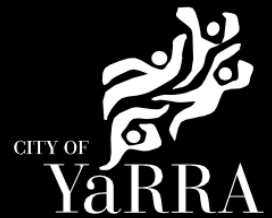


# How to Amendment / Variation to Building Permit



Click on the following Link

Type **eBAYY/NNNNN** next to **Council Reference**

Click **SEARCH**

## [Yarra City Council - eProperty - Application Search](#)

**Application Tracking**

- Application Search
- All Building Applications
- All Planning Applications
- Advertised Applications
- Heritage Victoria Referrals

**Online Applications**

- Shopping Cart
- Submit an Application

**Online Payments**

- Animal Payment
- Application Payment

### Application Search

You can search for applications lodged to Yarra City Council (in the case of planning applications dating back to April 2001) using the electronic search form below. If an application doesn't appear using the search form, it does not mean that an application has not been made. It may take several days for an application, or an updated status of an application, to appear on Council's website.

You can search by the following options:

1. If you know Council's reference number, type it (in full) into the **Application Number** field and click on the **Search** button located next to the field
2. If you do not know Council's reference number you can use one of the following options:
  1. **Date From & Date To** and click **Search**
  2. **Address** (street name and suburb are always required) and click **Search**
  3. **Suburb** and click **Search**

In the event that you cannot find an application using the electronic search form, please email: [PlanningAdmin@yarracity.vic.gov.au](mailto:PlanningAdmin@yarracity.vic.gov.au) for (statutory) planning and [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) for all other applications

Council Reference

**CLEAR** **SEARCH**

If you do not have Council's Reference Available complete **Address Search**

- **Enter Street No From**
- **Street**
- **Suburb**

Note: You must enter SUBURB or the search will fail.

Click **SEARCH**

Street No From  Street No To

Street

Street Type

Suburb

**CLEAR** **SEARCH**

The **Address Search** will return a list of *Applications*.

Select the **Building Permit 'eBA'** you would like to lodge your request against.

This will load the **Application Details** page.

### Application Search Results

Electronic records are (by default) sorted by lodgement date. However you can sort data based on any of the column headings by clicking on the relevant column heading and then selecting 'ascending' or 'descending' order.

#### Application Search Results

Application Link	Application Received	Proposal	Address	Stage
<a href="#">eBA20/00156.03</a>	24/10/2022	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3 - Amended	1 South Tce Clifton Hill VIC 3068	Building Permit Issued
<a href="#">eBA20/00156.02</a>	24/08/2021	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3	1 South Tce Clifton Hill VIC 3068	App REC
<a href="#">eBA20/00156.01</a>	7/05/2021	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 2	1 South Tce Clifton Hill VIC 3068	
<a href="#">eBA20/00156</a>	31/08/2020	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 1	1 South Tce Clifton Hill VIC 3068	Raise Fee
<a href="#">PLN18/0385</a>	5/06/2018	Buildings & Works	1 South Tce Clifton Hill VIC 3068	No Permit Required

Scroll down to *Available Actions for Customer* and select **Amendment / Variation**

## Application Details

### Proposal

Council Reference	eBA20/00156.03
Proposal	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3 - Amended
Application Received	24/10/2022
Category Description	Private Building Surveyor - Commercial Works
Stage	Building Permit Issued

### Address

Address	1 South Tce Clifton Hill VIC 3068
Ward	Langridge

**Agree** to the *Terms and Conditions* and click **Continue**

## Terms and Conditions

### Yarra eServices Terms and Conditions of Use:



Access to Yarra City Council's 'Yarra eServices' (**Service**) is restricted to owners of property within the City of Yarra (and their nominated agents) and organisations or individuals who conduct business with Yarra City Council.

By using the Service, you acknowledge that you have read and understood these terms and conditions and agree to be bound by them.

[Read our Terms and Conditions](#)


[Read our privacy statement](#)

[Read our disclaimer](#)

I Agree to the Terms and Conditions

CONTINUE

# Complete Application Information (Step 1) questions and click Next



## Application Information

Step 1 of 3

- Application Information
- File Attachments
- Summary Information
- Current Application**
- Shopping Cart

### Application summary

#### Building Permit Update - Amendment / Variation

Please fill in required details about your application.

#### Application Information

Please confirm that the application details below are correct. If these details (or the application ID and paper(s)) are not correct, you will need to start again and re-submit the process.

Building Application No.\*  
WB47300012

Building Application Property Address  
123 Hunter St Melbourne VIC 3121

Building Application Synopsis  
Description of work under the Building Permit

Please enter the PBS Application Number for the related Building permit.

PBS Building Application Number\*

Please enter the permit issue date in the text box below.

Permit Issue Date\*

Please enter the date works are due to commence for this Building permit.

Works Commenced From\*

Please enter the date works are to be completed for this Building permit.

Works Completed By\*

Please enter the Cost of works associated with the related Building Permit in the text box below. This relates to all costs associated with the works approved under the Building Permit.

