

DEVELOPMENT APPLICATION CHECKLIST – CHANGE OF USE

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"> 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>Site Plan</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"> Lot boundaries, lot dimensions, easement details, street names, a north point and have the site area annotated; Exclusive area (m2) each strata property; All car parking, including vehicle manoeuvring areas as per Australian Standards; Vehicle access ways and crossovers to be drawn to City's standard specifications; Provide location of existing and/or proposed structures; Setback dimensions; Details of proposed fencing (height and materials). <p><i>Where new buildings/ structures are proposed additional detail will be required.</i></p>	<input type="checkbox"/>
<p>Floor Plans</p> <p>Floor plans must be drawn to scale (either 1:100 or 1:200) and include:</p>	<input type="checkbox"/>

<ul style="list-style-type: none"> • A plan of every storey with floor levels [Relative Level (RL) or Australian Height Datum (AHD)]; • Room layout including walls, doors, windows and proposed use of each room; and • Dimensions of the buildings. 	
<p>Elevations</p> <p>Where alterations to the buildings on site are proposed, elevation drawings are required. The drawings must:</p> <ul style="list-style-type: none"> • Be provided for every face of the proposed building(s)/ structure(s); • Identify natural ground levels (NGL), average natural ground level (ANGL) where applicable and finished floor levels; • Detail all openings (doors and windows) and architectural features; • 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>Site Feature Survey (required if works are proposed)</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"> • 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.); and • The location of adjoining buildings. 	■
<p>Landscape Plan (required where car bays are proposed)</p> <p>Refer to Local Planning Policy SRS 221 – <i>Town Planning Schemes Landscape Plan</i>. The plan must be drawn to scale (either 1:100 or 1:200) and include:</p> <ul style="list-style-type: none"> • Location and dimension of planting areas; • Details of species to be planted; • Any trees or other vegetation on site which are to be retained. <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 450m² of paved areas must be addressed.</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; and • Provision of grated trafficable lids for soakwells located within vehicular accessways or driveways. <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>Covering Letter</p> <p>The covering letter must contain:</p> <ul style="list-style-type: none"> • A detailed description of the proposed business including hours of operation, number of employees and provision of parking; • A description of any noise produced by the proposed business (if applicable); • Whether any signs are proposed (if so, provide dimensions and an illustration); • Any other relevant information about the nature of the proposal relevant to the application. 	<input type="checkbox"/>
<p>Optional - Written Approval of Adjoining Landowners</p> <p>Consultation with adjoining owners may be necessary where variations to Council Policies Residential Design Codes or Town Planning Scheme 40 are sought. To ensure a streamlined process, the applicant may submit a proforma and plans signed by the affected landowner. Alternatively, the City's planning officers will write to those affected during the assessment process.</p>	<input type="checkbox"/>
<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. 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). 	<input type="checkbox"/>

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.

Question 2: If the proposed development is in a Bushfire Prone Area; has a BAL Assessment been undertaken and included with this application?

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:

Date:

Update June 2020
HPRM D20/49113