



City of Subiaco

Online Submission of Planning and Building Applications

User Guide

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Important Information about the Submission of Applications Online

Planning and Building Applications are able to be submitted online through the City's website. Prior to submitting an application, please refer to the contents of this user guide for step by step instructions on how to submit an application.

Important note regarding the formal lodgement of an Application:

An application is considered to be **submitted** to the City online. Prior to an application being **formally lodged** by the City, it will be checked to ensure that all required information and documents have been included with the application.

If additional documents are required, the applicant will be requested via email to provide these within a specified time period. It is important that this requested information is provided within this timeframe to enable the application to be formally lodged, and the assessment to commence. If the information is not provided within the timeframe provided, the application will either be returned to the applicant without being formally lodged with the fee originally paid, or the application will be determined on the basis of the information received.

Documents to include in your Planning or Building Application

Prior to submitting your planning or building application, please ensure that you have downloaded the current application forms, checklists and fee information. Please refer to the following webpages on the City's website:

- Planning Applications:
<https://www.subiaco.wa.gov.au/plan-build/plan/how-to-apply/lodging-a-development-application>
- Building Applications:
<https://www.subiaco.wa.gov.au/plan-build/build-renovate/forms-permits/building-applications-and-forms>

If you are unsure about what you need to include with your application, please contact the City's Planning or Building Services – refer to page 27 for contact information. The section titled 'Documents to accompany your application' on page 5 may also be of assistance in this regard.

Do I need to register to submit an application online?

You do not need to register to submit a Planning or Building Application online. Simply follow the instructions in this user guide to submit your application.

Payment of Application Fees Online

Payment of application fees is the final step of submitting an application online. Fees are payable via BPoint with a credit card. There are no surcharges applied for payments using credit cards on this system.

Types of Planning and Building applications that can be submitted online

Please refer to the list below for a summary of Planning and Building Applications that may be submitted online.

| PLANNING APPLICATIONS | BUILDING APPLICATIONS |
|--|---|
| ✓ Routine Development Applications e.g. New Dwelling, Alterations and Additions to an Existing Dwelling, Carport, etc. | ✓ New dwellings |
| ✓ Change of Use | ✓ Alterations and Additions |
| ✓ Home Occupation | ✓ Outbuildings (e.g. Sheds, Garages) |
| ✓ Application to amend an existing development approval | ✓ Commercial fitouts and refurbishments |
| ✓ Application to extend the timeframe of an existing development approval | ✓ New commercial buildings |
| ✓ Development Assessment Panel Applications* | ✓ Mixed use developments |

Applications types that cannot be submitted online

Please refer to the list below for a summary of Planning and Building Applications that cannot be accepted online. These applications **must** be submitted in person, or by mail.

| PLANNING APPLICATIONS | BUILDING APPLICATIONS |
|--|--|
| <input checked="" type="checkbox"/> Application to cancel a development approval | <input checked="" type="checkbox"/> Occupancy permits |
| | <input checked="" type="checkbox"/> Request for CDC / CCC / CBC services** |

* **Note: Development Assessment Panel Applications** – the applicant **must** organise a meeting with the Coordinator of Planning Services or Senior Planning Officer to discuss the application prior to submission.

** **Note: CDC** – Certificate of Design Compliance, **CCC** – Certificate of Construction Compliance, **CBC** – Certificate of Building Compliance.

Refer to the 'Building applications and forms' page of the City's website for information on how to lodge a request for CDC/CCC/CBC services at:

<https://www.subiaco.wa.gov.au/plan-build/build-renovate/forms-permits/building-applications-and-forms>

Documents to accompany your application

Please refer to the list below for a summary of the documents that may be required to be submitted as part of your Planning or Building Application.

PLANNING APPLICATIONS

- ✓ Application for Development Approval Form (the form must be completed, scanned and submitted)*
(Please see note below regarding this application form)
- ✓ MRS Form 1 Application Form**
(Please see note below regarding this form)
- ✓ Development Application Checklist (the checklist must be completed, scanned and submitted)*
(Please see note below regarding this form)
- ✓ Cover letter including supporting information*
- ✓ Certificate of Title*
- ✓ Lot Diagram of Survey*
- ✓ Plans or further supporting documentation 1*
- ✓ Plans or further supporting documentation 2
- ✓ Plans or further supporting documentation 3
- ✓ Plans or further supporting documentation 4

BUILDING APPLICATIONS

- ✓ Building Application Form*
- ✓ Site Plan*
- ✓ Building Plans (floor plans, elevations, sections detail)
- ✓ Engineering Details
- ✓ Energy Efficiency Details
- ✓ Standard Specifications
- ✓ Indemnity Insurance Details
- ✓ Department of Fire and Emergency Services
- ✓ Fire Services
- ✓ Fire Separation Details
- ✓ Water Corporation Approval Form
- ✓ Mechanical Ventilation Details
- ✓ Hydraulics Details
- ✓ Electrical Details
- ✓ Additional Supporting Document

* Documents marked with an asterisk are required to be submitted with your application.

** This form is not required for Single House development, however is mandatory for all other types of development

Documents to accompany your application – note regarding Planning Applications

Please note that PDF versions of the 'Application for Development Approval Form' and 'Development Application Checklist' with form filling enabled are located on the City's

website alongside the standard print versions. The fillable PDF versions may be electronically completed and signed as an alternative to printing the forms, filling them in by hand, signing and scanning each form for submission as part of a Planning Application.

File types, file sizes and file naming for lodging an application

File Types

All documents and plans submitted must be in **Adobe PDF** format, and PDF documents must meet the following requirements:

- They must be unlocked, with no security settings or passwords;
- Plans must be to scale;
- Files must be optimised for minimum file size (if files sizes are large, they may take longer to upload. Please also note the file size limits listed below).

File Sizes

The maximum file size for each uploaded attachments must not exceed 15MB. If file sizes exceed this limit, please contact the City's Planning or Building Services by email at city@subiaco.wa.gov.au to arrange an alternative option **prior** to submission of the application.

Naming Files for Submission

Please ensure that file names are clear, that they refer to the property address of the proposed development, and what the document is. For example:

- 241 Rokeby Rd – Site Plan
- 241 Rokeby Rd – Elevations

System time out

The system will time out after a short period of non-activity. Please note that if the online submission of an application is commenced but not completed, the application is not able to be saved.

