

Rockport Online Building Permit Applications

User Guide

(D25/122405)



rockingham.wa.gov.au



Building Permit Online Applications

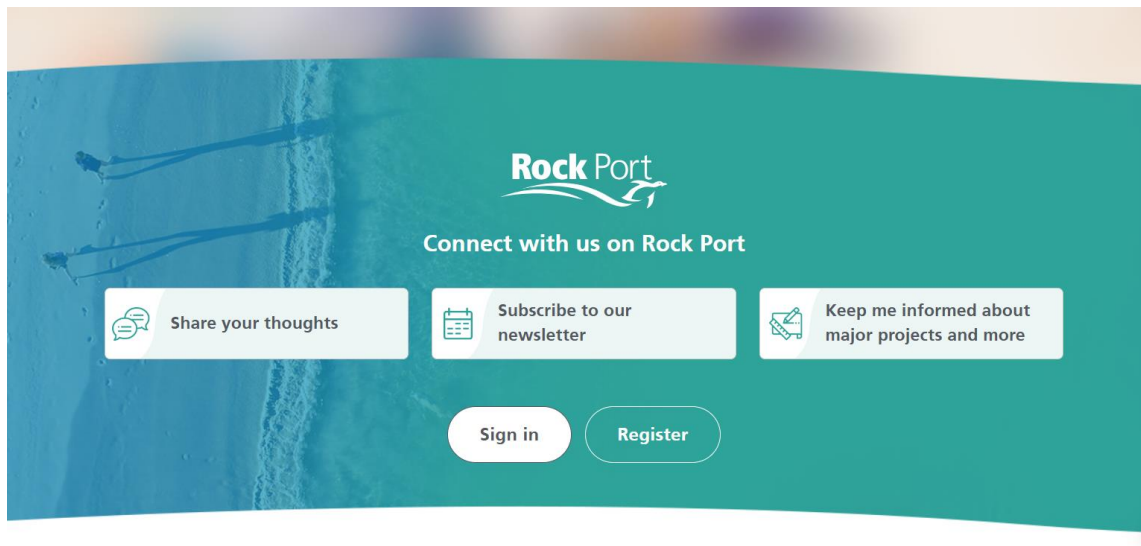
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Building Permit Online Applications

Signing In

To sign in to Rock Port, visit the City's website (www.rockingham.wa.gov.au). Scroll down until you see the Rock Port Section and Click on "Sign In".



You will now be taken to a sign in page, enter your username and password that the City has provided you with.

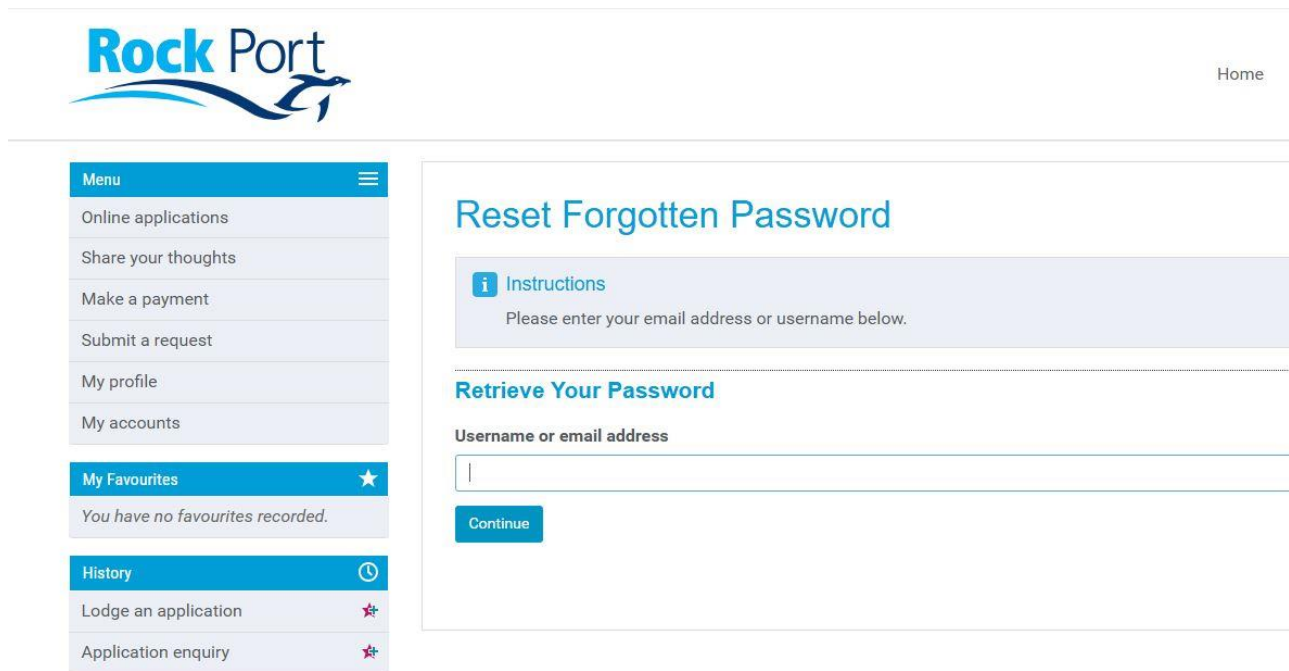
A screenshot of the Rock Port sign in page. The page has a light blue background. At the top, there is a photo of a person sitting at a desk with a laptop. Below the photo, there is a text box with the following text: "Already have a Rock Port account? Log in with your email address or username below." Below this, there is a text box with the text: "Need a Rock Port account? [Register](#) now, it only takes a few minutes." Below this, there is a text box with the text: "[Reset Forgotten Password](#)". Below the text boxes, there is a section titled "Sign in" in blue. Under "Sign in", there are two input fields: "Username or email address" and "Password". Below the input fields, there is a blue button labeled "Continue".

