

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 required information is provided.

## Essential information for all applications

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- a) **I have spoken with, or have had an appointment with the City's Planning Services in relation to this proposal.**

*Note: By having preliminary contact with the City's Planning Services, potential planning issues associated with the proposal may be identified as early as possible prior to the lodgement of any application. This may assist in minimising delays in the processing of applications and may result in a favourable outcome.*

- b) **'Application for Development Approval' form completed and signed by ALL owners of the land**

*Note: All correspondence, including determination notices, will be sent electronically. Email addresses must be provided for the applicant and landowner.*

- c) **'MRS Form 1 – Application for Planning Approval' form completed and signed by ALL owners of the land**

*Note: Only page 1 of the form is to be completed. The MRS Form 1 is generally not required for development associated with single dwellings.*

- d) **Planning Application Fee (refer to the Planning Services fee schedule)**

*Note: Where public notification of an application is required in accordance with the City's Planning Policy 1.4 'Public Consultation of Planning Proposals', the City will request the relevant consultation fee.*

- e) **Certificate of Title**, issued by [Landgate](#) within the last 6 months

- f) **Lot Diagram of Survey (e.g. Deposited Plan or Strata Plan)** showing all boundaries, easements/covenants on the land, issued by [Landgate](#) within the last 6 months

- g) **Cover Letter** – describing the proposed development and any variation justification regarding the exercise of discretion or reliance on discretionary / design principle criteria of the Local Planning Scheme, the Residential Design Codes, 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 6 of the checklist.*

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**1.1 One (1) set of plans** – Plans to be scaled at 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:

**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
- Details of any demolition proposed
- 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

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**2.1 All information as listed in Part 1 – Proposed Developments**

**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).

**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).

**2.4 Overshadow Diagram** – diagram showing extent of overshadowing on adjoining properties, expressed in percentages and square metres.

**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

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**3.1 All information as listed in Part 1 – Proposed Developments**

**3.2 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).

**3.3 Business Details** – Information outlining the type of activity, hours of operation, number of employees, etc.

**3.4 Car Parking**

**3.5 Landscaping Details**

**3.6 Traffic Impact Statement (if applicable)**

**3.7 Signage Details (if applicable)**

#### 4. Major Developments

Developments that propose a building with a height of 9 metres or greater in any zone, or as specified by the City

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- 4.1 **All information as listed in Part 1 – Proposed Developments**
- 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
- 4.3 **Design Statement** – a statement that addresses the aims and objectives of the Local Planning Scheme as well as the relevant local planning policies.
- 4.4 **Streetscape Character Analysis** – including 3D streetscape drawing of the proposed development
- 4.5 **Traffic Impact Statement**
- 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.)
- 4.7 **Plot Ratio Calculation**
- 4.8 **Waste Management Plan** – detailing matters including, but not limited to, collection times and methods, noise management, and traffic management

#### 5. Change of Use or Home Business Application

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- 5.1 **All information as listed in Part 1 – Proposed Developments**
- 5.2 **Use or Business Information** – a document outlining the following details of the business:
  - description of proposed business;
  - management plan;
  - 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
  - any other relevant information

## 6. Re-roofing Application

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

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#### 6.1 All Essential Information

**6.2 One (1) set of plans** – Plans to be scaled at 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:

#### a) Site plan (all relevant dimensions)

- 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

#### 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 e.g. Plate height.
- Details of materials and finishes e.g. Existing tiles, proposed Colourbond surf mist

## 7. Signage Applications

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**7.1 Completed 'Additional information for development approval for advertisements' form**

**7.2 All Essential Information**

**7.3 Site Plan and Elevation Plans** – as per site plan requirements in *Part 1 – Proposed Developments*

**7.4 Signage Details** – photos and drawings of current and proposed signage, dimensions, colours, illumination nature/hours

## 8. Demolition/Partial Demolition

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- 8.1 **All Essential Information**
- 8.2 **Site Plan** – as per site plan requirements in *Part 1 – Proposed Developments*
  - For proposals including partial demolition clearly show areas to be demolished on site plan
- 8.3 **Photographs** – of all four external elevations of the existing place(s) where possible
- 8.4 **Independent Heritage Assessment** – When demolishing two or more places

## 9. Subdivision Clearance Request

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- 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. Include details of dates, plans, site photos, correspondence, etc. Include the landowner name and contact details, and surveyor name and contact details.
- 9.2 **WAPC Approved Deposited Plan** – copy at either A4 or A3 size to scale, or electronic copy
- 9.3 **Copy of Western Australian Planning Commission (WAPC) conditional approval**
- 9.4 **Site photos**, including a street view of the lot(s), existing lot(s) structures and dwelling (if applicable), and lot(s) being created (north, south, east and west elevations).

I acknowledge that where a clearance request is received by the City and the City determines that sufficient work has not been undertaken to clear the condition(s) that these remaining satisfied condition(s) will **not** be cleared and a new subdivision clearance request (and additional associated fee) will be required for the outstanding condition(s).

## 10. Amendments to Previous Planning Approvals

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**10.1 All Essential Information** including 1 set 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 (i.e. to a condition of approval);

**10.2 All Essential Information** and a covering letter including the following details:

- Contact details of the applicant and landowner(s),
- Summary and justification of the amendments sought, including any relevant previous determination dates and application numbers.

## 11. Extensions to the Term of Planning Approval

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**11.1 All Essential Information**

**11.2 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.

**11.3 A copy of the original approved plans and approval letter with conditions**

## 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 Local Government, Sport and Cultural Industries

<https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>

**12.3 Planning Application Fee** (refer to Planning Services fee schedule)

### 13. Development on lots identified within Bushfire Prone Areas

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#### 13.1 Lots identified within Bushfire Prone Areas may require the following:

- Bushfire Attack Level assessment carried out in accordance with the methodology contained in the Planning for Bush Fire Protection Guidelines; and
- A statement or report demonstrating all relevant bushfire protection acceptable solutions, or alternatively all relevant performance criteria, contained in the Bushfire Protection Guidelines have been considered and complied with.

*Note: To determine whether a Bushfire Attack Level assessment is necessary to be provided with your development application, refer to State Planning Policy 3.7 and the accompanying Guidelines for Planning in Bushfire Prone Areas, or contact the City of Subiaco Planning Department.*

#### Applicant's Details

Applicant's Full Name

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Applicant's Signature

\_\_\_\_\_

Date

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#### Accepting Officers Details

Accepting Officer's Name

\_\_\_\_\_

Officer's Signature

\_\_\_\_\_

Date

/      /