

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 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 hrs 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.

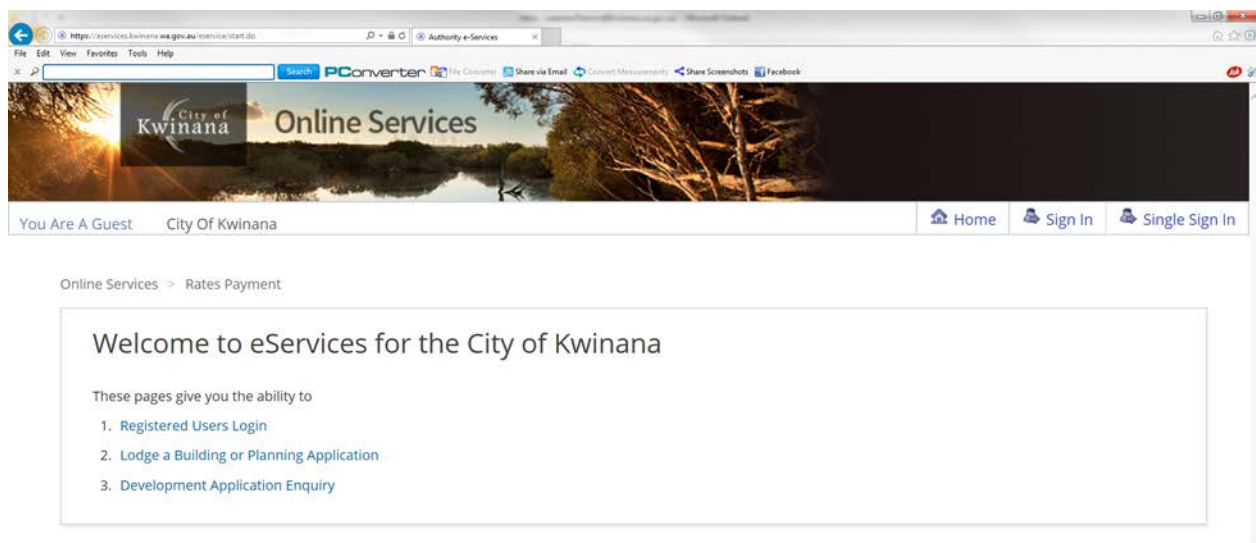
Who do I contact if I have problems?

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

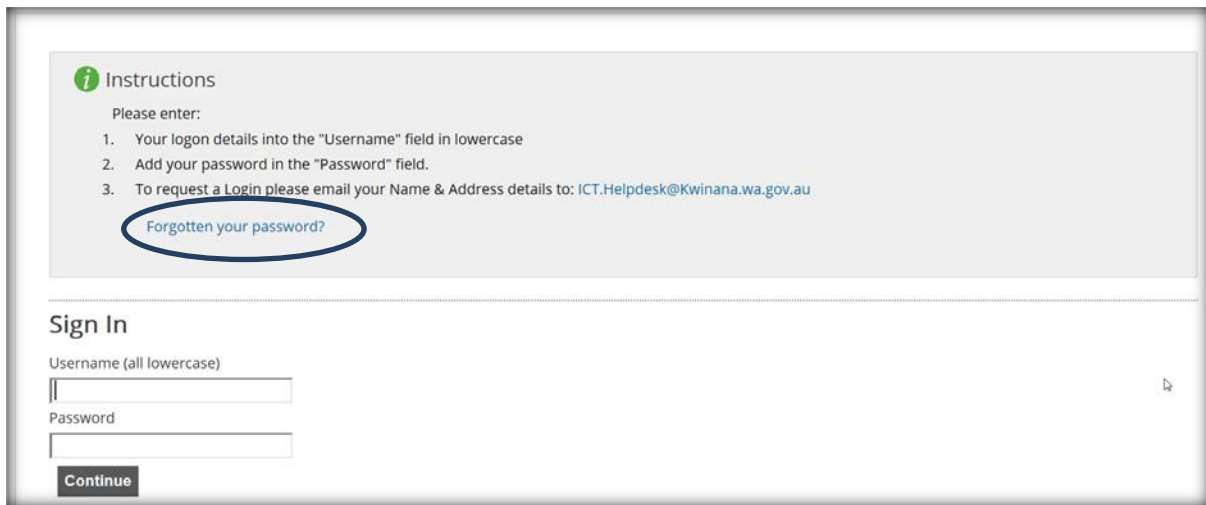
You will now be taken to a sign in page. Enter your username and password.

