

The City of Subiaco is seeking to improve the efficiency of its planning approvals process. 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 requires 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

- 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: If the landowner is a company, evidence of the signatory's authorisation must also be provided or an ASIC extract provided.*

- c) **Planning Application Fee (refer to the Planning Services [fee schedule](#))**

*Refer to [Local Planning Policy 7.2: Refunding, Reducing and Waiving Planning Fees](#) to see information regarding potential reduction in development fees.*

*Note: Where public notification of an application is required in accordance with the City's [Planning Policy 7.3 'Public Consultation of Planning Proposals'](#), the City will request the relevant consultation fee.*

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

- e) **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

*Note: A Lot Diagram of Survey is not required for Single Houses unless an easement is identified on the CT. Applications for strata properties require a Lot Diagram of Survey. Consent from strata corporate/council of owners may be required.*

- f) **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.

*Note: Applications involving properties identified with formal heritage protection must address the relevant 'Development Guidelines' Policy. Refer to the City's [website](#).*

## 1. Proposed Developments

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

**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 existing and proposed landscaping
- Details of any demolition proposed in red or on a separate plan
- 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
- Sustainability measures chosen under Table 1 of [Local Planning Policy 1.3: Sustainable Development](#) (LPP 1.3)

### b) Elevation plans (showing all relevant dimensions)

- All applicable elevations are to be submitted with description / heading (i.e. direction) of each elevation. E.g. south 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 / concealed roof
- Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof (under the eave) e.g. Plate height.
- Details of proposed retaining, excavation or fill.
- Roof pitch degree
- Sustainability measures chosen under [LPP 1.3](#)

**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
- Roof plan (where applicable)
- Sustainability measures chosen under Table 1 of [LPP 1.3](#)

## 2. Residential Developments

Development concerned with residential land

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

**2.2 Sustainability Information** – as per [Local Planning Policy 1.3: Sustainable Development](#) (LPP 1.3). It should be noted LPP 1.3 only applies to new single houses and grouped dwellings, and additions/alterations where the new floor area is 50 per cent or more of the existing building footprint.

**2.2.1 [Form 1 – Sustainability Checklist](#)** - for applicable development.

**2.2.2** Landscaping plan – to be submitted if item 9 from Table 1 is chosen under LPP 1.3.

**2.2.3 [Form 2 – Tree Survey Form – Existing Tree](#)** – to be submitted if item 10 from Table 1 is chosen under LPP 1.3.

**2.2.4** Arborist report – to be submitted if item 10 from Table 1 is chosen under LPP 1.3.

**2.2.5 [Form 3 – Tree Survey Form – New Tree](#)** – to be submitted if item 11 from Table 1 is chosen under LPP 1.3.

**2.2.6** NatHERS certificate prepared by an accredited NatHERS assessor – to be submitted if item 13 from Table 1 is chosen under LPP 1.3.

**2.2.7** ‘Passivhaus’ (Passive House) certification prepared by an accredited Passivhaus assessor – to be submitted if item 14 from Table 1 is chosen under LPP 1.3.

**2.2.8** If item 15 is chosen from Table 1 is chosen under LPP 1.3 – all of the information under clause 3.6 of LPP 1.3 must be submitted.

**2.3 Streetscape Perspective** – Scaled plan showing proposed building/development and the two adjoining buildings either side of the development site to all street frontages. 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).

**2.4 Materials, Finishes and External Fixtures** – 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).

**2.5 Landscaping Details** – Information outlining any existing and proposed landscaping within the lot, in accordance with the [R-Codes Volume 1](#) design principle 5.3.2 *Landscaping* (where applicable)

- 2.6 Overshadow Diagram** – Diagram showing extent of overshadowing on adjoining southern properties, expressed in percentages and square metres. *Note: The overshadowing diagram must include existing and proposed shadow.*
- 2.6.1** Properties that are oriented east-west should provide a sun angle diagram depicting the extent of overshadowing cast from the current buildings on site in comparison with the proposed development. The diagrams will involve side on elevations to determine the extent of overshadowing impacts onto adjoining southern properties major openings, outdoor living areas and/or solar collectors, at 12pm on 21 June. Please contact Planning Services for further information.
- 2.7 Open Space Calculations** – Expressed in percentages and square metres.
- 2.8 [Residential Design Codes \(Volume 2\) Assessment Template](#)** – For where Volume 2 applies, i.e. multiple dwellings in areas coded R40 or greater.
- 2.9 3D Model** – For proposals identified in Table 1 of [Local Planning Policy 7.8](#) only. Please refer to the [Information Sheet](#) regarding 3D Modelling Requirements for Development Applications.

