

Queensland Office Level 6, 64 Marine Parade, Southport, QLD 4215 Phone: (07) 5588 3200 villawoodproperties.com.au



Villawood Properties Builder Portal User Guide

Process Overview for Submitting a Design Application to DAP for Approval

- 1. User registers an account for the Villawood Properties Builder Portal if one has not been created previously;
- 2. User completes the design application, and submits along with house and landscaping plans, elevations and colour schedule;
- 3. DAP will review the design and respond via the portal/email within 10 business days;
- 4. A letter issued by the DAP will be received via email/on the portal if a 'Final Approval' letter is issued then the DAP process is complete;
- 5. If the letter received is 'Further Information Required', the items listed in the letter will need to be addressed and further documentation or amended plans will need to be included in a resubmission (editing of the application on the portal);
- 6. Once further information is received by DAP, the application will be evaluated again and a decision for final approval or another request for further information will be made.





CELEBRATING 30 YEARS OF EXCELLENCE

Registering a Builder Portal User Account

Please visit Villawood Properties Builder Portal at: http://villawoodproperties.com.au/villawoods-builder-portal

If you are a new user, you will need to create an account to be able to access the Builder Portal.

- 1. Click 'Register' at the bottom of the log in page;
- 2. Complete the form by filling in your details;
- 3. Select which community/communities you would like access to;
- 4. Click 'Submit';
- 5. A member from Villawood Properties will view the request to register an account and make the account active;
- 6. You should then receive an email confirming registration of a new account.

							Q SEARCH BUILDER PORTAL LOGIN
Communities Designed for Living		Land for Sale	Our Story	News	How do I buy?	Acquisitions	Contact
Builder Portal							
	Login Usemame						
	Password						
	Remember Me						
	Register						

Submitting a design application to DAP

- 1. User logs in to Villawood Properties' Builder Portal which can be accessed here: <u>http://villawoodproperties.com.au/villawoods-builder-portal</u>
- User is now on the home page of the Builder Portal.
 To submit a new house and landscaping design application to the Design Assessment Panel (DAP), user will click the "Submit new design assessment panel application" button found on the side panel.

						Q SEARCH BUILDER PORTAL
Properties Communities Designed for Living	Land for Sale	Our Story	News	How do I buy?	Acquisitions	Contact
Home Builder Portal				Searc	h documents	٩
Welcome Back, Builder Test Logout È Edit your details	MONTEGO	SEQUANA	SU	"The RROUNDS My Willoword		
Submit new design assessment panel application Your Submissions						

3. User will be taken to an application form which involves 7 categories of information relating to the house design application, and areas to upload of house and landscape plans, colour schedule and any other relating documentation.

							Q SEARCH BUILDER PORTAL		
Communities Designed for Living		Land for Sale	Our Story	News	How do I buy?	Acquisitions	Contact		
Home > Design Assessment Panel > Ne t	ew Application								
Builder Portal					Searc	h documents	Q		
Welcome Back, Builder Test	Please note that your information is saved on each step.								
Logout	3 Start	0	0	6	6	6	O Finish		
Edit your details	Applicat	tion Informati	ion						
assessment panel application	Please note:	You have the option to say bu	ve your DAP applic atton at the bottom	ation and contir of each step to s	uue at a later time. Please ave all your details.	be sure to click the "S	ave draft"		
Your Submissions	Estate Name*								
	- Select -								
	Are you submi Yes No	tting a new house design	for DAP approval?	*					

Please Note:

- The email address entered on this application form will receive all email notifications and any subsequent correspondence from Villawood Properties' Design Assessment Panel (DAP).
- If an application is incomplete but needing to be finished at a later date, the user is able to save a 'draft' application by clicking the 'Save and Continue Later' button found at the bottom of each page of the application.
- The form status column will show each submission as either 'draft' or 'complete', this reflects whether an application has been finished and submitted to DAP for evaluation, or that the application has been saved in order to continue and submit at a later date.
- Drafted applications can be accessed by clicking 'Your Submissions' all of your DAP applications can be found and viewed here, and if a letter from Villawood has been uploaded, you can view a copy of the correspondence or the status of your application from this section. To complete a saved draft, click the 'Edit' button of the desired drafted application.
- As the application is processed by DAP, email notifications will be issued to the user as required (sent to the email address included on the application), however, you can view all of your applications at any time.

