

Administration

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Hours Mon-Fri 8:30am-4:30pm | **Telephone** Mon-Fri 8:00am-5:00pm 08 9439 0200

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DEVELOPMENT APPLICATION CHECKLIST (LATITUDE 32 – HOPE VALLEY-WATTLEUP REDEVELOPMENT AREA)

PLEASE ENSURE THAT ALL RELEVANT INFORMATION IS PROVIDED WITH THE APPLICATION

<input type="checkbox"/>	Completed application for approval Form 1 – Hope Valley-Wattleup Redevelopment Area
<input type="checkbox"/>	Latitude 32 Design Guidelines Checklist (see www.developmentwa.com.au) <i>All applications must include a completed Design Guidelines Checklist, which is contained in Appendix B of the Latitude 32 Design Guidelines adopted under the Master Plan (and enclosed in this form).</i>
<input type="checkbox"/>	Certificate of Title (less than 6 months old) and any applicable Diagram or Strata Plan (available at www.landgate.wa.gov.au)
<input type="checkbox"/>	Cover letter describing the proposed development, including but not limited to: <ul style="list-style-type: none">• details of the proposed development and/or land use activities to occur on the site• justification for any variations to the Hope Valley-Wattleup Master Plan/ Design Guidelines etc• any other information that the City may reasonably require to better understand the proposal

DEVELOPMENT PLANS DRAWN TO SCALE (SELECT ONLY AS APPLICABLE)

<input type="checkbox"/>	Flinders Precinct only (see www.developmentwa.com.au) – DevelopmentWA architect stamped plans <i>All development is to address the Latitude 32 Design Guidelines adopted under the Master Plan. Development within the Flinders Precinct should first be reviewed by DevelopmentWA for design compliance, and the stamped plans submitted as the proposed development plans for determination.</i>
<input type="checkbox"/>	Site plan (required for all applications) showing the entire lot and the location, dimensions and/or area of all proposed and existing development, buildings, works and natural features, including: <ul style="list-style-type: none">• distance of all buildings, structures, fencing and other works to boundaries• existing and proposed ground levels, finished floor levels, and any retaining and crossover levels• details of any proposed stormwater drainage, essential services, and onsite sewage disposal• car parking, access, landscaping and any commercial/industrial storage, waste or loading areas.
<input type="checkbox"/>	Site Feature & Contour Survey where needed to show existing ground levels, contours and the location, dimensions and/or area of all existing buildings, works and natural features on the site.
<input type="checkbox"/>	Floor plan/s showing the development including finished floor levels, layout of doors/windows, description and area of all rooms, and any details of proposed land use activities within the building.
<input type="checkbox"/>	Elevation plan/s showing the development including wall height and roof pitch (above ground level), doors/windows, external constructed materials/colours, and any proposed signage.
<input type="checkbox"/>	Landscaping and tree retention plan/s where required by the City's relevant local planning policy/s

TECHNICAL REPORTS AND INFORMATION (SELECT ONLY AS APPLICABLE)

<input type="checkbox"/>	Bushfire Prone Area only (check www.dfes.wa.gov.au) – BAL Assessment and an assessment against the bushfire protection criteria in the WAPC’s Guidelines for Planning in Bushfire Prone Areas prepared by a certified Bushfire Planning Practitioner. This information may be provided as a Bushfire Management Plan or simplified Bushfire Management Statement (if appropriate).	<input type="checkbox"/> N/A
<input type="checkbox"/>	Any specialist or technical report/s required by local and/or state planning policy/s, including but not limited to traffic, noise, heritage, environmental, engineering and design/ built form.	<input type="checkbox"/> N/A
<input type="checkbox"/>	Any management plan/s or other details needed to support and implement the development proposal, including but not limited to stormwater, sewage, waste and dust management.	<input type="checkbox"/> N/A

Notes:

1. The above checklist is not exhaustive. If reasonably required, the City may request additional information prior to accepting the application for assessment.
2. After the application has been accepted for assessment, the assessing Officer may still request further information or material as reasonably required to determine the application.