Once entered, press the *Continue* button. You are now logged into Rock Port

Building Permit Online Applications

Forgot Password

If you have forgotten your password when attempting to sign in to Rock Port, simply press the *Reset Forgotten Password* option in the Instructions panel of your sign in screen.



Rock Port Home

Menu

- Online applications
- Share your thoughts
- Make a payment
- Submit a request
- My profile
- My accounts

My Favourites ★

You have no favourites recorded.

History ⌚

- Lodge an application ★
- Application enquiry ★

Reset Forgotten Password

Instructions

Please enter your email address or username below.

Retrieve Your Password

Username or email address

Continue

Enter either your username or e-mail address that is linked to your Rock Port account and press the *Continue* button.

You will receive an e-mail with a link allowing you to change your password.

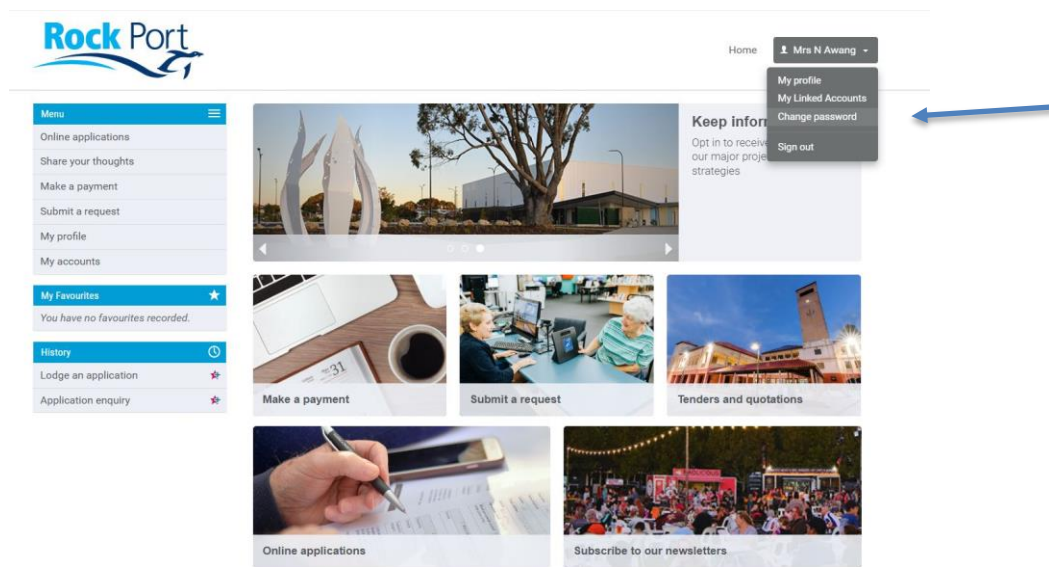
An e-mail will be sent to your e-mail address that you username is related to containing a temporary password. You may use this password to sign in to *Rock Port*.

NOTE – Once you've logged in with your temporary password, be sure to change it back to something more meaningful – Refer to [Change Password](#).

Building Permit Online Applications

Change Password

You can change your password at any time. Once signed in to *Rock Port*, click on the menu in the top-right hand corner (usually displays your name) and select *Change Password*.



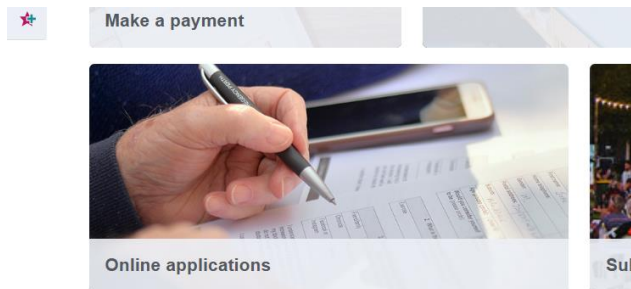
You can now enter your original password, followed by your new password you wish to change it to. Then confirm your new password by typing it in again in the field provided. Once all three fields are entered, press the *Submit* button.

A screenshot of the Rock Port website's 'Reset Your Password' form. The top navigation bar includes the Rock Port logo on the left and a 'Home' link on the right. The main content area has a heading 'Reset Your Password' and an 'Instructions' box that says 'Please enter your current password and select and confirm a new password.' Below this, there are three input fields labeled '* Current Password', '* New Password', and '* Confirm New Password'. At the bottom of the form are two buttons: 'Submit' and 'Reset'. The left-hand sidebar is identical to the one in the previous screenshot, showing the 'Menu', 'My Favourites', and 'History' sections.

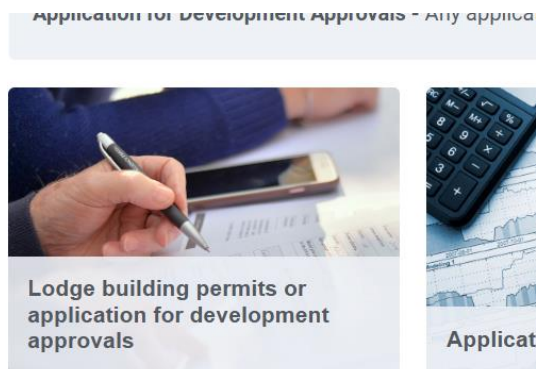
Building Permit Online Applications

Lodge Building Application

Once successfully signed in to *Rock Port*, click on *Online Applications* tile located on the Home page.



