

Development Application Checklist

While each application for development approval is different, there are minimum requirements that all development applications must meet in order to be accepted.

As some applications require different or additional information, over others, the follow checklist can be used as a guide in order to submit an application for development approval.

This checklist provides the requirements for **all** development applications, then provides further information in relation to residential, commercial, home-based business, signage and demolition/part demolition of heritage listed properties.

Applicant	Officer	Requirements for all Development Applications
<input type="checkbox"/>	<input type="checkbox"/>	i) Completed City of Nedlands Development Application Form & checklist. <i>Please note: Application forms are required to be signed by ALL owners of the land as displayed on the Certificate of Title (this includes the Strata Manager as the owner where applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	ii) MRS Form 1 (Where necessary)
<input type="checkbox"/>	<input type="checkbox"/>	iii) Planning Application Fee (Refer to the City of Nedlands Development Application Fee calculator.) <i>*If the City refers the application to a specialist for technical advice to assist with its assessment the applicant will be billed for the cost of this service*</i>
<input type="checkbox"/>	<input type="checkbox"/>	iv) Certificate of Title <u>AND</u> Lot Diagram of Survey showing all lot boundaries, easements covenants on the land. <i>The Certificate of Title must be issued within the last 6 months.</i>
<input type="checkbox"/>	<input type="checkbox"/>	v) Cover Letter – Providing an outline of the proposal, description of the development and any justification for variations (if applicable) where the applicant is seeking discretion to be exercised under the relevant planning framework, City of Nedlands Local Planning Scheme No. 3, State Planning Policies and/or Local Planning Policies. <i>If any regulated trees need to be removed, the cover letter should also outline details of which trees need to be removed and why. – For further information relating to tree removal please view LPP 3.3 Tree Retention and the FAQs</i>
<input type="checkbox"/>	<input type="checkbox"/>	vi) Planning Advertising Fee: <ul style="list-style-type: none"> • If the development application is a simple application – a charge of \$249.70 may be applicable post lodgement subject to planning assessment. • If the development application is subject to 100m radius advertising (change of a non-conforming use, variations to requirements of the Scheme or a Local Planning Policy requirement, use not listed in the Scheme or an 'A' land use as identified in the zoning table of the Scheme) – a charge of \$249.70 is applicable at lodgement. • If the development is a complex application, including JDAP Form 1 and Form 2 applications – a charge of \$852.50 is applicable at lodgement. <i>*Please refer to the City of Nedlands Consultation of Planning Proposals</i>

		<i>Local Planning Policy to distinguish between a simple and complex application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	vi) Design Review Panel Fee -The following types of development applications require mandatory referral to the Design Review Panel and a charge of \$5,830.00 is applicable. <ul style="list-style-type: none"> • 4 or more Grouped Dwellings • Multiple Dwellings • Development that is 3 storeys or more in height (excluding Single Houses) • Development Assessment Panel (JDAP) applications • Large-scale or contentious applications the City considers appropriate to be presented

PART 1. PROPOSED DEVELOPMENTS

All development applications require the following information to be submitted.

One (1) set of plans in total (if the application is submitted in hard copy).

An electronic copy of plans is required for all applications.

A 'set' of plans consists of proposed and existing (on separate sheets) of the following:

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	1.1 Existing and Proposed Site Plans, including all relevant dimensions to a scale of 1:100 or 1:200 only <ul style="list-style-type: none"> a) Street and lot number and street/road name b) North Point (on all plans) c) Existing and proposed buildings d) Existing and proposed uses e) Natural ground level and proposed ground and finish floor levels (relative to nominated datum point or AHD) (to be indicated by both contours and spot levels) f) All property boundaries and lot dimensions g) Setbacks to all lot boundaries h) Details and Location of any fencing (existing or proposed). i) Location, layout and dimension of any car parking areas j) Street verge including – street verge trees, power poles, drainage pits, manholes, crossover, footpaths and any other obstructions. As well as any proposed changes to these things. k) Location of any easements l) Location of trees to be removed (if applicable - <i>For further information relating to tree removal please view LPP 3.3 Tree Retention and the FAQs</i>)

