CITY OF BELMONT
Planning and Building Applications Online Lodgement Guide

Contents

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.
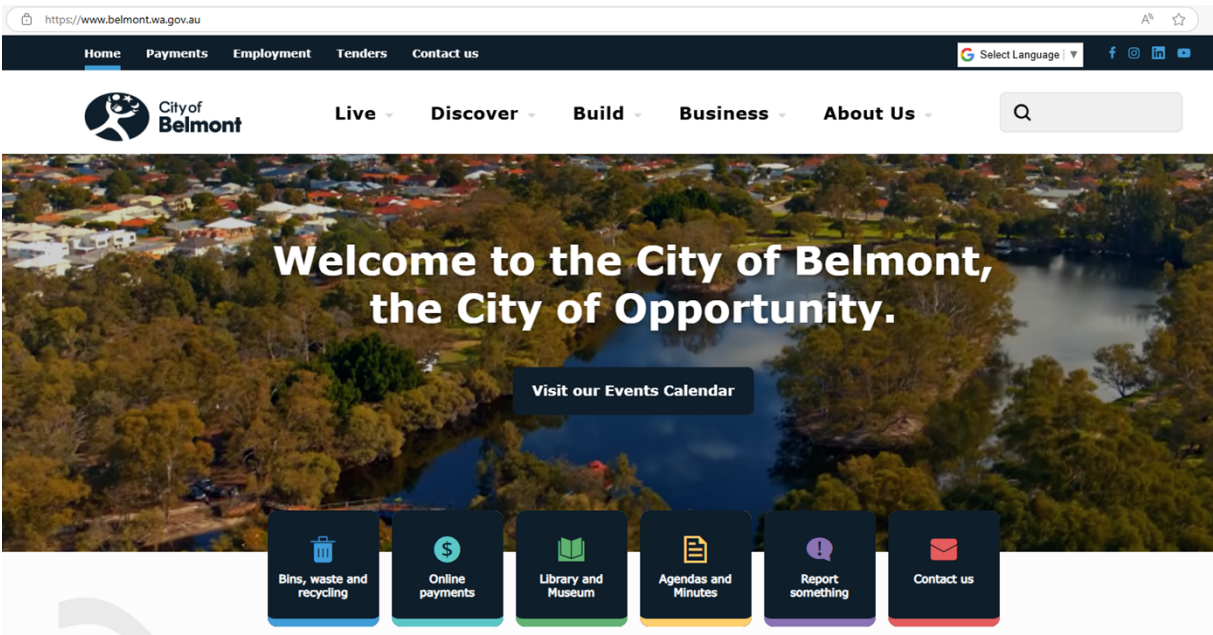
2.2 Go to the **Build Menu** – **Click Lodge and track an application**
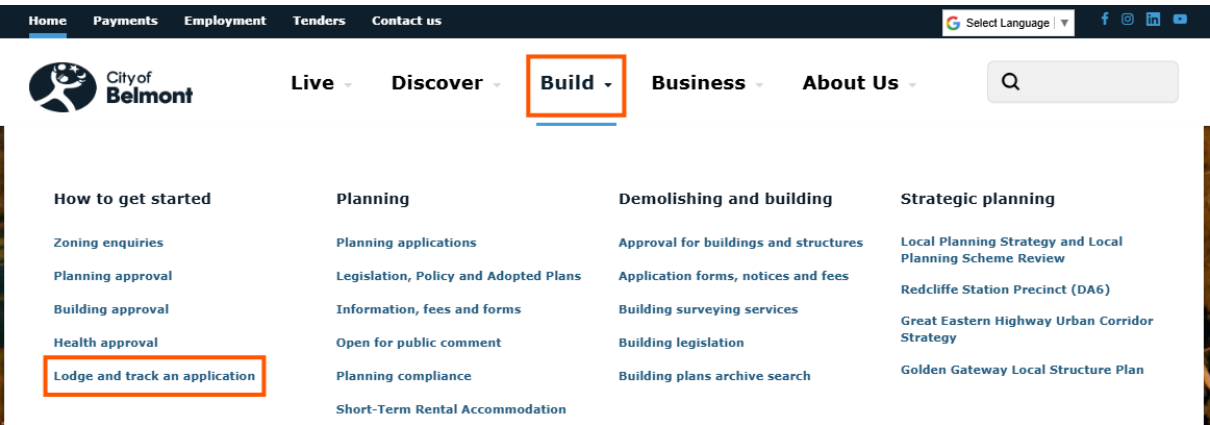
2.3 You can do several things from this screen, see the highlights below.

