STEP 1

Navigate to council's website at www.centralhighlands.qld.gov.au

STEP 2

On the home page, click the 'Online services' button in the top right corner, located next to council's phone number.

STEP 3

You will be redirected to our 'Online Services Portal' page. A disclaimer will pop on the screen. Please read this carefully and then hit the 'X' button located in the bottom right corner.

On this page you can find out more about the portal's functions, how to navigate the portal and the development application tracking tool.

To enter the portal click on the green button titled 'Accept disclaimer & enter as guest'.
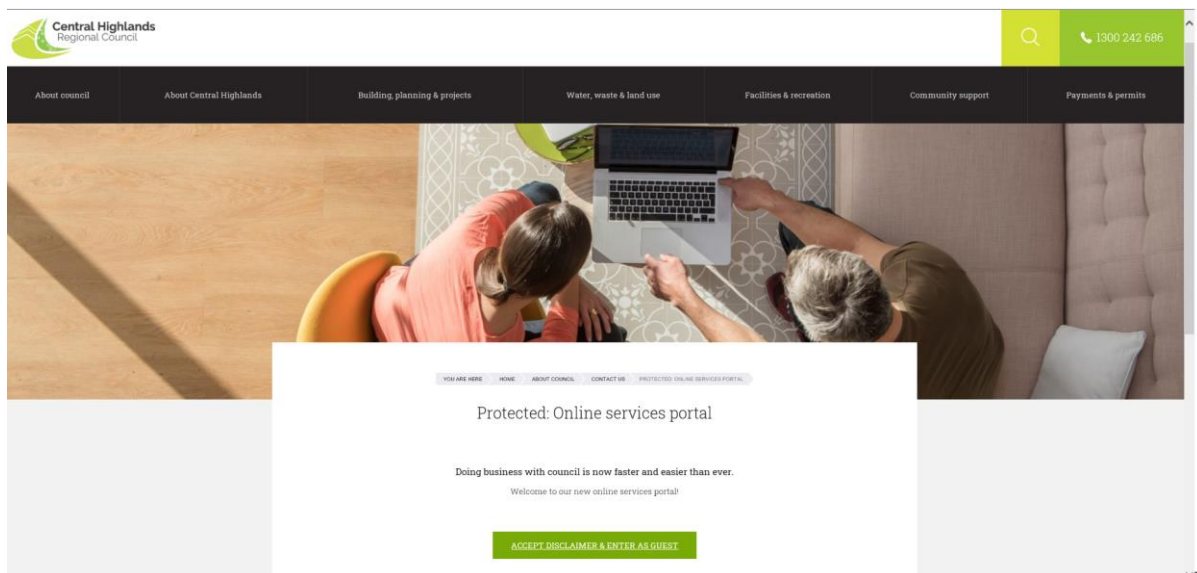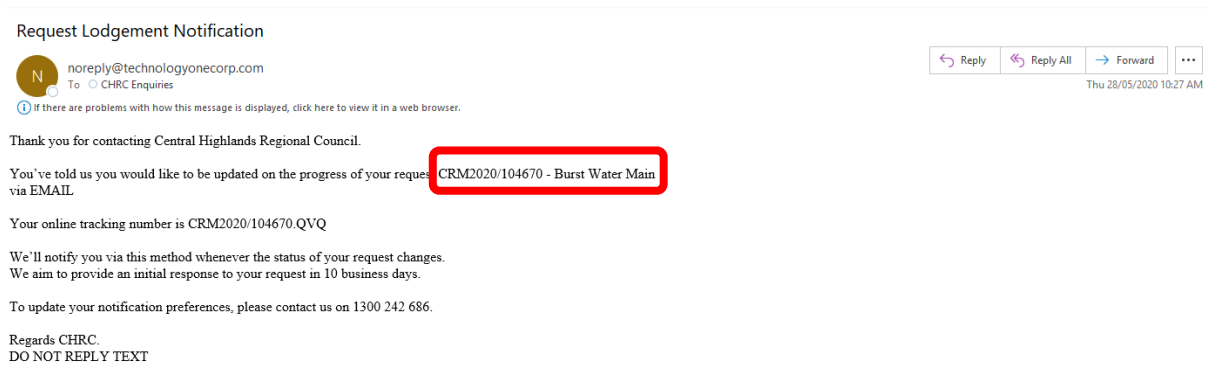
STEP 4

