

**STEP BY STEP INSTRUCTIONS FOR LODGING  
A DEVELOPMENT APPLICATION IN ESERVICES**

**Please Note:**

- Prior to commencing the lodgement have your application documents & plans scanned or available electronically as you will be required to upload them.
- If you receive a “Validation Error” after clicking “Continue” at the bottom of a lodgement page, this will mean that you have either missed answering or selecting a mandatory question or field, so read the “Validation Error” as it tells you what the reason is, and you will need to fix it in order to proceed to the next lodgement page.
- Below is an example of a Validation Error. The same document/file was uploaded to more than one attachment upload area, and some mandatory attachments had no documents uploaded, so the error is showing that two mistakes on the page were made and need to be corrected before proceeding.

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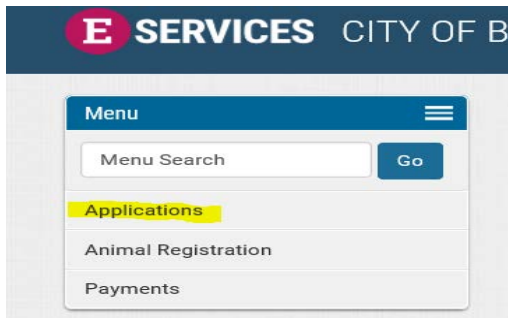
Proposal - Supporting files

**Validation Error**

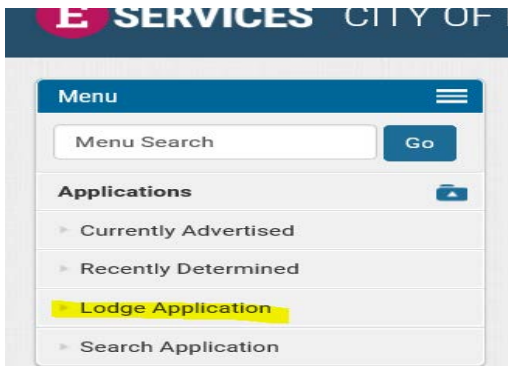
You must correct the following error(s) before proceeding:

**You must upload/hard copy a file for the Attachments that appear with a \*You have tried to upload the same file name more than once, please select a unique file for each.**

- Open the “Applications” menu



- Choose “Lodge Application”



- Choose “Lodgement of Development Application” and click “Proceed”.

## Lodgement of Development Application

All development requires the prior approval of the local government, first Development Approval and then Building Approval.

For Example Development Approval is required for:

- All Commercial Development
- Earthworks
- Carparks
- Change of Use on land and or within an existing building
- Grouped Dwellings
- Multiple Dwellings
- Home Based Business
- Signage
- All buildings on strata lots with common property or common walls
- All buildings on land subject to Design Guidelines which require Planning Approval for all development on property

Except the development of a single house including outbuildings on a freehold lot or strata lot without common property and outside of Design Guideline areas which are subject of Design Guidelines.

Please Note: Online Lodgement is for New Development Applications only. The following applications can not be lodged online:

- Planning Approval Amendment
- Applications that require Development Assessment Panel (DAP) approval. This is applicable for applications with a development cost of \$10M upwards (mandatory) and applications with estimated development costs between \$2M - \$10M (optional)

To check the status of an application or do a general Development Application enquiry, click on the "Search Application" tab on the left menu (this includes Development Applications/Approvals & Amendments)

Proceed

## Steps for the Online Lodgement of the Application

- This screen gives a brief explanation of the processes of application lodgement.
- Click “Continue” at bottom of screen.

## Steps for the Online lodgement of the Application

**i Instructions and General Information**

An outline of the Steps involved in Lodging your Application.

General Information for Lodgement of Building Permit:

- [CITY OF BUNBURY WEBSITE](#)
- [TERMS AND CONDITIONS](#)
- [INSTRUCTIONS TO LODGE A BUILDING PERMIT ONLINE](#)
- [BUILDING COMMISSION WEBSITE](#)
- [INTRAMAPS](#)

[Cancel Application](#)

### **General**

General information regarding the application

### **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](#)

## General

- Click “Continue”.
- During the lodgement process you can go back at any time prior to paying fees and change any entered information/selections or attachments by clicking on any of the tabs at the top of the lodgement screen (refer highlighted tabs below). Your already entered information and uploaded documents won't be lost, but you may be required to upload other attachments depending on what changes you make.

