

# Application for Development Approval Checklist

## Change of Use

This checklist is to help you prepare a development approval application for a Change of Use. If advertising signage is proposed, also refer to Application for Development Approval Checklist – Advertising Signage.

All information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

### Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service, available at [joondalup.wa.gov.au](http://joondalup.wa.gov.au);
- In person by visiting the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup; or
- Posting to the City of Joondalup, PO Box 21, Joondalup WA 6919.

Following lodgement, the application will be checked to ensure all information is provided. If the application is incomplete, it will be returned to the applicant outlining the missing information. When all information has been received, an email acknowledging receipt will be sent to the applicant (as indicated on the application form).

Please note that further information and/or modifications may be requested after a full assessment is completed. All correspondence will be directed to the applicant.

### Application requirements

Documentation	Required information	Provided	
		Yes	N/A
Application forms	Application for Development Approval Form		
	MRS Form 1		
Checklist	Copy of this checklist confirming application is complete		
Fees	Development application fee in accordance with the City's Fees and Charges <i>Note: if the application is lodged online, the City will send an invoice to the applicant providing payment details.</i>		
Development details	Details of the proposed use(s) including: <ul style="list-style-type: none"> <li>• The nature of the use(s) and previous use(s) of the site</li> <li>• The number of employees and customers</li> <li>• Hours of operation</li> <li>• Any other information which may be useful to the City to understand how the business will operate</li> </ul>		
Justification letter	Written justification addressing any aspects of the development that requires the City to undertake an assessment against the objectives of the City's <i>Local Planning Scheme No. 3</i> , structure plan or a local planning policy		

Documentation	Required information	Provided	
		Yes	N/A
Site plan	Street name and lot number		
	Site dimensions, north point and scale		
	The tenancy or tenancies subject of the application highlighted or otherwise marked		
	Vehicle driveways, access points and car parking bays		
	The street verge, including footpaths, crossovers, truncations, power poles, any services and any access restrictions such as road islands adjacent the site		
	The location of any easement or piped services traversing the site and any sewer or sewer connection point servicing the site		
	Location of any proposed signage if it forms part of this application. Refer to the Development Approval Checklist – Advertising Signage		
Floor plans	Street name and lot number		
	North point and scale		
	Room or tenancy layout with dimensions and including location of walls, doors, windows and the proposed use of each room		
Elevation drawings	Street name, lot number, and scale		
	View of every face of the building, identifying the tenancy or tenancies		
	Location of any proposed signage if it forms part of this application. Refer to the Development Approval Checklist – Advertising Signage for requirements		
Bushfire prone areas	<p>Bushfire Attack Level (BAL) assessment and/or bushfire management plan in accordance with <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i></p> <p>Further information on bushfire prone areas and bushfire requirements are available on the City's website <a href="http://joondalup.wa.gov.au">joondalup.wa.gov.au</a></p>		