

CITY OF BELMONT

Planning and Building

Applications

Online Lodgement Guide



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1. General Information about Online Lodgement

Planning and Building applications can be lodged online through the City's website. Please familiarise yourself with the below information prior to lodging an application.

Required Planning and Building Application Information: Prior to lodgement of an application online, applicants should ensure that they have downloaded the latest application forms, checklists and fee information from the City's website ([Information, fees and forms | City of Belmont](#)). This will help to ensure that all required information is provided upon lodgement.

User Registration: Applicants can register with the City to create a user account. Registering as a user allows you to view of list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application.

Please note registration requests are processed Monday to Friday (excluding public holidays) from 8:30am to 4:45pm.

Guest Access: Guest access is also available to applicants that do not wish to register as a user.

Application Fees: Application fees must be paid on lodgement by credit card. Please note the Credit Card Merchant Service Fee will only be charged for credit card transactions of \$100,000 or above.

Building and Construction Industry Training Fund (BCITF) Levy for Building Applications: The BCITF Levy applies to all residential, commercial and civil engineering projects undertaken in Western Australia where the total value of construction is estimated to be more than \$20,000.

To avoid payment double-ups, the BCITF Levy should be paid directly via the BCITF Portal:

<https://portal.bcitf.org/specialpages/logon-page.aspx?returnurl=/specialpages/user/mydashaccount.aspx>

A copy of the payment receipt should then be uploaded when submitting your building application.

Invalid Applications: The following applications will not be accepted at this point in time and will need to be lodged in person, by post or email:

- Development applications to be determined by a Development Assessment Panel (DAP). Applicants should discuss the lodgement of a DAP Application with a Planning Officer. Should development applications with an estimated cost of development between \$2 million or more and less than \$10 million be lodged using this system it will be assumed that the applicant is nominating the City of Belmont to determine the application. For further

information on DAPs please refer to the City's website: belmont.wa.gov.au

- Extractive Industry development (planning) applications.

Accepted File Types: Applications plans must be submitted in PDF, be to scale and should not include any security/password protection. PDFs should be optimised for minimum file size (the larger the file size the longer it may take to upload your files).

For supporting documents, the City can also accept:

Extension	File Name	Use
DOC / DOCX	Word Document	This file type should only be used for supporting documents (traffic reports, justification etc). Application plans should not be lodged in this format.

Files Sizes: The maximum size of all uploaded attachments should not exceed 100MB. If the total file size of all attachments exceeds 100MB, please contact the City’s Building or Planning Departments or to arrange an alternative option prior to lodgement of the application.

File Naming Convention: Please ensure that file names are clear and include reference of the property address of the proposed development. For example:

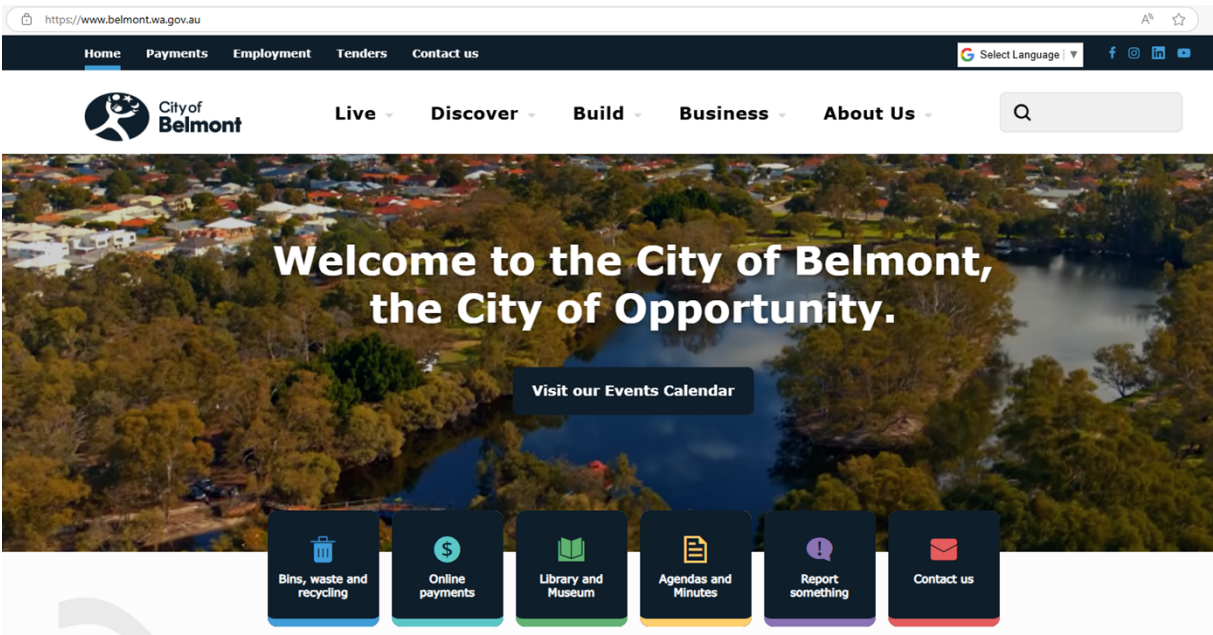
- 215 Wright St – Site Plan
- 215 Wright St – Elevations

This will assist the City with the storage of your documents in its document management system.

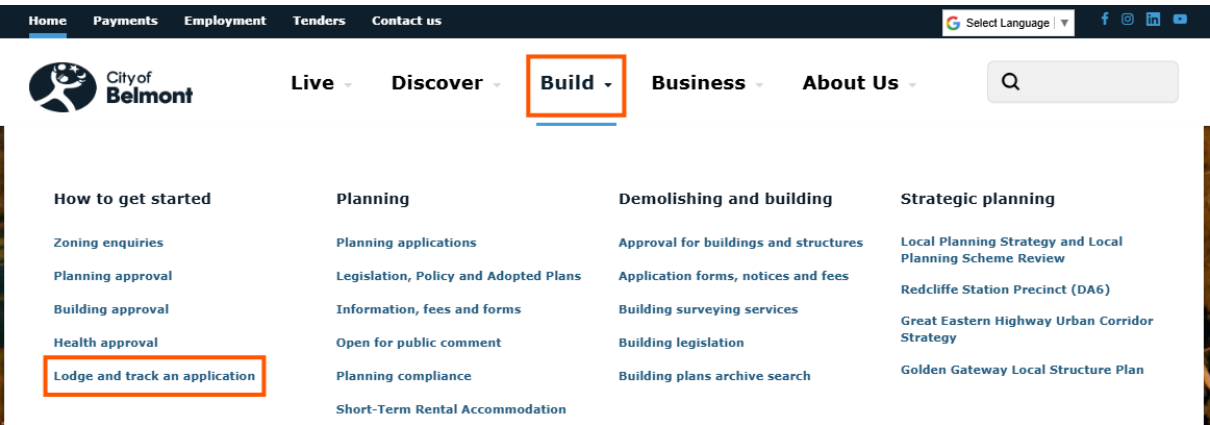
Time Out: The online system will time out, after 20 minutes of non-activity. For registered users, any application commenced but not lodged will be saved and can be edited once the user has logged back into the system. Refer to Part 7 for further information.

