



Rescinded: 29/12/2023

STATE DEVELOPMENT ASSESSMENT UNIT

Assessment Process for Significant
Developments under Part 17 of the *Planning
and Development Act 2005*

GUIDE
FOR APPLICANTS

December 2023

Introduction

Part 17 of the *Planning and Development Act 2005* is intended to provide a streamlined assessment pathway for significant developments.

This is a temporary State Government initiative to assist in ongoing COVID-19 economic recovery by delivering high quality development and creating new employment and business opportunities.

A significant development is defined as one that has an estimated cost of:

- \$20 million or more in the case of a development that is wholly or partly in the metropolitan region; or
- \$5 million or more in a regional area.

* Note: This excludes warehouses

Other projects that are deemed to be of State or regional importance can also be referred by the Premier, on the recommendation of the Minister for Planning, to the Western Australian Planning Commission (WAPC) for determination.

The State Development Assessment Unit (SDAU) was established within the Department of Planning, Lands and Heritage (‘the Department’) to support the WAPC in assessing applications for significant development under Part 17 of the Act.

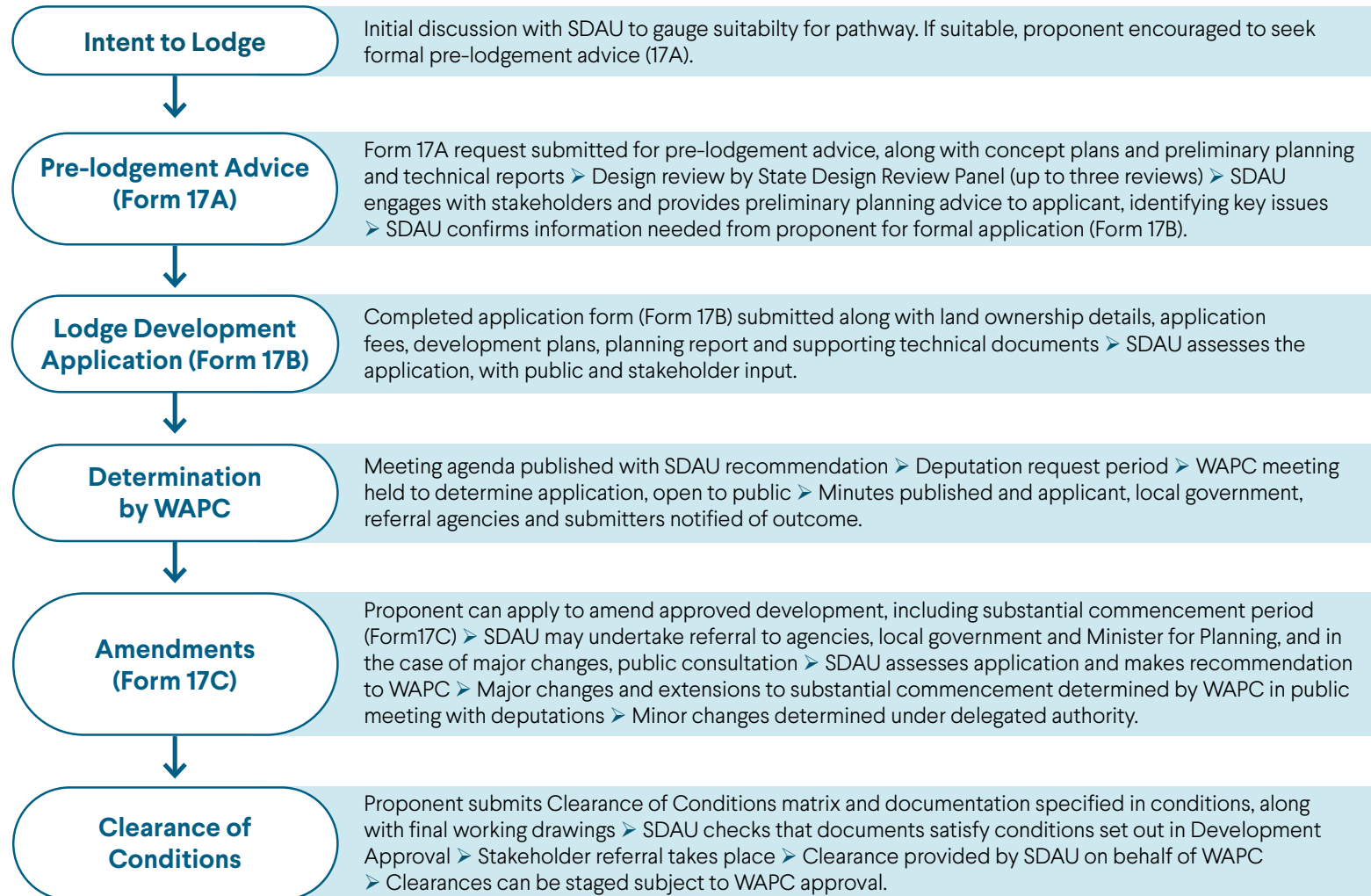
This guide sets out the process and requirements for development applications submitted to the unit.

