

# Application for Development Approval Checklist

## Commercial

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

Commercial developments are required to address the City's *Local Planning Scheme No. 3*, the City's local planning policies and any applicable Local Structure Plan, Activity Centre Plan or Local Development Plan.

Commercial developments in bushfire prone areas are assessed against *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*. Further information on these areas and bushfire requirements is available on the City's website at [joondalup.wa.gov.au](http://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](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

Commercial 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 requires the City to undertake an assessment against 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, activity centre plan, local development plan, or a local planning policy;
- For new commercial or mixed use building, or major additions to existing buildings, an explanation of how the design relates to the Design Principles of *State Planning Policy 7.0 Design of the Built Environment*.

**Development plans in accordance with the following specifications:**

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

All Commercial applications must include the following detail on the plans:

**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, access points, car parking areas, and manoeuvring areas.
- Proposed landscaping areas, including shade trees within car parking area(s), showing the species and maturity of plants to be installed.
- 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 trees 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.
- 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.

**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, lot number, and scale.
- View of every face of the proposed buildings, 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).
- Proposed and existing colours and materials.
- Height, extent, and materials of any proposed retaining and fencing.

**The following information is required for new commercial development and substantial additions to existing developments:**

- A completed copy of the City's Environmentally Sustainable Design Checklist.
- Building perspectives.
- Landscaping concept plans indicating location of landscaping and plant species proposed.

Relevant technical reports (where applicable) including, but not limited to:

- Transport impact assessment
- Acoustic assessment
- Bushfire management plan and/or bushfire attack level (BAL) assessment
- Arborist report

A detailed statement against the 10 Design Principles of *State Planning Policy 7: Design of the Built Environment*.

**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