



City of **Perth**

Planning and Building Application Online
Submission
User Guide

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General Information about Online Submission

Planning and Building applications can now be submitted on-line 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 on line, applicants should ensure they have downloaded the latest application forms and checklists. This will help to ensure that all required information is provided upon lodgement.

Become a Registered User Prior to Lodgment

Being a registered user will allow you to log in prior to lodgement. From the log in page you can then lodge new applications, 'submit further information' and 'view the progress of the existing applications. Provide the following details to enable the City to set you up as a registered user to building@cityofperth.wa.gov.au for building or planning@cityofperth.wa.gov.au for planning:

- 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

When set up an email containing your user name and password will be sent to the generic email address provided.

NOTE: BE AWARE THAT YOU CAN ONLY VIEW APPLICATIONS OR SUBMIT FURTHER INFORMATION THROUGH YOUR USER PORTAL IF YOUR ARE THE LISTED APPLICANT FOR THAT APPLICATIONS.

Application Fees

Application fees can be paid on submission by credit card or if it is a large amount by a 'cash invoice' option which will provide you with an invoice with eft details. Please note the City's credit card payment limit is \$10,000.00

PLEASE NOTE AN APPLICATION SUBMITTED WITHOUT FEES IS DEEMED INCOMPLETE AND WILL NOT BE PROCESSED FOR LODGEMENT

Application File Types

We only accept application plans in PDF.

- Please ensure that it is unlocked, no security.
- To scale
- Optimised for minimum file size
- **There is an 80 megabyte restriction with a limit of 20 attachments per session, LARGE APPLICATIONS (for document/plan size exceeding 80 megabytes, or a large number of attachments) Contact Development Approvals on 08 9461 3366 to discuss lodgement options.**
- The use of **words with accents** or the use of **special characters** is not allowed, some examples of words with accents – Café, Façade, Fête and **special characters** (! " £ % ^ & () = { } [] ; : @ ' ~ # | < > , ?)

File Sizes

- The maximum total size of uploaded attachments should not exceed 80 megabytes. For **LARGE APPLICATIONS (document/plan size exceeding 80 megabytes, or a large number of attachments)** Contact Development Approvals on 08 9461 3366 to discuss lodgement options.

File Naming Convention

Please ensure that attached document are against the correct file name. That is, Architectural Plans against the attachment box that has the file name Architectural Plan.

** Denotes that the field is mandatory.*

Plans and Document Attachments

Attach File *

C:\Users\rmatalotto\Desktop\Architectural Plan.pdf Browse...

Architectural Plans

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

If there are not enough attachments documents please refer to the 'How to Submit Additional Information'

Time Out

The online system will 'time out' after 20 minutes of non-activity, it is easier to have all attachments ready to load in one (1) folder prior to beginning submission of your application. Any application commenced but not lodged will be saved and can be edited once the user has logged back into the system. Refer to 'If Your Session Times Out' for instructions on how to retrieve and continue.

What to do if you have forgotten your Password

Click onto 'forget password' and complete the requested details. A new password will be issued via your email. Please note that the password cannot be changed.

Assistance

Submission of Building Applications

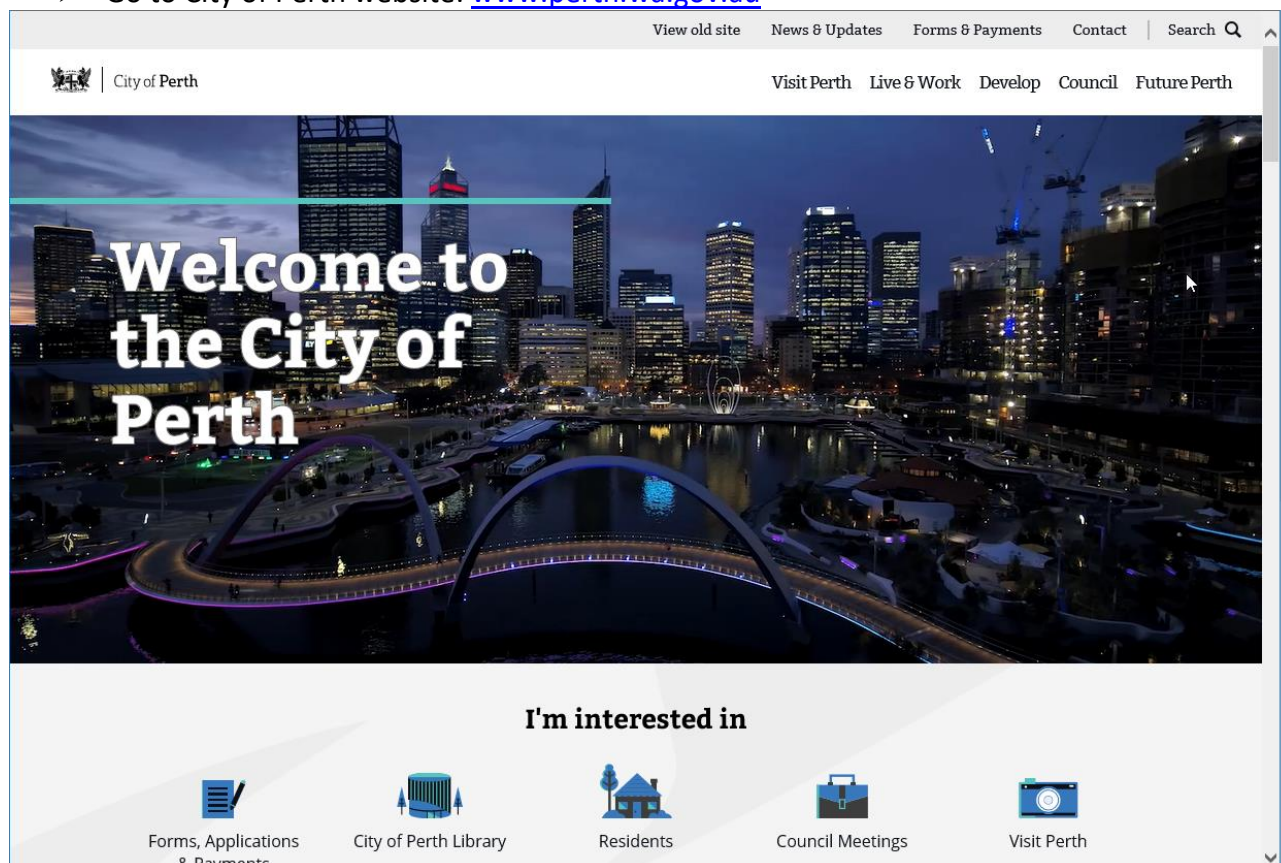
If you have any difficulties when lodging a building related application, please contact the Application Team on building@cityofperth.wa.gov.au or 9461 3366

Submission of Planning Applications

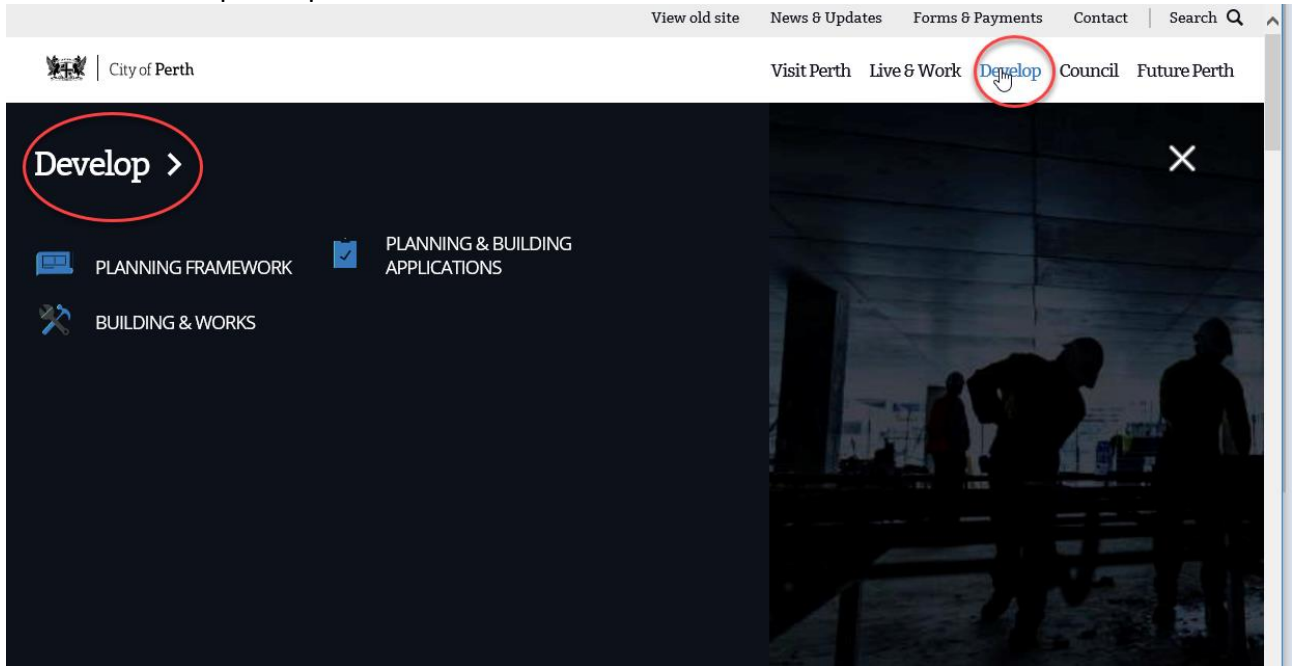
If you have any difficulties when lodging a planning related application, please contact the Application Team on planning@cityofperth.wa.gov.au or 9461 3352

How to Locate 'Applications Online' on the City of Perth Web Site

➤ Go to City of Perth website: www.perth.wa.gov.au



- Click 'Develop' – top right corner
- Click 'Develop' – top left corner



[Home](#) > [Develop](#)

