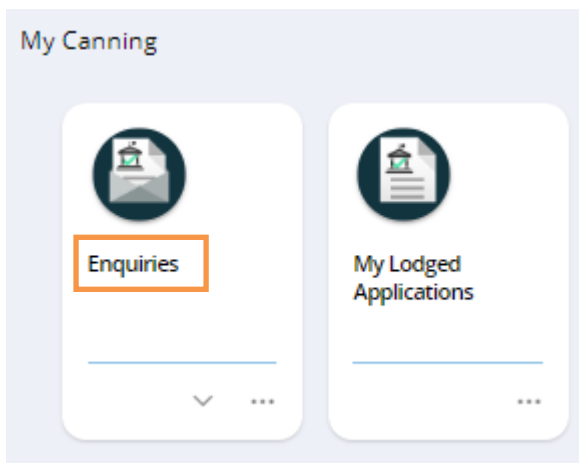


GUIDE: Perform Enquiry and Submit Application

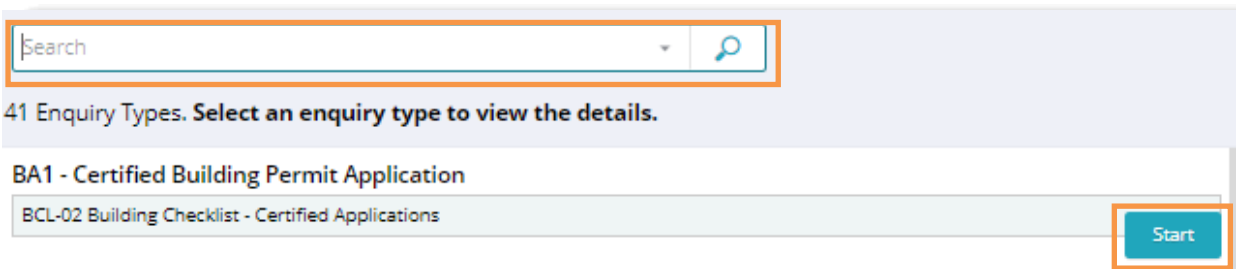
The City of Canning is now live with My Canning Portal, where you can submit and track Building and Planning applications online. This guide will demonstrate how to use the Enquiry function and submit your application within My Canning Portal.

If you have not previously registered, you will need to become a registered user. To register access this link: <https://canning.wa.gov.au/register>



1. Click 'Enquiries'

2. Search for the required Enquiry Type, then select 'Start'



3. Complete the form by entering the required answers.

[↩](#)
[← Previous](#)
[Next →](#)

Answer specific questions [Start Again](#)

^ **Property this application relates to**

Is this lot vacant? *

^ **Details of building work**

Project name (if any)

Description of Building Works *

TIPS:

Select **'Next'** to progress the form

Once a selection is made on certain fields, the user will not be able to update or correct the selection. In this instance, the user will need to click **'Start Again'**.

Summary [Continue Application](#)

Summary of Enquiry: BA1 - Certified Building Permit Application
 Date: 05/ 07/ 2021
 1B Abbott Way WILSON WESTERN AUSTRALIA 6107

The following is a summary of applications to be lodged:

Application for Certified Building Permit (BA1)

The following fees apply and are payable upon submission of this application.

Building Services Levy	\$ 61.65	(Tax: \$ 0.00)
Certified Building Permit Fee - Class 1 & 10	\$ 110.00	(Tax: \$ 0.00)
Total	\$ 171.65	

You may need to provide the following documents when you lodge your application:

Next Steps to Proceed with your Application

1. **Proceed lodging your Application** - Use the upper right **Continue Application** button.
2. **Rules** - Select the **Rules** button for further explanation.
3. **Cancel your Enquiry** - Select the **Home** button to cancel your Enquiry - your Enquiry will not be saved.
4. **For more information visit:** [canning website](#)

4. Review the Summary including the Next Steps section. Click 'Continue Application'

This option may display as 'Next'

5. Review the Terms and Conditions (as required)

On acceptance of the terms and conditions the Application Lodgement screen will appear

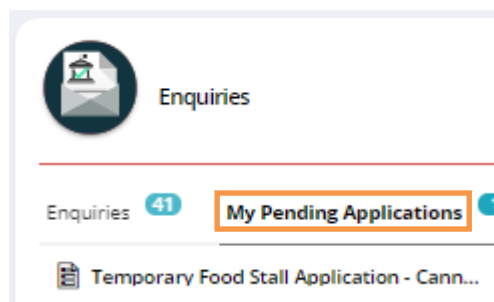
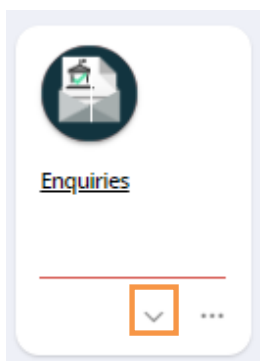
The screenshot shows the 'Application Lodgement' interface for a 'Certified Building Permit Application' (Reference: BA1). The left sidebar contains navigation options: Details, Applications (1 application to lodge), Applicants (1 applicant), Other People (0 added), Fees (1 item), Attachments, and Summary (2 Actions Required, 3 Actions Completed). The main content area displays a 'Summary' of 5 records:

- Attachments: Certificate of Design Compliance (CDC) - BA3 is required** (REQUIRED) - Application for Certified Building Permit (BA1) | Default category. Includes a 'Go' button.
- Attachments: Architectural Drawings is required** (REQUIRED) - Application for Certified Building Permit (BA1) | Default category. Includes a 'Go' button.
- Mandatory details questions have been answered** (COMPLETED) - Application for Certified Building Permit (BA1) | Default category.
- Applicant:** (COMPLETED) - Application for Certified Building Permit (BA1) | Default category.
- Debtor account:** (COMPLETED) - Application for Certified Building Permit (BA1) | Default category.

TIP:

The **Summary** tab will indicate the actions required before lodgement can be performed. Select **'Next'** to progress the form. Select **'Go'** to navigate to the relevant tab to attach documents or provide further detail.

If you leave the application process, you will be able to return and submit later via **'My Pending Applications'**



6. Once all actions are complete select the Lodge/Pay action

 Lodge and pay later

 Pay Now

NOTES:

- The **Pay Now** option provided is dependant on the Application type.
- In both cases you will be provided with an invoice to your preferred email account.
- The **Pay Now** option will navigate you to a payment screen where you will be able to make the payment securely.
- Pay Later options include BPay, BPoint or in person at the City of Canning

On lodgement you will be provided with a unique reference number. Please use this number when enquiring with the City.

Should you require further support please contact our Customer Service team 1300 422 664 (Monday to Friday 8.15am to 5pm).

You can also enquire online here: <https://canning.wa.gov.au/contact-us>