

Accompanying Material - Single Houses and Grouped Dwellings

Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 63

| Applicant | Officer | Primary Checklist |
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| <input type="checkbox"/> | <input type="checkbox"/> | <p>Completed City of South Perth Development Application Form/checklist and/or MRS Form 1 <i>Please note: Application forms are required to be signed by ALL owners of the land as displayed on the Certificate of Title (this includes the Strata Manager as the owner where applicable)</i></p> <p>Where a lot is owned by a company or in a company name, a current Company Extract from the Australian Securities and Investment Commission (ASIC) database is required to be submitted along with the Certificate of Title. This is necessary to ensure there is one sole Director/Secretary able to sign the form and the persons' details and signature are authorised persons and correspond with the company extract from ASIC database.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Planning Application Fee <i>*If the City refers the application to a specialist for technical advice to assist with its assessment the applicant will be billed for the cost of this service*</i></p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Certificate of Title AND Lot Diagram of Survey showing all lot boundaries, easements covenants on the land. <i>Please note, the Certificate of Title must be issued within the last 6 months and is required for lodgement of ALL applications.</i></p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Strata Survey Plan <i>*For Grouped Dwellings, a strata survey plan, issued by Landgate, is to be provided showing all lot boundaries and lot entitlements (including any common property).</i></p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Cover Letter – Providing an outline of the proposal, description of the development and any justification for variations (if applicable) where the applicant is seeking discretion to be exercised under the relevant planning framework.</p> |
| Applicant | Officer | Required Information |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>1.1 Existing and Proposed Site Plans, including all relevant dimensions to a scale of 1:100 or 1:200 only</p> <ul style="list-style-type: none"> a) Street and lot number and street/road name b) North Point (on all plans) c) Existing and proposed buildings, including building envelopes on adjoining lots. d) Natural ground level and proposed ground and finish floor levels (relative to nominated datum point or AHD) (to be indicated by both contours and spot levels) e) All property boundaries and lot dimensions f) Setbacks to all lot boundaries g) Details and Location of any fencing (existing or proposed). h) Location, layout and dimension of any car parking areas i) Street verge and road including – street verge trees, power poles, drainage pits, manholes, crossover, footpaths, road islands and any other obstructions. As well as any proposed changes to these things. j) Location of any easements |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>1.2 Elevation plans (showing all relevant dimensions) to a scale of 1:100 only.</p> <ul style="list-style-type: none"> a) All applicable elevations are to be submitted with description/heading (i.e. direction – east, west etc.) of each elevation b) Existing/natural ground levels to be indicated vertically below any proposed/existing walls where the wall intersects with the ground. Existing/natural ground level to be relative to nominated datum point or AHD. c) Existing/natural ground level to be indicated as found at all adjacent lot boundaries. Existing/natural ground level to be relative to nominated datum point or AHD. d) Overall height dimensions to be shown from existing/natural ground level to ridge and pitch. e) Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof e.g. Plate height. f) Existing and proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, batter storage units, air conditioners and hot water systems. g) Height of any existing or proposed dividing fencing or screen walls. h) Where an under croft is proposed, a section drawing at not less than 1:50 scale is to be |

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| | | submitted demonstrating driveway gradient and head clearances. |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>1.3 Floor plan (showing all relevant dimensions)</p> <p>a) A plan of every storey with floor levels (RL or AHD)</p> <p>b) Internal Layout showing doors / windows etc and room names</p> <p>c) Roof/eaves lines</p> <p>d) Total floor area in square metres</p> <p>e) Lot boundaries and setbacks to all boundaries on all sides</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.4 Overshadow Diagram – diagram showing extent of overshadowing on adjoining properties, expressed in percentages and square metres. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.5 Open Space Calculations – expressed in both percentages and square metres |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.6 All new single houses and grouped dwelling proposals require a Landscaping Plan to show the location and species of planting as well as hard/soft scaping treatment area, legend of plant species and indication of areas which consist of irrigation/reticulation. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.7 All new grouped dwelling applications require a draft survey plan/lot allocation plan. The plan is to clearly show all proposed lots, lot areas, areas of common property, and any easements/encumbrances. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.8 Where residential development is proposed within 250m of Kwinana Freeway, Manning Road or Canning Highway, an Acoustic Report and Noise Management Plan is required to be submitted at the time of lodgement. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.9 Bushfire Attack Level (BAL) Assessment (if necessary). If unsure of the requirement of a BAL assessment, please contact the Planning Department directly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>2.0 If the subject site is located in the Cygnia Cove Estate a “Richard Noble” Checklist is required to be submitted with the application.</p> <p><i>Please note: a Materials and Finishes Schedule is required to be submitted for Dwellings within this estate.</i></p> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.1 If the subject site is subject to a dual density code, a report addressing the dual density criteria outlined within the City’s Local Planning Scheme is required to be submitted with the development application package. The report is required to address how the development satisfies each performance criterion and state the density code sought. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.2 Heritage Impact Assessment (if necessary) If unsure, please contact the City’s Planning Department directly. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.3 If the subject property is heritage listed, a Materials and Finishes Schedule is required. The schedule is to outline the proposed materials and finishes, as well as the location of any 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). The elevations are to show the proposed roof pitch, materials and colours. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.4 Statement to address DRP comments (if necessary) Proposals that are formally submitted as a development application to the City following consideration by the Design Review Panel must be accompanied by a statement detailing how, and the extent to which, the comments made from the Design Review Panel have been addressed, in accordance with Clause 63(1)(d) of the Deemed Provisions of Local Planning Scheme No. 3. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.5 Where ten (10) or more grouped dwellings are proposed, a Waste Management Plan is required to be submitted at the time of lodgement. Please refer to the City’s website and/or contact the Planning Department for any additional information. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.6 Where five (5) or more grouped dwellings are proposed, a Traffic Impact Statement/Assessment is required to be submitted with the lodgement. Please refer to the City’s website and/or contact the Planning Department for any additional information. |

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| <input type="checkbox"/> | <input type="checkbox"/> | 2.7 Where four (4) or more grouped dwellings/single houses are proposed a detailed Design Statement is to be provided addressing the 10 Design Principles of State Planning Policy 7.0 – Design of the Built Environment. |
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- * The City takes no responsibility for delays associated with incomplete applications. If applications are received incomplete the applicant will be contacted and given up to 7 days in which to provide any outstanding information, if this is not received in the required time frame the application will be returned and will not be processed by the City. Should additional information be requested, the statutory assessment timeframes will be paused until such a time the additional information to the satisfaction of the City.
- * It should be noted that further information may be required as a result of the City's assessment and/or concerns being received during any advertising undertaken and/or as a consequence of comments being received from a government agency/department. Each version of the site plan, floor plan(s) and elevations shall include an updated submission reference in the following format - Revision #; Plan #; Date (DD/MM/YY).
- * If the development application is required to be advertised as part of the assessment process it shall be done so in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 64(5) and the City of South Perth Advertising of Planning Proposal Local Planning Policy.
- * The information and plans provided with this development application will be made available on the City's website if required to be advertised for comment.
- * Upon review of the application type and works/use proposed, the City may request additional information at the time of lodgment in accordance with Clause 63(D) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- * The fees paid on this development application have been calculated on the estimated cost of development stated on the application form. If the cost of development determined at time of Building Permit is more than the estimated cost stated on the development application, the applicant will be responsible for payment of additional fees.
- * The City may waive or vary a requirement outlined above at its discretion.