



Checklist for WDP applications

Clients who are experiencing hardship can apply through you, as an approved sponsor, for a Work and Development Permit (WDP). Eligible clients can reduce or even clear outstanding court fines by completing approved activities in place of paying the amount owed.

To assist you in assessing a client's eligibility for a WDP, before making an application on their behalf you will need the following **information from the client**:

- Photo identification to verify the client's identity (for example, passport or driver's licence showing client's photo, name and date of birth).
- Fines Enforcement Registry notices (this will assist you in using the eCourts Portal).
- Case numbers, charge numbers and/or customer reference number.
- Evidence that the client is unable to pay the outstanding fines (for example, means test or overdue bills)
- Evidence (if any) of hardship being experienced, for example:
 1. Financial – means test.
 2. Subjected or exposed to family violence – violence restraining order or domestic violence order.
 3. Mental illness – letter from medical practitioner (less than six months old).
 4. Disability – letter from medical practitioner, agency or organisation.
 5. Homelessness – letter from service provider or case worker (less than 3 months old).
 6. Alcohol or Drug Problems – letter from medical practitioner, caseworker or service provider (less than six months old).
- Evidence of any capability limitations on activities that may be completed (for example, medical certificate).
- Working with Children Check (if applicable).

As the **approved sponsor**, you will also need to agree to the terms and conditions and provide:

- Information about the proposed activity type.
- A description of the activity to be undertaken.
- Proposed hours of activity to be completed.
- Expected commencement and completion dates of the activity.
- Details of any potential, perceived or actual conflict of interest.
- If conflict is identified, a completed declaration form.

You can apply for and manage WDPs at: ecourts.justice.wa.gov.au/eCourtsPortal

Visit www.justice.wa.gov.au/wdp or email ferwdp@justice.wa.gov.au for more information on the Work and Development Permit Scheme.