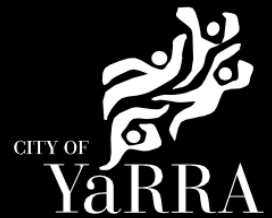


# How to Submit a Staged Permit



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 **Add New Staged**

## 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
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**

Step 1 of 4

Application Information

Delivery Email Address

File Attachments

Summary Information

Cancel Application

Shopping Cart

### Application Information

#### Application Summary

Building Works – Private Building Surveyor - Building Permit Stage

Provide all required details about your application.

#### Application Description

Note: maximum character limit of 1000. If you wish to exceed this character limit please attach supporting documentation at the File Attachments step.

Please enter a description of works to be conducted\*

#### Application Information

Please confirm that the application details below are correct. If these details (ie the application ID and property) are not correct, you will need to start again and commence the process.

Building Application No.\*

45A2000136.03

Building Application Property Address

3 South Tce Clifton Hill VIC 3086

Building Application Synopsis

VGSB Clifton Hill Primary School (CHPS) - New ...

Please enter the Private Building Surveyor (PBS) Application Number for this Staged Building Permit issued.

PBS Building Application Number\*

Please enter the Building Permit issue date.

Permit Issued Date\*

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

Estimated Cost\*

Please enter the stage in which this Building Permit relates to, example 2.

Permit Stage\*

I agree to the Building Declaration\*

Not Selected



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

Works Commenced From\*

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

Works Completed By\*

CLEAR NEXT

Complete **Delivery Email Address** details (**step 2**) once completed names will appear under Added Names.

The email addresses will be used to communicate with you about your building permit. This includes general communication etc.

Correspondence can be sent to more than one email address. Please enter your first email address and click **Add**.

Then continue to enter as many email addresses as needed. Please add all relevant email addresses, even if you have added them in previous steps.

Once all delivery emails are added click **NEXT**.

Step 2 of 4

- Application Information
- Delivery Email Address
- File Attachments
- Summary Information

**Delivery Email Address**

**Application Summary**  
Building Works – Private Building Surveyor - Building Permit Stage

Please provide a valid email address. This email address will be used to send you information relevant to your application.

Cancel Application

Shopping Cart

Email Address

**ADD**

**Added Delivery Email Addresses**

Email Address	Remove
test@test.com	<b>X</b>

**PREVIOUS** **CLEAR** **NEXT**

### Complete File Attachment (step 3)

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.

Once all documents are uploaded click **NEXT**

Step 3 of 4

✔ Application Information

✔ Delivery Email Address

▶ File Attachments

Summary Information

✖ Cancel Application

🛒 Shopping Cart

## File Attachments

### Application Summary

Building Works – Private Building Surveyor - Building Permit Stage



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

Attachment Type	Accepted File Types
<b>Additional information under Regulation 305</b>	
<input checked="" type="radio"/> <b>Documentary evidence</b> to support the use of a material, form of construction or design in a form referred to in clause A2.2 of the BCA Volume One or clause 1.2.2 of the BCA Volume Two.	DOC,DOCX,PDF,PNG,JPG,JPEG
<input checked="" type="radio"/> <b>A survey plan</b> prepared by a registered licensed surveyor to show existing site conditions under the requirements of the Surveying Act 2004.	
<input checked="" type="radio"/> <b>Certificate of title</b> to the allotment (lot), under the Transfer of Land Act 1958.	
<input type="radio"/> <b>Building Permit*</b>	
<input type="radio"/> The Building Permit issued in respect of the building work(s). *	DOC,DOCX,PDF,PNG,JPG,JPEG
<input type="radio"/> <b>Covering Letter*</b>	
<input type="radio"/> Private Building Surveyor (PBS) accepting an appointment as the Relevant Building Surveyor (RBS) for proposed building work(s). *	DOC,DOCX,PDF,PNG,JPG,JPEG
<input type="radio"/> <b>Other supporting Documentation</b>	
<input type="radio"/> Any other relevant or required document or information.	DOC,DOCX,PDF,PNG,JPG,JPEG
<input type="radio"/> <b>Plans and documents*</b>	
<input type="radio"/> All plans and other documents lodged with the application for the Building Permit in accordance with Regulation 25 and 26 of the current Building Regulations. *	DOC,DOCX,PDF,PNG,JPG,JPEG
<input type="radio"/> <b>Property Information*</b>	
<input type="radio"/> Details on whether the allotment (lot) is located in an area specified at Regulation 29(g) of the current Building Regulations. *	DOC,DOCX,PDF,PNG,JPG,JPEG

