

## Application for Development Approval Checklist

### Commercial Development

*For New Buildings, Commercial Additions, Change of Use, Signage, Short Stay Accommodation and Home-based businesses*

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

Within 7 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	<input type="checkbox"/>
Metropolitan Region Scheme (MRS) Form 1	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All landowners to sign form</li> <li>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.</li> <li>Development on common property - the Strata Company or all individual owners are to sign application form.</li> <li>A copy of an Offer and Acceptance (O&amp;A) will be permitted where the land is being purchased.</li> </ul>	

#### CERTIFICATE OF TITLE

Current copy of the Certificate of Title(s)	<input type="checkbox"/>
Copy can be ordered from Landgate's website <a href="#">here</a>	

#### FEE

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

## PLANS

Site Feature Survey	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Contours at 0.5m intervals extending past property boundaries</li> <li>• Relevant spot levels; location and finished floor levels of adjoining buildings</li> <li>• All structures, including buildings and retaining walls</li> <li>• Existing landscaped area(s)</li> <li>• Trees on the site</li> <li>• Show adjacent street verge(s) – including street trees and other fixtures (bus stops, power poles, traffic islands etc)</li> <li>• Location of adjoining buildings</li> </ul>	
N/A – application is for signage, change of use, home-based business or short stay accommodation, where no external alterations are proposed	<input type="checkbox"/>
Proposed Site Plan	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Site dimensions, scale bar, north point, lot boundaries and existing contours and levels</li> <li>• Proposed buildings and existing buildings to be retained on the site</li> <li>• Structures and trees to be demolished or removed</li> <li>• Setback distances of buildings from the boundaries of the site</li> <li>• Finished levels of all proposed buildings, walls, fences, retaining walls and other structures</li> <li>• Proposed tree and tree growth zone (<i>refer to Council's Local Planning Policy 39 – Tree Planting and Retention</i>)</li> <li>• Proposed landscaping</li> <li>• Location and dimensions of driveways, crossovers, pedestrian accessways and parking spaces</li> <li>• Size, location and capacity of soakwells or other measures for on-site stormwater retention (<i>refer to the Town's 'Onsite Stormwater Drainage' fact sheet, available from the Town's website</i>)</li> <li>• Proposed finished ground levels over the site</li> <li>• Location, height (relative to natural ground level) and length of all existing and proposed retaining walls</li> <li>• Location of any proposed signage</li> <li>• Plot ratio calculation</li> </ul>	
Proposed Floor Plans	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Show the lot boundaries</li> <li>• Indicate the nature of each area (i.e. Office, Storage, Café Dining Area)</li> <li>• Location of external doors and windows</li> <li>• Dot the extent of roof line and eaves</li> <li>• The line of any upper floors clearly indicated over the lower floor plan</li> </ul>	
N/A – application is for signage only	<input type="checkbox"/>
Proposed Elevation Plans	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Existing natural ground levels, wall heights and roof heights</li> <li>• Proposed finished floor levels and ground levels</li> <li>• Location of openings and if openings are clear glass or obscure and fixed glass</li> </ul>	

<ul style="list-style-type: none"> <li>• The external appearance of the building</li> <li>• The external appearance and height of any proposed fencing forward of the building line</li> </ul>	
N/A – application is for signage, change of use or short stay accommodation, where no external alterations are proposed	<input type="checkbox"/>

Overshadowing Diagram	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Show shadow-cast to adjoining properties, as at midday 21 June</li> </ul>	
N/A - application is for single storey development, signage, change of use, home-based business or short stay accommodation, where no external alterations are proposed	<input type="checkbox"/>

## SUPPORTING INFORMATION

Justification letter or planning report	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• A letter or report indicating: <ul style="list-style-type: none"> <li>- the proposed variation(s) to the Town of Victoria Park Town Planning Scheme No.1 and/or Council's Local Planning Policies</li> <li>- why a variation is proposed</li> <li>- how the corresponding design principle(s) have been satisfied</li> </ul> </li> </ul>	
N/A – no variations proposed to planning framework*	<input type="checkbox"/>
<p><b>* Please check if development is exempt from development approval</b>  <b>For more information please refer to 'Council's Local Planning Policy – Exemptions from Development Approval' or call Duty Planner on (08) 9311 8111</b></p>	

Written description of business	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• A letter indicating: <ul style="list-style-type: none"> <li>- description of business activities</li> <li>- number of staff</li> <li>- maximum number of customers or patrons, at a given time</li> <li>- operating hours</li> <li>- net lettable area</li> <li>- description of machinery used</li> <li>- the nature and frequency of deliveries</li> <li>- outline waste disposal method(s)</li> </ul> </li> </ul>	
N/A – application is for additions or signage only	<input type="checkbox"/>

Signage	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provide dimensioned graphic of all proposed signage</li> <li>• Complete 'Additional Information for Signage' form available on Town's website <a href="#">here</a></li> </ul>	
N/A – application no signage is proposed	<input type="checkbox"/>

Colours & Materials Schedule	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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 <a href="#">here</a></li> </ul>	
N/A – application is for signage, change of use, home-based business or short stay accommodation, where no external alterations are proposed	<input type="checkbox"/>
Short-stay Accommodation Management Plan	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provide a management plan as per template at Appendix 2 of Council's Local Planning Policy 31 - Serviced Apartments and Residential Buildings including Short Term Accommodation</li> </ul>	
N/A – application no short stay accommodation is proposed	<input type="checkbox"/>

**Please note: Depending on the nature of the development being proposed, the following technical reports and/or plans may be required as part of the 'Application for Development Approval' submission**

- Acoustic assessment and/or Noise Management Plan
- Transport Impact Statement or Transport Impact Assessment
- Landscaping Plan
- Waste Management Plan
- Dust Management Plan
- Parking Management Plan
- Urban Design Statement
- Perspective Drawings