Develop



Planning Framework

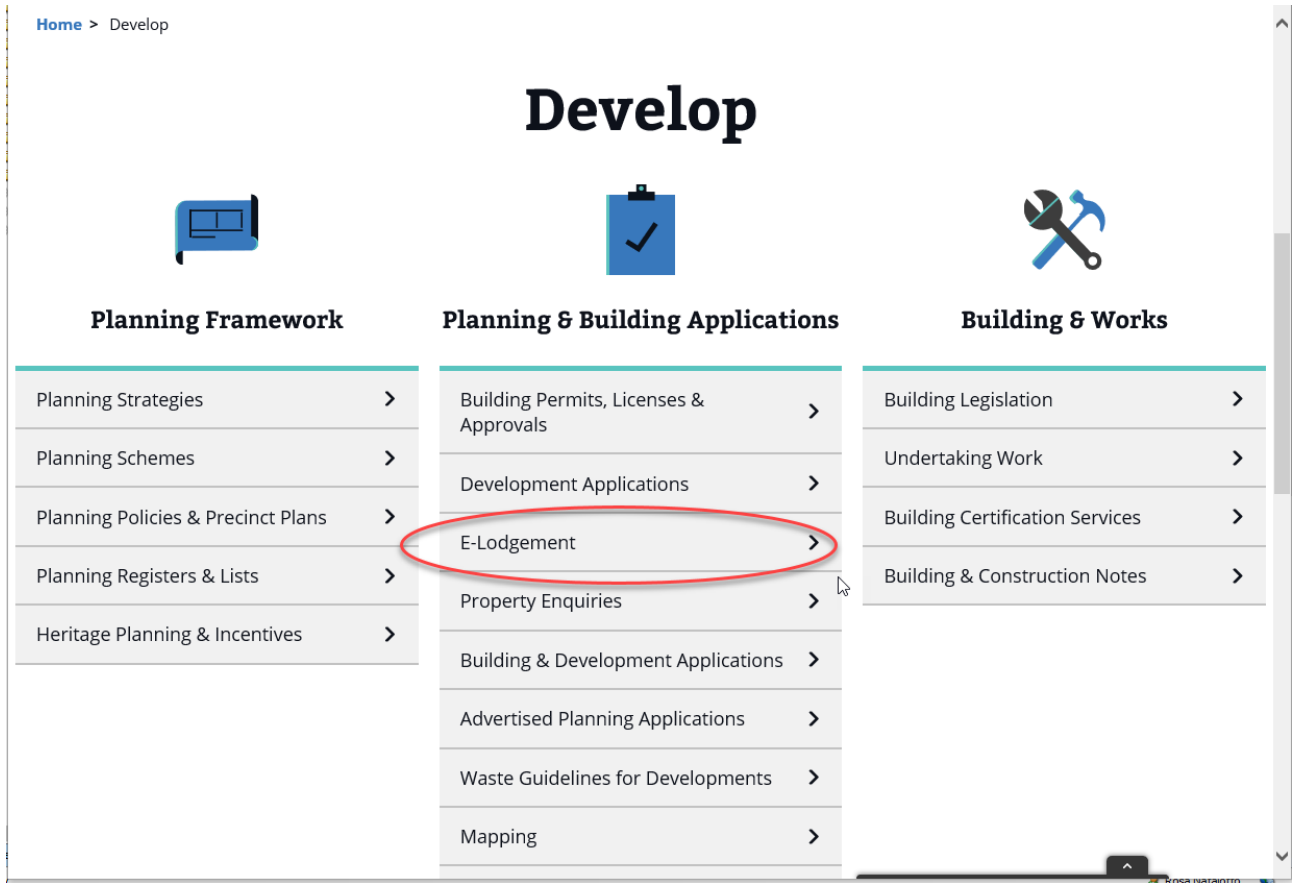


Planning & Building Applications



Building & Works

➤ Click on E-Lodgement



Scroll Down to 'By clicking here you agree to the terms and conditions and can now start submission'

E-Lodgement

Registered Users

Please note that you must be a registered user to lodge a building or planning application online. If you are a registered user please sign in with your registered user ID and password and follow the user guide for steps to submit your application.

 [eLodgement Applicant User Guide](#)
4.06 MB | PDF Document

Accepted File Types

We only accept application plans in PDF. Please make sure the plans meet the following requirements otherwise the application may not be accepted:

- The plans must be unlocked with no security.
- The plan should be to scale, with the scale shown on the plan.
- The file should be optimised for minimum file size.
- Each individual attachments should not exceed 50mb.

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 the application fees may be incurred once your application is processed e.g.: estimated Value of works submit is incorrect, works board etc.**

By clicking here you agree to the terms and conditions and can now start submission. >

Paying a Planning and Building Application Fee

You can make a payment for an application to the Development Approvals Unit by one of the following methods:

- In person at Council House, Ground Floor, 27 St Georges Terrace, Perth
Payments can be made by Cash, Cheque, EFTPOS or by Credit Card. *
Cashier Hours - Monday to Friday, 8:00am to 4:30pm (Excluding public holidays)
- By mail to City of Perth, GPO Box C120 PERTH WA 6830.
Cheque or money order payments are to be made payable to CITY OF PERTH and crossed "Not Negotiable"
- Online Credit Card Payment *

*Note - Please note that online credit card payment CANNOT be used when lodging an application. The City



Applications



Customer Service

Licensing

General Enquiry

Payments

Payments



Need to make a Payment ? Then why not pay it online ! Select this option to pay via our secure payment gateway.

Customer Requests



To enquire about a City of Perth facility, appeal an infringement, nominate a driver or elect to have your infringement heard in Court.

