



Corner Gilmore Ave & Sulphur Rd,
Kwinana WA 6167
PO Box 21 Kwinana WA 6966

Online Application Lodgment

User Manual

Our Online Services Portal provides a variety of service and payment options to the community, including the introduction of Online Lodgements for Building and Development Applications.

To assist the City with its roll out of the Online Lodgements, we're looking to engage with builders and invite them to submit and pay for their applications for Building Permits online.

Getting started - What do you (the applicant) need to know?

Do I have to register and get a password?

You can choose to lodge an application as a one-time user or login as a registered user (recommended). Registered users can save time in saving their details for future lodgements and enquiries.

Is it easy to follow?

Yes! At the top of each entry page there's an instructions panel providing directions, hints and tips. Useful hyperlinks have also been added at various points.

What's involved?

You will step through the process of entering and uploading documents, making the payment and obtaining a receipt. Incomplete applications cannot be saved (or paid later), so make sure you have all the details you need to complete your lodgement. The application will then be verified by our building service team and you will receive a confirmation email that it's been accepted.

Can I lodge all applications online?

To lodge an application online you must select the correct type of building works from the list provided. If your application type is not listed, you'll need to submit your application in person, by mail or email to the City.

How can I pay?

You will be guided to the City's secure payment gateway (BPoint) for credit card payment. Invoice and cheque payments are not available for online lodgements, so if you prefer this payment method please submit your application in person, by mail or email to the City.

The pay later option allows the submission of a building application without making a payment at the time of submission. Your application will be placed on immediate hold for 48hours awaiting payment. A receipt will be generated during the submission giving the permit number and amount payable. If no payment is received within the 48hrs then your application will be refused and cancelled.

What documents do I need?

You will be required to upload all documentation relating to your application.

Your building application can be submitted as one file in a single upload provided it doesn't exceed 10MB. If it does then you will need to separate the file into 10MB portions and upload them individually. The verge application and site plan should be submitted separately.

Suggested documentation listed below:

- **Application Form:** A fully executed application form must be lodged.
- **Certificate of Design Compliance:** A complete CDC (signed by a registered building surveyor) is required for all Certified Applications.
- **Site Plan:** A scaled drawing of the site area and land use of the proposed project.
- **Floor Plan:** A scaled plan, showing the view of each level of the structure from above.
- **Elevations:** At least two elevation views to scale are required.
- **Specifications/Materials:** May list the work to be carried out in what manner, and/or the materials to be used.
- **Engineers Drawings:** Structural engineer details are required for all structural work or any other detail that may be required.
- **Energy Efficiency Details:** All new buildings or major additions must meet the required energy efficiency/sustainability requirements.
- **Termite Treatment:** Required for all new buildings to have protection from termite entry.
- **Indemnity Insurance Details:** Required for all residential building work valued over \$20,000.
- **Construction Training Fund (CTF):** A CTF Levy Payment form is required for all residential, commercial and civil engineering projects where the total value of construction is more than \$20,000. Forms can be obtained from the CTF website by downloading a 'pay later' receipt.
- **Additional Information:** Any other information deemed relevant to your application

How will you contact me?

Correspondence (including confirmations) relating to your application will be emailed. Please provide a monitored or generic email address. If at any time your information is incorrect or changes, please contact the City so we can update your records.

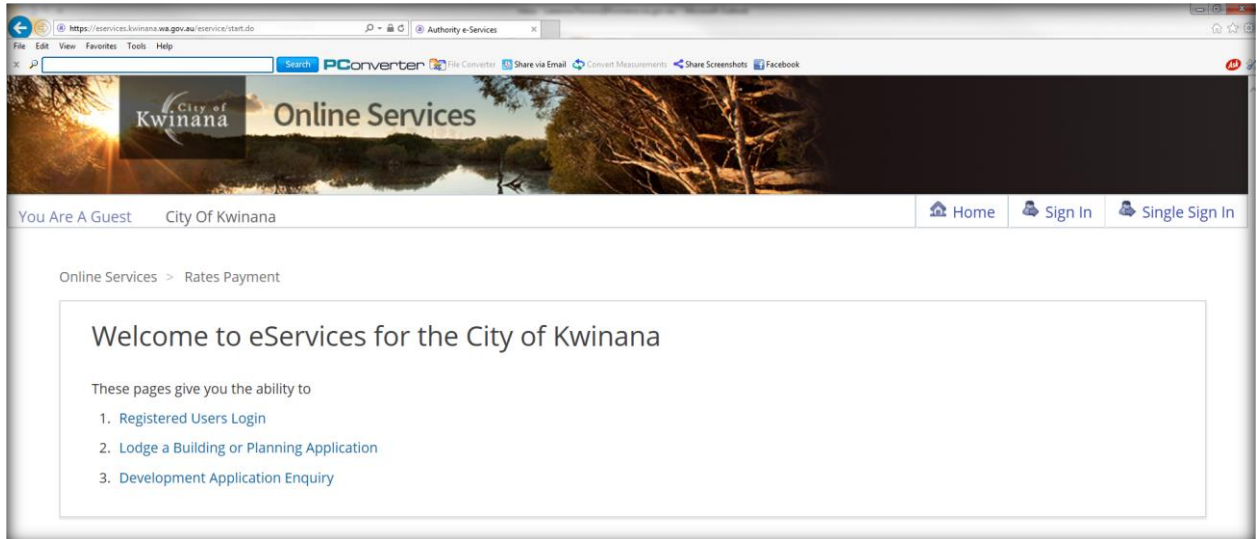
Who do I contact if I have problems?

Please report any issues with Online Lodgements by contacting the City via email at building@kwinana.wa.gov.au. To assist us with troubleshooting, please provide screen shots of the error messages, as well as any other relevant information.

Alternatively, contact the City on 9439 0200 during regular business hours.

