



DEVELOPER SERVICES APPLICATION PORTAL QUICK REFERENCE GUIDES



HOW TO REQUEST AN EXTENSION OF CURRENCY

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

External Portal



HOW TO REQUEST AN EXTENSION OF CURRENCY

- You can request an extension of currency in Standard and Non-Standard applications after the **Fees Due** stage.

1

Open the application and click on the **Request Extension of Currency** button.

2

- In the pop-up screen, add your comments to the **Extension of Currency Request Details** field, add a date to the **Projected Completion Date** field, and upload relevant documents to the associated **Document Category**.
- Click the **Save** button

3

- The application will now move back to the **Awaiting Fee Payment** Stage and a fee is added automatically.
- The details of the extension of currency is also shown in the application details section.

4

- You can pay fees via the portal, or download the Charge Notice and pay via alternative methods (e.g. Bpay).
- Urban Utilities will assess the request and carry out next set of actions.

5

- When finalised, the Request Extension of Currency button is no longer visible.