

# DAF Benchmarking Key Indicators – Development Application and Decision Forms

## STAGE 2 OF THE PLANNING LIFECYCLE: ASSESSMENT

*Clear requirements and criteria for submitting and assessing an application should be available at the outset to ensure appropriate outcomes.*

### Leading Practice Four: Track-Based Assessment

Development application should be streamed into an assessment 'track' that corresponds with the level of assessment required to make an appropriately informed decision. The criteria and content for each track is standard.

Adoption of any track is optional in any jurisdiction, but it should remain consistent with the model if used.

### QUALITATIVE DATA:

	Context	SA	WA	VIC	ACT	NSW	QLD
1.	<p>Is there a standard development application &amp; decision form (template) for all types of development proposals?</p> <p>If yes, is it mandatory that all councils use these standard forms?</p>	<p>Yes</p> <p>Councils may develop and use their own forms as long as they comply with s.39 (1) of the <i>Development Act (applications)</i> and s.42 (1) of the <i>Development Regulations (decision forms)</i>.</p>	<p>Yes.</p> <p>For local planning schemes these are set out in Schedules 6 and 9 of the Model Scheme Text respectively (i.e. Appendix B of the Town Planning Regulations 1967).</p> <p>For region planning schemes these are set out in schedules in each scheme.</p> <p>There are separate application forms for subdivision approval. These are made under Regulation 4 of the Town Planning and Development (Subdivision) Regulations 2000 and under the Strata Titles General Regulations 1996.</p> <p>The use of these forms is</p>	<p>Yes. The Victorian system provides one application form to be used for all types of development proposals.</p> <p>It is not a mandatory form, but most councils are using the form voluntarily. As we are moving towards a single state-wide system for electronic lodgement (as a new lodgement option – a hard copy system will be maintained) we will be moving to a mandating the form.</p>	<p>Yes</p> <p>No Councils in ACT, 1 set of forms across Territory</p>	<p>The EP&amp;A Regulation prescribes the basic information required.</p> <p>Councils can develop their own forms</p>	<p>There is a standard mandatory development application form. Dept of Infrastructure and Planning (DIP) provides templates for decision notices that assessment managers can use, but are not mandatory</p>

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2.	If a standard development application & decision form applies, who determines that form?	Minister for Urban Development & Planning	mandatory. Minister for Planning and Infrastructure.	The actual format is not prescribed. The Planning and Environment Regulations 2005 sets out the information required to be lodged with a planning application. The DPCD provide an application form that can be used, but one council has chosen to use its own form.	ACT Planning and Land Authority		The Department of Infrastructure and Planning
1.	If your jurisdiction has different application and decision forms for different development types, what are some examples (i.e. retrospective applications, land divisions, land use, built form etc)?	N/A	Because subdivision and development are separate processes in Western Australia there are different forms for each process.  There are also different types of subdivision forms to reflect different stages of approval in the land division process.	There are only two types of forms: 1. Application for Planning Permit 2. Application to Amend a Planning Permit.	Development Application: Single Dwelling Housing Code. Development Application: Multi Unit Housing Development Code. i.e. Basically by applicable code or development type (8 in total)	Some councils do for certain types of development	The IDAS Form 1 development application form is comprised of a suite of forms from Part A to Part R. Part A is the form common to all applications and contains details of the applicant and the premises. Other parts will be used depending on the type of development, eg for vegetation clearing – Part J, for reconfiguration – Part F, and so on
2.	Does your jurisdiction have an electronic development assessment (eDA) function?  If so, is this function uniform throughout the jurisdiction?	We have a fully functioning electronic system for land division applications (EDALA) This is the one system used for land division within the state.  There is currently no eDA for land use or built form applications.	Not at present. However, the eLDP project which is currently underway will implement business reforms and technical frameworks for an end-to-end subdivision approval management system enabling electronic processing from lodgement of application to issue of title. The project is expected to be completed in 2012-2013.	Victoria has developed the SPEAR electronic development assessment system for subdivision approvals. Victoria currently has a single electronic planning application "smartform", and is in the process of integrating this form with the SPEAR system to offer full online support for all planning permits from August 2008. The SPEAR system for subdivisions is currently being used by around 34 Victorian councils.	Yes  Yes	Some councils have electronic DA lodgement. Many councils have DA assessment tracking facilities on their websites. The Dept of Planning has a tracking system on their website	Yes. Smart eDA is presently being trailed in Redland Shire Council – this allows electronic lodgement, assessment and tracking of applications and is expected to be available throughout the State in mid 2008.  Yes it is uniform

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			The eLDP will utilise the eDA (Electronic Development Assessment) communications protocol that is currently being developed by the Development Assessment Forum (DAF).			to track major application assessment process.	
3.	Are development application forms accessible to the public online?	Yes on the Planning SA website and many councils also have the forms on their websites.	Yes, on the Western Australian Planning Commission (WAPC) website and many local government websites.	Yes on the DPCD website + all councils have the forms on their websites.	Yes, on ACTPLA website	Yes on most councils websites.	Yes – on the DIP website and the Smart eDA website

	Procedures	SA	WA	VIC	ACT	NSW	QLD
1.	Can an amendment be made to the original application form, or is there a separate form which must be completed for development application amendments?	Yes, amendments can be made on the original application form.	Amendments can be made to the original application form in the case of development applications.  There is a separate form (Form 2A) for amending subdivision and strata plans prior to a decision being made.	There is a separate <i>Application to Amend a Planning Permit</i> form.	Separate form for DA Amendments.	n/a	No. Applicant has to give assessment manager written notice of the change. There is no form for the written notice
	Is there a guide for applicants, which assists them in using application forms?	Yes.	Application guides are available on the WAPC's website to assist applicants complete the relevant subdivision application forms.  There are no application guides for region planning schemes.  Application guides are available on many local government websites to assist applicants complete	Yes, the doc. is called ' <i>How to complete the Application for Planning Permit form</i> '.	Yes, DA information Pack online.	Yes on many council websites	Yes, for many of the various Parts, available on the DIP website

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	Procedures	SA	WA	VIC	ACT	NSW	QLD
			development application forms for local planning schemes.				
	Can a development application be submitted using one form, or is a series of forms required depending on the development type?	Only one form is required to be completed no matter what the development type is.	Only one form is required to be completed no matter what the development type is.  There are different types of subdivision forms to reflect different stages of approval in the land division process.	Only one form is required, although most councils have a checklist they like applicants to use as a supplement to the form.	One form	One form	A series of forms is required
2.	Does the application form include a 'checklist' of information required to accompany the development application?	No.	No. But the guides for applicants typically use an application checklist of information to ensure that all relevant information is provided.	The form provides a cursory checklists, instructing the applicant to get a more detailed checklist from council regarding their particular requirements.	See above	Yes	Each part of the form includes a section which lists the mandatory or supporting information that must be provided with the application.
	Can an application form be submitted online?	No.	A limited number of local governments provide for some applications to be submitted online.	No	By late 2008	Some councils	Only trial councils at present. Rollout through the rest of the State expected July 2008
3.	Can decision forms be sent to applicants via email?	No.	No.	They can be, but most councils would mail an official copy at this stage.	Yes.	Yes with some councils	Yes