Advertised Planning Applications



To enquire planned advertised applications

Applications



Building and Development, Event and Obstruction Permit Applications

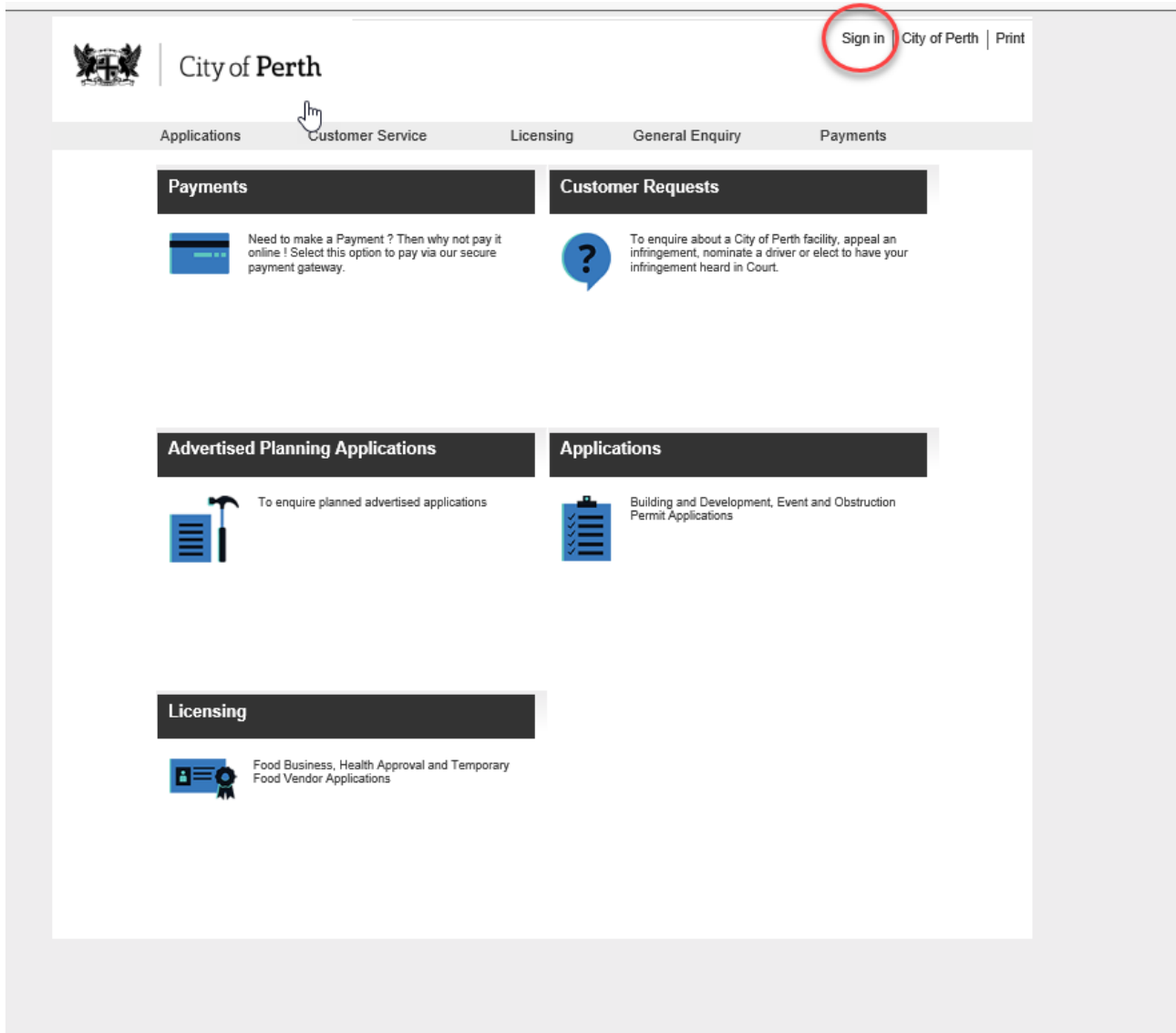
Licensing



Food Business, Health Approval and Temporary Food Vendor Applications

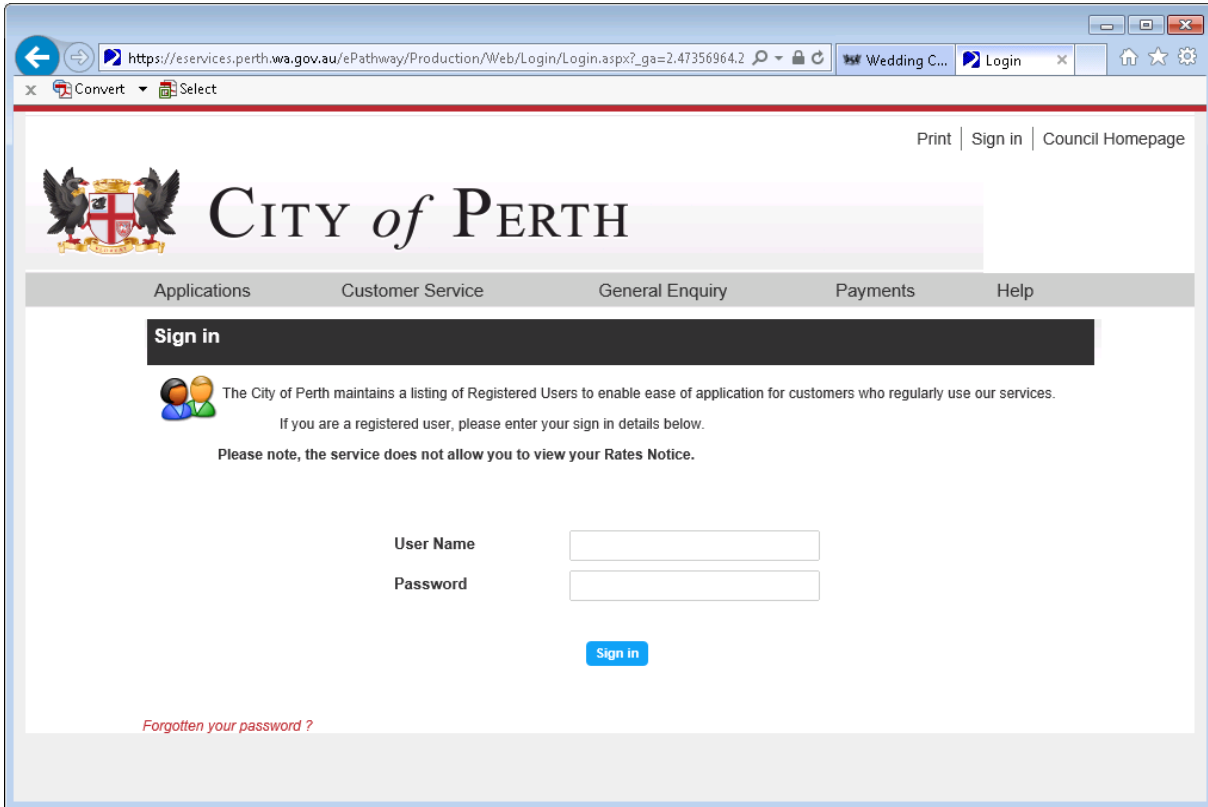
How to Login as a Registered User

- Follow the above to 'On-Line Link' (refer User Guide - Page 5)



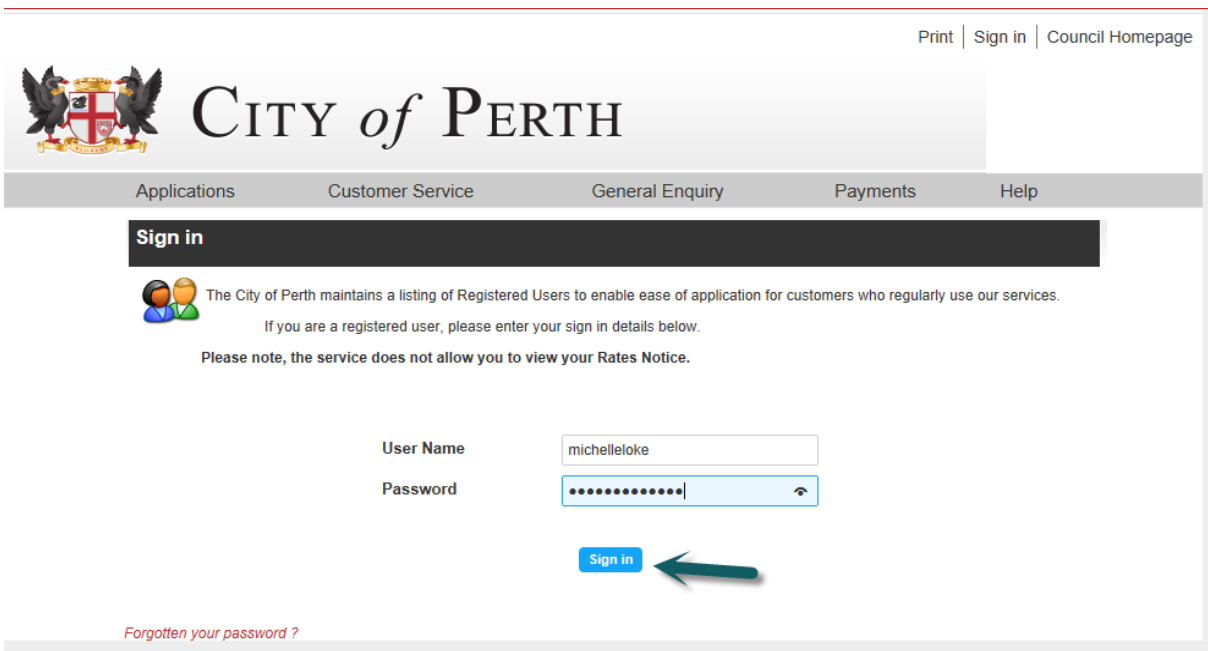
- You will be taken to the 'Sign In' screen. Please enter your username and password as detailed in the first page of your welcome letter.

➤ Enter 'user name' and 'Password'



The screenshot shows a web browser window with the URL https://eservices.perth.wa.gov.au/ePathway/Production/Web/Login/Login.aspx?_ga=2.47356964.2. The page header includes "Print | Sign in | Council Homepage". The City of Perth logo and name are prominently displayed. A navigation bar contains "Applications", "Customer Service", "General Enquiry", "Payments", and "Help". A "Sign in" section is highlighted with a dark background. Below this, a message states: "The City of Perth maintains a listing of Registered Users to enable ease of application for customers who regularly use our services. If you are a registered user, please enter your sign in details below. Please note, the service does not allow you to view your Rates Notice." There are two empty input fields labeled "User Name" and "Password", and a blue "Sign in" button. A link "Forgotten your password?" is visible at the bottom left.

➤ Click 'Sign on'



This screenshot shows the same login page as above, but with the "User Name" field filled with "michelleloke" and the "Password" field filled with masked characters. A blue arrow points to the "Sign in" button, indicating the next step in the process. The rest of the page layout, including the header, navigation bar, and messages, remains identical to the previous screenshot.

➤ Click on 'Applications'

The screenshot shows the City of Perth website homepage. At the top right, there are links for 'Print', 'Sign in', and 'Council Homepage'. The main header features the City of Perth logo and the text 'CITY of PERTH'. Below the header is a navigation bar with links for 'Applications', 'Customer Service', 'General Enquiry', 'Payments', and 'Help'. The main content area is divided into four service tiles:

- Payments**: Includes an icon of a laptop with a dollar sign and text: "Need to make a Payment? Then why not pay it online! Select this option to pay via our secure payment gateway."
- Customer Requests**: Includes an icon of a person with a speech bubble and text: "To enquire about a City of Perth facility, appeal an infringement, nominate a driver or elect to have your infringement heard in Court."
- Advertised Planning Applications**: Includes an icon of a person with a speech bubble and text: "To enquire planned advertised applications"
- Applications**: Includes an icon of a clipboard with a checkmark and text: "Building and Development, Event and Obstruction Permit Applications". A green arrow points to this tile.

- Click on the circle of the application type you are submitting
- Click 'Next'

Select Application Type



Below is a list of the Application types that you can lodge online. Please select the required application type and click the Next button to continue.

Click on the circle on whichever applications you are submitting for.

Building Applications



Application Types	Instructions
<input checked="" type="radio"/> Building Permit - Certified Class 2-9 (BA1)	
<input type="radio"/> Building Permit - Uncertified Class 1 & 10 (BA2)	
<input type="radio"/> Building Permit Transfer	
<input type="radio"/> Demolition (BA5)	
<input type="radio"/> Occupancy Permit (inc unauthorised 2-9) (BA9)	
<input type="radio"/> Occupancy Permit - Strata (Class 2 - 9) (BA11)	
<input type="radio"/> Building Approval Cert (inc 1 & 10 unauthorised) (BA13)	
<input type="radio"/> Building Approval Cert - Strata Class 1 (BA15)	
<input type="radio"/> Sign Application	
<input type="radio"/> Pre Permit Clearance	

Planning Applications

Application Types	Instructions
<input type="radio"/> Development Application	
<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	

Road and Footpath Obstruction

Please click here to lodge your Road and Footpath Obstruction Permit

Application Types	Instructions
<input type="radio"/> Road and Footpath Obstruction (Internal)	

Events Application

Application Types	Instructions
<input type="radio"/> Event Application	
<input type="radio"/> Event Application CoP/MRA/UWA	

Next

➤ Insert address



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 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

- Tick property and click 'Next'

City of PERTH

Applications Customer Service Registration General Enquiry Payments Help

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

Add More Properties Next

City of PERTH

Applications Customer Service Registration General Enquiry Payments Help

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.


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

Contacts	Names	Link/s
Applicant *	City of Perth	
Builder	(no names currently exist for this party)	Add Name +

Previous Next

- Being a 'Registered User' you will only need to complete the mandatory fields.

[Home](#) | [Help](#) | [Sign Out](#) | [Search homepage](#)



CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

⏪ ⏩ ✕

** Denotes that the field is mandatory.*

Change Name Details

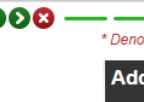
This page allows you to override or enter new information about a person's contact details. Once the information has been entered click the Next button to continue.

