

# **HYDROTRAK - HYDRANT PERMIT SCHEME**

User Manual

## Table of Contents

Introduction .....	2
New Permit Application .....	3
Adding Vehicle to the Permit .....	5
Conditions of Agreement .....	6
Email confirmation .....	9
Sign In .....	10
Renewal .....	12
Water Usage.....	14
Vehicle Maintenance .....	16
Update Existing Vehicle information.....	16
Add Vehicle to Permit .....	17
Contact Details.....	19



# Introduction

The Hydrant Permit Scheme provides permission to Companies and Individuals to draw water from hydrants & fire plugs that are managed by South East Water, SEW using the Hydrotrak System.

This web application allow customer to apply for a new application, permit renewal and view their water usage on-line.

This web application can be accessed via SEW internet [www.southeastwater.com.au](http://www.southeastwater.com.au), “Business Customer” page. Select Hydrant Permit Scheme, then Hydrotrak system & page below will appear as shown in figure 1.

>> [New Permit Application](#)  
>> [Permit Sign In](#)  
>> [User Manual](#)  
>> [Hydrant Operation](#)  
>> [Approved Hydrants Types](#)  
>> [Find Approved Hydrant](#)  
using [Melways Reference](#) **New**

South East Water is collecting the information requested on this form from you for the purpose of providing goods and services to you and monitoring and improving those goods and services. Without all or part of this information, the goods and services may not be provided to you. South East Water will handle this information in accordance with its legal obligations. You may obtain access to the information on request. The information may be disclosed to third parties in relation to the provision of the goods and services, including to South East Water's contractors assisting it in the provision of these goods and services to you, Melbourne Water, the Minister or the Environment Protection Authority. For a copy of South East Water's privacy statement which describes in more detail how personal information may be used by it, or details on how to access your personal information, see the web site at [www.southeastwater.com.au](http://www.southeastwater.com.au) or contact 131 694.

New Permit Application

Existing Customer Sign In

Figure 1. Hydrant Permit Scheme web page.



# New Permit Application

Application screen as shown in the figure 2 appears when user select <Permit Application> on the previous screen.

**Hydrant Permit Scheme**

**APPLICANT DETAILS**

Business Name:

E-mail Address:

Telephone Number:

Mobile Number:

Fax Number:

Applicant Name:

Address Line 1:

Address Line 2:

Suburb:

State:

VIC

Post Code:

**PERMIT DETAILS**

Type of Business:

Asphalt Roadworks

From:

To:

Permit Fee:\$291.00 per Vehicle; Water Rate: \$1.84 per KL

**VEHICLE DETAILS**

Add More Vehicles to Permit

Total Permit Cost: \$0.00

Conditions of Permit ☐ I have read and accept the Conditions of Permit.

Submit RequestBack

Figure 2. Hydrant Permit Application.



## Screen description for a New Permit Application

Field/Button	Description
<b>Business Name (Mandatory)</b>	Enter the Business Name of the permit holder.
<b>Applicant Name (Mandatory)</b>	Enter the contact person name of the permit. This name will be used for all the correspondence.
<b>E-Mail Address (Mandatory)</b>	Enter the e-mail address for the applicant. Emails will be sent to this address when the permit is due for renewal and upon new application being lodged and the success of the permit renewal.
<b>Address Line 1 (Mandatory)</b>	Enter the Business Address
<b>Address Line 2</b>	Enter the 2 <sup>nd</sup> line of the address if needed.
<b>Suburb (Mandatory)</b>	Enter the Suburb
<b>State</b>	It will default to VIC, otherwise Select the appropriate state from the drop down list.
<b>Postcode (Mandatory)</b>	Enter the postcode.
<b>Telephone Number (Mandatory)</b>	Enter the contact person's telephone number.
<b>Mobile Number</b>	Enter the Mobile number.
<b>Fax Number</b>	Enter the Fax Number.
<b>Type of Business</b>	Select the type of business from the drop down list. If the type is not available in the list, select Other, and it will prompt to "Please Specify", describe the type of business.
<b>From</b>	Click on the calendar icon, and select a date from the calendar.
<b>To</b>	The system will populate this field. For yearly permit, it will add 1 year to the From date.
<b>Add Vehicle to Permit</b>	Click in line 1, Rego to add vehicle details. Entry the capacity of the tank in litres. Click on Accept to record details. There must be at least one entry to enable the "Submit Request" button. Click on Add More Vehicles to Permit for additional vehicles.
<b>Conditions of Agreement</b>	Click on this to read the conditions of agreement, as shown in figure 4. You must click "I Accept" to continue. You must tick the box to Conditions of Permit to Submit Request
<b>Submit Request</b>	Click this button to submit the application.
<b>Back</b>	Click this button to go back to the previous page.



