

Lodging an Application for Development Approval

Guidance Note

Applicants can lodge an application for Development Approval via the Online Lodgement Facility (<http://www.planning.wa.gov.au/dais>).

Lodging an application requires the applicant to:

- ✓ Provide details of the applicant, land owner and proposed development;
- ✓ Complete and upload the application form;
- ✓ Calculate and pay the application fee; and
- ✓ Upload electronic copies of supporting information, such as: development plans, technical reports and any other related information.

The process of uploading an application is explained by the following steps (outlined below):

Step 1: Provide details of the application

Please provide details about an application interactively using the online lodgement facility. The following details are required:

- applicant details (name, address, contact information);
- land owner information; and
- description of proposed development.

Step 2: Complete and upload the application form

Applicants must download, print and complete a copy of the application form. The completed form must then be uploaded via the Online Lodgement Facility.

Step 3: Calculate and pay the application fee

The Improvement Plans and Schemes page Online Lodgement Facility on the PlanningWA website (www.planning.wa.gov.au) provides an up-to-date Schedule of Fees that should be used to calculate the application fee.

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The following payment methods can be used to make payment:

1) Direct credit (electronic funds transfer)

Funds can be transferred to the Commission's bank account, as described below, with a remittance reference to include the following:

IS name - Scheme number – Applicant Name – Proposed Development

Bank: Commonwealth Bank of Australia

BSB: 066-040

Account Number: 14600004

Account Name: WA Planning Commission Interest Bearing Account

2) Credit Card

If credit card payment is chosen, a Customer Service officer will contact the applicant via the phone number provided on the application form to obtain credit card details and perform the transaction.

3) Cheque

The amount of the cheque should be for the full application fee.

Cheque payments need to include a remittance reference consisting of the following details (written on the cheque):

IS name - Scheme number - Applicant Name - Proposed Development

Cheques can be posted to:

Western Australian Planning Commission
Locked Bag 2506
Perth WA 6001

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Step 4: Upload supporting information

Applicants are required to upload information supporting an application. Supporting information may include:

- documentation describing various aspects of the proposal;
- reports;
- plans; and
- maps.

This information can be submitted in a limited number of formats (.doc, .xls, .ppt, .pub and .pdf).

Determining whether additional fees are required

Applicants will, on occasion, be required to reimburse specified costs incurred by the Department of Planning in the course of considering their application (*Planning and Development Regulations 2009*, Section 49 (1) (b)). These costs are over and above the application fee and may be for:

- a) costs and expenses of advertising the application and advertising matters related to the application;
- b) costs and expenses of any specific assessment, such as an environmental assessment, required in relation to the application;
- c) costs and expenses of consultation procedures required in relation to the application;
- d) costs and expenses of technical resources and equipment, such as computer modelling, required in relation to the application;
- e) costs and expenses of specialist advice, such as advice in relation to heritage matters, required in relation to the application.

Applicants will be contacted by a Department of Planning officer soon after submitting an application to discuss additional fees. In circumstances where additional fees are identified, proponents will be required to advance the expected final amount payable for specified costs, plus any contingency, to the Department of Planning.

Unused funds will be refunded to the applicant when the expenses are finalised.