

## Planning and Building Applications Online Lodgement Guide

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#### CITY OF BELMONT

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## 1. General Information about Online Lodgement

Planning and Building applications can now be lodged online through the City's website. Please familiarise yourself with the below information prior to lodging an application.

**Required Planning and Building Application Information:** Prior to lodgement of an application online, applicants should ensure that they have downloaded the latest application forms, checklists and fee information from the City's website ([www.belmont.wa.gov.au](http://www.belmont.wa.gov.au)). This will help to ensure that all required information is provided upon lodgement.

**User Registration:** Applicants can register with the City to create a user account. Registering as a user allows you to view of list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application.

Please note registration requests are processed Monday to Friday (excluding public holidays) from 8:30am to 4:45pm.

**Guest Access:** Guest access is also available to applicants that do not wish to register as a user.

**Application Fees:** Application fees must be paid on lodgement by credit card. Please note the Credit Card Merchant Service Fee will only be charged for credit card transactions of \$100,000 or above.

**Building and Construction Industry Training Fund (BCITF) Levy for Building Applications:** The BCITF Levy applies to all residential, commercial and civil engineering projects undertaken in Western Australia where the total value of construction is estimated to be more than \$20,000.

To avoid payment double-ups, the BCITF Levy should be paid directly via the BCITF Portal:

<https://portal.bcitf.org/specialpages/logon-page.aspx?returnurl=/specialpages/user/mydashaccount.aspx>

A copy of the payment receipt should then be uploaded when submitting your building application.

**Invalid Applications:** The following applications will not be accepted at this point in time and will need to be lodged in person or by post:

- Development applications to be determined by a Development Assessment Panel (DAP). Applicants should discuss the lodgement of a DAP Application with a Planning Officer. Should development applications with an estimated cost of development between \$2 million or more and less than \$10 million be lodged using this system it will be assumed that the applicant is nominating the City of Belmont to determine the application. For further information on DAPs please refer to the City's website: [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au)
- Extractive Industry development (planning) applications.

**Accepted File Types:** Applications plans must be submitted in PDF, be to scale and should not include any security/password protection. PDFs should be optimised for minimum file size (the larger the file size the longer it may take to upload your files).

For supporting documents, the City can also accept:

| Extension  | File Name     | Use  |
|------------|---------------|--|
| DOC / DOCX | Word Document | This file type should only be used for supporting documents (traffic reports, justification etc). Application plans should not be lodged in this format. |

**Files Sizes:** The maximum size of all uploaded attachments should not exceed 100MB. If the total file size of all attachments exceeds 100MB, please contact the City's Building or Planning Departments or to arrange an alternative option prior to lodgement of the application.

**File Naming Convention:** Please ensure that file names are clear and include reference of the property address of the proposed development. For example:

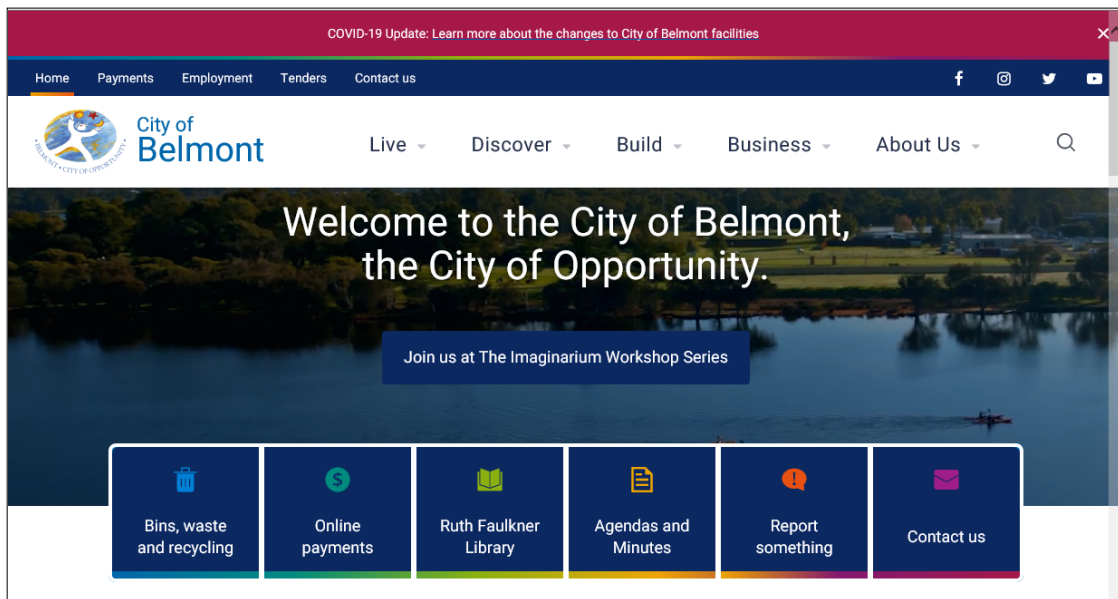
- 215 Wright St – Site Plan
- 215 Wright St – Elevations

This will assist the City with the storage of your documents in its document management system.

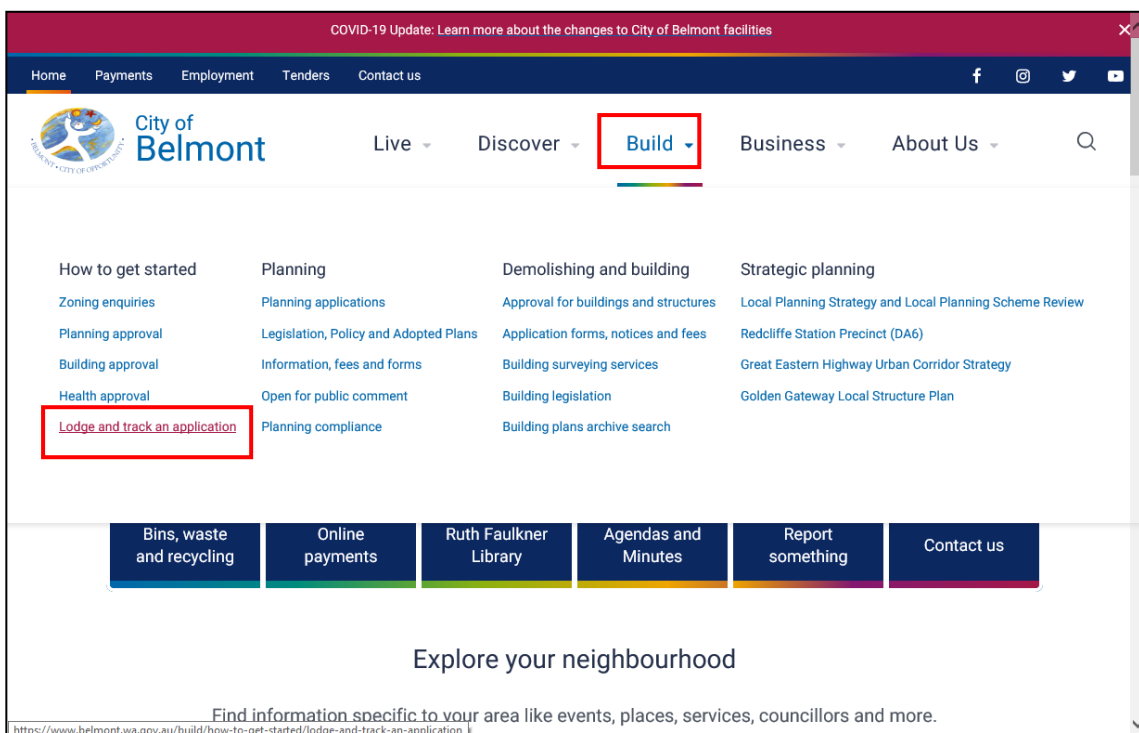
**Time Out:** The online system will time out, after 20 minutes of non-activity. For registered users, any application commenced but not lodged will be saved and can be edited once the user has logged back into the system. Refer to Part 7 for further information.

## 2. Access Applications Online via the City's Web Site

2.1 Go to the City of Belmont web site: [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au).



2.2 Go to the **Build Menu** – Click **Lodge and Track an Application**



## 2.3 You can do several things from this screen, see the highlights below.

Home Payments Employment Tenders Contact us

**BELMONT**  
CITY OF OPPORTUNITY

Live Discover Build Business About Us

Home / Build / How to get started / Lodge and track an application

## Lodge and track an application

Before you submit your application, please make sure you provide all the information required to help streamline the application process.

### User registration for application lodgement

To lodge an application online, you first need to be registered as a user.

You will need to provide some basic details to request a user account. Once your request has been processed, you will receive a confirmation email and will be able to use the City's online portal.

[> Register as a user now](#)

Please note that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

### Application lodgement

Before you begin your application, please make sure you have a user account and have read the [Planning & Building Application Online How to Guide](#).

