

Planning Application Checklist

Essential information for all applications

The city is seeking to improve the effectiveness and efficiency of its Planning Approvals Process. It has found that one of the major contributing factors to delays in assessing planning applications is that the application is incomplete when originally lodged. In an attempt to make this process as user friendly as possible, the City of Subiaco asks that you read the following information and complete the checklist to ensure ALL requirements have been met before the application is lodged. Please note that incomplete applications may not be accepted and may be returned to the applicant until such a time as all the details are provided.

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|---|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | i) 'Application for development approval' form completed and signed by ALL owners of the land |
| <input type="checkbox"/> | <input type="checkbox"/> | ii) Planning Application Fee (refer to Schedule of Planning fees and charges) |
| Note: Where public notification of an application is required in accordance with the City's Planning Policy 1.4 'Public notification of Planning Proposals', the City will request the relevant consultation fee. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | iii) Certificate of Title <u>and</u> Lot Diagram of Survey showing all boundaries, easements/covenants on the land (issued within the last 6 months) |
| <input type="checkbox"/> | <input type="checkbox"/> | iv) Cover Letter – describing the proposed development and any variation justification regarding the exercise of discretion or reliance on discretionary / design principle criteria of Town Planning Scheme No. 4, the Residential Design Codes (WA), and the City of Subiaco local planning policies |

1. Proposed Developments

Developments including, but not limited to, new developments, additions and alterations in all zones.

**Note: For re-roofing applications that do not alter the roof form, structure and height of the dwelling see part 5 of the checklist.*

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| <input type="checkbox"/> | <input type="checkbox"/> | 1.1 One (1) set of plans – Plans to be scaled at either 1:100 or 1:200. If scaled plans are not A3, provide one extra set at A3 size. A 'set' of plans consists of proposed and existing (on separate sheets) of the following: |
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a) Site plan (all relevant dimensions)

- Street and lot number and street/road name
- North Point
- Existing and proposed buildings
- Existing and proposed uses
- Existing/natural ground level and proposed ground and finish floor levels (relative to nominated datum point or AHD)
- All property boundaries and lot dimensions
- Setbacks to all boundaries
- Details and Location of any fencing
- Location, layout and dimension of any car parking areas
- Outline of all existing buildings/structures on adjoining properties, including major opening and outdoor living areas.
- Street verge including – street verge trees, power poles, drainage pits, manholes, crossover, footpaths and any other obstructions. As well as any proposed changes to these things
- Location of any easements

b) Elevation plans (showing all relevant dimensions)

- All applicable elevations are to be submitted with description / heading (i.e direction) of each elevation
- Existing/natural and proposed ground and finish floor levels (relative to nominated datum point or AHD)
- Existing and or proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems)
- Overall height dimensions to be shown from existing/natural ground level to ridge
- Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof eg. Plate height.

c) Floor plan (showing all relevant dimensions)

- A plan of every storey with floor levels (RL or AHD)
- Internal Layout showing doors / windows etc and room names
- Roof/eaves lines
- Total floor area in square metres
- Lot boundary and setbacks to all boundaries on all sides

2. Residential Developments

Development concerned with residential land

Office	Appl.	
<input type="checkbox"/>	<input type="checkbox"/>	2.1 All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	2.2 Streetscape Perspective – plan showing proposed building/development and the two adjoining buildings either side of the development site. If the development site is a corner lot then the perspective should include the lot on the opposite street corner (same side of the road).
<input type="checkbox"/>	<input type="checkbox"/>	2.3 Materials and Finishes – Information outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems).
<input type="checkbox"/>	<input type="checkbox"/>	2.4 Overshadow Diagram – diagram showing extent of overshadowing on adjoining properties, expressed in percentages and square metres.
<input type="checkbox"/>	<input type="checkbox"/>	2.5 Open Space Calculations – expressed in percentages and square metres.

3. Commercial/Mixed Use Developments (not including Major Developments)

Development concerned with commercial/mixed use land

4. Major Developments

Developments that propose a building with a building height of 9 metres or greater in any zone other than residential zones (R15, R20 or R50)

Office	Appl.	
<input type="checkbox"/>	<input type="checkbox"/>	4.1 All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	4.2 All information as listed in Part 3 – Commercial/Mixed Use Developments – If the proposed development is solely residential, business details are not required
<input type="checkbox"/>	<input type="checkbox"/>	4.3 Design Statement – a statement that addresses the aims and objectives of the Town Planning Scheme as well as the relevant local planning policies: <ul style="list-style-type: none">• 2.22 – <i>Development in the Commercial/Residential Zone</i>• 2.23 – <i>Development in the Neighbourhood Mixed Use Zone</i>• 2.24 – <i>Development in the Local Centre Zone</i>• 2.25 – <i>Development in the Town Centre Zone</i>
<input type="checkbox"/>	<input type="checkbox"/>	4.4 Streetscape Character Analysis – including 3D streetscape drawing of the proposed development
<input type="checkbox"/>	<input type="checkbox"/>	4.5 Traffic Impact Statement
<input type="checkbox"/>	<input type="checkbox"/>	4.6 Materials and Finishes – Information outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (eg. Air conditioning units, hot water systems, solar panels, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	4.7 Plot Ratio Calculation

