



Town of Victoria Park

User Manual

**Lodging and Tracking Planning & Building
Applications Electronically with the
Town of Victoria Park**

Introduction

The Town of Victoria Park is delighted to now provide you application lodging and tracking online. This facility allows you to lodge or check the status of a Planning or Building application 24 hours a day, 7 days a week.

The following application types are able to be submitted online:

- **Planning Application**
- **Subdivision Clearance**
- **Built Strata Applications (Form 24 & Form 1C)**
- **(BA1) Building Application – Certified**
- **(BA2) Building Application – Uncertified**
- **(BA5) Demolition Application**
- **(BA9) Occupancy Permit Application**
- **(BA11) Occupancy Permit – Strata Application**
- **(BA13) Building Approval Certificate Application**
- **(BA15) Building Approval Certificate – Strata Application**
- **Sign Licence Application**
- **(TVP1) Certificate of Design Compliance Application**
- **(TVP2) Approval of Building Plans from Council Business Units Application**
- **(TVP6) Certificate of Building Compliance Application**
- **(TVP7) Certificate of Construction Compliance Application**

Lodgement Process



Note:

- To lodge an application you need to be a registered user. Should you not be registered you can click on the 'Register Now' button to apply for registration (refer to page 6).
- There are only 6 steps in the lodgement process. (See above picture)
- Prior to moving from step 1 to the next step, you will need to save each page after completing the required fields.
- It provides you an easy accessible format of lodging applications online and checking the progress of such applications 24hours a day 7days a week.
- This system allows you to save and come back to your application at any time.
- Ability to search and link your applications to the property in the Town of Victoria Park's Data Base.
- Shows mandatory & optional details to attach depending on the application type for easy use.

Getting Started.....

To start, go to the Town of Victoria Park's Website: <http://www.victoriapark.wa.gov.au>

On the homepage of the Town's website under the 'Planning & Building' tab you will see the following buttons:



Click on the 'Lodge an Application' button on the homepage of the website. For future access you may wish to save the website address to your Favourites:

<http://eapps.vicpark.wa.gov.au/Portal>

Read this disclaimer and if you agree tick '**I agree to the terms and conditions**' and then '**I agree**'.

Note: You cannot get to the next page if you click '**I disagree**'

TRACKING HOME APPLICATION SEARCH PROPERTY SEARCH LOGDE

HOME >

TERMS AND CONDITIONS

Your use of this Service ("the Service") is subject to and conditional upon your acceptance of these Terms of Use:

1. USERS MUST NOT RELY ON ACCURACY OF INFORMATION

Whilst the Town endeavours to update information within the TRACK application ("application") on a regular basis, the information is provided as a general guide only and may be subject to change or may contain errors. The Town does not guarantee the accuracy of information obtained from the application. You should therefore not rely on the accuracy of any information obtained from the application without verifying the accuracy of that information from external sources. Accurate information in relation to approvals issued by the Town may be obtained at the Town of Victoria Park's offices. Accurate lot information can be obtained from the Western Australian Land Information Authority (Landgate).

2. CHANGES TO AGREEMENT AND SERVICE

Council may vary the Terms of Use ("Terms") at any time by posting the varied Terms on its website ("the Site"). The varied Terms will take effect immediately after any variation is posted on the Site. The version of the Terms currently on the Site at any time governs your use of the Service. If you continue to use the Service, your continued use will constitute acceptance of the Terms and any variations to it. Council reserves the right to change any aspect of the Service, including modifying, suspending, replacing or terminating the Service as well as imposing any fee for access to the Service. Council will have no liability to you if the Service is modified, suspended, replaced or terminated. You agree to waive all rights you may have against Council in respect of any such action taken by Council.

3. INDEMNITY

It is a condition of use that you indemnify the Town of Victoria Park against claims for any loss or damage resulting from your

1. Tick 'I agree to the above terms ...'

2. Click 'I Agree'

I agree to the above terms and conditions

You should now be at the **'Welcome'** page as shown below. Click on the **'Log-in'** button at the bottom of the page.

TRACKING HOME	APPLICATION SEARCH	PROPERTY SEARCH	LODGE
APPLICATIONS	WELCOME....		
HOME	Welcome to the Town's online application lodgement service for: <ul style="list-style-type: none">• Planning applications• Building applications• Subdivision clearances.		
LOGIN	The service enables the lodgement of planning applications of all types ranging from patios to multi-storey developments.		
FORGOT PASSWORD	In relation to building applications, the service enables the lodgement of a wide range of building application types including applications for a building permit (BA1 and BA2), demolition (BA5), occupancy (BA9), strata (BA11 and BA15) and building approval certificates (BA13), as well as certification services by Council.		
REGISTER	The lodgement service is for registered users to submit applications electronically. If you are interested in becoming a registered user then click the button below to see if you are eligible.		
TRACK AN APPLICATION	If you have any questions regarding these services, please contact us .		
	To log-in and lodge an application now, click the button below.		
			Click 'Log-in' button

You should now be at the **'Login'** page as shown below.

