



HOW TO LODGE AN ONLINE BUILDING & PLANNING APPLICATION

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Registration

**Please skip this step if you have already been registered to use our online lodgement system.*

To be able to lodge and track an online application you first need to register your details, to do this please click the following 'Register Here' button which will take you to the registration page;



Or alternatively please press '[Click here to register](#)' on our Online Login screen;

<https://onlineapps.canning.wa.gov.au/Pages/Security/Login.aspx>



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Online Building & Planning Applications - Lodge and Track

Email / User ID:

Password:

[Log In](#)

[Forgotten Your Password?](#)

[Click here to register](#)



[Home](#) | [Logout, Robert Builder](#)
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You will then be taken to the registration page, where you will be asked to complete your details and submit them for approval.

Once we have approved your registration, you will be notified by email that your online account has been activated.

Login

Once you have had your registration approved and you are ready to lodge an application, go to <https://onlineapps.canning.wa.gov.au/Pages/Security/Login.aspx> and enter your Email/User ID and password*, then select 'Log In'.



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Email / User ID:

Password:

Log In

Forgotten Your Password?

[Click here to register](#)

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*If you have forgotten your password, please choose the appropriate button and you will be prompted to enter in a new password.

Lodging an application

Step 1: Lodge

Once you have logged in the following screen will appear. TRACK is where you would click if you wish to check on the progress of an already lodged application.

Click **LODGE** to lodge an application.



Online Building & Planning Applications - Lodge and Track

Welcome

Welcome to the City of Canning's online application facility. This facility provides applicants the ability to submit Building and Planning applications and track their progress. Before you can submit an application through this facility you will need to register. Click on 'Lodge' opposite, then 'login/register'. Please note that the City of Canning is currently only registering those applicants who regularly submit Building & Planning Applications.

If you are having any difficulties or have any queries regarding the online process, please contact the City's Building Services on ph 1300 422 664 or email to online.lodgements@



NOTE: you can cease entering the application details at any stage of the process, your application will be saved on the system so that you can go back in and complete it at any time.

Step 2: Choose an Application

The following screen will appear. Please select either 'Building Applications' or 'Development Applications'.

There are two separate processes to make an application for either a Building permit or a Development (planning) approval. Both of these processes are controlled by different legislation. The difference between Building and Planning approval is that:

- A Building permit ensures that the building is structurally safe and complies with the relevant legislation.
- A Development approval grants permission for a development or land use. It ensures that the development complies with the Local Planning Scheme, Residential Design Codes (R-Codes) and other relevant legislation and policies.

It is important to note that a development approval is sometimes required before a building permit can be issued.

The types of applications which can be lodged online are as follows;

BUILDING	DEVELOPMENT (PLANNING)
BA1 - Certified Building Permit	Development Approval
BA2 - Uncertified Building Permit	Home Occupation
BA5 - Demolition Permit	Change of Use
BA9 - Occupancy Permit	Subdivision Clearance
BA11 - Occupancy Permit - Strata	Written Planning Advice
BA13 - Building Approval Certificate	
BA15 - Building Approval Certificate - Strata	
BA22 - Extension of a Building or Demolition Permit	
BA23 - Extension of Occupancy Permit or Building Approval Certificate	

If you are unsure as to which application you need to lodge please contact us either by phone* on; **1300 422 664** or via email at; customer@canning.wa.gov.au

*8:15 to 5pm Monday to Friday (excluding public holidays).

Step 3: Add a Reference/Job Number

In this scenario we will be showing you how to lodge a certified building application, however please note that all applications (both building and development) will follow the same process.

Under “Your Reference/Job Number” type in a reference you choose for the lodgement. This can be anything – letters, numbers or a combination of both. For example; you could enter ‘101’, ‘My Patio’ or the street name or job number etc.

Click on the type of application you wish to lodge. For the purpose of this manual, we are using BA1 – Application for Building Permit - Certified

Building Applications

Your Reference/Job Number:

*



Which type of application would you like to lodge?

