

Application for Development Approval - CHECKLIST

CHANGE OF USE

This checklist is to help you prepare a development approval application for Change of Use.

Assessment No.:		Property address:	
Date:		Project description:	

Change of use developments are required to address the City’s current *Local Planning Scheme* and any applicable local planning policy, structure plan or local development plan.

Information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

Refer to the following documents for further information: Commercial and Industry Information Sheet.

APPLICATION REQUIREMENTS

Requirements	When is it required?	Included	Office
Application forms <ul style="list-style-type: none"> Complete Application for Development Approval Form. 	Always		
Checklist <ul style="list-style-type: none"> Copy of checklist confirming application completeness. 	Always		
Covering letter / justification Provide details and summary of the proposed development, for example: <ul style="list-style-type: none"> Previous use(s) of the site, including current building classification if known. What the development entails (use and any proposed works) Specifics of business/operation (i.e staff numbers, operation hours/days, expected customer numbers) 	Always		
<ul style="list-style-type: none"> Justification for any variations to relevant provisions of the Local Planning Scheme, Policies, and Planning Codes (R-Codes) (as applicable). 	Where variations are proposed.		
Bushfire Attack Level (BAL) Report (must be in colour) Further information on bushfire prone areas and bushfire requirements are available on: City’s website - Development in Bushfire Prone Areas or WAPC Guidelines for Planning in Bushfire Prone Areas	It may be required when your property is designated ‘bushfire prone’. See the bushfire info sheet		

SITE PLAN

Requirements	When is it required?	Included	Office
Basic site information: <ul style="list-style-type: none"> Street name(s), lot number, north point, scale. Clear marking of site/lot boundaries and dimensions. Setbacks from boundaries specified. 	Always		
<ul style="list-style-type: none"> Highlighted area (including parking bays designated) for the tenancy/subject of the application. 	Where applicable.		

Requirements	When is it required?	Included	Office
Ground levels and structures: <ul style="list-style-type: none"> Natural ground contours and finished floor levels shown. Extent of sand pad, and cut and fill shown. Location, levels, and setbacks of existing and proposed structures provided (walls, fences, retaining etc). All structures to be labelled, (existing/to be removed/proposed). Details of any proposed works (internal and external works). Identification of trees for removal/retention. Location of existing structures on adjoining properties where they may affect, or be affected by, the proposed development, including windows in buildings. 	Where works are proposed		
Street Verge and Services: <ul style="list-style-type: none"> Details of street verge, footpaths, crossovers (proposed and existing), truncations, power poles etc. Include any access restrictions. Details of any services (power, gas, sewer) etc. 	Where works are proposed <i>*If rural, level of detail may be varied at discretion of decision maker.</i>		
<ul style="list-style-type: none"> Location of street trees and any vegetation to be removed/retained. 	Where applicable.		
<ul style="list-style-type: none"> Location and distance of any water bodies on the lot. 	Where applicable.		
<ul style="list-style-type: none"> Location of Septics in relation to the development. 	Where applicable.		
Parking and Access: <ul style="list-style-type: none"> Designated parking arrangements for staff and public (in line with parking requirements). Include driveways, access points, pedestrian access, and manoeuvring areas. Anticipated type and size of vehicles and vehicle movements (if known) <i>Vehicle access and parking design is to be in accordance with AS 2890 and fit for purpose for the future use of the development.</i> 	Always		
<ul style="list-style-type: none"> Loading bays, waste management area and manoeuvrability of trucks. 	Where applicable.		
<ul style="list-style-type: none"> location of any access restrictions (i.e. road islands). 	Where applicable.		
Landscaping: <ul style="list-style-type: none"> Indicative landscaping plan to show proposed landscaping areas, including the size and location of trees/shrubs within lot, verge and car parking area(s). <i>*A detailed landscaping plan will be required prior to construction.</i> 	Where applicable *please see staff		
Stormwater management: <ul style="list-style-type: none"> Location of existing stormwater infrastructure or easements on the lot. Indicative stormwater plan to show proposed stormwater including attenuation for buildings and parking areas, include overland flows. <i>*A detailed stormwater plan in accordance with Subdivision and Development Guidelines will be required prior to construction.</i> 	Where applicable		
Lighting and Signage: <ul style="list-style-type: none"> Outdoor lighting. Details of signage, including dimensions and content, include application for signage if applicable. 	Where applicable.		
Sensitive Land Areas: <ul style="list-style-type: none"> Industrial buffer areas indicated on the site plan in accordance with the EPA Separation Distance between Industrial and Sensitive Land Uses. See EPA website for further information. 	<i>*May be waived at the discretion of the decision maker.</i>		

