

Application for Development Approval Checklist

Alfresco Activities (Commercial)

This checklist is to assist applicants to prepare and complete an application for development approval in association with an approval for alfresco dining associated with a commercial land use.

It is recommended that you review the requirements of the *Alfresco Activities Policy* before preparing an application. Further information is available on the City's website, 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 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

Alfresco activity development applications must include:

- A signed copy of this checklist confirming the application is complete;
- A completed – Metropolitan Region Scheme Form 1;
- 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 don't meet the City's *Alfresco Activities Policy*.

Development plans in accordance with the following specifications:

- One (1) hard copy of a site plan drawn to a scale of 1:200 or 1:100 (where not submitted through e-applications).

The site plan should include the following:

- Street name(s) and lot number.
- Lot dimensions, north point and scale.
- The street verge, including footpaths, street trees, crossovers, truncations, power poles and any services.
- Alfresco layout including location of chairs, tables and umbrellas.

Alfresco Activities within bushfire prone areas are assessed against *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* on a case by case basis.

Further information on bushfire prone areas and bushfire requirements are available on the City's website, 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