Where to submit applications on the City of Subiaco website

Planning and Building Applications may be submitted on the 'Submit a Planning or Building Application Online' page on the City of Subiaco website, at the following addresses:

- **Building:** <https://www.subiaco.wa.gov.au/plan-build/build-renovate/apply-online>
- **Planning:** <https://www.subiaco.wa.gov.au/plan-build/plan/how-to-apply/apply-online>

How to submit a Planning application – Step by step instructions

The instructions below detail the steps to submit a Planning Application online.

Before starting the submission process, please ensure you have read 'Important Information about Online Lodgement' in this user guide.

IMPORTANT NOTE:

DO NOT USE THE 'BACK' AND 'FORWARD' BUTTONS ON YOUR INTERNET BROWSER TO NAVIGATE THROUGH THE ONLINE SUBMISSION STAGES. DOING SO WILL CAUSE AN ERROR MESSAGE TO APPEAR AND LOSS OF THE APPLICATION.

To navigate correctly through the online submission stages, click on the toolbar at the top of the webpage containing: '**General**', '**Applicant**', '**Property**', '**Proposal**', '**Fees**', '**Summary**', '**Payment**' and '**Tax Invoice/Receipt**'.

1. **Visit the 'Submit a Planning or Building Application Online' page on the City website.**
2. **Click the link shown below. Your web browser will be redirected to the City's online submission portal.**

Click on the 'Proceed' button to submit your Planning Application.

Lodge Planning Application

Before lodging your Planning Application, please ensure that you have the required accompanying information and documents. Refer to the [Lodging a development application](#) page of the City's website for current application forms, checklist and Planning fee schedule.

Important note regarding Development Assessment Panel applications: If you are lodging an application to be assessed by the DAP, you must contact the City's Planning Services to arrange an appointment with the Coordinator of Planning Services or Senior Statutory Planning Officer to discuss the application prior to lodgement. Please call (08) 9237 9228 or email city@subiaco.wa.gov.au to request an appointment.

To lodge your Planning Application, click on the 'Proceed' button below.

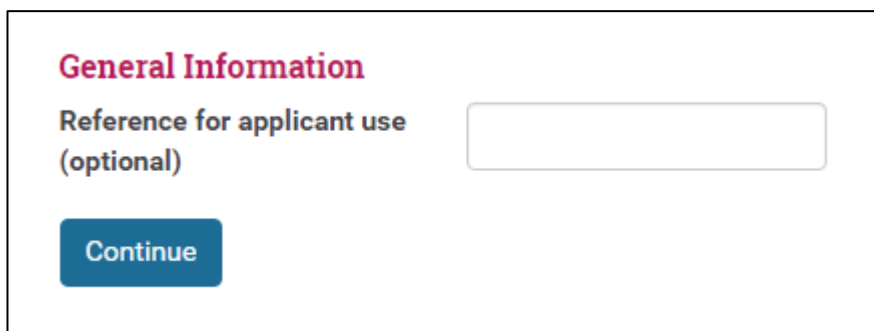
Proceed

3. Ensure you have all of the required documentation to complete the submission of the application. Please refer to the section titled 'Documents to accompany your application' (page 5) for a summary of the documents that may be required.
4. Submit your Planning Application

Points a) to h) below relate to each stage of submitting a Planning application.

a) General

You are able to enter an optional unique reference for your application. If you choose to enter the reference, type the reference in the field provided, and then click 'Continue'.



The screenshot shows a form titled "General Information" in red text. Below the title, there is a label "Reference for applicant use (optional)" in black text. To the right of the label is a white rectangular text input field. Below the input field is a blue button with the word "Continue" written in white text.

b) Applicant

Applicant details

You are required to complete all fields provided under 'Applicant details'.

Note regarding 'Title':

The 'Title' drop down box relates to the creation of a name and address record in Council's corporate database. If you are an individual lodging an application, please ensure that 'U' is selected in the drop down box. If you are an individual lodging an application as a representative of a company, please ensure that 'CO' is selected.

Applicant contact details

If you want to nominate a second contact person other than the applicant, click the tick box 'Do you wish to nominate a contact person other than the Applicant', then click 'Edit contact details'. Complete the form fields then click 'Continue'.

Do you wish to nominate a contact person other than the Applicant?

APPLICANT CONTACT DETAILS

Edit contact details

Continue

c) Property

Property Search

Search for the property that is the subject of the Planning application using the search parameters provided. You may search for a property by using the street number and street name, as depicted below. Click 'Search' once you have completed

Search by address

Title Type

All title types ▼

Assessment

Level Number

Unit

(eg. 12a OR 12a-13b)

Street Number

241

(eg. 4b OR 4b-5c)

Building

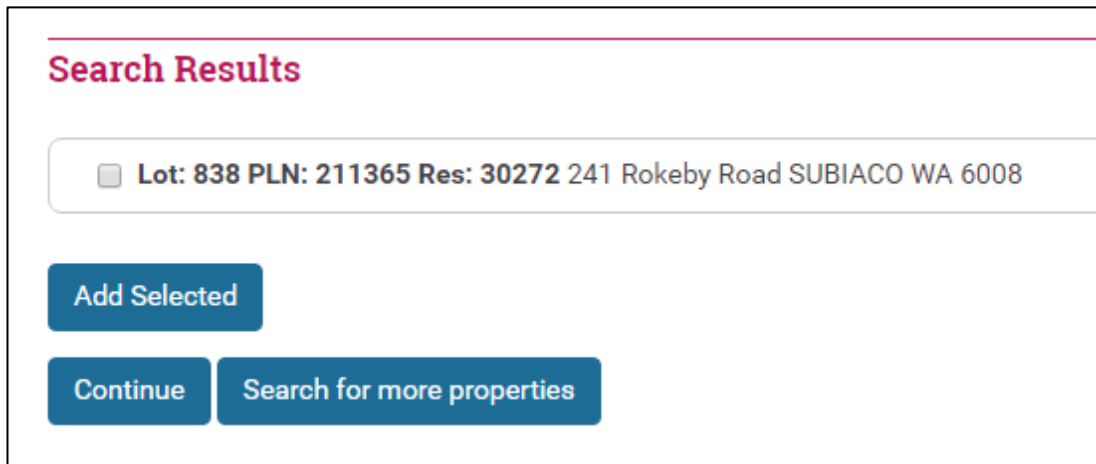
Street Name (do not include the street type)

Rokeby

Suburb

Search

The property should appear in the 'Search Results', as seen below. If the result returned is correct, tick the box next to the property, and click 'Add Selected', then click 'Continue'.



