

user manual

Online submission of planning,
subdivision and building applications



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Helpline for queries: (08) 9311 8111

Email: planning@vicpark.wa.gov.au or building@vicpark.wa.gov.au

Introduction

- As of 1 October 2014, the Town of Victoria Park requires the online lodgement of planning and building applications through the Town's website: <https://www.victoriapark.wa.gov.au/Build-and-develop>.
- Prior to submitting an application, please refer to the above website for information, checklists and forms relating to planning and building applications, or alternatively, contact us on (08) 9311 8111 if you have any queries.
- This user manual will provide you with step by step instructions on how to submit and track an online application.

Application types available to be submitted online:

Building types:

- BA1 – Application for Building Permit Certified
- BA2 – Application for Building Permit Uncertified
- BA5 – Application for Demolition Permit
- BA9 – Application for Occupancy Permit
- A11 – Application for Occupancy Permit Strata
- BA13 – Application for Building Approval Certificate
- BA15 – Application for Building Approval Certificate Strata
- Application for Sign Licence

Planning types:

- Application for Development Approval
- Amendment or Cancellation of Development Approval
- Metropolitan Region Scheme (MRS) Application
- Development Assessment Panel (DAP) Application

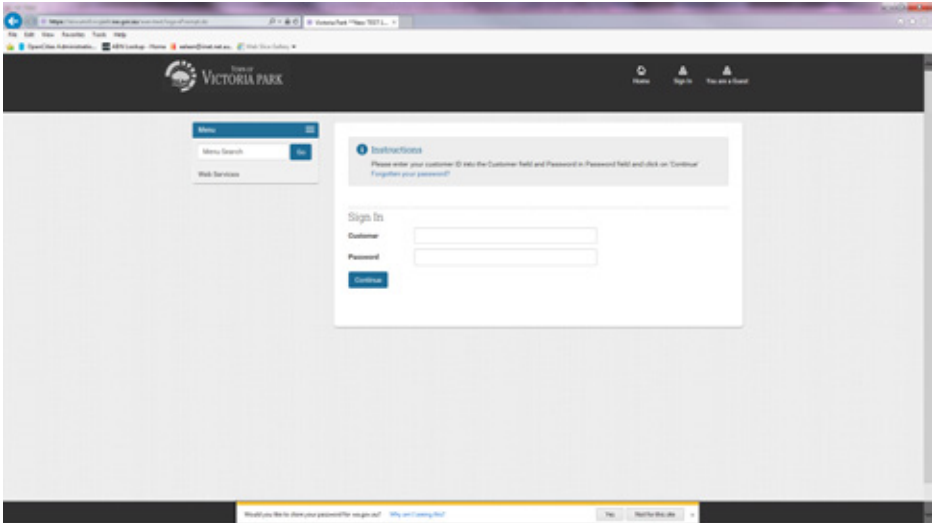
Subdivision types:

- Application for Subdivision Clearance
- Application for Built Strata (Form 24)
- Certificate of Strata Plan (Form 26)

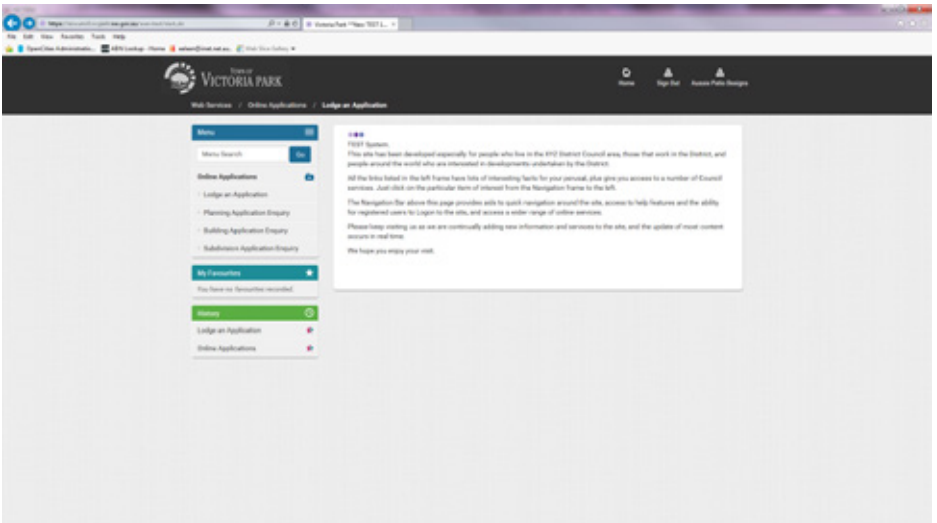
Do I need to register to submit or track an application online?

- Yes, to lodge or track an application you need to be a registered user. If you are a registered user, go to <https://www.victoriapark.wa.gov.au/Build-and-develop/Lodge-and-track-an-application/Lodge-an-application> and choose 'Sign in' to proceed with lodgement or tracking.
- If you are not a registered user and would like to register, go to the above webpage and fill out the 'Online lodgement registration' form. After you have submitted your registration details, we will send you an email with a username and password, and you may proceed to 'Sign in' to lodge or track an application.

Getting started

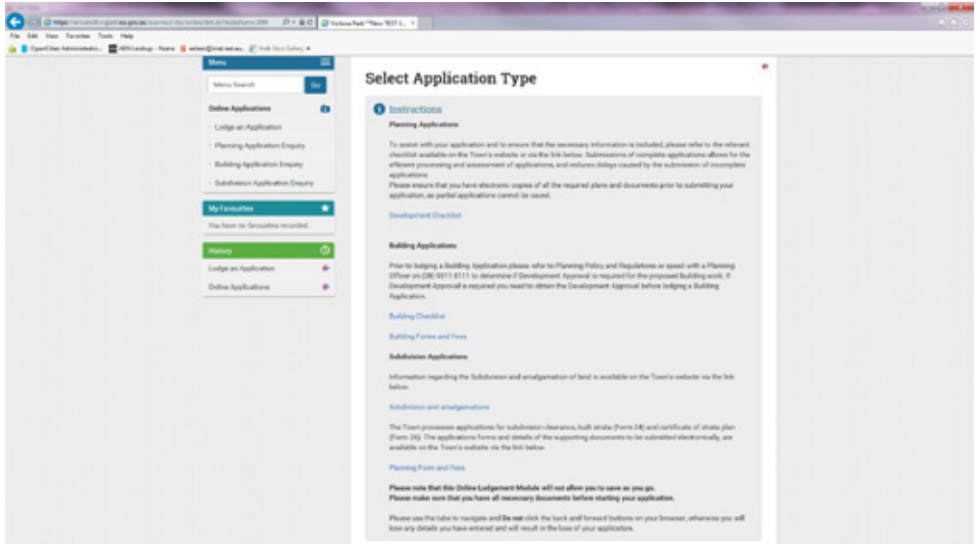


- Enter your customer username and password, and click 'Continue'.

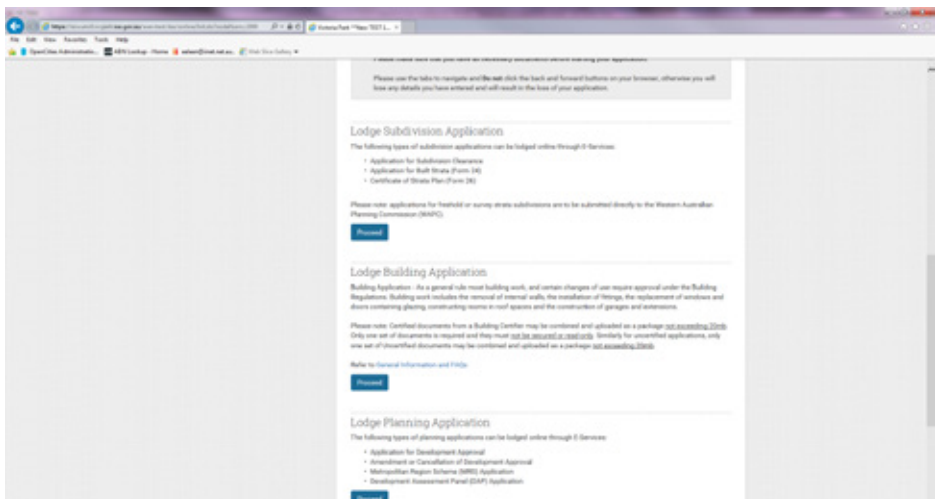


- Select 'Lodge an Application' or the relevant 'Application Enquiry' if you are tracking the progress of an application.

