

Development Application – Submission Requirements Applicant’s Checklist

TO BE SUBMITTED WITH SCHEDULE 6 – ‘APPLICATION FOR PLANNING APPROVAL’

To reduce time delays associated with incomplete applications, all applicants are required to verify their application against the following checklist. The correctly completed application should ultimately result in a more efficient process in most instances. (*Note: ‘Change of use’ applications for existing buildings may not require all of the information outlined below.*)

- Completed Schedule 6 – ‘Form of Application for Planning Approval’
- Appropriate Application Fee (see fee schedule)
- 3 copies (size A3) fully dimensioned site plan, floor plans and elevation drawings** (see list below)

Site Plan

- Drawn to scale of 1:200 or nearest appropriate scale
- Lot boundaries (including existing or proposed strata boundaries if applicable)
- Title and North point
- Encumbrances (eg easements, etc) development envelopes (existing and proposed if applicable) water courses/bodies, street poles, etc
- Existing and proposed buildings/structures/earthworks on the proposed lot and the adjoining lots
- Existing and proposed land/building uses
- Existing and proposed ground and floor levels
- Street name/s, driveways and crossovers/access points
- Details and location of any fencing
- Location and layout of any existing/proposed car parking areas
- Existing vegetation and vegetation to be removed
- Proposed landscaped areas (including any existing vegetation to remain)

Floor Plans

- Drawn to scale of 1:100 or 1:200
- Plan of each storey with dimensions and floor levels
- Room layout including walls, doors, windows and proposed use of each room

Elevation Drawings

- Drawn to scale of 1:100 or 1:200
- View of every face of proposed building(s)/structures detailing all openings (doors and windows) and architectural features
- Materials and colours proposed (if known)

General Information

- Written details of the proposal including justification for any item not complying with applicable standards (eg Scheme, Policy, *Residential Design Codes requirements).

***Note:** It is a requirement for all residential development to comply with the R-Codes, which constitute a set of regulatory tools for local planning. The Codes can be viewed at the Council Office or on www.wapc.wa.gov.au/Publications