

# Development Application Checklist

## Applications for Extension and/or Amendment to a Development Approval

Council Use Only Application No: \_\_\_\_\_

Under clause 77 of Schedule 2, Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an owner may submit an application to the City to amend a development approval to do any or all of the following:

1. Amend the approval to extend the period within which any development approved must be substantially commenced;
2. Amend or delete any condition to which the approval is subject;
3. Amend an aspect of the development approval which, if approved, would not substantially change the development approved;
4. Cancel the approval.

Please note that under clause 77(c) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the City is only able to consider amendments to development approvals that would not substantially change the development. Substantial changes to approved development plans are required to be lodged as a new application for development approval. Please contact the City's Planning Department on (08) 9477 7222 or by email: [planning@belmont.wa.gov.au](mailto:planning@belmont.wa.gov.au) should you wish to clarify if a new application is required for the amendment you are proposing.

This checklist has been prepared to ensure development applications are complete and contain all required information to allow for the application to be processed in a timely manner. The City asks that you read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted. Please note **incomplete applications** may not be accepted and may be returned to the applicant to lodge at a future date when all outstanding information is available.

### Lodgement of Applications Online

The City encourages customers to lodge development applications online ([www.belmont.wa.gov.au](http://www.belmont.wa.gov.au), refer Build, How to get Started, Lodge and Track an Application). Guest access is available.

Attachments with a total file size of 100MB can be uploaded. Application fees are paid on lodgment by credit card. Please note the Credit Card Merchant Service Fee will only be charged for credit card transactions of \$100,000 or above. Further information about the online lodgment process can be found in the Planning and Building Application Online Guide.

Minimum required information	Applicant Use Only	Council Use Only
<p><b>One (1) electronic copy of the complete application</b> is required. Electronic plans should be submitted in <b>PDF format</b> and meet the following requirements:</p> <ul style="list-style-type: none"> <li>• unlocked, no security or passwords</li> <li>• to scale</li> <li>• optimised for minimum file size.</li> </ul>		
<p><b>The following information is required:</b>  <i>Note: A list of the details required on each plan is provided overleaf.</i></p>		
<ul style="list-style-type: none"> <li>• <b>Application for Development Approval Form</b> completed and signed by <b>all landowners</b> (registered on the certificate of title) of the land; or is accompanied by a letter of authorisation signed by all landowners of the land.</li> </ul>		
<ul style="list-style-type: none"> <li>• MRS Form 1 (Note: <b>Must be completed for all DAP Applications</b> and where a development is proposed on or abutting land that is Reserved under the Metropolitan Region Scheme).</li> </ul>		

Minimum required information	Applicant Use Only	Council Use Only
<ul style="list-style-type: none"> <li>Current copy of the <b>Certificate of Title</b> (no older than 6 months). <i>Note: This is required to confirm ownership details and to check for caveats and memorials that may affect the proposed development. Available for purchase from Landgate (<a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a>).</i></li> </ul>		
<ul style="list-style-type: none"> <li>Correct <b>fee</b> paid – refer to Schedule of Planning Fees.</li> </ul>		
<p><b>Development Assessment Panel Applications</b></p> <p>Development Assessment Panels (DAP) are an independent decision-making body which determines certain applications in place of local government or the Western Australian Planning Commission. A DAP application is where the estimated value of an application is:</p> <ul style="list-style-type: none"> <li>Above \$10 million or more and is not an 'excluded development application' as per the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i>. These applications are required to be determined by a Development Assessment Panel.</li> <li>\$2 million or more and is less than \$10 million and is not an 'excluded development application' as per the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> and the applicant has chosen the Development Assessment Panel to determine the application.</li> </ul> <p><b>Applicants must make an appointment with a Planning Officer to lodge the DAP application in person.</b> Applicants are required to submit the items listed above along with a DAP Form 1. For DAP Form 2 applications (amendments or cancellations), if applicants choose the DAP to determine their application only the DAP Form 2 is required to be submitted with the above listed items (the Application for Development Approval is not required). DAP fees are also applicable.</p>		

Below is a list of requirements relating to each option:

Minimum required information	Applicant Use Only	Council Use Only
<b>Extension of Time to Current Development Approval</b>		
A letter explaining the situation and advising what works have commenced on site (if any). If only an extension of time is being applied for no plans are required to be submitted.		
<b>Request to Amend and/or Delete Condition(s) of Development Approval</b>		
<ul style="list-style-type: none"> <li>A letter providing justification/support for the amendment/deletion of condition(s).</li> </ul>		
<ul style="list-style-type: none"> <li>If the amendment/deletion of conditions results in changes to the approved development plans, a new set of plans highlighting the changes in clouds (or a format that is agreed with by the City before lodgement) must be attached.</li> </ul>		
<b>Amendment(s) to Development Approval</b>		
<ul style="list-style-type: none"> <li>Itemised list of amendments to the development approval.</li> </ul>		
<ul style="list-style-type: none"> <li>Plans that <u>highlight</u> the proposed changes in clouds (or a format that is agreed with by the City before lodgement).</li> </ul>		
<b>Cancel Development Approval</b>		
A letter listing the reasons for the cancellation.		

#### Disclaimer

This checklist intends to assist applicants in ensuring their development application is complete and contains all necessary information for an assessment being undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports.

For larger applications, applicants are encouraged to arrange an appointment with a Planning Officer prior to lodgement. **Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of your application.**

This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.