[> Start the online application process](#)

[> Track the progress of your application](#)

### Useful links

- [Planning and Building Applications Online How to Guide](#)
- [Information, Fees and Forms](#)
- [Development Application Process](#)
- [Building Approvals](#)

How to get started

Zoning enquiries

Planning approval

Building approval

Health approval

[Lodge and track an application](#)

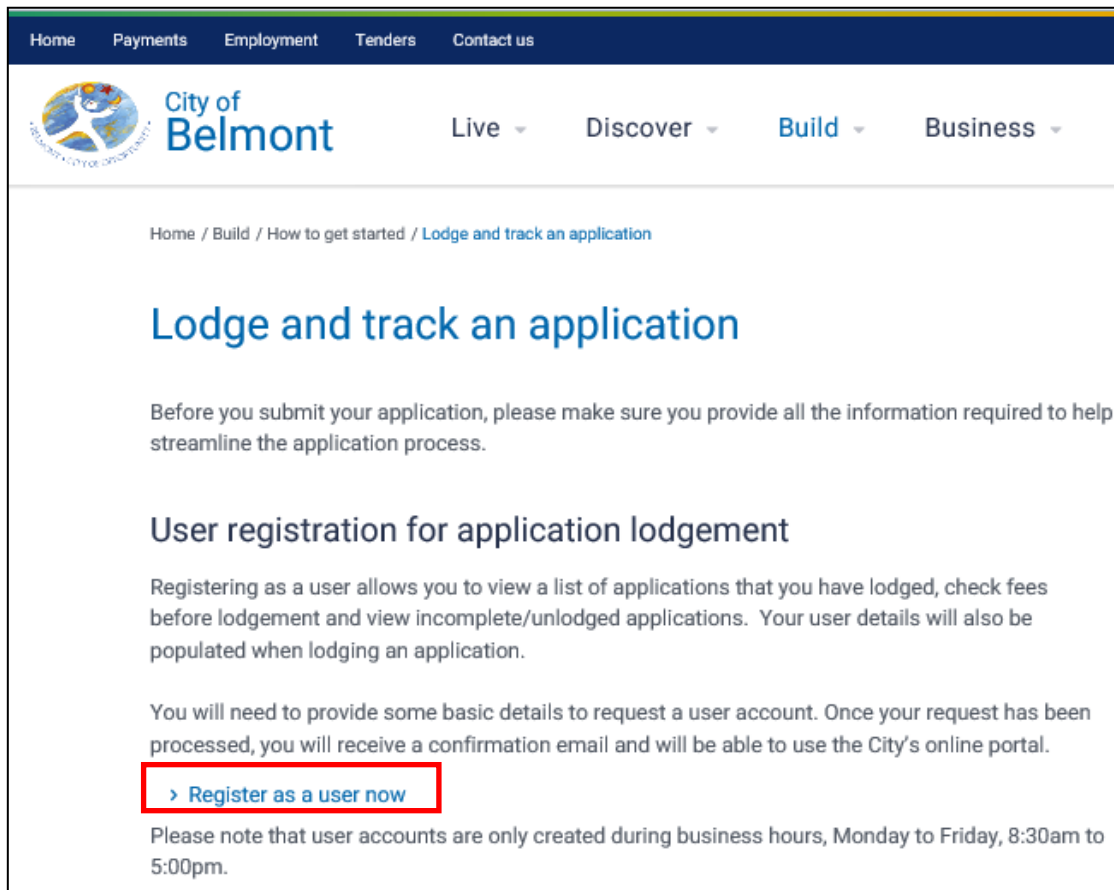
### 3. Register as a User

Applicants can register with the City to create a user account. Registering as a user allows you to view of list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application. *Note: guest access is also available.*

Please note registration requests are processed Monday to Friday (excluding public holidays) from 8:30am to 4:45pm.

Guest access is also available to applicants that do not wish to register as a user.

3.1. To register click on **Register as a user now**.



The screenshot shows the City of Belmont website interface. At the top, there is a navigation menu with links for Home, Payments, Employment, Tenders, and Contact us. Below this is the City of Belmont logo and a secondary navigation menu with links for Live, Discover, Build, and Business. The main content area features a breadcrumb trail: Home / Build / How to get started / Lodge and track an application. The primary heading is 'Lodge and track an application'. Below this, there is a paragraph of introductory text. A sub-heading reads 'User registration for application lodgement', followed by a paragraph explaining the benefits of user registration. A red-bordered button with the text '> Register as a user now' is highlighted. At the bottom, a note states that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

### 3.2 As a new user, please complete the application form and click **Next**.

*Note: Fields ending with an asterisk (\*) are mandatory.*

\* Denotes that the field is mandatory.

#### New User Registration - Application Lodgement

Please complete the below information to register as a user for **Lodgement of Applications**.

A confirmation email will be sent to you after your request for registration has been processed by our staff. On receipt of this email you will be able to use our system.

Please note that user accounts will only be created Monday to Friday between 8:30am to 5pm.

**This is not the registration area for eRates - please [click here to register for eRates](#).**

#### Personal Details



|                        |  |
|------------------------|--|
| <b>Surname *</b>       | <input type="text" value="Bloggs"/>                      |
| <b>Given Names *</b>   | <input type="text" value="Joe"/>                         |
| <b>Company Name</b>    | <input type="text" value="Bloggs Construction Pty Ltd"/> |
| <b>Email Address *</b> | <input type="text" value="admin@bloggs.com.au"/>         |
| <b>User Name *</b>     | <input type="text" value="BloggsConstruction"/>          |
| <b>Phone</b>           | <input type="text" value="08 5555 5555"/>                |
| <b>Mobile Number</b>   | <input type="text" value="5555 555 555"/>                |

#### Address Details



|                         |   |
|-------------------------|---|
| <b>Address Line 1 *</b> | <input type="text" value="Locked Bag 379"/> |
| <b>Suburb</b>           | <input type="text" value="Cloverdale"/>     |
| <b>State Code</b>       | <input type="text" value="WA"/>             |
| <b>Postcode</b>         | <input type="text" value="6985"/>           |
| <b>Country</b>          | <input type="text" value="Australia"/>      |

#### Payment and Delivery



|                         |  |
|-------------------------|--|
| <b>Customer Type *</b>  | <input type="text" value="Builder"/> <input checked="" type="checkbox"/>     |
| <b>Payment Method *</b> | <input type="text" value="Credit Card"/> <input checked="" type="checkbox"/> |

**Next**

### 3.3 Type in a password, confirm it and click **Submit**.

**Submit Registration (New User)**

Please nominate a password for use when logging into the system and confirm the password as requested, then click the Submit button to lodge your details (Your password must be at least 6 characters long, and is case sensitive).

User Name BloggsConstruction

Password

Confirm Password

### 3.4 The below acknowledgement will be displayed on the screen.

Applications      Customer Service      Payments      Other      Animals

---

**Your Request has been successfully lodged**

✓ Your request to be registered as a new external user has been lodged and will be processed shortly. You will receive an email detailing the details that you have just entered.

Please note user accounts will only be created Monday to Friday between 8:30am to 5pm.

### 3.5 As a new user you will receive an email from the City confirming receipt of your registration request.

-----Original Message-----

From: Pathway  
Sent: Monday, 19 May 2014 12:28 PM  
To: admin@blogg.com.au  
Subject: Your request for a new registration

Thank you for requesting registration with the City of Belmont's on-line ~~lodgement~~ lodgement system. The details you provided are shown below. We will process your request shortly, and you will be advised when you can start using the system.

**New User Registration**

**Personal Details**  
Surname : Bloggs  
Given Names : Joe  
Company Name : Bloggs Construction  
Email Address : admin@blogg.com.au  
User Name : BloggsConstruction |

**Address Details**  
Address Line 1 : Locked Bag 379  
Suburb : Cloverdale  
State Code : WA  
Postcode : 6985  
Country : Australia

**Payment and Delivery**  
Customer Type : Builder  
Payment Method : Credit Card

If you have any enquiries, please contact the City of Belmont on (08) 9477 7222.



- 3.6 Once your request has been processed you will receive an email confirming your account has been created.

-----Original Message----- ¶

From: Pathway ¶

Sent: Monday, 19 May 2014 12:31 PM ¶

To: admin@blogg.com.au ¶

Subject: New User registration confirmation ¶

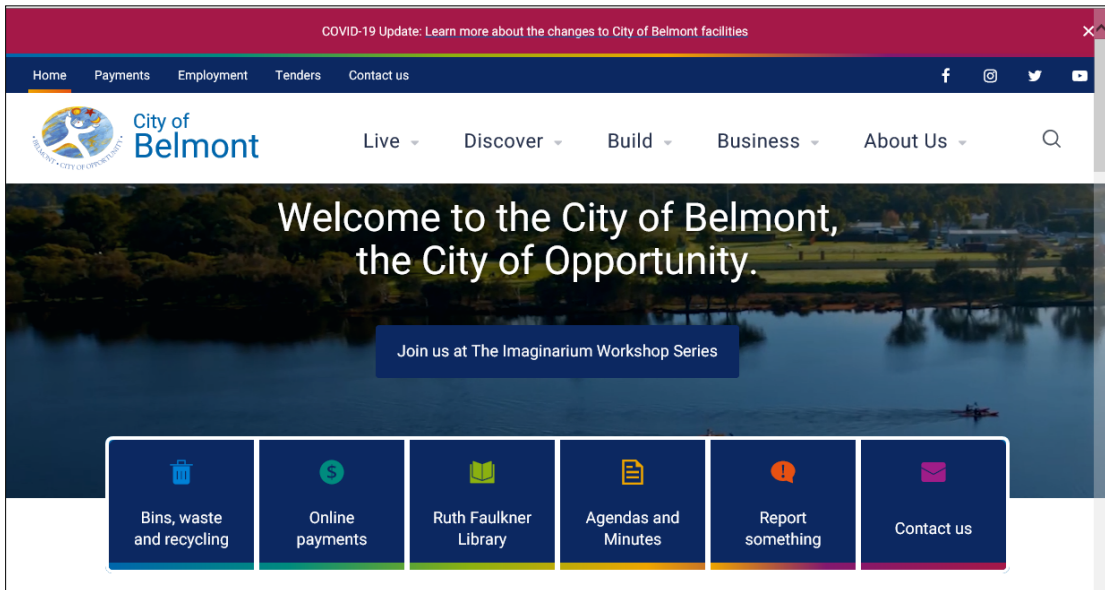
We are pleased to inform you that your request for access to our online system has been approved. You may login to the system with the user name below and the password you entered when you registered. ¶