BA1 - Application for Building Permit - Certified Submit this application if you have engaged a Registered Building Surveyor to complete a Certificate of Design Compliance (CDC) before the Application for Building Permit is submitted. The CDC must accompany the application for Building Permit - Certified. Applications for Class 1b, Class 2 to 9 Buildings, (incl), must be lodged as Certified Applications. Applications for Class 1a and 10 may be lodged as Certified or Uncertified Applications.	BA2 - Application for Building Permit - Uncertified Submit an Uncertified Application for any Class 1a and 10 Residential Buildings using Form BA2. Once your Application is submitted the Permit Authority's Building Surveyor will assess compliance with the Building Code of Australia and issue a CDC before or together with the issue of the Building Permit. The Permit Authority has 25 business days to assess and determine this application.
BA5 - Application for Demolition Permit Before buildings are taken down or relocated, approval needs to be obtained. This approval is given in the form of a Demolition Permit.	BA9 - Application for Occupancy Permit Application for Occupancy Permit
BA11 - Application for Occupancy Permit - Strata Application for Occupancy Permit - Strata	BA13 - Application for Building Approval Certificate Application for Building Approval Certificate
BA15 - Application for Building Approval Certificate - Strata Application for Building Approval Certificate Strata	BA22 - Application to Extend a Building or Demolition Permit Application to Extend a Building or Demolition Permit
BA23 - Application to Extend Time - Occupancy Permit or Building Approval Certificate Application to Extend Time - Occupancy Permit or Building Approval Certificate	

Step 4: Property

Type in the address of the site (property) where the works/development will be taking place. As you are typing, possible matches will appear in a drop down menu.

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Building Applications

Your Reference : Type YOUR Refence here
Application type : BA1 - Application for Building Permit - Certified

Property Details People Documents Review

This application requires at least one (1) property to be selected.

Start by typing the first 3 letters of a Street Address, or your House Number, and select from the list of available addresses.

1317 Albany

1317 Albany HWY CANNINGTON WA 6107

1317 Albany HWY CANNINGTON WA 6107

Next

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Note: If your street number has an alphabetical prefix, ie 17A, you will need to put a space between the 17 and the A in order for the drop down menu to generate e.g. 17 A.

Also, please note that you can only search by street numbers – lot numbers will NOT be accepted. If you only have a lot number, please either contact the City or select the street name (without a street number). For example if you only had a lot number for a property in Ashburton Street you would select 'Ashburton ST' from the dropdown selection as illustrated below.

Property Details People Documents Review

This application requires at least one (1) property to be selected.

Start by typing the first 3 letters of a Street Address, or your House Number, and select from the list of available addresses.

ashbu

56 C Ashburton ST BENTLEY WA 6102

Ashburton ST BENTLEY WA 6102

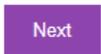
44 Ashburton ST BENTLEY WA 6102

18 A Ashburton ST BENTLEY WA 6102

18 B Ashburton ST BENTLEY WA 6102

Next

However you will need to amend the signed application form accordingly (with the Lot number added.) which gets uploaded near the end of the lodgement process.

Once you are happy with your property selection, click  at the bottom right hand side of the screen.

Step 5: Details

This section is required to identify the details of the application. Fields highlighted in yellow are mandatory and must therefore be completed.

Building Applications

Your Reference : 1
Application type : BA1 - Application for Building Permit - Certified

Property Details People Documents Review

Provide the details for this application

Permit authority
City of Canning

Local government area (if different from permit authority)

Is this lot vacant? *
 Yes No

Project Name (if any)

Description of the building(s) and building work *
Patio

Main use of building(s) *
Domestic recreation

Main BCA Class *
Class 10 Garage, Carport, Pergola, Patio & Enclosure, Shed, Gazebo, R

Secondary BCA Class
Select...

Nature of Building Work *
 New Dwelling New Commercial / Industrial Addition / alteration Addition / alteration (comm/ind) Fit out
 Swimming pool / spa Shed Garage Patio / carport Fence / retaining wall Mast / antenna / flag pole

Estimated value of building work; please note that this figure must be entered without any symbols, so do not add a '\$' sign or a comma - however you can add a decimal point if required.

Number of storeys of the highest building * 1

Number of basement storeys c

Estimated value of building work (inc GST) * 20500.50 x

Floor area (m2) to be created * 30.0000

Site

What are the main material used in the building work?

Floor * Concrete

If "other" please specify

Exterior Walls *

If "other" please specify

Number of storeys of the highest building * 1

Estimated value of building work (inc GST) * \$20,500.50 x

Floor area 30.0000

What are the main material used in the building work?

