

Application for Development Approval Process



Lodgement

You may now lodge your **Application for Development Approval** via email **instead of submitting a hardcopy application**. Electronic submission is recommended.

To avoid your application being returned (for reconfiguration purposes) please ensure you adhere to the following steps.

1. Prepare an email:

- Address the email to planning@swan.wa.gov.au; and
- Include the following text in the email's subject field:

Application for Development Approval – Proposal Description – Property Address

2. Ensure the following documents are included in your application:

- a) Development Application Form – Signed by Owner/s & the Applicant. Please ensure that all sections of the form are completed.
- b) MRS Form 1 – Signed by Owner/s & Applicant (this is required if the application requires an approval under the Metropolitan Region Scheme). Please ensure that all sections of the form are completed.
- c) A current ASIC Extract - Only required when the Owner is a Company. The City requires the additional pages which is the current ASIC **company extract** that contains the company contact details, share structure, membership and a historical record of changes (in some cases). There are several versions of the extract available to download from [ASIC Connect](https://asic.gov.au/online-services/search-asics-registers/companies-and-organisations/). The website address is <https://asic.gov.au/online-services/search-asics-registers/companies-and-organisations/>.
- d) A recent certificate of title (no more than 6 months). This is available from Landgate. This is to verify the registered proprietors of the land including any encumbrances, interests, limitations & notifications that may be applicable. The landowner details on the application forms must correspond with the landowner details on the application forms to enable City staff to verify the registered proprietor/s of the Land. If the property is a strata development, a copy of the strata plan and the additional pages showing the entitlements of the strata lot must be included.
- e) Cover letter describing the proposal, explaining what approval/s is being sought.
- f) Plans – Including Site Plan, Floor Plans, Elevations & Sections (where applicable) of any building/structures and/or works proposed to be erected or altered and of any building that is intended to be retained.
- g) Supporting technical documents & Reports - Any specialist studies in respect of the development such as site surveys or traffic, heritage, environmental, engineering or urban design studies; bushfire management (where required).
- h) Associated Checklist – Depending on Application Type, refer to the City's website link: [Standard Development Application Checklists Questionnaires](#)

Who is the relevant signatory to sign the application forms?

- i. If the land is owned by private landowners – signatures of all landowners are required.
- ii. If the land is owned by a company - Other than sole proprietorship companies, the appropriate signatory/ies for companies include two directors, a director and the company seal or a director and a company secretary. Please also identify the title of the person who signed the application form (Director, Secretary etc.) as this will prevent any further follow up and clarification about the signatories.
- iii. An agent of the landowner - If the company has appointed agent to act on their behalf and undertake sign legal documents, the application must be accompanied by a signed consent letter from either; 2x directors, 1x director and the company seal or 1x director and 1x company secretary or the Sole Director of the company, or a copy of the Power of Attorney advising of this. If the property is private ownership, the letter of consent must be from the registered proprietor/s or a copy of the Power of Attorney advising of this.
- iv. Where the land is subject to a contract of sale or offer and acceptance, evidence of landowner's consent must be provided. Relevant evidence may include:
 - an express provision of consent by the vendor on the contract of sale or offer and acceptance

Application for Development Approval Process



- a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application or
- a copy of the transfer of land document that incorporates a lodgement receipt
- v. If the land is owned by a strata company, consent can be signed by the strata company secretary or by an elected person of the strata company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority.
- vi. If the landowner is an incorporated body, the following will be required:
 - An extract from the minutes of a previously held recent Annual General Meeting or similar Committee meeting, that lists the office bearers and the position they hold; and
 - An extract from its Constitution that authorises the office bearers to represent the incorporated body (i.e. signing legal documents).
- vii. Where the land is registered in the name of a government authority, the application form must be signed by an authorised officer of the relevant authority, stating the name and position of the signatory/s. Alternatively, a letter of consent signed by an authorised officer.
- viii. For development applications relating to Unallocated Crown land, unmanaged reserves, land under management order to a local government where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 – the application forms must be signed by the relevant authorised person/s from the Department of Planning, Lands & Heritage (Land Asset Division) for consideration and signature.
- ix. Deceased Estate - Where the land is registered in joint tenants, a copy of the death certificate of the deceased landowner must be provided. Where the land is registered in tenants in common, a copy of the grant of probate or endorsed enduring power of attorney must be provided.

3. Compile all required documents in **one bookmarked PDF**** and attach them to the email.

- If document size (too large) prohibits you from lodging your application via email, please use a secured large file transfer platform, such as One Drive or post a USB drive comprising the entire application to the City of Swan with a covering letter advising what the USB drive is for. **Please do not submit a hardcopy of the application with the USB drive.**

**CITY OF SWAN,
PO Box 196,
Midland, WA 6936**

** Please ensure the application is arranged in **one bookmarked pdf** to assist City staff in processing your application.