The WAPC remains the owner of the approval across all stages of the life of the development, including any proposed amendments to the approval.



Overview

The SDAU application process is as follows:



Note: Diagram indicative only. Assessment process tailored to requirements of individual proposals and might involve fewer or more steps.



Intent to Lodge

The Part 17 application process is best suited to projects requiring referral to and input from a number of State Government agencies and stakeholders.

Due to the complex nature of most significant developments, there are no statutory timeframes under the Part 17 pathway, however applications must be determined as soon as is practicable.

Therefore, not all projects will be suited to the pathway. Proponents are invited to discuss their proposal and the Part 17 process with the SDAU to determine whether they should proceed with the option. An Intent to Lodge meeting is attended by the WAPC Chairman, Government Architect, Chief Planning Advisor and SDAU Director.

To initiate the process, contact the SDAU at SDAU@dplh.wa.gov.au or complete the online Intent to Lodge form: www.dplh.wa.gov.au/sdau-intent-lodge-form

Proponents will be emailed an authorisation code to upload any plans and supporting documentation to the SDAU's online Large File Transfer system, <http://online.planning.wa.gov.au/sdau/>. Each of the documents, appendices and drawing packages should be clearly named and uploaded individually in one transfer.

An SDAU officer will review your submission and be in contact to discuss potential dates for the initial meeting and following steps.

Note: *The Department cannot receive documentation through Dropbox or other large file sharing platforms.*

Pre-lodgement Advice (Form 17A) and Interim Design Review

If it has been decided through Intent to Lodge discussions that a proposed development is suitable for the Part 17 assessment pathway, it is strongly recommended that it be taken through a Pre-lodgement process before being submitted formally as a development application.

The Pre-lodgement process provides the SDAU with the opportunity for early engagement with key stakeholders such as the local government and relevant State Government agencies to provide feedback and identify issues that might need to be addressed in the development application. Interagency meetings may be held by the SDAU to streamline the inputs from key stakeholders.

The SDAU will advise applicants about the supporting information and material (including specialist reports) that may be required to enable an application to be adequately assessed. Proponents are also encouraged to consider whether any other information may be required to assist the WAPC's consideration of the proposal.

Once key planning matters have been fully considered, the development concept will typically be referred to the State Design Review Panel for preliminary, or in some cases interim, design advice. The expectation is that all significant developments will be well designed to make a positive contribution to their locality. It is highly recommended that proposals are reviewed by the State Design Review Panel (usually two or three times) prior to being formally submitted under a Form 17B development application. The SDAU officer will advise proponents about the information package and presentation that will need to be submitted for design review and will confirm meeting dates.

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The Pre-lodgement process is designed to be flexible and may vary based on the nature and complexity of the proposal or the issues presented. The intent of discussions with the SDAU and design review before lodgement is that applications are determined in a more timely manner and result in improved outcomes for developers and users/occupants of the development and the community alike.

