

## DEVELOPMENT APPLICATION CHECKLIST

### TO BE SUBMITTED WITH 'APPLICATION FOR DEVELOPMENT APPROVAL'

To reduce potential time delays associated with incomplete applications, applicants are advised to carefully read and consider all relevant requirements prior to lodgement of an application.

Applicants are required to verify (  using the tick boxes supplied) the application against the following checklist and sign to confirm that the requested information has been provided. Failure to meet requirements may result in delays in the approval process or the application being returned.

#### ALL APPLICATIONS TO BE ACCOMPANIED BY

- Application for Development Approval** completed and signed by all land owners
- Four (4) copies of plans as detailed below
- Two (2) copies of supporting documentation
- Development Application fee (refer to Schedule of Fees and Charges – Planning Services)
- Bushfire Management Plan (Bushfire Prone Areas)
- Written details of the proposal including justification for any item not complying with applicable standards

*One (1) copy of plans and supporting documentation may be provided in PDF format i.e. CD or USB.*

#### 1. SITE PLAN (Scale 1:200 or nearest appropriate)

- Street name(s), street and lot number
- North Point
- Lot Boundaries
- Existing and proposed buildings/structures/earthworks
- Contours and final floor levels
- Car parking, manoeuvring areas, points of access and egress etc.
- Dimensions of lot and buildings
- Distances from boundaries to structures (setbacks)
- Details of any fencing
- Existing vegetation and vegetation to be removed
- Position of septic tanks, leach drains and soak wells
- Position of any development envelopes, easements, reciprocal access etc.
- Infrastructure i.e. crossover, street trees, power poles, gas pipelines etc.
- Earthworks cross section (including cut, fill, retaining walls and rock pitching)
- Natural water courses/bodies

#### 2. FLOOR PLAN (Scale not less than 1:100)

- A plan of every storey with floor levels
- Internal layout showing doors/windows etc. with dimensions and room names
- Total floor area in square metres

#### 3. ELEVATIONS (Scale not less than 1:100)

- Height of walls and roof pitch from natural ground level
- View of proposed building(s)/structures detailing all openings and features
- Details of external construction materials and colours proposed.

#### THE FOLLOWING INFORMATION MAY ALSO BE REQUIRED (continues over page)

##### DENSITY DEVELOPMENT (in addition to items 1, 2 & 3)

Please refer to the Residential Design Codes & the City's Policy PLN 3.1 Residential Density Development

- Certificate of Title
- One (or mix) of the following where development involves **4 or more units & proposes a residential density above R30** (Refer to Clause 4.3.1.7 of Policy 3.1):
  - **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 **110m<sup>2</sup> per unit** and include an **outdoor living area of at least 24m<sup>2</sup>**
- Density of development **shall not exceed R30** (if either above points not met)
- Provision for communal open space of **12m<sup>2</sup> per unit** [applicable to 12 or more units] (Refer to Clause 4.3.5.5 of Policy 3.1)
- Landscaping Plan to be provided as part of application (Refer to Clause 4.3.5 of Policy 3.1)
- Provision for Rubbish Collection (Refer to Clause 4.4 of Policy 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.
- Proposed Survey-strata plan (including lot sizes and common property areas)
- Feature / Site Survey in accordance with Part 2.4 of the RD Codes
- Retaining Walls in excess of 500mm above natural ground level to be clearly identified (cross-section along boundary required)
- Justification in writing 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
- Roof pitch 25 degrees or greater
- Fencing and retaining wall details (materials and height)
- Open Space / site coverage calculations in accordance with RD Codes

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- Street Elevation(s)
- Colour schedule (including buildings, pathways, driveways, fencing etc.)
- Details of upgrading works to existing dwelling(s) (Refer to Clause 4.3.4 of Policy 3.1)
- Location of Transformer / Switchgear site(s)

**Applicants are required to liaise with Western Power to determine the necessity of such sites prior to lodgement**

**CHANGE OF USE** (in addition to items 1, 2 & 3)

- Nature of use/activity
- Proposed hours and days of operation
- Number of expected visitors and employees
- Details of any equipment to be used i.e. machines, amplifiers etc.
- Proposed car parking / provision for car parking

**NOTE:** Elevations may not be required for a Change of Use application, where there are no alterations or additions proposed to the external elevations.

**ADVERTISING / SIGNAGE**

Please refer to the City's Policy PLN 4.2 Advertisements (Signage)

- Schedule 7 – Additional Information for Advertisements
- Appendix 5 – Signage Self-Assessment Sheet
- 4 x site plans as detailed in item 1, clearly indicating the sign location and distances to boundaries
- 4 x Structural Plan to scale 1:200 including:
  - Elevation drawings
  - Materials
  - Footing and connection details
  - Dimensions i.e. height, width, depth, clearance to ground level
- 4 x Artwork Plan in colour to scale 1:200 including:
  - Graphic content of the sign
  - Colours and typography style to be used in the sign including the height of the typography
- 4 x Superimposed images of the artwork plan where the sign will be located i.e. the façade of a building

**DEVELOPMENT ENVELOPE MODIFICATIONS**

Please refer to the City's Policy PLN 2.1 Establishment or Amendment of Development Envelope Locations

- 5 x site plan as detailed in item 1, indicating the location of both the proposed and existing envelopes including dimensions and distances to the boundaries. This should include building and effluent disposal footprints
- Justification of the proposed modification in writing

**NOTE:** Where a Development Application for a Single House, Outbuilding etc. proposes a Development Envelope Modification this can be included on the same application. In this case a total of five site plans are required for the Development Application.

**HOME OCCUPATION / BUSINESS**

- Home Occupation / Business Details Form
- 2 x Site Plan as detailed in item 1, clearly showing the location of parking for the household and clients and any proposed signage
- 2 x as detailed in item 2, floor plan clearly showing the portion of the dwelling / land that will be used for the Home Business / Occupation

**COMMERCIAL VEHICLE PARKING**

- Commercial Vehicle Details Form
- Copy of current registration license for the commercial vehicle
- 2 x site plan as detailed in item 1, clearly showing the exact location of where the commercial vehicle will be parked on the property including maneuvering areas and points of access / egress.

**FURTHER ADVICE TO APPLICANT**

**Bushfire Management Plan (Bushfire Prone Areas)**  
A Bushfire Management Plan addressing Section 6.5 of State Planning Policy 3.7 – ‘Planning in Bushfire Prone Areas’ and the related guidelines (inclusive of a Bushfire Attack Level (BAL) assessment by an accredited Bushfire Planning Practitioner) and an Emergency Evacuation Plan must accompany a Development Application.

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

**Heritage Matters**  
With regard to applications placed or entered into the Municipal Heritage Inventory, please note that the City 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 Name.....

Applicants Signature.....

Date Submitted.....