



Application for Development Approval (Local Planning Scheme)

Planning and Building applications can be submitted online. This is the preferred method of lodgement. Please refer to the link to online submissions and the user guide at: [eLodgement Information](#)

Note that **two (2) separate application forms** are required to be submitted for any Development Approval. Please obtain the up-to-date **MRS Form 1 (Metropolitan Region Scheme)** from the web at: [MRS Form 1 Application Form](#)

This is the **Local Planning Scheme Form**:-

Owner details		
Names (all owners):		
.....		
ABN (if applicable):		
Contact person for correspondence:		
Address:		
..... Postcode:		
Phone:	Fax:	Email:
Work:
Home:		
Mobile:		
Signature (owners):		Date:
Signature (owners):		Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>		

Applicant details (if different from owner)		
Name:		
Contact person for correspondence:		
Address:		
..... Postcode:		
Phone:	Fax:	Email:
Work:
Home:		
Mobile:		
By signing the application form you consent to the application and accompanying material being subject to public advertising if required.		
Signature:		Date:



Additional information for development approval for advertisements (Signs)

Note: To be completed in addition to the Application for Development Approval form.

1. Description of property on which advertisement is to be displayed including full details of its proposed position within that property:

.....
.....
.....
.....

2. Number of sign(s):

Note: Complete an additional section 2 for every sign proposed.

Details of proposed sign:

(a) Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):

.....

(b) Height: Width: Depth:

(c) Colours to be used:

.....

(d) Height above ground level —

to top of advertisement:

to underside:

(e) Materials to be used:

.....

.....

Illuminated: Yes / No

If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:

.....

.....

.....



3. Period of time for which advertisement is required:

.....

4. Details of signs (if any) to be removed if this application is approved:

.....

.....

Note:

This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed as detailed in 4 above.



MINOR DEVELOPMENT AND SIGNS APPLICATION CHECKLIST

Applicant declaration

- I understand that The City may require additional information to be provided before determining the application.
- I understand that failure on my part to provide the required information specified in the checklist can result in the City not accepting my application.
- I understand that documents that are required to be advertised under the provisions of *City of Perth City Planning Scheme No.2*, *City of Subiaco Town Planning Scheme No.4 (applicable to Crawley and Nedlands, transferred 1 July 2016)* and *City of Nedlands Town Planning Scheme No.2 (applicable to Nedlands, transferred 1 July 2016)* may be made publicly available and may be displayed on The City’s website.

Checklist Minor Development Applications

Note: If submitting online, please supply **one** copy of each document

Applicant	Office use	
<input type="checkbox"/>	<input type="checkbox"/>	<p>1 x Completed Application for Development Approval (Local Planning Scheme)</p> <ul style="list-style-type: none"> • The form must be signed by the owner(s). An owner who is: <ul style="list-style-type: none"> (a) If the land is freehold land – <ul style="list-style-type: none"> (i) a person whose name is registered as a proprietor of the land (ii) the State, if registered as a proprietor of the land (iii) a person who holds an interest as purchaser under a contract to purchase an estate in fee simple in the land; (iv) a person who is the holder of a freehold interest in land vested in an executor or administrator under the <i>Administration Act 1903</i> section 8; (b) If the land is Crown land – <ul style="list-style-type: none"> (i) The state (ii) A person who holds an interest as purchaser under a contract to purchase an estate in fee simple in the land; • In the instance where a company is the owner an authorised person must sign and state their position • Strata managers/organisations/authorised agents must attach an authorisation letter or affix their seal as well as a copy of the Body Corporate minutes
<input type="checkbox"/>	<input type="checkbox"/>	1 x Completed MRS Form 1 (Metropolitan Region Scheme) Available at: https://www.planning.wa.gov.au/Development-application-forms.aspx
<input type="checkbox"/>	<input type="checkbox"/>	1 x Certificate of Title for every lot (no older than 6 months.)
<input type="checkbox"/>	<input type="checkbox"/>	1 x Digital copy of all plans and documents (CD-ROM / DVD ROM/USB) PDF Format To Scale
<input type="checkbox"/>	<input type="checkbox"/>	Application fees
<input type="checkbox"/>	<input type="checkbox"/>	2 x Location plan



Accompanying Information checklists for your application type:

Minor Development Application (Alterations & Additions)

Applicant	Office use	
<input type="checkbox"/>	<input type="checkbox"/>	2 x Site plan
<input type="checkbox"/>	<input type="checkbox"/>	2 x Design and Elevations

Applicant	Office use	
<input type="checkbox"/>	<input type="checkbox"/>	Sign type application form
<input type="checkbox"/>	<input type="checkbox"/>	2 x Site plan/ Tenancy location plan
<input type="checkbox"/>	<input type="checkbox"/>	2 x Sign images
<input type="checkbox"/>	<input type="checkbox"/>	2 x Elevation plan(s)
<input type="checkbox"/>	<input type="checkbox"/>	Details regarding illumination (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Written Submission – see information kit

Change of Use Application or Minor Demolition Works

Applicant	Office use	
<input type="checkbox"/>	<input type="checkbox"/>	2 x Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	2 x Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	Written Submission – see information kit
<input type="checkbox"/>	<input type="checkbox"/>	Where changing to an entertainment use – Acoustic Report is required

