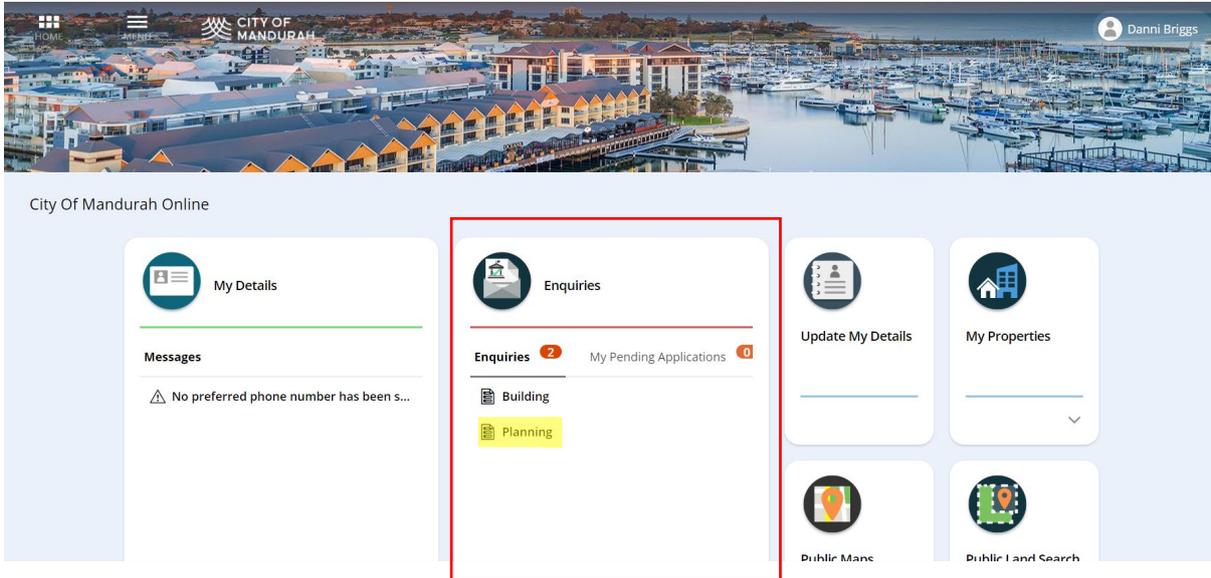


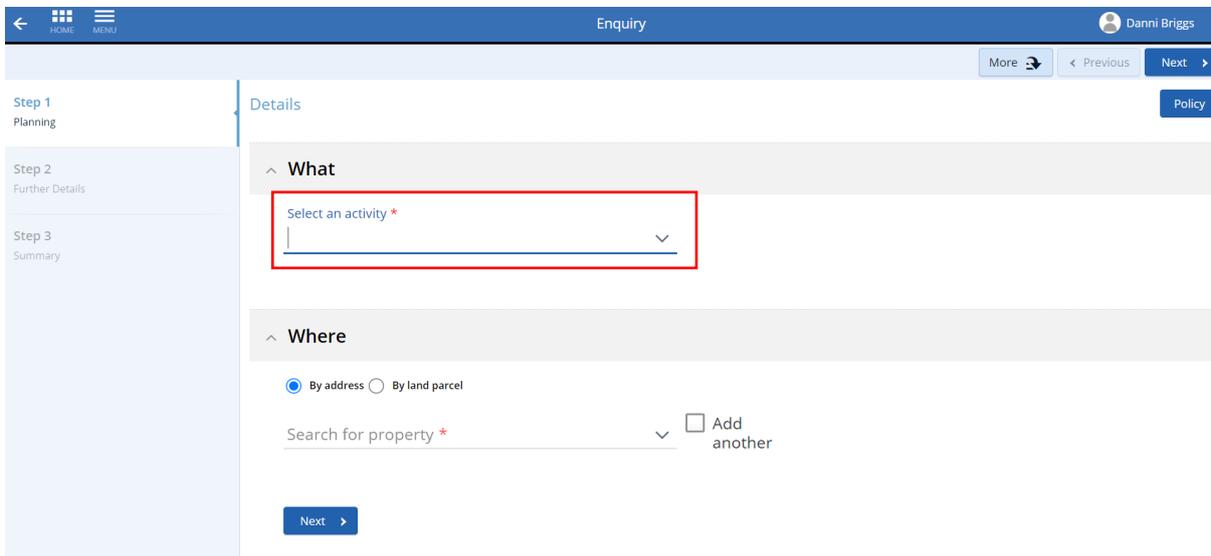
Lodging a Planning Application

1. From the City of Mandurah Online homepage, find the 'Enquiries' tile and select 'Planning'.



2. Select the activity type that relates to what application you are raising. The options here are:
 - a. Deemed-to-Comply Check for Single Houses
 - b. Development Application
 - c. Local Development Plan
 - d. Peel Region Scheme Application
 - e. Request a Prelodgement Meeting
 - f. Request for Written Planning Advice
 - g. Strata Plan Approval/Endorsement
 - h. Subdivision Clearance

If you are unsure which application you need to submit, please call us on 9550 3748.



3. Search for the property or land parcel where the application will take place. If you need to add more than one property, use the 'Add Another' checkbox.

^ **Where**

By address By land parcel

Add another

4. Click 'Next'.