User Name → BloggsConstruction ¶

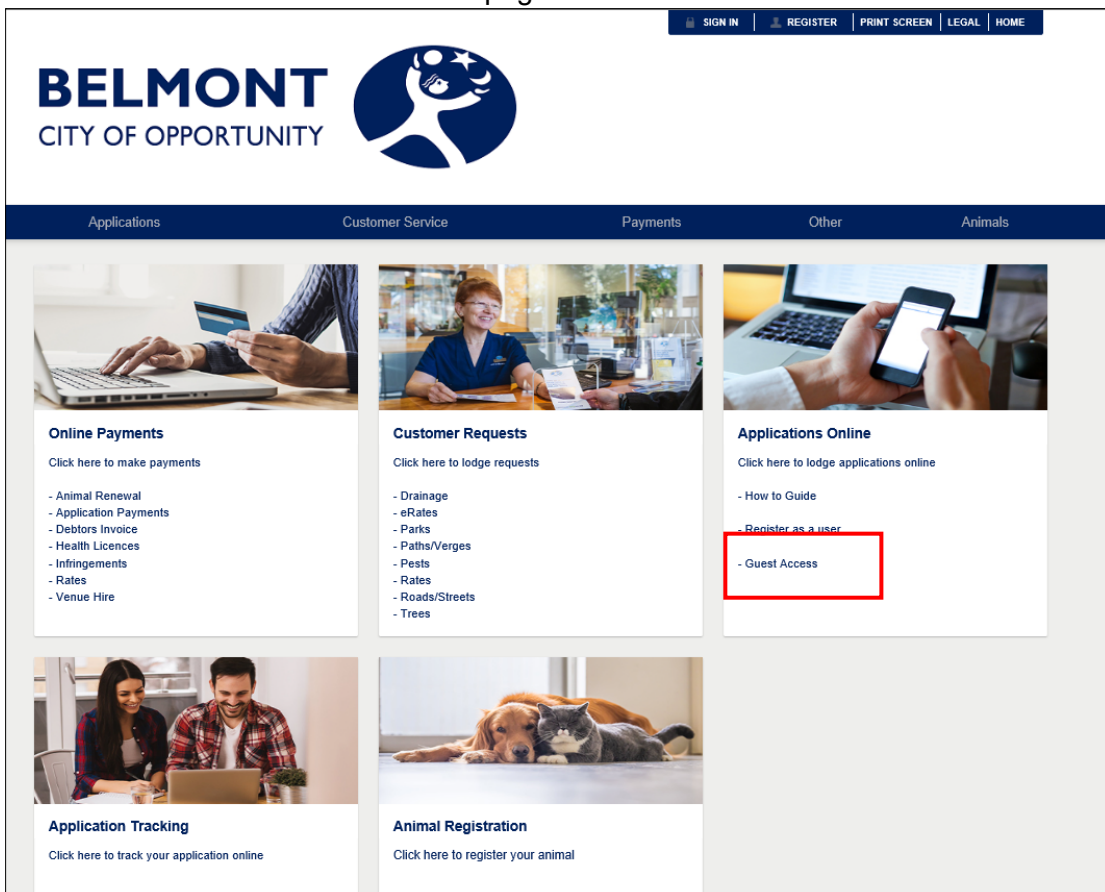
If you have any enquiries, please contact the City of Belmont on (08) 9477 7222. ¶

#### 4. Guest Access

4.1 Go to the City of Belmont web site: [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au) and on the Home Page, click **Online payments**.




4.2 **Guest Access** is available from this page.



## 5. Forgotten Your Password

### 5.1 Navigate to the below page and click **Start the online application process**.

Home Payments Employment Tenders Contact us

 City of Belmont Live Discover Build Business

Home / Build / How to get started / Lodge and track an application

## Lodge and track an application

Before you submit your application, please make sure you provide all the information required to help streamline the application process.

### User registration for application lodgement

Registering as a user allows you to view a list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application.

You will need to provide some basic details to request a user account. Once your request has been processed, you will receive a confirmation email and will be able to use the City's online portal.

> [Register as a user now](#)

Please note that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

### Guest Access

[Guest access](#) is also available.

### Application lodgement

Before you begin your application, please make sure you have a user account and have read the [Planning & Building Application Online Guide](#).

> [Start the online application process](#)

> [Track the progress of your application](#)

### Useful links

- [Planning and Building Applications Online How to Guide](#)
- [Information, Fees and Forms](#)
- [Development Application Process](#)
- [Building Approvals](#)

5.2 If you have forgotten your password, click the ‘Have you forgotten your password? Click Here’ link.

Applications Customer Service Payments Other Animals

**Sign in**

Please enter your sign in details below for Application Lodgement Online

To continue as a Guest [Click here](#)

User Name


Password

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

5.3 Please complete the application form and click **Next**. *Note: fields ending with an asterisk (\*) are mandatory.*


**\* Denotes that the field is mandatory.**

**Forgotten your password?**



If you have lost your password, we can help you by allowing you to generate a new one. To help us to do this, please complete the following details and submit your request. Upon verification of your details, you will be presented with the password screen to allow the entry of a new password. Thankyou.

**Details to be verified.**



Surname \*

Given Names


Email Address \*

User Name \*

[Next](#)

*Note: if your user account registration is for a company, you will need to add the Company name to the Surname field and leave the Given Name field blank – see below example.*

**Details to be verified.**



Surname \*

Given Names

Email Address \*

User Name \*

[Next](#)

5.4 You will receive an email with an Activation Code.

Your request for login assistance has been processed. Your Activation Code is: 134416

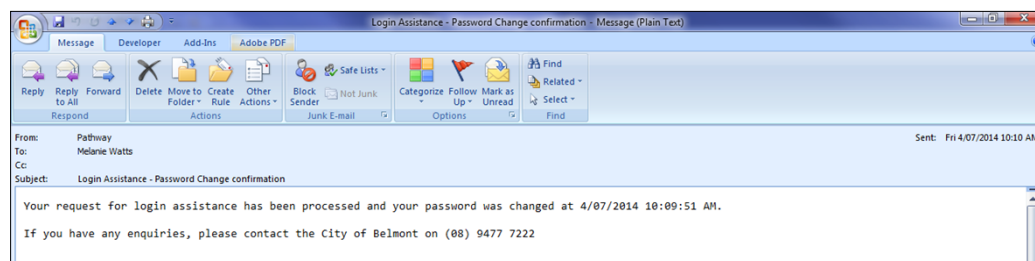
If you have any enquiries, please contact the City of Belmont on (08) 9477 7222.

5.5 Add the Activation Code and the new password and click **Submit**.

The screenshot shows a web application interface with a dark blue header containing navigation links: Applications, Customer Service, Payments, Other, and Animals. Below the header is a dark blue bar with the text 'Change Password'. The main content area has a message: 'An Activation Code has just been emailed to you. Please enter this code along with your new password below'. There are three input fields: 'Activation Code', 'New Password', and 'Confirm Password'. At the bottom of the form are two buttons: 'Previous' and 'Submit'.

5.6 The message below will be displayed to confirm the password has been changed. The user will also receive an email advising that their password has been changed.

The screenshot shows a dark blue header with navigation links: Applications, Customer Service, Payments, Other, and Animals. Below the header is a dark blue bar with the text 'Login Assistance Success'. A green checkmark icon is followed by the text: 'Your Password has now been reset.'



## 6. Lodge an Application

### 6.1 Navigate to - **Build>>Lodge and track an application>>Start the online application process.**

Home / Build / How to get started / Lodge and track an application

## Lodge and track an application

Before you submit your application, please make sure you provide all the information required to help streamline the application process.

### User registration for application lodgement

To lodge an application online, you first need to be registered as a user.

You will need to provide some basic details to request a user account. Once your request has been processed, you will receive a confirmation email and will be able to use the City's online portal.

> [Register as a user now](#)

Please note that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

### Application lodgement

Before you begin your application, please make sure you have a user account and have read the [Planning & Building Application Online How to Guide](#).

