

# CITY OF BELMONT

## Development Application Checklist

### Change of Use

Council Use Only  
Application No: \_\_\_\_\_

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.**

Minimum required information	Applicant Use Only	Council Use Only
<p><b>One (1) electronic copy of the complete application</b> is required. Electronic plans should be submitted in <b>PDF format</b> and meet the following requirements:</p> <ul style="list-style-type: none"> <li>• unlocked, no security or passwords</li> <li>• to scale</li> <li>• optimised for minimum file size.</li> </ul>	Copy of application provided by: <input type="checkbox"/> <b>CD</b> OR <input type="checkbox"/> <b>Emailed to:</b> <a href="mailto:planning@belmont.wa.gov.au">planning@belmont.wa.gov.au</a> (Max 10MB) OR <input type="checkbox"/> <b>Online Lodgement</b>	<input type="checkbox"/>
<p><b>The following information is required:</b>  <i>Note: A list of the details required on each plan is provided overleaf.</i></p>		
<ul style="list-style-type: none"> <li>• <b>Application for Development Approval Form</b> completed and signed by <b>all landowners</b> (registered on the certificate of title) of the land; or is accompanied by a letter of authorisation signed by all landowners of the land.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• MRS Form 1 (Note: <b>Must be completed for all DAP Applications</b> and where a development is proposed on or abutting land that is Reserved under the Metropolitan Region Scheme).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Current copy of the <b>Certificate of Title</b> (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 (<a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a>).</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Correct <b>fee</b> paid – refer to Schedule of Planning Fees.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Site plan</b> drawn to an appropriate scale (e.g. 1:200)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Floor plans</b> for each building drawn to an appropriate scale (e.g. 1:100)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Elevations</b> for each building drawn to an appropriate scale (e.g. 1:100). <i>Note: not required for Change of Use where there are no building alterations or additions proposed.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Written submission</b> including (but not limited to) details of:               <ul style="list-style-type: none"> <li>– The detailed description of the nature of the proposed land use and on site activities</li> <li>– Proposed hours and days of operation</li> <li>– Maximum number of employees at any one time</li> <li>– Maximum number of expected visitors/customers/clients at the premises at any given time</li> <li>– Any equipment to be used</li> <li>– All other relevant information regarding the land use</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Development Assessment Panel Applications</b>            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.</p> <p>A DAP application is where the estimated value of an application is:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• \$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.</li> </ul> <p><b>Applicants must make an appointment with a Planning Officer to lodge the DAP application in person.</b></p> <p>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>		

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Details required on plans	Applicant Use Only	Council Use Only
<b>Site Plan:</b>		
• Lot number/s and lot dimensions, street names, North point and AHD levels;	<input type="checkbox"/>	<input type="checkbox"/>
• 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;	<input type="checkbox"/>	<input type="checkbox"/>
• Location of proposed buildings and existing buildings to be retained;	<input type="checkbox"/>	<input type="checkbox"/>
• Areas to be landscaped, storage areas and bin storage areas;	<input type="checkbox"/>	<input type="checkbox"/>
• Location and dimension of all car parking bays including visitor's bays, loading bays and manoeuvring areas;	<input type="checkbox"/>	<input type="checkbox"/>
• Pedestrian access to and across the site;	<input type="checkbox"/>	<input type="checkbox"/>
• Details of fencing; and	<input type="checkbox"/>	<input type="checkbox"/>
• Bin storage locations and details.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Plan:</b>		
• Lot number/s and lot dimensions, street names, North point;	<input type="checkbox"/>	<input type="checkbox"/>
• Internal layout of any proposed and existing structures to be retained;	<input type="checkbox"/>	<input type="checkbox"/>
• Labelling the use of each room/area and dimensions;	<input type="checkbox"/>	<input type="checkbox"/>
• <b>All plans to show boundary location and boundary setbacks.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations - not required for Change of Use where there are no building alterations or additions proposed</b>		
• Boundary to boundary elevations;	<input type="checkbox"/>	<input type="checkbox"/>
• Internal boundary elevations for grouped and multiple dwellings;	<input type="checkbox"/>	<input type="checkbox"/>
• Composite streetscape elevations;	<input type="checkbox"/>	<input type="checkbox"/>
• Natural ground levels;	<input type="checkbox"/>	<input type="checkbox"/>
• Colours and materials to be clearly marked and detailed on elevations.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supporting Information:</b>		
• Information in support of the application providing justification for any non-complying items and outlining the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
• Reference to the R-Codes, Local Planning Scheme and/or <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
• 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.	<input type="checkbox"/>	<input type="checkbox"/>
• 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.	<input type="checkbox"/>	<input type="checkbox"/>

#### 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.

Applicant's Name	Accepting Officer's Name
Date	Date