



Stirling Fast-Track (Development Applications) Information Guide

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Introduction

Stirling Fast-Track (Development Applications)

Stirling Fast-Track is a fast-tracked assessment process for the following residential Development Applications (DA):

- Single House
- Additions (to a Single House)
- One Grouped Dwelling
- Two Grouped Dwellings
- Additions (to a Grouped Dwelling)
- Garage
- Carport
- Ancillary dwelling
- Retaining walls
- Front fence
- Outbuilding
- Patio

A key feature of the Stirling Fast-Track process is enabling Fast-Track applicants to provide the City of Stirling (the City) with a detailed planning assessment to enable the City to process the application in a more streamlined fashion and in a quicker timeframe. The City will process Fast-Track applications within the following timeframes:

- Within 28 calendar days from pre-lodgement submission for applications which do not require referrals to external agencies.
- Within 50 calendar days from pre-lodgement submission for applications which require referrals to external agencies (such as Main Roads Western Australia).

Who are these guidelines for?

This information guide is designed to provide applicants with all the information they need to become an accredited Fast-Track DA Applicant and lodge Fast-Track applications with the City of Stirling.

Roles and responsibilities

The City and Applicants all play a role in the Fast-Track DA process. It is important to understand the roles and responsibilities of the main parties who are involved.

Applicant

The applicant for a Fast-Track DA is the person who lodges the application with the City. The applicant could be the landowner(s), or a planning consultant or agent acting on behalf of the owner(s).

To become an accredited Fast-Track Applicant, the applicant will first need to register their details and declare their interest to lodge Fast-Track DAs via the City's Expression of Interest (EOI) form. The quality of the submission is vital to enable the City to process a Fast-Track DA, therefore it is the responsibility of

the Applicant to provide a high quality Fast-Track submission in accordance with the requirements outlined in this guideline.

The City

The City is responsible for assessing and determining Fast-Track applications in accordance with the City of Stirling's Planning Framework.

To support this service, the City has dedicated a team of Planning Officers who are available to assist Applicants throughout the Stirling Fast-Track process.

Eligible Fast-Track Development Applications

List of Eligible Development Applications

The following residential applications which are subject to assessment against the Residential Design Codes Volume 1 are eligible to be lodged for Fast-Track DA assessment:

- Single House
- Additions (to a Single House)
- One Grouped Dwelling
- Two Grouped Dwellings
- Additions (to a Grouped Dwelling)
- Garage
- Carport
- Ancillary dwelling
- Retaining walls
- Front fence
- Outbuilding
- Patio

What types of variations can be considered?

The following variations to Deemed-to-Comply requirements can be considered by the City under a Fast-Track Development Application:

- Clause 5.1.2 – Street Setback
- Clause 5.1.3 – Lot Boundary Setback
- Clause 5.1.4 – Open Space
- Clause 5.1.6 – Building Height
- Clause 5.2.1 – Setback of Garages and Carports
- Clause 5.2.2 – Garage Width
- Clause 5.2.3 – Street Surveillance
- Clause 5.2.4 – Street Wall and Fences
- Clause 5.2.5 – Sight Lines
- Clause 5.2.6 – Appearance of Retained Dwelling
- Clause 5.3.1 – Outdoor Living Areas
- Clause 5.3.2 – Landscaping

- Clause 5.3.3 – Parking
- Clause 5.3.4 – Design of Car Parking Spaces
- Clause 5.3.5 – Vehicular Access
- Clause 5.3.7 – Site Works
- Clause 5.4.1 – Visual Privacy
- Clause 5.4.2 – Solar access for adjoining sites
- Clause 5.4.3 – Outbuildings
- Clause 5.4.4 – External fixtures, utilities and facilities
- Clause 5.5.1 – Ancillary Dwellings
- Clause 5.5.3 – Single Bedroom Dwellings

What extent of variations can be considered under a Fast-Track application?

The extent of each variation proposed will be considered by the City at the pre-lodgement submission stage. Confirmation will then be provided back to the applicant on whether their application can be assessed under a Fast-Track assessment or if the variations proposed are substantial and may have a possible impact on the amenity of neighbouring properties.

If a proposed variation requires consultation with adjoining owners and occupiers, the City will conduct advertising during the standard application process and the application will have a 60-day statutory determination timeframe.

If the extent of variations proposed require a fundamental redesign, the proposal cannot be considered as a Fast-Track application and will be assessed as a standard development application. An applicant can choose to amend the plans in accordance with the City's Lodgement Ready Letter advice and submit a new Fast-Track application via the City's website. This application will then be considered within 21 days and a new Lodgement Ready letter will be provided to the applicant.

What applications will not be considered under a Fast-Track application?

The following applications will not be considered by the City under the Fast-Track DA process and a standard development will need to be submitted:

- Applications located within the City's Heritage Protection Area (Inglewood, Menora and Mount Lawley)
- Applications which propose variations to minimum and average lot area/s which will require subdivision approval from the Western Australian Planning Commission (WAPC)
- If the development has commenced or been carried out (Unauthorised works)
- Applications located within the following Strategic Planning Project Areas:
 - Stirling City Centre
 - Herdsman Glendalough Structure Plan Area
 - Mirrabooka Town Centre Activity Plan Area
 - Scarborough Beach Road West Local Development Plan Area
 - Neighbourhood Centres Local Development Plan Area.

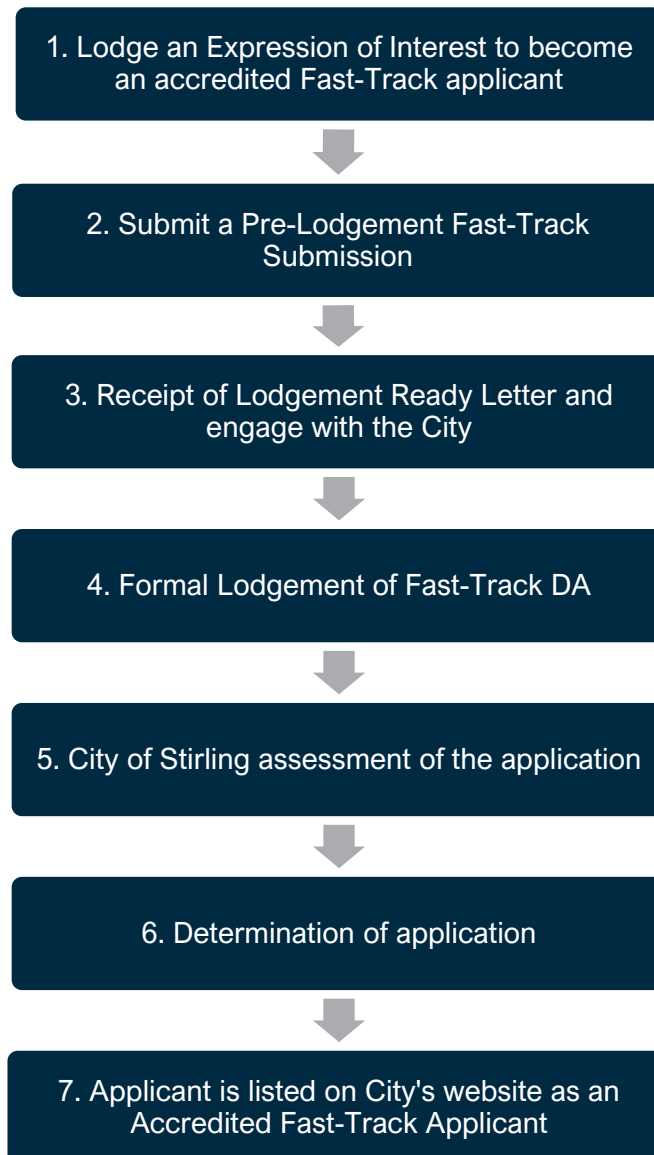
Stirling Fast-Track DA Process

Process overview

To enable the City to determine Fast-Track Development Applications, applicants will need to lodge a pre-lodgement Fast-Track submission and engage with the City to ensure that any potential issues are considered and mitigated prior to a formal lodgement of a Fast-Track DA.

To enable Fast-Track applications to be determined, the initial process outlined below will need to be followed by all applicants.

Initial Fast-Track process



Step 1 – Lodge an Expression of Interest (EOI) to become an accredited Fast-Track applicant

Applicants who wish to become an accredited Fast-Track applicant are to register their interest by submitting an Expression of Interest (EOI).

Step 2 – Submit a Pre-Lodgement Fast-Track submission

Following the registration of the EOI, the City will allow the applicant to lodge a Fast-Track application for assessment.

Upon receipt of the Pre-Lodgement Fast-Track submission, the City will review the application and provide Pre-Lodgement Advice via a Lodgement Ready Letter within 21 calendar days or 43 days for applications requiring external referral. The City will endeavour to provide advice in a quicker timeframe where possible.

Step 3 – Receipt of Lodgement Ready Letter and engage with the City

Following the City's review of the Pre-Lodgement Fast-Track submission, a Lodgement Ready Letter will be provided to advise if the application is eligible to be determined under the City's Fast-Track DA process. The letter will also include an invoice to pay the application fee.

If an application is unable to be considered under the City's Fast-Track development application process, the City will provide reasons and enable an applicant to lodge the application for determination through the standard Development Application process.

A Pre-Lodgement Advice meeting is available to applicants who wish to discuss their proposal with a Planning Officer after they have received the Lodgement Ready Letter. This process will enable applicants to discuss any potential issues with the Fast-Track application, including confirmation of Average Natural Ground Level (ANGL), street trees, engineering issues, or proposed variations to the City's Planning Framework.

Step 4 – Formal Lodgement of Fast-Track DA

Following receipt of payment of the application fee and any outstanding information requested by the City, the application will be formally lodged as a Fast-Track Development Application for assessment and an acknowledgement letter will be sent to the applicant.

Step 5 – City of Stirling assessment of application

The City will consider all information submitted by the applicant and will determine the application based on the information provided.

Step 6 – Determination of application

The City will provide a determination for all eligible Fast-Track applications within 7 calendar days from acknowledgement letter and within 28 calendar days or 50 calendar days from Pre-Lodgement Fast-Track DA submission.

Should the City require further information following the formal lodgement of the Fast-Track DA, the application will revert to a standard development application. It will then be determined in line with the normal statutory 60-day timeframe as stipulated in the Planning and Development (Local Planning Schemes) Regulations 2015.

Step 7 – Applicant is listed on the City’s website as an accredited Fast-Track Applicant

The City will provide an accreditation letter to applicants along with their first Fast-Track determination. The applicant’s details will also be listed on the City’s website as an accredited Fast-Track applicant to enable residents to engage with Fast-Track applicants when seeking to lodge development application with the City.



Step 1: Becoming an Accredited Fast-Track DA Applicant

Applicants who wish to become an Accredited Fast-Track applicant are required to register their interest by submitting an Expression of Interest (EOI) directly to the City via the following [link](#). Any applicant can request to be accredited.

To become accredited, an applicant is required to declare that they will always provide the City with high-quality applications that meet the City's requirements to enable determination of the application in a Fast-Track manner.

Following receipt of the completed EOI application, the City will allow a proposed applicant to lodge a Fast-Track application for assessment. The City will consider the application and, if the application is of high quality and determined by the City within 28 calendar days or 50 calendar days, the City will issue the applicant accredited Fast-Track applicant status and the applicant will be listed on the City's website.

The following logo may be displayed in marketing materials, websites, brochures, or documentation to promote that the applicant holds a Fast-Track Accreditation.



Maintaining the Fast-Track Applicant Accreditation

This accreditation will be listed on the City's website and will enable the City's residents to easily engage with an accredited Fast-Track applicant to lodge their residential development applications on their behalf. This accreditation will be monitored by the City to ensure that high quality applications are received for assessment by the City.

A sub-standard application is an application which does not provide the information as required under the submission document checklist, consistently provides incorrect assessments or proposes variations (such as building height) which cannot be considered under a Fast-Track application.

The City has the right to remove accreditation and thereby the right for that applicant to lodge Fast-Track applications with the City should an applicant lodge a number of sub-standard applications.

Removal of accreditation will result in applicants only being able to lodge standard development applications with the City and will result in standard determination time frames. The accreditation logo must also not be used in the event of the accreditation being rescinded.

Should an applicant wish to regain accreditation, they will need to lodge and receive two additional Fast-Track approvals prior to regaining their accreditation and being relisted on the City's website.

Step 2: Submit a Pre-Lodgement Fast-Track Submission

The first step in the Stirling Fast-Track process is to submit a Pre-Lodgement submission for the proposed development. The purpose of the Pre-Lodgement submission is for applicants to notify the City of any potential issues regarding their application and to obtain advice from the City to enable their Fast-Track application to be considered lodgement ready.

The Pre-Lodgement Fast-Track Development Application is intended to ensure:

- Applicants are on the right track
- Any potential issues are addressed up front
- To identify if proposed variations are considered substantial and may have an amenity impact on neighbouring properties
- To identify if the application will require advertising under a standard development application
- A smooth and faster assessment of the application once lodged
- The likelihood of a request for further information is minimised.

What information is to be provided in the Pre-Lodgement submission?

Detailed information is required to be submitted with your Pre-Lodgement submission to ensure the City can identify any potential issues with your application and confirm if the application can be determined under the City's Fast-Track process.

Information required to be submitted includes:

Information required	Format required
DA Application Forms (LPS3 Form and MRS Form)	PDF
Certificate of Titles issued by Landgate within the past 6 months	PDF
Cover Letter	PDF
Site Feature Survey (if required – please refer to submission document checklist)	PDF
Completed Fast-Track DA Assessment Sheet	Submitted via assessment portal
Completed Design Principal Assessment Sheet	Submitted via assessment portal
One Set of Plans <ul style="list-style-type: none"> • Site Plan • Floor Plans • Elevations • Overshadow Diagram (if applicable) 	PDF

Please refer to the [Fast-Track DA Submission Document Checklist](#) for further information on the level of detail required for the submitted documents.

How to submit a Pre-Lodgement submission?

A Pre-Lodgement Fast-Track submission is to be lodged electronically via the City's website using the following link: <https://www.stirling.wa.gov.au/planning-and-building/lodge-an-application>

Step 3: Lodgement Ready Letter

Following the City's review of the Pre-Lodgement submission, the City will provide Pre-Lodgement Advice via a Lodgement Ready Letter advising the following information:

- Proposed application details
- Confirmation if the proposal can be considered as a Fast-Track application with no amendments or with amendments
- Identification of any issues that would inhibit a Fast-Track assessment. Issues that could be identified include:
 - Building height variations
 - Variations proposed that would not be supported by the City
 - Removal of street trees
 - External referrals are required (Main Roads, Department of Planning, Lands and Heritage)
 - Further Planning Framework assessment required (sites located within Strategic Planning Project Areas).

A Pre-Lodgement Fast-Track submission is mandatory, free of charge, and advice will be provided by the City within 21 calendar days.

This timeframe may be extended to 43 calendar days if Planning Officers are required to obtain referral advice from external agencies such as Main Roads Western Australia, Department Planning, Lands and Heritage or Public Transport Authority of Western Australia.

It is important to note that where it is determined the request has not met the City's requirements or requires more information, the applicant will be notified as soon as possible.

The applicant will have one opportunity to rectify the issues raised. Should it be determined the request has not been satisfactorily rectified as advised, the applicant will be notified that their application will be processed as a standard Development Application.

Pre-Lodgement Meeting

After receiving the Lodgement Ready Letter, a Pre-Lodgement Advice meeting is available to the applicant if they wish to discuss their proposal with a Planning Officer. This meeting can discuss issues highlighted in the Lodgement Ready Letter.



Step 4: Formal Lodgement of Fast-Track DA

A Fast-Track DA can only be lodged following payment of the application fee and submission of all requested information in the Lodgement Ready Letter. The lodgement of the application will be confirmed to the applicant by receipt of an DA Acknowledgement letter.

The City will then proceed to assess the application and issue a determination within 7 calendar days.

Step 5: City of Stirling Assessment of the Application

Upon issuing the acknowledgement letter, the City's Planning Officers will assess the Fast-Track Development Application. The assessment will determine if the proposed development can be approved and is in accordance with the City Planning Framework.

As the Fast-Track DA process includes the Pre-Lodgement Advice process, the likelihood of the City requiring further information from the applicant will be greatly reduced. As a result, the assessment of a Fast-Track DA will be relatively quick in comparison to the City's standard DA assessment process. The City will assess and determine the Fast-Track application within 7 calendar days pending no further information being required.

Whilst the intent of the Fast-Track DA process is to avoid requesting further information from the applicant, the City reserves the right to request further information where required.

This means the City cannot guarantee a decision being made on the application within 28 or 50 calendar days where a request for further information is made.

Step 6: Determination of Application

The Applicant can expect determination of their Fast-Track Application within 7 days from receipt of acknowledgement letter and within 28 or 50 calendar days of the day from the Pre-Lodgement submission.

A Determination Notice and Approved Plans will be provided and includes, but is not limited to:

- Approved Plans with annotations (if required)
- Determination Notice including;
 - Applicant Details
 - Application Details
 - Location Details
 - Decision Date and Details
 - Details of the Approval

- Conditions and Advice Notes
- Expiry Date.

Step 7: Applicant is Listed on the City's Website as an Accredited Fast-Track Applicant

The City will provide an accreditation letter to applicants along with their first Fast-Track determination. The applicant's details will also be listed on the City's website as an accredited Fast-Track applicant to enable residents to engage with Fast-Track applicants when seeking to lodge development application with the City.

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 areasLot 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

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

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

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](#).

