



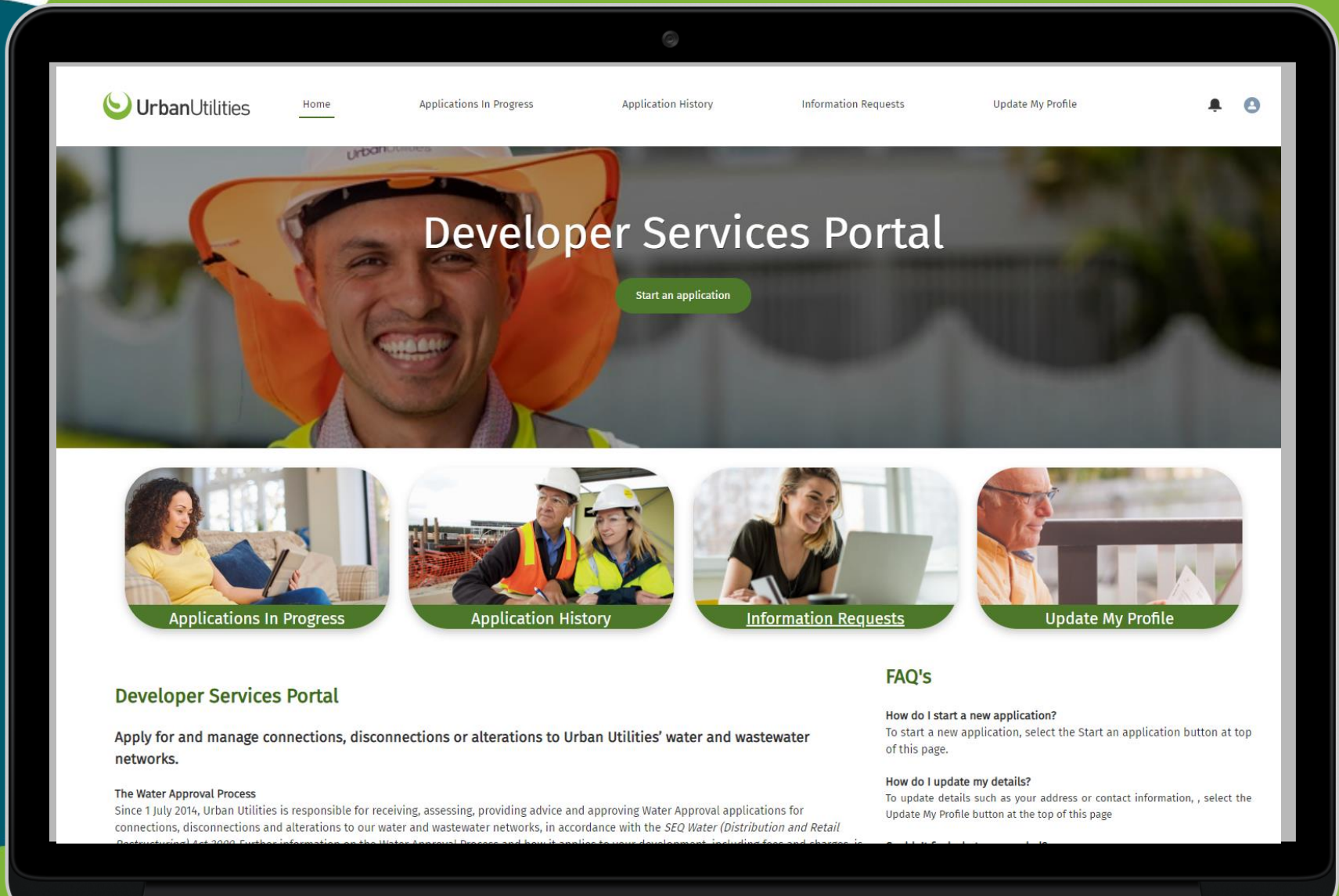
NON-STANDARD CONNECTION – RELEASE 1.0

QUICK REFERENCE GUIDE



The following document provides you with a Quick Reference Guide for Developer Services Non-Standard Connection applications using the Developer Services Application Portal.

External Portal





Non-Standard Connection Application Workflow Stages

Team Roles



Customer/Owner/
Agent



External Consultant



Urban Utilities

Apply

Assess

Design

Construct

Compliance



Apply

Check for
Completeness



Assessment
(Express/ East /
West)



Minor



Major

NON-STANDARD CONNECTION APPLICATION WORKFLOW

Apply

Tips and things to know

- Log into the Developer Services Application Portal and submit a Non-Standard application.
- If you are not the property owner, you must add the property owner as a contact.
- You can upload multiple documents to the portal.
- You can pay fees via the portal (Bpoint), or download the Charge Notice and pay via alternative methods (e.g. Bpay)
- You will receive 3 notifications during this stage:

- Payment required to progress application
- Acknowledgement of fees paid
- Application Submitted

1

- Log into the Developer Services Portal and click on **Start an Application** button

2

- A. Select **Application Type** from drop down box
- B. Click on the **Start** button

3

- Address and Property Information Stage**
- Search and select property by using **Address, Lot on Plan, or Manual** search, by clicking on appropriate radio button and click on the **Submit Address** button
- Click on the **Next** button

4

- Application Details Stage**
- Complete the required information in the application details section
- Click the **Next** button

5

- **Technical Details Stage**
- This stage will display any information required to proceed with your application. Any information marked with a red asterisk is required to be complete to proceed to the next step
- When finished, click on the **Next** button

6

- **Application Contacts Stage**
 - You can add other parties who are part of this process to this application.
 - Click the **Edit** button to update your record.
 - Add extra contacts by clicking on the **Add** button.
- Note:** if you are not the property owner, you must add the property owner.

7

- **Application Contacts Stage cont'd**
- When record is updated, click the **Save** button

8

- **Application Contacts Stage cont'd**
- When the **Property Owner** and any additional contacts are added/updated, click on the **Next** button

9

- **Documents and Attachments Stage**
- Add mandatory and any supporting documents to the application by using the **Upload Files** or drop files function, then click on the **Submit** button.
- When you have uploaded all relevant documents, click on the **Next** button

10

- **Summary Stage**
- Review Summary page
- Click on authorisation checkbox
- Click on the Submit button

11

Sandbox: PAYMENT REQUIRED: Fees Due: Non-standard connection 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032 [inbox](#)

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant@gmail.com, me

Dear Applicant,

In order to progress your Non-standard connection application, payment of fees is now required.

To pay, log into your [Development Services Portal](#) account and click on 'In Progress Applications' to identify any applications with fees awaiting payment.

A Tax Invoice/Receipt will be issued following payment.

Kind regards,

Urban Utilities Developer Services Team

Customer notification

- The system will send an email notification to the customer
- You can pay fees via BPoint or via alternative means (e.g. Bpay)

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UrbanUtilities Home Applications In Progress Application History Information Requests Update My Profile

Application 22-PNT-56522

Record Type: Non-standard connection Stage: Awaiting Fee Payment Initial Submission Date: Last Customer Response Date: Information Request External Action Flag: 0

Workflow: Awaiting Fee Payment → Check for Complete... → Assessment → Quality Check → Complete → Refused → Cancelled → Expired

Outstanding Fees

Outstanding amount for this application: \$4,308.00

[Pay My Application Fees](#)

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Application Name: 22-PNT-56522 Related Application: Non-standard connection

Primary Address: 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032

Record Type: Non-standard connection Stage: Awaiting Fee Payment Initial Submission Date: Refusal Comments:

Application Details

Connection Type: Network Connection (above 50 Ltrs) Service Type: Drinking Water/Wastewater

Primary Development Application Number:

A. Pay Fees - BPoint

- Click the **Pay My Application Fees** button to go to the BPoint gateway to pay online

13

Complete... Assessment Quality Check Complete Refused

Checkout

To make a payment for your application, please enter your payment amount below, then click the Pay Now button at the bottom of this page. Once you click this, you will be routed to our online payment gateway. If you enter an amount greater than your outstanding amount, an error will be displayed. If you make a partial payment, your payment will be deducted from your fees in an order of oldest to newest.

* Payment Amount: \$4,308.00

[Cancel](#) [Pay Now](#)

bpoint

Reference Number: 61010000565225

Amount: AUD 4,308.00

Accepted Cards: Surcharges may apply

Card number: Expiry date: CVM:

Surcharge Amount: AUD Total Amount (inc. surcharge): AUD

[NEXT](#)

Pay Fees - BPoint

- Click on the **Pay Now** button and follow the payment process

14

Workflow: Awaiting Fee Payment → Check for Complete... → Assessment → Quality Check → Complete → Refused → Cancelled → Expired

Outstanding amount for this application: \$4,308.00

[Pay My Application Fees](#)

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Documents

Document Name: 22-PNT-56522-2022_09_25_04_33 - Charge Notice - For issue.pdf Category: Charge Notice Created Date: 25/09/2022 Date Registered: 25/09/2022

Document Name: Concept Services Plan.pdf Category: Concept Services Plan Created Date: 25/09/2022 Date Registered: 25/09/2022

UrbanUtilities

Property Owner: 24 Residence Ave Chermside QLD 4032

Reference number: 61010000565225

Amount Due: \$4,308.00

Expiry Date: 25/09/2022

Fees and charges due as at the date of this Charges Notice

627 RODE RD CHERMSIDE QLD 4032

Total Payable: \$4308.00

Amount: \$4308.00

B. Pay Fees - other

- Go to the **Documents** tab and click on the **download icon** to download the **Charges Notice** from the portal and pay fees via alternative means

15

Sandbox: NOTE: Fees Paid: Non-standard connection 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032 [inbox](#)

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant@gmail.com, me

Dear Applicant,

Thank you for your payment.

To access your application Non-standard connection and the tax invoice any time, log in to your [Developer Services Portal](#) account.

Kind regards,

Urban Utilities Developer Services Team

Workflow: Awaiting Fee Payment → Check for Complete... → Assessment → Quality Check → Complete → Refused → Cancelled → Expired

Outstanding Fees

Outstanding amount for this application: \$0.00

[Pay My Application Fees](#)

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Documents

Document Name: 22-PNT-56522-2022_09_25_04_33 - Tax Invoice - For issue.pdf Category: Tax Invoice Created Date: 25/09/2022 Date Registered: 25/09/2022

Document Name: 22-PNT-56522-2022_09_25_04_33 - Charge Notice - For issue.pdf Category: Charge Notice Created Date: 25/09/2022 Date Registered: 25/09/2022

Customer notification

- The system will send an email notification to the customer that fees are paid, and they can download the tax invoice.
- Go to the **Documents** tab and click on the **download icon** to download the **Tax Invoice** from the portal

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Sandbox: NOTE: Application Submitted: Non-standard connection 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant@gmail.com, me

Dear Applicant,

Thank you for lodging your Non-standard connection application.

In the next 5 business days we will check your application to ensure it includes all the necessary information and contact you if further details are required.

Access your application/s and invoices at any time by logging into your [Developer Services Portal](#) account.

Kind regards,

Urban Utilities Developer Services Team

Customer notification

- The application will now be reviewed and checked by Urban Utilities. The customer will receive updates when their application progresses through the relevant stages. These notifications will always include a link to our portal, should they wish to view any further detail.



Non-Standard (Minor) Connection Application Workflow Stages

Team Roles



Customer/Owner/
Agent




External Consultant




Urban Utilities

Assess

 Quality Check

 Issuing

 Fees due
(customer to make
payment)

Design

 Awaiting Design

Construct

  Construction

 As-Constructed
Submittal

Compliance


 Compliance Check
for Completeness

 Compliance
Technical Review

 Issuing Connection
Certificate

Maintenance

 Maintenance

 End of
Maintenance

 Complete



Customer/Owner/Agent



External Consultant

Back to workflow

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MINOR



Fees due

Tips and things to know

- You will receive notifications
- Log into the external portal and completes the **Fees Due** stage.



1

Sandbox: NOTE: Application Assessment Complete: Non Standard Connection - Minor Works 22-PNT-56327 56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au> to me

Dear Applicant,

Review of your Non Standard Connection - Minor Works application is now complete, and a Decision Notice has been issued.

To access the Decision Notice and Charge Notice, please log into your Developer Services Portal account.

Kind regards,

Urban Utilities Developer Services Team

2

Sandbox: PAYMENT REQUIRED: Fees Due: Non Standard Connection - Minor Works 22-PNT-56327 56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au> to me

Dear Applicant,

In order to progress your Non Standard Connection - Minor Works application, payment of fees is now required.

To pay, log into your [Development Services Portal](#) account and click on 'In Progress Applications' to identify any applications with fees awaiting payment.

A Tax Invoice/Receipt will be issued following payment.

Kind regards,

Urban Utilities Developer Services Team

Customer notification

- The customer receives 2 emails:
 - Application Assessment is Complete
 - Fees are due

1

UrbanUtilities Home **Applications in Progress** Application History Information Requests Update My Profile

Start an application

To filter your applications by Stage or Type, click the arrow in the Stage or Application Type field. This will show you a list of options that you can filter by, which will limit the applications based on this criteria

You can also use the search box below to search for an application number (e.g. 22-PNT-11111) or by the primary address of the application (e.g. Smith St)

Applications

Search Application Name

Application Name	Stage	Application Type	Primary Address	Access Type	Initial Submission Date	Actions
22-PNT-56313	Awaiting Design	Non Standard Connection - Major...	56 PEARSON ST, KANGAROO POIN...	Edit	9 Aug 2022	View
22-PNT-56327	Fees Due	Non Standard Connection - Mino...	56 PEARSON ST, KANGAROO POIN...	Edit	21 Jul 2022	View
22-STD-56435	Assessment	Standard connection	15 MINTWOOD PL, SUNNYBANK HI...	Edit	3 Sep 2022	View
22-STD-56478	Issuing Connection Certificate	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	8 Sep 2022	View
22-STD-56479	Construction and Awaiting As - C...	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	6 Sep 2022	View
22-PNT-56487	Issuing	Non Standard Connection - Majo...	CLAYFIELD RD, EATONS HILL, MOR...	Read Only	9 Sep 2022	View

Prev 1 / 1 Next

- Log into the portal and go into the **Applications in Progress** tab to find and View application

2

UrbanUtilities Home Applications in Progress Application History Information Requests Update My Profile

Application 22-PNT-56327

Record Type Non Standard Connection - Minor Works Stage Fees Due Initial Submission Date 21/7/2022 Last Customer Response Date Information Request External Action Flag 0

Feas Due Awaiting ... Construct... Ascon Su... Complian... Complian... Issuing C... Maintena... End of Ma... Complete Refused Cancelled

Outstanding Fees

Outstanding amount for this application : \$2,331.00

Pay My Application Fees

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Upload File

* Document Category

-Select-

Browse

Upload Files Or drop files

Submit

Please ensure you only upload files up to a maximum of 50MB

- You can pay fees via the portal or download the **Charge Notice** from the **Documents** tab and pay via alternative means

3

Sandbox: NOTE: Fees Paid: Non Standard Connection - Minor Works 22-PNT-56327 56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au> to me

Dear Applicant,

Thank you for your payment.

To access your application Non Standard Connection - Minor Works and the tax invoice any time, log in to your [Developer Services Portal](#) account.

Kind regards,

Urban Utilities Developer Services Team

Sandbox: NOTE: Endorsed Consultant & Design Package/Certification Required: Non Standard Connection - Minor Works 22-PNT-56327 56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au> to me

Dear Applicant,

Your Non Standard Connection - Minor Works application requires you to nominate your endorsed consultant and submit your Design Certification, and pay any outstanding fees. You must complete these requirements in order to progress your application.

To add your endorsed consultant and submit your Design Certification please follow these steps:

- Log into your [Developer Services Portal](#) account
- Go to 'In Progress Applications' to identify your application and select 'View'.
- Add your endorsed consultant via the 'Add Endorsed Consultant' button.
- To submit your Design Certification, select the 'Submit Design Package/Certification' button and attach the relevant documents including a signed Design Certificate Form (available to download from the [Development forms](#) page on our website).

Kind regards,

Urban Utilities Developer Services Team

- The customer receives 2 emails:
 - Fees are paid
 - Endorsed Consultant and Design Package required

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MINOR


Awaiting Design

Tips and things to know

- You will receive notifications
- Log into the portal and complete the **Awaiting Design** stage
- It is advisable that you add the Endorsed Consultant as a contact



Sandbox: NOTE: Fees Paid: Non Standard Connection - Minor Works 22-PNT-56327 56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

 **No Reply Developer Services** <noreply-developerservicesportal@urbanutilities.com.au>
to me ▾

Dear Applicant,


Thank you for your payment.

