



Checklist for Non-Residential and Mixed Use Development

The following checklist is required to be completed by the applicant to accompany our Planning Application Form. Applications will not be accepted by the Town without the lodgement of a checklist and other requested documentation as outlined below. Please mark N/A where not applicable to the proposed development.

Application Requirements

Planning Application Form

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).

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).

Where a proposal is for development on land that is reserved under the Metropolitan Region Scheme, the MRS Form 1 must also be completed by the applicant.

Certificate Of Title

Copies must not be older than 12 months (can be obtained via the Landgate [website](#))

Plans

Site plans and floor plans drawn to scale – refer Plan Specifications below

Cover Letter & Justification Report

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.



Plan Specifications

Site Plan (Scale 1:100 or 1:200)	
Street name and lot number	<input type="checkbox"/>
North point and scale bar	<input type="checkbox"/>
Lot boundaries and dimensions	<input type="checkbox"/>
Location of any easements	<input type="checkbox"/>
Natural and proposed ground and finished floor levels	<input type="checkbox"/>
Existing and proposed retaining walls (top & bottom of wall height)	<input type="checkbox"/>
Outline of all existing buildings or structures on adjoining properties	<input type="checkbox"/>
Open space (site cover) calculations	<input type="checkbox"/>
Overshadowing calculations	<input type="checkbox"/>
Existing and proposed use(s)	<input type="checkbox"/>
Existing and/or proposed buildings	<input type="checkbox"/>
Existing and/or proposed fencing (<i>with dimensions, materials and colours</i>)	<input type="checkbox"/>
Existing and proposed means of access for pedestrians to and from the site	<input type="checkbox"/>
Location, layout and dimension of all car parking bays / areas (<i>include customers and employees, loading and manoeuvring</i>)	<input type="checkbox"/>
Vehicle access ways and crossovers (<i>if existing, note to be retained or removed</i>)	<input type="checkbox"/>
Verge details: location of any street trees, power poles, stay wires, bus stops, footpath signs, manholes, pram ramps, street signs and drainage pits	<input type="checkbox"/>
Details of on-site storage and location of rubbish bins	<input type="checkbox"/>
Location and details of external fixtures (e.g. solar panels, A/C units)	<input type="checkbox"/>
Details of storm water disposal systems , including: <ul style="list-style-type: none">• location of soak wells, drains, grates and downpipes;• storm water discharge calculations; and• swimming pool overflow location and connection.	<input type="checkbox"/>
<i>Note: Minim Cove properties to show connection to Town's system</i>	



Site Feature Survey (required for new builds or large projects)

Existing contours at 0.5m intervals extending past property boundaries	<input type="checkbox"/>
Relevant spot levels	<input type="checkbox"/>
Existing structures, including buildings and retaining walls	<input type="checkbox"/>
Existing trees on site	<input type="checkbox"/>
Street trees and other infrastructure (bus stops, power poles and lines, traffic islands, manholes, drainage pits etc.)	<input type="checkbox"/>
Location and finished floor levels of neighbouring buildings	<input type="checkbox"/>

Floor Plan (Scale 1:100 or 1:200)

Floor plan for each storey, including lot boundaries and setback dimensions	<input type="checkbox"/>
Internal layout showing doors, windows and room types	<input type="checkbox"/>
Cone of vision diagrams with applicable setback dimension	<input type="checkbox"/>
Vehicle sight line truncation areas	<input type="checkbox"/>

Elevations (Scale 1:00 or 1:200)

All elevations labelled North, South, East and West	<input type="checkbox"/>
Natural ground level and finished floor levels (AHD)	<input type="checkbox"/>
Building/ridge levels in AHD (no assumed levels) and roof pitch	<input type="checkbox"/>
Roofing materials and colour (if applicable)	<input type="checkbox"/>
Existing ground levels of adjoining properties	<input type="checkbox"/>
All boundary retaining walls (top & bottom wall heights in mm or AHD)	<input type="checkbox"/>
Location and details of external fixtures (e.g. solar panels, A/C units)	<input type="checkbox"/>
Existing and proposed fencing details	<input type="checkbox"/>



Additional Information

Please ensure your supporting documentation includes the following, if applicable:

Written detail of proposed use(s)	<input type="checkbox"/>
Hours and days of operation	<input type="checkbox"/>
Number of employees	<input type="checkbox"/>
Maximum number of expected visitors / guests / customers / clients at the premises at any given time	<input type="checkbox"/>
Location and method of waste collection	<input type="checkbox"/>
Fit-out details including any signage or shop front treatments	<input type="checkbox"/>
Landscaping plan (including plant type and height at maturity)	<input type="checkbox"/>
Noise impact statement and / or assessment	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>
Outdoor dining details	<input type="checkbox"/>

Applicant Declaration

Name of Applicant: _____

Property Address: _____

- I certify that I have provided the required information for the development proposed as per the checklist above. If the application is deemed to be incomplete, the application will be returned or placed on hold until all required information is received.
- I understand that the information provided, including plans forming part of the planning application, may be made available to the public on the local government website.
- I understand that if advertising of the application is required by the Town, a fee (in accordance with the Town's current fees and charges schedule) will be invoiced to the applicant.

Signature: _____ **Date:** _____

Please email this checklist and all other required documentation to the Urban Planning & Development team via admin@mosmanpark.wa.gov.au