5. A form will appear. Please fill out all relevant details as prompted and click 'next' when you have completed each section. Please note: Anything that contains a red Asterisk is a mandatory field. Some of the fields, when an answer from a drop-down list, is selected, will black out. If you need to make a change to this answer, you will need to start the application again.

^ **Proposed Development**

Has the development commenced or been carried out? *

Are you opting to have this application determined by the Development Assessment Panel (DAP) / Is this a mandatory DAP application?

^ **Prelodgement Advice**

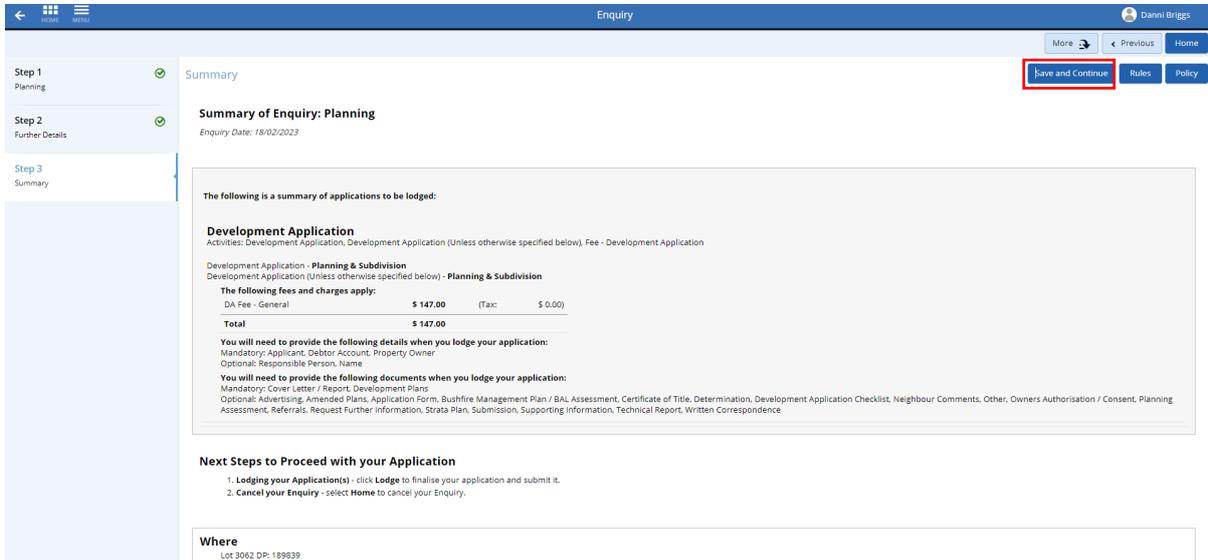
Have you had prelodgement discussions with the City regarding the proposed development?

^ **Public Viewing**

I acknowledge that the information and plans provided with this application may be made available by the local government for public viewing in connection with the application *

6. Once the required fields have been entered, click 'next'.

- You will be taken to a summary page where any applicable fees relating to your application will be listed. Click Save and Continue to save the application as a draft and continue with lodgement.



