Development Application Checklist - Industrial

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 <u>incomplete applications</u> 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
One (1) electronic copy of the complete application is required. Electronic plans should be submitted in **PDF format** and meet the following requirements: • unlocked, no security or passwords • to scale • optimised for minimum file size.		
The following information is required: *Note: A list of the details required on each plan is provided overleaf.*		
• **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.		
• 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).		
• Current copy of the **Certificate of Title** (no older than 6 months). *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).*		
• Correct **fee** paid – refer to Schedule of Planning Fees.		

Minimum required information	Applicant Use Only	Council Use Only
• **Site plan** drawn to an appropriate scale (e.g. 1:200)		
• **Floor plans** for each building drawn to an appropriate scale (e.g. 1:100)		
• **Elevations** for each building drawn to an appropriate scale (e.g. 1:100)		
• **Site Feature Survey** (including street verge), drawn to an appropriate scale and endorsed by a Licensed Surveyor. *Note: A Site Feature Survey is not required for ancillary structures (e.g. patio, outbuildings).*		
• **Written submission** including (but not limited to) details of: – Detailed description of existing land uses, and processes conducted on-site;		
– Full details of the land use proposal and clear explanation of proposed land uses and how the business operates;		
– Demonstrated compliance with the site and development requirements;		
– Proposed hours and days of operation;		
– Vehicle Movement/Truck Movement Plan;		
– Estimated employee numbers;		
– Waste collection and disposal arrangements;		
– Technical reports relating to noise, traffic, odour etc (as required).		

Development Assessment Panel Applications

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:

• Above $10 million or more and is not an 'excluded development application' as per the *Planning and Development (Development Assessment Panels) Regulations 2011.* 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 *Planning and Development (Development Assessment Panels) Regulations 2011* and the applicant has chosen the Development Assessment Panel to determine the application.

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.

Details required on plans	Applicant Use Only	Council Use Only
Site Plan:		
• Lot number/s and lot dimensions, street names, North point and AHD levels;		
• Information relating to any site works, change of levels, excavation, fill, plus proposed 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;		
• Location and dimension of all car parking bays (including visitors' bays, universal access bays, loading bays, manoeuvring areas, existing and proposed crossovers, proposed vehicle wash bays/areas and waste water disposal systems);		
• Landscaping areas, storage areas and bin storage areas;		
• Pedestrian access to, from and within the site;		
• Details of fencing (existing and proposed);		
• Calculations of floor areas, building footprints and net leasable area (in m^2);		
• Transformer locations and details;		
• Identification of proposed external storage areas (in m^2).		
Floor Plan:		
• Lot number/s and lot dimensions, street names, North point;		
• Internal layout of any proposed and existing structures to be retained;		
• Calculations of floor area in square metres;		
• Labelling each land use and area/s of each part of the building and dimensions;		
• **All plans to show boundary location and boundary setbacks.**		
Site Survey Feature:		
• Lot boundaries and dimensions;		
• Lot number/s, street names, North point and AHD levels;		
• 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 land uses;		
• Fixtures and infrastructure within Council verge (bus stops, power poles etc);		
• The position of existing street trees (located on the Council verge). Plans should indicate if trees are proposed to be removed or are affected by new crossovers;		
• All existing leach drain(s), septic tanks and waste water disposal areas.		
Elevations:		
• Boundary to boundary elevations showing the height of all development (existing and retained);		
• Composite streetscape elevations;		
• Natural ground levels;		
• Colours and materials to be clearly marked and detailed on elevations.		

Details required on plans	Applicant Use Only	Council Use Only
Supporting Information:		
• Information in support of the application (e.g. written justification for variations to development standards, photographs, 3D composite models etc);		
• Traffic Impact Study, if applicable;		
• Signage details if applicable		
• Vehicle Movement/Truck Movement Plan;		
• Reference to Local Planning Scheme, Local Planning Policies and/or *Planning and Development (Local Planning Schemes) Regulations 2015* (if applicable).		
• 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.		

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, applicants 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.