

Fast-Track DA Submission Document Checklist

When submitting a Fast-Track DA, information listed below is required to be submitted for each application. Specific requirements of the plans required for each type of Fast-Track DA is outlined in the following pages.

- 1. Completed Application Form (Local Planning Scheme No.3 Form) and Metropolitan Regional Scheme Form 1 (MRS Form 1) signed by all owners of the land**
 - In accordance with Clause 62(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, the application form must be signed by the owners of the land on which the proposed development will be located.
 - If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company 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.
 - The application forms can be downloaded on the City's website [here](#).

- 2. Certificate of Title**
 - A copy of the Certificate of Title issued by Landgate within the last six months must be submitted.
 - The City uses this information to confirm ownership details, lot numbers and addresses, and the type and location of any easements.
 - If an easement or Deposited Plan is noted on your Certificate of Title, please provide a copy. If you don't have a current copy of your Certificate of Title, these can be obtained from Landgate.

- 3. Application Fee**
 - The application fee can be found on the City's website: [Planning Fees and Charges](#)

- 4. One Set of Plans**
 - In addition to the above required documents, specific requirements of the plans required for each type of Fast-Track development application is outlined in the following pages.

- 5. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet**
 - This is to be completed via the online development assessment sheet on the City's [website](#).

Single House

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Existing trees within the development site
 - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
 - Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
 - Lot boundaries and dimensions
 - Details of any road widening.

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Parking bays dimensioned, turning and manoeuvring areas and crossovers
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location and top of wall heights of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Location of new buildings and existing buildings to be retained
 - Details of front fencing and details of boundary fencing
 - Overshadowing diagram (only where a south facing lot is residential and will be affected by overshadowing)
 - Proposed design levels of driveway/s and crossover/s
 - In accordance with City of Stirling's Local Planning Policy 6.11 (Trees on Development Sites) please indicate the location and height of any existing tree/s to be retained
 - Any development proposed over \$100,000 will be required to plant one new advanced tree
 - Significant or advance trees require a minimum 9m² soil space free of any paved areas or driveways around each tree to sustain its health and growth. Verge trees are not included in this calculation and are in addition to significant trees on development sites
 - All verge infrastructure identified on the site feature survey is required to be shown on the proposed site plan
 - Location of meter boxes and letter boxes.

- 3. Floor plans, drawn to scale noted not less than 1:100, showing:**
 - All floors
 - An internal layout of any existing structures to be retained
 - Cone of vision diagrams for upper floors
 - Lot boundaries to be shown on all floorplans.

- 4. Elevations drawn to scale noted not less than 1:100, showing:**
 - Existing natural ground levels, spot levels and proposed retaining walls

- Location of meter boxes
- Elevations from all external viewpoints (i.e. front and sides)
- Dimensioned wall and building heights (maximum heights to be clearly identified)
- A schedule of material and finishes for all applications in Local Planning Policy Design Guidelines areas.

5. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet

- This is to be completed via the online development assessment portal on the City's [website](#).

Additions/Extension (to a Single House)

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Existing trees within the development site
 - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
 - Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
 - Lot boundaries and dimensions
 - Details of any road widening.

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Parking bays dimensioned, turning and manoeuvring areas and crossovers
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location and top of wall heights of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Location of new buildings and existing buildings to be retained
 - Details of front fencing and details of boundary fencing
 - Overshadowing diagram (only where a south facing lot is residential and will be affected by overshadowing)
 - Proposed design levels of driveway/s and crossover/s
 - In accordance with City of Stirling's Local Planning Policy 6.11 (Trees on Development Sites) please indicate the location and height of any existing tree/s to be retained
 - Any development proposed over \$100,000 will be required to plant one new advanced tree
 - Significant or advance trees require a minimum 9m² soil space free of any paved areas or driveways around each tree to sustain its health and growth. Verge trees are not included in this calculation and are in addition to significant trees on development sites
 - All verge infrastructure identified on the site feature survey is required to be shown on the proposed site plan
 - Location of meter boxes and letter boxes.

- 3. Floor plans, drawn to scale noted not less than 1:100, showing:**
 - All floors
 - An internal layout of any existing structures to be retained
 - Cone of vision diagrams for upper floors
 - Lot boundaries to be shown on all floorplans.

