

STEP BY STEP DEVELOPMENT APPLICATION PROCESS

Legend

Optional but highly recommended step



Only if applicable step



Mandatory Step



Pre-application

- Review requirements before you apply
- Find out about the Planning Scheme
- Consider if you need to talk to your neighbours
- Consider engaging a consultant



- Shire will be in contact seeking payment & Request for Further Information if the information from lodgement is missing.
- Shire will also provide you with a unique DA reference number for all future correspondence.
- Once the invoice is paid, you will receive a formal acknowledgement notice and the timeframe for determining the DA commences at this date

DA Fee Processed

Advertising Required (90 day determination period)

Public consultation to neighbours: 14-21 days (dependent on proposal)
External referral to government authorities and agencies: up to 42 days

Assessment & Determination

Shire assess all aspects of the DA and make a decision

Note: A complete, high quality development application can reduce the likelihood of receiving a RFI later

Lodgement

- Ensure you have the required application information (DA form, applicable checklist, plans, cover letter and required reports)

Initial Assessment & Request for Further Information

- Shire will begin assessing your DA. This will determine if external referrals and advertising is required.
- Shire may request for further information to assist in the assessment. A period of up to 21 days to provide this information will be granted, dependent on the complexity. The 21 day period is not counted towards the 60-90 assessment timeframe

Advertising not Required (60 day determination period)

Appeal Decision

Applicant has right of review by SAT is aggrieved by determination within 28 days of decision date



Health Permit Lodgement

Dependent on your development. Can only be determined after step 6 and possibly step 8 have been completed

Building Permit Lodgement

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