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**.

Publish Date: 3/06/2025

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.

Applications	Customer Service	Payments	Other	Animals

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**.
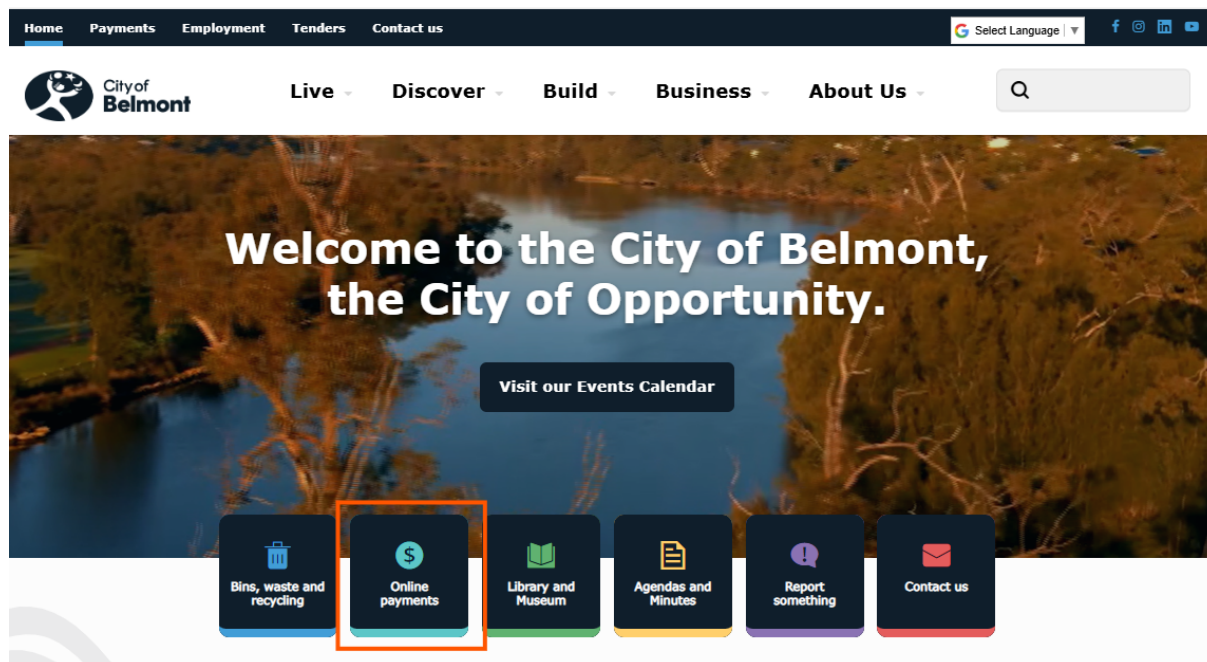
4.2   **Guest Access** is available from this page.
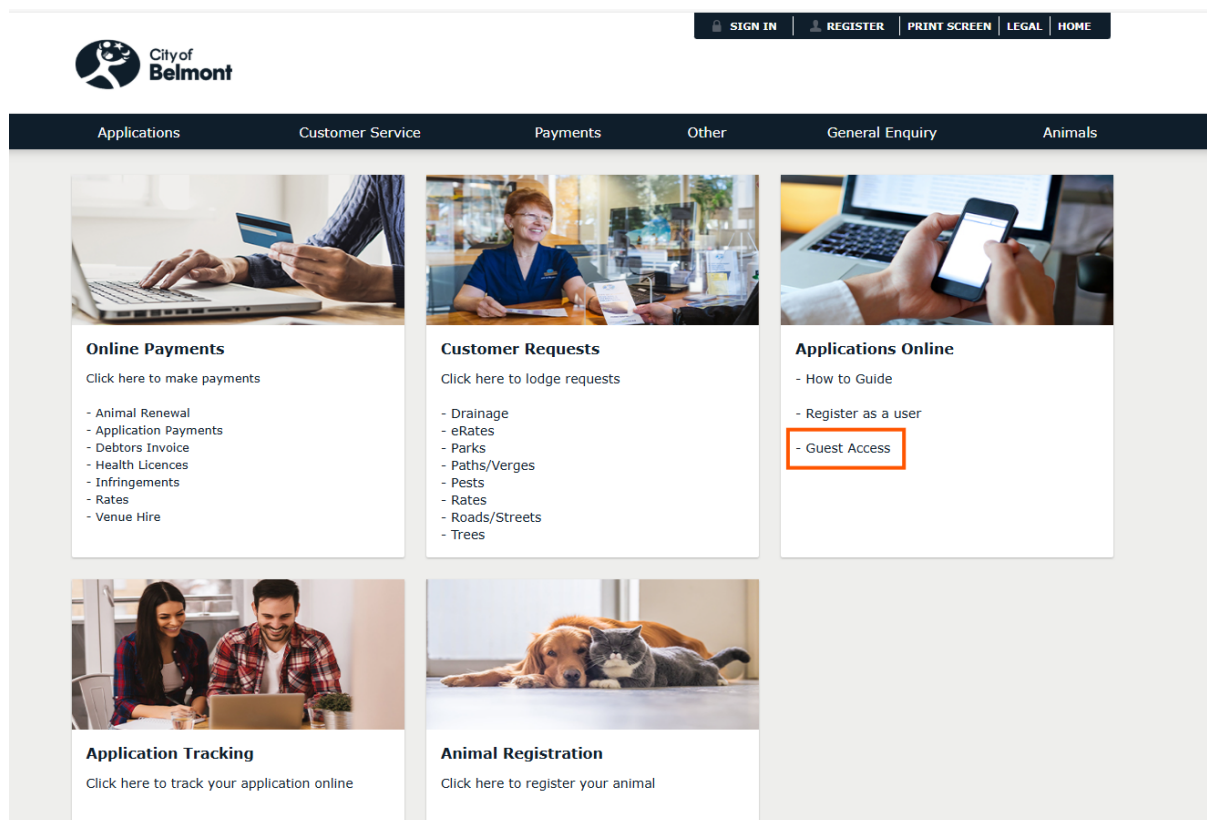
5.   Forgotten Your Password

