DEVELOPMENT APPLICATION CHECKLIST

RESIDENTIAL ADDITIONS

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 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 Feature Survey[1]	Only required where there is a proposed change in ground levels	
Site Plan drawn to scale[3]	Always	
Floor Plan drawn to scale[3]	Always (not required for retaining walls)	
Full set of elevation plans drawn to scale[3]	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 1,100m^2 in size)[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 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).