

Development (Planning) Application Checklist

Change of Use

This checklist is to assist applicants to prepare a complete development application for a Change of Use.

A complete 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 processing your application.

An application can be lodged over the counter at the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup, via the City's e-application service at joondalup.wa.gov.au, or by mail to City of Joondalup, PO Box 21, Joondalup WA 6919.

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. Please note that further information and/or modifications may be requested by the City after a full assessment has been undertaken. All correspondence on the application will be directed to the applicant.

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.
- The development application fee (refer to the City's Schedule of Planning Fees)

Details of the proposed use(s) including:

- The nature of the land use(s)
 - The number of employees and customers proposed
 - Proposed hours of operation
 - Any other information which may be useful to the City during assessment.
- 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.

For a change of use that is in a 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*.

(Please note: that a BAL may still be required as part of a Building Permit Application for single house or ancillary dwelling development on a lot less than 1,100sqm in a bushfire prone area.)

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

Development plans in accordance with the following specifications:

- One (1) hard copy of site, floor and elevation plans drawn to a scale of 1:200 or 1:100 (where not submitted through e-applications).
- Where plans have been created electronically, an electronic copy of the plans, preferably saved to a Compact Disc (CD) (where not submitted through e-applications). 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).

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.
- The tenancy or tenancies subject of this application to be highlighted or otherwise marked.
- Vehicle driveways, access points and car parking bays.
- 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 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.

Floor plans

- Street name(s) and lot number.
- North point and scale.
- Room or tenancy layout including location of walls, doors, windows with dimensions and the proposed use of each room.

Elevation drawings

- Street name(s), lot number, and scale.
- View of every face of the buildings showing proposed signage, where applicable.

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