

Lodgement of Building / Planning Applications Electronically

City of Mandurah encourages you to lodge Building and Residential Design Code Applications electronically through our Website, using our Electronic Lodgement System.

Lodging Applications online has many benefits including:

- Registered users can Lodge or Track Applications at any time, **24 hours a day, 7 days a week.**
- No need to leave your busy office or the comforts of your own home, to Lodge an Application.
- No need to print multiple copies of Applications, Plans, Specifications and other Documents.
- When lodging an Application, the system is automatically saving the details as you enter, so there is never any loss or the need to re-enter your work. So, when you don't have time to complete the lodgement, or if there is a power outage, your in-complete application is automatically saved in "My Applications".
- You will be assisting the City of Mandurah streamline its processes, documents storage and access which will in turn, will improve processing timeframes and enable easier access to documents for the future.



The City of Mandurah Online Lodgement system allows you to submit any Building, R-Code, Park Home or Annexe Application (**including Notices of Completion**) electronically which include:

- BA1 Application for Building Permit – **Certified**
- BA2 Application for Building Permit – **Uncertified**
- BA5 Application for **Demolition** Permit
- BA7 **Notice of Completion**
- BA9 Application for **Occupancy** Permit
- BA13 Application for **Building Approval** Certificate
- BA22 Application to **extend a Building or Demolition** Permit
- BA23 Application to **extend time – Occupancy Permit or Building Approval Certificate**
- Planning Applications (Residential Design Codes Application)
- Park Home and Annexe Applications

To be able to lodge Applications with the City of Mandurah, you will need to register as an Applicant.

To register, please follow the instructions over the page:-

Registration

1. Go to the City of Mandurah Website www.mandurah.wa.gov.au
2. Click on the blue tab "I want to" and under the "Apply" tab, click on "Building lodgements".
3. Click on the "Lodge and Track" black marker on the right-hand side of the screen.
4. Read the Disclaimer, tick the box, and select "I Agree".
5. Click "Lodge an Application".
6. Click on the "Login / Register" tab on the left-hand side of the screen.
7. Click the blue "Click here to Register" field.
8. Complete all the required fields and then click on "Register".
9. An email will be automatically sent to the City of Mandurah advising us that you have completed your Registration.
10. Once we confirm your Registration via email, you can begin Lodging Applications via the Online Lodgement System.

Submitting Applications

1. Go to the City Of Mandurah Website www.mandurah.wa.gov.au
2. Click on the blue tab "I want to" and under the "Apply" tab, click on "Building lodgements".
3. Click on the "Lodge and Track" black marker on the right-hand side of the screen.
4. Read the Disclaimer, tick the box, and select "I Agree".
5. Click "Lodge an Application".
6. Click on the "Login / Register" tab on the left-hand side of the screen.
7. Enter your email address and password, click "Log In".
8. Enter your own Reference/Job Number to help identify your own application.
9. Choose what type of Application you would like to submit.
10. Proceed with entering all the required fields.
11. When all details and documentation have been completed, the last tab "Review" will advise the fees that will be invoiced, once you have clicked on "Submit".
12. Your Application has now been submitted and lodged for assessment.

When the City of Mandurah receive the lodged application, it will be checked to ensure it has been submitted correctly.

- ✓ If all the documentation is **correct**, the application will be **ACCEPTED**, and the Applicant will be advised via email.
- ☒ If the documentation is **incorrect** or has mandatory paperwork missing, the application will be **NOT ACCEPTED**, and the Applicant will be advised via email. This email will inform the Applicant of where to find and correct the application, so it can be re-submitted.

An invoice will be sent via email for payment. The fees include the Permit Authority Application fee, Building Services Levy (BSL) and Construction Training Fund (CTF) Levy. These invoices require payment, within 30 days.

We look forward to you submitting all your future applications to the City of Mandurah Online Lodgement System, and receiving any feedback to help us improve this service. If you have any questions or problems please email building@mandurah.wa.gov.au or call us on (08) 9550 3800.