To initiate a Pre-lodgement advice request, proponents should contact the SDAU at SDAU@dph.wa.gov.au. You will be emailed an authorisation code to upload the completed Form 17A - Pre-lodgement advice request, plans and supporting documentation through the SDAU's online Large File Transfer system, <http://online.planning.wa.gov.au/sdau/>. All Form 17A requests must be submitted electronically.

To assist with the lodgement process applicants are required to clearly name and upload each of the documents, appendices and drawing packages individually (not as one compiled PDF document) in one transfer, with the SDAU file number referenced. See below as an example.

Proposed Development Plans.pdf
Applicant Planning Report.pdf
Applicant Landscape Report.pdf
Applicant Digital Sign Plans.pdf
Applicant Transport Impact Assessment.pdf
Applicant Acoustic Report.pdf
Applicant Stormwater Management Strategy.pdf
Applicant Waste Management Plan.pdf
Applicant Roadworks Plan.pdf
Applicant Economic Benefit Statement.pdf

Development Overview

The Form 17A pre-lodgement advice request should include an overview of the development, including:

- any relevant history of the site related to previous development applications or design reviews;
- proposed land uses;
- any concept drawings or plans for the proposed development; and
- a site analysis or other relevant technical information (for example, traffic impact assessment, heritage impact statements, environmental impact reports, flora and fauna surveys, coastal erosion studies and visual impact assessments) prepared to inform the development proposal.

How the application responds to the requirements of the Part 17 legislation

Importantly, the Form 17A pre-lodgement advice request must outline how the proposal has had regard to:

- the purpose and intent of the local planning scheme,
- orderly and proper planning and the preservation of the amenity of the locality,
- the extent to which the proposed development departs from the local or regional planning requirements, and how it manages still to deliver an orderly and proper planning outcome,
- economic benefits and facilitating development in response to the economic effects of the COVID-19 pandemic,
- shovel-readiness demonstrated through the proposed construction program and funding statements,
- project costings if the estimated value is within 10 per cent of the financial threshold for a significant development,
- any relevant State planning policies and any other relevant policies of the WAPC.



Consultation Summary:

It is also helpful for the SDAU to understand the consultation activities that have already been undertaken by the proponent and how these have informed the design of the development, with particular attention to consultation with owners of adjoining and affected properties. This includes an outline of which forms of engagement have been undertaken and with whom, what opportunities there were for the community and other stakeholders to provide feedback, and how the design might have evolved since consultation took place.

If the local government or State Government agencies have been consulted, proponents should provide a list of all relevant contacts and their contact details.

There are no fees payable for Pre-lodgement advice and entering into this process will not bind an applicant to proceeding with a Part 17 development application. However, if an application is subsequently lodged, fees will be charged in respect to any design review sessions that were held by the State Design Review Panel during pre-lodgement, in accordance with the *Planning and Development (Part 17 Fees) Notice 2020* (refer to the Fees section of this Guide).

A link to Form 17A can be found on the SDAU Forms and Fees page, www.wa.gov.au/sdau-forms-fees.

Development Application (Form 17B) requirements

It is important that a completed application form, application fees and all plans and supporting documents are submitted at the time of lodgement so that a detailed assessment can be undertaken in a timely manner. If pre-lodgement advice has not been sought, you are encouraged to contact the SDAU prior to submitting your application to confirm the requirements for a valid development application.

If an application is incomplete, you will be advised of the additional information required by the SDAU. Once all required information has been received, you will be provided with fee payment details. Your application will not be lodged until all relevant fees have been paid.

All applications are required to be submitted through the SDAU's online Large File Transfer system, <http://online.planning.wa.gov.au/sdau/>. See page 4 for instructions.

All information submitted with the application will be made available on the Department's online Consultation Hub during public consultation, with the exception of any copies of SDRP reports, your consultation summary and any sensitive economic or financial information marked 'Commercial in Confidence'. Any such documents should not be included or referenced as appendices to any planning reports or other documents intended for public consultation purposes.

In certain circumstances, the SDAU may require hard copies to be submitted, in which case plans are to be drawn to a scale of 1:100 or 1:200 and are to be no larger than A2 size.