> [Start the online application process](#)

> [Track the progress of your application](#)

**How to get started**

- Zoning enquiries
- Planning approval
- Building approval
- Health approval
- [Lodge and track an application](#)

### 6.2 Type your **User Name** and **Password** and click **Sign in**.

Applications Customer Service Payments Other Animals

## Sign in

Please enter your sign in details below for Application Lodgement Online

To continue as a Guest [Click here](#)

User Name

Password

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

6.3 A summary screen on applications that you have lodged will be displayed.

| Applications  |           | Customer Service  | Registration | Payments | Other |
|---|-----------|---|--------------|----------|-------|
| <b>Melanie Watt</b> Requests                            |           |   |              |          |       |
| Postal address<br>LOCKED BAG 379,<br>CLOVERDALE WA 6985 | Type      | Description   |              |          |       |
|   | Customer  | 28914 - Path Maintenance - 19-Feb-2013 - No Action Required |              |          |       |
| Email address<br>melanie.watts@belmont.wa.gov.au        |           |   |              |          |       |
| Communication preference<br>Email                       | Type      | Description   |              |          |       |
| <a href="#">Edit contact details</a>                    | Applicant | 4/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |              |          |       |

6.4. To lodge a new application hover over the Applications menu and click New Application.

| Applications                                     |                               | Customer Service  | Registration | Payments | Other |
|--|-------------------------------|---|--------------|----------|-------|
| <a href="#">New Application</a>                  |                               |   |              |          |       |
| <a href="#">Mel. Edit Application</a>            | Requests                      |   |              |          |       |
| <a href="#">Application Enquiry</a>              | Type                          | Description   |              |          |       |
| <a href="#">Application Fee Enquiry</a>          | Customer                      | 28914 - Path Maintenance - 19-Feb-2013 - No Action Required |              |          |       |
| Email address<br>melanie.watts@belmont.wa.gov.au | <b>Applications</b>           |   |              |          |       |
| Communication preference<br>Email                | Type                          | Description   |              |          |       |
| <a href="#">Edit contact details</a>             | Applicant                     | 4/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |              |          |       |
| <a href="#">Refresh</a>                          | Builder or Demo Contractor    | 1/2016/STREE, 170 Roberts Road RIVERVALE 6103               |              |          |       |
|  | Building Surveying Contractor | 200/2014/A, 1500 Zante Road PERTH AIRPORT 6104              |              |          |       |
|  | COB Building Surveyor         | 17/1905, 1500 Zante Road PERTH AIRPORT 6104                 |              |          |       |
|  | COB Building Surveyor         | 200/2014/A, 1500 Zante Road PERTH AIRPORT 6104              |              |          |       |
|  | Planning Officer              | 8/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |              |          |       |
|  | Planning Officer              | 7/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |              |          |       |
|  | Delegated Authority           | 5/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |              |          |       |
|  | Delegated Authority           | 3/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |              |          |       |

Applications/NewApplication.aspx

## 6.5 Click on the relevant **Application type** drop down arrow.

Applications
Customer Service
Registration
Payments
Other

Application Lodgement

- Application plans should be submitted in PDF, be to scale and should not include any security/password protection
- The maximum size of all uploaded attachments should not exceed 100MB. If the total for all attachments exceeds 100MB, please [contact the City](#).
- Payment of application fees is via credit card only
- You'll be timed out after 20 minutes of non-activity

Planning Applications
▼

Building Applications
▼

Infrastructure Services Applications - Crossovers
▼

Next

## 6.6 Select an **application type** and click **Next**. Note: *Only one application type can be lodged at a time. In this example a BA01 Certified Building Permit – Classes 1 & 10 is being lodged.*

Application Lodgement

- Application plans should be submitted in PDF, be to scale and should not include any security/password protection
- The maximum size of all uploaded attachments should not exceed 100MB. If the total for all attachments exceeds 100MB, please [contact the City](#).
- Payment of application fees is via credit card only
- You'll be timed out after 20 minutes of non-activity

Planning Applications
▼

Building Applications
▲

**Construction Training Fund (CTF)**

Where the estimated value of constructions exceeds \$20,000 CTF levy payments should be paid directly via the [CTF Portal](#). Further information on the CTF levy can be found [here](#)

|                                  | Application Types   |  |
|----------------------------------|---|--|
| <input checked="" type="radio"/> | BA01 Certified Building Permit - Classes 1 & 10                                     | Must be accompanied with a Certificate of Design Compliance. |
| <input type="radio"/>            | BA01 Certified Building Permit - Classes 2-9  | Must be accompanied with a Certificate of Design Compliance. |
| <input type="radio"/>            | BA01 Certified Building Permit - Swimming Pool/Spa                                  | Must be accompanied with a Certificate of Design Compliance. |
| <input type="radio"/>            | BA02 Uncertified Building Permit - Class 1 & 10                                     |  |
| <input type="radio"/>            | BA02 Uncertified Building Permit - Swimming Pool/Spa                                |  |
| <input type="radio"/>            | BA05 Demolition Permit - Classes 1 & 10   |  |
| <input type="radio"/>            | BA05 Demolition Permit - Classes 2-9  |  |
| <input type="radio"/>            | BA09 Occupancy Permit (S46 or S48)  |  |
| <input type="radio"/>            | BA09 Occupancy Permit (S47 or S49 or S52)   |  |
| <input type="radio"/>            | BA09 Occupancy Permit (S51 - Unauthorised)  |  |
| <input type="radio"/>            | BA13 Building Approval Certificate (Authorised)                                     |  |
| <input type="radio"/>            | BA13 Building Approval Certificate (Unauthorised)                                   |  |
| <input type="radio"/>            | zTest Application for Testing/Training Purposes                                     |  |
| <input type="radio"/>            | BA22 Application to Extend Time – Building or Demolition Permit                     |  |
| <input type="radio"/>            | BA23 Application to Extend Time - Occupancy Permit or Building Approval Certificate |  |

Infrastructure Services Applications - Crossovers
▼

Next



6.7(a) At the Address Search, add the **street number** and **street name** (do not include the street type or suburb) and click **Search**. *Note: If the property has units on-site, do not include the unit number or suffix (ie 1/1 or 1A use 1 instead).*

Applications Customer Service Registration Payments Other

**Property Search**

- To search for a property enter the street number and street name, do not include the unit number or suffix (ie for 1/1 or 1A use 1 instead).
- Click Search
- Under the search results place a tick next to the address
- Click next

The City's [Online Mapping](#) can be used to check the correct property address.

**Address Search**

**Search for locations using Address details:**

Please enter the address details then click on the search button

Advanced Search

Street Number

Street Name

Street Type

Suburb

6.7(b) Under the property search results, place a **tick next to the property address** and click **Next**. *Note: To add another property address, click 'Add More Properties' and repeat Step 6.7(a) above.*

**Property Search**

- To search for a property enter the street number and street name, do not include the unit number or suffix (ie for 1/1 or 1A use 1 instead).
- Click Search
- Under the search results place a tick next to the address
- Click next

The City's [Online Mapping](#) can be used to check the correct property address.

**Number of Properties Found: 2**

|                                     |                          | Address                             | Parcel Description                               |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1500 Zante Road PERTH AIRPORT 6104  | Lot 123 PL 12345<br>THIS IS A TEST PROPERTY ONLY |
| <input type="checkbox"/>            | <input type="checkbox"/> | 1500A Zante Road PERTH AIRPORT 6104 | Lot 123 PL 12345<br>THIS IS A TEST PROPERTY ONLY |

**Address Search**

6.8(a) If you are a **Registered User** your details will automatically populate the Applicant field.

| Applications  | Customer Service   | Registration | Payments | Other |
|---|--|--------------|----------|-------|
| <b>Identify Parties applicable to this application</b>  |  |              |          |       |
| This page allows you to identify parties that are associated with this application. Please provide as much contact details as possible. Please enter the details for all relevant parties before being able to use the Next button below to continue. |  |              |          |       |
| Note: Registered users details will automatically populate the Applicant field.   |  |              |          |       |
| Parties   | Names  | Link/s       |          |       |
| Applicant *   | Joe Bloggs<br>(additional names can be added for this party) |              |          |       |
| Owner/Owner-Builder   | (no names currently exist for this party)                    |              |          |       |
| Builder   | (no names currently exist for this party)                    |              |          |       |
| Building Surveying Contractor   | (no names currently exist for this party)                    |              |          |       |
| Building Surveying Practitioner   | (no names currently exist for this party)                    |              |          |       |
| <input type="button" value="Previous"/> <input type="button" value="Next"/>   |  |              |          |       |

If you are a **Guest User**, click on the **Applicant link**

| Parties     | Names                                     | Link/s |
|-------------|---|--------|
| Applicant * | (no names currently exist for this party) |        |

**Guest User** to complete the **Applicant Details** form and click **Next**.


\* Denotes that the field is mandatory.

**Add Name Details**

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

Applicant Details

|                         |   |
|-------------------------|---|
| Given Names             | <input type="text" value="Guest"/>              |
| Surname                 | <input type="text" value="User"/>               |
| Company Name            | <input type="text" value="Guest User Pty Ltd"/> |
| Postal Address          | <input type="text" value="123 Test Street"/>    |
| Suburb                  | <input type="text" value="Test"/>               |
| State                   | <input type="text" value="WA"/>                 |
| Postcode                | <input type="text" value="6666"/>               |
| Country                 | <input type="text" value="Australia"/>          |
| Phone (Business Hours)  | <input type="text" value="08 9477 7222"/>       |
| Phone (Mobile)          | <input type="text"/>                            |
| Builders License Number | <input type="text"/>                            |
| E-Mail Address *        | <input type="text" value="test@test.com.au"/>   |








6.8(b) To add the Owner/Owner-Builder; Builder; Building Surveying Contractor and Practitioner, click on the person icon link 

Applications Customer Service Registration Payments Other

**Identify Parties applicable to this application**

This page allows you to identify parties that are associated with this application. Please provide as much contact details as possible. Please enter the details for all relevant parties before being able to use the Next button below to continue.