To access your application Non Standard Connection - Minor Works and the tax invoice any time, log in to your [Developer Services Portal](#) account.

Kind regards,

Urban Utilities Developer Services Team

Sandbox: NOTE: Endorsed Consultant & Design Package/Certification Required: Non Standard Connection - Minor Works 22-PNT-56327 56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169 [Inbox x](#)

 **No Reply Developer Services** <noreply-developerservicesportal@urbanutilities.com.au>
to me ▾

09:50 (1 minute ago)

Dear Applicant,

Your Non Standard Connection - Minor Works application requires you to nominate your endorsed consultant and submit your Design Certification, and pay any outstanding fees. You must complete these requirements in order to progress your application.

To add your endorsed consultant and submit your Design Certification please follow these steps:

1. Log into your [Developer Services Portal](#) account.
2. Go to 'In Progress Applications' to identify your application and select 'View'.
3. Add your endorsed consultant via the 'Add Endorsed Consultant' button.
4. To submit your Design Certification, select the 'Submit Design Package/Certification' button and attach the relevant documents including a signed Design Certificate Form (available to download from the [Development forms](#) page on our website).

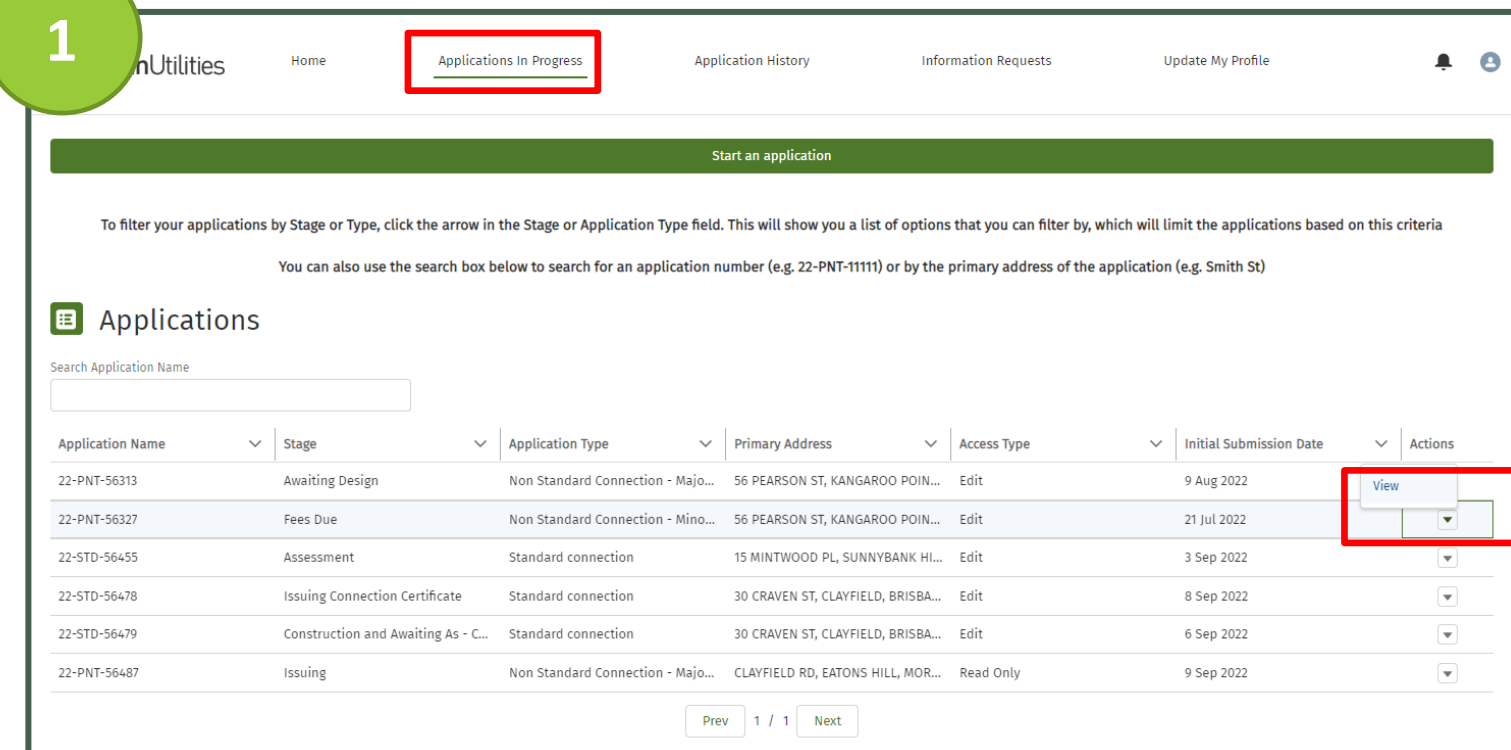
Kind regards,

Urban Utilities Developer Services Team

Customer notification

- Prior to this step, the customer received 2 emails:
 1. Fees are paid
 2. Endorsed Consultant and Design Package required

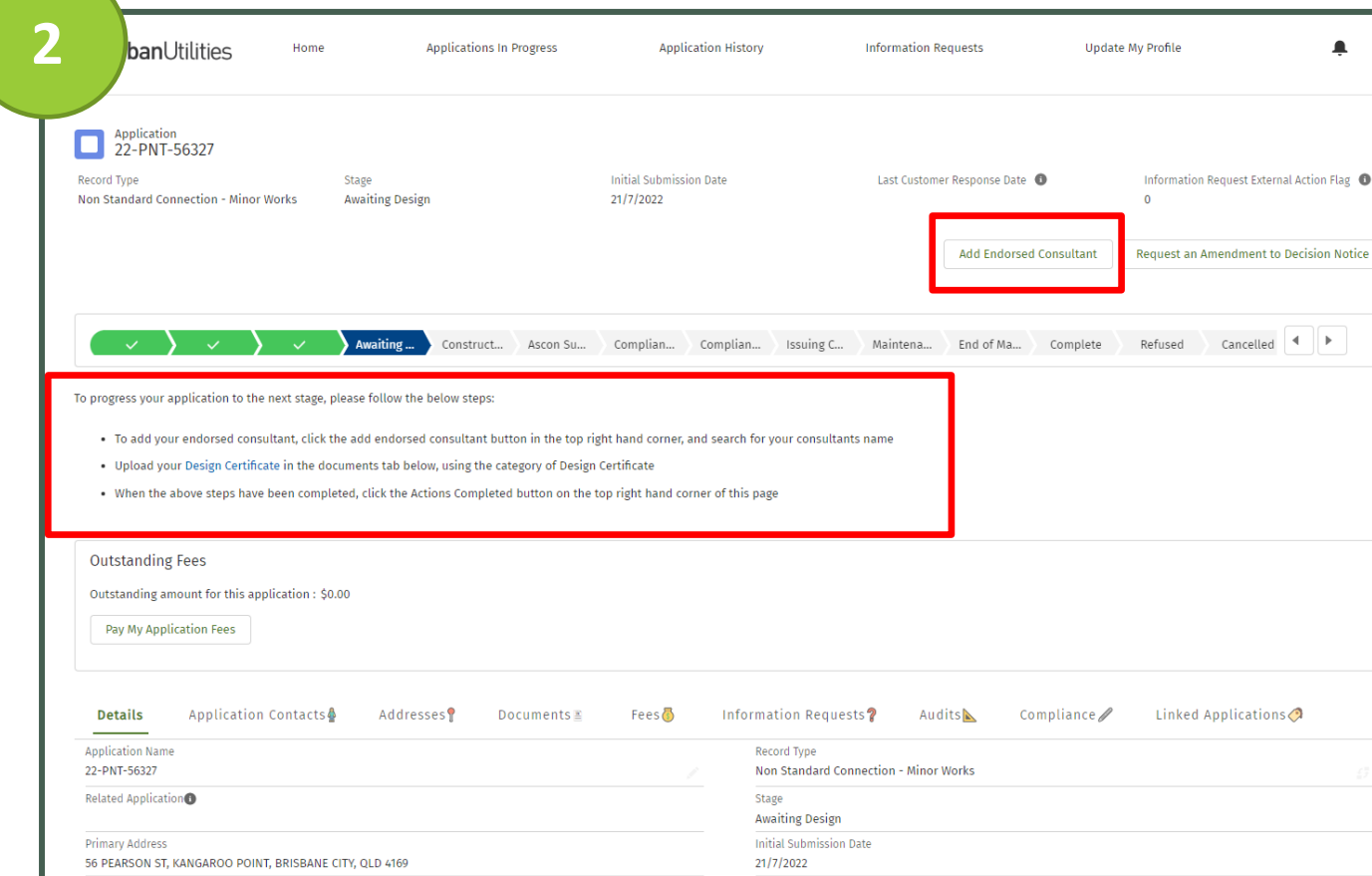
1



Application Name	Stage	Application Type	Primary Address	Access Type	Initial Submission Date	Actions
22-PNT-56313	Awaiting Design	Non Standard Connection - Major...	56 PEARSON ST, KANGAROO POIN...	Edit	9 Aug 2022	View
22-PNT-56327	Fees Due	Non Standard Connection - Mino...	56 PEARSON ST, KANGAROO POIN...	Edit	21 Jul 2022	View
22-STD-56435	Assessment	Standard connection	15 MINTWOOD PL, SUNNYBANK HI...	Edit	3 Sep 2022	View
22-STD-56478	Issuing Connection Certificate	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	8 Sep 2022	View
22-STD-56479	Construction and Awaiting AS - C...	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	6 Sep 2022	View
22-PNT-56487	Issuing	Non Standard Connection - Major...	CLAYFIELD RD, EATONS HILL, MOR...	Read Only	9 Sep 2022	View

- Log into the portal and go into the **Applications in Progress** tab to find and View application

2



Application 22-PNT-56327

Record Type: Non Standard Connection - Minor Works

Stage: Awaiting Design

Initial Submission Date: 21/7/2022

Last Customer Response Date: 0

Information Request External Action Flag: 0

[Add Endorsed Consultant](#) [Request an Amendment to Decision Notice](#)

To progress your application to the next stage, please follow the below steps:

- To add your endorsed consultant, click the add endorsed consultant button in the top right hand corner, and search for your consultants name
- Upload your [Design Certificate](#) in the documents tab below, using the category of Design Certificate
- When the above steps have been completed, click the Actions Completed button on the top right hand corner of this page

Outstanding Fees

Outstanding amount for this application: \$0.00

[Pay My Application Fees](#)

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Application Name: 22-PNT-56327

Record Type: Non Standard Connection - Minor Works

Related Application: 0

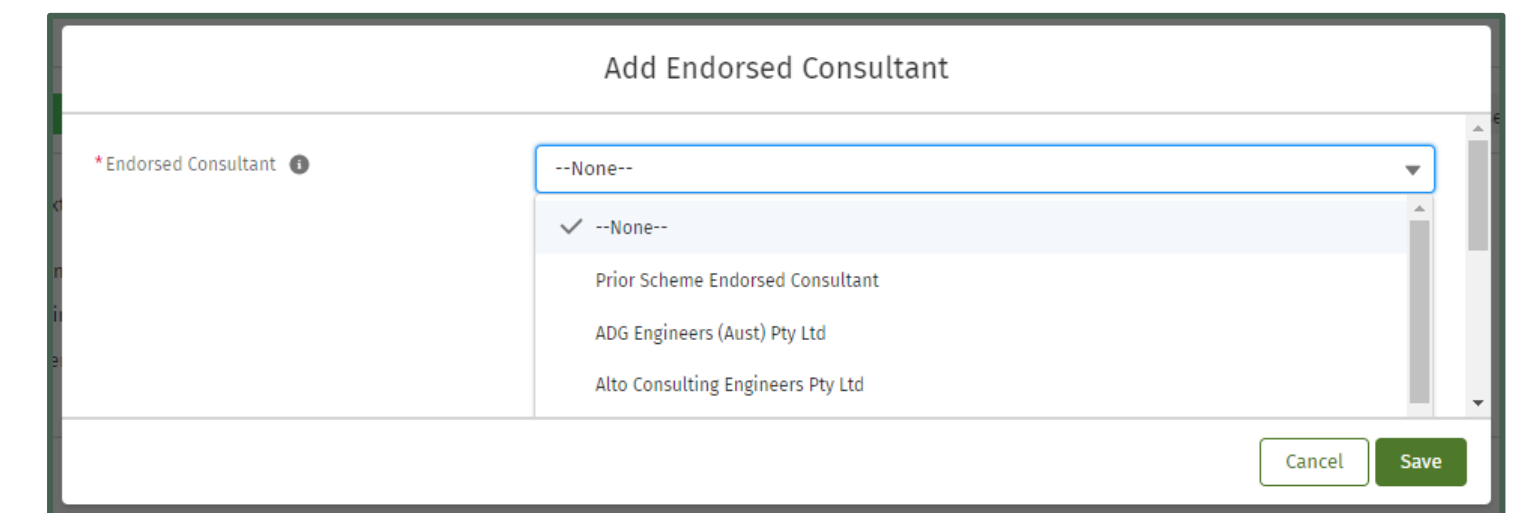
Stage: Awaiting Design

Primary Address: 56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

Initial Submission Date: 21/7/2022

- View the Application page of the Non Standard Minor Application including:
 - Add Endorsed Consultant** Button
 - Instructional text as to what is required
- Click the Add Endorsed Consultant Button

3



Add Endorsed Consultant

*Endorsed Consultant 1

--None--

✓ --None--

Prior Scheme Endorsed Consultant

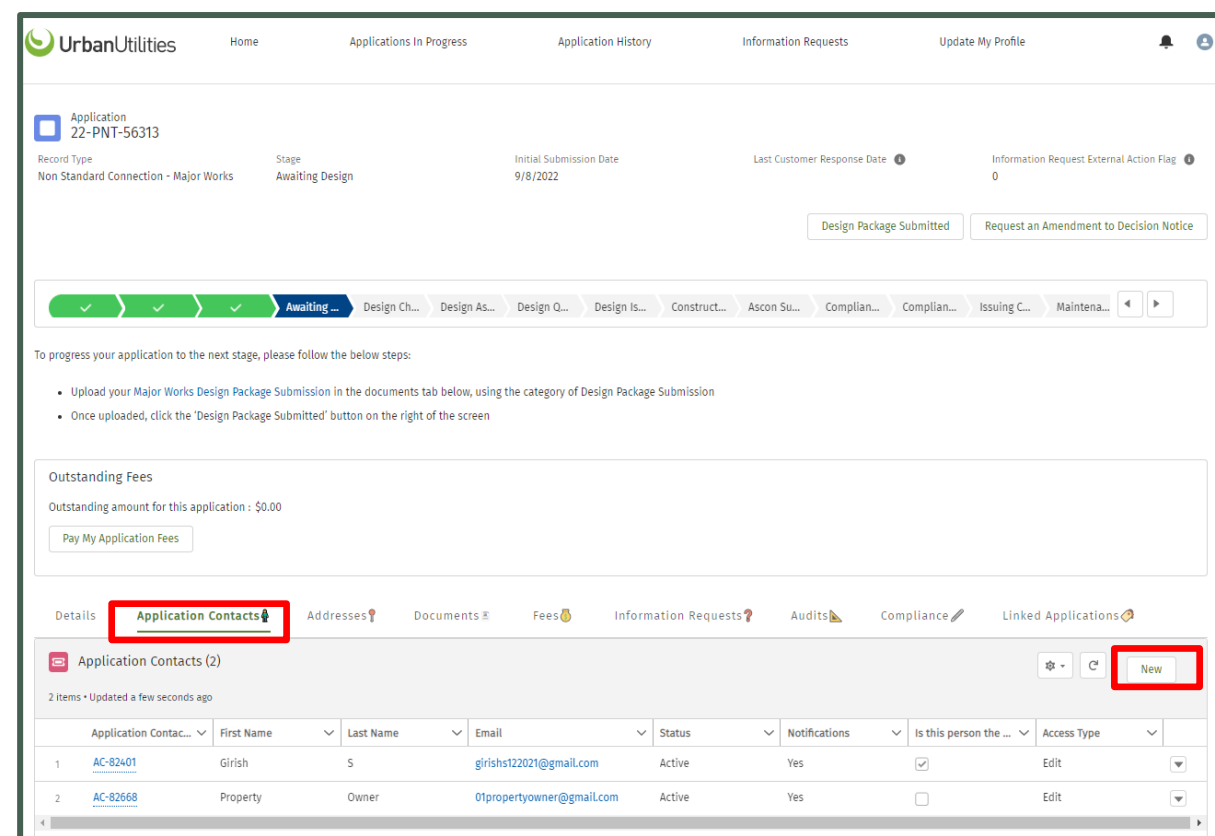
ADG Engineers (Aust) Pty Ltd

Alto Consulting Engineers Pty Ltd

[Cancel](#) [Save](#)