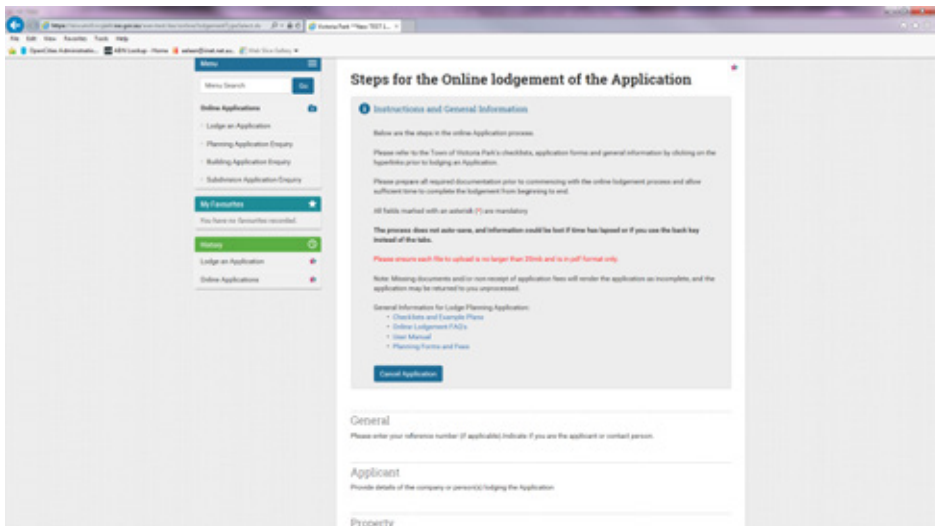
Steps to lodge a planning application



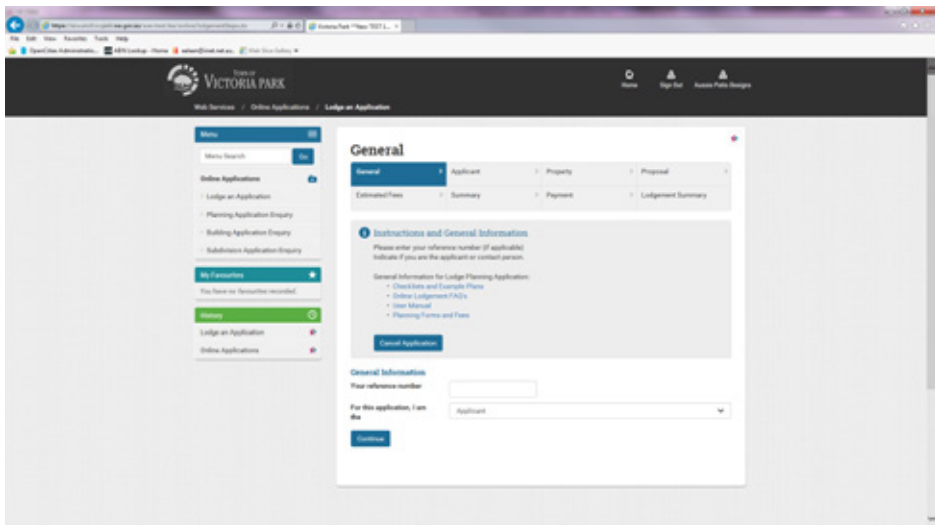
- Please read the instructions carefully before clicking on 'Proceed' as the online process does not allow you to save as you go. Please make sure you have all necessary documents before starting your application. Do not click on the back and forward buttons on your browser, or you will lose any details you have entered and will have to start again. Please note that all fields marked with an asterisk (*) are mandatory. Plans and documents uploaded during the lodgement process must be in PDF format, unsecured and each upload has a maximum limit of 20mb.



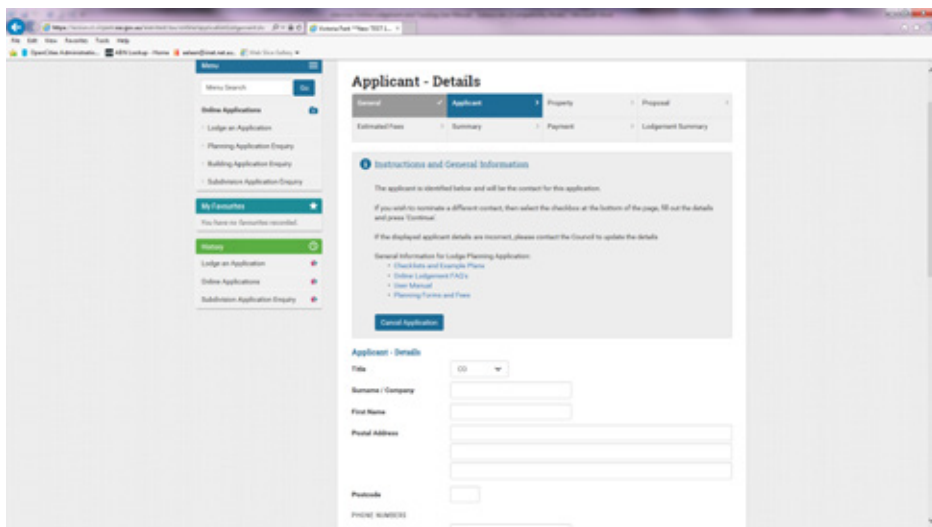
- Click 'Proceed' if you are ready to lodge a planning application.



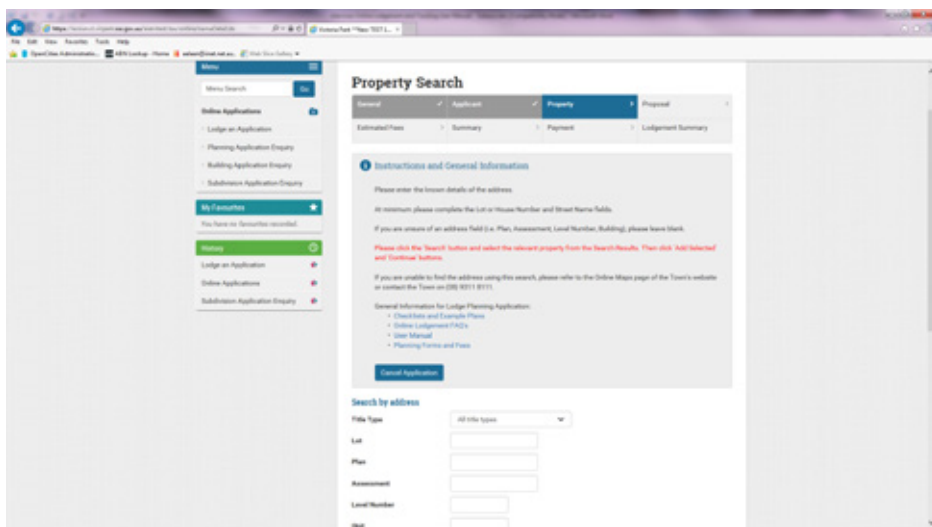
- The planning application process will take you through General, Applicant etc... to Lodgement Summary. Click 'Continue' to start the process.



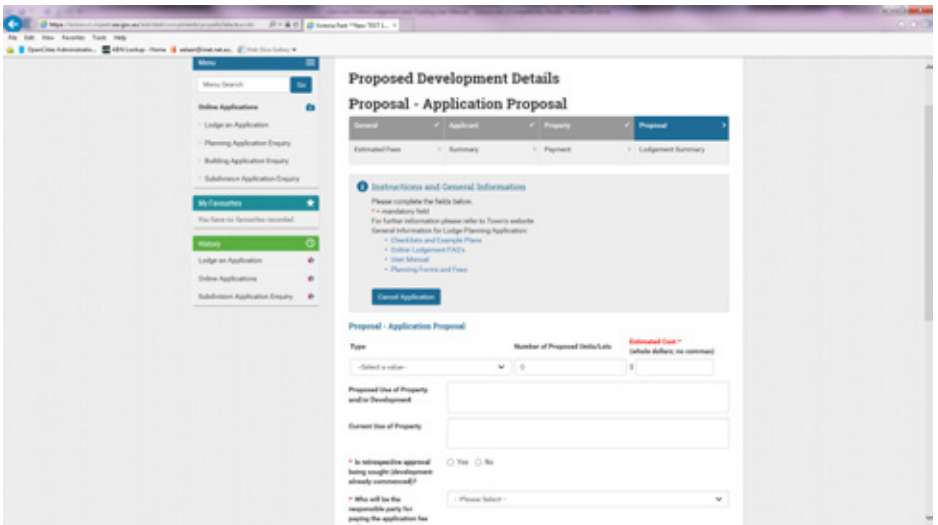
- Enter an optional application reference number for your records and confirm if you are the applicant. If you are not the applicant, you will need to enter the applicant's details on the next screen. If you are the applicant, you may also nominate a different contact person for the application.



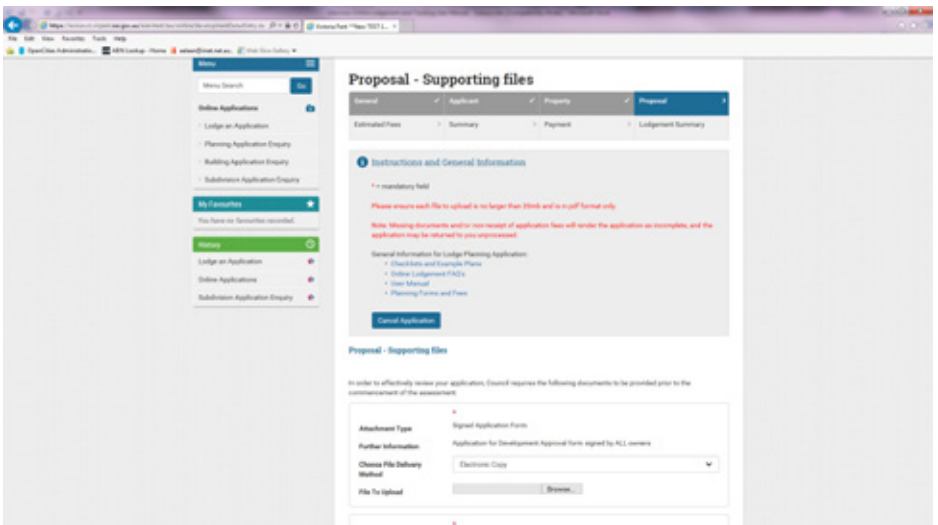
- In the Property tab, enter either the lot or house number, followed by the street name (without street type), and click 'Search'. Please note that the search does not require you to complete all the fields.



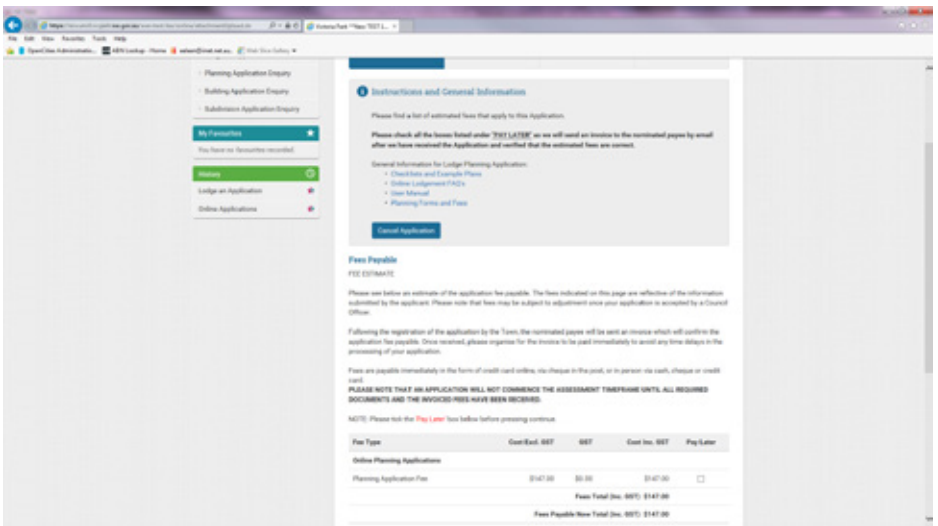
- Under 'Search Results', select the correct address(es) and click on 'Add Selected'. The selected address(es) will populate in the 'Property Selection' box. If they are correct, click 'Continue', or if you would like to add additional properties, click on 'Search for more properties' and 'Add Selected' again. All the selected properties should populate in the 'Property Selection' box. Click 'Continue'.
- If you are unable to find the relevant property, please contact us on (08) 9311 8111.