Type in your **'Username'** and **'Password'** that was emailed to you at the time of registration by the Town of Victoria Park and press **'Login'**

TRACKING HOME	APPLICATION SEARCH	PROPERTY SEARCH	LODGE
APPLICATIONS	LOGIN		
HOME	User Name: <input type="text"/>		
LOGIN	Password: <input type="password"/>		
FORGOT PASSWORD	<input type="button" value="Login"/>		
REGISTER	The log-in service is for registered users to submit applications electronically. If you are interested in becoming a registered user then click here to see if you are eligible.		
TRACK AN APPLICATION			

1. Type in your Username

2. Type in your password

3. Click 'Login'

How to Manage Your Details....

You are now logged in and ready to start the steps in lodging an application.

If you need to manage your details or go to an existing application see the left side panel.

The screenshot displays a web application interface. On the left is a vertical navigation menu with several sections: 'APPLICATIONS' (containing HOME, LOGOUT, TRACK AN APPLICATION), 'MY COMPANY' (containing MY DETAILS, MY APPLICATIONS, LODGE AN APPLICATION), 'LODGED APPLICATIONS' (containing TRACK CURRENT APPLICATIONS), and 'MY DETAILS' (containing MY DETAILS, MY APPLICATIONS, LODGE AN APPLICATION). Two red arrows point to the 'MY DETAILS' and 'MY APPLICATIONS' items. The main content area is titled 'STEP 1. TYPE' and contains the text 'Select the type of application.' Below this is a heading 'WHAT TYPE OF APPLICATION WOULD YOU LIKE TO LODGE?' followed by two radio button options: 'Planning Applications' and 'Building Applications'. At the bottom of the main area is a text input field labeled 'Your reference (e.g. job number or project name):' with a 'Save' button to its right.

MY DETAILS:

You can edit or change any details you need relevant to your user details.

MY APPLICATIONS:

You can see a list of applications being prepared by you, awaiting acceptance from Council or accepted by Council.

How to lodge an application....

Step 1

To lodge an application click on either the 'Planning Application' or 'Building Application' dial depending upon which type of application you wish to lodge.

The screenshot shows the 'STEP 1. TYPE' page of the application process. The breadcrumb trail at the top indicates the steps: 1 Type, 2 Property, 3 Details, 4 People, 5 Documents, and 6 Lodge. The main heading is 'STEP 1. TYPE' with the instruction 'Select the type of application.' Below this, the question 'WHAT TYPE OF APPLICATION WOULD YOU LIKE TO LODGE?' is displayed. There are two radio buttons: 'Planning Applications' and 'Building Applications'. Two red arrows point to these buttons. Below the radio buttons is a text input field labeled 'Your reference (e.g. job number or project name):' with a 'Save' button to its right.

Once you click one of the above two categories, a drop down list will appear displaying the applications you can lodge under that section (refer to screenshot below).

Select the type of application by clicking on the appropriate radio button. Once you have selected the Type of Application, scroll down to the bottom of the page. A reference number is needed in the 'Your Reference' text box. This can be your job number and/or the project name.

This screenshot shows the 'STEP 1. TYPE' page with 'PLANNING APPLICATIONS' selected. The breadcrumb trail is the same as in the previous screenshot. The radio button for 'Planning Applications' is now selected. Below it, the heading 'PLANNING APPLICATIONS' is shown with a red arrow pointing to it. Under this heading, there are three radio button options: 'Application for Planning Approval' (selected), 'Form TVP10 - Application for Subdivision Clearance', and 'Form 1C - Application for Endorsement of Strata Plan (Form 26)'. Each option has a brief description. Below the options is the 'Your reference (e.g. job number or project name):' text box and a 'Save' button. A red text annotation on the right says 'Click on the radio button of the type of application you wish to lodge.' with an arrow pointing to the 'Application for Planning Approval' radio button.

Once the reference is entered, press 'Save'.

Your reference (e.g. job number or project name):

test

✓ Successfully saved the description. Continue to the next page.

Shows that you can continue to the next page →

Click on Property →

Click on the 'Continue – Property' button to move to the next step 'Property'.

Step 2

The 'Property' page comprises of a search field. There are a number of options on how to search.

1 Type 2 **Property** 3 Details 4 People 5 Documents 6 Lodge

STEP 2. PROPERTY
Select the property you are applying for.

