

Residential Development Application Checklist

The Town is seeking to improve the effectiveness and efficiency of its development assessment process. It has found that a major contributing factor to delays in assessing development applications is that applications are incomplete when originally lodged.

This checklist has been prepared to ensure development applications are complete and contain all required information to allow for the application to be assessed in a timely manner. The Town asks that applicants read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted.

Please note that development of a dwelling (or extension) may be exempt from applying for a development approval if it complies with the deemed provisions of the Residential Design Codes (R-Codes) and Local Planning Scheme No.3 (LPS3), Local Planning Policy (LPP) and Local Law requirements (notwithstanding that development involving all heritage properties require an applications to be lodged) under cl.61 of the deemed provisions contained in the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regs). Applicants should discuss these matters with the Town's Planning department prior to lodgement to confirm whether these exemptions apply.

Development applications which are incomplete may not be accepted and may be returned to the applicant until such time as all the details are provided.

ESSENTIAL INFORMATION FOR ALL APPLICATIONS

Electronic submission of application is preferred. Plans must be accurate and to scale as detailed below.

Please note applicants may also be requested to provide a printed set of scaled plans for large and/or complex applications.

Should electronic submission not be possible, one (1) set of plans is to be provided as below:

- Plans submitted on A3 or A4 paper. If not, one A3 copy is included or an electronic copy on a USB.
- Plans are accurate and to scale (1:50, 1:100, 1:200 etc.).

Completed Town of Claremont Application for Development Approval form.

*Note: Application Forms are required to be signed by **ALL** owners of the land as displayed on the Certificate of Title.*

- *If the subject land is owned by a company, you must confirm whether it is a sole proprietorship and state the full name/s and position/s of the company signatory/ies. Appropriate company signatory/ies include one director and the company seal, two directors, or one director and one secretary.*
- *If an agent is signing on behalf of the owner/s, written authorisation from all owners must be provided.*
- *If the subject land is owned by a strata company, consent can be signed by the strata company secretary or by an elected person of the strata company providing proof of authority either by letter of delegated authority, signed by all strata owners, or minutes showing delegated authority.*
- *If the subject land is under option to purchase or recently sold, the application form may be signed by a purchaser where the application is accompanied by a duly executed offer and acceptance or contract of sale, or a letter of consent from the registered proprietor(s) giving the prospective purchaser(s) consent to lodge the application.*

Completed MRS Form 1 - required where development is proposed on or abutting land that is reserved under the Metropolitan Region Scheme or within or on land abutting the Swan and Canning River Development Control Area.

Current Certificate of Title (issued within last six months) **must be provided**. Deposited Plan or Diagram to be provided if easements are listed on the C/T.

PROPOSED DEVELOPMENT

Site Plan

Street names, lot numbers, north point and dimensions of site.

Natural ground levels and finished ground levels including spot levels, contours, adjacent property levels and verge levels.

Outline of adjoining development (including major openings and distances from boundaries).

Trees (to be retained and/or removed), street trees, footpaths, street furniture and infrastructure, existing and proposed crossovers, existing and proposed retaining walls.

	<p>If the lot is east-west oriented or overshadowing will affect any property, an overshadowing diagram is required. Overshadowing is to take into account the natural ground levels of both properties.</p>
	<p>Floor Plans</p> <p>Lot boundaries on all floor plans.</p> <p>Distances from buildings to all boundaries.</p> <p>Finished floor levels and ground levels of existing and proposed development.</p> <p>Overlooking cones of vision from windows and balconies. Refer to R-Codes Clause 5.4.1 – ‘Visual Privacy’.</p>
	<p>Elevation Plans</p> <p>Neighbour’s or street ground level at boundary (bold line), proposed site levels and finished floor levels.</p> <p>Finishes and materials.</p> <p><i>Note: Zincalume or Colorbond ‘Surfmist’ wall and roofing materials and/or polycarbonate sheeting are not favoured due to the potential for glare and reflectivity impacts, but may be considered in exceptional circumstances where assessment by the Town concludes that the impacts may be reduced by design parameters (reflectivity angles etc.), topography or vegetation.</i></p> <p>Two storey houses: Natural Ground Level (as per LPS3 clause 40), clearly shown.</p> <p>Two storey houses: 6.6m maximum wall height (or greater where provided for under LPS3 clause 40), clearly shown.</p> <p>If development is visible from the street a Streetscape assessment is required. Must include front fence details, footpath/verge levels (bold line) and outlines of adjacent houses.</p> <p><i>Note: A 3D perspective may be requested for some applications.</i></p>
	<p>Demolition (if proposed)</p> <p>Demolition plan to clearly show what is being demolished.</p>
	<p>Discretionary considerations on LPS3, R-Codes, Local Planning Policies and Local Laws</p> <p>Written list of details and justification for any discretionary considerations for the requirements of the LPS3, R-Codes, Local Planning Policy and/or Local Law noting where the LPS3 requirements vary the R-Codes (e.g. clause 36 relative to garages and carports and clause 40 relative to wall heights).</p> <p>If the property is coded at or below R25 and the majority of properties within the immediate locality are or appear as single storey, you are required to address Local Planning Policy LPP123 – Retention of Residential Character.</p> <p>If the property is listed as a heritage property or is located in or within the “immediately locality” of a heritage area or precinct listed under LPS3, you are required to address Local Planning Policy LPP124 – Retention of Heritage Property and Assets.</p> <p><i>Note: If the application is assessed by the Town to have a potential amenity impact on the locality, you may be required to address the potential impact as required by Local Planning Policy LPP129 – Residential Amenity.</i></p>
	<p>Heritage</p> <p>Where an application relates to a place entered on a heritage list or within a heritage area under LPS3, the application is to include the following additional information:</p> <p>Where the development is visible from the street, street elevations drawn as one continuous elevation to a scale not smaller than 1:100 showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application.</p> <p>A detailed schedule of all finishes, including materials and colours of the proposed development.</p> <p>A description of the finishes on the subject lot and on each lot immediately adjoining the subject lot.</p> <p><i>Note: Local Planning Policy LPP124 – Retention of Heritage Property and Assets may require the provision of additional information.</i></p>
	<p>Bushfire Prone Areas</p> <p>Lots identified in Bushfire prone areas require a Bushfire Attack Level (BAL) assessment and where necessary, a Bushfire Management Plan to be provided with the application. To determine if your lot is affected, you can view the mapping found on the DFES website.</p>
<p>Application fee(s) are to paid in accordance with Council’s Schedule of Fees. Fee(s) will be requested upon receipt of complete application. Please note the application will not be deemed as Accepted until fee(s) are paid in full.</p>	