Applicant Details

Company Name	<input type="text" value="City of Perth"/>
Address Line 1 *	<input type="text" value="27 St Georges Tce"/>
Address Line 2	<input type="text"/>
Suburb *	<input type="text" value="Perth"/>
State Code *	<input type="text" value="WA"/>
Postcode *	<input type="text" value="6000"/>
Phone (Business Hours)	<input type="text" value="08 9461 3333"/>
Phone (Mobile)	<input type="text" value="0411 111 111"/>
E-Mail Address *	<input type="text" value="jo.citizen@cityofperth.wa.gov.au"/>

- Please enter the Builder's details.

[Home](#) | [Help](#) | [Sign Out](#) | [Search homepage](#)



CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

⏪ ⏩ ✕

** Denotes that the field is mandatory.*

Add Name Details

Please enter your contact details, then click the Next Button

Builder Details

Company Name	<input type="text" value="City of Perth Construction"/>
Given Names	<input type="text" value="Joey"/>
Surname	<input type="text" value="Citizen"/>
Address Line 1	<input type="text" value="27 St Georges Tce"/>
Address Line 2	<input type="text"/>
Suburb	<input type="text" value="Perth"/>
State Code	<input type="text" value="WA"/>
Postcode	<input type="text" value="6000"/>
Phone	<input type="text" value="08 9461 3333"/>
Phone (Mobile)	<input type="text" value="0411 111 111"/>
E-Mail Address	<input type="text" value="joey.citizen@cityofperth.wa.gov.au"/>
Builders License Number	<input type="text" value="111111"/>

 ←

- Follow instructions under 'How to submit application- Planning' page 16 or 'How to submit application – Building' page 28

How to submit a Planning Application

- Log in as a 'registered user' – refer to page 9
- Select Application Type by clicking within the circle
- Then click 'Next'

Building Applications

Application Types	Instructions
<input type="radio"/> Building Permit - Certified Class 2-9 (BA1)	
<input type="radio"/> Building Permit - Uncertified Class 1 & 10 (BA2)	
<input type="radio"/> Building Permit Transfer	
<input type="radio"/> Demolition (BA5)	
<input type="radio"/> Occupancy Permit (inc unauthorised 2-9) (BA9)	
<input type="radio"/> Occupancy Permit - Strata (Class 2 - 9) (BA11)	
<input type="radio"/> Building Approval Cert (inc 1 & 10 unauthorised) (BA13)	
<input type="radio"/> Building Approval Cert - Strata Class 1 (BA15)	
<input type="radio"/> Sign Application	
<input type="radio"/> Pre Permit Clearance	

Planning Applications

Application Types	Instructions
<input type="radio"/> Development Application	
<input checked="" 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	

Road and Footpath Obstruction

Please click here to lodge your Road and Footpath Obstruction Permit

Application Types	Instructions
<input type="radio"/> Road and Footpath Obstruction (Internal)	

Events Application

Application Types	Instructions
<input type="radio"/> Event Application	
<input type="radio"/> Event Application CoP/MRA/UWA	

Next



- Add address details.
- Click '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 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  27

Street Name  St Georges X

Street Type (any) 

Suburb



- Tick correct property and click 'Next'

CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

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

Add More Properties Next

- Being a 'Registered User' you will only need to complete the mandatory fields – Refer to User Guide page 9

CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

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.

Click NEXT to continue to the next stage

Contacts	Names	Link/s
Applicant *	City of Perth	

Previous Next

- Complete requested fields and add attachments

Please ensure that attached document are against the correct file name. That is, MRS1 Form is against the correct attachment box that has the file name Metropolitan Region Scheme Form.

- Click 'Next'

x * Denotes that the field is mandatory.

Application Details

Description of proposed works *

Estimated Value of Work *

Related Applications

Attach File * Browse...

Development Assessment Panel Form 1 or Form 2

Attach File * Browse...

Development Approval (Local Planning Scheme) Form

Attach File * Browse...

Metropolitan Region Scheme Form 1

Attach File * Browse...

Current Certificate of Title for every Lot

Attach File Browse...

Land owner's written legal authorisation

Application Type

Select one Application Type

If submitting Form 1, please tick top 2 boxes
If submitting Form 2, please tick bottom 2 boxes

Development Assessment Panel

Development Application

Amendment Development Assessment Panel

Amended Development Application

➤ Attach required attachments

Where there is no file name already recorded against the attachment box please type in what the document is eg: Landscaping Plans

If there are not enough attachments documents please refer to the 'How to Submit Additional Information'

➤ Click 'Next'

Applications Customer Service Registration General Enquiry Payments Help

* Denotes that the field is mandatory.

Plans and Document Attachments

Attach File * Browse...

Statement of Planning Compliance

Attach File * Browse...

Development Plans

Attach File Browse...

Perspective Plans

Attach File Browse...

Construction Management Plan

Attach File Browse...

Technical Report - Acoustic

Attach File Browse...

Technical Report - Traffic/Transport/Parking

Attach File Browse...

Technical Report - Wind

Attach File Browse...

Technical Report - Heritage

Attach File Browse...

Technical Report - Universal Access

Additional Documents Browse...

Browse...

Browse...

Previous Next

- Complete required Planning Data.
- Click 'Next'

CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

◆◆X

** Denotes that the field is mandatory.*

Planning Data

Land Use	Mixed Commercial
Number of Bedrooms?	52
Area of Dwellings (sq meters)	1925
Total Floor Area (sq meters)	70
Number of Levels?	5
Height of Building (metres)	28
Spas? How many?	
Parking Bays	Yes
Commercial Bays	2
Residential Bays	26
Disabled Bays	2
Service Bays	
Bicycle Bays	

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 - Materials

- Bricks
- Glass - clear or tinted
- Glass - coloured or backed
- Grills - Aluminium or Steel
- Hardwood timber windows
- High quality grade A formwork concrete off-form
- High quality grade A formwork concrete precast

Upper Level - Materials

- Brick or Brick Clad
- Fibre Cement or GRC Cladding
- Glass - Clear or Tinted
- Glass - Coloured or backed
- Grills - Aluminium or Steel
- Hardwood timber Windows
- High quality grade A formwork concrete off-form

Awnings - Materials

- Composite sheet cladding
- Fibre Cement or GRC Cladding
- Glass
- Metal Cladding

Roofs - Materials

- Drained garden roof systems
- Drained pavers on concrete flat roof system
- Fibre Cement of GRC
- Glass
- Integrated functional systems
- Non-reflective metal deck (Steel, Stainless etc)
- Pebble dash on concrete flat roof system

Previous

Next



- Check summary details
- If amount is above \$10,000 please choose 'Cash Invoice' if below \$10,000 leave as 'Credit payment' (Credit Card Payment refer to page 31)
- 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 Assessment Panel

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

Lodgement Fee \$12,311.00 *

Pay Now With

Receipt Required?

If amount is above \$10000 please choose Cash Invoice if below \$10000 leave as Credit

Application Details

Description of proposed works	Proposed Five Storey Plus Mezzanine Level Residential Development Comprising of 26 Apartments
Estimated Value of Work	5000000
Attach File	Form 1.pdf
Attach File	Local Planning Scheme Form.pdf
Attach File	MRS1Form.pdf
Attach File	Certificate of Title.pdf
Attach File	Land Owners Written Legal Authorisation.pdf

Plans and Document Attachments

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

- 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 eg: 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.

I agree

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

➤ Application Submission Statement



The screenshot shows the City of Perth website interface. At the top right, there are links for [michelleloke](#), [Print](#), [Sign Out](#), and [Council Homepage](#). The City of Perth logo and name are prominently displayed. Below the logo is a navigation menu with links for [Applications](#), [Customer Service](#), [Registration](#), [Licensing](#), [General Enquiry](#), and [Payments](#). The main content area is titled "Application Submission" and features a green checkmark icon. A message states: "Your Application has been submitted and will be processed shortly. You will receive an email verifying the details you have just submitted. As the application is processed you will receive further emails notifying you of its status. Please note your Application id number (shown below) for any enquiries regarding this request." Below this message is a table with two rows of transaction details.

Transaction Reference	APP-20532
Transaction Date/Time	28/09/2017 8:06:41 AM

[Click to Print This Page](#)

➤ If Credit Card Payment – (Amounts below \$10,000.00)

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

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

Lodgement Fee \$442.00 *

Pay Now With

If amount is above \$10000
please choose Cash Invoice if
below \$10000 leave as Credit
Card Payment

Receipt Required?

Details

Proposed Development	ghthfyt
Attach File	Hydrangeas.jpg
Attach File	Development Approval (Local Planning Scheme) Form Penguins.jpg
Attach File	Metropolitan Region Scheme Form 1 Penguins.jpg
Attach File	Current Certificate of Title for every Lot Land Owner's Written Legal Authorisation Form

Application Type	
Change of Use Application	Yes
DA Sign Application	Yes
Development Application	No
Retrospective Development Application	No
Amended Development Application	No
Metropolitan Redevelopment Authority	No
Swan River Trust	No
Western Australian Planning Commission	No

Plans and Document Attachments

Attach File	Lighthouse.jpg
Attach File	Location Plan Hydrangeas.jpg Site Plan/Site Survey Plan

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



➤ Enter Credit Card Details

Make a BPOINT Payment


You are paying
BPOINT 007 Service


Biller Code
7777777 - Rates

Reference Number
APP-20474


Amount
AUD 442.00

Accepted Cards
Surcharges may apply ⓘ



Card number
4111111111111111 

Expiry date
09 / 17

CVN ⓘ
333| 

Surcharge Amount ⓘ
AUD 0.00

Total Amount (inc. surcharge)
AUD 442.00

NEXT >

Review Details

You are Paying BPOINT 007 Service

Biller Code 7777777 - Rates

Reference Number APP-20474

Amount AUD 442.00

Total Amount (inc. surcharge) AUD 442.00

Card Number 411111...111

Expiry Date 09/17

Remember Me Clicking this option will allow us to securely hold your card details for future purchases for your convenience.

