



Application for Development Approval Checklist

RESIDENTIAL DEVELOPMENT

For single houses, grouped dwellings and residential additions

NOTE: Your application will not be accepted without submission of 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.

APPLICATION FORMS

Town of Victoria Park 'Application for Development Approval' form	
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Metropolitan Region Scheme (MRS) Form 1	
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- 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)	
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- Copy can be ordered from Landgate's website [here](#)

FEE

Payment of required application fee	
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- The Town's Planning Fees and Charges can be viewed [here](#)

PLANS

Site Feature Survey

- Contours at 0.5m intervals extending past property boundaries
- Relevant spot levels; location and finished floor levels of adjoining buildings
- All structures, including buildings and retaining walls
- Trees on the site
- Show adjacent street verge(s) – including street trees and other fixtures (bus stops, power poles, traffic islands etc)
- Location of adjoining buildings

N/A – application is for outbuilding (shed) or patio where finished floor level is no greater than 0.5 metres above natural ground level

Proposed Site Plan

- Site dimensions, scale bar, north point, lot boundaries and existing contours and levels
- Proposed buildings and existing buildings to be retained on the site
- Structures and trees to be demolished or removed
- Setback distances of buildings from the boundaries of the site
- Finished levels of all proposed buildings, walls, fences, retaining walls and other structures
- Proposed tree and tree growth zone (*refer to Council's Local Planning Policy 39 – Tree Planting and Retention*)
- Location and dimensions of driveways, crossovers, pedestrian accessways and parking spaces
- Size, location and capacity of soakwells or other measures for on-site stormwater retention (*refer to the Town's 'Onsite Stormwater Drainage' fact sheet, available from the Town's website*)
- Proposed finished ground levels over the site
- Location, height (relative to natural ground level) and length of all existing and proposed retaining walls
- Open space calculation

Proposed Floor Plans

- Show the lot boundaries
- Indicate the purpose of each room (i.e. bedroom, lounge room)
- Location of external doors and windows
- Dot the extent of roof line and eaves
- The line of any upper floors clearly indicated over the lower floor plan

N/A – application is for a patio or carport/garage addition

Proposed Elevation Plans

- Existing natural ground levels, wall heights and roof heights
- Proposed finished floor levels and ground levels
- Location of openings and if openings are clear glass or obscure and fixed glass
- The external appearance of the building
- The external appearance and height of any proposed fencing forward of the building line

Overshadowing Diagram

- Show shadow-cast to adjoining properties, as at midday 21 June

N/A – application is for single storey development

SUPPORTING INFORMATION

Justification letter or planning report

- A letter or report indicating:
 - the proposed variation(s) to the 'deemed-to-comply' provisions of Residential Design Codes (R-Codes) Volume 1 and/or Council's Local Planning Policies
 - why a variation is proposed
 - how the corresponding design principle(s) have been satisfied.

N/A – no variations proposed to planning framework*

*** If a single house or residential additions are proposed, please check if development is exempt from development approval. Note: all grouped dwellings require development approval.**

For more information please refer to 'Council's Local Planning Policy – Exemptions from Development Approval' or call Duty Planner on (08) 9311 8111

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](#)

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, as the information submitted may be available for public viewing (including being published on the Town's website) during consultation.