

City of Wanneroo  
23 Dundebur Road, Wanneroo WA 6065  
Locked Bag 1, Wanneroo WA 6946

T 9405 5000  
E enquiries@wanneroo.wa.gov.au  
wanneroo.wa.gov.au

This checklist is applicable to any Single Houses, Grouped Dwellings, and Special Purpose Dwellings as defined under the Residential Design Codes (R-Codes).

**Note: This checklist does not apply to Multiple Dwellings. Refer to the Multiple Dwellings Development Application Checklist.**

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 Grouped and Special Purpose Dwellings (not required for Single House applications)	
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>	Always	
Site Plan drawn to scale <sup>1</sup>	Always	
Site Plan denoting areas set aside for landscaping including plant species and densities <sup>1</sup>	Only required for Grouped Dwellings	
Floor Plan drawn to scale <sup>1</sup>	Always	
Full set of elevation plans drawn to scale <sup>1</sup>	Always	
Colours & Materials Schedule (can be denoted on plans)	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	Always	
Bushfire Attack Level (BAL) Assessment in accordance with the requirements of State Planning Policy 3.7 – Planning in Bushfire Prone Areas	If property is within a bushfire prone area ( unless Single House on lot less than 1100m <sup>2</sup> in size ) <sup>2</sup>	

### Additional information that may be required

Information	When it is required	Submitted Please tick
Traffic Impact Statement/Transport Impact Assessment (Refer to the Western Australian Planning Commission's Traffic Impact Assessment Guidelines)	Only required where a minimum of 10 dwellings are proposed <sup>2</sup>	
An Acoustic Report demonstrating compliance with the requirements of State Planning Policy 5.4 – Road and rail transport noise and freight considerations (SPP 5.4)	Refer to SPP 5.4, unless the site is subject to quiet house design <sup>2</sup>	
Design Review Panel (DRP) – A statement detailing how, and the extent to which, the comments of the DRP have been addressed is required with the development application.	Only required where development meets the criteria of Local Planning Policy 4.23 Design Review Panel <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 technical reports with the Duty Planner on 9405 5000 before submitting your application.

Note 3: 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).