Note: Registered users details will automatically populate the Applicant field.

| Parties                         | Names   | Link/s  |
|---------------------------------|---|---|
| Applicant *                     | Guest User Pty Ltd (Joe Bloggs)<br>(additional names can be added for this party) |    |
| Owner/Owner-Builder             | (no names currently exist for this party)   |    |
| Builder                         | (no names currently exist for this party)   |    |
| Building Surveying Contractor   | (no names currently exist for this party)   |    |
| Building Surveying Practitioner | (no names currently exist for this party)   |    |

Previous Next

Example: Add the Owners details and click Next.

\* Denotes that the field is mandatory.

**Add Name Details**

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

Owner/Owner-Builder Details

|                                     |                 |
|-------------------------------------|-----------------|
| Given Names                         | Jane            |
| Surname                             | Doe             |
| Company Name                        |                 |
| Postal Address                      | 1500 Zante Rpad |
| Suburb                              | Perth Airport   |
| State                               | WA              |
| Postcode                            | 6105            |
| Country                             | Australia       |
| Phone (Business Hours)              | 08 9477 7222    |
| Phone (Mobile)                      |                 |
| E-Mail Address                      | test@test.com   |
| Building Commission Approval Number |                 |

Previous Next

6.8(c) Click **Next** to continue onto the next step of the lodgement process.

| Applications  | Customer Service   | Registration | Payments | Other |
|---|--|--------------|----------|-------|
| <b>Identify Parties applicable to this application</b>  |  |              |          |       |
| <p>This page allows you to identify parties that are associated with this application. Please provide as much contact details as possible. Please enter the details for all relevant parties before being able to use the Next button below to continue.</p> <p>Note: Registered users details will automatically populate the Applicant field.</p> |  |              |          |       |
| Parties   | Names  | Link/s       |          |       |
| Applicant *   | Guest User Pty Ltd (Joe Bloggs)<br>(additional names can be added for this party)  |              |          |       |
| Owner/Owner-Builder   | Jane Doe<br>(additional names can be added for this party)                         |              |          |       |
| Builder   | Bloggs Construction (Joe Bloggs)<br>(additional names can be added for this party) |              |          |       |
| Building Surveying Contractor   | Bob Smith<br>(additional names can be added for this party)                        |              |          |       |
| Building Surveying Practitioner   | Bloggs Pty Ltd (Bob Smith)<br>(additional names can be added for this party)       |              |          |       |
| <input type="button" value="Previous"/> <input type="button" value="Next"/>   |  |              |          |       |

6.9(a) Under **Application Details**, fill in the required fields.  
*Note: Mandatory fields are indicated by an asterisk (\*). Some fields have drop down boxes where pre-determined information can be selected.  
 The required fields for each application type will vary.*

| Applications  | Customer Service     | Registration | Payments | Other |
|---|----------------------|--------------|----------|-------|
| * Denotes that the field is mandatory.  |                      |              |          |       |
| <b>Application Details</b>  |                      |              |          |       |
| <b>BA01 Certified Building Permit - Classes 1 &amp; 10</b>  |                      |              |          |       |
| Description of proposed works *   | <input type="text"/> |              |          |       |
| If amending a permit, add original app number   | <input type="text"/> |              |          |       |
| Estimated value of building work (inc GST) \$<br>(eg 250750 and not 250750.00 or \$250,750 or \$250,750.00) * | <input type="text"/> |              |          |       |
| Your Reference Name/Number  | <input type="text"/> |              |          |       |

6.9(b) (i) Under Attachment Details, upload the relevant application. Mandatory fields are indicated by an asterisk (\*). *Note: Up to 100MB can be uploaded.*

(ii) Once the Application Details have been filled in and the Attachment Details attached click **Next** to continue onto the next step in the lodgement process.

**Attachment Details**

Application plans should be submitted in PDF, be to scale and should not include security/password protection.

Construction Training Fund (CTF)

Where the estimated value of constructions exceeds \$20,000 CTF levy payments should be paid directly via the CTF Portal. Further information on the CTF levy can be found [here](#)

|  |  |
|--|--|
| BA01 - Application Form *                | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| CTF Receipt                              | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| BA20 Form / Court Order                  | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Home Indemnity Insurance Certificate     | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Certificate of Design Compliance *       | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Planning Approval                        | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Heritage Council Approval / Notification | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Architectural Drawings *                 | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Soil / Geotechnical Report               | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Energy Efficiency Details                | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Structural Engineers Details             | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Specifications                           | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Specifications                           | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Termite Protection                       | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Performance Solutions                    | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| BAL Report                               | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Others                                   | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Others                                   | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Others                                   | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Others                                   | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |
| Others                                   | <input type="text"/> <a href="#">Browse...</a> |
| Comments                                 | <input type="text"/>                           |

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

6.10 A summary screen displayed the application type, property address and lodgement fee will then be displayed, click **Next** to continue.

**Note: where a building application has been lodged, the applicant will need to tick the acknowledgement in relation to the BCITF levy payment.**

Applications      Customer Service      Registration      Payments      Other

---

**Confirm Your Application**

Please find below the application fees for lodgement of this application.  
Upon payment of your fees your application will be vetted and processed.  
Please click next to proceed to the payment gateway.

|                          |   |
|--------------------------|---|
| <b>Application Type</b>  | BA01 Certified Building Permit - Classes 1 & 10 |
| <b>Properties</b>        | 1500 Zante Road PERTH AIRPORT 6104              |
| <b>Lodgement Fee</b>     | \$81.65   |
| <b>Payment Method</b>    | Credit Card                                     |
| <b>Receipt Required?</b> | <input type="text" value="Yes"/>                |

---

Where the estimated value of construction exceeds \$20,000 I confirm that the applicable CTF levy has been paid via the CTF Portal and I have attached a copy the receipt.

I acknowledge

6.11 You will be redirected to the payment gateway.

Enter the relevant credit card details in the fields provided and click **Next**.  
Once the payment has been processed refer Step 6.12.

The screenshot shows the 'Make a payment to the City of Belmont' page. At the top, there is a blue header with the City of Belmont logo and name. Below the header, the page title is 'Make a payment to the City of Belmont'. The main content area contains the following information:

- You are paying:** CITY OF BELMONT
- Biller Code:** 1679547 - Online Payment
- Reference 1:** DA-4706
- Amount:** AUD 166.65
- Accepted Cards:** Surcharges may apply. Logos for Mastercard, VISA, and American Express are shown.
- Card number:** A text input field.
- Expiry date:** Two text input fields for MM and YY.
- CVN:** A text input field.
- Surcharge Amount:** A text input field with 'AUD' selected.
- Total Amount (inc. surcharge):** A text input field with 'AUD' selected.

At the bottom of the form, there is a blue button labeled 'NEXT >'.

6.12 Following payment, you will be returned to the on-line lodgement screen and an email confirming lodgement of the application will be forwarded to you.

