed.
- Attach File:** A file upload field with 'Choose File' and 'MRS 1.pdf'. Below it, the text 'Metropolitan Region Scheme Form 1' is displayed.
- Attach File:** A file upload field with 'Choose File' and 'Certificate of Title.pdf'. Below it, the text 'Current Certificate of Title for every Lot' is displayed.
- Attach File:** A file upload field with 'Choose File' and 'LAND OWNER'S WRITTEN LEGAL ...ORISATION FORM - BUILDING.pdf'. Below it, the text 'Land owner's written legal authorisation' is displayed.

Application Type:

Select one Application Type

- Change of Use Application
- DA Sign Application
- Development Application
- Development WA
- Amended Development Application
- Retrospective Development Application
- Swan River Trust
- Western Australian Planning Commission

At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

Should you have additional documents to attach, please ensure the uploaded document is appropriately labelled

* Denotes that the field is mandatory.

Plans and Document Attachments

Attach File - Statement of Compliance.pdf 

Statement of Planning Compliance

Attach File - Development Plans.pdf 

Development Plans

Attach File No file chosen 

Perspective Plans

Attach File No file chosen 

Construction Management Plan

Attach File No file chosen 

Technical Report - Acoustic

Attach File No file chosen 

Technical Report - Traffic/Transport/Parking

Attach File No file chosen 

Technical Report - Wind

Attach File No file chosen 

Technical Report - Heritage

Attach File No file chosen 

Technical Report - Universal Access

Additional Documents

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen 

No file chosen

If you are unable to attach all files please refer to the Step 4 – Submitting Additional Information

Complete required Planning Data and Materials Used (if applicable to your application type) and click 'next'



* Denotes that the field is mandatory.

Planning Data

Land Use	Please Select
Number of Bedrooms?	<input type="text"/>
Area of Dwellings (sq meters)	<input type="text"/>
Total Floor Area (sq meters)	<input type="text"/>
Number of Levels?	<input type="text"/>
Height of Building (metres)	<input type="text"/>
Spas? How many?	<input type="text"/>
Parking Bays	No
Commercial Bays	<input type="text"/>
Residential Bays	<input type="text"/>
Disabled Bays	<input type="text"/>
Service Bays	<input type="text"/>
Bicycle Bays	<input type="text"/>

Previous

Next



* Denotes that the field is mandatory.

Materials Used

You can multi select the answers to the questions below.
To multi select hold the 'CTRL' button and click the answers required

Ground Level	Bricks Glass - clear or tinted Glass - coloured or backed Grills - Aluminium or Steel Hardwood timber windows High quality grade A formwork cor
Upper Level	Acrylic Render Bonded Aluminium Cladding with Brick or Brick Clad Fibre Cement or GRC Cladding Glass - Clear or Tinted Glass - Coloured or backed
Awnings	Composite sheet cladding Fibre Cement or GRC Cladding Glass Metal Cladding
Roofs	Clay, Concrete or Slate Tiles Drained garden roof systems Drained pavers on concrete flat ro Fibre Cement or GRC Glass Integrated functional systems

Previous

Next

For Building Applications

Complete requested fields and add attachments, ensuring you attach documents against the correct file name (i.e. BA1 document is placed with file name 'Application Form- BA1') and then click 'next'.

* Denotes that the field is mandatory.

Application Details

Description of proposed works *

Estimated Cost (incl GST) *

Related Applications

Attach file * 

Application Form - BA1

Attach file 

Land owner's written legal authorisation

Tick to pay BCITF with this application, or alternatively attach BCITF receipt below if payment has been made directly to BCITF

Attach file 

BCITF Receipt

Select one Building Classification

Building Permit Certified 1 & 10

Building Permit Certified 2 - 9

Should you have additional documents to attach, please ensure the uploaded document is appropriately labelled.

* Denotes that the field is mandatory.

Plans and Document Attachments

Attach File * 

Architectural Plans

Attach File * 

Certificate of Design Compliance - BA3

Attach File 

If you are unable to attach all files please refer to the 'Step 4- Submitting Additional Information'.

Complete required Building Data (if applicable to your application type) and click next.

* Denotes that the field is mandatory.

Building Data

Are there any existing swimming pools or spas associated with this property?

How many Pools?

How many Spas?

Are there any new swimming pools or spas?

How many Pools?

How many Spas?

Floor area to be created m2 for newly constructed *

Is there a performance based alternative solution associated with this application?

Fire Engineered Solution
 Disability Access Solution
 Energy Efficiency Solution
 Bushfire BAL
 Other

If Other please specify

Note:

- If you are not be creating any additional sqm of floor area please put a zero '0' otherwise you will not be able to continue with lodgement.
- If you are unsure of the Building Classifications please refer https://www.abcb.gov.au/sites/default/files/resources/2020//UTNCC_Building_classifications.PDF

For all Applications - Confirm your application

- Check summary details
- If amount is above \$10,000 please choose 'Cash Invoice' if below \$10,000 leave as 'Creditpayment'
- Tick 'I agree' box to accept statement
- Click 'Next'

Confirm Your Application

Below are some of the details of your Application lodgement. Click the Next button to continue once you are sure that all of the application details have been completed correctly.

