

# 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](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.		
	Metropolitan Region Scheme (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>Cover letter and site analysis</b>	Details of the proposed development and site analysis, including: <ul style="list-style-type: none"> <li>▪ overview of the streetscape</li> <li>▪ surrounding built form frontages and heights</li> <li>▪ street setbacks and side setbacks</li> <li>▪ topography open space and vegetation</li> <li>▪ land uses, including future and planned development.</li> </ul>		
	Justification demonstrating the development meets the relevant design principles of the <i>Residential Design Codes - Volume 1</i> and/or objectives of the City's planning framework (e.g. <i>Development in Housing Opportunity Areas Local Planning Policy</i> ). An example of how this can be set out is at the end of this checklist.		

Documentation	Required information	Provided	
		Yes	N/A
<b>Site Plan</b>	Street name(s), lot number, north point and scale.		
	Site/lot boundaries and dimensions.		
	Existing and proposed natural ground levels.		
	Location and level of existing and proposed building(s), wall(s), fence(s), retaining wall(s) and any other structures.		
	Location and dimension of the outdoor living area.		
	Vehicle driveways and parking spaces.		
	The street verge, including footpaths, crossovers, truncations, street trees, 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 - Volume 1</i> (overlooking diagram).		
<b>Floor plans</b>	Street name(s), 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 <sup>2</sup> ) of all dwellings.		
	Location, dimension and details of service, storage and bin areas.		
<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, finishes and ceiling heights.		
	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 walls and fencing.		
<b>Building performance diagrams</b>	Solar access diagram, demonstrating solar access to the living rooms and outdoor living area.		
	A solar diagram at the winter solstice (21 June) showing 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
<b>Landscaping plans</b>	The building footprint, including pedestrian and vehicle access.		
	Position and size of trees on adjoining properties.		
	Trees proposed to be removed shown dotted.		
	Trees proposed to be retained and the tree protection zone, including trees within the verge.		
	Where trees are being retained as part of landscaping area requirements, an Arboricultural Report is to be submitted with the application.		
	New trees to be planted, including whether it is a small, medium or large tree, and deep soil areas for each tree.		
	Where deep soil area is not provided in accordance with the <i>Residential Design Codes</i> , justification is to include a statement from a suitably qualified arborist demonstrating the deep soil area provided will be sufficient.		
	New street tree locations.		
	Location and percentage of soft landscaping area.		
Location and areas of impervious surfaces.			
Other landscape elements (fences, pergolas, walls, planters and water features).			
<b>Grouped dwellings (additional information)</b>	Minimum and average lot sizes (where lots have not already been created through a subdivision).		
	Indicative boundaries shown between the dwellings were applicable.		
	The location and layout of car parking area(s) for visitor bays, and manoeuvring areas.		
	Where common property is proposed, details of lighting and landscaping area in the common property, including species and maturity of plants.		
	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 State Planning Policy 7: Design of the Built Environment.</li> <li>▪ Landscaping concept plan.</li> <li>▪ Response to comments from the Joondalup Design Review Panel.</li> </ul> <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>		
	For five or more grouped dwellings: <ul style="list-style-type: none"> <li>▪ a waste management plan demonstrating: <ul style="list-style-type: none"> <li>◦ a communal bin store.</li> <li>◦ collection point for on-site bin collection by the City.</li> <li>◦ suitable area for bulk hard waste and green waste collection in the verge.</li> </ul> </li> </ul>		

Documentation	Required information		
		Yes	N/A
<b>Bushfire Prone Areas</b> <ul style="list-style-type: none"> <li>Single houses or ancillary dwelling on a lot over 1,100m<sup>2</sup></li> <li>Grouped dwelling: new dwelling or habitable room addition (e.g. living room, bedroom)</li> </ul>	<p>A Bushfire Attack Level (BAL) assessment undertake by an accredited Level 1 Bushfire Surveyor or Bushfire Planning Practitioner, or any other applicable requirements provided for under <i>State Planning Policy 3.7 - Planning in Bushfire Prone Areas</i>.</p> <p>Please note, where a BAL may not be required for a development application, 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>		
<b>New dwellings within a Road and Rail trigger distance</b>	<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>		

### Example of justification table

It is preferred that justification against the design principles of the Residential Design Codes, or objectives of any applicable local planning policy or structure plan is set out in the format below. Should community consultation be required, this justification will be included in the consultation material made available on the City's website.

Area to be considered against the objectives and/or design principle	Local Planning Policy and/or R-Code clause number	Applicant Justification
<p>For example:</p> <p>Bedroom 2 setback to the western boundary</p>	<p>For example:</p> <p>Clause 6.3 of the Development in Housing Opportunity Areas Local Planning Policy.</p> <p>Clause 5.1.3 of the R-Codes.</p>	<p>Justification can be in bullet points and should address each objective and/or design principle in detail.</p> <p>For example, justification should specify how the development does not have an impact on adjoining properties (not simply state there is no impact on adjoining properties).</p>