A screenshot of the City of Kwinana Sign In page. The page features a header with the City of Kwinana logo and the text 'Online Services'. Below the header, a navigation bar includes links for 'Home', 'Sign In', and 'Single Sign In'. The main content area is titled 'Sign In' and contains a 'Username (all lowercase)' field with the text 'Builder' entered. Below this is a 'Password' field with a masked password '*****'. A 'Continue' button is located below the password field. To the left of the sign-in fields, there is an 'Instructions' section with a list of steps: '1. Your login details into the "Username" field in lowercase' and '2. and your password in the "Password" field.' Below the instructions is a link for 'Forgotten your 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 a 'Sign In' form with fields for 'Username (all lowercase)' and 'Password', and a 'Continue' button. Above the form is an 'Instructions' box with three steps. The third step, 'To request a Login please email your Name & Address details to: ICT.Helpdesk@Kwinana.wa.gov.au', has a link 'Forgotten your password?' circled in blue.

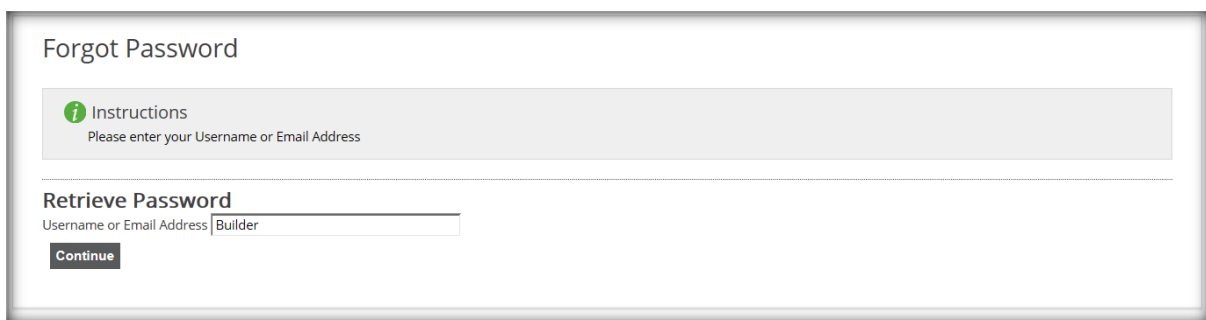
Instructions
Please enter:

1. Your login details into the "Username" field in lowercase
2. Add your password in the "Password" field.
3. To request a Login please email your Name & Address details to: ICT.Helpdesk@Kwinana.wa.gov.au
[Forgotten your password?](#)

Sign In
Username (all lowercase)

Password

Continue



The screenshot shows the 'Forgot Password' screen. It has an 'Instructions' box asking for 'Username or Email Address'. Below is a 'Retrieve Password' section with a text input field containing 'Builder' and a 'Continue' button.

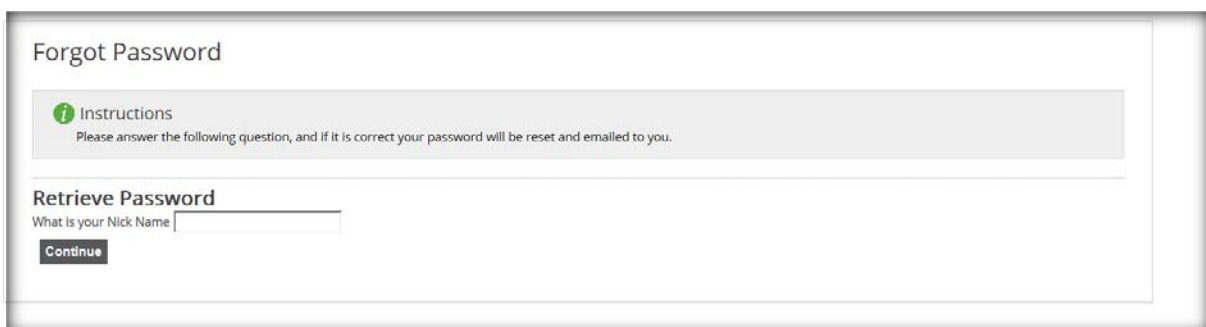
Forgot Password

Instructions
Please enter your Username or Email Address

Retrieve Password
Username or Email Address
Continue

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 has an 'Instructions' box asking to answer a question. Below is a 'Retrieve Password' section with a text input field containing 'What is your Nick Name' and a 'Continue' button.