#### Upload a File

CHOOSE FILE

No file chosen

CLEAR

UPLOAD

Once all documents are uploaded  
click **NEXT**

#### Uploaded Files

File Name ( Title )	Attachment Type	File Size	Remove
Yarra MBS Acquittal review Checklist 2022 - Final Version.docx	<p><b>Additional information under Regulation 305</b></p> <ul style="list-style-type: none"> <li>• <b>Documentary evidence</b> to support the use of a material, form of construction or design in a form referred to in clause A2.2 of the BCA Volume One or clause 1.2.2 of the BCA Volume Two.</li> <li>• <b>A survey plan</b> prepared by a registered licensed surveyor to show existing site conditions under the requirements of the Surveying Act 2004.</li> <li>• <b>Certificate of title</b> to the allotment (lot), under the Transfer of Land Act 1958.</li> </ul>	63.60 KB	✘
Agenda template - SIS meeting 07.02.23.docx	<p><b>Building Permit*</b></p> <p>The Building Permit issued in respect of the building work(s).</p>	57.82 KB	✘
Agenda template - SIS meeting 07.02.23[1].docx	<p><b>Covering Letter*</b></p> <p>Private Building Surveyor (PBS) accepting an appointment as the Relevant Building Surveyor (RBS) for proposed building work(s).</p>	57.82 KB	✘
Yarra MBS Acquittal review Checklist 2022 - Final Version[1].docx	<p><b>Plans and documents*</b></p> <p>All plans and other documents lodged with the application for the Building Permit in accordance with Regulation 25 and 26 of the current Building Regulations.</p>	63.60 KB	✘
Yarra MBS Acquittal review Checklist 2022 - Final Version[2].docx	<p><b>Property Information*</b></p> <p>Details on whether the allotment (lot) is located in an area specified at Regulation 29(g) of the current Building Regulations.</p>	63.60 KB	✘

PREVIOUS

NEXT

## Step 4 – Summary Information and click Continue

Step 4 of 4

- [Application Information](#)
- [Delivery Email Address](#)
- [File Attachments](#)
- Summary Information**
- [Cancel Application](#)
- [Shopping Cart](#)

### Summary Information



A summary of your application is shown below. Click Continue to add your application to your shopping cart.



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.**

#### Application Information

Please enter a description of works to be conducted\* test  
 Building Application No.\* eBA20/00156.03  
 Building Application Property Address 1 South Tce Clifton Hill VIC 3068  
 Building Application Synopsis VSB4 Clifton Hill Primary School (CHPS) - New ...  
 PBS Building Application Number\* ABCD12345  
 Permit Issued Date\* 25/05/2022  
 Estimated Cost\* 0  
 Permit Stage\* 75  
 I agree to the Building Declaration\* I accept this Declaration  
 Works Commenced From\* 1/01/2023  
 Works Completed By\* 15/09/2022

#### Delivery Email Address

Email Address test@test.com

#### File Attachments

File Name	Attachment Type	File Size
Yarra MBS Aquittal review Checklist 2022 - Final Version.docx	<strong>Additional information under Regulation 305</strong> <strong>Documentary evidence</strong> to support the use of a material, form of construction or design in a form referred to in clause A2.2 of the BCA Volume One or clause 1.2.2 of the BCA Volume Two.</strong> <strong>A survey plan</strong> prepared by a registered licensed surveyor to show existing site conditions under the requirements of the Surveying Act 2004. </strong> <strong>Certificate of title</strong> to the allotment (lot), under the Transfer of Land Act 1958. </strong>	63.60 KB
Agenda template - SIS meeting 07.02.23.docx	<strong>Building Permit</strong> The Building Permit issued in respect of the building work(s).	57.82 KB
Agenda template - SIS meeting 07.02.23[1].docx	<strong>Covering Letter</strong> Private Building Surveyor (PBS) accepting an appointment as the Relevant Building Surveyor (RBS) for proposed building work(s).	57.82 KB
Yarra MBS Aquittal review Checklist 2022 - Final Version[1].docx	<strong>Plans and documents</strong> All plans and other documents lodged with the application for the Building Permit in accordance with Regulation 25 and 26 of the current Building Regulations.	63.60 KB
Yarra MBS Aquittal review Checklist 2022 - Final Version[2].docx	<strong>Property Information</strong> Details on whether the allotment (lot) is located in an area specified at Regulation 29(g) of the current Building Regulations.	63.60 KB

Amount Due

CONTINUE

Complete **Payment Summary** step (This is the 'applicant' step – your details) click **Complete**

### Payment Summary

**Name Details**

Recently Used Names:

Given Names	Name
-------------	------

Title

Given Names

Surname\*

Gender

Date Of Birth

Address\*

Suburb

Postcode

**Contact Details**

Email Address

Home Phone

Work Phone

Mobile Phone

Fax

**Purchase Details**

Type	Description	Amount
------	-------------	--------

**Totals**

Amount Due

**PREVIOUS** **COMPLETE**

Enter **Payment Details (credit card details)** and click **Pay**

### Enter Payment Details

Payment Total: 299.80 AUD  
Merchant Reference: 174427

Card Holder Name:

Card Number:

Card Type:

Expiry Date:

CVV/ Card Security Code:

**PAY** **CANCEL**

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.