APPLICATION SIGNATURES (PLEASE SELECT ONE AS APPLICABLE)

<input type="checkbox"/>	Individuals – signed by the registered proprietor/s as shown on the Certificate/s of Title.
<input type="checkbox"/>	Purchasers – where the land is subject to a contract of sale or offer and acceptance, appropriate evidence of landowner/s consent may include: <ul style="list-style-type: none">• an express provision of consent by the vendor on the contract of sale or offer and acceptance; or• a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application; or• a copy of the transfer of land document that incorporates a lodgement receipt.
<input type="checkbox"/>	Companies – appropriate company signatories include: <ul style="list-style-type: none">• one director and the company seal; or• two directors; or• one director and one company secretary; or• one director if sole proprietorship company. Please state the full name and position of each company signatory.
<input type="checkbox"/>	Letter of Consent – where the landowner/s cannot sign, the applicant or authorised agent can sign and attach evidence of the authority, including a letter of consent signed by all registered proprietor/s as shown on the Certificate/s of Title.
<input type="checkbox"/>	Strata Company – signed by an authorised strata company secretary or elected person with evidence of the authority, including copy of scheme by-laws, minutes, or letter of authority signed by all strata owner/s.
<input type="checkbox"/>	Crown land – signed by an authorised officer of the Department of Lands, stating name and position. Alternatively, a letter of consent from the authorised Crown land officer.
<input type="checkbox"/>	Government agencies – signed by an authorised officer of the relevant government authority, stating the name and position of the signatory/s. Alternatively, a letter of consent signed by an authorised officer.

Schedule 6 – Form of application for planning approval

Office Use Only
Application No. _____

Form 1

Hope Valley-Wattleup Redevelopment Act 2000

(Section 26(1))

Hope Valley-Wattleup Redevelopment Regulations 2000

To: The Western Australian Planning Commission

1.	Name(s) of Owner(s) in full Surname (or company name) Other Names..... Surname (or company name) Other Names..... Surname (or company name) Other Names.....
2.	Address in full
3.	Applicant's name in full (if owner put self)
4.	Address for correspondence Telephone No
5.	Locality of development (street number, street, suburb)
6.	Titles Office Description of land: Lot No(s) Location No Plan/Diagram No Certificate of Title Vol Folio Plan/Diagram No Certificate of Title Vol Folio

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Master Plan	Gazetted	4 March 2005
	Revision	Amended – 31 May 2013 (Amendment No.2)

7.	Name of nearest road junction/intersection														
8.	Description of proposed development														
9.	Purpose for which land is currently being used														
10.	State nature of existing buildings on land														
11.	Materials and colour to be used on external surfaces (including the roof) and any paved areas of the building														
12.	Estimated cost of development \$.....														
13.	Estimated date of completion														
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature of Owner(s) of the land</td> <td style="width: 50%; border: none;">Signature of Applicant(s)</td> </tr> <tr> <td style="border: none;">.....Date.....</td> <td style="border: none;"></td> </tr> </table> <p style="margin-left: 20px;">State position if signing on behalf of a Company</p>	Signature of Owner(s) of the land	Signature of Applicant(s)Date.....											
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<p><i>Note 1: This application is to be accompanied by 6 copies of the plan(s) and the specifications for the development and the prescribed fee.</i></p> <p><i>Note 2: It is an offence under Regulation 8 for a person –</i></p> <p style="margin-left: 40px;">(a) <i>to make a statement or give any information which that person knows to be false in a material particular in connection with an application for approval of a development; or</i></p> <p style="margin-left: 40px;">(b) <i>to omit to supply to the Commission any information or particulars which that person knows to be relevant to the application.</i></p> <p><i>The offence is punishable by a fine of up to \$1,000.</i></p>															

Latitude 32 Design Guidelines Checklist for General Development Criteria

Lot #: _____ Street Address: _____

Development Area: _____

Applicant details: _____

REQUIREMENT:	Y/N		Y/N
Site Plan		Electrical Drawings	
Floor plans		Schedule of Fixtures and Fittings	
Roof Plan		Energy Efficiency Schedule	
Elevations		Water Efficiency Schedule	
Landscape Plan		Waste Management Plan	

Compliance with Design Criteria

Design Criteria		Applicant Checklist	
Category	Minimum Requirements	Information Required	Achieved (Y/N)
3.1 Setbacks	<ul style="list-style-type: none"> Setbacks for office and operational areas are to be within the minimum and maximum setbacks in Table 1. 	<ul style="list-style-type: none"> Show on site plan / floor plans 	
3.2 Building orientation	<ul style="list-style-type: none"> Office / administrative areas must be designed as focal points to the front of the site (refer Figure 6 for an example), and must include a canopy or verandah over the main entrance facing the public street or parking area (canopies may encroach into the setback). Operational areas must be located to the rear of the site, behind the office administrative area. 	<ul style="list-style-type: none"> Show on site plan / floor plans 	

