








## DEVELOPMENT APPLICATION CHECKLIST – COMMERCIAL AND INDUSTRIAL

This checklist has been prepared to ensure development applications are complete and contain all required information to allow for the application to be processed in a timely manner. The City asks that you read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted.

Please note incomplete applications may not be accepted and may be returned to the applicant to lodge at a future date when all outstanding information is available.

Application Form	Please Tick
<p>All application must include a completed City of Canning Application for Council's Development Approval form.</p> <ul style="list-style-type: none"> <li>The application form must be signed by all owners of the land as shown on Certificate of Title or a Letter of Authorisation must be provided which has been signed by the owners of the land.</li> <li>If the land is owned by a company, the application form must be signed by the Director/Chairman of the company (their position title must be stated).</li> <li>Where the proposal is to be determined by the Development Assessment Panel a <a href="#">DAP Form 1 or Form 2</a> and an <a href="#">MRS Form 1</a> must also be completed by the applicant.</li> <li>Where a proposal is for development on or abutting land that is Reserved under the Metropolitan Region Scheme an <a href="#">MRS Form 1</a> must also be completed by the applicant.</li> </ul>	<input type="checkbox"/>
<p><b>Fees</b></p> <p>As per Planning Fee Schedule (refer to the City's website for Planning Fee Calculator). Application fees are non-refundable. Where the proposal is to be determined by the Development Assessment Panel additional fees are required as per <a href="#">Schedule 1 – Fees for Applications</a>.</p>	<input type="checkbox"/>
<p><b>Certificate of Title</b></p> <p>Current copy of the certificate/s of title (issued within the last 6 months). Available from <a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a>.</p>	<input type="checkbox"/>
<p><b>Site Plan</b></p> <p>A site plan must be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> <li>Lot boundaries, lot dimensions, easement details, street names, a north point and have the site area annotated;</li> <li>Exclusive area (m<sup>2</sup>) each strata property;</li> <li>Setback dimensions;</li> <li>All car parking, including vehicle manoeuvring areas as per Australian Standards;</li> <li>Vehicle access ways and crossovers to be drawn to City's standard specifications. If existing, to be nominated to be retained or removed;</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Verge details: street trees (tree trunk circumference clearly identified), power poles, stay wires, bus stops, footpath signs, man holes, pram ramps, street signs and drainage pits;</li> <li>• Traffic islands and speed humps where applicable.</li> <li>• The internal dimension (measured from internal pier to internal pier) of proposed carports/ garage or undercroft parking areas;</li> <li>• The dimension of the carport/ garage openings;</li> <li>• Details of proposed fencing (height and materials);</li> <li>• Ground levels (AHD) and finished floor levels;</li> <li>• Any retaining, existing or proposed along the boundaries of the site to include the following; <ul style="list-style-type: none"> <li>➤ Retaining height,</li> <li>➤ Bottom of retaining (BOR); and</li> <li>➤ Top of retaining (TOR).</li> </ul> </li> </ul>	
<p><b>Floor Plans</b></p> <p>Floor plans must be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> <li>• A plan of every storey with floor levels [Relative Level (RL) or Australian Height Datum (AHD)];</li> <li>• Room layout including walls, doors, windows and proposed use of each room; and</li> <li>• Dimensions of the buildings.</li> </ul>	
<p><b>Elevations</b></p> <p>Elevation drawings must:</p> <ul style="list-style-type: none"> <li>• Be provided for every facade of the proposed building(s)/ structure(s);</li> <li>• Identify natural ground levels (NGL), average natural ground level (ANGL) where applicable and finished floor levels;</li> <li>• Detail all openings (doors and windows) and architectural features;</li> <li>• Clearly detail materials;</li> <li>• Dimensions of support post widths as well as length and height (to eaves and pitch) of proposed structure, measured from Natural Ground Level (NGL).</li> </ul>	
<p><b>Site Feature Survey</b></p> <p>A feature survey must include the street verge, be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> <li>• Existing contours at 0.5m intervals extending past property boundaries;</li> <li>• Relevant spot levels;</li> <li>• Location and finished floor levels of adjoining buildings;</li> <li>• Existing structures, including buildings and retaining walls;</li> <li>• Existing trees on site;</li> <li>• Street trees and other fixtures (bus stops, power poles and lines, traffic islands, man holes, drainage pits etc.);</li> <li>• Location of adjoining buildings.</li> </ul>	

<p><b>Landscape Plan</b></p> <p>Refer to <a href="#">Local Planning Scheme No.42</a>. The plan must be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> <li>• Location and dimension of planting areas;</li> <li>• Details of species to be planted;</li> <li>• Any trees or other vegetation on site which are to be retained.</li> </ul> <p>In addition to the above applicants must address Local Planning Policy LP.09 – <i>Tree Retention and Planting – Development</i>. In particular consideration of clause 6.8.3 – ratio of trees 1:4 and 1 per 450m<sup>2</sup> of paved areas must be addressed.</p>	
<p><b>Stormwater Drainage Plan</b></p> <p>A drainage plan is required where additional/new roof area is proposed. The plan must include:</p> <ul style="list-style-type: none"> <li>• The location, size, capacity and connection points to existing/proposed stormwater infrastructure i.e. soakwells or stormwater drainage pipes;</li> <li>• Provision of grated trafficable lids for soakwells located within vehicular accessways or driveways; and</li> </ul> <p>The City may require a geotechnical report to identify the appropriate method for stormwater disposal. The City maintains a list of geotechnical engineers that should be consulted.</p>	
<p><b>On-Site Sewage Disposal</b></p> <p>Where new development is proposed and reticulated sewerage is not available, details of the onsite sewage disposal is to be provided:</p> <ul style="list-style-type: none"> <li>• Refer to Schedule 1 of the <a href="#">Government Sewerage Policy</a> to determine relevant information required to be submitted as part of the development application.</li> </ul> <p>This will ensure a system can be installed in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1975, in addition to meeting the City’s Planning requirements.</p>	
<p><b>Covering Letter</b></p> <p>The covering letter must contain:</p> <ul style="list-style-type: none"> <li>• A detailed description of the proposed business including hours of operation, number of employees and provision of parking;</li> <li>• A description of any noise produced by the proposed business (if applicable);</li> <li>• Whether any signs are proposed (if so, provide dimensions and an illustration);</li> </ul> <p>Any other relevant information about the nature of the proposal relevant to the application.</p>	

**Disclaimer**

This checklist intends to assist applicants in ensuring their development application is complete and contains all necessary information for an assessment being undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports.

For larger applications, applications are encouraged to arrange an appointment with a Planning Officer prior to lodgement. **Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of your application.**

This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.

**By completing the checklist above and signing below, the applicant accepts responsibility of having submitted all documents as detailed in the check list.**

**The non-compliance of the above will be construed by the City as an incomplete application and the City will not be accepting the application.**

Applicant's full name and signature:

Date:

Updated September 2020  
HPRM D20/49129