## Adding Vehicle to the Permit

There must be at least one vehicle being added to the permit. It also allows multiple vehicles being covered by the permit. On clicking the “Add Vehicle to Permit” button, screen as shown in figure 3 will appear. A vehicle detail lines will be created for update.

**Hydrant Permit Scheme**

**APPLICANT DETAILS**

Business Name:  
ABC Water Carter

E-mail Address:  
jsmith@gmail.net

Telephone Number:  
555 9090

Mobile Number:  
0418 456 455

Fax Number:

Applicant Name:  
John Smith

Address Line 1:  
10 Colin Street

Address Line 2:

Suburb:  
Frankston

State: VIC    Post Code: 3199

**PERMIT DETAILS**

Type of Business: Road Construction

From: 10/08/2010    To: 9/08/2011

Permit Fee:\$291.00 per Vehicle; Water Rate: \$1.84 per KL

**VEHICLE DETAILS**

Line	Rego No	Vehicle Type	Capacity (Litres)	
1	QWE123	Tanker	1000	Edit Delete

Add More Vehicles to Permit

Total Permit Cost: \$291.00

Conditions of Permit ☒ I have read and accept the Conditions of Permit.

Submit Request    Back

Figure 3. New Vehicle Application.



## Conditions of Agreement

Upon the completion of vehicle entry, click on <Conditions of Agreement> to read the details.

### Conditions of Permit - Hydrant Usage Permit

#### Cartage of Hydrant Water

1. The permit holder is responsible for ensuring that it meets its legal obligations under the Victorian Food Act 1984 and delivers water to its customers that are safe and suitable for its intended use. For more information, see the Environmental Health section of the Department of Human Services website [www.health.vic.gov.au/environment](http://www.health.vic.gov.au/environment). Without limiting this general obligation, a tanker used to cart drinking (potable) water for human consumption, food preparation or ice making, must not be used to cart reclaimed water, toxic or hazardous chemicals, non-food liquids, and human or animal wastes.
2. Water drawn from South East Water hydrants under this permit must only be used within South East Water's operating area.

#### Records of Usage

3. The permit holder must ensure the amount of water withdrawn every month is forwarded to South East Water by either:
  - Using the Hydrotrak system
  - Access to Hydrant Permit Scheme by web application via SEW internet site [www.southeastwater.com.au](http://www.southeastwater.com.au), "Business Customer" page and record the number of loads withdrawn every month from the log sheets.
  - Forward the completed log sheets every month to South East Water.

#### Backflow Prevention & Training

4. The permit holder must ensure that at all times during the term of this permit the vehicles authorised under the permit are each fitted with a backflow prevention device or air disconnected inlet pipe. If appropriate, the testing results/certification of any approved backflow prevention device must be supplied to South East Water upon request.
5. The permit holder must ensure that any person involved in accessing and drawing water from a hydrant under the authority of this permit:
  - has read and understood South East Water procedure for operating hydrants prior to accessing any South East Water hydrants; and
  - is aware of the terms and conditions applying to this Permit.
  - Contact South East Water on **132 812** to obtain an approved hydrant prior to withdrawing water.
6. If at any time the permit holder becomes aware of an incident which may involve a contamination of the water supply, the Permit holder must immediately contact South East Water on **132 812**.

#### General Conditions

7. The permit holder agrees to indemnify South East Water for:
  - Any breach of the permit holder's obligation under this Agreement;



- Any damage caused to any hydrants or other property;
  - Any disruption to the water supply the permit holder, its employees or agents may cause; or
  - Any claims concerning property damage, pecuniary loss, injury or death to third parties resulting from any act or omission by the permit holder, its employees or agents.
8. Hydrants can only be accessed for the purpose of filling a mobile water tank. All vehicles authorised under this permit must have a current “Hydrant Permit Holder” sticker issued by South East Water displayed at all times. This sticker must be removed once the permit has expired.
  9. Only those vehicles registered on this permit are authorised to access and draw water from South East Water hydrants. If there are additional vehicles that the applicant wishes to access hydrants with, then a new permit application must be completed.
  10. The permit holder must provide South East Water with access to any of the Permit holder’s information or records reasonably required by South East Water in order to allow audit compliance with the terms and conditions of this Permit.
  11. The permit holder must do all things necessary to ensure that there is no wastage of water when operating the hydrant.
  12. Water being withdrawn from hydrants must comply with the Drought Response Plan and the current level of water restrictions at the time the water is being withdrawn.
  13. The permit is granted for a period of 12 months from the date of issue and is granted only in respect to the vehicle register and described in the schedule.

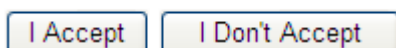
#### **Hydrotrak Device**

14. The Hydrant Permit Holder must notify South East Water to remove the Hydrotrak device from the vehicle on termination of the Hydrant Permit. South East Water will arrange the removal of the device within 10 working days of notification provided the vehicle is within South East Water Operational area at no cost to the Permit Holder.
15. The Hydrant Permit Holder must return the Hydrotrak device to South East Water on termination of the Permit if the vehicle is not within South East Water operational area at the Hydrant Permit Holders cost.
16. The Hydrant Permit Holder will incur a \$1,000 penalty if the Hydrotrak device is not returned to South East Water within 20 working days on termination of the Hydrant Permit. The Hydrant Permit Holder will also incur South East Water costs to recover the Hydrotrak device.
17. The Hydrant Permit Holder must notify South East Water if the vehicle attached to the Hydrant Permit is sold or any details relating to the capacity of the water tank change.
18. The Hydrant Permit Holder is responsible for maintaining the Hydrotrak device is working order. Any damage or missing device will be the responsibility of the Hydrant Permit Holder and will incur a cost for a replacement device. Report any damage or faults to Hydrotrak Administrator on 8788 4014.





19. South East Water will cover the cost of the Hydrotrak device, installation and all the communication costs and install the device at an agreed time and location with the Hydrant Permit Holder.
20. The Hydrant Permit Holder MUST ensure the person involved in accessing and drawing water from a hydrant under the authority of this permit presses the button on the Hydrotrak Device before withdrawing water from the Hydrant.
21. South East Water will arrange the replacement of the Hydrotrak battery with the Hydrant Permit Holder at no cost to the Hydrant Permit Holder.
22. South East Water will use the Hydrotrak device to calculate the monthly invoice for the amount of water withdrawn from Hydrants.
23. Failure to comply with any of the above terms and condition may result in a Penalty Infringement Notice being issued and or under section 289 of the Water Act 1989 a substantial penalty or 6 months jail can be issued. The Hydrant Permit issued to the Permit Holder may be withdrawn by South East Water.



**Figure 4. Condition of Agreement**

#### Screen description for e conditions of Agreement

Button	Description
<b>I Accept</b>	Click this if agree to accept all the conditions.
<b>I Don't Accept</b>	Click this if disagree to accept the conditions. This will prevent the application being submitted.



## Email confirmation

Upon successful submitting the request, a success message will be sent to an Email in the Application Request Screen, Figure 3.

1 vehicle added for the permit. Application Request lodged successful. Your New Permit Number will be sent to the above E-mail address shortly.

An email will be sent to the permit holder with the details of the permit number and password. A sample of the email is shown in figure 6. Check the email. If it is not received, please contact the Hydrant Permit Administrator on 8788 4014 or [hydrotrak.admin@sew.com.au](mailto:hydrotrak.admin@sew.com.au)

An Email will be sent to the Hydrant Permit Administrator to arrange a Hydrotrak to be installed on your vehicle.

