



Government of **Western Australia**
Development Assessment Panels

Development Assessment Panels: Applicant's Brochure

June 2011

Contents

About development assessment panels	1	What happens after a DAP application is lodged?	6
What is a development assessment panel?	1	DAP application assessment and timeframes	6
DAP membership	1	Assessment – Responsible authority's report	6
Types of DAP applications and how to make an application	1	Timeframe within which to complete assessment	6
Mandatory applications	2	Extension of time requests	7
How to complete the form for a Mandatory DAP application	2	Request for further information	7
Optional applications	2	DAP meetings, presentations and determinations	7
How to complete the form for an Optional DAP application	2	Who can attend a DAP meeting?	7
Delegated DAP applications	2	Presentations	7
How to complete the form where the application is of		What can be expected at a DAP meeting?	7
a class delegated to a DAP	3	DAP determinations	8
Applications to amend or cancel a DAP decision	3	After the DAP meeting	8
How to complete the form for an application to amend		Appeal to the State Administrative Tribunal (SAT)	8
or cancel DAP development approval and other		DAP application fee refund	8
information that must be submitted	3	Further information	9
Process related to these applications	3	Appendix 1: Form 1	11
What other documents or materials will be required?	4	Appendix 1: Form 2	13
Existing requirements are not affected by DAPs	4		
Does a DAP application have to be submitted if an			
application is within a redevelopment authority area?	5		
What about improvement schemes or developments by the local			
government or the Commission?	5		
What if a development application crosses over two			
or more development assessment panel and/or			
local government boundaries?	5		
Application fees	5		
Fees payable for DAP applications	5		
How is the estimated cost of a development determined?	5		
Do other fees apply?	5		
Why is the local government fee still charged?	5		

This document has been published by the Department of Planning. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances

© State of Western Australia

Published by the Department of Planning
140 William Street, Perth WA 6000

Published June 2011

Website: www.planning.wa.gov.au

Email: corporate@planning.wa.gov.au

tel: 08 655 19000

fax: 08 655 19001

TTY: 08 655 19007

infoline: 1800 626 477

This brochure is designed to assist applicants to prepare and lodge a development assessment panel (DAP) application. It includes information on:

- Application types and how to complete the forms
- Other documents and materials that are required
- Fees
- What happens after the application is lodged
- Application assessment and timeframes
- DAP meetings, presentations and determinations
- Appeals to the State Administrative Tribunal
- Refunding of DAP fees.

About development assessment panels

The introduction of development assessment panels in Western Australia has significant benefits for local government, the development industry, landowners and the wider community. The panels will improve the planning system by providing more transparency, consistency and reliability in decision-making on complex development applications which meet certain type and value thresholds.

The involvement of independent experts in development assessment panels will help create an appropriate balance between local representation and professional advice in decision-making.

Importantly, the development assessment panels will help to resolve dual local government and Western Australian Planning Commission (WAPC) approval issues and delays as there will be a single decision-maker under both local and region planning schemes.

What is a development assessment panel?

A development assessment panel (DAP) is an independent decision-making body which determines certain development applications in the place of the original decision maker, being the local government authority and/or the WAPC. DAPs are comprised of independent technical experts and elected local government representatives.

There are two types of DAPs:

- **Local development assessment panels (LDAPs)**
These service a single local government that is considered to be a high-growth area with enough development to support its own development assessment panel. There is currently one local development assessment panel established for the City of Perth.
- **Joint development assessment panels (JDAPs)**
These service two or more local governments which do not have enough development within their district to support their own development assessment panel. There are five metropolitan and nine regional joint development assessment panels.

DAP membership

Each DAP has five panel members including:

- one presiding member (a specialist member);
- two specialist members (one of which is the deputy presiding member); and
- two local members (elected members nominated by the relevant local government).

All members will be appointed for a term of not more than two years.

Alternate specialist and alternate local members are members who will be called upon to attend DAP meetings when a member (of their type) is unable to act by reason of illness, absence or any other cause.

Types of DAP applications and how to make an application

There are three types of DAP applications:

- Mandatory applications;
- Optional applications; and
- Applications to amend or cancel DAP determined applications.

There is a further category of DAP applications, referred to as "delegated DAP applications".