Search Results

Lot: 838 PLN: 211365 Res: 30272 241 Rokeby Road SUBIACO WA 6008

Add Selected

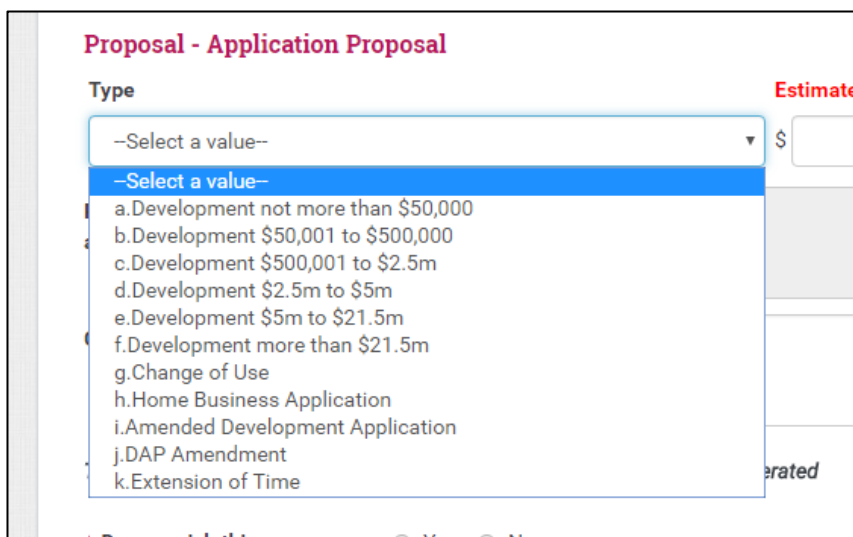
Continue Search for more properties

If the desired property is not displayed, click 'Search for more properties'. The web browser will return to the property search page.

If you would like to add additional properties, click 'Add Selected', then click 'Search for more properties'. Search for the additional properties and follow the steps above to add them to the application.

d) Proposal

Select the type of application from the drop down menu, as depicted below.



Proposal - Application Proposal

Type Estimate

--Select a value-- \$

- a. Development not more than \$50,000
- b. Development \$50,001 to \$500,000
- c. Development \$500,001 to \$2.5m
- d. Development \$2.5m to \$5m
- e. Development \$5m to \$21.5m
- f. Development more than \$21.5m
- g. Change of Use
- h. Home Business Application
- i. Amended Development Application
- j. DAP Amendment
- k. Extension of Time

erated

Enter the estimated cost, as depicted below. Do not include any characters other than the numerical figure (e.g. dollar signs or commas).

Estimated Cost (including GST) *

▼ \$ |

Enter the 'Current Use of Property' in the field provided.

Current Use of Property

If the application is to be assessed by the Development Assessment Panel, select 'Yes'. If not, select 'No'.

If the development has already commenced or been carried out, select 'Yes'. If not, select 'No'.

The following information is necessary to allow the correct fees to be generated

★ Do you wish this application to be assessed by the Development Assessment Panel? Yes No

★ Has the development already commenced or been carried out? Yes No

Proposal – Supporting files

The documents listed in the section titled 'Documents to accompany your application' on page 5 are required to be uploaded in this step.

Upload all required attachments by selecting 'Choose File'.

Proposal - Supporting files

The City requires the documents below to be lodged with your application in order to effectively assess and determine your application. Please note that additional information may be requested during the assessment of the application.

| | |
|-----------------------------|---|
| Attachment Type | The application form must be completed, scanned and submitted here. * |
| Further Information | Application for Development Approval Form |
| File Delivery Method | Electronic Copy ▼ |
| File To Upload | <input type="button" value="Choose File"/> No file chosen |

Once all documents have been uploaded, click 'Continue' at the bottom of the page.

e) Fees

The fees applicable to your Planning application will be displayed in this step – see the example provided below. Click 'Continue'.

Fees Payable

The fees listed below are reflective of the information submitted by the applicant. Please note that the application fees payable to the City are subject to adjustment when the application is checked by a Council Officer.

| Fee Type | Cost Excl. GST | GST | Cost Inc. GST |
|--|----------------|--------|-----------------|
| Online Development Applications | | | |
| Development Application Fee | \$147.00 | \$0.00 | \$147.00 |
| Fees Total (Inc. GST) | | | \$147.00 |

f) Summary

A summary of your application is displayed in this step. Please read the summary and ensure all of the details are correct before proceeding to payment.

Once you have checked the summary, select the box shown below, and click 'Continue'.

Confirmation of details

I agree I have read the Terms and Conditions and that all details provided are correct.


Continue

Cancel Application

g) Payment

This step displays the payment amount for your application, and confirms that payment is made via BPoint. Click the 'Continue' button.

Payment Methods

BPoint 

Payment Amount

| | |
|--------|----------|
| Amount | \$147.00 |
|--------|----------|

[Continue](#)

(Next step: Enter credit card details on BPoint site)

The 'Payment Confirmation' page will appear. Click 'Submit'. Your web browser will be redirected to the BPoint webpage where payment for the application is to be made.

h) Tax Invoice/Receipt

Following payment of the application fee on the BPoint webpage, your browser will be redirected to the City's online lodgement portal, where a Tax Invoice will be displayed.

Please note that a copy of the tax invoice will not be sent to you. If you would like a copy, you are able to print a copy of the invoice from this page.

How to submit a Building application – Step by step instructions

The instructions below detail the steps to submit a Building Application online.

Before starting the lodgement process, please ensure you have read 'Important Information about Online Submission' in this user guide.

IMPORTANT NOTE:

DO NOT USE THE 'BACK' AND 'FORWARD' BUTTONS ON YOUR INTERNET BROWSER TO NAVIGATE THROUGH THE ONLINE SUBMISSION STAGES. DOING SO WILL CAUSE AN ERROR MESSAGE TO APPEAR AND LOSS OF THE APPLICATION.

To navigate correctly through the online submission stages, click on the toolbar at the top of the webpage containing: '**General**', '**Applicant**', '**Property**', '**Proposal**', '**Fees**', '**Summary**', '**Payment**' and '**Tax Invoice/Receipt**'.

1. Visit the 'Submit a Planning or Building Application Online' page on the City website.
2. Click the link shown below. Your web browser will be redirected to the City's online submission portal.

Click on the 'Proceed' button to submit your Building Application.

Lodgement of Building Application

Please ensure you have the required information and documents prepared prior to starting lodgement. The system does not allow you to save an incomplete lodgement.

To finalise lodgement Visa or MasterCard payment is required.

A checklist of the required documents for submission can be viewed [here](#). Building Services Fees can also be viewed from [here](#).