2. Access Applications Online via the City’s Web Site

2.1 Go to the City of Belmont web site: belmont.wa.gov.au.



2.2 Go to the **Build Menu** – Click **Lodge** and track an application



2.3 You can do several things from this screen, see the highlights below.

Home

Payments

Employment

Tenders

Contact us

Select Language

f

ig

in

yt

City of Belmont

Live

Discover

Build

Business

About Us

Q

Home / Build / How to get started / Lodge and track an application

Lodge and track an application

Before you submit your application, please make sure you provide all the information required to help streamline the application process.

User registration for application lodgement

Registering as a user allows you to view a list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application.

You will need to provide some basic details to request a user account. Once your request has been processed, you will receive a confirmation email and will be able to use the City's online portal.

> Register as a user now

Please note that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

Guest Access

Guest access is also available.

Application lodgement

Before you begin your application, please make sure you have a user account and have read the Planning & Building Application Online Guide.

> Start the online application process

> Track the progress of your application

Useful links

Planning and Building Applications Online How to Guide

Information, Fees and Forms

Development Application Process

Building Approvals

How to get started

Zoning enquiries

Planning approval

Building approval

Health approval

Lodge and track an application

City of Belmont Planning and Building Applications Online Lodgement Guide

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City of Belmont Planning and Building Applications Online Lodgement Guide
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3. Register as a User

Applicants can register with the City to create a user account. Registering as a user allows you to view of list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application. *Note: guest access is also available.*

Please note registration requests are processed Monday to Friday (excluding public holidays) from 8:30am to 4:45pm.

Guest access is also available to applicants that do not wish to register as a user.

3.1. To register click on **Register as a user now**.

The screenshot shows the City of Belmont website. The top navigation bar includes links for Home, Payments, Employment, Tenders, and Contact us. Below this is a secondary navigation bar with the City of Belmont logo and links for Live, Discover, Build, Business, and About Us. A search bar is also present. The main content area is titled 'Lodge and track an application' and includes a sub-section 'User registration for application lodgement'. This section explains the benefits of registering as a user and provides a link to 'Register as a user now', which is highlighted with a red box. A sidebar on the right titled 'How to get started' lists various services like Zoning enquiries, Planning approval, Building approval, and Health approval.

3.2 As a new user, please complete the application form and click **Next**.
Note: Fields ending with an asterisk () are mandatory.*

* Denotes that the field is mandatory.

New User Registration - Application Lodgement

Please complete the below information to register as a user for **Lodgement of Applications**.

A confirmation email will be sent to you after your request for registration has been processed by our staff. On receipt of this email you will be able to use our system.

Please note that user accounts will only be created Monday to Friday between 8:30am to 5pm.

This is not the registration area for eRates - please [click here](#) to register for eRates.

Personal Details



Surname *

Bloggs

Given Names *

Joe

Company Name

Bloggs Construction Pty Ltd

Email Address *

admin@bloggs.com.au

User Name *

BloggsConstruction

Phone

08 5555 5555

Mobile Number

5555 555 555

Address Details



Address Line 1 *

Locked Bag 379

Suburb

Cloverdale

State Code

WA

Postcode

6985

Country

Australia

Payment and Delivery



Customer Type *

Builder

Payment Method *

Credit Card

Next

3.3 Type in a password, confirm it and click **Submit**.

Submit Registration (New User)

Please nominate a password for use when logging into the system and confirm the password as requested, then click the Submit button to lodge your details (Your password must be at least 6 characters long, and is case sensitive).

User Name

BloggsConstruction

Password

Confirm Password

Previous

Submit

3.4 The below acknowledgement will be displayed on the screen.

ApplicationsCustomer ServicePaymentsOtherAnimals

Your Request has been successfully lodged

✔

Your request to be registered as a new external user has been lodged and will be processed shortly. You will receive an email detailing the details that you have just entered.
Please note user accounts will only be created Monday to Friday between 8:30am to 5pm.

3.5 As a new user you will receive an email from the City confirming receipt of your registration request.

-----Original Message-----

From: noreply-Pathway <Pathway@belmont.wa.gov.au>

Sent: Wednesday, 5 March 2025 11:47 AM

To: admin@blogg.com.au

Subject: Your request for a new registration

Thank you for requesting registration with the City of Belmont's Online Lodgement System. The details you provided are shown below. We will process your request shortly, and you will be advised when you can start using the system.

New User Registration - Application Lodgement

Personal Details

Surname: Bloggs

Given Names: Joe

Company Name: Bloggs Construction

Email Address: admin@blogg.com.au

User Name: BLOGGSCONSTRUCTION

Phone: 08 9477 7123

Mobile Number: 0400 123 123

Address Details

Address Line 1: Locked Bag 379

Suburb: Cloverdale

State Code: WA

Postcode: 6985

Country: Australia

Payment and Delivery

Customer Type: Owner/Builder

Payment Method: Credit Card

If you have any enquiries, please contact the City of Belmont on (08) 9477 7222.

3.6 Once your request has been processed you will receive an email confirming your account has been created.

-----Original Message-----

From: noreply-Pathway <Pathway@belmont.wa.gov.au>

Sent: Wednesday, 5 March 2025 11:52 AM

To: admin@blogg.com.au

Subject: New User registration confirmation

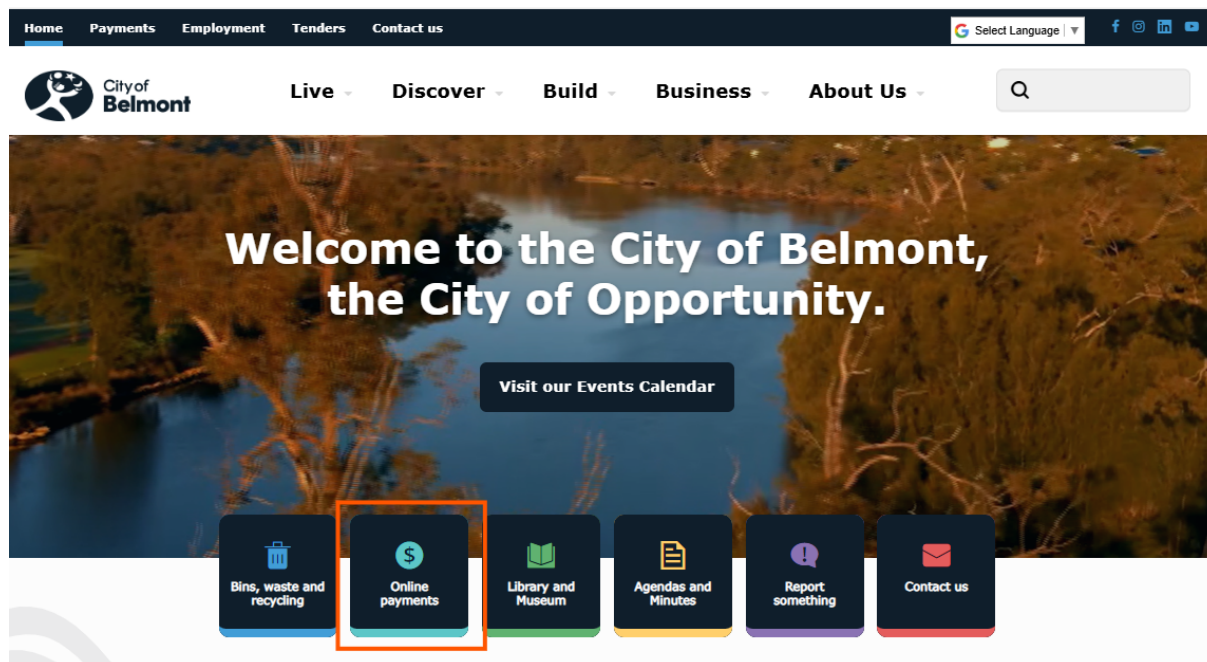
We are pleased to inform you that your request for access to our online system has been approved. You may login to the system with the user name below and the password you entered when you registered.