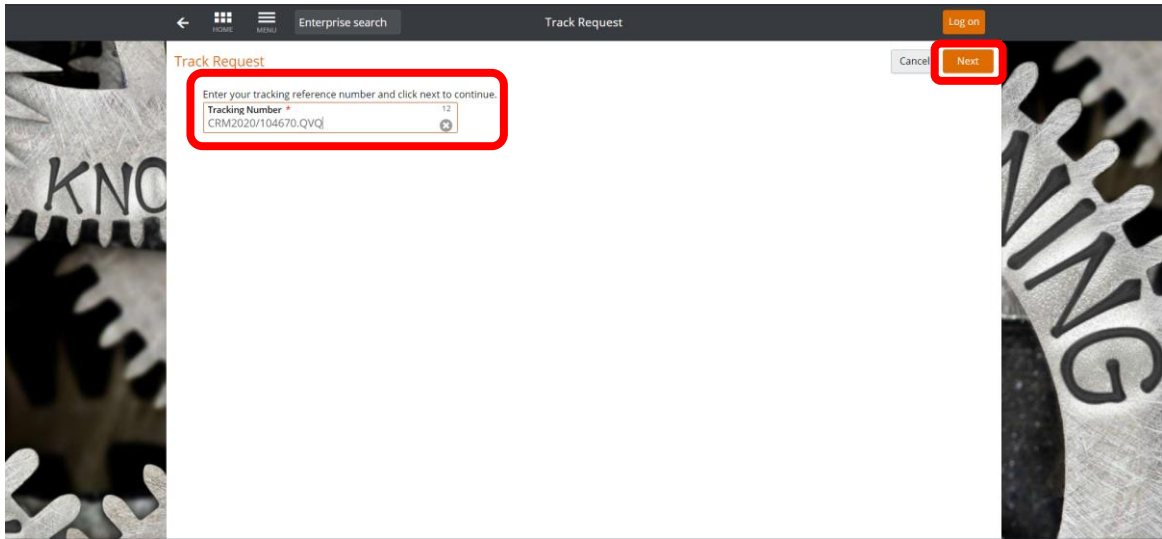In the portal click on 'Track request'.

STEP 5

Open the email you should have received from Technology One with your request tracking number (or CRM number) attached.
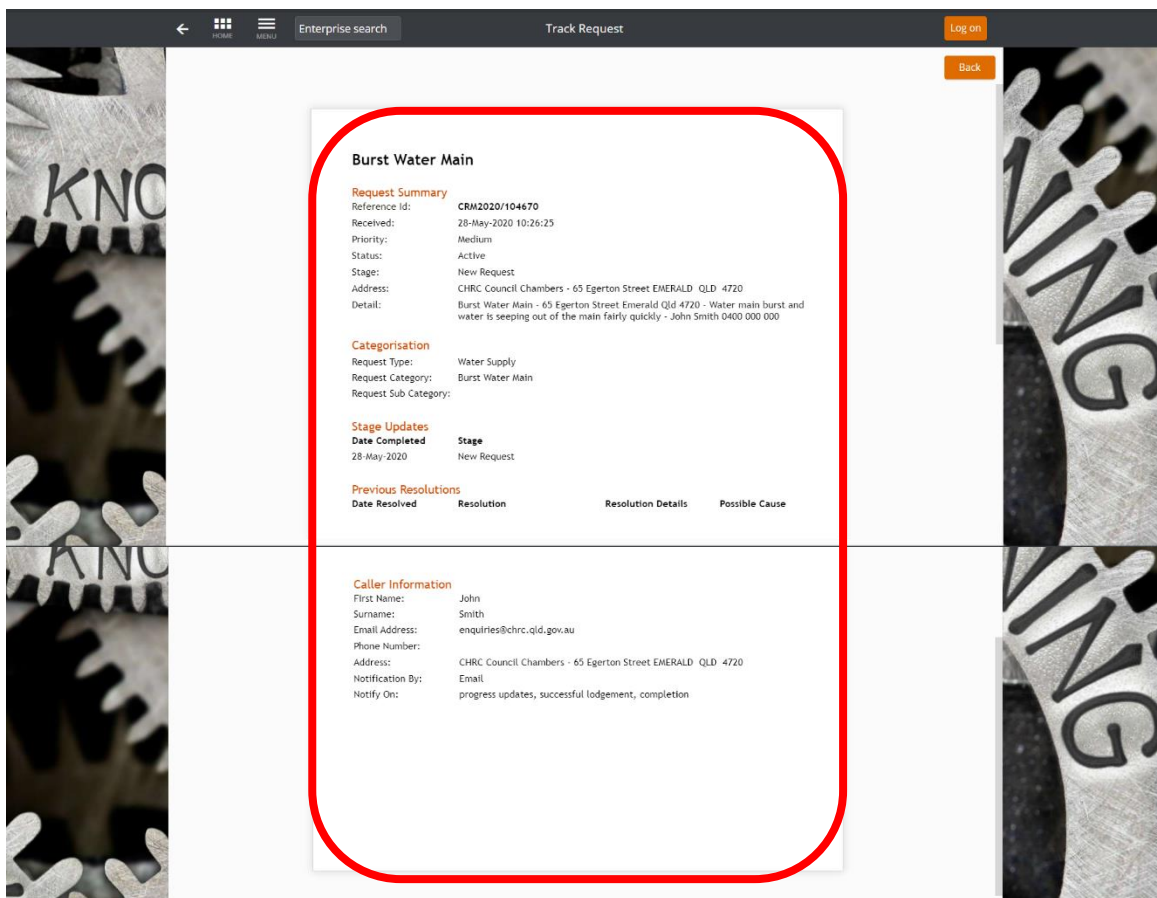
STEP 6

Type in the request number exactly as it appears in the email and click 'Next' in the top right.

STEP 7

You are now able to see your request details as well as updates on what stage it is at.