Enquiry

Step 1 Planning ✓

Step 2 Further Details ✓

Step 3 Summary

Summary

More Previous Home

Save and Continue Rules Policy

Summary of Enquiry: Planning
Enquiry Date: 18/02/2023

The following is a summary of applications to be lodged:

Development Application
Activities: Development Application, Development Application (Unless otherwise specified below), Fee - Development Application

Development Application - **Planning & Subdivision**
Development Application (Unless otherwise specified below) - **Planning & Subdivision**

The following fees and charges apply:

| | | |
|------------------|------------------|----------------|
| Dk Fee - General | \$ 147.00 | (Tax: \$ 0.00) |
| Total | \$ 147.00 | |

You will need to provide the following details when you lodge your application:
Mandatory: Applicant, Debtor Account, Property Owner
Optional: Responsible Person, Name

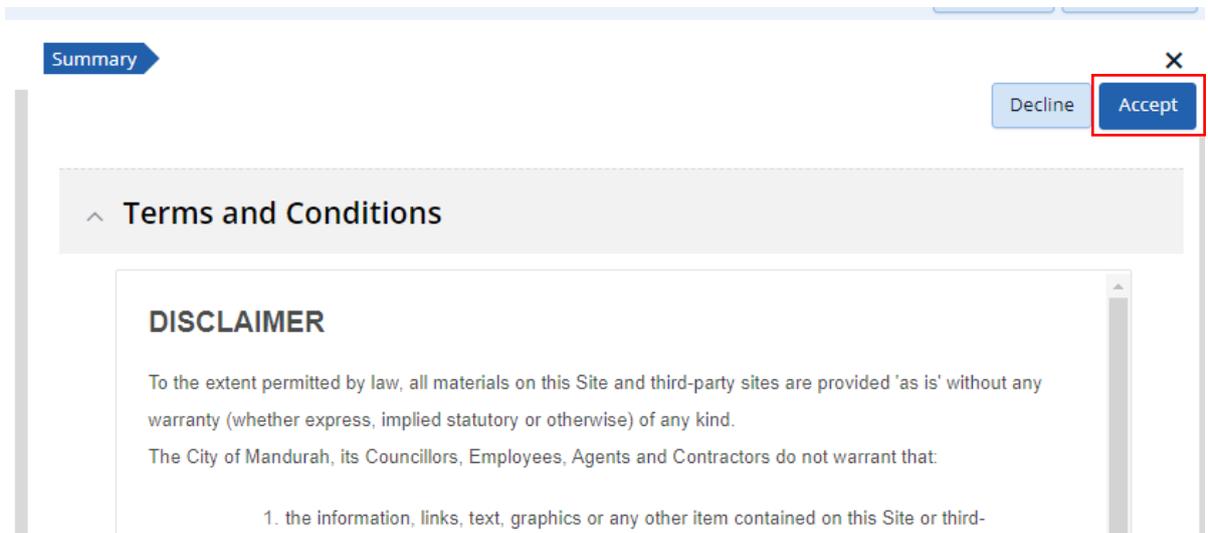
You will need to provide the following documents when you lodge your application:
Mandatory: Cover Letter / Report, Development Plans
Optional: Advertising, Amended Plans, Application Form, Bushfire Management Plan / BAL Assessment, Certificate of Title, Determination, Development Application Checklist, Neighbour Comments, Other, Owners Authorisation / Consent, Planning Assessment, Referrals, Request Further Information, Strata Plan, Submission, Supporting Information, Technical Report, Written Correspondence

Next Steps to Proceed with your Application

- Lodging your Application(s) - click **Lodge** to finalise your application and submit it.
- Cancel your Enquiry - select **Home** to cancel your Enquiry.

Where
Lot 3062 DP: 189839

- Read and accept the terms and conditions that appear on the right-hand side of the screen.