Droperties Communities Designed for Living		Land for Sale	Our Story	News	How do I buy?	Acquisitions	Q SEARCH BUILDER PORTAL Contact
Home > Design Assessment Panel > All Builder Portal Welcome Back,	Applications				Searc	ch documents ilter Records:	٩
Builder Test	Date Created	▲ Estate	Lot	Form Status			
Logout	19/10/2018 01:29	Sequana	xxx	draft		More Infor	mation >
🐣 Edit your details	18/10/2018 23:44	Sequana	xx	complete		More Infor	mation >
Submit new design	18/10/2018 23:17	Sequana	xx	complete		More Infor	mation >
assessment panel	18/10/2018 04:44	Sequana	XX	complete		More Infor	mation 🕨
appucation	18/10/2018 01:56	Sequana	XX	complete		More Infor	mation 🕨
Your Submissions All Applications - Lot xxx, Sequana (draft)	Showing 1 to 5 of 5 entries				•	Previou	s 1 Next

Date Created	▲ Estate	Lot	Form Status	
19/10/2018 01:29	Sequana	ххх	draft	More Information 🔻
Response By				
DAP Status				
Villawood Document				
Comments				
	Edit			View

Builder Portal					Search documents Q
Velcome Back, Builder Test	Show 25 • entries				Filter Records:
ogout	Date Created	▲ Estate	Lot	Form Status	
	19/10/2018 01:29	Sequana	xxx	draft	More Information 🕨
🐣 Edit your details	18/10/2018 23:44	Sequana	xx	complete	More Information 🕨
Submit new design	18/10/2018 23:17	Sequana	xx	complete	More Information 🔻
assessment panel	Response By	31/10/2018			
application	DAP Status	Pending			
our Submissions 🔹 👻	Villawood Document	FIR Letter (3).pdf			
	Comments	Further Information I	Requested		
ll Applications Lot xxx, Sequana (draft)		Edit			View
	18/10/2018 04:44	Sequana	XX	complete	More Information 🕨
	18/10/2018 01:56	Seguana	XX	complete	More Information

- 4. User fills in the form (7 pages in total):
 - Application Information (Page 1)
 - User will enter the details of the application including items such as: Estate Name, Lot Details and Applicants Details
 - Email Address: is to be the person expected to receive notifications and correspondence from the DAP.
 - Once page is complete, click 'Next' found at the bottom right corner of each page.

a	2	6	0	6	6	2
Applicati	on Infor	mation				Finish
••						
Please note: Yo	ou have the optic	on to save your DAP a button at the bo	application and continu ottom of each step to sa	ie at a later time. Please ve all your details.	e be sure to click the '	"Save draft"
Estate Name*						
Sequana						
Are vou submitti	ing a new house	design for DAP appr	·oval7*			
Yes No						
Lot Number*						
Applicant's Nam	ie*					
Dentel Address#						
Postal Address*						
Postcode*						
Telephone*						
Email Address*	nil address that sho	uld veccive the applicatio				
riease enter the ent	an autress that sho	uiu receive trie applicatio	on updates			
Designer / Archi	itect*					
Builder						
House Type						
Facade						
1						

• The Following Information is Required for Your Application (Page 2)

- Drawing plan requirements for submission.
- If the application does not comply and user selects 'No', then the 'Next' button will be disabled and the user will not be able to continue with the application.
- Once page is complete, click 'Next'.

) Ihe Fc	e ollowing Info	ormation is	• Required fc	or Your Appl:	o ication	7 Finish
Please not	te: You have the option	n to save your DAP aj	pplication and continue	e at a later time. Please	be sure to click the "S	Save draft"
Please no	ote: You have the optic	button at the bot	tom of each step to sav	e all your details. ou can choose to uplo	ad the plans as one pa	ackage at
	th	ie very last question l	pelow. Only PDF docum	nents can be uploaded		lonago
oes the app Yes	plication you are to be	submitting to DAP 1	or approval contain th	e following:*		
1. House f	loor plans (1:100 scale) ons from four sides (1:1 an) 100 scale)				• •
2. Elevatic 3. Roof pla				1.0	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	d site levels
 2. Elevatic 3. Roof pla 4. Site pla: extern 5. Schedul 6. Landsca 	n (1:200 scale) showing tal features including o le of external materials aping (can be submitte	g: - setbacks from all driveways, paths, fen s and colours ed at a later date for a	boundaries - existing c cing, retaining walls & pproval see step 6)	contours - proposed fii outbuildings	nisned floor levels and	

