

Continue or Delete a draft Owner Builder Application

To **Continue** or **Delete** your **Draft** application:

1. Hover your mouse over the **Building** menu and click onto **Owner Builder Applications**

The screenshot shows the VBA360 website interface. At the top, there is a navigation bar with the VBA360 logo on the left, a user profile 'Welcome John Jones' with a 'Log off' button, and 'Help' and 'VBA Website' links. Below this is a main menu with 'Home', 'Complaints', 'Building', 'Plumbing', and 'My Account'. The 'Building' menu is highlighted, and a sub-menu is open, showing 'Owner Builder Applications', 'Owner Builder Public Register', and 'Find a Building Practitioner'. The 'Owner Builder Applications' link is highlighted with a yellow box. Below the sub-menu, there is a 'New Application' button and two tabs: 'Submitted Applications' and 'Draft Applications'. The 'Draft Applications' tab is active, showing a table with one application: 'My Owner-Builder Application' with a 'Last Updated' date of '14-07-2017' and a 'Status' of 'Draft'. Below the table are two buttons: 'Continue' (labeled 'A') and 'Delete' (labeled 'B'). At the bottom right, it says 'Showing 1-1 of 1 items'.

2. Click on the **Draft Applications** tab (next to **Submitted Applications** tab)

From here you can:

- A. **Continue** your application
- B. **Delete** the draft application

You can also see your **draft** application under **Recent Files** when in the an **Owner Builder Application** form

Home > Building > Owner Builder Applications > New Owner Builder Application

The screenshot shows the 'New Owner Builder Application' form. On the left, there is a sidebar with 'Introduction' and 'Recent Files'. The 'Recent Files' section is highlighted, and a file named 'My Owner-Builder Application' is listed. An arrow points from a blue box labeled 'Saved draft application form' to the file name. On the right, the 'Introduction' section is visible, with a 'Save as draft' button and a 'Cancel' button. The text in the 'Introduction' section reads: 'Welcome to the Owner-builder application. Are you ready to commence your application? Doing your research and being prepared can assist with the timeliness of processing your application. Please read through the following checklist to make sure you are prepared and ready to submit your application.'