How to Notify Council of a Cancelled Permit

Click on the following Link	**Yarra City Council - eProperty - Application Search**
Type **eBAYY/NNNNN** next to *Council Reference* Click **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**	
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.	

Scroll down to *Available Actions for Customer* and select **Submit Cancellation**	**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**

Application Summary

Building Permit Update - Permit Cancellation

⊘	Provide all required details about your application.

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.*
> eBA23/00057

Building Application Property Address
> 46 Nicholson St Abbotsford VIC 3067

Building Application Synopsis
> Healthcare Buildings (Hospitals / Day Surgery ...

⊘	The date the Building Permit was cancelled.

Date of Cancellation*
> [📅]

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 I do, 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 an owner of 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 the 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)**

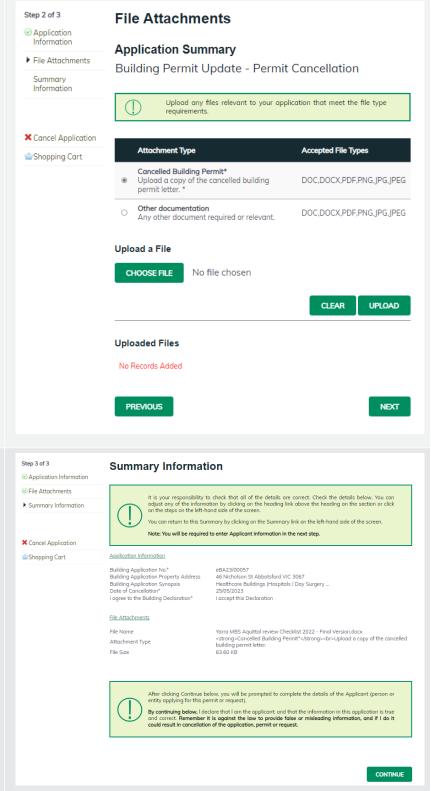The attachment types marked with asterix are mandatory.

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.

- Application Information
- ▸ File Attachments
- Summary Information

✖ Cancel Application
🛒 Shopping Cart

File Attachments

Application Summary

Building Permit Update - Permit Cancellation

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

Attachment Type	Accepted File Types
⦿ Cancelled Building Permit* Upload a copy of the cancelled building permit letter. *	DOC,DOCX,PDF,PNG,JPG,JPEG
○ Other documentation Any other document required or relevant.	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 – Summary Information and click **Continue**

- 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.*	eBA23/00057
Building Application Property Address	46 Nicholson St Abbotsford VIC 3067
Building Application Synopsis	Healthcare Buildings (Hospitals / Day Surgery ...
Date of Cancellation*	25/05/2023
I agree to the Building Declaration*	I accept this Declaration

File Attachments

File Name	Yarra MBS Aquittal review Checklist 2022 - Final Version.docx
Attachment Type	Cancelled Building Permit* Upload a copy of the cancelled building permit letter.
File Size	63.60 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**

Application Tracking
Application Search
All Building Applications
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Online Payments
Animal Payment
Application Payment
Debtor Payment
Infringement Payment

User Information
Forgotten Password

Applicant

Name Details

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.