Administration
Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966
Hours Mon-Fri 8am-5pm (Cashier hours 8:30am-4:30pm) | **Telephone** 08 9439 0200
Facsimile 08 9439 0222 | **TTY** 08 9419 7513 | planning.team@kwinana.wa.gov.au | **www.kwinana.wa.gov.au**

DEVELOPMENT APPLICATION CHECKLIST (PLANNING APPROVAL)

PLEASE ENSURE THAT ALL RELEVANT INFORMATION IS PROVIDED WITH THE APPLICATION

- ☐ Completed City of Kwinana **Application for Development Approval form**
- ☐ Completed **MRS Form 1** (if applicable) (available at www.wa.gov.au)
- ☐ **Certificate of Title** (less than 6 months old) and any applicable Diagram or Strata Plan (available at www.landgate.wa.gov.au)
- ☐ **Cover letter** describing the proposed development, including but not limited to:
  - details of the proposed development and/or land use activities to occur on the site
  - justification for any variations to the R-Codes, LDP and/or relevant planning policy/s etc
  - any other information that the City may reasonably require to better understand the proposal
- ☐ **Residential development only** – please specify how the proposal varies one or more of the deemed-to-comply requirements of the R-Codes and/or applicable LDP or Local Planning Policy.
  Note: development may be exempt from planning approval if it complies with all relevant requirements.

e.g. "1.2m building setback proposed instead of 1.5m"

DEVELOPMENT PLANS DRAWN TO SCALE *(SELECT ONLY AS APPLICABLE)*

- ☐ **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:
  - distance of all buildings, building envelopes, 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.
- ☐ **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.
- ☐ **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.
- ☐ **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.
- ☐ **Tree and Vegetation site map and photographs** (required for all applications containing, or within 10 metres of any trees/vegetation) showing the entire lot and the location, dimensions and/or area of all proposed development and works, the locations or areas of trees, shrubs or vegetation that are, or are likely, to be impacted by the proposal, and any photographs of the trees, shrubs or vegetation that are, or are likely to be impacted, by the proposed development and works
- ☐ **Landscaping and tree retention plan/s** where required by the City's relevant local planning policy/s or where trees/ vegetation may be impacted

TECHNICAL REPORTS AND INFORMATION *(SELECT ONLY AS APPLICABLE)*

☐ **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 Level 2 (or higher) Bushfire Planning Practitioner. This information may be provided as a Bushfire Management Plan or simplified Bushfire Management Statement (if appropriate).

☐ N/A

☐ 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.

☐ N/A

☐ Any management plan/s or other details needed to support and implement the development proposal, including but not limited to construction, stormwater, sewage, waste and dust management.

☐ 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 as reasonably required to determine the application.*
3. *Development with a value of over $10 million will require determination by the Joint Development Assessment Panel (JDAP). Please complete the DAP Application Form and visit **www.dplh.wa.gov.au/daps** for full DAP requirements.*

APPLICATION SIGNATURES *(PLEASE SELECT ONE AS APPLICABLE)*

☐ Individuals – signed by the registered proprietor/s as shown on the Certificate/s of Title.

☐ Purchasers – where the land is subject to a contract of sale or offer and acceptance, appropriate evidence of landowner/s consent may include:

- 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.

☐ Companies – appropriate company signatories include:

- 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 and include an ASIC Company Extract to confirm their position(s).

☐ 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.

☐ 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.

☐ 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.

☐ 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.

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APPLICATION FOR DEVELOPMENT APPROVAL (PLANNING APPROVAL)

Is the proposed development a small business (0-19 employees)? ☐ **Yes** ☐ **No**

The City of Kwinana is a Small Business Friendly Council and has a range of opportunities to support local small business. Please indicate if you'd like to receive news and information about the City's small business initiatives: ☐

OWNER DETAILS

Name		**Signature**		**Date**	
Name		**Signature**		**Date**	

ABN *(If applicable)*

This application will not proceed without the signature/s of the owner/s. An owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, clause 62(2). If more than two owners, please provide all relevant information on a separate page.

For companies, appropriate signatories include two directors; or one director and one secretary; or one director for a sole proprietorship company. By signing this application form, you declare that you are lawfully authorised to make an application for development approval in respect of the land.

Street Address			
Suburb		**Postcode**	
Contact Number		**Mobile Number**	
Contact Person		**Email Address**	

Please note: all correspondence will be via email where possible.

APPLICANT DETAILS *(IF DIFFERENT FROM OWNER)*

Name			
Street Address			
Suburb		**Postcode**	
Contact Number		**Mobile Number**	
Contact Person		**Email Address**	
Signature		**Date**	

The information and plans provided with this application may be made available by the City of Kwinana for public viewing in connection with the application. ☐ **Yes** ☐ **No**

Invoice for fees to be made to *(please select one)* ☐ **Owner** ☐ **Applicant** ☐ **Other**

If Other, please advise Contact Person

Email		**Contact Number**	
Postal Address			
Suburb		**Postcode**	

PROPERTY DETAILS

Lot No. | Street No. | Location No.

Street Name

Suburb | Postcode

Diagram/Plan No | Certificate of Title Volume No. | Folio

Title encumbrances (e.g. easements, restrictive covenants):

If more than one lot, please provide all relevant information on a separate page.

PROPOSED DEVELOPMENT

Nature of development:
(please select all that apply)

- ☐ Works
- ☐ Use
- ☐ Works and Use
- ☐ Joint Development Assessment Panel (JDAP)
- ☐ Retrospective (ie. development has started)
- ☐ Amendment to approval: DA

Is an exemption from development claimed for part of the development? ☐ Yes ☐ No

If yes, is the exemption for: ☐ Works ☐ Use

Description of exemption claimed (if relevant):

Description of proposed works and/or land use:

Nature of any existing buildings and/or land use

Approximate cost of proposed development (excl. GST) $

Estimated time of completion

PRE LODGEMENT CONSULTATION *(OPTIONAL)*

If you have had any pre-lodgement discussions with a City Planning Officer prior to the submission of this Development Application, please confirm the following:

Planning Officer | Date (if known)

Matters discussed

Form of communication ☐ Email ☐ Phone ☐ Meeting