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

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

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

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.

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   Add
the

| Applications | Customer Service | Payments | Other | Animals |

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**.

Bloggs Construction

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

| Applications | Customer Service | Payments | Other | Animals |
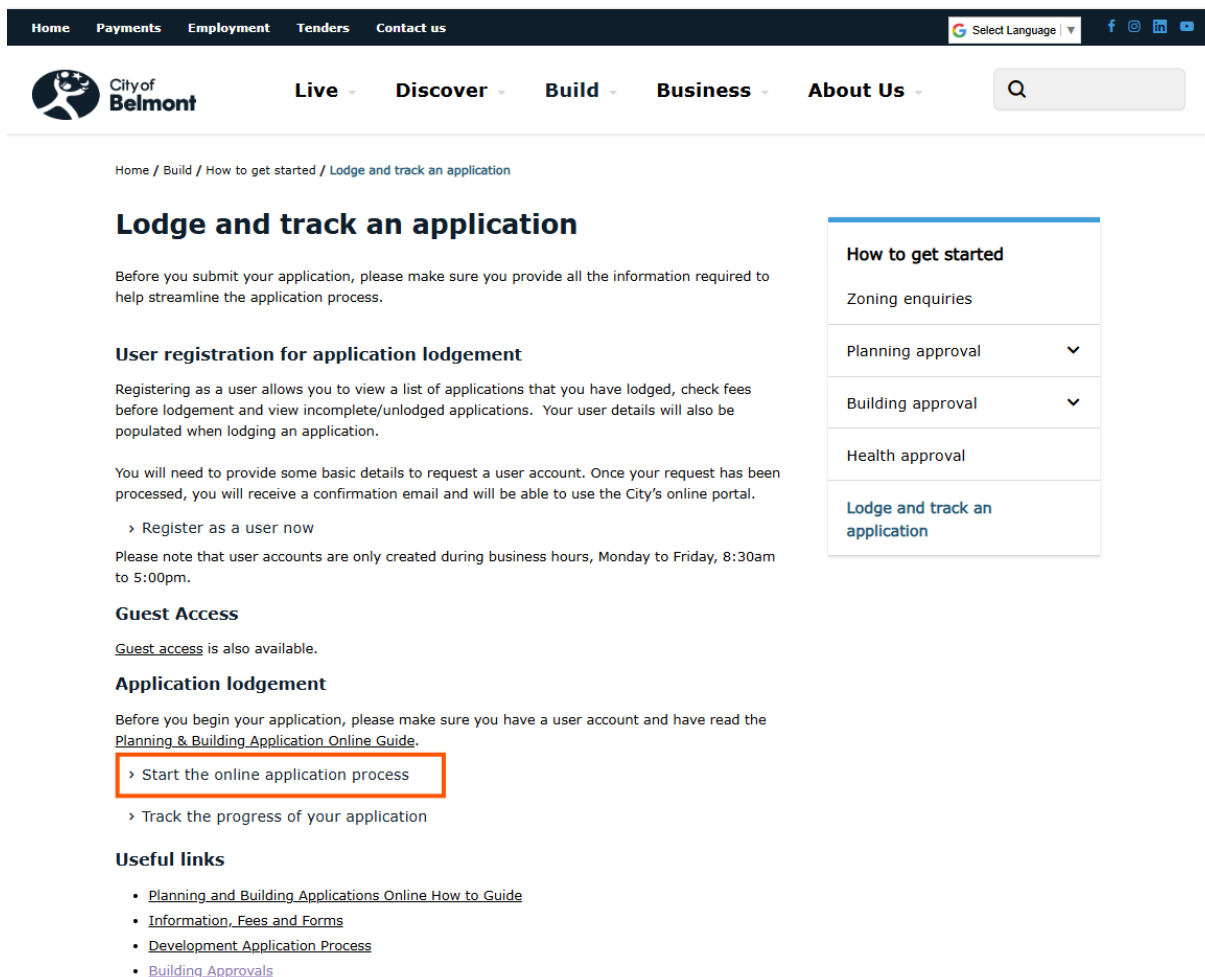
Login Assistance Success

✓   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.**

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

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

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

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

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.*

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).*

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.*

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

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

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

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

Example: Add the Owners details and click Next.

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

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.

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.

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.

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 ▾

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.

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.

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.