- This will open the Add Endorsed Consultant pop-up
- Use the drop-down button and scroll to find your endorsed consultant
- Once you have done this, click the **Save** button

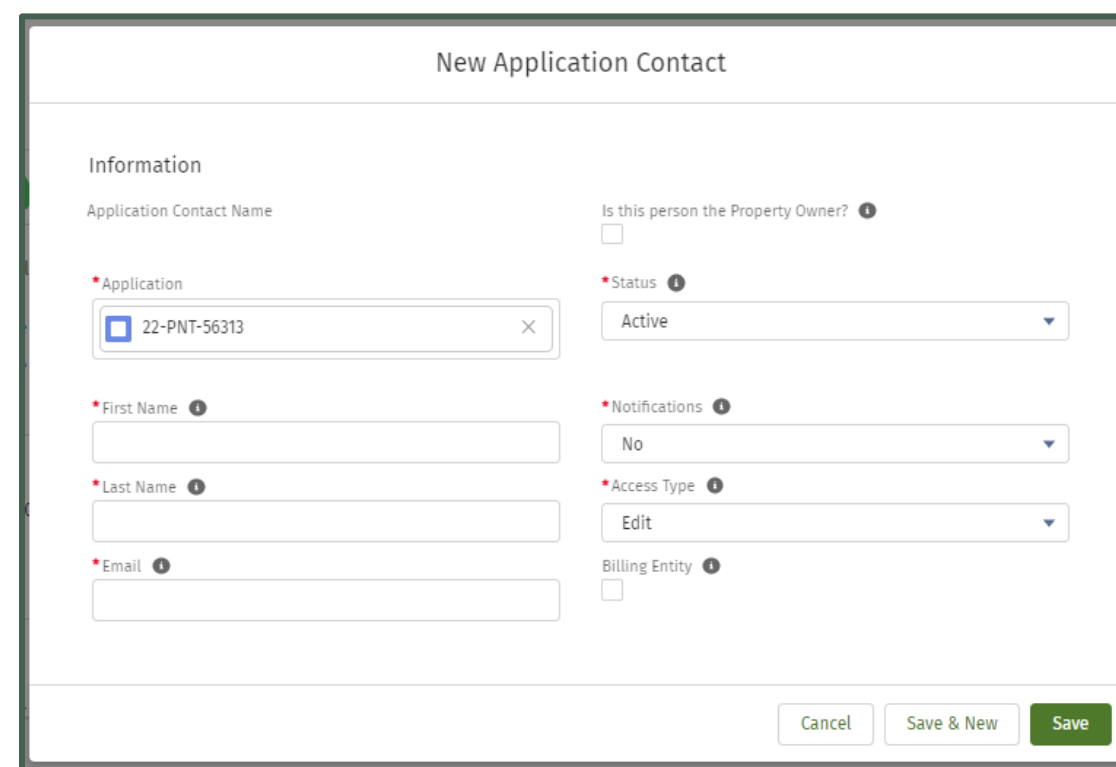
4



Note: please add your Endorsed Consultant as a contact.

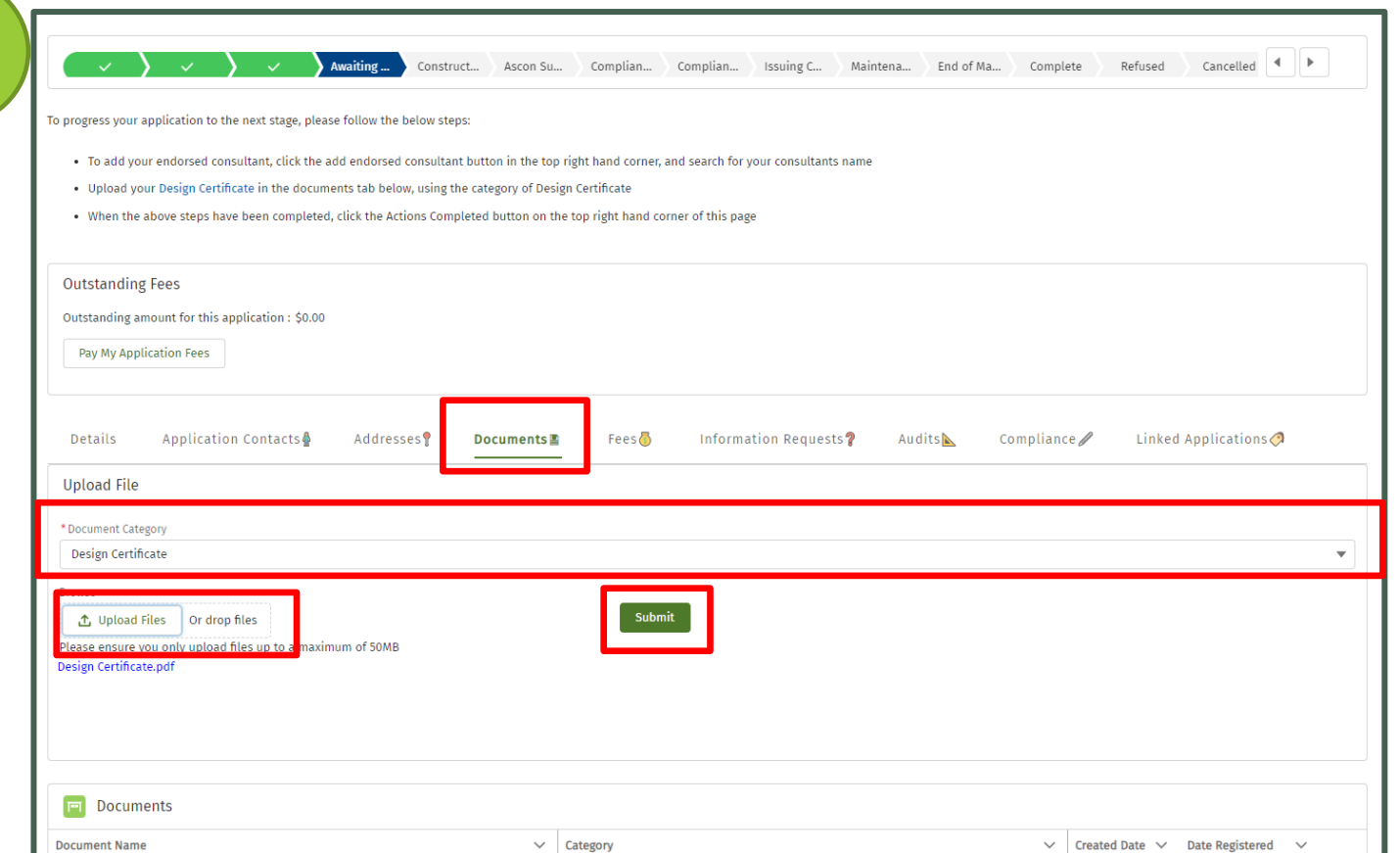
- Click on the **Application Contacts** tab,
- Click on the **New** button, and following the

5



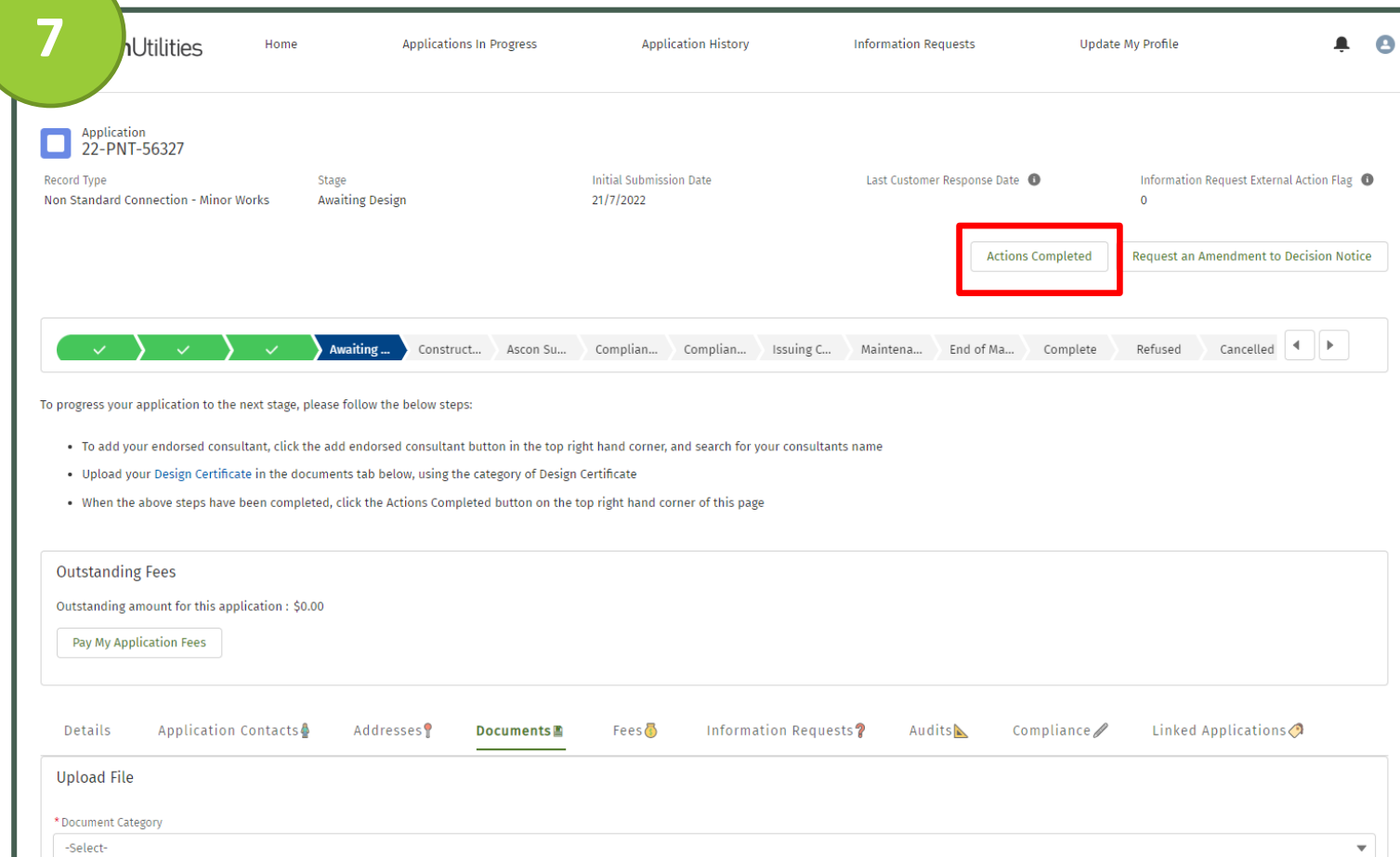
- Update the **New Application Contact** details
- Click on the **Save** button.

6



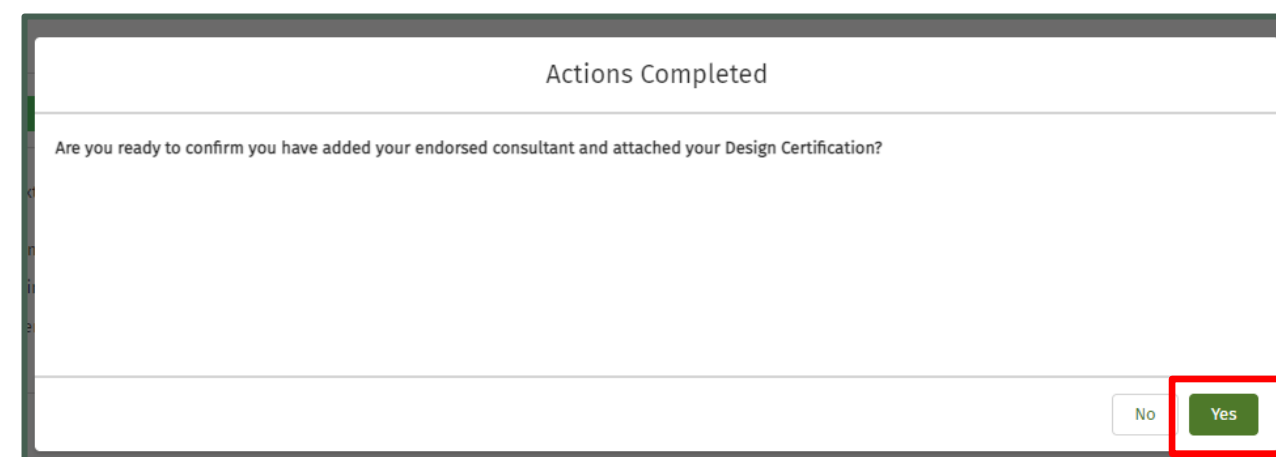
- To upload your Design Package/Certification, click to the **Documents** tab
- Select the appropriate **Document Category**
- Upload your file/s
- Click on the **Submit** button

7



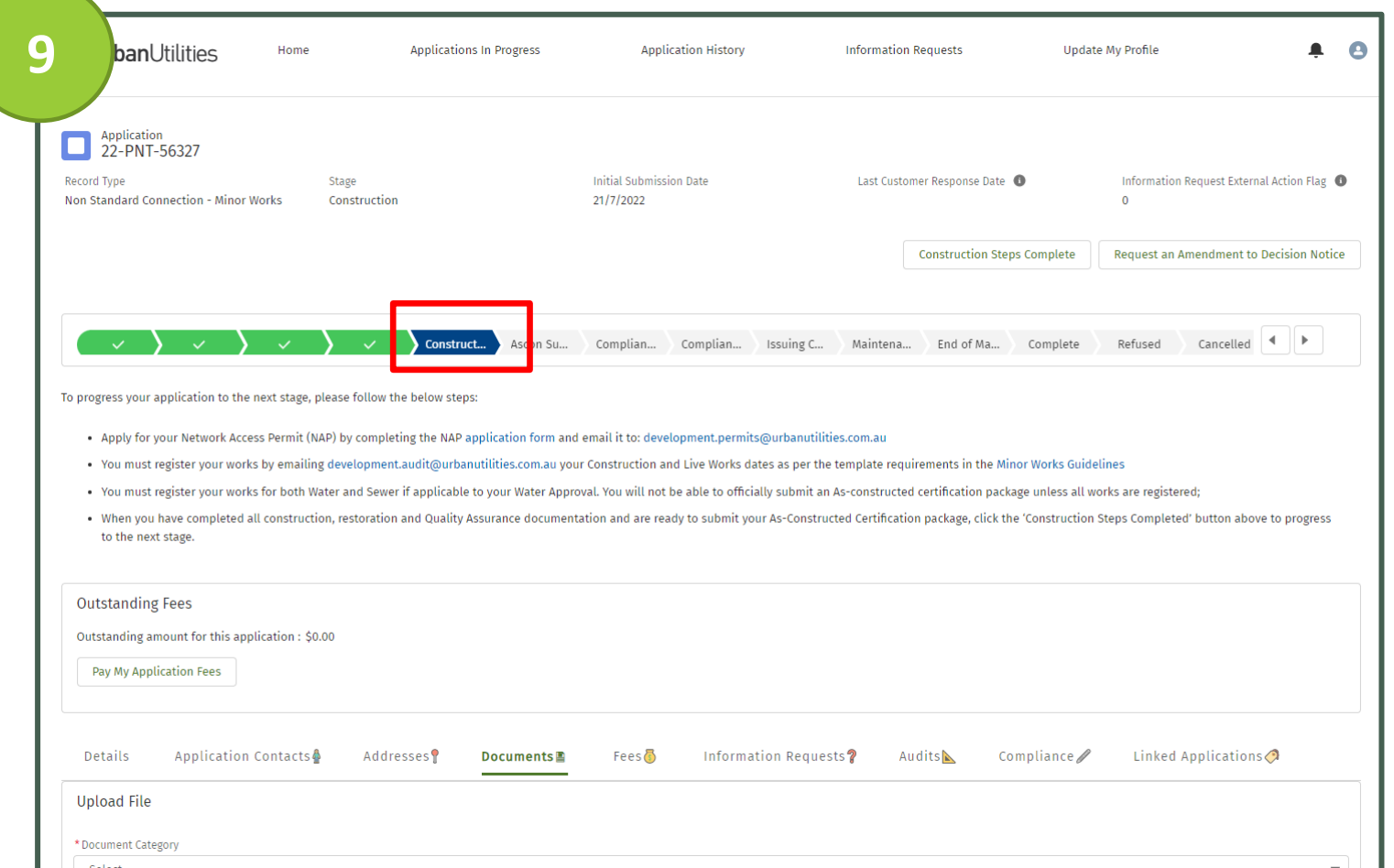
- If you are ready to submit this stage of the application, click on the **Actions Completed** button.

