

Development Application Checklist

(Change of Use)

The Town is collecting your personal information for the purpose of responding to your request. Some of the information may be provided to the Town's contractors for the purpose of addressing your request. Your information will not be provided to any other person or agency unless you have given us permission, or where legally obligated to do so. If you would like to know more about how the Town handles your personal information, please see the [Town's Privacy Statement and Collection Notice](#).

Please read the following information and complete the checklist to ensure all requirements have been met **before the application is lodged**.

All applications are to be accompanied by:

- A completed Application for Development Approval Form signed by the owner(s) of the land
- Payment of relevant fees (minimum \$295)
- Current copy of the property's Certificate of Title
- Covering letter outlining the general nature and details of the proposal
- Written statement providing justification for any variations to the Deemed to Comply requirements of the Residential Design Codes (R-Codes) and the Acceptable Development Provisions of Local Planning Policy 3.1.1 – Residential Design Guidelines (if applicable)
- One copy of completed scaled and dimensioned plans. Scale to be nominated on plans

Plans to scale (no larger than A3) are to be drawn in ink on appropriate quality single sided paper and must include the following information:

1.0 SITE PLAN (Scale of not less than 1:200)

- Street and lot number and street / road name
- The location of all existing buildings, all other structures, car parking bays and location of landscaped areas
- Any alterations to the building/s, car parking or site levels, (i.e. retaining)
- Access points: driveways and/or right of way access
- Boundaries and lot dimensions
- Setbacks to all boundaries
- Details and location of any fencing
- A schedule of materials and finishes of ALL buildings, driveways, fences, retaining walls and boundary walls
- The existing and proposed means of access and egress for pedestrians and vehicles (including bicycles) to and from the site
- For proposals including partial demolition clearly show areas to be demolished

Note: With regard to any proposed development and/or demolition, if the subject property is contained within the Town's Heritage List or Local Heritage Survey, compliance is required with the provisions of the Town's Local Planning Scheme No. 3.

2.0 FLOOR PLAN (Scale 1:100 or 1:200)

- Internal layout showing doors/windows and room names
- Total floor area in square metres
- Setbacks to all boundaries on all sides

3.0 ELEVATIONS (Scale 1:100 or 1:200)

- All elevations are to be submitted with description / heading of each elevation (i.e. north, south, east, west)
- Natural ground levels and proposed ground levels and finished floor levels relative to nominated datum point or AHD (where applicable)

4.0 OTHER

In addition to the above, the following information is also required if it is relevant to the application:

- A written statement describing the proposed activity/development, including
 - Description of proposed business activity/operations
 - Hours of operations, frequency and duration of appointment times
 - Number of employees, expected customer numbers, clients, staff and student numbers
 - Access to, availability and number of on-site car parking bays provided for staff, customers or clients
 - Processes or machinery involved in the business
 - Frequency of deliveries and
 - Location of proposed loading/unloading areas for the delivery of goods to and from the site.
- Written justification for variations to the Town’s Planning Policies.
- Any technical reports that may be required

NOTES:

1. Prior to lodging an application, it is suggested you review the Town’s Local Planning Scheme No. 3 and the Residential Design Codes of WA as well as the Town’s Local Planning Policies as they may contain information that affects your proposal. Please visit the Town of East Fremantle website or contact Regulatory Services on 9339 9339 should you have any specific enquiries.
2. It is strongly recommended applicants make an appointment with the Town’s Planning Officer prior to lodgement of an application. Applicants can discuss proposals and preliminary plans.
3. In addition to obtaining a Development Approval, additional approvals may be required from other government agencies under separate legislation. It is your responsibility to obtain any additional approvals required.
4. The Town may request additional information or justification where this is required to enable an informed assessment of the proposal to be made.

Applicant declaration

I, _____ confirm that I have provided all of the information outlined above with my application. I am aware the Town will review the information submitted and may seek clarification or further information.

Signed: _____ Date: _____

Effective February 2026