

Application for Development Approval Checklist

Multiple Dwellings (Apartments)

This checklist is to assist applicants to prepare and complete an application for development approval for multiple dwellings (apartments).

Multiple dwelling developments are required to address *State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments*, the City’s local planning policies and any applicable *Local Structure Plan, Activity Centre Plan or Local Development Plan*.

Multiple dwelling developments within bushfire prone areas are assessed against *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*. Further information on bushfire prone areas and bushfire requirements are available on the City’s website at joondalup.wa.gov.au

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 applications.

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

Documentation	Required information	Provided?	
		Yes	No
Application forms	Application for Development Approval form.		
	Metropolitan Region Scheme Form 1.		
	If application is being determined by Metro North-West Joint Development Assessment Panel, the DAP application form.		
Checklist	Signed copy of this checklist confirming application is complete.		
	Completed City’s Environmentally Sustainable Design Checklist.		
Fees	Development Application fee in accordance with the City’s Planning Services Fees and Charges.		
	If application is being determined by Metro North-West Joint Development Assessment Panel, the DAP application fee.		
Site analysis	Site analysis prepared in accordance with <i>A3 Site Analysis of State Planning Policy 7.3 Residential Design Codes – Volume 2 Apartments</i> .		

Documentation	Required information	Provided?	
		Yes	No
Design statements	An explanation of how the design relates to the Design Principles in <i>State Planning Policy 7.0 Design of the Built Environment</i> .		
	An explanation of how the proposed development achieves all relevant objectives of A6 Objectives summary under <i>State Planning Policy 7.3 Residential Design Codes Volume 2 - Apartments</i> .		
Site plan	<p>A scale drawing showing:</p> <ul style="list-style-type: none"> • Any proposed site amalgamation or subdivision; • Location of any proposed buildings or works in relation to setbacks, building envelope controls and building separation dimensions; • Proposed and existing finished levels of land in relation to existing and proposed buildings and roads; • Pedestrian and vehicular site entries and access; • Interface of the ground floor plan with the public domain and open spaces within the site; • Areas of communal open space and private open space; • Indicative locations of planting and deep soil areas including retained or proposed significant trees; • Overshadowing over neighbouring sites; and • Location of adjacent solar collectors. 		
Landscape plan	<p>A scale drawing showing:</p> <ul style="list-style-type: none"> • The building footprint of the proposal including pedestrian, vehicle and service access; • Trees to be removed shown dotted; • Trees to remain with their tree protection areas (relative to the proposed development); • Deep soil areas and associated tree planting; • Areas of planting on structure and soil depth (where applicable); • Proposed planting including species and size; • Details of public space, communal open space and private open space; • External ramps, stairs and retaining wall levels; • Security features and access points; • Built landscape elements (fences, pergolas, walls, planters and water features); • Ground surface treatment with indicative materials and finishes; • Site lighting; and • Stormwater management and irrigation concept design. 		
Floor plans	<p>A scale drawing showing:</p> <ul style="list-style-type: none"> • All levels of the building including roof plan; • Layout of entries, circulation areas, lifts and stairs, communal spaces, and service rooms with key dimensions and Real Level (RL) heights shown; • Apartment plans with apartment numbers and areas, all fenestrations, typical furniture layouts for each apartment type, room dimensions and intended use and private open space dimensions; • Accessibility clearance templates for accessible units and common spaces; • Visual privacy separation shown and dimensions where necessary; • Vehicle and service access, circulation and parking; and • Storage areas. 		

Documentation	Required information	Provided?	
		Yes	No
Elevations	<p>A scale drawing showing:</p> <ul style="list-style-type: none"> • Proposed building height and RL lines; • Building height control; • Setbacks or envelope outline; • Building length and articulation; • The detail and features of the façade and roof design; • Any existing buildings on the site; • Building entries (pedestrian, vehicular and service); • Profile of buildings for 50m in each direction, whichever is most appropriate; and • Samples or images of proposed external materials, finishes and colours of the proposal, keyed to elevations. 		
Sections	<p>A scale drawing showing:</p> <ul style="list-style-type: none"> • Proposed building height and RL lines; • Building height control; • Setbacks or envelope outline; • Adjacent buildings; • Building circulation; • The relationship of the proposal to the ground plane, the street and open spaces particularly at thresholds; • The location and treatment of car parking; • The location of deep soil and soil depth allowance for planting on structure (where applicable); • Building separation within the development and between neighbouring buildings; • Ceiling heights throughout the development; and • Detailed sections of the proposed façades. 		
Building performance diagrams	<p>A solar diagram (where required) at the winter solstice (21 June) at a minimum of hourly intervals showing:</p> <ul style="list-style-type: none"> • Number of hours of solar access to the principal communal open space; • Number of hours of solar access to units within the proposal and tabulation of results; • Overshadowing of existing adjacent properties and overshadowing of future potential development where neighbouring sites are planned for higher density; • Elevation shadows if likely to fall on neighbouring windows, openings or solar panels; and • A ventilation diagram (where required) showing unobstructed path of air movements through dual aspect apartments and tabulation of results. 		
Illustrative views	<p>Photomontages or similar rendering or perspective drawings illustrating the proposal in the context of surrounding development.</p> <p>Note: Illustrative views need to be prepared using a perspective that relates to the human eye. Where a photomontage is prepared, it should use a photo taken by a full frame camera with a 50mm lens and 46 degree angle of view.</p>		
Models	<p>A three-dimensional, computer-generated model showing views of the development from adjacent streets and buildings.</p>		

Documentation	Required information	Provided?	
		Yes	No
Other plans and reports	Waste Management Plan (or equivalent). Acoustic Report (or equivalent). Traffic Report (or equivalent) – where 10 or more dwellings are proposed. Arboriculture Report (or equivalent) – where removal of a mature tree which meets the criteria of A3.3.1 is proposed.		

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.

Applicants Details	
Full Name:	
Contact Number:	Email Address:
Signature:	Date Submitted:
Accepting Officer Details	
Name:	
Signature:	Date Received:
How do you wish to receive correspondence? <input type="checkbox"/> By mail <input type="checkbox"/> By email	