- 4. Elevations drawn to scale noted not less than 1:100, showing:**
 - Existing natural ground levels, spot levels and proposed retaining walls

- Location of meter boxes
- Elevations from all external viewpoints (i.e. front and sides)
- Dimensioned wall and building heights (maximum heights to be clearly identified)
- A schedule of material and finishes for all applications in Local Planning Policy Design Guidelines areas.

5. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet

- This is to be completed via the online development assessment portal on the City's [website](#).

Grouped Dwellings

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Existing trees within the development site
 - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
 - Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
 - Lot boundaries and dimensions
 - Details of any road widening.

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Parking bays dimensioned, turning and manoeuvring areas and crossovers
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location and top of wall heights of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Location of new buildings and existing buildings to be retained
 - Details of front fencing and details of boundary fencing
 - Overshadowing diagram (only where a south facing lot is residential and will be affected by overshadowing)
 - Proposed design levels of driveway/s and crossover/s
 - In accordance with City of Stirling's Local Planning Policy 6.11 (Trees on Development Sites) please indicate the location and height of any existing tree/s to be retained
 - Any development proposed over \$100,000 will be required to plant one new advanced tree
 - Significant or advance trees require a minimum 9m² soil space free of any paved areas or driveways around each tree to sustain its health and growth. Verge trees are not included in this calculation and are in addition to significant trees on development sites
 - All verge infrastructure identified on the site feature survey is required to be shown on the proposed site plan
 - Location of meter boxes and letter boxes.

- 3. Strata Plan (for all developments with common property), drawn to scale and scale noted not less than 1:100, showing:**
 - Strata plans are required to determine lot boundaries. All applications that have common property require a strata plan, even if the development is not on the common property. If any form of works are proposed on the common property, strata authorisation is also required.

- 4. Pre-Calc Plan**
 - Lot areas Lot boundaries and dimensions.

- 5. Floor plans, drawn to scale noted not less than 1:100, showing:**
 - All floors
 - An internal layout of any existing structures to be retained
 - Cone of vision diagrams for upper floors
 - Lot boundaries to be shown on all floorplans.

- 6. Elevations drawn to scale noted not less than 1:100, showing:**
 - Existing natural ground levels, spot levels and proposed retaining walls
 - Location of meter boxes
 - Elevations from all external viewpoints (i.e. front and sides)
 - Dimensioned wall and building heights (maximum heights to be clearly identified)
 - A schedule of material and finishes for all applications in Local Planning Policy Design Guidelines areas.

- 7. Bushfire Attack Level Assessment (BAL) if applicable**
 - Lots identified in bushfire prone areas require a Bushfire Attack Level (BAL) assessment to be provided with the application if the lot is over 1110m². To determine if your lot is affected, you can view the mapping found on the DFES website or on [StirlingMaps](#).

- 8. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet**
 - This is to be completed via the online development assessment portal on the City's [website](#).

Additions/Extension (to a Grouped Dwelling)

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Existing trees within the development site
 - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
 - Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
 - Lot boundaries and dimensions
 - Details of any road widening.

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Parking bays dimensioned, turning and manoeuvring areas and crossovers
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location and top of wall heights of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Location of new buildings and existing buildings to be retained
 - Details of front fencing and details of boundary fencing
 - Overshadowing diagram (only where a south facing lot is residential and will be affected by overshadowing)
 - Proposed design levels of driveway/s and crossover/s
 - In accordance with City of Stirling's Local Planning Policy 6.11 (Trees on Development Sites) please indicate the location and height of any existing tree/s to be retained
 - Any development proposed over \$100,000 will be required to plant one new advanced tree
 - Significant or advance trees require a minimum 9m² soil space free of any paved areas or driveways around each tree to sustain its health and growth. Verge trees are not included in this calculation and are in addition to significant trees on development sites
 - All verge infrastructure identified on the site feature survey is required to be shown on the proposed site plan
 - Location of meter boxes and letter boxes.

- 3. Floor plans, drawn to scale noted not less than 1:100, showing:**
 - All floors
 - An internal layout of any existing structures to be retained
 - Cone of vision diagrams for upper floors
 - Lot boundaries to be shown on all floorplans.

- 4. Elevations drawn to scale noted not less than 1:100, showing:**
 - Existing natural ground levels, spot levels and proposed retaining walls

- Location of meter boxes
- Elevations from all external viewpoints (i.e. front and sides)
- Dimensioned wall and building heights (maximum heights to be clearly identified)
- A schedule of material and finishes for all applications in Local Planning Policy Design Guidelines areas.

5. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet

- This is to be completed via the online development assessment portal on the City's [website](#).

Garage or Carport

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Existing trees within the development site
 - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
 - Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
 - Lot boundaries and dimensions
 - Details of any road widening.

(A site feature survey is NOT required if levels are not changing; however, the Finished Floor Levels (FFL) must be shown – i.e. showing no change to existing levels. If sloping site or changing levels, site survey required.)

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Parking bays dimensioned, turning and manoeuvring areas and crossovers
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location and top of wall heights of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Location of new buildings and existing buildings to be retained
 - Details of front fencing and details of boundary fencing
 - Proposed design levels of driveway/s and crossover/s
 - In accordance with City of Stirling's Local Planning Policy 6.11 (Trees on Development Sites) please indicate the location and height of any existing tree/s to be retained
 - Any development proposed over \$100,000 will be required to plant one new advanced tree
 - Significant or advance trees require a minimum 9m² soil space free of any paved areas or driveways around each tree to sustain its health and growth. Verge trees are not included in this calculation and are in addition to significant trees on development sites
 - All verge infrastructure identified on the site feature survey is required to be shown on the proposed site plan.
- 3. Floor plans, drawn to scale noted not less than 1:100, showing:**
 - Lot boundaries to be shown on all floorplans.
- 4. Elevations drawn to scale noted not less than 1:100, showing:**
 - Indicating the existing natural ground levels, spot levels and proposed retaining walls
 - Elevations from all external viewpoints (i.e. front and sides)
 - Dimensioned wall and building heights (maximum heights to be clearly identified)

- A schedule of material and finishes for all applications in Local Planning Policy Design Guidelines areas.

5. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet

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Ancillary Dwelling

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Existing trees within the development site
 - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
 - Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
 - Lot boundaries and dimensions
 - Details of any road widening.

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Parking bays dimensioned, turning and manoeuvring areas and crossovers
 - Details of the upgrading of an existing dwelling (parking, store, OLA)
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location and top of wall heights of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Location of new buildings and existing buildings to be retained
 - Details of front fencing
 - Overshadowing diagram (only where a south facing lot is residential and will be affected by overshadowing)
 - Visual privacy cone of vision diagrams
 - Proposed design levels of driveway/s and crossover/s
 - In accordance with City of Stirling's Local Planning Policy 6.11 (Trees on Development Sites) please indicate the location and height of any existing tree/s to be retained
 - Any development proposed over \$100,000 will be required to plant one new advanced tree
 - Significant or advance trees require a minimum 9m² soil space free of any paved areas or driveways around each tree to sustain its health and growth. Verge trees are not included in this calculation and are in addition to significant trees on development sites
 - All verge infrastructure identified on the site feature survey is required to be shown on the proposed site plan
 - Location of meter boxes
 - Location of new letter boxes (including letter boxes being relocated).

- 3. Floor plans, drawn to scale noted not less than 1:100, showing:**
 - Cone of vision diagrams for upper floors
 - Lot boundaries to be shown on all floorplans.

4. Elevations drawn to scale noted not less than 1:100, showing:

- Indicating the existing natural ground levels, spot levels and proposed retaining walls
- Showing meter boxes
- Elevations from all external viewpoints (i.e. front and sides)
- Dimensioned wall and building heights (maximum heights to be clearly identified)
- A schedule of material and finishes for all applications in Local Planning Policy Design Guidelines areas.

5. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet

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Retaining Walls

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Existing trees within the development site
 - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
 - Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
 - Lot boundaries and dimensions
 - Details of any road widening.

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Parking bays dimensioned, turning and manoeuvring areas and crossovers
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location and top of wall heights of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Location of new buildings and existing buildings to be retained
 - Details of front fencing and details of boundary fencing
 - Overshadowing diagram (only where a south facing lot is residential and will be affected by overshadowing)
 - Visual privacy cone of vision diagrams
 - Proposed design levels of driveway/s and crossover/s
 - In accordance with City of Stirling's Local Planning Policy 6.11 (Trees on Development Sites) please indicate the location and height of any existing tree/s to be retained
 - Any development proposed over \$100,000 will be required to plant one new advanced tree
 - Significant or advance trees require a minimum 9m² soil space free of any paved areas or driveways around each tree to sustain its health and growth. Verge trees are not included in this calculation and are in addition to significant trees on development sites
 - All verge infrastructure identified on the site feature survey is required to be shown on the proposed site plan.