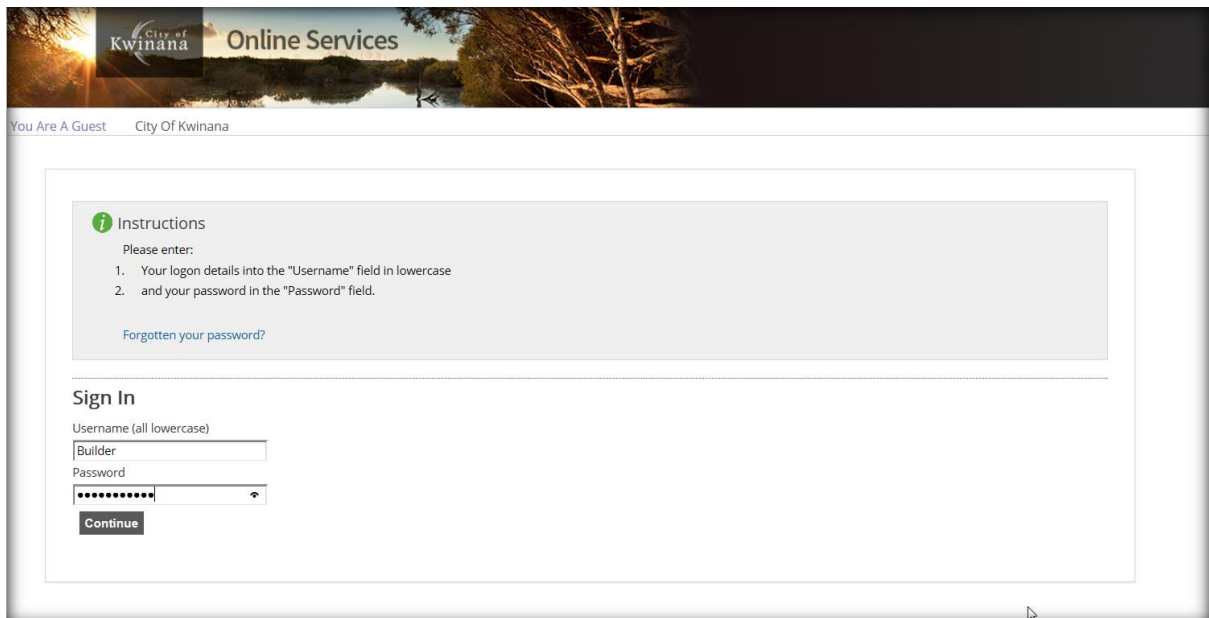
Signing In

To sign in to City of Kwinana's Online Lodgments visit the City's website www.kwinana.wa.gov.au and click on **Submit It**.



Selecting Registered Users Login

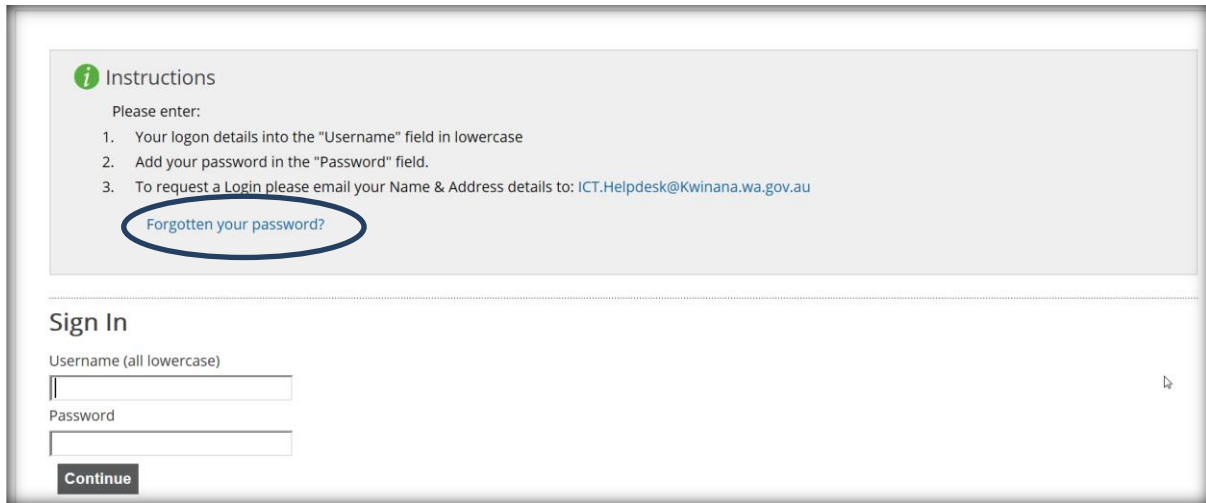
You will now be taken to a sign in page. Enter your username and password.



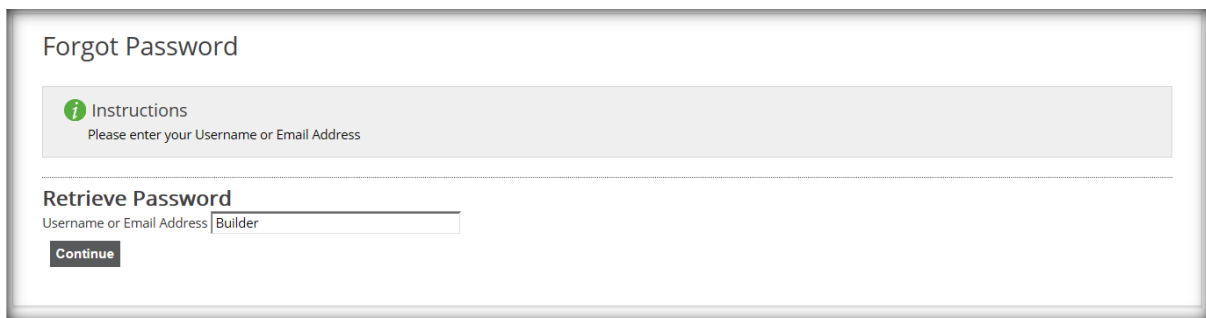
Once entered, click **Continue**. You are now logged in.

Forgot Password

If you have forgotten your password when attempting to sign in, click the **Forgotten your Password** option on your sign in screen.