Now click on the *Lodge Building Permits or Application for Development Approvals* tile located on the Home page.




NOTE – The City restricts the types of applications that can be submitted online. The following will need to be emailed to customer@rockingham.wa.gov.au :

- BA9 - Occupancy Permits
- BA19 – Amendments or Builder Details Change
- BA22 – Extension of Permit Time
- BA1 or BA2 applications for Special Residential, Special Rural and Rural zoned properties where cost of works exceeds \$20,000
- Estate Retaining Wall applications
- Class 2 to 9 Demolition Permit Applications for structures greater than 1 storey
- RCode Applications

Building Permit Online Applications

Under the *Lodge an Application for Building Permit* section, press the *Proceed* button.

Select Application Type

 **Instructions**

Please select the type of application you wish to lodge with the City:

Lodge an application for Building Permit

Under the Building Act 2011 a permit is required before commencement of most building work. We accept applications for the following:

- BA1 Building Permit (Certified) - Residential and Commercial
- BA2 Building Permit (Uncertified) - Residential
- BA5 Demolition Permit - Residential and Commercial
- BA13 Building Approval Certificate
- BA15 Building Approval Certificate Strata

IMPORTANT: Residential Design Code (R-Code) applications cannot be submitted through Rock Port and must be submitted to the City in hard-copy format. Please do not include this as an attachment within a building permit submission.


Proceed

Lodge an application for Development Approval

IMPORTANT: Residential Design Code (R-Code) applications cannot be submitted through Rock Port and must be submitted to the City in hard-copy format. Please do not include this as an attachment within a building permit submission.

This page outlines the steps involved in submitting your application. At every stage, an *Instructions* panel will display at the top of the page giving directions or tips on what is required. There are also some hyperlinks that may be of use.

Steps for the Online lodgement of the Application

 **Instructions and General Information**

An outline of the steps involved in lodging your application.

General information for Lodge an application for Building Permit:

- [Building Commission - Building Approval Forms](#)
- [Fees and Charges](#)

Cancel Application

General

Enter your job or client number here

Applicant

Details of who the Application is for

Building Contractor Details

Provide details of the building contractor that will be carrying out any work

Property

Information about the Property for which the Application is intended

Proposed Work/s
The type of work to be carried out on the chosen property

Tax Invoice/Receipt
Tax Invoice/Receipt for information entered and any payments that have been made or that are due

Fees

Fees associated with the Application and possibly inspections required

Summary

Summary of the information entered prior to submission

Payment

Payments of Fees that have been made

Continue

Choose Different Application Type

You can start your application by pressing the *Continue* button.

Building Permit Online Applications

General

You can enter in your own job or customer reference number in the field provided. There is a **12 character limit** (if this is exceeded it will create an error later on). This field is not mandatory, however can assist in locating or tracking your application in the future. Press the *Continue* button.

The screenshot shows the 'General' section of the application form. At the top, there is a navigation bar with tabs: 'General' (selected), 'Applicant', 'Building Contractor Details', 'Property', 'Proposed Work/s', 'Fees', 'Summary', 'Payment', and 'Tax Invoice/Receipt'. Below the navigation bar, there is a section titled 'Instructions and General Information' with a blue header and an information icon. It contains the text 'General information for Lodge an application for Building Permit:' followed by a bulleted list: 'Building Commission - Building Approval Forms' and 'Fees and Charges'. A 'Cancel Application' button is located below the list. Below this section, there is a 'General Information' section with a blue header. It contains the text 'Enter your job or customer reference number here (not mandatory)' and a text input field. A 'Continue' button is located below the input field.

Applicant

As you are logged in, the system will nominate you as the applicant automatically. The information shown in this section is the contact information the City currently has for you. Press the *Continue* button.

The screenshot shows the 'Applicant - Details' section of the application form. It contains a list of fields with their corresponding values: 'Title' (MRS), 'Surname / Company' (Morgana), 'First Name' (Marie-claire), 'Postal Address' (5 Haselmere Circus ROCKINGHAM WA 6168), 'Postcode' (6168), 'Work' (empty), 'Home Phone' (empty), 'Mobile Phone' (0466979254), 'Fax' (empty), and 'Email Address' (jessica.morgana@rockingham.wa.gov.au). Below the list of fields, there is a checkbox labeled 'Do you wish to nominate a contact person other than the Applicant?'. A 'Continue' button is located below the checkbox.

NOTE – If at any time your information is incorrect or changes, please contact the City so we can update your records.

Building Permit Online Applications

Building Contractor Details

You will now need to nominate who the builder will be for this application. You have three options to choose from.

Building Contractor Details - Summary

Builder

☒ Search Builder ☐ Owner is Builder ☐ Applicant is Builder

Search

Continue

Search for Builder

You can search for the builder by pressing the *Search* button. You then have the ability to search for the builder by their registration number or by their name. Type in the relevant criteria and press the *Search* button.

Building Contractor Details - Search

Trade Type : Builder

Registration Number

--OR--

Surname / Company *

Joe Bloggs Builders

Search

Quit to building contractor details summary

A list of possible options will now appear. Select the correct builder and press the *Continue* button.

Building Permit Online Applications

Owner is Builder

Select 'Owner is Builder' and enter the registration number that the Building Services Board has provided as part of the owner builder approval (for works over \$20,000). When you get to the supporting documents stage, please upload a copy of your owner builder certificate. Once entered press the Continue button. *If the works is for under \$20,000 the registration number can be left blank.*

Building Contractor Details - Summary

Builder

☐ Search Builder ☒ Owner is Builder ☐ Applicant is Builder

Please provide the following information:

Registration Number

152345

Continue

Applicant is Builder

When this option is selected, it is assumed that you, the applicant are also the builder. If you are a registered builder, your registration number will automatically display. If not registered, a registration number is not required. Press the *Continue* button.