User Name: BLOGGSCONSTRUCTION

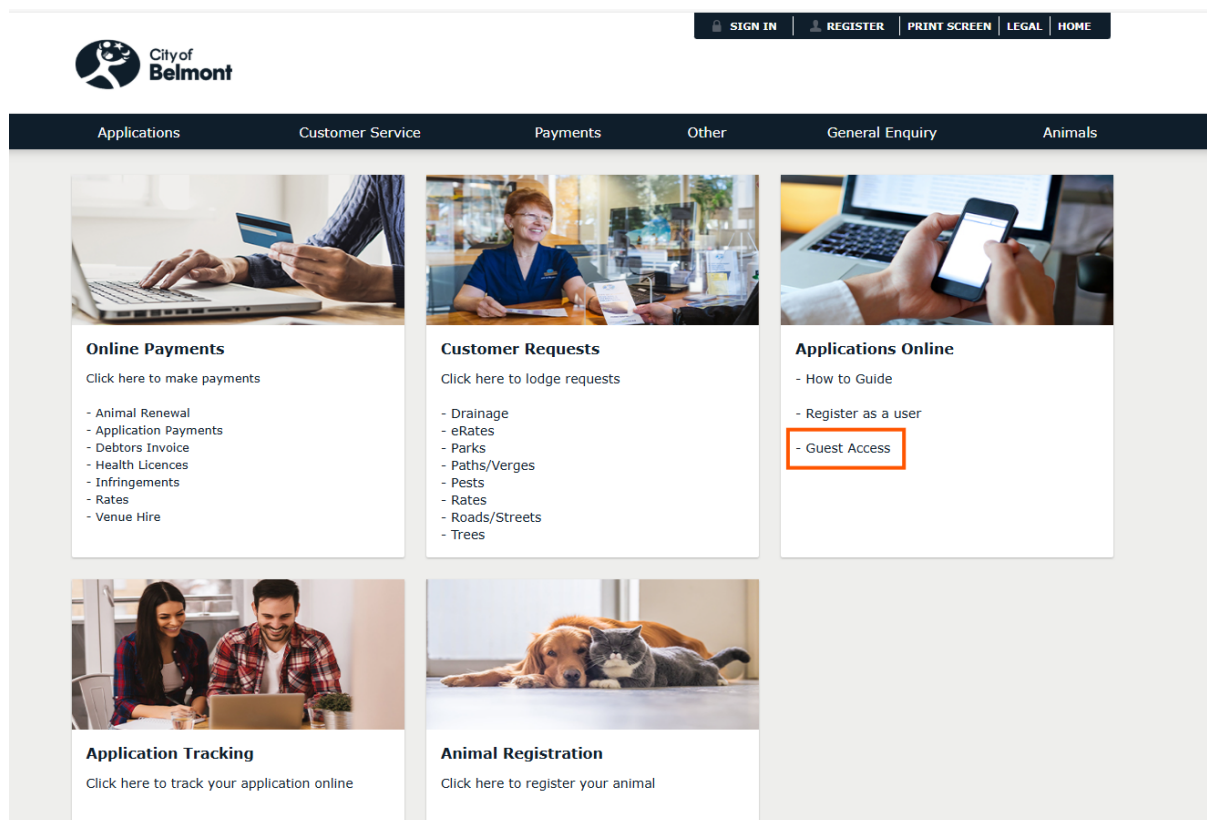
If you have any enquiries, please contact the City of Belmont on (08) 9477 7222.

4. Guest Access

- 4.1 Go to the City of Belmont web site: belmont.wa.gov.au and on the **Home Page**, click **Online payments**.



- 4.2 **Guest Access** is available from this page.



5. Forgotten Your Password

5.1 Navigate to the below page and click **Start the online application process**.

Home

Payments

Employment

Tenders

Contact us

Select Language

f

@

in

yt

City of Belmont

Live

Discover

Build

Business

About Us

Q

Home / Build / How to get started / Lodge and track an application

Lodge and track an application

Before you submit your application, please make sure you provide all the information required to help streamline the application process.

User registration for application lodgement

Registering as a user allows you to view a list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application.

You will need to provide some basic details to request a user account. Once your request has been processed, you will receive a confirmation email and will be able to use the City's online portal.

> Register as a user now

Please note that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

Guest Access

Guest access

 is also available.

Application lodgement

Before you begin your application, please make sure you have a user account and have read the [Planning & Building Application Online Guide](#).

> Start the online application process

> Track the progress of your application

Useful links

Planning and Building Applications Online How to Guide

Information, Fees and Forms

Development Application Process

Building Approvals

How to get started

Zoning enquiries

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Health approval

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5.2 If you have forgotten your password, click the '**Have you forgotten your password? Click Here**' link.

The screenshot shows the 'Sign in' page of the Application Lodgement Online system. At the top, there is a navigation bar with links: Applications, Customer Service, Payments, Other, and Animals. Below the navigation bar is a dark blue header with the text 'Sign in'. The main content area has a light blue background and contains the following text: 'Please enter your sign in details below for Application Lodgement Online' and 'To continue as a Guest [Click here](#)'. There are two input fields: 'User Name' and 'Password'. Below the input fields are two buttons: 'Forgotten your password?' and 'Sign in'.

5.3 Please complete the application form and click **Next**. *Note: fields ending with an asterisk (*) are mandatory.*

The screenshot shows the 'Forgotten your password?' page. At the top, there is a dark blue header with the text 'Forgotten your password?'. Below the header is a light blue background with a map icon and the following text: 'If you have lost your password, we can help you by allowing you to generate a new one. To help us to do this, please complete the following details and submit your request. Upon verification of your details, you will be presented with the password screen to allow the entry of a new password. Thankyou.' Below the text is a dark blue header with the text 'Details to be verified.' and a blue question mark icon. There are four input fields: 'Surname *' (containing 'Tester'), 'Given Names' (containing 'Joe'), 'Email Address *' (containing 'test@test.com.au'), and 'User Name *' (containing 'Tester'). Below the input fields is a red button labeled 'Next'.

Note: if your user account registration is for a company, you will need to add the Company name to the Surname field and leave the Given Name field blank – see below example.

The screenshot shows the 'Details to be verified' page for a company registration. At the top, there is a dark blue header with the text 'Details to be verified.' and a blue question mark icon. There are four input fields: 'Surname *' (containing 'Test Company'), 'Given Names' (empty), 'Email Address *' (containing 'test@test.com.au'), and 'User Name *' (containing 'Tester'). Below the input fields is a red button labeled 'Next'.

5.4 You will receive an email with an Activation Code.

Your request for login assistance has been processed. Your Activation Code is: 134416

If you have any enquiries, please contact the City of Belmont on (08) 9477 7222.

5.5 the Add

ApplicationsCustomer ServicePaymentsOtherAnimals

Change Password

An Activation Code has just been emailed to you. Please enter this code along with your new password below

Activation Code

New Password

Confirm Password

Previous

Submit

Activation Code and the new password and click **Submit**.