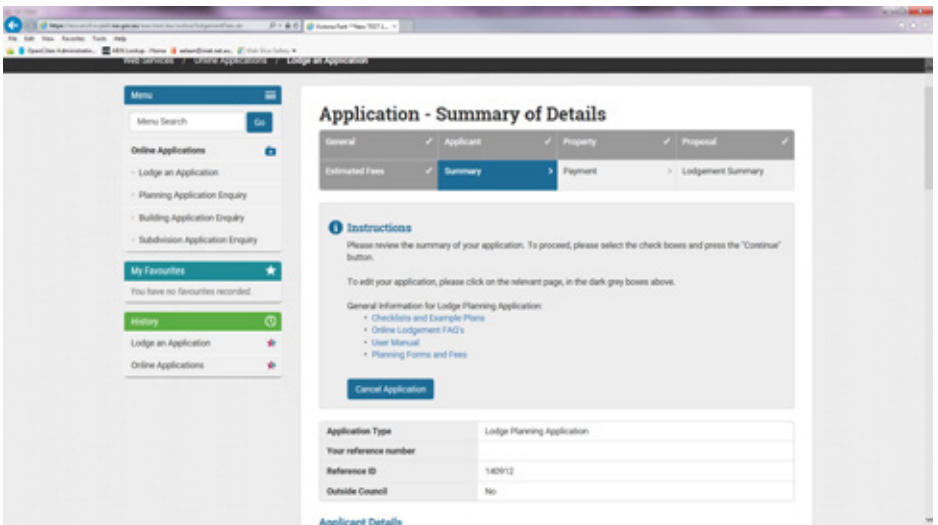
- In the Proposal tab, enter details of the application type, proposed development, cost of development and payee for the application fees. Please note that we will send the invoice for the application fees to the nominated payee, hence a delay in payment or a subsequent change of payee details will render the application as incomplete and cause delays to the assessment of the application.



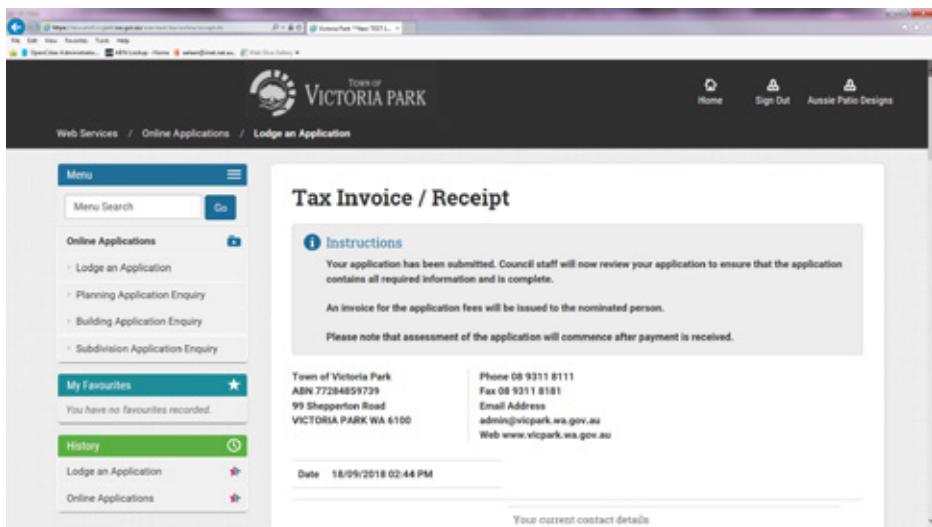
- Upload signed application form and documents that are required per the Town’s planning checklist. Each document upload has a maximum limit of 20mb and all fields marked with an asterisk(*) are mandatory. Click ‘Continue’ to proceed to ‘Estimated Fees’.



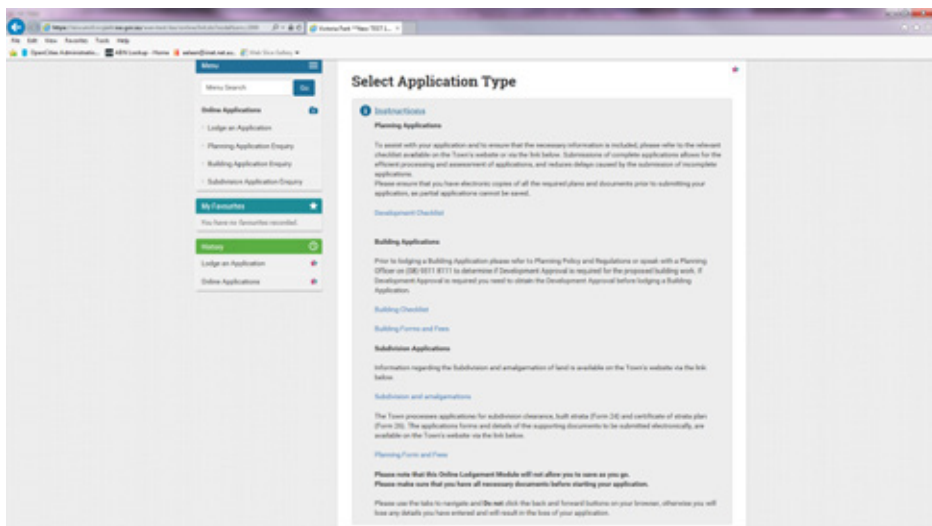
- The estimated online application fee(s) are calculated based on the Application Type and cost of development entered in the Proposal tab. Please tick 'Pay Later' as the Town will check the application received, verify the fees and then issue an invoice to the nominated payee for payment. Click 'Continue' to proceed to the Summary tab.



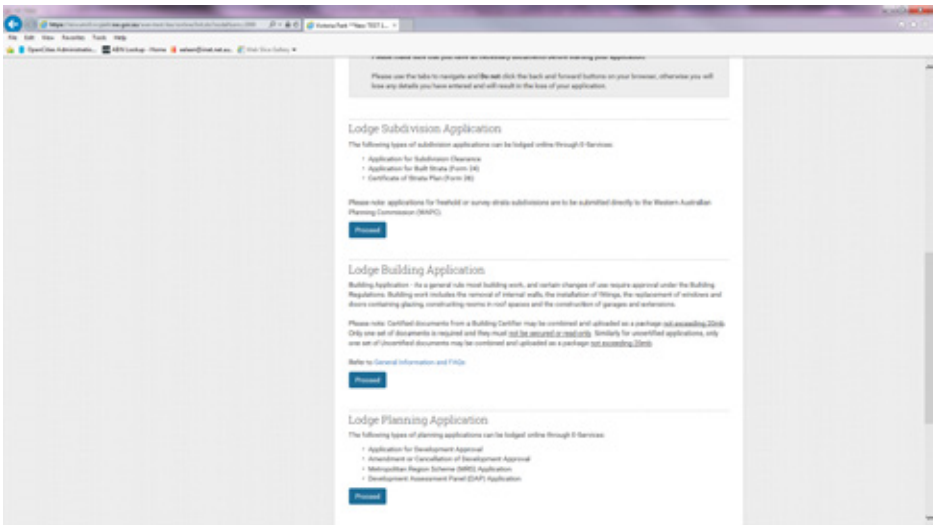
- Please review the application and tick the boxes under 'Confirmation of details' to acknowledge that the assessment will commence after payment of fees is received. When you click 'Continue', the Payment tab is bypassed (intentionally) and the Lodgement Summary displays the application for printing so that you may keep it as a record.



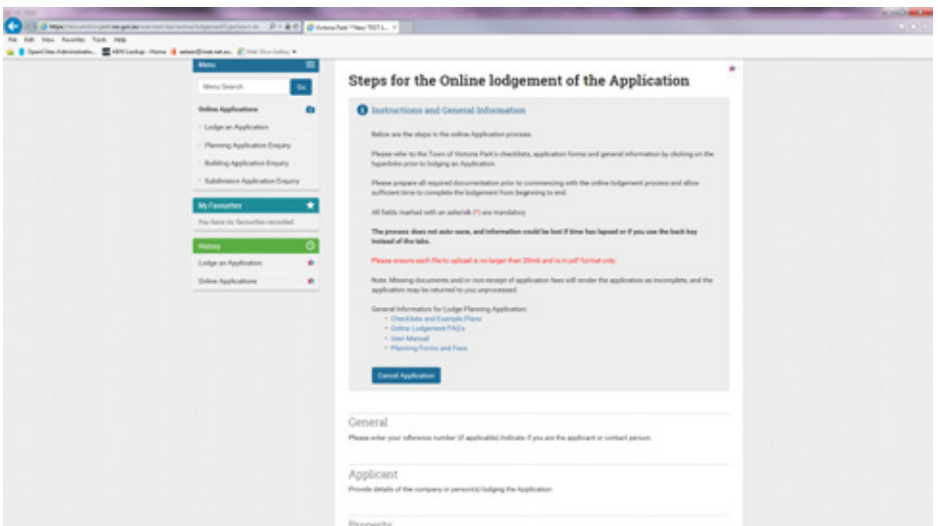
Steps to lodge a subdivision application



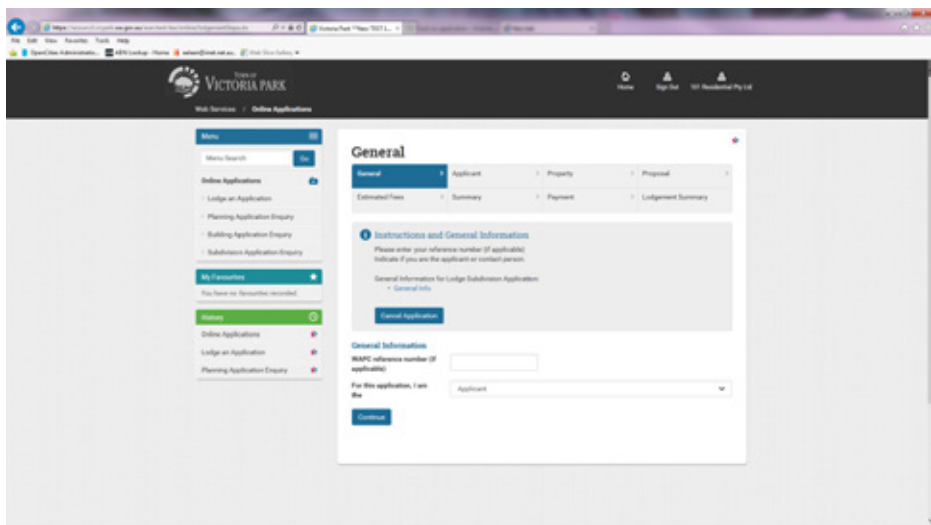
- Please read the instructions carefully before clicking on 'Proceed' as the online process does not allow you to save as you go. Please make sure you have all necessary documents before starting your application. Do not click on the back and forward buttons on your browser, or you will lose any details you have entered and will have to start again. Please note that all fields marked with an asterisk (*) are mandatory. Plans and documents uploaded during the lodgement process must be in PDF format, unsecured and each upload has a maximum limit of 20mb.