< BACK **PAY >**

➤ Application Submission Statement

[michelleloke](#) | [Print](#) | [Sign Out](#) | [Council Homepage](#)



CITY of PERTH

Applications Customer Service Registration Licensing General Enquiry Payments

Application Submission

 Your Application has been submitted and will be processed shortly. You will receive an email verifying the details you have just submitted. As the application is processed you will receive further emails notifying you of its status. Please note your Application id number (shown below) for any enquiries regarding this request.

Transaction Reference	APP-20474
Payment Date/Time	28/09/2017 8:11:15 AM
Receipt Number	77290209595

[Click to Print This Page](#)

How to submit a Building Application

- Log in as a registered user' – refer to page 9;
- Select Application Type by clicking within the circle;
- Then click 'Next'.

Select Application Type



Below is a list of the Application types that you can lodge online. Please select the required application type and click the Next button to continue.

Building Applications

Application Types	Instructions
<input checked="" type="radio"/> Building Permit - Certified Class 2-9 (BA1)	
<input type="radio"/> Building Permit - Uncertified Class 1 & 10 (BA2)	
<input type="radio"/> Building Permit Transfer	
<input type="radio"/> Demolition (BA5)	
<input type="radio"/> Occupancy Permit (inc unauthorised 2-9) (BA9)	
<input type="radio"/> Occupancy Permit - Strata (Class 2 - 9) (BA11)	
<input type="radio"/> Building Approval Cert (inc 1 & 10 unauthorised) (BA13)	
<input type="radio"/> Building Approval Cert - Strata Class 1 (BA15)	
<input type="radio"/> Sign Application	
<input type="radio"/> Pre Permit Clearance	

Planning Applications

Application Types	Instructions
<input type="radio"/> Development Application	
<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	

Road and Footpath Obstruction

Please click here to lodge your Road and Footpath Obstruction Permit

Application Types	Instructions
<input type="radio"/> Road and Footpath Obstruction (Internal)	

Events Application

Application Types	Instructions
<input type="radio"/> Event Application	
<input type="radio"/> Event Application CoP/MRA/UWA	

Next



- Add address details;
- Click '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 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

- Tick correct property and click 'Next'.



CITY of PERTH

Applications

Customer Service

Registration

General Enquiry

Payments

Help



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

Add More Properties

Next

- Being a 'Registered User' you will only need to complete the mandatory fields – refer to user guide page 9.

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CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

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

Contacts	Names	Link/s
Applicant *	City of Perth	
Builder	(no names currently exist for this party)	Add Name +

Previous Next

- To complete Builders details click on 'add names'

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CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

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

Contacts	Names	Link/s
Applicant *	City of Perth	
Builder	(no names currently exist for this party)	Add Name +

Previous Next

- Complete requested details;
- Click 'Next'.

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CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

⏪ ⏩ ✕

* Denotes that the field is mandatory.

Add Name Details

Please enter your contact details, then click the Next Button


Builder Details

Company Name	<input type="text" value="City of Perth Construction"/>
Given Names *	<input type="text" value="Jo"/>
Surname *	<input type="text" value="Citizen"/>
Address Line 1 *	<input type="text" value="27 St Georges Toe"/>
Address Line 2	<input type="text"/>
Suburb *	<input type="text" value="Perth"/>
State Code *	<input type="text" value="WA"/>
Postcode *	<input type="text" value="6000"/>
Phone (Business Hours)	<input type="text" value="08 9461 3333"/>
Phone (Mobile)	<input type="text" value="0411 111 111"/>
E-Mail Address *	<input type="text" value="jo.citizen@cityofperth.wa.gov.au"/>
Builders License Number	<input type="text" value="12345"/>

Previous
Next
←

- Click 'Next'

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CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

⏪ ⏩ ✕

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

Contacts	Names	Link/s
Applicant *	City of Perth	
Builder	City of Perth Construction (Jo Citizen)	

Previous
Next
←

- Complete required information;

Please ensure that attached document are against the correct file name. That is, Architectural Plans against the attachment box that has the file name Architectural Plan.

** Denotes that the field is mandatory.*

Plans and Document Attachments

Attach File *

C:\Users\rnatalotto\Desktop\Architectural Plan.pdf

Architectural Plans

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

If there are not enough attachments documents please refer to the 'How to Submit Additional Information'



* 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



- Click next
- Attach required information;
- Click 'Next'.



CITY of PERTH

[Applications](#) [Customer Service](#) [Registration](#) [General Enquiry](#) [Payments](#) [Help](#)



** Denotes that the field is mandatory.*

Plans and Document Attachments

Attach File *	<input type="text" value="I:\APS\Architectural Plans.pdf"/> <input type="button" value="Browse..."/>
	Architectural Plans
Attach File *	<input type="text" value="I:\APS\Certificate of Design Compliance.pdf"/> <input type="button" value="Browse..."/>
	Certificate of Design Compliance - BA3
Attach File	<input type="text" value="I:\APS\Structural Plans.pdf"/> <input type="button" value="Browse..."/>
	Structural Plans
Attach File	<input type="text" value="I:\APS\Hydraulic Plans.pdf"/> <input type="button" value="Browse..."/>
	Hydraulic Plans
Attach File	<input type="text"/> <input type="button" value="Browse..."/>
	Mechanical Plans
Attach File	<input type="text" value="I:\APS\Electrical Plans.pdf"/> <input type="button" value="Browse..."/>
	Electrical Plans
Attach File	<input type="text" value="I:\APS\Fire Service Plans.pdf"/> <input type="button" value="Browse..."/>
	Fire Services Plans
Attach File	<input type="text"/> <input type="button" value="Browse..."/>
	Specifications
Attach File	<input type="text" value="I:\APS\Technical Documents.pdf"/> <input type="button" value="Browse..."/>
	Technical Documents
Attach File	<input type="text" value="I:\APS\Clearing Planning Conditions.pdf"/> <input type="button" value="Browse..."/>
	Clearing Planning Conditions Documents
Attach File	<input type="text"/> <input type="button" value="Browse..."/>
	Construction Management Plan
Additional Documents	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/>



- Complete required data;
- 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

[Previous](#) [Next](#)



- Check details
- Check that inputted information is correct;
- If amount is above \$10,000 please choose Cash Invoice if below \$10,000 leave as Credit payment (If paying by credit card refer to page 44)
- Tick 'I agree' box to accept statement;
- Click 'Next'.

Confirm Your Application



Please confirm the details in your application prior to submitting.

Application Type Building Permit - Certified Class 2-9 (BA1)
Properties "COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000
Lodgement Fee \$200,889.99
Pay Now With
Receipt Required?

If amount is above \$10000 please choose Cash Invoice if below \$10000 leave as Credit Card

Application Details

Description of proposed works	Proposed New Twenty-Six (26) Level Hotel Building, consisting of 250 Rooms & Ancillary Facilities, with Commercial Tenancies on Ground Floor & Level One (1)
Estimated Cost (incl GST)	47000000
Attach file	Application Form - BA1 .pdf
Attach file	Land Owners Written Legal Authorisation .pdf
Building Permit Certified 1 & 10	No
Building Permit Certified 2 - 9	Yes

Plans and Document Attachments

Attach File	Architectural Plans .pdf
Attach File	Certificate of Design Compliance .pdf
Attach File	Structural Plans .pdf
Attach File	Hydraulic Plans .pdf
Attach File	Fire Service Plans .pdf
Attach File	Technical Documents .pdf
Attach File	Clearing Planning Conditions .pdf
Attach File	Construction Management Plan

Building Data

Are there any existing swimming pools or spas associated with this property?	No
Are there any new swimming pools or spas?	Yes
How many Pools?	2
How many Spas?	9 or more
Floor area to be created m2 for newly constructed	5555
Is there a performance based alternative solution associated with this application?	Yes
Fire Engineered Solution	Yes
Disability Access Solution	Yes
Energy Efficiency Solution	Yes
Bushfire BAL	No
Other	No

- 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 eg: further technical information, amended plans or other drawings, will need to be submitted to the City via this portal using my registered user login.
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I agree

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

➤ Application Submission Statement

The screenshot shows the City of Perth website interface. At the top right, there are links for [michelleloke](#), [Print](#), [Sign Out](#), and [Council Homepage](#). The City of Perth logo is on the left, and the text "CITY of PERTH" is in the center. Below the logo is a navigation bar with links for [Applications](#), [Customer Service](#), [Registration](#), [Licensing](#), [General Enquiry](#), and [Payments](#). The main content area has a dark header "Application Submission" and a green checkmark icon. A message states: "Your Application has been submitted and will be processed shortly. You will receive an email verifying the details you have just submitted. As the application is processed you will receive further emails notifying you of its status. Please note your Application id number (shown below) for any enquiries regarding this request." Below this, a table displays the transaction details:

Transaction Reference	APP-20532
Transaction Date/Time	28/09/2017 8:06:41 AM

At the bottom left of the content area, there is a link: [Click to Print This Page](#).

➤ If Credit Card Payment – (Amounts below \$10,000.00)

Applications	Customer Service	Registration	General Enquiry	Payments	Help
--------------	------------------	--------------	-----------------	----------	------

Confirm Your Application

Please confirm the details in your application prior to submitting.

Application Type Building Permit - Certified Class 2-9 (BA1)

Properties "COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 8000

Lodgement Fee \$159.35 *

Pay Now With

Receipt Required?

