

DEVELOPMENT APPLICATION CHECKLIST

Lodgement Requirements

Application Signatures	<p>The MRS Form is to be signed by the registered proprietor/s as shown on the certificate/s of title.</p> <p>Where the landowner/s cannot sign, an authorised agent can sign and attach evidence of the authority.</p> <p>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.</p> <p>Appropriate company signatory/ies include one director and the company seal, two directors or one director and one secretary. Eg: _____ John F. Smith - Director Peter S James - Director. Smith Pty Ltd Smith Pty Ltd</p> <p>Or _____ John F. Smith - Sole Director Smith Pty Ltd</p> <p>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.</p>
Certificate of Title	Ensure the Certificate of Title/s is/are current and provide copy/s.
Change of Name	<p>Applications made by either private owners or companies who have changed names to that depicted on the Certificate of Title, must provide supporting documentation showing the change of name such as:</p> <ul style="list-style-type: none"> • 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 and email address is essential, in the event more information is required and for issuing correspondence relating to the Department's decision.
Contracts of Sale	<p>Where the land has entered into a contract of sale or offer and acceptance, evidence of landowner's consent must be provided. Relevant evidence may include;</p> <ul style="list-style-type: none"> • an express provision of consent by the vendor on the

	<p>contract of sale or offer and acceptance,</p> <ul style="list-style-type: none"> • a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application or • a copy of the transfer of land document that incorporates a lodgement receipt.
Crown Land	<p>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 Lands, stating the name and position. Alternatively, a letter of consent from the authorised Crown Land officer.</p>
Deceased Estates	<p>Where the land is registered in joint tenants, a copy of the death certificate of the deceased landowner 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</p>
Emailed documents	<p>Emailed applications or documents are acceptable, however the application must be signed by the registered proprietor/s.</p>
Government Agencies	<p>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/s. Alternatively, a letter of consent signed by an authorised officer.</p>
Site Plans	<p>Please refer to Appendix 2 in Development Control Policy 1.2 for the site plan requirements. http://www.planning.wa.gov.au/5133.asp</p>