- 3. Elevations drawn to scale noted not less than 1:100, showing:**
 - Indicating the existing natural ground levels, spot levels and proposed retaining walls
 - Elevations from all external viewpoints (i.e. front and sides with maximum heights to clearly identified).

- 4. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet**
 - This is to be completed via the online development assessment portal on the City's [website](#).

Front Fence

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Existing trees within the development site
 - Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
 - Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
 - Lot boundaries and dimensions
 - Details of any road widening.

(A site feature survey is NOT required if levels are not changing; however, if retaining walls are proposed as part of the application a site survey will be required.)

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Parking bays, turning and manoeuvring areas and crossovers
 - Proposed contours and location and height of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Proposed design levels of driveway/s and crossover/s
 - All verge infrastructure identified on the site feature survey is required to be shown on the proposed site plan
 - Location of meter boxes and letter boxes if applicable.
- 3. Elevations drawn to scale noted not less than 1:100, showing:**
 - Indicating the existing natural ground levels, spot levels and proposed retaining walls
 - Elevations from all external viewpoints (meter boxes shown if applicable)
 - Dimensioned heights (maximum heights to clearly identified)
 - A schedule of material and finishes for all applications in Local Planning Policy Design Guidelines areas.
- 4. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet**
 - This is to be completed via the online development assessment portal on the City's [website](#).

Outbuilding

Plan Submission Requirements

1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:

- Existing contours at 0.5m intervals extending past property boundaries
- Relevant spot levels, location and finished floor levels of adjoining buildings
- Existing structures, including retaining walls
- Existing trees within the development site
- Street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
- Other fixtures (bus stops, power poles, power domes, traffic islands etc.)
- Lot boundaries and dimensions.

(A site feature survey is NOT required if levels are not changing; however, Finish Floor Level must be shown – i.e. showing no change to existing levels. If sloping site or changing levels, a site survey will be required required.)

2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:

- North point
- Proposed contours, finished floor levels and location and height of retaining walls
- Dimensioned setbacks to lot boundaries
- Location of existing buildings to be retained.

3. Floor plans, drawn to scale noted not less than 1:100, showing:

- Lot boundaries to be shown on all floorplans.

4. Elevations drawn to scale noted not less than 1:100, showing:

- Indicating the existing natural ground levels, spot levels and proposed retaining walls
- Elevations from all external viewpoints (i.e. front and sides)
- Dimensioned wall and building heights (maximum heights to be clearly identified)
- A schedule of material and finishes for all applications in Local Planning Policy Design Guidelines areas.

5. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet

- This is to be completed via the online development assessment portal on the City's [website](#).

Patio

Plan Submission Requirements

- 1. Site Feature Survey provided to AHD (including street verge), drawn to scale (and noted as not less than 1:200), endorsed by a licensed surveyor, showing:**
 - Existing contours at 0.5m intervals extending past property boundaries
 - Relevant spot levels, location and finished floor levels of adjoining buildings
 - Existing structures, including retaining walls
 - Lot boundaries and dimensions.

(A site feature survey is NOT required if levels are not changing; however, Finish Floor Level must be shown – i.e. showing no change to existing levels. If sloping site or changing levels, a site survey will be required required.)

- 2. Site Plan, drawn to scale and scale noted not less than 1:100, showing:**
 - North point
 - Proposed contours, finished floor levels and location and height of retaining walls
 - Dimensioned setbacks to lot boundaries
 - Location of existing buildings to be retained.
- 3. Floor plans, drawn to scale noted not less than 1:100, showing:**
 - Lot boundaries to be shown on all floorplans.
- 4. Elevations drawn to scale noted not less than 1:100, showing:**
 - Indicating the existing natural ground levels, spot levels and proposed retaining walls
 - Elevations from all external viewpoints (i.e. front and sides)
 - A schedule of Material and Finishes for applications in Local Planning Policy Design Guidelines areas.
- 5. Completed Fast-Track DA Assessment Sheet & Design Principles Assessment Sheet**
 - This is to be completed via the online development assessment portal on the City's [website](#).