8



- This will then display a prompt to confirm that the required actions have been completed
- To confirm, click this **Yes** button

9



- The prompt will close and display the application page and will progress the application into the **Construction** stage.

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MINOR



Construction



Tips and things to know

- You will receive a notification
- Log into the portal and complete the **Construction** stage.
- You will need to provide Network Access Permit forms and book an Audit to progress this stage.

Dear Applicant,

Your Non Standard Connection - Minor Works application has progressed and now requires you to carry out two important steps in order to progress.

For all information please refer to the Minor Works Construction and Compliance Guidelines found on the Urban Utilities Website : <https://urbanutilities.com.au/development/help-and-advice/standards-and-guidelines>

Network Access Permit Guidelines can be found here : <https://urbanutilities.com.au/development/help-and-advice/standards-and-guidelines>

Submit your completed Network Access Permit (NAP) application form (<https://urbanutilities.com.au/development/help-and-advice/development-forms>) by emailing it to development.permits@urbanutilities.com.au.

Provide your Construction Start Date, Live Works Start Date and Construction End Date via email to development.audit@urbanutilities.com.au with at least 3 business days' notice by emailing to the afore-mentioned address with the following information and we will record this information and book the required inspections.

- Expected start & finish dates for work:
- Expected **Live Works** commencement:
- Description of works:
- Valid Approved Network Access Permit:
- Site Contact Name:
- Site Contact Number:
- Stage No:
- Estate Name:
- Application Reference Number:

When these two steps have been completed, click the Construction Steps complete button on the application page in the [Developer Services Portal](#).

Kind regards,

Urban Utilities Developer Services Team

Customer notification

- When an Application reaches the stage of Construction from QUU, an email is sent to External customer as shown in the screenshot.
- Email subject : Construction and Network Access Permit : Non-Standard Connection - Minor.
- External user is required to log into the Portal to complete the requirement.

1

UrbanUtilities

Home Applications In Progress Application History Information Requests Update My Profile

Start an application

To filter your applications by Stage or Type, click the arrow in the Stage or Application Type field. This will show you a list of options that you can filter by, which will limit the applications based on this criteria

You can also use the search box below to search for an application number (e.g. 22-PNT-11111) or by the primary address of the application (e.g. Smith St)

Applications

Search Application Name

Application Name	Stage	Application Type	Primary Address	Access Type	Initial Submission Date	Actions
22-PNT-56313	Awaiting Design	Non Standard Connection - Majo...	56 PEARSON ST, KANGAROO POIN...	Edit	9 Aug 2022	View
22-PNT-56327	Fees Due	Non Standard Connection - Mino...	56 PEARSON ST, KANGAROO POIN...	Edit	21 Jul 2022	
22-STD-56455	Assessment	Standard connection	15 MINTWOOD PL, SUNNYBANK HI...	Edit	3 Sep 2022	
22-STD-56478	Issuing Connection Certificate	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	8 Sep 2022	
22-STD-56479	Construction and Awaiting As - C...	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	6 Sep 2022	
22-PNT-56487	Issuing	Non Standard Connection - Majo...	CLAYFIELD RD, EATONS HILL, MOR...	Read Only	9 Sep 2022	

Prev 1 / 1 Next

- Customer logs into the portal and goes into the **Applications in Progress** tab to find and View application

2

UrbanUtilities

Home Applications In Progress Application History Information Requests Update My Profile

Application 22-PNT-56327

Record Type Non Standard Connection - Minor Works Stage Construction Initial Submission Date 21/7/2022 Last Customer Response Date Information Request External Action Flag 0

Construction Steps Complete Request an Amendment to Decision Notice

Construct... Ascon Su... Complian... Complian... Issuing C... Maintena... End of Ma... Complete Refused Cancelled

To progress your application to the next stage, please follow the below steps:

- Apply for your Network Access Permit (NAP) by completing the NAP application form and email it to: development.permits@urbanutilities.com.au
- You must register your works by emailing development.audit@urbanutilities.com.au your Construction and Live Works dates as per the template requirements in the [Minor Works Guidelines](#)
- You must register your works for both Water and Sewer if applicable to your Water Approval. You will not be able to officially submit an As-constructed certification package unless all works are registered;
- When you have completed all construction, restoration and Quality Assurance documentation and are ready to submit your As-Constructed Certification package, click the 'Construction Steps Completed' button above to progress to the next stage.

Outstanding Fees

Outstanding amount for this application : \$0.00

Pay My Application Fees

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Upload File

*Document Category

- View the help text and commence your construction activities.

3

UrbanUtilities

Home Applications In Progress Application History Information Requests Update My Profile

Application 22-PNT-56327

Record Type Non Standard Connection - Minor Works Stage Construction Initial Submission Date 21/7/2022 Last Customer Response Date Information Request External Action Flag 0

Construction Steps Complete Request an Amendment to Decision Notice

Construct... Ascon Su... Complian... Complian... Issuing C... Maintena... End of Ma... Complete Refused Cancelled

To progress your application to the next stage, please follow the below steps:

- Apply for your Network Access Permit (NAP) by completing the NAP application form and email it to: development.permits@urbanutilities.com.au
- You must register your works by emailing development.audit@urbanutilities.com.au your Construction and Live Works dates as per the template requirements in the [Minor Works Guidelines](#)
- You must register your works for both Water and Sewer if applicable to your Water Approval. You will not be able to officially submit an As-constructed certification package unless all works are registered;
- When you have completed all construction, restoration and Quality Assurance documentation and are ready to submit your As-Constructed Certification package, click the 'Construction Steps Completed' button above to progress to the next stage.

Outstanding Fees

Outstanding amount for this application : \$0.00

Pay My Application Fees

- When all construction is complete (NAPs received, Audits booked etc) and you are ready to progress the application to the next stage, click the **Construction Steps Complete** button.

4

Construction Steps Complete

By clicking Yes, you confirm that you have provided us both your construction dates and submitted your Network Access Permit.

No Yes

- An acknowledgement prompt will appear. Acknowledge the message by clicking on the **Yes** button.
- Note:** if there is an unresolved Type 3 Issue from an audit, or works have not been registered to development audit, it will stop the External User to proceed to Ascon Submittal Stage

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MINOR

Ascon Submittal

Tips and things to know

- To progress the application to the next stage, the Consultant will need to:
 - Complete compliance declarations by clicking the update compliance button and updating the checklist
 - Upload a signed copy of their As-Constructed Package Certification Form and associated documents by clicking the **Documents** tab and selecting a Document Category of **As-Constructed Package**
 - Upload all other supporting documentation such as **Water Meter Installation Form**, and/or **As-Constructed Drawings** separately, using associated document categories e.g. **Water Meter Installation Form**, and/or **As-Constructed Drawings** respectively
 - Click the **As-Constructed Declarations Complete** button once you have completed your declarations via the **Update Compliance** button and uploaded all As-Constructed Certification Package documents to progress your application

Sandbox: NOTE: As-Constructed Package Certification: Non Standard Connection - Minor Works 22-PNT-56327 56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au> to me ▾

Dear Applicant,

Please complete the As-Constructed Package Certification process in order to progress your Non Standard Connection - Minor Works application.

To submit your As-Constructed Package:

1. log in to your [Developer Services Portal](#) account;
2. click the Update Compliance button to complete your declarations;
3. click the As-Constructed Declarations Complete button to progress your application.

Kind regards,

Urban Utilities Developer Services Team

Customer notification

- When a Non-Standard Application progresses past Construction stage, the Application moves to the Ascon Submittal stage and the customer receives the above email.

1

UrbanUtilities Home Applications In Progress Application History Information Requests Update My Profile

Start an application

To filter your applications by Stage or Type, click the arrow in the Stage or Application Type field. This will show you a list of options that you can filter by, which will limit the applications based on this criteria

You can also use the search box below to search for an application number (e.g. 22-PNT-11111) or by the primary address of the application (e.g. Smith St)

Applications

Search Application Name

Application Name	Stage	Application Type	Primary Address	Access Type	Initial Submission Date	Actions
22-PNT-56313	Awaiting Design	Non Standard Connection - Major...	56 PEARSON ST, KANGAROO POIN...	Edit	9 Aug 2022	View
22-PNT-56327	Fees Due	Non Standard Connection - Minor...	56 PEARSON ST, KANGAROO POIN...	Edit	21 Jul 2022	View
22-STD-56455	Assessment	Standard connection	15 MINTWOOD PL, SUNNYBANK HI...	Edit	3 Sep 2022	View
22-STD-56478	Issuing Connection Certificate	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	8 Sep 2022	View
22-STD-56479	Construction and Awaiting As - C...	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	6 Sep 2022	View
22-PNT-56487	Issuing	Non Standard Connection - Major...	CLAYFIELD RD, EATONS HILL, MOR...	Read Only	9 Sep 2022	View

Prev 1 / 1 Next

- Log into the portal and go into the **Applications in Progress** tab to find and View application

2

UrbanUtilities Home Applications In Progress Application History Information Requests Update My Profile

Application 22-PNT-56327

Record Type Non Standard Connection - Minor Works Stage Ascon Submittal Initial Submission Date 21/7/2022 Last Customer Response Date Information Request External Action Flag 0

[As-Constructed Declarations Complete](#) [Update Compliance](#) [Request an Amendment to Decision Notice](#)

[Ascon Su...](#) [Complan...](#) [Complan...](#) [Issuing C...](#) [Maintena...](#) [End of Ma...](#) [Complete](#) [Refused](#) [Cancelled](#)

To progress your application to the next stage, please follow the below steps:

- Complete your compliance declarations by clicking the update compliance button and updating the checklist
- Upload a signed copy of your As-Constructed Package Certification Form and associated documents by clicking the 'Documents' tab and selecting a Document Category of 'As-Constructed Package'
- Please upload your Meter form separately using a document category of 'Meter Form'
- Please upload your As-Constructed drawings separately using a document category 'As-Constructed Drawings'
- Click the 'As-Constructed Declarations Complete' button above once you have completed your declarations via the 'Update Compliance' button and uploaded all As-Constructed Certification Package documents to progress your application
- Please note any missing information may lead to a delay in processing your application

Outstanding Fees

Outstanding amount for this application : \$0.00

[Pay My Application Fees](#)

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Application Name 22-PNT-56327 Record Type Non Standard Connection - Minor Works

- View the help text

External Consultant

External Consultant

- ## External Consultant

External Consultant

External Consultant

- ## External Consultant

External Consultant

External Consultant

External Consultant

- ## External Consultant

External Consultant

External Consultant

- ## External Consultant

External Consultant

External Consultant

- ## External Consultant

External Consultant

- ## External Consultant

External Consultant

External Consultant

- ## External Consultant

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MINOR

Maintenance

Tips and things to know

- The application pauses here for 12 months, where you will receive a notification at the end of 365 days to progress.

The Water Approval may include a condition for the works to be covered by a maintenance period of at least 12 months from date of issue of the Connection Certificate, known as ‘on- maintenance’. This period may be extended where it is necessary to rectify any defects.

During the on-maintenance period, you are required to maintain and rectify all identified faults. This includes keeping comprehensive records of such defects and all maintenance or rectification undertaken for submission at the end of the on-maintenance period. Further to this, you are obligated to submit comprehensive and up to date operations and maintenance manuals to Urban Utilities and provide training to all relevant personnel.



Example of the email notification the customer will receive at 365 days.

Dear Applicant,

Your Non Standard Connection - Minor Works application is at the end of its maintenance period. To complete this stage, Urban Utilities requires End of Maintenance Certificate to be provided by your Endorsed Consultant.

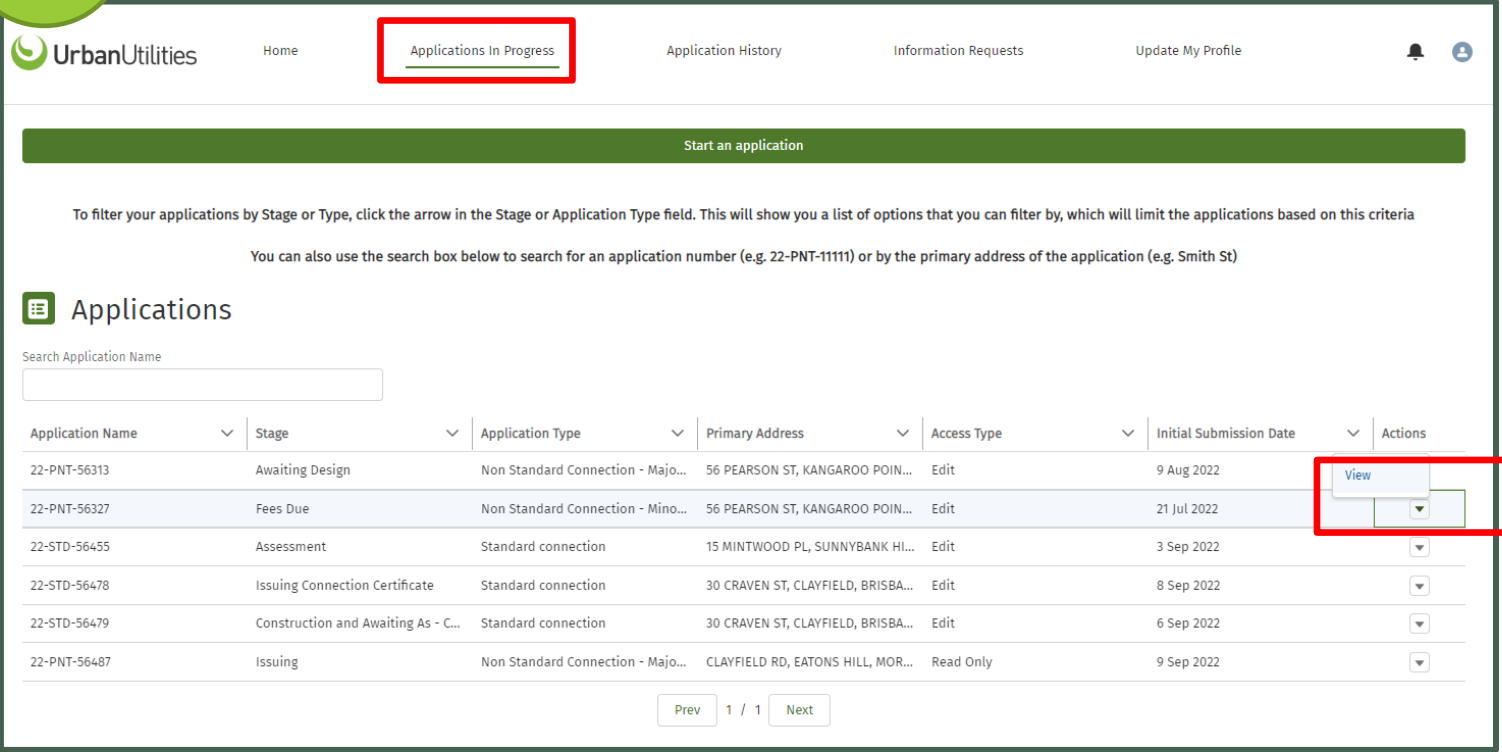
To submit the End of Maintenance Certificate:

Log in to your Developer Services Portal account;
Identify your application via ‘In Progress applications’ and select ‘View’;
Select ‘End of Maintenance Certificate’ and attach the completed End of Maintenance Certificate (available to download from the Development forms page on our website).
To progress this application, completion of this action is now required.

