

# Proposed New Dwellings AND Additions and Alterations to Existing Dwellings (Checklist for Development Approval)

## Please Note:

- Dwellings means **all** types of dwellings/houses
- Lodge this checklist with your application, with the self-check completed
- An application will only be accepted if **all** information is correctly supplied.

Self check ✓ or ✗	Officer check ✓ or ✗
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## Forms

<p>1. Development Application form completed and signed by the owner(s) of the land.</p> <p><b>Notes</b> regarding 'owner(s)': If there is <i>more than one owner</i>, 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.</p>		
<p>2. Copy of 'Offer and Acceptance' if property is being purchased.</p>		

## Letter

3. A letter explaining any variation from the Residential Design Codes, Town Planning Scheme No. 6 or Council Policy. Refer to information on application form.		
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## Fees

4. Check the 'Planning Services Fees Schedule' - <a href="https://southperth.wa.gov.au/development/development-applications/application-process">https://southperth.wa.gov.au/development/development-applications/application-process</a>		
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## Site Plan (scale 1:200 or 1:100)

5. 3 copies of the site plan showing the information listed in points 5 to 15 below.		
6. Accurately the position, type and height of all existing trees on the land and indicating which (if any) of those trees will be removed.		
7. The location of street trees, crossover, power poles etc. in the road reserve (front verge) in front of the land.		
8. The existing contours and proposed finished ground levels of the land, adjoining land, streets, footpaths and street and other vehicle carriageways.		
9. The location of proposed buildings on the land and setbacks of proposed buildings to all lot boundaries.		
10. The floor levels of proposed buildings.		

<p>11. Details of any retaining walls or embankments required to support any proposed cutting or filling of the existing ground surface, including the height of the proposed retaining walls relative to existing ground levels.</p>		
<p>12. The existing and the proposed means of access for pedestrians and vehicles to and from the land.</p>		
<p>13. The location, number, dimensions and layout of all car parking spaces intended to be provided.</p>		
<p>14. The location and dimensions of open space areas.</p>		
<p>15. The following details of existing development on adjoining land:</p> <ul style="list-style-type: none"> <li>▪ the location of any buildings and the location of all windows facing the proposed development;</li> <li>▪ the location of any vehicle access way, driveway or crossover located within 3 metres of the side boundary adjoining the development site;</li> <li>▪ the ground levels of the adjoining land adjacent to the side boundary; and</li> <li>▪ the floor levels of buildings located on the adjoining land.</li> </ul>		

### Floor Plans (scale 1:100)

<p>16. 3 copies of drawings showing floor plans of any building proposed to be erected or altered and of any building intended to be retained.</p>		
<p>17. Proposed use of all portions of the buildings.</p>		
<p>18. All openings in external walls.</p>		

### Elevations (scale 1:100)

19. 3 copies of drawings showing all elevations of any building proposed to be erected or altered and of any building intended to be retained.		
20. All openings in external walls.		

## Specifications

21. 3 copies of a specification outlining the type and colour of materials to be used in the construction of buildings, and the type of materials to be used in the construction of driveways, fences and retaining walls.		
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**Other** (in addition to the above information, please supply the following information if it is relevant to the application):

22. <i>Proposal is on a corner lot?</i> The type and height of existing and proposed fencing on the land.		
23. <i>Site slopes more than 300mm?</i> Natural ground levels at the boundary imposed on elevations.		
24. <i>Grouped Dwellings proposed?</i> Composite elevation(s) drawing is also required.		
25. <i>Grouped Dwellings proposed?</i> The type and height of existing and proposed internal fencing on the land.		
26. <i>Additions to Grouped / Multiple Dwellings proposed?</i> A separate site plan showing the location and floor plan of all existing buildings.		

<p>27. <i>3 or more new Grouped / Multiple Dwellings proposed?</i> Supply 3 copies of a Landscape Plan. All landscape plans must indicate the following:</p> <ul style="list-style-type: none"><li>▪ The location of every building on the site;</li><li>▪ The layout and location of pedestrian spaces, pavements, grassed areas, areas covered with ground cover planting, organic or inorganic materials, shrubs and garden beds and the location of existing and proposed trees;</li><li>▪ The quality of shrubs to be planted in each landscaped area and the types of existing and proposed trees; and</li><li>▪ Details of any alterations or proposed alterations to the natural contours of the landscaped areas.</li></ul>		
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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)

28. <i>Boundary (parapet) wall proposed?</i> Shadow diagrams may be required. The Planning Officer will advise what details will be required.		
29. <i>Potential to extensively overshadow an adjoining lot?</i> Shadow diagrams may be required. The Planning Officer will advise what details will be required.		
30. <i>Land allocated an MRS Reserve in the Town Planning Scheme Maps or adjacent to Canning Highway, Manning Road or Kent Street?</i> A MRS Form 1 may be required to be filled in.		
31. The City may require any other plan or information pursuant to the Scheme or to enable the application to be determined.		

Checklists for other types of Planning applications are available on request from the City's office.

**It is also necessary to lodge an application for a Building Permit with the Building Services Department. It is advisable to lodge the Building Permit after Planning Approval has been given.**

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