Bloods Construction

5.6 The message below will be displayed to confirm the password has been changed.

ApplicationsCustomer ServicePaymentsOtherAnimals

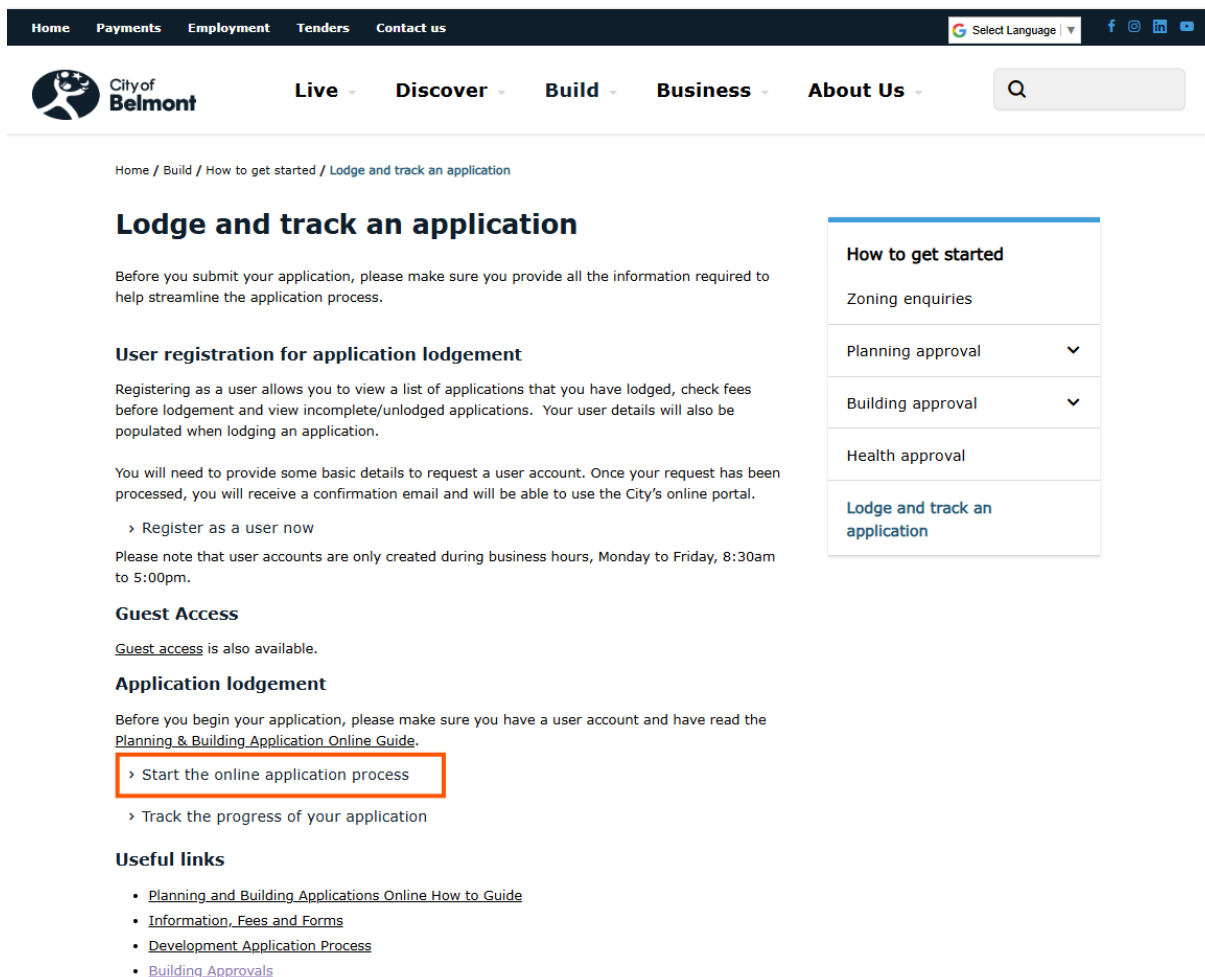
Login Assistance Success

✔

Your Password has now been reset.

6. Lodge an Application

6.1 Navigate to - **Build>>Lodge and track an application>>Start the online application process.**



Home / Build / How to get started / Lodge and track an application

Lodge and track an application

Before you submit your application, please make sure you provide all the information required to help streamline the application process.

User registration for application lodgement

Registering as a user allows you to view a list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application.

You will need to provide some basic details to request a user account. Once your request has been processed, you will receive a confirmation email and will be able to use the City's online portal.

- Register as a user now

Please note that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

Guest Access

[Guest access](#) is also available.

Application lodgement

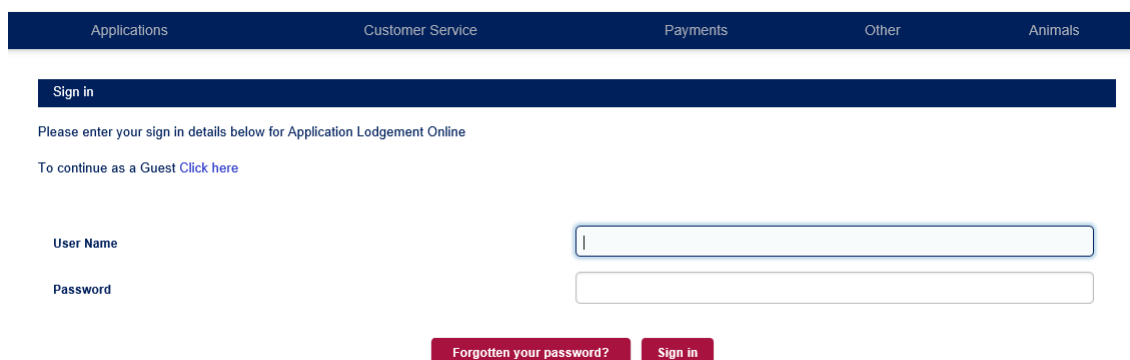
Before you begin your application, please make sure you have a user account and have read the [Planning & Building Application Online Guide](#).

- Start the online application process
- Track the progress of your application

Useful links

- [Planning and Building Applications Online How to Guide](#)
- [Information, Fees and Forms](#)
- [Development Application Process](#)
- [Building Approvals](#)

6.2 Type your **User Name** and **Password** and click **Sign in**.



Applications Customer Service Payments Other Animals

Sign in

Please enter your sign in details below for Application Lodgement Online

To continue as a Guest [Click here](#)

User Name

Password

[Forgotten your password?](#) [Sign in](#)

6.3 A summary screen on applications that you have lodged will be displayed.

Applications			Customer Service	Registration	Payments	Other
Melanie Watt Requests						
Postal address LOCKED BAG 379, CLOVERDALE WA 6985	Type	Description				
	Customer	28914 - Path Maintenance - 19-Feb-2013 - No Action Required				
Email address melanie.watts@belmont.wa.gov.au						
Communication preference Email	Type	Description				
	Applicant	4/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104				
Edit contact details						

