



## DEVELOPER SERVICES APPLICATION PORTAL QUICK REFERENCE GUIDES



# HOW TO SUBMIT A DESIGN VARIATION

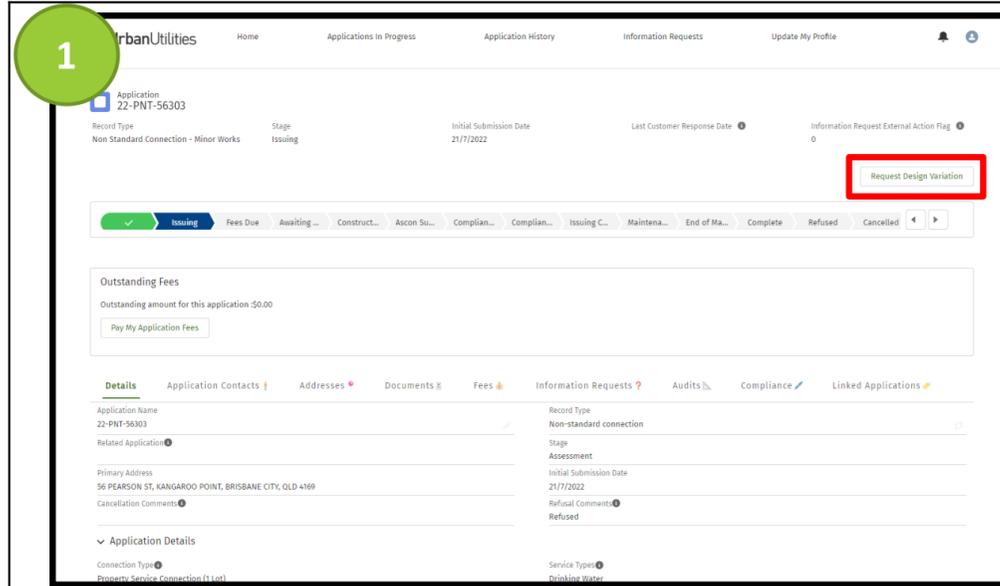
The following document provides you with a Quick Reference Guides for the Developer Services Application Portal.

External Portal

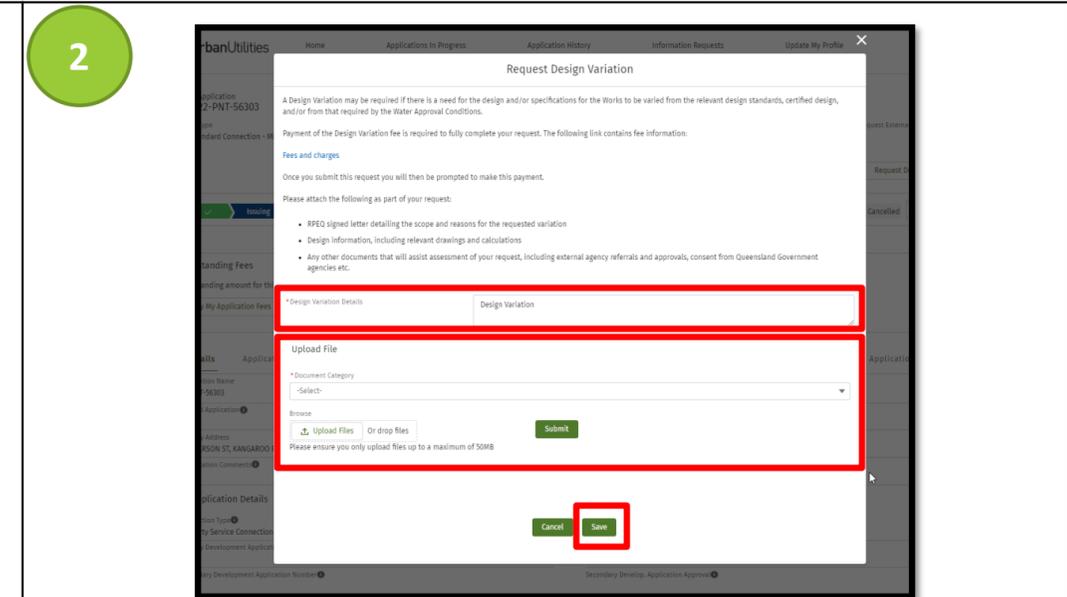


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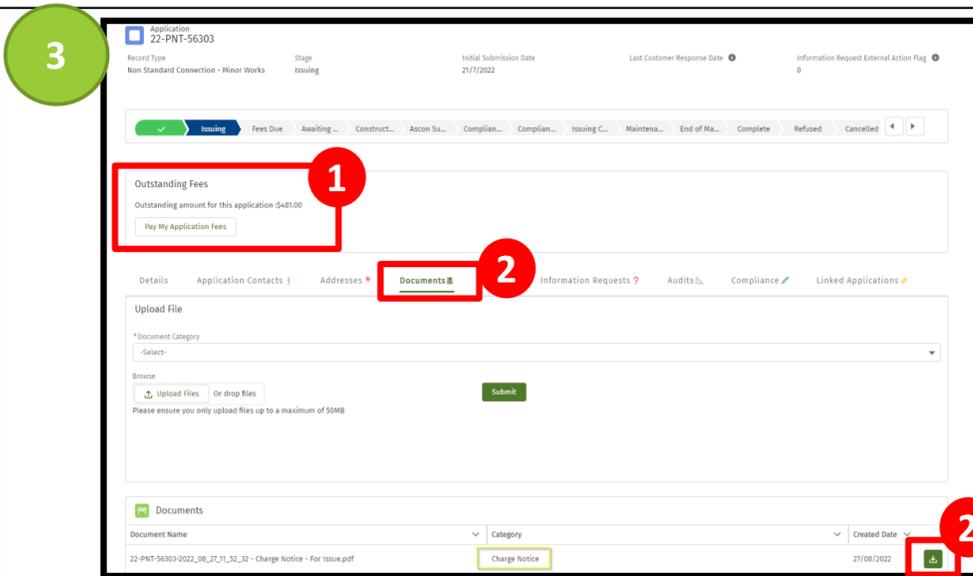
➤ You can now submit a Design Variation for your Non-Standard – Minor applications via the portal.



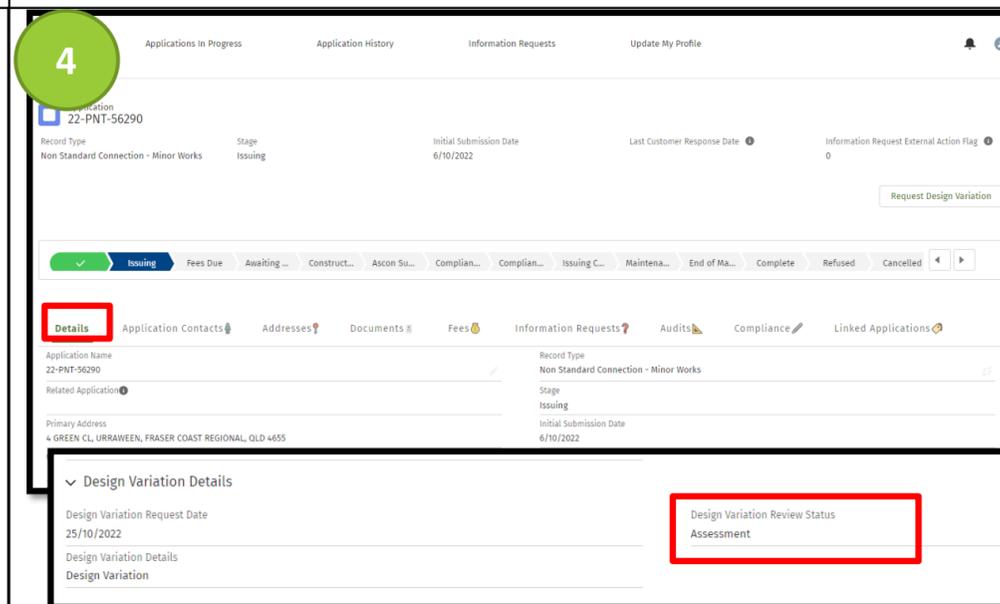
- When you are ready to request a Design Variation, open your application and click on the **Design Variation** button.



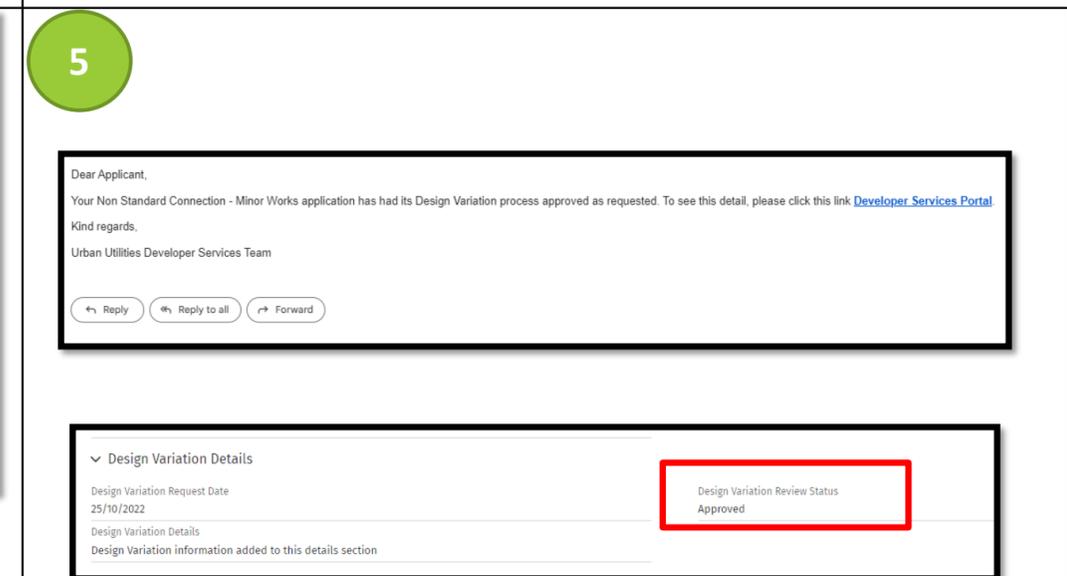
- A **Request Design Variation** pop-up box will appear. Follow the instructional text by adding details and uploading any required documents.
- When you are ready to proceed, click the **Save** button.



- When the Design Variation is submitted, a fee is added automatically, and a Charge Notice is generated.
- To progress, you will need to pay your fees either:
  - via the portal; or
  - download the Charge Notice from the Documents Tab and pay via alternative method.



- When the fee is paid, the Design Variation Request Status will be updated to **Assessment**. This means the Developer Services team will assess the request. You can find the status in the **Design Variation Details** component sitting at the bottom of the Details tab of your application.



- When approved, you will receive an email notification, and the Design Variation Request Status will be updated to **Approved**.
- Note:** you can download any related documents under the **Documents** tab of your application.