

Form 15C Checklist

When submitting an application for a Form 15C certificate of endorsement the following information is required before the application can be accepted:

- One (1) copy of the Strata Plan.
- A copy of the corresponding approved Form 15A application.
- A completed Form 15C. The form is available on the [Department of Planning, Lands and Heritage Website](#).
- Completed Form 15C checklist (refer below).
- A copy of the corresponding development approval.
- Supporting information **is required to be provided** to demonstrate how all conditions of the development approval and Form 15A (if applicable) have been met.
- Payment of the relevant fee (*refer Planning Schedule of Fees on the City's website*).

Following receipt of your **fully completed** application, a site inspection will be arranged to confirm that all works are completed and all conditions have been fulfilled. If the City is satisfied that all conditions have been completed then the Form 15C certificate will be issued.

It is the applicant's responsibility to ensure that all conditions of the development approval and Form 15A (if applicable) are fulfilled **prior** to submitting an application for a Form 15C certificate.

Should the information submitted be incomplete or incorrect, or evidence of how conditions have been fulfilled not be provided, the application will not be accepted.

EXAMPLE OF COMPLETED CHECKLIST

Condition No.	Condition (summary)	How has this condition been satisfied?	Evidence Provided
1	Approval relates to this development only		N/A
2	Stormwater	<ul style="list-style-type: none"> Downpipes are installed and directed into soakwells. 	Yes
3	Screening of external building plant and equipment	<ul style="list-style-type: none"> Air cons, piping, ducting and hot water units have been screened from view from the street. Meter boxes have been painted to match the building. 	Yes
4	Approval and implementation of landscaping plan	<ul style="list-style-type: none"> Landscaping plan submitted to and approved by the City on xx/xx/xxxx is provided in the application. Landscaping has been installed in accordance with the approved plan. 	Yes
5	Waste management plan	<ul style="list-style-type: none"> Waste management plan submitted to and approved by the City on xx/xx/xxxx is provided in the application. Bin store area completed in accordance with the approved plan. 	Yes
6	Schedule of colours and materials	<ul style="list-style-type: none"> Schedule of colours and materials submitted to and approved by the City on xx/xx/xxxx is provided in the application. All works associated with the development are complete. 	Yes

City of Joondalup Form 15C Checklist

APPLICANT NAME:			
DA APPROVAL NO.:		DA APPROVAL DATE:	
FORM 15A APPROVAL NO.:		FORM 15A APPROVAL DATE	
PROPERTY ADDRESS:			
APPLICANT EMAIL ADDRESS			

I certify that the requirements of all conditions of the development approval and Form 15A approval have been completed and that the information supplied in the Form 15C Checklist is correct.

_____ Signature of APPLICANT

Print Name: _____

Date: _____

Condition No.	Condition (summary)	How has this condition been satisfied?	Evidence Provided

