



CHECKLIST FOR APPLICATION TO AMEND A DEVELOPMENT APPROVAL

Under clause 77 of Schedule 2, Part 9 of the Planning and Development (Local Planning Schemes) Regulations 2015, an owner may submit an application to the Town to amend a development approval to do any or all of the following:

1. Amend the approval to extend the period within which any development approved must be substantially commenced;
2. Amend or delete any condition to which the approval is subject;
3. Amend an aspect of the development approval which, if approved, would not substantially change the development approved;
4. Cancel the approval.

Please note: Further to point 3 above, substantial changes to approved development plans will require a new development application to be submitted to the Town.

DAP Applications

If the original Development Application was determined by the Development Assessment Panel, applicants can opt to have the application determined by either the relevant local government or the DAP. A DAP Form 2 application form and fee is required to be submitted to the local government should you choose the DAP to determine the application. All amendments to DAP determinations require an appointment to be made with a Planning Officer before lodgement.

Application Requirements	Applicant to Check	Office Use
APPLICATION TO AMEND A DEVELOPMENT APPROVAL FORM Must be the original, fully completed and signed by the owner.	<input type="checkbox"/>	<input type="checkbox"/>
APPLICATION FEE Applicable planning fee (Please refer to Planning Fee Schedule) https://www.mosmanpark.wa.gov.au/services/building-and-development/statutory-planning/development-application-forms#Fees	<input type="checkbox"/>	<input type="checkbox"/>
CERTIFICATE OF TITLE Showing all Lot area and dimensions (Copies must not be older than 6 months through Landgate) https://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title	<input type="checkbox"/>	<input type="checkbox"/>
PLANS (Electronic copies only) Detail on plans provided as per the checklist and to scale at 1:100 or 1:200 (preferably)	<input type="checkbox"/>	<input type="checkbox"/>

Please note, only those areas marked in red clouds on the plans are included in the final approval.		
COPY OF ELECTRONIC APPLICATION & PLANS		
One (1) electronic copy of ALL items listed on this checklist is required To be submitted in PDF format and meet the following requirements:		
<ul style="list-style-type: none"> • unlocked, no security or passwords • to scale • Optimised for minimum file size (Max 10MB) – Email or drop box links to admin@mosmanpark.wa.gov.au 	<input type="checkbox"/>	<input type="checkbox"/>
COVER LETTER		
Outline the proposed changes to the original approval in detail.		
THIS CHECKLIST		
Completed and signed by the applicant		
PREVIOUS APPROVAL NUMBER		

Additional information required per application type	Applicant to Check	Office Use
EXTENSION OF TIME TO CURRENT DEVELOPMENT APPROVAL		
<ul style="list-style-type: none"> • A letter addressing whether: <ul style="list-style-type: none"> • the planning framework has substantially changed since the development approval was granted, • the development would likely receive approval now; and • the holder of the development approval has actively and relatively conscientiously pursued the implementation of the development approval 	<input type="checkbox"/>	<input type="checkbox"/>
DEVELOPMENT REQUEST TO AMEND AND/OR DELETE CONDITION(S) OF DEVELOPMENT APPROVAL		
<ul style="list-style-type: none"> • A letter explaining: <ul style="list-style-type: none"> • why the amendment is being sought and advising what works have commenced on site (if any); • If the amendment/deletion of conditions results in changes to the approved development plans; • a new set of plans highlighting the changes in red clouds (or a format that is agreed with by the Town before lodgement) must be attached. 	<input type="checkbox"/>	<input type="checkbox"/>
AMENDMENT(S) TO DEVELOPMENT APPROVAL		
<ul style="list-style-type: none"> • Itemised list of amendments to the development approval; • Plans that highlight the proposed changes in red clouds (or a format that is agreed with by the Town before lodgement). 	<input type="checkbox"/>	<input type="checkbox"/>
CANCEL DEVELOPMENT APPROVAL		
A letter listing the reasons for the cancellation.		
	<input type="checkbox"/>	<input type="checkbox"/>

Notwithstanding the contents in this checklist, please note that the Town reserves the right to request additional information as required for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports. For larger applications, applicants are encouraged to arrange an appointment with a Planning Officer prior to lodgement.

Certification of Assessment	
Name of Applicant: _____	
Site Address: _____	
<p>I certify that I have assessed the plans and provided all of the required information for the development proposed for the site above. If the information is not provided, the application may be returned or placed on hold until all required information is received.</p> <p>I understand that the information provided including plans attached forming part of the planning application may be made available to the public on the local government website.</p> <p>I understand that if advertising of the application is required by the Town a fee (in accordance with the Town's adopted fees and charges schedule) will be invoiced to the applicant.</p>	
Signature: _____	Date: _____

Document Control

Managed by: Regulatory Services	Responsible Person: Senior Planning Officer	Current Version: 2.0
Status:	Approved by:	Date approved:
File Number:	Next review date:	Security classification:

Revision Record

Date	Version	Changelog	Reference	Approved by
13/08/2019	2.0	Redrafted from original uncontrolled document. Clause 77 of P&D regulations.		SPO