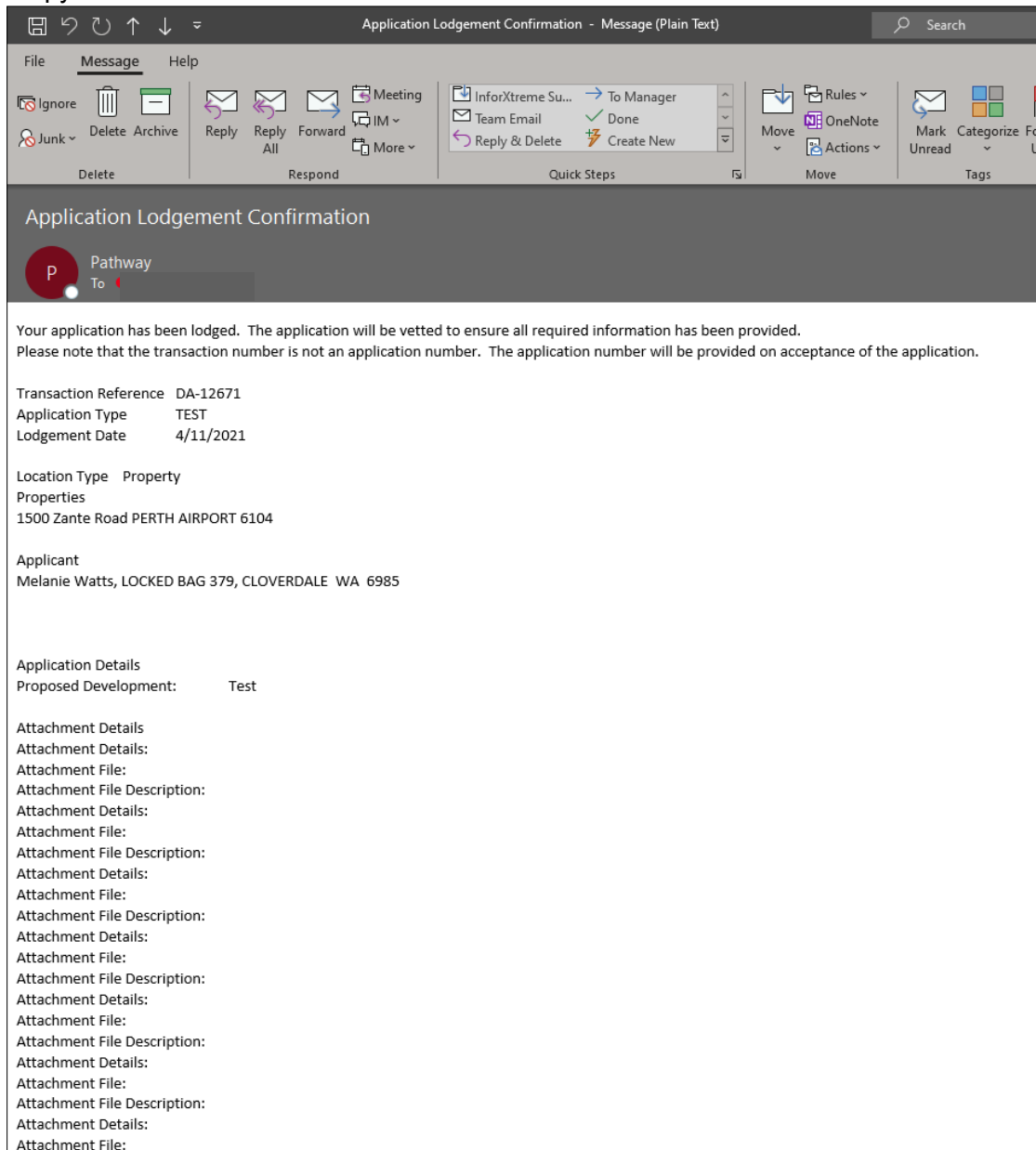
*Please note: the City's Admin staff will carry out a check of the submitted application to ensure the minimum required information for an officer to undertake an assessment has been submitted. The Admin staff will contact the applicant to request submission of any outstanding information.*

The screenshot shows the 'Application Submission' confirmation screen. At the top, there is a navigation bar with links for 'Applications', 'Customer Service', 'Registration', 'Payments', and 'Other'. Below the navigation bar, the page title is 'Application Submission'. The main content area contains the following information:

- A green checkmark icon followed by the text: 'Your application has been lodged. The application will be vetted to ensure all required information has been provided. Please note that the transaction number is not an application number. The application number will be provided on acceptance of the application.'
- Transaction Reference:** DA-12671
- Payment Date/Time:** 4/11/2021 3:08:18 PM
- Receipt Number:** (Field is empty)

At the bottom of the page, there is a red button labeled 'Click to Print This Page'.

## 6.13 Copy of email.



The screenshot shows an Outlook email interface. The title bar reads 'Application Lodgement Confirmation - Message (Plain Text)'. The ribbon includes 'File', 'Message', and 'Help'. The 'Message' ribbon has buttons for 'Ignore', 'Junk', 'Delete', 'Archive', 'Reply', 'Reply All', 'Forward', 'Meeting', 'IM', and 'More'. The 'Quick Steps' section shows 'InforXtreme Su...', 'Team Email', and 'Reply & Delete'. The 'Move' section has 'Move' and 'Actions'. The 'Tags' section has 'Mark Unread', 'Categorize', and 'Tags'. The email content is as follows:

**Application Lodgement Confirmation**

**Pathway**  
To: [redacted]

Your application has been lodged. The application will be vetted to ensure all required information has been provided. Please note that the transaction number is not an application number. The application number will be provided on acceptance of the application.

Transaction Reference DA-12671  
Application Type TEST  
Lodgement Date 4/11/2021

Location Type Property  
Properties  
1500 Zante Road PERTH AIRPORT 6104

Applicant  
Melanie Watts, LOCKED BAG 379, CLOVERDALE WA 6985

Application Details  
Proposed Development: Test

Attachment Details  
Attachment Details:  
Attachment File:  
Attachment File Description:  
Attachment Details:  
Attachment File:  
Attachment File Description:  
Attachment Details:  
Attachment File:  
Attachment File Description:  
Attachment Details:  
Attachment File:  
Attachment File Description:  
Attachment Details:  
Attachment File:  
Attachment File Description:  
Attachment Details:  
Attachment File:  
Attachment File Description:  
Attachment Details:  
Attachment File:  
Attachment File Description:  
Attachment Details:  
Attachment File:



## 7. Application Timed Out and How to Recover and Complete it

Any applications that are started but not lodged are saved under the Edit Application function. To locate an incomplete application:

### 7.1 Sign in. Hover over **Applications**, a drop-down menu will appear, click on **Edit Application**.

The screenshot shows a navigation menu with 'Applications' selected. A dropdown menu is open, with 'Edit Application' highlighted. Below the menu, a table of applications is displayed:

| Type                          | Description   |
|-------------------------------|---|
| Customer                      | 28914 - Path Maintenance - 19-Feb-2013 - No Action Required |
| Applicant                     | 4/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |
| Builder or Demo Contractor    | 1/2016/STREE, 170 Roberts Road RIVERVALE 6103               |
| Building Surveying Contractor | 200/2014/A, 1500 Zante Road PERTH AIRPORT 6104              |
| COB Building Surveyor         | 17/1905, 1500 Zante Road PERTH AIRPORT 6104                 |
| COB Building Surveyor         | 200/2014/A, 1500 Zante Road PERTH AIRPORT 6104              |
| Planning Officer              | 8/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |
| Planning Officer              | 7/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |
| Delegated Authority           | 5/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |
| Delegated Authority           | 3/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104            |

### 7.2 A list of any incomplete applications will be displayed.

The screenshot shows the 'Modify an Un-lodged/Draft Planning/Building Application' page. Below the heading, there is a table with the following data:

| Date Created    | Application Type                                | Location                           | Last Modified   | Remove            |
|-----------------|---|------------------------------------|-----------------|-------------------|
| 04-11-2021 2:08 | BA01 Certified Building Permit - Classes 1 & 10 | 1500 Zante Road PERTH AIRPORT 6104 | 04-11-2021 3:06 | <a href="#">×</a> |

7.3 (i) To **delete** the incomplete application, click the **Remove** icon.

Applications Customer Service Registration Payments Other

**Modify an Un-lodged/Draft Planning/Building Application**

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   | Remove |
|---------------------------------|---|------------------------------------|-----------------|--------|
| <a href="#">04-11-2021 2:08</a> | BA01 Certified Building Permit - Classes 1 & 10 | 1500 Zante Road PERTH AIRPORT 6104 | 04-11-2021 3:06 |        |

OR

(ii) To **continue working on the incomplete application** click on the **date and time link**.

Applications Customer Service Registration Payments Other

**Modify an Un-lodged/Draft Planning/Building Application**

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   | Remove |
|---------------------------------|---|------------------------------------|-----------------|--------|
| <a href="#">04-11-2021 2:08</a> | BA01 Certified Building Permit - Classes 1 & 10 | 1500 Zante Road PERTH AIRPORT 6104 | 04-11-2021 3:06 |        |

The incomplete application will open at the last screen used. The application can then be completed and lodged as normal.

Applications Customer Service Registration Payments Other

**Confirm Your Application**

Please find below the application fees for lodgement of this application.

Upon payment of your fees your application will be vetted and processed.

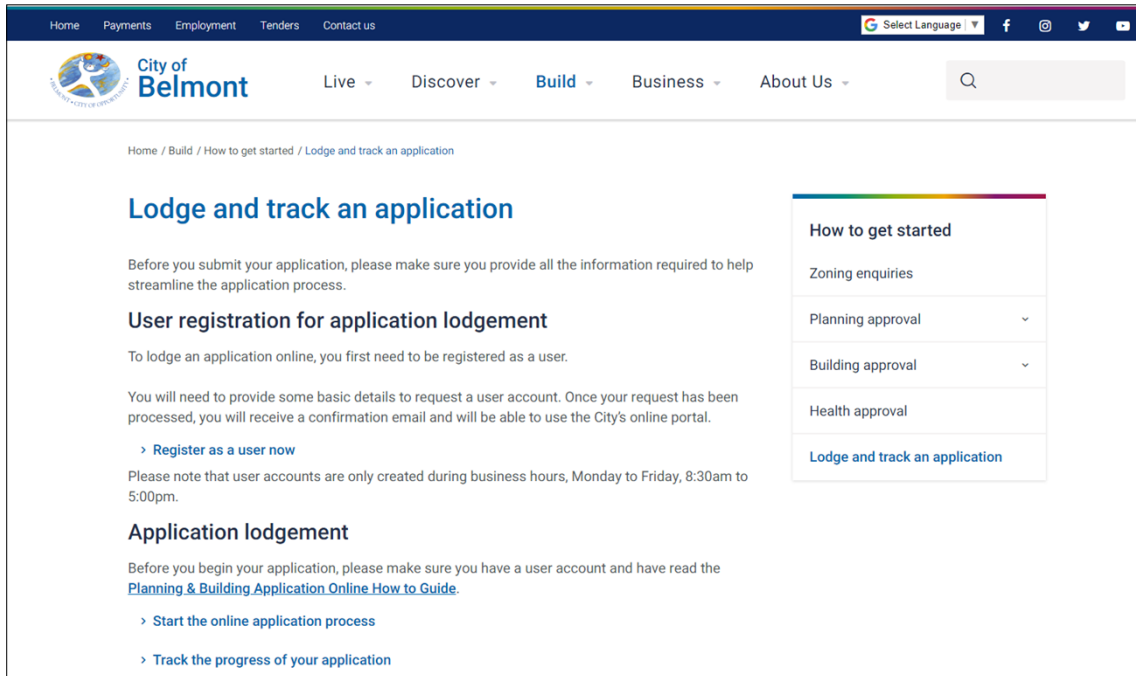
Please click next to proceed to the payment gateway.

