

CITY OF KWINANA ELECTRONIC LODGEMENT OF BUILDING APPLICATIONS UPDATE

Dear Builder

The City of Kwinana is continuing to develop our online building submission to simplify the process, adapt to industry and keep pace with technology.

Online building submissions have changed with the following enhancements:

- 1) Your building application files can be uploaded as one single pdf
- 2) A 48hr pay later option has been introduced for users with a login
- 3) You can submit a verge permit application simultaneously with the building application

All builders are encouraged to use the online submission portal [available on our website](#) under Submit it, then click Building Application. Submission through this online system reduces administrative timeframes because application set up and document scanning are eliminated so your application commences life at the assessment stage. I strongly recommend you contact ICT.helpdesk@kwinana.wa.gov.au and create a login for your company to avoid repeated company input for each application. Once a login has been generated all you have to do is sign in at the top right hand of the screen with your login and your company details will automatically fill each required field.

The pay later option allows your application to be placed on immediate hold for 48hours awaiting payment. A receipt will be generated during the submission giving the permit number and amount payable. Please print out or save this receipt for your finance department who can contact building administration on 9439 0472 to make a credit card payment. If no payment is received within the 48hrs then your application will be deemed incomplete and cancelled. At this point in time, only payment via credit card can be accepted by the system. The City is still looking into additional options and welcomes any suggestions/feedback regarding this.

Uploading files is now easier as file uploads have been reduced to four types of uploads, each with a 10MB capacity consisting of 1) A building application, 2) additional information, 3) a verge permit application, and 4) the CTF levy receipt if paid separately. Your building application can be submitted as one pdf file in a single upload providing it doesn't exceed 10MB. If it does try reducing the file size first. If it still exceeds the 10MB limit you will need to separate the file into 10MB portions and upload one file to the building application attachment and the other file to the additional information attachment. Your verge application containing a site plan can then be uploaded to the verge application attachment and your CTF levy receipt to the remaining attachment if paid elsewhere.

Note: zip folders cannot be accepted via our system at this point. We recommend combining all the documents into a single pdf and reducing the file size before uploading.

If you wish to apply for a verge permit with your building application you simply answer yes to the question on page 5. The \$164 verge application fee will be added to your fees requiring a separate file uploaded containing the verge application form and a site plan of the verge.

Additional information can be found in the User Manual for Online Lodgement.