

# Application for Development Approval Checklist

## Residential – Single House, Grouped Dwelling or Additions

This checklist is to help you prepare a development approval application for residential purposes.

**Note: if you are building at the higher density in a Housing Opportunity Area, please refer to Application for Development Approval Checklist – Housing Opportunity Area (higher density)**

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](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.

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
<b>Application forms</b>	Application for Development Approval Form.		
	MRS Form 1.		
<b>Checklist</b>	Copy of this checklist confirming application is complete.		
<b>Fees</b>	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.		
<b>Justification letter</b>	Details of the proposed development and written justification demonstrating how the development meets the relevant design principles of the <i>Residential Design Codes</i> and/or objectives of the City’s planning framework (e.g. local planning policy or structure plan).		

Documentation	Required information	Provided	
		Yes	N/A
<b>Site plan</b>	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 position, type and size of any existing trees exceeding three metres 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 buildings on neighbouring properties where they are near the proposed building(s). This includes windows in buildings and location of outdoor living areas.		
	For new dwellings (including ancillary dwellings), a minimum of one tree per dwelling with a planting area of 2 metres x 2 metres for each tree.		
	The amount of landscaping area in the street setback area.		
	The extent of shadow cast by the proposed development onto neighbouring lot(s) to the south in accordance with Clause 5.4.2 of the <i>Residential Design Codes</i> (overshadowing diagram).		
	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).		
<b>Floor plans</b>	Street name and lot number.		
	North point and scale.		
	Location, dimensions and details of all doors and windows including sill height above finished floor level.		
	Room layout including location of walls, doors, windows with dimensions and the proposed use of each room.		
	Finished levels of the floor(s) of the building, relative to the natural ground levels of the site.		
<b>Elevation drawings</b>	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 and the use of clear or obscure glazing.		
	Roof pitch(es).		
	Height, extent, and materials of any proposed retaining and fencing.		
<b>Grouped dwellings (additional information)</b>	Indicative boundaries shown between the dwellings where applicable.		
	The location and layout of car parking area(s) for visitor bays, and manoeuvring areas.		
	Proposed landscaping in common property areas, including species and maturity of plants to be installed. Please refer to clause 5.3.2 of the <i>Residential Design Codes</i> for further details on what is required in relation to landscaping plans.		
	For five or more grouped dwellings: <ul style="list-style-type: none"> <li>• A completed copy of the City's Environmentally Sustainable Design Checklist.</li> <li>• Building perspectives (3D renders).</li> <li>• A detailed statement against the 10 Design Principles of <i>State Planning Policy 7: Design of the Built Environment</i>.</li> <li>• Landscaping concept plan.</li> <li>• Response to comments from the Joondalup Design Review Panel. 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.</li> </ul>		

Documentation	Required information	Provided	
		Yes	N/A
<p><b>Bushfire prone areas</b></p> <ul style="list-style-type: none"> <li>○ Single houses or ancillary dwelling on a lot over 1,100sqm</li> <li>○ Grouped dwelling: new dwelling or habitable room addition (e.g. living room, bedroom)</li> </ul>	<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 <a href="http://joondalup.wa.gov.au">joondalup.wa.gov.au</a></p>		
<p><b>New dwellings within a Road and Rail trigger distance</b></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>		