Building Contractor Details - Summary

Builder

☐ Search Builder ☐ Owner is Builder ☒ Applicant is Builder

Please provide the following information:

Registration Number

Continue

NOTE – A registration number is required when estimated works are over \$20,000.

Building Permit Online Applications

Property

You are now able to nominate the address of the property that your application relates to. You can now search for the address of the property using the lot, unit, or house number as well as the street name and suburb. If you are needing to search by lot number put this in the Property Title box.

Search by address

Property Title

Assessment

Level number

Unit

eg. 12a OR 12a-13b

House number

eg. 4b OR 4b-5c

Building

Street name (without
type e.g. 'RD', 'ST', 'WY')

Suburb

Search

Once you've entered in your address press the *Search* button. Your address or a list of possible addresses will now display. If the address that your property relates to is available, select it by placing a tick in the box beside the address. Press the *Add Selected* button and then the *Continue* button.

Building Permit Online Applications

Property Selection

Selected Properties

Remove Selected

Search Results

☐ LOT: 300 DP: 84974 16 Hawkins Street ROCKINGHAM WA 6168

Add Selected

Continue

Search for more properties

NOTE – A property may not appear if the titles have not yet been released, and therefore an application cannot be submitted until the titles are registered.

The system is designed to verify if you, the applicant are the owner of the property. You will be asked whether you are or are not the owner of the property. If you are not the owner, please provide the owner names in the fields provided. Press the *Continue* button once the necessary questions and fields are complete.

Property Title Property Address

LOT: 4 PCL: 4348Unit 16 6 Hawkins Street ROCKINGHAM WA 6168

The City's records indicate that the applicant of this application is not the owner/s of the above property.
If you are the owner/s of the subject property, indicate below and a City Officer will contact you.

Property

Are you the owner of this property?

LOT: 4 PCL: 4348 Unit 16 6 Hawkins Street ROCKINGHAM WA 6168 ☐ Yes ☒ No

Owner Name 1

Joe Bloggs

Owner Name 2

Mary Smith

☐ Do you wish to nominate a person as the owner's point of contact?

Continue

Change properties

NOTE – If you are the owner, the City may still be awaiting notification of change of ownership.

Building Permit Online Applications

Proposed Work/s

This section allows you to select what type of works will be carried out at the property you've selected as well as attach supporting documents that are required for the application.

You must select under the "Building Code of Australia class of the building" what the type of work is (as per your application form). This can be done by selecting an option from the drop-down list.

Tip - BA1 or BA2 applications should select either New Buildings (or structures), Alterations and/ or Additions. BA13 applications should select Building Approval Certificate. BA5 applications should select Demolition of existing building. All other application types should be emailed to customer@rockingham.wa.gov.au

Select Application Type

* Building Code of Australia (BCA)
Class of the Building(s) *

If Other, describe

* Nature of building work *

If Other, describe

* Floor Material

* Roof Cover Material

--Select a value--

--Select a value--

- Alteration and/or Additions to Existing
- Building Approval Certificate
- Defined on Portal
- Demolition of Existing Building
- New Building
- Other
- Renewal Licence

Now answer the nature of building work. This can be done by selecting an option from the drop-down list. If the answer you require is not there either select the closest matching Class of building type, or phone the Building Services Admin team on 08 9528 0333.

Building Detail

General ✓ Application

Fees >

Instructions and General Information

General information for Lodge an application

- Building Commission - Building
- Fees and Charges

[Cancel Application](#)

Select Application Type

* Building Code of Australia (BCA)
Class of the Building(s) *

If Other, describe

* Nature of building work *

If Other, describe

--Select a value--

- Carport : Class 10a
- Front Fence : Class 10b
- Garage : Class 10a
- Multi Storey Multi Res : Class 1a
- Offices : Commercial Class 5
- Other : Commercial
- Patio : Class 10a
- Patio : Commercial Class 10a
- Pergola : Class 10a
- Religious : Commercial Class 9b
- S/Pool Safety Barrier : Class 10b
- Shed : Class 10a
- Shed : Commercial Class 8
- Shop : Commercial Class 6
- Shop Fitout : Commercial Class 6
- Single Dwelling : Class 1a
- Spa : Class 10b
- Store : Class 10a
- Store : Commercial Class 7b

--Select a value--

Building Permit Online Applications

You can now enter the floor, roof, exterior wall and wall frame material options by selecting the correct material type from the relevant drop down lists.

* Floor Material	Brick Paving	▼
* Roof Cover Material	Aluminium	▼
* Exterior Wall Material	Brick Piers (i.e. Pergola)	▼
* Wall Frame Material	Concrete	▼

Next are the required fields pertaining to the number of dwellings, storeys, the estimated cost of works and area. All of these fields are mandatory to help calculate any fees that will be applied to the application. Please ensure that your estimated cost matches your figure on your application form. The value is to be entered to the nearest dollar amount i.e. \$1234 not \$1233.99.

* Number of residential dwellings to be created *	0	
* Number of storeys of the highest building *	0	
* Estimated cost *	\$	
* Floor area to be created (m ²) *	m ²	0
* Site (lot) area (m ²) *	m ²	0
Total area (m ²)	m ²	0

Should your application contain more than one type of works i.e. single dwelling and patio, you may continue to answer the repeated questions as you scroll down. If your application is just for one type of building work, you may leave all the below fields as is.

Tip - Occasionally the portal does not allow you to tab over the 'not required' boxes. If this occurs fill in the details again but only enter the cost of works in the first box, in the other two enter the cost as \$0 (not \$0.00).