• **Construction of Your Home – Sitting & Orientation** (*Page 3*)

1 Start	0	3	4	9	6	? Finish
Constr	uction o	f Your Home -	Siting & Or	ientation		
Please not	e : You have the o	option to save your DAP app button at the botto	olication and contin om of each step to sa	ue at a later time. Please we all your details.	be sure to click th	ne "Save draft"
Is your hom	e and associated	buildings, including the g	arage, contained wi	thin the Building setbac	ck?*	
Yes	No					
Are there an Yes	y encroachment No	s into the specified setback	:s?*			
Previou	S	Sa	ve and Continue La	ter		Next

• Built Form (Page 4)

- Please Note: 'Wall Materials' - please list the 3 main external materials/finishes

1 Start	0	0	6	6	6	7 Finish
Built Forn	n					
Please note: You	u have the option	to save your DAP aj button at the bot	tom of each step to s	ue at a later time. Pleas ave all your details.	e be sure to click the "S	ave draft"
Size of dwelling*						
Size of lot*						
Roof Material*						
- Select -						
Roof Colour*						
Wall Materials*						
Wall Colours*						
Trim Material*						
Trim Colour*						
Is your home sing	gle storey or two s	storey?*				
O Single storey						
C I WO Stoley						
Lot frontage (m)						

• External Considerations (Page 5)

1 Start		2	8	6	5	6	7 Finish
Exter	nal C	onsiderati	ons				
Please	note: You I	have the option to	save your DAP appl button at the botto	ication and continu m of each step to say	e at a later time. Please b re all your details.	be sure to click the "Sa	ve draft″
Does you	r design p	rovide safe and eff	ficient vehicle acce	ss to the garage?*			
Yes	No						
Does you	r side and	rear fencing com	oly with the fencing	g guideline?*			
Yes	No						
Does you	r design ii	nclude a minimum	a 2000 litre rainwate	er tank or has facilit	ies or connections for r	ecycled water?*	
Yes	No						
Does you	r design ii	nclude a 32mm lea	d-in conduit for co	nnection to the opt	ical □fibre network?*		
Yes	No						
Have you requirem	arranged ents?*	for the installation	n of an Optical Fibro	e lead-in conduit th	at is in □accordance wi	th relevant Australiar	1 Standard
Yes	No						
Have you	ı made pro	vision for wiring y	your home for broa	dband, telephone a	nd TV?*		
Yes	No						
Have you	ı placed ex	ternal fixtures suc	h as clothes-line, so	olar water heaters et	c 🗆 in positions that are	not visible from the	street?*
Yes	No						
Have you	ı made pro	vision for locating	y your antenna with	hin the roof of the h	ouse?*		
Yes	No						
If you are	e proposin	g an air-condition	er, is it located belo	ow the eaves line at t	he Drear of the house?*	•	
Yes	No						
If you are	e proposin	g an evaporative a	ir cooler, can it be s	seen from the front o	of 0the street?*		
Yes	No						

• Landscaping (Page 6)

8		2	6	0	6	6	2
Land	scap	ing					Finish
	-	-					
Please	note: You	1 have the option	to save your DAP ap button at the bott	plication and contin com of each step to s	ue at a later time. Please ave all your details.	be sure to click the "S	ave draft"
Please no very last	ote: You h question	ave the option of below. Only PDF	uploading individua documents can be u	al plans below, or yo ploaded.	u can choose to upload t	he plans as one packa	age at the
Are you s	ubmittin	ıg a landscaping	plan as part of this a	pplication*			
Yes	No						
D	1		he sub-state of the				
Does the	No	e plan you are to	be submitting to DF	AP for approval cont	ain the following:*		
100							
2. Prop 3. Land 4. Fend 5. Mate	oosed Veg dscape We cing Layo erial & Co	etation, includin orks (location of ut, including reta lours	g feature trees (if req garden bed, lawn are ining walls	uired) as etc)			
OTHE	RLAN	IDSCAPINO	GEXTERNAL (CONSIDERAT	IONS:		
Are retain	ning wall	s proposed?*					
res	NO						
Does you	ır design	allow for only or	e driveway?*				
Yes	No						
Do you a	ccord wit	th the No Front F	ence restriction?*				
Yes	No						
Is there f	encing b	etween the front	lot boundary and th	e building line?*			
Yes	No		,,				
Will the l	andscapi	ng of your front	garden be complete	within three month	s of you occupying 🛛 you	ur house?*	
Yes	No						

A landscaping plan with details for the entire lot will have to be uploaded before continuing with the application.

