

Development (Planning) Application Customer Checklist

Please ensure that all relevant information is provided with the application	
	Completed City of Kwinana Application for Development (Planning) Approval form
	Completed MRS Form 1 (if applicable) (<i>available at www.wa.gov.au</i>)
	Certificate of Title (less than 6 months old) and any applicable Diagram or Strata Plan (<i>available at www.landgate.wa.gov.au</i>)
	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 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 (DTC) criteria of the R-Codes and/or applicable LDP or Local Planning Policy . <i>Note: development may be exempt from planning approval if it complies with all relevant criteria.</i>
	<i>E.g. “western setback does not meet DTC 5.1.3 C3.1 (ie.1.2m setback proposed instead of required 1.5m)”</i>
Development Plans drawn to scale (<i>select only as applicable</i>)	
	Site plan (<i>required for all applications</i>) 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, 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.
	Landscaping and tree retention plan/s where required by the City’s relevant local planning policy/s
Technical reports and information (<i>select only as applicable</i>)	
	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). 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 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 or material 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 (J-DAP). 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.
	<p>Purchasers – where the land is subject to a contract of sale or offer and acceptance, appropriate evidence of landowner/s consent may include:</p> <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.
	<p>Companies – appropriate company signatories include:</p> <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. <p>Please state the full name and position of each company signatory.</p>
	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.