If amount is above \$10000 please
choose Cash Invoice if below \$10000
leave as Credit Card

Application Details	
Description of proposed works	fit out level 5
Estimated Cost (incl GST)	26000
Attach file	Application Form - BA1.pdf
Building Permit Certified 1 & 10	No
Building Permit Certified 2 - 9	Yes
Plans and Document Attachments	
Attach File	Architectual Plans.pdf
Attach File	Certificate of Design Compliance.pdf
	Construction Management Plan
Building Data	
Are there any existing swimming pools or spas associated with this property?	No
Are there any new swimming pools or spas?	No
Floor area to be created m2 for newly constructed	4566
Is there a performance based alternative solution associated with this application?	No

- 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.
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I agree

Previous
Add to Cart
Next

➤ Enter Credit Card Details

Make a BPOINT Payment


You are paying
BPOINT 007 Service


Biller Code
7777777 - Rates

Reference Number
APP-20474


Amount
AUD 442.00

Accepted Cards
Surcharges may apply ⓘ



Card number
4111111111111111 

Expiry date
09 / 17

CVN ⓘ
333| 

Surcharge Amount ⓘ
AUD 0.00

Total Amount (inc. surcharge)
AUD 442.00

NEXT >

Review Details

You are Paying BPOINT 007 Service

Biller Code 7777777 - Rates

Reference Number APP-20474

Amount AUD 442.00

Total Amount (inc. surcharge) AUD 442.00

Card Number 411111...111

Expiry Date 09/17

Remember Me Clicking this option will allow us to securely hold your card details for future purchases for your convenience.

< BACK **PAY >**

➤ Application Submission Statement

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CITY of PERTH

Applications Customer Service Registration Licensing General Enquiry Payments

Application Submission

 Your Application has been submitted and will be processed shortly. You will receive an email verifying the details you have just submitted. As the application is processed you will receive further emails notifying you of its status. Please note your Application id number (shown below) for any enquiries regarding this request.





Transaction Reference	APP-20474
Payment Date/Time	28/09/2017 8:11:15 AM
Receipt Number	77290209595





[Click to Print This Page](#)


Description of Building Class

<p>Class 1a</p>	<p><i>A single dwelling being a detached house, or one or more attached dwellings, each being a building, separated by a fire resisting wall, including row house, terrace house, town house or villa unit.</i></p>	
<p>Class 1b</p>	<p>A boarding house, guest house, hostel or the like with a total area of all floors not exceeding 300m², and where not more than 12 reside, and is not located above or below another dwelling or another Class of building other than a private garage.</p>	
<p>Class 2</p>	<p>A building containing 2 or more sole-occupant units each being a separate dwelling.</p>	

<p>Class 3</p>	<p>A residential building, other than a Class 1 or 2 building, which is a common place of long term or transient living for a number of unrelated persons.</p> <p>Example: boarding-house, hostel, backpackers, accommodation or residential part of a hotel, motel, school or detention centre.</p>	
<p>Class 4</p>	<p>A dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.</p>	
<p>Class 5</p>	<p>An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.</p>	

<p>Class 6</p>	<p>A shop or other building for the sale of goods by retail or the supply of services direct to the public.</p> <p>Example: café, restaurant, kiosk, hairdresser, showroom or service station.</p>	
<p>Class 7a</p>	<p>A building which is a carpark.</p>	
<p>Class 7b</p>	<p>A building which is for storage or display of goods or produce for sale by wholesale.</p>	
<p>Class 8</p>	<p>A laboratory, or a building which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale or gain.</p>	

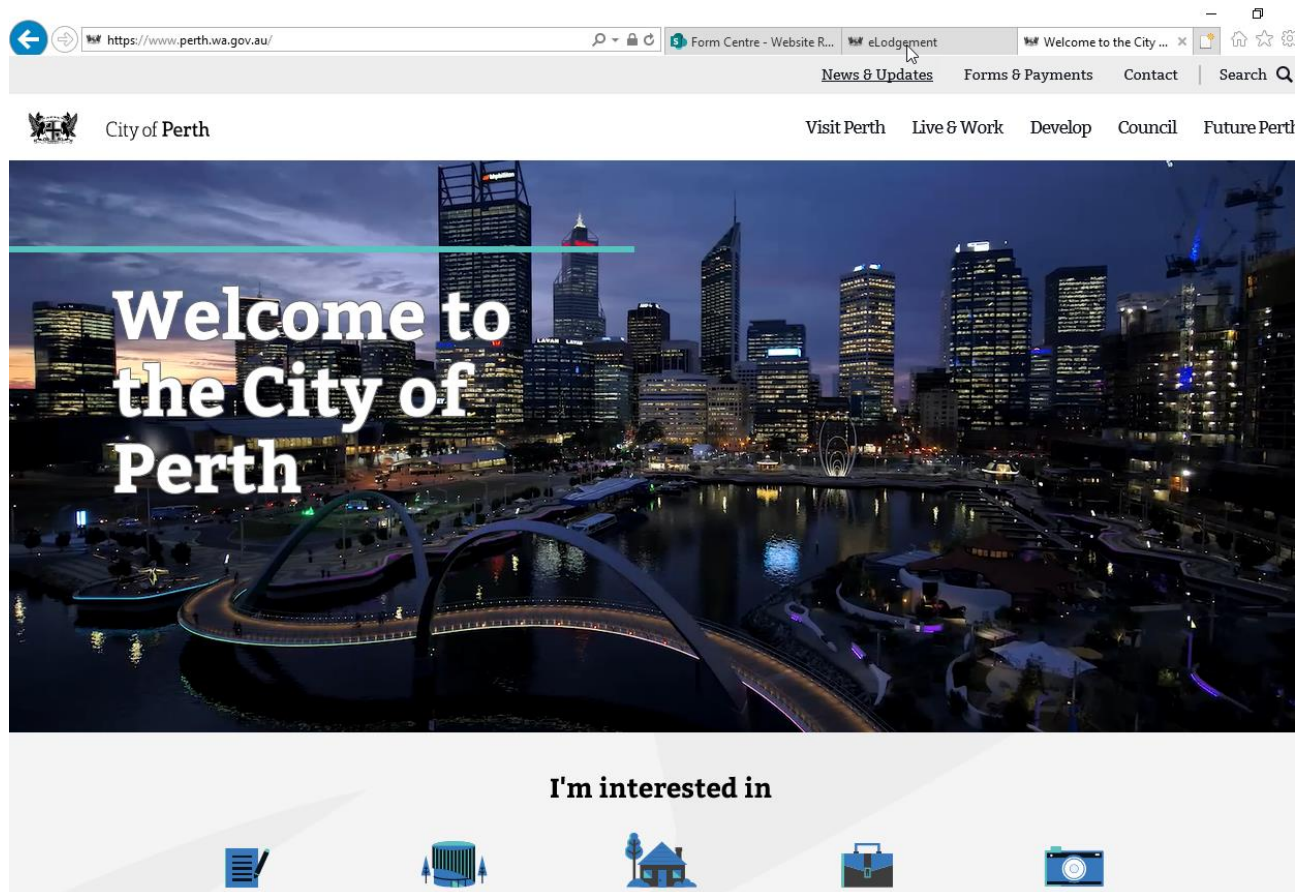
<p>Class 9a A building of a public nature</p>	<p>A health care building, including those parts of the building set aside as a laboratory.</p>	
<p>Class 9b</p>	<p>An assembly building, including a trade workshop, laboratory of the like, in a primary school or secondary school, but excluding any other parts of the building that are of another class.</p>	
<p>Class 9c</p>	<p>An Aged care building.</p>	
<p>Class 10a A non-habitable structure</p>	<p>A private garage, carport, shed or the like.</p>	

<p>Class 10b</p>	<p>A structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or the like.</p>	
<p>Class 10c</p>	<p>A Private bushfire shelter.</p>	

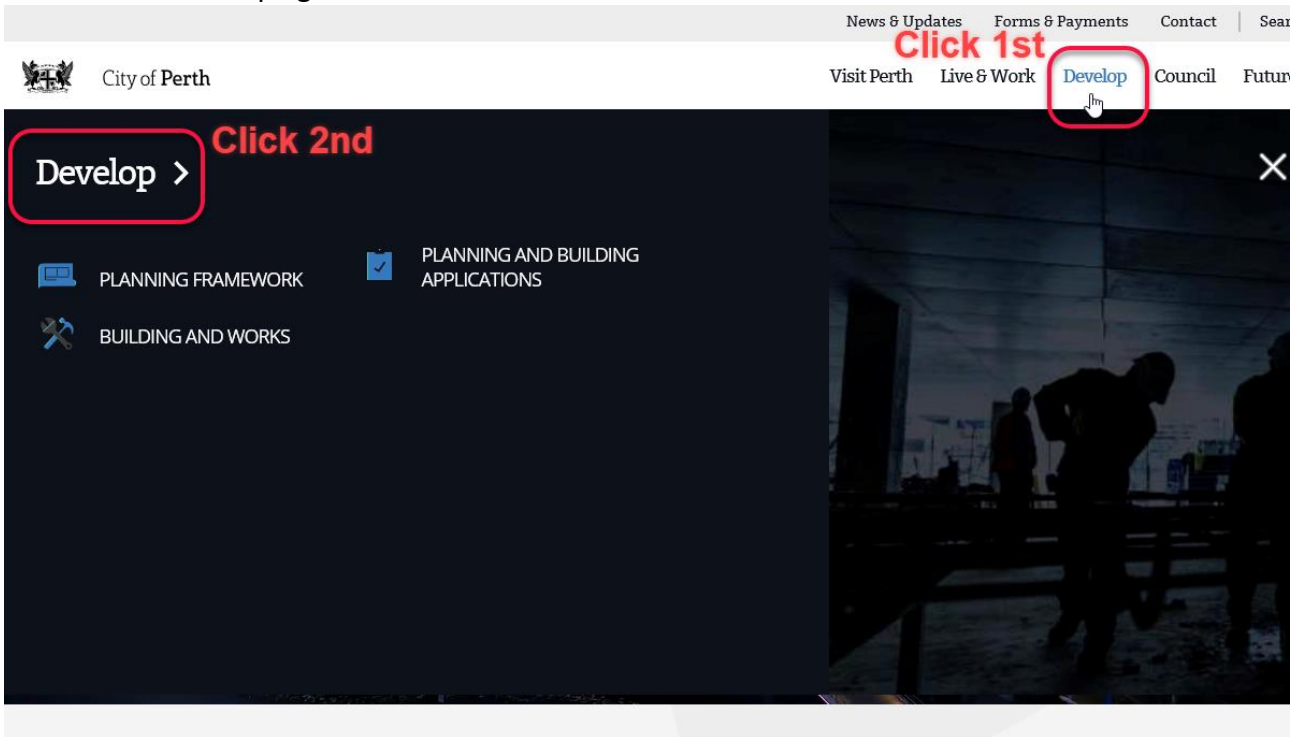
If your Session Times Out

As a Registered User your information will be saved, just login again and proceed from where you left off.

- Go to City of Perth website: www.perth.wa.gov.au



- Click Develop;
- Click Develop again



➤ In the middle column, “Planning and building applications” – click “eLodgement”



[Home](#) > [Develop](#)

Develop



Planning framework

Planning strategies	>
Planning schemes	>
Planning policies and precinct plans	>
Planning registers and lists	>

<https://www.perth.wa.gov.au/develop/building-and-works>



Planning and building applications

Building Permits, Licenses & Approvals	>
Development Applications	>
eLodgement	>



Building and works

Building legislation	>
Undertaking work	>
Building certification services	>
Building and construction notes	>

- Scroll down to box stating “By clicking here you agree to the terms and conditions and can now start submission”

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.



Paying a planning and building application fee

You can make a payment for an application to the Development Approvals Unit by one of the following methods:

- In person at Council House, Ground Floor, 27 St Georges Terrace, Perth.
Payments can be made by cash, cheque, EFTPOS or by Credit Card. *
Cashier hours — Monday to Friday, 8am to 4.30pm (excluding public holidays)
- By mail to City of Perth. GPO Box C120. Perth WA 6839.

- Registered User 'sign in';
- Hover over 'Applications' in the bar;
- Click onto 'Edit Application';
- Your incomplete application submission will be listed. Please note if it is not listed it means it has not been saved.



CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

Modify an existing Development Application Lodgement



This option allows you to modify the details of an Application lodgement that has not yet been submitted. Once an application has been submitted it is no longer available for modification here.

Date Created	Application Type	Location	Last Modified	In Cart	Remove
28-09-2017 4:54	Building Permit - Certified Class 2-9 (BA1)	"COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000	28-09-2017 4:55		

- Click onto date created

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CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

Modify an existing Development Application Lodgement




This option allows you to modify the details of an Application lodgement that has not yet been submitted. Once an application has been submitted it is no longer available for modification here.



Date Created	Application Type	Location	Last Modified	In Cart	Remove
28-09-2017 4:54	Building Permit - Certified Class 2-9 (BA1)	"COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000	28-09-2017 4:55		

- Your document will commence where it 'timed out'.



CITY of PERTH

Applications Customer Service Registration General Enquiry Payments Help

◀▶✕

* Denotes that the field is mandatory.

Application Details

Description of proposed works *


Mix Used Development

Estimated Cost (incl GST) *

25000


Related Applications

Attach file *

Application Form - BA1.pdf 

Application Form - BA1

Attach file

Land Owners Written Legal Authorisation.pdf 

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

Previous

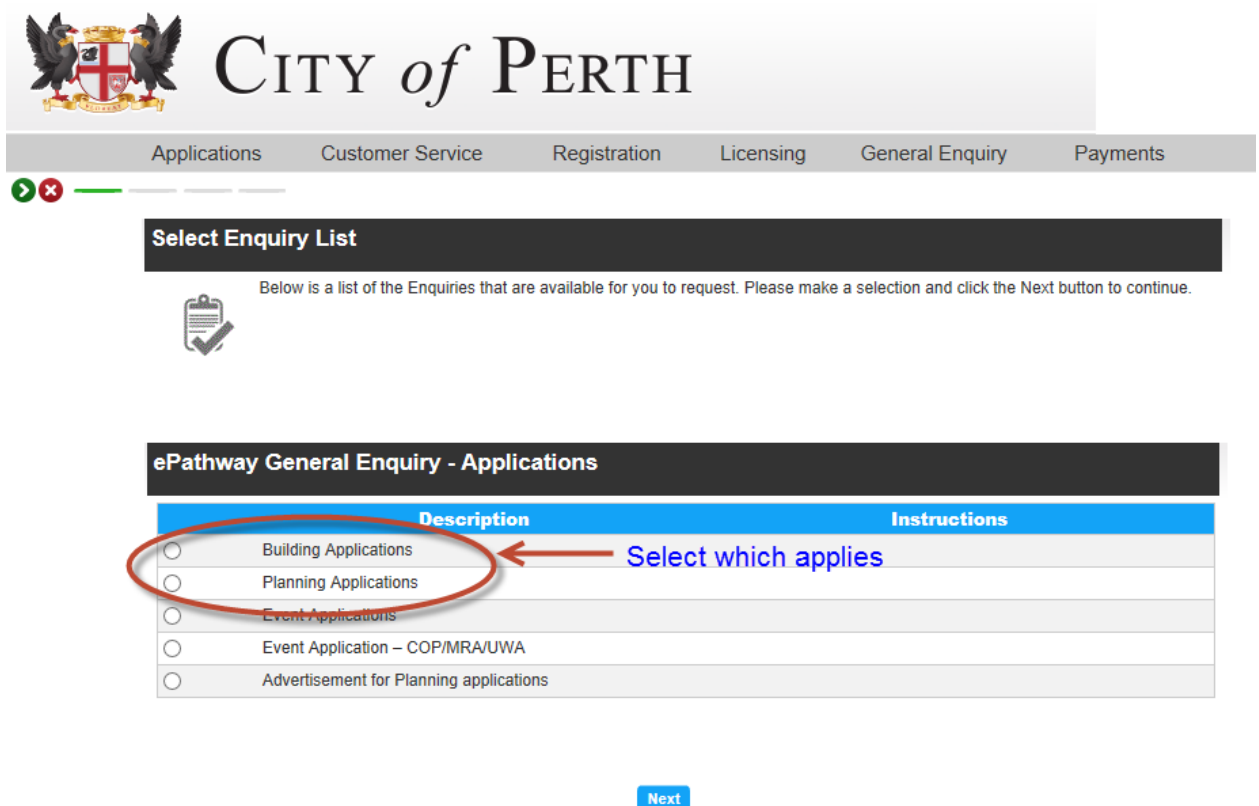
Next

How to Submit Additional Information

- Hover over General Enquiry and click 'Application Enquiry'.



- Select 'Building Applications' or 'Planning Applications' and then click 'Next'.



➤ Search for your application



CITY of PERTH

Applications

Customer Service

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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

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

Street Name

Street Type


Suburb

Either input the address and press search OR, press search to provide you, with an extensive list of applications under your name

Previous

Search


- You will now see a listing of the applications you have submitted. Click on the Application Number to see further details.



CITY of PERTH

Applications Customer Service Registration Licensing General Enquiry Payments

Building Applications

 If you proceed to view the below listed applications and related documents, you are agreeing to the City of Perth [Conditions of Use](#).

<u>Application Number</u>	<u>Location</u>	<u>Status</u>	<u>Lodgement Date</u>
BPU-2017/370	"COUNCIL HOUSE", 27-29 St Georges Terrace, PER...	Principal Building Surveyor for Allo...	7/09/2017
BPC-2017/362	"COUNCIL HOUSE", 27-29 St Georges Terrace, PER...	Application Lodged	5/09/2017
BPC-2017/356	"COUNCIL HOUSE", 27-29 St Georges Terrace, PER...	Application Lodged	4/09/2017
BPC-2017/349	89-91 Stirling Street, PERTH WA 6000	Principal Building Surveyor for Allo...	11/05/2017
BPC-2017/338	"AMP BUILDING", 140 St Georges Terrace, PERTH...	Building Permit Certified Issued	9/05/2017

[New Search](#)

- Use the blue **'Submit Response'** button at the bottom of the screen to send documents and questions directly to the City's responsible officer.

CITY of PERTH

Applications Customer Service Registration Licensing General Enquiry Payments

Enquiry Detail View

Application Details

Application Number	BPC-2017/362	Application Type	Building Permit - Certified Class 2-9
Application Received	5/09/2017	Lodgement Date	5/09/2017
Description of Works	Changes to the door frame of the building, change colour and materials. Multi storey mixed development.		
Status	Application Lodged		
Responsible Officer	Derek Wakefield		

Property Details

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

"140William", 140 William Street, PERTH WA 6000

Fee Type	Fee Amount	Balance
Building Permit Certified 2 - 9	\$96.00	\$0.00
Building Service Levy	\$137.00	\$0.00
Building Construction Training Levy	\$200.00	\$0.00

Name Details

Applicant	Ms M Loke
Builder	1 Medya King Kebabs

[Previous](#) [Submit Response](#) [Attachments](#) [New Search](#)

- 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.
 - Please ensure when submitting documentation that all documents are clearly labelled in the **'Attachment Description'** field and the attachment description relates to its contents or purpose.
 - Please be advised that this is considered a new session so has another 80 megabyte limit for the attachment upload.



Application Details

Application Number BPC-2017/362
Location "COUNCIL HOUSE", 27-29 St Georges Terrace, PERTH WA 6000
Status Application Lodged
Lodgement Date 5/09/2017 12:00:00 AM

** Denotes that the field is mandatory.*

Application Response

Please ensure that the attachment description relates to its contents or purpose.

(Example: Traffic Management Plan, Development Plan, Liquor Licence, Site Plan, Form 1 : Application to construct, extend or alter a public building, Certificate of Design Compliance.)

Note: This field can take up to **250 characters maximum**. For additional information, please provide an attachment below.

