Directions to use Permassist

1. Go to tool bar and type in www.permassist.com.au. Press enter

2. Go to log in, click applicant

3. User name is njg\user name, password is 0000, note the password can be changed once you have logged in

4. Go to apply for a building permit

5. Go to terms and conditions, click agree then go to next

6. This will then open the application. From this point on if you are a multiple user you can go to form a template. I f this option is used then ensure you click submit when finished.

7. Go back to apply for a building permit and repeat the process in number 5.

8. All green crosses are mandatory areas, fill these out

9. Go to attach documents, ensure you have named your files and they are readily accessible.

10. Once finished click next

11. click finish.

Please note that an application form will be generated once I have lodged the permit at my end.