The specific requirements for each application will vary with the nature of the proposal and its complexity and location. The following information is required to be submitted for all Form 17B applications.



Completing the Application Form

Application signatures

Form 17B must be signed by the registered proprietor/s as shown on the Certificate/s of Title. Where the landowner/s cannot sign, an authorised agent can sign and attach evidence of the authority.

If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies.

Appropriate company signatory/ies include one director and the company seal, two directors, or one director and one secretary.

E.g.:

John F. Smith - Director
Smith Pty Ltd

Peter S James - Director
Smith Pty Ltd

Or

John F. Smith - Sole Director
Smith Pty Ltd

If the subject 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.

Certificate of Title

Ensure the Certificate/s of Title is/are current (no older than six months) and provide copies with the application.

Change of name

Applications made by people who or companies that have changed names from that depicted on the Certificate of Title, must provide supporting documentation showing the change of name such as:

- a transfer of land document that incorporates a lodgement receipt
- a company search from the Australian Securities and Investment Commission
- a marriage certificate or
- a change of name certificate.

Contacts

A contact name, phone number and email address for the application are essential, in case additional information is required and to issue correspondence relating to the WAPC's decision.

Contracts of sale

Where the land is subject to a contract of sale or offer and acceptance, evidence of the 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
- a letter of consent from the registered proprietor/s giving the prospective purchaser/s consent to lodge the application or
- a copy of the transfer of land document that incorporates a lodgement receipt.

Crown land

Where the land is registered in the name of the Crown, the application form must be signed by an authorised officer of the Department of Planning, Lands and Heritage stating their name and position. Alternatively, a letter of consent from an authorised Crown land officer may be provided.



Deceased estates

Where the land is registered in joint tenants, one of whom is deceased, a copy of the death certificate of that person 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.

Government agencies

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/ies. Alternatively, a letter of consent signed by an authorised officer may be provided.

Development Application Checklist

A checklist has been prepared to assist applicants compile the information required for a Part 17 development application. The completed Checklist for Form 17B – Application for development approval must be completed, signed and submitted by the applicant.

The checklist can be found on our Forms and fees page:

www.wa.gov.au/sdau-forms-fees.

Fees

In accordance with the *Planning and Development (Part 17 Fees) Notice 2020*, fees are charged based on the estimated cost of development and the number of design reviews undertaken by the State Design Review Panel. The estimated cost of development does not include GST.

The application fee of \$10,000 for design review by the State Design Review Panel is payable when the Form 17B application is lodged. This fee provides for up to three design reviews (whether they occur pre or post-lodgement). An additional fee of \$5,000 will be payable

for each additional design review. Note, not all applications will require design review. Please contact the SDAU prior to submitting your application if you are unsure about the SDRP fees.

Refer to www.dplh.wa.gov.au/sdau-forms-fees for the current fee schedule.

Response to Pre-lodgement Advice

If the proposal has been through a pre-lodgement (Form 17A) process, details of how the proposal has responded to the SDAU's preliminary advice is to be provided.

Response to Design Review

If the proposed development has been subject to a design review process prior to lodgement, a statement explaining the process undertaken, and a response to any design advice is to be provided.

Plans/drawings/photographs

Site plan(s)

Plans are to be drawn at an appropriate scale to enable printing at A3 and are to show (where applicable):

- the location of the site including street names, lot numbers, north point and the dimensions of the site
- the existing and proposed ground levels over the whole of the land that is the subject of the application
- the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site, and details of whether they are to be retained or removed
- existing buildings and structures to be demolished and new buildings and structures to be erected on site
- the existing and proposed means of access for pedestrians, and vehicles to and from the site

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- the location, number, dimensions and layout of all car parking spaces intended to be provided, and the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas
- the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area
- the nature and extent of any open space and landscaping proposed for the site
- proposed external lighting and signage
- the location and access points of all services to and within the site (including power, water, sewer, gas, telecommunications etc)
- details of infrastructure, services and treatments in the adjacent road reserve (including street trees).