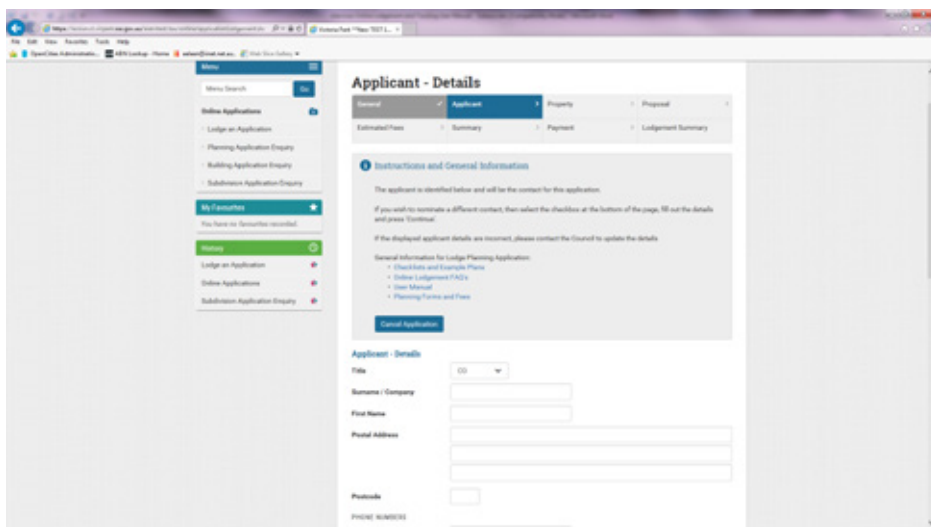
- Click 'Proceed' if you are ready to lodge a subdivision application.



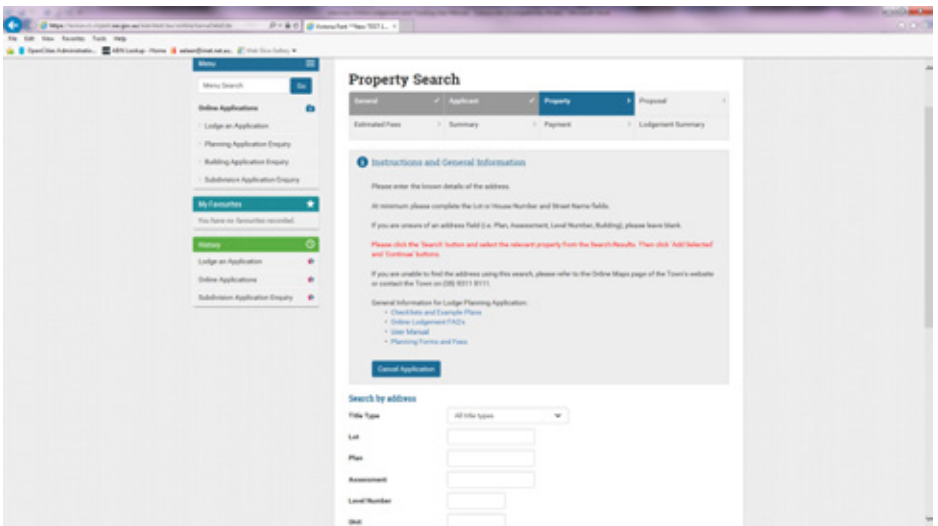
- The subdivision application process will take you through General, Applicant etc... to Lodgement Summary. Click 'Continue' to start the process.



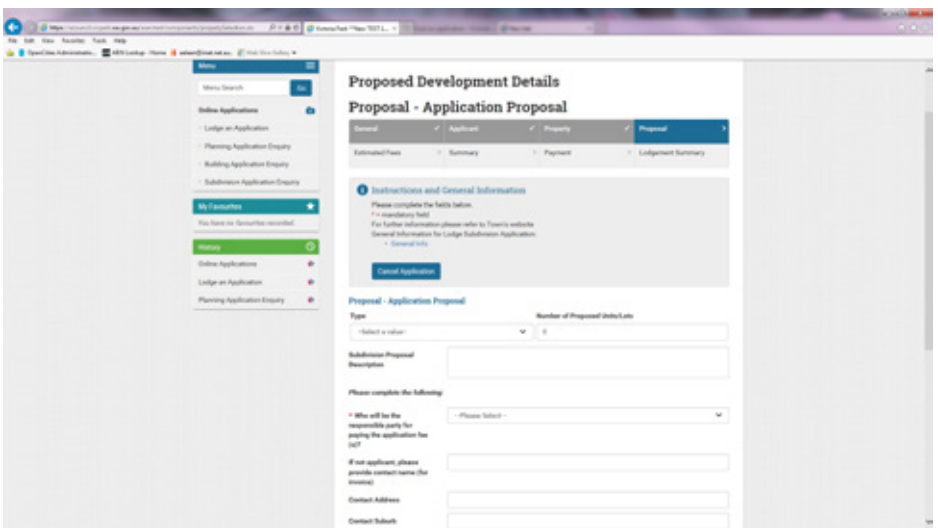
- Enter the WAPC reference number for your application and confirm if you are the applicant. If you are not the applicant, you will need to enter the applicant’s details on the next screen. If you are the applicant, you may also nominate a different contact person for the application.



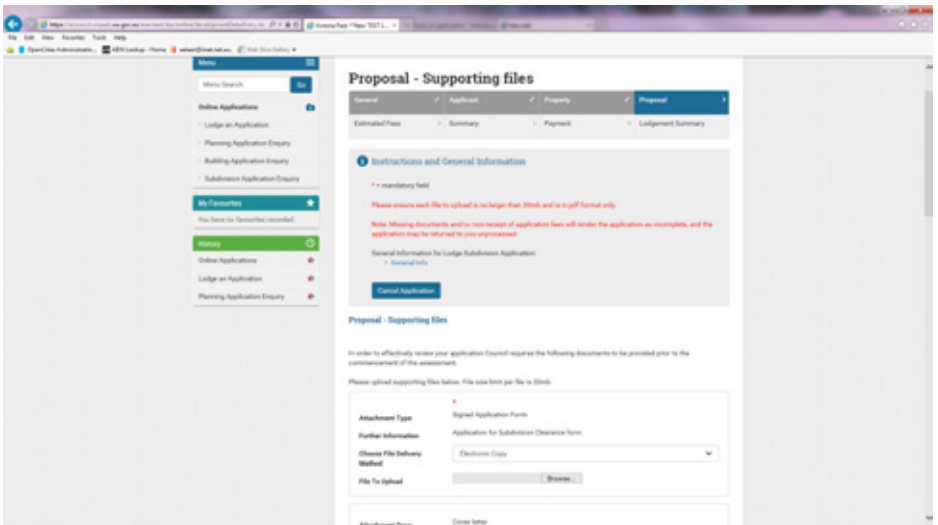
- In the Property tab, enter either the lot or house number, followed by the street name (without street type), and click 'Search'. Please note that the search does not require you to complete all the fields.



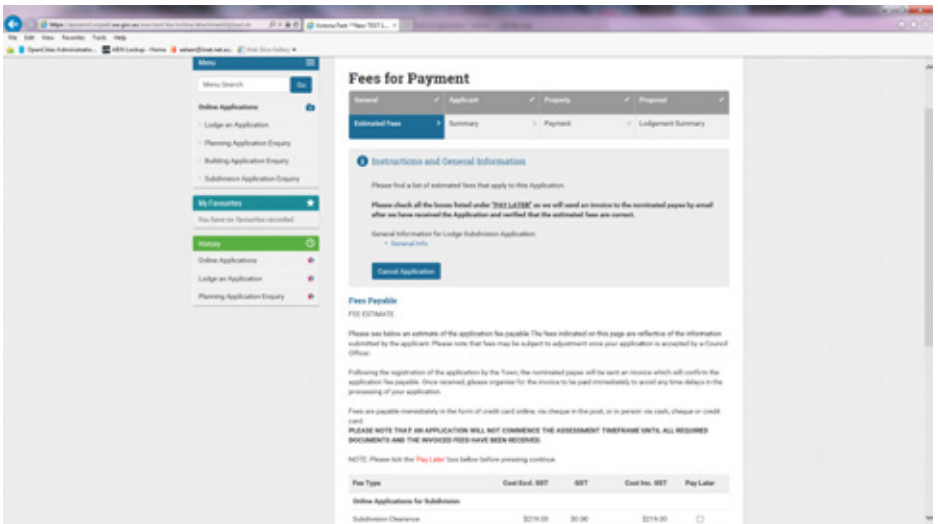
- Under 'Search Results', select the correct address(es) and click on 'Add Selected'. The selected address(es) will populate in the 'Property Selection' box. If they are correct, click 'Continue', or if you would like to add additional properties, click on 'Search for more properties' and 'Add Selected' again. All the selected properties should populate in the 'Property Selection' box. Click 'Continue'. If you are unable to find the relevant property, please contact us on (08) 9311 8111.