Forgot Password

Instructions
Please answer the following question, and if it is correct your password will be reset and emailed to you.

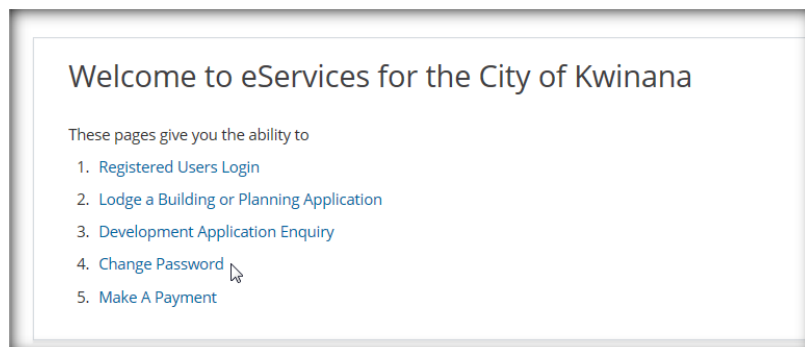
Retrieve Password
What is your Nick Name
Continue

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**.

Change Password

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



Online Services > Change Password

Change Password

Instructions
Please enter your current password, your new password, and re-enter your new password to confirm.

Please note:

- The password cannot contain spaces.
- The first character must be alphabetic.
- The password must be longer than 6 letters and less than 30.
- The old and new passwords must be different.

Amend Your Details!

Old Password

New Password

Confirm Password

[Continue](#)

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**.

Change Password

Instructions
Please enter your current password, your new password, and re-enter your new password to confirm.

Please note:

- The password cannot contain spaces.
- The first character must be alphabetic.
- The password must be longer than 6 letters and less than 30.
- The old and new passwords must be different.

Amend Your Details!

Old Password

New Password

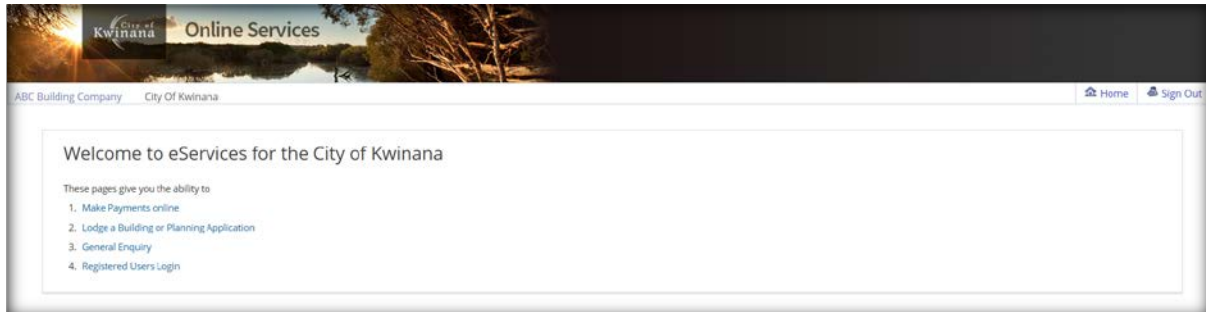
Confirm Password

[Continue](#)

Lodge Building Application

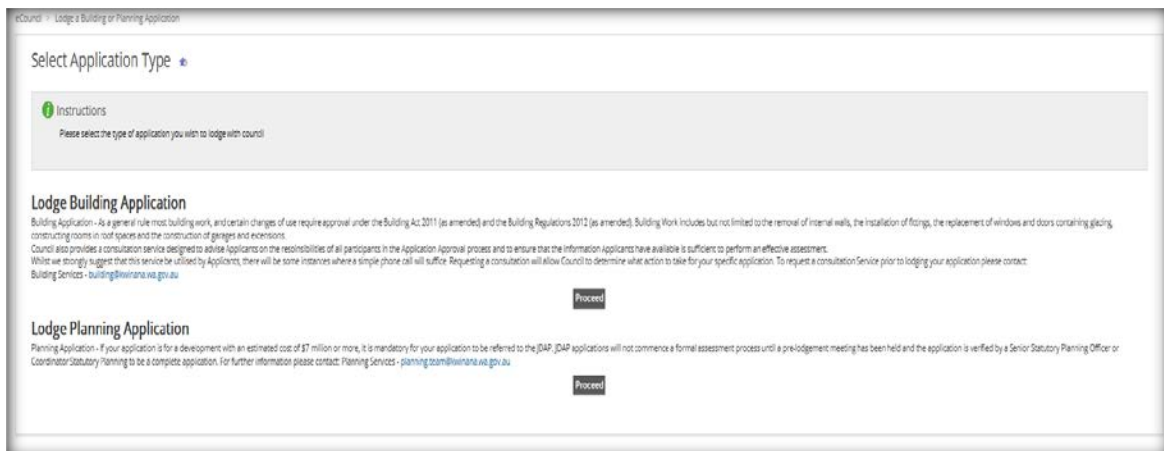
Select **Lodge Building Application**.

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.

City of Kwinana Online Services

Blueprint Homes (WA) Pty Ltd City Of Kwinana

eCouncil > Lodge a Building or Planning Application

Steps for the Online lodgement of the Application

- Instructions and General Information**
An outline of the Steps involved in Lodging your Application
General Information to Lodge Building Application:
 - Fees and Charges
 - Terms & Conditions
 - User Manual
 - Building Commission - Building Approval Forms[Cancel Application](#)
- Terms & Definitions**
General information regarding the application, such as council area, pre-consultation information etc.
- Applicant**
Details of who the Application is for
- Building Practitioners**
Provide details of all Building Practitioners that will be carrying out any work involved in with the Application
- Property**
Information about the Property for which the Application is intended
- Proposal**
The type of work to be carried out on the chosen property
- Fees**
Fees associated with the Application and possibly inspections required
- Summary**
Summary of the information entered prior to submission
- Payment**
Payments of Fees that have been made
- Tax Invoice/Receipt**
Tax Invoice/Receipt for information entered and any payments that have been made or that are due

[Continue](#) [Choose Different Application Type](#)

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.

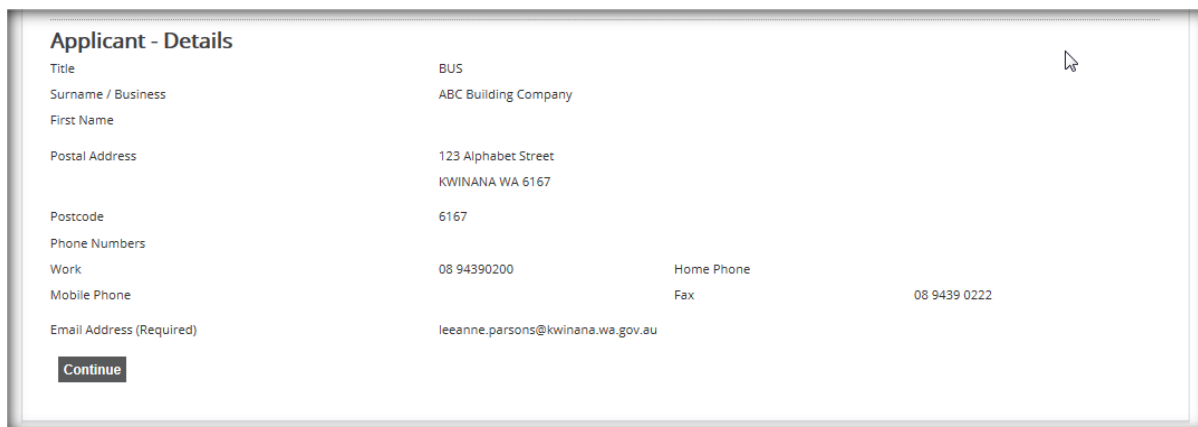
This field is not mandatory, however it can assist in locating or tracking your application in the future. Click **Continue**.

General Information
Preconsultation Reference N* (Optional)

[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". It contains the following fields and values:

Field	Value
Title	BUS
Surname / Business	ABC Building Company
First Name	
Postal Address	123 Alphabet Street KWINANA WA 6167
Postcode	6167
Phone Numbers	
Work	08 94390200
Mobile Phone	
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.



