DEVELOPMENT APPLICATION CHECKLIST

RESIDENTIAL DWELLINGS

City of Wanneroo
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This checklist is applicable to any Single Houses, Grouped Dwellings, Ancillary Dwellings, Aged and Dependent Persons' Dwellings, Single Bedroom Dwellings, Accessible Dwellings and Small Dwellings as defined under the State Planning Policy 7.3 - Residential Design Codes Volume 1 (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 Application for Development Approval	Always	☐
Metropolitan Region Scheme Form 1	All except for Single House applications	☐
Payment of relevant fees (Refer to Planning Fee Schedule)	Always	☐
Current copy of the property's Certificate of Title (no more than six (6) months old)	Always	☐
Site Feature Survey[1]	Always	☐
Site Plan drawn to scale and denoting areas set aside for soft landscaping including plant species and densities[1]	Always	☐
Floor Plan drawn to scale[1]	Always	☐
Full set of elevation plans drawn to scale[1]	Always	☐
Landscaping Plan	Only where 5 or more Grouped Dwellings are proposed	☐
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^2 in size)[2]	☐

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[2]	☐
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[2]	☐
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[2]	☐
Waste Management Plan	Only where 5 or more Grouped Dwellings are proposed	☐
Universal Design compliance checklist and annotated plans (refer to Appendix 4 of the R-Codes Volume 1)	Only where 10 or more Grouped Dwellings are proposed	☐

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 detail should I include with my application?

Site Feature Survey Plan

A scale drawing showing:

- 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.

Site Plan

A scale drawing showing:

- Property details, lot/site boundaries (including for any proposed strata lots), site dimensions, site area(s), street frontage(s), street name(s), lot number(s) and address and north point;
- Existing contours at maximum 0.5m intervals and/or spot levels (Australian Height Datum (AHD));
- The position and levels (AHD) of proposed and existing buildings, street fences, retaining walls and other structures;
- Identify location, dimensions and size of the primary garden area and/or private open spaces;
- The position and size of soft landscaping areas and deep soil area (where this is not included in a separate landscaping plan) including tree canopy and height at maturity;
- Proposed finished site levels;
- The position and dimensions of access-ways for pedestrians and vehicles (including swept paths/turning circles where communal driveways are proposed), and the position and dimensions of on site and off site car parking spaces, demonstration of vehicle sightlines;
- The position and floor levels (AHD) of major openings to any active habitable spaces in a wall of an adjoining building, private open spaces, and primary garden areas on adjoining properties, where within 7.5m of a boundary of the development site;
- The horizontal position and floor levels (AHD) of all sources of overlooking of existing and proposed building(s) where within 7.5m of a lot boundary;
- Cones of vision for each source of overlooking, line of sight from any sources of overlooking (where required) and/or details of measures proposed to reduce overlooking of the adjoining properties;
- Street verge considerations such as the location of any street trees, power poles, drainage pits, crossovers, footpaths or any other relevant obstructions;
- Shadow that would be cast at noon on 21 June by any proposed building onto any adjoining or diagonally adjacent properties; and
- Uncovered area abutting the major opening to the primary living space;
- Sources of noise, light impacts (eg. Non-residential developments).

Landscaping Plan

A scale drawing showing:

- 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 including tree canopy and height at maturity;
- Areas of planting on structure and soil depth;
- Proposed planting including species and size;
- 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.

Floor Plans

A scale drawing showing:

- All internal floor plans and layouts for proposed dwellings/extensions – this includes window position, indicative furniture layouts, room areas and dimensions, room names for all levels of the building including roof plan;
- Location and dimension of primary garden areas, deep soil areas, private open spaces;
- Identify the location and dimension of the primary living space;

- Dimensions of bedrooms;
- Location and dimension of service areas and storage areas, waste management areas and parking spaces;
- The line of any upper floors clearly indicated over the lower floor plan;
- The finished floor levels of each floor of the building;
- Cone of vision for any overlooking into the adjoining property, including the adjoining property's floor plan and major opening locations;
- Annotated plans indicating compliance with Universal Design requirements (where relevant); and
- Solar diagram showing solar access for the primary living space.

Elevations and Sections

A scale drawing showing:

- Natural ground levels with contours at maximum intervals of 0.5m;
- Finished floor levels, wall heights and total building heights (AHD);
- Areas (m^2) of windows to habitable rooms, all privacy devices, utilities;
- Proposed materials, colours and finishes of the exterior of the development, including façade, roof and dwelling entries;
- Cross-sections through any proposed areas of excavation or fill with the relevant natural and proposed ground levels (AHD), contours at maximum intervals of 0.5m;
- Cross-sections through any overlooking within the cone of vision including adjoining property's major opening locations;
- Location of openings and if openings are clear glass or obscure glass; and
- The external appearance and height of any proposed fencing forward of the building line.

Colours & Materials Schedule

Schedule of all external finishes and materials of the development including roof, walls, windows, fencing, and driveway materials and colours. This can be included within the elevations.

Other Information

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