

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 the 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;
- 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 and site analysis	Details of the proposed development and site analysis, including: <ul style="list-style-type: none"> ▪ overview of the streetscape ▪ surrounding built form frontages and heights ▪ street setbacks and side setbacks ▪ topography open space and vegetation ▪ land uses, including future and planned development. 		
	Justification demonstrating how the development meets the design principles of the Residential Design Codes - Volume 1 and/or objectives of the City's local planning framework. An example of how this can be set out is at the end of this checklist.		

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 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, 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.		
	For new dwellings (including ancillary dwellings), a minimum of one tree per dwelling with a planting area of 2m x 2m for each tree.		
	The amount of landscaping area in the street setback area.		
	The extent of shadow cast by the proposed development at the winter solstice (21 June) in accordance with Clause 5.4.2 of the <i>Residential Design Codes - Volume 1</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 - Volume 1</i> (overlooking diagram).		
For grouped dwellings, in addition to the above: <ul style="list-style-type: none"> ▪ Indicative boundaries between dwellings (if applicable). ▪ Proposed landscaping of 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 - Volume 1</i> for further details on what is required in relation to landscaping plans. ▪ The location and layout of car parking area(s) for visitor bays, and manoeuvring areas. 			
Floor plans	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.		
	Finished levels of the floor(s) of the building, relative to the natural ground levels of the site.		
	Floor area (m ²) of all dwellings.		
	Location, dimension and details of service, storage and bin areas.		

Documentation	Required information	Provided	
		Yes	N/A
Elevation drawings	Street name(s), lot number and scale		
	View of every face of the proposed building(s), incorporating the existing		
	Location, dimensions and details of all openings (for example, windows) including sill height above finished floor level, the extent to which each		
	Roof pitch(es).		
	Height, extent and materials of any proposed retaining and fencing.		
Bushfire prone areas <ul style="list-style-type: none"> ▪ Single houses or ancillary dwelling on a lot over 1,100sqm ▪ Grouped dwelling: new dwelling or habitable room addition (e.g. living room, bedroom) 	<p>A Bushfire Attack Level (BAL) assessment undertaken by an accredited Level 1 Bushfire Surveyor or Bushfire Planning Practitioner; or any other applicable requirements provided for under State Planning Policy 3.7 – Planning in Bushfire Prone Areas.</p> <p>Please note that 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 joondalup.wa.gov.au</p>		
New dwellings within a Road and Rail trigger distance	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> .		

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
For example: Bedroom 2 setback to the western boundary	For example: Clause 5.1.3 of the R-Codes.	<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>