








## DEVELOPMENT APPLICATION CHECKLIST – SINGLE HOUSE

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 applications 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> 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> 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> A site plan must be drawn to a standard scale (i.e. 1:100, 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>) for each lot (remove dwelling);</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> <li>Verge details: street trees (tree trunk circumference clearly identified), power poles, stay wires, bus stops, footpath, man holes, pram ramps, street signs and</li> </ul>	<input type="checkbox"/>

<p>drainage pits;</p> <ul style="list-style-type: none"> <li>• Traffic islands and speed humps where applicable.</li> <li>• Provide location of existing and/or proposed structures;</li> <li>• Setback dimensions from boundaries to individual floors on separate plans;</li> <li>• The internal dimension (measured from internal pier to internal pier) of proposed carport / garage;</li> <li>• The dimension of the carport / garage opening;</li> <li>• Details of proposed fencing (height and materials);</li> <li>• Ground levels (AHD) and finished floor levels;</li> <li>• Total outdoor living area to be identified, area dimensioned and the covered area within the said area identified;</li> <li>• Any area covered by 3 sides (porch, portico or alfresco) to be calculated towards site cover and reflected on open space; and</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;</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 (FFL);</li> <li>• Maximum and average boundary wall heights to be marked clearly from NGL to the correct point on the wall;</li> <li>• Detail all openings (doors and windows) and architectural features;</li> <li>• Highline windows clearly dimensioning the 1.6m height from final floor level (FFL);</li> <li>• Windows that are to be fixed and obscured to be clearly marked;</li> <li>• Clearly detail materials; and</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 a standard scale (i.e. 1:100, 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.); and</li> <li>• Location of adjoining buildings.</li> </ul>	■

<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> <li>• 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.</li> </ul>	
<p><b>Landscaping Plan</b></p> <p>For sites greater than 450m<sup>2</sup> in area applicants must address Local Planning Policy LP.09 – <i>Tree Retention and Planting – Development</i>. In particular consideration of clause 6.8.2 – which sets out minimum tree requirement.</p>	
<p><b>Overshadowing Plan</b> (for developments of two or more storeys Or where the proposed FFL is higher than 500mm from NGL)</p> <p>Overshadowing calculation to clearly show the following as per Clause 5.4.2 and Figure Series 11 of the Residential Design Codes of Western Australia.</p> <ul style="list-style-type: none"> <li>• The area (m<sup>2</sup>) of overshadowing;</li> <li>• The land area of the property affected; and</li> <li>• The percentage (%) of overshadowing.</li> </ul>	
<p><b>Visual privacy – Cone of vision</b> (for developments of two or more storeys or where the proposed FFL is higher than 500mm from NGL)</p> <p>The cone of vision to clearly show the following as per Clause 5.4.1 and Figure Series 10 of the Residential Design Codes of Western Australia.</p>	
<p><b>Sightlines</b></p> <p>Sightlines to be clearly indicated as per Clause 5.2.5 and Figure Series 9 of the Residential Design Codes of Western Australia.</p>	
<p><b>Written Justification</b></p> <p>Where a proposal involves a variation to the provisions of the R-Codes or the City's <a href="#">Local Planning Policy LP.01 – Residential Development</a>, justification to support the variation is required. Please ensure that the justification outlines:</p> <ul style="list-style-type: none"> <li>• Details of the variation to ‘Deemed-to-comply’ and which policy/R-code clause it refers to; and</li> <li>• Information on why the variation should be supported as per the ‘Design Principles’.</li> </ul>	
<p><b>Optional - Written Approval of Adjoining Landowners</b></p> <p>Consultation with adjoining owners may be necessary where variations to the R- Codes and/or Council Policies are sought. To ensure a streamlined process, the applicant may submit a proforma and plans signed by the affected landowner. These plans will need to include the following;</p> <ul style="list-style-type: none"> <li>• The requirement for the items varied;</li> <li>• The proposal for the item varied;</li> <li>• The actual variation proposed (not to use terms such as ‘approximately’);</li> </ul>	

<ul style="list-style-type: none"> <li>• The words “We do not object to the proposal Or We object to the proposal”; and</li> <li>• The neighbour’s (property owner and NOT tenant) full name and contact number. *Owner’s details are available from the City.</li> </ul> <p>Advertising / consultation maybe conducted via post and proof of post via registered post or courier and receipt by recipient can be considered if no objections are received.</p> <p>*The inability to provide a response of ‘no objection’ regarding ‘Visual Privacy’ during the consultation period, it will be considered as an objection and the City may re-advertise to the affected neighbour(s).</p> <p>Alternatively, the City’s planning officers will write to those affected during the assessment process.</p> <p>*If a response of ‘no objection’ is not received regarding ‘Visual Privacy’ during the consultation period, it will not be considered as a ‘no objection’ and the issue will need to be rectified by the applicant.</p>	
<p><b>Aircraft Noise Area (ANEF 20-25 and 25-30)</b></p> <p><b>Question 1:</b> Is any portion of the property located within the Special Control Area?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes; is there a notification on the certificate of title for the property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes; supply a copy to the City’s staff. In some instances a development application may not be required.</p> <p><b>Question 2:</b> Is the property within the ANEF 25-30 area?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes; provide details of insulation/ noise reduction measures to be taken in accordance with the Department of Planning’s <a href="#">Aircraft Noise Insulation for Residential Development in the Vicinity of Perth Airport</a> Report.</p>	<input type="checkbox"/>
<p><b>Bushfire Planning Requirements</b></p> <p>Question 1: Is any portion of the property on which the development is proposed situated in a Bushfire Prone Area?</p> <p>Refer to maps provided at <a href="https://maps.slip.wa.gov.au/landgate/bushfireprone/">https://maps.slip.wa.gov.au/landgate/bushfireprone/</a></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If ‘Yes’; refer to the following information, then go to Question 2.</p> <p>If a site subject to a development application is situated in a Bushfire Prone Area, then a Bushfire Attack Level (BAL) Assessment <b>must</b> be submitted with the application, unless:</p> <ul style="list-style-type: none"> <li>• There is an endorsed Bushfire Management Plan (or Fire Management Plan) with a BAL Contour Map that exists for the land in which the development is proposed.</li> <li>• The proposed development is for a Single House (and/or development associated with a Single House such as a patio, outbuilding or ancillary accommodation), proposed on a site that is less than 1,100sqm.</li> <li>• The proposal is for the construction or use, or construction and use of a habitable building other than a single house or ancillary dwelling or a specified building will require a BAL. A ‘habitable building’ includes a commercial place of work (e.g. office).</li> </ul> <p>If a BAL Assessment is required, the City requires the use of an appropriately accredited BAL Assessor or an accredited Bushfire Planning Practitioner to undertake the BAL assessment.</p>	<input type="checkbox"/>

Question 2: If the proposed development is in a Bushfire Prone Area; has a BAL Assessment been undertaken and included with this application?	
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Yes  No, why?

### 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:
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Date:
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