

# Planning Information Sheet: Making Applications

## WHAT IS A DEVELOPMENT APPROVAL?

A Development Approval is a legal document that allows you to undertake development like building a new house or making modifications to an existing building. Development Approvals specify the design and other documents that the development must follow, such as plans for the location and design of the buildings. The Development Approval will also specify the timeframe that you have to start work on the development.

## WHAT IS THE DIFFERENCE BETWEEN A PLANNING AND A BUILDING APPLICATION?

Planning relates to the use and development of land for a specific proposal while Building relates to the construction or alteration of buildings and their structural safety.

The Development Application and Building Permit processes are mandated under different legislation (being the *Planning & Development Act*, and the *Building Act*) and as a result are very different processes.

When both a Development Application and Building Permit are required for a proposal, then the Development Application must be approved and issued before the Building Permit can be. The Building Permit must be consistent with the Development Approval.

## CAN I APPLY FOR A BUILDING PERMIT (BA) AND A DEVELOPMENT APPLICATION (DA) AT THE SAME TIME?

A Development Application and Building Permit can be submitted at the same time; however the Development Application must be approved and issued before the Building Permit can be. The City recommends that the Building Permit is submitted following the Development Approval as a Building Permit must be consistent with the Development Approval for it to be issued.

## APPLICATION LODGEMENT AND FEES

All application forms are available on the City of Canning's website or for collection from the customer service counter at the City's Civic and Administration Centre.

All applications must have an email address noted for both the applicant and the owner. If you do not have an email address, please advise the Approval Services team to arrange to have the approval printed and posted by exception.

Planning applications can be lodged via the following methods:

- Online through the City's Online Lodgement Portal;
- By post addressed to City of Canning Planning Services, Locked Bag 80, Welshpool, Western Australia, 6986; or
- In person at the City of Canning, 1317 Albany Highway Cannington (Cnr Albany Highway and George Street West).

Every application requires a completed application form signed by the owner of the land, a completed checklist, plans drawn to scale and payment of fees. Applications that do not meet these requirements may not be accepted for lodgement.

An estimate of the development application fee can be calculated via the City's Planning Fee Calculator using an estimated cost of development. The exact fees will be confirmed at the time of lodgement and will vary if the development value differs. Please note that if the application is for works that have already been completed the application is considered retrospective. Retrospective applications will incur three times the fee listed in the Planning Fee Calculator.

Additionally, an applicant may choose to submit a Joint Development Assessment Panel (JDAP) application where the estimated cost of development is between \$2 million and \$10 million. For applications that are valued at more than \$10 million the applicant must submit a JDAP application. For all JDAP applications please refer to the planning fee schedule for clarification of the fees.

## WHO IS ALLOWED TO SIGN AN APPLICATION FORM?

When lodging an application, please review, fill out and submit the relevant forms. Incomplete applications will not be accepted and returned to the applicant. Once an application is formally lodged and received, a letter will be sent to the applicant acknowledging receipt of the application. All landowners are required to sign a development application form under 'owner details'. The applicant must sign the development application form under 'applicant details'. In limited circumstances, the City will allow particular individuals to sign the development application form (i.e. the CEO of a business that owns land, a power of attorney or the executor of a deceased estate).

## WHAT IS A CERTIFICATE OF TITLE?

A Certificate of Title is an official land ownership record. You can also find out whether there are any encumbrances, notifications or caveats listed against the title which may impact what can be done on the land.

WESTERN AUSTRALIA  
RECORD OF CERTIFICATE OF TITLE  
UNDER THE TRANSFER OF LAND ACT 1985  
REGISTRAR OF TITLES

LOT 63 ON PLAN 3002  
LAND DESCRIPTION:  
REGISTERED PROPRIETOR:  
FIRST SCHEDULE  
SHIRE OF SWAN OF GREAT NORTHERN HIGHWAY, MIDDLE SWAN  
(T 291046) REGISTERED 1 OCTOBER 1979  
LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:  
SECOND SCHEDULE

STATEMENTS:  
SKETCH OF LAND: 1543 263 (6AP1902)  
PREVIOUS TITLE: 1277 256  
PROPERTY STREET ADDRESS: 53A MORRISON RD, WOODBRIDGE  
LOCAL GOVERNMENT AREA: CITY OF SWAN

LANDGATE COPY OF ORIGINAL NOT TO SCALE Wed Feb 27 15:50:02 2008 JOB 23456789

Source: [https://www0.landgate.wa.gov.au/data/assets/pdf\\_file/0017/3365/Sample\\_Standard\\_Property\\_Report.pdf](https://www0.landgate.wa.gov.au/data/assets/pdf_file/0017/3365/Sample_Standard_Property_Report.pdf)

## HOW CAN I GET A COPY OF A CERTIFICATE OF TITLE?

The City doesn't administer Certificates of Title and does not have the right to distribute or provide copies of Certificates of Title, approved survey plans or registered caveat documents. You can order a copy of a Certificate of Title (and associated diagram of survey) to find current ownership information for any property in Western Australia, even if you don't own it, from Landgate.



Linking you to land and property in Western Australia

- Certificate of Title
- NotifyMe >
- Current Ownership >
- Name Search Report
- Associated documents >
- Survey or strata plans >
- Strata reform >
- Historical records >
- Property ownership >
- Forms & fees >

## Certificate of Title

A Certificate of Title is an official land ownership record. You can order a copy of a Certificate of Title to find current ownership information for any property in Western Australia, even if you don't own it.

### Sketch Titles

Sketch information, showing the legal boundary and survey dimensions, is now included on the plan as a scanned image. We now use digital titles instead of paper titles as the register record for new parcels of land. As the sketch of the land was previously hand drawn onto the paper title, these are no longer available on the digital Certificate of Title. To obtain a sketch, you can order a copy of the previous paper title (where one exists) through Land Enquiry Services if you have a MyLandgate account. If you don't have a MyLandgate account, you will need to complete the **Manual request for paper title or SMR digital history list form** and forward it to Landgate for processing.

If a sketch is not available for a parcel of land, or you would prefer the most recent and official record of the legal boundaries, you can **purchase the plan online from Landgate**.

[Order now](#)

#### Quicklinks

- [Associated documents](#)
- [NotifyMe](#)
- [Changing title details](#)
- [Replacing a lost title](#)
- [Title fraud prevention](#)
- [Lodging a caveat](#)

#### Related documents

- [Name suppression](#)

Source: <https://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title>

#### Disclaimer

*This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City of Canning encourages you to seek professional advice before acting on any information contained in this document. Please contact the City of Canning if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.*

Updated September 2020  
HPRM D20/34377