Kind regards,

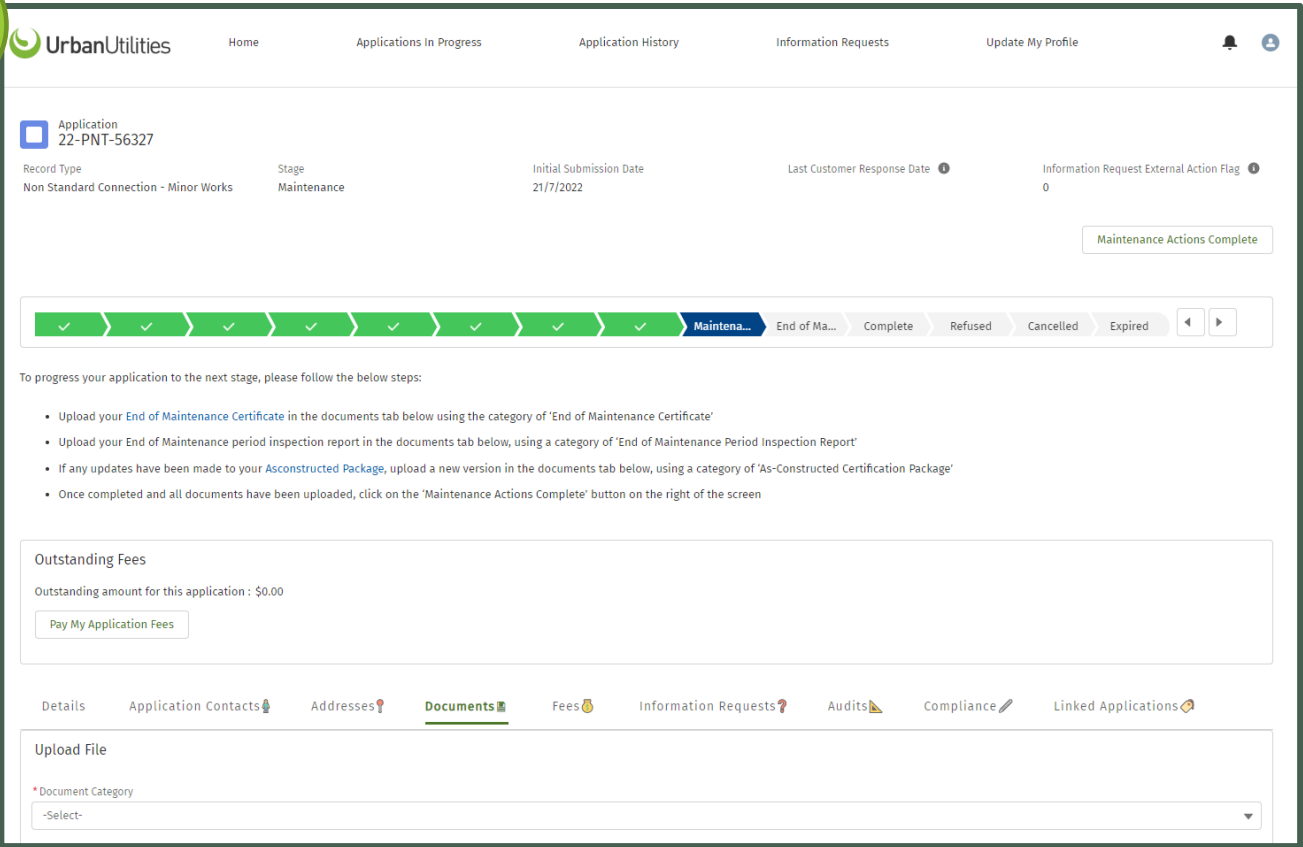
Urban Utilities Developer Services Team

1



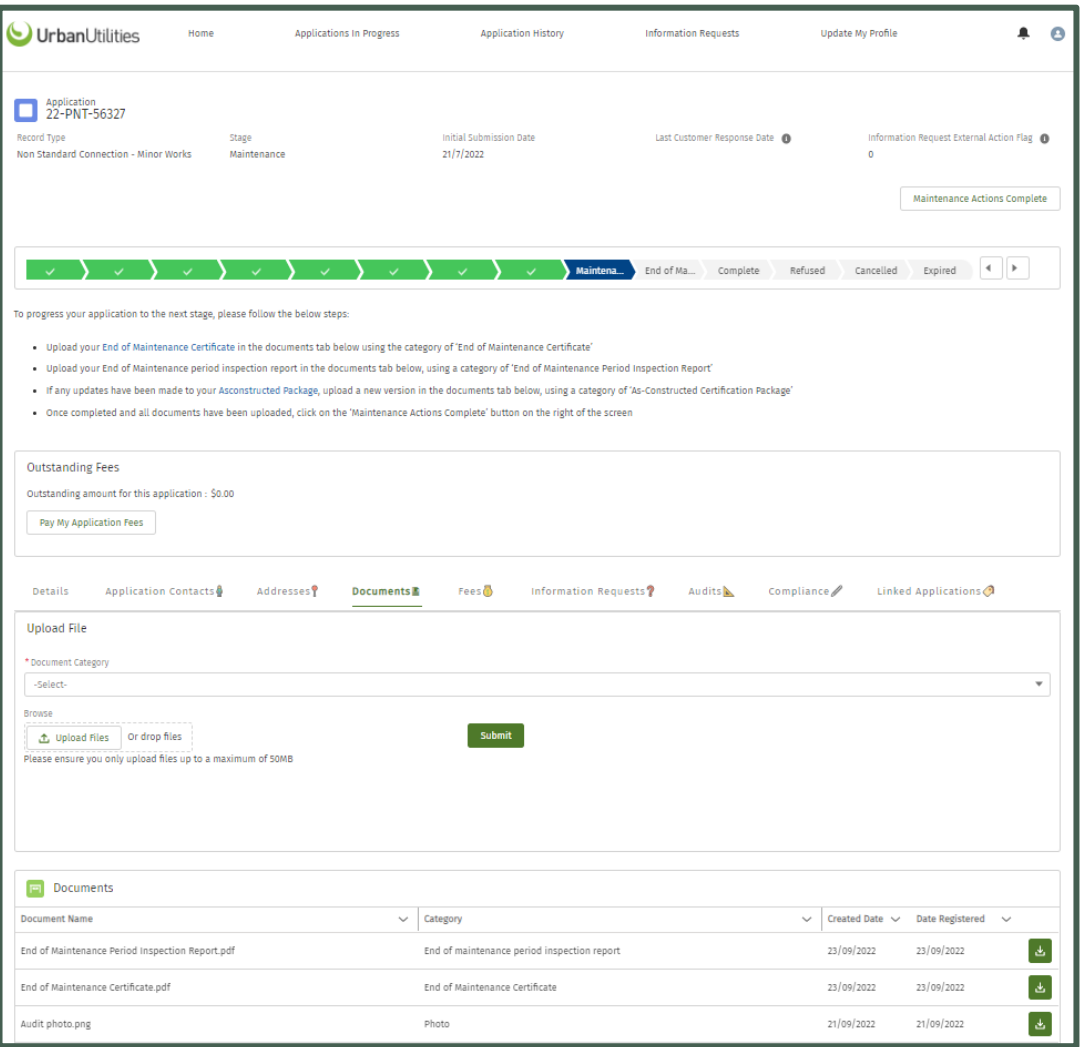
- Customer logs into the portal and goes into the **Applications in Progress** tab to find and View application

2



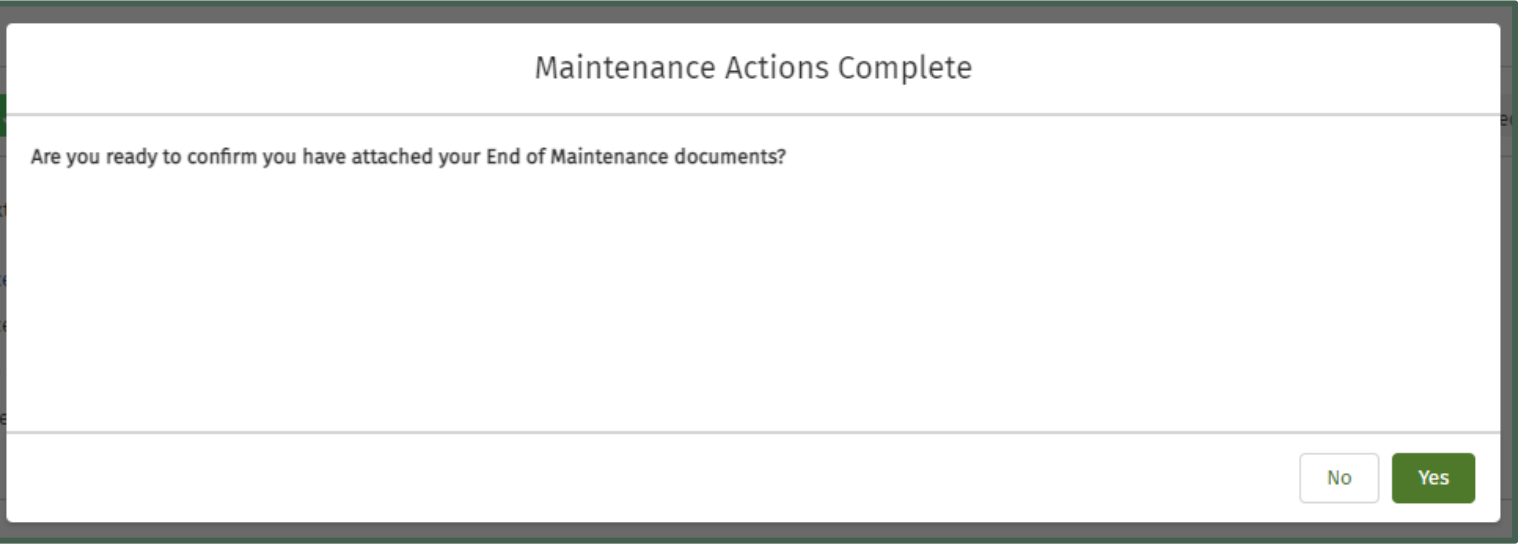
- Read the help text to ensure you have all required documents to upload.
- Click on the **Documents** tab and upload supporting documents per relevant **Document Category**.

3



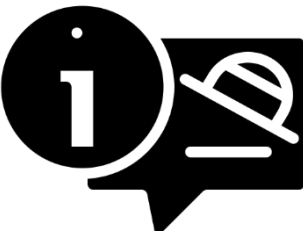
- When all supporting documents are uploaded, click on the **Maintenance Actions Complete** button.

4



- An acknowledgement pop-up box will appear.
- Click on the **Yes** button to proceed.

Complete



Tips and things to know

- The application is now complete.

External Portal

UrbanUtilities

HomeApplications In ProgressApplication HistoryInformation RequestsUpdate My Profile

Application22-PNT-56327

Record Type

Non Standard Connection - Minor Works

Stage

Complete

Initial Submission Date

21/7/2022

Last Customer Response Date

Information Request External Action Flag

0

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

Complete

Refused

Cancelled

Expired

Outstanding Fees

Outstanding amount for this application : \$0.00

Pay My Application Fees

Details

Application ContactsAddressesDocumentsFeesInformation RequestsAuditsComplianceLinked Applications

Application Name

22-PNT-56327

Related Application

Primary Address

56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

Cancellation Comments

Proposed Construction Start Date

Proposed Construction End Date

Record Type

Non Standard Connection - Minor Works

Stage

Complete

Initial Submission Date

21/7/2022

Refusal Comments

Proposed Live Works Date

Endorsed Consultant

vT Consulting Engineers

Application Details



Non-Standard (Major) Connection Application Workflow Stages

Team Roles



Customer/Owner/
Agent



External Consultant



Urban Utilities

Assess



Quality Check



Issuing



Fees due
(customer to make
payment)

Design



Awaiting Design



Design Check for
Completeness



Design Assessment



Design Quality
Check



Design Issuing

Construct



Construction



As-Constructed
Submittal

Compliance



Compliance Check
for Completeness



Compliance
Technical Review



Issuing Connection
Certificate

Maintenance



Maintenance



End of
Maintenance



Complete



Customer/Owner/Agent



External Consultant

Back to workflow

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MAJOR



Fees due

Tips and things to know

- You will receive notifications
- Log into the portal and complete the **Fees Due** stage.



1

Sandbox: NOTE: Application Assessment Complete: Non Standard Connection - Major Works 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032



No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant0@gmail.com, me ▾

Dear Applicant,

Review of your Non Standard Connection - Major Works application is now complete, and a Decision Notice has been issued.

To access the Decision Notice and Charge Notice, please log into your Developer Services Portal account.

Kind regards,

Urban Utilities Developer Services Team

2

Sandbox: PAYMENT REQUIRED: Fees Due: Non Standard Connection - Major Works 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032



No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant0@gmail.com, me ▾

Dear Applicant,

In order to progress your Non Standard Connection - Major Works application, payment of fees is now required.

To pay, log into your [Development Services Portal](#) account and click on 'In Progress Applications' to identify any applications with fees awaiting payment.

A Tax Invoice/Receipt will be issued following payment.

Kind regards,

Urban Utilities Developer Services Team

Customer notification

- The customer receives 2 emails:
 - Application Assessment is Complete
 - Fees are due

1

Application Name	Stage	Application Type	Primary Address	Access Type	Initial Submission Date	Actions
22-PNT-56313	Awaiting Design	Non Standard Connection - Major Works	56 PEARSON ST, KANGAROO POIN...	Edit	9 Aug 2022	
22-PNT-56327	Compliance Technical Review	Non Standard Connection - Minor Works	56 PEARSON ST, KANGAROO POIN...	Edit	21 Jul 2022	
22-STD-56455	Assessment	Standard connection	15 MINTWOOD PL, SUNNYBANK HILL	Edit	3 Sep 2022	
22-STD-56478	Issuing Connection Certificate	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	8 Sep 2022	
22-STD-56479	Construction and Awaiting As - C...	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	6 Sep 2022	
22-PNT-56487	Issuing	Non Standard Connection - Major Works	CLAYFIELD RD, EATONS HILL, MOR...	Read Only	9 Sep 2022	
22-PNT-56521	Draft	Non-standard connection		Edit		
22-PNT-56522	Fees Due	Non Standard Connection - Major Works	627 RODE RD, CHERMSIDE, BRISBA...	Edit	25 Sep 2022	View

- Log into the portal and go into the **Applications in Progress** tab to find and View application

2

Outstanding Fees

Outstanding amount for this application : \$213.00

[Pay My Application Fees](#)

Details Application Contacts Addresses **Documents** Fees Information Requests Audits Compliance Links

Upload File

* Document Category

-Select-

Browse

Upload Files Or drop files

Please ensure you only upload files up to a maximum of 50MB

Submit

CHARGES NOTICE

Reference number: 627 RODE RD, CHERMSIDE, QLD 4032

Property Owner: 25 PEARSON ST, KANGAROO POIN...

Account Due: \$213.00

Expiry Date: 25/10/2022

Fees and charges due as at the date of this Charges Notice:

Refer to the following page for details of all fees and charges associated with this Charges Notice:

Fees and charges in relation to connections(s):

Total of all components included: \$213.00

Total Payable: \$213.00

- Customer pays fees via the portal by clicking on the **Pay My Application Fees** button, or
- downloads **Charge Notice** from the **Documents** tab and pays via alternative means.

3

Sandbox: NOTE: Fees Paid: Non Standard Connection - Major Works 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant0@gmail.com, me ▾

Dear Applicant,

Thank you for your payment.

To access your application Non Standard Connection - Major Works and the tax invoice any time, log in to your [Developer Services Portal](#) account.

Kind regards,

Urban Utilities Developer Services Team

Sandbox: NOTE: Design Package/Certification Required: Non Standard Connection - Major Works 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032

No Reply Developer Services <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant0@gmail.com, me ▾

Dear Applicant,

Your Non Standard Connection - Major Works application requires you to submit your Design Package and pay any outstanding fees in order to progress.

To submit the Design Package please follow these steps:

1. Login to your [Developer Services Portal](#) account
2. Go to 'In Progress Applications' to identify your application and select 'View'
3. To lodge the Design Package, select the 'Submit Design Package' button and attach the relevant documents including a signed 'Design Package Submission - Major Works' form (available to download from the [Development forms](#) page on our website) as well as proposed accurate and detailed design drawings, reports, and other documents as stipulated in the Water Approval.

Kind regards,

Urban Utilities Developer Services Team

- The customer receives 2 emails:
 - Fees are paid
 - Design Package/Certification required

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MAJOR


Awaiting Design

Tips and things to know

- You will receive notifications
- Log into the portal and complete the **Awaiting Design** stage



Sandbox: NOTE: Fees Paid: Non Standard Connection - Major Works 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032

 **No Reply Developer Services** <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant0@gmail.com, me

Dear Applicant,


Thank you for your payment.

To access your application Non Standard Connection - Major Works and the tax invoice any time, log in to your [Developer Services Portal](#) account.

Kind regards,

Urban Utilities Developer Services Team

Sandbox: NOTE: Design Package/Certification Required: Non Standard Connection - Major Works 22-PNT-56522 627 RODE RD, CHERMSIDE, BRISBANE CITY, QLD 4032

 **No Reply Developer Services** <noreply-developerservicesportal@urbanutilities.com.au>
to agentconsultant0@gmail.com, me

Dear Applicant,

Your Non Standard Connection - Major Works application requires you to submit your Design Package and pay any outstanding fees in order to progress.