	<ul style="list-style-type: none"> Operational areas (including service, storage and bin areas) must be behind the front building line and screened from the street. On corner sites, buildings must be located and designed to address both street frontages (refer Figure 5 and Figure 6 for examples), with the priority to be the primary street frontage. Based on site specific lot configuration and site design constraints, buildings must be oriented and designed to be energy efficient and to conserve non-renewable energy (refer Climate Responsive Design at Section 3.5). 		
3.3 Site Cover	<ul style="list-style-type: none"> 20% for sites up to 1ha 10% of the lot area or 2000m² whichever is greater 	<ul style="list-style-type: none"> Show on site plan / floor plans 	
3.4 Built Form and Character	<ul style="list-style-type: none"> Front façades must address the primary street frontage and clearly identify the main entry point (refer to Image 1). On corner sites, buildings must be located and designed to address both street frontages, with the front façade being oriented to the primary street frontage. Front façades must use no less than two (2) types of primary building materials to create variety and interest. (Refer to Image 3). No less than three (3) colours must be incorporated into the design. (Refer to Images 2 and 4). Solid walls must incorporate no less than two (2) horizontal or vertical elements such as banding or recessed walls to avoid unbroken expanses of blank walls. (Refer to Images 5 and 6). Where visible from the street, side façades must be integrated into the design of the front façade through use of similar materials and colours. Where more than one building is proposed for a site, the design must be presented as an integrated site layout and development using complementary built form, materials and colour. Loading bays, bin stores, outdoor storage, mechanical plant, wash-down bays, and other operational requirements must be located behind the front building line and shall not be visible from any street elevation. 	<ul style="list-style-type: none"> Show on plans / elevations / schedule of colours 	
3.5 Climate Responsive Design	<ul style="list-style-type: none"> Building orientation must: <ul style="list-style-type: none"> maximise north exposure to facilitate natural light within the building. minimise east and west facing orientation, openings and provide adequate shading. maximise natural cross flow ventilation. utilise landscape to facilitate shade provision throughout summer and to allow in the winter sun. Provision of external shading devices for west and east facing openings (overhang, directional louvers, shutters and awnings). Limit impermeable hardstand areas as far as practicable without affecting the intended use. 	<ul style="list-style-type: none"> Show on site plan / elevations / landscape plan 	
3.7 Waste Management	<ul style="list-style-type: none"> A waste management plan must be provided with the Development Application. The plan must include storage collection, transportation, disposal or recycling and monitoring of waste. 	<ul style="list-style-type: none"> Waste management plan 	

	<ul style="list-style-type: none"> All bin storage and waste management areas must be located so as to not be visible from the public realm. 		
3.8 Services, Utilities and External Fixtures	<p>All services, external fixtures and equipment such as roof ventilation, exhaust towers, air conditioning units and plumbing pipes and wires must be effectively screened from view from the street and public realm. Screening must:</p> <ul style="list-style-type: none"> be of high quality and complimentary to the building façades. include visually permeable components to maintain a sense of site openness. incorporate high quality landscape, architectural elements and/or be designed as an integral part of the building aesthetics. 	<ul style="list-style-type: none"> Site plan / elevations 	
3.9 Vehicle Requirements	<ul style="list-style-type: none"> All vehicles must be able to enter and exit the site in forward gear. All vehicle parking must be provided on-site and in accordance with the requirements set out within the Master Plan. Visitor and/or staff parking must be separated from operational areas such as truck manoeuvring areas, loading areas, hard stand and external storage. Design of vehicle car parking bays and manoeuvring areas must be in accordance with Australian Standard AS2890 and are to be constructed and sealed to the satisfaction of the Responsible Authority. 	<ul style="list-style-type: none"> Show on site plan 	
3.10 Signage	<p>Signage must be designed in accordance with the following:</p> <ul style="list-style-type: none"> Signage attached to buildings must be integrated into the building design. One free standing pylon or composite sign is permitted per lot. Where there are multiple tenancies, the sign may have one panel per tenancy. Signage must not interfere with vehicle sightlines. Signage must not interfere with or obstruct pedestrian movement. 	<ul style="list-style-type: none"> Show on site plan / elevations 	
3.11 Fencing	<ul style="list-style-type: none"> Fencing on the primary and secondary street boundaries must not be higher than 1800mm above the corresponding natural ground level of the adjacent footpath or road and shall be black powder coated garrison style fencing or a similar high-quality open fencing unless otherwise approved by the Responsible Authority. Side and rear fencing behind the main building line is permitted up to the standard of 2000mm high black PVC coated link mesh with black posts, fittings and gates unless otherwise approved by the Responsible Authority. Barbed wire must not be installed forward of the main building line. 	<ul style="list-style-type: none"> Show on site plan 	
3.12 Energy and Efficiency	<ul style="list-style-type: none"> Provide energy efficient appliances with 4-star rating such as lighting, and HVAC systems. Design of roof profiles and structures must maximise the use of renewable energy sources, such as solar photovoltaic (PV) panels or wind turbines and ancillary equipment including mounting hardware, an inverter and associated wiring. External/common area lighting must be LED lighting and contained within the site and not directed beyond the lot boundary in order to avoid adverse impacts on adjacent properties and passing motorists. 	<ul style="list-style-type: none"> Show on site plan, floor plan, electrical plan and elevations Provide a specification schedule for fixtures and fittings Show solar photovoltaic (PV) on floor plan and/or roof plan 	

