

DEVELOPMENT APPLICATION CHECKLIST

TO BE SUBMITTED WITH SCHEDULE 6 'FORM OF APPLICATION FOR PLANNING APPROVAL

To reduce potential time delays associated with incomplete applications all applicants are required to verify (tick off using the tick boxes supplied) their application against the following checklist and sign below to confirm that the requested information has been provided.

APPLICANT TO COMPLETE <input checked="" type="checkbox"/>	ALL APPLICATIONS (In addition to required number of hardcopies below, please submit electronic copies of all plans and supporting documents in PDF format where possible).	RECEIVED (Office Use)	
		YES	NO
<input type="checkbox"/>	2 x Schedule 6 forms signed by owner(s) (Refer to Strata Title Act where required)		
<input type="checkbox"/>	Appropriate fee		
<input type="checkbox"/>	4 x Floor Plan (to scale - not less than 1:100)		
<input type="checkbox"/>	Plan of each storey with dimensions and floor levels		
<input type="checkbox"/>	Room Layout including walls, doors, windows and proposed use of each room		
<input type="checkbox"/>	4 x Elevations (to scale - not less than 1:100)		
<input type="checkbox"/>	View of proposed building(s)/structures detailing all openings and features		
<input type="checkbox"/>	Details of external construction materials and colours proposed		
<input type="checkbox"/>	4 x Site Plan (to include the following):		
<input type="checkbox"/>	- Scale – 1:200 or nearest appropriate scale		
<input type="checkbox"/>	- Street name(s)		
<input type="checkbox"/>	- North point		
<input type="checkbox"/>	- Lot boundaries		
<input type="checkbox"/>	- Existing and proposed buildings/structures/earthworks		
<input type="checkbox"/>	- Contours and final floor levels		
<input type="checkbox"/>	- Car Parking; Manoeuvring Areas; Points of Access/Egress		
<input type="checkbox"/>	- Dimensions - of lot; of buildings; of distances to boundaries		
<input type="checkbox"/>	- Details of any fencing		
<input type="checkbox"/>	- Existing vegetation and vegetation to be removed		
<input type="checkbox"/>	- Position of septic tanks, leach drains and soak wells		
<input type="checkbox"/>	- Position of any development envelopes/easements/reciprocal access etc		
<input type="checkbox"/>	Infrastructure (ie crossover, street trees, power poles, gas pipelines, etc)		
<input type="checkbox"/>	Earthworks cross-section (including retaining walls)		
<input type="checkbox"/>	Natural water courses/bodies		
	LAND USE DETAILS (applicable to Change of Use applications)		
<input type="checkbox"/>	Letter detailing the operations of the proposed business		
<input type="checkbox"/>	Operating hours		
<input type="checkbox"/>	Number of employees/staff		
<input type="checkbox"/>	Expected number of customers		
	SPECIFIC TO GROUPED HOUSING (Please refer to the City's Residential Density Development Policy No. 3.1 & Residential Design Codes Western Australia)		
<input type="checkbox"/>	One (or mix) of the following where development involves 4 or more units & proposes a residential density above R30 (Refer to Clause 4.3.1.8 of PLN 3.1): <ul style="list-style-type: none"> • 1/3 of units (round down in event of odd number) shall be two storey • 50% of units (round down in event of odd number) shall not exceed plot ratio of 110m² per unit and include an outdoor living area of at least 24m² • Density of development shall not exceed R30 (if either above points not met) 		
<input type="checkbox"/>	Provision for communal open space of 12m² per unit [applicable to 12 or more units] (Refer to Clause 4.3.5.5 of PLN 3.1)		
<input type="checkbox"/>	Landscaping Plan to be provided as part of application [applicable to 6 or more units] (Refer to Clause 4.3.5.5 of PLN 3.1)		
<input type="checkbox"/>	Provision for Rubbish Collection (Refer to Clause 4.4 of PLN 3.1) Applicants are strongly advised to liaise with the City's Technical Services Directorate regarding this matter prior to lodgement in order to avoid delays.		
<input type="checkbox"/>	Proposed Survey-strata plan (including lot sizes and common property areas)		
<input type="checkbox"/>	Feature / Site Survey in accordance with Part 2.4 of the RD Codes		
<input type="checkbox"/>	Retaining Walls in excess of 500mm above natural ground level to be clearly identified (cross-section along boundary required)		
<input type="checkbox"/>	Justification in written for Retaining in excess of 500mm above natural ground level. Applicants are encouraged to liaise with adjoining neighbours prior to lodgement and must provide sufficient justification for retaining heights in excess of 500mm.		
<input type="checkbox"/>	Open Space / Site coverage calculations in accordance with RD Codes		

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<input type="checkbox"/>	Street elevation(s)		
<input type="checkbox"/>	Fencing and retaining wall details (Materials and Height)		
<input type="checkbox"/>	Colour schedule (including buildings, pathways, driveways, fencing etc)		
<input type="checkbox"/>	Details of upgrading works to existing dwelling(s) (Refer to Clause 4.3.4.5 of PLN 3.1)		
<input type="checkbox"/>	Location of Transformer / Switchgear site(s) Applicants are required to liaise with Western Power to determine the necessity of such sites prior to lodgement and provide written confirmation of Western Power's requirements at time of lodgement.		
	SPECIFIC TO DEVELOPMENT ENVELOPES (Please refer to the City's Establishment or Variation of Development Envelope Locations Policy 2.1)		
<input type="checkbox"/>	5 x Site plan clearly indicating location of both proposed & existing envelope		
<input type="checkbox"/>	Justification of envelope modification in writing – See information sheet		
<input type="checkbox"/>	Proposed & Existing Development Envelope clearly dimensioned (including distances from property boundaries)		
<input type="checkbox"/>	Plan to include house and effluent disposal footprints. (Applicant to liaise with Health Department to finalise effluent disposal location prior to lodging plan).		
	ADDITIONAL INFORMATION		
<input type="checkbox"/>	Written details of the proposal including justification for any item not complying with applicable standards (e.g. Scheme, Policy, Residential Design Code requirements) Applicants are advised to carefully read and consider all relevant requirements prior to lodgment of an application. Failure to submit sufficient justification and/or omissions can cause delays or result in the application being refused (without further notice).		

FURTHER ADVICE TO APPLICANT:

Additional Information

Following initial assessment of your application, Council may request other information, or plans may need to be revised to assist in determination of the application.

Building Licence

In most instances where structures are proposed, a Building Licence will also need to be obtained. Please contact the City's Building Department in this regard.

Heritage Matters

With regard to applications placed or entered into the Municipal Heritage Inventory, please note that Council may require elevations and a schedule of materials and colours for the subject lot, and the lots immediately adjoining it.

Refunds

NO refunds will be provided by the City once an application has been lodged and allocated.

I declare and acknowledge the information provided above is accurate and complete. I also acknowledge and accept that when lodging this checklist and application form, that the City may advertise, display, copy and/or reproduce any supporting plans and documentation submitted as part of this application:

Applicant's Full Name.....

Applicant's Signature.....

Date Submitted: