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ABN 83 780 118 628



**CITY OF  
PERTH**

# Application for Development Approval

## Planning and Development (Local Planning Scheme) Regulations 2015

**Instructions:** Please complete in full.

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

### 1. Owner Details

Full Name(s) (all owners)

ABN (if applicable)

Contact person for correspondence:

Address

State

Postcode

Mobile

Telephone (business)

Email

Owners  
Signature \_\_\_\_\_

Date  
(DDMMYYYY)

Owners  
Signature \_\_\_\_\_

Date  
(DDMMYYYY)

The signature of the owner(s) is required on all applications. This application will not proceed without their 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).

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## 2. Applicant Details (if different from owner)

Full Name

Contact person for correspondence:

Address

State

Postcode

Mobile

Telephone (business)

Email

By ticking this box, I confirm that;

I, the applicant have obtained permission from the author and/or relevant right holders to reproduce, publish and distribute all documents and plans submitted for the purpose of my application.

I fully indemnify the City for any alleged breach of copyright relating to the documents submitted as a result of them being reproduced/published/distributed by the City in processing my application.

I consent to the application and accompanying material being subject to public advertising if required

Signature \_\_\_\_\_

Date  
(DDMMYYYY)

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### 3. Property Details

Street Number and Name

Lot No:

Location No:

Diagram or Plan No:

Certificate of Title Vol. No:

Folio:

Suburb:

Nearest Street Intersection:

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### 4. Proposed Development

Nature of Development:

- Works
- Demolition
- Change of Use
- Signage
- Works and Use

Is an exemption from development claimed for part of the development?

If yes, please detail what the exemption is for (if relevant)

Description of proposed works and/or use:

Nature of any existing buildings and/or land use

Approximate cost of proposed development

Estimated time of completion (MM/YYYY)

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## 5. Additional Information for Development Approval for Advertisements (Signs)

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

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

Number of Signs

Note: Please complete the below for every sign proposed

### Details of Proposed Sign:

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

Height

Width

Depth

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Colours to be used:

Materials to be used:

Height above ground level:

To top of advertisement:

To underside:

If the sign is illuminated, please state whether steady, moving, flashing, alternating, digital, animated, or scintillating and state intensity of light source:

Period of time for which advertisement is required:

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 above.

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## 6. Lodgement Options

**Online** - Preferred

Please refer to [eLodgement | City of Perth](#)

To be set up as a registered user, please email [planning@cityofperth.wa.gov.au](mailto:planning@cityofperth.wa.gov.au)

**In Person**

City of Perth

Customer Service Counter

Ground Floor, 27 St Georges Terrace, PERTH

**By Post**

Development Approvals Unit

City of Perth, GPO Box C120

PERTH WA 6839

Office Hours - Monday to Friday 8.30am to 4.30pm (Except Public Holidays)

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## 7. Customer Authorisation

- By ticking this box, I confirm I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- By ticking this box, I confirm I have read and agree to abide by the associated Terms and Conditions. I also confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the Electronic Transactions Act 2011 (WA).)

Signature \_\_\_\_\_  
(for hardcopy submission only)

Date \_\_\_\_\_  
(DDMMYYYY)

**This form is available in alternative languages and formats on request**

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## 8. 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.

Completed Application for Development Approval (Local Planning Scheme)

- The form must be signed by the owner(s). An owner who is:
  - (a) If the land is freehold land –
    - (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 *Administration Act 1903* section 8;
  - (b) If the land is Crown land –
    - (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

Completed MRS Form 1 (Metropolitan Region Scheme)

Available at: [MRS Form 1 Application Form](#)

Certificate of Title for every lot (no older than 6 months.)

Digital copy of all development plans & location plan in PDF Format and to Scale

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## 9. Accompanying Information checklists for your Application type:

### Minor Development Application (Alterations & Additions)

- Site plan
- Design and Elevations
  
- Sign type application form
- Site plan/ Tenancy location plan
- Sign images
- Elevation plan(s)
- Details regarding illumination (if applicable)
- Written Submission – see information kit

### Change of Use Application or Minor Demolition Works

- Site Plan
- Floor Plan
- Written Submission – see information kit
- Where changing to an entertainment use – Acoustic Report is required

### Minor Earth Works

- Excavation proposal
- Site Plan
- Written Submission – see information kit

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## 10. 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.

Completed Application for Development Approval (Local Planning Scheme)

- The form must be signed by the owner(s). An owner who is:

(c) If the land is freehold land –

- (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 *Administration Act 1903* section 8;

(d) If the land is Crown land –

- (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

Completed MRS Form 1 (Metropolitan Region Scheme)

Available at: [MRS Form 1 Application Form](#)

- Certificate of Title for every lot (no older than 6 months.)
- Digital copy of all plans and documents (CD-ROM / DVD ROM/USB)
- Plans / Drawings / Photographs
- Statement of Planning Compliance
- Technical Reports
- 3D Digital Model

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

- Development Application (see above checklist)
- Completed DAP Form 1
- Certificate of Title for every lot (no older than 6 months.)
- Digital copy of all plans and documents (CD-ROM / DVD ROM/USB)
- Plans / Drawings / Photographs
- Statement of Planning Compliance
- Technical Reports
- 3D Digital Model

Applicants are strongly encouraged to liaise with the Development Approvals planning team prior to lodging a DAP application. Please contact the Development Approval Unit on 9461 3352.