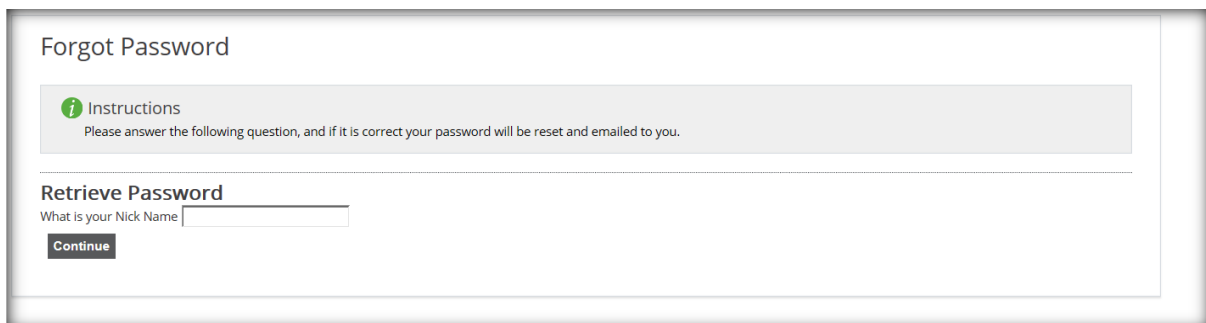
The screenshot shows the 'Sign In' section of a web application. At the top, there is an 'Instructions' box with a green information icon. The instructions list three steps: 1. Enter logon details in the 'Username' field in lowercase. 2. Add your password in the 'Password' field. 3. To request a Login, email your Name & Address details to: ICT.Helpdesk@Kwinana.wa.gov.au. Below the instructions, a link labeled 'Forgotten your password?' is circled in blue. Underneath the instructions is the 'Sign In' section, which includes a 'Username (all lowercase)' field, a 'Password' field, and a 'Continue' button.



The screenshot shows the 'Forgot Password' screen. It features an 'Instructions' box at the top with a green information icon, stating 'Please enter your Username or Email Address'. Below this is the 'Retrieve Password' section, which has a text input field containing the text 'Builder' and a 'Continue' button.

Enter either your username or your registered email and press **Continue**.

You will now be prompted to answer a password retrieval question. This would have been provided to you by the City with your username. Once entered, click **Continue**.

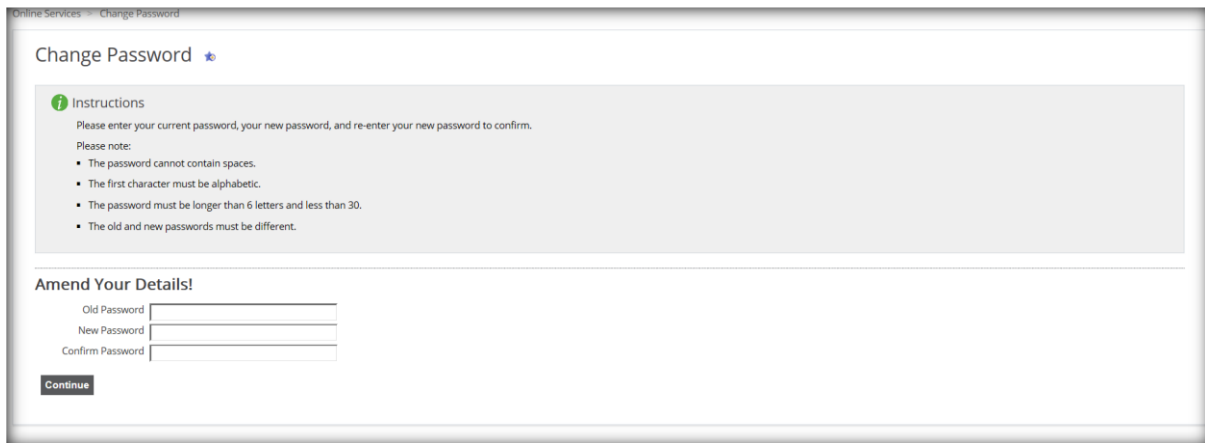
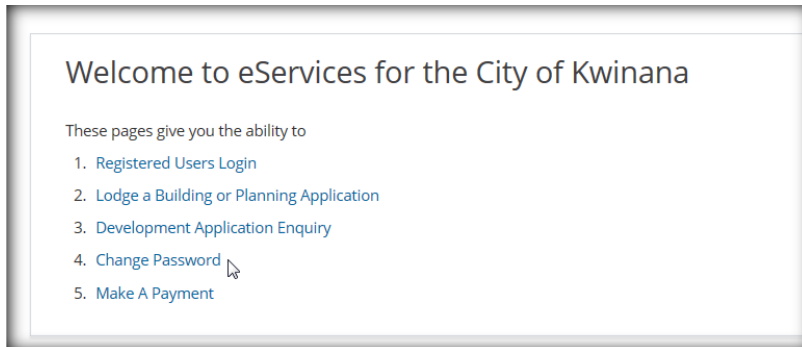


The screenshot shows the 'Forgot Password' screen. It features an 'Instructions' box at the top with a green information icon, stating 'Please answer the following question, and if it is correct your password will be reset and emailed to you.' Below this is the 'Retrieve Password' section, which has a text input field containing the text 'Builder' and a 'Continue' button.

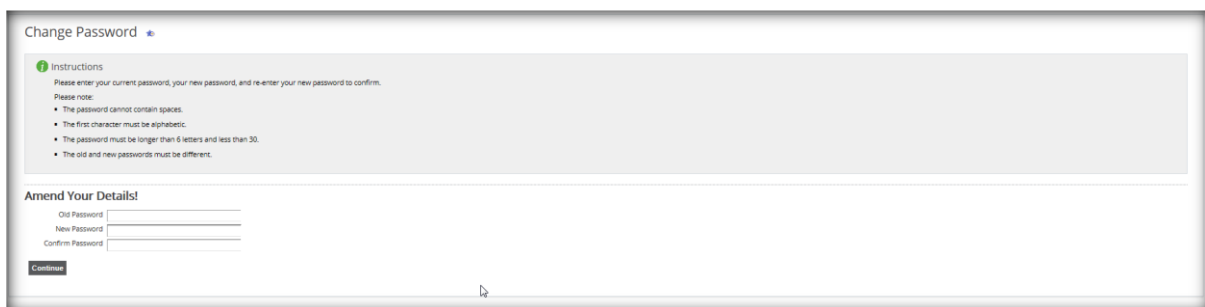
An email will be sent to your registered email address containing a temporary password. You may use this password to sign in.

NOTE: - Once you've logged in with your temporary password, please be sure to change it back to something more meaningful. Refer to **Change Password**.

You can change your password at anytime. Once signed in, click on **Change Password** located on the home page at item 4.



