



## CITY OF VINCENT

### PLANNING APPLICATION CHECKLIST

The City is seeking to improve the effectiveness and efficiency of its Planning Approvals Process. It has found that one of the major contributing factors to delays in assessing planning applications is that the application is incomplete when originally lodged.

In an attempt to make this process as user friendly as possible, the City of Vincent asks that you read the following information and complete the easy to use checklist to ensure ALL requirements have been met **before the application is lodged**.

**Please note that incomplete applications may not be accepted and may be returned to the applicant until such time as all the details are provided.**

All applications are to be accompanied by:

- ☐ Metropolitan Region Scheme (**MRS**) **Form 1** completed and signed by all owners of the land.
- ☐ A completed and signed **Consent and Indemnity** form if agreeable by the applicant/owner.
- ☐ One (1) copy of the complete set of the **Certificate of Title** (and a *lot diagram of survey*) of the subject lot/s showing all boundaries and easements/covenants on the land. \*
- ☐ Three (3) copies of completed scaled and dimensioned plans. Scale to be nominated on plans. (*An extra 2 sets of scaled plans are required if the works require referral or determination by an external authority*)
- ☐ One (1) copy A4 size of the above plans.
- ☐ Planning application fee (refer to Schedule of Fees and Charges).
- ☐ A written submission providing justification for any non-complying items and outlining the proposed development.\*

**The plans are to include the following information.** Please note applications for development of a minor nature such as patios, garages, carports and front fences are not required to submit the information tagged with an Asterisk (\*).

**(Plans not drawn in ink, double sided plans or plans submitted on tracing paper will not be accepted)**

#### 1. SITE PLAN- (Scale 1:100 or 1:200)

- ☐ Street and lot number and street/road name
- ☐ North point
- ☐ Existing and proposed buildings
- ☐ Existing and proposed uses\*
- ☐ Natural and proposed ground and finish floor levels (*Relative to nominated datum point or AHD*) (*Brick courses will be acceptable for Minor Nature Development*)
- ☐ Access points: driveways and/or right of way access
- ☐ Boundaries and lot dimensions
- ☐ Setbacks to all boundaries
- ☐ Details and location of any fencing
- ☐ Location, layout and dimension of any car parking areas
- ☐ Outline of all existing buildings/structures on adjoining properties\*
- ☐ Street verge including street verge trees, power poles, drainage pits, manholes, crossovers, footpaths and any other obstructions
- ☐ Location of any easements

#### 2. FLOOR PLAN- (Scale 1:100 or 1:200)

- ☐ A plan of every storey with floor levels (RL or AHD)\*
- ☐ Internal layout showing doors/windows etc and room names\*
- ☐ Roof/eaves lines \*
- ☐ Total floor area in square metres\*
- ☐ Set backs to all boundaries on all sides\*

#### 3. ELEVATIONS - (Scale 1:100 or 1:200)

- ☐ All four elevations are to be submitted with description/heading of each elevation (or 3 for minor nature development)
- ☐ Natural and proposed ground and finish floor levels (relative to nominated datum point or AHD)
- ☐ Overall height dimension to be shown from NGL to ridge

#### DEMOLITION/PARTIAL DEMOLITION

- ☐ For proposals including partial demolition clearly show areas to be demolished on site plan.
- ☐ For proposals including full demolition please refer to and complete separate Demolition Checklist.

**In addition, the following information is also required for the specific applications as described:**

#### Residential Proposals

(Inc 1, 2, 3)

- ☐ Open space calculation expressed in percentages and square metres
- ☐ Overshadowing calculation expressed in percentages and square metres, including diagram showing extent of overshadowing on adjoining properties\*

### Commercial/Mixed Use Proposals (Inc 1, 2, 3)

- ☐ Location and dimension of all car parking bays (including visitors' bays, loading bays, manoeuvring areas)
- ☐ Calculation of:
  - ☐ Plot ratio
  - ☐ Communal open space and open space
  - ☐ Overshadowing expressed in percentages and square metres (including overshadowing diagram showing extent of overshadowing on adjoining properties)
- ☐ Landscaping plan and details
- ☐ Traffic Impact Study, if applicable
- ☐ Floor area(s) for each different use
- ☐ Signage details, if applicable.
- ☐ Bin storage locations and details
- ☐ Transformer locations and details

### Change of Use (Inc 1, 2, 3)

- ☐ A written submission including details of the following:
  - ☐ Nature of the activity
  - ☐ Proposed hours and days of operation
  - ☐ Maximum expected number of employees at any one time
  - ☐ Maximum number of expected visitors/customers/clients at the premises at any given time
  - ☐ Any equipment to be used (include machines, amplifiers etc)

NOTE: Elevations are NOT required for a Change of Use application, where there are no alterations or additions proposed to the external elevation.

#### NOTES:

1. Prior to lodging an application it is suggested you review ***Town Planning Scheme No.1*** and the ***Residential Design Codes of WA*** as well as the ***City's Policies*** as they may contain information that affects your proposal. Please visit the City of Vincent website at [www.vincent.wa.gov.au](http://www.vincent.wa.gov.au) or contact Statutory Planning on 9273 6000 should you have any specific enquiries.
2. Fees & Charges - to determine the application fee please refer to Planning, Building and Heritage Services Schedule of Fees and Charges, which can be viewed at the City of Vincent website or at the City's Administration & Civic Centre. Alternatively please contact the City's Approvals Liaison Officer (Planning) on 9273 6048.
3. In addition to obtaining a Planning Approval, approvals or exemptions may be required from other Authorities or Council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approvals from water and other service authorities.
4. **Where relevant a Development Application MUST be approved prior to the lodgement of the Building Licence Application. The City will NOT accept a Building Licence Application at the time of a Development Application being submitted.**

### Signage

(Inc 1, 3)

- ☐ In addition to the requirements overleaf the location of the proposed signage shall be identified on the site plan
- ☐ In addition to the requirements overleaf the location of the proposed signage on relevant building façade(s) shall be shown and include the following:
  - ☐ Dimensions of proposed signage (width, depth and area in square metres)
  - ☐ Height from natural ground level to underside of all signage
- ☐ Provision of signage details, including:
  - ☐ Proposed colours, method of illumination and any lettering proposed
  - ☐ Percentage of sign area in relation to the wall or building façade where proposed

### **SERVICES AND INFRASTRUCTURE – PLEASE READ**

The City accepts no liability for the cost of relocation of any services that may be required as a consequence of a proposed development. It is the applicant's responsibility to liaise with and obtain the relevant approvals/permits from various service providers (such as Water Corporation, Western Power etc) for the proposed development.

Applicants must refer to the City's Policy No.2.2.2 UNDERGROUNDING OF POWER to determine whether their proposed development will be subject to an Undergrounding of Power requirement.

Where overhead powerlines exist, it is strongly recommended that applicants contact Western Power prior to submitting development applications, particularly with regard to setback requirements.

Applicant's full name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accepting Officers' full name: \_\_\_\_\_

Accepting Officer's signature: \_\_\_\_\_

Date: \_\_\_\_\_