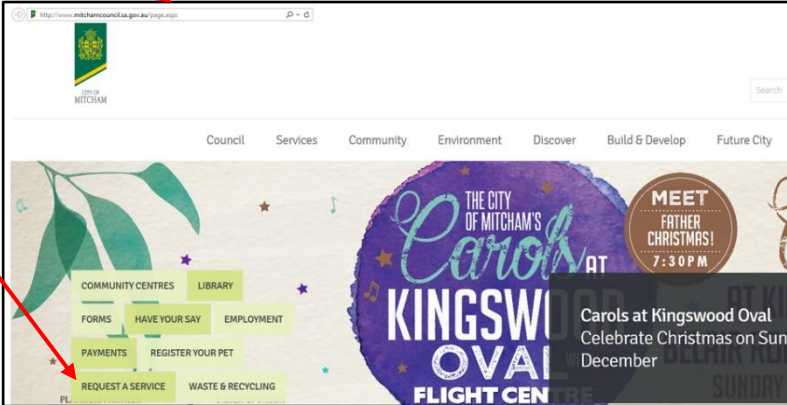
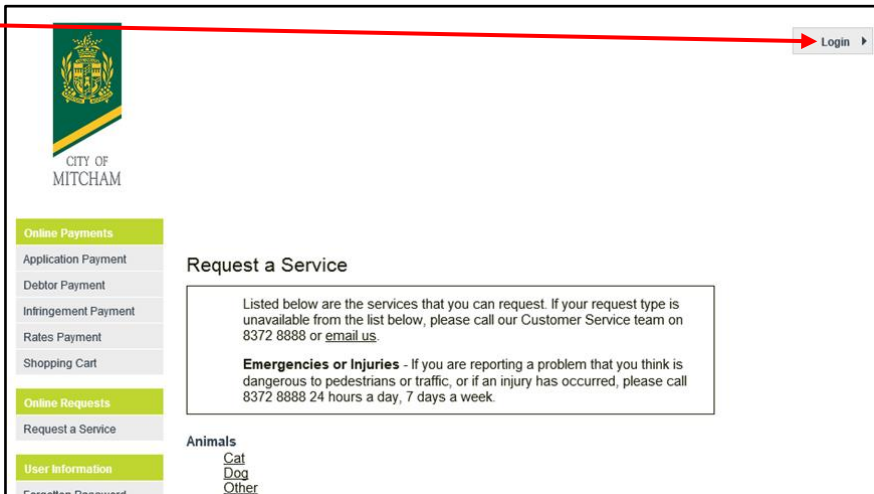
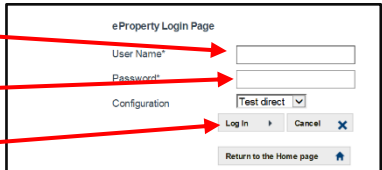
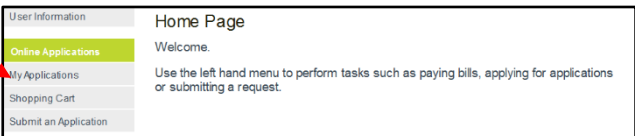
	PROCEDURE / WORK INSTRUCTION	
	VIEW APPLICATION STATUS AND HISTORICAL SEARCHES	
DOC STATUS:	AUTHORISED BY:	APPROVAL DATE: 4 DECEMBER 2018 REVIEW DUE:

Step 1	<p>Go to www.mitchamcouncil.sa.gov.au</p> <p>Select 'Request a Service'</p> 
Step 2	<p>Select 'Login'</p> 
Step 3	<p>Enter 'User Name'</p> <p>Enter 'Password'</p> <p>Select 'Log In'</p> 
Step 4	<p>Select 'My Applications'</p> 

Step 5

Current stage advised



The screenshot shows a sidebar menu on the left with categories: My Information, Online Applications, and Online Payments. The main content area is titled 'My Applications' and contains a table of applications. A red arrow points from the text 'Current stage advised' to the 'Stage' column header in the table.

