



Application for Development Approval Checklist

RESIDENTIAL DEVELOPMENT

Additions or alterations to existing dwellings, including minor structures (such as sheds, patios, carports, garages, street fencing and retaining walls)

NOTE: All application submissions are to include this completed checklist. Within seven days of the application being lodged, the Town of Victoria Park will advise by email if the application is accepted or if additional information is required.

Some of the information listed below will not be relevant for all applications, and material should be prepared and submitted that is appropriate for site specific reasons such as scale, complexity or design approach. For further guidance please contact the Duty Planner on (08) 9311 8111 who can assist during business hours.

APPLICATION FORMS

Town of Victoria Park 'Application for Development Approval' form	
Metropolitan Region Scheme (MRS) Form 1	
<ul style="list-style-type: none"> All landowners to sign form Companies – the Sole Director or a Director and Secretary or a minimum of two Directors (as relevant to the company) are to sign application form. Development on common property – the strata company or all individual owners are to sign application form. A copy of an Offer and Acceptance (O&A) will be permitted where the land is being purchased. 	

CERTIFICATE OF TITLE

Current copy of the Certificate of Title(s)	
<ul style="list-style-type: none"> Copy can be ordered from Landgate's website here 	

FEE

Payment of required application fee	
<ul style="list-style-type: none"> The Town's Planning Fees and Charges can be viewed here 	

PLANS

Site plan

Typically at scale 1:100 or 1:200 and is to include the following information:

- 1. Property details** – lot/site boundaries (including for any proposed strata lots), site dimensions, site area(s), street frontage(s), street name(s), lot number(s) and address and north point
- 2. Existing contours** at maximum 0.5m intervals and/or spot levels (Australian Height Datum (AHD))
- 3. Existing and proposed levels** – the position and levels (AHD) of proposed and existing buildings, street fences, retaining walls and other structures
- 4. Private open spaces** – location and size of private open spaces (including the primary garden area) and including areas to be landscaped
- 5. Trees** – the position and size of any existing or proposed trees (indicating whether being retained, new or removed) and/or other significant landscaping features
- 6. Soft landscaping** – the position and size of soft landscaping areas and deep soil area (alternatively can included in a separate landscaping plan)
- 7. Proposed finished site levels** – using AHD spot levels
- 8. Pedestrian and vehicle accessways** – the position and dimensions of access-ways for pedestrians and vehicles (including swept paths/turning circles where communal driveways are proposed), and the position and dimensions of all car parking spaces, demonstration of vehicle sightlines
- 9. Major openings (windows, doors)** – the position and floor levels (AHD) of major openings to any active habitable spaces in a wall of an adjoining building, private open spaces, and primary garden areas on adjoining properties, where within 7.5m of a boundary of the development site
- 10. Visual privacy (a)** – the horizontal position and floor levels (AHD) of all sources of overlooking of existing and proposed building(s) where within 7.5m of a lot boundary
- 11. Visual privacy (b)** – cones of vision for each source of overlooking, line of sight from any sources of overlooking (where required) and/or details of measures proposed to reduce overlooking of the adjoining properties
- 12. Adjacent street verge(s)** – considerations such as the location of any street trees, power poles, drainage pits, crossovers, footpaths or any other relevant obstructions
- 13. Overshadowing** – shadow that would be cast at noon on 21 June by any proposed building onto any adjoining or diagonally adjacent properties
- 14. Other** – sources of noise, light impacts (eg. non-residential developments) – *if applicable*

Floor plan(s)

Typically at scale 1:100 and is to include the following information:

- 1. Wall dimensions** – including wall lengths, articulation and their distances from the boundaries of the site
- 2. Internal floor layouts** – this includes window position, indicative furniture layouts, room areas and dimensions, room names
- 3. Solar diagram** – showing solar access for the primary living space
- 4. Location and dimensions (a)** – of primary garden areas, deep soil areas, private open spaces – if applicable
- 5. Location and dimensions (a)** – of service areas and storage areas, waste management areas and parking spaces

Elevations plans

Typically at scale 1:100 and is to include the following information:

1. **Levels** – natural ground levels with contours at maximum intervals of 0.5m, finished floor levels,
2. **Heights and window areas** – wall heights and total building heights (AHD), areas (m²) of windows to habitable rooms
3. **Privacy devices and utilities** – *if applicable*
4. **External appearance** – proposed materials, colours and finishes of the exterior of the development, including façade and roof
5. **Cross-sections** – through any proposed areas of excavation or fill with the relevant natural and proposed ground levels (AHD), contours at maximum intervals of 0.5m

EXTERNAL COLOURS AND MATERIALS SCHEDULE

Schedule of all external finishes and materials of the development including roof, walls, windows, fencing, and driveway materials and colours. A form is available on Town's website [here](#)

OTHER SUPPORTING INFORMATION – only applicable for some applications

Heritage Impact Statement

The statement is to be prepared in the format as detailed in the 'Heritage Council's Heritage Impact Statement – A Guide', which can be viewed from the Department of Planning, Lands and Heritage website [here](#)

When is it required?

Where property is listed on Town of Victoria Park's Heritage List and the proposed works are not exempt under Council's Local Planning Policy – Heritage List (refer to policy provision 4.2).

The applicant is advised to remove any personal information from plans and documents (such as individuals names) prior to submission to the Town of Victoria Park. The information submitted may be available for public viewing, including being published on the Town's website, during consultation.