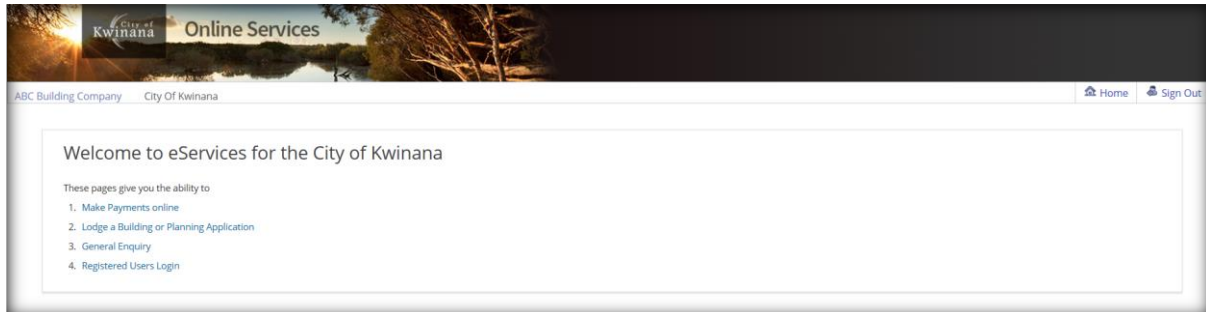
Enter your original (or temporary) password, followed by the new password you wish to change it to. Confirm your new password by typing it in again in the field provided. Once all three fields are entered, click **Continue**.



Lodge Building Application

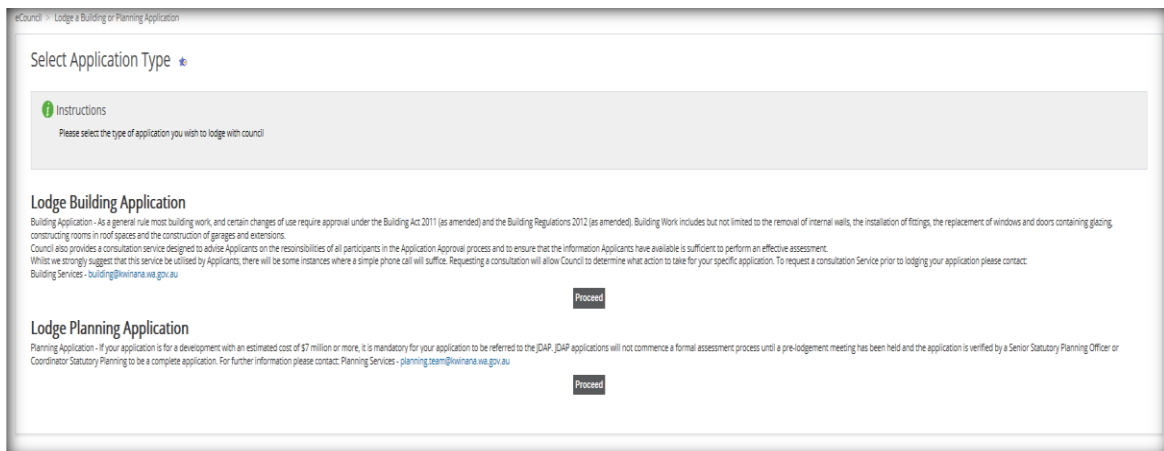
Select **Lodge Building Application**.

This can be done as a one-time user or once signed in as a registered user.

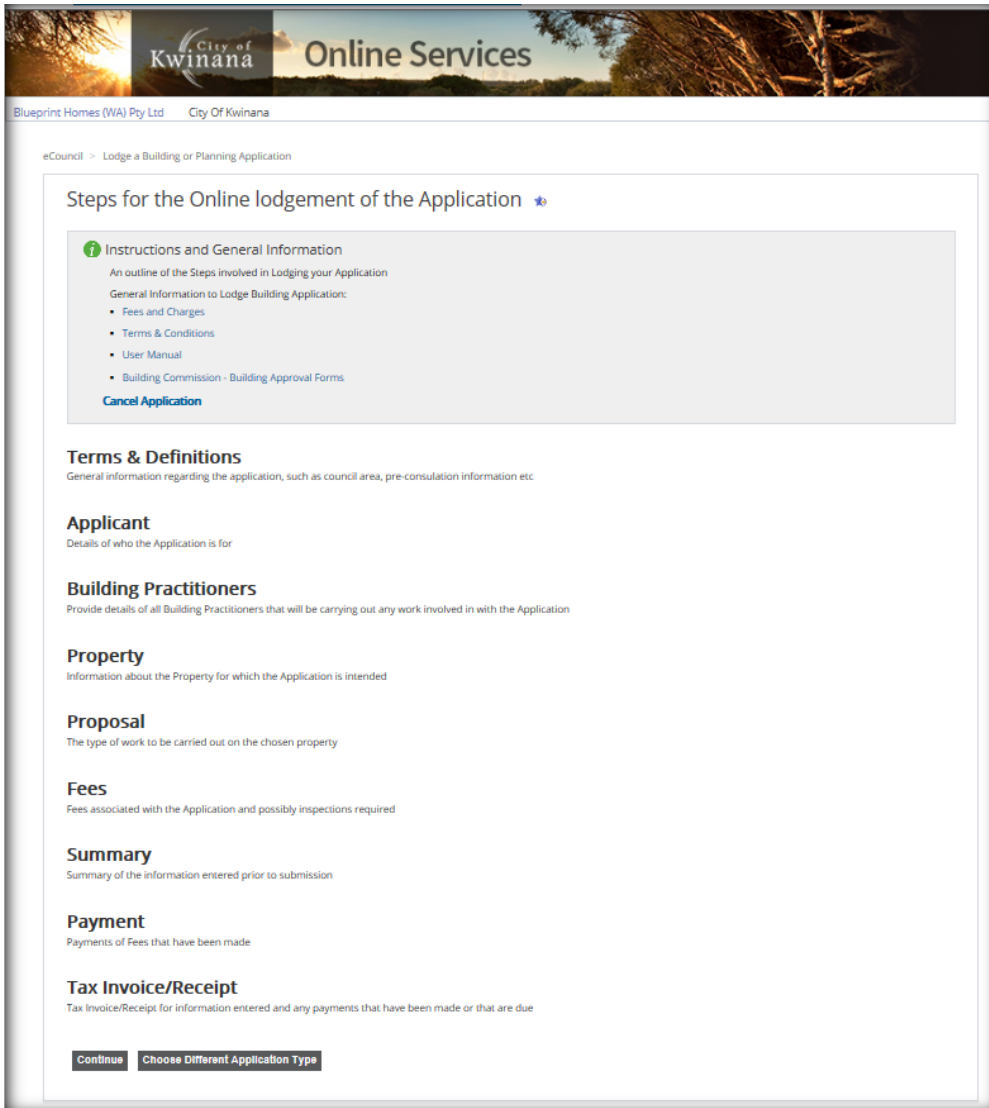


Please check to ensure that your application can be submitted online and click **Proceed** to continue.