Mandatory applications

A mandatory application must be determined by a DAP and cannot be determined by a local government or the WAPC. A mandatory application is one which:

- is not an excluded development application, (being the construction of a single dwelling, fewer than ten grouped dwellings or multiple dwellings, carports, patios, outbuildings or associated incidental development);
- for an application within the City of Perth's district — is for the approval of development with an estimated cost of \$15 million or more; and
- for an application beyond the City of Perth's district — is for the approval of development with an estimated cost of \$7 million or more.

How to complete the form for a Mandatory DAP application

The applicant must complete DAP Application Form 1, pay the required application fee and submit the application to the local government where the proposed development is located.

The applicant is not required to sign and date Part A of DAP Application Form 1.

The applicant is required to complete Part B of DAP Application Form 1 by marking the first box to confirm they understand the application is a mandatory DAP application. Part B is to then be signed and dated by the applicant in the presence of a local government officer.

The local government officer is then required to complete Part C of DAP Application Form 1 by marking the relevant development application and fee boxes, which acknowledge the application. Part C is to then be signed and dated by the local government officer in the presence of the applicant.

Optional applications

Optional applications are those where the proposed development is of a particular value which entitles the applicant to choose to use the DAP process or not.

If an applicant does not wish to use the DAP process, their application will be determined by the relevant local government (and/or the WAPC, if applicable).

An optional application is one which:

- is not an excluded development application, (being the construction of, a single dwelling, fewer than ten grouped dwellings or multiple dwellings, carports, patios, outbuildings or associated incidental development);
- for an application within the City of Perth's district — is for the approval of development with an estimated cost of between \$10 million and 15 million; and
- for an application beyond the City of Perth's district — is for the approval of development with an estimated cost of between \$3 million and \$7 million.

How to complete the form for an Optional DAP application

If an applicant elects for the development assessment panel to determine the application, the applicant must sign and date Part A of DAP Application Form 1.

The applicant is also required to complete Part B of DAP Application Form 1 by marking the second box, which confirms they have elected to have the application determined by the development assessment panel. Part B is to then be signed and dated by the applicant in the presence of a local government officer.

The local government officer is then required to complete Part C of DAP Application Form 1 by marking the relevant development application and fee boxes, which acknowledge the application. Part C is to then be signed and dated by the local government officer in the presence of the applicant.

Delegated DAP applications

The WAPC and local governments may choose to delegate to a DAP, their decision making authority for DAP applications which fit the "optional application" criteria.

Therefore, a DAP will determine applications of a type that either of these bodies have chosen to delegate their authority on.

It is important to note that an applicant will not have to pay the DAP application fee if their application is determined by a DAP as a result of the delegation process.

Where a local government chooses to hand the DAP their responsibility for determining applications, it will be liable

for paying the normal DAP fees. This is subject to any written agreement that the local government may enter into with the CEO of the Department.

How to complete the form where the application is of a class delegated to a DAP

The applicant must complete DAP Application Form 1 and submit the application to the local government where the proposed development is located.

The applicant is not required to sign and date Part A of DAP Application Form 1.

The applicant is required to complete Part B of DAP Application Form 1 by marking the third box to confirm they understand that the application is a delegated DAP application. Part B is to then be signed and dated by the applicant in the presence of a local government officer.

The local government officer is then required to complete Part C of DAP Application Form 1 by marking the relevant development application and fee boxes, which acknowledge the application. Part C is to then be signed and dated by the local government officer in the presence of the applicant.

Applications to amend or cancel a DAP decision

There may be occasions where the DAP development approval which was granted will need to be amended in some way. For instance, following approval of a DAP application, an application may be made to the DAP seeking to:

- extend the period in which the development has to be substantially commenced;
- amend or delete a condition of development;
- amend an aspect of the development, in a manner which does not substantially alter the development that was approved; or
- cancel the approval.

How to complete the form for an application to amend or cancel DAP development approval and other information that must be submitted

The applicant must complete parts 1, 2 and 3 of DAP Application Form 2 and lodge it with the local government

where the original DAP application was lodged. This can be done by post as there is no need to complete the form in the presence of a local government officer.

For applications to extend the approval period or cancel the application, written justification must be provided outlining the reasons in support of extending or cancelling the approval.

For applications to amend or delete conditions, written justification must be provided in support of the conditions to be amended or deleted.

For applications to amend an aspect of the development which was approved, a minimum of three copies of development plans and written justification in support of the proposed change(s) must be provided in support of the application. An electronic version of the plans and supporting documentation, in PDF format, is also required to be submitted to the responsible authority.