Summary

Decline Accept

Terms and Conditions

DISCLAIMER

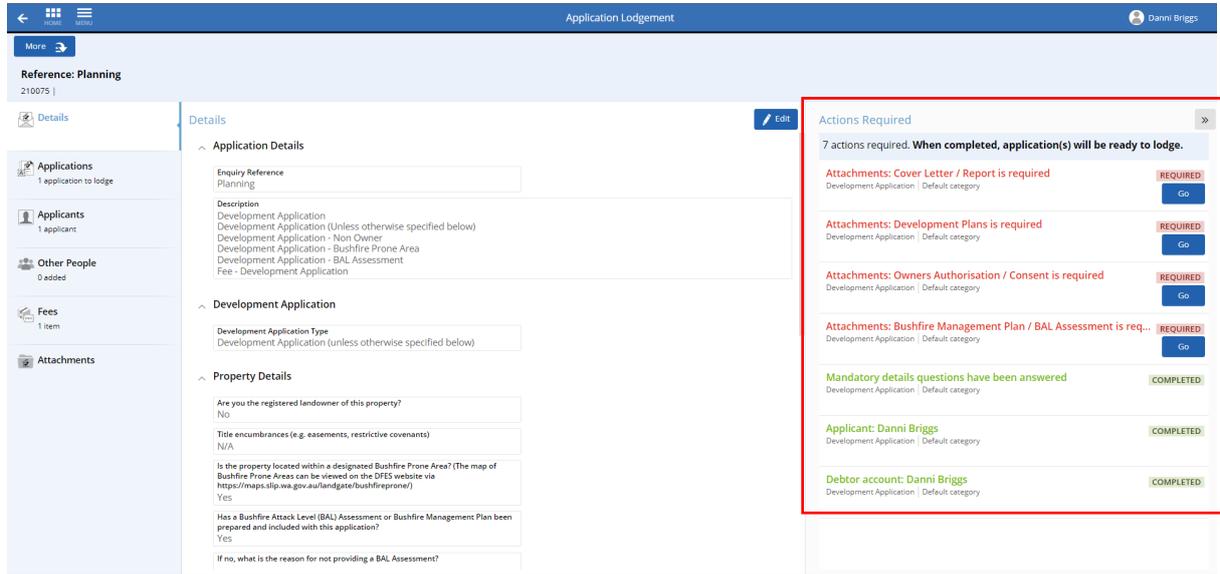
To the extent permitted by law, all materials on this Site and third-party sites are provided 'as is' without any warranty (whether express, implied statutory or otherwise) of any kind.

The City of Mandurah, its Councillors, Employees, Agents and Contractors do not warrant that:

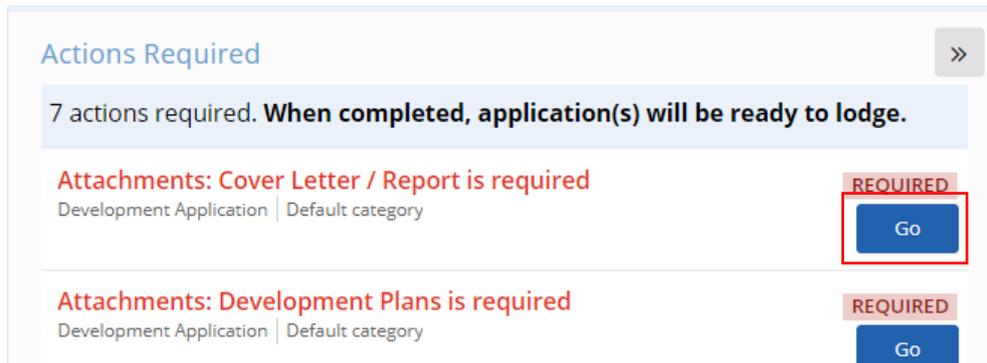
- the information, links, text, graphics or any other item contained on this Site or third-

- On the final lodgement page, a list of required actions will appear on the right-hand side of the screen. You will not be able to proceed with the application until all actions have been completed.

