



## Essential Information Required For Assessment

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

To make this process as simple and user-friendly as possible, we ask that you read the following information and complete the checklist to ensure **ALL** requirements have been met before the application is lodged.

Please Note: Incomplete applications will **NOT** be accepted by the Shire.

Applicant	Officer	Primary Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Completed Shire of Peppermint Grove Development Application Form 1 and checklist and MRS Form 1 (If applicable)</li> </ul> <p><i>Please note: Application forms are required to be signed by <b>ALL</b> owners of the land as displayed on the Certificate of Title (this includes the Strata Manager as the owner where applicable)</i></p> <p><b>MRS Form 1 is required for any development application on property adjacent to or partially within Stirling Highway, the swan river, parks and recreation and all other reserves under the MRS</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Planning Application Fee (Refer to the Shire of Peppermint Grove Development Application Fee calculator or Shire's full schedule of fees and charges.)</li> </ul> <p><i>*If the Shire refers the application to a specialist for technical advice to assist with its assessment the applicant will be billed for the cost of this service*</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Certificate of Title <u>AND</u> Lot Diagram of Survey showing all lot boundaries, easements covenants on the land.</li> </ul> <p><i>The Certificate of Title must be issued within the last <b>6 months</b>.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Cover Letter – Providing an outline of the proposal, description of the development and any justification for variations (if applicable) where the applicant is seeking discretion to be exercised under the relevant planning framework, Shire of Peppermint Grove Local Planning Scheme No. 3, State Planning Policies and/or Local Planning Policies.</li> </ul>

### PART 1. PROPOSED DEVELOPMENTS

**All** development applications require the following information to be submitted. One (1) set of plans in total (if the application is submitted in hard copy). An electronic copy of plans is required for all applications.

A 'set' of plans consists of proposed and existing (on separate sheets) of the following:

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.1 Existing and Proposed Site Plans, including all relevant dimensions to a scale of 1:00 or 1:200 only</p> <ol style="list-style-type: none"> <li>Street and lot number and street/road name</li> <li>North Point (on all plans)</li> <li>Existing and proposed buildings</li> <li>Existing and proposed uses</li> <li>Natural ground level and proposed ground and finish floor levels (relative to nominated datum point or AHD) (to be indicated by both contours and spot levels)</li> <li>All property boundaries and lot dimensions</li> <li>Setbacks to all lot boundaries</li> <li>Details and Location of any fencing (existing or proposed).</li> <li>Location, layout and dimension of any car parking areas</li> <li>Street verge including – street verge trees, power poles, drainage pits, manholes, crossover, footpaths and any other obstructions. As well as any proposed changes to these things.</li> <li>Location of any easements</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.2 Elevation plans (showing all relevant dimensions) to a scale of 1:100 only. Elevations are to be labelled with the relevant compass direction.</p> <ol style="list-style-type: none"> <li>All applicable elevations are to be submitted with description/heading (i.e. direction) of each elevation</li> <li>Existing/natural ground levels to be indicated vertically below any proposed/existing walls where the wall intersects with the ground. Existing/natural ground level to be relative to nominated datum point or AHD.</li> <li>Existing/natural ground level to be indicated as found at all adjacent lot boundaries. Existing/natural ground level to be relative to nominated datum point or AHD.</li> <li>Overall height dimensions to be shown from existing/natural ground level to ridge and pitch.</li> <li>Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof e.g. Plate height.</li> <li>Existing and proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, batter storage units, air conditioners and hot water systems.</li> </ol>



# Shire of Peppermint Grove

## Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>1.3 Floor plan (showing all relevant dimensions)</p> <p>a) A plan of every storey with floor levels (RL or AHD)</p> <p>b) Internal Layout showing doors / windows etc and room names</p> <p>c) Roof/eaves lines</p> <p>d) Total floor area in square metres</p> <p>e) Lot boundary and setbacks to all boundaries on all sides</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.4 Bushfire Attack Level (BAL) Assessment (if necessary). If unsure of the requirement of a BAL assessment, please contact the Shire of Peppermint Grove Planning Department.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>1.5 Heritage Impact Assessment (if necessary) If unsure, refer to Shire of Peppermint Grove Heritage Incentives Local Planning Policy or please contact the Shire of Peppermint Grove Planning Department</p>

### PART 2. RESIDENTIAL DEVELOPMENTS – SINGLE AND GROUPED DWELLINGS

Development concerned with residential land, including new buildings, alterations and additions.

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	2.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	2.2. Overshadow Diagram – diagram showing extent of overshadowing on adjoining properties, expressed in percentages and square metres.
<input type="checkbox"/>	<input type="checkbox"/>	2.3. Open Space Calculations – expressed in both percentages and square metres
<input type="checkbox"/>	<input type="checkbox"/>	2.4. All grouped dwelling proposals require a Landscaping Plan to show the location and species of planting as well as hard/soft scaping treatment area, legend of plant species and indication of areas which consist of irrigation/reticulation.
<input type="checkbox"/>	<input type="checkbox"/>	2.5. Where five (5) or more grouped dwellings are proposed, a Waste Management Plan is required to be submitted with the lodgement. Please refer to the Shire of Peppermint Grove Website or contact the Planning Department for any additional information.
<input type="checkbox"/>	<input type="checkbox"/>	2.6. Where five (5) or more grouped dwellings are proposed, a Traffic Impact Statement/Assessment is required to be submitted with the lodgement. Please refer to the Shire of Peppermint Grove Website or contact the Planning Department for any additional information.
<input type="checkbox"/>	<input type="checkbox"/>	2.7. Where five (5) or more grouped dwellings are proposed, an Acoustic Report is required to be submitted with the lodgement. Please refer to the Shire of Peppermint Grove Website or contact the Planning Department for any additional information.
<input type="checkbox"/>	<input type="checkbox"/>	2.8. All grouped dwellings proposals require a detailed Design Statement to provide an explanation of how the proposal addresses the 10 Design Principles of State Planning Policy 7.0 – Design of the Built Environment.
<input type="checkbox"/>	<input type="checkbox"/>	<p>2.9. If the subject property is heritage listed, a Materials and Finishes Schedule is required outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems).</p> <p style="margin-left: 40px;">The elevations are to show the proposed roof materials and colours.</p>



**PART 3. COMMERCIAL/MIXED USE DEVELOPMENTS**

Development concerned with commercial or mixed-use land, including multiple dwelling and mixed-use development applications and Development Assessment Panel applications.

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	3.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	3.2. Land use detail (for commercial development) - Information outlining the following: a) type of land uses proposed within the development b) hours of operation c) number of employees on site at any one time d) signage detail, (if applicable) e) whether clients/patients will visit the property by prior appointment only, etc.
<input type="checkbox"/>	<input type="checkbox"/>	3.3. Car Parking and Bicycle Parking outlining the following: a) number of car parking bays (including disabled), b) (un)loading bays c) bicycle bays proposed and their location, d) any end-of-trip facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3.4. Waste Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	3.5. Landscaping Plan - to show the location and species of planting as well as hard/soft scaping treatment area, legend of plant species and indication of areas which consist of irrigation/reticulation.
<input type="checkbox"/>	<input type="checkbox"/>	3.6. Traffic Impact Statement/Assessment (as required by the Shire) Please note: the Shire will require a Traffic Impact Statement/Assessment should a carparking shortfall be present.
<input type="checkbox"/>	<input type="checkbox"/>	3.7. Materials and Finishes – Schedule of the proposed materials and finishes
<input type="checkbox"/>	<input type="checkbox"/>	3.8. Plot Ratio Calculation
<input type="checkbox"/>	<input type="checkbox"/>	3.9. Acoustic report / noise management plan (as required by the Shire)
<input type="checkbox"/>	<input type="checkbox"/>	3.10 Details on how the development satisfies the 'Acceptable Outcomes' or 'performance solutions' of (where applicable) <i>State Planning Policy 7.3 - Residential Design Codes</i> Volume 1 or 2 (whichever is applicable).

**PART 4. CHANGE OF USE**

Applicant	Officer	Required Information
<input type="checkbox"/>	<input type="checkbox"/>	4.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	4.2. Use or Business Information – a document outlining the following details of the business: a) management plan; b) description of proposed business; c) hours of operation; d) floor area per use/s; e) number of employees; f) onsite parking provision; g) toilet facilities; h) internal fit out details; i) structural changes; j) signage details; k) shop-front treatments; l) deliveries/visitation rate per week/day; and m) all other relevant information n) car parking availability o) Maximum number of customers/visitors at any one time (including how appointments will be made i.e. prior appointment only, walk in etc.)



**PART 5. HOME OCCUPATION / HOME BUSINESS APPLICATION**

<b>Applicant</b>	<b>Officer</b>	<b>Required Information</b>
<input type="checkbox"/>	<input type="checkbox"/>	5.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	5.2. A completed Home Occupation / Home Business Details form
<input type="checkbox"/>	<input type="checkbox"/>	5.3. Two copies of a site plan and floor plan showing which areas are to be used in association with the home occupation, and where vehicles belonging to those residing at the property and where clients/customers are to park.

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