	<ul style="list-style-type: none"> • Beacons, searchlights, blinking lights and flashing or changing intensity lights will not be permitted. • Security lighting must be confined to entrances and pedestrian areas and must not project onto any public road. • All car parking areas, pedestrian routes and entrances must be well lit. Parking area lighting must have a greater height than pedestrian area lighting and be focussed downwards. • Sub metering – Where there are individual units or sub tenancies within a single lot, each unit shall be individually sub metered. • Incorporation of skylights (6% of the roof) and/or celestial windows (average 6% across all walls) to enable natural daylight to permeate the building. • Incorporation of daylight sensors on the interior lighting within the warehouse space near window and/or skylight. • A solar photovoltaic (PV) system providing renewable energy to the development with a minimum capacity of 6.6 kW and a 5 kW inverter must be installed and commissioned prior to occupation. 	<p><i>Note: A commitment statement from proponents is required to demonstrate Energy and Efficiency requirements that cannot be demonstrated on plans.</i></p>	
<p>3.13 Water Efficiency</p>	<ul style="list-style-type: none"> • Install WELS (Water Efficiency Labelling and Standards) rated water efficient fixtures and appliances: <ul style="list-style-type: none"> ○ Showerheads - <7.5 litres per minute. ○ Taps (bathrooms, kitchen and laundry) - <6 litres per minute. ○ Toilets - 4 stars WELS rated. • Landowners must install rainwater tanks appropriately sized for the development to provide for water reuse in toilet and irrigation systems. • Where industrial processes create liquid effluent or require wash down areas, the incorporation of on-site containment, management and appropriate disposal is required. Details regarding these aspects must be provided in support of the proposal. 	<ul style="list-style-type: none"> • Show rain water tanks on floor plan or site plan <p><i>Note: A commitment statement from proponents is required to demonstrate Water Efficiency requirements that cannot be demonstrated on plans.</i></p>	
<p>3.14 Landscaping</p>	<ul style="list-style-type: none"> • detailed Landscape Plan must be provided with any application to the Responsible Authority indicating all areas of soft and hard landscaping and including materials and plants to be used. A minimum landscaping zone of three metres is to be provided along all street frontages and receive a minimum of 50% understorey planting coverage using native and waterwise plant species. • Soft landscaping should be generally consistent with the intents of the water-wise species and densities listed within the planting list in Appendix D. The species list is to be a generic guide with formal approval of species to be at the discretion of the Responsible Authority at the time of detailed design. • Provide permeable surfaces and landscaped areas to increase on site infiltration and water permeability. • Shade trees must be provided: <ul style="list-style-type: none"> ○ at a rate of 1 per 10 linear metres along the street boundary of any site; and ○ at a rate of 1 per every 4 car parking bays on the site within car parking areas. • All tree species must be selected from the species list provided in Appendix D and must have a minimum planting pot size of 45L. Where 	<ul style="list-style-type: none"> • Show on landscaping plan 	

	<p>carparking is provided in areas other than along the street boundary abutting the minimum landscaped zone, trees provided for carparking bays must be integrated with the parking design with additional landscaping to ensure adequate shading and coverage of car parking bays.</p> <ul style="list-style-type: none"> • Additional landscaping must be provided in unutilised spaces (i.e not used for parking and manoeuvring purposes) in front of office and administration buildings. • Landscaping species must be grouped with similar water requirements (hydrozoning) for most efficient water reticulation usage for all species. 		
3.15 Buffers	<ul style="list-style-type: none"> • Gas Pipelines – setbacks and restrictions to be demonstrated • Water Corporation Pipelines • Waste Water Pump Station – setbacks and restrictions to be demonstrated • Western Power Easement • Requirements for Power Lines • Bushfire Prone Areas • Wetlands 	<ul style="list-style-type: none"> • Show on site plan 	
3.16 Levels	<ul style="list-style-type: none"> • Compliance with Latitude 32 Planning Policy 2.2 – Levels Planning 	<ul style="list-style-type: none"> • Show on site plan 	
Variations/comments:			