Floor * Concrete

When you have completed the details section, click [Next](#). If a mandatory field has been missed an error message will appear indicating you have missed mandatory information. Click OK and go back to the screen and complete the required fields that were missed.



**** NOTE, if you need to go back to another section at any stage in the process you can do this by clicking on the required area in the purple tab bar at the top of the screen**.**



Step 6: People

Add in the Owner, Builder and Certifier (if required) details. To do this click on the large black plus sign **+** next to the relevant entry.

If the same information is relevant to more than one field (e.g. the applicant is the same person as the owner) then you can click the 'Copy To...' box in the top right hand corner of the entry. A drop down menu will appear with a number of options. Choose the section you wish to copy the details to and they will be replicated in the appropriate field.

Your Reference : 1
Application type : BA1 - Application for Building Permit - Certified

The following people are required for this application.

Click the **+** button to add person details or click the [name](#) to edit that persons details.

Applicant *	Robert Builder Address Line 1 Locality WA 6149 Phone: 040404040404 Email: [REDACTED]	Copy To... [X]
Owner *	+	
Builder *	+	
Certifier *	+	

For additional people, please select the relevant role from the dropdown list before adding.

Applicant [v] **+**

When entering new details, for example the owner, please be sure to click the black plus sign **+** at the bottom of the form & not the **Next** button.

Owner

Please enter or edit details relating to this role

[click to go back to people list.](#)

Title
Mr

First Name
Fred

Last Name
Bloggs

Company Name

Address Line 1 *
25 Nowhere Street

Address Line 2

Suburb *
Notsureville

State *
WA

Postcode *
6000

Phone *
0123 456 789

Fax

Email *
fred@myemail.com.au

Business Number

Builders Registration No./Demolition Certificate No.

Insurance Number

+ [click to add this person to the people list.](#)

Prev ✖ Next

Note: The system will automatically add in the 'Applicant' details by using the information you have provided through the registration process. If you wish to amend these details click the name highlighted in blue and amend accordingly.

Click the **+** button to add person details or click the [name](#) to ed

Applicant *	Robert Builder Address Line 1 Locality WA 6149 Phone: 040404040404 Email: cook@t...
Owner *	Mr Fred Bloggs 25 Nowhere Street Notsureville WA 6000 Phone: 0123 456 789

Once details for all mandatory persons are completed, click **Next** button.

The following people are required for this application.

Click the **+** button to add person details or click the [name](#) to edit that persons details.

Applicant *	Robert Builder Address Line 1 Locality WA 6149 Phone: 040404040404 Email: rob_builder@technologycorp.com	Copy To... <input type="button" value="X"/>
Owner *	Mr Fred Bloggs 25 Nowhere Street Notsureville WA 6000 Phone: 0123 456 789 Email: fred@myemail.com.au	Copy To... <input type="button" value="X"/>
Builder *	Robert Builder Address Line 1 Locality WA 6149 Phone: 040404040404 Email: rob_builder@technologycorp.com	Copy To... <input type="button" value="X"/>
Certifier *	Certifiers R Us 999 Letsbe Avenue Eyerestine WA 6000 Phone: 0123 000 999 Email: cert@email.com.au	Copy To... <input type="button" value="X"/>

For additional people, please select the relevant role from the dropdown list before adding.

Applicant

Prev

Next

Step 7: Documents

Upload the documents relevant to the application.

To do this click the Browse button to the right of the relevant document type you wish to upload. A window will open, locate the document and then select 'Open'.

Once **each** document has uploaded, press the green **Save** button to the right. Note that you must save each document before uploading a new one.

Please note: Word documents cannot be uploaded, the accepted format is PDF.

Application type : BA1 - Application for Building Permit - Certified

Property Details People Documents Review

The following documents are prescribed, any supporting documents can be uploaded as required.
Note: Documents highlighted yellow with a * are mandatory. If you need to upload multiple documents of the one type, please refer to the "other" section below.
You must click 'Save' after attaching each and every document.

It is necessary to attach a **signed & completed** Application form, and to assist with this there is a link on the bottom of the screen which generates a PDF of the completed form.