Floor plans

These should include:

- a plan of every storey of the proposed development showing floor levels
- internal layout showing rooms, windows and doors
- roof/eave lines
- total floor areas in square metres
- setbacks to all boundaries on all sides
- cone of vision from major openings as they relate to adjoining properties.

Elevations

These should include:

- elevations and perspectives of each side of the proposed development, and internal elevations where relevant
- natural and proposed ground and finished floor levels (relative to nominated datum point of AHD)
- wall heights and roof heights
- proposed materials, colours and finishes of the exterior of the building
- proposed locations of all services including fire booster cabinets, fire hydrants, kitchen exhaust ducting, air conditioner units and pipe work and associated details are to be provided on the drawings submitted.

Sections

Sections through the most typical building volumes, and through both the length and width of the development, are to be provided, including floor to ceiling heights and any proposed basement levels.

Context plans

These should include:

- a local context plan comprising plan(s) and photographs of the existing features of the wider context of the proposed development, including adjoining properties and the other side of the street, that show:
 - pattern of buildings, proposed building envelopes and heights, setbacks and subdivision pattern
 - streetscape including land use, building typologies, overall height and important parapet/datum lines of adjacent buildings
 - movement and access for vehicles, servicing, pedestrians and cyclists

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- topography, landscape, open spaces and vegetation
- significant views to and from the site
- any sources of nuisance emissions near the site such as noise, light and odour that may have a bearing on the residential proposal, particularly vehicular traffic, train, aircraft and industrial noise
- location of relevant heritage items, areas of environmental significance and elements of cultural significance.
- a wider context plan that identifies the site in relation to retail and commercial areas, community facilities, public open space, transport and other major public destinations within a 10-minute walk (400m radius) of the site. This plan should also identify the climate zone of the site.

Streetscape elevations

Provide photographs or drawings of the site in relation to the streetscape and along both sides of any street that the development fronts, that show:

- overall height (storeys, metres) and important parapet/datum lines of adjacent buildings
- patterns of building frontage, street setbacks and side setbacks and
- permitted heights under the local planning scheme.

Overshadowing plan

To ascertain the overshadowing impacts of the proposed development, diagrams must be provided indicating the shadow cast by the development at 10am, noon and 2pm on 21 June, 22 August, 22 September and 22 October. (A variation to these standard hours may be requested depending on the nature of the project.) The shadows cast by any adjacent or nearby buildings are to be identified separately and the cadastral boundaries, streets and the outline of the surrounding buildings, including the location of openings, are required to be included in the diagram.

Where an application includes building heights and/or setbacks that depart from the local planning scheme requirements, the overshadowing diagrams shall also include the shadow cast by a 'compliant' built form compared to the shadow cast by the proposed development.

Photomontage and/or coloured perspectives

A coloured photomontage or coloured perspective, or both, of the proposed development must be submitted, showing the proposal in context to the existing streetscape from a pedestrian viewpoint. Other key views or relevant images may be required where considered helpful for assessing the proposal.

Landscape details

Landscape details must be submitted indicating the location, dimensions and design of any proposed landscaping areas including plant types/species and the materials and finishes for any hard landscaping elements. This can be provided separately or included as part of the site or ground plans.



Planning report/Statement of planning justification

Each application must be accompanied by a planning report which includes a written explanation of the project. The report should explain the design principles and concepts that have informed the proposed development and demonstrate that the proposal has emerged from a full assessment of a site's characteristics and constraints and the character of the surrounding locality. In particular, the report must detail how the proposed development responds to the key considerations under Part 17 including:

- the purpose and intent of the local planning scheme,
- orderly and proper planning and preservation of the amenity of the locality,
- the extent to which the proposed development departs from the local or regional planning requirements, and how it manages still to deliver an orderly and proper planning outcome,
- any relevant State planning policies and any other relevant policies of the WAPC.

The planning report should provide information on the following aspects:

Site description and context

A description of the existing situation including:

- location
- property and tenure
- the current uses of the site
- the current buildings located on the site
- an analysis of existing site conditions

- site context
- any history relating to the development of the site to date or details of any heritage significance and listings of the buildings or place.