5. Re-roofing Application

For re-roofing applications that do not alter the roof form, structure and height of the dwelling

Office	Appl.	
<input type="checkbox"/>	<input type="checkbox"/>	5.1 All Essential Information
<input type="checkbox"/>	<input type="checkbox"/>	5.2 Four (4) sets of plans total - three (3) sets to scale of 1:100 or 1:200; and at least one (1) scaled set at A3. A 'set' of plans consists of <u>proposed and existing</u> (on separate sheets) of the following:

<input type="checkbox"/>	<input type="checkbox"/>	a) Site plan (all relevant dimensions) <ul style="list-style-type: none"> ○ Street and lot number and street/road name ○ North Point ○ All property boundaries and lot dimensions ○ Setbacks to all boundaries ○ Outline of all existing buildings/structures on adjoining properties, including major opening and outdoor living areas
<input type="checkbox"/>	<input type="checkbox"/>	b) Elevation plans (showing all relevant dimensions) <ul style="list-style-type: none"> ○ All applicable elevations are to be submitted with description / heading (i.e direction) of each elevation ○ Existing/natural and proposed ground and finish floor levels (relative to nominated datum point or AHD) ○ Existing and or proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems) ○ Overall height dimensions to be shown from existing/natural ground level to ridge ○ Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof e.g. Plate height. ○ Details of materials and finishes e.g. Existing tiles, proposed Colourbond surf mist

6. Change of Use or Home Occupation/Business Application		
Office	Appl.	
<input type="checkbox"/>	<input type="checkbox"/>	6.1 All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	6.2 Use or Business Information – a document outlining the following details of the business: <ul style="list-style-type: none"> ○ management plan; ○ description of proposed business; ○ hours of operation; ○ floor area per use/s; ○ number of employees; ○ onsite parking provision; ○ toilet facilities; ○ internal fit out details; ○ structural changes; ○ signage details; ○ shop-front treatments; ○ deliveries/visitation rate per week/day; and ○ all other relevant information

7. Signage Applications

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| <input type="checkbox"/> | <input type="checkbox"/> | 7.1 Completed 'Additional information for development approval for advertisements' form |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.2 All Essential Information |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.3 Site Plan and Elevation Plans – as per site plan requirements in <i>Part 1 – Proposed Developments</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4 Signage Details – photos and drawings of current and proposed signage, dimensions, colours, illumination nature/hours |

8. Demolition/Partial Demolition

Office Appl.

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 8.1 All Essential Information |
| <input type="checkbox"/> | <input type="checkbox"/> | 8.2 Site Plan – as per site plan requirements in <i>Part 1 – Proposed Developments</i> <ul style="list-style-type: none">○ For proposals including partial demolition clearly show areas to be demolished on site plan |
| <input type="checkbox"/> | <input type="checkbox"/> | 8.3 Photographs – of all four external elevations of the existing place(s) where possible |
| <input type="checkbox"/> | <input type="checkbox"/> | 8.4 Independent Heritage Assessment – When demolishing two or more places |

9. Subdivision Clearance Request

Office Appl.

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 9.1 Provide a written request to clear subdivision conditions with a list of all conditions sought to be cleared and detail in full the action taken to satisfy conditions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.2 WAPC Approved Subdivision Plan – three (3) copies at either A4 or A3 size to scale |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.3 Copy of Western Australian Planning Commission (WAPC) conditional approval |

10. Amendments to Previous Planning Approvals

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- 10.1 All Essential Information** including 4 copies of the amended development plans (all site plans, elevations, floor plans and streetscape diagrams, as relevant) showing the *full* extent of development previously approved and the proposed amendments and covering letter setting out the amendments made and justification.
- OR**
- Where no change to the plans approved (ie. to a condition of approval), **A covering letter** including the following details:
- Contact details of the applicant and landowner(s),
 - Summary and justification of the amendment sought, including any relevant previous condition numbers, determination date and application numbers.
- 10.2 Planning Application Fee (refer to Schedule of Planning fees and charges)**

11. Extensions to the Term of Planning Approval

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- 11.1 A covering letter** including the following details:
- Contact details of the applicant and landowner(s),
 - Summary and justification of the extension of time sought, including any relevant previous determination dates and application numbers.
- 11.2 A copy of the original approved plans and approval letter with conditions**
- 11.3 Planning Application Fee (refer to Schedule of Planning fees and charges)**

12. Section 40 Certificates

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- 12.1 A covering letter** setting out the Section 40 requested, business details and applicant contact information
- 12.2 Completed Section 40 application form** available from and in the format required by the Department of Racing, Gaming and Liquor
http://www.rgl.wa.gov.au/docs/default-source/rgl/ld_15.pdf?sfvrsn=0
- 12.3 Planning Application Fee (refer to Schedule of Planning fees and charges)**

Applicant's Details

Applicant's Full Name

Applicant's Signature

Date

/ /

Accepting Officers Details

Accepting Officer's Name

Accepting Officer's
Signature

Date

/ /