If a landscape plan is not uploaded a subsequent 'Further Information Required' letter from the DAP will be issued before final approval is considered.

Are you submitting a landscaping plan as part of this application*
Yes No
Upload file
Plans (4).pdf
Remove

- Other Applications (Page 7)
 - The house design plans, elevations and colour schedule will be uploaded on this last page.
 - Once the form has been completed and house and landscape plans and colour schedule have been uploaded, user can then click the 'Submit' button.

3 itart	2	3	0	5	6	2 Finish
Other A	Applicatio	ns				
Please note	: You have the op	tion to save your DAP appl button at the bottor	ication and contir m of each step to s	ue at a later time. Please ave all your details.	be sure to click the "§	Save draft"
Please not	te: You have the oj	ption of uploading individe the very last question bel	ual plans below, o ow. Only PDF doc	you can choose to uploa uments can be uploaded.	ad the plans as one pa	ackage at
re you uplo	ading the applicat	tion as one package (plans	, elevations, color	r schedule)*		
Yes 1	10					
re your plar	ns and elevations j	provided to scale?*				
Yes 1	V0					
Previous	s	Sav	e and Continue L	ıter	S	Submit

5. Upon submission of your design application, the below screen and message will appear and an email notification will be sent to the email address listed within the application advising that the application has been successfully submitted. A member of DAP will then review the application and should respond within 10 business days.

Properties Communities Designed for Living	Land for Sale	Our Story	News	How do I buy?	Acquisitions	Q GEARCH BUILDER PORT
Home > Design Assessment Panel > Ne Builder Portal Wetcome Back, Builder Test Logout È Edit your details	Thank you for submitting your Design Assessment Panel will review your app if required. For any assistance needed i Villawood Properties team	Assessment Panel (E lication and respond n the meantime, you	YAP) applicatior within 10 busis I can email <u>yilla</u>	Searc a to Villawood Properties' ness days with regards to woodqld@villawoodprop	ch documenta Builder Portal. The De approval or further in <u>erties.com</u> . Regards, T	Q esign formation he
Submit new design assessment panel application Your Submissions						

- 6. Once DAP has reviewed the application, there are 2 outcomes that can occur at this stage of the process:
 - The user will receive an email notification containing a link to a letter from DAP;
 - The letter will be either 'Further Information Required' OR 'Final Approval'.
 - Receiving an email titled "Villawood Properties' Builder Portal DAP Application Feedback" containing a 'Further Information Required' letter:
 - The user will be required to read the letter and address the items to be provided and/or amended;
 - User logs in to the Builder Portal and can 'Edit' the submission, uploading and submitting any amended or updated plans (house and/or landscaping), elevations and/or colour schedule documents.

Steps to re-submitting an application in response to a request for further information:

- a) Log in to Builder Portal;
- b) Click 'Your Submissions' to expand the section;
- c) Click 'All Applications';
- d) Click 'More Information' for the application you are responding to (please note that the form status of the specific application may revert back to draft status as you make edits to the application in response to a request for further information);
- e) Then click 'Edit', this then takes you to the application which consists of filling out Page 1, 6 and 7 of the application, and re-uploading any necessary plans or documentation. The user can then re-submit the application to be considered for final approval.

18/10/2018 23:17	Sequana	XX	complete	More Information 💌
Response By	31/10/2018			
DAP Status	Pending			
Villawood Document	FIR Letter (3).pdf			
Comments	Further Information R	equested		
	Edit			View

- f) Application Information (Page 1)
 - Complete the form entering in the same information, or making edits as required, make sure to select 'No' when prompted with "Are you submitting a new house design for DAP approval?"
- g) Landscaping (Page 6)
 - A landscaping plan will need to be uploaded, whether it was a previous upload that was not requested to make amendments; OR
 - A new or amended landscaping plan will need to be uploaded.
- h) Other Applications (Page 7)
 - User will upload amended house plans, elevations and colour schedule as required.