<input type="checkbox"/>	<input type="checkbox"/>	<p>1.2 Elevation plans (showing all relevant dimensions) to a scale of 1:100 only. Elevations are to be labelled with the relevant compass direction.</p> <ul style="list-style-type: none"> a) All applicable elevations are to be submitted with description/heading (i.e. direction) of each elevation b) Natural ground levels to be indicated vertically below any proposed/existing walls where the wall intersects with the ground. Natural ground level to be relative to nominated datum point or AHD. c) Natural ground level to be indicated as found at all adjacent lot boundaries. Natural ground level to be relative to nominated datum point or AHD. d) Overall height dimensions to be shown from natural ground level to ridge and pitch where applicable. e) Wall height dimensions to be shown from natural ground level to where the wall intersects with the roof e.g. Plate height. f) FFL (AHD) to be provided on the elevation plans at each level. g) A long section of the proposed crossover and access driveway from existing kerb to the proposed car parking area showing grades, levels and the levels at the grade change location. h) Where screening is proposed, the material and dimensions of the screening treatments are to be shown. The maximum permeability of the screening is to be annotated where fixed permanent screening is proposed. i) Existing and proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, batter storage units, air conditioners and hot water systems.
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.3 Floor plan (showing all relevant dimensions)</p> <ul style="list-style-type: none"> a) A plan of every storey with floor levels (RL or AHD) b) Internal Layout showing doors / windows etc & room names c) Roof/eaves lines d) Total floor area in square metres e) Lot boundary and setbacks to all boundaries on all sides
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.4 Stormwater Drainage Plans</p> <ul style="list-style-type: none"> a) Details of the size and location of the retention devices* b) Location of suitable overland flow path to the road or laneway for a storm event exceeding the 1% AEP 60 min duration. <p><i>*On-site stormwater retention is to be designed for a 1% AEP event of 60min duration and all stormwater is to be designed to be contained on site. For further information contact the City's Technical Services Department.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.5 Bushfire Attack Level (BAL) Assessment (if necessary) If unsure of the requirement of a BAL assessment, please contact the City of Nedlands Planning Department</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.6 Heritage Impact Assessment (if necessary) If unsure, refer to City of Nedlands Heritage Incentives Local Planning Policy or please contact the City of Nedlands Planning Department</p>

PART 2. ALL RESIDENTIAL DEVELOPMENTS

Development concerned with residential land, including new buildings, alterations, fencing and additions.

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	2.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	2.2. Overshadow Diagram – diagram showing extent of overshadowing on adjoining properties, expressed in percentages and square metres.
<input type="checkbox"/>	<input type="checkbox"/>	2.3. Open Space Calculations – expressed in both percentages and square metres
<input type="checkbox"/>	<input type="checkbox"/>	2.4. All grouped and multiple dwelling proposals require a Landscaping Plan to show the location and species of planting as well as hard/soft scaping treatment area, legend of plant species and indication of areas which consist of irrigation/reticulation. <i>The landscaping plan is to include but is not limited to information relating to species selection, reticulation, details of existing vegetation to be retained, treatment of landscaped surfaces (i.e. mulch, lawn, synthetic grass etc) and soil depth.</i>
<input type="checkbox"/>	<input type="checkbox"/>	2.5. Where five (5) or more dwellings are proposed, a Waste Management Plan may be required to be submitted at the time of lodgement, where advised by the City. Please refer to the City of Nedlands Website or contact the Planning Department for any additional information.
<input type="checkbox"/>	<input type="checkbox"/>	2.6. Where five (5) or more dwellings are proposed, an Acoustic Report / Noise Management Plan may be required to be submitted at the time of lodgement, where advised by the City.
<input type="checkbox"/>	<input type="checkbox"/>	2.7. Where five (5) or more dwellings are proposed, a Traffic Impact Statement may be required to be submitted at the time of lodgement, where advised by the City.
<input type="checkbox"/>	<input type="checkbox"/>	2.8. Where multiple dwellings are proposed, an Environmental Sustainable Design Report is to be submitted at the time of lodgement. Where five (5) or more grouped dwellings are proposed, an Environmental Sustainable Design Report may be required to be submitted at the time of lodgement, where advised by the City.
<input type="checkbox"/>	<input type="checkbox"/>	2.9. All multiple and grouped dwellings proposals (and where advised by the City) require a detailed Design Statement to provide an explanation of how the proposal addresses the 10 Design Principles of State Planning Policy 7.0 – <i>Design of the Built Environment</i> .
<input type="checkbox"/>	<input type="checkbox"/>	2.10. If the subject property is heritage listed, a Materials and Finishes Schedule is required outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems). The elevations are to show the proposed roof materials and colours.

Please refer to City of Nedlands Residential Development for Single and Grouped Dwellings Local Planning Policy for additional information and exemptions:

<https://www.nedlands.wa.gov.au/planning-policies-0>

PART 3. COMMERCIAL/MIXED USE DEVELOPMENTS

Development concerned with commercial or mixed-use land, including multiple dwelling and mixed-use development applications and Development Assessment Panel applications.

