




DEVELOPMENT APPLICATION CHECKLIST – MULTIPLE DWELLINGS






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"> 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. 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). Where the proposal is to be determined by the Development Assessment Panel a DAP Form 1 or Form 2 and an MRS Form 1 must also be completed by the applicant. Where a proposal is for development on or abutting land that is Reserved under the Metropolitan Region Scheme an MRS Form 1 must also be completed by the applicant. 	<input type="checkbox"/>
<p>Fees</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 Schedule 1 – Fees for Applications.</p>	<input type="checkbox"/>
<p>Certificate of Title</p> <p>Current copy of the certificate/s of title (issued within the last 6 months). Available from www.landgate.wa.gov.au.</p>	<input type="checkbox"/>
<p>3D Model for 'Significant Development' (Definition as per LP.06 Design Advisory Committee and Assessment of Significant Developments)</p> <p>An electronic file showing only the external building envelope to be provided in one of the following formats: SKP, XPC, XPL, XPL2, FLT, FPC, DAE (collada) or 3DS.</p> <p>Preference is given for 3D models in SKP, XPL or XPL2 formats.</p> <p>Textures sent along with the model must be in: JPG, TIFF, or PNG formats</p> <p>Please refer to information sheet '3D Modelling for Significant Developments' for further details.</p>	<input type="checkbox"/>

<p>Development details</p> <p>A summary document that provides the key details of the development proposal. It contains information such as the:</p> <ul style="list-style-type: none"> • Plot ratio of the development • Number, mix, size and accessibility of apartments • Number of car parking spaces for use (residential, retail, accessible, visitor etc.) percentage of apartments meeting cross ventilation and daylight requirements. 	
<p>Site Plan</p> <p>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"> • Lot boundaries, lot dimensions, easement details, street names, a north point and have the site area annotated; • Exclusive area (m²) for each lot (remove dwelling) and the common property area for sites with more than one dwelling; • Any proposed site amalgamation or subdivision; • All car parking, including vehicle manoeuvring areas as per Australian Standards; • Vehicle access ways and crossovers to be drawn to City's standard specifications. If existing, to be nominated to be retained or removed; • 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; • Traffic islands and speed humps where applicable. • Provide location of existing and/or proposed structures and minimum dimension of communal open space and private open space; • Setback dimensions from boundaries to individual floors on separate plans; • Interface of the ground floor plan with the public domain and open spaces within the site; • Overshadowing over neighbouring sites and location of adjacent solar collectors. • Indicative locations of planting and deep soil areas including retained or proposed significant trees; • The internal dimension (measured from internal pier to internal pier) of proposed carport / garage; • The dimension of the carport/ garage opening; • Details of proposed fencing (height and materials); • Ground levels (AHD) and finished floor levels; • Any retaining, existing or proposed along the boundaries of the site to include the following; <ul style="list-style-type: none"> ➤ Retaining height, ➤ Bottom of retaining (BOR); and ➤ Top of retaining (TOR) 	
<p>Floor Plans</p> <p>Floor plans must be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> • A plan of every storey with floor levels [Relative Level (RL) or Australian Height Datum (AHD)]; 	

<ul style="list-style-type: none"> • Room layout including walls, doors, windows and proposed use of each room; • Lot boundaries depicted on individual floor plans and setback dimensions from boundaries to individual plans indicated; and • Dimensions of the buildings. 	
<p>Elevations</p> <p>Elevation drawings must:</p> <ul style="list-style-type: none"> • Be provided for every facade of the proposed building(s)/ structure(s); • Identify natural ground levels (NGL), average natural ground level (ANGL) where applicable and finished floor levels; • Maximum and average boundary wall heights to be marked clearly from NGL to the correct point on the wall; • Detail all openings (doors and windows) and architectural features; • Highline windows clearly dimensioning the 1.6m height from final floor level (FFL); • Windows to be fixed and obscured to be clearly marked; • Clearly detail materials; and • Dimensions of support post widths as well as length and height (to eaves and pitch) of proposed structure, measured from Natural Ground Level (NGL). 	■
<p>Sections</p> <p>A scale drawing showing:</p> <ul style="list-style-type: none"> • Proposed building height and RL lines; • Building height control; • Setbacks or envelope outline; • Adjacent buildings; • Building circulation; • The relationship of the proposal to the ground plane, the street and open spaces particularly at thresholds; • The location and treatment of car parking; • The location of deep soil and soil depth allowance for planting on structure (where applicable); • Building separation within the development and between neighbouring buildings; • Ceiling heights throughout the development; and • Detailed sections of the proposed façades. 	■
<p>Site Feature Survey</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"> • Existing contours at 0.5m intervals extending past property boundaries; • Relevant spot levels; • Location and finished floor levels of adjoining buildings; • Existing structures, including buildings and retaining walls; • Existing trees on site; • Street trees and other fixtures (bus stops, power poles and lines, traffic islands, man holes, drainage pits etc.); • Location of adjoining buildings. 	■

