

**GENERAL INFORMATION:**

The purpose of this checklist is to assist applicants in lodging complete applications to Council. Before proceeding please refer to the attached documents: When Do I Need Development Approval and How To Make A Planning Application.

Please complete the checklist and ensure *ALL* essential information/requirements have been met *before lodging your application*.

A completed '**checklist**' is to accompany all Development Applications. *Please note that incomplete applications will not be processed until all the details are provided and may be returned to the applicant.*

PRIOR TO LODGEMENT OF AN APPLICATION:

- (a) Please visit the Town of East Fremantle website www.eastfremantle.wa.gov.au (specifically the 'Town Planning' section located under 'Council Services' heading) to access documents that may contain information that affects your proposal.

Document suggestions include: [Town Planning Scheme No. 3](#), the [Residential Design Codes of WA](#), Council's [LPP – Residential Design Guidelines](#), and [Heritage List](#). For information on the Town's **Municipal Heritage Inventory**, please contact Council Officers on 9339 9328 / 9339 9329 .

- (b) To determine the application fee please refer to our [Planning & Building Fee Calculator](#) on the website. An additional public advertising fee may be applicable. Applicants will be notified of the amount upon assessment of the application.
- (c) In addition to obtaining a Development Approval, approvals or exemptions may be required from other Authorities or Council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approvals from water and other service authorities.
- (d) A building permit is required for all work and is a separate permit to your development approval. All conditions of development approval must be addressed prior to submission of a building permit application.

If you have any further planning enquiries please refer contact details below:

Town of East Fremantle 135 Canning Highway East Fremantle WA 6158 (PO Box 1097 Fremantle WA 6959)	Ph: 08 9339 9328 or 9339 9329
	Fax: 08 9339 3399
	Email: admin@eastfremantle.wa.gov.au
	Website: www.eastfremantle.wa.gov.au

SERVICES AND INFRASTRUCTURE

- The Town accepts no liability for the cost of relocation of any services that may be required as a consequence of a proposed development. It is the applicant's responsibility to liaise with and obtain the relevant approvals/permits from the various service providers (i.e. Water Corporation, Western Power etc) for the proposed development.
- Where overhead powerlines exist, it is strongly recommended that applicants contact Western Power prior to submitting development applications, particularly with regard to setback requirements.

DEVELOPMENT CHECKLIST:

PROPERTY ADDRESS: NO.:	LOT:	STREET NAME:
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All applications are to be accompanied by the following, **unless** the application is of a **minor nature** such as patios, garages, carports & front fences, then the information marked with an **Asterisk (*)** does not need to be submitted.

- [Development Application Form](#) (completed and signed by all landowners)
- *One (1) copy of the complete set of the **Certificate of Title** (and a *lot diagram of survey*) of the subject lot/s showing all boundaries and easements/covenants on the land
- Application fee (refer to our [Planning & Building Fee Calculator](#))
- Three (3) copies of completed scaled and dimensioned plans. Scale to be nominated on plans. (An extra 2 sets of scaled plans are required if the works require referral or determination by an external authority)
- One (1) A3 size copy of the above plans to scale

PLANS ARE TO INCLUDE THE FOLLOWING INFORMATION.

(Plans that are double-sided or submitted on tracing paper will not be accepted)

1. SITE PLAN - (Scale 1:100 or 1:200)

- Street name, lot number and street/road name
 - North point & scale bar
 - Existing and proposed buildings
 - *Existing and proposed uses
 - Natural and proposed ground and finished floor levels, with NGL of all corners & 0.5 m contours over the site (Relative to nominated datum point or AHD) NB: Where there are level differences between neighbouring properties, spot levels adjacent to the affected boundaries are to be shown on the neighbouring lots).
 - Access points: driveways and/or Right of way access
 - Boundaries and lot dimensions
 - Building setbacks to all boundaries
 - Details and location of any fencing
 - Location, layout and dimension of car parking areas
 - *Outline of all existing buildings/structures on adjoining properties (including accurate location of windows, doorways & retaining walls)
 - Street trees & Utilities
- NB: Where appropriate, supporting advice in regard to access requirements within the public domain
- Location of any easements
 - Landscaping Plan to include any proposed plantings in addition to any existing vegetation (major trees – species & size) & general vegetation. Identify whether existing vegetation to be retained or removed.