Proposed development

Outline the nature and details of the proposed development, including an architectural statement indicating the design concepts and elements.

Outline the key opportunities and constraints for the proposed development that have affected and/or constrained the proposed design outcomes. Explain how the development incorporates environmentally sustainable principles into the design.

Planning considerations, policies and development control

Outline how the proposal addresses the purpose and intent of the relevant planning scheme including, where appropriate, any development requirements and standards. Provide the planning considerations for the site including:

- local planning schemes
- local planning policies and development guidelines (including R-Codes where relevant)
- relevant structure or precinct plan(s) and statements of intent
- any relevant local government-adopted planning study
- relevant strategies
- any other relevant State planning policies.

All planning reports must provide a planning justification for any areas where the proposal differs from any of the usual development requirements or standards that would otherwise apply.



Plot ratio calculations

Details of the calculations of the proposed plot ratio should include a set of floor plans (to scale – 1:100 or 1:200) indicating the areas included and excluded from the plot ratio floor area calculations based on the relevant definition of plot ratio.

Designated Bushfire Prone Area

If the proposed development is located within a Bushfire Prone Area according to the Map of Bush Fire Prone Areas, then bushfire hazard issues must be identified and addressed. For example, this could be by providing a BAL assessment(s) or BAL Contour Map and a Bushfire Management Plan and other information as relevant to the application.

COVID-19 economic recovery

A key driver of this assessment pathway is to support the State's economic recovery from the COVID-19 pandemic through the generation of construction jobs and ongoing employment opportunities. Projects that have investment certainty, are well-designed and ready for construction to commence soon after approval are important to economic recovery. The application must be able to demonstrate:

- the extent to which funding for the project is secured, and/or finance is committed
- the proposed construction program, including the timeframe within which the development could be substantially commenced following an approval
- whether there are any key site, logistical or other constraints that might impact the ability of the project to meet short-term (12 to 24 months) construction timeframes
- details of the project costings if the estimated value is within 10 per cent of the financial threshold for a significant development.

It is important that applicants have a common framework for measuring and reporting the impact of construction projects on the labour market. Consultants and applicants must clearly explain the methodology, assumptions and data used to obtain their results. Applicants should engage consultants to undertake an Economic Benefit Report to address matters such as:

- public interest and the delivery of economic benefits to the locality or region
- the estimated number of jobs supported by the development:
 1. existing jobs supported during construction
 2. new jobs supported during construction
 3. on-going jobs supported post-completion.



A project-specific approach, estimating the number of workers employed directly on a given project, is appropriate for development applications. This method estimates the workforce required to deliver a project based on its size and design specifications or may rely on estimates based on experience from similar projects. However, given that the labour requirements of projects can vary substantially, even within a given industry, due diligence should be exercised to ensure the estimates are reasonable.

Employment generated by a development is to be calculated over the life of the construction phase. The number of workers required for a project could vary over its life. Quoting peak employment and presenting this as whole-of-project employment would be misleading. Instead, it is advised that estimates be supplemented with information about the point in time they represent.

If a development is to be constructed in stages, the employment and economic benefits should be presented for each stage as well as totals generated from the entire development.

Both the direct and indirect employment should be estimated. Direct employment refers to how the construction phase will directly result in the creation of construction jobs. Indirect effects are those felt within industries that supply goods to the construction industry.

Jobs should be quoted in terms of full-time equivalent (FTE) positions on an annualised basis, for example, the number of direct FTE and indirect FTE jobs per year during construction.

The information should include an estimate of the total number of on-going jobs supported by on-site businesses or operations post-completion.

Simple Input-Output multipliers can also be used to estimate the impact of the development on the labour market.

Technical reports

Other technical reports prepared by relevant experts may be required at the time of lodgement of a development application to address matters such as:

- traffic impacts and parking management
- noise impacts
- heritage impact assessment
- environmental management
- urban design
- universal access
- crime prevention through environmental design
- water sensitive and energy efficient design
- contaminated sites and acid sulphate soils
- waste management
- other reports as required by the SDAU.

