

Instructions



View / Download Documents from the Owner Builder Applications page

You can **View & Download** a copy of the **Owner Builder Application** that you have submitted, or the **Files** that you have uploaded as part of your application.

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

You will be presented with your **Owner Builder Applications** page, displaying your application history and the status of your application

The screenshot shows the VBA360 website navigation menu with 'Building' selected. A dropdown menu is visible with options: 'Owner Builder Applications', 'Owner Builder Public Register', and 'Find a Building Practitioner'. Below the menu, the 'Owner Builder Applications' page is displayed, featuring a 'New Application' button and a table of submitted applications. The table has columns for 'Application ID', 'Last Updated', and 'Status'. The first application listed is TEMP0000098, last updated on 14-07-2017, with a status of 'Submitted'. Below the table, there is an 'Application Summary' section with details like 'Site Address: 15 EMU RD WOOD VIC 3009' and 'Cost of Work: \$453453'. A 'View Documents' button is located below the summary. At the bottom of the page, there is a pagination control with 'First', 'Previous', '1', 'Next', and 'Last' buttons.

2. Click the **View Documents** button

The screenshot shows a 'View Documents' window with a list of documents. The first document is 'Application for an Owner-Builder Certificate of Consent 14072017'. A blue callout box with an arrow points to this document link, containing the text 'Click a link to download a file'. Other documents listed include 'Certified copy of the trust deed', 'Proof of identity', and 'Email OB0000593 - 14Jul17 Owner Builder Application Received VBA3600000001.eml'. A yellow note at the bottom states: 'NOTE: It could take up to a minute before your document(s) are shown here, please call VBA if no document(s) appear here after a minute.' A 'Close Window' button is located at the bottom left of the window.

3. Click onto a **Document** link to **Download** a file. You can open the file once it is downloaded