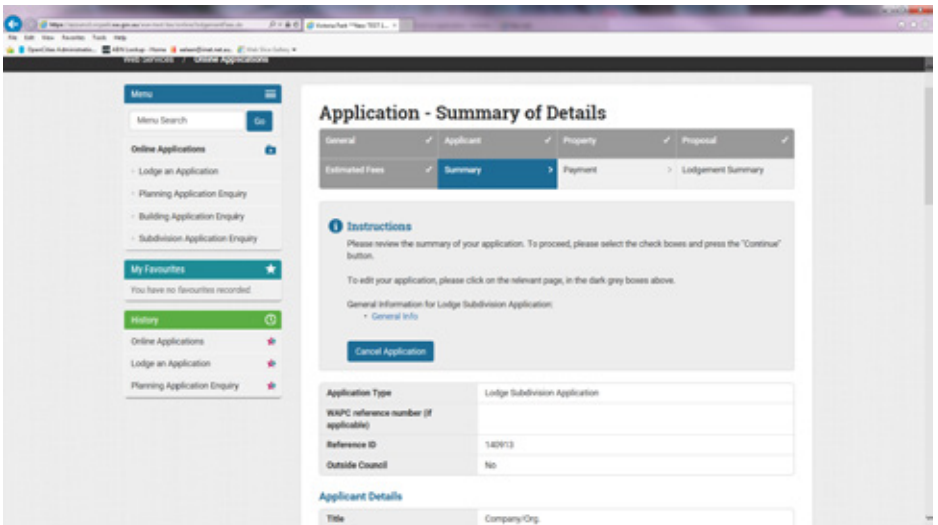
- In the Proposal tab, enter details of the application type, number of proposed lots, description and payee for the application fees. Please note that we will send the invoice for the application fees to the nominated payee, hence a delay in payment or a subsequent change of payee details will render the application as incomplete and cause delays to the assessment of the application.



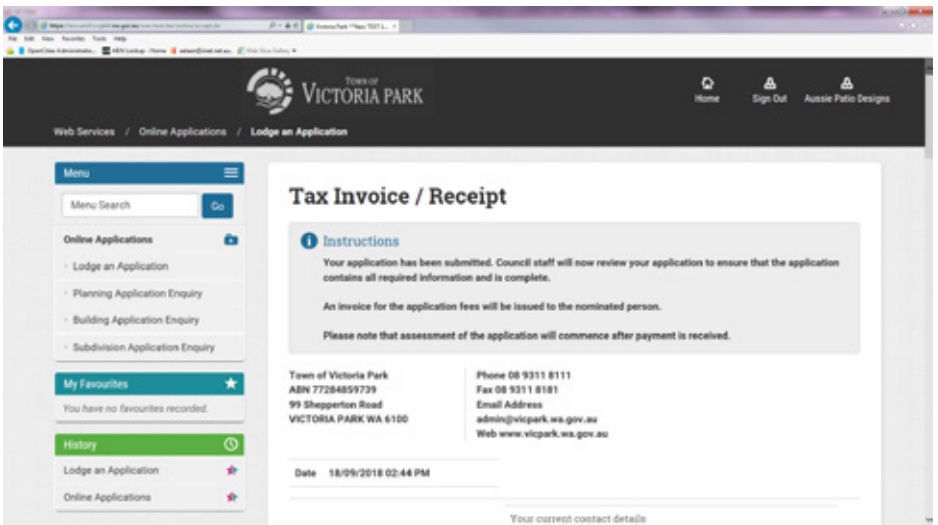
- Upload signed application form and documents. Each document upload has a **maximum limit** of 20mb and all fields marked with an asterisk(*) are mandatory. Click 'Continue' to proceed to 'Estimated Fees'.



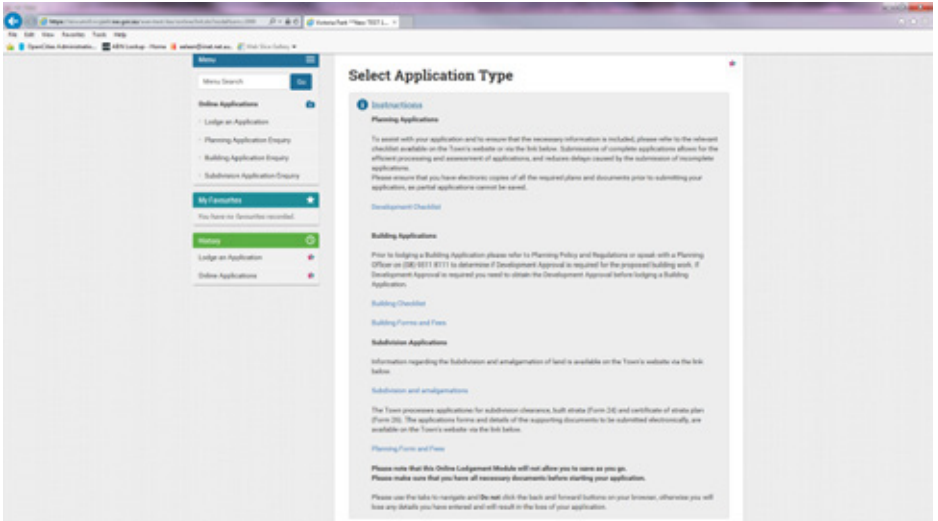
- The estimated online application fee(s) are calculated based on the Application Type and number of proposed lots. Please tick '**Pay Later**' as the Town will check the application received, verify the fees and then issue an invoice to the nominated payee for payment. Click 'Continue' to proceed to the Summary tab.



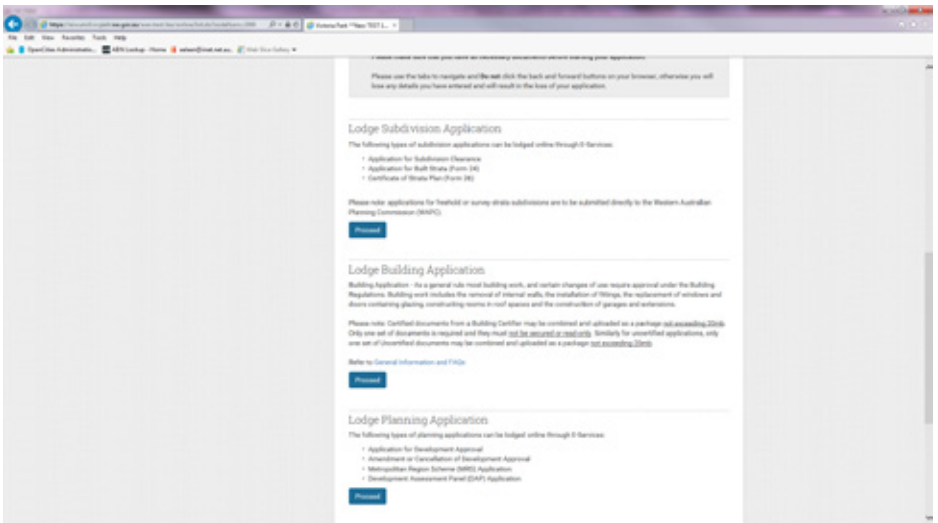
- Please review the application and tick the boxes under 'Confirmation of details' to acknowledge that the assessment will commence after payment of fees is received. When you click 'Continue', the Payment tab is bypassed (intentionally) and the Lodgement Summary displays the application for printing so that you may keep it as a record.



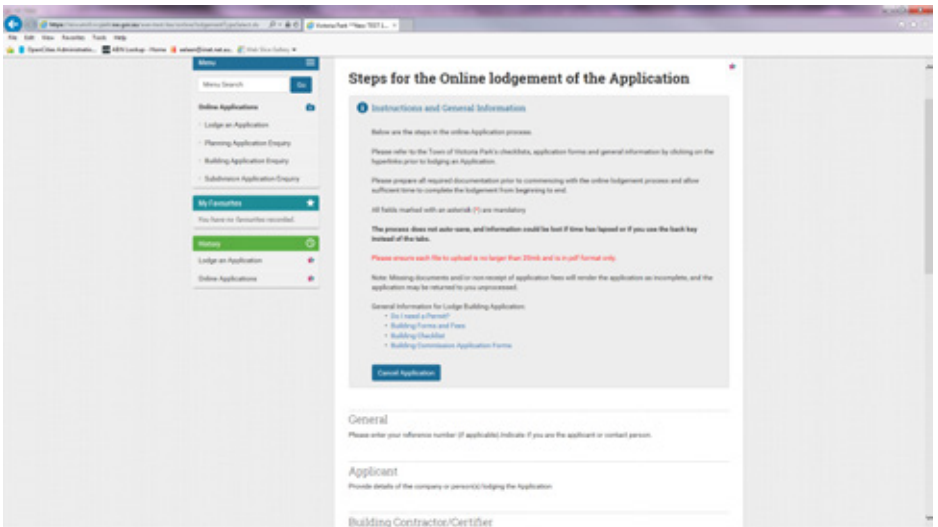
Steps to lodge a building application



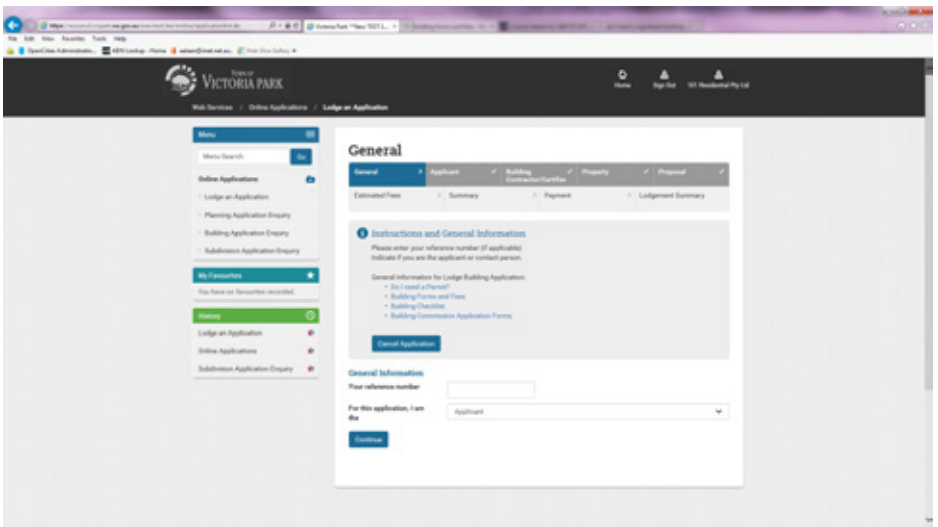
- Please read the instructions carefully before clicking on 'Proceed' as the online process does not allow you to save as you go. Please make sure you have all necessary documents before starting your application. Do not click on the back and forward buttons on your browser, or you will lose any details you have entered and will have to start again. Please note that all fields marked with an asterisk (*) are mandatory. Plans and documents uploaded during the lodgement process must be in PDF format, unsecured and each upload has a maximum limit of 20mb.



