



## Stop the Clock – Extension for Responsible Authority Report

Regulation 12(4) and 16(2B)

**Must be submitted no less than 3 ordinary days prior to  
Responsible Authority Report due date.**

### DAP Application Details

Application Number	
Application Location	
Application Description	
Applicant Name	
Business Name	
Contact Phone Number	
Contact Email Address	
Meeting Date (if known)	
Planning Officer Name	
Contact Phone Number	
Contact Email Address	
Applicant Approval (written approval to be attached to this request)	<input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Other
Current Due Date	____/____/____
Proposed Date of Extension	____/____/____

### Brief statement of reason(s) for Responsible Authority Report extension:

### Request Guidelines

The Responsible Authority who wishes to apply for a ‘Stop the Clock – Extension for Responsible Authority Report’ must:

1. Complete this form;
2. Set out the reason or reasons why an extension of time is required; and
3. Attach applicant approval.
4. Submit this form no less than 3 ordinary days prior to Responsible Authority Report due date, together with all supporting documents to [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).

Your request will be considered by the Presiding Member and the DAP Secretariat will advise you of the outcome.

**A ‘Stop the Clock – Extension for Responsible Authority Report’ request applied in accordance with Regulation 12 of the *Planning and Development (Development Assessment Panels) Amendment Regulations 2014* will extend the deemed refusal date by the requested period.**

Refer to [Practice Note 10](#) for further information.