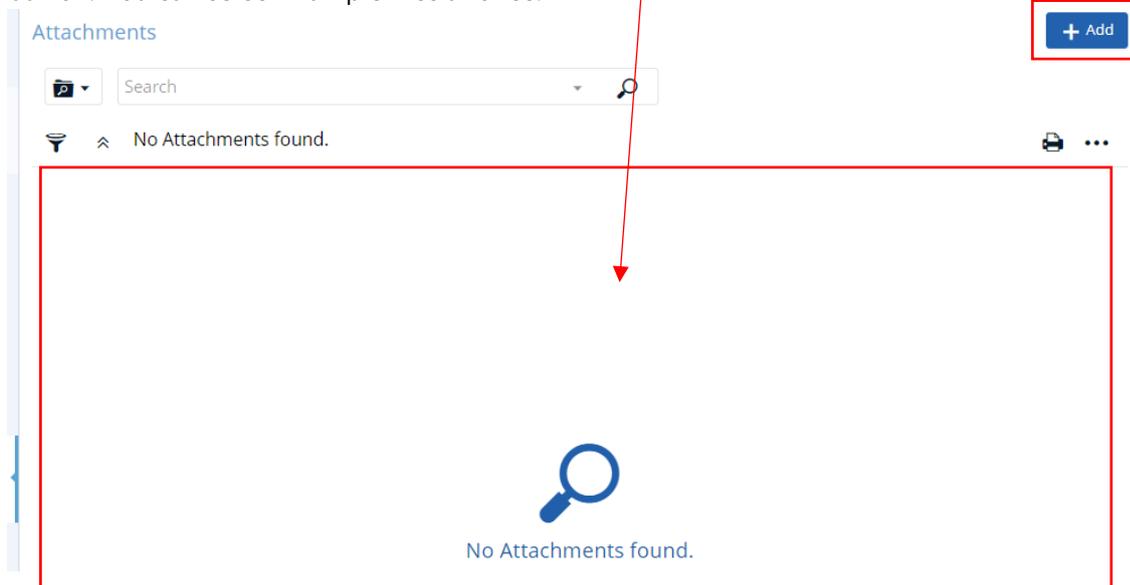
Note: if you're on a laptop or smaller screen, you may need to zoom out to see these.



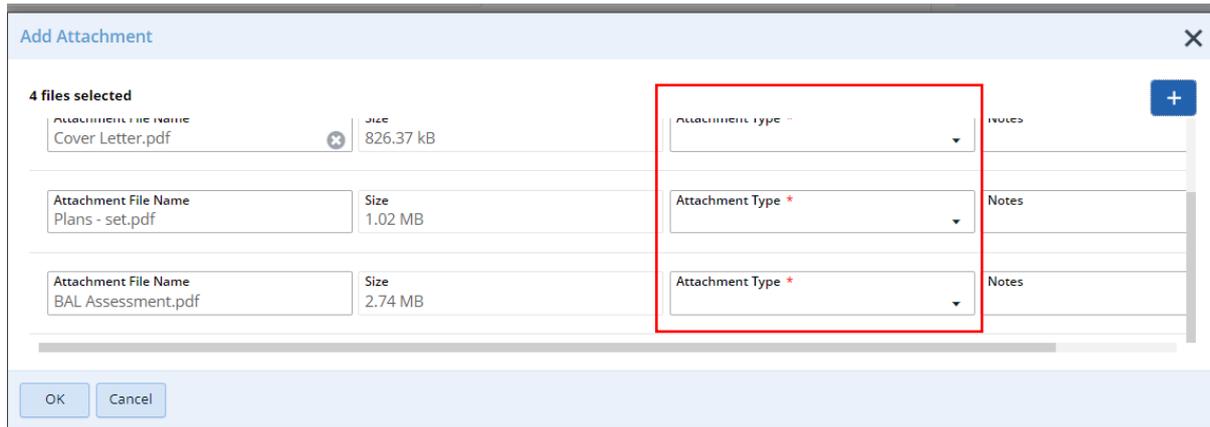
- To add the attachments, you can click 'Go' on the Actions Required panel, or click the 'Attachments' tab on the left hand side of the screen.



- Once in the Attachments tab, you can either drag and drop the files onto this page, or use the '+Add' button. You can select multiple files at once.

