

# How to lodge your application



## Planning Online portal enquiries

Phone: +61 8 6551 8002 and select option "2"  
Email: [posupport@dplh.wa.gov.au](mailto:posupport@dplh.wa.gov.au)

# How to lodge your application



## Summary

This guide details the steps required for applicants and referral agents to begin the process of lodging an application via the [Planning Online Portal](#). Before you begin, make sure you have the following:

- A registered **Planning Online Account**

Should you encounter any issues, please contact Planning Online Support at either of the contact options below:

Phone: (08) 6551 8002 and select option "2"  
Email: [posupport@dplh.wa.gov.au](mailto:posupport@dplh.wa.gov.au)

## Lodging your application



### Sign In/Registration

01

To sign in, go to the [Planning Online Portal](#) home page and select **Sign In or Register**.

If you do not yet have a registered account, create one by following [this guide](#).



#### Welcome to Planning Online Portal

Planning Online is Western Australia's online portal for planning applications. Most developments will require approval at some stage of the planning process.

To begin using the portal you will need to register. Once registration is complete, you can sign in to:

- Lodge planning applications
- Track the progress of applications
- Manage your account

Have questions or need advice? Email [posupport@dplh.wa.gov.au](mailto:posupport@dplh.wa.gov.au) or call our Planning Online team on (08) 6551 8002



#### Acknowledgement of Country

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to the Elders of the Aboriginal communities and their cultures, and to Elders both past and present.



# How to lodge your application



## Lodge your application



### Sign In/Registration

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Follow the on-screen prompts and sign in using your nominated method.



#### Sign in or Register

Sign in to Planning Online to start managing your applications. Are you a new user? Follow our [User Guide](#)

##### Access the Portal

Use your digital identity or email address (via Google) to access or register for Planning Online.

Sign in or Register



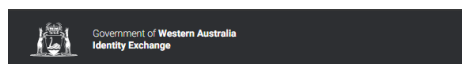
##### Department Staff Sign in

DPLH Staff sign in to manage applications and referrals.

Sign in

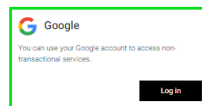
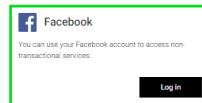
#### Acknowledgement of Country

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#### Log in

Please log in or register using one of the following options:



Cancel



# How to lodge your application



## Lodge your application



### Applications Dashboard

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Once signed-in, you should see the below landing page. In the ribbon at top of the page, select **Applications** to go to the Applications Dashboard.

**Note:** If you are registered as a referral agency, you will also see a **Referrals** field in the ribbon, which will take you to the referral portal.

planningonline Applications Referrals Tester2PAS -

### Planning Online Portal

Welcome, Tester2PAS

You have successfully signed in to the Planning Online Portal.  
Use the navigation menu in the top right-hand corner of this page to access your dashboard and view current applications or referrals.

#### Acknowledgement of Country

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On the Applications Dashboard, there are four application tabs: **Subdivision**, **Endorsement**, **Development** and **Other Lodgement**.

Click **+ New Application** to lodge any new application or documents and select the relevant option from the dropdown menu as pictured.

planningonline Applications Referrals Tester2PAS -

### Planning Online Portal

Welcome, Tester2PAS

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#### Applications

Subdivision Endorsement Development Other Lodgement

#### Draft applications

Your reference	Lodgement ID	Status	Location	Date created	Create
LM-001-2628	2024-00332	Draft	Perth	16/02/2024 10:40 AM	
LM-001-2628	2024-00291	Draft	Perth	09/02/2024 11:06	



# How to lodge your application



## Lodge your application



### Lodgement

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Enter your **reference** for the application you wish to lodge, as well as the **location of subject property**.

Familiarise yourself with the **Consent to disclosure of information** terms and select **Agree** when ready.

You will then be prompted to complete the remainder of your application, which has its own **Help Information** on the right-hand side of each page.

**Note:** The form title and **Consent to disclosure** will vary depending on the application type (**Subdivision, Endorsement, Development or Other Lodgement**).