**From:** Hydrotrak\_UAT\_Do\_Not\_Reply@sew.com.au  
**Sent:** Tuesday, 10 August 2010 1:24 PM  
**To:** John Smith  
**Subject:** HYDRANT PERMIT Application submitted - 1604

Dear John Smith,

**Permit Number:** 1604  
**Permit Period:** 10/08/2010 - 9/08/2011  
**Permit Fee:** \$295.12 per Vehicle; Water Rate: \$2.12 per KL  
**Vehicle Registered:** QWE123  
**Payment Amount:** \$295.12

Your application has been successfully lodged.

The permit information can be maintained on the South East Water Hydrant Permit site, using the following hyperlink: <https://southeastwater.com.au/Hydrotrak>

The Hydrant Permit Administrator will contact you within 7 days to arrange the installation of a Hydrotrak device on your vehicle.

Please use your Permit Number to login, and the password is XXXXXXXX.

Regards,

Hydrant Permit Administrator  
South East Water  
Phone: (03)8788 4014  
Email: [hydrotrak.admin@sew.com.au](mailto:hydrotrak.admin@sew.com.au)

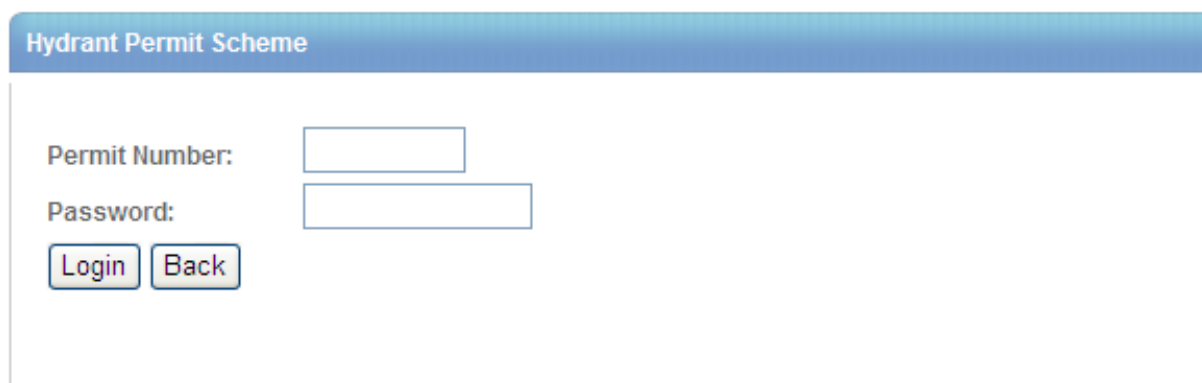
Please note: This is an automated e-mail. Please DO NOT send any reply to this e-mail.

**Figure 5. Email sample for new application**



# Sign In

Upon clicking on the <Existing Customer Sign In> button on the Hydrant Permit Scheme page, the login screen appears as shown in figure 6.



Hydrant Permit Scheme

Permit Number:

Password:

Login Back

Figure 6. Sign In Screen.

## Screen description for Sign In

Field/Button	Description
Permit Number	Enter the permit number as advised in the email for permit applied on-line; Otherwise use the existing permit number.
Password	Enter the permit's password, contact SEW Hydrant Permit administrator if forgotten.
Login	Click this button to login.
Back	Return to the Hydrant Permit Scheme Page.

When login successfully, screen as shown in figure 7 will appear with the permit's information displayed and some function buttons. The displayed information can be updated if desired.



This can be done by clicking on <Contact Details>

**Hydrant Permit Scheme**

**Business Name:**

**E-mail Address:**

**Telephone Number:**

**Mobile Number:**

**Fax Number:**

**Permit Number:**

**Type of Business:**

**Area of Work:**

**Start Date:**

**End Date:**

**Applicant Name:**

**Address Line 1:**

**Address Line 2:**

**Suburb:**

**State:**

**Post Code:**

**Renewal**

**Water Usage**

**Vehicle Maintenance**

**Contact Details**

**Report**

**Back**

Figure 7. Logged in screen

#### Screen description for logged in screen

Button	Description
<b>Renewal</b>	This button will renew the expired permit.
<b>Water Usage</b>	This button allows monthly water usage entry.
<b>Vehicle Maintenance</b>	This button allows the maintenance of the vehicle, vehicle details update or adding new vehicle to the permit.
<b>Contact Details</b>	This button will allow the maintenance of the contact details.
<b>Report</b>	This button will print the water usage report
<b>Back</b>	Return to the Hydrant Permit Scheme Page.