To submit the Design Package please follow these steps:

1. Login to your [Developer Services Portal](#) account
2. Go to 'In Progress Applications' to identify your application and select 'View'.
3. To lodge the Design Package, select the 'Submit Design Package' button and attach the relevant documents including a signed 'Design Package Submission - Major Works' form (available to download from the [Development forms](#) page on our website) as well as proposed accurate and detailed design drawings, reports, and other documents as stipulated in the Water Approval.

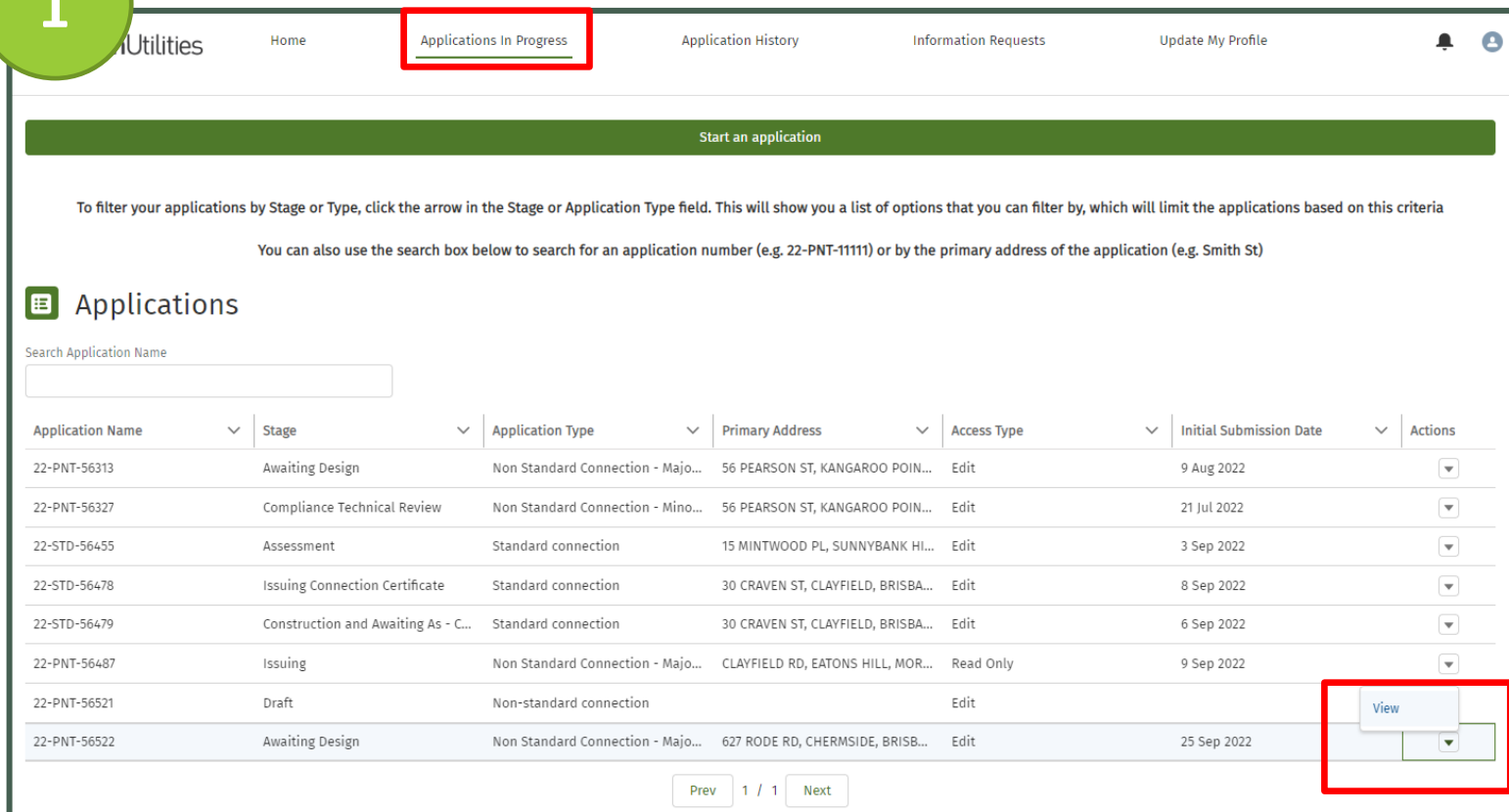
Kind regards,

Urban Utilities Developer Services Team

Customer notification

- Prior to this step, the customer received 2 emails:
 1. Fees are paid
 2. Design Package/Certification required

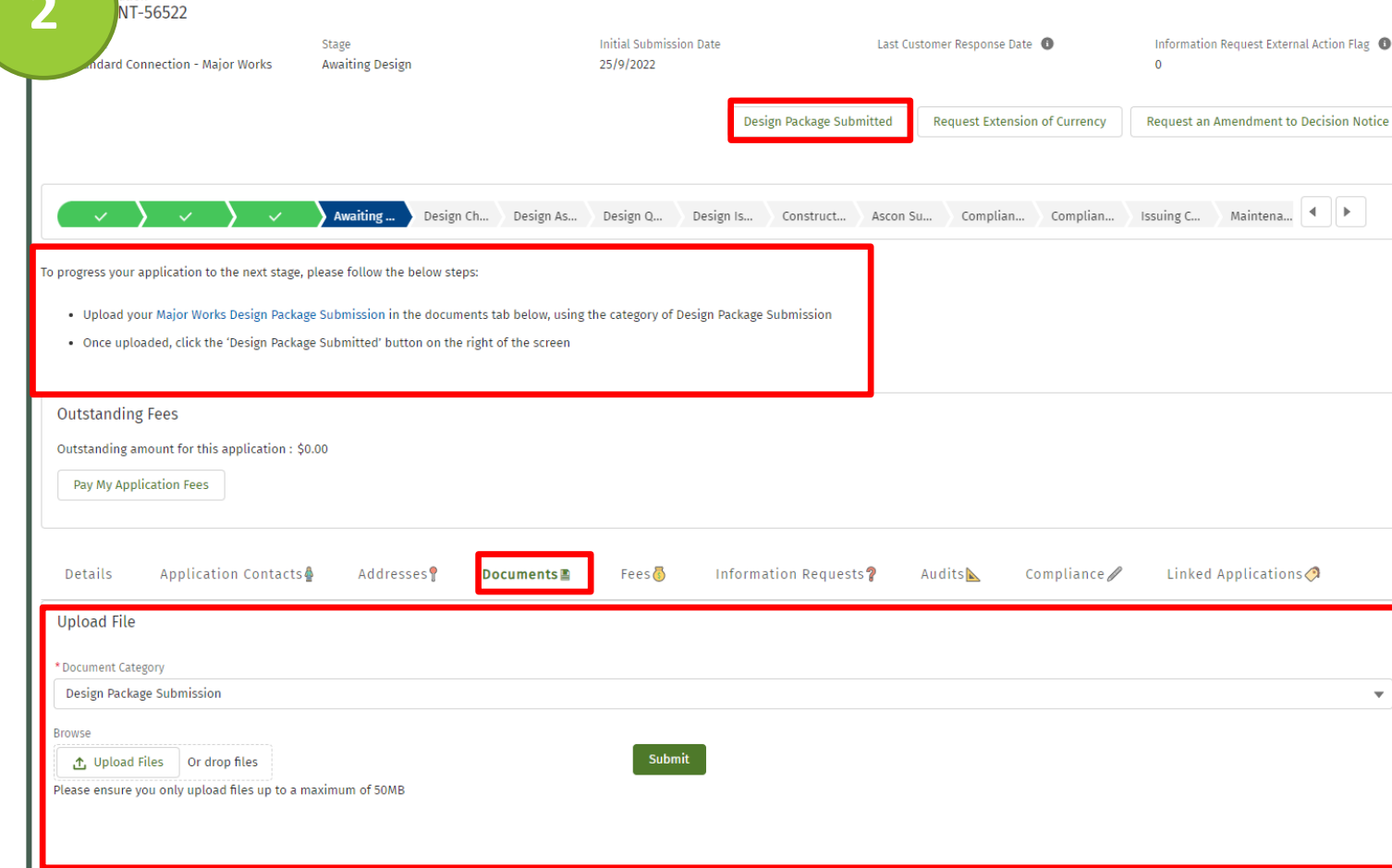
1



Application Name	Stage	Application Type	Primary Address	Access Type	Initial Submission Date	Actions
22-PNT-56313	Awaiting Design	Non Standard Connection - Major Works	56 PEARSON ST, KANGAROO POIN...	Edit	9 Aug 2022	
22-PNT-56327	Compliance Technical Review	Non Standard Connection - Minor Works	56 PEARSON ST, KANGAROO POIN...	Edit	21 Jul 2022	
22-STD-56455	Assessment	Standard connection	15 MINTWOOD PL, SUNNYBANK HI...	Edit	3 Sep 2022	
22-STD-56478	Issuing Connection Certificate	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISB...	Edit	8 Sep 2022	
22-STD-56479	Construction and Awaiting As - C...	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISB...	Edit	6 Sep 2022	
22-PNT-56487	Issuing	Non Standard Connection - Major Works	CLAYFIELD RD, EATONS HILL, MOR...	Read Only	9 Sep 2022	
22-PNT-56521	Draft	Non-standard connection		Edit		
22-PNT-56522	Awaiting Design	Non Standard Connection - Major Works	627 RODE RD, CHERMSIDE, BRISB...	Edit	25 Sep 2022	View

- Log into the portal and go into the **Applications in Progress** tab to find and View application

2



Design Package Submitted

To progress your application to the next stage, please follow the below steps:

- Upload your Major Works Design Package Submission in the documents tab below, using the category of Design Package Submission
- Once uploaded, click the 'Design Package Submitted' button on the right of the screen

Outstanding Fees

Outstanding amount for this application : \$0.00

[Pay My Application Fees](#)

Details Application Contacts Addresses **Documents** Fees Information Requests Audits Compliance Linked Applications

Upload File

* Document Category

Design Package Submission

Browse

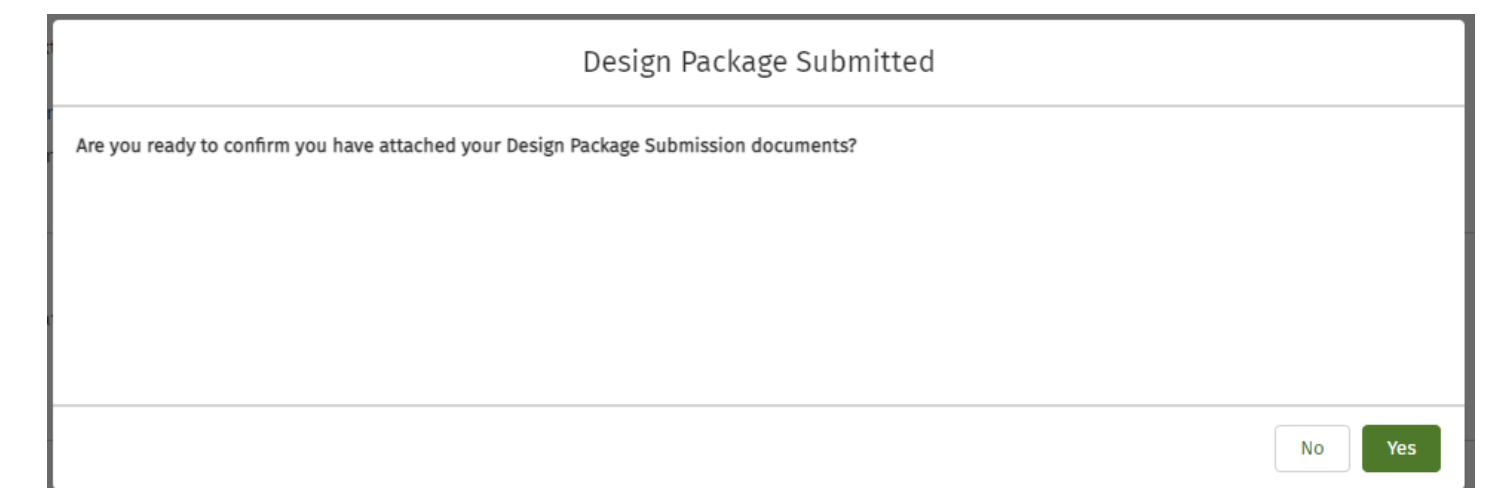
[Upload Files](#) Or drop files

[Submit](#)

Please ensure you only upload files up to a maximum of 50MB

- View the Instructional text as to what is required.
- Go to the **Documents** tab and upload supporting documentation.
- When complete, click on the **Design Package Submitted** button.

3



Design Package Submitted

Are you ready to confirm you have attached your Design Package Submission documents?

[No](#) [Yes](#)

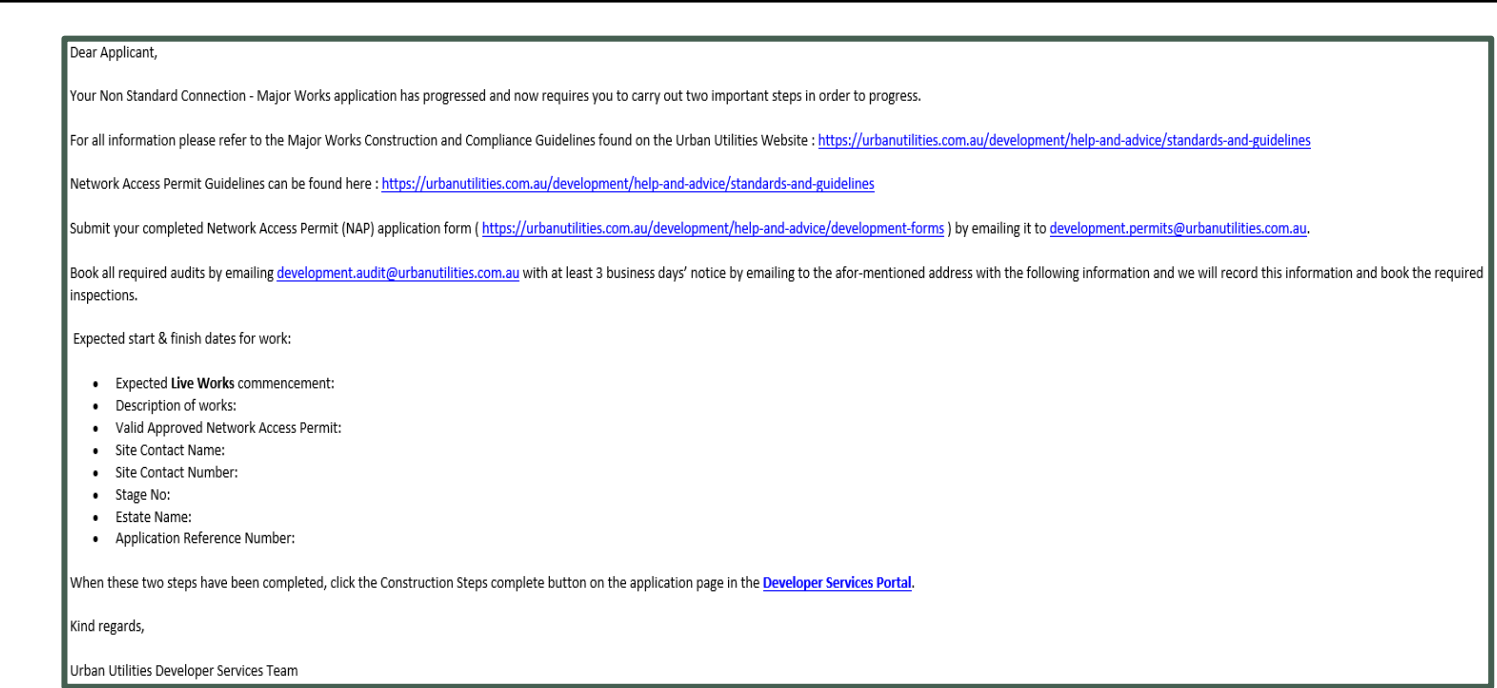
- This will then display a pop-up box to confirm that the required actions have been completed. To confirm click the **Yes** button.
- The application will progress into the next stage.

