

# Development Application Checklist

## (Commercial and Mixed Use Development)

*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 (Refer to Planning & Building Fee Calculator)
- Current copy of the property's Certificate of Title
- Covering letter outlining the general nature and details of the proposal with written statement providing justification for any variations to the Local Planning Scheme No. 3, Local Planning Policies, Residential Design Codes or any other relevant State or local government planning instrument
- One copy of 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
- North point
- Proposed buildings and existing buildings to be retained or demolished
- Natural and proposed ground and finished floor levels (relative to nominated datum point or AHD)
- Access points: driveways and/or right of way access
- Boundaries and lot dimensions
- Setbacks to all boundaries
- Details and location of any fencing
- Street verge including – street verge trees, power poles, drainage pits, manholes, crossovers, footpaths and any other obstructions
- Location of any easements
- Location and height of retaining walls relative to existing ground levels
- 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
- The means for disposal of wastewater and for stormwater management including location of soak wells, drains, grates and downpipes, storm water discharge calculations and swimming pool overflow location and connection.

**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)**

- A plan of every storey with floor levels (RL or AHD)
- Internal layout showing doors/windows etc. and room names
- Roof / eaves lines
- 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)

## **4.0 OTHER**

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

- Location and dimension of all car parking bays (including visitors bays, loading bays, manoeuvring areas and ACROD bays)
- Location and number of bicycle racks, storage and changeroom facilities
- Calculation of plot ratio and site coverage
- Landscaping plan and details
- Traffic impact study (if applicable)
- Waste management plan (if applicable)
- Signage details (if applicable)
- Outdoor dining / seating areas
- Rooftop mechanical, air conditioning, communications, occupant amenity structures equipment and the like
- Bin storage, open storage and trade display, location and details
- Identification and description of any activities that may cause dust, odour or any other emission (e.g. spray painting, sand blasting)
- Details of the nature and extent of any machinery to be used in the operations of the development/use (including noise levels)
- Location, number, dimensions and layout 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 and egress to and from these areas
- Delineation on the site plan of proposed type of all-weather surface finish for all car bays and access to them

**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 (where applicable) 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: \_\_\_\_\_