## General

General >	Applicant >	Property >	Proposal >
Fees >	Summary >	Payment >	Tax Invoice/Receipt >

### **i** Instructions and General Information

Any time during the lodgement of your application, should you require the return of a previous screen for amendment, select the process step that is highlighted.  
No information submitted will be lost. Once the amendments have been made, simply press the continue button to return back to the screen you require.

General Information for Lodgement of Development Application:

- [CITY OF BUNBURY WEBSITE](#)
- [TERMS AND CONDITIONS](#)
- [LOCAL PLANNING SCHEME NO. 8 TEXT](#)
- [STEP BY STEP INSTRUCTIONS TO LODGE A DEVELOPMENT APPLICATION ONLINE](#)
- [INTRAMAPS LINK AND INSTRUCTIONS](#)

Cancel Application

## General Information

Continue

## Applicant Details

- “Title” can be left as the default.
- If lodging for a business/company, enter business name in “Surname/Company” field.
- If lodging for an individual, enter applicant surname in “Surname/Company” field and first name in “First Name” field.
- Enter address and contact details in appropriate fields.
- It is mandatory to enter an e-mail address so that application and correspondence can be emailed to you.
- Click “Continue”.

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### Applicant details

Title	<input type="text" value="U"/>
Surname / Company	<input type="text" value="Bloggs"/>
First Name	<input type="text" value="Joe"/>
Postal Address	<input type="text" value="4 Stephen Street"/> <input type="text" value="BUNBURY WA"/> <input type="text"/>
Postcode	<input type="text" value="6230"/>
Work	<input type="text" value="(08) 9792 7000"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text" value="0400 000 000"/> <input type="button" value="x"/>
Fax	<input type="text"/>
* Email Address	<input type="text" value="cob@bunbury.wa.gov.au"/>

## Property Search

- There are a few different ways to search for a property.
- **If searching for a house/street number and street name:**
  - Enter house number in “**House Number**” field.
  - Enter street name in “**Street Name**” field e.g. Blair.
  - Street name only - do not enter the street type.
- If the property has units you can enter the unit number in the “Unit” field or leave this blank and a search for the street address will bring up a list of units on the property to select from.
- Click “Search”.

### Search by address

Lot Number	<input type="text"/>
Assessment	<input type="text"/>
Level Number	<input type="text"/>
Unit	<input type="text"/> eg. 12a OR 12a-13b
<b>House Number</b>	<input type="text" value="100"/> <input type="button" value="x"/> eg. 4b OR 4b-5c
Building	<input type="text"/>
<b>Street Name</b> (i.e. Blair - do not enter street type)	<input type="text" value="Blair"/>
Suburb	<input type="text"/>
<input type="button" value="Search"/>	

- In “Search Results” select the property by ticking the corresponding box next to it and click “Add Selected”.

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### Search Results

<input checked="" type="checkbox"/>	LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230
-------------------------------------	---

- The property will now appear in the “Selected Properties” field.
- Click “Continue”.

### Property Selection

#### Selected Properties

LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230

Remove Selected

#### Search Results

LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230

Add Selected

Continue

Search for more properties

- **If searching by a Lot Number:**
  - Enter the lot number in the “**Lot Number**” field.
  - Enter the street name in the “**Street Name**” field (name only not street type e.g. Blair).
  - Click “Search”

### Search by address

<b>Lot Number</b>	<input type="text" value="7"/>
<b>Assessment</b>	<input type="text"/>
<b>Level Number</b>	<input type="text"/>
<b>Unit</b>	<input type="text"/> eg. 12a OR 12a-13b
<b>House Number</b>	<input type="text"/> eg. 4b OR 4b-5c
<b>Building</b>	<input type="text"/>
<b>Street Name</b> (i.e. Blair - do not enter street type)	<input type="text" value="Blair"/> <span>×</span>
<b>Suburb</b>	<input type="text"/>
<b>Search</b>	

- In “Search Results” select the property by ticking the corresponding box next to it and click “Add Selected”.

---

### Search Results

LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230

Add Selected

Continue Search for more properties

- The property will now appear in the “Selected Properties” field.
- Click “Continue”.

