

City of Wanneroo  
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This checklist is applicable to all additions to residential development including but not limited to patios, outbuildings (sheds), carports, retaining walls, house extensions.

All development applications must be accompanied by a completed checklist. Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

If your application includes variations to the Residential Design Codes (R-Codes), any affected adjoining property owners and occupiers will need to be consulted prior to the City issuing a determination. Contacting these parties before applying for development approval may help expedite the City's assessment process, please refer to our [Adjoining Property Owner Comments form](#) if you would like to advise neighbours of the proposed development prior to lodging your application. Any signed adjoining property owner forms/plans should be included in your application.

### What information do I need?

Information	When it is required	Submitted Please tick
City of Wanneroo <a href="#">Application for Development Approval</a>	Always	
<a href="#">Metropolitan Region Scheme Form 1</a>	Only required for additions to Grouped or Special Purpose Dwellings (not required for Single House additions)	
Payment of relevant fees (Refer to <a href="#">Planning Fee Schedule</a> )	Always	
Current copy of the property's Certificate of Title (no more than six (6) months old)	Always	
Site Feature Survey <sup>1</sup>	Only required where there is a proposed change in ground levels	
Site Plan drawn to scale <sup>3</sup>	Always	
Floor Plan drawn to scale <sup>3</sup>	Always (not required for retaining walls)	
Full set of elevation plans drawn to scale <sup>3</sup>	Always	
Statement identifying all design elements which do not satisfy the deemed-to-comply standard of the Residential Design Codes (R-Codes) and the City's planning framework, including written justification outlining how the proposal meets the design principles and objectives of the R-Codes and the City's planning framework.	Where development is located in a zone where R-Codes apply	
BAL Assessment (or BAL Contour Map)	If property is within a bushfire prone area (unless less than 1100m <sup>2</sup> in size) <sup>2</sup>	

Note 1: Please refer to the overside of this checklist for information that should be contained on plans

Note 2: Please discuss the requirements for submission of a Bushfire Attack Level assessment with the Duty Planner on 9405 5000 before submitting your application

Note 3: Plans must be to scale and a suitable quality for assessment

Note 4: The City may request additional information that is not listed in this checklist during the assessment of the application

### Applicant declaration

I, \_\_\_\_\_ confirm that I have provided all of the information outlined above with my application. I am aware the City will review the information submitted and may seek clarification or further information before the application is accepted for processing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## What information should I include on my plans?

**Site Feature Survey** (including street verge) to a scale (not less than 1:200) showing existing:

- Contours at 0.5m intervals extending past property boundaries;
- Relevant spot levels; location and finished floor levels of adjoining buildings;
- All structures, including buildings and retaining walls;
- Trees on the site in addition to street trees and other fixtures (bus stops, power poles, traffic islands etc); and
- Location of adjoining buildings.

**Proposed Full Site Plan** to a scale (not less than 1:200) showing:

- Site dimensions, scale bar, north point, lot boundaries and existing contours and levels;
- Proposed buildings and existing buildings to be retained on the site;
- Setback distances of buildings from the boundaries of the site;
- Position and finished levels of all proposed buildings, walls, fences, retaining walls and other structures;
- Location and dimensions of driveways, crossovers, pedestrian accessways and parking spaces;
- Structures and trees to be demolished or removed;
- Areas to be landscaped;
- Proposed finished ground levels over the site;
- Location, height (relative to natural ground level) and length of all existing and proposed retaining walls.

**Floor Plans** to a scale of not less than 1:100 of the internal layout of each floor / building showing:

- Use / purpose of all areas / rooms;
- Location of external doors and windows;
- The line of any upper floors clearly indicated over the lower floor plan; and
- The finished floor levels of each floor of the building.

**Elevations** (scale of 1:100) of all buildings showing:

- Existing natural ground levels, wall heights and roof heights relating to the established datum (AHD);
- Proposed finished floor levels and ground levels;
- Location of openings and if openings are clear glass or obscure glass;
- The external appearance of the building; and
- The external appearance and height of any proposed fencing forward of the building line.

**Stormwater Drainage Plan** showing:

- Size, location and capacity of soakwells, or other measures for on-site stormwater retention; and
- Provision of grated trafficable lids for soakwells located within vehicular accessways or driveways.

**Colours & Materials Schedule** showing:

- Schedule of all external finishes and materials of the development including roof, walls, windows, fencing, and driveway materials and colours.

**Other**

- Written justification for variations to the acceptable development provisions of the R-Codes or Council Policies, if applicable (optional).