



# Guidance Note: Lodging a DAP Application

## Pre-Lodgement Meeting

Prior to submitting a DAP application, it is recommended that applicants arrange an optional pre-lodgement meeting with the relevant local authority to discuss the details of the proposal and provide an opportunity to resolve any major issues prior to with a planning officer.

## DAP Application Lodgement Checklist

- ✓ Completed DAP Application Form 1 or Form 2 (amendment or cancellation) and MRS/PRS/GRRS Form
- ✓ A complete electronic set of development plans, elevations, certificate of title and technical reports in PDF Format (please ensure documents are free from password protection)
- ✓ Payment of the required DAP Application fee and local government planning assessment fee<sup>1</sup>
- ✓ Any other documents as required by the Responsible Authority.

*Applicant Note: The DAP Secretariat do not require hard copies of documents, however, this may be requested for local government purposes.*

## Acknowledgment by Local Government

The local government and/or WAPC may require additional information to be provided for the application to be processed and is to liaise with the applicant to resolve all application information and document deficiencies prior to lodgement.

Once the above DAP Application details are checked for compliance and deemed acceptable, the local government planning officer completes **Part B** of the DAP Form 1 or **Part E** of the DAP Form 2 – Acknowledgement by local government.

## Local Government forwards DAP Application

Within 7 ordinary days from the date the local government receives and acknowledges the DAP application (as shown in **Part B** of the DAP Form 1 or **Part E** of the DAP Form 2), the local government must forward the following information to the DAP Secretariat via large file transfer –

<https://online.planning.wa.gov.au/DAPS-Large-File-Transfer.asp>

- ✓ Completed, signed and scanned copies of the DAP Form 1 or Form 2;
- ✓ Completed, signed and scanned copies of the MRS/PRS/GBRS Form;
- ✓ A complete electronic copy of all development plans elevations, certificate of title, technical reports and any other relevant information in PDF format, date stamped as per acknowledgement date;
- ✓ The local government's reference number for the DAP application;
- ✓ Contact details (email & phone) of the local government planning officer responsible for processing the DAP application; and
- ✓ Any other documents as required by the Responsible Authority.

*Note: Reference to a 'day' means ordinary days, which include Saturdays, Sundays and Public Holidays, as stipulated in Section 61 of the Interpretation Act 1984. If the due date falls on a Saturday or Sunday or Public Holiday, the due date is extended to the next working day.*

<sup>1</sup> Refer to Schedule 1 of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

## Stop the Clock – Further information for DAP Application

The 2015 DAP Amendment Regulations, effective 1 May 2015, empower the local government to issue a notice under regulation 11A (Notice) requiring the applicant to provide certain information or documents. The Notice issued effectively 'pauses' the commencement of the prescribed timeframe until the applicant complies with that notice.

This will ensure that if the local government receives an incomplete application, or if the information provided with an application is considered insufficient, the local government may 'pause' the assessment process until the applicant provides the additional information.

The local government who wishes to apply to 'Stop the Clock' for the DAP Application must:

1. Complete the *Stop the Clock – Further information for DAP Application form*;
2. Issue an Applicant Notice specifying the outstanding information;
3. Submit copies of the above documents within 7 days of DAP application acceptance (**Part B** of the DAP Form 1 or **Part E** of the DAP Form 2 – *Acknowledgement by local government*), together with all supporting application documents to the DAP Secretariat.

## Local Government forwards DAP Application Fee

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

**'DAP – LG Name – LG Reference Number – Property Location'**

**Bank:** CBA - IB WA Government Banking Centre

**BSB:** 066-040

**Account Number:** 19903039

**Account Name:** Department of Planning, Lands and Heritage Operating Account

2. The local government is to also send an electronic remittance advice to [finance@dplh.wa.gov.au](mailto:finance@dplh.wa.gov.au), with a copy sent to the DAP Secretariat [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).
3. The associated DAP fee is outlined in the following schedule -

The estimated cost of the fee is	Fee
not less than \$2 million and less than \$7 million	\$5,603
not less than \$7 million and less than \$10 million	\$8,650
not less than \$10 million and less than \$12.5	\$9,411
not less than \$12.5 million and less than \$15	\$9,680
not less than \$15 million and less than \$17.5	\$9,948
not less than \$17.5 million and less than \$20	\$10,218
\$20 million or more	\$10,486
Minor amendment application	\$241

*Note: Above DAP Fees are effective of 1 July 2017 and exempt from GST.*

*Example: If an application is received with a cost of development exclusive of GST, valued at \$10 million, the associated fee of Item 1(c) \$7,639 applies. The application does not fall into the lower threshold of Item 1(b) as the estimated cost is not 'less than \$10 million'.*

4. In determining the relevant opt-in or mandatory financial thresholds and associated DAP fee for an application the total estimated cost of development **excludes** any GST component.

## Acknowledgement by DAP Secretariat

The DAP Secretariat will acknowledge receipt of a conforming application by:

1. Sending an application acknowledgement letter to the local government, applicant and DAP members.
2. Liaise 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 correspondence detailing the application deficiencies, which the local government must resolve with the applicant.

## Local Government processing of 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. If the local government becomes aware of additional information relating to the application after the time that the application is lodged and this has the effect of altering the relevant statutory timeframe for determination of the application, then the local government must inform the DAP Committee Support and applicant of the new statutory timeframe as soon as possible.
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. Local governments are advised to **process the application as a priority to ensure statutory timeframes are met**, especially the deadline for the preparation and submission of the Responsible Authority Report (RAR). The RAR must be received in either 48 days (non-advertised applications) or 78 days (advertised applications). If the DAP does not receive the RAR in time, it is unlikely to determine the application within the statutory timeframe, being 60 days (non-advertised applications), or 90 days (advertised applications). This timeframe commences from the date the application was received and acknowledged by the local government (as shown under **Part B** of the completed DAP Form 1 or **Part E** of the completed DAP Form 2).
4. If the applicant is agreeable to extending the deadline, the local government must complete and submit the *Stop the Clock – Extension of Time for Responsible Authority Report* form available on the DAP website. The Presiding Member of the relevant DAP will then consider this request and the local government will be advised of the outcome.

## Naming Your Electronic Documents

Please name your documents appropriately e.g. 'DAP Application Form 1', 'Site Plan', 'Elevation Plan', 'DAP Fee Receipt'.

## Further Assistance

These guidance notes are effective of 1 February 2017 and should be read in conjunction with the Development Assessment Panel Procedures Manual along with the *Planning and Development (Development Assessment Panels) Regulations 2011*.

If you need further assistance, please contact the DAP Secretariat on (08) 6551 9919 or [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).