

## Development (Planning) Application Checklist

### RESIDENTIAL

Applications for development (planning) approval will require the following supporting material to be accepted for assessment. During assessment of the proposed development, the City may request additional information or material that is reasonably required to determine the application.

APPLICATION FORM, SUPPORTING MATERIAL AND PLANS (required for <u>ALL</u> applications)	PROVIDED (please tick)
<p><b>Application for Development Approval Form</b></p> <ul style="list-style-type: none"> <li>All landowner(s) must sign the <a href="#">Application Form</a>.</li> <li>Land in company ownership must provide a current copy of the ASIC statement.</li> <li>Land in company ownership must be signed by authorised signatory(s), state full name and position held within the company as follows (i) two (2) directors; or (ii) director and company secretary; or in the case of sole director companies, either (i) the sole director; or (ii) sole director and company secretary.</li> </ul>	<input type="checkbox"/>
<p><b>Certificate of Title</b></p> <ul style="list-style-type: none"> <li>Current copy must be provided.</li> <li>Available from <a href="#">Landgate</a>.</li> </ul>	<input type="checkbox"/>
<p><b>Limitations, interests, encumbrances and notifications registered on the Certificate of Title</b></p> <ul style="list-style-type: none"> <li>A copy of all notifications, easements, restrictive covenants, caveats etc... listed on the title.</li> <li>Available from <a href="#">Landgate</a></li> </ul>	<input type="checkbox"/>
<p><b>Covering Letter / Justification</b></p> <ul style="list-style-type: none"> <li>Describing the general nature and details of the proposal, including but not limited to: <ul style="list-style-type: none"> <li>What is the development</li> <li>What will it be used for</li> <li>Why is it required</li> </ul> </li> <li>Justification for any variations to relevant provisions of the Scheme, Policy and R-Codes.</li> </ul>	<input type="checkbox"/>
<p><b>Site Plan</b></p> <p>Site Feature Survey (including the adjacent road reserve), drawn to scale (and noted as not less than 1:200), endorsed by a Licensed Surveyor, showing:</p> <ol style="list-style-type: none"> <li>property details, lot/site boundaries (including for any proposed strata lots), site dimensions, site area(s), street frontage(s), street name(s), lot number(s) and address and north point;</li> <li>existing contours at maximum 0.5m intervals and/or spot levels in Australian Height Datum (AHD);</li> <li>the position and levels in AHD of proposed and existing buildings, street fences, retaining walls, other structures and adjacent road pavement levels.</li> <li>Relevant spot levels, location and finished floor levels of adjoining buildings;</li> <li>the position and size of any existing or proposed trees (indicating whether being retained, new or removed) and/or other significant landscaping features both within the site and adjacent verge;</li> <li>the position and dimensions of access-ways for pedestrians and vehicles (including swept paths/turning circles where communal driveways are proposed), and the position and dimensions of on site and off site car parking spaces, demonstration of vehicle sightlines</li> <li>street verge considerations such as the location of any street trees, power poles, drainage pits, crossovers, footpaths or any other relevant obstructions.</li> </ol>	<input type="checkbox"/>
<p><b>Other (required for R-Coded lots only)</b></p> <ul style="list-style-type: none"> <li>Open space calculations, expressed in percentages and m<sup>2</sup>.</li> <li>Any proposed development within the front setback area will require averaging calculations for the primary street setback.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>Any proposed development greater than a single storey and/or the finished floor level is greater than 500mm above the natural ground level (NGL) will require the following: <ul style="list-style-type: none"> <li>overshadowing calculation(s) expressed in percentages and m<sup>2</sup>, and showing the extent of overshadowing on adjoining property(s); <i>and</i></li> <li>overlooking details, within the cone of vision.</li> </ul> </li> <li>New dwellings will require details of a 2m x 2m planting area and tree.</li> </ul> <p><b>Other (required for non-R-Coded areas only)</b></p> <ul style="list-style-type: none"> <li>Details of approved building envelope, and proposed modified building envelope (as applicable).</li> <li>Details and location of rainwater tank(s), onsite effluent disposal system (as applicable).</li> </ul>	<input type="checkbox"/>
<p><b>Floor Plan</b></p> <ul style="list-style-type: none"> <li>A diagram, drawn to scale, showing the internal layout of the dwelling and should include: <ul style="list-style-type: none"> <li>A plan of each storey with nominated floor levels (RL or AHD)</li> <li>Dimensioned floor plan detailing door/window sizes and locations etc...</li> <li>Roof / eaves lines</li> </ul> </li> <li>Total floor area(s) in square metres.</li> </ul>	<input type="checkbox"/>
<p><b>Elevations</b></p> <ul style="list-style-type: none"> <li>North, south, east and west elevations, drawn to scale.</li> <li>Natural ground levels, proposed ground levels and finished floor levels (relative to datum or AHD).</li> <li>Building height, measured from natural ground level to the highest point(s) of the building.</li> </ul>	<input type="checkbox"/>
<p><b>OTHER ACCOMPANYING MATERIAL AND REPORTS</b> (required for proposed developments as described below)</p>	
<p><b>Residential Design Codes (R-Codes) Assessment Checklist</b></p> <p>Required for proposed development in areas zoned 'Residential' (e.g. R15), and where the proposal is seeking discretions to the deemed to comply provisions of the R-codes.</p> <ul style="list-style-type: none"> <li>Completed <a href="#">R-Codes - Assessment Checklist</a></li> <li>Justification comments addressing the relevant applicable design principles.</li> </ul>	<input type="checkbox"/>
<p><b>Schedule of Colours and Materials</b></p> <p>Required for proposed development in an area identified within a Special Control Area (eg Landscape Value Area, Special Character Area); and for all industrial/commercial developments.</p> <ul style="list-style-type: none"> <li>Nominated external colours and materials.</li> </ul>	<input type="checkbox"/>
<p><b>Bushfire Attack Level (BAL) Assessment</b></p> <p>Required for proposed development within a designated 'bushfire prone' area, and</p> <p>(a) The development forms part of a strata e.g. unit or duplex; OR</p> <p>(b) The lot is over 1100m<sup>2</sup> and development includes a habitable space (e.g. bedroom).</p> <ul style="list-style-type: none"> <li>Refer to the <a href="#">DFES website</a> to check if the property is 'bushfire prone' (pink area is bushfire prone).</li> <li>A Bushfire Attack Level (BAL) Assessment must be: <ul style="list-style-type: none"> <li>prepared by a suitably qualified bushfire assessor, refer link to <a href="#">Bushfire Planning and Design (BPAD) Accredited Practitioner Register</a></li> <li>less than 12 months old, and provided in colour.</li> <li>a point in time assessment, and cannot make vegetation modification recommendations to reduce a determined BAL rating.</li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>Bushfire Management Plan (BMP)</b></p> <p>Required for proposed development where a BAL-40 or BAL-FZ is determined, and vegetation modification is required to achieve a lower BAL rating. A BMP will be required in most instances.</p> <ul style="list-style-type: none"> <li>Refer to the <a href="#">DFES website</a> to check if the property is 'bushfire prone' (pink area is bushfire prone).</li> <li>A Bushfire Attack Level (BAL) Assessment must be: <ul style="list-style-type: none"> <li>prepared by a suitably qualified bushfire assessor, refer link to <a href="#">Bushfire Planning and Design (BPAD) Accredited Practitioner Register</a></li> <li>less than 24 months old, and provided in colour.</li> </ul> </li> </ul>	<input type="checkbox"/>

**All Communications to:**

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and opportunity meet!*