### Property Selection

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### Selected Properties

LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230

Remove Selected

---

### Search Results

LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230

Add Selected

Continue Search for more properties



- **If searching by property Assessment number**
  - Enter assessment number in “Assessment” field and leave all other fields blank then click “Search”.

### Search by address

Lot Number	<input type="text"/>
<b>Assessment</b>	<input type="text" value="1335"/>
Level Number	<input type="text"/>
Unit	<input type="text"/> <small>eg. 12a OR 12a-13b</small>
<b>House Number</b>	<input type="text"/> <small>eg. 4b OR 4b-5c</small>
Building	<input type="text"/>
<b>Street Name</b> (i.e. Blair - do not enter street type)	<input type="text"/>
Suburb	<input type="text"/>
<input type="button" value="Search"/>	

- In “Search Results” select the property by ticking the corresponding box next to it and click “Add Selected”.

---

### Search Results

<input checked="" type="checkbox"/>	LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230
-------------------------------------	---

- The property will now appear in the “Selected Properties” field.
- Click “Continue”.

## Property Selection

### Selected Properties

LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230

Remove Selected

### Search Results

LOT: 7 DP: 15231 100 Blair Street BUNBURY WA 6230

Add Selected

Continue Search for more properties

- **If the property you’re searching for is not shown in the search results** you can do another search by clicking “Search for more properties”.

Continue Search for more properties

- If still unsure of correct property, click on the “Intramaps” link in the “Instructions and General Information” at the top of the lodgement screen and search for the property on the City’s mapping system.

### **i** Instructions and General Information

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No information submitted will be lost. Once the amendments have been made, simply press the continue button to return back to the screen you require.

General Information for Lodgement of Development Application:

- CITY OF BUNBURY WEBSITE
- TERMS AND CONDITIONS
- LOCAL PLANNING SCHEME NO. 8 TEXT
- STEP BY STEP INSTRUCTIONS TO LODGE A DEVELOPMENT APPLICATION ONLINE
- INTRAMAPS LINK AND INSTRUCTIONS

## Proposed Development Details

### Under “Proposal – Application Proposal”

- In “**Type**” field click the drop-down arrow to make a selection from the list of Land Uses under the current Local Planning Scheme.

Proposal - Application Proposal

**Type \***

- Some residential properties may require Planning Approval for new residential structures (e.g. patios, sheds etc.) if they are a Grouped Dwelling; Heritage Listed; in a Heritage Area; or in a Design Guideline or Planning Policy Area. In these cases, select the Land Use of “Single House” or “Grouped Dwelling” (whichever is applicable).
- If you are unsure of the land use refer to the Local Planning Scheme Text by clicking on the **Local Planning Scheme No. 8 Text** link at the top of the lodgement screen located under “General Information for Lodgement of Development Application” (refer Part 3 – Zones and Use of Land).

General Information for Lodgement of Development Application:

- [CITY OF BUNBURY WEBSITE](#)
- [TERMS AND CONDITIONS](#)
- [LOCAL PLANNING SCHEME NO. 8 TEXT](#)
- [INSTRUCTIONS TO LODGE A DEVELOPMENT APPLICATION ONLINE](#)
- [INTRAMAPS](#)

- Tab to the “**Estimated Cost**” field and **enter the estimated development (GST inclusive) cost.**

**Estimated Cost (including GST) \***   
(amounts to be entered without decimal or comma e.g. 50000 not 50,000.00)

- “**Proposed Use of Property and/or Development**” has been auto-filled with the Land Use that was selected from the drop-down list under “Type”.
- This is where further details of the application can be added if required (e.g. Additional Grouped Dwelling, Patio, Shed, Change of Use from Residential to Family Day Care etc.), otherwise leave as is.

**Proposed Use of Property and/or Development**

- **Current Use of Property** this is an optional field and is where you describe what your land is currently being used for, this is particularly helpful when submitting a Change of Use application.

**Current Use of Property**  
including nature of any  
existing buildings and/or  
use

Vacant

- Now you will be at the list of **questions**. Read each question and select Yes or No to each one as they are mandatory. How you answer these questions will trigger what attachments you are required to submit with your application and will also calculate the correct fees to be paid, so please answer these questions carefully.
- After answering all questions, click "Continue".

