

Application for Development Approval Checklist Commercial

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

Commercial developments are required to address the City's *Local Planning Scheme No. 3* and any applicable local planning policy, structure plan or local development plan.

For applications to be determined by the Development Assessment Panel also refer to the Application for Development Approval Checklist – Development Assessment Panel Applications.

New commercial developments or substantial additions to existing commercial buildings may need to be reviewed by the Joondalup Design Review Panel prior to lodging your application. Further information on the Joondalup Design Review Panel is available on the City's website joondalup.wa.gov.au.

Commercial developments within bushfire prone areas are assessed against *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*. Further information on bushfire prone areas and bushfire requirements are available on the City's website joondalup.wa.gov.au.

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 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

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 by the City after a full assessment has been undertaken. All correspondence on the application 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. <i>Note: if the application is lodged online, the City will send an invoice to the applicant providing payment details.</i>		

Documentation	Required information	Provided	
		Yes	N/A
Development Assessment Panel	For applications to be determined by the Metro Outer Joint Development Assessment Panel refer to the Application for Development Approval Checklist – Development Assessment Panel Applications		
Development details	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 <i>Local Planning Scheme No. 3</i> , structure plan, local development plan, or a local planning policy		
Site plan	Street name(s) and lot number		
	Site 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		
Elevations	Street name(s), 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		

Documentation	Required information	Provided	
		Yes	N/A
Technical reports	<p>Relevant technical reports (where applicable) including, but not limited to:</p> <ul style="list-style-type: none"> • Transport impact assessment • Acoustic assessment • Arborist report 		
New commercial buildings or major additions to existing buildings	Photomontages or similar rendering or perspective drawings illustrating the proposal in the context of surrounding development		
	A detailed statement against the 10 Design Principles of <i>State Planning Policy 7.0: Design of the Built Environment</i>		
	Completed City's Environmentally Sustainable Design Checklist		
	Response to comments from the Joondalup Design Review Panel. Prior to submitting a development application, designs may be subject to a pre-lodgement review by the Joondalup Design Review Panel. Further information on the Joondalup Design Review Panel is available on the City's website joondalup.wa.gov.au .		
Bushfire prone areas	<p>A Bushfire Attack Level (BAL) assessment and/or bushfire management plan in accordance with <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i>.</p> <p>Further information on bushfire prone areas and bushfire requirements are available on the City's website joondalup.wa.gov.au</p>		