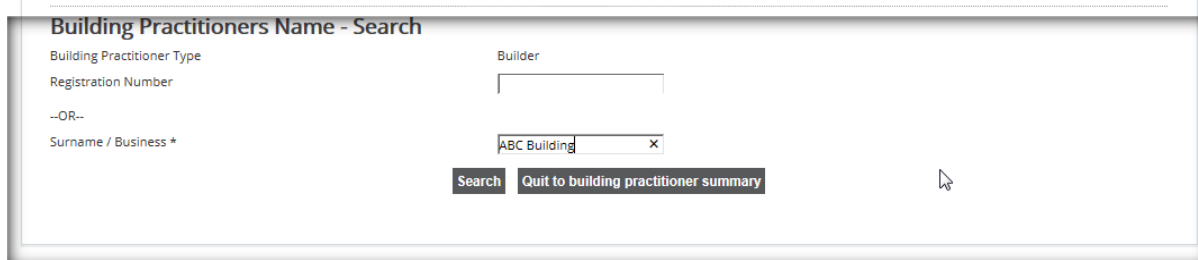
The screenshot shows a form titled "Builder". It has three radio button options:

- ☒ Search Builder
- ☐ Owner is Builder
- ☐ Applicant is Builder

Below these 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". It has two main sections for search criteria:

- Left Section:** "Building Practitioner Type" (with a dropdown), "Registration Number" (with a text input), and "Surname / Business *" (with a dropdown).
- Right Section:** "Builder" (with a text input).

Below the input fields is a "--OR--" separator. 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" (which is selected), and "Applicant is Builder".

Applicant is Builder

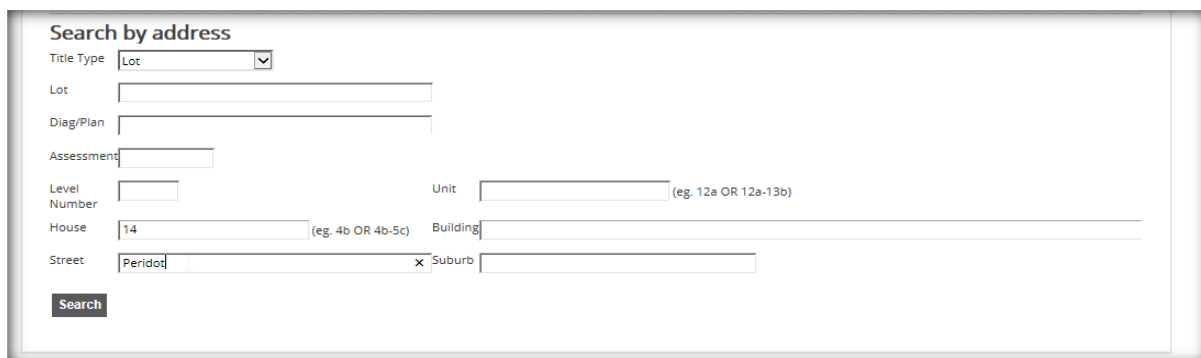
Select this option if you (the applicant listed) are also the builder. Click **Continue**.



The screenshot shows the same "Builder" form, but now the "Applicant is Builder" radio button is selected.