Process related to these applications

The process to amend or cancel DAP approval is very similar to the standard DAP application determination process.

The authority receiving the application will assess it as if it were a normal DAP application and prepare a report containing recommendations for the DAP to consider. Once completed, the report will be forwarded to the DAP Secretariat, which will circulate it amongst the DAP members responsible for the original determination.

A meeting will be scheduled and the DAP Secretariat will circulate agenda, copies of the application and supporting documentation, together with the responsible authority's report.

Meetings to determine amendment or cancellation of DAP approval applications will be held through instantaneous means (eg. teleconference) rather than by convening a physical meeting. The meeting is therefore closed to the public. However, the proper meeting protocols as set out in the DAP Standing Orders 2011 must be followed.

What other documents or materials will be required?

Existing requirements are not affected by DAPs

The introduction of DAPs will change which consent authority may grant or refuse development approval to certain applications. It does not otherwise affect the process of applying for development approval.

As a result, the applicant must complete the new DAP form and pay the required fee in addition to the existing development application forms, fees and procedures that must be completed and paid under the local or region planning scheme.

Accordingly, the information and material required by a particular local government's local planning scheme and/or the region planning scheme, will still need to be submitted. This generally includes:

- a completed local government application for planning consent/development approval form and payment of the required local government planning application fee;
- completed MRS Form 1 (if approval under a region scheme is required). Depending upon the nature of the proposal, a region scheme application Form 1 to the WAPC may also be required under the relevant region scheme (eg. MRS, PRS or GBRs). This will only be necessary where previously dual development approval would be required from the local government and the WAPC. In such circumstances the relevant MRS form must be submitted to the local government as well. Neither the WAPC or local government will determine the application, but they will each prepare a report on it. In considering and then determining the proposal, the DAP will refer to two reports – one from the local government under the local planning scheme and one from the WAPC under the region planning scheme;
- a minimum of three copies of appropriately scaled site plans, development plans, development elevations and accompanying technical reports in support of the DAP and local government application forms (ie. for the DAP Form 1 and the local government application for planning consent/development approval form); and

- an electronic version of all plans and technical reports in electronic (PDF) format.

For example, for a development application with an estimated cost of \$12 million dollars made to Local Government A, the applicant would have to complete and provide:

1. the DAP application Form 1 with three copies of appropriately scaled site plans, development plans, development elevations and accompanying supporting technical reports;
2. Local Government A's application for planning/development approval form with three copies of appropriately scaled site plans, development plans, development elevations and accompanying supporting technical reports;
3. the DAP application fee; and
4. Local Government A's development approval application fee.

Once both applications are prepared, the applicant may arrange a suitable time to submit both applications to the local government authority. This is necessary because parts B and C of DAP Application Form 1 are required to be completed in the presence of both the applicant and an officer from Local Government A.

The DAP application form and DAP assessment fee must be lodged at the same time as Local Government A's application for planning consent form and Local Government A's planning application fee is lodged.

It may assist the applicant to first liaise with the relevant authority regarding its planning scheme application form, fees and the necessary application requirements to be submitted for the type and estimated cost of the development proposed by the applicant (eg. number of plans and supporting documents to be submitted).

All DAP application forms can be obtained via the DAP website at <http://daps.planning.wa.gov.au>; or from the relevant local government.

Does a DAP application have to be submitted if an application is within a redevelopment authority area?

Development assessment panels do not apply in redevelopment areas that have been established under other parliamentary acts such as East Perth, Subiaco, Midland, Armadale, Hope Valley-Wattleup and Perry Lakes.

What about improvement schemes or developments by the local government or the Commission?

DAPs do not apply to improvement schemes or developments by a local government or the Commission.

What if a development application crosses over two or more development assessment panel and/or local government boundaries?

If an application is made for development on land which straddles two or more development assessment panel and/or local government boundaries, the application is made to, and determined by, the joint development assessment panel in which the greater portion of the development is located.

A local government application for planning consent/development approval is required to be submitted to each local government, including the payment of local government planning application fees.

Application fees

Fees payable for DAP applications

Where an application is to be determined by a DAP, the applicant must pay a fee. This is calculated according to estimated cost of the proposed development. The range of fees is set out below.

