# **QUICK REFERENCE GUIDE**

## My Lodged Applications



Enabling Innovation

# **OVERVIEW**

This Quick Reference Guide has been designed to show you how to access your lodged applications. You will learn how to:

- Check Application Status
- Upload Additional Documents
- Review Conditions

To get started, login into MySouthPerth using the link on the City's website.

Don't have a mySouthPerth Account? Please refer to the Register for MySouthPerth Quick Reference Guide.

#### **Check application status**

- 1. Open mySouthPerth
- 2. Open 'My Applications'



3. Review and select an application, click view to open

2 Applications. Select an application to view the d	etails.		View
PDDA-2022/0640         1/1 Alston Avenue COMO WESTERN AUS           Development Application         Default category           Development Application (Default category)         Lodged           Accepted         Determined         Effective           17-Aug-2022 0         17-Aug-2022 0         Effective	TRALIA 6152 Completed	Summary	evelopment Application - 1/1 Alston Avenue COMO WESTERN
BDBPCERT-2022/0612 12 Abjornson Street MANNING WESTERN AUSTRALIA 6152 Building Permit - Certified   Default category		Summary	
		Application Type	Development Application
Building Permit - Certified (Default category)		Site Name	1/1 Alston Avenue COMO WESTERN AUSTRALIA 6152
Lodged Accepted Determined Effective 09-Aug-2022 2	Completed	Description	Development Application (Default category)
03-Aug-2022 2		Lodged	17/08/2022

**4.** Look at the Application Details tab. This will show you the current status of your application.

Application Details

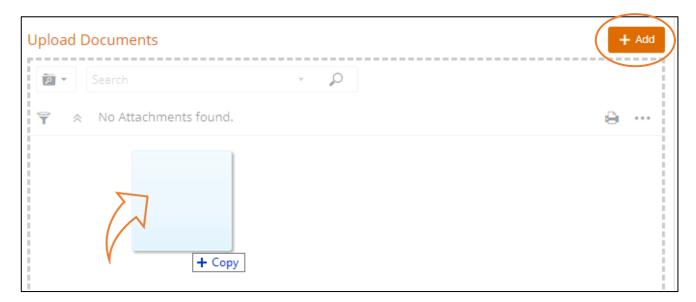
City of South Perth

See over page for the status and their description

Stage / Status	Description
Lodged	Application has been lodged and is pending review
Lodged / Incomplete	The City has indicated the application is 'incomplete' and is in the process of obtaining payment or information from the applicant.
Current /	The City has indicated that the application is accepted and an assessment
In Progress	process in underway.
Rejected	Application has been rejected and the applicant has been notified.
Determined / Issued	The application has been assessed and the outcome issued to the applicant.

### **Upload additional documents**

- 1. Select the Upload Documents panel
- 2. Add your document by selecting Add or drop the document into the space



- 3. Select the attachment type using the drop down arrow
- 4. Select Ok

Your attachment is now visible in the Attachmnets Panel

Attachment Type *	
Attachment Type	Attachment Type Descri
PDAPPLNFORM	Planning Application Form
PDPLANS	Planning Plans

Upload Documents

#### **Review Conditions**

Conditions are formally communicated on the approval documentation. However you can access them in the Conditions Panel.

Conditions	ĿD'
1 record.	<b>e</b>
PC36 62 Prior to occupancy of the development, the surface of the boundary wall(s) to the Garage visible from the street, on the no finished in a clean material to the same standard as the rest of the development, to the satisfaction of the City of South Per Standard Conditions - Boundary Walls	

### What if I need to withdrawl my application?

You will need to formally advise of your withdrawl using the request enquiry