Pre-lodgement meetings will identify the specific supporting information and material (including specialist reports) required to be submitted with the application. Applicants should also refer to the Checklist for Form 17B - Application for development approval (see above).



3D Digital Model

A 3D digital model is required to be submitted with Form 17B applications in the following circumstances:

- Perth metropolitan region, over \$20 million value – as advised.
- Peel region, over \$5 million value – as advised.
- Other regions, over \$5 million value – as advised.
- Applications referred by the Premier – as advised by the Director, State Development Assessment Unit.

It is the applicant's responsibility to ensure that the model is complete and represents the proposed development accurately. Best practice modelling techniques, object naming and layering standards should be applied.

Where a model is required to be submitted with the Form 17B application, late submissions of the 3D digital model may result in the assessment process being delayed, as the application will not be lodged until the 3D model is received.

If the design of the development is revised during the assessment process, an updated 3D digital model must be submitted prior to a determination of the application. If the developer modifies the development after an approval has been issued, an updated 3D digital model incorporating all approved amendments may be required, at the request of the Director, State Development Assessment Unit.

Modelling specification

All 3D Models are to be supplied in one of the following formats: Autodesk FBX, DWG, MAX, 3DS, DAE, OBJ or SKP.

Where relevant, the SDAU will provide the 3D modelling submitted with the application to the relevant local government for inclusion in its 3D model.

All models MUST adhere to the following common requirements:

- Accurate and true representation of the proposed development.
- Entire development must be modelled up to the property boundary.
- Only the external elements (except floor slabs) are required.
- Model must include correct ground level fall across the site.
- Units must be in metres.
- Only standard material types will be accepted (No materials which are specialised for professional rendering software, eg. Mental Ray, Vray.
- If no textures are supplied, then colours MUST be added.
- Textures to be in JPEG, TIFF or PNG formats.
- All redundant Lines, Splines, Helpers, Dummy objects, Cameras, Trees, Shrubs, Vehicles, Casework, Furniture and minor fixings must be removed.

Additional specific software guidance:

Autodesk 3DS Max

- Use diffuse colours or textures in JPEG; TIFF or PNG formats.
- Opacity maps can be used, PNG format only.
- Export model in FBX format with 'Embed Media' option enabled.

Autodesk Revit

- Use diffuse colours or textures in JPEG, TIFF or PNG formats.
- Opacity maps can be used, PNG format only.
- Export model in FBX format with 'Embed Media' option enabled.



Autodesk Autocad

- Ensure objects have appropriate colour assigned per object layer (material assignments will not export correctly).
- Delete/purge all nonessential items and layers.
- Provide model in native DWG format.

Graphisoft Archicad

- Turn off or delete non-required objects within a 3D view and set scale to 1:1.
- Export model in 3DS format.
- DWG is acceptable only if correct colours have been assigned to objects.
- Include any textures with the delivered model folder.

Google SketchUp

- Remove/delete ALL furniture, fixtures, entourage and other unrequired objects.
- Use standard colours or materials in JPEG or PNG formats.
- Opacity maps can be used (preferably PNG).
- Provide clean model in native SKP 8.0 format.

Submitting a Form 17B application

To initiate a 17B Application for Development Approval, proponents should contact the SDAU at SDAU@dph.wa.gov.au. You will be emailed an authorisation code to upload the completed Form 17B and supporting documentation as above through the SDAU's online Large File Transfer system, <http://online.planning.wa.gov.au/sdau/>. All Form 17B requests must be submitted electronically. Each of the documents, appendices and drawing packages should be clearly named and uploaded individually in one transfer, with the SDAU file number referenced. See page 4.

A link to Form 17B can be found on the SDAU Forms and Fees page, www.wa.gov.au/sdau-forms-fees.



Application to amend or cancel approval for Significant Development (Form 17C)

Proponents with approved applications who wish to amend any part of the approval, including the condition relating to the Substantial Commencement period, should use this form. Please contact the SDAU for more information about this process.

