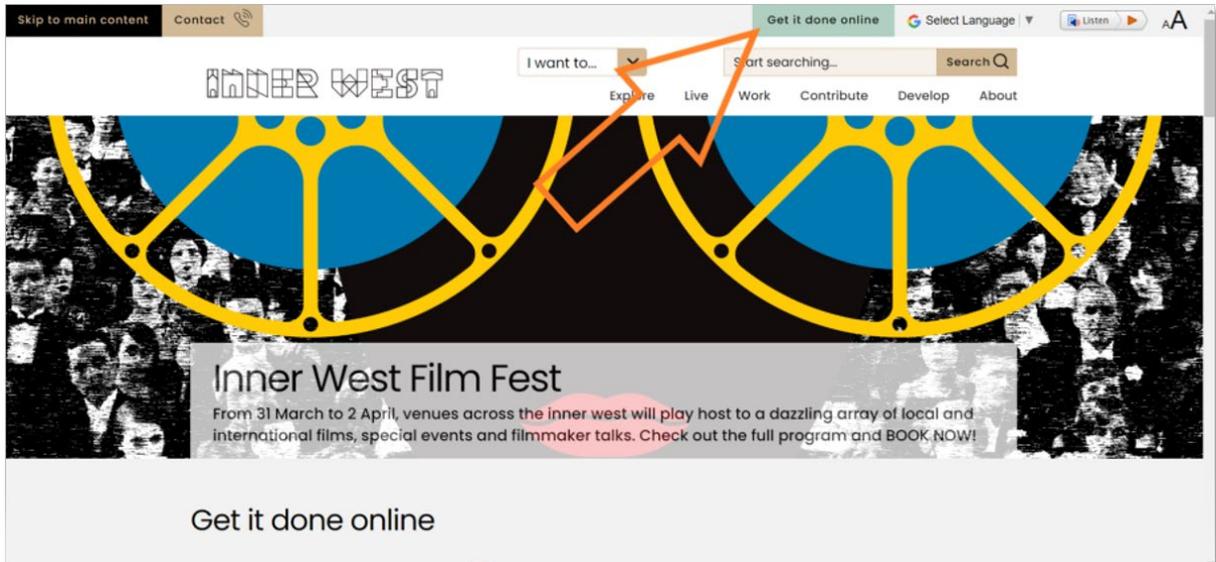


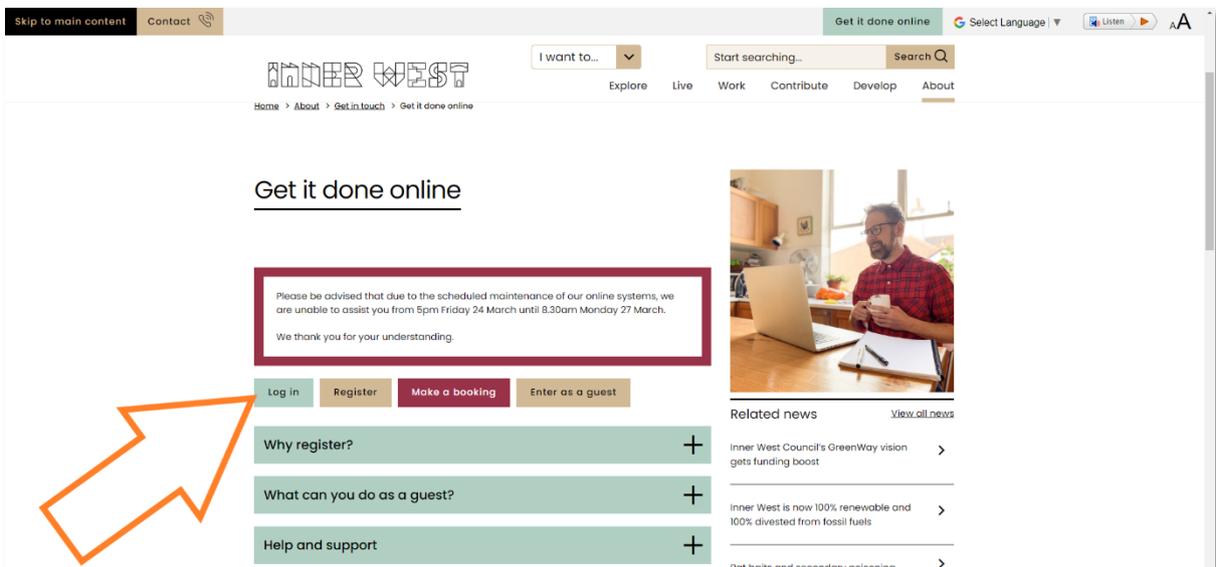
## How to lodge Planning Certificate application

