

Instructions



Owner Builder Applications page

The **Owner Builder Applications** page is a history showing **Submitted** and **Draft Owner Builder Applications** for easy access.

Users can see the documents that they have uploaded as well as take a copy of the Owner Builder Application as a PDF.

To **View** any **Submitted** or **Draft Owner Builder Applications** in the **Owner Builder Applications** page:

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

You will be taken to the **Owner Builder Applications** page. This page shows all **Owner Builder Applications** and current status of the application

The screenshot shows the VBA360 website interface. At the top left is the VBA360 logo. To the right, there is a user greeting 'Welcome John Jones' and a 'Log off' button. Further right are links for 'Help' and 'VBA Website'. Below this is a navigation menu with 'Home', 'Complaints', 'Building' (highlighted), 'Plumbing', and 'My Account'. A dropdown menu is open under 'Building', showing 'Owner Builder Applications' (highlighted with a yellow box), 'Owner Builder Public Register', and 'Find a Building Practitioner'. Below the navigation is a breadcrumb trail 'Home > Building > Owner Builder Applications' and the page title 'Owner Builder Applications'. There is a 'New Application' button and two tabs: 'Submitted Applications' and 'Draft Applications' (with a blue circle containing the letter 'A'). At the bottom, a yellow message box says 'No records found for submitted applications.'

Aspects:

- A. You can see **Draft Applications** from the **Draft Applications** tab
- B. Any existing applications will be listed on the page as well as the applications status, options to view documents, and whether a request for additional information has been initiated

2. To **begin a new Owner Builder Application**, click on the **New Application** button.

You will be taken to the Introduction page