Building Permit Online Applications

The type of application drop box relates to your application form being submitted.

Tip - Choose carefully as the fee's, and the required supporting documents are based on this selection. If unsure please call Building Services on (08) 9528 0333.

Answer the additional questions below by selecting accordingly the yes or no options.

ADDITIONAL APPLICATION QUESTIONS

* Type of application

Is this an Occupancy Permit application that relates to a previously issued Building Permit? If 'Y' input the building permit

* Does the work encroach on other land?

If yes, has consent or a court order been obtained?

* Does the work adversely affect other land?

If yes, has consent or a court order been obtained?

* Does the project require the installation of an apparatus for the treatment of sewage?

If yes, this application must not be submitted unless the above approval has been granted

Continue

Clear

--Please Select--

--Please Select--

BA1 - Building Permit - Certified - Class 1 or 10

BA1 - Building Permit - Certified - Class 2 to 9

BA13 - Building Approval Certificate

BA2 - Building Permit - Uncertified

BA5 - Demolition Permit

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Once you have completed everything that is needed for your application on this section, press the *Continue* button.

Building Permit Online Applications

Supporting Files

You can now upload any mandatory or optional attachments to assist with assessing your application. Based on the type of application your submitting determines the attachments required and whether they are mandatory.

Please note the following tips for attaching files:

- *There is a maximum size limit of 10MB for each file*
- *Do not use special characters in the document name (i.e. *!)*
- *Keep path that you are downloading from simple (i.e. download from your desktop)*
- *All file names need to be different (i.e. attachment1, attachment2 etc)*
- *If the system is asking for a required file that you do not have, attach a blank document.*
- *If there is not enough room for all of your attachments you can zip some together and attach the zip file, or send a follow up email to customer@rockingham.wa.gov.au with additional information.*

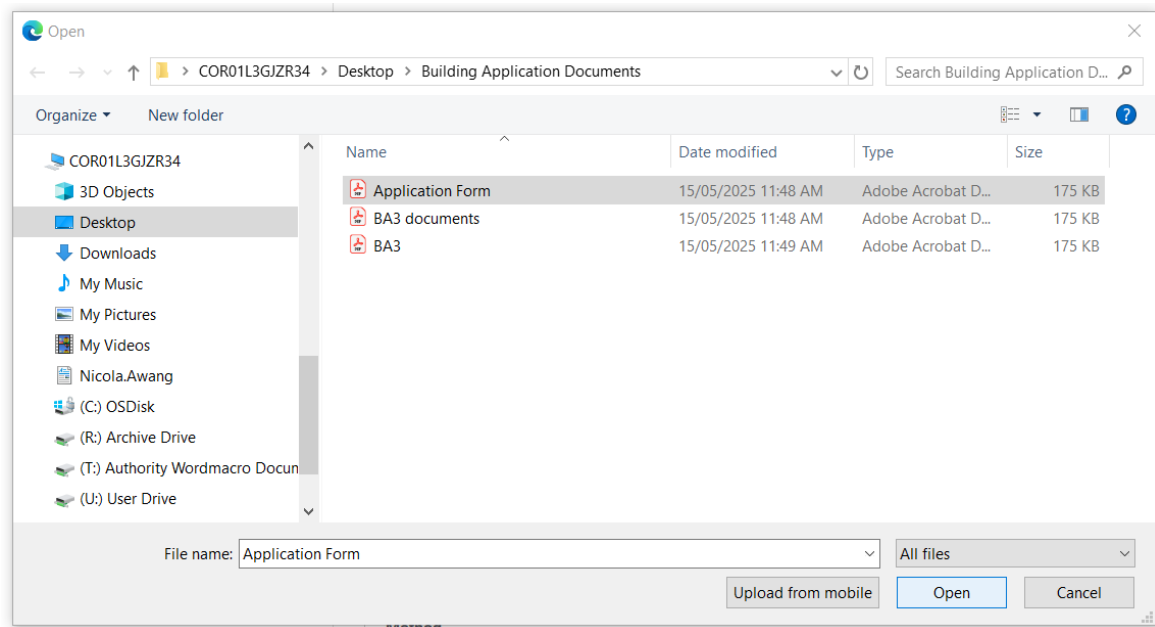
To upload your attachments, press the *Choose file* button beside each attachment type.

★

Attachment Type	REQUIRED - Application Form
Further Information	REQUIRED: Upload your application form
Choose File Delivery Method	<div>Electronic Copy</div>
File To Upload	<div>Choose File</div> No file chosen

You can now browse to the folder or document store of where your attachments may be held on your computer. Once you've selected your attachment, press the *Open* button and your attachment will load.

Building Permit Online Applications



You do not need to wait for attachments to upload, you can continue to add your new attachment directly after.

Any optional attachments can be added simply by selecting 'Electronic Copy' from the drop-down list. You can now press the *Choose File* button and continue to add your attachment in the same manner as the previous attachments.

NOTE – If after pressing the Continue button you receive a validation error, it may be due to a mandatory attachment not being loaded. In some instances it is also due to multiple attachments having the exact same title.

Building Permit Online Applications

Fees

The fees displayed here are based on the information you have provided in the previous stages.

The Construction Training Fund (CTF) levy can be paid via the City (leave the box unchecked) or direct to CTF using their portal. If you have **paid direct to CTF**, please **check the pay later box**, and make sure your receipt is one of the lodged documents. If you choose to pay via the City, there is a form to complete.

You are able to epay your fees now using a secure payment gateway.