1. Click on 'Get it done online' from Council's homepage.

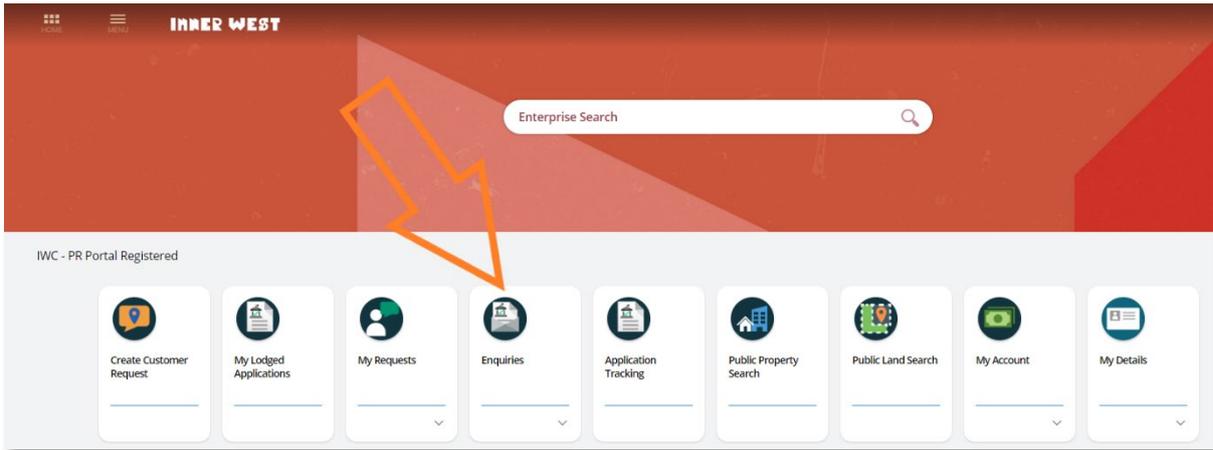


2. Log in as a registered user.

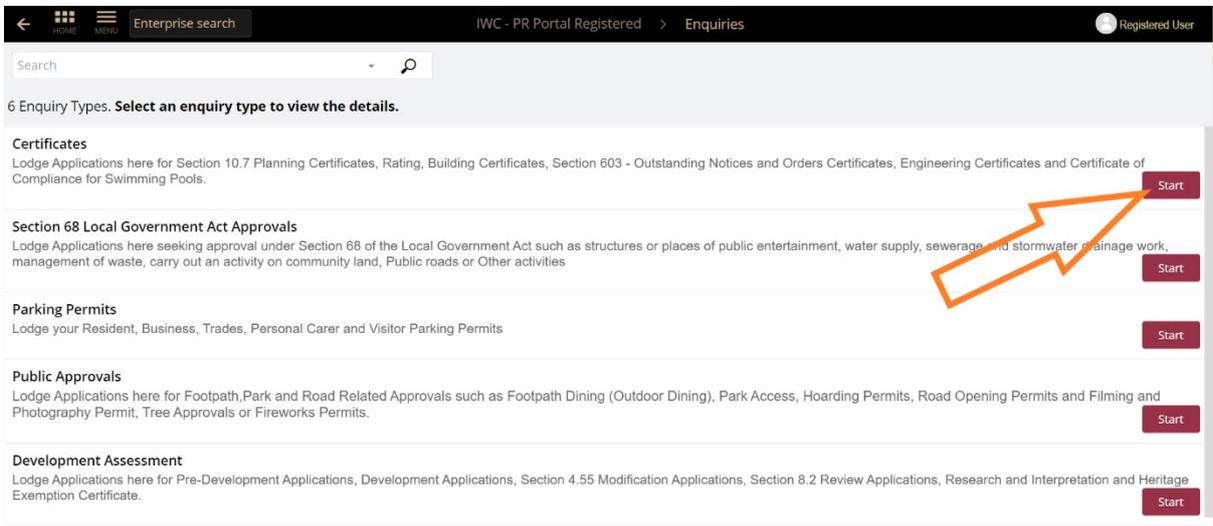
Note: If you are not a registered user, please select 'Register' or click on the following link [Customer Registration](#). To apply online, registration is required. Your registration will be verified within two (2) business days.



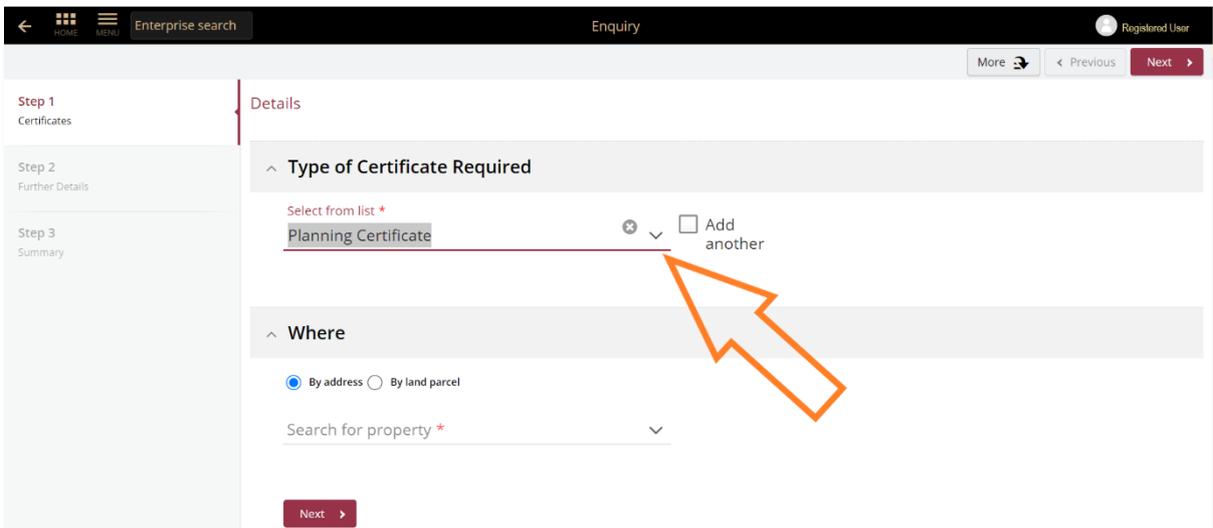
3. Once you have logged in, please click on 'Enquiries'.



