



## Guidance Note: Lodging a DAP Application<sup>1</sup>

### DAP Application Checklist for conformance checking by Local Government Officer

- ✓ Correctly completed DAP Application Form 1 or *Form 2 (for Amendment or Cancellation)* and **three complete sets** of development plans, elevations & technical reports: **one** in PDF format, on compact disc or other electronic storage device and **two** hard copy sets
- ✓ Correctly completed Local Government Application for Planning Consent/Development Approval Form and/or Region Scheme Form 1 (if relevant)
- ✓ Correct payment of the required DAP application fee and local government planning assessment fee<sup>2</sup>

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
not less than \$17.5 million and less than \$20 million	\$6158
\$20 million or more	\$6320
Minor amendment application	\$150

If all the required information is not submitted, the Local Government should not accept the application and/or receipt fees paid until it is satisfied all application requirements have been provided, including any additional information required under its local scheme. The Local Government is to liaise with the applicant to resolve all application information deficiencies prior to receiving and acknowledging the application.

### Step 1 – DAP Application Acknowledgement by Local Government

Once the above DAP application details are checked for compliance and are acceptable, the Local Government officer completes **Part C** of DAP Form 1 or **Part 3** of DAP Form 2 – *Acknowledgement by Local Government*.

**Note:** The date the DAP application is received and acknowledged by the Local Government officer on the DAP Form 1 or Form 2 = Working Day 1.

### Step 2 – Local Government forwards DAP Application to DAP Secretariat

1. Within 7 working days of the date when the Local Government receives and acknowledges the DAP Application, the Local Government must forward the following information to the DAP Secretariat via email to [daps@planning.wa.gov.au](mailto:daps@planning.wa.gov.au):
  - ✓ Correctly completed and scanned copies of the DAP Form 1 or Form 2 (for *Amendment or Cancellation*)
  - ✓ Correctly completed Local Government's Application for Planning Consent/Development Approval Form and/or Region Scheme Form 1 (if required).
  - ✓ A complete electronic copy of all development plans, elevations and technical reports, in PDF format. *Note: If the file size is greater than 2MB, the information must be provided on compact disc or other electronic storage device and posted to the DAP secretariat*
  - ✓ Reference number for the DAP application
  - ✓ Contact details (email & phone) of the Local Government Officer responsible for processing the DAP application
2. The Local Government must also forward **two hard copies** of all plans and elevations via mail to the DAP Secretariat: 140 William Street, PERTH WA 6000.

<sup>1</sup> These guidance notes are to be read in conjunction with the *Development Assessment Panel Procedures Manual: Local Government* and the *Planning and Development (Development Assessment Panels) Regulations 2011*

<sup>2</sup> Refer to Schedule 1, pg 15 of the *DAPs Local Government Procedures Manual*

### Step 3 – Local Government forwards DAP Application FEE to DAP Secretariat

1. Within 30 days of receiving and acknowledging the DAP application, the Local Government is to remit the DAP application fee only via a direct credit (electronic funds transfer) to the Department's bank account, as detailed below, with a remittance reference of 'DAP – application number' and is to include the following:

- € Total DAP fee amount
- € Name of the applicant
- € Application number
- € Development value

Bank	Commonwealth Bank of Australia
BSB	066-040
Account	12400156
Account Name	Department of Planning Operating Account

2. The local government is to also send an electronic remittance advice to [finance@planning.wa.gov.au](mailto:finance@planning.wa.gov.au), with a copy sent to the DAP Secretariat [daps@planning.wa.gov.au](mailto:daps@planning.wa.gov.au)

### What Happens Next?

The DAP Secretariat will acknowledge receipt of the application by:

- € Sending an application acknowledgement letter to the Local Government and the Applicant
- € Sending an electronic copy of the application to all DAP members of the relevant DAP
- € Posting the application notification on its DAP website
- € Liaising with the nominated Local Government Officer contact in respect of scheduling a DAP meeting to determine the application.

If the application is incomplete, it will be returned to the Local Government, with a letter detailing the application deficiencies which the Local Government must resolve with the applicant.

### How Local Government Processes the DAP Application

1. The local government proceeds to process the application in the normal manner as required under its planning scheme, including public advertising of the application (if required) and referral to internal and external departments/agencies.
2. If public advertising of the proposal is required, the advertisement must state that the application is a DAP application, to be determined by the relevant DAP.
3. The Local Government must post details of the application on its website, (irrespective of whether or not the application is required to be publicly advertised).
4. Local Governments are advised to **flag the application as a priority to ensure statutory timeframes are met**, especially the deadline for the preparation and submission of the Responsible Authority Report. This is because if the DAP does not receive the report in time, it is unlikely to determine the application within the statutory timeframe, being 50 working days (if the application does not require public advertising), or 80 working days (if the application requires public advertising), from the date the application was received and acknowledged by the Local Government.
5. If the applicant is agreeable to extending the deadline, the Local Government must complete and submit the *extension of time request form* available on the DAPs website, and email it to the DAP Secretariat. The Presiding Member of the relevant DAP will then consider this request and the Local Government will be advised of the outcome.

### Procedure for dealing with revised/amended plans

If revised/amended plans are received from the applicant, the Local Government must complete the *revised/amended plans letter template* and forward it, with an electronic copy of the complete set of revised/amended plans and two hard copies of the revised/amended plans, to the DAP Secretariat which will acknowledge receipt of the revised plans and confirm the current plan version.

### Getting Help

If you need help, please contact the DAP secretariat [daps@planning.wa.gov.au](mailto:daps@planning.wa.gov.au) or P: 6551 9425 or 6551 9049

For technical issues, please contact Paul Ellenbroek, Manager, Special Projects [paul.ellenbroek@planning.wa.gov.au](mailto:paul.ellenbroek@planning.wa.gov.au) or P: 6551 9000