Application ID	Full Details	Stage
CERT0305/18	NON URGENT - Section 187 & Section 7 Search	Completed
CERT0306/18	NON URGENT - Section 187 & Section 7 Search	In Progress
CERT0307/18	NON URGENT - Section 187 & Section 7 Search	In Progress
CERT0308/18	Section 187 Rates Certificate	In Progress

Step 6

To view details of specific application

Select *Application ID*



The screenshot shows the 'My Applications' page with a table of applications. A red arrow points from the text 'Select Application ID' to the 'Application ID' 'CERT0307/18' in the table.

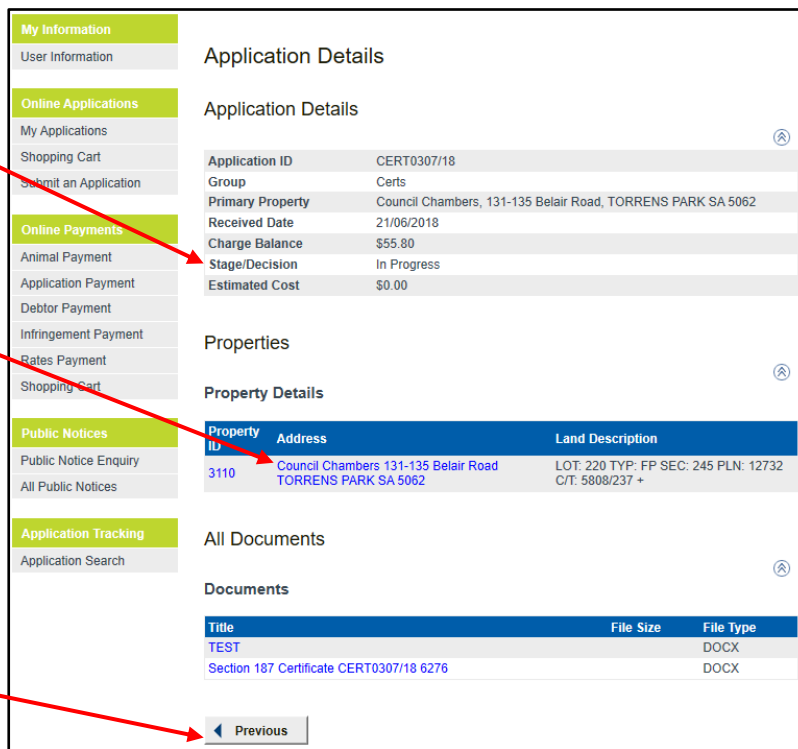
Application ID	Full Details	Stage
CERT0305/18	NON URGENT - Section 187 & Section 7 Search	Completed
CERT0306/18	NON URGENT - Section 187 & Section 7 Search	In Progress
CERT0307/18	NON URGENT - Section 187 & Section 7 Search	In Progress
CERT0308/18	Section 187 Rates Certificate	In Progress
CERT0309/18	Section 187 Rates Certificate	Certificate Complete

Step 7

Current status

Property address

View Documents



The screenshot shows the 'Application Details' page. It features a sidebar menu on the left with categories: My Information, Online Applications, Online Payments, Public Notices, and Application Tracking. The main content area is titled 'Application Details' and contains several sections: Application Details, Properties, Property Details, and All Documents. Red arrows point from the text 'Current status', 'Property address', and 'View Documents' to the 'Stage/Decision', 'Address', and 'Documents' sections respectively.

Application Details

Application ID	CERT0307/18
Group	Certs
Primary Property	Council Chambers, 131-135 Belair Road, TORRENS PARK SA 5062
Received Date	21/06/2018
Charge Balance	\$55.80
Stage/Decision	In Progress
Estimated Cost	\$0.00

Property Details

Property ID	Address	Land Description
3110	Council Chambers 131-135 Belair Road TORRENS PARK SA 5062	LOT: 220 TYP: FP SEC: 245 PLN: 12732 C/T: 5808/237 +

Documents

Title	File Size	File Type
TEST		DOCX
Section 187 Certificate CERT0307/18 6276		DOCX

Note: The documents available to view comprise of only the Certificates. These do not contain any attachments which were made available via email.