Proceed

3. Ensure you have all of the required documentation to complete the submission of the application. Please refer to the section titled 'Documents to accompany your application' (page 5) for a summary of the documents that may be required. Application forms and checklists are also available before continuing through the application process.

Steps for the Online lodgement of the Application

i Instructions and General Information

This page contains a summary of the steps when lodging your Application online. If you need to navigate to different steps during lodgement, please navigate using the toolbar at the top of the webpage containing each lodgement step. **Do not** click the back and forward buttons on your internet browser, as this may cause errors result in the loss of your application.

General Information for Lodgement of Building Application:

- [Building Forms - Subiaco](#)
- [Building Commission Forms](#)
- [Terms and Conditions \(add URL path\)](#)

[Cancel Application](#)

4. Scroll down this page to submit your building application

Numbers a) to h) below relate to each stage of submitting a Building application.

i) General Information

You are able to enter an optional unique reference for your application, if this work is a staged construction. To do this, type the number and year this was approved and any reference in the field provided, and then click 'Continue'. Alternatively, if you do not have a reference or if this isn't staged works then just click 'Continue'.

General Information

If this Application is for a Staged Permit please enter the Application Number for Stage 1, or alternatively click CONTINUE

Number

Year

Reference for applicant use
(optional)

[Continue](#)

a) Applicant

Applicant details

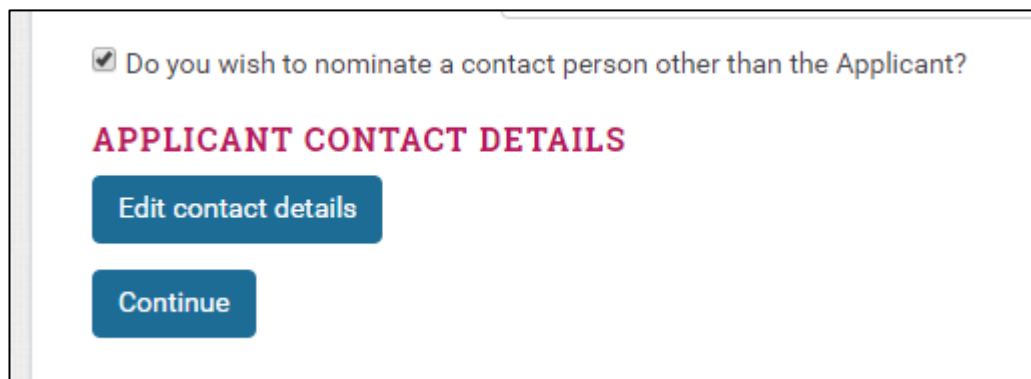
You are required to complete all fields provided under 'Applicant details'.

Note regarding 'Title':

The 'Title' drop down box relates to the creation of a name and address record in Council's corporate database. If you are an individual lodging an application, please ensure that 'U' is selected in the drop down box. If you are an individual lodging an application as a representative of a company, please ensure that 'CO' is selected.

Applicant contact details

If you want to nominate a second contact person other than the applicant, click the tick box 'Do you wish to nominate a contact person other than the Applicant', then click 'Edit contact details'. Complete the form fields then click 'Continue'.



Do you wish to nominate a contact person other than the Applicant?

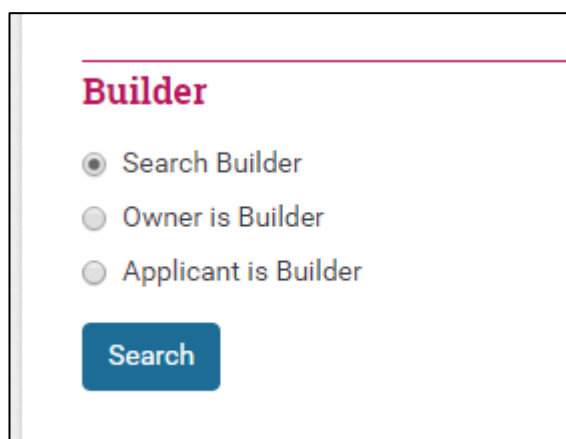
APPLICANT CONTACT DETAILS

Edit contact details

Continue

b) Building Practitioners Name

Select one of the builder options – search for builder, owner is builder or applicant is builder.



Builder

Search Builder

Owner is Builder

Applicant is Builder

Search

If the builder is the practitioner you are given the option to search the City of Subiaco's database to locate their details.

Building Practitioners Name - Search
Building practitioner Type : Builder

Registration Number

-OR-

Surname / Company *

If the owner is the builder or the applicant is the builder, it provides a box to indicate the registration number (owner builder registration number).

Building Practitioners Name - Summary

Builder

Search Builder

Owner is Builder

Applicant is Builder

Please provide the following information:

* Registration Number

c) Other Building Practitioners

Under this section, the certifiers contact details will be recorded. If this is the City of Subiaco for Uncertified residential works only – then under surname/Company type City of Subiaco then click search and select the top one in this list – Click continue.

Other Building practitioners

Click the 'Search' button to add 'Other Building practitioners'

Building Practitioners Name - Selection

Building practitioner Type :

Certifier

Building Practitioners Name

City of Subiaco

City of Subiaco

[Continue](#) [New Search](#) [Not found, Enter new](#) [Quit t](#)

d) Building Practitioners Name – Detail/Entry

This section is to confirm the details of the certifier and practitioners. If you have a registration number, include this otherwise click 'continue'.

e) Property

Property Search

Search for the property that is the subject of the Planning application using the search parameters provided. You may search for a property by using the street number and street name, as depicted below. Click 'Search' once you have completed.

Search by address

Title Type

Assessment

Level Number

Unit
(eg. 12a OR 12a-13b)

Street Number
(eg. 4b OR 4b-5c)

Building

Street Name (do not include the street type)

Suburb

The property should appear in the 'Search Results', as seen below. If the result returned is correct, tick the box next to the property, and click 'Add Selected', then click 'Continue'.

Search Results

Lot: 838 PLN: 211365 Res: 30272 241 Rokeby Road SUBIACO WA 6008

If the desired property is not displayed, click 'Search for more properties'. The web browser will return to the property search page.

If you would like to add additional properties, click 'Add Selected', then click 'Search for more properties'. Search for the additional properties and follow the steps above to add them to the application.

f) Select Application Type

Select the type of works that this application is applicable for from the drop down box, if other, please provide a description. After this please indicate the type of works that is being constructed, number of dwellings on site, number of floors, estimated cost and all areas.