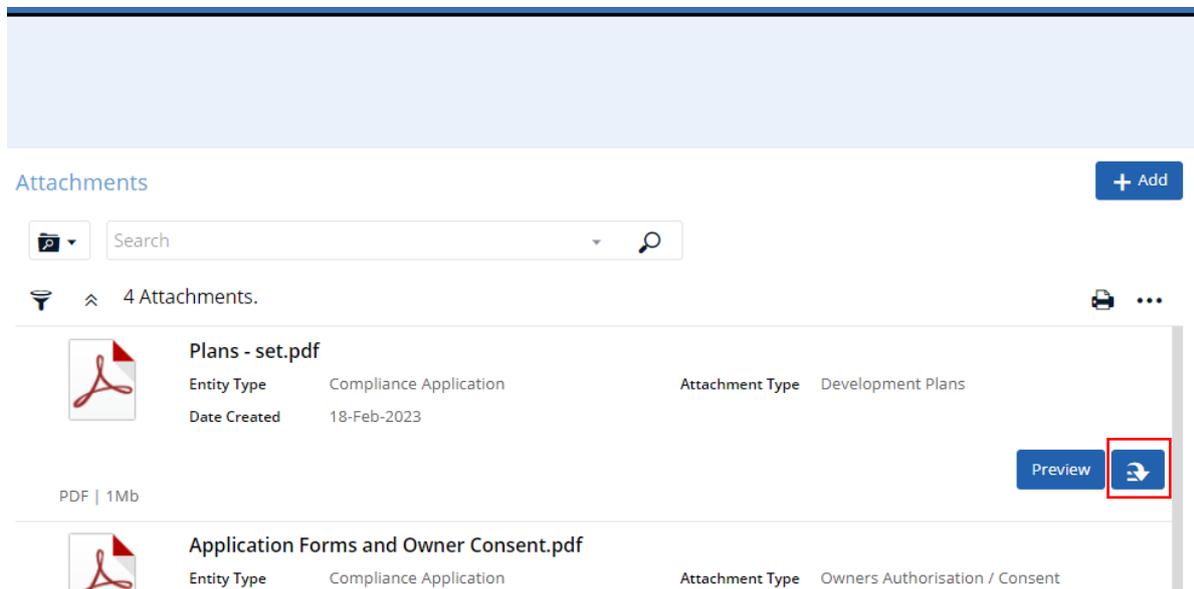


12. You will be prompted to add select the Attachment Type for each file. Please make sure that upload at least one file for each required Attachment Type (visible on the right hand side of the screen). For example, a Development Application will require 'Cover Letter / Report' and 'Development Plans' as a minimum. 'Owner's Authorisation / Consent' and 'Bushfire Management Plan / BAL Assessment' will be required if you are not the property owner and/or the property is a designated bushfire prone area.
- Tip: For Development Plans, it is recommended that you combine all plans into one PDF (e.g. site plan, floor plans, elevations etc) to minimise the number of files you upload.



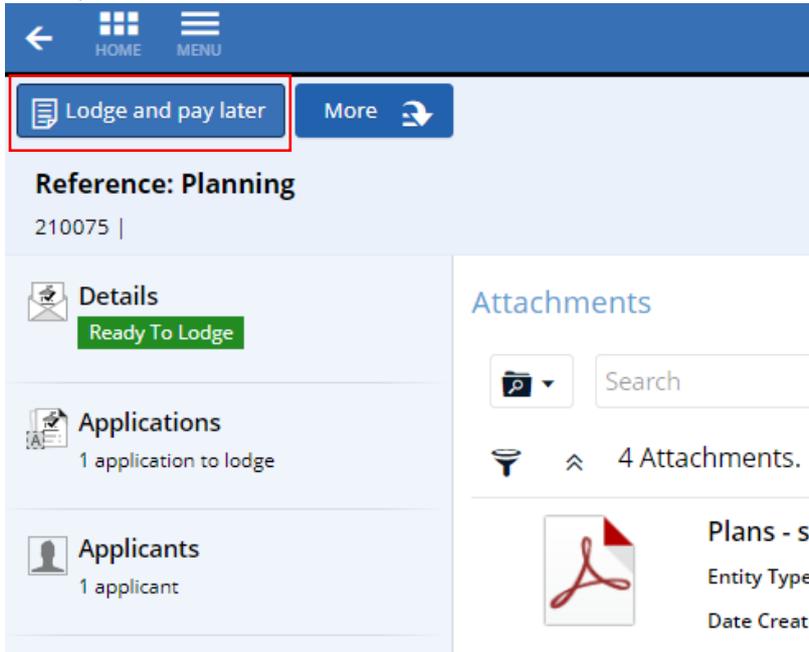
| Attachment File Name | Size | Attachment Type | Notes |
|----------------------|-----------|-----------------|-------|
| Cover Letter.pdf | 826.37 kB | | |
| Plans - set.pdf | 1.02 MB | | |
| BAL Assessment.pdf | 2.74 MB | | |

13. If you accidentally select the wrong attachment type, you can amend this by clicking the arrow and selecting 'Edit Attachment Details'.