4. Payment of application fee when an invoice is issued

- You will receive an invoice when your application is assigned to a technical officer for assessment.
- Payment can be made via credit card via the City's online payment platform
- Refer to [Statutory Planning Fees & Charges](#) for details of the fees applicable

5. How long is the processing time for development applications?

- The statutory timeframe for determining an application is 60 days, or 90 days if community consultation is required. In some instances, this may extend beyond 90 days if agreed upon in writing between the applicant and the local government.

Application for Development Approval Process

Assessment

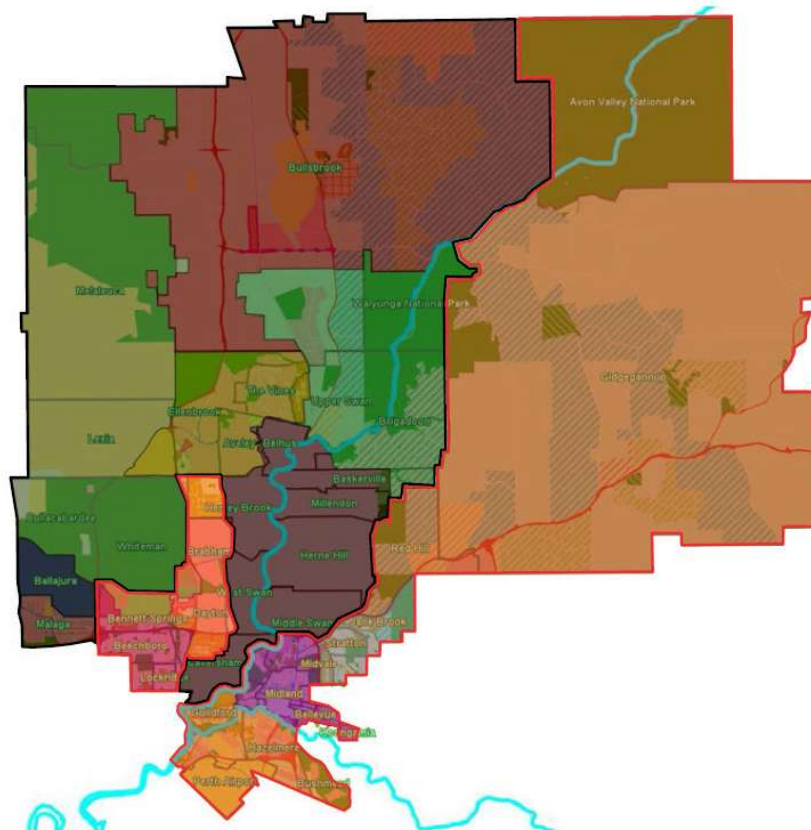
The City of Swan has two Planning Assessment Streams (Area A and B) which process planning applications based on their geographical location.

Once your application is deemed complete it will be formally lodged and assigned to a Planner in the relevant stream who will assess the application and prepare a recommendation report.

Statutory Planning Stream A and B Boundaries

Area A

- Ballajura
 - Ballajura
- Bullsbrook
 - Parts of Bullsbrook
- Ellenbrook
 - Ellenbrook
 - Aveley
 - The Vines
- Gnangara
 - Melaleuca
 - Lexia
 - Cullacabardee
 - Parts of Whiteman
- Malaga
 - Malaga
- Swan Valley
 - Belhus
 - West Swan
 - Millendon
 - Herne Hill
 - Parts of Baskerville
 - Parts of Henley Brook
 - Parts of Caversham
 - Parts of Middle Swan
- Upper Swan
 - Walyunga National Park
 - Upper Swan
 - Brigadoon
 - Baskerville
 - Parts of Bullsbrook
 - Parts of Baskerville



Area B

- Beechboro (previously Altone)
 - Beechboro
 - Kiara
 - Lockridge
 - Parts of Caversham
 - Parts of Whiteman
 - Parts of Bennett Springs
 - Malaga Station
 - Future Bennet Springs Station
- Gidgegannup
 - Avon Valley National Park
 - Gidgegannup
 - Parts of Red Hill
- Guildford/Hazelmere
 - Guildford
 - South Guildford
 - Bushmead
 - Hazelmere
 - Perth Airport
- Midland
 - Midland
 - Viveash
 - Woodbridge
 - Bellevue
 - Koongamia
 - Parts of Midvale, Parts of Middle Swan
- Swan View
 - Jane Brook
 - Stratton
 - Midvale
 - Swan View
 - Parts of Red Hill
- Whiteman (previously Urban Growth Corridor)
 - Brabham
 - Dayton
 - Parts of Henley Brook
 - Parts of Caversham
 - Parts of Bennett Springs
 - Whiteman Station

Determination

In most instances an application's recommendation report will be reviewed and determined under Delegated Authority by the Coordinator or Senior Planner of Area A or B. These officers are empowered by our Delegated Authority Register to carry out this function.

Notwithstanding this, some applications may be required by law to be determined by:

- the City of Swan Council;
- the State Government; or
- the Metropolitan East Joint Development Assessment Panel (Metro East JDAP).

Where your application is not determined under Delegated Authority, a **recommendation report or referral letter** will be **prepared** by the assessment officer and **signed off** by a Delegated Authority Officer prior to being forwarded to the final decision maker.

City of Swan

Application for Development Approval

ECM DSI - 3570106
Version March 2025

Owner details							
Name/Company /Agency:				Name/Company /Agency:			
Signature:				Signature:			
Name & Position:				Name & Position:			
		(if signing on behalf of a company or agency)				(if signing on behalf of a company or agency)	
Date:				Date:			
ABN (if applicable):							
Address:							
Suburb:						Postcode:	
Phone:		Work:		Home:		Mobile:	
Email:							
Contact person for correspondence:							

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).

Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the Planning and Development Act 2005 (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

Disclaimer: Development Applications relating to Unallocated Crown land, Unmanaged Reserves, land under management order to a local government where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997, will still need to be referred for the Department of Lands' consideration and signature.

Applicant details (if different from owner)							
Name:							
Address:						Postcode:	
Phone:		Work:		Home:		Mobile:	
Email:							
Contact person for correspondence:							
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature:				Date:			

Property details							
Lot No:				House/Street No:			
Diagram or Plan No:				Certificate of Title Vol. No:			
Title encumbrances (e.g. easements, restrictive covenants):							
Street name:						Suburb:	
Nearest street intersection:							

Proposed development							
Nature of development:		<input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works & use		<input type="checkbox"/> Extension of Time for *(insert duration):			
		<input type="checkbox"/> Amendment to (please insert approval reference number)					
		* Please note that an extension of time request for more than 2 years from the original approval date will need to be considered by Council and cannot be determined under delegated authority.					
Is an exemption from development claimed for part of the development?						<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for:						<input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use:							
Description of exemption claimed (if relevant):							
Nature of any existing buildings and/or land use:							
Approximate cost of proposed development (excluding GST):							
Estimated time of completion:							

OFFICE USE ONLY							
Acceptance Officer's initials:				Date received:			
Local government reference No:							

Owner/s details

Registered proprietor/s (landowner/s) or the authorised agent's details must be provided in this section. If there are more than two landowners please provide all relevant information on a separate page. Signature/s must be provided by all registered proprietors or by an authorised agent. **Alternatively**, a letter of consent, which is signed by all registered proprietors or by the authorised agent, can be provided.

Full name

Company/agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town/suburb

Postcode

Signature

Date

Print name and position

(if signing on behalf of a company or agency)

Applicant details

Name/company

Contact person

Postal address

Town/suburb

Postcode

Email

Signature

Date

Print name and position

(if signing on behalf of a company or agency)

eLodgement

Our preferred method of lodgement is online at
[Planning Online \(https://planningonline.dplh.wa.gov.au\)](https://planningonline.dplh.wa.gov.au)

Online applications can be paid by credit card, debit card or cheque.

Only complete this form if you cannot lodge your application online

Property details

Certificate of title description of land:	Lot no.	<input type="text"/>	Location no.	<input type="text"/>
Plan or Diagram <input type="text"/>	Vol.	<input type="text"/>		<input type="text"/>
Certificate of title description of land:	Lot no.	<input type="text"/>	Location no.	<input type="text"/>
Plan or Diagram <input type="text"/>	Vol.	<input type="text"/>	Folio	<input type="text"/>
Local Government	<input type="text"/>			
Title encumbrances (e.g. easements, restrictive covenants)	<input type="text"/>			
Locality of development (house no., street name, suburb, etc)	<input type="text"/>			
Nearest street intersection	<input type="text"/>			
Existing building/land use	<input type="text"/>			
Description of proposed development and/or use	<input type="text"/>			
Nature of any existing buildings and/or use	<input type="text"/>			
Approximate cost of proposed development (excl. gst) \$	<input type="text"/>			
Estimated time of completion	<input type="text"/>			

Is the development within a designated bushfire prone area? Yes ☐ No ☐

If yes, please identify and address the bushfire risk (by including a BAL assessment(s) or BAL Contour Map and a Bushfire Management Plan with the application). Alternatively, include a justification why SPP 3.7 does not apply with the application.

Is the development within the Bush Forever policy area? Yes ☐ No ☐

Is the development within the Swan and
Canning Rivers Development Control area? Yes ☐ No ☐

Office use only

Acceptance officer's initials	<input type="text"/>	Date received	<input type="text"/>
Local Government reference No.	<input type="text"/>	Commission reference No.	<input type="text"/>

The information and plans provided with this application may be made available by the WAPC for public viewing in connection with the application.