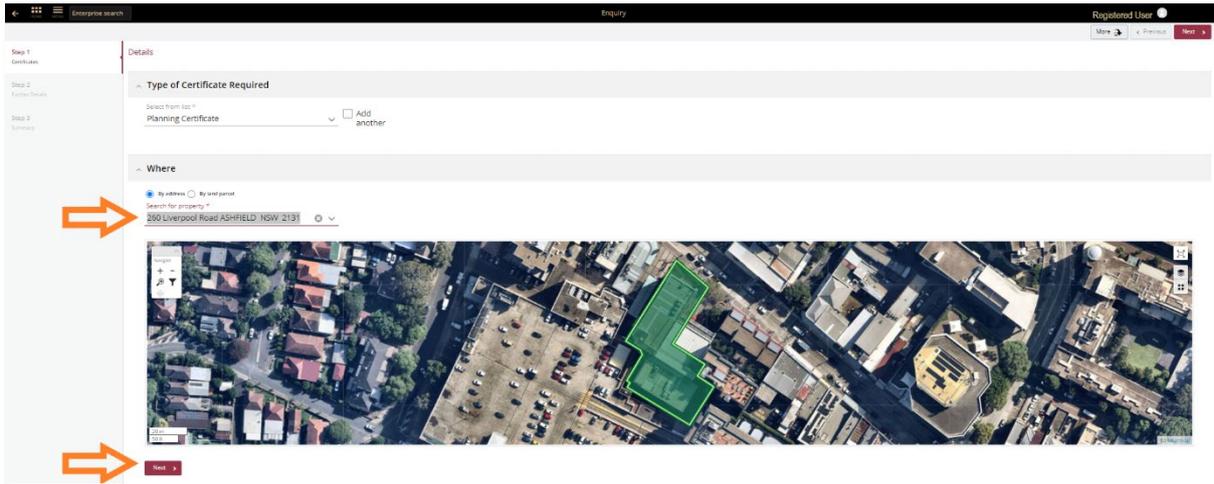
4. Click on 'Start' under 'Certificates'.



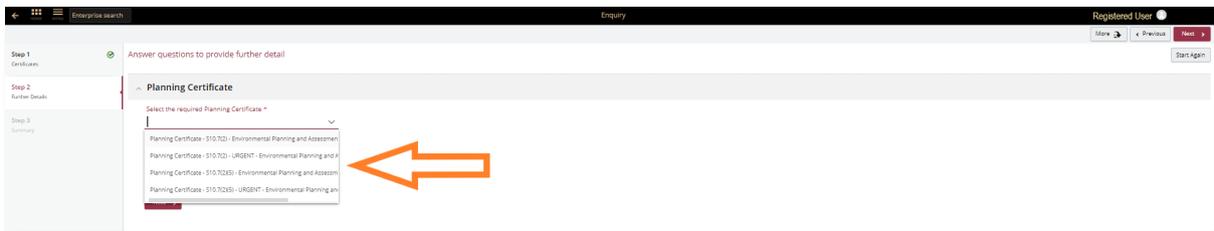
5. Choose 'Planning Certificate' from the dropdown menu.



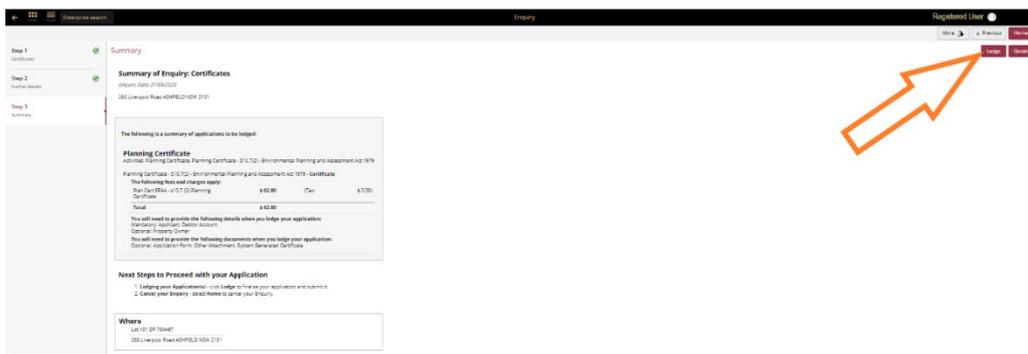
6. Enter the property details and click on 'Next'.



7. Select the specific Planning Certificate that you wish to apply for and click 'Next'.



8. The Application Summary page will appear. Please review the details and click 'Lodge' to finalise your application.



9. The 'Pay Now'  option will appear. Please click on 'Pay Now' to make payment for the application. The BPoint payment gateway will appear for you to make payment by credit card.

## Final Step

10. Once payment has been made, the system will take you back to the Certificate screen where you are required to select 'Lodge' for the application to be successfully lodged.