

Development (Planning) Application Checklist

Development Assessment Panel (DAP) Applications

This checklist has been prepared to assist applicants to prepare a complete Development Application submission, where an application is to be determined by the Metropolitan North-West Joint Development Assessment Panel (JDAP). This includes development applications where the estimated cost of the development is \$10million or higher; and applications where the value is between \$2million and \$10million and the applicant elects the development is to be determined by the JDAP. It excludes development applications for the construction of a single house, less than ten grouped or multiple dwellings, carports, shade sails, outbuildings, sheds or other incidental development.

The City requests that you arrange a meeting with a Senior Urban Planner and/or the Coordinator Planning Approvals prior to the submission of your DAP application. This will assist the City to determine if there are any additional application requirements directly related to the nature of your proposed development. At the time of lodgement, the City will determine whether the proposal is likely to require public consultation and will mark the DAP application form accordingly.

A complete development application, where all necessary information has been provided in accordance with this checklist will enable the City to undertake a full planning assessment, and avoid unnecessary delays occurring in the processing of your application. Official receipt of applications will not occur until all required information is received.

Following lodgement, the applicant will receive a letter acknowledging receipt of the application. In line with the DAP Regulations, the City will also forward a copy of your application to the DAP Secretariat, and from there a due date will be set for the City's Responsible Authority Report (RAR).

Please note that further information and/or modifications may be requested by the City after a full assessment has been undertaken. Given the timeframes in which the City is required to provide its RAR to the DAP any requests for further information will need to be addressed promptly.

For further information regarding the DAP application process please visit the City's website at joondalup.wa.gov.au and the DAP Secretariat website.

All development applications must include:

- A signed copy of this checklist, confirming that the application is complete.
- A completed application form - Application for Development Approval.
- A completed DAP application form.

- The City's development application fee (refer to the City's Schedule of Planning Fees).
- The DAP application fee
- Details of the proposed development and written justification addressing any aspects of the development that requires the City to undertake an assessment against the design principles of the *Residential Design Codes of Western Australia*, or where the proposed development does not meet the requirements of the *City's District Planning Scheme No. 2*, the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local structure plan, or a local planning policy.

Where a development is located within a designated bushfire prone area:

- A Bushfire Attack Level (BAL) assessment undertaken by an accredited Level 1 Bushfire Surveyor or Bushfire Planning Practitioner; or
- A BAL contour map prepared for an approved subdivision (by an accredited bushfire practitioner) clearly showing the indicative BAL.
- The identification of any bushfire hazard issues arising from the BAL assessment.
- An assessment against the bushfire protection criteria contained within the guidelines demonstrating compliance within the boundary of the development site.
- Any other applicable requirements provided for under *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*.

Development plans in accordance with the following specifications:

- Three (3) hard copies of site, floor and elevation plans drawn to a scale of 1:200 or 1:100 (where not submitted through e-applications).
- An electronic copy of the plans, preferably saved to a Compact Disc (CD). Electronic copies of plans must meet the following requirements:
 - submitted as Adobe Systems portable document format (PDF)
 - unlocked
 - to scale
 - a minimum resolution of 200 dots per inch (dpi) (where not submitted through e-applications).

Further information on bushfire requirements is available under the Building, Planning and Environmental Health section of the City's website, joondalup.wa.gov.au

- A completed copy of the City's Environmentally Sustainable Design Checklist.
- Building perspectives.
- Landscaping concept plans indicating location of landscaping and plant species proposed.
- A traffic study, or traffic impact statement (dependent on scale and nature of proposed development).
- A noise assessment (dependent on scale and nature of proposed development).
- Further specialised information such as an arborist's report (dependent on scale and nature of proposed development).

Plans

All applications must include the following detail on the plans:

Site plan

- Street name(s) and lot number.
- Lot dimensions, north point and scale.
- Existing and proposed natural ground levels based on the Australian Height Datum (AHD) and the position and levels of all existing and proposed building(s), wall(s), fence(s), retaining wall(s) and any other structures.
- Vehicle driveways, access points, car parking areas, and manoeuvring areas.
- Proposed landscaping areas, including shade trees within car parking area(s), showing the species and maturity of plants to be installed. Please refer to clause 6.3.2 of the *Residential Design Codes of Western Australia* for further details on what is required in relation to landscaping plans.
- The street verge, including footpaths, street trees, crossovers, truncations, power poles, any services and the location of any access restrictions such as road islands adjacent to the site.
- The position, type and size of any existing tree exceeding three metres and any other significant landscaping features.
- The location of any easement or piped services traversing the site and any sewer or sewer connection point servicing the site.
- For residential development, the extent of shadow cast by the proposed development onto neighbouring lot(s) to the south in accordance with clause 5.4.2 or 6.4.2 of the *Residential Design Codes* (overshadowing diagram).
- For residential development, the extent of overlooking onto neighbouring lot(s) in accordance with clause 5.4.1 or 6.4.1 of the *Residential Design Codes* (overlooking diagram).
- Location of existing structures on adjoining properties where they are adjacent to the proposed development and may affect, or be affected by, the proposed development, including openings in such buildings.

Floor plans

- Street name(s) and lot number.
- North point and scale.

- Room layout including location of walls, doors, windows with dimensions and the proposed use of each room (separately for each storey of construction).
- Location, dimensions and details of all openings including sill height above finished floor level (for example, obscure glazing, fixed window).
- Finished levels of the floor(s) of the building, relative to the natural ground levels of the site.

Elevation drawings

- Street name(s), lot number, and scale.
- View of every face of the proposed buildings, incorporating the existing building(s) where applicable.
- Location, dimensions and details of all openings including sill height above finished floor level (for example, obscure glazing, fixed window).
- Roof pitch(es).
- Proposed and existing colours and materials.
- Height, extent, and materials of any proposed retaining and fencing.

When you have checked off your checklist, sign the box below to verify you have included all the information necessary to determine your application.

Thank you for completing this checklist to ensure your application is processed as quickly as possible.

Applicant's Full Name

Contact Number

Email Address

Applicant's Signature

Date Submitted

Accepting Officer's Signature

Do you wish to receive correspondence

- By mail
- By email

Links to other documents

Residential Design Codes
planning.wa.gov.au

City of Joondalup *District Planning Scheme No. 2*
joondalup.wa.gov.au