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MAJOR

Construction

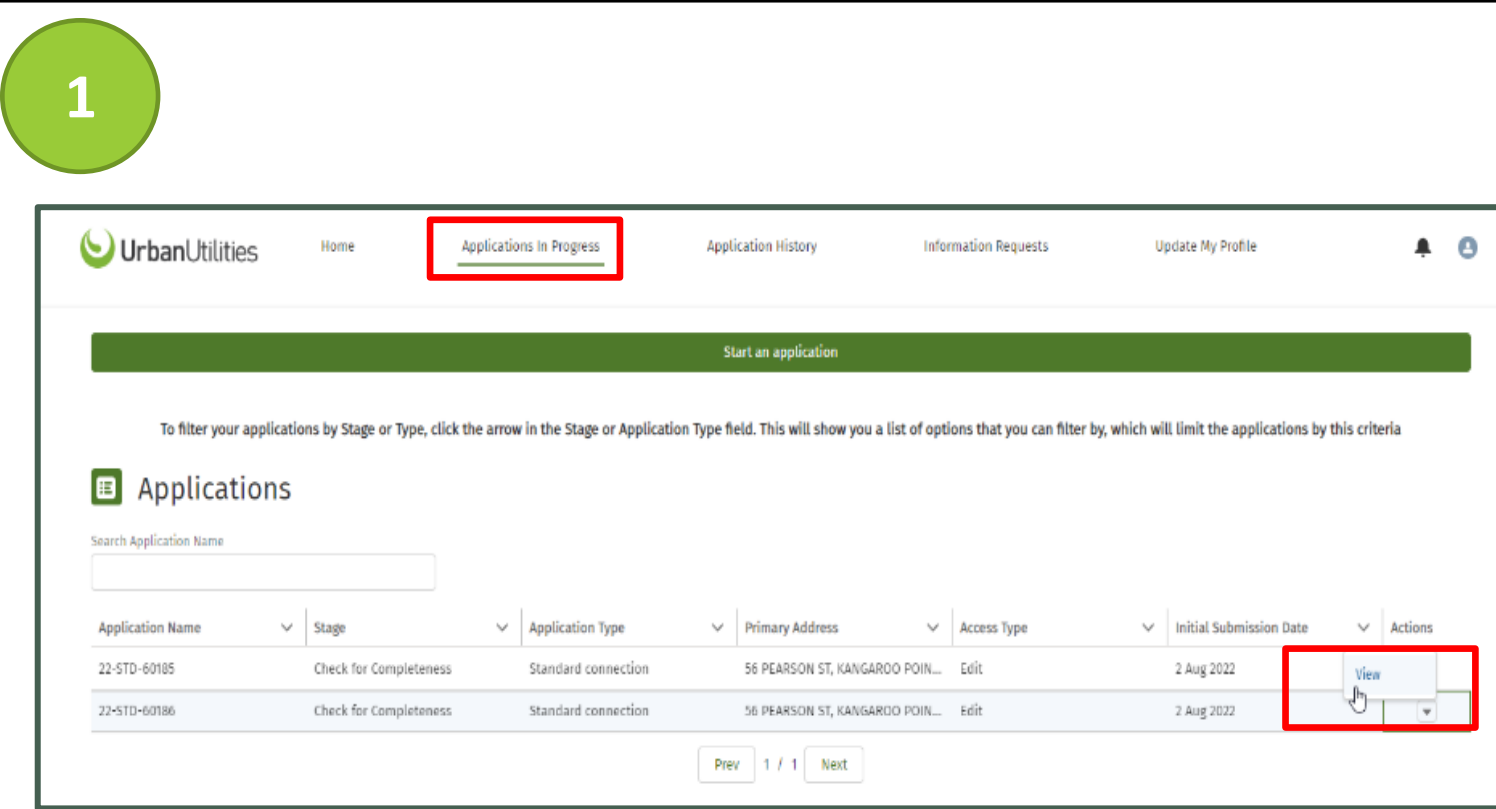
Tips and things to know

- You will receive a notification
- Log into the portal and complete the **Construction** stage.
- You will need to provide Network Access Permit forms and book and pass an On-Maintenance Audit to progress this stage.

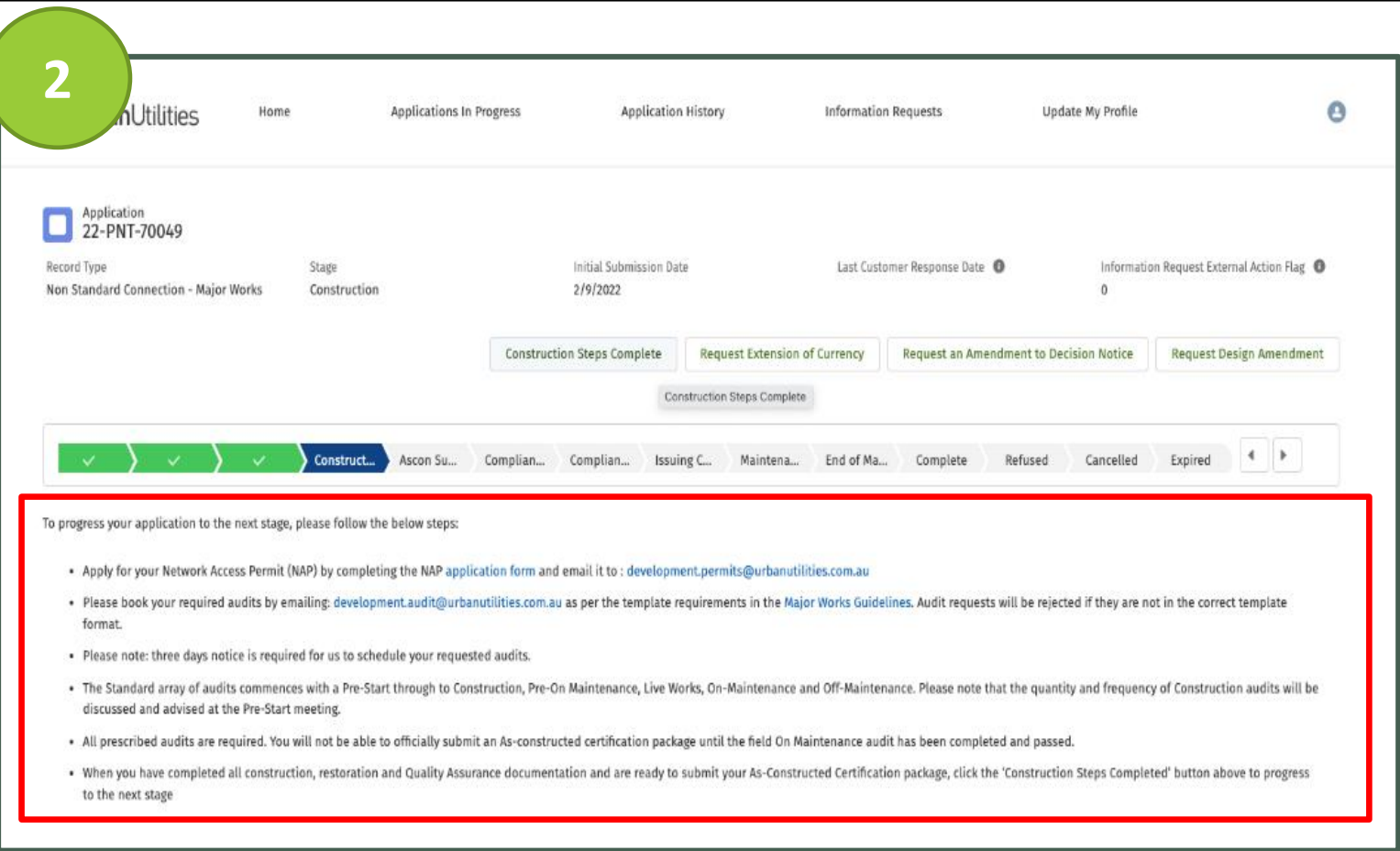


Customer notification

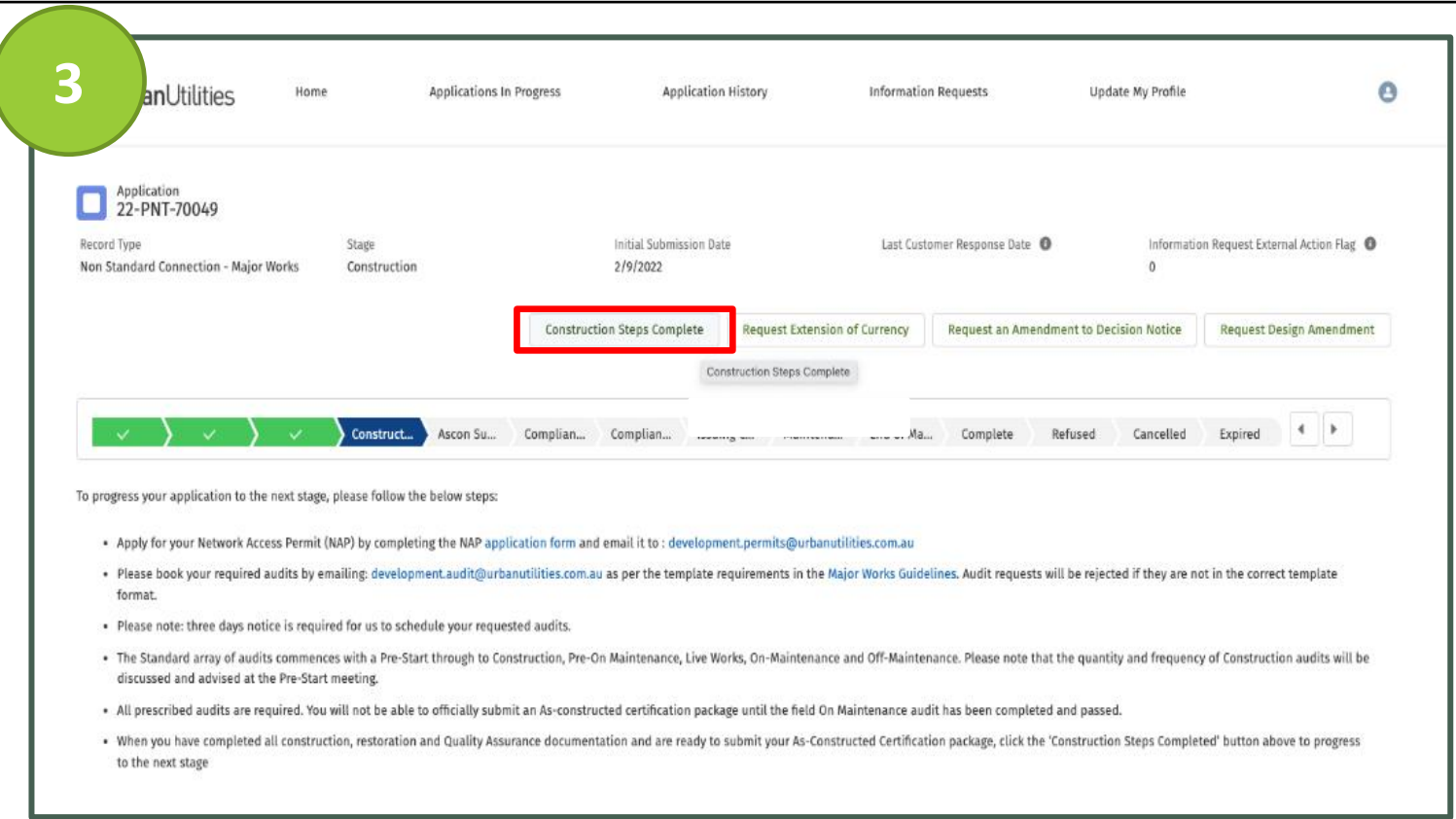
- When an Application reaches the stage of Construction from QUU, an email is sent to External customer as shown in the screenshot.
- Email subject : Construction and Network Access Permit : Non-Standard Connection - Major.
- External user is required to log into the Portal to complete the requirement.



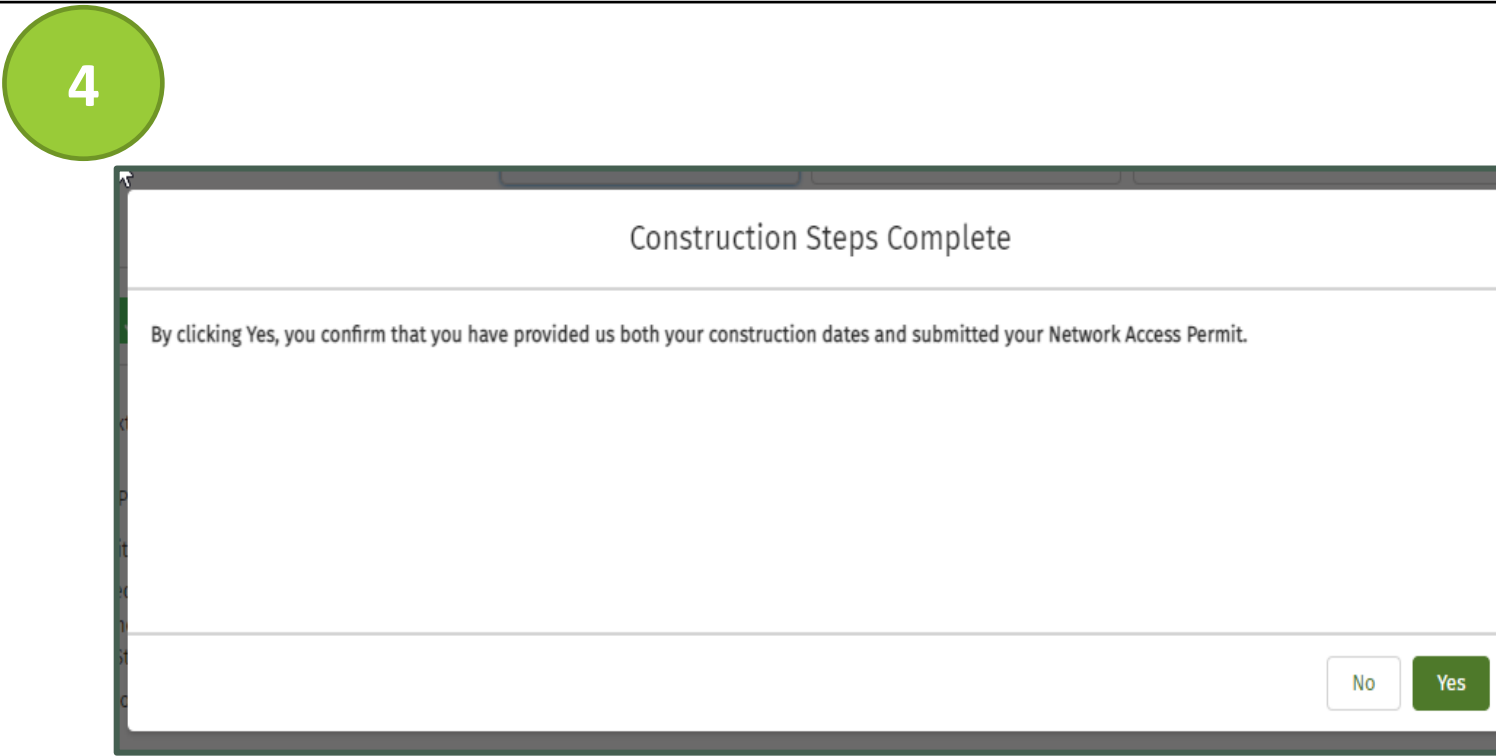
- Log into the portal and go into the **Applications in Progress** tab to find and View application



- View the help text and commence your construction activities.



- When all construction is complete (NAPs received, Audits booked etc) click the **Construction Steps Complete** button and acknowledge. Once acknowledged stage progresses to Ascon Submittal.
- Note:**
- Major** If there is an unresolved Type 3 Issue relating to an audit and/or a field On-Maintenance Audit has not been passed, It will stop the Application to proceed to Ascon Submittal Stage.

