

## CHECKLIST FOR RESIDENTIAL PLANNING APPLICATION

This checklist has been prepared to ensure development applications are complete and contain all required information for the application to be formally accepted.

The Town has 7 days from the date the application is lodged to determine whether the application is complete.

The statutory timeframe does not commence until you have been notified that your application has been formally accepted. For further information please see [the Explanatory Guidelines](#).

**All applications must be submitted electronically to [admin@mosmanpark.wa.gov.au](mailto:admin@mosmanpark.wa.gov.au)**

	Applicant to Check	Office Use
<b>Planning Application Form</b>		
<ul style="list-style-type: none"> <li>The application form must be signed by all owners of the land as shown on the Certificate of Title or a Letter of Authorisation from the land owner for an agent acting on their behalf (Clause 62(2) of Deemed Provisions).</li> <li>If the land is owned by a company, the application form must be signed by the Director/Chairman of the company (their position title must be stated).</li> <li>Where a proposal is for development on land that is reserved under the Metropolitan Region Scheme a MRS Form 1 must also be completed by the applicant.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Application Fee</b>		
<ul style="list-style-type: none"> <li>Payment of application fee (Refer to the Town's <a href="#">Fee Calculator</a>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cover Letter / Justification Report</b>		
<ul style="list-style-type: none"> <li>Written justification for any proposed variations to the deemed to comply provisions of the Residential Design Codes, Local Planning Policies, Local Planning Scheme No. 3, Local Planning Strategy and any other relevant planning instrument.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Certificate of Title</b>		
<ul style="list-style-type: none"> <li>Copies must not be older than 6 months (available from <a href="#">Landgate</a>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan – (Scale 1:100 or 1:200)</b>		
<ul style="list-style-type: none"> <li>Location of any proposed works on the property;</li> <li>Distinction between existing and proposed structures;</li> <li>All car parking, including vehicle manoeuvring areas as per Australian Standards;</li> <li>Vehicle access ways and crossovers, if existing notated to be retained or removed;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>• Verge details: location of any street trees, power poles, stay wires, bus stops, footpath signs, man holes, pram ramps, street signs and drainage pits;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Details of on-site storage and location of rubbish bins;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Details of <a href="#">storm water disposal systems</a> including:               <ul style="list-style-type: none"> <li>- location of soak wells, drains, grates and downpipes;</li> <li>- storm water discharge calculations;</li> <li>- swimming pool overflow location and connection.</li> <li>- Minim Cove properties to show connection to Town's system.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Existing and proposed retaining walls (top &amp; bottom of wall height);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Existing and proposed fill and excavation levels (AHD);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Roof plan showing building/ridge lines with WAWA contours superimposed;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Open space (site cover) calculations;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Overshadowing calculations.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Feature Survey (new builds &amp; large projects)</b>		
<ul style="list-style-type: none"> <li>• Existing contours at 0.5m intervals extending past property boundaries;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Relevant spot levels;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Existing structures, including buildings and retaining walls;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Existing trees on site;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Street trees and other infrastructure (bus stops, power poles and lines, traffic islands, man holes, drainage pits etc.);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Location and finished floor levels of neighbouring buildings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Plan – (Scale 1:100 or 1:200)</b>		
<ul style="list-style-type: none"> <li>• Floor plan of every level including lot boundaries;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Street setback dimensions and averaging (compensating area) calculations;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Internal layout showing doors/windows and room types;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Details of landscaping, bin storage, clothes drying area, lighting (for grouped and multiple dwellings);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Setback dimensions shown for each floor level;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Cone of vision diagrams with applicable setback dimension;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Vehicle sight line truncation areas.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations – (Scale 1:100 or 1:200)</b>		

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• All elevations of the dwelling(s) with heading of each elevation: North – South – East – West;	<input type="checkbox"/>	<input type="checkbox"/>
• Natural ground level and finished floor levels (AHD);	<input type="checkbox"/>	<input type="checkbox"/>
• Building/ridge levels in AHD (no assumed levels) and roof pitch;	<input type="checkbox"/>	<input type="checkbox"/>
• Roofing materials and colour (if applicable);	<input type="checkbox"/>	<input type="checkbox"/>
• Existing ground levels of adjoining properties;	<input type="checkbox"/>	<input type="checkbox"/>
• Window treatments and sill heights for highlight windows;	<input type="checkbox"/>	<input type="checkbox"/>
• All boundary retaining walls (top & bottom wall heights in mm or AHD);	<input type="checkbox"/>	<input type="checkbox"/>
• Location and details of external fixtures (e.g. solar panels, A/C units, etc.);	<input type="checkbox"/>	<input type="checkbox"/>
• Existing and proposed fencing details.	<input type="checkbox"/>	<input type="checkbox"/>

### Certification of Application

Name of Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

I certify that I have provided the required information for the development proposed as per the checklist above.

I understand that the information provided including plans attached forming part of the planning application may be made available for public viewing where advertising is required.

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Document Control

Managed by: Planning Services	Responsible Person: Senior Planning Officer	Current Version: 1.2
Status: Active	Approved by: Senior Planning Officer	Date approved: 17/02/2021

### Revision Record

Date	Version	Summary of Actions / Changes	Reference	Approved by
14/08/18	1.0	Initial Creation		SPO
17/12/20	1.1	Moved to new stationary. Added requirement for stormwater systems.		SPO
17/02/2021	1.2	Update for LPS Regs Amendments. General update of requirements.		SPO