You must select the correct type of building works from the list provided. If your application type is not listed, you'll need to submit your application in person, by mail or email to the City.



You'll step through the process of entering, uploading documents, making the payment and obtaining a receipt. Incomplete applications cannot be saved (or paid later) so make sure you have all the details you need to complete your lodgement. At the top of each entry page there is an instructions panel providing directions, hints and tips. Useful hyperlinks have also been added at various points.



Start your application by clicking **Continue**.

General

If you've had a pre-consultation with one of the City's Building Surveyors, enter your pre-consultation reference number in the field provided.

This field is not mandatory, however it can assist in locating or tracking your application in the future. Click **Continue**.

Applicant

Complete the applicant details. The contact information in this section is what the City will use to contact you. If you're logged in as a registered user, the system will pre-fill you as the applicant and the information shown in this section will be the contact information the City currently has for you.



The screenshot shows a form titled "Applicant - Details" with the following fields and values:

Title	BUS		
Surname / Business	ABC Building Company		
First Name			
Postal Address	123 Alphabet Street KWINANA WA 6167		
Postcode	6167		
Phone Numbers			
Work	08 94390200	Home Phone	
Mobile Phone		Fax	08 9439 0222
Email Address (Required)	leeanne.parsons@kwinana.wa.gov.au		

At the bottom left of the form is a "Continue" button.

NOTE – If at any time your information is incorrect or changes, please contact the City so we can update your records.

Building Contractor Details

Nominate who the builder will be for this application. You have three options to choose from.



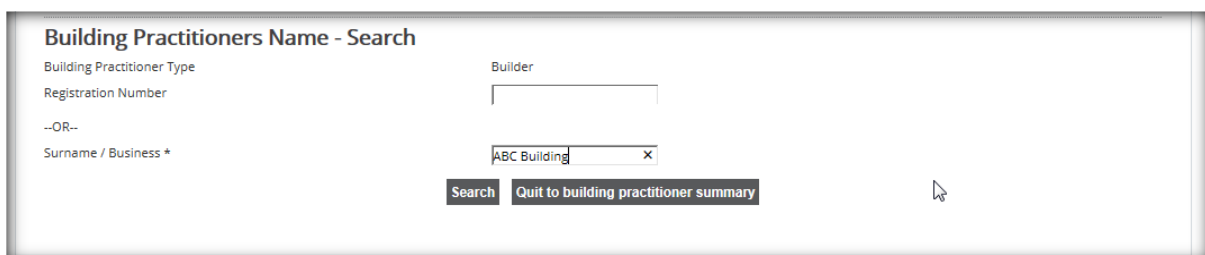
The screenshot shows a form titled "Builder" with three radio button options:

- Search Builder
- Owner is Builder
- Applicant is Builder

Below the options is a "Search" button.

Search for Builder

You can search for the builder by their registration number or by their name. Type in the relevant criteria and click **Search**.



The screenshot shows a form titled "Building Practitioners Name - Search" with the following fields and buttons:

- Building Practitioner Type: Builder
- Registration Number: [Empty text box]
- OR--
- Surname / Business *: ABC Building [Clear button]

At the bottom are two buttons: "Search" and "Quit to building practitioner summary".

A list of possible options will now appear. Select the correct builder and click **Continue**.

Owner is Builder

Select 'Owner is Builder' then click **Continue**.



The screenshot shows a form titled "Builder" with three radio button options: "Search Builder", "Owner is Builder", and "Applicant is Builder". The "Owner is Builder" option is selected, indicated by a filled circle.

Applicant is Builder

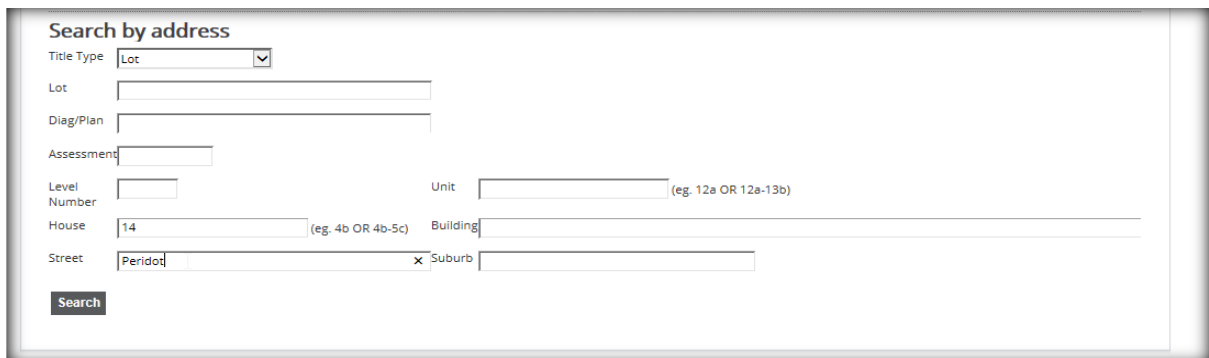
Select this option if you (the applicant listed) are also the builder. Click **Continue**.



The screenshot shows a form titled "Builder" with three radio button options: "Search Builder", "Owner is Builder", and "Applicant is Builder". The "Applicant is Builder" option is selected, indicated by a filled circle.

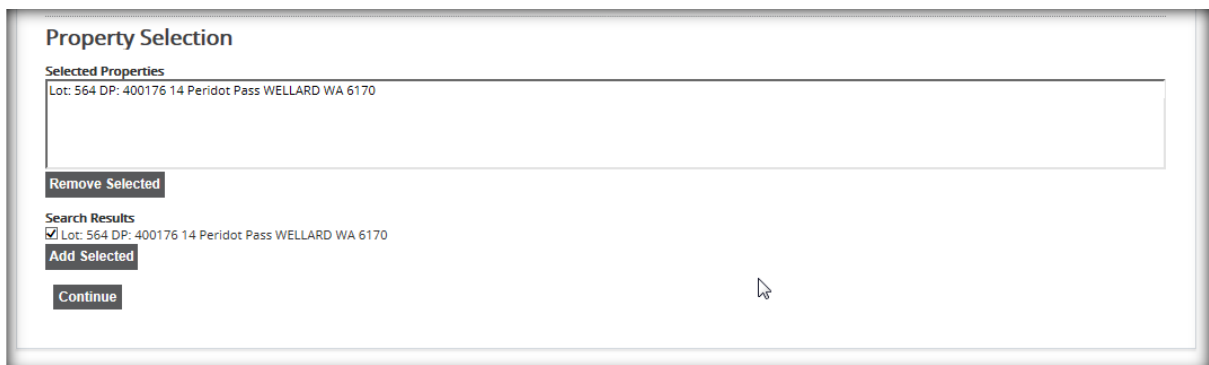
Property Details

You can now search for the address of the property using the lot, unit or house number as well as the street name and suburb.



