

Development Application Checklist

Change of Use

This checklist has been prepared to ensure development applications are complete and contain all required information to allow for the application to be processed in a timely manner. The City asks that you read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted.

Please note **incomplete applications** may not be accepted and may be returned to the applicant to lodge at a future date when all outstanding information is available.

Lodgement of Applications Online

The City encourages customers to lodge development applications online (www.belmont.wa.gov.au, refer Build, How to get Started, Lodge and Track an Application). Guest access is available.

Attachments with a total file size of 100MB can be uploaded. Application fees are paid on lodgment by credit card. Please note the Credit Card Merchant Service Fee will only be charged for credit card transactions of \$100,000 or above. Further information about the online lodgment process can be found in the Planning and Building Application Online Guide.

Minimum required information	Applicant Use Only	Council Use Only
<p>One (1) electronic copy of the complete application is required. Electronic plans should be submitted in PDF format and meet the following requirements:</p> <ul style="list-style-type: none"> • unlocked, no security or passwords • to scale • optimised for minimum file size. 		<input type="checkbox"/>
<p>The following information is required: <i>Note: A list of the details required on each plan is provided overleaf.</i></p>		
<ul style="list-style-type: none"> • Application for Development Approval Form completed and signed by all landowners (registered on the certificate of title) of the land; or is accompanied by a letter of authorisation signed by all landowners of the land. 		
<ul style="list-style-type: none"> • MRS Form 1 (Note: Must be completed for all DAP Applications and where a development is proposed on or abutting land that is Reserved under the Metropolitan Region Scheme). 		
<ul style="list-style-type: none"> • Current copy of the Certificate of Title (no older than 6 months). <i>Note: This is required to confirm ownership details and to check for caveats and memorials that may affect the proposed development. Available for purchase from Landgate (www.landgate.wa.gov.au).</i> 		
<ul style="list-style-type: none"> • Correct fee paid – refer to Schedule of Planning Fees. 		
<ul style="list-style-type: none"> • Site plan drawn to an appropriate scale (e.g. 1:200) 		
<ul style="list-style-type: none"> • Floor plans for each building drawn to an appropriate scale (e.g. 1:100) 		

Minimum required information	Applicant Use Only	Council Use Only
<ul style="list-style-type: none"> Written submission including (but not limited to) details of: <ul style="list-style-type: none"> The detailed description of the nature of the proposed land use and on-site activities Proposed hours and days of operation Maximum number of employees at any one time Maximum number of expected visitors/customers/clients at the premises at any given time Any equipment to be used All other relevant information regarding the land use 		
Development Assessment Panel Applications <p>Development Assessment Panels (DAP) are an independent decision-making body which determines certain applications in place of local government or the Western Australian Planning Commission. A DAP application is where the estimated value of an application is:</p> <ul style="list-style-type: none"> Above \$10 million or more and is not an 'excluded development application' as per the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i>. These applications are required to be determined by a Development Assessment Panel. \$2 million or more and is less than \$10 million and is not an 'excluded development application' as per the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> and the applicant has chosen the Development Assessment Panel to determine the application. <p>Applicants must make an appointment with a Planning Officer to lodge the DAP application in person. Applicants are required to submit the items listed above along with a DAP Form 1. For DAP Form 2 applications (amendments or cancellations), if applicants choose the DAP to determine their application only the DAP Form 2 is required to be submitted with the above listed items (the Application for Development Approval is not required). DAP fees are also applicable.</p>		

Details required on plans	Applicant Use Only	Council Use Only
Site Plan: <ul style="list-style-type: none"> Lot number/s and lot dimensions, street names, North point and AHD levels; Information on any proposed contours, change of levels, excavation, fill, finished floor levels, finished ground levels (including outdoor areas) and location and height of existing or proposed retaining walls; Location of proposed buildings and existing buildings to be retained; Areas to be landscaped, storage areas and bin storage areas; Location and dimension of all car parking bays including visitor's bays, loading bays and manoeuvring areas; Pedestrian access to and across the site; Details of fencing; and Bin storage locations and details. 		
Floor Plan: <ul style="list-style-type: none"> Lot number/s and lot dimensions, street names, North point; Internal layout of any proposed and existing structures to be retained; Labelling the use of each room/area and dimensions; All plans to show boundary location and boundary setbacks. 		
Elevations - not required for Change of Use where there are no building alterations or additions proposed <ul style="list-style-type: none"> Boundary to boundary elevations; Internal boundary elevations for grouped and multiple dwellings; Composite streetscape elevations; 		

Details required on plans	Applicant Use Only	Council Use Only
<ul style="list-style-type: none"> Natural ground levels; Colours and materials to be clearly marked and detailed on elevations. 		
Supporting Information: <ul style="list-style-type: none"> Information in support of the application providing justification for any non-complying items and outlining the proposed development. 		
<ul style="list-style-type: none"> Reference to the R-Codes, Local Planning Scheme and/or <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (if applicable). 		
<ul style="list-style-type: none"> If the development is within a designated Bushfire Prone Area, provision of a BAL Assessment(s) or BAL Contour Map and a Bushfire Management Plan or a short statement justifying why SPP3.7 does not apply. 		
<ul style="list-style-type: none"> For applications in the vicinity of major roads or railways that are subject to transport noise (see City's mapping system), an acoustic report shall be submitted in accordance with the requirements of State Planning Policy 5.4. 		
<ul style="list-style-type: none"> Signage details if applicable 		

Disclaimer

This checklist intends to assist applicants in ensuring their development application is complete and contains all necessary information for an assessment being undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports.

For larger applications, applications are encouraged to arrange an appointment with a Planning Officer prior to lodgement. ***Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of your application.***

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.