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**.
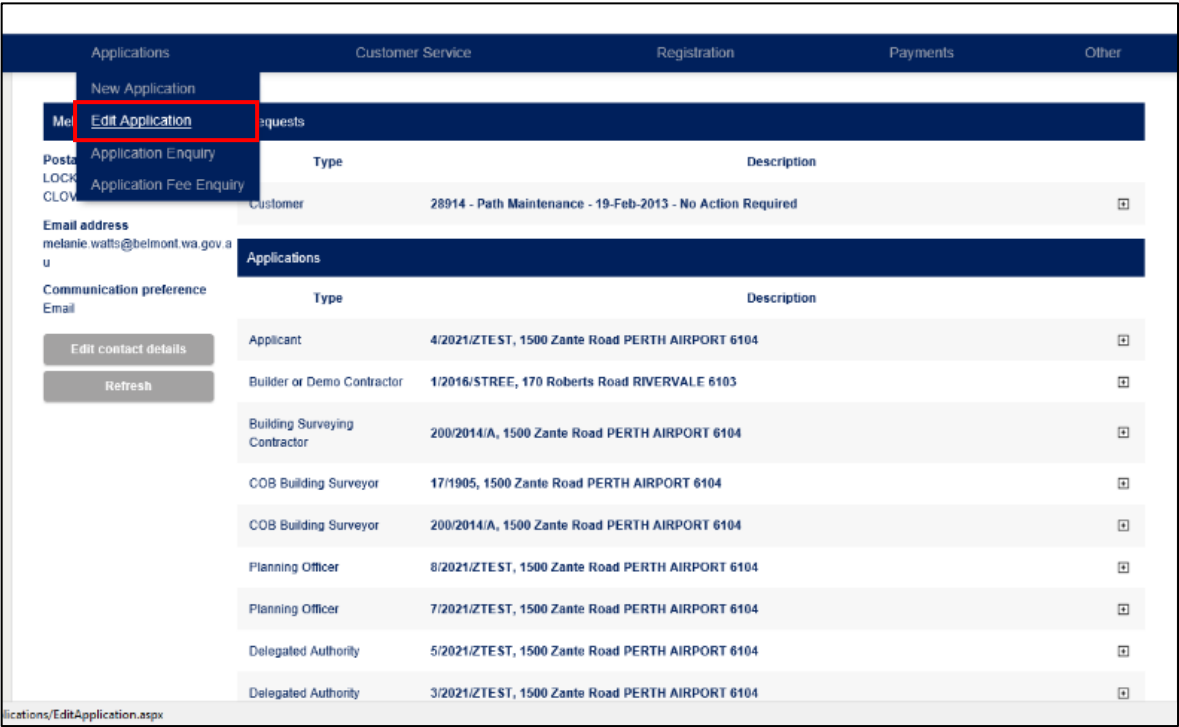
7.2 A list of any incomplete applications will be displayed.

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

OR

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

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

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**.

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

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

Applications   Customer Service   Payments   Other   Animals

Application Enquiry List   Building Application Enquiry   ▾

Application Number Search

Search for requests using Formatted Number

Please enter the Application Number (eg 1/2014) and then click the Search button.
Application Number   [   ]

Previous   Search

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

Applications   Customer Service   Payments   Other   Animals

Building Application Enquiry

The search results are listed below. Click on the Application Number to display further details.

Building Application Summary

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

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.*

Enquiry Detail View

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

Previous   Email for Status   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**.
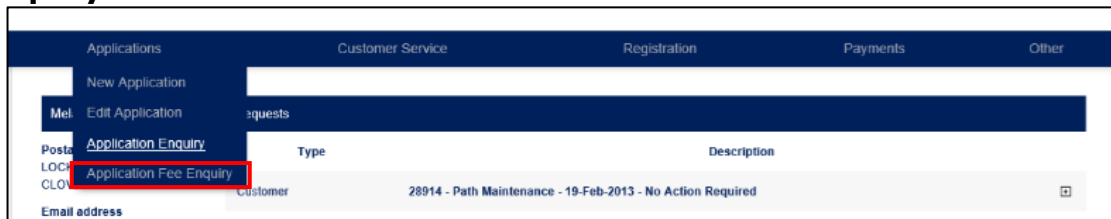
9.3   Click **Search**.

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

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*.

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

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

Applications	Customer Service	Payments	Other	Animals

* 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/

Applications	Customer Service	Payments	Other	Animals

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.