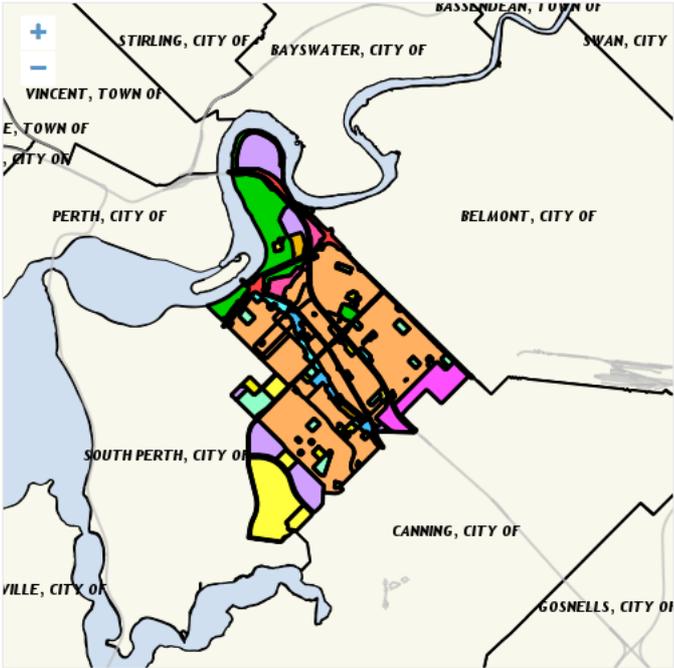
SEARCH BY HOUSE NUMBER

Type the address. All matching addresses will be displayed below. Select the address you want from the list.

SEARCH BY LOT NUMBER

Start typing a lot number then street, then select it from the drop down list.

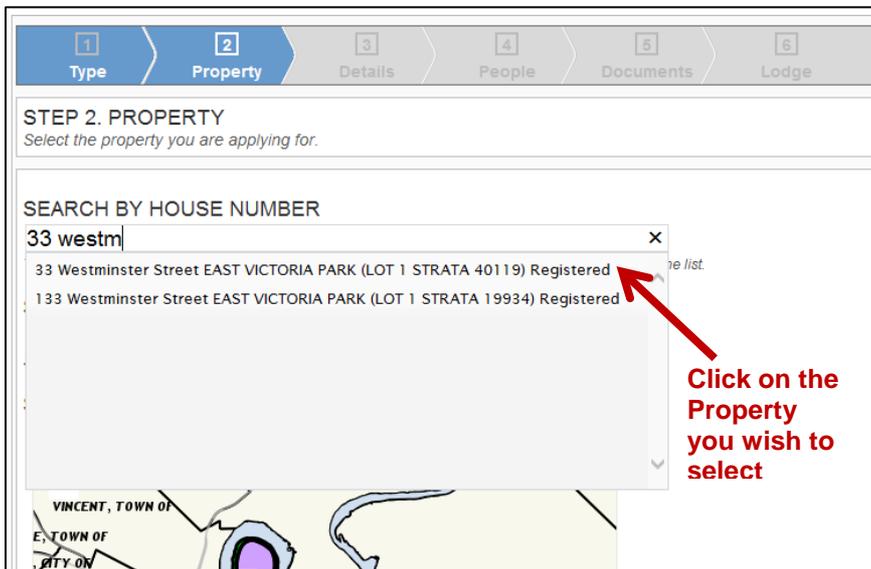
SEARCH BY MAP



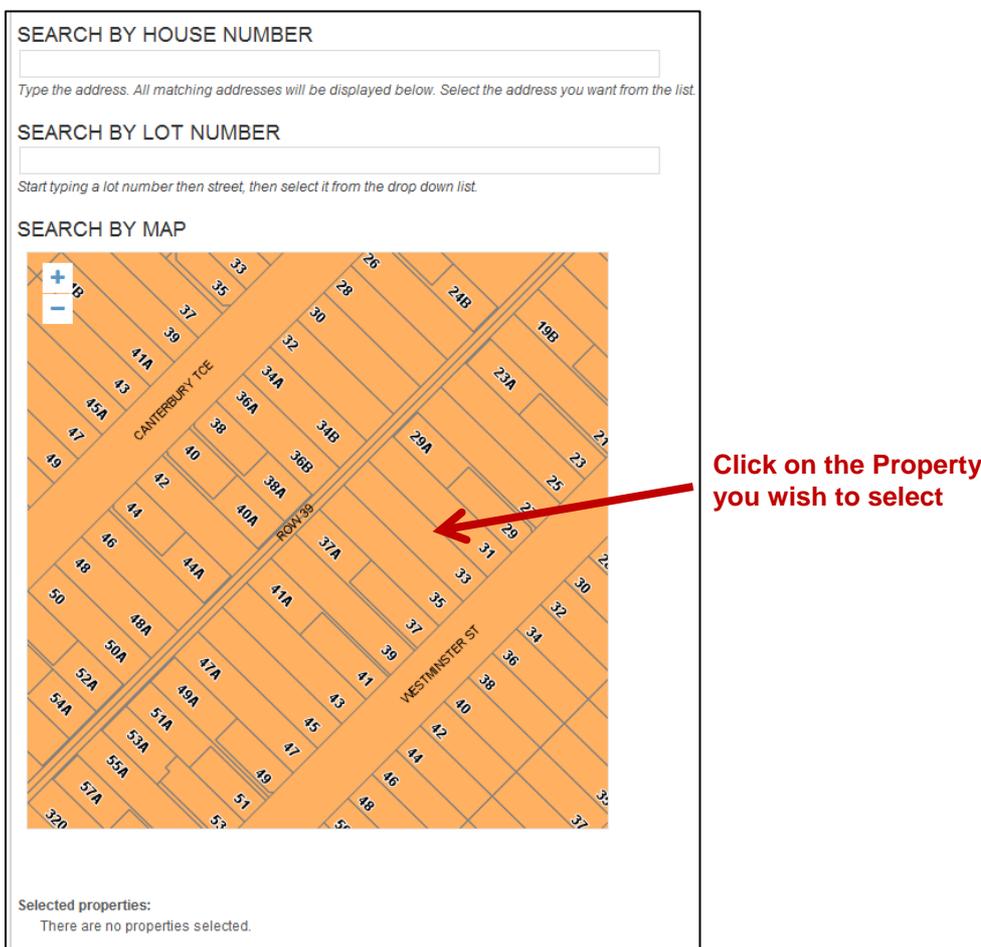
Selected properties:
There are no properties selected.

