



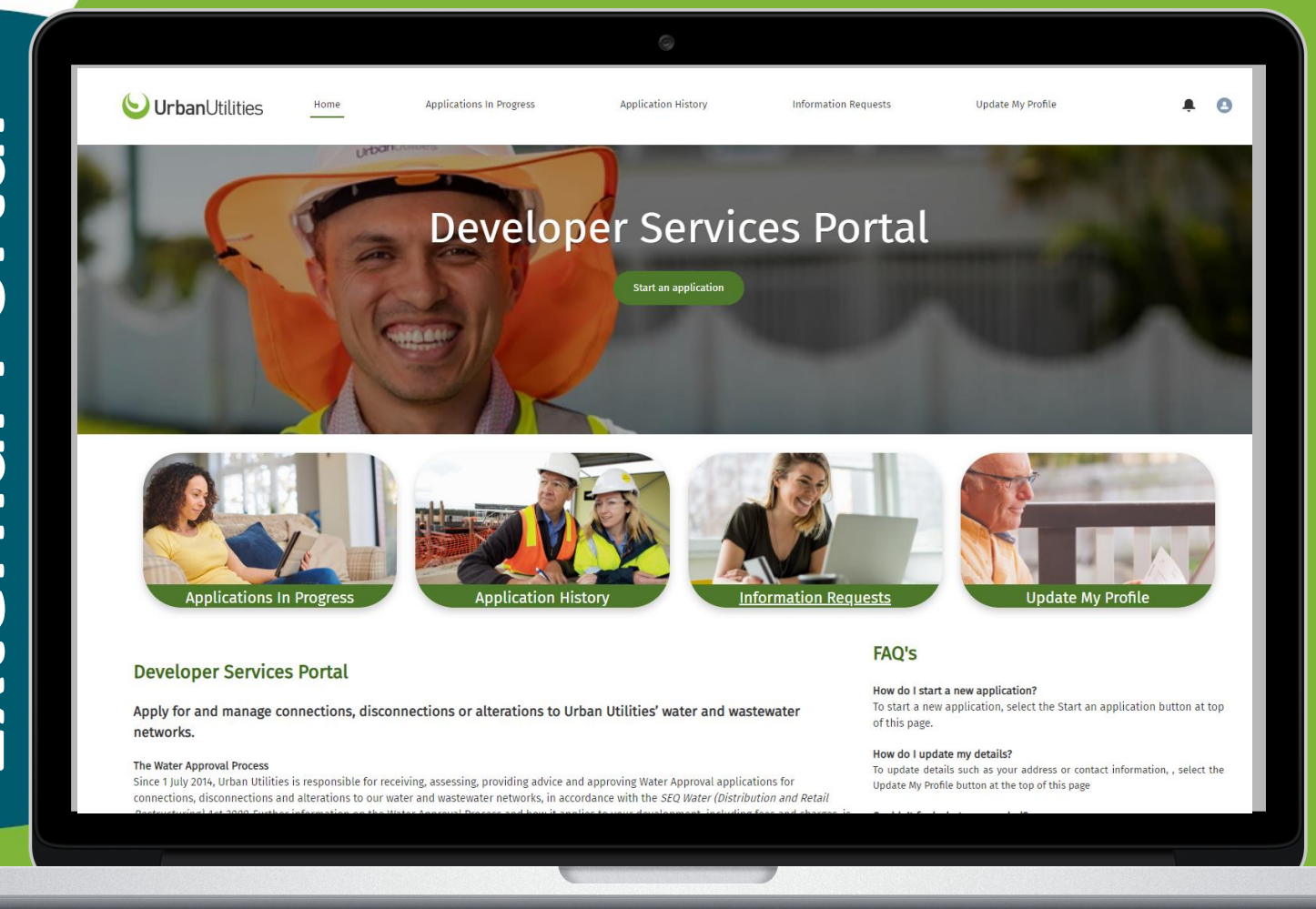
## DEVELOPER SERVICES APPLICATION PORTAL QUICK REFERENCE GUIDES



# HOW TO REQUEST A DESIGN AMENDMENT

The following document provides you with a Quick Reference Guides for the Developer Services Application Portal.

External Portal



# HOW TO REQUEST A DESIGN AMENDMENT

- You can request a design amendment for Non-Standard – Major applications only.

**1**

This screenshot shows the 'Request Design Amendment' button highlighted in red on the application details page. The application is in the 'Issuing C.' stage.

- If you want to request a design amendment, click on the **Request Design Amendment** Button.

**Note:** this button will not be available at all stages.

**2**

This screenshot shows the 'Request Design Amendment' pop-up form. The 'Design Amendments' text field, the 'Upload File' section with a 'Submit' button, and the 'Save' button at the bottom right are highlighted in red.

- In the pop-up screen, add your comments to the **Design Amendment Details** field and upload relevant documents to the associated **Document Category**.
- Click the **Save** button

**3**

This screenshot shows the application details page with the stage set to 'Design Check for Completeness'. The 'Design Check for Completeness' button in the progress bar is highlighted in red. A 'Design Amendment Details' section is visible at the bottom of the page.

- The application will now move back to the **Design Check for Completeness** Stage.
- The details of the Design Amendment is also shown in the application details section.

**4**

This screenshot shows the application details page with the stage set to 'Design Assessment'. The 'Pay My Application Fees' button is highlighted in red. A 'CHARGE NOTICE' pop-up is overlaid on the page, showing a fee of \$464.00.

- Urban Utilities will assess the request and carry out **Design Check for Completeness**.
- As part of **Design Check for Completeness** process, Urban Utilities will add a fee and move the stage to **Design Assessment** and you will receive an email notification to pay the fees.
- You can pay fees via the portal, or download the Charge Notice and pay via alternative methods (e.g. Bpay).

**5**

This screenshot shows the application details page with the stage set to 'Design Assessment'.

- When fees are paid, Urban Utilities will assess the request and take next set of actions.