Fees for Payment

General	✓	Applicant	✓	Building Contractor Details	✓	Property	✓	Proposed Work/s	✓
Fees	>	Summary	>	Payment	>	Tax Invoice/Receipt			

Instructions and General Information

Following is a list of fees that will be applied to this application. You may choose to defer your payment of some of these fees by selecting the 'Pay Later' checkbox next to each fee.

General information for Lodge an application for Building Permit:

- [Building Commission - Building Approval Forms](#)
- [Fees and Charges](#)

[Cancel Application](#)

Fees Payable

The fees calculated on this page are reflective of the information submitted by yourself, the applicant.

This may be subject to adjustment when assessed by a City Officer

Fee Type	Cost Excl. GST	GST	Cost Inc. GST	Pay Later
Building Fees - OLA				
Construction Training Fund	\$42.00	\$0.00	\$42.00	<input type="checkbox"/>
Online BA - Footpath Kerb Inspection Fee	\$130.00	\$0.00	\$130.00	-
Online BA - BA2 Uncert. (Class 1 or 10)	\$110.00	\$0.00	\$110.00	-
Online BA - BSL Authorised	\$61.65	\$0.00	\$61.65	-
Fees Total (Inc. GST) \$343.65				
Fees Payable Now Total (Inc. GST) \$343.65				

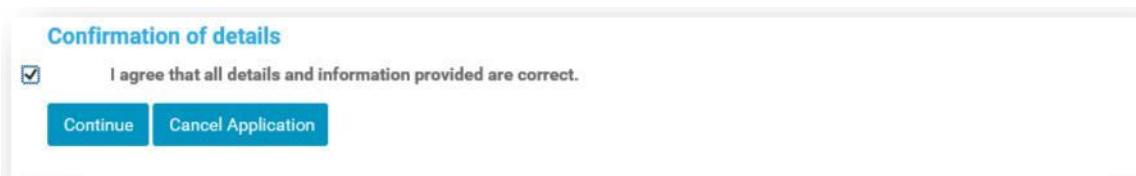
[Continue](#)

[Clear](#)

Building Permit Online Applications

Credit Card

To pay your fees now via credit card, press the *Continue* button. You will now be taken to a summary outlining all the information you've provided during the submission stages in one easy to read page. Confirm that all your information is correct and accurate by ticking the box at the bottom of the page and press the *Continue* button.

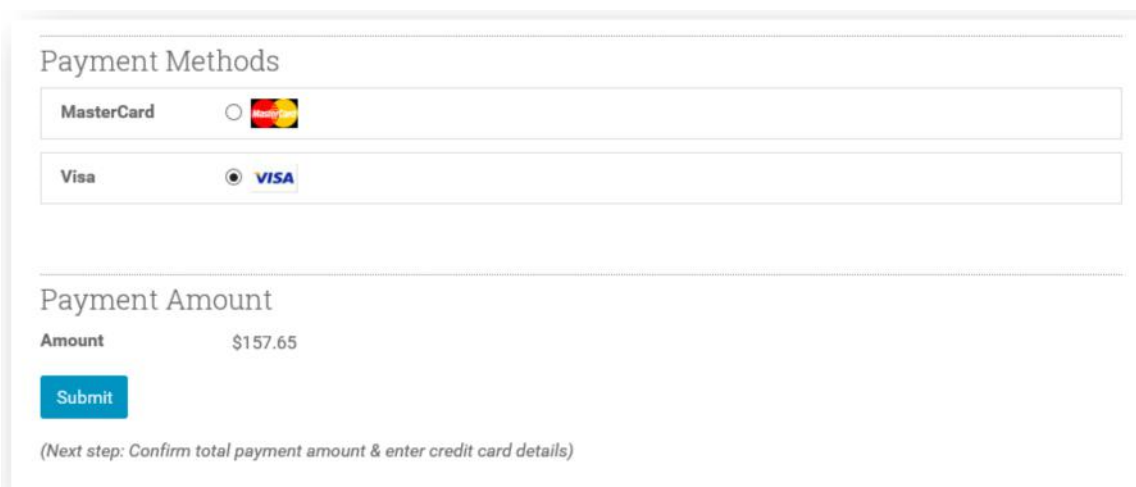
A screenshot of a web form titled "Confirmation of details". It features a checked checkbox followed by the text "I agree that all details and information provided are correct." Below this text are two buttons: "Continue" and "Cancel Application".

Confirmation of details


☒ I agree that all details and information provided are correct.


Continue Cancel Application

Select what card option you are paying with and press the *Submit* button.

A screenshot of a web form with two sections. The first section, "Payment Methods", has two rows: "MasterCard" with an unselected radio button and the MasterCard logo, and "Visa" with a selected radio button and the Visa logo. The second section, "Payment Amount", shows "Amount" as "\$157.65" and a "Submit" button. At the bottom, there is a note: "(Next step: Confirm total payment amount & enter credit card details)".

Payment Methods

MasterCard ☐ 

Visa ☒ 

Payment Amount

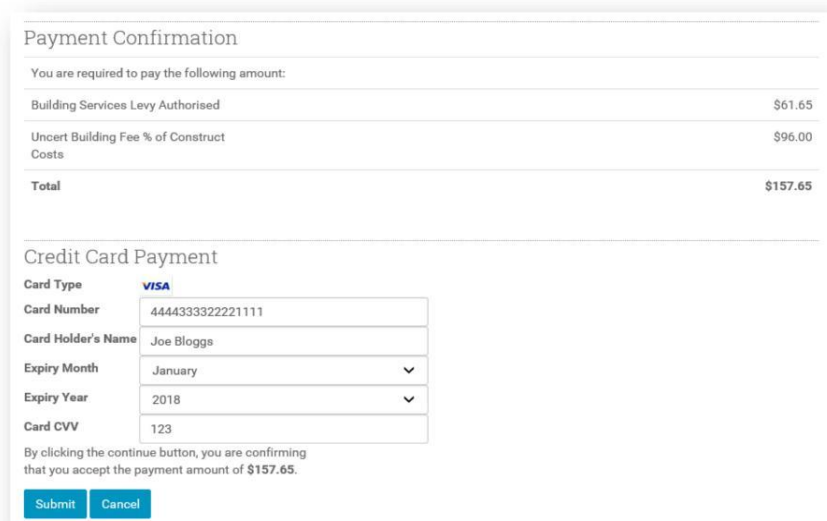
Amount \$157.65

Submit

(Next step: Confirm total payment amount & enter credit card details)