You can search for a property by either House Number or Lot Number or zooming into the map.

- A. To search by House Number click in the text box 'Search by House Number' and type the 'street number' followed by the 'street name', a list will drop down. Click on the address you want from the list; OR
- B. To search by Lot Number, click in the text box marked 'Search by Lot Number' and type the 'lot number' followed by the 'street name', a list will drop down. Select from the list; OR



- C. To search by Map, move your mouse over the map and zoom in to an area where you know the property is within the Town. Once you are close enough to see the property you can click on the property in the map.



The property that you have selected is shown bordered in red and the property details will appear. If it is the correct property click on 'Continue – Details' to continue to Step 3.

If it is incorrect, then click on the 'Remove and choose a different property' link and reselect the correct property, then click on 'Continue – Details' to continue to Step 3.

STEP 2. PROPERTY
Select the property you are applying for.

Saved ✓ Continue » Details ▶

Click on 'Details' to continue

Selected properties:

- 33 Westminster Street EAST VICTORIA PARK WA 6101
Property Number: 17176 [Remove and choose a different property]
LOT 1 STRATA 40119

Map showing selected property (R30) and surrounding streets: CANTERBURY TCE, WESTMINSTER ST, HAMPSHIRE ST.

Type « Go Back Continue » Details ▶

Step 3

The 'Details' part of the lodgement process is the next Step.

Click on the first text box, enter the correct information and then continue working down the page.

STEP 3. DETAILS
Set the details for the selected application type.

Application for Planning Approval

Please note: Electronic submissions cannot be made for DAP Applications or Applications that require an MRS Form 1.

Development Details

Approx. cost of development (excl. GST) :\$*

Estimated Date of Completion:

Proposed Development or Land Use:*

Tick applicable box/s

<input type="checkbox"/> New Dwelling(s)	<input type="checkbox"/> Garage or Carport
<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Mixed Use Development	<input type="checkbox"/> Front Fence
<input type="checkbox"/> New Non-Residential Building(s)	<input type="checkbox"/> Retrospective Planning Approval
<input type="checkbox"/> Additions and Alterations	<input type="checkbox"/> Home Occupation
<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Sign(s)
<input type="checkbox"/> Patio or Pergola	<input type="checkbox"/> Demolition

All mandatory fields (marked *) need to be filled in before you click 'Save' and can move on to the next page.

If a mandatory field has not been filled out and you have clicked 'Save', the field that has to be completed will be highlighted in red.

Once 'Details' have been completed and saved, press 'Continue – People' to move to Step 4, People.

A screenshot of a web interface showing a 'Save' button with a green checkmark and the text 'Successfully saved the data.' Below this, there are two navigation buttons: 'Property < Go Back' on the left and 'Continue > People' on the right. A red arrow points from the text 'Click on 'People' to continue.' to the 'Continue > People' button.

Click on 'People' to continue.

Step 4

For a Planning Application, the Applicant's details will automatically display.

For a Building Application, the Builder's details *and* the Applicant's details will automatically display.

These are the details you have already provided in the account that you logged in for lodgement.

You will need to add all relevant Roles attached to the application (such as Owner(s), Certifier, Applicant) in the fields provided below, before proceeding to the next step.

Click on the 'Add' function to add them to the selected parties list.

Repeat this step to add more than one Role.