6.4. To lodge a new application hover over the Applications menu and click New Application.

Applications			Customer Service	Registration	Payments	Other
<div> New Application </div>						
<div> Mel. Edit Application </div>						
<div> Post. Application Enquiry </div>						
<div> CLOV. Application Fee Enquiry </div>						
Postal address LOCKED BAG 379, CLOVERDALE WA 6985	Type	Description				
	Customer	28914 - Path Maintenance - 19-Feb-2013 - No Action Required				
Email address melanie.watts@belmont.wa.gov.au						
Communication preference Email	Type	Description				
	Applicant	4/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104				
Edit contact details						
Refresh						
<div> Applications </div>						
	Builder or Demo Contractor	1/2016/STREE, 170 Roberts Road RIVERVALE 6103				
	Building Surveying Contractor	200/2014/A, 1500 Zante Road PERTH AIRPORT 6104				
	COB Building Surveyor	17/1905, 1500 Zante Road PERTH AIRPORT 6104				
	COB Building Surveyor	200/2014/A, 1500 Zante Road PERTH AIRPORT 6104				
	Planning Officer	8/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104				
	Planning Officer	7/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104				
	Delegated Authority	5/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104				
	Delegated Authority	3/2021/ZTEST, 1500 Zante Road PERTH AIRPORT 6104				

Applications/NewApplication.aspx

6.5 Click on the relevant **Application type drop down arrow**.

Applications

Registration

Other

General Enquiry

Application Lodgement

- Application plans should be submitted in PDF, be to scale and should not include any security/password protection
- The maximum size of all uploaded attachments should not exceed 100MB. If the total for all attachments exceeds 100MB, please [contact the City](#).
- Payment of application fees is via credit card only
- You'll be timed out after 20 minutes of non-activity

Planning Applications

Building Applications

Infrastructure Services Clearances Applications - (crossovers, stormwater drainage, verge assets, street trees, finished floor levels, vehicle parking and maneuverability, easements and landscape plans)

Next

6.6 Select an **application type** and click **Next**. *Note: Only one application type can be lodged at a time. In this example a BA01 Certified Building Permit – Classes 1 & 10 is being lodged.*

Application Lodgement

- Application plans should be submitted in PDF, be to scale and should not include any security/password protection
- The maximum size of all uploaded attachments should not exceed 100MB. If the total for all attachments exceeds 100MB, please [contact the City](#).
- Payment of application fees is via credit card only
- You'll be timed out after 20 minutes of non-activity

Planning Applications

Building Applications

Construction Training Fund (CTF)

Where the estimated value of constructions exceeds \$20,000 CTF levy payments should be paid directly via the [CTF Portal](#). Further information on the CTF levy can be found [here](#)

	Application Types	
<input checked="" type="radio"/>	BA01 Certified Building Permit - Classes 1 & 10	Must be accompanied with a Certificate of Design Compliance.
<input type="radio"/>	BA01 Certified Building Permit - Classes 2-9	Must be accompanied with a Certificate of Design Compliance.
<input type="radio"/>	BA01 Certified Building Permit - Swimming Pool/Spa	Must be accompanied with a Certificate of Design Compliance.
<input type="radio"/>	BA02 Uncertified Building Permit - Class 1 & 10	
<input type="radio"/>	BA02 Uncertified Building Permit - Swimming Pool/Spa	
<input type="radio"/>	BA05 Demolition Permit - Classes 1 & 10	
<input type="radio"/>	BA05 Demolition Permit - Classes 2-9	
<input type="radio"/>	BA09 Occupancy Permit (S46 or S48)	
<input type="radio"/>	BA09 Occupancy Permit (S47 or S49 or S52)	
<input type="radio"/>	BA09 Occupancy Permit (S51 - Unauthorised)	
<input type="radio"/>	BA13 Building Approval Certificate (Authorised)	
<input type="radio"/>	BA13 Building Approval Certificate (Unauthorised)	
<input type="radio"/>	zTest Application for Testing/Training Purposes	
<input type="radio"/>	BA22 Application to Extend Time – Building or Demolition Permit	
<input type="radio"/>	BA23 Application to Extend Time - Occupancy Permit or Building Approval Certificate	

Infrastructure Services Applications - Crossovers

Next

6.7(a) At the Address Search, add the **street number** and **street name** (do not include the street type or suburb) and click **Search**. *Note: If the property has units on-site, do not include the unit number or suffix (ie 1/1 or 1A use 1 instead).*

Applications
Customer Service
Registration
Payments
Other

Property Search

- To search for a property enter the street number and street name, do not include the unit number or suffix (ie for 1/1 or 1A use 1 instead).
- Click Search
- Under the search results place a tick next to the address
- Click next

The City's [Online Mapping](#) can be used to check the correct property address.

Address Search

Search for locations using Address details:

Please enter the address details then click on the search button

☐ Advanced Search

Street Number

1500

Street Name

Zante

Street Type

(any)

Suburb

Previous

Search

6.7(b) Under the property search results, place a **tick next to the property address** and click **Next**. *Note: To add another property address, click 'Add More Properties' and repeat Step 6.7(a) above.*

Property Search

- To search for a property enter the street number and street name, do not include the unit number or suffix (ie for 1/1 or 1A use 1 instead).
- Click Search
- Under the search results place a tick next to the address
- Click next

The City's [Online Mapping](#) can be used to check the correct property address.

Number of Properties Found: 2

		Address	Parcel Description
	<input checked="" type="checkbox"/>	1500 Zante Road PERTH AIRPORT 6104	Lot 123 PL 12345 THIS IS A TEST PROPERTY ONLY
	<input type="checkbox"/>	1500A Zante Road PERTH AIRPORT 6104	Lot 123 PL 12345 THIS IS A TEST PROPERTY ONLY

Add More Properties

Next

Address Search







6.8(a) If you are a **Registered User** your details will automatically populate the Applicant field.

ApplicationsCustomer ServiceRegistrationPaymentsOther

Identify Parties applicable to this application


This page allows you to identify parties that are associated with this application. Please provide as much contact details as possible. Please enter the details for all relevant parties before being able to use the Next button below to continue.

Note: Registered users details will automatically populate the Applicant field.

Parties	Names	Link/s
Applicant *	Joe Bloggs (additional names can be added for this party)	 
Owner/Owner-Builder	(no names currently exist for this party)	
Builder	(no names currently exist for this party)	
Building Surveying Contractor	(no names currently exist for this party)	
Building Surveying Practitioner	(no names currently exist for this party)	

Previous

Next

If you are a **Guest User**, click on the **Applicant link**  .

Parties	Names	Link/s
Applicant *	(no names currently exist for this party)	

Guest User to complete the **Applicant Details** form and click **Next**.

* Denotes that the field is mandatory.

Add Name Details

This page allows you to enter new information about a person's contact details. Once the information has been entered click the Next button to continue.

Applicant Details

Given Names

Surname

Company Name

Postal Address

Suburb

State

Postcode

Country

Phone (Business Hours)

Phone (Mobile)

Builders License Number

E-Mail Address *

Guest

User

Guest User Pty Ltd

123 Test Street

Test

WA

6666

Australia

08 9477 7222

test@test.com.au

Previous

Next







6.8(b) To add the Owner/Owner-Builder; Builder; Building Surveying Contractor and Practitioner, click on the person icon link

Applications
Customer Service
Registration
Payments
Other

Identify Parties applicable to this application

This page allows you to identify parties that are associated with this application. Please provide as much contact details as possible. Please enter the details for all relevant parties before being able to use the Next button below to continue.

Note: Registered users details will automatically populate the Applicant field.

Parties	Names	Link/s
Applicant *	Guest User Pty Ltd (Joe Bloggs) (additional names can be added for this party)	 
Owner/Owner-Builder	(no names currently exist for this party)	
Builder	(no names currently exist for this party)	
Building Surveying Contractor	(no names currently exist for this party)	
Building Surveying Practitioner	(no names currently exist for this party)	

Previous
Next

Example: Add the Owners details and click Next.