## Renewal

When a permit is due to expired within a month, a reminder for renewal will be sent to the permit holder. Once the permit is expired, it can be renewed using this function. Screen as shown in Figure 9 will appear for renewal.

**Hydrant Permit Scheme**

**Permit Renewal**  
Permit Number: 0917  
From:  To:   
Permit Fee: \$295.12 per Vehicle; Water Rate: \$2.12 per KL  
**Vehicle Details**

Line	Type	Rego No	Capacity (L)	Renew
1		QFH264	1000	<input checked="" type="checkbox"/> Edit

  
Total Renewal Cost: \$295.12  
Conditions of Permit ☒ I have read and accept the Conditions of Permit.  
   
**1 vehicle will be renewed.**

Figure 8. Permit Renewal.

### Screen description for Permit Renewal

Button	Description
<b>Renew Permit</b>	This button will renew the permit and update the checked vehicles with the renewed information.
<b>Back</b>	Return to the Hydrant Permit Scheme Logged In Page.
<b>Accept</b>	Click this button to accept the vehicle renew information entered.
<b>Cancel</b>	Click this button to cancel the entry. .

On clicking the <Edit> button, the line will be highlighted; Select vehicle is to be renewed by clicking on <Edit>. It is required to edit each vehicle and check on <Renew> column in order to renew the selected vehicle.



### Screen description for Permit Renewal

Once every line has been updated, the <Renew Permit> button will be enabled. Upon the permit being updated successfully, an email will be sent to the permit holder as shown in figure 11.

**From:** Hydrotrak\_UAT\_Do\_Not\_Reply@sew.com.au

**Sent:** Tuesday, 10 August 2010 2:22 PM

**To:** John Smith

**Subject:** HYDRANT PERMIT Renewal - 0001

Dear John Smith,

**Permit Number:** 0001

**Permit Period:** 02/08/2010 - 01/08/2011 11:59:59 PM

**Renew Permit Fee:** \$291.00 per Vehicle; Water Rate: \$1.84 per KL

Your application has been successfully renewed.

You now need to enter your Monthly Water Usage for the permit period, and the permit information can be maintained on the South East Water Hydrant Permit site, using the following hyperlink: <https://southeastwater.com.au/Hydrotrak>

Please use your Permit Number to login, and the password is sewjohn.s

Regards,

Hydrant Permit Administrator

South East Water

Phone: (03)8788 4014

Email: hydrotrak.admin@sew.com.au

Please note: This is an automated e-mail. Please DO NOT send any reply to this e-mail.

**Figure 11. Renewal Email.**



## Water Usage

Water usage is automatically provided by the Hydrotrak device that is operated every time water is withdrawn from a Hydrant in accordance with the Terms and Conditions.

South East Water will invoice you directly each month for the amount of water used through the Hydrotrak System. If the amount is less than \$20 per month, it will be carried over until the amount exceeds \$20.

The amount of water being used, the location and date and time can be viewed via the Report button on the Permit Screen