A screenshot of the 'STEP 4, PEOPLE' form. The form is titled 'STEP 4, PEOPLE' and includes the instruction 'Add people to the application e.g. Applicants, Owners, Builders etc.' Below this, there is a section for 'Selected parties:' which lists 'Applicant' with details: 'Town of Victoria Park', '99 Shepperton Road VICTORIA PARK WA 6100', 'Email: lornevacch@hotmail.com', and 'Contact Phone: 08 9311 8111'. The form has several input fields: 'Role:' (dropdown menu with 'Owner' selected), 'Title:' (dropdown menu with 'Mr' selected), 'Given Name:', 'Family or Company Name:', 'Street Address:', 'Suburb / Locality / Town:', 'State:' (dropdown menu with 'WA' selected), 'Postcode:', 'Email Address:', and 'Contact Phone Number:'. There is an 'Add' button at the bottom right of the form. A red arrow points from the text 'Enter details' to the 'Family or Company Name' field. Another red arrow points from the text 'All relevant roles must be added. Complete the fields and then click Add. Just repeat the process for all roles' to the 'Add' button.

Enter details

All relevant roles must be added. Complete the fields and then click Add. Just repeat the process for all roles

For a Building Application you will need to add the Owners details, add the Certifiers details (if the application is Certified) and change the Applicant's details if different to Builder's details. These will be mandatory fields.

For a Planning Application you will need to add the Owners details.

If you entered the incorrect details, you can 'Un-select'. This will take you back to the previous screen.

Complete the correct details and Click 'Add' again.

STEP 4. PEOPLE
Add people to the application e.g. Applicants, Owners, Builders etc. Saved ✓ Continue » Documents ▶

Please enter the details of the relevant parties. For this application, you must provide at least:
An applicant
All owners

Selected parties:

- Applicant**
Town of Victoria Park
99 Shepperton Road VICTORIA PARK WA 6100
Email: lornevacch@hotmail.com
Contact Phone: 08 9311 8111
- Owner [Un-select]**
Mr Peter test
1 test street Victoria Park WA 6100
Email: test@gmail.com
Contact Phone: 123456789

Role:
Owner ▼

Title: Given Name: Family or Company Name:
Mr ▼ Peter test

Street Address: Suburb / Locality / Town: State: Postcode:
1 test street Victoria Park WA 6100

Email Address: Contact Phone Number:
test@gmail.com 123456789 Add

You can 'Un-select' if you have entered incorrect details.

Once you have added all the relevant Roles, check that the information is correct and click on 'Continue - Documents' to continue to Step 5.

Step 5

Step 5 is the section where relevant documents are uploaded for your Application.

All items with a * and highlighted in red are mandatory. All files need to be pdf only and are not to be larger than 20MB each.

STEP 5. DOCUMENTS
Upload plans and supporting information.

Supporting documents:
Note: Documents in red and highlighted with a * are mandatory.
Note: If you require to upload multiple documents of the one type, please use the "other" section below.

Administration Documents

Owner's signed application form *	Browse...	Upload
Certificate of Title *	Browse...	Upload
Application covering letter	Browse...	Upload

Plans

Existing Site Feature Survey Plan	Browse...	Upload
Proposed Site Plan	Browse...	Upload
Floor Plans	Browse...	Upload
Elevations	Browse...	Upload
Overshadowing Plan	Browse...	Upload
Sections	Browse...	Upload
Landscaping Plan	Browse...	Upload

Structural & other details

Colour & Materials Schedule	Browse...	Upload
Stormwater/Drainage plans	Browse...	Upload

Click on Browse and find the document. Once found click on Upload

One at a time, for each document click on 'Browse', locate the document and then click on 'Upload'

Once the document has been uploaded, it will appear under the 'Uploaded documents:' section at the bottom of the page.

Uploaded documents:

- **Owner's signed application form** [Remove](#)
nsbReSZ.pdf
Size: 289 kB
Date Uploaded: 25/03/2014 08:46

Repeat this step until you have attached all relevant documents.

If a file needs to be changed or deleted, it can be deleted by clicking on the [Remove](#) link and uploading the relevant documentation.

If any additional documents are needed for the application they can be uploaded into 'Add other documents' field.

A drop down list can be used to describe the type of file that has been uploaded.

If **'Other'** is chosen from the drop down list, a text box will appear which requires a description of the file that has been uploaded. i.e. Shadow Diagram

Once all the attachments have been uploaded and completed, click on 'Continue – Lodge' to move onto the next Step **'Lodge'**

Step 6

This is the last Step.

The completed application form will now appear containing all information that you have provided throughout the application process.

Please check it is all complete and correct.

This application form can be printed by clicking on **'Print the form'** to the left of the application form. Please note – your login as a Registered User will be accepted as a signature.

Items can be changed by clicking **'change'** next to the item on the left hand side of the document.

Alternatively you can click on the Steps at the top of the page to be directed back to the relevant step to amend any details. Please be aware you will need to click on Save again after amending any details.