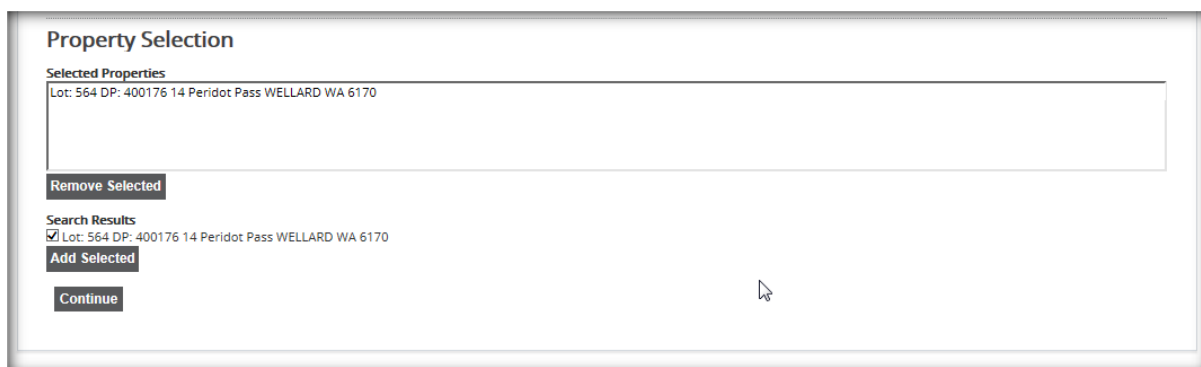
Property Details

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 form titled "Search by address". It contains several input fields: "Title Type" (a dropdown menu set to "Lot"), "Lot", "Diag/Plan", "Assessment", "Level Number", "Unit" (with a hint "(eg. 12a OR 12a-13b)"), "House" (with a hint "(eg. 4b OR 4b-5c)"), "Building", "Street" (with "Peridot" entered), and "Suburb". A "Search" button is 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 form titled "Property Selection". It has a section "Selected Properties" with a list box containing "Lot: 564 DP: 400176 14 Peridot Pass WELLARD WA 6170". Below this is a "Remove Selected" button. There is also a "Search Results" section with a list box containing the same address, which has a checkbox selected next to it. Below the search results is an "Add Selected" button. At the bottom is a "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 Lot: 564 DP: 400176 14 Peridot Pass WELLARD WA 6170

Are you the owner of this property?
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: Select a value...

Floor Material *
Roof Material *
Wall Material *
Frame Material *

Number of Dwellings *
New Area sq.m *

National Construction Code (NCC) Class of the Building(s)*
Nature of Building Work
Floor Material *

Estimated Cost *
Total Area sq.m

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 *
New Area sq.m *

Number of Floors *
Existing Area sq.m *

Estimated Cost *
Total Area sq.m

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 *
New Area sq.m *

Number of Floors *
Existing Area sq.m *

Estimated Cost *
Total Area sq.m

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

Continue **Clear**

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**.

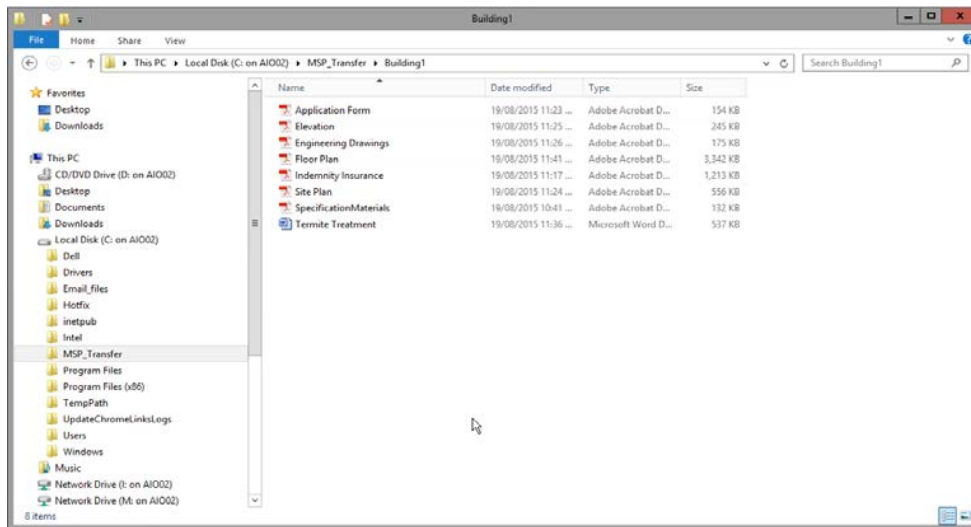
Attachment Type: Building Application

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: **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.

A screenshot of a web form for uploading attachments. The form has two tabs: 'Attachment Type' and 'Additional Information'. The 'Attachment Type' tab is active. It contains a 'Further Information' section with a 'Choose File Delivery Method' dropdown menu set to '- Please Select -'. Below this is a 'File To Upload' section with a 'Choose File' button and the text 'No file chosen'.

