



CHECKLIST FOR NON-RESIDENTIAL DEVELOPMENT

The following checklist is required to be completed by the applicant to accompany the 'Planning Application Form'.

Applications will not be accepted without the lodgement of a checklist.

Please mark N/A where not applicable to the proposed development.

Application Requirements	Applicant to Check	Office Use
PLANNING APPLICATION FORM Must be the original and completed and signed by land owner(s)		
APPLICATION FEE Applicable planning fee (Please refer to Planning Fee Schedule) https://www.mosmanpark.wa.gov.au/services/building-and-development/statutory-planning/development-application-forms#Fees		
CERTIFICATE OF TITLE Showing all Lot area and dimensions <i>(Copies must not be older than 6 months through Landgate)</i> https://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title		
PLANS (Electronic copies only) Detail on plans provided as per the checklist and to scale at 1:100 or 1:200 (preferably)		
COPY OF ELECTRONIC APPLICATION & PLANS One (1) electronic copy of ALL items listed on this checklist is required To be submitted in PDF format and meet the following requirements: <ul style="list-style-type: none">• unlocked, no security or passwords• to scale• Optimised for minimum file size (Max 10MB) – Email or drop box links to admin@mosmanpark.wa.gov.au		
COVER LETTER & JUSTIFICATION REPORT Including details of, and justification for, any variations to Town Planning Scheme No. 2, Local Planning Policies and/or the R-Codes.		
CHECKLIST Completed and signed by the applicant		



TOWN OF
MOSMAN PARK

REGULATORY SERVICES - PLANNING

SPECIFICATIONS REQUIRED ON THE PLANS

Site Plan – (Scale 1:100 or 1:200)	Applicant to Check	Office Use
Street name and Lot Number		
North point and Scale bar		
Existing and proposed buildings (<i>new works clearly differentiated from existing ie. with colour</i>)		
Existing and proposed uses		
Overshadowing on neighbouring properties		
Certified licensed surveyor contour plan showing natural ground level (NGL) of the site (<i>0.5m intervals measured in Australian Height Datum</i>) <i>Please note: This may not be required for sheds, shade sails, pergolas, patios etc – check with the Town before submitting.</i>		
1975 WAWA Contours superimposed on site plan (<i>available on website</i>) - Show building height calculations in metres and AHD.		
Natural and proposed ground and finished floor levels		
Existing and proposed means of access for pedestrians and vehicles to and from the site		
Lot boundaries and dimensions		
Street trees and utilities <i>(Please note: refer to Council Policy 2.2.7 – Street Trees here)</i>		
Locations of any easements		
Adjacent underwidth street (Laneways) <i>(Please refer to Local Planning Policy No. 4 here)</i>		
Schedule of open space / site cover calculations		
The adjacent verge including the location of existing and proposed crossovers, powerlines, manholes, street trees and bus stops		
Outline of all existing buildings / structures on adjoining properties (including accurate location of windows, doorways and retaining walls, finished floor level and ridge height)		
Location, layout and dimension of car parking areas (<i>detail on turning, manoeuvring areas, driveway and crossover</i>)		
Boundary fencing – existing and proposed (<i>with dimensions, materials and colours</i>)		
Building setbacks to all boundaries		
The position, finished floor level and ridge height of adjoining developments and the location of abutting windows		

All areas to be demolished		
Existing and proposed fill and excavation levels (AHD) and finished ground levels		
Retaining walls, existing & proposed showing: <ul style="list-style-type: none"> • Top and bottom of wall height from NGL (<i>in AHD and metres</i>) • Specify if retaining is on the boundary or entirely within the sites own property boundary (<i>does it require removal of any existing fences?</i>) • Specify material and design of retaining wall 		
Existing and proposed vegetation – identify whether to be retained or removed		
Spot levels adjacent to side and rear boundaries (<i>at 5.0m intervals</i>) for the subject property and the adjoining property		
Location of clothes drying area		
Location of solar collectors and external fixtures including air conditioning, pool filters, solar hot water and solar panels (<i>Refer to Local Planning Policy No. 13 here</i>)		
Floor Plan – (Scale 1:100 or 1:200)	Applicant to Check	Office Use
Floor plan showing every storey with finished floor levels (AHD) showing:		
Setbacks to all boundaries on all sides		
Cone of vision for privacy setbacks (<i>anything above 0.5m above NGL</i>)		
Internal layout showing doors/windows and room names		
Roof and eaves lines		
Total floor area in square metres (m ²)		
Clearly show areas to be demolished/retained		
Elevations Plan – (Scale 1:100 or 1:200)	Applicant to Check	Office Use
All elevation of the dwelling(s) with heading of each elevation: North – South – East – West		
Show overall building/ridge height, roof pitch and roof materials/colours, windows and doors		
Natural ground levels at the lot boundary and proposed ground and finished floor levels (AHD) <i>(Please note: If NGL differs between properties, clearly show the line of NGL on each side of the lot boundary)</i>		
All fencing/retaining details including elevations & dimensions and specify material and design of fencing/retaining wall.		

External finishes and finished ridge levels (AHD)		
Existing and proposed fill and excavation levels (AHD) and finished ground levels		
Stormwater Plan – (Scale 1:100 or 1:200)	Applicant to Check	Office Use
<p>Stormwater plan showing:</p> <ul style="list-style-type: none"> • Stormwater calculations (<i>Impervious areas for proposed AND existing building/s</i>); • Size and location/s of proposed and existing soak wells/tanks/grates; • Connection lines from buildings, driveways/crossovers, paved areas and swimming pools to proposed or existing soak wells/tanks/grates; • Overflow calculation and direction; • Any other stormwater catchment method. <p><i>(Please note: Refer to the Technical Services Stormwater Checklist here)</i></p>		

SPECIFICATIONS REQUIRED ON THE PLANS

Additional Information required	Applicant to Check	Office Use
A cover letter detailing the following information:		
• Calculation of plot ratio		
• Calculation of communal open space and open space		
• Transformer location and details		
• Landscaping plan (<i>plant type and height at maturity</i>) (<i>if applicable</i>)		
• Specifications (<i>colours, materials and finishes</i>)		
• Details of on-site storage and collect of refuse		
• The location, number, dimensions and layout of all parking spaces, access ways and circulation areas intended to be provided and particulars of proposed drainage, lighting and landscaping		
• The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carry goods and commodities to and from the premises and the means of access to and from such areas		

• Noise impact statement and or assessment <i>(if applicable)</i>		
• Traffic management plan <i>(if applicable)</i>		
• Confirmation that the activity complies with the Australian Standard 1428-1977 relating to disabled person access		
• Hours and days of operation		
• Number of employees		
• Maximum number of expected visitors / customers / clients at the premises at any given time		
• Any equipment to be used <i>(include machines, amplifiers etc.)</i>		
• Locations and dimensions of all car parking bays / area <i>(include customers / employees / loading and manoeuvring)</i>		
• Location of toilets		
• Fitout details including structural changes, signage and shop front treatments		
• Outdoor dining details <i>(if applicable)</i>		

Certification of Assessment	
Name of Applicant:	_____
Email Address	_____
Contact Phone:	_____ Mobile Phone: _____
Site Address:	_____
<p>I certify that I have assessed the plans and provided all of the required information for the development proposed for the site above. If the information is not provided, the application may be returned or placed on hold until all required information is received.</p> <p>I understand that the information provided including plans attached forming part of the planning application may be made available to the public on the local government website.</p> <p>I understand that if advertising of the application is required by the Town a fee (in accordance with the Town's adopted fees and charges schedule) will be invoiced to the applicant.</p>	
Signature:	_____ Date: _____