* Denotes that the field is mandatory.

Add Name Details

This page allows you to enter new information about a person's contact details. Once the information has been entered click the Next button to continue.

Owner/Owner-Builder Details

Given Names	Jane
Surname	Doe
Company Name	
Postal Address	1500 Zante Rpad
Suburb	Perth Airport
State	WA
Postcode	6105
Country	Australia
Phone (Business Hours)	08 9477 7222
Phone (Mobile)	
E-Mail Address	test@test.com
Building Commission Approval Number	

Previous
Next

6.8(c) Click **Next** to continue onto the next step of the lodgement process.

Applications

Customer Service

Registration

Payments

Other

Identify Parties applicable to this application

This page allows you to identify parties that are associated with this application. Please provide as much contact details as possible. Please enter the details for all relevant parties before being able to use the Next button below to continue.

Note: Registered users details will automatically populate the Applicant field.

Parties	Names	Link/s
Applicant *	Guest User Pty Ltd (Joe Bloggs) (additional names can be added for this party)	
Owner/Owner-Builder	Jane Doe (additional names can be added for this party)	
Builder	Bloggs Construction (Joe Bloggs) (additional names can be added for this party)	
Building Surveying Contractor	Bob Smith (additional names can be added for this party)	
Building Surveying Practitioner	Bloggs Pty Ltd (Bob Smith) (additional names can be added for this party)	

Previous

Next

6.9(a) Under **Application Details**, fill in the **required fields**.
Note: Mandatory fields are indicated by an asterisk (). Some fields have drop down boxes where pre-determined information can be selected.
The required fields for each application type will vary.*

Applications

Customer Service

Registration

Payments

Other

* Denotes that the field is mandatory.

Application Details

BA01 Certified Building Permit - Classes 1 & 10

Description of proposed works *

If amending a permit, add original app number

Estimated value of building work (inc GST) \$
(eg 250750 and not 250750.00 or \$250,750 or \$250,750.00) *

Your Reference Name/Number

6.9(b) (i) Under Attachment Details, upload the relevant application. Mandatory fields are indicated by an asterisk (*). *Note: Up to 100MB can be uploaded.*

(ii) Once the Application Details have been filled in and the Attachment Details attached click **Next** to continue onto the next step in the lodgement process.

Attachment Details

Application plans should be submitted in PDF, be to scale and should not include security/password protection.

Construction Training Fund (CTF)

Where the estimated value of constructions exceeds \$20,000 CTF levy payments should be paid directly via the CTF Portal. Further information on the CTF levy can be found [here](#)

BA01 - Application Form *

Browse...

Comments

CTF Receipt

Browse...

Comments

BA20 Form / Court Order

Browse...

Comments

Home Indemnity Insurance Certificate

Browse...

Comments

Certificate of Design Compliance *

Browse...

Comments

Planning Approval

Browse...

Comments

Heritage Council Approval / Notification

Browse...

Comments

Architectural Drawings *

Browse...

Comments

Soil / Geotechnical Report

Browse...

Comments

Energy Efficiency Details

Browse...

Comments

Structural Engineers Details

Browse...

Comments

Specifications

Browse...

Comments

Specifications

Browse...

Comments

Termite Protection

Browse...

Comments

Performance Solutions

Browse...

Comments

BAL Report

Browse...

Comments

Others

Browse...

Comments

Others

Browse...

Comments

Others

Browse...

Comments

Others

Browse...

Comments

Others

Browse...

Comments

Others

Browse...

Comments

Previous

Next

6.10 A summary screen displayed the application type, property address and lodgement fee will then be displayed, click **Next** to continue.

Note: where a building application has been lodged, the applicant will need to tick the acknowledgement in relation to the BCITF levy payment.

ApplicationsCustomer ServiceRegistrationPaymentsOther

Confirm Your Application

Please find below the application fees for lodgement of this application.

Upon payment of your fees your application will be vetted and processed.

Please click next to proceed to the payment gateway.

Application Type	BA01 Certified Building Permit - Classes 1 & 10
Properties	1500 Zante Road PERTH AIRPORT 6104
Lodgement Fee	\$61.65
Payment Method	Credit Card
Receipt Required?	<div>Yes</div>

Where the estimated value of construction exceeds \$20,000 I confirm that the applicable CTF levy has been paid via the CTF Portal and I have attached a copy the receipt.

☐ I acknowledge

Previous

Next

6.11 You will be redirected to the payment gateway.

Enter the relevant credit card details in the fields provided and click **Next**.
Once the payment has been processed refer Step 6.12.

Make a payment to the City of Belmont

You are paying
CITY OF BELMONT

Biller Code
1679547 - Online Payment

Reference 1
DA-4706

Amount
AUD 166.65

Accepted Cards
Surcharges may apply ⓘ

Card number

Expiry date

CVN ⓘ

Surcharge Amount ⓘ

Total Amount (inc. surcharge)

NEXT >

6.12 Following payment, you will be returned to the on-line lodgement screen and an email confirming lodgement of the application will be forwarded to you.

Please note: the City's Admin staff will carry out a check of the submitted application to ensure the minimum required information for an officer to undertake an assessment has been submitted. The Admin staff will contact the applicant to request submission of any outstanding information.

Applications Customer Service Registration Payments Other

Application Submission

✓ Your application has been lodged. The application will be vetted to ensure all required information has been provided. Please note that the transaction number is not an application number. The application number will be provided on acceptance of the application.

Transaction Reference	DA-12671
Payment Date/Time	4/11/2021 3:08:18 PM
Receipt Number	

Click to Print This Page

6.13 Copy of email.

Application Lodgement Confirmation

NP

noreply-Pathway

To

☺

↩ Reply

↩ Reply All

➡ Forward

⋮

Thu 17/04/2025 12:03 PM

Your application has been lodged. The application will be vetted to ensure all required information has been provided.
Please note that the transaction number is not an application number. The application number will be provided on acceptance of the application.

Transaction Reference

DA-24593

Application Type

Building Miscellaneous Applications

Lodgement Date

17/04/2025

Location Type

Property

Properties

Orrong Road KEWDALE 6105

Applicant

Rose

Property Information

Property Address:

Orrong

If you have any enquiries, please contact the City of Belmont on (08) 9477 7222.