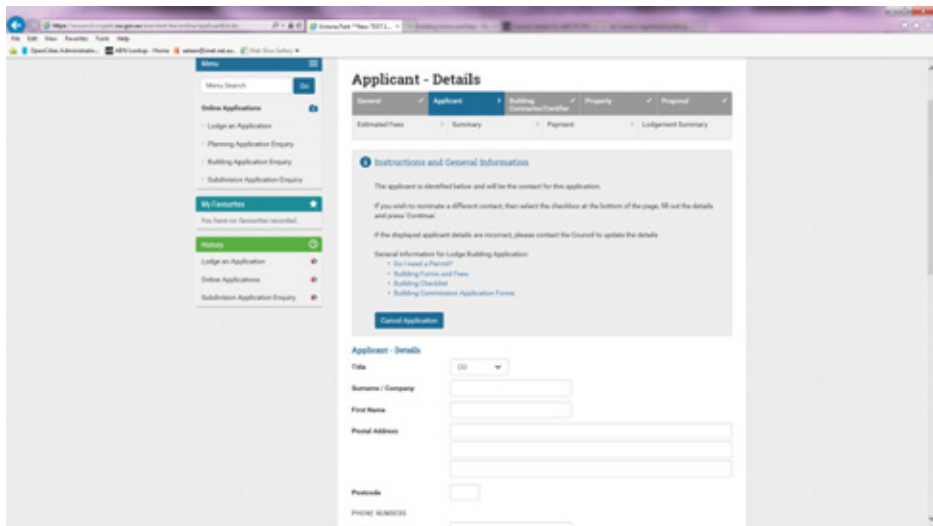
- Click 'Proceed' if you are ready to lodge a building application.



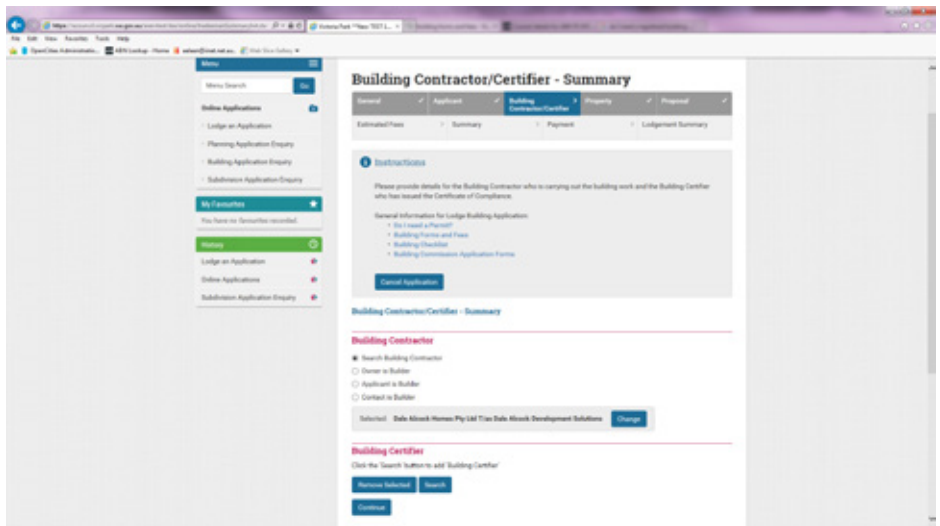
- The building application process will take you through General, Applicant, Building Contractor/Certifier etc... to Lodgement Summary. Click 'Continue' to start the process.



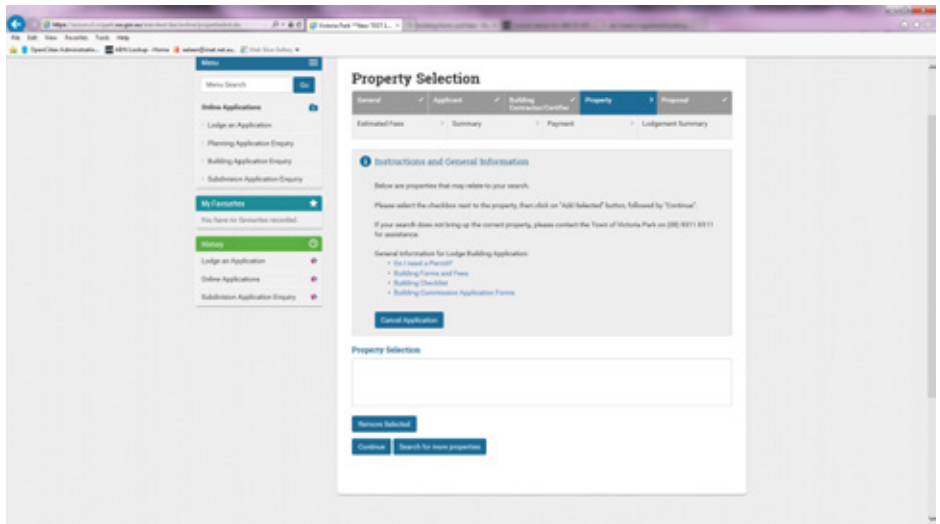
- Enter an optional application number for your records and confirm if you are the applicant. If you are not the applicant, you will need to enter the applicant's details on the next screen. If you are the applicant, you may also nominate a different contact person for the application.



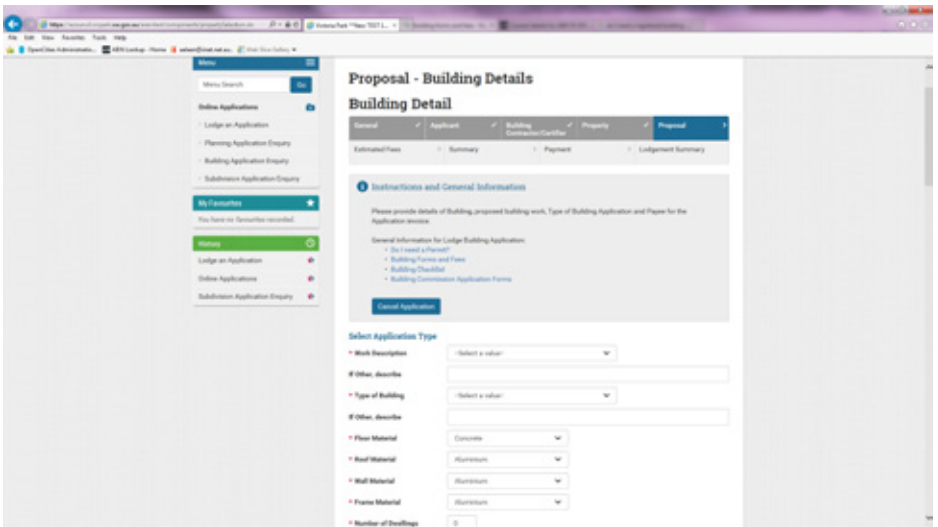
- In the Building Contractor/Certifier tab, nominate or search for the building contractor and building certifier respectively. If the cost of building work does not exceed \$20,000, a registered building contractor is not required.
- A building certifier is required for BA01-Certified Building Applications. BA01-Certified Building Applications can be submitted for all classes of buildings. Click 'Continue' when you have selected the building contractor and building certifier, and their details will be displayed in the boxes.
- If you are submitting a BA02-Uncertified Building Application which may only be used for Class 1A buildings (Residential) and does not require a building certifier, click 'Continue' after selecting the building contractor.



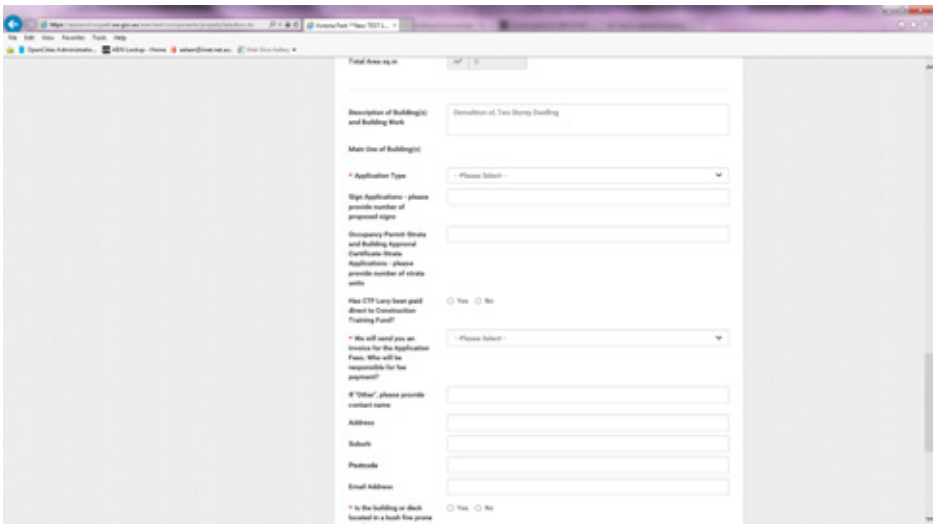
- In the Property tab, enter either the lot or house number, followed by the street name (without street type), and click 'Search'. Please note that the search does not require you to complete all the fields.



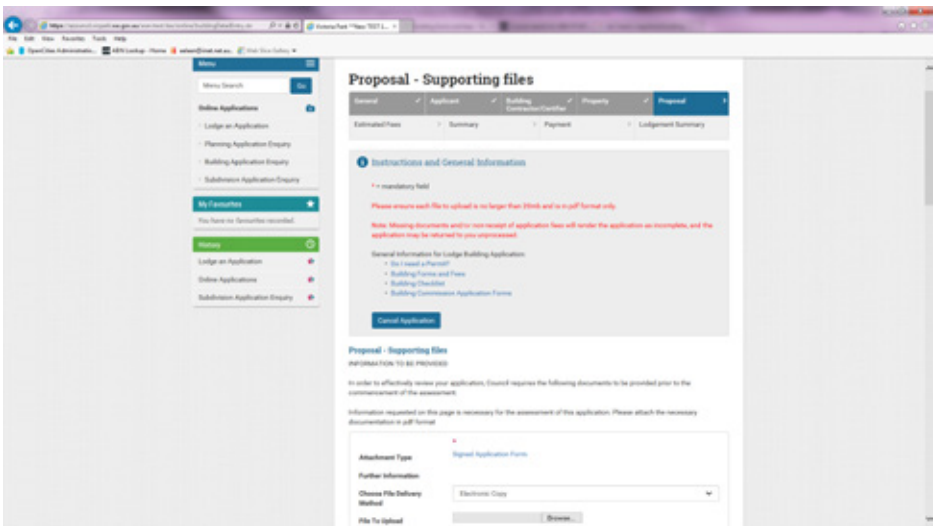
- Under 'Search Results', select the correct address(es) and click on 'Add Selected'. The selected address(es) will populate in the 'Property Selection' box. If they are correct, click 'Continue', or if you would like to add additional properties, click on 'Search for more properties' and 'Add Selected' again. All the selected properties should populate in the 'Property Selection' box. Click 'Continue'.
- If you are unable to find the relevant property, please contact us on (08) 9311 8111.



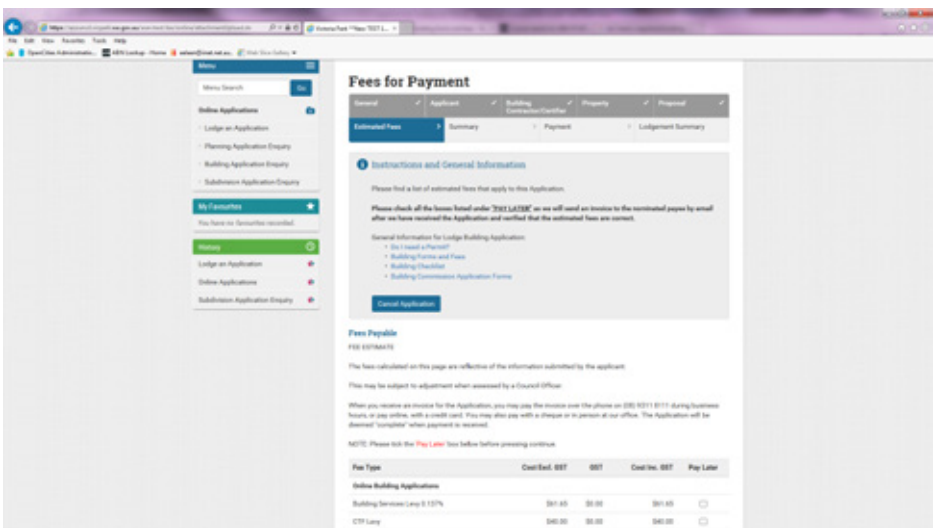
- In the Proposal tab, enter details of up to three types of building work, class of building, building materials and cost of building. As you scroll down, the type of building work entered will populate in the 'Description of Building'. Select the 'Application Type' and answer the relevant questions including 'Who will be responsible for fee payment'. Please note that we will send the invoice for the application fees to the nominated payee, hence a delay in payment or a subsequent change of payee details will render the application as incomplete and cause delays to the assessment of the application.



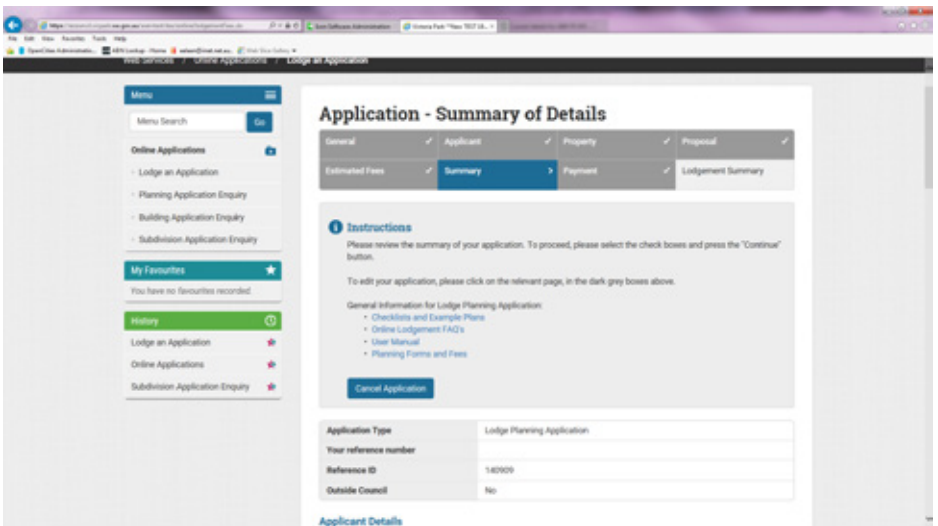
- When you click 'Continue' you will be able to upload signed application form and documents that are required per the Town's building checklist. Each document upload has a **maximum limit of 20mb** and all fields marked with an asterisk(*) are mandatory.



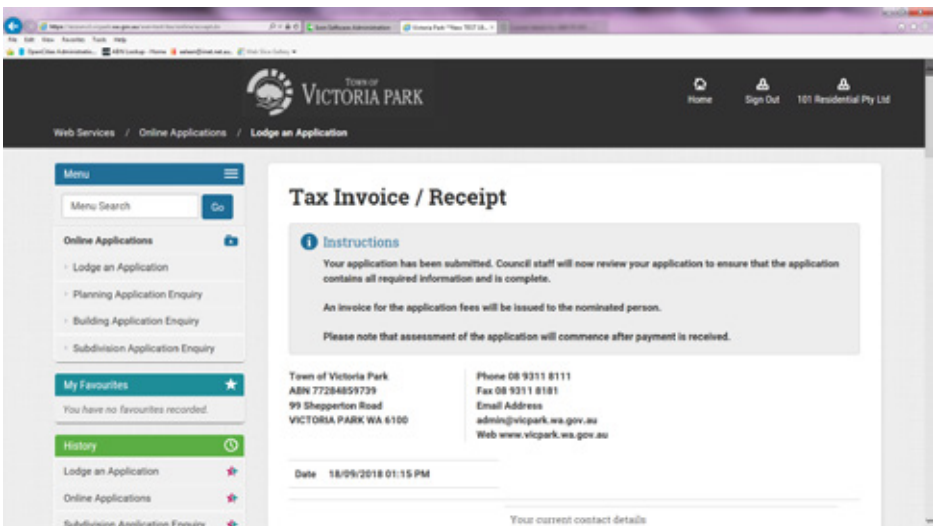
- After you have uploaded the documents, click 'Continue' to proceed to 'Estimated Fees'.



- The estimated online application fee(s) are calculated based on the Application Type and cost of building entered in the Proposal tab. Please tick '**Pay Later**' on each listed fee as the Town will check the application received, verify the fees and then issue an invoice to the nominated payee for payment. Click 'Continue' to proceed to the Summary tab.



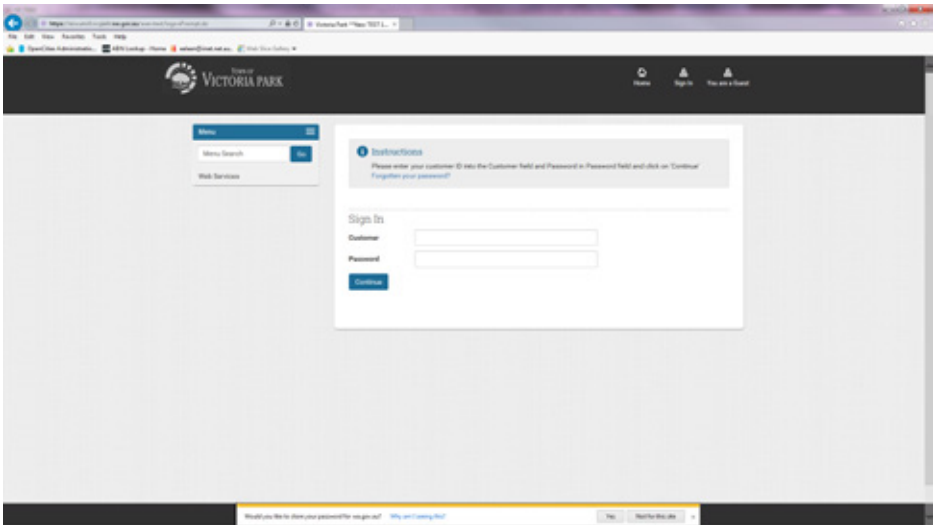
- Please review the application and tick the boxes under 'Confirmation of details' to acknowledge that the assessment will commence after payment of fees is received. When you click 'Continue', the Payment tab is bypassed (intentionally) and the Lodgement Summary displays the application for printing so that you may keep it as a record.



