

Application for Development Approval Checklist

Outbuilding (Shed, Detached Garage)

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

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

Outbuilding development applications must include:

- A signed copy of this checklist confirming the application is complete;
- A completed – Application for Development Approval Form;
- A completed – Metropolitan Region Scheme Form 1;
- The development application fee (refer to the City's Planning Services Fees and Charges); and
- Details of the proposed outbuilding and written justification addressing any aspects of the outbuilding that requires the City to undertake an assessment against the design principles of the *Residential Design Codes of Western Australia*, or where the proposed outbuilding does not meet the requirements of the City's *Local Planning Schemes 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 plan should include the following:

Site plan

- Contours at 500mm intervals (natural ground levels).
- Lot dimensions, north point and scale.
- Finished floor level/s of the outbuilding relative to the natural ground levels of the site.
- Proposed setbacks from lot boundaries.
- All existing buildings and structures that impact on the application.
- Lot dimensions and north point.
- House number, street name and lot number.
- 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.
- 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.
- Outbuilding layout including location of walls, windows and doors.
- Finished floor level/s of the outbuilding 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 outbuilding, incorporating the existing building(s) where applicable.
- Location, dimensions and details of all openings.
- Roof pitch(es).
- Proposed and existing colours and materials.

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