Document Set ID: 2379030
Version: 14, Version Date: 03/06/2025

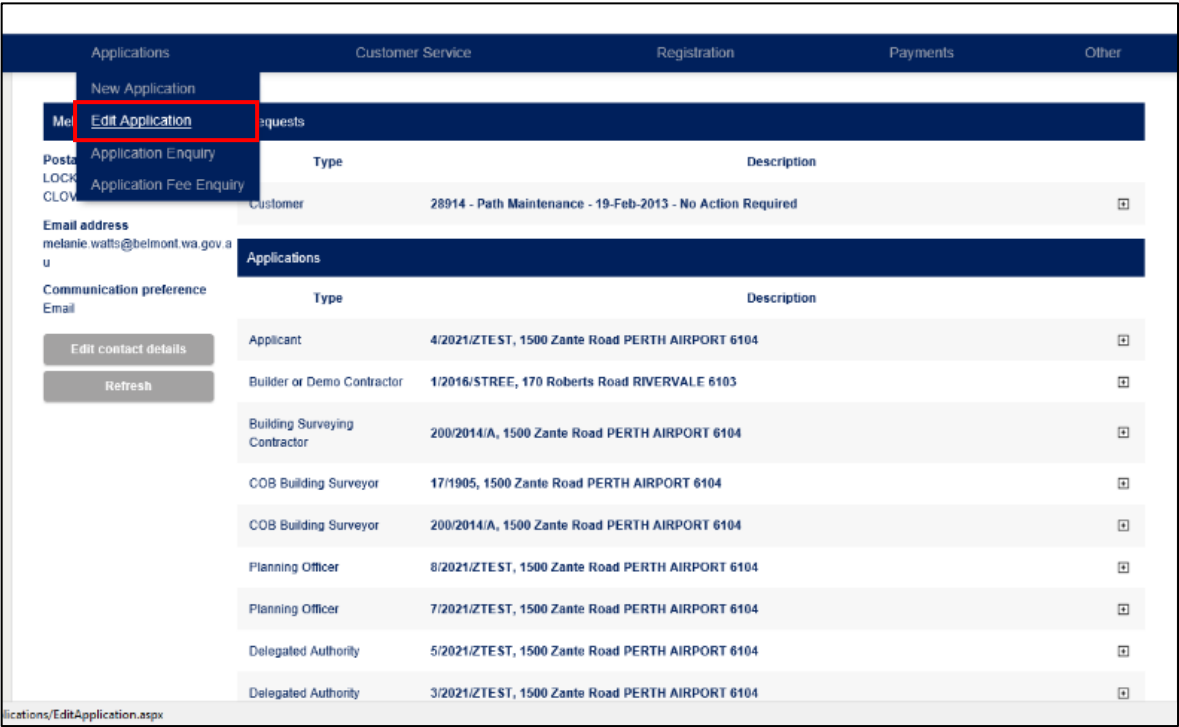
City of Belmont Planning and Building Applications Online Lodgement Guide
Publish Date: 3/06/2025

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7. Application Timed Out and How to Recover and Complete it

Any applications that are started but not lodged are saved under the Edit Application function. To locate an incomplete application:


7.1 Sign in. Hover over **Applications**, a **drop-down menu will appear**, click on **Edit Application**.



7.2 A list of any incomplete applications will be displayed.



Applications				
Customer Service				
Registration				
Payments				
Other				
Modify an Un-lodged/Draft Planning/Building Application				
This option allows you to modify the details of an Application lodgement that has not yet been submitted. Once an application has been submitted it is no longer available for modification here.				
Date Created	Application Type	Location	Last Modified	Remove
04-11-2021 2:08	BA01 Certified Building Permit - Classes 1 & 10	1500 Zante Road PERTH AIRPORT 6104	04-11-2021 3:06	

7.3 (i) To **delete** the incomplete application, click the **Remove** icon.


Applications	Customer Service	Registration	Payments	Other
Modify an Un-lodged/Draft Planning/Building Application				
This option allows you to modify the details of an Application lodgement that has not yet been submitted. Once an application has been submitted it is no longer available for modification here.				
Date Created	Application Type	Location	Last Modified	Remove
04-11-2021 2:08	BA01 Certified Building Permit - Classes 1 & 10	1500 Zante Road PERTH AIRPORT 6104	04-11-2021 3:06	

OR —

(ii) To **continue working on the incomplete application** click on the **date and time link**.

Applications	Customer Service	Registration	Payments	Other
Modify an Un-lodged/Draft Planning/Building Application				
This option allows you to modify the details of an Application lodgement that has not yet been submitted. Once an application has been submitted it is no longer available for modification here.				
Date Created	Application Type	Location	Last Modified	Remove
	BA01 Certified Building Permit - Classes 1 & 10	1500 Zante Road PERTH AIRPORT 6104	04-11-2021 3:06	

The incomplete application will open at the last screen used. The application can then be completed and lodged as normal.

Applications	Customer Service	Registration	Payments	Other
Confirm Your Application				
Please find below the application fees for lodgement of this application.				
Upon payment of your fees your application will be vetted and processed.				
Please click next to proceed to the payment gateway.				
Application Type	BA01 Certified Building Permit - Classes 1 & 10			
Properties	1500 Zante Road PERTH AIRPORT 6104			
Lodgement Fee	\$61.65			
Payment Method	Credit Card			
Receipt Required?	Yes 			

8. Track an Application (Status Enquiry)

Accuracy of Information: The City does not guarantee the accuracy of the information obtained from the Application Tracker. The information is provided as a guide only and may be subject to change.

8.1 Go to belmont.wa.gov.au and navigate to – **Build>>Lodge** and **track an application>>Track the process of your application.**

HomePaymentsEmploymentTendersContact us

Select Language

City of Belmont

LiveDiscoverBuildBusinessAbout Us

Q

Home / Build / How to get started / Lodge and track an application

Lodge and track an application

Before you submit your application, please make sure you provide all the information required to help streamline the application process.

User registration for application lodgement

Registering as a user allows you to view a list of applications that you have lodged, check fees before lodgement and view incomplete/unlodged applications. Your user details will also be populated when lodging an application.

You will need to provide some basic details to request a user account. Once your request has been processed, you will receive a confirmation email and will be able to use the City's online portal.

> Register as a user now

Please note that user accounts are only created during business hours, Monday to Friday, 8:30am to 5:00pm.

Guest Access

Guest access is also available.

Application lodgement

Before you begin your application, please make sure you have a user account and have read the Planning & Building Application Online Guide.

> Start the online application process

> Track the progress of your application

How to get started

Zoning enquiries

Planning approval

Building approval

Health approval

Lodge and track an application

8.2 Select **Building** or **Planning** and click **Next**.

ApplicationsCustomer ServicePaymentsOtherAnimals

Track Planning or Building Applications

To check the status of a Planning or Building application, please select an application type below and click the Next button to continue.

ePathway General Enquiry - Applications

	Description
<input type="radio"/>	Building Application Enquiry
<input type="radio"/>	Planning Application Enquiry

Next

8.3 Type the **application number** and click **Search**.

The screenshot shows a web application with a top navigation bar containing 'Applications', 'Customer Service', 'Payments', 'Other', and 'Animals'. Below the navigation bar is a dark blue header for 'Building Application Enquiry'. The main content area includes a section titled 'Application Enquiry List' with a dropdown menu set to 'Building Application Enquiry'. Below this is a box labeled 'Application Number Search' containing a dark blue bar with the text 'Search for requests using Formatted Number'. Underneath is a prompt: 'Please enter the Application Number (eg 1/2014) and then click the Search button.' followed by a text input field labeled 'Application Number'. At the bottom of the search box are two red buttons: 'Previous' and 'Search'.

8.4 An application summary will be displayed. Click on the **Application Number** obtain further information.

The screenshot shows the 'Building Application Summary' section. It features a table with the following data:

Application No	Lodgement Date	Application Description	Address of Development	Status
1619/2012	18/12/2012	Pylon Sign	215 Wright Street CLOVERDALE 6105	Historical Application

Below the table is a red button labeled 'New Search'.

8.5 A further summary of the application will be displayed.

Note: Where applicable, additional 'tasks' (such as request for further information) will appear under the Task section.

Accuracy of Information: The City does not guarantee the accuracy of the information obtained from the Application Tracker. The information is provided as a guide only and may be subject to change.

The screenshot shows the 'Enquiry Detail View' for application 1619/2012. It includes sections for 'Application Details' and 'Key Assessment Tasks'.