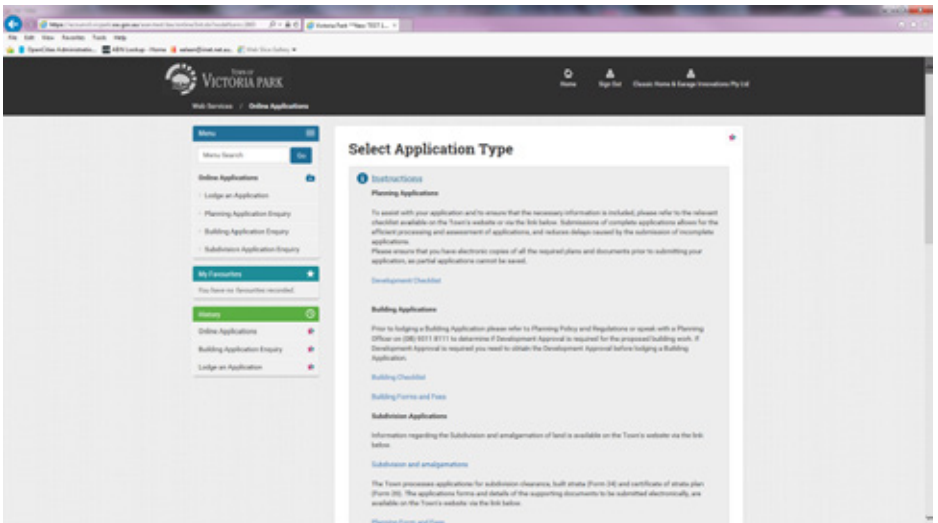
Steps to track an application

- Only the applicant(s) to an application are able to track the progress of an application and/or download approved documents for the application. The applicant(s) are required to 'sign in' on the online system.

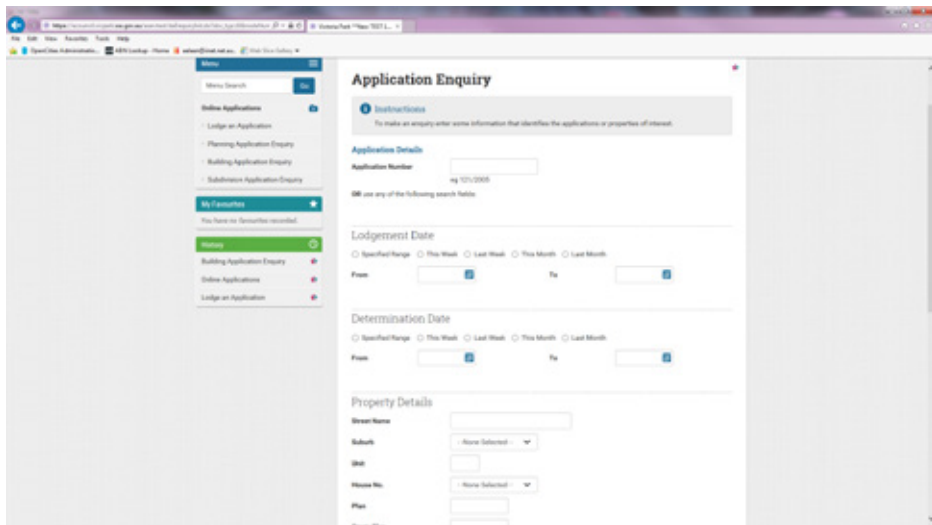
- If you are not an applicant but would like to find out about planning, subdivision and building applications that have been determined by the Town, you may refer to the monthly Members Information Bulletin at the Town's website: <https://www.victoriapark.wa.gov.au/About-Council/Council-documents>



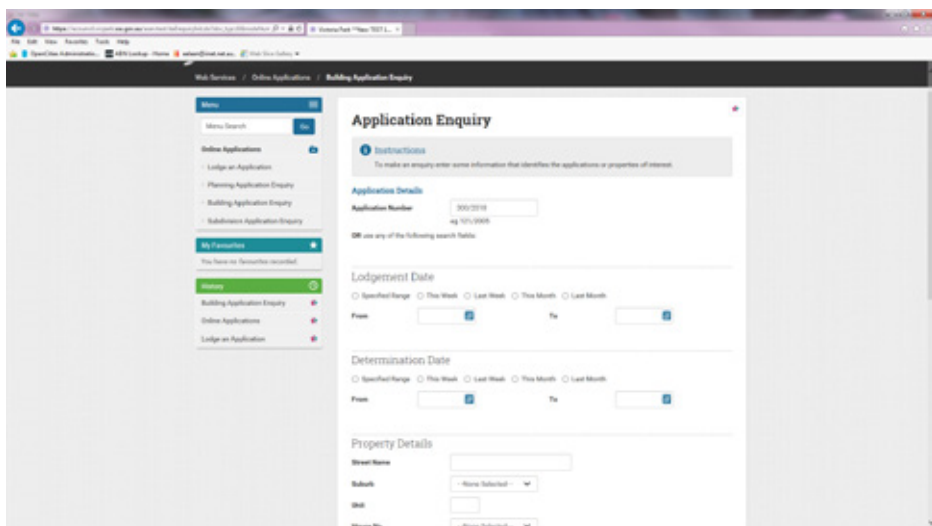
- Click on 'Online Applications' under Web Services, then select Planning, Building or Subdivision Enquiry.



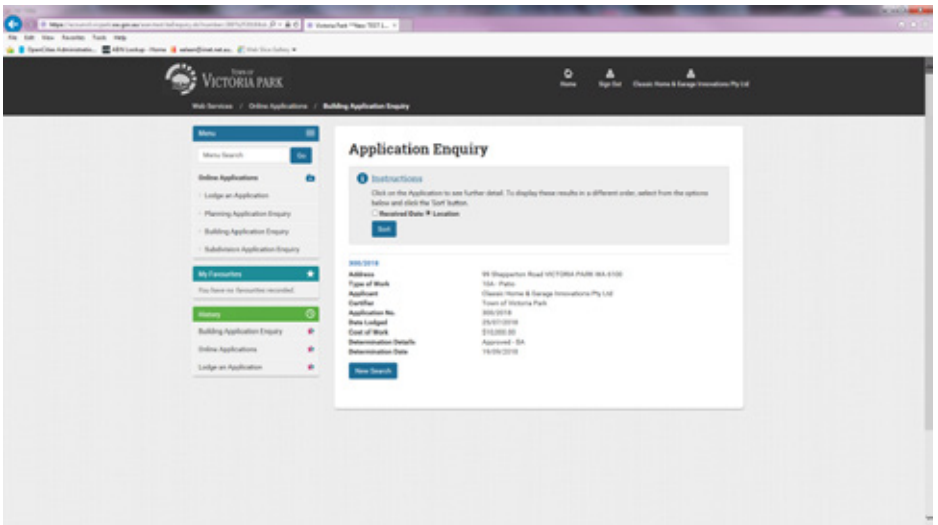
- For this illustration, we have selected Building Application Enquiry.



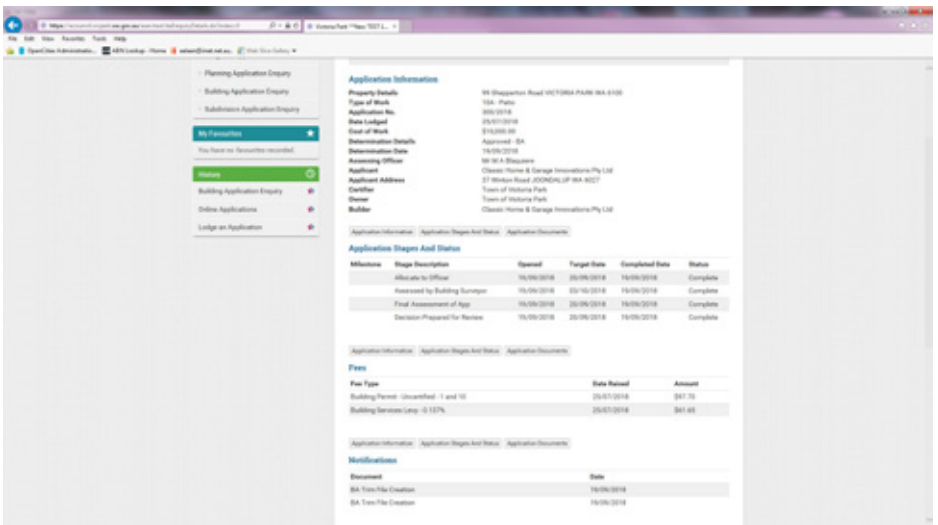
- For example, if a building application number is 6.2018.300.1, enter the application number in the format of '300/2018' in the 'Application Number' box. Alternatively, you may search an application by Lodgement or Determination Date parameters, or Property Details, and select the type of applications in the next section. Click 'Search'.



- The Application Enquiry screen will display the application information.

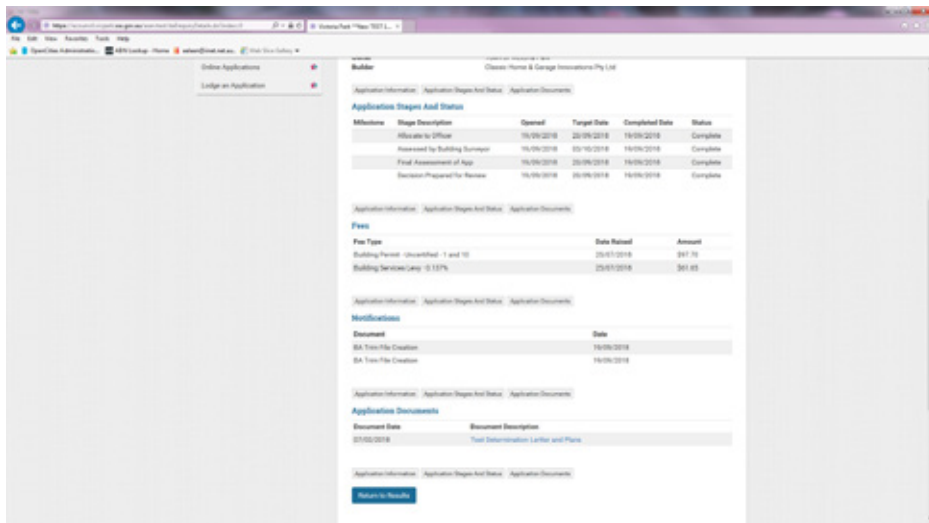


- Click on the application number '300/2018' above the property address, and the Application Stages and Status, Fees as well as Application Documents will display in approximately one minute.



Steps to track an application

- Follow the steps listed in Application Enquiry above.
- The Council-determined documents will be listed under 'Application Documents'. Double-click on the document hyperlink and it will open for you to print or save onto your device.



- If you encounter any queries or issues while lodging or tracking an application, please contact us on (08) 9311 8111 or email us at planning@vicpark.wa.gov.au or building@vicpark.wa.gov.au



TOWN OF
VICTORIA PARK

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**This information is available in an alternative format
to people with a disability on request to 9311 8132**