The estimated cost of the development is	Fee
not less than \$3 million and less than \$7 million	\$3376
not less than \$7 million and less than \$10 million	\$5213
not less than \$10 million and less than \$12.5 million	\$5672
not less than \$12.5 million and less than \$15 million	\$5834
not less than \$15 million and less than \$17.5 million	\$5996

The estimated cost of the development is	Fee
not less than \$17.5 million and less than \$20 million	\$6158
\$20 million or more	\$6320
Minor amendment application	\$150

The application fee is required to be paid upon lodgement of the DAP application.

How is the estimated cost of a development determined?

The development cost is the estimated total cost to construct the development, including car parking and landscaping, but does not include the value of land or construction finance costs. The applicant is responsible for submitting an accurate cost for the proposed development.

The development cost must be included on the local government's planning application form as well as the DAP Application Form 1.

The development's cost on both application forms must be the same.

Do other fees apply?

In addition, the separate local government planning application fee is required to be paid upon lodgement of the planning application to the local government. This is required and prescribed under the *Planning and Development Regulations 2009* (Part 7 Local Government Planning Charges).

Local government planning application fees for development applications are also based on a sliding scale.

Why is the local government fee still charged?

Local governments pay a vital and key role in the DAP process. While a local government may not determine a DAP application, it is responsible for assessing the application and preparing a report on it to the DAP, and then, if approval is granted, enforcing any conditions of development.

What happens after a DAP application is lodged?

Within seven days of lodgement of the DAP application the local government will forward the application to the DAP Secretariat (which manages the DAP meetings and administrative side of the DAP process). This will include the completed DAP application Form 1 or 2, the local government planning/development application form, the MRS form (if applicable) and three complete sets of development plans and elevations.

An electronic (PDF) version of the completed DAP Form 1 or 2, local government planning/development application form, all plans and accompanying technical reports will also be submitted to the DAP Secretariat via email: **daps@planning.wa.gov.au**.

The Secretariat will send an acknowledgement email confirming that the DAP application has been received. This will be sent to the person nominated as the applicant on either the local government planning/development application form or the DAP Application Form 2 (in the case of amendment or cancellation to DAP determined applications).

Within 30 days the local government will remit the DAP fees paid by the applicant, to the Department of Planning.

The DAP website contains information on all 15 panels. When a DAP application is lodged with a local government authority, information about that application will be publicly available on the website. For instance, when a meeting is scheduled to determine the application, information such as the meeting agenda and related material will be published.

DAP application assessment and timeframes

Assessment – Responsible authority's report

The relevant local government and/or the WAPC will be the responsible authority for assessing DAP applications.

Where the responsible authority is a local government, it will assess the application following the process set out under its planning scheme. This will include seeking advice on the application from internal and external referral bodies, publicly advertising the application (if required) and reviewing any submissions received.

The local government will then prepare a report which contains recommendations for the DAP to consider when determining the application.

Where the responsible authority is the WAPC, the Department of Planning will assess the application as required under the relevant region planning scheme. This includes seeking advice on the application from internal and external referral bodies and the local government. The Department of Planning will prepare a report with recommendations that the DAP will consider when determining the application.

The report, will be published on the website at least five working days before the DAP meeting.

Timeframe within which to complete assessment

Most local planning schemes have two statutory time periods within which a determination must be made. If the application does not require advertising, the statutory determination period is 60 days and if advertising is required, the statutory determination period is 90 days.

The same statutory timeframes still apply for DAP applications, however, as the development assessment panels are the determining authority for such applications, the DAP Regulations require that:

- if the application requires advertising, the responsible authority report, which contains recommendations for the development assessment panel, is to be provided within **80 days** of the application being received;
- if the application does not require advertising, the responsible authority report is to be provided within **50 days** of the application being received; and
- in circumstances where any other statutory timeframes apply, the report must be submitted within **80 days** of the application being received.

Note: Reference to 'days' means working days, which excludes Saturday, Sunday and public holidays, as stipulated in section 61 of the *Interpretation Act 1984*. The responsible authority report is the DAP application assessment report prepared by the local government.

The date the application was received is the date stipulated under Part C of DAP Application Form 1 and the date stipulated under Part 3 of DAP Application Form 2.

Extension of time requests

If the Responsible Authority report will not be prepared in time, enquiries should be made of the applicant as to whether they will agree to extend the deadline by which the DAP has to make a decision. This is because if the DAP does not receive the report in time, it will be unlikely to be able to determine the application within the statutory timeframe.