Application Details

Class	Building Applications
Type	BA01 Certified Building Permit - Classes 2-9
Number	1619/2012
Description	Pylon Sign
Location	215 Wright Street CLOVERDALE 6105
Lodgement Date	18/12/2012
Status	Historical Application

Key Assessment Tasks

Task	Start Date	Completed Date
Lodgement Building Permit	18/12/2012	18/12/2012

Decision

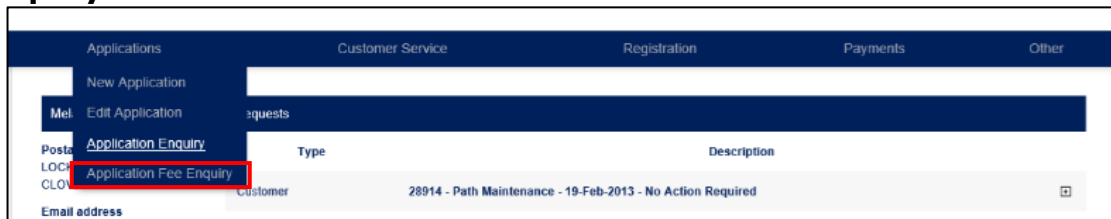
Decision	Decision Date
Approved	20/12/2012

At the bottom are three red buttons: 'Previous', 'Email for Status', and 'New Search'.

9. View List of Lodged Applications (for Registered Users)

9.1 To access *Lodge and track an application* web page refer to Section 2 notes within this document titled: Access Applications Online via the City's Web Site

9.2 Click on **Applications**. A **drop-down menu will then appear**, click on **Application Enquiry**.



9.3 Click **Search**.

The screenshot shows the 'Application Enquiry' page. It includes a search criteria input field with a dropdown menu set to 'All Applications' and a red 'Search' button.

9.4 A list of applications and the relevant status will be displayed.

The screenshot shows the search results page. It displays a table with the following data:

Application Id	Number	Description	Location	Status	Lodgement Date
12671	9/2021/ZTEST	Test	1500 Zante Road PERTH AIRPORT 6104	Cancelled	04-11-2021
9750	4/2021/ZTEST	Bob's Restaurantn,n,	1500 Zante Road PERTH AIRPORT 6104	Cancelled	27-04-2021

10. Application Fee Enquiry

10.1 To access *Lodge and track an application* web page refer to Section 2 notes within this document titled: Access Applications Online via the City’s Web Site.

10.2 If you are a registered user, sign in, otherwise click *Guest click here*.

The screenshot shows the login interface for the 'Application Lodgement Online' system. At the top, there is a navigation bar with links for 'Applications', 'Customer Service', 'Payments', 'Other', and 'Animals'. Below this is a 'Sign in' header. The main content area prompts the user to 'Please enter your sign in details below for Application Lodgement Online' and offers a link to 'To continue as a Guest Click here'. There are two input fields: 'User Name' with the text 'Melanie' and 'Password'. At the bottom, there are two buttons: 'Forgotten your password?' and 'Sign in'.

10.3 Click on the Applications drop down menu and click Application Fee Enquiry.

The screenshot shows the 'Applications' dropdown menu open on the same website. The menu options are 'New Application', 'Edit Application', 'Application Enquiry', and 'Application Fee Enquiry'. The 'Application Fee Enquiry' option is highlighted with a red box. Below the menu, there is a list of application types: 'Planning Applications', 'Building Applications', and 'Infrastructure Services Applications - Crossovers', each with a dropdown arrow. At the bottom, there is a 'Next' button.

10.4 Select the **relevant application type** and click **Next**.

Applications

Customer Service

Payments

Other

Animals

Application Lodgement

• Application plans should be submitted in PDF, be to scale and should not include any security/password protection

• The maximum size of all uploaded attachments should not exceed 100MB. If the total for all attachments exceeds 100MB, please [contact the City](#).

• Payment of application fees is via credit card only

• You'll be timed out after 20 minutes of non-activity

Planning Applications

Building Applications

Construction Training Fund (CTF)

Where the estimated value of constructions exceeds \$20,000 CTF levy payments should be paid directly via the [CTF Portal](#). Further information on the CTF levy can be found [here](#)

	Application Types	
<input type="radio"/>	BA01 Certified Building Permit - Classes 1 & 10	Must be accompanied with a Certificate of Design Compliance.
<input type="radio"/>	BA01 Certified Building Permit - Classes 2-9	Must be accompanied with a Certificate of Design Compliance.
<input type="radio"/>	BA01 Certified Building Permit - Swimming Pool/Spa	Must be accompanied with a Certificate of Design Compliance.
<input type="radio"/>	BA02 Uncertified Building Permit - Class 1 & 10	
<input type="radio"/>	BA02 Uncertified Building Permit - Swimming Pool/Spa	
<input type="radio"/>	BA05 Demolition Permit - Classes 1 & 10	
<input type="radio"/>	BA05 Demolition Permit - Classes 2-9	
<input type="radio"/>	BA09 Occupancy Permit (S46 or S48)	
<input type="radio"/>	BA09 Occupancy Permit (S47 or S49 or S52)	
<input type="radio"/>	BA09 Occupancy Permit (S51 - Unauthorised)	
<input type="radio"/>	BA13 Building Approval Certificate (Authorised)	
<input type="radio"/>	BA13 Building Approval Certificate (Unauthorised)	
<input type="radio"/>	BA22 Application to Extend Time – Building or Demolition Permit	
<input type="radio"/>	BA23 Application to Extend Time - Occupancy Permit or Building Approval Certificate	

Infrastructure Services Applications - Crossovers

Next

10.5 Add the required information and click **Next**.

Note: the required fields for each application type will vary.

ApplicationsCustomer ServicePaymentsOtherAnimals

* Denotes that the field is mandatory.

Fee Enquiry Page

Please enter the information requested below and then click the Next button to continue and have the fee calculated. If you wish to then lodge an application then please use the 'New Application' option.

Fee Enquiry Fields

Estimated value of building work (inc GST) \$

(eg 250750 and not 250750.00 or \$250,750 or \$250,750.00) *

56000

Previous

Next

10.6 The relevant total application fee information will be displayed.

Note: that for building applications where the estimated cost of construction is over \$20,000 inc GST, the calculated fee will not include BCITF levy. To calculate the BCITF Levy: it is the estimated value of construction (including GST) x 0.2%.

Where the estimated value of constructions exceeds \$20,000 BCITF levy payments should be paid directly via the BCITF Portal

<https://portal.bcitf.org/specialpages/logon-page.aspx?returnurl=/specialpages/user/mydashaccount.aspx>

Further information on the BCITF levy can be found:
<https://ctf.wa.gov.au/industry/bcitf-levy/>

ApplicationsCustomer ServicePaymentsOtherAnimals

Application Fee

The fee calculated for the application details you have entered is shown below.

Application Type

BA02 Uncertified Building Permit - Class 1 & 10

Lodgement Fee

\$255.92

11. Help

Lodgement of Building Applications

If you have any enquiries relating to the content of information to be submitted when lodging a building related application, please refer to the City's website: belmont.wa.gov.au or contact the Administration Officer – Safer Communities on (08) 9477 7439.

Lodgement of Planning Applications

If you have any enquiries relating to the content of information to be submitted when lodging a planning related application, please refer to the City's website: belmont.wa.gov.au or contact the Planning Applications Administrator on (08) 9477 7276.

Online Lodgement Issues

If you experience any difficulties when lodging an application online, please contact the Coordinator Business Applications on telephone (08) 9477 7252.