**Application for Subdivision Approval**

**Before you begin**

Enter your reference for this application

Location of subject property

**Notice to applicants - Consent to the disclosure of information**

In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission may appear on the Department of Planning, Lands and Heritage website, which is a website that is available to the public. Accordingly, in submitting this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

**Important information for applicants**

1. Please read all of this form carefully and consult the application guide and schedule of fees for further information ([Application Guide - Subdivision Applications and Fees Application for Approval of Freehold, Survey-Strata \(www.wa.gov.au\)](#)). The application fee must accord with the current schedule of fees. The application will not be accepted if these requirements are incorrect or incomplete.
2. The WAPC is responsible for determining applications for freehold, survey-strata, leasehold (survey-strata), strata, leasehold (strata) subdivision and community titles (land) scheme subdivision under the *Planning and Development Act 2005, Strata Titles Act 1985 and Community Titles Act 2018*. The information required for an application is authorised by regulation 20 of the Planning and Development Regulations 2009. There are penalties for providing false information.
3. Applications for a freehold, survey-strata, leasehold (survey-strata), strata and leasehold (strata) require a fully completed subdivision application with any additional information attached, one copy of a subdivision plan and any supporting documentation.
4. Subdivision plans must be based on an accurate and up-to-date feature survey (survey of existing physical features and improvements such as driveways, buildings).
5. All landowners, agent with written authority or tier 1 corporation must complete the 'Landowners and Consent to Apply' section. Agents must provide written authority from the landowner or tier 1 corporation.
6. Applicants must check that there are no restrictive covenants applying to the land or if there are, attend to the resulting liabilities and obligations. The WAPC is only bound by the terms of restrictive covenants created under statute in favour of a public authority.
7. A separate lodgement is required for each application type (e.g, subdivision, termination or amalgamation).

Cancel Agree



# How to lodge your application



## Lodge your application



### View or edit applications

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To edit a draft lodgement that has not been submitted, click **Edit** or **Delete** via the **drop-down arrow** to the right of the lodgement you wish to edit.

planningonline Applications Referrals Tester2PAS

### Planning Online Portal

Welcome, Tester2PAS

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#### Applications

+ New application

Subdivision Endorsement Development Other Lodgement

#### Draft applications

Search applications

Your reference	Lodgement ID	Status	Location	Date created	Created by	
23/345	2024-01147	Draft	64 Ruby Street North Perth	11/03/2024 10:26 AM	Tester2PAS	
163983 - Lot 74 339 Riverton Drive (North), Shelley	2024-01007	Draft	339 RIVERTON DR NORTH, SHELLEY	05/02/2024 7:30 AM	Tester2PAS	
T552983 - 42 Swan View Terrace	2024-01006	Draft	42 Swan View Terrace, Maylands	05/02/2024 7:11 AM	Tester2PAS	
84 Stanley Street, Scarborough	2024-01004	Draft	84 Stanley Street, Scarborough	02/02/2024 4:58 PM	Tester2PAS	
72390A Wanneroo	2024-01002	Draft	165 Wanneroo Road Tuart Hill	02/02/2024 4:22 PM	Tester2PAS	

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To view an existing application or lodgement (that has been submitted) click **View** via the same **drop-down arrow** to the right of the application or lodgement you wish to view.

You can also search for a specific application using the search bar.

#### Submitted applications

Search applications

Your reference	Lodgement ID	Status	Location	Date submitted	Created by	
23/345	2024-01207	Pending payment	64 Ruby Street North Perth	19/03/2024	Tester2PAS	
Albany Hwy	2024-01206	Awaiting conformance	1163 Albany Hwy Bentley	19/03/2024	Tester2PAS	
T549846 - Lot 18 (275) Bussell Highway, West Bussellton	2024-01128	Paid	Lot 18 (#75) Bussell Highway, West Bussellton	07/03/2024	Tester2PAS	
1756	2024-01126	Paid	505 Great Eastern Highway, Greenmount	07/03/2024	Tester2PAS	

#### In progress applications

Search applications

Your reference	WAPC Reference	Status	Address	Due date	Date created	Created by	
23/345	200001	Awaiting referral response		25/06/2024 2:41 PM	27/03/2024 2:41 PM	Tester2PAS	
VS0009760 - Seymour Ave 20	200000	Awaiting referral response	20 SEYMOUR AV, DIANELLA	25/06/2024 2:13 PM	27/03/2024 2:13 PM	Tester2PAS	
TSA3473 10A/BPARKLANDS	1087-24	Awaiting referral	108 PARKLANDS SQ, RIVERTON	17/06/2024 1:59 PM	19/03/2024 1:59 PM	Tester2PAS	
TSA3473 10A/BPARKLANDS	1086-24	Awaiting referral response	108 PARKLANDS SQ, RIVERTON	17/06/2024 1:59 PM	19/03/2024 1:59 PM	Tester2PAS	
23-0001	001086	Awaiting decision		17/06/2024 1:16 PM	19/03/2024 1:16 PM	Tester2PAS	