2. FLOOR PLAN - (Scale 1:100 or 1:200)

- *Floor plan of every storey with finished floor levels (Relative to nominated datum point or AHD)
- *Internal layout showing doors/windows & room names
- *Roof/eaves lines
- *Total floor area in square metres
- Setbacks to all boundaries on all sides
- Proposed retaining walls, excavation, fill and finished ground levels

3. ELEVATIONS - (Scale 1:100 or 1:200)

- All relevant elevations with heading of each elevation in relation to North point showing wall & overall building/ridge height, roof pitch, windows & doors
- Natural and proposed ground and finished floor levels (Relative to nominated datum point or AHD)
- Overall height dimension to be shown from NGL to ridge
- *Streetscape elevations in outline form for the proposed development and adjoining developments to show building scale and streetscape issues (*applicable for major developments with streetscape impact*)
- All fencing details including elevations, dimensions and materials

DEMOLITION/PARTIAL DEMOLITION

- Partial Demolition: Clearly show areas to be demolished on site plan & floor plans
- Full Demolition: Please contact Council's planning staff on 9339 9328 or 9339 9329

ACCOMPANYING MATERIAL

Note: Refer [Local Planning Policy – Residential Design Guidelines](#) (Clause 3.7.21)

- Heritage Assessment
- Heritage Impact Statement
- Conservation Plan
- Structural Condition Assessment in the case of Demolition
- Viewshed Study

IN ADDITION, THE FOLLOWING INFORMATION IS ALSO REQUIRED FOR THE SPECIFIC APPLICATIONS AS DESCRIBED. *Additional information may be required depending on the type and nature of application.*

RESIDENTIAL PROPOSALS

(Including Sections 1, 2 & 3)

- Yes No Residential Design Code compliance (with relevant acceptable development provisions)
- Setback provisions (required & provided)
- Open space calculation expressed in percentages and square metres ([refer R-Codes](#) 'Open Space' - Part 5.1.4 : Page 21, Part 6.1.5 Page 41 & 'Measuring Open Space' – Figure 6a : Page 72)
- *Overshadowing calculation expressed in percentages and square metres, including diagram showing extent of overshadowing on adjoining properties
- Cone of Vision ([refer R-Codes](#) Part 5.4.1 'Visual Privacy' – Page 32)
- Car parking bays, vehicle-manoeuving areas with appropriate turning radii and driveway(s) and cross over(s) (both existing and proposed)
- Any features regarding the addressing of privacy & overlooking issues, i.e. screening, vegetation & fencing
- Schedule of materials, colours & finishes including walls & roof
- Location of ancillary structures including air-conditioning, pool filters, solar hot water & solar panels
- *A written submission providing justification for any variations to the Deemed-to-Comply Requirements of the [R-Codes](#) and the Acceptable Development Provisions of [Local Planning Policy – Residential Design Guidelines](#).

Note: The proposal must comply with the Building Code of Australia

COMMERCIAL/MIXED USE

(Including Sections.1, 2 & 3)

- Location & dimension of all car parking bays (inc. visitors bays, loading bays, manoeuvring areas & ACROD bays)
Calculation of:
 - Plot ratio
 - Communal open space & open space
 - Overshadowing expressed in percentages & square metres (including overshadowing diagram showing extent of overshadowing on adjoining properties)
- Landscaping plan & details
- Traffic parking study, if applicable
- Floor area(s) for each different use
- Signage details, if applicable
- Bin storage locations & details
- Transformer locations & details
- Employee numbers & hours of operation

Note: The proposal must comply with the Building Code of Australia

CHANGE OF USE

(Including Sections.1, 2 & 3)

- A written submission including details of the following:
 - Nature of the activity & associated floor areas
 - Proposed hours & days of operation
 - Maximum expected number of employees at any one time
 - Maximum number of expected visitors/ customers/ clients at the premises at any given time
 - Any equipment to be used (include machines, amplifiers etc)
- Location & dimension of all car parking bays/areas (inc. visitors, loading, ACROD & manoeuvring)

NOTE: The proposal may be required to comply with the Building Code of Australia. Elevations are NOT required for a Change of Use application, where there are no alterations or additions proposed to the external elevation

SIGNAGE

(Including Sections.1 & 3)

Note: Refer [Local Planning Policy – Signage Design Guidelines](#)

- the location of the proposed signage shall be identified on the site plan
 - the location of the proposed signage on relevant building façade(s) or type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted etc) shall be shown and include the following:
 - Dimensions of proposed signage (height, width, depth and area in square metres)
 - Height from natural ground level to top & underside of all signage
- Provision of signage details, including:
- Proposed colours, method of illumination & any lettering proposed. *(If illuminated, state whether steady, moving, flashing, alternating, etc & state intensity of light source)*
 - Percentage of sign area in relation to the wall or building façade where proposed
 - Details of signs (if any) to be removed
 - Completion of [Additional Information for Development Approval for Advertisements](#) form