If the applicant agrees to extending the deadline for determination, the local government may ask the DAP to extend the time within which to submit their report to the DAP. The presiding DAP member may, with the applicant's consent, grant such an extension of time for the local government and/or the WAPC to prepare its report for the DAP application.

Request for further information

The development assessment panel may require further advice or information from the responsible authority (local government and/or WAPC) to be provided. Such a request will be in writing by the DAP's presiding member and specify the advice or information required and the timeframe in which local government must comply with the request.

Any costs incurred by the local government in responding to a DAP request for further information, advice or assistance, or any other professional services in relation to a DAP application, must be recovered from the applicant to the extent permitted under the *Planning and Development Regulations 2009* and if not possible, then these costs are borne by the local government.

DAP meetings, presentations and determinations

Development assessment panels will only meet when there is a DAP application to determine.

The time, date location and agenda for each DAP meeting, will be published on the DAP website and on the relevant local government website, at least five working days before the meeting.

DAP members will be provided with the responsible authority's report/s as soon as practicable after it is submitted to the Secretariat.

Who can attend a DAP meeting?

DAP meetings are open to the public, unless they relate to applications for amendment or cancellation to an existing DAP approval.

An officer from the local government or WAPC may attend the meeting to answer any questions DAP members may have about the report.

Presentations

Section 3.6 of the DAP Standing Orders 2011 proscribes the process by which presentations at DAP meetings are conducted.

The presiding member may, via the DAP Secretariat, invite a person to be present at a DAP meeting to advise or inform, or to make a presentation to the DAP.

Otherwise, anyone else who wishes to provide a presentation or submission at a DAP meeting must submit a written request to the DAP Secretariat at least 72 hours before the start of the meeting, using the presentation request form on the DAP website. The request must identify the DAP application to which the submission relates, and a brief summary of the nature and content of the presentation. If the presiding member consents, then the presentation can be made. It is also possible to seek permission to give the presentation by means of instantaneous communication (eg. teleconference), instead of in person.

Apart from giving an authorised presentation, the applicant's and submitters role is to observe rather than participate in the DAP meeting at which the application is being considered, unless specifically requested by the presiding member to provide a response. It is inappropriate for anyone to interject at a meeting.

What can be expected at a DAP meeting?

DAP meetings are anticipated to last between one to two hours but may be longer or shorter depending on the number and complexity of applications being considered and the number of presentations being provided by the applicant and other submitters.

The DAP Standing Orders, which set out the procedures for DAP meetings, set out that the order of business will be as follows:

1. the meeting will be declared open once a quorum is formed, the minute taker is in attendance and all DAP members are present;
2. formalities such as the noting of the minutes, absences and apologies and disclosures of interests will be completed;
3. the presiding member will then invite submissions and presentations to be made;
4. the DAP members consider and discuss the responsible authority/s reports and determines the application/s before them;
5. the presiding member will report to the panel on any minor amendment applications (under regulation 17) and any SAT reviews; and
6. final general business will then be discussed before the meeting is declared closed.

Further information relating to DAP meeting procedures can be obtained by visiting the DAP website.

DAP determinations

The DAP will determine DAP applications as if it were the responsible authority under the relevant planning scheme. The panel will consider the exact same range of matters required under the applicable local planning scheme and region scheme as the local government and WAPC respectively would consider where applicable.

At a DAP meeting, members will vote on whether to approve or refuse the application. Each DAP member has a single vote and a majority is required for an application to be determined. In the event of a tied vote, the presiding member (either the presiding or deputy presiding member) has an additional casting vote.

After the DAP meeting

Following the DAP meeting, the minutes will be circulated between the members, certified by the presiding member and then published on both the DAP and local government websites within 10 days.

A determination letter and, if approval is granted, stamped approved plans, will be issued to the applicant by the DAP Secretariat in consultation with the presiding member,

usually within 10 working days of the DAP meeting at which the application was considered and determined.

The local government in which the development is located will also be provided with a copy of the DAP determination and stamped approved plans.

The local government is responsible for ensuring compliance of the conditions imposed by the DAP.

Appeal to the State Administrative Tribunal (SAT)

If an applicant is not satisfied with the DAP determination they may apply to the SAT for a review of the decision. An application seeking review of a decision of a DAP must be submitted within 28 days of the decision being made.