Application Type	Development Application / Amendment
Properties	"COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000
Lodgement Fee	\$1,842.77
Pay Now With	Cash Invoice

Note: If amount above \$10,000 Choose 'Cash Invoice'

Application Details

Description of proposed works	Large format digital sign
Estimated Value of Work	555555
Attach File	Development Approval Form.pdf
Attach File	MRS 1.pdf
Attach File	Certificate of Title.pdf
Attach File	LAND OWNER_S WRITTEN LEGAL AUTHORISATION FORM - BUILDING.pdf

Plans and Document Attachments

Attach File	Statement of Compliance.pdf
Attach File	Development Plans.pdf

AGREEMENT

I agree that I will comply with the requirements under the relevant legislation and City policies to provide complete and correct forms, information and plans for the City to assess an application. In the event that insufficient or incorrect information is SUBMITTED, I acknowledge that the application will NOT be lodged or further processed until all required documents and fees have been received, to the satisfaction of the City, in accordance with relevant legislation.

I have read all fields of the electronic form carefully and have consulted the application guide.

I, the applicant have obtained permission from the author and/or relevant right holders to reproduce, publish and distribute all documents and plans submitted for the purpose of my application.

I fully indemnify the City for any alleged breach of copyright relating to the documents submitted as a result of them being reproduced/published/distributed by the City in processing my application.

The email address that I have provided in submitting this application is the email address to which I will accept any notification or communication from the Council.

Upon submission of an application a registered user login will be provided to me. I agree that any additional information that is required to be submitted to the City e.g.: further technical information, amended plans or other drawings, will need to be submitted to the City via this portal using my registered user login.

Please note the following:

- An application submitted to the City is not considered to be lodged until all information is checked and it is confirmed that it is a complete application.
- Please be aware the additional fees may be incurred once your application is processed e.g.: Estimated Value of works submit is incorrect, works bond etc

I agree

[Previous](#) [Add to Cart](#) [Next](#)

Application Submission



Thank you for submitting your application. The City will review the information you have provided, and will be in contact soon.

Transaction Reference

DA-201102

Transaction Date/Time

1/09/2022 10:37:41 AM

[Click to Print This Page](#)

If Paying by credit card (fee under \$10,000), enter credit card details.
You will then receive a Submission Statement

On the application response screen, the 'details' field is mandatory and limited to 250 characters. If you need to send correspondence longer than the 250 characters, please save it as a word document or PDF and upload as an attachment.

Note:

- When submitting documentation ensure all documents are clearly labelled in the 'Attachment Description' field and the attachment description relates to its contents or purpose.
- This is considered a new session so has another 80 megabytes limit for the attachment upload.

Step 4- Tracking an Application (Status Enquiry)

Once signed in, hover over 'general enquiry' and select 'application enquiry'
Select which application applies and click 'next'

Select Enquiry List

Below is a list of the Enquiries that are available for you to request. Please make a selection and click the Next button to continue.

ePathway General Enquiry - Applications	
Description	Instructions
<input type="radio"/> Building Applications	
<input type="radio"/> Planning Applications	
<input type="radio"/> Event Application - COP/MRA/UWA	
<input type="radio"/> Advertisement for Planning applications	

Next

Search for your application by inputting address and clicking 'search' or selecting 'search' only to list all applications under your name

General Enquiry Search

You can perform a search by selecting one of the available options below, and then entering some or all of the requested details.

Select an alternate Enquiry list: Building Applications

Address Search | Formatted Number Search

Search for locations using Address details:

Use this option if you wish to search for a property. Please enter the address details, then click on the search button to invoke the search.
If you wish to search for a park, reserve, building name or landmark, please click on the tickbox below to expand your search
 Click here to specify unit/level numbers or to search by park, reserve, landmark or building name

Street Number: 27

Street Name: St Georges

Street Type: (any)

Suburb:

Previous | Search

You will now see a listing of the applications you have submitted. Click on the Application Number and refer to Status.

↳ Enquiry Detail View

Application Details

Application Number	BPU-2022/484
Application Type	Building Permit - Uncertified Class 1 & 10
Application Received	10/08/2022
Lodgement Date	10/08/2022
Description of Works	Testing - fix patch
Status	Building Permit Uncertified Issued
Responsible Officer	Rosa Natalotto

Property Details

"COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000

Fee Type	Fee Amount	Balance
Building Service Levy	\$274.00	\$274.00
Building Permit Uncertified	\$639.99	\$639.99
Building Construction Training Levy	\$400.00	\$400.00

Name Details	Formatted Name
Applicant	R Natalotto
Owner	City of Perth

Previous New Search