\* Has property recently been purchased/awaiting settlement? (If yes, copy of "Offer & Acceptance" as proof of ownership is required).  Yes  No

\* Is property Heritage Listed?  Yes  No

\* Is application for a "Home Based Business" e.g. Home Occupation, Home Business, Home Office, Home Store, or Family Day Care?  Yes  No

\* Is application for a "Change of Use" e.g. changing existing land use/adding additional land use(s) within existing building (excluding Home Based Business)?  Yes  No

\* Is application for "Signage" only?  Yes  No

\* Does application include the construction of any new building(s)/structures or alterations/additions to existing building(s)?  Yes  No

\* Is application for a Commercial/Industrial, Grouped Dwelling or Mixed Use Development?  Yes  No

## Proposal – Supporting Files

- You will now be at the screen where you are required to upload your application attachments, plans etc.
- There will be a list of mandatory attachments that you will need to upload based on your application type and questions you answered and some optional attachments if required.
- You will be required to upload the “**Mandatory Attachments**” first. Refer details in “Further Information” for description of what is required to be uploaded for each.
- Click “Browse” to upload your attachment. Each attachment can be up to 20MB file size.
- You can only add one electronic document per attachment upload, if you have multiple Site or Elevation Plans they should be scanned as / one electronic document before uploading to their appropriate attachment upload area.
- You can’t upload the same attachment to more than one upload area (you will get a Validation Error if you do this).

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### Proposal - Supporting files

#### Validation Error

You must correct the following error(s) before proceeding:

**You must upload/hard copy a file for the Attachments that appear with a \*You have tried to upload the same file name more than once, please select a unique file for each.**

- These errors must be fixed to progress to the next lodgement page. Ensure all mandatory attachments have uploaded documents and don’t attach the same document to more than one attachment upload area.

## Proposal - Supporting files

INFORMATION TO BE PROVIDED In order to effectively review your application, Council requires the following documents to be provided prior to the commencement of the assessment. Please Note: You can only submit one file for each attachment. If you have multiple pages of plans to attach e.g. 4 Elevations, please submit as one document in the assigned attachment box. You can not attach the same file more than once.

**\* MANDATORY ATTACHMENTS**

**Attachment Type** Application for Planning Approval Form

**Further Information** Mandatory for all Development Applications - must be signed by Property Owner (or ALL Strata Owners or Body Corporate Manager where applicable). Application forms can be downloaded from the website.

**Choose File Delivery Method** Electronic Copy

**File To Upload**  **Browse...**

**\* Certificate of Title**

**Attachment Type** Certificate of Title

**Further Information** Mandatory for all Development Applications.

**Choose File Delivery Method** Electronic Copy

**File To Upload**  **Browse...**

## Optional Attachments

- After uploading the mandatory attachments you will see “Optional Attachments”, to upload to here, click the down arrow and choose “Electronic Copy” and then “Browse” to upload the file/attachment.

**OPTIONAL ATTACHMENTS**

**Attachment Type** Landscaping Plan

**Further Information** Optional for Commercial/Industrial, Grouped Dwelling and Mixed Use Developments.

**Choose File Delivery Method** Electronic Copy

**File To Upload**  **Browse...**

**Attachment Type** Street Verges

**Further Information** Optional for all Development Applications - showing crossovers, footpaths, kerbing, street trees, power poles and any other obstruction.

**Choose File Delivery Method** - -Please Select- -

**File To Upload**  **Browse...**

**Attachment Type** Additional Information or Attachment

**Further Information** Optional for all Development Applications - for any Additional Information or Attachment.

**Choose File Delivery Method** - -Please Select- -

**File To Upload**  **Browse...**

## Fees Payable

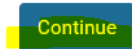
You will now be at the fees screen. Application fees have been automatically worked out based on your selections.

- Click "Continue".

### Fees Payable

FEES PAYABLE The fees calculated on this page are reflective of the information submitted by the applicant. This may be subject to adjustment when assessed by a Council Officer. Please note: Upon assessment of application should advertising be required you will be notified to pay an additional advertising fee.

Fee Type	Cost Excl. GST	GST	Cost Inc. GST
<b>Online Lodgement Planning Applications</b>			
Online Planning Application Fee	\$1,933.64	\$0.00	\$1,933.64
			<b>Fees Total (Inc. GST) \$1,933.64</b>



## Application – Summary of Details

- You will now be at the summary screen. Scroll down to the bottom - you are required to tick "I agree I have read the Terms and Conditions" in order to progress your application.
  - There is a link to the Terms and Conditions at the top of each page.
- Click "Continue".

