

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

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.**

