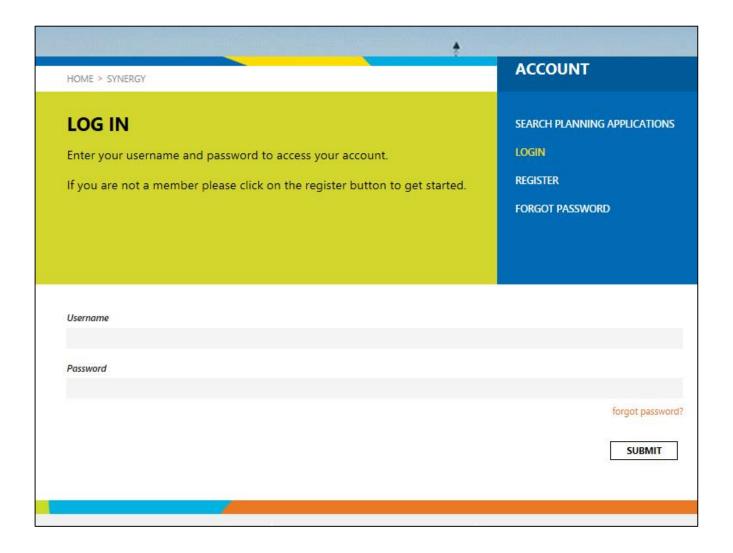Welcome to the City of Karratha online Building Application Lodgement and Planning Application Tracking system. The following guidelines provide an overview into the function and use of the Planning and Buildings online tools.

Planning Application – Check Status

Please Note: There is no requirement to log in to access this information.

To view Planning Applications, select Search Planning Applications. Applications may be searched by application number, date range or property details.

Once you have identified the application that you would like details on simply select view and you will be provided details of what the application is for, whom the responsible officer is and the dates pertaining to its progress/status.

Building Application Lodgement

To commence use of this system all users must register to obtain a Log In. Once you have obtained your log in details you will be able access your own personal dashboard and make application for a Building Permit, Demolition Permit or Sign Licence Approval.

Please note that the submission of Building Approval Certificates, Occupancy Permits and Strata Applications cannot currently be made via the online lodgement system. Should you wish to lodge such applications electronically please forward all relevant documents to enquires@karratha.wa.gov.au and attention it to the Building Services Team. You will then be contacted to arrange for payment of your application.

Once you have logged in you will be directed to your individual dashboard, the functions of which are outlined below:

Search Applications – This is a search for Development Approvals/Applications *ONLY*.

Applications by Application Number – This is a list of Building Applications lodged online, ordered by application number and hence the date of submission.

Applications by Decision Date - This is a list of Building Applications for which approval has been granted, listed in order of the issued date.

Outstanding Applications – This is a list of Building Applications which remain current, i.e. for which approval has yet to be granted.

New Application

1. Start by selecting the type of building from the drop down list. Then select

   START APPLICATION

2. Input details of the Building Service Provider, Property Details and the Property Owners Details. (*Note: If builder and/or owners details match those of the applicant, select "Same As Applicant". This will self-populate the relevant information and expedite the lodgement process.*).

3. Move through each of the questions including as much information as possible. Please note the questions and information requested varies depending on the type of

building works being applied for. Once completed select submit. You will then be prompted to confirm that you wish to submit your application.
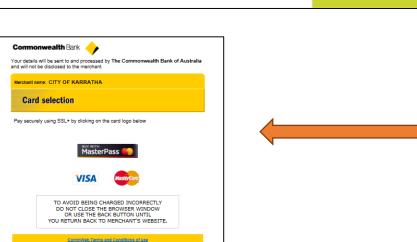
Outstanding Building Applications

08/06/15	Single Dwelling
Reference	150241 [Outstanding Payment]
Property Address:	Lot: 1083 WELCOME ROAD KARRATHA 6714
Documents (0)	View | Add
Comments (0)	View | Add

View
Pay

4. Once confirmed you will be redirected back to your dashboard to add the required attachments and pay for the application. To add attachments select Add on the Documents line and when prompted add file details and description. Please refer to Appendix One of these Guidelines for details of the preferred descriptions and file types for attachments. Each time a new document is added you will be redirected back to your dashboard, where you have the option to continue adding new documents.

5. The final step is to make payment for the application. To make payment by Credit Card - Select the Pay option on the coloured tab on the right hand side. A verification of details screen will be generated. Ensure that this information is correct before proceeding. Once you select next you will be redirected to the payment portal. Should you wish to pay via electronic funds transfer (EFT) or by cheque please post a comment

Add Building Comment - (150241)

Comment Details

Comments

I have contacted the Engineer for further details and will submit them as soon as possible.

[BACK] [SUBMIT QUERY]

View Building Comments - Single Dwelling (150241)

Comments

| 17/06/15 | I have contacted the Engineer for further details and will submit them as soon as possible. | Applicant |
| 17/06/15 | Thank you for the update, your application has been placed on hold | Officer |

[BACK]

against your application to advise. Any additional information you may need, such as the City's banking details will then be forwarded to you.

Posting Comments

Upon submitting an application the comments option allows you to contact the City in regards to your application. Select - Add a comment to generate the adjoining text box. Simply add your comment and select [SUBMIT QUERY]

Your query will then be emailed to the officer responsible for your application for them to follow up.

The officer can also provide a response to your query. Upon responding you will receive an email to advise you to login to retrieve your comments. Selecting View will allow you to read through all of the posted comments.

Verge Bond Inspection Fees

Applications for dwellings, substantial additions, swimming pools and new commercial buildings require payment of a verge bond and inspection fee. Should this apply to your application you will be advised via email of the requirements and provided with payment options.

Completed Building Applications

26/05/15	Fence
Reference	150212 [Approved]
Property Address:	Lot: 39013 HIGH STREET DAMPIER 6713
Documents (1)	View
Comments (0)	View
Approval Documents (2)	View

View

View Approval Documents - Fence (150212)

Approval Documents

CK001_-_101650.pdf	9.6 MB / 3min
BP_150212.pdf	546.3 kB / 11sec

Download All

Back

Approval Documents

Once approved you will receive an email notifying you that the approval documents have been linked to your online application. Approved applications are automatically moved from your dashboard and can be located through the Applications by Application Number or Application by Decision Date and listed as a Completed Building Application.

Selecting view will open up a list of the documents that form the subject approval, including details of the file size and approximate download times.

Please note that no hard copies of any documentation will be provided for applications lodged online.

Appendix One - Attachments

In support of your Online Building Application you are required to attach the associated application form, plans, engineering, specifications and any other required technical documents. Depending on the complexity of the application being submitted, documents may be lodged as one pdf document or as a zipped folder. The primary aim is to minimise the number of attachments for each application. Wherever possible one attachment only is preferred.

Attachment Format

One pdf document – for applications such as sheds, patios, shade sails, fencing and the like the following documents are generally required:
- Application Form (BA1-Certified or BA2-Uncertified)
- Architectural Plans – Site plan, elevations, floor plan
- Structural Details - As certified by a Structural Engineer

Zipped Folder – for applications such as dwellings, alterations & additions, commercial buildings the following are generally required:
- Application form (BA1-Certified or BA2-Uncertified)
- Housing Indemnity Insurance Certificate (as required)
- Architectural Plans – Floor plan/s, elevations, sections, electrical layout, site plan
- Energy Efficiency compliance information
- Geotechnical information (soil classification)
- Structural Drawings and certifications
- Commercial applications may also include hydraulic, civil and electrical specifications & drawings, depending on the scale of the project.

Attachment Descriptions

It is mandatory for a description to be provided for each attachment. Where only one attachment is being added it should be described as follows:

Application Type, Address   *E.g. Building Permit App, 4 Welcome Rd, Karratha*
                                                     Demolition Permit App, 4 Welcome Rd, Karratha

If additional attachments are added please provide a brief title of the contents and reference the address or application number, for example
          Insurance Certificate – 150299
          Amended Plans – 4 Welcome Rd

Please Note: Individual attachments have a file size limit of 100Mb