



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.

## Lodgement of Applications Online

The City encourages customers to lodge applications online ([www.belmont.wa.gov.au](http://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><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>		
<p><b>The following information is required:</b></p> <p><i>Note: A list of the details required on each plan is provided overleaf.</i></p>		
• <b>Preliminary Comments Application Form</b>		
• \$78.50 <b>fee</b> paid – refer to Schedule of Planning Fees		
• <b>Site plan</b> drawn to an appropriate scale (e.g. 1:200)		
• <b>Floor plans</b> for each building drawn to an appropriate scale (e.g. 1:100)		
• <b>Elevations (if applicable)</b> for each building drawn to an appropriate scale (e.g. 1:100).		
• <b>Written submission</b> including (but not limited to) details of:		
- Detailed description of existing land uses;		
- Full details of the proposal and clear explanation of proposed land uses;		
- Demonstrated compliance with the site and development requirements.		

## 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.

Details recommended 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;		
• 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;		
• Landscaping areas, storage areas and bin storage areas;		
• Parking, turning and manoeuvring areas, existing and proposed crossovers;		
• Pedestrian access to and across the site;		
• Details of fencing;		
• 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);		
• Transformer locations and details.		
<b>For Commercial/Industrial/Mixed Use proposals include:</b>		
• 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).		
<b>Floor Plan:</b>		
• Lot number/s and lot dimensions, street names, North point;		
• Internal layout of any proposed and existing structures to be retained;		
• Total floor area in square metres;		
• Labelling the use of each room/area and dimensions;		
• All plans to show boundary location and <b>boundary setbacks</b> .		
<b>Elevations (if applicable):</b>		
• 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.		
<b>Supporting Information:</b>		
• Information in support of the proposal (e.g. written justification for variations to development standards, photographs, 3D composite models etc);		
• Traffic Impact Study, if applicable;		
• Signage details if applicable;		
• Reference to the R-Codes, Local Planning Scheme and/or <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (if applicable).		