DEVELOPMENT APPLICATION CHECKLIST

CHANGE OF USE

City of Wanneroo
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This checklist is applicable to all change of use applications.

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.

What information do I need?

Information	When it is required	Submitted Please tick
City of Wanneroo Application for Development Approval Form	Always	
Metropolitan Region Scheme Form 1	Required for approvals only under the MRS and not the DPS2	
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 Plan drawn to scale[1]	Always	
Floor Plan drawn to scale[1]	Always	
Full set of elevation plans drawn to scale[1]	Only where external elevations or signage is proposed and/or modified	
Details of proposed signage (where signage is proposed)	Always[2]	
Cover letter/report detailing the following (but not limited to): • The existing use on site, • Surrounding uses on site, • The proposed use of the site, including all activities which will be undertaken, • Hours and days of operation, • Number of employees and maximum number of customers at any given time, • Type of equipment being used (machinery, noise amplifiers etc) and any other relevant information	Always	

Additional information that may be required

Information	When it is required	Submitted Please tick
An Acoustic Report demonstrating compliance with the *Environmental Protection (Noise) Regulations 1997* or with the requirements of State Planning Policy 5.4 – Road and rail transport noise and freight considerations.	Only required where proposed use involves public gatherings, amplified music,	

	entertainment or other noise emitting activities[3]	
Traffic Impact Statement/Transport Impact Assessment.	Refer to the Western Australian Planning Commission's Traffic Impact Assessment Guidelines[3]	
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[3]	

Note 1: Please refer to the overside of this checklist for information that should be contained on plans
Note 2: Where signage is compliant with the City's Signs Local Planning Policy 4.6, a development application is not required.
Note 3: Please discuss the requirements for submission of technical reports with the Duty Planner on 9405 5000 before submitting your application.
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?

PLANS

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

- Site dimensions, scale bar, north point, all lot boundaries including cadastral and any strata boundaries;
- Location of driveways, crossovers, pedestrian accessways;
- Location and number of on-site car parking spaces, including provision of any required bays to satisfy disability access requirements;
- Location of existing buildings on the site; and
- Location of existing and / or proposed on-site landscaping.

Existing & Proposed Floor Plans (scale of 1:100) of the proposed change in land use / activity and the internal layout of each floor / building showing:

- The access to and use of all areas and rooms;
- Location of external doors and windows;
- The line of any upper floors clearly indicated over the lower floor plan;
- The internal floor area (m_2) of all areas and rooms to be used for the proposed land use / activity; and
- The extent / area (m_2) of counter / queuing areas and sit down dining areas in the case of a proposed restaurant.

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.

OTHER

- A written statement/report describing the proposed activity / development, including:
  - Description of proposed business activity / operations;
  - Operation hours, frequency and duration of appointment times etc, as applicable;
  - Number of employees, expected customer numbers, clients, staff and student numbers, etc. as applicable;
  - Access to, availability and number of on-site car parking bays provided for staff, customers or clients
  - Processes or machinery involved in the business;
  - Frequency of deliveries; and
  - Location of proposed loading / unloading areas for the delivery of goods to and from the site, etc.

- Written justification for variations to the City's District Planning Scheme No. 2 or Local Planning Policies, if applicable (optional).

- Any technical reports that may be required.