

Application for Development Approval Checklist

Housing Opportunity Area (higher density) – Single House, Grouped Dwelling or Additions

This checklist is to help you prepare a development approval application for building at the higher density in a Housing Opportunity Area.

All information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

Lodging your application

Your application can be lodged:

- Online (preferred) using the City’s e-application service, 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.

Following lodgement, the application will be checked to ensure all information is provided. If the application is incomplete, it will be returned to the applicant outlining the missing information. When all information has been received, an email acknowledging receipt will be sent to the applicant (as indicated on the application form).

Please note that further information and/or modifications may be requested after a full assessment is completed. All correspondence will be directed to the applicant.

Application requirements

Documentation	Required information	Provided	
		Yes	N/A
Application forms	Application for Development Approval Form.		
	MRS Form 1.		
Checklist	Copy of this checklist confirming application is complete.		
Fees	Development application fee in accordance with the City’s Fees and Charges. Note: if the application is lodged online, the City will send an invoice to the applicant providing payment details.		
Justification letter	Details of the proposed development and written justification demonstrating how the development meets the relevant objectives of the <i>Development in Housing Opportunity Areas Local Planning Policy</i> and/or design principles of the <i>Residential Design Codes</i> .		

Documentation	Required information	Provided	
		Yes	N/A
Site plan	Street name and lot number.		
	Site dimensions, north point and scale.		
	Existing and proposed natural ground levels.		
	The position and level of existing and proposed building(s), wall(s), fence(s), retaining wall(s) and any other structures.		
	Vehicle driveways and parking spaces.		
	The street verge, including footpaths, crossovers, truncations, power poles, any services and any access restrictions such as road islands adjacent the site.		
	The location of any easement or piped services traversing the site and any sewer or sewer connection point servicing the site.		
	Location of buildings on neighbouring properties where they are near the proposed building(s). This includes windows in buildings and location of outdoor living areas.		
	The extent of any overlooking into neighbouring lot(s) in accordance with Clause 5.4.1 of the <i>Residential Design Codes</i> (overlooking diagram).		
	Floor plans	Street name and lot number.	
North point and scale.			
Finished levels of the floor(s) of the building, relative to the natural ground levels of the site.			
Room layout including location of walls, doors, windows with dimensions and the proposed use of each room.			
Location, dimensions and details of all doors and windows including sill height above finished floor level.			
Floor area (m ²) of all dwellings.			
Dimensions and floor area (m ²) of habitable rooms.			
Elevation drawings	Street name(s), lot number, and scale.		
	View of every face of the proposed building(s), incorporating the existing building(s) where applicable, detailing materials, colours and finishes.		
	Location, dimensions and details of all openings (for example, windows) including sill height above finished floor level, the extent to which each window is openable and the use of clear or obscure glazing.		
	Roof pitch(es).		
	Height, extent, and materials of any proposed retaining and fencing.		
Landscaping plans	The building footprint, including pedestrian and vehicle access.		
	Trees proposed for removal shown dotted.		
	Trees proposed for retention included within tree protection zones. Where trees are being retained as part of landscape area requirements, an Arboriculture Report is to be submitted.		
	Location and percentage of landscape area.		
	Deep soil areas and associated tree planting, including whether a small, medium or large tree is being proposed.		
	Other landscape elements (fences, pergolas, walls, planters and water features).		
	Areas of impervious surfaces.		
Building performance diagrams	<ul style="list-style-type: none"> • A solar diagram at the winter solstice (21 June) showing: <ul style="list-style-type: none"> ○ Overshadowing of adjoining properties at midday. ○ Where there is overshadowing to solar collectors on adjoining properties, the amount of time the solar collectors are in shadow. • A ventilation diagram showing unobstructed path of air movements for habitable rooms. 		

Documentation	Required information	Provided	
		Yes	N/A
<p>Bushfire prone areas</p> <ul style="list-style-type: none"> o Single houses or ancillary dwelling on a lot over 1,100sqm o Grouped dwelling: new dwelling or habitable room addition (e.g. living room, bedroom) 	<p>A Bushfire Attack Level (BAL) assessment undertaken by an accredited Level 1 Bushfire Surveyor or Bushfire Planning Practitioner; or</p> <p>Any other applicable requirements provided for under <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i>.</p> <p>(Please note that a BAL may still be required as part of a Building Permit Application).</p> <p>Further information on bushfire prone areas and bushfire requirements are available on the City’s website at joondalup.wa.gov.au</p>		
<p>New dwellings within a Road and Rail trigger distance</p>	<p>A statement, acoustic report and/or noise management plan addressing the relevant requirements of <i>State Planning Policy 5.4: Road and Rail Noise</i>.</p>		
<p>Grouped dwellings (additional information)</p>	<p>Minimum and average lot sizes (where lots have not already been created through a subdivision).</p>		
	<p>Indicative boundaries shown between the dwellings where applicable.</p>		
	<p>The location and layout of car parking area(s) for visitor bays, and manoeuvring areas.</p>		
	<p>Where common property is proposed, details of landscaping area in the common property, including species and maturity of plants.</p>		
	<p>For five or more grouped dwellings:</p> <ul style="list-style-type: none"> • A completed copy of the City’s Environmentally Sustainable Design Checklist. • Building perspectives (3D renders). • A detailed statement against the 10 Design Principles of <i>State Planning Policy 7: Design of the Built Environment</i>. • Landscaping concept plan. • Response to comments from the Joondalup Design Review Panel. <p>Note: Prior to submitting a development application, designs are subject to a pre-lodgement review by the Joondalup Design Review Panel. Refer to the City’s website for further information.</p>		
	<p>For five or more grouped dwellings served by a common access:</p> <ul style="list-style-type: none"> • A waste management plan • Plans demonstrating: <ul style="list-style-type: none"> o A communal bin store o Collection point for on-site bin collection by the City. o Suitable area for bulk hard waste and green waste collection in the verge. 		