Application Response

Details *

Attachment

Attachment Description

Attachment

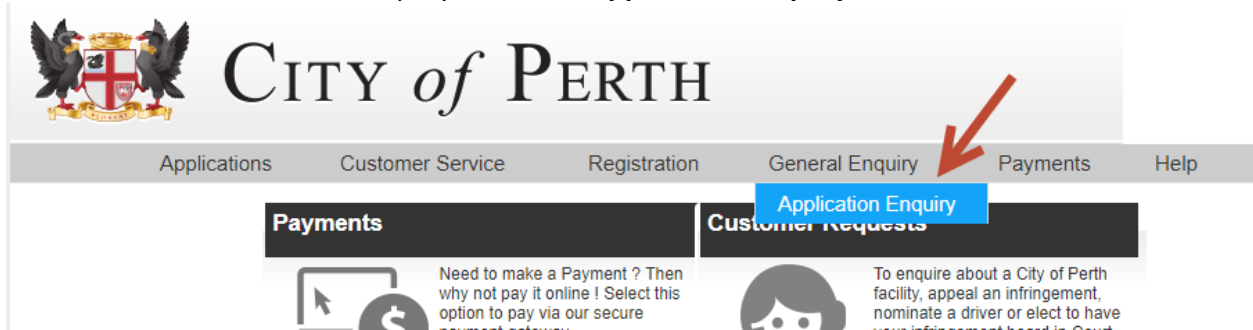
Attachment Description

Attachment

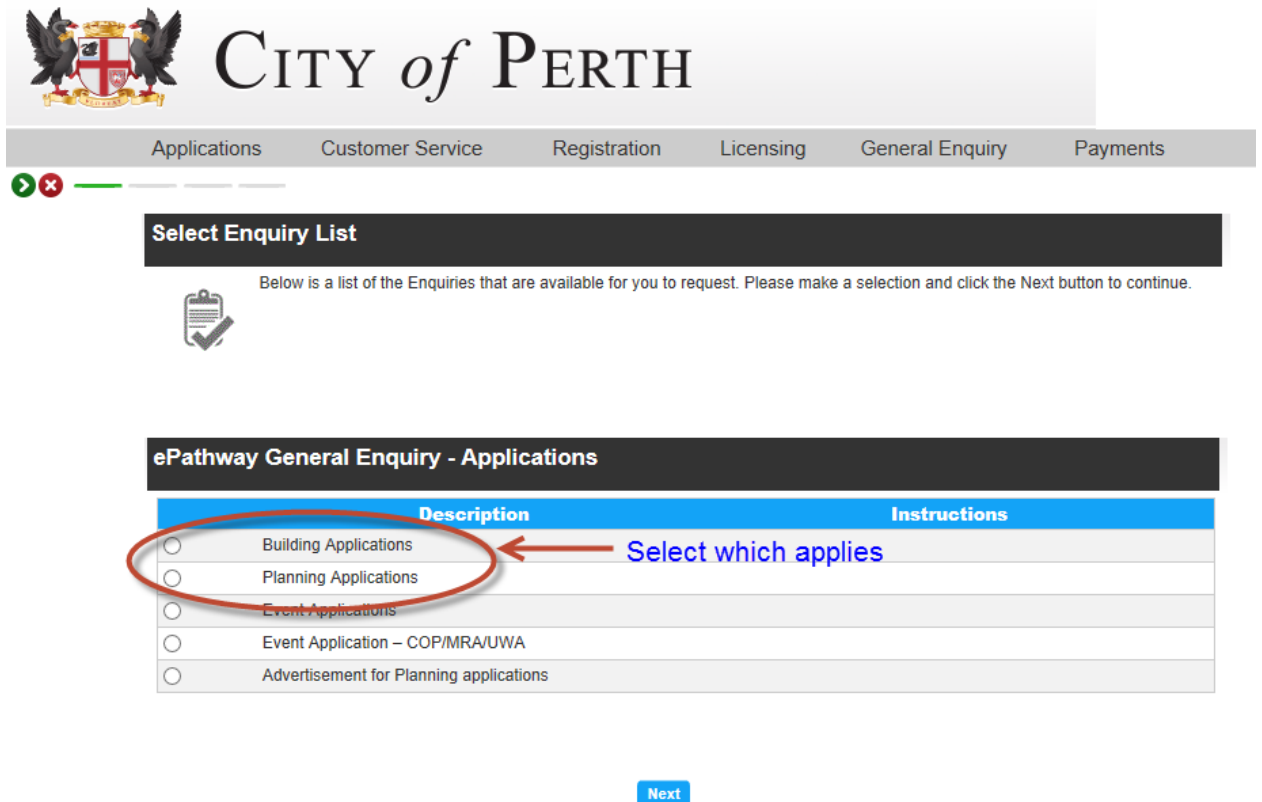
Attachment Description

How to Track an Application (Status Enquiry)


- Hover over General Enquiry and click 'Application Enquiry'.



- Select 'Building Applications' or 'Planning Applications' and then click Next.



- Search for your application



CITY of PERTH

Applications Customer Service Registration Licensing General Enquiry Payments

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: Planning 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: [input]
Street Name: [input]
Street Type: (any) [dropdown]
Suburb: [input]

Previous Search

Either input the address and press search OR, press search to provide you, with an extensive list of applications under your name


- You will now see a listing of the applications you have submitted. Click on the Application Number to see further details.



CITY of PERTH

Applications Customer Service Registration Licensing General Enquiry Payments

Building Applications

 If you proceed to view the below listed applications and related documents, you are agreeing to the City of Perth [Conditions of Use](#).

<u>Application Number</u>	<u>Location</u>	<u>Status</u>	<u>Lodgement Date</u>
BPU-2017/370	"COUNCIL HOUSE", 27-29 St Georges Terrace, PER...	Principal Building Surveyor for Allo...	7/09/2017
BPC-2017/362	"COUNCIL HOUSE", 27-29 St Georges Terrace, PER...	Application Lodged	5/09/2017
BPC-2017/356	"COUNCIL HOUSE", 27-29 St Georges Terrace, PER...	Application Lodged	4/09/2017
BPC-2017/349	89-91 Stirling Street, PERTH WA 6000	Principal Building Surveyor for Allo...	11/05/2017
BPC-2017/338	"AMP BUILDING", 140 St Georges Terrace, PERTH...	Building Permit Certified Issued	9/05/2017

[New Search](#)



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Enquiry Detail View

Application Details

Application Number	BPC-1900/1000/1	Application Type	Building Permit - Certified Class 2-9
Application Received	5/12/2012	Lodgement Date	5/12/2012
Description of Works	Test		
Status	Principal Building Surveyor for Sig...		
Responsible Officer	Robert O'Shea		

Property Details

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

Fee Type	Fee Amount	Balance
Building Service Levy	\$0.00	\$0.00
BCITF Levy	\$0.00	\$0.00
Building Permit Certified 1 & 10	\$104.14	\$104.14

Name Details

Name Details	Formatted Name
Applicant	Ms M Loke
Builder	Diploma Construction (WA) Pty Ltd
Owner	City of Perth

[Previous](#) [Submit Response](#) [New Search](#)

How to Pay Outstanding Fees

- Credit Card limit is \$10,000.00
- Fees that are over \$10,000 can be EFT or by cheque.

How to Retrieve Final Approval Documents and Approved Plans

- Final Approved Document and Plan that are not big in size (less than 20mb) will be emailed once approved.
- Large size application will be emailed with a link where you can download the approved permits and plans

From: building
To: Michelle Loke
Cc:
Subject: FW: Building Permit Approval [REDACTED]

From: building
Sent: Monday, 4 December 2017 3:18 PM
To: [REDACTED]
Subject: Building Permit Approval 2017/880

Good afternoon


Please find below a link to access the above approved permit.

Please note that this link will expire within 30 days.

<https://ftp.cityofperth.wa.gov.au/?u=QRv1gDMUiZ&p=ZSVse3O2gS>





Kind regards

Sara Sylvester
Applications Officer
Development Approvals



City of Perth

27 St Georges Terrace, Perth | GPO Box C120 WA 6839
T 08 9461 3366 | E building@cityofperth.wa.gov.au
www.perth.wa.gov.au

The City is happy to advise that Planning and Building applications can now be submitted online. Please note we ha

Click on link to download the Approved permits and plans

- Clicking on the link from the email will bring you to the City of Perth’s FTP website where you can access the approved documents:

City of Perth

QRv1gDMUiZ

ZipDownload Search User Options Copy Logout

Filter: 2017-880.zip Clear Select Show 100 items on page

1 Items (1 Files)

Name	Size	Modified
2017-880.zip	9.0 MB	12/04/17

Proceed to click on the zip file to access your approval documents

Powered by CrushFTP © 2014 CrushFTP

Logged in as :QRv1gDMUiZ, Expires : January 03, 2018 23:55

- Save the approval documents in your preferred file. **Please note this link will only be available for 30 days so please save it to a safe place.**

City of Perth

QRv1gDMUiZ

ZipDownload Search User Options Copy Logout

Filter: 2017-880.zip Clear Select Show 100 items on page Thumbnail View Tree View

1 Items (1 Files)

Name	Size	Modified	Keywords
2017-880.zip	9.0 MB	12/04/17	

Download has started
Please select location to save your file (s) to proceed

Powered by CrushFTP © 2014 CrushFTP

Logged in as :QRv1gDMUiZ, Expires : January 03, 2018 23:59 (Session timeout in 9 min, 51 secs.) Back to top

Do you want to open or save 2017-880.zip (8.98 MB) from ftp.cityofperth.wa.gov.au? Open Save Cancel

Assistance

Submission of Building Applications

If you have any enquiries relation to the content of information to be submitted when lodging a building related application, please refer to the City's website: www.perth.wa.gov.au (refer applications, online forms) or contact the Application Team on building@cityofperth.wa.gov.au or 9461 3366

Submission of Planning Applications

If you have any enquiries relation to the content of information to be submitted when lodging a planning related application, please refer to the City's website: www.perth.wa.gov.au (refer applications, online forms) or contact the Application Team on planning@cityofperth.wa.gov.au or 9461 3352