

CUSTOMER PORTAL HOW TO ADD A PUP ACTIVITY, STRUCTURE OR WORKS

SLIDE 1

How to add an activity structure or works category to your application.

In this presentation we will be using the example of **Water and Waste Water Works (Local Government)** sub-category for the proposed public utility permit application.

SLIDE 2

When adding an activity, structure or works category for a public utility application, there are a total of seventeen sub-categories under the category of public utility permit.

Note. A list of all sub-categories, can be found in the customer portal knowledge base, under activity, structure or works heading.

SLIDE 3

Note. Using any of the sub-categories that are listed as Emergency Works will not be issued a permit. These are input for notification purposes only. Any emergency works conducted on a state-controlled road can be input into the customer portal up to five days post the completion of works.

SLIDE 4

The upcoming demonstration, will show you how to add, an Activity Structure or Works category for public utilities, to your application.

SLIDE 5

To add an activity structure or works category to your application click on the, add activity structure or works button.

Click on the magnifying glass at the end of the, type of activity structure or works field.

There are 2 options, to find the activity structure or works that you wish to apply for.

1. All Category Names are in alphabetical order, and you can scroll down to find what you are applying for.

2. You can use the search field, on the top right of the panel.

Type a word, or part of a word, to find what you are applying for.

Within each sub-category, there is a number of keywords, that can be used in the search field to help you.

The keywords for a water and waste water works (local government) application are **water, waste, sewerage, local, council.**

Place a tick in the box beside the category name and click select.

The type of activity structure or works field, will now be populated with your choice.

SLIDE 6

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.