1 Type2 Property3 Details4 People5 Documents6 Lodge

APPLICATIONS

HOME

LOGOUT

TRACK AN APPLICATION

MY COMPANY

MY DETAILS

MY APPLICATIONS

LODGE AN APPLICATION

LODGED APPLICATIONS

TRACK CURRENT APPLICATIONS

Summary [\[change\]](#)
Form: Application for Planning Approval
Ref: test

Selected properties: [\[change\]](#)
33 Westminster Street EAST VICTORIA PARK WA 6101

Selected parties: [\[change\]](#)
Applicant: Town of Victoria Park
Owner: Peter test

Attachments uploaded: [\[change\]](#)
Owner's signed application form
Certificate of Title
Proposed Site Plan
Elevations
Colour & Materials Schedule

[Print the form](#)

STEP 6. LODGE

Finalise and lodge the application with Council



TOWN OF VICTORIA PARK

Application for Planning Approval

Property

Address: 33 Westminster Street EAST VICTORIA PARK WA 6101
LOT 1 STRATA 40119

Owner/s Details

Mr Peter test
1 test street Victoria Park WA 6100
Email: test@gmail.com
Contact Phone: 123456789

Date: 25-03-2014

Applicant Details

Town of Victoria Park
99 Shepperton Road VICTORIA PARK WA 6100
Email: lornevach@hotmail.com
Contact Phone: 08 9311 8111

The signature of the owner(s) is required on all applications. This application will not proceed without that signature.

Signature/s _____ Date 25-03-2014

Development Details

Approx. cost of development (excl. GST):	\$ 15,000.00
Estimated Date of Completion:	31/05/2014

PROPOSED DEVELOPMENT OR LAND USE:

New Dwelling(s) Garage or Carport

The Fee Schedule has been provided at the bottom of the page to review the fees applicable for the application. An invoice for payment of fees will be generated by Council and emailed to you once your application has been submitted and accepted by Council.

Once the application has been reviewed and deemed complete, it can now be lodged. Click on **'Submit'** so the application can be lodged to the Town of Victoria Park.

By submitting this form, I declare that all information provided in this application is true and correct. I acknowledge and agree that the information, plans etc. forming part of this application may be available for viewing by the public for the purposes of consultation, including by display on the Town's website.

Applicable Fees

For information relating to the fees for this application, please click on the below links to see the current application fees:

- [Planning Application Fees](#)
- [Building Application Fees](#)

By clicking on the Submit button you will be lodging the application to the Town of Victoria Park. You accept that fees will be generated and that you will be invoiced for them, and you are liable to pay those fees.

Submit

[Documents](#) < Go Back

The following page will appear showing that the application has now been submitted.

Step 6. Lodge
Finalise and Lodge the application with Council

This is the completed Application Form. Read and confirm the details then click Lodge at the bottom to submit the application to Council.

✔ The application has now been submitted. Council will confirm that the application is complete, prior to proceeding with the assessment.

[Documents](#) [« Go Back](#)

Council Officers will then verify whether or not the application is complete. You will receive an email to confirm whether the application has been accepted or rejected for assessment.

The Lodge process is complete. You can track your applications at the Lodged Applications menu item by clicking on 'Track an Application'.

Reviewing Incomplete Applications

You can start an application and once it has been saved at each step you can go back and continue where you have left off. The **'My Applications'** option on the left hand column will show all applications that you have begun and not yet completed.

Reviewing Lodged Applications

Click on **'My Applications'** on the left hand side to review applications that have been lodged to the Town of Victoria Park. From here you can see if an Application is still being prepared, is still awaiting acceptance from the Town or has been accepted by the Town.

'Track an Application' on the left hand side will show you the progress of an application. View a particular application by typing in the address and selecting the property from the drop-down menu.

Rejection of Lodged Applications

When the Town of Victoria Park receives an application through the Portal we will check that all documentation has been submitted correctly. If for some reason there is a piece of information missing or incorrect in the submitted application you will automatically receive an email from us stating why the application has been rejected. The application you have lodged will then reappear in your **'My Applications'** and from here you can add whatever information was missing or incorrect back into the application. You can then re-lodge the application again.

Determination of an Application

Once the application has been assessed and completed by Council, an email will be sent to you. This email will mention that the application has now been determined and to log on through the link provided to retrieve the determination and any relevant plans.

This link will take you to the Log in page for Lodge.

Once you have logged in, click on **'Track an Application'** and find the application with the application number provided in the email.

At the bottom of the page you will see an attachment in pdf. Open the attachment to view your determination (and plans). To keep a copy, save this onto your system or print it out.

The Town of Victoria Park will not be sending out a hard copy of the determination.

Frequently Asked Questions

Uploading documents - Error Message

When an error message appears while uploading the documents into step 5, this could be due to:

- If the pdf extension is 'PDF' instead of 'pdf' this may cause the file not to upload successfully. If you are able to save as the file to 'pdf' file extension. After re-saving with the file extension, retry uploading it.
- If there is an error on a file or if the file is corrupt, it will not upload into step 5 in the documents page. If an Error, try re-opening the attachment to check if the file does not contain an error.
- Alternatively if the file won't upload you will need to check your internet connection.

