Lodging your Building Applications Electronically

City of Mandurah encourages you to lodge Building Applications electronically through our Website, using our Online Lodgement System. Once you have registered you will be able to lodge or track your applications whenever you want, 24 hours a day, 7 days a week.

The City of Mandurah online application system allows you to submit any Building, R-Code, Park Home or Annexe Application (including notices of completion) electronically including;

- 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
- BA11 Application for occupancy permit strata
- BA13 Application for building approval certificate
- BA15 Application for building approval certificate strata
- 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

Registering on our Online Lodgement System

To lodge electronic Building Applications with the City of Mandurah, you will need to register as an Applicant. To register please follow the instructions below:-

1. Go to the City of Mandurah Website www.mandurah.wa.gov.au

2. Click on the "I want to" button and select "Building Lodgements" from the drop down box.

3. Click on the "Lodge and Track" button on the right-hand side of the screen.

4. Read the disclaimer, tick the box and select "I Agree".

5. Click on the "Lodge an Application" button.

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 the Registration Details.

9. Once completed, an email will be automatically sent to the City advising us that you have completed your registration. We will then confirm your registration and you can then begin lodging applications via this system.

Submitting applications via the Online Lodgement System

1. Go to the City of Mandurah Website at www.mandurah.wa.gov.au

2. Click on the "I want to" button and select "Building Lodgements" from the drop down box.

3. Click on the Lodge and Track box.

4. Read the disclaimer and tick the box below to confirm acceptance of the terms and conditions and click on the "I Agree" button.

5. Select Lodge an Application.

6. Select Login/ Register on the left-hand side of the screen.

7. Enter your details and click select Log In.

8. Proceed with your application.

Once an application is lodged and accepted by the City you will receive an invoice for the fee's that are required to be paid which include the Local Government application fee, the Building Services Levy (BSL) and Construction Training Fund (CTF) Levy. These invoices require payment within 30 days.

We look forward to you submitting future applications to the City of Mandurah online and receiving any feedback to help us improve this service. If you have any questions or problems please call us on (08) 9550 3800.