Compliance certificate

Certificate of Design Compliance (CDC) - BA3 *	Test 2.pdf	<input type="button" value="Remove"/>
BA1 Completed Application Form (signed)	<input type="button" value="Browse..."/>	<input type="button" value="Save"/>
Architectural Drawings (site, floor, elevations, services etc)	<input type="button" value="Browse..."/>	<input type="button" value="Save"/>

When all required documents have been uploaded, press the **Next** button at the bottom of the screen.

Note: If you have not already uploaded a signed copy of a completed application form, please download this version by clicking the '[display as printable PDF version](#)' link located at the bottom of the screen. Once it has been signed please upload it under the 'documents' tab before submitting this online application.

Construction Training Fund Levy

Other documents

Select...

NB.Download a PDF of your completed "**BA2 - Application for building permit - uncertified**" form, for signature and uploading as a document above, [here](#).

Step 8: Review

An application form will be generated. Please check all details are correct and if not go back and amend where required.

Your Reference : **1**
Application type : **BA1 - Application for Building Permit - Certified**

Property Details People Documents **Review**

It is a requirement to have this application signed, therefore if you have not already uploaded a signed copy of the application form please review the details below and then download it by selecting the 'display as PDF' link located at the bottom of this page. Once it has been signed where required please upload it under the 'documents' tab before submitting this online application.

Review

This is the completed Application Form. Read and confirm the details then click Lodge at the bottom to submit the application to Council.

APPLICATION **FORM BA1**

BA1 - Application for Building Permit - Certified

Western Australian Building Act 2011, section 16
Building Regulations 2012, regulation 4, 16

For assistance with completing this form refer to the 'Guide to lodging a certified building permit application'.

Permit Authority OFFICE USE ONLY

1. Property this application relates to

Property street address

If all the information displayed is correct, press the button at the bottom of the screen.

Your application has now been submitted. You will receive an email notifying you that your application has been submitted. One of our officers will then assess the information contained in the application and make an informed decision to either accept or reject the application. You will then receive another email notifying you of this.

If accepted your application will be officially lodged and allocated to the surveyor or planning officer that will assess your application.

If your application is rejected we will provide you with the reason that your application has not been lodged in our email response.. In some cases it may be that you need to amend your application and then re-submit it. If you need to re-submit your application you will not have to complete the process in full again, you will just need to log back in, make the requested amendments and then re-submit.

My Applications

The online system will keep a record of the applications you have created (partially or in full); this is shown in 'My Applications'.

To get to 'My Applications' login (or if you are already logged in select the 'home' link) and then click **LOGDE**, you will then be able to select 'My Applications' from the menu options on the left of the screen.



Once selected you will be presented with three possible options;

- New/ Incomplete Applications
- Applications Submitted
- Applications Accepted

These options will contain (if any) the applications you have started to create, applications you have submitted (awaiting acceptance) or applications which have been accepted (have been lodged successfully).

If you have had an application rejected, you will find it in this area and if required you can amend it and re-submit.

Please note that you will not be able to amend any application which has been accepted.

Online Building & Planning Applications - Lodge and Track

Login/Register Home My Applications	New / Incomplete Applications : 5 More >>	Applications Submitted : 0 More >>	Applications Accepted : 8 More >>
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Fees

If your application has been accepted we will notify you by email, within this email we will advise you of what fees that are due and how to make payment.

If you wish to calculate the building or planning fees beforehand please select one of the following links;

[Building Fees Calculator:](#)



[Planning Fees Calculator:](#)



Track

If your application has been accepted you will be able to track its progress.

To do this login (or if you are already logged in select the 'home' link) and click **TRACK**.



You will then be presented with an 'Application Search' bar.

To find an application, either start by typing in the address of the property in question, then select the relevant match from the drop-down list which is automatically displayed.

Or, enter in the application number which you would have been given in your acceptance email.

Once the application has been selected, the system will provide you with some brief information about the application and its status.

Help

If you are having difficulties or have any queries regarding the online process, please contact the City's Approval Services Team on 1300 422 664 or email online.lodgements@canning.wa.gov.au.

Please note that we cannot accept applications by email, they must be lodged using the online system.

For more information regarding our City's Building or Planning services please click the following links:

[Building Services](#)

[Planning Services](#)