FLOOR PLAN

Requirements	When is it required?	Included	Office
Orientation and Layout: <ul style="list-style-type: none"> North point and scale included. Finished floor levels relative to natural ground levels indicated. Room layout, annotated and showing dimensions. Differentiate between areas accessible to the public and those restricted to staff. 	Always		
<ul style="list-style-type: none"> Commercial food preparation areas. Toilets 	Where applicable.		

ELEVATION DRAWINGS

Requirements	When is it required?	Included	Office
Orientation and views: <ul style="list-style-type: none"> Scale. Elevations labeled (North, South, East, West). Views of all faces of proposed building(s) shown. 	Where applicable		
Details: <ul style="list-style-type: none"> Natural and finished ground level and finished floor levels. Dimensions, materials, and openings (windows) specified – include sill height above finished floor level, direction of openings and specific features (obscure glazing etc). Wall and roof heights from existing natural ground level and finished floor level, roof pitch. Proposed and existing colour and materials schedule. 	Where applicable		
<ul style="list-style-type: none"> Screening plans for storage areas, refuge, roof mounted aircons etc. 	Where applicable.		
<ul style="list-style-type: none"> Include details of any proposed cut or fill (heights). 	Where applicable.		
<ul style="list-style-type: none"> Signage including dimension, content, and height from ground. 	Where applicable.		
Retaining walls and fences: <ul style="list-style-type: none"> Provide details for the proposed retaining walls, including their size (height, length, width), depth below floor ground level. Location and full details to scale of retaining wall footings if proposed to encroach on adjoining lots. Show natural ground levels, contour levels, spot levels for change of height along wall and top of wall at each end. Details of fencing – type, heights etc. 	Where applicable.		

ENGINEERING DETAILS

Requirements	When is it required?	Included	Office
Unretained cut and fill over 2m in height and/or sloping sites: <ul style="list-style-type: none"> Certain developments that include earthworks, an engineering certification, soil report, or geotechnical report may be required. 	Where applicable In accordance with NCC acceptable construction practice.		
Retaining Walls: <ul style="list-style-type: none"> Indicative subsoil / subsoil drain to support drainage for retaining walls. <i>*detailed stormwater plan will be required at building permit stage.</i> 	Where applicable Where ground/perched water may be an issue due to poor soils and/or sloping sites.		
<ul style="list-style-type: none"> Basic indicative footings detail (does not need to be engineered). <i>*detailed engineering will be required at building permit stage.</i> 	On sloping sites to ensure structural integrity.		

TECHNICAL REPORTS

The following technical reports may be applicable, please consult with the City on what may be relevant to the application:

Transport Impact Assessment Statement	Acoustic assessment
Geotech Report / Soil Report	Acid Sulfate Soil Management Plan
Groundwater Management Plans	Visual Impact Statement
Construction Management Plan	Dust and noise management plans
Arborist report	Public Art Waste
Heritage Impact Statement	Management Plan (see Waste Management Policy)

Please note – City staff may require further information for the application, including information/plans that include, but not limited to, information in regards to the following:

Bushfire considerations in addition to BAL	Heritage
Engineering	Local Planning Policies – including Non-Residential
Public Drinking Water areas	Development in Residential Zone
Flood Prone Areas	Structure Plans
Sloping/steep sites	Local Development Plans
Sewer sensitive areas	