The screenshot shows a "Search by address" form with the following fields: Title Type (dropdown menu set to "Lot"), Lot, Diag/Plan, Assessment, Level Number, Unit (with a note "(eg. 12a OR 12a-13b)"), House (with a note "(eg. 4b OR 4b-5c)"), Building, Street (with "Peridot" entered and a clear 'x' button), and Suburb. A "Search" button is located at the bottom left.

Enter in the address click **Search**. The address (or list of possible addresses) will display. Select the correct property address by ticking the box beside the address. Click **Add Selected** and then **Continue**.



The screenshot shows a "Property Selection" form. Under "Selected Properties", there is a list box containing the text "Lot: 564 DP: 400176 14 Peridot Pass WELLARD WA 6170". Below this is a "Remove Selected" button. Under "Search Results", there is a list box containing the same text, with a checked checkbox to its left. Below this is an "Add Selected" button. At the bottom left is a "Continue" button. A mouse cursor is visible over the "Continue" button.

NOTE – A property may not appear if the titles have not yet been released.

The system will do some verification and you will be asked if you are the owner of the property. If you're not the owner, please provide the owner names in the fields provided. Click **Continue** once the necessary questions and fields are complete.

NOTE – If ownership of the property has recently changed or you are not listed as the owner, the City may require further notification of change of ownership.

Property
Lot: 564 DP: 400176 14 Peridot Pass WELLARD WA 6170

Our records indicate that the Applicant is not the Owner of the following subject Property.

If you are the Owner of the subject property, indicate below and a Council Officer will contact you.

Property **Are you the owner of this property?**
Lot: 564 DP: 400176 14 Peridot Pass WELLARD WA 6170 Yes No

I declare that I have written authorisation from the owner(s) to lodge this application* Yes No

Owner Name 1

Owner Name 2

Owner Name 3

Continue

Proposed Work/s

During this section, you'll select the type of works proposed to be carried out and attach all supporting documents that are required for the application.

Each application is described as new unless it's a change or addition to an existing structure.

You must select what the National Construction Code (NCC) of the building is, for this application. This can be done by selecting an option from the drop-down list.

Select Application Type

National Construction Code (NCC) Class of the Building(s)*

Nature of Building Work

Floor Material *

Roof Material *

Wall Material *

Frame Material *

Number of Dwellings * Number of Floors * Estimated Cost *

New Area sq.m * Existing Area sq.m * Total Area sq.m

Now select the nature of building work by selecting an option from the drop-down list.

Select Application Type

National Construction Code (NCC) Class of the Building(s)* Alteration and/or Additions to existing

Nature of Building Work

Floor Material *

Roof Material *

Wall Material *

Frame Material *

Number of Dwellings * 0

New Area sq.m * 0

National Construction Code (NCC) Class of the Building(s)*

Nature of Building Work

Floor Material *

Estimated Cost * \$0

Total Area sq.m 0

Enter the floor, roof, exterior wall and wall frame material options by selecting the correct material type from the relevant drop down lists.

NOTE – While these fields are not mandatory, completing them will assist the City in assessing your application.

Select Application Type

National Construction Code (NCC) Class of the Building(s)* Alteration and/or Additions to existing

Nature of Building Work --Select a value--

Floor Material * Concrete

Roof Material * --select a value--

Wall Material * --select a value--

Frame Material * --select a value--

Number of Dwellings * 0

Number of Floors * 0

Estimated Cost * \$0

New Area sq.m * 0

Existing Area sq.m * 0

Total Area sq.m 0

Next are the required fields pertaining to the number of dwellings, storeys, the estimated cost of works and area. All these fields are mandatory to help calculate the correct fees to be applied to this application.

Select Application Type

National Construction Code (NCC) Class of the Building(s)* Alteration and/or Additions to existing

Nature of Building Work --Select a value--

Floor Material * Concrete

Roof Material * --select a value--

Wall Material * --select a value--

Frame Material * --select a value--

Number of Dwellings * 0

Number of Floors * 0

Estimated Cost * \$15000

New Area sq.m * 112

Existing Area sq.m * 0

Total Area sq.m 112

You don't have to complete the additional fields unless your application contains more than one type of works i.e. single dwelling and patio. For multiple types of works on the same property, you may continue to answer the repeated questions as you scroll down.

You will need to answer the additional questions below. Select your answers accordingly by selecting the yes or no options.

If you wish to apply for a verge permit with your building application you simply answer yes to the question. 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.

THE FOLLOWING INFORMATION IS REQUIRED TO ASSIST US IN ASSESSING YOUR APPLICATION

* Is this a certified application (if yes, a Certificate of Design Compliance is required) Yes No

* Do you wish to submit a verge application (if yes, a Application Form & Site Plan is required) Yes No

* Does the project require installation of an apparatus for the treatment of sewage? If yes, this applicaiton must not be subitted unless the approval has been granted. Yes No

* Is the construction value more than \$20,000 Yes No

* Do you wish to pay the CTF as part of this application to the Permit Authority (City of Kwinana)? Yes No

Once you've completed everything that's required in this section, click **Continue**.

Attachments

You'll now be required to upload your documents.

