

**Administration**

Cnr Gilmore Ave &amp; Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966

**Hours** Mon-Fri 8am-5pm (Cashier hours 8am-4pm) | **Telephone** 08 9439 0200**Facsimile** 08 9439 0222 | **TTY** 08 9419 7513 | admin@kwinana.wa.gov.au | [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

## DEVELOPMENT APPLICATION CHECKLIST (PLANNING APPROVAL)

### PLEASE ENSURE THAT ALL RELEVANT INFORMATION IS PROVIDED WITH THE APPLICATION

<input type="checkbox"/>	Completed City of Kwinana <b>Application for Development Approval form</b>
<input type="checkbox"/>	Completed <b>MRS Form 1</b> (if applicable) (available at <a href="http://www.wa.gov.au">www.wa.gov.au</a> )
<input type="checkbox"/>	<b>Certificate of Title</b> (less than 6 months old) and any applicable Diagram or Strata Plan (available at <a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a> )
<input type="checkbox"/>	<b>Cover letter</b> describing the proposed development, including but not limited to: <ul style="list-style-type: none"> <li>• details of the proposed development and/or land use activities to occur on the site</li> <li>• justification for any variations to the R-Codes, LDP and/or relevant planning policy/s etc</li> <li>• any other information that the City may reasonably require to better understand the proposal</li> </ul>
<input type="checkbox"/>	<b>Residential development only</b> – please specify how the proposal varies one or more of the deemed-to-comply requirements of the <b>R-Codes</b> and/or applicable <b>LDP</b> or <b>Local Planning Policy</b> . <i>Note: development may be exempt from planning approval if it complies with all relevant requirements.</i>
	Description of exemption claimed (if relevant): <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

### DEVELOPMENT PLANS DRAWN TO SCALE (SELECT ONLY AS APPLICABLE)

<input type="checkbox"/>	<b>Site plan</b> (required for all applications) showing the entire lot and the location, dimensions and/or area of all proposed and existing development, buildings, works and natural features, including: <ul style="list-style-type: none"> <li>• distance of all buildings, building envelopes, fencing and other works to boundaries</li> <li>• existing and proposed ground levels, finished floor levels, and any retaining and crossover levels</li> <li>• details of any proposed stormwater drainage, essential services, and onsite sewage disposal</li> <li>• car parking, access, landscaping and any commercial/industrial storage, waste or loading areas.</li> </ul>
<input type="checkbox"/>	<b>Site Feature &amp; Contour Survey</b> where needed to show existing ground levels, contours and the location, dimensions and/or area of all existing buildings, works and natural features on the site.
<input type="checkbox"/>	<b>Floor plan/s</b> showing the development including finished floor levels, layout of doors/windows, description and area of all rooms, and any details of proposed land use activities within the building.
<input type="checkbox"/>	<b>Elevation plan/s</b> showing the development including wall height and roof pitch (above ground level), doors/windows, external constructed materials/colours, and any proposed signage.
<input type="checkbox"/>	<b>Landscaping and tree retention plan/s</b> where required by the City's relevant local planning policy/s

## TECHNICAL REPORTS AND INFORMATION (SELECT ONLY AS APPLICABLE)

<input type="checkbox"/>	Bushfire Prone Area only (check <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> ) – BAL Assessment and an assessment against the bushfire protection criteria in the WAPC's <a href="#">Guidelines for Planning in Bushfire Prone Areas</a> prepared by a certified Bushfire Planning Practitioner. This information may be provided as a Bushfire Management Plan or simplified Bushfire Management Statement (if appropriate)	<input type="checkbox"/> N/A
<input type="checkbox"/>	Any specialist or technical report/s required by local and/or state planning policy/s, including but not limited to traffic, noise, heritage, environmental, engineering and design/ built form.	<input type="checkbox"/> N/A
<input type="checkbox"/>	Any management plan/s or other details needed to support and implement the development proposal, including but not limited to stormwater, sewage, waste and dust management.	<input type="checkbox"/> N/A

### Notes:

1. The above checklist is not exhaustive. If reasonably required, the City may request additional information prior to accepting the application for assessment.
2. After the application has been accepted for assessment, the assessing Officer may still request further information as reasonably required to determine the application.
3. Development with a value of over \$10 million will require determination by the Joint Development Assessment Panel (JDAP). Please complete the DAP Application Form and visit [www.dplh.wa.gov.au/daps](http://www.dplh.wa.gov.au/daps) for full DAP requirements.

## APPLICATION SIGNATURES (PLEASE SELECT ONE AS APPLICABLE)

<input type="checkbox"/>	Individuals – signed by the registered proprietor/s as shown on the Certificate/s of Title.
<input type="checkbox"/>	Purchasers – where the land is subject to a contract of sale or offer and acceptance, appropriate evidence of landowner/s consent may include: <ul style="list-style-type: none"><li>• an express provision of consent by the vendor on the contract of sale or offer and acceptance; or</li><li>• a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application; or</li><li>• a copy of the transfer of land document that incorporates a lodgement receipt.</li></ul>
<input type="checkbox"/>	Companies – appropriate company signatories include: <ul style="list-style-type: none"><li>• one director and the company seal; or</li><li>• two directors; or</li><li>• one director and one company secretary; or</li><li>• one director if sole proprietorship company.</li></ul> Please state the full name and position of each company signatory.
<input type="checkbox"/>	Letter of Consent – where the landowner/s cannot sign, the applicant or authorised agent can sign and attach evidence of the authority, including a letter of consent signed by all registered proprietor/s as shown on the Certificate/s of Title.
<input type="checkbox"/>	Strata Company – signed by an authorised strata company secretary or elected person with evidence of the authority, including copy of scheme by-laws, minutes, or letter of authority signed by all strata owner/s.
<input type="checkbox"/>	Crown land – signed by an authorised officer of the Department of Lands, stating name and position. Alternatively, a letter of consent from the authorised Crown land officer.
<input type="checkbox"/>	Government agencies – signed by an authorised officer of the relevant government authority, stating the name and position of the signatory/s. Alternatively, a letter of consent signed by an authorised officer.