

Development Applications – Submission Checklist and Matrix

When submitting a Development Application (Application for Approval to Commence Development) the following information is required before the application can be accepted for lodgement. This checklist should be read in conjunction with the planning lodgement matrix (available at the end of this document) for assistance with the level of information required for particular types of developments.

1. Certificate of Title

Copy of the Certificate of Title issued by Landgate within the last 6 months. 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 with your Certificate of Title. If you don't have a current copy of your certificate of title these can be obtained from Landgate.

2. Completed Application Forms (MRS Form and LPS3 Form) signed by all owners of the land

Local Planning Scheme No. 3 Form (LPS3 Form)

For development on Common Property of a Strata development, the Strata Company is the legal owner of the land and is therefore required to authorise any application. For other development on a Strata Titled property, the approval of the Strata Company may be required under the Strata Titles Act or Scheme By Laws but these are not administered by the City: responsibility for ensuring that the appropriate endorsements are in place rests with the applicant.

In accordance with Clause 62(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, the application form must be signed by all owners for any development that occurs within the common property (e.g. metre boxes, utilities etc).

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.

Metropolitan Regional Scheme Form 1 (MRS Form 1)

Registered proprietor/s (landowner's) or the authorised agent's details must be provided. If there are more than two landowners please provide all relevant information on a separate page. Signature/s must be provided by all registered proprietors or by an authorised agent. Alternatively, a letter of consent by all registered proprietors or by the authorised agent, can be provided.

3. Site Feature Survey (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

4. One set of Plans, drawn to scale and scale noted not less than 1:100, showing relevant dimensions and including:

- A scaled Site Plan at 1:100 or 1:200 showing:
 - North point;
 - Parking bays dimensioned, turning & manoeuvring areas and crossovers;
 - Details of the upgrading of an existing dwelling (parking, store, OLA) where it is proposed to be retained;
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location & height of retaining walls;
 - Location of new buildings & existing buildings to be retained;
 - Courtyards and location of drying areas;
 - Details of front fencing and details of boundary fencing;
 - Overshadowing and 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 new advanced trees at a ratio of 1 tree per dwelling.
 - Significant or advanced 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 and letter boxes for single houses, grouped and multiple dwelling developments.
- Floor plans (All floors, and 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
- Overshadow diagram where an adjoining lot to the south is affected;
- Scaled set of Elevations at 1:50, 1:100 or 1:200 showing:
 - Indicating the existing natural ground levels and proposed retaining walls;
 - Showing meter boxes;

- Elevations from all external viewpoints (i.e. front and sides) for fencing in street setback area.
- For residential applications for two or more dwellings, a diagram of indicative lot boundaries and sizes, including any common property (a 'pre-calc plan');
- A schedule of Material & Finishes of ALL buildings, driveways, fences etc. for all applications in the Heritage Protected Area or Design Guidelines areas and also for new commercial developments

5. Written justification

For any variations to Scheme, R-Codes (addressing the relevant Design Principles) or policy requirements.

6. Bushfire prone areas

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

7. Coloured Perspective

Required for large developments or any proposal which is considered to have a potential significant impact on the existing streetscape or adjoining properties, as determined by the City.

8. Landscaping Plan (For Industrial / Commercial & Multiple & Grouped Dwellings with 5 or more units), showing:

- All existing vegetation;
- Proposed vegetation including bed sizes with dimensions, plant sizes, plant species, number of plants and notation of existing vegetation proposed to be retained;
- Paved areas, footpaths, carparks and driveways;
- Building layout, including major openings;
- Verge Areas & Levels;
- Lot boundaries & North Point.

9. A brief Transport Statement (non-technical report) is required to be submitted for change-of-use and non-residential developments.

The Transport Statement shall include but not limited to:

- Description of the development;
- Vehicle access arrangement;
- Provision for service vehicles;
- Hours of operation;
- Estimate of daily traffic volumes and type of vehicles (staff & customers);
- Location of nearest bus stops train stations and level of accessibility;
- Pedestrian access / facilities (footpaths);
- Cycle access / facilities (bike paths).

Note: for full details on submission requirements please refer to the Transport Assessment Guidelines available on the Department of Planning, Lands and Heritage website.

10.A full Transport Assessment (technical report)

Required to be submitted for developments with more than 50 parking spaces and shall include but not limited to:

- Description of the development;
- Assessment of the likely parking demand;
- Consideration of nearby developments;
- Assessment of accessibility of the site by non-car modes;
- Assessment of the impact of the development traffic on existing pedestrians, cyclists and public transport users;
- Assessment of the potential impact on the amenity of the surrounding area.

Note: for full details on submission requirements please refer to the Transport Assessment Guidelines available on the Department of Planning, Lands and Heritage website.

Notes:

1. Development of land abutting regional reserves, including regional roads and in identified Clause 32 areas (such as parts of Glendalough, Scarborough, Osborne Park) may require an application under the Metropolitan Regions Scheme in addition to the above for referral to the Department for Planning and Infrastructure. Where applicable, the appropriate Form 1 and an additional set of plans will be required.
2. Certain uses require the approval of Council and advertising of the proposal.
3. The City reserves the right to request additional information or justification where this is required to enable an informed assessment of the proposal to be made.
4. The planning application fee can be found on the fees and charges document on the City's website which is updated every year.

Enquiries:

Enquiries may be made to the City's staff on 9205 8555 or at the City's offices during office hours, Monday- Friday. Further information may be available on the City's website: www.stirling.wa.gov.au or the Department of Planning, Lands and Heritage website: www.dplh.wa.gov.au

DISCLAIMER

This publication is intended to provide general information only. Verification with the original Local Laws, planning schemes and other relevant documents is recommended for detailed

	Patio, Outbuilding, Fence, Retaining Walls	Carport and Garage	Residential Additions	Ancillary Dwelling	Single Dwelling	Grouped Dwelling	Multiple Dwellings	Short Stay & Change of Use	Commercial / Industrial	Home Business	Signage
Required Documents											
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Certificate of Title	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Strata plan for all developments with common property ¹	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor Plan ²	No - normally combined in site plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Elevations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean Site Survey (must be endorsed by a licensed land surveyor)	<p>No - for patios & outbuildings where levels are not changing but this must be indicated on the plans.</p> <p>Yes - for patios & outbuildings on sloping sites and/or have alterations to levels proposed.</p> <p>No - for front fencing, unless retaining is proposed.</p>	<p>Not required if levels are not changing, however FFL must be shown – i.e. showing no change to existing levels. If sloping site or changing levels, site survey required.</p>			✓	✓	✓	<p>Not required if no works component</p>	<p>Yes, for new developments and additions</p>	<p>Not required if no works component.</p>	✗

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Pre-Calc Plan	x	x	x	x	x	✓	x	x	x	x	x
Overshadowing Diagram	x	x	Only required if there is a southern adjoining residential property				x	Only required if there is a southern adjoining residential lot OR if required in Structure Plan or Local Development Plan	x	x	
Colours and Materials Schedule	Only required if the property is in Heritage Protection Area OR if property on Heritage List				Only required if the property is in Heritage Protection Area OR on Heritage List OR if required by Design Guidelines			✓	✓	Only required if the property is in Heritage Protection Area OR on Heritage List	Yes – with graphics and images
Home Business application Form	x	x	x	x	x	x	x	x	x	✓	x
Additional Information for Advertising Signage Form	x	x	x	x	x	x	x	x	x	x	✓

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Supplementary Information to be Shown on Plans											
Top-of-Wall heights on elevations and site plan	Only required if there are retaining walls proposed as part of the development.										x
Upgrading of retained existing house ³	x	x	x	x	x	✓	x	x	x	x	x
Plans scaled with scale noted ⁴	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parking bays dimensioned on site / floor plan	x	✓	Only if parking proposed	✓	✓	✓	✓	✓	✓	✓	x
Levels of driveway and proposed crossovers on site plan ⁵	x	✓	Only if parking proposed	✓	✓	✓	✓	✓	✓	✓	x
Verge Infrastructure	x	✓	Only if new crossover proposed		✓	✓	✓	Only if new crossover proposed			x
Natural ground level to be shown on elevations ⁶	✓	✓	✓	✓	✓	✓	✓	Only if levels are changing	✓	x	✓
Lot Boundaries on all floor plans and site plan	x		✓	✓	✓	✓	✓	x	x	✓	x

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Street Trees - Diameter at Breast Height (DBH) on site plan ⁷	x	Only if new crossover proposed OR changes to existing crossover proposed			✓	✓	✓	Only if new crossover proposed OR changes to existing crossover proposed			x
Street Trees – setback from edge of tree to crossover	x	Only if new crossover proposed OR changes to existing crossover proposed			✓	✓	✓	Only if new crossover proposed OR changes to existing crossover proposed			x
Meter and Letter Boxes on site plan	x	x	x	x	✓	✓	✓	✓	✓	x	x
Finished Floor Levels on all floor plans and site plan ⁸	✓	✓	✓	✓	✓	✓	✓	Not required if no works component	✓	Not required if no works component	x
Technical Reports											
Brief Transport Assessment (BTA) as per LPP 6.7	x	x	x	x	x	x	x	✓	✓	x	x
BAL Report ⁹	x	x	x	Not required for lots <1,100m ²		✓	✓	✓	✓	x	x
Full Transport Assessment	x	x	x	x	x	Only required if there are more than 50 car bays proposed				x	x

Footnotes:

1. 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.
2. Note: partial floor plan showing setbacks to lot boundaries is acceptable for carports, garages, additions and ancillary dwellings.
3. This will be a requirement of your subdivision application and in order for the City to grant development approval for an additional dwelling prior to land being subdivided, it must be demonstrated that the house being retained will comply with the R-Codes.
4. Note: for front fences, retaining and signage applications, if plans are dimensioned then this can be accepted for lodgement.
5. Note: if no changes proposed to existing driveways and crossovers then this should be stated on the plans.
6. Note: the requirement for Natural Ground Level (NGL) to be shown on the elevations can be waived for flat sites only
7. For further information refer to the City's [Street and Reserves Tree Policy](#) on the City's website.
8. Note: where the floor or ground level is not changing, this needs to be stated on the plans.
9. Bushfire Attack Level (BAL) Report - refer to [State Planning Policy 3.7 Planning in Bushfire Prone Areas](#)