

# PLANNING APPLICATION CHECKLIST

**Please note that the City is moving to a paperless environment and therefore applications are to be submitted on a USB Drive in PDF, JPEG & TIFF format with only x1 set of plans and supporting documentation in hard copy**

Information Requirements	Tick
<b>Completed Application for Development Approval (and/or Schedule 6 for signage ) signed by property owner/ responsible authority attached</b>	
<b>Appropriate fee</b>	
<b>Consent for Indemnity</b>	
<b>Copy of Certificate of Title with Diagram and Strata Plan where applicable – <u>These can be obtained from <a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a></u></b>	
<b>Detailed written statement in support of the proposal including:</b>	
<ul style="list-style-type: none"> <li>• Full details of the use/development</li> <li>• Compliance with Scheme/R-Codes/Policies</li> <li>• Justification for any variations</li> <li>• Any further information that the City may reasonably require to better understand the proposed development</li> <li>• Design Quality Statement for 3 or more grouped/multiple dwellings</li> </ul>	
<b>Lots identified in Bushfire prone areas require the following:</b>	
<ul style="list-style-type: none"> <li>• Bushfire attack level assessment carried out in accordance with the methodology contained in the Planning for Bush Fire Protection Guidelines (Latest Edition)</li> <li>• A statement or report that demonstrates that all relevant bushfire protection acceptable solutions, or alternatively all relevant performance criteria, contained in the <i>Planning for Bush Fire Protection Guidelines (Latest Edition)</i> have been considered and complied with, and effectively address the level of bush fire hazard applying to the land</li> </ul>	
<b>Site Plan, Floor Plan &amp; Elevations to scale of 1:100, 1:200 or 1:500 (1 copy)</b>	
<ul style="list-style-type: none"> <li>• The property in the context of its surroundings</li> <li>• Lot number(s), area, boundaries, dimensions of the site and North point</li> <li>• Location of existing buildings to be retained</li> <li>• Location of proposed buildings and their features (e.g. air conditioning units, clothes drying facilities, etc)</li> <li>• Details of roads, access ways, crossovers, car parking and manoeuvring, fencing and verge treatments</li> <li>• Location and details of existing and proposed landscaping</li> <li>• Details of open space and outdoor living areas</li> <li>• Site levels and floor levels</li> <li>• Location and details of cut/fill and method of retaining</li> <li>• Method of stormwater treatment</li> <li>• Location of bin storage areas (4 or more grouped dwellings and commercial/industrial developments only)</li> <li>• Location of adjoining buildings and separation distances</li> <li>• Feature &amp; Contour Survey</li> </ul>	
<b>Additional Requirements:</b>	
<ul style="list-style-type: none"> <li>• Coloured streetscape perspective of the proposed development (for developments exceeding \$750,000 and excluding single houses)</li> <li>• Developers endorsement of the proposed development (where required)</li> <li>• Waste Management Plan</li> <li>• Acoustic Report/Noise Management Plan</li> <li>• Landscape Plan</li> </ul>	

**Applications will only be accepted if they are accompanied by the complete package of information as detailed above, including this Checklist, and signed by the Applicant below.**

Applicant Signature

Print Name

Date

**Notes:**

1. **The above information is required to enable an initial assessment of the application only. If required the City may make a further request for additional supporting information to facilitate the assessment process.**
2. **This is not an application for a Building Permit. A separate application must be made to the City's Building Service.**
3. **Please note that the lodgement of an application may trigger the requirement for the payment towards a development contribution plan. Please ensure as the signing authority you are aware of this liability.**