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 Applicants Building Practitioners Property Proposal Fees **Summary** Payment Tax Invoices/Receipts

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 Reference ID: 91036

Preconsultation Reference N° (Optional): No

Outside Council: No

Applicant Details

Title: Business

Surname / Company: ABC Building Company

Given: No

Postal Address: 123 Alphabet Street
KNOXMAN WA 6107

Postcode: 6107

Work: 08 94380000 Home: 08 9438 0000

Mobile: Fax: 08 9438 0000

Email: kelenne.parcourt@knoxman.wa.gov.au

Properties

Address: 14 Peridot Pass WELLSIDE WA 6170 Property Owner: Shane Parsons

Builder

Applicant is Builder: License Number:

Owner

Name: Shane Parsons

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: 2

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	\$55.00	\$0.00	\$55.00
Building Services Levy Commission	\$4.55	\$0.45	\$5.00
			\$155.00

Attachments

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
Declarations	Required - Upload your Declarations	Declarations.pdf
Specifications/Manuals	Required - Upload your specifications/manuals	Specifications/Manuals.pdf
Engineering Drawings	Optional - Upload your engineering 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

The screenshot shows the 'Payment' screen within the 'eCouncil - Lodge a Building or Planning Application' interface. The breadcrumb trail at the top includes: Terms & Definitions, Applicant, Building Practitioners, Property, Proposal, Fees, Summary, **Payment**, and Tax Invoice/Receipt. The main content area is titled 'Payment' and contains an 'Instructions' section with a green information icon. The instructions state: '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'. Below the instructions is a 'Payment Methods' section with a 'BPoint' button and a small icon. The 'Payment Amount' section shows an 'Amount' of '\$156.65' and a 'Submit' button. A note below the button says: '(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.

The screenshot shows the 'Make Payment' screen within the 'Online Services - Lodge a Building or Planning Application' interface. The breadcrumb trail at the top includes: General, Applicant, Building Practitioners, Property, Proposal, Fees, Summary, **Payment**, and Tax Invoice/Receipt. The main content area is titled 'Make Payment' and contains an 'Instructions' section with a green information icon. The instructions state: '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'. Below the instructions is a 'Payment Confirmation' section. It states: 'You are required to pay the following amount:'. It then lists the following items and amounts: Building Permit (\$96.00), Building Services Levy (\$56.65), Building Services Levy Commission (\$5.00), and a 'Total' of '\$157.65'. At the bottom, there is a note: 'By clicking the "Submit" button, you are confirming that you accept the payment amount of \$157.65.' and two buttons: 'Submit' and 'Cancel'.

Online Payment Page

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

Welcome to the City of Kwinana BPOINT Payment Website. You can pay your council rates by credit card here.

Make a BPOINT Payment

Biller Code: 2907 (City of Kwinana - Online Payments)

Reference Number: 00098980

Amount (AUD): 157.65

Select your payment option:

☐ MasterCard ☐ VISA ☐ MasterPass

Address: Cnr Gilmore Avenue and Sulphur Road, Kwinana WA 6167
Phone: (81) 9439 0200

Security: Commonwealth Bank of Australia 2019 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

Online Payment

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:

Expiry Date: /

CVN:

Address: Cnr Gilmore Avenue and Sulphur Road, Kwinana WA 6167
Phone: (81) 9439 0200

Security: Commonwealth Bank of Australia 2019 ABN 48 123 123 124

Tax Invoice / Receipt

You'll receive a tax/invoice receipt for your application. You may print this page as a receipt if you wish to by clicking **Print**.

The City will receive your application once all fees have been received and a review will be completed to verify all required information has been provided.

At completion of this verification, an email notification will be sent to you advising if the application has been accepted or rejected. Your application may be rejected if it is deemed incomplete or missing required documentation or information.

Tax Invoice / Receipt

Please print a copy of your application for your records.

City of Kwinana
1000 Kwinana Road
Kwinana WA 6147
Phone: 9439 0200
Fax: 9439 0201
Email: building@kwinana.wa.gov.au
Website: www.kwinana.wa.gov.au

Your current contact details
Business Name: BLDG Pty Ltd
111 Kwinana Road
Kwinana WA 6147
Email: building@kwinana.wa.gov.au
Phone: 9439 0200
Fax: 9439 0201
Payment Type: Lodging Building Application

Details
Building Permit
Building Services (BLS)
Building Services (BLS)
Building Services (BLS)
Invoice/Receipt Total

Totals
Total Amount: \$156.65
GST: \$15.66
Total: \$172.31

Payment Details
Card Number: 0000 0000 0000 0000
Cardholder: BLDG Pty Ltd
Expiry: 12/2017

Application - Summary of Details

Attachments

Attachment	Required	Upload Status
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	SpecificationMaterials.pdf

Please print a copy of the above receipt for your records

Print **New Application** **DA Enquiry**

For enquiries in regard to Online Lodgments, contact the City by email at building@kwinana.wa.gov.au.

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