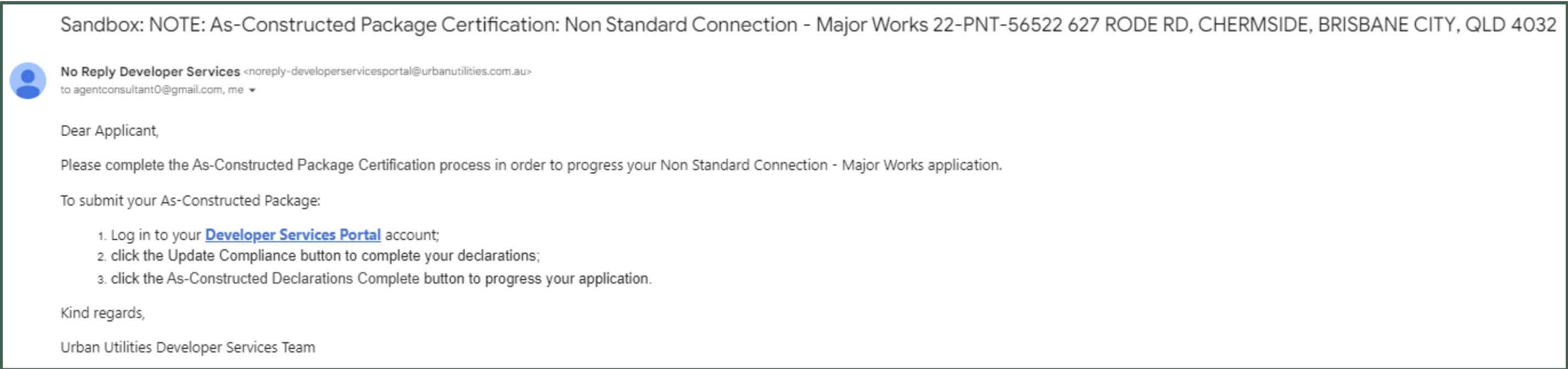


- An acknowledgement prompt will appear. Click on the **Yes** button.
- Note:** if there is an unresolved Type 3 Issue from an audit, or works have not been registered to development audit, it will stop the External User to proceed to Ascon Submittal Stage

Ascon Submittal

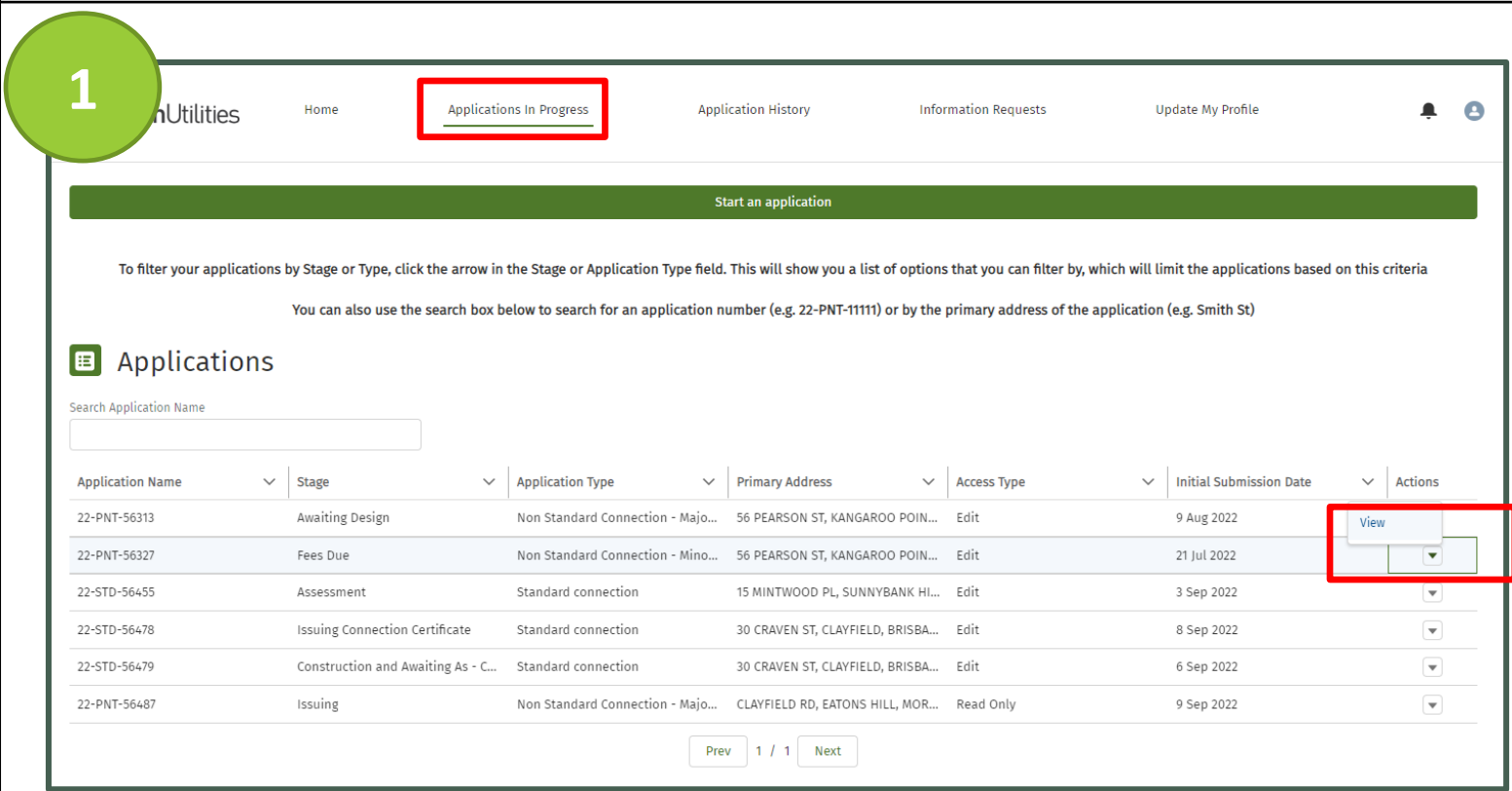
Tips and things to know

- To progress the application to the next stage, the Consultant will need to:
 - Complete compliance declarations by clicking the update compliance button and updating the checklist
 - Upload a signed copy of their As-Constructed Package Certification Form and associated documents by clicking the **Documents** tab and selecting a Document Category of **As-Constructed Package**
 - Upload all other supporting documentation such as **Water Meter Installation Form**, and/or **As-Constructed Drawings** separately, using associated document categories e.g. **Water Meter Installation Form**, and/or **As-Constructed Drawings** respectively
 - Click the **As-Constructed Declarations Complete** button once you have completed your declarations via the **Update Compliance** button and uploaded all As-Constructed Certification Package documents to progress your application

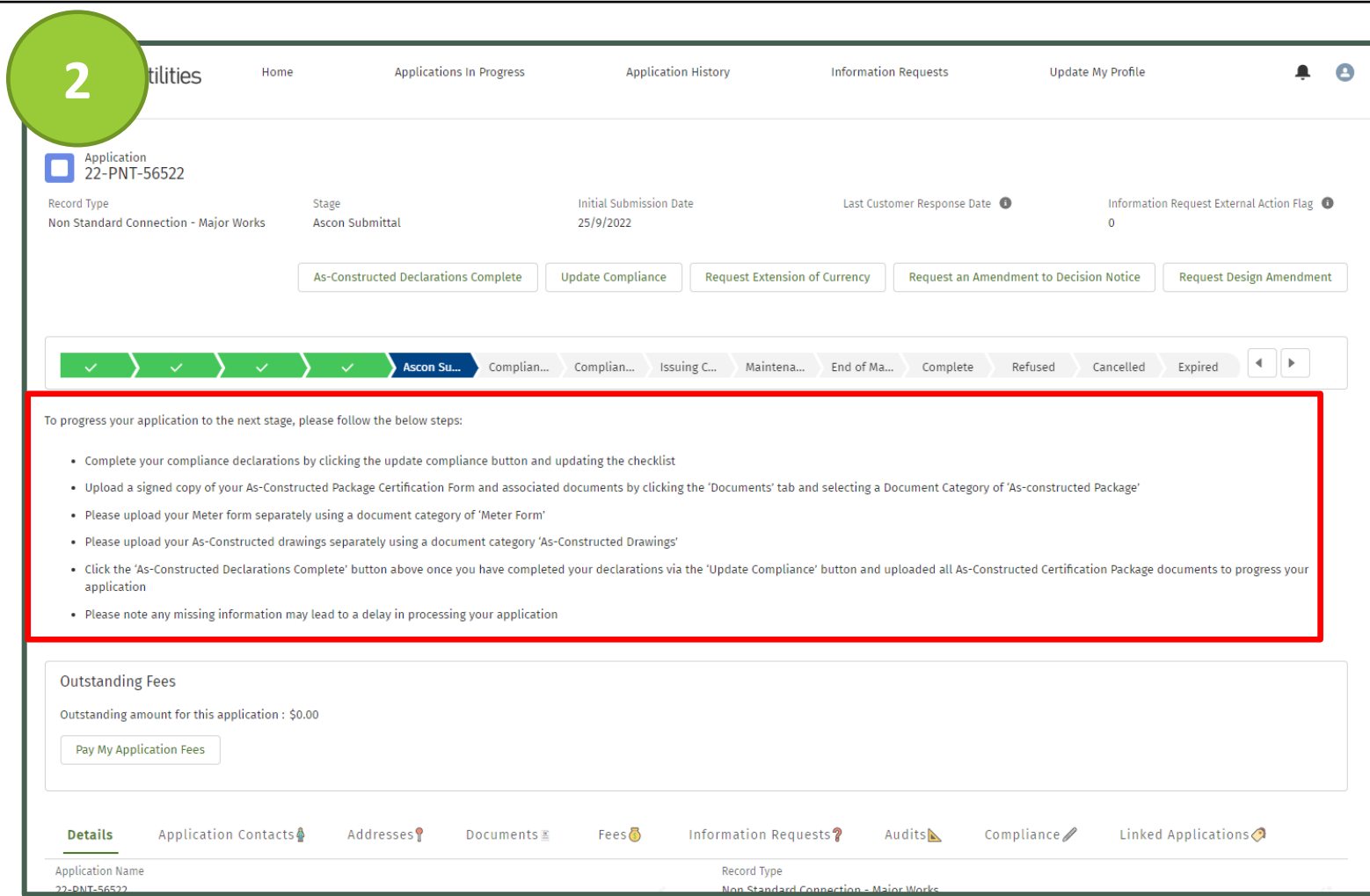


Customer notification

- When a Non-Standard Application progresses past Construction stage, the Application moves to the Ascon Submittal stage and the customer receives the above email.



- Log into the portal and go into the **Applications in Progress** tab to find and View application



- View the help text

External Consultant

External Consultant

- ## External Consultant

External Consultant

External Consultant

- ## External Consultant

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- ## External Consultant

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External Consultant

External Consultant

- ## External Consultant

NON-STANDARD CONNECTION APPLICATION WORKFLOW - MAJOR

Maintenance

Tips and things to know

- The application pauses here for 12 months, where you will receive a notification at the end of 365 days to progress.

The Water Approval may include a condition for the works to be covered by a maintenance period of at least 12 months from date of issue of the Connection Certificate, known as ‘on- maintenance’. This period may be extended where it is necessary to rectify any defects.

During the on-maintenance period, you are required to maintain and rectify all identified faults. This includes keeping comprehensive records of such defects and all maintenance or rectification undertaken for submission at the end of the on-maintenance period. Further to this, you are obligated to submit comprehensive and up to date operations and maintenance manuals to Urban Utilities and provide training to all relevant personnel.



- Example of the email notification the customer will receive at 365 days.

Dear Applicant,

Your Non Standard Connection - Major Works application is at the end of its maintenance period. To complete this stage, Urban Utilities requires your consulting engineer to arrange an off maintenance audit from our team. We recommend your engineer checks the site first and ensures it is ready for the audit.

To book an audit, please email the following to our team:
Preferred date for Off Maintenance Audit:
Preferred time for Audit:
Site address to meet at:
Site Contact Name:
Site Contact Number:
Stage No (if applicable):
Estate Name (if applicable):
Application Reference Number (Development Services Web Portal):

Once the audit has been completed, we will ensure the application has no outstanding defects, complaints or fees, and will issue notice the application is complete.

Kind regards,
Urban Utilities Developer Services Team

1

UrbanUtilities Home Applications in Progress Application History Information Requests Update My Profile

Start an application

To filter your applications by Stage or Type, click the arrow in the Stage or Application Type field. This will show you a list of options that you can filter by, which will limit the applications based on this criteria

You can also use the search box below to search for an application number (e.g. 22-PNT-11111) or by the primary address of the application (e.g. Smith St)

Applications

Search Application Name

Application Name	Stage	Application Type	Primary Address	Access Type	Initial Submission Date	Actions
22-PNT-56313	Awaiting Design	Non Standard Connection - Major Works	56 PEARSON ST, KANGAROO POIN...	Edit	9 Aug 2022	View
22-PNT-56327	Fees Due	Non Standard Connection - Minor Works	56 PEARSON ST, KANGAROO POIN...	Edit	21 Jul 2022	View
22-STD-56455	Assessment	Standard connection	15 MINTWOOD PL, SUNNYBANK HI...	Edit	3 Sep 2022	View
22-STD-56478	Issuing Connection Certificate	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	8 Sep 2022	View
22-STD-56479	Construction and Awaiting As - Constructed	Standard connection	30 CRAVEN ST, CLAYFIELD, BRISBA...	Edit	6 Sep 2022	View
22-PNT-56487	Issuing	Non Standard Connection - Major Works	CLAYFIELD RD, EATONS HILL, MOR...	Read Only	9 Sep 2022	View

Prev 1 / 1 Next

- Log into the portal and go into the **Applications in Progress** tab to find and View application

2

UrbanUtilities Home Applications in Progress Application History Information Requests Update My Profile

Application 22-PNT-56327

Record Type: Non Standard Connection - Minor Works Stage: Maintenance Initial Submission Date: 21/7/2022 Last Customer Response Date: 0 Information Request External Action Flag: 0

Maintenance Actions Complete

To progress your application to the next stage, please follow the below steps:

- Upload your End of Maintenance Certificate in the documents tab below using the category of 'End of Maintenance Certificate'
- Upload your End of Maintenance period inspection report in the documents tab below, using a category of 'End of Maintenance Period Inspection Report'
- If any updates have been made to your Asconstructed Package, upload a new version in the documents tab below, using a category of 'As-Constructed Certification Package'
- Once completed and all documents have been uploaded, click on the 'Maintenance Actions Complete' button on the right of the screen

Outstanding Fees

Outstanding amount for this application: \$0.00

Pay My Application Fees

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Upload File

*Document Category: -Select-

- Read the help text to ensure you have all required documents to upload.
- Click on the **Documents** tab and upload supporting documents per relevant **Document Category**.

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UrbanUtilities Home Applications in Progress Application History Information Requests Update My Profile

Application 22-PNT-56327

Record Type: Non Standard Connection - Minor Works Stage: Maintenance Initial Submission Date: 21/7/2022 Last Customer Response Date: 0 Information Request External Action Flag: 0

Maintenance Actions Complete

To progress your application to the next stage, please follow the below steps:

- Upload your End of Maintenance Certificate in the documents tab below using the category of 'End of Maintenance Certificate'
- Upload your End of Maintenance period inspection report in the documents tab below, using a category of 'End of Maintenance Period Inspection Report'
- If any updates have been made to your Asconstructed Package, upload a new version in the documents tab below, using a category of 'As-Constructed Certification Package'
- Once completed and all documents have been uploaded, click on the 'Maintenance Actions Complete' button on the right of the screen

Outstanding Fees

Outstanding amount for this application: \$0.00

Pay My Application Fees

Details Application Contacts Addresses Documents Fees Information Requests Audits Compliance Linked Applications

Upload File

*Document Category: -Select-

Documents

Document Name	Category	Created Date	Date Registered	Download
End of Maintenance Period Inspection Report.pdf	End of maintenance period inspection report	23/09/2022	23/09/2022	Download
End of Maintenance Certificate.pdf	End of Maintenance Certificate	23/09/2022	23/09/2022	Download
Audit photo.png	Photo	23/09/2022	23/09/2022	Download

- When all supporting documents are uploaded, click on the **Maintenance Actions Complete** button.

4

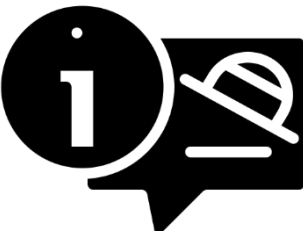
Maintenance Actions Complete

Are you ready to confirm you have attached your End of Maintenance documents?

No Yes

- An acknowledgement pop-up box will appear.
- Click on the **Yes** button to proceed.

Complete



Tips and things to know

- The application is now complete.

External Portal

UrbanUtilities

HomeApplications In ProgressApplication HistoryInformation RequestsUpdate My Profile

Application22-PNT-56327

Record Type

Non Standard Connection - Minor Works

Stage

Complete

Initial Submission Date

21/7/2022

Last Customer Response Date

Information Request External Action Flag

0

✓✓✓✓✓✓✓✓✓✓✓✓✓CompleteRefusedCancelledExpired

Outstanding Fees

Outstanding amount for this application : \$0.00

Pay My Application Fees

DetailsApplication ContactsAddressesDocumentsFeesInformation RequestsAuditsComplianceLinked Applications

Application Name

22-PNT-56327

Related Application

Primary Address

56 PEARSON ST, KANGAROO POINT, BRISBANE CITY, QLD 4169

Cancellation Comments

Proposed Construction Start Date

Proposed Construction End Date

Record Type

Non Standard Connection - Minor Works

Stage

Complete

Initial Submission Date

21/7/2022

Refusal Comments

Proposed Live Works Date

Endorsed Consultant

vT Consulting Engineers

Application Details