

Development Application – Submission Requirements Applicant’s Checklist

FORM TO BE SUBMITTED TOGETHER WITH ‘APPLICATION FOR APPROVAL TO COMMENCE DEVELOPMENT’ FORM

To reduce the potential time delays associated with incomplete applications all applicants are required to check off their application against the following checklist and sign below to verify that the requested information has been provided.

The correctly completed application should ultimately result in a more efficient process in most instances. Particular developments and circumstances may require the submission of additional information in certain situations. The City’s officers will endeavour to advise the applicant of these requirements subsequent to a preliminary assessment being completed.

The City takes no responsibility for the processing times associated with incomplete applications. It is initially the applicant’s responsibility to verify (tick off using the tick boxes supplied) that the application is correctly completed and submitted appropriately.

- All applications are to be accompanied by
- Three (3) copies of;
 - Signed Application for Approval to Commence Development/ MRS Form 1
 - Original copy of feature Survey Plan
 - Site Plan
 - Floor Plan(s)
 - Elevation Drawings
 - Fees (Refer Fee Schedule)
- As well as the hard copies the City would appreciate application plans being provided in digital format if possible.**

These drawings are to include the following information:

- SITE PLAN**
- Drawn to Scale at not less than 1:200
 - Street name(s)
 - North point
 - Existing and proposed buildings
 - Existing and proposed uses
 - Existing and proposed ground and finish levels (relative to a nominated datum point or AHD)
 - Driveways/access points
 - Lot dimensions
 - Setbacks
 - Boundary
 - Internal (Strata’s)
 - Details and location of any fencing
 - Location & layout of any carparking areas
 - Proposed landscaping areas

- FLOOR PLANS**
- Drawn to Scale of 1:100 or 1:200
 - A Plan of every storey with floor levels (RL or AHD)
 - Room layout including walls, doors window & proposed use of each room.
 - Dimensions of buildings

- ELEVATION DRAWINGS**
- Drawn to Scale of 1:100 or 1:200
 - View of every face of proposed building(s)/ Structure(s) detailing all openings (doors and windows) and architectural features
 - Materials & colours (if known)
 - Show floor levels (RL or AHD)

- Residential Proposals**
- | | |
|--|---|
| <input type="checkbox"/> Housing Density | <input type="checkbox"/> Site Works |
| <input type="checkbox"/> Streetscape | <input type="checkbox"/> Building Height |
| <input type="checkbox"/> Boundary Setbacks | <input type="checkbox"/> Privacy |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Design for Climate |
| <input type="checkbox"/> Access and Carparking | <input type="checkbox"/> Incidental Development |
- Written justification for any non-complying items as per the “Residential Design Codes” requirements (including comments from all adjoining owner within 6m of the subject lot, noting the Appendix 3 form of the Codes).

- Non-Residential Proposals**
- Sign strategy
 - Adjoining land use(s), building(s) or structure(s)
 - Area and location of outdoor land uses (i.e. orchards, market gardens, storage areas, areas for clearance).

- GENERAL**
Written justification for non-complying items including compliance table indicating the City’s requirements and proposed standards, i.e. Carparking, Landscaping etc.
- MORE INFORMATION**
Change of use applications for an existing building may not require all of the information outlined above. For further information please contact Development & Health Services on 9405 5444.

Applicant’s full name: _____

Applicant’s signature: _____

Contact number: _____

Date submitted: _____

Accepting Officer’s signature: _____

Date submitted: _____