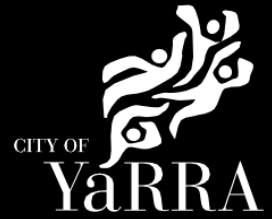


How to Submit Information to Council



Click on the following Link

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

Enter the eBAYY/NNNNN reference number next to **Council Reference** and click **SEARCH**

Council Reference

Scroll down to **Available Actions for Customer** and select **UPLOAD SUPPORTING DOCUMENTATION**

<input type="button" value="UPLOAD PLANS (SECTION 30)"/>	Initiate request to Upload Plans (Section 30) and associated plans for Building Permit
<input type="button" value="UPLOAD SUPPORTING DOCUMENTATION"/>	Initiate request to Upload Final Inspection / Certificate of Occupancy or any other Supporting Documentation
<input type="button" value="TRANSFER OF FUNCTION"/>	Initiate request to Transfer of Function
<input type="button" value="PROTECTION WORKS"/>	Initiate request to Protection Works
<input type="button" value="AMENDMENT / VARIATION"/>	Initiate request to Amendment / Variation
<input type="button" value="ADD NEW STAGE"/>	Add new subsequent stage to this application
<input type="button" value="SUBMIT CANCELLATION"/>	Initiate request to Submit Cancellation

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

Complete Application Information (Step 1) questions and click Next

Application information

Application Information
File Attachments
Summary Information
Cancel Application
Shopping Cart

Application Summary

Building Permit Update - Upload Plans (Section 30)

LEGISLATIVE RESPONSIBILITIES
Under Section 30 of the Building Act, a private building surveyor who has accepted an appointment is required to notify Council in writing within seven days of accepting that appointment.

Where a registered body corporate accepts an appointment as Private Building Surveyor to carry out the function under Part 4 of the Act, pursuant to section 30A, the registered body corporate must ensure that the work as building surveyor is carried out by the Designated Building Surveyor who is registered under Part 11 as a building surveyor and whose registration authorises the Designated Building Surveyor to carry out that work.

The registered body corporate must, within 7 days after accepting the appointment, notify the relevant Council in writing of the Designated Building Surveyor referred to in section 30A(2) of the Act and give copy of that notice to the person who appointed the registered body corporate.

Application information

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

Building Application No*
#BA2300038

Building Application Property Address
78 Neena St Clifton Hill VIC 3085

Building Application Synopsis
Partial Demolition and Construction of New Ver...

Section 30 Details

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

PBS Building Application Number*

Please enter the Building Permit issue date.

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*

Estimated Cost of Works*

Declaration

I declare that I have uploaded 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 so, it could result in cancellation of the application request and criminal proceedings.

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

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

I agree to the Building Declaration*

Not Selected

CLEAR **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 - Upload Plans (Section 30)

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

Attachment Type	Accepted File Types
Additional information under Regulation 305 <ul style="list-style-type: none">Documentary evidence 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.A survey plan prepared by a registered licensed surveyor to show existing site conditions under the requirements of the Surveying Act 2004.Certificate of title to the allotment (lot), under the Transfer of Land Act 1958.	DOC,DOCX,PDF,PNG,JPG,JPEG
Building Permit* <ul style="list-style-type: none">A copy of the building permit issued in respect of the building work.*	DOC,DOCX,PDF,PNG,JPG,JPEG
Other supporting documentation <ul style="list-style-type: none">Any other relevant or required document or information.	DOC,DOCX,PDF,PNG,JPG,JPEG
Plans and documents* <p>Provide copies of all plans and other documents lodged with the application for the Permit in accordance with Regulation 25 to Regulation 26.</p> <p>NOTE: Provide a list of documents received with the application for the building permit and any other documents requested and relied on in determining compliance of the application. *</p>	DOC,DOCX,PDF,PNG,JPG,JPEG
Property Information* <ul style="list-style-type: none">Details on whether the allotment (lot) is located in an area specified in Regulation 29(g) of the current Building Regulations. *	DOC,DOCX,PDF,PNG,JPG,JPEG

Upload a File

CHOOSE FILE No file chosen

CLEAR UPLOAD

City of Yarra LOGIN

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.

Application Information

Building Application No.*	#B423/00036
Building Application Property Address	78 Noone St Clifton Hill VIC 3008
Building Application Synopsis	Partial Demolition and Construction of New Ver...
PFS Building Application Number*	ABCD1234
Permit Issued Date*	25/05/2022
Works Commenced From*	22/08/2023
Works Completed By*	22/09/2024
Estimated Cost of Works*	100,000
I agree to the Building Declaration*	I accept this Declaration

File Attachments

File Name	End of Year processing manual.docx
Attachment Type	Additional Information under Regulation 305-Documentary evidence 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-A survey plan-prepared by a registered licensed surveyor to show existing site conditions under the requirements of the Surveying Act 2004-Certificate of title-to the allotment (lot), under the Transfer of Land Act 1958.
File Size	130.79 KB
File Name	LPD Info.docx
Attachment Type	Building Permit-A copy of the building permit issued in respect of the building work.
File Size	17.73 MB
File Name	How to Lodge - Combine S80 30.DOCX
Attachment Type	Plans and documents-Provide copies of all plans and other documents lodged with the application for the Permit in accordance with Regulation 25 to Regulation 26-NOTE-Provide a list of 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	26.59 MB
File Name	End of Year processing manual(1).docx
Attachment Type	Property Information-Details on whether the allotment (lot) is located in an area specified in Regulation 29(g) of the current Building Regulations.
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 it do it could result in cancellation of the application, permit or request.

CONTINUE

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

Yarra

Applicant

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*

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.

Yarra **LOGIN**

Application Confirmation

Application Details

Reference Number: SACT22/00023
 Application Description: Section 80 Notification to Council - 10 Park Dr Clifton Hill VIC 3068

Applicant Details

Given Names: Sarah Griffiths
 Address Detail: 212 Nowhere Street Brunswick 3070
 Home Phone: 03 9205 5280
 Work Phone:
 Mobile Phone:
 Email Address: Sarah.Griffiths@yarracity.vic.gov.au

PRINT