If it still reads an error message after trying these recommendations contact Ellen George (9311 8112) at the Town of Victoria Park and she will advise on what to do next. Alternatively you can email building@vicpark.wa.gov.au .

CTF Levy

- *"Proof of payment needs to accompany applications"* - See The Building Commission Class 1a Housing Applications - Manual 06.07.12

The following question is asked on the Town of Victoria Park's Lodgement Portal. The relevant documents are required to be uploaded in Step 5.

Construction Training Fund (CTF)

For all construction work exceeding \$20,000 the CTF levy must be paid.*

The levy can be paid directly to the CTF, OR to the Town of Victoria Park as the collection agency.

- CTF levy is not required.
- CTF has been paid direct to CTF (**Proof of payment MUST be uploaded**)
- CTF will be paid to Town of Victoria Park as Collection Agency (**Completed CTF levy payment form MUST be uploaded**)

Account Builders:

All Applicants & Builders registered with the Town of Victoria Park ICON will be Account holders. Fees and charges will be sent out each time an application has been lodged and will need to be paid within 5 days of receiving the invoice.

How to Track an Application...

To track the progress of an application being assessed by Council or view applications already determined by Council, go to the 'Track an Application' button on the homepage of the Town's website.

TRACKING HOME APPLICATION SEARCH PROPERTY SEARCH LODGE

HOME > TRACKING HOME

POPULAR SEARCHES

CURRENT CONSULTATION

APPS DETERMINED THIS WEEK

APPS DETERMINED LAST WEEK

APPS DETERMINED THIS MONTH

APPS DETERMINED LAST MONTH

OTHER LINKS

PLANNING & BUILDING HOME

eAPPS - COUNCILS ONLINE BUILDING AND PLANNING APPLICATIONS

Welcome to the Town of Victoria Park's online Building and Planning Service - eAPPS.

The tracking service aims to provide applicants and landowners with up to date information on the progress of their planning and building applications within the Town. The information provided represents key milestones in the application process, not a detailed history. It only provides a general overview of building or development approvals for a property issued since March 2013.

The tracking service also enables the general public to:

- view applications and plans that are the subject of community consultation; and
- obtain information relating to applications determined throughout the Town.

If you have any questions regarding these services, please [contact us](#).

Search by Application Number

Search by Property Address

In 'Tracking Home' you will be able to search current applications by Application Number or determined applications by Property Address.

Search by Application Number

If you have submitted an application to Council and you would like to see the progress of the application, you can click on 'Application Search'.

Enter the application number in the box provided.

TRACKING HOME APPLICATION SEARCH PROPERTY SEARCH LODGE

HOME > APPLICATIONS > SEARCH

POPULAR SEARCHES

CURRENT CONSULTATION

APPS DETERMINED THIS WEEK

APPS DETERMINED LAST WEEK

APPS DETERMINED THIS MONTH

APPS DETERMINED LAST MONTH

OTHER LINKS

PLANNING & BUILDING HOME

SEARCH BY APPLICATION NUMBER

5.2014.102

5.2014.12.1

5.2014.102.1

5.2014.120.1

5.2014.121.1

5.2014.122.1

5.2014.123.1

5.2014.124.1

5.2014.125.1

The number will appear in the drop down box for you to select.

When the page re-loads it will display detailed information in regards to the application and a progress review on where the application is currently at (refer to screenshot below).

The name of the Council Officer dealing with the application is also displayed at the top of the page.

[TRACKING HOME](#)
[APPLICATION SEARCH](#)
[PROPERTY SEARCH](#)
[LODGE](#)

HOME > APPLICATIONS

POPULAR SEARCHES

CURRENT CONSULTATION

APPS DETERMINED THIS WEEK

APPS DETERMINED LAST WEEK

APPS DETERMINED THIS MONTH

APPS DETERMINED LAST MONTH

OTHER LINKS

PLANNING & BUILDING HOME

REF NUMBER: 5.2014.102.1

Description: GROUPED DWELLING TO REAR OF EXISTING DWELLING

Lodged: 28/02/2014

Officer: Ikmal Ahmad

LOCATION

Properties: [68 Gallipoli Street LATHLAIN WA 6100](#)

MAP

PROGRESS

Description	Started	Completed
App Registered & Fee Paid	28/02/2014	05/03/2014
Allocate to Officer	05/03/2014	11/03/2014
PO Assessment	11/03/2014	11/03/2014
Further Information Requested	11/03/2014	<i>in progress</i>

PEOPLE

People: Applicant - 101 Residential Pty Ltd

RELATED APPLICATIONS

Related Application(s): No applications related to this application.

You can click on the address link under 'Location' to view other applications submitted and determined for that particular property.

Under 'Progress' the relevant tasks that have been started are listed to show you where the application is up to.

If the status '*in progress*' is under the 'Completed' column with no date, the Planning Officer is still undertaking that task.