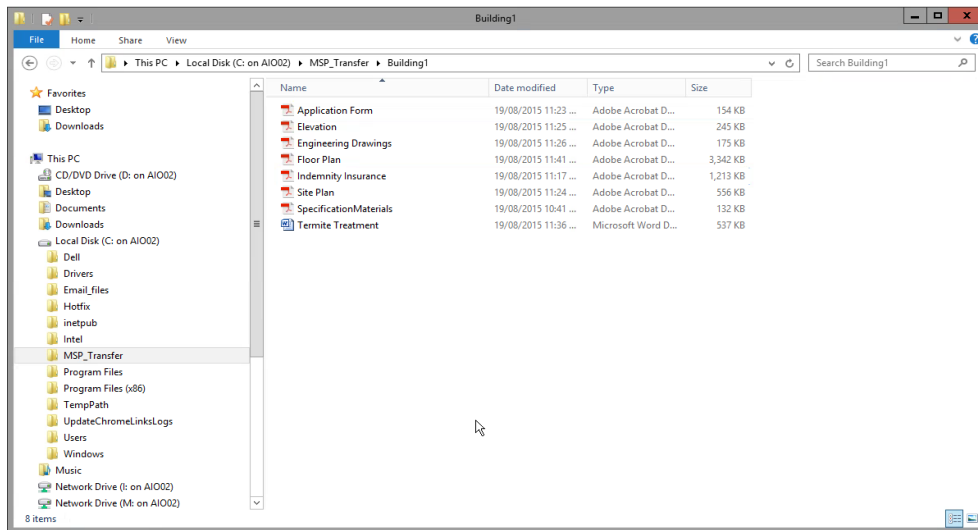
Your building application can be submitted as one file in a single upload provided it doesn't exceed 10MB. If it does then you will need to separate the file into 10MB portions and upload them individually.

The verge application and site plan should be submitted separately.

To upload your attachments, select **Electronic Copy** from the drop down list and then click **Choose File**.

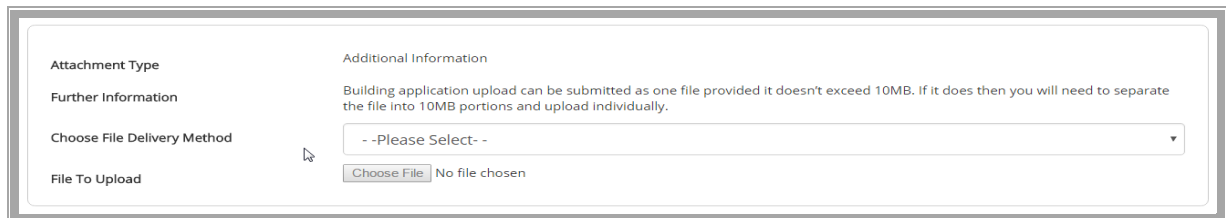
Attachment Type	Building Application
Further Information	Building application upload can be submitted as one file provided it doesn't exceed 10MB. If it does then you will need to separate the file into 10MB portions and upload individually.
Choose File Delivery Method	--Please Select--
File To Upload	<input type="button" value="Choose File"/> No file chosen

You can now browse to the folder or document store where your attachments are held on your computer. Once you have selected your attachment, click **Open** and your attachment will load.



You don't need to wait for attachments to upload. You can continue to add new attachments directly after.

Any additional attachments can be added by selecting **Electronic Copy** from the drop down list. Select **Browse** and continue to add your attachment in the same manner as the previous attachments.



NOTE – If after pressing continue you receive a validation error, it may be due to attachments not being loaded correctly. In some instances, it's also due to multiple attachments having the exact same title.

Fees

Fees will be displayed based on the information you have provided in the previous stages.

The pay later option allows the submission of a building application without making a payment at the time of submission. Your application will be placed on immediate hold for 48 hours awaiting payment.

A receipt will be generated during the submission giving the permit number and amount payable. If no payment is received within the 48 hours then your application will be refused and cancelled.

Click **Continue**.

Summary

A summary will be shown of your full application. Please review the summary and acknowledge you have read the Terms and Conditions by placing a tick at the bottom of the page then click **Continue**.

W Council > Lodge a Building or Planning Application

Application - Summary of Details

Terms & Definitions Applicant Building Practitioner Property Proposal Fees **Summary** Payment Tax Invoice/Receipt

Instructions

Please review your Application before continuing

General Information to Lodge Building Application:

- Fees and Charges
- Terms & Conditions
- User Manual
- Building Commission - Building Approval Forms

[Cancel Application](#)

Application Type: Lodge Building Application
Preconsultation Reference N° (Optional): Reference ID: 91026
Outside Council: No

Applicant Details

Title: Business
Surname / Company: ABC Building Company
Given: Given

Postal Address: 123 Alphabet Street
99999999 WA 6107
Postcode: 6107

Work: 08 94390000 Home: Home
Mobile: Mobile Fax: 08 9439 0222
Email: keanna.parnon@keanna.us.gov.au

Properties

Address: 14 Peridot Pass WILLAGO WA 6170 Property Owner: Shara Parnon

Builder

Applicant Is Builder: License Number

Owner

Name: Shara Parnon

Not Owner

I declare that I have written authorisation from the owner(s) to lodge this application: No
Owner Name 1:
Owner Name 2:
Owner Name 3:

Proposal

Proposed Use of Building: Alteration and/or additions to existing Carport

Estimated Cost: \$1000
Current Area: 0 New Area: 112
Dwellings: 1 Stories: 0
Roof: --select a value-- Frame: --select a value--
Wall: --select a value-- Floor: --select a value--

Is this a certified application? (If yes, a Certificate of Design Compliance is required): No
Does the work encroach on other land?: Yes
- Has consent or a court order been obtained?: Yes
Does the work adversely affect other land?: No
- Has a court order been obtained?: No
Does the project require the installation of an apparatus for the treatment of sewage? If yes, this application must not be submitted unless the approval has been granted: No

Fees	Fee Amount	GST	Total
To pay Immediately			
Building Permit	\$95.00	\$0.00	\$95.00
Building Services Levy	\$56.05	\$0.00	\$56.05
Building Services Levy Commission	\$4.55	\$0.45	\$5.00
			\$156.05

Attachments

Attachment	Required	Uploaded
Application Form	Required - Upload your Application Form	Application Form.pdf
Site Plans	Required - Upload your Site Plan	Site Plan.pdf
Floor Plans	Required - Upload your floor plans	Floor Plan.pdf
Elevations	Required - Upload your Elevations	Elevation.pdf
Specifications/Materials	Required - Upload your specifications/materials	Specification/Materials.pdf
Engineers Drawings	Optional - Upload your engineers drawings	Engineering Drawings.pdf
Termite Treatment	Optional - Upload your termite treatment details	Termite Treatment.docx

Confirmation of details

I agree I have read Terms and Conditions and that all details provided are correct.

[Continue](#) [Cancel Application](#)

Confirmation of details

I agree I have read Terms and Conditions and that all details provided are correct.