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

Development concerned with commercial/mixed use land

- 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 to all street frontages. 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** – In accordance with Schedule 5 of LPS5. Please address any shortfall in parking against [Local Planning Policy 5.1: Car Parking and Transport](#) (LPP5.1) and/or [Local Planning Policy 5.2: Bicycle Parking Facilities](#) (LPP5.2)
- 3.5 Landscaping Details (if applicable)**
- 3.6 Traffic Impact Statement (if applicable)**
- 3.7 Signage Details (if applicable)** – Refer to [Local Planning Policy 8.2: Advertisements \(Signs\)](#) (LPP8.2) for further information.
- 3.8. [Residential Design Codes \(Volume 2\) Assessment Template](#)** – for where Volume 2 applies, i.e. multiple dwellings in areas coded R40 or greater.

#### 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

- 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 or Assessment (if applicable)**
- 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 –** Provide a set of plans or detailed table showing plot ratio area calculations for each floor and dwelling
- 4.8 Waste Management Plan –** Detailing matters including, but not limited to, collection times and methods, noise management, and traffic management.
- 4.9 3D Model –** Please refer to the [Information Sheet](#) regarding 3D Modelling Requirements for Development Applications.

#### 5. Additional Information for Heritage Protected Properties\*

- 5.1 Heritage Advisory Service (where applicable/optional) –** The City offers a complimentary professional architectural and conservation advice service for landowners of places of recognised cultural heritage significance. Prior to conceiving development plans, or once development plans are prepared you may wish to engage in the service. Please refer to the Information Sheet for further information on contact the City. Please contact the City's Heritage Officer on 9237 9222 for further information.
- 5.2 Written justification against relevant Heritage Local Planning Policy –** In addition to a cover letter being required, additional justification against the provisions of the applicable policy is required:
  - o 3.4 [Development Guidelines for Residential Heritage Areas](#); and/or
  - o 3.5 [Development Guidelines for Places included on the Heritage List](#); and/or
  - o 3.6 [Development Guidelines for the Rokeby Road and Hay Street Heritage Area](#)
- 5.3 Detailed Elevation –** Scaled elevation plan showing proposed building/development site to all street frontages, which details all alterations visible from the street. The detailed elevation should include the proposed colours and materials clearly labelled. If the development site is a corner lot, then the perspective should include both frontages of the lot.

- 5.4 Demolition/Partial Demolition of Heritage Protected Properties and/or Properties which share a common wall with another building** – Where demolition of this kind is proposed the following information is required in addition to the essential information and other heritage requirements stated above:
- 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 in red
  - Photographs – Of all four external elevations of the existing place(s) where possible
  - Independent Heritage Assessment – When demolishing two or more places

*\*Note: if you are unsure whether your property is a Heritage Protected Place, please contact the City's Planning Services on 9237 9222 or via email at [city@subiaco.wa.gov.au](mailto:city@subiaco.wa.gov.au). Alternatively, you can enter your property address into InHerit online [here](#) and if your property is on the City's Heritage List or is in a Heritage Area, it is a Heritage Protected Place.*

## 6. Change of Use or Home Business Application

- 6.1 All information as listed in Part 1 – Proposed Developments**
- 6.2 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;
  - landscaping details;
  - shop-front treatments;
  - deliveries/visitation rate per week/day; and
  - any other relevant information

## 7. Signage Applications

- 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 of properties which share a common wall with another building

- 8.1 All Essential Information**
  - Cover letter must address the relevant [Local Planning Policy](#).
- 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 in red
- 8.3 Photographs** – Of all four external elevations of the existing place(s) where possible

## 9. Subdivision Clearance Request

- 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** – 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. Condition Clearance Request

- 10.1 Provide a written request to clear development 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.
- 10.2 Supporting Documentation** – As relevant to the condition.
- 10.3 Copy of Development Assessment Panel / DevelopmentWA conditional approval**
- 10.4 Condition Matrix** – containing summary of cleared and pending conditions.
- 10.5 Site photos** – if applicable to the condition.

## 11. Amendments to Previous Planning Approvals

- 11.1 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);

- 11.2 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.

*Note: refer to [Local Planning Policy 7.6: Amendment and Extension to Term of Development Approval](#) for further information.*

## 12. Extensions to the Term of Planning Approval

- 12.1 All Essential Information**

- 12.2 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.

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

*Note: refer to [Local Planning Policy 7.6: Amendment and Extension to Term of Development Approval](#) for further information.*

## 13. Section 40 Certificates

- 13.1 A covering letter** setting out the Section 40 requested, business details and applicant contact information
- 13.2 Completed [Section 40 application form](#)**
- 13.3 Planning Application Fee** (refer to [Planning Services fee schedule](#)).
- 13.4 Floor Plan** outlining the area proposed to be licensed in red.