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	3.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	3.2. Land use detail (for commercial development) - Information outlining the following: a) type of land uses proposed within the development b) hours of operation c) number of employees on site at any one time d) signage detail, (if applicable) e) whether clients/patients will visit the property by prior appointment only, etc.
<input type="checkbox"/>	<input type="checkbox"/>	3.3. Car Parking and Bicycle Parking outlining the following: a) number of car parking bays (including disabled), b) (un)loading bays c) bicycle bays proposed and their location, d) any end-of-trip facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3.4. Waste Management Plan (as required by the City)
<input type="checkbox"/>	<input type="checkbox"/>	3.5 Landscaping Plan - to show the location and species of planting as well as hard/soft scaping treatment area, legend of plant species and indication of areas which consist of irrigation/reticulation.
<input type="checkbox"/>	<input type="checkbox"/>	3.6 Traffic Impact Statement/Assessment (as required by the City) Please note, the City will require a Traffic Impact Statement/Assessment should a carparking shortfall be present.
<input type="checkbox"/>	<input type="checkbox"/>	3.7. Materials and Finishes – Schedule of the proposed materials and finishes
<input type="checkbox"/>	<input type="checkbox"/>	3.8. Plot Ratio Calculations
<input type="checkbox"/>	<input type="checkbox"/>	3.9. Acoustic report / noise management plan (as required by the City)
<input type="checkbox"/>	<input type="checkbox"/>	3.10 Details on how the development satisfies the 'Acceptable Outcomes' or 'performance solutions' of (where applicable) State Planning Policy 7.3 - Residential Design Codes Volume 1 or 2 (whichever is applicable).

PART 4. SIGNAGE APPLICATION

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	4.1. All relevant information as listed in Part 1 – Proposed Developments except for the BAL Assessment
<input type="checkbox"/>	<input type="checkbox"/>	4.2. Signage Details – photos and drawings of current and proposed signage, dimensions, colours, illumination nature/hours
<input type="checkbox"/>	<input type="checkbox"/>	4.3 A completed Signage Details Form which is available on the City of Nedlands Website.

Please refer to City of Nedlands Signage Local Planning Policy for additional information and exemptions <https://www.nedlands.wa.gov.au/planning-policies-0>

PART 5. CHANGE OF USE

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	5.1 All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	5.2 Use or Business Information – a document outlining the following details of the business, where relevant: a) management plan; b) description of proposed business; c) hours of operation; d) floor area per use/s; e) number of employees; f) onsite parking provision; g) toilet facilities; h) internal fit out details; i) structural changes; j) signage details; k) shop-front treatments; l) deliveries/visitation rate per week/day; and m) all other relevant information n) car parking availability o) Maximum number of customers/visitors at any one time (including how appointments will be made i.e. prior appointment only, walk in etc.)
Please refer to the City of Nedlands Short Term Accommodation Local Planning Policy (if applicable) - https://www.nedlands.wa.gov.au/planning-policies-0		

PART 6. HOME OCCUPATION / HOME BUSINESS APPLICATION

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	6.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	6.2. A completed Home Occupation / Home Business Details form
<input type="checkbox"/>	<input type="checkbox"/>	6.3. Two copies of a site plan and floor plan showing which areas are to be used in association with the home occupation, and where vehicles belonging to those residing at the property and where clients/customers are to park.

PART 7. STATE HERITAGE LISTED PLACE(S)

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	7.1. Floor Plan and Site Plan - For proposals including partial demolition clearly show areas to be demolished on site plan
<input type="checkbox"/>	<input type="checkbox"/>	7.2. Photographs – of all four external elevations of the existing place(s) where possible
<input type="checkbox"/>	<input type="checkbox"/>	7.3. Independent Heritage Assessment – Independent Structural Condition Report (if a heritage place)

Applicant Details	
Applicant Full Name	
Applicant Signature	
Date	

- * The City takes no responsibility for delays associated with incomplete applications. If applications are received incomplete the applicant will be contacted and given up to 5 business days in which to provide any outstanding information, if this is not received in the required time frame the application will be returned to the applicant as incomplete and will not be processed by the City. Should additional information be requested, the statutory assessment timeframes will be paused until such a time the additional information is received by the City.
- * If the development application is required to be advertised as part of the assessment process it shall be done so in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 clause 64(5) and the *City of Nedlands Consultation Policy*. Should the City be required to conduct consultation an addition advertising fee will be applicable as per the *City of Nedlands Fees and Charges*.
- * Please note that the information and plans provided with this development application will be made available on the City's website if required to be advertised for comment.

I/We _____ declare that the above information has been provided with the development application **and is accurate and correct to the best of my/our knowledge**. Where information is not provided, I have submitted written justification as to why the information is not required.

Officer Details	
Accepting Officer's Name	
Accepting Officer's Signature	
Date	

Accepting Officer Notes:
