Application for Development Approval
- Online Lodgement Guide

Applications for Development Approval can be lodged online through this [form](). No login or registration is necessary to commence lodging online but please note that incomplete forms can **not** be saved.

Please note that applications that are to be approved by the Development Assessment Panel must, for now, be lodged via hardcopy. In these complex cases, please contact the City to discuss submission requirements.

Prepare

Before commencing the online form, please ensure that you have the following:

1. **Plans and documents ready to upload**

   a) *Checklists:* refer to the relevant application [checklist]() for details of the plans and information to be submitted.

   b) *Owner's signature:* **one (1)** of the following documents needs to be provided containing the owner's signature:
      - Application for Development Approval Form, or
      - Application for Development Approval Signature Form, or
      - 'Authority to Sign' form/letter.

   c) *One file:* all plans and documents are to be combined into a single file. The form will only permit one file to be uploaded.

   d) *File formats accepted:* an unlocked pdf is preferred. Other formats accepted where necessary include doc, bmp, jpg, gif, ppt, msg, rtf, xls, xlxs, odp, ods, odt or png.

2. **Information to be entered into the form**

   Please refer to an '[Application for Development Approval Form]()' - the details required for the online form are similar to those required for the paper form.

3. **Credit card**

   Please refer to the '[Related Fee]()' schedule. Please ensure that you have sufficient limit on your credit card for the fee. Amex is not accepted.

   Please note that additional fees may be identified during the processing of the application. These will be invoiced separately.

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City of
South Perth

Filling in the online form

- Incomplete forms can NOT be saved.

- When there is a ❓ symbol, hover the cursor over it to see the help text.

- Fields marked with a red asterisks (*) are compulsory. As much as possible, non-compulsory fields should also be filled in.

- ⚠️ symbol means that there is a compulsory field that needs to be completed before continuing to the next page.

- Recently subdivided lots may not yet be entered into the City's system. Where that's the case, enter the previous lot/street number of the parent lot.

After the online form is submitted

- If you don't receive an auto-reply email within an hour of submitting your application, please check the junk and spam folders of your email before contacting the City.

- If you don't receive contact from a Planning Officer or an acknowledgement email within 5 working days of submitting your application, please contact the City.

Should you have any further questions regarding your online application please contact the City by telephone on 9474 0777 or via email to enquiries@southperth.wa.gov.au *.*