

CITY OF BELMONT Preliminary Comments Application Form

Council Use Only
Application No: _____

APPLICANT DETAILS

Name:					
Address:					
			Postcode:		
Phone: Work:		Home:		Mobile:	
Fax:		Email:			
Contact person for correspondence:					
Signature:				Date:	

PROPERTY DETAILS

Lot No:		Street No:		Street Name:		
Suburb:			Nearest Street Intersection:			
Title Encumbrances (eg. Easements, Restrictive Covenants):						
Certificate of Title Vol. No:		Folio:		Diagram/Plan No:		

PROPOSED DEVELOPMENT

Description of proposed works and/or land use:					
Please also provide a written submission that provides details of the proposal and any relevant supporting information (refer to Preliminary Comments Checklist):					

Please also complete the Preliminary Comments Checklist

CITY OF BELMONT
215 Wright Street Cloverdale 6105
(Locked Bag 379 Cloverdale 6985)

Ph (08) 9477 7222 / Fax Admin (08) 9478 1473
belmont@belmont.wa.gov.au / www.belmont.wa.gov.au
Date 25/10/19



CITY OF BELMONT

Preliminary Comments Checklist

The City of Belmont encourages applicants to lodge a Preliminary Comments Application prior to lodging a formal Development Application, for the purpose of identifying any matters that may need to be addressed. This can help with providing more certainty to developers as to whether a proposal is likely to be approved or refused. Applicants should note that this service is not intended to fast track the formal Development Application process.

To ensure that the feedback received is useful and detailed; applicants are advised to provide as much accurate information as possible. A response will be provided in writing. Please refer to the checklist below for information on the recommended information for a Preliminary Comments.

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. 	Copy of application provided by: <input type="checkbox"/> CD or USB OR <input type="checkbox"/> Emailed to: planning@belmont.wa.gov.au (Max 10MB) OR <input type="checkbox"/> Online Lodgement	<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"> • Preliminary Comments Application Form 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • \$55 fee paid – refer to Schedule of Planning Fees 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Site plan drawn to an appropriate scale (e.g. 1:200) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Floor plans for each building drawn to an appropriate scale (e.g. 1:100) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Elevations (if applicable) for each building drawn to an appropriate scale (e.g. 1:100). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Written submission including (but not limited to) details of: <ul style="list-style-type: none"> • Detailed description of existing land uses; 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Full details of the proposal and clear explanation of proposed land uses; 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Demonstrated compliance with the site and development requirements. 	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer

This checklist is intended to assist applicants in ensuring their preliminary comments application is complete and contains all necessary information 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 such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports.

Advice will only be given based on the information provided. Any subsequent requests after the response is given will incur an additional fee.

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.

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Details recommended on plans	Applicant Use Only	Council Use Only
Site Plan:		
• 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"/>
• Landscaping areas, storage areas and bin storage areas;	<input type="checkbox"/>	<input type="checkbox"/>
• Parking, turning and manoeuvring areas, existing and proposed crossovers;	<input type="checkbox"/>	<input type="checkbox"/>
• Pedestrian access to and across the site;	<input type="checkbox"/>	<input type="checkbox"/>
• Details of fencing;	<input type="checkbox"/>	<input type="checkbox"/>
• Calculation of plot ratio, communal open space and open space and overshadowing expressed in percentages and square metres (including overshadowing diagram showing extent of overshadowing on adjoining properties);	<input type="checkbox"/>	<input type="checkbox"/>
• Transformer locations and details.	<input type="checkbox"/>	<input type="checkbox"/>
For Commercial/Industrial/Mixed Use proposals include:		
• Location and dimension of all car parking bays (including visitors' bays, loading bays, manoeuvring areas, existing and proposed crossovers, proposed vehicle wash bays/areas and waste water disposal systems).	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan:		
• 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"/>
• Total floor area in square metres;	<input type="checkbox"/>	<input type="checkbox"/>
• Labelling the use of each room/area and dimensions;	<input type="checkbox"/>	<input type="checkbox"/>
• All plans to show boundary location and boundary setbacks .	<input type="checkbox"/>	<input type="checkbox"/>
Elevations (if applicable):		
• Boundary to boundary elevations showing the height of all development (existing and retained);	<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"/>
Supporting Information:		
• Information in support of the proposal (e.g. written justification for variations to development standards, photographs, 3D composite models etc);	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic Impact Study, if applicable;	<input type="checkbox"/>	<input type="checkbox"/>
• Signage details if applicable;	<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"/>

Applicant's Name	Accepting Officer's Name
Date	Date