DEVELOPMENT APPLICATION CHECKLIST

MULTIPLE DWELLINGS

City of Wanneroo
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This checklist is applicable to all Multiple Dwellings requiring assessment against the Residential Design Codes Volume 1 – Part C or Volume 2 – Apartments (R-Codes).

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	
Development Proposal Summary[1]	Always	
Site Feature Survey[1]	Always	
Site Plan drawn to scale[1]	Always	
Floor Plan drawn to scale[1]	Always	
Full set of elevation plans drawn to scale[1]	Always	
Colours & Materials Schedule (can be denoted on plans)[1]	Always	
Landscaping Plan showing percentage of lot set aside for landscaping, ground cover densities, deep soil zones, tree location, plant species[1]	Always	
Building Performance Diagrams[1]	Always	
Illustrative Views (Perspectives) and Models[1]	Always	
Design statement identifying how the design of the proposal relates to the Design Principles in State Planning Policy 7.0 Design of the Built Environment, and explanation how the proposed development achieves the relevant element objectives of R-Codes Volume 2 – Apartments[1]	Required where assessment is under R-Codes Volume 2	

Additional information that may be required

Information	When it is required	Submitted Please tick
Bushfire Attack Level (BAL) Assessment or Bushfire Management Plan 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 1100m2 in size)[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 more than two multiple dwellings are proposed[2]	
Traffic Impact Statement/Transport Impact Assessment	Refer to the Western Australian Planning Commission's Traffic Impact Assessment Guidelines[2]	
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 for large scale developments on a case by case basis[2]	
Waste Management Plan	Always	
Universal Design compliance checklist and annotated plans (refer to Appendix 4 of the R-Codes Volume 1)	Only where 10 or more Multiple Dwellings are proposed under the R-Codes Volume 1 – Part C. Always where the Multiple Dwellings are proposed under R-Codes Volume 2.	

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?

Development Proposal Summary

A summary document that provides the key details of the development proposal. It contains information such as the (but not limited to):

- Context and site analysis;
- Plot ratio of the development;
- Number, mix, size and accessibility of apartments;
- Number of car parking spaces for use (residential, retail, accessible, visitor etc.); and
- Percentage of apartments meeting cross ventilation and daylight requirements.

Design Statements

An explanation of how the design relates to the Design Principles in State Planning Policy 7.0 Design of the Built Environment.

An explanation of how the proposed development achieves the relevant design principles of SPP 7.3 Volume 1 Part C or the element objectives SPP 7.3 Volume 2 – Apartments (whichever is relevant).

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:

- Any proposed site amalgamation or subdivision;
- Location of any proposed buildings or works in relation to setbacks, building envelope controls and building separation dimensions;
- Proposed finished levels of land in relation to existing and proposed buildings and roads;
- Pedestrian and vehicular site entries and access;
- Interface of the ground floor plan with the public domain and open spaces within the site;
- Areas of communal open space, private open space and/or primary garden areas;
- Indicative locations of planting and deep soil areas including retained or proposed significant trees;
- Overshadowing over neighbouring sites;
- 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;
- Location of adjacent solar collectors;
- Size, location and capacity of soakwells, or other measures for on-site stormwater retention;
- Street verge considerations such as the location of any street trees, power poles, drainage pits, crossovers, footpaths or any other relevant obstructions; and
- Provision of grated trafficable lids for soakwells located within vehicular accessways or driveways.

Landscape 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;
- Layout of entries, circulation areas, lifts and stairs, communal spaces, and service rooms with key dimensions and real level (RL) heights shown;
- Apartment plans with apartment numbers and areas, all fenestration, typical furniture layouts for each apartment type, room dimensions and intended use and private open space dimensions;
- A solar diagram showing solar access for any primary living spaces;
- Location and dimension of primary garden areas, deep soil areas, private open spaces;
- Accessibility clearance templates for accessible units and common spaces;
- Visual privacy separation shown and dimensions where necessary;
- Vehicle and service access, circulation and parking; and
- Storage areas including private storage and bin storage areas.

Elevations and Sections

A scale drawing showing:

- Proposed building height and RL lines;
- Building height control;
- Setbacks or envelope outline;
- Building length and articulation;
- The detail and features of the façade and roof design;
- Any existing buildings on the site;
- Building entries (pedestrian, vehicular and service);
- Profile of buildings on adjacent properties or for 50m in each direction, whichever is most appropriate; and
- Schedule of all external finishes and materials of the development including roof, walls, windows, fencing, and driveway materials and colours.

Building Performance Diagrams

A solar diagram (where required) at the winter solstice (21 June) at a minimum of hourly intervals showing:

- Number of hours of solar access to the principal communal open space;
- Number of hours of solar access to units within the proposal and tabulation of results;
- Overshadowing of existing adjacent properties and overshadowing of future potential development where neighbouring sites are planned for higher density; and
- Elevation shadows if likely to fall on neighbouring windows, openings or solar panels.

A ventilation diagram (where required) showing unobstructed path of air movements through dual aspect apartments and tabulation of results.

Illustrative Views and Models

Photomontages or similar rendering or perspective drawings illustrating the proposal in the context of surrounding development.

Note: Illustrative views need to be prepared using a perspective that relates to the human eye. Where a photomontage is prepared, it should use a photo taken by a full frame camera with a 50mm lens and 46 degree angle of view.

A three-dimensional, computer-generated model showing views of the development from adjacent streets and buildings.

Technical Reports/Other Information

- Traffic Impact Statement/Transport Impact Assessment (Refer to the Western Australian Planning Commission's Traffic Impact Assessment Guidelines).[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).[2]
- Waste Management Plan detailing waste storage requirements, bin sizes, bin collection area, any management measures associated with bin collection.
- Universal Design Checklist under Appendix 4 of SPP 7.3 Volume 1 or if subject to SPP 7.3 Volume 2, confirmation on number of apartments meeting the Silver or Platinum Level requirements defined in the Livable Housing Design Guidelines.