

Application for Development Approval Checklist

Residential – Single House, Grouped Dwellings or Additions

This checklist is to assist applicants to prepare and complete an application for development approval for residential purposes.

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;
- 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

Residential applications must include:

- A signed copy of this checklist confirming that the application is complete (not required if lodging online);
- A completed - Application for Development Approval form;
- The development application fee (refer to the City's Planning Services Fees and Charges); and
- 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 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.
- 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 and access points.
- 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 3 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.
- The extent of shadow cast by the proposed development onto neighbouring lot(s) to the south in accordance with Clause 5.4.2 of the *Residential Design Codes* (overshadowing diagram).
- The extent of any overlooking into neighbouring lot(s) in accordance with Clause 5.4.1 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 windows in buildings. Possible impacts may result from the position of the proposed development, levels and position of habitable room windows, and designated locations of outdoor living areas.

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 building(s), 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).
- Height, extent, and materials of any proposed retaining and fencing.

Additional information required for grouped dwelling developments:

- Indicative boundaries shown between the dwellings where applicable.
- The location and layout of car parking area(s) for visitor bays, and manoeuvring areas.
- Proposed landscaping areas including species and maturity of plants to be installed within any common property area(s). Please refer to clause 5.3.2 of the *Residential Design Codes of Western Australia* for further details on what is required in relation to landscaping plans.
- Relevant technical reports (where applicable) including, but not limited to:
 - Transport impact assessment
 - Acoustic assessment
 - Arborist report

For five or more grouped dwellings, the following information is also required:

- A completed copy of the City's Environmentally Sustainable Design Checklist.
- Building perspectives.

For a single house or ancillary dwelling on a lot over 1,100sqm, or for a grouped dwelling development in a bushfire prone area:

- A Bushfire Attack Level (BAL) assessment undertaken by an accredited Level 1 Bushfire Surveyor or Bushfire Planning Practitioner; or
- 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.)

Further information on bushfire prone areas and bushfire requirements are available on the City's website, joondalup.wa.gov.au

Further information

Should you require further information on application requirements for Residential Development Applications, please contact the City's Planning Services on **9400 4100** or email 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