|                   |   |
|-------------------|---|
| Application Type  | BA01 Certified Building Permit - Classes 1 & 10 |
| Properties        | 1500 Zante Road PERTH AIRPORT 6104              |
| Lodgement Fee     | \$61.65   |
| Payment Method    | Credit Card                                     |
| Receipt Required? | Yes <input type="checkbox"/>                    |

## 8. Track an Application (Status Enquiry)

*Accuracy of Information: The City does not guarantee the accuracy of the information obtained from the Application Tracker. The information is provided as a guide only and may be subject to change.*

8.1 Go to [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au) and navigate to – **Build>>Lodge** and track an application>>Track the process of your application.



The screenshot shows the City of Belmont website. The navigation menu includes Home, Payments, Employment, Tenders, Contact us, Live, Discover, Build, Business, and About Us. The main content area is titled 'Lodge and track an application' and includes instructions for user registration and application lodgement. A sidebar on the right lists 'How to get started' options: Zoning enquiries, Planning approval, Building approval, Health approval, and Lodge and track an application.

Home / Build / How to get started / Lodge and track an application

### Lodge and track an application

Before you submit your application, please make sure you provide all the information required to help streamline the application process.

#### User registration for application lodgement

To lodge an application online, you first need to be registered as a user.

You will need to provide some basic details to request a user account. Once your request has been processed, you will receive a confirmation email and will be able to use the City's online portal.

- > [Register as a user now](#)

Please note that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

#### Application lodgement

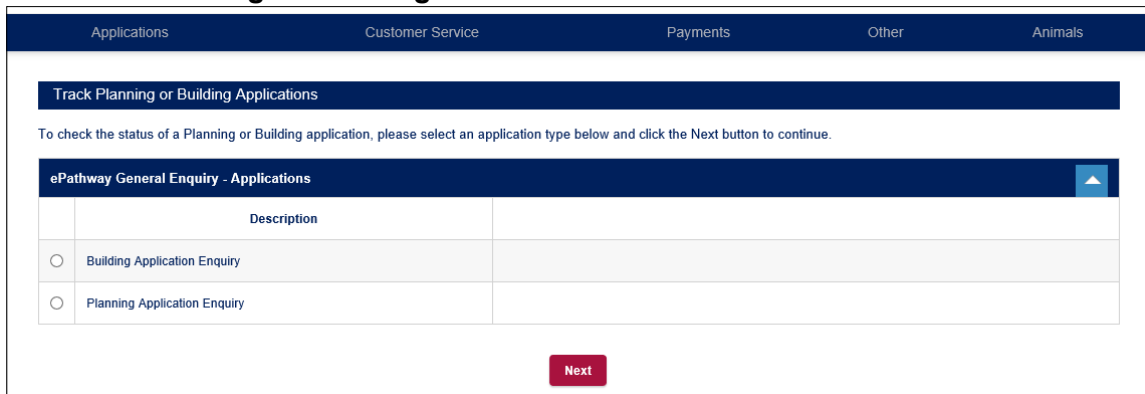
Before you begin your application, please make sure you have a user account and have read the [Planning & Building Application Online How to Guide](#).

- > [Start the online application process](#)
- > [Track the progress of your application](#)

**How to get started**

- Zoning enquiries
- Planning approval
- Building approval
- Health approval
- [Lodge and track an application](#)

8.2 Select **Building** or **Planning** and click **Next**.



The screenshot shows the 'Track Planning or Building Applications' page. It includes a navigation menu with Applications, Customer Service, Payments, Other, and Animals. The main content area is titled 'Track Planning or Building Applications' and includes instructions for selecting an application type. A table lists two options: Building Application Enquiry and Planning Application Enquiry. A 'Next' button is located at the bottom.

Applications Customer Service Payments Other Animals

### Track Planning or Building Applications

To check the status of a Planning or Building application, please select an application type below and click the Next button to continue.

#### ePathway General Enquiry - Applications

|                       | Description                  |
|-----------------------|------------------------------|
| <input type="radio"/> | Building Application Enquiry |
| <input type="radio"/> | Planning Application Enquiry |

[Next](#)

### 8.3 Type the **application number** and click **Search**.

### 8.4 An application summary will be displayed. Click on the **Application Number** obtain further information.

| Application No | Lodgement Date | Application Description | Address of Development            | Status                 |
|----------------|----------------|-------------------------|-----------------------------------|------------------------|
| 1619/2012      | 18/12/2012     | Pylon Sign              | 215 Wright Street CLOVERDALE 6105 | Historical Application |

[New Search](#)

### 8.5 A further summary of the application will be displayed.

*Note: Where applicable, additional 'tasks' (such as request for further information) will appear under the Task section.*

*Accuracy of Information: The City does not guarantee the accuracy of the information obtained from the Application Tracker. The information is provided as a guide only and may be subject to change.*

|                |  |
|----------------|--|
| Class          | Building Applications                        |
| Type           | BA01 Certified Building Permit - Classes 2-9 |
| Number         | 1619/2012                                    |
| Description    | Pylon Sign                                   |
| Location       | 215 Wright Street CLOVERDALE 6105            |
| Lodgement Date | 18/12/2012                                   |
| Status         | Historical Application                       |

**Key Assessment Tasks**

| Task                      | Start Date | Completed Date |
|---------------------------|------------|----------------|
| Lodgement Building Permit | 18/12/2012 | 18/12/2012     |

**Decision**

| Decision | Decision Date |
|----------|---------------|
| Approved | 20/12/2012    |

[Previous](#)
[Email for Status](#)
[New Search](#)

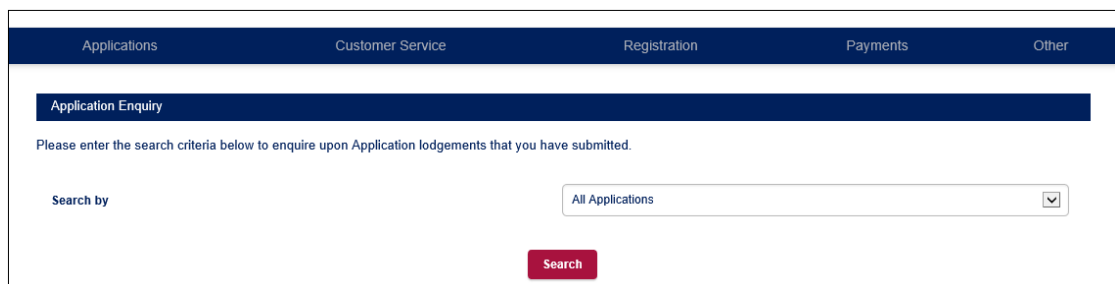
## 9. View List of Lodged Applications (for Registered Users)

9.1 To access *Lodge and track an application* web page refer to Section 2 notes within this document titled: Access Applications Online via the City's Web Site

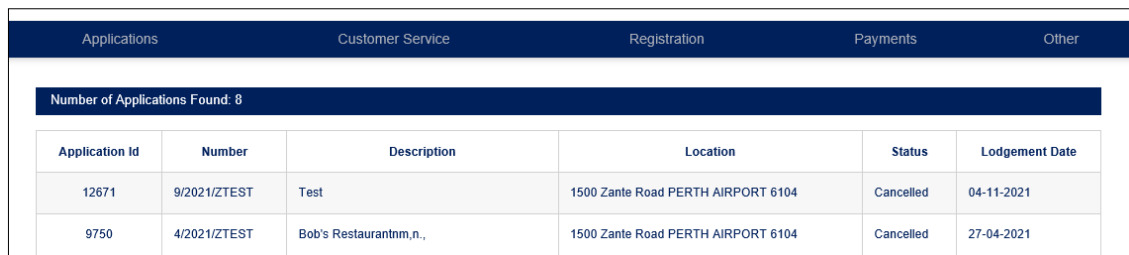
9.2 Click on **Applications**. A drop-down menu will then appear, click on **Application Enquiry**.



9.3 Click **Search**.

A screenshot of the 'Application Enquiry' page. The page has a dark blue header with the same navigation tabs as the previous screenshot. Below the header, there is a section titled 'Application Enquiry' with the text 'Please enter the search criteria below to enquire upon Application lodgements that you have submitted.' There is a 'Search by' label followed by a dropdown menu currently set to 'All Applications'. A red 'Search' button is located below the dropdown.

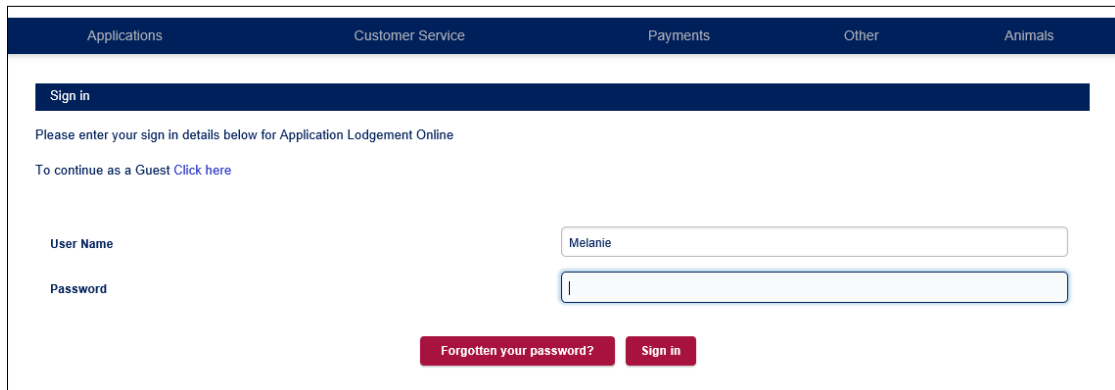
9.4 A list of applications and the relevant status will be displayed.

A screenshot of the search results page. At the top, there is a dark blue bar that says 'Number of Applications Found: 8'. Below this is a table with the following data:

| Application Id | Number       | Description           | Location                           | Status    | Lodgement Date |
|----------------|--------------|-----------------------|------------------------------------|-----------|----------------|
| 12671          | 9/2021/ZTEST | Test                  | 1500 Zanle Road PERTH AIRPORT 6104 | Cancelled | 04-11-2021     |
| 9750           | 4/2021/ZTEST | Bob's Restaurantm,n., | 1500 Zanle Road PERTH AIRPORT 6104 | Cancelled | 27-04-2021     |

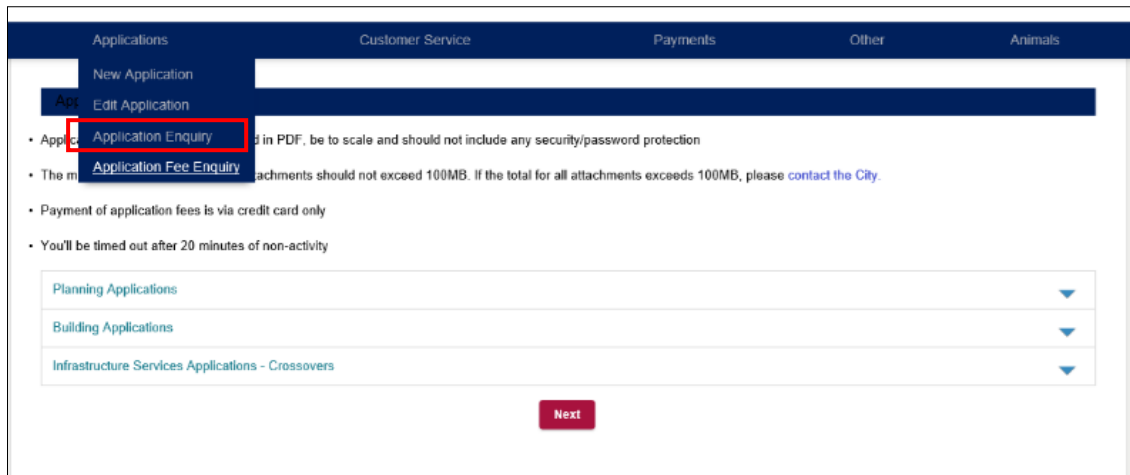
## 10. Application Fee Enquiry

- 10.1 To access *Lodge and track an application* web page refer to Section 2 notes within this document titled: Access Applications Online via the City's Web Site.
- 10.2 If you are a registered user, sign in, otherwise click *Guest click here*.



The screenshot shows the 'Sign in' page. At the top, there is a navigation bar with links for 'Applications', 'Customer Service', 'Payments', 'Other', and 'Animals'. Below the navigation bar, there is a 'Sign in' button. The main content area contains the text: 'Please enter your sign in details below for Application Lodgement Online' and 'To continue as a Guest [Click here](#)'. There are two input fields: 'User Name' with the value 'Melanie' and 'Password' which is empty. At the bottom, there are two buttons: 'Forgotten your password?' and 'Sign in'.

- 10.3 Click on the Applications drop down menu and click Application Fee Enquiry.



The screenshot shows the 'Applications' dropdown menu. The navigation bar at the top is the same as in the previous screenshot. The dropdown menu is open, showing options: 'New Application', 'Edit Application', 'Application Enquiry', and 'Application Fee Enquiry'. The 'Application Fee Enquiry' option is highlighted with a red box. Below the dropdown menu, there is a list of application types: 'Planning Applications', 'Building Applications', and 'Infrastructure Services Applications - Crossovers'. At the bottom, there is a 'Next' button.

## 10.4 Select the relevant application type and click **Next**.

### Application Lodgement

- Application plans should be submitted in PDF, be to scale and should not include any security/password protection
- The maximum size of all uploaded attachments should not exceed 100MB. If the total for all attachments exceeds 100MB, please [contact the City](#).
- Payment of application fees is via credit card only
- You'll be timed out after 20 minutes of non-activity

Planning Applications

Building Applications

### Construction Training Fund (CTF)

Where the estimated value of constructions exceeds \$20,000 CTF levy payments should be paid directly via the [CTF Portal](#). Further information on the CTF levy can be found [here](#)

|                       | Application Types   |  |
|-----------------------|---|--|
| <input type="radio"/> | BA01 Certified Building Permit - Classes 1 & 10                                     | Must be accompanied with a Certificate of Design Compliance. |
| <input type="radio"/> | BA01 Certified Building Permit - Classes 2-9  | Must be accompanied with a Certificate of Design Compliance. |
| <input type="radio"/> | BA01 Certified Building Permit - Swimming Pool/Spa                                  | Must be accompanied with a Certificate of Design Compliance. |
| <input type="radio"/> | BA02 Uncertified Building Permit - Class 1 & 10                                     |  |
| <input type="radio"/> | BA02 Uncertified Building Permit - Swimming Pool/Spa                                |  |
| <input type="radio"/> | BA05 Demolition Permit - Classes 1 & 10   |  |
| <input type="radio"/> | BA05 Demolition Permit - Classes 2-9  |  |
| <input type="radio"/> | BA09 Occupancy Permit (S46 or S48)  |  |
| <input type="radio"/> | BA09 Occupancy Permit (S47 or S49 or S52)   |  |
| <input type="radio"/> | BA09 Occupancy Permit (S51 - Unauthorised)  |  |
| <input type="radio"/> | BA13 Building Approval Certificate (Authorised)                                     |  |
| <input type="radio"/> | BA13 Building Approval Certificate (Unauthorised)                                   |  |
| <input type="radio"/> | BA22 Application to Extend Time – Building or Demolition Permit                     |  |
| <input type="radio"/> | BA23 Application to Extend Time - Occupancy Permit or Building Approval Certificate |  |

Infrastructure Services Applications - Crossovers

Next

10.5 Add the required information and click **Next**.

*Note: the required fields for each application type will vary.*

Applications Customer Service Payments Other Animals

\* Denotes that the field is mandatory.

Fee Enquiry Page

Please enter the information requested below and then click the Next button to continue and have the fee calculated. If you wish to then lodge an application then please use the 'New Application' option.

Fee Enquiry Fields

Estimated value of building work (inc GST) \$

(eg 250750 and not 250750.00 or \$250,750 or \$250,750.00)

Previous Next

10.6 The relevant total application fee information will be displayed.

*Note: that for building applications where the estimated cost of construction is over \$20,000 inc GST, the calculated fee will not include BCITF levy. To calculate the BCITF Levy: it is the estimated value of construction (including GST) x 0.2%.*

**Where the estimated value of constructions exceeds \$20,000 BCITF levy payments should be paid directly via the BCITF Portal**

<https://portal.bcitf.org/specialpages/logon-page.aspx?returnurl=/specialpages/user/mydashaccount.aspx>

Further information on the BCITF levy can be found:

<https://ctf.wa.gov.au/industry/bcitf-levy/>

Applications Customer Service Payments Other Animals

Application Fee

The fee calculated for the application details you have entered is shown below.

|                  |   |
|------------------|---|
| Application Type | BA02 Uncertified Building Permit - Class 1 & 10 |
| Lodgement Fee    | \$255.92  |



## 11. Help

### **Lodgement of Building Applications**

If you have any enquiries relating to the content of information to be submitted when lodging a building related application, please refer to the City's website: [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au) or contact the Administration Officer – Safer Communities on (08) 9477 7439.

### **Lodgement of Planning Applications**

If you have any enquiries relating to the content of information to be submitted when lodging a planning related application, please refer to the City's website: [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au) or contact the Planning Applications Administrator on (08) 9477 7276.

### **Online Lodgement Issues**

If you experience any difficulties when lodging an application online, please contact the Coordinator Business Applications on telephone (08) 9477 7252.