Now enter in the card number, card holder's name, expiry month/year and your card's CVV (card verification value) which is the last three digits on the back of your card. Once entered, press the *Submit* button. Your payment will be processed and this may take a few seconds.

Building Permit Online Applications



The screenshot shows a web form titled "Payment Confirmation" and "Credit Card Payment". The "Payment Confirmation" section lists the amounts for "Building Services Levy Authorised" (\$61.65) and "Uncert Building Fee % of Construct Costs" (\$96.00), with a "Total" of \$157.65. The "Credit Card Payment" section includes fields for Card Type (VISA), Card Number (4444333322221111), Card Holder's Name (Joe Bloggs), Expiry Month (January), Expiry Year (2018), and Card CVV (123). A disclaimer states: "By clicking the continue button, you are confirming that you accept the payment amount of \$157.65." At the bottom are "Submit" and "Cancel" buttons.

Payment Confirmation	
You are required to pay the following amount:	
Building Services Levy Authorised	\$61.65
Uncert Building Fee % of Construct Costs	\$96.00
Total	\$157.65

Credit Card Payment	
Card Type	VISA
Card Number	4444333322221111
Card Holder's Name	Joe Bloggs
Expiry Month	January
Expiry Year	2018
Card CVV	123

By clicking the continue button, you are confirming that you accept the payment amount of \$157.65.

[Submit](#) [Cancel](#)

NOTE – Do not press the cancel, back or refresh buttons on your browser during this time.

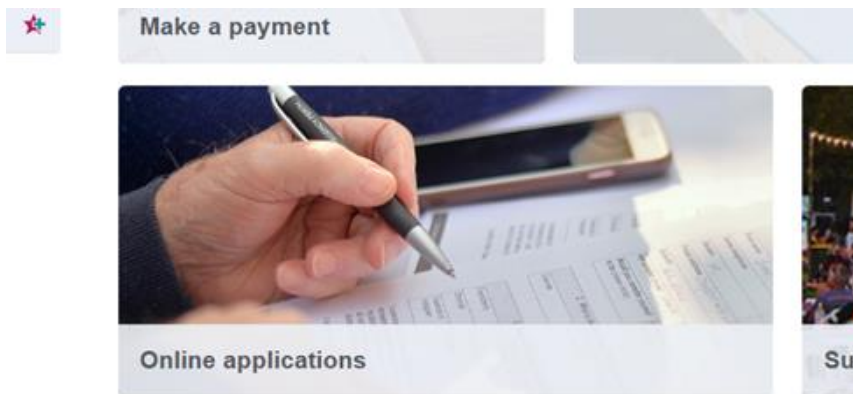
You will now receive a tax invoice/receipt for your application. You may print this page as a receipt if you wish to by pressing the *Print* button. The City will receive your application and an initial examination of the application will be undertaken to ensure all required information has been provided. At this stage we may accept or reject your application based on specified reasons. An email will be sent to you shortly advising of the outcome of this examination period.

Building Permit Online Applications

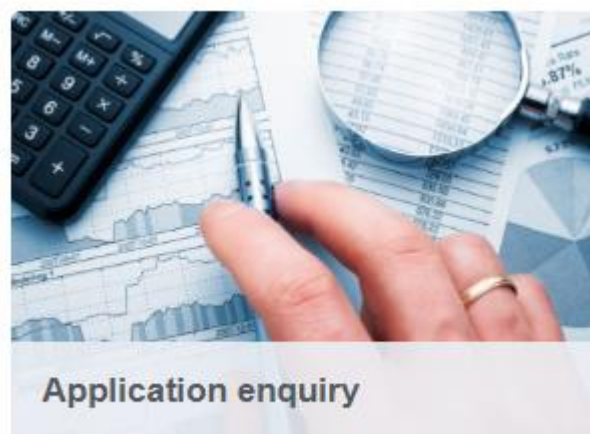
Application Enquiry

Application Enquiry is used to locate lodged applications, and download approved Building Permit documentation after approval notification has been received. Approval notification is sent by email (email linked with your Rockport account).

Once successfully signed in to *Rock Port*, click on *Online Application* tile located on the Home page.



Now click on the *Application Enquiry* tile.



Building Permit Online Applications

An application can be located by searching under any one of the following parameters; application number, lodgment date, determination date, property details.

Application Number

Type in the application number and press the *Search* button. *The number format is generally similar to 1.2025.1234.1. When searching only enter the "1234" part.*

Application Details

Application
Number

eg 121/2005

OR use any of the following search fields:

Lodgement Date

Enter a date or date period of when the application was lodged and press the *Search* button.

Lodgement Date

☐ Specified Range ☐ This Week ☐ Last Week ☐ This Month ☐ Last Month

From



To



Determination Date

Enter a date or date period of when the application was determined (approved / rejected / cancelled) and press the *Search* button.

