

QUICK REFERENCE GUIDE

Application Enquiry and Lodgement

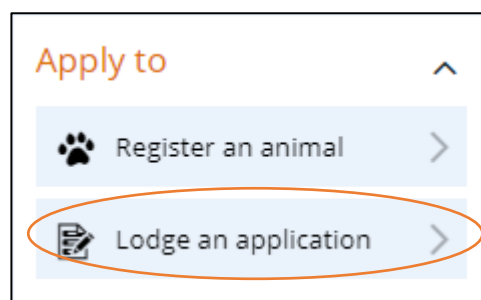
OVERVIEW

This Quick Reference Guide has been designed to show you how to complete and lodge online applications.

You will learn how to:

- Complete an Enquiry
- Lodge an Application
- Access a Pending Application

To get started, **login into [MySouthPerth](#)**, Navigate to the 'Apply to' section and select 'Lodge an application'.



Complete an Enquiry

Before you can lodge the application, you need to complete the Enquiry. Through answering a series of questions, mySouthPerth will determine what documentation you need to provide and if any fees are payable for your application lodgment.

Building <i>Including:</i> Building Permit - Certified (Form BA01) Building Permit - Uncertified (Form BA02) Demolition Permit (Form BA05) Occupancy Permit (Form BA09) Building Approval Certificate (Form BA13) Amend a Building Permit or Builder's Details (Form BA19) Notice of Completion (Form BA07) Notice of Cessation (Form BA08) Extend of Time - Building or Demolition Permit (Form BA22) Extend of Time - Occupancy Permit or Building Approval Certificate (Form BA23)	Start
Building Ancillary <i>Including</i> Crossover Application Stormwater Application Store Materials on Verge	Start
Certificates <i>Including</i> Archival Search - Building Records	Start
Planning & Subdivision <i>Including:</i> Development Application Amend a Development Application Certificate of Approval for a Strata Plan (Form 15A) Certificate of Endorsement for a Strata Plan (Form 15C) Pre Lodgement Design Review Panel Submission Request for Written Planning Advice Application for Advice - Deemed to Comply (61A) Planning Exemption Notice Local Development Plan (LDP) Certificate Subdivision Clearance DA Conditions Clearance Request Section 40 (Liquor Licence)	Start

Note: Additional application types may be added over time

1. Locate the relevant enquiry type

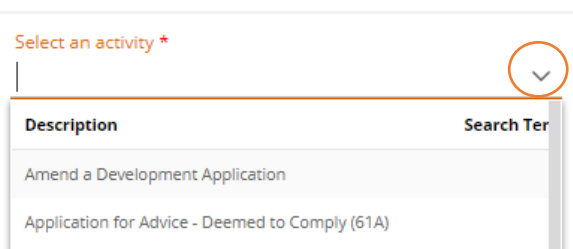
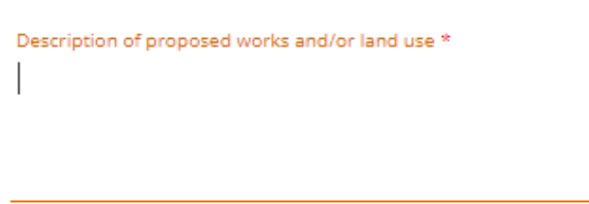
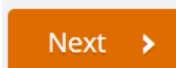
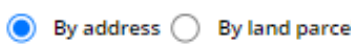
2. Select Start

You will notice the Enquiry has three sections

- **Step 1:** Selection of activity and location
- **Step 2:** Completion of all activity question
- **Step 3:** Review summary and prepare to lodge

Step 1 Planning & Subdivision
Step 2 Further Details
Step 3 Summary

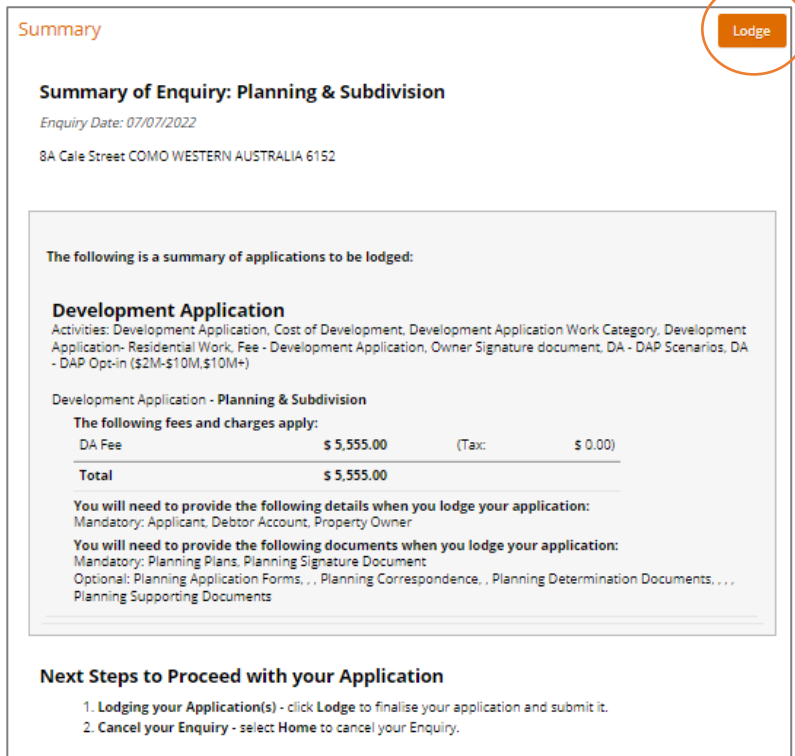
3. Complete questions on the enquiry using either:

Drop down lists	Free Text fields
<i>Shorten the list by typing key words into the search bar</i>	
	
Next button	Radio buttons
	

4. Review the Summary

Once you have finished, a summary screen will display. This will give you all the information you need to understand what is involved to lodge your application.