If you have multiple things you are applying for – please use the first form for the first lot of building then scroll down for another form to complete the second.

| Select Application Type | |
|------------------------------------|--|
| * Work | <input type="text" value="-Select a value--"/> |
| If Other, describe | <input type="text"/> |
| * Type | <input type="text" value="-Select a value--"/> |
| If Other, describe | <input type="text"/> |
| * Number of Dwellings | <input type="text" value="0"/> |
| * Number of Floors | <input type="text" value="0"/> |
| * Estimated Cost (including GST) * | <input type="text" value="\$ 0"/> |
| * New Area sq.m | <input type="text" value="m<sup>2</sup> 0"/> |
| * Existing Area sq.m | <input type="text" value="m<sup>2</sup> 0"/> |
| Total Area sq.m | <input type="text" value="m<sup>2</sup> 0"/> |

***Enter the estimated cost, as depicted below. Do not include any characters other than the numerical figure (e.g. dollar signs or commas).

| Estimated Cost (including GST) * | |
|-----------------------------------|--|
| <input type="text" value="\$ "/> | |

Once this information is received, at the bottom of this page there is a summary of the proposed work and details of what is being applied for.

The screenshot shows a web form with the following elements:

- Proposed Use of Building:** A text input field containing "Partial Demolition, Carport".
- THIS INFORMATION IS REQUIRED FOR CORRECT FEE CALCULATION. PLEASE BE ADVISED THESE FEES MAY BE SUBJECT TO CHANGE UPON COUNCIL REVIEW OF THE APPLICATION.**
- * Building Permit Type:** A dropdown menu with "--Please Select--" selected.
- * Residential or Commercial Applications:** A dropdown menu with "--Please Select--" selected.
- * Demolition Works - please indicate number of storeys:** An empty text input field.
- Buttons:** "Continue" (blue) and "Clear" (white).

Once the relevant application building permit type is selected – the checklist for the supporting information is indicated by clicking ‘Continue’.

g) Proposal – Supporting Files

The documents that are to be provided are detailed on the Building Application Checklist – certified and uncertified. However, the list provided in the section will detail information that may or may not be required. The items with the * are required fields. These are at the top of the list. The other items can be uploaded if they relate to your submission.

Upload all required attachments by selecting ‘Choose File’.

Proposal - Supporting files

INFORMATION TO BE PROVIDED

In order to effectively review your application, Council requires the following documents to be provided prior to the commencement of the assessment. The information req

The screenshot shows a checklist for supporting files with the following sections:

- Attachment Type:** A dropdown menu with an asterisk (*) next to it.
- Further Information:** A text input field containing "Building Application Form A completed Building Application Form is required".
- File Delivery Method:** A dropdown menu with "Electronic Copy" selected.
- File To Upload:** A text input field with a "Browse..." button next to it.

Once all documents have been uploaded, click ‘Continue’ at the bottom of the page.

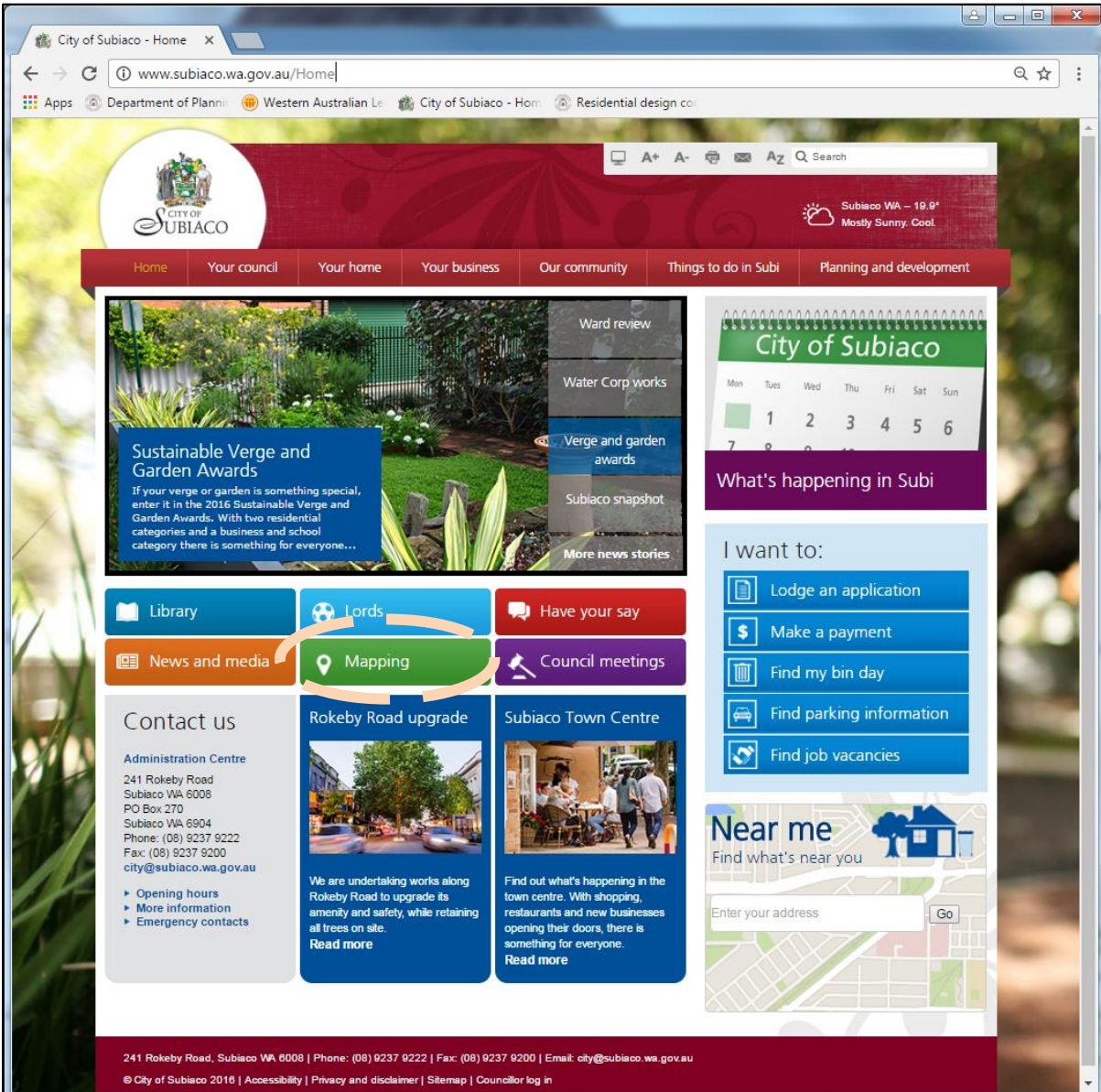
Using IntraMaps to locate your property

The City's mapping system – IntraMaps – may be used to locate and acquire information about your property. This information may be useful when compiling your Planning or Building Application. IntraMaps is accessible on the City's website at:

<https://www.subiaco.wa.gov.au/plan-build/development-in-subiaco/mapping-en>

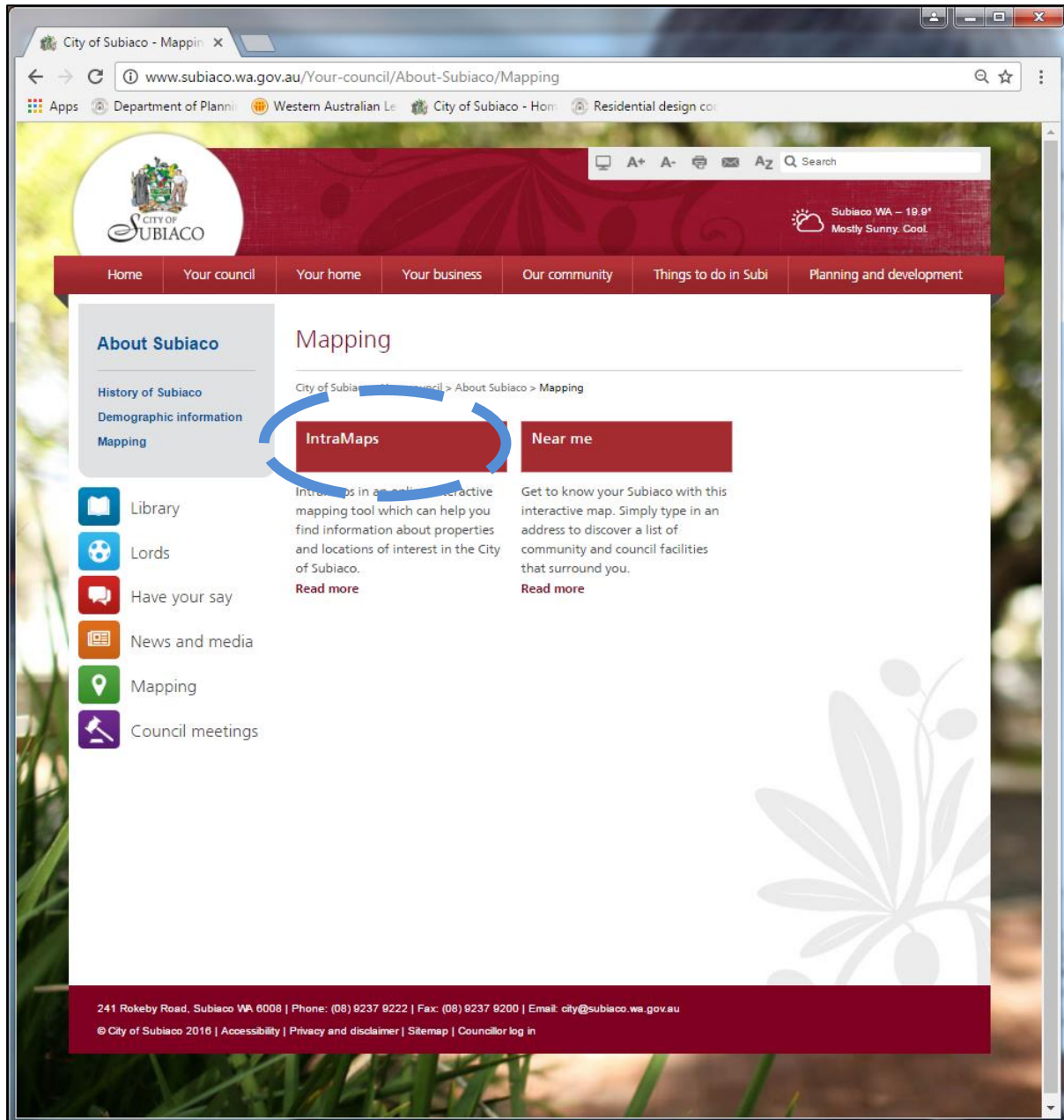
Alternatively, please refer to the steps below to locate IntraMaps from the City of Subiaco website home page:

- Visit the City of Subiaco website at: <http://www.subiaco.wa.gov.au/Home>
- Click the 'Mapping' button on the home page.