Determination Date

☐ Specified Range ☐ This Week ☐ Last Week ☐ This Month ☐ Last Month

From



To





Building Permit Online Applications

Property Details

Enter the address of which the application is for and press the *Search* button.


Property Details

Street name	<input type="text"/>
Suburb	--None Selected-- 
Unit	<input type="text"/>
House No.	--None Selected-- 
Plan	<input type="text"/>
Strata Plan	<input type="text"/>
Lot	<input type="text"/>
Place	<input type="text"/>

AND the following search field:

Once a type of criteria has been entered and you have pressed the *Search* button a list of possible applications will appear. To view an application in full or to have access to any downloadable documents click on the address.

Application Enquiry

 **Instructions**

Click on the Development Application to see further detail.
To display these results in a different order, select from the options below and click the 'Re-Sort' button.
Documents Found 16

☐ Received Date ☒ Location

123 Pleasantview Parade BALDIVIS WA 6171	
Type of Work	New Building, Single Dwelling : Class 1a
Applicant	Celebration Nominees Pty Ltd, Mrs M Morgana
Certifier	Group Four Building Surveyors Pty Ltd
Application No.	1083/2017
Date Lodged	12/05/2017
Cost of Work	\$246,523.00
Determination Details	Issued Electronically
Determination Date	18/05/2017

[New Search](#)


NOTE – It may take a few seconds for the page to display. This is due to the online portal retrieving up-to-date information direct from the City's databases.

Building Permit Online Applications

Downloading Approvals

A summary of your application will now display.

Application Enquiry

 **Instructions**
Below are the details of the DA.

Application Information

Property Details	123 Pleasantview Parade BALDIVIS WA 6171
Type of Work	New Building, Single Dwelling : Class 1a
Application No.	1083/2017
Date Lodged	12/05/2017
Cost of Work	\$246,523.00
Determination Details	Issued Electronically
Determination Date	18/05/2017
External Reference	ELS 20245
Liaison Officer	Mrs K N Mohsenin
Applicant	Celebration Nominees Pty Ltd
Applicant Address	131 Hasler Road OSBORNE PARK WA 6017
Certifier	Group Four Building Surveyors Pty Ltd
Owner	Silhouette Property Pty Ltd

[Map](#) | [Application Information](#) | [Application Stages And Status](#) | | [Application Documents](#) |

Application Stages And Status

Stage Description	Opened	Target Date	Completed Date	Status
Assessment of Application	18/05/2017	30/05/2017	18/05/2017	Completed
Manager Approval	18/05/2017	22/05/2017	18/05/2017	Approved

[Map](#) | [Application Information](#) | [Application Stages And Status](#) | | [Application Documents](#) |

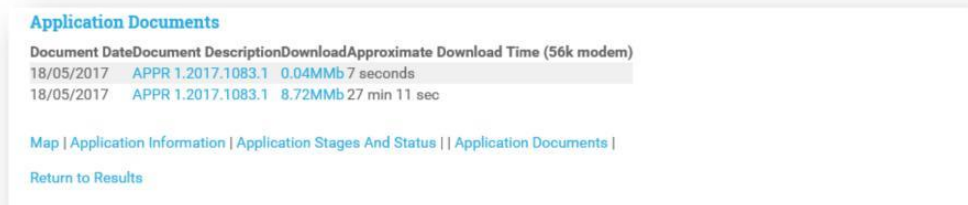
Fees

Fee Type	Date Raised	Amount	Paid
Building Services Levy Authorised	11/05/2017	\$337.74	No
Cert Building Fees % of Construct. Costs	11/05/2017	\$468.39	No
Construction Training Fund	11/05/2017	\$493.05	No
Footpath Kerb Inspection Fee	11/05/2017	\$72.80	No

[Map](#) | [Application Information](#) | [Application Stages And Status](#) | | [Application Documents](#) |

To download approved Building Permit documents, scroll to the bottom of the application summary to find the downloadable documents under the Application Documents heading.

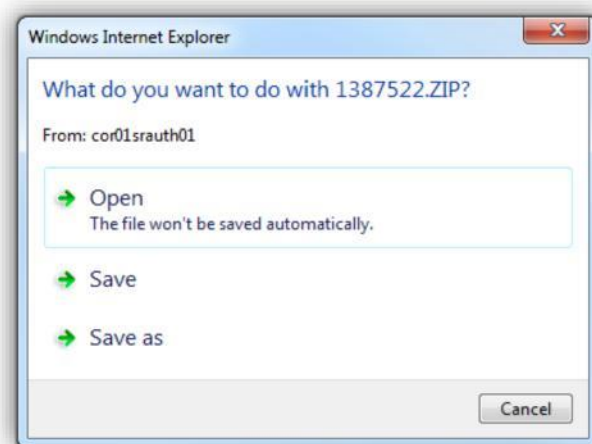
Building Permit Online Applications



Document Date	Document Description	Download	Approximate Download Time (56k modem)
18/05/2017	APPR 1.2017.1083.1	0.04MMb	7 seconds
18/05/2017	APPR 1.2017.1083.1	8.72MMb	27 min 11 sec

[Map | Application Information | Application Stages And Status | Application Documents |](#)
[Return to Results](#)

Approved documents are zipped into a file with the name starting with APPR. Click on this and you will be asked if you want to Open, Save or Save As.



Select your option, and the documents will either open or save as requested.

Support

If you experience any issues with *Rock Port* you can report it by contacting the City via an e-mail to customer@rockingham.wa.gov.au providing the details of your issue.

To assist the City with troubleshooting your error, please provide screen shots of the error message/s you may be experiencing as well as any other information that could help to resolve your issue. Your contact information should also be provided.

Alternatively you can contact the City on (08) 9528 0333 during business hours.