5. Click **Lodge** if you wish to proceed



Summary

Summary of Enquiry: Planning & Subdivision
Enquiry Date: 07/07/2022
8A Cale Street COMO WESTERN AUSTRALIA 6152

The following is a summary of applications to be lodged:

Development Application
Activities: Development Application, Cost of Development, Development Application Work Category, Development Application- Residential Work, Fee - Development Application, Owner Signature document, DA - DAP Scenarios, DA - DAP Opt-in (\$2M-\$10M,\$10M+)

Development Application - Planning & Subdivision

The following fees and charges apply:		
DA Fee	\$ 5,555.00	(Tax: \$ 0.00)
Total	\$ 5,555.00	

You will need to provide the following details when you lodge your application:
Mandatory: Applicant, Debtor Account, Property Owner

You will need to provide the following documents when you lodge your application:
Mandatory: Planning Plans, Planning Signature Document
Optional: Planning Application Forms, , Planning Correspondence, , Planning Determination Documents, , , Planning Supporting Documents

Next Steps to Proceed with your Application

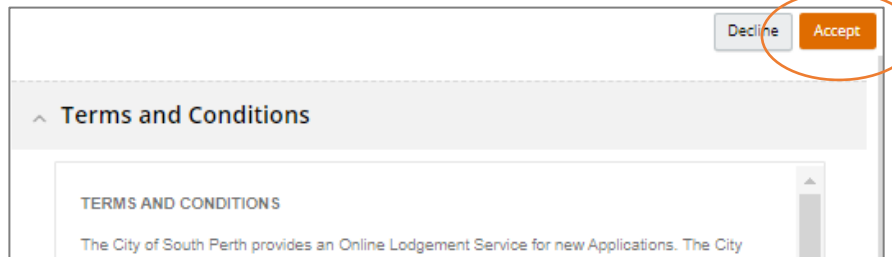
1. Lodging your Application(s) - click **Lodge** to finalise your application and submit it.
2. Cancel your Enquiry - select **Home** to cancel your Enquiry.



HANDY TIP: If you exit at this point, your enquiry will **NOT** be saved.

6. Review the Terms and Conditions

7. Select **Accept** if you agree to proceed



Decline Accept

^ Terms and Conditions

TERMS AND CONDITIONS


The City of South Perth provides an Online Lodgement Service for new Applications. The City

Lodge an Application

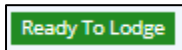
To lodge your application, you will first need to provide all mandatory requirements.

1. Select the **Actions Required** panel
2. Select **Go** to perform the action

Adding attachments: You will need to select the attachment type

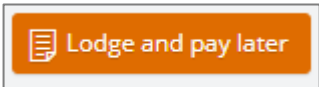
 **HANDY TIP:** If you exit at this point, your enquiry will be saved as a **Pending Application**.

When your application meets the requirements a Ready to Lodge message will appear




3. Click lodge and pay later button.

Lodge and Pay Now applies to some application types and would direct you to a payment screen at this point.




A successful submission message displays and includes an application reference number for tracking.

Where payment is not required immediately, you will be emailed your invoice. The Outstanding transaction is also visible from the Payments section in your mySouthPerth account.



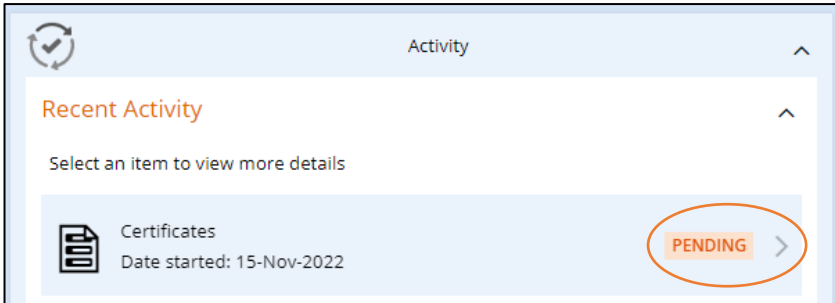
Application Successfully Lodged

Reference number: PDDA-2022/0446



Access a pending application

Pending applications are easily accessible from your mySouthPerth account in the Recent Activity section.



To continue the application , select the arrow and continue to provide the mandatory requirements.

To cancel the application, select the action arrow within the application and Cancel Application



Where can I go for help?



CITY OF SOUTH PERTH WEBSITE

Visit the City’s website to access more information and resources

southperth.wa.gov.au/mysouthperth_learnmore



MAKE AN ONLINE REQUEST

You can tell us about an issue, request a service or ask for information by making an

[online request.](#)



CONTACT OUR CUSTOMER SERVICE TEAM

Telephone: 9474 0777

Our offices are open between 8.30am-4.30pm, Monday to Friday (excluding public holidays).