

Application for Development Approval Checklist

Residential - Patio, Outbuilding (Shed), Carport, Retaining Walls and Street Fences

This checklist is to help you prepare a development approval application for a patio, outbuilding (shed), carport, retaining walls/site works and/or street fences.

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.		
Cover letter	A proposal summary detailing building/works being undertaken, including colours and materials of proposed buildings, retaining walls and street fences.		
	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). This generally requires you to outline how the new building does not negatively impact the area.		

Documentation	Required information	Provided	
		Yes	N/A
Site Plan	Street name(s), lot number, north point and scale.		
	Site/lot boundaries and dimensions.		
	Existing and proposed natural ground levels.		
	Location of all existing buildings and structures on the site and colours and materials of existing buildings.		
	For patios, carports and outbuildings: <ul style="list-style-type: none"> • Location of the new building. • Setbacks from lot boundaries. • Finished floor level/s relative to the natural ground levels. • Colours and materials of existing and proposed buildings. • Impact on existing landscaped areas as a result of works between the dwelling and the street boundary. 		
	For retaining walls, site works and fences: <ul style="list-style-type: none"> • Location of the retaining walls and/or street fence. • Finished ground levels at the bottom and top of wall heights for the retaining walls and/or street fence. • Where the dividing fence or other screening does not prevent overlooking into neighbouring properties, the extent of any overlooking in accordance with the relevant visual privacy requirements of the Residential Design Codes. 		
	Location of vehicle driveways and crossovers. If the driveway or crossover is being modified, the site plan is to include 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 location of any easement or piped services traversing the site and any sewer or sewer connection point servicing the site.			
Additional site plan requirements for properties built at the higher density in a Housing Opportunity Area and/or has a density code of R30 and above	Site plan to include: <ul style="list-style-type: none"> • Existing and proposed covered parking areas (including covered parking areas for caravans and boats). • Location of soft landscaped areas. If the proposed works are permanently removing or modifying landscaping, the percentage of landscaping across the site. • Tree locations (including any street trees). • Location of outdoor living area (also known as private open space or primary garden area). • Where a patio or outbuilding is going in an existing outdoor living area, the location of windows to the main indoor living area (e.g. living room, kitchen). 		
Elevation drawings	Street name(s), lot number and scale.		
	View of every face of the proposed building(s), retaining wall and/or street fence, incorporating the existing building(s) where applicable.		
	Heights of the new building, retaining wall and/or street fence including wall heights, total roof height and roof pitches.		
	Location, dimensions and details of any windows or other openings including sill height above finished floor level (for example, obscure glazing, fixed window).		
	Proposed and existing colours and materials		