



Swan Valley guidance note

How to lodge a development application

December 2022

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment.

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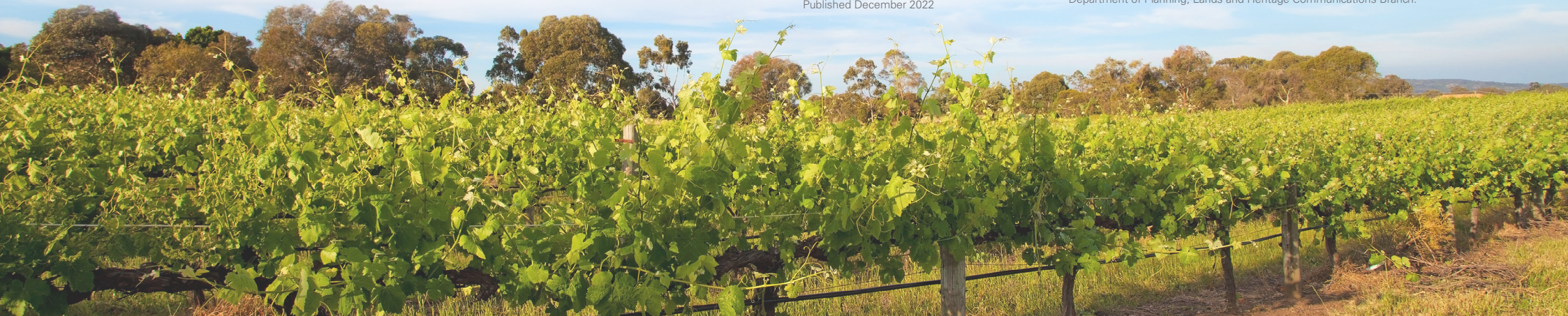
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On 6 August 2021, the Western Australian Planning Commission (WAPC) became the responsible authority for planning decision-making in the *Swan Valley Planning Act 2020* area. This means that all development applications must now be determined by the WAPC.

The applicable planning scheme for the Swan Valley is the Swan Valley Planning Scheme (as amended). This guidance note has been prepared to assist applicants submitting a development application to the WAPC.

Overview

Applicants may lodge an application for development approval via the Department of Planning, Lands and Heritage's [Online Lodgement Facility](#).

Lodging an application requires the applicant to:

- complete and upload the [Swan Valley Development Application Form](#)
- complete and upload the [Swan Valley Planning Application Checklist](#); and
- upload electronic copies of supporting information, such as development plans, Certificate(s) of Title, technical reports and any other related information.

Once lodged, your application will be reviewed to confirm that the information provided meets the Department's requirements, and whether any additional information is required before the application can be accepted.

The planning fee for your application will then be confirmed and payment will be requested. Information on fees can be found in the [Planning and Development Regulations 2009](#).

Further detail on how to upload an application is provided on page 3.



Step one - review and complete the swan valley planning application checklist

The [Swan Valley Planning Application Checklist](#) outlines the standard and type of information required by the Department to assess your application. It is important for applicants to review the checklist to ensure they have all the necessary information required to lodge an application. Submitting an application with insufficient detail or omitting required information will delay the assessment of your application and may result in your application not being accepted.

If you are unsure of what information to provide, please contact a Planning Officer from the Metropolitan North-East Land Use Planning team at the Department on 6551 8002.

Step two - complete the swan valley development application form

The [Swan Valley Development Application Form](#) must be submitted with all development applications. When completing the 'Proposed Development' section, if you are proposing a new land use, review the Land Use Terms in Schedule 1 of the [Swan Valley Planning Scheme No. 1](#) to identify the land use your proposal is defined as. If your application relates to an existing approval, you should refer to the approved land use the proposed works relates to.

Step three - lodge your application online

Once you have completed the Swan Valley Development Application Form and obtained the relevant information outlined in the Swan Valley Development Application Checklist, you can upload your application via the Department's [Online Lodgement Facility](#).

- When asked to select the relevant planning scheme that applies to the application, select 'Swan Valley Planning Scheme'.
- When asked the purpose of your application, select 'New Development Application'.
- A form will then generate below prompting you to provide details regarding your application and to upload your supporting documentation.

You will also be requested to provide your payment method and to input the relevant fee. Fees are in accordance with Schedule 2 of the *Planning and Development Regulations 2009*.

The Department will advise the planning fee relevant to your application once a Planning Officer has reviewed your application and confirmed that the information provided meets the Department's requirements.



What happens after my application is lodged?

The statutory timeframe for determination commences once the relevant fee has been received. The statutory timeframe will either be 60 or 90 days, depending on legislative requirements. For example, if an application is required to be advertised to the public, the statutory timeframe for determination will be 90 days. The Planning Officer responsible for assessing the application will contact the person/company nominated as the applicant during the assessment period.

Please note that not all developments require planning approval. Clause 56 of the [Swan Valley Planning Scheme No. 1](#) provides limited circumstances where certain types of development and land uses may be exempt from the requirement of obtaining planning approval, subject to specific criteria.

As part of the application conformance process, the Department will check whether the proposal is exempt from the requirement of planning approval. If a proposal is exempt, the Department will confirm in writing the cancellation of the application and no fees are to be paid.

It is important to note that an exemption from obtaining planning approval under the Swan Valley Planning Scheme No. 1 does not exempt landowners/applicants from the requirement of obtaining all other necessary approvals, including a building permit from the City of Swan.



Summary of the application process

