

## AGENCY REFERRAL TO MAIN ROADS FORM

### THE REFERRING AUTHORITY:

AGENCY REFERRING APPLICATION:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

### APPLICATION DETAILS:

APPLICATION NUMBER:	
PROPERTY ADDRESS:	
LEGAL LAND DESCRIPTION:	
LAND OWNER:	
APPLICATION DESCRIPTION:	

### APPLICATION TYPE (select all that apply)

- |                                      |                          |                                   |                          |
|--------------------------------------|--------------------------|-----------------------------------|--------------------------|
| Development Application              | <input type="checkbox"/> | Structure Plan                    | <input type="checkbox"/> |
| DAP Application                      | <input type="checkbox"/> | MRS Amendment                     | <input type="checkbox"/> |
| Subdivision Application              | <input type="checkbox"/> | Local Planning Scheme Amendment   |                          |
| State Administrative Tribunal Matter | <input type="checkbox"/> | Other Strategic Planning Proposal |                          |

**OFFICER COMMENT** please detail any specific queries. Note referral timeframes are detailed in the *Planning and Development (Local Planning Schemes) Regulations 2015*. Generally, referral timeframes are 42 days or 30 days as detailed in the regulations.

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## INFORMATION SUPPORTING REFERRAL

The **complete application package** is required to be referred. This includes but is not limited to

- |  | Referred                 |
|--|--------------------------|
| • Referral Cover letter or email   | <input type="checkbox"/> |
| • Development Application forms  | <input type="checkbox"/> |
| • Planning Report and/or covering letter describing the proposal                                   | <input type="checkbox"/> |
| • Development Plans  | <input type="checkbox"/> |
| • Traffic Impact Assessment/Traffic Impact Statement (Incl. .sip Electronic Sidra Files Version 8) | <input type="checkbox"/> |
| • Acoustic Report  | <input type="checkbox"/> |
| • Bushfire Report or Management Plan   | <input type="checkbox"/> |
| • Subdivision Plans  | <input type="checkbox"/> |

All referrals are to be submitted via email to [planninginfo@mainroads.wa.gov.au](mailto:planninginfo@mainroads.wa.gov.au).

Electronic lodgement is preferred.

- For Large File Transfer (over 20MB) the following is available OneDrive, Objective Connect, CM9 (formally TRIM), WeTransfer, Hightail, DropBox.

Referrals will not be accepted direct from the applicant. All information must be forwarded to Main Roads via the Decision Maker (e.g. Local Government, WAPC or DevelopmentWA).

### Process Timeframe for General Guidance

Application received by records – 2 working days

Application allocated to officer – 2 working days

Internal referrals- 10 working days

Officer review and finalise – 5 working days

Delegation to be executed – 1 working day

Estimated Assessment Timeframe – 20 working days

Note timeframes are indicative only and subject to change.