[Continue](#)

[Cancel Application](#)

Payment

Payment is required so that your application can be processed. Please select **Bpoint** and then click **Submit**. This will advise you of the total fees to be paid for your application

Payment

Terms & Definitions Applicant Building Practitioners Property Proposal Fees Summary **Payment** Tax Invoice/Receipt

Instructions

Complete payment details to finalise payment.

General Information to Lodge Building Application:

- Fees and Charges
- Terms & Conditions
- User Manual
- Building Commission - Building Approval Forms

[Cancel Application](#)

Payment Methods

BPoint

Payment Amount

Amount \$156.65

Submit

(Next step: Confirm total payment amount & enter credit card details)

Make Payment

By clicking the **Submit** button, you are confirming that you accept the payment amount.

Make Payment

General Applicant Building Practitioners Property Proposal Fees Summary **Payment** Tax Invoice/Receipt

Instructions

Click the Submit button if you agree to pay the amount listed. By clicking cancel, you will be taken back to the payment screen.

General Information for Lodge Building Application:

- Fees and Charges
- Terms and Conditions
- User Manual
- Building Commission - Building Approval Forms

[Cancel Application](#)

Payment Confirmation

You are required to pay the following amount:

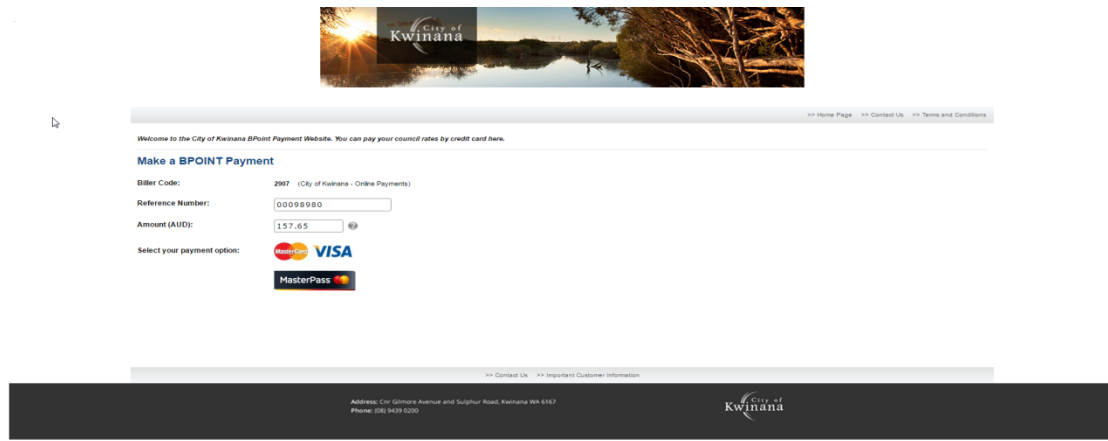
Building Permit	\$96.00
Building Services Levy	\$56.65
Building Services Levy Commission	\$5.00
Total	\$157.65

By clicking the "Submit" button, you are confirming that you accept the payment amount of \$157.65.

Submit **Cancel**

Online Payment Page

Select what card option you are paying with (MasterCard or Visa) and click **Submit**.



The screenshot shows the City of Kwinana BPOINT Payment Website. At the top is a banner image with the City of Kwinana logo. Below the banner is a navigation bar with links for Home Page, Contact Us, and Terms and Conditions. The main content area is titled "Make a BPOINT Payment" and includes the following fields:

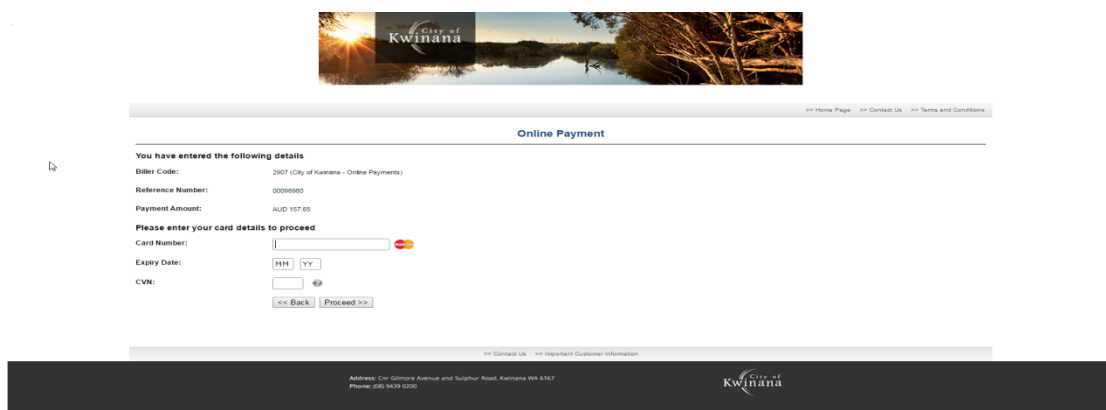
- Biller Code: 2907 (City of Kwinana - Online Payments)
- Reference Number: 00098980
- Amount (AUD): 157.65
- Select your payment option: MasterCard, VISA, and MasterPass

At the bottom of the page, there is a footer with the City of Kwinana logo, address (City of Kwinana, 3rd Floor, 1000 South Street, Kwinana WA 6167), phone number (08) 9439 0300, and a Commonwealth Bank of Australia logo with the text "© Commonwealth Bank of Australia 2016 ABN 48 123 123 124".

Enter Card Details

Enter in the card number, expiry month/year and card's CVV (card verification value) which is the last three digits on the back of your card. Once entered, click **Submit**. It may take a few moments for your payment to be processed.

NOTE – Do not click the cancel, back or refresh buttons on your browser during this time



The screenshot shows the City of Kwinana BPOINT Payment Website. At the top is a banner image with the City of Kwinana logo. Below the banner is a navigation bar with links for Home Page, Contact Us, and Terms and Conditions. The main content area is titled "Online Payment" and includes the following fields:

- You have entered the following details
- Biller Code: 2907 (City of Kwinana - Online Payments)
- Reference Number: 00098980
- Payment Amount: AUD 157.65
- Please enter your card details to proceed
- Card Number: [input field]
- Expiry Date: [MM] [YY]
- CVV: [input field]
- Buttons: < Back, Proceed >

At the bottom of the page, there is a footer with the City of Kwinana logo, address (City of Kwinana, 3rd Floor, 1000 South Street, Kwinana WA 6167), phone number (08) 9439 0300, and a Commonwealth Bank of Australia logo with the text "© Commonwealth Bank of Australia 2016 ABN 48 123 123 124".