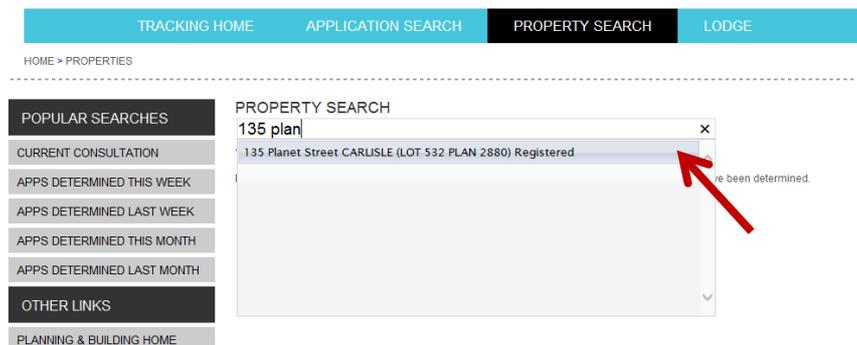
Search by Property Address

If you wish to view applications that have already been determined by week or month you can click on the links on the left hand side 'Apps Determined...'

If you want to view a particular property that has had applications submitted to the Town and have been determined, click on 'Search by Property Address'.

Please Note: Searching an address by 'Property Address' will display 'no details available' if there has been no application determined in the system.

Enter the Property Address in the box provided.



It will appear in the drop down box for you to select.

When the page re-loads it will display a list of applications submitted to Council with a Determination date against them.

135 PLANET STREET CARLISLE WA 6101

Address: 135 Planet Street CARLISLE WA 6101
Parcel Number: 8028
Status: Registered

Title(s): LOT 532 PLAN 2880
Lot/Plan

APPLICATIONS

Application(s):

- [5.2013.410.1](#)
REAR GROUPED DWELLING & CARBAY & STOREROOM ADDITIONS TO EXISTING DWELLING (Determined: 30/10/2013)
- [5.2013.665.1](#)
DEMOLITION OF EXISTING DWELLING (Determined: 16/12/2013)
- [6.2013.609.1](#)
Single Storey Dwelling (Determined: 06/02/2014)
- [6.2014.48.1](#)
Demolition of Two Fibro-Cement Sheds Behind an Existing Dwelling (Determined: 31/01/2014)
- [6.2014.150.1](#)
Demolition of Fibro- Cement and Tile Dwelling (Determined: 31/03/2014)

LOCATION

Click on one of the application numbers in blue to view the details of that application.

POPULAR SEARCHES

CURRENT CONSULTATION

APPS DETERMINED THIS WEEK

APPS DETERMINED LAST WEEK

APPS DETERMINED THIS MONTH

APPS DETERMINED LAST MONTH

OTHER LINKS

PLANNING & BUILDING HOME

REF NUMBER: 6.2014.48.1

Description: Demolition of Two Fibro-Cement Sheds Behind an Existing Dwelling

Lodged: 22/01/2014

Determined: Approved - BA on 31/01/2014

LOCATION

Properties: [135 Planet Street CARLISLE WA 6101](#)

MAP

PEOPLE

People: Applicant - Brajkovich Pty Ltd
Builder - Brajkovich Pty Ltd

RELATED APPLICATIONS

Related Application(s): No applications related to this application.

This will show the determination against the application and any relevant people associated to the application. i.e. Applicant and Builder.

Current Consultation

If you have received a letter from Council asking for your comment on an application that may affect you, click on the 'Track an Application' button on the homepage of the Town's website, then click on the 'Current Consultation' link on the left hand side.

This page will display the application details alongside the progress of the application.

If the 'Community Consultation – Stand' task has a start date only & only an 'in progress' status under the 'Complete' column, this means the consultation period is still open.

If there is a completed date against that task, the consultation period has closed and the plans will no longer be viewable.

To view the plans relevant for consultation click on the pdf attachment under 'Documents'.

PROGRESS

Description	Started	Completed
App Registered & Fee Paid	19/03/2014	20/03/2014
Allocate to Officer	20/03/2014	21/03/2014
PO Assessment	21/03/2014	28/03/2014
Community Consultation - Stand	31/03/2014	<i>in progress</i>

PEOPLE

People: Applicant - Highline Ltd

RELATED APPLICATIONS

Related Application(s): No applications related to this application.

ONLINE SUBMISSIONS

This application is open for online submissions. If you wish to make a submission, please follow the link below:
[Make a submission.](#)

DOCUMENTS

[81 Boundary Street - Community Consultation plans](#) (181 KB)

Documents Found: 1

If you would like to send a comment in regards to this consultation go to the 'make a submission' link under 'Online Submissions'.

Fill out the relevant information in regards to your submission in the additional window and click on 'Send'. This will send a registered email to the Council and an email will be forwarded to the Planning Officer assessing the application.