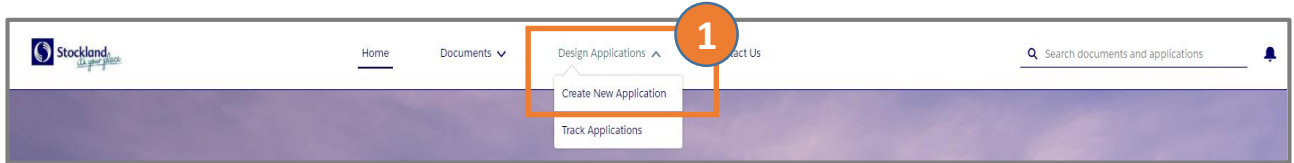


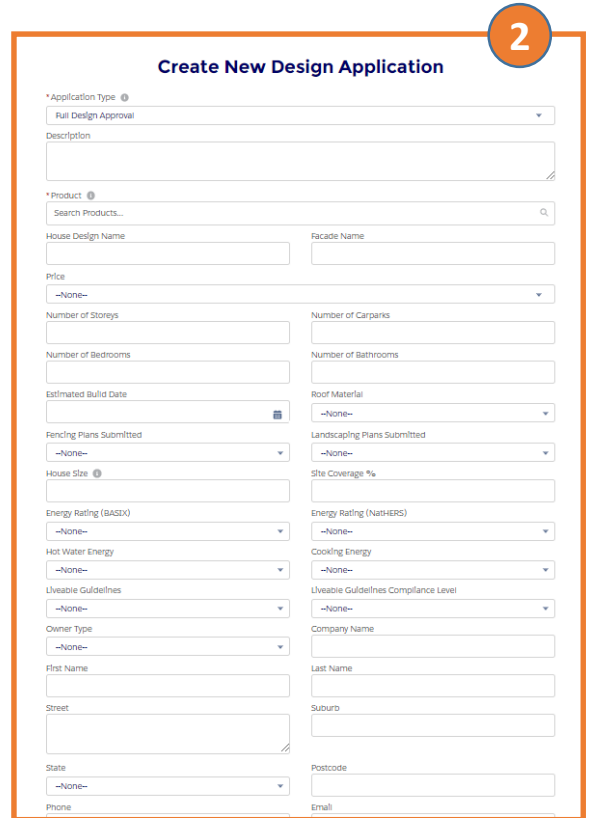
Create & Submit Design Application

1. Select the **Create New Application** option in the header or body of the **Home** page.




2. Complete the form:


- **Application Type** is defaulted to **Full Design Approval** for you. Change to **Miscellaneous Design Approval** if applicable.
- Enter comments regarding the application in the **Description** field.
- To locate a lot, enter **Community – Stage Number - Lot Number** in the **Product** field and select from the results.
- Required fields may be completed now or later and include:
 - House Design Name
 - Façade Name
 - Price
 - Estimated Build Date
 - Roof Material
 - Site Coverage %
 - Energy Rating – BASIX OR NatHERS
 - Customer Details



Create New Design Application

* Application Type  Full Design Approval

Description

* Product  Search Products...

House Design Name Facade Name


Price --None--

Number of Storeys Number of Carports

Number of Bedrooms Number of Bathrooms

Estimated Build Date Roof Material --None--

Fencing Plans Submitted --None-- Landscaping Plans Submitted --None--

House Size  Site Coverage %

Energy Rating (BASIX) --None-- Energy Rating (NatHERS) --None--

Hot Water Energy --None-- Cooking Energy --None--

Liveable Guidelines --None-- Liveable Guidelines Compliance Level --None--

Owner Type --None-- Company Name

First Name Last Name

Street Suburb

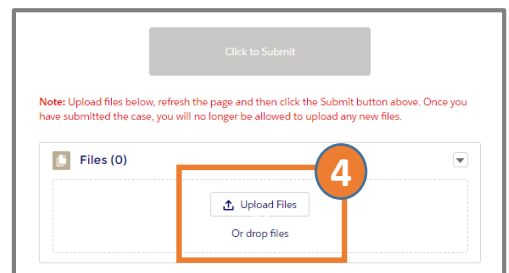
State --None-- Postcode

Phone Email

3. Click the **Confirm** button to create the application.

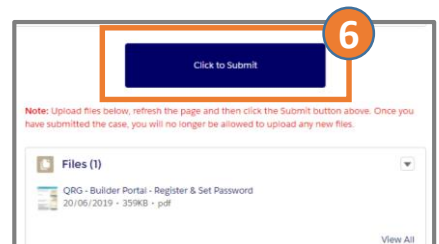


4. Locate the **Files** section on the right side of the screen. Click **Upload Files** or drag-and-drop documents to this section.



5. When all details have been entered and files uploaded, **refresh the browser** page to enable the Click to Submit button.

6. **Click to Submit** your application.



Once successful, your application will display with a **Status** of **Submitted**. The **Case Milestones** section will start at **10 Business Days Left**.