Minor Earth Works

Applicant	Office use	
<input type="checkbox"/>	<input type="checkbox"/>	Excavation proposal
<input type="checkbox"/>	<input type="checkbox"/>	2 x Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	Written Submission – see information kit

Applicants name:

Signature:

Date:

❖ Please proceed to page 13 for payment options



MAJOR DEVELOPMENT APPLICATION CHECKLIST

Applicant declaration

- I understand that The City may require additional information before determining the application.
- I understand that failure on my part to provide the required information specified in the checklist can result in the City not accepting my application.
- I understand that documents that are required to be advertised under the provisions of *City of Perth City Planning Scheme No.2*, *City of Subiaco Town Planning Scheme No.4* (applicable to Crawley and Nedlands, transferred 1 July 2016) and *City of Nedlands Town Planning Scheme No.2* (applicable to Nedlands, transferred 1 July 2016) may be made publicly available and may be displayed on The City’s website.
- I understand and acknowledge that all submitted documentation including digital 3D models may be subject to the Freedom of Information act 1982.

Checklist Major Development Applications

Note: If submitting online, please supply **one** copy of each document

Applicant	Office use	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Completed Application for Development Approval (Local Planning Scheme) <ul style="list-style-type: none"> • The form must be signed by the owner(s). An owner who is: <ul style="list-style-type: none"> (c) If the land is freehold land – <ul style="list-style-type: none"> (v) a person whose name is registered as a proprietor of the land (vi) the State, if registered as a proprietor of the land (vii) a person who holds an interest as purchaser under a contract to purchase an estate in fee simple in the land; (viii) a person who is the holder of a freehold interest in land vested in an executor or administrator under the <i>Administration Act 1903</i> section 8; (d) If the land is Crown land – <ul style="list-style-type: none"> (iii) The state (iv) A person who holds an interest as purchaser under a contract to purchase an estate in fee simple in the land; • In the instance where a company is the owner an authorised person must sign and state their position • Strata managers/organisations/authorised agents must attach an authorisation letter or affix their seal as well as a copy of the Body Corporate minutes
<input type="checkbox"/>	<input type="checkbox"/>	1 x Completed MRS Form 1 (Metropolitan Region Scheme) Available at: https://www.planning.wa.gov.au/Development-application-forms.aspx
<input type="checkbox"/>	<input type="checkbox"/>	1 x Certificate of Title for every lot (no older than 6 months.)
<input type="checkbox"/>	<input type="checkbox"/>	1 x Digital copy of all plans and documents (CD-ROM / DVD ROM/USB)
<input type="checkbox"/>	<input type="checkbox"/>	2 x Plans / Drawings / Photographs
<input type="checkbox"/>	<input type="checkbox"/>	2 x Statement of Planning Compliance
<input type="checkbox"/>	<input type="checkbox"/>	2 x Technical Reports
<input type="checkbox"/>	<input type="checkbox"/>	3D Digital Model
<input type="checkbox"/>	<input type="checkbox"/>	Application fees

If you are applying for a Development Assessment Panel application, please also include the following information.



Checklist Development Assessment Panel Applications

Applicant	Office use	
<input type="checkbox"/>	<input type="checkbox"/>	Development Application (see above checklist)
<input type="checkbox"/>	<input type="checkbox"/>	2 x Completed DAP Form 1
<input type="checkbox"/>	<input type="checkbox"/>	1 x Certificate of Title for every lot (no older than 6 months.)
<input type="checkbox"/>	<input type="checkbox"/>	1 x Digital copy of all plans and documents (CD-ROM / DVD ROM/USB)
<input type="checkbox"/>	<input type="checkbox"/>	3 x Plans / Drawings / Photographs
<input type="checkbox"/>	<input type="checkbox"/>	3 x Statement of Planning Compliance
<input type="checkbox"/>	<input type="checkbox"/>	3 x Technical Reports
<input type="checkbox"/>	<input type="checkbox"/>	3D Digital Model
<input type="checkbox"/>	<input type="checkbox"/>	Application fees

The applicant will be required to make an appointment with a Planning Officer to submit their DAP application form, supporting documentation and fees. **DAP applications will not be accepted via the post or without an appointment.** Please contact the Development Approval Unit on 9461 3366.

Applicants name:

Signature:

Date:



Lodgement Options

Electronically (preferred option)

To be set up as a registered user, please provide the following information to planning@cityofperth.wa.gov.au

- A generic email (an admin email so login can be used by anyone in your company)
- Postal address confirmation
- Contact Name
- Applicant Name (Company Name/Individual Name)

In Person

City of Perth

Customer Service Counter

Ground Floor, 27 St Georges Terrace, PERTH

Payments can be made by Cash, Cheque, EFTPOS or by Credit Card* Cashiers

Hours – Monday to Friday, 8:30am to 4.30pm (Excl Public Holidays)

By Post

Development Approvals

City of Perth

GPO Box C120

PERTH WA 6839

Payment Method

Please indicate your preferred method of payment:

- Cheque (please make payable to the City of Perth)
- Credit card (Visa, Mastercard or Amex)

Credit Card Details

NOTE: For security reasons, the City of Perth cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card, and sign below to **authorise** the City of Perth to **debit** that credit card.

*Credit card payments are limited to \$10,000 per card, per application, per year. MasterCard, Visa and Amex cards are accepted.

The City of Perth will contact you to obtain your **credit card number**.

Name on Card:

Signature:

Date: