

# Development Application Checklist

## To be submitted with an Application for Planning Approval

To reduce potential time delays associated with incomplete applications, all applicants are required to tick the boxes supplied on the following checklist to confirm the requested information has been provided. Failure to provide all required information WILL result in the application being returned to the applicant without being processed and/may result in time delays

Requirements for Submission	Application for Planning Approval Requirements for Submission	Received (Office Use Only)	
		Yes	No
<input type="checkbox"/>	<p>1. Development Application Form</p> <p>a) Applicant Details (including email address), signatures of applicant and All Landowners listed on the Certificate of Title. Complete property details including Lot, Street Number, Street Name and Suburb.</p> <p>Note: Signature from Applicant is required for the Development Application Checklist</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>2. Copy of Certificate of Title – Including Lot Diagram Plan of Survey</p> <p>a) Showing all boundaries, easements, restrictive covenants (where applicable) and to be no more than 12 months since issued.</p> <p>Note: Certificate of Title is obtainable from Landgate, alternatively your settlement agent or lending institution may be able to provide you a copy of Certificate of Title (<a href="https://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title">https://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title</a>)</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>3. Cover Letter/ Report</p> <p>A letter of justification ( including a land use description describing the existing and proposed use of the site) must be submitted with the Development Application as to why any variations to the Local Planning Scheme and/or Policy provisions (including Residential Design Codes where applicable) should be favorably considered by the City.</p> <p>Note: Please refer to the City's Website for Local Planning Scheme and Policies</p>	<input type="checkbox"/>	

<input type="checkbox"/>	<p>4. Plans</p> <p>The City preference is that Development Applications are submitted electronically (with plans and supporting documents) to the city via <a href="mailto:enquiries@kalamunda.wa.gov.au">enquiries@kalamunda.wa.gov.au</a>.</p> <p>Alternatively, a hardcopy Development Application can be submitted in person at the City's Administration Office or via post.</p> <p>The following plans must be included:</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>a) Site Plan (showing all dimensions)</p> <p>i. Plan is to be drawn to a scale no less than 1:500 showing;</p> <ul style="list-style-type: none"> <li>- Location on the site;</li> <li>- Dimensions of the lot;</li> <li>- Street names;</li> <li>- Lot numbers</li> <li>- North Point;</li> <li>- Finished Floor Levels (FFL); and</li> <li>- Distance of all buildings and structures the boundary.</li> </ul> <p>ii. Plan is to show the following of the proposal;</p> <ul style="list-style-type: none"> <li>- Ground levels on site and location;</li> <li>- Height and description of all proposed buildings;</li> <li>- Structures, fencing and landscaping;</li> <li>- Location and dimensions of all car parking spaces;</li> <li>- Septic tanks, leach drains and soak wells;</li> <li>- Crossovers, earthworks (cross section) including retaining walls; and if applicable</li> <li>- Building envelopes, easements and reciprocal access.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<p>b) Floor Plans (showing all relevant dimensions)</p> <p>i. Plans shall indicate an existing (where applicable) and proposed floor plan;</p> <p>ii. A plan of every storey with Floor Levels (Natural Ground level (NGL) or AHD)</p> <p>iii. Internal layout showing doors/windows ect. And room names;</p> <p>iv. Roof/ eave line;</p> <p>v. Total floor area in square metres; and</p> <p>vi. Lot boundary and setbacks to all boundaries.</p>	<input type="checkbox"/>



<input type="checkbox"/>	<p>6. Bushfire Attack Level Assessment / Bushfire Management Plan</p> <p>A BAL will only be required for new or additions to dwellings located within a Bushfire Prone Area. Please speak to the City’s Planning Department prior to lodging your development application for more information.</p> <p>A Bushfire Attack Level Assessment (BAL) may be required if your property falls within a Bushfire Prone Area. Please refer to the Department of Emergency Services Website .</p> <p>When submitting a BAL Assessment, it must be within 12 months from the date of issue. If the BAL rating issued for the property is BAL 12.5 and higher, a Bushfire Management Statement/Plan will need to be submitted to the City with the development application. The application cannot be formally lodged if this document is missing.</p> <p><a href="https://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx">https://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx</a></p> <ol style="list-style-type: none"> <li>i. Not required for properties that are not within a Bushfire Prone Area.</li> <li>ii. Not required for gates or driveways that comply with Planning for Bushfire Protection Guidelines.</li> <li>iii. Not required for swimming pools.</li> <li>iv. For other additions, a BAL is required only if the development is “minor in nature and in the opinion of the Local Government does not significantly increase the bushfire risk” or if the development is for an outbuilding within 6m of any development used for permanent or temporary habitation. It is highly recommended to contact the City’s Planning Department for clarification if a BAL is required.</li> </ol>	<input type="checkbox"/>
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**Dual Density Coded Areas**

<input type="checkbox"/>	<p>In addition to the ‘Requirements for Submission’, the Dual Density Checklist must be completed and attached to the Development Application at lodgment.</p> <p>I declare that I have read Local Planning Policy 8 – Retention and Upgrade of Grouped Dwellings and Local Planning Policy 9 – Dual Density Design and have included all applicable requirements. I understand that any missing information may result in the application being put on hold until all the requirements have been fulfilled.</p> <p>Applicant Full Name _____</p> <p>Applicant Signature _____</p>	<input type="checkbox"/>
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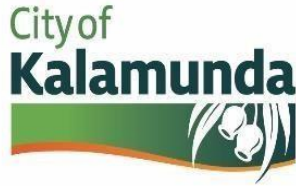
Home Business		
<input type="checkbox"/>	In addition to the 'Requirements for Submission', the 'Home Business – Accompanying Information' must be completed and attached to the Development	<input type="checkbox"/>
Commercial, Industrial and Urban/ Industrial Development Zoned Properties		
<input type="checkbox"/>	<p>In addition to the Standard Cover letter that is required for all applications, the following additional information is required for all Commercial, Industrial and Urban/Industrial Development zoned properties:</p> <ul style="list-style-type: none"> <li>a) A Cover letter describing the following: <ul style="list-style-type: none"> <li>i. Nature and type of all operations and processes, including but not limited to the hours of operation, number of employees, number of car parking spaces, location of vehicle access areas, number of vehicle movements, and size and type of vehicles.</li> <li>ii. The existing and proposed means of access for pedestrians from car parking areas to buildings and public areas.</li> <li>iii. The location, dimensions and design of any open storage or trade display area, and written details of associated use.</li> </ul> </li> <li>b) Elevations showing the colours, finishes and materials of all facades of buildings and structures, demonstrating compliance with Local Planning Scheme No. 3 provisions and applicable Local Planning Policies. The facade of buildings relates to all surfaces visible from a public road or public areas</li> <li>c) The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site, and the means of access to and from those areas. This is to include but not be limited to vehicle turning-circle template scenarios to demonstrate that vehicles accessing the site can manoeuvre appropriately.</li> <li>d) A Traffic Study and Site Waste Management Plan will be required for large scale proposals. Note - Any application comprising a site with existing or proposed access from a Regional Road will require referral to the Department of Planning or Main Roads WA for endorsement prior to being determined.</li> <li>e) Position of rubbish pick-up areas including truck turning circles.</li> <li>f) Landscaping Details (Landscaping Plan including species of plants and areas of hard / soft scaping.</li> <li>g) Signage Details.</li> </ul>	<input type="checkbox"/>

## Additional Information that may be required

Please contact the City's Planning department if you are unsure if your development application requires any of the following

<input type="checkbox"/>	<p>Specialist Studies Any specialist studies applicable</p> <ul style="list-style-type: none"> <li>• Traffic Impact Assessment (where traffic numbers may be increased as a result of the proposal)</li> <li>• Heritage Assessment</li> <li>• Flora and Fauna Study (where clearing of the land is proposed)</li> <li>• Water Management Plan (Hydrology)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Traffic Impact Assessment A Traffic Impact Assessment may be required for large scale proposals.</p> <p>Note - Any application comprising a site with existing or proposed access from a Regional Road will require referral to the Department of Planning or Main Roads WA for endorsement prior to being determined.</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Waste Management Plan A Site Waste Management Plan may be required for larger proposals such a multiple dwelling / mixed use developments where there are requirements for commercial waste removal or the removal of rubbish and recycling for ten or more dwellings. A waste management plan may be required addressing items such as bin storage, wash down areas and a statement addressing the requirements of the City.</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Landscaping Plans Landscaping plans will be required for development applications involving commercial, Industrial, multiple dwelling and 3 or more grouped dwelling developments. Details of the required information for landscaping plans can be found on the City's website</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Applications in Metropolitan Region Scheme Areas A MRS Form is required if:</p> <ul style="list-style-type: none"> <li>• Development is located on a MRS regional reserve</li> <li>• Development requires dual approval under LPS/MRS</li> <li>• Development is for public works and requires the WAPC to determine</li> <li>• Requires WAPC determination for any other reason (e.g. significant proposal or located in planning control area).</li> </ul>	<input type="checkbox"/>

Applicant's	
	Applicant Full Name
	Applicant Signature
	Date
	<p>"I declare that all the information provided in this application is present, true and correct. I understand that the information provided in this notice, and attachments forming part of the development application will be made available to the public on the City of Kalamunda Website and other service the City deems appropriate"</p>
Office Use	
Name of Accepting Officer:	Date
Signature:	
Additional Notes	



# Application for Development Approval

OWNER DETAILS	
Name:	
ABN (if applicable):	
Address:	
Postcode:	
Contact Number:	
Email:	
Contact person for correspondence:	
Signature:	Date:
Signature:	Date:
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).	

APPLICANT DETAILS (if different from owner)	
Name:	
Address:	
Postcode:	
Contact Number:	
Email:	
Contact person for correspondence:	
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. Yes No	
Signature:	Date:



PROPERTY DETAILS		
Lot No:	House/ Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name:		Suburb:

PROPOSED DEVELOPMENT	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use: ..... ..... .....	
Description of exemption claimed (if relevant): ..... .....	
Nature of any existing buildings and/or land use:	
Approximate cost of the proposed development:	
Estimate time of completion:	