An appeal can be made to the SAT in cases where the:

- the application has been refused;
- the applicant is not satisfied with some or all of the conditions imposed; and
- the application has not been determined within statutory time frames and is considered to be 'deemed refused' under the applicable local planning scheme and/or region scheme.

There are no third party appeal rights and only the applicant can request the SAT review a DAP decision. This means that a local government that disagrees with the DAP determination cannot apply to the SAT for review. The DAP which made the decision is the respondent in any SAT review. The Department of Planning will meet the expenses incurred for a SAT review of DAP determinations.

DAP application fee refund

DAP fees for cancelled or withdrawn applications will not be refunded, either whole or in part, if the Secretariat has scheduled a meeting at which the development assessment panel will determine the application and has notified the applicant of this scheduled meeting.

The local government authority has sole discretion to refund either whole or in part, any local planning application fees paid to it in the event the application is cancelled or withdrawn prior to it being determined.

Further information

Further information on development assessment panels, including procedures manuals and forms, is available online at **<http://daps.planning.wa.gov.au>**.

Any enquiries can be made to the DAP Secretariat on (08) 655 19000 or email: **daps@planning.wa.gov.au**.

This document should be read in conjunction with the *Planning and Development (Development Assessment Panels) Regulations 2011*.

The content of this brochure is provided for information purposes only. No claim is made as to the accuracy or authenticity of its content. The DAP Secretariat does not accept any liability to any person for the information or advice (or the use of such information or advice) which is provided in this document. The information is provided on the basis that all persons reading the document undertake responsibility for assessing the relevance and accuracy of its content.



DAP Form 1

Notice of development application to be determined by a Development Assessment Panel

Planning and Development Act 2005

Planning and Development (Development Assessment Panels) Regulations 2011

How to complete this form

This form is for development applications that are eligible for determination by a Development Assessment Panel (DAP). The first page of this form must be completed by the applicant. Please ensure that all fields are completed correctly. Once completed, the applicant must submit this form, together with the standard development application Form 1, to the relevant local government.

Note: Unless advised otherwise, the Development Assessment Panel secretariat will use the contact details provided in the standard development application Form 1 to communicate with the applicant.

To:	[Name of local government or Western Australian Planning Commission]
Planning scheme(s):	[Name of planning scheme(s) that applies to the land prescribed below]
Land:	[Lot number, street name, town/suburb, existing use, proposed use]
Details of development application made to responsible authority:	[Number and date of development application]
Estimated cost of development:	[\$]

Part A

Notice of election to have development application determined by a Development Assessment Panel

(r. 7 – to be completed if required)

I give notice that I elect to have the development application that is attached to this notice determined by a Development Assessment Panel.	
Applicant's signature:	
Date:	

Part B

Acknowledgement of initiation of development application to be determined by a Development Assessment Panel

(To be completed and signed by applicant in the presence of a local government officer)

Notice	I give notice that I [please tick one of the following]:
	[] understand that this is a mandatory Development Assessment Panel application (r. 5)
	[] have elected to have the development application that accompanies this notice determined by a Development Assessment Panel as an optional Development Assessment Panel application (r. 7)
	[] understand that this is an application of a class delegated to a Development Assessment Panel for determination (r. 19)
	I declare that all the information provided in this application is true and correct. I understand that the information provided on this form, and in the development application will be made available to the public on the Development Assessment Panel, local government and Western Australian Planning Commission websites.
Applicant's signature:	
Date:	

Part C

Acknowledgement by local government

(To be completed and signed by a local government officer in the presence of the applicant)

Development application	<input type="checkbox"/> Confirmation of intended recipient of development application made to responsible authority] <input type="checkbox"/> local government <input type="checkbox"/> Western Australian Planning Commission <input type="checkbox"/> Dual local government and Western Australian Planning Commission	
Development Assessment Panel fee	<input type="checkbox"/> Development Assessment Panel fee that has been paid by the applicant \$.....(Schedule 1) <input type="checkbox"/> Amount to be paid by local government \$..... [delegated applications only (r. 22)]	
Statutory timeframe:	<input type="checkbox"/> 60 days; <input type="checkbox"/> 90 days; <input type="checkbox"/> other...please specify:	
Name of officer:		Signature:
Position/title:		Date:

Development Assessment Panel Secretariat use only

Development Assessment Panel reference number _____ Electronic Funds Transfer number _____
Development Assessment Panel Secretariat receipt date _____ Planning officer report due date _____

Checked by Development Assessment Panel secretariat (print name) _____ Date _____

Information for applicants

Mandatory Development Assessment Panel application thresholds:

City of Perth	Over \$15 million
Rest of State	Over \$7 million

'Opt-in' Development Assessment Panel application thresholds

City of Perth	Between \$10 and \$15 million
Rest of State	Between \$3 and \$7 million

Excluded applications (r. 3):

- a) Construction of –
 - i) a single house and any associated carport, patio, outbuilding and incidental development;
 - ii) less than 10 grouped dwellings and any associated carport, patio, outbuilding and incidental development;
 - iii) less than 10 multiple dwellings and any associated carport, patio, outbuilding and incidental development; or
- b) development in an improvement scheme area; or
- c) development by a local government or the Commission; or
- d) development in a district for which –
 - i) a Development Assessment Panel is not established at the time the application is made; or
 - ii) a Development Assessment Panel has been established for less than 60 days at the time the application is made.

Checklist for lodging a Development Assessment Panel application

Applications applicable for Development Assessment Panel determination must be forwarded to the Development Assessment Panel secretariat within 7 days of receipt by the local government as required under the Planning and Development (Development Assessment Panels) Regulations 2011. The following information is required for all Development Assessment Panel applicable applications:

- Copy of Development Assessment Panel fee receipt attached
- Local government/Western Australian Planning Commission application form(s) attached
- Copy of application attached, in PDF or equivalent (if unable to supply in electronic format two hard copies are to be provided)

All details sought in this form and the above checklist must be provided. Failure to provide the required documentation will result in the application being returned.

Development Assessment Panel refund policy

Development Assessment Panel application fees for cancelled applications will not be refunded if the Development Assessment Panel Secretariat has scheduled a meeting at which the Development Assessment Panel will determine the application and has notified the applicant of this scheduled meeting under regulation 15(c)".



DAP Form 2

Application for amendment or cancellation of a Development Assessment Panel determination

Planning and Development Act 2005

Planning and Development (Development Assessment Panels) Regulations 2011

How to complete this form

This form is for the amendment or cancellation of a development application that has been determined by a Development Assessment Panel. Please ensure all fields are completed correctly. The applicant must submit this form together with the relevant fee to the local government.

Part 1: Amended or cancelled development application details

This application has been made to:	
<input type="checkbox"/> amend a DAP-determined development application; or	
<input type="checkbox"/> cancel a DAP-determined development application	
Estimated cost of development:	[\$]
Description of proposal:	
Lot number:	
Street number and name:	
Town/suburb:	
Existing use:	
Proposed use:	
Original Development Assessment Panel determination date: ____/____/____	

Part 2: Applicant Details

Family name:			
Given name/s:			
Organisation/company name: [if applicable]			
Postal address:			Postcode
Telephone:	Work	Home	
	Mobile		
Fax:			
Email:			
Unless otherwise requested, the Development Assessment Panel secretariat will contact you via your nominated email address.			

Part 3: Owner Declaration

I declare that all the information provided in this application is true and correct.

Signature: _____ Date: _____

Or Letter of Consent attached []

Acknowledgement by local government

(To be completed and signed by a local government officer in the presence of the applicant)

Development Assessment Panel fee	[] Development Assessment Panel fee that has been paid by the applicant \$150 (Schedule 2)	
Name of officer:		Signature:
Position/title:		Date:

Checklist for lodging a Development Assessment Panel application

Minor amendments to applications determined by a development assessment panel must be forwarded to the Development Assessment Panel secretariat within 7 days of receipt by the local government as required under the *Planning and Development (Development Assessment Panels) Regulations 2011*.

The following information is required for all minor amendment applications:

- Copy of Development Assessment Panel fee receipt attached
- Copy of application attached in PDF or equivalent (two hard copies are to be provided if unable to supply in electronic format,)

Failure to provide the required documentation will result in the application being returned.

Development Assessment Panel Secretariat use only

Development Assessment Panel reference number _____ Electronic Funds Transfer number _____

Development Assessment Panel Secretariat receipt date _____

Checked by Development Assessment Panel secretariat (print name) _____ Date _____