

# Application for Development Approval Checklist

## Change of Use

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

Applicants must ensure all required information is provided at the time of lodgement. A complete development application, where all necessary information has been provided in accordance with this checklist, will enable the City to undertake a full assessment, and avoid unnecessary delays occurring in the processing of your application.

### Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service which is 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.

Official receipt of applications will not occur until all required information is received. Following lodgement, the applicant (as indicated on the application form) 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.

### Application requirements

Change of use development applications must include:

- A signed copy of this checklist confirming the application is complete;
- A completed – Application for Development Approval form;
- The development application fee (refer to the City's Planning Services Fees and Charges);
- Details of the proposed use(s) including:
  - The nature of the land use(s) and previous 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 *Local Planning Scheme No. 3*, the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local structure plan, or a local planning policy.

**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).

The site, floor and elevation plans should include the following:

**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. Refer to the Signs Development (Planning) Application Checklist.

**Floor plan/s**

- 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 including proposed signage, where applicable.
- Location of any proposed signage, if it forms part of this application. Refer to the Signs Development (Planning) Application Checklist.

**For a proposed property located within a bushfire prone area:**

- A bushfire attack level (BAL) assessment and/or a bushfire management plan in accordance with *State Planning 3.7 – Planning in Bushfire Prone Areas*.

Further information on bushfire prone areas and bushfire requirements are available on the City's website, [joondalup.wa.gov.au](http://joondalup.wa.gov.au)

**Further information**

Should you require further information on application requirements for Change of Use, please contact the City's Planning Services on **9400 4100** or email [info@joondalup.wa.gov.au](mailto:info@joondalup.wa.gov.au).

**When you have completed your checklist, please 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:

How do you wish to receive correspondence?

By mail

By email