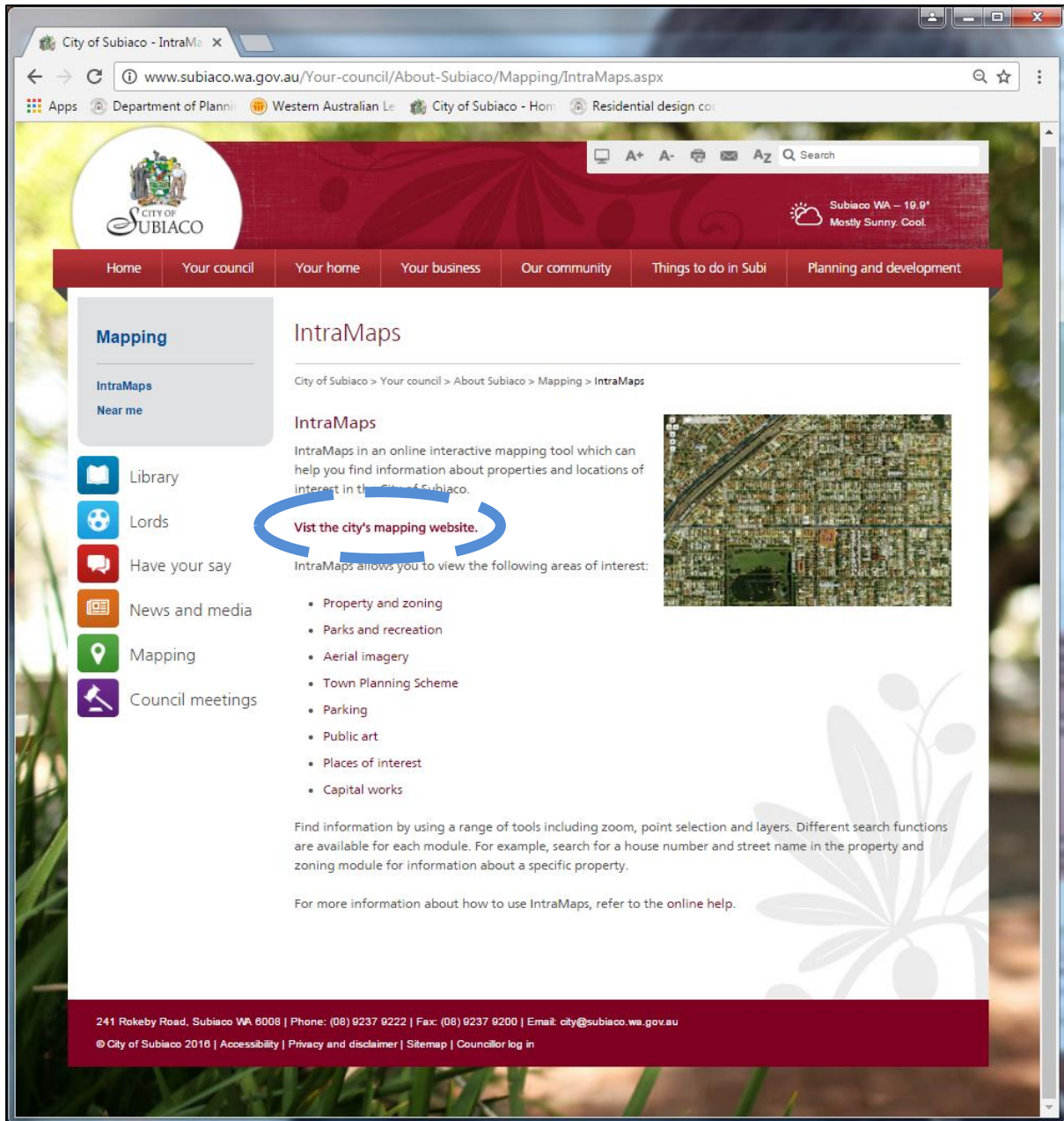


The screenshot shows the City of Subiaco website home page. The browser address bar displays www.subiaco.wa.gov.au/Home. The page features a navigation menu with options: Home, Your council, Your home, Your business, Our community, Things to do in Subi, and Planning and development. A central banner highlights 'Sustainable Verge and Garden Awards' with a 'More news stories' link. Below the banner is a grid of service buttons: Library, Lords, Have your say, News and media, Mapping (highlighted with an orange arrow), and Council meetings. The 'Mapping' button is a green rectangle with a white location pin icon. To the right, there is a calendar for the City of Subiaco, a 'What's happening in Subi' section, and a 'I want to:' section with links for 'Lodge an application', 'Make a payment', 'Find my bin day', 'Find parking information', and 'Find job vacancies'. At the bottom right, there is a 'Near me' section with a map and an address input field. The footer contains contact information for the Administration Centre and copyright details for 2016.

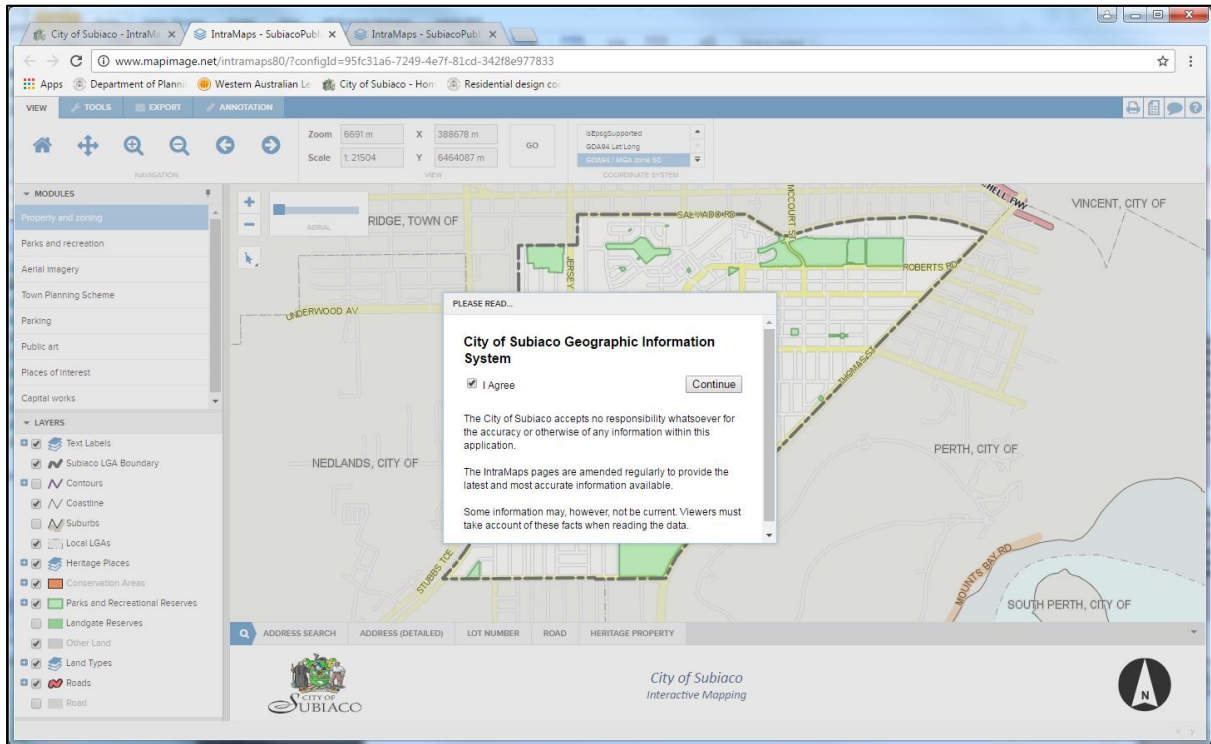
- Click the 'IntraMaps' button (see below).



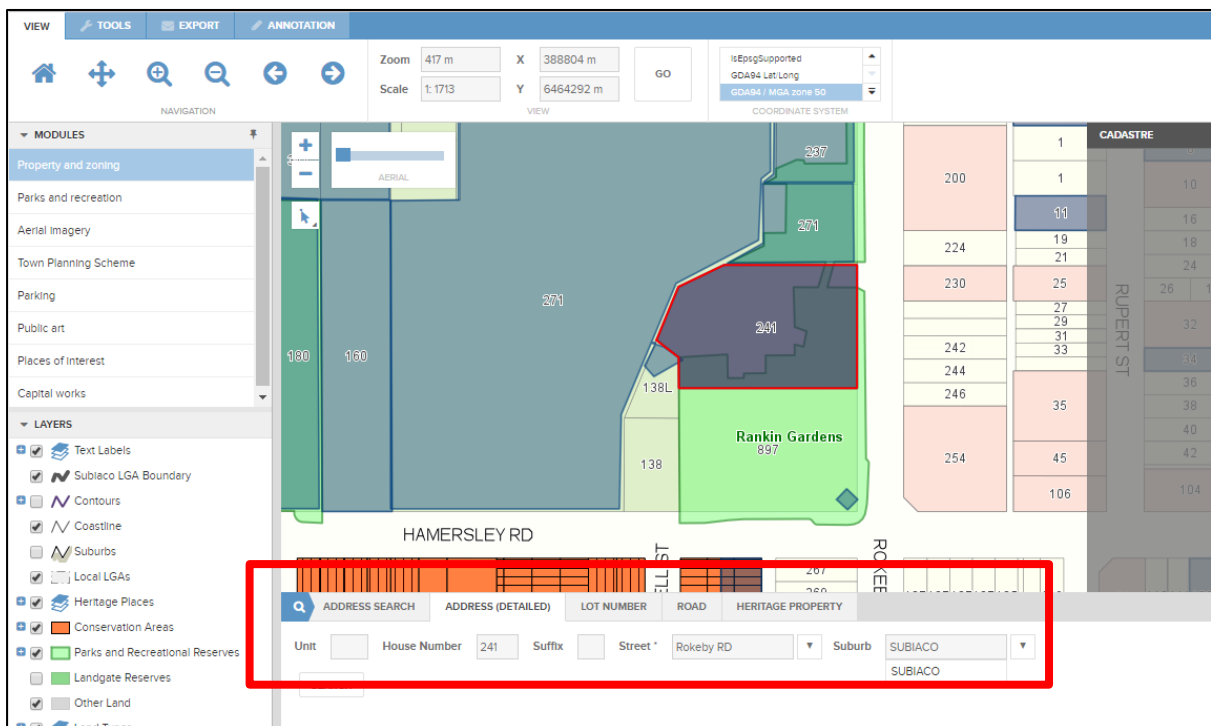
- Click the link 'Visit the city's mapping website' (see below).



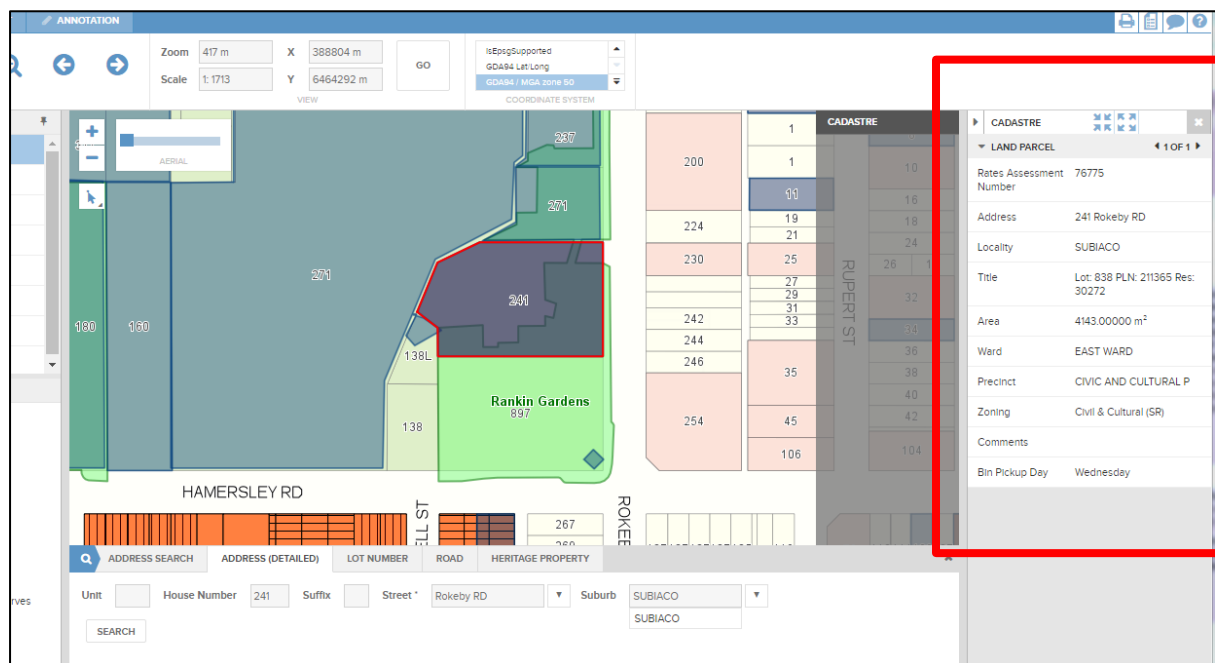
- IntraMaps will open in a new window. A pop up box will appear with a disclaimer. To access IntraMaps, select 'I Agree' and 'Continue' (see below).



- To search for your property, use the search bar at the bottom of the page.



- Once you have located your property, you can view the property details on the right hand side of the page. The address, locality, title, ward, precinct and zoning of the property may be available for viewing.



- You can use the module on the left hand side of the page to select different layers, for example, the 'Town Planning Scheme' module displays a number of different layers, including zoning and heritage places.



Contact information

Building Applications

Please refer to the 'Building applications and forms' section of the City's website if you have enquiries relating to the content of information to be submitted with a building application. Alternatively, you may contact the Building and Health Services Administration Officer on (08) 9237 9254.

Planning Applications

Please refer to the 'Lodging a development application' section of the City's website if you have enquiries relating to the content of information to be submitted with a planning application. Alternatively, you may contact the Planning Services on (08) 9237 9222.

Having issues submitting your application online?

- If you are experiencing **technical difficulties** whilst submitting an application online and require assistance, please contact the relevant Officer listed above.
- If you would like to **discuss your application** prior to submission, please note that the City offers the following pre-lodgement services for Planning and Building Applications:
 - Planning Applications – you may call the City of Subiaco on 9237 9222 and speak to the Duty Planner about your application during business hours (8:30am to 5pm)

Monday to Friday (except public holidays). You can also book a half hour appointment to speak to the Duty Planner in person about your application. Please note that same day appointments are not available.

- Building Applications – you may call Building Services on 9237 9254 during business hours (8:30am to 5pm) Monday to Friday (except public holidays).