

Application for Development Approval Checklist Multiple Dwellings (Apartments)

This checklist is to help you prepare a development approval application for multiple dwellings (apartments).

Multiple dwelling developments are required to address *State Planning Policy 7.3 Residential Design Codes Volume 2 - Apartments* and any applicable local planning policy, structure plan or local development plan.

Prior to lodging an application for development approval, multiple dwellings are subject to 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

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.		
	Metropolitan Region Scheme (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. If the application is lodged online, the City will send an invoice to the applicant providing payment details.		
Development Assessment Panel	For applications to be determined by a Development Assessment Panel, refer to the Development Approval Checklist - Development Assessment Panel Applications.		
Joondalup Design Review Panel	Response to comments from the Joondalup Design Review Panel. Prior to submitting a development application, designs are subject to a pre-lodgement review by the Joondalup Design Review Panel. Further information is available on the City's website joondalup.wa.gov.au		

Documentation	Required information	Provided	
		Yes	N/A
Cover letter and Site analysis	Site analysis prepared in accordance with A3 Site Analysis of the Residential Design Codes Volume 2.		
	Design statement documenting how the proposal satisfies the 10 design principles of State Planning Policy 7: Design of the Built Environment.		
	An explanation of how the proposed development achieves all relevant objectives of A6 Objectives summary under Residential Design Codes - Volume 2.		
Site Plan	Street name and lot number, north point and scale		
	Site/lot boundaries and dimensions.		
	Location of any proposed buildings or works in relation to setbacks, building envelope controls and building separation dimensions.		
	Proposed and existing finished levels of land in relation to existing and proposed buildings and roads.		
	Pedestrian and vehicular site entries and access.		
	Areas of communal open space and private open space.		
	Interface of the ground floor plan with the public domain and open spaces within the site.		
	Indicative locations of planting and deep soil areas including retained or proposed significant trees.		
	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, including location of solar collectors.		
	Overshadowing over neighbouring properties.		
Floor plans	Street name, lot number, north point and scale.		
	All levels of the building including roof plan.		
	Layout of entries, circulation areas, lifts and stairs, communal spaces and service rooms, with key dimensions and real level (RL) heights.		
	Apartment plans with apartment numbers and areas, all fenestrations, typical furniture layouts for each apartment type, room dimensions, intended use and private open space dimensions.		
	Accessibility clearance templates for accessible units and common spaces.		
	Visual privacy separation shown and dimensions where necessary.		
	Vehicle and service access, circulation and parking.		
	Storage areas.		

Documentation	Required information	Provided	
		Yes	N/A
Elevations	Street name, lot number, and scale.		
	Proposed building height and RL lines.		
	Building height control.		
	Setbacks or envelope outline.		
	Building length and articulation.		
	Any existing buildings on the site.		
	Building entries (pedestrian, vehicular and services).		
	Profile of buildings for 50m each direction.		
	Samples or images of proposed external materials, finishes and colours of the proposal, keyed to elevations.		
Sections	Street name, lot number and scale.		
	Proposed building height and RL lines.		
	Building height control.		
	Setbacks or envelope outline.		
	Adjacent buildings.		
	Building circulation.		
	The relationship of the proposal to the ground plane, the street and open spaces particularly at thresholds.		
	The location and treatment of car parking.		
	The location of deep soil and soil depth allowance for planting on structure (where applicable).		
	Building separation within the development and between neighbouring buildings.		
	Ceiling heights throughout the development.		
	Detailed sections of the proposed facades.		
Building performance diagrams	<p>A solar diagram (where required) at the winter solstice (21 June) at a minimum of hourly intervals showing:</p> <ul style="list-style-type: none"> ▪ Number of hours of solar access to the principal communal open space (if applicable). ▪ Number of hours of solar access to units within the proposal and tabulation of results. ▪ Overshadowing of existing adjacent properties and overshadowing of potential development where neighbouring sites are planned for higher density. ▪ Elevation shadows if likely to fall on neighbouring windows, openings or solar panels. 		
	A ventilation diagram showing unobstructed path of air movements through apartments and tabulation of results.		

Documentation	Required information	Provided	
		Yes	N/A
Landscape Plan	Street name, lot number, north point and scale.		
	Building footprint of the proposal, including pedestrian, vehicle and		
	Tree to be removed shown dotted.		
	Trees to be retained with tree protection zones.		
	New trees to be planted, including whether it is a small, medium or		
	Areas of planting on structure and soil depth (where applicable).		
	Proposed planting including species and size.		
	Details of public space, communal open space and private open space.		
	Security features and access points.		
	Built landscape elements (fences, pergolas, walls, planters and water features).		
	Ground surface treatment with indicative materials and finishes.		
	Site lighting.		
Stormwater management and irrigation concept design.			
Illustrative views	<p>Photomontages or similar rendering or perspective drawings illustrating the proposal in the context of surrounding development.</p> <p>Note: illustrative views need to be prepared using a perspective that relates to the human eye. Where a photomontage is prepared, it should use a photo taken by a full frame camera with a 50mm lens and 46-degree angle of view.</p>		
Models	A three-dimensional, computer-generated model showing views of the development from adjacent streets and buildings.		
Other plans and reports	<p>Waste Management Plan.</p> <p>Universal design compliance checklist and annotated plans.</p>		
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>		
Apartments within a road and rail trigger distance	A statement, accoustic report and/or noise management plan addressing the relevant requirements of State Planning Policy 5.4 - Road and Rail Noise.		