	Please n	ote that your informat	ion is saved o	n each step.		
	Save	and Continue link use	d is expired o	r invalid.		
3 Start	8 8	0		6	0	7 Finiah
Application	on Information					
Please note: Yo	ou have the option to save you button a	r DAP application and t the bottom of each st	continue at a tep to save all y	later time. Please be s 70ur details.	ure to click the "S	ave draft"
Estate Name*						
Sequana						
Are you submittin Yes No	ng a new house design for DA	AP approval?*				
Are you ma	king application fo	r othor DAP on	provals:			
– Landscaping*	ining application to	i ottei DAF ap	provais.			
Yes No						
– Deck						
Yes No						
– Veranda						
Yes No						
– Carport						
Yes No						
– Pergola						
Yes No						
– Other						
Yes No						

If, after receiving a request for further information, the house design or any other documentation is quite different from that of the first application, please create a new design application for submission as to avoid confusion.

Making DAP approval applications for other external structures:

- Click 'Submit new design assessment panel application';
- Select 'No' under the question, "Are you submitting a new house design for DAP approval?". A new list of external designed structures will appear which the user can select what type of application they are making on top of a previously submitted house and landscape design.

Please r	ote: You have the option to save your DAP application and continue at a later time. Please be sure to click the "Save draft" button at the bottom of each step to save all your details.
Estate Na	ne*
The Surr	ounds
Are you s	abmitting a new house design for DAP approval?*
Yes	No
Are yo - Landsci	u making application for other DAP approvals:
Yes	No
- Deck	
Yes	No
– Veranda	
Yes	No
– Carport	No
165	NO
– Pergola	
Yes	No
Others	
- Other	No
Yes	
Yes	
Yes Lot Numi	er*

Locating a Construction Document

- 1. Log in to Villawood Properties' Builder Portal;
- 2. On the home page of the Builder Portal, the communities you selected when registering an account to access the portal, will appear;

Properties Communities Designed for Living	Land for Sale	Our Story	News	How do I buy?	Acquisitions	Q SEARCH BUILDER PORTAL
Home	MONTEGO	SEQUANA	SU	The RROUNDS My Willowood	ch documents	Q

- 3. Click on the community for which you require a document from;
- 4. A range of documents and categories will be found on the next page;

				Q SEARCH BUILDER PORTAL ENGLISH	
VI CWCDC properties ommunities Designed for Living iome > Documents	Land for Sale Our Story	News	How do I buy?	Acquisitions	Contac
Builder Portal			Search	1 documents	٩
Welcome Back, Builder Test	Title		✓ Last Updated	Size	
Logout	Montego Hills Design Covenant Document		17 Dec 2017	6.79 MB	View
Edit vour details	Montego Hills Estate Masterplan		17 Dec 2017	14.36 MB	View
Eur your deans	Montego Hills Landscape Intent		17 Dec 2017	3.6 MB	View
Submit new design assessment panel	Montego Hills NBN Builders and Cablers Information		17 Dec 2017	454.5 KB	View
application	Montego Hills NBN Homeowners and Builders Information		17 Dec 2017	1.63 MB	View
General Information 🔹	Montego Hills Plan of Development		17 Dec 2017	1.01 MB	View
All Documents	Showing 1 to 6 of 6 entries				
- Estate Masterplan					
- Design Covenants					

5. If you are searching for a construction plan or document for a particular lot, please select from the side panel to expand the menu for 'Information by Stage', and select which stage your specific lot is within;

- 6. Select which document you are searching for, generally for each community's stage the following documents can be found:
 - As Constructed Plans;
 - Compaction Certificates;
 - Disclosure Plans;
 - Registered Survey Plans; and
 - Street Numbering.

Other documents that can be located under the other menu links include:

- Design Covenants;
- Estate Masterplans;
- Plan of Development;
- Fibre Optics (internet) information;
- Vegetation, Bushfire, and Open Spaces Management documents; and
- Various general documents relating to the community's vision and development.
- 7. Select the document needed by clicking the 'View' button;
- 8. A preview for the document will be loaded on the page and there will be an option to download or print the document.