<p>Design statements</p> <p>An explanation of how the design relates to the Design Principles in State Planning Policy 7.0 Design of the Built Environment.</p> <p>An explanation of how the proposed development achieves the relevant objectives of this policy in <i>A6 Objectives summary</i>.</p> <p>For adaptive reuse projects which affect heritage places, provide a Heritage Impact Statement prepared in accordance with the State Heritage Council’s Heritage Impact Statement Guide available at www.stateheritage.wa.gov.au (for state registered places) or the relevant local government guidelines (for other places).</p>	
<p>Building performance diagrams</p> <p>A solar diagram (where required) at the winter solstice (21 June) at a minimum of hourly intervals showing:</p> <ul style="list-style-type: none"> • Number of hours of solar access to the principal communal open space; • Number of hours of solar access to units within the proposal and tabulation of results; • Overshadowing of existing adjacent properties and overshadowing of future potential development where neighbouring sites are planned for higher density; and • Elevation shadows if likely to fall on neighbouring windows, openings or solar panels. <p>A ventilation diagram (where required) showing unobstructed path of air movements through dual aspect apartments and tabulation of results.</p>	
<p>Stormwater Drainage Plan</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"> • The location, size, capacity and connection points to existing/proposed stormwater infrastructure i.e. soakwells or stormwater drainage pipes; • Provision of grated trafficable lids for soakwells located within vehicular accessways or driveways; • 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; and • Where amendments to site levels are required and/or proposed the city requires a detailed earthworks site layout plan. 	
<p>Waste Management Plan</p> <p>Refer to the Multiple Dwelling - Waste Management information sheet for details.</p>	
<p>Landscape Plan</p> <p>Refer to Local Planning Policy SRS 221 – Town Planning Schemes Landscape Plan. The plan must be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> • The building footprint of the proposal including pedestrian, vehicle and service access; • Trees to be removed shown dotted; • Trees to remain with their tree protection areas (relative to the proposed development); • Deep soil areas and associated tree planting; • Areas of planting on structure and soil depth; • Proposed planting including species and size; 	

<ul style="list-style-type: none"> • Details of public space, communal open space and private open space; • External ramps, stairs and retaining wall levels; • Security features and access points; • Built landscape elements (fences, pergolas, walls, planters and water features); • Ground surface treatment with indicative materials and finishes; • Site lighting; and • Stormwater management and irrigation concept design. <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 6.8.1 – which sets out minimum deep soil zone requirements and a ratio of trees 1:4 to be provided within parking areas must be addressed.</p>	
<p>Written Justification</p> <p>Where a proposal involves a variation to the provisions of the R-Codes or the City’s Local Planning Policy SRS 227 – <i>Residential Development</i>, justification to support the variation is required. Please ensure that the justification outlines:</p> <ul style="list-style-type: none"> • Details of the variation to ‘Deemed-to-comply’ and which policy/R-code clause it refers to; and • Information on why the variation should be supported as per the ‘Design Principles’. 	■
<p>Optional - Written Approval of Adjoining Landowners</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"> • The requirement for the items varied; • The proposal for the item varied; • The actual variation proposed (not to use terms such as ‘approximately’); • The words “We do not object to the proposal Or We object to the proposal”; and • The neighbour’s (property owner and NOT tenant) full name and contact number *owner details available from the City* <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>Aircraft Noise Area (ANEF 20-25 and 25-30)</p> <p>Question 1: Is any portion of the property located within the Special Control Area?</p> <p>Yes No</p> <p>If yes; is there a notification on the certificate of title for the property?</p> <p>Yes No</p>	■

<p>If yes; supply a copy to the City's staff.</p> <p>Question 2: 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 Aircraft Noise Insulation for Residential Development in the Vicinity of Perth Airport Report.</p>	
<p>Bushfire Planning Requirements</p> <p>Question 1: Is any portion of the property in which the development is proposed situated in a Bushfire Prone Area?</p> <p>Refer to maps provided at https://maps.slip.wa.gov.au/landgate/bushfireprone/</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 must be submitted with the application, unless:</p> <ul style="list-style-type: none"> • 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. • 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. • 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). <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> <p>Question 2: If the proposed development is in a Bushfire Prone Area; has a BAL Assessment been undertaken and included with this application?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No, why? _____</p> <p>For further information regarding bushfire management please refer to the City's information sheet – Development in a Bushfire Prone Area.</p>	<input type="checkbox"/>

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:
