

The documentation identified below is required to be submitted with all applications for Multiple Dwellings in accordance with State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments.

Property Address:			
Documentation	Required information	Provided	Not Provided
Application Form	DAP application form (All landowner details)		
Application Form	COS application form (All landowner details)		
Application Form	Completed MRS Form 1 (All landowner details)		
Fee	DAP and COS fee (to be checked by the City)		
Documentation	1 set of hard copy plans printed to scale and supporting documentation		
Documentation	1 electronic copy of the complete submission (CD or USB) Drop box links not accepted.		
Documentation	1 copies of a reduced version of the plans at A3 (Not to Scale)		
Documentation	Site survey endorsed by licensed land surveyor		
Documentation	Certificate of Title and relevant Plan (Diagram)		
Development details	<p>A summary document that provides the key details of the development proposal, which will include, but not limited to, the following information;</p> <ul style="list-style-type: none"> - plot ratio of the development - number, mix, size and accessibility of apartments - number of car parking spaces for use (residential, retail, accessible, visitor etc.) - percentage of apartments meeting cross ventilation and daylight requirements. 		
Site analysis	[Prepared at earlier stage of design development in <i>A3 Site analysis and design response guidance</i>]		
Design statements	<p>An explanation of how the design relates to the Design Principles in State Planning Policy 7.0 Design of the Built Environment.</p> <p>An explanation of how the proposed development achieves the relevant objectives of this policy in <i>A6 Objectives summary</i>.</p> <p>For adaptive reuse projects which affect heritage places, provide a Heritage Impact Statement prepared in accordance with the State Heritage Council's Heritage Impact Statement Guide available at www.stateheritage.wa.gov.au (for state registered places) or the relevant local government guidelines (for other places).</p>		
Site plan	<p>A scale Site Plan showing:</p> <ul style="list-style-type: none"> - any proposed site amalgamation or subdivision, with pre-calculation plan and lot details - location of any proposed buildings or works in relation to setbacks, building envelope controls and building separation dimensions - proposed finished levels of the land in relation to existing and proposed buildings and roads - pedestrian and vehicular site entries and access - Proposed design levels of car parking areas, driveways and crossovers - interface of the ground floor plan with the public domain and open spaces within the site - areas of communal open space and private open space - indicative locations of planting and deep soil areas including retained or proposed significant trees. - overshadowing over neighbouring sites - location of adjacent solar collectors - All verge infrastructure - Top of wall levels for retaining walls. 		

Landscape plan	<p>A scale plan showing:</p> <ul style="list-style-type: none"> - the building footprint of the proposal including pedestrian, vehicle and service access - trees to be removed shown dotted - trees to remain with their tree protection areas (relative to the proposed development) - deep soil areas and associated tree planting - areas of planting on structure and soil depth - proposed planting including species and size - details of public space, communal open space and private open space - external ramps, stairs and retaining wall levels - security features and access points - built landscape elements (fences, pergolas, walls, planters and water features) - ground surface treatment with indicative materials and finishes - site lighting - stormwater management and irrigation concept design - Top of wall levels for retaining walls. 		
Floor plans	<p>Scale Floor Plan/s showing:</p> <ul style="list-style-type: none"> - all levels of the building including roof plan - layout of entries, circulation areas, lifts and stairs, communal spaces, and service rooms with key dimensions, natural ground level and Relative Level (RL) heights shown - apartment plans with apartment numbers and areas, all fenestration, typical furniture layouts for each apartment type, room dimensions and intended use and private open space dimensions - accessibility clearance templates for accessible units and common spaces - visual privacy separation shown and dimensions where necessary - vehicle and service access, circulation and parking - Parking bays to be dimensioned and manoeuvring shown (where necessary) - storage areas - Lot boundaries to be shown on all floor plans. 		
Elevations	<p>Scale Elevation Plan/s showing:</p> <ul style="list-style-type: none"> - proposed building height and RL lines - Natural ground level on all elevations - building height control - setbacks or envelope outline - building length and articulation - the detail and features of the façade and roof design - any existing buildings on the site - building entries (pedestrian, vehicular and service) - profile of buildings on adjacent properties or for 50m in each direction, whichever is most appropriate - Samples or images of proposed external materials, finishes and colours of the proposal, keyed to elevations. 		
Sections	<p>Scale Section/s showing:</p> <ul style="list-style-type: none"> - proposed building height and natural ground level - building height control - setbacks or envelope outline - adjacent buildings - building circulation - the relationship of the proposal to the ground plane, the street and open spaces particularly at thresholds - the location and treatment of car parking - the location of deep soil and soil depth allowance for planting on 		

Development Assessment Panel (DAP) – Multiple Dwelling application lodgement checklist

	<ul style="list-style-type: none"> structure (where applicable) - building separation within the development and between neighbouring buildings - ceiling heights throughout the development - detailed sections of the proposed façades. 		
Building performance diagrams	<p>A solar diagram at the winter solstice (21 June) at a minimum of hourly intervals showing:</p> <ul style="list-style-type: none"> - number of hours of solar access to the principal communal open space - number of hours of solar access to units within the proposal and tabulation of results - overshadowing of existing adjacent properties and overshadowing of future potential development where neighbouring sites are planned for higher density - elevation shadows if likely to fall on neighbouring windows, openings or solar panels - A ventilation diagram (where required) showing unobstructed path of air movements through dual aspect apartments and tabulation of results. 		
Illustrative views	<p>Photomontages or similar rendering or perspective drawings illustrating the proposal in the context of surrounding development. Note: illustrative views need to be prepared using a perspective that relates to the human eye. Where a photomontage is prepared, it should use a photo taken by a full frame camera with a 50mm lens and 46 degree angle of view.</p>		
Models	<p>A three-dimensional, computer-generated model showing views of the development from adjacent streets and buildings. A physical model for a large or contentious development (if required by the consent authority).</p>		
Other plans and reports	<p>Acoustic Report Arborist Report (where existing trees are to be retained or removed) BAL assessment (if required) Transport Impact Statement (10-100 dwellings) Transport Impact Assessment (over 100 dwellings) Waste Management Plan</p>		

Applicant's full name: _____

Applicant's signature: _____

Date: _____

Disclaimer

Please refer to the Development Applications – Submission Checklist for further detailed guidance. The City has 7 days from receipt to review the application and “stop the clock” should the application be incomplete.

Please note that DAP applications CANNOT be lodged electronically as payment is required at the same time as lodgement.

This checklist intends to assist applicants in ensuring their DAP application is complete and contains all necessary information to allow for an assessment to be undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications where required.

This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.

Applicants should also refer to the Development Assessment Panel's Guidance note: Lodging a DAP application available [here](#).

I have undertaken a preliminary review of the information provided with the subject application and advise as follows:

THE APPLICATION CAN BE ACCEPTED

OR

THE APPLICATION IS INCOMPLETE AND MUST BE PAUSED

Checked by:

Date:
