

# Application for Development Approval Checklist

## Development Assessment Panel (DAP) Applications

This checklist is to help you prepare a development approval application that will be determined by the Metro Outer Joint Development Assessment Panel (JDAP).

This includes development applications where the estimated cost of the development is \$10 million or higher; and applications where the value is between \$2 million and \$10 million and the applicant elects the development is to be determined by the JDAP.

This excludes development applications for the construction of a single house, less than ten grouped or multiple dwellings, carports, shade sails, outbuildings, sheds or other incidental development.

Prior to submitting an application:

- **Pre-lodgement discussion:** It is requested that you discuss with a Senior Urban Planner and/or the Coordinator Planning Approvals. This will assist the City to determine if there are any additional application requirements directly related to the nature of your proposed development.
- **Joondalup Design Review Panel:** All planning proposals that will be determined by the JDAP are subject to review by the Joondalup Design Review Panel prior to lodgement. Further information is available on the City's website [joondalup.wa.gov.au](http://joondalup.wa.gov.au).

### Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service, available at [joondalup.wa.gov.au](http://joondalup.wa.gov.au);
- In person by visiting the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup; or
- Posting to the City of Joondalup, PO Box 21, Joondalup WA 6919.

Following lodgement, the application will be checked to ensure all information is provided. If the application is incomplete, it will be returned to the applicant outlining the missing information. When all information has been received, an email acknowledging receipt will be sent to the applicant (as indicated on the application form). The City will also provide a copy of your application to the DAP Secretariat, and from there a due date will be set for the City's *Responsible Authority Report*.

Further information may be requested after a full assessment has been undertaken. Given the timeframes in which the City is required to provide its report to the DAP any requests for further information will need to be addressed promptly.

For further information regarding the DAP application process please visit the Department of Planning, Lands and Heritage website.

### Application requirements

Documentation	Required information	Provided	
		Yes	N/A
Application forms	Application for Development Approval Form		
	MRS Form 1		
	DAP application form		
Fees	Development application fee in accordance with the City's Fees and Charges. DAP application fee <i>Note: if the application is lodged online, the City will send an invoice to the applicant providing payment details</i>		
Plans and details of proposed development	Refer to the relevant Application for Development Approval checklist based on the specific development type (e.g commercial checklist for commercial developments)		