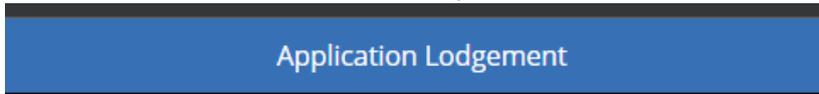
| Attachment Name | Entity Type | Attachment Type | Size |
|---|------------------------|--------------------------------|------|
| Plans - set.pdf | Compliance Application | Development Plans | 1 Mb |
| Application Forms and Owner Consent.pdf | Compliance Application | Owners Authorisation / Consent | |

14. Once all the mandatory information has been completed, the 'Lodge and pay later' button will appear on the top left corner.



The screenshot shows a mobile application interface. At the top, there is a blue navigation bar with a back arrow, 'HOME', and 'MENU' icons. Below this, a light blue bar contains a button labeled 'Lodge and pay later' (highlighted with a red box) and a 'More' button with a right-pointing arrow. The main content area is divided into two columns. The left column has three sections: 'Details' with a 'Ready To Lodge' green badge, 'Applications' showing '1 application to lodge', and 'Applicants' showing '1 applicant'. The right column has an 'Attachments' section with a search bar and a list of 4 attachments, including a PDF icon labeled 'Plans - se' with sub-headers 'Entity Type' and 'Date Create'.

15. Click 'Lodge and Pay Later' to lodge the application. You will be provided with the application number as a reference. The invoice will be sent to your email address (or the debtor details if different).



A blue banner with the text 'Application Lodgement' in white.

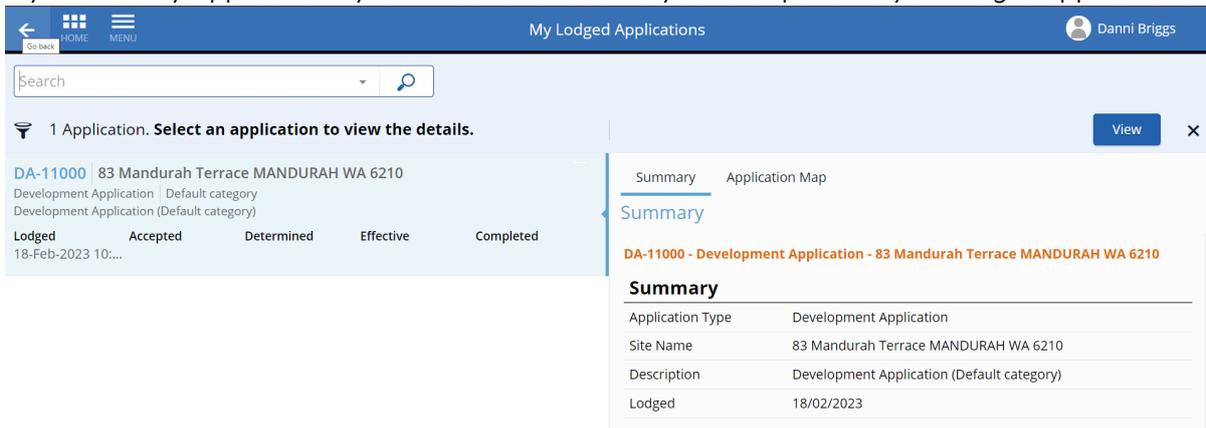


Application Successfully Lodged

Reference number: DA-11000

[My Applications](#)

16. If you click 'My Applications' you will be taken back to your user portal to your lodged applications.



The screenshot shows the 'My Lodged Applications' user portal. The top navigation bar is blue and includes a 'Go back' arrow, 'HOME', 'MENU', and the user's name 'Danni Briggs'. Below the navigation bar is a search bar. The main content area shows '1 Application. Select an application to view the details.' with a 'View' button. The application details for 'DA-11000' are displayed, including the address '83 Mandurah Terrace MANDURAH WA 6210' and a progress bar with stages: 'Lodged' (18-Feb-2023 10:00), 'Accepted', 'Determined', 'Effective', and 'Completed'. A 'Summary' sidebar is open on the right, showing the application type as 'Development Application', site name as '83 Mandurah Terrace MANDURAH WA 6210', and lodgement date as '18/02/2023'.