**Hydrant Permit Scheme**

<b>Business Name:</b> <input type="text" value="Abc Water Cater"/>	<b>Applicant Name:</b> <input type="text" value="John Smith"/>
<b>E-mail Address:</b> <input type="text" value="mhill@sewl.com.au"/>	<b>Address Line 1:</b> <input type="text" value="10 Collin Street"/>
<b>Telephone Number:</b> <input type="text" value="555 9090"/>	<b>Address Line 2:</b> <input type="text"/>
<b>Mobile Number:</b> <input type="text" value="0413 878 789"/>	<b>Suburb:</b> <input type="text" value="FRANKSTON"/>
<b>Fax Number:</b> <input type="text"/>	<b>State:</b> <input type="text" value="VIC"/> <b>Post Code:</b> <input type="text" value="3199"/>
<b>Permit Number:</b> <input type="text" value="1604"/>	
<b>Type of Business:</b> <input type="text" value="Road Construction"/>	
<b>Area of Work:</b> <input type="text"/>	
<b>Start Date:</b> <input type="text" value="10/08/2010"/> <b>End Date:</b> <input type="text" value="9/08/2011"/>	
<input type="button" value="Renewal"/> <input type="button" value="Water Usage"/> <input type="button" value="Vehicle Maintenance"/> <input type="button" value="Contact Details"/> <input type="button" value="Report"/> <input type="button" value="Back"/>	

**Figure 12. Usage.**


Click on the Report Button to view the transaction for all vehicles during a selected period.



Click on View Transaction once the date range has been selected.

This data can be exported by selecting the Export Logger Data Button



## Hydrant Permit Scheme

Vehicle Rego Number:  

From Date:   To Date:  


Report Type:  

Figure 13. View Transaction Screen.

### Screen description for Report

Button	Description
<b>View Transaction</b>	This button will display water usage
<b>Back</b>	Return to the Hydrant Permit Scheme Logged In Page.
<b>From/To date</b>	Click this button to select Date Range
<b>Cancel</b>	Click this button to cancel the entry.
<b>Vehicle Rego Number</b>	Click this button to select one or all vehicles.





# Vehicle Maintenance

Vehicle details can be maintained using this function. Once the <Vehicle Maintenance> button is click, the permit's vehicle/s will be displayed in a data grid as shown in figure 14. The existing vehicle can be update or a new vehicle can be added to the permit. If a new vehicle is added to the permit, the <End Date> will be default to the permit's End Date. As all vehicle under one permit must have the same end date.

## Screen description for Vehicle Maintenance

Button	Description
Select	Click the button to update the vehicle details, upon clicking this button, screen as shown in figure 16 will be displayed.
Add New Line	Click this button to add a vehicle to the permit, upon clicking this button, screen as shown in figure 17 will be displayed.
Back	Return to the Hydrant Permit Scheme Logged In Page.

## Update Existing Vehicle information

To update the existing vehicle on the list, click on <select> on the line to be updated, then screen as shown in Figure 17 will be displayed.

**Hydrant Permit Scheme**

Permit Number : 1604

Line	Rego No	Type	Capacity (Litres)	From	To	
1	QWE123	Tanker	1000	19/08/2009	9/08/2011	Select
2	QWR123	Tanker	3000	19/08/2009	9/08/2011	Select

Add New Line

Back

Permit Fee:

\$150.00

per Vehicle

Water Rate (/KL):

\$1.50

Pro-Rata Cost:

\$150.00

Line:

1

Rego No:

QWE123

Vehicle Type:


Tanker

Capacity (L):

1000

Start Date:

10/08/2010



End Date:

9/08/2011

☐ Recalculate Permit Pro-Rata Cost

Submit Changes

Cancel

Figure 14. Update Existing Vehicle information.



### Screen description for Vehicle Maintenance

Field/Button	Description
Line	This is display field only.
Vehicle Type	Enter the Vehicle Type. Eg. Truck, Tanker, Trailer.
Rego/Serial No	Enter the vehicle registration number or the equipment's serial number.
Capacity (L)	Enter the capacity of the entered vehicle.
Start Date	Click on the Calendar icon to change the start date of vehicle.
End Date	This will automatically select the end data of your Permit
Submit Changes	Click this button once all information is entered.
Cancel	Cancel the changes.

### Add Vehicle to Permit

To add vehicle to permit, click on the <Add New Line> button, screen as shown in figure 16 will be displayed. Once all information is entered, click on the <Recalculate Permit Pro Rata Cost> to check if the "Cost" is calculated correctly, the "Cost" is calculated based on the "Permit Fee" and pro-rata on the entered period and "Permit Option".

Invoice will be sent out to the permit holder. Upon clicking on the < Recalculate Permit Pro Rata Cost > button, then the <Submit New Line> button will be enabled.