Total Estimated Cost after Amendment\*

#### Declaration

I declare that I have completed the required documentation and all information provided in this application is true and correct. I declare that I am aware that it is against the law to provide false or misleading information, and if false it could result in revocation of the application (suspend and cancel proceedings).

I declare that I am aware of the legislative requirements pursuant to the relevant section of the current Building Act so that a person must not act on behalf of or on account of a building or land for the purpose of making any application, appeal or refusal under the Act or the Regulations, unless the person is authorized in writing by the person to do so.

I acknowledge that the fee (if applicable) is not refundable and when paid, is not refundable.

I agree to the Building Declaration\*

Next Selection

CLASH NEXT

## Complete File Attachment (step 2)

The attachment types marked with asterisk are mandatory.

You must ensure that the documents you attached are saved in the accepted file type before uploading.

### How to upload each document:

- Select Attachment Type
- Click on Choose File
- Select File
- Click on Upload
- Attachments once uploaded will appear under **Uploaded Files**

When uploading documents online there is a file size limit of 128 megabyte per attachment. If a document is larger than this, you will need to reduce the size of it / upload documents separately.

## Step 3 – Summary Information and click Continue

Step 2 of 3

- ✔ Application Information
- ▶ File Attachments
- Summary Information

✖ Cancel Application

🛒 Shopping Cart

### File Attachments

#### Application Summary

Building Permit Update - Amendment / Variation

⚠ Upload any files relevant to your application that meet the file type requirements.

Attachment Type	Accepted File Types
<input checked="" type="radio"/> <b>Amended (Varied) Building Permit*</b> Upload a copy of the amended building permit issued in respect of the building work(s).	DOC,DOCX,PDF,PNG,JPG,JPEG
<input type="radio"/> <b>Amended Plans and documents*</b> Upload a copy of all plans and other documents lodged with the application for the permit in accordance with Regulation 25 and 26 of the Building Regulations. NOTE: List all documents received with the application for the building permit and any other documents requested and relied on in determining compliance of the application. *	DOC,DOCX,PDF,PNG,JPG,JPEG
<input type="radio"/> <b>Other supporting documentation</b> Any other relevant or required document or information.	DOC,DOCX,PDF,PNG,JPG,JPEG

**Upload a File**

**CHOOSE FILE** No file chosen

**CLEAR** **UPLOAD**

**Uploaded Files**

No Records Added

**PREVIOUS** **NEXT**

Step 3 of 3

- ✔ Application Information
- ✔ File Attachments
- ▶ Summary Information

✖ Cancel Application

🛒 Shopping Cart

### Summary Information

⚠ It is your responsibility to check that all of the details are correct. Check the details below. You can adjust any of the information by clicking on the heading link above the heading on the section or click on the steps on the left-hand side of the screen.

You can return to this Summary by clicking on the Summary link on the left-hand side of the screen.

**Note: You will be required to enter Applicant information in the next step.**

<u>Application Information</u>	
Building Application No.*	eBA23/00032
Building Application Property Address	53 Hunter St Richmond VIC 3121
Building Application Synopsis	Demolition of an Existing Dwelling
PBS Building Application Number*	25/05/2023
Permit Issued Date*	25/05/2025
Works Commenced From*	22/08/2025
Works Completed By*	11/01/2025
Total Estimated Cost after Amendment*	100,000
I agree to the Building Declaration*	I accept this Declaration
<u>File Attachments</u>	
File Name	End of Year processing manual.docx
Attachment Type	<strong>Amended (Varied) Building Permit*</strong> Upload a copy of the amended building permit issued in respect of the building work(s).
File Size	130.79 KB
File Name	End of Year processing manual[1].docx
Attachment Type	<strong>Amended Plans and documents*</strong> Upload a copy of all plans and other documents lodged with the application for the permit in accordance with Regulation 25 and 26 of the Building Regulations.  NOTE: List all documents received with the application for the building permit and any other documents requested and relied on in determining compliance of the application.
File Size	130.79 KB

⚠ After clicking Continue below, you will be prompted to complete the details of the Applicant (person or entity applying for this permit or request).

**By continuing below, I declare that I am the applicant, and that the information in this application is true and correct. Remember it is against the law to provide false or misleading information, and if I do it could result in cancellation of the application, permit or request.**

**CONTINUE**

Enter **Applicant** and click **Complete**

Yarra

**Applicant**

**Application Tracking**

- Application Search
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**Online Applications**

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**Online Payments**

- Animal Payment
- Application Payment
- Debtor Payment
- Infringement Payment

**User Information**

- Forgotten Password
- Register

**Name Details**

**Recently Used Names:**

	Given Names	Name
Select	Mamie	Vincent
Select	Joshua	Brandema

Please select applicable  Person  Business

Given Names

Surname\*

Address\*

Suburb\*

Postcode\*

**Contact Details**

Email Address\*

Please enter at least one daytime contact number\*

Home Phone

Work Phone

Mobile Phone

[PREVIOUS](#) [COMPLETE](#)

If you would like a copy of the application Click **Print** and this allows you to save the summary as a PDF or print a hard copy.