

Proposed Change of Use of Land (Checklist for Development Approval)

Please refer to the City’s information sheet titled “Use of land”. That information sheet also contains details of the relevant ‘Planning’ requirements.

The following detailed checklist needs to be referred to when preparing your Application for Development Approval for a ‘change of use’. When all of the required information has been submitted, the City’s officers can make a complete assessment and determination of your application. This will facilitate expeditious issuing of determination. **To avoid delays or the return of incomplete applications, all of the listed information must be provided.**

Note: If building works are also proposed, it is also necessary to lodge a separate application for a Building Permit. It is advisable to lodge the Building Permit application after Development Approval has been obtained.

Self check ✓ or ✗	Officer check ✓ or ✗
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Forms

<p>1. Development Approval application form completed and signed by the owners(s)* of the land.</p> <p>*Notes regarding ‘owner(s)’:</p> <ul style="list-style-type: none"> ▪ If there is more than one owner, all owners are to sign. ▪ If the property is being purchased, attach a copy of the ‘Offer and Acceptance’. ▪ If the property is part of a strata built before 1985, attach a copy of the strata company minutes where the proposal was approved or all of the strata owners to sign the application form. 		
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Fees

2. Check the 'Planning Services Fees Schedule'.		
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Site Plan (scale 1:200 or 1:100. NB: the site plan and floor plan may be combined at a scale of 1:100)

3. 3 scaled copies of a site plan showing the information listed below.		
4. Accurately the position of the existing buildings, all other structures, car parking bays and location of landscaped areas.		
5. Any alterations to the building, car parking or site levels (i.e. retaining)		
6. The existing and proposed means of access for pedestrians and vehicles to the land.		
7. If the lot is part of a strata group, the site plan is to cover the entire strata group. Items 4-7 are not required for the other strata lots, however, the strata boundaries or fence lines need to be shown.		

Floor Plans (Scale 1:100. NB: the Site plan and Floor plan may be combined at a scale of 1:100)

8. 3 scaled copies of drawings showing the information listed below.		
9. All portions of the existing building and the intended use of those portions of the building.		
10. Proposed alterations to the building and the intended use of those portions of the building.		

Elevations (Scale 1:100)

11. 3 scaled copies of drawings showing the elevation of the building including any changes to the building and any changes to external signage.		
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Specifications

12. 3 copies of a specification outlining the type and colour of materials to be used in the construction of the patio.		
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Covering Letter

<p>13. 3 copies of a covering letter. The covering letter is to explain:</p> <ul style="list-style-type: none"> a) The proposed new use of the site, with reference to the drawing as necessary b) Any variations from requirements set down in the City's Town Planning Scheme No. 6, or relevant policies. c) If there are few or no requirements prescribed by TPS 6 or any policy for the use proposed, or the use is a "use not listed (in Schedule 1 of TPS 6)", how the use is suitable within the chosen location. d) How the application meets the objectives of the City's TPS 6. 		
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Additional information that may be required (a Planning Officer will contact the applicant to advise if this information will be required)

14. *Boundary (parapet) wall proposed?* Shadow diagrams may be required. The Planning Officer will advise what details will be required.

15. *Land affected by a Metropolitan Region Scheme (MRS) Reserve or adjacent to Canning Highway, Manning Road or Kent Street?* A MRS Form 1 may need to be lodged.

16. The City may require any other plan or information pursuant to the Scheme to enable the application to be determined.

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