In relation to applications to extend the Substantial Commencement period, proponents should note that only one extension can be applied for and any applications require thorough justification of the proponent's reasons for the extension, including but not limited to addressing whether:

- modifications, regardless of the nature/extent, have occurred to the planning framework since the development approval was granted
- the development is capable of approval and
- the holder of the development approval has actively and relatively conscientiously pursued the implementation of the development approval.

The justification should include the reasons why the amendment/s are proposed and provide detail about the impacts the proposed amendment/s will have on economic benefits stated to be delivered by the original approved development.

A link to Form 17C can be found on the SDAU Forms and Fees page, www.wa.gov.au/sdau-forms-fees. See page 4 for instructions about how to submit the application electronically.

Requirements for Clearance of Conditions of Development Approval

The SDAU, on behalf of the WAPC, is responsible for issuing the clearance of conditions of all Part 17 development approvals. This confirms, on the advice of relevant agencies or the local government, that each of the conditions of approval has been satisfied.

Applicants are required to have a pre-clearance meeting with the SDAU to discuss the clearance process and preliminary condition requirements. An applicant can engage with relevant agencies or the local government, as specified in the conditions, for preliminary comments or feedback to ensure the documentation addresses the necessary requirements, and this is generally encouraged as it helps streamline the overall process. However, this is considered voluntary preliminary engagement and does not form part of the clearance process.

In order to obtain clearance, the applicant must submit to the SDAU a Clearance of Conditions of Development Approval Matrix and copies of all technical reports and supporting documentation specified in the conditions, together with a copy of the final working drawings prepared for a building permit application. The matrix can be found on the SDAU Forms and Fees page, www.wa.gov.au/sdau-forms-fees. The drawings and documentation are to address the relevant conditions of development approval, and any variations from the approved plans must be clearly identified on the submitted drawings.

Where works and/or building permits are proposed to be staged, the SDAU may agree to a staged clearance of working drawings and associated conditions of approval. In such cases, the Matrix will need to identify which conditions are relevant to each of the stages of development, as agreed in consultation with the SDAU.

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Interim documentation and/or plans may be acceptable for the clearance of some conditions for the initial stages of the development. In instances where interim documents or plans are accepted by the SDAU, the documentation is required to identify the time or stage for the delivery of the final documents and/or plans.

A clearance request can be lodged electronically using the SDAU's online Large File Transfer system, <http://online.planning.wa.gov.au/sdau/>. Please contact SDAU Administration at SDAU@dph.wa.gov.au for upload authorisation codes. Please ensure that you select "Clearance of Conditions" from the dropdown menu as the purpose for the file upload and include the application's SDAU reference number. There is no fee for this service. See page 4 for further instructions.

Clearance requests cannot be submitted by email.

Applicants will receive a letter acknowledging receipt of the clearance request shortly after submission. An SDAU officer will check that the matrix, plans and documents submitted satisfy the conditions set out in the relevant Development Approval, and additional details will be requested if required. Advice may be sought from the local government or State Government agencies (referral agencies), as specified in the conditions, to assist in assessing condition-clearance. The SDAU will liaise with the

relevant referral agencies, provide clearance documentation and seek comments and advice as necessary. The referral agency will be requested to provide its comments within 21 days to provide a response to the SDAU, unless otherwise agreed to by the SDAU.

Once the SDAU is satisfied that the conditions have been met, it will provide a letter confirming Clearance of Conditions. For staged developments, the letter will relate only to the clearance of conditions that are relevant to that stage. The clearance letter and associated documentation will also be provided to the relevant referral agencies and local government (as applicable).

The overall timing of the clearance process will depend on the number of conditions to be cleared, the information provided and the number of agencies required to provide advice.

Enquiries

Further information about the SDAU can be found at www.wa.gov.au/SDAU

For any enquiries and to contact the SDAU, please email SDAU@dph.wa.gov.au or call 6551 9450.

The Western Australian Planning Commission recognises the diversity of the Aboriginal peoples of Western Australia and acknowledges the Traditional Owners and custodians and their connection to this land and its waterways. We pay our respect to Elders past and present and those who will follow in their footsteps.

Disclaimer

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