Hydrant Permit Scheme

Permit Number : 1604

Line	Rego No	Type	Capacity (Litres)	From	To	
1	QWE123	Tanker	1000	10/08/2010	9/08/2011	Select
2	QWR123	Tanker	3000	19/08/2009	9/08/2011	Select

Add New Line
Back

Permit Fee:
\$295.12
per Vehicle
Water Rate (/KL):
\$2.12
Pro-Rata Cost:
\$295.12

Line:
3
Rego No:
Vehicle Type:
Capacity (L):
Start Date:
10/08/2010
End Date:
9/08/2011

☐ Recalculate Permit Pro-Rata Cost
Submit New Line
Cancel

Figure 15. Add Vehicle to Permit.



#### Screen description for Add Vehicle to Permit

Field/Button	Description
Permit Fee	Display the current permit fee.
Water Rate(/KL)	Display the current water rate per kilolitres
Cost	Calculated cost upon clicking the <Refresh Cost> button.
Line	This is display field only.
Vehicle Type	Enter the Vehicle Type. Eg. Truck, Tanker, Trailer.
Rego/Serial No	Enter the vehicle registration number or the equipment's serial number.
Capacity (L)	Enter the capacity of the entered vehicle.
Start Date	Click on the Calendar icon to change the start date of vehicle.
End Date	This will automatically select the end data of your Permit
Refresh Cost	Click this button the check if the cost is calculated correctly.
Submit New Line	Click this button once all information is entered. A message will appear as shown in figure 19, and new line added to the permit.
Cancel	Cancel the new vehicle.

An automatic Email will be sent on successful amendment for the vehicle data.

Hydrant Permit Scheme

Permit Number : 1604

Line	Rego No	Type	Capacity (Litres)	From	To	
1	QWE123	Tanker	1000	10/08/2010	9/08/2011	Select
2	QWR123	Tanker	3000	19/08/2009	9/08/2011	Select
3	BBC123	Sprayer	5000	10/08/2010	9/08/2011	Select

Add New Line
Back

Information Added Successful

Figure 16. Add New Line message.



# Contact Details

Permit Contact details can be maintained using this function. Once the <Contact Details> button is click, new buttons will appear and textboxes are enabled for update as shown in Figure 17.

Hydrant Permit Scheme

Business Name:

Applicant Name:

E-mail Address:

Address Line 1:

Telephone Number:

Address Line 2:

Mobile Number:

Suburb:

Fax Number:

State:

Post Code:

Permit Number:

Type of Business:

Area of Work:

Start Date:

End Date:

Figure 17. Contact Details Update.

## Screen description for Contact Details Update

Field/Button	Description
<b>Business Name (Mandatory)</b>	Enter the Business Name of the permit holder.
<b>Applicant Name (Mandatory)</b>	Enter the contact person name of the permit. This name will be used for all the correspondence.
<b>E-Mail Address (Mandatory)</b>	Enter the e-mail address for the applicant. Emails will be sent to this address when the permit is due for renewal and upon new application being lodged and the successful of the permit renewal.
<b>Address Line 1</b>	Enter the Business Address



Field/Button	Description
<b>Address Line 2</b>	Enter the 2 <sup>nd</sup> line of the address if needed.
<b>Suburb (Mandatory)</b>	Enter the Suburb
<b>State</b>	Display the State.
<b>Postcode (Mandatory)</b>	Enter the postcode.
<b>Telephone Number (Mandatory)</b>	Enter the contact person's telephone number.
<b>Mobile Number</b>	Enter the Mobile number.
<b>Fax Number</b>	Enter the Fax Number.
<b>Permit Number</b>	Display the Permit number.
<b>Type of Business</b>	Select the type of business from the drop down list. If the type is not available in the list, select Other, and it will prompt to "Please Specify", describe the type of business.
<b>Area of Work</b>	Enter the Area of Work.
<b>Submit Changes</b>	Click this to update the entered information.
<b>Cancel</b>	Cancel the changes.

An automatic Email will be sent on successful amendment for the contact details.