## Application - Summary of Details

General	✓	Applicant	✓	Property	✓	Proposal	✓
Fees	✓	Summary	>	Payment	>	Tax Invoice/Receipt	

**i Instructions**

Please review your Application before continuing.

General Information for Lodgement of Development Application:

- [CITY OF BUNBURY WEBSITE](#)
- [TERMS AND CONDITIONS](#)
- [LOCAL PLANNING SCHEME NO. 8 TEXT](#)
- [INSTRUCTIONS TO LODGE A DEVELOPMENT APPLICATION ONLINE](#)
- [INTRAMAPS](#)

[Cancel Application](#)

Application Type	Lodgement of Development Application
Click Continue	
Reference ID	198796
Outside Council	No

### Applicant Details

Title	Unknown
Surname / Company	Bloggs
Given	Joe

<b>Postal Address</b>	4 Stephen Street BUNBURY WA
<b>Postcode</b>	6230
<b>Work</b>	(08) 9721 7000
<b>Home</b>	
<b>Mobile</b>	0400 000 000
<b>Fax</b>	
<b>Email</b>	jbloggs@bunbury.wa.gov.au

## Properties

### Address

100 Blair Street BUNBURY WA 6230

## Proposal

<b>Current Use of Property including nature of any existing buildings and/or use</b>	Vacant
<b>Proposed Use of Property and/or Development</b>	Grouped Dwelling
<b>Grouped Dwelling</b>	\$650000
<b>Has property recently been</b>	No

## Confirmation of details

I agree I have read the Terms and Conditions and that all details provided are correct.

[Continue](#)




[Cancel Application](#)



## Application Payment

- You will now be at the payment screen. You can pay by Credit Card or through PayPal.

### Payment Methods

MasterCard	
Visa	
PayPal	

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### Payment Amount

**Amount**                      \$1,933.64

**Submit**

*(Next step: Confirm total payment amount & enter credit card details)*

- You will now be at the “Payment Confirmation” and Credit Card Payment screen (if choosing credit card).
- Enter your Credit Card details and click “Submit”.

## Payment Confirmation

You are required to pay the following amount:

Receipt Description	Account	Amount
Planning Application		\$1,933.64
<b>Total</b>		<b>\$1,933.64</b>

## Credit Card Payment

Card Type VISA

Card Number

Payer Name

Expiry Month

Expiry Year

Card CVV (3 digit number on back of credit card)

By clicking the "Submit" button, you are confirming that you accept the payment amount of \$1,933.64.

- At this stage your electronic application has been officially lodged and receipted in the City of Bunbury's approval system.

### Tax Invoice Receipt

- Your payment has been processed and you will see your Tax Invoice/Receipt.
- **Please print a copy for your records** by clicking "Print" at the bottom of screen.

## Tax Invoice / Receipt

### Instructions

Please keep a copy of your Application for your records

City of Bunbury  
ABN 61002948455  
4 Stephen Street  
BUNBURY WA 6230

Phone (08) 9792 7000  
Fax (08) 9792 7184  
\* Email Address  
records@bunbury.wa.gov.au  
Web

**Payment Date** 14/07/2020 12:00 AM

**Receipt #** 656347

#### Your current contact details

Joe Bloggs

**Email** jbloggs@bunbury.wa.gov.au

**Address**

**Home**

**Mobile** 0400 000 000

**Business** (08) 9721 7000

**Fax**

**Payment Type** Lodgement of Development Application

#### Payment Details

**Card Holder's Name** Joe Bloggs

**Card Number** 4444#####1

**Fee Amount** \$1,933.64

**Result Description** Approved

Details	Fee Amount	GST	Total
Online Planning Application Fee	\$1,933.64	\$0.00	\$1,933.64

Please print a copy of the following receipt for your records



### To Lodge a New Application

- Click “New Application” if you have another application to submit.

### To do a Planning Application or Building Permit Approval Search or Enquiry

- From the eServices home screen under “Applications” click “Search Application” to check the progress of an application or do a Development Application or Building Permit search or enquiry.