



Application for Development Approval – CHECKLIST

RESIDENTIAL – single house, grouped dwelling, ancillary, single bedroom and small dwellings

This checklist is to help you prepare a development approval application for residential purposes.

Assessment No.:		Property address:	
Date:		Project description:	

Information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

Refer to the following documents for further information: Residential Information Sheet, Residential Site Plan and Elevation examples and Covering Letter with Justification example.

APPLICATION REQUIREMENTS

Requirements	When is it required?	Included	Office
Application forms <ul style="list-style-type: none"> Complete Application for Development Approval Form. 	Always		
Checklist <ul style="list-style-type: none"> Copy of checklist confirming application completeness. 	Always		
Covering letter / justification <ul style="list-style-type: none"> Describe the development. Explain the current and intended use of the site and any buildings to be constructed. 	Always		
<ul style="list-style-type: none"> Justification for any variations to relevant provisions of the Local Planning Scheme, Policies, and Planning Codes (R-Codes) 	Where applicable and variations are proposed.		
<ul style="list-style-type: none"> Colour and material schedule. 	Where required under LPS or Policy		
Adjoining landowners comments and proof of post <ul style="list-style-type: none"> Follow correct procedure outlined in Adjoining Owners Comment – information sheet pack. 	Where adjoining landowners consultation is required.		
Planning Codes (R-Codes) compliance checklist: Provide compliance checklist.	When your property is zoned residential.		
Bushfire Attack Level (BAL) report (must be in colour) Further information on bushfire prone areas and bushfire requirements are available on: City's website - Development in Bushfire Prone Areas or WAPC Guidelines for Planning in Bushfire Prone Areas	It may be required when your property is designated 'bushfire prone'.		

SITE PLAN

Requirements	When is it required?	Included	Office
Basic site information: <ul style="list-style-type: none"> Street name(s), lot number, north point, scale. Clear marking of site/lot boundaries and dimensions. Setbacks from boundaries specified. 	Always		
<ul style="list-style-type: none"> Location of tree(s). Minimum of one tree per dwelling (including ancillary) with a planting area of 2m x 2m for each tree. 	If required under the Planning Codes (R-Codes).		

Requirements	When is it required?	Included	Office
Ground levels and structures: <ul style="list-style-type: none"> Natural ground contours and finished floor levels shown. Location, levels, and setbacks of existing and proposed structures provided (walls, fences, retaining etc). All structures to be labelled, including any to be demolished. Identification of trees for removal/retention. 	<p>Always</p> <p><i>*If rural, level of detail may be varied at discretion of decision maker.</i></p>		
Retaining walls and driveways: <ul style="list-style-type: none"> Top of wall and bottom of wall heights specified for retaining walls. 	<p>If retaining walls are proposed.</p>		
<ul style="list-style-type: none"> Vehicle driveways, parking spaces and dimensions indicated. 	<p>Always</p>		
<ul style="list-style-type: none"> Manoeuvring/reversing bays. 	<p>Small lots/battle axe or grouped dwelling.</p>		
Street verge and services: <ul style="list-style-type: none"> Details of street verge, footpaths, crossovers (proposed and existing), truncations, power poles etc. Include any access restrictions. Details of any services (power, gas, sewer) etc. 	<p>Always</p> <p><i>*If rural, level of detail may be varied at discretion of decision maker.</i></p>		
<ul style="list-style-type: none"> Location of street trees and any vegetation to be removed/retained. 	<p>Where applicable.</p>		
<ul style="list-style-type: none"> Location and distance to any water bodies on the lot. 	<p>Where applicable.</p>		
Stormwater and septics <ul style="list-style-type: none"> Location of stormwater infrastructure or easements on the lot. Location of septics in relation to the development/water bodies. For sewer sensitive areas recommend your proposal is discussed with a City Environmental Health Officer prior to lodgement. staff@albany.wa.com.au 	<p>Where applicable.</p>		
Adjoining properties and shadow Analysis: <ul style="list-style-type: none"> Structures on adjoining lots in close proximity to proposed development. 	<p>Dependent on nature of application.</p>		
<ul style="list-style-type: none"> Overshadowing diagram in accordance with Planning Codes (R-Codes). 	<p>At discretion of the decision maker dependent on nature of proposed development.</p>		
<ul style="list-style-type: none"> Cone of Vision in accordance with Planning Codes (R-Codes). 	<p>Where applicable.</p>		

FLOOR PLAN

Requirements	When is it required?	Included	Office
Orientation and Layout: <ul style="list-style-type: none"> North point and scale included. Finished floor levels relative to natural ground levels indicated. Room layout, annotated and showing dimensions. 	<p>Always</p>		

ELEVATION DRAWINGS

Requirements	When is it required?	Included	Office
Orientation and views: <ul style="list-style-type: none"> Scale. Elevations labeled (North, South, East, West). Views of all faces of proposed building(s) shown. 	<p>Always</p>		
Details: <ul style="list-style-type: none"> Natural ground level and finished floor levels. Dimensions, materials, and openings (windows) specified – include sill height above finished floor level and direction of openings. Wall and roof heights from existing natural ground level and finished floor level, roof pitch. 	<p>Always</p>		
<ul style="list-style-type: none"> Include details of any proposed cut or fill (heights). 	<p>If cut and fill is proposed.</p>		
<ul style="list-style-type: none"> Details of any privacy screens. 	<p>Where applicable.</p>		

Requirements	When is it required?	Included	Office
Retaining Walls: <ul style="list-style-type: none"> Provide details for the proposed retaining walls, including their size (height, length, width), depth below floor ground level. Show natural ground levels, contour levels and top of wall at each end. 	If retaining walls are proposed.		

INFORMATION RELATED TO ENGINEERING

Requirements	When is it required?	Included	Office
Unretained cut and fill over 2m in height and/or sloping sites: <ul style="list-style-type: none"> Certain developments that include earthworks, an engineering certification, soil report, or geotechnical report may be required. 	in accordance with NCC acceptable construction practice.		
Retaining Walls: <ul style="list-style-type: none"> Indicative subsoil / subsoil drain to support drainage for retaining walls. <i>*detailed stormwater plan will be required at building permit stage.</i> 	Where ground/perched water may be an issue due to poor soils and/or sloping sites.		
<ul style="list-style-type: none"> Basic indicative footings detail (does not need to be engineered). <i>*detailed engineering will be required at building permit stage.</i> 	On sloping sites to ensure structural integrity.		

ADDITIONAL DEVELOPMENT CONTROL REQUIREMENTS

In addition to the above list the following are required to be shown on the plans, further additional requirements are applicable for the following:

GROUPED DWELLINGS			
Requirements	When is it required?	Included	Office
<ul style="list-style-type: none"> Boundaries between dwellings outlined. Proposed landscaping and common property areas detailed as per Planning Codes (R-Codes). Car parking, visitor bays, and maneuvering areas. Storage areas and waste removal facilities specified – include location and dimensions (Waste Mgt Plan may be required). 	Only for grouped dwellings where Planning Codes (R-Codes) apply.		

ANCILLARY, SINGLE BEDROOM AND SMALL DWELLINGS			
Requirements	When is it required?	Included	Office
<ul style="list-style-type: none"> Address additional criteria within Planning Codes (R-Codes) and LPS. Internal floor area - max 70m². Outdoor area shown for main and ancillary dwelling. Parking shown for main and ancillary dwelling. Proposed driveway and crossover shown for main and ancillary dwelling. 	Where applicable.		

*Please note – City staff may require further information for the application, including information/plans that include, but not limited to, information in regards to the following:

Heritage - A Heritage Impact Statement may be required if the property is on the City's Heritage List. Refer to the City's [Heritage webpage](#) for further information.

Local Planning Policy – review any relevant LPP.

CHRMAP and coastal hazards - Consult with a planning officer if the property is within a special control area or an area with identified coastal hazards, such as inundation, erosion, and storm surge, as special design criteria may apply.

Structure Plans.

Local Development Plans.

Bushfire considerations in addition to BAL.

Public Drinking Water areas.

Flood Prone Areas.

Acid Sulfate Soils.

Sloping/steep sites.

Sewer sensitive areas.